Research Repository Registration Guidebook

MARCH 2021

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A. ABOUT RESEARCH REPOSITORY

Research Repository is a website where you can register all types of research studies for free. The types of studies vary widely, ranging from case reports, observational studies, intervention studies, to systematic reviews. We promise a simple process and can be performed by anyone in a relatively short time. To our knowledge, there are still many research studies that have not been registered in publicly accessible databases. This is a drawback for the public who wants to find the developments in the world of research. We intend to help solve this problem by providing a vehicle for researchers to be able to report their studies to the public. Research Repository can be accessed free of charge by everyone who wants to know a research that is in progress or has been completed.

Yours sincerely,
Prof. Ir. Panut Mulyono, M.Eng., D.Eng., IPU, ASEAN Eng.

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## C. THE QUALITY INDICATORS OF RESEARCH REPOSITORY

The information in Research Repository is important data for observers of research. Complete, clear, and transparent information is a priority in our website. The information contained here is highly dependent on the integrity of the researcher in inputting the data. We were unable to independently verify this information. However, quality indicators in Research Repository can be assessed independently by readers through abstract, introductions, methods, outcomes, and other data from the website. From this structure, we can see a reflection of the process of finding scientific ideas in a study. Other key information, such as who did the research, where the research took place, the reasons why they did it, what they would do, when they did it, will be included in the form on the Research Repository website. The completeness and clarity of the above information will indicate the quality in each study, and therefore an indicator of quality for Research Repository.

## D. GUIDE FOR STUDY REGISTRATION ON RESEARCH REPOSITORY

1. Please access the https://research.repository.ugm.ac.id/beranda/beranda/view
2. On the homepage, please choose a "register" button in the middle of the page

3. Once redirected to SIMASTER login page, please fill the necessary Single Sign On (SSO) username and password.
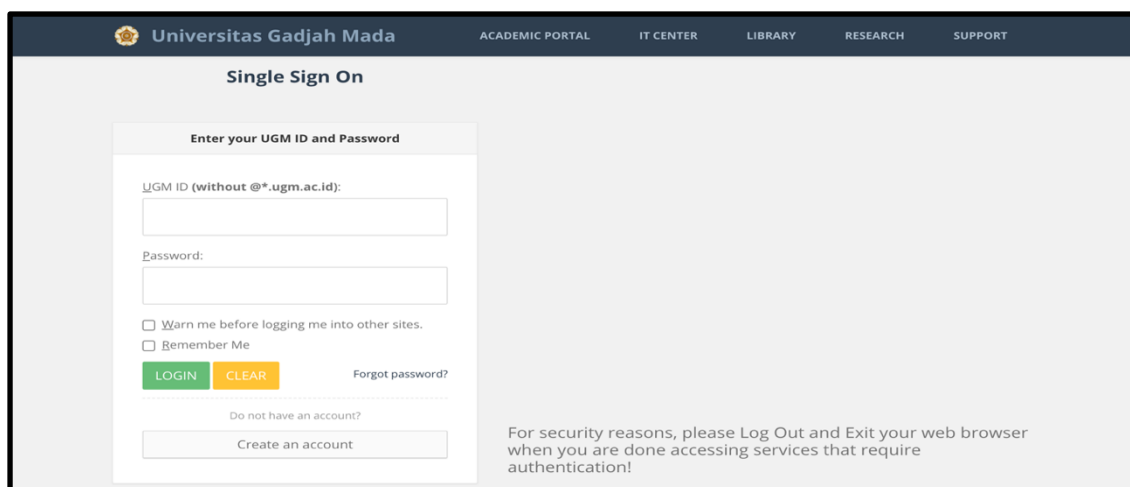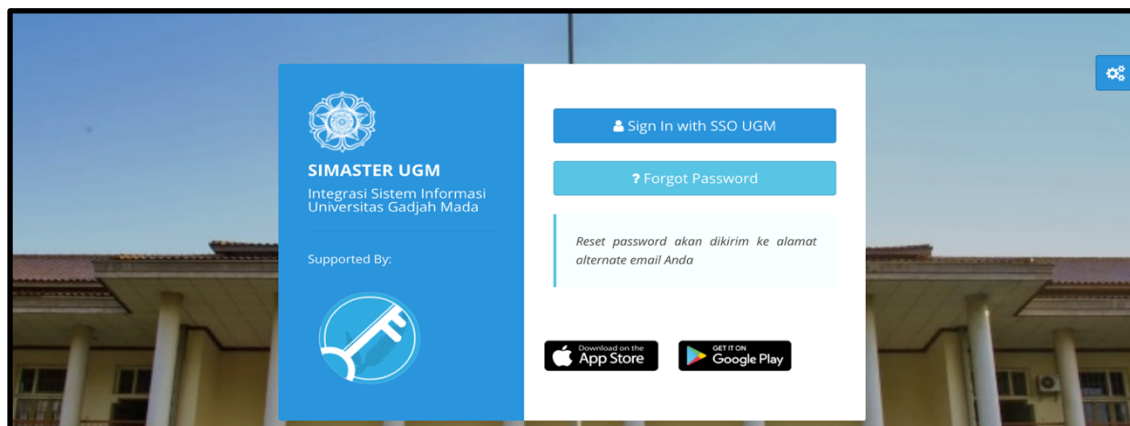
4. On the SIMASTER page please choose PENELITIAN tab in the left side of monitor
5. Choose *Research Repository* tab under the PENELITIAN tab
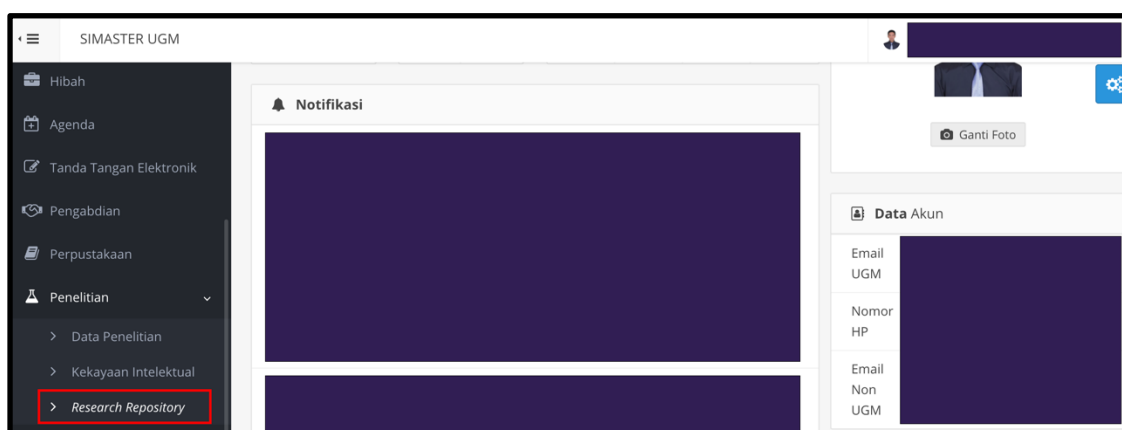
6. On the Research Repository page, choose register new research to make new submission, and fill the form according to this guide.
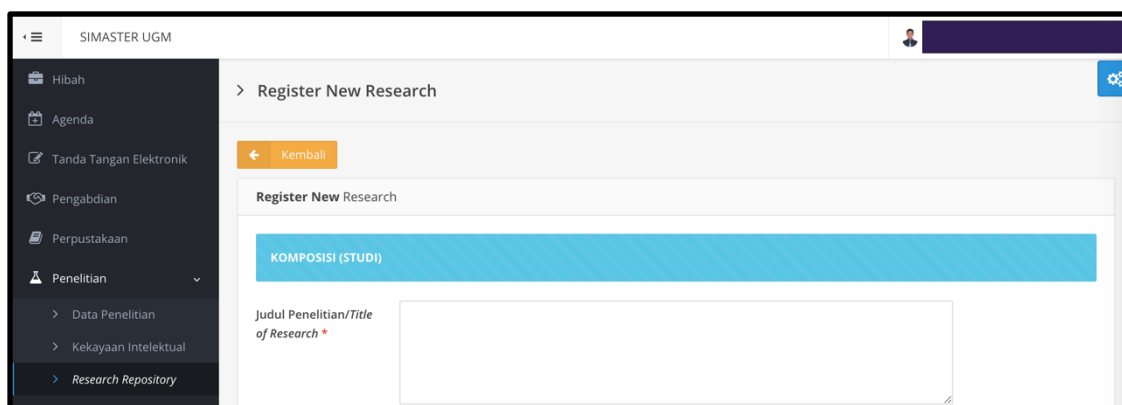
7. Here is brief guide about the information that should be input in the research repository.
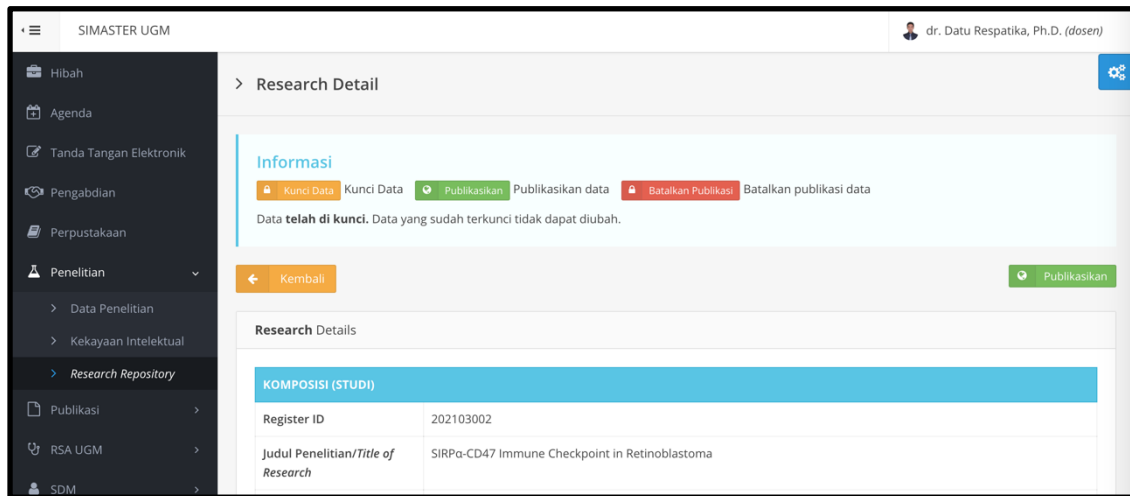
Title of Research	Please write an informative title of the study that concise and represent the content of study.
Author	The person who submits the study will automatically set as Principal Investigator. Add the other investigator by choose the "add author" button. You can edit the role of the author within this section by clicking the pencil button.
Objectives of Research	Please write a main question and the aim of the study.

Type of Research	Please describes the study type, according to one of the following options: Cross-sectional Study; Prospective Cohort; Retrospective Cohort; Case-Controlled Study; Case Series; Randomized Controlled Trial; Non- randomized Trial; Pre and Post Study; Diagnostic Study; Cost and Benefit Study; Prognostic Study; Feasibility Study; Other.
Summary of Research	Please describe the study in simple manner with familiar terminology, for allowing the public to understand the aims, methods, and predicted results of the research study. Avoid to use any unfamiliar terminology for public.
Hypothesis of Research	Please mention the hypothesis of the study.
Main Problem or Disease of Research	Please describe briefly about the main problem in the study.
Population of Research	Please describe briefly about the population studied in the study.
Intervention in detail	Please describe, in detail, the intervention, test, or investigation being studied. For new or novel interventions and test, a detailed description is mandatory.
Inclusion Criteria	Please write all the criteria for inclusion of a participant / subject in the study.
Exclusion Criteria	Please write all the criteria for exclusion of a participant / subject in the study. The missing patient consent will also include this criterion.
Control or Comparator of Research	If applicable, please provide details about the control population, or the comparative intervention applied to the participants in the research study.
Target Sample Size	Please indicate the number of participants required for the research study. If possible, please also indicate a justification of the sample size.
Main Outcome	Please list the main outcomes which for the study. This should include the outcome measure, how the outcome was measured, and how long the outcome was measured in the study.
Additional Outcome	Please also list the secondary outcomes of the study. This should include the outcome measure, how the outcome was measured, and how long the outcome was measured in the study.
Date of First Enrollment	Please indicate the date upon which the first participant was or will be recruited to the research study. Include date, month and year.

Date of Enrollment Expected to be Completed	Please indicate the date upon which the final participant will be recruited to the study. If the study is being retrospectively registered, please indicate the final enrolment date. Include date, month and year.
Date of Research Expected to be Completed	Please indicate the date upon which the study was deemed to be completed, or is expected to be completed by the investigators. Include date, month and year.
Ethical Approval	Please indicate the current status of ethical approval for the research study. (Granted, Pending, Not Needed)
Countries of Recruitment	Please list all countries from which participants were recruited for the research study.
Research Participating Institution	State the participating institutions involved in this research. These may be the affiliations of each of the investigators of the research study.
Sponsor	Please describe the institution / individuals that initiates and is responsible for the study.
Funder	Please describe the institution / individuals that provide funding for the study.
Partner	Please describe the institutions that provide non-financial support for the study.
Principal Investigator	Write the full name of the principal investigator that responsible for the study. This is not necessarily the same investigator who makes this particular registration.
Main Contact for Inquiries	Please give the contact details through which you may be contacted regarding your registration. Please be aware that this will be publicly accessible, when you choose to publish this information.
Email for Inquiries	Please enter a valid email address. You may be contacted for public and scientific enquiries.

8. Choose "save as draft" when you incompletely fill in the form above, so you can edit later without losing the data that has been filled in the form. Choose "save and lock" when you completely fill in the form above. **The data that already locked, cannot be edited**.

9. For the completing the process, the final step is to push the "publication" button to publish the information on https://research.repository.ugm.ac.id/.

E. TERMS AND CONDITIONS OF RESEARCH REPOSITORY

INTRODUCTION

The terms and conditions listed below apply to all data uses in Research Repository. Downloading, copying, and using the money data available in Research Repository shows your agreement (as a data user) to all the Terms and Conditions that apply in Research Repository.

RESEARCH REPOSITORY OBJECTIVES

Research Repository aims to provide opportunities for researchers to register the research they are currently doing. Thus, researchers can provide up-to-date information to the public, including patients, and family members about the ongoing study. In addition, Research Repository also provides an overview of research for organizations, institutions, sponsors, and the government.

RESEARCH REPOSITORY DATA ACCESS

The data available in Research Repository can be accessed from all over the world at no cost.

ADVERTISING POLICY

Research Repository does not accept advertisements or commercial partnerships of any kind.

USE OF RESEARCH REPOSITORY DATA

Research Repository cannot provide any express or implied guarantees regarding the data entered by researchers on the Research Repository website. Therefore, Research Repository is not responsible for the misuse of the data available in Research Repository by any party. In using Research Repository's data in distribution and publication, you must do the following:

1. List the data source as Research Repository
2. Clearly shows the date the data was downloaded and processed from the Research Repository website
3. Mention any modification of Research Repository's content / data, along with a full description