مجلس البحث العلمي
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Guideline for Research Information Management System (RIMS)

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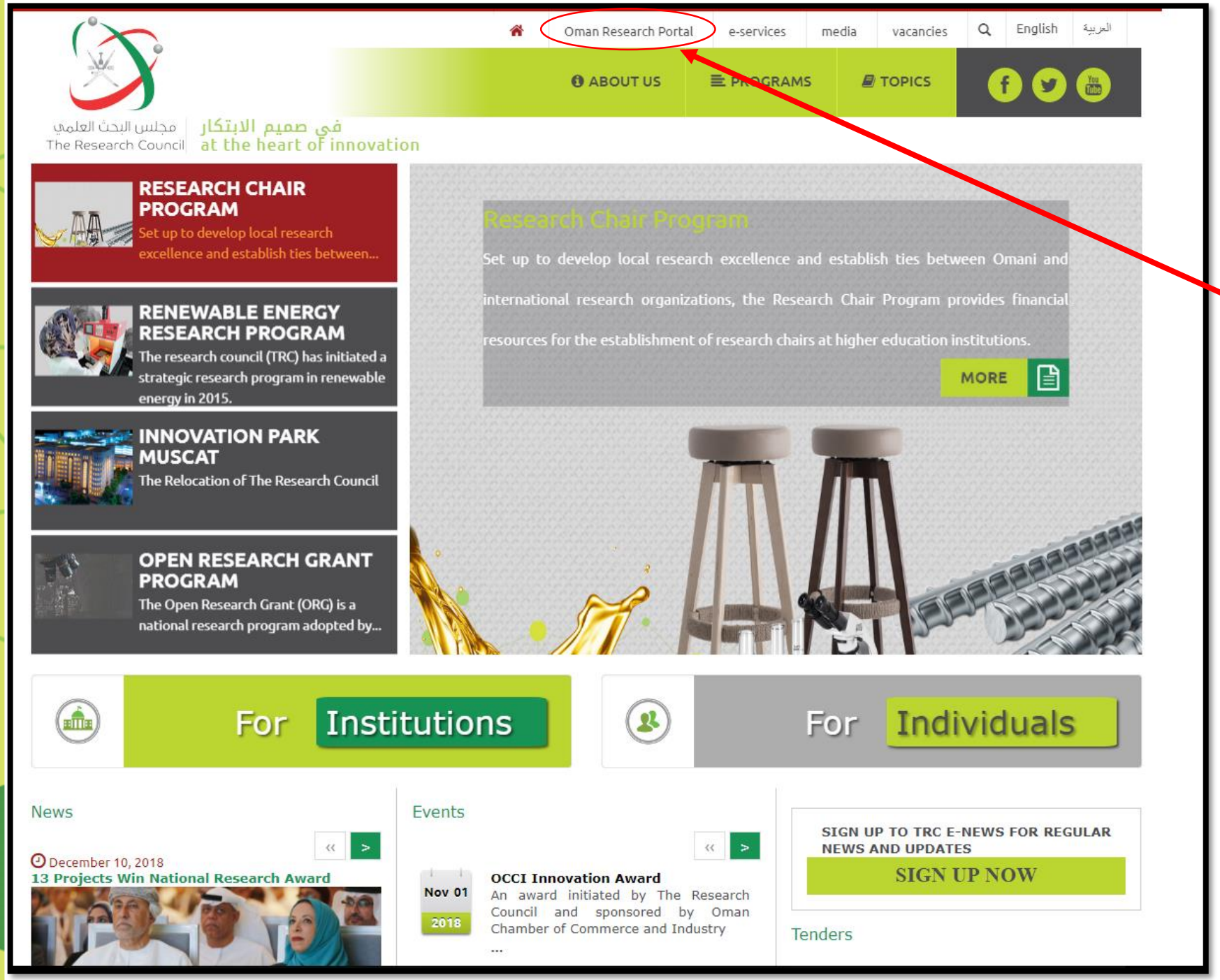
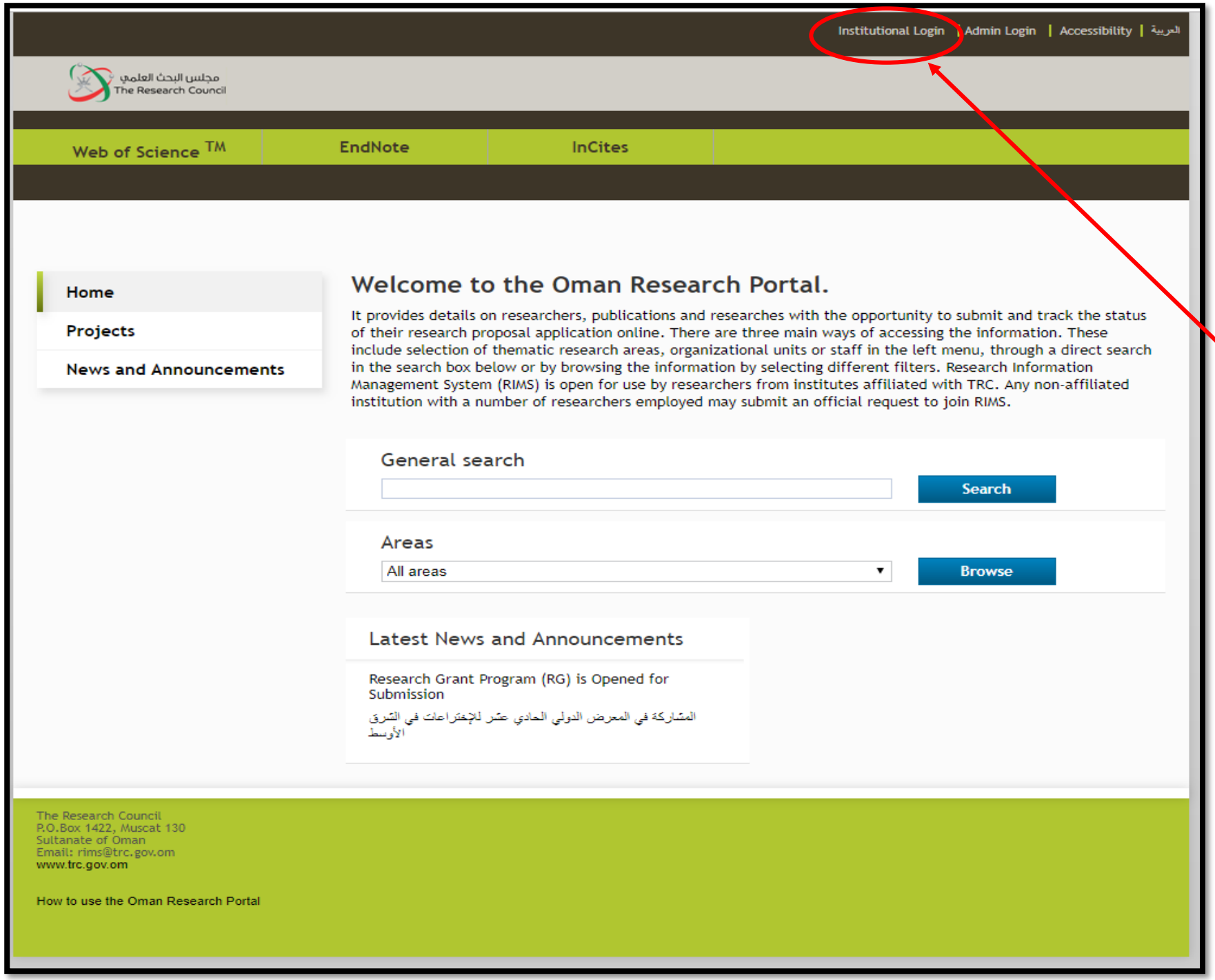
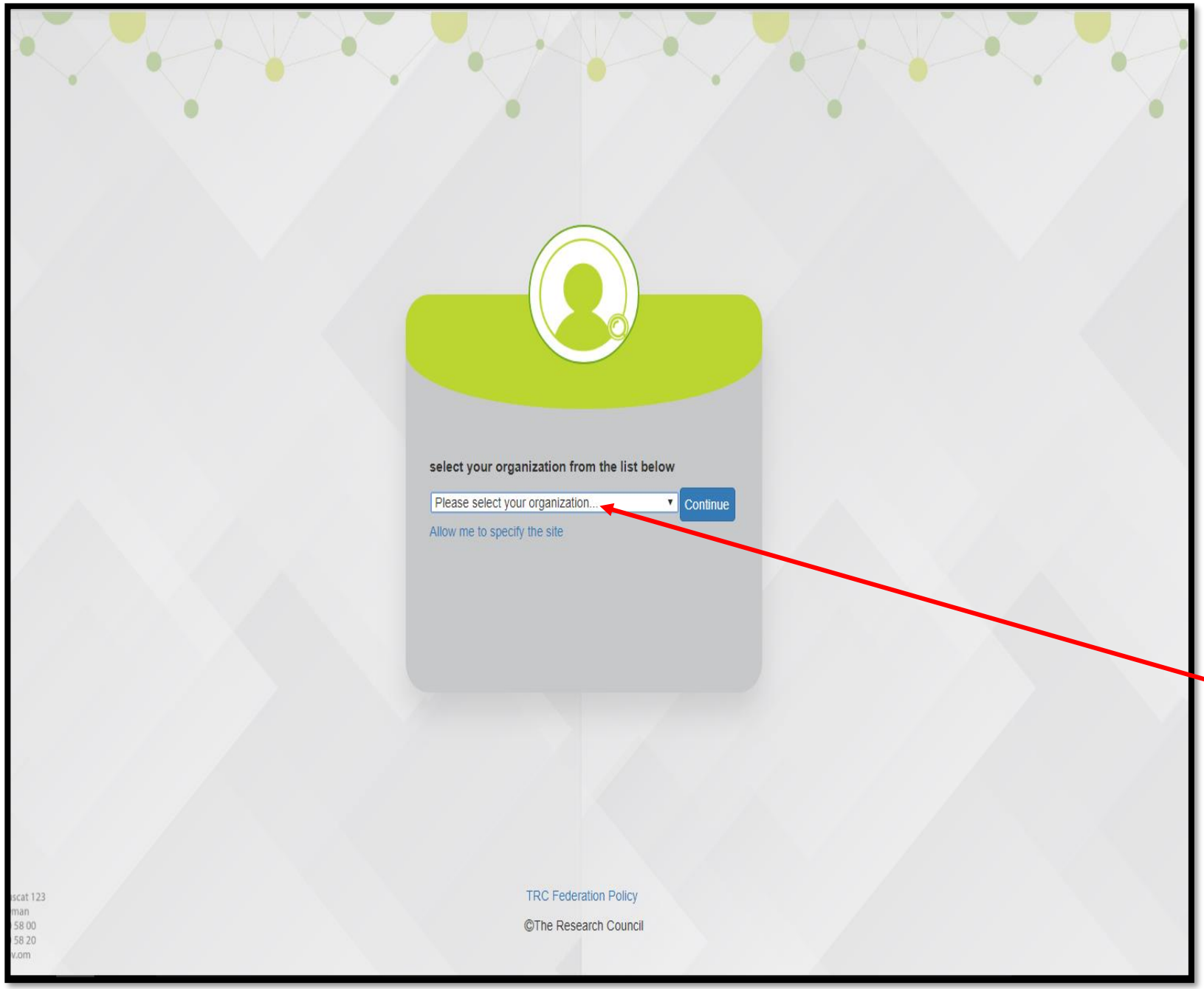
PI Submission Process



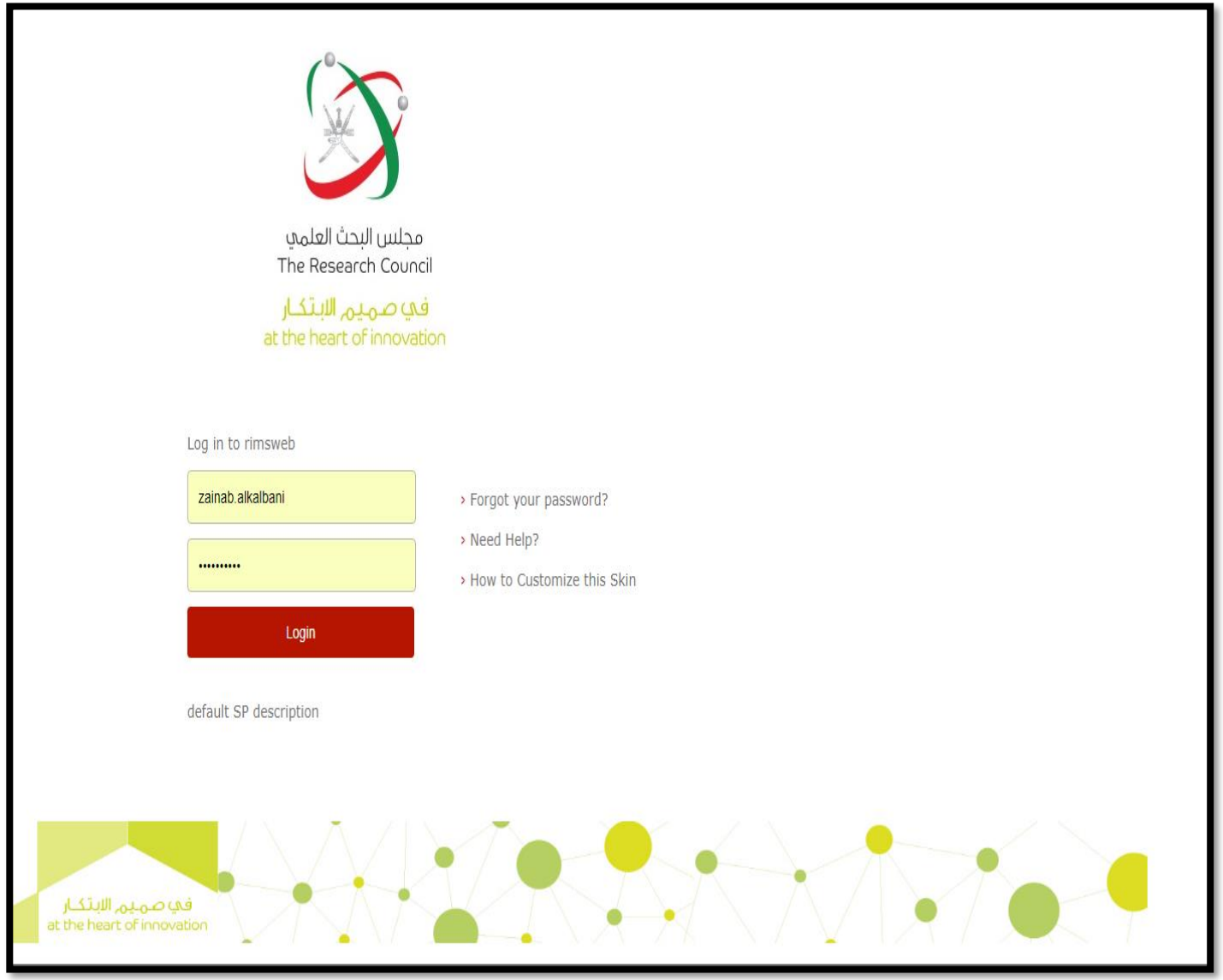
The PI should log in to Oman Research Portal



Choose Institutional log in

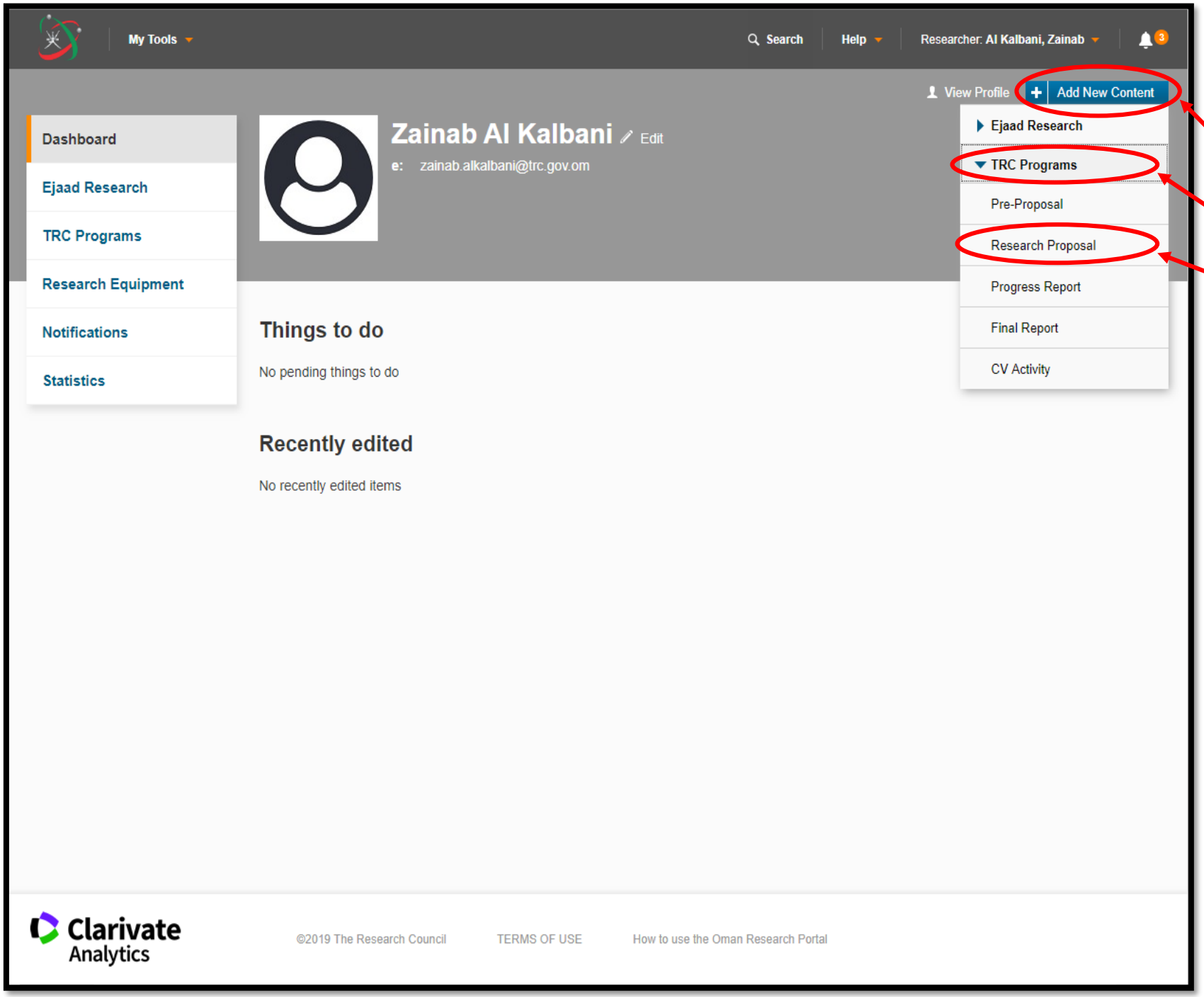


Select your organization from the drop down list and “Continue”



Enter your institutional user Name & Password

Note: Use the user name and password of your PC in your Organization



PI will submit the proposal by :

1. **Adding New Content**
2. **Choose TRC programs**
3. **Select Research Proposal**

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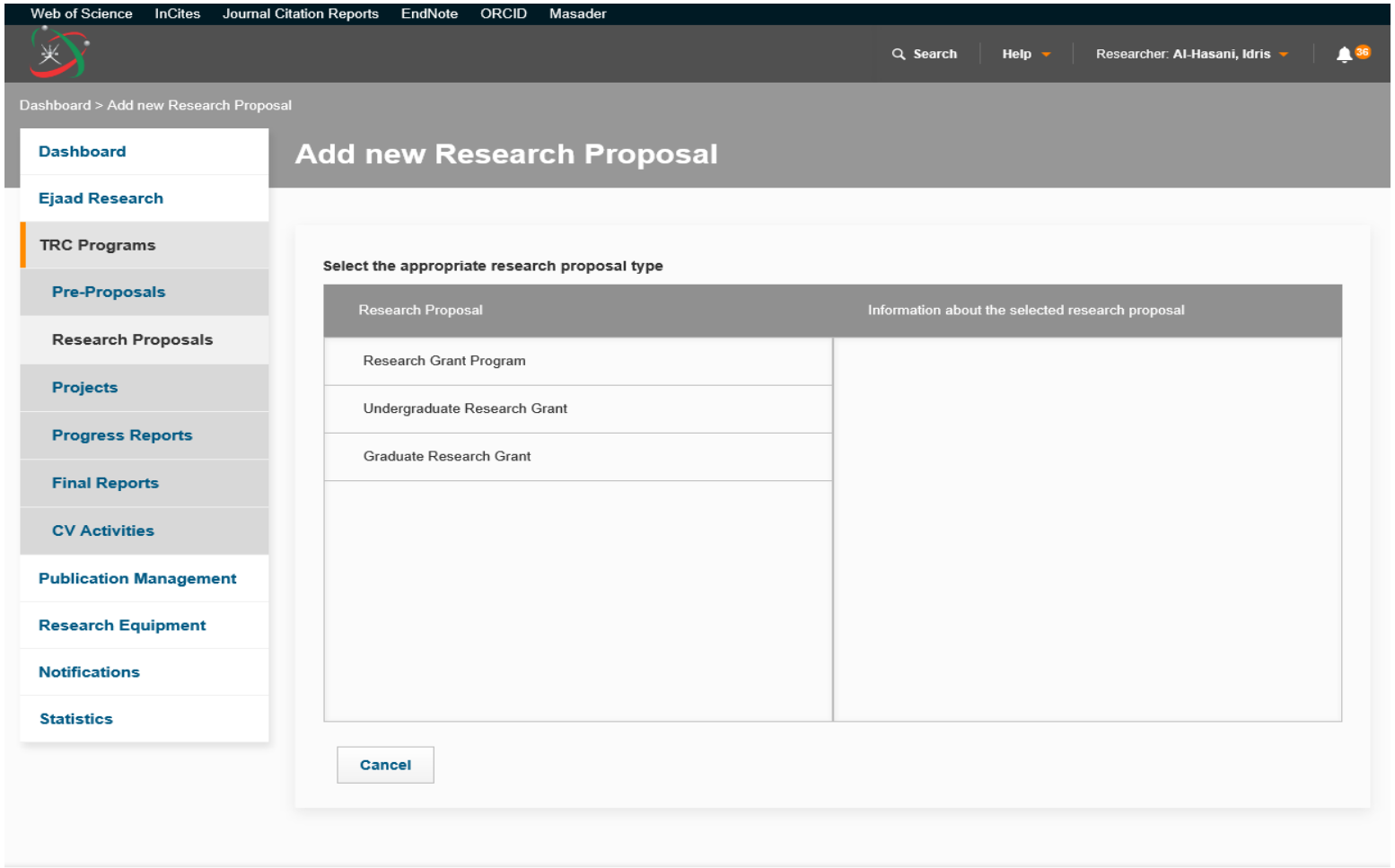
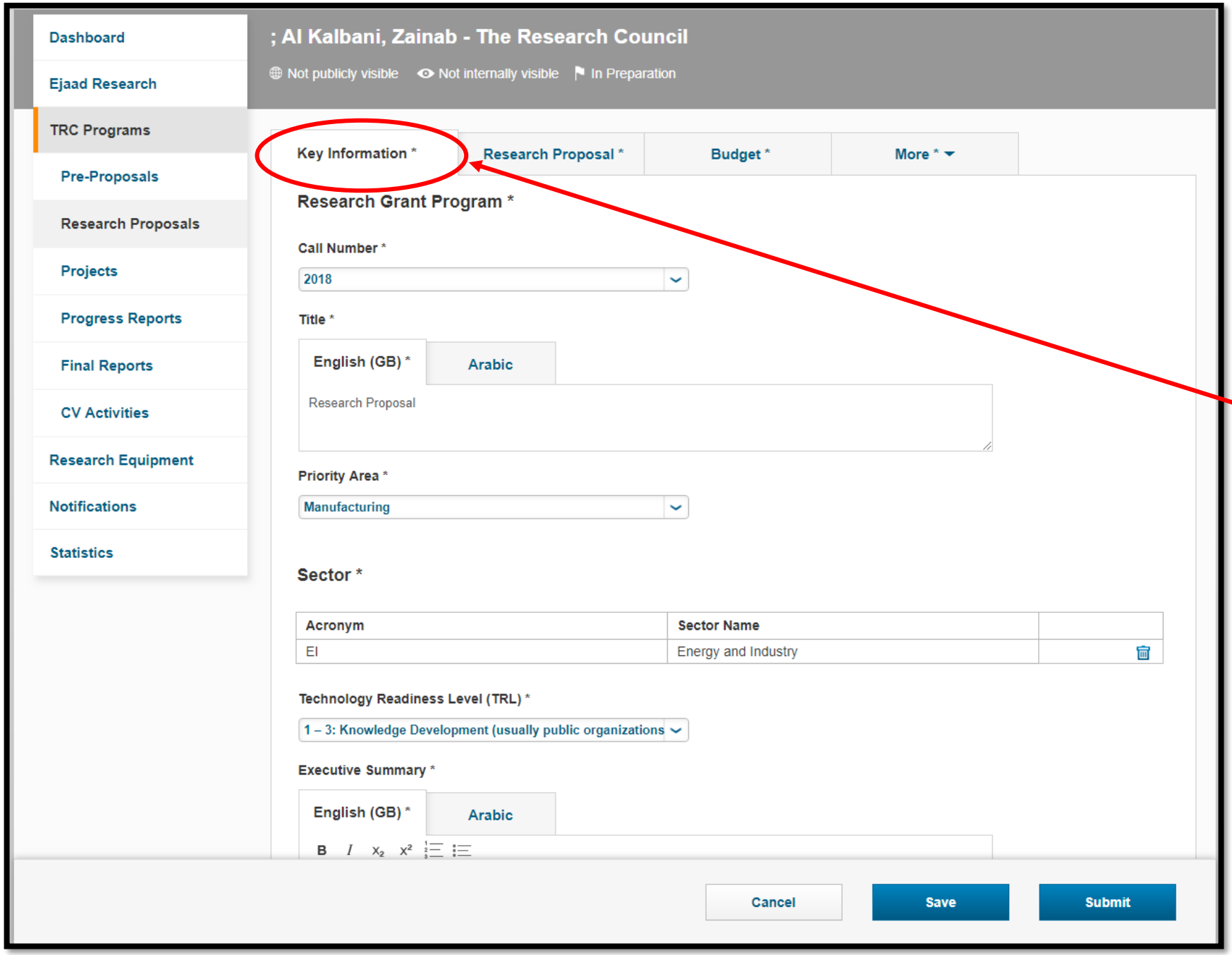
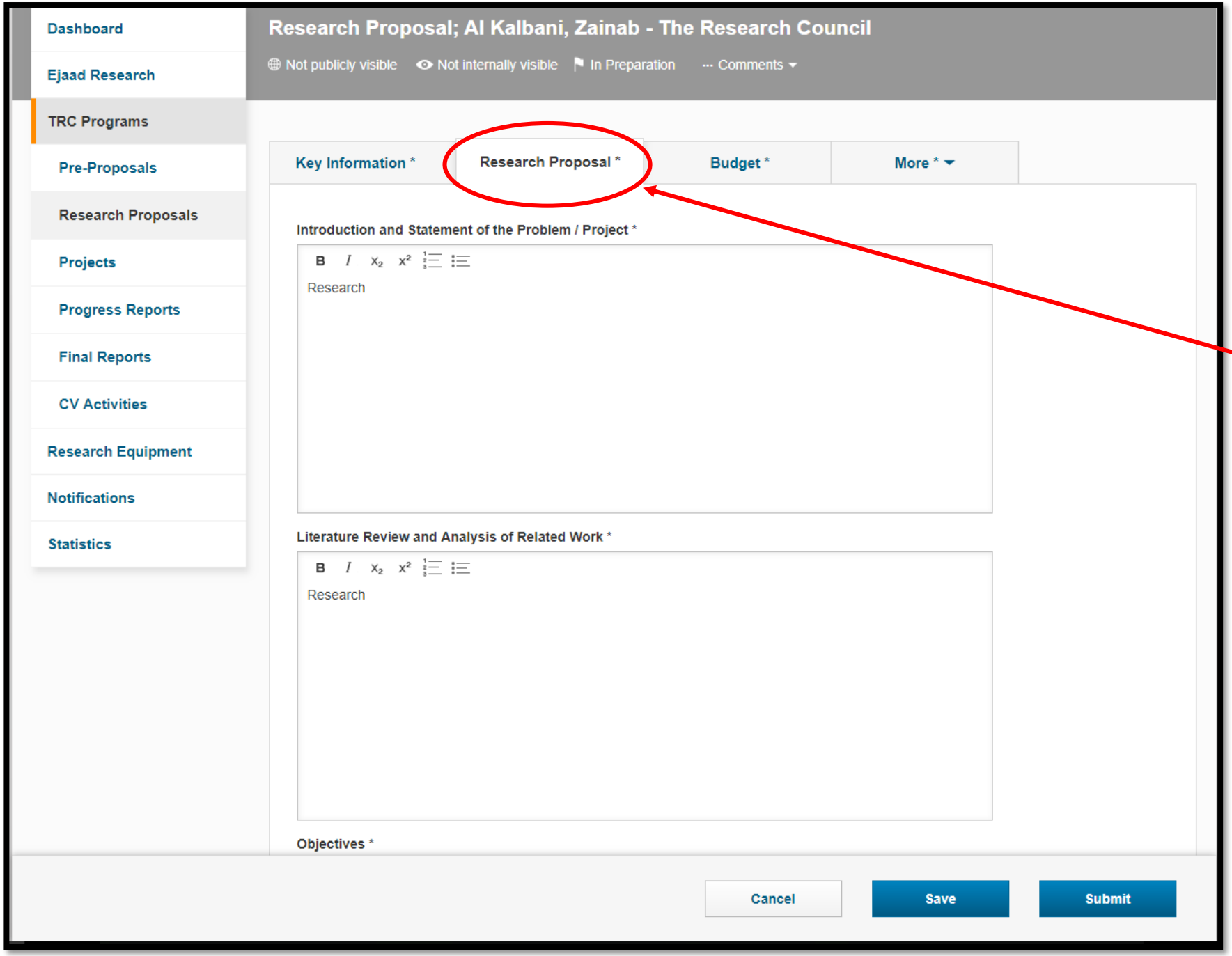


PI must choose and click on the targeted Research Program (RG, GRG, URG)



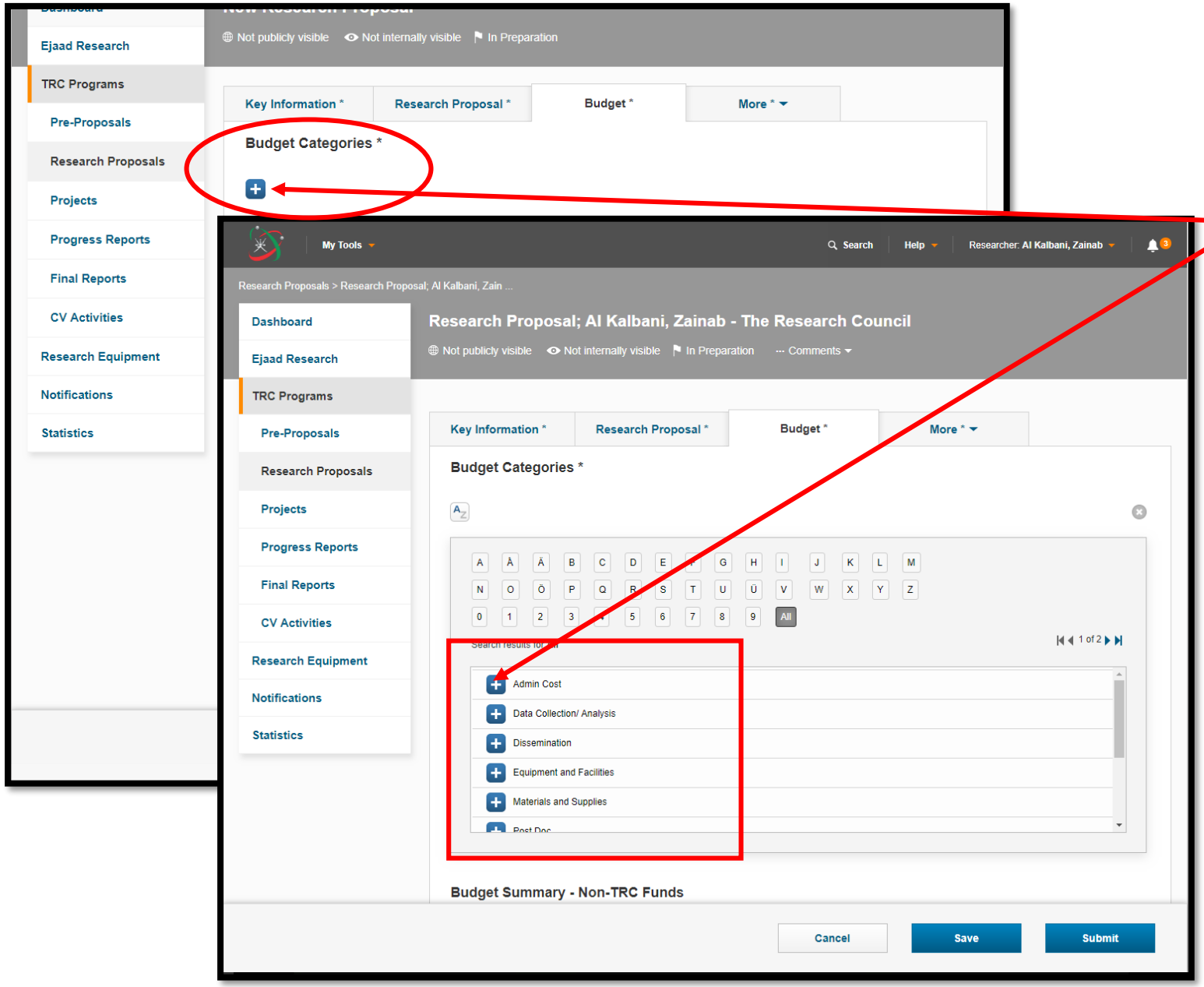
Key Information:

PI should fill all the fields under this section

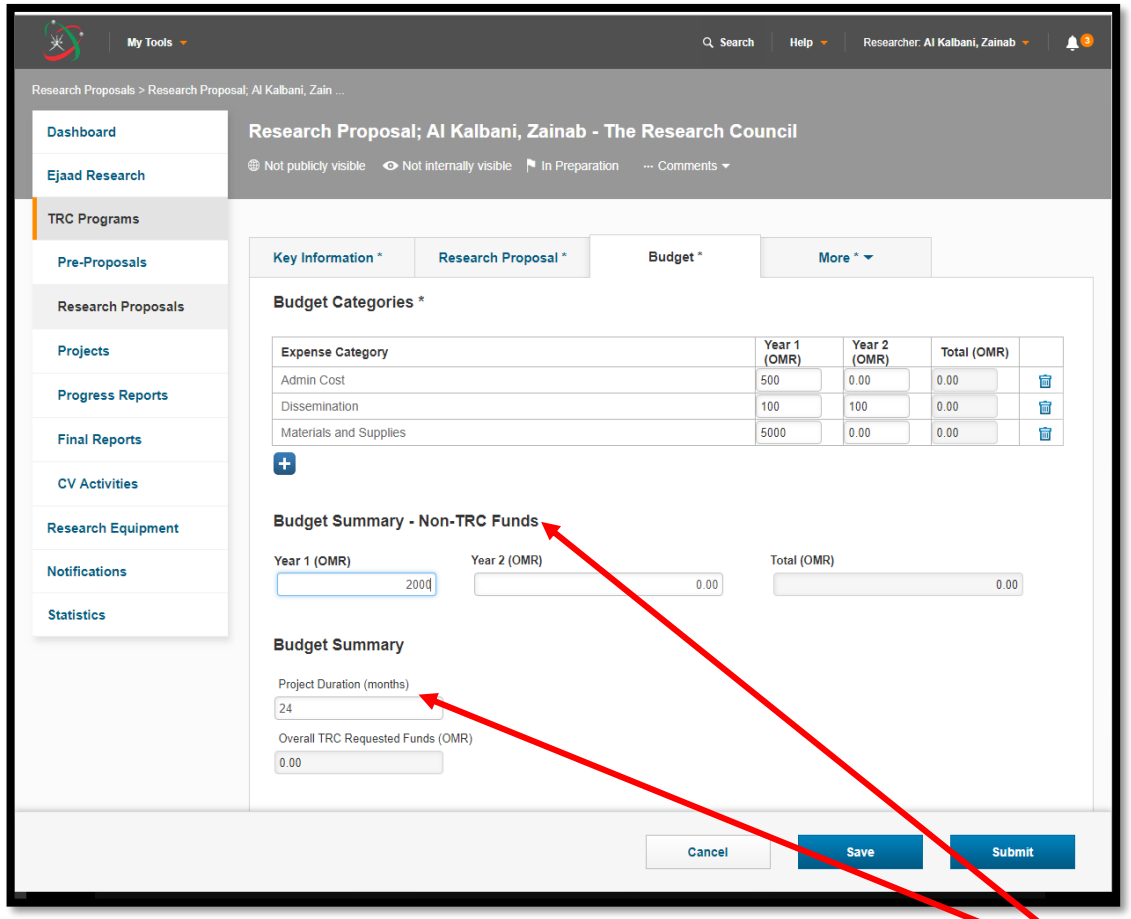


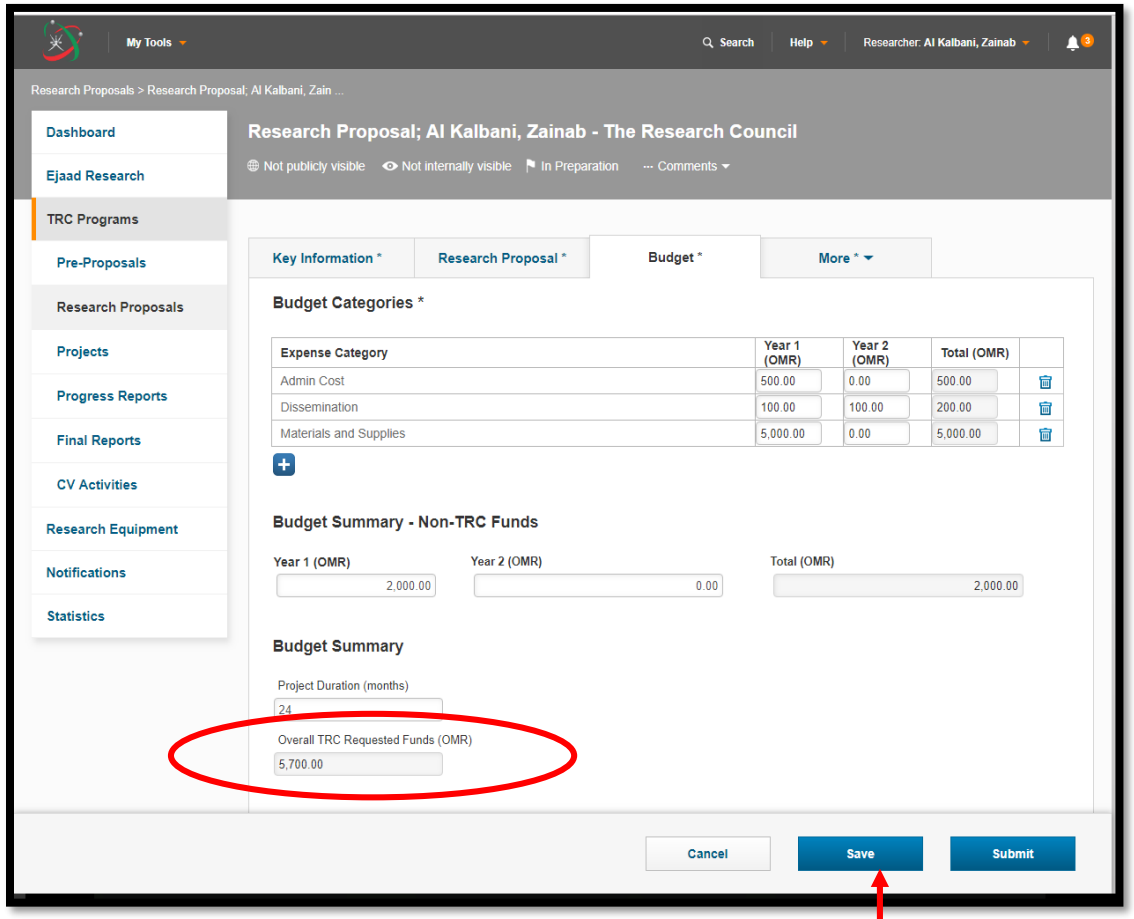
Research Proposal:

PI should fill all the fields under this section



Under Budget section: PI must add the categories of the proposed budget

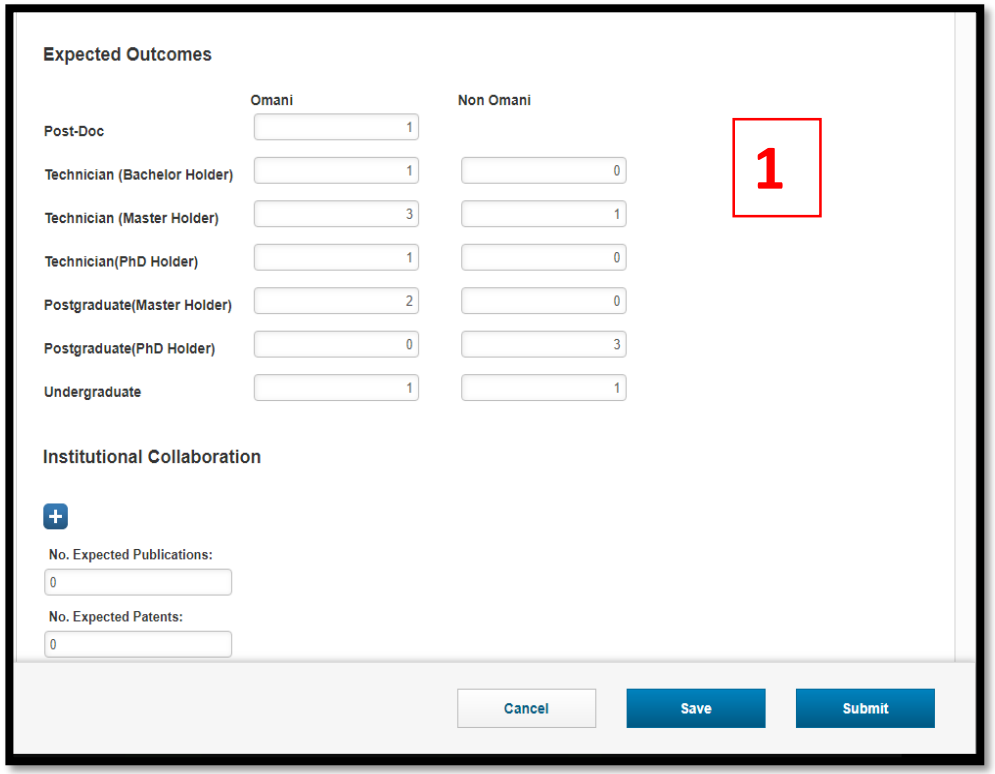


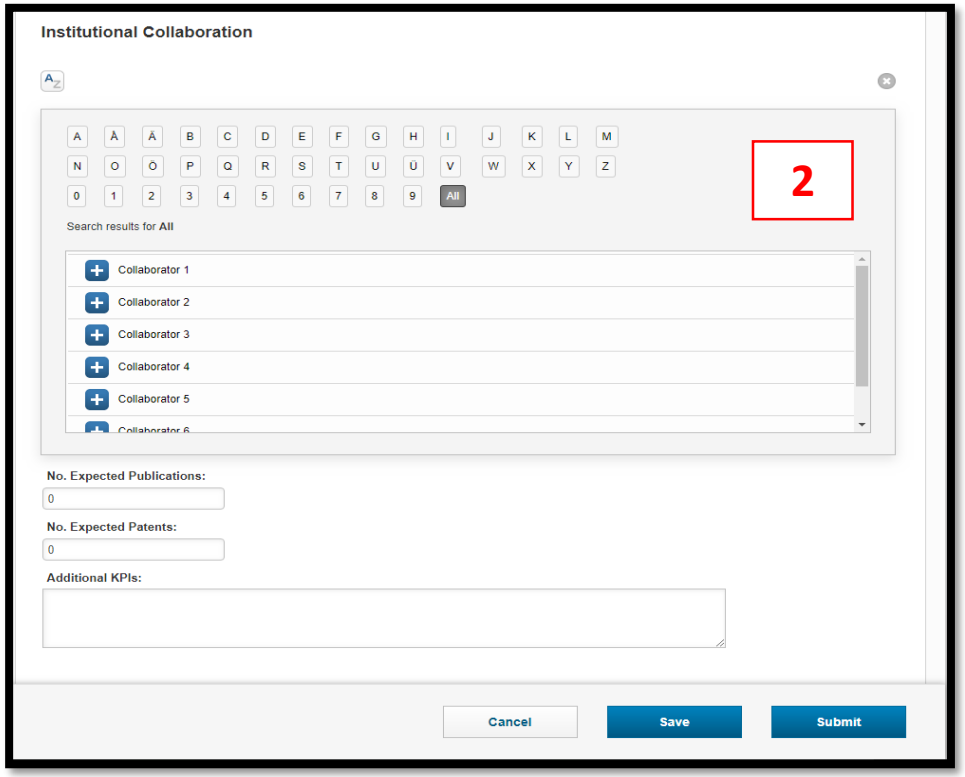


After adding :

budget details for all years + adding the Non TRC fund (if any) + the duration in Months;

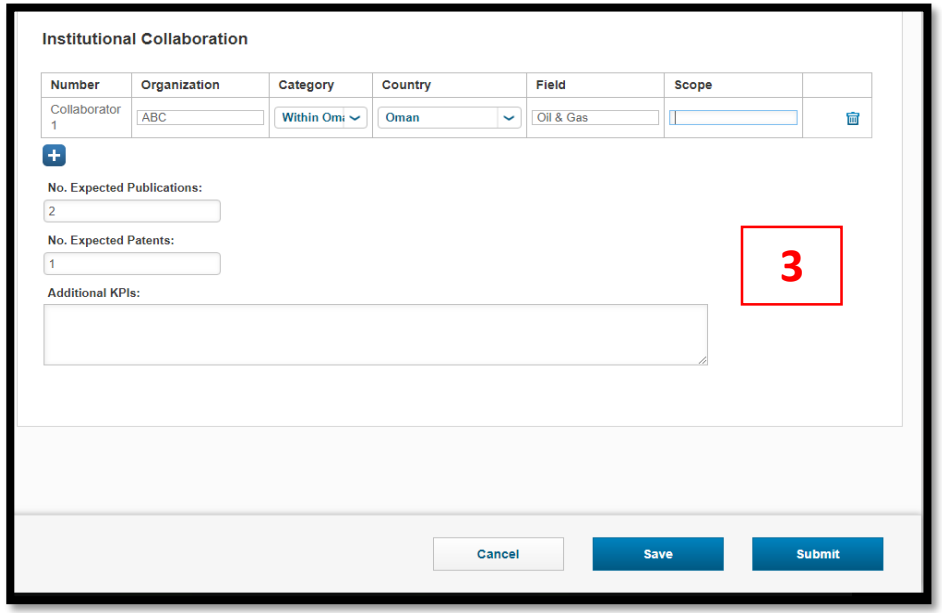
The PI should Save the information , so RIMS will Calculate the total amount automatically





Under Budget Section PI should also enter the following:

1. **The Expected outcomes (Regarding HR) in numbers.**
2. **Institutional collaboration (if any) and add the details of the collaborator + the scope of collaboration(e.g. Sample analysis, Consultation…etc.)**
3. **No. of expected Publications + Expected Patent and any other KPIs.**



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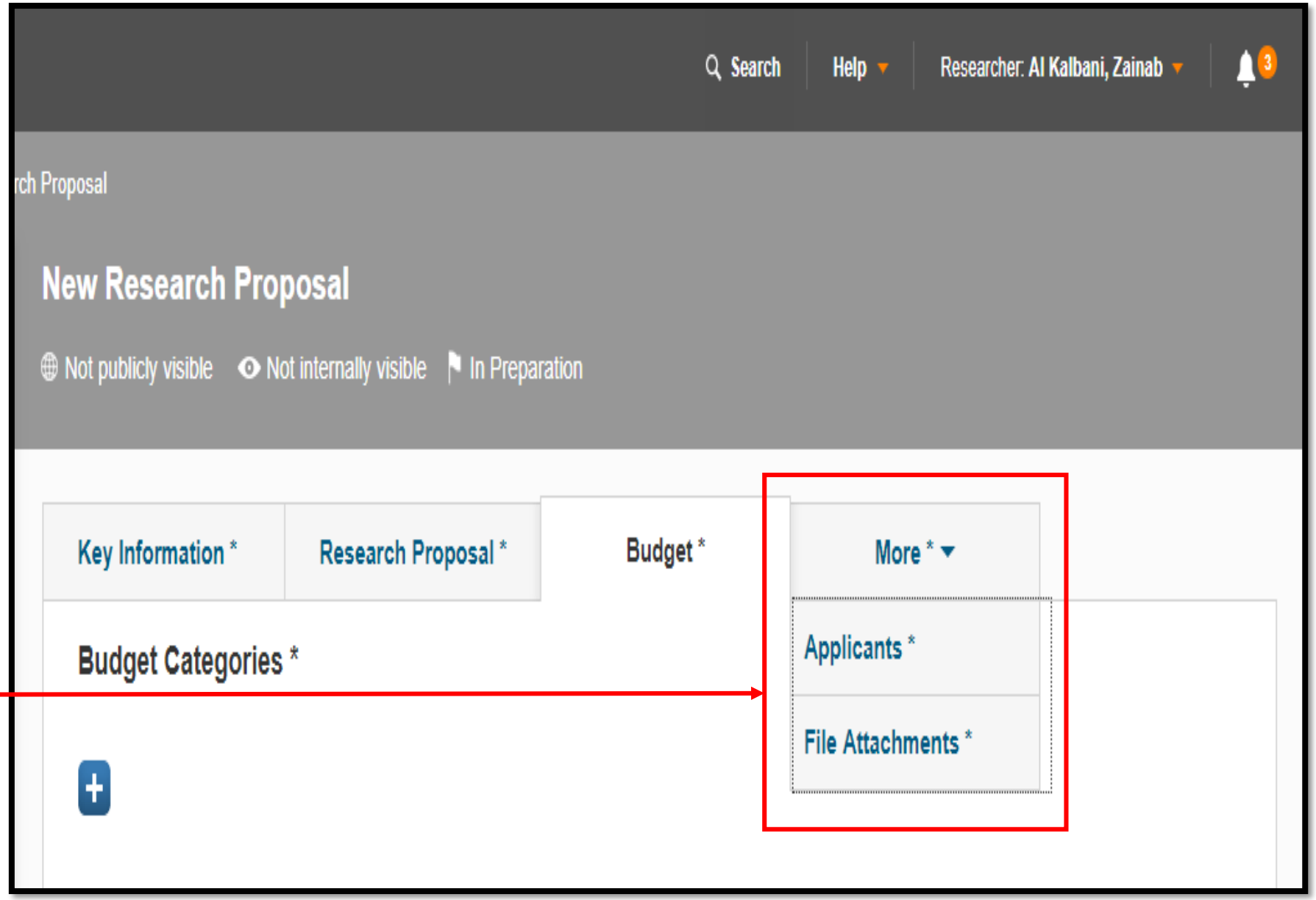

Under this section (More): PI must add (Attachment + Applicants)

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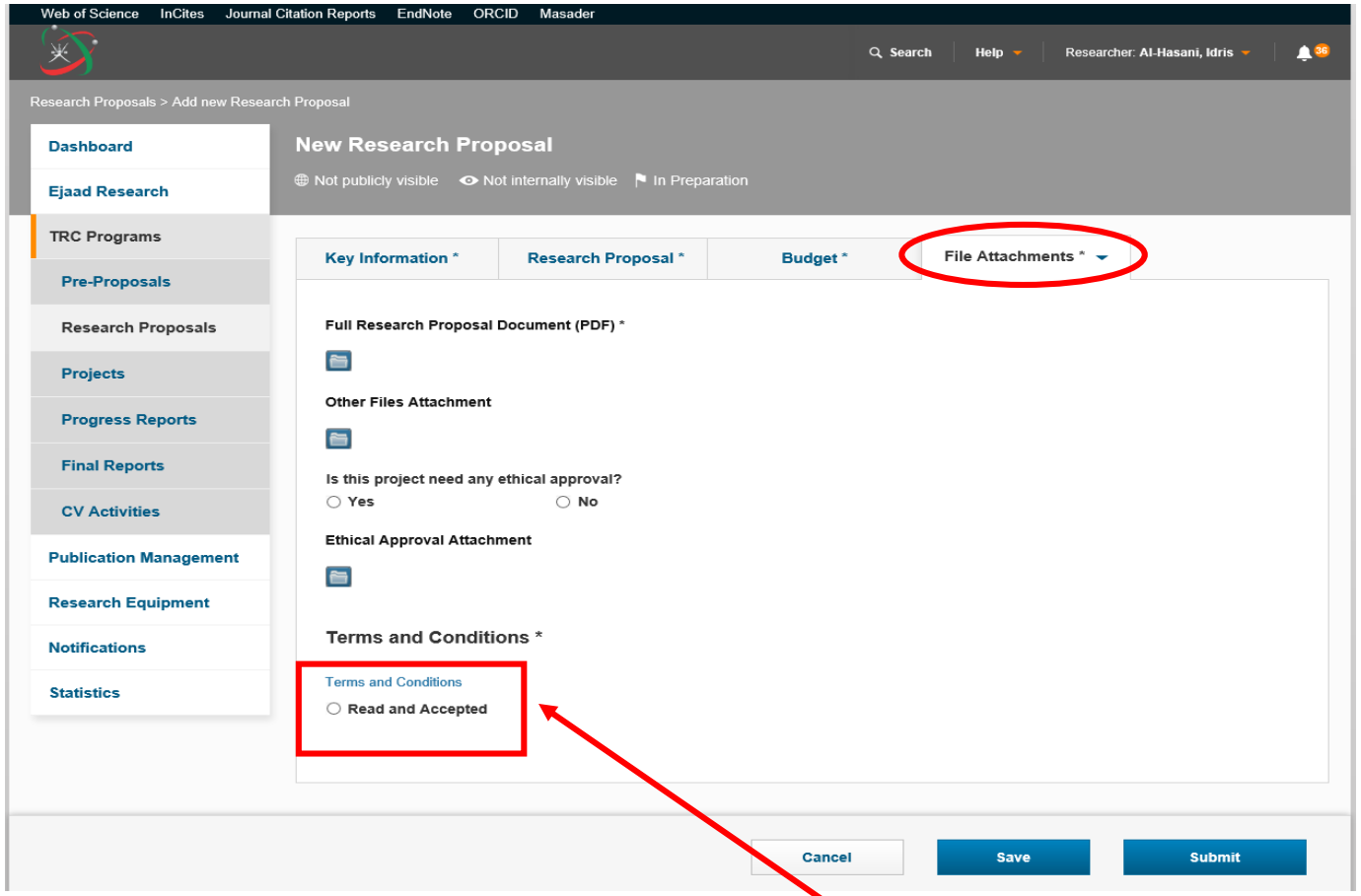

1

Under File attachment the PI will see 2 types of attachments:

1. **Full research proposal in PDF (Mandatory)**

*Note: PI should not list any researcher's or team members names in this file.

2. Any other file PI wish to upload (optional)

3. Ethical approval document should be attached if it is required

2

In addition, the PI should view (Terms & Conditions) and click on (Read and Accepted) .. then "save"

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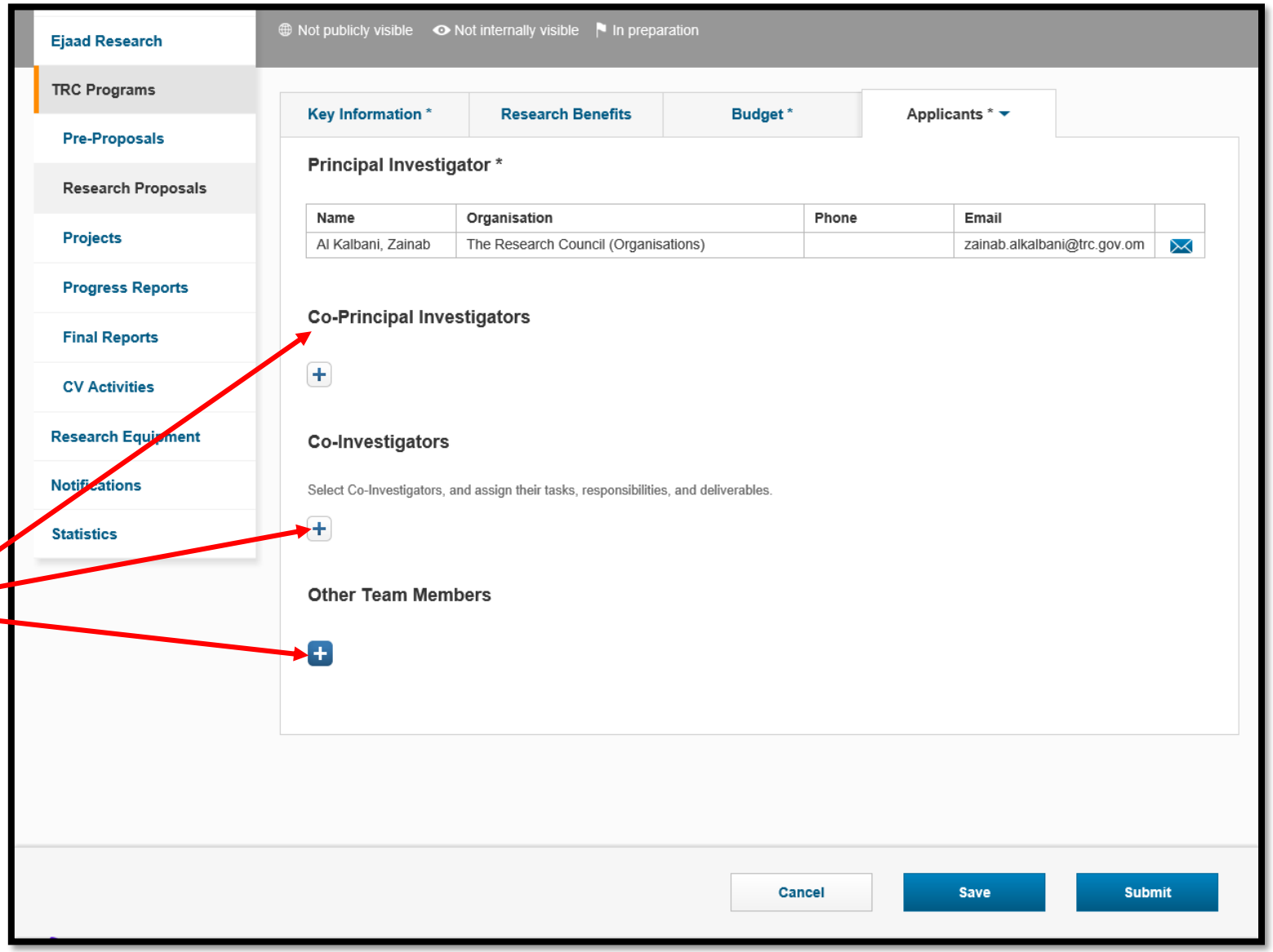
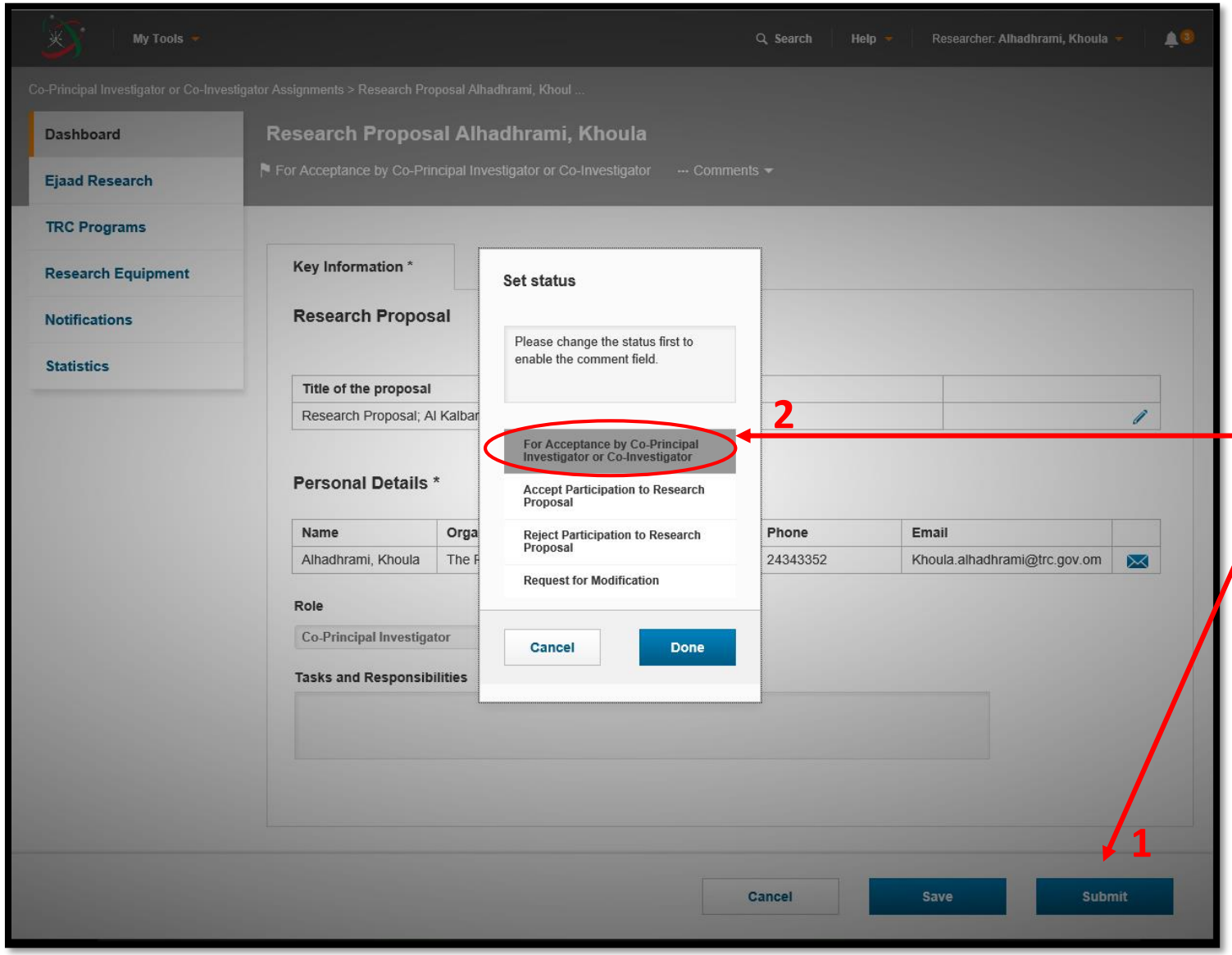


Under Applicants : PI is allowed to add only One Co-PI , and any number of CO-Is or other personnel

Notes:

1. **Co-PI must be from the same Research institution of the PI**
2. **All team members must be registered in RIMS before assigning them**



After nominating Co-PI or Co-Is, PI will "submit" the Participation request … and choose (For Acceptance by Co-Principal…) then click "Done"

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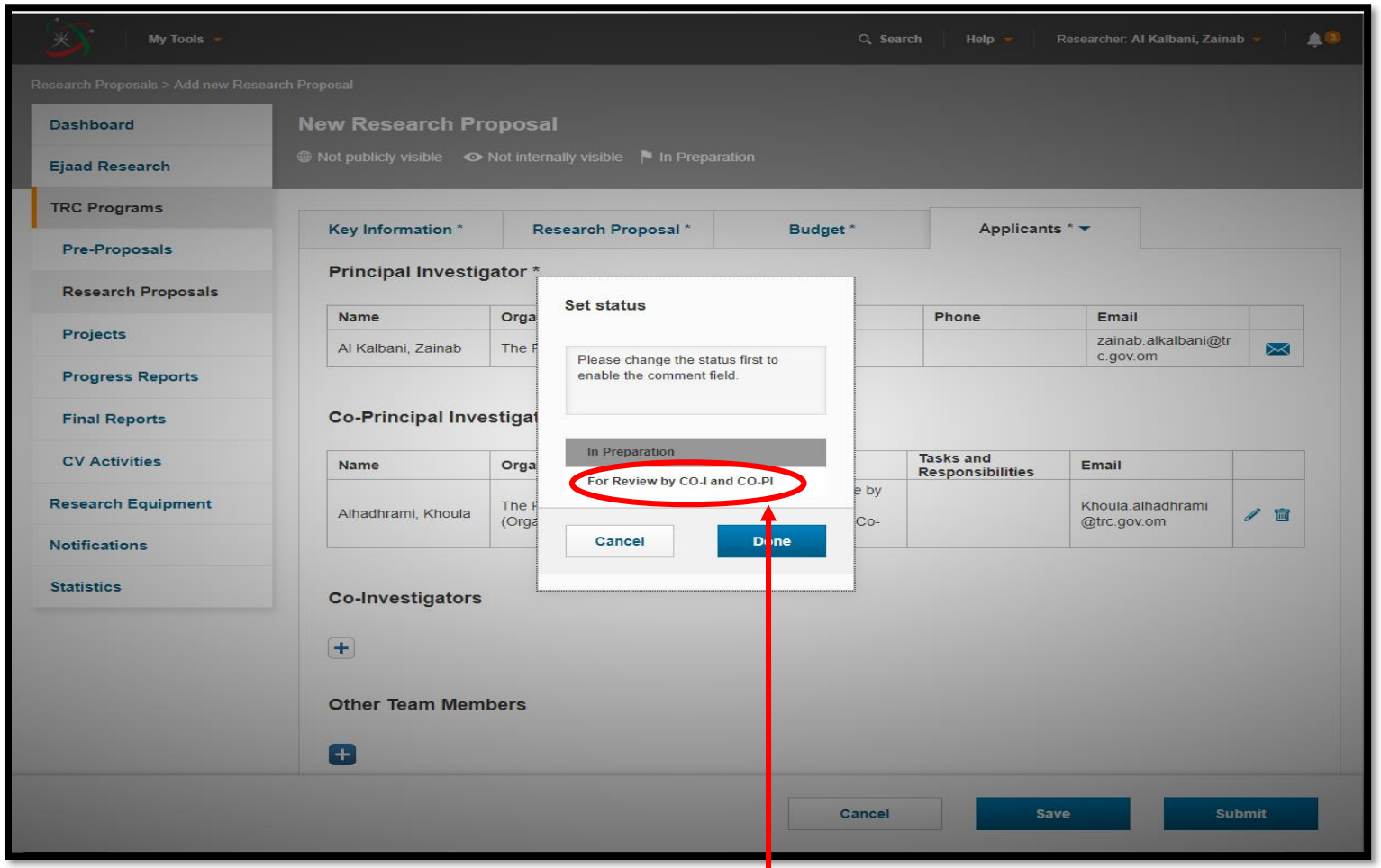

After submitting the participation request , and complete all fields of submitting the proposal in RIMS, PI must again click on “Submit” and choose (For Review by….), then click Done .

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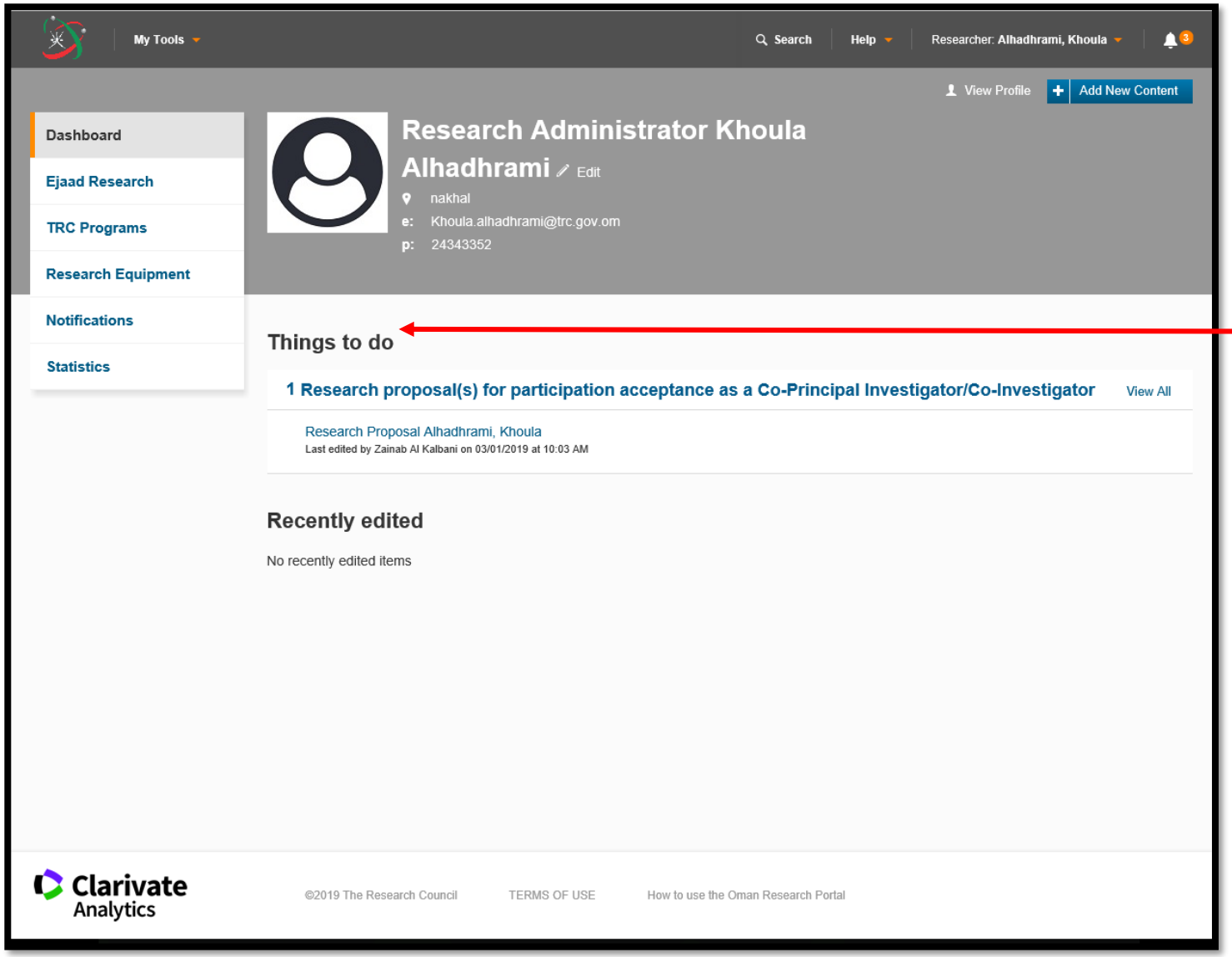
Co-PI and Co-Is who received RIMS email to participate in a research Proposal , should Login into RIMS to accept /or reject the Participation request



Co-PI and Co-Is will find the Participation Request under "things to do"

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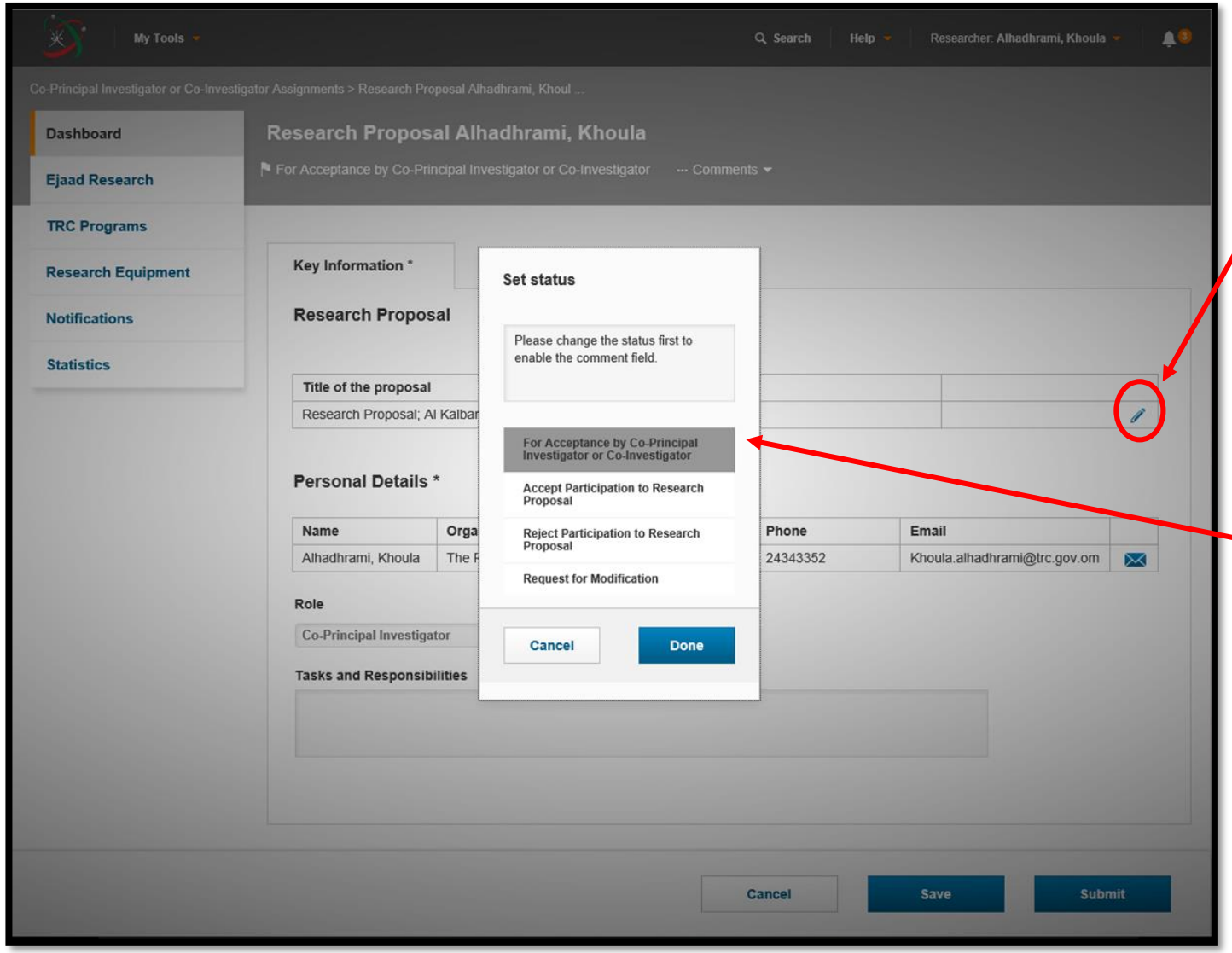

1

CO-PI, CO-Is may view the proposal by clicking on the (Pen)

2

After viewing the Proposal, Co-PI and CO-Is have to click “Submit” and choose their decision ..then select “Done”

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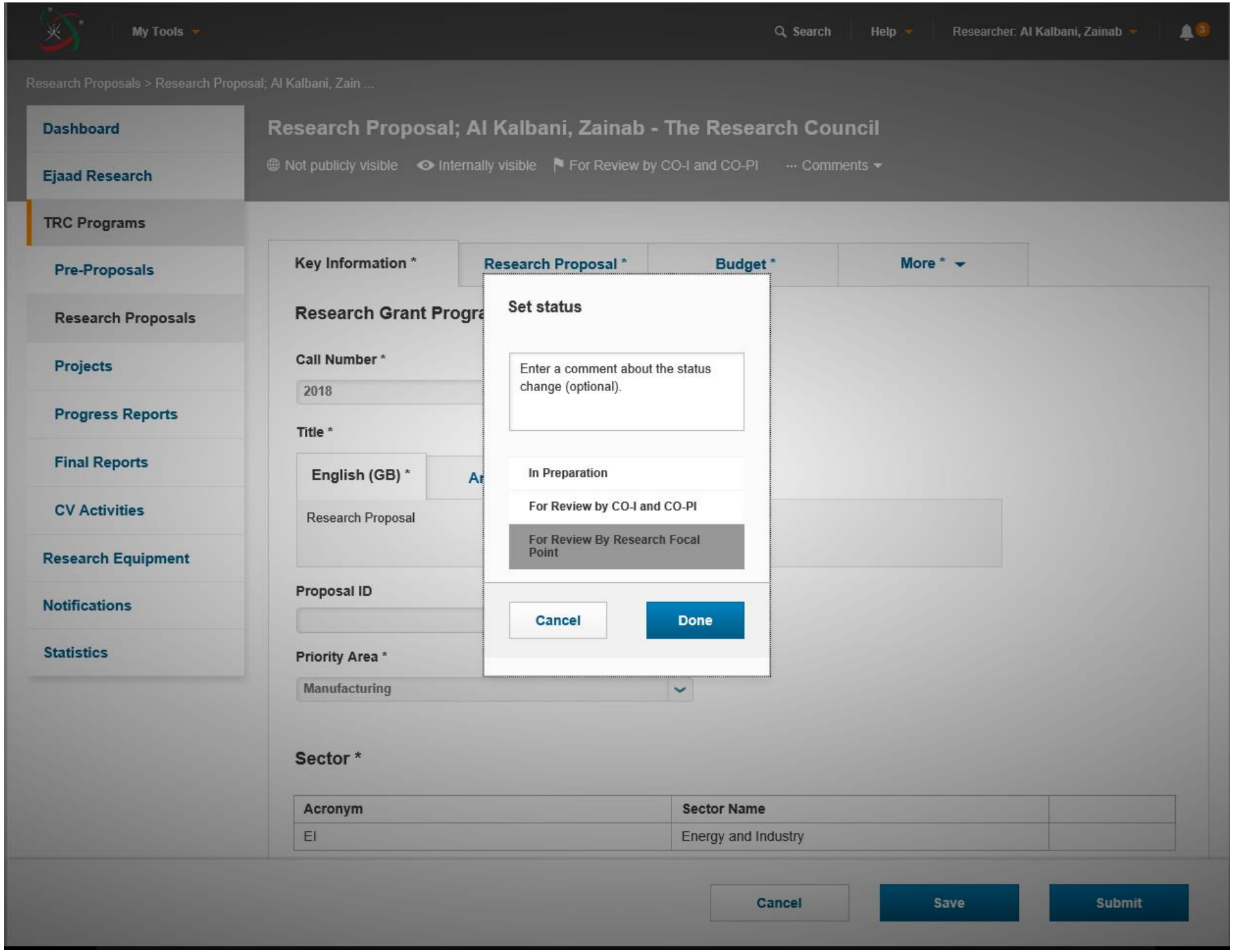
After the previous step, PI will get RIMS email regarding the research team decision to participate in the project, so again the PI will login to RIMS to submit the proposal for Research Focal Point to start the Evaluation Process



Finally : PI will click "submit" and choose "For review by RFP"

by this, Submission process finished from PI side and no more modification is allowed in the Proposal.

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The Research Focal Point (RFP) will receive a Notification Email from RIMS, once researcher submitted the proposal for Review by Research Focal Point. Then RFP need to login into the system to take action on it.

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The RFP can review the received proposal in dashboard under thing to do section

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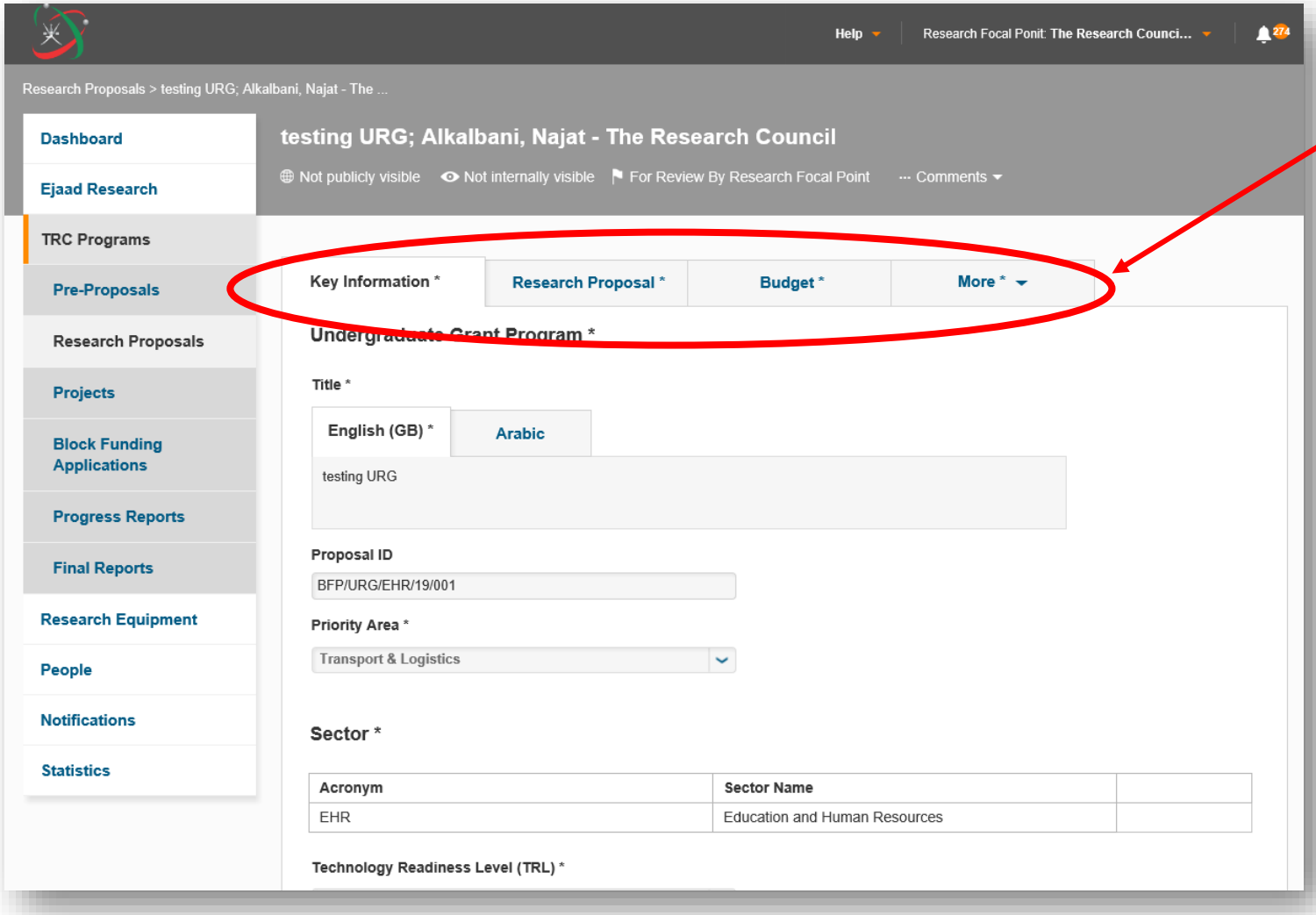

After reviewing all proposal section, RFP can take the action on the Proposal(accept/reject)

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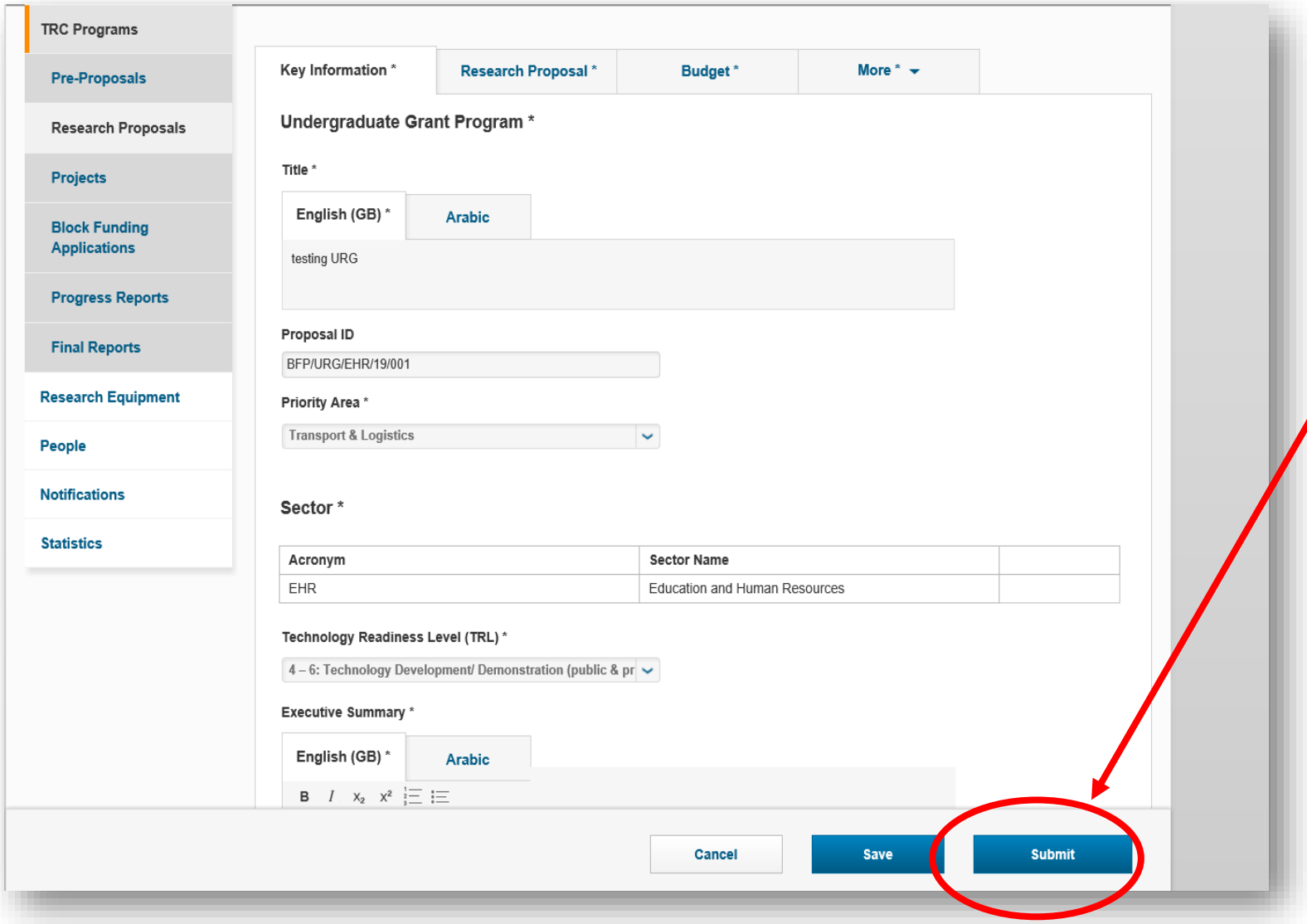
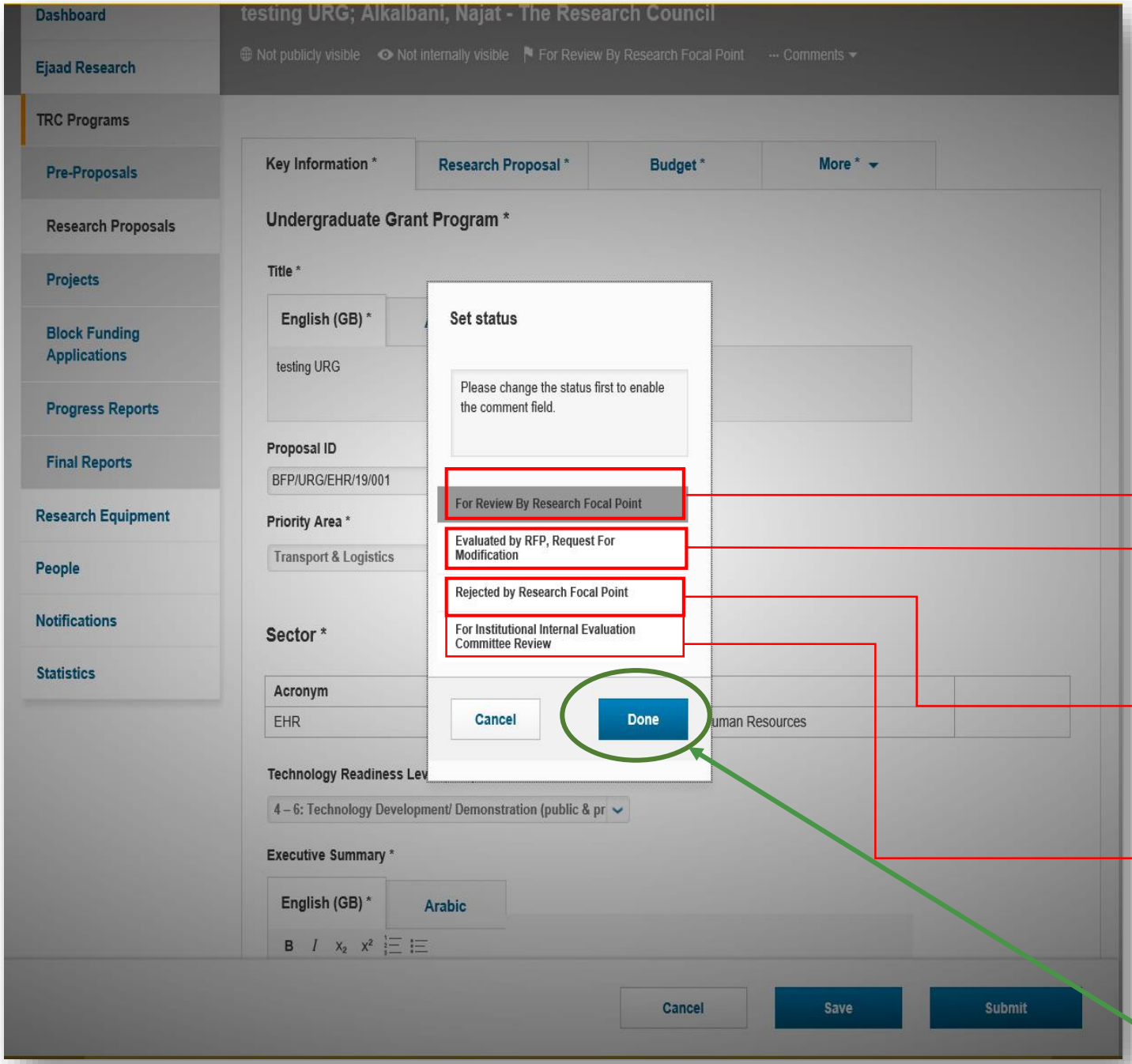


RFP need to click on Submit button to accept/reject the proposal and change the status



After clicking (submit), RFP should choose his/her decision from the status list as follows:

- This means RFP didn't take decision yet and the proposal will stay in his/her page for review

- This means RFP is sending the proposal back to the PI for some modification

- This means that RFP is rejecting the proposal and the evaluation process ends here

- This means that RFP is accepting the proposal and it will go to the IIEC for evaluation

Finally, RFP should click on Done after choosing the status

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The institutional Internal Evaluation Committee (IIEC) chair will receive a Notification Email from RIMS Once RFP submitted the proposal 'For institutional Internal Evaluation Committee'. Then IIEC need to login into the system and take action on it.

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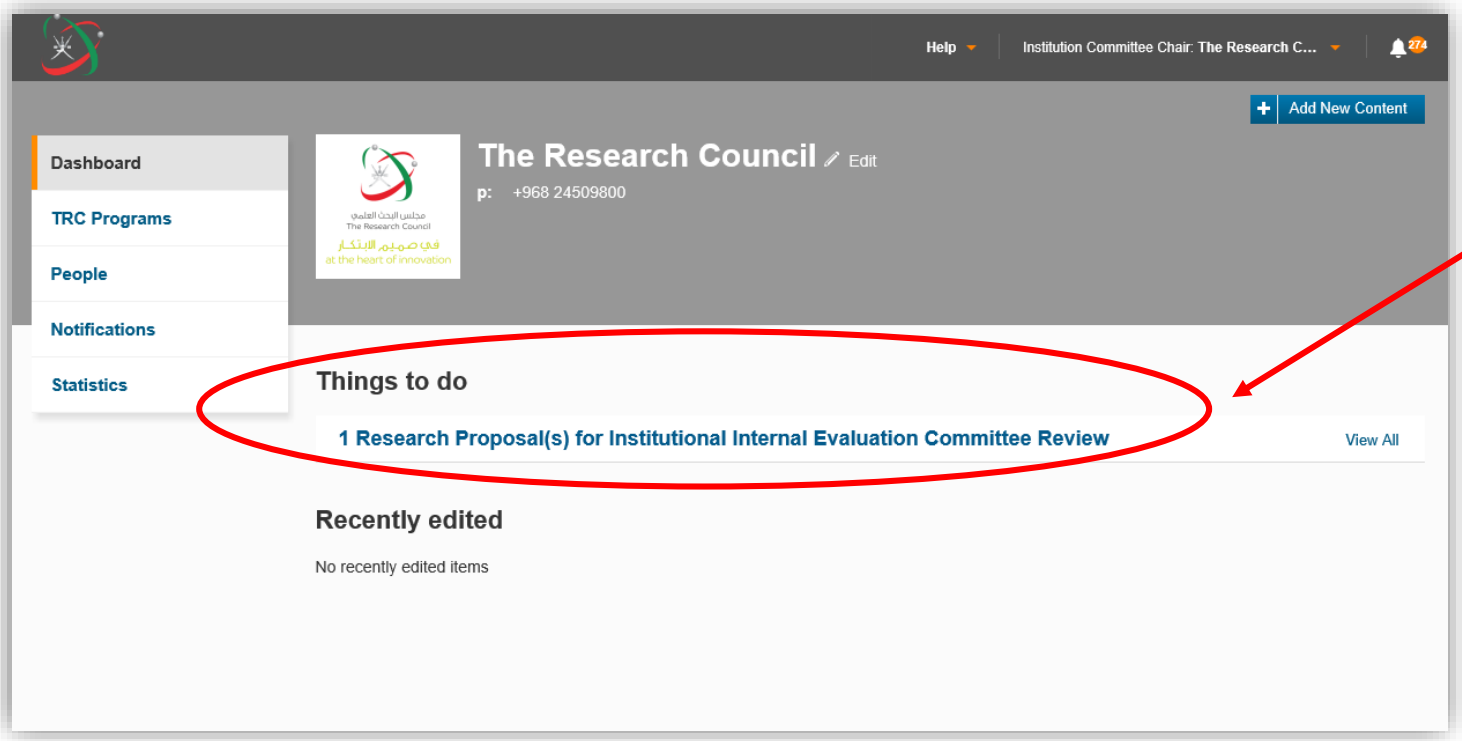

The IIEC chair can review the received proposal in his/her page under (thing to do)

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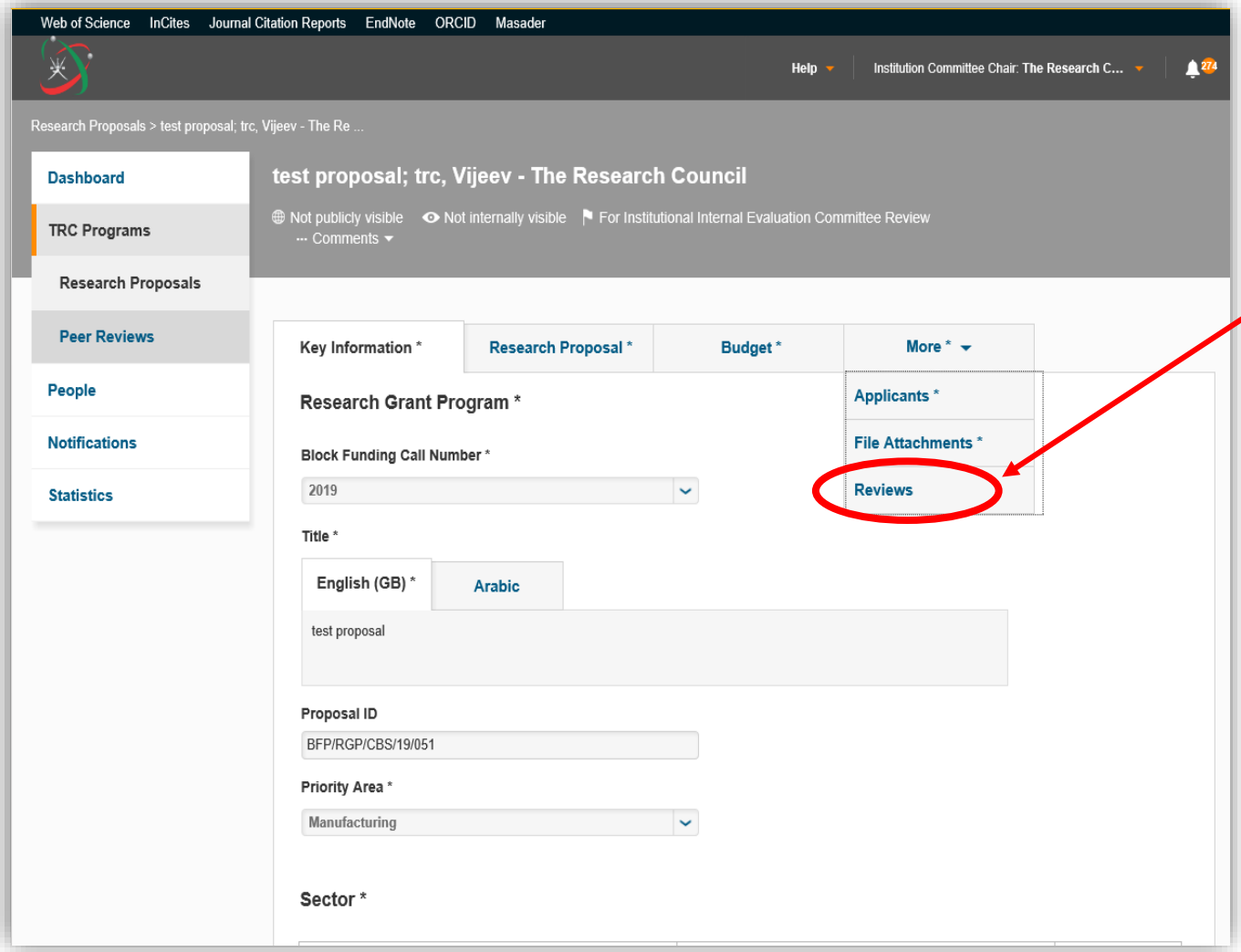

After reviewing all proposal section, the committee chair can take the action in the section of (More), by selecting “Reviews “

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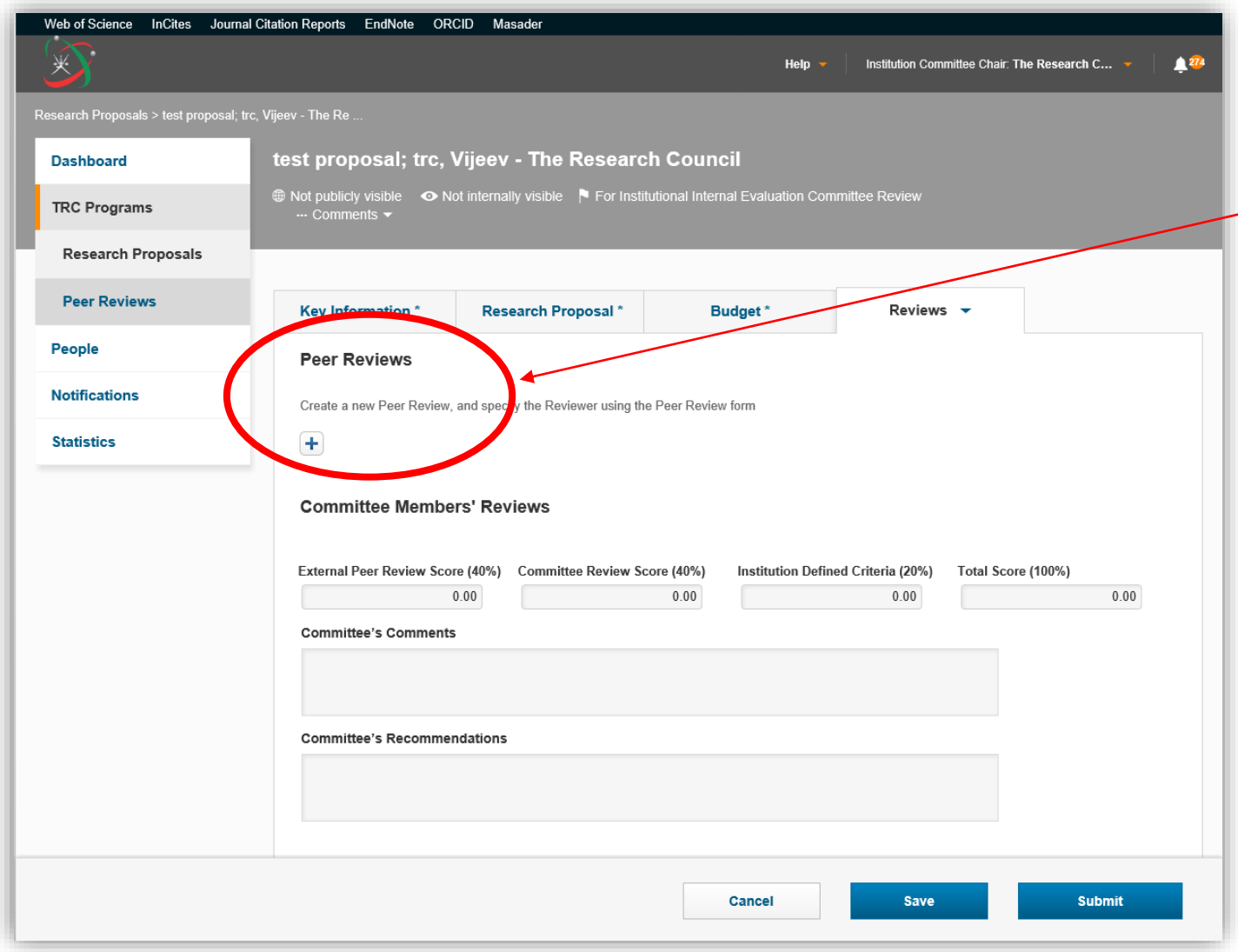

The first step is to assign the peer reviewers (minimum three))by clicking on the plus "+" and choose the reviewers from the list.

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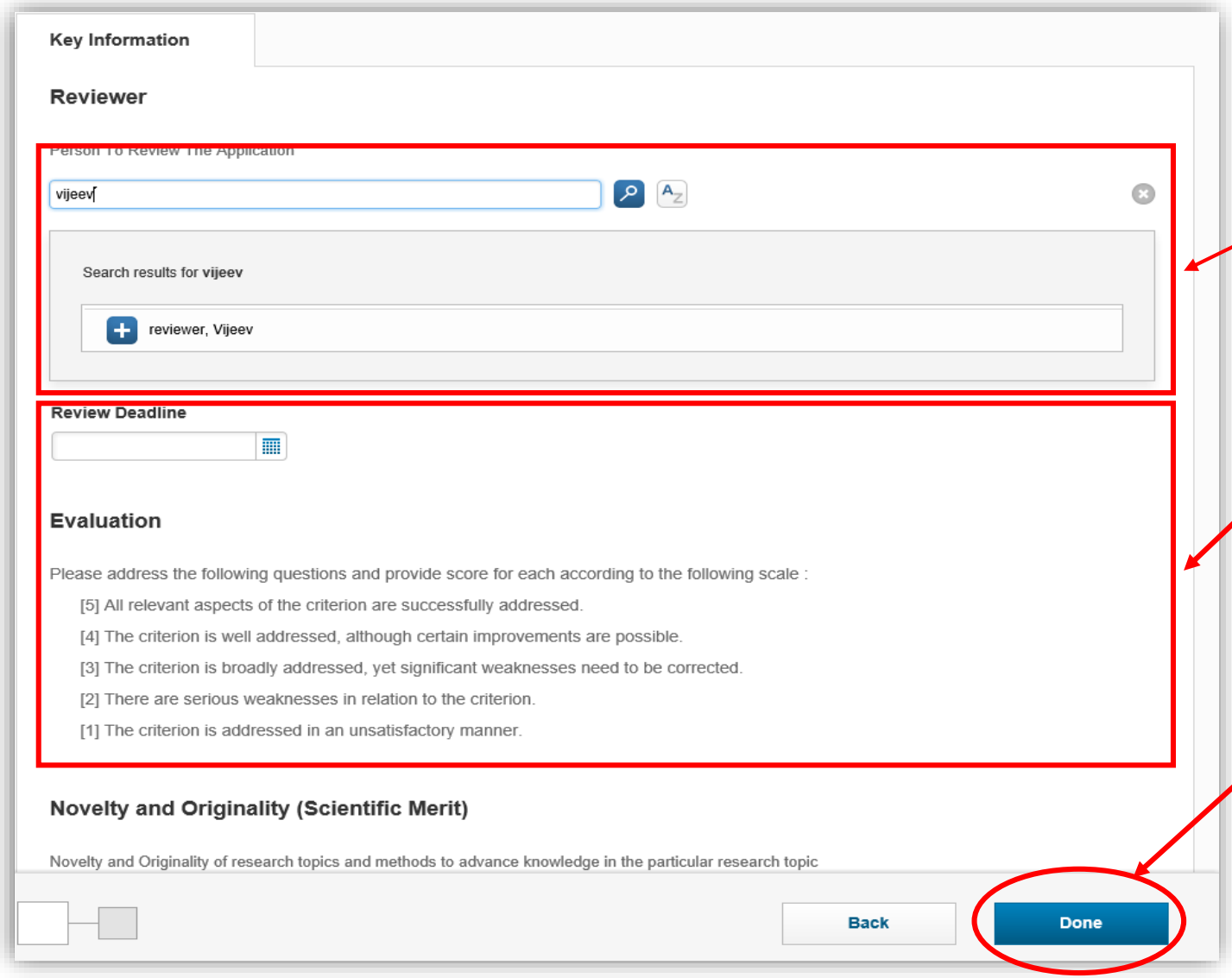

1. The chair may search for the targeted reviewer by typing the name in the blue box , and click on the name from the generated result list below the search box

2. The chair must put a deadline for the reviewer to add his/ her review

3. Finally chair has to click on (done) and do the same process for all reviewers assignment .

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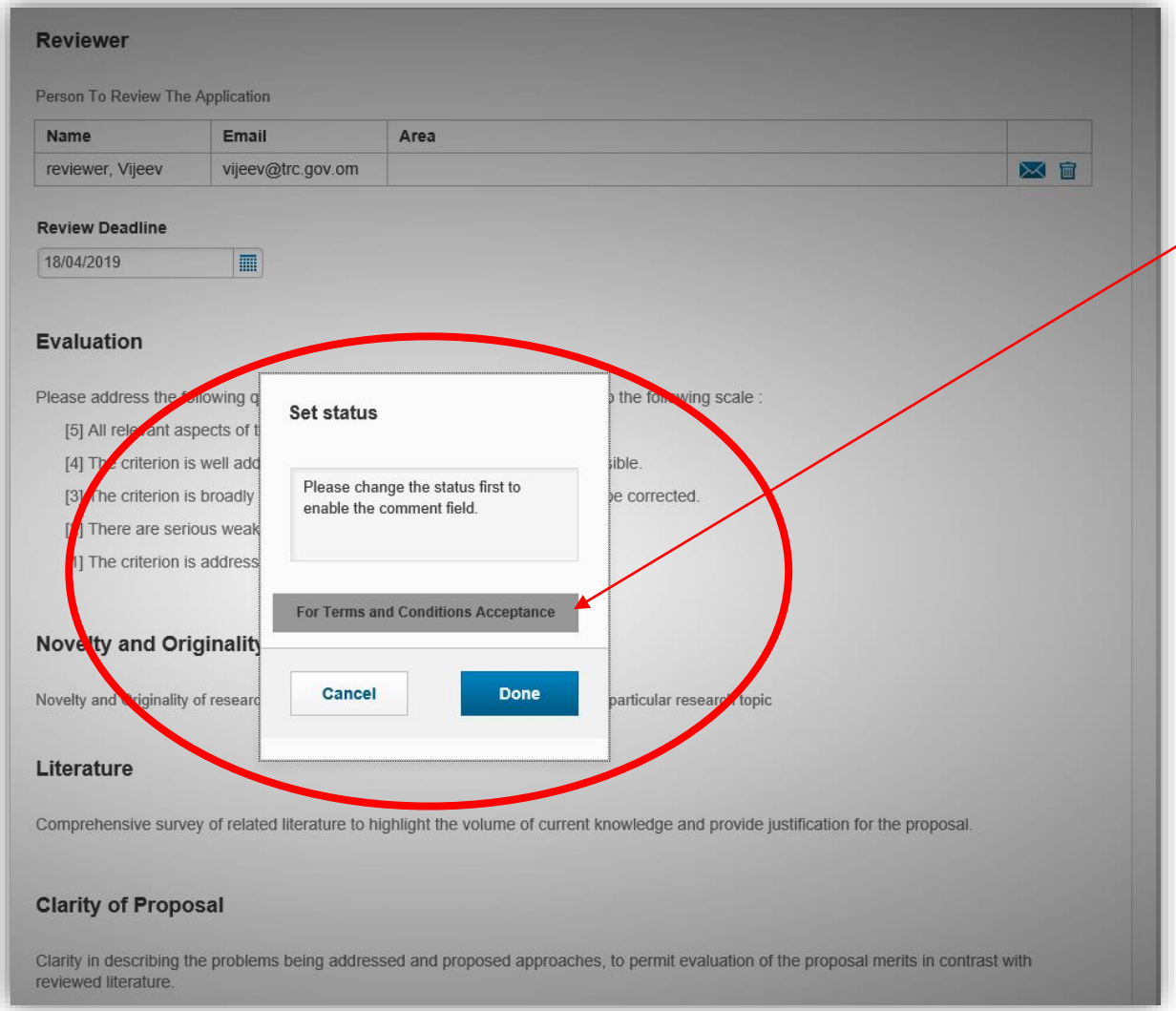

After assigning each reviewer the chair of IIEC should again choose the highlighted status and click on Done

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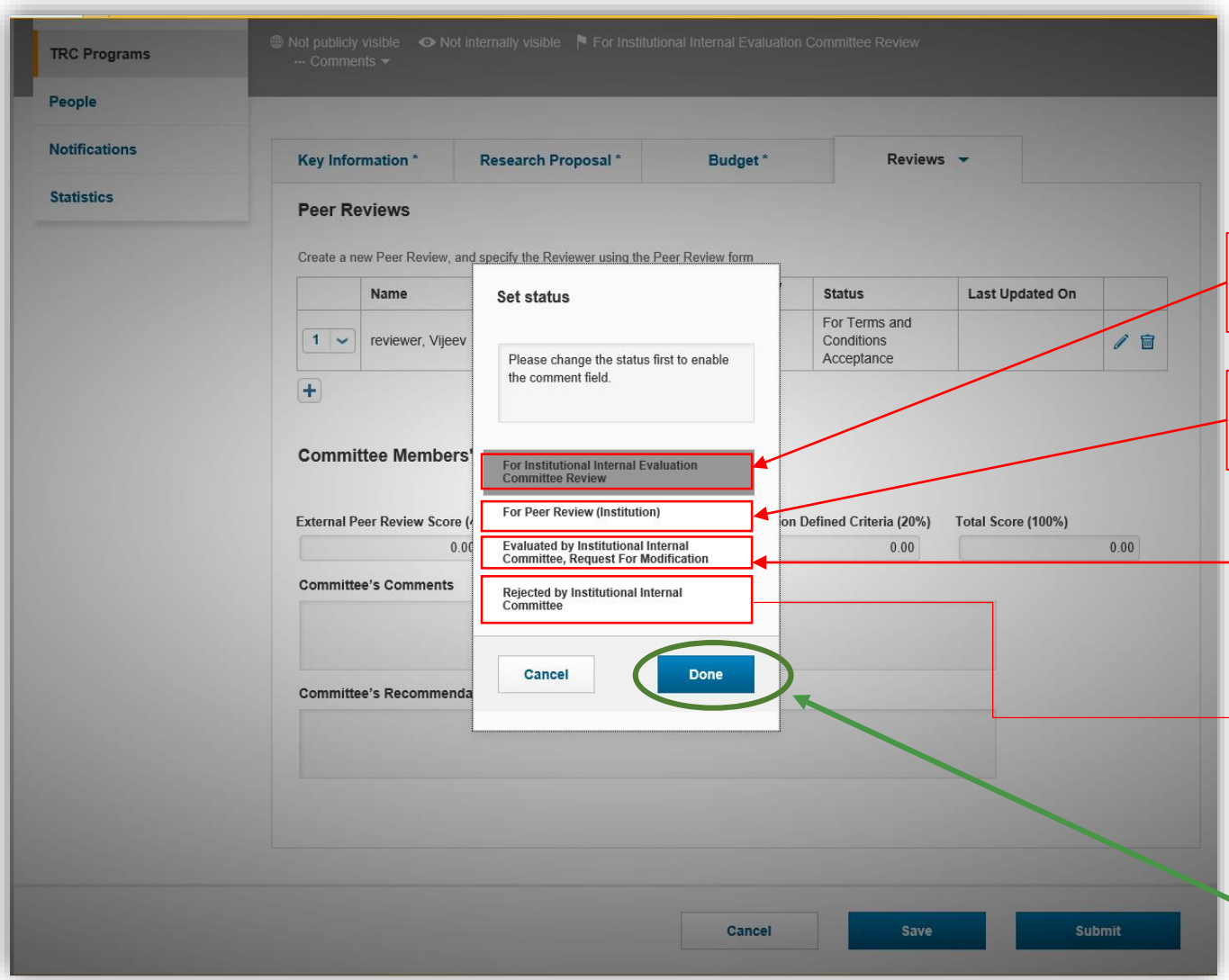

After the assignment of all reviewers , IIEC chair will update the status of the proposal by click on (submit), and choose from the status list as follows:

- This means IIEC didn't take decision yet and the proposal will stay in the chair page for review

- This means IIEC is sending the proposal for reviewers and waiting for their reviews

- This means IIEC chair is sending the proposal back to the PI for some modifications

- This means that IIEC is rejecting the proposal and the evaluation process ends here

Finally, IIEC chair should click Done after choosing the status

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Peer reviewers

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Each assigned peer reviewer will receive an invitation by Email from RIMS to evaluate a research proposal in the system, he/she need to login into the RIMS system to take action

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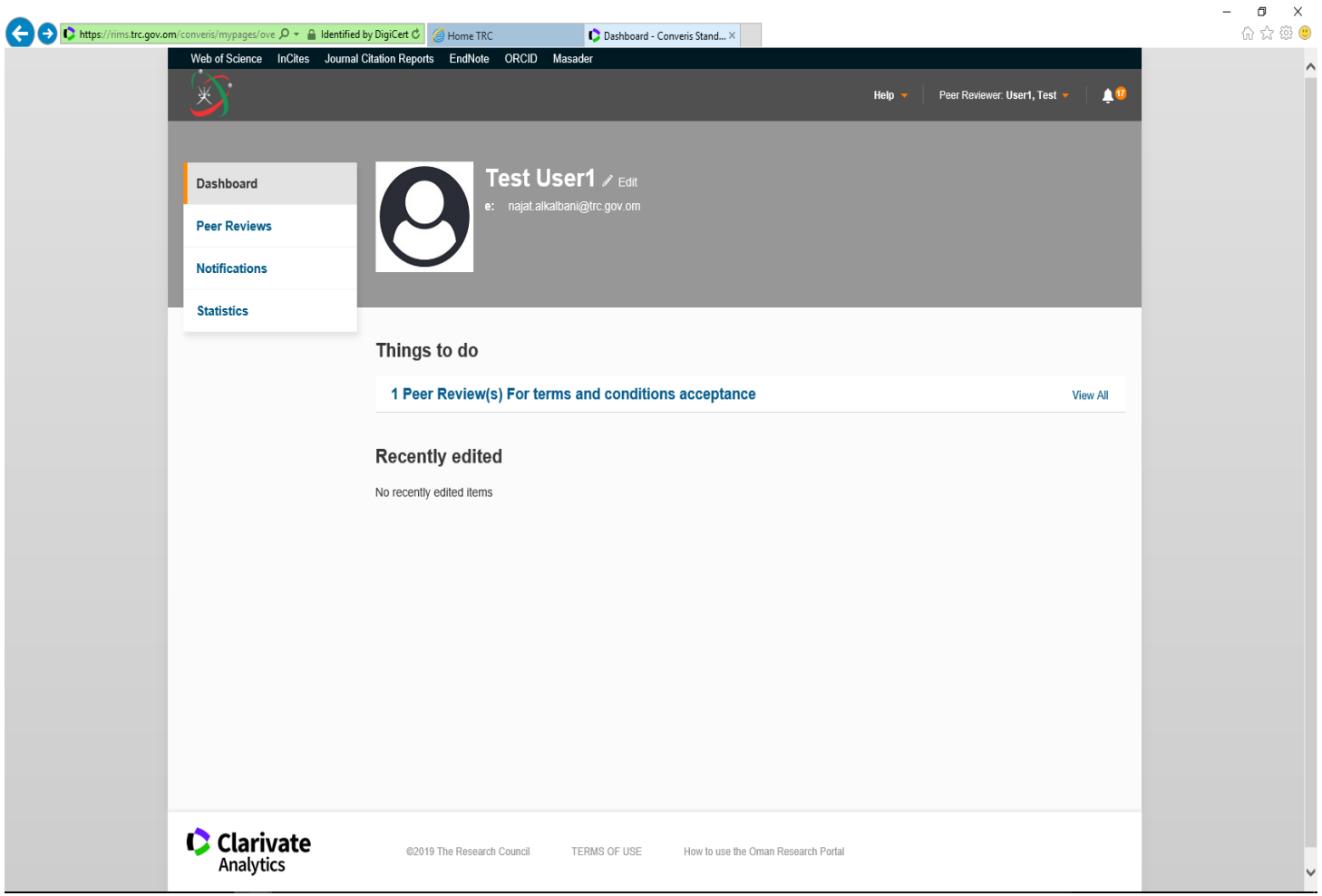

The reviewer will find the proposal, which is to be evaluated under Things to do in the Dashboard

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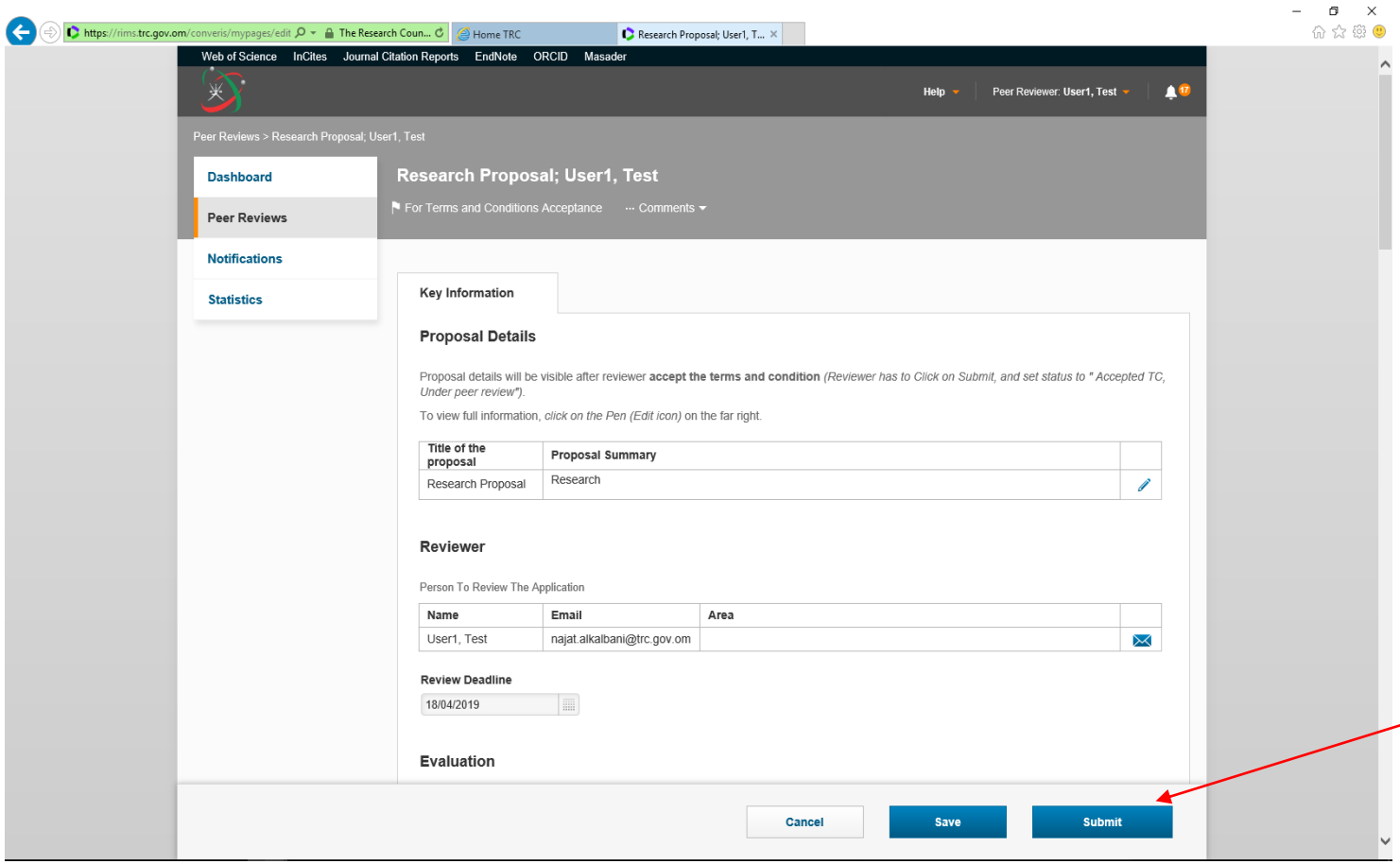

After click on the link under Things to do in the Dashboard and open the proposal, the reviewer will see this Page

he/she should click on (submit) icon to accept or reject the request to evaluate the Proposal

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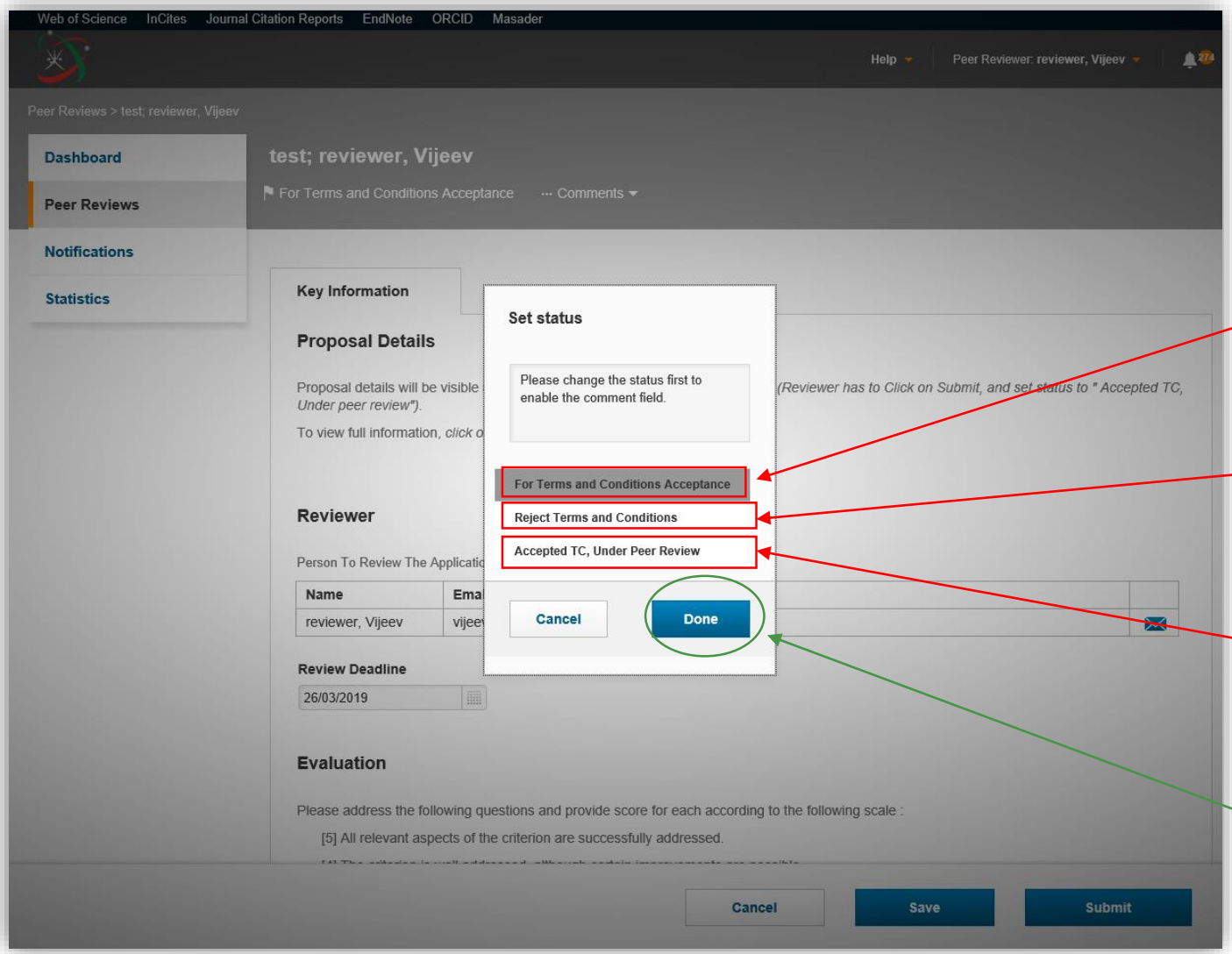

After click on (submit) icon, he/she should choose one of the status :

- This means the reviewer didn't take a decision yet and the proposal will stay in his/her page for review.

- This means that the reviewer is rejecting to review the proposal.

- This means the reviewer is accepting to review the proposal , and he/she will be able to see the full proposal and put the scores.

The reviewer should click on Done after choosing the status

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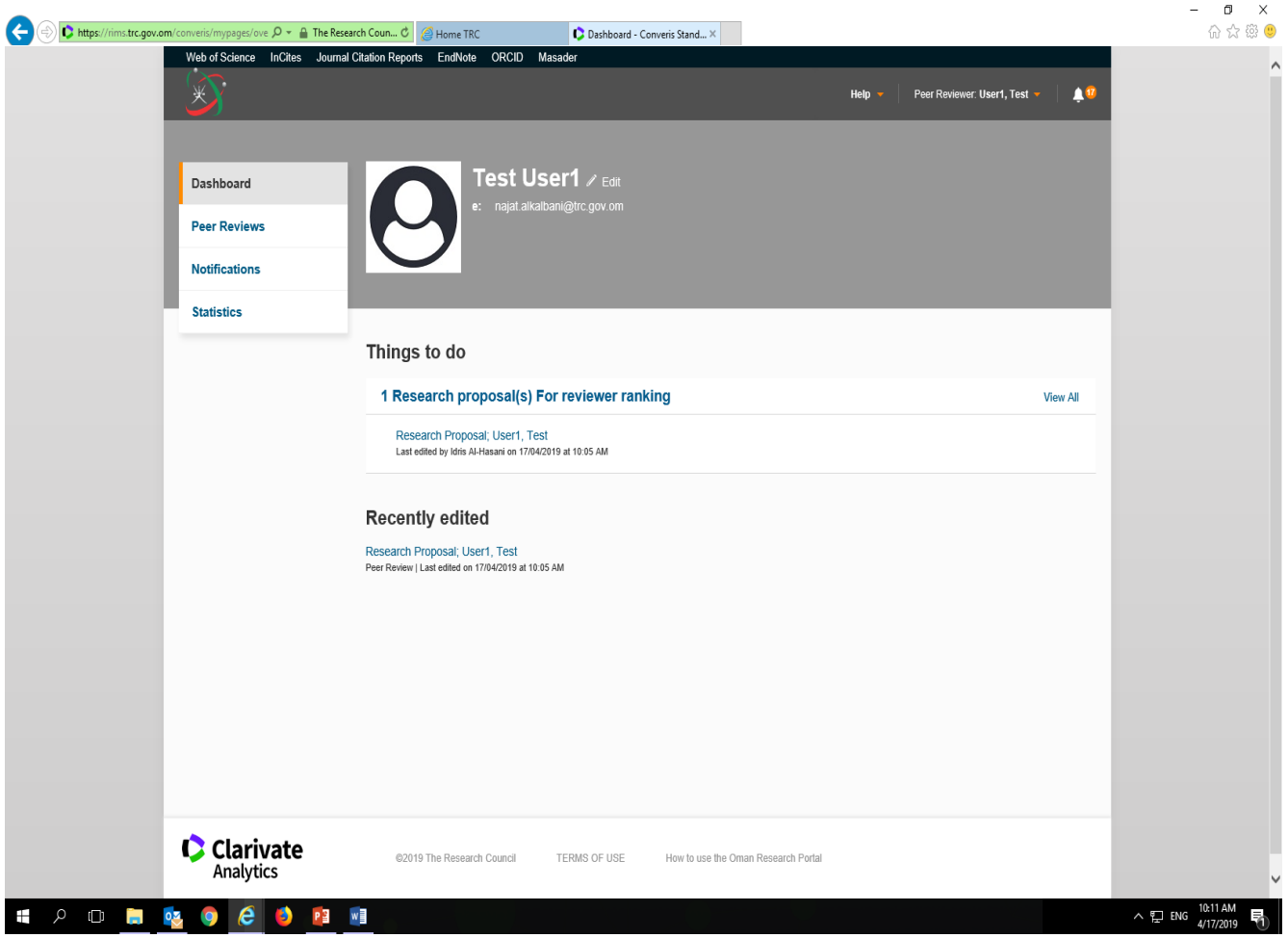

After accepting TC, he/she should open the proposal again from things to do to in the dashboard to view the full proposal and start the evaluation

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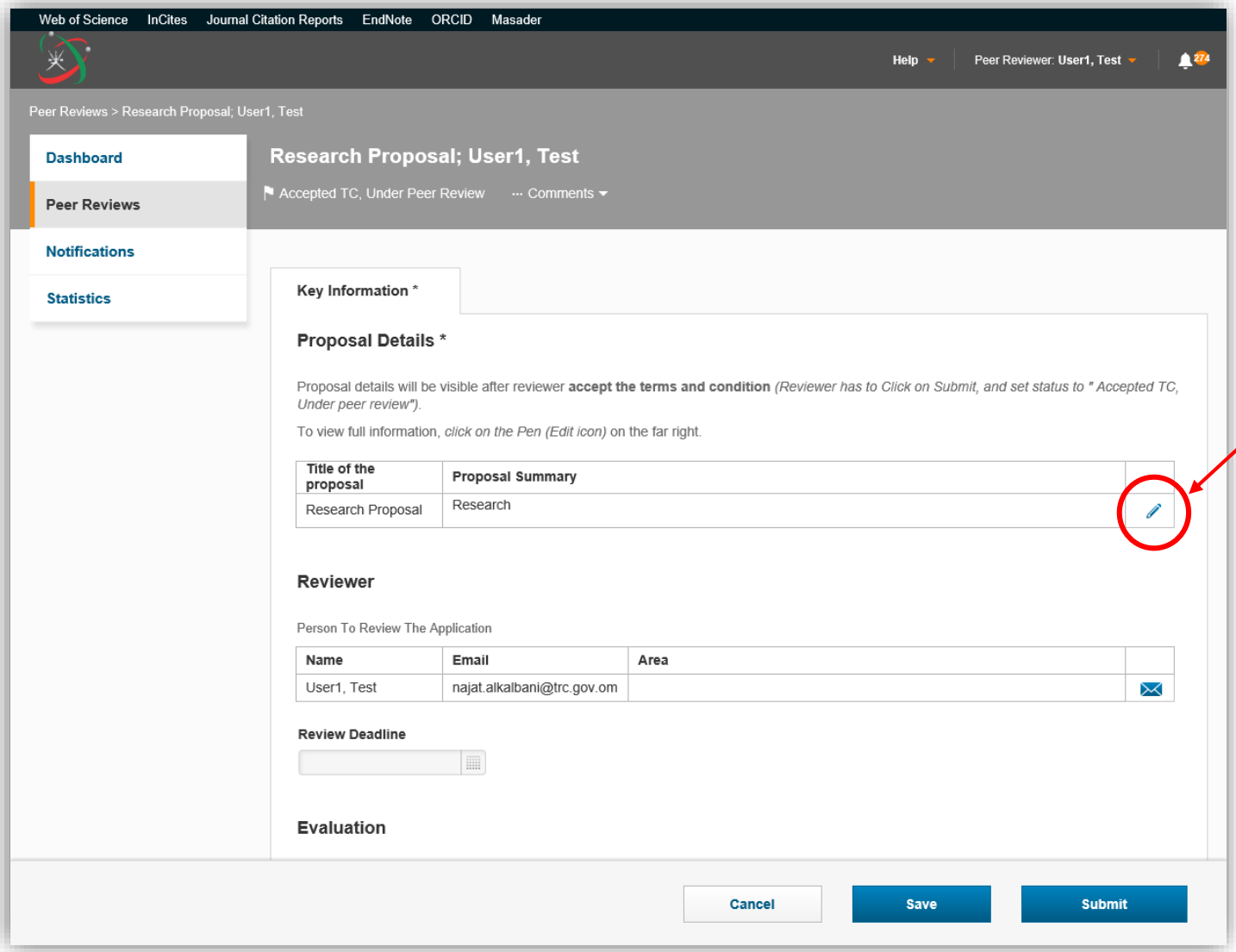

The reviewer can view the full proposal by click on the (pen), after he accepted to review the proposal

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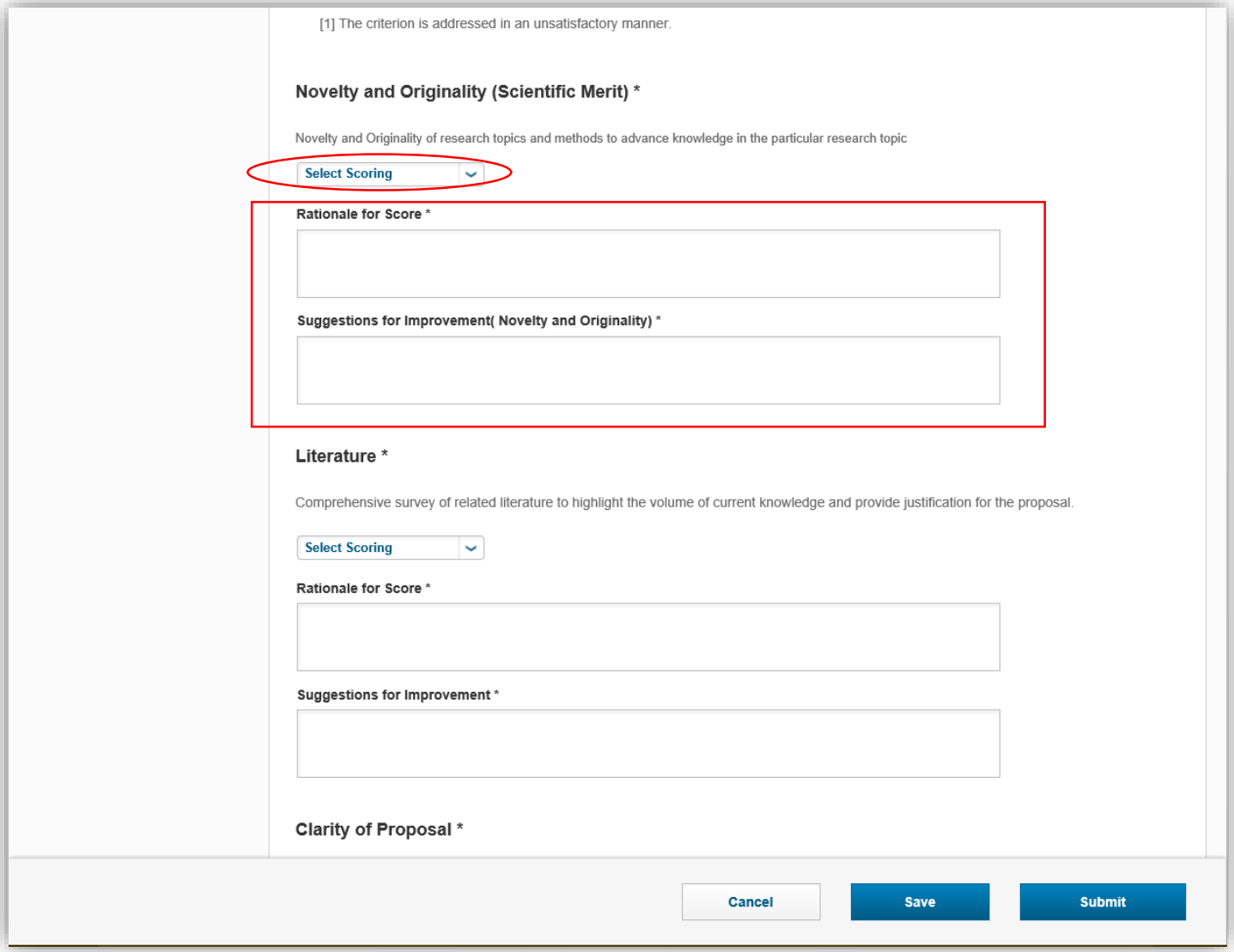
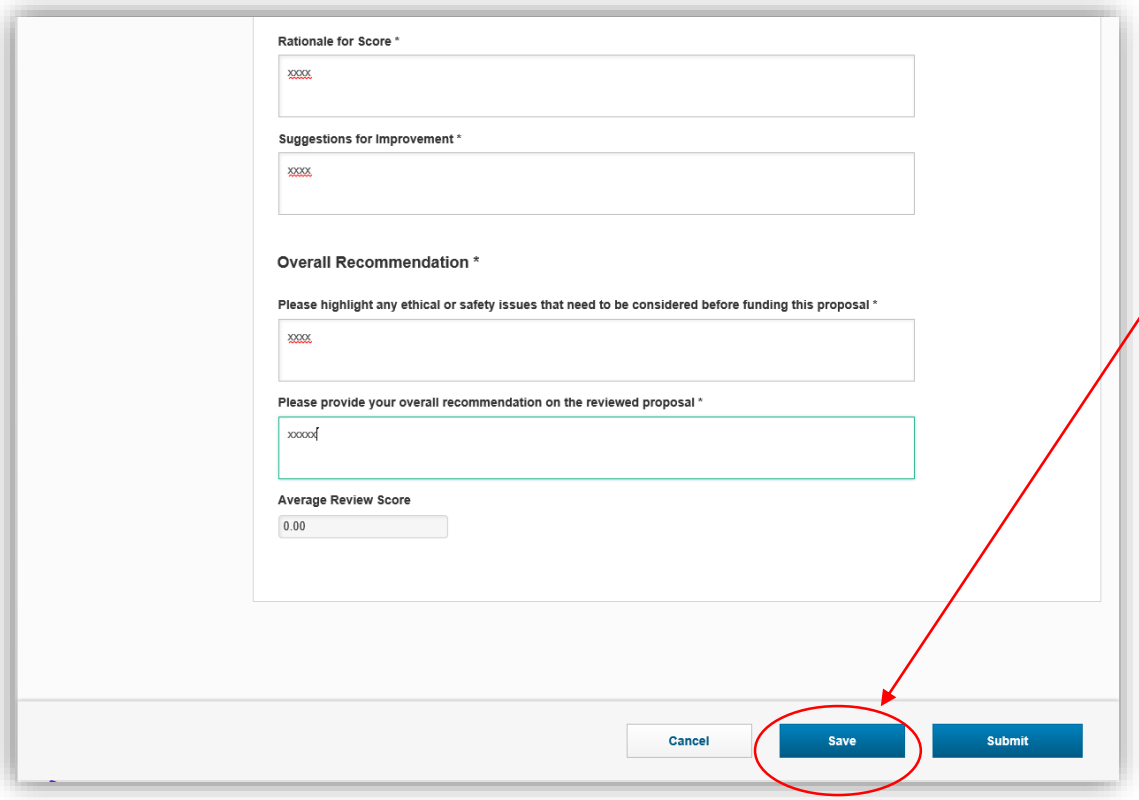
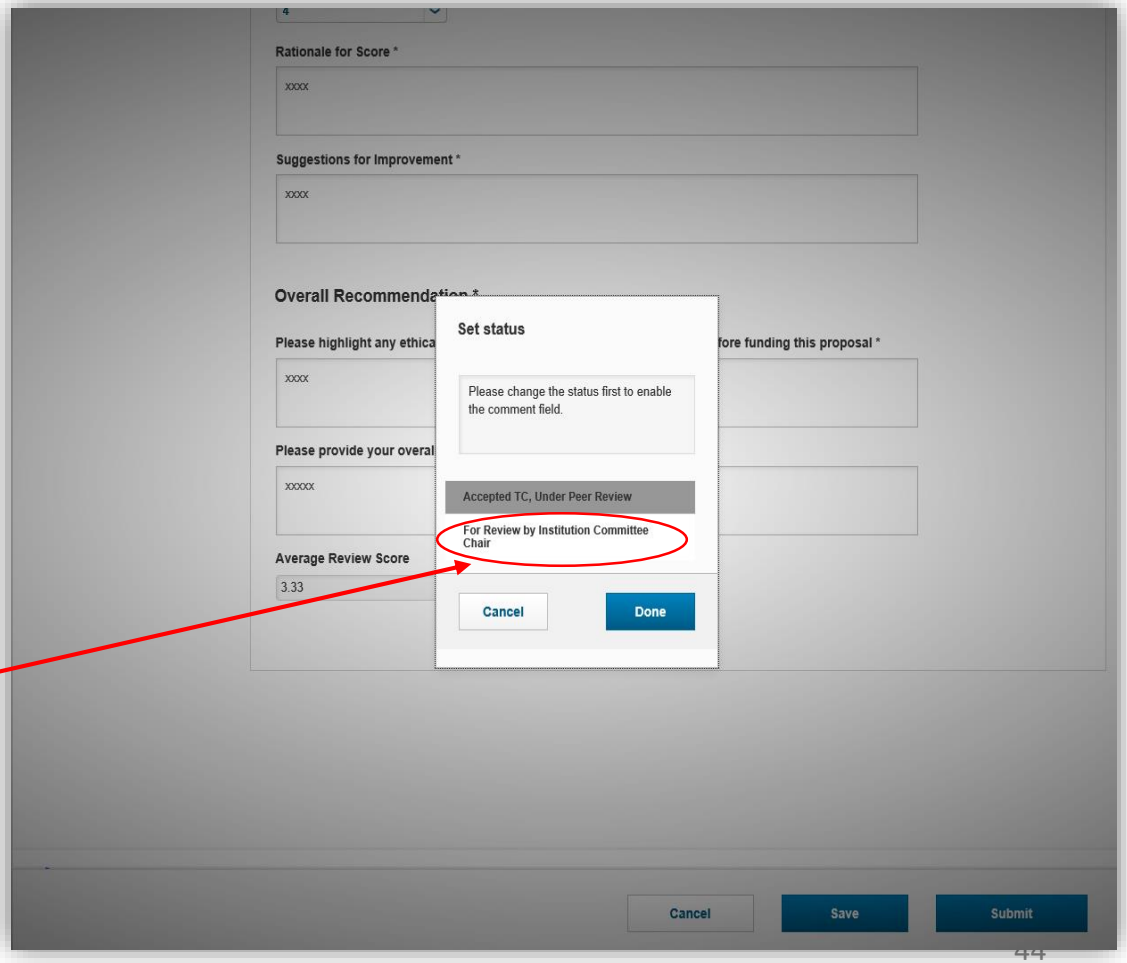


The reviewer should select the score (out of 5) for all required fields and add his/her comments in all mandatory boxes



1 **After adding the scores , the reviewer should “save” the page, so RIMS will automatically calculate the average review score**



2

Then the reviewer need to click on Submit button and select the status ‘For Review by Institution Committee Chair’.

The reviewer should click on Done after choosing the status

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IIEC Chair committee page

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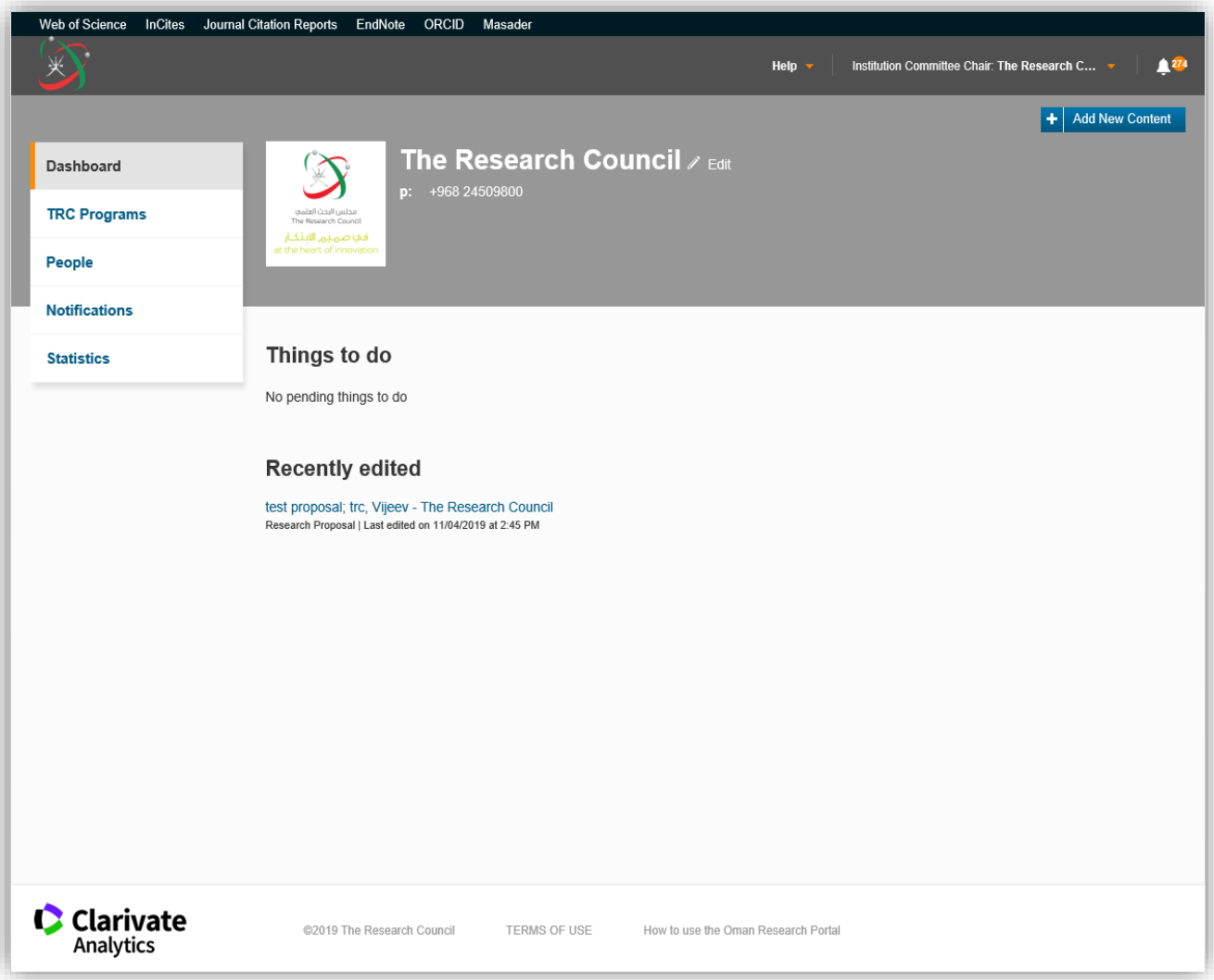
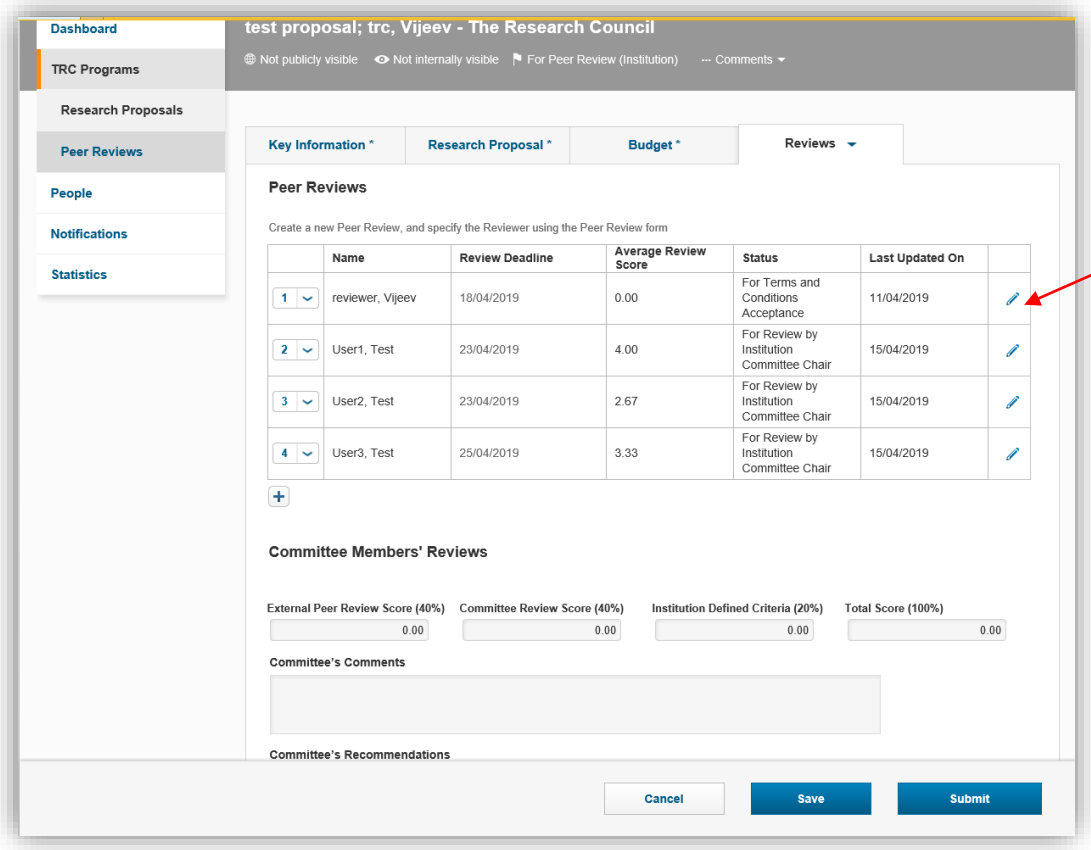
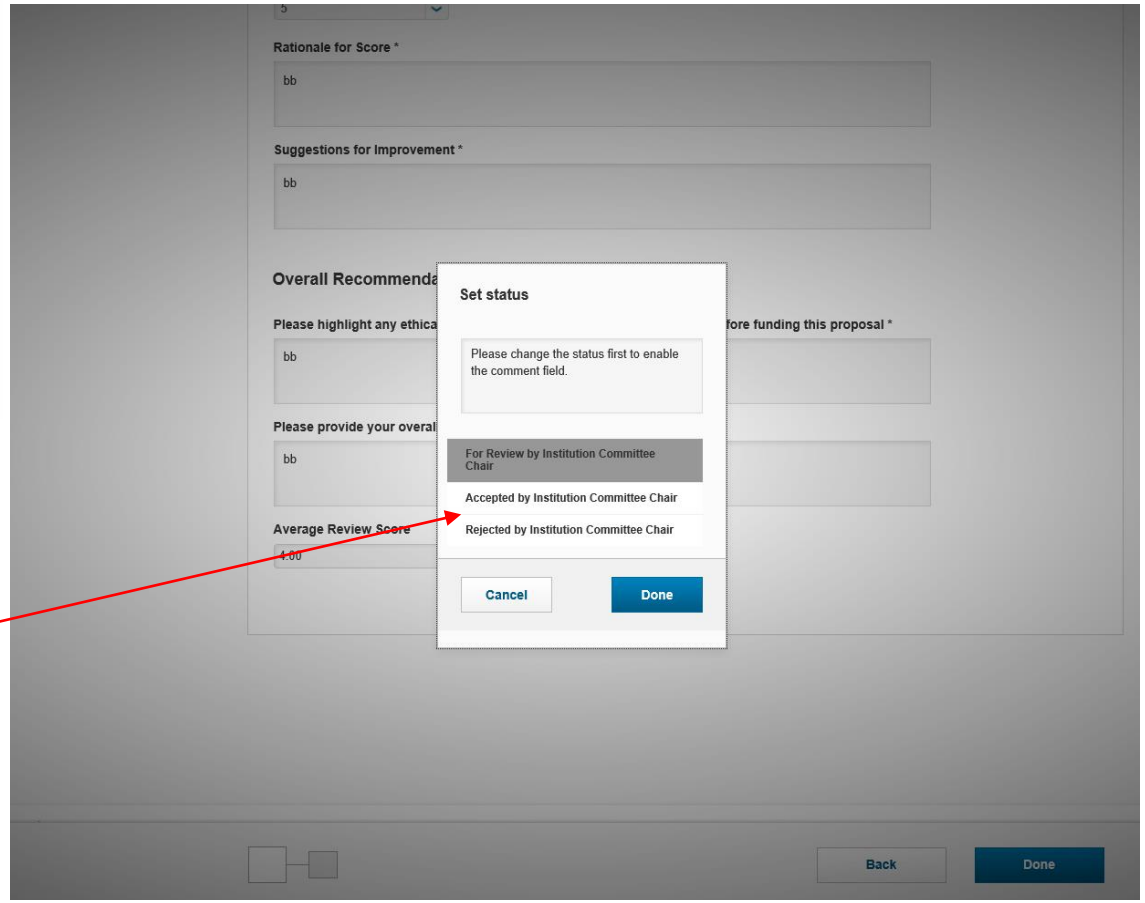


In case that any of the assigned peer reviewer has submit his/her review, the IIEC chair will receive a notification Email from RIMS of the arrival of the review in the system to be evaluated by the committee,

at this time the chair has to open the proposal from (Recently edited)



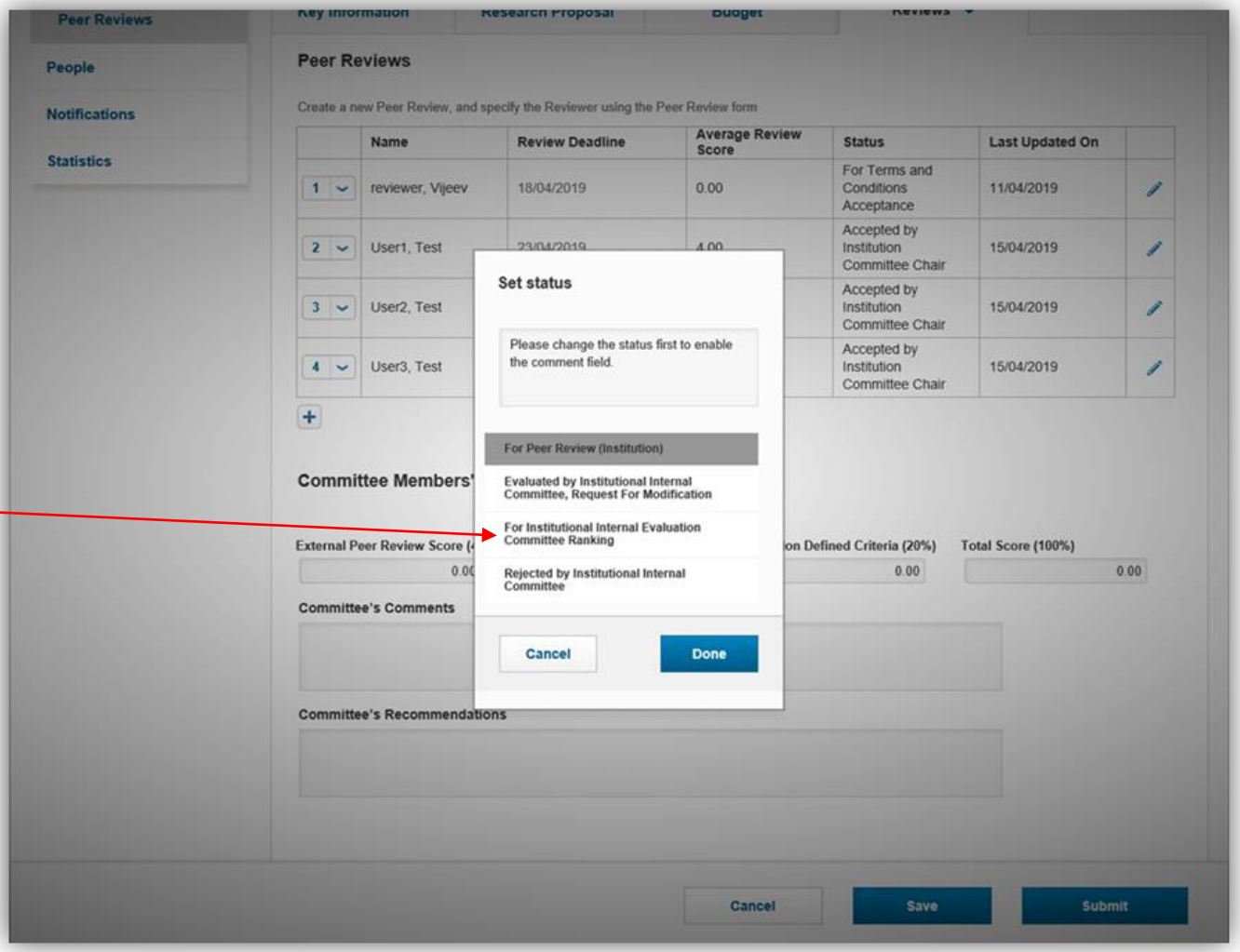
By clicking on the (pen) the chair can review all submitted reviews (from peer reviewers) and accept/ or reject it



After choosing the committee decision on the review (Accept or Reject) , chair should submit (Done)

مجلس البحث العلمي
The Research Council

If 3 reviews (as minimum) has been accepted by the committee , they can proceed with the evaluation process by adding their own decision and / or scores on the proposals . So the chair will click on “submit” then “For IIEC ranking” and “Done”



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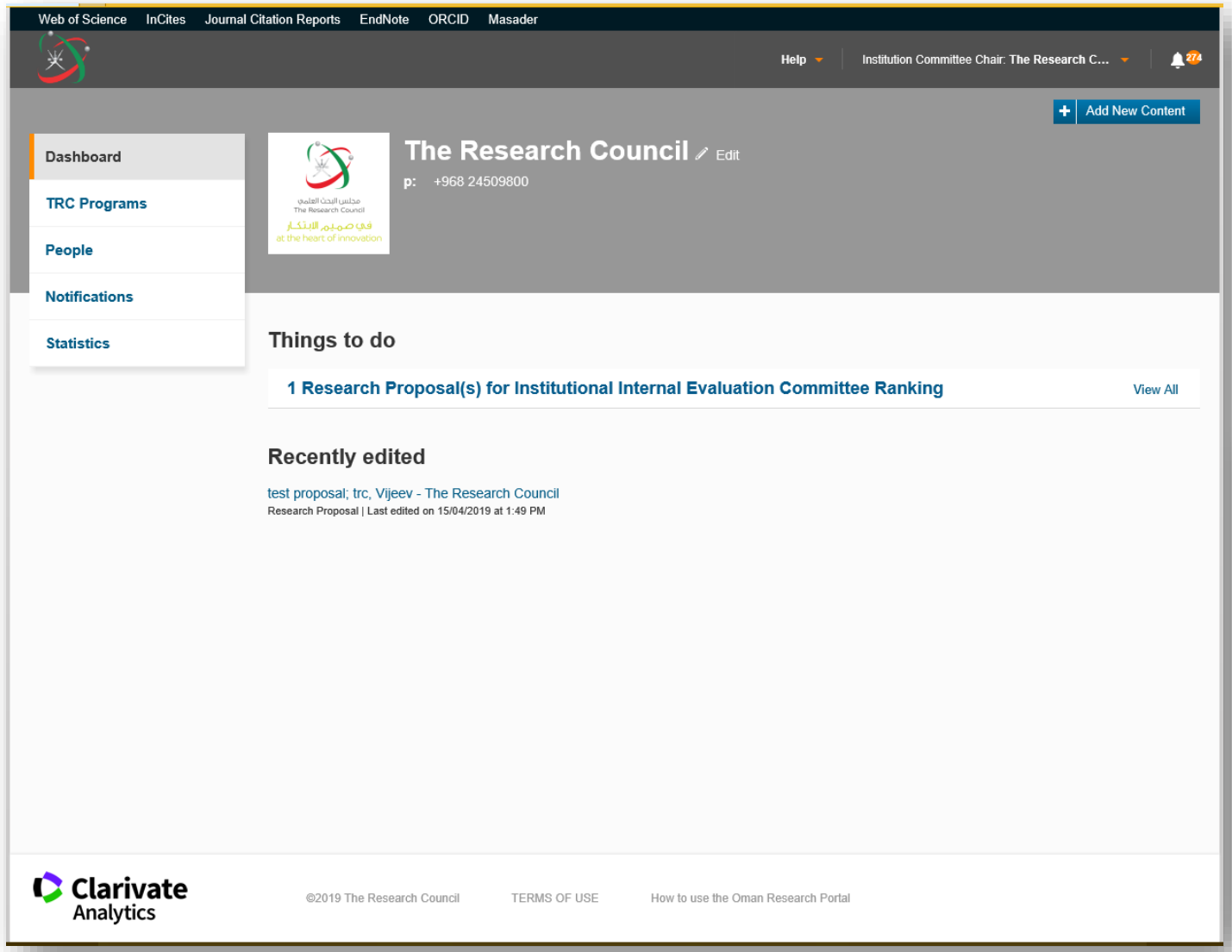
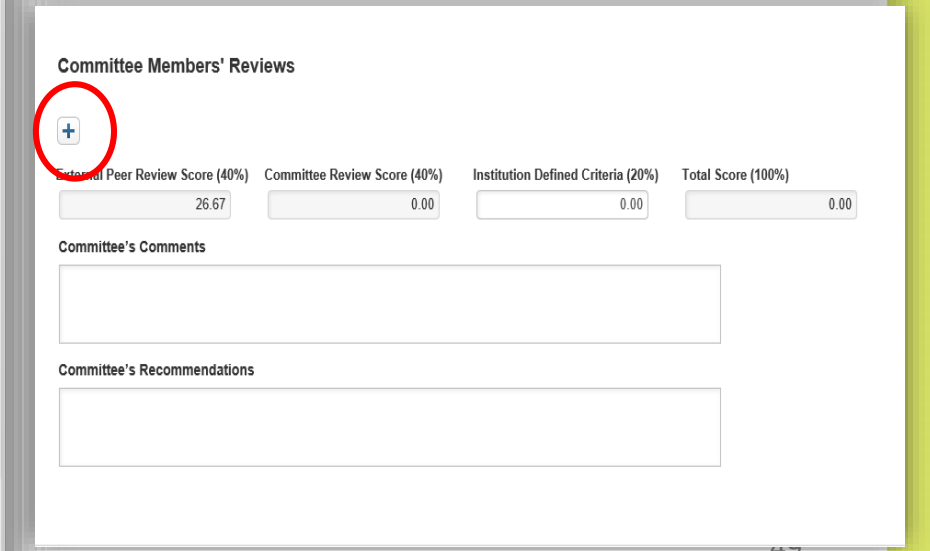
1



Under "Things to do" the IIEC chair can open the proposal again and put their scoring on the proposal (by clicking on the " +")

2



مجلس البحث العلمي
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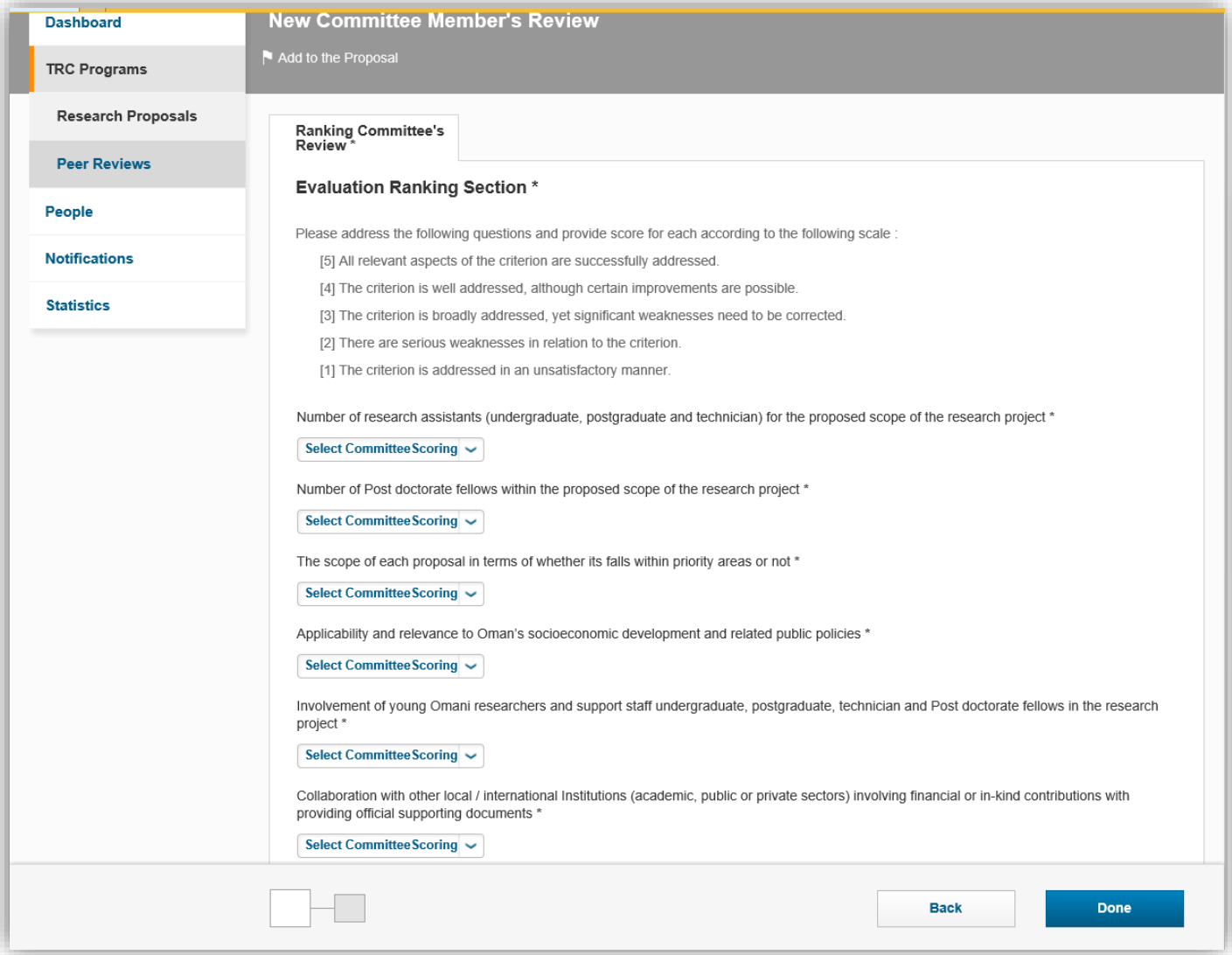
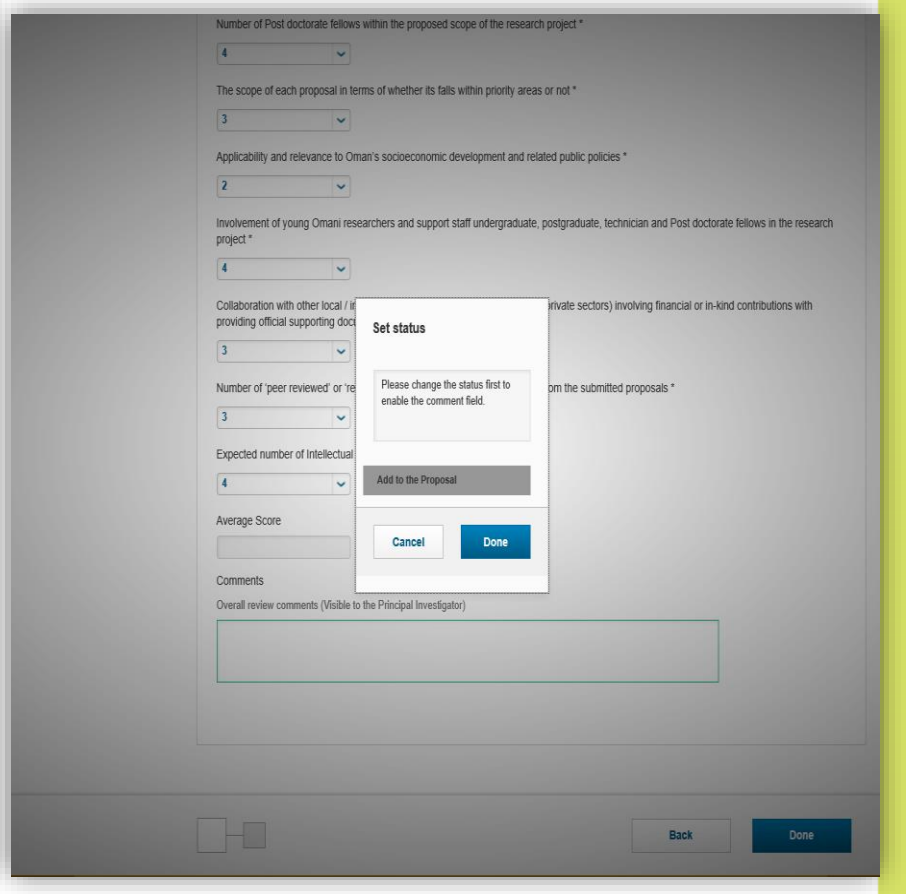
The IIEC chair should select the scores (out of 5) for all required fields , and click on (Done) , then select (Add to the proposal) and then (Done).

1



2



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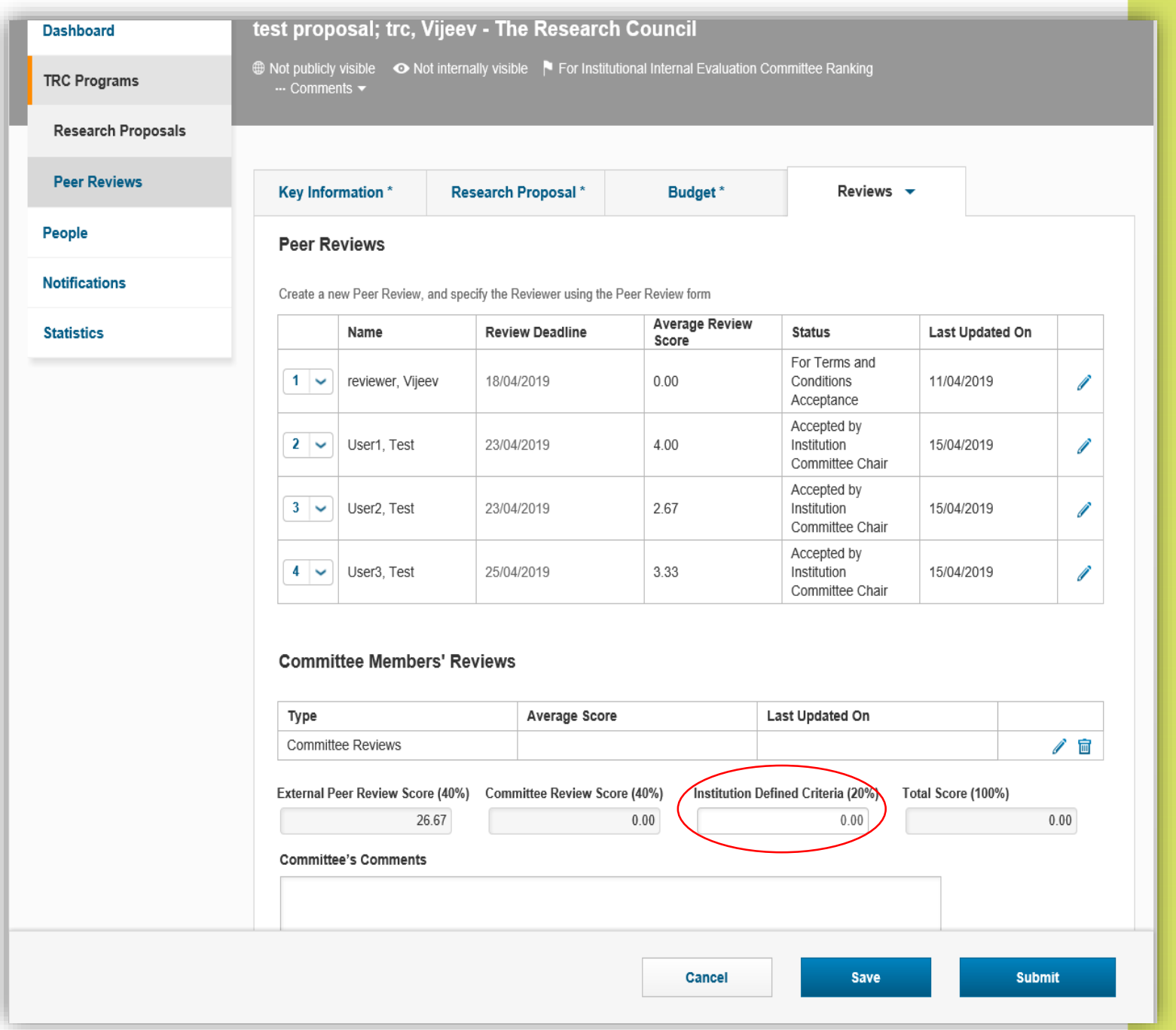
Again under (Reviews), IIEC chair should add the committee scores in the (Institution defined Criteria) out of 20

And they may write their (comments & Recommendations) in the boxes

and then click on “Save” so the system will calculate the total scores automatically



مجلس البحث العلمي
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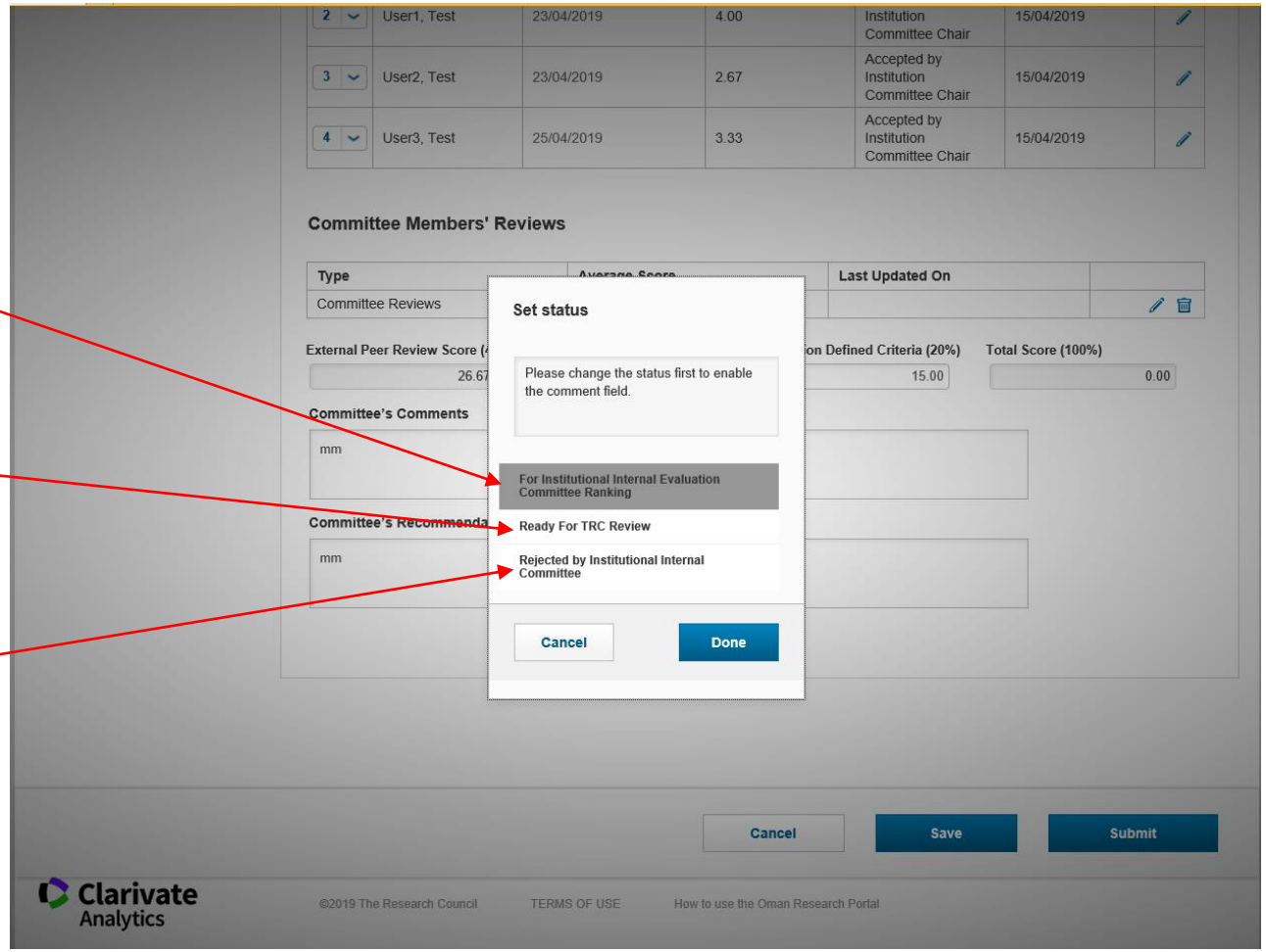
IIEC chair should then click “Submit” and choose from the status list:

- This means IIEC didn’t take decision yet and the proposal will stay in the chair page for review

- This means IIEC is sending the proposal for the RFP to be send for TRC for final decision

- This means that IIEC is rejecting the proposal and the evaluation process ends here



مجلس البحث العلمي
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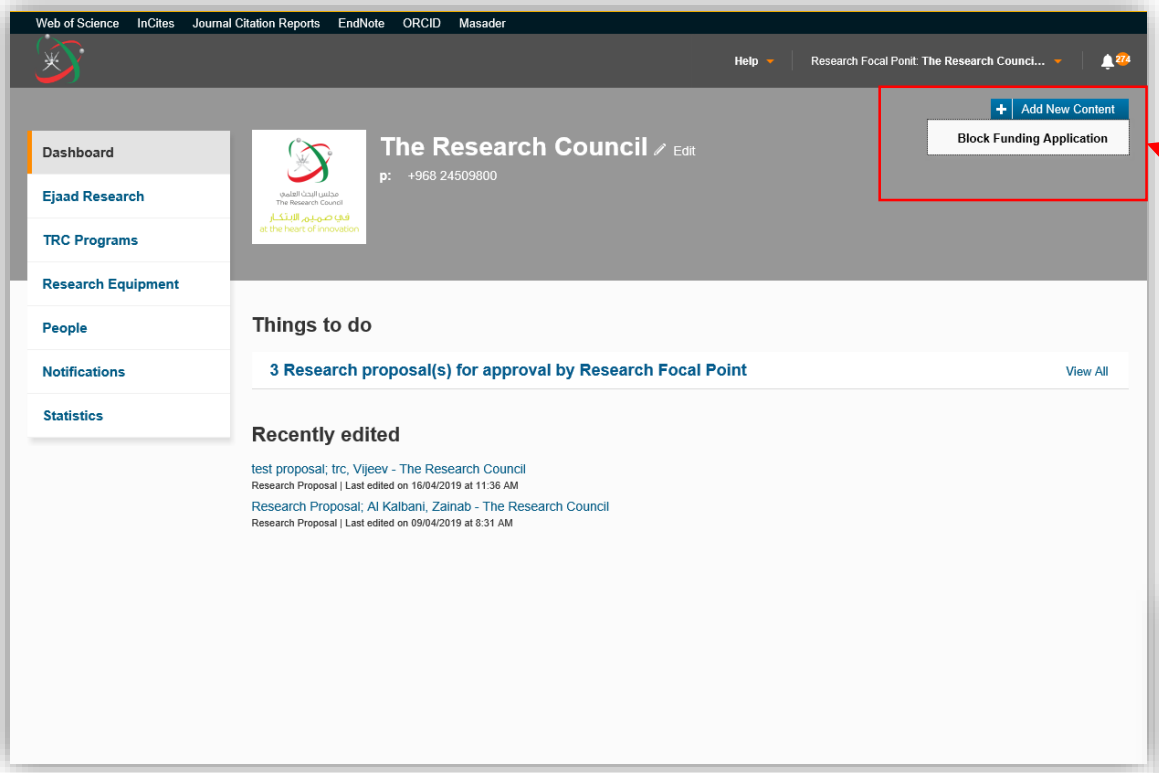
The Research Focal Point (RFP) will receive a Notification Email from RIMS of the arrival of an evaluated research proposal in the system to be evaluated by him/her, accordingly, he/she will login to RIMS

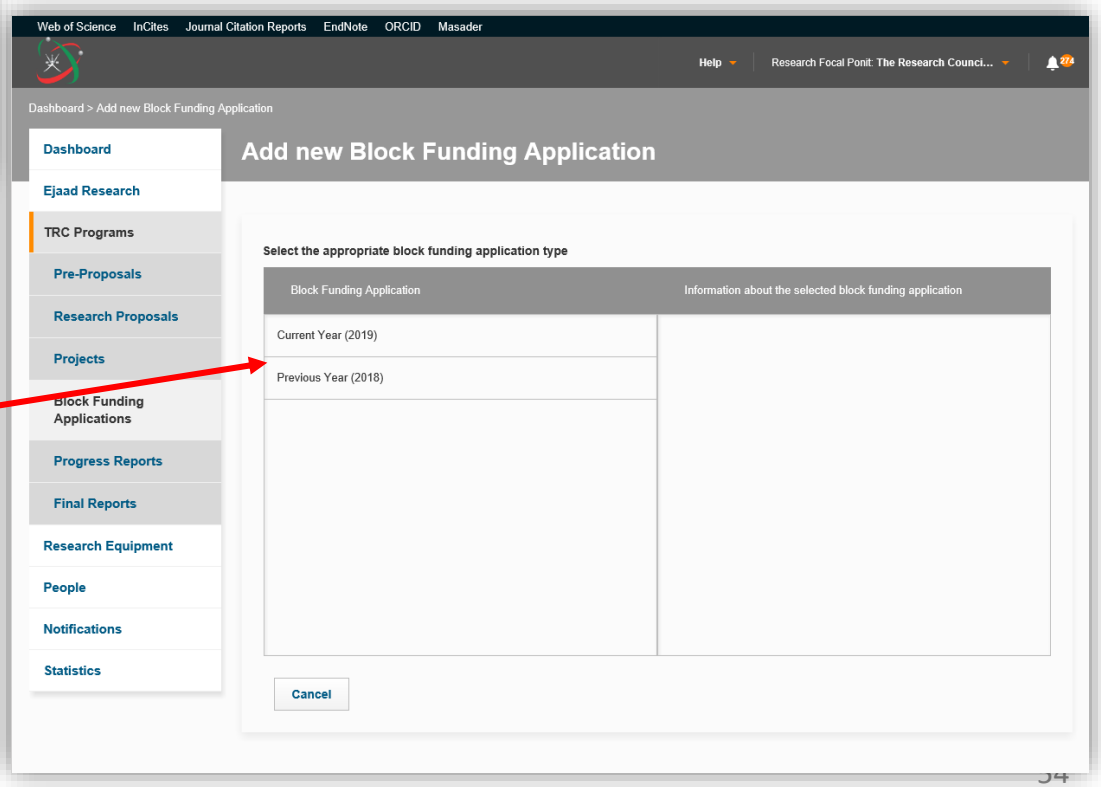


1

RFP will create the application of the accepted proposal by selecting : (Add new content), then click on (Block Funding Application)

2

RFP should choose the right year for the application , as each institution will submit only one application / year



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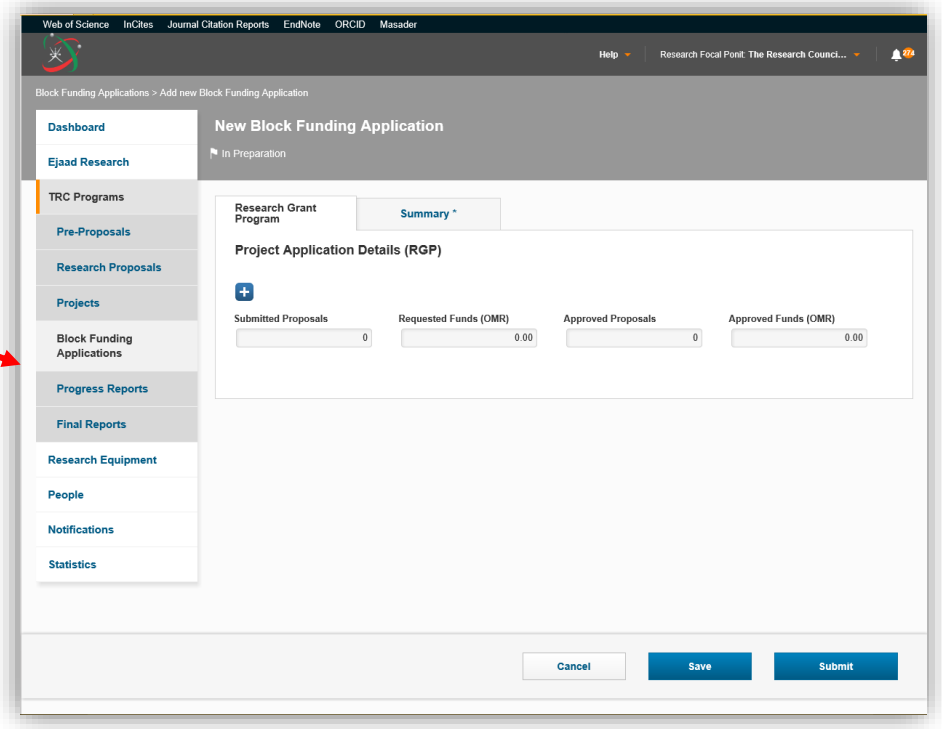
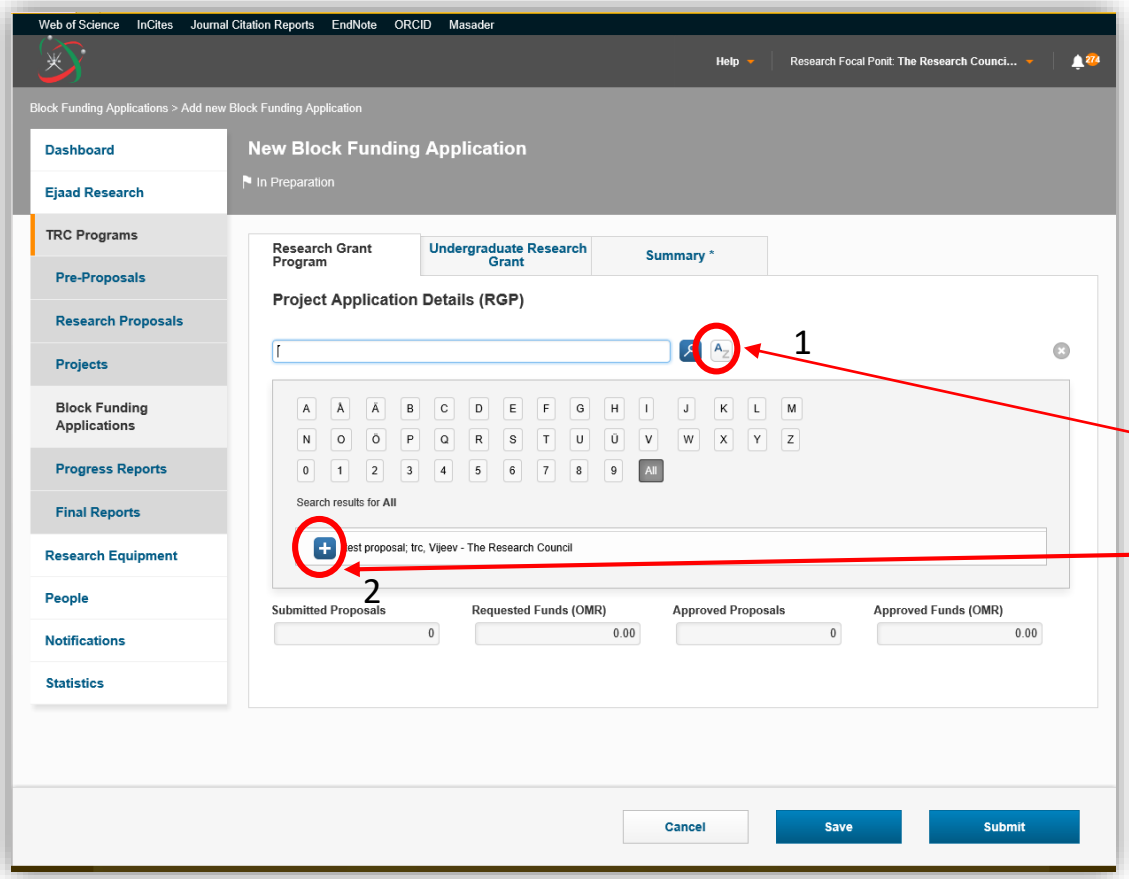
RFP can add the proposals to the application by clicking on the "+"





Then click on this icon to add the received proposal

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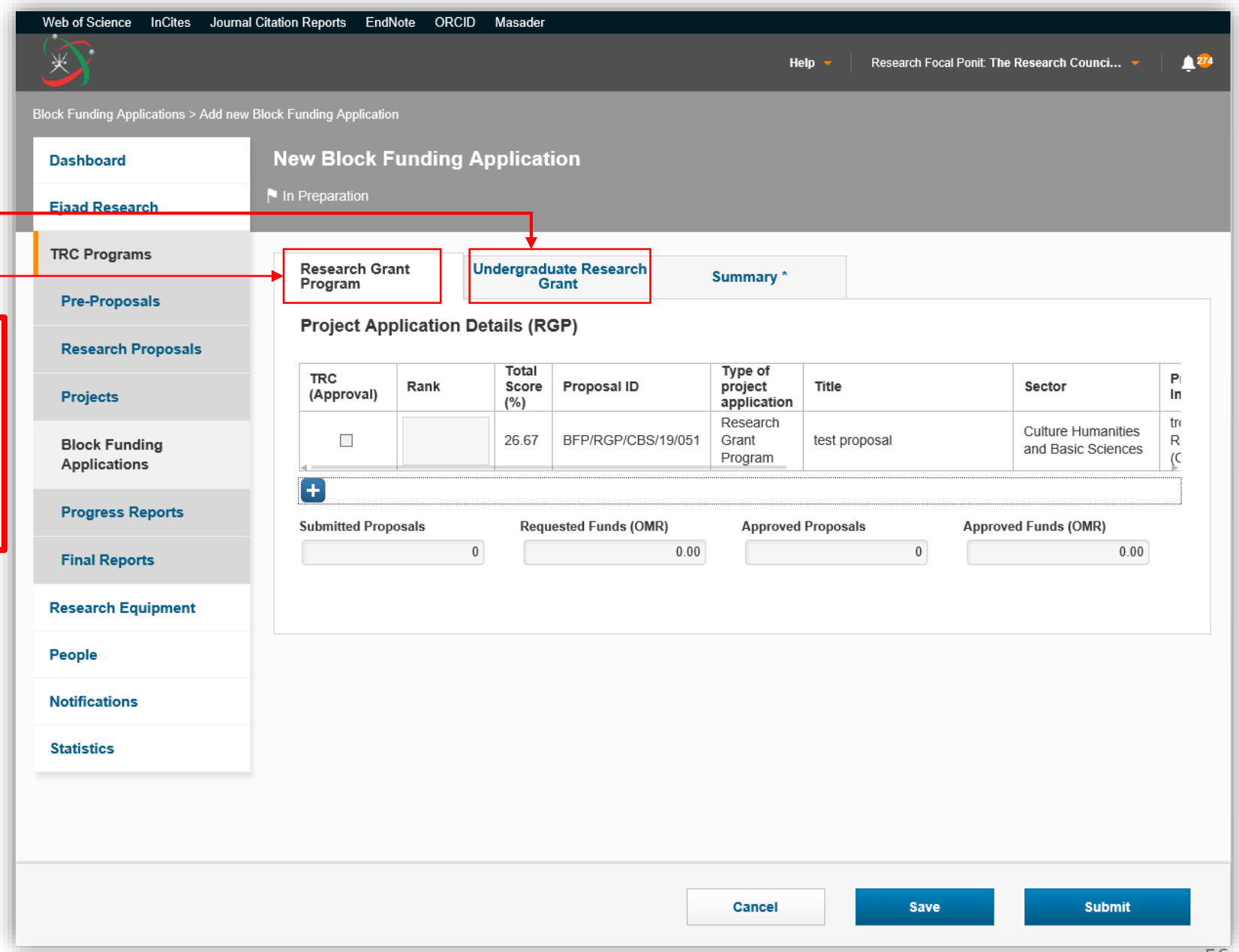
2

1

RFP should do the same process (back to slide # 52) for all research program , before going to Summary window



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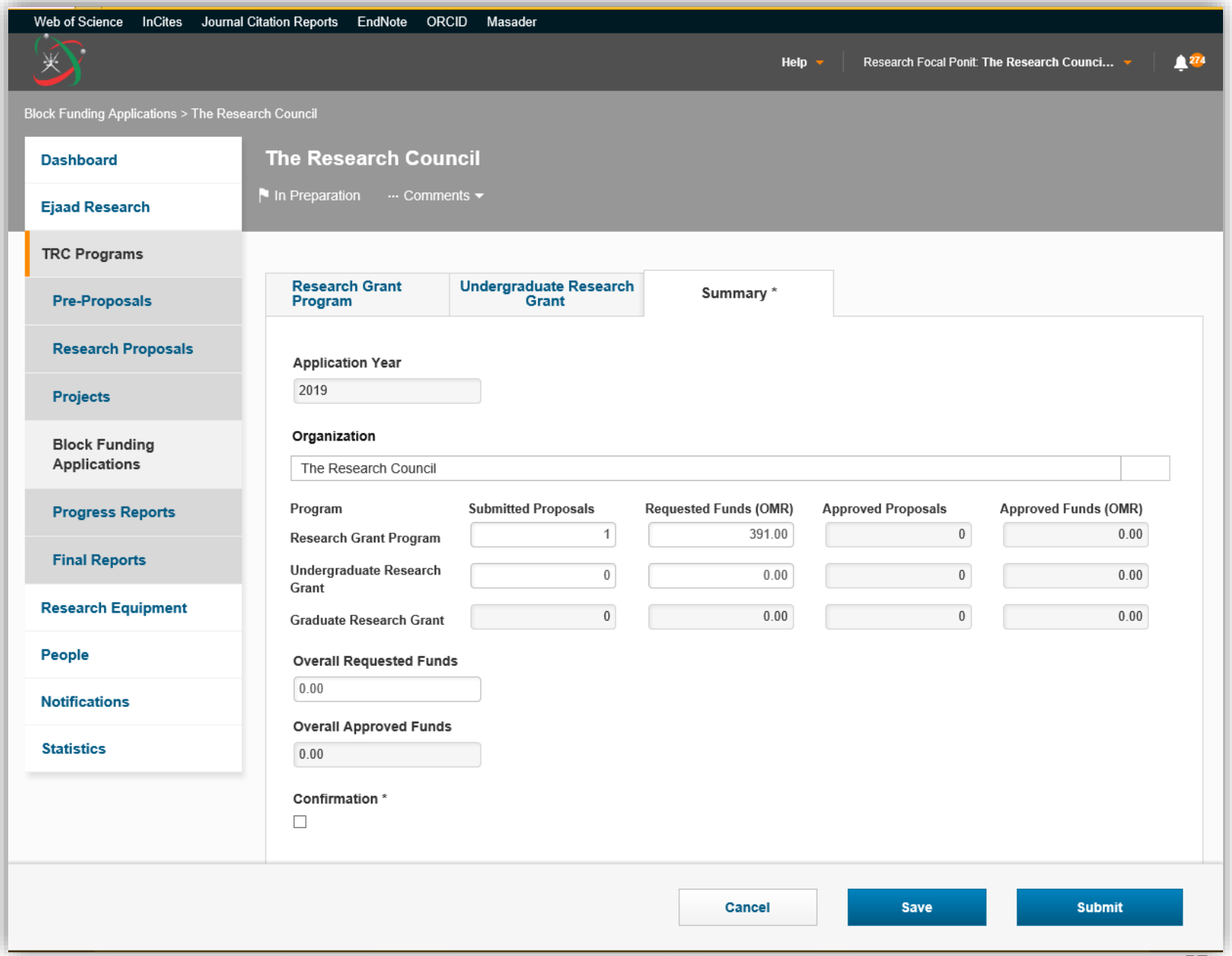
After adding all approved proposal from all received research program (RG, URG, GRG), RFP can click on "Summary" section and click on (save) to generate the summary automatically



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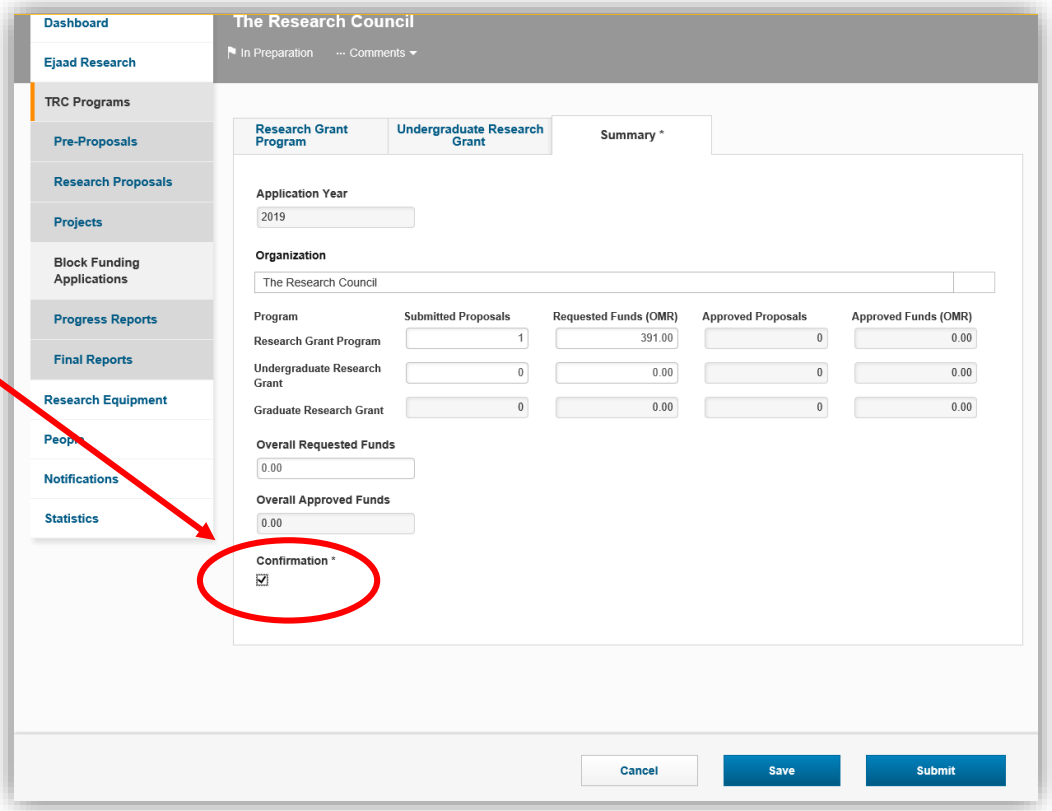
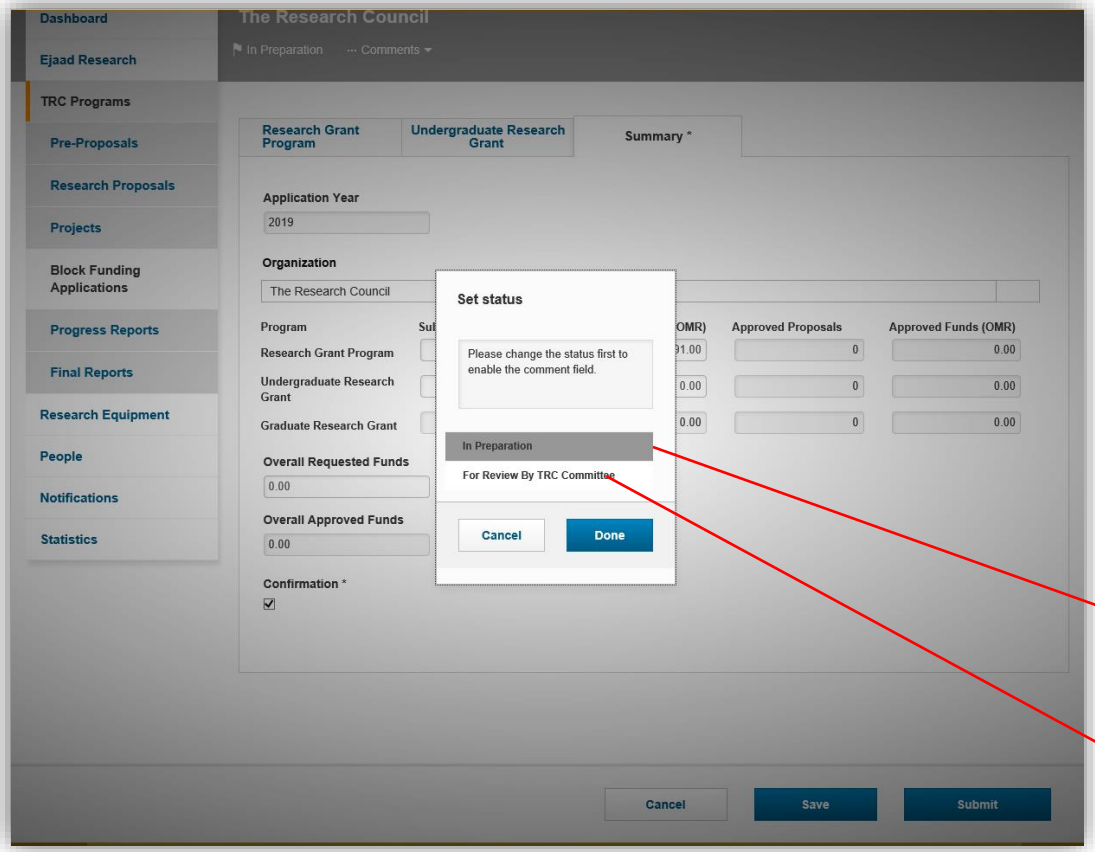
After reviewing the summary, RFP should click on (Confirmation) box





Next, RFP should click on submit and choose from the status list as follows:

- This means RFP didn't take decision yet and the application will stay in his/her page for review

- This means RFP is sending the application to TRC for the Final decision, and institutional evaluation ends here

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في صميم الإبتكار
at the heart of innovation

Thank you

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