

Vietnam Health Research Portal

The Hanoi School of Public Health



Web System User-guide

Reviewer



Vietnam Health Research Portal
User Manual

Preface & Recommendation

For additional information concerning the Vietnam 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 website

The screenshot shows the homepage of the Vietnam Health Research Portal. At the top, there is a banner featuring the Vietnamese flag and the portal's name. Below the banner, the main title "CỔNG THÔNG TIN NGHIÊN CỨU Y TẾ" is displayed. A navigation bar with links like "TRANG NHẤT", "GIỚI THIỆU", "ĐĂNG NHẬP", "ĐĂNG KÝ", "TÌM KIẾM", and "THÔNG BÁO" is visible. The central content area (Frame 3) contains the title "CỔNG THÔNG TIN NGHIÊN CỨU Y TẾ" and a message about the portal's purpose. It also includes a "Thông báo" section which currently says "Chưa có thông báo nào." and a "Các thông báo khác..." link. To the right (Frame 2), there is a user login form with fields for "Bi danh" and "Mật khẩu", a "Ghi nhớ" checkbox, and a red "Vào mạng" button. Below the login form, there is a question "Quý vị cần Bi danh/Mật khẩu?" and a "CHUYỂN ĐẾN TRANG ĐĂNG KÝ" link. At the bottom right of the page, it says "System developed by WHO-WPRO".

All the WebPages of the Vietnam 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.



I.1.a The Header

TRANG NHẤT GIỚI THIỆU ĐĂNG NHẬP ĐĂNG KÝ TÌM KIẾM THÔNG BÁO

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 links). 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 ERC:** 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:

TRANG NHẤT GIỚI THIỆU NGƯỜI DÙNG TÌM KIẾM THÔNG BÁO

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 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.

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...).

Under the user' information 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.

You can easily select the language you prefer by selecting it with the dropdown menu on the bottom of the right column.



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1.2 Home Page

Trang nhất > CỔNG THÔNG TIN NGHIÊN CỨU Y TẾ

CỔNG THÔNG TIN NGHIÊN CỨU Y TẾ

Qua cổng thông tin này, bạn có thể tìm kiếm nghiên cứu trước đây & và nghiên cứu đang thực hiện tại Trường Đại học Y tế công cộng Hà Nội. Ngoài ra trang web này phục vụ như một nền tảng để trình để xem xét các đề xuất nghiên cứu bởi tổ chức Hội đồng đánh giá của Trường Đại học Y tế công cộng (HSPHIRB).

Thông báo

Chưa có thông báo nào.

Các thông báo khác...

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

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.



1.3 About ERC

Trang nhất > Giới thiệu tạp chí

Giới thiệu tạp chí

Nhân sự

- » Hội đồng đánh giá tổ chức trường Đại học y tế Công cộng Hà Nội
- » Thư mục nhà nghiên cứu (sốm có mặt...)

Chính sách

- » Thủ tục làm việc chuẩn (sốm có mặt...)
- » Hướng dẫn người dùng điều tra viên VNHRP (sốm có mặt...)

The “About the Vietnam Health Research Portal” main webpage gives you information about the Ethical Review Committee in Hanoi School of Public Health and about this web system.

The “Hanoi School of Public Health” part allows you to obtain information on the memberships of “The Hanoi School of Public Health Institutional Review Board”.

The “Policies” section provides you links to access to the Standard Operating Procedures for Health Research or to user-guides for investigators/researchers. 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”.



1.4 Log In

Trang nhất > Vào mạng

Vào mạng

Bí danh

Mật khẩu » [Quên Mật khẩu?](#)

Nhớ tên người dùng và mật khẩu của quý vị

[Vào mạng](#)

Quý vị cần Bí danh/Mật khẩu? [» CHUYỂN ĐẾN TRANG ĐĂNG KÝ](#)

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 Vietnam Health Research Portal) you can register by clicking on the “**Go to Registration**” link.



I.4.a Registering

To register into the Vietnam Health Research Portal you are requested to fill this form. A star (“*”) denotes a required field.

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 Vietnam Health Research Portal as an Investigator (i.e. for submitting proposals) please check the “Investigator” box.
- If you plan to use the Vietnam Health Research Portal as a reviewer, please select your reviewing interests. This will greatly help the review committees on their work.

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?

Trang nhất > [Tạo mật khẩu mới](#)

Tạo mật khẩu mới

Vì lý do an ninh, hệ thống sẽ gửi cho quý vị qua email một mật khẩu mới thay vì gửi lại mật khẩu hiện tại.

Nhập địa chỉ email dưới đây để tạo mật khẩu mới. Địa chỉ này sẽ nhận được email xác định từ hệ thống.

Địa chỉ email người dùng đăng ký

Tạo mật khẩu mới

» Quý vị chưa có bí danh? Xin vui lòng đăng ký

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.

Dear [REDACTED]

We have received a request to reset your password for the Health Research Portal.

If you did not make this request, please ignore this email and your password will not be changed. If you wish to reset your password, click on the below URL.

Reset my password: [http://\[REDACTED\]/index.php?journal=hrp&page=login&op=resetPassword&path%5B%5D=mydelai&confirm=3340b3](http://[REDACTED]/index.php?journal=hrp&page=login&op=resetPassword&path%5B%5D=mydelai&confirm=3340b3)

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

Reset Password

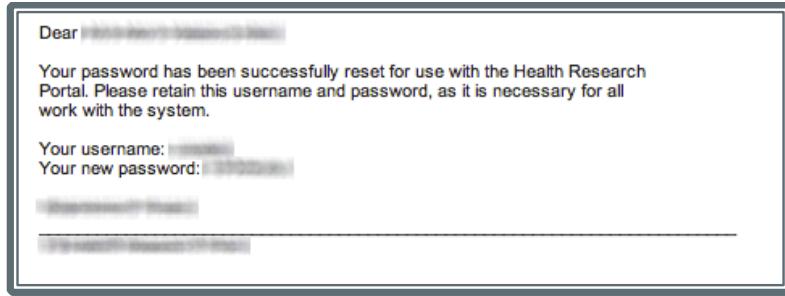
A new password has been sent to your email address. You may now login to the site with your new password.

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.



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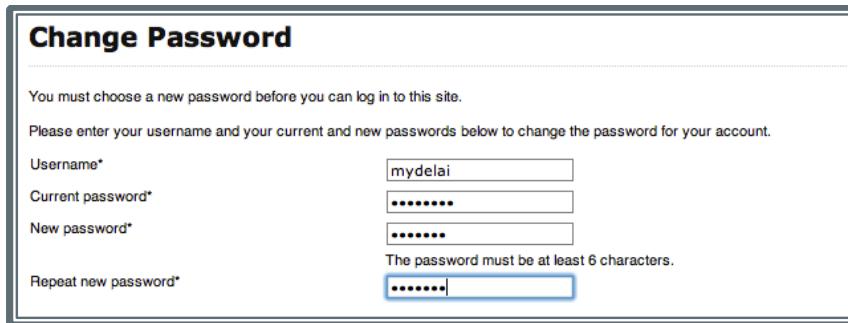
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For the rest of this explanation, we will call the password included in this email "resetPassword". You can now go to the Vietnam Health Research Portal and try to log in.



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" ..



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- 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 Vietnam Health Research Portal) you can register by clicking on the "**Go to Registration**" link on the right column.



1.5 Past & Ongoing Research

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

I.5.a Search

The screenshot shows a search form titled "Tìm kiếm". At the top, there is a link "Trang nhất > Tim kiem". The search bar contains placeholder text "Tim kiem từ Tiêu đề hoặc từ khóa". Below the search bar are two date selection fields: "Ngày bắt đầu nghiên cứu" (Start date) and "Đến" (End date), each with three dropdown arrows for year, month, and day. To the right of these fields is a note "(Bao gồm)" (Include). Underneath the date fields is a dropdown menu "Trong trang web quốc gia" (Within website/country) set to "Tất cả" (All). Below the search criteria are two radio buttons for "Trạng thái" (Status): "Hoàn thành" (Completed) and "Đang thực hiện" (Ongoing). At the bottom of the form is a prominent red "Tìm kiếm" (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.



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I.5.b Results

Trang nhất > Tim kiem > Kết quả tìm kiếm					
Kết quả tìm kiếm					
CHÍNH LẠI TÌM KIẾM XUẤT KẾT QUẢ TÌM KIẾM					
Tìm kiếm : 5 Kết quả.					
TIÊU ĐỀ	NHÀ TÀI TRỢ CHÍNH	TRONG TRANG WEB QUỐC GIA	PHẠM VI NGHIÊN CỨU	NGÀY NGHIÊN CỨU	TRẠNG THÁI
[TITLE OF A COMPLETED PROPOSAL]	Ngân hàng phát triển Châu Á	Tỉnh tinh Đăk Lăk	Tai nạn thương tích	13-Nov-2013 Đến 14-Nov-2013	Đang thực hiện
TITLE OF ANOTHER APPROVED PROPOSAL	Viện Pasteur	Tỉnh Kiên Giang	Bệnh truyền nhiễm	14-Nov-2013 Đến 29-Nov-2013	Đang thực hiện

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

CHÍNH LẠI TÌM KIẾM | ĂN TÙY CHỌN XUẤT

Vui lòng kiểm tra phạm vi mà quý vị muốn xuất.

Tác giả:

Tên đầy đủ Cơ quan

Dữ liệu mô tả:

Tiêu đề khoa học Tiêu đề chung Phạm vi nghiên cứu
 Loại đề xuất Ngày nghiên cứu Trong trang web quốc gia
 Nhà tài trợ chính Thu thập dữ liệu: Trạng thái
 Nếu sinh viên nghiên cứu, Tổ chức & bằng cấp học vấn

Xuất



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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

Thông báo

[Thong bao tuyen chon de tai cap co so](#)

Truong Dai hoc Y te cong cong thong bao tuyen chon de tai cap co so nam 2013-2014.

Đã đăng: 2013-10-22

[Các thông báo khác...](#)

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. Reviewer

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 all your review assignments by clicking on the “**ERC Member**” link on the left or by clicking on the “**Active**” link. On the side of this link is in parentheses the number of concerned submissions.
- You can access to all your past review assignments by clicking on the “**Archive**” link. On the side of this link is in parentheses the number of concerned submissions.
- In case of a meeting, by clicking on the “**Full Review**” link you can access to all the proposals currently subject to a “Full Review”. Again, on the side of this link is in parentheses the number of concerned submissions.

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



II.2 Your Submissions

Trang nhất > Người dùng > Người phản biện > Bài đang xử lý

Bài đang xử lý

DÀNG XỬ LÝ BÀI CŨ ĐÁNH GIÁ ĐẦY ĐỦ

Tiêu đề: có từ:
Đã nộp: giữa: và:

Tìm kiếm

This is the “Submissions” webpage of a Reviewer. When you log in you access directly to this webpage (except if you have more than one role). By default it shows your active submissions. The active submissions are proposals you are assigned to review.

You can navigate between your active submissions, your archived proposals and the proposals currently subject to a full review by using the “**Active**”, “**Archive**” and “**Full Review**” links.

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.



II.2.a Active Proposals (Review Assignments)

ĐỀ XUẤT KÍCH HOẠT					
ID	MM-DD ĐƯỢC GIAO	TIÊU ĐỀ	MM-DD THỜI HẠN	MM-DD CONFIRMED	KHUYẾN NGHỊ
2013.7.HSPH.7.MC	November 15, 2013	VIETNAMESE SCIENTIFIC TITLE FOR USER MANUALS	December 6, 2013	-	-
1 Đề trình					

This table concerns all your review assignments. It is composed of 6 columns:

- **PROPOSAL ID:** The identification code of the proposal (*for more information see chapter: Miscellaneous – Understanding Proposal's ID*).
- **ASSIGNED:** The date when you have been assigned to review the proposal.
- **TITLE:** The title of the proposal.
- **DATE DUE:** You are requested to complete the review of the proposal before this date.
- **CONFIRMED:** The date you confirmed to review the proposal.
- **RECOMMENDATION:** Your recommendation.

Please click on the title of a proposal for beginning or continuing its review.

II.2.b Archived Proposals

LƯU TRỮ ĐỀ XUẤT				
ID	MM-DD ĐƯỢC GIAO	TIÊU ĐỀ	PHÂN BIỆN	QUYẾT ĐỊNH CỦA BTV
2013.4.HSPH.4.NCCHT	November 14, 2013	[TITLE OF A WITHDRAWN PROPOSAL]	Chấp nhận bài nộp	Đã phê duyệt
1 - 1 trong số 1 mục				

These table lists all your past review assignments. It is composed of 5 columns:

- **PROPOSAL ID:** The identification code of the proposal (*for more information see chapter: Miscellaneous – Understanding Proposal's ID*).
- **ASSIGNED:** The date when you have been assigned to review the proposal.
- **TITLE:** The title of the proposal.
- **REVIEW:** Your recommendation.
- **ERC DECISION AND REVIEW:** The decision made by the Ethics Committee

Please click on the title of a proposal to access its information.



II.2.c Proposals for Full Review

Cho đánh giá đầy đủ			
ID	GỬI ĐI	Tiêu đề	TÁC GIẢ
2013.1.HSPH.1.MDCM	October 10, 2013	[TITLE OF A PROPOSAL FOR FULL REVIEW]	██████████
2013.7.HSPH.7.MC	November 15, 2013	VIETNAMESE SCIENTIFIC TITLE FOR USER MANUALS	██████████
2 Đệ trình			

The table lists the proposals currently subject to a “Full Review”. You are not assigned to review these proposals but should familiarize with them before a committee meeting. The table is composed of 4 columns:

- **PROPOSAL ID:** The identification code of the proposal (*for more information see chapter: Miscellaneous – Understanding Proposal's ID*).
 - **DATE OF SUBMISSION:** The date when the proposal has been submitted.
 - **TITLE:** The title of the proposal.
 - **INVESTIGATOR:** The investigator who submitted the proposal.

Please click on the title of a proposal for accessing to its information.



II.3 Reviewing a Proposal

The secretary of your committee has informed you of a new review assignment of a proposal. You have seen it with an email or a notification, or in your “Submissions” webpage. You have three ways to access to the review webpage of the proposal:

- By clicking on the specific link included in your email.
- By clicking on the “View” link on the right of your notification.
- By clicking on the title of the concerned proposal in your “Submissions” webpage.

Trang nhất > Người dùng > Người phản biện > #8 > Phản biện

#8 Phản biện

Bài nộp sẽ được phản biện

ID	2013.7.HSPH.7.MC
Tiêu đề	Vietnamese scientific title for user manuals
Chuyên mục tạp chí	Hanoi School of Public Health Institutional Reviewers Board (vietnamese version)
Tóm tắt	
BTV bài nộp	[REDACTED] (Phản biện)

The first part of the webpage concerns the main information of the proposal. You have the proposal ID, the title, and the secretary who assigned you. You can send an email to the secretary through the portal by clicking on the “Mail” icon on the right of the secretary’s name. All the metadata of the proposal are on the last part of the webpage.

File

Bản thảo bài nộp	2013.7.HSPH.7.MC.MAINPROPOSAL.1.NOV152013-2:55PM.PDF November 15, 2013
Các file phụ trợ	2013.7.HSPH.7.MC.SUPPLEMENTARYFILE1.1.NOV152013-2:56PM.PDF (<i>CV của điều tra viên chính</i>) 2013.7.HSPH.7.MC.SUPPLEMENTARYFILE2.1.NOV152013-2:56PM.PDF (<i>Tóm tắt</i>) 2013.7.HSPH.7.MC.SUPPLEMENTARYFILE3.1.NOV152013-2:56PM.PDF (<i>Chứng nhận đăng ký</i>) 2013.7.HSPH.7.MC.SUPPLEMENTARYFILE4.1.NOV152013-2:56PM.PDF (<i>Chấp thuận thông tin</i>)

The second part “Files” of the webpage allows you to download the files of the proposal. Please click on a file to download it.



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Lịch phản biện	
Yêu cầu của BTV chính	2013-11-15
Phản hồi của quý vị	—
Phản biện đã nộp	—
Thời hạn phản biện	2013-12-06

The third part “Review Schedule” of the webpage gives information on your review assignment.

Các bước phản biện	
1. Báo cho BTV phụ trách bài nộp liệu quý vị có tiến hành phản biện được không. Phản hồi <input type="checkbox"/> Sẽ phản biện <input checked="" type="checkbox"/> Không thể phản biện <input type="checkbox"/>	
2. Nhấp chuột vào tên file để download và phản biện (trên máy tính hoặc in ra) các file phụ trợ cho bài viết này.	
3. Nhấp chuột vào biểu tượng để nhập (hoặc dán) bài phản biện của quý vị về bài viết này. Phản biện <input type="checkbox"/>	
4. Ngoài ra, quý vị có thể tải các file lên để BTV chính và/hoặc tác giả để tham khảo. Các file được tải lên <input type="checkbox"/> Chưa có <input type="button" value="Choose File"/> no file selected <input type="button" value="Tải lên"/>	
5. Chọn một khuyến nghị và gửi bài phản biện để hoàn thành quá trình. Quý vị phải nhập bài phản biện hoặc gửi file phản biện trước khi lựa chọn khuyến nghị. Khuyến nghị <input type="button" value="Chọn một"/> <input type="button" value="Gửi bài Phản biện cho BTV chính"/>	

Finally, the fourth part “Review Steps” of the webpage allows you to review the proposal.

By clicking on the “Mail” icon, you firstly need to confirm whether or not you will be able to review the proposal (Step 1). You will automatically be redirected to an email webpage for informing the secretary.



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You can then begin the review (Step 2). Please upload the proposal files include in the second part of the webpage and read the metadata of the proposal includes at the bottom of the webpage (part 5).

You can choose to write comments about this proposal by clicking on the “speech bubble” icon of the step 3. This icon opens a chat room between you and the secretary of the committee. In case of specific review form, you will access it by clicking on this “speech bubble” icon.

You can also uploading your review in the step 4. Please find your file with the “choose file” windows and upload it by clicking on the **“Upload”** button.

If you added some comments (Step 3) or uploaded your review file (Step 4), you can finish your review by selecting a recommendation and clicking on the **“Submit Review”** button (Step 5).



III. Miscellaneous

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 Vietnam 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.
 - 'CHDL' refers to Dak Lak province.
 - 'CHDN' refers to Dak Nong province.
 - 'CHGL' refers to Gia Lai province.
 - 'CHKT' refers to Kon Tum province.
 - 'CHLD' refers to Lam Dong province.
 - 'MDAG' refers to An Giang province.
 - 'MDBL' refers to Bac Lieu province.
 - 'MDBT' refers to Ben Tre province.
 - 'MDCM' refers to Ca Mau province.
 - 'MDCT' refers to Can Tho city.
 - 'MDDT' refers to Dong Thap province.
 - 'MDHG' refers to Hau Giang province.
 - 'MDKG' refers to Kien Giang province.
 - 'MDLA' refers to Long An province.
 - 'MDST' refers to Soc Trang province.
 - 'MDTG' refers to Tien Giang province.
 - 'MDTV' refers to Tra Vinh province.
 - 'MDVL' refers to Vinh Long province.
 - 'NCCHT' refers to Ha Tinh province.
 - 'NCCNA' refers to Nghe An province.
 - 'NCCQB' refers to Quang Binh province.
 - 'NCCQT' refers to Quang Tri province.
 - 'NCCTH' refers to Thanh Hoa province.
 - 'NCCTT' refers to Thua Thien-Hue province.
 - 'NEBG' refers to Bac Giang province.
 - 'NELS' refers to Lang Son province.
 - 'NEPT' refers to Phu Tho province.
 - 'NEQN' refers to Quang Ninh province.
 - 'NESL' refers to Son La province.
 - 'NETN' refers to Thai Nguyen province.
 - 'NETG' refers to Tuyen Guang province.
 - 'NEYB' refers to Yen Bai province.
 - 'RRDBN' refers to Bac Ninh province.
 - 'RRDHD' refers to Hai Duong province.
 - 'RRDHN' refers to Ha Nam province.
 - 'RRDHNC' refers to Hanoi city.
 - 'RRDHP' refers to Hai Phong city.
 - 'RRDHY' refers to Hung Yen province.
 - 'RRDND' refers to Nam Dinh province.
 - 'RRDNB' refers to Ninh Binh province.
 - 'RRDTB' refers to Thai Binh province.
 - 'RRDVP' refers to Vinh Phuc province.
 - 'SCCBD' refers to Binh Dinh province.
 - 'SCCBT' refers to Binh Thuan province.
 - 'SCCDN' refers to Da Nang city.
 - 'SCCKH' refers to Khanh Hoa province.
 - 'SCCNT' refers to Ninh Thuan province.
 - 'SCCPY' refers to Phu Yen province.
 - 'SCCQN' refers to Quang Nam province.
 - 'SCCQNg' refers to Quang Ngai province.
 - 'SEBR' refers to Ba Ria-Vung Tau province.
 - 'SEBD' refers to Binh Duong province.
 - 'SEBP' refers to Binh Phuoc province.



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- ‘NEBK’ refers to Bac Kan province.
- ‘NECB’ refers to Cao Bang province.
- ‘NEDB’ refers to Dien Bien province.
- ‘NEHB’ refers to Hoa Binh province.
- ‘NEHG’ refers to Ha Giang province.
- ‘NELC’ refers to Lao Cai province.
- ‘NELCh’ refers to Lai Chau province.
- ‘SEDN’ refers to Dong Nai province.
- ‘SETN’ refers to Tay Ninh province.
- ‘SETP’ refers to Than pho Ho Chi Minh city.

As an example, 2013.7.HPSH.7.NECB means:

- It is the 7^h proposal submitted in 2013 to the Vietnam Health Research Portal.
- It is the 7th proposal submitted to HSPH in 2013.
- It concerns the province of Cao Bang.

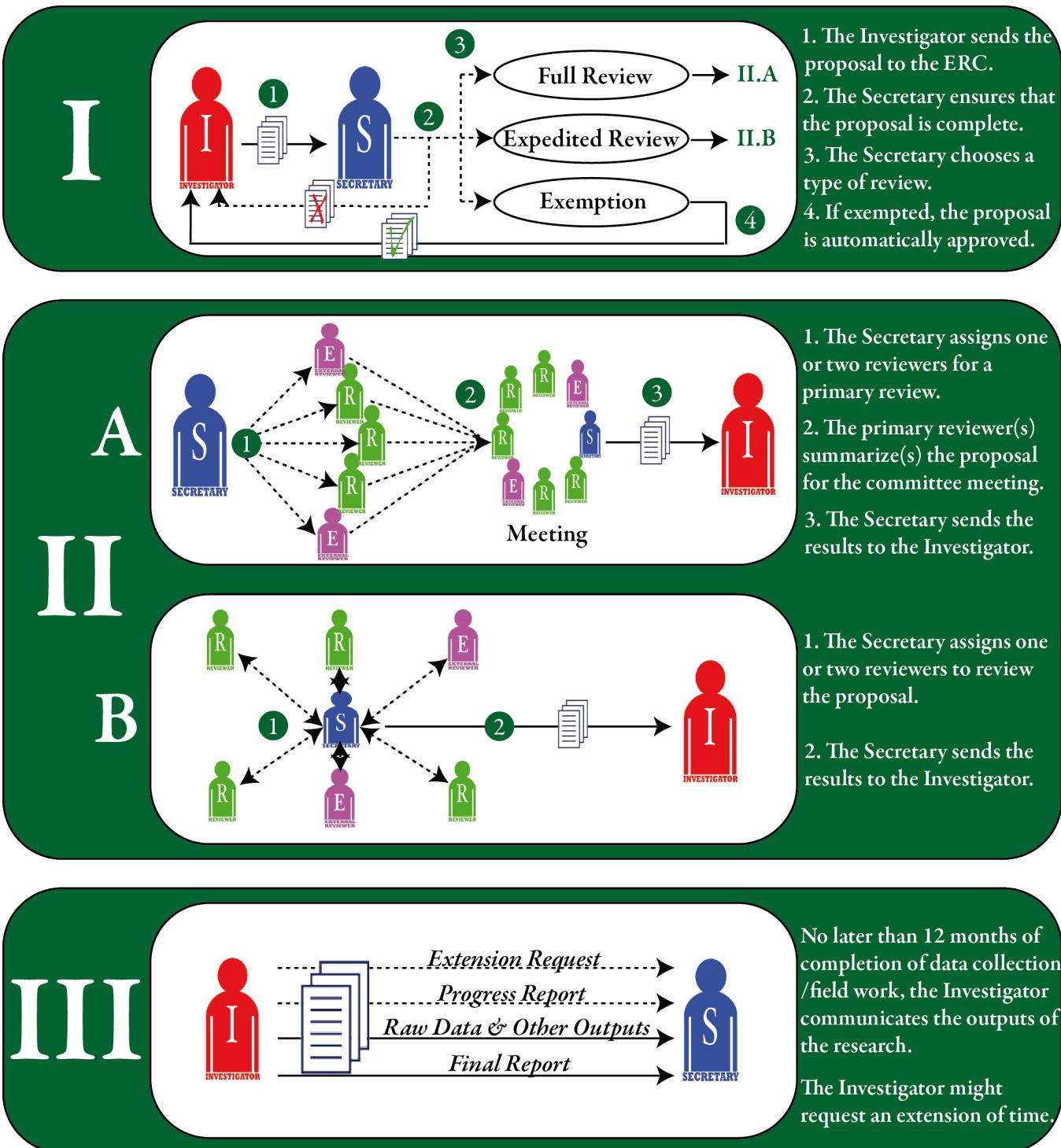


IV. Glossary

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. Submission
- II. Ethics Review
 - A. Full review
 - B. Expedited Review
- III. Research Outputs

