



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011432

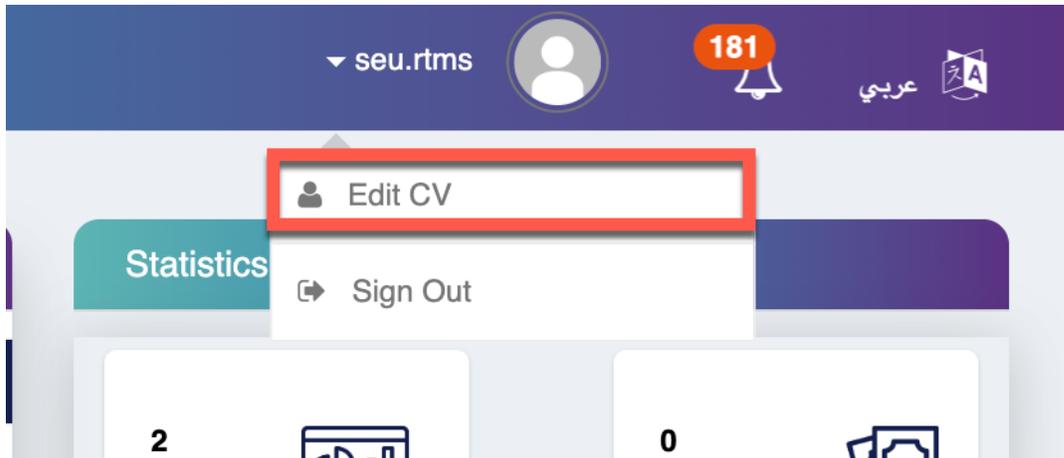
Research Grants Manual



- 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:

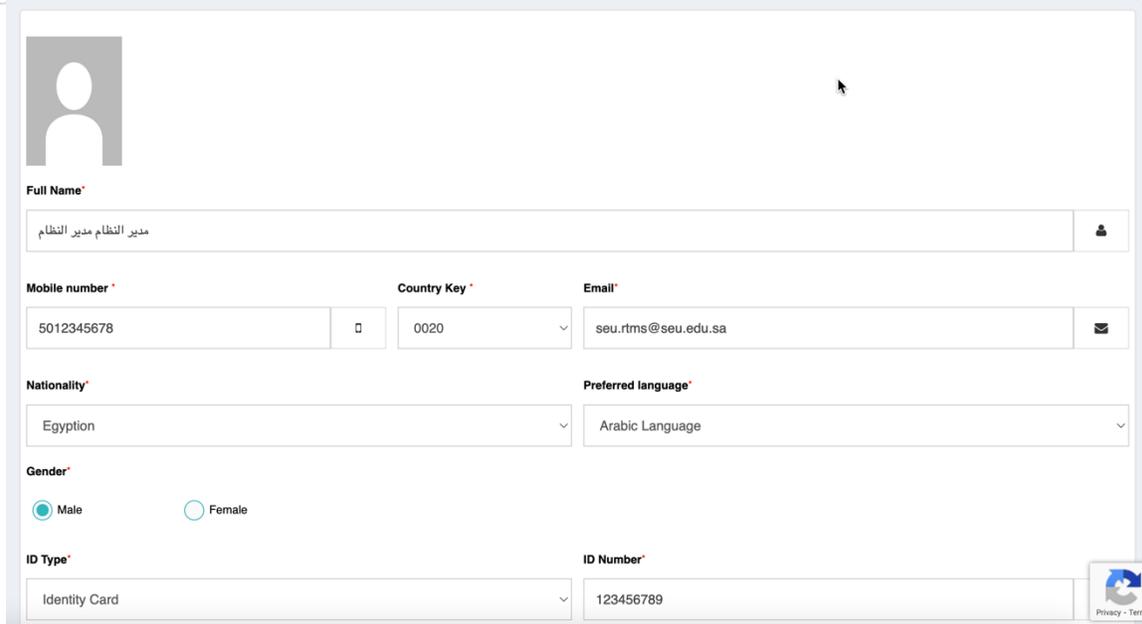
- When accessing the system for the first time, the researcher must enter his/her personal information and fill the profile required information. The researcher can enter his/her data by clicking on the “Profile” option at the top of the page, as shown below:



- 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:

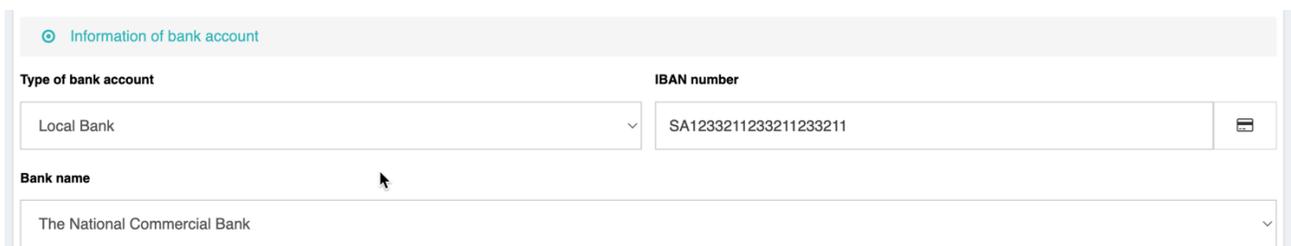


The screenshot shows a registration form with the following fields and values:

- Full Name***: مدير النظام
- Mobile number***: 5012345678
- Country Key***: 0020
- Email***: seu.rtms@seu.edu.sa
- Nationality***: Egypton
- Preferred language***: Arabic Language
- Gender***: Male, Female
- ID Type***: Identity Card
- ID Number***: 123456789

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:



The screenshot shows the "Information of bank account" section with the following fields and values:

- Type of bank account**: Local Bank
- IBAN number**: SA1233211233211233211
- Bank name**: The National Commercial Bank

- If the type of international bank option is selected, additional fields will be displayed and must be entered for international



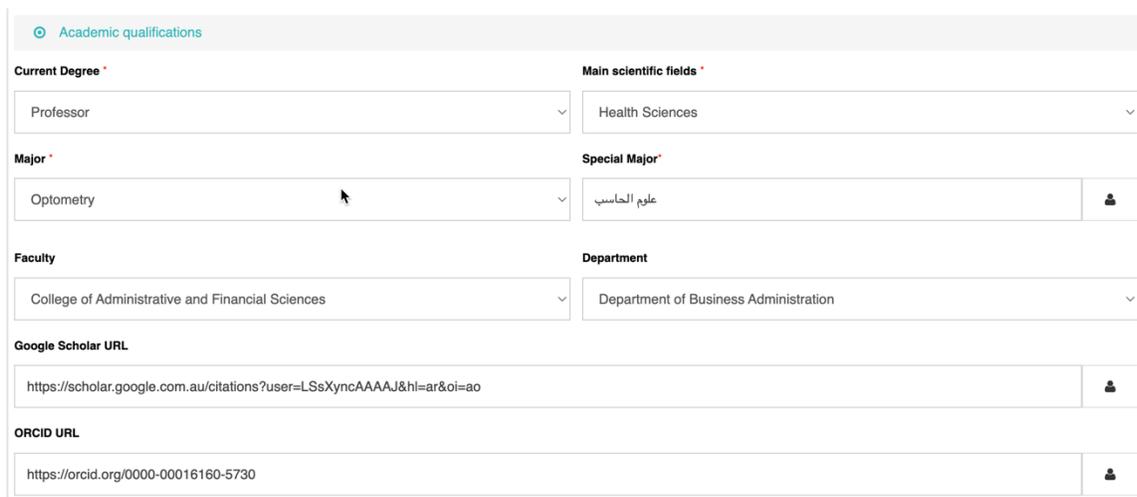
accounts, such as the swift code number, the name of the country and city, and the name of the bank, as shown below:

Information of bank account

Type of bank account	IBAN number
International Bank	SA1233211233211233211
SWIFT code	Bank Branch Name
Bank Country	Bank City
Select	
Bank name	
Select	

➤ **Qualifications:**

The latest academic achievement obtained shall be entered in the qualifications form.

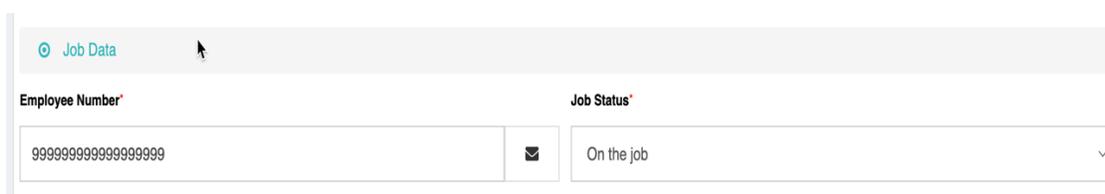


The screenshot shows a form titled "Academic qualifications". It contains several fields:

- Current Degree:** Professor
- Main scientific fields:** Health Sciences
- Major:** Optometry
- Special Major:** علوم الحاسب
- Faculty:** College of Administrative and Financial Sciences
- Department:** Department of Business Administration
- Google Scholar URL:** <https://scholar.google.com.au/citations?user=LSsXyncAAAAJ&hl=ar&oi=ao>
- ORCID URL:** <https://orcid.org/0000-00016160-5730>

➤ **Current job data:**

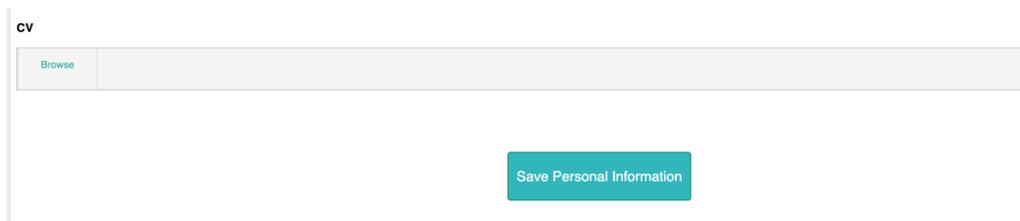
The job number, job status, and job title of the researcher are shown here.



The screenshot shows a form titled "Job Data". It contains two fields:

- Employee Number:** 9999999999999999
- Job Status:** On the job

- 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 screenshot shows a "cv" section with a "Browse" button and a "Save Personal Information" button.

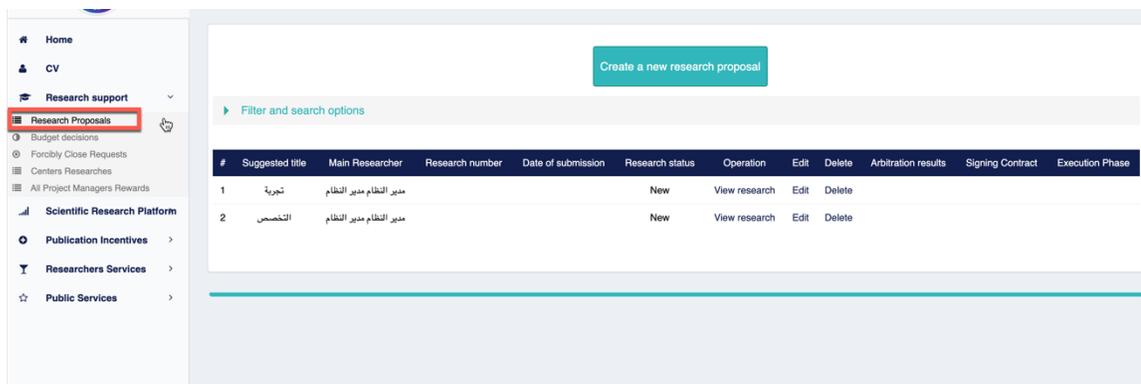
- the researcher can at this point amend the biographical information by entering the personal information page from the same place as the CV entry shown above.

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:

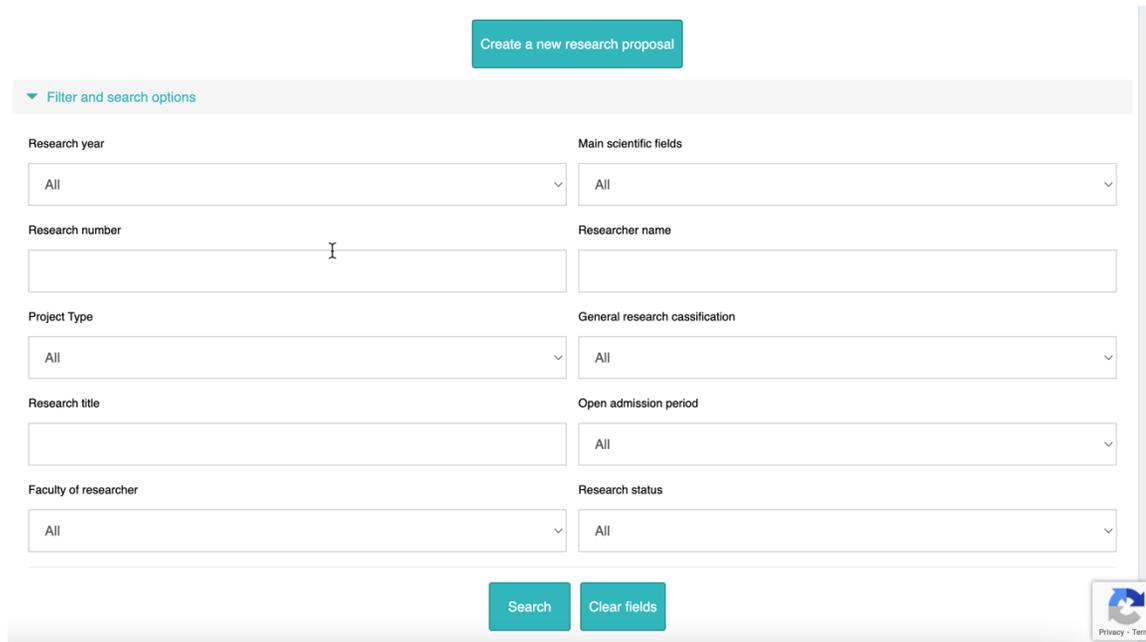
- The list of the research proposals and ongoing research in the current research cycle are displayed in this module with all the information to the research proposals and application status. And with the option to search, process and delete, as shown below:



#	Suggested title	Main Researcher	Research number	Date of submission	Research status	Operation	Edit	Delete	Arbitration results	Signing Contract	Execution Phase
1	تجربة	مدير النظام مدير النظام			New	View research	Edit	Delete			
2	التخصص	مدير النظام مدير النظام			New	View research	Edit	Delete			

- 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:



The screenshot shows a web interface for filtering research proposals. At the top, there is a teal button labeled "Create a new research proposal". Below it is a section titled "Filter and search options" with a dropdown arrow. The filter section contains ten input fields arranged in two columns:

- Research year: dropdown menu with "All" selected.
- Main scientific fields: dropdown menu with "All" selected.
- Research number: empty text input field.
- Researcher name: empty text input field.
- Project Type: dropdown menu with "All" selected.
- General research classification: dropdown menu with "All" selected.
- Research title: empty text input field.
- Open admission period: dropdown menu with "All" selected.
- Faculty of researcher: dropdown menu with "All" selected.
- Research status: dropdown menu with "All" selected.

At the bottom of the filter section, there are two teal buttons: "Search" and "Clear fields". In the bottom right corner, there is a small icon for "Privacy - Terms".

- 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) Research center Preliminary Committee on Scientific Research Research type Theoretical Field of Study Physics Research budget in Riyal 20400.00 Research title-Arabic تجرية Arabic Abstract	Project Type Research Fund-2023-1 Research duration in month 12 Research main topics Basic and Applied Sciences Sample Type <input type="checkbox"/> Human <input type="checkbox"/> Animal <input type="checkbox"/> Plant <input type="checkbox"/> Dangerous material Subject of Study تجرية Research title-English تجرية English Abstract
Importance and Justifications of The Research Proposal	Project Objectives
Literature Review	Project Methodology
Beneficiaries from Project results	References
<p>Research Details</p> <p> Download Research Details</p>	
<p style="text-align: center;"> Research time schedule Budget details </p>	

- 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
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previous Research Dashboard 

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



- 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/ Resources Type	Quantity	Deamands description	Unit price	Total price
Hardware and software	2	التدريب	3000.00	6000.00
Total				6000

Trips

Trip description	Trip type	Trip purpose	Trip cost
Total			

Computers

Computer services	The required amounts
Total	

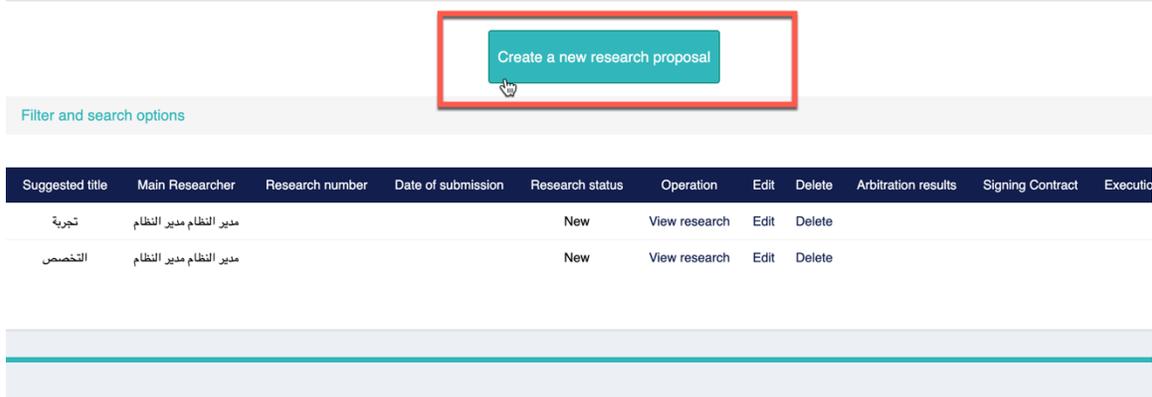
Other services (any other service except what is perviously mention)

Other services	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	Execution
تجربة	مدير النظام			New	View research	Edit	Delete			
التخصص	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:



Create a new request

Filter and search options

#	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 عوف السعيد	7593-EAR-2021-1-1-F	12/08/2018	Accepted From arbitration	View research			Links	Contract	Dashboard

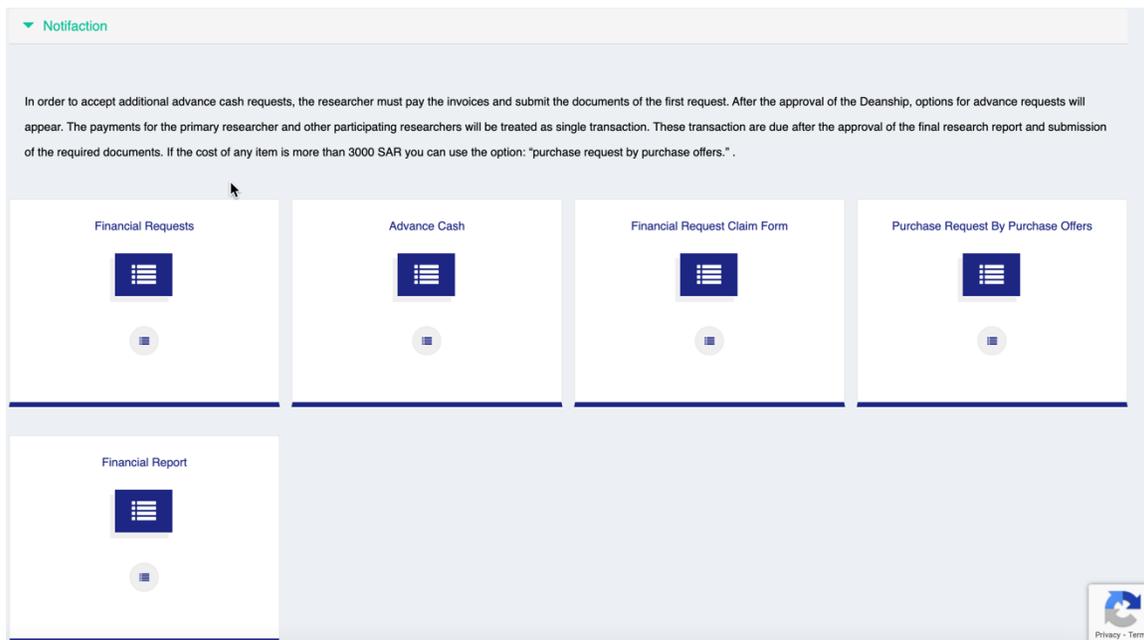
Then the researcher control panel for the execution stage appears:

The control panel consists of five main sections, each with a menu icon and a sub-menu icon:

- Financial
- Request Update
- Progress Reports
- Final Reports
- Complete Requests

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) 7593-EAR-2021-1-1-F	Project Type ResearchDef
Research title-Arabic التخصص 3	Research title-English التخصص 3
Research duration in month 12	Suggested budget from researcher 15962.00
Research type Theoretical	

Review full details of research proposal
Research proposal

⊙ Teamwork Members

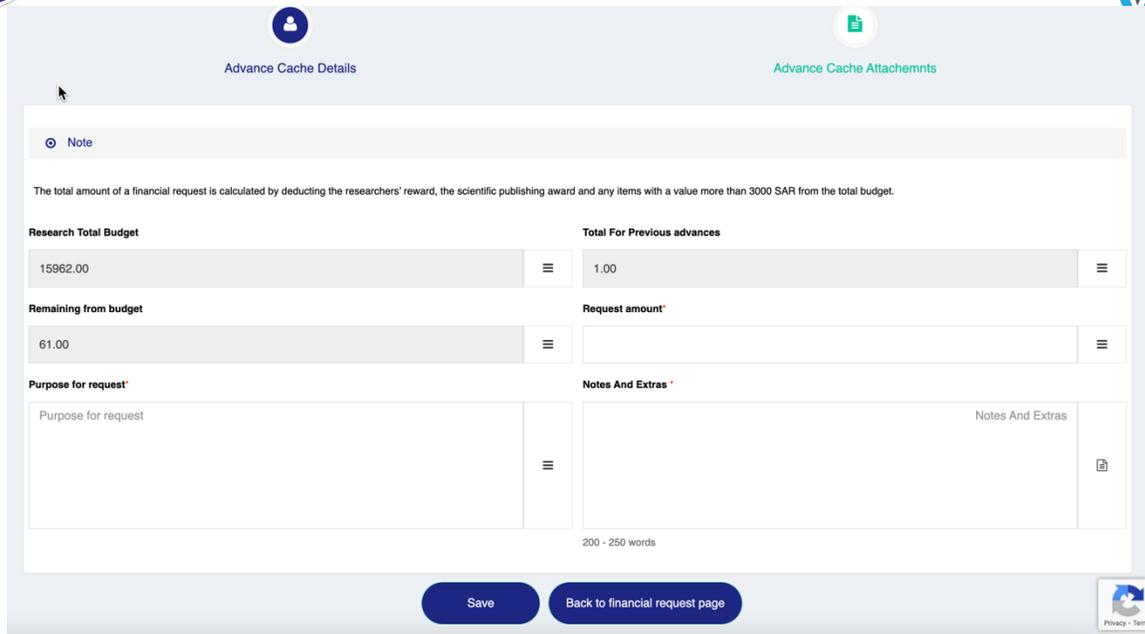
#	Name	Researcher Position	CV
1	صالح سعيد عويش السيد	Primary Researcher	View

⊙ Previous 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:



Advance Cache Details

Advance Cache Attachemnts

Note

The total amount of a financial request is calculated by deducting the researchers' reward, the scientific publishing award and any items with a value more than 3000 SAR from the total budget.

Research Total Budget	Total For Previous advances
15962.00	1.00

Remaining from budget	Request amount*
61.00	

Purpose for request*	Notes And Extras*
Purpose for request	Notes And Extras

200 - 250 words

Save Back to financial request page

Privacy - Terms

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	Remaining Budget
15962.00	-1.00

Total For Purchase*

Budget Items Purchased

No Items

[Add Budget Item](#)

[Save and send to dean for purchase](#) [Save](#) [Back to financial request page](#)

 Privacy - Terms

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

Privacy - Terms

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

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	Remaining Budget
15962.00	-1.00

Total For Purchase*

0

Budget Items Purchased

#	Budget Type	Budget Items	Item Cost	Clarification And Notes
No Items				

[Add Budget Item](#)

[Save and send to dean for purchase](#) [Save](#) [Back to financial request page](#)

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:

Note

The report entails all the budget items. Each item shows its cost, what has been spent, and remains.

Research proposal main information

Research number (Auto generated) 7593-EAR-2021-1-1-F	Project Type ResearchDef
Research title-Arabic التخصصي 3	Research title-English التخصصي 3
Research duration in month 12	Suggested budget from researcher 15962.00
	Research type Theoretical

Review full details of research proposal
Research proposal

Teamwork Members

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

Budget Items

#	Item Name	Item Category	Financial Approved	Financial Paid	Financial Remaining
1	وصف المستلزمات	Accessories	12.00	1.00	11.00
2	وصف المستلزمات 2	Accessories	40.00	0.00	40.00
3	أخرى	Other Services	10.00	0.00	10.00
Budget Total			62.00	1.00	61.00

[Financial requests dashboard](#)

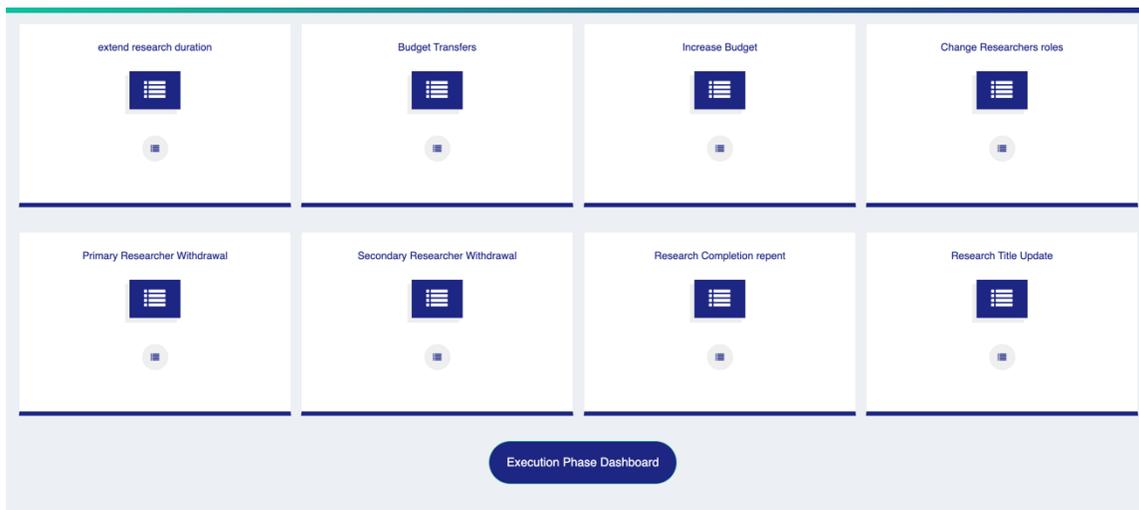
Privacy - Terms

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:

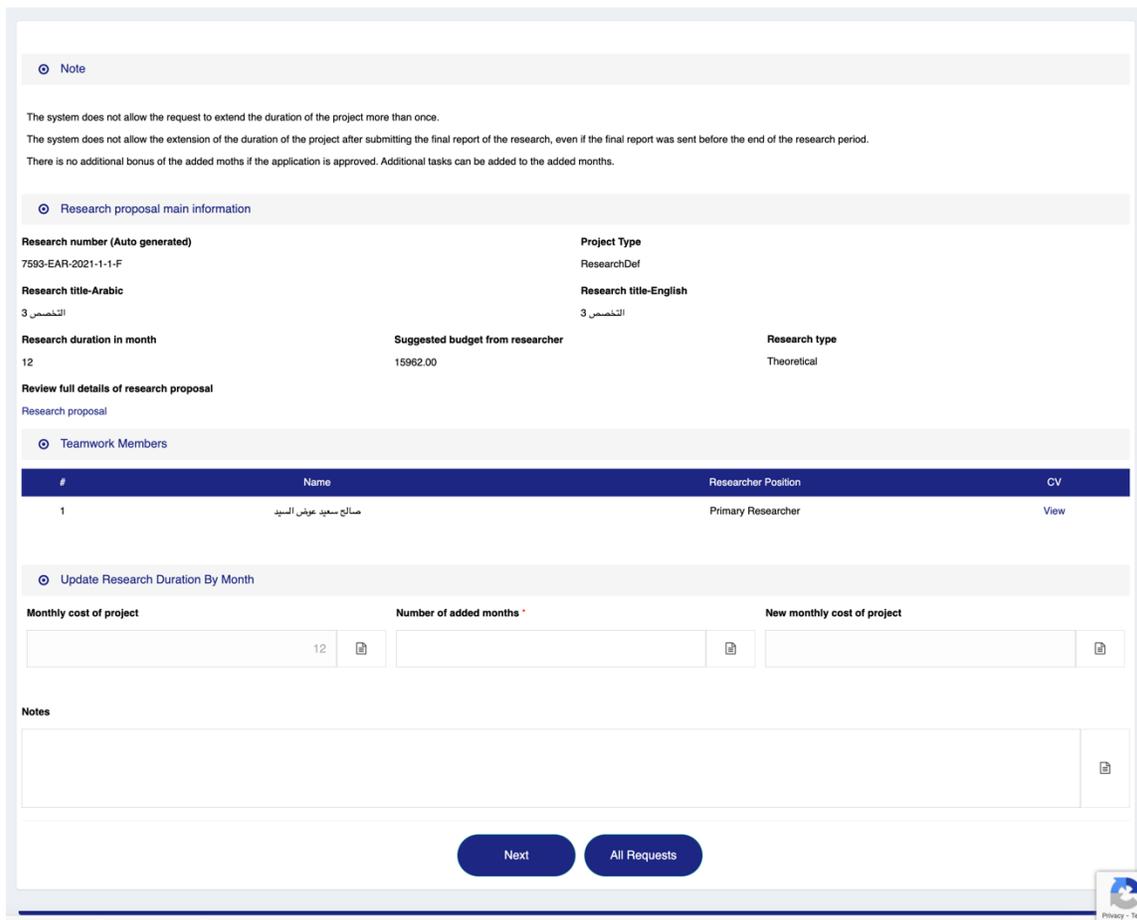
- Request to amend the time-period.
- Budget transfer request
- Requesting a budget increase
- Request to swap roles.
- Main Researcher withdraw request.
- withdraw request of a co-researcher
- Request apology completing the research.
- Request to amend the research title.



[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:

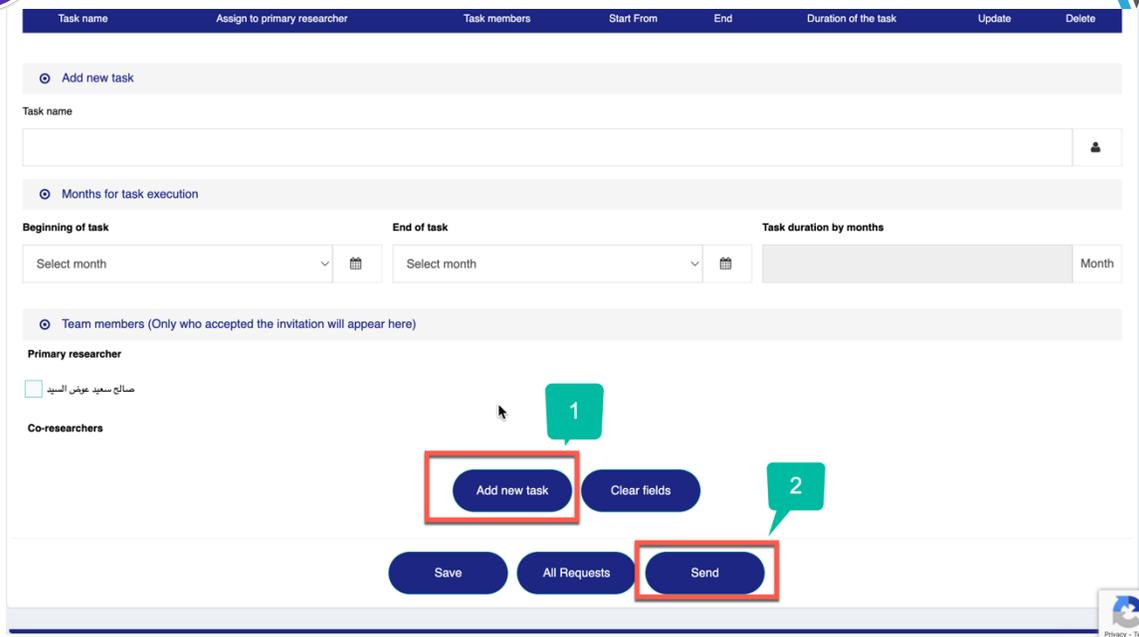


The screenshot shows a web-based form for a research proposal. It includes sections for notes, main information, team members, and duration updates. The 'Teamwork Members' section contains a table with one member listed.

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

At the bottom of the form, there are two buttons: 'Next' and 'All Requests'.

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.

Teamwork Members

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

Item Exchange From

Budget Categories * Item *

Current Item Budget Transferred amount *

Notes

Next All Exchanges

Transferred amount

Budget Categories * Item *

Current Item Budget ExchangeToAmount *

1

Add Clear

Notes

3 2

Save All Exchanges Send

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.

Research proposal main information

Research number (Auto generated) 7593-EAR-2021-1-1-F	Project Type ResearchDef	
Research title-Arabic التخصص 3	Research title-English التخصص 3	
Research duration in month 12	Suggested budget from researcher 15962.00	Research type Theoretical

Review full details of research proposal
Research proposal

Teamwork Members

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

Request Reasons

Next All Requests

Increased amount Items

Budget Categories *
Select

Item *
[Empty]

Current budget
[Empty]

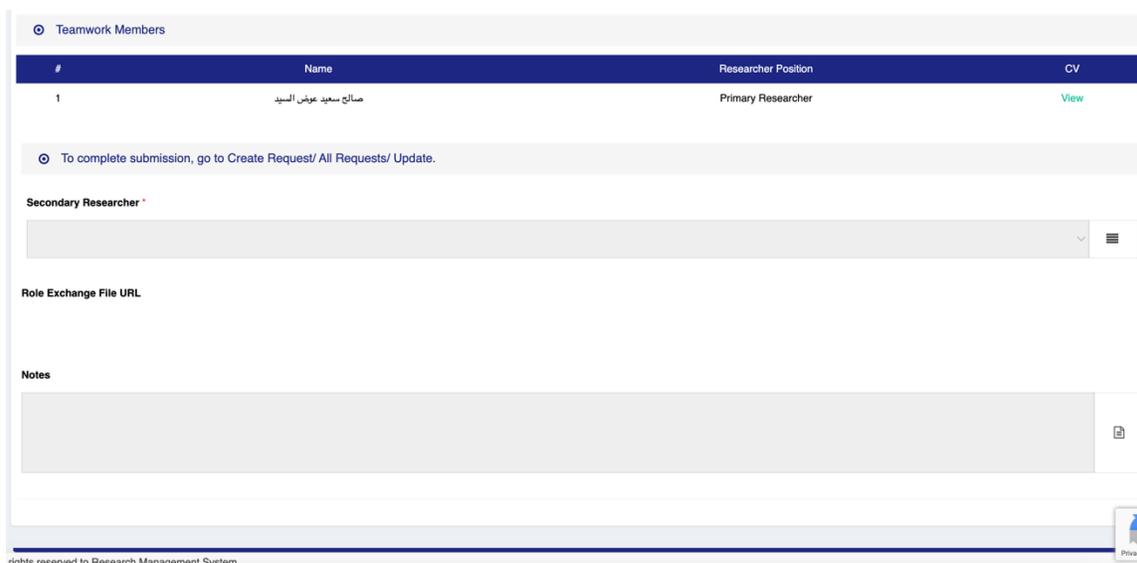
Transferred amount *
[Empty]

Budget after transfer
[Empty]

Add Clear

Save All Requests Send

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.



The screenshot shows a web application interface for 'Teamwork Members'. It features a table with the following data:

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

Below the table, there is a navigation link: "To complete submission, go to Create Request/ All Requests/ Update." The form includes a dropdown menu for "Secondary Researcher", a text input field for "Role Exchange File URL", and a text area for "Notes". At the bottom, there is a footer with the text "rights reserved to Research Management System" and a "Privacy" link.

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.

Teamwork Members

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

Role Exchange File URL *
To add, view or modify the file, click on the following link
Download File
Browse

Notes

Next All Withdrawal Requests

Teamwork Members

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

Secondary Researcher *

Send Invitation To New Researcher

Role Exchange File URL
To add, view or modify the file, click on the following link
Download File
Browse

Notes

test

Save All Withdrawal Requests Send

rights reserved to Research Management System



Participant 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, 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.

Secondary Researcher *

Role Exchange File URL *

To add, view or modify the file, click on the following link

Download File

[Browse](#)

Notes

[Next](#) [All withdrawal Requests](#)

Privacy - Term

Teamwork Members

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

Secondary Researcher *

Send Invitation To New Researcher

Role Exchange File URL
To add, view or modify the file, click on the following link

Download File

[Browse](#)

Notes

test

[Save](#) [All Withdrawal Requests](#) [Send](#)

rights reserved to Research Management System

[Privacy - Terms](#)

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.:

Teamwork Members

#	Name	Researcher Position	CV
1	صالح سعيد عوف السعيد	Primary Researcher	View

URL of the researchers' agreement to close the research *
 To add, view or modify the file, click on the following link

Download File

Browse

Notes

Create Request
All Apologize Requests
Send

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.



Research proposal

Teamwork Members

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

Report Name
The progress Report Number 1

Progress Report Link *
To add, view or modify the file, click on the following link

Download File

Browse

Additional Files

Browse

Save All Reports Send

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:



Home

CV

Research support

Publication Incentives

Researchers Services

Public Services

- Tasks Table
- Scientific Research Reports
- Invitations
- Notifications
- Deanship Communication**
- System Administration

Applicant Name

سالم سعيد عوف السعيد

Applicant Email

eng_saleh@seu.edu.sa

Applicant Mobile Number

50123456789

Contact Category

Select one

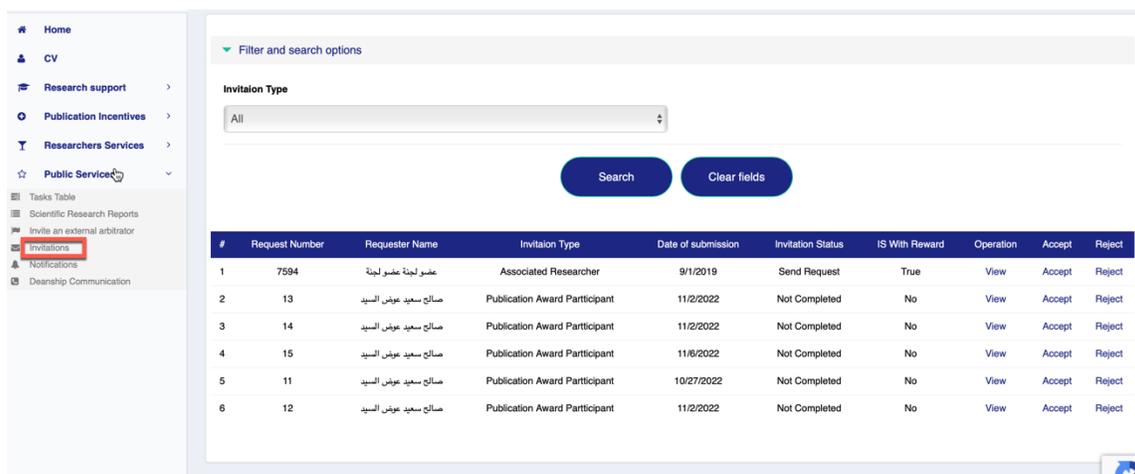
Request Type

Message

Send Cancel

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:



#	Request Number	Requester Name	Invitation Type	Date of submission	Invitation Status	IS With Reward	Operation	Accept	Reject
1	7594	عضو لجنة علوم لجنة	Associated Researcher	9/1/2019	Send Request	True	View	Accept	Reject
2	13	صالح سعيد عويش السيد	Publication Award Participant	11/2/2022	Not Completed	No	View	Accept	Reject
3	14	صالح سعيد عويش السيد	Publication Award Participant	11/2/2022	Not Completed	No	View	Accept	Reject
4	15	صالح سعيد عويش السيد	Publication Award Participant	11/6/2022	Not Completed	No	View	Accept	Reject
5	11	صالح سعيد عويش السيد	Publication Award Participant	10/27/2022	Not Completed	No	View	Accept	Reject
6	12	صالح سعيد عويش السيد	Publication Award Participant	11/2/2022	Not Completed	No	View	Accept	Reject

- 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:

#	Request Number	Requester Name	Invitation Type	Date of submission	Invitation Status	IS With Reward	Operation	Accept	Reject
1	7594	عضو لجنة علوم لجنة	Associated Researcher	9/1/2019	Send Request	True	View	Accept	Reject

Tasks table:

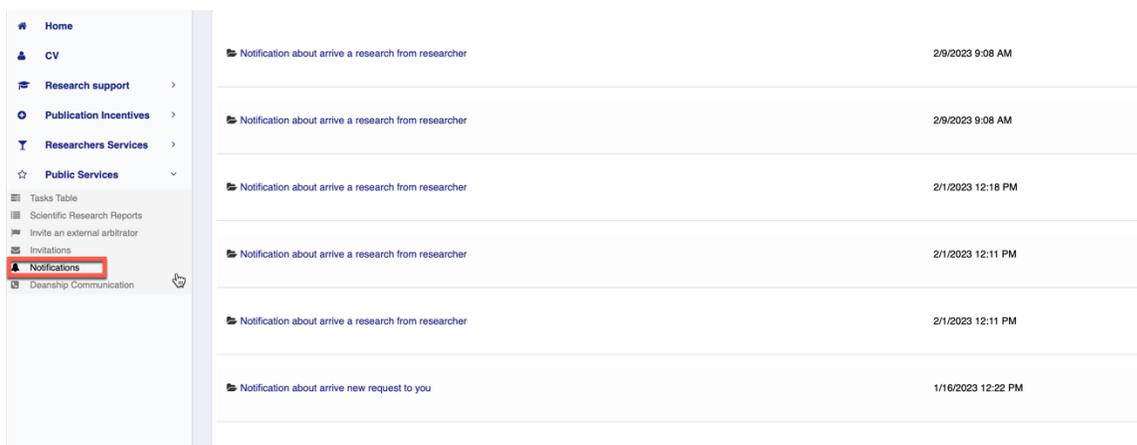
the researcher can view the tasks assigned to him/her in the system.

- 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:

Task URL	Request Number	Start Date	End Date	Status
give researcher new change	7593	8/18/2018 9:37:10 AM		Not Completed
Initial Evaluation Decision For Research Duration Update	7593	11/14/2019 1:53:26 PM		Not Completed
Select Arbitrators	7592	5/12/2021 6:15:08 PM	6/23/2021 10:15:08 AM	Not Completed
Sorting Researches	7591	11/20/2021 4:23:09 PM		Not Completed
Fill Initial Evaluation Form	7591	11/20/2021 4:24:25 PM		Not Completed
Sorting Researches	6590	6/9/2022 1:29:17 AM		Not Completed
Sorting Researches	7601	8/10/2022 8:34:38 PM		Not Completed
Sorting Researches	7590	10/16/2022 8:12:48 PM		Not Completed
Sorting Researches	7590	10/16/2022 8:14:14 PM		Not Completed
Sorting Researches	8595	10/23/2022 4:40:49 PM		Not Completed
Sorting Researches	8595	10/23/2022 4:46:08 PM		Not Completed
Sorting Researches	8595	10/23/2022 11:00:38 PM		Not Completed
Sorting Researches	8595	10/23/2022 11:04:07 PM		Not Completed
Sorting Researches	8595	10/23/2022 11:09:10 PM		Not Completed

Alerts page:

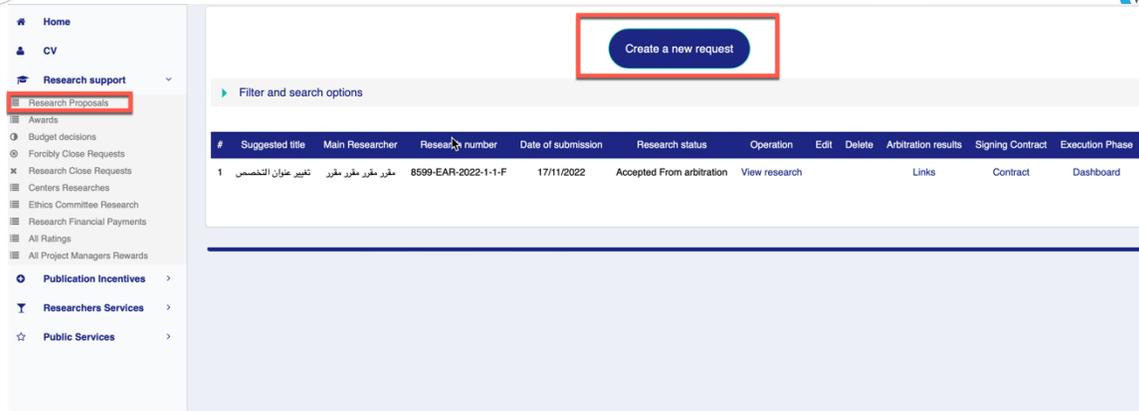


- the researcher can receive alerts on the system and review them through module.
- the researcher can also view the alerts at the top of the page, where the number of alerts will appear in a red circle, as shown to the following figure:



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 forms

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

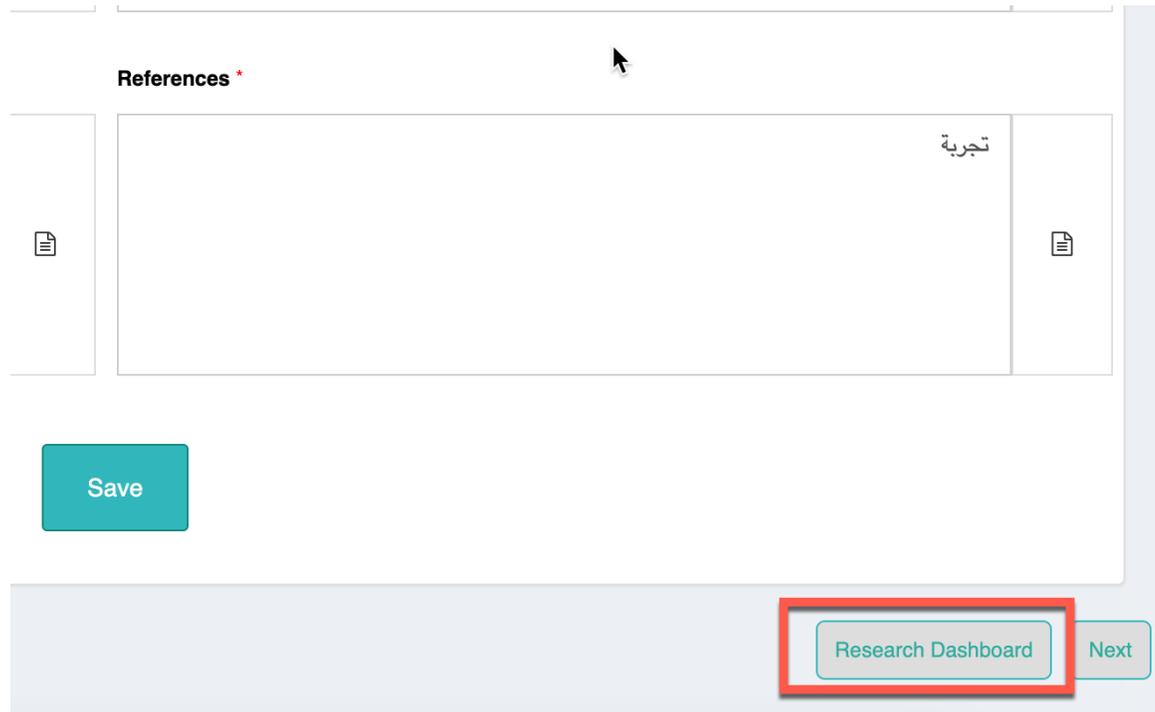
Literature Review *
Literature Review **Project Methodology ***
Project Methodology

Beneficiaries from Project results *
Beneficiaries from Project results **References ***
References

Save

Privacy - Terms

- 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:



References *

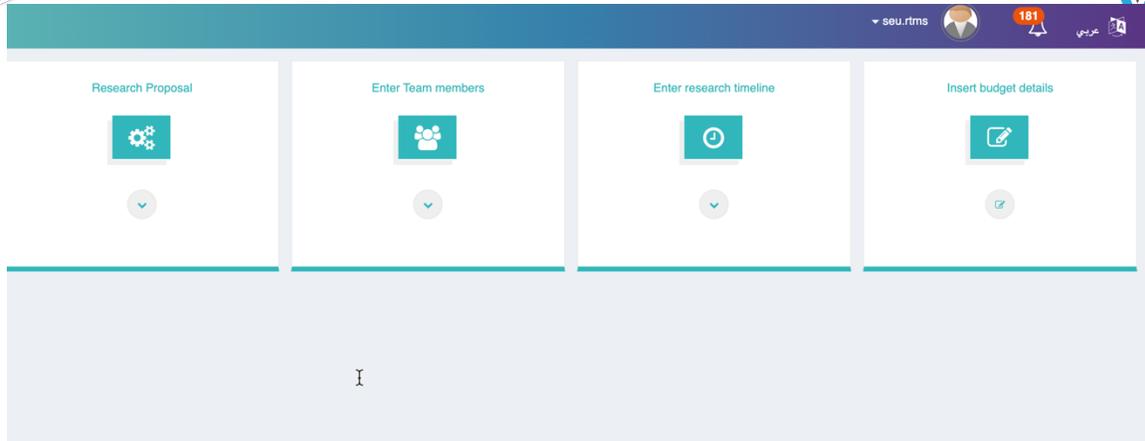
تجربة

Save

Research Dashboard Next

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

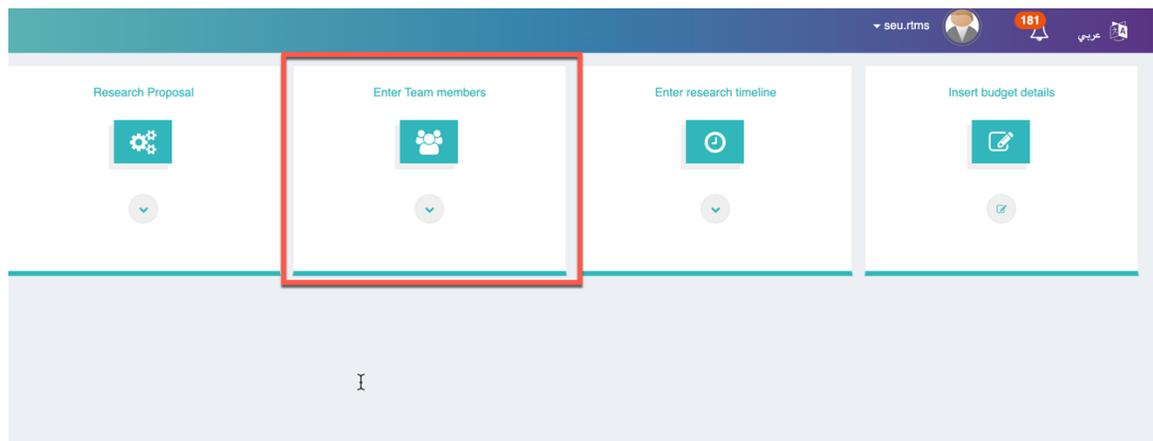
[Research proposal management page:](#)



Research Proposal:

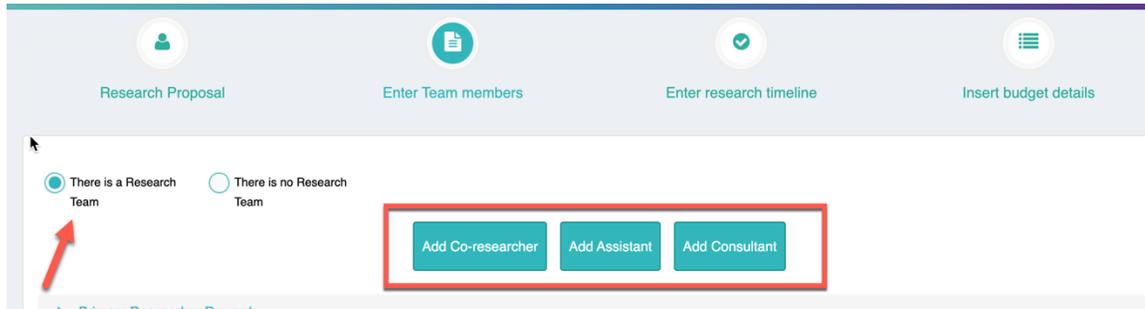
This page can be reached by the same page the information was filled in once the researcher clicks on the Create Research Proposal button, and this option can be accessed to modify the data of the entered research proposal.

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 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:

Add From University
Add Outside University

To search for the user you can fill one or more from the following fields

Name

Email

Mobile No.

Search Result

Full Name	Email / Username	Select	
<div style="display: flex; justify-content: space-around;"> <input type="radio"/> Add consultant with reward <input type="radio"/> Add consultant without reward </div>			
<p>Email</p> <input type="text"/>	<p>Name</p> <input type="text"/>		
<p>Mobile</p> <input type="text"/>	<p>Consultanting type *</p> <input type="text" value="Select"/>		
<p>Consultantation topic *</p> <input type="text" value="Consultantation topic"/>	<p>Consultantation duration / Day *</p> <input type="text" value="Consultantation duration / Day"/>		
<input type="button" value="Add Co-Researcher"/>			
<input checked="" type="radio"/> Consultants			
Name	Email	Job	
Ibrahim	test5@test.com		Delete user



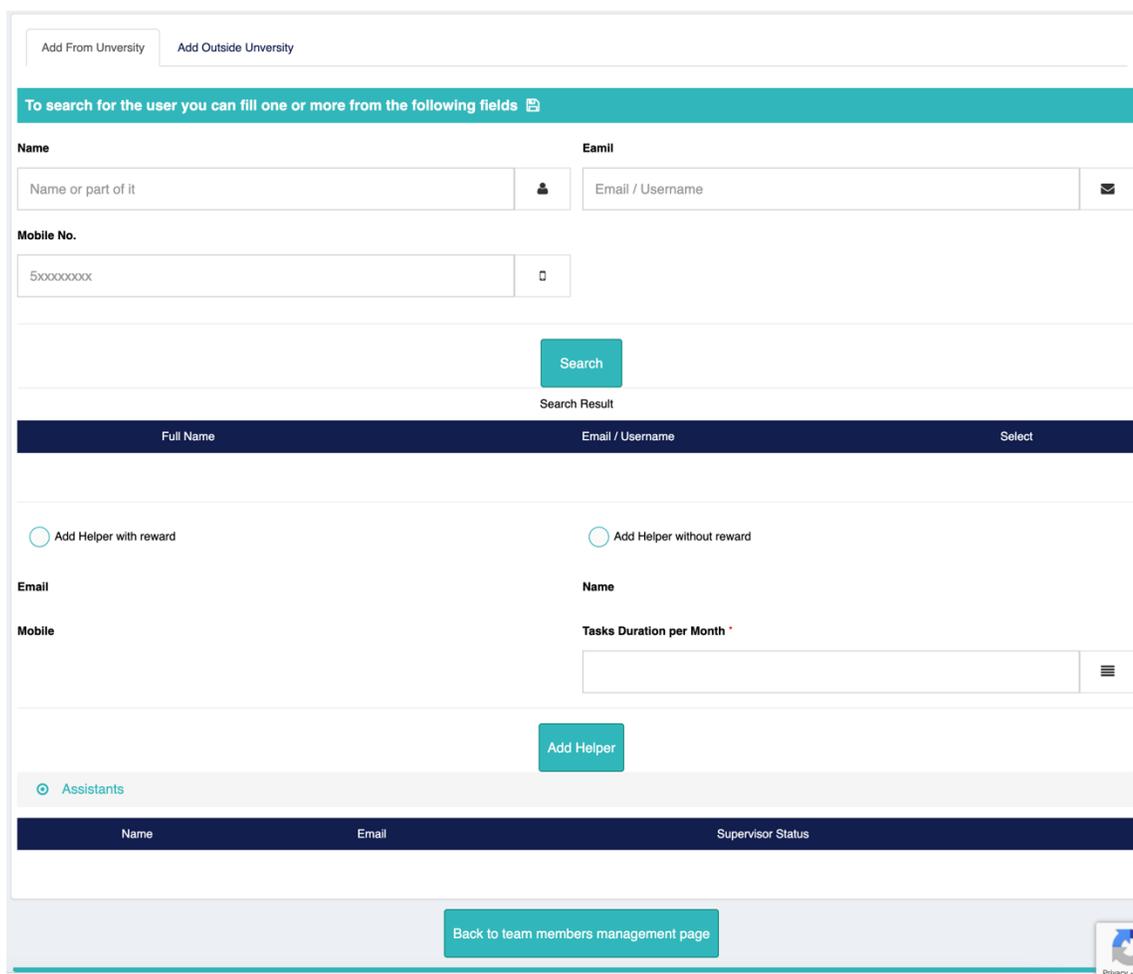
- The category of the consultant must be determined whether he is from the university or from outside the university and inside the Kingdom or outside the Kingdom, and the field of consultation and the duration of the consultation shall be also chosen. Based on that, the cost of the consultation will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

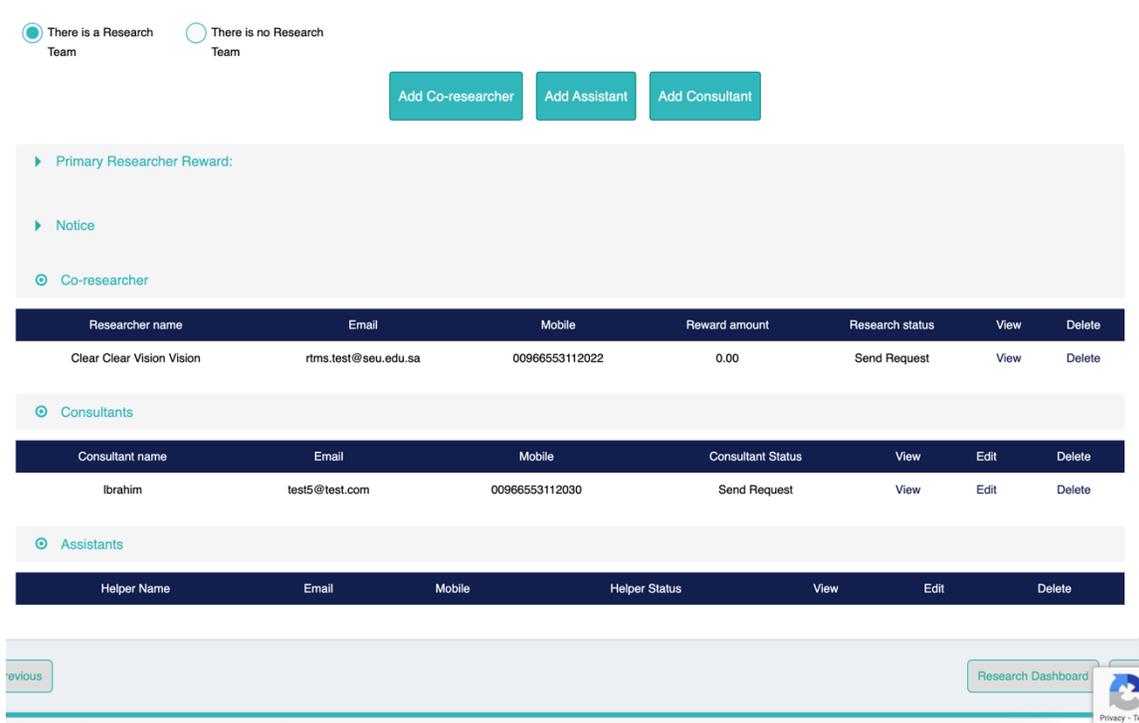
➤ Add assistant:

- 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 screenshot shows a web interface for adding an assistant. It features two tabs: "Add From University" (active) and "Add Outside University". A teal banner instructs the user to search for a user by filling in one or more fields: Name, Email, and Mobile No. Below this are input fields for each field, a "Search" button, and a "Search Result" table with columns for Full Name, Email / Username, and a Select column. Below the table are two radio buttons: "Add Helper with reward" (selected) and "Add Helper without reward". There are also input fields for Email, Name, and Tasks Duration per Month (with a dropdown menu icon). An "Add Helper" button is located below these fields. At the bottom, there is a "Back to team members management page" button and a "Privacy - Term" link.

- 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:



There is a Research Team
 There is no Research Team

[Add Co-researcher](#)
 [Add Assistant](#)
 [Add Consultant](#)

▶ Primary Researcher Reward:
 ▶ Notice
 Co-researcher

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

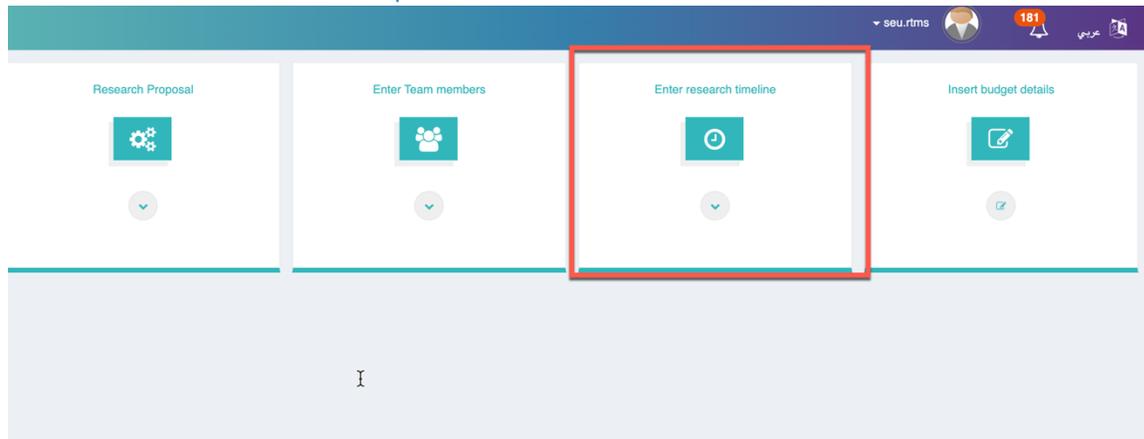
Assistants

Helper Name	Email	Mobile	Helper Status	View	Edit	Delete
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[Previous](#) [Research Dashboard](#) [Privacy - Term](#)

- 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:

Please note that the following numbers express the months of the search period, meaning that the number 1 expresses the first month in the search period and so on for the rest of the months 🗨️

View research tasks table

Task name	Assign to primary researcher	Task members	Beginning of task	End of task	Task duration by months	Update	Delete
-----------	------------------------------	--------------	-------------------	-------------	-------------------------	--------	--------

Add new task

Task name

Months for task execution

Beginning of task: Select month [calendar icon]

End of task: Select month [calendar icon]

Task duration by months: [input field] Month

Team members (Only who accepted the invitation will appear here)

Primary researcher

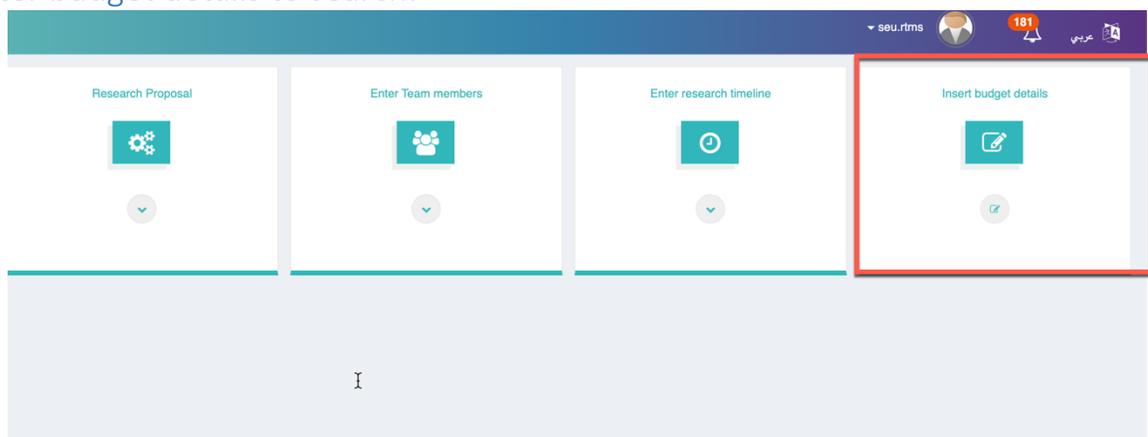
مدير النظام مدير النظام

Add new task Clear fields

Previous Research Dashboard Privacy - Terms

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Enter budget details to search:



seu.rms 181 عربي

Research Proposal Enter Team members Enter research timeline Insert budget details

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:

⊙ Facilities / Resource

Facilities/ Resources Type

Quantity

Facilities/ Resources Description

Unit price

Model \ Year

Add
Clear

Facilities/ Resources Type	Quantity	Deamands description	Unit price	Total price	Update	Dele
Hardware and software	2	التنوير	3000.00	6000.00	○	Dele

➤ Trips:

⊙ Trips

Trip description

Trip cost

Trip type

Trip purpose

Add
Clear

Trip description	Trip cost	Trip type	Trip purpose	Update	Delete

➤ Computer services:

⊙ Computers

Service type

Unit price

Add
Clear

Computer services	The required amounts	Update	Delete

➤ Other services:

Other services (any other service except what is perviously mention)

Service type	Unit price
<input type="text" value="Service type"/>	<input type="text" value="Unit price"/>

Other services The required amounts Update Delete

➤ **Scientific publication:**

Scientific Publishing

Estimated Scientific Publishing Cost

<input type="text" value="Unit price"/>

Presentation of ethics models:

Research Proposal



▼

Enter Team members



▼

Enter research timeline



▼

Insert budget details



✓

Submit ethics forms



■

➤ **Moral endorsement:**

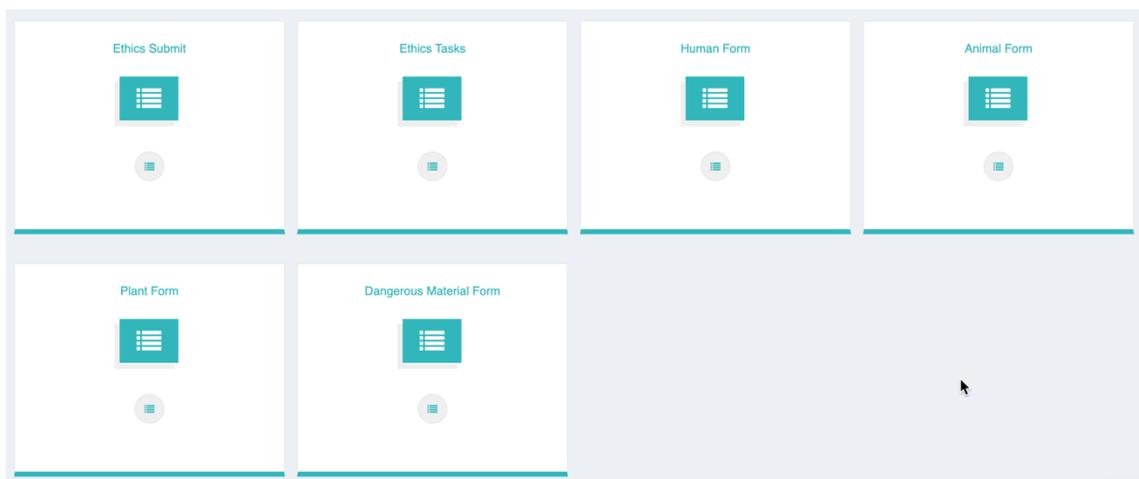
First, the researcher research proposal information will be shown, such as the research number, title, general specialization of the research, and the date the proposal was sent in the event that the proposal was sent to the deanship, and it is required to enter the ethics forms later:

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

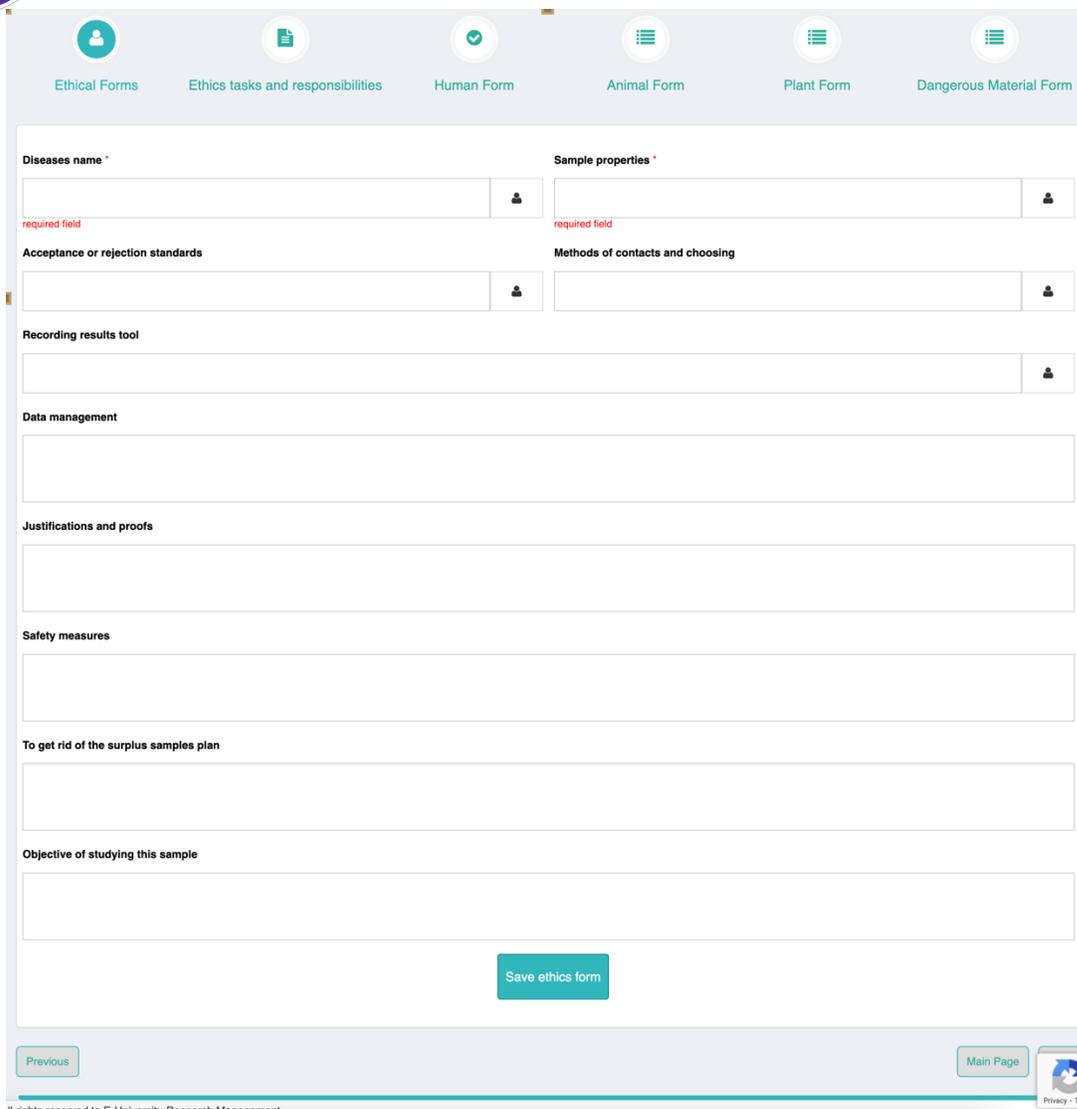
A reference appears only on the samples that were selected during the submission of the research proposal. In this section, three operations must be performed to be able to move to the next section. the researcher must first review the controls, conditions, and ethical obligations, and then open the 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.



The screenshot displays a web-based form for entering research proposal data. The form is organized into several sections, each with a header and a corresponding input field. The sections are: 'Diseases name', 'Sample properties', 'Acceptance or rejection standards', 'Methods of contacts and choosing', 'Recording results tool', 'Data management', 'Justifications and proofs', 'Safety measures', 'To get rid of the surplus samples plan', and 'Objective of studying this sample'. Each input field has a small user icon on the right side. The form is set against a light blue background with a navigation bar at the top containing icons for 'Ethical Forms', 'Ethics tasks and responsibilities', 'Human Form', 'Animal Form', 'Plant Form', and 'Dangerous Material Form'. At the bottom of the form, there is a 'Save ethics form' button and a 'Previous' button. A 'Main Page' button and a 'Privacy - Term' link are also visible in the bottom right corner. The footer of the page states 'All rights reserved to E-University-Research Management'.

- 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.