# Research Grants Manual

- The research management system of the Deanship of Scientific Research allows researchers to login to the system and interact by sending and receiving all the necessary inputs and requests for postgraduate research and funded or unfunded scientific research as well.

- Researchers are considered the main user of the system, and the scientific research journey starts by their input.

- Researchers are registered in the system using their Active Directory username and password defined in the university.

- Email account and mobile number are configured for each researcher as well to enable alerts and notifications to reach the different channels whenever the research proposal status changes or whenever an alert related to the proposals applied is required.

- The researcher must first fill his/her biographical data to be able to create and manage research proposals.

Biographical data of the researcher:

- When accessing the system for the first time, the researcher must enter his/her personal information and fill the profile required information. The researcher can enter his/her data by clicking on the "Profile" option at the top of the page, as shown below:
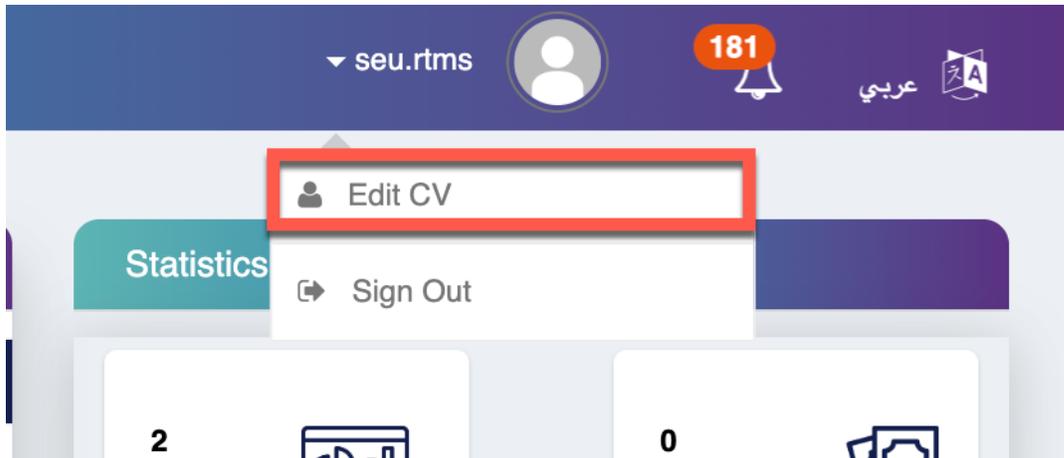
- The system then will open a new page for entering his/her information.

Personal data:

- Through the personal data tab, the researcher shall enter all the required information,
- in case any of the required fields are entered incorrectly or entered in a wrong format/length, validation messages shall appear to inform the researcher on the correct method or format, for instance the format of numbers such as residency number or state number or mobile number, or any other required fields, as shown in the following figure:
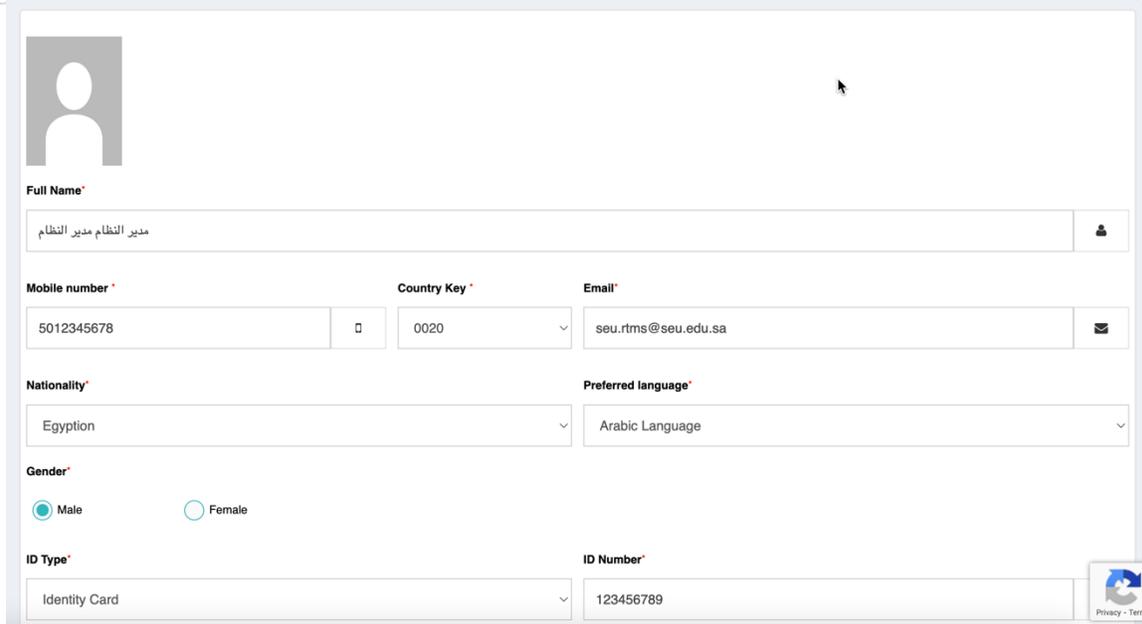
Bank data

- The second section of the personal information is the bank details where the type of bank account, account number or IBAN number, and the name of the bank are entered.

- The type and number of required fields will be changed depending on the choice of the bank type. If the local bank option is selected, the fields appearing on the form will be as shown below:
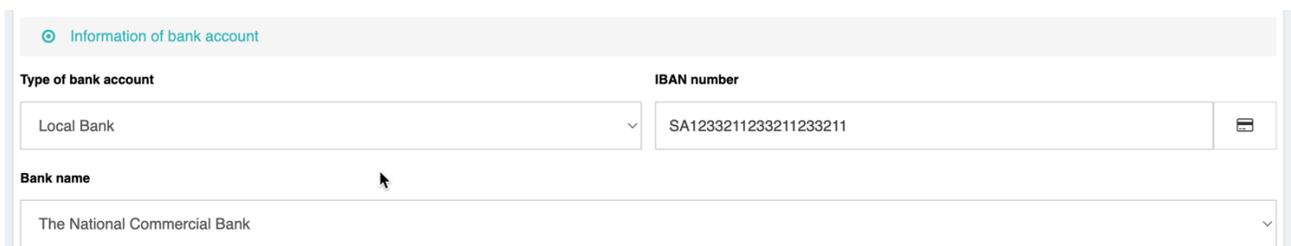
- If the type of international bank option is selected, additional fields will be displayed and must be entered for international

accounts, such as the swift code number, the name of the country and city, and the name of the bank, as shown below:

➢ **Qualifications:**

The latest academic achievement obtained shall be entered

in the qualifications form.
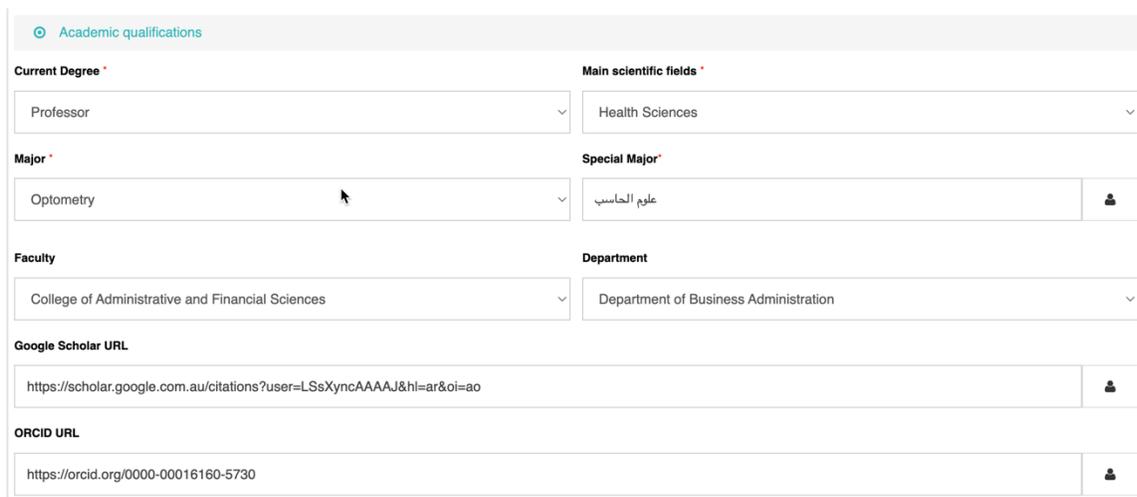
➢ **Current job data:**

The job number, job status, and job title of the researcher

are shown here.
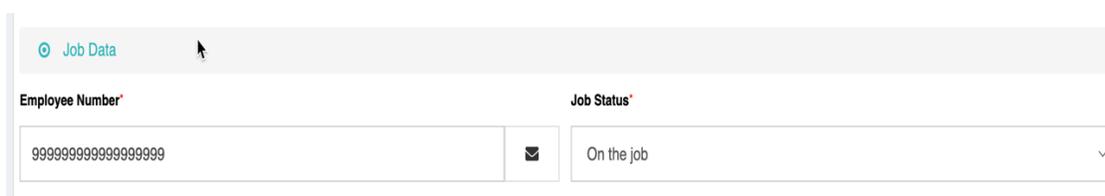
- After finalizing the job information, the entry of biographical

data will be completed.

- The entered data will not be saved unless the "Save

Personal Data" button is clicked.
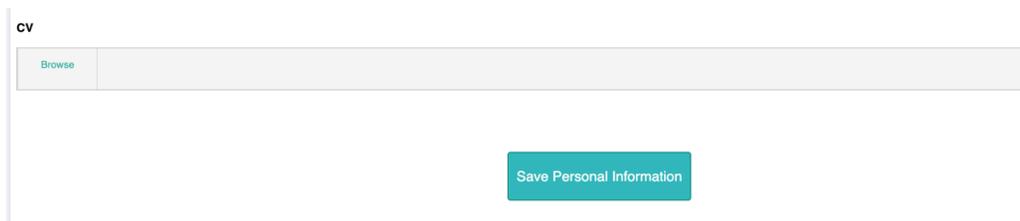
- the researcher can at this point amend the biographical information by entering the personal information page from the same place as the CV entry shown above.

Researcher home page:

The main page provides the researcher with many different options, through which the researcher can review the latest research proposals and view general statistics on published research and citations. The option on this page is explained below:

Research proposals:

- The list of the research proposals and ongoing research in the current research cycle are displayed in this module with all the information to the research proposals and application status. And with the option to search, process and delete, as shown below:

- The research proposal will not be open for modifications once it has been sent to the deanship, therefore when clicking on the "Process" button for research proposals sent to the deanship, the information related to the proposal will be displayed.

- the researcher can click on the research proposal and filter at the top of the page, and several fields will appear for searching for a specific research proposal, as shown in the following figure:

- When the researcher clicks on the search button, the information that have been previously entered will be displayed, without option to modify the fields.

  The researcher can also download the automatically generated research proposal file as shown in the below figure:

Research number (Auto generated)	**Project Type**
	Research Fund-2023-1
Research center	**Research duration in month**
Preliminary Committee on Scientific Research	12
Research type	**Research main topics**
Theoretical	Basic and Applied Sciences
Field of Study	**Sample Type**
Physics	☐ Human
	☐ Animal
	☐ Plant
	☐ Dangerous material
Research budget in Ryial	**Subject of Study**
20400.00	تجربة
Research title-Arabic	**Research title-English**
تجربة	تجربة

Arabic Abstract

تجربة

English Abstract

تجربة

Importance and Justifications of The Research Proposal

تجربة

Project Objectives

تجربة

Literature Review

تجربة

Project Methodology

تجربة

Beneficiaries from Project results

تجربة

References

تجربة

⊙ Research Details

📄 Download Research Details

Research time schedule	Budget details

- the researcher can also display the research participants and view the status of each participating researchers whether the participation invitation addressed to them was accepted or rejected, or if the invitation is still without a decision as shown below:

Researcher name	Email	Mobile	Reward amount	Research status	View	Delete
Clear Clear Vision Vision	rtms.test@seu.edu.sa	00966553112022	0.00	Send Request	View	Delete

⊙ Consultants

Consultant name	Email	Mobile	Consultant Status	View	Edit	Delete
Ibrahim	test5@test.com	00966553112030	Send Request	View	Edit	Delete

⊙ Assistants

Helper Name	Email	Mobile	Helper Status	View	Edit	Delete

Previous   Research Dashboard

- the researcher can also view the entered time plan by entering the search time plan at the bottom of the page:

Research time schedule	Budget details

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- the researcher can view the budget for his/her research proposal by clicking on "Budget Details". The details of the budget will be displayed, whether for the rewards of the participants in the research or for the budget elements. At the end of the page, the total budget for this research proposal will be displayed:

Co-researcher		
Researcher name	Status	reward
مدير النظام مدير النظام	Main Researcher add to the research	14400.00
Clear Clear Vision Vision	Send Request	0.00
	Total 14400	

Assistants	
Helper Name	reward
	Total

Consultants	
Consultant name	reward
	Total

Facilities / Resource				
Facilities/ Recources Type	Quantity	Deamands description	Unit price	Total price
Hardware and software	2	لابتوب	3000.00	6000.00
		Total 6000		

Trips			
Trip description	Trip type	Trip purpose	Trip cost
		Total	

Computers	
Computer services	The required amounts
	Total

Other services (any other service except what is pervisouly mention)	
Other sevices	The required amounts
	Total

Full budget 20400.00

Print

- From the Ongoing Research page, the researcher can create a new research proposal by clicking on the button at the top of the page. As shown in the following figure:
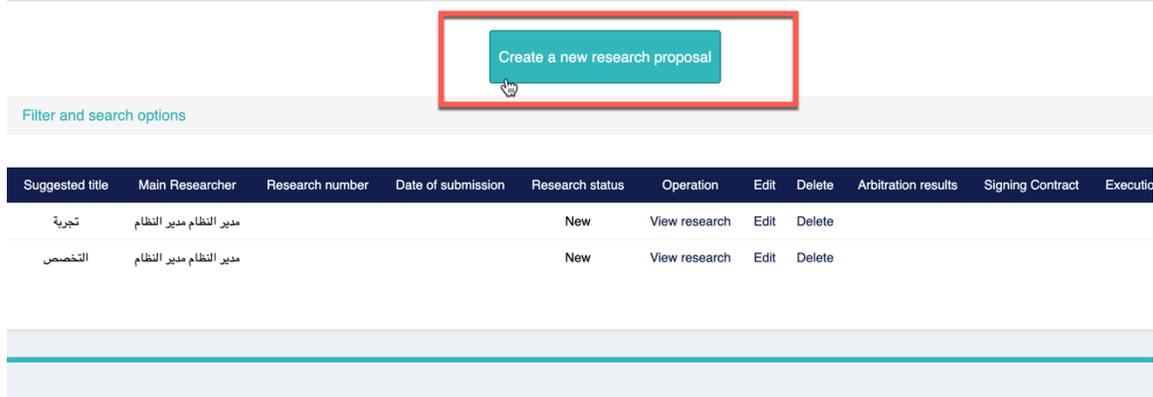
Suggested title	Main Researcher	Research number	Date of submission	Research status	Operation	Edit	Delete	Arbitration results	Signing Contract	Executio
تجربة	مدير النظام مدير النظام			New	View research	Edit	Delete			
التخصص	مدير النظام مدير النظام			New	View research	Edit	Delete			

Research execution stage:

It allows the researcher to perform the following procedures:

- Submit Amendment Requests.

- Submit Periodic report.

- Submit the final report.

- Submit Advance disbursement request.

- Submit Advance payment request.

- Submit Request to exchange the value of purchases.

- Submit Purchase requisition with purchase offers.

- Submit Publication documents or proof of publication.

- Receiving Notes on requests, reports or publications and modify requests based on the Deanship comments.

The researcher can enter the research execution page after signing the contract from the ongoing research page, as shown in the following figure:

#	Suggested title	Main Researcher	Research number	Date of submission	Research status	Operation	Edit	Delete	Arbitration results	Signing Contract	Execution Phase
6	التخصص 3	صالح سعيد عوض السيد	7593-EAR-2021-1-1-F	12/08/2018	Accepted From arbitration	View research			Links	Contract	Dashboard

Then the researcher control panel for the execution stage appears:

Financial claims:

Through the financial claims page, the researcher can perform all the financial operations on the ongoing research executions, as shown in the following figure:
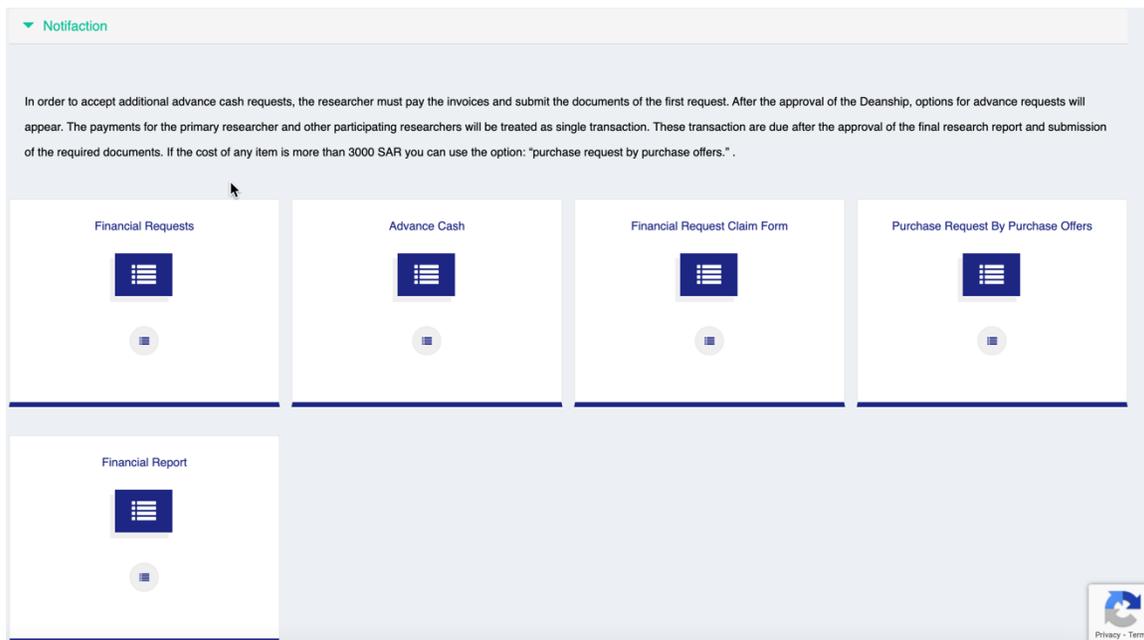
All financial claims:

It is a page through which all requests submitted by the researcher in this section can be viewed, along with the results of these requests:

Research proposal main information

Research number (Auto generated)	Project Type
7593-EAR-2021-1-1-F	ResearchDef
Research title-Arabic	Research title-English
التخصص 3	التخصص 3

Research duration in month	Suggested budget from researcher	Research type
12	15962.00	Theoretical

Review full details of research proposal

Research proposal

Teamwork Members

#	Name	Researcher Position	CV
1	صالح سعيد عوض السيد	Primary Researcher	View

Previuos Financial Claims

#	Application Type	Application Status	Reason for rejection	Last Modified Date	Creation Date	Procedures
1	Request Advance Loan	Loan Advance Paid		12/03/2022	12/03/2022	Display
2	Request Advance Loan Pay	Approved BY Dean		12/04/2022	12/04/2022	Display
3	Expense Clean	Submitted to Project Committee		12/05/2022	12/05/2022	Display

Request to disburse an advanced payment:

Once the researcher enters the execution phase, The researcher may demand an advanced payment (The researcher shall determine the amount according to the advance payments rules) And then send the request will go through the process of advanced payment, The researcher shall enter the amount required for this request, and the system will display the remaining amount of the intended budget for the advanced payments, the researcher will also enter the purpose of the advanced payment, notes and additions, as shown in the following figure:

Purchase request with purchase offers:

In the event of having elements of the budget that the value exceeds the limit defined in the definition of the grant the value of purchase without purchase Requests, then the researcher must send a purchase request with purchase offers through the system, and then the request will go through the process of Purchase request with purchase offers.

When entering the purchase request with purchase offers page, the researcher can see the remaining amount of the approved budget, and can add a budget element as shown in the following figure:

Purchase Request

⊙ Note

If the budget item exceeds 3000 SAR, three offers must be made for purchase from a variety of companies, one offer must be the recommended one.

⊙ Financial Claim Details

Research Total Budget

15962.00

Remaining Budget

-1.00

Total For Purchase*

⊙ BudgetItems Purchesed

No Items

Add Budget Item

Save and send to dean for purchase   Save   Back to financial request page

Then it is possible to choose the budget item and its element previously added by the researcher, attach proposals by the researcher and enter recommendations and observations, as shown in the following figure:

Add Budget Item

⊙ Budget Item

Budget Type *

Select

Budget Item *

Select

Cost of item

≡

⊙ Attach Researcher Offer

Title
no file selected

Shoose File

⊙ Attach Additional Offer1

Title
no file selected

Shoose File

⊙ Attach Additional Offer1

Title
no file selected

Shoose File

⊙ Additional Files

Title
no file selected

Shoose File

Clarification And Notes *

Clarification And Notes

Add   Cancel

After adding the request, it can be sent to the deanship as shown below:

Payment and review of budget items and elements:

This includes the process of review and audit and payback of the agreed on budget items and elements at the end of the execution stage by the researcher, On this page, the researcher will be able to view the details of all budget items added, in addition to their financial information in terms of the approved budget, what was spent on it, and the remaining amount of the budget from each item, with the possibility of payment for each item.

Financial Report:

The financial report contains all budget items approved for the research, the approved value against each component, spent amount value, and remaining amount values:

Amendment requests:

During the execution period (from the beginning of the execution phase of the research project until the final report is accepted) the system allows the researcher to send modification requests on the research project and offers several amendment types of requests And once the researcher applies any request for modification, the request will go through the process of request and the request will either be accepted and its impact will be executed on

the research project or the request will be rejected and effect will be ignored, the following list represent the modification requests:

- Request to amend the time-period.
- Budget transfer request
- Requesting a budget increase
- Request to swap roles.
- Main Researcher withdraw request.
- withdraw request of a co-researcher
- Request apology completing the research.
- Request to amend the research title.
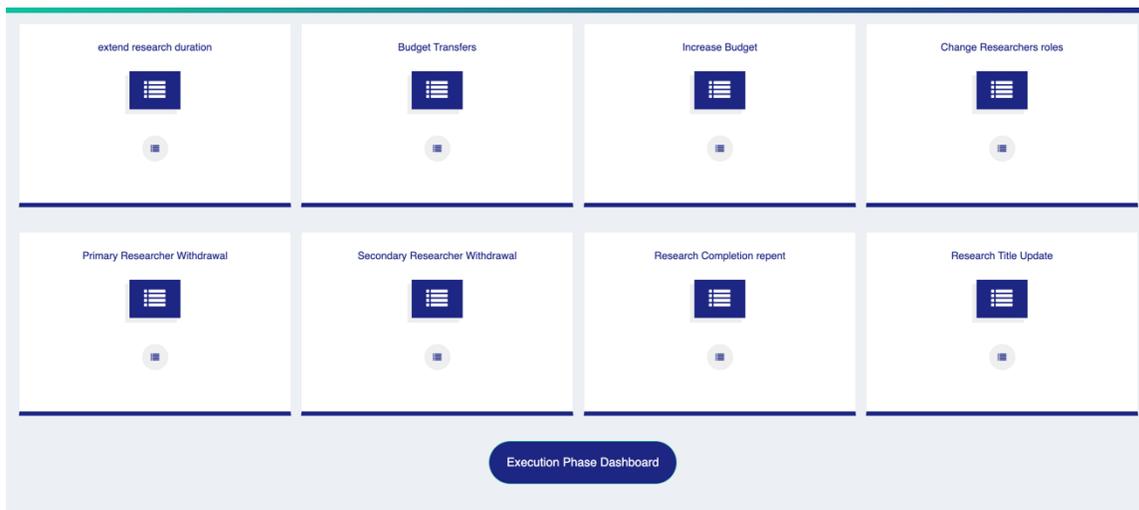
Request to amend the time period.

In case the researcher requires to increase the agreed on duration of the execution of the research project upon signing the contract. The researcher fills the request form for amendment/extension of the project. As shown in

the following figure:

After that, the researcher should click on the Next button to display the page to add the new assignments for the months that were requested to be added, and then Submit the request to be sent to the Deanship as shown below:
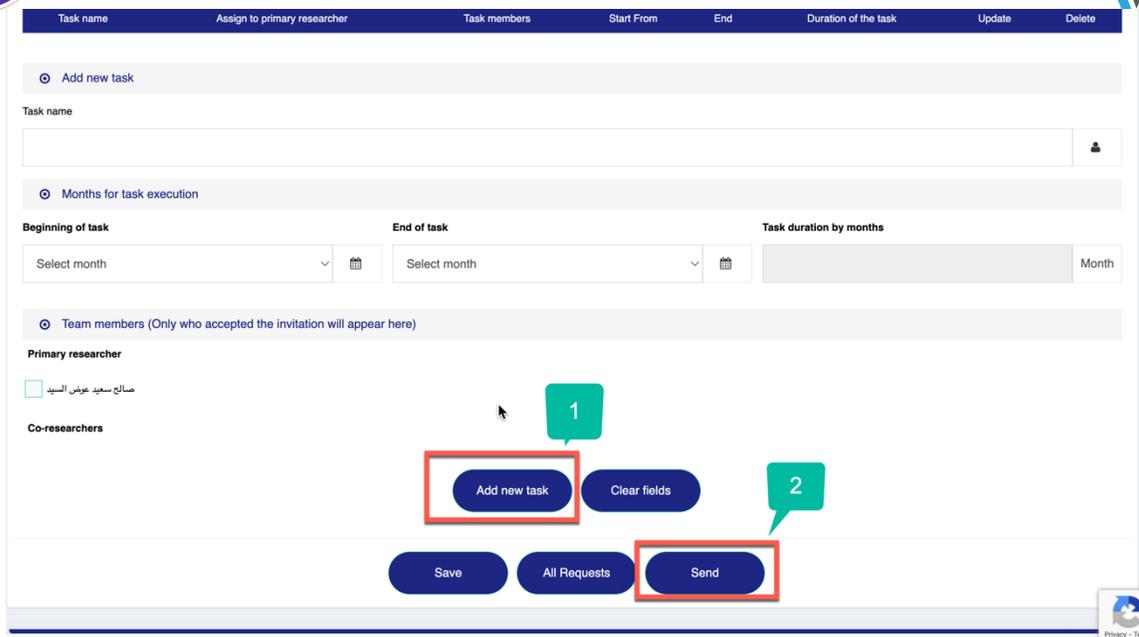
After sending the request, the main researcher can view the status of the request through the page of all amendment requests, and the decisions of the initial committee and the decisions of the dean's committee appear. In case of rejection, the researcher can apply for a new request.

Request budget transfer

Budget Financial Transfer can be requested on each level of each element of the budget items if the researcher requires to transfer part of the previously agreed budget in the contract between the components of the budget, the researcher shall fill out the form to apply for a modification-financial transfer, and select the budget items that will change based on the transfer request, and will also define the new value for the budget it, and continue to the rest of the affected elements by this change (whether the request was to increase or decrease the element).

The sum of the values of the increases must be equivalent to the sum of the values of the decreases in the values of the elements, so that the total

budget is equal before and after the transfer, along with the transfer

justification including the reason of the request.

Request budget increase

In case the researcher requires to increase the value of one or more than one item from his previously agreed research budget after signing the contract, the researcher will fill the request form for amending-budget increase, and will choose budget items that needs to be increased, and add the new value, along with the transfer justification including the reason of the request and then the requester will click the Next button.

Role exchange request

In case the main researcher was not able to continue the research execution as a main researcher but will continue in the research execution as a participant researcher, The main researcher will fill the request form of modification - Exchange of roles between the main researcher and participant researcher with adding the justification including the reason of the request and will send the request to obtain the approval of all the participants researchers before submitting the request to the deanship as well as the participant researcher who will exchange the role with and attach a copy of the exchange letter file to the request.
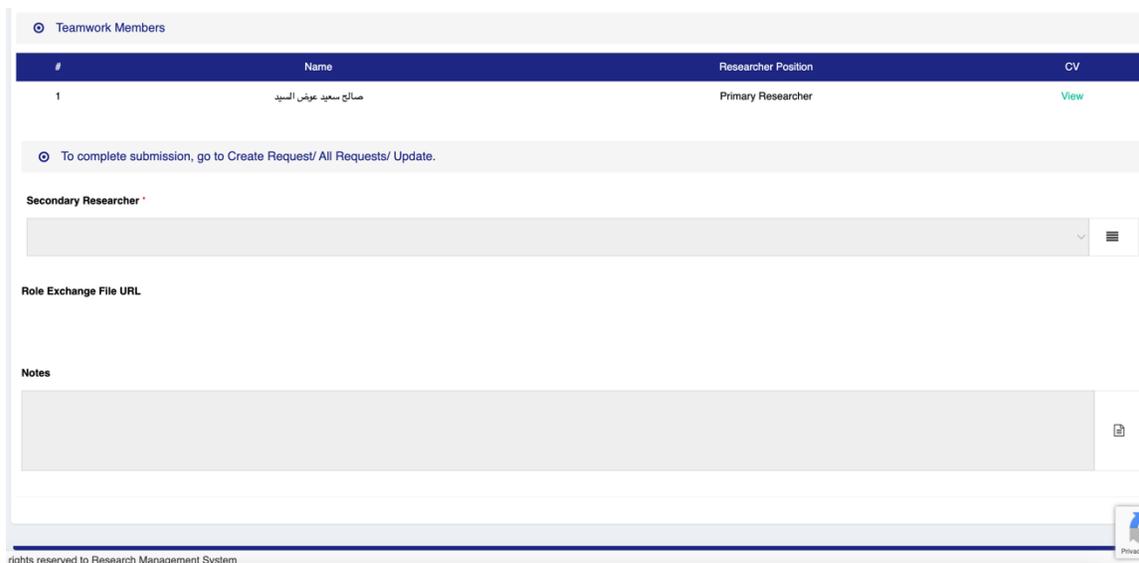
#	Name	Researcher Position	CV
1	صالح سعيد عوض السيد	Primary Researcher	View

⊙ To complete submission, go to Create Request/ All Requests/ Update.

Secondary Researcher *

Role Exchange File URL

Notes

Main researcher withdraw request

In case the main researcher was not able to continue the research execution as a main researcher and will not continue in the research execution and relinquish the research to one of the participant researchers, the researcher will fill the application form of the modification- relinquishment of the research from the main researcher to participant

researcher with adding the justification including the reason of the request and send the request to obtain approval of all participant researchers with him are on the application researchers before submitting the request to the deanship as well as the participant researcher who will become the main researcher and attach a copy of the relinquishment letter file to the request.

In case the main researcher was not able to continue the research execution as a main researcher and will not continue in the research execution, the main researcher will fill the application form of the modification- withdrawal Referred Researcher with adding the justification including the reason of the request And in case he wishes to participate a new researcher to replace the withdrawn participant and send the request to obtain approval of the participant researcher who will withdraw before submitting the request to the deanship and attach a copy of the withdrawal letter file to the request.

Request an apology for completing the research.

At the Inability of the main researcher to complete the research project and the lack of possibility to complete the research project by a participant researcher he, the system allows the researcher send an apology request of completing the research project, the main researcher fill in an amendment request for apologizing on completing the research project with adding the justification including the reason of the request .and sends request to obtain approval of all participant researchers, and attach a copy of the apology letter to the request.:

Submit periodic report:

The system allows the researcher to send the periodic reports whenever required from the beginning of the execution phase until the final report of research project is sent the ,And then It stops allowing him to send periodic reportsConsideringthat search mayis over virtually. And in HungaryDrTo send the periodic report The periodic report enters the report sub-procedure loopleague,to end upEither accept or reject the reportand attachinstructionsand notesfrom the commissionprimary. Then the researcher must adhere to the directionsnotes and sendA new periodic report for the same reporting period leaguePrevious.

Submit the final report:

Throughout the research project execution stage, the researcher can send the final report. The researcher will fill the final report form and attach the report file according to the template specified in the system, and the report then will be submitted to the deanship through the system.

Contact the deanship:

- the researcher can send Enquiry or complaint to the Deanship, through the following form:

Invitation reviews:

On this page the researcher can review the research projects he/she has been invited to participate In, the page begins with the search and filter options in the research project to ease the process of finding a specific research project as shown in the following figure:

- The research project or group of research projects that the researcher was invited to participate in will be displayed, as well as the details of the projects and a set of options available for the researcher.
- the researcher can review the research project details and view the research project files, and can either accept or reject the participation invitation as shown in the following figure:

Tasks table:

the researcher can view the tasks assigned to him/her in the system.

- the researcher can search for a specific task through the search fields at the top of the page, as shown in the following figure:
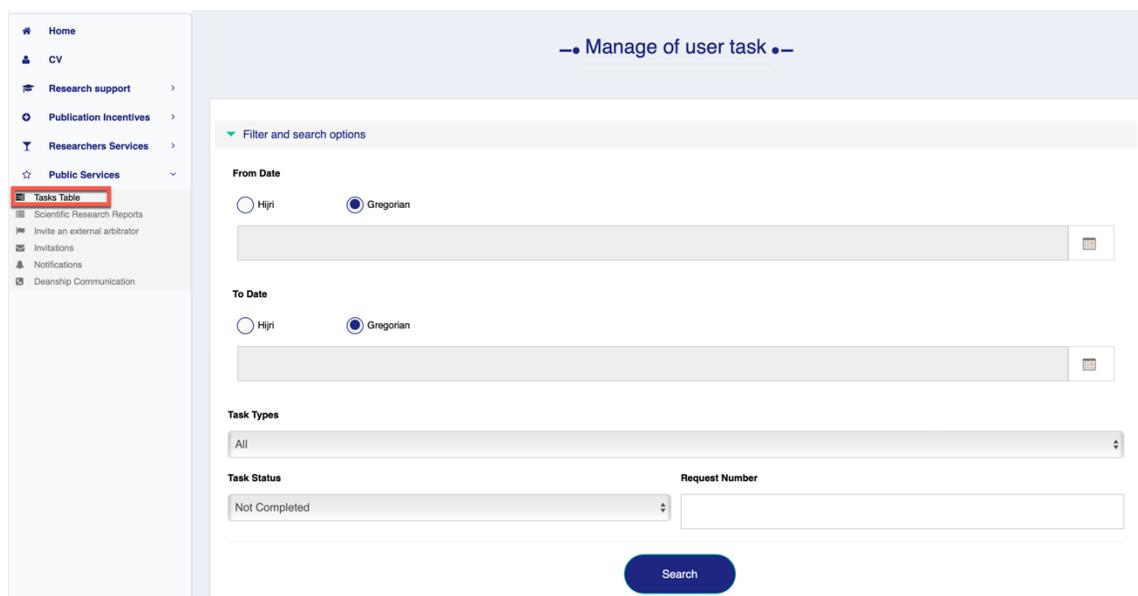
- the researcher can view his/her tasks and see their information and status, and the researcher can click on the name of the task from the "Task" column to open and complete it, as in the following figure:

Alerts page:

- the researcher can receive alerts on the system and review them through module.

- the researcher can also view the alerts at the top of the page, where the number of alerts will appear in a red circle, as shown to the following figure:

Create a research proposal:

A research proposal is created from the researcher home page, by clicking on the "Create Research Proposal" box, as shown the following figure:

- After clicking on the "Create Research Proposal" box, the researcher will be taken to a new window that includes entering the research proposal data.

- **Research Proposal Data:**

Through the Research Proposal Data tab, the researcher will fill the required fields. As for the research ID field, this field is automatically generated at the last stage when the researcher click on the "Submit a research proposal and send it to the Deanship" button, and then the type of grant is selected, and according to the choice, the research center field shall be filled, and then the duration of the research shall be determined and the duration here is measured in months, and then the nature of the research is determined whether it is theoretical or applied.

The budget field is filled in when completing the fields of the research proposal and sending it to the deanship. Then the research field - the main themes - are chosen and based on the field the general specialization of the research shall be chosen.

- If there is use of biological samples or hazardous materials, the type of the samples or hazardous materials shall chose.

- Then the remaining fields in this section must be filled :Research Specialization, Research Title in Arabic and English, summary of the research proposal in Arabic and English.

- Upon completion of the entry, the "**Save**" button shall be clicked in order to save the entered data and move to the next step, as shown the following figure:

Research Proposal — **Enter Team members** — **Enter research timeline** — **Insert budget details** — **Submit ethics froms**

Research number (Auto generated)*

Research number (Auto generated)

Project Type*

Select

Research center*

Research duration in month*

Research duration in month

Research type*

○ Theoretical

○ Applied

○ Theoretical And Applied

Research budget in Ryial*

Research budget in Ryial

Research main topics*

Select

Field of Study*

Select

☐ Does the study handle any hazardous biological materials?

☐ Human
☐ Animal
☐ Plant
☐ Dangerous material

Subject of Study*

Subject of Study

Research title-Arabic*

Research title-Arabic

Research title-English*

Research title-English

Arabic Abstract*

Arabic Abstract

English Abstract*

English Abstract

Importance and Justifications of The Research Proposal*

Importance and Justifications of The Research Proposal

Project Objectives*

Project Objectives

Literature Review*

Literature Review

Project Methodology*

Project Methodology

Beneficiaries from Project results*

Beneficiaries from Project results

References*

References

Save

- During the entry, the researcher will see an error message if the fields are entered incorrectly.
- After this step, the researcher will go to the "Search Management Panel" button to complete the entry of data for the search:
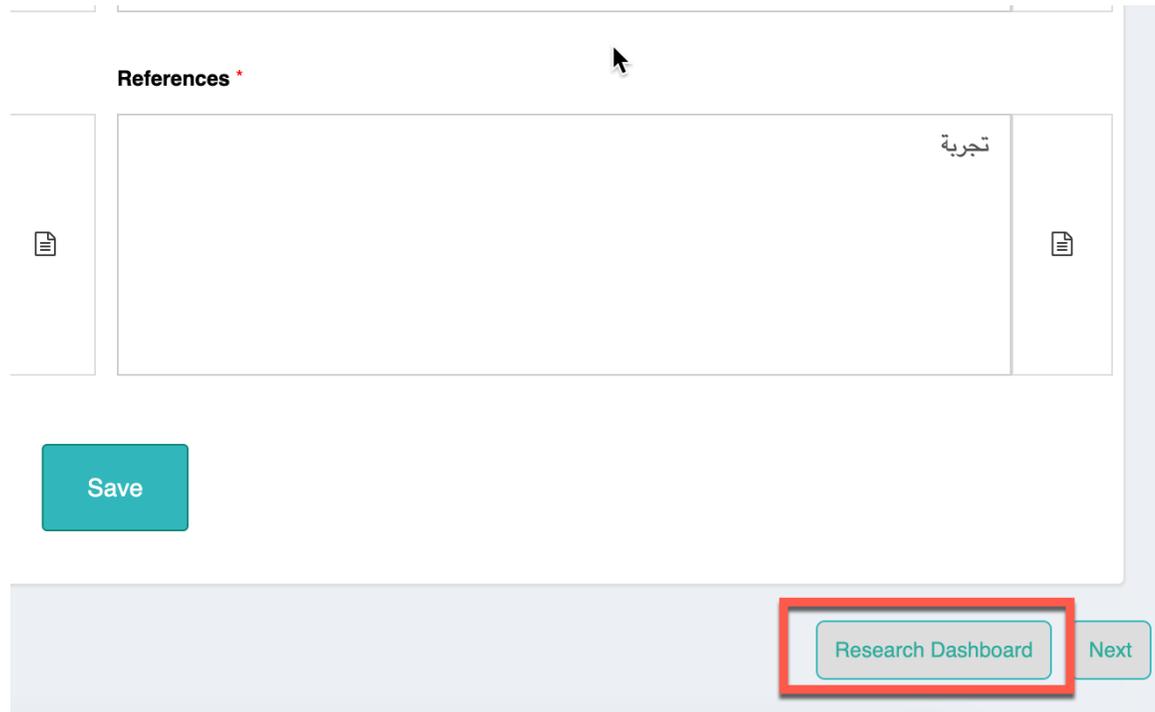

- the researcher can always modify the information entered at any stage unless the research proposal is sent to the deanship.

## Research proposal management page:
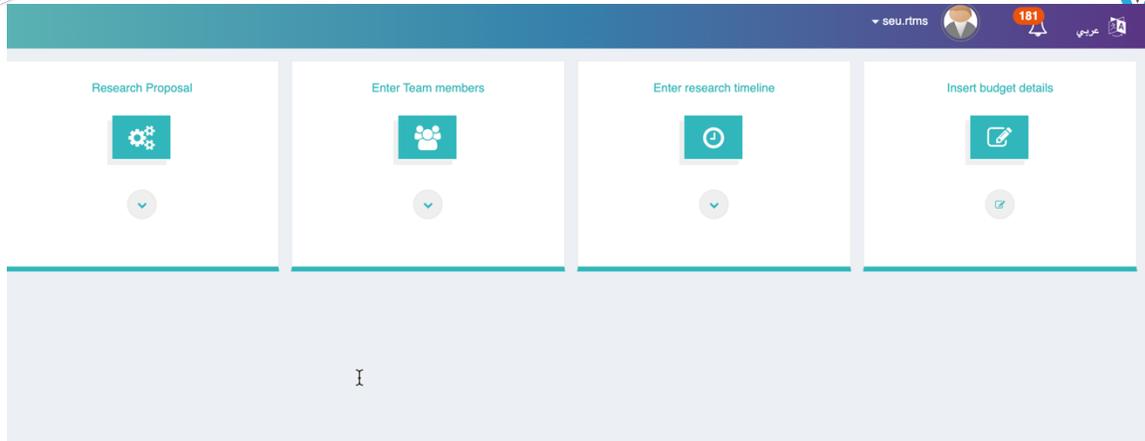
Research Proposal:

This page can be reached by the same page the information was filled in once the researcher clicks on the Create Research Proposal button, and this option can be accessed to modify the data of the entered research proposal.

Enter the team members:
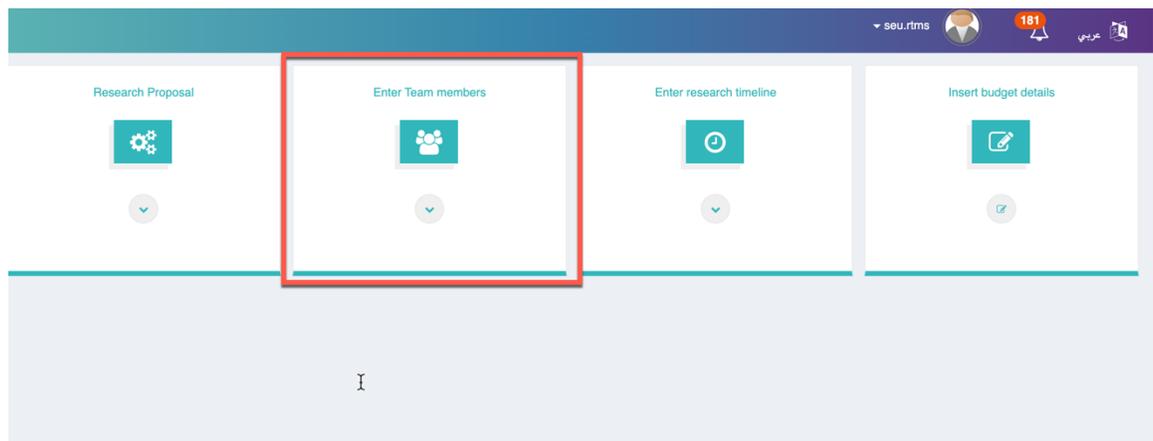
To enter new research proposal, the researcher must add the work team "participant researchers" (whether the participants are from inside or outside the system), consultants, assistants, or supervisors".

- After entering the entry page of research work team, this bar will appear at the top of the page and the researcher shall start entering the work team sequentially, as shown in the following figure:
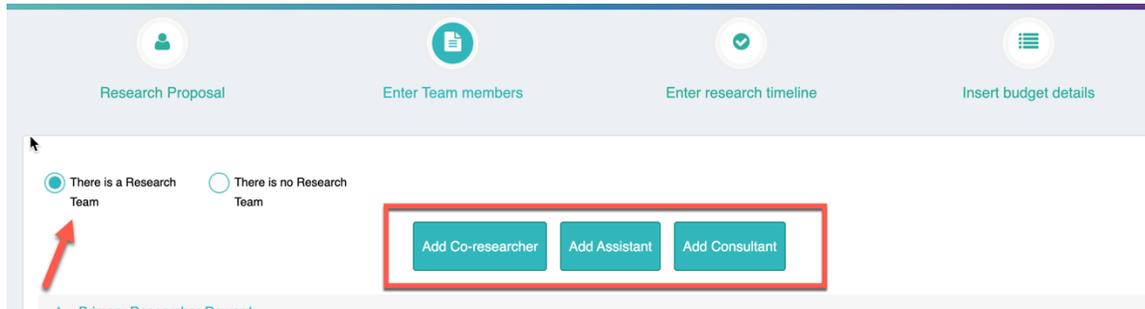
> **Add a participant researcher:**

The participant researcher can be from inside the system or from outside the system, and the input fields will differ depending on the type of the participant researcher.

- Adding a participant researcher that is part of the system: If the participant researcher is part of the system, the researcher has the option to search for the participant researcher by entering at least one field in the search fields and then clicking the search button to display the results, then the participant researcher's record will appear according to the entered search criteria and shall be selected by clicking the select option.

- The next step is to determine whether the participant researcher will be added with or without a reward. The information of the participant researcher will be displayed as it is registered in the system, and when confirming the participant researcher information, the main researcher can then add the participant researcher by pressing on the "Add Researcher" button:

- The details of the participant researcher will appear in the participating researchers tab at the bottom of the page, as shown in the following figure:

- This process can be repeated in adding the rest of the participant researchers.

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- The participant researcher's information and request status will be displayed if the invitation to participate is accepted or rejected.

- the main researcher can delete the participant researcher and withdraw the invitation from him/her by clicking on delete the researcher.

- After the researcher enter the work team data, the system sends an approval request to each member added in the work team list. The member has the following two options:

  ◁ Either approves the participation, and thus the status of participation appears to the main researcher in the tape (accepted), and the researcher details will appear in the research submission screens in the advanced stages.

  ◁ Or to refuse the participation and will show the status of participation rejected.

- When the main researcher has finished adding the participating researchers, the main researcher can click on the Return button to the Team Management window to complete the addition.

➤ **Add a consultant:**

  - The consultant data shall be filled automatically by searching choosing the consultant if he/she is part of the university, or manually filled by the main researcher in the consultant's data fields if the consultant is from outside the university, as shown the following figure:

- The category of the consultant must be determined whether he is from the university or from outside the university and inside the Kingdom or outside the Kingdom, and the field of consultation and the duration of the consultation shall be also chosen. Based on that, the cost of the consultation will be calculated according to the category.

- The consultation data fields shall be entered normally, and the consultation cost field will not be adjustable and shall be calculated

automatically after saving the inputs, and the date of the beginning and the end of the contract must be entered for each consultant.

➢ After clicking on the add consultant button, the researcher can click on the return button to the staff entry window to complete the entry.

➢ **Add assistant:**

• The assistant data shall be filled automatically by searching choosing the assistant if he/she is part of the university, or manually filled by the main researcher in the assistant's data fields if the assistant is from outside the university, as shown the following figure:
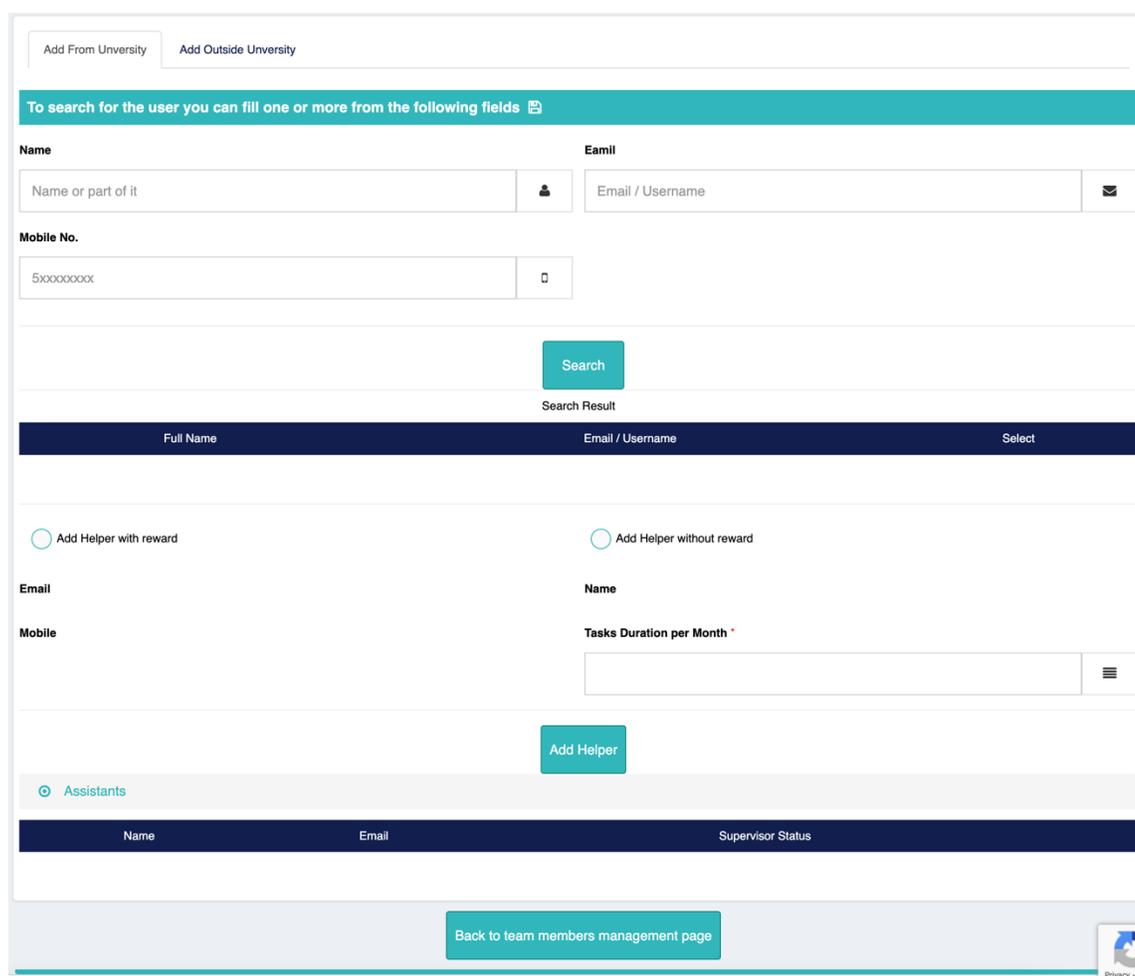
- The category of the assistant must be determined, whether he is part of the university or from outside the university, and the period is entered and based on that the assistant's reward will be calculated.

- After clicking on the add assistant button, the main researcher can press the return button to the staff entry window to complete the entry.

- When the researcher clicks on the back button in the team management window, the team that has been added will be displayed, each according to its rank, as shown in the following figure:

- At this point the researcher may have finished entering the team's data into the search.

- the button to return to the search management window to complete the entry of the research proposal data.

Enter the research time plan:
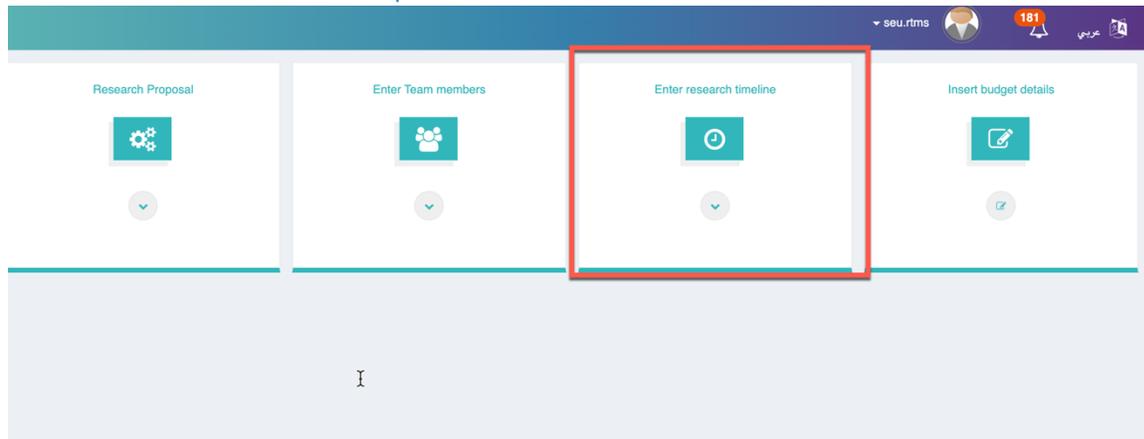
- The tasks are entered according to the total period of the research proposal. The tasks can be assigned to the researcher, to the co-researchers, or to all together. The months in which the task will be completed must be determined within the framework of the overall time plan for the research.

- After completing the fields, the researcher will click on the Add Task button, and the details of the entered task will be displayed at the top of the page. It is possible to enter more than one task, and upon completion of entering the tasks, the researcher shall click on the return to the research to complete the entry of the research data:

Enter budget details to search:

The budget details are divided according to several items, and in each tab records are added, and the researcher can modify or delete the entered records and enter more than one record:

➢ **Facilities / Resource:**

➢ **Trips:**

➢ **Computer services:**

➢ **Other services:**

Scientific publication:

Presentation of ethics models:


➢ **Moral endorsement**:

First, the researcher research proposal information will be shown, such as the research number, title, general specialization of the research, and the date the proposal was sent in the event that the proposal was sent to the deanship, and it is required to enter the ethics forms later:

➢ **Type of samples in the research:**

A reference appears only on the samples that were selected during the submission of the research proposal. In this section, three operations must be performed to be able to move to the next section. the researcher must first review the controls, conditions, and ethical obligations, and then open the registration page website shall be opened and then click on the option to generate the confidentiality of information pledge file

➢ **Ethics Model Table:**

The system only allows the researcher to click on the samples form, according to the type of samples that the researcher have previously chosen while filling out the research proposal data:
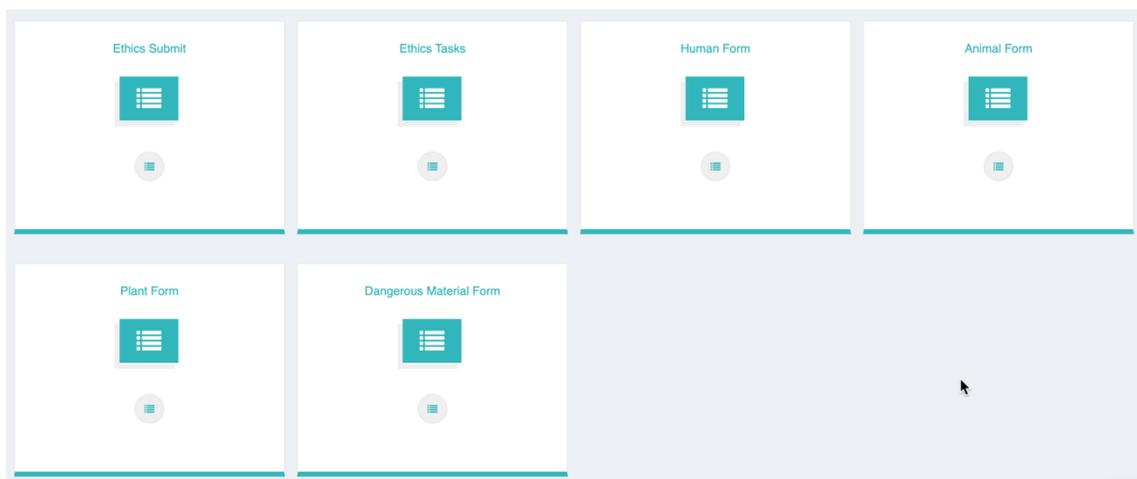
- When the researcher clicks on the ethics form, the following fields will be displayed to be filled

    After filling the required fields, the researcher shall click on Save ethics Form.

- Note: the researcher can enter his/her research proposal data during several sessions, where the researcher can save the research data without sending it to the deanship by clicking on the Save button only, and the researcher can later return to the system and complete the research proposal data by pressing the Process button next to each research proposal.
- After sending to the deanship, the researcher will not be allowed to modify the research proposal until the deanship requests it.