



NATIONAL RESEARCH INFORMATION MANAGEMENT SYSTEM (NRIMS)

**Step-By-Step Guide to make your Protocol
Submissions for approval to conduct research
in Uganda**

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CHAPTER 1

1.1 GENERAL INFORMATION

This is an online platform that supports the National Regulatory Agencies; NDA/UNHRO/UNCST and Research Ethics Committees in the regulatory oversight of clinical research to be carried in the country.

The system provides efficient reviews of research and provides the researcher with an interface with the regulatory agencies in the data capture, data management, data validation, quality control and overall regulatory compliance to clinical research management processes

1.2 GETTING STARTED

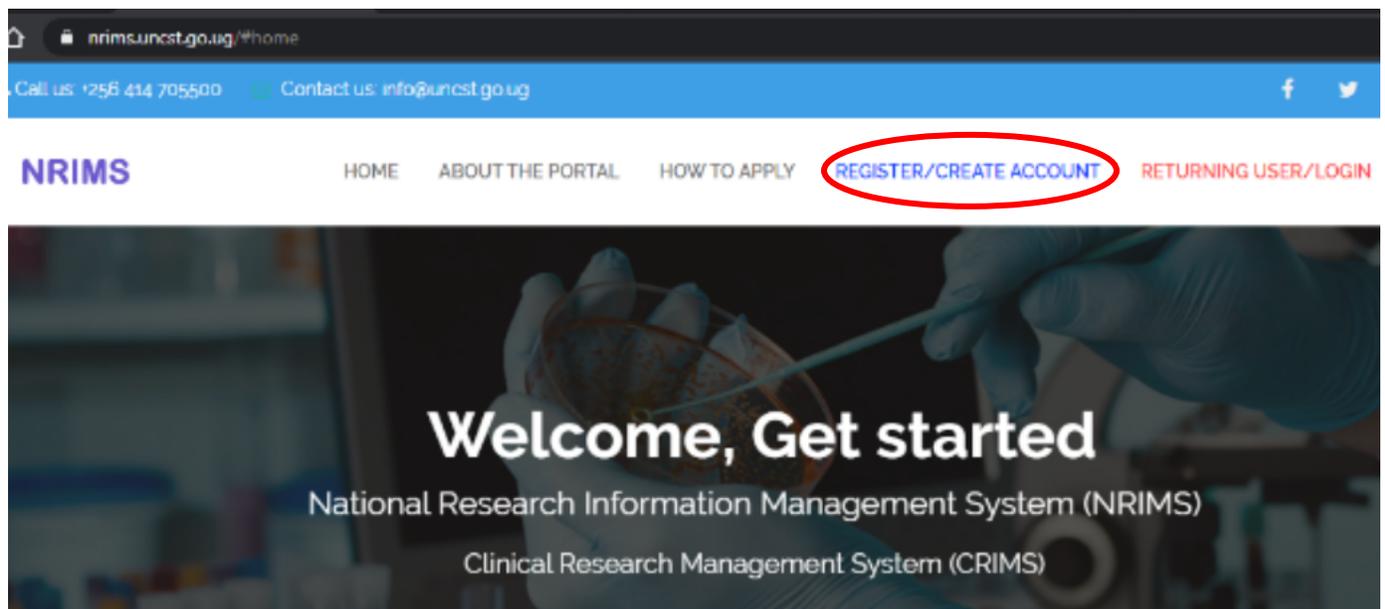
- To get started, access the NRIMS website on <https://nrims.uncst.go.ug/>
- To create an account and submit a protocol, follow the steps in SECTION 2, Section 2.1
- After Submitting your protocol, it will be reviewed and feedback will be given through your registered email address.

CHAPTER 2

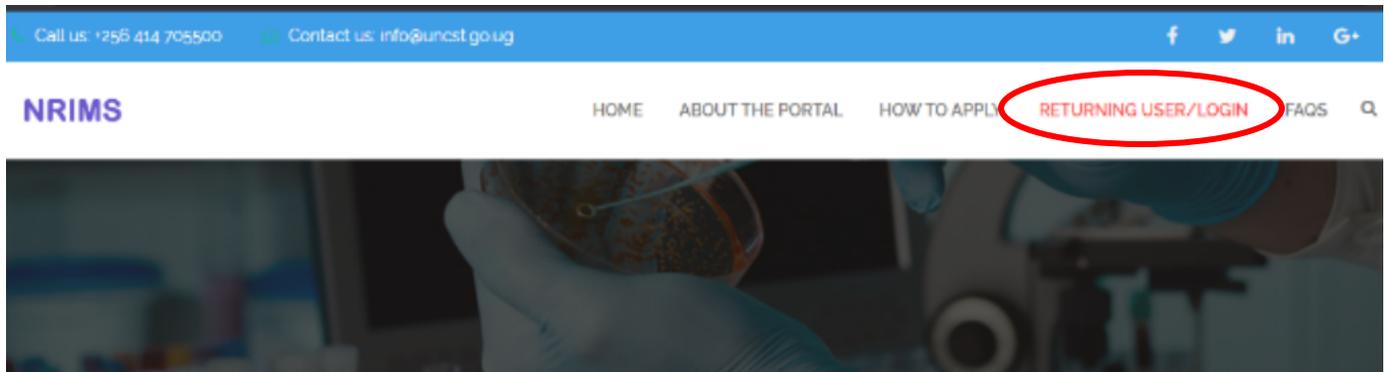
2.1 USING THE SYSTEM

Follow the steps below to create an account and submit a protocol to conduct research in Uganda. Take note of the red circles in each screenshot as they show important actions.

1. Click on “REGISTER/CREATE ACCOUNT” and fill in your information:

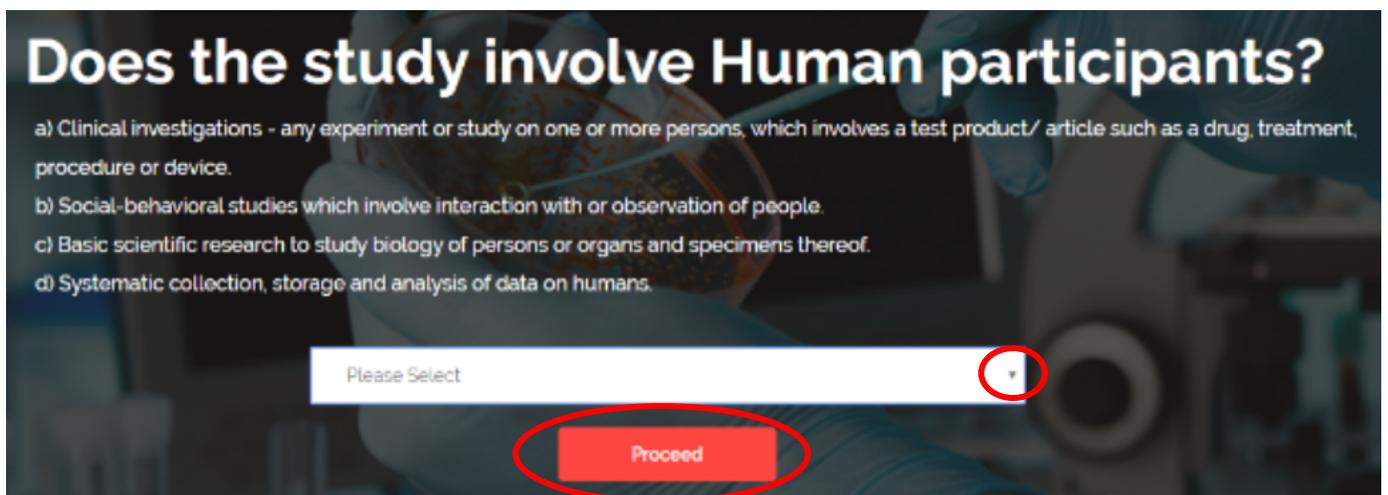


2. After registration, you will be taken back to the home page and asked to login. Click on “RETURNING USER/LOGIN” at the top, to Login:



3. Click on the drop-down arrow to answer “yes” or “No”:

- I) If “No”, click “Proceed” to be redirected to seek for clearance to conduct research in Uganda from the UNCST



- II) If “Yes”, “Select Research Category” from the drop down. Select an option from the drop-down list and click on “Proceed” to be directed to a REC approval work space.

Does the study involve Human participants?

- a) Clinical investigations - any experiment or study on one or more persons, which involves a test product/ article such as a drug, treatment, procedure or device.
- b) Social-behavioral studies which involve interaction with or observation of people.
- c) Basic scientific research to study biology of persons or organs and specimens thereof.
- d) Systematic collection, storage and analysis of data on humans.

Yes

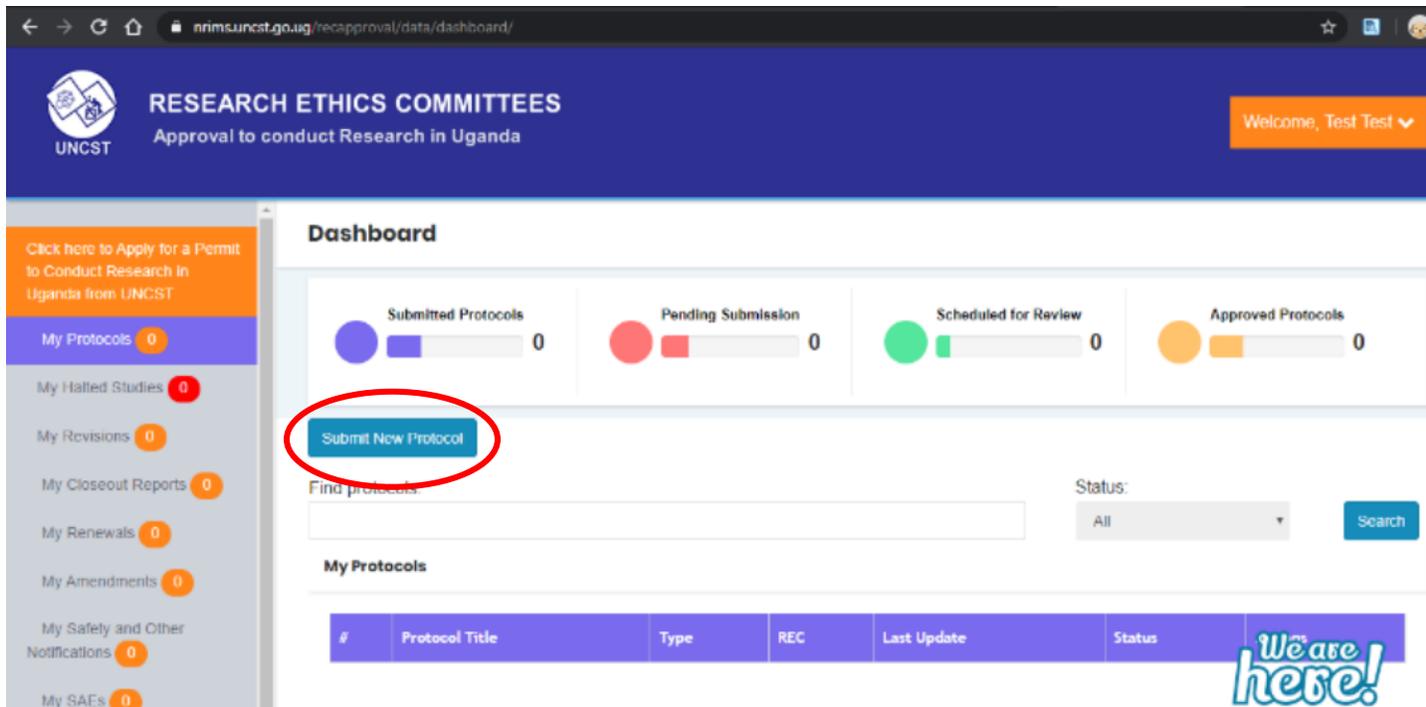
Select Research Category *

Select from list

You will be re-directed to REC Approval

Proceed

4. You will be logged in and taken to the Research Ethics Committees (REC) page. Click on "Submit New Protocol":

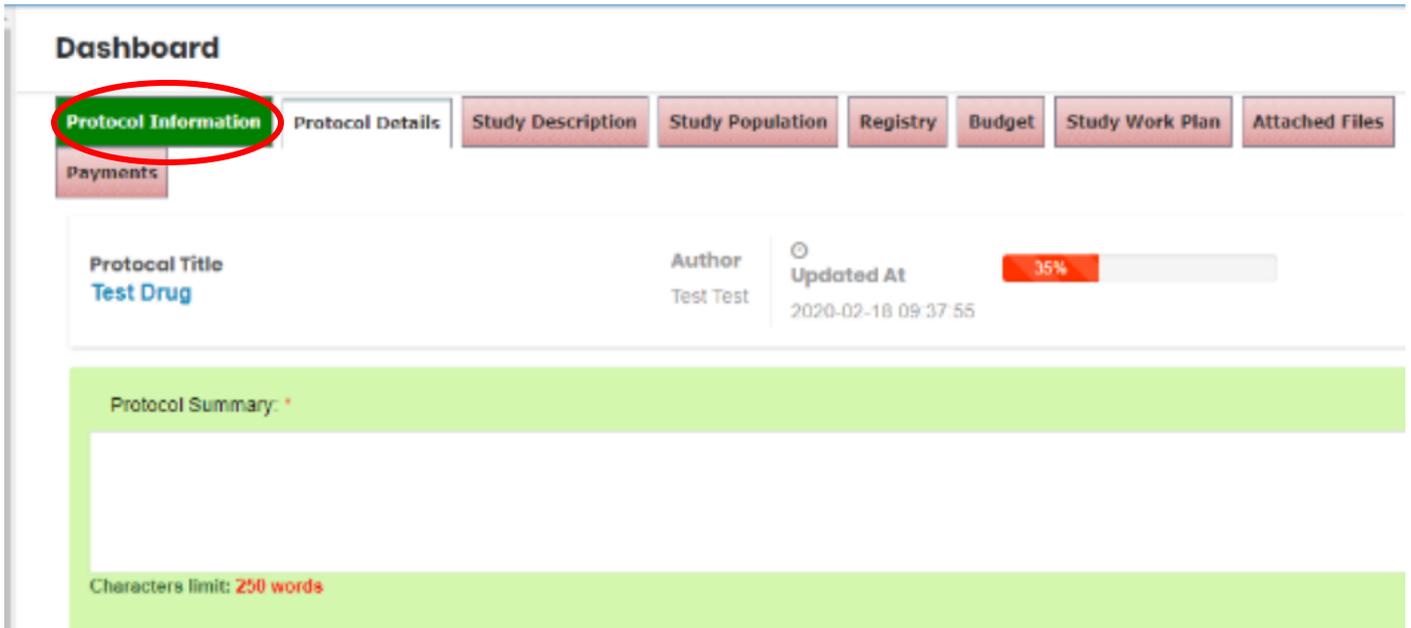


5. Fill in the protocol Information from the Dashboard, then click “Save and Next”:

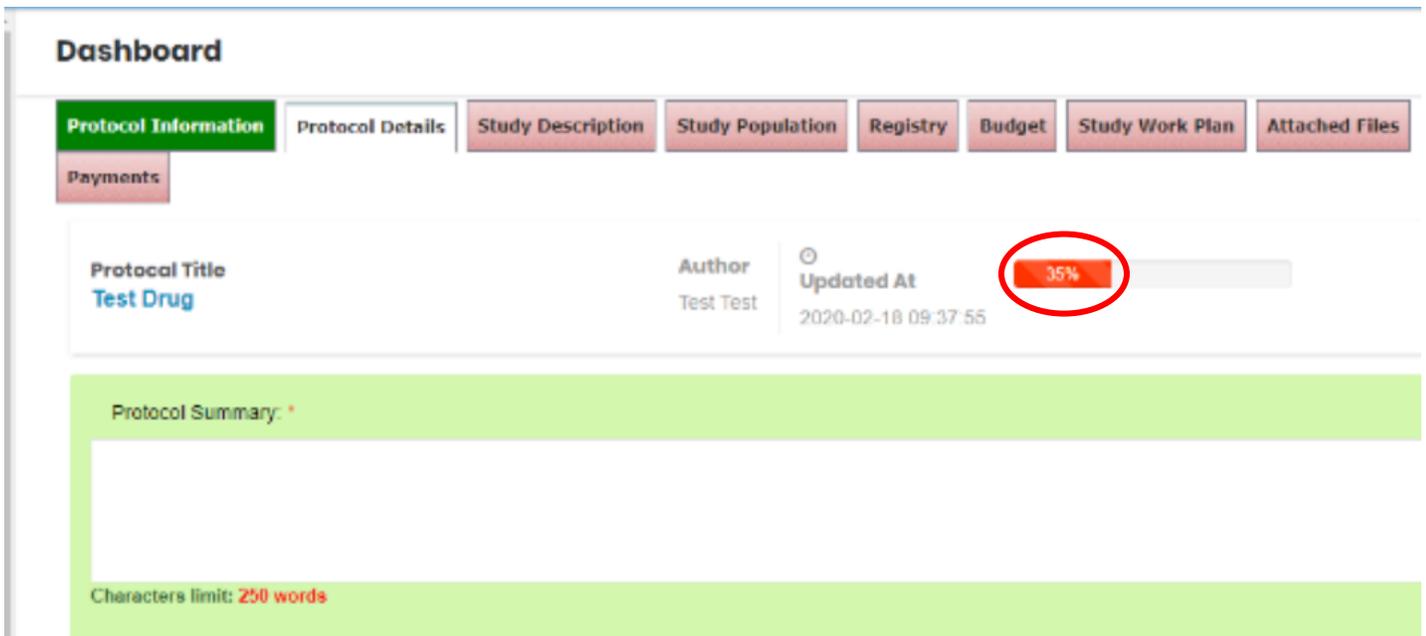


6. After filling in the required fields, the Protocol Information tab turns green,

indicating completion of that section of the Dashboard.



7. The percentage in Red, Shows your overall progress.



8. After all the Information has been filled with all the necessary documents attached, your overall progress will be at 100%, and the "Make Final Submission"

button will pop up under your overall progress. Click on it to make your submission. Please note that you will not be able to edit after this point.

Dashboard

Protocol Information
Protocol Details
Study Description
Study Population
Registry
Budget
Study Work Plan
Attached Files

Payments

<p>Protocol Title Test Drug</p>	<p>Author Test Test</p>	<p>Updated At 2020-02-18 09:37:55</p>	<div style="background-color: #f44336; color: white; padding: 2px 5px; display: inline-block; border-radius: 3px;">100%</div> <div style="background-color: #f44336; color: white; padding: 5px 10px; display: inline-block; border-radius: 3px; border: 2px solid red;">Make Final Submission</div>
--	------------------------------------	--	---

Type of Payment: Cash Deposit Attach Proof of Payment: *

Choose File No file chosen

[Proof of Payment ...](#) [Delete](#)

NOTE: Undergraduate students may attach proof of payment of research fees to the University.

Save

- After making your final submission, you will be able to view or print your submission, or view the comments made by the Reviewer.

Click here to Apply for a Permit to Conduct Research in Uganda from UNCST

My Protocols 1

My Halted Studies 0

My Revisions 0

My Closeout Reports 0

My Renewals 0

My Amendments 0

My Safety and Other Notifications 0

My SAEs 0

My Deviations 0

Dashboard

Submitted Protocols

1

Pending Submission

0

Scheduled for Review

0

Approved Protocols

0

Submit New Protocol

Find protocols:

Status:

All

Search

My Protocols

#	Protocol Title	Type	REC	Last Update	Status	Actions
UNCST.70.ES.2020	Test Drug Test Test - Test inc.	Clinical Trial	Test UNCST Research Ethics Committee	2020-02-18 10:01:48	Waiting for Committee	<div style="background-color: #00bcd4; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block; border: 2px solid red;">+ View Submission</div> <div style="background-color: #3f51b5; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block; border: 2px solid red;">+ View Comments</div> <div style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block; border: 2px solid red;">+ Print Submission</div>

2.2 REVISION/UPDATING A SUBMISSION

This section indicates how to provide revisions to a protocol that been deemed by the REC Admin to be incomplete or does not meet minimum requirements.

Of a submission.

10. If your protocol is rejected by the REC admin, A button labeled “Update Submission” will appear and you will need to update your submission and resubmit your protocol.

Protocol Title	Type	REC	Last Update	Status	Actions
NXT Tool Deng Luka -	Engineering and Technology	Test UNCST Research Ethics Committee	2020-02-17 16:27:07	completeness check	+ View Submission + Update Submission + Print Submission

11. Update the necessary requirements and click “Resubmit” when done.

Protocol Information | Protocol Details | Study Description | Study Population | Budget | Study Work Plan | Attached Files | Payments

Protocol Title: NXT Tool
Author: Deng Luka
Updated At: 100%
[Resubmit](#)

Add Team Members +
Deng Luka - Principal Investigator, click to review
[Add Team Member](#)

Add Collaborating Institutions * Yes No

Name of Institution *	Institutional Code	Data Sharing Agreement *	
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Add Rows"/>
Elk Rapids		View File	Delete

12. After resubmission, you will be redirected back to the protocols menu and you can view or print your protocol as it gets reviewed again.

Protocol Title	Type	REC	Last Update	Status	Actions
NXT Tool Dang Luka -	Engineering and Technology	Test UNCST Research Ethics Committee	2020-02-20 15:54:59	Waiting for Committee	+ View Submission + View Comments + Print Submission

13. If your protocol gets approved, protocol status changes and a signed REC Approval Letter will be available for download, as shown below.

My Protocols

#	Protocol Title	Type	REC	Last Update	Status	Actions
UNCST.70.ES.2020	Test Drug Test Test - Test Inc.	Clinical Trial	Test UNCST Research Ethics Committee	2020-02-18 10:01:48	Approved, pending UNCST approval Download REC Approval Letter	+ View Submission + View Comments + Print Submission Apply for Amendments

2.3 MAKING AMENDMENTS

14. You'll be able to "Apply for Amendments" as well, if necessary, using the red button at the bottom.

My Protocols

#	Protocol Title	Type	REC	Last Update	Status	Actions
UNCST.70.ES.2020	Test Drug Test Test - Test Inc.	Clinical Trial	Test UNCST Research Ethics Committee	2020-02-18 10:01:48	Approved, pending UNCST approval Download REC Approval Letter	+ View Submission + View Comments + Print Submission Apply for Amendments

15. After clicking on “Apply for Amendments”, you will be redirected to fill in the changes to be made and attach the necessary documents highlighted in red.

Protocol	Type	Language	Version	Date
Click to add New Attachment				
Please attach: Proposal with Tracked Changes Clean Copy Cover letter Proof of Payment				
Changes to Consent Form. Are changes required?: <input type="radio"/> No <input type="radio"/> Yes				
Changes to data collection tool. Are changes required?: <input type="radio"/> No <input type="radio"/> Yes				
Changes to protocol. Are changes required?: <input type="radio"/> No <input type="radio"/> Yes				
Are they changes to study districts? Please highlight districts : <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
Online				

16. Fill in all the information and click on the “Save” button to save your inputs, or “Make Final Submission” button to submit your amendments.

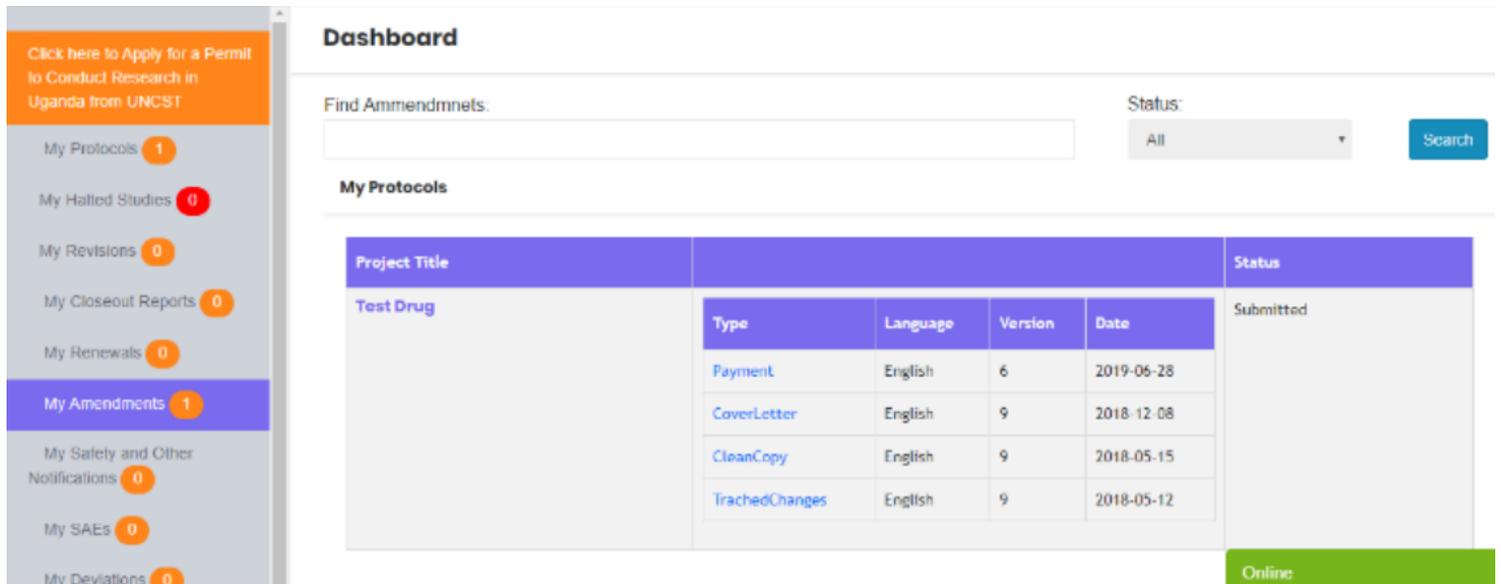
Are they changes to study districts? Please highlight districts :

Description of proposed changes:

Reason for Amendment/Modification:

Save Make Final Submission

17. After submission, you will be redirected to the “My Amendments” Section.

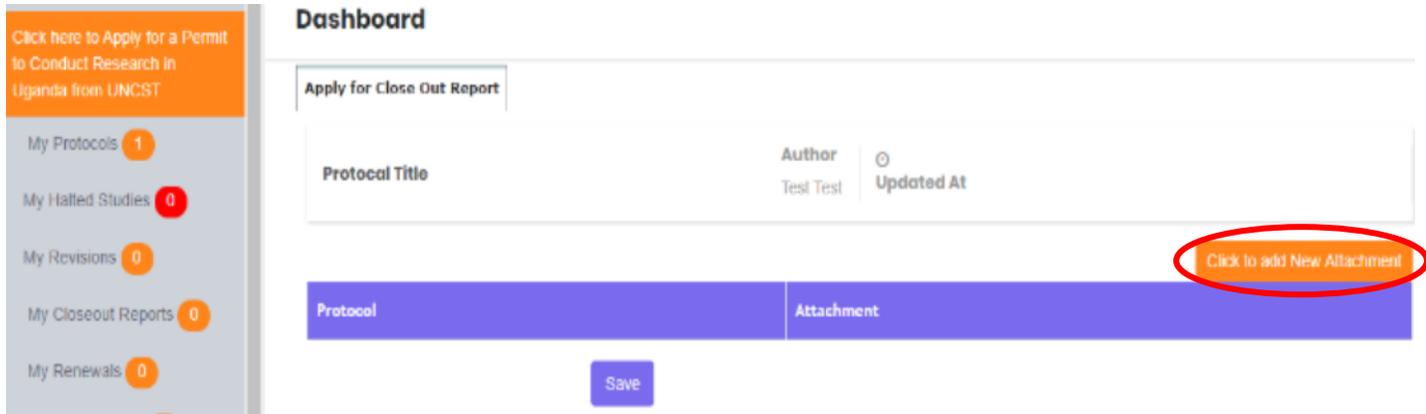


2.4 MAKING A CLOSEOUT REPORT

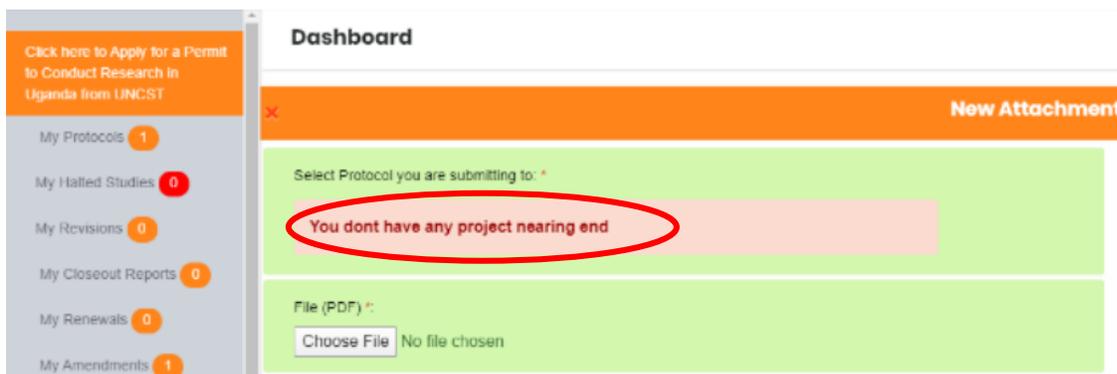
18. To make a Closeout Report, click on “My Closeout Reports”, then “Click to submit Closeout Reports”



19. Then click on “Click to add New Attachment”

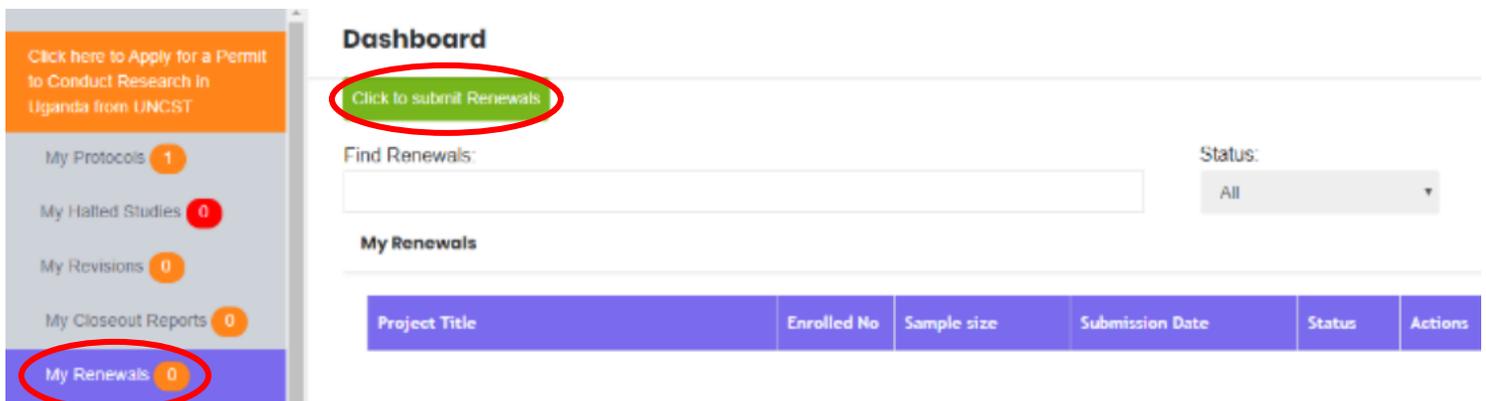


20. Note that a Closeout Report can only be submitted if you have a project nearing the end. Therefore, if you do not have one, the following message will be displayed.



2.5 SUBMITTING RENEWALS

21. To submit a Renewal, click on “My Renewals” and then, “Click to Submit Renewals”.



22. Fill in all the information required on the red tabs.

Dashboard » Annual Renewal

Protocol Information | Status of Participants & Specimens | Literature & Challenges | Status of Future Plans/Activities | Payment

Select Protocol you are submitting to: *

Please Select Protocol

Brief rationale for the Study: *

General Research Objective: *

23. When you're done, click on "Save" and then "My Renewals".

Dashboard

Protocol Information | Status of Participants & Specimens | Literature & Challenges | Future Plans/Activities | Payment

Dear Test Test, details have been submitted, proceed to continue

Type of Payment: Wire Transfer | Attach Proof of Payment: *

Choose File | No file chosen

Save

My Renewals 1

24. Your renewal will be added, and you can View, or edit it.

Dashboard

Click to submit Renewals

Find Renewals: Status: All

My Renewals

Project Title	Enrolled No	Sample size	Submission Date	Status	Actions
Test Drug	4	5	20/02/2020 10:46:50	Pending	+ View Submission + Edit Submission

2.6 SUBMITTING SAFETY AND NOTIFICATIONS

25. To submit Safety and notifications, click on “My Safety and other Notifications”, then “Click to Submit Notifications”.

Dashboard

Click to submit Notifications

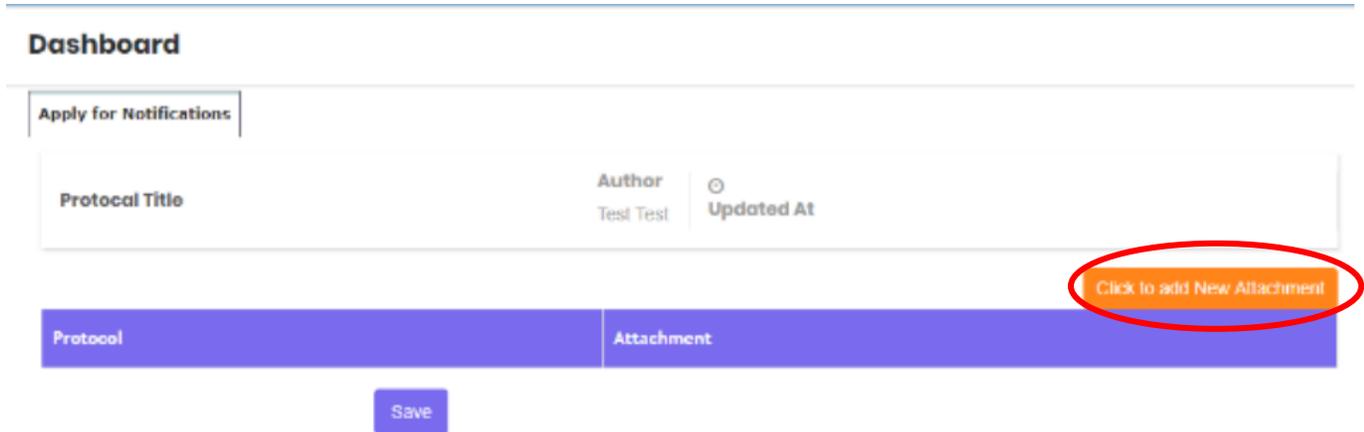
Find Notifications: Status: All

Safety and Other Notifications

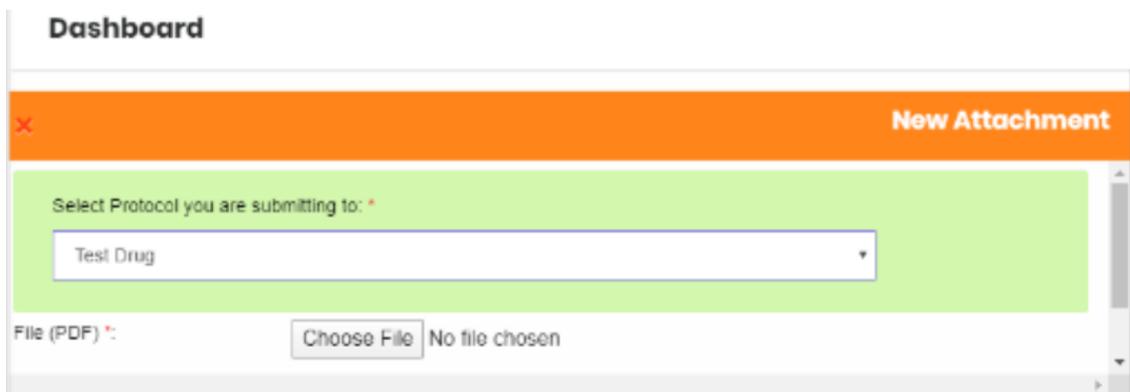
Project Title	Attachment	Submission Date	Status	Actions
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26. Click “Click to add New Attachment”



27. Select your protocol and upload the file. Then scroll down and click “Save”.



28. Click “Save” to save it or “Make final Submission” to submit it.

Click here to Apply for a Permit to Conduct Research In Uganda from UNCST

- My Protocols 1
- My Halted Studies 0
- My Revisions 0
- My Closeout Reports 0
- My Renewals 1
- My Amendments 1
- My Safety and Other Notifications 0

Dashboard

Apply for Notifications

Protocol Title	Author	Updated At
	Test Test	

Changes have saved

Click to add New Attachment

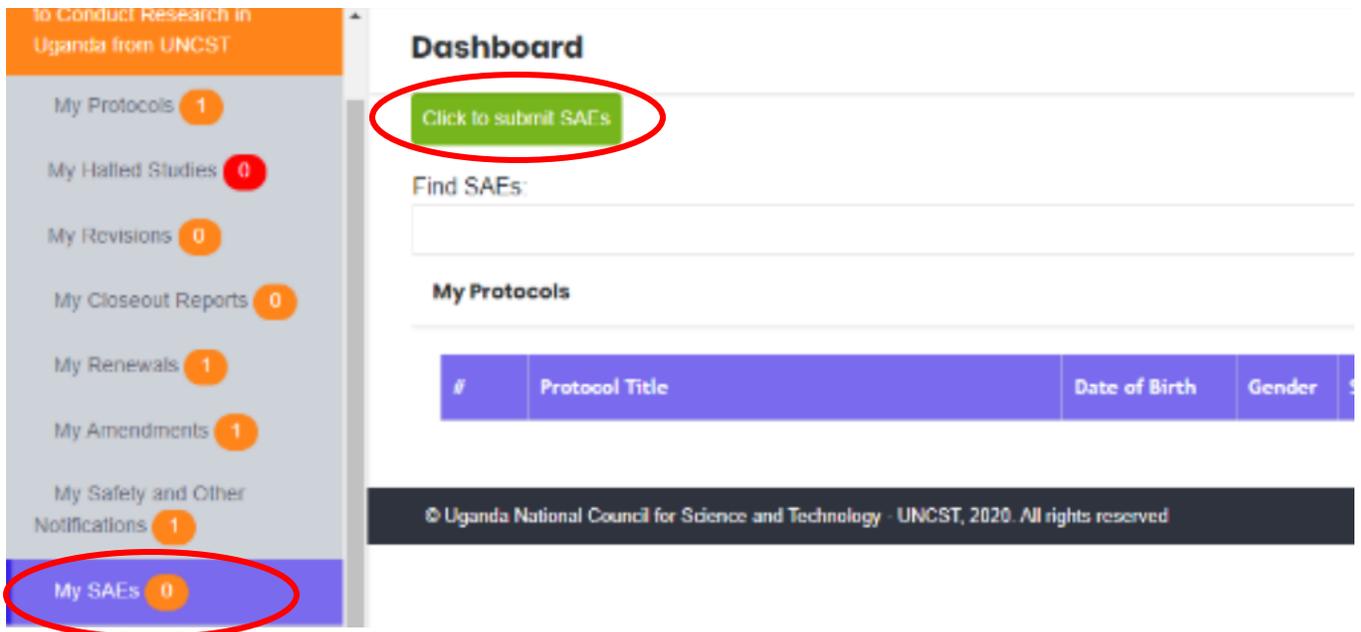
Protocol	Attachment
Test Drug	Click to view

Save

Make Final Submission

2.7 APPLYING FOR SAEs

29. To submit SAEs, click on "My SAEs", then "Click to submit SAEs"



30. Fill in all the necessary information and click “Submit”

This screenshot shows a form for describing corrective action. It includes a text area with the label 'Describe the corrective action undertaken *', a character limit of 250 words, and a file upload section for 'Attach Evidence of corrective action (PDF only) *'. The 'Submit' button is circled in red. A green 'Online' indicator is visible in the bottom right corner.

31. A “Make Final Submission” button will then appear. Click on it to Submit.

This screenshot shows the same form as above, but with an additional red button labeled 'Make Final Submission' circled in red. The 'Submit' button is still present. The 'Online' indicator is no longer visible.

2.8 SUBMITTING DEVIATIONS

32. To submit Deviations, click “My Deviations”, then “Click to submit

Deviations”

The dashboard features a left sidebar with navigation items: 'Click here to Apply for a Permit to Conduct Research in Uganda from UNCST', 'My Protocols 1', 'My Halted Studies 0', 'My Revisions 0', 'My Closeout Reports 0', 'My Renewals 1', 'My Amendments 1', 'My Safety and Other Notifications 1', 'My SAEs 1', and 'My Deviations 0'. The 'My Deviations 0' item is circled in red. The main content area is titled 'Dashboard' and includes a green button 'Click to submit Deviations' (circled in red), a search field 'Find Deviations:', and a table titled 'My Protocols' with columns 'Project Title', 'Description of deviation', and 'Root cause of deviation'. A footer contains the text '© Uganda National Council for Science and Technology - UNCST, 2020. All rights reserved.'

33. Fill in the necessary information and then click “Submit Details”

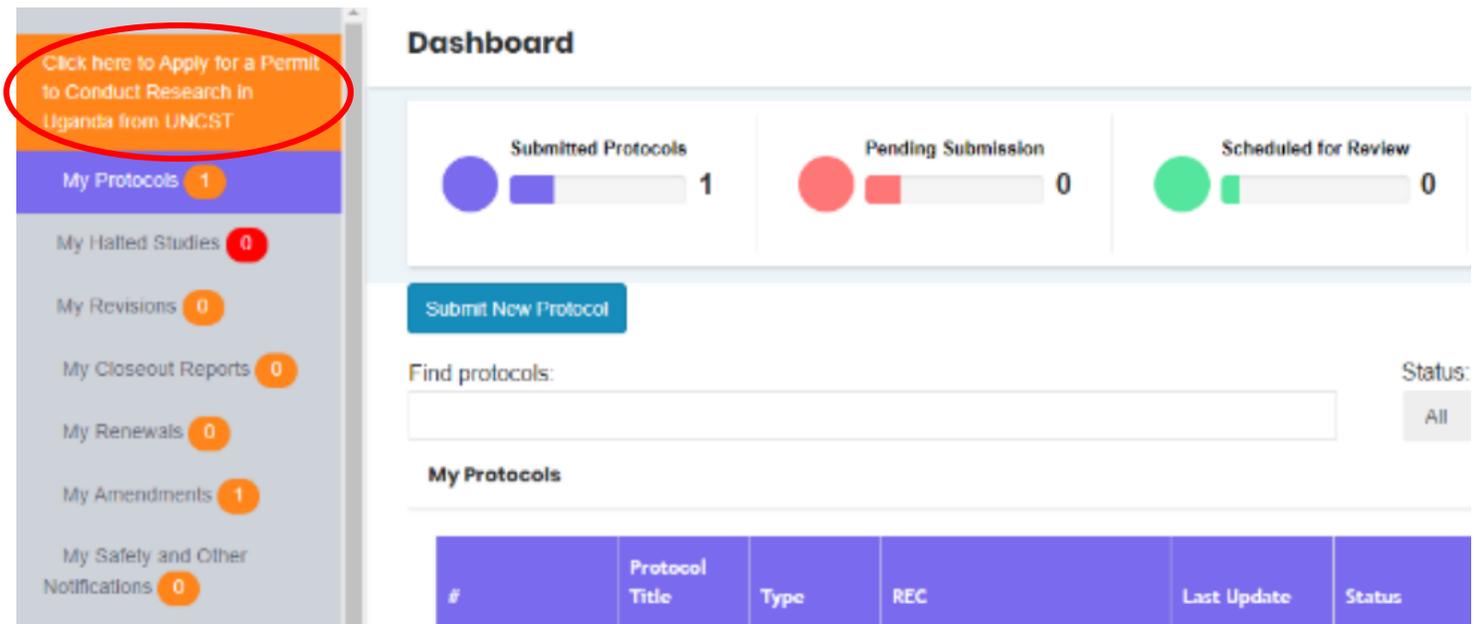
The form consists of a large text area with a 'Characters limit: 250 words' indicator. Below it is a section titled '5. Measures to mitigate violation' containing a table with the header 'Measures (one per row)' and an 'Add More' button. At the bottom of the form is a blue button labeled 'Submit Details', which is circled in red.

34. A “Make Final Submission” Button will appear. Click on it to make submission.

This screenshot shows the same form as above, but with an additional red button labeled 'Make Final Submission' at the bottom, circled in red. The 'Submit Details' button is still present. The text 'QWERTYUI Delete' is visible at the bottom left of the form area.

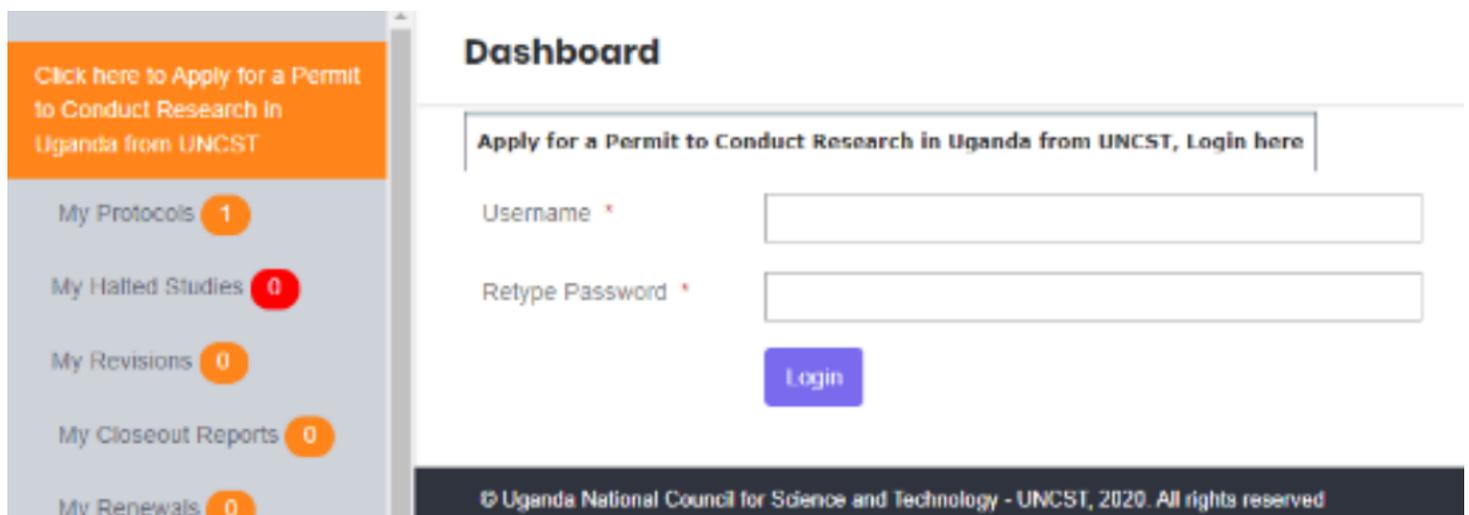
2.9 APPLYING FOR A PERMIT TO CONDUCT RESEARCH IN UGANDA

35. To apply for a Permit, click on the orange button at the top left corner.



The screenshot shows a dashboard with a sidebar on the left and a main content area. The sidebar contains several menu items, each with a count in a colored circle: 'My Protocols' (1), 'My Halted Studies' (0), 'My Revisions' (0), 'My Closeout Reports' (0), 'My Renewals' (0), 'My Amendments' (1), and 'My Safety and Other Notifications' (0). The top item in the sidebar is an orange button with the text 'Click here to Apply for a Permit to Conduct Research in Uganda from UNCST', which is circled in red. The main content area is titled 'Dashboard' and features three progress indicators: 'Submitted Protocols' (1), 'Pending Submission' (0), and 'Scheduled for Review' (0). Below these is a blue button labeled 'Submit New Protocol'. There is a search bar for protocols and a 'Status' dropdown menu set to 'All'. At the bottom, there is a table header for 'My Protocols' with columns for '#', 'Protocol Title', 'Type', 'REC', 'Last Update', and 'Status'.

36. You will be asked to login to UNCST Research Management System, (Use the same Log in information) and You will be redirected to the Research page.



The screenshot shows the same dashboard as in the previous image, but with a login form overlaid. The form is titled 'Apply for a Permit to Conduct Research in Uganda from UNCST, Login here' and contains two input fields: 'Username *' and 'Retype Password *'. Below the fields is a blue button labeled 'Login'. At the bottom of the page, there is a footer that reads '© Uganda National Council for Science and Technology - UNCST, 2020. All rights reserved'.

37. The side bar labeled “Status” Shows your information progress. All the “Pending” processes should be filled to complete your application. However, the processes visible on the screen are your user information. Click on “Update Submission” at the bottom left.

The screenshot shows the UNCST application portal. At the top, the header reads "UGANDA NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY - UNCST" and "Application for permission to conduct research in Uganda". A user profile is visible in the top right corner with the name "Hello, Test".

The main content area is titled "Welcome Test Test" and includes contact information: "Nationality: Uganda", "Tel: 0712345678", "Email: test96004@gmail.com", "Organisation of affiliation:", and "Organisation email:". Below this is a "Dear Test" message and a "My Submissions" table.

The "Status" sidebar on the right lists various application components with their current status:

- Home
- User account details: Pending
- Password & Photo: Completed
- Personal details: Pending
- Education background: Pending
- Employment: Pending

The "My Submissions" table has the following structure:

Project Title	Status	Remarks
Test Drug		

An "Update Submission" button is located below the "Test Drug" entry and is circled in red.

Let's talk...

38. Additional processes will pop up on the “Status” bar. Click on the icon headed “Edit”

The screenshot shows a detailed view of the application. On the left, a table titled "Main features of the research project" lists project details:

Project Title	Research Type	Sponsor	Duration	Edit	Delete
Test Drug RefNo:	Degree Award	Test1			

The "Edit" icon is circled in red.

On the right, the "Status" sidebar shows the progress of various application components:

- Home
- User account details: Completed
- Password & Photo: Pending
- Personal details: Completed
- Education background: Completed
- Employment: Completed
- Research details: Pending
- Research experience: Pending
- Research attachments: Completed
- Estimated cost: Completed

39. Then fill in all the necessary information...

Research project details, edit record

Project title	Research Type	Sponsor	Duration	Edit	Delete
Test Drug RefNo: HSS70ES	Degree Award	Test1	1 Month		

Research project
Research details ie project title, objective, methodology

Title of the research project: *

Objectives of the research project: *

Category

Brief outline of research methodology*

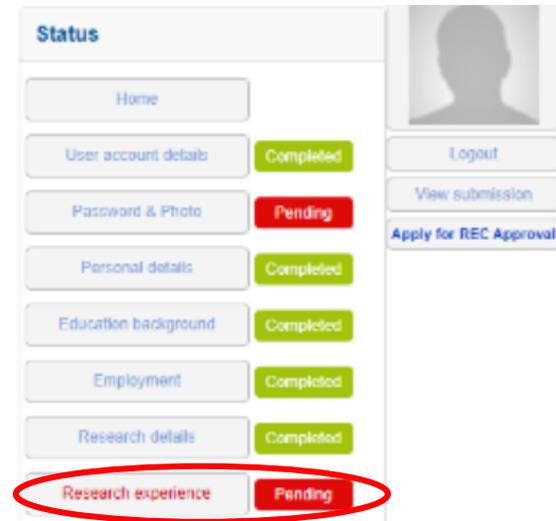
Status

- Home
- User account details **Completed**
- Password & Photo **Pending**
- Personal details **Completed**
- Education background **Completed**
- Employment **Completed**
- Research details **Completed**
- Research experience **Pending**
- Research attachments
- Estimated cost
- Co-Investigators' details **Completed**

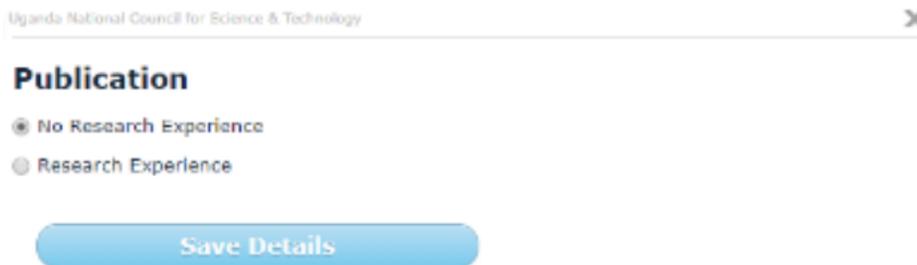
40. Click "Update Details" when you're done.

District	Country/ Municipality	Sub County/ Town Council	Parish	Duration (Months)	
Please Sak ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Rows
Description of study population (Age group, sex, tribe etc): *	<input type="text" value="Type your description here..."/>				
Sponsor (s): *	<input type="text" value="Test1"/>				
Sample Size *	<input type="text" value="5"/>				
Total study duration in months: *	<input type="text" value="1 Month"/>				
Update Details					

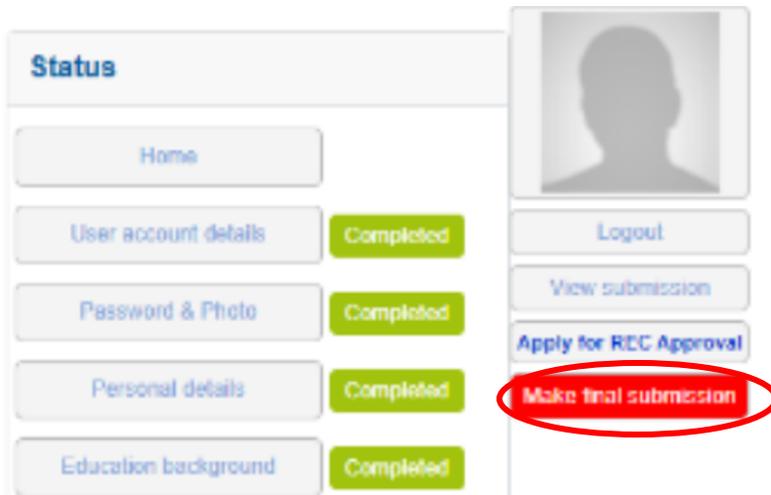
41. "Research Details" from the status bar will turn green. Click on "Research experience", and then "Click to Add Publication"



42. A window will pop up asking if there has been any research experience. Click "Save Details" after making your choice.



43. After filling in all the necessary information, a "Make final submission" Button will pop up under the "Apply for REC approval" Button on the right.



CHAPTER 3

3.1 CONCLUSION

Protocol Submissions are divided into sub sections and reviewed accordingly. Depending on the information provided in the submission, your protocol can be approved, rejected, or approved on a condition that a certain aspect of your protocol has to be changed.

Application for a permit to conduct research in Uganda is made granted by the Uganda National Council for Science and Technology (UNCST). Only when your submission has been approved can a permit be granted and only then can you be able to conduct research in the area(s) stated in your application.