QNRF – Research Office Registration

User Guide
Contents

1. Introduction ............................................................................................................................................... 3
   1.1 About............................................................................................................................................... 3

2. Research Office Registration .................................................................................................................. 3
   2.1 New RO User Registration .............................................................................................................. 3
   2.2 RO Role Request ............................................................................................................................. 5
   2.3 RO Registration ............................................................................................................................... 7
   2.4 Adding new users............................................................................................................................. 12
1. Introduction

1.1 About
The purpose of this document is to describe registration process for RO

2. Research Office Registration
RO Registration goes through the following stages:

1- New RO User Registration
2- RO Role Request (by Participant)
3- Research Office Registration

2.1 New RO User Registration
RO Admin is the one who is authorized from the submitting institution to vet or edit proposals submitted by this Institutions’ Lead PIs.

RO Admin has to be a Registered Participant in our online system, so first you have to register a RO User in our system.

Steps for RO User Registration:

1- Go to https://ro.qnrfsubmission.org/
2- Click “New Account”. Note if you are already a registered RO User, go to 2.2 RO Role Request
3- You will be redirected to the new user registration form. Fill the form and then press **Next**

4- You will receive an email with the steps required to activate your account.
2.2 RO Role Request

Now you are finished with Registration. You have to request the RO Admin Role to initiate the process for RO Registration.

1- Login to the system by your user name and password [https://ro.qnrfsubmission.org/](https://ro.qnrfsubmission.org/) then go to “Profile” menu on the top.

2- Press “RO Admin Request” link in the left side menu. If there is no Affiliated Institution in your profile you will have the option here to select it from our already registered Institution or to “Add New Institution” if your Institution is not in the list. After you select/add your Institution press the “Update My Affiliation” button.
If your Institution already exists in your profile, you will see this page

3- Press the “Start/Continue Request” button to start RO Registration.

4- You will be prompted with the following message If your institution is not yet registered as Research Office

5- If your Institution is previously registered as RO, you will be prompted with another message for replacing the current RO Admin and to upload the new Authorization Letter.

6- Press “Yes” to be redirected to the “RO Registration” stage.
2.3 RO Registration

You will be redirected to the steps of RO Registration.

1- RO Registration – Institution details, fill all details then press “Save”.

![RO Registration - Institution Details](image)
2- Institution Documents. Select the type of the document, and then browse for it and press “Upload”.

**Note:**
- Institution Commercial Registration and Organization Chart are required

3- Institution Resources: Fill all required fields then press “Save”
4- Institution Man Power: To add new Man Power click “Add Man Power”

Fill all details then click “Save”
5- **Institution Bank Details**

You need to enter Institution Banking Details in this step and to specify whether your Institution uses Intermediary Bank or not. If it uses Intermediary Bank so you have to enter its Information too. Check the Hint in the top of the page in Green to be able to enter Banking Info correctly. Fill all details then click “Save”
6- Review Details: Review all entered details.

7- Submit:
You will see the following Check list that will tell you which section is complete and which is not. You will not be able to submit the request if there is incomplete section. If all sections are complete, upload the Authorization Letter, write additional comments if needed then press “Submit Request”
Now you have finished the process of RO Registration and RO Admin request. When you check the Profile tab – RO Admin Request page you will find your request is listed with the “Pending Evaluation” status. Once QNRF approves your request you will get an Email.

2.4 Adding new users
The AROR can add other users to the RO channel. It can give them full access or limited access depending on their role in the research office. These users need to be registered in the system (refer to Section 2.1) before the AROR can grant them RO access.

1. Click on the “Users” tab

2. Click on “Add new RO User”, a page requesting participant email in order to load the details will appear.
3. Enter the email of the user, the system will retrieve the details of the participant.

4. Select program (NPRP, UREP, OSRA...etc.) and the role that this user will take (vet, edit or view).

5. User added, click on “<Back button>”