



HOW TO SUBMIT AND FOLLOW UP YOUR ETHICS REVIEW APPLICATION

IRB Committee

Prior to submit an **Ethics Review Application**, it is conditionally to submit a **Project Application**.

If you already have a submitted project application and you want to submit an ethics review application for that project, then skip **Section 1**.

Section 1: shows how to submit a **Project Application**.

Section 2: shows how to submit an **Ethics Review Application**.

Research | Imam Abdulrahman B x +

https://www.iau.edu.sa/en/research

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IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

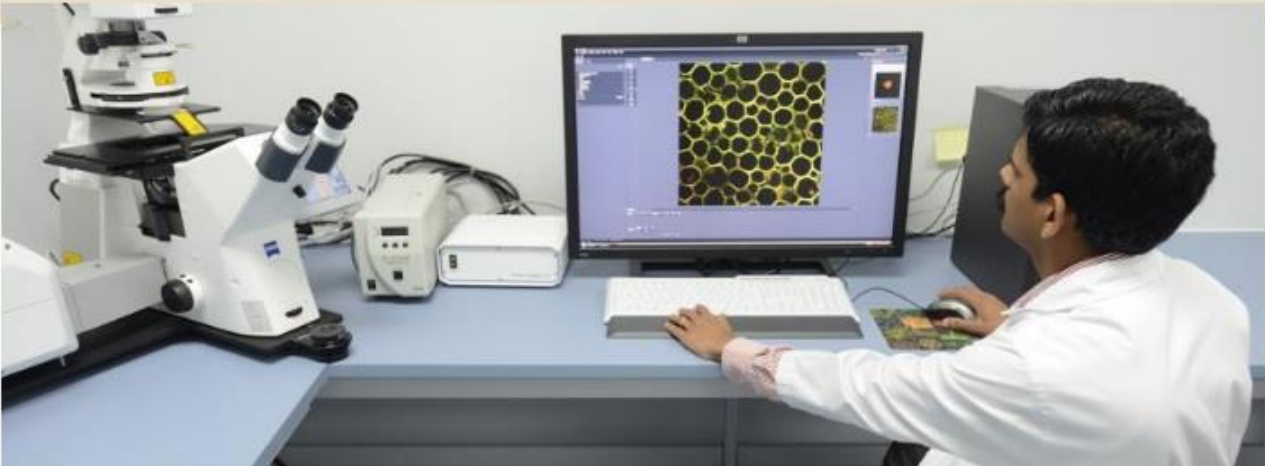
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Research

IAU is one of the most well respected research institutions in the Kingdom. Our prolific faculty and researchers have made great strides across all disciplines from such diverse fields as medical breakthroughs to advances in environmental architecture. IAU's commitment to research is evidenced by not only the juried scientific journals that are published here, but the numerous research entities that call IAU their home, including: ip for Scientific Research, The Prince Mohamed Bin Fahd Center for Research

Research

- Converis - Research Management Information System
- Information for Research Proposals

https://www.iau.edu.sa/en/research

How to login into your account

In the university home page, click on “**Research**” tab and then click on “**Converis**” link under the image

[Home](#)[Project Applications](#)[Publications](#)[People](#)[Organisations](#)[Areas](#)

Welcome to the University's Research Portal.

It provides details on researchers, research projects and publications at the University. There are three main ways of accessing the information. These include selection of thematic research areas, organisational units or staff in the left menu, through a direct search in the search box below or by browsing the information by selecting different filters.



General search

[Search](#)

Areas

[Browse](#)

Latest Added Publications

Tolerability and discontinuation rates in terifunomidetreated patients: A real-world clinical experience; Hind A. Alnajashi, Foziah J. Alshamrani and Mark S. Freedman; 2018; Journal article review

Intraparenchymal neurocysticercosis in a postpartum female; Al-Shamrani F, Shareefi G, AlSulsiman A, et al.; 2019; Journal article

Click on **“Login”**

Input your login
information

University Account Login
(Using your ID and password that you use to access your computer on a daily basis)

User name:

Password:

Login

More:
[Converis Account Login](#)

Converis 5.10.6

ABDELMAGID ELSADIG K



Edit

Saudi Arabia

e:

m:

Publications

Things to do

▶ 1 Further information for application required

▶ 3 Applications for completion

[View All](#)

▶ 1 Publications for validation

[View All](#)

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Project Application

Progress & Final Reports

Project Modification Request

▶ Ethics Review

▶ Activities

Event

Keyword

Section 1:

How to submit a project Application

To create a new project application, click on **“Add new content”** then **“projects”** then **“project application”**

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Add new Project Application

Select the desired project application type

Project Application	Information about the selected project application
<input type="radio"/> Internally funded project	Non Funded
<input checked="" type="radio"/> Non Funded	

Choose your project type, **Funded** or **non-Funded**

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New Project Application

🔒 Not publicly visible 👁 Not internally visible 🚩 In Preparation

Key Information *

Applicants *

Ideas & Themes

More ▼

Key Information *

Type of project application

Non Funded

Title *

English (GB) *

French

Application Number (Auto)

Abbreviation

Call deadline

Date of notification

Fill in all the “**key Information**” section which includes the basic information of your research.

[Empty text box]

References *

B / *l* x_2 x^2 ☰ ☰

Supervisor / Support Contact(s)



Cancel

Save

Save & close

If you are student, please don't forget to add your supervisor at the end of the key information section



Key Information *

Applicants *

Ideas & Themes

More ▾

Principal Investigator *

Name	Arabic Name	Degree	Organisation	Attribution in %	
ELSADIG		PhD	Department of Scientific Research (Deanship of Scientific Researc...)		 

Details *

Degree: PhD, Academic Rank: Assistant Professor,	
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Co-Investigators



Consultants



In the “**Applicants**” section, add your research team members.

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New Project Application


Not publicly visible Not internally visible In Preparation

Key Information * Applicants * Ideas & Themes More ▲


Principal Investigator *

Name	Arabic Name	Degree	Organisation	Contribution %	
ELSADIG		PhD	Department of (Deanship of S		 


Details *

Degree: PhD, Academic Rank: Assistant Professor, 

Co-Investigators



Consultants



Tasks

Content Review

Documents

Approval

Click on **“More”** and choose **“Documents”** to upload all related documents

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🌐 Not publicly visible  Not internally visible  In Preparation

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Applicants *

Ideas & Themes

Documents ▾

Official Documents



No file chosen

Personal Documents

Personal files can only be seen and uploaded by the PI.



Then click on the “**icon**” under the official documents to upload your application documents.

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Official Documents

Personal Documents

Personal files can only be seen an

Set status

Enter a comment about the status change (optional).

In Preparation

Submitted to PTTD

Cancel Done

Cancel Save Save & close

To submit your application,

Click on “**Save & Close**”, then choose “**Submitted to PTTD**” then “**Done**”

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Filter



Export



Report



Visibility



Delete

Select / Deselect all

Updated on descending ▾



10 | 50 | 100



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Performance Evaluation of
ABDELMAGID ELSADIG (Department of Scientific Research)
Experimental
(01/02/2016-01/07/2017)
Edit

 Not publicly visible Not internally visible Further Information Required

jlhkjhk lklkjklj kllkllkllkllj
ABDELMAGID ELSADIG (Department of Scientific Research)
Internally funded project
Edit | Delete

 Not publicly visible Not internally visible In Preparation

To follow up your project application,

In the Dashboard menu, click on “**Projects**” then “**Projects application**”, Then you will see your project title and its status.

ABDELMAGID ELSADIG K



Edit

Saudi Arabia

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m:

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▼ Ethics Review

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Ethics Review Modification

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Keyword

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▶ 1 Further information for application required

View All

▶ 3 Applications for completion

View All

▶ 1 Publications for validation

View All

Recently edited

Section 2:

How to submit an Ethics Review Application

To submit your Ethics Review Application,

Click on “**Add new content**” >> **Ethics Review** >> **Ethics Review**

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Add new Ethics Review

Select the desired ethics review type

Ethics Review	Information about the selected ethics review
Human subjects	
Animal subjects	
Plant Subjects	
Plant & Animal Subjects	
Human & Plant Subjects	
Human & Animal Subjects	

Choose your research
subject type

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New Ethics Review

👁 Not internally visible 📄 In preparation

Key Information *

Related Information *

Approvals

More ▾

Identification *

Ethics Review ID

Type of ethics review

Title *

External approval

Has this project applied for/received ethical approval from any Research Ethics Board outside of the institution?

Yes

No

Comment

If external approval has been applied for / obtained, specify where.

Cancel

Save

Save & close

Fill in the “**key information**” section.

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New Ethics Review

 Not internally visible  In preparation


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Related Information *

Approvals

More ▾

Principal Investigator

Name	Organisation	
ELSADIG	Department of Scientific Research (Deanship of Scientific Researc...)	 



Project Applications *



Documents



Cancel

Save

Save & close

The “**Related information**” section allows you to link the ethics review application with the a particular project application.

To do so, click on the plus icon under project applications.

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Key Information * Related Information * Approvals More ▾

Principal Investigator

Name	Organisation	
ELSADIG .	Department of Scientific Research (Deanship of Scientific Researc...)	✉ 🗑

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Project Applications *

🔍 A-Z

A B C D E F G H I J K L M N O
P Q R S T U V W X Y Z Å Ä Ö
0 1 2 3 4 5 6 7 8 9 All

Search results for All 1 of 2

- ✚ Imam Abdulrahman Bin Faisal University; Antonymuthu, Muhil - Department of Scientific Research
- ✚ Analyzing the Performance of
- ✚ Analyzing the performance of
- ✚ Assessment the knowledge, Behavior and Practices on Food Safety and Hygiene among Saudi Women in Eastern Province, Saudi Arabia

Cancel Save Save & close

Then click on “A to Z” icon, a list of all your project applications will appear, choose the project application.

- Projects
- Ethics Review**
- Ethics Reviews
- Ethics Reports
- Ethics Review Modifications
- Activities
- Events
- People
- Organisations
- Classifications
- Notifications
- Statistics



Key Information *

Related Information *

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More ▾

Principal Investigator

Name	Organisation	
ELSADIG ,	Department of Scientific Research (Deanship of Scientific Researc...)	 



Project Applications *

Analyzing the performance ,	 
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Documents



Cancel

Save

Save & close

Then click on
“**Documents**” to upload
all related documents

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Identification *

Ethics Review ID

Type of ethics review

Human subjects ▾

Title *

External approval

Has this project applied for/received ethical approval from any Research Ethics Board outside of the institution?

 Yes No

Comment

If external approval has been applied for / obtained, specify where.

Documents

Checklist

Cancel

Save

Save & close

Also you can upload the documents by click on "More" Then "Documents"

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Proof

Proof of passing a valid research ethics course (article 10.18)



Source of Funding

The source of funding has been disclosed and funding contract (if applicable)



Approval Letter

Will the research be conducted at the University Hospital ? Please attach an approval letter from hospital or concerned department.



Data Collection Sheet

Data Collection Sheet and Research Questioner (if applicable)



Company Registration Certificate



Cancel

Save

Save & close

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Type of ethics review

Human subjects ▾

Title *

External approval

Has this project applied for/received ethical approval from any Research Ethics Board outside of the institution?

 Yes No

Comment

If external approval has been applied for / obtained, specify where.

Documents

Checklist

Cancel

Save

Save & close

In case of “**Industry sponsored trail**”, please navigate to “**More**” then “**Checklist**” to fill in the checklist that shown in the coming slide

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Key Information *

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Industry Sponsored Trials

Type of the research

Select Type of Reserach ▾

Schema

Objectives

Describes type of trial

Study product (dose and route of administration)

Design

Describe the design

Study Site

Duration of the study

Duration of the subjects' participation

Number of participants to be recruited

Outcome Parameters

Introduction /Rationale

Summary data of pre-clinical studies (in-vivo, in vitro)

Data that support the safety, effectiveness of the investigational product

Cancel

Save

Save & close

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Principal Investigator

Name	Organ	
ELSADIG	Depart	ntific Researc...)

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Project Applications *

Analyzing the performance of	In preparation	
	For review by Head(s) of Department	

Documents

+

Set status

Enter a comment about the status change (optional).

In preparation

For review by Head(s) of Department

Cancel Done

Cancel Save Save & close

To submit your Ethics Review application, click on “**Save & Close**” then choose “**For Review by the head of Dep.**” then “**Done**”

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Filter



Export



Report



Visibility

Select / Deselect all

Updated on descending



10 | 50 | 100

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 AssessingHuman subjects
Edit

Not internally visible



For IRB Review

 Effects ofHuman subjects
Edit

Not internally visible



For IRB Review

To follow up your Ethics application,

In the Dashboard menu, click on “**Ethics Review**” then “**Ethics Reviews**”. Then you will see your application title and its status

There are four different status :

In preparation : means your application is not yet been submitted.

For review by the head of Dep. : means your application at the Dep. Chairperson account.

For IRB Review : means your application is received by the IRB committee.

Further information required : means that your application is returned back to your account to complete the required information.

If the status of your application is “**Further information required**”, **please** follow the steps to see the comments:

In the **Dashboard** menu, click on **Ethics Review >> then Ethics Reviews >> then click on “Edit”** under your research title **>> admin info >> status log >>** then you will see the **comments**



▶ **The End.**

