



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

دليل استخدام نظام Converis لتقديم طلب مشروع بحثي متجر الأفكار البحثية

Researcher's Manual for
Research Ideas Store
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 ScienceInCitesJournal Citation ReportsEssential Science IndicatorsEndNote

**KFU**
جامعة الملك فيصل
KING FAHAL UNIVERSITY

SearchHelpResearcher: [Name] [Dropdown]516

[View Profile](#)[CV](#)[Add New Content](#)

Dashboard

Projects Management

Research Output

IP Management

Person Data

Notifications

Statistics



[Name] [Title] [Edit](#)

e: [Email]@kfu.edu.sa

m: 5 [Phone]

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 and Scientific Rank
In case you did not do it before

تعديل البيانات الشخصية

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

Web of ScienceInCitesJournal Citation ReportsEssential Science IndicatorsEndNote

Kafu

جامعة الملك فهد

SearchHelpResearcher: [Name]56

View ProfileCVAdd New Content

Dashboard

Projects Management

Research Output

IP Management

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Statistics

Dr. [Name]

af@kfu.edu.sa

51111116

Edit

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

Things To Do

1 Please ensure that your profile is complete

af@kfu.edu.sa
Last edited by [Name] on 10/10/2022 at 03:03



Update Profile

Then click on “Save & Submit”
Select “Active”, Then Done

تعديل البيانات الشخصية

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

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 KFU Researcher Profile page. The top navigation bar includes links for Web of Science, InCites, Journal Citation Reports, Essential Science Indicators, and EndNote. The KFU logo and name are on the left, and a search bar, help menu, and researcher name are on the right. A red box highlights the '+ Add New Content' button in the top right corner. The left sidebar contains a menu with Dashboard, Projects Management, Research Output, IP Management, Person Data, Notifications, and Statistics. The main content area shows the researcher's profile information, a 'Things To Do' section with two tasks, and a 'Recently Edited' section.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

KFU جامعة الملك فيصل KING FAHAL UNIVERSITY

Search Help Researcher: [Name] 516

View Profile CV + Add New Content

Dashboard

Projects Management

Research Output

IP Management

Person Data

Notifications

Statistics

Things To Do

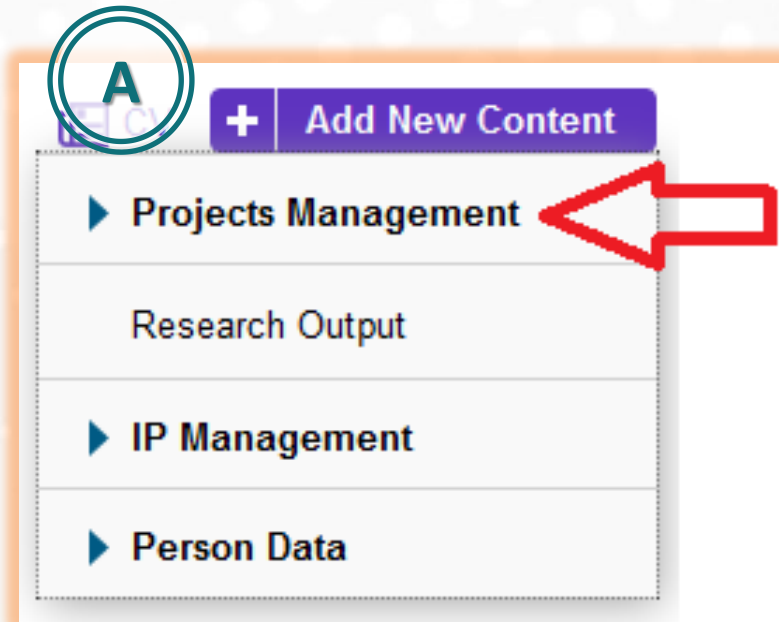
- 1 Please ensure that your profile is complete View All
- 1 Project Application(s) accepted – Please sign and upload contract View All

Recently Edited

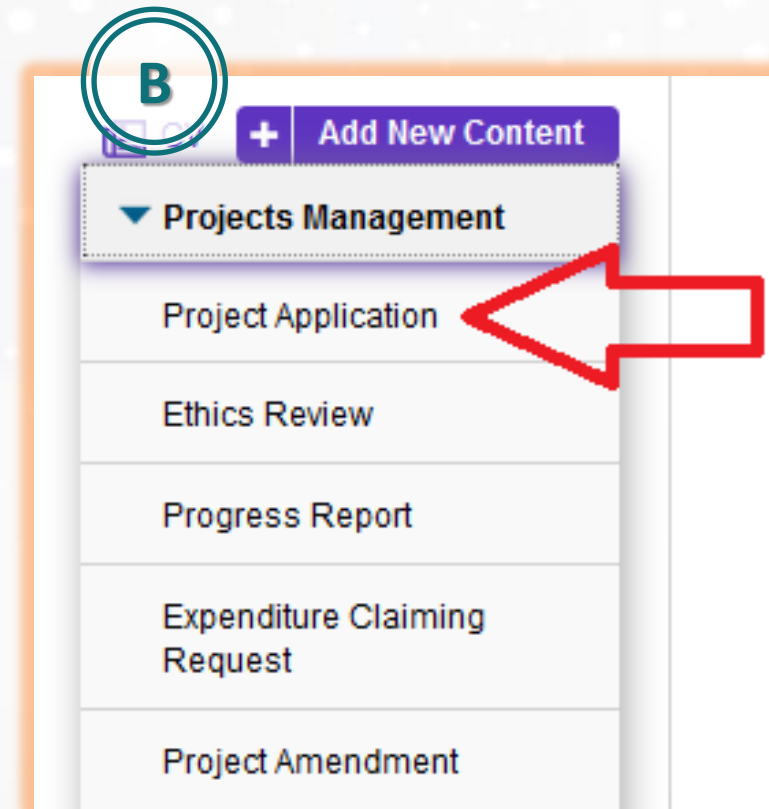
No recently edited items



Click on
"Projects Management"
Then "Project Application"



اختر
"Projects Management"
ثم "Project Application"





Choose Project Application Type.

Ex. To choose **Research Ideas Store**, Do the following:

Annual Grants -> Research Articles -> Research Ideas Store

اختر نوع المشروع المطلوب.

مثال، لاختيار متجر الأفكار البحثية اتبع التالي :

Annual Grants -> Research Articles -> Research Ideas Store

Add new Project Application

Select the appropriate project application type

Project Application
▶ Annual Grants
▶ Institutional Financing
▶ Creativity Projects

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 project
▼ Annual Grants	Research Ideas Store
▼ Research Articles	
Ambitious Researcher - Research Articles (Annual Grants)	
Student Researcher - Research Articles (Annual Grants)	
Abroad Researcher - Research Articles (Annual Grants)	
Research Ideas Store - Research Articles (Annual Grants)	
▶ Review Articles	



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
		☐ Yes ☐ No	☐ 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

Deanship of Scientific Research will validate project application

النهاية

سيتم التحقق من طلب المشروع بعمادة البحث العلمي