

7 New Research Submission

This section would be provided a brief idea to user about how to process the **New research Submission**. The research application process will be initiated when the user logs to the application, and chooses to start **New Research Application** process. The New Research Application function is chosen by the Researcher.

On clicking the **New Research Submission** from **Research Study Proposals** menu, a short series of **YES** or **NO** questions will be displayed. Based on the user's answers to those questions, the decision tool will categorize the study as **Research** or **Non-Research**. If the study is Research study, a new '**New Research Submission**' window will be displayed. Otherwise the system directs you into a support ticket page.

To process New Research Submission, follow below mentioned instructions:

1. Repeat steps 1, 2, 3, 5 and 6 under [Decision Tool](#).

Based on the user's answers to those questions, system directs the user into two different windows.

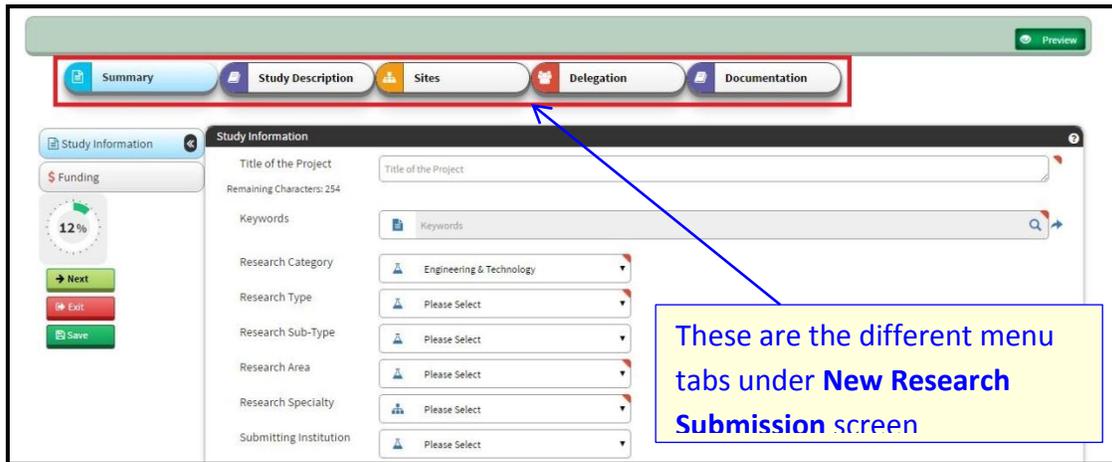
- i. **New Research Application** window: - the user can proceed the activities related to the new research.
- ii. **Raise Ticket** window: - The user can raise the tickets. [[To raise support ticket, click here](#)]

The **New Research Submission** screen contains the following menu tabs to enter the information regarding new research submission.

- **Summary**
- **Study Description**
- **Sites**
- **Delegation**
- **Funding**
- **Documentation**

The below section explains about each tab in detail:

Figure 210: New Research Application Window



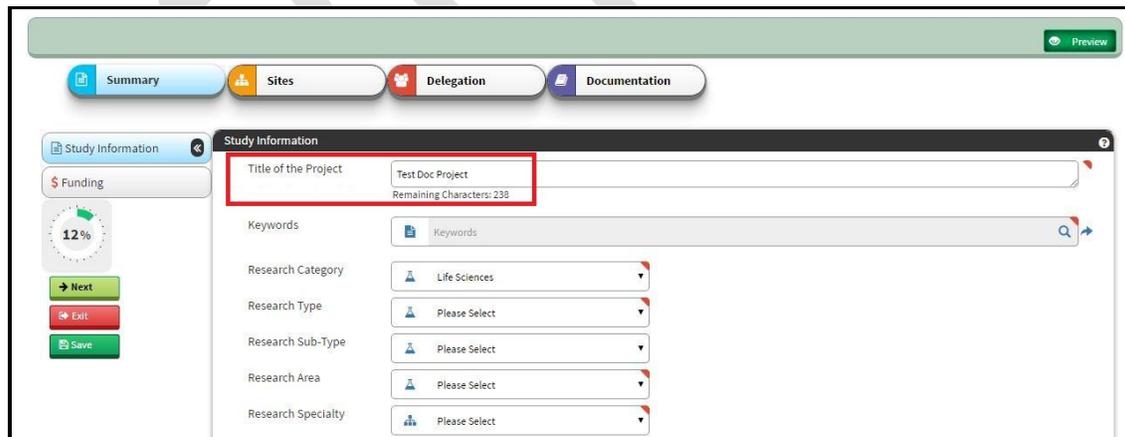
7.1 Summary

In the **New Research Submission** page, the user can enter **Study Information** and **Funding Information** under **Summary** section.

To enter **Study Information** and **Funding Information** under **Summary** section:

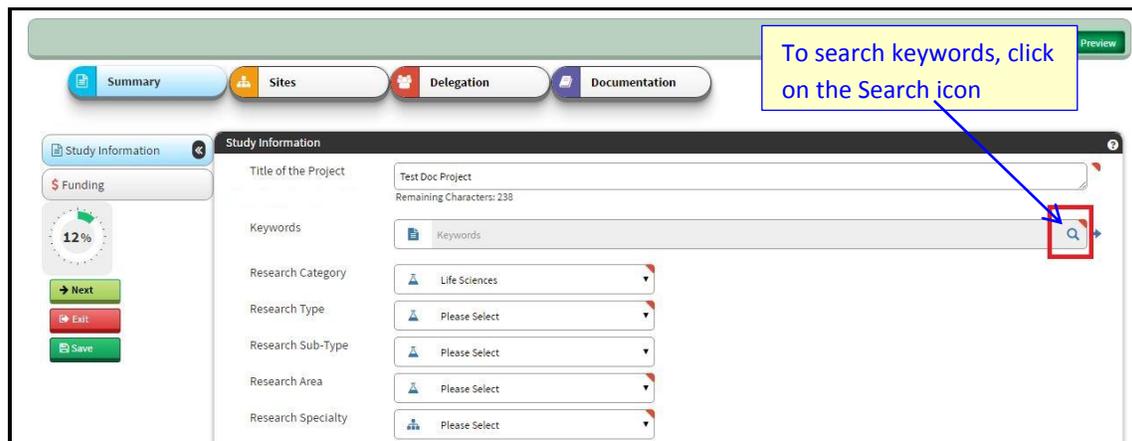
1. Enter the title of the project into **Title of the Project** box.

Figure 211: Title of Project



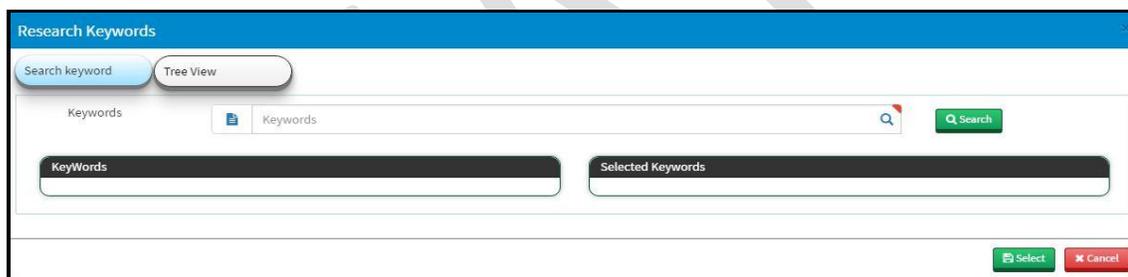
2. Click the  icon to select the keywords from keyword list.

Figure 212: Keywords-Manual Entering or Selection from List



- On clicking the  icon, a **Research Keywords** page with Keywords list will be displayed.

Figure 213: Research Keywords Page

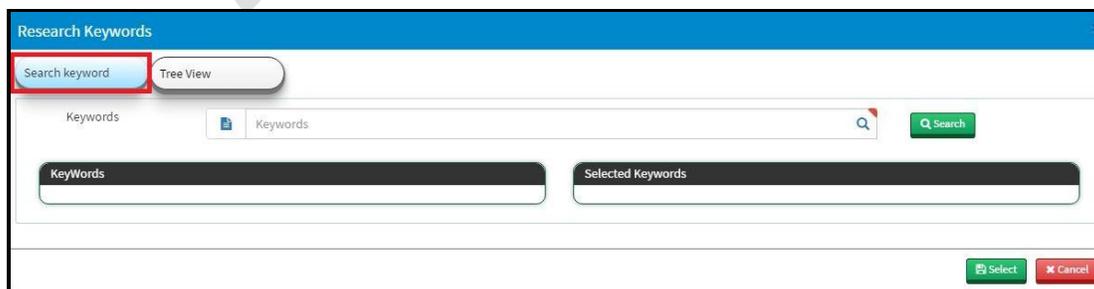


In **Research Keywords** page, the user can select the keyword from **Search Keyword** section or **Tree View** section.

To select keywords from **'Search Keyword'** tab, follow the below instructions:

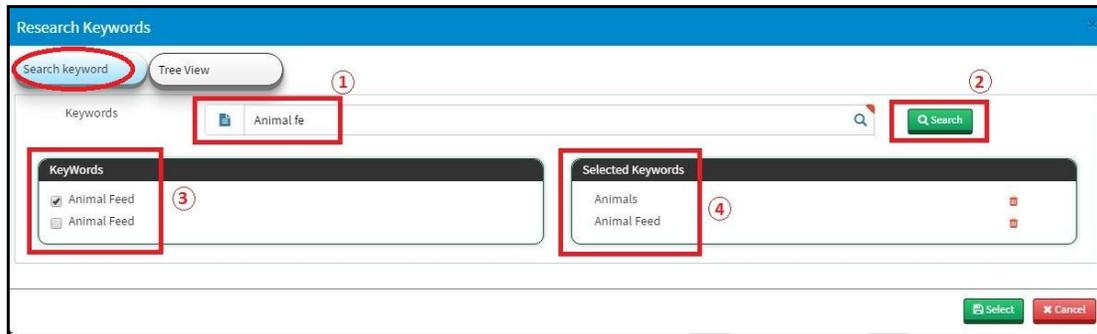
- From **Research Keyword** page, by default **Search Keyword** tab will be opened.

Figure 214: Research Keywords Page-Search Keyword Tab



- B. Enter the keyword into **Keywords** box, and then click the **Search** button.
- The search result will be displayed in **Keywords** section.
- C. Select the keywords from **Keywords** section.
- The selected keywords will be displayed in **Selected Keywords** section.

Figure 215: Search Keyword Tab-Select Keyword

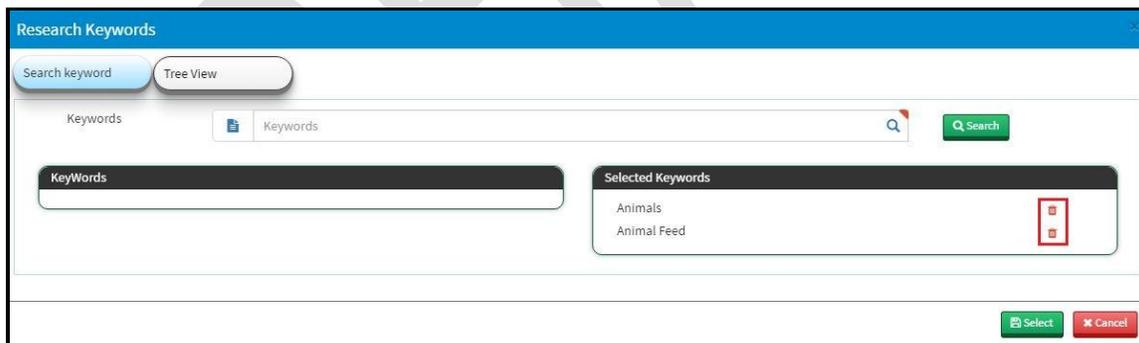


Note:

✍ Minimum three characters should enter into **Keywords** box to search keywords.

- D. [Optional] To remove the selected keywords, click the  icon.

Figure 216: Research Keywords Page-Delete Selected Keywords



- E. Click on the **Select** button.

Figure 217: Research Keywords Page-Save Selected Keywords

The screenshot shows the 'Research Keywords' interface. At the top, there are two tabs: 'Search keyword' and 'Tree View'. Below the tabs is a search bar with the text 'Keywords' and a magnifying glass icon, followed by a green 'Search' button. Underneath, there are two boxes: 'KeyWords' (empty) and 'Selected Keywords' (containing 'Animals' and 'Animal Feed'). At the bottom right, there are two buttons: a green 'Select' button and a red 'Cancel' button.

- The selected keywords will be displayed into Keywords box in **New Research Submission** page.

Figure 218: Selected Keywords Displayed in Keyword Box

The screenshot shows the 'New Research Submission' page. At the top, there are four tabs: 'Summary', 'Sites', 'Delegation', and 'Documentation'. Below the tabs is a 'Study Information' section. The 'Keywords' field is highlighted with a red box and contains the text 'Animals, Animal Feed'. Other fields include 'Title of the Project' (Test Doc Project), 'Research Category' (Life Sciences), 'Research Type' (Please Select), 'Research Sub-Type' (Please Select), 'Research Area' (Please Select), and 'Research Specialty' (Please Select). On the left side, there is a 'Funding' section with a '12%' progress indicator and buttons for 'Next', 'Exit', and 'Save'. A 'Preview' button is located at the top right.

To select keywords from **'Tree View'** tab, follow the below instructions:

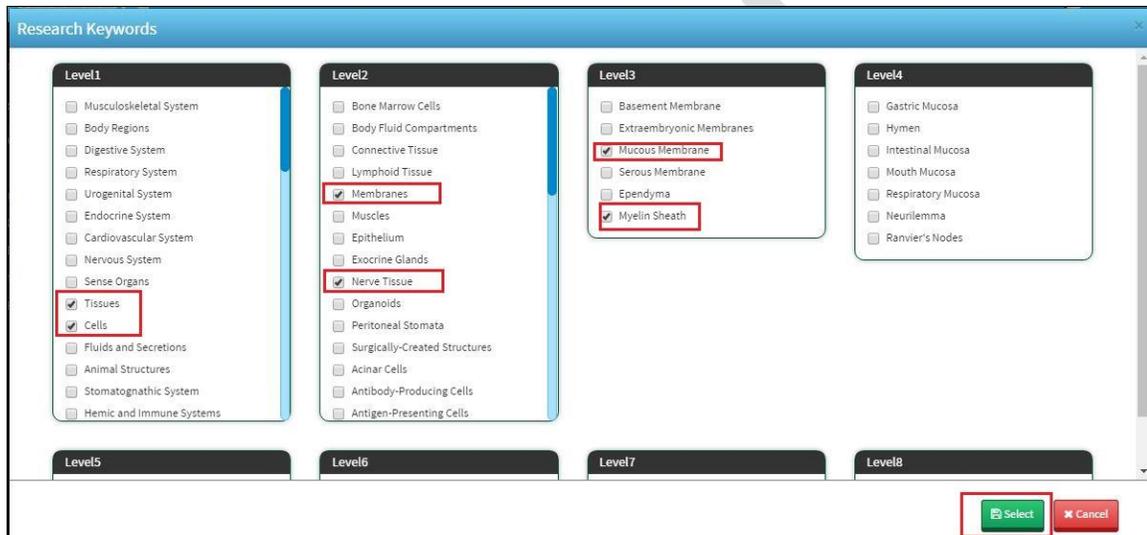
- Click the **Tree View** tab.

Figure 219: Tree View

The screenshot shows the 'Research Keywords' interface with the 'Tree View' tab selected and highlighted with a red box. The rest of the interface is identical to Figure 217, showing the search bar, 'KeyWords' and 'Selected Keywords' boxes, and 'Select' and 'Cancel' buttons.

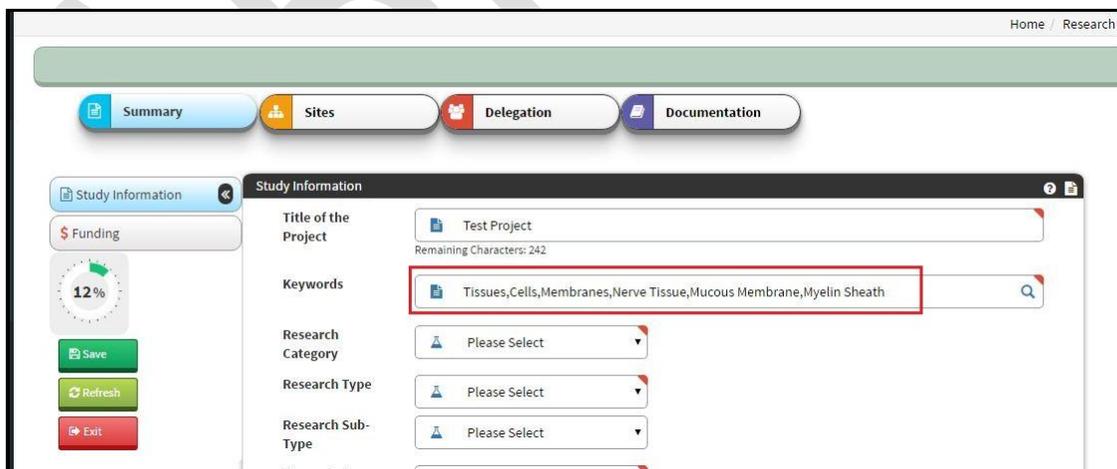
- The keywords are displayed in tree structure.
- B. Select the keywords from each level.
- Based on the selection of keywords from each level, the sub sequent keywords will be displayed under next levels.
- C. Click the **Select** button.

Figure 220: Research Keywords-Different Levels



- The selected keywords will be displayed into **Keywords** box.

Figure 221: Selected Keywords



3. Select the category of the research from **Research Category** drop-down, and then select type of research from **Research Type** drop-down.

Figure 222: Research Category Drop-Down

The screenshot shows the 'Study Information' form. The 'Research Category' dropdown menu is open, displaying the following options: 'Life Sciences', 'Please Select', 'Life Sciences', and 'Engineering & Technology'. The 'Engineering & Technology' option is highlighted in blue. Other fields in the form include 'Title of the Project' (Test Doc Project), 'Keywords' (Animals, Animal Feed), 'Research Type' (Please Select), 'Research Sub-Type' (Please Select), 'Research Area' (Please Select), and 'Research Specialty' (Please Select). The form also features a 'Funding' section with a 12% progress indicator and buttons for 'Next', 'Exit', and 'Save'.

Case A: Based on the selection of 'Research Category' and 'Research Type', the process flow will be changed.

- ❖ **Research Category : Engineering Technology**
- ❖ **Research Type : All**

In this case, the flow will be like below:

- i. Select **Engineering Technology** from **Research Category** drop-down.
- ii. Select the type of research from **Research Type** drop-down, and then select the subtype of research from **Research Sub-Type** drop-down.
- iii. Select the area of research from **Research Area** drop-down, and then select the specialty from **Research Specialty** drop-down.

Figure 223: Study Information-Engineering Technology

The screenshot shows the 'Study Information' form with the 'Research Category' dropdown menu open. The selected option is 'Engineering & Technology'. Other fields in the form include 'Title of the Project' (Test Doc Project), 'Keywords' (Behavior and Behavior Mechanisms, Motivation, Power (Psychology)), 'Research Type' (Computer Engineering), 'Research Sub-Type' (Please Select), 'Research Area' (Family Medicine), and 'Research Specialty' (Chemical Pathology). The form also features a 'Funding' section with a 12% progress indicator and buttons for 'Next', 'Exit', and 'Save'.

- iv. Select the name of submission institution from **Submission Institution** drop-down, and then select the name from **Submission To** drop-down.
- v. Select the start date from **Planned Start Date** calendar, and then select the end date from **Planned End Date**.

Figure 224: Study Information Details

Notes:

- ✍ **Planned Start Date** and **Planned End Date** must be either current date or future date.
- ✍ An error message will be displayed on the screen, if **Planned End Date** is greater than the **Planned Start Date**.

Figure 225: Planned Start Date and Planned End Date Error

- vi. Select Yes or No from “Is there any prospective Enrollment of Human Subjects ?” option.
- vii. Select **Yes** or **No** from “Has this study gone through any Scientific Review prior to the Submission?” option.

Figure 226: Study Information-Brief Summary

- viii. Enter the aim of research into **Aim** box, enter the objectives of the research into **Objectives** box, and then enter the methodology related details into **Methodology** box.

Figure 227: Study Information-Aim-Objectives-Methodology

Funding

- ix. Select **Yes** or **No** from “Is your Study already Funded?” option.
 - If selected option is **Yes**, select option from **Funded By** drop-down, and then enter the reference number into **Reference** box.

Note:

☞ Maximum two parameters can be selected by user under **'Funded By'** drop-down.

- x. Select **Yes** or **No** from **"Does your study require funding?"** option.
 - If selected option is **Yes**, select option from **Funding Required From** drop-down.

Note:

☞ If two parameters are selected under **'Funded By'** drop-down, the option **"Does your study require funding?"** will be disabled.

- xi. Select **Yes** or **No** from **"Is your Study Sponsored?"** option
 - If selected option is **Yes**, select option from **Sponsoring Organization** drop-down.
 - Based on the selection from **Sponsoring Organization** drop-down, the parameter will be selected under **Sponsoring Industry** drop-down list.

Figure 228: Engineering Technology-Funding

Home / Research S

Summary Sites Delegation Funding Documentation

Study Information

Funding

12%

Save Refresh Exit

Funding

Is your Study already Funded? Yes No

Funded By: Abu Dhabi Health Services

Reference: ABC

Does your study require funding? Yes No

Funding Required from: Hamad Medical Corporation (HMC)

Is your Study Sponsored? Yes No

Sponsoring Organization: Abbott Laboratories

Sponsoring Industry: Healthcare

- xii. Click the **Save** button.
 - The research summary details have been added successfully.

Figure 229: Engineering Technology - Research Summary Details Added Successful

Case B: Based on the selection of **'Research Category'** and **'Research Type'**, the process flow will be changed.

- ❖ **Research Category : Life Science**
- ❖ **Research Type : Registry**

In this case, the flow will be like below:

- i. Enter the title of the project into **Title of the Project** box.
- ii. Click the  icon to select the keywords from keyword list. **[TO know more about select keyword, [Go to Search Keyword](#)]**
- iii. Select **'Life Sciences'** from **Research Category** drop-down.
- iv. Select **'Registry'** from **Research Type** drop-down, and then select the subtype of research from **Research Sub-Type** drop-down.
- v. Select the area of research from **Research Area** drop-down, and then select the specialty from **Research Specialty** drop-down.
- vi. Select type of registry from **Type of Registry** drop-down.
- vii. Enter the name of Chief Site Officer into **Chief Site Officer** box

Figure 230: Life Science-Registry

The screenshot displays the 'Study Information' section of the Life Science-Registry form. The form is divided into several tabs: Summary, Sites, Delegation, and Documentation. The 'Study Information' tab is active, showing the following fields:

- Title of the Project: Test Doc Project (Remaining Characters: 238)
- Keywords: Behavior and Behavior Mechanisms, Behavioral Disciplines and Activities, Bacteria, Behavioral Sciences, Psychophysics, Signal Detection, Psychol
- Research Category: Life Sciences
- Research Type: Registry
- Research Sub-Type: Please Select
- Research Area: Immunology
- Research Specialty: Clin. Card. Electrophysiology
- Type of registry: Population Based Registry
- Chief Site Officer (Gatekeeper): ABC (Remaining Characters: 251)

On the left side, there is a progress indicator showing 12% completion, along with buttons for Next, Exit, and Save.

- viii. Select institution name from **Submission Institution** drop-down, and then select institution name from **Institution To** drop-down.
- ix. Select **Yes** or **No** from “**Will the registry be set up for a definite period or indefinite?**” option.
 - If selected option is **Yes**, enter the planned start date into **Planned Start Date** box, and then enter the planned end date into **Planned End Date**.

Figure 231: Life Science-Registry Details

The screenshot displays the 'Submission Institution' section of the Life Science-Registry form. The form is divided into several tabs: Summary, Sites, Delegation, and Documentation. The 'Submission Institution' tab is active, showing the following fields:

- Research Sub-Type: Please Select
- Research Area: Immunology
- Research Specialty: Clin. Card. Electrophysiology
- Type of registry: Population Based Registry
- Chief Site Officer (Gatekeeper): ABC (Remaining Characters: 251)
- Submitting Institution: Harvard School of Public Health
- Submitting To: Medical Research Center - HMC
- Will the registry be set up for a definite period or indefinite?
 - Yes
 - No
- Planned Start Date: 20/02/2017
- Planned End Date: 20/02/2018

On the left side, there is a progress indicator showing 12% completion, along with buttons for Next, Exit, and Save.

- x. Select **Yes** or **No** from “**is there any prospective Enrollment of Human Subjects?**” option.

- If selected option is **Yes**, a new tab **'Study Description'** is enabled. Otherwise the new tab **'Study Description'** will be displayed.

Figure 232: Life Science-Registry-Study Description Tab

- Select **Yes** or **No** from **"Has this study gone through any Scientific Review prior to the Submission?"** option.
- Enter the aim of research into **Aim** box, enter the objectives of the research into **Objectives** box, and then enter the methodology related details into **Methodology** box.

Figure 233: Life Science-Registry-Aim-Objectives-Methodology

Funding

- xiii. Select **Yes** or **No** from “**Is your Study already Funded?**” option.
- If selected option is **Yes**, select option from **Funded By** drop-down, and then enter the reference number into **Reference** box.

Note:

☞ *Maximum two parameters can be selected by user under ‘**Funded By**’ drop-down.*

- xiv. Select **Yes** or **No** from “**Does your study require funding?**” option.
- If selected option is **Yes**, select option from **Funding Required From** drop-down.

Note:

☞ *If two parameters are selected under ‘**Funded By**’ drop-down, the option “**Does your study require funding?**” will be disabled.*

- xv. Select **Yes** or **No** from “**Is your Study Sponsored?**” option
- If selected option is **Yes**, select option from **Sponsoring Organization** drop-down.
 - Based on the selection from **Sponsoring Organization** drop-down, the parameter will be displayed under **Sponsoring Industry** drop-down list.

Figure 234: Engineering Technology-Funding

Home / Research S

Summary Sites Delegation Funding Documentation

Study Information

Funding

12%

Save Refresh Exit

Funding

Is your Study already Funded? Yes No

Funded By: Abu Dhabi Health Services

Reference: ABC

Does your study require funding? Yes No

Funding Required from: Hamad Medical Corporation (HMC)

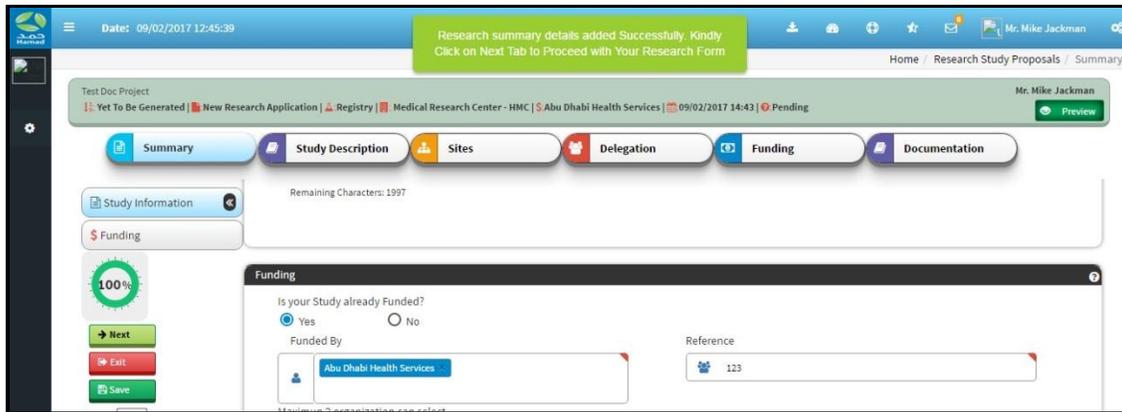
Is your Study Sponsored? Yes No

Sponsoring Organization: Abbott Laboratories

Sponsoring Industry: Healthcare

- xvi. Click the **Save** button.
- The research summary details have been added successfully.

Figure 235: Life Science-Summary Details Saved Successfully



Case C: Based on the selection of 'Research Category' and 'Research Type', the process flow will be changed.

- ❖ **Research Category : Life Science**
- ❖ **Research Type : Bio-Medical Engineering**

In this case, the tab '**Study Description**' and the question "is there any prospective Enrollment of Human Subjects ?" will not be displayed in **New Research Summary** page, and the workflow will be same as [Case B](#) [Research Category : Life Science and Research Type : Registry]

Case D: Based on the selection of 'Research Category' and 'Research Type', the process flow will be changed.

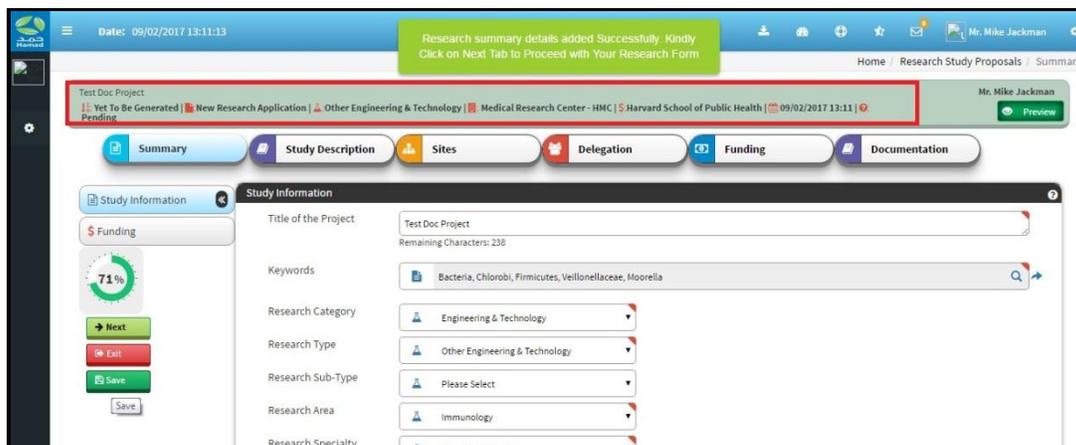
- ❖ **Research Category : Life Science**
- ❖ **Research Type : other than Registry and Bio-Medical Engineering**

In this case, the work flow will be same as [Case A](#). [Research Category: Engineering Technology]

Other Features in Summary Page:

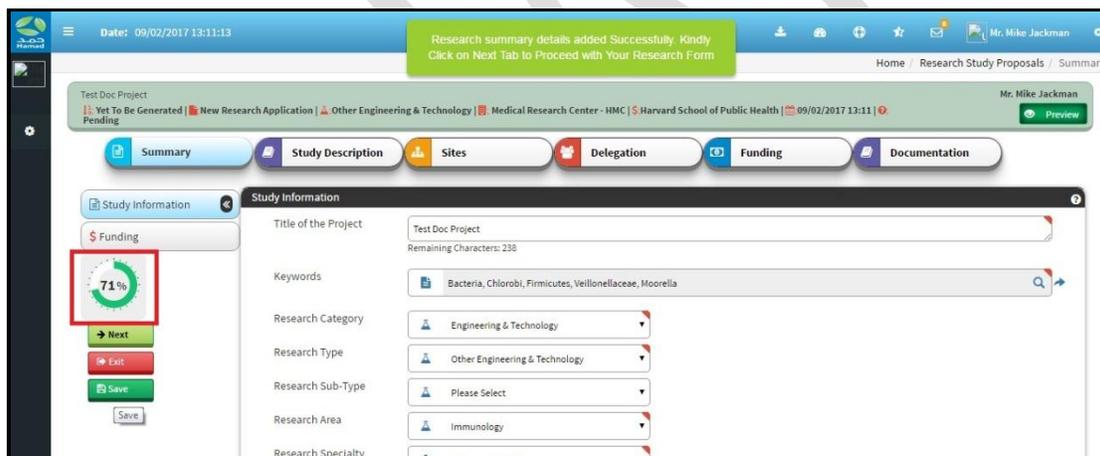
- a) The added summary details are displayed in banner.

Figure 236: Added Research Summary Details Displayed in Banner



- b) After saving the details, the pie chart represents the percentage completion of research summary.

Figure 237: Engineering Technology -Percentage Summary



- c) To view the Study Information, click the **Study Information** tab on left side.

Figure 238: Engineering Technology -Study Information Tab

d) To view the Funding, click the **Funding** tab on left side.

Figure 239: Research Summary - Funding Tab

e) The user can save the summary details by clicking on **Save** button

OR

On clicking the **Next** button, the summary details will be saved and the system redirects you into next tab.

OR

On clicking on the **Previous** button, the Summary details will be saved and system directs the user into previous tab.

Figure 240: Summary Page-Save or Next Button

On clicking **Save** button, the summary details will be saved

On clicking the **Next** button, the summary details will be saved and system redirects the user into next tab

- To exit from the window, click the **Exit** button.

Figure 241: Study Description-Previous Button

7.2 Study Description

In **Summary** page, based on the selection of '**Research Category**' and '**Research Type**' drop-down values and based on the selected option for '**is there any prospective Enrollment of Human Subjects?**' question, the **Study Description** tab will be displayed/hidden under **New Research Submission** section.

In the **Study Description** section, a list of questionnaire will be displayed. The questionnaire will be changed, based on the '**Research Category**' and '**Research Type**' drop-down values, and

based on the selected option for 'is there any prospective Enrollment of Human Subjects?' question.

Note:

- The user is not able to proceed to the next screen without filling out the relevant information in **Summary** screen.

The sample questionnaire list will be given below:

- Click the **Study Description** tab.

Figure 242: Study Description Tab

The screenshot shows the 'Study Description' tab selected in a research application. The interface includes a top navigation bar with tabs for Summary, Study Description (highlighted with a red box), Sites, Delegation, Funding, and Documentation. The main content area contains the following fields and questions:

- Submitting To:** harvard school of public health (dropdown)
- Submitting To:** Medical Research Center - HMC (dropdown)
- Planned Start Date:** 20/02/2017 (calendar)
- Planned End Date:** 20/02/2018 (calendar)
- Is there any prospective Enrollment of Human Subjects ?** Yes No
- Has this study gone through any Scientific Review prior to the Submission?** Yes No
- Abstract**
 - Aim:** vdhb (text area)
 - Remaining Characters: 496
 - Objectives:** cvbc (text area)

On the left side, there is a sidebar with a 'Study Information' section, a 'Funding' section, a progress indicator showing 71%, and buttons for 'Next', 'Exit', and 'Save'. The top right corner shows the user name 'Mr. Mike Jackman' and a 'Preview' button.

- Study Description page opens.
- Answer the questions, and then click the **Save** button (OR) click on the **Next** button (OR) click on the **Previous** button.

Figure 243: Save Questionnaire Section

Test Doc Project | Mr. Mike Jackman | Preview

Summary | Study Description | Sites | Delegation | Funding | Documentation

Study Description

→ Next (highlighted)

← Previous

Exit

Save (highlighted)

1.Planned Enrollment Number : 123

2.For how long will the enrolled participant remain in the study: 122

3.Does the study involve any of the below listed vulnerable population :

<input type="checkbox"/> New Born/Infants	<input type="checkbox"/> Pregnant Women/Fetuses
<input checked="" type="checkbox"/> Children	<input type="checkbox"/> Prisoners
<input type="checkbox"/> Cognitively Impaired	<input type="checkbox"/> HMC Employees
<input type="checkbox"/> Disabled	<input checked="" type="checkbox"/> Economically Disadvantaged

4.How are participants screened before enrolling?

Inclusion Criteria

Exclusion Criteria

- The study description details have been saved successfully.
- If the user clicked on the **NEXT** button, then the study description details will be saved and system directs the user into next tab.
- If the user clicked on the **Previous** button, then the study description details will be saved and system directs the user into previous tab

Figure 244: Saved Study Description Details

09/02/2017 16:42:14 | Successfully Study Description Details Updated | Mr. Mike Jackman

Fill/ Complete New Research Application

Test Doc Project | Mr. Mike Jackman | Preview

Summary | Study Description | Sites | Delegation | Funding | Documentation

Study Description

→ Next

← Previous

Exit

Save (highlighted)

Save

1.Planned Enrollment Number : 123

2.For how long will the enrolled participant remain in the study: 122

3.Does the study involve any of the below listed vulnerable population :

<input type="checkbox"/> New Born/Infants	<input type="checkbox"/> Pregnant Women/Fetuses
<input checked="" type="checkbox"/> Children	<input type="checkbox"/> Prisoners
<input type="checkbox"/> Cognitively Impaired	<input type="checkbox"/> HMC Employees
<input type="checkbox"/> Disabled	<input checked="" type="checkbox"/> Economically Disadvantaged

4.How are participants screened before enrolling?

Inclusion Criteria

Exclusion Criteria

- To exit from the window, click the **Exit** button.

Figure 245: Study Description-Previous Button

The screenshot shows the 'Study Description' form in a web application. The top navigation bar includes tabs for Summary, Study Description, Sites, Delegation, Funding, and Documentation. The 'Study Description' tab is active. On the left side of the form, there are navigation buttons: 'Next' (green), 'Previous' (yellow), 'Exit' (red, highlighted with a red box), and 'Save' (green). The main form area contains four questions:

- 1.Planned Enrollment Number : 123
- 2.For how long will the enrolled participant remain in the study: 122
- 3.Does the study involve any of the below listed vulnerable population :

<input type="checkbox"/> New Born/Infants	<input type="checkbox"/> Pregnant Women/Fetuses
<input checked="" type="checkbox"/> Childern	<input type="checkbox"/> Prisoners
<input type="checkbox"/> Cognitively Impaired	<input type="checkbox"/> HMC Employees
<input type="checkbox"/> Disabled	<input checked="" type="checkbox"/> Economically Disadvantaged
- 4.How are participants screened before enrolling?

7.3 Sites

The sites may be defined as a place e.g. hospital, clinic, laboratory, research institute and the like, in which the research or research related activities are going to be conducted.

Note:

*The user is not able to proceed to the next screen without filling out the relevant information in **Summary** screen.*

1. Click the **Sites** tab.

Figure 246: Sites Tab

The screenshot shows the 'Study Description' form with the 'Sites' tab highlighted in red in the top navigation bar. The form content is identical to Figure 245, showing the same four questions and navigation buttons.

- Sites page will be opens.

In **Sites**, the work flow will be changed based on the selection of **Multicenter** and **Collaborative** sections.

Figure 247: Multicenter Section and Collaborative Section

The screenshot shows a web application interface with a top navigation bar containing tabs: Summary, Study Description, Sites, Delegation, Funding, and Documentation. Below the navigation bar, there are two main sections: 'Multicenter' and 'Collaborative'. The 'Multicenter' section has a question 'Is Multicenter Study?' with radio buttons for 'Yes' and 'No'. The 'Collaborative' section has a question 'Is Collaborative Study?' with radio buttons for 'Yes' and 'No'. Below these sections is a 'Research Sites' form with fields for Site Category, Site Type, Enrollment Start Date, No of Enrollments, Institution/Sector, Procedure/Activity, Enrollment End Date, and Enrollment Remarks. There are also 'Next', 'Previous', 'Exit', and 'Save' buttons on the left side.

7.3.1 Multicenter

1. Select 'Yes' or 'No' from "Is Multicenter Study?" option.
 - If selected options is 'Yes', another question with Yes and No parameter will be displayed, and a new sub tab **Multicenter Sites** will be displayed.
 - If selected option is 'No', the default flow will be continued.

Figure 248: Multicenter-Yes

The screenshot shows the application interface after selecting 'Yes' for 'Is Multicenter Study?'. The 'Multicenter' section now includes a new question: 'Is Submitting Institution managing this Multi Centre Study?' with radio buttons for 'Yes' and 'No'. The 'Multicenter Sites' sub-tab is highlighted with a blue box. A yellow callout box with a blue border contains the text: 'If multicenter is Yes, new sub tab "Multicenter Sites" and a new question will be displayed.' The 'Research Sites' form is also visible below.

2. Select 'Yes' or 'No' from "Is Submitting Institution managing this Multi Centre Study?" option.
3. Select **Research Sites** or **Multicenter Sites** sub tab.

- The workflow under **Research Sites** and **Multicenter Sites** will be changed based on the selection of “**Is Submitting Institution managing this Multi Centre Study?**” option.

Figure 249: Research Sites and Multicenter Sites

The screenshot displays the 'Research Sites' and 'Multicenter' sections of the application. The 'Multicenter' section includes two radio button options: 'Is Multicenter Study?' (Yes/No) and 'Is Submitting Institution managing this Multi Centre Study?' (Yes/No). The 'Research Sites' section contains several form fields: Site Category, Site Type, Enrollment Start Date, No of Enrollments, Institution/Sector, Procedure/Activity, Enrollment End Date, and Enrollment Remarks. A '0%' progress indicator and navigation buttons (Next, Previous, Exit, Save) are visible on the left.

Research Sites

1. if selected option is ‘Yes’ or ‘No’ for “**Is Submitting Institution managing this Multi Centre Study?**” question, the same workflow will be continued under **Research Sites**.
2. Select category of sites from **Site Category** drop-down.

The **Site Category** drop-down includes two parameters **Medical** and **Non Medical**. If **Site Category** is **Medical**, all registered institutions will be displayed under **Institution/Sector** drop-down and all facilities of selected institution will be displayed under **Facility** drop-down. If **Site Category** is **Non-Medical**, all registered sectors will be displayed under **Institution/Sector** drop-down and the user can enter facilities name into **Facility** box.

Figure 250: Sites Category-Medical and Non-Medical

3. Select institution or sector from **Institution/Sector** drop-down.
4. If **Site Category** is **Medical**, select facility from **Facility** drop-down (**OR**) If **Site Category** is **Non-Medical**, enter facility name into **Facility** box.
5. Select type of site from **Site Type** drop-down, and then enter procedure or activity into **Procedure/Activity** box.

Note:

Based on the selection of '**Site Type**', the fields such as **Department**, **Section** and **Study Area** will be enabled or disabled.

6. Select the start date from **Enrollment Start Date** calendar, and then select the end date from **Enrollment End Date** calendar.

Note:

The '**Enrollment Start Date**' and '**Enrollment End Date**' should be in between '**Planned Start Date**' and '**Planned End Date**'.

7. Enter the number of enrollments into **No of Enrollments** box, and then enter the remarks regarding enrollments into **Enrollments Remarks** box.

Notes:

If **Site Type** is '**Performance Site**', the **Department**, **Section** and **Study Area** will be enabled.

If **Site Type** is '**Service Provider**', the **Department**, **Section** and **Study Area** will be disabled.

8. Select the department name from **Department** drop-down, select the section from **Section** drop-down, and then select the area of study from **Study Area** drop-down.
9. Click the **Add** button.

Figure 251: Research Sites

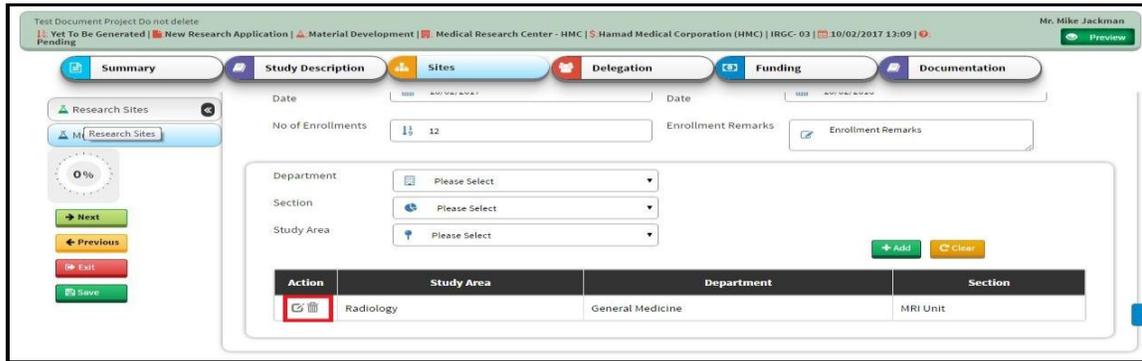
- The research sites details have been saved and displayed in a table format in same page.

Figure 252: Saved Research Sites

Action	Study Area	Department	Section
	Radiology	General Medicine	MRI Unit

- a. To edit details of research sites, click the icon.
- b. To delete the research details record, click the icon.

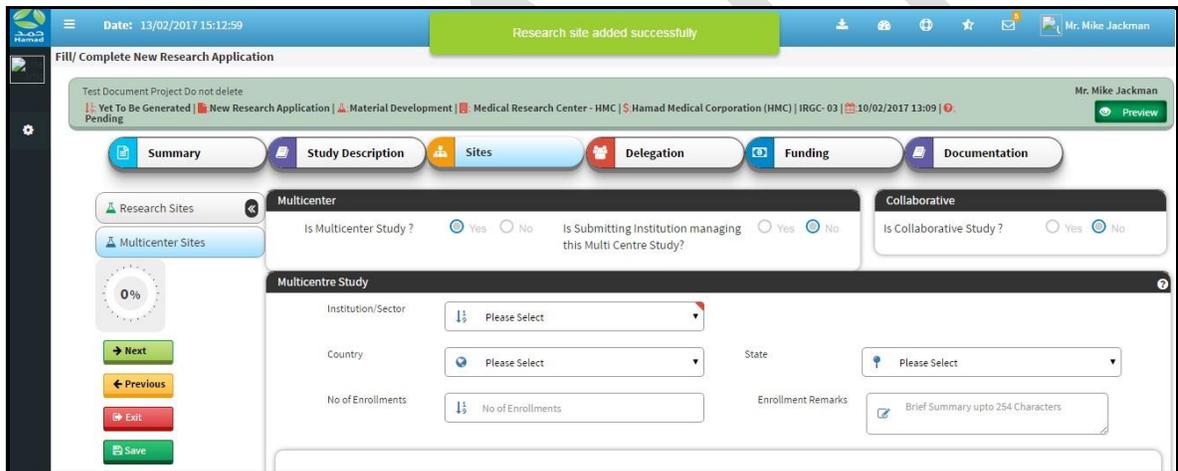
Figure 253: Edit and Delete Icons-Research Sites Details



10. Click the **Save** button.

- The research sites details have been saved successfully.

Figure 254: Research Site added successfully



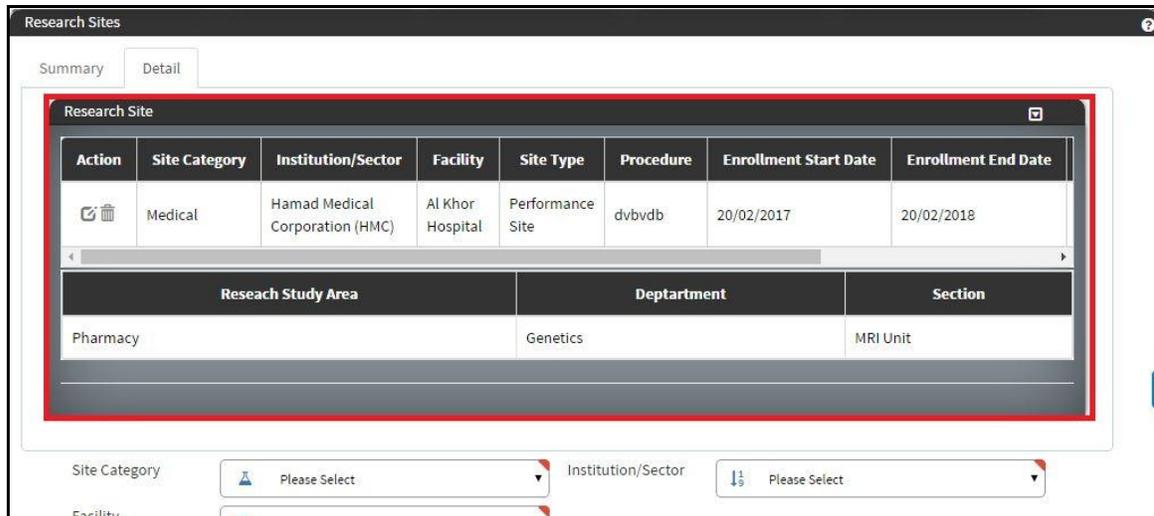
- The summary and details of added record will be displayed in same page.

Figure 255: Multicenter-Summary-Research Sites



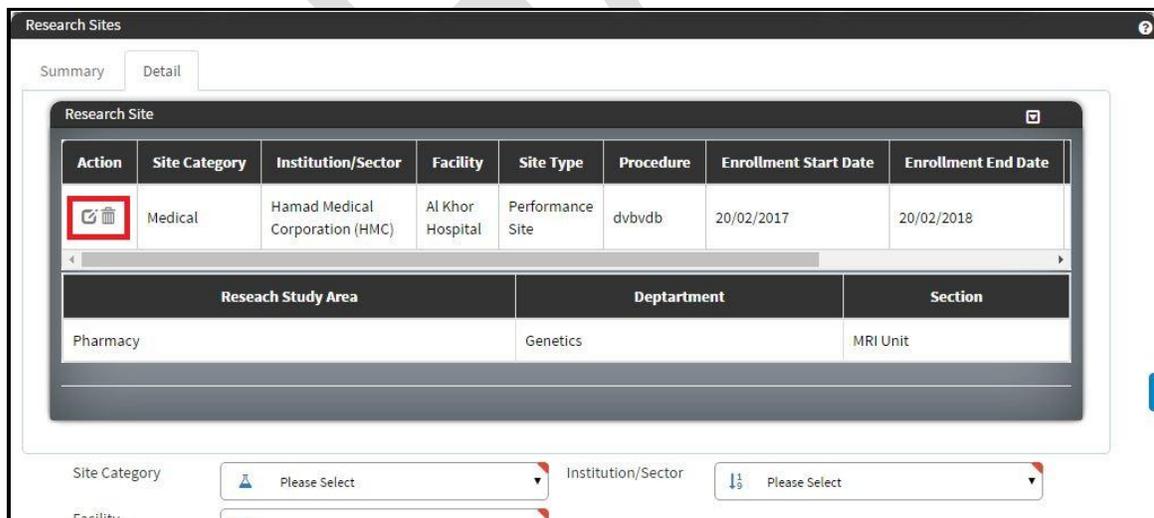
11. On clicking Details, the details of added record will be displayed.

Figure 256: Multicenter-Details-Research Site



- To edit details of research sites, click the  icon.
- To delete the research details record, click the  icon.

Figure 257: Edit and Delete Icons-Research Sites



Multicenter Sites

Notes:

 If selected option is **'Yes'** for **"Is Multicenter Study?"** question, than a new sub tab **Multicenter Sites** will be displayed under **Sites** tab.

Based on the selection of 'Yes' or 'No' for "Is Submitting Institution managing this Multi Centre Study" question, the workflow under multicenter sites will be changed.

A. If selected option is 'Yes' for "Is Submitting Institution managing this Multi Centre Study?" question, the workflow will be like this:

1. Select **Multicenter Sites** sub tab.

Figure 258: Multicenter Sites Sub Tab

2. Select 'Yes' for "Is Submitting Institution managing this Multi Centre Study?" question.

Figure 259: Multicenter Sites Sub Tab-Multicenter Study Center Question

3. Select category of sites from **Site Category** drop-down.

The **Site Category** drop-down includes two parameters **Medical** and **Non Medical**. If **Site Category** is **Medical**, all registered institutions will be displayed under **Institution/Sector** drop-down and all facilities of selected institution will be displayed under **Facility** drop-down. If **Site Category** is **Non-Medical**, all registered sectors will be displayed under **Institution/Sector** drop-down and the user can enter facilities name into **Facility** box.

Figure 260: Sites Category-Medical and Non-Medical

4. Select institution or sector from **Institution/Sector** drop-down.
5. If **Site Category** is **Medical**, select facility from **Facility** drop-down (**OR**) If **Site Category** is **Non-Medical**, enter facility name into **Facility** box.
6. Select type of site from **Site Type** drop-down, and then enter procedure or activity into **Procedure/Activity** box.
7. Select the start date from **Enrollment Start Date** calendar, and then select the end date from **Enrollment End Date** calendar.

Note:

*The **'Enrollment Start Date'** and **'Enrollment End Date'** should be in between **'Planned Start Date'** and **'Planned End Date'**.*

8. Enter the number of enrollments into **No. of Enrollments** box, and then enter the remarks regarding enrollments into **Enrollments Remarks** box.
9. Select the department name from **Department** drop-down, select the section from **Section** drop-down, and then select the area of study from **Study Area** drop-down.
10. Click the **Add** button.

Figure 261: Multicenter Study Details

- The research sites details have been saved and displayed in a table format in same page.

Figure 262: Saved Research Sites

Action	Study Area	Department	Section
 	Radiology	General Medicine	MRI Unit

- To edit details of research sites, click the  icon.
- To delete the research details record, click the  icon.

Figure 263: Edit and Delete Icons-Research Sites Details

Action	Study Area	Department	Section
	Radiology	General Medicine	MRI Unit

- The multicenter study details have been added and displayed in table format in a same page.

Figure 264: Saved Multicenter Study Details

Action	Study Area	Department	Section
	Factory	Genetics	Hand Therapy

- To edit details of research sites, click the icon.
- To delete the research details record, click the icon.

Figure 265: Edit and Delete Icons-Saved Multicenter Study Details

Test Document Project Do not delete
 Pending | Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC- 03 | 10/02/2017 13:09 | Mr. Mike Jackman

Summary | Study Description | Sites | Delegation | Funding | Documentation

Research Sites | Multicenter Sites

0%

Next | Previous | Exit | Save

Procedure

Enrollment Start Date: 20/02/2017 | Enrollment End Date: 20/02/2018

No of Enrollments: 12 | Enrollment Remarks: Brief Summary of Enrollment Remarks

Department: Please Select | Section: Please Select | Study Area: Please Select

+ Add | Clear

Action	Study Area	Department	Section
	Factory	Genetics	Hand Therapy

B. If selected option is 'No' for "Is Submitting Institution managing this Multi Centre Study?" question, the workflow will be like this:

1. Select Multicenter Sites sub tab.
2. Select 'No' for "Is Submitting Institution managing this Multi Centre Study?" question.

Figure 266: Multicenter Sites Sub Tab-Multicenter Study Center Question-No

Test Document Project Do not delete
 Pending | Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC- 03 | 10/02/2017 13:09 | Mr. Mike Jackman

Summary | Study Description | Sites | Delegation | Funding | Documentation

Research Sites | Multicenter Sites

0%

Next | Previous | Exit | Save

Multicenter

Is Multicenter Study? Yes No

Is Submitting Institution managing this Multi Centre Study? Yes No

Collaborative

Is Collaborative Study? Yes No

Multicentre Study

Institution/Sector: Please Select | Country: Please Select | State: Please Select

No of Enrollments: No of Enrollments | Enrollment Remarks: Brief Summary upto 254 Characters

3. Select name of institution from **Institution/Sector** drop-down.
 - Based on the selection of institution, **Country** and **State** will be auto populated.
4. Enter the number of enrollments into **No. of Enrollments** box, and then enter the remarks regarding enrollments into **Enrollments Remarks** box.
5. Click the **Save** button.

Figure 267: Save Details-Multicenter Study Center Question-No

Test Document Project Do not delete
Mr. Mike Jackman
Pending
Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC-03 | 10/02/2017 13:09 | Preview

Summary Study Description Sites Delegation Funding Documentation

Research Sites
Multicenter Sites

0%

Next Previous Exit Save

Multicenter

Is Multicenter Study? Yes No
Is Submitting Institution managing this Multi Centre Study? Yes No

Collaborative

Is Collaborative Study? Yes No

Multicentre Study

Institution/Sector	Al-Ahli Hospital, Qatar	Country	Qatar	State	Ar Rayyan
No of Enrollments	12	Enrollment Remarks	Summary		

- The multicenter details are saved successfully.
- **Summary** and **Details** of saved data will be displayed in same page.

Figure 268: Summary and Details-Multicenter Study-No

Test Document Project Do not delete
Mr. Mike Jackman
Pending
Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC-03 | 10/02/2017 13:09 | Preview

Summary Study Description Sites Delegation Funding Documentation

Research Sites
Multicenter Sites

0%

Next Previous Exit Save

Multicenter

Is Multicenter Study? Yes No
Is Submitting Institution managing this Multi Centre Study? Yes No

Collaborative

Is Collaborative Study? Yes No

Multicentre Study

Summary Details

27 Al-Ahli Hospital, Qatar
Qatar

Institution/Sector	Please Select	Country	Please Select	State	Please Select
--------------------	---------------	---------	---------------	-------	---------------

6. On clicking the **Details**, the details of added record will be displayed.

Figure 269: Details-Multicenter Study Details

Test Document Project Do not delete
 Pending
 Mr. Mike Jackman
 Preview

Summary Study Description Sites Delegation Funding Documentation

Research Sites
 Multicenter Sites
 0%
 Next Previous Exit Save

Multicenter
 Is Multicenter Study? Yes No
 Is Submitting Institution managing this Multi Centre Study? Yes No

Collaborative
 Is Collaborative Study? Yes No

Multicentre Study
 Summary Detail

Action	Institution/Sector	Country	State	No of Enrollment	Enrollment Remarks
	Al-Ahli Hospital, Qatar	Qatar	Ar Rayyan	12	Summary

- A. To edit details of research sites, click the icon.
- B. To delete the research details record, click the icon.

Figure 270: Edit and Delete Icons-Details-Multicenter Study Details

Test Document Project Do not delete
 Pending
 Mr. Mike Jackman
 Preview

Summary Study Description Sites Delegation Funding Documentation

Research Sites
 Multicenter Sites
 0%
 Next Previous Exit Save

Multicenter
 Is Multicenter Study? Yes No
 Is Submitting Institution managing this Multi Centre Study? Yes No

Collaborative
 Is Collaborative Study? Yes No

Multicentre Study
 Summary Detail

Action	Institution/Sector	Country	State	No of Enrollment	Enrollment Remarks
	Al-Ahli Hospital, Qatar	Qatar	Ar Rayyan	12	Summary

7.3.2 Collaborative

1. Select 'Yes' or 'No' from "Is Collaborative Study?" option.
 - Based on the selection of 'Yes' or 'No' for "Is Collaborative Study?" question, the workflow under Collaborative will be changed.

- A. If selected option is 'Yes' for "Is Collaborative Study?" question, the workflow will be like this:

2. Select 'Yes' or 'No' from "Is it a Collaborative Site" option.
3. Select category of sites from **Site Category** drop-down.

The **Site Category** drop-down includes two parameters **Medical** and **Non Medical**. If **Site Category** is **Medical**, all registered institutions will be displayed under **Institution/Sector** drop-down and all facilities of selected institution will be displayed under **Facility** drop-down. If **Site Category** is **Non-Medical**, all registered sectors will be displayed under **Institution/Sector** drop-down and the user can enter facilities name into **Facility** box.

Figure 271: Collaborative Sites -Yes

4. Select institution or sector from **Institution/Sector** drop-down.
5. If **Site Category** is **Medical**, select facility from **Facility** drop-down (**OR**) If **Site Category** is **Non-Medical**, enter facility name into **Facility** box.
6. Select type of site from **Site Type** drop-down, and then enter procedure or activity into **Procedure/Activity** box.

Note:

Based on the selection of '**Site Type**', the fields such as **Department**, **Section** and **Study Area** will be enabled or disabled.

12. Enter the name of PI into **PI Name** box, and then enter the contact details into **Contact Details** box.
13. Select the start date from **Enrollment Start Date** calendar, and then select the end date from **Enrollment End Date** calendar.

Note:

The '**Enrollment Start Date**' and '**Enrollment End Date**' should be in between '**Planned Start Date**' and '**Planned End Date**'.

14. Enter the number of enrollments into **No of Enrollments** box, and then enter the remarks regarding enrollments into **Enrollments Remarks** box.

Note:

If **Site Type** is '**Performance Site**', the **Department**, **Section** and **Study Area** will be enabled.

If **Site Type** is '**Service Provider**', the **Department**, **Section** and **Study Area** will be disabled.

15. Select the department name from **Department** drop-down, select the section from **Section** drop-down, and then select the area of study from **Study Area** drop-down.

16. Click the **Add** button.

Figure 272: Save-Collaborative Sites-Yes

- The collaborative details will be added and displayed in same page.

Figure 273: Saved Details-Collaborative Sites-Yes

Action	Study Area	Department	Section
	Radiology	General Medicine	MRI Unit
	Physician Office	Dermatology	Neurosurgery

7. To edit details of research sites, click the icon.
8. To delete the research details record, click the icon.

Figure 274: Edit and Delete Icons-Saved Details-Collaborative Sites-Yes

Action	Study Area	Department	Section
	Radiology	General Medicine	MRI Unit
	Physician Office	Dermatology	Neurosurgery

9. Click the **Save** button.

Figure 275: Save Button -Collaborative Sites-Yes

Test Document Project Do not delete
 Pending | Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC- 03 | 10/02/2017 13:09 | Mr. Mike Jackman

Summary | Study Description | **Sites** | Delegation | Funding | Documentation

Research Sites

No of Enrollments: 12 | Enrollment Remarks: Summary

Department: Please Select
 Section: Please Select
 Study Area: Please Select

+ Add | - Clear

Action	Study Area	Department	Section
	Radiology	General Medicine	MRI Unit
	Physician Office	Dermatology	Neurosurgery

- The details have been added successfully.
- **Summary** and **Details** of added record will be displayed in same page.
- A new sub tab **IRB** will be displayed under collaborative.

Figure 276: Collaborative Details-Summary and Details-IRB Sub Tab

Test Document Project Do not delete
 Pending | Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC- 03 | 10/02/2017 13:09 | Mr. Mike Jackman

Summary | Study Description | Sites | Delegation | Funding | Documentation

Research Sites

IRB

Multicenter
 Is Multicenter Study? Yes No

Collaborative
 Is Collaborative Study? Yes No

Research Sites

Summary | Detail

Medical
 Al Wakra Hospital

HOD | SAL

Is it a Collaborative Site Yes No

Site Category: Please Select | Institution/Sector: Please Select

10. On clicking the **Details**, the details of added collaborative record will be displayed.

Figure 277: Summary and Details-Collaborative Sites

Test Document Project Do not delete
 Pending
 Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC- 03 | 10/02/2017 13:09 | Mr. Mike Jackman

Summary Study Description Sites Delegation Funding Documentation

Research Sites IRB 0% Next Previous Exit Save

Summary Detail

Action	Site Category	Institution/Sector	Facility	Site Type	PI Name	Contact Details	Procedure	Enrollment Start
	Medical	Hamad Medical Corporation (HMC)	Al Wakra Hospital	Performance Site	ABC	Gdhdfh	Procedure	20/02/2017
Research Study Area			Department			Section		
Physician Office			Dermatology			Neurosurgery		
Radiology			General Medicine			MRI Unit		

11. To edit details of research sites, click the icon.

12. To delete the research details record, click the icon.

Figure 278: Edit and Delete Icons-Summary and Details-Collaborative Sites

Test Document Project Do not delete
 Pending
 Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC- 03 | 10/02/2017 13:09 | Mr. Mike Jackman

Summary Study Description Sites Delegation Funding Documentation

Research Sites IRB 0% Next Previous Exit Save

Summary Detail

Action	Site Category	Institution/Sector	Facility	Site Type	PI Name	Contact Details	Procedure	Enrollment Start
	Medical	Hamad Medical Corporation (HMC)	Al Wakra Hospital	Performance Site	ABC	Gdhdfh	Procedure	20/02/2017
Research Study Area			Department			Section		
Physician Office			Dermatology			Neurosurgery		
Radiology			General Medicine			MRI Unit		

IRB

13. Click the **IRB** sub tab.

Figure 279: IRB Sub Tab

- IRB section will be opened.
14. Select **'Yes'** or **'No'** from **"Is IRB Required?"** Option.
 - If selected option is **'Yes'** for **"Is IRB Required?"** question, continue the below work flow.
 15. Select the organization name from **IRB organization** drop-down, select the country name from **Country** drop-down, and then select the state from **State** drop-down.
 16. Select the name of institution from **Research Institution** drop-down.
 17. Select the start date of validity from **Validity Start Date** calendar, enter the duration into **Duration (Months)** box, and then select the expiry date of validity from **Validity Expiry** calendar.
 18. Enter the value into **Frequency of Progress Reporting** box.
 19. To upload the document, click the Upload button, and then select the document.
 20. Click the **Save** button.

Figure 280: Save IRB Details

The screenshot shows a web application interface for saving IRB details. The top navigation bar includes the user name 'Mr. Mike Jackman' and a 'Preview' button. Below the navigation bar are tabs for 'Summary', 'Study Description', 'Sites', 'Delegation', 'Funding', and 'Documentation'. The main content area is divided into sections: 'Multicenter' with 'Is Multicenter Study?' (Yes/No), 'Collaborative' with 'Is Collaborative Study?' (Yes/No), and 'IRB' with 'Is IRB Required?' (Yes/No). The 'IRB' section contains several input fields: 'IRB Organization' (University of Melbourne), 'Country' (Qatar), 'State' (Al Jumalyah), 'Research Institution' (Hamad Medical Corporation (HMC)), 'Validity Start Date' (20/02/2017), 'Duration (Months)' (12), 'Validity Expiry' (20/02/2018), and 'Frequency of Progress Reporting' (3). An 'Upload' button is located at the bottom of the form, with supported formats listed as doc, docx, png, jpg, xls, xlsx. A red box highlights the 'Save' button in the left sidebar.

- The IRB details have been saved successfully.

Figure 281: Successfully Saved IRB Details

The screenshot shows the same web application interface after the IRB details have been saved. A green notification banner at the top reads 'IRB saved successfully'. The 'Summary' tab is now selected, and the 'IRB' section displays a 'Summary' view with a loading spinner and the text 'University of Melbourne Qatar'. The 'Details' view is partially visible below, showing 'Is IRB Required?' (Yes/No) and 'IRB Organization' (Please Select). The 'Loading Please Wait.....' message is displayed over the 'Delegation' tab.

- **Summary** and **Details** of Added IRB details will be displayed in same page.

Figure 282: Summary and Details of IRB

Test Document Project Do not delete
 Pending
 Mr. Mike Jackman

Summary Study Description Sites Delegation Funding Documentation

Research Sites IRB

0%

Next Previous Exit Save

Multicenter
 Is Multicenter Study? Yes No

Collaborative
 Is Collaborative Study? Yes No

IRB
 Summary Detail

University of Melbourne
 Qatar

Is IRB Required? Yes No

IRB Organization Country

21. On clicking the Details, the details of IRB saved record will be displayed.

Figure 283: Details of IRB Saved Record

Test Document Project Do not delete
 Pending
 Mr. Mike Jackman

Summary Study Description Sites Delegation Funding Documentation

Research Sites IRB

0%

Next Previous Exit Save

Multicenter
 Is Multicenter Study? Yes No

Collaborative
 Is Collaborative Study? Yes No

IRB
 Summary Detail

Action	IRB Organization	Country	State	Research Institution	Validity Start Date	Duration (Months)	Validity Expiry	Freq
	University of Melbourne	Qatar	Al Jumaliyah	Hamad Medical Corporation (HMC)	20/02/2017	12	20/02/2018	3

Showing 1 to 1 of 1 rows 10 records per page

B. If selected option is 'No' for "Is Collaborative Study?" question, the workflow will be like this:

1. Select category of sites from **Site Category** drop-down.

The **Site Category** drop-down includes two parameters **Medical** and **Non Medical**. If **Site Category** is **Medical**, all registered institutions will be displayed under **Institution/Sector** drop-down and all facilities of selected institution will be displayed under **Facility** drop-down. If **Site**

Category is **Non-Medical**, all registered sectors will be displayed under **Institution/Sector** drop-down and the user can enter facilities name into **Facility** box.

Figure 284: Collaborative Sites -No

The screenshot shows the 'Sites' tab of a research application. The 'Collaborative' section is highlighted with a red box, indicating 'Is Collaborative Study?' is set to 'No'. The 'Research Sites' section is also visible, with 'Site Category' set to 'Non-Medical' and 'Institution/Sector' set to 'Hamad Medical Corporation (HMC)'. The 'Facility' field is empty, and 'Site Type' is set to 'Please Select'. The 'Enrollment Start Date' and 'Enrollment End Date' are both set to 'dd/mm/yy'. The 'No of Enrollments' is set to 'No of Enrollments' and the 'Enrollment Remarks' field is empty.

2. Select institution or sector from **Institution/Sector** drop-down.
3. If **Site Category** is **Medical**, select facility from **Facility** drop-down (**OR**) If **Site Category** is **Non-Medical**, enter facility name into **Facility** box.
4. Select type of site from **Site Type** drop-down, and then enter procedure or activity into **Procedure/Activity** box.

Note:

✎ **Based on the selection of 'Site Type', the fields such as Department, Section and Study Area will be enabled or disabled.**

17. Enter the name of PI into **PI Name** box, and then enter the contact details into **Contact Details** box.
18. Select the start date from **Enrollment Start Date** calendar, and then select the end date from **Enrollment End Date** calendar.

Note:

✎ **The 'Enrollment Start Date' and 'Enrollment End Date' should be in between 'Planned Start Date' and 'Planned End Date'.**

19. Enter the number of enrollments into **No of Enrollments** box, and then enter the remarks regarding enrollments into **Enrollments Remarks** box.

Note:

✎ **If Site Type is 'Performance Site', the Department, Section and Study Area will be enabled.**

✎ If **Site Type** is '**Service Provider**', the **Department**, **Section** and **Study Area** will be disabled.

20. Select the department name from **Department** drop-down, select the section from **Section** drop-down, and then select the area of study from **Study Area** drop-down.
21. Click the **Add** button.

Figure 285: Save-Collaborative Sites-No

- The collaborative details will be added and displayed in same page.

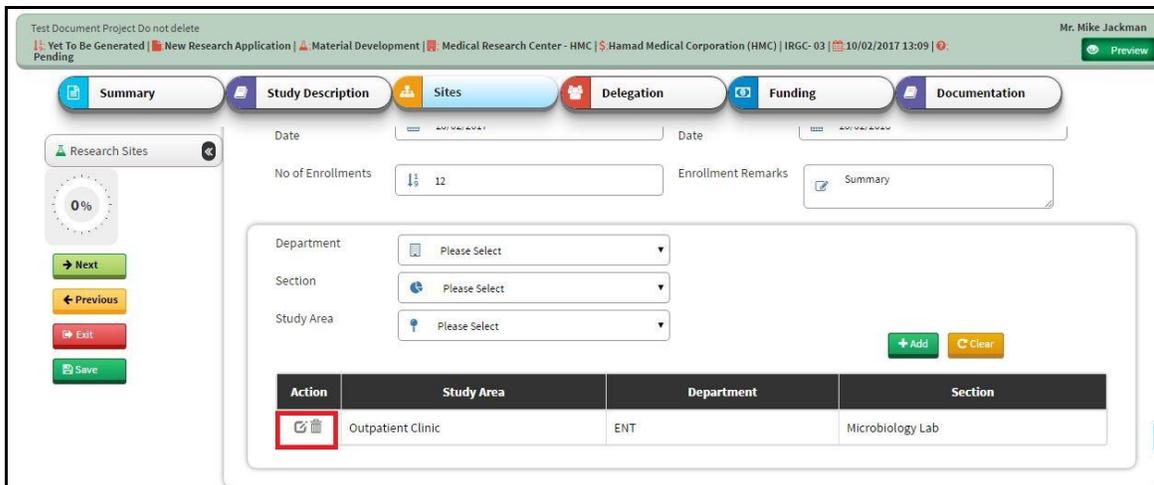
Figure 286: Saved Details-Collaborative Sites-No

Action	Study Area	Department	Section
	Outpatient Clinic	ENT	Microbiology Lab

5. To edit details of research sites, click the icon.

6. To delete the research details record, click the  icon.

Figure 287: Edit and Delete Icons-Saved Details-Collaborative Sites-Yes



Test Document Project Do not delete
 Pending | Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC- 03 | 10/02/2017 13:09 | Mr. Mike Jackman

Summary | Study Description | **Sites** | Delegation | Funding | Documentation

Research Sites: 0%

Next | Previous | Exit | Save

Date: [Date] | Date: [Date]

No of Enrollments: 12 | Enrollment Remarks: Summary

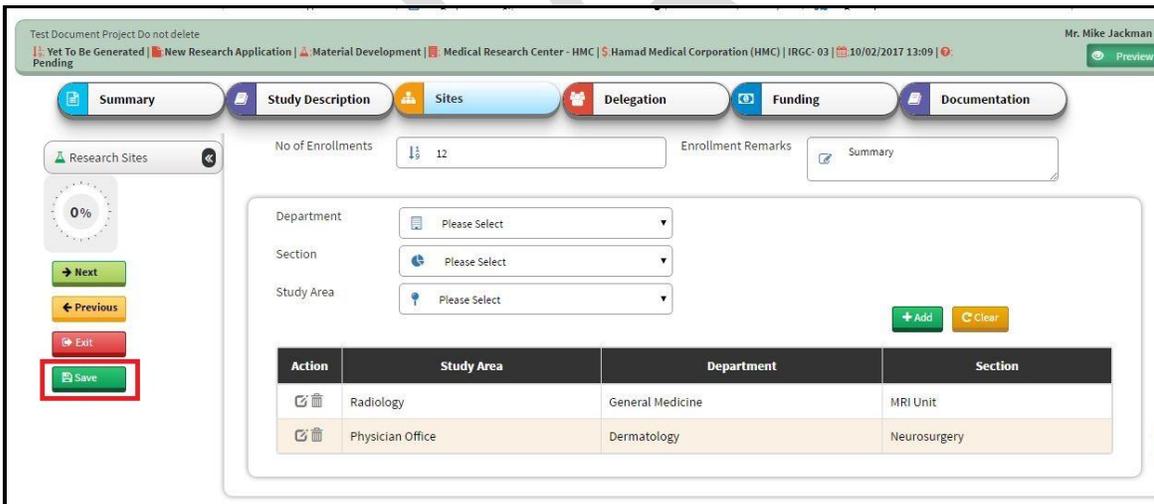
Department: Please Select | Section: Please Select | Study Area: Please Select

+ Add | Clear

Action	Study Area	Department	Section
	Outpatient Clinic	ENT	Microbiology Lab

7. Click the **Save** button.

Figure 288: Save Button -Collaborative Sites-Yes



Test Document Project Do not delete
 Pending | Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC- 03 | 10/02/2017 13:09 | Mr. Mike Jackman

Summary | Study Description | **Sites** | Delegation | Funding | Documentation

Research Sites: 0%

Next | Previous | Exit | **Save**

No of Enrollments: 12 | Enrollment Remarks: Summary

Department: Please Select | Section: Please Select | Study Area: Please Select

+ Add | Clear

Action	Study Area	Department	Section
	Radiology	General Medicine	MRI Unit
	Physician Office	Dermatology	Neurosurgery

- The details have been added successfully.
- **Summary** and **Details** of added record will be displayed in same page.

Figure 289: Save Details-Collaborative Study-No

Test Document Project Do not delete
 Pending
 Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC- 03 | 10/02/2017 13:09 | Mr. Mike Jackman

Summary Study Description Sites Delegation Funding Documentation

Research Sites
 0%
 Next Previous Exit Save

Multicenter
 Is Multicenter Study? Yes No

Collaborative
 Is Collaborative Study? Yes No

Research Sites
 Summary Detail
 39 Medical Al Wakra Hospital
 HMB SAL

Site Category Institution/Sector
 Facility

- On clicking the **Details**, the details of added collaborative record will be displayed in same page.

Figure 290: Details of Collaborative Sites

Test Document Project Do not delete
 Pending
 Yet To Be Generated | New Research Application | Material Development | Medical Research Center - HMC | Hamad Medical Corporation (HMC) | IRGC- 03 | 10/02/2017 13:09 | Mr. Mike Jackman

Summary Study Description Sites Delegation Funding Documentation

Research Sites
 0%
 Next Previous Exit Save

Summary Detail

Research Site

Action	Site Category	Institution/Sector	Facility	Site Type	Procedure	Enrollment Start Date	Enrollment End Date
	Medical	Hamad Medical Corporation (HMC)	Al Wakra Hospital	Performance Site	Procedure	20/02/2017	20/02/2018

Research Study Area: Outpatient Clinic
 Department: ENT
 Section: Microbiology Lab

Site Category Institution/Sector

7.4 Delegation

If research requires a team, information of the required team will be entered into the delegation list, prospective team members chosen from a list of existing users with skill sets, team members receive notification via Email/SMS for acknowledgement of participation. If team member required doesn't exist in the system, team members need to create the profile accordingly, Email notification is sent out the prospective team member for acknowledgement of participation.

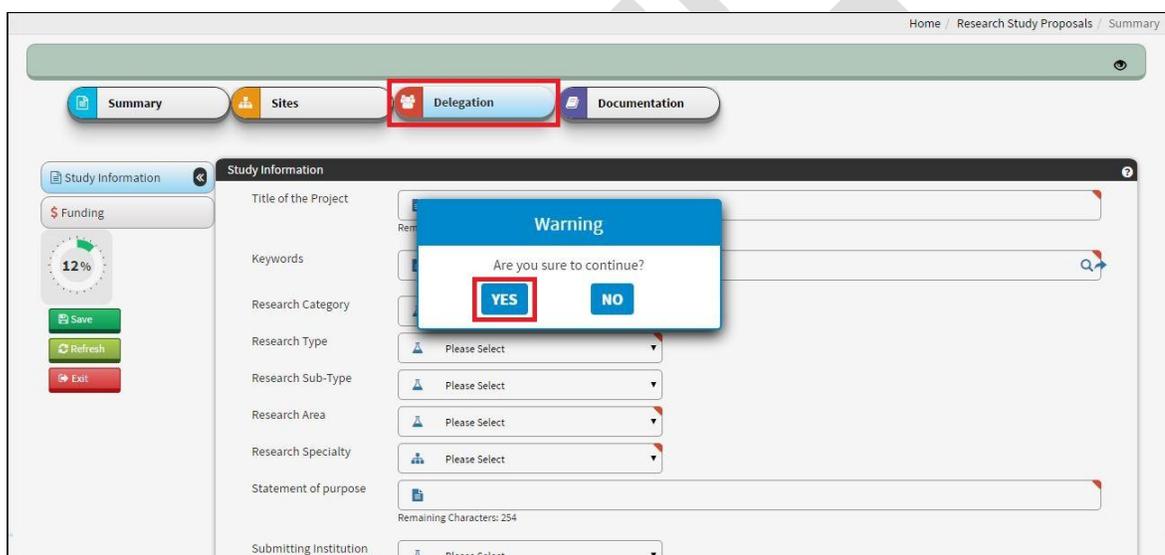
Delegated Users – Applies to principal investigator

Note

✍ The user is not able to proceed to the next screen without filling out the relevant information in **Summary** screen.

1. Click the **Delegation** tab.
 - A message box will be displayed “**Are you sure to continue**”.
2. Click the **YES** button.

Figure 291: Confirmation Message for Delegation Page



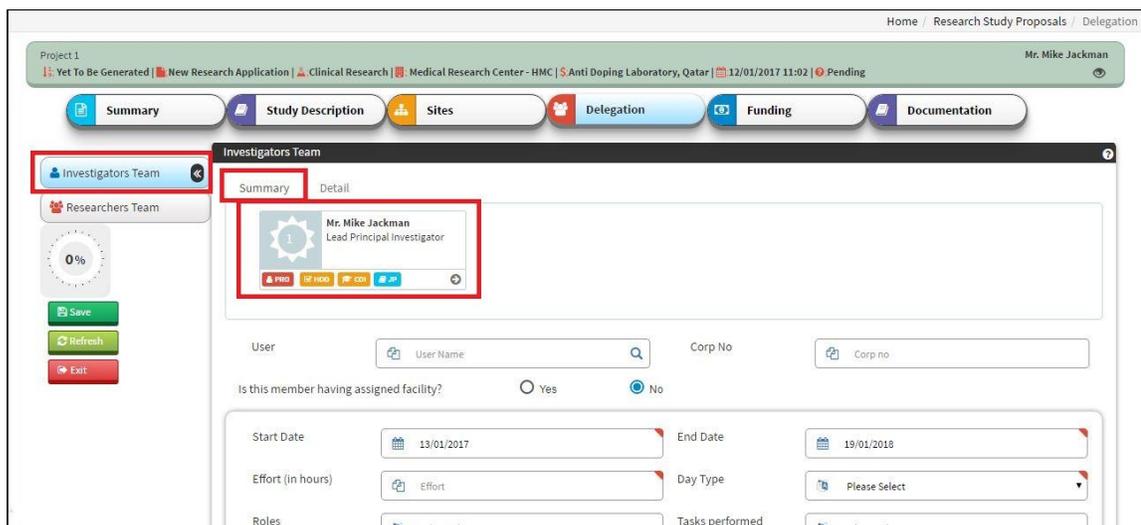
- The delegation page opens.

In delegation page, two sub tabs “**Investigators Team**” and “**Researchers Team**” are displayed.

Investigators Team

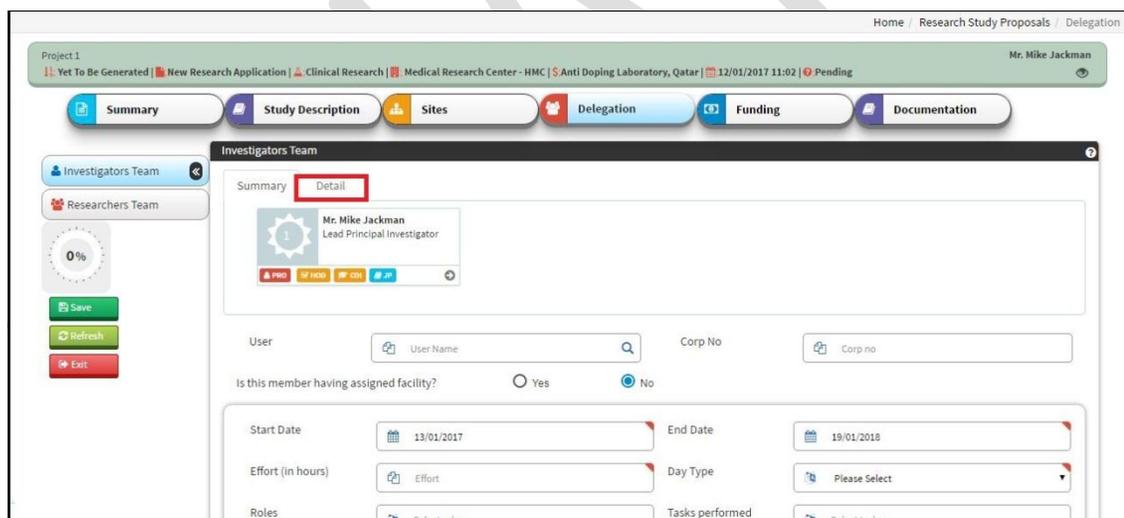
- In **Investigators Team** page, summary of *lead Principal Investigator* (Application owner) will be displayed.

Figure 292: Summary of Lead Principal Investigator



3. To display the details of Lead Principal Investigation Summary, click the **Details**.

Figure 293: Details-Lead Principal Investigator



- The details of summary details will be displayed.

Figure 294: Details of Lead Principal Investigator

Project 1
 Home / Research Study Proposals / Delegation
 Mr. Mike Jackman

Summary Study Description Sites Delegation Funding Documentation

Investigators Team
 Researchers Team

0%

Save Refresh Exit

Investigators Team
 Summary Detail

Search

Action	Corp No	Name
	50023	Mike Jackman

Showing 1 to 1 of 1 rows 10 records per page

User
 User Name Corp No Corp no

4. Click the icon to search users.

- User Search window opens.

Figure 295: User Search Window

User Search

Name Corporation Number Department Section
 Name Corporation Number

Research Institution Organization Research Area
 Research Institution Organization Research Area

Speciality Role Task
 Speciality Role Task

Search Cancel Add

Search

Profile/JIP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Area	Speciality
No Record available										

Showing 1 to 0 of 0 rows 10 records per page

5. Click the **Search** button.

Note

- ✎ The search result can be filtered by entering **Name, Corporation Number, Department, Section, Research Institution, Organization, Research Area, Specialty, Role and Task**

Figure 296: Search Button-User Search Window

The screenshot shows the 'User Search' window with the following fields and buttons:

- Name:
- Corporation Number:
- Department:
- Section:
- Research Institution:
- Organization:
- Research Area:
- Speciality:
- Role:
- Task:
- Buttons:

- After clicking the **Search** button, the users list will be displayed.

Figure 297: Users List-User Search Window

The screenshot shows the 'User Search' window displaying a list of users. The table has the following columns: Profile/JP, Action, Corporation No, Title, Display Name, Primary Email, Org Name, Departments, Section, Research Area, and Speciality.

Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Area	Speciality
	<input checked="" type="checkbox"/>	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami				
	<input checked="" type="checkbox"/>	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation (HMC)				
	<input checked="" type="checkbox"/>	50023	Mr.	Mike Jackman	Mike@hmc.org	Hamad Medical Corporation (HMC)	Accident and Emergency	Cytogenetic Lab	Cardiology/Vascular	
	<input checked="" type="checkbox"/>	50024	Mr.	Andrew Johnson	Andrew@hmc.org	Hamad Medical Corporation (HMC)				

- To select the user, click the icon.

Figure 298: Select User from Users List-User Search Window

Profile/JIP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Area	Specialty
	<input checked="" type="checkbox"/>	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami				
	<input checked="" type="checkbox"/>	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation (HMC)				
	<input checked="" type="checkbox"/>	50023	Mr.	Mike Jackman	Mike@hmc.org	Hamad Medical Corporation (HMC)	Accident and Emergency	Cytogenetic Lab	Cardiology/Vascular	
	<input checked="" type="checkbox"/>	50024	Mr.	Andrew Johnson	Andrew@hmc.org	Hamad Medical Corporation (HMC)				

- After clicking the Action icon, a message box will be displayed “Do you want to select this user”.

7. Click the YES button.

Figure 299: Confirmation Message-Users List-User Search Window

Profile/JIP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Area	Specialty
	<input checked="" type="checkbox"/>	50029	Mr.	Phillips John	Phillips@hmc.org	Hamad Medical Corporation (HMC)				
	<input checked="" type="checkbox"/>	50030	Mr.	Sundar Kumar Rao	Sundar@hmc.org	Hamad Medical Corporation				
	<input checked="" type="checkbox"/>	50031	Mr.	Willie K John						
	<input checked="" type="checkbox"/>	50032	Mr.	Ramankrishna Wadiyar	Ramankrishna@hmc.org	Hamad Medical Corporation (HMC)				

Showing 1 to 10 of 58 rows 10 records per page

<< < 1 2 3 4 5 > >>

- Based on the selection of the user, the corporate number, start date and end date will be auto populated.

Figure 300: Auto-Populating Details-After Selection of User

Home / Research Study Proposals / Delegation

Project1
 ❗ Yet To Be Generated | 📄 New Research Application | 📄 Basic Sciences | 📄 Medical Research Center - HMC | 📄 Abnoba GmbH | 📅 12/01/2017 15:28 | ⏸ Pending
 Mr. Mike Jackman

Summary | Study Description | Sites | Delegation | Funding | Documentation

Investigators Team
 Researchers Team

0%

Save
 Refresh
 Exit

Summary | Detail

Mr. Mike Jackman
 Lead Principal Investigator

User: Ramankrishna Wadyar | Corp No: 50032

Is this member having assigned facility? Yes No

Start Date: 13/01/2017 | End Date: 19/01/2018

Effort (in hours): Effort | Day Type: Please Select

Roles: Select roles... | Tasks performed: Select tasks...

+ Add | - Reset

A. From **User Search** page, to view the **User Profile**, click the  icon.

Figure 301: User Profile Icon- User Search Window

User Search

Search | Cancel | + Add

Search

Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Ar
	✓	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami			
	✓		Dr.	Watch W Me	watch@sark.com	Qatar Petroleum			
	✓	2020	Mr.	Abdul	hmctest@hmc.org	Hamad Medical Corporation (HMC)			
	✓	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation			

To view User Profile, click here

- User Profile Lookup page opens.

Figure 302: User Profile Lookup Page

The screenshot shows a 'User Profile Lookup' window with a sidebar on the left containing buttons for 'Personal Info', 'Institutional Information', 'Areas of Interest', 'Certifications', and 'Publications'. The main area is titled 'Personal Info' and contains the following fields:

- Prefix: Dr.
- First Name: Watch
- Middle Name: W
- Last Name: Me
- Preferred Name: Watch W Me
- Corporation No: Corporation No
- Highest Degree: Highest Degree
- Country: Country of Residence
- State: State
- City: City
- Postal Code: Postal Code
- Primary Contact No: Primary Contact No
- Secondary Contact No: Secondary Contact No
- Fax: Fax
- Primary Email ID: watch@sark.com
- Secondary Email ID: Secondary Email ID
- Bleep No: Bleep No

B. From **User Search** page, to view the **Job Planner**, click the  icon.

Figure 303: Job Planner Icon- User Search Window

The screenshot shows a 'User Search' window with a table of user profiles. The table has the following columns: Profile/JP, Action, Corporation No, Title, Display Name, Primary Email, Org Name, Departments, Section, and Research Area. The 'Action' column contains a green Job Planner icon next to a checkmark for each row.

Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Area
	 ✓	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami			
	 ✓		Dr.	Watch W Me	watch@sark.com	Qatar Petroleum			
	 ✓	2020	Mr.	Abdul	hmctest@hmc.org	Hamad Medical Corporation (HMC)			
	 ✓	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation (HMC)			
	 ✓	50022	Mr.	Mike Jackson	Mike@hmc.org	Hamad Medical	Accident and Emergency, Accident and Emergency Deptal	Cytogenetic Lab, Cytogenetic Lab General	Anesthesia, Perioper and Pain, Cardiology/Vascular

- Job Planner page opens.

Figure 304: Job Planner Page- User Search Window

Member Type	Participation Start Date	Participation End Date	Project Title	Protocol ID	Research Site	Site Type	Role	Study Owner	Tasks	Day Type
Study Core Team Member	13/1/2017	19/1/2018	Project 1	Yet To Be Generated			Site Principal Investigator	Mike Jackman		per-week
Study Core Team Member	13/1/2017	19/1/2018	Project 1	Yet To Be Generated			Site Principal Investigator	Mike Jackman		per-week

Showing 1 to 2 of 2 rows | 10 records per page

8. Select 'YES' or 'NO' from "is this member having assigned facility?" Option.
9. If 'YES', then select the name of site from **Assigned Site** drop-down and continue following instructions. If 'NO', then continue the following instructions.
10. Enter hours needed into **Effort (in hours)** box, select the type of effort from **Day Type** drop-down.
11. Select the roles from **Roles** drop-down, and then select the tasks from **Tasks Performed** drop-down.
12. Click the **Add** button.

Figure 305: Adding User-User Search Window

Project1 | Home / Research Study Proposals / Delegation | Mr. Mike Jackman

Summary | Study Description | Sites | Delegation | Funding | Documentation

Investigators Team | Researchers Team

0%

Save | Refresh | Exit

User: Ramankrishna Wadiyar | Corp No: 50032

Is this member having assigned facility? Yes No

Assigned Site: Al Wakra Hospital

Start Date: 13/01/2017 | End Date: 19/01/2018

Effort (in hours): 150 | Day Type: per month

Roles: Research Associate | Tasks performed: Follow up Visit

Add | Reset

Action	Assigned site	Start date	End date	Effort	Day type	Roles	Tasks performed
--------	---------------	------------	----------	--------	----------	-------	-----------------

- The new user has been added successfully and the details will be displayed in tabular columns in same page.

Figure 306: Added User List-User Search Window

Project1
 Home / Research Study Proposals / Delegation
 Mr. Mike Jackman

Summary Study Description Sites Delegation Funding Documentation

Investigators Team
 Researchers Team

0%

Save Refresh Exit

Assigned Site: Please Select
 Start Date: 13/01/2017 End Date: 19/01/2018
 Effort (in hours): Effort Day Type: Please Select
 Roles: Select roles... Tasks performed: Select tasks...

+ Add - Reset

Action	Assigned site	Start date	End date	Effort	Day type	Roles	Tasks performed
	Al Wakra Hospital	13/01/2017	19/01/2018	150	per-month	Research Associate	Follow up Visit

13. Click the **Save** button.

Figure 307: Save Button-Investigators Team

Date: 13/01/2017 12:28:16
 Home / Research Study Proposals / Delegation
 Mr. Mike Jackman

Summary Sites Delegation Funding Documentation

Investigators Team
 Researchers Team

0%

Save Refresh Exit

Investigators Team
 Summary Detail

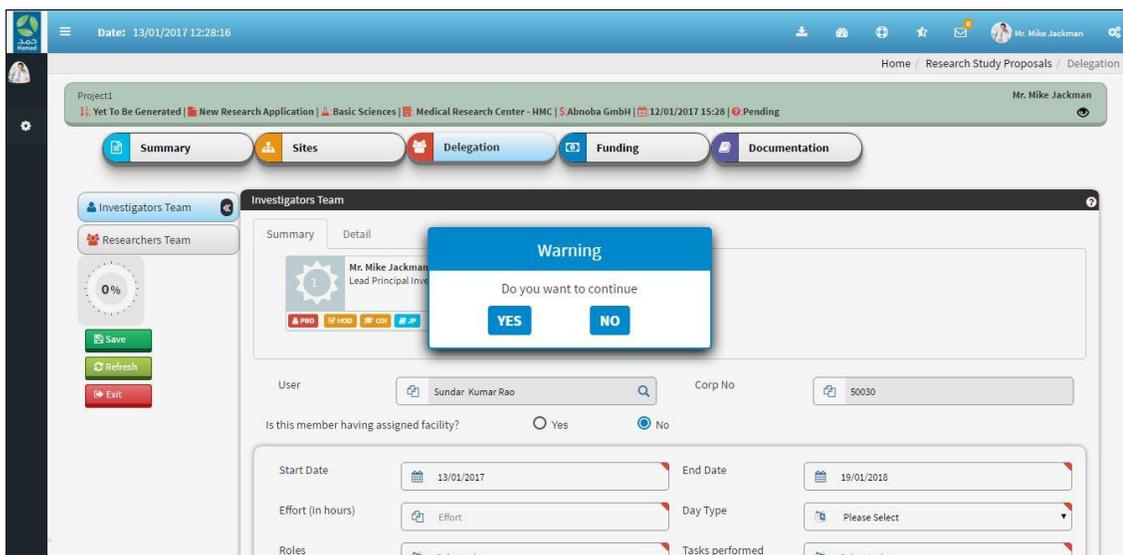
Mr. Mike Jackman
 Lead Principal Investigator

User: Sundar Kumar Rao Corp No: 50030
 Is this member having assigned facility? Yes No
 Start Date: 13/01/2017 End Date: 19/01/2018
 Effort (in hours): Day Type: Please Select

- A message box will be displayed “Do you want to continue”.

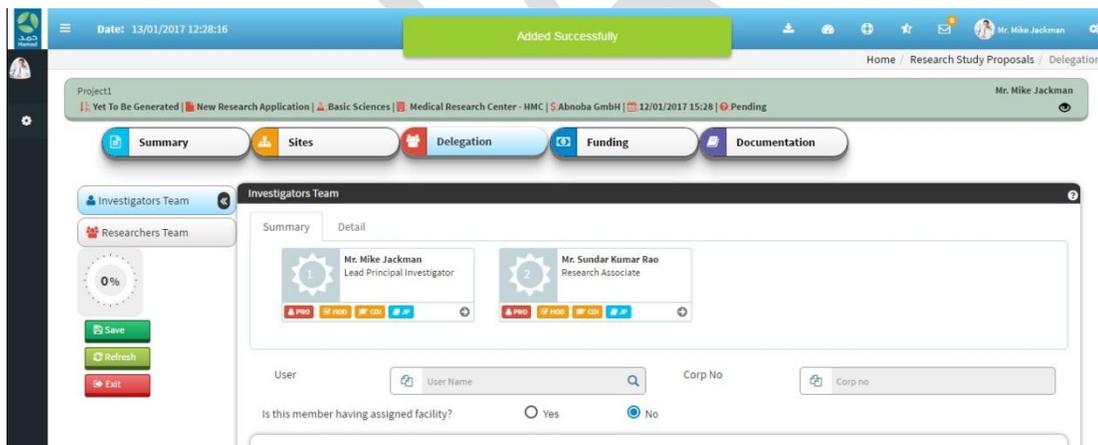
14. Click the **YES** button.

Figure 308: Confirmation Message-Save Button-Investigators Team



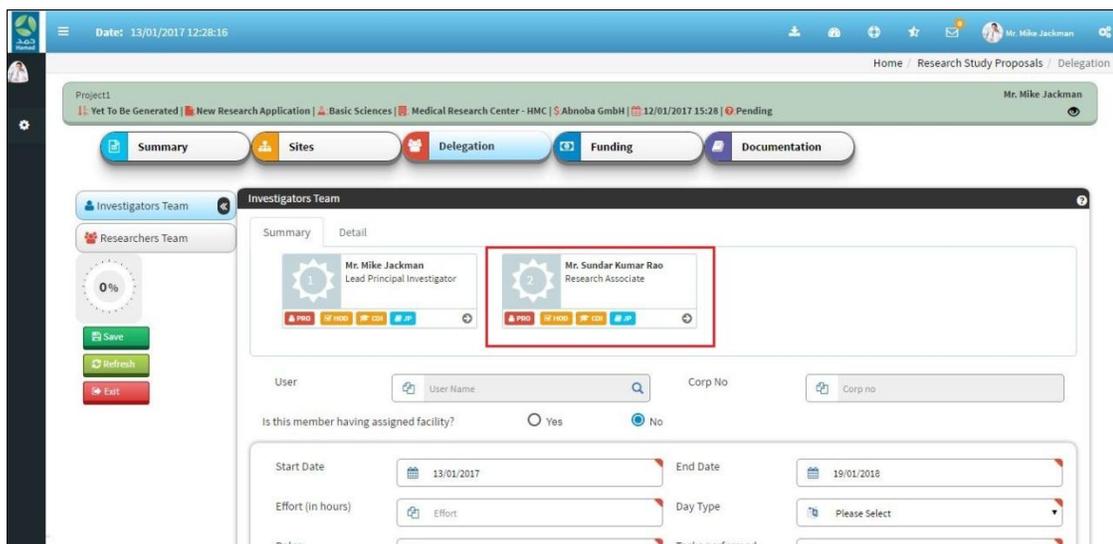
- The investigators team details have saved successfully.

Figure 309: Successful Message-Save Button-Investigators Team



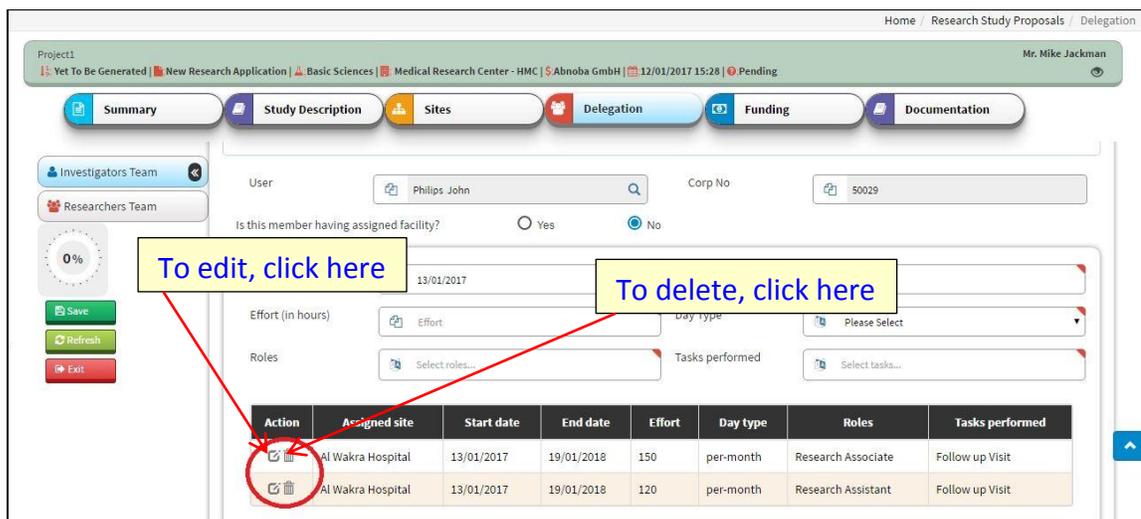
- The summary of added user will be displayed in same page.

Figure 310: Newly Added User-Investigators Team

**Notes:**

- ✍ If researcher requires the same person for other time duration, enter the details and click on the **Add** button.
 - ✍ If researcher requires other person, select the user from list and following the same steps to add user.
 - ✍ After adding the user, an email notification is triggered to the respective person for acknowledgement of participation. The notification will be displayed under **My Tasks** list in Dashboard of respective person.
- A. To edit the details of added user, click the  icon.
 - B. To delete the user, click the  icon.

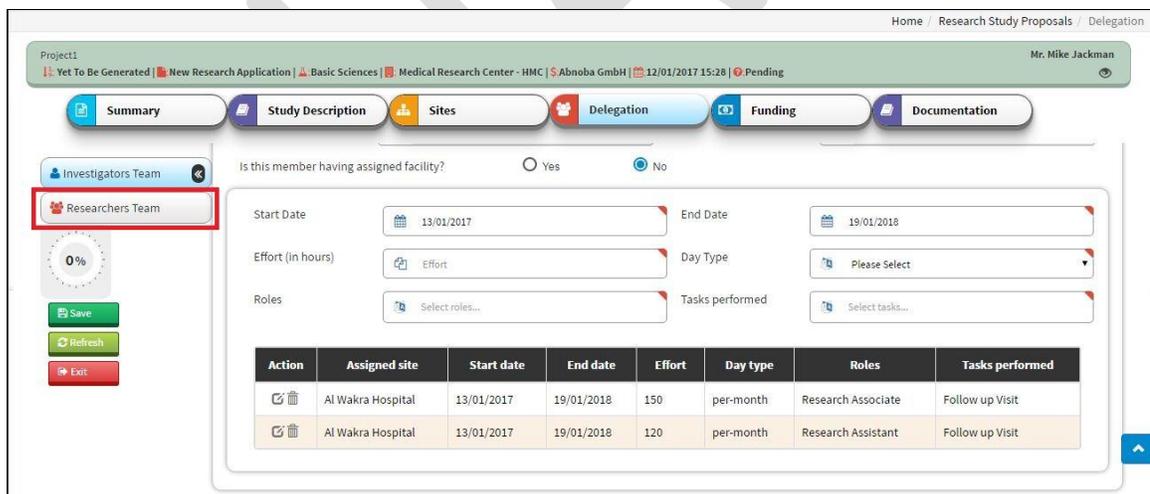
Figure 311: Edit and Delete Icons in User List-User Search Window



Researchers Team

15. Select **Researchers Team** sub tab under **Delegation** tab.

Figure 312: Researchers Team



- Researchers Team page opens.

16. Enter the user name into **User** box, enter the corporation into **Corp No.** box.

OR

17. Click the icon to search users.

- **User Search** window opens.

Figure 313: Researchers Team - User Search Window

The screenshot shows a 'User Search' window with the following fields and controls:

- Name:** Text input field with a search icon.
- Corporation Number:** Text input field with a search icon.
- Department:** Dropdown menu.
- Section:** Dropdown menu.
- Research Institution:** Dropdown menu.
- Organization:** Dropdown menu.
- Research Area:** Dropdown menu.
- Speciality:** Dropdown menu.
- Role:** Dropdown menu.
- Task:** Dropdown menu.

Buttons: Search (green), Cancel (red), Add (green).

Table Headers: Profile/JP, Action, Corporation No, Title, Display Name, Primary Email, Org Name, Departments, Section, Research Area, Speciality.

Table Content: No Record available.

Footer: Showing 1 to 0 of 0 rows, 10 records per page, navigation arrows.

18. Click the **Search** button.

Note

☞ The search result can be filtered by entering **Name, Corporation Number, Department, Section, Research Institution, Organization, Research Area, Speciality, Role and Task**

Figure 314: Researchers Team-Search Button-User Search Window

This screenshot is identical to Figure 313, but the **Search** button is highlighted with a red box to indicate the action to be performed.

- After clicking the **Search** button, the users list will be displayed.

Figure 315: Researchers Team - Users List-User Search Window

Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Area	Specialty
	<input checked="" type="checkbox"/>	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami				
	<input checked="" type="checkbox"/>	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation (HMC)				
	<input checked="" type="checkbox"/>	50023	Mr.	Mike Jackman	Mike@hmc.org	Hamad Medical Corporation (HMC)	Accident and Emergency	Cytogenetic Lab	Cardiology/Vascular	
	<input checked="" type="checkbox"/>	50024	Mr.	Andrew Johnson	Andrew@hmc.org	Hamad Medical Corporation (HMC)				

19. To select the user, click the icon.

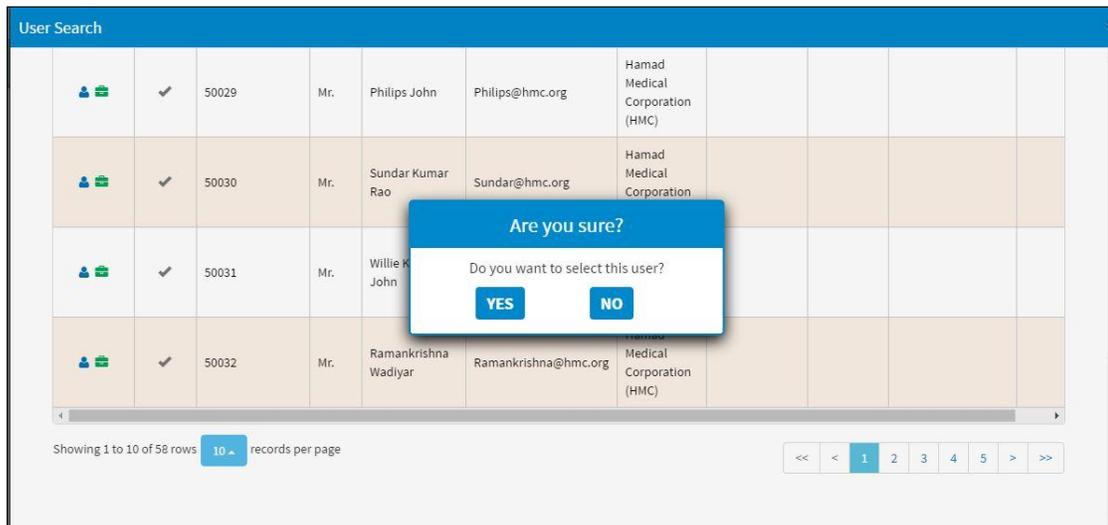
Figure 316: Researchers Team - Select User from Users List-User Search Window

Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Area	Specialty
	<input checked="" type="checkbox"/>	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami				
	<input checked="" type="checkbox"/>	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation (HMC)				
	<input checked="" type="checkbox"/>	50023	Mr.	Mike Jackman	Mike@hmc.org	Hamad Medical Corporation (HMC)	Accident and Emergency	Cytogenetic Lab	Cardiology/Vascular	
	<input checked="" type="checkbox"/>	50024	Mr.	Andrew Johnson	Andrew@hmc.org	Hamad Medical Corporation (HMC)				

- After clicking the Action icon, a message box will be displayed **“Do you want to select this user”**.

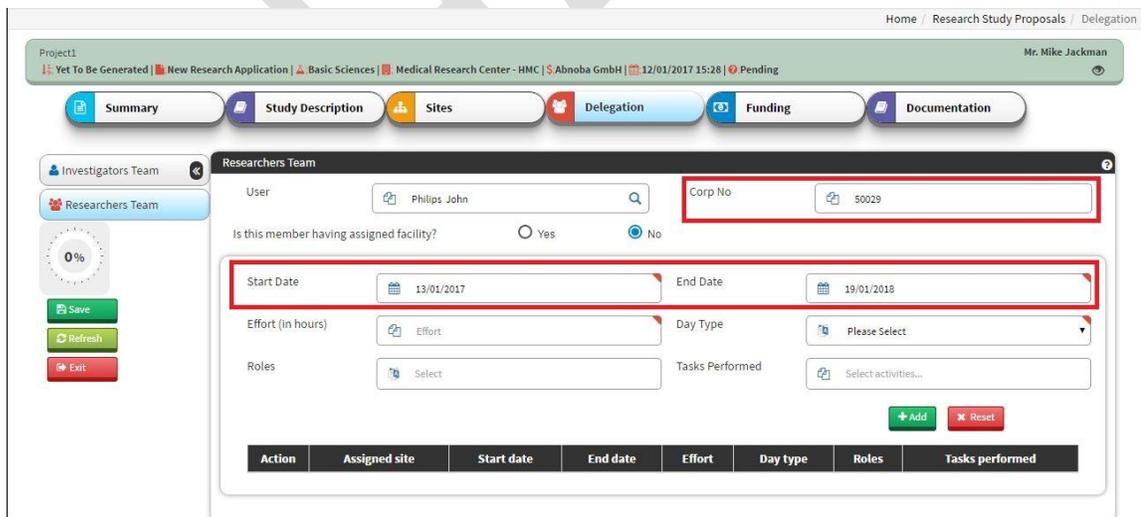
20. Click the **YES** button.

Figure 317: Researchers Team - Confirmation Message-Users List-User Search Window



- Based on the selection of the user, the corporate number, start date and end date will be auto populated.

Figure 318: Researchers Team - Auto-Populating Details-After Selection of User



- From **User Search** page, to view the **User Profile**, click the icon.

Figure 319: User Profile Icon- User Search Window

The screenshot shows the 'User Search' window with a table of users. A red arrow points from a yellow callout box to the profile icon of the first user in the table.

Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Ar
	✓	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami			
	✓		Dr.	Watch W Me	watch@sark.com	Qatar Petroleum			
	✓	2020	Mr.	Abdul	hmctest@hmc.org	Hamad Medical Corporation (HMC)			
	✓	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation			

To view User Profile, click here

- User Profile Lookup page opens.

Figure 320: User Profile Lookup Page

The screenshot shows the 'User Profile Lookup' page with a form for personal information. The form is divided into sections: Personal Info, Institutional Information, Areas of Interest, Certifications, and Publications. The Personal Info section is expanded, showing fields for Prefix, First Name, Middle Name, Last Name, Preferred Name, Corporation No, Highest Degree, Country, State, City, Postal Code, Primary Contact No, Secondary Contact No, Fax, Primary Email ID, Secondary Email ID, and Bleep No.

- B. From **User Search** page, to view the **Job Planner**, click the icon.

Figure 321: Job Planner Icon- User Search Window

Profile/JP	Action	Corporation No	Title	Display Name	Primary Email	Org Name	Departments	Section	Research Area
	✓	72591023	Dr.	Super Admin	superadmin@hmc.org	Collaborative Institutional Training Initiative, Univ of Miami			
	✓		Dr.	Watch W Me	watch@sark.com	Qatar Petroleum			
	✓	2020	Mr.	Abdul	hmctest@hmc.org	Hamad Medical Corporation (HMC)			
	✓	50021	Mr.	Rathore Gupta	Rathore@hmc.org	Hamad Medical Corporation (HMC)			
		50022	Mr.	Mike Jackman	Mike@hmc.org	Hamad Medical	Accident and Emergency, Accident and Emergency Dept	Cytogenetic Lab, Cytogenetic Lab General	Anesthesia, Perioperative Pain, Cardiology/Vascular

- Job Planner page opens.

Figure 322: Job Planner Page- User Search Window

Member Type	Participation Start Date	Participation End Date	Project Title	Protocol ID	Research Site	Site Type	Role	Study Owner	Tasks	Day Type
Study Core Team Member	13/1/2017	19/1/2018	Project 1	Yet To Be Generated			Site Principal Investigator	Mike Jackman		per-week
Study Core Team Member	13/1/2017	19/1/2018	Project 1	Yet To Be Generated			Site Principal Investigator	Mike Jackman		per-week

Showing 1 to 2 of 2 rows records per page

- Select 'YES' or 'NO' from "is this member having assigned facility?" Option.
- If 'YES', then select the name of site from **Assigned Site** drop-down and continue following instructions. If 'NO', then continue the following instructions.
- Enter hours needed into **Effort (in hours)** box, select the type of effort from **Day Type** drop-down.
- Select the roles from **Roles** drop-down, and then select the tasks from **Tasks Performed** drop-down.
- Click the **Add** button.

Figure 323: Researchers Team - Adding User-User Search Window

Action	Assigned site	Start date	End date	Effort	Day type	Roles	Tasks performed
	Al Wakra Hospital	13/01/2017	19/01/2018	150	per-month	Research Associate	Follow up Visit

- The new user has been added successfully and the details will be displayed in tabular columns in same page.

Figure 324: Researchers Team - Added User List-User Search Window

Action	Assigned site	Start date	End date	Effort	Day type	Roles	Tasks performed
	Al Wakra Hospital	13/01/2017	19/01/2018	150	per-month	Research Associate	Follow up Visit

26. Click the **Save** button.

Figure 325: Save Button-Researchers Team

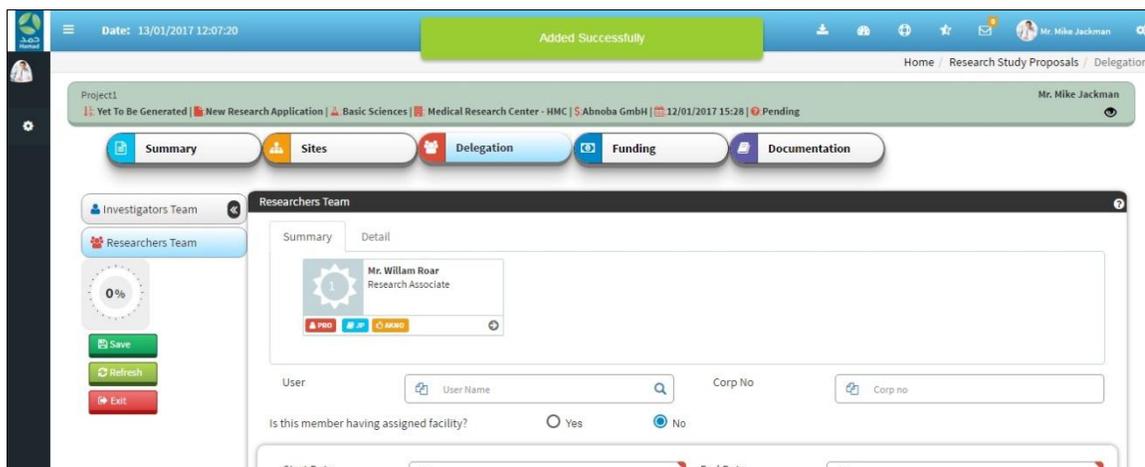
Action	Assigned site	Start date	End date	Effort	Day type	Roles	Tasks performed
	-	13/01/2017	19/01/2018	130	per-month	Lab Technician	Follow up Visit

- A confirmation message will be displayed **“Do you want to continue”**.
27. Click the **YES** button.

Figure 326: Confirmation Message-Save Button-Researchers Team

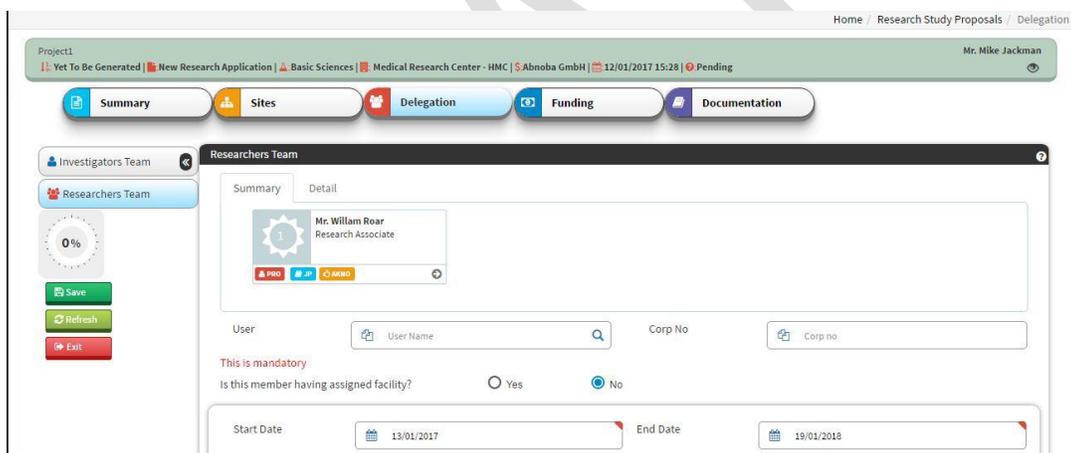
- The Researchers Team details have been added successfully.

Figure 327: Saved Details-Researchers Team



- Summary and Details of added user is displayed in same page.

Figure 328: Summary Details-Researchers Team

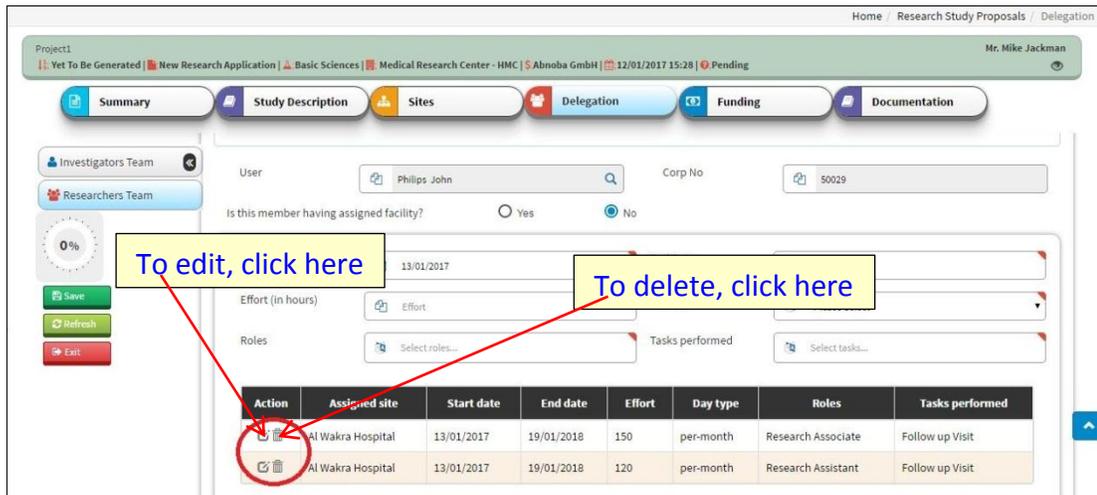


Notes:

- ✎ If researcher requires the same person for other time duration, enter the details and click on the **Add** button.
- ✎ If researcher requires other person, select the user from list and following the same steps to add user.
- ✎ After adding the user, an email notification is triggered to the respective person for acknowledgement of participation. The notification will be displayed under My Tasks list in Dashboard of respective person.

- A. To edit the details of added user, click the  icon.
- B. To delete the user, click the  icon.

Figure 329: Researchers Team-Edit and Delete Icons in User List-User Search Window



7.5 Documentation

The **Documentation** section is designed and developed to upload the documents for the research. These documents would be **Research Related Documents, Funding Related Documents** and/or **Legal Related Documents**.

The **Research Related** is the default sub-tab under documentation category.

Note

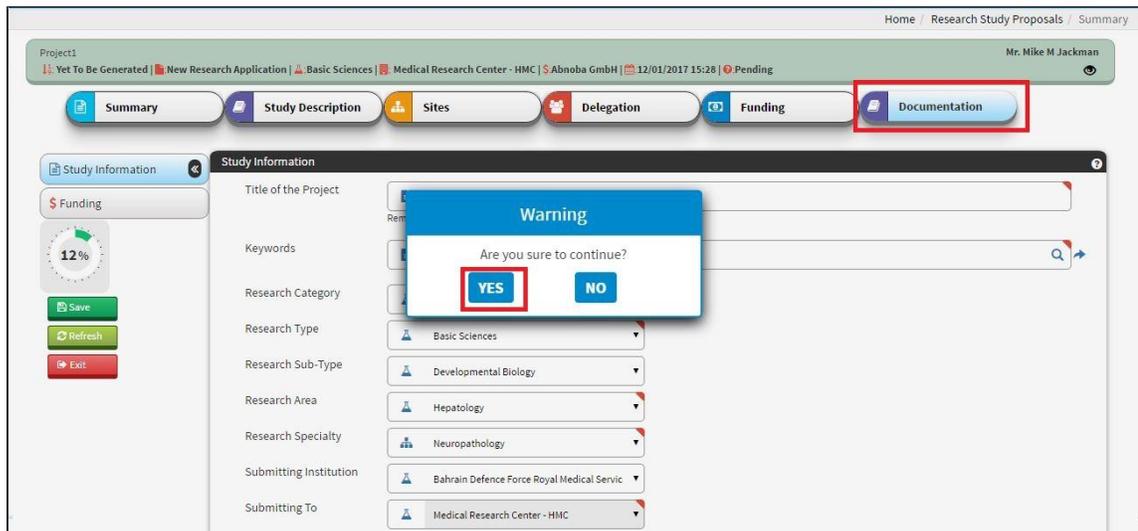
-  The user is not able to proceed to the next screen without filling out the relevant information in **Summary** screen.

28. Click the **Documentation** tab.

- A message box will be displayed **“Are you sure to continue”**.

29. Click the **YES** button.

Figure 330: Confirmation Message for Documentation Page



- The documentation page opens.

In documentation page, three sub tabs **“Research Related”**, **“Funding Related”** and **“Legal Related”** are displayed.

Research Related

By default, the **“Research Related”** sub tab will be opened. In this page, summary of research related uploaded documents will be displayed. On click the **‘Detail’**, the details of research related uploaded documents will be displayed in a table.

30. Summary of research related uploaded documents are displayed in **‘Research Related’** page.

Figure 331: Research Related-Summary

Project1
 Home / Research Study Proposals / Documentation
 Mr. Mike M Jackman

Summary Study Description Sites Delegation Funding Documentation

Research Related
 Summary Detail

1 Research Protocol Upload Document
 2 Product Brochure Upload Document
 3 Investigator's Brochure English

Document Type: Please Select
 Language: Please Select
 No of Pages: Enter No
 Document Description: Brief Summary upto 254 Characters
 Remaining Characters: 254

Upload
 Upload
 Supported Formats: doc, docx.
 Clear

31. To view the details of uploaded documents, click the **Details**.

- The details of each uploaded files will be displayed.

Figure 332: Details of Uploaded Documents

Project1
 Home / Research Study Proposals / Documentation
 Mr. Mike M Jackman

Summary Study Description Sites Delegation Funding Documentation

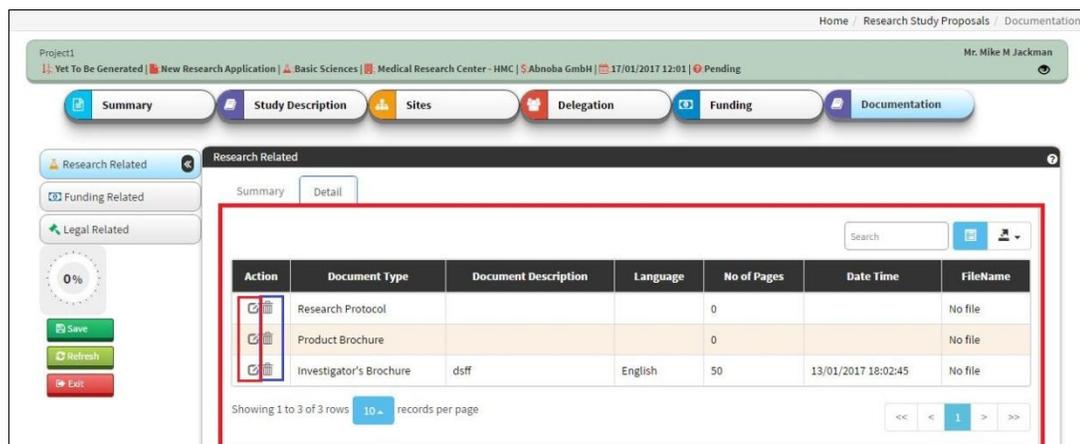
Research Related
 Summary Detail

Action	Document Type	Document Description	Language	No of Pages	Date Time	FileName
	Research Protocol			0		No file
	Product Brochure			0		No file
	Investigator's Brochure	dsff	English	50	13/01/2017 18:02:45	No file

Showing 1 to 3 of 3 rows 10 records per page

- A. To edit the details, click the icon.
- B. To delete the details, click the icon.

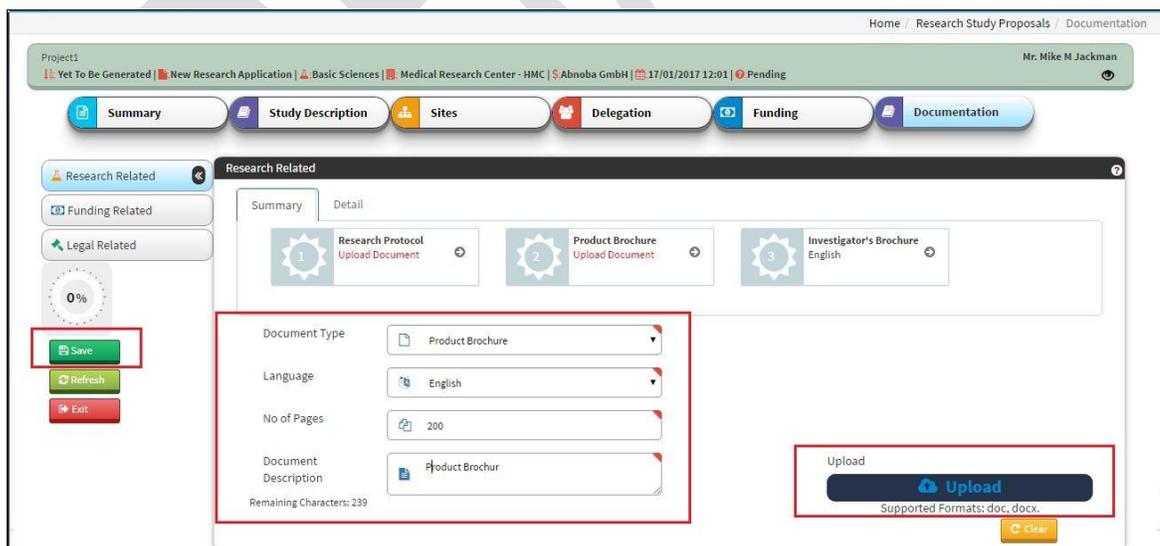
Figure 333: Edit and Delete Icons-Details of Uploaded Documents



To upload documents, follow the below instructions:

32. Select type of document from **Document Type** drop-down, select language from **Language** drop-down, and then enter the total number of pages into **No. of Pages** box.
33. Enter the description of document into **Document Description** box.
34. Click the **Upload** button, and then select the documents to be uploaded, and then click the **Save** button.

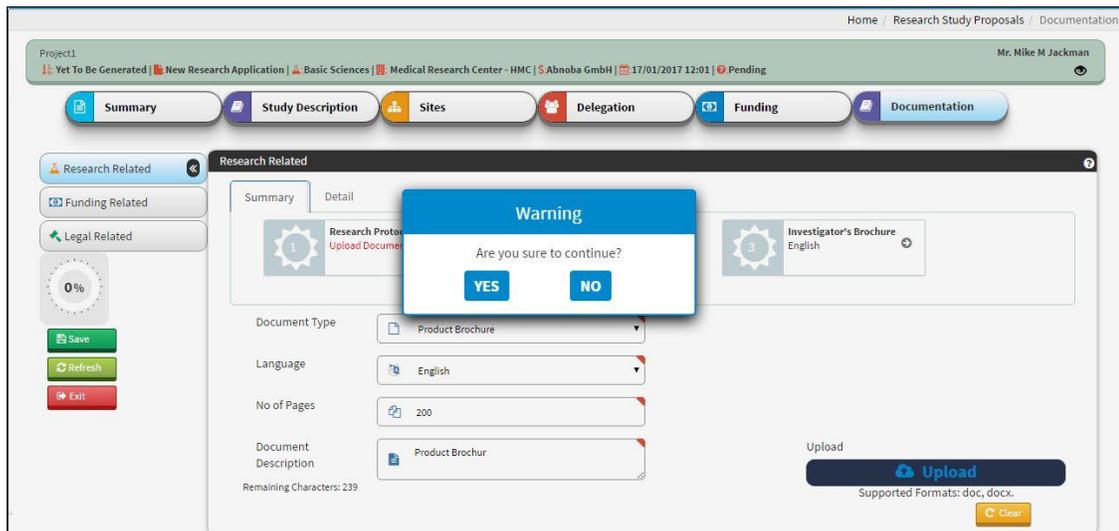
Figure 334: Upload Research Documents



- A message box will be displayed “Are you sure to continue”.

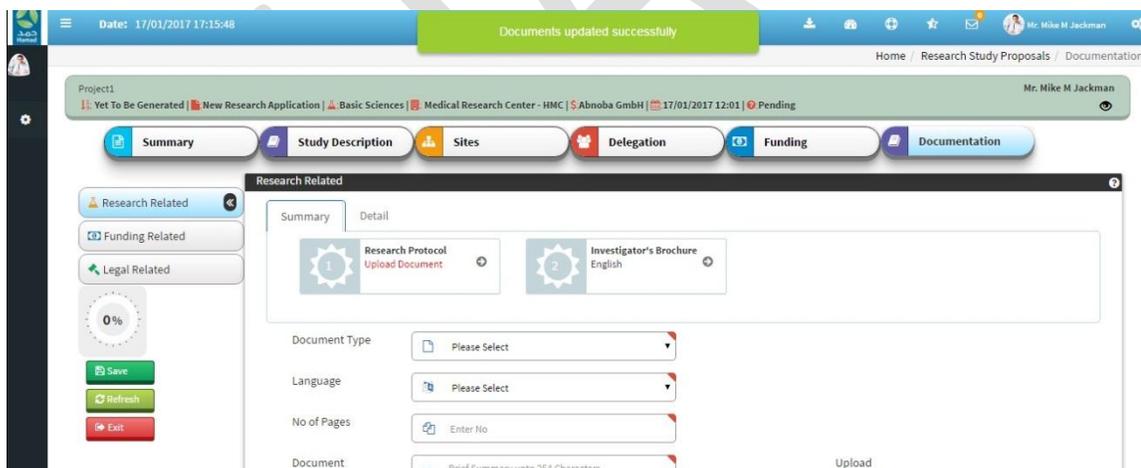
35. Click the **YES** button.

Figure 335: Confirmation Message-Upload Research Documents



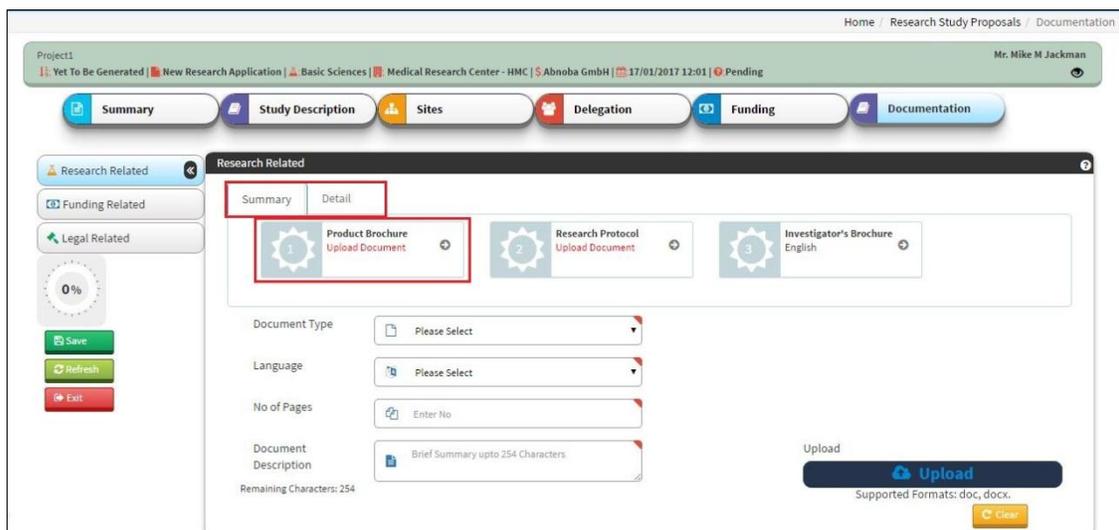
- The document has been uploaded successfully.

Figure 336: Document Uploaded Successfully



- The summary of uploaded documents will be displayed in same page. [on clicking **Detail**, the details of uploaded document will be displayed.]

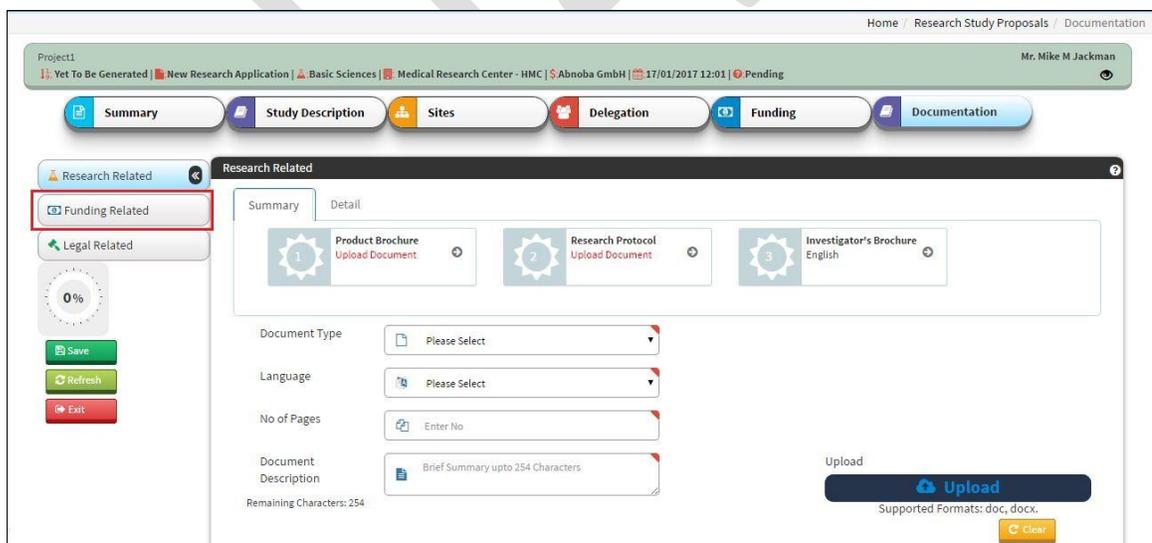
Figure 337: Summary of Uploaded Documents



Funding Related

36. Click on **Funding Related** sub tab.

Figure 338: Funding Related Sub Tab



- 'Funding Related' page opens.
- In **Funding Related** page, the summary of uploaded documents will be displayed.
- On clicking the **Detail**, the details of uploaded documents will be displayed.

Figure 339: Summary and Detail-Funding Related Documents

Project1
Home / Research Study Proposals / Documentation
Mr. Mike M. Jackman

Summary Study Description Sites Delegation Funding Documentation

Research Related Funding Related Legal Related

0%

Save Refresh Exit

Summary Detail

Other Funding related Document English

Document Type Please Select

Language Please Select

No of Pages Enter No

Document Description Brief Summary upto 254 Characters

Remaining Characters: 254

Upload

Upload Supported Formats: doc, docx. Clear

37. To upload funding related documents, click here [“To upload documents, Click Here:”](#)

Legal Related

38. Click on **Legal Related** sub tab.

Figure 340: Legal Related Sub Tab

Project1
Home / Research Study Proposals / Documentation
Mr. Mike M. Jackman

Summary Study Description Sites Delegation Funding Documentation

Research Related Funding Related Legal Related

0%

Save Refresh Exit

Summary Detail

Other Funding related Document English

Document Type Please Select

Language Please Select

No of Pages Enter No

Document Description Brief Summary upto 254 Characters

Remaining Characters: 254

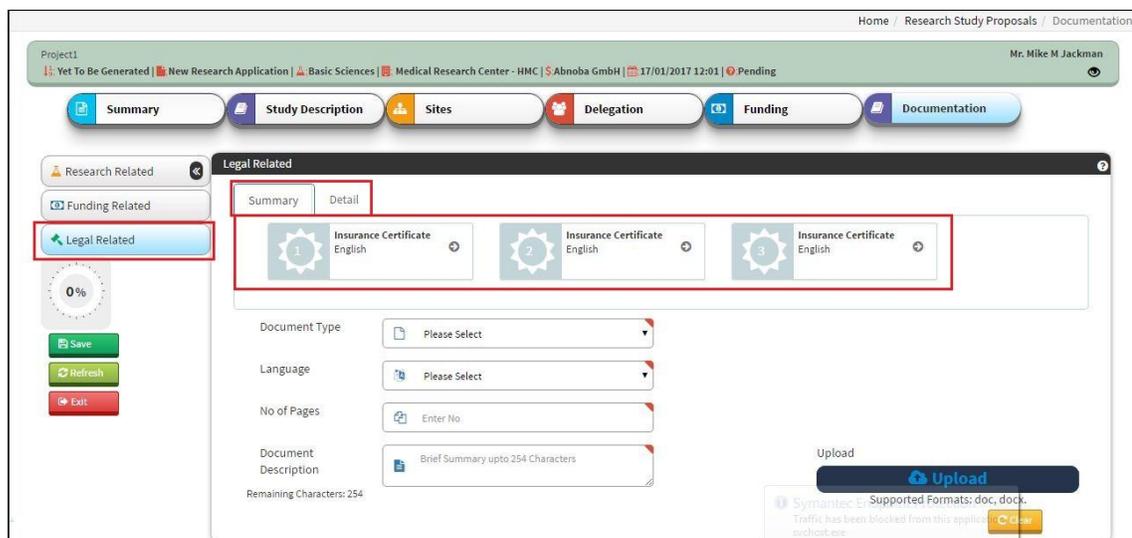
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- 'Legal Related' page opens.
- In **Legal Related** page, the summary of uploaded documents will be displayed.

- On clicking the **Detail**, the details of uploaded documents will be displayed.

Figure 341: Summary and Detail-Funding Related Documents



39. To upload Legal related documents, click here [“To upload documents, follow the below instructions:”](#)

7.6 Funding

MRC supports researchers for the presentation and publication of their research conducted in Hamad Medical Corporation (HMC) through the research budget allocated from the organization and through external funds.

The Abhath application is designed to manage the various types of costs of research to ensure that the appropriate funding arrangements are put in place. ABHATH is designed in such a way that the budget can be easily prepared and tracked by the researchers regardless of the source of funding.

In Abhath application, a module “Funding” is designed with three sub sections “**Funding**”, “**Budget Sheet**” and “**Budget Sheet Summary**” to manage the appropriate funding process.

The instructions for processing each sub tab are given below:

1. Click the **Funding** tab.

- The funding organization page displays.

Figure 342: Funding Tab

Budget Category	Applicable	Resource Level	Activity Level
Hospital Fees	<input checked="" type="checkbox"/>	No	Yes
Manpower / Personnel	<input checked="" type="checkbox"/>	No	Yes
Equipment	<input checked="" type="checkbox"/>	No	Yes
Travel	<input checked="" type="checkbox"/>	No	Yes
Procedures	<input checked="" type="checkbox"/>	No	Yes

There are three sub sub tabs are provided with **Funding Tab**.

- **Funding**
- **Budget Sheet**
- **Budget Sheet Summary**

The below section explains about the work flow of each sub tabs in details.

I. **Funding**

2. Select organization name from **Funding Organization** drop-down.

Note:

- ✎ The value of **Funding Organization** drop-down will be displayed based on the value for the **'Is your Study already Funded'** option under the **'Summary'** tab of the **New Research Submission** module. If there are two funding organizations selected under **Funded By** drop-down, those two values will be displayed under **Funding Organization** drop-down in **'Funding'** tab.

Figure 343: Funding Organization drop-down

The screenshot shows the 'Funding Organization' section of the system. The 'Funding Organization' dropdown is highlighted with a red box and contains the following options: 'Please Select', 'Qatar National Research Fund (QNRF)', and 'Abnoba GmbH'. The 'Funding Route' dropdown is also highlighted with a red box and contains 'Please Select'. The 'Funding Route Category' dropdown is highlighted with a yellow box and contains 'Please Select'. The 'Cost Sharing Rule' section includes 'Is Cost Sharing?' (Yes/No), 'Cost Share Organization' (Please Select), and 'Sharing Mode' (Percentage/Amount). The 'Applicable Budget Category' section includes a table with columns 'Budget Category', 'Applicable', 'Resource Level', and 'Activity Level'.

3. Select value from **Funding Route** drop-down, and then select the value from **Funding Route Category** drop-down.
4. Select the value from **Prime Awardee** drop-down.

Note:

- ✎ The **Prime Awardee** field is displayed only if “**Is Collaborative Study?**” is marked as **Yes** under **Sites** tab. The dropdown values are listed based on the Research Institutions that are participating in the Collaboration Study.

Figure 344: Prime Awardee

The screenshot shows the 'Prime Awardee' field in the 'Funding Organization' section. The 'Prime Awardee' dropdown is highlighted with a red box and contains the following options: 'Please Select', 'Doha Clinic Hospital, Qatar', and 'Hamad Medical Corporation (HMC)'. The 'Cost Sharing Rule' section includes 'Is Cost Sharing?' (Yes/No), 'Cost Share Organization' (Hamad Medical Corporation (HMC)), and 'Sharing Mode' (Percentage/Amount). The 'Applicable Budget Category' section includes a table with columns 'Budget Category', 'Applicable', 'Resource Level', and 'Activity Level'.

Budget Category	Applicable	Resource Level	Activity Level
Manpower / Personnel	<input checked="" type="checkbox"/>	No	Yes
Equipment	<input checked="" type="checkbox"/>	No	Yes
Travel	<input checked="" type="checkbox"/>	No	Yes

5. Select **Yes** or **No** from “**Is Cost Sharing?**” option under **Cost Sharing Rule** section.
 - If selected option is ‘**Yes**’, select the organization from **Cost Share Organization** drop-down.

6. Select **'Percentage'** or **'Amount'** from **Sharing Mode** option under **Cost Sharing Rule** section.
7. Enter field wise **Percentage** or **Amount** into corresponding boxes under **Applicable Budget Category**.

Figure 345: Cost Sharing Rule

Training Manual Test Project-Do Not Delete
 Mr. Mike Jackman
 Yet To Be Generated | New Research Application | Registry | Medical Research Center - HMC | Qatar National Research Fund (QNRF) | 15/02/2017 13:24 | Pending

Summary Study Description Sites Delegation Funding Documentation

Funding Organization

Funding Organization: Qatar National Research Fund (QNRF)
 Funding Route: Please Select
 Funding Route Category: Please Select
 Prime Awardee: Please Select

Cost Sharing Rule

Is Cost Sharing? Yes No
 Cost Share Organization: Hamad Medical Corporation (HMC)
 Sharing Mode: Percentage Amount

Applicable Budget Category

Manpower / Personnel: 50 Equipment: 25
 Travel: 50

Budget Sheet Info

Amount in: QAR / QAR - Qatari Riyal
 Budget Sheet Type: Resource Activity
 Number of Subjects: 0
 Budget Sheet Entry Mode: Manual Creation File Upload

Budget Category	Applicable	Resource Level	Activity Level
Manpower / Personnel	<input checked="" type="checkbox"/>	No	Yes
Equipment	<input checked="" type="checkbox"/>	No	Yes
Travel	<input checked="" type="checkbox"/>	No	Yes

8. Select **'Resource'** or **'Activity'** from **Budget Sheet Type** option under **Budget Sheet Info** section
9. If selected option is **'Activity'**, then enter the value into **Number of Subjects** box.
10. Select **'Manual Creation'** or **'File Upload'** from **Budget Sheet Entry Mode** option under **Budget Sheet Info** section.

Figure 346: Budget Sheet Info

Training Manual Test Project-Do Not Delete
 Mr. Mike Jackman
 Yet To Be Generated | New Research Application | Registry | Medical Research Center - HMC | Qatar National Research Fund (QNRF) | 15/02/2017 13:24 | Pending

Summary Study Description Sites Delegation Funding Documentation

Funding Organization

Funding Organization: Qatar National Research Fund (QNRF)
 Funding Route: Please Select
 Funding Route Category: Please Select
 Prime Awardee: Please Select

Budget Sheet Info

Amount in: QAR / QAR - Qatari Riyal
 Budget Sheet Type: Resource Activity
 Number of Subjects: 10
 Budget Sheet Entry Mode: Manual Creation File Upload

Applicable Budget Category

Budget Category	Applicable	Resource Level	Activity Level
Manpower / Personnel	<input checked="" type="checkbox"/>	No	Yes
Equipment	<input checked="" type="checkbox"/>	No	Yes
Travel	<input checked="" type="checkbox"/>	No	Yes

11. Select the **Budget Categories** under **Applicable Budget Category** section.

Figure 347: Applicable Budget Category

The screenshot shows the 'Funding Organization' form. The 'Applicable Budget Category' section is highlighted with a red box. It contains a table with the following data:

Budget Category	Applicable	Resource Level	Activity Level
Manpower / Personnel	<input checked="" type="checkbox"/>	No	Yes
Equipment	<input checked="" type="checkbox"/>	No	Yes
Travel	<input checked="" type="checkbox"/>	No	Yes

12. Click the **Save** or **Next** button.

Figure 348: Funding-Save or Next Button

The screenshot shows the 'Funding Organization' form. The 'Next' and 'Save' buttons in the left sidebar are highlighted with red boxes. The 'Applicable Budget Category' table is also visible, showing the same data as in Figure 347.

- The funding organization details have been saved successfully.

Figure 349: Successfully Saved Funding Organization Details

II. Budget Sheet

The workflow under budget sheet sub tab will be changed based on the selection of **Budget Sheet Type** (i.e. **Resource Type** or **Activity Type**) under **Funding** sub tab.

Case A: If selected '**Budget Sheet Type**' is '**Activity**', then the workflow under **Budget Sheet** will be like this:

13. Click the **Budget Sheet** sub tab.
 - Budget Sheet page opens.
14. Select the institution name from **Research Institution** drop-down.

Notes:

- ✎ Each Research Institution defines its own **Budget Sheet**.
- ✎ Values of **Research Institution** drop-down are listed based on the participating institutions for the Research Study.

15. Select the year from **Year** calendar, and then select the value from **Budget Value** drop-down.
16. Select the interval from **Budget Interval** drop-down.

Notes:

- ✎ The '**Budget Value**' drop-down includes below values:
 - Yearly
 - Half Yearly

- Quarterly
- Monthly
- Weekly

✎ Based on the selection of '**Budget Value**', the values under '**Budget Interval**' drop-down will be changed.

Figure 350: Budget Sheet-Budget Value and Budget Interval

17. Select the category from **Budget Category** drop-down, and then select the type from **Budget Type** drop-down.

Notes:

- ✎ The '**Budget Category**' drop-down lists the applicable budget categories, which are defined in '**Applicable Budget Category**' under '**Funding**' sub tab.
- ✎ The values of '**Budget Type**' drop-down are listed based on the selection of '**Budget Category**' drop-down.

18. Select the type of activity from **Activity Type** drop-down, and then select the activity from **Activity** drop-down.

Notes:

- ✎ If selected '**Budget Sheet Type**' is '**Activity**', the '**Activity Type**' and '**Activity**' will be displayed in Budget Sheet.
- ✎ The values of '**Activity**' drop-down are listed based on the selection of '**Activity Type**' drop-down

19. Select/enter the description into **Description** box.

Note:

✎ The Type of 'Description' field will be changed based on the selection of 'Budget Category', which will decide the type of this field, i.e., either to be populated or to be as a free text field.

20. Enter the values into **Unit Cost**, **Quantity** and **Number of Subjects** boxes.
21. Based on the values under **Unit Cost**, **Quantity** and **Number of Subjects**, the total cost will be displayed under **Total Cost** box
22. Enter the remarks/comments into **Justification** box.
23. Click the **Add** button.

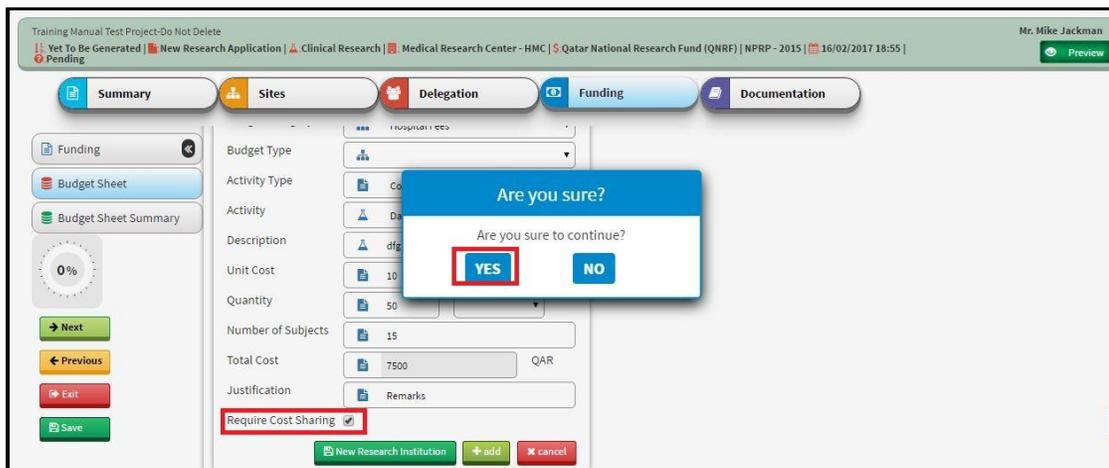
Figure 351: Budget Category

The screenshot shows a software interface for entering budget details. The 'Funding' tab is selected. The form fields are as follows:

Field	Value
Budget Category	Hospital Fees
Budget Type	
Activity Type	Complex Procedure
Activity	Data Analysis
Description	dfg
Unit Cost	10
Quantity	50
Number of Subjects	15
Total Cost	7500 QAR
Justification	Remark

- **Require Cost Sharing** check box will be displayed. By default, the check box will be selected.
 - A conformation message will be displayed **“Are you sure to continue?”**.
24. Click the **YES** button.

Figure 352: Confirmation Message for Saving Budget Sheet



- The details will be added and displayed in same page.

Figure 353: Added Budget Sheet Details

Research Institution : Heidelberg University, Germany

Year	Budget Category	Budget Type	Description	Activity Type	Activity	Total Cost	Unit Cost	Quantity
2017	Equipment	Dental Equipment	ABC	Device Implant	Complex Procedure	500	10	5
Total For Heidelberg University, Germany: 500								
Project Total Cost : 500								

The workflow under budget sheet sub tab will be changed based on the selection of **Budget Sheet Type** (i.e. **Resource Type** or **Activity Type**) under **Funding** sub tab.

Case B: If selected '**Budget Sheet Type**' is '**Resource**', then the workflow under **Budget Sheet** will be like this:

25. Click the **Budget Sheet** sub tab.

- Budget Sheet page opens.

26. Select the institution name from **Research Institution** drop-down.

Notes:

- ✎ Each Research Institution defines its own **Budget Sheet**.
 - ✎ Values of **Research Institution** drop-down are listed based on the participating institutions for the Research Study.
27. Select the year from **Year** calendar, and then select the value from **Budget Value** drop-down.
28. Select the interval from **Budget Interval** drop-down.

Notes:

- ✎ The **'Budget Value'** drop-down includes below values:
 - Yearly
 - Half Yearly
 - Quarterly
 - Monthly
 - Weekly
- ✎ Based on the selection of **'Budget Value'**, the values under **'Budget Interval'** drop-down will be changed.

Figure 354: Resource Type-Budget Sheet-Budget Value and Budget Interval

29. Select the category from **Budget Category** drop-down, and then select the type from **Budget Type** drop-down.

Notes:

- ✎ The **'Budget Category'** drop-down lists the applicable budget categories, which are defined in **'Applicable Budget Category'** under **'Funding'** sub tab.

☞ The values of '**Budget Type**' drop-down are listed based on the selection of '**Budget Category**' drop-down.

30. Select/enter the description into **Description** box.

Note:

☞ The Type of '**Description**' field will be changed based on the selection of '**Budget Category**', which will decide the type of this field, i.e., either to be populated or to be as a free text field.

31. Enter the values into **Unit Cost** and **Quantity** boxes.

32. Based on the values under **Unit Cost** and **Quantity**, the total cost will be displayed under **Total Cost** box

33. Enter the remarks/comments into **Justification** box.

34. Click the **Add** button.

Figure 355: Resource Type-Budget Category

The screenshot shows a web-based interface for managing budget categories. The 'Funding' tab is active, and a form is displayed for adding a new research institution. The form fields are as follows:

Field	Value
Budget Interval	Y
Budget Category	Travel
Budget Type	Travel Allowances
Description	Qatar
Unit Cost	10
Quantity	5 Days
Total Cost	50 QAR
Justification	
Require Cost Sharing	<input checked="" type="checkbox"/>

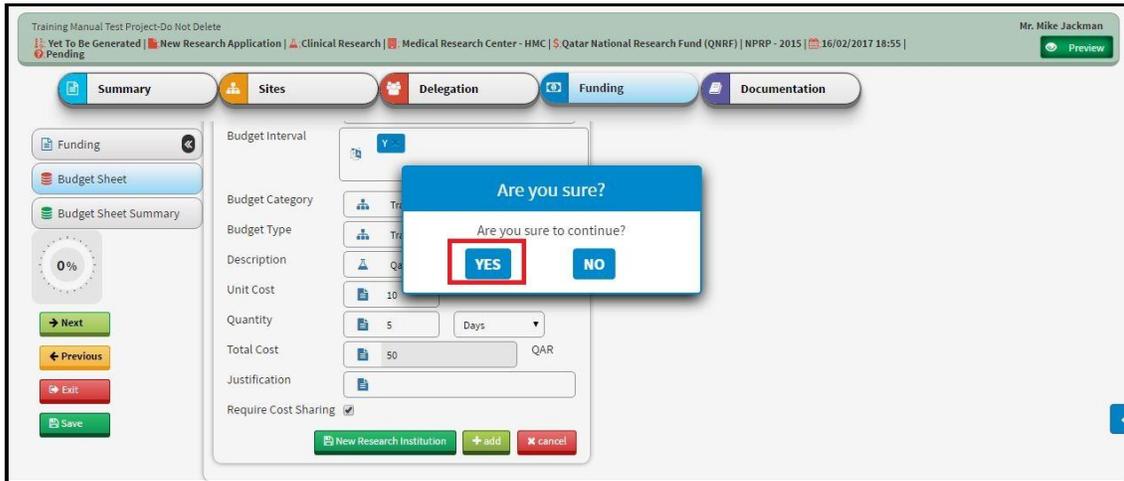
At the bottom of the form, there are three buttons: 'New Research Institution', 'add', and 'cancel'. The 'add' button is highlighted with a red box.

- **Require Cost Sharing** check box will be displayed. By defaulted, the check box will be selected.

- A conformation message will be displayed "**Are you sure to continue?**".

35. Click the **YES** button.

Figure 356: Confirmation Message for Saving Budget Sheet



- The details will be added and displayed in same page.
- The total project cost will be added and displayed.

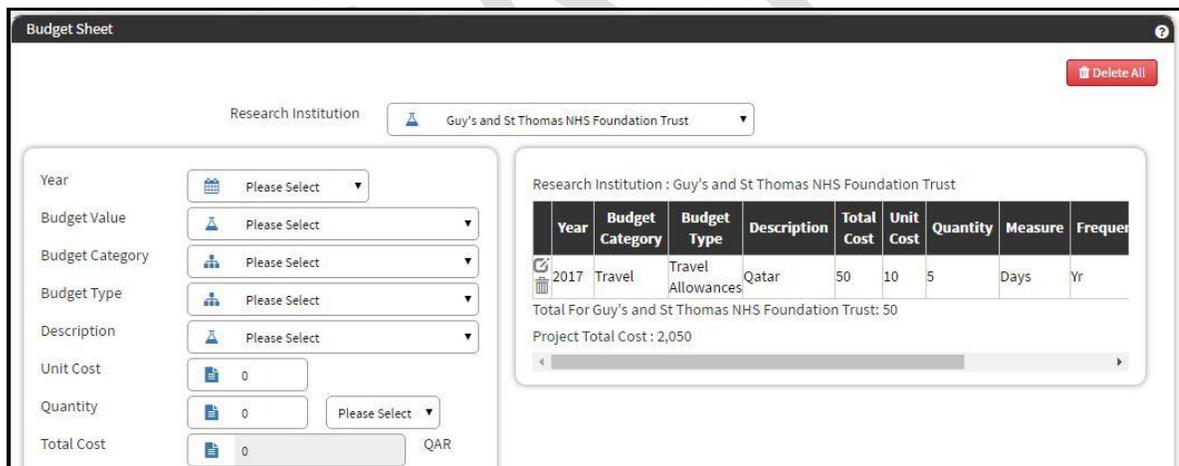


Figure 357: Project Total Cost

36. h

Budget Sheet Summary.

37. Click the **Budget Sheet Summary** sub tab.

- The summary details page opens.

Figure 358: Budget Sheet Summary

Budget Sheet Summary Study Total Cost: 2,050

Primary Funding Organization

Qatar National Research Fund (QNRF)		
Budget Category	2017	Total Cost
Travel	20	20
Equipment	1,500	1,500
Total Cost	1,520	1,520

Hamad Medical Corporation (HMC)		
Budget Category	2017	Total Cost
Travel	30	30
Equipment	500	500
Total Cost	530	530

Institution Wise Data

Guy's and St Thomas NHS Foundation Trust		
Budget Category	2017	Total Cost
Travel	50	50
Total Cost	50	50

Heidelberg University, Germany		
Budget Category	2017	Total Cost
Equipment	2,000	2,000
Total Cost	2,000	2,000