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

2.1 Participant 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 Participant in our system.

Steps for Participant Registration:

1- Go to https://qnrfsubmission.org/
2- Click “New User? Sign up here.” Link
3- You will be redirected to the registration page, select **Participant** from Role dropdown, enter your email and password, and then press **Next**

4- Enter the Participant details.
Note: you have to select Qatar from the Country dropdown to be able to register as RO later. RO Institutions must be in Qatar.
Select your Institution from Institution Name dropdown or select add a new Institution if you can’t find you Institution in the list
5- You will be redirected to the adding new Institution page. Add Institution details and press “Save” button

6- You will return back to the “Registration-step (2/5)” page, enter rest of details and press “Next”. You will be redirected to the “Registration – Step (3/5)” page, enter field’s data and press “Next”. 
7- Continue to the rest of the registration steps (4 and 5) till you submit your registration and redirected to the successful message page.
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 you have just created then go to the “My Profile” tab

2. Press “Roles Request” link. In the Roles Request page, select the “Research Office Admin” from the dropdown then press “Submit Request”

3. You will be prompted with the following message as your institution is not yet registered as Research Office
4. If your Institution is previously registered as RO, you will be prompted with another message for replacing the current RO Admin.

5. 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 – Step (1/6). Enter Institution details then press next.
2- You will be redirected to step 2, Institution Documents. Select the type of the document, and then browse for it and press “Save”.

Note:
- Institution Commercial Registration and Organization Chart are required

3- You will be redirected to Registration Step (3/6) – Institution Resources
- Press “Add Resource”

- Select Resource Type (Labs, equipment) then add your Specification then press “Save”.
If you have finished adding resources, press “Next”
Reasearch Office Registration - Step 3/6

In this Step you will enter Information about Institution Resources.
- First you have to select the type of the Resource - Labs, or Equipments - from "Resource Type" dropdown list.
- Second, enter the detailed specification for each Resource Type and click the "Save" button. Resources and their Specifications will be saved to Institution Resources and it will appear in the Grid below.

Institution Resources

Resource Type: Labs

Specification: Enter specification here

Required fields

Back Next
4- You will be redirected to Step (4/6) - Institution Man Power.

Press “Add Man Power”; enter Man Power details then press “Save”.
If you have finished adding Man Powers press “Next”
5- You will be redirected to the Step (5/6) – Banking 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 Yellow to be able to enter Banking Info correctly.
6- You will be redirected to the Step (6/6) - Review

Review the Institution Details and write additional comments (optional) then press “Submit”
You will be redirected to the Register Completed page. You will need to upload the Authorization Letter then press “Save”

Now you have finished the process of RO Registration and RO Admin request. When you check the My Profile tab - Roles Requests page you will find your request is listed with the “Pending Evaluation” status. Once QNRF Approves you request you will get an Email
Roles Requests

Your current Requested Roles are listed below with the status for each one. You can request extra Roles by selecting the Role from the "Available Roles" list and click the "Submit Request" button. Your request will go through an Approval process.

<table>
<thead>
<tr>
<th>Role</th>
<th>Date</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Office Admin</td>
<td>2011-11-23</td>
<td>Pending Evaluation</td>
<td></td>
</tr>
</tbody>
</table>

Request New Role:

Available Roles:  

Submit Request