



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

دليل استخدام نظام

Converis

لتقديم المطالبة المالية

لمكافآت الباحثين والمستلزمات الخدمائية

Researcher's Manual  
for Expenditure Claim for  
Researcher(s) Rewards and Research Supplies  
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

في أعلى يمين الشاشة

From Upper-right corner  
Click on "Add New Content"

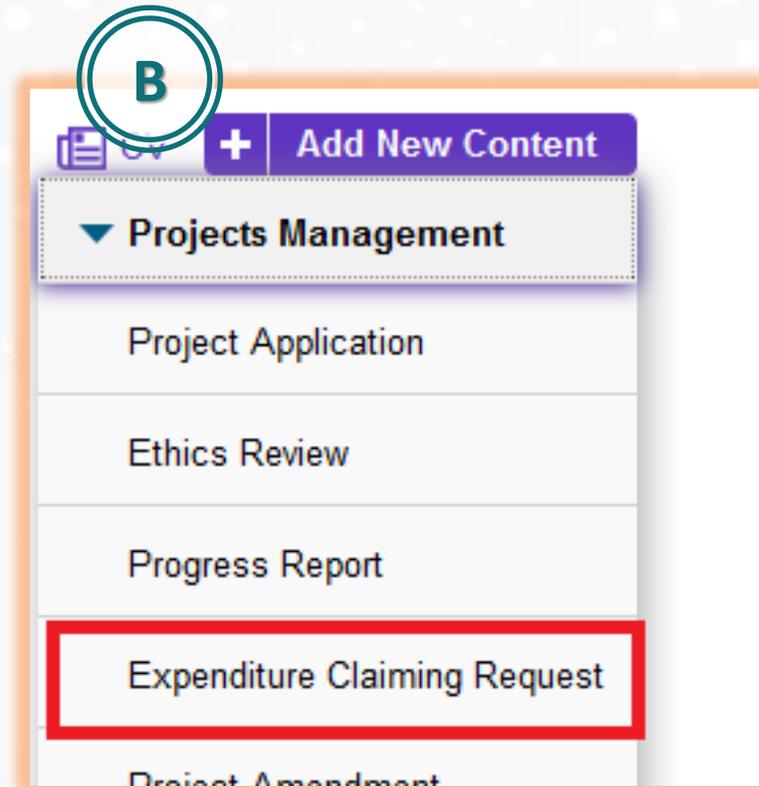
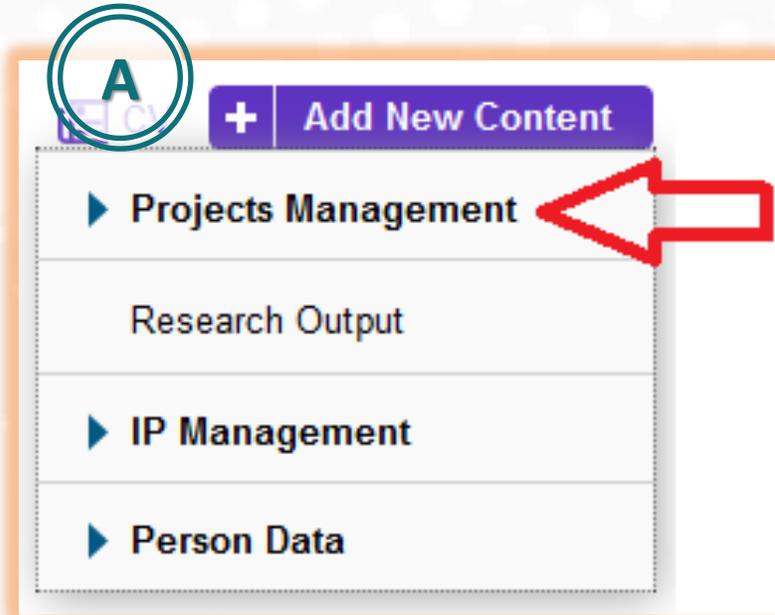
اضغط على "Add New Content"

The screenshot shows a 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 header with the KFU logo and name in Arabic and English, a search bar, a 'Help' dropdown, and a 'Researcher' dropdown menu. On the right side of the header, there are links for 'View Profile', 'CV', and a highlighted 'Add New Content' button. A left sidebar contains a menu with items: 'Dashboard', 'Projects Management', 'Research Output', 'IP Management', 'Person Data', 'Notifications', and 'Statistics'. The main content area features a profile section with a placeholder image, contact information (email: an.f...d@kfu.edu.sa, mobile: 5...6), and an 'Edit' button. Below the profile is a 'Things To Do' section with two items: '1 Please ensure that your profile is complete' and '1 Project Application(s) accepted – Please sign and upload contract', each with a 'View All' button. At the bottom, there is a 'Recently Edited' section stating 'No recently edited items'.



Click on  
"Projects Management"  
Then "Expenditure Claiming Request"

اختر  
"Projects Management"  
ثم  
"Expenditure Claiming Request"





Click “Researcher rewards”

**Important:** This choice for researcher and his/her team members rewards and for research supplies (Publishing, Proofreading, Data compilation and statistics ). **NOT** for purchasing invoices of items and devices.

اختر “Researcher rewards”

**ملاحظة مهمة:** هذا الخيار لمكافأة الباحث وفريقه البحثي وكذلك لفواتير المستلزمات الخدمائية (فاتورة نشر، تدقيق لغوي، تجميع بيانات وتسهيل احصاءات). **ولا تشمل** فواتير شراء الأصناف والأجهزة.

## Add new Expenditure Claiming Request

Select the appropriate expenditure claiming request type

Expenditure Claiming Request	Information about the selected expenditure c
Researcher rewards	Researcher rewards
Purchase Request	



Click “+” to choose your research project

اختر المشروع البحثي بالضغط على علامة “+”



**New Expenditure Claiming Request**

In preparation

Expenditure Claim Request \* Approval

**Request Information**

**Project**

**+**

**Progress and Final Report(s)**

**+**

**Principal Investigator**



**Project**



**Project**

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

Search results for All

**+**

**+**





After choosing your project, Click **“Save”**  
It will show your project related **“Progress and Final Report”**  
Be sure that the project status is **Live** and the report is **Approved**

بعد اختيار مشروعك البحثي، اضغط **“Save”**  
سيظهر التقرير المتعلق بالمشروع البحثي.  
تأكد من أن حالة المشروع **Live** وأن التقرير **Approved**

**Project**

Type of project	Project Number	Title	Start date	Status
Research Articles	1487001111	Research Article	2022/01/01	Live

Search results for inst

+ [Research Article](#) 1487001111

**Progress and Final Report(s)**

+ **Principal Investigator**

+ **Principal Investigator**

**Cancel** **Save** **Save & Submit**

**Request Information**

**Project**

Type of project	Project Number	Title	Start date	Status
Research Articles	1487001111	Research Article	2022/01/01	Live

**Progress and Final Report(s)**

Type of Report	Status	Clarivate Q Rank	Publication date	Publication File	Comments (visible to PI)
Final Report	Approved	Q1	2022/01/01	الورقة المنشورة.pdf	

**Principal Investigator**



Fill your claim data

Also **Number of months** and **Requested amount** for all team members

املاً البيانات الباقية  
مع مراعاة عدد الأشهر والمبلغ المطلوب للفريق البحثي

**Principal Investigator**

Person	Organisation	Corresponding Researcher	No. of Months	Requested Amount (SAR)	Approved No. of Months	Approved Amount (SAR)	
	Ministry of Health (MOC)	Yes	0/8	0/18			

**Co-Investigators**

External Co-Investigators

Internal Team: Consultants - Technical Assistants

External Team: Consultants - Technical Assistants



Click “+” in case of claiming research supplies  
Fill each invoice details, then click “Done”

في حال طلب تعويض فواتير مستلزمات خدمتية اضغط على علامة “+”  
املاً بيانات كل فاتورة، ثم اضغط “Done”

A

Research Supplies (Publishing; Proofreading; Data compilation and statistics)

Invoice details

+



B

Invoice \*

Invoice details

Supplies Type \*

Select Research Supplies 1 v

Invoice Number \*

0/1024

Invoice Amount in  
Billing Currency \*

0/16

Billing Currency \*

Select currency v

Invoice Date \*

Researcher Notes

0/1024

Invoice or Receipt (Payment voucher)

Upload new file

C

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's financial  
affairs department

Cancel

Done

اختر  
Click

For review by  
DSR's  
financial  
affairs  
department

ثم

Then  
Done

