

REPUBLIC OF RWANDA/REPUBLIQUE DU RWANDA



NATIONAL ETHICS COMMITTEE / COMITE NATIONAL D'ETHIQUE

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Ministry of Health

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Kigali, Rwanda.

FWA Assurance No. 00001973
IRB 00001497 of IORG0001100

For a thorough and complete review, all research proposals shall be submitted to the following RNEC RhInnO platform link: <https://rncrwanda.rhinno.net/> at least 15 (fifteen) working days before the scheduled meeting date.

RNEC PLATFORM APPLICANT GUIDELINES

SUBMISSION

1. In the Browser (Chrome, Microsoft Edge, Mozilla, etc...) type <https://rncrwanda.rhinno.net/>
2. On the Login Page enter your email and password then click on the **Sign in Button**.
3. If you don't have an account yet, click on **Create a new Account**, fill in the required information, and submit.
4. Validate your account by opening your email, find the link the system has sent to you then open the link and confirm your Account.
5. On the Applicant Dashboard click **Create New Application Page**.
6. Select the **Application Type**.
7. Enter the information and attach the Documents required.
8. Sign in and Submit your Application.

STATUS OF THE APPLICATION/PROTOCOL

A. SUBMITTED SECTION

1. Go to the **My Applications** page.
2. Once the protocol is submitted, it goes to the **Submitted section**.
3. In the Submitted section locate the **Status Column** and check the status of your Application.
4. **"Scheduled"** status means a meeting is scheduled to review your protocol.
5. **"Pending"** status means the Administrator has not yet scheduled a meeting for the review of your protocol.
6. In the **Action column** where you can see the details of your Application by clicking the **Application Details** Button in **Blue color**. Also, you can view the conversations between you and the Administrator by Clicking the **Application queries** button in **Brown color**.

B. DONE SECTION

1. Go to the **My Applications** page.
2. Once the review is completed the protocol moves to the **Done section**.
3. In the Done section locate the **Status Column** and check the status of your Application.
4. **“Done”** status means the review is completed and Final Decision has been released.
5. Notice that we have a **Final Decision Column** to check the status of the Final Decision.
6. In the **Action column** where you can see the details of your Application by clicking the **Application Details** Button in **Blue color**. Also, you can download the **Approval letter** by clicking the **Get Certificate** button in **Brown color**.