

# **Lao PDR Health Research Portal**

National Institute of Public Health, Lao PDR  
University of Health Sciences, Lao PDR

## **Website User-guide**

### **Investigator**



## Lao PDR Health Research Portal User Manual for Investigator



### Preface & Recommendations

For additional information concerning the Lao PDR Health Research Portal we invite you to read the Standard Operating Procedure available here:

[http://www.nioph.gov.la/ethic/laohrp/public/Lao\\_IRBs\\_HR\\_SOP\\_engl.pdf](http://www.nioph.gov.la/ethic/laohrp/public/Lao_IRBs_HR_SOP_engl.pdf)

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 website

The screenshot shows the Lao PDR Health Research Portal homepage. It features a blue header with logos and text in Lao and English. Below the header is a navigation bar with links: HOME, ABOUT THIS PORTAL, LOG IN, REGISTER, PAST & ONGOING RESEARCH, and ANNOUNCEMENTS. The main content area is divided into three sections: a breadcrumb trail (Home > Lao PDR Health Research Portal), a title section (Lao PDR Health Research Portal), and a content section (Announcements). The right sidebar contains a user login section with fields for Username and Password, a Remember me checkbox, and a Log In button. Below the login section is a link to GO TO REGISTRATION. The footer contains the WHO logo, the text 'Website developed by WHO/WPRO', and the Ministry of Health, Lao PDR.

1. Navigation bar: HOME, ABOUT THIS PORTAL, LOG IN, REGISTER, PAST & ONGOING RESEARCH, ANNOUNCEMENTS

2. User login section: USER, [?] Username, [?] Password, Remember me, Log In, Need a username and a password?, GO TO REGISTRATION

3. Main content area: Home > Lao PDR Health Research Portal, Lao PDR Health Research Portal, Homepage of the Lao PDR Health Research Portal, Announcements, A first announcement, A second announcement, More Announcements...

All the WebPages of the Lao PDR 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 website. The second line is the title of the webpage.



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### I.1.a The Header



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

- **Home:** You will access the Home Page of the website. 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 website.
- **Log In:** If you possess an account within this website you can log in through this webpage.
- **Register:** If you don’t possess any account within this website 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 website.
- **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 website and are logged in, the header slightly change:



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.



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### I.1.b The Right Column

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

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 website, please click on the “Go to Registration” link in the bottom of this right column for registering into the website.

USER  
[?] Username  
[?] Password  
☐ Remember me  
**Log In**  
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...).

USER  
You are logged in as...  
**investigator**  
• [My Profile](#)  
• [Log Out](#)  
  
NOTIFICATIONS  
• [View \(1 new\)](#)

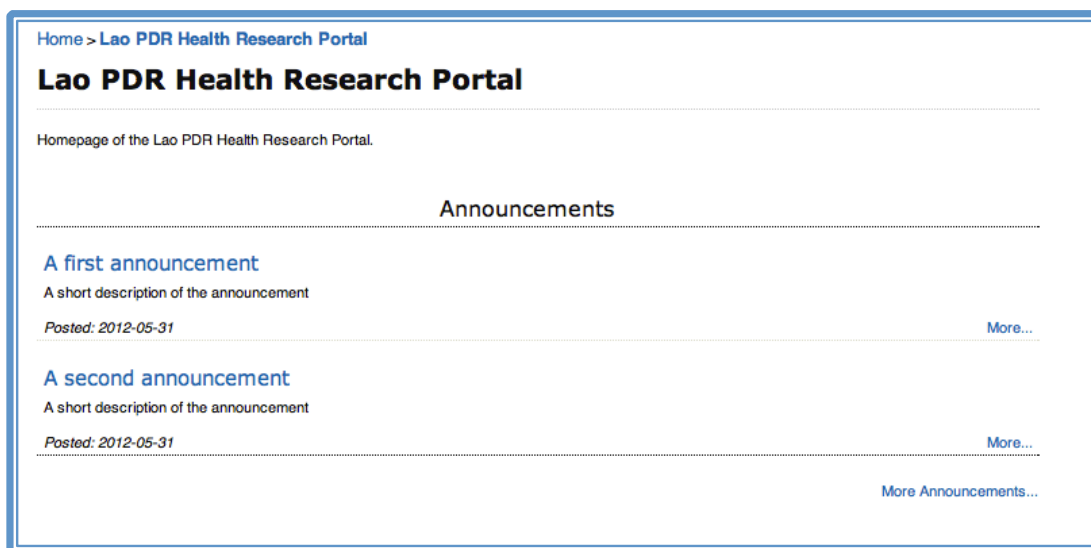
On the bottom of this right column is the notification section. A notification is a short personal message addressed to you. By clicking on the “View” link you access to all your notifications. The message in brackets on the right of the link specifies the number of notifications you never read. In the opposite example the user, with the username “investigator”, has 1 unread notification.



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### 1.2 Home Page



This is the home page of the Lao PDR Health Research Portal. You can access it via this URL address: <http://www.nioph.gov.la/ethic/laohrp/>

After a brief introducing message the Home page of the website 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.

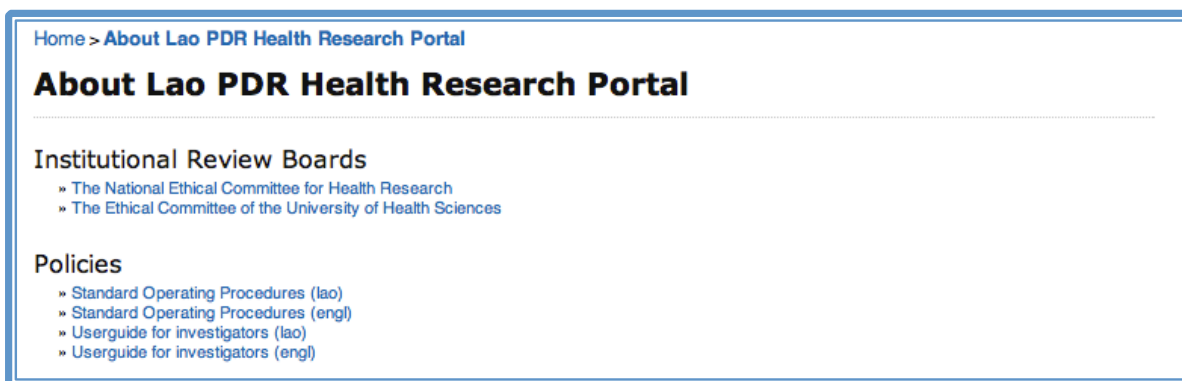
In the above example 2 announcements are shown. The first one possesses the title “A first announcement”. Under the title you can see a short description of the announcement and under the description the date when the announcement has been posted to the website. In the bottom right of the announcement you can see the “**More...**” link.



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### 1.3 About this portal



The “**About this portal**” main webpage gives you information about Ethical Review Committees in Lao PDR and about this website.

By clicking on the “**National Ethical Committee for Health Research**” link you will access to the membership of the National Institute Of Public Health Ethical Committee.

By clicking on the “**Ethical Committee of the University of Health Sciences**” link you will access to the membership of the Ethical Committee of the University of Health Sciences.

The “**Policies**” section provides you links to access to the Standard Operating Procedures for Health Research or to user-guides for investigators/researchers (Lao and English versions). These links open “pdf” files with your web browser. If you want to download these files please do a right click on the concerned link and choose “Download”.





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### 1.4 Log In

Before any actions as an Investigator, a Secretary or a Reviewer, you need to “log in” the website. To “log in” allows the website 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 Lao PDR Health Research Portal) you can register by clicking on the “**Go to Registration**” link.



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### I.4.a Registering

To register into the Lao PDR Health Research Portal you are requested to fill this form. A star (“\*”) denotes a required field and a question-mark (“[?]”) indicates a translation in Lao 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 request 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 Lao IRBs for Health Research Website 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.



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### I.4.b Forget your password?

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 new randomly generated password will be send to your email address.

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



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### I.5 Past & Ongoing Research

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

#### I.5.a Search

The search engine allows you to search a past of 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.



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### I.5.b Results

Home > Past & Ongoing Research > Search Results

### Search Results

[REVISE SEARCH](#) | [EXPORT SEARCH RESULTS](#)

Complete Research:  
Search returned 2 result(s).

TITLE	PRIMARY SPONSOR	GEOGRAPHICAL AREA	RESEARCH FIELD	DATES OF RESEARCH	STATUS
<a href="#">[TITLE OF A RE-SUBMITTED PROPOSAL]</a>	admin	Nationwide	Tuberculosis	04-Jun-2012 to 05-Jun-2012	Complete
<a href="#">[TITLE OF A PARTLY REVIEWED PROPOSAL]</a>	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

[REVISE SEARCH](#) | [HIDE EXPORT OPTIONS](#)

Please check fields you would like to export.

**Investigators :**

☒ Investigator Name    ☐ Investigator Affiliation

**Metadata :**

☒ Title    ☒ Research Field    ☒ Proposal Type  
☒ Duration    ☒ Geographical Area    ☐ Data Collection  
☒ Status    ☒ Primary Sponsor    ☐ Funds Required  
☐ Date submitted to LaoHRP    ☒ If student research, Institution & Academic Degree

**Export**



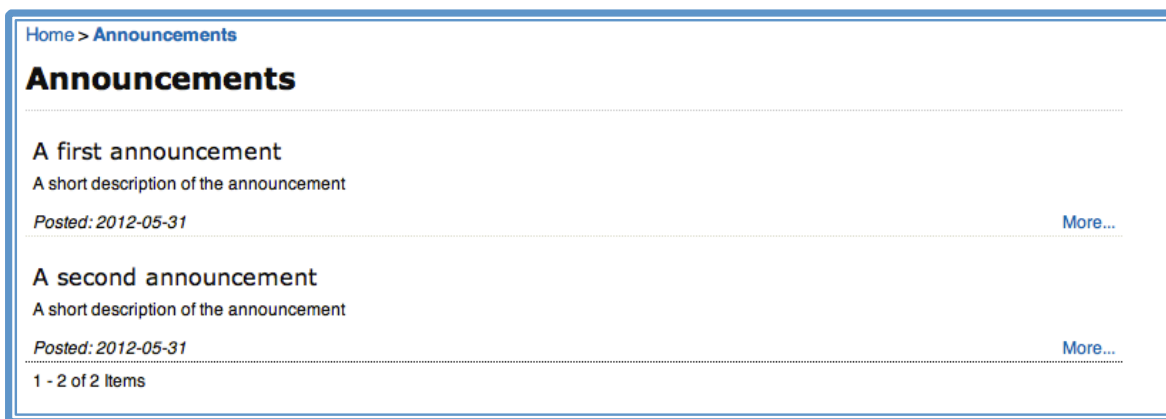
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Once you clicked on the “**Export Search Results**” link, a new part of the webpage appears. This one allows you to “customize” your exportation. Please check the fields you would like to export (click on the concerned box) and click on the “**Export**”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

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

### 1.6 Announcements



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.

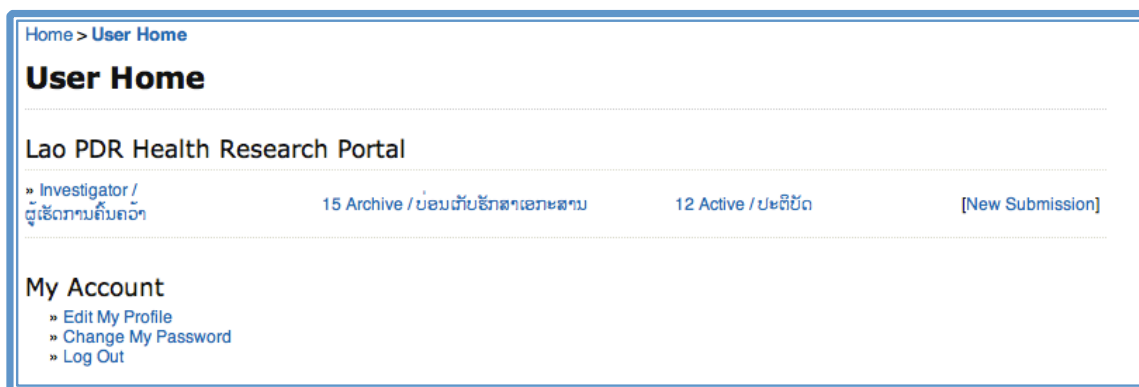


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## II. Investigator

### II.1 User Home



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

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

- You can access to your submissions by clicking on the “**Investigator**” link.
- The “**Archive**” link shows you how many past submissions you have. In the above example, there are 15 archived submissions. By clicking on it you will also access to your archived submissions. If you don’t have any archived submissions this link is inactive.
- The “**Active**” link shows you how many active submissions you have. In the above example, there are 12 active submissions. By clicking on it you will also access to your active submissions. If you don’t have any active submissions 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.



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### II.2 Your submissions

This is the “Submissions” webpage of an Investigator. When you log in you access directly to this webpage. By default it shows your active submissions. Are consider as active submissions:

- Your **active proposals**. These proposals are drafts or have been submitted to an Ethics Review Committee and are waiting for a decision from it.
- Your **approved proposals**. An Ethics Review Committee has approved these proposals and the research is ongoing.
- Your not **approved proposals**. You can consult them before archiving them.

You can access to your archived submissions by clicking on the “**Archive**” link and coming back to your active submissions by clicking on the “**Active**” link.

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.





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### II.2.a Active Proposals

ACTIVE PROPOSALS (Awaiting Decision/Revise and Resubmit)			
PROPOSAL ID	DATE OF SUBMISSION	TITLE	STATUS
—	—	UNTITLED	Draft DELETE
2012.1.NIOPH.1.MP	2012-06-03	[TITLE OF A SUBMITTED PROPOSAL]	Submitted WITHDRAW
2012.2.UHS.1.LPH	2012-06-03	[TITLE OF A PROPOSAL WITH AN INCOMPLETE STATUS]	Incomplete RESUBMIT WITHDRAW
2012.3.NIOPH.2.BOK	2012-06-03	[TITLE OF A PROPOSAL WITH A COMPLETE STATUS]	Complete WITHDRAW
2012.4.UHS.2.ATT	2012-06-03	[TITLE OF A PROPOSAL "FOR FULL REVIEW"]	For Full Review WITHDRAW
2012.5.NIOPH.3.NW	2012-06-03	[TITLE OF A PROPOSAL "FOR EXPEDITED REVIEW"]	For Expedited Review WITHDRAW
6 active submission(s)			

This table shows your active proposals. It is composed of 4 columns:

- **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 title of your proposal.
- **STATUS:** The status of your proposal

As an active proposal, your submission can obtain 6 different statuses:

- **Draft:** Your proposal has not been submitted. Only you can see it. For modifying it and to submit it please click on the title of the proposal (in the above example: "UNTITLED"). If you want to delete it please click on the "DELETE" link under the status of your proposal.
- **Submitted:** Your proposal has been submitted and is waiting to be checked before the review decision.
- **Incomplete:** Your proposal has been checked and not completes required conditions for the review decision. You can re-submit it by clicking on the "RESUBMIT" link.
- **Complete:** Your proposal has been checked and waits the review decision.
- **For Full Review:** The review of your proposal will be a "Full Review".
- **For Expedited Review:** The review of your proposal will be an "Expedited Review".



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Except for draft proposals, by clicking on the title one of your proposal you will access on all data you submitted. If you want to withdraw it please click on the “**WITHDRAW**” link. You will be required to explain why your are withdrawing this proposal.

### II.2.b Approved Proposals (Research Ongoing)

APPROVED PROPOSALS (Research Ongoing) / ໂຄງການສະໜິຄົ້ນຄວ້າໄດ້ຮັບການອະນຸມັດ				
[?] PROPOSAL ID	[?] DATE OF SUBMISSION	[?] TITLE	[?] STATUS	APPROVAL DATE
2012.27.NIOPH.25.NW	August 12, 2012	[TITLE OF AN EXEMPTED FROM REVIEW PROPOSAL]	Exempted From Review » SUBMIT INTERIM PROGRESS REPORT » SUBMIT FINAL REPORT » UPLOAD RAW DATA » UPLOAD OTHER SUPPLEMENTARY RESEARCH OUTPUT » WITHDRAW	August 12, 2012
2012.26.NIOPH.24.MP	August 12, 2012	[TITLE OF AN APPROVED PROPOSAL]	Approved » SUBMIT INTERIM PROGRESS REPORT » SUBMIT FINAL REPORT » UPLOAD RAW DATA » UPLOAD OTHER SUPPLEMENTARY RESEARCH OUTPUT » WITHDRAW	August 12, 2012
2012.9.NIOPH.9.NW	July 27, 2012	[TITLE OF AN OVERDUE APPROVED PROPOSAL]	Approved (For Continuing Review) » SUBMIT EXTENSION REQUEST » SUBMIT INTERIM PROGRESS REPORT » SUBMIT FINAL REPORT » UPLOAD RAW DATA » UPLOAD OTHER SUPPLEMENTARY RESEARCH OUTPUT » WITHDRAW	October 18, 2010

Once an Ethics Review Committee has approved your proposal you find it in this table, which is composed of 5 columns:

- **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 title of your proposal.
- **STATUS:** The status of your proposal
- **APPROVAL DATE:** The date when your proposal has been approved.



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As an approved proposal, your submission can obtain 2 different statuses:

- ***Approved or Exempted from review:*** Your proposal has been approved (or exempted from review). By clicking on its title you will access to all data you submitted. Under the status of your proposal you can find different links:
  - ***SUBMIT INTERIM PROGRESS REPORT:*** For submitting an interim progress report.
  - ***SUBMIT FINAL REPORT:*** For submitting the final report. Please be careful: Once your report has been submitted your research is fulfilled and you can't add any complementary files.
  - ***UPLOAD RAW DATA:*** For submitting the final dataset used for final analysis (Excel, SAS, SPSS or Stata).
  - ***UPLOAD SUPPLEMENTARY RESEARCH OUTPUT:*** For submitting supplementary research output as journal publications, news, items or any others publications related to research.
  - ***WITHDRAW:*** If you want to withdraw your proposal. You will need to explain why you want to withdraw it.
- ***Approved (For Continuing Review):*** Your proposal has been approved more than one year ago and you are late. By clicking on its title you will access to all data you submitted. Under the status of your proposal you can find the same links as an approved proposal but also an additional link:
  - ***SUBMIT EXTENSION REQUEST:*** Via this link you can submit an extension request in the form of a letter addressed to the concerned Ethics Review Committee.



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### II.2.c Not Approved Proposals

NOT APPROVED / ບໍ່ໄດ້ຮັບອະນຸມັດ			
[?] PROPOSAL ID	[?] DATE OF SUBMISSION	[?] TITLE	[?] STATUS
2012.21.NIOPH.20.NW	July 31, 2012	[TITLE OF A NOT APPROVED PROPOSAL]	Not Approved <a href="#">SEND TO ARCHIVE</a>
1 submission(s) / ການສົ່ງບົດ			

This table shows your not approved proposals. It is composed of 4 columns:

- **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 title of your proposal.
- **STATUS:** The status of your proposal

By clicking on the title of a proposal you access to all metadata you submitted for. You can decide to send this proposal to your archive via the “**SEND TO ARCHIVE**” link.

### II.2.d Archived Submissions

[?] PROPOSAL ID	[?] DATE OF SUBMISSION	[?] TITLE	[?] STATUS
2012.21.NIOPH.20.NW	July 31, 2012	[TITLE OF A NOT APPROVED PROPOSAL]	Not Approved
2012.10.NIOPH.10.NW	June 4, 2012	[TITLE OF A COMPLETED PROPOSAL]	Completed
2012.22.NIOPH.21.MC	August 1, 2012	[TITLE OF A WITHDRAWN PROPOSAL]	Withdrawn

To show past proposals you submitted please use the “Archive” link into the “Submission” page. As most of tables of submissions this one is composed of 4 columns:

- **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 title of your proposal.
- **STATUS:** The status of your proposal



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### 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 or translations in Lao on mouse over.

#### II.3.a Step 1 – Starting the submission

Home > User > Investigator > Submissions > New Submission

**Step 1. Starting the Submission / ຂັ້ນຕອນ 1: ເລີ່ມການສົ່ງບົດ**

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

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

**Ethical Committees / ຄະນະກຳມະການຈັນຍາທຳ**

If the proposal is submitted by a student enrolled in UHS or affiliated with UHS or if the research is conducted by UHS staff, please select the Ethical Committee of the University of Health Sciences, but if the research is conducted with an external partner (not in collaboration with UHS) or ministry of health staff including NIOPH staff, please select National Ethical Committee for Health Research.

ຖ້າບົດສະໜັດນີ້ໄດ້ຍື່ນໂດຍນັກສຶກສາທີ່ລົງທະບຽນຢູ່ມວສ ຫລື ສັງກັດກັບມວສ ຫລື ຖ້າການຄົ້ນຄວ້າ ທີ່ໄດ້ເຮັດໂດຍ ພະນັກງານຂອງມວສ, ກະຊວງເລືອກຄະນະກຳມະການດ້ານ ຈັນຍາທຳຂອງນະໂຍທະຍາໄລວິທະຍາສາດ ສຸຂະພາບ "Ethical Committee of the University of Health Sciences" ແຕ່ຖ້າການຄົ້ນຄວ້າ ທີ່ໄດ້ເຮັດກັບຄູ່ຮ່ວມງານ ພາຍນອກຫລື ພະນັກງານ ຂອງກະຊວງສາທາລະນະສຸກ, (ບໍ່ໄດ້ມີການພົວພັນກັບມວສ) ກະຊວງເລືອກຄະນະກຳມະການແຫ່ງຊາດດ້ານຈັນຍາທຳເພື່ອການຄົ້ນຄວ້າວິທະຍາສາດສາທາລະນະສຸກ "National Ethical Committee for Health Research"

[?] Ethical Committee\* 

Please select an Ethical 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.

Save and continue / ເຊບ

Cancel / ປິດ

\* Denotes required field

[?] Information & translation in Lao on mouse over.  
ແປເປັນພາສາລາວຈະປະກົດເມື່ອເລື່ອນເມົ້າໄປຕາມແຜນທີ່ທີ່ຕ້ອງການ



## Lao PDR Health Research Portal User Manual for Investigator



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 UHS, or affiliated with UHS, submits the proposal, or if UHS staff conducts the research, please select the “Ethical Committee of the University of Health Sciences”. But if the research is conducted with an external partner (not in collaboration with UHS) or Lao ministry of health staff including NIOPH staff, please select the “National Ethical Committee for Health Research”.

For reviewing the proposal the Lao International Review Boards for Health Research 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 Lao Ministry of Health through this website. This is a requirement for submitting a proposal. If you agree please check the “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.



## Lao PDR Health Research Portal User Manual for Investigator



### 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 Lao PDR 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 / ຜູ້ເຮັດການຄົ້ນຄວ້າ

[?] First name*	Investigator
[?] Middle name	
[?] Last name*	Investigator
[?] Email*	investigator@investigator.com
[?] Phone number*	
[?] Affiliation*	

[?] (Your institution, e.g. "University of Health Sciences, Vientiane, Lao PDR")

**Add a Co-Investigator / ຕື່ມຜູ້ເຮັດການຄົ້ນຄວ້າອື່ນໆ**

Co-investigator(s)

[?] First name*	
[?] Middle name	
[?] Last name*	
[?] Email*	
[?] Affiliation*	

[?] (Your institution, e.g. "University of Health Sciences, Vientiane, Lao PDR")

**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.





## Lao PDR Health Research Portal User Manual for Investigator



### 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 Provinces 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.

Title and summary of proposal / ຫົວຂໍ້ ແລະ ສັງລວມຫຍໍ້ບົດສະເໜີການຄົ້ນຄວ້າ

[?] Scientific title\*

[?] Public title\*

[?] Student research\* ☒ Yes ☐ No

[?] Institution\*

[?] Academic degree\*

[?] Abstract\*

[?] Keywords\*

[?] Start Date\*

[?] End Date\*

[?] Estimated Budget\*

☐ US Dollar(s) ☐ Kip

[?] Primary sponsor\*

[?] Secondary sponsor(s)

[?] Please specify the secondary sponsor(s)\*

[Add another secondary sponsor](#)

[?] Multi-country research\* ☒ Yes ☐ No

[?] Select a country\*

[Add another country](#)

[?] Nationwide research\* ☐ Yes ☒ No

[?] Province(s)\*

[Add another province](#)

[?] Research field(s)\*

[Add another research field\(s\)](#)

[?] Other research field(s)

[Add another field of research](#)

[?] Involves human subjects\* ☒ Yes ☐ No

[?] Proposal Type\*

[Add another type](#)

Data Collection:\*

[?] Proposal reviewed by other ERC\* ☒ Yes ☐ No

[?] If yes, other ERC Decision\*





## Lao PDR Health Research Portal User Manual for Investigator



### 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 /  
ການສະໜັບສະໜູນແຫລ່ງທຶນແລະດ້ານອຸປະກອນເຄື່ອງໄຊ້

[?] Industry grant\* ☒ Yes ☐ No  
[?] If yes, please specify:\*

[?] Agency grant\* ☒ Yes ☐ No  
[?] If yes, please specify:\*

[Add another agency](#)

[?] Lao PDR 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 / ຄຸ້ມ](#) [Cancel / ປົກ](#)

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.



## Lao PDR Health Research Portal User Manual for Investigator



### 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 / ຂັ້ນຕອນທີ 3:

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 Lao PDR 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 / ຟາຍບົດສະເໜີ

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

Upload file  no file selected

[?] Information & translation in Lao on mouse over.  
ຂໍ້ມູນຂ່າວສານລາວ ມີເທິງເຄື່ອງມືໂປຣແກຼມເຊບເນີນ

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.

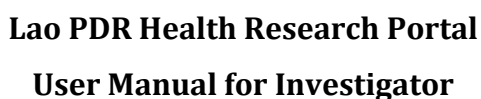
Submission File / ຟາຍບົດສະເໜີ

File name	29-121-1-MainProposal.pdf
Original file name	My Main Proposal File.pdf
File size	10KB
Date uploaded	October 8, 2012 - 11:55 PM

Replace submission file  no file selected

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.



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

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:

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## Lao PDR Health Research Portal User Manual for Investigator



In this example, 3 files has 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 / ຂັ້ນຕອນທີ5:**

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

To submit your proposal to Lao PDR 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 Lao PDR 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



## Lao PDR Health Research Portal User Manual for Investigator



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

File Summary			
ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
MY CV.PDF	Supplementary File	10KB	10-09
MY MAIN PROPOSAL FILE.PDF	Submission File	10KB	10-09
SUMMARY OF MY PROPOSAL.PDF	Supplementary File	10KB	10-09
OTHER ERC DECISION FOR MY PROPOSAL.PDF	Supplementary File	10KB	10-09

- 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 to add comments(optional)

---

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

**Finish Submission** **Cancel / ຍົດ**

[?] Information & translation in Lao on mouse over.  
ແປເປັນພາສາລາວຈະປະກົດເມື່ອເລື່ອນເມົາໄປຕຳແໜ່ງທີ່ຕ້ອງການ

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.



## Lao PDR Health Research Portal User Manual for Investigator



### 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 Lao PDR 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 provinces proposal.
  - 'ATT' denotes Attapeu province.
  - 'BOK' denotes Bokeo province.
  - 'BOL' denotes Bolikhamsai province.
  - 'CHA' denotes Champasak province.
  - 'HUA' denotes Huaphanh province.
  - 'KHA' denotes Khammouane province.
  - 'LNA' denotes Luangnamtha province.
  - 'LPH' denotes Luangphrabang province.
  - 'OUD' denotes Oudomxay province.
  - 'PHO' denotes Phongsaly province.
  - 'SAY' denotes Sayabouly province.
  - 'SAL' denotes Salavan province.
  - 'SAV' denotes Savannakhet province.
  - 'SEK' denotes Sekong province.
  - 'VIE' denotes Vientiane capital.
  - 'VMP' denotes Vientiane province.
  - 'XIE' denotes Xiengkhouang province.

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

- It's the 15<sup>th</sup> proposal submitted in 2010 to the Lao PDR Health Research Portal.
- It is the 8<sup>th</sup> proposal submitted to NIOPH in 2010.
- It concerns the province of Oudomxay.



## Lao PDR Health Research Portal

### User Manual for Investigator



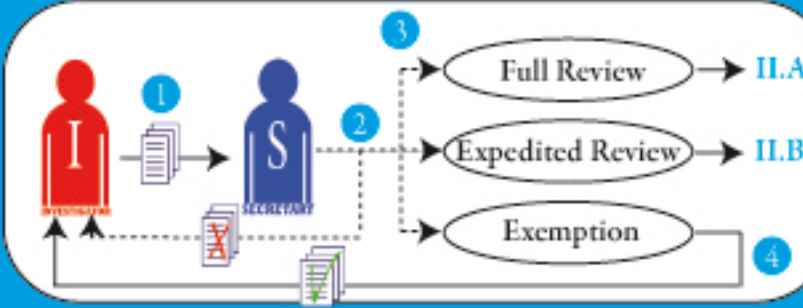
### III.2 Glossary

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.



# The Health Research Portals Operating Diagram

## I



1. The Investigator sends the proposal to the ERC.
2. The Secretary ensures that the proposal is complete.
3. The Secretary chooses a type of review.
4. If exempted, the proposal is automatically approved.

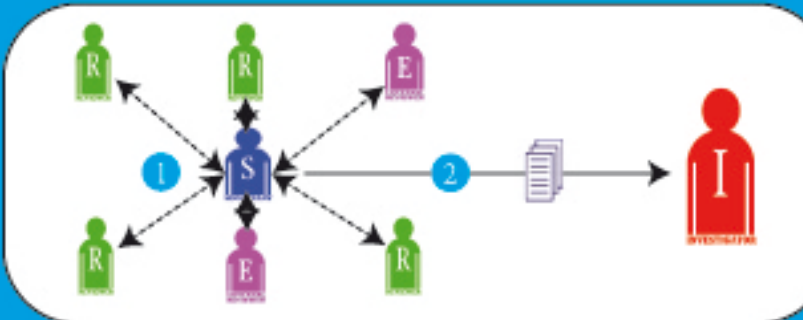
## A

## II

## B

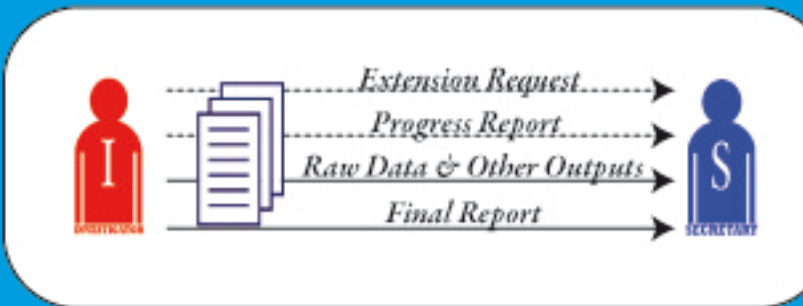


1. The Secretary assigns one or two reviewers for a primary review.
2. The primary reviewer(s) summarize(s) the proposal for the committee meeting.
3. The Secretary sends the results to the Investigator.



1. The Secretary assigns one or two reviewers to review the proposal.
2. The Secretary sends the results to the Investigator.

## III



No later than 12 months of completion of data collection /field work, the Investigator communicates the outputs of the research.

The Investigator might request an extension of time.

I. Submission

II. Ethics Review

A. Full review

B. Expedited Review

III. Research Outputs



Action

Possible Action

Documents