

# NCBE 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

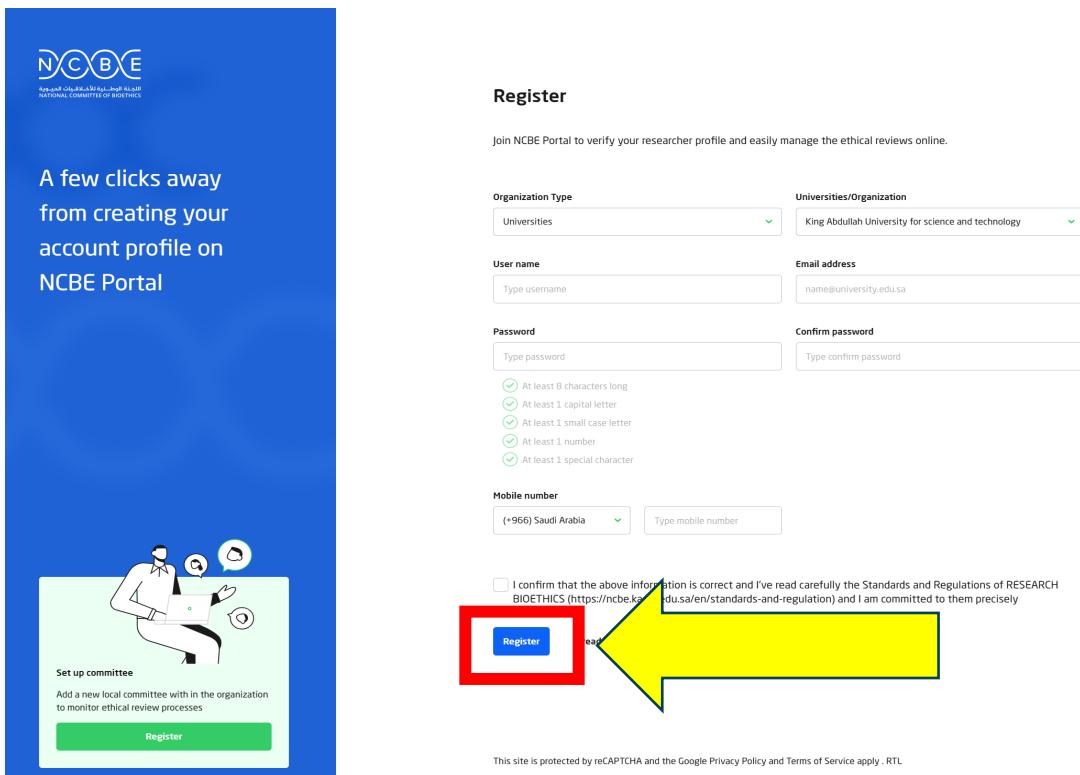
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## 2. Creating an account in the NCBE Portal

1. Go to the NCBE Portal (<https://ncbeportal.kacst.edu.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**'.

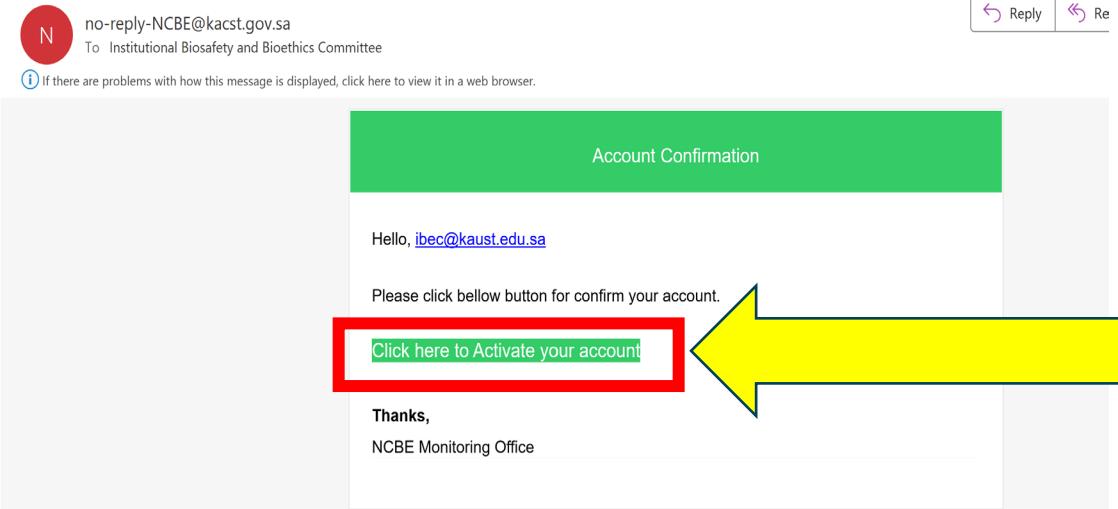


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### 3. Activate your NCBE account

1. You will receive an email from NCBE ([no-reply-NCBE@kacst.gov.sa](mailto: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.

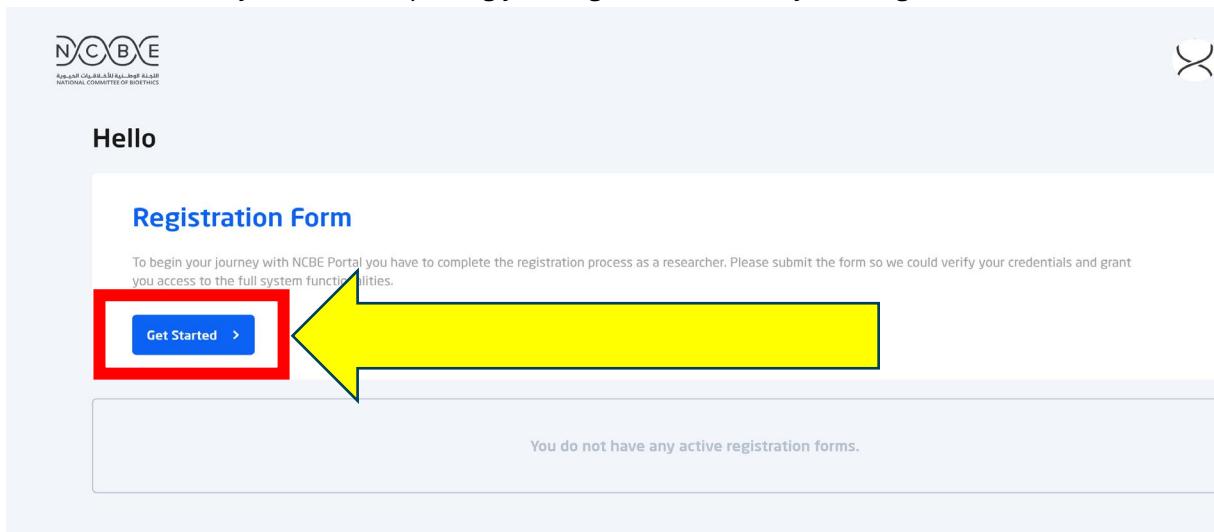
[EXTERNAL] Confirm your account



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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:no-reply-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**':



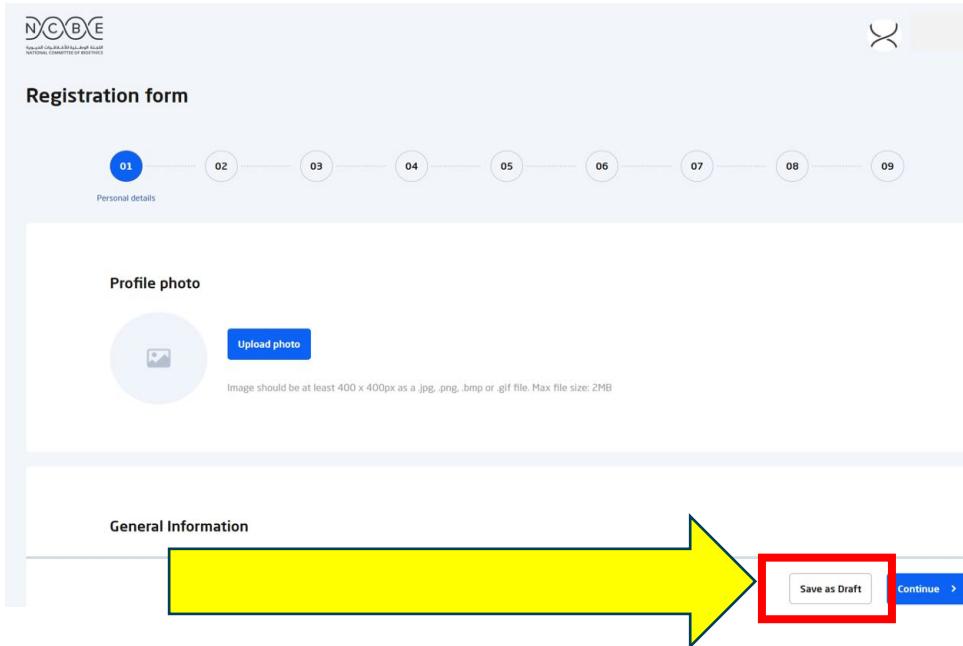
3. You must complete the following stages of the registration form to be able to submit your registration for NCBE approval:



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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.

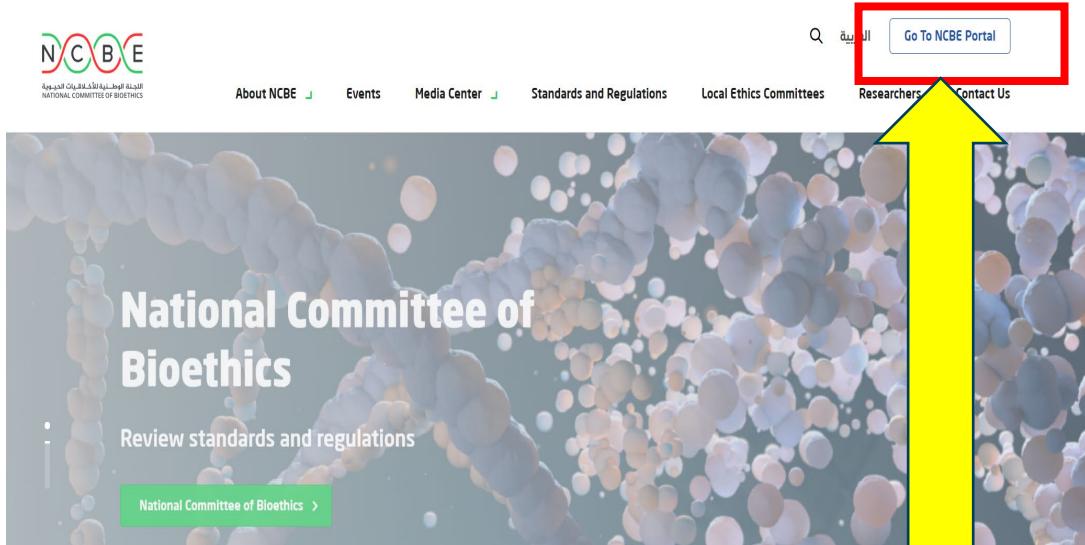


The screenshot shows the 'Profile photo' section of a registration form. At the top, there is a circular placeholder for a profile picture with a camera icon. To the right of the placeholder is a blue 'Upload photo' button. Below the button, a note specifies: 'Image should be at least 400 x 400px as a .jpg, .png, .bmp or .gif file. Max file size: 2MB'. At the bottom of the section, there is a 'Save as Draft' button, which is highlighted with a red box. A large yellow arrow points from the top of the page towards this 'Save as Draft' button.

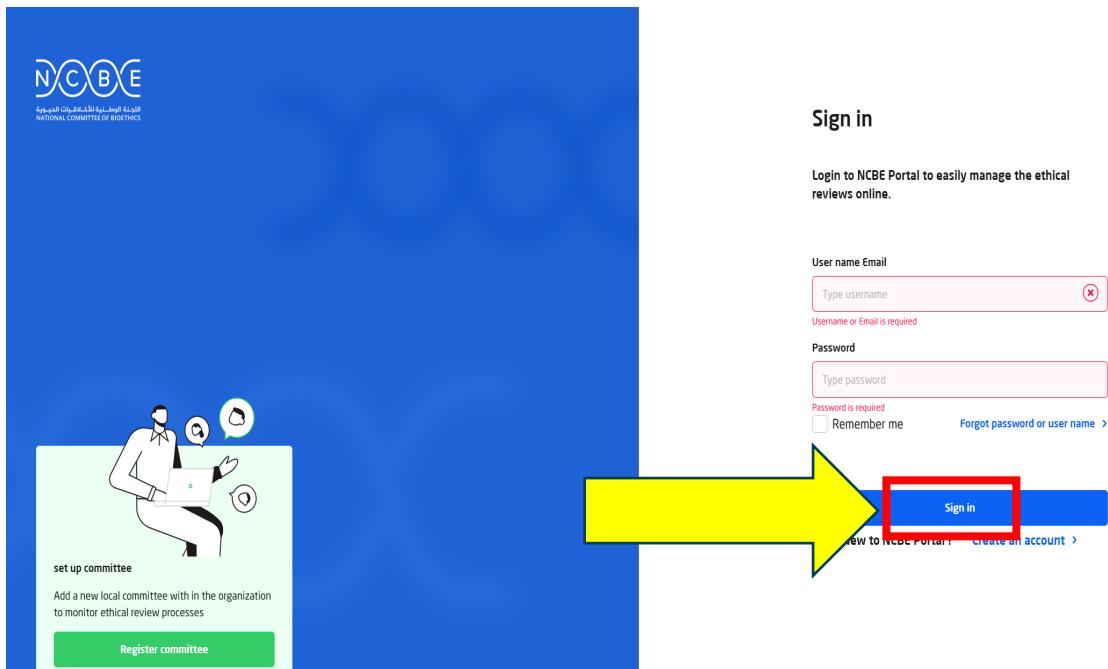
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## 6. Return to your Draft Registration Form

1. You can return to your application at any time.
2. Access the NCBE website; available at: <https://ncbe.kacst.edu.sa/en/>
3. Then click on 'Go To NCBE Portal'.



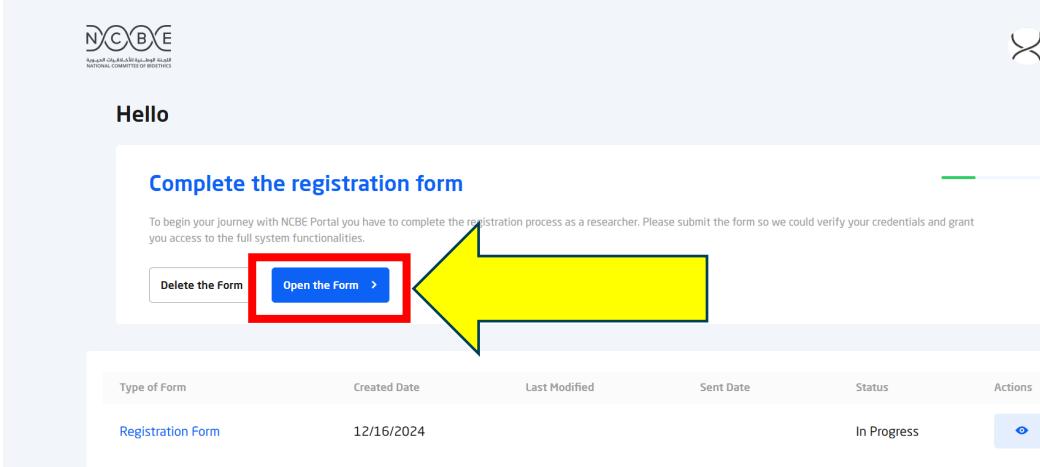
4. Enter your email and password, then click 'Sign in'.



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## 7. Complete your Registration Form

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



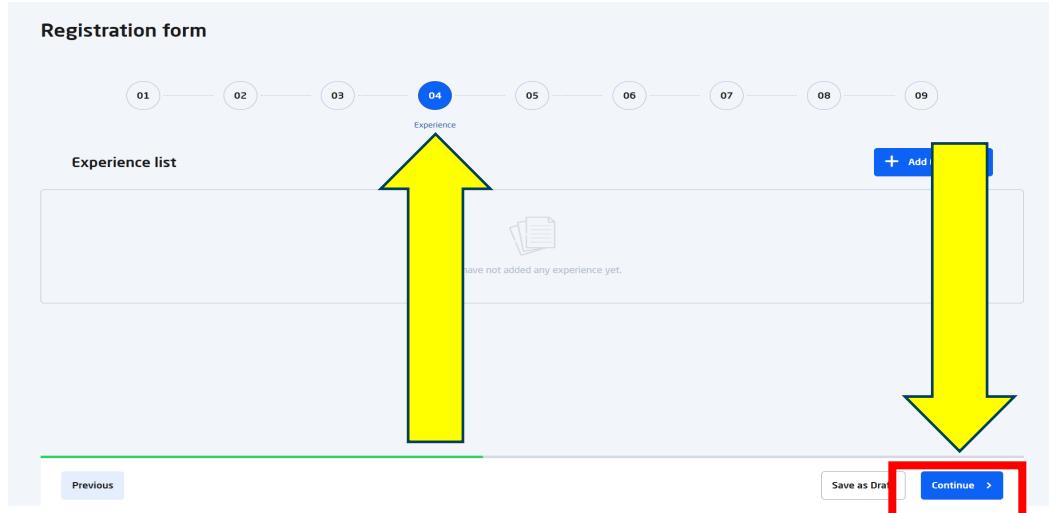
The screenshot shows the NCBE Portal's registration form interface. At the top, the NCBE logo is visible. Below it, a 'Hello' greeting and a 'Complete the registration form' section. The 'Complete the registration form' section contains a button labeled 'Open the Form >' which is highlighted with a red box and a yellow arrow pointing to it. Below this section, there is a table with columns for Type of Form, Created Date, Last Modified, Sent Date, Status, and Actions. The table shows one entry: 'Registration Form' with a Created Date of '12/16/2024', a Status of 'In Progress', and an 'eye' icon in the Actions column.

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



The screenshot shows the NCBE Portal's registration form interface. At the top, the NCBE logo is visible. Below it, a 'Registration form' section. A horizontal progress bar at the top shows numbered circles from 01 to 09, with '01 Personal details' highlighted in blue. Below the progress bar, there are nine stages: Personal details, Contact Information, Qualifications, Experience, Publications and Patents, Consulting - Memberships, Interests, Attachments, and Summary.

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



The screenshot shows the NCBE Portal's registration form interface, specifically the 'Experience' stage (04). The stage is titled 'Experience' and contains a section labeled 'Experience list' with a message 'have not added any experience yet.' A yellow arrow points upwards to the stage number 04. Another yellow arrow points downwards to the 'Continue >' button at the bottom of the page, which is highlighted with a red box. At the bottom left, there is a 'Previous' button.

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## Stage 1: Personal Details



### Registration form

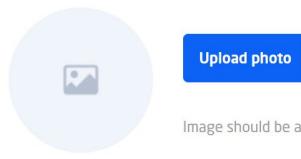
01 ..... 02 ..... 03 ..... 04 ..... 05 ..... 06 ..... 07 ..... 08 ..... 09

Personal details

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

Mr. ▼

First name (English)

Type first name ✖

First name is required

First name (Arabic) (optional)

Type first name

Middle name (English) (optional)

Type middle name

Middle name (Arabic) (optional)

Type middle name

Last name (English)

Type last name ✖

Last name is required

Last name (Arabic) (optional)

Type last name

Full name (English)

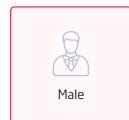
Full name (Arabic) (optional)

Date of birth

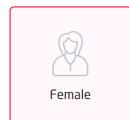
MM/DD/YYYY ✖

Birth date is required

Gender



Male



Female

Gender is required

#### National ID / Iqama ID

Nationality

Choose nationality ▼

Nationality is required

Are you Saudi Resident

Choose Title ▼

#### Organization

Organization type

Universities

Organization

King Abdullah University for science and technology

College name / Department

Type college name / department ✖

College name is required

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## Stage 2: Contact Information

01 ----- 02 ----- 03 ----- 04 ----- 05 ----- 06 ----- 07 ----- 08 ----- 09

Contact information

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

Email

ibec@kaust.edu.sa

Alternative email address

Type alternative email address



Alternative email is required

### Address details

Address

Type address



Address is required

City

Type city



City is required

PO Box (optional)

Type PO Box

Postal code

Type postal code



Postal code is required

Region (optional)

Type region

Nationality

Choose nationality



Nationality is required

### Contact details

Phone Office number

Type phone / office number



Phone / Office number is required

Ext. (optional)

Type ext.

Fax number (optional)

Type fax number

Mobile number

(+966) Saudi Arabia

Type mobile number



Mobile number is required

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## Stage 3: Qualifications

01 02 03 04 05 06 07 08 09

Qualifications

Qualifications list

Add new qualification

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

Select

Specialization is required

Type

Choose type

Type is required

Country

Select

Country is required

University

Select

university is required

Year of graduation

Type year of graduation

Year is required

Education type

Choose education type

Education Type is required

Grade

Choose grade

Grade is required

Certificate

Drag and drop here

or

Browse files

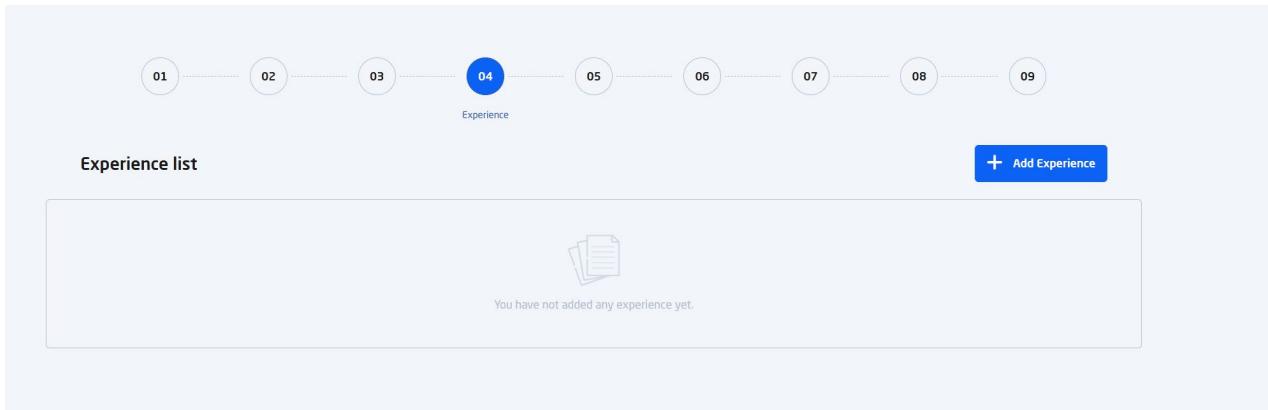
Accepted file types: .pdf, .docx, .doc Max file size: 1MB

Certificate is required



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## Stage 4: Experience



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

### Add Experience

**Job Title**

(

Job title is required

**Start date**

(

Start date is required

This Is My Current Job

**End date**

(

**Employer**

(

Employer is required

**Address**

(

Address is required

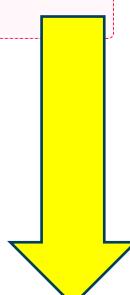
**Responsibilities (optional)**

**Experience**

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

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

Certificate is required



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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
Type year	Type issuing authority	Type description

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## Stage 6: Consulting and Memberships (OPTIONAL)



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

Consultants (optional)

Memberships (optional)

+ Add new consultant

+ Add new membership

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 membership

Add new consultant

Organization name

Type organization name (x)

Organization name is required

Description

Type description (x)

Description is required

Country

Choose country (x)

Country is required

Organization name

Type organization name (x)

Organization name is required

Membership number

Type membership number (x)

Membership number is required

Start Date

MM/DD/YYYY (x)

Start date is required

End Date

MM/DD/YYYY (x)

End date is required

This is my current membership

Cancel Add

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

CV, certificates and supporting documents

Please add your CV

Attachments

+ Add new document

2. Select the File type from the dropdown list.

### Add new document

The CV should be in English

**File type**

Choose file type

**File title**

Type file title

**Attachment**

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

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

**File type**

Choose file type

CV

Resume

Experience Certificate

Work Experience

**Cancel** **Add**

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.

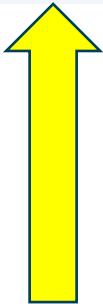
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## Stage 9: Summary



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.



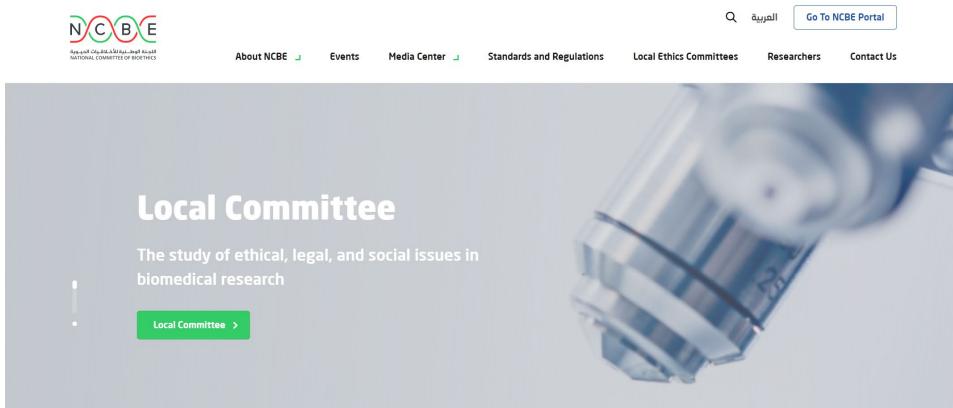
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## 8. Wait for NCBE to approve your application

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.edu.sa/>),



Local Committee

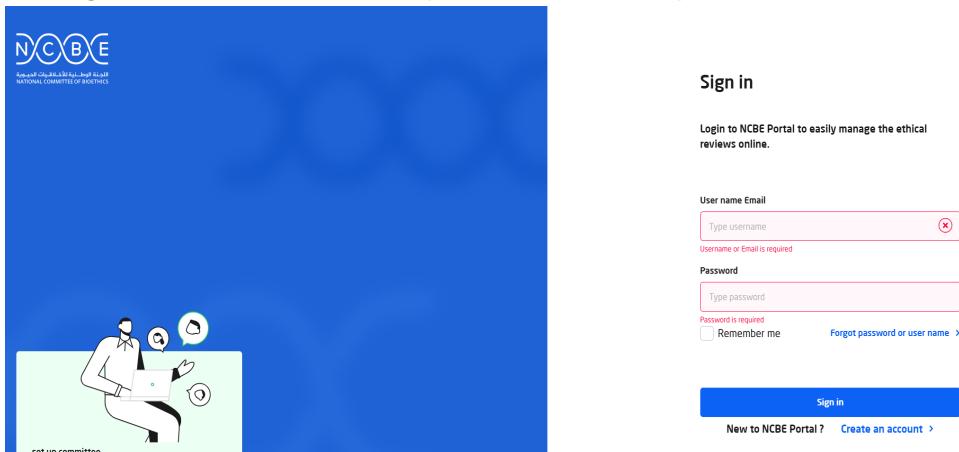
The study of ethical, legal, and social issues in biomedical research

Local Committee >

About NCBE Events Media Center Standards and Regulations Local Ethics Committees Researchers Contact Us

Go To NCBE Portal

2. Log into the NCBE Portal with your username and password:



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 >](#)

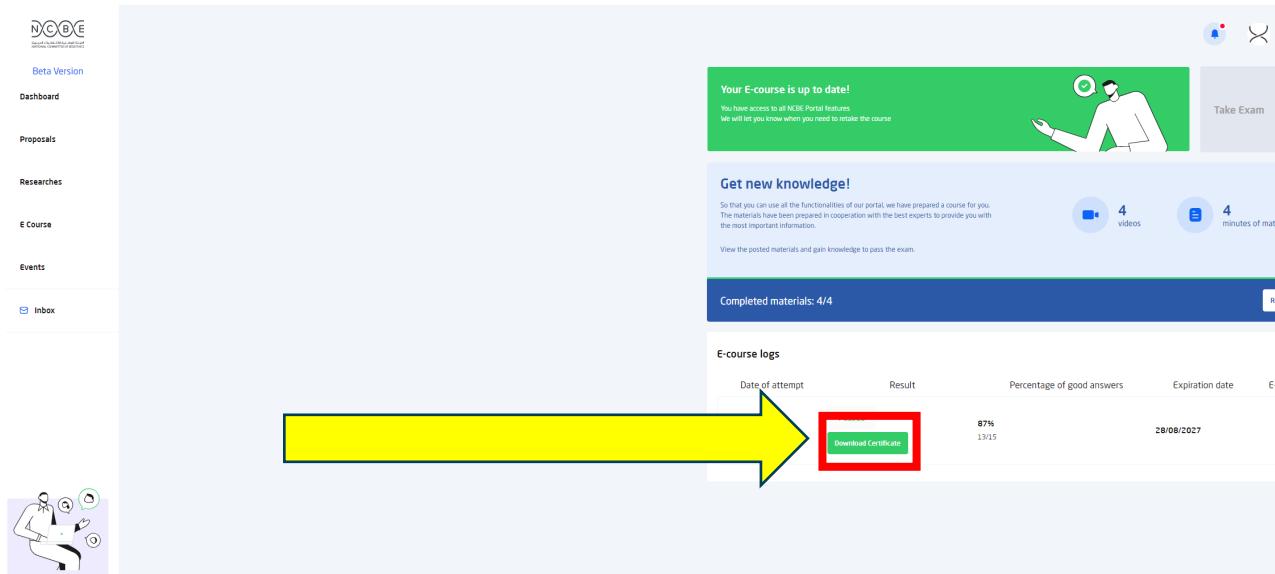
[Sign in](#)

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

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 interface. On the left, a sidebar lists 'Beta Version', 'Dashboard', 'Proposals', 'Researches', 'E Course', 'Events', and 'Inbox'. The main area is titled 'Your E-course is up to date!' with a sub-section 'Get new knowledge!'. It shows '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-. A yellow arrow points to the 'Download Certificate' button in the 'Result' column of the last row, which is highlighted with a red box. The table shows 87% completion on 13/15 attempts, with an expiration date of 28/08/2027.

4. Attach your NCBE certification to the IBEC/IACUC Portal.

## 11. Support Contact

Please contact [research.compliance@kaust.edu.sa](mailto:research.compliance@kaust.edu.sa) if you need further support with this application process.

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