


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

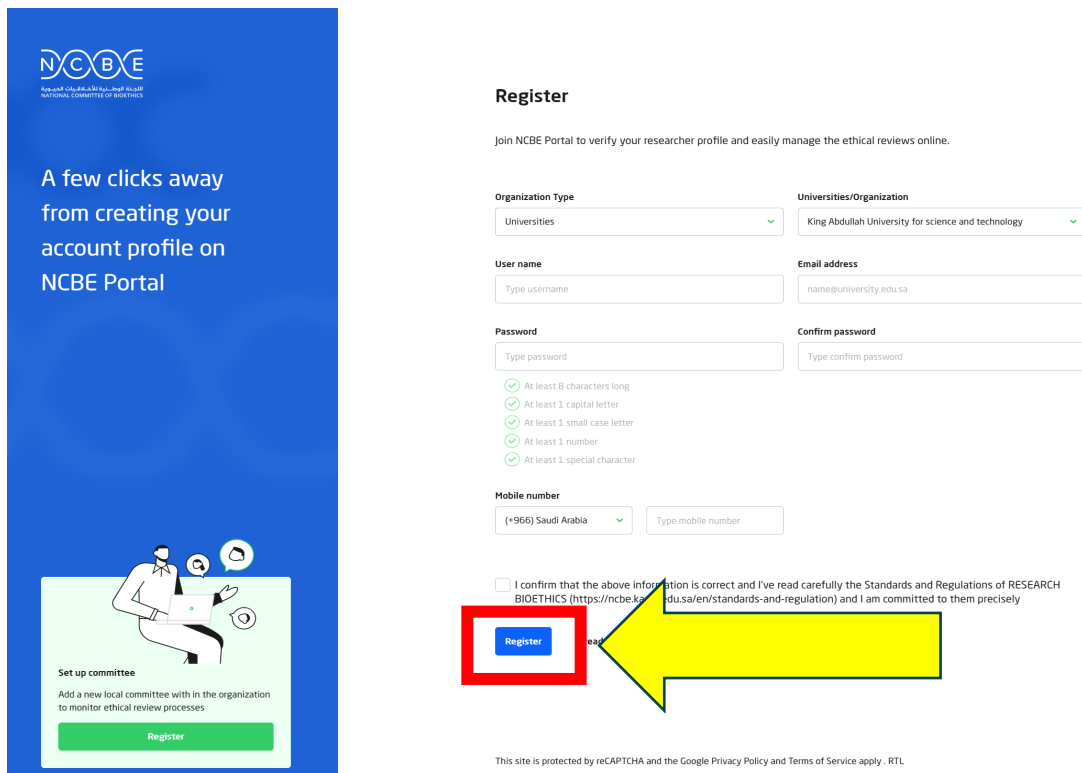
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2. Creating an account in the NCBE Portal

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) to activate your account. Check your **SPAM inbox** not miss this email.
2. Click on the **green link** to activate your account.

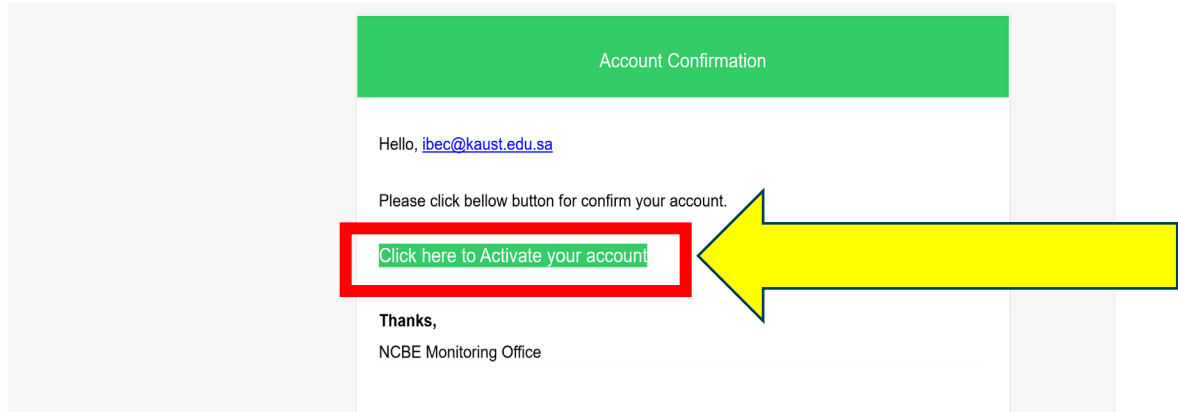
[EXTERNAL] Confirm your account



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

[Reply](#) [Re](#)

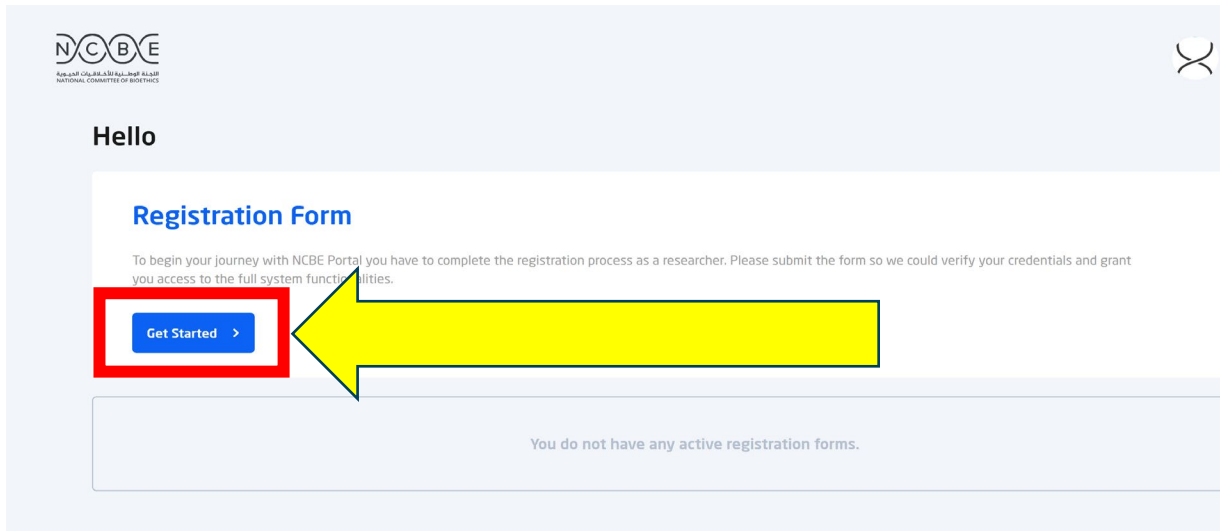
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)



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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

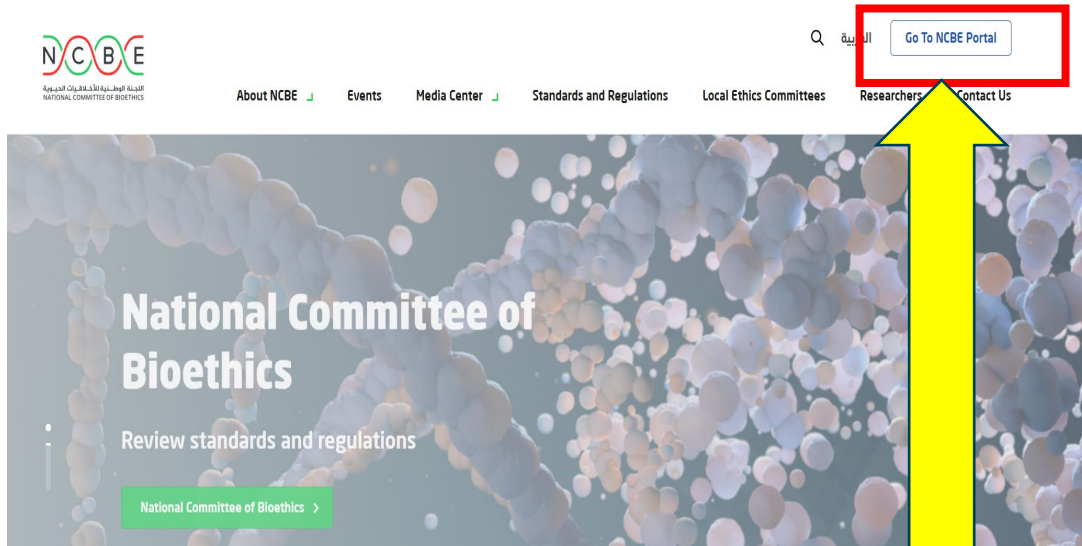
You can save your application by clicking ‘**Save as Draft**’ at any time.

The screenshot displays the NCBEE Registration form interface. At the top, the NCBEE logo is visible on the left, and a user profile icon is on the right. Below the logo, the title "Registration form" is centered. A progress bar with nine steps (01 to 09) is shown, with step 01, "Personal details", currently active. The main content area is divided into sections. The "Profile photo" section includes a circular placeholder for a photo, an "Upload photo" button, and a note: "Image should be at least 400 x 400px as a .jpg, .png, .bmp or .gif file. Max file size: 2MB". Below this is the "General Information" section. At the bottom of the form, there are two buttons: "Save as Draft" and "Continue >". The "Save as Draft" button is highlighted with a red rectangular box, and a large yellow arrow points directly to it from the left.

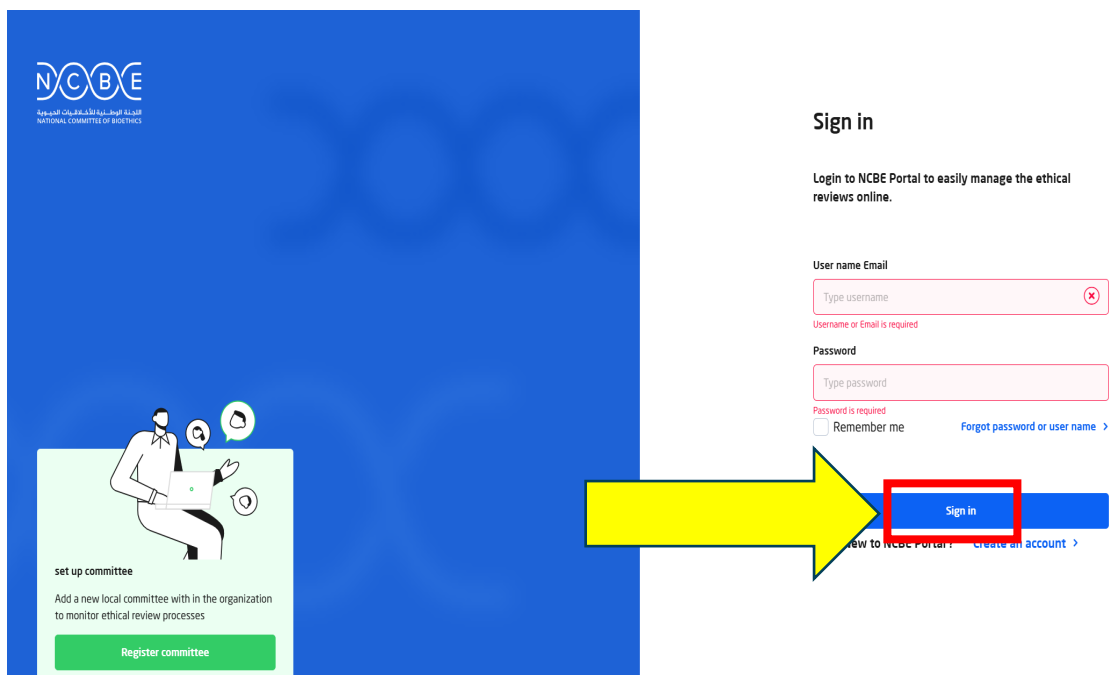
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6. Return to your Draft Registration Form

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**'.



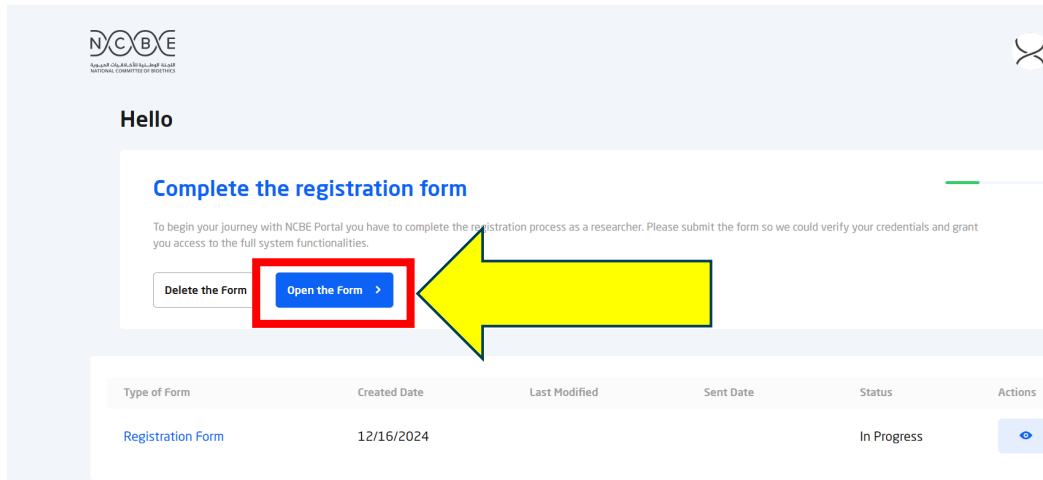
4. Enter your email and password, then click '**Sign in**'.



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7. Complete your Registration Form

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 interface. At the top, there's a 'Hello' greeting. Below it, a section titled 'Complete the registration form' contains a message: '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 this message, there are two buttons: 'Delete the Form' and 'Open the Form >'. A large yellow arrow points to the 'Open the Form >' button. Below the buttons is a table with the following data:

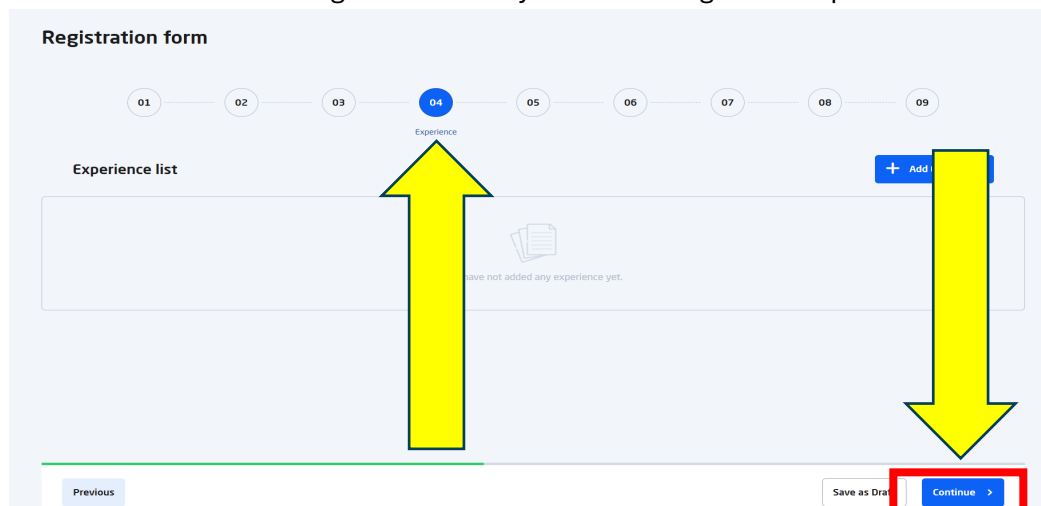
Type of Form	Created Date	Last Modified	Sent Date	Status	Actions
Registration Form	12/16/2024			In Progress	View

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



The screenshot shows the 'Registration form' progress bar. It consists of nine numbered circles (01 to 09) connected by a 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 progress bar is currently at stage 01.


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



The screenshot shows the 'Registration form' progress bar with stage 04 'Experience' selected. Below the progress bar, there's a section titled 'Experience list' with a large empty box and a message: 'You have not added any experience yet.' A large yellow arrow points up to the 'Experience' stage in the progress bar. Another large yellow arrow points down to the 'Continue >' button at the bottom right. The 'Continue >' button is highlighted with a red box. At the bottom left, there is a 'Previous' button. At the bottom right, there is a 'Save as Draft' button and a 'Continue >' 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

Middle name (English) (optional)

Type middle name

Last name (English)

Type last name ✕

Last name is required

Full name (English)

Date of birth

MM/DD/YYYY 📅

Birth date is required

First name (Arabic) (optional)

Type first name

Middle name (Arabic) (optional)

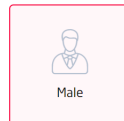
Type middle name

Last name (Arabic) (optional)

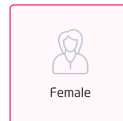
Type last name

Full name (Arabic) (optional)

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


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Stage 3: Qualifications

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


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
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


 [Add](#)

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Stage 4: Experience









Experience list + Add Experience

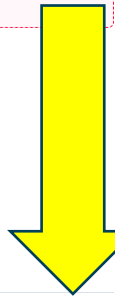


You have not added any experience yet.

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

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> Drag and drop here Or Browse files</div> <small>Accepted file types: .pdf, .doc, .docx. Max file size: 1 MB</small> <small>Certificate is required</small>	
Address <input type="text" value="Type address"/>  <small>address is required</small>		
Responsibilities (optional) <div><input type="text" value="Type responsibilities"/></div>		



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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
<input type="text" value="Type citation details (e.g. authors, year, title, journal, volume, page number)"/>	<input type="text" value="Type DOI"/> 


Conference proceedings (optional)

Citation details
<input type="text" value="Type citation details (e.g. authors, year, title, conference)"/> 

Patent and publications (optional)

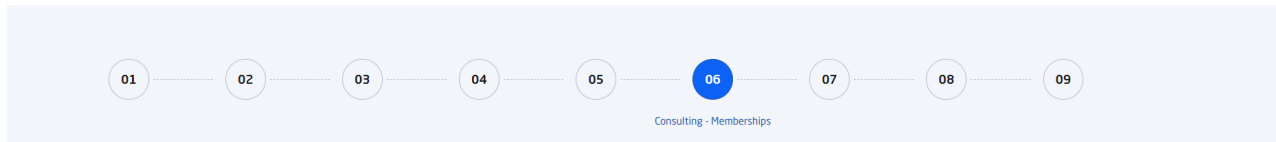
Citation details
<input type="text" value="Type citation details (e.g. authors, year, title, publisher)"/> 

Patents (optional)

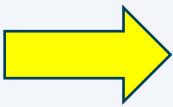
Year	Issuing authority	Description
<input type="text" value="Type year"/>	<input type="text" value="Type issuing authority"/>	<input type="text" value="Type description"/> 

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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)  **+ 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
 
Organization name is required



Description
 
Description is required

Country
 
Country is required

Add new membership

Organization name
 
Organization name is required

Membership number
 
Membership number is required

Start Date **End Date**
  
Start date is required 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	<div>✕</div>
Basic Sciences	Hospital Administration	Type Specialization	<div>➡</div> <div>✓</div>

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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

The 'Attachments' section of the form. It has a header 'Attachments' and a sub-header 'CV, certificates and supporting documents'. Below this is a blue box with the text 'Please add your CV'. To the right of this box is a blue button with a white plus sign and the text '+ Add new document'. A large yellow arrow points from the text 'Click on the blue icon' to the plus sign on the button.

2. Select the File type from the dropdown list.

Add new document

The 'Add new document' form. It has a blue box at the top with the text 'The CV should be in English'. Below this are three sections: 'File type', 'File title', and 'Attachment'. The 'File type' section has a dropdown menu with the text 'Choose file type'. A green arrow points from the text 'Select the File type from the dropdown list.' to the dropdown menu. The dropdown menu is open, showing a list of options: 'CV', 'Resume', 'Experience Certificate', and 'Work Experience'. The 'Attachment' section has a large dashed box with a blue arrow pointing up and the text 'Drag and drop here or Browse files'. Below this box is the text 'Accepted file types: .pdf, .doc, .docx, .jpg and .png. Max file size: 1 MB'. At the bottom of the form are two buttons: 'Cancel' and 'Add'. A large yellow arrow points from the text 'Upload your document.' to 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.

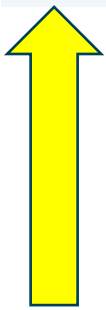
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Stage 9: Summary



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.



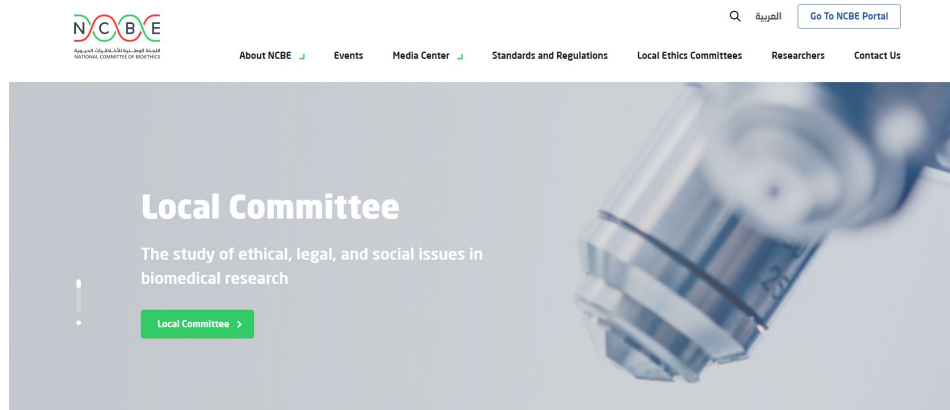
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8. Wait for NCBE to approve your application

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.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.

The screenshot shows the NCBE portal dashboard. On the left is a sidebar with navigation links: Beta Version, Dashboard, Proposals, Researches, E Course, Events, and Inbox. The main content area has a green banner at the top stating 'Your E-course is up to date!' with a 'Take Exam' button. Below this is a section titled 'Get new knowledge!' with icons for 4 videos and 4 minutes of material. A blue bar indicates 'Completed materials: 4/4'. At the bottom, an 'E-course logs' table is visible. A large yellow arrow points from the left towards the 'Download Certificate' button, which is highlighted with a red box in the table.

Date of attempt	Result	Percentage of good answers	Expiration date	E-
	Download Certificate	87% 13/15	28/08/2027	E-

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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