

Electronic System for Research Projects Support

User Guidelines



King Faisal University
Deanship of Scientific Research (DSR)

Principal Investigator (PI)

PI is the responsible researcher who submit the research proposal by the Electronic System for Research Project Support (ESRPS), responds to reviewers' comments, manage and follow up the project on the ESRPS.

Duties of the PI:

- Registration on the ESRPS.
- Modification of personal information.
- Submission of the research proposal.
- Modification of the research proposal as per the instructions of the Deanship of Scientific Research (DSR).
- View and respond to the reviewers' comments.
- Upload the periodic reports on the ESRPS.
- Update project information with purchases and financial status on the ESRPS.
- Update project information with publication status on the ESRPS.

Registration on the ESRPS

On the website of the DSR, there is **Project Support System** icon on the left panel of the page. By selecting this icon, the user will be directed to the **Sign In** window of the ESRPS portal. This window includes a **New Researcher Registration** option.



Scientific Research Tracking E-System
King Faisal University

User Name:

Password:

Account Type:

Language: العربية English

login

New Researcher Registration
Did You Forget The Password?
Old Archived Projects

Support Email: srts@kfu.edu.sa

Registration of new researcher on the ESRPS portal requires basic information such as his full name, contact information, scientific degree, college to which he belongs, academic position etc. In addition, the researcher is requested to upload his updated CV before clicking on the **Register** icon. At this stage, the registration inquiry will pending for approval by the Dean of the DSR. Finally, the PI has to fill up a form at the DSR to activate his account.

The screenshot shows the registration interface for the Scientific Research Tracking E-System at King Faisal University. The header includes the university's logo and name. A 'Logout' button is located in the top right corner. The main form area is titled 'Register in system' and contains the following fields and controls:

- Employee Number*:** A text input field with a 'Search' button next to it. Below it, a note says 'Please enter the employee number to check Info'.
- Full Name:** Two text input fields for first and last name.
- Mobile Number*:** A text input field.
- Full Name in English:** Two text input fields for first and last name.
- Scientific Degree:** A text input field.
- Phone Number*:** A text input field.
- College*:** A dropdown menu with 'Select College' as the current selection.
- Email*:** A text input field.
- Department*:** A dropdown menu with 'Select Department' as the current selection.
- Jobs*:** A dropdown menu with 'Insert Job' as the current selection.
- ID:** A text input field.
- ID Type:** Radio buttons for 'ID', 'Iqama', and 'Passport'.
- User Name*:** A text input field.
- Nationality:** A dropdown menu with 'Choose Nationality' as the current selection.
- Password*:** A text input field.
- Address:** A text area with up and down arrow icons.
- Confirm Password*:** A text input field.
- Browse CV:** A text input field with a 'View' button next to it.
- Upload CV*:** A text input field with a 'Browse...' button next to it.

At the bottom of the form, there are three buttons: 'Register', 'Cancel', and 'Change'.

Upon completion of registration on the ESRPS portal and activation of the account, the researcher will be directed to his **Home Page**. The page include the **List of Main Tasks**, **List of Proposals** and schematic diagram that simplifies the **Steps to Submit New Research Proposal**. The researcher can update his information anytime by clicking on the **Update Personal Information** icon.

List of Main Tasks

- Main Page
- Update Personnel Information
- Favourite Team Management
- Submit New Research Proposal
- Current Projects
- Researches Archive
- Projects Archives
- News
- PI User Manual
- Pay Reward Conditions
- Project can watch
- Current Questionnaire
- Old Archived Projects

List of proposals

Research ID	Research Topic	Sending Date	Research Type	Research Status		

خطوات تقديم مقترح بحثي Steps to submit new research

```

graph TD
    A[موقع عمادة البحث العلمي  
Scientific Research Deanship Web] --> B[النظام الإلكتروني لدعم المشاريع  
Electronic System for Research Projects Support]
    B --> C[تسجيل باحث جديد  
New Researcher Registration]
    C --> D[الدخول على النظام  
Login to system]
    D --> E[إدارة فريق العمل المفضل  
Favourite Team Management]
    E --> F[تقديم مقترح بحث جديد  
Submit New Research Proposal]
    F --> G[تعبئة جميع الحقول المقترح (معلومات البحث، فريق العمل،  
الأجهزة والمواد، محكمون مقترحون، الميزانية، الجدول الزمني)  
Filling all Proposal information (Proposal Info, Project Team,  
Devices and Substances, Suggested Reviewer, Budget, Time Line)]
    G --> H[إرسال الى العمادة  
Send to Dean]
    H --> I[النهاية  
End]
  
```

For more info email srts@kfu.edu.sa

Research Team

A head of submission of new research proposal by the PI, he is requested to choose the research team using the **Favorite Team Members**. Fill up the fields with the information about the research team member and attach the updated CV. Repeat the procedure for each member of the team. For the research team members who work at KFU, the PI can search for their profiles using their badge number.

Full Name*	First Name	Father Name	Grandfather Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Name in English*	Last Name	Grandfather Name	Father Name	First Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Number	<input type="text"/>			
The Member is*	University Employee <input checked="" type="radio"/> Not University Employee <input type="radio"/> Please select the closer college and department if the member from outside the university			
Scientific Degree*	<input type="text" value="v"/>			
College*	<input type="text" value="v"/>			
Department*	<input type="text" value="v"/>			
CV*	<input type="text"/>			<input type="button" value="Browse..."/>
PDF It's Better to Have Extension of CV File for Team Members as PDF				
<input type="button" value=""/> <input type="button" value=""/>				

Submission of Research Proposal

Submission of new research proposal using ESRPS must be done by the PI after approval of the contents by all research team members. By clicking on the **Submit New Research Proposal** icon, you will be directed to a window to select the suitable **Research Type**. Note that each research type is active only after related announcements by the DSR. For further information about research types, the PI may consults the DSR staff.

List of Main Tasks

- Main Page
- Update Personal Information
- Favourite Team Management
- Submit New Research Proposal
- Current Projects
- Researches Archive
- Projects Archives
- News
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- Project can watch
- Current Questionnaire
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Submit New Research Proposal

Choose research type Go

- ANNUAL RESEARCH PROJECT
- Small Research Project Grant twelvethet-2
- Graduate Student Research Project Grant
- Bachelor Student Research Project Grant
- Sabic Supported Researches
- Request for Book publishing funding

Next, the PI will be directed to the **Update Proposal** page. The PI is requested to fill up all required information in the **Proposal Info** field, click **Save** and move to the next fields including **Project Team, Devices and Substances, Budget** and **Time Line**. Note that saving the information after completion of **Proposal Info** filed is important to obtain the Project Number.

Update Proposal				
Proposal Info	Project Team	Devices And Substances	Budget	Time Line
Proposal Info				
Research ID	<input type="text"/>			
Research Topic	<input type="text"/>			
Research Topic in English	<input type="text"/>			
Research Proposal Duration (Months)	<input type="text"/>			
Research Summary in Arabic	<input type="text"/>			^ v
Research Summary In English	<input type="text"/>			^ v
Description Details	<input type="text"/>			^ v
References	<input type="text"/>			^ v
Keywords	<input type="text"/>			^ v
<input type="button" value="Save"/> <input type="button" value="Send To Dean"/>				

As a final step before submission of the new proposal, the PI will be asked to suggest three reviewers in the research field and their contact information. By suggesting the reviewers, the PI will be able to start careful revision of the new research proposal and do necessary modifications. Finally, the research proposal will be submitted to the DSR by clicking on **Send to Dean** icon. Please note that modification is not allowed after submission to the DSR. The PI can track the status and print the final version of the submitted research proposal by clicking on **Current Projects** icon.