User Guide

Research Ethics and IRB System - EPHI

Last Updated: 21, May 2026

Addis Ababa, Ethiopia

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Acronyms and abbreviations

API: Application Programming Interface
EPHI: Ethiopian Public Health Institute

Introduction

This document provides a detailed design of the IRB Research Management System, including system architecture, modules, workflows, and UML representations. It is intended for developers, system architects, and stakeholders.

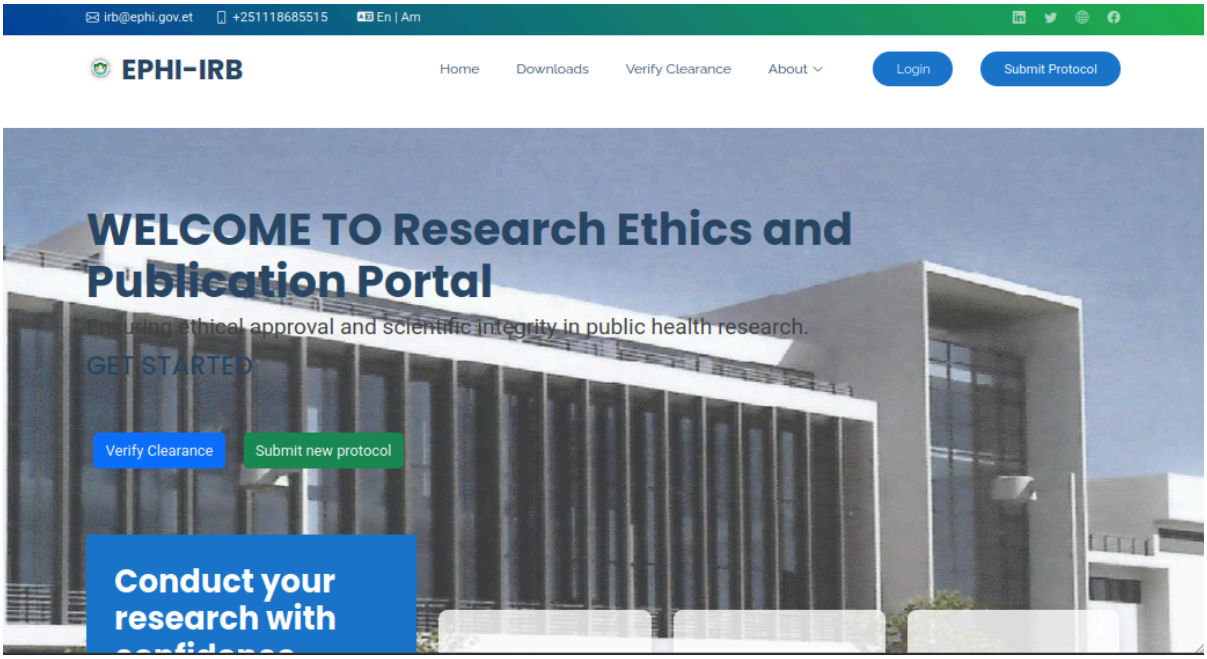
The system is a web-based Institutional Review Board (IRB) / Research Management Platform designed to manage research protocol submissions, ethical reviews, user roles, and administrative workflows. It supports multiple stakeholders, including researchers, reviewers, board members, and administrators.

The platform is modular, secure, and workflow-driven, ensuring transparency, traceability, and efficiency in the research review lifecycle.

Link to the system: The portal is available at https://irb.ephi.gov.et

https://irb.ephi.gov.et

Homepage:



1. Registration/ and Login

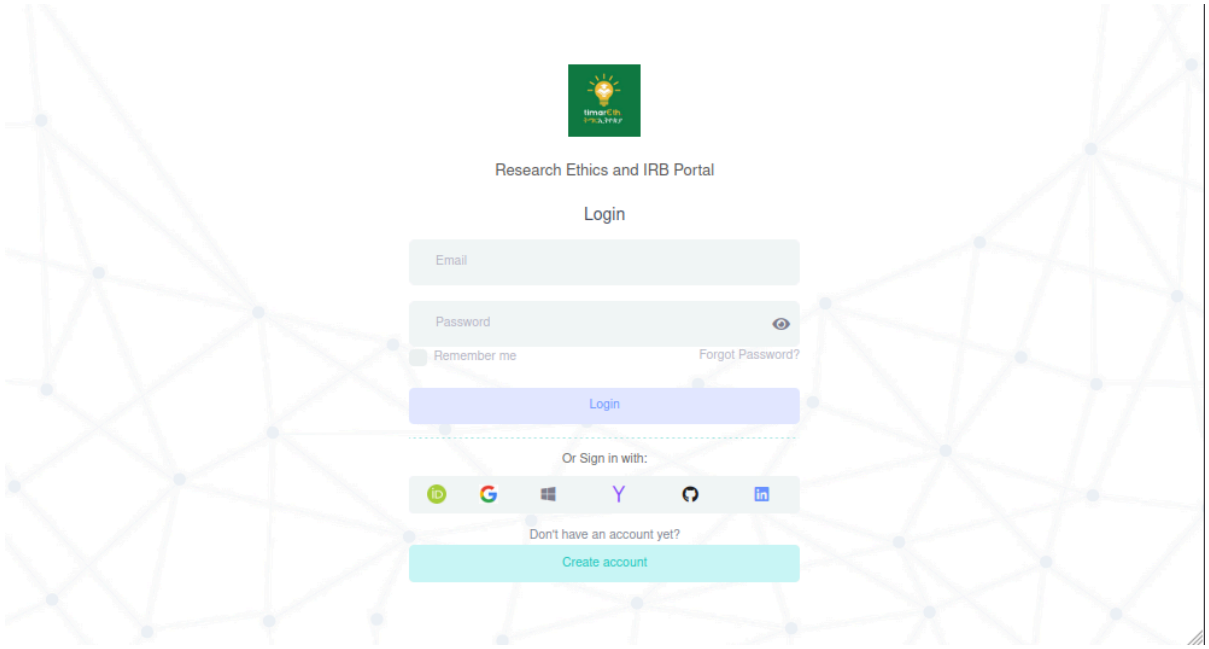
This module handles all user-related operations, including authentication, profile management, and access control.

1.1 Authentication

The system supports multiple authentication methods for flexibility and accessibility:

- ORCID (for researchers)
- Google
- Microsoft
- Yahoo
- GitHub
- LinkedIn

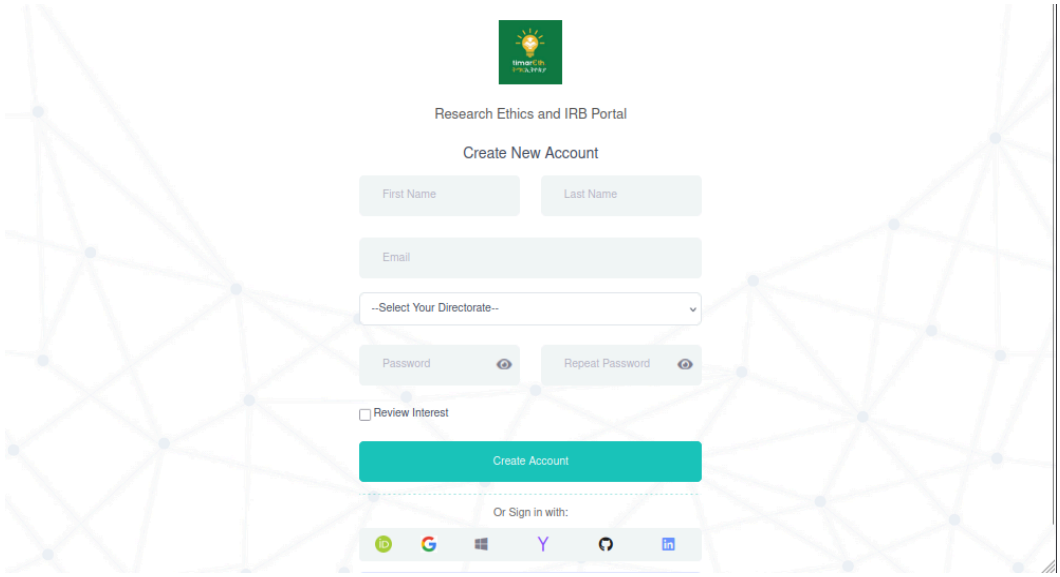
Users can securely log in using any of the supported providers.



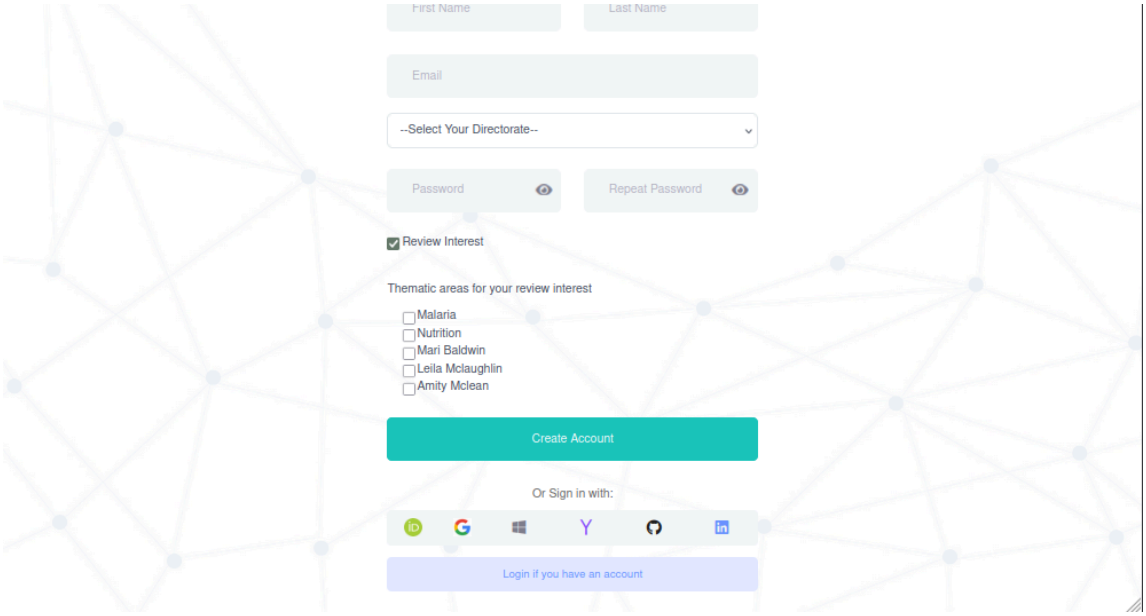
1.2 Account creation / Sign-Up

If you are a new user and want to register in the system itself:

- Register using external authentication providers
- Provide basic personal information
- Specify research/review interests for role-based matching



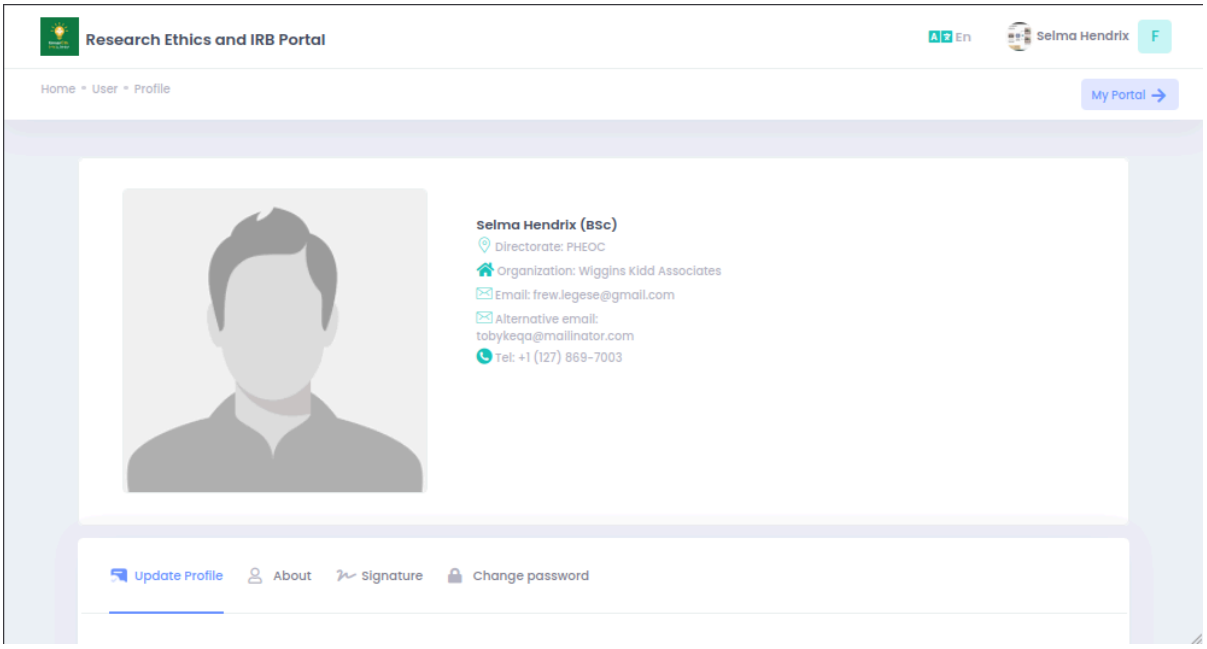
Registration/review interest:



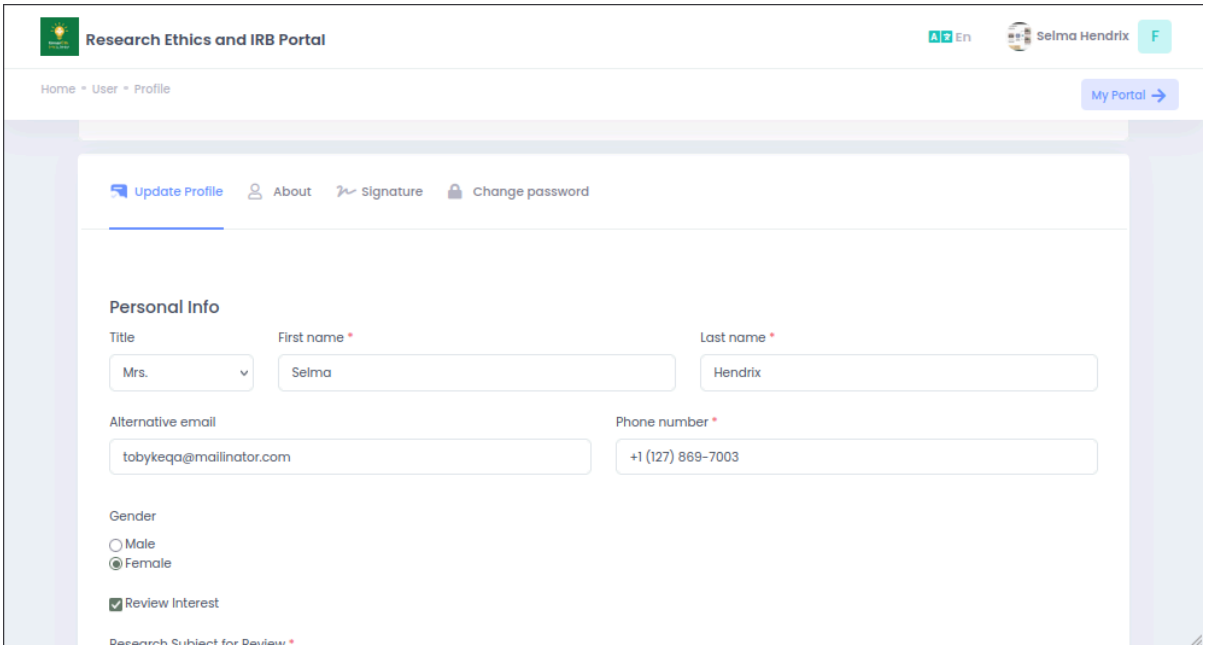
1.3 Profile Management

Users can manage their personal and professional details in their profile:

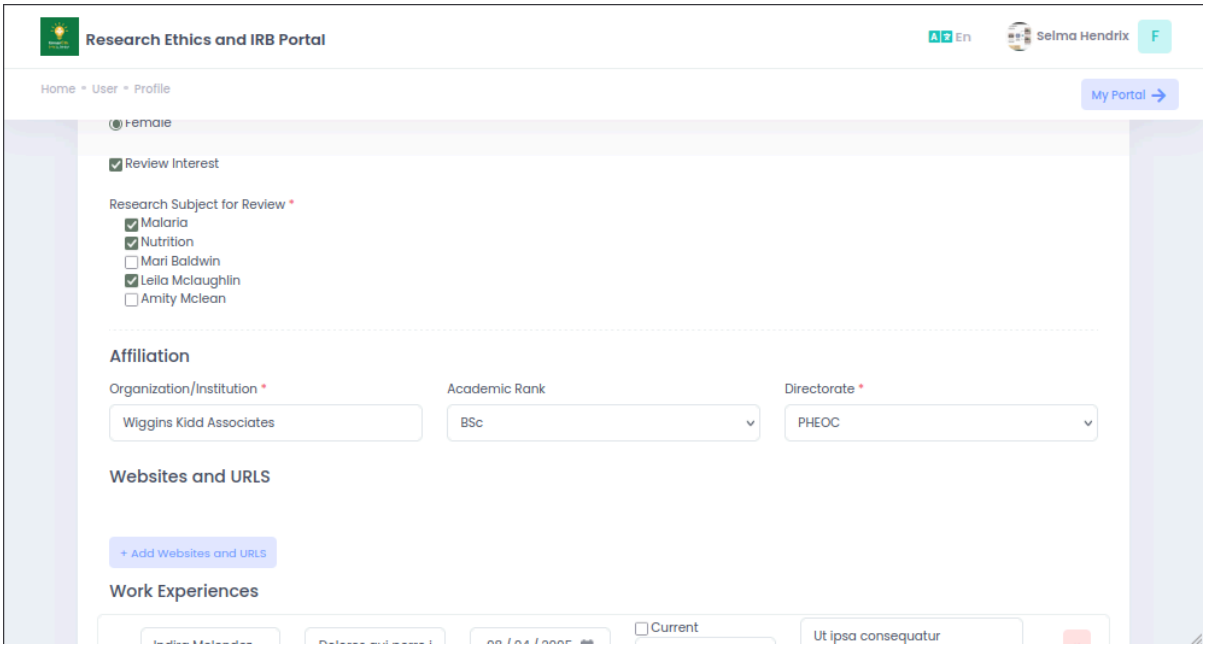
- Update personal information
- Maintain work experience
- Record trainings taken
- Upload/store digital signature
- Change password
- Save

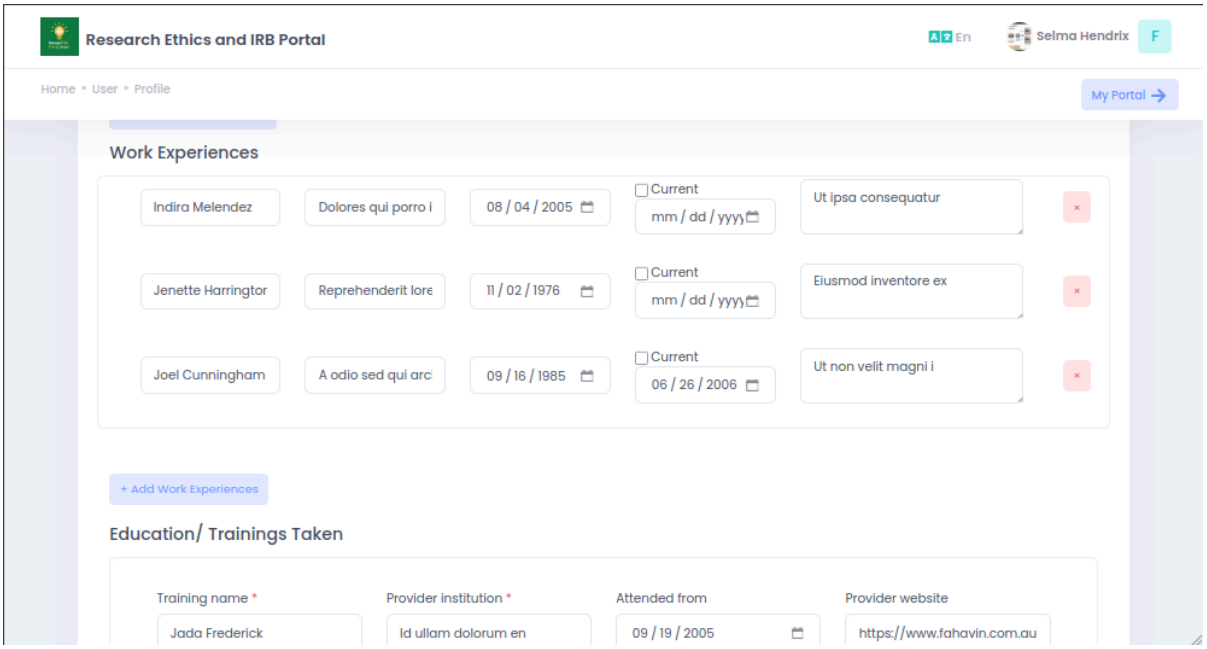


Update profile

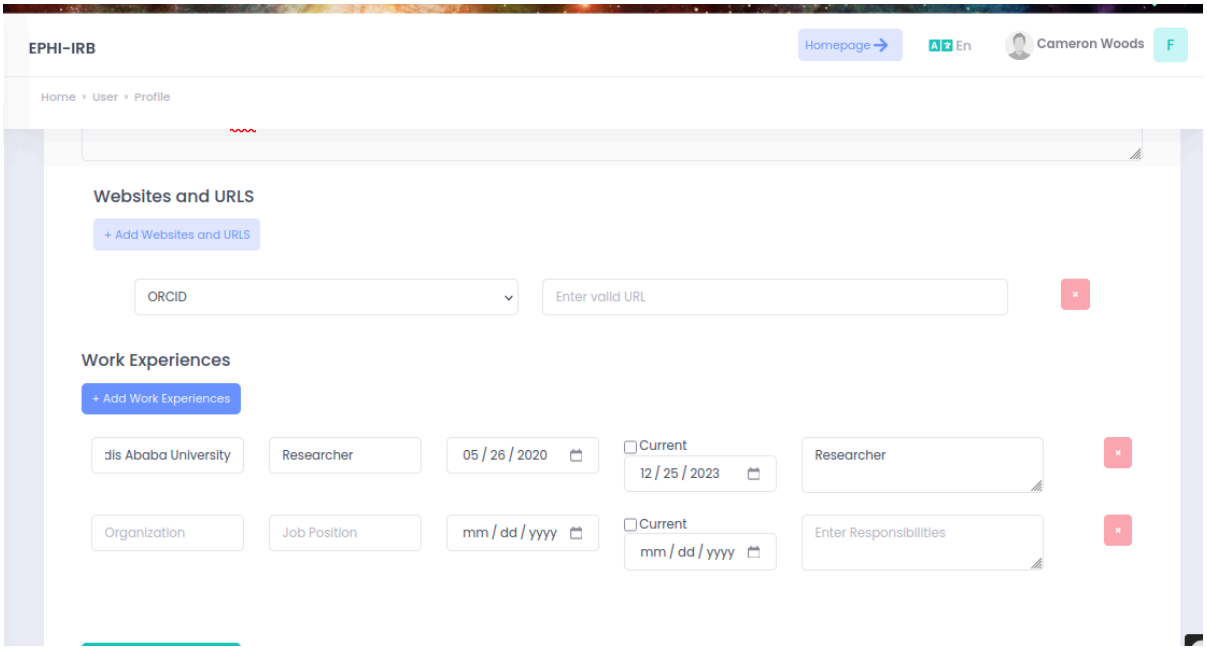


Profile:

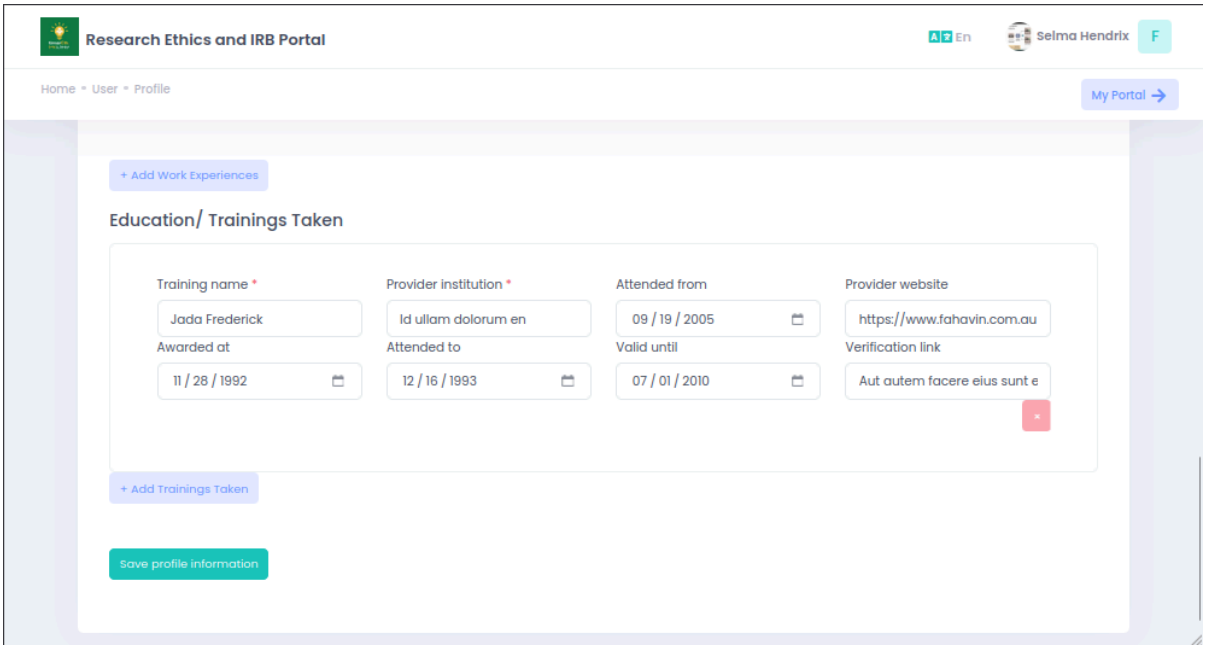




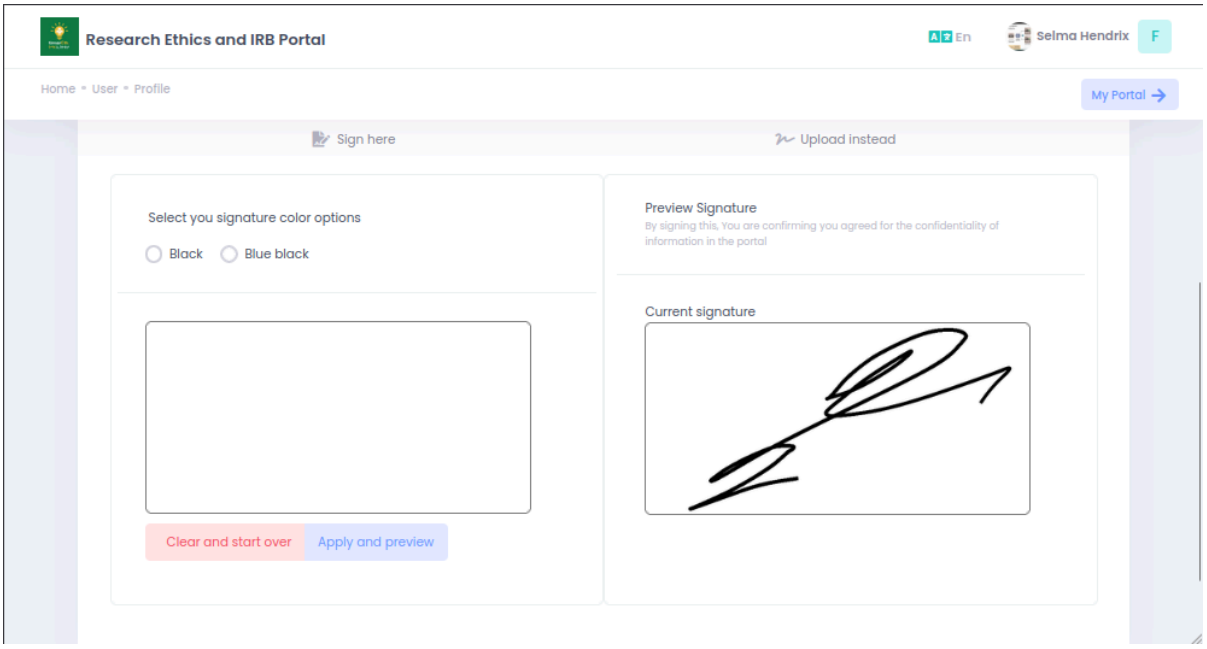
Work experience:



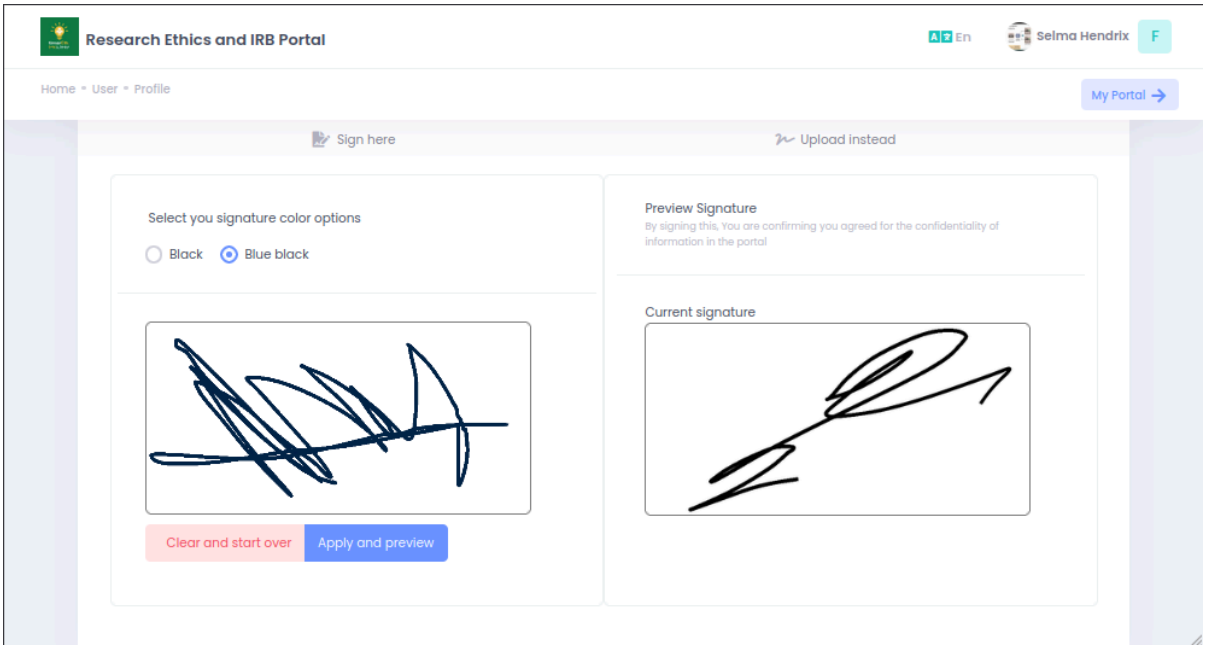
Trainings taken:



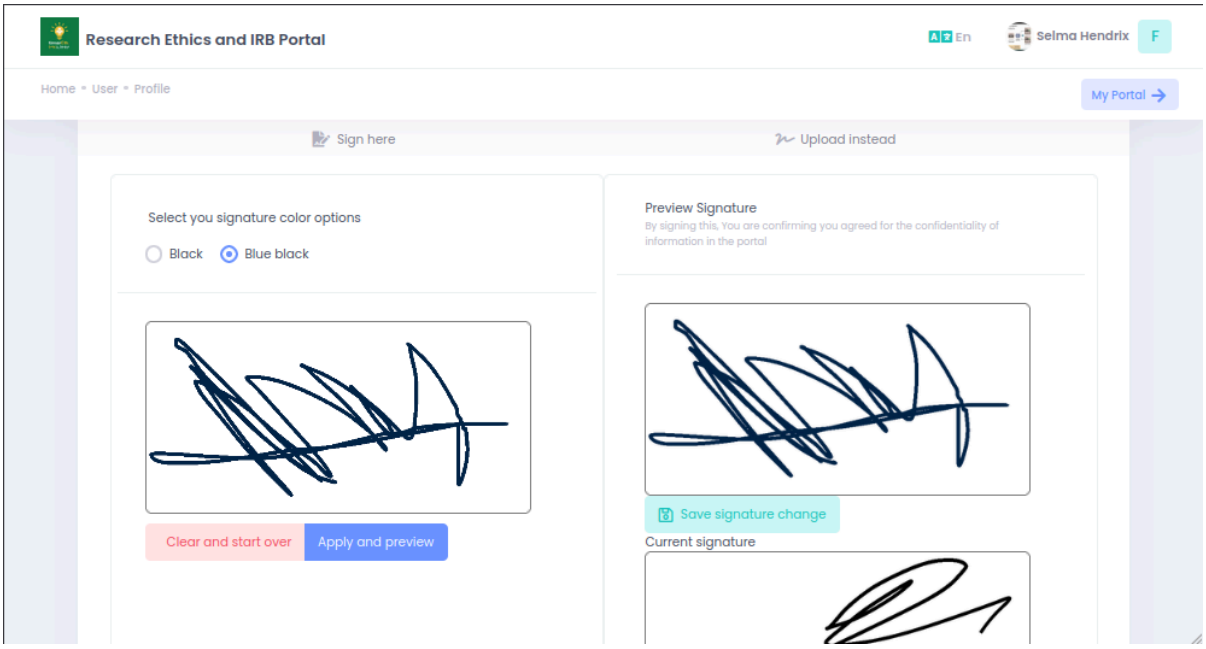
Signature:
Old one



Sign

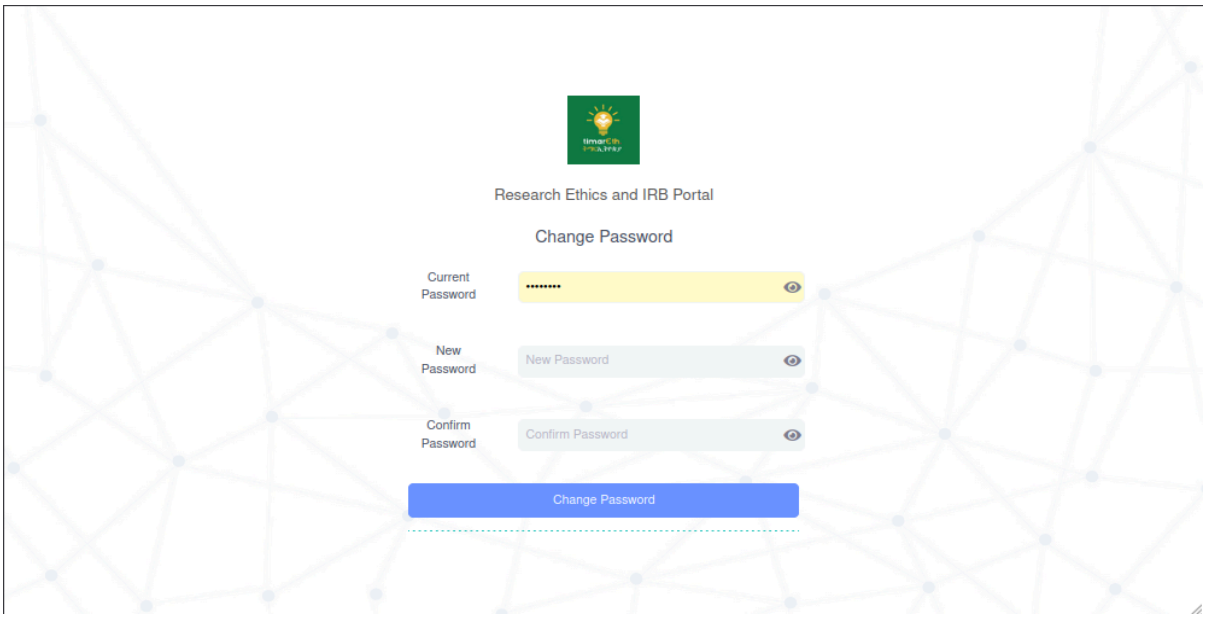


Apply and Save



Change Password

For reviewers who received an email with their default credentials, it is strongly advised to change their password before proceeding to take action in the portal.

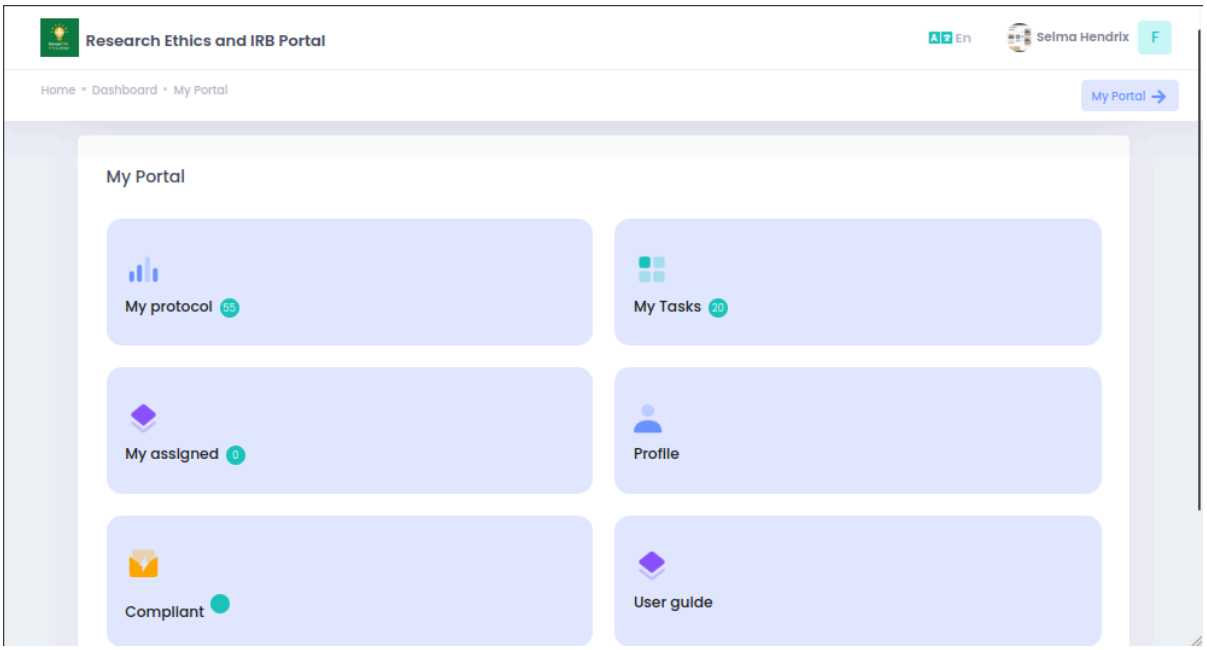


2. Dashboard & Task Management

2.1 My Dashboard

Every time a user wants to get started with the portal, they are advised to visit their personal dashboard. A personalized dashboard providing:

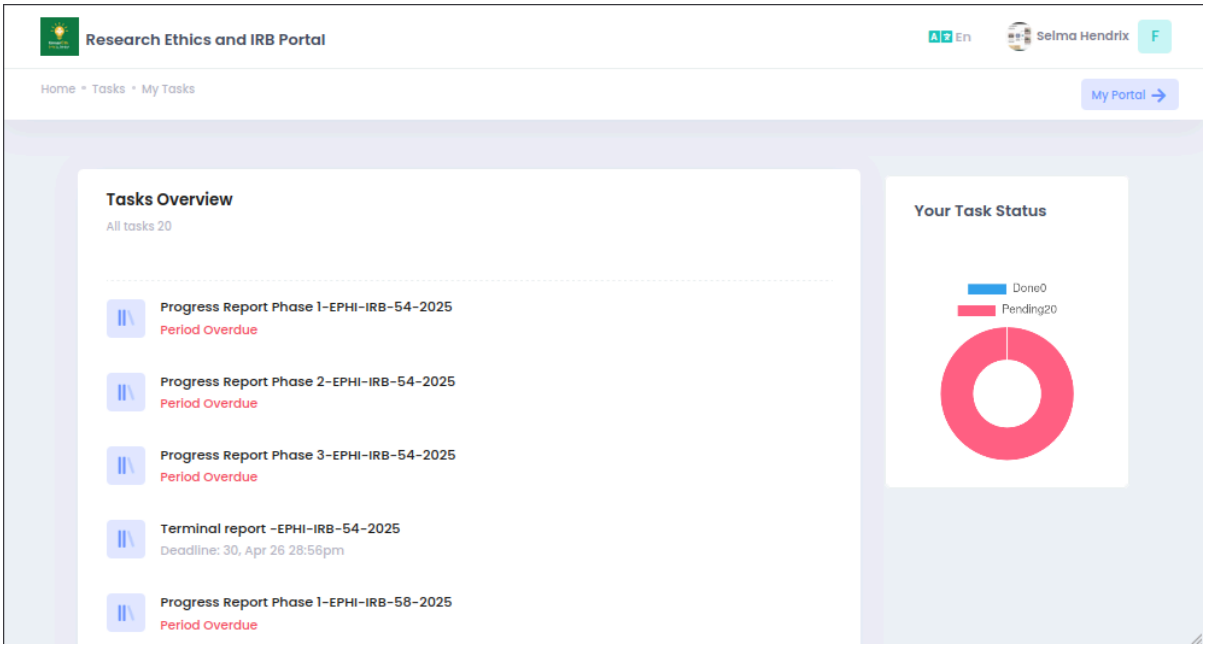
- Overview of tasks
- Profile
- Submission status
- Assigned reviews
- User guide
- Compliant



2.2 My Tasks

Displays:

- Pending actions (reviews, approvals, submissions)
- Deadlines and priorities

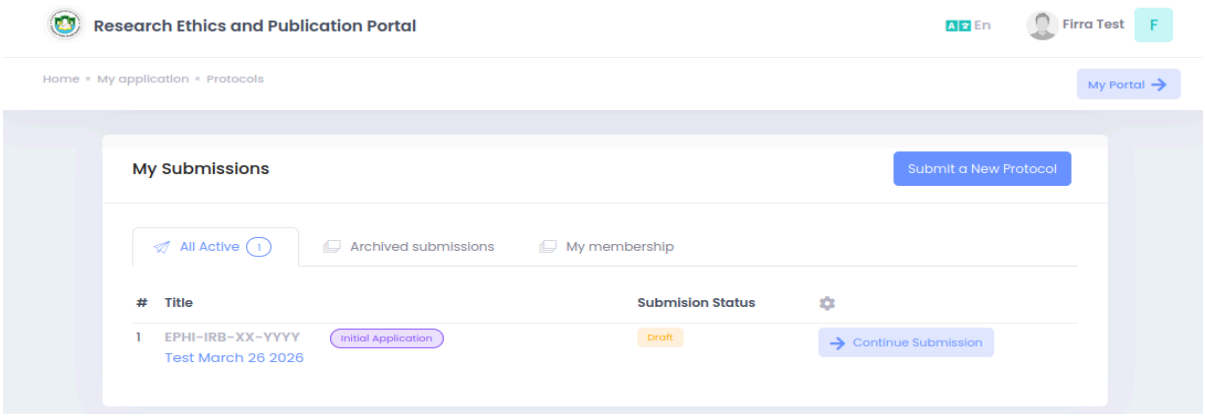


3. Protocol Submission Module

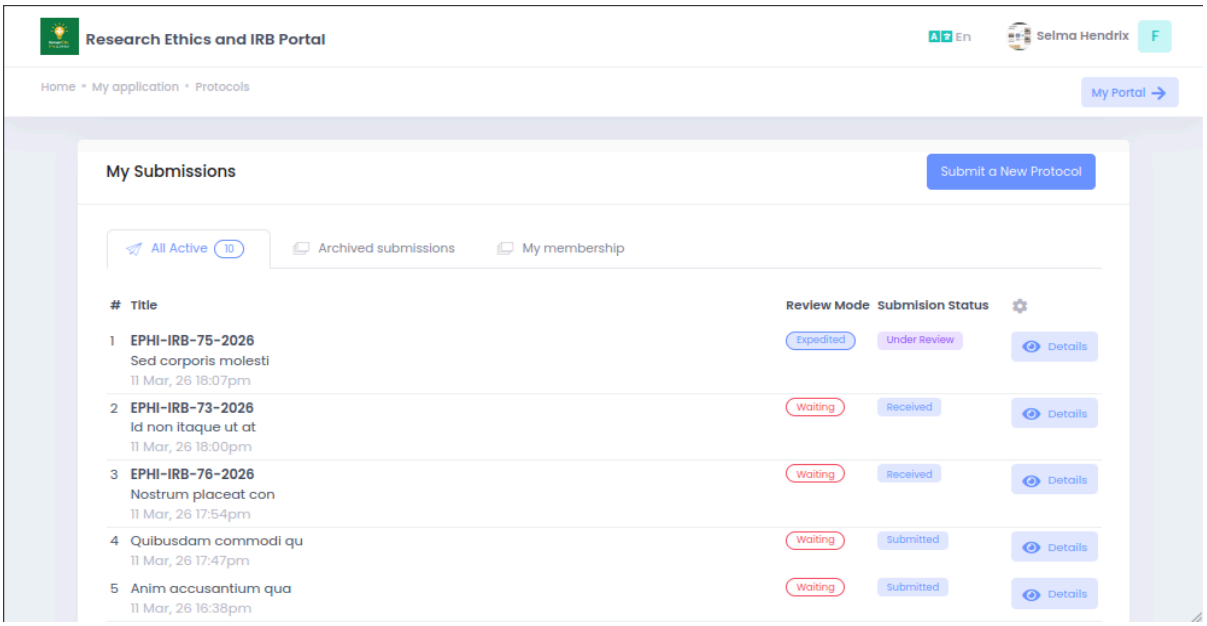
This module enables researchers to submit a research protocol for ethical review.

3.1 Submit Protocol

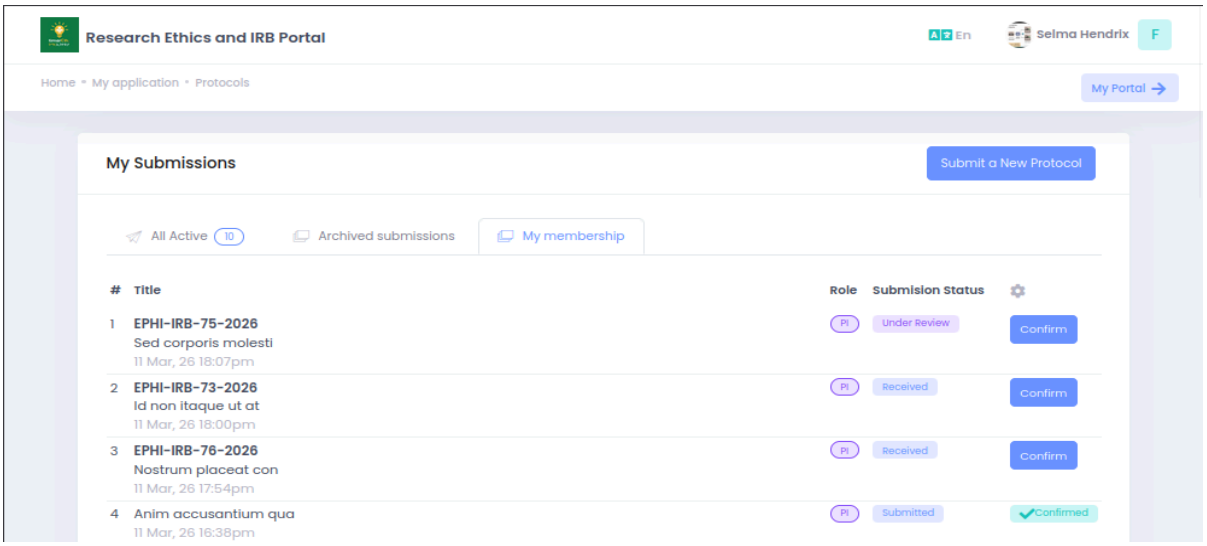
Users can see their protocol submissions here. If you have a **draft** (incomplete) submission you have left to finish later, you can continue the submission from where you have left off by clicking the **Continue Submission** button from your protocols list. **Incomplete submission:**



My submissions:

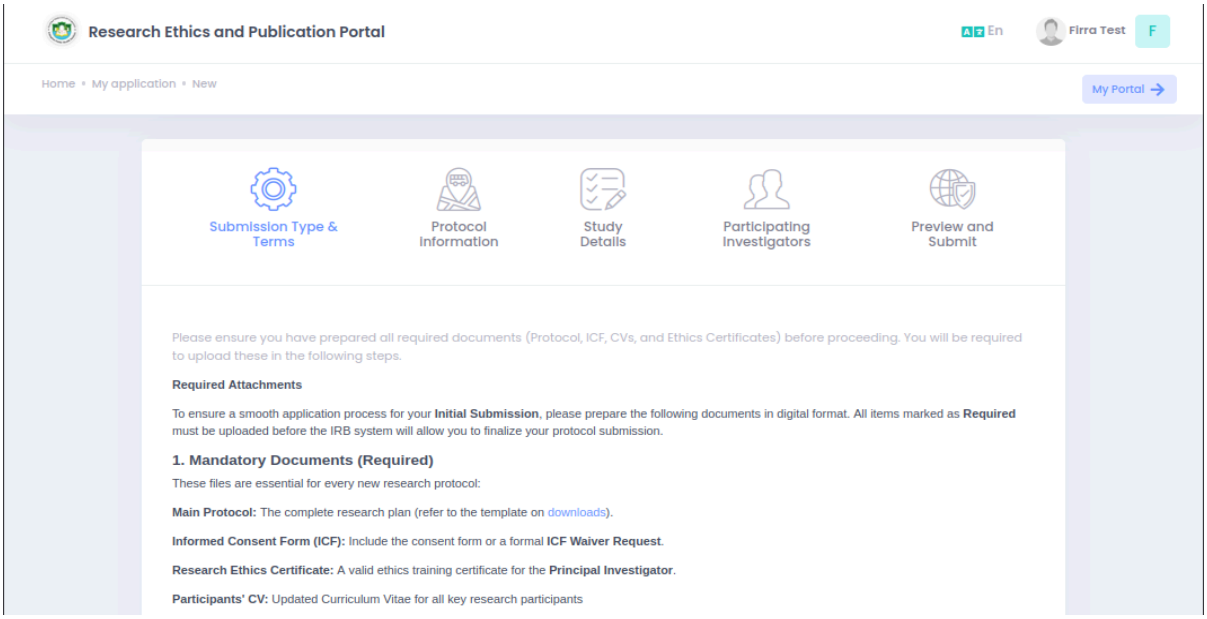


My membership:
The submission where another PI submitted involving/ mentioning my name to the protocol.



To submit a new protocol, click the “**Submit a new Protocol**” button in the top-right corner of the ‘**My Submissions’** page

Submitting a new protocol:



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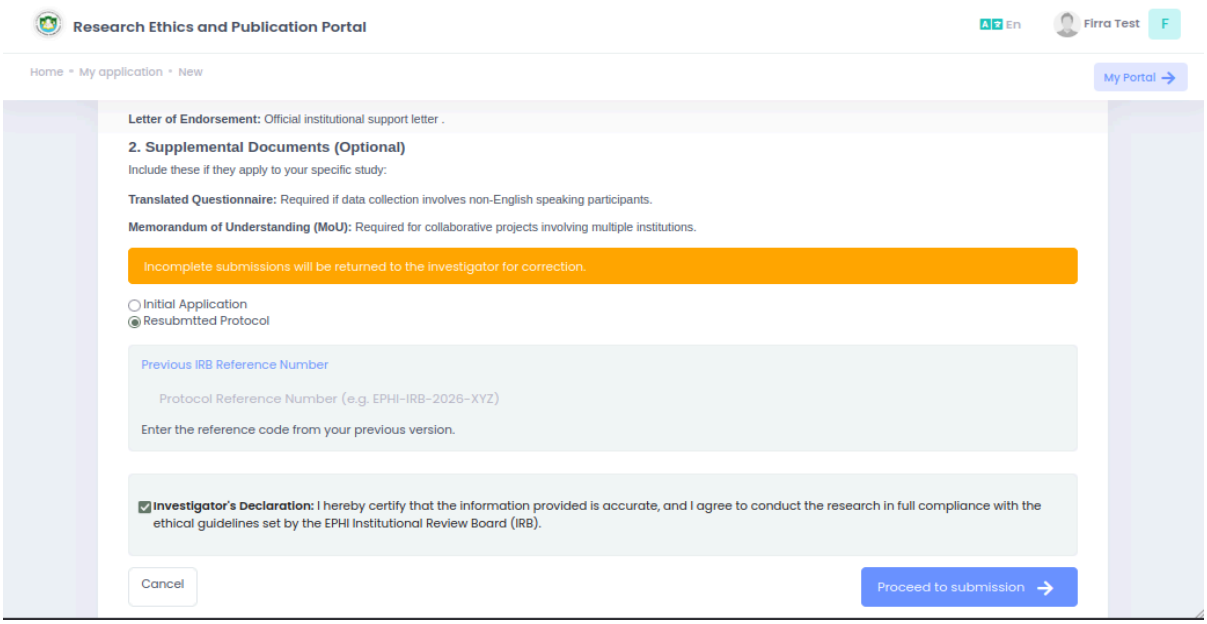


See the instructions, Requirements, and select the protocol submission type here, then hit the **Proceed submission** button.

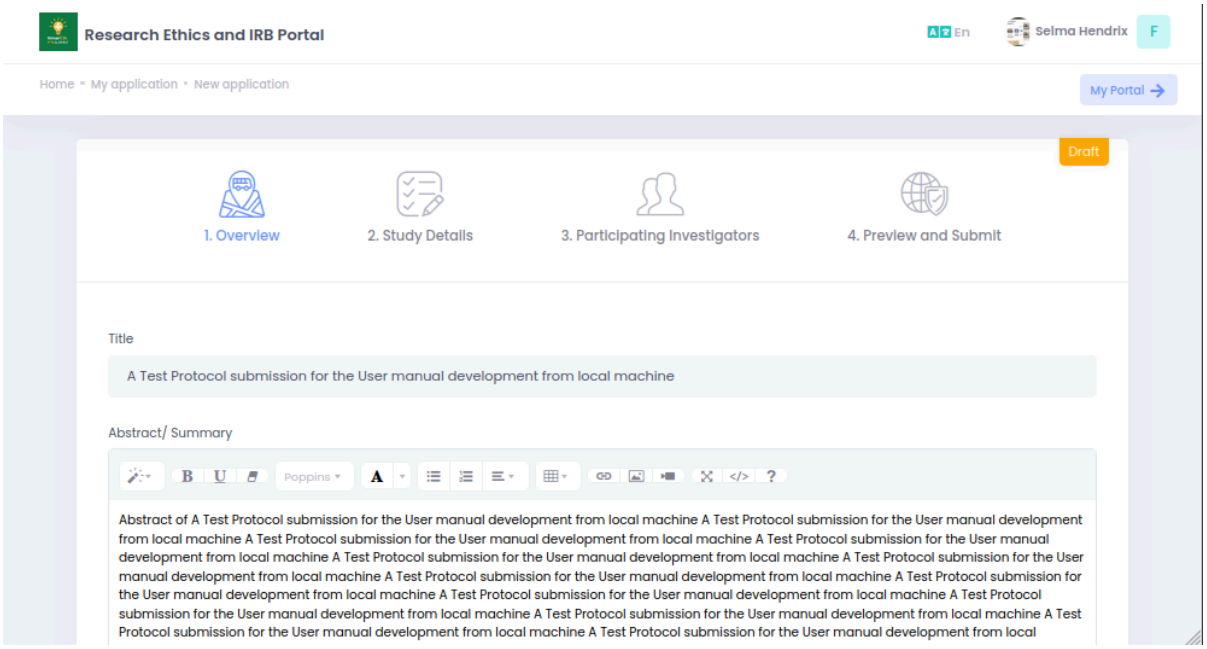
If the submission is new, then select an Initial Submission, and if you are submitting

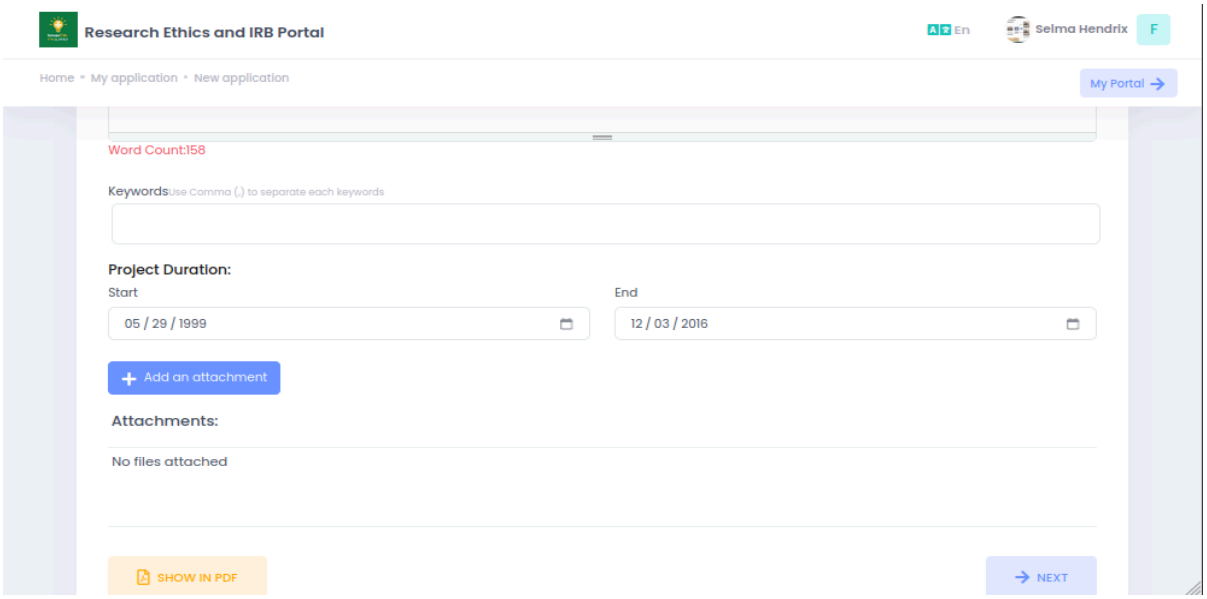
a resubmitted protocol, you will be prompted to enter the previous Protocol submission reference code.

Protocol Submission Wizard sections

- Overview
- Study details
- Participant information

1.

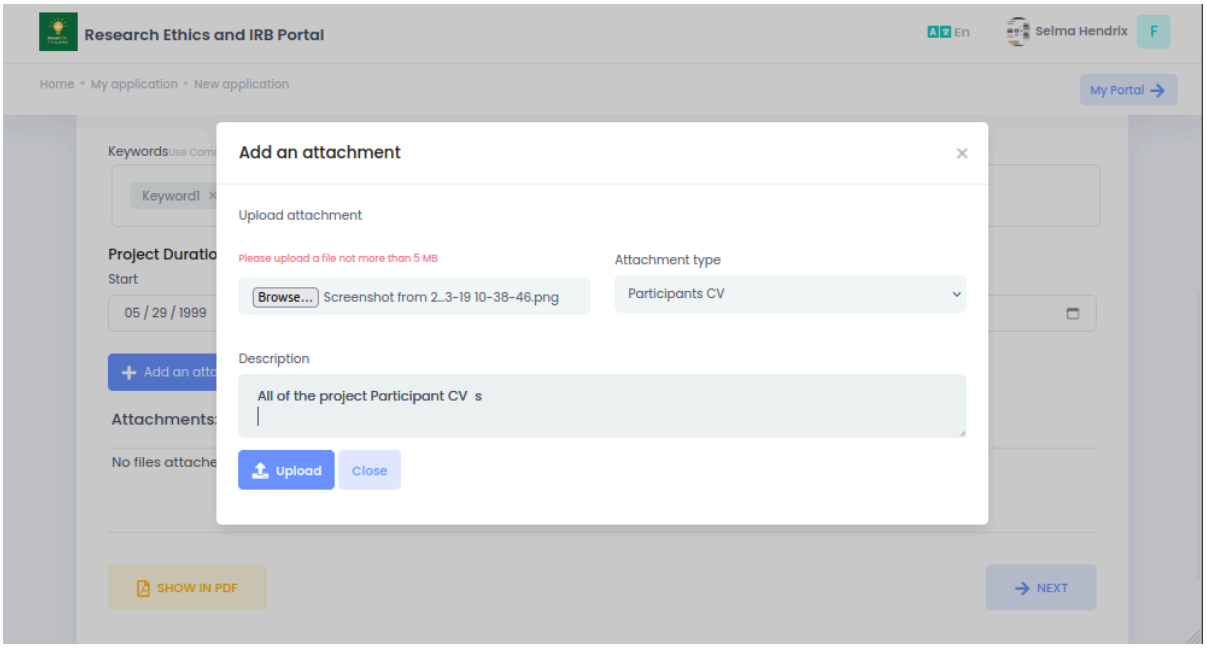




Attachments

Upload all necessary attachment documents formatted with the templates, no more than **5 Mb each.**

- Protocol document (objectives, methods, risk/benefit, consent process, data plan)
- Investigator CVs and roles (PI, Co-I, coordinator)
- Consent forms in relevant local languages; assent forms for minors
- Questionnaire in relevant local languages;
- Letter of Endorsement from the office;
- Data management plan (security, retention, sharing, governance)
- Sample management plan (collection, storage, chain-of-custody)
- Community engagement plan, if applicable
- Supporting documents (MoU, Licences, consent forms, etc.)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Attachment type
Participants CV
Description
All of the project Participant CV s
Upload
Close

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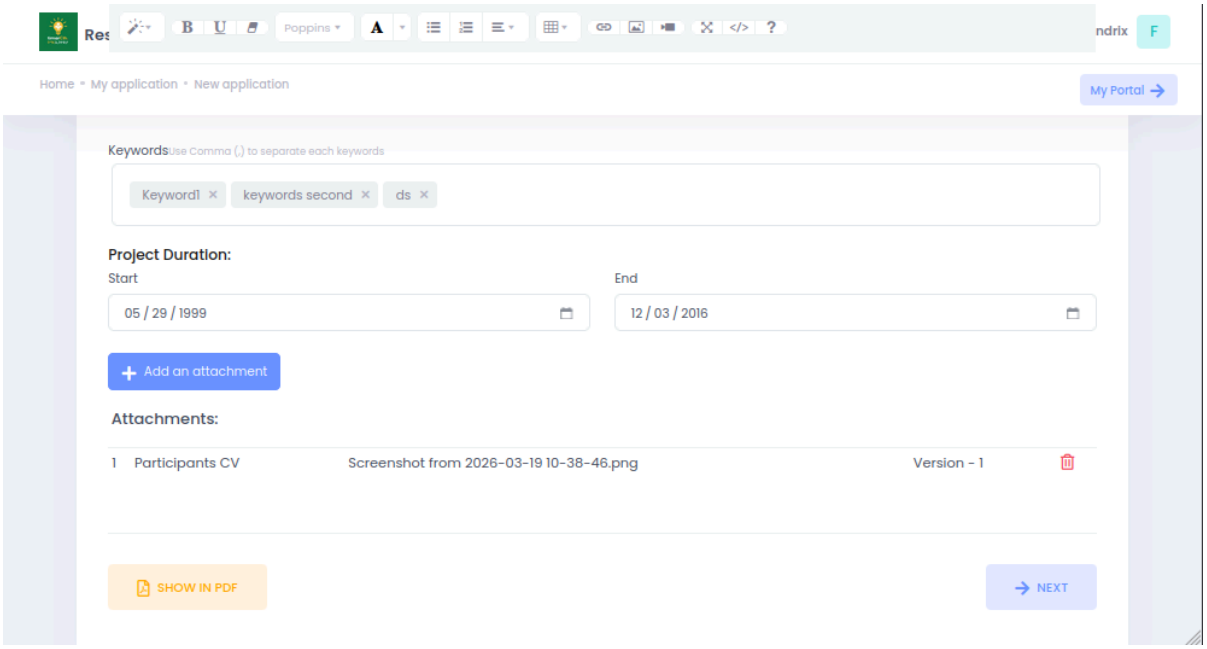
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Keywords
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End
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1 Participants CV
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Version - 1
SHOW IN PDF
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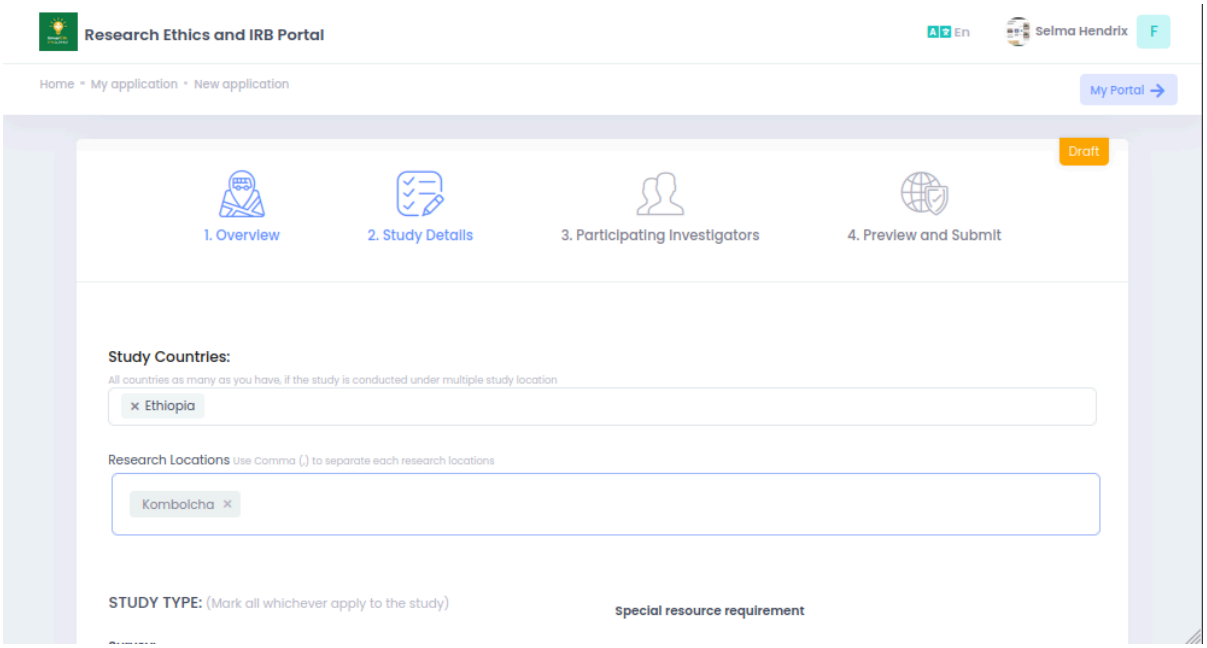
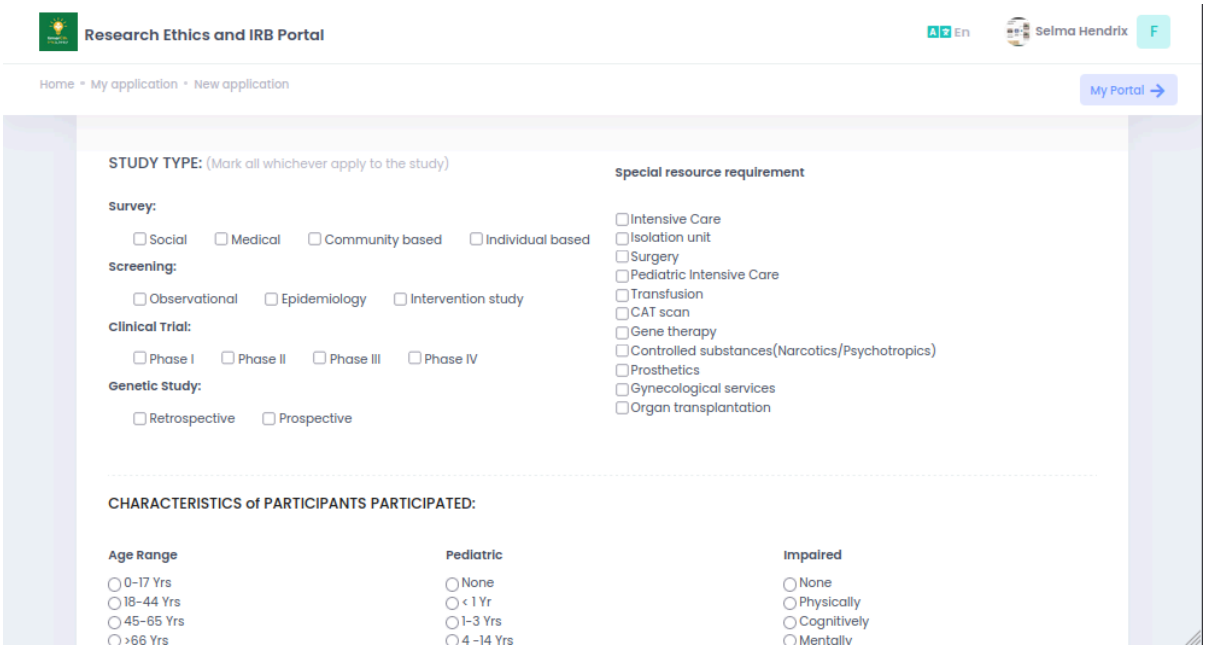
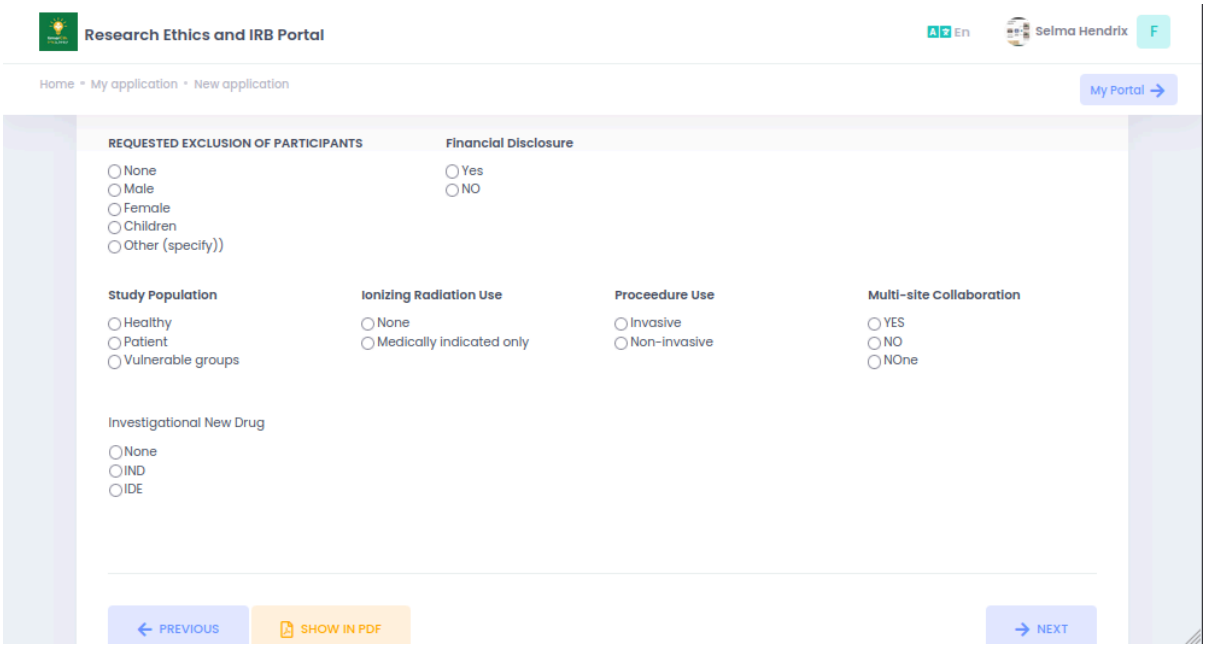
2.

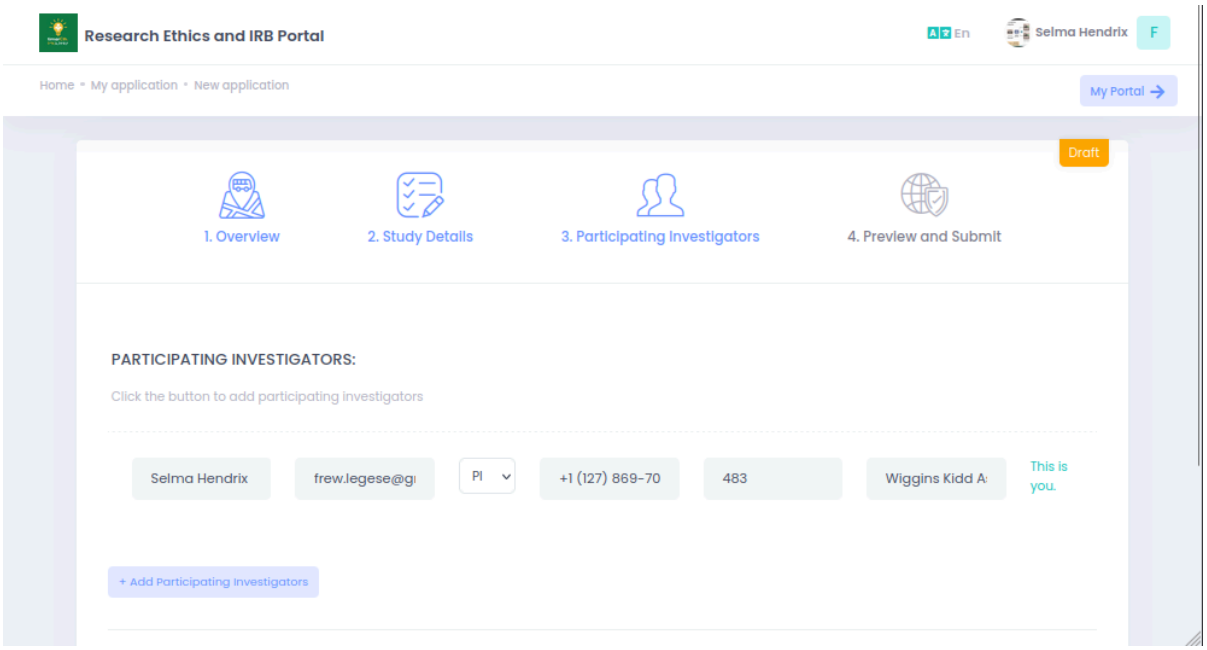


Study details:



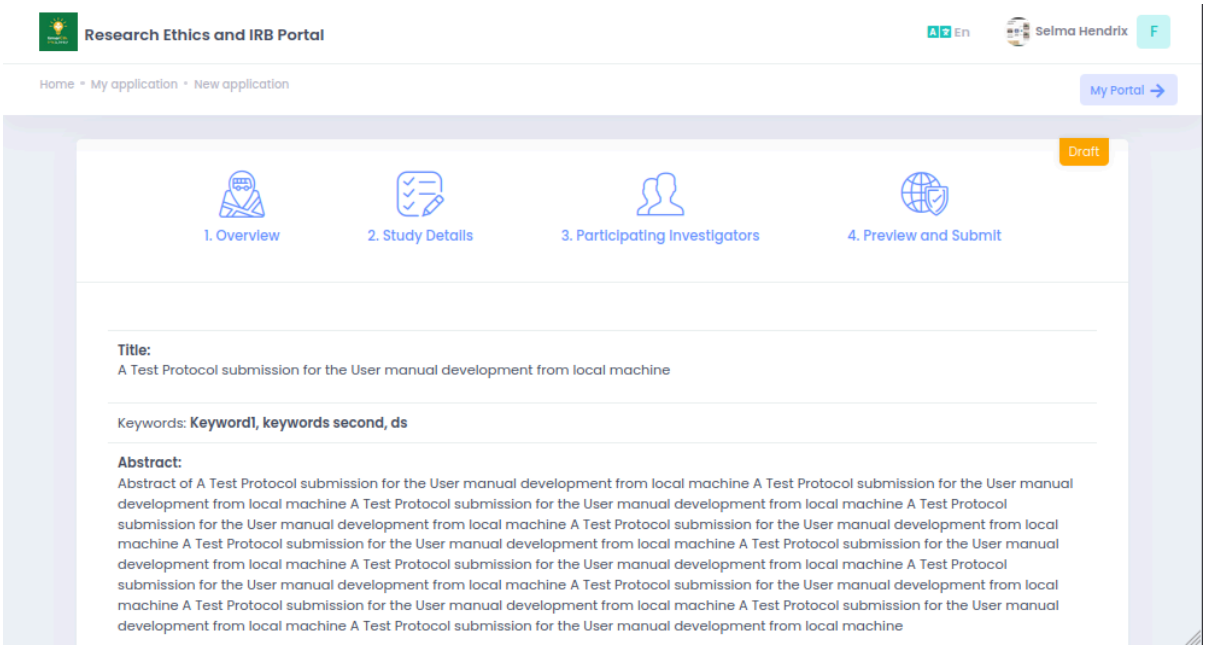


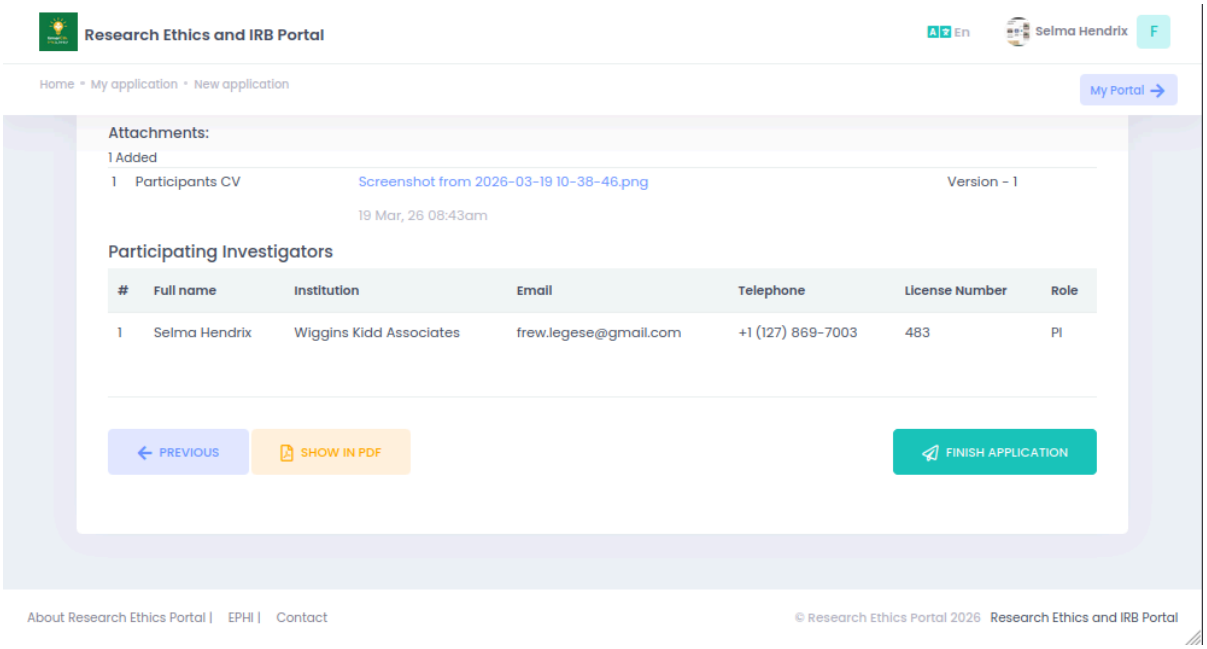
Participants



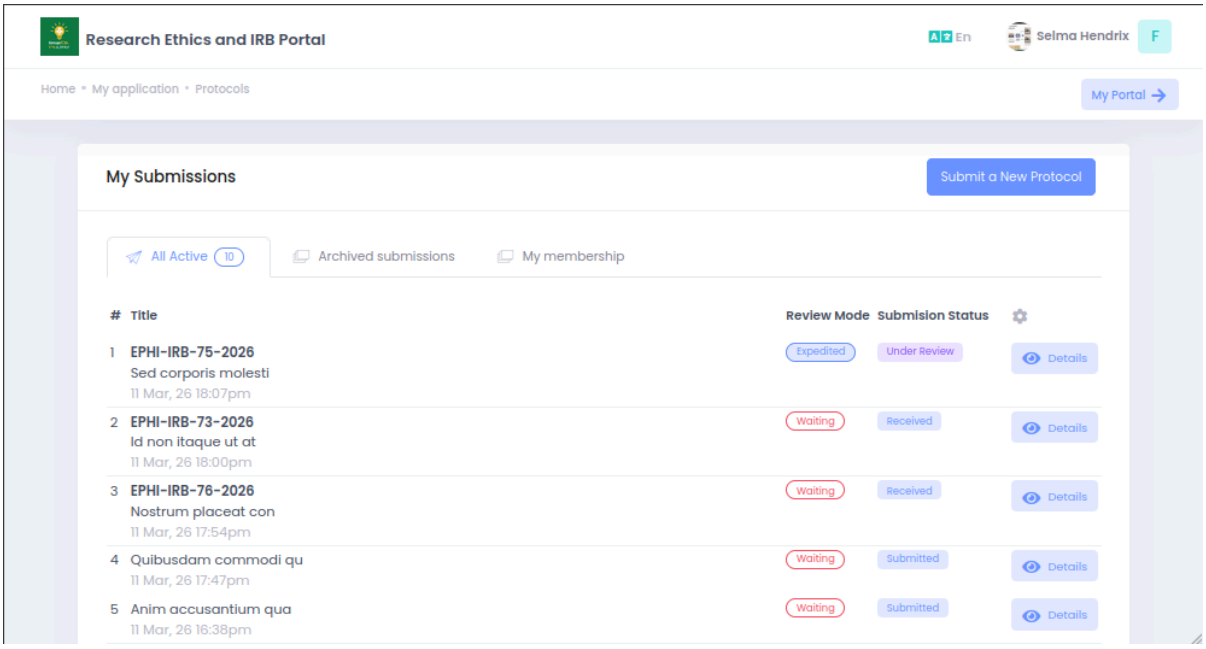
Summary

- Consolidated overview before submission





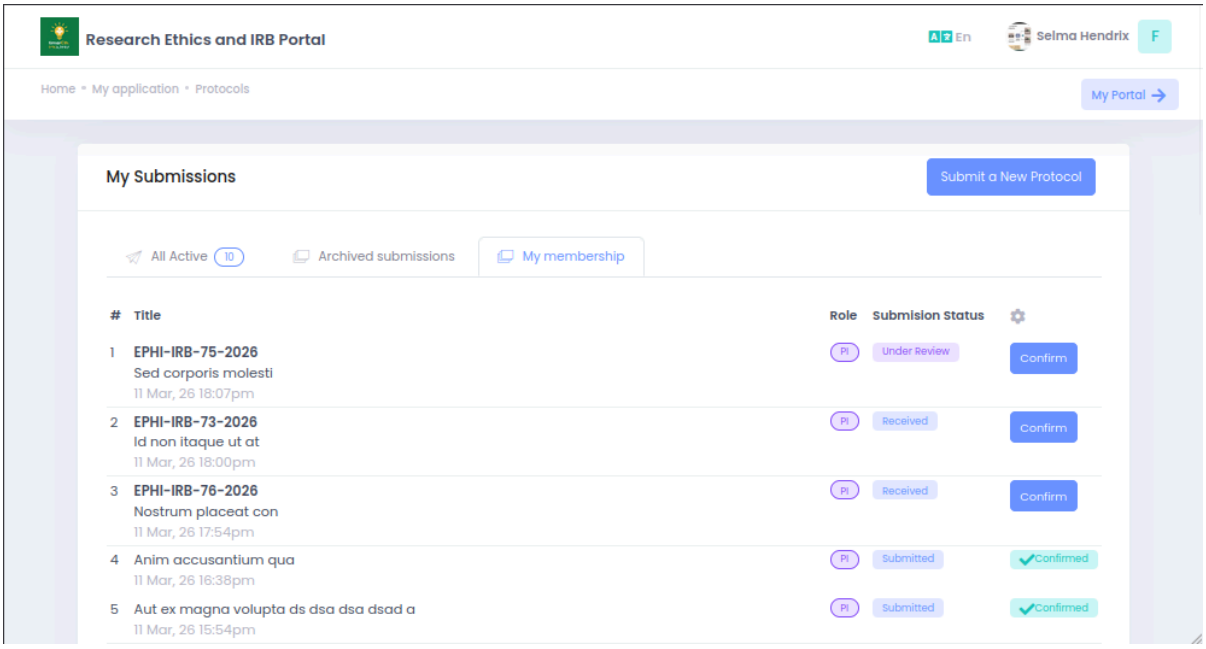
My Protocol submission:



4. Membership Management

Handles user roles within the review system.

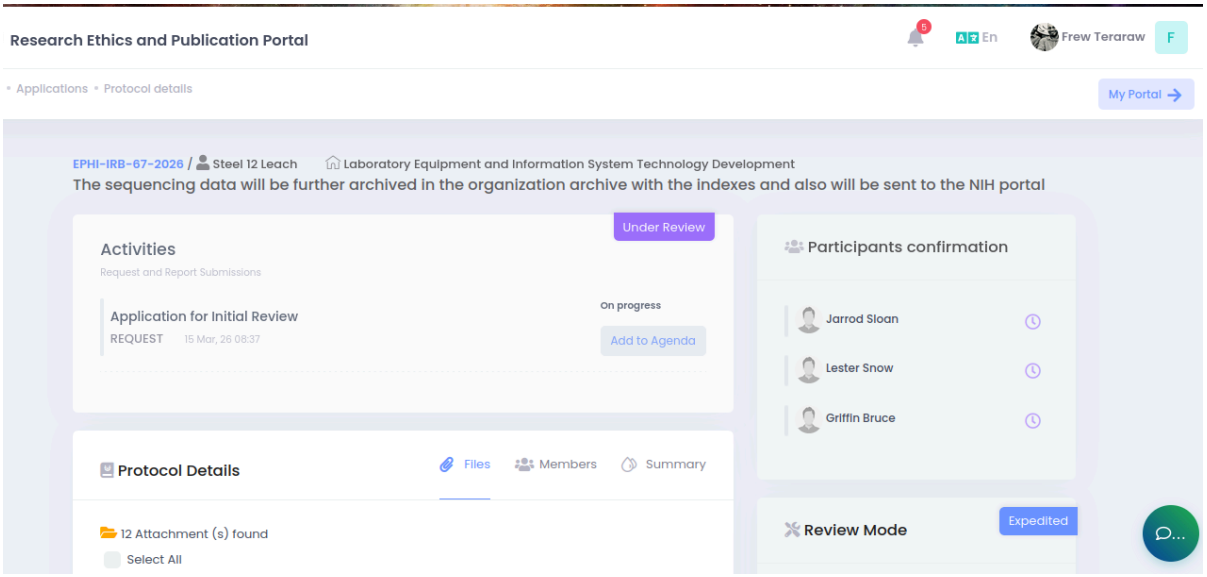
- Membership confirmation
- Role-based access



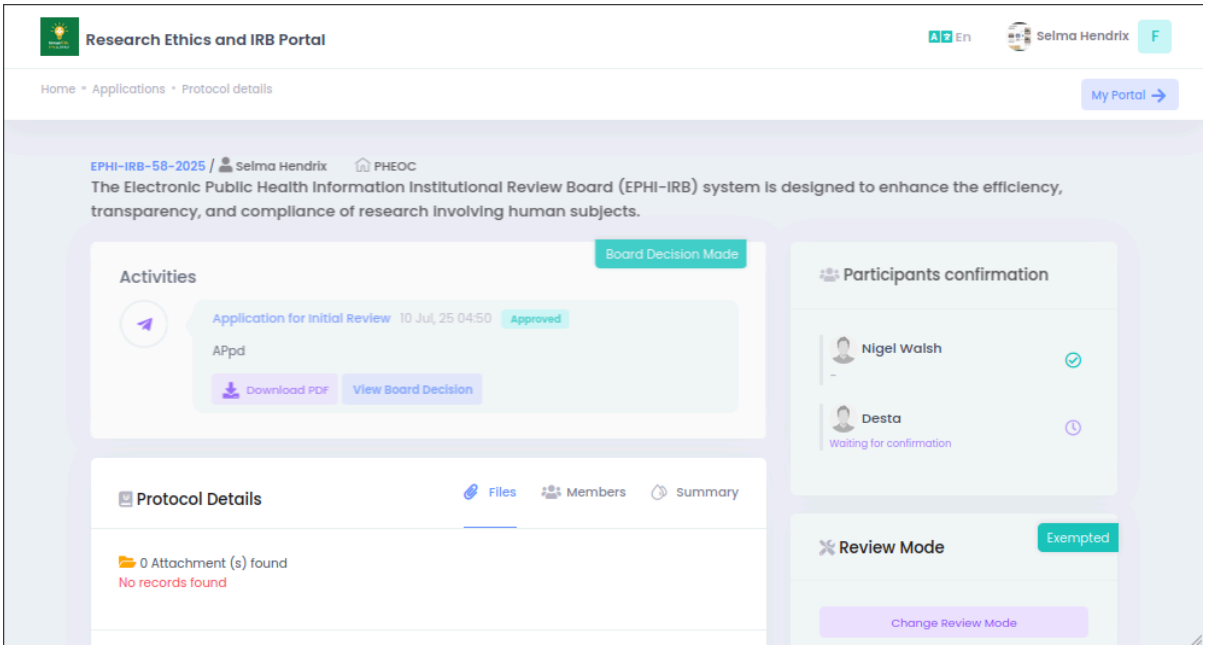
Details:

Regions in the details page:

Metadata heading
Activity pannel
Protocol details panel
Participant engagement panel
The Review activity panel
Reporting link section
Request submission panel
Discussion pannel
Operation panel
Review mode panel,



Nav tab
Chatbot assistant
Personal starter page
Homepage



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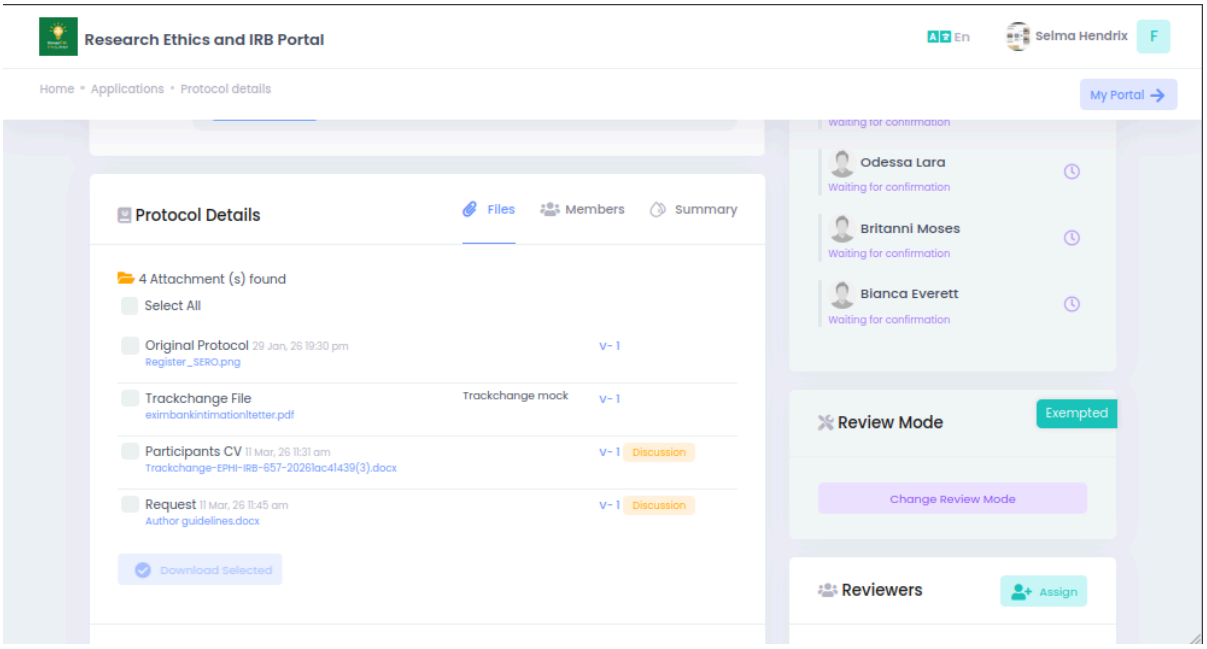
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My Portal
Protocol Details
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Participants CV 11 Mar, 26 11:31 am
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V- 1
Discussion
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Author guidelines.docx
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Britanni Moses
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Bianca Everett
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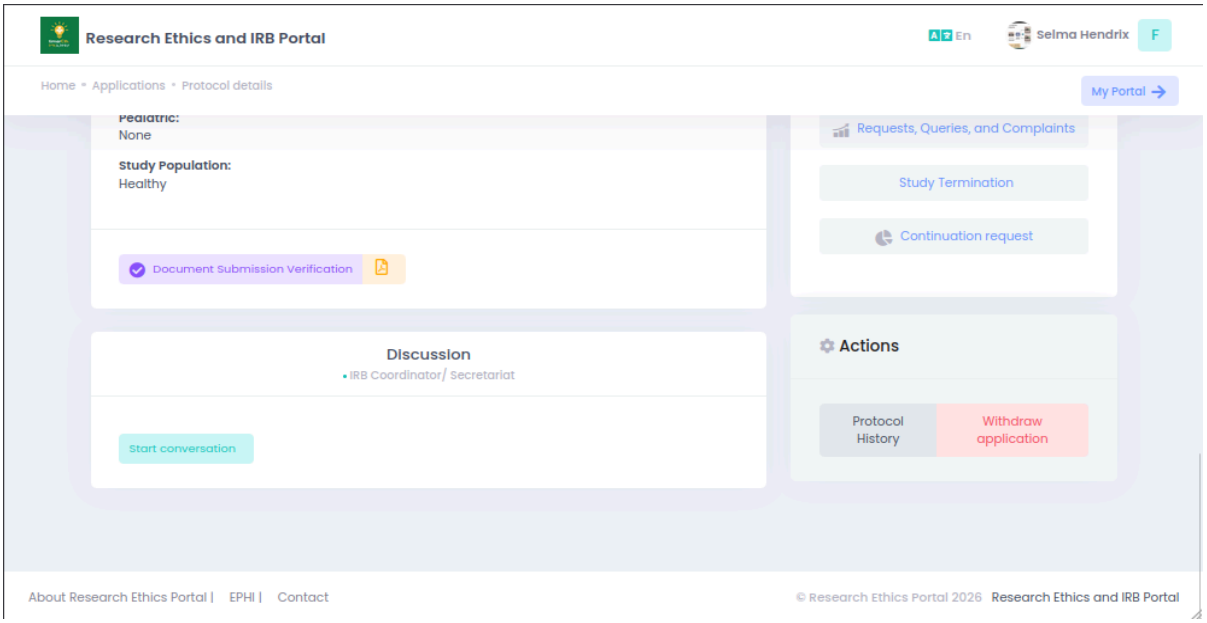
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My Portal
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Study Population:
Healthy
Document Submission Verification
Requests, Queries, and Complaints
Study Termination
Continuation request
Discussion
IRB Coordinator/ Secretariat
Start conversation
Actions
Protocol History
Withdraw application
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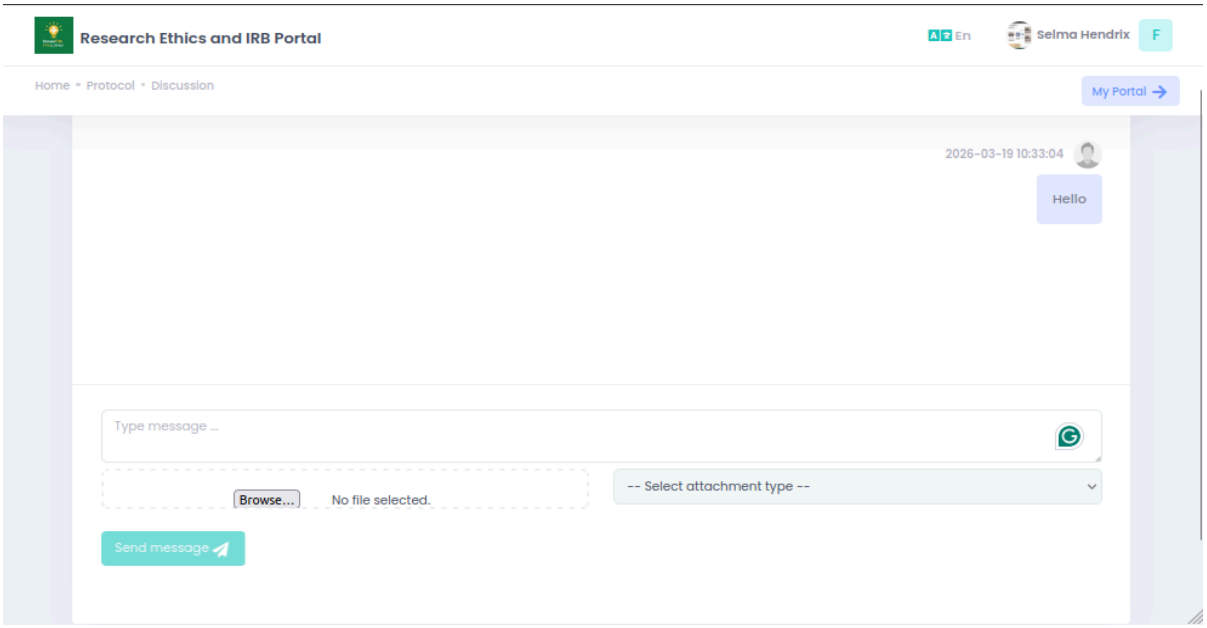
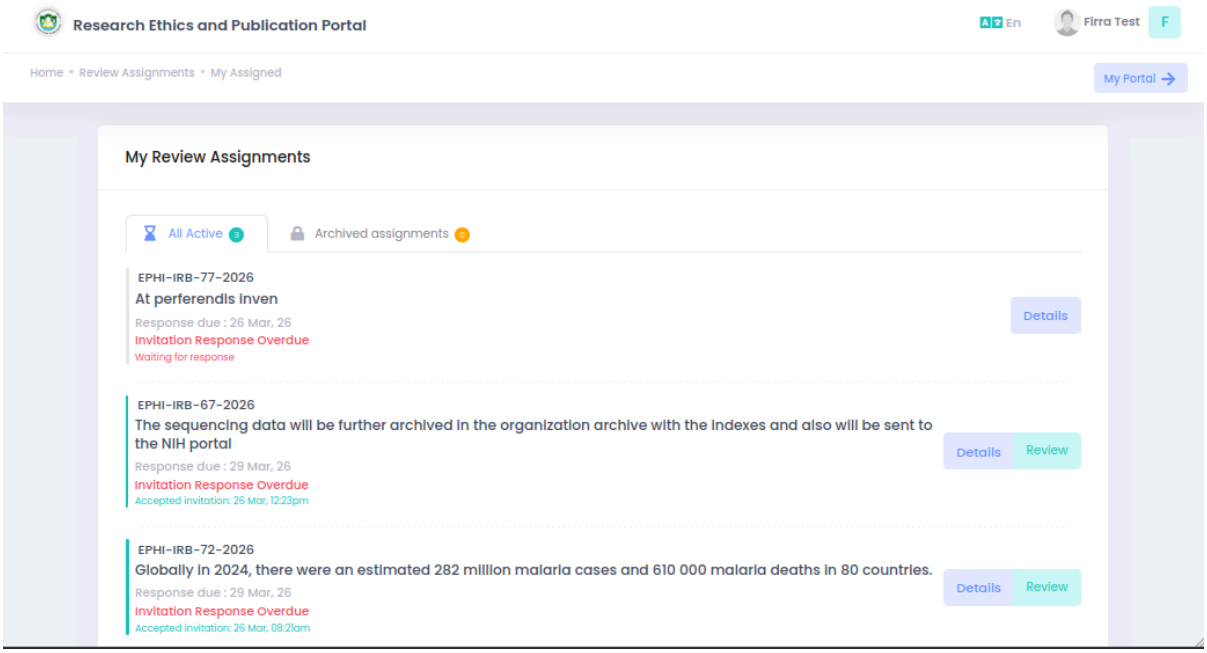
© Research Ethics Portal 2026 Research Ethics and IRB Portal

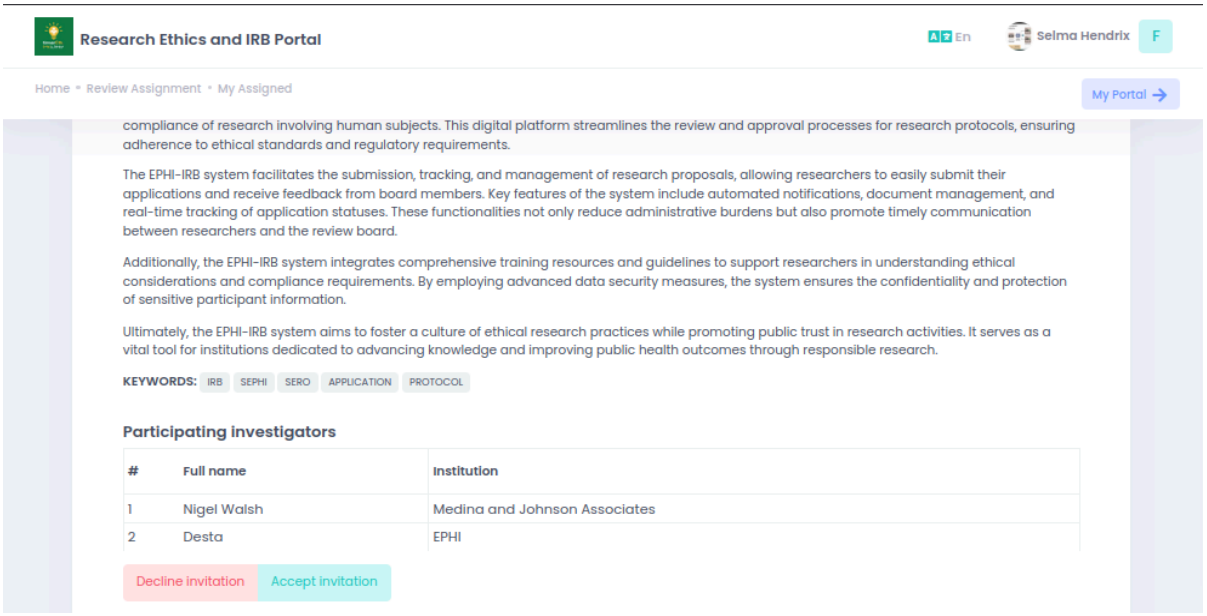


My assignment:

You can either see details or go to review directly by clicking the **Review** button.

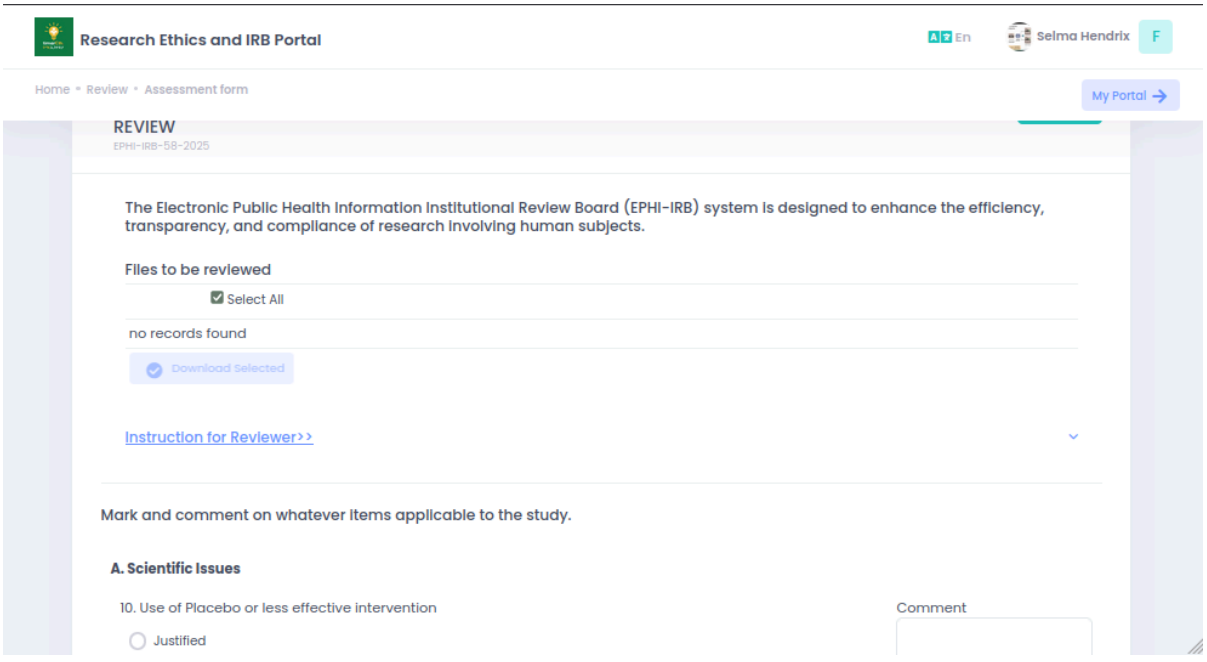


Assignment details:

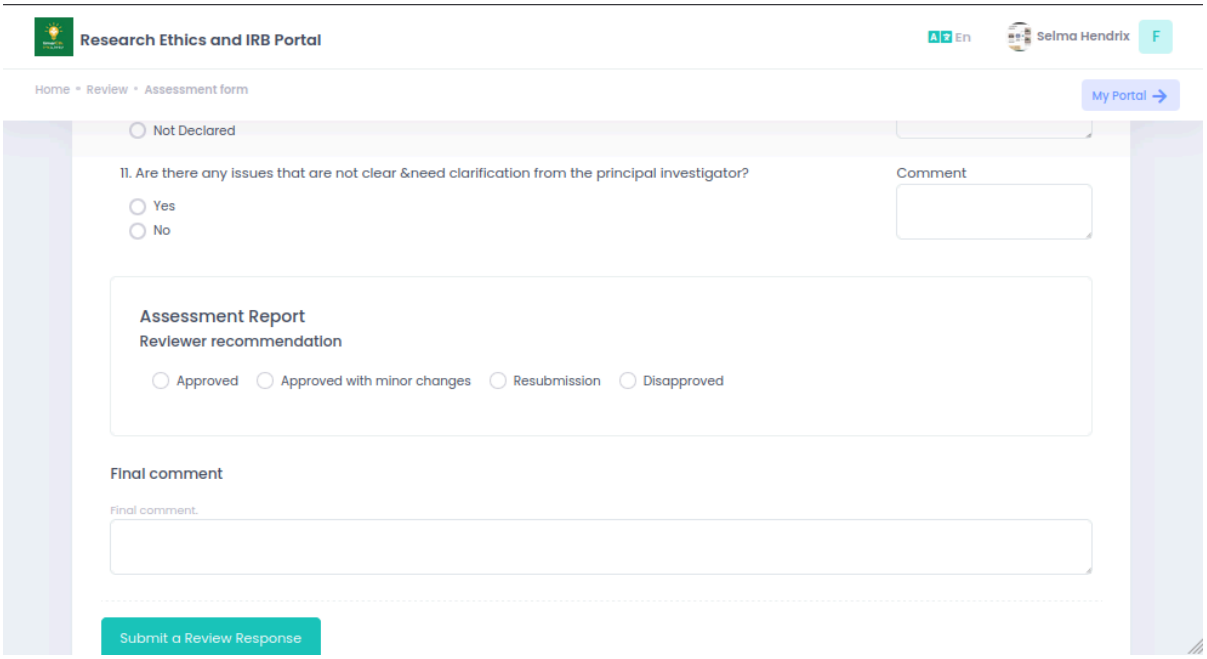


Assessment

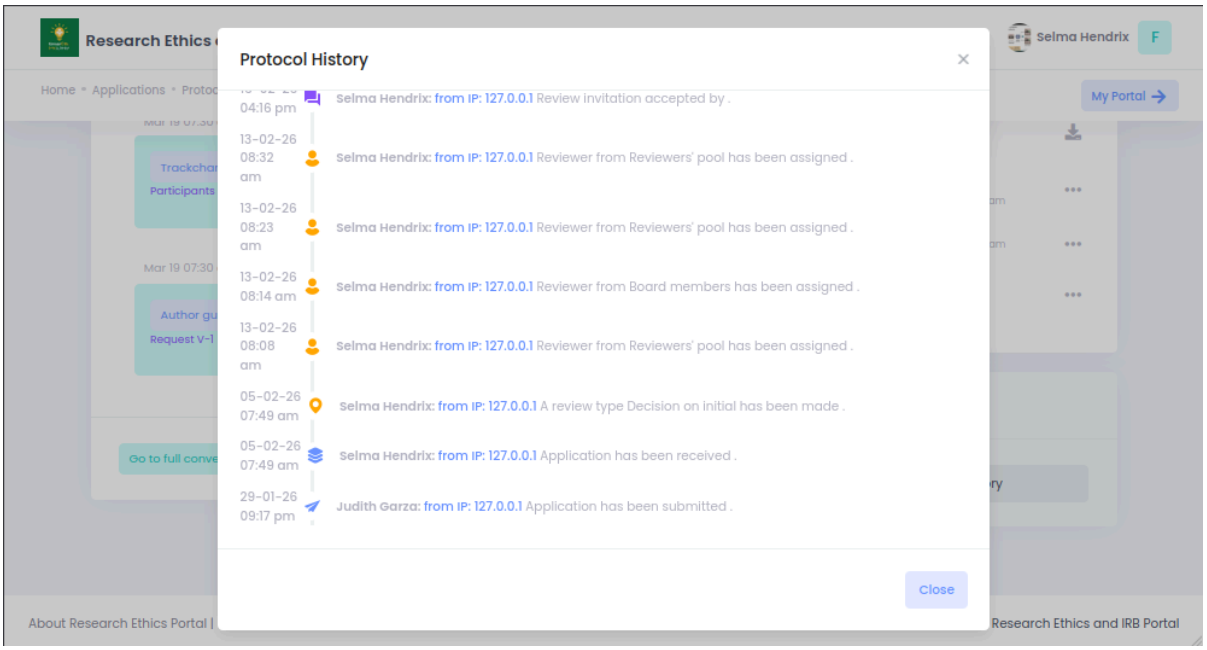
- Reviewers evaluate protocols using structured forms
- Submit recommendations and feedback



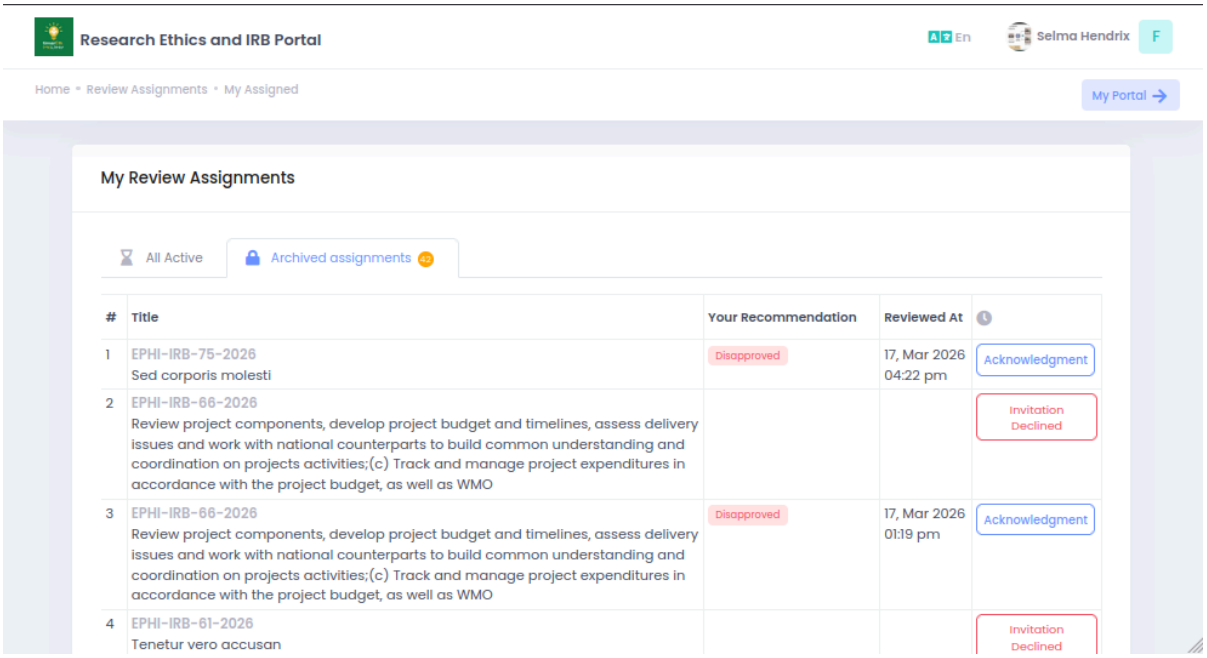
Submit review:



Application History



My assigned/ Assignments I have responded/reviewed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Acknowledgment
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Review project components, develop project budget and timelines, assess delivery issues and work with national counterparts to build common understanding and coordination on projects activities;(c) Track and manage project expenditures in accordance with the project budget, as well as WMO
Invitation Declined
3 EPHI-IRB-66-2026
Review project components, develop project budget and timelines, assess delivery issues and work with national counterparts to build common understanding and coordination on projects activities;(c) Track and manage project expenditures in accordance with the project budget, as well as WMO
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Invitation Declined

Cert

Ethiopian Public Health Institute
Institutional Review Board (EPHI-IRB)

Certificate of Approval

Protocol number : **SERO-EPHI-82-24**

Minutes No.: 232-23-09-2024

Protocol Title: Amet aut voluptate

Investigators:

Full name	Institution	Email	Tel
Solomon Tingtagu	SERO	frew.legese@gmail.com	+1 (574) 114-7051

Study site: Quam mollit odit sit Mode of Review:
Decision of the meeting: **Approved**

I. Elements approved:

1. Protocol Version No.: 2
2. Protocol Version Date.: 01 10, 2024
3. ICF Version No.: 2
4. ICF Version Date: 01 10, 2024

II. Obligations of the PI:

1. Should comply with the standard international & national scientific and ethical guidelines.
2. All amendments and changes made in protocol and consent form needs IRB approval.
3. The PI should report SAE within 48 hours of the event.
4. This approval certificate is valid for only one year (specified bellow). The PI should submit continuation request before expire date of approval, if projects is to continue.
5. Final report/Thesis and Manuscripts should be submitted to the IRB secretariat after completion of the study .

Institutional Review Board Approval Date: 09 Oct, 2024
Approval Period : From 09 Oct, 2024 To 09 Apr, 2025

Follow up report expected in : 6 Months

EPHI-IRB Chairperson:
Dr. Ahure Wmw

Signature:

EPHI Director General:
Dr. Mesay Hailu

Signature:

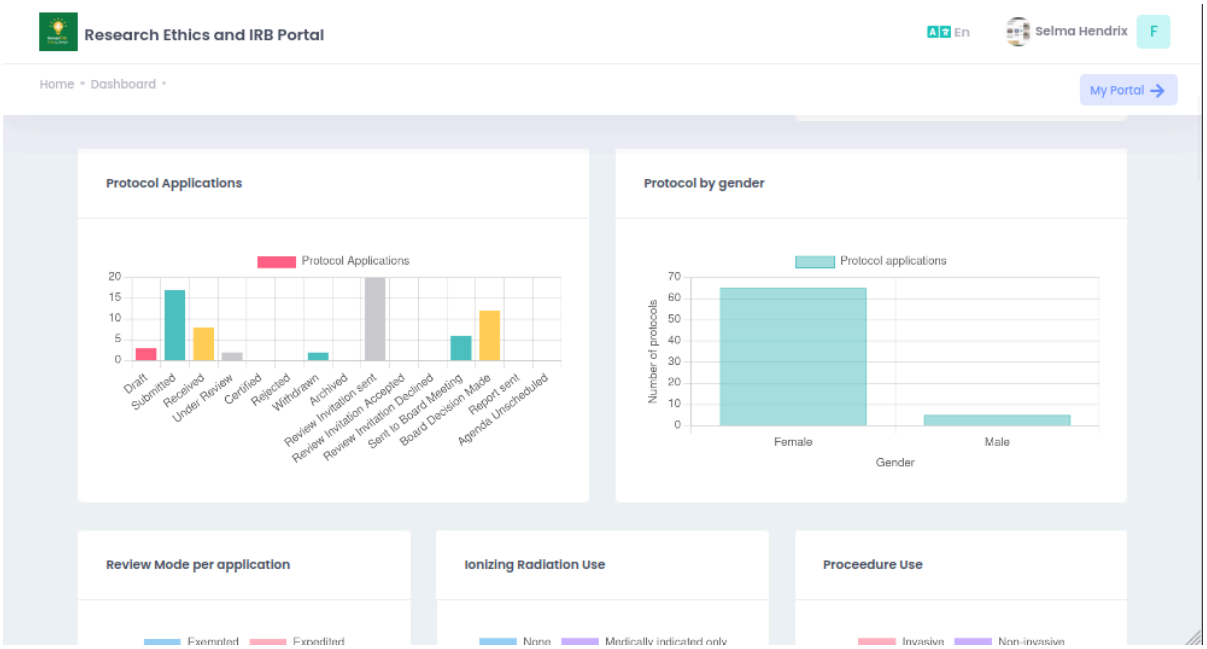
Verify here: http://127.0.0.1:8008/en/verify-here/SERO-EPHI-82-24

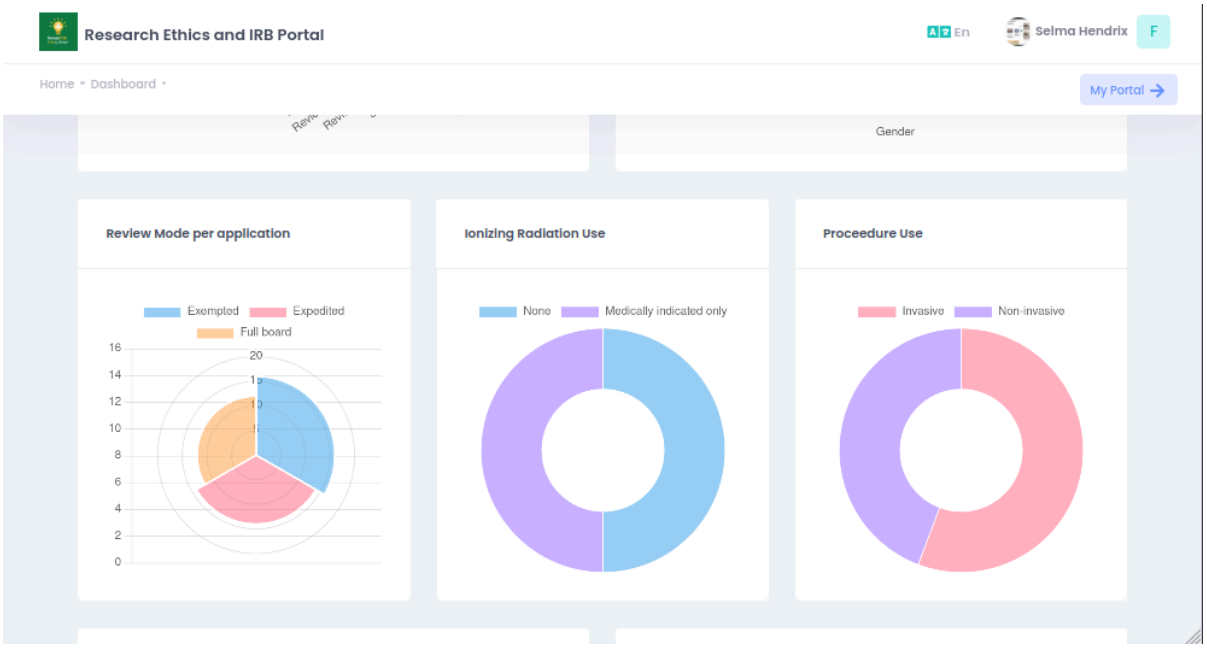
9. Reporting Module

Provides insights and analytics:

- Submission statistics
- Review timelines
- Approval rates
- Reviewer performance

Includes visual dashboards and reports.



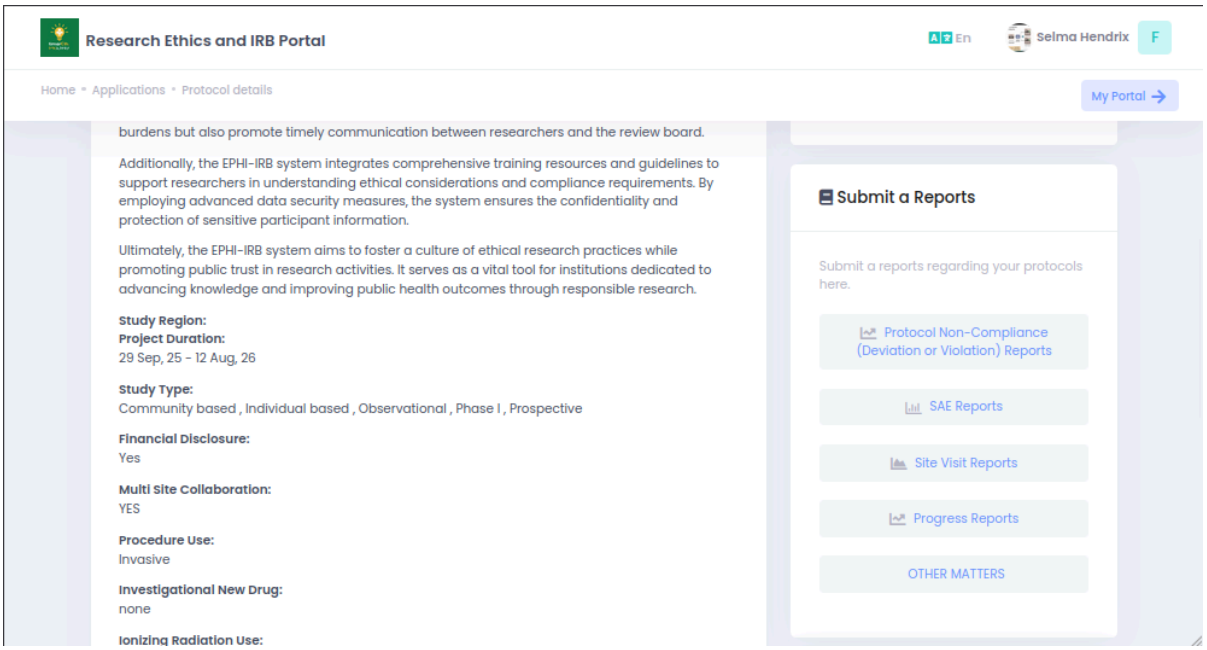


10. Request & Reporting Module

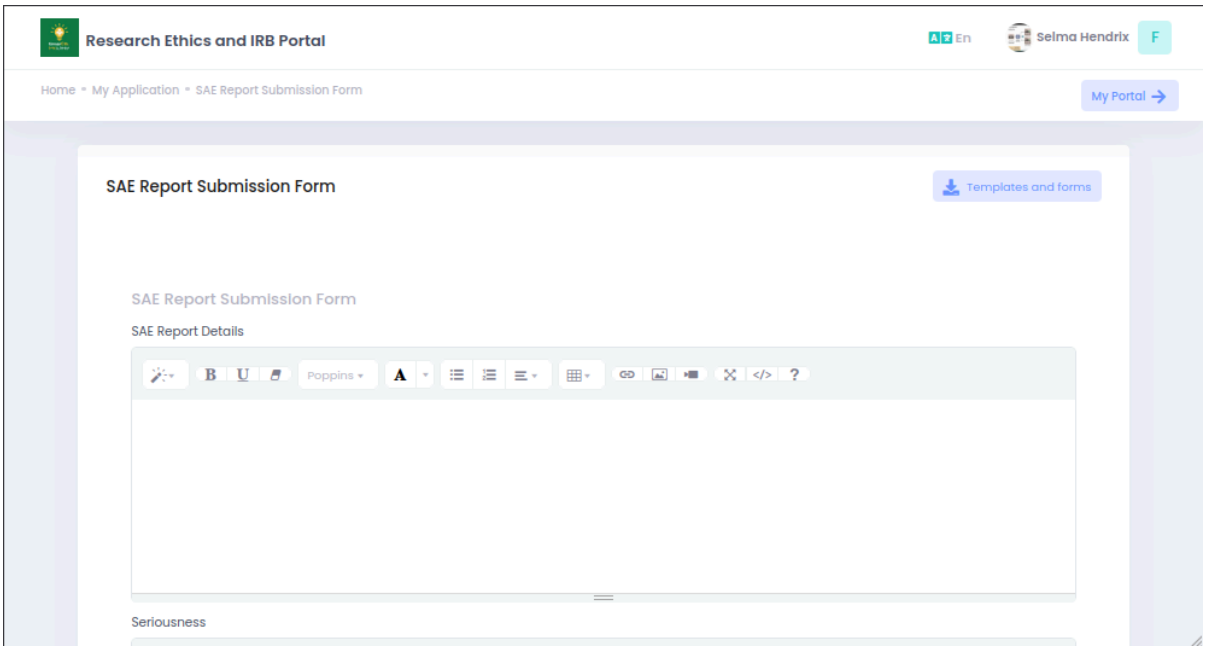
Supports additional researcher requests:

- Continuation requests…
- SAE (Serious Adverse Event) reports…
- General report submissions

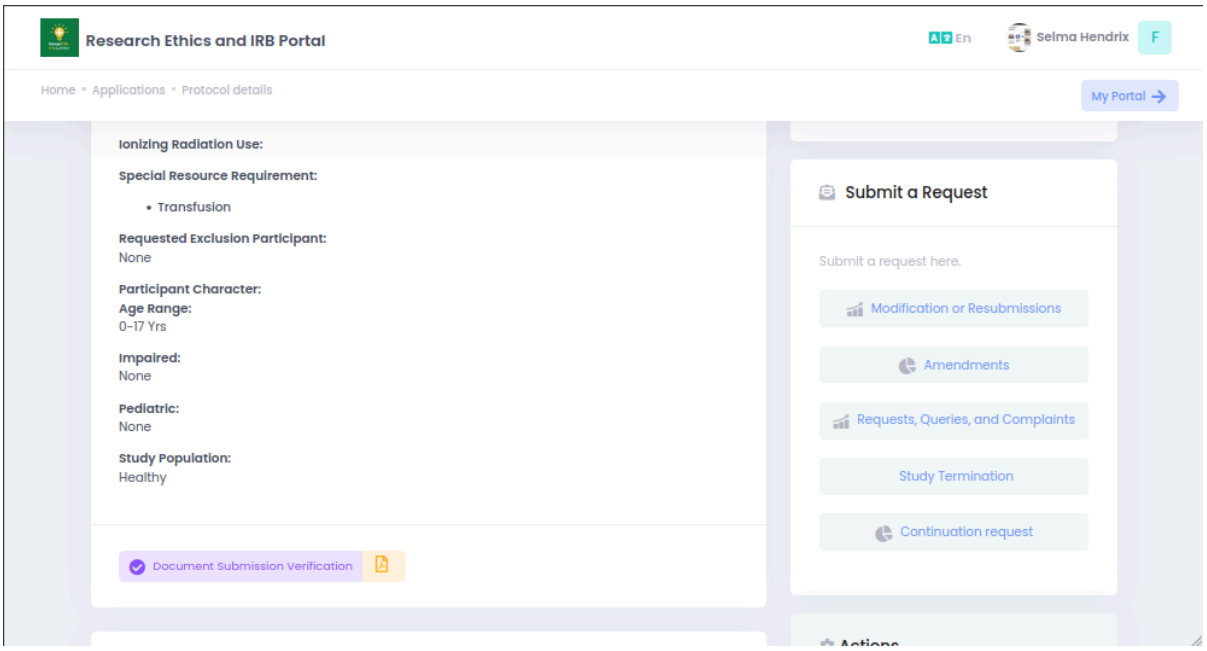
Submit report:



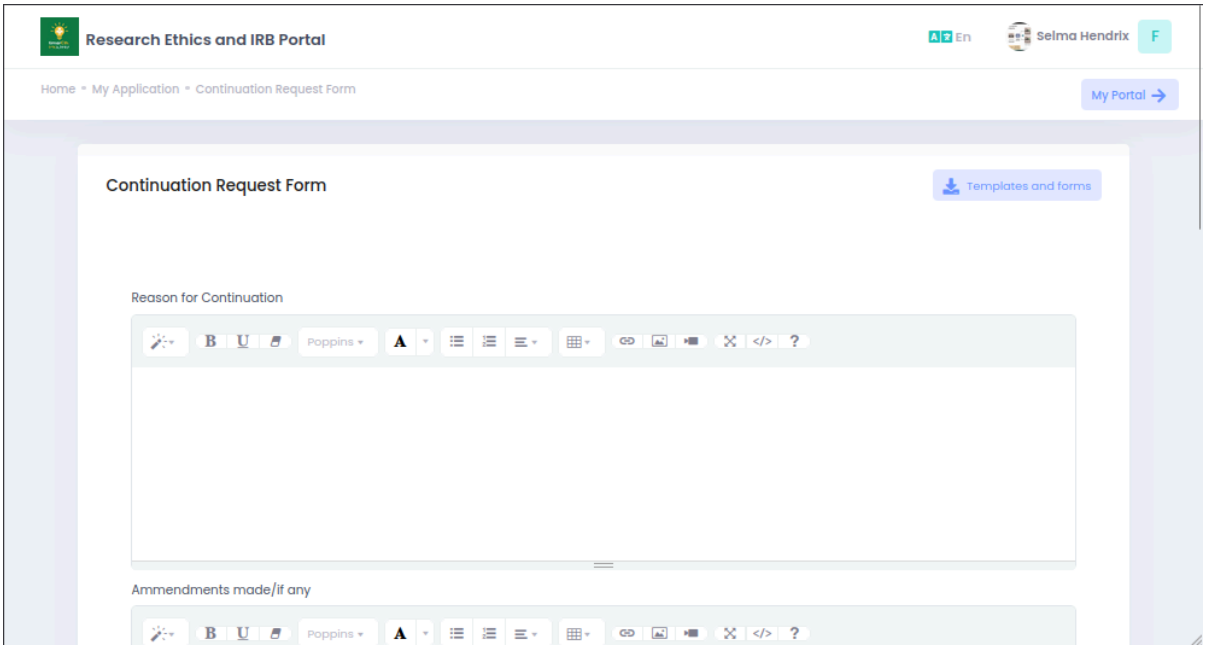
SAE Report submission:



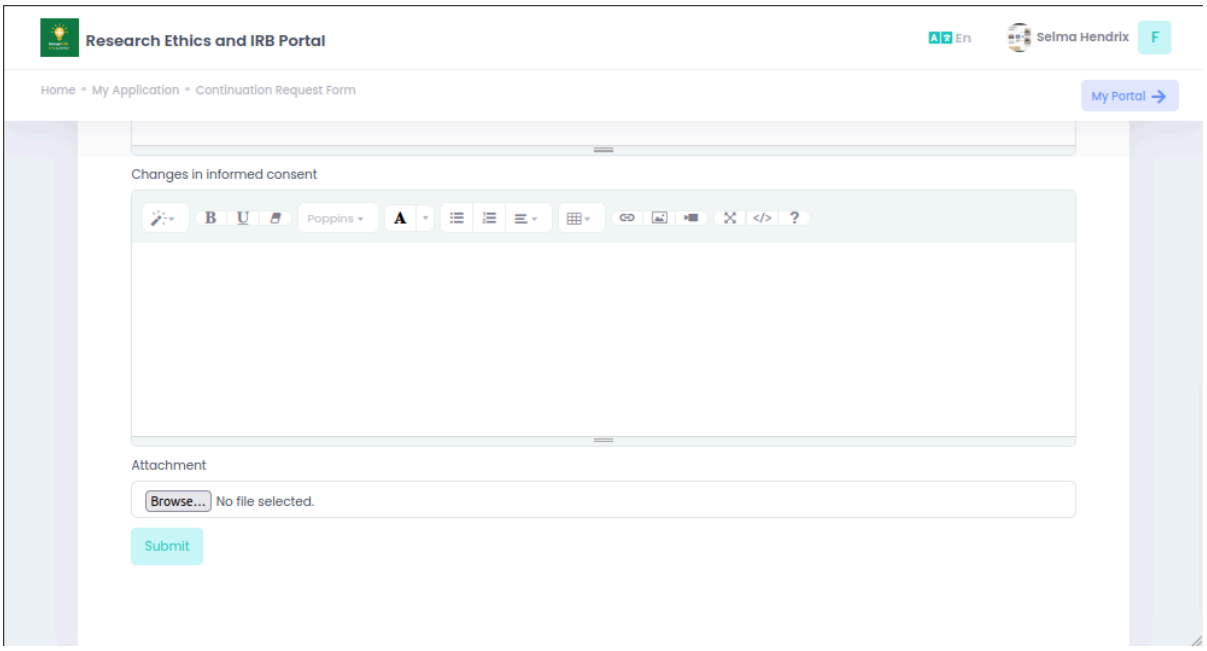
Submit Request:



Continuation request:



Fill in all the details:



Reviewer Acknowledgement Letter:

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Ethiopian Public Health Institute
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P.O.Box: 1242/5654 Email: ephi@ethionet.et
WWW.ephi.gov.et

Number:_____

Date: _____18, Mar 2026_____

Certificate of Acknowledgement

Dear Firra Obang,

We would like to formally acknowledge and thank you for completing the review of the research protocol submitted to the EPHI Institutional Review Board, referenced under code EPHI-IRB-66-2026.

We deeply appreciate the expertise you brought to this evaluation. The thoroughness of your review and your valuable comments are essential to ensuring the integrity and quality of the research approved by EPHI. Thank you for your dedication of time and effort to this important process.

Best regards,
Research Ethics and Publication Office.
Ethiopian Public Health Inistitute

A Century of Efforts for Better Public Health!

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