Lao Institutional Review Boards for Health Research

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

Investigator Website User-guide

Preface

This user guide aims to provide information for:
- Understanding the Lao IRBs for Health Research Website
- Submitting a proposal to review by an Ethical Committee

For additional information concerning the Lao IRBs for Health Research 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

In order to make your training easier, this user's guide will use screenshots of the website attended with red point markers. Each time you read an indication in *italic* please find the appropriate marker in the border of the appropriate screenshot and follow the line.
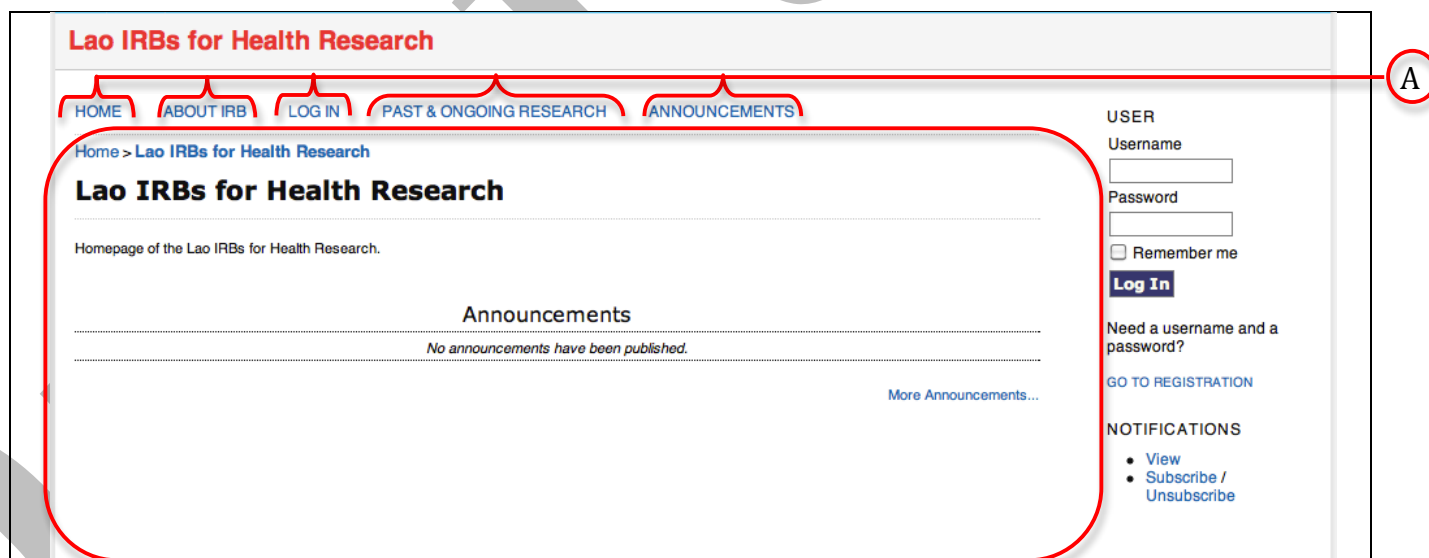
Table of Contents

I. Common

I.1 Home Page

Screenshot 1 - Common - Home Page

This is the home page of the Lao IRBs for Health Research Website. You can access it via this URL address: http://www.nioph.gov.la/ethic/laohrp/

All pages of the Lao IRBs for Health Research Website are composed of the same header, right column and footer. The variable part of all pages, which contains specific information, is therefore at their centre *(screenshot 1, red frame)*.

All main sections of the Lao IRBs for Health Research Website are accessible via tabs on the header *(screenshot 1, marker A)*. For example by clicking on the "HOME" tab you will access to this page and on the "ABOUT IRB" tab on the "About IRBs" main page.

I.2 About IRBs

Screenshot 2 - Common - About IRBs

The "**About Lao IRBs for Health Research**" main page give 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 *(screenshot 2, marker A)*.
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 *(screenshot 2, marker A)*.

The "**Policies**" *(screenshot 2, marker B)* section provides you links to access to the Standard Operating Procedures for Health Research or to user-guides for investigators (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".

1.3 Log In

Screenshot 3 - Common - Log In

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

You have two ways of logging in the Lao IRBs for Health Research website *(screenshot 3, marker A)*:
- By going to the "Log In" main page through the "Log In" header tab.
- By using the "Log In" section present in the right column (and therefore present everywhere you are in the website).

If your are already logged into the website, the "Log In" section in the right column inform you it and the "Log In" header tab turn to "User Home" *(please refer to subchapter II.1 User Home)*.

To log in you need to type your username and your password in the appropriate fields (using one of the two ways). 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 me" box (or "Remember my username and password" box on the "Log In" main page) 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 *(screenshot 3, marker B and subchapter I.3.b Reset password)*.

If you don't have any username or password (i.e. if you are not registered into the Lao IRBs for Health Research website) you can register by clicking on one of the two "Go to Registration" link *(screenshot 3, marker C and subchapter I.3.a Register)*.

I.3.a Register

| HOME | ABOUT IRB | LOG IN | REGISTER | PAST & ONGOING RESEARCH | ANNOUNCEMENTS |

USER
Username

Password

☐ Remember me

Log In

Need a username and a password?

GO TO REGISTRATION

NOTIFICATIONS
- View
- Subscribe / Unsubscribe

Home > User > Register

Register

Fill in this form to register to the Lao PDR. Health Resaerch Portal.

Profile

[?] Username*

[?] The username must contain only lowercase letters, numbers, and hyphens/underscores.

[?] Password*

[?] The password must be at least 6 characters.

[?] Repeat password*

[?] Salutation

[?] First name*

[?] Middle name

[?] Last name*

[?] Initials   Joan Alice Smith = JAS

[?] Gender

[?] Affiliation

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

[?] Email*   PRIVACY STATEMENT

[?] Confirm Email*

[?] Phone

[?] Fax

[?] Mailing Address

X 🖹 📋 | **B** *I* U | ≡ ≣ | ∞ 🔗 ⓘ HTML 🖼 🔲

[?] Nationality

[?] Bio statement
(E.g., department and rank)

X 🖹 📋 | **B** *I* U | ≡ ≣ | ∞ 🔗 ⓘ HTML 🖼 🔲

A

[?] Confirmation   ☑ Send me a confirmation email including my username and password

[?] Register as   ☐ Investigator

B

Register **Cancel**

C

* Denotes required field

[?] Translation in Lao on mouse over.

Privacy Statement

The names and email addresses entered in this site will be used exclusively for the stated purposes of this site and will not be made available for any other purpose or to any other party.

Screenshot 4 - Common - Register

To register into the Lao IRBs for Health Research website you are requested to fill this form *(screenshot 4, marker A)*. 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 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 *(screenshot 4, marker B)*.
- If you want to receive a confirmation email including you 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 *(screenshot 4, marker C)*.

I.3.b Reset Password

Screenshot 5 - Common - Reset Password

Lao IRBs for Health Research

If you forgot your username or your password you can reset it on this subpage *(click on the "Forgot your password?" link in the "Log In" main page: Screenshot 3, marker B)*.

Enter your email address in the appropriate field *(screenshot 5, marker A)* and click on the "Reset Password" button *(screenshot 5, marker B)*. A new randomly generated password will be send to your email address.

I.4 Past & Ongoing Research

You may search a past or ongoing research using this "Past & Ongoing Research" main page.

I.4.a Search

Screenshot 6 - Common - Search

The search engine allows you to search a past proposal by typing a title or keyword(s) *(screenshot 6 marker A)*. It also allows you to frame your search by dates *(screenshot 6 marker B)*.

Take note that even though a combination of search criteria refines your search (keyword, date from, date until) each of them can be used alone.

Once your search criteria set a click on the "Search" button launch the search and display the results.

I.4.b Results

Home > Past & Ongoing Research > Search Results

Search Results

REVISE SEARCH   I EXPORT SEARCH RESULTS   **A**

Search returned 4 result(s).

DATE SUBMITTED	TITLE	PRIMARY INVESTIGATOR	FINAL DECISION AND DATE
2012-05-29	A FIRST ONGOING RESEARCH.	admin admin	Approved on 2012-05-29
2012-05-29	A SECOND ONGOING RESEARCH	admin admin	Approved on 2012-05-30
2012-05-30	A THIRD ONGOING RESEARCH	admin admin	Approved on 2012-05-30
2012-05-30	A FOURTH ONGOING RESEARCH	admin admin	Approved on 2012-05-31

B

USER
Username

Password

☐ Remember me

Log In

Need a username and a password?

GO TO REGISTRATION

NOTIFICATIONS

- View
- Subscribe /
  Unsubscribe

Screenshot 7 - Common - Search results

Results are presented in the form of a table composed of 4 columns: the date of submission, the title, the primary investigator and the final decision with its date. By clicking on the title of a research you can access its information. *(screenshot 7, marker B)*.

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 *(screenshot 7, marker A)*.
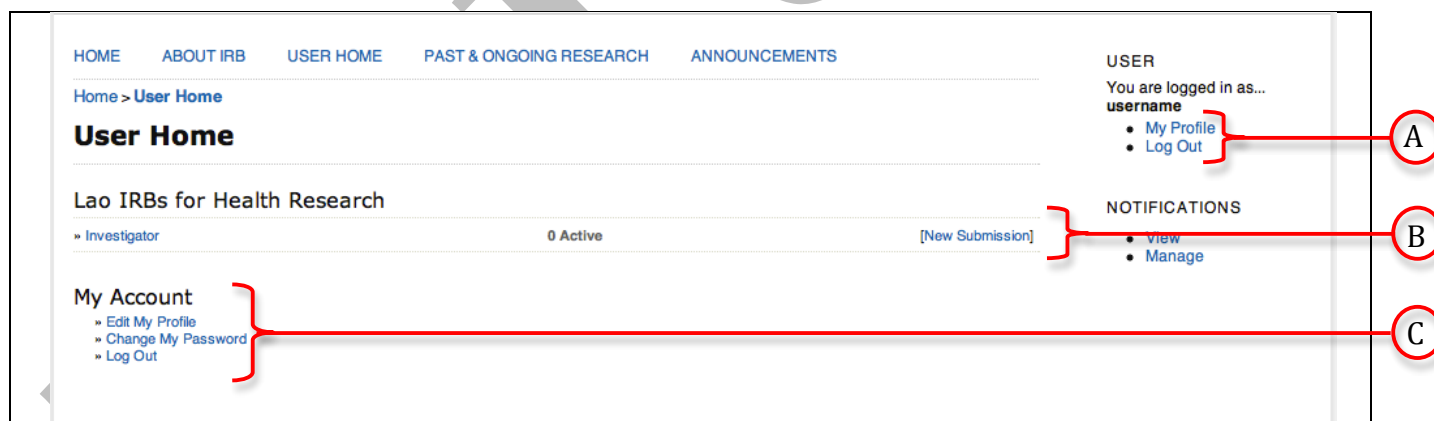
I.5 Announcements

Through this page you can access to announcements made by the secretariat of the Lao IRBs for Health Research. Announcements are ordered from the most recent to the oldest. By clicking on the "More..." link you can access to the whole announcement *(screenshot 8, marker A)*.

II. Investigator

II.1 User Home

Once logged in this page is available anywhere you are on the website by clicking on the "User home" header tab.

You can also 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 *(screenshot 9 marker A)*.

On your "User Home" main page you have different action possible *(screenshot 9 marker B)*:
- You can access to your submissions by clicking on the "Investigator" link.
- The "Active" link shows you how many active submissions you have. In this case, there is no active submissions "0 Active". By clicking on it you will also access to your submissions. If no active submissions are available this link is inactive.
- You can submit a new proposal by clicking the "New Submission" link.

The "My Account" section *(screenshot 9, marker C)* allows you to edit your profile information, to change your password or to log out.

II.2 Your Submissions

II.2.a Active Submissions

This is the "Submission" page of an Investigator. You can access it by clicking on the "Investigator" link of the "User Home" page *(screenshot 9 marker B)*. When you log in you access directly to your "Submissions" page. By default this page shows your active submissions instead of your archived submissions. 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" *(screenshot 10, marker A)*.

In case of a lot of submissions you may search a submission by using the searching tool on the top of this page *(screenshot 10, marker B)*. 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 proposal *(screenshot 10 marker C)*.

Are consider as active submissions:

ACTIVE PROPOSALS *(SCREENSHOT 10, MARKER D)*

Screenshot 11 -Investigator - Active Proposals

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 (here "UNTITLED"). If you want to delete it please click on the "DELETE" link under the status of your proposal *(screenshot 11, marker A)*.
- **Submitted**: Your proposal has been submitted and is waiting to be checked before the review decision. By clicking on its title you will access to all data you submitted. If you want to withdraw it please click on the "WITHDRAW" link *(screenshot 11, marker B)*.
- **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. By clicking on its title you will access to all data you submitted. If you want to withdraw it please click on the "WITHDRAW" link *(screenshot 11, marker C)*.
- **Complete**: Your proposal has been checked and waits the review decision. By clicking on its title you will access to all data you submitted. If you want to withdraw it please click on the "WITHDRAW" link *(screenshot 11, marker D)*.

o **For Full Review**: The review of your proposal will be a "Full Review". By clicking on its title you will access to all data you submitted. If you want to withdraw it please click on the "WITHDRAW" link *(screenshot 11, marker E)*.

o **For Expedited Review**: The review of your proposal will be an "Expedited Review". By clicking on its title you will access on all data you submitted. If you want to withdraw it please click on the "WITHDRAW" link *(screenshot 11, marker F)*.

APPROVED PROPOSALS (RESEARCH ONGOING) *(SCREENSHOT 10, MARKER E)*

Screenshot 12 - Investigator - Approved Proposals

Once the Lao IRBs for Health Research has approved your proposal you find it in this table, which is composed of 5 columns:

o **PROPOSAL ID**: The identification code of your proposal *(for more information see chapter: Miscellaneous – Understanding Proposal's ID)*.

o **DATE OF SUBMISSION**: The date when you submitted your proposal.

o **TITLE**: The title of your proposal.

o **STATUS**: The status of your proposal

o **APPROVAL DATE**: The date when your proposal has been approved.

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

o **Approved**: Your proposal has been approved. By clicking on its title you will access to all data you submitted. Under the status of your proposal you can find different links *(screenshot 12, marker B)*:

▪ **SUBMIT INTERIM PROGRESS REPORT**: For submitting an interim progress report.

▪ **SUBMIT FINAL REPORT**: For submitting the final report. Once this has been submitted your research is fulfilled.

▪ **UPLOAD RAW DATA**: For submitting the final dataset use 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.
- o **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 *(screenshot 12 marker A)*:
  - ▪ **SUBMIT EXTENSION REQUEST**: Via this link you can submit an extension request in the form of a letter addressed to the Ethics Committee.

NOT APPROVED PROPOSALS *(SCREENSHOT 10, MARKER F)*

Screenshot 13 - Investigator - Not Approved Proposals

This table shows your not approved proposals. It is composed of 4 columns:
- o **PROPOSAL ID**: The identification code of your proposal *(for more information see chapter: Miscellaneous – Understanding Proposal's ID)*.
- o **DATE OF SUBMISSION**: The date when you submitted your proposal.
- o **TITLE**: The title of your proposal.
- o **STATUS**: The status of your proposal

By clicking on the title of a proposal you access to all data you submitted for. You can decide to send this proposal to your archive via the "SEND TO ARCHIVE" link *(screenshot 13, marker A)*.

EXEMPT FROM REVIEW PROPOSALS *(SCREENSHOT 10, MARKER G)*

Screenshot 14 - Investigator - Proposals Exempt From Review

This table shows your proposals exempted for review. It is composed of 4 columns:
- o **PROPOSAL ID**: The identification code of your proposal *(for more information see chapter: Miscellaneous – Understanding Proposal's ID)*.
- o **DATE OF SUBMISSION**: The date when you submitted your proposal.
- o **TITLE**: The title of your proposal.

o **STATUS**: The status of your proposal

By clicking on the title of a proposal you access to all data you submitted for. You can decide to send this proposal to your archive via the "SEND TO ARCHIVE" link *(screenshot 14, marker A)*.

II.2.b Archived Submissions

Home > User > Investigator > **Archived Proposals**

Archived Proposals

ACTIVE   **ARCHIVE**

Title [contains ⬍] [_____]

Submitted between : [____⬍][__⬍][__⬍] and [____⬍][__⬍][__⬍]

[Search]

Start a New Submission
CLICK HERE to go to step one of the five-step submission process.

PROPOSAL ID	DATE OF SUBMISSION	TITLE	STATUS
2012.5.NIOPH.3.NW	2012-06-03	[TITLE OF A WITHDRAWN PROPOSAL]	Withdrawn
2012.3.NIOPH.2.BOK	2012-06-03	[TITLE OF A NOT APPROVED PROPOSAL]	Not Approved
2012.2.UHS.1.LPH	2012-06-03	[TITLE OF A PROPOSAL EXEMPT FROM REVIEW]	Exempted From Review

1 - 3 of 3 Items

USER
You are logged in as...
investigator
- My Profile
- Log Out

NOTIFICATIONS
- View
- Manage

Screenshot 15 - Investigator - Archived Submissions

To show past proposals you submitted please use the "Archive" link into the "Submission" page *(screenshot 10 marker A)*. As most of tables of submissions this one is composed of 4 columns:
o **PROPOSAL ID**: The identification code of your proposal *(for more information see chapter: Miscellaneous – Understanding Proposal's ID)*.
o **DATE OF SUBMISSION**: The date when you submitted your proposal.
o **TITLE**: The title of your proposal.
o **STATUS**: The status of your proposal

II.3 Create a submission

A new submission goes through a five stages process. You can begin a new submission by clicking on the new submission link in the "User Home" main page *(screenshot 9, marker B)*, or by clicking on the submission link in the "Submission" page *(screenshot 10 marker C)*.

In all the steps of the submission process, a star ("*") denotes a required field and a question-mark ("*[?]*") indicates a translation in Lao on mouse over.

II.3.a Step 1 – Starting the submission

Screenshot 16 - Investigator - Step 1

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" *(screenshot 16, marker A)*.

For reviewing the proposal the Lao IRBs 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 MoH. This is a requirement for submitting a proposal. If you agree please check the "Checkbox" *(screenshot 16, marker B)* and click on the "Save and continue" button *(screenshot 16, marker C)*.

Your proposal will be saved into the database as a draft proposal. It will appear in the "Active proposals" table of the "Active" subpage of the "Submissions" page *(please refer to subchapter "II.2.a Active Submissions")*.

If you want to leave this page without saving please click on the "Cancel" button *(screenshot 16 marker C)*.

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)

Screenshot 17 - Investigator - Step 2 – Investigator

These data concern the investigator of the research *(screenshot 17, marker A)*. 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 IRBs for Health Research Website automatically fill these fields with your user's 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 *(screenshot 17, marker B)*. You can add up to 3 co–investigators.

Screenshot 18- Investigator - Step 2 - Co-Investigator

These data concerns co-investigator(s) of the research *(screenshot 18, marker A)*. You are asked to fill the name, middle name, last name, email and affiliation of co-investigator(s). You can delete a co-investigator by clicking on the "Delete Co-Investigator" Button.

TITLE AND SUMMARY OF PROPOSAL

Screenshot 19 - Investigator - Step 2 - Title and Summary of Proposal

These data concern main explanations of your proposal as its titles, abstract, keywords etc. If a student conducts the research two more fields appear *(screenshot 19, marker A)*:

Screenshot 20 - Investigator - Step 2 - Student research

When choosing a date you will not be asked to type it. By clicking on its field a window appears *(screenshot 19, marker B)*. Please select a month, a year and click on the desired day.

Screenshot 21 - Investigator - Step 2 – Dates

If the research is not only conducted in Lao PDR or is not nationwide *(screenshot 19, marker C)* you are requested to select additional country *(screenshot 22, marker A)* or additional province *(screenshot 22, marker B)*. You can add as much country/province as you want. If you want to remove a country/province please click on the "remove" link.

Screenshot 22 - Investigator - Step 2 - Geographical Area

You are then requested to indicate the research field *(screenshot 19, marker D)*. If the field you are looking for is not including in the list please select "Other" and indicate it on the "Other research field(s)" field. You can add as much research field as you want by clicking on the "Add another field of research" link. You can also remove a research field by clicking on the "remove" link.

If your research involves human subject *(screenshot 19, marker E)*, you are requested to specify the type of your proposal. If the type of proposal you are looking for is not including in the list please select "Other" and specify it on the "Other proposal type(s)" field. You can add as much proposal type as you want by clicking on the "Add another type" link. You can also remove a proposal type by clicking on the "remove" link.

Screenshot 23 - Investigator - Step 2 - Human subject

If another ethical committee has reviewed your proposal *(screenshot 19, marker F)*, you are requested to select the decision of this committee.

Screenshot 24 - Investigator - Step 2 - Other ERC

SOURCE(S) OF MONETARY OR MATERIAL SUPPORT

Screenshot 25 – Investigator - Step 2 - Source(s) of Monetary or Material Support

These data *(screenshot 25, marker A)* concern your source(s) of monetary or material support for your research. If you are requested to specify your source for the following fields: "Industry grant", "Agency grant", "Government grant" and "Other grant".

Screenshot 26 - Investigator - Step 2 - Industry Grant

Screenshot 27 - Investigator - Step 2 - Agency Grant

Screenshot 28 - Investigator - Step 2 - Government grant

Screenshot 29 - Investigator - Step 2 - Other Grant

Click on the "Save and continue" button *(screenshot 25, marker B)* for saving your proposal and continuing this submission.

If you want to leave this page without saving please click on the "Cancel" button *(screenshot 25 marker B).*

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:

1. Click on the "Browse" (or "Choose File") button *(screenshot 30, marker A)* for opening a "Choose File" window and locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click on the "Open" button on the "Choose File" window, which places the name of the file on this page.
4. Click the on the "Upload" button *(screenshot 30, marker A)*, which uploads the file from the computer to the web site and renames it following the Lao IRBs for Health Research Website naming conventions.

If no file has been uploaded the "Save and continue" button doesn't appear *(screenshot 30, marker B)*.

Once your file is uploaded you see it on the page *(screenshot 31, marker A)*. 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 *(screenshot 31, marker B)*.

Click on the "Save and continue" button *(screenshot 31, marker C)* for saving your proposal and continuing this submission. If you want to leave this page without saving please click on the "Cancel" button If you want to leave this page without saving please click on the "Cancel" button If you want to leave this page without saving please click on the "Cancel" button *(screenshot 31, marker C)*.

II.3.d Step 4 – Uploading Supplementary Files

Screenshot 32 - Investigator - Step 4

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

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You firstly need to select the type of file you want to upload *(screenshot 32, marker B)*. 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 *(screenshot 32, marker C)*.

Each supplementary file uploaded will appear into the table above the "file type" selection menu *(screenshot 32, marker A)*:

TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
CV of Principal Investigator	My CV.pdf	06-02	DELETE
Summary	Summary Of My Proposal.pdf	06-02	DELETE
Other ERC Decision	Other ERC Decision for My Proposal.pdf	06-02	DELETE

Screenshot 33 - Investigator - Step 4 - Files uploaded

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 *(screenshot 33)*.

Click on the "Save and continue" button for saving your proposal and continuing this submission *(screenshot 32 marker D)*. If you want to leave this page without saving please click on the "Cancel" button *(screenshot 32 marker D)*.

II.3.e Step 5 – Confirming the Submission

HOME   ABOUT IRB   USER HOME   PAST & ONGOING RESEARCH   ANNOUNCEMENTS

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 Lao IRBs for Health Research 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.

USER
You are logged in as...
investigator
- My Profile
- Log Out

NOTIFICATIONS
- View
- Manage

A

Screenshot 34 - Investigator - Step 5

The step 5 of the submission process allows you to check every data you provided to the Lao IRBs for Health Research Website 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 *(screenshot 34, marker A)*.

This step is composed of 3 main parts:

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The **"Proposal Details"** part sum up your proposal metadata provided in step 2 *(please refer to screenshot marker B)*.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1	MY MAIN PROPOSAL FILE.PDF	Submission File	10KB	06-02
3	MY CV.PDF	Supplementary File	10KB	06-02
4	SUMMARY OF MY PROPOSAL.PDF	Supplementary File	10KB	06-02
5	OTHER ERC DECISION FOR MY PROPOSAL.PDF	Supplementary File	10KB	06-02

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

Screenshot 35 - Investigator - Step 5 - File Summary & Comments for the Secretariat

The **"File Summary"** sum up your main proposal file and your supplementary files if you added some *(screenshot35, marker A)*.

If you would like to add a comment to send to the secretariat of the Ethical Committee you chose please fill the "**Comments for the Secretariat**" field *(screenshot 35, marker B)*.

You can submit your proposal to review by clicking on the "Finish Submission" button *(screenshot 35, marker C)*. 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 *(screenshot 35, marker C)*. All data you entered will be saved and you will be able to finish your proposal by coming back to your "Submissions" page.

Miscellaneous

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 IRBs for Health Research Website during this year.
- The Ethical Committee of the submission.
- The number of submitted proposals for the selected ethical committee during this year.
- 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.

Summary of screenshots