

PHREP Manual

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Introduction



The **Philippine Health Research Ethics Portal (PHREP)** is a web-based system designed to automate the review process of Ethics Review Committees (ERC) and serves as a national repository for ethically-reviewed health researches in the Philippines. This system is derived from the WHO-WPRO health research portal and is being managed by the Philippine Health Research Ethics Board (PHREB).

Philippine Health Research PORTAL

ABOUT CONTACT INSTRUCTION SEARCH

The national repository for ethically-reviewed health researches in the Philippines.

Sign In Here

Username

Password

Forgot your password? [Click here](#)

reCAPTCHA
 Localhost is not in the list of supported domains for this site key.

Remember me

About

The **Philippine Health Research Ethics Portal** is an integrated online health research ethics management system that offers substantial benefits for all stakeholders in health research. The Portal aims to improve accountability, efficiency and quality of health research conducted in the Philippines by increasing transparency and streamlining the ethics review process.

The Portal can be used to:

- Submit research proposals at anytime from anywhere for ethics review. Paper-less. Traceable.
- Search ongoing and completed ethically reviewed health researches. No log in required to search.
- Access complete research reports once the ethically-reviewed research is completed.

Figure 1.1 The Portal

What's New

PHREP provides the following features / actions:

- New and simple interface for the user's ease of use.
- Online search for ongoing and completed researches submitted through the portal.
- Faster registration as a Researcher. Fewer inputs needed upon registration.
- Specific alert email notification for every interaction with the portal, i.e., newly registered, complete documents confirmation, proposal's assignment, etc.
- Archive for researches – The proposals and supplementary documents submitted through PHREP will be stored in the system for a period of time.

TOP NAVIGATION BAR

Public User



Figure 2.1 Public User's Navigation Links

On the left side, the official logo and the name of the organization. On the right side, the navigation menu includes About, Contact, Instruction and Search links (Fig. 2.1).

1. Logo
2. Name of the organization
3. About - a link to redirect you to the information of this organization and this portal.
4. Contact - a link to see the full contact information of the organization.
5. Instruction - a link to the pdf of this manual.
6. Search - a link for searching proposals in the portal with statuses.

Logged In Form

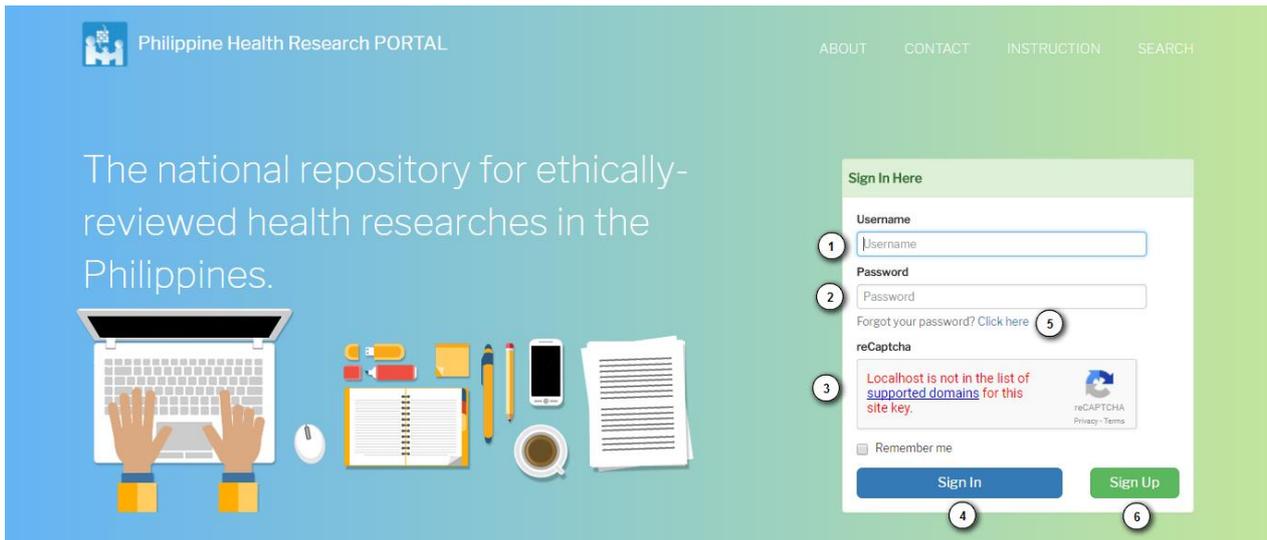


Figure 2.2 Log in page for enrolled users.

On Figure 2.2,

1. Fill in your username.
2. Fill in your password.
3. Correctly input the generated CAPTCHA. This is a program or system intended to distinguish human from machine input, typically as a way of thwarting spam and automated extraction of data from websites.
4. Click Sign In button.
5. If username and password do not match or forgot either password or username.

Sign Up Form

The figure consists of two side-by-side screenshots of a web application's sign-up form. The left screenshot shows the 'Sign In Here' section, which includes input fields for 'Username' and 'Password', a 'Forgot your password? Click here' link, a reCAPTCHA challenge, a 'Remember me' checkbox, and 'Sign In' and 'Sign Up' buttons. A yellow callout box with the number '1' points to the 'Sign Up' button. The right screenshot shows the 'Sign Up Here!' section, which includes a 'Username' input field (callout 2), a 'Password' input field (callout 3), a 'Confirm Password' input field (callout 4), an 'Email Address' input field (callout 5), and a 'Group' dropdown menu (callout 6) with 'Researcher' selected. Below these fields is a 'Sign Up' button (callout 7). A red error message is visible above the password fields: '✘ Username already exists or is invalid. Make sure you provide a username containing 4 to 20 valid characters.'

Figure 2.3 Sign up form.

1. Click Sign Up. See Figure 2.3.
2. Input your desired username
3. Input your desired password.
4. Retype your desired password.
5. It is required to put valid email.
6. If "Researcher is selected", that's correct. If not, please contact admin in the contact link at navigation.

LOG-IN

LOG IN

Landing page: <http://phrep.healthresearch.ph>

If researcher is not yet registered, please refer page Figure 2.3 for Sign Up.

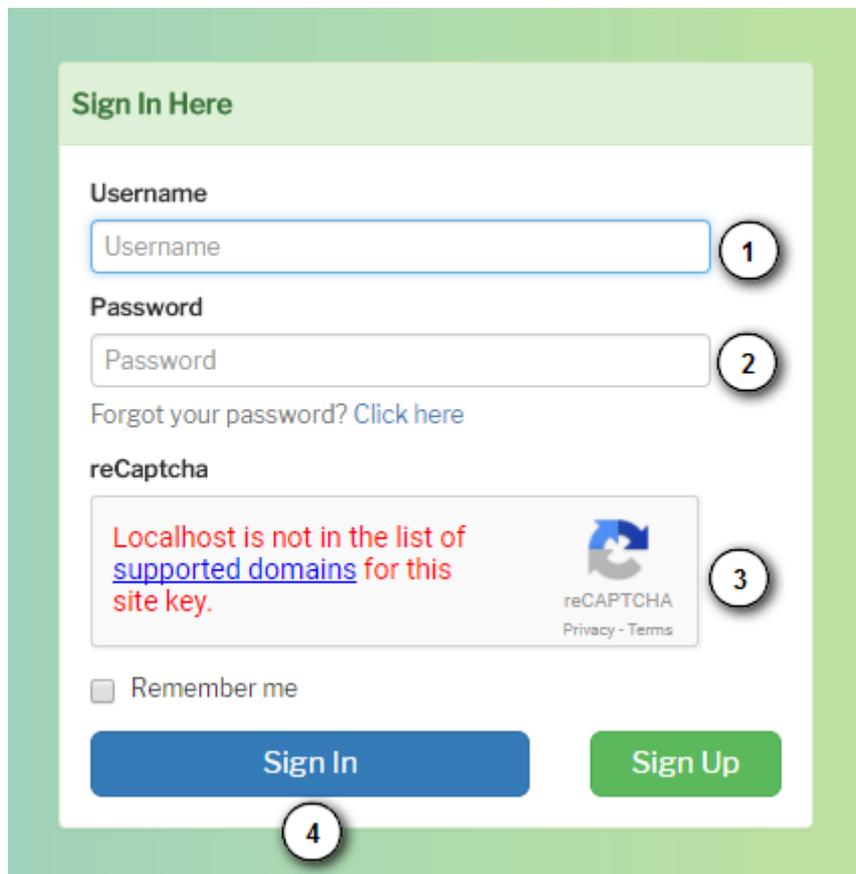
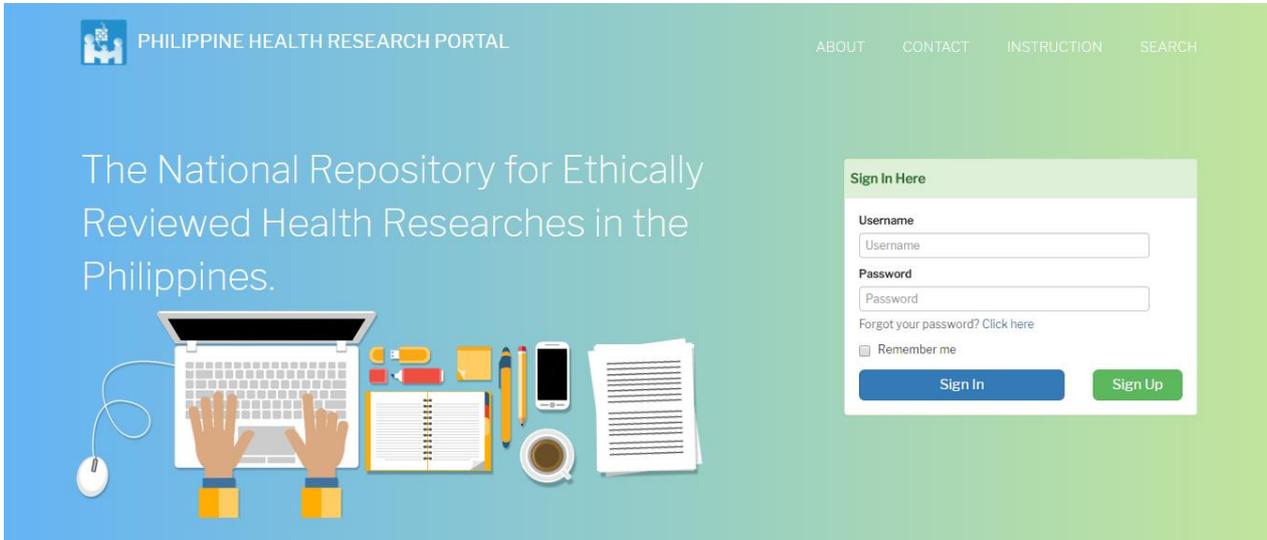


Figure 3.1 Log In PHREP Homepage

Please refer Figure 3.1:

1. Enter username

2. Enter password
3. Correctly answer the CAPTCHA for security reason.
4. Click "Sign In" button.

Figure 3.2 below is the landing page after successfully logged in.

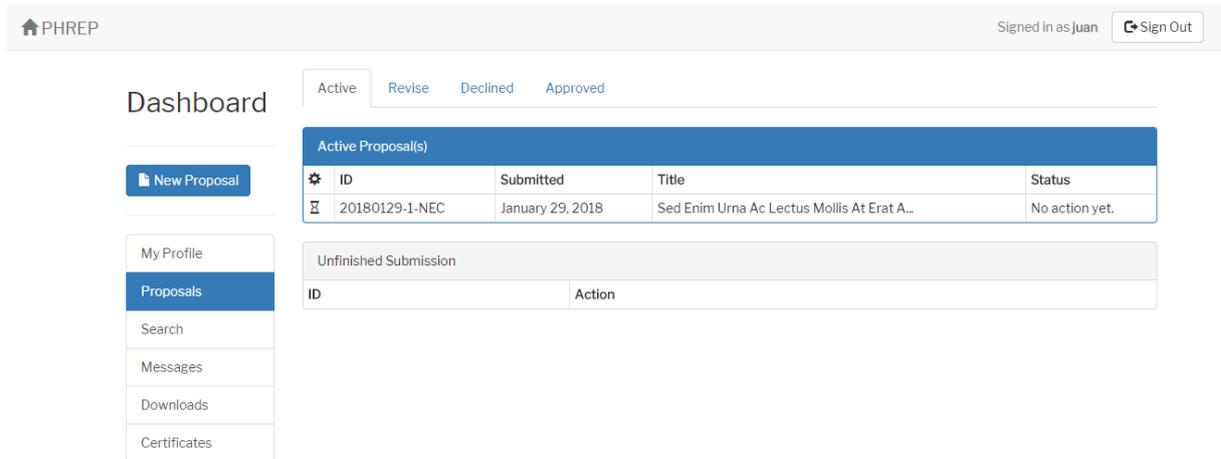


Figure 3.2 Upon Login

FORGOT PASSWORD

In the instance that you forgot your password, click on "Click here" right beside Forgot your password? Please refer on the blue arrow below.

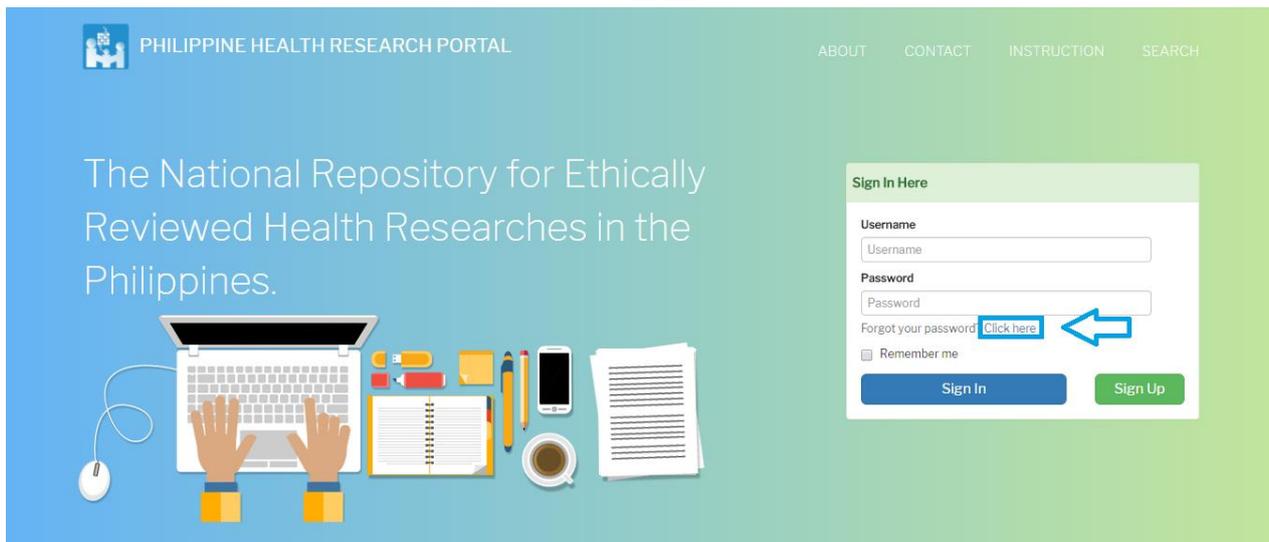


Figure 3.3 Forgot password

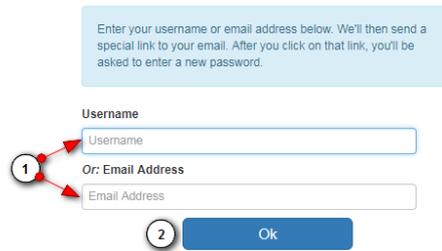
Password Reset Page

Enter your username or email address below. We'll then send a special link to your email. After you click on that link, you'll be asked to enter a new password.

Username
Username

Or: Email Address
Email Address

Ok

The image shows a web form for password reset. At the top, a light blue box contains instructions: "Enter your username or email address below. We'll then send a special link to your email. After you click on that link, you'll be asked to enter a new password." Below this are two input fields. The first is labeled "Username" and the second is labeled "Or: Email Address". A red arrow points from a circled "1" to both input fields. Below the second field is a blue "Ok" button with a red arrow pointing from a circled "2" to it.**Figure 3.4 Password Reset Form**

1. Type your username OR your email address. Just input one of the fields you remembers. If you can remember any of those fields, contact administrator.
2. Click OK. An email will be sent to your for instructions.

PROPOSAL SUBMISSION

PROPOSAL SUBMISSION

PHREP

Dashboard

Active Revise Declined Approved

New Proposal

My Profile
Proposals
Search

Active Proposal(s)			
⚙️	ID	Submitted	Title
🕒	20180129-1-NEC	January 29, 2018	Sed

Unfinished Submission	
ID	Action

Figure 4.1 New Proposal Button

1. Click the "New Proposal" blue button. Located at the top-left of the page.
2. You will be sent to Step 1 of the submission.

STEP 1. STARTING THE SUBMISSION

This step ensures that the Investigator understands and accepts the PHREP submission checklist. If you need any help, click on the **Contact Administrator?**, contact information is provided. (Figure 3.5).

1 START / 2 ENTER PROPOSAL BASIC INFORMATION / 3 UPLOAD MAIN PROPOSAL / 4 UPLOAD SUPPLEMENTARY FILES / 5 CONFIRMATION

Step 1. Starting the Submission

Encountering difficulties? Contact REC Secretariat for assistance.

Ethics Committees

The assignment of an ethics committee is based on the classification of the proposal. Institution based research proposals are automatically assigned to RECs affiliated to the Researcher's institution. In the absence of an affiliated REC, the research proposal will be assigned to one of the accredited REC within the region of the researcher's institution. Community based research proposals are assigned to accredited RECs within the region where the research will be conducted. If the researcher's institution has an affiliated REC, the proposal will automatically be assigned there for review, otherwise the proposal will be assigned orderly to one of the accredited RECs within the indicated region.

Research Classification

Institution Based Community Based

© All rights reserved. [Contact administrator? We love to hear from you.](#)

Figure 4.2 Starting the Submission

Step 1: Research Classification

1. Choose "Research Classification".

Ethics Committees

The assignment of an ethics committee is based on the classification of the proposal. Institution based research proposals are automatically assigned to RECs affiliated to the Researcher's institution. In the absence of an affiliated REC, the research proposal will be assigned to one of the accredited REC within the region of the researcher's institution. Community based research proposals are assigned to accredited RECs within the region where the research will be conducted. If the researcher's institution has an affiliated REC, the proposal will automatically be assigned there for review, otherwise the proposal will be assigned orderly to one of the accredited RECs within the indicated region.

Figure 4.3 Research Classification

2. In this case, it is Community Base. You can also check Institution Based. Select Region.
3. Choose what Review Ethics Committee available.
4. Make sure that all items in the submission checklist (Fig 4.4) is selected to proceed to the next step.
5. Click on the **Save and continue** button.
6. Otherwise, Click **Cancel** button

Submission Checklist

4. I certify that this proposal is ready to be considered by the Review Committee by checking off the following (comments to the Secretary can be added at Step 5).

- [?] I agree to provide soft copies of the protocol and supplementary files of my research for paperless review of an Review Ethics Committee (REC), and submit a final report upon research completion.
- [?] I understand that this submission and all it contains will be forwarded to an REC for paperless ethics review and that communications regarding this research will be strictly between me and the assigned REC.
- [?] I understand that my research will be indexed in PHREP, and will be treated with confidentiality at all times.
- [?] I agree for PHREP to make available the general information and brief description/abstract of my research to the general public once the research is completed.

Figure 4.4 Submission Checklist

STEP 2: PROPOSAL METADATA

A. Researcher

1 Primary Researcher

First Name:	Juan
Middle Name:	de la
Last Name:	Cruz
Email:	mail.my.doc@gmail.com
Phone Number:	0987654321
Institutional Affiliation:	

Add More Researcher? 2

First Name

Middle Name

Last Name

Email

Phone Number

Institutional Affiliation

Remove 3

Figure 4.5 Researcher Information and Additional Researcher

1. Your name as a researcher is already filled in for the Primary Researcher.
2. Add more researcher for additional researcher
3. Click "Remove" if needed.

B. Title and Summary of Proposal

1 Title

2 Background



B I S Ix |  |  |  |  |  | Styles - | Format - | ?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. In vitae turpis massa sed elementum tempus. Dignissim enim sit amet venenatis urna cursus eget nunc scelerisque. Nulla pellentesque dignissim enim sit amet venenatis urna. Leo a diam sollicitudin tempor id. Fermentum odio eu feugiat pretium nibh ipsum consequat nisl vel. Tristique et egestas quis ipsum suspendisse ultrices gravida. Tellus orci ac auctor augue mauris. Sollicitudin nibh sit amet commodo nulla facilisi nullam. Pretium vulputate sapien nec sagittis aliquam malesuada bibendum. Placerat duis ultricies lacus sed turpis tincidunt id aliquet risus. Ornare arcu dui vivamus arcu felis. Eget mauris pharetra et ultrices neque ornare. Nullam ac tortor vitae purus faucibus ornare suspendisse. Dolor morbi non arcu risus quis varius quam. Dignissim suspendisse in est ante. Luctus accumsan tortor posuere ac ut consequat semper viverra nam. Ipsum a arcu cursus vitae congue mauris rhoncus aenean vel. Sed arcu non odio euismod lacinia at quis risus. Semper

3 Objectives



B I S Ix |  |  |  |  |  | Styles - | Format - | ?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Facilisi morbi tempus iaculis urna. Tristique risus nec feugiat in fermentum posuere urna nec. Augue lacus viverra vitae congue. Malesuada fames ac turpis egestas sed tempus urna et pharetra. Non tellus orci ac auctor. Platea dictumst vestibulum rhoncus est pellentesque elit. Aenean pharetra magna ac placerat vestibulum lectus mauris ultrices. Augue neque gravida in fermentum et sollicitudin ac orci. In iaculis nunc sed augue lacus viverra vitae congue. Leo vel orci porta non pulvinar neque laoreet suspendisse interdum. Amet nisl purus in mollis nunc sed id semper. At varius vel pharetra vel. Rhoncus dolor purus non enim praesent elementum facilisis leo vel. Id nibh tortor id aliquet. Elit sed vulputate mi sit amet mauris. Velit ut tortor pretium viverra suspendisse. Nisi porta lorem mollis aliquam ut porttitor leo a diam. Donec massa sapien faucibus et. In arcu cursus euismod quis viverra nibh cras. Magna eget est lorem ipsum dolor. Montes nascetur

4 Expected Outcomes and Use of Results



B I S Ix |  |  |  |  |  | Styles - | Format - | ?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Facilisi morbi tempus iaculis urna. Tristique risus nec feugiat in fermentum posuere urna nec. Augue lacus viverra vitae congue. Malesuada fames ac turpis egestas sed tempus urna et pharetra. Non tellus orci ac auctor. Platea dictumst vestibulum rhoncus est pellentesque elit. Aenean pharetra magna ac placerat vestibulum lectus mauris ultrices. Augue neque gravida in fermentum et sollicitudin ac orci. In iaculis nunc sed augue lacus viverra vitae congue. Leo vel orci porta non pulvinar neque laoreet suspendisse interdum. Amet nisl purus in mollis nunc sed id semper. At varius vel pharetra vel. Rhoncus dolor purus non enim praesent elementum facilisis leo vel. Id nibh tortor id aliquet. Elit sed vulputate mi sit amet mauris. Velit ut tortor pretium viverra suspendisse. Nisi porta lorem mollis aliquam ut porttitor leo a diam. Donec massa sapien faucibus et. In arcu cursus euismod quis viverra nibh cras. Magna eget est lorem ipsum dolor. Montes nascetur

5 Keywords 

Figure 4.6 Title and Summary of Proposal

1. Input Title
2. Input Background. Special functions are embedded in the text box.
3. Input objectives
4. Input expected outcomes and use of results
5. Input keywords. Once a keyword has typed, just enter for the next keyword.

C. Proposal Details

Yes No **1**

2 Study Type

3 Start Date

End Date

4 Primary Sponsor

Secondary Sponsor

-
-

5 Multi-country Research Yes No

6 Multi-site Research Yes Yes, with randomly selected geographical areas No

7 Region(s)

-
-

You can select multiple.

8 Research Fields

9 Involves Human Subjects Yes No

10 Proposal Type

11 Data Collection

12 Proposal Reviewed by other Committee Yes No

Figure 4.7 Proposal Details

1. Select if it is "**Student Research**"
2. Select **Study Type**
3. Choose **Start Date** and **End Date**. A float box will give you a calendar.
4. Provide the sponsors. If **Primary Sponsor** is not available, choose **Others** and a type box will show to input the name of your sponsor. And if

- Secondary Sponsor** is not available, you can leave it blank.
5. Select **Multi-Country Research**. If **yes**, choose multiple country.
 6. Select **Multi-Region Research**. If **yes**, but random, choose multiple random regions. If **no**, chose a single region.
 7. Select the **Regions**.
 8. Choose **Research Fields**.
 9. Choose if it **Involves Human Subject**.
 10. Choose its **Proposal Type**.
 11. Choose its **Data Collection**.
 12. Choose if **Proposal Reviewed by other Committee**.

D. Source(s) of Monetary or Material Support

Remove

1 Monetary Source The Source

2 Amount in Philippine Peso (PhP) 987,654,321.00 PhP

Add More Source 3

Remove 4 Monetary Source

Amount in Philippine Peso (PhP) PhP

Figure 4.8 Monetary Source or Material Support

1. Input the **Source of Monetary Fund**.
2. Input the **Amount** sponsored.
3. Click **Add More Source** if needed.
4. Click **Remove** if needed.

E. Assessment Questionnaire

Does the proposed research include research subjects:

- Whose identity may be revealed during the research process?
- Unable to consent?
- Under 18 years old?
- In a dependent relationship with any of the research team members? (e.g. a researcher is the treating physician of one of the research participants)
- From an ethnic minority group?
- With intellectual or mental impairment?
- Who are pregnant?

1

Yes No

Does the research include:

- A new treatment, medical procedure or test?
- Collection of biological samples including tissue extraction?
- Use of ionizing radiation?
- Pain or psychological distress?
- Inducements?
- Collection of sensitive information?
- Deception?
- Assisted reproductive technology?
- Human genetic or genomic studies?
- Stem cell research?
- Biosafety issue?

Yes No

Potential risks:

- Level of the risk involved in Research:
- Risks apply to:

Minor increase over minimal risk

Research Team

Research Subjects

Wider Community

Potential Benefits:

- Benefits from the research project:

Direct benefit to participants

Generalizable knowledge about participants' condition or disorder

Generalizable knowledge about disease or condition under study

Yes No

Yes No Not sure

- Multi-institution Project
- Conflict of Interest:

2 Save and Continue Cancel

Figure 4.9 Assessment Questionnaire

1. Choose correct answers for the assessment.
2. Click Save and Continue.

STEP 3: UPLOADING THE PROPOSAL FILE

Step 3. Uploading the Main Proposal File

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

1. On the 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 website and renames it following the Demo National Health Research Portal naming conventions.
5. Once on the proposal is updated, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact REC System Admin for assistance.

Main Submission File

File Submitted		1	Choose File	No file chosen
Sent File:	1-013018-1-MainProposal.docx		Submit	2
Original File Name:	Requirement Analysis.docx			
File Size:	15.56 KB			
Date Uploaded:	2018-01-30 16:04:49			

4 Save and Continue Cancel

Figure 4.10 Upload Main Proposal File

1. Choose **File**.
2. Click **Submit** button to confirm.
3. Check file information if **correct**.
4. Click **Save and Continue**, otherwise **Cancel**

This step allows you to upload the proposal file, ideally in a **pdf** form. However, you can still upload other format file like **doc**, **docx** and **even jpg**.

STEP 4: UPLOADING SUPPLEMENTARY FILES

Step 4. Uploading Supplementary Files

This optional step allows Supplementary Files to be added to a submission. The files, which should be in document file format, might include (a) Project Proposal (following the PCHRD Detailed Proposal Form), (b) Workplan Schedule (Gantt Chart of Activities), (c) Counterpart Funding of Implementing Agency, (d) Biosafety Clearance, if applicable, (e) Institutional Animal Care and Use Clearance, (f) Ethical Clearance, if applicable, (g) Informed Consent Form, if involving human subjects, (h) Case Report Form, if applicable, (i) Duties and Responsibilities of each Project Personnel, or other relevant documents.

Step 1:
Please select for a file type. →

Step 2:
Accepted files: doc, docx, xls, xlsx, jpg, jpeg, ppt, pptx, or pdf

(Select file type to upload) 1

Choose File No file chosen Submit

4 TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
Endorsement Letter	Requirement Analysis.docx	January 30, 2018	5 Delete
Endorsement Letter	1-110317-1-EndorsementLetter.doc	January 30, 2018	Delete

6 Save and Continue Cancel

Figure 4.11 Upload Supplementary File

1. Select **Type of File**.
2. Click **Choose File**.
3. Click **Submit**
4. Check on the **table** if file has been uploaded.
5. Click **Delete** if needed.
6. Click **Save and Continue**.

STEP 5: CONFIRMING THE SUBMISSION

Step 5. Confirming the Submission

To submit your proposal to Philippine Health Research Ethics Portal click Finish Submission. You 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.

Proposal Details

Proponent(s)	Juan de la Cruz mail.mydoc@gmail.com Silliman University 0987654321
Program Title	Lorem ipsum dolor sit amet, at vitae mauris dolor, suspendisse quod id, donec mi velit eget
Background	Lorem ipsum dolor sit amet, at vitae mauris dolor, suspendisse quod id, donec mi velit eget, turpis pretium posuere enim proin. Porttitor cum nulla diam, sed nibh amet metus diam. Bibendum sodales vehicula excepturi, non neque eget sem, donec at, sed vitae aliquam. Dictum felis lacus est ad, mauris in metus enim aspernatur ut wisi. Turpis magna auctor tellus purus vitae quis, sit lobortis urna, enim sed cursus eu quisque molestie. Massa qui nam posuere nunc. Lectus dignissim quis et mollis, non magna dolor aliquet risus, facilisis integer, vestibulum tincidunt dolor morbi donec. Imperdiet donec morbi ante luctus. Bibendum maecenas phasellus. A id eaque amet, imperdiet eleifend orci nunc eu diam, fermentum condimentum risus tristique platea in. Ante viverra nullam a curabitur enim, justo eget dolor suscipit, leo enim, tempor ut diam ipsum tincidunt.
Objectives	Lorem ipsum dolor sit amet, at vitae mauris dolor, suspendisse quod id, donec mi velit eget, turpis pretium posuere enim proin. Porttitor cum nulla diam, sed nibh amet metus diam. Bibendum sodales vehicula excepturi, non neque eget sem, donec at, sed vitae aliquam. Dictum felis lacus est ad, mauris in metus enim aspernatur ut wisi. Turpis magna auctor tellus purus vitae quis, sit lobortis urna, enim sed cursus eu quisque molestie. Massa qui nam posuere nunc. Lectus dignissim quis et mollis, non magna dolor aliquet risus, facilisis integer, vestibulum tincidunt dolor morbi donec. Imperdiet donec morbi ante luctus. Bibendum maecenas phasellus. A id eaque amet, imperdiet eleifend orci nunc eu diam, fermentum condimentum risus tristique platea in. Ante viverra nullam a curabitur enim, justo eget dolor suscipit, leo enim, tempor ut diam ipsum tincidunt.
Expected Outcomes and Use of Results	Lorem ipsum dolor sit amet, at vitae mauris dolor, suspendisse quod id, donec mi velit eget, turpis pretium posuere enim proin. Porttitor cum nulla diam, sed nibh amet metus diam. Bibendum sodales vehicula excepturi, non neque eget sem, donec at, sed vitae aliquam. Dictum felis lacus est ad, mauris in metus enim aspernatur ut wisi. Turpis magna auctor tellus purus vitae quis, sit lobortis urna, enim sed cursus eu quisque molestie. Massa qui nam posuere nunc. Lectus dignissim quis et mollis, non magna dolor aliquet risus, facilisis integer, vestibulum tincidunt dolor morbi donec. Imperdiet donec morbi ante luctus. Bibendum maecenas phasellus. A id eaque amet, imperdiet eleifend orci nunc eu diam, fermentum condimentum risus tristique platea in. Ante viverra nullam a curabitur enim, justo eget dolor suscipit, leo enim, tempor ut diam ipsum tincidunt.
Keywords	lorem ipsum dolor
Duration	0 Years, 3 months and 29 days
Primary Sponsor	Asian Development Bank
Secondary Sponsors	- Australian Agency for International Development (AUSAID) - United States Agency for International Development
Multi-country Research	No
Nationwide Research	No, only in • CAR, Cordillera Administrative Region
Research Field(s)	- Drug Quality
Involves Human Subject	No

Monetary Support

Monetary Source	Amount
The Source	₱ 1,000,000.00

Risk Assessment

Does the proposed research include research subjects:	Response
Whose identity may be revealed during the research process?	No
Unable to consent?	Yes
Under 18 years old?	No
In a dependent relationship with any of the research team members? (e.g. a researcher is the treating physician of one of the research participants)	Yes
From an ethnic minority group?	No
With intellectual or mental impairment?	Yes
Who are pregnant?	No
Does the research include:	
A new treatment, medical procedure or test?	Yes
Collection of biological samples including tissue extraction?	No
Use of ionizing radiation?	Yes
Pain or psychological distress?	No
Inducements?	Yes
Collection of sensitive information?	No
Deception?	Yes
Assisted reproductive technology?	No
Human genetic or genomic studies?	Yes
Stem cell research?	No
Biosafety issue?	Yes
Potential Risks	
Level of the risk involved in Research:	Minor increase over minimal risk
Risk apply to:	- Research Team - Research Subjects
Potential Benefits	
Benefits from the research project:	- Direct benefit to participants - Generalizable knowledge about disease or condition under study
Multi-institution Project	No
Conflict of Interest:	No

File Summary

ORIGINAL FILE NAME	FILE TYPE	FILE SIZE	DATE UPLOADED
1-110317-1-MainProposal.docx	Full Proposal/Study Protocol Required	20.59kB	January 29, 2018
1-110317-1-LetterRequestforReview.doc	Endorsement Letter Required	1.67kB	January 29, 2018

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](#)

Figure 4.12 Confirmation

This final step provides a summary of your submission. When you see mistakenly input data, you can go back through the links at the top. If all information are correctly entered, click on **Finish Submission** button to submit. You will then receive an acknowledgment email and a notification to your account.

SUMMARY OF SUBMISSION

The dashboard includes a sidebar with 'New Proposal', 'My Profile', 'Proposals', and 'Search'. The main content area has tabs for 'Active', 'Revise', 'Declined', and 'Approved', with 'Active' selected. Below the tabs is a table of 'Active Proposal(s)' with columns for ID, Submitted, Title, and Status. A table below that is titled 'Unfinished Submission' with columns for ID and Action.

Active Proposal(s)				Status
ID	Submitted	Title		Status
20180129-1-NEC	January 29, 2018	Sed Enim Urna Ac Lectus Mollis At Erat A...		No action yet.
20180129-2-NEC	January 29, 2018	Lorem Ipsum Dolor Sit Amet, At Vitae Mau...		No action yet.

Unfinished Submission		3
ID	Action	

Figure 5.1 Researcher's Dashboard

After you have successfully submitted the research, you will be directed to your dashboard as seen on Figure 5.1.

1. This tabs are your helpful links to go directly on to your proposal as sorted by "Active", "Revise", "Decline" and "Approved".

Active - Proposals that is newly submitted and no actions taken yet. These are yet to confirm to your respective secretary of the Review Committee you have chosen. You can also find here a proposal that has been tagged by secretary as incomplete.

Revise - Proposals that has been tagged as revised.

Decline - Proposals that has been declined.

Approve - Proposals that has been approved. In this tab, you can request for an extension of clearance, submit progress report and request for amendments.

2. Title of the active proposal with its ID, date of submission, title and its status.

3. Status of your active proposals. These are **No action yet**, **Submitted**, **Add'l Files**, **Requirements Completed**, **Requirements Incomplete** and **Review On-going**.

CHECKING STATUS OF SUBMISSIONS

You may check the status of your submission at the **Dashboard** page.

1. **No action yet** - Proposal has yet to be checked by the secretary.
1. **Requirements Completed** - Proposal has been checked by the

secretary and its documents attached are complete.

2. **Requirements Incomplete** - Proposal has been checked by the secretary and found out incomplete documents.
2. **Submitted Addt'l Files** -Proposal has been resubmitted by the researcher and added files.
3. **Review On-going** - Proposal has been assigned already to reviewers.

Every actions made on this event has email automatically sent as notifications to researchers.

Logout

When you're finished using your account, logout by clicking **Logout** on the upper right corner of the page.

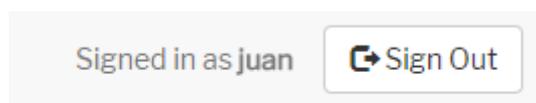


Figure 6.1 Researcher's Dashboard

Getting help

For your queries and concerns, you may get in touch with us at:

Address:

Philippine Health Research Ethics Board c/o Philippine Council for Health Research and Development, Imelda Building, Gen. Santos Ave., Bicutan, Taguig City

Telephone: (02) 837-7537, (02) 837-2071 to 82 loc 2112

Fax phone: (02) 837-2924

Contact Person:

Mr. Dean Ryan C. Aguila