



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)

NIMR | National Institute for Medical Research, Tanzania

REIMS

Sign in to start your session

Email

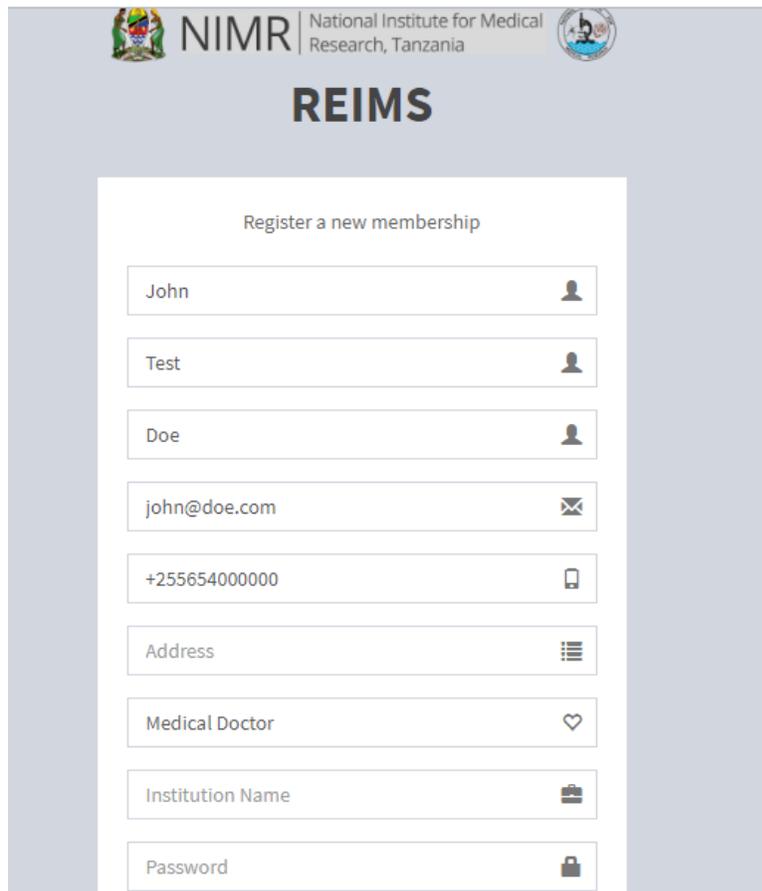
Password

Remember Me

[I forgot my password](#)
[Register a new membership](#)

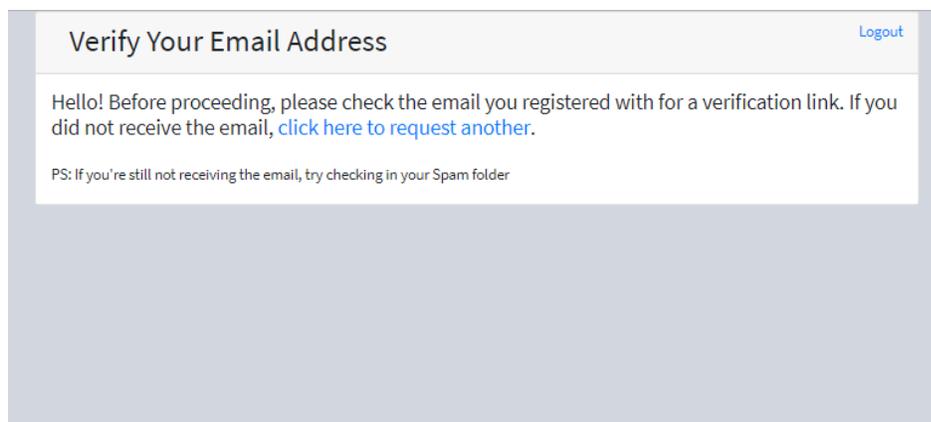
For Help or any challenges with the Online system, Contact us at: +255 654 371719 / +255 752 665127

2. Fill out your details on the registration page, then click “**register**”:



The screenshot shows the NIMR REIMS registration page. At the top, there is the NIMR logo and the text "National Institute for Medical Research, Tanzania". Below this is the "REIMS" title. The main heading is "Register a new membership". The form contains several input fields with icons on the right: a name field with "John" and a person icon; a second name field with "Test" and a person icon; a third name field with "Doe" and a person icon; an email field with "john@doe.com" and an envelope icon; a phone number field with "+255654000000" and a mobile phone icon; an address field with "Address" and a list icon; a medical profession field with "Medical Doctor" and a heart icon; an institution name field with "Institution Name" and a briefcase icon; and a password field with "Password" and a lock icon.

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.



The screenshot shows a page titled "Verify Your Email Address" with a "Logout" link in the top right corner. The main text reads: "Hello! Before proceeding, please check the email you registered with for a verification link. If you did not receive the email, [click here to request another](#)." Below this, a note says: "PS: If you're still not receiving the email, try checking in your Spam folder".

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.

NatHREC Proposal Tracking System

Hello!

Please click the button below to verify your email address.

Verify Email Address

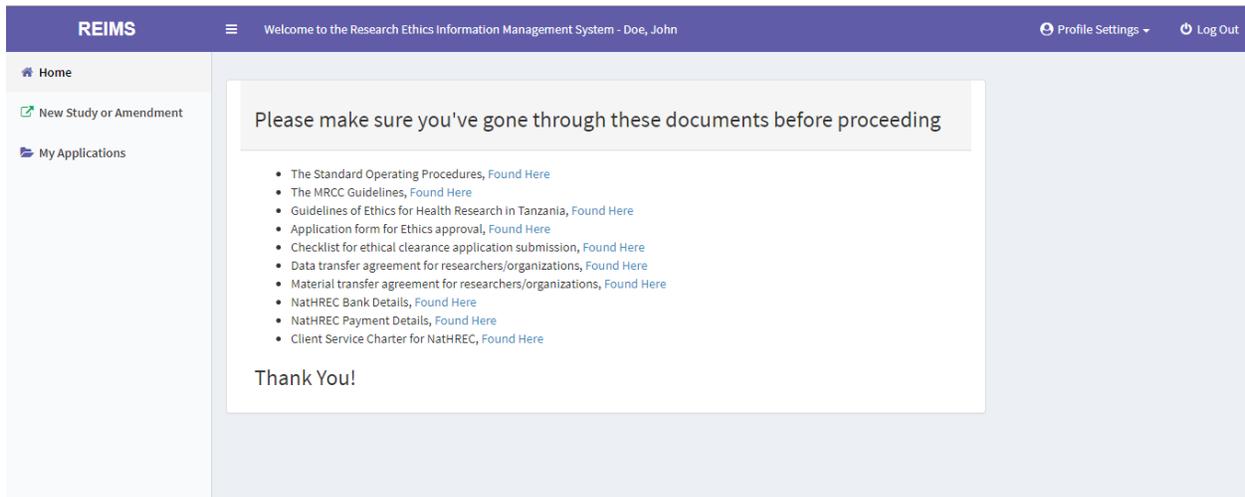
If you did not create an account, no further action is required.

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](#)

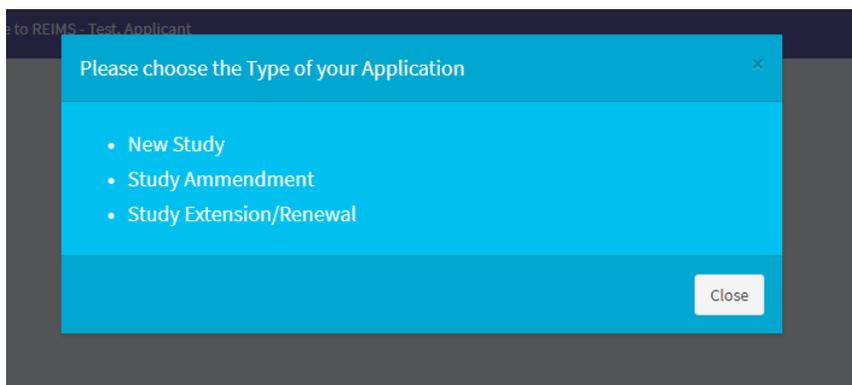
Clicking on the 'Verify Email Address' will now redirect you to the System's home page. You will now be able to login into the system using the email and password you registered with.

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.

The screenshot shows the 'New Study - Application Details' form, labeled as 'Step 1 of 3'. The form contains the following fields:

- Title***: A text input field.
- Abstract**: A large text area for entering the abstract.
- Study Type**: A dropdown menu with the placeholder text 'Select study type'.
- Study Design**: A dropdown menu with the placeholder text '[Please the study design under which your study falls]'.
- Research Field**: A dropdown menu with the placeholder text '[Please the research field the application belongs]'.

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.

The screenshot displays the REIMS user interface. The top navigation bar includes the REIMS logo, a welcome message 'Welcome to REIMS - Test, Applicant', and links for 'Profile Settings' and 'Log Out'. The left sidebar contains a menu with 'Home', 'Submit an Application', 'Resubmissions', and 'My Applications' (highlighted with a red box). The main content area is titled 'Applications' and contains a table with the following data:

Title	Application Type	PI's Name	Institution	Status	Action
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	New Study	John Maboko	NIMR-MMRC	Resubmission has been sent to Secondary Reviewer	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Study Amendment	Jay Ziegler	NIMR-MMRC	Application is Incomplete. Could not be Validated	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet,	New Study	John Maboko	NIMR-MMRC	Application Sent. Pending DPCS Approval	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	New Study	John Maboko	NIMR-MMRC	Application Reviewed. Comments sent to PI	Show Reviewer Comments
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	New Study	John Maboko	NIMR	Application has been sent to Meeting	

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!