

Fiji Health Research Portal

The Fiji National Research Ethics Review Committee
The College Research Ethics Committee

System User-manual

Investigator

Preface & Recommendation

For additional information concerning the Fiji Health Research Portal we invite you to read the Standard Operating Procedure.

In order to make your training easier, this user's guide will use screenshots of the website. A glossary is present at the end of this manual.

We strongly recommend you to always pay attention to your notifications. These one possess a lot of information addressed to you and not always specifying with another way.

For a global comprehension of the Health Research Portal please refer to the operating diagram in the back cover of this user-guide.

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I. Common

I.1 Navigation on the system

The screenshot illustrates the structure of the Fiji Health Research Portal's homepage. It is organized into three main frames:

- Frame 1 (Top Header):** Contains the Ministry of Health logo, the tagline "Shaping Fiji's Health", and a navigation menu with links to HOME, ABOUT, USER HOME, PAST & ONGOING RESEARCH, and ANNOUNCEMENTS.
- Frame 2 (Center Content):** Displays the title "Fiji Health Research Portal", a brief mission statement about the online initiative, and several informational sections: "Submit research proposals", "Search ongoing and completed health research", "Access complete research reports", "Access information on applicable guidelines", "Access a 'Researchers' Directory'", and "Announcements".
- Frame 3 (Right Sidebar):** Features a user login form with fields for Username and Password, a "Remember me" checkbox, and a "Log In" button. Below the login form is a link "Need a username and password? GO TO REGISTRATION".

At the bottom of the page, there are acknowledgments: "System developed by WHO-WPRO" and "FNU FIJI NATIONAL UNIVERSITY College of Medicine, Nursing & Health Sciences". The Ministry of Health logo is also present at the bottom right.

All the WebPages of the Fiji Health Research Portal are composed of the same header, access point to the main WebPages of the portal (*frame 1 of the above example*), and right column (*frame 2 of the above example*).

The variable part of all WebPages, which contains specific information, is therefore at their centre (*frame 3 of the above example*). On the top of this part is your current position in the arborescence of the system. The second line is the title of the webpage.

I.1.a The Header

[HOME](#) [ABOUT ERC](#) [LOG IN](#) [REGISTER](#) [PAST & ONGOING RESEARCH](#) [ANNOUNCEMENTS](#)

The header is the access point to the main WebPages of the system. This header, present on the top of absolutely every WebPages of the system, is composed of various “tabs” (main links). Click on one of this tab to access to the concerned main webpage:

- ***Home***: You will access the Home Page of the system. It contains the welcome message and last announcements made by the committees.
- ***About this portal***: This webpage contains divers information concerning the Ethics Review Committee(s), the Standard Operating Procedures or User Guides for the system.
- ***Log In***: If you possess an account within this system you can log in through this webpage.
- ***Register***: If you don't possess any account within this system you can register through this webpage.
- ***Past & Ongoing Research***: Via this tab you can access to all the past & ongoing health researches registered in the system.
- ***Announcements***: By clicking on this tab you will access to all the announcements made by the Ethics Review Committee(s).

If you possess an account within this system and are logged in, the header slightly change:

[HOME](#) [ABOUT ERC](#) [USER HOME](#) [PAST & ONGOING RESEARCH](#) [ANNOUNCEMENTS](#)

The tab “User Home” replaces the two tabs “Log In” and “Register”. This new tab allows you to access to all the functionalities gave to your account. As an example, if you are an investigator/researcher and want to submit a research proposal, you should find a link on this webpage.

I.1.b The Right Column

If you possess an account, the Right Column allows you to log in/out within the system.

To log in you need to type your username and your password in the appropriate fields. Please click on the “Log In” button to validate your data.

Before clicking on this button you can choose to check the “Remember me” box by clicking on it. This allows your computer to remember your username and password. We strongly recommend you to check this box ONLY on your personal computer.

If you don't possess any account within the system, please click on the “Go to Registration” link in the bottom of this right column for registering into the system.

The screenshot shows a login form titled "USER". It contains fields for "Username" and "Password", a "Remember me" checkbox, and a green "Log In" button. Below the form is a message: "Need a username and a password? GO TO REGISTRATION".

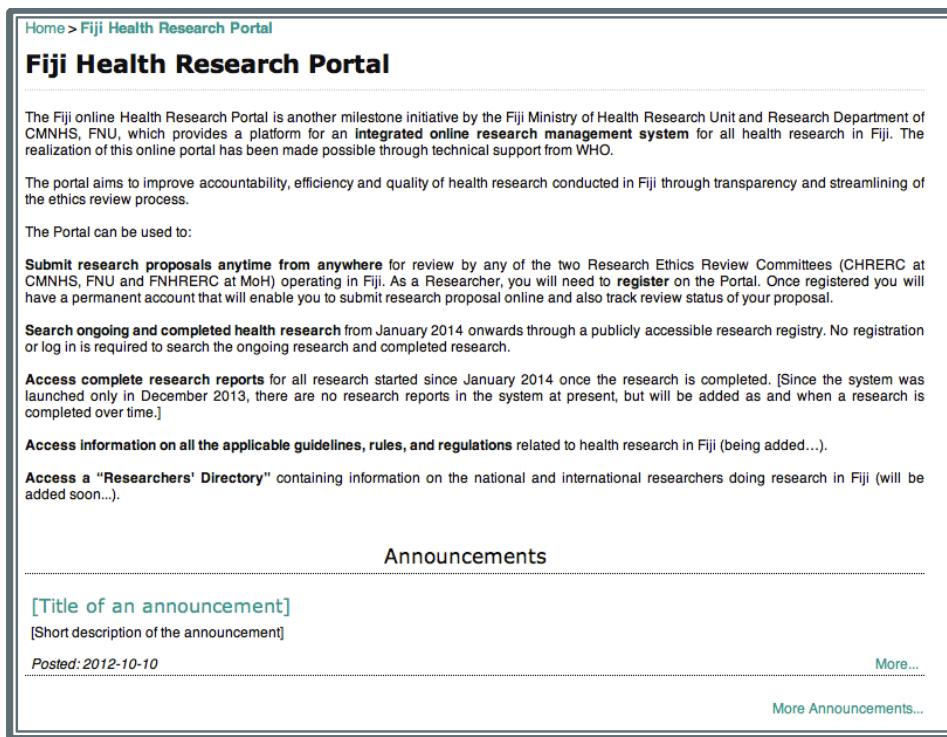
Once logged in you can log out anywhere you are by clicking on the “Log Out” link present on the right column. We highly recommend you to log out each time you leave your computer.

Above the “Log Out” link, the “My Profile” link allows you to access to all your information and to modify them (your mail address, phone number, password...).

The screenshot shows a user profile section. It displays the message "You are logged in as... investigator" and two links: "My Profile" and "Log Out". Below this is a "NOTIFICATIONS" section with a single item: "View (2 new)".

On the bottom of this right column is the notification section. A notification is a short personal message addressed to you. By clicking on the “View” link you access to all your notifications. The message in brackets on the right of the link specifies the number of notifications you never read. In the opposite example the user, with the username “investigator”, has 2 unread notifications.

1.2 Home Page



The screenshot shows the homepage of the Fiji Health Research Portal. At the top, there is a breadcrumb navigation "Home > Fiji Health Research Portal". Below it, the title "Fiji Health Research Portal" is displayed in bold. A descriptive text block explains that the portal is a milestone initiative by the Fiji Ministry of Health Research Unit and Research Department of CMNHS, FNU, providing an integrated online research management system for all health research in Fiji. It highlights the aim to improve accountability, efficiency, and quality of health research through transparency and streamlining of the ethics review process. The portal can be used for submitting research proposals, searching for ongoing and completed health research, accessing complete research reports, and finding information on applicable guidelines, rules, and regulations. It also features a "Researchers' Directory". Below this, a section titled "Announcements" lists a single announcement with the title "[Title of an announcement]", a short description, the posting date "Posted: 2012-10-10", and a "More..." link. At the bottom right of the announcement box is a link "More Announcements...".

This is the home page of the Fiji Health Research Portal.

After a brief introducing message the Home page of the system shows the latest announcements made by the Ethics Review Committees. Please click on the title of one of the announcements or on the “**More...**” link to know more about it. You can access to all the announcements with the “**More Announcements...**” link.

In the above example 1 announcements is shown. It possesses the title “Title of an announcement”. Under the title you can see a short description of the announcement and under the description the date when the announcement has been posted to the system. In the bottom right of the announcement you can see the “**More...**” link. If you click on this link, you will access the whole description of the announcement.

1.3 About this portal

Home > About the Health Research Portal

About the Health Research Portal

Health Information Research Analysis Division, Ministry of Health, Fiji

Director
Mr. Shivnay Naidu
Email: snaidu002 @ health.gov.fj
(please remove the spaces before and after the "@")

Policies
» Standard Operating Procedures (engl) ...soon available...

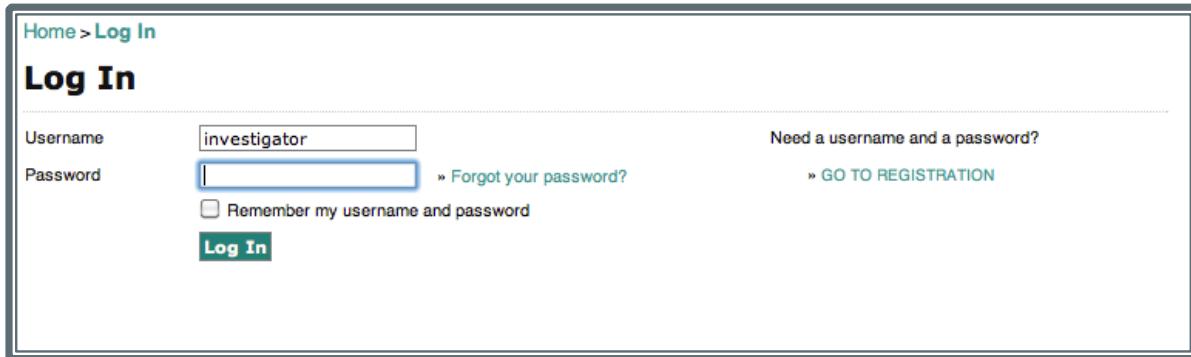
User Guide(s)
» Userguide for investigators (engl) ...soon available...

Report Template(s)
» Final Report (engl)
» Progress Report (engl)
» Proposal Review (engl)

The “**About this portal**” main webpage gives you information about Ethical Review Committees in Fiji and about this system (*the illustration above is subject to change according to the updates of the system*).

On this web page you will be able to access multiple information, as about this system, as about health research policies in Fiji. For example you will be able to access the user manuals of this system, the membership of the institutional review boards, the standard operating procedures, some templates for the submission of your research proposals...

1.4 Log In



The screenshot shows the 'Log In' page of the Fiji Health Research Portal. At the top left, there is a breadcrumb navigation 'Home > Log In'. The main title 'Log In' is centered above a horizontal line. Below the line, there are two input fields: 'Username' containing 'investigator' and 'Password' which is empty. To the right of the password field is a link 'Forgot your password?'. Above the password field is a link 'Need a username and a password?'. Below the password field is a link 'GO TO REGISTRATION'. There is also a checkbox labeled 'Remember my username and password'. At the bottom of the form is a green 'Log In' button.

Before any actions as an Investigator, a Secretary or a Reviewer, you need to “log in” into the system. To “log in” allows the system to understand who you are.

You need to type your username and your password in the appropriate fields. You will then need to validate these data by clicking on the “**Log In**” button.

Before clicking on the “**Log In**” button you can choose to check the “**Remember my username and password**” box by clicking on it. This allows your computer to remember your username and password. We strongly recommend you to check this box ONLY on your personal computer.

If you don't remember your username or password please click on the “**Forgot your password?**” link.

If you don't have any username or password (i.e. if you are not registered into the Fiji Health Research Portal) you can register by clicking on the “**Go to Registration**” link.

I.4.a Registering

To register into the Fiji Health Research Portal you are requested to fill this form. A star (“*”) denotes a required field and a question-mark (“/?”) indicates information on mouse over.

Are required fields:

- The username. It must contain only lowercase letters, numbers and hyphens/underscores. A username is a name that uniquely identifies someone on a computer system. It is the only information in this form that will not be able to change.
- The password. It must be at least 6 characters. A password is a string of characters used for authenticating a user on a computer system. In order to verify you entered the desired password you are requested to enter it twice (once in each password field).
- Your first name.
- Your last name.
- Your email address (you are also requested to enter it twice).

Before finishing your registration, two options are available.

- If you want to receive a confirmation email including your username and password please check the “Confirmation” box.
- If you plan to use the Fiji Health Research Portal as an Investigator (i.e. for submitting proposals) please check the “Investigator” box.

For finishing the submission please click on the “**Register**” button. If you want to leave this page without registering please click on the “**Cancel**” button.

I.4.b Forget your password?

Home > Reset Password

Reset Password

For security reasons, this system emails a reset password to registered users, rather than recalling the current password.

Enter your email address below to reset your password. A confirmation will be sent to this email address.

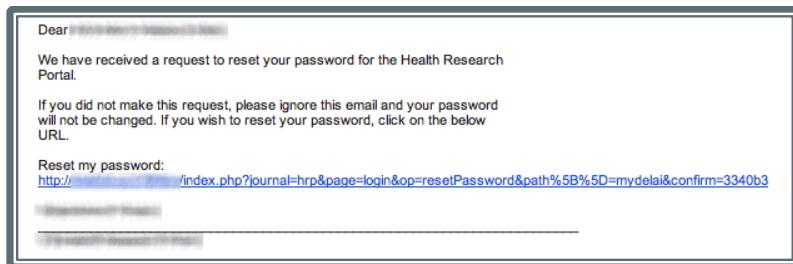
Registered user's email

Reset Password

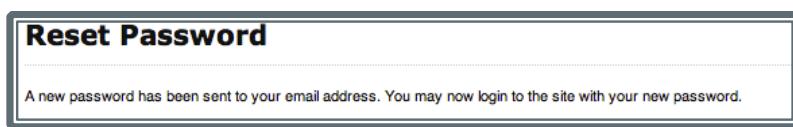
» Not a user? Register with this site

If you forgot your username or your password you can reset it on this subpage (*click on the “Forgot your password?” link into the “Log In” main webpage*).

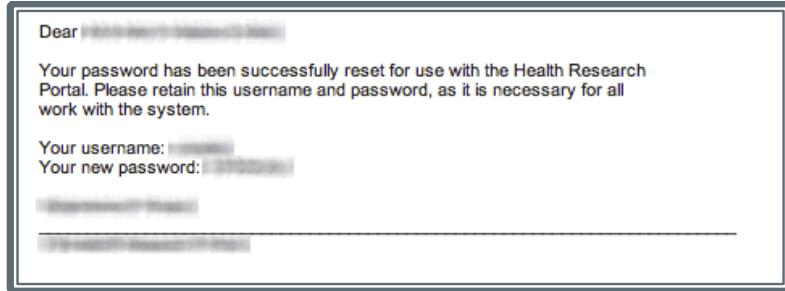
Enter your email address in the appropriate field (the one you used to register within the portal) and click on the “Reset Password” button. A confirmation email will be send to your email address.



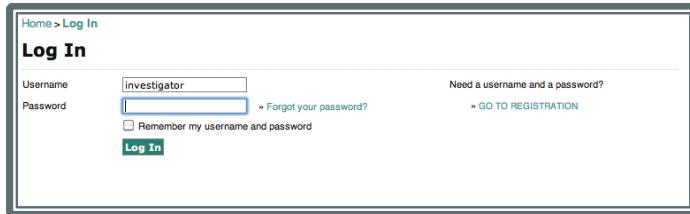
This confirmation email contains a link, if you really want to reset your password, please click on this link.



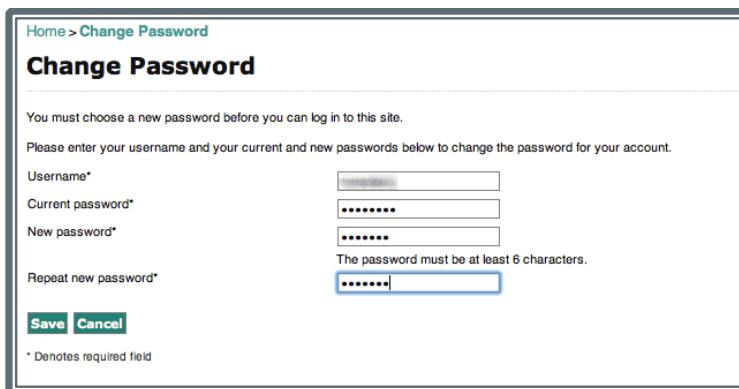
By clicking on the link you directly arrive on the above webpage. This is just to confirm you that your password has been reset and send with a new email to your email address.



For the rest of this explanation, we will call the password included in this email "resetPassword". You can now go to the Vietnam Health Research Portal and try to log in.



Once on the login page of the Vietnam Health Research Portal (or you can use the right column), on the username field, you should provide your username, on the password field, you should provide the "resetPassword", the password included in the email of the precedent step. Please click on Login.



Because you asked to reset your password, the first time you login the above page appear. It is for suggesting you to choose your own new password :

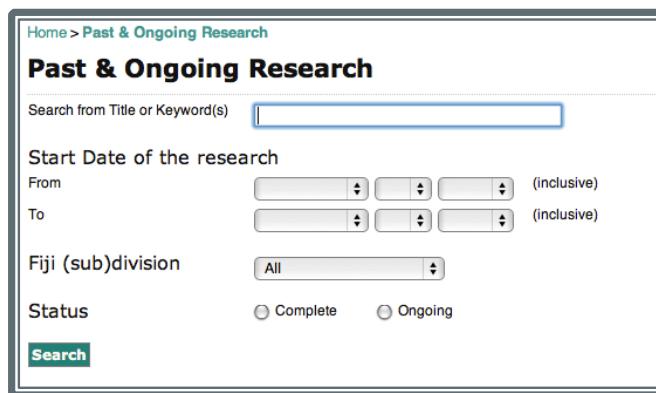
- A) On the username field, you should provide your username.
- B) On the current password field, you should provide the "resetPassword" ..
- C) On the new password field, you should provide the new password you desire. You are free to choose any password you want. We will call it "newPassword"
- D) On the repeat new password field, you should provide again "newPassword". You should type exactly the same as in the step E.
- E) Please click on save.

If you don't have any username or password (i.e. if you are not registered into the Fiji Health Research Portal) you can register by clicking on the "**Not a user? Register with this website**" link.

1.5 Past & Ongoing Research

You may search a past or ongoing researches registered in the Fiji Health Research Portal using this main webpage.

I.5.a Search



The screenshot shows a search form titled "Past & Ongoing Research". At the top left is a breadcrumb navigation: "Home > Past & Ongoing Research". Below the title is a search bar labeled "Search from Title or Keyword(s)" with an empty input field. Underneath the search bar are two date selection fields: "Start Date of the research" with "From" and "To" dropdown menus, and "End Date of the research" with "From" and "To" dropdown menus, both with "(inclusive)" notes. There is also a dropdown menu for "Fiji (sub)division" set to "All". Below these are two radio buttons for "Status": "Complete" and "Ongoing". At the bottom left is a green "Search" button.

The search engine allows you to search a past or ongoing research by typing a title or keyword(s). It also allows you to frame your search by dates, geographical area or status of the research.

Take note that even though a combination of search criteria refines your search, each of them can be used alone as no one of them will start a global research.

Once your search criteria settled, a click on the “Search” button launch the search and display the results.

I.5.b Results

The screenshot shows a search results page with the following details:

- Header:** Home > Past & Ongoing Research > Search Results
- Title:** Search Results
- Links:** REVISE SEARCH | EXPORT SEARCH RESULTS
- Text:** Complete Research: Search returned 2 result(s).
- Table:** A grid showing two research projects. The columns are: TITLE, PRIMARY SPONSOR, GEOGRAPHICAL AREA, RESEARCH FIELD, DATES OF RESEARCH, and STATUS.

TITLE	PRIMARY SPONSOR	GEOGRAPHICAL AREA	RESEARCH FIELD	DATES OF RESEARCH	STATUS
[TITLE OF A RE-SUBMITTED PROPOSAL]	admin	Nationwide	Tuberculosis	04-Jun-2012 to 05-Jun-2012	Complete
[TITLE OF A PARTLY REVIEWED PROPOSAL]	admin	Nationwide	Health care seeking/utilization	04-Jun-2012 to 05-Jun-2012	Complete

Results are presented in the form of a table composed of 6 columns: the title of the research, the primary sponsor, the geographical area, the research field, the dates of the research and the status. By clicking on the title of a research you can access its information.

You can choose to refine your search by clicking on the “Revise Search” link or to export these results in a “.csv” format by clicking on the “Export Search Results” link.

I.5.c Exporting the results

The screenshot shows an “Export” options dialog box with the following fields:

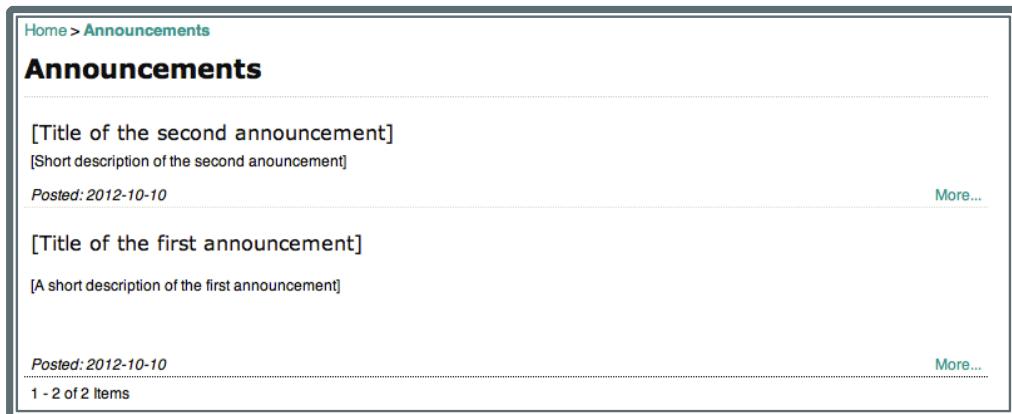
- REVISE SEARCH | HIDE EXPORT OPTIONS**
- Please check fields you would like to export.**
- Investigators :**
 - Investigator Name Investigator Affiliation
- Metadata :**

<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Research Field	<input checked="" type="checkbox"/> Proposal Type
<input checked="" type="checkbox"/> Duration	<input checked="" type="checkbox"/> Geographical Area	<input type="checkbox"/> Data Collection
<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Primary Sponsor	<input type="checkbox"/> Funds Required
<input type="checkbox"/> Date submitted to FijiHRP	<input checked="" type="checkbox"/> If student research, Institution & Academic Degree	
- Buttons:** Export

Once you clicked on the “**Export Search Results**” link, a new part of the webpage appears. This one allows you to “customize” your exportation. Please check the fields you would like to export (click on the concerned box) and click on the “**Export**” button.

You can hide this new part by clicking on the “**Hide Export Options**” link.

1.6 Announcements



The screenshot shows a web page titled "Announcements". At the top left, there is a breadcrumb navigation: "Home > Announcements". Below the title, there are two announcement items. Each item has a title in orange, a short description in black, a posting date in grey, and a "More..." link in green. The first item is for "The second announcement" and the second is for "The first announcement". At the bottom of the list, it says "1 - 2 of 2 items".

Announcement Title	Description	Posted	More...
[Title of the second announcement]	[Short description of the second announcement]	Posted: 2012-10-10	More...
[Title of the first announcement]	[A short description of the first announcement]	Posted: 2012-10-10	More...

Through this page you can access to announcements made by the Ethics Review Committees. They are ordered from the most recent to the oldest. By clicking on the “**More...**” link you can access to the whole announcement.

II. Investigator

II.1 User Home



The screenshot shows the 'User Home' page of the Fiji Health Research Portal. At the top left, there is a breadcrumb navigation: 'Home > User Home'. The main title 'User Home' is displayed in bold. Below it, the text 'Fiji Health Research Portal' is shown. There are four main links in a row: 'Investigator' (with a sub-link 'Edit My Profile'), 'Drafts (7) Ongoing (16)' (with sub-links 'Edit My Profile', 'Change My Password', and 'Log Out'), 'In Review (3)' (with sub-link 'Completed (0)'), and '[New Proposal]'. On the left side, there is a 'My Account' section with three links: 'Edit My Profile', 'Change My Password', and 'Log Out'.

Once “logged in”, this webpage is available anywhere you are on the system by clicking on the “**User Home**” header tab.

On your “User Home” main page you have different action possible:

- You can access to all your researches by clicking on the “**Investigator**” link.
- The “**Drafts**” link shows you how many draft proposals you have. In the above example, you have 7 drafts proposals. By clicking on it you will be able to access all these proposals. If you don’t have any, this link is inactive.
- The “**In Review**” link shows you how many proposals you have currently under review. In the above example, you have 3 proposals under review. By clicking on it you will be able to access these proposals. If you don’t have any, this link is inactive.
- The “**Ongoing**” link shows you how many proposals has been approved by a committee and the research is currently ongoing. In the above example, you have 16 ongoing researches. By clicking on it you will be able to access all these researches. If you don’t have any, this link is inactive.
- The “**Completed**” link shows you how many completed researches you have. In the above example, there are 0 completed researches. By clicking on it you will also access to these researches. If you don’t have any, this link is inactive.
- You can submit a new proposal by clicking the “**New Submission**” link.

The “My Account” section allows you to edit your profile information, to change your password or to log out.

II.2 Your submissions

The screenshot shows a webpage titled "Draft proposals". At the top, there is a breadcrumb navigation: Home > User > Investigator > Draft proposals. Below the title, there are five tabs: DRAFTS (which is selected), IN REVIEW, ONGOING, COMPLETED, and ARCHIVES. There are two search input fields: one for "Title" with a dropdown menu showing "contains" and a text input field, and another for "Submitted between" with four dropdown menus for date ranges. A "Search" button is located below these fields. At the bottom of the page, there is a link "Start a New Submission" and a note "CLICK HERE to go to step one of the five-step submission process."

This is the “Submissions” webpage of an Investigator. When you log in you access directly to this webpage. By default it shows your draft proposals

You can always switch between the categories of your proposals by using the upper links (“Drafts”, “In review”, “Ongoing”...). The descriptions of these categories are provided in the previous sub-chapter.

In case of a lot of submissions you may search a submission by using the searching tool on the top of this page. Type a keyword/title and/or frame your search by dates and launch your search by using the “**Search**” button.

You also have on this page a link to start a new submission.

According to which category you are, different columns are displayed on the list of your submissions:

- **PROPOSAL ID:** The identification code of your proposal (*for more information see chapter: Miscellaneous – Understanding Proposal's ID*).
- **DATE OF SUBMISSION:** The date when you submitted your proposal.
- **TITLE:** The scientific title of your proposal. Please click on the title of a specific proposal to access its specific informations.
- **STATUS:** The review status of your proposal
- **ACTION:** Diverse actions you can undertake like submitting a progress report, the final report, a protocol amendment...

II.3 Submitting a new proposal

You are able to submit a new proposal by using the “**New Submission**” link in your “User Home” webpage or by clicking on the “**Click Here**” of the “Start a submission” section in your “Active Submissions” webpage.

A new submission goes through a five stages process. In all the steps of the submission process, a star (“*”) denotes a required field and a question-mark (“[?]”) indicates information on mouse over.

II.3.a Step 1 – Starting the submission

Home > User > Investigator > Submissions > **New Submission**

Step 1. Starting the Submission

1. START 2. ENTER PROPOSAL METADATA 3. UPLOAD MAIN PROPOSAL 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [ERC System Admin](#) for assistance.

Ethics Committees

If the proposal is submitted by a student enrolled in the Fiji National University (FNU) or affiliated with FNU or if the research is conducted by FNU staff, please select the College Research Ethics Committee, but if the research is conducted with an external partner (not in collaboration with FNU) or ministry of health staff, please select the Fiji National Research Ethics Review Committee.

Ethics Committee*

Submission Checklist

Indicate that this proposal is ready to be considered by the ERC by checking off the following (comments to the Secretary can be added at Step 5).

I agree to provide final report of the research study (both electronic and a hard copy) no later than 12 months of completion of data collection/field work to MoH.
 I agree to provide complete raw data set used for final analysis of the research study (both electronic and a hard copy) no later than 12 months of completion of data collection/field work to MoH.

Save and continue **Cancel**

* Denotes required field

This page is the first step of a new submission. You firstly need to choose to which Ethical Committee you want to submit your proposal. If a student enrolled in the Fiji National University (FNU), or affiliated with FNU, submits the proposal, or if FNU staff conducts the research, please select the “**the College Research Ethics Committee**”. But if the research is conducted with an external partner (not in collaboration with FNU) or Fiji ministry of health staff, please select the “**the Fiji National Research Ethics Review Committee**”.

For reviewing the proposal, the Fiji Ministry of Health request you to provide final report of the research study (both electronic and a hard copy) no later than 12 months of completion of data collection/field work to Fiji Ministry of Health through this website. This is a requirement for submitting a proposal. If you agree please check the “Checkbox”.

The Fiji Ministry of Health also request you provide the complete raw data set used for final analysis of the research study (both electronic and hard copy) no later than 12 months of completion of data collection/field work. If you agree, please check this second “checkbox” and click on the “**Save and continue**” button.

Your proposal will then be saved into the database as a draft proposal. It will appear in the “Active proposals” table of the “Active” subpage of the “Submissions” webpage and you will be able to continue the steps of the submission whenever you want. As a “draft” proposal, your submission will not be accessible by the Ethics Review Committees.

If you want to leave this page without saving please click on the “**Cancel**” button.

II.3.b Step 2 – Entering the Metadata

During the step 2 of the submission of a proposal you will be asked to fill the main proposal's metadata. The main proposal's metadata is made up of 3 different parts:

Investigator and Co-INVESTIGATOR (s)

These data concern the investigator of the research. You are asked to fill the name, middle name, last name, e-mail fields and the phone number of the investigator. Most of the time the investigator is the user logged in: you. Therefore to facilitate your work into this webpage the Fiji Health Research Portal automatically fill these fields with your data. If you are not the investigator either if these data are incorrect please correct them by clicking on the desired field.

You may want to add co-investigator(s) for the research. For adding a co-investigator please click on the “**Add a Co-Investigator**” button. You can add up to 3 co-investigators.

Investigator

First name*	<input type="text" value="Investigator"/>
Middle name	<input type="text"/>
Last name*	<input type="text" value="Investigator"/>
Email*	<input type="text" value="investigator@investigator.com"/>
Phone number*	<input type="text"/>
Affiliation*	<input type="text"/>

(Your institution, e.g. "Simon Fraser University")

Add a Co-Investigator

Co-investigator(s)

First name*	<input type="text"/>
Middle name	<input type="text"/>
Last name*	<input type="text"/>
Email*	<input type="text"/>
Affiliation*	<input type="text"/>

(Your institution, e.g. "Simon Fraser University")

Delete Co-Investigator

In this case, please fill up the information concerning the Co-Investigator of your research. You can delete a co-investigator by clicking on the “**Delete Co-Investigator**” Button.

Title and summary of proposal

These data concern main explanations of your proposal as its titles, abstract, keywords etc.

Depending of your responses, some required fields may appear (i.e. student research, human subjects involved...).

For some other fields you are able to add as much information as you want (i.e. Research Fields or Districts involved).

In this case please click on the “Add another...” link under the concerned field or selection menu.

Don't forget that more explanations are available on mouse over.

The screenshot shows a detailed form for a research proposal. It includes sections for basic information like title and research type, and more specific details like budget, sponsors, and ethical considerations. The form is designed to capture comprehensive data while providing users with the flexibility to add additional information where applicable.

Source(s) of Monetary or Material Support

These data concern your source(s) of monetary or material support for your research.

Source(s) of Monetary or Material Support

Industry grant* Yes No
*If yes, please specify:**

Agency grant* Yes No
*If yes, please specify:** Other
[Add another agency](#)
*Please specify:**

Republic of Fiji Ministry of Health grant* Yes No

Government grant (non MoH)* Yes No
*Please specify:**

University research grant* Yes No

Self funding* Yes No

Other* Yes No
*If yes, please specify:**

Save and continue **Cancel**

* Denotes required field

Like the previous section, depending of your answers, some required fields may appear.

Click on the “**Save and continue**” button for saving your proposal and continuing this submission. Like all the steps of the submission process, once your proposal saved you can get back to it whenever you want.

If you want to leave this page without saving please click on the “**Cancel**” button.

II.3.c Step 3 – Uploading the main proposal file.

In the third step of a new submission you must upload the main proposal file:

Home > User > Investigator > Submissions > New Submission

Step 3. Uploading the Main Proposal File

1. START 2. ENTER PROPOSAL METADATA 3. UPLOAD MAIN PROPOSAL 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a proposal for review, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the web site and renames it following the Fijian Health Research Portal naming conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [ERC System Admin](#) for assistance.

Submission File

[?] No file uploaded. You need to upload your main proposal for going to step 4

Upload file no file selected

Cancel

[?] Explanations on mouse over.

Please follow the instructions on the screen in order to upload your file. If no file has been uploaded the “Save and continue” button doesn’t appear.

Submission File

File name	3-3-1-MainProposal.pdf
Original file name	My Main Proposal File.pdf
File size	10KB
Date uploaded	2012-10-11 06:08 AM

Replace submission file no file selected

Save and continue **Cancel**

[?] Explanations on mouse over.

Once your file is uploaded you see it on the page. At this step you can upload only one file. You will be able to upload supplementary files during the step 4. If you want to replace the file uploaded please do same steps as before.

Click on the “Save and continue” button for saving your proposal and continuing this submission. If you want to leave this page without saving please click on the “Cancel” button.

II.3.d Step 4 – Uploading Supplementary Files

This optional step allows you to add supplementary files to your proposal.

TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.			

Select file type(s)
(Hold down the CTRL button to select multiple options.)

Summary
Informed Consent
Funding
CV of Principal Investigator
Questionnaires
Proof of Registration
Other ERC Decision
Other

Select file to upload no file selected

Save and continue **Cancel**

You firstly need to select the type of file you want to upload. Selecting multiple options is possible by holding down the “CTRL” button of your keyboard (or “CMD” button if you are using a Macintosh) and clicking on desired options. If you select “Other” on this menu a new field appears on its right. In this case please specify the file type you want to upload.

As in step 3, for uploading a supplementary file you need to open a “Choose File” window by clicking on the “Browse” button, to locate your file and to upload it with the “Upload” button.

Each supplementary file uploaded will appear into the table above the “file type” selection menu:

TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
CV of Principal Investigator	My CV.pdf	10-11	DELETE
Summary	Summary Of My Proposal.pdf	10-11	DELETE
Other ERC Decision	Other ERC Decision for My Proposal.pdf	10-11	DELETE

In this example, 3 files have been uploaded. The table provide their title, their original file name and their date of upload. If ever you want to remove an uploaded file please you use the “**Delete**” link on the right of the table.

Click on the “**Save and continue**” button for saving your proposal and continuing this submission. If you want to leave this page without saving please click on the “**Cancel**” button.

II.3.e Step 5 – Confirming the submission

Home > User > Investigator > Submissions > New Submission

Step 5. Confirming the Submission

1. START 2. ENTER PROPOSAL METADATA 3. UPLOAD MAIN PROPOSAL 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your proposal to Fiji Health Research Portal click Finish Submission. The investigator will receive an acknowledgement by email and will be able to view the submission's progress through the review process by logging into this web site.

The step 5 of the submission process allows you to check every data you provided to the Fiji Health Research Portal before submitting your proposal to review. If you want to modify your data you can go back to any step you want by clicking on its name (*see above screenshot*).

This last step is composed of 3 main parts:

- The “**Proposal Details**” part sum up your proposal metadata provided in step 2

- The “**File Summary**” sum up your main proposal file and your supplementary files if you added some

File Summary				
ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
3	MY MAIN PROPOSAL FILE.PDF	Submission File	10KB	10-11
4	MY CV.PDF	Supplementary File	10KB	10-11
5	SUMMARY OF MY PROPOSAL.PDF	Supplementary File	10KB	10-11
6	OTHER ERC DECISION FOR MY PROPOSAL.PDF	Supplementary File	10KB	10-11

- Finally, if you would like to add a comment for the secretariat of the Ethical Committee you chose please fill the “**Comments for the Secretariat**” field.

Comments for the Secretariat

Enter text (optional)

Attention:
Before finishing the submission please make sure that all data you entered are correct. Once submitted the proposal can't be modified.

Finish Submission **Cancel**

You can submit your proposal to review by clicking on the “**Finish Submission**” button. But be careful. Once your proposal submitted you are not able to modify it anymore.

If you want to leave this page and to keep this proposal as a draft please click on the “**Cancel**” button. All data you entered will be saved and you will be able to finish your proposal by coming back to your “Submissions” webpage.

III. Miscellaneous

III.1 Understanding Proposal's ID

An ID of a proposal is composed of 5 different part ordered as follows:

- The year of submission.
 - The number of submitted proposals into the Fiji Health Research Portal during the year of submission.
 - The Ethical Committee of the submission.
 - The number of submitted proposals for the selected ethical committee during the year of submission.
 - The geographical area of the proposal:
-
- ‘MC’ denotes a multiple countries proposal.
 - ‘NW’ denotes a nationwide proposal.
 - ‘MP’ denotes a multiple districts proposal.
 - ‘CD’ denotes the Central Division.
 - ‘TA’ denotes Tailevu district (C.D.).
 - ‘RE’ denotes Rewa district (C.D.).
 - ‘SN’ denotes Serua/Namosi district (C.D.).
 - ‘NT’ denotes Naitasiri district (C.D.).
 - ‘SU’ denotes Suva district (C.D.).
 - ‘ED’ denotes Eastern Division.
 - ‘LK’ denotes Lakeba district (E.D.).
 - ‘RO’ denotes Rotuma district (E.D.).
 - ‘LL’ denotes Lomaloma district (E.D.).
 - ‘LO’ denotes Lomaviti district (E.D.).
 - ‘KA’ denotes Kadavu district (E.D.).
 - ‘WD’ denotes Western Division.
 - ‘BA’ denotes Ba district (W.D.).
 - ‘TV’ denotes Tavua district (W.D.).
 - ‘RA’ denotes Ra district (W.D.).
 - ‘NA’ denotes Nadi district (W.D.).
 - ‘NN’ denotes Nadroga-Navosa district (W.D.).
 - ‘LA’ denotes Lautoka district (W.D.).
 - ‘ND’ denotes Northern Division.
 - ‘CA’ denotes Cakaudrove district (N.D.).
 - ‘BU’ denotes Bua district (N.D.).
 - ‘TN’ denotes Taveuni district (N.D.).
 - ‘MA’ denotes Macuata district (N.D.).

As an example, 2010.15.NIOPH.8.BA means:

- It’s the 15th proposal submitted in 2010 to the Fiji Health Research Portal.
- It is the 8th proposal submitted to NIOPH in 2010.
- It concerns the district of Ba.

III.2 Glossary

Account	Having an account within a website means you are registered into. The website has information about you and is able to identify you if you provide your username and password.
Arborescence	A website is build like a document with chapters and subchapters. It therefore possesses a hierarchical structure: an arborescence.
Chat room	A specific page on a website where users can communicate.
csv	A comma-separated values (CSV) file stores tabular data (numbers and text) in plain-text form. The CSV file format is very simple and supported by almost all spreadsheets and database management systems.
Download	To transfer data from a server or host computer to one's own computer or digital device.
Exportation	To format data in such a way that it can be used by another application. An application that can export data can create a file in a format that another application understands, enabling the two programs to share the same data.
Icon	A picture on a screen that represents a specific file, directory, window, option or program.
Link	In this case, an element that connects one part of the website to another, typically activated by clicking on a highlighted word at a particular location on the screen.
Log In	The process of identifying oneself to a website, usually by entering one's username and password.
Log Out	The process of ending the identification of oneself by a website.
Metadata	Data about the containers of data.
Mouse Over	In this case, information appearing when the user moves or "hovers" the pointer of the mouse over a particular area of the website.
Notifications	Formal announcements send to a particular user or group of users.
Portal	A website that brings information from diverse sources in a unified way.
Submission	A submission of a research proposal.
Tab	On a website, a button redirecting to one of the main webpage. A tab is present in every pages of the website and always at the same place on the screen. Usually a group of tabs are placed in the border of the window.
Upload	To transfer data from one's own computer or digital device to a server or host computer.
Username	A unique sequence of characters used to identify a user on a computer system.