Users

* Ac/R/V/P
* College/institute research coordinator
* Researchers/authors
* Reviewers
* Readers

1. **College/institute research coordinator**

* **Announce proposal submission**

1. **Researchers/authors**

* **Fill the template describing the research(title, coauthors, thematic area,…….)**
* **Attach the proposal**

1. **College/institute research coordinator**
   * **Check if it the template was filled complete and confirm the paper ready for evaluation**
   * **Send the attached proposal for reviewers**
2. **Reviewers**
   * **Confirm accepting the paper**
   * **Write a comment and suggestion on a given template and the document**
   * **Send back to college research coordinator**
3. **College research coordinator**
   * **Send proposal approval/rejection statement to researcher and research director**
4. **Research director**
   * **Write award letter to researcher with its budjet(this may be off-line)**
5. **Researcher**

* **Fill the following major mile stones of activities initially** 
  + **Data collection date**
  + **Preliminary data analysis date**
  + **Research paper submission date**
  + **Tentative publication date**

1. **The research coordination office**
   * **Approve the dates**
   * **Follow each date of activities**
   * **Write a remark on the progress**
2. **The researcher**

* **On the above given dates,**
  + **Submit evidences of completing the activity ( by writing statement …) and attaching the raw data, preliminary analysis or the paper**
  + **If published, the title volume,……of the journal ( the link)**
  + **If the activity is not completed, must write justification**

1. **The research coordination office**
   * **Upon successful completion, allow the paper to store in the research repository.**
   * **Facilitate clearance ( may be offline)**
2. **Readers** 
   * **Access the papers from the repository**