Electronic System for Research Projects Support

User Guidelines

King Faisal University

Deanship of Scientific Research (DSR)
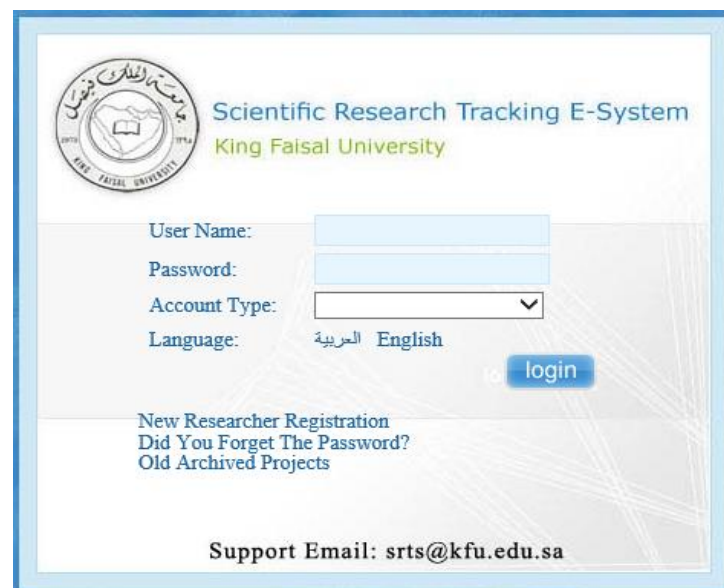
Principal Investigator (PI)

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.

The applicant has to fill up a form at the DSR to activate their account. 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 be pending for approval by the Dean of the DSR.

Upon completion of registration on the ESRPS portal and activation of the account, the researcher will be directed to their **Home Page**. The page includes the **List of Main Tasks**, **List of Proposals** and schematic diagram that simplifies the **Steps to Submit New Research Proposal**. The researcher can update their personal information anytime by clicking on the **Update Personal Information** icon.

List of Main Tasks

- Main Page
- Update Personel Information
- Favourite Team Management
- Submit New Research Proposal
- Current Projects
- Researches Archive
- Projects Archives
- News
- PI User Manual
- Pay Reward Conditions
- Project can watch
- Current Questionnaire
- Old Archived Projects

List of proposals

Research ID	Research Topic	Sending Date	Research Type	Research Status		

خطوات تقديم مقترح بحثي **Steps to submit new research**

موقع عمادة البحث العلمي
Scientific Research Deanship Web

النظام الإلكتروني لدعم المشاريع
Electronic System for Research Projects Support

تسجيل باحث جديد
New Researcher Registration

الدخول على النظام
Login to system

أدارة فريق العمل المفضل
Favourite Team Management

تقديم مقترح بحث جديد
Submit New Research Proposal

تعبئة جميع الحقول المقترح (معلومات البحث، فريق العمل، الأجهزة والمواد، محكمون مقترحون، الميزانية، الجدول الزمني)
Filling all Proposal information (Proposal Info, Project Team, Devices and Substances, Suggested Reviewer, Budget, Time Line)

إرسال إلى العمادة
Send to Dean

النهاية
End

For more info email srts@kfu.edu.sa

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

Full Name in English*

	Last Name	Grandfather Name	Father Name	First Name

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*

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.

List of Main Tasks

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Submit New Research Proposal

Choose research type

Choose research type	Go
ANNUAL RESEARCH PROJECT	
Small Research Project Grant	
twelvethet-2	
Graduate Student Research Project Grant	
Bachelor Student Research Project Grant	
Sabic Supported Researches	
Request for Book publishing funding	

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

Proposal Info	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.