

NCBE PORTAL REGISTRATION USER MANUAL

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1. Main Steps



2. Preamble

The Saudi National Committee of Bioethics (NCBE) requires all research team members working with human-related materials or data, plants, and animals (vertebrates and cephalopods) to complete an ethics course before a research proposal can be approved ([Art. 10.17 'Living Creatures Act'](#)).

The NCBE offers this course online, allowing you to complete it at your own pace. The training session takes approximately 25–30 minutes, followed by a 10–15-minute quiz. You can pause the presentation and resume it later as needed.

To access the course, you must register as a researcher with the NCBE by creating an account and completing a registration form. This registration form will be reviewed and approved by the NCBE before you can access and complete the online course.

This document provides step-by-step instructions for this process.

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3. Document Checklist

The following documents must be ready before you start your registration form:

Mandatory

- ✓ National ID/ Iqama Number
- ✓ Bachelors, Master's or PhD Qualification Certificates*
- ✓ Proof of your work-related experience**
- ✓ Brief personal statement describing your interests, goals, and future research plans
- ✓ A copy of your CV in English*

Optional

- ✓ Profile picture**
- ✓ List of your publications, including **citation** and **DOI** details
- ✓ List of your contributions to conferences and patents
- ✓ List of the organization where you serve as a consultant and a brief description of your duties
- ✓ List of your membership organization name, your membership number and the start/end dates.

* Accepted file types: .pdf, .docx, .doc Max file size: 1MB

**Accepted picture characteristics: 400 x 400px as a .jpg, .png, .bmp or .gif file. Max file size: 2MB

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2. Creating an account in the NCBE Portal

1. Go to the NCBE Portal (<https://ncbeportal.kacst.gov.sa/>), then click on **'Create an account'**:



2. Complete ALL fields (**mandatory**), including:
 - Organization Type: Universities
 - Universities/Organization: King Abdullah University for Science and Technology
3. Once you have completed ALL fields, and tick the certification of reading, click **'Register'**.

The image shows the NCBE Portal registration page. On the left, there is a sidebar with the NCBE logo and a 'set up committee' section. A yellow arrow points from the 'Register' link in the navigation menu to the right. The right side of the page shows a registration form with fields for 'Organization Type', 'Universities/Organization', 'User name', 'Email address', 'Password', 'Confirm password', and 'Mobile number'. A red box highlights the 'Register' button in the navigation menu.

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3. Activate your NCBE account

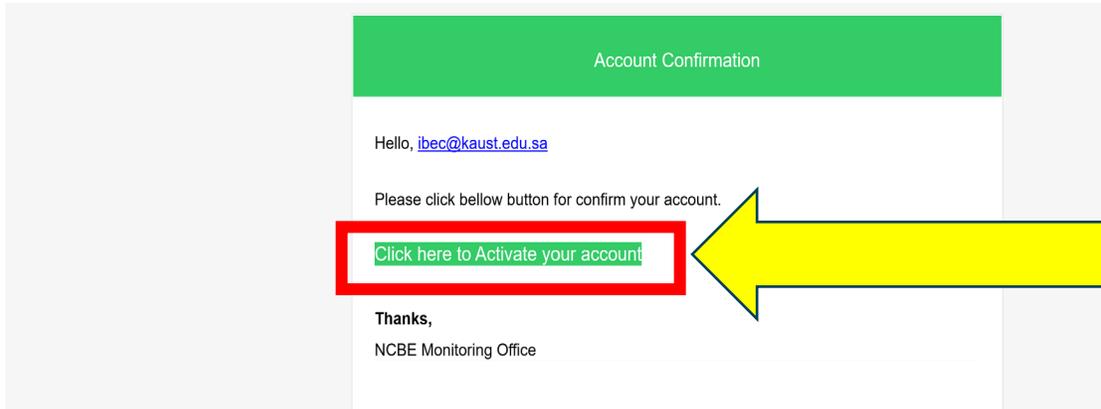
1. You will receive an email from NCBE (no-reply-NCBE@kacst.gov.sa) to activate your account. Check your **SPAM inbox** not miss this email.
2. Click on the **green link** to activate your account.

[EXTERNAL] Confirm your account

 no-reply-NCBE@kacst.gov.sa
To Institutional Biosafety and Bioethics Committee

 Reply  Re

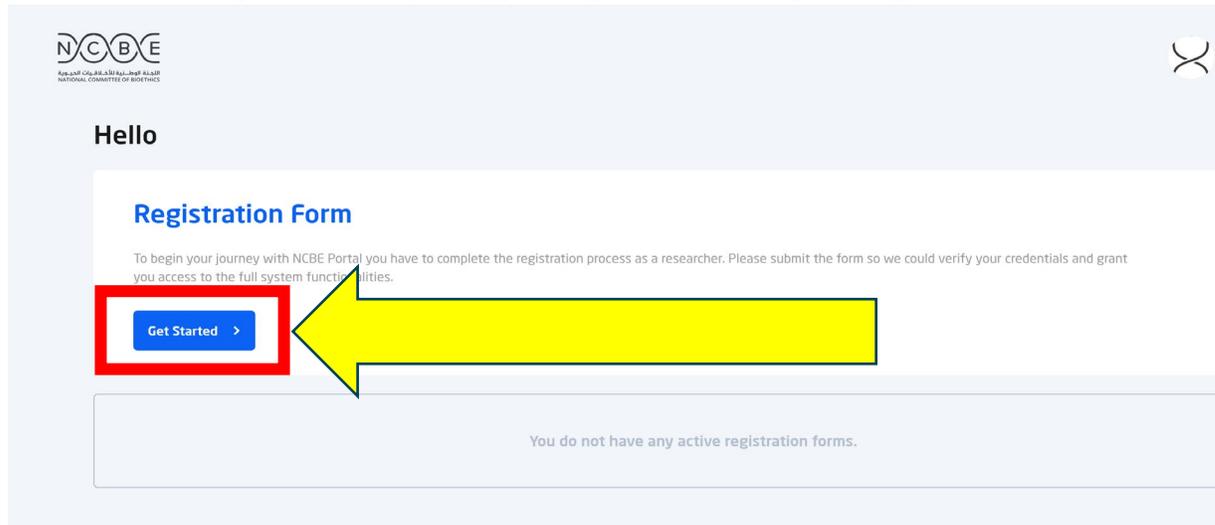
 If there are problems with how this message is displayed, click here to view it in a web browser.



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4. Access your Registration Form

1. Once you have activated your account through the email received from NCBE ([no-reply-NCBE@kacst.gov.sa](mailto:NCBE@kacst.gov.sa)), you will have access to your NCBE account as a Researcher. Check your **SPAM inbox** not miss this email.
2. You will be ready to start completing your registration form by clicking '**Get Started**':



3. You must complete the following stages of the registration form to be able to submit your registration for NCBE approval:



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5. Save your Registration Form as a Draft

You can save your application by clicking ‘**Save as Draft**’ at any time.

The screenshot shows the NCBCE Registration form interface. At the top left is the NCBCE logo with the text 'The National Council of Boards of Engineering Technicians'. Below the logo is the title 'Registration form'. A progress bar at the top indicates steps 01 through 09, with step 01 labeled 'Personal details'. The main content area is divided into sections: 'Profile photo' with an 'Upload photo' button and instructions 'Image should be at least 400 x 400px as a .jpg, .png, .bmp or .gif file. Max file size: 2MB', and 'General Information'. At the bottom right of the 'General Information' section, there are two buttons: 'Save as Draft' (highlighted with a red box) and 'Continue >' (a blue button). A large yellow arrow points from the 'General Information' section towards the 'Save as Draft' button.

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6. Return to your Draft Registration Form

1. You can return to your application at any time.
2. Go to the NCBE Portal (<https://ncbeportal.kacst.gov.sa/>)
3. Enter your email and password, then click **'Sign in'**.

NCBE
RESEARCH ORGANIZATION FOR ETHICAL REVISION
NATIONAL COMMITTEE OF BIETHICS

set up committee
Add a new local committee with in the organization to monitor ethical review processes
[Register committee](#)

Sign in

Login to NCBE Portal to easily manage the ethical reviews online.

User name Email
Type username
Username or Email is required

Password
Type password
Password is required

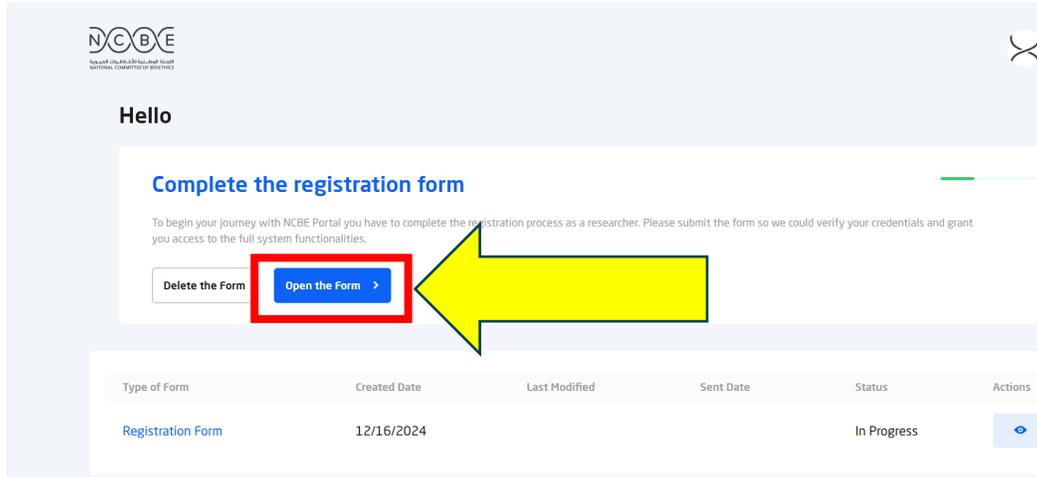
Remember me [Forgot password or user name >](#)

[New to NCBE Portal? Create an account >](#)

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7. Complete your Registration Form

1. Once you have signed into the NCBE Portal, click **'Open the Form'** to populate/continue populating your registration form.



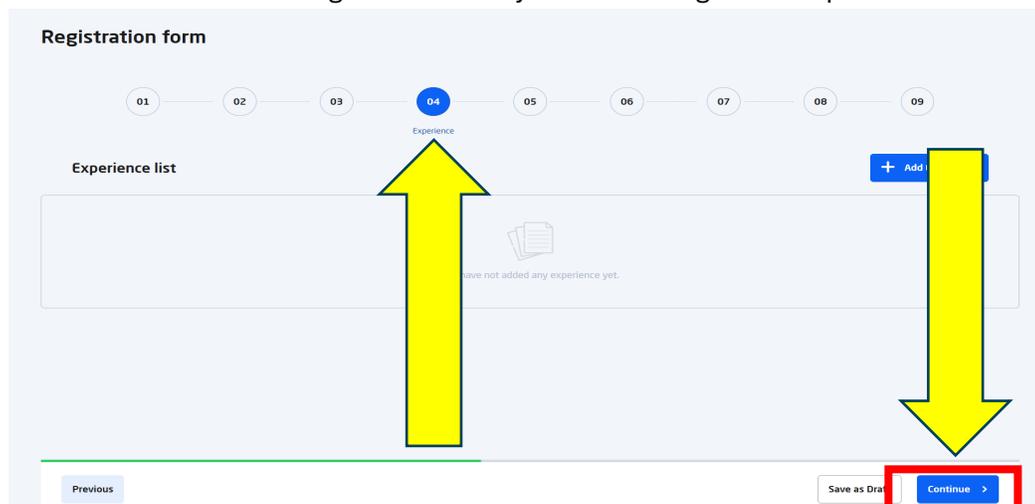
The screenshot shows the NCBE Portal dashboard. At the top left is the NCBE logo. Below it, the text "Hello" is displayed. The main heading is "Complete the registration form". Below this heading, there is a paragraph of text: "To begin your journey with NCBE Portal you have to complete the registration process as a researcher. Please submit the form so we could verify your credentials and grant you access to the full system functionalities." Below the text, there are two buttons: "Delete the Form" and "Open the Form". A yellow arrow points to the "Open the Form" button. Below the buttons, there is a table with the following columns: "Type of Form", "Created Date", "Last Modified", "Sent Date", "Status", and "Actions". The table contains one row: "Registration Form", "12/16/2024", "", "", "In Progress", and an eye icon.

2. You must complete the following stages before submitting your registration for NCBE approval:



The screenshot shows the "Registration form" progress bar. The progress bar consists of nine numbered circles (01 to 09) connected by a horizontal line. The circles are labeled with the following stages: 01 Personal details, 02 Contact Information, 03 Qualifications, 04 Experience, 05 Publications and Patents, 06 Consulting Memberships, 07 Interests, 08 Attachments, and 09 Summary. The circle for stage 01 is highlighted in blue, indicating it is the current stage.

3. You can move from one stage to another by either clicking on the top numbers or 'Continue'



The screenshot shows the "Experience list" section of the registration form. At the top, there is a progress bar with nine numbered circles (01 to 09). The circle for stage 04 is highlighted in blue. Below the progress bar, the text "Experience" is displayed. Below this, there is a section titled "Experience list" with a large empty box. To the right of the box, there is a blue button with a plus sign and the text "Add". Below the box, there is a message: "You have not added any experience yet." At the bottom of the page, there are two buttons: "Previous" and "Continue". A yellow arrow points to the "Continue" button.

Stage 1: Personal Details



Registration form



1. A profile picture can be uploaded to your profile **(OPTIONAL)**.
Image characteristics 400 x 400px as a .jpg, .png, .bmp or .gif file. Max file size: 2MB

Profile photo



Upload photo

Image should be at least 400 x 400px as a .jpg, .png, .bmp or .gif file. Max file size: 2MB

2. Please complete all required fields marked **in red**.

General Information

Title

✓

First name (English)

✗

First name is required

First name (Arabic) (optional)

Middle name (English) (optional)

Middle name (Arabic) (optional)

Last name (English)

✗

Last name is required

Last name (Arabic) (optional)

Full name (English)

Full name (Arabic) (optional)

Date of birth

📅

Birth date is required

Gender

Male
Female

Gender is required

National ID / Iqama ID

Nationality

✓

Nationality is required

Organization

Organization type

Organization

Are you Saudi Resident

✓

College name / Department

✗

College name is required

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Stage 2: Contact Information



Please complete all required fields marked **in red**.

Email

Alternative email address

Alternative email is required

Address details

Address

Address is required

Postal code

Postal code is required

City

City is required

Region (optional)

PO Box (optional)

Nationality

Nationality is required

Contact details

Phone Office number

Phone / Office number is required

Ext. (optional)

Fax number (optional)

Mobile number

Mobile number is required

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Stage 3: Qualifications

Qualifications list + Add new qualification

You haven't added any qualifications yet.

1. Click on **'Add New Qualification'** for every bachelor, Master's or PhD certificate you would like to register.
2. Please complete all required fields marked **in red** with special attention to the following fields:
 - **Specialization:** choose among scientific, medical, social and other.
 - **Type:** choose among Bachelors, Master's or PhD.
 - **University:** all Saudi universities are available in the drop-down list. Select **'Other'**, for non-Saudi universities.
3. Please attach proof of your qualification certificate. Accepted file types: .pdf, .docx, .doc Max file size: 1MB
4. Click **'Add'** to save your information.
5. Repeat the above to upload every certificate.

Add new qualification

Specialization (circled in red)
Select [dropdown] ✓
Specialization is required

Year of graduation
Type year of graduation [input] ✗
Year is required

Education type
Choose education type [dropdown] ✓
Education Type is required

Type (circled in red)
Choose type [dropdown] ✓
Type is required

Grade
Choose grade [dropdown] ✓
Grade is required

Country
Select [dropdown] ✓
Country is required

University (circled in red)
Select [dropdown] ✓
university is required

Certificate
Drag and drop here or [Browse files](#)

Accepted file types: .pdf, .docx, .doc Max file size: 1MB
Certificate is required

Add (button circled in red, pointed to by a yellow arrow)

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Stage 4: Experience



Experience list + Add Experience



You have not added any experience yet.

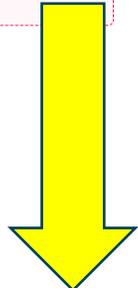
1. Click on ‘**Add Experience**’ to list your work-related experience.
2. Please complete all required fields marked **in red**.
3. Please attach proof of your experience. Accepted file types: .pdf, .docx, .doc Max file size: 1MB
4. Click ‘**Add**’ to save your information.
5. Repeat the above to enter every work-related experience. **Please note:** if you don’t have any certificates for past experiences, we recommend that you don’t list it, as an upload is required when an end date is entered.

Add Experience

Job Title <input type="text" value="Type job title"/> ✕ <small>Job title is required</small>	Start date <input type="text" value="MM/DD/YYYY"/> 📅 <small>Start date is required</small> <input type="checkbox"/> This Is My Current Job	End date <input type="text" value="MM/DD/YYYY"/> 📅
Employer <input type="text" value="Type employer"/> ✕ <small>Employer is required</small>	Experience <div style="border: 2px dashed #ccc; padding: 20px; text-align: center;"><p>Drag and drop here Or Browse files</p></div> <p><small>Accepted file types: .pdf, .doc, .docx. Max file size: 1 MB Certificate is required</small></p>	
Address <input type="text" value="Type address"/> ✕ <small>address is required</small>	Responsibilities (optional) <input style="width: 100%; height: 80px;" type="text" value="Type responsibilities"/>	

Cancel **Add**

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Stage 5: Publications and Patents (OPTIONAL)



1. List your **publications** by entering both the **citation** and **DOI** details.
2. You can also list your contributions to conferences and patents.
3. Then click on the **blue tick** to save the details (**IMPORTANT STEP**).
4. Repeat the above for each entry.

Publications (optional)

Citation details DOI

Type citation details (e.g. authors, year, title, journal, volume, page number)

Type DOI



Conference proceedings (optional)

Citation details

Type citation details (e.g. authors, year, title, conference)



Patent and publications (optional)

Citation details

Type citation details (e.g. authors, year, title, publisher)



Patents (optional)

Year	Issuing authority	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>



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Stage 6: Consulting and Memberships (OPTIONAL)



1. Click on the **blue icons** to list your consultancy posts and memberships.

The screenshot shows two sections: 'Consultants (optional)' and 'Memberships (optional)'. To the right of each section is a blue button with a white plus sign and the text '+ Add new consultant' and '+ Add new membership' respectively. A large yellow arrow points from the left towards these buttons.

2. List the organization where you serve as a consultant and a brief description of your duties.
3. Enter the organization name where you hold membership, your membership number and the start/end dates.
4. Then click on '**ADD**' to save the details.
5. Repeat the above for each entry.

Add new consultant

The form for adding a new consultant has three main sections: 'Organization name' with a text input field and a red 'x' icon, 'Country' with a dropdown menu showing 'Choose country' and a green checkmark, and 'Description' with a large text area and a red 'x' icon. Red error messages are visible below each field: 'Organization name is required', 'Country is required', and 'Description is required'.

Cancel Add

Add new membership

The form for adding a new membership has five main sections: 'Organization name' with a text input field and a red 'x' icon, 'Membership number' with a text input field and a red 'x' icon, 'Start Date' with a date picker showing 'MM/DD/YYYY' and a red 'x' icon, 'End Date' with a date picker showing 'MM/DD/YYYY' and a red 'x' icon, and a checkbox labeled 'This is my current membership'. Red error messages are visible below the first three fields: 'Organization name is required', 'Membership number is required', 'Start date is required', and 'End date is required'.

Cancel Add

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Stage 7: Scientific Interests

1. Please describe what your interests, goals and future research plans are which would help NCBE in evaluating your application.

- **Scientific interests:** personal statement is a **required field**.
- **Current activities** (optional)
- **Keywords** in the field of specialization (optional)

Scientific interests

Type personal statement

✖

Personal statement is required

Current activities (optional)

Type current activities

Keywords in the field of specialization (optional)

Type keywords in the field of specialization

2. List at least one of your scientific areas of interest (**required field**). Then click on the **blue tick** to save the details (**IMPORTANT STEP**).

Areas

Field	Sub-field	Specialization	
Basic Sciences	Hospital	vdzx	✖

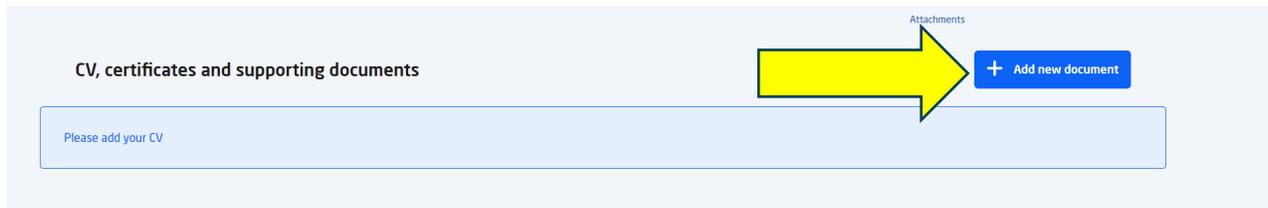
Basic Sciences ✓	Hospital Administration ✓	Type Specialization ✓
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Stage 8: Attachments



1. Click on the **blue icon** to upload your CV
 - CV must be in English
 - Accepted file types: .pdf, .doc, .docx, .jpg and .png. Max file size: 1 MB



2. Select the File type from the dropdown list.

Add new document

The screenshot shows the 'Add new document' form. At the top is a blue box with the text 'The CV should be in English'. Below this are three sections: 'File type' with a dropdown menu, 'File title' with a text input field, and 'Attachment' with a large dashed box containing an upload icon and the text 'Drag and drop here or Browse files'. Below the dashed box is the text 'Accepted file types: .pdf, .doc, .docx, .jpg and .png. Max file size: 1 MB'. At the bottom are two buttons: 'Cancel' and 'Add'. A green arrow points from the 'File type' dropdown to the right, and a yellow arrow points from the right towards the 'Add' button.

3. List the File title. Upload your document. Note: all fields are mandatory.

Add new document

The CV should be in English

File type

Choose file type

Type is required

File title

Type file title

File title is required

Attachment



Drag and drop here
or
[Browse files](#)

Accepted file types: .pdf, .doc, .docx, .jpg and .png. Max file size: 1 MB

Attachment is required

Cancel

Add

4. Then click on **'ADD'** to save the details.

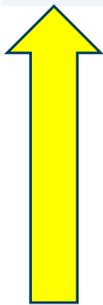
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Stage 9: Summary



1. Please revise all fields to ensure completeness of your registration form.
2. You must certify that all the information is true at the bottom of the page to create the profile and send your application to NCBE for approval.

I hereby certify that all the above information is true and correct.



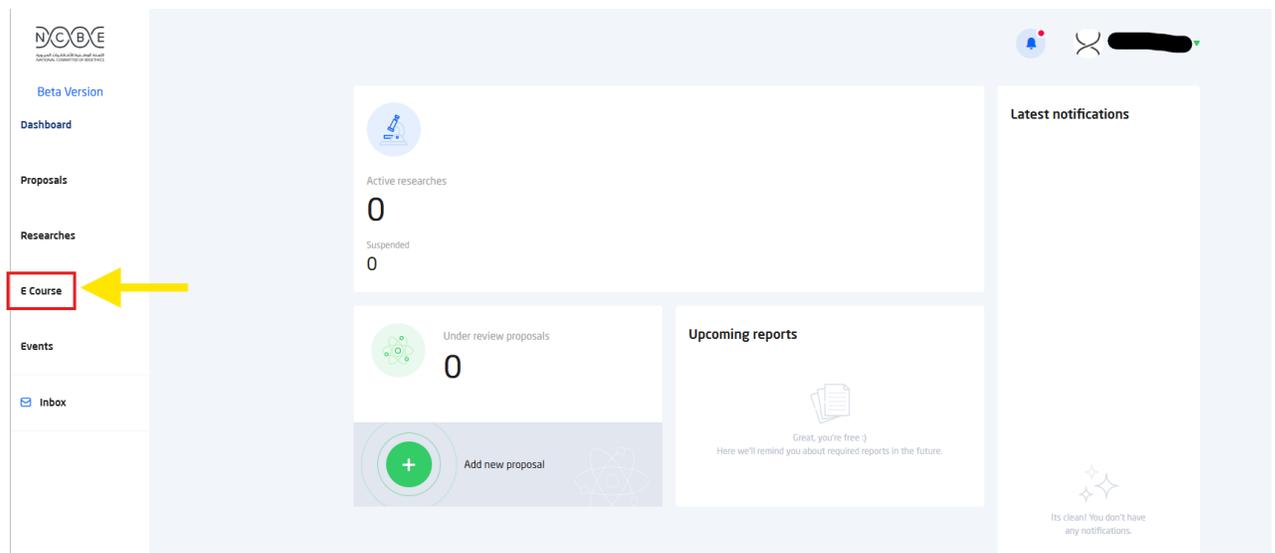
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8. Wait for NCBE to approve your application

Once you complete your registration form, your application will be reviewed by the NCBE. This is a manual process, and it might take a few days. You will receive a confirmation email once your application has been successfully approved by the NCBE.

9. Complete the NCBE training

1. Go to the NCBE Portal (<https://ncbeportal.kacst.gov.sa/>),
2. Log in to the NCBE Portal with your username and password,
3. Click on **E-Course** on the left-hand side menu, then click on **START YOUR TRAINING**



4. The training has four video modules followed by a quiz.
5. The training session takes approximately 25–30 minutes. The quiz is about 10–15 minutes long.
6. You can pause the presentation at any time and resume it later.

10. NCBE Certification

1. A certification will be available once you complete the four modules and complete the quiz.
2. Your NCBE training certificate is **valid for three years**.
3. This certification is available to download at any time from your NCBE profile.

The screenshot shows the NCBE portal dashboard. On the left is a navigation menu with items: Beta Version, Dashboard, Proposals, Researches, E Course, Events, and Inbox. The main content area has several sections: a green banner for 'Your E-course is up to date!', a blue section for 'Get new knowledge!' with 4 videos and 4 minutes of material, and a dark blue bar for 'Completed materials: 4/4'. Below this is an 'E-course logs' table with columns: Date of attempt, Result, Percentage of good answers, Expiration date, and E-. The table contains one row with a 'Download Certificate' button highlighted in red, a result of 87% (19/22), and an expiration date of 28/08/2027. A large yellow arrow points from the left towards the 'Download Certificate' button.

Date of attempt	Result	Percentage of good answers	Expiration date	E-
		87% 19/22	28/08/2027	

4. Attach your NCBE certification to the IBEC/IACUC Protocol (Team member Section).

11. Support Contact

Please contact research.compliance@kaust.edu.sa if you need further support with this application process.

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