

Getting Started Guide - An Overview of Buhooth for Investigators

**PHCC Research Management System
(Buhooth)**

What is Buhooth (OneAegis)?

- Buhooth (OneAegis) is the electronic system for Institutional Review Board (IRB) submissions and management of IRB related study records.
- The system provides automation to the IRB application and review process with conditioned questions, training verification through CITI, electronic signatures and routing, and email notifications.
- It also allows for collaboration between researchers when completing IRB submissions, as well as collaboration with the IRB office during the IRB review process. This system maintains all IRB related records for each study.

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Section 1

Obtaining access to Buhooth

Obtaining access to Buhooth

All PHCC employees' accounts have already been registered in the Buhooth system through their PHCC accounts, and they are allowed to log in to the system.

PHCC users must login using PHCC credentials.

Do NOT self-register if you are a PHCC user.

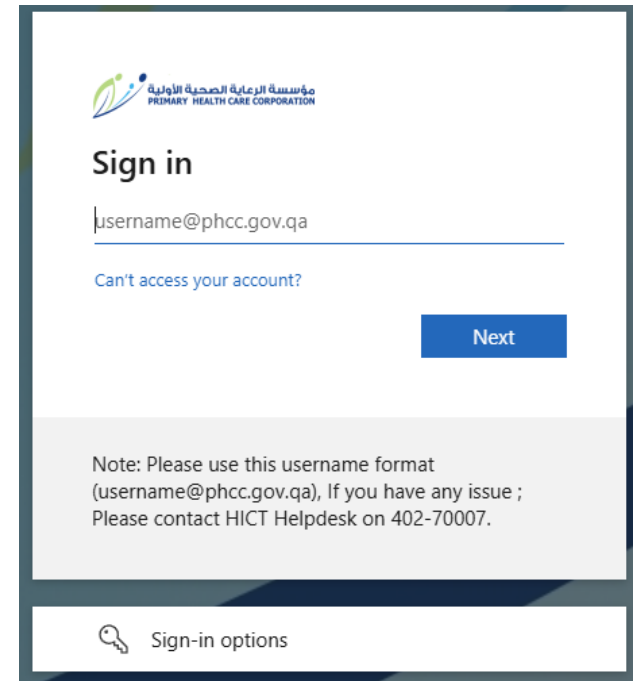
1. Go to <https://buhooth.oneaegis.com/Login>
2. Enter your PHCC email and click “Continue”



The screenshot shows the login interface for the Buhooth system. At the top, the Primary Health Care Corporation logo and name are displayed. Below this, the word "Login" is prominently shown. There is a text input field labeled "Email:" followed by a yellow "Continue" button. Below the input field, there is a link that says "Don't have an account? Click here to register." At the bottom of the page, there is a copyright notice: "Copyright ©2000-2026 Tech Software. All rights Reserved. 2026.S.8472.0/Release/1030d2c | GCWBWS1 | 2026-06-18 05:50:04Z" and a footer that says "Powered By IRBManager".

Obtaining access to Buhooth

3. You will be redirected to the PHCC login page. Enter your email and associated password.
4. Approve sign in using the authenticator app.



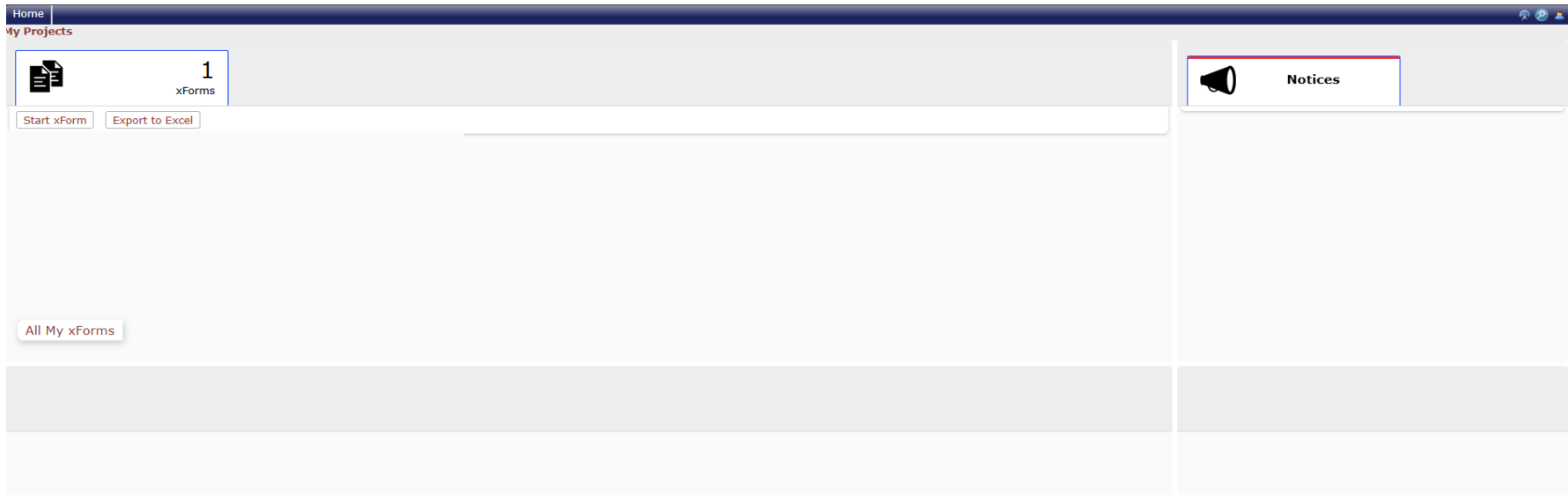
The screenshot shows the PHCC Sign in page. At the top is the PHCC logo. Below it is the text "Sign in". There is a text input field containing "username@phcc.gov.qa". Below the input field is a link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". At the bottom of the page, there is a note: "Note: Please use this username format (username@phcc.gov.qa). If you have any issue ; Please contact HICT Helpdesk on 402-70007." Below the note is a section titled "Sign-in options" with a key icon.

Section 2.1

Navigating the Home Page

Home Page

- You will be directed to the home page once you log into the system. Your studies will appear on your home page.
- You will see the screen below if you have NO active studies upon first time log in.
- If you have active studies, these will be under the “IRB” tab (*see section 2.5*)



Section 2.2

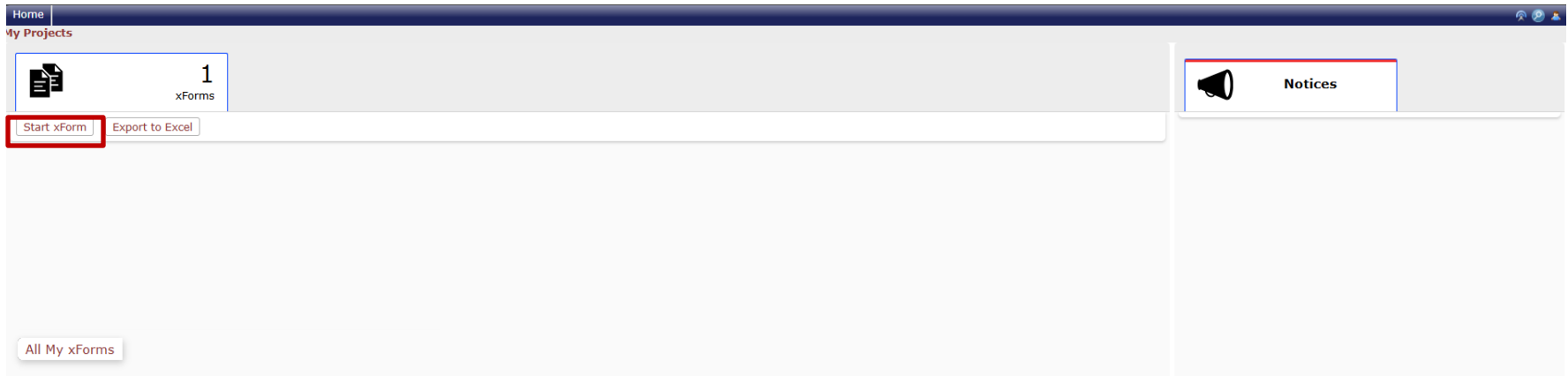
Updating Your Information After First Time Login

Updating Your Information After First Time Login

You must submit a **contact submission** form to complete your profile and provide your personal and professional information.

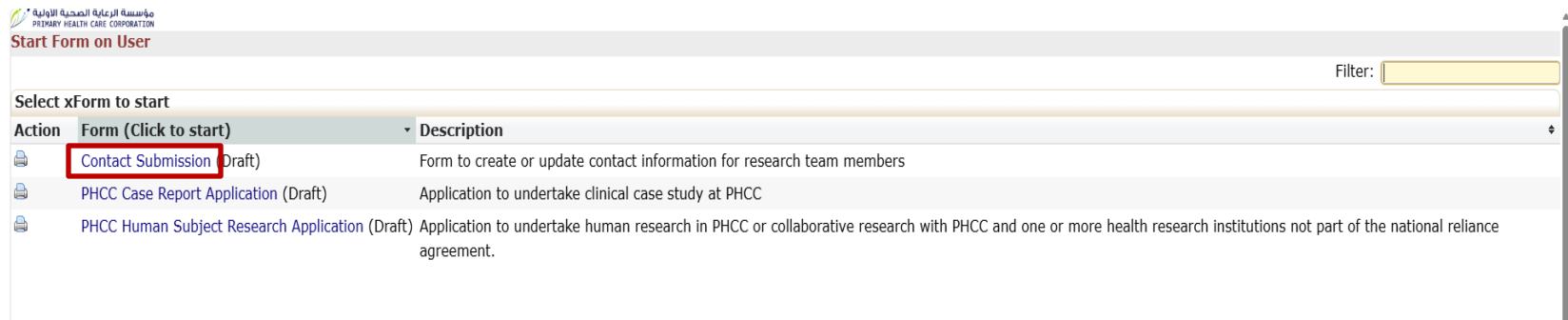
Please follow these steps anytime you need to update your CV before it expires

1. Click “**Start xForm**”



Updating Your Information After First Time Login

2. Click on “**Contact Submission**” to begin this form



Start Form on User

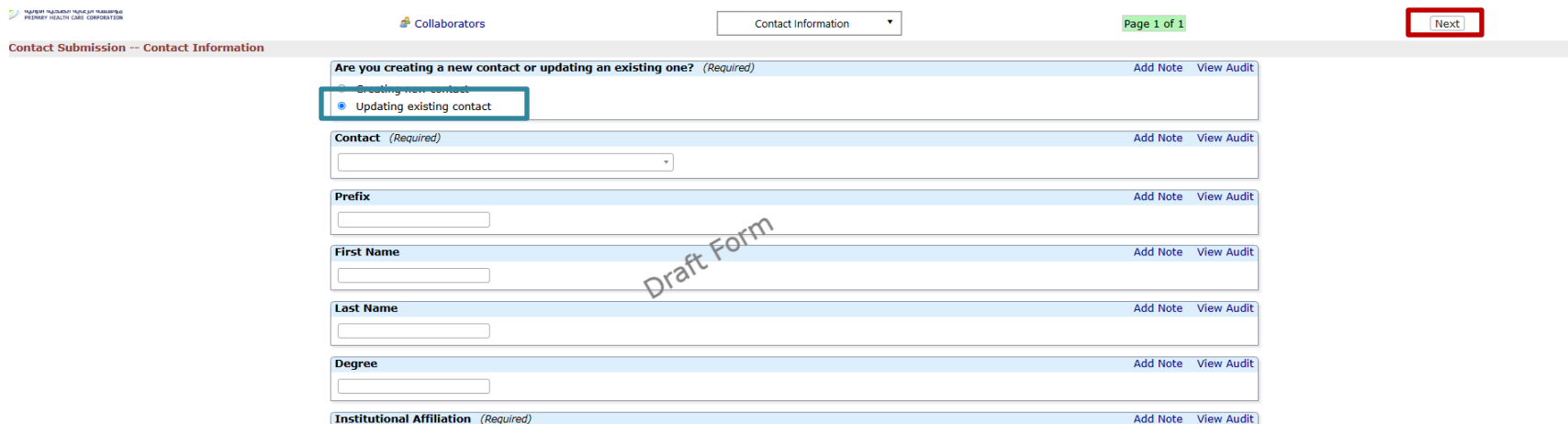
Filter:

Select xForm to start

Action	Form (Click to start)	Description
	Contact Submission (Draft)	Form to create or update contact information for research team members
	PHCC Case Report Application (Draft)	Application to undertake clinical case study at PHCC
	PHCC Human Subject Research Application (Draft)	Application to undertake human research in PHCC or collaborative research with PHCC and one or more health research institutions not part of the national reliance agreement.

3. Select “**Updating existing contact**” and fill in all sections.

4. Click “**Next**” once you are ready to submit.



Collaborators

Contact Information

Page 1 of 1

Next

Contact Submission -- Contact Information

Are you creating a new contact or updating an existing one? (Required)

☐ Creating new contact

☒ **Updating existing contact**

Contact (Required)

Prefix

First Name

Last Name

Degree

Institutional Affiliation (Required)

Add Note View Audit

Add Note View Audit

Add Note View Audit

Add Note View Audit

Add Note View Audit

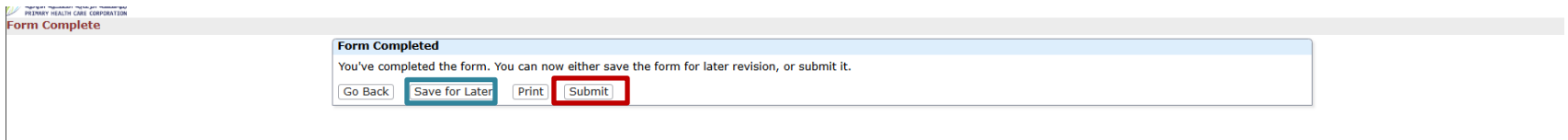
Add Note View Audit

Add Note View Audit

Draft Form

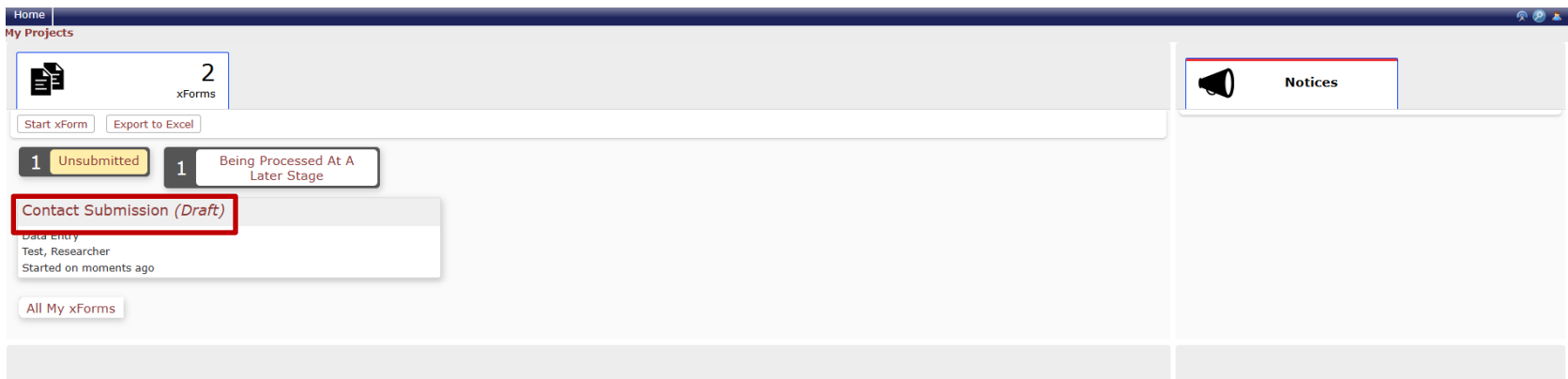
Updating Your Information After First Time Login

5. Click “**Submit**” to complete the form.



The screenshot shows a 'Form Completed' dialog box with the text: 'Form Completed. You've completed the form. You can now either save the form for later revision, or submit it.' Below the text are four buttons: 'Go Back', 'Save for Later', 'Print', and 'Submit'. The 'Submit' button is highlighted with a red border.

6. You may also select “**Save for Later**” to revisit the form later. The form will be saved on your Dashboard in the xForms tab. From there, you can click on the red link to continue where you left off and submit the form.



The screenshot shows a user dashboard with a 'My Projects' section. It displays a summary of xForms: 2 total, 1 Unsubmitted, and 1 Being Processed At A Later Stage. A red box highlights the 'Contact Submission (Draft)' link. Below this, there is a section for 'Data Entry' with the role 'Test, Researcher' and a note 'Started on moments ago'. A button labeled 'All My xForms' is also visible. On the right side of the dashboard, there is a 'Notices' section with a megaphone icon.

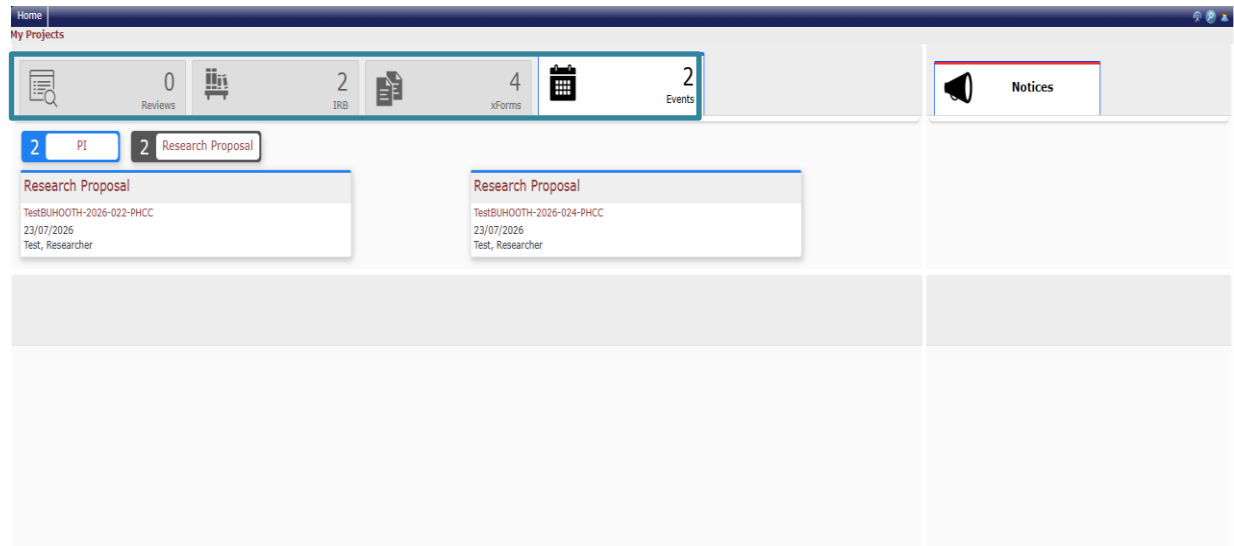
Section 2.3

Home Page Tabs

Home Page Tabs

- Additional tabs will appear on the dashboard once a case report or research proposal application are submitted (*see sections 5 and 6*). The tabs are:

- Reviews
- IRB (Projects)
- xForms
- Events



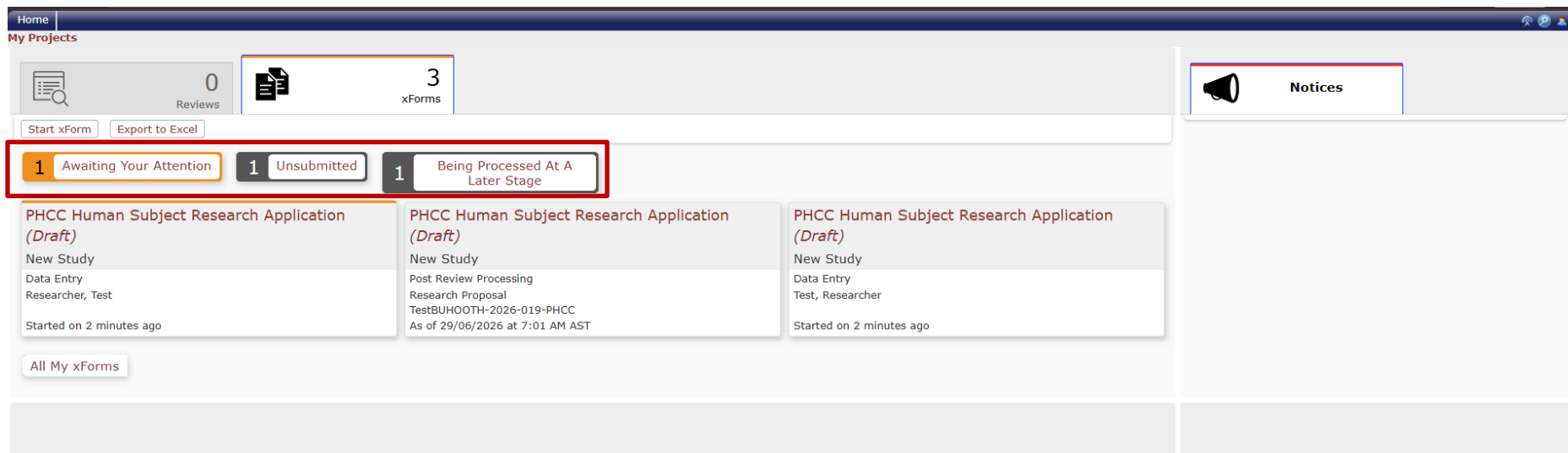
- Within each tab are cards that provide details about each object (project, xForm, event, etc.)

Section 2.4

Home Page – xForms Tab

Home Page – xForms Tab

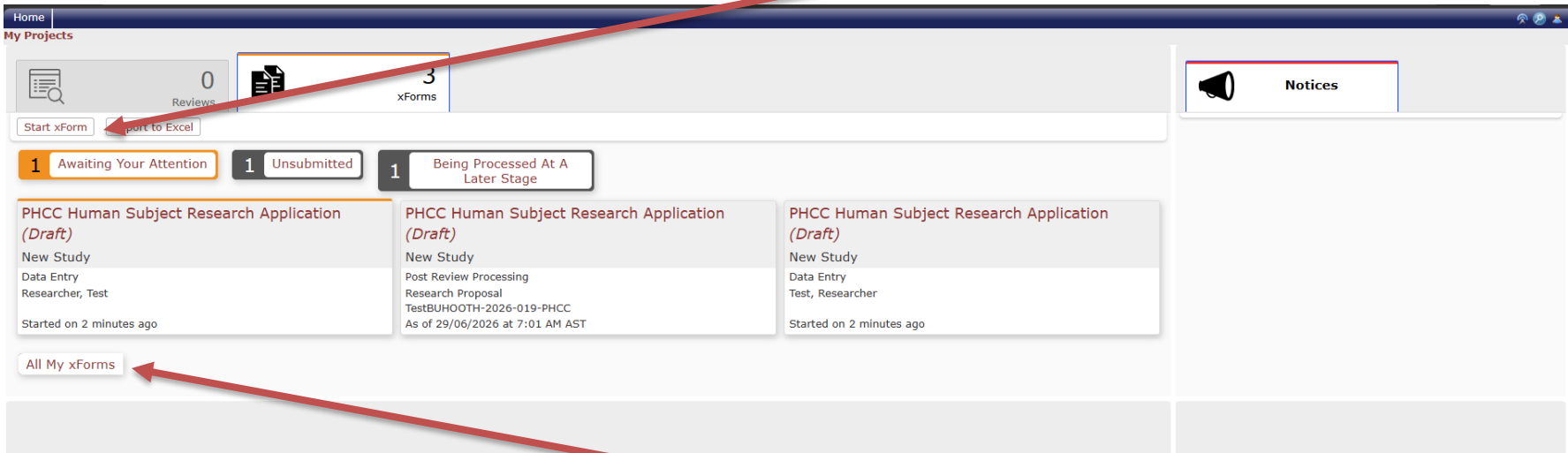
- An xForm is a submission to the IRB.
- The xForms tab shows all active (open) xForms. These can be **filtered using the buttons** just above the xForm cards (*Awaiting Your Attention, Unsubmitted, Being Processed At A Later Stage*).
- The xForms tab will have an orange bar at the top if there are any xForms "Awaiting Your Attention".



The screenshot displays the 'Home' page of the xForms system. At the top, there is a navigation bar with 'Home' and 'My Projects' tabs. Below this, a summary section shows '0 Reviews' and '3 xForms'. A red box highlights three filter buttons: '1 Awaiting Your Attention' (orange), '1 Unsubmitted' (grey), and '1 Being Processed At A Later Stage' (grey). Below the filters, three xForm cards are visible, each titled 'PHCC Human Subject Research Application (Draft)'. The first card shows 'New Study' and 'Data Entry' with a status of 'Researcher, Test' and 'Started on 2 minutes ago'. The second card shows 'New Study', 'Post Review Processing', 'Research Proposal', and 'TestBUHOOTH-2026-019-PHCC' with a status of 'As of 29/06/2026 at 7:01 AM AST'. The third card shows 'New Study', 'Data Entry', and 'Test, Researcher' with a status of 'Started on 2 minutes ago'. A 'Notices' section is visible on the right side of the page.

Home Page – xForms Tab

- New xForms may also be started from this tab using the “Start xForm” button just below the tab name.



- Completed xForms can be viewed via the "All My xForms" button at the bottom of the list.

xForm Card Details

Form Type	→	PHCC Human Subject Research Application (<i>Draft</i>)
Submission Type	→	New Study
Stage	→	Under Review
Link to Event details	→	Research Proposal
IRB Ref. No.*	→	TestBUHOOH-2026-015-PHCC
Entered stage at this date	→	As of 26/05/2026

*Number is assigned by the IRB office after pre-review

xForms – Unsubmitted Button

- This shows xForms (submissions) started but not yet submitted.
- Instead, “Save for Later” was selected at the end of a form and it was not submitted to the IRB.
- You can view the application by clicking on the red link inside the card



The screenshot displays the PHCC xForms dashboard. At the top, there's a navigation bar with 'Home' and 'My Projects'. Below this, a summary section shows '0 Reviews' and '3 xForms'. A 'Start xForm' button and an 'Export to Excel' button are visible. A status bar indicates three items: '1 Awaiting Your Attention' (highlighted in orange), '1 Unsubmitted' (highlighted in red), and '1 Being Processed At A Later Stage' (highlighted in grey). Below the status bar, a card titled 'PHCC Human Subject Research Application (Draft)' shows details for a 'New Study' by 'Data Entry' (Test, Researcher) started 2 minutes ago. An 'All My xForms' button is at the bottom left. A 'Notices' section with a megaphone icon is on the right.

xForms – Awaiting Your Attention Button

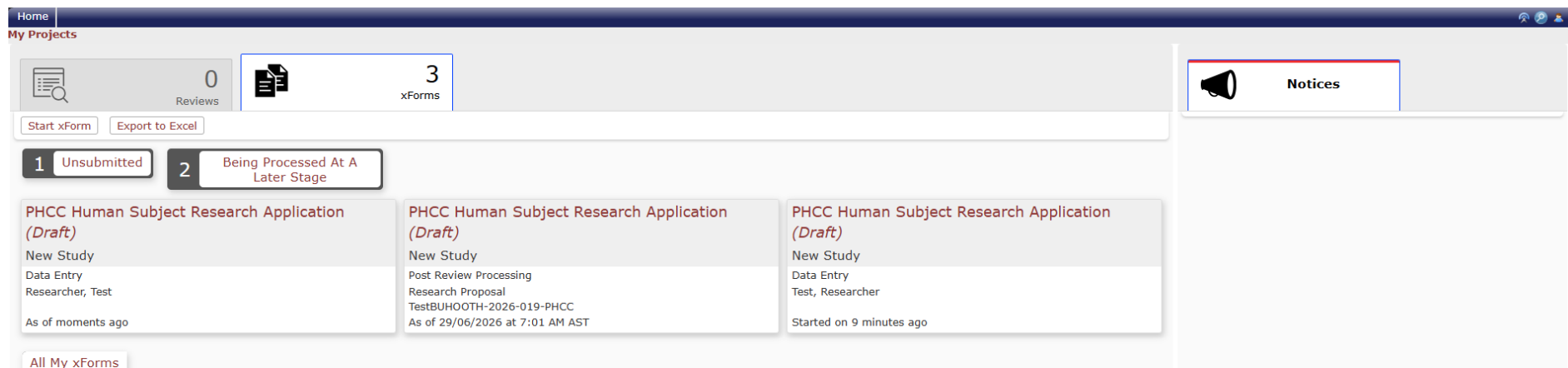
- This shows the applications that you need to revise and submit.
- Buhooth will automatically send an email to notify the study team that there are submissions awaiting action.
- You can view the application by clicking on the red link inside the card



The screenshot shows the PHCC xForms dashboard. At the top, there is a navigation bar with 'Home' and 'My Projects'. Below this, there are two main sections. The left section contains a 'Reviews' card with a count of 0 and an 'xForms' card with a count of 3. Below these cards are buttons for 'Start xForm' and 'Export to Excel'. A red box highlights the '1 Awaiting Your Attention' button. To the right of this button are two other buttons: '1 Unsubmitted' and '1 Being Processed At A Later Stage'. Below these buttons is a card for 'PHCC Human Subject Research Application (Draft)' with details: 'New Study', 'Data Entry', 'Researcher, Test', and 'Started on 2 minutes ago'. At the bottom left, there is a button for 'All My xForms'. On the right side of the dashboard, there is a 'Notices' section with a megaphone icon.

xForms – Changing Status Categories

- Once an xForm is submitted, it will move into a different status category.
- As seen below, “*Awaiting Your Attention*” is no longer there. This submission is now under “*Being Processed At A Later Stage*”



The screenshot displays the 'My Projects' dashboard of the PHCC xForms application. At the top, there are navigation tabs for 'Home' and 'My Projects'. Below the navigation, there are two main sections: 'Reviews' (0) and 'xForms' (3). The 'xForms' section is active, showing a list of applications. The status filters are '1 Unsubmitted' and '2 Being Processed At A Later Stage'. The 'Being Processed At A Later Stage' filter is selected, showing three draft applications. Each application card includes the title 'PHCC Human Subject Research Application (Draft)', the status 'New Study', the user 'Data Entry Researcher, Test', and the time 'As of 29/06/2026 at 7:01 AM AST'. The first card also shows 'Started on 9 minutes ago'. A 'Notices' section is visible on the right side of the dashboard.

Home | My Projects

Start xForm | Export to Excel

1 Unsubmitted | 2 Being Processed At A Later Stage

PHCC Human Subject Research Application (Draft)
New Study
Data Entry Researcher, Test
As of moments ago

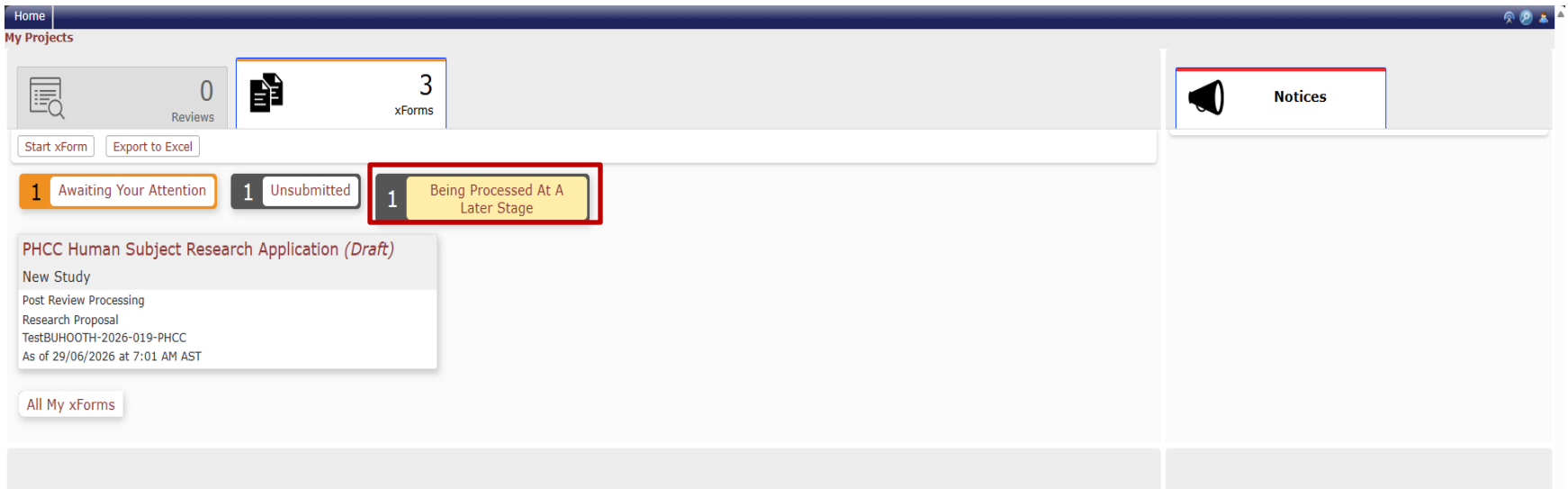
PHCC Human Subject Research Application (Draft)
New Study
Post Review Processing Research Proposal
TestBUHOOTH-2026-019-PHCC
As of 29/06/2026 at 7:01 AM AST

PHCC Human Subject Research Application (Draft)
New Study
Data Entry Test, Researcher
Started on 9 minutes ago

Notices

xForms – Being Processed At A Later Stage Button

- This shows xForms you created and submitted. The form is still being processed at a later stage. This could include pre-review, IRB review, etc.
- You can view the application by clicking on the red link inside the card



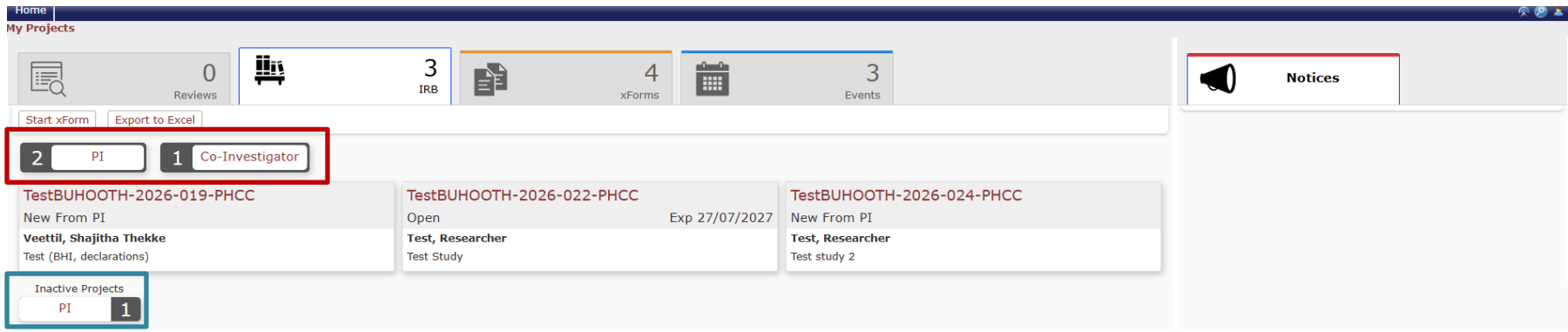
The screenshot shows the 'My Projects' dashboard for the PHCC Human Subject Research Application (Draft). The dashboard includes a navigation bar with 'Home' and 'My Projects' tabs. Below the navigation bar, there are three summary cards: 'Reviews' (0), 'xForms' (3), and 'Notices'. The 'xForms' card is highlighted with a red border. Below the summary cards, there are three status filters: 'Awaiting Your Attention' (1), 'Unsubmitted' (1), and 'Being Processed At A Later Stage' (1). The 'Being Processed At A Later Stage' filter is highlighted with a red border. Below the filters, there is a card for 'PHCC Human Subject Research Application (Draft)' with details: 'New Study', 'Post Review Processing', 'Research Proposal', 'TestBUHOOTH-2026-019-PHCC', and 'As of 29/06/2026 at 7:01 AM AST'. At the bottom, there is a button labeled 'All My xForms'.

Section 2.5

Home Page – IRB (Projects) Tab

Home Page – IRB (Projects) Tab

- Displays any active (open) projects that you are associated with (i.e. as PI, SI, or Co-Investigator).
- Click a specific **role button** to filter the list by role.
- **Inactive projects** are listed at the bottom of the page by role.



Home
My Projects

0 Reviews
3 IRB
4 xForms
3 Events

Start xForm Export to Excel

2 PI 1 Co-Investigator

TestBUHOOOTH-2026-019-PHCC
New From PI
Veettil, Shajitha Thekke
Test (BHI, declarations)

TestBUHOOOTH-2026-022-PHCC
Open
Exp 27/07/2027
Test, Researcher
Test Study

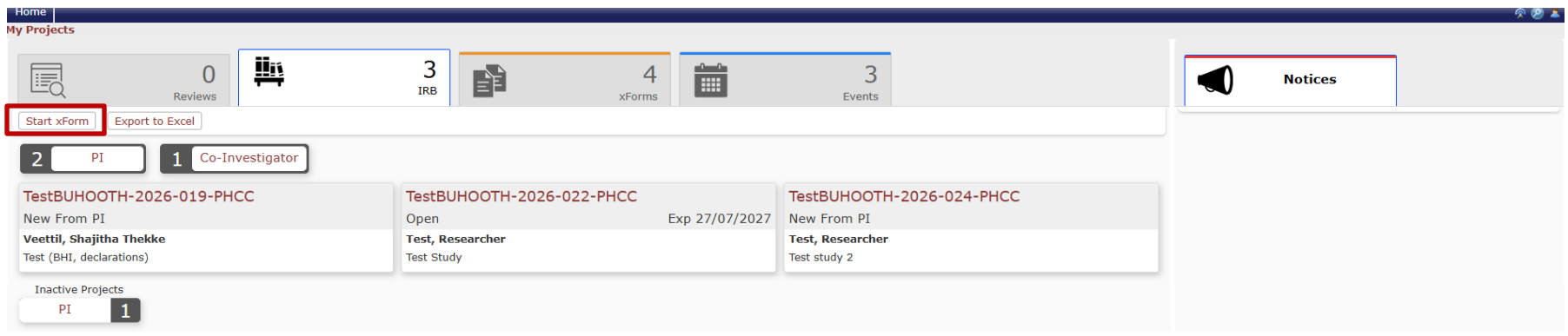
TestBUHOOOTH-2026-024-PHCC
New From PI
Test, Researcher
Test study 2

Inactive Projects
PI 1

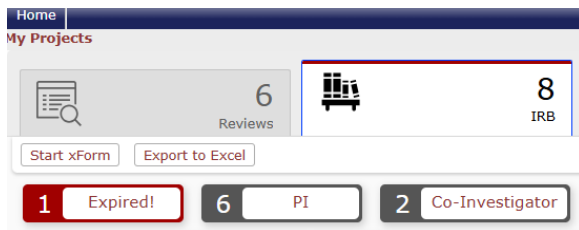
Notices

Home Page – IRB (Projects) Tab

- New xForms may also be started from this tab using the “**Start xForm**” button just below the tab name



- Note, the *IRB* tab will have a red bar at the top if there is an expired study. An “**Expired!**” button will appear in red as well.



Project Card Details?

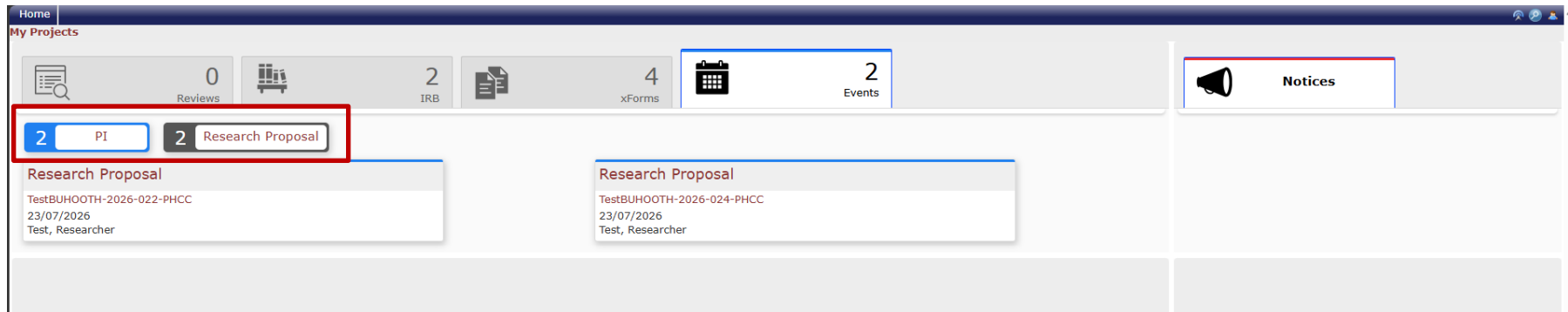
		Study Expiration Date	
Project/Study Home Page Link (IRB ref. no.)	→	TestBUH00TH-2026-022-PHCC	
Study Status	→	Open	Exp 27/07/2027
PI	→	Test, Researcher	
Study Title	→	Test Study	

Section 2.6

Home Page – Events Tab

Home Page – Events Tab

- This tab shows the active (open) submissions by submission type (e.g. *Research Proposal, Case Report, Amendment, Continuing Review*)
- Events may be **filtered by submission type** using the buttons just above the cards.



- The *Events* tab will have a blue bar at the top to indicate that there are open events where the user is the PI.

Note: An event stays open until all actions which are part of the event have been completed. This includes the full review process until a determination letter has been sent to the PI.

Events Card Details?

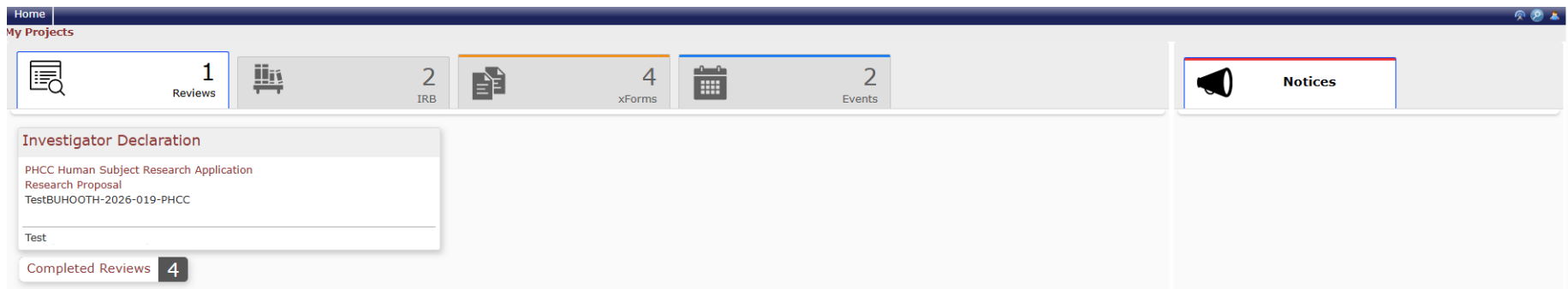
Event Type/Link	Research Proposal
Project/Study Home Page Link (IRB ref. no.)	TestBUH00TH-2026-022-PHCC
Event Start Date	23/07/2026
Study Title	Test, Researcher

Section 2.7

Home Page – Reviews Tab

Home Page – Reviews Tab

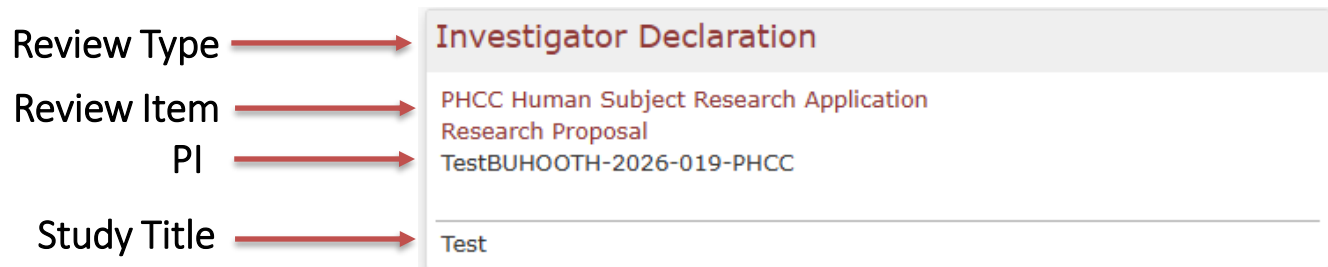
- This tab displays all open (pending) Investigator Declaration forms for this individual.



The screenshot shows the 'Home' page with a 'My Projects' section. The 'Reviews' tab is active, showing 1 review. The 'Investigator Declaration' card displays the following information:

- PHCC Human Subject Research Application
- Research Proposal
- TestBUHOOTH-2026-019-PHCC
- Test
- Completed Reviews: 4

- There is basic information on each review (Investigator Declaration) card:



The diagram maps the following labels to the fields in the 'Investigator Declaration' card:

- Review Type** points to the card title: **Investigator Declaration**
- Review Item** points to the first line of text: **PHCC Human Subject Research Application**
- PI** points to the second line of text: **Research Proposal**
- Study Title** points to the third line of text: **TestBUHOOTH-2026-019-PHCC**
- Study Title** also points to the fourth line of text: **Test**

Section 3

Navigating the Project (Study) Page

Navigating the Project (Study) Page

- From the home page, you can access a project/study page for each of your studies. Click on the hyperlinked red IRB number in the IRB tab to access this page.

Home Find Project (Ctrl+Q) Help Researcher's Settings Sign off

Project TestBUHOOTH-2026-022-PHCC (IRB)

Project: TestBUHOOTH-2026-022
Committee: IRB
Department: Test Study
Title: Test Study
Data Collection Methods: Stored data (Electronic Medical Records extracted by BHI)
Research Category: Health

Sponsor(s):
Sponsor Id:
CRO:
Year: 2026
Level of Risk: Minimal Risk
Review Type: Expedited

Project-Site

Site(s): PHCC - Primary Health Care Corporation
Supplementary Site(s): PHQ - PHCC HQ; QUN - Qatar University HC; THM - Al Thumama HC
Status: Open
Approval: July 28, 2026
Initial Approval: July 28, 2026
RFSC Approval Date: 31/08/2026
Total Allocated PHCC Funds: 11,873.00

PI: Test, Researcher
Additional: N
Expiration: July 27, 2027
Other Expirations: CR Submission Deadline - 27/06/2027 • Response to Modifications Required Due - 03/08/2026 • Study Status 7 Day Check-In Date - 04/08/2026 • Study Status Monthly Check-In Counter Start - 27/08/2026
RFSC Expiration Date: 30/08/2027
Total Requested PHCC Funds: 11,873.00

Project-Site Contacts (2)

Name	Role	Inst Affiliation	Project Responsibilities	Other Role
Researcher, Test	Co-Investigator	Qatar University	Obtain informed consent	
Test, Researcher	Principal Investigator		Obtain data through communication or interpersonal contact or interaction, Obtain private identifiable human subjects' data or samples	

Approved Fund Breakdown (2)

Item	Number of Units	Approved Rate (QAR)	Total (QAR)
Publication	1	11000	11000
Personnel	1	582	873

Reference xForms (1)

Action	Form	Identifier	Stage	As Of	Ref Active	Inactivated
	PHCC Human Subject Research Application	New Study	Complete	Tuesday at 12:19 PM AST	Tuesday at 12:07 PM AST	

Reviews on Open Events (2)

Event	Type	Reviewer	Review Item	Outcome	Due	Complete
Research Proposal	Investigator Declaration	Researcher, Test	PHCC Human Subject Research Application	Declaration Complete - No COI	28/07/2026	
Research Proposal	Investigator Declaration	Test, Researcher	PHCC Human Subject Research Application	Declaration Complete - No COI	22/07/2026	

Events (1)

Event	Att	Instance/UDF	Start	Complete	Tags
Research Proposal	7		23/07/2026		Modifications Required

Project/Study Information

This section notes basic information about the study, such as:

- **Project:** IRB number.
- **Committee:** The committee reviewing the submission.
- **Sponsor(s):** Funding Organization (if applicable).
- **Sponsor ID:** Funding Organization Acronym or ID (if applicable).
- **CRO:** Contact Research Organization (if applicable, *not currently used*)
- **Year:** Year of initial submission.
- **Title:** Title of the study.
- **Data Collection Methods:** Indicates type of data collection (interviews, surveys, clinical, etc.).
- **Level of Risk:** Minimal or More than Minimal risk
- **Review Type:** Expedited or Full Board
- **Research Category:** Health or Non-health

Home		Find Project (Ctrl+Q)	
Project TestBUH00TH-2026-022-PHCC (IRB)		Help Researcher's Settings Sign off	
Project: TestBUH00TH-2026-022		Sponsor(s):	
Committee: IRB		Sponsor Id:	
Department:		CRO:	
Title: Test Study		Year: 2026	
Data Collection Methods: Stored data (Electronic Medical Records extracted by BHI)		Level of Risk: Minimal Risk	
Research Category: Health		Review Type: Expedited	

Project Page - Project-Site

This section notes information about the study and the study site, such as:

- **Site(s):** The location of the study.
- **Supplementary Site(s):** Specific sites within PHCC or other locations of the study (i.e. external organizations)
- **Status:** Current status of study
- **PI name:** Name of Principal Investigator
- **Approval:** Current approval date
- **Initial Approval:** Initial approval date
- **Additional:** For multi-site studies when there is an additional PI.
- **Expiration:** Date the study expires
- **Other Expirations:** Continuing Review (CR) Submission Deadline, Study Status Check-in, Response to Modifications Required Due, etc.
- **RFSC Approval Date:** Research Funding Sub-Committee approval date (if applicable)
- **RFSC Expiration Date:** Research Funding Sub-Committee expiration date (if applicable)
- **Total Requested PHCC Funds:** Total funding amount requested in QAR (if applicable)
- **Total Allocated PHCC Funds:** Total funding amount approved in QAR (if applicable)

Project-Site	
Site(s): PHCC - Primary Health Care Corporation Supplementary Site(s): PHQ - PHCC HQ; QUN - Qatar University HC; THM - Al Thumama HC Status: Open Approval: July 28, 2026 Initial Approval: July 28, 2026 RFSC Approval Date: 31/08/2026 Total Allocated PHCC Funds: 11,873.00	PI: Test, Researcher Additional: N Expiration: July 27, 2027 Other Expirations: CR Submission Deadline - 27/06/2027 • Response to Modifications Required Due - 03/08/2026 • Study Status 7 Day Check-in Date - 04/08/2026 • Study Status Monthly Check-in Counter Start - 27/08/2026 RFSC Expiration Date: 30/08/2027 Total Requested PHCC Funds: 11,873.00

Project Page – Contacts

- This section lists the contacts associated with the study.
- Each contact's role and project responsibilities are listed next to their name.
- Researchers will only be able to view the study in Buhooth if they are listed as a contact.
- You may view their information (phone number, affiliation, email, etc.) when you click on their **hyperlinked** name

▼ Project-Site Contacts (2) [collapse](#)

Name	Role	Inst Affiliation	Project Responsibilities	Other Role
Researcher, Test	Co-Investigator	Qatar University	Obtain informed consent	
Test, Researcher	Principal Investigator		Obtain data through communication or interpersonal contact or interaction, Obtain private identifiable human subjects' data or samples	

Project Page - Reference xForms

- This section displays the most up to date, approved protocol form. It is also a **hyperlink** directly to that approved protocol.

▼ Reference xForms (1)

Action	Form	Identifier	Stage	As Of	Ref Active	Inactivated
	PHCC Human Subject Research Application	New Study	Complete	About an hour ago	About an hour ago	

Project Page - Approved Fund Breakdown

- This section only appears after Internal Funding is approved and a Research Funding Sub-Committee (RFSC) approval letter is issued.
- It displays the breakdown of the total approved fund by item.

Approved Fund Breakdown (2)				collapse
Item	Number of Units	Approved Rate (QAR)	Total (QAR)	
Publication	1	11000	11000	
Miscellaneous	2	500	1000	

Project Page - Reviews on Open Events

- This section displays information about the Investigator Declaration Forms for the entire study team (referred to as **Reviewers** in this section).
- You are only able to click and view *your* form. However ,you can view the **outcome** and the date the form was **complete** for the rest of the study team.

▼ Reviews on Open Events (2) collapse

Event	Type	Reviewer	Review Item	Outcome	Due	Complete
Research Proposal	Investigator Declaration	Researcher, Test	PHCC Human Subject Research Application	Declaration Complete - No COI		28/07/2026
Research Proposal	Investigator Declaration	Test, Researcher	PHCC Human Subject Research Application	Declaration Complete - No COI		22/07/2026

Project Page - Events

This section lists all the IRB “events” (submissions) that have been or are being completed for this protocol. The event line contains the following sections:

- **Event:** Type of event (Research Proposal, Continuing Review, Amendment, etc).
- **Att:** Number of attachments associated with that event. The number itself is also a link that will take you directly to the attachments for that event.
- **Instance/UDF:** A brief overview of what the event entailed (*not currently used*)
- **Start:** The date the event was started or loaded into the system.
- **Complete:** The date the event was completed and received an official determination.
- You can click on any **blue event** in this section to view information specific to the event. After clicking on the blue link, it will take you to event details (*see section 4*)

▼ Events (1) collapse				
Event	↕ Att	Instance/UDF	↕ Start	↕ Complete
Research Proposal	5		15/06/2026	23/07/2026

Section 4

Navigating the Event Details Page

Event Details

Reminder: Buhooth uses the term “Event” to refer to a submission.

- Event details are specific to the event (submission).

Home Find Project (Ctrl+Q) Help Researcher's Settings Sign off

Event Details: Research Proposal on TestBUHOOTH-2026-022-PHCC

Title: Test Study
PI: Test, Researcher
Committee: IRB
Sponsor Id

Event

Type: Research Proposal
Instance:
Committee: IRB
Review Type:
Disapproval Feedback:

Started: 23/07/2026
Completed:

Modifications Required:

- Elaborate on section 2.10
- Missing specific details. Expand on xyz.

Tags: (Modifications Required)

Reviews (2)

Type	Reviewer	Review Item	Outcome	Due	Complete
Investigator Declaration	Researcher, Test	PHCC Human Subject Research Application	Declaration Complete - No COI	28/07/2026	
Investigator Declaration	Test, Researcher	PHCC Human Subject Research Application	Declaration Complete - No COI	22/07/2026	

Emails (14)

Subject	Date	Del	To/From
PHCC Research Funding Subcommittee (RFSC) has approved your funding request	Tuesday at 12:19 PM AST		lasuleiman+test@phcc.gov.qa
Approval	Tuesday at 12:07 PM AST		lasuleiman+test@phcc.gov.qa; yasmins+test@techsoftware.com
Completed Investigator Declaration for Test Researcher	Tuesday at 11:51 AM AST		lasuleiman+test@phcc.gov.qa
Modifications Required	Tuesday at 11:47 AM AST		lasuleiman+test@phcc.gov.qa
PHCC Human Subject Research Application has been returned by the IRB Office	28/07/2026 at 11:10 AM AST		lasuleiman+test@phcc.gov.qa
A PHCC Human Subject Research Application is awaiting BHI Department Review	22/07/2026 at 7:46 AM AST		bindmathew@phcc.gov.qa; jabdulmajeed@phcc.gov.qa
Request for Completion of Principal Investigator/Site Investigator Support Form for a New Research Project	22/07/2026 at 7:45 AM AST		lasuleiman@phcc.gov.qa
Investigator Declarations Form - PI	22/07/2026 at 7:44 AM AST		lasuleiman+test@phcc.gov.qa
A PHCC Human Subject Research Application is awaiting BHI Department Review	22/07/2026 at 7:42 AM AST		bindmathew@phcc.gov.qa; jabdulmajeed@phcc.gov.qa
Request for Completion of Principal Investigator/Site Investigator Support Form for a New Research Project	22/07/2026 at 7:40 AM AST		lasuleiman@phcc.gov.qa
Investigator Declarations Form - PI	22/07/2026 at 7:39 AM AST		lasuleiman+test@phcc.gov.qa
PHCC Human Subject Research Application Returned for changes by Line Manager	22/07/2026 at 7:34 AM AST		lasuleiman+test@phcc.gov.qa; yasmins+test@techsoftware.com
Request for Completion of Principal Investigator/Site Investigator Support Form for a New Research Project	22/07/2026 at 7:32 AM AST		lasuleiman@phcc.gov.qa
Investigator Declarations Form - PI	22/07/2026 at 7:22 AM AST		lasuleiman+test@phcc.gov.qa

Event Details – Project Site

This section notes basic information about the study and site associated with this event (submission)

- **Project:** Study number.
- **Site:** Location of study.
- **Title:** Study title.
- **Committee:** Assigned governing body.
- **PI:** Name of the Principal Investigator.
- **Sponsor ID:** The ID of the study sponsor, if applicable.

Event Details: Research Proposal on TestBUHOOTH-2026-022-PHCC

Project-Site

Project: TestBUHOOTH-2026-022-PHCC

Title: Test Study

PI: Test, Researcher

Site: PHCC - Primary Health Care Corporation

Committee: IRB

Sponsor Id

Event Details - Event

This section displays specific details about the event (submission) being viewed.

- **Type:** The type of submission (Research Proposal, Continuing Review, Amendment, etc.).
- **Instance:** Information related to the specific event (not currently in use)
- **Started:** The date the event was submitted.
- **Completed:** The date the event received final processing of the official determination.
- **Committee:** The committee reviewing the submission.
- **Review Type:** Expedited or Full Board.
- **Modifications Required:** Latest changes requested by the IRB reviewers.
- **Disapproval Feedback:** Populated for disapproved studies only
- **Tags:** A specific tag marks the study. For example, “*Modifications Required*” will ensure the form follows the necessary steps specific to this action.

Event	
Type: Research Proposal	Started: 10/06/2026
Instance:	Completed:
Committee: IRB	
Review Type:	
Disapproval Feedback:	Modifications Required: • test comment
Tags: Modifications Required	

Event Details - Emails

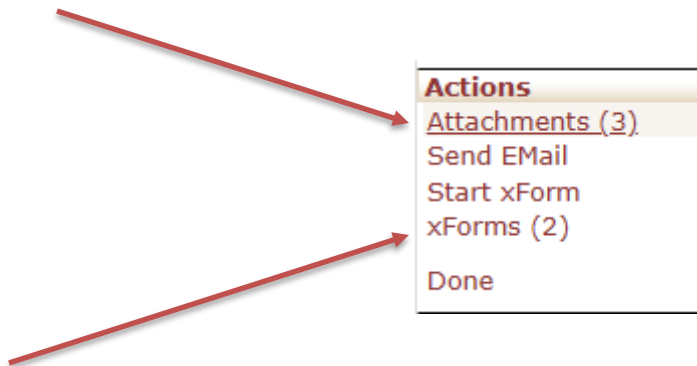
This section displays all emails sent through the system to the research team.

▼ Emails (8) collapse				
Subject	Date	Del	To/From	
Completed Investigator Declaration for Ali Nakuzi	14/06/2026		yasmins+test@techsoftware.com	
Modifications Required	14/06/2026		anakuzi@phcc.gov.qa; sveettil@phcc.gov.qa; yasmins+test@techsoftware.com	
Completed Investigator Declaration for Ali Nakuzi	10/06/2026		yasmins+test@techsoftware.com	
Completed Investigator Declaration for Dr Shajitha Veettil	10/06/2026		yasmins+test@techsoftware.com	
Modifications Required	10/06/2026		anakuzi@phcc.gov.qa; yasmins+test@techsoftware.com	
Request for Completion of Principal Investigator/Site Investigator Support Form for a New Research Project	10/06/2026		lasuleiman@phcc.gov.qa	
Investigator Declarations Form - SI	10/06/2026		anakuzi@phcc.gov.qa	
Investigator Declarations Form - PI	10/06/2026		yasmins+test@techsoftware.com	

Event Details - Actions

Actions in the event details screen in the top left corner are:

- **Attachments** – shows the attachments related to the event (submission).



- **X-Forms** – access to the form used to submit the event.

Attachments and Generated Docs

Once “Attachments” is selected, you will see 2 tabs:

- **Attachments** – The list of attachments related to the event (such as consent forms, questionnaires, scripts, any document provided for this submission)
 - These are usually uploaded by the PI or study team.
 - The stamped versions of the approved documents can also be viewed here

Attachments

HelpTest's SettingsSign off

Filter:

Project-Site

PI Researcher, Test

Attachments on Event Research Proposal Started 10/06/2026 on TestBUHOOTH-2026-017-PHCC

Attachments (2)

Generated Docs (3)

Name	Attached ↑	Type
Informed Consent Form_TestBUHOOTH-2026-017	10/06/2026 10:50 AM AST	Informed Consent Form
Approved Project Documents_TestBUHOOTH-2026-017 Approved	14/06/2026 9:40 AM AST	Approved Project Documents

- **Generated Docs** – Documents and letters that were generated by the IRB Office regarding the submission (approval letter, modifications required letter, etc.)
 - The stamped version of the approved proposal is also found here

Attachments

HelpTest's SettingsSign off

Project-Site

Filter:

PI Researcher, Test

Attachments on Event Research Proposal Started 10/06/2026 on TestBUHOOTH-2026-017-PHCC

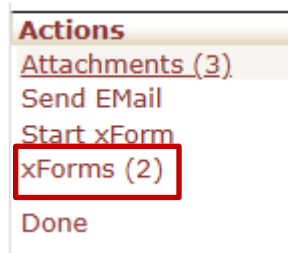
Attachments (2)

Generated Docs (3)

Name	Attached ↑	Type
L006-Modifications Required letter .docx	10/06/2026 9:58 AM AST	Modifications Required Letter
Research Proposal Application-2026-06-14-09-40 (Approved)	14/06/2026 9:40 AM AST	xForm Snapshot
IRB Approval Letter_v14.6.26.docx (Approved)	14/06/2026 9:40 AM AST	Approval Letter

Event Details - xForms

Selecting “**xForm**” from the Actions menu displays:



1. The **application** associated with the event that has been submitted by the researcher.
2. It also displays **Investigator Declaration forms** (i.e Review xForms) associated with the event that have been submitted by the researcher.

Submission xForms

Action	Form	Identifier	Stage/Status	Started	Submitted	By
	PHCC Human Subject Research Application	New Study	Under Review	18/05/2026		Researcher, Test

Review xForms

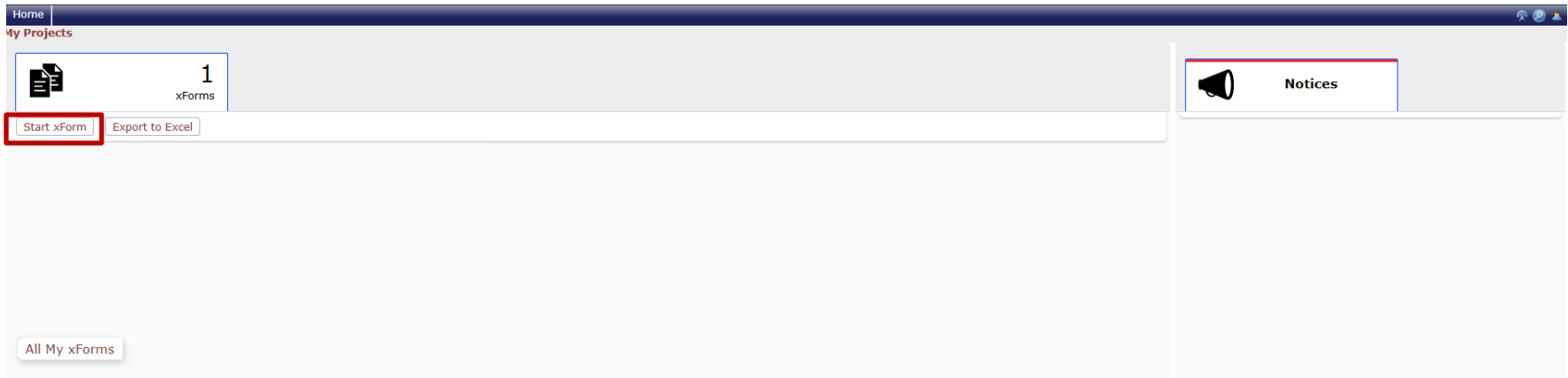
Action	Form	Identifier	Stage/Status	Started	Submitted	By
	Investigator Declaration	Complete		24/05/2026	24/05/2026	Researcher, Test

Section 5

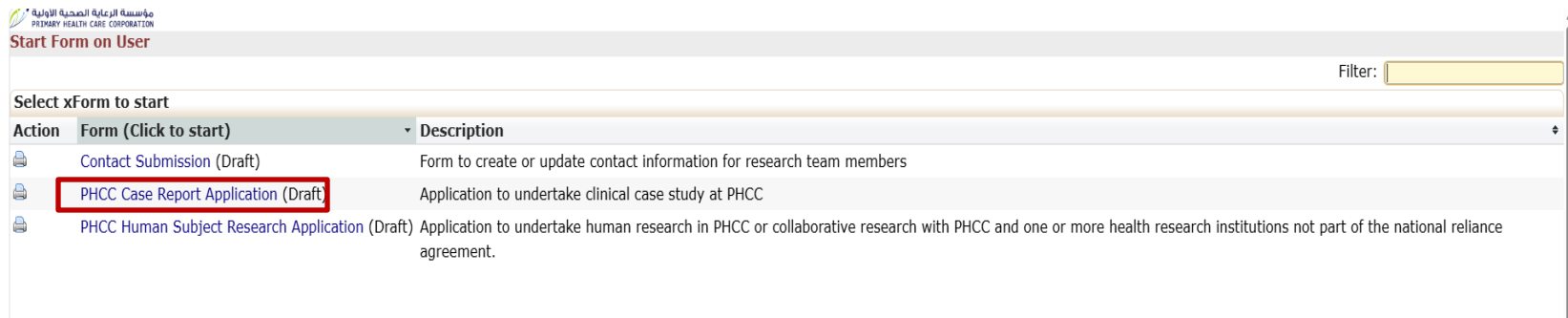
Submitting a Case Report Application

Submitting a Case Report Application

1. Click “Start xForm”

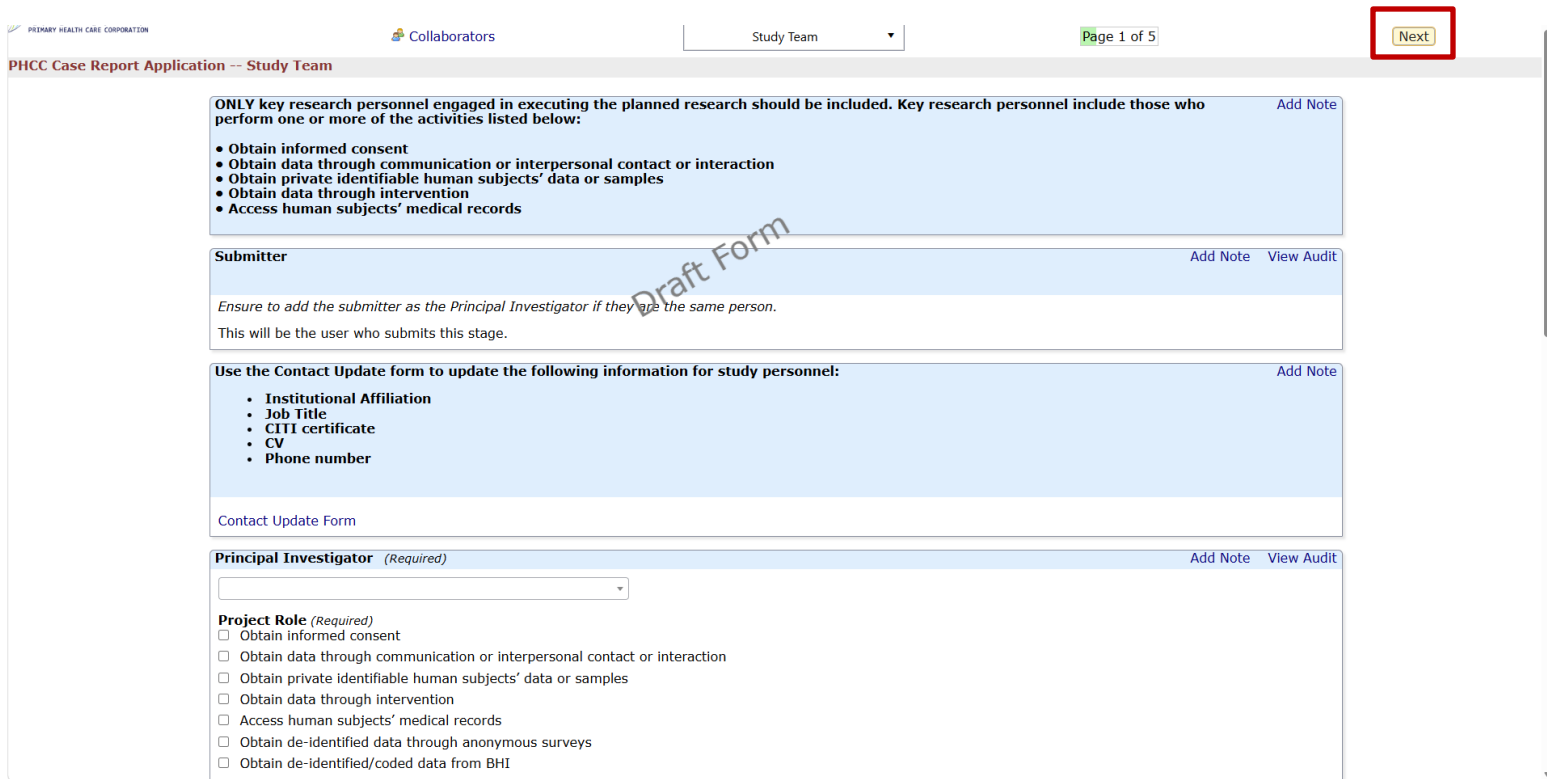


2. Select “PHCC Case Report Application”



Submitting a Case Report Application

3. Answer the questions in the form and click “Next” to go to the next page of the application



PRIMARY HEALTH CARE CORPORATION Collaborators Study Team Page 1 of 5 **Next**

PHCC Case Report Application -- Study Team

ONLY key research personnel engaged in executing the planned research should be included. Key research personnel include those who perform one or more of the activities listed below: [Add Note](#)

- Obtain informed consent
- Obtain data through communication or interpersonal contact or interaction
- Obtain private identifiable human subjects' data or samples
- Obtain data through intervention
- Access human subjects' medical records

Submitter [Add Note](#) [View Audit](#)

Ensure to add the submitter as the Principal Investigator if they are the same person.
This will be the user who submits this stage.

Use the Contact Update form to update the following information for study personnel: [Add Note](#)

- Institutional Affiliation
- Job Title
- CITI certificate
- CV
- Phone number

[Contact Update Form](#)

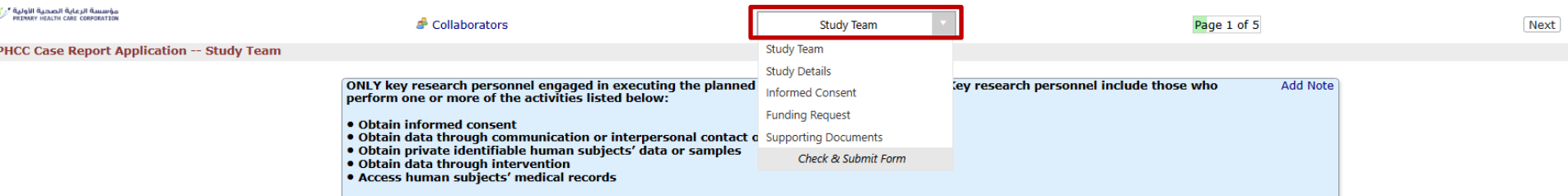
Principal Investigator (Required) [Add Note](#) [View Audit](#)

Project Role (Required)

- ☐ Obtain Informed consent
- ☐ Obtain data through communication or interpersonal contact or interaction
- ☐ Obtain private identifiable human subjects' data or samples
- ☐ Obtain data through intervention
- ☐ Access human subjects' medical records
- ☐ Obtain de-identified data through anonymous surveys
- ☐ Obtain de-identified/coded data from BHI

Submitting a Case Report Application

- You may move to a different page in the form by clicking on the arrow in the box at the top of the page. A list of the pages of the application will appear.
- Click on a page title to be redirected to that page.



The screenshot displays the 'PHCC Case Report Application -- Study Team' form. At the top, there is a navigation bar with the Primary Health Care Corporation logo, a 'Collaborators' icon, and a 'Study Team' dropdown menu. The dropdown menu is open, showing a list of options: 'Study Team', 'Study Details', 'Informed Consent', 'Funding Request', 'Supporting Documents', and 'Check & Submit Form'. The 'Study Team' option is highlighted. To the right of the dropdown menu, there is a 'Page 1 of 5' indicator and a 'Next' button. Below the navigation bar, the main content area is divided into two sections. The left section is titled 'ONLY key research personnel engaged in executing the planned perform one or more of the activities listed below:' and contains a bulleted list of activities: 'Obtain informed consent', 'Obtain data through communication or interpersonal contact', 'Obtain private identifiable human subjects' data or samples', 'Obtain data through intervention', and 'Access human subjects' medical records'. The right section is titled 'key research personnel include those who' and has an 'Add Note' link.

Submitting a Case Report Application

- Click “**Save for Later**” to stop working on the form. The xForm can then be reopened by going to the xForm tab on the Dashboard and clicking on “Unsubmitted” (see section XX)

Form Completed

You've completed the form. You can now either save the form for later revision, or submit it.

Go Back

Save for Later

Print

Submit

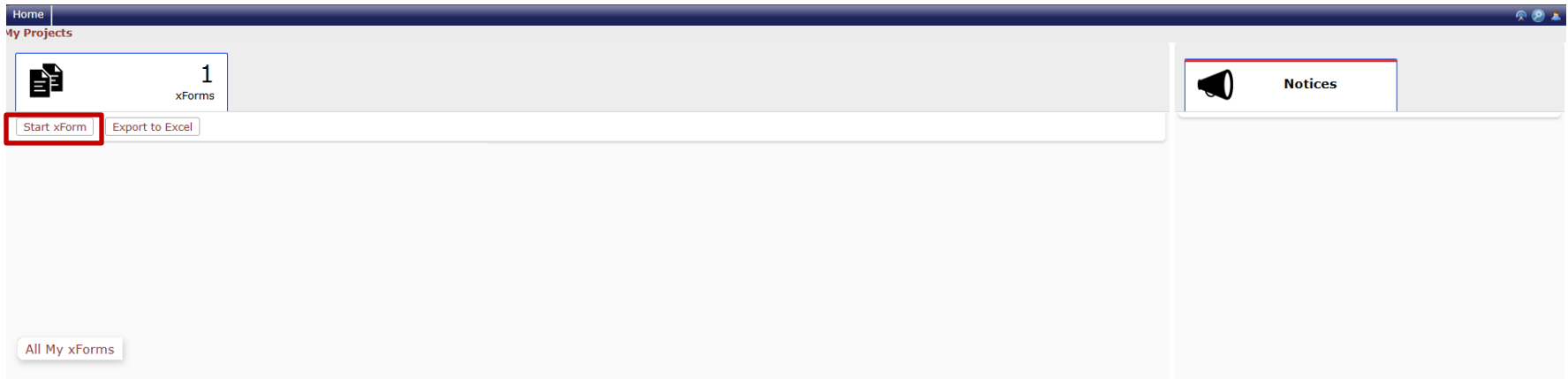
- Once the form is filled in completely, click “**Submit**” to submit your application

Section 6

Submitting a Human Subject Research Proposal Application

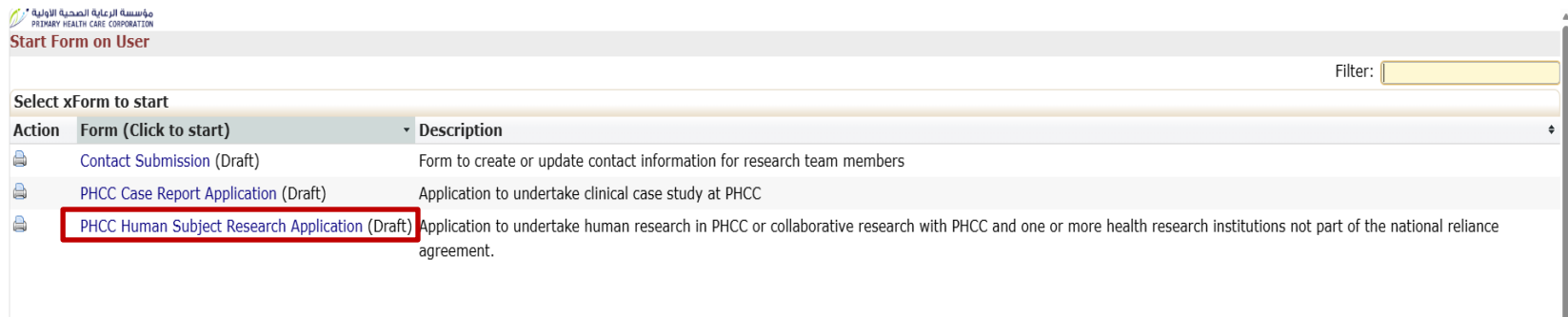
Submitting a Human Subject Research Proposal Application

1. Click “Start xForm”



The screenshot shows the 'My Projects' dashboard. At the top, there is a 'Home' link and a 'My Projects' section. Under 'My Projects', there is a card for 'xForms' with a count of '1'. Below this card, there are two buttons: 'Start xForm' (highlighted with a red box) and 'Export to Excel'. To the right, there is a 'Notices' section with a megaphone icon. At the bottom left, there is a link for 'All My xForms'.

2. Select “PHCC Human Subject Research Application”



The screenshot shows the 'Start Form on User' page. At the top, there is a 'Filter' input field. Below it, there is a table titled 'Select xForm to start'. The table has three columns: 'Action', 'Form (Click to start)', and 'Description'. The 'PHCC Human Subject Research Application (Draft)' form is highlighted with a red box.

Action	Form (Click to start)	Description
	Contact Submission (Draft)	Form to create or update contact information for research team members
	PHCC Case Report Application (Draft)	Application to undertake clinical case study at PHCC
	PHCC Human Subject Research Application (Draft)	Application to undertake human research in PHCC or collaborative research with PHCC and one or more health research institutions not part of the national reliance agreement.

Submitting a Human Subject Research Proposal Application

3. Answer the questions in the form and click “Next” to go to the next page of the application

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PRIMARY HEALTH CARE CORPORATION

Collaborators

1. Background

Page 3 of 8

Next

PHCC Human Subject Research Application -- 1. Background

1.1 Title (Required) Add Note View Audit
Please provide the project title. The title should reflect what the proposal is all about, where, why, when, who and what is studied

1.2 Literature Review (Required) Add Note View Audit
Please provide a background (with cited references) describing what's known (or not known) about the topic including definitions. In addition, include a critical review of weaknesses and gaps (in the method used, for example) in the literature reviewed

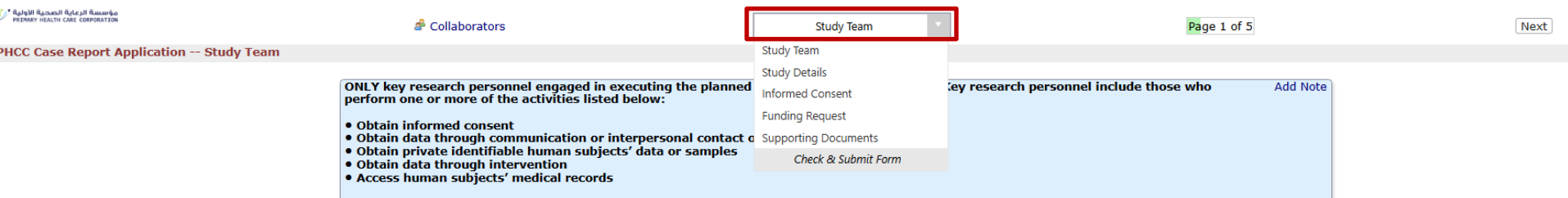
1.3 Study Rationale (Required) Add Note View Audit
Please provide a justification to undertake the study and also outline its potential value

1.4 Study Aim (Required) Add Note View Audit
State the focus of your research as concisely as possible

1.5 Objectives (Required) Add Note View Audit
Please ensure that the objectives are linked to the aim of study and follow the SMART style, preferably numbered or in bullet points. Use active verbs like identify, establish, describe, determine, estimate, develop, compare, analyze, collect, assess, measure.... etc. and refer to specific variables and outcome measures

Submitting a Human Subject Research Proposal Application

- You may move to a different page in the form by clicking on the arrow in the box at the top of the page. A list of the pages of the application will appear.
- Click on a page title to be redirected to that page.



The screenshot shows the 'PHCC Case Report Application -- Study Team' page. At the top, there is a navigation bar with the Primary Health Care Corporation logo, the text 'Collaborators', a dropdown menu currently set to 'Study Team', and a 'Page 1 of 5' indicator. To the right of the dropdown is a 'Next' button. Below the navigation bar, the main content area is divided into two columns. The left column contains the text 'ONLY key research personnel engaged in executing the planned perform one or more of the activities listed below:' followed by a bulleted list: '• Obtain informed consent', '• Obtain data through communication or interpersonal contact c', '• Obtain private identifiable human subjects' data or samples', '• Obtain data through intervention', and '• Access human subjects' medical records'. The right column contains the text 'key research personnel include those who' followed by an 'Add Note' link. A dropdown menu is open from the 'Study Team' button, listing the following options: 'Study Team', 'Study Details', 'Informed Consent', 'Funding Request', 'Supporting Documents', and 'Check & Submit Form'.

Submitting a Human Subject Research Proposal Application

- Click “**Save for Later**” to stop working on the form. The xForm can then be reopened by going to the xForm tab on the Dashboard and clicking on “Unsubmitted” (see section XX)

Form Completed
You've completed the form. You can now either save the form for later revision, or submit it.

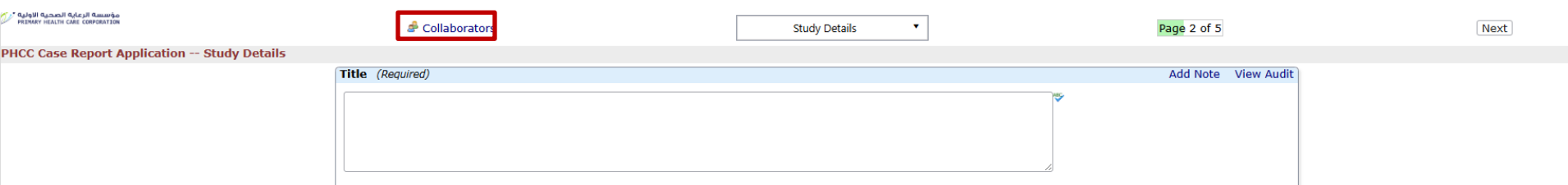
- Once the form is filled in completely, click “**Submit**” to submit your application

Section 7

Collaborating on an xForm

Collaborating with Study Team on an xForm

1. Click on “**Collaborators**” at the top of the page



PHCC Case Report Application -- Study Details

Collaborators

Study Details

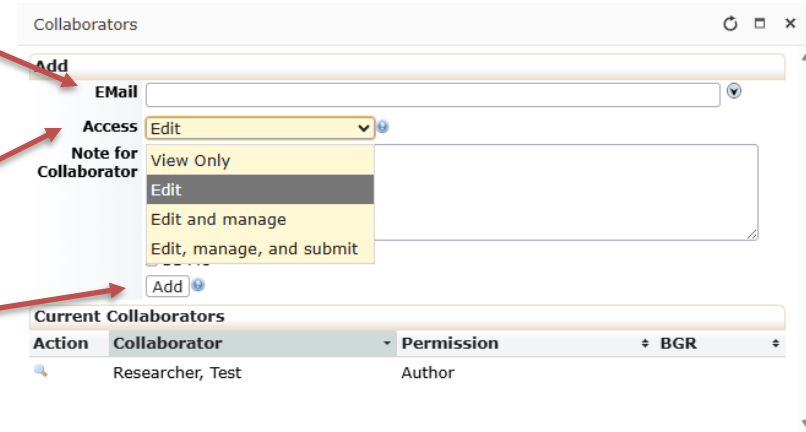
Page 2 of 5

Next

Title (Required)

Add Note View Audit

2. Enter the email of the study team member you want to add.
3. Click on the drop-down menu next to “Access” to determine the level of permission (e.g Edit)
4. Click “Add” to confirm the selection.



Collaborators

Add

Email

Access

Note for Collaborator

Add

Current Collaborators

Action	Collaborator	Permission	BGR
	Researcher, Test	Author	

The newly added collaborator will receive an email with a link to this form.

Section 8

Contact Submission Form – Creating a New Contact

Contact Submission Form – Creating a New Contact

To enter an individual as part of the study team on a case report or research proposal application, they must be a user/contact in the system.

If an individual's name does not appear once you type it in the **Principal Investigator (PI)**, **Site Investigator (SI)**, or **Study Personnel** sections, it means they need to be added as a user/contact in the system.

PHCC Human Subject Research Application -- Study Team

Use the Contact Update form to update the following information for study personnel:

- Institutional Affiliation
- Job Title
- CITI certificate
- CV
- Phone number

[Add Note](#)

Contact Update Form

Principal Investigator (Required) [Add Note](#) [View Audit](#)

PI Project Role (Required)

- ☐ Obtain informed consent
- ☐ Obtain data through communication or interpersonal contact or interaction
- ☐ Obtain private identifiable human subjects' data or samples
- ☐ Obtain data through intervention
- ☐ Access human subjects' medical records
- ☐ Obtain de-identified data through anonymous surveys
- ☐ Obtain de-identified/coded data from BHI
- ☐ Other

CITI Training

Health Researcher Registration Number

Study Personnel [Add Note](#) [View Audit](#)

Please provide details of the research team members' role in conducting the study. Where 'other' is listed, please provide details. All research activities involving human subject interaction conducted at PHCC sites must be undertaken by PHCC staff

Click SAVE in the top right corner of the card to save data and to create a new card.

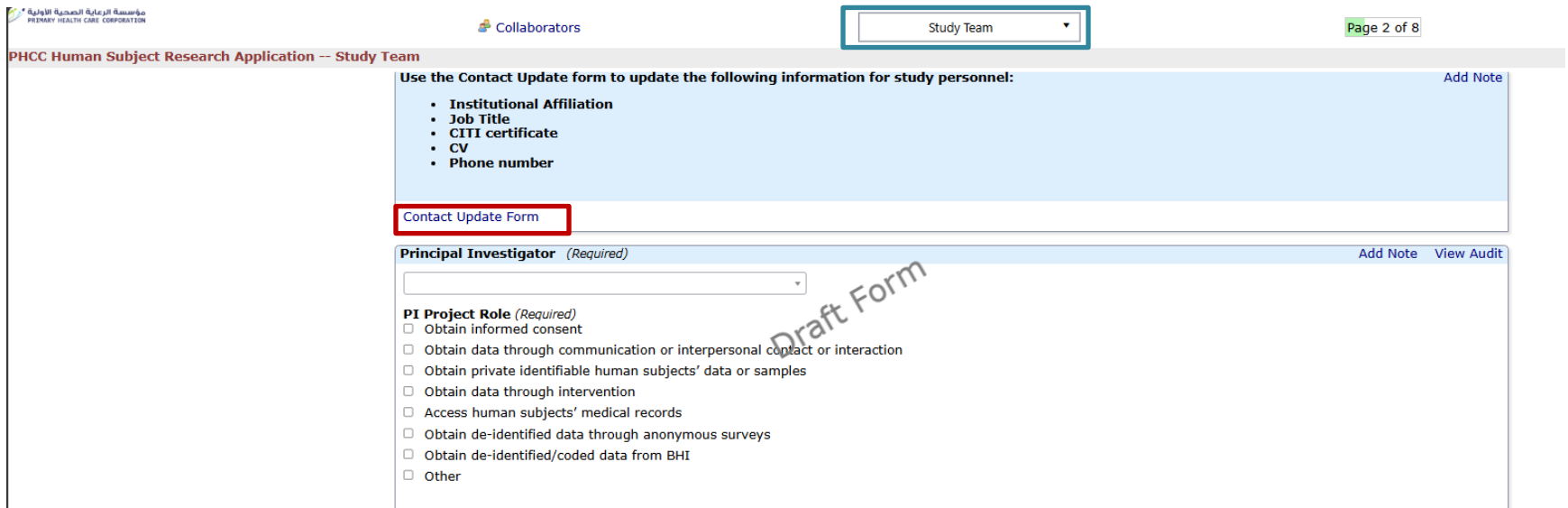
[Save](#)

Investigator*

CITI Training

Contact Submission Form – Creating a New Contact

1. To create a new contact, click on “**Contact update form**” directly from the **Study Team page** on the application form (*applies to both Case Report and Human Research Proposal Application*)



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PRIMARY HEALTH CARE CORPORATION

Collaborators

Study Team

Page 2 of 8

PHCC Human Subject Research Application -- Study Team

Use the Contact Update form to update the following information for study personnel: [Add Note](#)

- Institutional Affiliation
- Job Title
- CITI certificate
- CV
- Phone number

Contact Update Form

Principal Investigator (Required) [Add Note](#) [View Audit](#)

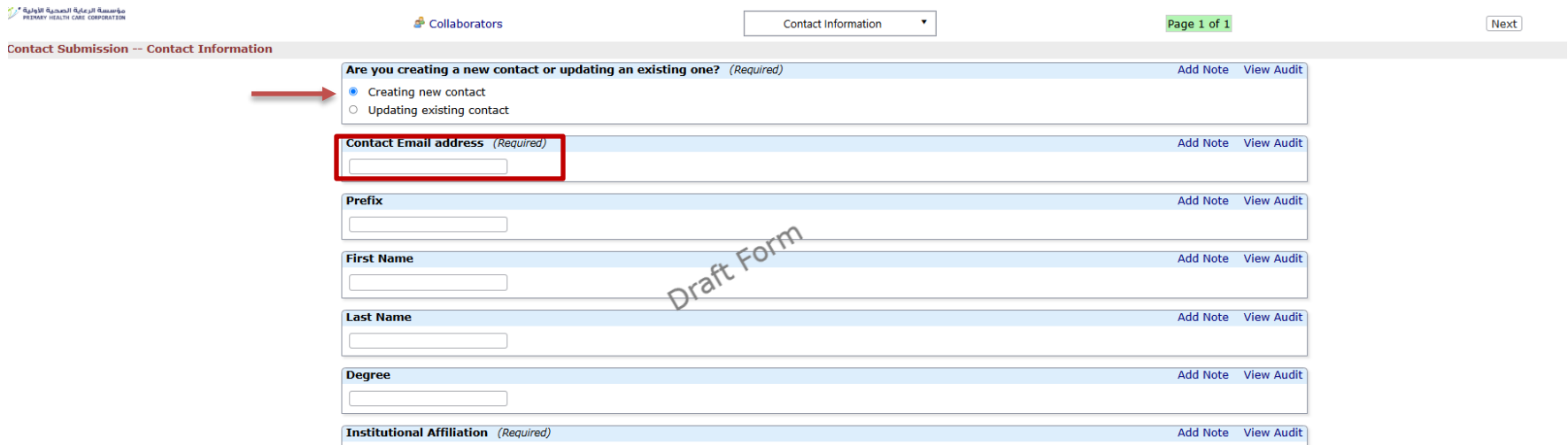
PI Project Role (Required)

- ☐ Obtain informed consent
- ☐ Obtain data through communication or interpersonal contact or interaction
- ☐ Obtain private identifiable human subjects' data or samples
- ☐ Obtain data through intervention
- ☐ Access human subjects' medical records
- ☐ Obtain de-identified data through anonymous surveys
- ☐ Obtain de-identified/coded data from BHI
- ☐ Other

Draft Form

Contact Submission Form – Creating a New Contact

2. A contact submission form will open. Select “**Creating new contact**” and enter the individual’s institutional email.
3. Fill in the required fields and submit the form.



The screenshot shows the 'Contact Submission -- Contact Information' form. At the top, there is a header with the Primary Health Care Corporation logo, a 'Collaborators' link, a 'Contact Information' dropdown menu, 'Page 1 of 1', and a 'Next' button. The form itself consists of several sections, each with a title, a required field indicator, and 'Add Note' and 'View Audit' links. The first section is 'Are you creating a new contact or updating an existing one? (Required)', with radio buttons for 'Creating new contact' (selected) and 'Updating existing contact'. A red arrow points to this section. The second section is 'Contact Email address (Required)', which is highlighted with a red box. Below this are sections for 'Prefix', 'First Name', 'Last Name', 'Degree', and 'Institutional Affiliation (Required)', each with a text input field. A large 'Draft Form' watermark is visible across the center of the form.

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PRIMARY HEALTH CARE CORPORATION

Collaborators

Contact Information

Page 1 of 1

Next

Contact Submission -- Contact Information

Are you creating a new contact or updating an existing one? (Required) [Add Note](#) [View Audit](#)

☒ Creating new contact
☐ Updating existing contact

Contact Email address (Required) [Add Note](#) [View Audit](#)

Prefix [Add Note](#) [View Audit](#)

First Name [Add Note](#) [View Audit](#)

Last Name [Add Note](#) [View Audit](#)

Degree [Add Note](#) [View Audit](#)

Institutional Affiliation (Required) [Add Note](#) [View Audit](#)

Draft Form

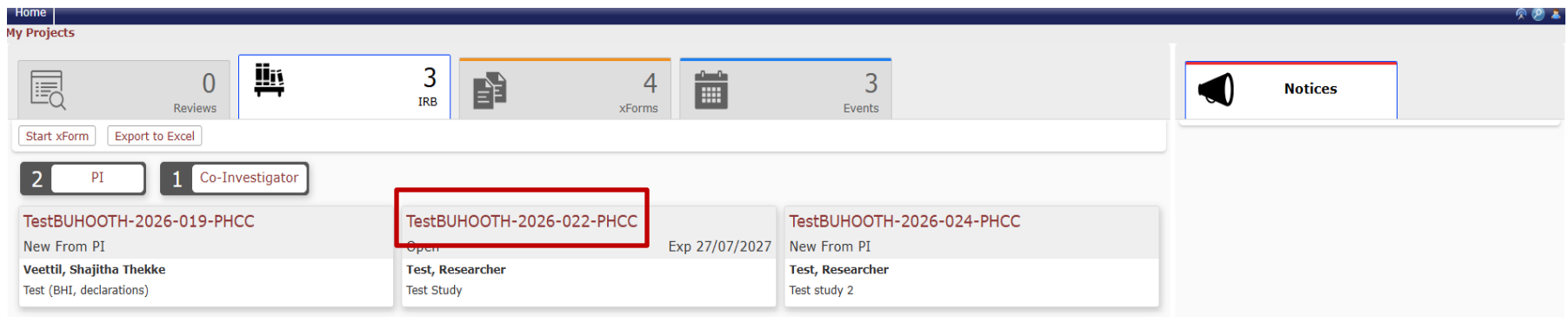
Section 9.1

Submitting an Amendment – If Study is Approved on New System

Submitting an Amendment – If Study is Approved on **New System**

Submitting an Amendment is the only process that does not involve the start of a new xForm.

1. For this type of submission, navigate to the project page for the study that requires amending by clicking on the link to the project page.



Home | My Projects

0 Reviews | 3 IRB | 4 xForms | 3 Events

Start xForm | Export to Excel

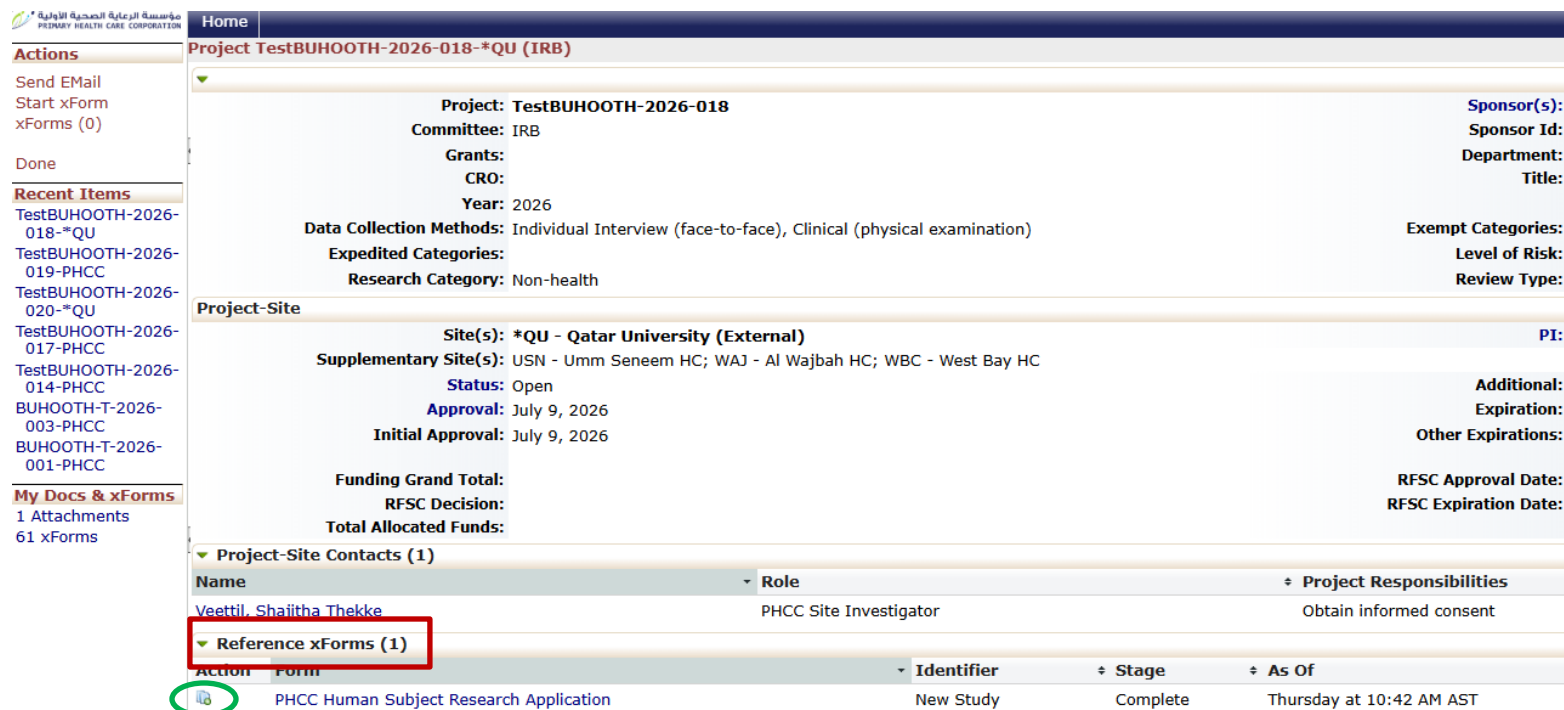
2 PI | 1 Co-Investigator

Project ID	Project Name	Project Type	Project Status	Project Date
TestBUHOOTH-2026-019-PHCC	New From PI	Test, Researcher	Test (BHI, declarations)	
TestBUHOOTH-2026-022-PHCC	New From PI	Test, Researcher	Test Study	Exp 27/07/2027
TestBUHOOTH-2026-024-PHCC	New From PI	Test, Researcher	Test study 2	

Notices

Submitting an Amendment – If Study is Approved on New System

2. From here, navigate to the “Reference xForm” section, and click on the **double page icon**:



Project TestBUHOOTH-2026-018-*QU (IRB)

Project: TestBUHOOTH-2026-018
Committee: IRB
Grants:
CRO:
Year: 2026
Data Collection Methods: Individual Interview (face-to-face), Clinical (physical examination)
Expedited Categories:
Research Category: Non-health

Sponsor(s):
Sponsor Id:
Department:
Title:

Exempt Categories:
Level of Risk:
Review Type:

Project-Site

Site(s): *QU - Qatar University (External)
Supplementary Site(s): USN - Umm Seneem HC; WAJ - Al Wajbah HC; WBC - West Bay HC
Status: Open
Approval: July 9, 2026
Initial Approval: July 9, 2026

Funding Grand Total:
RFSC Decision:
Total Allocated Funds:

PI:
Additional:
Expiration:
Other Expirations:
RFSC Approval Date:
RFSC Expiration Date:

Project-Site Contacts (1)

Name	Role	Project Responsibilities
Veettil, Shailitha Thekke	PHCC Site Investigator	Obtain informed consent

Reference xForms (1)

Action	Form	Identifier	Stage	As Of
	PHCC Human Subject Research Application	New Study	Complete	Thursday at 10:42 AM AST

Submitting an Amendment – If Study is Approved on New System

3. This will re-open the most recently approved proposal and allow you to complete and submit an amendment request called “**Notice of Amendment**”.
4. Click “**Next**” and make the necessary changes to the proposal and/or supporting documents and submit the form.

PHCC Human Subject Research Application -- Notice of Amendment

Collaborators

Notice of Amendment

Page 2 of 9

Next

Study Title Add Note View Audit

Testing letter generation issues

IRB Reference No Add Note View Audit

TestBUHOOTH-2026-018

Principal Investigator Add Note View Audit

Researcher, Test

Email: yasmins+test@techsoftware.com Phone:

Modified Materials (Required) Add Note View Audit

☐ Research Submission application form

☐ Informed Consent Form

☐ Informed Assent Form

☐ Verbal Assent Script

☐ Questionnaire

☐ Online Questionnaire Template

☐ Invitation Email Script

☐ Verbal Consent Script

☐ Interview guide

☐ Other

Study Status (Required) Add Note View Audit

Please indicated the current status of the study from the options below.

☐ The research study did not start yet.

☐ The research involves pre-existing records or samples.

☐ New participant recruitment is still in progress.

☐ Enrolment closed, but participants are still undergoing study procedures.

☐ Enrolment closed, participants have completed study procedures, but are still in follow-up.

☐ Remaining study activity is limited to analysis only, no further contact with participants.

Summary of Changes (Required) Add Note View Audit

Briefly summarise the main changes proposed in this amendment. Explain the purpose of the changes and their significance to the study if applicable. [Please write a summary of the changes in the box provided below and submit a track changes copy of the revised documents on the applicable page.]

Section 9.2

Submitting an Amendment – If Study is Approved on Old System

Submitting an Amendment – If Study is Approved on Old System

1. Navigate to the project page for the study that requires amending.
2. Click “**Start xForm**” under “Actions” on the left



مؤسسة الرعاية الصحية الأولية
PRIMARY HEALTH CARE CORPORATION

[Home](#)

Actions
[Send Email](#)
[Start xForm](#)
[xForms \(1\)](#)
[Done](#)

Recent Items
[TestBUHOOTH-2026-017-PHCC](#)
[TestBUHOOTH-2026-018-*QU](#)
[TestBUHOOTH-2026-019-PHCC](#)
[TestBUHOOTH-2026-020-*QU](#)
[TestBUHOOTH-2026-014-PHCC](#)
[BUHOOTH-T-2026-003-PHCC](#)
[BUHOOTH-T-2026-001-PHCC](#)

Project TestBUHOOTH-2026-017-PHCC (IRB)

▼

Project: TestBUHOOTH-2026-017

Sponsor(s):

Committee: IRB

Sponsor Id:

Grants:

Department:

CRO:

Title:

Year: 2026

Exempt Categories:

Data Collection Methods: Self-administered survey (Email), Self-administered survey (face-to-face), Individual Interview (face-to-face)

Level of Risk:

Expedited Categories:

Review Type:

Research Category: Health

Project-Site

Site(s): PHCC - Primary Health Care Corporation

PI:

Supplementary Site(s): PHCC-ALL - All PHCC Health Centers

Status: Open

Approval: June 14, 2026

Additional:

Initial Approval: June 14, 2026

Expiration:

Other Expirations:

Submitting an Amendment – If Study is Approved on Old System

3. Select “Notice of Amendment”

مؤسسة الرعاية الصحية الأولية
PRIMARY HEALTH CARE CORPORATION

Start Form on Project-Site TestBUHOOTH-2026-017-PHCC

Select xForm to start

Action	Form (Click to start)	Description
	Contact Submission (Draft)	Form to create or update contact information for research team members
	Notice of Amendment (Draft)	Instructions with links to start the Notice of Amendment form.

4. You will be redirected to the following page. Click on the “Notice of Amendment” link.

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PRIMARY HEALTH CARE CORPORATION

Collaborators

Notice of Amendment

Page 1 of 1

Next

Notice of Amendment -- Notice of Amendment

Click the link to start an amendment. You will be asked to complete and submit a new PHCC Human Subjects Research Application since your project was approved on the old system. [Add Note](#)

Notice of Amendment

Next Save for Later More ▸

Submitting an Amendment – If Study is Approved on Old System

5. This will create a new research proposal application for this study. Begin by completing the questions related to the amendment.

PHCC Human Subject Research Application -- Notice of Amendment

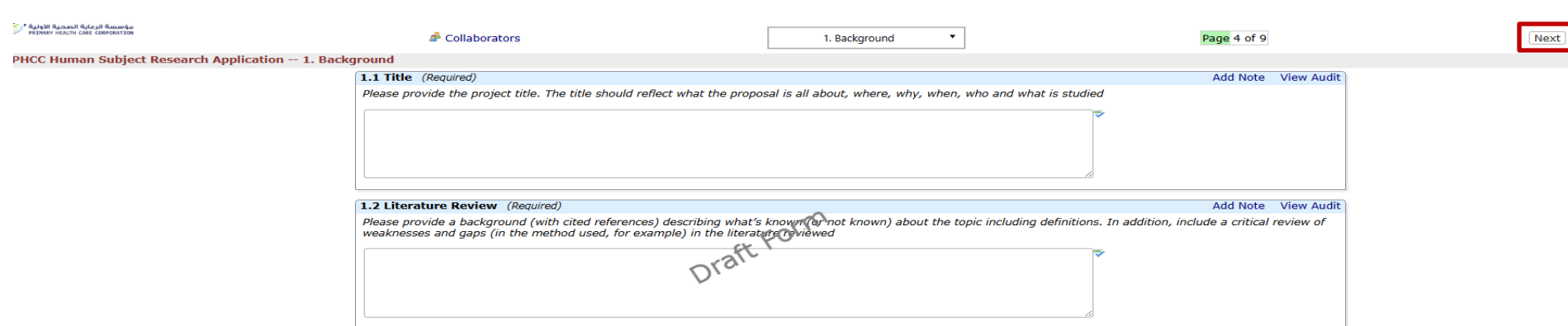
Collaborators Notice of Amendment Page 2 of 9 Next

Study Title	Add Note View Audit
test declaration emails to PI, expedited	
IRB Reference No	Add Note View Audit
TestBUHOOTH-2026-017	
Principal Investigator	Add Note View Audit
Researcher, Test Email: yasmintest@techsoftware.com Phone:	
Modified Materials (Required)	Add Note View Audit
☐ Research Submission application form ☐ Informed Consent Form ☐ Informed Assent Form ☐ Verbal Assent Script ☐ Questionnaire ☐ Online Questionnaire Template ☐ Invitation Email Script ☐ Verbal Consent Script ☐ Interview guide ☐ Other	

Draft Form

Submitting an Amendment – If Study is Approved on Old System

6. Since this study was moved from the old system, you will need to fill in **all** questions of the application, ensuring it is identical to the approved proposal.
7. Click “**Next**” to move to the next page of the application and ensure to submit the form once it is completed.



Collaborators

1. Background

Page 4 of 9

Next

PHCC Human Subject Research Application -- 1. Background

1.1 Title (Required) Add Note View Audit

Please provide the project title. The title should reflect what the proposal is all about, where, why, when, who and what is studied

1.2 Literature Review (Required) Add Note View Audit

Please provide a background (with cited references) describing what's known (or not known) about the topic including definitions. In addition, include a critical review of weaknesses and gaps (in the method used, for example) in the literature reviewed

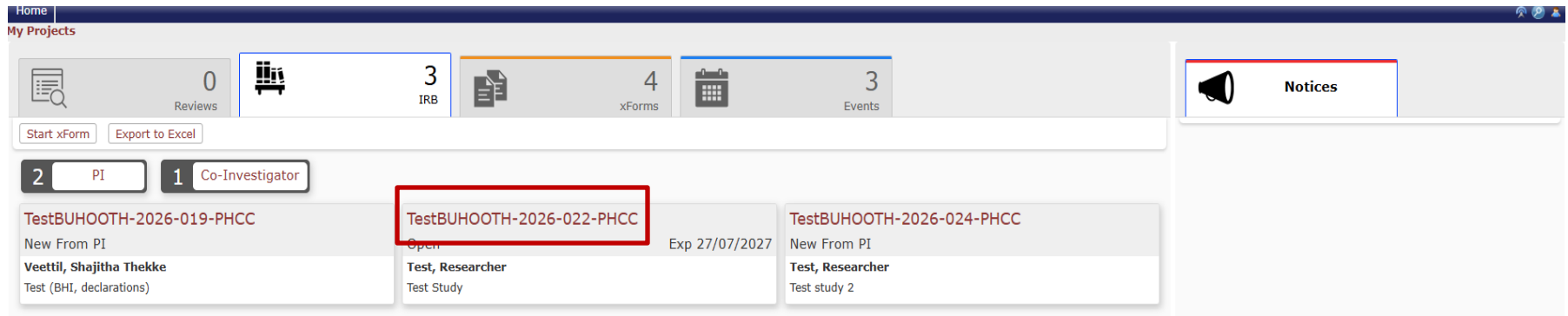
Draft PG/10

Section 10

Submitting a Continuing Review Application

Submitting a Continuing Review Application

1. To start a Continuing Review Application, you will navigate to the project page for the study that you want to extend.



Home | My Projects

0 Reviews | 3 IRB | 4 xForms | 3 Events

Start xForm | Export to Excel

2 PI | 1 Co-Investigator

TestBUHOOTH-2026-019-PHCC
New From PI
Veettil, Shajitha Thekke
Test (BHI, declarations)

TestBUHOOTH-2026-022-PHCC
Open
Test, Researcher
Test Study

Exp 27/07/2027

TestBUHOOTH-2026-024-PHCC
New From PI
Test, Researcher
Test study 2

Notices

Submitting a Continuing Review Application

2. Click “**Start xForm**” under “Actions” on the left



Home

Actions

Send Email

Start xForm

x-Forms (0)

Done

Recent Items

TestBUHOOTH-2026-020-*QU

TestBUHOOTH-2026-017-PHCC

TestBUHOOTH-2026-018-*QU

Test-PHCC

TestBUHOOTH-2026-014-PHCC

BUHOOTH-T-2026-003-PHCC

TestBUHOOTH-2026-019-PHCC

Project TestBUHOOTH-2026-020-*QU (IRB)

Project: TestBUHOOTH-2026-020

Committee: IRB

Grants:

CRO:

Year: 2026

Data Collection Methods: Self-administered survey (face-to-face), Individual Interview (face-to-face)

Expedited Categories:

Research Category: Health

Sponsor(s):

Sponsor Id:

Department:

Title:

Exempt Categories:

Level of Risk:

Review Type:

Project-Site

Site(s): *QU - Qatar University (External)

Supplementary Site(s): MUA - Muaither HC; QUN - Qatar University HC

Status: Open

Approval: June 25, 2026

Initial Approval: June 25, 2026

PI:

Additional:

Expiration:

Other Expirations:

Submitting a Continuing Review Application

3. Select “Continuing Review Application”

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PRIMARY HEALTH CARE CORPORATION

Start Form on Project-Site TestBUHOOTH-2026-020-*QU

Select xForm to start

Action	Form (Click to start)	Description
	Contact Submission (Draft)	Form to create or update contact information for research team members
	Continuing Review Application (Draft)	Continuing Review Application
	Notice of Amendment (Draft)	Instructions with links to start the Notice of Amendment form.

3. A Continuing Review Application for this specific study will open for you to complete. Click “Next” to take you to the next part of the form. Make sure to submit the form by clicking “Submit” at the end.

Continuing Review Application -- Data Entry

Collaborators

Data Entry

Page 1 of 2

Next

Study Title: Test declarations (SI duplicates issue), expedited review
 IRB Reference Number: TestBUHOOTH-2026-020
 Principal Investigator: Researcher, Test
 Email: yasmins+test@techsoftware.com
 Phone:

IRB Expiry Date: 24/06/2027

Submission Instructions

Submit this application when you would like to request continuing review of your research study (i.e. a request to renew the IRB approval period).

Submit with this application:

- Current approved version of the study protocol
- IRB Approvals from any collaborating site (if applicable)

Submitter

This will be the user who submits this stage.

Please indicated what best reflects your research from the options below: [click the applicable checkbox] (Required)

☐ Collection and analyses of private identifiable information is still ongoing (for studies involving Subjects' data/specimens that are collected and analyzed under a waiver of IC)

☐ Enrollment closed, but research-related procedures, interactions or interventions including long term follow up are still ongoing.

☐ New participant recruitment is still in progress.

☐ Remaining study activity is limited to analysis of private identifiable information (data/specimens) only.

☐ The research study did not start yet

Participant Information Table (Required)

Please complete the table below. If you have multiple subject pools (e.g., parents and children) indicate how many total participants have been recruited for each separate group. Please submit an amendment if you need to increase or decrease enrollment for the study.

Participant Group*	# Enrolled*	# Completed*	# Withdrawn/ Dropped terminated by PI:*	Action
				Save

Date of last visit or contact with subject for research purposes

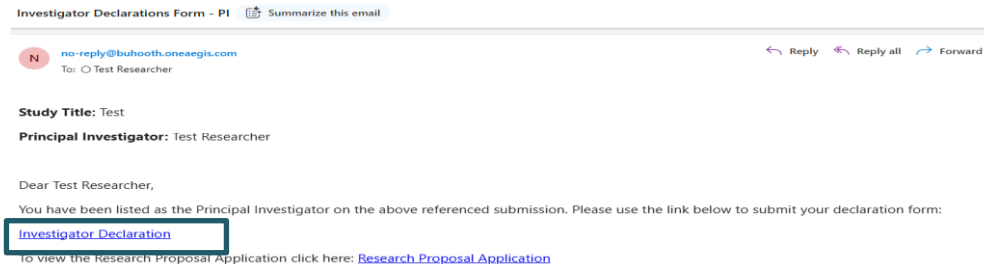
Section 11

Signing an Investigator Declaration Form

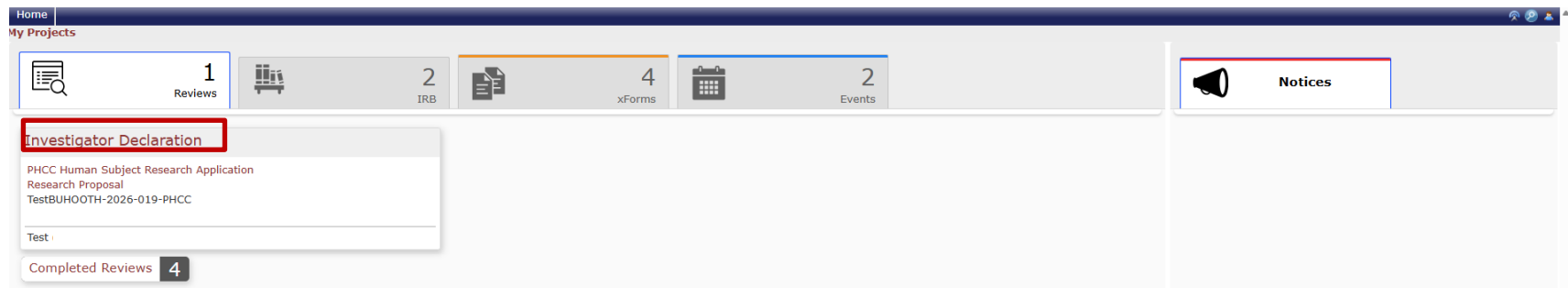
Signing an Investigator Declaration Form

Signing the Investigator Declaration Form is a requirement of the research proposal application process.

- The easiest way to access this form is to follow the **hyperlink** in the automated email you receive when you are required to sign this form.



- You may also access the Investigator Declaration form through the Dashboard by clicking on the red **“Investigator Declaration”** link.



Section 12

What happens after submitting an xForm?

What happens after submitting an xForm?

- You will receive emails with clear instructions as your application progresses through the review process.
- You will be able to access your application or investigator declaration form directly through the hyperlinks in the emails you receive.