KINGDOM OF BAHRAIN
Ministry of Health

مَملَكَة البَحرَين
وَزَارَة الصّحَّة

Index

Welcome to the Research Technical Support Team (RTST) (HRP) guide.

(RTST) (HRP) is a single system for applying for the permissions and approvals for health and social/community care research in Ministry of Health in Kingdom of Bahrain.

The aim of this guide is to provide clear instructions on the use of RTST (HRP). This guide is designed to help those who apply for approvals, as well as those who review and/or authorise projects to familiarise themselves with RTST **(HRP)** and get the best out of it.

This module does not provide guidance on answering specific questions within forms, however, it will help direct you to guidance available on (HRP) and external review body websites.

This guide covers:

- What RTST (HRP) is and who should use it
- How to apply for approvals in RTST
- Useful tips on RTST (HRP) functionality (the project filter, using contacts etc)
- How to submit forms for approval

Navigation:

There are two ways to navigate your way through this guide:

- Using Navigate Content in the top left hand corner of each page
- Using the Next and Back buttons at the bottom of each page – this is recommended if you are new to RTST (ORA)

If you would like to provide feedback on this guide, please email this to **RTST@health.gov.bh**.

1. New to RTST(ORA)

If this is your first time to the (RTST) (HRP) and you've never used this system before, then the "New to (HRP)" section will help you get started.

Is RTST (HRP) for you?

RTST (HRP) can be used by:

- Those who are applying for research approvals / permissions.
- Those responsible for the review and/or authorisation of individual research projects (e.g. investigators, radiation experts, sponsor representatives, academic supervisors, etc).
- Applicants for research tissue banks or research databases.

If you perform any of these roles, then you will need to create an RTST (HRP) account.

What is RTST (HRP)?

(RTST) (HRP) enables multiple application forms to be created for review bodies providing approvals / permissions for health and social/community care research in Ministry of Health in Kingdom of Bahrain.

The Research Technical Support Team (RTST) (HRP):

- Is a single system for applying for the permissions and approvals for health and social care / community care research in Ministry of Health in Kingdom of Bahrain.
- Enables you to enter the information about your project once instead of duplicating information in separate application forms.
- Uses filters to ensure that the data collected and collated is appropriate to the type of study, and consequently the permissions and approvals required.

a. How RTST(HRP) works

Entering information about your project to the **Project Filter** is the first important part of the process. This will allow the system to determine which questions to enable in the integrated dataset for your project.

The integrated dataset is where you enter the details of your research project. As you complete each question in the integrated dataset the form are simultaneously populated, preventing the need of enter duplicate information. After you submit it will be review by RTST team.

b. Finding your way around – RTST (HRP)Home

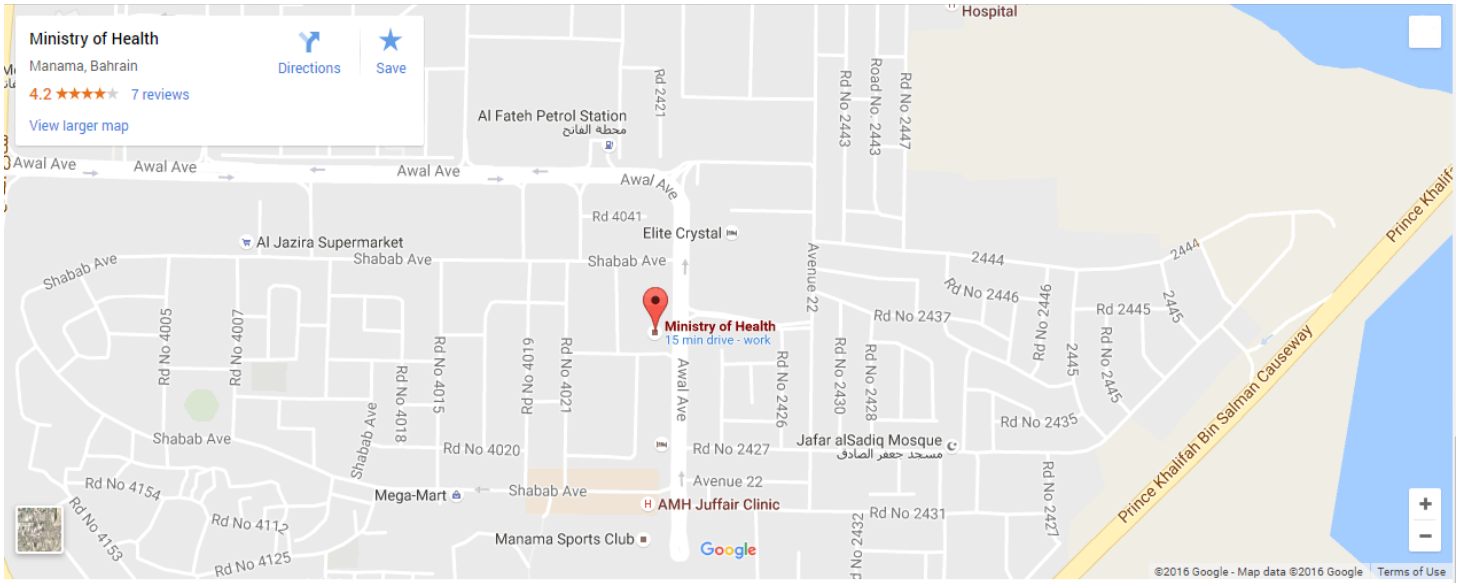When you visit the **Ministry of health website** to the **RTST (HRP)** Home page.

1. MAIN MENU BAR - Once logged in to the system, additional menu items will become available to you.

2. PLEASE LOGIN - You can login to **RTST (ORA)** and start applying for approvals, reviewing, and authorising applications as soon as you have created your account.

In case of any query's you can send message to our support team from home page.

If would like to find our Office Location on map available in home page.

c. Find your way to around- Main Menu

Once you login more menu items are added to the Main menu and you can able to navigate 'My Projects' page.

My Projects page you can create and view all of your projects.

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HOME   MY PROJECTS   MY CONTACTS   MY DOCUMENTS   MY ACCOUNTS   HELP   CONTACT US   LOGOUT

My Projects

[New Project]

Follow the below steps to create a project proposal.

1. Press **"New Project"** button to create new proposal.
2. Answer the **"Project Filter"** after saving it you will see the created proposal below list in **Project** table below.
3. Click the Project title that you want to continue.
4. You will see the Navigation page, answer all the question which are enabled.
5. Upload the required documents that you want to submit along with your proposal in **"My Documents"** section.
6. Once you completed (Part A, Part B, Part C, Part D, "Site Specific if applicable"), go to **"Submit - Proposal"** tab in **Navigation page**.
7. Select the list of documents that you want to send along with your proposal. Now press [Submit] button to send proposal.

Projects

Show [10 ▾] entries   Search: [   ]

Project Title	Project Id	Created On	Status	Last Opened	Action

Showing 1 to 1 of 1 entries   Previous [1] Next

Main Menus and use:

- **HOME -** Selecting "HOME" takes you back to the **RTST (HRP)** Home page which will now have the full main menu available.
- **MY PROJECTS –** From the My Projects page you can create and view all of your projects (i.e. research which requires an application for research approvals / permissions). These may be current applications which you are in the process of creating, or approved / ongoing projects that you wish to amend.
- **MY CONTACTS –** allows you to add people associated with your research into a central place which you can access throughout the **RTST (HRP)** system. MY CONTACTS can be useful if you work with the same collabHRPtors on a number of different research projects. To learn more please see **My Contacts**.
- **MY DOCUMENTS –** allows you to add documents associated with your applications for research approvals / permissions into a central place which you can access throughout the RTST system. MY DOCUMENTS can be useful if you need the same documents for a number of different projects (for example your CV or the CVs of your collabHRPtors). To learn more please see **My Documents and Project documents.**

- **MY ACCOUNTS –** lets you manage your personal details. To learn more please see My Account.
- **HELP –** takes you to a new web window and provides further resources to help you get the best out of RTST.
- **CONTACT US-** has further details about each of the review bodies who provide research approvals / permissions as well as links to their sources of advice. It also has details of who you can ask for technical help and where to send any feedback to inform future developments of RTST. We welcome all of your comments.
- **LOGOUT -** Selecting "LOGOUT" will log you out of the system. **RTST (HRP)** will save your progress when you logout so that you can return at any time and continue your application.

e. Creating an account

RTST (HRP) can be used by:

- Those who are applying for research approvals / permissions; as well as
- Those responsible for the review and/or authorisation of individual research projects (e.g. investigators, radiation experts, sponsor representatives, academic supervisors, etc).

Regardless of how you wish to use **RTST (HRP)** the first thing you will need is an **RTST (HRP)** account.

You can create an account by clicking on the **Create Account** link monitor from the main menu bar on the **RTST (HRP) Home page**.

This takes you to a form which must be filled in to register an account. Most of the fields on the form are required and if you miss any of them the system will flag this to you when you press the register button.

An email address is required to complete the registration process and once registered this will become your username. After 'registering' your details, **RTST (HRP)** will email you an activation link which must be used to complete the registration process. If for some reason you do not receive the automatic email, please contact the Helpdesk on **+973 17286052** or email **RTST@health.gov.bh**. The IT Help Desk operates (7am to 3pm BST excluding holidays and weekends).

It is important to remember the following when registering:

- Your email address needs to be accurate in order to receive the automated activation email.
- If you do not receive the automated email after about 1 hour please telephone **+973 17286052** or email **RTST@health.gov.bh**.
- If you have more than one email address, remember which one you used to create your **RTST (HRP)** account.
- You will need to create a password that includes both letters and numbers, which is at least 8 characters long.
- Try and pick a password that no one will guess (avoid the obvious such as family member names and birthdates).
- If you have any trouble at all please call the helpdesk during normal working hours
- You must ensure that your email address is kept up to date within **RTST (HRP)** 'My Account'.

f. Getting Started

Logging in

To login enter the username and password that you registered / activated when you created your **RTST (HRP)** account. Your username and password are case sensitive − so you must use capitals on the same letters as you did when you registered. Once you have entered your details, press the 'Login' button and you will be taken to the Home page.

Applying for research approvals / permissions

To begin a new application for your research approvals / permissions click the **'New Project'** button

My Projects

New Project | Follow the below steps to create a project proposal.

1. Press **"New Project"** button to create new proposal.
2. Answer the **"Project Filter"** after saving it you will see the created proposal below list in **Project** table below.
3. Click the Project title that you want to continue.

Authorisations

All applications for research approvals / permissions need formal sign off (e.g. from scientific or ethical committee) and supportive letter from research supervisor.

Reviews

Once you submit your proposal to review your form with formally signed scan document also submitted, RTST team will start reviewing it and you will receive status notification to your registered email address.

2. Preparing Applications

In order to prepare your application for research approvals / permissions, you will need the following things:

- A username and login – Please see **Creating an Account** if you do not have an **RTST (HRP)** account.
- Detailed information about your project.
- Contact details of anyone you need to share the forms with or anyone named on the forms (e.g. collabHRPtors, sponsors representative etc.)

a. Navigating My projects

- Go to 'MY PROJECTS' page.
- Clicking on the 'New Project' button creates a new application for research approvals / permissions. Once created, these projects will appear in section 3 below.

- This is a list of your projects. These may be current applications which you are in the process of creating or approved / ongoing projects that you wish to amend. You can revisit any of your projects by selecting the relevant hyperlink.

If you are new to **RTST (HRP)** or if you haven't visited for a while, it's useful to spend some time finding your way around and remembering how to tell where you are within **RTST (HRP)**.

Here are some top tips to help you find your way around:

Once you have created a new project or have opened an existing project (created previously) you will find yourself on the Navigation Page.

There are three main areas within the Navigation Page: the **Project Filter**, the **Full Project Dataset** and the **Forms**.

You can get back to the Navigation Page at any time by clicking on the 'Navigate' buttons monitor or tabs monitor.

If you're having trouble accessing a tab scroll right, the tabs may be on the page, just not visible in the current window. Alternatively you may be in the Project Filter or Full Project Dataset rather than the appropriate form.

The Project Filter is easy to identify as it is one centralised page which doesn't have any tabs. The Full Project Dataset and Forms are easier to mix up, for further guidance on identifying the differences please see **Project Dataset versus Forms**.

You may also find the following pages useful:

1.c Finding your way around - **RTST (HRP)** Home

1.d Finding your way around - Main Menu

b. <u>**Navigation within a Project**</u>

When you open any project in **RTST (HRP)**, you will be taken to the project **Navigation Page** shown below.

When you are in a project, you can get back to this page at any time by clicking the '**Navigate**' buttons monitor or tabs monitor.

The image below shows the Navigation Page for the Full Set of Project Data. You can tell that this is the case from the blue highlighting (the link to access the Full Set of Project Data is highlighted in blue below). This is also confirmed in the bottom left hand corner of the Header (section 1 below).

1. Header

This section tells you the title of your project and the type of project that you are doing. Importantly, it also tells you whether you're in the Project Filter or a form. Shown in the bottom left hand corner of the header section.

2. The Access Panel

From this panel you can open the Project Filter and individual forms.

3. Project Form Navigation

You can use these tabs to carry out functions within the dataset and forms such as verify Check list and submissions.

4. The Question Ranges

The individual forms each have their own set of questions (or Question Range) specific to your research. You need to answer all of these questions in order to complete your application(s) for research approvals / permissions.

Simply click on the first available question in the Full Set of Project Data to begin.

c. **Project Filter**

It is critical to get the answers to the Project Filter monitor1 questions right . It determines which forms will be generated by **RTST (HRP)** and what information you will be asked to provide in the Full Set of Project Proposal. The Project Filter is dynamic – that is to say that the answers you give to the filter questions may cause subsequent filter questions to appear or disappear. This process enables **RTST (HRP)** to gradually refine requirements specific to your study and generate the appropriate set of questions for your Project Dataset as well as your relevant forms. The Project Filter is easy to identify as it is one long centralized page which doesn't have any tabs.

Project Title: Sample Project	
Research Area:	Application Number: 11
Basic science study involving procedures with human participants	

Kindly Press " 🖫 Save Now " down below to save changes before jump into any other pages.

🌐 Navigate 🖨 Print 🗐 Print All 🖫 Save Now ↻ Undo

Welcome to the MOH RTST Research Application System

Research Project Filter

A research application form customized to your project will be created from the answers you give to the following questions. The system will generate only those questions and sections which apply to your study type. Please ensure you answer all the questions before proceeding with your applications. Refer to the Guidance information wherever you see this symbol displayed ⓘ. Please read this guidance carefully. For Help with your application, refer to the User Manual here.

Please enter a short title for this project (maximum 70 characters)

Sample Project

1. Is your project research? ⓘ
   ◉ Yes   ○ No

2. Research type: Select one from the categories below.
   1) ◉ Basic science study involving procedures with human participants ⓘ
   2) ○ Study administering questionnaires/interviews for quantitative/mixed quantitative-qualitative analysis ⓘ
   3) ○ Study involving qualitative methods only ⓘ

Getting it right

What do the filter questions do?

- Determine which approvals are needed
- Determine what information you need to provide to complete all approval forms
- Determine which declarations need to be take print signed scanned upload in "**My Documents**" and submitted in "**Submit – Proposal**" tab.

Completing the Project Filter

Once you have completed the Project Filter, select the 'Navigate' button (at the top or bottom of the Project Filter).

You will be taken to the Project Navigation Page where:

- You can see which forms you have to complete
- You can see which questions **RTST (HRP)** has activated in the Full Set of Project Proposal.
- Open the first active question in the Full Set of Project Proposal.

d. Full Project Dataset

Completing the Full Set of Project Proposal will also fill in large parts of the site specific information forms.

Completing the Full Set of Project Proposal

By navigating to the Full Set of Project Proposal you will see:

1. Which forms **RTST (HRP)** has activated on the left hand side.
2. Which questions you need to answer (or Question Range) in the grid on the right hand side. Active questions are shown in a white box with a link / underlined, whereas inactive questions which you don't have to complete are shaded in grey with no active link.
3. In the screenshot, the first active question is the Project Title A1. To make sure you complete all of the questions in all of your forms, work through the Full Set of Project Data from A1 taking each question in turn. Then use the 'Next' button to move from one page of questions to the next, answering as you go. This way you will not leave any gaps in any of your forms.

Don't forget when you need help just click on the 🛈 buttons.
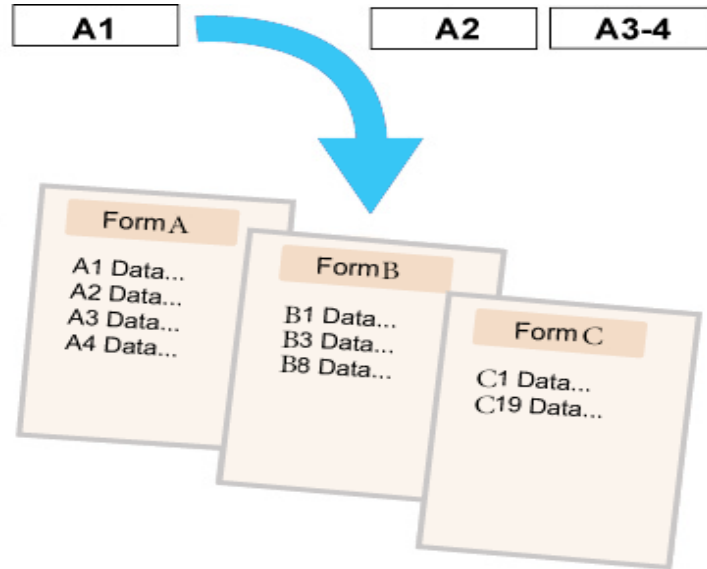
The Question Range

Clicking on the first active question opens the Full Set of Project Data at that particular question (in this case the Short title and A1).

d. Forms

RTST (HRP) creates a project dataset and a number of forms depending on the answers you give to the Project Filter questions.

You can also create additional forms (e.g. site specific forms) once your application has reached a particular stage. These forms are usually linked to, and dependent on, a Project level form.

Forms are what you need to submit to the relevant review bodies in order for them to assess your application for approval / permission.

If you choose to Print All in your form, each PDF or printout will display which review body the form is for in the header text along the top of each page. Many forms have the logo of the review body on the front page.

e. Supporting Documents

Your final submission to a review body will include both the information that you enter into the relevant application form(s) within **RTST (HRP)**, plus a number of supporting documents (e.g. research protocol / project proposal etc). Each review body has different requirements in terms of what should be submitted to support your application. You will find details of what each review body requires in terms of supporting documents under the relevant form's Checklist tab.

Optional areas in RTST (HRP) to store supporting documents

RTST provides two areas where supporting documents can be saved/stored, these are explored in more detail in the **'My Documents and Project documents'** page of this guide. Use of these areas is optional and you may use either area regardless of how your submission will be made.

When supporting documents need to be uploaded to RTST (HRP)

When a form will be submitted to a review body electronically via the "Submit-Proposal", then all supporting documents must be uploaded into **RTST (HRP)** to support your submission. For further details on this process please visit the **'Checklist'** page of this guide.
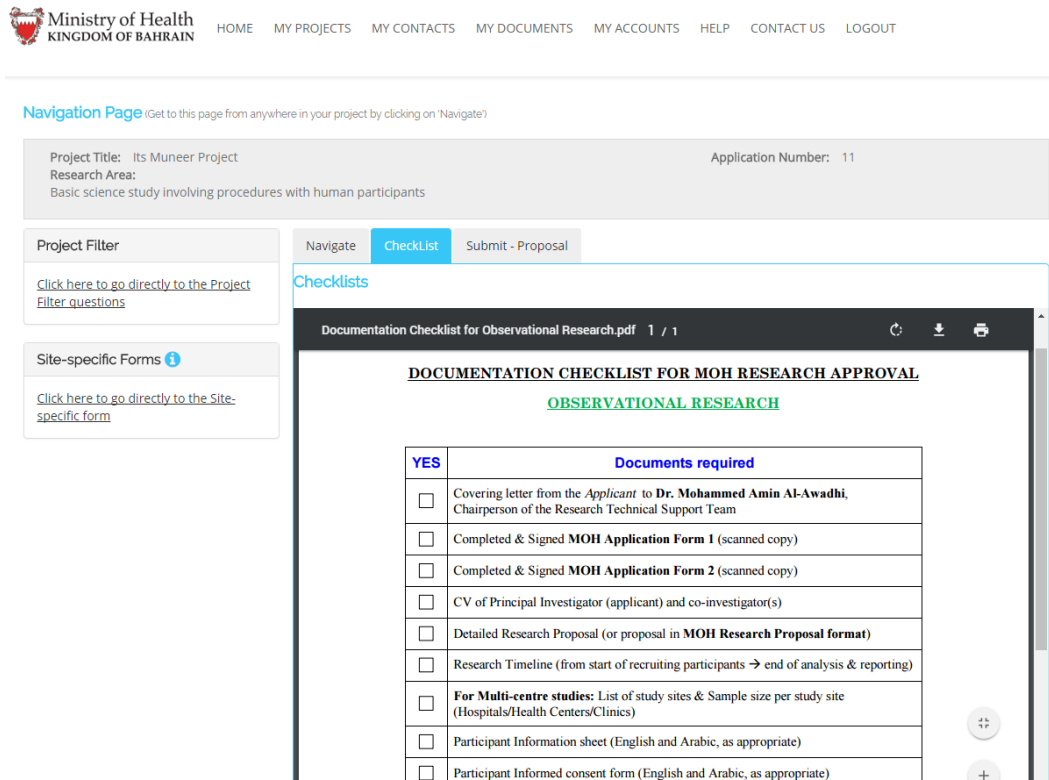
3. Submission

Once you have prepared your application for research approvals / permission, the next step is to prepare your forms:

- In Navigation Page - > "Submit- Proposal" to each of the relevant review bodies. In this section we will show you how **RTST (HRP)** can help you do this (including the role of the **Checklist**).

a. <u>**Checklist**</u>

Applications to review bodies require submission of a completed application form and specific supporting documentation. **RTST (HRP)** generates a checklist associated with each form which outlines the required supporting documents.

Where applications are submitted electronically, supporting documents are added in "My Documents" section.

Checklist tips:

Make sure all of your documents have sensible filenames/titles (so that they can be easily identified).

- Make sure all your documents have a version number or a date in a running header or footer. This will help you later if you need to submit any amended documentation to review bodies. The submission checklists ask you to indicate the version of each document you submit.
- It's a good idea to complete the version details within each Checklist, so that you can see at a glance which version of each document was submitted for your application.

b. **Declarations**

Declarations from scientific or ethical committee and supportive letter from research supervisor will be required on most forms for a submission to be considered valid.

Some studies still require ink signatures (e.g. form Chief Investigator , Sponsor and Academic Supervisor).

c. **Before you Submit**

Before submitting your application you should ensure that you have read the submission instructions available on from scientific or ethical committee) and supportive letter from research supervisor for each form. To find this information, click on 'Submit -Proposal' of the relevant form.

It is important that you establish whether your form will be a submission as the process is different for each. You can tell which one by the tabs on your form (i.e. you will either have a Submit -Proposal).

If you can't see a 'Submit -Proposal' tab on your navigation page, scroll right as these tabs may be on the page but just not visible in the current window.

Are you ready to submit?

- Have you read the instructions on how to submit to the relevant review body (under the 'Checklists')?
- Have you checked that your form is complete?
- Have you completed the relevant **Checklist**?
- All of the appropriate Declaration in place?

If you can answer yes to all of the above, then you may proceed with your submission.

d. Making a submission

Some applications in RTST (HRP) are still submitted to review bodies by email or post. If this is the case for you, then there will be a 'Submit-Proposal' tab on your form.

When you are ready to submit your form, navigate to the ' Submit-Proposal' tab and click on the Submit button. This will record your application in your submission history (a warning will pop up to explain this).

Follow the instructions to print the final form to PDF.

Submission history allows you to download a copy of everything that you submitted as part of your application "My Projects" Page.

e. Printing

Printing your application

You can print draft versions of the integrated dataset or any of your forms at any time.

- Click the 'Print' button (at the top or bottom of the Full Set of Project Proposal or your form); or
- Go to the Navigation page, select the Full Set of Project Proposal or form (from the menu on the left) and use the 'Print All' button.

Printing blank forms

You can also print out all questions relevant to your study in a blank format which is especially helpful if you need to gather answers before you fill the form in online. In the Full Set of Project Proposal, simply click link on the Print All button in Form page.

4.My Contants

'My Contacts' allows you to add the contact details and/or qualifications of people associated with your research applications into a central place, which you can then access throughout the RTST (HRP) system.

'My Contacts' can be useful if you work with the same collabHRPtors and / or sponsor(s) on a number of different projects because in adding these to 'My Contacts' you can then access these on every project you create and this can save you a lot of typing when completing your applications

How to add a contact to My Contacts

- Simply select 'My Contacts' from the main menu.
- Click on the 'Add Contacts' tab (at the bottom of the page).
- Then complete the fields required.
- You see all added contacts in Contacts Tab.

Note: Adding contacts in this way, is the best way to avoid adding duplicate contacts.

5. My Documents and Project Documents

There are two areas for storing documents in RTST (HRP) which have been created to support the submission of applications:

'My Documents' - available from the main menu in RTST (HRP). This area is primarily intended to store supporting documentation that may be used across a number of different projects e.g. investigator CVs.

'My Documents' - available from the "Submit- Proposal" tab in the Full Set of Project Proposal. This area is intended to select supporting documents that may be used for a number of applications within the same project e.g. the research protocol.

Note: the Documents table in "Submit-Proposal" tab is only enabled where one or more documents can be selected for fully submission. The use of My Documents and Project documents is optional.

For further guidance please see the **'Checklist'** page of this guide.
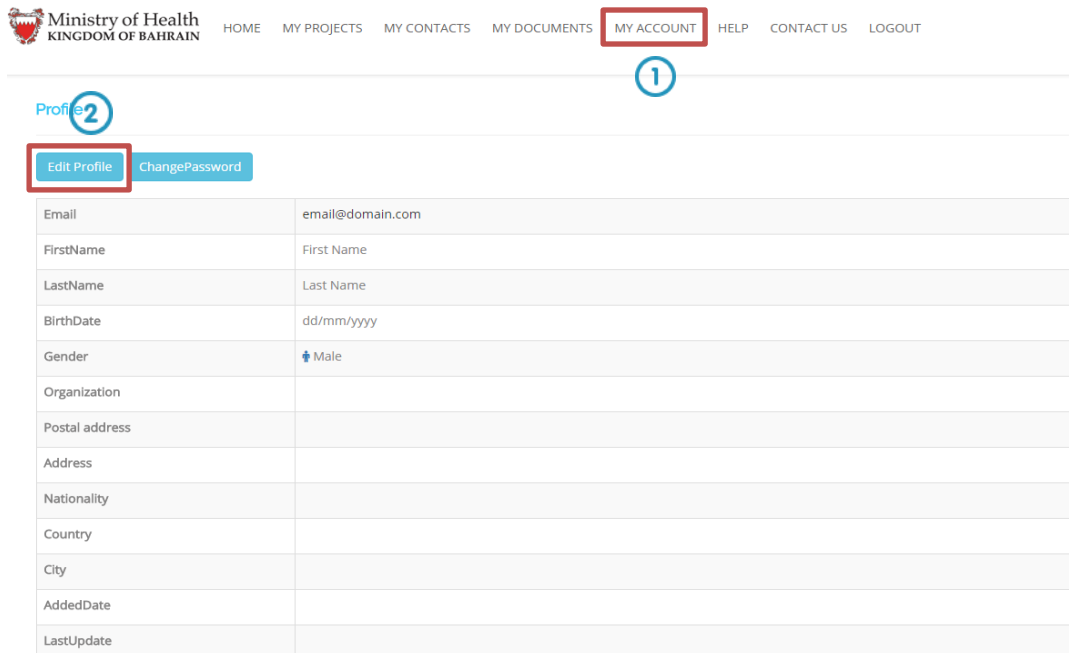
Uploading supporting documents

You can upload supporting documents to either of these areas by:

- Clicking the My Documents Tab, then choosing the document you wish to upload;
- Completing some information about the document; and
- Clicking the Upload button.

For step by step instructions on uploading documents, please visit the **RTST(HRP) help page.**

6. My Account

'My Account' is available from the main menu and is where you can manage the details of your RTST (HRP) account. The three sections (accessed from the links on the left of your screen) are described below.

Edit Account

Edit Account is where you can edit your personal details for RTST (HRP), your address details and your email address.

Note: Your email address can't be editable. This is what RTST will use to send you notifications (e.g. about Status of submitted Project Proposal) as well as password reminders.

This is the main page within 'My Account' and it's where RTST (HRP) will take you when you select 'My Account' from the main menu.

Change Password

Change Password is used to Change your login password for RTST Application.

7. Help

Where to find help

RTST(HRP) offers help both at a generic and at a more specific level from 'Help' on the main menu.

Generic help, such as how to create an account, or how to 'Contact Us' (which provides links to each of the review bodies and their sources of advice on completing applications) can all be accessed from 'Help' on the main menu.

More specific help (for example guidance on specific questions and what should be addressed in your answers) can be found in Help under 'Reference > Collated Guidance.' This same question specific guidance is also available to you throughout RTST whenever you see the 🛈 buttons.

'Frequently Asked Questions' and 'Reference > Other Guidance' are also available within the Help pages.

Help with new versions of RTST (HRP)

RTST **(HRP)** will change slightly over time, in order to improve functionality, to respond to user feedback and to include further review bodies' information requirements.

When new versions of RTST **(HRP)** are launched you will be given information about the update within the shaded section of the RTST **(HRP)** Help page. All previous updates can also be found within the **RTST (HRP) Help** pages.

If the changes require you to enter new information or to change your projects or forms in any way, RTST **(HRP)** will tell you and will lead you through the process.

8.Tool Tip

1. **'i' Button:** Use the ℹ️ icon buttons for question specific help at any point throughout RTST **(HRP)** especially to answer questions in the Project Filter, which is the most critical element to get right.

2. **Read Checklist:** Most review bodies require additional documentation to process your application which will not be accepted without it, such as Covering letter. Signed MOH Application Form 1 & 2 (Scanned Copy). Consult the checklist well ahead of submission to make sure you have all you need.

3. **Project Filter:** Do not rush to complete the Project Filter. Take time to answer the Project Filter questions and don't guess the answers. It's important to get the project filter right so that you generate the appropriate forms for your application. Use the ℹ️ icon buttons to help if you are unsure.

4. **Navigation:** It's easy to get lost in RTST **(HRP)** as the forms and project dataset look so similar. Remember the cues to look out for.

   Depending on where you are within RTST **(HRP),** you can use the 'Navigate' buttons and/or tabs to access all of the main functions like, Submission, Checklist, etc.

   You will find 'Navigate' buttons within the Project Filter, Full Set of Project Proposal and within all of your forms; whilst the 'Navigate' tabs are available from the project Navigation page (on the Full Set of Project Proposal and forms). From the Navigation page, you can use the 'Navigate' tabs to see all enabled (active) questions in the project dataset or forms.

   Note: Avoid using the 'Navigate' buttons to complete the Full Project Proposal or forms, use the 'Next' buttons to answer successive questions.

5. **My Contacts:** Use 'My Contacts' to avoid typing collabHRPtors' and sponsor's details repeatedly.

6. **Save Now:** You can have a break from RTST **(HRP)** at any time - just click 'Save Now' and return later.
7. **Login Email:** Remember which email address you used for your RTST **(HRP)** username and that of your collabHRPtors. Be aware that the email address you use to email each other may be different from the one needed to access and share forms in RTST **(HRP).**

Note: If you need to change your personal details at any time you can do so in 'My Account'. It's important to your email address can't be modified as this is what RTST will use to send you notifications (e.g. about project status) as well as password reminders.