



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

دليل استخدام نظام Converis لتقديم طلب مشروع بحثي

Researcher's Manual for Project Application 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

الشاشة الرئيسية

Showing: Things To Do

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: [Email]@kfu.edu.sa
m: 5160216

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

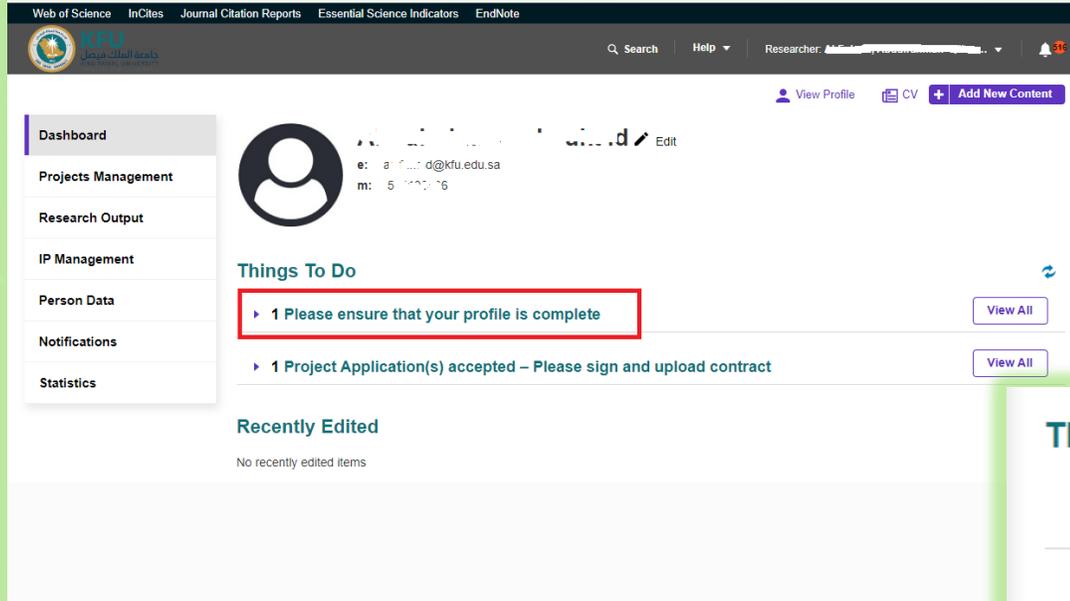


Update Profile

Click on
Please ensure...., then your name
to complete information on your profile, such as your
Name in English, Specialty, Scientific Rank, and IBAN
number.
In case you did not do it before

تعديل البيانات الشخصية

اضغط على
Please ensure....، ثم على اسمك
لاستكمال البيانات الشخصية مثل الاسم العربي والانجليزي والبيانات
البحثية ورقم IBAN ...
في حال أنك لم تدخلها سابقاً





Update Profile

Then click on "Save & Submit"
Select "Active", Then Done

Publicly visible Internally visible Active Admin Info

Basic Information Work Affiliations Research Profile Related Research

Person Details *
Type of Person *
Internal
First Name (English) *
First Name (Arabic) *
Middle Name (English)
Middle Name (Arabic)
Last Name (English) *
Last Name (Arabic) *
KFU ID Number *
National Identity or IQAMA *

Cancel Save Save & Submit

تعديل البيانات الشخصية

بعد الانتهاء، الضغط على زر "حفظ وارسال"
سيطلب تحديد الحالة، اختر "Active" ثم Done

Set status

Active
The person is active in the system.

Cancel Done



Main Page

الشاشة الرئيسية

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

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

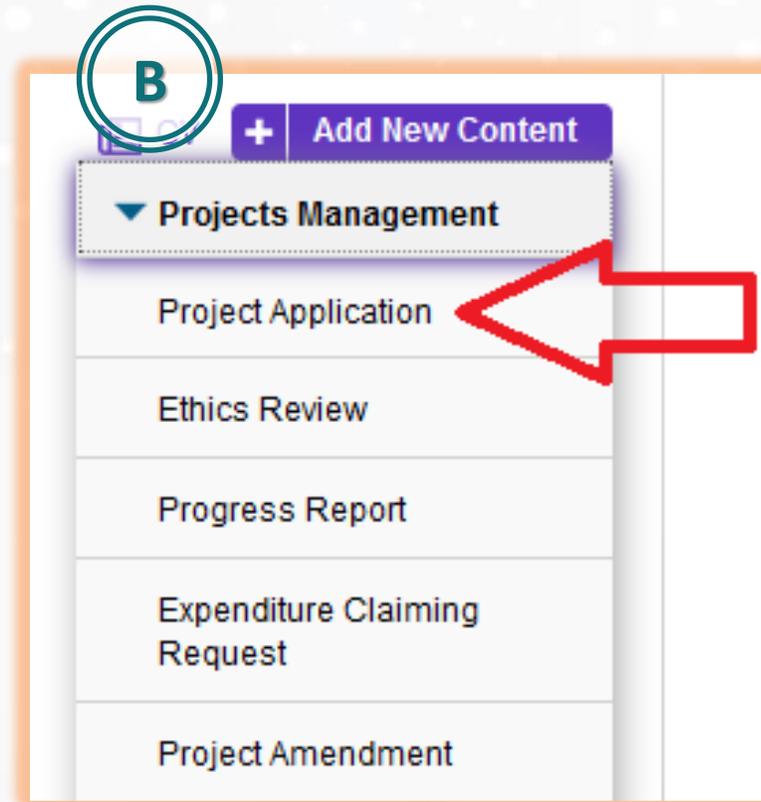
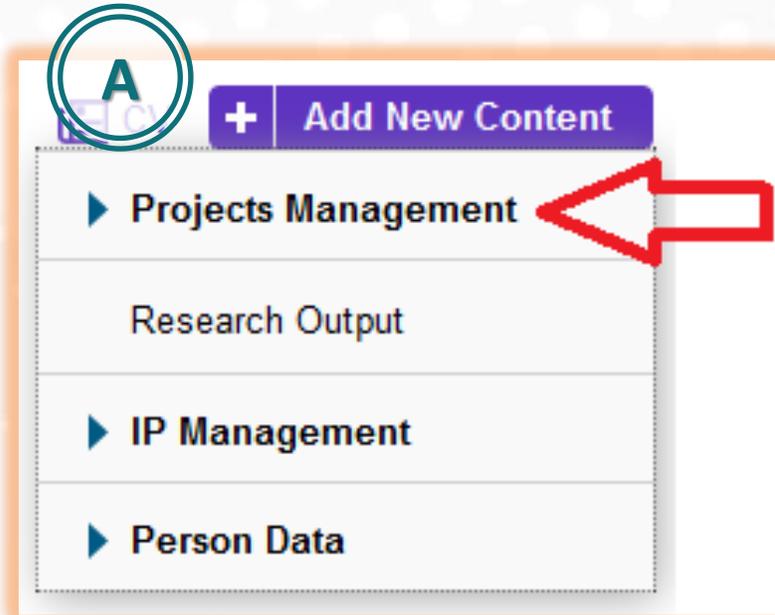
The screenshot shows the researcher's dashboard with the following elements:

- Navigation Bar:** Web of Science, InCites, Journal Citation Reports, Essential Science Indicators, EndNote.
- Header:** KFU Logo, Search, Help, Researcher: [Name], 516 notifications.
- Profile Section:** View Profile, CV, **+ Add New Content** (highlighted in a red box).
- Left Sidebar:** Dashboard, Projects Management, Research Output, IP Management, Person Data, Notifications, Statistics.
- 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.



Click on
"Projects Management"
Then "Project Application"

اختر
"Projects Management"
ثم "Project Application"





Choose Project Application Type.

Ex. To choose **Ambitious Researcher**, Do the following:

Annual Grants -> Research Articles -> Ambitious Researcher

اختر نوع المشروع المطلوب.

مثال، لاختيار الباحث الطموح اتبع التالي :

Annual Grants -> Research Articles -> Ambitious Researcher

Add new Project Application

Select the appropriate project application type

Project Application	
▶ Annual Grants	
▶ Institutional Financing	

Add new Project Application

Select the appropriate project application type

Project Application	
▼ Annual Grants	
▶ Research Articles	
▶ Review Articles	
▶ Books	
▶ Book Chapters	
▶ Institutional Financing	

Add new Project Application

Select the appropriate project application type

Project Application		Information about the
▼ Annual Grants		Ambitious Researcher
▼ Research Articles		
Ambitious Researcher		
Student Researcher		
Promising Researcher		
Catching-up Researcher		



Fill Project Application form (Basic Information – Applicants) Note: Click “+” to add researchers

املاً بيانات طلب المشروع
Applicants – Basic Information
ملاحظة: لإضافة باحثين اضغط على علامة “+”

A

New Project Application

In preparation

Basic Information * Applicants *

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)
3. The Co-investigator(s) information, including the employee number, an electronic photo (or PDF file) from Id external co-investigators), the university rank on the QS university ranking scale in the case of external research. 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

Abstract

Minimum 150 words.

English Arabic

B / x_2 x^2

B

New Project Application

In preparation

Basic Information * Applicants *

Principal Investigator *

Person	Organisation	Has the Researcher Obtained any Grant from the Deanship of Research?	Has s/he Scopus-I
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes

Co-Investigators

Please select the Co-Investigator(s) by searching for using the name or email address.

+

External Co-Investigators

Select the External Co-Investigator(s) by searching for using the name or email address.
Note: If the person does not appear in your search result, please click on the “+” button (located beside A details).

+



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 the Deanship of
Scientific Research



Cancel

Done

اختر
Click

For review by
Deanship of
Scientific
Research

ثم

Then
Done



The End

النهاية

Deanship of Scientific Research will validate project application

سيتم التحقق من طلب المشروع بعمادة البحث العلمي