



MINISTRY OF HEALTH
PNG

Papua New Guinea's Health Research Portal

USER MANUAL

VERSION 2.0
31 Oct, 2024

Document Information

Changelog

VERSION	EDIT DATE	DESCRIPTION
0.1	August 27, 2023	Initial Version
1.0	September 29, 2023	Version 1.0
2.0	October 31, 2024	Version 2.0

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Health Research Portal

Overview

The Health Research Portal is an electronic portal of the National Department of Health (NDoH) of Papua New Guinea (PNG). This portal will allow stakeholders in health research to access information on ongoing research, and support streamlining of the overall ethics review process. The portal enables researchers to submit proposals for ethics review, and members of the Medical Research Advisory Council (MRAC) of Papua New Guinea to review and decide on the proposals submitted.

The “Investigator” Role

The investigator, or a researcher submitting a proposal on the portal, can access functionalities and features as listed below.

ID	Role	Description	Proposal Scope Access
Ro001	Investigator	The investigator role can submit research proposals to a review committee. The user will then be able to track the review process of their proposals. After the proposal is approved, they submit the post-approval documents related to their research (completion report, protocol amendment, raw data).	Full access only to their own proposals

Use Cases

ID	Role	Use Case Description	Remarks
1	All User Roles, Public	Navigate the system (publicly available pages only)	
2	All User Roles, Public	Go to Home Page	Publicly available pages
3	All User Roles, Public	View Policies and Guidelines	Publicly available pages
4	All User Roles, Public	View Announcements	Publicly available pages
5	All User Roles, Public	Login	Will only push through if the credentials are correct and mapped to an existing user
6	All User Roles, Public	Register	
7	All User Roles, Public	Forget Password	Will only push through if the credentials are correct and mapped to an existing user
8	All User Roles, Public	View Research Registry	Publicly available pages R001 Research Registry
9	All User Roles, Public	Search Research Registry	Publicly available pages R001 Research Registry
10	All User Roles, Public	View Research Registry Search Results	Publicly available pages R001 Research Registry
11	All User Roles, Public	Export Research Registry Search Results	Publicly available pages X001 Export Research Registry Search Results
12	All User Roles	Edit their Profile	
13	All User Roles	Change their Account Password	
14	All User Roles	Logout	
15	Investigator	View user's own proposal submissions	R002 Research Registry
16	Investigator	Search user's own submissions	R002 Research Registry
17	Investigator	View User's own submissions Search Results	R002 Research Registry
18	Investigator	Submit a new proposal	

Public Pages

The public pages and the corresponding functionalities are available to all users and the public. Users do not need to log in to access these pages and functionalities.

Navigate the system (publicly available pages only)

1. Go to <https://hrp.health.gov.pg> using a browser



The screenshot shows the top navigation bar of the Papua New Guinea Health Research Portal. It features the Ministry of Health PNG logo on the left and the PNG flag on the right. The navigation menu includes links for HOME, POLICIES AND GUIDELINES, LOGIN, REGISTER, RESEARCH REGISTRY, and ANNOUNCEMENTS. Below the navigation bar, the page title is "Papua New Guinea Health Research Portal". The main content area contains introductory text about the portal's purpose, a list of features, and contact information for the Performance, Monitoring and Research Branch.

**MINISTRY OF HEALTH
PNG**

HOME **POLICIES AND GUIDELINES** ▾ **LOGIN** **REGISTER** **RESEARCH REGISTRY** **ANNOUNCEMENTS**

Papua New Guinea Health Research Portal

The Papua New Guinea Health Research Portal is to be used for submitting health research applications for ethics review by the national Medical Research Advisory Committee (MRAC), and any future sub-committees established under the MRAC. All health research conducted in Papua New Guinea should be submitted to the MRAC for review and a decision on the type of review to be done based on the research to be conducted.

In addition, this portal allows users to search and download selected information on approved - past and on-going - health research studies in Papua New Guinea. It also includes announcements on key events or updates related to research.

Please ensure to review the Health Research Portal User Guide found under "Policies and Guidelines" for step-by-step guidance on how to submit proposals and navigate other features of the site.

For queries, clarifications or further information, please contact:

Performance, Monitoring and Research Branch
National Department of Health
AOPI Centre Building
Waigani, National Capital District
Port Moresby 121
Phone number: 3013660/3013685
E-mail: png_mrac@health.gov.pg

Navigating back to the Home Page

1. At any time, while on the portal website you can navigate back to the homepage by clicking on "Home"



The screenshot shows the top navigation bar of the Papua New Guinea Health Research Portal. It features the Ministry of Health PNG logo on the left and the PNG flag on the right. The navigation menu includes links for HOME, GOVERNANCE & POLICIES, and other options. Below the navigation bar, the page title is "Papua New G".

**MINISTRY OF HEALTH
PNG**

HOME **GOVERNANCE & POLICIES** ▾

Papua New G

Register Your Account to Submit Proposals

1. Go to <https://hrp.health.gov.pg> using a browser



Papua New Guinea Health Research Portal

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Waigani, National Capital District
Port Moresby 121
Phone number: 3013660/3013685
E-mail: png_mracc@health.gov.pg

2. Click "Register"



Papua New Guinea Health Research Portal

Welcome to the electronic Health Research Portal of the National Department of Health of Papua New Guinea.

This portal is to be used to submit applications for ethics review by the national Medical Research Advisory Committee (MRAC), and any future sub-committees established under the MRAC. All research conducted in Papua New Guinea involving humans should be reviewed and approved by the MRAC prior to initiating the research. Refer to the Health Research Portal User Manual for further guidance on submitting applications. A user account should be created to submit research proposals for ethics review and approval.

Users can also search and download selected information on past and current health research activities in Papua New Guinea.

This portal will post announcements from the MRAC and key events or updates related to research.

3. Enter username, password, and password confirmation.

The screenshot shows the 'Health Research Portal' registration interface. At the top, a progress bar indicates four steps: 'Account Information' (1), 'User Information' (2), 'Contact Information' (3), and 'Other Information' (4). The 'Account Information' step is active, highlighted with a black circle. Below the progress bar, the title 'Account Information' is centered. There are three input fields: 'Username *', 'Password *', and 'Password confirmation *'. Each field is empty. A 'Continue' button is located at the bottom right of the form area.

4. Click "Continue"

This screenshot is identical to the previous one, showing the 'Account Information' step of the registration process. The 'Continue' button is now highlighted with a large black arrow pointing to it from the left, indicating the next action to be taken.

5. Enter language, Salutation, First Name, Middle Name, Last Name, Initials, Sex, Nationality, Affiliation

Language	Salutation	
Please select	Please select	
First Name *	Middle Name	Last Name *
John	T	Doe
Initials	Sex *	Nationality
JTD	Prefer not to say	Croatia
Affiliation		
National Doctor Association (DNA)		
		
Back	Continue	

6. Click “Continue”

Language	Salutation	
Please select	Please select	
First Name *	Middle Name	Last Name *
John	T	Doe
Initials	Sex *	Nationality
JTD	Prefer not to say	Croatia
Affiliation		
National Doctor Association (DNA)		
		
Back		Continue

7. Enter Email, Confirmation Email, Alternative Email, Confirm Email, Phone, Fax, Mailing Address

Health Research Portal

Account Information User Information **Contact Information** Other Information

1 2 3 4

Contact Information

Email * **Confirm Email ***

Alternative Email **Confirm Email**

Phone **Fax**

Mailing Address

8. Click "Continue"

Health Research Portal

Account Information User Information **Contact Information** Other Information

1 2 3 4

Contact Information

Email * **Confirm Email ***

Alternative Email **Confirm Email**

Phone **Fax**

Mailing Address



9. Enter Identifying reviewing interests, Reason for Registration, and Click Send me a confirmation, and Register as Investigator.

The screenshot shows the 'Health Research Portal' registration process at step 4, 'Other Information'. A progress bar at the top indicates four steps: 1. Account Information, 2. User Information, 3. Contact Information, and 4. Other Information (highlighted). The form contains the following elements:

- Identify reviewing interests (substantive areas and research methods):** A text input field.
- Send me a confirmation including my username and password
- Register as Investigator
- Reason for Registration:** A large text input field with a blue border and a green circular icon in the bottom right corner.
- and

10. Click "Finish".

Once you submit your user registration form, you will receive an e-mail stating that your registration is being reviewed by the Secretariat. You cannot yet log in at this stage.

Once your account is approved by the Secretariat, you will receive an e-mail confirming that your account has been approved and you can now log in the portal to submit proposals. Please ensure to check you SPAM/JUNK folders to check if e-mails from the Secretariat/Portal are going there.

Log into your user account

1. Go to <https://hrp.health.gov.pg> using a browser



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HOME **POLICIES AND GUIDELINES** **LOGIN** **REGISTER** **RESEARCH REGISTRY** **ANNOUNCEMENTS**

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Waigani, National Capital District
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Phone number: 3013660/3013685
E-mail: png_mrac@health.gov.pg

2. Click "Login"



**MINISTRY OF HEALTH
PNG**

HOME **GOVERNANCE & POLICIES** **LOGIN** **REGISTER** **RESEARCH REGISTRY** **ANNOUNCEMENTS**

Papua New Guinea Health Research Portal

Welcome to the electronic Health Research Portal of the National Department of Health of Papua New Guinea.

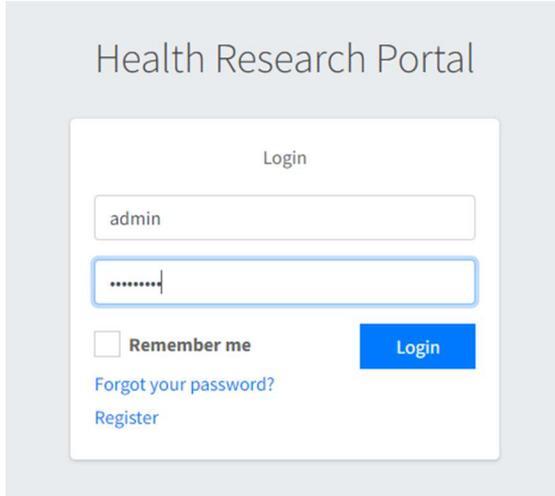
This portal is to be used to submit applications for ethics review by the national Medical Research Advisory Committee (MRAC), and any future sub-committees established under the MRAC. All research conducted in Papua New Guinea involving humans should be reviewed and approved by the MRAC prior to initiating the research. Refer to the Health Research Portal User Manual for further guidance on submitting applications. A user account should be created to submit research proposals for ethics review and approval.

Users can also search and download selected information on past and current health research activities in Papua New Guinea.

This portal will post announcements from the MRAC and key events or updates related to research.

For any queries related to ethical approval or on-going health research projects in Papua New Guinea, contact:

3. Enter your username and password



Health Research Portal

Login

admin

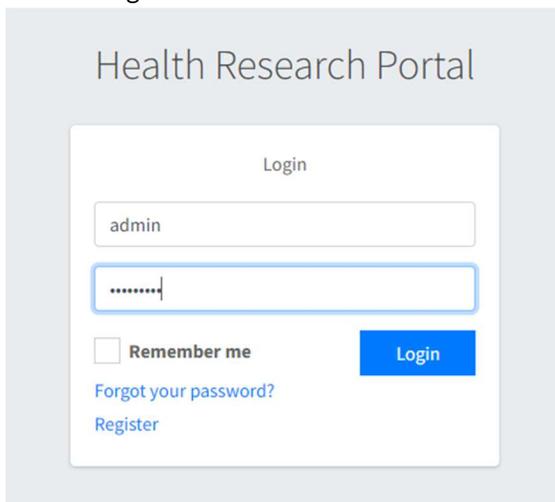
.....

Remember me [Login](#)

[Forgot your password?](#)

[Register](#)

4. Click Login.



Health Research Portal

Login

admin

.....

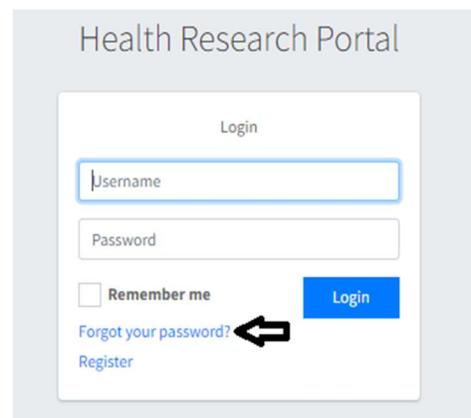
Remember me [Login](#)

[Forgot your password?](#)

[Register](#)

Forgot Password

1. If you have forgotten your password when trying to login, click "Forgot your password?"



Health Research Portal

Login

Username

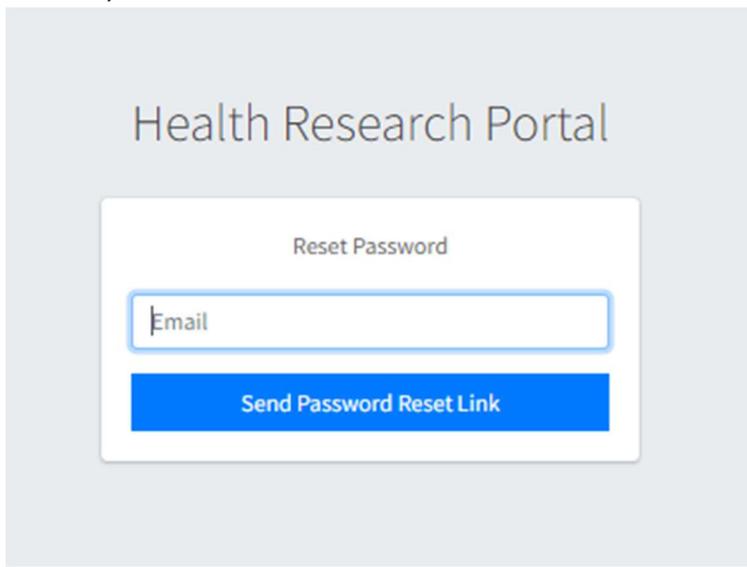
Password

Remember me [Login](#)

[Forgot your password?](#) ←

[Register](#)

2. Enter your email address.



The screenshot shows a 'Reset Password' form on the Health Research Portal. The form is centered on a light gray background. It features a white box with a blue border containing the text 'Reset Password' at the top. Below this is a text input field with a blue border and the placeholder text 'Email'. At the bottom of the white box is a blue button with white text that reads 'Send Password Reset Link'.

3. Click “Send Password Reset Link”

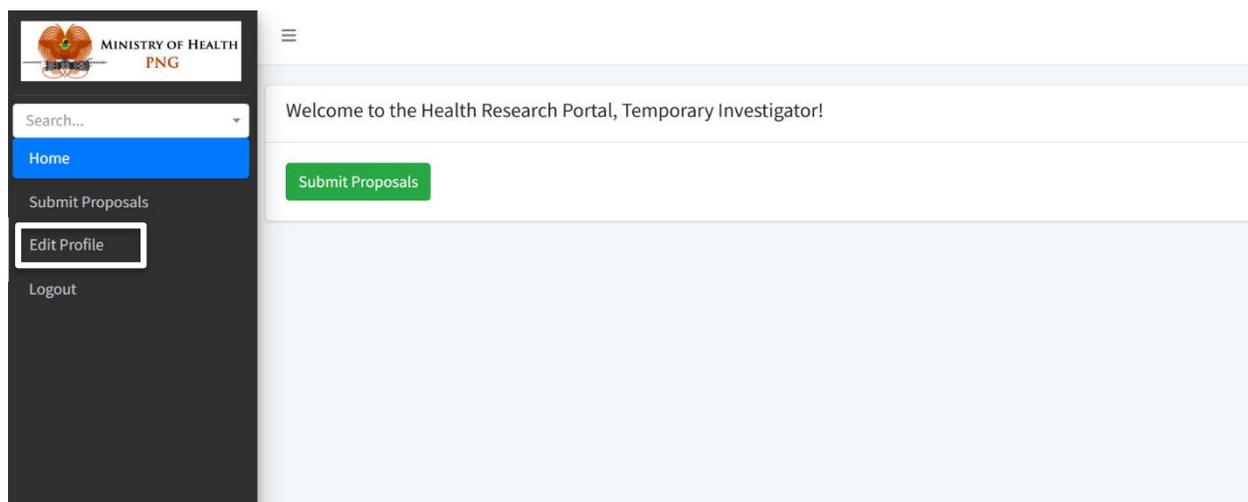
The reset password link should be sent to your email. Check your SPAM/JUNK folders if an e-mail does not arrive in your inbox.

Account Management

The Account Management functionalities are available to all logged-in users regardless of their role.

Edit Your Profile

1. In the menu, click “Edit Profile”



2. Make any changes to your personal details

MINISTRY OF HEALTH PNG

Search...

Home

Submit Proposals

Edit Profile

Logout

My profile

Salutation

Please select

First Name * **Middle Name** **Last Name ***

Temporary Invest [] Last

Initials **Sex *** **Nationality**

[] Female Please select

Affiliation

[]

3. Then click “Save” at the bottom of the “My Profile” Section

MINISTRY OF HEALTH PNG

Search...

Home

Submit Proposals

Edit Profile

Logout

Phone **Fax**

[] []

Identify reviewing interests (substantive areas and research methods):

[]

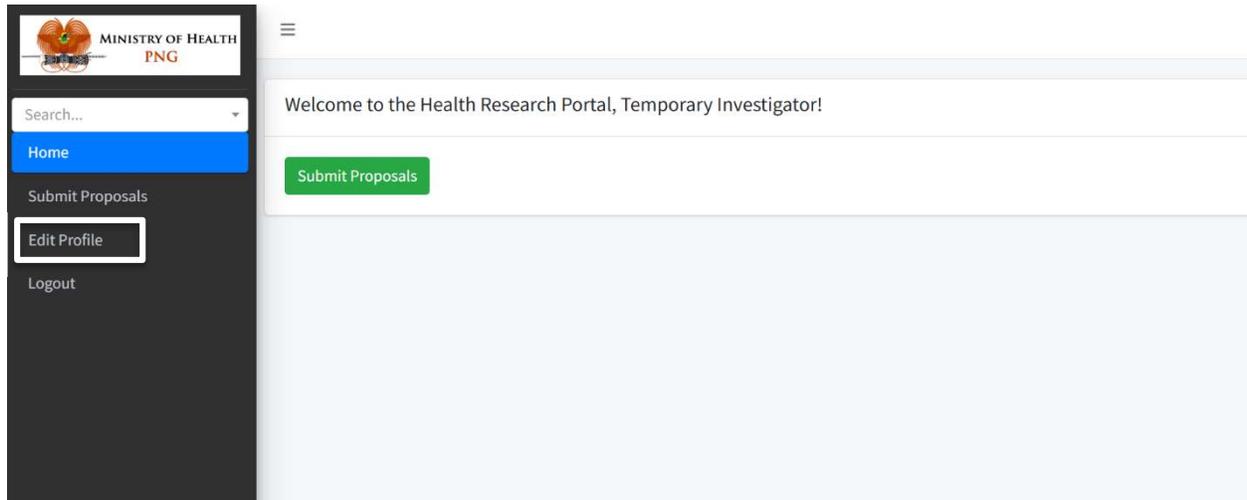
Mailing Address

[]

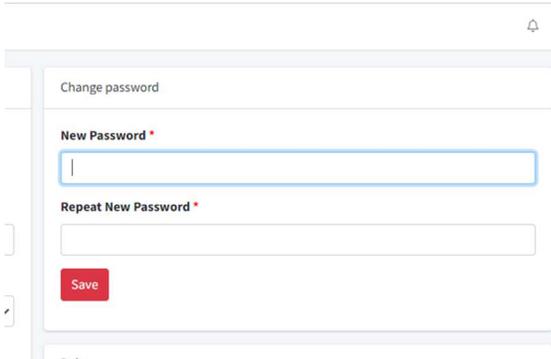
Save

Change Your Account Password

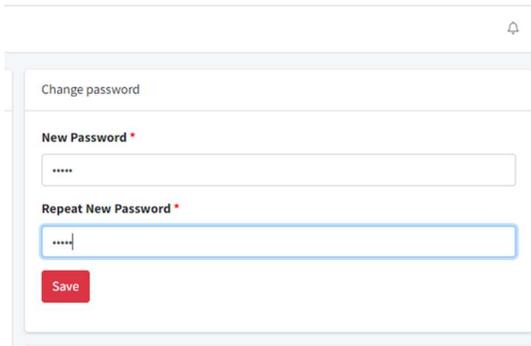
1. In the side menu, click “Edit Profile”



2. In the “Change password” table, enter your new password in the “New Password” field and repeat entry of the same password in the “Repeat New Password” field

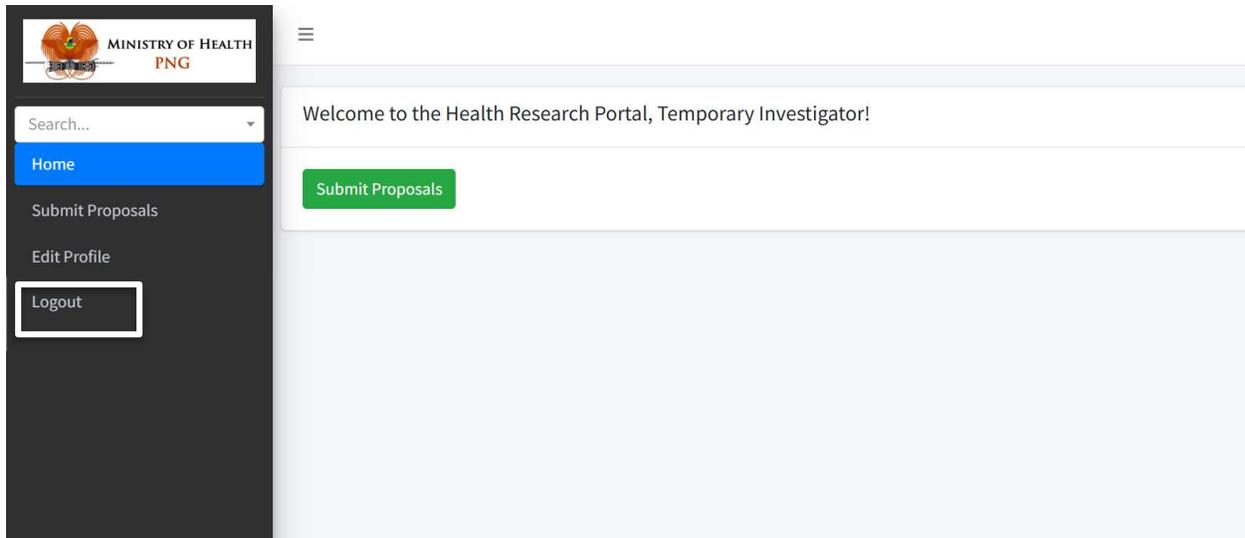


3. Then click “Save”.



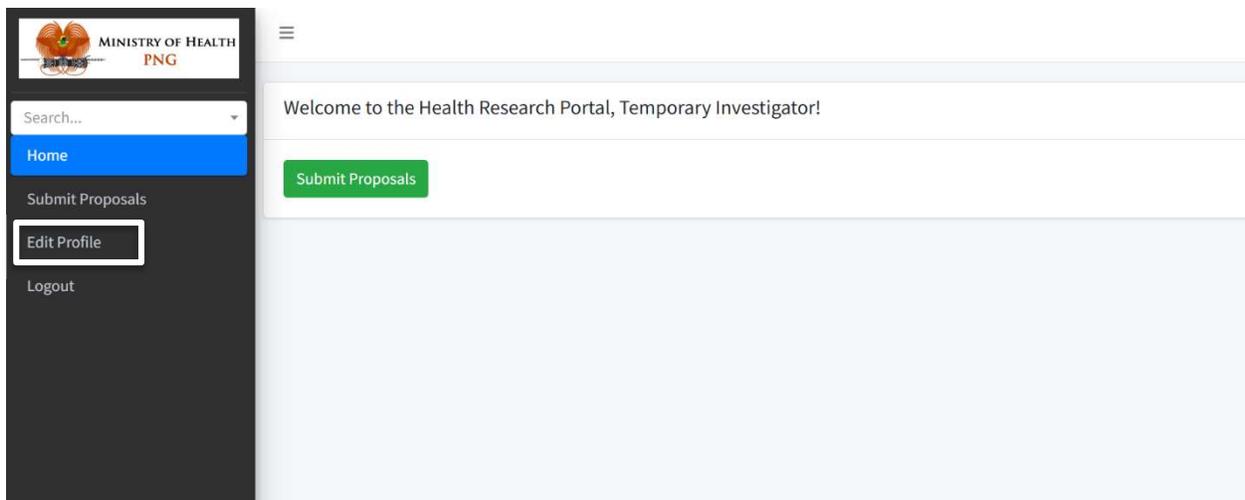
Log out

1. In the side menu, click “Log out”



Delete account

1. In the side menu, click "Edit Profile".



2. In the lower right portion, in the section "Delete account", click on the Delete button.



3. Enter the user's email address.

The screenshot shows a user profile page for the Ministry of Health PNG. The page includes a sidebar with navigation options: Home, Submit Proposals, Review Proposals, Ethics Review Committees, Meetings, Meeting Management, and Reports. The main content area contains a profile form with fields for Salutation (Mr.), First Name (James), Middle Name, Initials, Sex (Male), and Nationality (Please select). A 'Save' button is visible. A modal dialog box is overlaid on the form, titled 'hb-papua.maroonstudios.com says', with the text 'Enter your email address to confirm you want to delete account. This action is not reversible.' The dialog box has a text input field containing 'james.mendoza@healthblocks.ph' and 'OK' and 'Cancel' buttons.

4. Click "OK".

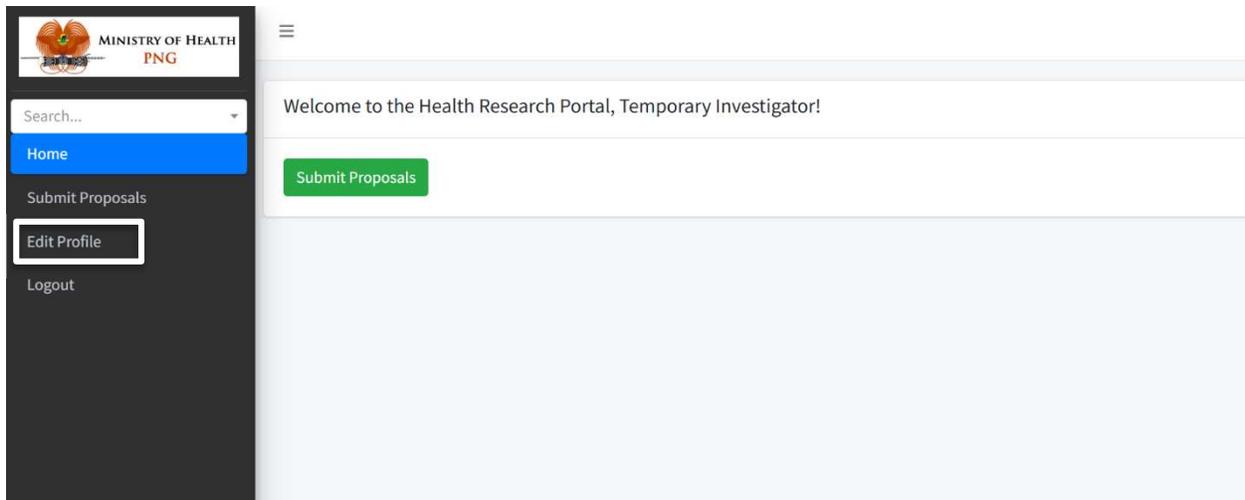
This screenshot is similar to the previous one, showing the same user profile page and modal dialog box. A yellow arrow points to the 'OK' button in the dialog box, indicating the next step in the process.

Note that by deleting your account, you will no longer be able to log in the Health Research Portal with the same username and password. Or view any past proposals you submitted under the same username.

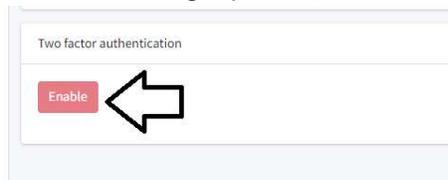
Enable/Disable two-factor authentication

Two-factor authentication (2FA) is a security method that adds an extra layer of protection to a user's account. They will need to provide two forms of verification before being able to access the non-public features of the Health Research Portal. If enabled, they will need to enter their username and password (first factor) and the code that will be sent to their registered email address (second factor).

1. In the side menu, click "Edit Profile".



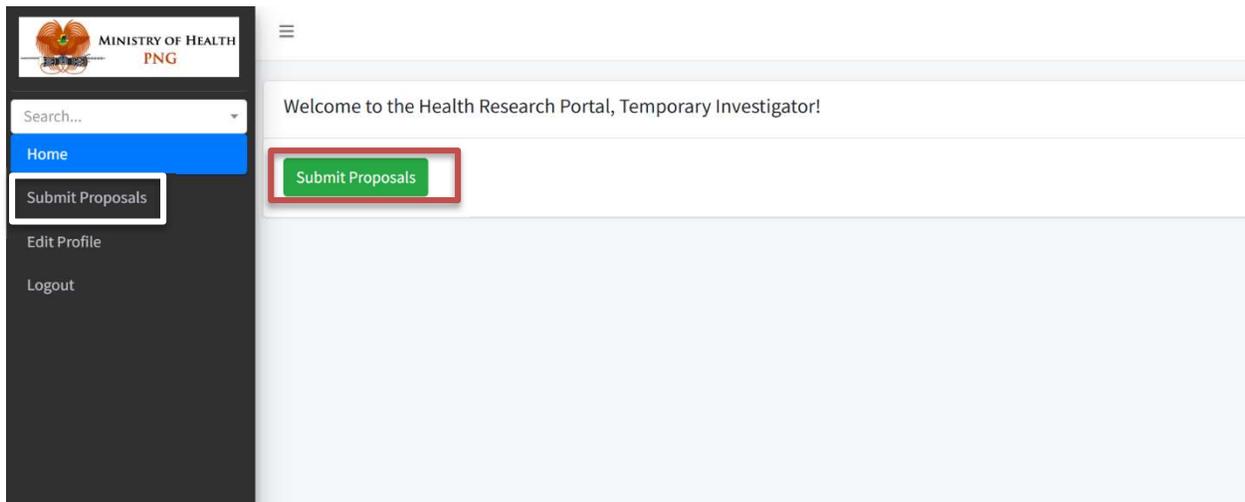
2. In the lower right portion, in the section "Two Factor Authentication", click the Enable/Disable button.



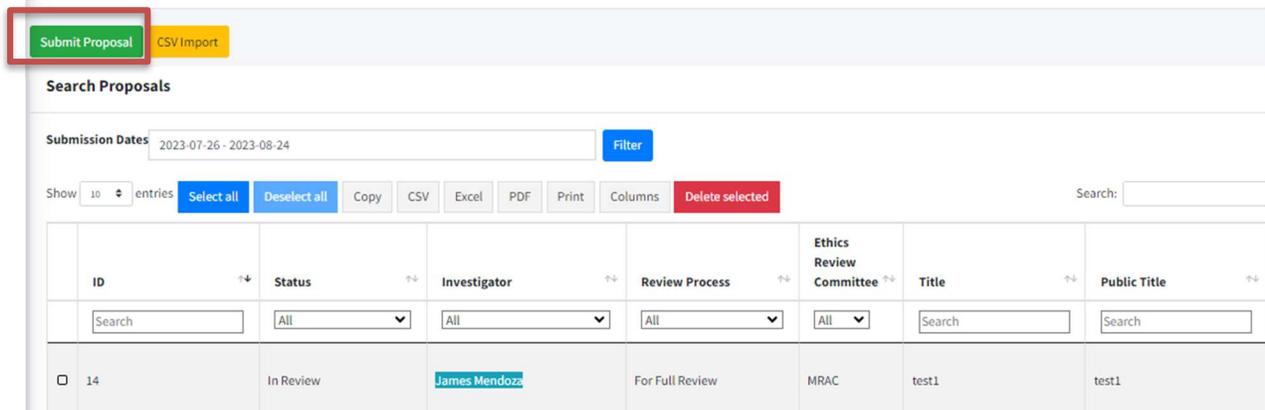
Proposal Management

Submit a new Proposal

1. In the side menu, click “Submit Proposals” OR click on “Submit Proposals” on the landing page



2. Then on the next main page, click on the green button “Submit Proposal”.



3. Read the investigator guidelines at the top for information on documents that must be submitted

4. Enter all required information in the fields on the page. Note that all fields denoted with a red asterisk, “*”, are required fields. You must enter information here for the proposal to be submitted. Or else an error message will appear

5. Some fields such as “Investigator” or “Research Team Experience and Expertise” require you to enter data in rows. To add more investigators or members of a research team, click on “Add Row”. To remove a row, click “Delete Row”

Investigator *

Select all Deselect all

All international researchers must have a local collaborator as an investigator or co-investigator. In addition to providing details of the local investigator or co-investigator below, local collaborators must sign a letter stating their participation in the research.

Investigators that are not registered users in the system

Type *	First Name *	Middle Name	Last Name *	Email *	Phone Number *	Affiliation *	Add Row
In: ▾	<input type="text"/>	Delete Row					

- In the section “Sources of Monetary or Material Support”, you need to indicate the source of funding for your research. If the name of the source is not already appearing in the drop-down menu, select “Other” and fill out the required fields. If there is more than one funding source, click on “Add source of monetary or material support”

The screenshot shows a web form for adding funding sources. It includes a sidebar with navigation options like 'Submit Proposals' and 'Edit Profile'. The main form area has sections for 'Name of Other Committee', 'Other Committee Decision', and 'Source(s) of Monetary or Material Support'. The 'Source(s)' section contains a dropdown menu with 'Other' selected, an 'Amount' input field, and a 'Remove' button. A 'Total Estimated Budget' is shown as '0 Kina (PGK)'. A green button labeled 'Add source of monetary or material support' is visible at the bottom of the form.

Source(s) of Monetary or Material Support

Please enter whole numbers without any comma or other separator.

If your funding source is the same as the key implementing institution, select "Key implementing institution". Otherwise select "Other" and provide details.

Source * Amount * PGK Remove

Name *

Acronym *

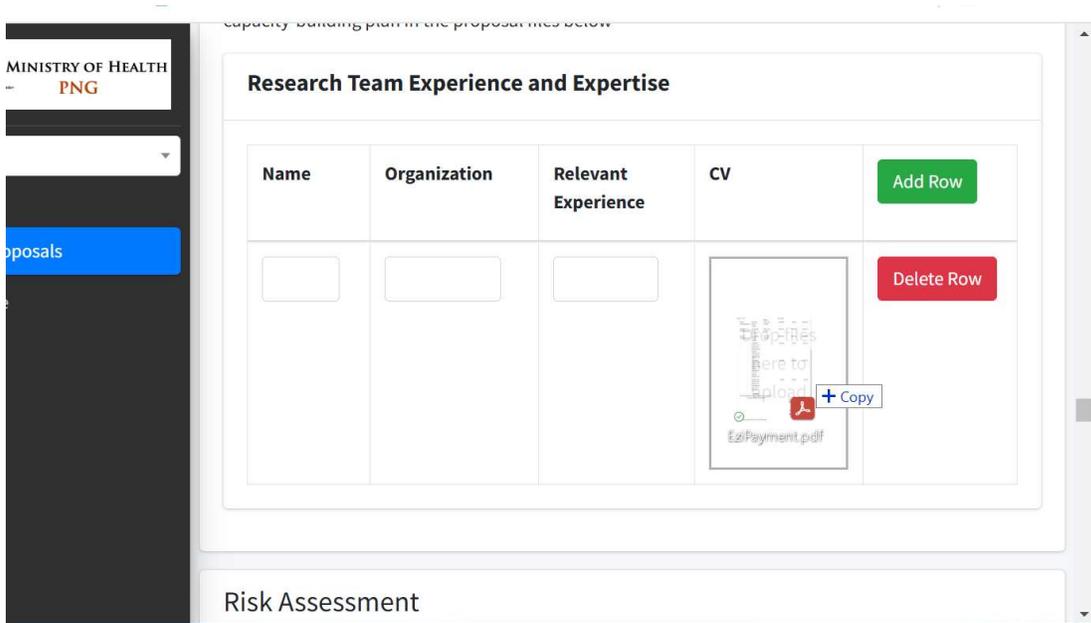
Type *

Location *
 Papua New Guinea
 International

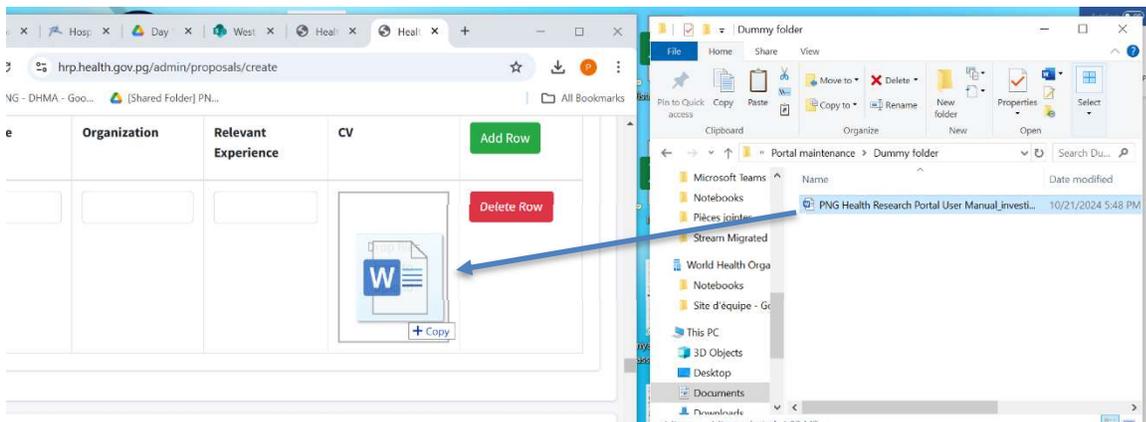
Location International

Add source of monetary or material support

7. Some fields such as "Investigator" or "Proposal Files" require you to upload files in the system. In this case, just drag files from your computer and drop into the box provided.



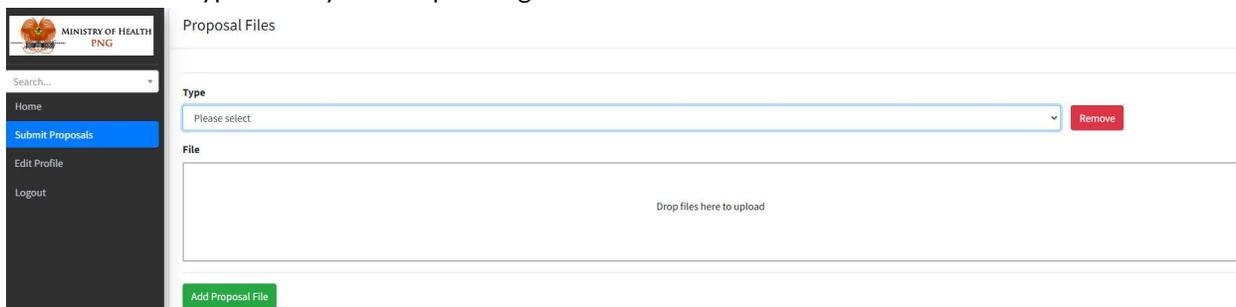
If you are only using one screen, you may need to minimize the browser window. And place it side by side with the folder where your file is located. This will allow you to easily drag from one window to the other (see below).

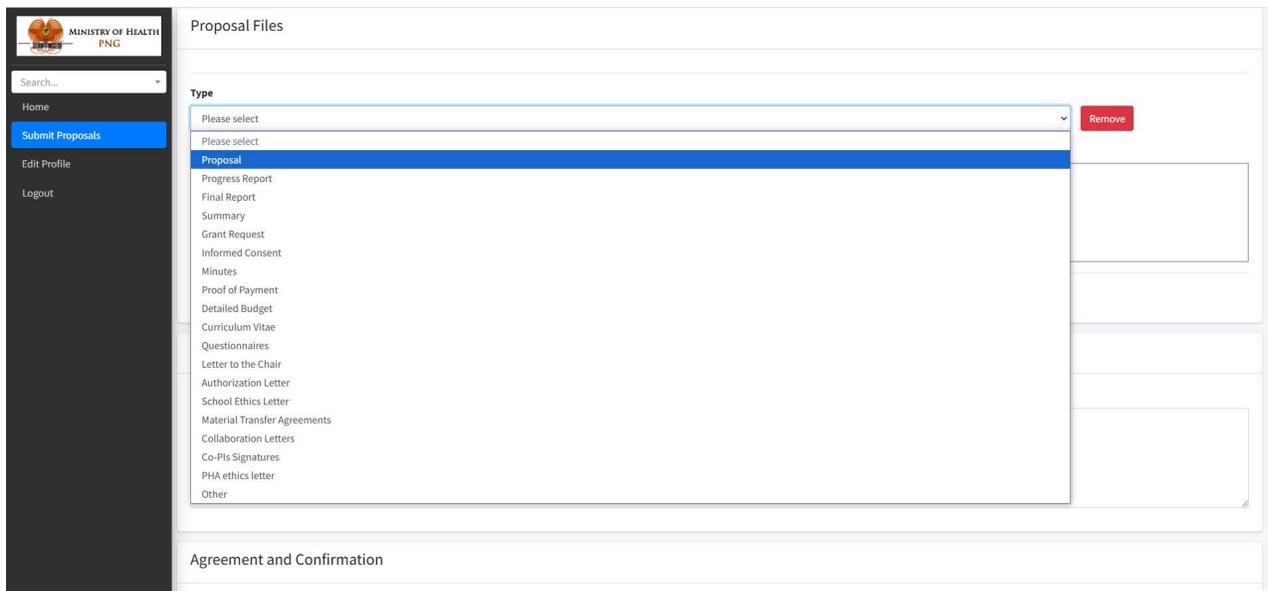


8. For “Proposal Files”, click on “Add Proposal File”

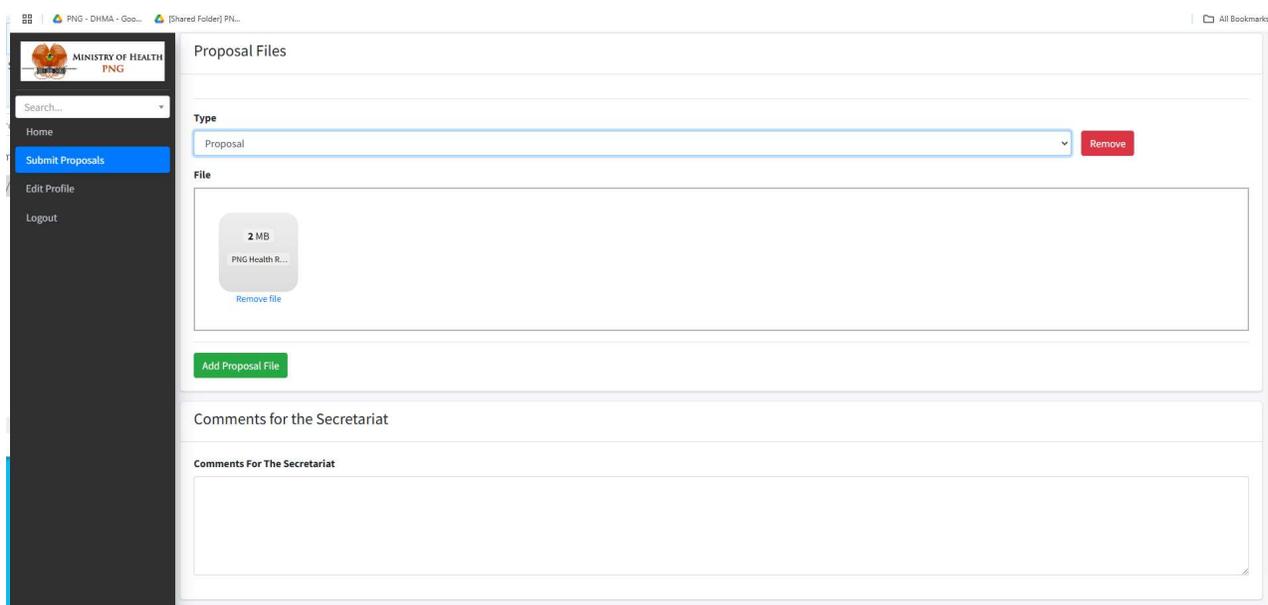


Then select the type of file you are uploading





Next drag and drop your file in the box. You will see the file upload and appear as a grey box in the file box.



- Once all required fields in the proposal page have been completed, enter any comments you wish the Secretariat to know. And then click “Submit proposal”.

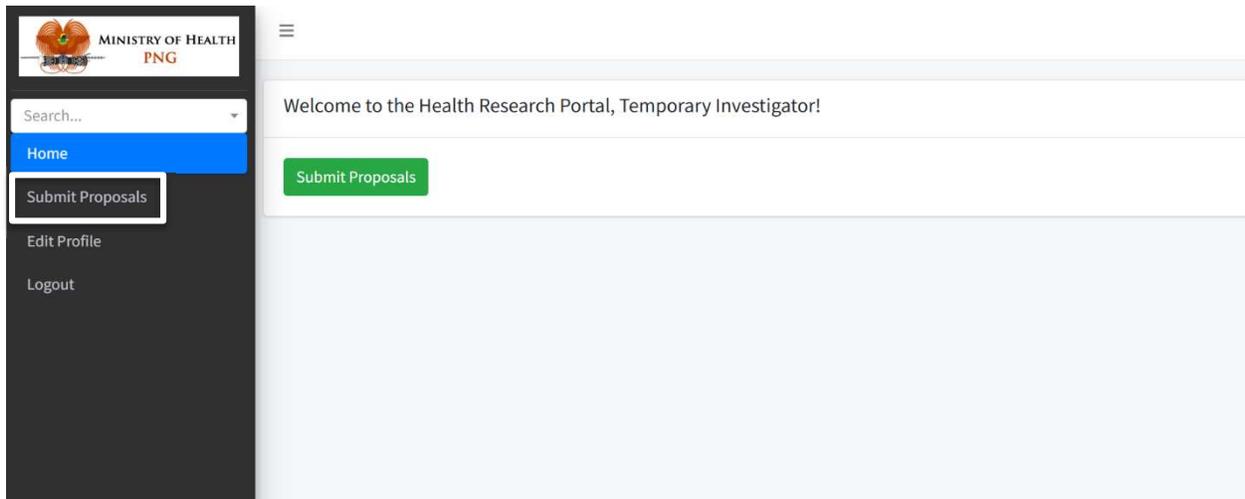
If you wish to save as a draft now, and submit later, click “Save as Draft”

The screenshot shows a web form with two main sections. The first section is titled "Comments for the Secretariat" and contains a large, empty text area. The second section is titled "Agreement and Confirmation" and includes a "Submission Date" field with the value "31/10/2024". Below the date field is a note: "The Principal Investigator(s) must confirm all information given is true before submitting the application." At the bottom of this section are two buttons: "Save as Draft" (green) and "Submit Proposal" (red), both of which are highlighted with a red rectangular border.

Note: Any proposal submitted to the Secretariat cannot be edited or deleted by the user.

View the user’s own proposal submissions

- In the side menu, click “Submit Proposal”

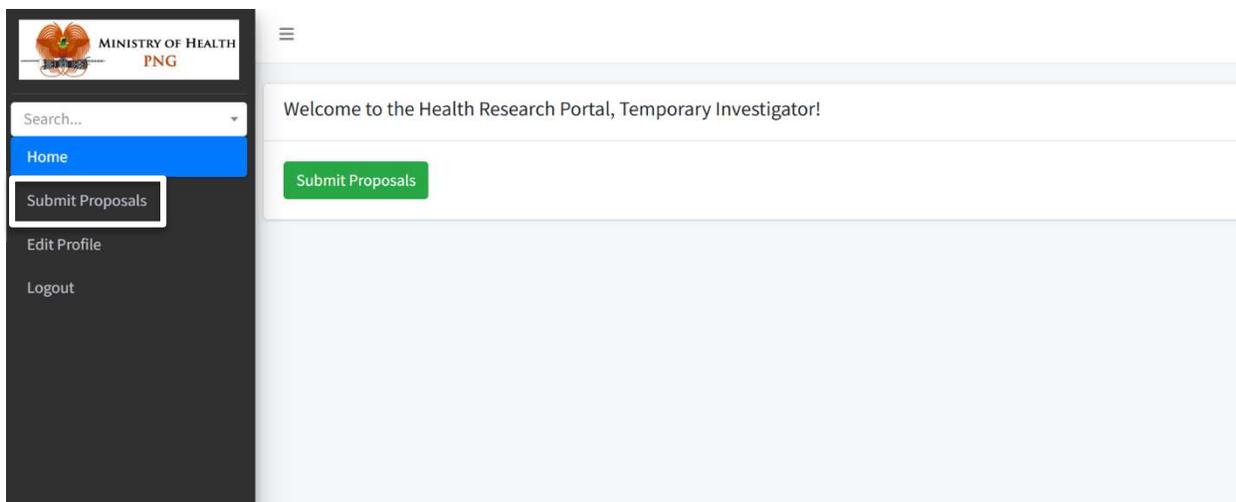


2. Click “View” in one of the proposals.

MRAC	test1	test1	test1	22/08/2023	Central		  
MRAC	Test Title	Public Title Test	Keyword, Example, Test	10/08/2023	Central		  
MRAC	test	test	test	06/07/2023	National Capital District		  
MRAC	This is a test	Test	Portal, research, testing	28/06/2023	Autonomous Region of Bougainville East New Britain West Sepik	PNGMRAC2023-681037302	  
MRAC	Demo Title June 9, 2023	Demo Title June 9, 2023	TBD	15/06/2023	East Sepik	PNGMRAC2023-416440729	  

Edit draft proposals

1. In the side menu, click “Submit Proposal”

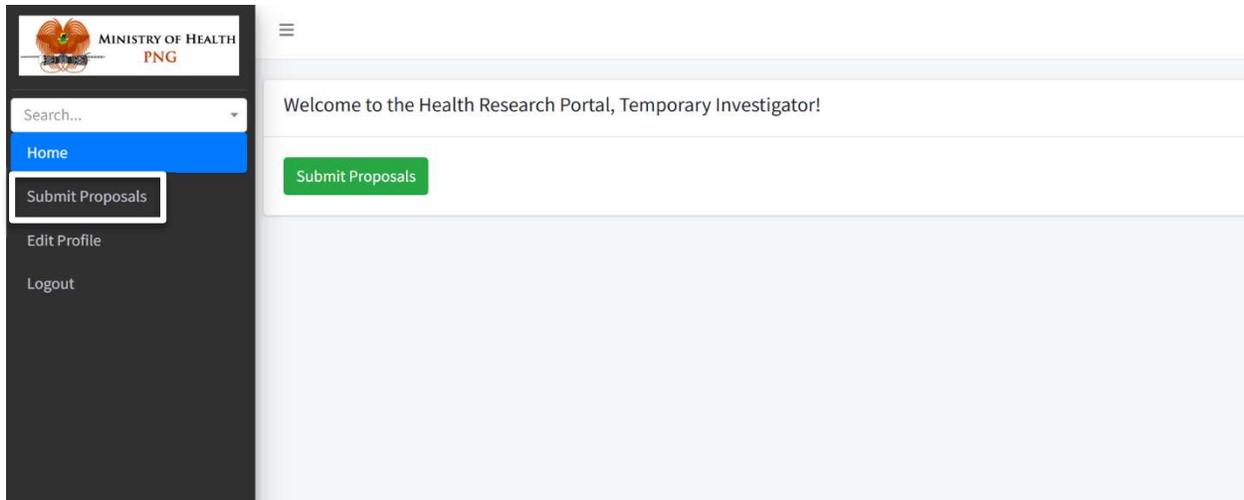


2. If you have previously saved a proposal as a draft and now wish to add more information, make edits, or finalize and submit it, then click on “Edit” after navigating to the “Submit Proposal” homepage.

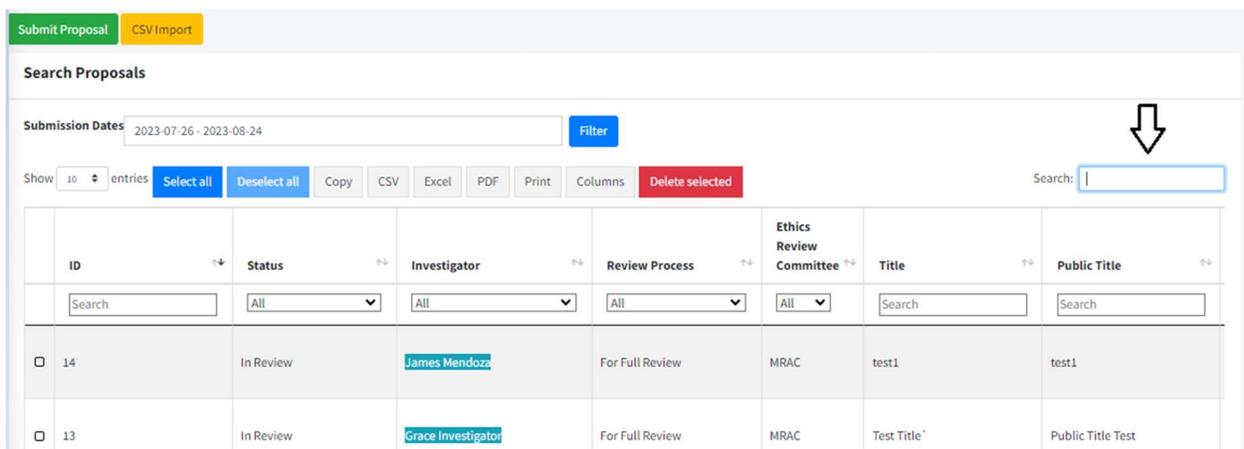
in Review	MRAC	Media Representation of Sexual Violence in Papua New Guinea: Analysing news stories, documenting media's experiences and identifying strategies for better representation on sexual violence	Media Representation of Sexual Violence in Papua New Guinea: Analysing news stories, documenting media's experiences and identifying strategies for better representation on sexual violence	Sexual violence, media	01/01/2019	National Capital District		 
	MRAC	Media Representation of Sexual Violence in Papua New Guinea: Analysing news stories, documenting media's experiences and identifying strategies for better representation on sexual violence	Media Representation of Sexual Violence in Papua New Guinea: Analysing news stories, documenting media's experiences and identifying strategies for better representation on sexual violence	Sexual violence, media	01/01/2019	National Capital District		 

Search user's own submissions

1. In the side menu, click "Submit Proposal"



3. Enter the search criteria in the "Search" box on the upper right-hand side. This could be words in the proposal title, key words, name of the investigator for example. Once you enter something the search box, proposals matching the criteria will automatically show on the screen. If you clear the search box, the full list of proposals will appear again.



Other options;

-Enter or select the filter on the search boxes below the column names

ID	Status	Investigator	Review Process	Ethics Review Committee	Title	Public Title
<input type="text" value="Search"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
<input type="checkbox"/> 14	In Review	James Mendozz	For Full Review	MRAC	test1	test1

-Select the submission Date and click “Filter” to filter the list of proposals according to the Submission Date.

Submit Proposal
CSV Import

Search Proposals

Submission Dates
Filter

Show entries
Select all
Deselect all
Copy
CSV
Excel
PDF
Print
Columns
Delete selected

After applying any search criteria and filtering proposals, you can then view the filtered proposals by scrolling to the right and clicking on “View”. If you need to edit any of the filtered proposals (provided they are not yet submitted), click on “Edit”.

MRAC	test1	test1	test1	22/08/2023	Central		<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
MRAC	Test Title`	Public Title Test	Keyword, Example, Test	10/08/2023	Central		<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
MRAC	test	test	test	06/07/2023	National Capital District		<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
MRAC	This is a test	Test	Portal, research, testing	28/06/2023	Autonomous Region of Bougainville East New Britain West Sepik	PNGMRAC2023-681037302	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
MRAC	Demo Title June 9, 2023	Demo Title June 9, 2023	TBD	15/06/2023	East Sepik	PNGMRAC2023-416440729	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>