



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

دليل استخدام نظام Converis لتسجيل تقرير المشروع البحثي

Researcher's Manual for Project's Report 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)

شاشة تسجيل الدخول

الدخول على الرابط

<https://converis.kfu.edu.sa/converis/secure/client/login>
وإستخدام اسم المستخدم الجامعي (مثال mnmohammed) وكلمة السر

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

الشاشة الرئيسية

From Upper-right corner
Click on **“Add New Content”**

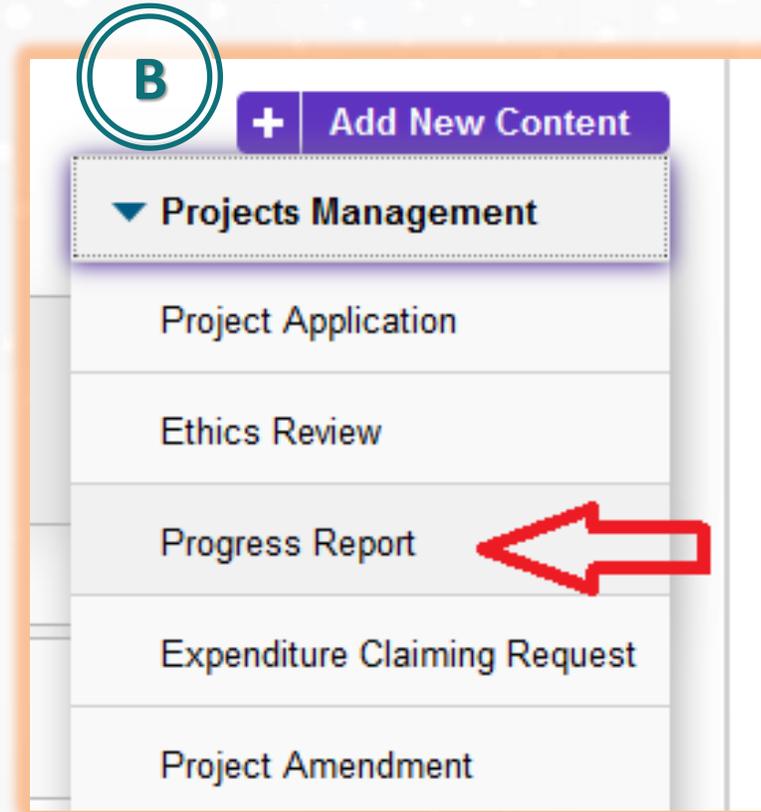
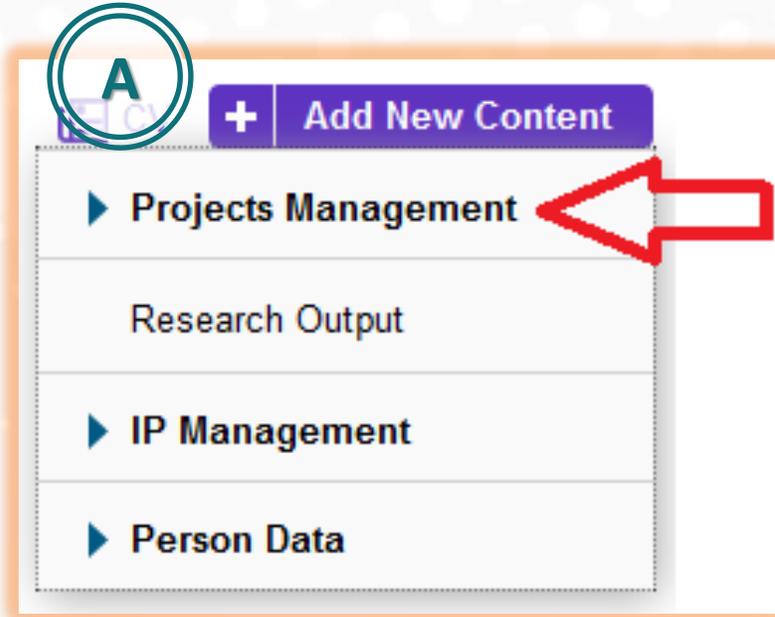
في أعلى يمين الشاشة
اضغط على **“Add New Content”**

The screenshot shows the researcher's dashboard interface. At the top, there is a navigation bar with links for 'Web of Science', 'InCites', 'Journal Citation Reports', 'Essential Science Indicators', and 'EndNote'. Below this is a search bar and a user profile dropdown menu. The main content area includes a sidebar with menu items: 'Dashboard', 'Projects Management', 'Research Output', 'IP Management', 'Person Data', 'Notifications', and 'Statistics'. The central profile section displays the user's name, email address (a.n.f.ahmed@kfu.edu.sa), and mobile number (514002116). A 'Things To Do' section lists two tasks: '1 Please ensure that your profile is complete' and '1 Project Application(s) accepted – Please sign and upload contract'. A 'Recently Edited' section shows 'No recently edited items'. The 'Add New Content' button is highlighted with a red box in the upper right corner of the dashboard.



Click on
"Projects Management"
Then "Progress Report"

اختر
"Projects Management"
ثم "Progress Report"





Click “Final Report”

اختر “Final Report”

Add new Progress Report

Select the appropriate progress report type

Progress Report	Information about the selected progress report
Final Report	Final Report



Click “+” to choose your research project

اختر المشروع البحثي بالضغط على علامة “+”

New Progress Report A

In preparation

Key Information * Reviews

Type of Report
Final Report

Project
+ ←

Publication of Scientific Paper
+

University research and Innovation Priority *
Select KFUPM Research and Innovation Priorities

National Priority *

Project B

🔍 A-Z

↓

Project C

🔍 A-Z

↓

Search results for All

- +
- +



Click “+” to choose your research publication

اختر الورقة البحثية المنشورة بالضغط على علامة “+”

A

Publication of Scientific Paper

+ ←

University research and Innovation Priority *

B

Publication of Scientific Paper

+ 🔍 A-Z

C

Publication of Scientific Paper

+ 🔍 A-Z

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 All

Search results for All

+ [Thumbnail]

+ [Thumbnail]



Fill your project report

Be sure that you fill fields marked with an asterisk *

املأ بيانات التقرير الباقية
مع مراعاة الحقول الإلزامية المحددة بنجمة *

University research and Innovation Priority *

Select KFUPM Research and Innovation Priorities

National Priority *

Select National Priority

Is there local cooperation? *

Yes No

If Yes, Please Mention:

0/1024

Is there international cooperation? *

Yes No

If Yes, Please Mention:

0/1024

Is there any other funding agency? *

Yes No

If Yes, Please Mention:

0/1024



Click “+” to enter research outcomes related to economical,
social and other
Then click “Done”

ادخل المخرجات الاقتصادية والاجتماعية والأخرى بالضغط على
علامة “+”
ثم “Done”

Click “+” again to add more outcomes

اضغط “+” مرة أخرى لإضافة المزيد من المخرجات



Research outcomes related to economical impact



Research outcomes related to social impact



Other outcomes



New Economical outcome

Completed

Key Info *

KEY INFORMATION *

Name *

ie t



4/512



Back

Done



A

اضغط هنا عند
الانتهاء من ادخال
البيانات المطلوبة
Click here
when
complete the
required data



Cancel Save Save & Submit

B

Set status

In preparation

For review by DSR

Cancel Done

اختر
Click
For review by
DSR
ثم
Then
Done



The End

النهاية

Deanship of Scientific Research will validate project report

سيتم التحقق من تقرير المشروع بعمادة البحث العلمي