

National Health Research and Studies Portal (NHRSP)

User Manual

Center	Center for Health Research Studies
Department	NHRSP
Date	March , 2021
Version	V.1.1.

CONTENTS

NHRSP OVERVIEW	3
NHRSP HOMEPAGE	4
ACCESS & USER PROFILE	8
SEARCH & VIEW PUBLISHED RESEARCH PRPJECTS.....	11
REQUEST A RESEARCH PROJECT ACCESS	13
UPLOAD A RESEARCH PROJECT	14

1. NHRSP OVERVIEW

A national e-platform launched by The Saudi Health Council represented by The Center for Health Research Studies, with the aim of making health research more efficient and responsive to health challenges, through research data sharing and recycling, in accord with the ethical standards of scientific research.

This manual is a functional reference on how to use NHRSP. Features available on NHRSP include:

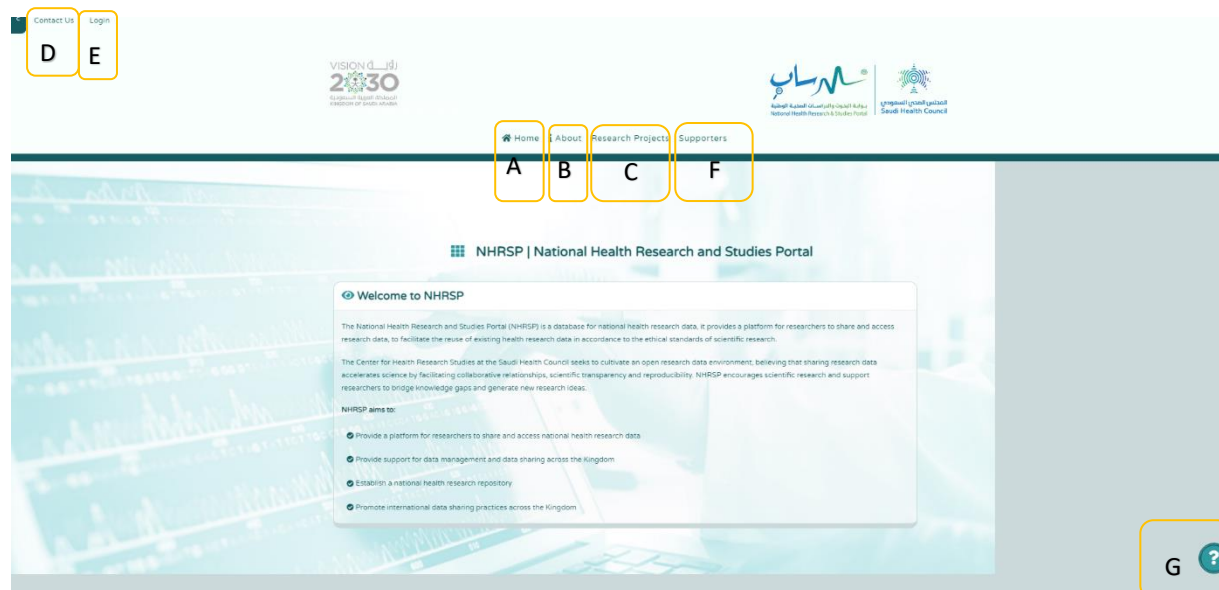
- Search & View published research projects.
- View details on each research projects.
- Request Research Projects.
- Upload research projects.

The user manual provides a step by step process for using NHRSP. It describes how to:

- Navigate NHRSP.
- Register/Login to NHRSP.
- Search & View published research projects.
- Request a research project access.
- Upload a research project.

For best performance we recommend that you use Chrome as your internet browser.

1.1. NHRSP HOME PAGE



A. Home:

Our home page is a web-page that serves as the starting point of NHRSP. It is the default web-page that loads when you visit NHRSP, contains a brief introduction to NHRSP & list of NHRSP objectives.

B. About CHRS:

An About CHRS Page is to give Researchers more insight into the Center for Health Research Studies mission & mandate.

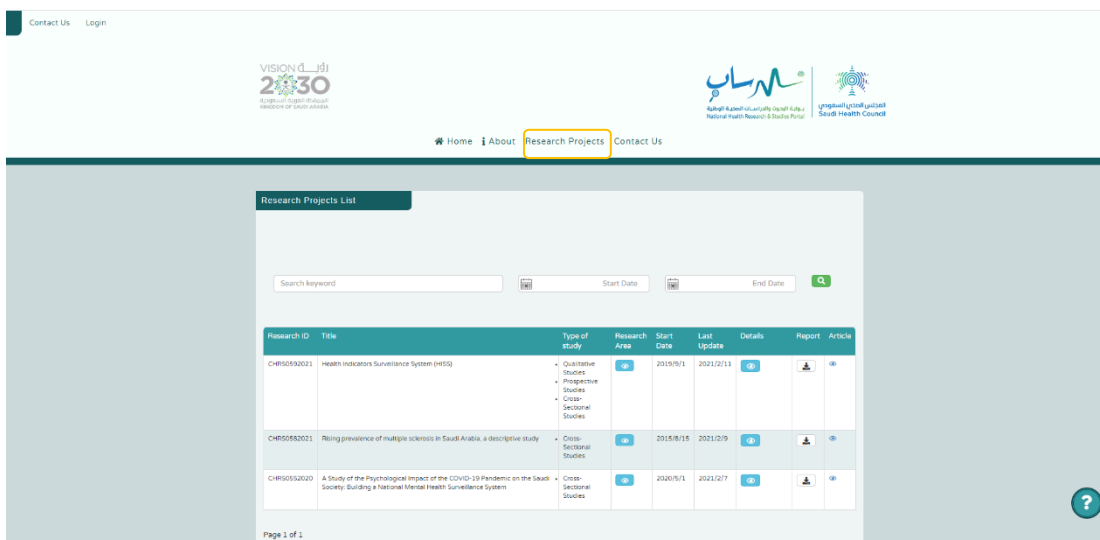


C. Research Projects:

A Research Projects Page lists all the health research projects/datasets hosted by NHRSP.

The research projects page contains the following items:

- **Research ID:** The research project ID is a unique identifier for each research project and is used only within the portal.
- **Research Project Title**
- **Type of Study**
- **Research Area**
- **Research Project Start Date**
- **Details:** lists more information about the research project and it only appears if you have an account on NHRSP and signed in.
- **Report:** shows the final report for each study, and it only appears if you have an account on NHRSP and signed in.
- **Article:** shows published article of the study, and it only appears if you have an account on NHRSP and signed in.



Research Projects List

Search keyword [] Start Date [] End Date []

Research ID	Title	Type of Study	Research Area	Start Date	Last Update	Details	Report	Article
CHRS0292021	Health indicators Surveillance System (HIS)	Quantitative Studies Prospective Studies Cross-Sectional Studies		2019/5/1	2021/2/1			
CHRS0582021	Rising prevalence of multiple sclerosis in Saudi Arabia, a descriptive study	Cross-Sectional Studies		2015/8/15	2021/2/9			
CHRS0592020	A Study of the Psychological Impact of the COVID-19 Pandemic on the Saudi Society (Building a National Mental Health Surveillance System)	Cross-Sectional Studies		2020/7/1	2021/2/7			

Page 1 of 1

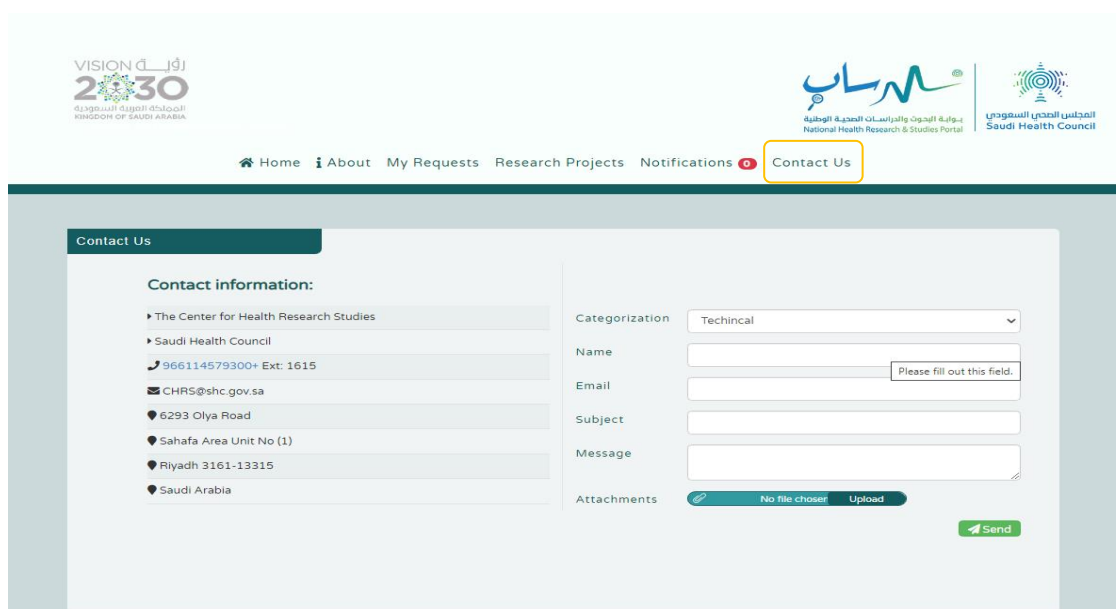
D. Contact Us:

A Contact Us Page is for visitors to contact NHRSP team for any question or issue that users face.

The page contains the following items:

- Contact Information:
 - ✓ NHRSP email address.
 - ✓ NHRSP telephone number.
 - ✓ Office location.
- Online contact/ feedback form

NHRSP allows Visitors to explore the title and type of accessible research projects, if the researcher requires further details about a specific research project or would like to request a dataset, you must login if you are an existing user or register as a new user.



E. Login:

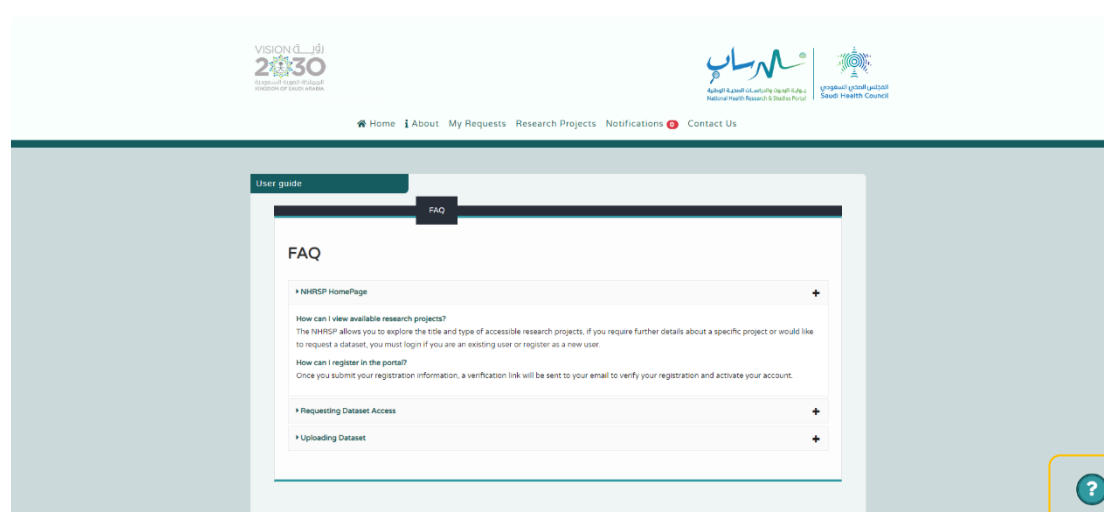
An Entry page to a NHRSP requires user identification and authentication, regularly performed by entering a username and password combination. Logging in provides access to more features for the user.

F. Supporters

A page to thank our generous data giving supporters and health research community partners for making NHRSP possible.

G. User guide:

A User Guide contains all essential information for the user to make full use of NHRSP, includes a description of the system functions and step-by-step procedures for system access and use such as (How to sign in, how to access data, how to request data, and how to upload data).



H. Notifications:

A Notifications panel displays a list of current alerts & notifications to help user users find out updates & changes within their requests & It only appears if you have an account on NHRSP.



1.2. ACCESS & USER PROFILE

A. Registering to NHRSP

To register, you must have an email/number that is active and operates regularly. After entering and submitting the required information. NHRSP will automatically send a verification link through the email account & mobile number to verify the registration & activate the user account.

- ✓ You can access the NHRSP website through the following link: **NHRSP.shc.gov.sa.**
- ✓ Open NHRSP in a CHROME browser.
- ✓ Open the registration form.
- ✓ Enter the required information, then click **"Create New"**
- ✓ The password must:
 - Be at least 8 characters long
 - Contain at least one uppercase character
 - Contain at least one lowercase character
 - Contain at least one of the following special character !?-*^&:;'"{}[]()
 - Contain at least one numeric character (0-9)

a) Start by entering the login button



Personal Information

First Name	Second Name	Third Name	Last Name
Job Title			
Phone Number			

Contact Information

Email
Password
Confirm password

[+ Create New](#)

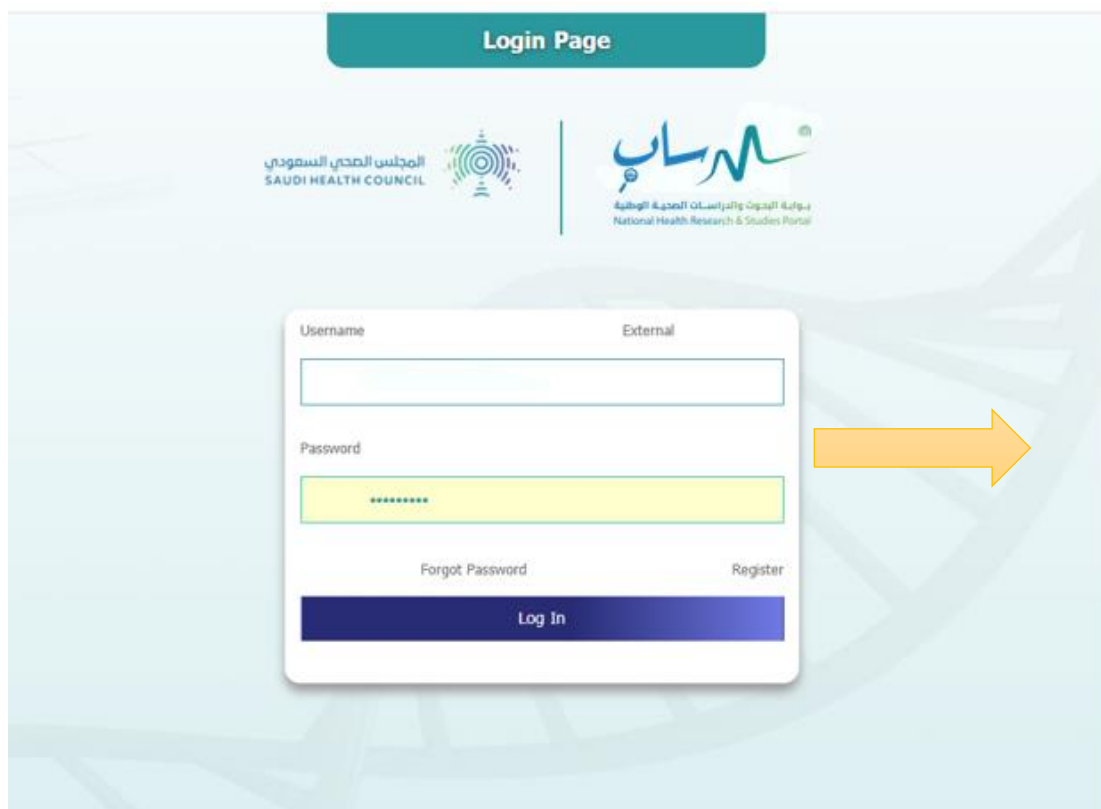
b) Start by filling the Information

B. Logging In/Out of NHRSP

With the username and previously set password, users can access NHRSP.

a) Start by entering the login button





The screenshot shows the 'Login Page' of the National Health Research & Studies Portal. It features the Saudi Health Council logo and the portal's name in Arabic and English. The login form includes fields for 'Username' (with a dropdown set to 'External') and 'Password'. Below these fields are links for 'Forgot Password' and 'Register', and a 'Log In' button. A yellow callout box on the right, labeled 'b)', contains the text 'Add your email and password'. A yellow arrow points from this box to the password field.

C. Forget Username/ Password:

- ✓ To retrieve your password, click “**Forgot Password**”.
- ✓ New window displays to input the email address used to create your account.
- ✓ Click “**Send**” to receive an email with further instructions on how to reset your password.

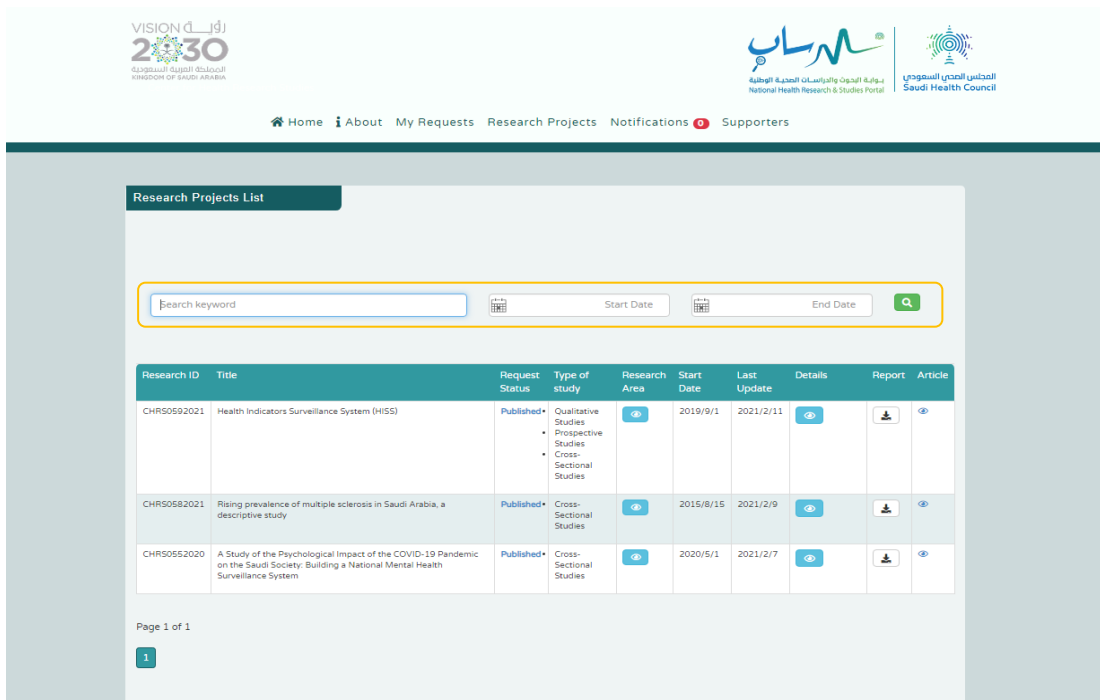


This screenshot shows the 'Forgot Password' form. It has a title bar that says 'Login Page'. The form includes an 'External' dropdown menu, a 'Username' field containing 'NHRSP@shc.gov.sa', and a 'Password' field. At the bottom, there are links for 'Register' and 'Forgot Password', and a 'Log In' button.

a) Start by entering the Forget Password button

1.3. SEARCH & VIEW PUBLISHED RESEARCH PROJECTS

A. Search published research projects



Research Projects List

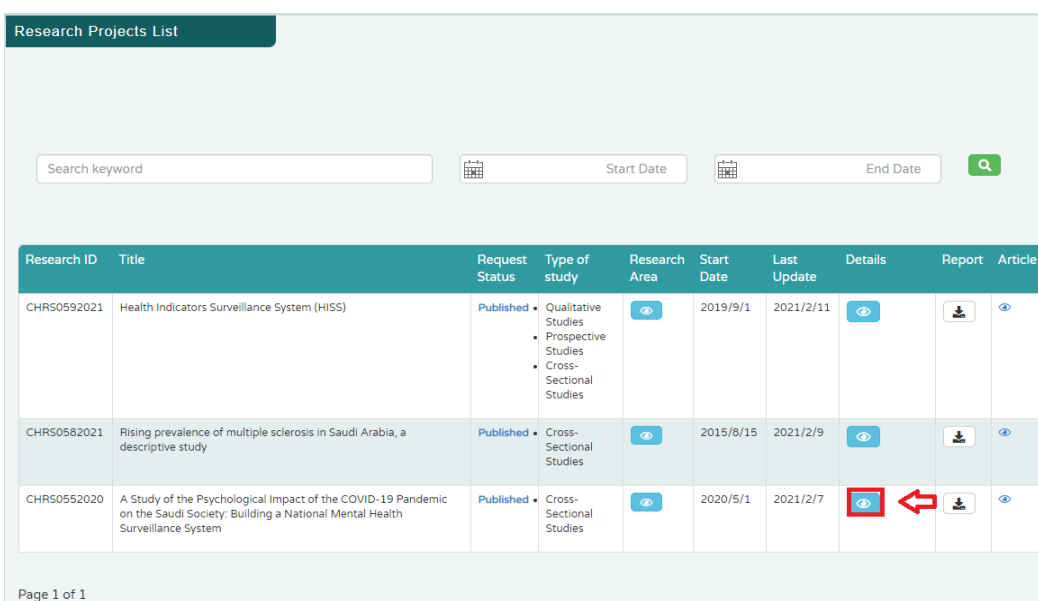
Search keyword Start Date End Date

Research ID	Title	Request Status	Type of study	Research Area	Start Date	Last Update	Details	Report	Article
CHR50592021	Health Indicators Surveillance System (HISS)	Published	Qualitative Studies • Prospective Studies • Cross-Sectional Studies		2019/9/1	2021/2/11			
CHR50582021	Rising prevalence of multiple sclerosis in Saudi Arabia, a descriptive study	Published	Cross-Sectional Studies		2015/8/15	2021/2/9			
CHR50552020	A Study of the Psychological Impact of the COVID-19 Pandemic on the Saudi Society: Building a National Mental Health Surveillance System	Published	Cross-Sectional Studies		2020/5/1	2021/2/7			

Page 1 of 1

Help the user to navigate NHRSP to discover new research projects by using key words, name of the study, and study date.

B. View details on each research projects



Research Projects List

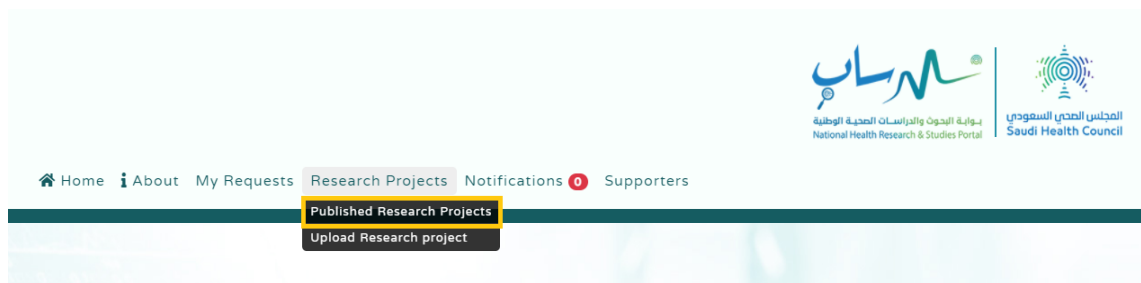
Search keyword Start Date End Date

Research ID	Title	Request Status	Type of study	Research Area	Start Date	Last Update	Details	Report	Article
CHR50592021	Health Indicators Surveillance System (HISS)	Published	Qualitative Studies • Prospective Studies • Cross-Sectional Studies		2019/9/1	2021/2/11			
CHR50582021	Rising prevalence of multiple sclerosis in Saudi Arabia, a descriptive study	Published	Cross-Sectional Studies		2015/8/15	2021/2/9			
CHR50552020	A Study of the Psychological Impact of the COVID-19 Pandemic on the Saudi Society: Building a National Mental Health Surveillance System	Published	Cross-Sectional Studies		2020/5/1	2021/2/7			

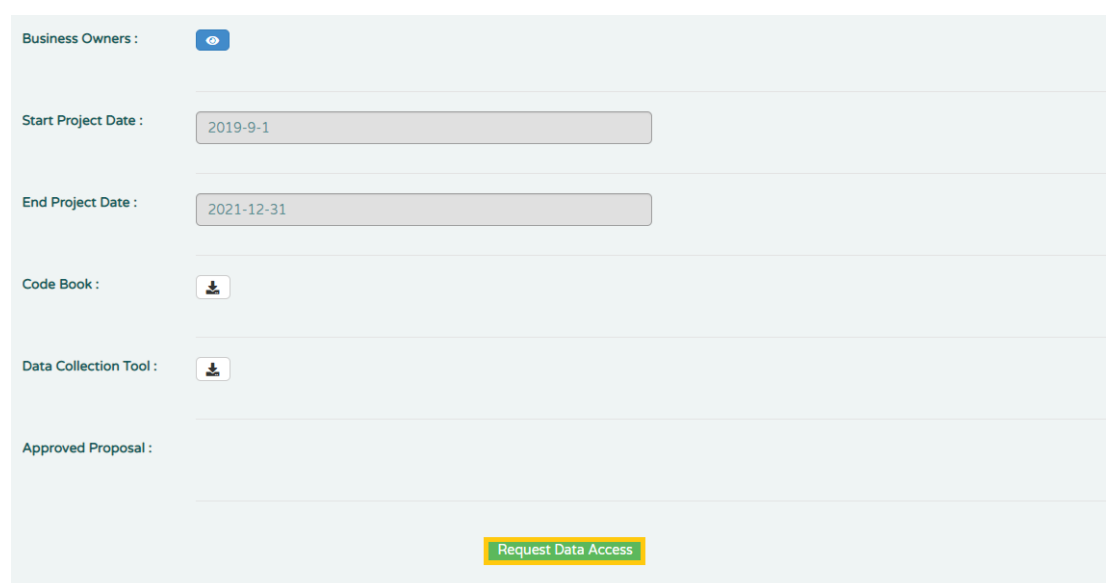
Page 1 of 1

1.4. REQUEST A RESEARCH PROJECT

- ✓ After signing-in
- ✓ Click “Published Research Projects”



- ✓ Click “Details” for the research project that you are interested in to view all available information.
- ✓ Click “Request Data Access” to start a new request.



The screenshot shows the 'Request Data Access' form. It includes the following fields and buttons:

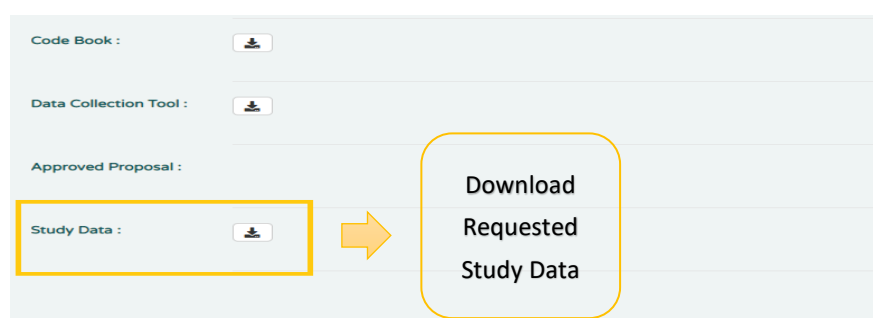
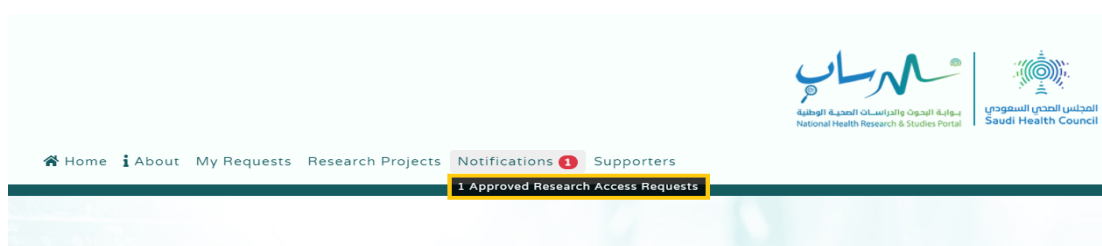
- Business Owners :** A button with a magnifying glass icon.
- Start Project Date :** A date input field with the value '2019-9-1'.
- End Project Date :** A date input field with the value '2021-12-31'.
- Code Book :** A button with a download icon.
- Data Collection Tool :** A button with a download icon.
- Approved Proposal :** A text area for providing details.
- Request Data Access :** A green button at the bottom right to submit the request.

- ✓ Complete all mandatory information and attach the required supporting documents.
 - Data requester CV
 - Research proposal
 - IRB Approval

- Signed & dated Data Use Agreement, which can be downloaded from the data request form page. (kindly sign and date the agreement and re-upload it with the request).
- ✓ Once your request is completed and all supporting documents are attached, you can submit the data access request:
- ✓ The request will be reviewed within 5 working days, if your request is incomplete or requires further information you will receive a notification email to edit and resubmit the request.

The current version of NHRSP doesn't AutoSave the information. You should save your work at regular intervals; you must save your data to complete the request later

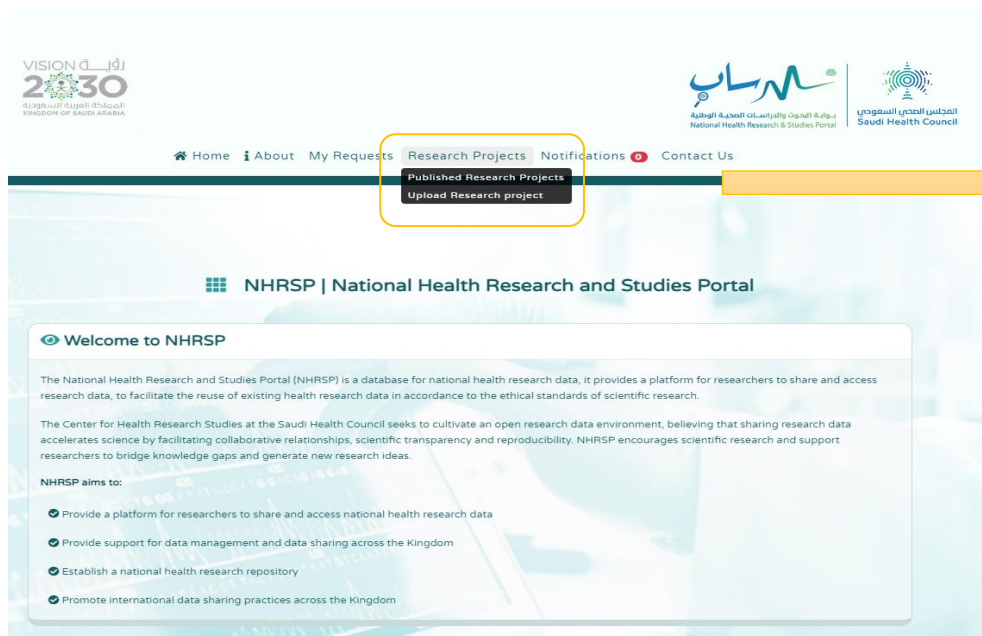
- ✓ Once the request is approved, you will receive a notification email & text message, please login to your account to download the data file.



Kindly note that the data file will be available in your account for 14 working days only.

1.5. UPLOAD A RESEARCH PROJECT

- ✓ After signing-in
- ✓ Click on “Research Projects”, then on sub-menu “Upload Research Project”.



a) Start by entering the Upload Research Project button

- ✓ Please complete all mandatory information and attach the required supporting documents.
 - Approved Proposal (if applicable)
 - Data Collection Tool.
 - Report.
 - Code Book.
 - Study Data.
- ✓ Once your request is completed and all supporting documents are attached, you can submit the data upload request.

The current version of NHRSP doesn't AutoSave the information. You should save your work at regular intervals; you must save your data to complete the request later

Upload new research

Research Category* ☒ ON ☐ Available ☐ Restricted ☐ Confidential

Title*

Abstract*

Type of study*

☐ Qualitative Studies ☐ Quantitative Studies ☐ Retrospective Studies

☐ Prospective Studies ☐ Matched-Pair Analysis ☐ Meta-Analysis

☐ Cross-Sectional Studies ☐ Evaluation Studies ☐ Case-control Study

☐ Cost-Benefit Analysis ☐ Others

Research Area*

☐ Health Services Research ☐ Public health and Epidemiology ☐ Clinical Science

☐ Health Economics ☐ Basic science

Project Contributors*

Business Owners*

Start Project Date* End Project Date*

Collaborating Entities

Study Methodology*

Sampling Frame*

Geographic Distribution*

Sample Size*

Number Of Variables*

Data Collection From* Data Collection To*

Article Link

Attachments

b) Start by filling the Information and press Save & Submit

- ✓ After the Uploader submit the data, will receive a notification email about the status of the request, if your request is incomplete or requires further information you will receive a notification email to edit and resubmit the request.
- ✓ The process time will depend on the nature of the project/uploaded dataset. You will receive an estimation of the required process time within 7 working days.