

THE KENYA HIV, SEXUAL REPRODUCTIVE HEALTH AND CO-MORBIDITIES RESEARCH HUB

USER GUIDELINES

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Abbreviations and Acronyms

AFIDEP	Africa Institute for Development Policy
AIDS	Acquired Immune Deficiency Syndrome
AKU	Aga Khan University
CDC	Center for Disease Control
COP	Community of Practice
ERC	Ethics Review Committee
HIV	Human Immunodeficiency Virus
IAVI	International AIDS Vaccine Initiative
KARSCOM	Kenya AIDS Research Coordinating Mechanism Committee
KEMRI	Kenya Medical Research Institute
NACC	National AIDS Control Council
NASCOP	National AIDS and STI Control Programme
SRH	Sexual Reproductive Health

1.0 Executive Summary.

The National AIDS Control Council with support from counties, stakeholders and partners at various levels is in the process of implementing the Kenya AIDS Strategic Framework (KASF) 2014/15 to 2018/19 and the HIV Research Agenda (2014/15 – 2018/19) which outlines Kenya’s priority areas in HIV and AIDS Research. In line with this, NACC has developed a web – based research portal – the Maisha Maarifa Research Hub, to facilitate access to research evidence on HIV, Sexual Reproductive Health and Co-morbidities.

2.0 Objectives of the Research Hub

2.1 Overall Objective

To enhance access to current information and up-to-date research findings for stakeholders and policy makers in HIV/AIDS, SRH and co-morbidities

2.2 Specific objectives

- To avail current local knowledge (research findings, best practices in programming) in a coordinated manner
- To promote evidence-based policy formulation and programming
- To provide an interactive forum for practitioners, implementers and researchers to share knowledge and develop innovative approaches to the HIV response

3.0 Structure of the Hub

3.1 Knowledge/Information repository

The research Hub is an online portal where research conducted locally is aggregated for ease of reference. These include:

- Ongoing, ERC-approved research work to reduce duplication
- Published research findings (open publications) to generate new knowledge
- Unpublished research and programmatic reports which usually contains rich information
- Policy documents including local guidelines
- Funding opportunities, scholarships
- Opportunities for dissemination of findings (conferences, symposia, seminars)

3.2 Interactive forum

The Hub provides an opportunity for online interaction for practitioners, implementers and researchers:

- Communities of Practice (COP) - forum to share knowledge and information
- Linkages between partners and stakeholders (e.g. conference announcements)
- Webinars – online seminars

4.0 How to access the Research Hub

Anybody can access information contained in the Research Hub without having to register. However, to participate in the interactive forums or upload any content one **MUST** be a registered user. Registration is free of charge. Registration to use the Research Hub can be on an individual or institutional level.

To register, one has to login to www.maishamaarifa.or.ke; and click on the “login/register” tab. They then proceed to fill in the information requested on the fields and before submitting, one would be asked to go through the guidelines and provide consent. Registration is complete after successful submission.

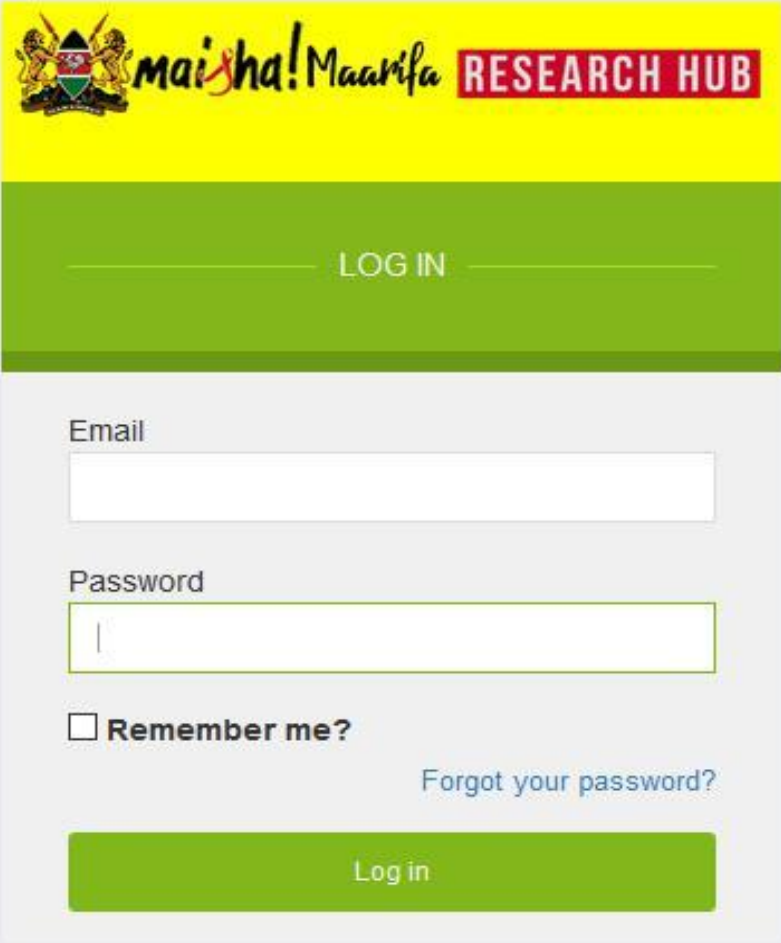
5.0 Guidelines for uploading research work to the Research Hub

Researchers can upload abstracts, details of an on-going study or the full research report (published or unpublished). Research on human subjects must be reviewed and approved by an independent, nationally-recognized ERC before it can be uploaded into the Hub. The ERC approval number should be provided in the information sent for approval before uploading individual research work. Researchers should avoid, wherever possible, actions which may have deleterious consequences for other researchers or which might undermine the reputation of their

discipline. It is the responsibility of the researcher to explain as fully as is reasonable and appropriate the aims, nature and objectives of their research, research participants as well as the geographical location of their study.

Login to <http://www.maishamaarifa.or.ke/admin/>.

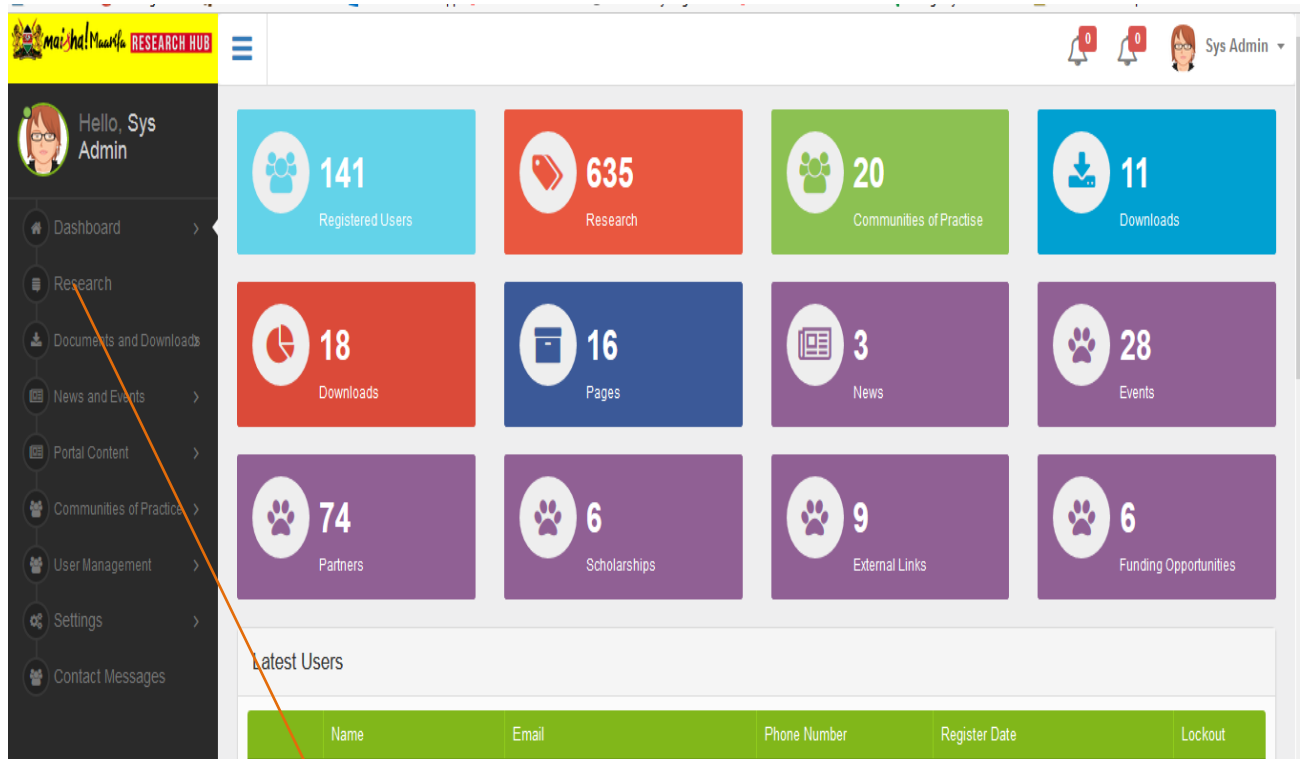
See login page below:



The screenshot shows the login interface for the Maisha! Maarifa Research Hub. At the top, there is a yellow banner with the Maisha! logo (a shield with a cross and two figures) and the text 'maisha! Maarifa RESEARCH HUB'. Below this is a green bar with the text 'LOG IN'. The main login area is white and contains the following elements:

- An 'Email' label above a white input field.
- A 'Password' label above a white input field.
- A checkbox labeled 'Remember me?'.
- A link labeled 'Forgot your password?'.
- A green button labeled 'Log in'.

After successful login, you will be ushered to the page below, click on the “Research” tab from the side bar on the far left.



Research

After clicking on “Research”, go to the “Create New” tab at the top right corner as shown below and click.

The screenshot displays the Maisha Maarifa Research Hub interface. On the left is a dark sidebar with navigation options: Dashboard, Research, Documents and Downloads, News and Events, Portal Content, Communities of Practice, User Management, Settings, and Contact Messages. The main content area is titled 'Researches' and features a '+ Create New' button in the top right corner. Below the title is a search bar with 'Account# e.g. 1000' and a dropdown menu showing '10', along with a red 'Filter' button. A table lists several research entries with columns for Title, Type, Status, User, and IsFeatured. Each entry includes a title, type (e.g., PUBLISHED RESEARCH or ONGOING RESEARCH), status (Published), user (Sys Admin), and a checkbox for 'IsFeatured'. Action icons (eye, edit, delete) are visible for each row. An orange arrow points from the '+ Create New' button to the text 'Create new' below the screenshot.

Title	Type	Status	User	IsFeatured
Defeating AIDS—Advancing Global Health	PUBLISHED RESEARCH	Published	Sys Admin	<input type="checkbox"/>
Astudy of prevalence of co-infections between tuberculosis and HIV among patients aged 15-44 years attending Mbagathi District Hospital	ONGOING RESEARCH	Published	Sys Admin	<input type="checkbox"/>
PAP smear cytological outcomes in HIV postive women refered for visual inspection tests in Murang'a District Hospital, Murang'a County, Kenya	ONGOING RESEARCH	Published	Sys Admin	<input type="checkbox"/>
Uptake of condom among people living with HIV/AIDS attending comprehensive care clinic in Bishop Kioko Catholic Hospital-Machakos County	ONGOING RESEARCH	Published	Sys Admin	<input type="checkbox"/>
Knowledge, attitude and Practice of female genital mutilation among Somali community in Eastleigh, Nairobi County	ONGOING RESEARCH	Published	Sys Admin	<input type="checkbox"/>
High risk sexual behaviours and knowledge among male inmates in Nakuru G.K Prison	ONGOING RESEARCH	Published	Sys Admin	<input type="checkbox"/>
Determination of antiretroviral treatment adherence among	ONGOING RESEARCH	Published	Sys Admin	<input type="checkbox"/>

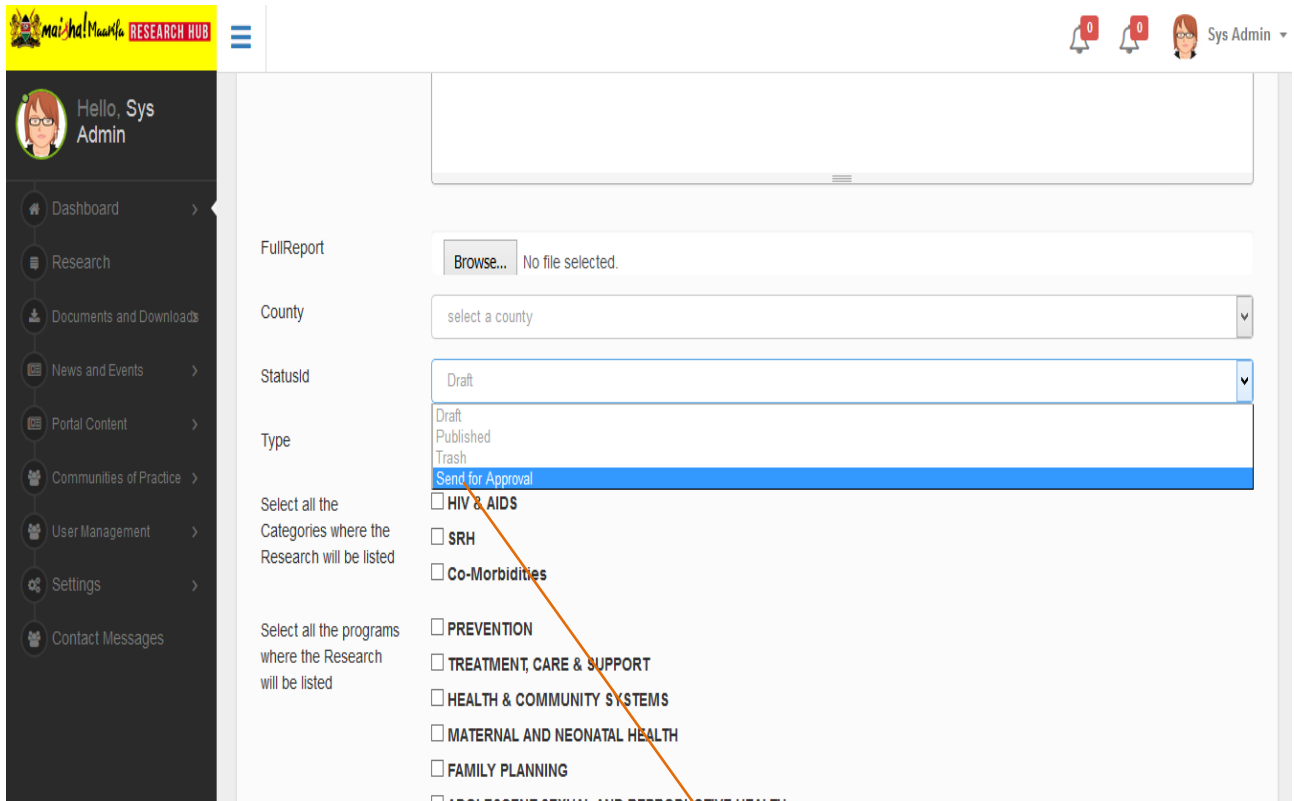
Create new

Fill in the information requested in the spaces provided regarding your research work and ensure it is complete. See below.

The screenshot displays the Maisha Maarifa Research Hub interface. At the top left, the logo reads "mai sha! Maarifa RESEARCH HUB". The top right corner shows notification icons and the user profile "Sys Admin". A dark sidebar on the left contains navigation options: Dashboard, Research, Documents and Downloads, News and Events, Portal Content, Communities of Practice, User Management, Settings, and Contact Messages. The main content area is titled "Researches" and contains a form with the following fields:

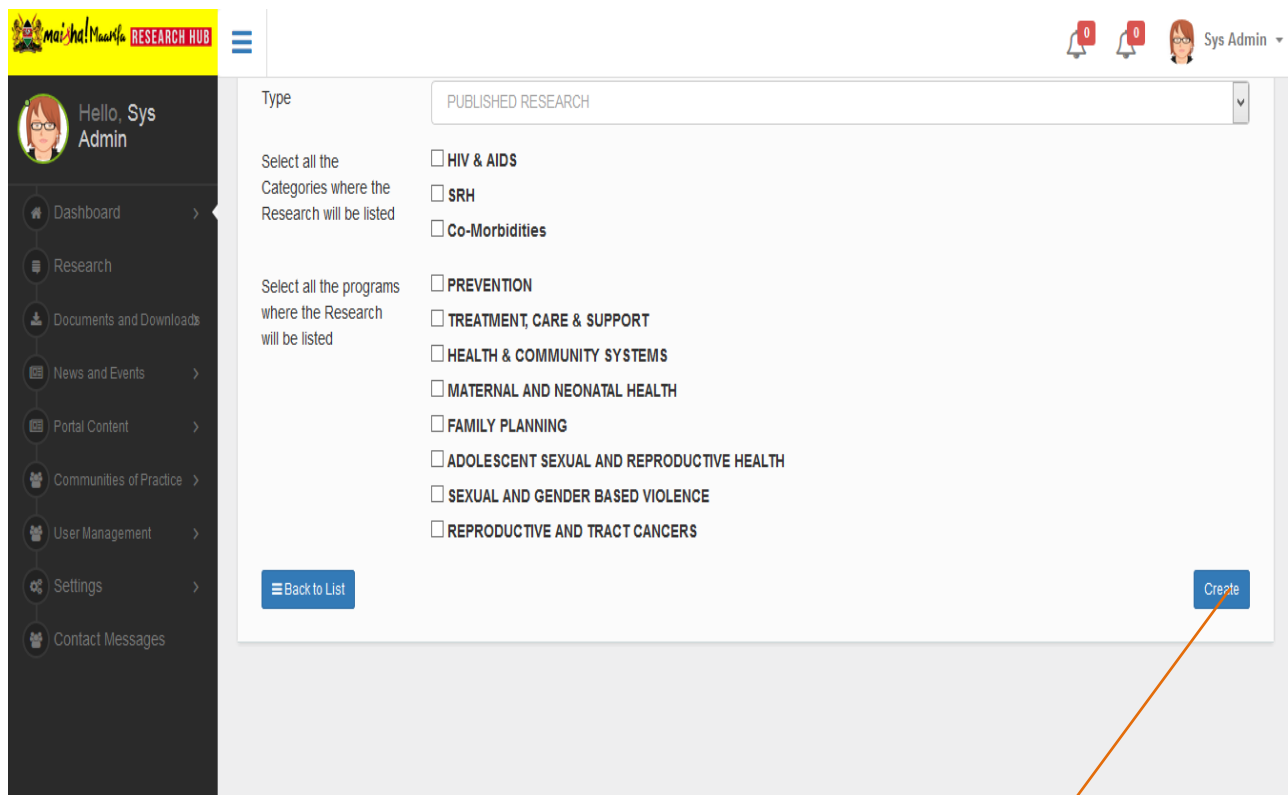
- Title:** A text input field.
- Keywords:** A text input field.
- Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, font color, font size, bulleted list, numbered list, link, unlink, and source code.
- FullReport:** A file upload field with a "Browse..." button and the text "No file selected."
- County:** A dropdown menu with the text "select a county".

On the “Status”, tab ensure you select the “Send for Approval” option as shown below.



Send for approval

After filling in all the required information and ensuring that it is complete, click on the “Create” tab at the bottom right corner of the page. Your study will then be submitted for publication in the Research Hub.



6.0 Interactive Forums

Create

To participate in the online interactive discussions after registration, one can request to form or join an existing Community of Practice (COP). The individuals or institutions who are interested in forming a COP would need to contact the Hub administrator at NACC (through “Contact Us” option) so as to create a COP for them. A moderator will be identified by those who request for the COP to be formed and notify NACC to avail the necessary credentials. The individual identified as a moderator MUST be a registered user. COP members can post comments or queries which will be published after approval by a moderator. The basic information for members of specific communities will be provided to the public.

Hub users can also request for or join a webinar session when the meeting is going on free of charge. Webinar sessions will be advertised and participants will be invited to confirm

attendance. Users who will not have received an invitation can join the session as it is going on and are free to make their contributions or follow the proceedings wherever they are. Participation in a webinar session requires a computer/PC with an active internet connection

6.1 General guidelines for users of the interactive forums.

Debate and dissent are welcome, but personal attacks on any author of a strand of conversation or individual who participates in the conversation will not be tolerated. The moderator reserves the right to immediately de-list anyone who breaches the decency of conversations and decorum. It is important to maintain an inviting space for intelligent and constructive discussion of topics. Often there might be strong feelings about issues posted, but to maintain the moderated format of postings by members, the users should always be respectful by moderating the content and tone of their posts.

6.2.1 Guidelines for using Communities of Practice

Within each community, members can take official and unofficial roles. Several recognized unofficial roles include pot-stirrer, playful antagonist, thought leader, peace keeper, and mentor. The unofficial roles that members can play in a COP will be based on both their personalities and capabilities. Each member brings to the community their stories, experiences, and expertise. Through the ongoing exchange of this knowledge, they will develop social identities within the community. Discussions in the COP are moderated by a volunteer selected based on level of knowledge and experience relevant to the COP. The main duty of the moderator is to maintain vibrancy of the COP and evaluate its contribution to the aims of the Research Hub by tracking

membership (both number of members and length of membership), activities and participation rates; and providing the COP's impact on members' knowledge as well as policy and practice.

Other duties include:

- Identifying important issues in their research domain for discussion
- Facilitating approval of members to join their COP
- Providing quality checks on issues of discussion before publishing
- Planning and facilitating COP discussions/conversations
- Moderating discussions to ensure consistency and continuity
- Creating formal and informal connections between COP members
- Managing the boundary between the COP and the formal organization
- Building the practice—including the knowledge base, best practices, tools and methods, and learning events

A Co-moderator can be any member of a COP who initiates a discussion which will need to be approved by the moderator prior to publication.

Ideally, a moderator should be:

- An individual with appropriate online communication skills and preferably, experience moderating online communities.
- An individual who recognizes and is willing to provide the time commitment needed to lead the community of practice.
- Competent and credible within the particular field of research

- Attuned to key issues, and concerns of the online research community

6.2.2 Criteria for approval/rejection of comments/discussions by a moderator


Comments/discussions should be objective and not based on personal feelings or tastes. The following comments/discussions will automatically be rejected:

- Use of insulting language
- Directed at specific individuals on a personal level
- Not relevant to the core of the community

7.0 How to approve requests/ questions/ discussions/comments as a moderator

Login to <http://www.maishamaarifa.or.ke/admin/>

Using email and password used to register as a user,



The screenshot shows the login interface for the Maisha! Maarifa Research Hub. At the top, there is a yellow banner with the Maisha! Maarifa logo and the text 'RESEARCH HUB'. Below this is a green bar with the text 'LOG IN'. The main content area is white and contains the following elements: an 'Email' label above a white input field; a 'Password' label above a white input field; a checkbox labeled 'Remember me?'; a blue link labeled 'Forgot your password?'; and a green button labeled 'Log in'.

On success login, you will be taken to your dashboard

Maisha! Maarifa RESEARCH HUB

Hello, Sys Admin

- Dashboard
- Communities of Practice
- Questions
- Comments
- Requests

Dashboard

- 19 Pending Requests
- 2 Pending Comments
- 2 Pending Questions
- 0 Active Questions

Latest Comments

	Topic	Commenting User	Comment	Posted	Is Approved?	Is Flagged?
11	Improving Health Outcomes and Wellness of All People	Sys Admin	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quae cum praeponunt, ut sit aliqua rerum selectio, naturam videntur sequi;	5/27/2016	False	False
10	Improving Health Outcomes and Wellness of All People	Sys Admin	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quae cum praeponunt, ut sit aliqua rerum selectio, naturam videntur sequi;	5/27/2016	False	False

Side Menu Bar

Pending Community Join request

Pending Questions

Pending comments

Logout Link

Click on “COP” from the Side bar. This displays all the communities of practice you have been assigned as the moderator.

Title	Status Name	Name	Name*	Questions	Requests
Improving Health Outcomes and Wellness of All People	Published	HIV & AIDS	Sys Admin	Questions	Requests
Using human rights approaches to facilitate access to services for Plhiv, key populations and other priority groups in all sectors	Published	HIV & AIDS	Sys Admin	Questions	Requests
Strengthening integration of health and community systems	Published	HIV & AIDS	Sys Admin	Questions	Requests
Promoting accountable leadership for delivery of the kasf results by all sectors and actors	Published	HIV & AIDS	Sys Admin	Questions	Requests
Maternal and neonatal Health	Published	SRH	Sys Admin	Questions	Requests

Click to see the questions being discussed

Click to see members / Requests to join a community of practice

To see the questions being discussed in the COP you moderate, click on “Questions” link from the side bar

Question / Topic of discussion	Email	Topic	Date Posted	Status Name
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quae cum praeponunt, ut sit aliqua rerum selectio, naturam videntur sequi. Et quidem Arcesilas tuus, etsi fuit in disserendo pertinacior, tamen noster fuit; An est aliquid per se ipsum flagitiosum, etiamsi nulla comitetur infamia? Duo Reges: constructio interrete.	Sys Admin	Improving Health Outcomes and Wellness of All People	27/05/2016	Published
Quasi ego id curem, quid ille aiat aut neget. Est, ut dicis, inquit; At iam decimum annum in spelunca iacet. De vacuitate doloris eadem sententia erit. Quod autem in homine praestantissimum atque optimum est, id deseruit. Eaedem res maneant alio modo.	Sys Admin	Improving Health Outcomes and Wellness of All People	27/05/2016	Draft

Click to Edit the Question

Red means the question is in draft mode

and won't appear on the portal

Click to see the comments.

Red means there is pending comment(s)

7.1 Approving requests to join a COP

To view the people who want to join a certain community of practice, click the Requests link from the side bar or group Icon from the top bar,

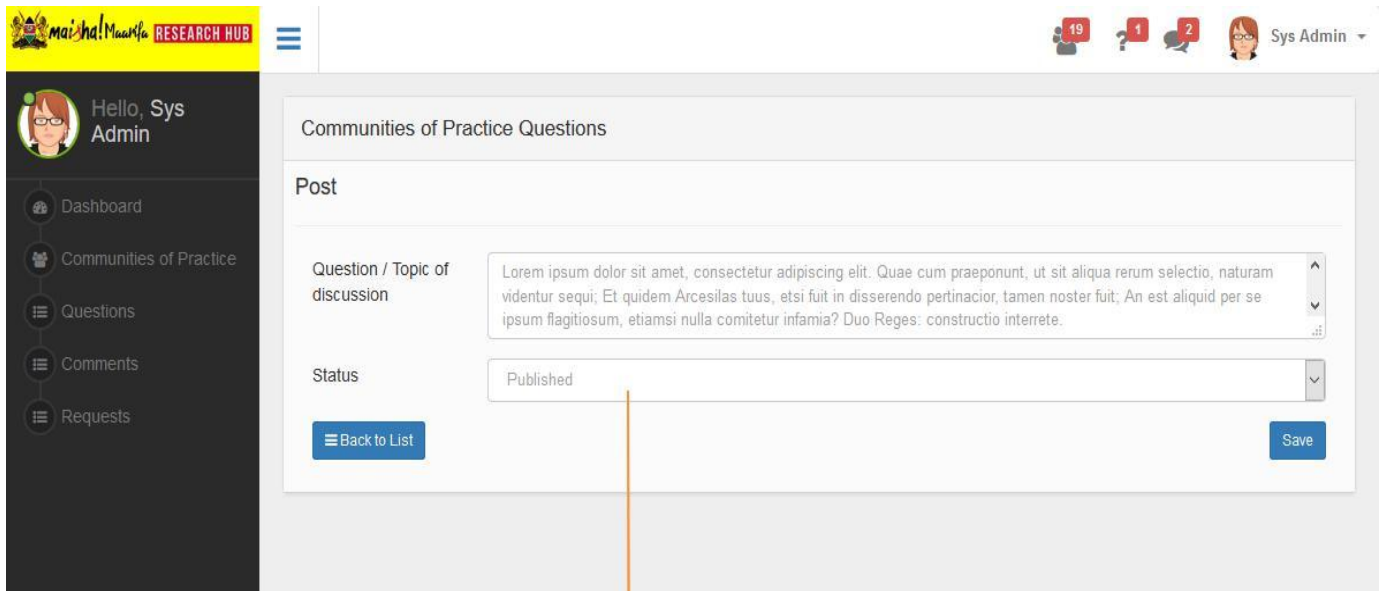
Title	Name*	Approval status
Improving Health Outcomes and Wellness of All People	MaqC Eric Gitau Email : maqcerix@gmail.com Phone Number : +254720645518	<input type="checkbox"/> Approve Delete
Improving Health Outcomes and Wellness of All People	Vernon Mochache Email : vmsochache@nacc.or.ke Phone Number : +254721217013	<input type="checkbox"/> Approve Delete
Improving Health Outcomes and Wellness of All People	Sys Admin Email : info@nacc.co.ke Phone Number : 254720123123	<input checked="" type="checkbox"/> Reject Delete
Improving Health Outcomes and Wellness of All People	Rohin Oleno Email : rohinolen@gmail.com Phone Number : +254722856420	<input type="checkbox"/> Approve Delete
Using human rights approaches to facilitate access to services for PLHIV, key populations and other priority groups in all sectors	MaqC Eric Gitau Email : maqcerix@gmail.com Phone Number : +254720645518	<input type="checkbox"/> Approve Delete
Using human rights approaches to facilitate access to services for PLHIV, key populations and other priority groups in all sectors	hghth Email : karlie@creativeye.co.ke Phone Number : 57657	<input checked="" type="checkbox"/> Reject Delete
Using human rights approaches to facilitate access to services for PLHIV, key populations and other priority groups in all sectors	Vernon Mochache Email : vmsochache@nacc.or.ke	<input type="checkbox"/> Approve Delete

Click to approve Request

Click to Delete Request

7.2 Approving questions

From the screen above, click “Edit” in the Screen that opens, change the status to “Published”



The screenshot shows the user interface of the Maisha! Maarifa RESEARCH HUB. On the left is a dark sidebar with navigation options: Dashboard, Communities of Practice, Questions, Comments, and Requests. The main content area is titled 'Communities of Practice Questions' and shows a 'Post' form. The form includes a text area for the 'Question / Topic of discussion' containing placeholder text, and a dropdown menu for 'Status' currently set to 'Published'. Below the status dropdown are two buttons: 'Back to List' and 'Save'. An orange arrow points from the 'Published' status dropdown to the text 'Change the Status here' below the screenshot.

Change the Status here

7.3 Approving comments

To approve comments, Click on Comments link on the side bar

The screenshot shows the 'Communities of Practice - Questions' page. A table lists comments with columns for Comment, Question, Topic, Approved, Flagged, Date, and Message. Each row has three action buttons: 'Flag' (green), 'Approve' (blue), and 'Delete' (red). Three orange arrows point from the 'Flag', 'Approve', and 'Delete' buttons of the first row to a numbered list below.

Comment	Question	Topic	Approved	Flagged	Date	Message
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quae cum praeponunt, ut sit aliqua rerum selectio, naturam videntur sequi;	Quasi ego id curem, quid ille aiat aut neget. Est,...	Improving Health Outcomes and Wellness o...	False	False	Friday, May 27, 2016	Flag Approve Delete
Identical to the first row.	Identical to the first row.	Identical to the first row.	False	False	Friday, May 27, 2016	Flag Approve Delete

- 1
- 2
- 3

1. Flag Comment – Flagged comments don't appear in the portal even though the status may be approved
2. Approve Comment – This will make the comment appear in the discussion thread
3. Delete Comment – This purges the comment from the system

8.0 Moderating a discussion/ responding to questions/using COP

From the home page, Click on “Communities of Practice” icon and go to the specific community where you are a moderator as shown below and click on it.

The screenshot displays the Maisha! Maarifa Research Hub website. At the top, there is a logo for 'maisha! Maarifa RESEARCH HUB' and a search bar. The navigation menu includes 'HOME', 'ABOUT', 'HIV', 'SRH', 'CO-MORBIDITIES', 'EVENTS', 'LEADERSHIP & FINANCING', 'COMMUNITIES OF PRACTICE', 'OTHER LINKS', and 'CONTACT'. The 'COMMUNITIES OF PRACTICE' menu item is highlighted. Below the navigation is a banner for 'Communities Of Practice' with a background image of hands holding medicine boxes. Underneath is a section for 'NATIONAL STRATEGIC DIRECTIONS' with 'KASF Strategic Directions' and tabs for 'HIV', 'SRH', and 'CO-MORBIDITIES'. A grid of eight numbered boxes (1-8) lists strategic directions. An orange arrow points from the 'Communities Of Practice' banner to the text 'Communities of practice' below the grid.

NATIONAL STRATEGIC DIRECTIONS			
KASF Strategic Directions			
HIV SRH CO-MORBIDITIES			
1 Reducing New Infections	2 Improving Health Outcomes and Wellness of All People	3 Using human rights approaches to facilitate access to services for PLHIV, key populations and other priority groups in all sectors	4 Strengthening integration of health and community systems
5	6	7	8

Communities of practice

Once in the specific COP, click on “Login” tab. When the login icon is shown as below, this means that you are not yet logged into the COP.

The screenshot displays the Maisha Maarifa Research Hub website. At the top left is the logo with the text "maisha! Maarifa RESEARCH HUB". A search bar is located to the right of the logo. Further right are navigation buttons for "LOGIN / REGISTER", "POPULATION FORUM", and "WEBINAR". Below this is a red navigation bar with links: HOME, ABOUT, HIV, SRH, CO-MORBIDITIES, EVENTS, LEADERSHIP & FINANCING, COMMUNITIES OF PRACTICE (highlighted), OTHER LINKS, and CONTACT. The main content area features a banner for "Communities Of Practice" with a background image of hands holding medicine boxes. Below the banner, there are three columns: "EXPECTED RESULTS BY 2019" (with sub-points about conference attendees and non-attendees), "KEY INTERVENTION AREAS" (listing HIV and AIDS, and SRH), and "AIDS Conference 2016 Discussion Forum." (with a "Login" button and a "VIEW THREAD" link). To the right of the forum is a "QUICK LINKS" section with "Downloads" and "Research" options, and a yellow button for "NACC Website". An orange arrow points from the "Login" button in the forum section to the word "Login" written below the screenshot.

8.1 Logged In

Click on the “Login” icon shown on the page and enter the email and password that you used to register with and click “Submit”.

maisha! Maarifa RESEARCH HUB

Search

LOGIN / REGISTER POPULATION FORUM WEBINAR

HOME ABOUT HIV SRH CO-MORBIDITIES EVENTS LEADERSHIP & FINANCING COMMUNITIES OF PRACTICE OTHER LINKS CONTACT

LOGIN REGISTRATION

Email

Password

Submit Forgot your password?

DISCLAIMER FACEBOOK TWITTER YOUTUBE LINKEDIN Email: communication@macc.or.ke NEWSLETTER SIGNUP Kenya VISION 2030

The Kenya HIV, SRH & Co-Morbidities Research Hub © Copyright 2016. All Rights Reserved.

Login

Submit

8.2 Logged in status

After submission, your account will be successfully signed in. You will see a “log off” option to confirm that you are successfully signed in.

The screenshot displays the user profile page on the Maisha! Maarifa Research Hub. The page features a navigation bar at the top with the following menu items: HOME, ABOUT, HIV, SRH, CO-MORBIDITIES, EVENTS, LEADERSHIP & FINANCING, COMMUNITIES OF PRACTICE, OTHER LINKS, and CONTACT. The main content area is titled "Profile" and contains a form with the following fields:

- Title*: Mr. (dropdown)
- Name*: Sys Admin (text input)
- Area of Specialization*: Systems (text input)
- Highest Academic Qualification*: Undergraduate Degree (dropdown)
- Field of Study: IT (text input)
- Account Type*: Researcher (dropdown)
- Profile Picture: Browse... No file selected. (button and text)
- Country*: Kenya (dropdown)
- Country*: Nairobi (dropdown)
- Phone Number: 254720123123 (text input)
- Email: info@nacc.co.ke (text input)

An "Update Profile" button is located below the Email field. A "Log off" link is visible in the top right corner, indicated by an orange arrow pointing from the "Log off" text below the profile form to the "Log off" link in the top right corner.

Once you have successfully logged in, click on the “communities of practice” tab again as shown below and select your COP.

The screenshot shows the Maisha! Maarifa Research Hub website. The navigation menu includes: HOME, ABOUT, HIV, SRH, CO-MORBIDITIES, EVENTS, LEADERSHIP & FINANCING, **COMMUNITIES OF PRACTICE**, OTHER LINKS, and CONTACT. The main content area is titled "NATIONAL STRATEGIC DIRECTIONS" and "KASF Strategic Directions". Below this, there are tabs for HIV, SRH, and CO-MORBIDITIES. The HIV tab is selected, showing a grid of four strategic directions:

1 Reducing New Infections	2 Improving Health Outcomes and Wellness of All People	3 Using human rights approaches to facilitate access to services for PLHIV, key populations and other priority groups in all sectors	4 Strengthening integration of health and community systems
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An orange arrow points from the "Communities Of Practice" link in the navigation menu to the "Communities of Practice" text below the grid.

After selecting your COP, you will then be able to ask questions, respond to queries, and contribute to discussions as shown on the page below. The “Leave Community” icon shows that you are logged into your COP. Click on “Log Off” icon to leave the community.



EXPECTED RESULTS BY 2019

People who attended the conference to share information and Knowledge from the conference

Those who did not attend to learn from the discussions from the community

KEY INTERVENTION AREAS

HIV and AIDS

SRH

AIDS Conference 2016 Discussion Forum.

[Leave Community](#)



start a discussion



What are the emerging issues regarding the HIV/AIDS response from AIDS 2016?

0 Post

[VIEW THREAD](#) →

QUICK LINKS

 Downloads

 Research


[→ NACC Website](#)

Leave Community

Log off

9.0 General disclaimer (Terms and Conditions)

While every effort is made by the National AIDS Control Council (NACC) to ensure that accurate information is disseminated through this medium, the Organization does not provide any assurance about the validity of the information shared. It is provided "as is" without express or implied warranty. Further, the Maisha Maarifa Research Hub has provided hypertext links to a number of sites as a service to all. This does not imply any link between NACC and these particular organizations. The National AIDS Control Council (NACC) reserves the right to accept or reject any comment or documents uploaded which deem not to adhere to the rules and purpose of the Hub.