

Libyan International Medical University (LIMU)



Research Portal

Researcher Manual

Doc version: 1.0

Software version: 1.0

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Research Portal

Researcher Manual

1. Introduction

LIMU Research Portal facilitates the process of research management and administration. The portal assists LIMU affiliated researchers/users to submit and track the status of their research proposals applications, from submitting the proposals and obtaining the ethical approval until uploading the final copy of research.

In this manual we will go through different sections, In each section we will explain how the researcher can use the system to register and follow up the processes of his proposal.

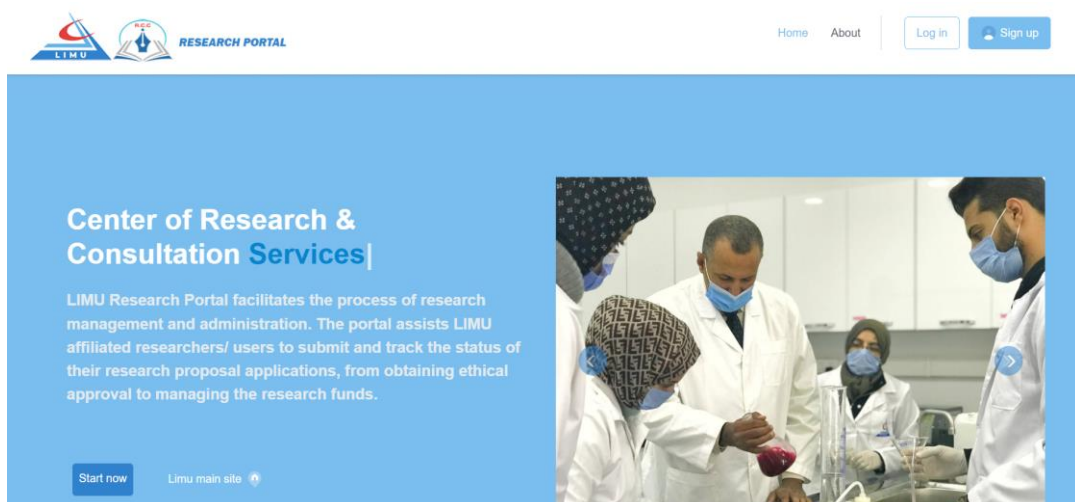
2. Registration

2.1 Researcher Registration

Open any web browser of your choice and in the URL tap put the following link

<https://research-portal.limu.edu.ly>

A page like in the figure below should show up.



Click on the sign-up button on the top right corner of the header and a form like in the figure below should pop up to you.



Sign up [X]

Your name * Your ORCID code *
[I don't have ORCID code.](#)

Your email *

Your faculty is * You are *

Password * Confirm password *

OR

The fields with red star are required fields and you should fill them in order to sign up as a researcher in the research portal.

Your name: your full name (first name + last name) this name will show up later in the proposal.

Your ORCID code: Open Researcher and Contributor Identifier code, if you don't have one just click on the link that say [I don't have ORCID code.](#) And it will send you to the official site that will generate you a Free unique identifier code.

Your email: your LIMU email this email should have a LIMU extension to make sure that you're are a LIMU member and its format is [EXAMPLE@limu.edu.ly](#)

Your faculty is: choose one of the displayed faculty to which you belong.

You are: choose one of the displayed categories to which you belong.

Password: put a strong password that at least has 8 characters including numbers alpha characters and special characters lower-case letter and upper-case letter.

password confirmation: retype the password to confirm it.

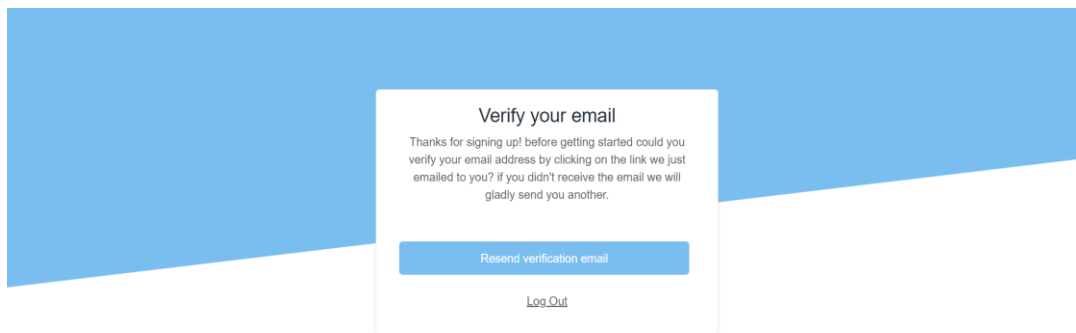
Now click below on the sign-up button.



Now you are registered successfully in the research portal and you need you verify your email for the following reason:

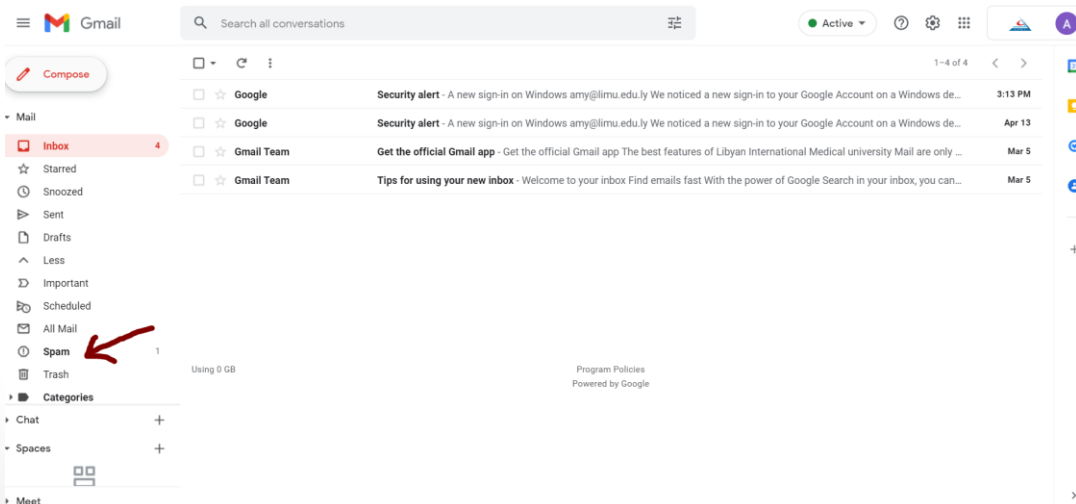
The research portal has a notification system that uses two channels in order to deliver you updates or any changes about the submitted proposals one of this channel is via emails so we need to make sure that the registered email is a valid and existing email.

Now after successful register operation the research portal will redirect you to the verification page like below figure.



Now open your Gmail with your email that you registered with it before and check it out.

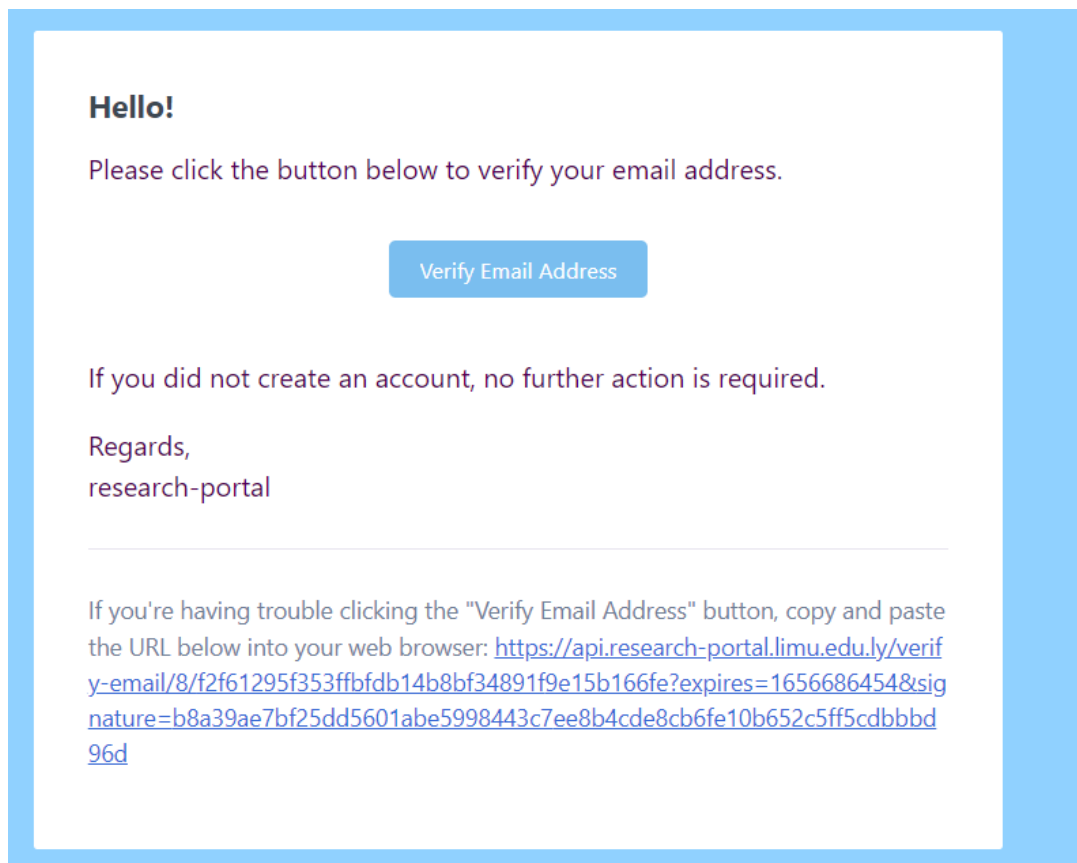
For the first time the verification link email will be send to your spam folder in Gmail so you need to go to your spam folder as shown below.



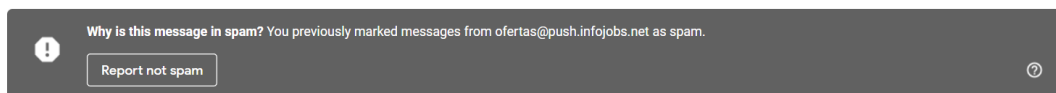


You will see an email with title **research-portal** click on it and you will be able to see the email content.

Click the verify Email address button to verify your email.



Click on **Report not spam** button to receive all the future emails from research portal on the main **inbox** of your Gmail.



Note*: when you open your Gmail to verify the email just make sure that you opened the Gmail from the same browser session that the research portal is opened.

Now after clicking on **verify email address** button, it will redirect you to the research portal main page as shown below.



You didn't have any research yet please upload a new proposal from the menu 📄

2.2 Proposal submission

The research registration system handles all the process of a research from the proposal submission to the published full version of the research.

To submit the new proposal, from the header above go to the **menu -> new research**. A form will show up that looks like in the figure in the next page, fill it up in order to submit your proposal.

The form has four main sections:

- **General information**
- **Authors**
- **File attachment**
- **Additional information**



General information

Title of study *

Keywords

Type of study *

Choose a faculty *

Choose a category *

Research fund * With Fund
 With Out Fund

Authors

Add a new author

Attach your files

Instructions

Upload your proposal template *
[Download the proposal template by clicking here.](#)

Upload your faculty approval *

Upload any other files

Drop files here

Additional information



General information

All the input in this section that has a red start this means it's required inputs and the researcher should fill them in order to submit his proposal.

Title of study: the title of study of the proposal.

Keywords: related keywords of the proposal you can put as many as you want by clicking enter every time you enter a new keyword and you may remove any keyword by clicking on the remove icon on the single keyword.

Keywords

example ✕ keyword 1 ✕ keyword 2 ✕

Type of study: choose one of the displayed types of study.

Choose a faculty: choose a faculty in which the researcher belongs.

Choose a category: choose the category of the submitted proposal.

Research fund: here you have two choices:

- **With fund:** if you choose this option then you need to upload "contract" photo copy later at some point of the process before you can start making progress reports.
- **Without fund:** if you choose this option then you don't need to upload contract photo copy at some point of the process and you can start making progress reports directly.

Authors:

In this section you can mention all the authors worked with you in the proposal. You can search for them by their names or their emails to add them just click on the desired author and it will be added below the search bar, also you can remove any one by just clicking on the remove icon on the single author.



Authors

Add a new author

Search for authors to mention them

- Meaghan Romaguera**
akilback@example.net
- Pierce Torphy**
kris.damien@example.org
- Russel Wilderman**
jessica71@example.org
- Prof. Talon Conroy**

akilback@example.net kris.damien@example.org jessica71@example.org

If you didn't find a certain author on the search bar this means nobody has been added this author before and you need to add this new author by clicking on **Add a new author** button and then search and add them to the list.

After clicking on the **Add a new author** button a form will pop up to you and should be filled up this form in order to add the desired new author.

Add a new author ×

Author name

Author affiliation

Author ORCID

Author email

File attachment

This form allows 4 files to be attached, two of them are mandatory files the proposal template and the faculty approval letter, and the other files are optional depends on the researcher situation and what he needs to upload with his proposal.

The researcher can't upload any file of any type or any size he only allowed to upload some files extensions and has a maximum size.

To see all the rules and the allowed types and extension press the **Instruction** button of the file attachment section.



Attach your files

Instructions 

Upload your proposal template *

Choose File No file chosen

[Download the proposal template by clicking here.](#)

Upload your faculty approval *

Choose File No file chosen

Upload any other files

Drop files here

attached files:

- Reseach.pdf 
- Volume.pdf 

For the proposal template and the faculty approval letter it's only allowed to upload one file for each input.

For the other files you can drag and drop your files in the dotted box and it allow up to two files.

Below you can see the files that has been uploaded, to remove any uploaded file in replacement case just click on the red remove icon beside the single file.

Note*: if you don't have the proposal template just click on the link that says [Download the proposal template by clicking here.](#) Under the proposal template input.

Note*: the faculty approval letter is provided by the researcher faculty in which he belongs and not by the research portal.

Additional Information

This section has only one input which is a text area holds a text from the researcher normally it's an additional notes or information about the proposal in general and its totally optional section.

After filling up the all the required sections and the required inputs press the **submit application** button if everything is filled according to the instruction you will receive a success message informing you that your proposal has been submitted successfully otherwise, please review all the sections and their inputs just to make sure that everything is filled correctly.



the proposal has been submitted successfully.

Now the research portal will notify the system super admin and the research ethical committee via two channels via email and via web or better to say they will receive notification in the research portal itself also you will receive an email informing you that your proposal has been submitted successfully.

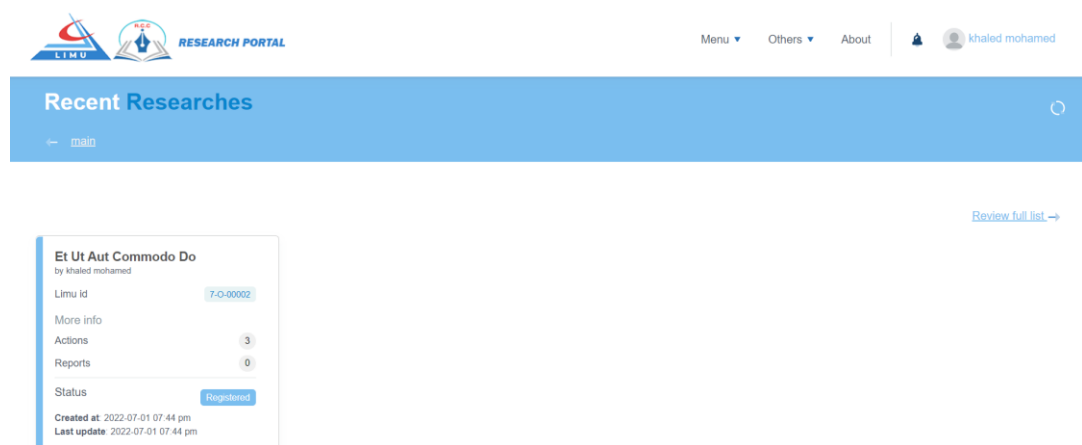
Also the research portal will be responsible to send emails to all the mentioned authors modifying them about the submitted proposal.

Now the proposal is pending for the research ethical committee and you will receive notification via your email and via the research portal notification system so we will make sure that you are up to date to any changes happened on your proposal you just need to check the notification and check your proposal in the research portal and see what's new.

3. Proposal Stages

3.1 Initial stage

After successfully submitting the proposal, you will be able to see it in the main page of the research portal.



The initial status of any submitted research is **registered** this meaning the research just has been registered and nobody has seen it yet.

Click on the proposal title to go to the single proposal page like shown in the figure below.



Research Lifecycle

← main [research](#)

- Research Details
- Research RoadMap
- Modifications
- Reports

Et Ut Aut Commodod Do [Edit](#)

Submitted At **2022-07-01** 07:44 pm

3 AUTHORS OTHER WITH FUND

Magni ut sed maiores

- **Limu id:** 7-O-00002
- **Type of study:** Observational Study
- **Faculty:** engineering
- **Category:** Other
- **Research status:** Registered

- Attached Files:

- 2022_07_01_07_04_44_pm_7-O-00002_proposal.docx
- 2022_07_01_07_04_44_pm_7-O-00002_faculty_approval.pdf

Authors

- Meaghan Romaguera (akilback@example.net)
- Pierce Torphy (kris.damien@example.org)
- Prof. Talon Conroy (kasiyn.adams@example.net)

Research keywords

there's no keywords.

khaled mohamed
Role Teaching Assistant Faculty Dentistry
Hey i'm using limu research registration system...
Amy@limu.edu.ly
not available

On the right top corner, we have a refresh button to pull all the changes has been made by the admins (live) without need to refresh the page.

On the left top corner, we have the page title and the breadcrumbs to easily navigating between pages.

Also, we have a side tower holds a different option that we can navigate between them to get all the necessary updates and follow up the process side by side with both the research ethical committee and the research scientific committee.

Now we will go through each option and explain what we can expect from each one:



Research details

This option shows you all the necessary details about the submitted proposal.

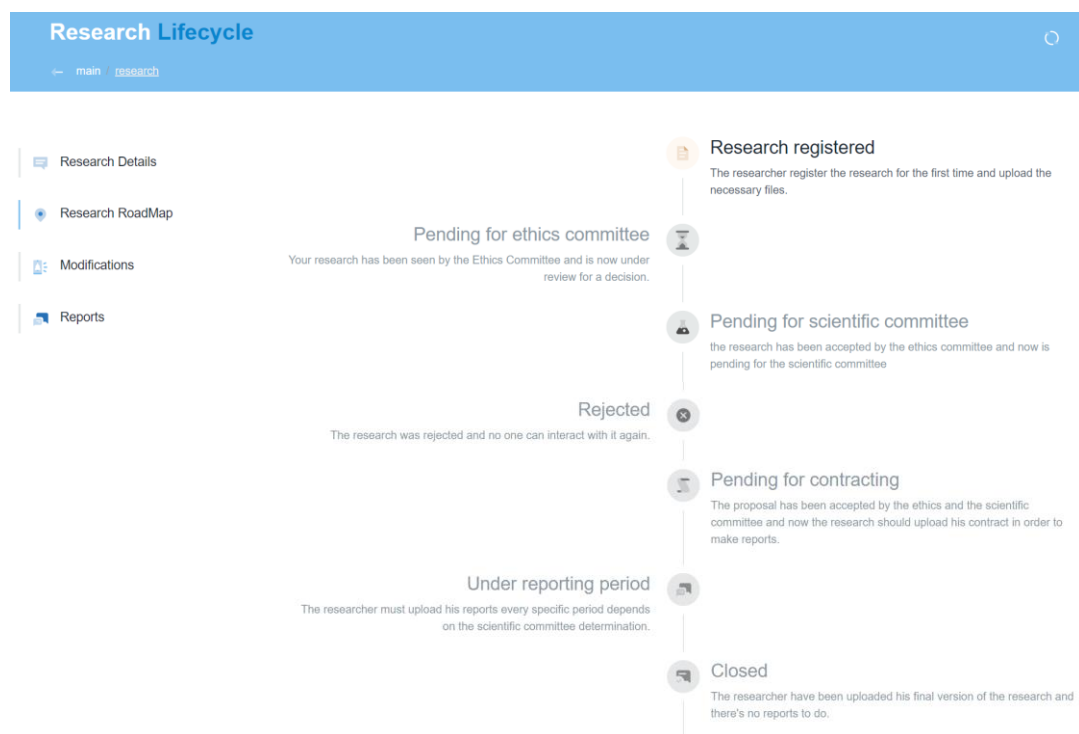
The title, category, authors numbers of the proposal and when has been submitted the proposal status, the additional information about the proposal a list of the mentioned authors, also provide you an attribute named **LIMU ID** this attribute is a unique identifier for your submitted proposal each proposal on the research portal has **LIMU ID** this attribute helps you to track your proposal.

Also, the research details option provides a quick access to the files that has been uploaded all you need to do is click on the file name and it will be downloaded automatically.

Last, we have the card on the bottom that represents the researcher who has been submitted for the proposal with all his information.

Research Road Map

In this option you can see all the expected road map or better to say the road map that should every proposal pass through it, so you can easily track and know your proposal current destination.





The bold text with the colored icon indicates your active destination. The unmuted text and the uncolored icon indicate the unactive destinations.

Modifications

All the modifications needed by the ethical committee and the scientific committee will be shown here, now imagine that the scientific committee asked for a modification in certain point so first you will receive a notification that your research has been updated then the proposal status will change to **with modification** and you will be able to see the modification by the requested committee in this option.

- Research status: With modifications

Research Lifecycle

← main **research**

- Research Details
- Research RoadMap
- Modifications**
- Reports

modification type: Ethical

Review modification ✓

Zack 2022-07-01 06:11 pm

« Previous 1 Next »


Showing 4 of 1

If nobody has been asked for modification a **no modification has been made yet** message will show up.

Research Lifecycle

← main **research**

- Research Details
- Research RoadMap
- Modifications**
- Reports

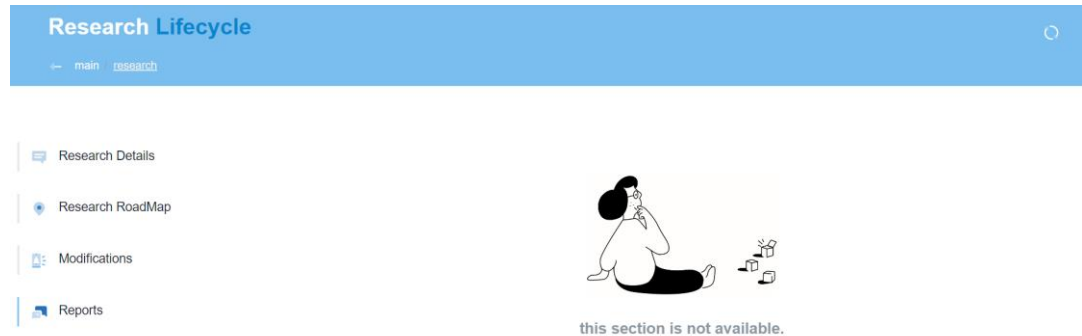


there's no modifications has been made yet.

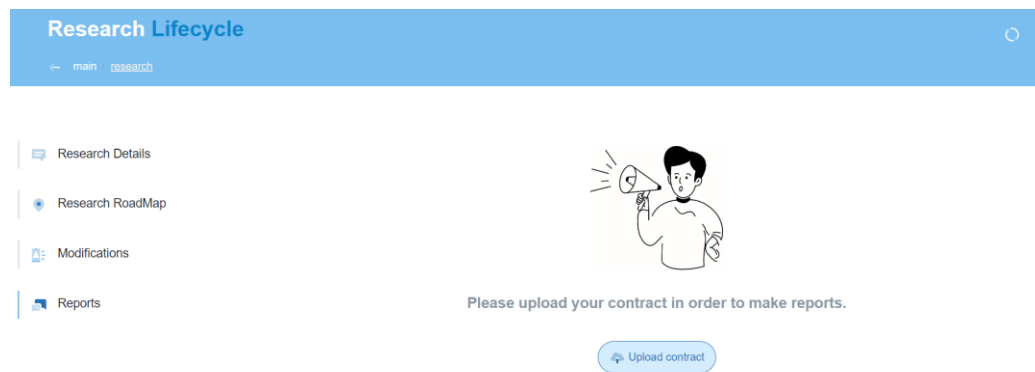


Reports

This option will be unavailable until the acceptance of the research ethical committee in the second stage and the acceptance of the scientific committee in the third stage (will be explained in the next section).

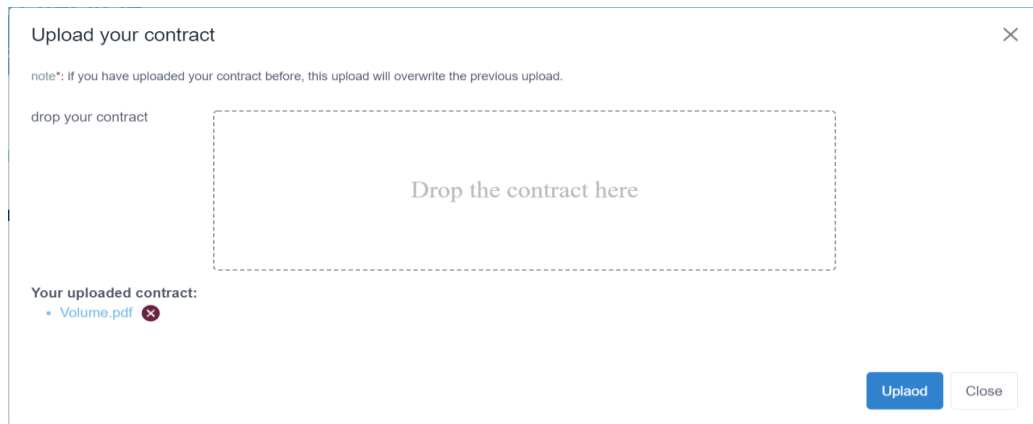


If you submitted your proposal with fund option you need to upload your contract first in order to make reports, so after the acceptance of the research ethical committee and the scientific committee the reports option should look like below figure:



Press the **upload contract** button a pop up should show up as shown below.

Drag and drop your contract in the dotted box, or just click on the dotted box and specify the path of your contract on your personal device, you can easily replace your contract by removing the old one by clicking on the red remove icon and upload it again since this box is only allow you to upload one contract.



Press **upload** button, a success message should show up and the uploaded contract should show up too.

Uploaded contract:

[2022_07_01_07_25_48_pm_7-O-00002_contract.pdf](#) not approved yet

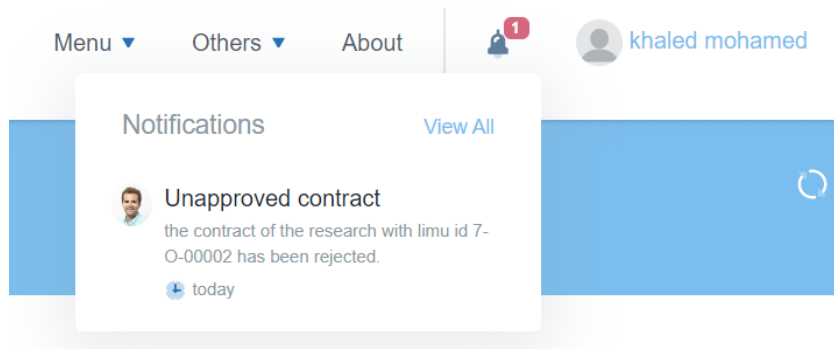
As we can see the contract is not approved yet so the system will be responsible to deliver a notification to the admins to approve it after reviewing it.

Now we have two scenarios the first is that the admins approve the contract, the second that the admins unapproved the contract.

Unapproved contract case:

In this case you will receive a notification informing you that your contract is unapproved you have two solutions in this case:

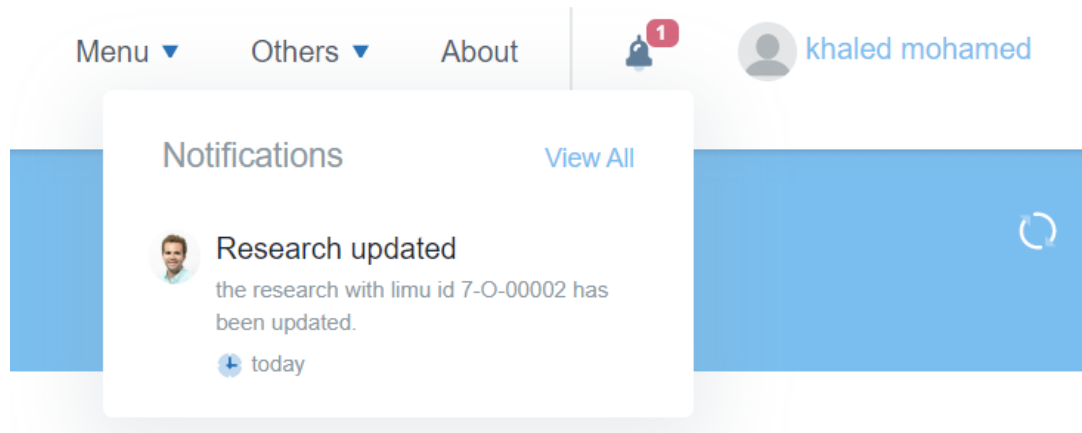
- Make sure that you have uploaded the right contract.
- If this case happened again, please contact with the LIMU research and consultation center to give you a better solution.



Approved case:



In this case you have nothing to do but to start making your reports, and also you will receive a notification about this action too.



And your proposal status will change to **under reporting period**.

If you submitted your proposal with the without fund option you will be able to start making reports directly without the steps mentioned above.

So how to make report after the acceptance of the research ethical committee and the scientific committee and after uploading the contract if it's the case?

Enter to the reports option on the tower and you will see page looks like the figure that shown below.



Press the **make a report** button a pop up should show up as shown below.



Please fill out the form ×

This is my final report.

Report title*

Additional info
B I U S Normal **A** Sans Serif **≡** **I**_x

Upload your Report*

Drop Your Report

The field with the red star indicates that the field is required the other fields is optional, fill up all the input with red star and press **send report** button.



As you can see the report you just made is shown on the same page, the research portal will notify the admins about this report so they can follow up your proposal reports.

Know how to upload my final report which includes the final version of the research?

All you need to do is switch the button that says **this is my final report**, but you need to pay attention to the following:



When the research scientific committee accept your proposal in the third stage (we will explain this process in details in the next section) you will receive a notification about this acceptance including this information:

- The reporting period: when do I need to make a report.

Let's take a few examples.

- Researcher A has a reporting period every 2 months and has been 5 months without making any report so what we expect in this scenario?

When he tries to upload his final report (the final version research) He must compensate the ignored months without reports so in this case he needs to upload 2 reports before he can make the final report.

- Researcher B has a reporting period every 4 months and he complete his research on the first month and he really want to make the final report?

When he tries to upload the final report earlier than the predetermined reporting period, he needs to upload at least one report.

As conclusion to make the final report:

- that the researcher at least has one report
- second rule no reports has been left from the starting reporting period.

After uploading your final report, the research system will notify the admins about the report. And they have the choice of accepting and closing the research or you need to make other changes.

3.2 Research ethical committee stage

now we have a good vision of the single proposal page and what can we get from the side tower options.

After the proposal is submitted for the first time a notification will be sent to the research committee members to review your proposal.

For the first time when they open your proposal the proposal status will change to **under review** and the researcher will receive the notification about this action.

Now the research ethical committee have a choice between three options:

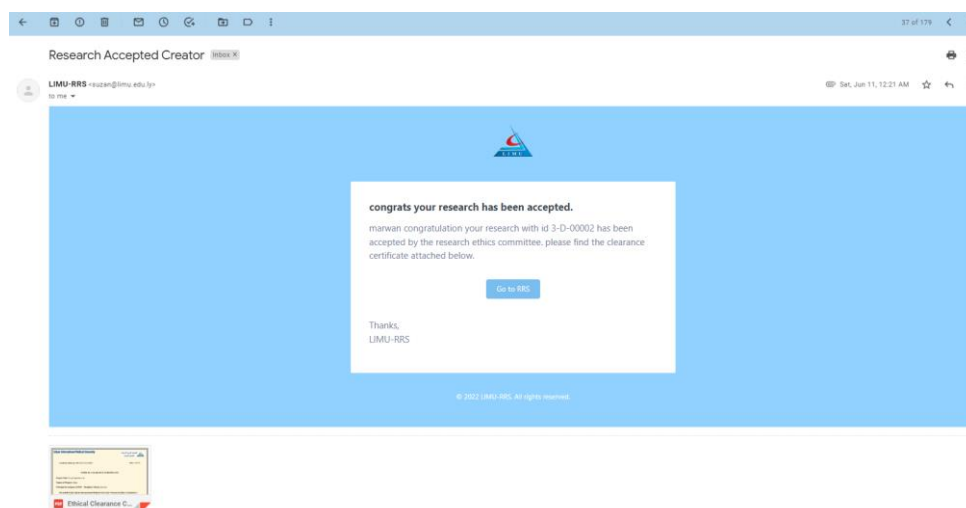
- Accept the proposal.
- Accept the proposal with modification.
- Reject the proposal.



Accept the proposal:

When the research ethical committee accept your proposal, a notification will be sent to you via web confirming you about this action, also they will notify you via email about this action and the ethical clearance certificate will be attached in this email includes the clearance certificate number, stamp, signature and other related information.

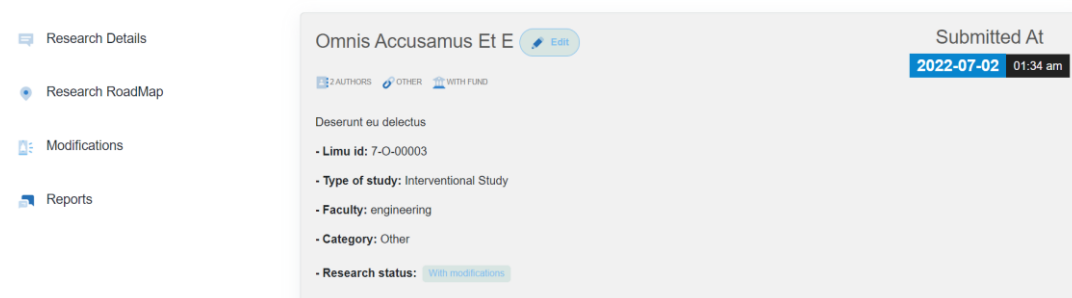
And your proposal will go thought the third stage (will be explained in the next section)



Accept the proposal with modification:

Your proposal status will be change to **with modification** and you will receive a modification request notification in the modification tower option (please review modification part the previous section).

For any required updates in the proposal from the researcher a new option will be available which is the edit option in the **research details** in the tower option beside the proposal title.



Press on the **edit** button to update your proposal.



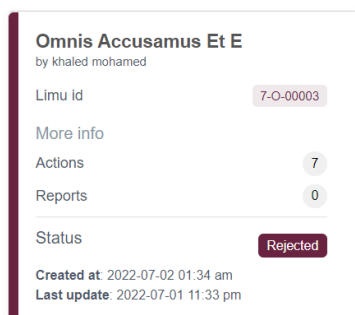
A form will show up that looks like exactly the proposal submission form but the difference is this form is filled with all your selected proposal information so you can change any field according to the requested modification.

Note*: when you're in the edit mode you can't delete any files like the proposal template or the faculty approval you are just allowed to upload them again but the research portal will keep all the files that has been uploaded.

Now once again the research portal will notify the research ethical committee about this action know they have the same three options again request another modification or accept the proposal to go through the third stage or reject the proposal permanently.

Reject the proposal:

This means your proposal will be rejected by the research ethical committee permanently and the status of the proposal will be change to **rejected** and you will not be able to interact with it again



3.3 Research scientific committee stage

the proposal can get to this stage only if the proposal has been accepted in the second stage by the ethical committee.

As in the second stage the research scientific committee also has three options:

- Accept the proposal.
- Accept the proposal with modification.
- Reject the proposal.

Accept the proposal:

When the research scientific committee accepts your proposal, a notification will be sent to the researcher notifying him about the scientific committee acceptance including some details about the reporting period something very important to know in order to make your final report (please review the **3.1 initial stage** section).

The **accept the proposal with modification** and **reject the proposal** options are identical to the second stage options.

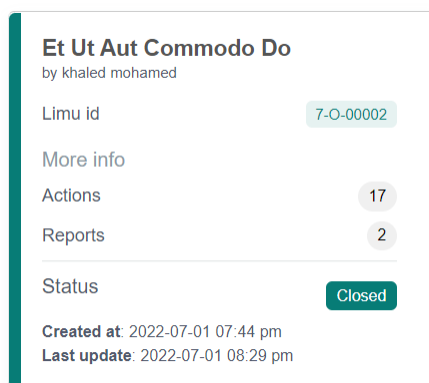


3.4 Finale stage

After uploading your final report, the research system will notify the admins about the report. And they have the choice of accepting and closing the research or you need to make other changes.

Your proposal (your research after the final report) status will be change to **closed** this mean the lifecycle of the proposal has been finished and the researcher research has been uploaded and accepted successfully by the research and consultation center and there's no need for more interaction between the system and the researcher about this proposal.

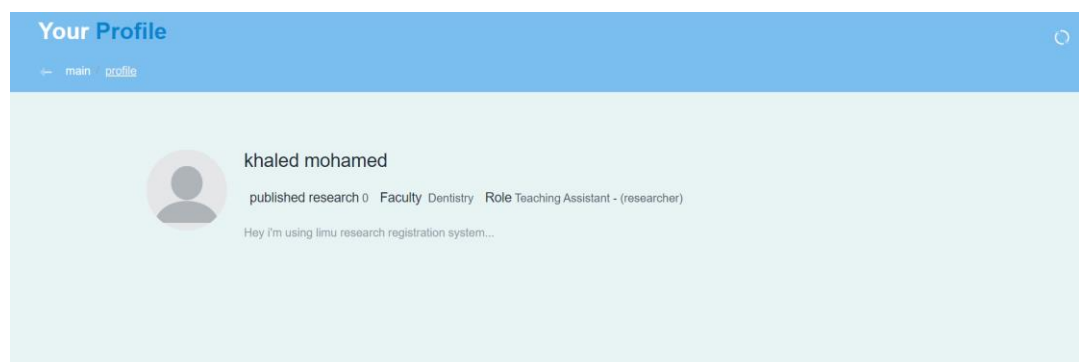
The proposal (your research after the final report) should looks like in the figure below in the main page:



4. Profile

On the researcher portal every user has a profile page in which can change his profile picture, name or bio.

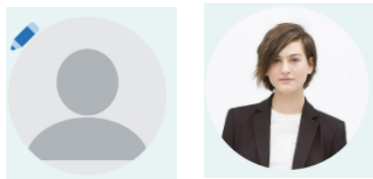
The profile page should look like the figure below:



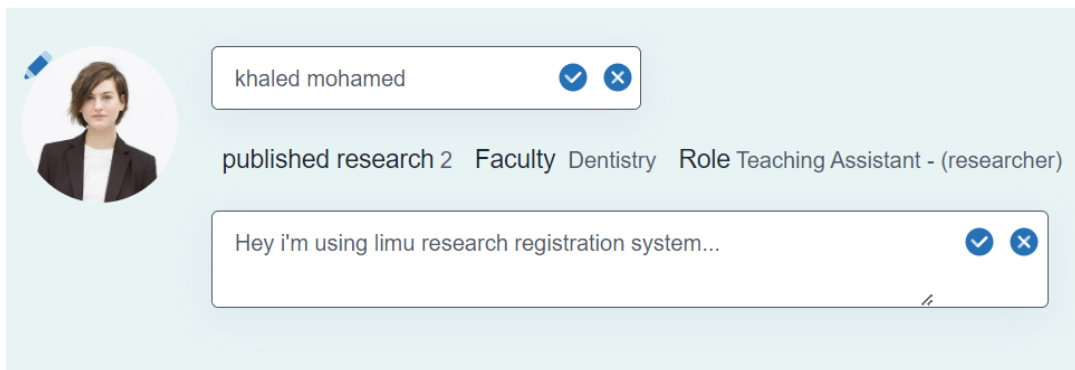


As we can see there are a static data can't be change like the published research, faculty, and role.

To change your profile image just hover over the default image and click on the pencil icon then choose a picture from your device and it should update immediately.



For the name and bio just click over them and the desired input will be editable, make your changes click on the tick icon and you're done.



5. Notification system

The research portal system has a very strong notification system to make sure that all the parties that participate in the system will be up to date with every action may be taken by anyone in the system.

In the research portal system, there're two channel to deliver the notifications one channel is via email and the other channel is via web (the research portal itself).

Notifications via web:

You can find the notification in the bell in header on the top right corner.

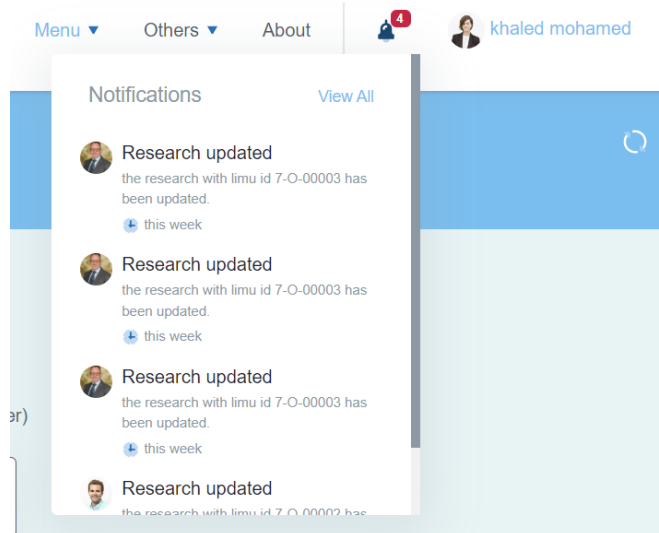


Here we have two types of notification.

Unread notification:



Notification that has not been opened yet by the user and the number that placed above the bell is represents the total unread notification or the new notification, by click on the bell a list of unread notification will show up.

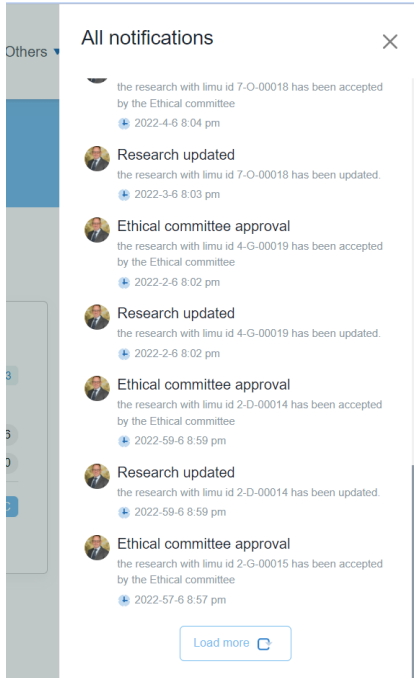


By click on any one of them they will redirect you to the concerned single proposal page, and it will disappear from this menu.

So how can access to them again?

Read notifications:

Click on the **view all** link that shown in the figure menu above, a side bar should show up to you holds all the notification that you received from the moment you have registered to the system until today.



Click on the **load more** button for older notification.

Every notification holds the image of the user that made the action, title of the action, context of the action and finally the date of the action.