



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونِيسَيْتِيْ اِسْلَامِيْ، اِنْتَارَا اِبْحْسَا مِلْدِسِيَا

*Garden of Knowledge and Virtue*

## USER MANUAL

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### RESEARCH ETHICS AND BIOSAFETY/BIOSECURITY SYSTEM (REBS)

PP/IIUM/ITD/04/2023(U)

Research Management Centre (RMC)

#### Prepared by:

Mohd Shahrin bin Saat

#### Date:

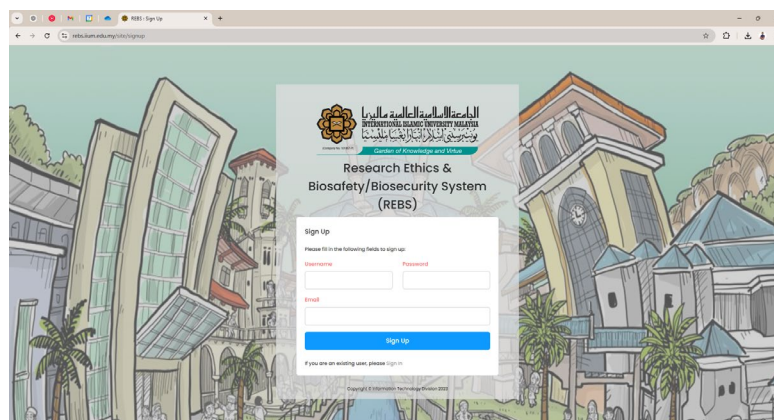
8<sup>th</sup> NOVEMBER 2024

## 1. Introduction

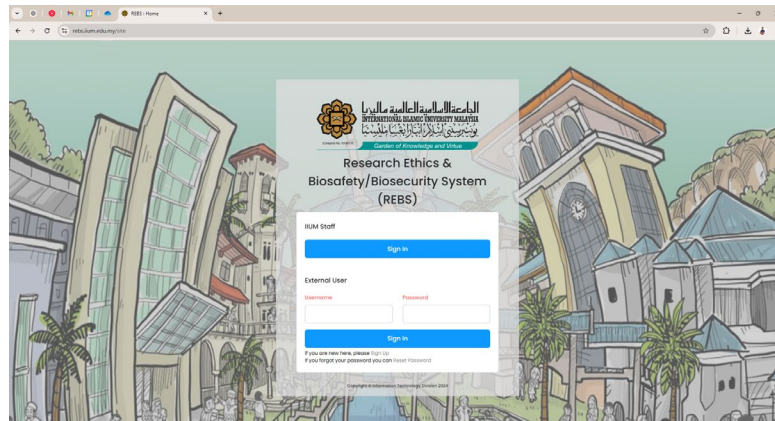
- **Purpose:** The purpose of this project is to develop an online application system to streamline and enhance the management of research ethics applications and approval within our organization. This system will provide a centralized platform for researchers, administrators, and committees to submit, review, and monitor research proposals and ensure compliance with ethical standards and safety regulations.
- **Scope:** The scope of the Research Ethics and Biosafety/Biosecurity System (REBS) project includes:
  - Designing and developing the online application system.
  - Implementing features for research proposal submission, review, approval, and monitoring.
  - Integrating the system with relevant databases and systems.
  - Providing training and support for users. The project does not include:
    - Research ethics and biosafety/biosecurity policy development (though it will support existing policies).
    - Hardware procurement or infrastructure setup beyond software requirements.

## 2. Getting Started

- **System Requirements:** User can access the system via any browser and best view using a laptop or PC.
- **Account Setup:**
  - **Registration:** Instructions on how to create a new account for external user only. (If applicable)
    - Click **Sign Up** on the system's landing page
    - Fill in the required information and submit. Once the System Admin verify then you could access the system.



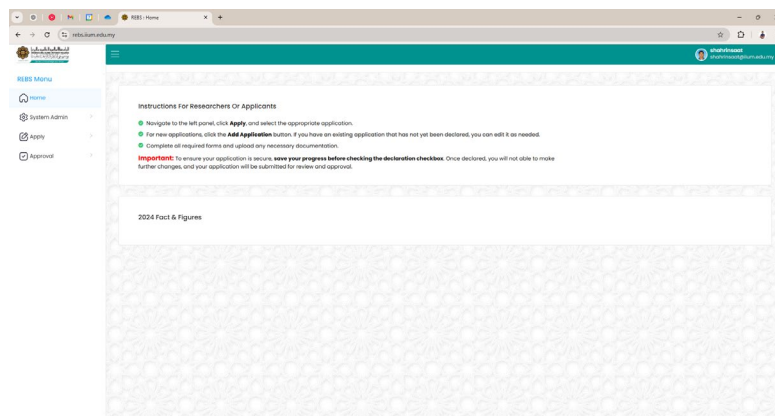
- **Login:** Steps to log in to the application.
  - For **IIUM Staff**, you may Sign In using your Huris credentials. No need to Register or request for access.
  - For **External User**, you may Sign In using the credentials you have registered upon Sign Up.



- **Password Recovery:** Guide for resetting a forgotten password for external user only.
  - External User may click **Reset Password**.
  - Fill in your registered email address.
  - You will get an email to reset your password.

### 3. Navigating the Interface

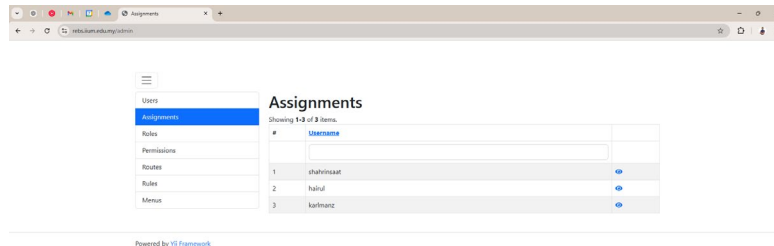
- **Homepage Overview:** Describe key elements and navigation menus on the homepage.
  - There are 3 main elements in the interface.
    - **Header** – Consist of the user details and **Logout** button.
    - **Left Panel** – Consist of the menus
    - **Content** – Consist of the basic instruction and some figures.



#### 4. Features and Functionalities

- **Feature 1 (User Management):**

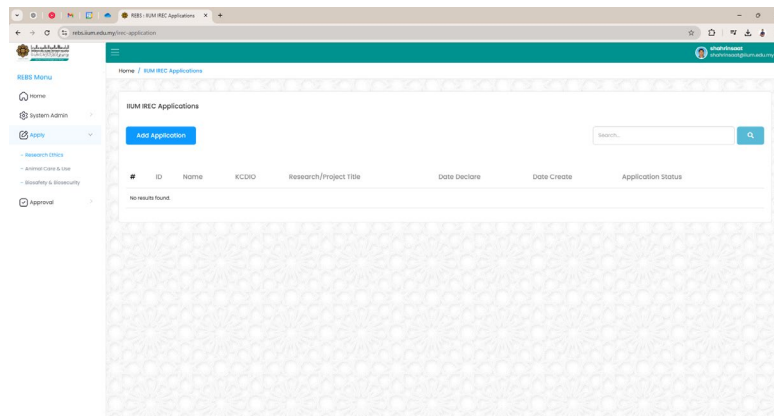
- Description: System admin may use this feature to assign privilege to another user.
- Steps: Provide step-by-step instructions on how to use this feature.
  - Click **System Admin** on the left panel.
  - Click **User Management** below the System Admin.



- System admin may create specific **roles** and **assign** specific access / permissions for a particular user or a group of users.

- **Feature 2 (Application and Submission):**

- There are THREE main applications in this system
  - IIUM Research Ethics (IREC) Application
  - IIUM Institutional Animal Care and Use (IACUC) Application
  - IIUM Institutional Biosafety and Biosecurity (IIUM IBBC) Application
- Steps: Provide step-by-step instructions on how to use this feature
  - Click **Apply** on the left panel and choose the preferred application
  - Example: **Research Ethics** is chosen



- Click **Add Application** to register and submit a new application

- Fill in all required fields in all tabs
- Upload any necessary documents
- Check the declaration checkbox if you have completed the form and ready to submit
- If researcher wish to update their application later, please save the application without checking the declaration checkbox.
- **Features 3 (Approval Section):**
  - The approval process consists of four distinct stages:
    - Assessment
      - Once the researcher declares and submits the application, it will be forwarded for assessment
    - Committee Approval
      - After the assessment is completed, the application will be sent to the committee for approval.
    - Meeting Deliberation (*Optional*)
      - This step is optional and depends on specific requirements
    - Chairman Approval
      - Once the committee has approved the application, it will be forwarded to the chairman for final approval
  - All processes are managed through the system. However, the specific workflow may vary depending on the type of approval and recommendations required.

## 5. Troubleshooting and Support

- **Functional Support:**
  - **IREC & IACUC**
    - Br. Mohd A'imullah Bin Azmi
  - **IBBC**
    - Sr. Zatur Rawihah Bt. Kamaruzaman
- **Technical Support:**
  - **Research Computational Unit (RCU), RMC**
    - Br. Mohd Shahrin Bin Saat
    - Sr. Siti Nur Nazeha Binti Saiffuddin Zuhri

## 6. FAQs

- **What is the Research Ethics and Biosafety/Biosecurity System (REBS)?**
  - REBS is an online platform designed to streamline the submission, review, approval, and monitoring of research proposals. It ensures compliance with ethical and biosafety standards while enhancing transparency and efficiency.
- **Who can use the REBS platform?**
  - The platform is intended for researchers, administrators, and committee members involved in managing and reviewing research ethics applications.
- **What are the main features of REBS?**
  - Online submission of research proposals.
  - Workflow for review and approval.
  - Real-time status tracking of applications.
  - Integrated notifications for updates and decisions.
  - Secure data management and reporting tools.
- **How do I create an account on REBS?**
  - IIUM Community may login into the system using their Huris credential without registration. External user may register via the system.
- **What types of research proposals can be submitted through REBS?**
  - You can submit proposals related to research ethics, animal related, biosafety, and biosecurity compliance. Ensure that your proposal adheres to the organization's regulatory and ethical guidelines.

- **How do I track the status of my proposal?**
  - After logging into REBS, navigate to the applications section to view the status of your submitted proposals. Statuses may include 'Submitted', 'Under Review', 'Waiting for recommendation', 'Approved' or 'Resubmit'.
- **What should I do if my proposal requires revisions?**
  - If revisions are requested, you will receive an email notification with comments. Log in to the system, update your proposal based on the feedback, and resubmit it for review.
- **What happens if I encounter technical issues?**
  - For technical support, contact the Research Computational Unit, RMC.
- **Can I access REBS on mobile devices?**
  - Yes, REBS is accessible via mobile browsers. However, for the best experience, it is recommended to use a desktop or laptop computer.
- **What training resources are available for users?**
  - The system includes a user manual, training sessions, and quick-start guides. Contact RMC for details on scheduled training sessions.
- **How long does it take to get approval for a proposal?**
  - The timeline for approval depends on the complexity of the proposal and the reviewing committee's schedule.
- **Who do I contact for policy-related questions?**
  - For queries regarding research ethics and biosafety policies, please contact the Functional Support Team.
- **Can I make changes to my proposal after submission?**
  - Changes can be made only if your proposal is marked as "Resubmit." Once approved, modifications require formal resubmission.
- **What happens after my proposal is approved?**
  - Once approved, you will receive an email notification. You can then proceed with your research while adhering to the approved protocols and guidelines.

## 7. Legal and Disclaimer

- **Legal Notices**
  - **Intellectual Property:**  
All content, designs, and materials within the Research Ethics and Biosafety/Biosecurity System (REBS) are the intellectual property of the Research Management Centre (RMC) and IIUM. Unauthorized reproduction, distribution, or use of the system or its contents is strictly prohibited.

- **Compliance:**

Users are required to comply with all applicable research ethics and biosafety regulations when submitting, reviewing, or approving research proposals through REBS. Failure to adhere to these regulations may result in legal or administrative actions.
- **User Accountability:**

Users are solely responsible for the accuracy and integrity of the information they provide in their submissions. Misrepresentation or fraudulent submissions will result in immediate suspension of access and potential disciplinary action.
- **Disclaimer**
  - **No Guarantees:**

While every effort has been made to ensure the functionality and reliability of REBS, IIUM and RMC do not guarantee uninterrupted access, error-free performance, or complete compatibility with all devices.
  - **Limitation of Liability:**

IIUM and RMC shall not be held liable for any direct or indirect damages arising from the use, inability to use, or performance of the REBS platform. Users are encouraged to maintain backup copies of their submissions.
  - **External Links and Integration:**

REBS may integrate with other IIUM systems or third-party services. IIUM and RMC are not responsible for the privacy practices or content of external services.
  - **Policy Updates:**

RMC reserves the right to update or modify REBS, including its features, policies, and terms of use, without prior notice. Users will be informed of significant changes via email or platform notifications.