



KFU
جامعة الملك فيصل
KING FAISAL UNIVERSITY
جامعة ووطن.. نماء.. واستدامة.

دليل استخدام نظام Converis لتوثيق عقد المشروع البحثي

Researcher's Manual for Project's Contract Signature on Converis



Login Page

Click the link bellow

<https://converis.kfu.edu.sa/converis/secure/client/login>

using your KFU ID and password (ex. mnmohammed)

Note: Without @kfu.edu.sa

شاشة تسجيل الدخول

الدخول على الرابط

<https://converis.kfu.edu.sa/converis/secure/client/login>

واستخدام اسم المستخدم الجامعي (مثال mnmohammed) وكلمة السر

ملاحظة: بدون @kfu.edu.sa

University Account Login

Login using your KFU login details that you use for your desktop on a daily basis

User name:

Password:

Login

More:
Converis Account Login

Converis 6.18.0-IR220411



Main Page

It will shows
Things To Do

الشاشة الرئيسية

تظهر المهام المطلوبة
Things To Do

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

جامعة الملك فيصل KFU

Search Help Researcher: [Name] 516

View Profile CV Add New Content

Dashboard

- Projects Management
- Research Output
- IP Management
- Person Data
- Notifications
- Statistics

Profile: [Name] Edit
e: a.n.f.ahmed@kfu.edu.sa
m: 514002116

Things To Do

- ▶ 1 Please ensure that your profile is complete [View All](#)
- ▶ 1 Project Application(s) accepted – Please sign and upload contract [View All](#)

Recently Edited

No recently edited items



Contract Signature

توثيق العقد

Click on "Project Application(s) accepted...."
Choose your Research Title

"Project Application(s) accepted...." اضغط على
واختر عنوان البحث



The screenshot shows the KFU Researcher Profile Dashboard. The navigation menu on the left includes: Dashboard, Projects Management, Research Output, IP Management, Person Data, Notifications, and Statistics. The main content area shows the researcher's profile with contact information and a 'Things To Do' section. A red box highlights the notification: "1 Project Application(s) accepted – Please sign and upload contract". A zoomed-in view of this notification is shown in a separate box at the bottom right, also with a red box highlighting the text.



This is a zoomed-in view of the notification box from the dashboard. It contains the text: "1 Project Application(s) accepted – Please sign and upload contract" and a "View All" button. Below this, there is a red box highlighting the project title and other details, which are partially obscured and difficult to read.



Contract Signature

توثيق العقد

View your research Co-Investigators and External Investigators

تأكد من بيانات الباحثين المشاركين من داخل وخارج الجامعة



Application accepted – For Contract signature by PI ... Admin Info

Basic Information * Applicants * Contract

Application Details *

[Instruction to complete the research proposal form](#)

The following documents must be in your possession in order to successfully complete this request:

1. The name of the project application and a summary of 150 words in Arabic or English
2. Update the principle investigator information, including the employee number, an electronic photo (or PDF file) from Identity Card or IQAMA
3. The Co-investigator(s) information, including the employee number, an electronic photo (or PDF file) from Identity Card or IQAMA (except in case of external co-investigators), the university rank on the QS university ranking scale in the case of external researchers

It should take between 15 to 30 minutes to complete and submit this request, based on the number of co-investigators

Type of Project Application *

Research Articles

Title

English Arabic

Research Proposal Number

INST

Abstract

Minimum 150 words.

English Arabic

B / / x₂ x²

Cancel Save Save & Submit



Application accepted – For Contract signature by PI ... Admin Info

Basic Information * Applicants * Contract

Application Details *



Download Contract

تحميل العقد

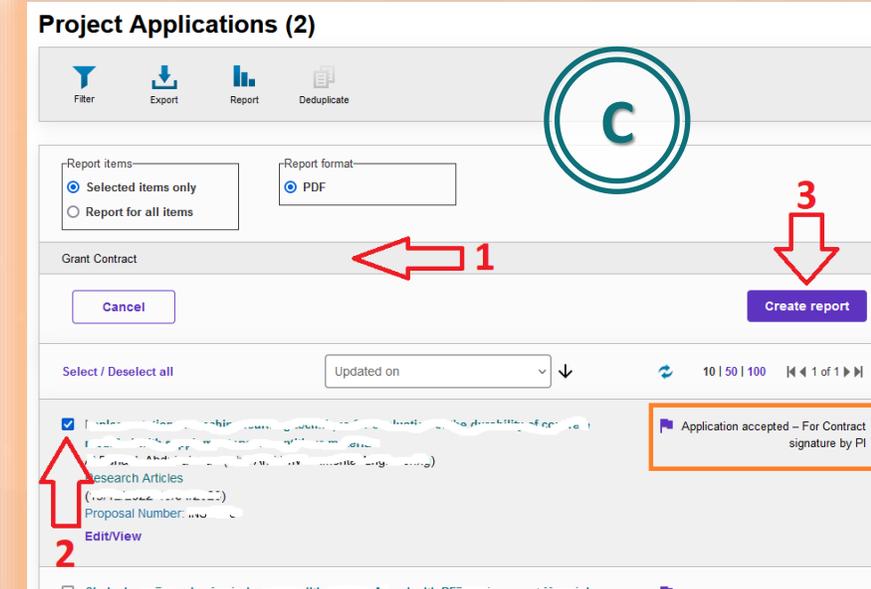
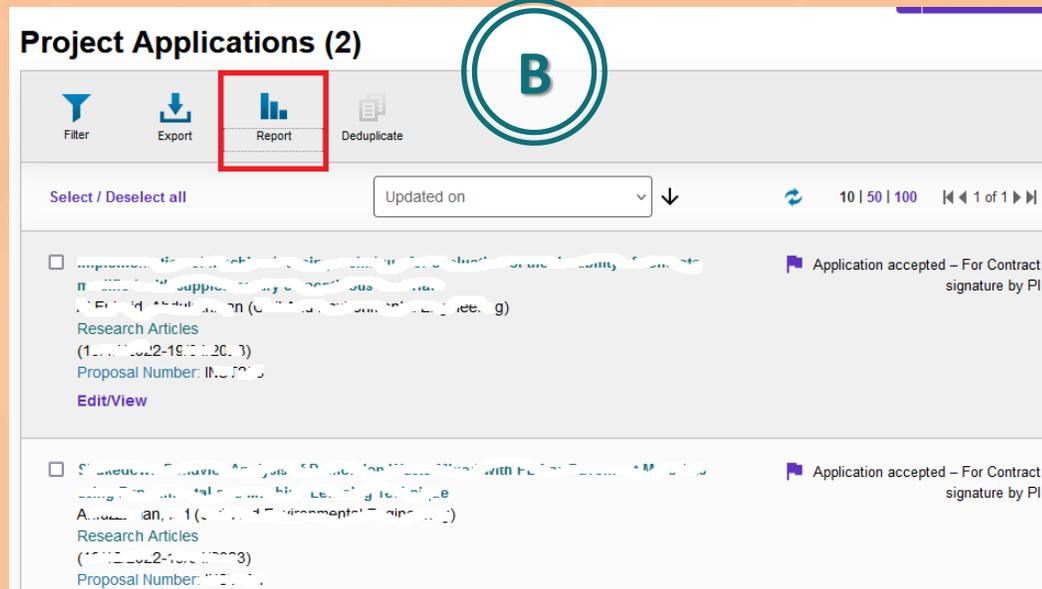
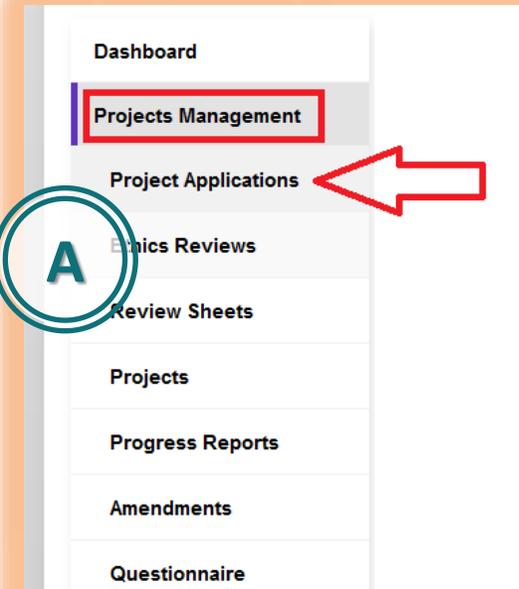
Click “Project Applications” from side bar
From Menu, Click Report

Project Applications من القائمة الجانبية، اختر
Report اختر

- 1) Click on **Grant Contract**
- 2) Check box the accepted application, and make sure its status “Application accepted – For Contract signature by PI”
- 3) Click “Create Report”
- 4) Wait some time for downloading the Contract from your internet browser. **Make sure your browser has allow permission for downloading from this site.**

- (١) اختر **Grant Contract**
- (٢) ضع علامة بجانب البحث المطلوب، وتأكد أن حالته “Application accepted – For Contract signature by PI”
- (٣) اضغط **Create report**

انتظر قليلا حتى يتم تنزيل ملف العقد من متصفح جهازك. **تأكد من منح صلاحية السماح للمتصفح بتحميل ملفات من الموقع.**





Upload Contract

رفع العقد

After download the Contract, review its content, and sign it either manual or electronic.

بعد تحميل العقد والتأكد من صحة البيانات والتوقيع عليها يدوي أو إلكتروني.

Click "Dashboard" from side bar
Choose your project Application under Things To Do
Click on "Contract" Tab

من القائمة الجانبية، اختر Dashboard
اختر مشروعك البحثي من Things To Do
عند استعراض الطلب، اختر علامة التبويب "Contract"

The screenshot shows a dashboard with a sidebar on the left and a main content area. The sidebar contains the following items: Dashboard, Projects Management, Research Output, IP Management, Person Data, Notifications, and Statistics. A red arrow points to the 'Dashboard' item, which is labeled with a circled 'A'. The main content area displays a notification: '1 Project Application(s) accepted – Please sign and upload contract'. A red box highlights the notification text, which is labeled with a circled 'B'. Below the notification, there is a table with columns: 'Basic Information *', 'Applicants *', and 'Contract'. The 'Contract' column is highlighted with a red box, labeled with a circled 'C'. The table also shows 'Application Details *' at the bottom.



Upload the Signed Contract

رفع العقد الموقع

- Upload signed pdf copy using "Upload new file"
- Be sure it is "Signed by PI"
- Click "Save & Submit"
- Click "Application accepted – For Contract signature by DSR" Then "Done"

- حمل نسخة pdf بالتوقيع من خلال "Upload new file"
- تأكد من أن الحالة "Signed by PI"
- اضغط "Save & Submit"
- اختر "Application accepted – For Contract signature by DSR" ثم "Done"

Application accepted – For Contract signature by PI ... Admin Info

Basic Information * Applicants * Contract

Please follow these steps to Generate the Funding Contract Between DSR and Research Team

1. Once logged in to Converis
2. From the left Navigation Bar, select Project Management > Project Applications.
3. From the list of applications, select your application with status *Application accepted – For Contract signature by PI* by ticking the adjacent checkbox.
4. Select Report from the top of the screen, Select "Research Track" Contract Form
5. Click on Create Report

Contract

Upload new file 

Contract

File name	Signed by	File Size
 report-22.pdf	Signed by PI	9 MB

Upload new file 

Cancel Save **Save & Submit**

Set status

Application accepted – For Contract signature by PI

Application accepted – For Contract signature by DSR

Cancel **Done**



The End

النهاية

Be sure it is
"Application accepted – For Contract signature by DSR"

تأكد من أن حالة الطلب
"Application accepted – For Contract signature by DSR"

You will receive an email when contract signed by DSR

وستصلك رسالة لاحقاً في حال توقيع العقد من قبل عمادة البحث العلمي

Project Applications

Filter Export Report Deduplicate

Select / Deselect all Updated on 10 | 50 | 100 1 of 1

<input type="checkbox"/>	<p>Application accepted – For Contract signature by DSR</p>
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Application accepted – For Contract signature by DSR