

Submission Portal Guide for Applicants

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1. Overview

All protocols must be submitted through the Busara ISERC's web-based submission portal (<https://busara.rhinno.net/login>).

IMPORTANT! Once an application has been submitted, no research activities may begin until the researcher has received a formal approval letter from Busara ISERC and obtained a research permit from NACOSTI

This guide covers three types of submissions:

1. **New Applications** - for projects not yet reviewed by the Busara ISERC
2. **Annual Progress Reports** - required every year for approved protocols
3. **Amendments** - for changes to already-approved projects

2. Preparing the Submission Package

Before submitting your application, ensure that your application package is complete. Follow the steps below to help you prepare your application.

Step 1: Complete Ethics Training

You must complete ethics training from a recognised programme such as CITI or TTREE. Keep your certificate of completion, as you will need to upload it with your application.

Step 2: Gather Required Documents

You will need the following documents before you start your submission:

1. Ethics Training Certificate
2. Completed Research Protocol (use the official Busara ISERC template)
3. Supporting Materials (please refer to the official Busara ISERC checklist)

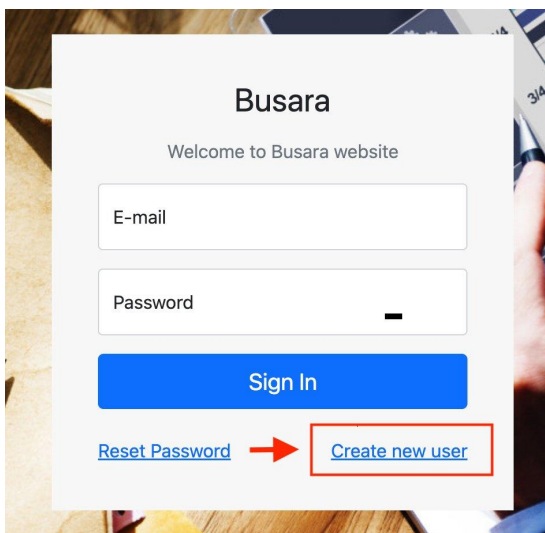
Step 3: Submit Your Application

Log in to the submission portal (<https://busara.rhinno.net/login>). New users will need to create an account before they can log in.

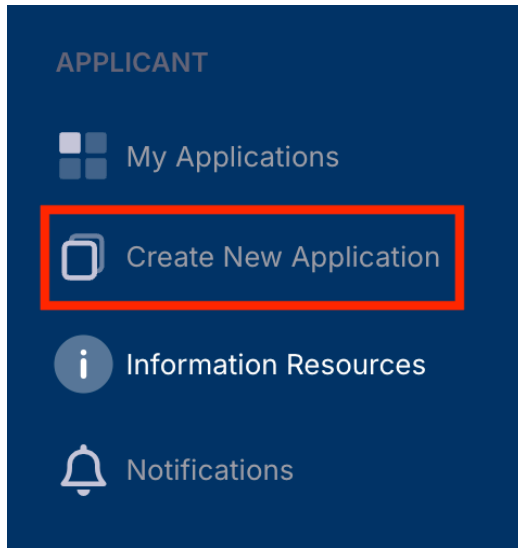
3. Navigating the Submission portal

3.1. New Applications

- 1) Open the submission portal (<https://busara.rhinno.net/login>) and sign in with your email and password. If you are a new user, click "Create new user" to register an account first.



- 2) Click on the "Create new Application" button in the left panel.



- 3) Select "New/original study - Non clinical trial", then click "Create Application".

Create New Application
Home - Applications - Create

Select which type of Application you want to create

☒ New/original study - Non clinical trial
Basic version 4.0

☐ Study amendment - Non clinical trial
Basic version 4.0

☐ Annual Report-Extension - Non clinical trial
Basic version 4.0

Create Application

4) Complete the questionnaire, upload all necessary documents, and submit

Complete all tabs on the left (Study Identification and Validation, Applicant Particulars, Study Details, and Attachments). Upload all required documents and submit. All fields marked with a red asterisk (*) are mandatory.

The screenshot displays the submission portal interface. On the left is a sidebar with four tabs: 'Study Identification and Validation', 'Applicant Particulars and Study Centers', 'Study Details', and 'Attachments'. Each tab includes a folder icon and a note: 'Tab for the RHInnO Ethics 4.0 Beta version: [Tab Name]'. The 'Study Identification and Validation' tab is highlighted with a red border. Below the tabs is a 'Submit' button with an exclamation mark icon and the text 'There are pending questions to fill in'. The main area on the right is titled 'Identification' and contains four form fields, each with a red asterisk indicating it is mandatory: 'Research Project Short Title' (containing 'vvv'), 'Research Project Full Title' (containing 'vvv'), 'Protocol Version' (containing '1'), and 'Protocol Version Date' (containing '2026-04-02').

Study Identification and Validation
Tab for the RHInnO Ethics 4.0 Beta version: Study Identification and Validation

Applicant Particulars and Study Centers
Tab for the RHInnO Ethics 4.0 Beta version: Applicant Particulars and Study Centers

Study Details
Tab for the RHInnO Ethics 4.0 Beta version: Study Details

Attachments
Tab for the RHInnO Ethics 4.0 Beta version: Attachments

Submit
There are pending questions to fill in

Identification

Research Project Short Title *

vvv

Research Project Full Title *

vvv

Protocol Version *

1

Protocol Version Date *

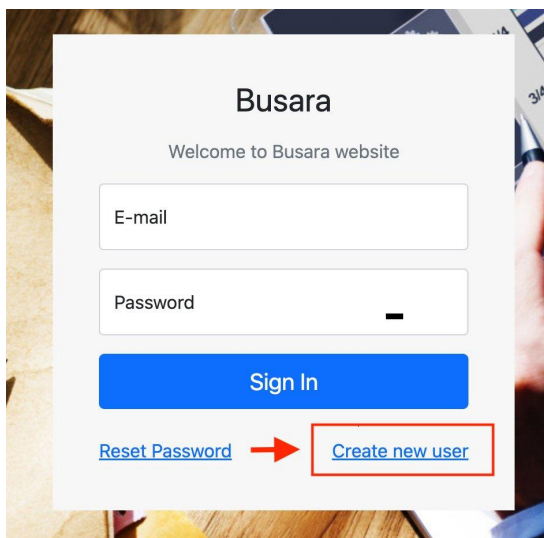
2026-04-02

3.2. Annual Progress Reports

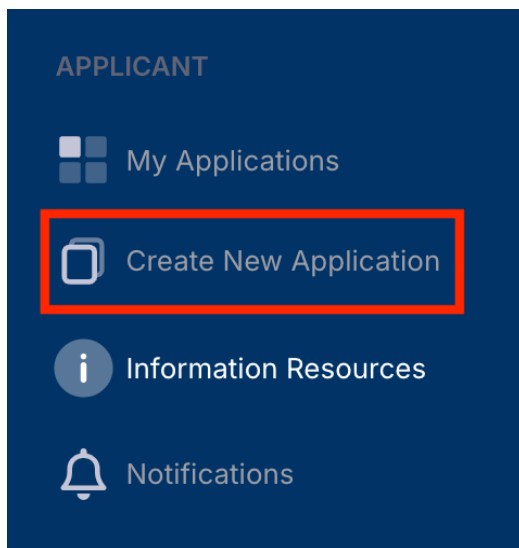
All Busara ISERC-approved protocols must submit an annual progress report **at least 60 days before the expiry date** of the current approval. Before submitting, use **the official annual report checklist** to ensure all required documents are ready.

Please note: Projects that miss this 60-day window will be automatically closed by the system. To continue the research, you will need to submit a new application from scratch. If you think you may have difficulty meeting the deadline, please reach out to the Busara ISERC secretariat as early as possible.

- 1) Open the submission portal (<https://busara.rhinno.net/login>) and sign in with your email and password.



- 2) Click on the "Create new Application" button in the left panel.



- 3) Select "Annual Report-Extension - Non clinical trial", then click "Create Application".

Create New Application
Home - Applications - Create

Select which type of Application you want to create

☐ **New/original study - Non clinical trial**
Basic version 4.0

☐ **Study amendment - Non clinical trial**
Basic version 4.0

☒ **Annual Report-Extension - Non clinical trial**
Basic version 4.0

☐ **Other**

Create Application

- 4) Fill in the required details, upload all necessary documents, and submit

 **Annual Progress Report**

 **Attachments**

Submit
 There are pending questions to fill in

Annual Progress Report

Research Project reference number *

Please type an answer

Research Project Full Title *

Please type an answer

3.3. Amendments

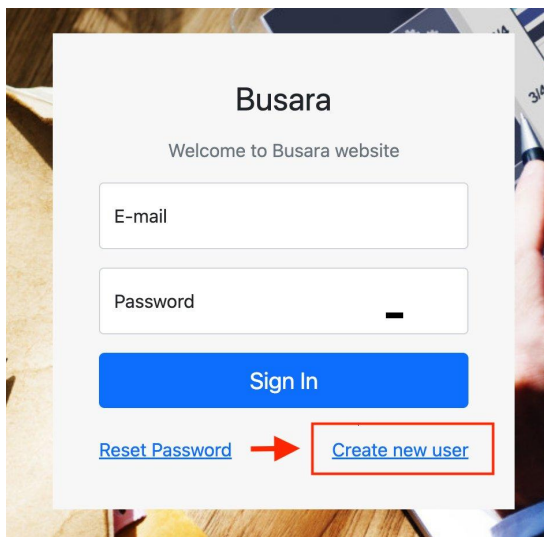
If anything changes in your approved study, such as the research protocol, data collection tools, or study team, *you must submit an amendment request to Busara ISERC before implementing those changes.* Use **the official amendment checklist** to confirm you have all the required documents before starting your submission.

Principal Investigator (PI) changes must always go through this process, and the current PI must sign the amendment application before it can be approved.

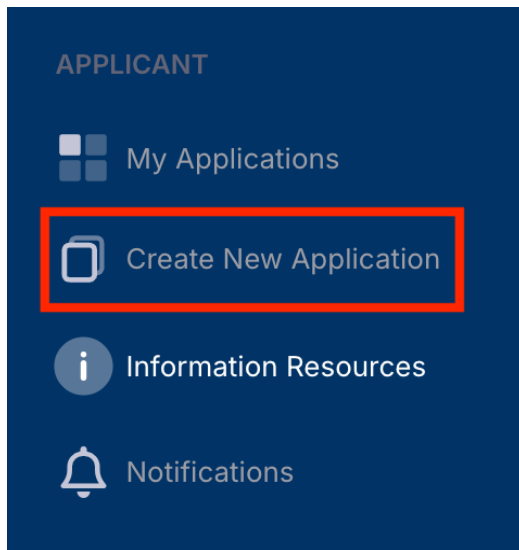
Note 1: If a PI or co-PI is planning to change institutional affiliation, the amendment should be submitted before the affiliation change date, to keep records current and avoid communication disruptions.

Note 2: Amendments and annual continuing review requests must be submitted separately. They cannot be combined.

- 1) Open the submission portal (<https://busara.rhinno.net/login>) and sign in with your email and password.



- 2) Click on the "Create new Application" button in the left panel.



- 3) Select "Study amendment - Non clinical trial", then click "Create Application".

Create New Application

Home - Applications - Create

Select which type of Application you want to create

☐ New/original study - Non clinical trial
Basic version 4.0

☒ Study amendment - Non clinical trial
Basic version 4.0

☐ Annual Report-Extension - Non clinical trial
Basic version 4.0

Create Application

4) Fill in required details, upload documents, and submit

Complete all amendment tabs and upload the required documents. You will be asked to provide a summary of your changes, be as specific as possible, separating changes by section (e.g., study design, sampling, study procedures).

Important: Enter the correct *Research Project Reference Number*. This links the amendment application to your original submission.

Amendment Details
Tab for the RHInnO Ethics 4.0 Beta version: Amendment Details

Study Identification and Validation (Amendment)
Tab for the RHInnO Ethics 4.0 Beta version: Study Identification and Validation (Amendment)

Study Details (Amendment)
Tab for the RHInnO Ethics 4.0 Beta version: Study Details (Amendment)

Attachments (Amendment)
Tab for the RHInnO Ethics 4.0 Beta version: Attachments (Amendment)

Submit
There are pending questions to fill in

Study Amendment Information

Select the amendment type *

Research Project reference number *

Research Project Title *

Amendment summary / Summary of Changes (Separate each amendment under specific sections eg study design; sampling; study procedures etc) *

4. Contact & Support

If you have questions, the Busara ISERC secretariat is happy to help. You can us through the following channels:

Email: busara.iserc.busara.global

Physical address: 38 Apple Cross Rd, Nairobi

Phone number: (+254) 7xx xxx xxx