RESEARCH ETHICS INFORMATION MANAGEMENT SYSTEM (REIMS)
ONLINE PROPOSAL SUBMISSION FOR ETHICAL CLEARANCE
INSTRUCTIONS FOR APPLICANTS (USER MANUAL)

Research Ethics Information Management System (REIMS) is an online web application for the submission of research protocols for review, validation of protocols per the NatHREC’s checklist, online review of proposals and application status tracking.

The system can currently be found under the link: http://reims.nimr.or.tz:8010/. Following it, takes you to the login page of the REIMS system.

1. On REIMS login page, click on “Register new membership” link to register for an account (The link is just below “I forgot my Password” link)
2. Fill out your details on the registration page, then click “register”:

![Registration Page](image)

Upon completion of filling your details on the registration page, you will be prompted to verify your email address (that you entered on the registration form). The email verification requirement is simply a measure for security purposes.

![Email Verification](image)
3. To verify your email, please check your email inbox for an email from the REIMS system with the subject “Verify Email Address”, click the “Verify Email Address” button. 
PS: If you do not find an email, try checking your Spam folder, or go back to REIMS system and click on “click here to request another” email link.

Hello!

Please click the button below to verify your email address.

[Verify Email Address]

If you did not create an account, no further action is required.

Regards,
NatHREC Proposal Tracking System

If you’re having trouble clicking the “Verify Email Address” button, copy and paste the URL below into your web browser: `[actionURL]

Clicking on the ‘Verify Email Address’ will now redirect you to the System’s home page. You will now be able to login into the system using the email and password you registered with. 
PS: In case you ever forget your password, you can click on the “I forgot my password” link on the login page, and you will be directed on how to recover it.
4. To submit a new proposal, click the “Submit an Application” menu on the left hand-side, and follow instructions.

You will be prompted to choose the type of application you’re submitting:

5. Choose the option which best suits and your application and proceed to fill out the details and submit.
Other links in the Home Menu

A. The “Resubmissions” menu on the left is for responding to reviewer’s comments that were raised.

B. Clicking on the “My Applications” menu on the left, shows all your submitted applications and the corresponding application status for easier tracking.

![Image of REIMS application menu with My Applications highlighted]

**NOTE:** During each stage that the application passes, an email notification will be sent to the email entered on the application as the PI’s email address, therefore be sure to correctly enter an email address that is accessible and checked frequently to avoid missing important notifications.

**Thank You!**