

# USER MANUAL FOR Researcher

Prepared BY



Nepal Health Research Council

Kathmandu, Nepal

## 1.1.1 Dashboard

**Note\***:User need to complete each section before preceeding to next section .Document required should be uploaded.



Welcome, Bikash

Submit Another Proposal

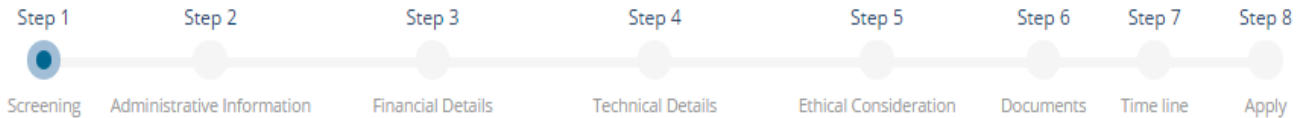
| S.N | Created Date        | Title          | Applied Date    | Status | Payment Status | Assigned Reviewers | Action                                    |
|-----|---------------------|----------------|-----------------|--------|----------------|--------------------|---|
| 1.  | 25th September 2016 | Health Related | Not Applied Yet | Draft  | Unpaid         | N/A                | View   Apply   Payment   Revision Request |
| 2.  | 12th September 2016 | New Proposal14 | Not Applied Yet | Draft  | Unpaid         | N/A                | View   Apply   Payment   Revision Request |
| 3.  | 12th September 2016 | Health         | Not Applied Yet | Draft  | Unpaid         | N/A                | View   Apply   Payment   Revision Request |
| 4.  | 11th September 2016 | New Proposal   | Not Applied Yet | Draft  | Unpaid         | N/A                | View   Apply   Payment   Revision Request |
| 5.  | 11th September 2016 | New Proposal   | Not Applied Yet | Draft  | Unpaid         | N/A                | View   Apply   Payment   Revision Request |

## Description

This is the main dashboard page where user can submit new proposal by clicking “*submit new proposal*” button. Proposal will be automatically saved after clicking “*submit new proposal*” button. Also, after the proposal has been created user can update their proposal and can apply whenever user wants. There are several steps for the proposal submission which will be described below:

- User can see their proposal status.
- They can view their proposal in brief by clicking view button. In notification user will get notified about proposal status, details, comments etc.
- In account module, user can view their profile; edit profile, change account password and logout.

### 1.1.2 Screening



## Screening Information

Does Your Research Related To Health ?  Yes  No

Is This Your Thesis ?  Yes  No

Educational Level \*

University Name\*

Country Name\*

Save and Continue

Cancel

Note: Field marked with \* are Mandatory

### Description

After clicking submit new proposal in dashboard, user will be redirect to this screening page. Here, users have to fill according to required inputs shown in user screen

Action : **save and continue** – will save information into database and redirect to administrative information page.

Cancel- will redirect to dashboard.

### 1.1.3 Administrative information page

Dashboard / New Proposal / Investigator

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8  
 Screening Administrative Information Financial Details Technical Details Ethical Consideration Documents Time line Apply

Investigator +Add Investigator

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|  |   |
|--|---|
| <p>Investigator Type * <input checked="" type="radio"/> Principal Investigator<br/> <input type="radio"/> Co-Investigator</p> <p>First Name * <input type="text" value="Enter your first name"/></p> <p>Middle Name <input type="text" value="Enter your middle name"/></p> <p>Last Name * <input type="text" value="Enter your Last name"/></p> <p>Identification * <input type="text" value="Select Identification Type"/></p> <p>Identification No. * <input type="text" value="Enter your Identification No:"/></p> <p>Institute Name <input type="text" value="Enter your Institute name"/></p> <p>Designation of Principal Investigator <input type="text" value="Enter your designation"/></p> <p>Institute Postal Address <input type="text" value="Enter Institute Postal Address"/></p> <p>Institute Fax No. <input type="text" value="Enter Institute Fax Number"/></p> <p>Institute Phone No. <input type="text" value="Enter Institute Phone Number"/></p> <p>Institute Email <input type="text" value="Enter Institute Email Address"/></p> <p>Institute Website <input type="text" value="Enter Institute website"/></p> <p style="text-align: center;"><span style="background-color: #28a745; color: white; padding: 2px 10px; border-radius: 3px;">Save</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 3px;">Back</span></p> <p style="text-align: center; font-size: small;">Note: Field marked with * are Mandatory</p> | <p>Country * <input type="text" value="Select Your Country"/></p> <p>Mobile No.* <input type="text" value="Enter Mobile Number"/></p> <p>Phone No.* <input type="text" value="Enter Phone Number"/></p> <p>Fax No. <input type="text" value="Enter Fax Number"/></p> <p>Email address.* <input type="text" value="Enter email address"/></p> <p>Alternative Email <input type="text" value="Enter alternative email address"/></p> <p>Investigator Image * <span style="border: 1px solid #ccc; padding: 2px 5px;">Choose File</span> No file chosen</p> <p>Investigator Signature * <span style="border: 1px solid #ccc; padding: 2px 5px;">Choose File</span> No file chosen</p> <p>Investigator CV * <span style="border: 1px solid #ccc; padding: 2px 5px;">Choose File</span> No file chosen<br/> <small>Only pdf file are supported</small></p> |
|--|---|

**Description:**

Here, user can add investigator (either principal investigator or co- investigator). User can add investigator by fulfilling the required form.

**User must upload photo, signature and CV of investigator in pdf format before preceding to next section.**

Action: **save** – will save information into database.

**Continue** - will redirect to financial details page.

**Back** - will redirect Screening page.

### 1.1.4 Financial details

The screenshot shows a progress bar at the top with 8 steps: Step 1 (Screening), Step 2 (Administrative Information), Step 3 (Financial Details), Step 4 (Technical Details), Step 5 (Ethical Consideration), Step 6 (Documents), Step 7 (Time line), and Step 8 (Apply). Step 3 is currently active.

**Financial Details**

Choose currency\*  Dollar  Rupees

Human Resource Cost\*

Field Cost\*

Laboratory Cost\*

Data management Cost\*

Report writing and Dissemination Cost\*

Logistic Cost\*

Monitoring and Evaluation Cost\*

Miscellaneous Cost\*

Ethical approval Cost\*   
If budget is below rs 10,00,000, only rs 10000 will be charged

Total budget of the research\*

Is This a Funded Research? \*  Yes  No

Note: Field marked with \* are Mandatory

#### Description

Here, users have to choose currency first. User can choose either dollar or nepali currency. After choosing currency, users have to insert cost according to the form inputs.

**Total budget and ethical approval cost will be automatically generated. Ethical approval cost is \$100 if total budget is below \$10,000 and 3% of total budget if total budget exceed \$10,000.**

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**If the research is funded, you need to upload agreement letter with donor clearly specifying the approved budget for the research.**

Action: **save and continue** – will save information into database and redirects to Technical details page.

**Back** - will redirect to administrative information page.

### 1.1.5 Technical details



### Technical Details (Introduction)

Title of the research \*

Research area \*

#### Summary of the proposal (Structured)

Background \*   
(Maximum words: 30)  
 You have 30 words left.

Rationale/ justification \*   
(Maximum words: 30)  
 You have 30 words left.

Objective \*

Methodology \*   
(Maximum words: 30)  
 You have 30 words left.

Data management and analysis \*

#### Introduction

Background \*   
(Maximum words: 30)  
 You have 30 words left.

Rationale/justification \*

General Objective \*

Specific Objective \*

Research Hypothesis \*

Research design \*

Research design subtype \*

Justification of research design \*

[Save and Continue](#) [Back](#)

## Description

Here, users have to fill the technical details information and summary of the proposal as shown in the form.

## *User manual*

**Note:**

In research design label, there are options to choose quantitative, qualitative and mixed research area. The form will be generated accordingly. If user will choose quantitative research area, then form will be generated for the quantitative research area. Similarly, respective form will be generated for qualitative and mixed research area. If user select quantitative research area and research design subtype as clinical trial , then he/she have to add monitoring board after ethical consideration page.

Action: **save and continue** – will save information into database and redirects to Ethical consideration page.

**Back** – will redirect to the financial details page.

### **1.1.6 Ethical Consideration**





## Ethical Consideration

Are human participants required in this research? \*

Yes  
 No

How many participants are required for the research? \*

11

What is the frequency of the participant's involvement in the research? \*

12

Responsibility of the research participants? \*

asdf

Are vulnerable participants involved? \*

asdas

Are there any risks involved for the participants? \*

Yes  
 No

Expected risk for human participants? \*

asdfa

Expected benefits for human participants? \*

adsfa

How informed consent is obtained from the research participants? \*

Written  
 Verbal

Who is responsible for obtaining informed consent? \*

asdf

Collection Clas X Introduction to X Upcoming eve X Facebook - Lo X No Mountain v X user manual s X Ethical Consid X Google X

192.168.10.11:8001/researcher/ethical-consideration-technical-details/12

Who is responsible for obtaining informed consent? \* asdf

Is there anything being withheld from the research participants at the time the informed consent is being sought? \*  
 Yes  
 No

If yes, explain \* asdf

Is the research sensitive to the Nepali culture and the social values? \*  
 Yes  
 No

Is health insurance (if applicable) being made available to the research participants? \* asdfa

Regarding Clinical Trial

The trial treatment \* asdfa

A detailed explanation of the trial procedures including all invasive procedures. \* asdfa

The potential or direct benefits (if any) for the research participants \* asdfaa

Alternative procedure(s) or treatment(s) that may be available \* asdfa

The risks, discomforts, and inconveniences associated with the study \* asdfsa

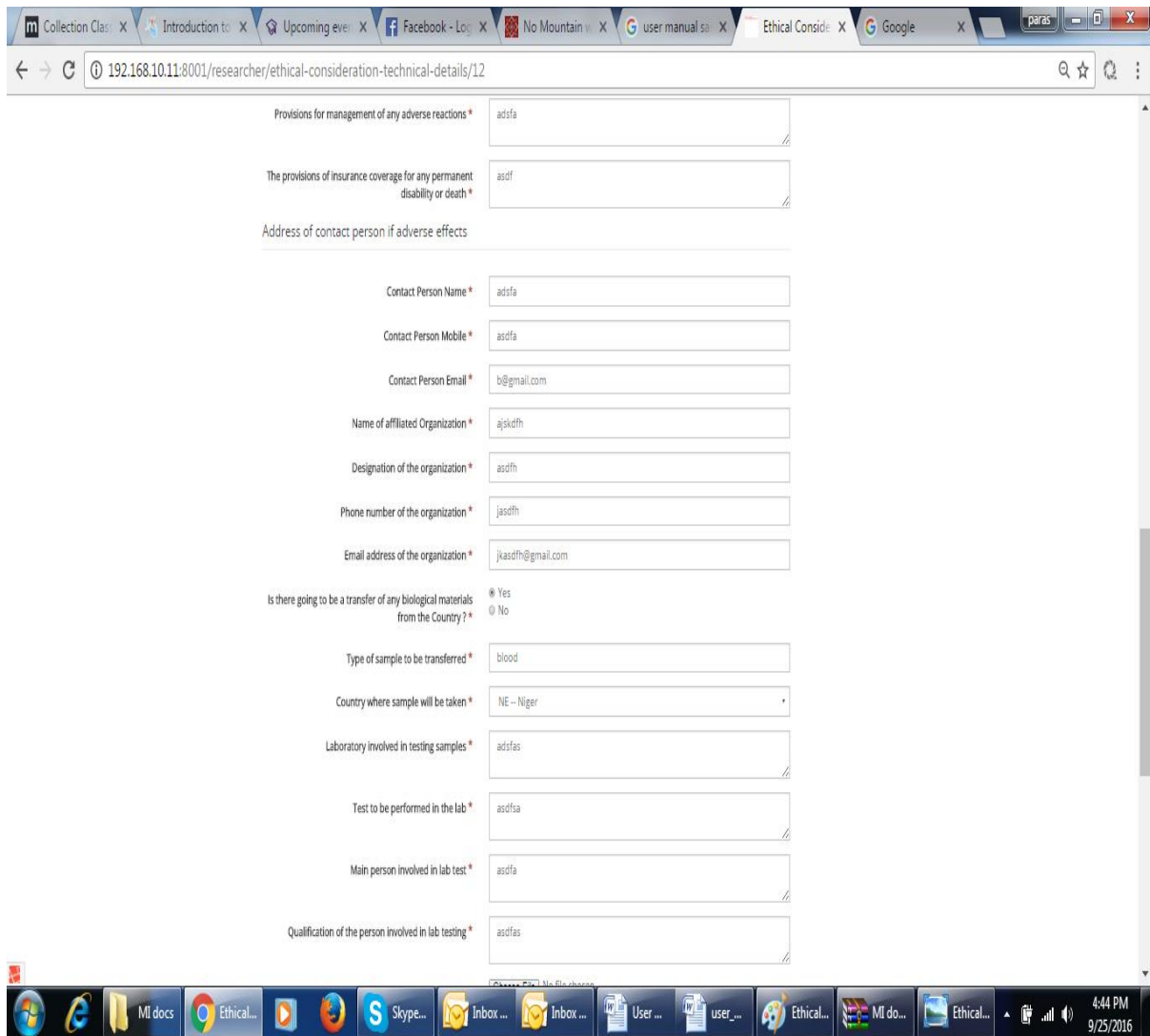
Provisions for management of any adverse reactions \* adfsa

The provisions of insurance coverage for any permanent disability or death \* asdf

Address of contact person if adverse effects

Contact Person Name \* adfsa

MI docs Ethical... Skype... Inbox ... User ... Ethical... MI do... Ethical... 4:44 PM 9/25/2016



Qualification of the person involved in lab testing \*

asdfas

Upload CV of person involved in lab testing \*

No file chosen

Does the study involve transfer of DNA sample? \*

- Yes  
 No

Type of sample \*

- Extracted  
 Extracted and amplified  
 Whole

Name of Laboratory in Nepal involved in extraction and amplification \*

asdfa

Contact person of the laboratory \*

asdfas

Mobile number of the contact person \*

asdfa

Landline \*

asda

Email address \*

b@gmail.com

Does it have Data safety Monitoring Board? \*

- Yes  
 No

Number of members in data safety monitoring board \*

1

## **Description**





Here, user can full fill the form according to the required inputs as shown in the form.

Action: **save and continue** – will save information into database and If user had select quantitative research area and research design subtype as clinical trial , then he/she have to add monitoring board after this page else it will be redirects to documents page.

**Back** – will redirect to the technical details page.

### 1.1.7 Documents

Upload Documents

| S.N | Document Name  | Actions   |
|-----|--|---|
| 1.  | Conceptual framework   |   |
| 2.  | Data collection tools  |   |
| 3.  | Informed consent form  | <input type="text" value="Choose File"/> No file chosen   |
| 4.  | Assent form ( if reserch involves participants below 18 years) | <input type="text" value="Choose File"/> No file chosen   |
| 5.  | Additional documents (PDF format)                              | <input type="text" value="Choose File"/> No file chosen   |
| 6.  | work plan  | <input type="text" value="Choose File"/> No file chosen   |

## Description

Here, user have to upload documents according to form inputs. **Users must upload data collection tool, informed consent form and work plan to go to the next section. If the study involves participants below 18 years of age, please upload assent form as well.**

Action: **save and continue** – will save information into database and redirects to timeline page.

**Back** – will redirect to the Ethical Consideration page.

### 1.1.8 Timeline

The screenshot shows the user interface for the Nepal Health Research Council. At the top, there is a header with the council's logo and name, along with navigation links for Notifications (4), My Proposal (17), and Account. Below the header, a breadcrumb trail indicates the user is in the 'Research' section. The main content area features a horizontal timeline with eight steps: Step 1 (Screening), Step 2 (Administrative Information), Step 3 (Financial Details), Step 4 (Technical Details), Step 5 (Ethical Consideration), Step 6 (Documents), Step 7 (Time line), and Step 8 (Apply). The 'Time line' step is currently selected. Below the timeline, the 'Proposal TimeLine' section displays the start date (2016-09-18) and end date (2016-09-29), with input fields for these dates. At the bottom, there are three buttons: 'Save and Continue' (green), 'Continue' (blue), and 'Back' (white).

## Description

Here, users have to add start date and end date.

Action: **save and continue** – will save information into database and redirects to apply page.

**Back** – will redirect to the document page.

### 1.1.9 Apply

The screenshot displays the user interface for the 'Apply' step of a proposal submission process. At the top, the header includes the Government of Nepal logo and the Nepal Health Research Council name. Navigation links for Notifications (4), My Proposal (17), and Account are visible. The breadcrumb trail shows 'Dashboard / New Proposal / Apply'. A progress bar indicates the current step is 'Step 8: Apply', with previous steps being 'Step 7: Time line', 'Step 6: Documents', 'Step 5: Ethical Consideration', 'Step 4: Technical Details', 'Step 3: Financial Details', 'Step 2: Administrative Information', and 'Step 1: Screening'. Below the progress bar, there are two prominent buttons: a blue 'Preview before Apply' button and a green 'Apply' button.

## **Description**

Here, in this page there are two buttons (preview before apply and apply button). By clicking preview before apply button, user can see their proposal summary in brief and by clicking apply button proposal will be applied successfully. **User can save the pdf summary of the proposal.**