



<b>QATAR PRECISION HEALTH INSTITUTE</b>			 معهد قطر للرعاية الصحية الدقيقة Qatar Precision Health Institute عضو في مؤسسة قطر Member of Qatar Foundation
<b>INFORMATION SECURITY MANAGEMENT SYSTEM</b>			
<b>RESEARCH PORTAL USER GUIDE</b>			
Document ID Code: QPHI-ISMS-GD-020	Rev 00	Page 1 of 23	

## RESEARCH PORTAL USER MANUAL PRINCIPAL INVESTIGATOR-PI /Co-PI


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### 1. Record of Amendments

This is a record of changes made to this document, based on review.

Rev	Approval Date	Document ID Code	Description of Change
00	31-Mar-26	<b>QPHI-ISMS-GD-020</b>	Initial Release

### 2. INTRODUCTION:

The Qatar Precision Health Institute Research Access Directorate facilitates access to data and samples for research and Implementation.

Qatar Precision Health Institute (QPHI) Research Portal is designed to streamline and provide the access to deidentified data and samples in a secure manner online to the researchers.

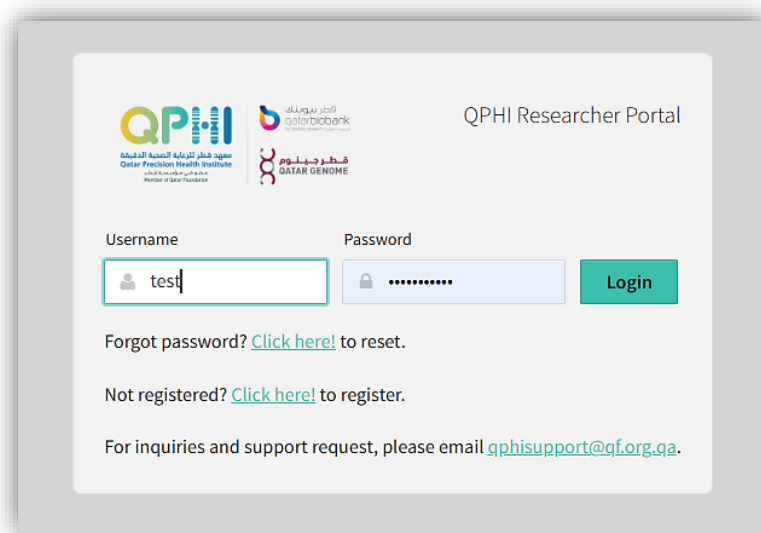
This Research Portal Manual contains the steps and process for researchers to submit access request application through the Research web portal as a Researcher. Through this portal, researchers can register, create a profile, and submit research project study proposals for accessing QPHI's data and biological samples relevant to their research study.


The portal includes a query, to assist applicants with questions regarding sample availability or data types. Application, to submit the final research study. Supplementary application, to assist with any additional requirements justified and approved for the study.

### 3. Sign up / User Registration

To use the QPHI Research portal for the first time, the user must sign up for QPHI using the provided link through email.

<https://researchportal.qphi.org.qa/login>



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The Link to the Research Portal registration process is:  
**(<https://researchportal.qphi.org.qa/signup>)**

Title \*
Select Title
▼

---

Forename \*

---

Surname \*

---

Email \*
e.g. yourname@yourcompany.com

---

Confirm Email \*
Please retype the your email address for confirmation

---

Password \*

---

Confirm Password \*

---

Mobile Number \*
e.g +97412345678, you will receive SMS from QBB

---

Confirm Mobile Number \*
Please retype your mobile number for confirmation

---

Designation \*

---

Department \*

---

Institution \*

---

Institution Address

---

**Note:**


- Please check your spam folder for OTP and emails and add [qbb.alerts@qf.org.qa](mailto:qbb.alerts@qf.org.qa) to your contact to prevent the messages to go to the spam folder.
- For any inquiries or issues, please email to [qbb support@qf.org.qa](mailto:qbb support@qf.org.qa)

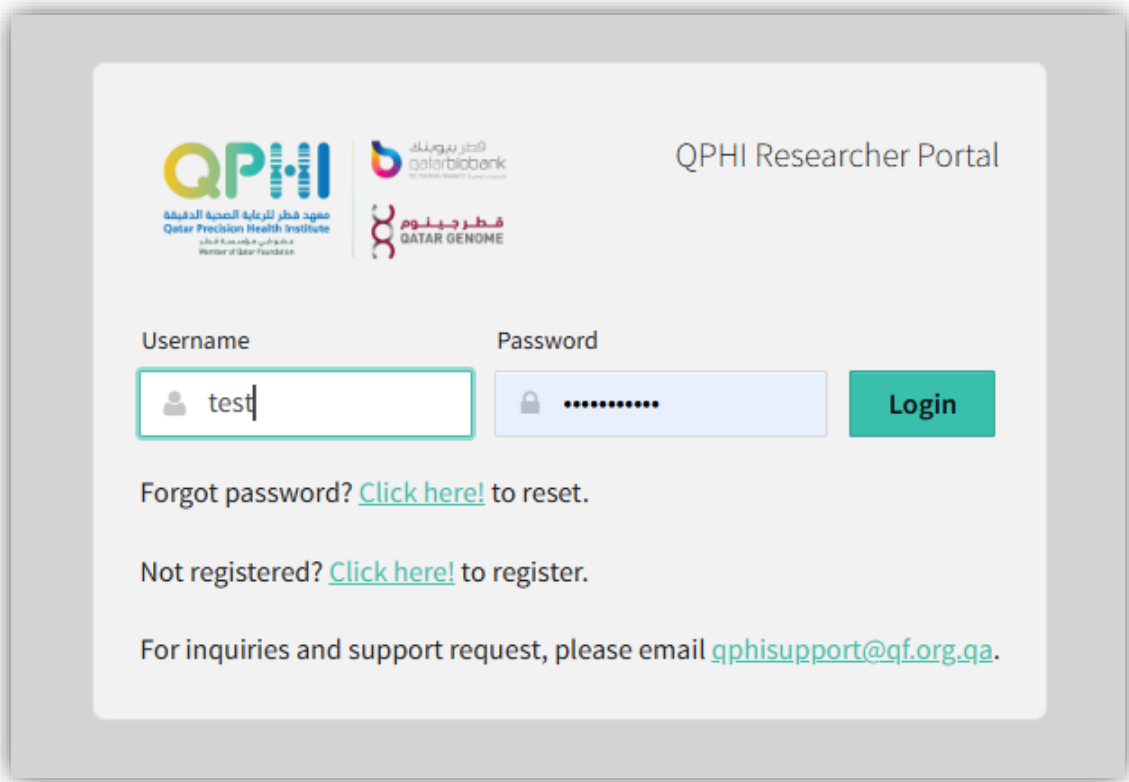
Signup

After entering your details, click the “Signup” button to receive a one-time password (OTP) via email or SMS.

After obtaining the OTP, enter it into the given field and click the “Verify” button. In the event of not receiving the OTP or having an unexpected issue, click the “Resend OTP” button.

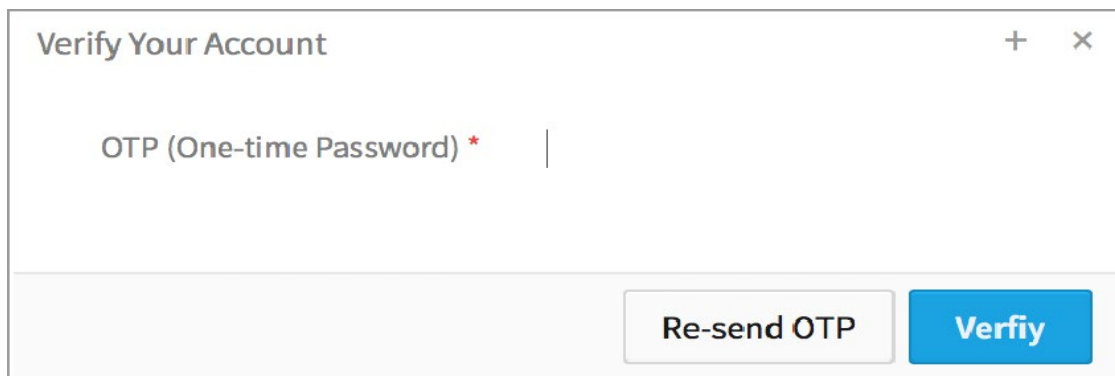
The “Sign up” is a one-time process and is not required for subsequent use of the portal. Once the registration is complete, log in to the portal by using the email and password provided by you in the sign-up form.

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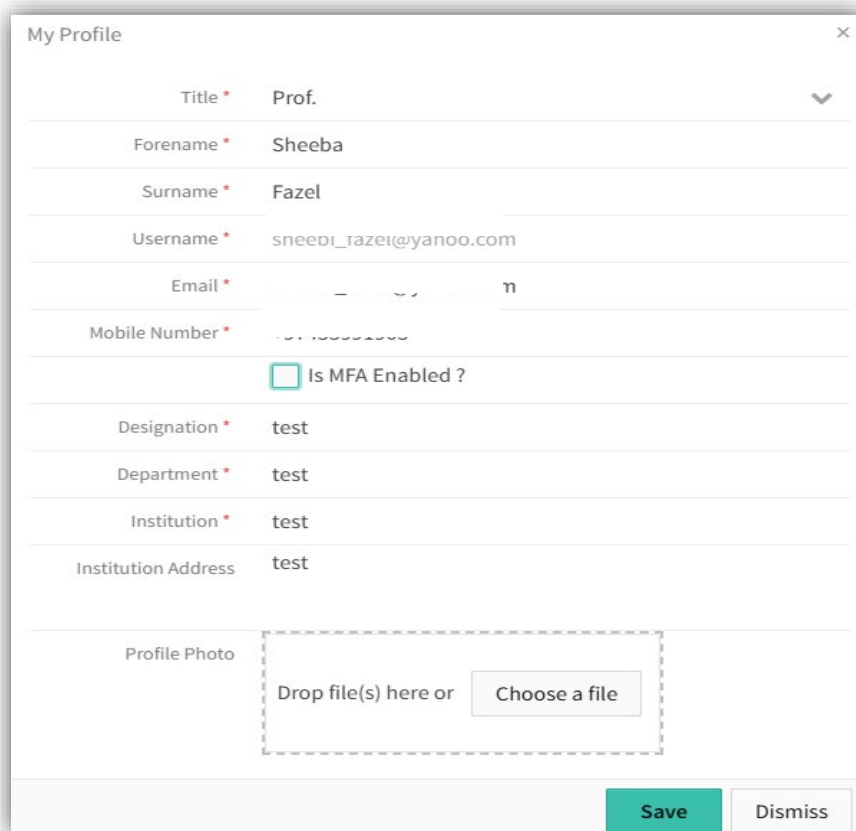
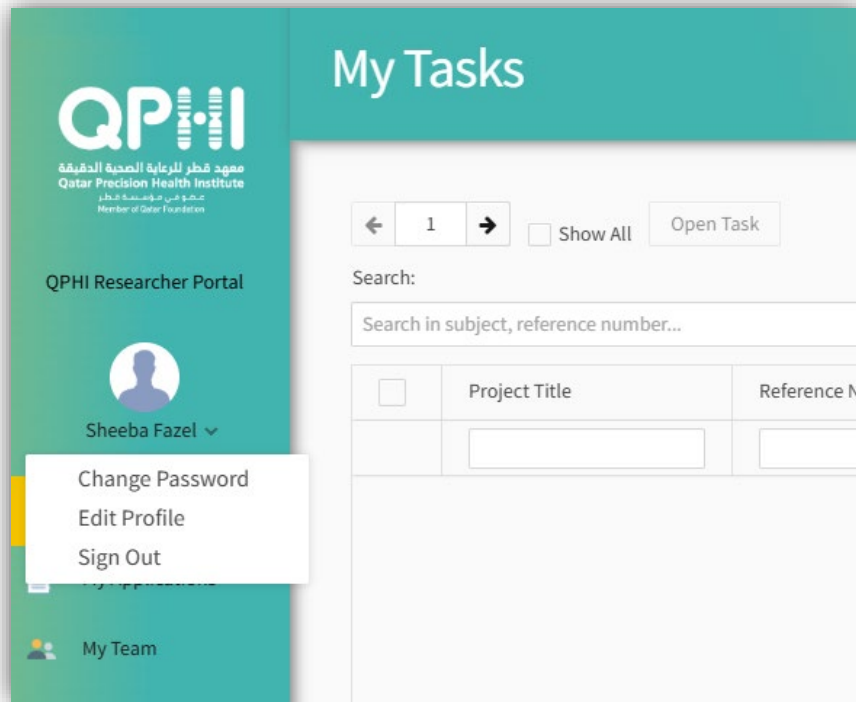
If MFA (Multi-factor Authentication) is enabled, following successful authentication of the user details, you will be asked to enter an OTP which is sent to the registered phone number and email address. User will be granted access into the portal by entering the correct OTP and clicking the “Verify” button.

You can request for a new OTP by clicking the “Resend OTP” button, however, only the latest OTP received will be valid.



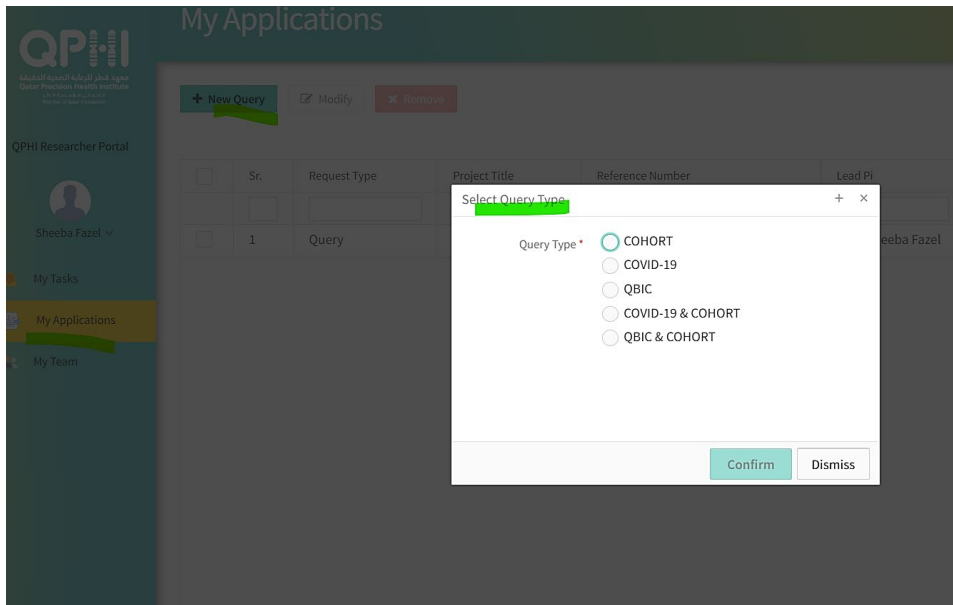
**A. Disable OTP Verification**

User can change MFA setting by clicking the “Edit Profile” option, followed by which they can simply uncheck the “Is MFA enabled” option and vice-versa.



#### 4. My Applications

In the My Applications section, you can view your existing access applications and submit Query is the first step that is required to submit by the LPI



LPI has to complete the information below and requirements for Query submission.

QPHI Query +

**Project** | Details | Study | Requirements | Team | Documents

---

Tracking Number: QPHI-RES-QY-260303203159

Project Title \*

Project Duration (in months) \*

Proposed Start Date \*

Grant Source

Grant Number

Is there intellectual property that will be derived from this project?

Is Supporting Letter requested?

**PI Institute IRB Approval**

IRB Number

IRB Date

IRB Approval

Drop file(s) here or

**CITI Certificate for LPI/CO-PI**

Certificate Validity


CITI Certificate

Drop file(s) here or

**LPI CV Details**

Curriculum Vitae

**Institutional Approval Letter Details**

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- Once the query is submitted, it will move through the internal approval process at QPHI in accordance with the defined workflow.
- After the query is approved, a draft application will be automatically created. The LPI can then access and submit the application by navigating to Application – Draft.
- All required information will be automatically populated from the approved query. The LPI will not be permitted to modify any requirements originally submitted in the query application.
- The approved query will be linked to the main application.

QBB Application	
Project	Details Study Requirements Team Indemnity Documents Linked Applications
Tracking Number	QPHI-RES-ACC-250911141727
Linked Query	<a href="#">QPHI-RES-QY-00051</a> <span style="margin-left: 20px;">Download COHORT</span>
Project Title	This is Sheeba Query Test
Project Duration (in months) *	12
Proposed Start Date *	30.09.2025

Other important information that LPI can track the status if its Query of application are as follows.


Date Submitted: The date on which the application or query was submitted.

Status: Displays the status of your application, which can be one of the following:

- Approved – The application has been approved.
- Rejected – The application has been rejected.
- Draft – The application has been saved but not yet submitted.

											Draft	Submitted
<input type="checkbox"/>	Sr.	Request Type	Project Title	Reference Number	Lead PI	Owner	Date Modified	Date Submitted	Project Duration	Status	Is Signed	
<input type="checkbox"/>												

To modify any application which is not submitted, select the application and click the “Modify” button.

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## 5. How to submit New Query

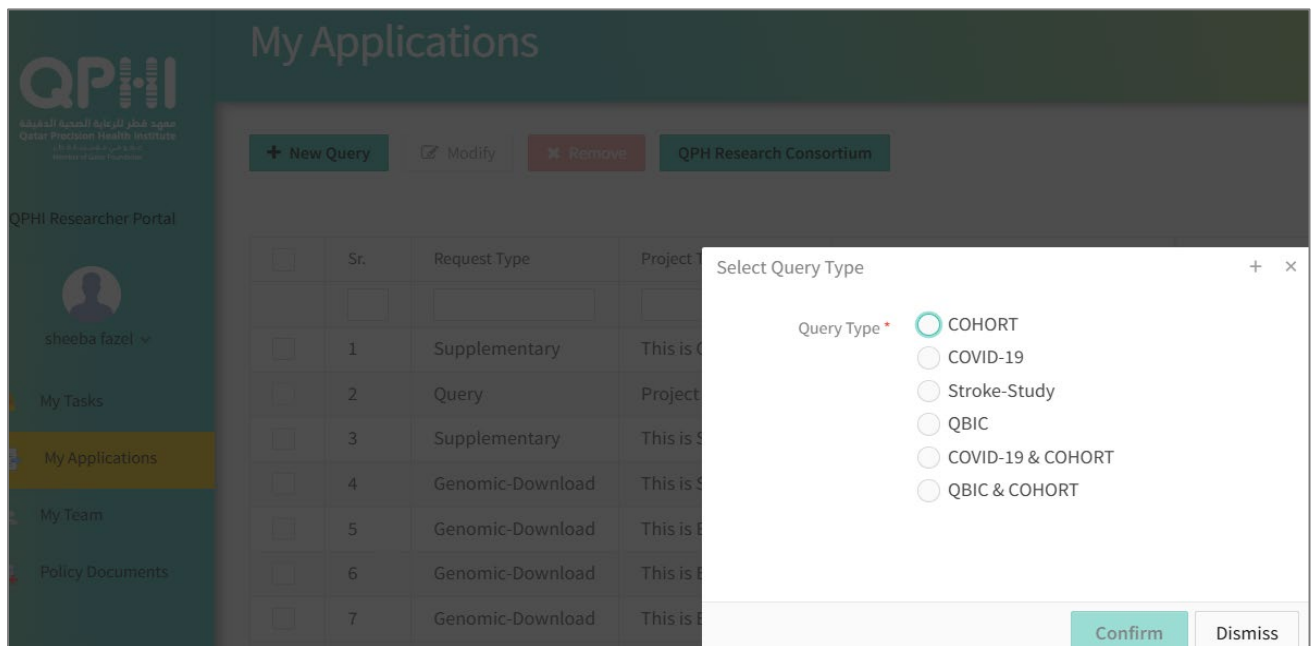
### A. Initiating a New Query Request

To begin the application process, the PI (Principal Investigator) must initiate a “New Query” Request. This is the first step to request access or clarification regarding a specific study or dataset.

#### Steps to Initiate a New Query:

- Navigate to the “My Application” Section
- Go to the "New Query" tab or section in the portal interface.
- Select an appropriate “Query Type” from the list consisting of predefining study categories or types relevant to your research
- “Confirm” the Selection
- Once confirmed, the system will guide you to the next step of the application process, where you can provide more details and submit your query.


Note: Selecting the correct Query Type is important as it determines the direction of your application, the data/study and access scope.



### 1. Project Information

You will be required to fill out the following project details:

- Tracking Number (auto-generated): e.g., QPHI-RES-QY-250629103310
- Project Title (required)
- Project Duration (in months – required)

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- Proposed Start Date (required)
- Grant Source (if applicable)
- Grant Number (if applicable)

You will also need to answer the following questions:

- Will intellectual property be derived from this project? (Yes/No)
- Is a supporting letter requested? (Yes/No)

## 2. PI Institute IRB Approval

You must provide your IRB (Institutional Review Board) details (for eg:PI from Qatar University need to upload their relevant QU IRB approval letter for the same study with the same title.

- IRB Number
- IRB Approval Date
- Upload IRB Approval Letter (any other relevant documents if applicable):
  - Drag and drop the file or use the “Choose a file” option to upload.

## 3. Collaborative Institutional Training Initiative (CITI Program) CITI Certificate for LPI/CO-PI


You must submit valid CITI certificates for the PI and Co-PI:

- Certificate Validity Date
- Upload Certificate:
  - Drag and drop the file or use the “Choose a file” option.

## 4. LPI Curriculum Vitae

Upload the CV of the Lead Principal Investigator:

- Upload CV of PI and Co-PI:
  - Drag and drop the file or use the “Choose a file” option.

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## 5. Institutional Approval Letter

- Upload the approval letter from your institution.- as per template attached for your reference
- Fill out any relevant details as required.

## 6. Scientific Summary

Provide a background summary of the proposed study (between 200 to 400 words).

## 7. Study Design


After entering project details and background, you must define your study type. Two options are available:

- Option 1: Case/Control Study
- Add study groups using the “New button”.
- You may also modify or remove groups using the respective buttons after selecting a group.
- When adding a new group, a form will appear for entering group-specific details.
- Option 2: Cross-Sectional Study
- Specify the total number of participants.
- Provide the inclusion and exclusion criteria for participant selection.

## 8. Requirements

In the Requirements tab, specify the data and sample types needed for your research.

- You can switch between sub-tabs to add requirements based on your research needs.
- Add the participant count for each required data/sample.
- Use the following buttons:
  - Requested: View only your requested items.
  - All: View all available data and samples from QPHI.
  - Clear: Reset all selected participant counts.
  - Search: Locate data types by name.

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## 9. Team

Access the Team tab to manage your research team:

- View current team members and their roles.
- Add new members by clicking Add New.
- You can search by email to add a Co-PI if they already have an account.
- Remove existing members by selecting the member and clicking the appropriate button.
- To edit a member’s role, select them and click Modify, update the details, then click Save.

**⚠ Important: Every application must have a Principal Investigator (PI). Applications without an PI will be considered incomplete.**

## 10. Submitting the Query Application


Once all required sections are filled:

- Click Submit Query to send your application for review.
- If the application is incomplete or needs to be finished later, click Save to save it as a draft.
- If you wish to cancel without saving, click Dismiss.

**🚫 Note: After submission, no further edits can be made to the application.**

The screenshot shows a web form for submitting a query application. The form is organized into several sections:

- Project Information:** Includes fields for Tracking Number (QPHI-RES-QY-250629103310), Project Title, Project Duration (in months), Proposed Start Date, Grant Source, and Grant Number.
- Checkboxes:** Two checkboxes are present: "Is there intellectual property that will be derived from this project?" and "Is Supporting Letter requested?".
- PI Institute IRB Approval:** Fields for IRB Number, IRB Date, and IRB Approval (with a file upload area: "Drop file(s) here or Choose a file").
- CITI Certificate for LPI/CO-PI:** Fields for Certificate Validity and CITI Certificate (with a file upload area: "Drop file(s) here or Choose a file").
- LPI CV Details:** A field for Curriculum Vitae.
- Institutional Approval Letter Details:** A button labeled "Download Institutional Approval Letter".
- Submission Buttons:** At the bottom, there are three buttons: "Submit Query" (green), "Save" (teal), and "Dismiss" (grey).

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## 11. Post-Submission Review Process

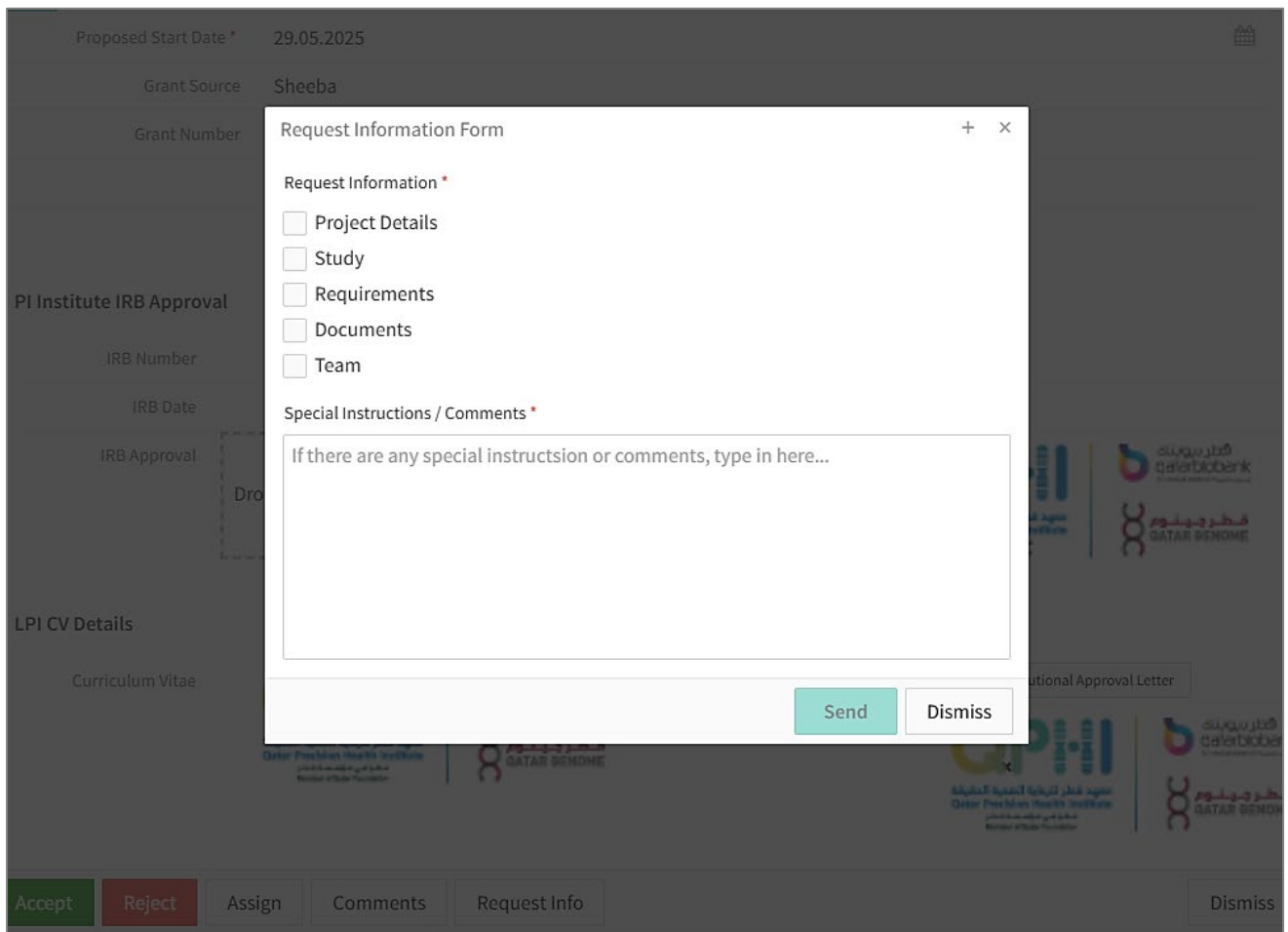
Once your Query Application has been successfully submitted, it enters the scientific review phase.

### Scientific Committee Review

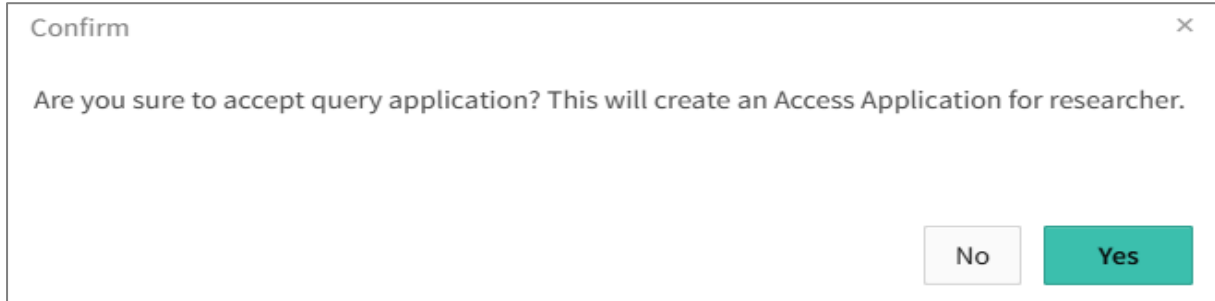
- The submitted query will be reviewed by the QPHI- Scientific Team.
- During the review, the Scientific Committee can:
  - Approve the query,
  - Reject the query, or
  - Request Additional Information from the Principal Investigator (PI).

If additional information is required, the PI will be notified through the portal or email to provide the requested details.

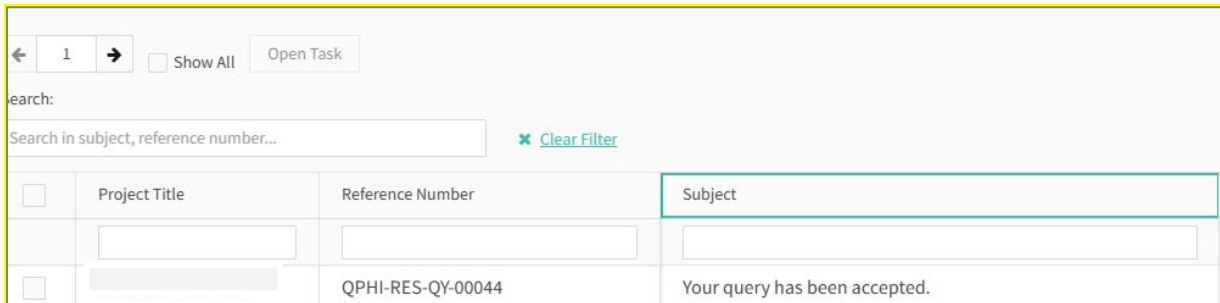
 **Note:** Please ensure that the contact details and uploaded documents are accurate and complete to avoid delays during this review stage.



Once a final decision is made, you will receive an official notification through the system regarding the outcome of your query.



PI will receive Task under My Task section, PI will click and acknowledge the Task

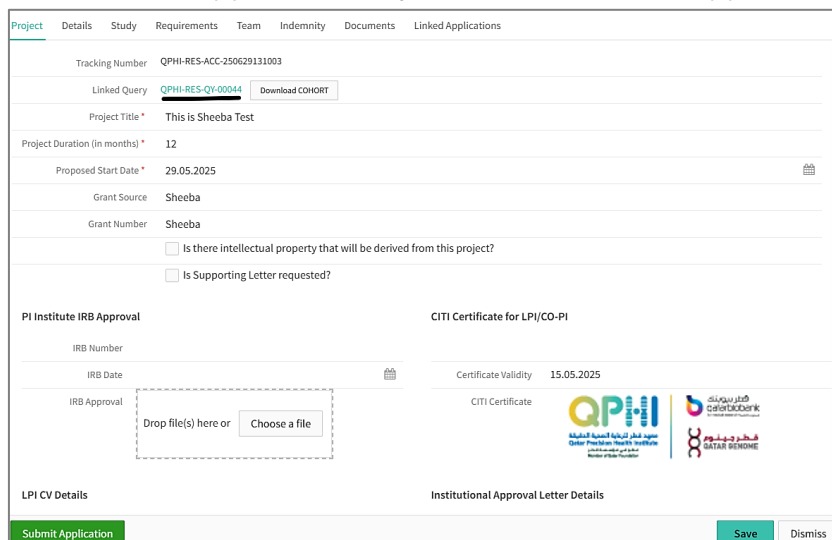



## 6. Application Creation and Linked Query

Once your Query has been approved by the Scientific Committee, an Application will be automatically created and listed under the Applications section of the portal. The PI will receive a notification of the same

### Accessing the Application

- Navigate to the My Applications section from the main menu.
- Open the newly created application.
- You will see that the approved Query is now linked to this application.



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**Next Steps for LPI**

At this stage, the Principal Investigator (PI) must review and enter additional requirements necessary for completing the full application.

 Important:

The Requirements criteria will appear disabled.

This indicates that the LPI cannot modify any of the previously approved requirements from the linked query.

**Submission Options**

- **Submit Application**

Click the “Submit Application” button to send your application for final review.

Upon successful submission, you will receive a confirmation email notifying you that your application has been submitted.

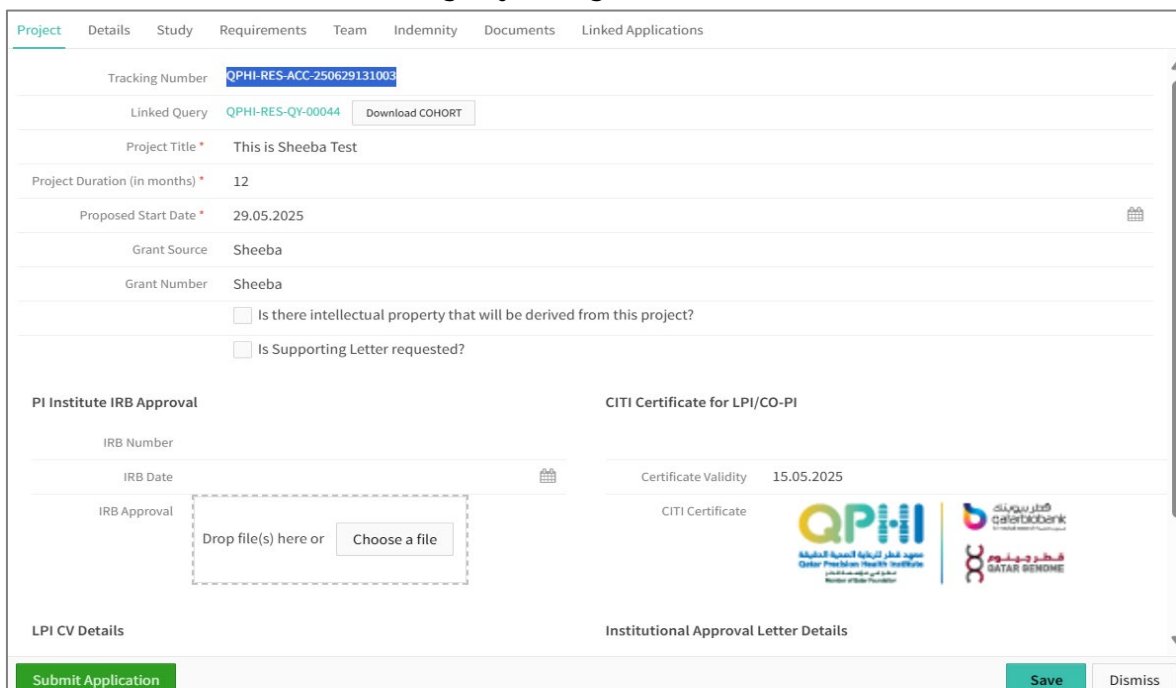
Once approved by the scientific committee, tracking number will be changed and new autogenerated Application number will display in Tracking Number field. This is the final reference number of your project that will remain until the complete life cycle of the project

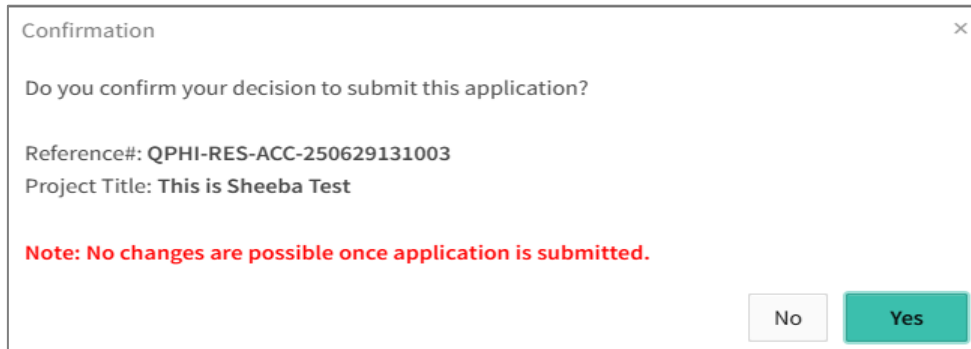
- **Save as Draft**

If your application is not yet complete, you may click the “Save” button to save your progress and return later.

- **Dismiss**

To close the form without saving any changes, click Dismiss.





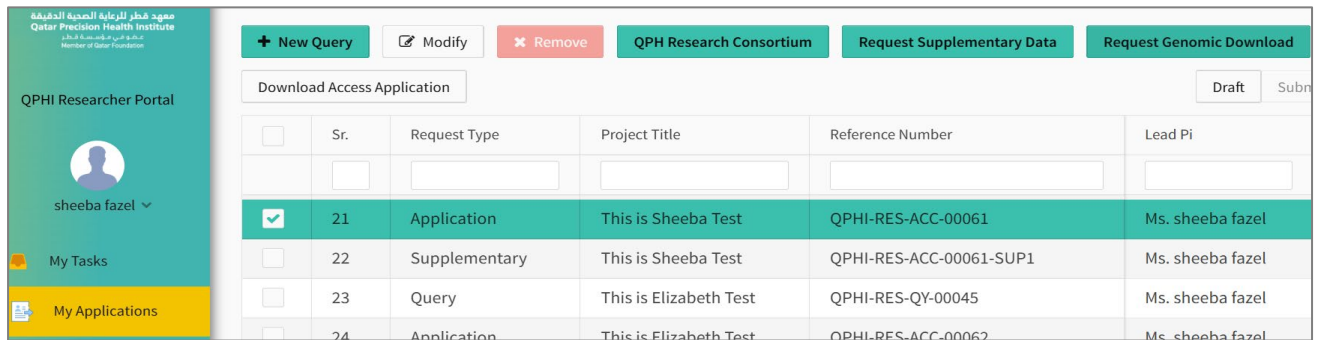
## 7. Submit Phenotypic- Genomic Download Form

If the application has already been approved and is in process, PI can submit a Genomic Download Request.

Here's how to do it:

- Navigate to "My Application."
- Select the "Submitted" tab.
- Locate your approved application.

You will find the "**Genomic Download**" button enabled at the top of the application section. Click this button to proceed with your additional request.




After your application has been approved, the Research Portal allows the Lead Principal Investigator (LPI) to submit a Genomic Download Request for the selected application.

### Step 1: Confirmation Prompt

When initiating a download request, the system will display a confirmation message:

**"Are you sure you want to create a genomic download request for the selected application?"**

Click Yes to proceed.

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**Step 2: Fill Out Download Request Details**

After confirming, an additional screen will appear where you must provide the required information:

Justification (Required): Clearly state the reason for requesting this genomic data download.

Ensure your justification aligns with the approved research objectives.

Analysis Description (Required): Provide a description of the type of analysis that will be conducted using the downloaded data.

Individual-Level Data Confirmation

The portal will ask: **“Do the requested files contain individual-level data?”**

If you select Yes, you must additionally provide:

Provide a detailed description of the data (number of participants, variation types, method of generation, etc.)

[Project](#) [Requirements](#) [Team](#) [Documents](#)

---

Tracking Number QPHI-RES-ACC-250629151607-GDN

Parent Application [QPHI-RES-ACC-00061](#) Download COHORT

Project Title This is Sheeba Test

**Justification**

Provide a clear justification for downloading this data. \*

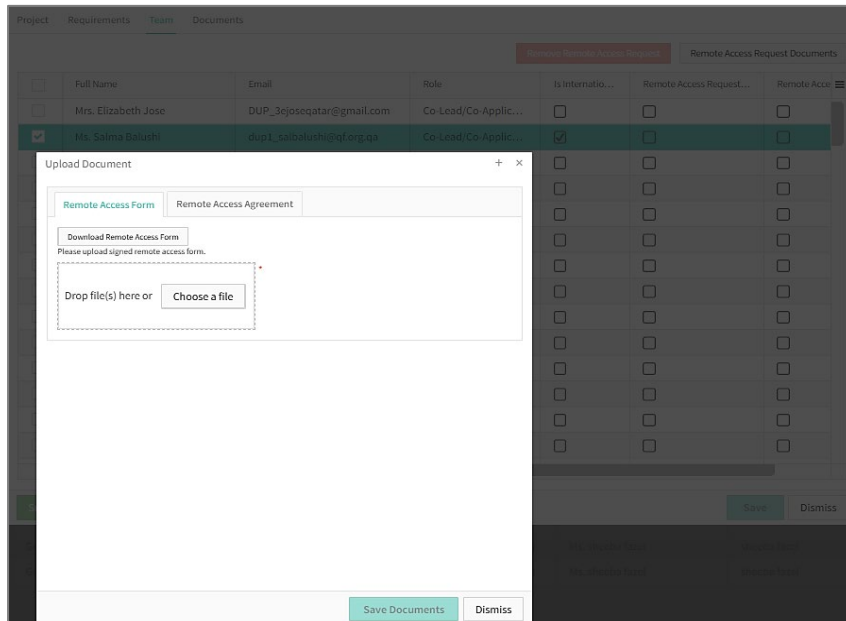
Provide a description of the analysis to be performed on this data post download \*

Do the requested files contain individual level data (Individual-level genomic data refers to any genomic data (complete or partial) associated with an individual subject ID (assigned by QPHI or created by the PI))?

Yes, the requested files contain individual level data

Submit Application
Save
Dismiss

- Click on Team and select the Team members who require Remote Access,
- LPI will upload Remote Access and submit Remote Access



**Step 3: Submit the Request**

Once all fields are filled, click the Submit button to finalize your download request.

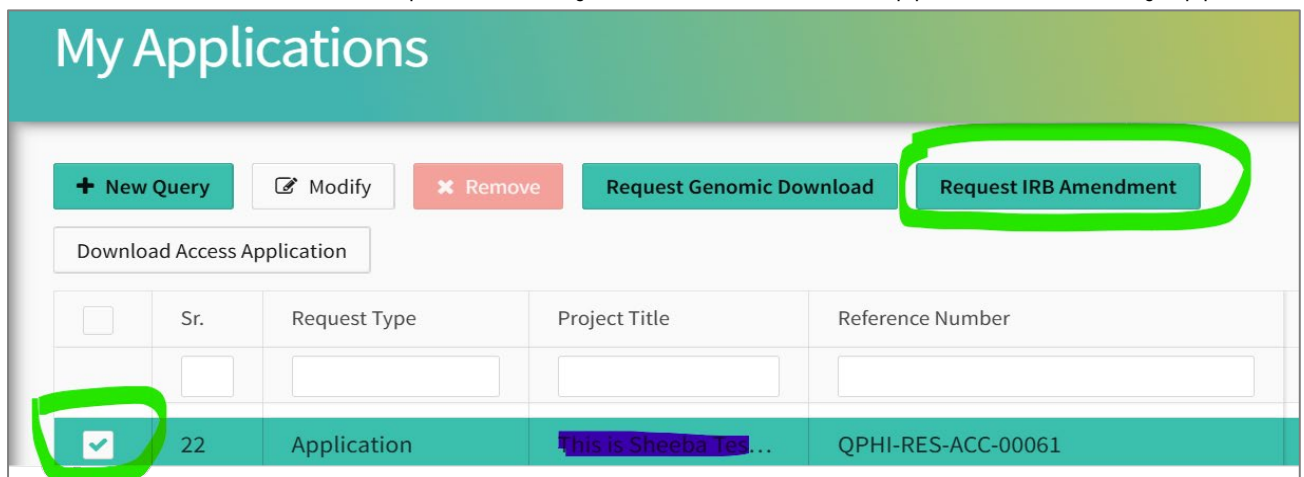
✔ Note: Ensure the information is accurate and complete, as this will be reviewed before granting access to genomic data.

**8. Submit IRB Amendment Request**

**A. Accessing the IRB Amendment Option**

- Log in to the Research Portal.
- Click on My Applications.
- Navigate to the Submission tab.
- Select the main application for which an IRB amendment is required.
- Click on the Request IRB Amendment button.

Note: The IRB amendment request can only be raised if the main application is already approved.



IRB Amendment Request ✕

---

Are you sure to create IRB Amendment request for selected application.

Cancel
Confirm

**B. Initiating the IRB Amendment**

- Confirm the system message displayed.
- The **IRB Application screen** will open.
- Select the **Amendment Type**.
- Click on **New**.
- A dropdown list of amendment options will appear.
- Select the appropriate **Reason** for the amendment.

QBB Application +

---

Project Amendments

---

Tracking Number QPHI-RES-ACC-260331092023-IRB

---

Parent Application QPHI-RES-ACC-00061 Download COHORT

---

Project Title This is Sheeba Testing Title Change

---

Submit Application
Save
Dismiss

IRB Amendment Request + ✕

---

Reason \*

Select Amendment Reason ▼

---

Amendment Details

Title Change

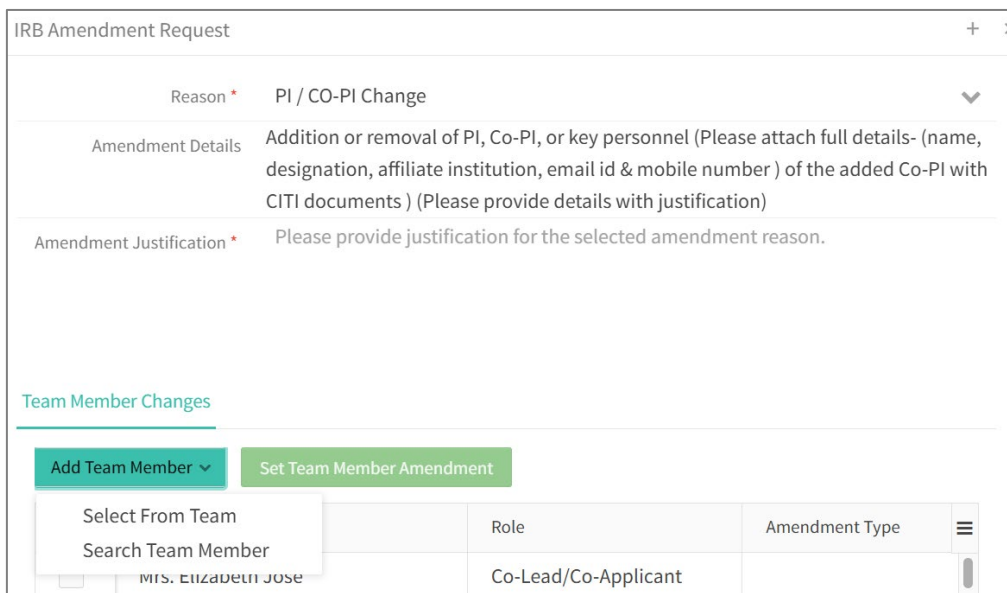
---

Amendment Justification \*

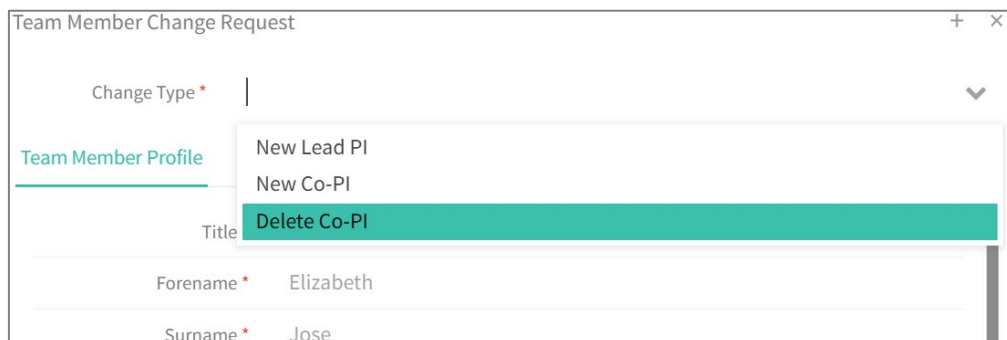
- PI / CO-PI Change
- Application Details Change
- Cooperating Institutions Change
- Participants Same Criteria Change
- Participants Different Criteria Change
- Study Population Change
- Methodology Change
- Consent Form Change

**C. Adding PI / Co-PI Changes**

- For **PI / Co-PI Change**:
  1. Add a new member or search for an existing Co-PI.
- Once the Co-PI is added:
  1. Select the newly added member.
  2. Click on **Set Team Member Amendment**.
- A new screen will appear:
  1. Select **Change Type** → *New Co-PI*.
  2. Upon selection, the **Attachment Tab** will appear.
- Upload required documents:
  1. Click **New** under Attachments.
  2. Upload supporting documents (e.g., **CITI Certificate, CV**).



The screenshot shows the 'IRB Amendment Request' form. The 'Reason' dropdown is set to 'PI / CO-PI Change'. The 'Amendment Details' field contains the text: 'Addition or removal of PI, Co-PI, or key personnel (Please attach full details- (name, designation, affiliate institution, email id & mobile number) of the added Co-PI with CITI documents) (Please provide details with justification)'. The 'Amendment Justification' field contains: 'Please provide justification for the selected amendment reason.' Below the form, there is a 'Team Member Changes' section with an 'Add Team Member' dropdown menu and a 'Set Team Member Amendment' button. A table below shows a team member profile for 'MRS. ELIZABETH JOSE' with the role 'Co-Lead/Co-Applicant'.



The screenshot shows the 'Team Member Change Request' form. The 'Change Type' dropdown menu is open, showing options: 'New Lead PI', 'New Co-PI', and 'Delete Co-PI'. The 'Delete Co-PI' option is highlighted. Below the dropdown, the 'Team Member Profile' section shows the 'Title' field, and the 'Forename' field is filled with 'Elizabeth' and the 'Surname' field is filled with 'Jose'.

Team Member Change Request

Change Type \*

**Team Member Profile** Attachments

Title \*

Forename \*

Surname \*

Is International Member?

Team Member Change Request

Change Type \*

**Team Member Profile** Attachments

+ New Modify Dismiss

Attachment \*

Drop file(s) here or Choose a file

Filename \*

Save Dismiss

**D. Submitting the Amendment Request**

- If any applicable amendment option is selected:
  1. Enter **Amendment Justification**.
  2. Click **Submit**.
- The system will initiate a New IRB request once click **Yes, Proceed**

Confirmation ×

Do you confirm your decision to submit this application?

Reference#: QPHI-RES-ACC-260331092023-IRB  
 Project Title: This is Sheeba Testing Title Change

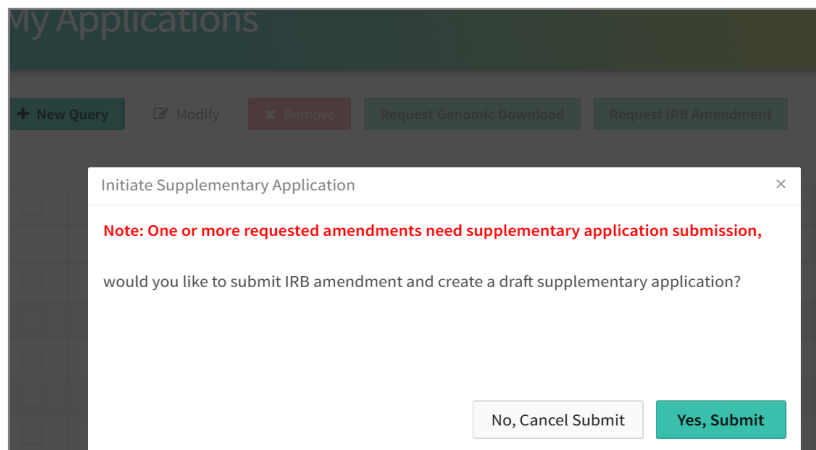
**Note: No changes are possible once application is submitted.**

No, Cancel Submit
Yes, Proceed


**E. Supplementary Request Process**

- Please note that if you select any of the options below and add Amendment Justification and click submit, System will be default initiate draft supplementary request form
  1. *Participants Same Criteria Change - Change in number of participants with same criteria.*
  2. *Participants Different Criteria Change - Change in number of participants with different criteria.*
  3. *Study Population Change - Change in study population.*
- The Draft Supplementary Application will be displayed with:
- A Supplementary Tracking Number (SUP)
- The linked IRB Tracking Number
- Associated application details

Note: The Supplementary Request Tracking Number includes an SUP code to distinguish it from the main application.



QBB Application	
Project	Requirements    Team    Documents
Tracking Number	QPHI-RES-ACC-260331093215-SUP
IRB Application Number	QPHI-RES-ACC-260331092023-IRB
Parent Application	<span style="color: green;">QPHI-RES-ACC-00061</span> <span style="float: right; border: 1px solid gray; padding: 2px;">Download COHORT</span>
Project Title	This is Sheeba Testing Title Change
Justification for supplementary request should be between 200 to 400 words.	
<input style="width: 100%; height: 100%;" type="text"/>	

<b>QATAR PRECISION HEALTH INSTITUTE</b>			 <p>معهد قطر للرعاية الصحية الدقيقة Qatar Precision Health Institute عضو في مؤسسة قطر Member of Qatar Foundation</p>
<b>INFORMATION SECURITY MANAGEMENT SYSTEM</b>			
<b>RESEARCH PORTAL USER GUIDE</b>			
Document ID Code: QPHI-ISMS-GD-020	Rev 00	Page 23 of 23	

#### **F. Uploading Signed IRB Amendment Form**

- The Lead Principal Investigator (LPI) must:
- Download the IRB Amendment Form.
- Sign the form.
- Upload the signed document to the Research Portal under the Supplementary Request.
- A confirmation message will indicate:
- No changes should be made to inclusion and exclusion criteria.

### **9. Review and Approval Workflow**

#### **1. Research Access Directorate (RA) Review**

- The Research Access Office receives a notification.
- The team reviews and processes the IRB/Supplementary Request.
- A new supplementary tracking number is used for processing.
- The office completes necessary steps and uploads the IRB Amendment Form to the portal.

#### **2. Scientific Committee Review**

Once verified by RA, the application proceeds to the Scientific Committee.

The committee may:

- Approve the application
- Reject the application
- Approve with clarification

#### **3. Institutional Review Board (IRB) Review**

The application is then reviewed by the Institutional Review Board for ethical evaluation.

The IRB may:

- Approve the application
- Approve with clarification

#### **Technical Support:**

**For any technical queries please send an email to QPHI IT Support: [qphisupport@qf.org.qa](mailto:qphisupport@qf.org.qa).**

**For research related queries please send email to Research Access Directorate: - [QPHI-RO@qf.org.qa](mailto:QPHI-RO@qf.org.qa) , or at 44548351**