NCBE REGISTRATION USER MANUAL

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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.

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

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'.**
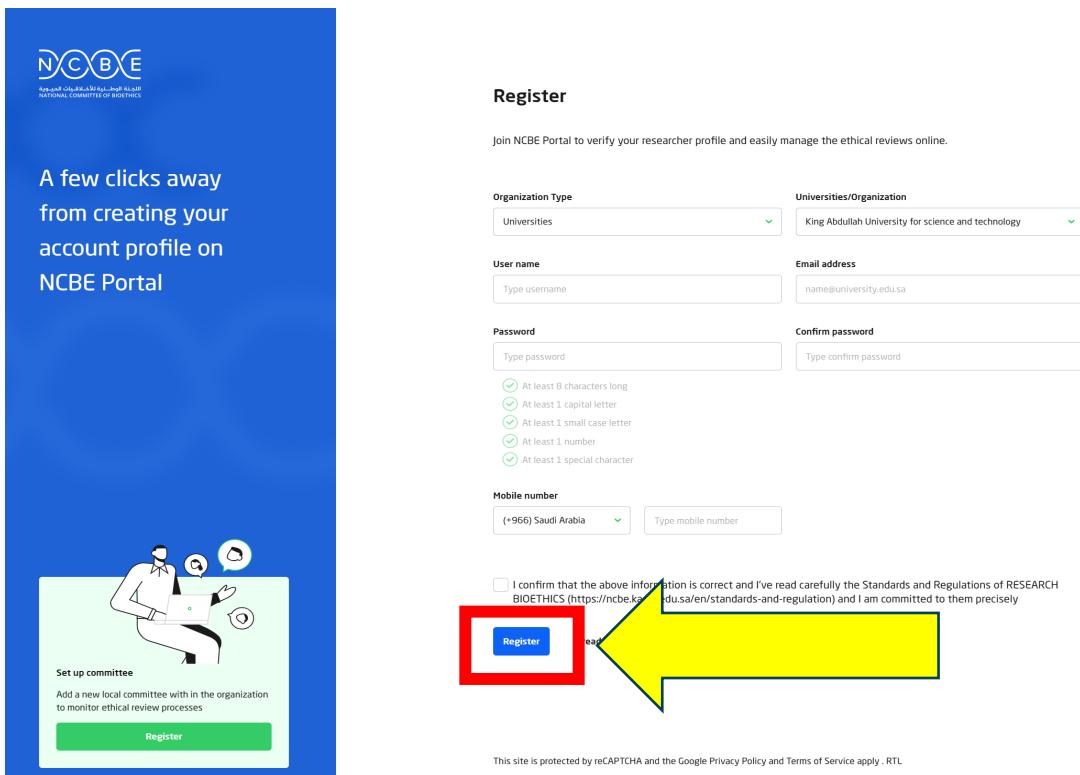
3. Activate your NCBE account

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

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

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

Reply   Re

Account Confirmation

Hello, ibec@kaust.edu.sa

Please click bellow button for confirm your account.

Click here to Activate your account

Thanks,
NCBE Monitoring Office
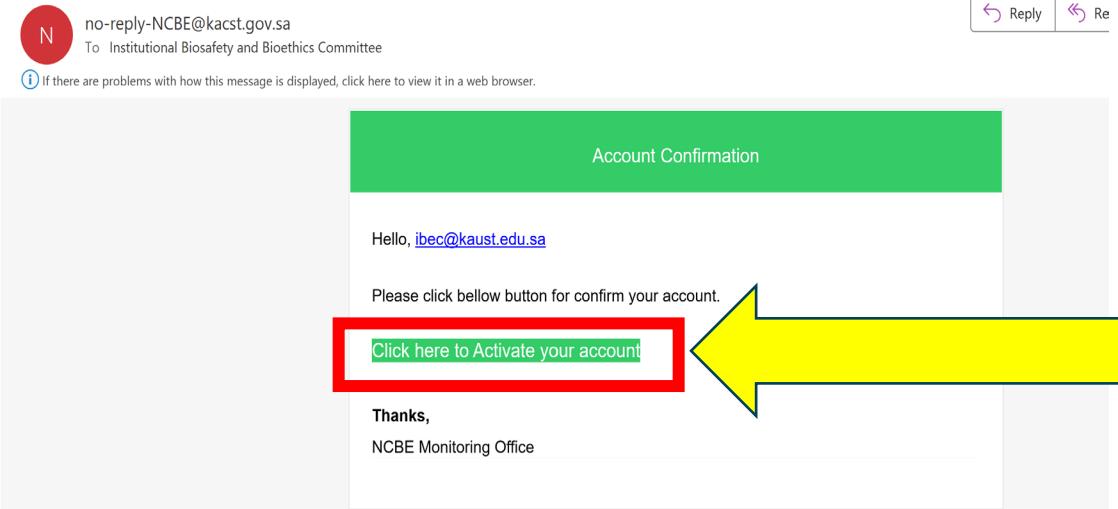
4. Access your Registration Form

1. Once you have activated your account through the email received from NCBE (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'**:
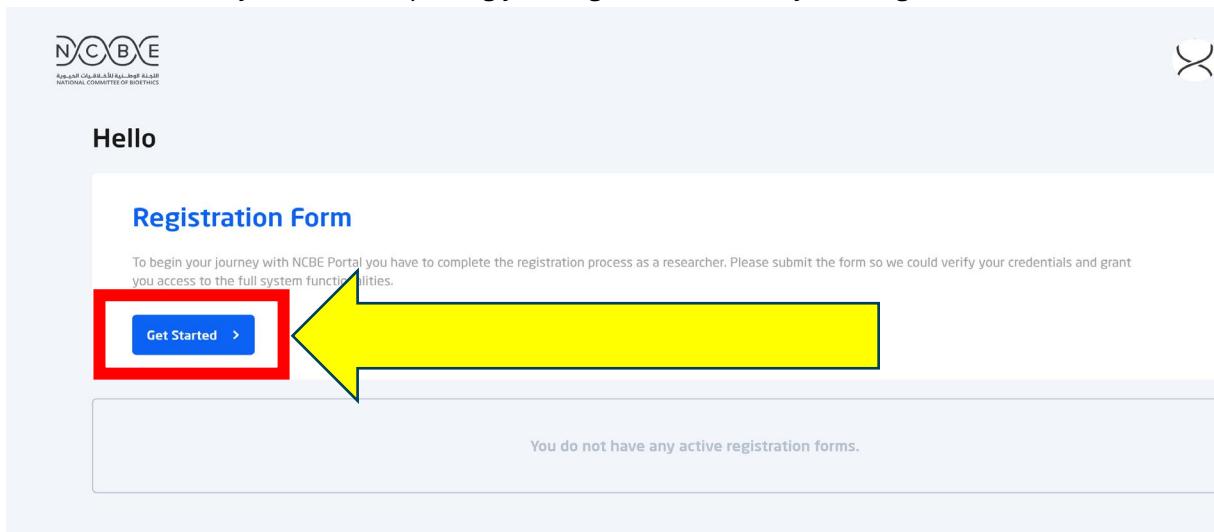
3. You must complete the following stages of the registration form to be able to submit your registration for NCBE approval:

5. Save your Registration Form as a Draft

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

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'**.
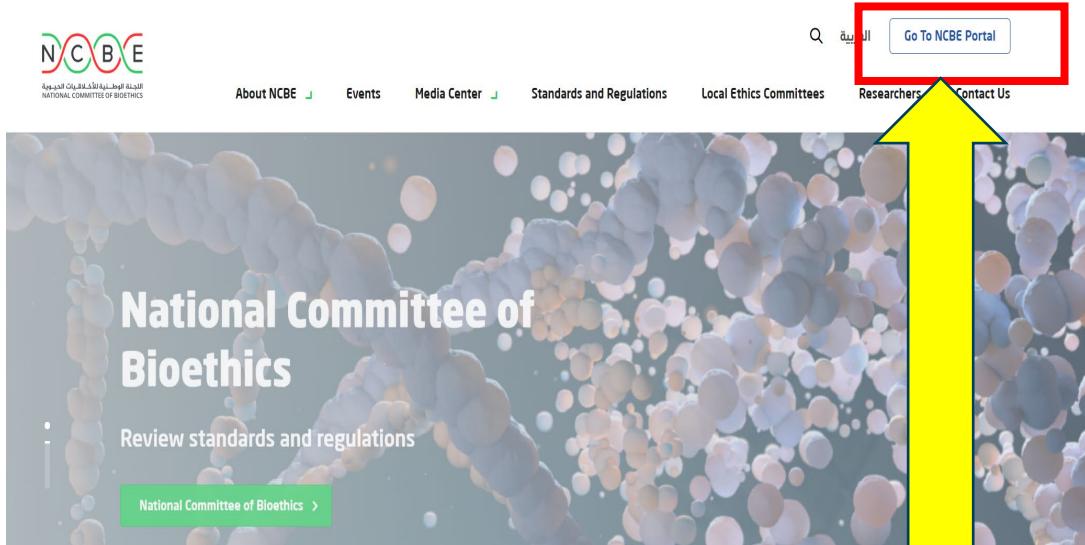
4. Enter your email and password, then click '**Sign in'**.
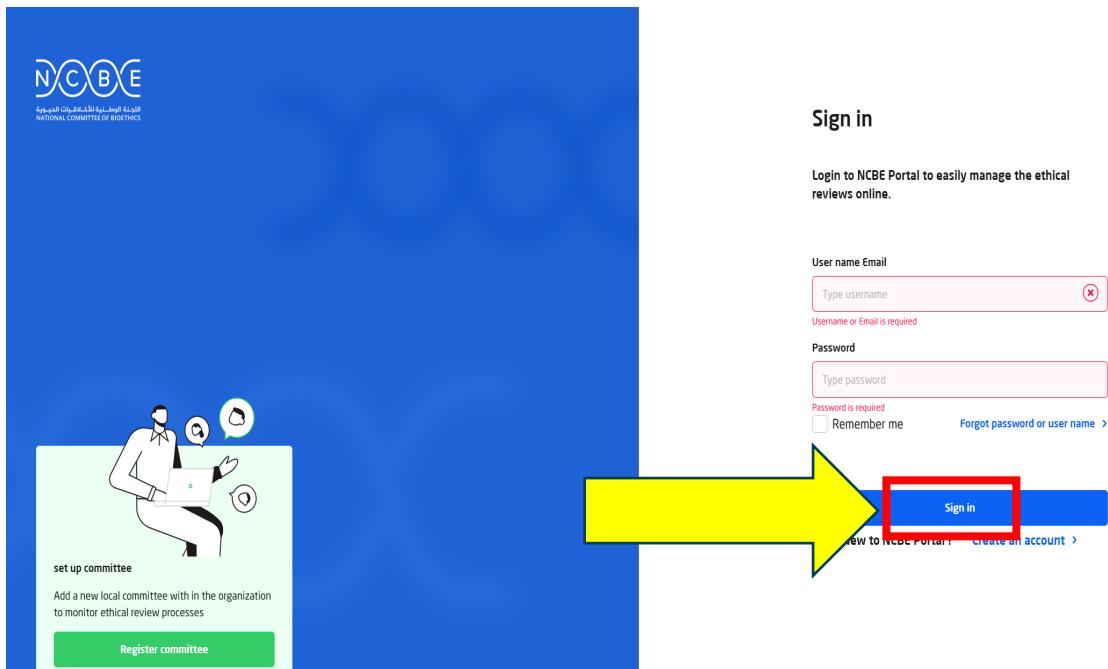
7. Complete your Registration Form

1. Once you have signed into the NCBE Portal, click '**Open the Form'** to populate/continue populating your registration form.
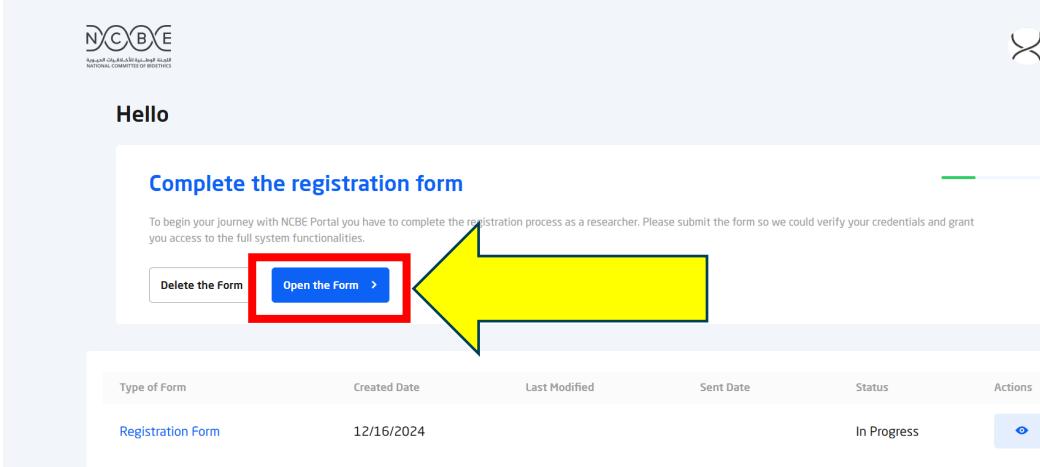
2. You must complete the following stages before submitting your registration for NCBE approval:

3. You can move from one stage to another by either clicking on the top numbers or 'Continue'
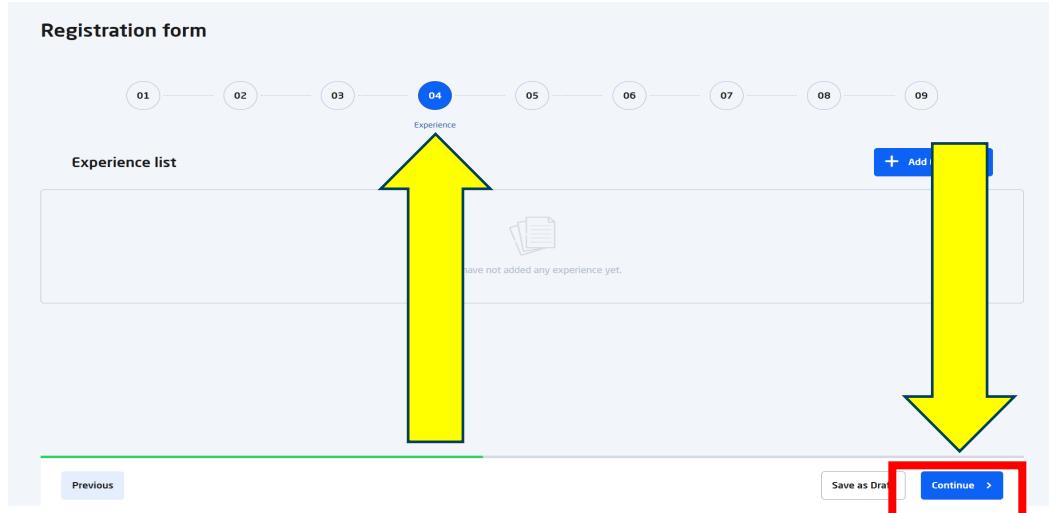
Stage 1: Personal Details

NCBE
اللجنة الوطنية لأخلاقيات البحوث الحيوية
NATIONAL COMMITTEE OF BIOETHICS

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
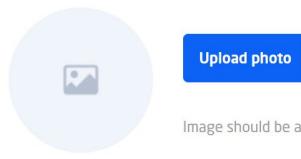
   Upload photo

   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
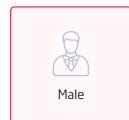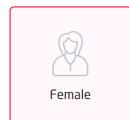
Male   Female

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

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

Postal code

Type postal code

Postal code is required

City

Type city

City is required

Region (optional)

Type region

PO Box (optional)

Type PO Box

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

GO BACK TO TOC

Stage 3: Qualifications

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.

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

Type job title

Job title is required

Start date

MM/DD/YYYY

Start date is required

End date

MM/DD/YYYY

☐ This Is My Current Job

Employer

Type employer

Employer is required

Address

Type address

address is required

Responsibilities (optional)

Type responsibilities

Experience

↑

Drag and drop here
Or
Browse files

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

Certificate is required

Cancel   Add
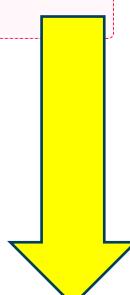
Stage 5: Publications and Patents **(OPTIONAL)**

| 01 | 02 | 03 | **05** | 06 | 07 | 08 | 09 |

Publications and patents

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 | ✔ |

Stage 6: Consulting and Memberships **(OPTIONAL)**

01 — 02 — 03 — 04 — 05 — **06** — 07 — 08 — 09

Consulting - Memberships

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

Consultants (optional)   + Add new consultant

Memberships (optional)   + 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 consultant

Organization name

Type organization name

Organization name is required

Description

Type description

Description is required

Country

Choose country

Country is required

Add new membership

Organization name

Type organization name

Organization name is required

Membership number

Type membership number

Membership number is required

Start Date

MM/DD/YYYY

Start date is required

End Date

MM/DD/YYYY

End date is required

☐ This is my current membership

Cancel   Add

Cancel   Add

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	✓

Stage 8: Attachments

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

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

Attachments

CV, certificates and supporting documents

+ Add new document

Please add your CV

2. Select the File type from the dropdown list.

Add new document

The CV should be in English

File type

Choose file type

File type

Choose file type

CV

Resume

Experience Certificate

Work Experience

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

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.

Stage 9: Summary

01 ·········· 02 ·········· 03 ·········· 04 ·········· 05 ·········· 06 ·········· 07 ·········· 08 ·········· **09**
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.
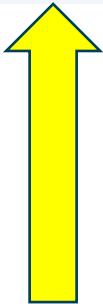
8. Wait for NCBE to approve your application

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/),
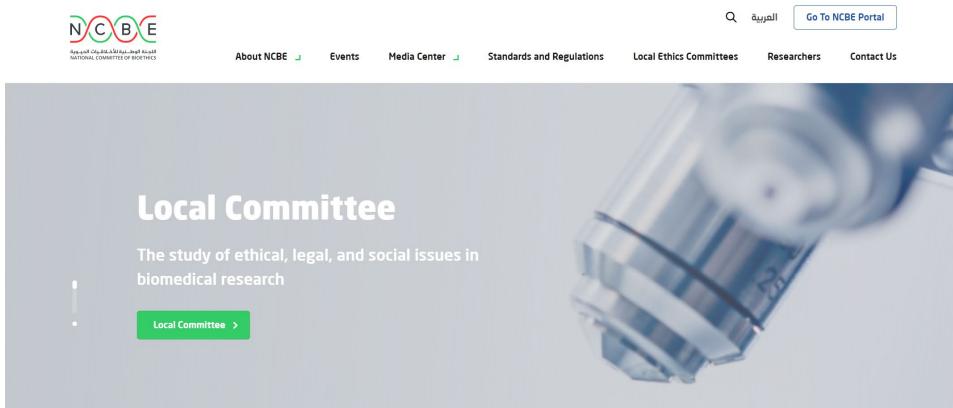
2. Log into the NCBE Portal with your username and password:
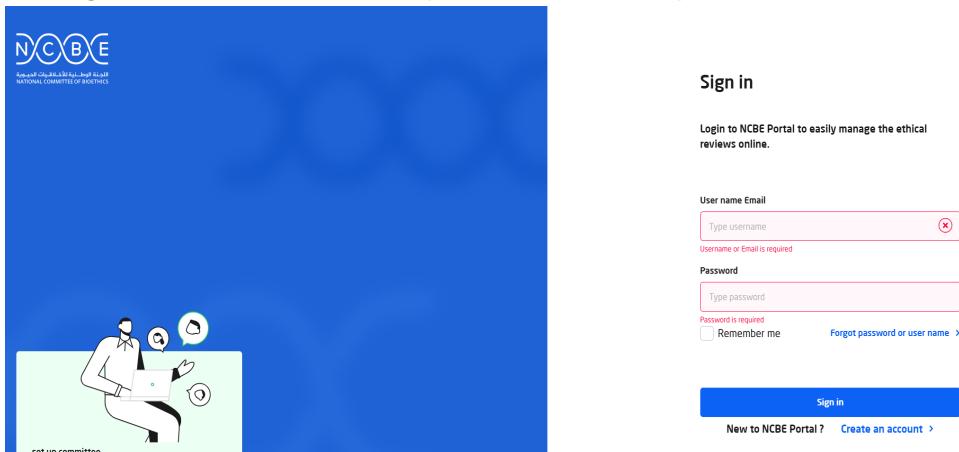
3. Click on E-Course on the left-hand side menu, then click on START YOUR TRAINING
4. The training has four ?video modules followed by a quiz.
5. The training session takes approximately 25–30 minutes. The quiz is about 10–15 minutes long.
6. You can pause the presentation at any time and resume it later.

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.

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

11. Support Contact

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

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