QBB Research Portal

User Manual for Principal Investigator
# Table of Content

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Up/Sign In</td>
<td>2</td>
</tr>
<tr>
<td>Sign up/Register</td>
<td>2</td>
</tr>
<tr>
<td>Sign In</td>
<td>3</td>
</tr>
<tr>
<td>OTP Verification</td>
<td>4</td>
</tr>
<tr>
<td>Disable OTP Verification</td>
<td>4</td>
</tr>
<tr>
<td>My Applications</td>
<td>5</td>
</tr>
<tr>
<td>Add new Query</td>
<td>6</td>
</tr>
<tr>
<td>Study</td>
<td>7</td>
</tr>
<tr>
<td>Case/ Control Study</td>
<td>7</td>
</tr>
<tr>
<td>Cross-sectional Study</td>
<td>7</td>
</tr>
<tr>
<td>Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Team</td>
<td>8</td>
</tr>
<tr>
<td>Create application from query</td>
<td>9</td>
</tr>
<tr>
<td>Add new Application</td>
<td>13</td>
</tr>
<tr>
<td>My Tasks</td>
<td>15</td>
</tr>
<tr>
<td>Tasks against the response to query</td>
<td>16</td>
</tr>
<tr>
<td>Case 1</td>
<td>16</td>
</tr>
<tr>
<td>Case 2</td>
<td>16</td>
</tr>
<tr>
<td>Tasks against the response to application</td>
<td>18</td>
</tr>
<tr>
<td>Case 1</td>
<td>18</td>
</tr>
<tr>
<td>Case 2</td>
<td>18</td>
</tr>
<tr>
<td>Case 3</td>
<td>19</td>
</tr>
<tr>
<td>Sign NDA/MTA</td>
<td>21</td>
</tr>
<tr>
<td>Make Payment</td>
<td>22</td>
</tr>
<tr>
<td>Submit Access Receipt Form</td>
<td>23</td>
</tr>
<tr>
<td>Access Data Extract</td>
<td>24</td>
</tr>
<tr>
<td>My Team</td>
<td>25</td>
</tr>
<tr>
<td>Add new Team Member</td>
<td>26</td>
</tr>
<tr>
<td>Sign out/Change Password</td>
<td>26</td>
</tr>
<tr>
<td>Change Password</td>
<td>27</td>
</tr>
<tr>
<td>Sign Out</td>
<td>27</td>
</tr>
</tbody>
</table>

Updated: 2 December 2020
Version: 24
Sign Up/Sign In

Sign up/Register
In order to use Qatar Biobank Researcher portal for the first time, the user must signup into QBB using the provided link through email.

After clicking the button Signup you will get a one time password (OTP) through email or SMS.

You must verify yourself by adding the password you have got by SMS or e-mail to sign up the portal successfully.
Add the OTP in given space and click the button Verify. Click the button Resend OTP if you have not received the OTP or deleted the OTP by mistake or having any other issue.

**Sign In**

You don’t need to sign up every time to use the portal. If you have signup the portal already, you will just have to sign in to the portal by using the email and password which you have added in the signup form.
OTP Verification
If MFA is enabled after successful authentication user will be asked to enter OTP which was sent to its registered PhoneNumber and Email address, User will be able to login by entering correct OTP and clicking Verify button. User can request for new OTP by clicking Resend OTP button in that case only latest OTP received will be valid.

User can change MFA setting by clicking Edit Profile, following form will open, to disable MFA simple uncheck the Is MFA Enabled? checkbox.

Updated: 2 December 2020
Version: 24
My Applications

In section my applications you can view the existing access applications and can add new access applications.
The type is, type of application (Query application or Access application)
The project title tells the title of the project.
The reference is the query / application reference number.
Date submitted, is the date of application/query submission.
And the status shows the status of the application which can be of following types.
  ● Approved - It means the application is approved
  ● Rejected - It means the application is rejected
  ● Draft - The application is not yet submitted
To modify any application which is not submitted, select the application and click the button **Modify**. To remove an application click the button **Remove** after selecting the desired application.

### Add new Query

You can submit queries to QBB related to your research. To add new query click the dropdown **New** and select the option **Query** to create new query, following form will open where you will specify the project detail, study type, requirements of research and your research team. You can switch through the tabs to add these details.
Study
After adding details, you will specify the study type of his research. You can choose either case/control study or cross-sectional study.

**Case/ Control Study**
If you choose case/control study, you will have to add study groups according to the following figure.

To add new groups you will select the button **New**. You can also modify or remove the existing study groups by clicking the buttons **Modify** or **Remove** after selecting desired group.
On clicking the button **New**, following form will open. Where

**Cross-sectional Study**
In cross-sectional study there are no groups but only participants. You will add number of participation of the study and inclusion and exclusion criteria of the participants of your research.
**Requirements**

In requirements you will specify the data and samples which you require for your research. You can switch through the sub-tabs in requirements according to your needs.

![Fig 3.4 Requirements](image)

You will add the participant count against every data or sample in which you are interested. By clicking the button **Requested** you can see the data which is requested by you and button **All** to see all the data and samples which QBB is providing. The button **Clear** is to clear all the participant counts you have added. You can also search the data type by its name.

**Team**

By clicking the tab team you will see your research team along with their roles. You can also add new team members. Existing team members can be modified or removed by clicking the relevant button after selecting the specific team member.
You can also change the roles of the team members, select any team member and click the button modify. Following form will open, modify the team member and click the button Save.

But you must have a lead principal investigator in your team. Else your information will be considered incomplete.
You can submit the query application by clicking the button **Submit Query**. If your application is not yet ready you can save this application as draft too by clicking the button **Save**. You must keep in mind that no changes can be made after submitting the application. If you want to close the form without saving it, click the button **Dismiss**. After successful submission of the query application, Access Officer will get back to you in some time with the response to your application.

**Create application from query**
If your query is accepted, it will be automatically converted to Access Application with Draft status. You can see it in My Applications. Application created will be QBB Application.
When you click the button you will see the Application form. All the information will be same as you have added in query application you don’t need to add them again. But you can edit them if there is a need.

You can request QBB for supporting letter too by clicking the checkbox ‘Request for Supporting Letter’.
the tab **Requirements** and you can see the data and samples which you have requested, along with their costs and total cost as well (at the bottom). See the below given figure.

![Fig 3.9.1 Requirements](image1)

You can also see the final cost of all the data and samples. By selecting the sub-tab **Cost** from **Requirements**.

![Fig 3.9.2 Cost (requirements)](image2)

At the end you must accept all the terms and conditions. For this purpose select the tab **Indemnity**. Click the check boxes as you read the statements. You must select all the checkboxes before submitting the application.
Fig 3.10 Indemnity

You can submit the application by clicking the button **Submit Application**. You will receive an Email if your application is submitted successfully. If your application is not yet ready, you can save this application as draft too by clicking the button **Save**. You must keep in mind that no changes can be made after submitting the application. If you want to close the form without saving it, click the button **Dismiss**.
Add new Application
You can also create your application without submitting any query. To create new application, click the dropdown New and you can select the option one of these options QBB Application, COVID-19 Application or QBB & COVID-19 Application,

![Fig Select Application Type](image)

a confirmation popup will open to confirm your selection of application, You can either click Cancel or Confirm to proceed with your selected Application Type. following form will open and depending on the type of application you selected. you will specify your project, details, study type, requirements of research and your research team as you explained before. At the end you must be agreed with the terms and conditions.
After a successful submission of the application, Access Officer will get back to you in some time with the response to your application. You can see your task related to this application in My Tasks.
My Tasks

In my tasks you can see tasks which are assigned to you related to the application/query you submit.
The reference is the query / application reference number.
The subject briefly explains what this task is all about.
The activation time is the date and time when the task is claimed.
The task can have following status:

- Ready - The task is created for the group you belong and it is not yet claimed by any group member
- Reserved - The task is created and assigned to you
- Inprogress - The task is claimed and under processing

![My Tasks](image)

Fig 2.1 My Tasks

You can claim the task by a single click on the task or selecting the task using the checkbox and click “Open Task” button in the top toolbar.
Or you can download the application by selecting the task and clicking download button, depending on the application type Download QBB Application or Download COVID Application buttons will be enabled to download the application with related data,

Task status contains the toggle buttons Inbox and Completed separate the tasks which are new or pending and the tasks which have been completed.
Tasks against the response to query

Case 1
If your query is rejected
If your query is rejected, the status of your query application will be changed to Rejected. And you will be assigned with a task, you can see this task in My Tasks. A following kind of form opens when you click the task related to rejected query application. Click the button Acknowledge.

Fig 3.6 Rejected query related tasks

Case 2
If your Query is Accepted
If your query is accepted you will be informed by Access Officer. And your query is automatically converted to Access Application, You are now supposed review your application and submit when its ready. You can see the relevant task in My Tasks. Following kind of form can be seen when you click the task related to this situation.
Dear Mr. Test,

Your query with reference no. QF-QBB-RES-ACC-00006 regarding Test Project has been accepted.

Your query has been converted to draft application, which you can access from "My Applications" menu.

Click https://testrp.qatarbiobank.org.qa/ to log on to portal.

Regards,

Qatar Biobank

Click the button **Acknowledge** to make sure you are Acknowledged with the acceptance of the query.
Tasks against the response to application

Case 1
If your Application is Rejected

If your application is rejected by QBB, you will be informed by Access Officer. Your application status will be changed to Rejected. You can see that in My Tasks.

![Fig 3.12 rejected application (a)]

To know the reasons of rejection you should open the task. You will see a following kind of message.

![Fig 3.13 rejected application (b)]

You can either accept the rejection or appeal for reconsideration of your application click the relevant button to perform an action. Or you can also click the button **Dismiss**, no action will be performed.

**Appeal**
Click the button Appeal, following form will open where you can appeal for reconsideration of your application.
To appeal for reconsideration of application, you can address to Scientific or IRB committee by selecting desired option from the given two. Add date of appeal and add justifications for appeal in the given area. At the end save the form by clicking the button Save.

After Successful Submission of your Appeal Access Officer will get back to you in some time with approval or rejection to your appeal.

**Case 2**

**If they request you for some information**

If provided information is not sufficient for QBB they can ask you to provide essential information. You can view this in My Task.

To claim the task, open it by clicking on the task. You will see a following kind of message, you have to provide the mentioned information.
Click the button **Edit Application** to modify the application according to the requirements. A following form will appear. Where you can add information which is required by QBB. You will only see here the tabs of the application for which they have required information.

Save the form when you are done with modification by clicking the button **Save**. It will take you to the previous form. Click the button **Submit** to submit the changes.

Access Officer will get back to you after reviewing your changes, with response to your application (either approval or rejection). You will have your new task related to this application in **My Tasks**.
Case 3
If your application is Approved

You will be acknowledged by the Access Officer about approval of your application. The status of your application will be changed to reserved (you can view it in My Applications). If you have requested for a Supporting Letter you can view that in Documents tab,

![Fig 3.17.1 Documents Tab Supporting Letter](image1)

Or You are now supposed to sign the Non Disclosure Agreement and Material Transfer Agreement provided you by Access Officer. You can see this task in My Tasks.

![Fig 3.18 Sign NDA and MTA](image2)
Sign NDA/MTA

First You will Download the NDA and MTA by using the buttons given in the form as follow. Print the downloaded agreements and sign them properly. After signing them, scan them as you have to upload signed agreements in the following form. Click the button Send to send these signed NDA and MTA to QBB. if your application type is QBB & COVID, you will see two tabs one for QBB and one for COVID both providing option to download NDA and MTA.

Access Officer will get back to you in some time, if the signed agreements are successfully sent. You can see your next task related to this application in MyTasks.
Make Payment

You have to make payment and send the copy of the receipt to QBB. Click anywhere on the task to open it. First download payment invoice by using the buttons given on top. Make payment according to the invoice and upload the copy of receipt by clicking the button Choose a file. Click the button Send to send it to QBB.

Note: Payment process is only applicable to QBB application, if you choose COVID only then make payment task will not be part of process.

Access Officer will get back to you after receiving the payment receipt. If there is no issue in the receipt you have sent, the data/samples preparation process will be started according to your requirements. Access Officer will inform you about collection of data/samples when your samples will be ready and accessible in portal.
Submit Access Receipt Form

Access Officer will inform you about collection of data/samples when your samples will be ready, A new task will be create for you to sign and submit Access Receipt Form

Fig 3.22.1 Upload Access Receipt Task

First You will Download the Access Receipt Form by using the buttons given in the form as follow. Print the downloaded forms and sign them properly. After signing them, scan them as you have to upload signed agreements in the following form. Click the button Send to send these signed access receipt form to QB.

If your application type is QBB & COVID, you will see two buttons to download Access Receipt Form for QBB and COVID.
**Access Data Extract**

When data samples are ready you will get notification about data samples collection and on the application page Data Extract tab will show the shared data. You can click any of the link to download the attachment.

![Available Data](Payment Invoice (1).jpg)

![Available Data](geisha_big.jpg)

![Available Data](lotus.jpg)

**My Team**

In my team you can manage your team members. You can view already added team members and can add new ones. The principal investigator will be already added, and he will add new team members. Previously added members can be modified or removed by clicking the relevant button after selecting it.
Add new Team Member
To add new team members, click the button New. Following form will open in which you will add required information about the team member.

Sign out/ Change Password
PI can sign out from the portal or change the password of the portal by selecting relevant option from the dropdown as mentioned in following figure.
Change Password

When you select the option change password from the menu, following dialogue box appears. Where you have to enter your existing password and new password. You must confirm your new password by typing the same password in confirm password section. It must match with the password you have typed before else you cannot save your new password.

Sign Out

You must sign out of the portal when you are done with your tasks, for security purposes. So that, any other unauthorized user may not be able to access the portal. When you select the option sign out from the menu, you will be signed out of the portal and you have to sign in again to access the portal.