



ILRI Research Compliance Online Platform (Infonetica)

**RESEARCH COMPLIANCE FORM – PROJECT LEVEL**

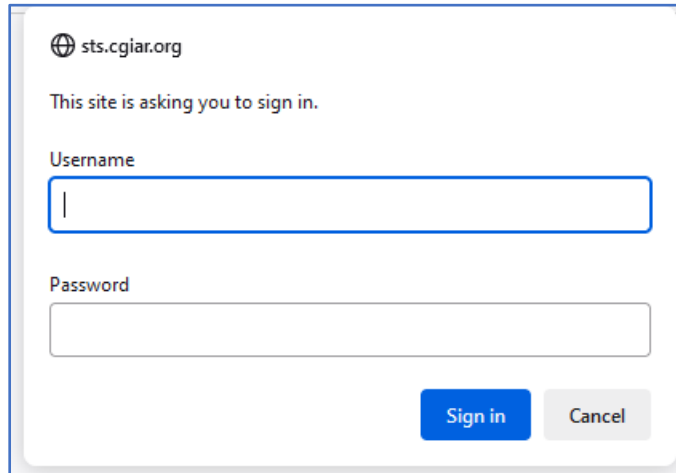
**APPLICANT TRAINING MANUAL**



23<sup>rd</sup> May 2024

## Logging into the Research Compliance Online Platform

1. Use the URL link: <https://applicant.researchcompliance.ilri.org/>
2. Select '**University Log-in**' and enter your CGIAR Email address and Password and tap Sign-in, proceed to authenticate



sts.cgiar.org

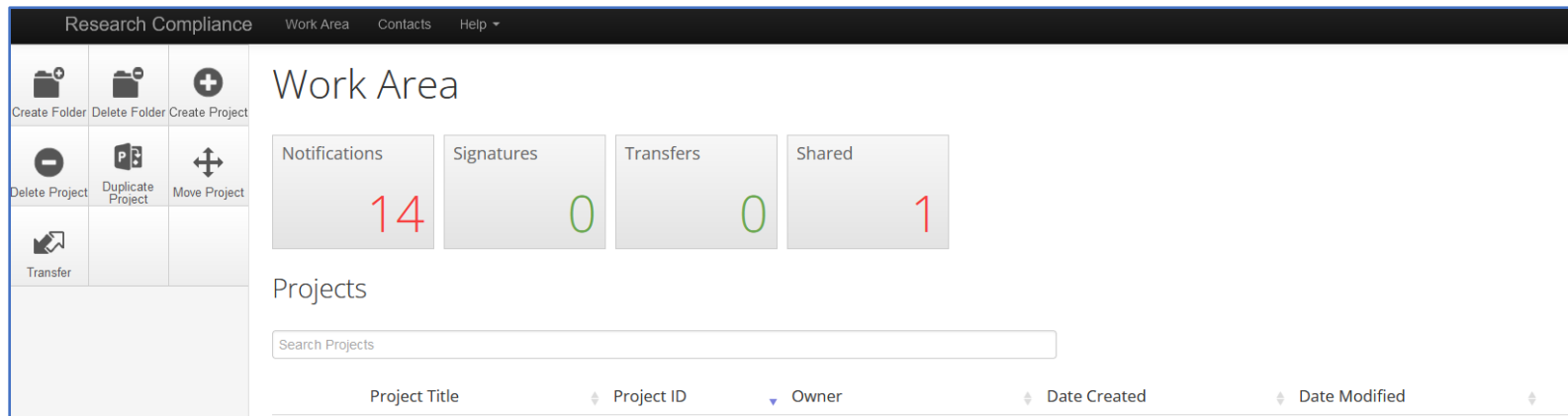
This site is asking you to sign in.

Username

Password

Sign in Cancel

3. Once logged in you should see all the projects which you have entered into the system



Research Compliance Work Area Contacts Help

Create Folder Delete Folder Create Project

Delete Project Duplicate Project Move Project

Transfer

### Work Area

Notifications 14	Signatures 0	Transfers 0	Shared 1
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### Projects

Project Title	Project ID	Owner	Date Created	Date Modified
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## Research Compliance – Projects

To apply for any component of research compliance (IREC, IACUC, IBC, Fieldwork Risk Assessment) the overarching project must be entered into the platform using the Research Compliance (RC) Form. **The RC form must be submitted and reviewed by EOHS before you can submit an IREC, IACUC, IBS or Fieldwork Assessment form for your project.**

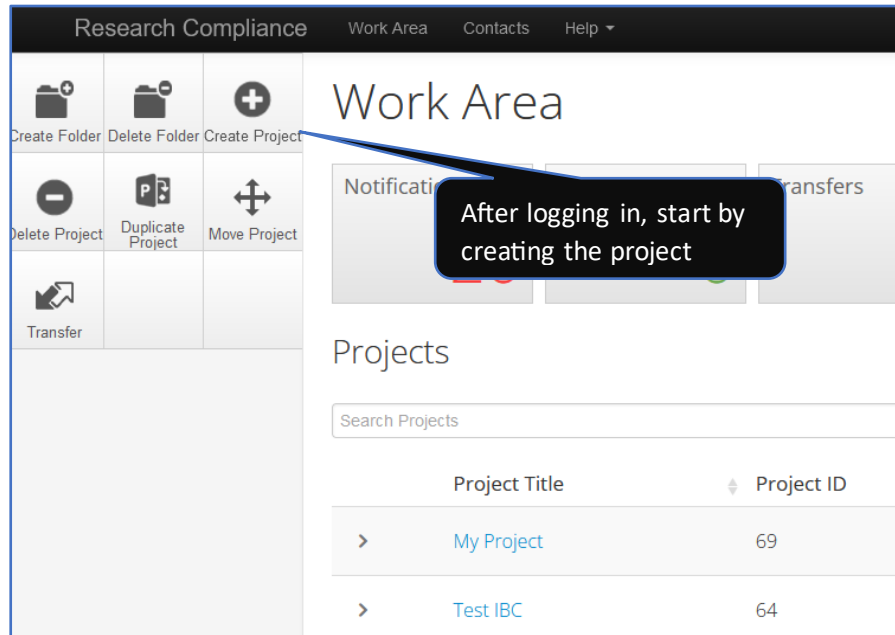
The Project will usually be the grant, however for large complex projects (e.g. Initiatives) a Project may be created for a component of the project (e.g. Initiative – Work Package). A project can have multiple IREC, IACUC, IBS and Fieldwork Risk Assessment sub-forms associated with it.

If you are unsure at what level to create your Project, please contact [ilriresearchcompliance@cgiar.org](mailto:ilriresearchcompliance@cgiar.org).

### Creating a new Project

To create your ethics project online follow the instructions below:

1. Click **CREATE PROJECT**

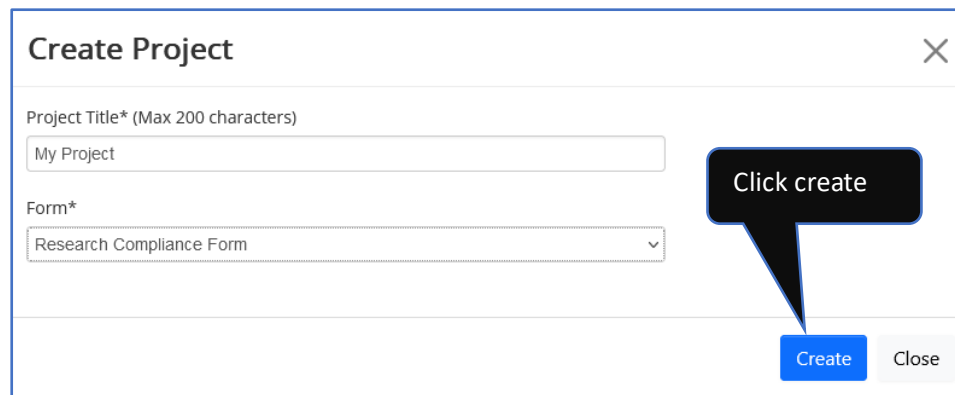


2. Enter **PROJECT TITLE (try to use short version)**, select **FORM: Research Compliance Form**. Note the Centre box will then disappear.



The screenshot shows a 'Create Project' dialog box with three input fields: 'Project Title\* (Max 200 characters)', 'Form\*', and 'Centre\*'. The 'Project Title' field contains the placeholder text 'Please enter a title'. The 'Form\*' field contains the placeholder text 'Please select...'. The 'Centre\*' field contains the placeholder text 'Please select...' and a dropdown arrow. A blue 'Create' button and a grey 'Close' button are at the bottom right. Two callout boxes are present: one pointing to the 'Project Title' field with the text 'Enter the project title', and another pointing to the 'Form\*' field with the text 'Drop down; select Research compliance form'.

3. Click **CREATE**. The system has now created a record for you with a system generated number.



The screenshot shows the 'Create Project' dialog box after the 'Create' button has been clicked. The 'Project Title\*' field now contains the text 'My Project'. The 'Form\*' field now shows 'Research Compliance Form' selected in the dropdown menu. The 'Centre\*' field is no longer visible. The blue 'Create' button and grey 'Close' button are still at the bottom right. A callout box points to the 'Create' button with the text 'Click create'.

# Completing the Research Compliance Form

The next step is to complete the RESEARCH COMPLIANCE FORM. You can now complete all the relevant questions in the form. Use the NEXT OR PREVIOUS BUTTONS on the left panel to navigate the online form. Note that the form AUTOSAVES.

## Introduction

Research Compliance Work Area Contacts Help

**My Project**

Project Tree

- My Project
  - Research Compliance Form - My Program - My Grant
    - Institute Research Ethics Committee Form - - -

Required on Form	Status	Review Reference	Date Modified
	Secretariat - Unlocked for Revisions	2023-0069-91-1	30/10/2023

Navigation Documents Signatures Collaborators Submissions Correspondence Centre History

**Research Compliance Form**

Section Questions

Section 1 Introduction Project Details Principal Investigator(s)

Section 2 Access and Benefits Sharing (ABS) Risk Assessment Research Involving Genetically Modified Organisms Research Involving Human Subjects

Section 3 Declarations and Assurances

Click INTRODUCTION

Research Compliance Work Area Contacts Help

**Research Compliance Form - -**

Project Title: Human Rights Violation in Language Study Grant

Version: 001.0

47

Introduction

**BACKGROUND:**

- The purpose of this form is to ensure that your project complies with ILRI guidelines, regulatory requirements and international standards for carrying out research.
- ILRI has established independent research compliance committees (i.e. Institutional Biosafety Committee (IBC), Institutional Animal Care and Use Committee (IACUC) and Institutional Research Ethics Committee (IREC)) that evaluate all ILRI research projects on biosafety, animal welfare and human ethics, respectively. Please visit [www.ilri.org/research-compliance](http://www.ilri.org/research-compliance) for more information.
- For more information or clarification, please contact EDHS Research Compliance Unit by sending an email to [ILRIResearchcompliance@cgiar.org](mailto:ILRIResearchcompliance@cgiar.org)

Previous page: Next page

Click NEXT

# Project Details

The screenshot shows the 'Research Compliance Form' interface. The title is 'Research Compliance Form - -' with a version number '47' and 'Version: UAT II'. The project title is 'Human Rights Violation in Tuskegee study draft'. The form includes several input fields: 'Project title' (filled with 'Human Rights Violation in Tuskegee study draft'), 'Full title of the project' (filled with 'Human Rights Violation in Tuskegee study draft'), 'Project Start Date' (01/08/2023), 'Project end date' (31/12/2023), 'Project Donor' (Self 001.2023), 'Program Code' (SELF001.2023), and 'Grant Code' (SELF001.2023). There is a dropdown menu for 'which country is this project carrying out activities (repeatable) Click "Add another" to add multiple' with an 'Add Another' button below it. Navigation buttons 'Previous page' and 'Next page' are at the bottom. A sidebar on the left contains icons for navigation, document actions, and submission.

**Callout 1:** Type the Donor, Program Code and Grant Code

**Callout 2:** Enter the full title of the project

**Callout 3:** Input the start and end dates.

**Callout 4:** Drop down, and put the country & Add another country if applicable

**Callout 5:** Click NEXT PAGE

## Principal Investigator(s)

Complete the information for the principal investigator(s). To add an additional investigator, click Yes at the bottom of the screen. Note the message in the screenshot below.

### Research Compliance Form - -

Project Title: My Project Version: UAT

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#### Principal Investigator(s)

Principal Investigator

Use the search button to find ILRI staff names. If you cannot find the name then you should ask the staff to log-in to create their profile. If non-ILRI staff enter the information manually. **Note** that in order to share the application the person must have a profile in the system.

Josephat Otieno(J.Otieno@cgiar.org) Share

**Title**

Mr

**First Name**

Josephat

Will there be any other named investigators involved in the project?

Yes

No

Previous page Next page

**Title** Ms

**First Name\*** John

**Last Name\*** Smith

**Organisation** ILRI

**Department** Program

**Faculty**

**Campus**

**Qualification**

**Telephone** 00000000

**Fax**

**Address 1**

**Address 2**

**Town/City**

**County/State**

**Postcode**

**Country** Kenya

Change Details

Note that for all personnel the autofill will only complete fields if they are in your Account Profile. To edit your profile go to your name in the top-right corner and click on Personal Details. Ensure to complete at least Title, First and Last Name, Organisation, Program and Telephone number as these are all compulsory fields for submitting an application.

## Access and Benefit Sharing (ABS) and Risk Assessment

Access and Benefits Sharing (ABS)		
Does your project include collection of samples from animals and or plants?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Please contact EOHS/Research Compliance Unit for the access and benefits sharing (ABS) process.		
Does your research involve collection of traditional knowledge associated with a genetic resource?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Please contact EOHS/Research Compliance Unit for the access and benefits sharing (ABS) process.		
Does your project include importation and or exportation of research materials or samples?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Please contact EOHS/Research Compliance Unit to complete the appropriate Movement of Research Materials Form.		

Risk Assessment		
Does your project include field work?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Upon registration of this form, please complete the Field Work Risk Assessment Form.		
Does your project involve working with chemicals or reagents	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Upon registration of this form, please complete the IBC Application Form.		
Does your project include working with biological agents?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Upon registration of this form, please complete the IBC Application Form.		
Does your project include recombinant DNA work?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Upon registration of this form, please complete the IBC Application Form.		

Note that if you select yes to any of the questions you should follow the instructions provided in red.

## Genetically Modified Organisms

**Research Involving Genetically Modified Organisms**

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Does your project include genetically modified animal experiments?  Yes  No

Upon registration of this form, please complete the IBC Application Form

Does your project include genetically modified plant experiments?  Yes  No

Upon registration of this form, please complete the IBC Application Form

Will the project be done in Kenya?  Yes  No

If you answered Yes to either of the above questions, please complete the IBC Application Form and upload the relevant GMO form(s) in your application (forms are available from [here](#))

Note that if you select yes to any of the questions you should follow the instructions provided in red. For GMO research activity in Kenya you will be directed to National Biosafety Authority website for forms which are to be completed and submitted to EOHS.

## Research Involving Animals

**Research (and/or Training) Involving Animals**

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Does your project involve handling, use or collection of invasive data (including any type of biological sample) from animals?  Yes  No

Upon registration of this form, please complete the IACUC NEW APPLICATION FORM

Does your research involve moving animals from one location to another within Kenya?  Yes  No

Please contact EOHS/Research Compliance Unit for animal movement permit.

## Research Involving Human Subjects as Participants

### Research Involving Human Subjects as Participants

Does your project involve collecting information and or human biological samples on and/or from humans?

Yes

No

Upon registration of this form, please complete the [IREC NEW APPLICATION FORM](#)

Has your overall project been submitted to another IREC or IRB for ethics review?

Yes

No

Please give the name of the IREC or IRB.

Have they approved it?

Yes

No

Please attach letter of approval.

Upload Document

Upload the approval letter if they already approved

Does the project involve taking of photographs not as part of research data collection?

Yes

No












Please refer to [ILRI guidelines](#) on taking photographs

## Declarations and Assurances

The form will indicate all the forms that you will require for the project, based on your answers to the previous questions. Tick each box to acknowledge that you know you will need to complete these forms now, or later.

Check the boxes of Assurances, at this point the signature box for the Principal Investigator will appear.

Click Sign if you are the PI or Request Signature if you are completing on behalf of the PI. Not that the PI must have a profile in the Infonetica System (i.e. must have logged in at least once) to receive the request.

 Previous	 Next	 Navigate
 View as PDF	 Documents	 Signatures
 Save	 Share	 Collaborators
 Completeness Check	 Submit	

### Declarations and Assurances

Confirmation/Agreement to follow instructions based on answers provided in Section 2 once favourable opinion has been received

Tick the box to acknowledge that you know you will need to complete these forms now or later

- Complete the IACUC NEW APPLICATION FORM
- Complete the IREC NEW APPLICATION FORM
- Complete IBC Application Form
- Complete Field Work Risk Assessment Form
- Complete NBA Forms

Link to NBA Forms can be found [here](#)

#### Assurances

- I agree to abide by all rules and regulations as determined by the above risk and ethics assessment of the proposed research.
- Prior to undertaking this research, all personnel will receive appropriate instruction to ensure compliance with both local and international guidelines.
- I agree to send a revised project description if changes made to protocols may alter the status of any of the above responses.

Signature of Principal Investigator

An error will appear if there is incomplete information or documents not uploaded. Click on the blue highlights to go back to that section to amend.

The screenshot displays the 'Research Compliance Form - SELF001.2023 - SELF001.2023 47' interface. The main content area is dimmed, showing sections for 'Assurances' with three checked items and a 'Signature of Principal Investigator' field with a 'Sign' button. A 'Completeness Check' modal window is open, displaying a red error message: 'Incomplete: Please complete the following questions'. Below the message, two items are listed: 'Principal Investigator First Name' and 'Please attach letter of approval'. The modal has a 'Close' button in the bottom right corner. In the left-hand side menu, the 'Completeness Check' button is highlighted in blue. Two callout boxes with black backgrounds and white text point to this button and the 'Submit' button in the main form area. The 'Submit Button' callout points to the 'Submit' button in the bottom right of the main form area. The 'Completeness Check Button' callout points to the 'Completeness Check' button in the left-hand side menu.

Note that you can check the form for completeness at any point by clicking on the **Completeness Check** button in the left-hand side menu.

## Submitting the Research Compliance Form

After the principal investigator has signed, the form must be submitted by clicking on the **Submit** button.



The research compliance form is then submitted to ILRI Research Compliance for review and approval. You will receive an e-mail notification that your project has been submitted:

**From:** donotreply@infonetica.net <donotreply@infonetica.net>  
**Sent:** Monday, October 16, 2023 12:26 PM  
**To:**  
**Subject:** Confirmation of Receipt of application: 2023-0063-88-1

Dear XXX

Thank you for your application.


**Your application has now been submitted for review. Please check to make sure the status of your application has changed to 'submitted' in your work area.**


Kind regards,

Ethics Team

If you need to make adjustments to the form you will receive an e-mail notification explain what change is required:

0063 - Revisions required

 donotreply@infonetica.net  
To: [REDACTED]

 Letter.pdf  
230 KB

Dear XXX

Changes have been requested to be made on your RCF application. Additional information can be found in the attached document. Please click the following URL to login and take the necessary action

<https://applicant.researchcompliance.ilri.org/Project/Index/174>

Contact [ilriresearchcompliance@cgiar.org](mailto:ilriresearchcompliance@cgiar.org) for any support that you may require.

Regards

ILRI Research compliance |

You can click on 'Reviewer Comments' (these were also attached in the e-mail) to review the amendment required.

**Test RC - IBC**

Project Tree

- Test RC - IBC
  - Research Compliance Form - xx - x

Action Required on Form	Status	Review Reference	Date Modified
Yes	C2 Deferred - Secretariat	2023-0063-88-1	16/10/2023 10:48

Navigation Documents Signatures Collaborators Submissions Correspondence Centre History

### Research Compliance Form

Section Questions

Section 1 Introduction Project Details Principal Investigator(s)

Section 2 Access and Benefits Sharing (ABS) Risk Assessment Research Involving Genetically Modified Organisms Research (and/or Training) Involving Animals Research Involving Human Subjects as Participants

Section 3 Declarations and Assurances

Click to see reviewer comments

You can go directly to the comment by clicking the appropriate section (look for the speech bubble in the top-right of the page). You can also compare your application to earlier versions

### Risk Assessment

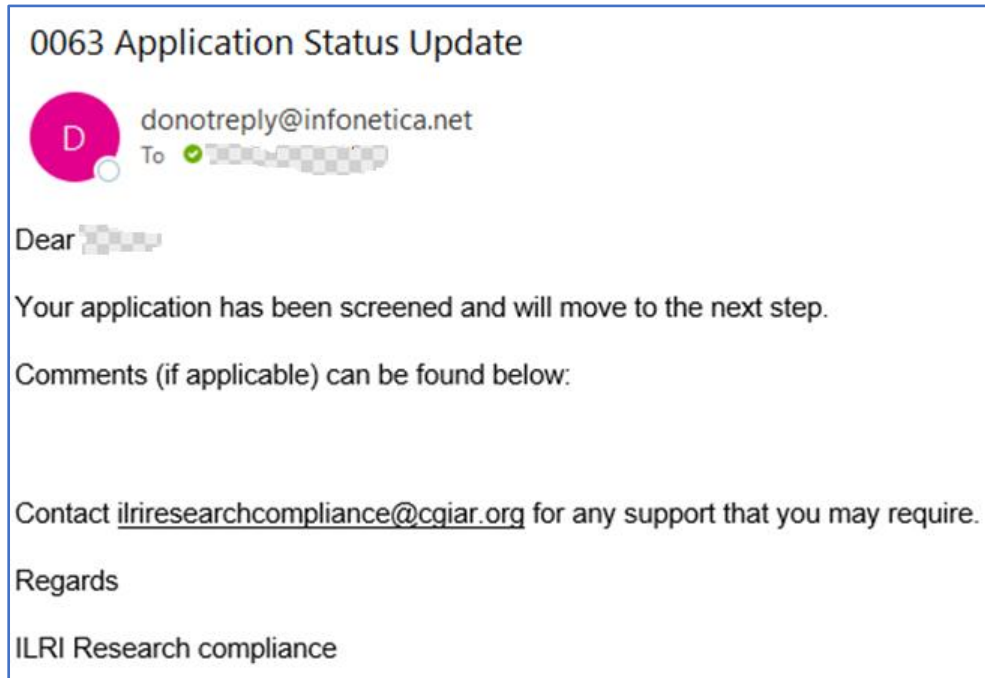
Does your project include field work?  Yes  No

Upon registration of this form, please complete the Field Work Risk Assessment Form.

Click to see reviewer comments

After completing the changes the form must be RE-SIGNED and RE-SUBMITTED.

Once the form has been approved you will receive an e-mail to confirm. No further action is needed from you for this project compliance form and you can start to submit sub-forms within the project, as required.



## Updating the Research Compliance Form

If you need to change some responses to questions later in the project you can adjust your form and re-submit it for approval.

You first send a correspondence to the Secretariat requesting the Research Compliance Form to be unlocked. Note you must be IN the Research Compliance Form (not any other forms within the project) when you go to the Correspondence tab.

The screenshot shows the 'My Project' interface. At the top, there is a 'Project Tree' with three items: 'My Project', 'Research Compliance Form - My Program - My Grant', and 'Institute Research Ethics Committee Form ---'. Below this is a table with columns: 'Action Required on Form', 'Status', 'Review Ref', and 'Date Modified'. The table contains one row with values: 'No', 'Secretariat - Approved', '20...', and '30/10/2023 07:32'. A blue callout bubble points to the 'Correspondence' tab in the navigation bar, with the text 'Click on correspondence tab'. Below the table, there are tabs for 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', 'Centre', and 'History'. The 'Correspondence' tab is active, showing a 'New Correspondence' button and a note: 'Note: No correspondence found'. A 'Correspond' dialog box is open, showing a note: 'Note: This message will be delivered to members of ILRI Review Committee.' and a text area containing 'Please unlock my form as i need to update it!'. Below the text area is a 'Browse...' button and the text 'No files selected.'. At the bottom right of the dialog are 'Send' and 'Close' buttons.

Action Required on Form	Status	Review Ref	Date Modified
No	Secretariat - Approved	20...	30/10/2023 07:32

Once the Secretariat has unlocked the document you should will see this status in your project:

### My Project

Project Tree

- My Project
  - Research Compliance Form - My Program - My Grant
    - Institute Research Ethics Committee Form ---

Action Required on Form	Status	Review Reference	Date Modified
Yes	Secretariat - Unlocked for Revisions	2023-0069-91-1	30/10/2023 07:32

When implementing changes you can review the previous version (submission) of the form by clicking on the 'Compare with Previous Submission' button:

## Research Compliance Form - My Program - My Grant

Project Title: My Project Version: UAT V

**69**

[Compare with Previous Submission](#)

### Research Involving Genetically Modified Organisms

Does your project include genetically modified animal experiments?  Yes  No 0

After completing the changes, the form must be RE-SIGNED and RE-SUBMITTED.

If you have any questions about this process, please contact [ilriresearchcompliance@cgiar.org](mailto:ilriresearchcompliance@cgiar.org).