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

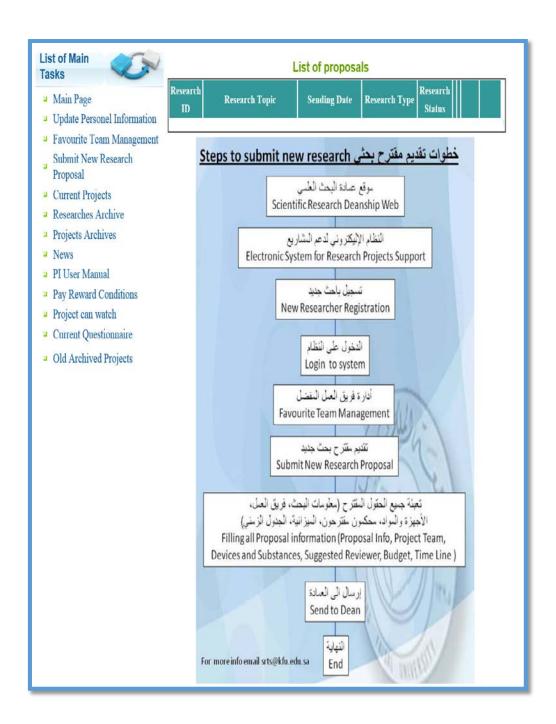
On the website of the DSR, there is **Project Support System** icon on the left panel of the page. By selecting this icon, the user will be directed to the **Sign In** window of the ESRPS portal. This window includes a **New Researcher Registration** option.



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.

Scientific Research Tracking E-System King Faisal University	
	Logout 🌦
Register in system	
Employee Number* Please enter the employee number to check Info Mobile Number*	
Full Name in English Number*	
Scientific Phone Number*	
College* Select College ✓ Email*	
Department* Select Department VNumber	
Jobs* Insert Job V ID O ID O Iqama O Passport	
Password* Address	
Confirm Browse CV View	
Password* Upload CV* Browse	
Register Cancel 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.



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

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.



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								
	Project Team	Devices And Substances	Budget	Time Line				
Proposal Info								
Research ID Research Topic Research Topic in English Research Proposal Duration (Months)								
Research Summary in Arabic					^ ~			
Research Summary In English					^ ~			
Description Details					^ ~			
References					^ ~			
Keywords					^ ~			
	Save	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.