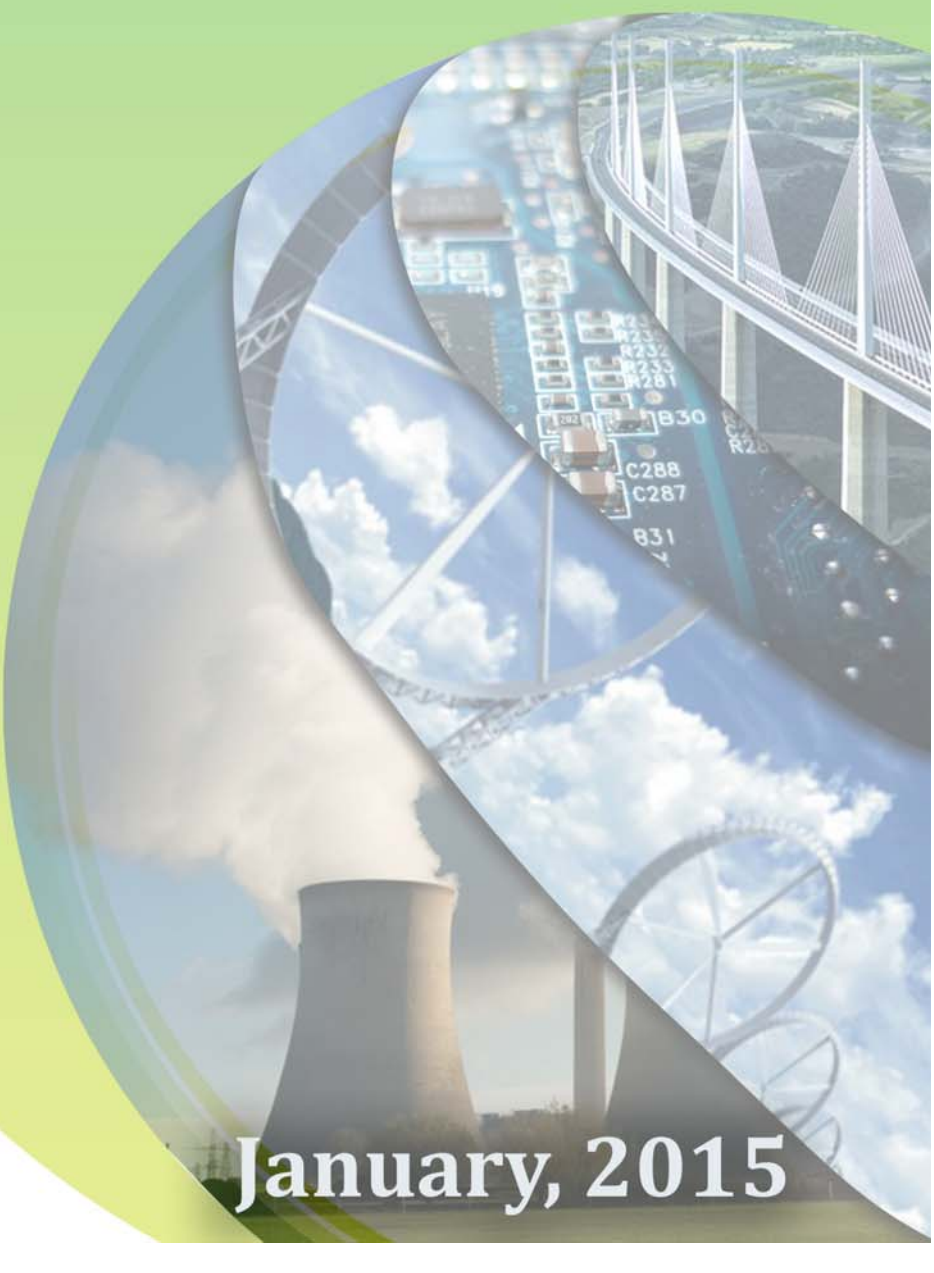
King Fahd University of Petroleum & Minerals

Deanship of Research

Comprehensive Guide for Project Managers



RESEARCH

جامعة الملك فهد للبترول والمعادن

King Fahd University of Petroleum & Minerals

January, 2015

Designed and Developed by:

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Sr. Research Officer & RSO Coordinator

FOREWORD

Message from the Dean of Research

As part of our commitment towards providing an environment conducive to research and enhancing the research infrastructure and support at King Fahd University of Petroleum and Minerals, I am pleased to present to you “The Comprehensive Guide for Project Managers”, which covers all the business processes at the Deanship of Research. It is envisaged that establishment of such guidelines will save the precious time of faculty members and researchers with regards to performing administrative tasks related to their research activities, and help them concentrate on their work, focus their efforts and, as a result, increase their efficiency and productivity.

This guide is also anticipated to be especially beneficial for newly joining faculty members, who are new to the environment or are simply trying to establish their research career at the University. Furthermore, the guide serves as an excellent reference to Department representatives and staff members who are delegated to manage processes related to research activities.

I take this opportunity to thank the University administration for their continuous support for research activities. My special thanks and appreciation are due to Dr. Musab Al-Turki, Assistant Dean of Research and Mr. Mohammed Fasiuddin, Sr. Research officer and RSO Coordinator for their efforts in making this highly useful comprehensive guide.

My appreciation also goes to the whole Deanship of Research (DSR) team, for their continuous efforts in serving the University’s scientific community with utmost efficiency and effectiveness.

Your comments and suggestions for improving this guide, in particular, and also other activities undertaken by the Deanship, in general, would be highly appreciated.

Dr. Nasser Mohammed Al-Aqeeli

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1.0. Research Proposal Submission

The Deanship of Research solicits Research Proposals from faculty members of professorial ranks (Assistant Professor and higher) through invitations that are circulated through the KFUPM Postmaster (ITC). The submission deadlines are set by the Deanship and are available in the Research Calendar (English/Arabic) at the following links.

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/Calendar.pdf

The Research Proposal needs to be submitted to the Research office, in the Deanship of Research through the Online Submission System and the procedure is explained in this Section

Step 1.1: Go to the E-Services tab located on the home page of the Deanship of Research (http://www.kfupm.edu.sa/deanships/dsr) as highlighted by the red box in Figure 1 below.

Figure 1: Deanship homepage showing the tab "E-Services"

Step 1.2: From the drop down menu select "Proposal Submission" as highlighted by the red box in Figure 2 below.

Figure 2: Online proposal submission link under E-services

Caution: Before Starting Filling the Online Submission form, please make sure you have the following documents ready:

- **Research Proposal (corresponding to the requested grant), which must be as per the DSR template available at http://www.kfupm.edu.sa/deanships/dsr/en/Pages/Forms.aspx**
- **CV of the Investigators, including the Consultants as part of the Research proposal**
- **A Consent letter from the Consultant to be part of the project.**
- **The Disclaimer form, which is available through the link below, filled in and signed by all the team members:**

  http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/Disclaimer.doc

Step 1.3: Clicking on the Proposal Submission will take you to a new page as shown in Figure 3 showing the different links corresponding to the grant. Click on the desired grant name to open the submission form.

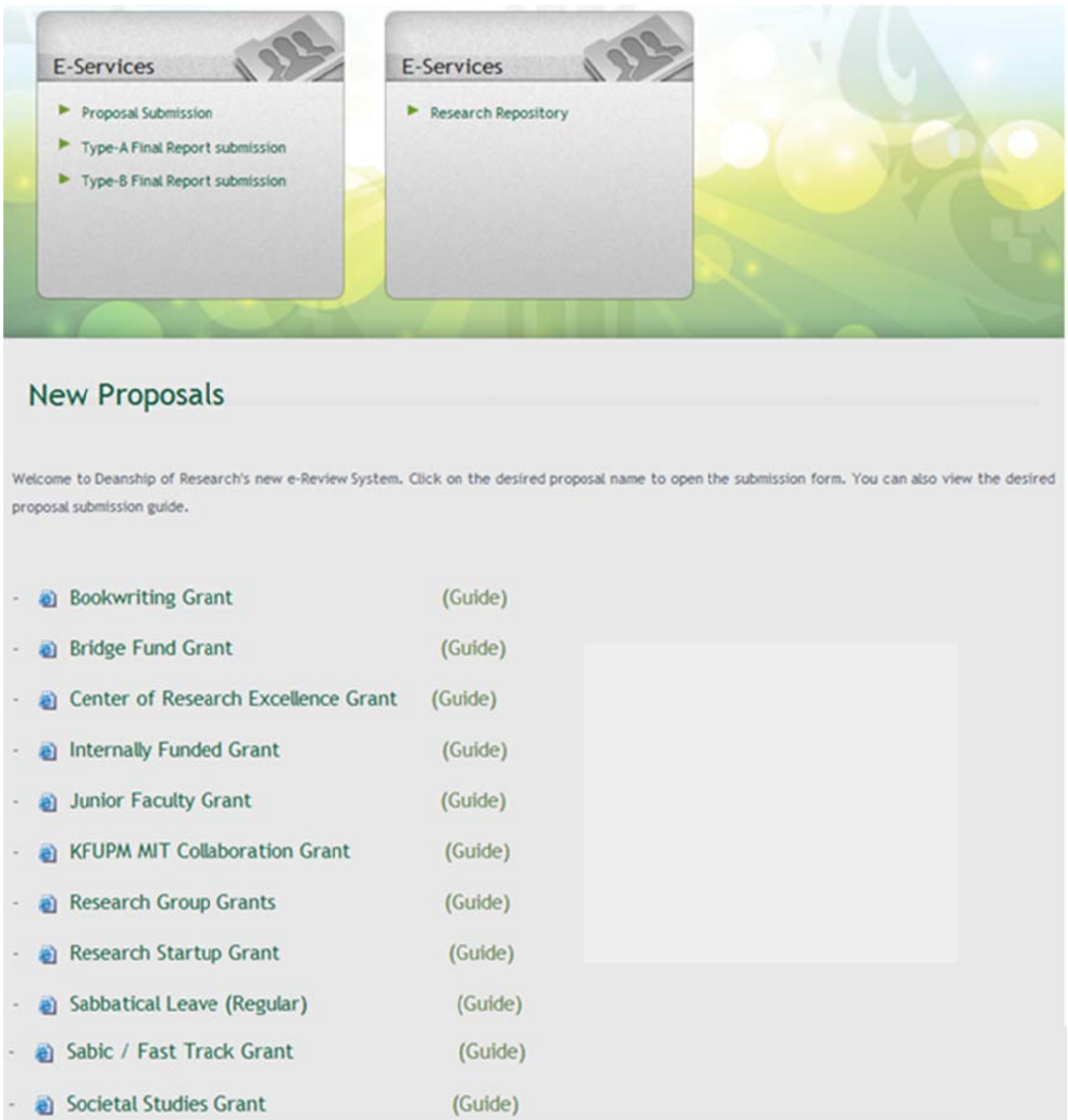
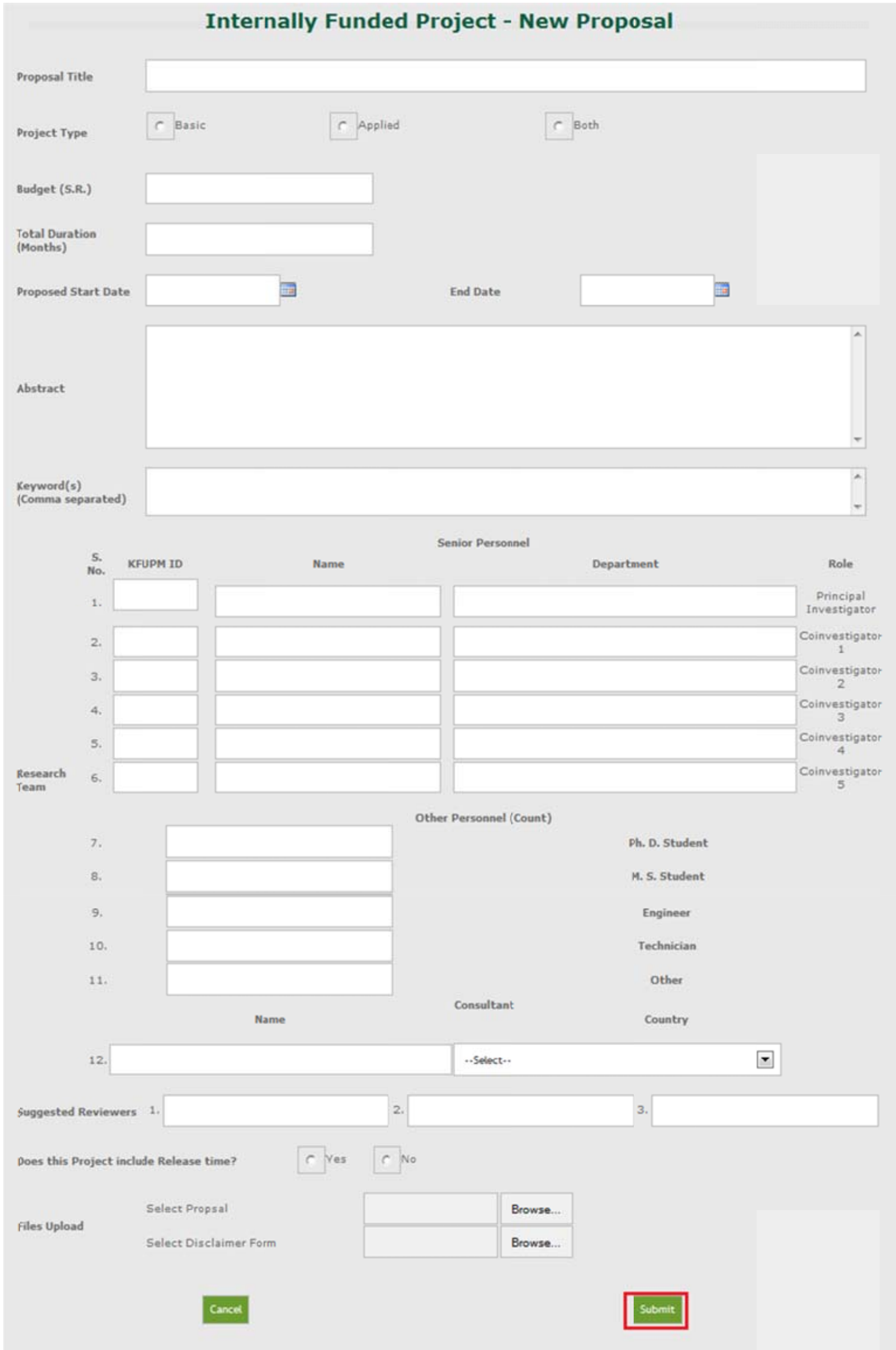


Figure 3: Online proposal submission webpage showing link for various grants

Step 1.4: A Comprehensive view of the submission page for Internally Funded Grant is shown in the Figure 4. Fill all the applicable fields in the space provided on the submission form.



Internally Funded Project - New Proposal

Proposal Title

Project Type: Basic / Applied / Both

Budget (S.R.)

Total Duration (Months)

Proposed Start Date | End Date

Abstract

Keyword(s) (Comma separated)

Research Team

Senior Personnel

S. No.	KFUPM ID	Name	Department	Role
1.				Principal Investigator
2.				Coinvestigator 1
3.				Coinvestigator 2
4.				Coinvestigator 3
5.				Coinvestigator 4
6.				Coinvestigator 5

Other Personnel (Count)

7.		Ph. D. Student
8.		M. S. Student
9.		Engineer
10.		Technician
11.		Other

Consultant

	Name	Country
12.		--Select--

Suggested Reviewers 1. 2. 3.

Does this Project include Release time? Yes / No

Files Upload: Select Propsal [Browse...]; Select Disclaimer Form [Browse...]

Cancel | Submit

Figure 4: A Comprehensive view of the submission page for Internally Funded Grant

Step 1.5: Uploading Documents

- **Upload the Research proposal in either MS-Word (*.doc/*.docx) or Acrobat (*.Pdf) format**

Caution: Please observe that a short file name should be used and the file size should not exceed 5.0 MB.

- **Upload the a scanned copy of the signed disclaimer form**

Step 1.6: Once uploading of documents is complete, click Submit to finish the online submission and you will receive a confirmation email along with the proposal code.

Caution: Please note, sometimes, if the system server is busy, the confirmation email might be delayed. As such, you are kindly advised to contact the Research office to confirm before re-submitting.

Step 1.7: Proceed to submit one hard copy of the proposal to your Department Chairman for his evaluation along with a blank evaluation form, which can be obtained from DSR's website at:

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/Chairman%20Evaluation%20Research%20Projects.doc

1.1. Processing of Submitted Proposals

- **Step 1.1.1: After receiving the proposal online, the office performs an initial screening to verify conformance to the guidelines and the standard templates.**
- **Step 1.1.2: If the submission satisfies the requirements of the Deanship of Research, it is forwarded to reviewers for peer evaluation. Otherwise, it is returned to the Principal Investigator with comments for revision.**

The peer-review process can extend from one to several months depending on how fast evaluations are received from the reviewers, before a decision can be taken.

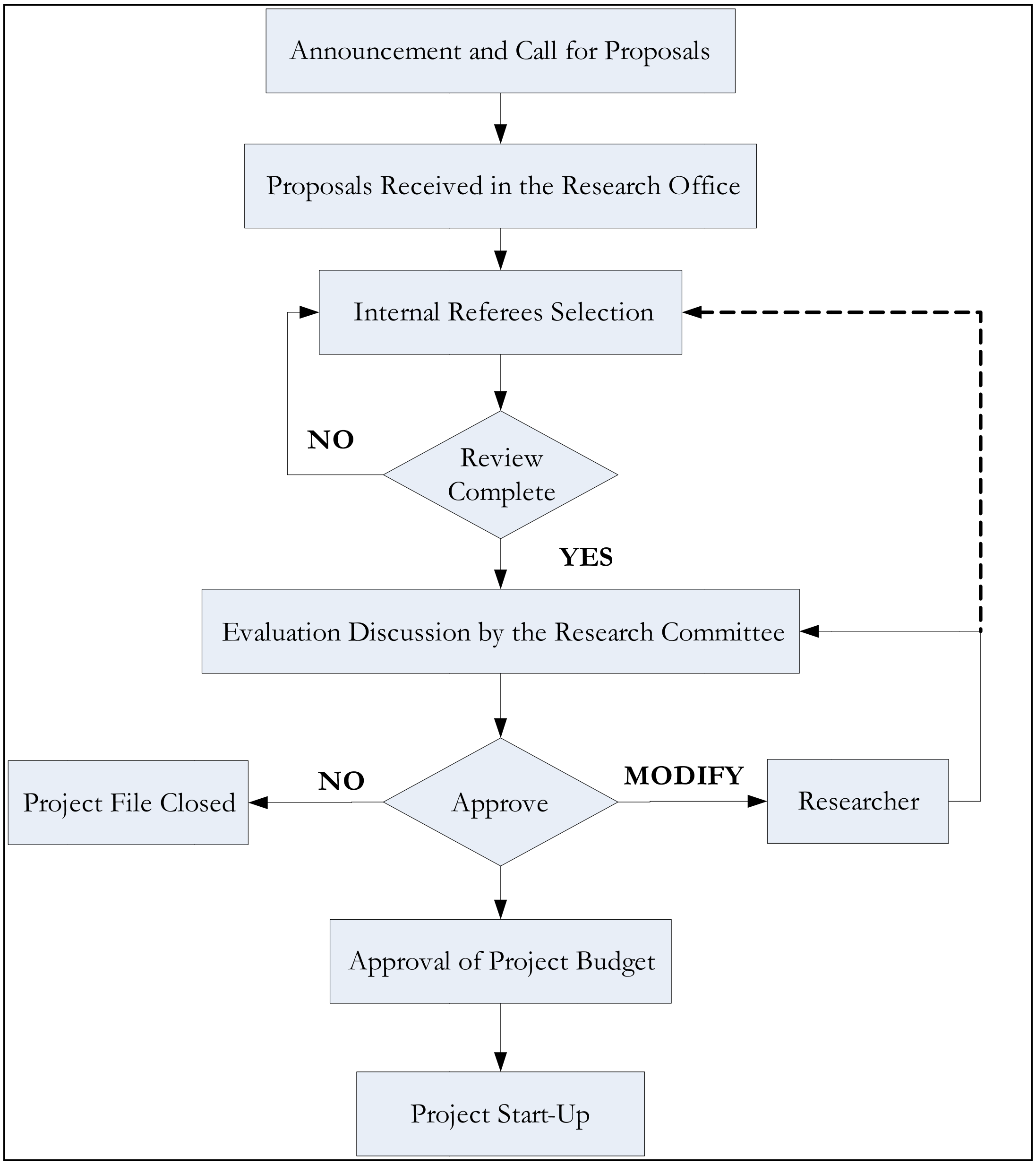


Figure 5: Flowchart Showing Processing of All University Funded Research Grants

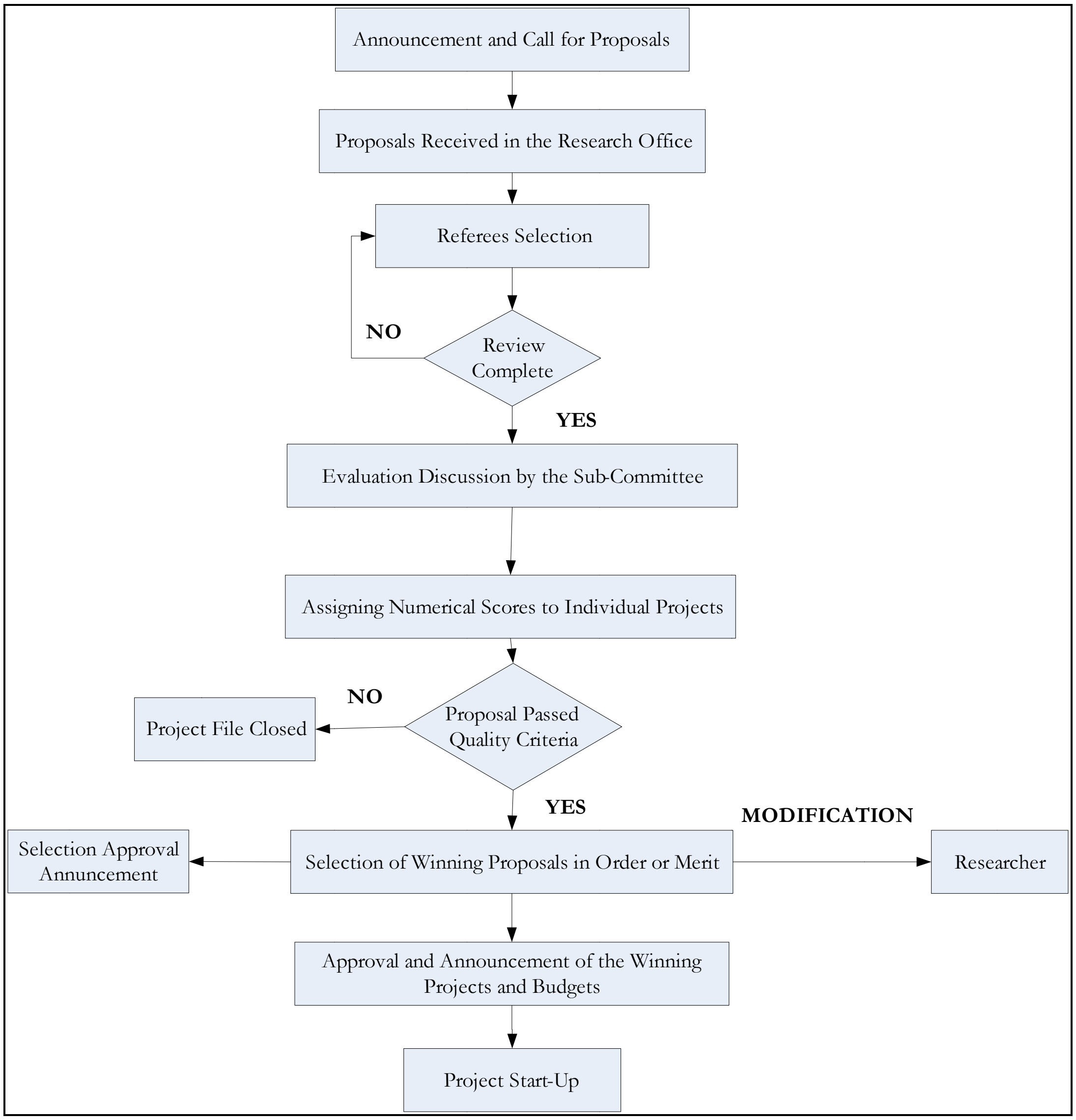


Figure 6: Flowchart Showing Processing of SABIC & Fast Track Funded Research Grants

1.2. Tracking of Submitted Proposals

Faculty members can easily monitor the progress of their submitted proposals by following the procedure explained in this section.

Step 1.2.1: Go to the E-Services located on the home page of Deanship of Research, highlighted by the red box as shown in Figure 1.

Step 1.2.2: Click on “Track Project Status”, highlighted by the red box in Figure 7 below.

Figure 7: Project Tracking Link Available under E-services

Step 1.2.3: When searching for your project, Proposal Code will be selected by default as the search criterion, but you can select Project Code instead as shown in Figure 8. Once the search criterion is selected, you may enter the appropriate in the space provided (highlighted by the green box) and then click on "Track", highlighted by the red box. A comprehensive view of the current project status is shows in Figure 9. As seen in Figure 9, the current status will be highlighted in bold compared to the other steps in the process, as highlighted by the red box in the figure.

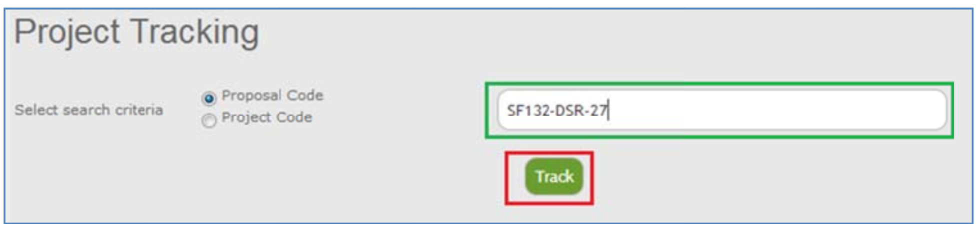


Figure 8: Tracking view showing field to enter the proposal/ project code

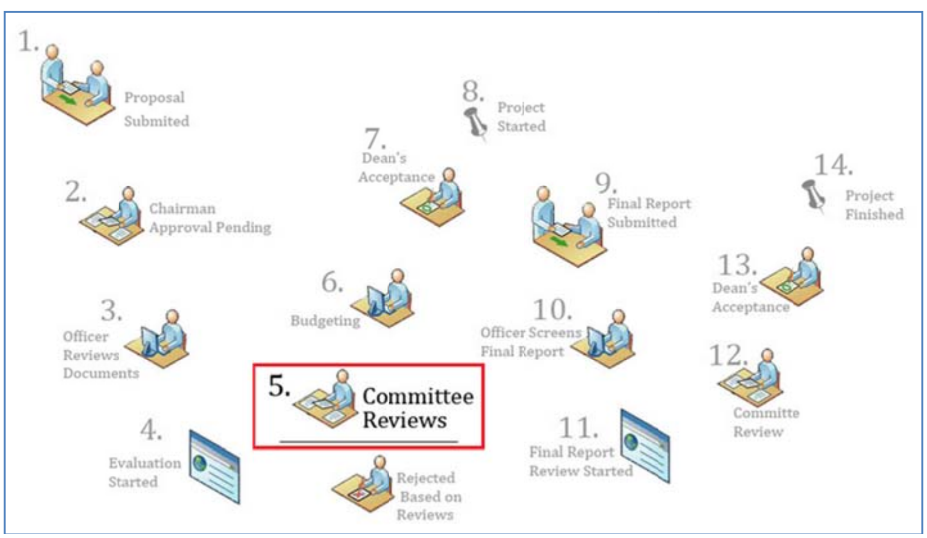


Figure 9: A comprehensive view of the current project status

2.0. Proposal Approval and the Research Agreement Form

The Research Committee decision relating to any proposal is communicated to the team members along with a copy of the Approved Budget. Once the project is approved, the team needs to complete two vital steps with the Deanship:

- **The Principal Investigator (Principal Investigator) is required to submit the Research Project Agreement Form to the Research Office, in the Deanship of Research normally within one week from the date of the approval memo after obtaining signatures from his team members and the approval of the Department Chairman. If the Department Chairman is a member of the project, then the approval should be sought from the College Dean.**

The Research Project Agreement Form can be downloaded from the DSR website through the link given below:

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/Research%20Project%20Agreement%20Form.doc

Caution: Faculty members and Researchers are advised to always download the latest form from the Website and avoid using old versions that may be available through other means, as these forms are revised from time to time.

- **The Principal Investigator needs to create the project on the ERP system online, this will be demonstrated in detailed in Section 3.0 below.**

3.0. Project Creation on Enterprise Resource Planning (ERP)/ E-Business

3.1. Project Creation

- **Step 3.1.1: Go to portal home page http://portal.kfupm.edu.sa as shown in Figure 10 below.**

Figure 10: Portal Login Page

- **Step 3.1.2: Login into the Portal (above) using your KFUPM User Name and Password**
- **Step 3.1.3: Click on "eBusiness", highlighted in red in Figure 11 below.**

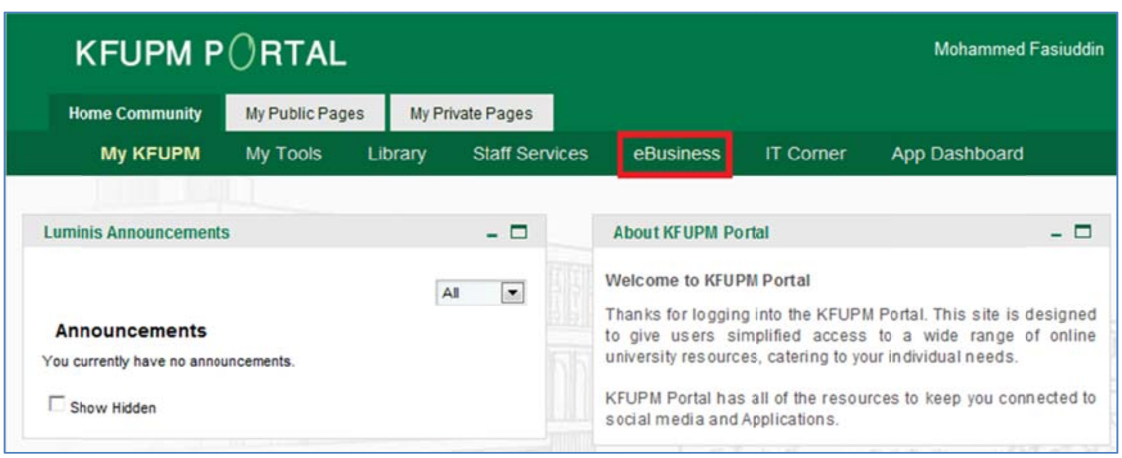


Figure 11: Link to E-Business from the Portal Web page

- **Step 3.1.4: Login into E-Business, if necessary, with the E-Business User name and Password provided by ITC, as shown in Figure 12.**

Figure 12: E-Business Login Page

- **Step 3.1.5: Click on the <u>"KFUPM Project Manager, DSR"</u> responsibility, highlighted in red in Figure 13 below, for:**
  - **Creating a newly approved project or completing an unfinished submission (first part discussed here in this section)**
  - **Creating a project's approved budget**

Caution: Please note, if the <u>"KFUPM Project Manager, DSR"</u> responsibility is not available in your e-business; please contact <u>src@kfupm.edu.sa</u> for having it added to your account.

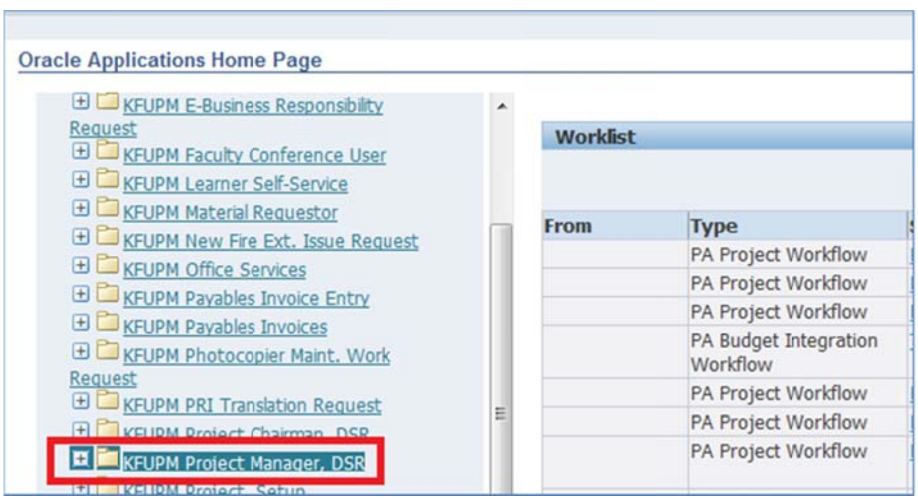


Figure 13: Link to KFUPM Project Manager, DSR responsibility to create projects and budgets

- **Step 3.1.6: To start creating a new project or to complete an unfinished submission, click on "Projects" available under KFUPM Project Manager, DSR responsibility as highlighted in Figure 14 below.**

Figure 14: Link to start creating new project(s) or complete unfinished submissions

Caution: When the application starts, a security-warning dialog may pop-up as shown Figure 15. You will need to check the box "I accept the risk and want to run this application" and click on "Run" to continue. Please note, popup blockers installed on your system may prevent the Java application from opening. As such, you may need to disable or uninstall such applications.

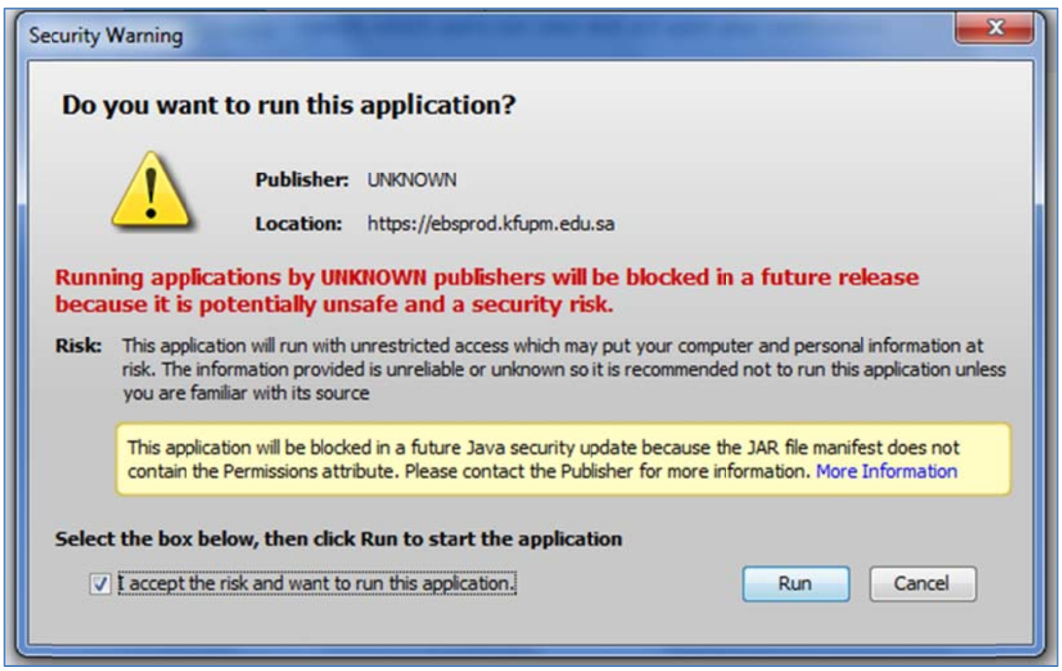


Figure 15: Security warning window when launching the Java application

- **Step 3.1.7: To start creating a new project, select "Templates" from the "Search For" field, highlighted by the red box in Figure 16.**
- **Step 3.1.8: Select the Type of grant (e.g. SABIC, Fast Track, Internal, Book Writing, Sabbatical, Junior faculty, Book Translation) from the field "Type", highlighted by the green box.**
- **Step 3.1.9: Click on the Find button, highlighted by the blue box**

Caution: Please note, to complete unfinished submissions, in Step 3.1.7, Select"Projects", shown in the red box, and enter the assigned project Number and search for the project by clicking Find, highlighted by the blue box, and then skip to Step 3.1.21.

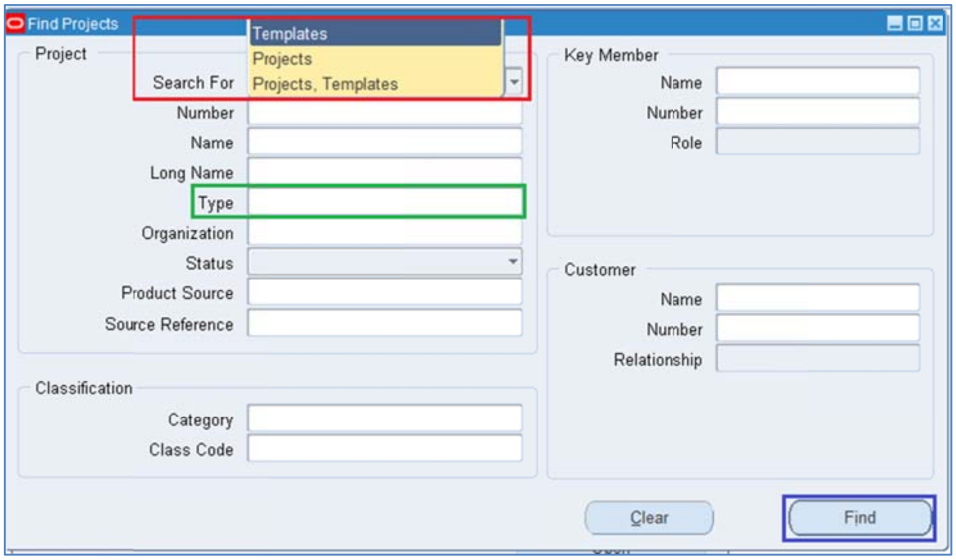


Figure 16: Overview of Java Form to Create and Search Projects

- **Step 3.1.10: Corresponding project template will open in a new form as shown in Figure 17. Click on "Copy To", highlighted by the red box. Another new form "Project Quick Entry" opens, as shown in Figure 18.**

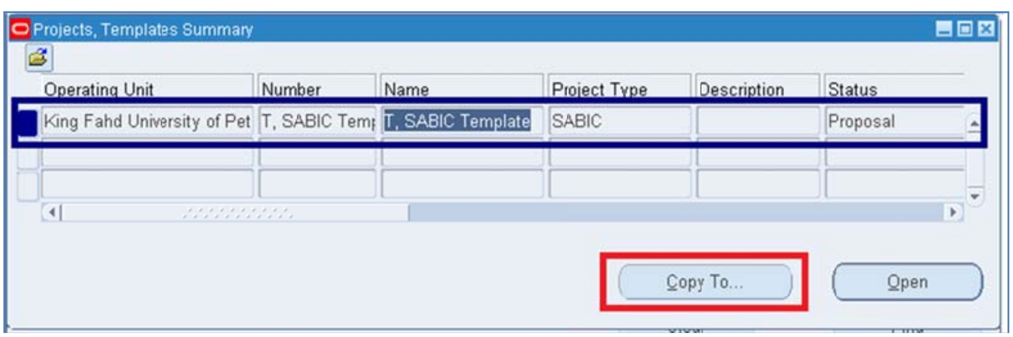


Figure 17: An Overview of Projects, Template Summary Form: SABIC Template for example

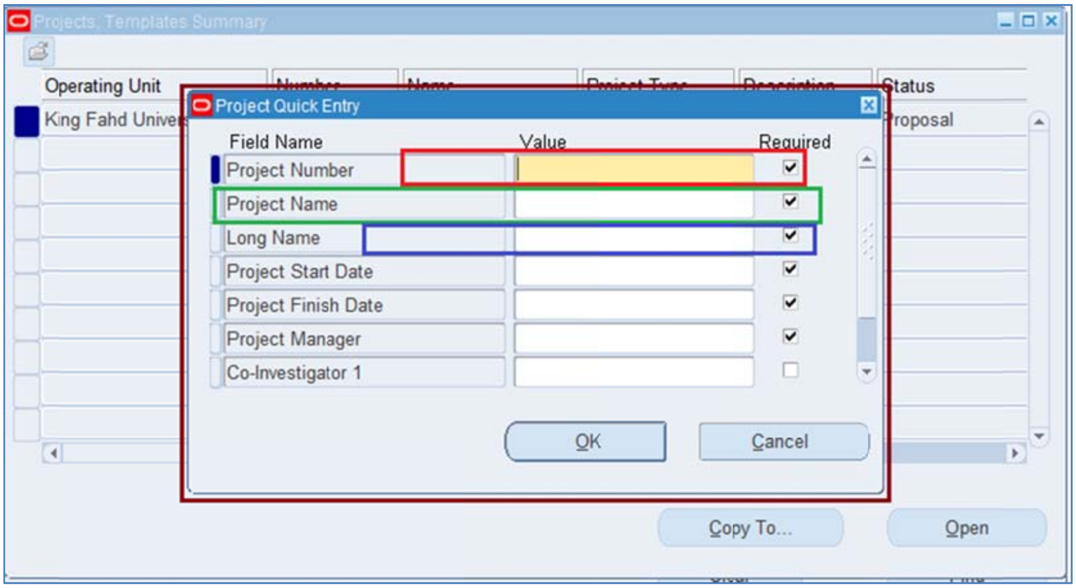


Figure 18: An Overview of Project Quick Entry Form

- **Step 3.1.11: Enter the Project Number assigned by DSR (the red box, Figure 18)**
- **Step 3.1.12: Enter the short Name (the green box)**
- **Step 3.1.13: Enter the complete Project Title (the blue box)**
- **Step 3.1.14: Enter the Start and End Dates as per the Approved Research Project Agreement Form**

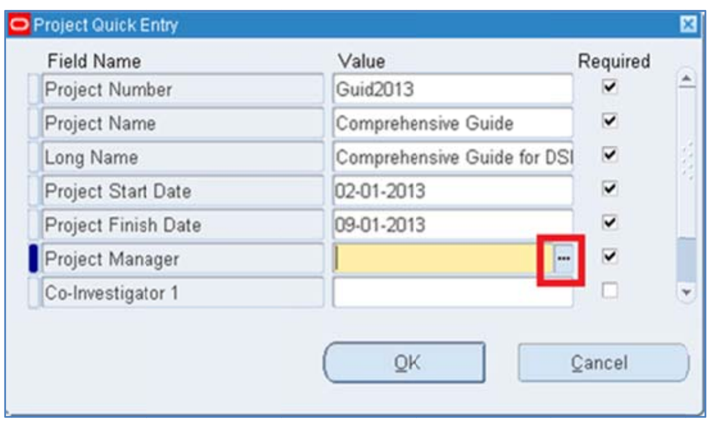


Figure 19: Another view of partially filled Project Quick Entry Form

- **Step 3.1.15: Click on the three dots highlighted by the red box in Figure 19 against the project manager to search for the name (Names and ID's are stored and captured from the HR Database).**
- **Step 3.1.16: A new form opens. Use % in the Find field (the green box) and enter a partial name as shown in Figure 20.**

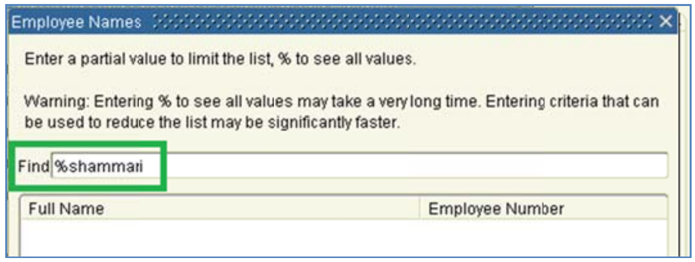


Figure 20: Java Form to search for employee

- **Step 3.1.17: A list of names will appear as shown in Figure 21. Select the appropriate name and click OK.**

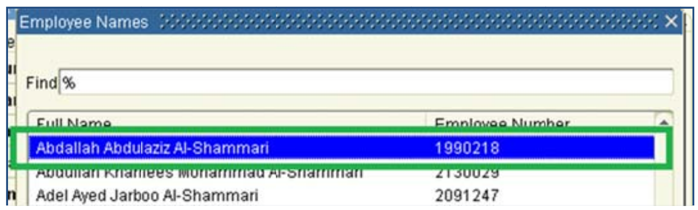


Figure 21: An overview of the results from the search for employee

Caution: Please note that the name of the Co-Investigator(s) (if any) can be entered later as it is not mandatory at this stage

- **Step 3.1.18: Enter Keywords separated by commas in the Keywords field (the red box); A minimum of three keywords is required as shown in Figure 22.**
- **Step 3.1.19: Enter the academic term (the green box) in which the project has been approved as shown in Figure 22.**

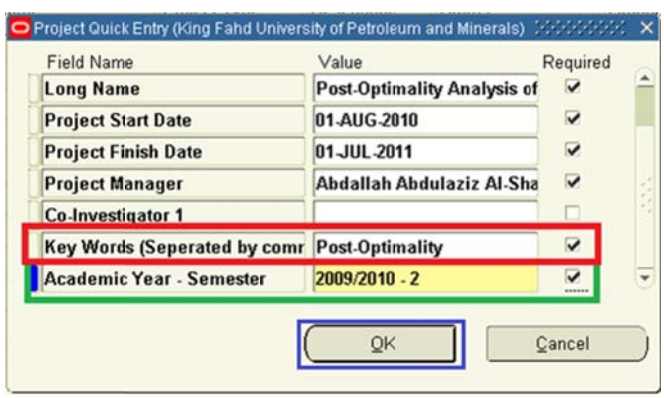


Figure 22: A Comprehensive view of Completed Project Quick Entry Form

- **Step 3.1.20: Click OK (the blue box) as shown in Figure 22 to SAVE the Project Creation**
- **Step 3.1.21: The Project has now been created and will now appear in the list of projects, (the green box), shown in Figure 23.**

- **Step 3.1.22: Click on "Open" (the red box) as shown in Figure 23 to complete the submission as explained below.**

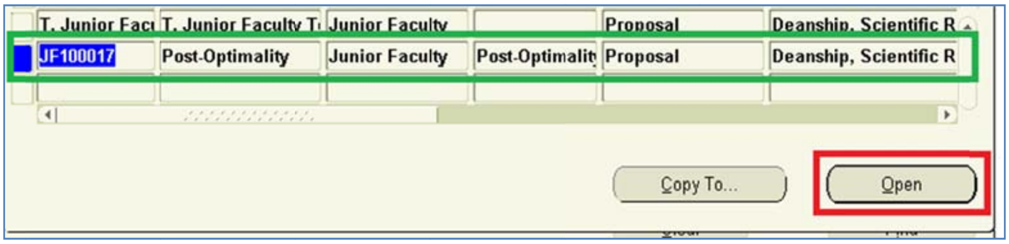


Figure 23: A Comprehensive view of list of projects for a particular individual

- **Step 3.1.23: Click on the blank field (the red box) as shown in Figure 24 to enter your department. The project manager will enter here his department, to which he is affiliated.**

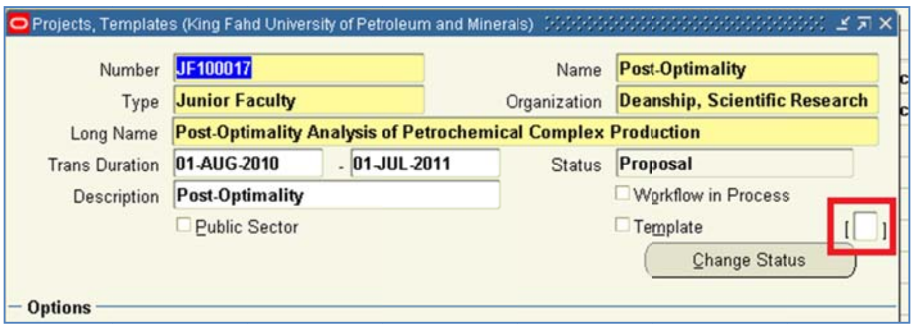


Figure 24: A Comprehensive view of projects form to enter academic department

- **Step 3.1.24: A new form opens, use % and enter a partial name of your department as shown in Figure 25 (the green box) and click OK (the red box) to select the department from the list of values.**

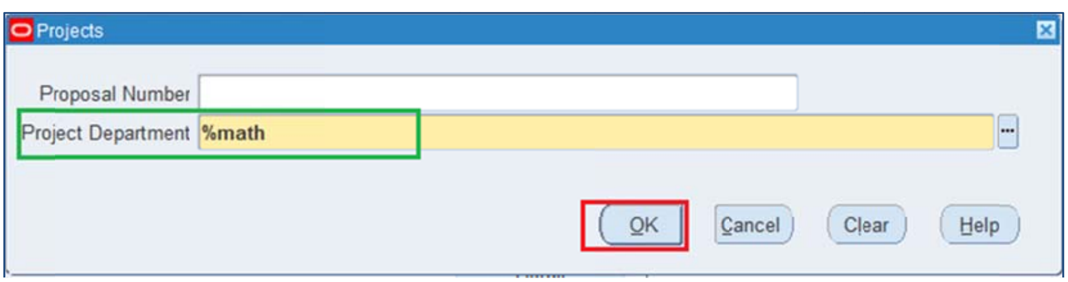


Figure 25: Java Form to search for academic department

- **Step 3.1.25: List of matching department names will appear as shown in Figure 26. Select your department (the green box) and Click OK (the red box) to Exit.**

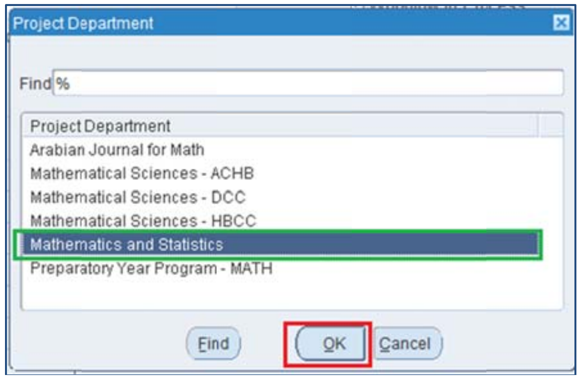


Figure 26: An overview of the results from the search for departments

- **Step 3.1.26: Click the Yellow Floppy Disk in the top toolbar menu to save the entry as shown in Figure 27 (the red box)**

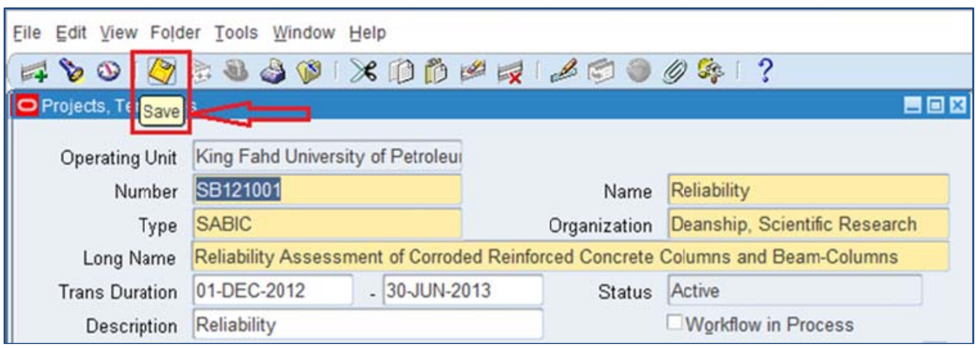


Figure 27: Option to save the data entries

- **Step 3.1.27: Click on Key Members (the red box) so that it is highlighted in blue color to enter the details of the Investigators if any. Then Click on Details (the green box) to enter the member's Information, as shown in Figure 28.**

Figure 28: Option to enter details of other key members (if any)

Caution: The name of the project manager will be available from the entry made in Step 3.1.15 – 3.1.17, so he should not be entered again. Also secretaries, technician, and students name should not be entered here.

- **Step 3.1.28: Click on the three dots (the red box) against the blank Employee Name field to search for the name (Names and ID's are stored and captured from the HR Database), as shown in the Figure 29.**

Figure 29: Java Form to enter key members (Co-Investigators only)

- **Step 3.1.29: A new form opens up. Use % and enter partial name as in the find field (the green box) and as shown in the Figure 30.**
- **Step 3.1.30: If multiple entries appear, select the right name. The selected name will be highlighted in dark blue, (as shown in the red box in Figure 30). Then, click OK (the blue box) to save the entry as shown in the Figure 30.**

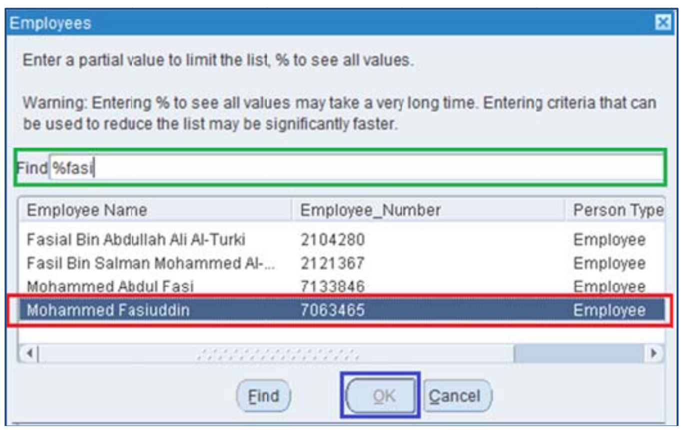


Figure 30: Java Form to search for employee

To enter more Investigators repeat "Step 3.1.28" and "Step 3.1.30" until all the entries are done

- **Step 3.1.30: By default, the key member forms allow only seven co-investigators to be added, however if there are more, then select any row (the selected row will be highlighted in dark blue, see Figure 31 (the green box) and click on "Plus Sign" (Top left Corner) as shown in Figure 31 (the red box). A new blank row will be added, as seen in Figure 31 (the blue box).**

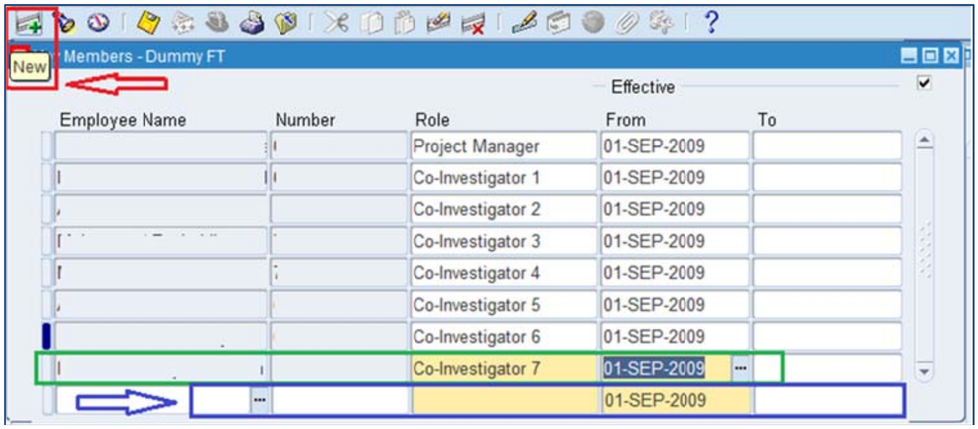


Figure 31: Procedure for adding new Row to Key member form

Caution: After entering the details of the key members, only the first part of creating the project in ERP is complete. However, as seen from the Figure 32 below, the project status still shows as "Proposal". The Second Part of the Budget Creation and Submission needs to be completed (explained below in Section 3.2) before the system allows changing the status from "Proposal" to "Submitted".

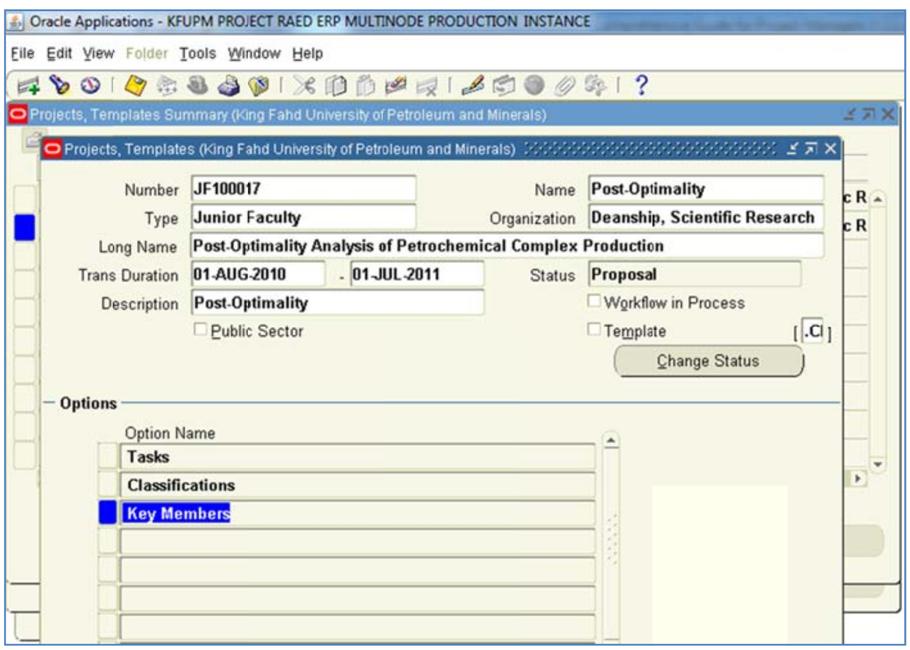


Figure 32: An overview of the Project Creation

- **Step 3.1.31: Close all windows and navigate back to the main window as shown in the Figure 33.**

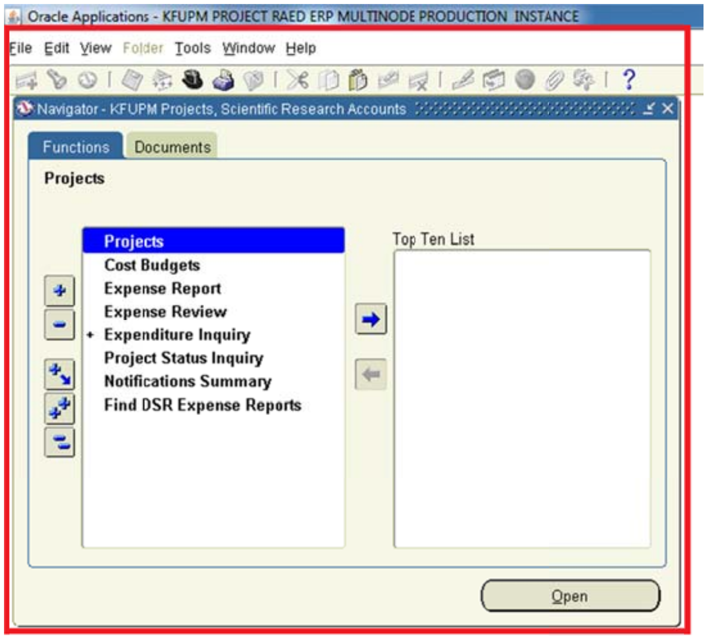


Figure 33: Main Window for Projects Module

The next part concerning Budget Creation and Submission can be done through two options, namely:

- **Option # 1: If you would like to come back later, "Exit" Oracle Application by either closing the window shown above or by selecting "Exit" from the File Menu (located on the Top of the browser page)**

For proceeding with the completion of Budget Creation using Option # 1, follow steps Step 3.2.1 onwards of this document.

- **Option # 2: Budget Creation can be done right away by selecting "Cost Budgets" from the Figure 33 and clicking Open.**

For proceeding with the completion of for Budget Creation using Option # 2, Skip to Step 3.2.7 of this document.

3.2. Budget Creation on ERP

- **Step 3.2.1: Go to portal home page http://portal.kfupm.edu.sa as shown in Figure 34**

Figure 34: Portal Login Page

- **Step 3.2.2: Login to the Portal (above) using your User Name and Password**
- **Step 3.2.3: Click on "eBusiness" as shown in Figure 35 (the red box).**

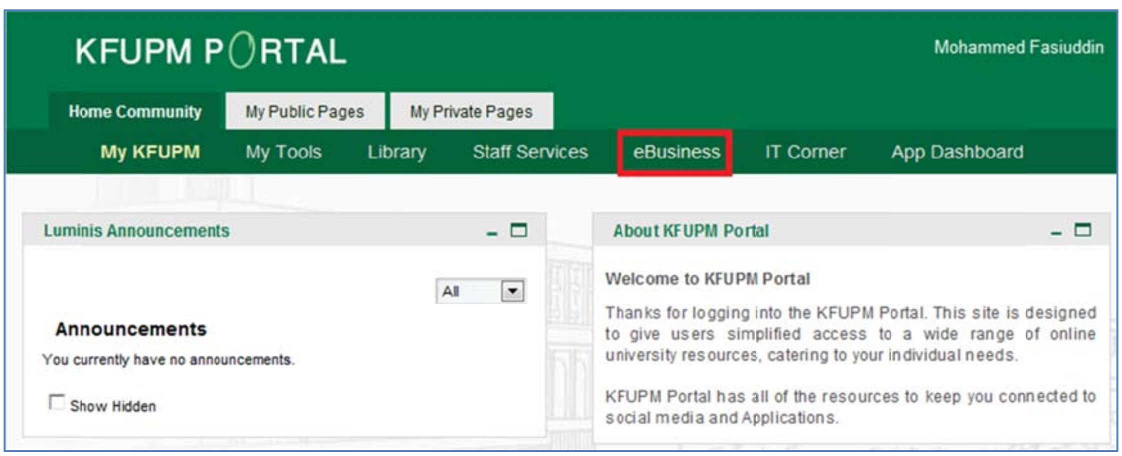


Figure 35: Link to E-Business from the Portal Web page

- **Step 3.2.4: Login into E-Business with the User name and Password provided by ITC as shown in Figure 36.**

Figure 36: E-Business Login Page

- **Step 3.2.5: Click on the <u>"KFUPM Project Manager, DSR"</u> Responsibility (the red box) as shown in Figure 37.**

Figure 37: Link to KFUPM Project Manager, DSR responsibility to Create Budget

- **Step 3.2.6: To start creating budget(s) or complete unfinished submissions click on "Cost Budgets" (the red box) available under KFUPM Project Manager, DSR responsibility as shown in Figure 38.**

Figure 38: Link to Start Creating New budget(s) or complete unfinished submissions

Caution: The application starts by opening a new Java window as shown in Figure 39 for entering the approved budget. Restrictions on running Java applications or the existence of pop blockers in your system may prevent the window from opening. Make sure that Java is granted the required permissions, and that pop-blockers (if any) are disabled.

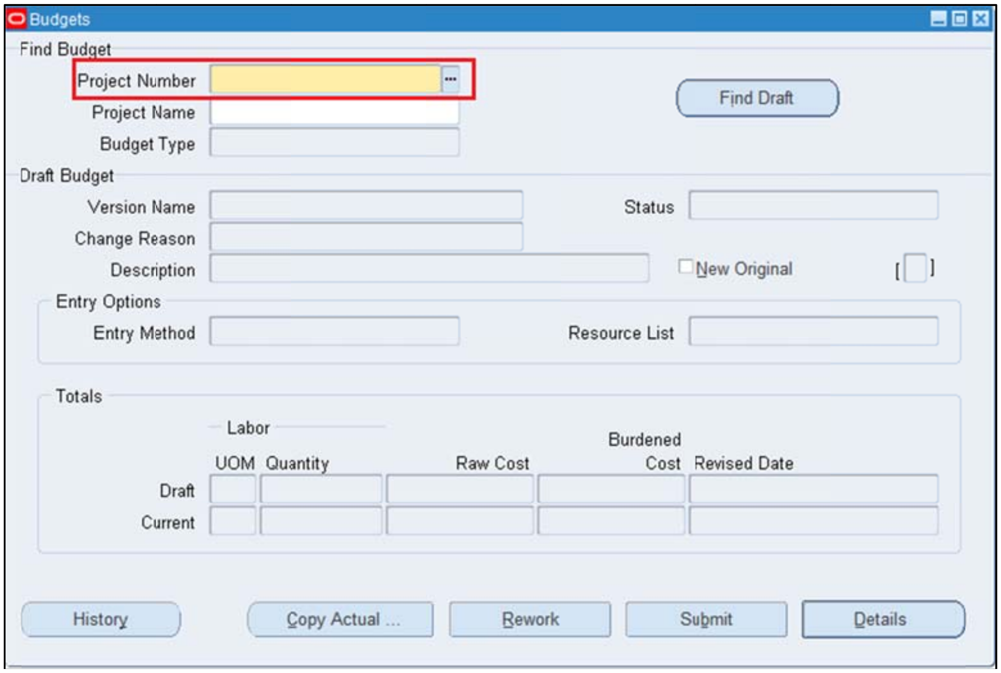


Figure 39: Main Form for Entering the Approved Budget

- **Step 3.2.7: Enter the Project Number in the first cell (the red box), shown in Figure 39 above. Press "Tab", and the System will automatically populate the Project Name and budget Type and the cursor will move automatically to the Budget Type Cell, as shown in Figure 40.**

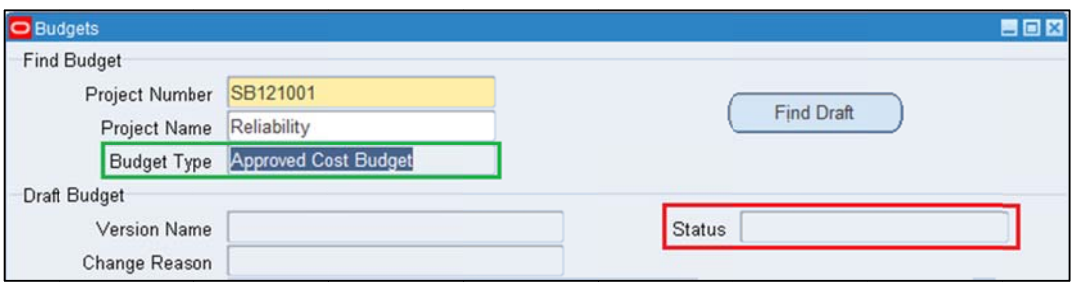


Figure 40: Procedure to locate an already existing project for budget entry

- **Step 3.2.8: The status field (the red box) in Figure 40 above is Null (or empty) and pressing the Tab key again changes the status to "Working" (the red box) as seen in Figure 41. In addition the following changes also happen**
    - **Entry Method is automatically populated (the green box in Figure 41)**
    - **Resource list is automatically populated (the green box)**
    - **Budget creation date is automatically populated (the blue box)**

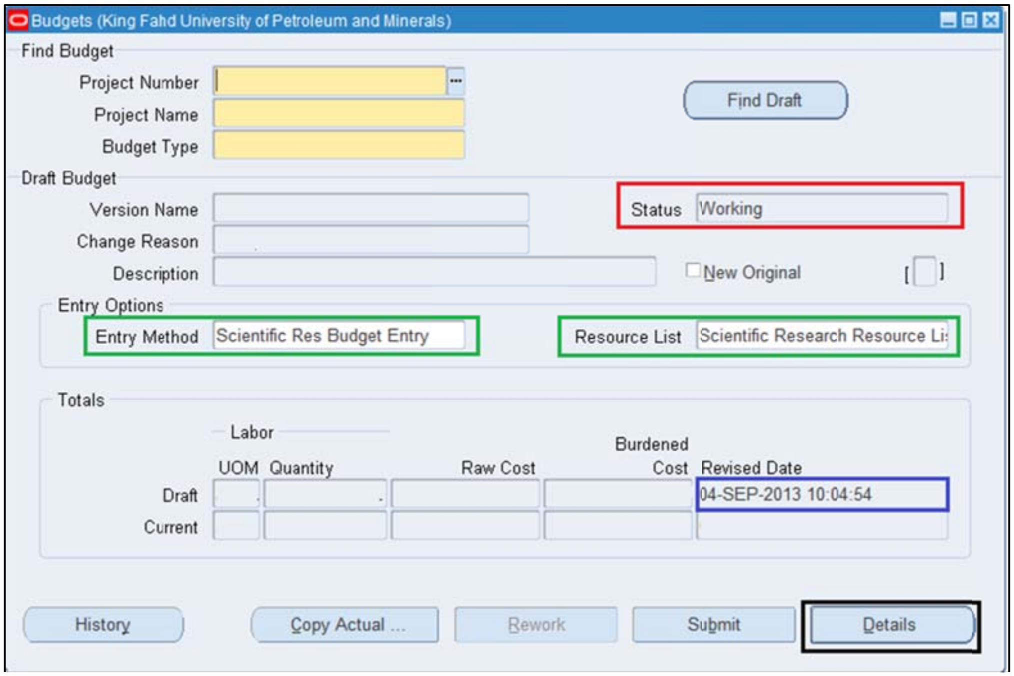


Figure 41: Comprehensive view of the Budget Entry First Form

- **Step 3.2.9: Click on Details (black box in Figure 41 above) at the bottom of budget entry form to enter the detailed budget. A new form opens as shown in the Figure 42.**

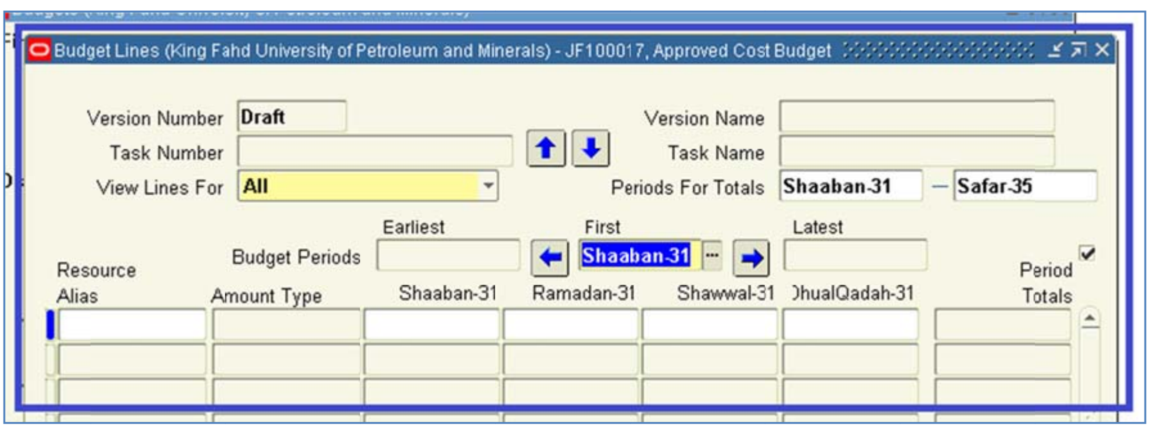


Figure 42: Detailed budget lines entry form

Start Entering the Budget Lines as per the Approved Itemized Budget (of which a copy is sent to the PI from the Research Office along with the Project Approval memo), starting from the First Row under Resource Alias

- **Step 3.2.10: Click on the 3 dots (the red circle), as shown in Figure 43 to open a new window for the resources list.**

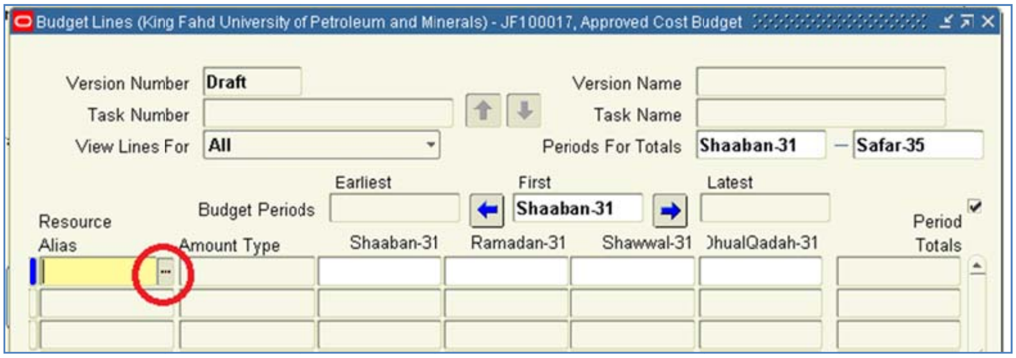


Figure 43: Procedure to open the budget lines resource list

- **Step 3.2.11: Once the resource list opens (Figure 44 below), use % Sign in the empty space (the green box) and click Find to generate a list of Resources as shown in Figure 45.**

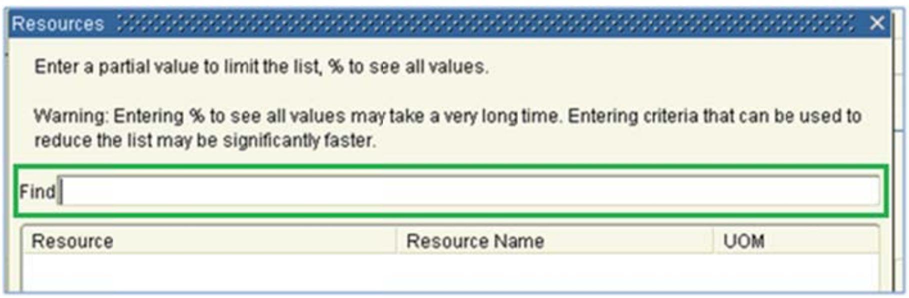


Figure 44: Procedure to locate the budget items on the resource list

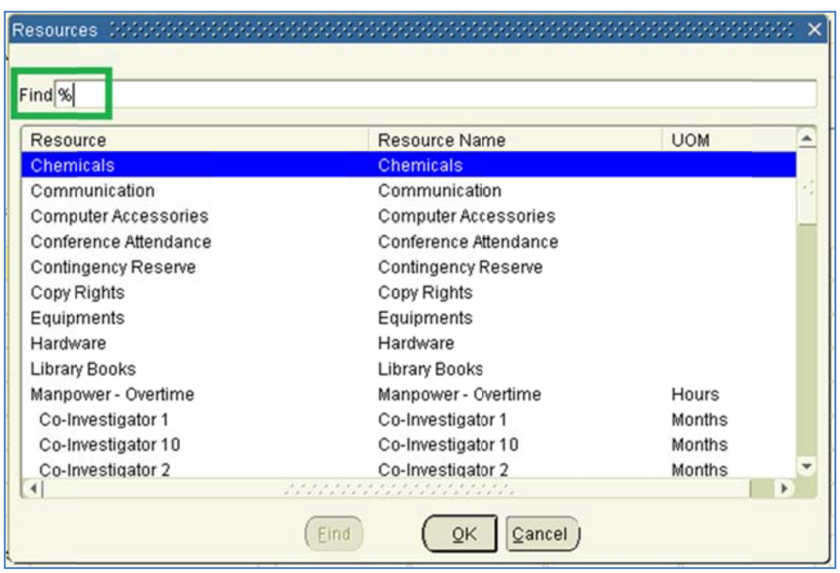


Figure 45: An overview of the budget items on the resource list

- **Step 3.2.12: Select the desired resource and it will be highlighted in blue (e.g. Chemicals is selected in Figure 46), and then click OK.**

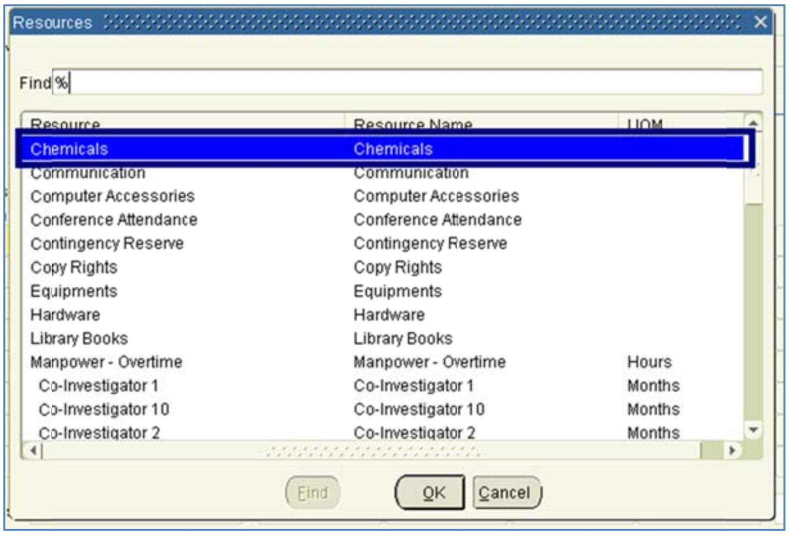


Figure 46: Selecting the appropriate resource item from the list

- **Step 3.2.13: Click on the three dots (the red box in Figure 47), and a new window opens. From the available entries, select Amount Type as "Raw Cost" (the blue box) as shown in the Figure 47.**

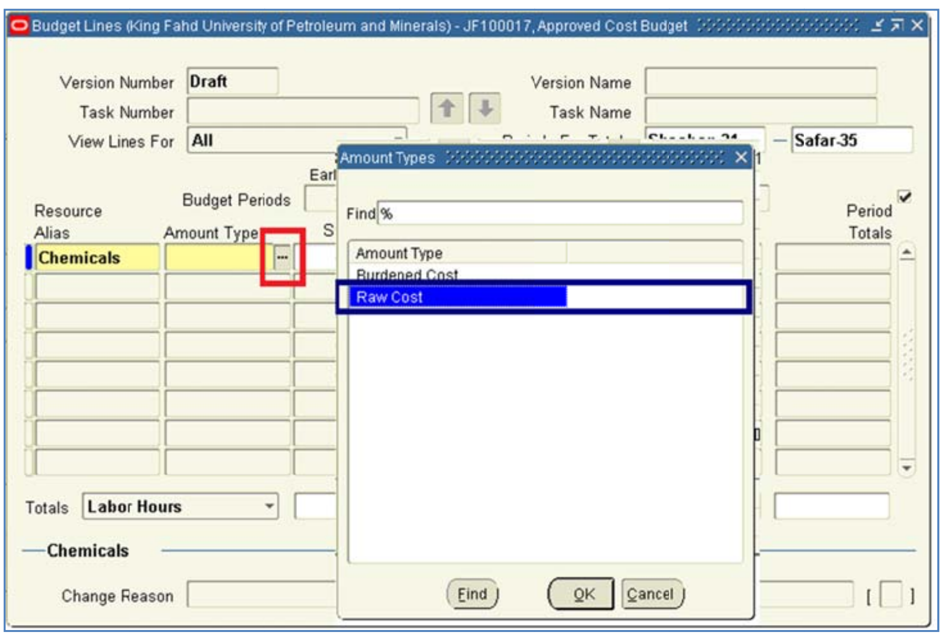
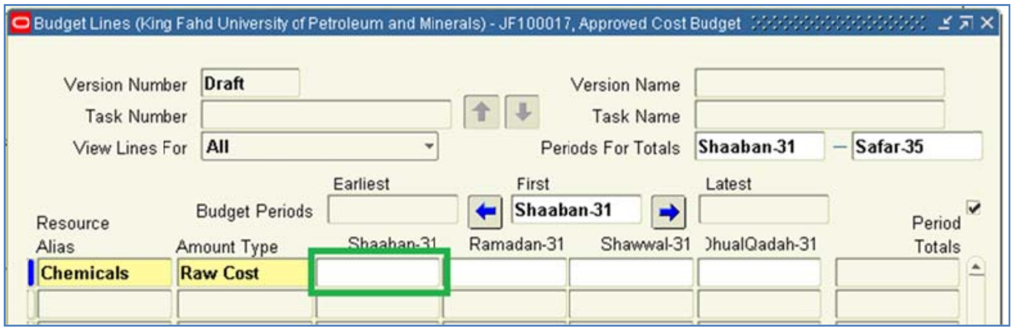
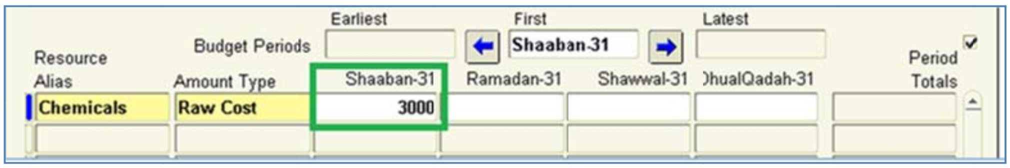


Figure 47: Selecting the appropriate Type of Cost under Amount Type

- **Step 3.2.14: Enter the amount in the cell next to the Amount Type (the green box in Figure 48) in the column titled with the Arabic month as shown in Figures 48(A) and 48(B).**



(A)



(B)

Figure 48: Entering the approved funds allocation against the resource item

- **Step 3.2.15: Now move to the next row (the cells just below the filled-in ones) and repeat Steps 3.2.10 through 3.2.14 to enter the remaining budget items. A more comprehensive Figure of various entries is shown in the Figure 49.**

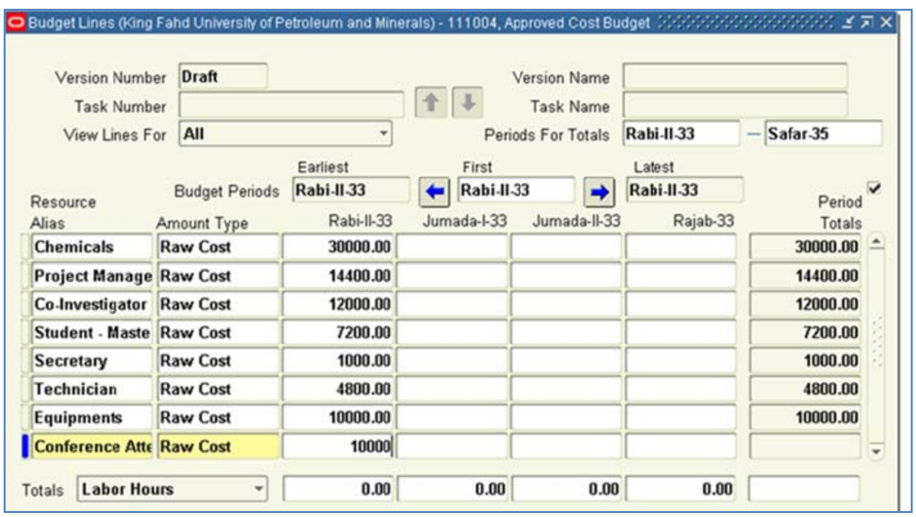
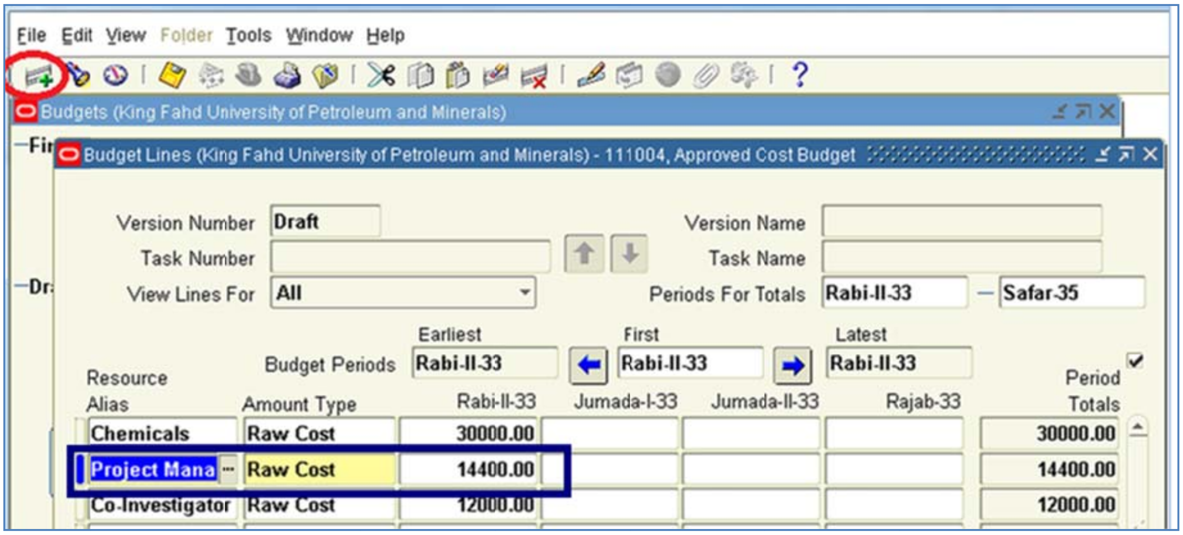


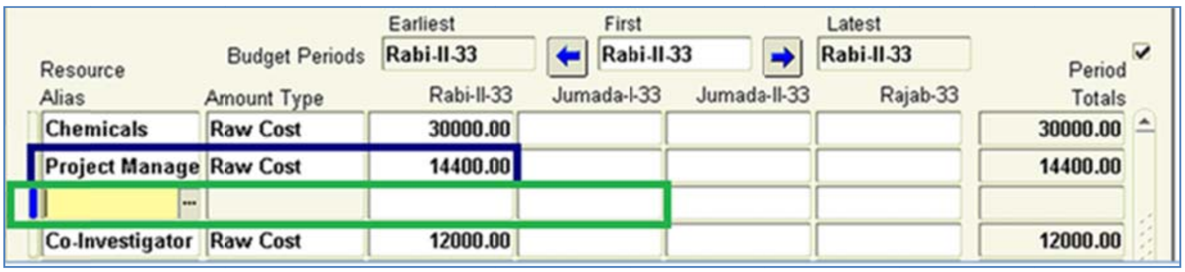
Figure 49: Comprehensive view of the budget items entered as per the approved budget

If all the budget lines are exhausted as shown in Figure 49 and the approved budget still have more items to be entered, new rows need to be added and the procedure is explained below.

- **Step 3.2.16: Select any completed cell (gets highlighted in blue) and then click the "Plus sign" (the red circle in Figure 50(A)) on the top-left corner as shown in Figure 50(A). A new row immediately after that selected row is added, as shown in Figure50(B) (the green box).**



(A)



(B)

Figure 50: Procedure to add new rows to the budget sheet

- **Step 3.2.17: Repeat Step 3.2.16 for adding more rows and then follow Step 3.2.10 through Step 3.2.14 to enter the data for the newly added budget item.**
- **Step 3.2.18: Once all approved items are entered in the budget lines, click the Yellow Floppy Disk (the red box) in the top Toolbar Menu to save the entries as shown in the Figure 51.**

The System will automatically calculate "Burdened Cost" (highlighted in blue in Figure 52) for all items and "Month" (the green box) (with Zero Value, since the value was entered as Raw Cost) for Manpower (Please do not be alarmed, as this is how it is done). A comprehensive Figure is shown in the Figure 52.

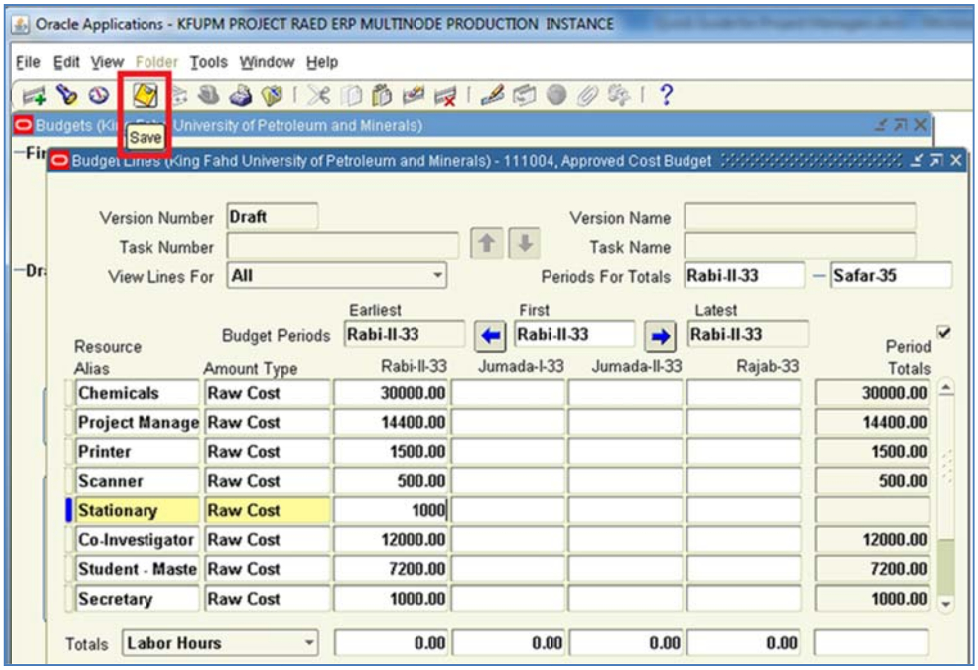


Figure 51: Procedure to save the budget lines entry

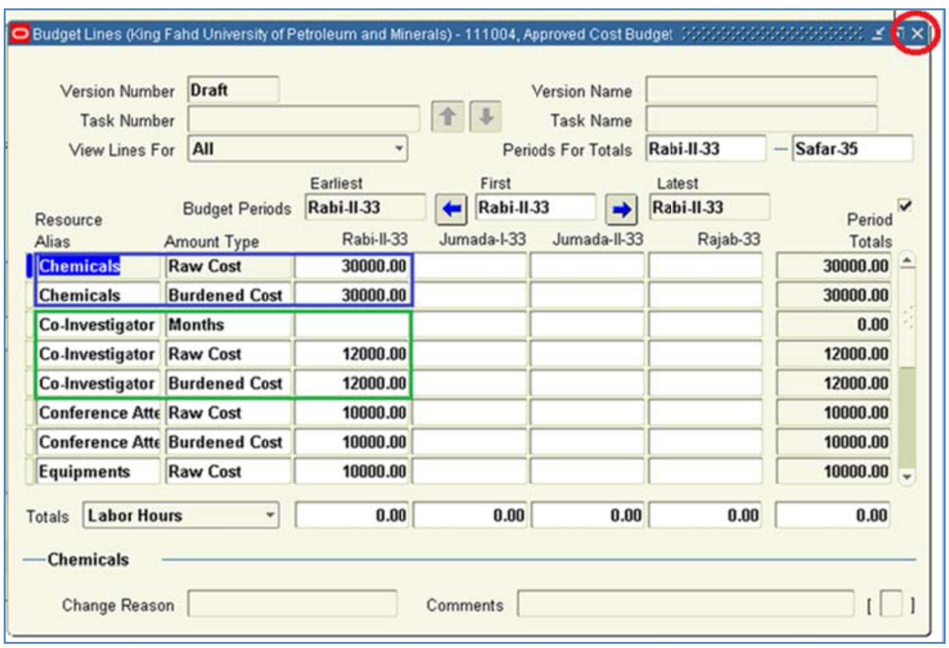


Figure 52: Comprehensive view of budget entry form after saving data

- **Step 3.2.19: Close the Budget Lines Window by clicking the "X" (the red circle) as shown in the Figure 52.**

- **Step 3.2.20: This takes you to the main Budget Window as shown in Figure 53. Verify the approved budget against the total value entered "Raw Cost" (the blue box) and then Click on "Submit" (the red box) as shown in Figure 53.**

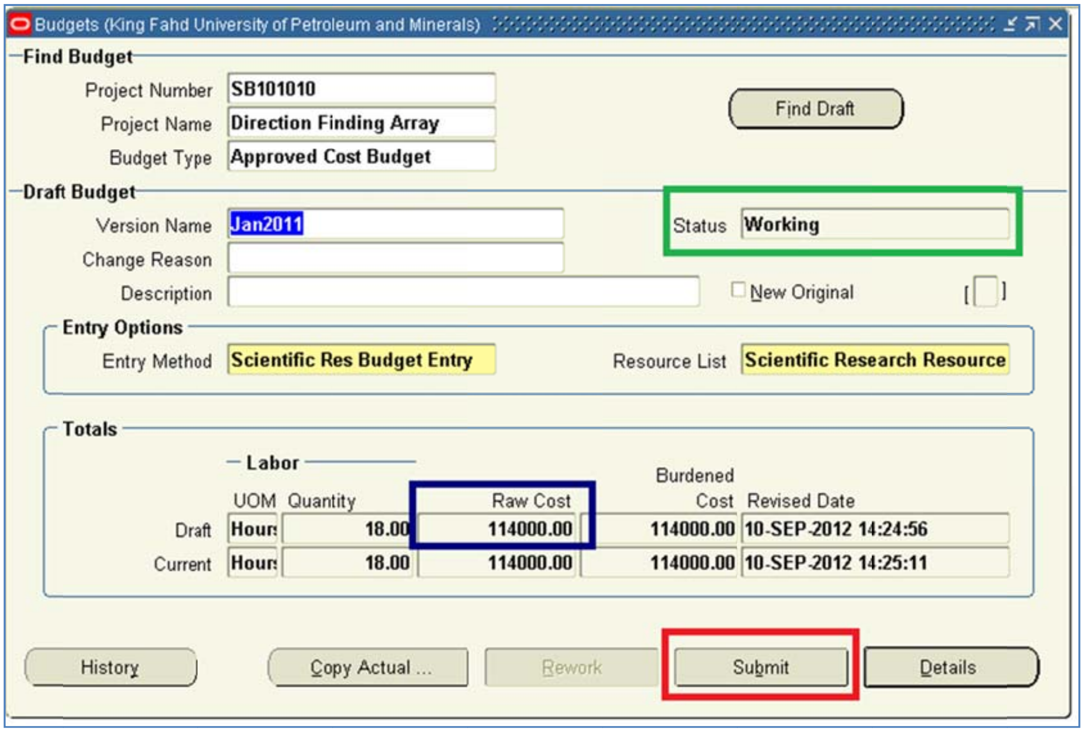


Figure 53: Comprehensive view of Main budget entry form

Once Submitted, the Status of the budget (the green box) in Figure 53 changes from Working to Submitted shown in the Figure 54.

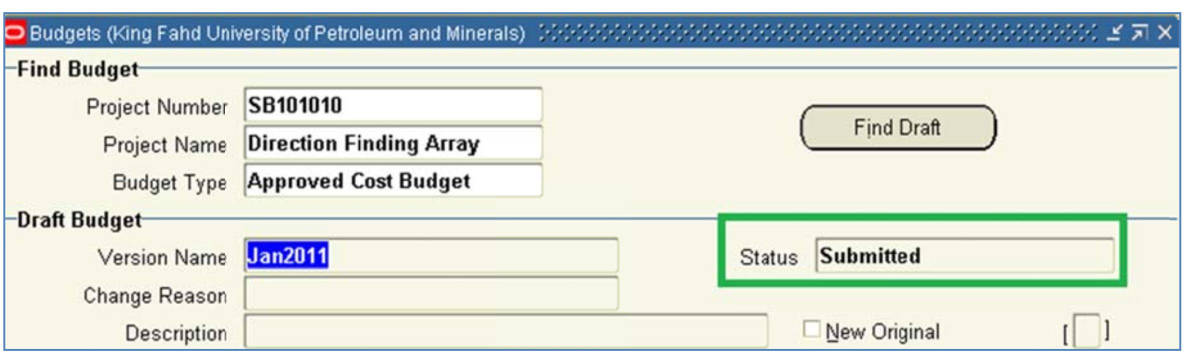


Figure 54: Reflecting the changes to the budget status

- **Step 3.2.21: After budget submission, the second part of creating project ERP is also complete. Close the Budget Main Window by Clicking the "x" at the top-right corner (highlighted by the red circle in Figure 55). This takes you to the main Navigator Window as shown in Figure 56.**

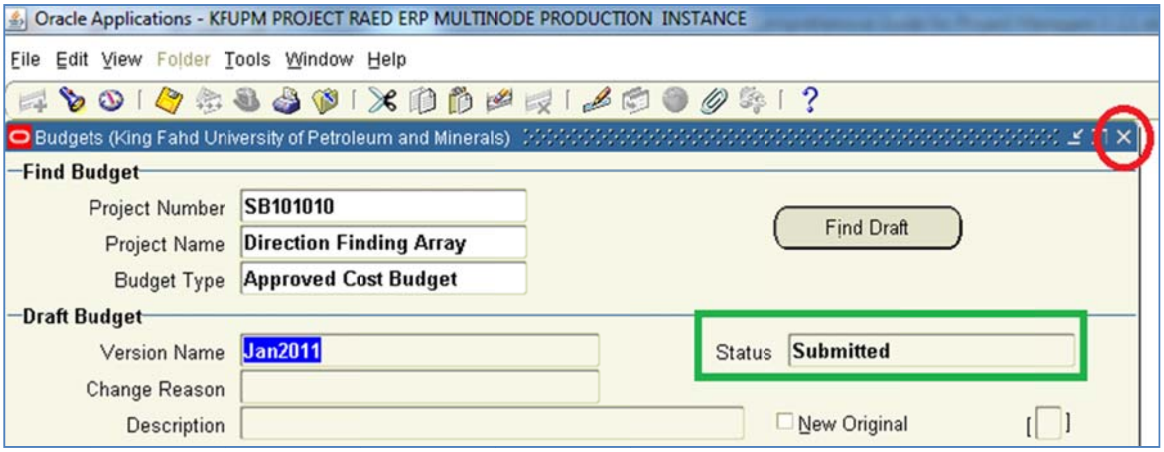


Figure 55: Procedure to exit the Budget entry form to navigate to main window

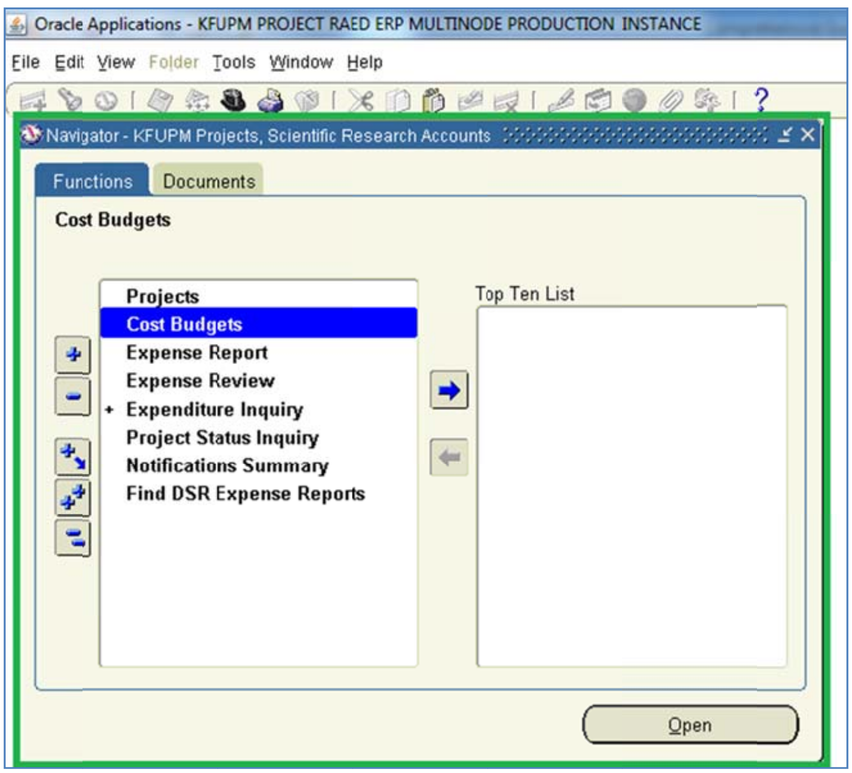


Figure 56: An overview of the Project Navigation Main Window

3.3. Modifications to the Submitted Budget

The project budget can be modified as long as the project status is "Proposal" and the procedure is explained in this Section. The budget submission should not be mistaken for project submission. Once the project status is changed (which will be explained in Section 3.4), no changes can be made to the project.

- **Step 3.3.1: After submitting the budget, budget status showing "Submitted" (the red box) as explained in Step 3.2.20 (See Figure 53), the view will appear as shown in Figure 57. In case budget modifications or rectifications are needed, click on "Rework" (the green box).**

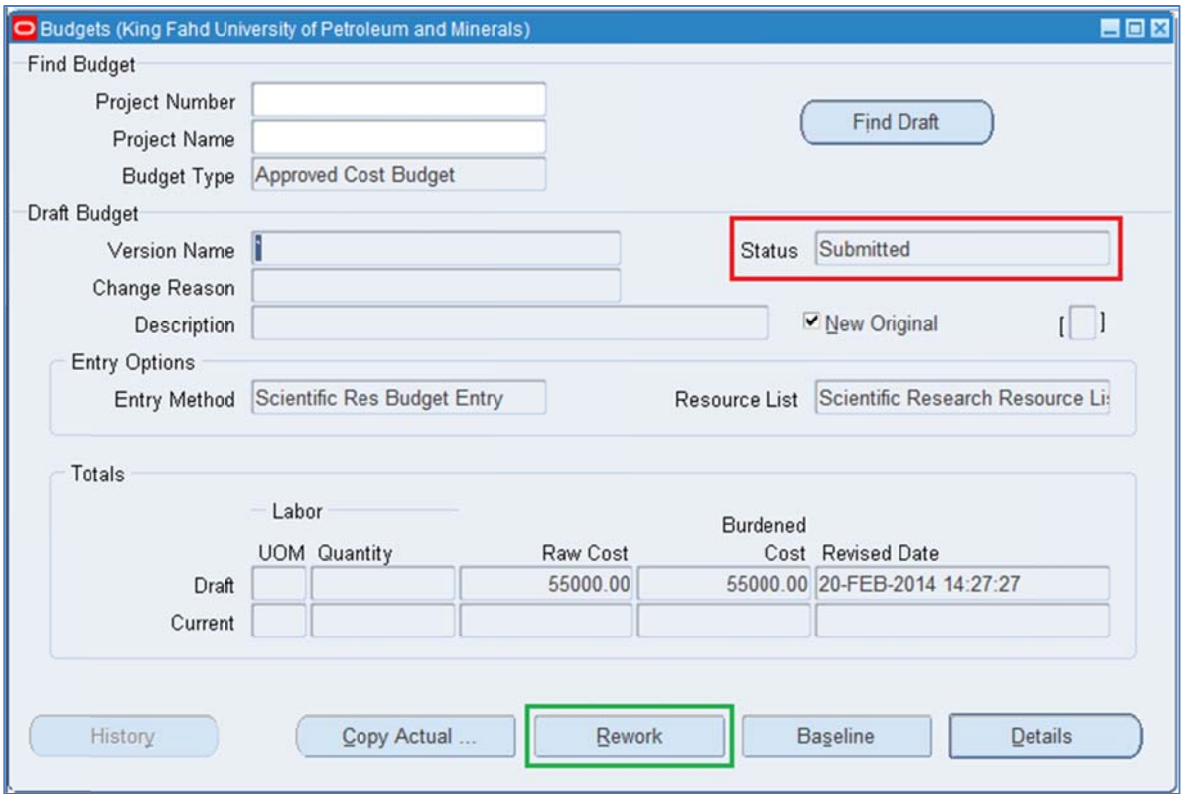
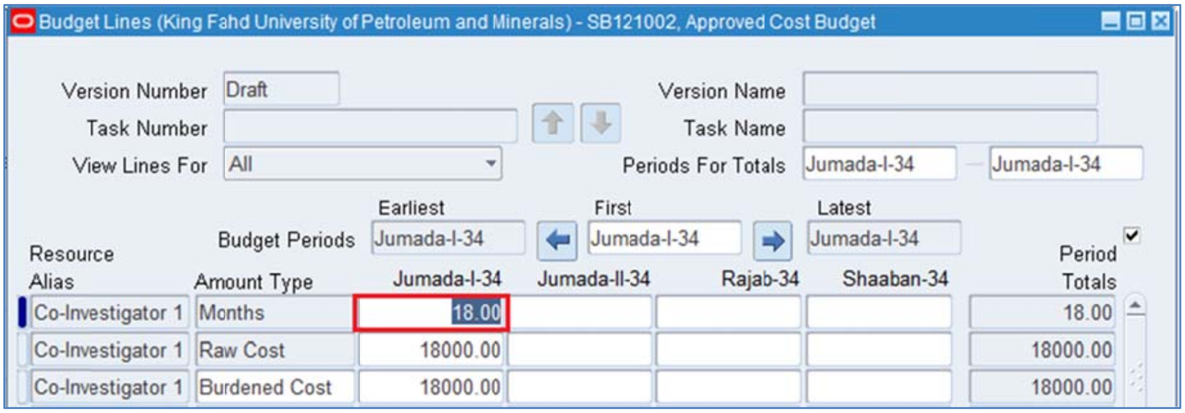


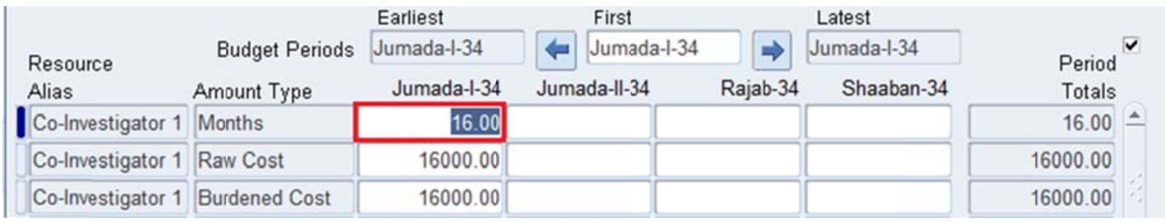
Figure 57: Comprehensive view of budget form after budget submission

The Budget lines entry form open and the field(s) requiring the modification or rectification should be selected first, as shown in Figure 58 (A).

- **Step 3.3.2: For instance in case of this project under test, say the "Co-Investigator 1" hours needs to be changed from the original existing value. Select the field as shown in Figure 58 (A) and modify it. The changes are immediately reflected as shown in Figure 58 (B).**



(A)



(B)

Figure 58: Procedure for modification or rectification of existing budget value

- **Step 3.3.3: Once the changes are done, click the Yellow Floppy Disk (the red box) on the Top Menu to Save the entries as shown in the Figure 51.**

- **Step 3.3.4: Close the Budget Lines Window by clicking the "X" (the red circle) as shown in Figure 52.**

- **Step 3.3.5: This takes you to the main Budget Window as shown in Figure 53. Verify the approved budget against the total value entered "Raw Cost" (the blue box) and then click on "Submit" (the red box) as shown in Figure 53.**

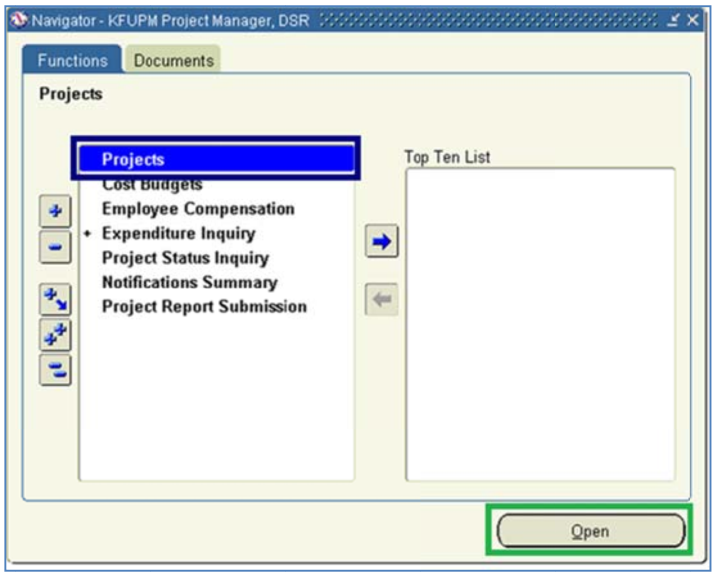
- **Step 3.3.6: After Budget Submission, the second part of creating project ERP is also complete. Close the Budget Main Window by clicking the "X" marked in (the red circle) as shown in the Figure 55. This takes you to the main navigator window as shown in Figure 56.**

Now you need to go and change the status of the project, which will be explained in the next section 3.4 in detail.

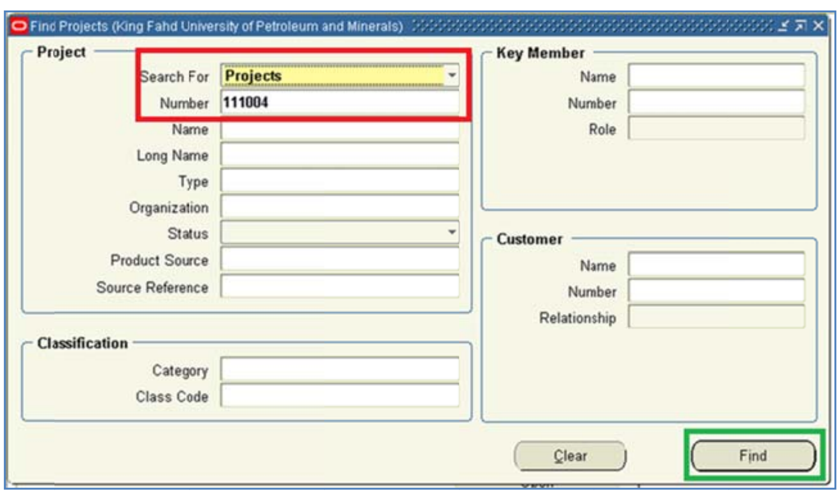
3.4. Changing Project Status

Project creation and budget submission are now complete. However, the status of the project needs to be changed, which is explained in this section

- **Step 3.3.1: In the Main Navigator Window shown in Figure 59 (A), select "Projects" (the blue box) and click "Open" (the green box).**
- **Step 3.3.2: Select "Projects" from the Search For field and enter the Project Number (the red box) and click Find (the green box), as shown in Figure 59 (B).**



(A)



(B)

Figure 59: Procedure for opening a working project

- **Step 3.3.3: A new window open ups showing the working project. Select the project and click Open, as shown in Figure 60**

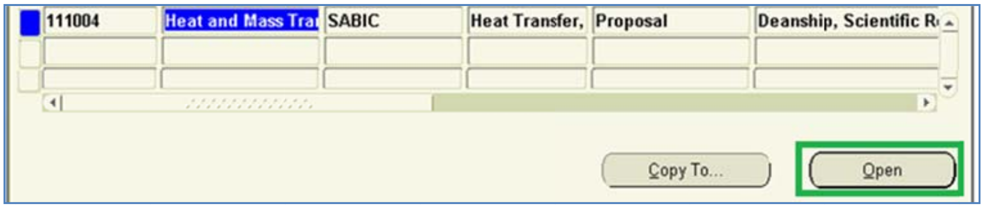
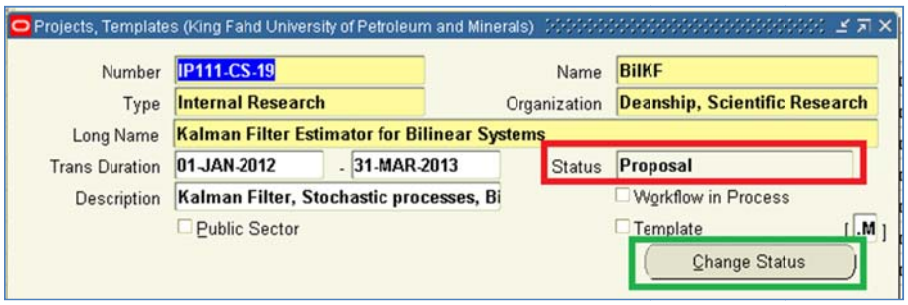


Figure 60: Procedure for opening a working project

- **Step 3.3.4: Initially the project status is "Proposal" (the red box) as shown in Figure 61 (A). Click on "Change Status" (the green box), as shown in Figure 61 (A), a new window opens with a different project status as shown in Figure 61 (B). Select "Submitted" and click OK.**



(A)

(B)

Figure 61: Procedure for Changing the Status of working project

The proposal status, which has been so far appearing as "Proposal" (the red box) in earlier Figures 61 (A) is now changed to "Submitted" as seen in the Figure62.

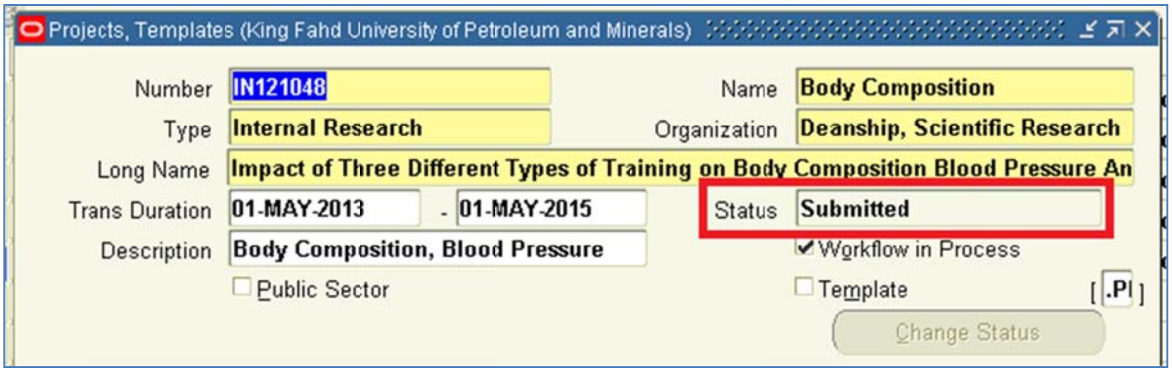


Figure 62: Comprehensive view of the project after Submission

The project is now been successfully created and is in the submitted stage. You need to follow-up with your Department Chairman for approval, before it can be accepted by the Deanship of Research Coordinator and activated.

4.0. Submission of Progress Report(s)

Every Research Project approved by the Deanship of Research is required to submit a brief report on the progress of the project including the task(s) accomplished, contribution from the members, achievement(s) if any and problems and difficulties being faced every 6 working months and as per the due dates mentioned in the Research Project Agreement Form (Section 2.0).

The Research Project Progress Report Template can be downloaded from the DSR website from the link given below:

http://www1.kfupm.edu.sa/dsr/forms/Progress%20Report%20Form.doc

Caution: Faculty members and Researchers are advised to always download the latest form from the Website and avoid using old versions that may be available through other means, as these forms are revised from time to time.

The progress report should be submitted through the online system and the procedure is explained in this section

- Step 4.1: Go to "E-Services" tab located on the DSR homepage, as shown in Figure 63

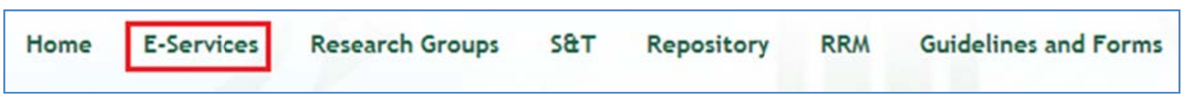


Figure 63: E-services Tab located on DSR website

- Step 4.2: Click on "Submit a Request" as shown in Figure 64

Figure 64: Tab under E-services to submit a request

- Step 4.3: By default, the value selected would be "Proposal Code". The search can either be based on the proposal code or the project code. Select the desired search type, then enter the appropriate code in the space provided, and then click "Search", as shown in Figure 65.

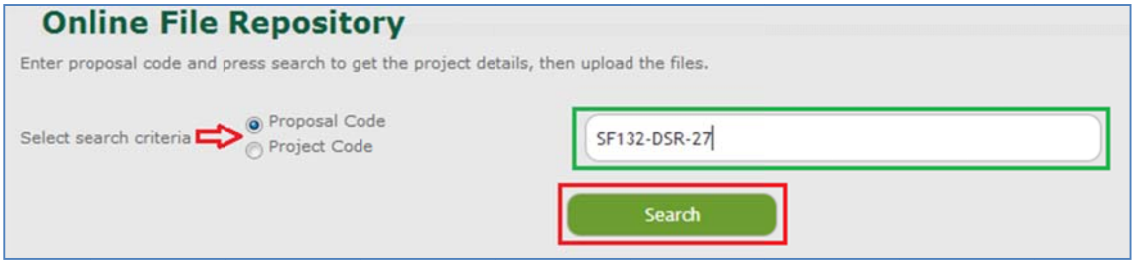


Figure 65: Option to search project

- **Step 4.4: Verify the project details and select the type of file (the red box) then click on add attachment (the green box), tab to browse and choose the files to upload (the blue box) as shown in Figure 66 and click on upload to complete the submission.**

In a single session, a maximum of 15 files can be uploaded. In case the number of files are exceeding the limit, then uploading needs to be done in multiple sessions repeating the procedure (Steps 4.1 to 4.4)

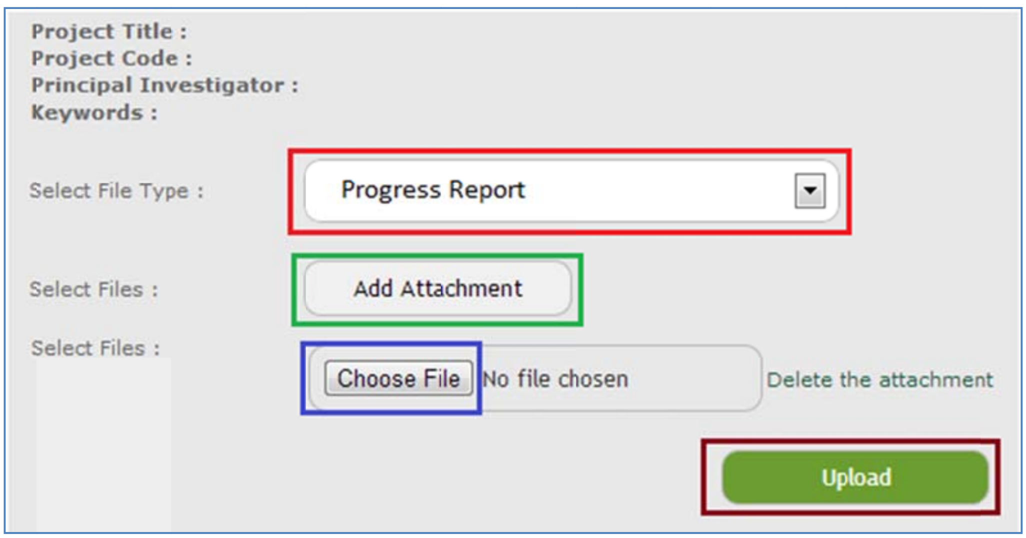


Figure 66: Option to select file type & upload file(s)

The progress report(s) will be evaluated by the Monitoring and Progress Committee taking into considerations the objectives and tasks, the accomplishment of tasks as per the approved proposal, in addition to comparing recent accomplishments of the reporting period with previous progress (if any).

- **If not approved, the report will be retuned back to the Principal Investigator (Principal Investigator) for revision with comments and resubmission.**
- **If approved, the Principal Investigator (Principal Investigator) will be notified through email to submit the Employee Compensation for the eligible members through the ERP system. The procedure is demonstrated in the Section 5.1, and 5.3 of this document.**

5.0. Employee Compensations & Reimbursements

Employee Compensations are of three different types

- **Type # 1: Those associated with the University & have a valid Employee ID**
- **Type # 2: Those associated with the University but do not have Employee ID. These are especially Adjunct Prof., full time Ph.D. & M.S. Students (on Student Visa having only Student ID) and Undergraduate Students**
- **Type # 3: Those who are not associated with the University (Especially external consultants & employees who have left the University)**

Type # 1 payments are demonstrated in Section 5.1, while for Type # 2 & Type # 3, kindly refer to Section 5.3 of this document.

5.1. Payment(s) for Employees with Valid KFUPM ID in ERP

For Type # 1 kind of payment each individual (Co-Investigator(s), Technicians, Secretary, MS/Ph.D. Students will enter his own expenses. All submitted expenses (except for Project Manager) will be received by the project manager for approval before being received by the DSR Accounts office.

For all Type # 1 payments including payment to Co-Investigator(s), Technicians, Secretary, M.S/Ph.D. Students are entered by the project manager after receiving delegation from members (Procedure for delegation will be discussed in the Section 5.2 of this manual), the payments will be received by the DSR Accounts office for processing.

- **Step 5.1.1: Logon onto E-Business with the User name & Password provided by ITC as shown in Figure 67.**

Figure 67: E-business login page to access the Internet Expenses to enter Employee Compensation

- **Step 5.1.2: Click on Internet Expense as shown in the Figure 68, which will navigate you to the next page that has a tab to create expense report.**

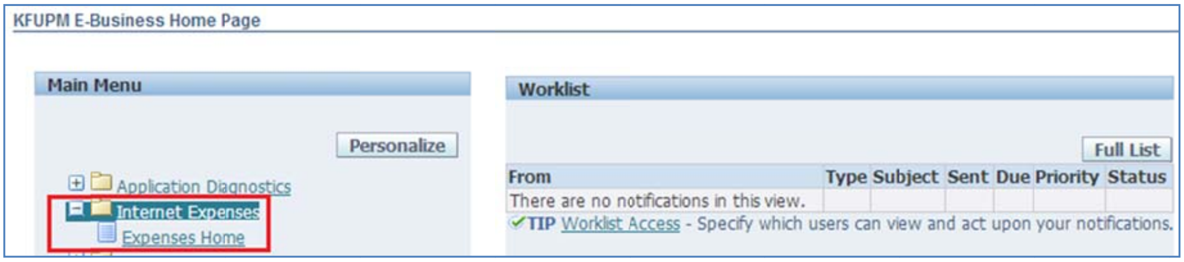


Figure 68: View of the Internet Expenses Tab

- **Step 5.1.3: Click on Create Expense Report as shown in Figure 69**

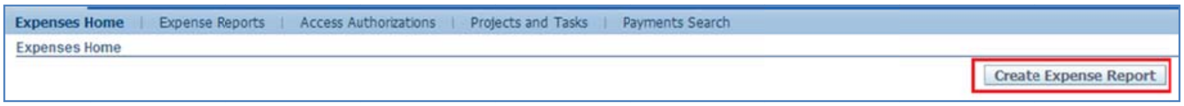


Figure 69: "Create Expense Report" Tab under Internet Expense

- **Step 5.1.4: Your details such as Name and Department (including cost center) will appear automatically, as shown in Figure 70.**
- **Step 5.1.5: Select the DSR/RI Template (the green box), from the list of values available as shown in Figure 70.**

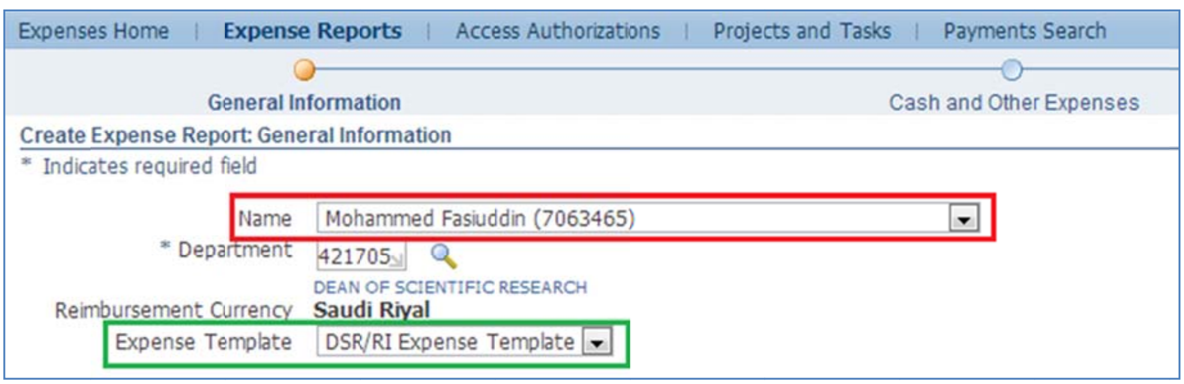


Figure 70: General Information Page

However, if you are creating expenses on behalf of other persons say for "X and Y", both X & Y need to delegate you their responsibility before their details can appear in your account. Once delegation is received, you need to select the employee from the list as shown in the Figure 71 (Procedure for delegation will be discussed in the Section 5.2 of this manual).

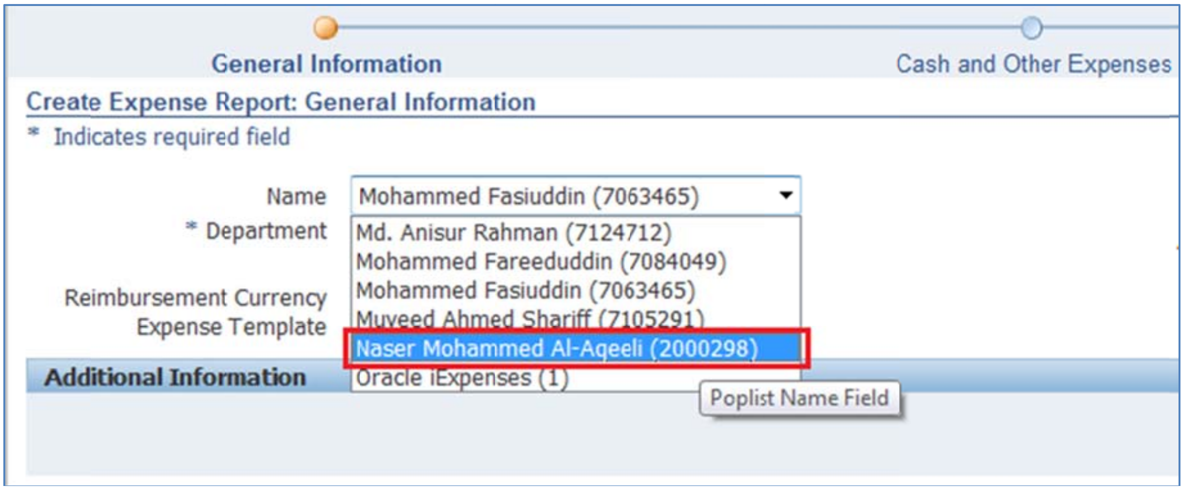


Figure 71: Selecting a delegated employee to enter compensation on his behalf

- **Step 5.1.6: Enter the Date (the selected date should be within the project active period), the amount and the expenditure type. Details to be entered are highlighted in Red Box in the Figure 72.**

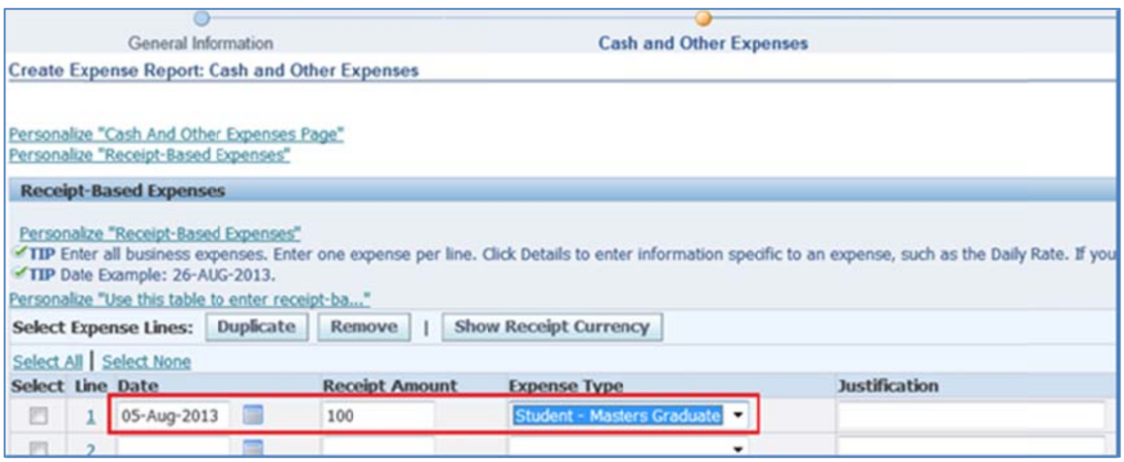


Figure 72: Options to enter expenses details

More than one expense types can be entered under one expense report for the SAME EMPLOYEE such as Project Manager, Stationery, Conference, Services etc.

- **Step 5.1.7: On the third page, enter the Project Number (Ex. SB121003) and the Task Number (Always 01, (the green box)) as shown in the Figure 73.**

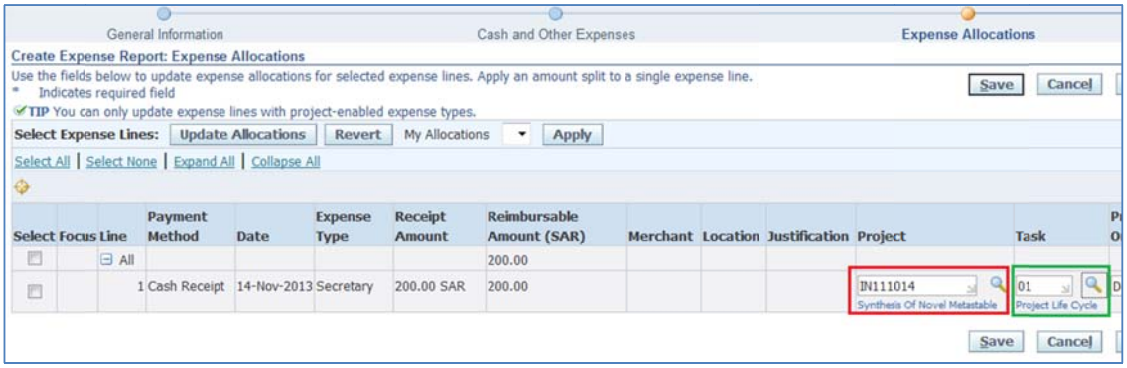


Figure 73: Options to enter project information and task number

- **Step 5.1.8: On the fourth page, after verification of the details, Click on submit as shown in the Figure 74 to complete the submission process.**

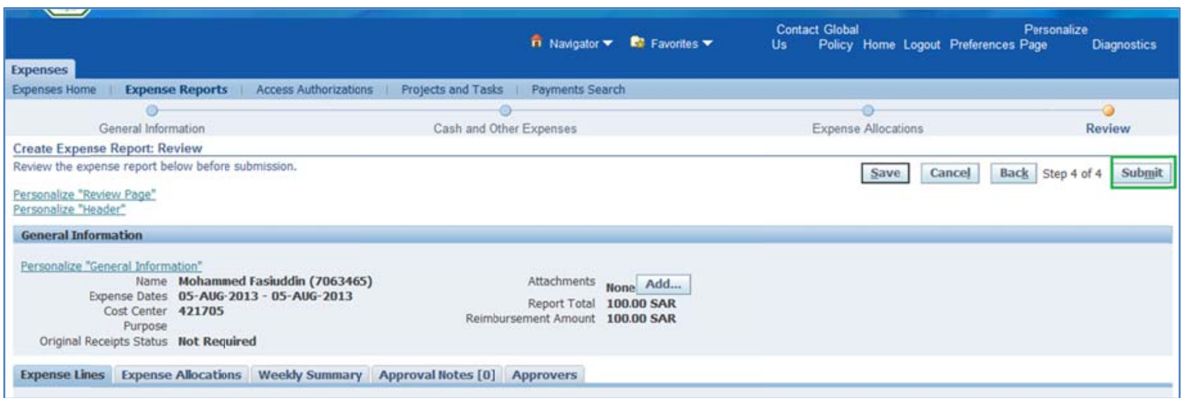


Figure 74: Overview of the Review page before final submission

5.2. Delegation Procedure to Enter Payment Through Internet Expenses

If you would like some else to create expenses on your behalf, the procedure mentioned in this section should be followed:

- **Step 5.2.1: Logon to E-Business with the User name & Password provided by ITC as shown in Figure 67.**
- **Step 5.2.2: Click on Internet Expense as shown in the Figure 68, which will navigate you to the next page**
- **Step 5.2.3: Click on "Access Authorization" (the red box) as shown in Figure 75.**

Figure 75: Access Authorization Tab on Internet Expenses Page

- **Step 5.2.4: On the next page click on "Add Another Row" (the red box) as shown in Figure 76**

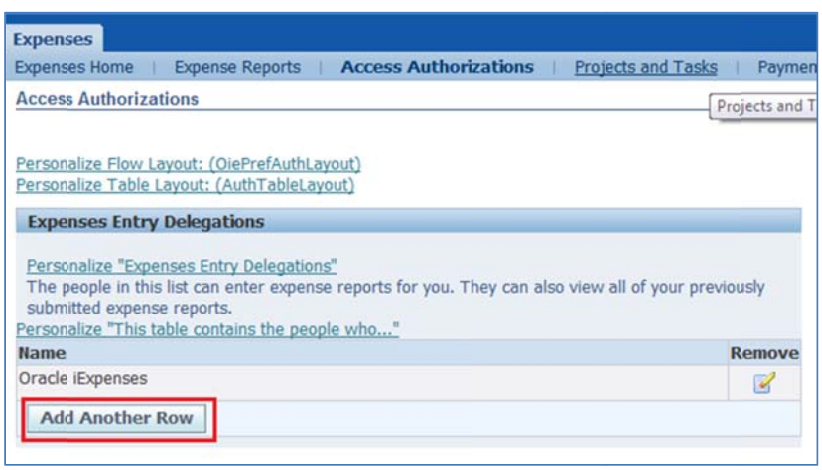
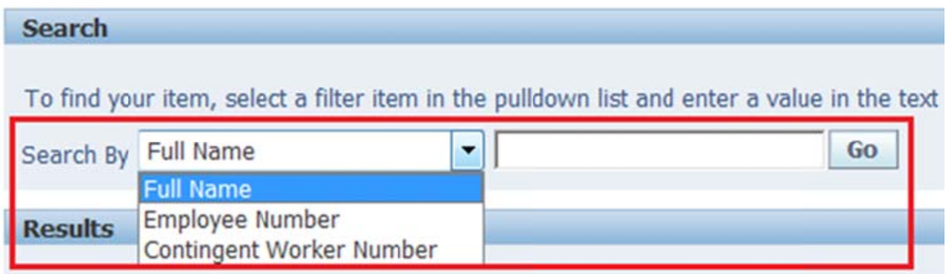


Figure 76: Option to add a row to delegate Internet Expense responsibility

- **Step 5.2.5: click on the magnifier symbol (Red Circle) as shown in Figure 77 (A). This will open a new page shown in Figure 77 (B) to search employee either by "Employee Number" or "Full Name" (the red box)**

(A)



(B)

Figure 77: Option to search for an employee

- **Step 5.2.6: Enter the Employee details based on search type (Employee Number or Full Name) and click on "Go" (the green box), as shown in Figure 78. Verify the Details of the delegated employee (the blue box), make selection (Red Circle) and click select (the red box).**

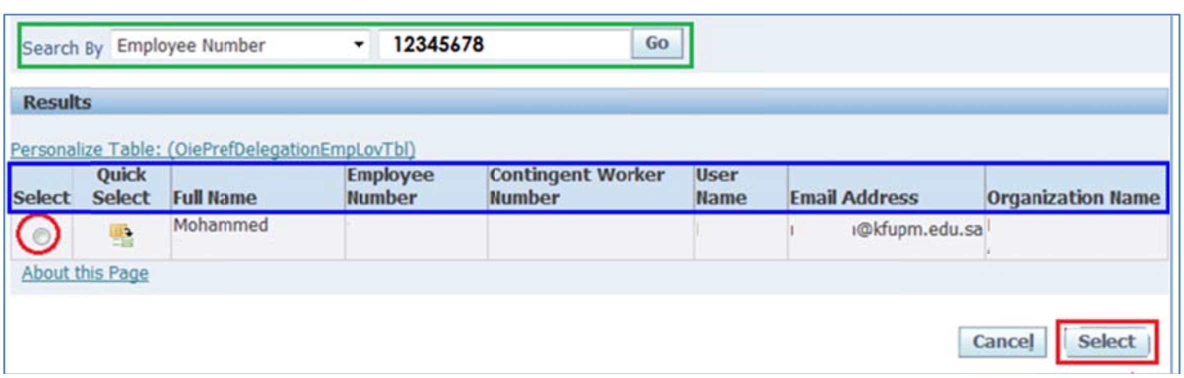


Figure 78: Verification and Selection of Delegated Employee

- **Step 5.2.7: The Selected employee name appears (the blue box), Save the selection by clicking on "Save" (the red box) as shown in Figure 79.**

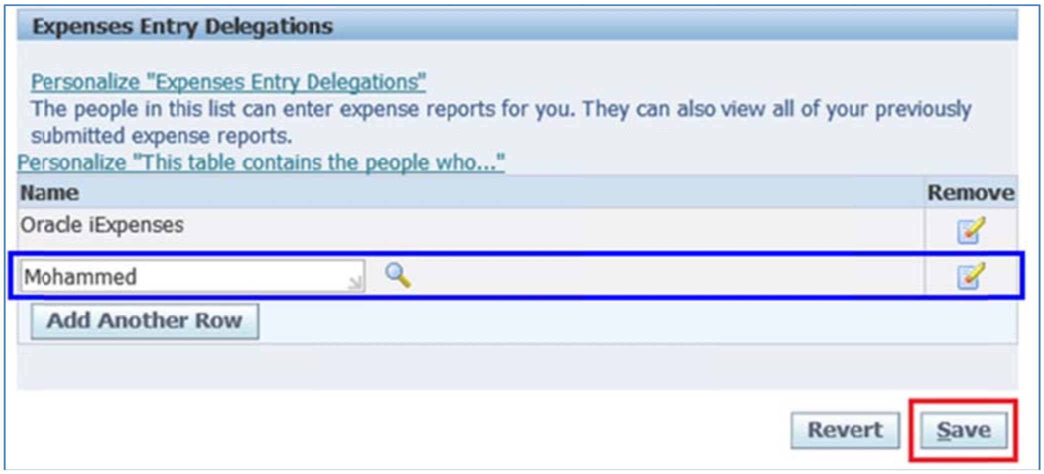


Figure 79: Option to Save the delegated Employee

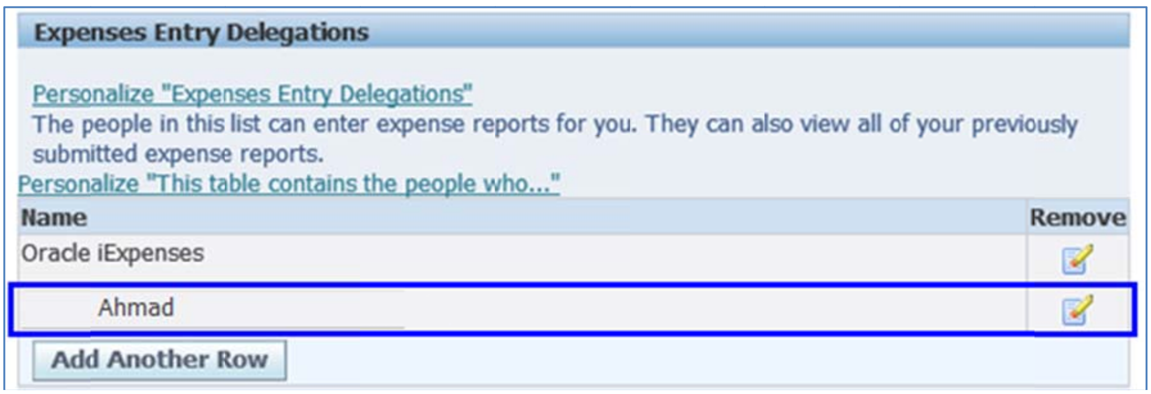


Figure 80: A Comprehensive view of the Expense Entry Delegation

5.3. Payment of Employees not in ERP

Type # 2 and Type # 3 payments usually includes those members who are associated with the University but do not have Employee ID or are external member of the project. These are especially Adjunct Prof., full time Ph.D. & M.S Students (on Student Visa having only Student ID) and Undergraduate Students and consultants or those who have made contribution to the project during their stay at the University and are no longer employee of the University.

- **Step 5.3.1: For such payments the Principal Investigator need to Fill the "Payment Authorization Form" Available on the DSR Website of the following link given below**

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/PAYMENT%20ATUHORIZATION%20FORM.doc

- **Step 5.3.2:Attach Copies of ID Proof**
- **Step 5.3.3:Submit the Form in Original (hard copy) to the Research Accounts Office (Building 59 – 2045)**

Separate form should be used for each individual

Caution: Faculty members and Researchers are advised to always download the latest form from the Website and avoid using old versions that may be available through other means, as these forms are revised from time to time.

- **Step 5.3.4: The Research Office, after obtaining approval from the Dean of Research and will forward it to Director Financial Affairs (Building# 21) along with the copy of the budget reflecting the availability of funds under specific category.**
- **Step 5.3.5: The Principal Investigator (if needed) and to expedite the process is advised to follow up with the Financial Affair.**

5.4. Final Payment(s)

Final payment will be processed in the same manner as the mid-term payment depending on the Type of Employee, subject to the final report requirements are fully satisfied as per the outcome based final report guidelines.

5.5. Invoices Reimbursements

The invoice reimbursements are made in the same manner as the Type # 1 payment explained in section 5.1. Some additional details and restriction as applicable are explained under this section.

The Principal Investigator is allowed to buy items directly falling under the following budget categories and claim reimbursement subject to satisfying the requirements set forward. The budget categories are:

1. **Stationery***
2. **Materials/ Supplies/ Chemicals**
3. **Hardware**
4. **Library Books**
5. **Services/ Fabrications/ Manufacturing**
6. **Software**

Requirements

- **Stationery invoice cannot exceed SR. 999.**
- **For Services/Fabrication/Manufacturing/Analysis/Hardware/Software and amount exceeding SR. 999 prior approval from the Deanship of Research should be sought. Procedure for seeking prior approval will be explained in detailed in Section 5.5.1.**
- **For invoice exceeding SR. 999 requires to have a receiving report from the University Store House is required, irrespective of the material being consumable or tag able. Procedure for obtaining receiving report from University Store House will be explained in detailed in Section 5.5.2.**
- **Direct Purchase of Library Books cannot exceed SR. 1,000.**
- **For Purchase of New Software or Upgrades confirmation from Information Technology Centre (ITC) for non-availability should be provided.**
- **For payment made through Credit Card or bank transfer or any other mode, proof of Transaction (Such as Credit card Statement, Bank Transfer voucher) should be enclosed for reimbursement.**

*** The Research Account Office has compiled the list of allowable items under Stationery; kindly refer to the list attached in this document on the next page.**

- **Step 5.5.1: The Research Office, after obtaining approval from the Dean of Research, will forward it to Director Financial Affairs (Building# 21) along with the copy of the budget reflecting the availability of funds under specific category.**
- **Step 5.5.2: The Principal Investigator (if needed) and to expedite the process is advised to follow up with the Financial Affair.**

A comprehensive flow chart depicting all the various steps in the purchasing procedure for DSR funded projects is shown in Figure 81 next page

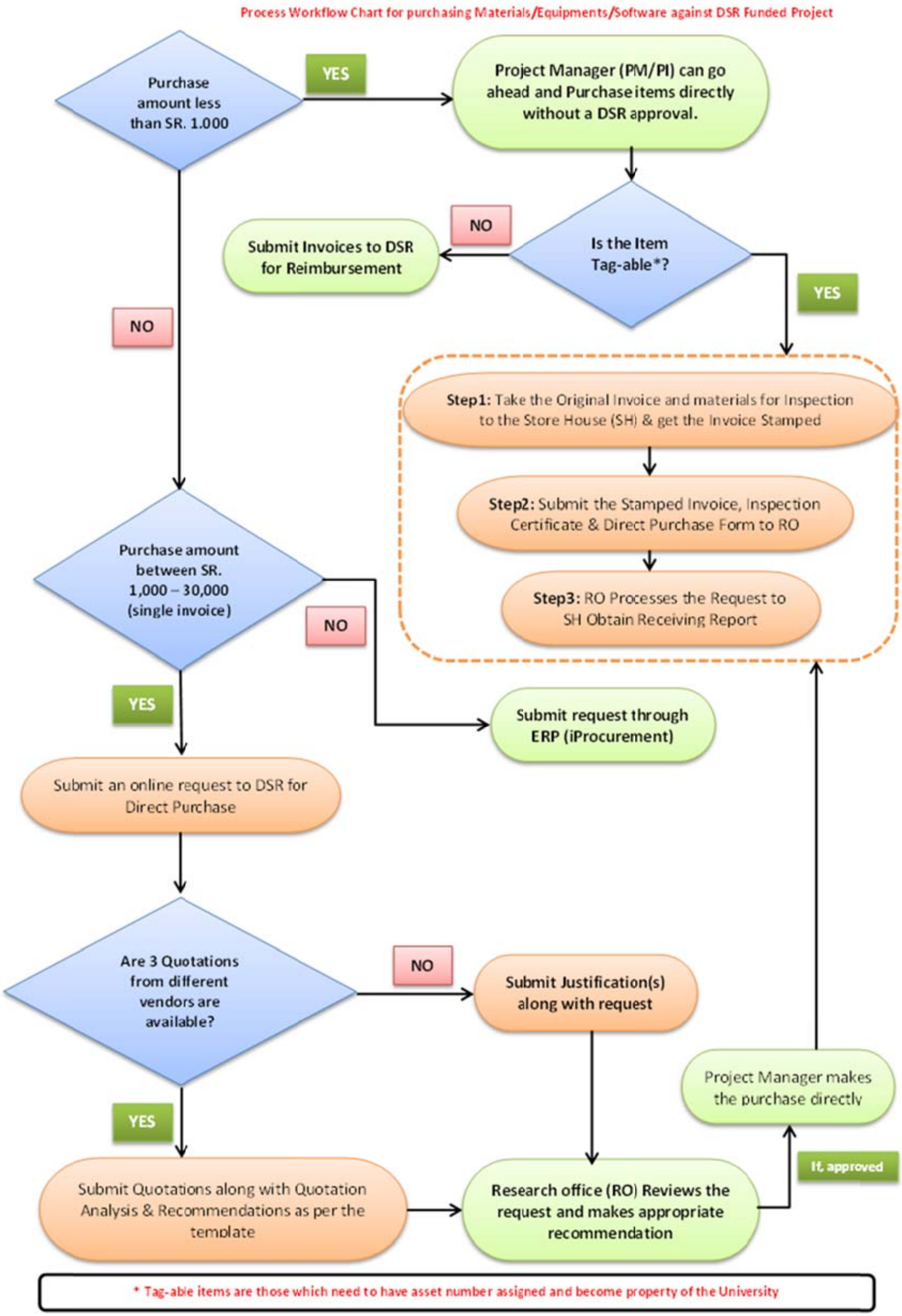


Figure 81: Comprehensive Flow Chart Showing Various Steps for Procuring Materials

Please note that our office will be updating this page with the details of allowable items to facilitate the Principal Investigators, you may always return back to check the updates.

Item	Quantity Per Project
External Hard Disk	1
Flash Memory (Stick)	1
Printer Cartridge (B/W)	2/Year
Printer Cartridge (Color)	1/Year
Wireless Keyboard	
Wireless Mouse	
Calculator	

5.5.1 Procedure for Obtaining Prior Approval for Direct Purchase

For Services/Fabrication/Manufacturing/Analysis/Hardware/Software and amount exceeding SR. 999 prior approval from the Deanship of Research should be sought. The maximum allowable amount under direct purchase cannot exceed SR. 30,000. The below mentioned steps should be followed:

- **Step 5.5.1.1: The project manager submits a request via cover memo to the Deanship of Research seeking prior approval to undertaken financial transaction against the approved ongoing project exceeding in amount of SR. 999. Cover memo template is available on the below link.**

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/NSTP/Cover%20memo%20for%20submitting%20quotations.doc

- **Step 5.5.1.2: Along with the request the project manager also needs to submit three quotations from different vendors and in case three vendors are not available, he should mention in the cover memo. The project manager should also provide quotation analysis form available on the below link.**

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/NSTP/Chklist.doc

- **Step 5.5.1.3: The office reviews the request for the availability of funds and project active period.**
- **Step 5.5.1.4: The Research Office, communicates the decision accordingly to the project manager specifying the "Vendor Name" and "Approved Amount".**

The project manager should inform the Vendor that the payment terms will be similar to KFUPM payment terms (payment after delivery and acceptance). Also all invoices should be prepared under KFUPM name and address.

5.5.2 Procedure for Obtaining Receiving Report from University Store House

For invoice exceeding SR. 999 requires to have a receiving report from the University Store House is required, irrespective of the material being consumable or tag able. The below mentioned steps should be followed:

- **Step 5.5.2.1: After receiving approval from Deanship of Research, the project manager (Principal Investigator) makes the purchase.**
- **Step 5.5.2.2: The project manager takes the material to the University Store House for visual inspection and obtains acknowledgment Stamp from the University Store House personnel on the original invoice.**
- **Step 5.5.2.3: The original stamped invoice from the Store House is submitted to the Research office along with the Direct Purchase Form and Inspection Certificate available on the below links.**

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/NSTP/F5-Inspection%20Certificate.doc

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/Direct%20Purchase%20Form%20DSR.doc

- **Step 5.5.2.4: DSR will initiate the request for the receiving report and after obtaining the receiving report from the University Store House, the DSR Accounts office will process the request for reimbursement.**

6.0. Submission of ITC Request

Each Principal Investigator is entitled for a standard printer and standard scanner once through the funded research project provided budgetary allocations for such expenses are approved and are available. Dedicated Laptop or Workstation can be issued based on the special need, nature of work and the justification provided; however, if required, these can be obtained from the Information Technology Center (ITC) on loan basis for the duration of the project.

Desktop, Laptop, Monitor and High performance Workstation through Funded Projects should be processed ONLY through ITC and the Principal Investigator (PI) cannot purchase them directly.

- **Step 6.0.1: To request the IT related items mentioned above Funds should be available as part of the project budget**
- **Step 6.0.2: Principal Investigator should fill the "ITC Request Form" available at the link give below and after approval from his Department Chairman, should submit the same to the Research office.**

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/ITC%20Procurement%20Form.doc

Caution: Faculty members and Researchers are advised to always download the latest form from the Website and avoid using old versions that may be available through other means, as these forms are revised from time to time.

- **Step 6.0.3: Go to "E-Services" tab located on the DSR homepage, as shown in Figure 82**

Figure 82: E-services Tab located on DSR website

- **Step 6.0.4: Click on "Submit a Request" as shown in Figure 83**

Figure 83: Tab under E-services to submit a request

- **Step 6.0.5: By default, the value selected would be "Proposal Code". The search can both be by entering the proposal code or project code and then click "Search", as shown in Figure 84.**

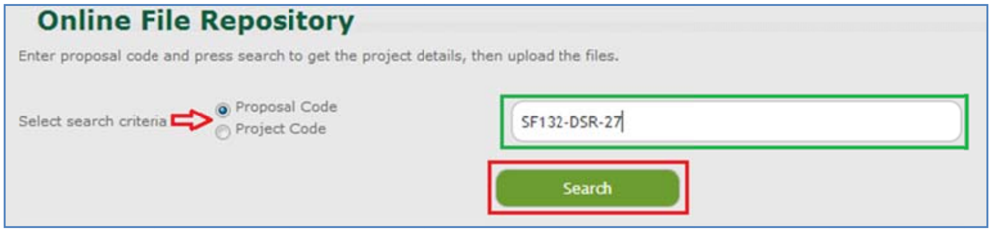


Figure 84: Option to search project

- **Step 6.0.6: Verify the project details and select the type of file either Overseas Trip or Local Trip (the red box) then click on add attachment (the green box), tab to browse and choose the files to upload (the blue box). A comprehensive view is shown in Figure 85, click on upload button to complete the submission process.**

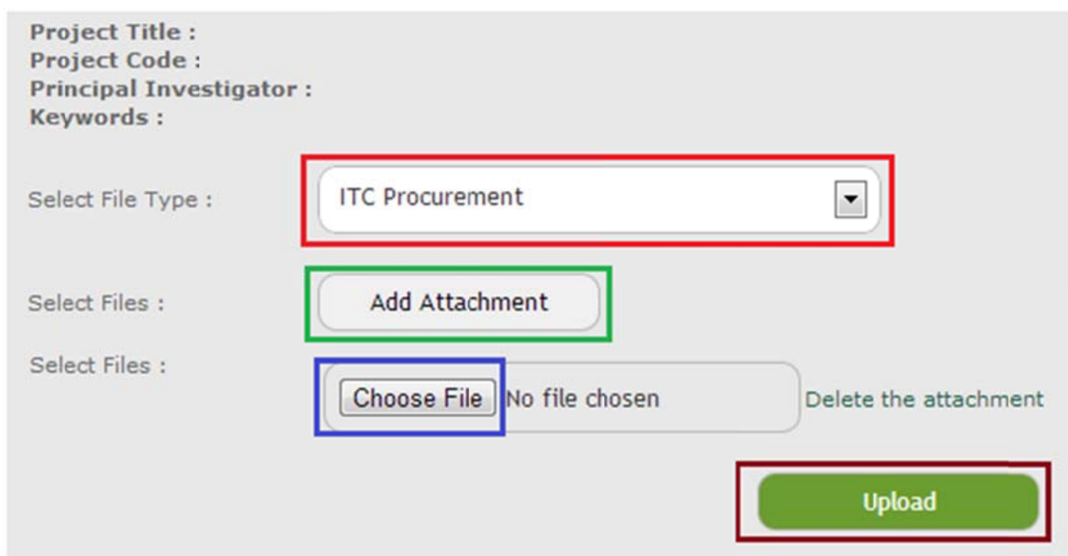


Figure 85: Option to select file type & upload file(s)

- **Step 6.0.7: The Research Office, after obtaining approval from the Dean of Research, will forward it to ITC along with the copy of the budget reflecting the availability of funds under specific category.**
- **Step 6.0.8: The Principal Investigator is required to follow up with the ITC for expediting the processing of his submitted request.**

6.1. Direct Purchase of Printer and Scanner

The Deanship of Research, with the cooperation of the Information Technology Center, is pleased to announce that KFUPM researchers can now directly purchase printers and scanners, for their research projects funded by the Deanship of Research. Researchers must ensure availability of budget for printers and scanners in their ongoing and active DSR funded projects, and are requested to strictly use the approved list of models mentioned below

B&W Printers	Price Range
- HP 400m401dn - Lexmark MS410dn	SR 1000
Flatbed Scanner	
- HP G3110	SR 360
Four-in-ones	
- HP LaserJet pro M1536dnf 4in1 BW	SR 1000
- Canon LaserJet MF4780w *(3-years warranty)	SR 890

All devices should be accompanied with at least a one-year warranty, except for 'Canon LaserJet MF4780w', for which a three-year warranty is required. The devices can be bought directly from 3rd party vendors in Al-Dossary Mall, Al-Khobar. A suggested list of vendors is given below:

- **NET 2000 Computers**
- **HICOM Computers**
- **Friends Computer Center**
- **HICOM Computers**

The researcher needs to submit to DSR the Storehouse Inspection Certificate and Directly Purchase Form separately for each device using the forms (available at the links below) along with the original invoice stamped by Store house.

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/NSTP/F5-Inspection%20Certificate.doc

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/Direct%20Purchase%20 Form%20DSR.doc

DSR will initiate the request for the receiving report and after obtaining the receiving report and device Tag number from the University Store House, the DSR Accounts office (59/2045; Ph. 7669) will process the request for reimbursement.

7.0. Submission of Request for Scientific Visit

Faculty members are support to undertake local and international visit for the purpose of gathering information, discussing results, performing experiments and testing, availing services that are not available at KFUPM etc. for achieving the proposed objectives of the research and for establishing scientific collaboration.

- **Step 7.0.1: For availing the visits support, the Research Visit Form (Arabic) and Supplementary visit form should be filled& approved by the Department Chairman, providing details and justifications for undertaking the trip including the task to be accomplished, impact on the project outcome should be clearly stated. These forms can be downloaded from the below link:**

For International Visit:
http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/External%20Scientific%20Visit.docx

For Local Visit:
http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/Local%20Scientific%20Visit.docx

Caution: Faculty members and Researchers are advised to always download the latest form from the Website and avoid using old versions that may be available through other means, as these forms are revised from time to time.

- **Step 7.0.2: Go to "E-Services" tab located on the DSR homepage, as shown in Figure 86**

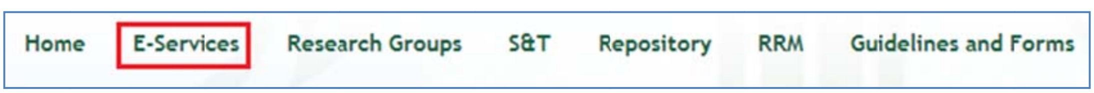


Figure 86: E-services Tab located on DSR website

- **Step 7.0.3: Click on "Submit a Request" as shown in Figure 87**

Figure 87: Tab under E-services to submit a request

- **Step 7.0.4: By default, the value selected would be "Proposal Code". The search can both be by entering the proposal code or project code and then click "Search", as shown in Figure 88.**

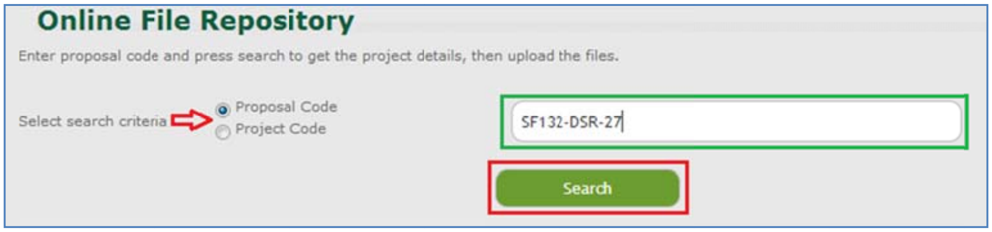


Figure 88: Option to search project

- **Step 7.0.5: Verify the project details and select the type of file either Overseas Trip or Local Trip (the red box) then click on add attachment (the green box), tab to browse and choose the files to upload (the blue box). A comprehensive view is shown in Figure 89 and 90, click on upload button to complete the submission process.**

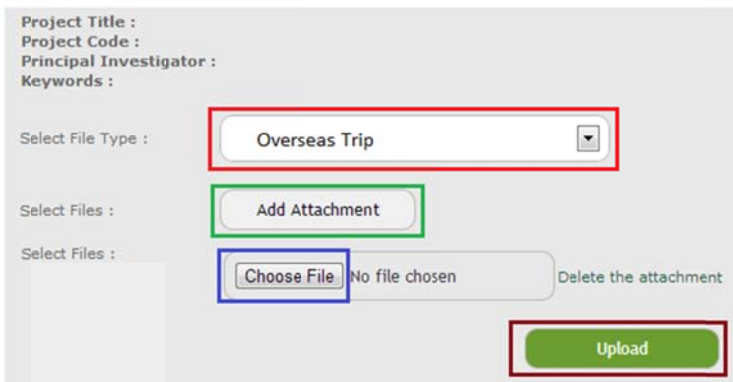


Figure 89: Option to Upload Overseas Trip Form

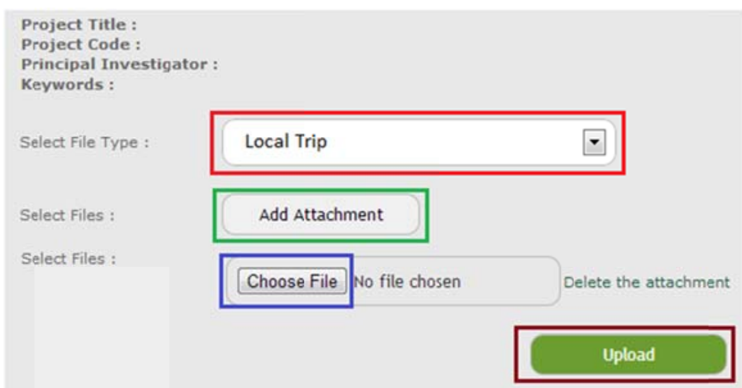


Figure 90: Option to Upload Local Trip Form

- **Step 7.0.6: Submit these documents in original to the Research Office, to process the request. Kindly note that the online submission is only for record purpose to acknowledge the receipt of request in the office, while the request in original form is mandatory to process the request.**

7.1. Requirements

- **Step 7.1.1: Invitation letter from the Host Institution (if applicable).**
- **Step 7.1.2: The office reviews the request in accordance with the original proposed plan, the availability of funds (specific to support approved) and verifies if visit period with the allowable period approved by the University Administration.**
- **Step 7.1.3: Local visits are approved by the Dean of Research and can take processing time between 2 – 3 days.**
- **Step 7.1.4: For International visits, additional approval is required from the Vice Rector for Research & H.E. the Rector, as such requires extra time ranging up to one week.**
- **Step 7.1.5: After securing all the necessary approval, the Research Office Communicates with the Principal Investigator (via approval memo) mentioning the details of the recommended support.**
- **Step 7.1.6: After successful completion of the trip, the researcher will be required to submit the following for reimbursement:**
    - **Brief achievement report,**
    - **Original Ticket Invoice.**
    - **Letter of Accomplishment from the Host (if applicable)**

7.2. Allowable Periods

The faculty is allowed to undertake any trip locally or internationally only during the following periods; therefore they are advised to take these dates into consideration while planning trips:

- **Ramadan Holidays**
- **Hajj Holidays**
- **Summer Vacation**
- **Inter semester Breaks**
- **Mid Term Break**

The procedure, rules and guidelines described above are relevant for KFUPM Faculty only, intending to visit a scholar/consultant associated with their project. However if the project team would like to invite the consultant to KFUPM, the procedure is explained in Section 7.3.

7.3. Inviting Consultant to KFUPM

Step 7.3.1: If a project team intends to invite their project consultant to KFUPM, they should ensure the availability of sufficient budget and initiate the process by submitting the following:

- Cover letter from Project Manager
- Updated latest CV of Consultant
- Passport Copy of the Consultant
- Letter of Consent from Consultant
- Supplementary visit form available on the DSR website at the below link and subsequent submission of request online

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/Scientific%20Visit%20Form%20(Consultant).doc

Caution: Faculty members and Researchers are advised to always download the latest form from the Website and avoid using old versions that may be available through other means, as these forms are revised from time to time.

- **Step 7.3.2: Go to "E-Services" tab located on the DSR homepage, as shown in Figure 91**

Figure 91: E-services Tab located on DSR website

- **Step 7.3.3: Click on "Submit a Request" as shown in Figure 92**

Figure 92: Tab under E-services to submit a request

- **Step 7.3.4: By default, the value selected would be "Proposal Code". The search can both be by entering the proposal code or project code and then click "Search", as shown in Figure 93.**

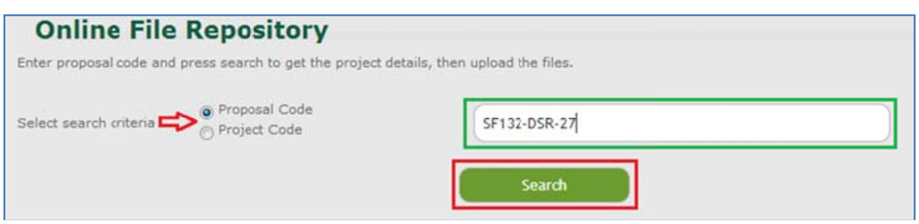


Figure 93: Option to search project

- **Step 7.3.5: Verify the project details and select the type of file Supplementary Consultant Visit Form (the red box) then click on add attachment (the green box), tab to browse and choose the files to upload (the blue box). A comprehensive view is shown in Figure 94, click on upload button to complete the submission process.**

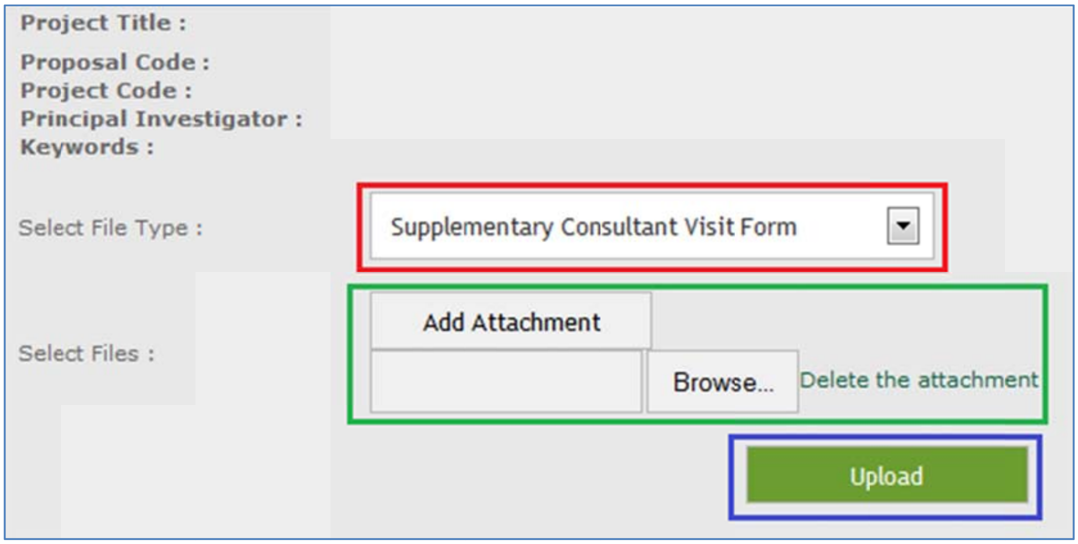


Figure 94: Option to Upload Supplementary Consultant Visit Form

- **Step 7.3.6: Submit these documents in original to the Research Office, to process the request. Kindly note that the online submission is only for record purpose to acknowledge the receipt of request in the office, while the request in original form is mandatory to process the request.**
- **Step 7.3.7: The office reviews the request in accordance with the original proposed plan, the availability of funds.**
- **Step 7.3.8: After securing all the necessary approval, the Research Office Communicates with the Principal Investigator mentioning the details of the recommended support.**
- **Step 7.3.9: The Principal Investigator is required to coordinate with the Faculty and Personnel Affairs for the Visa arrangement.**
- **Step 7.3.10: Depending on the nature of support approved, after successful completion of the trip, the project manager will need to submit (1) Brief achievement report and (2) Original Ticket Invoice for reimbursement.**

8.0. Publication Support

The Deanship of Research supports payment of mandatory page charges up to a maximum of US $ 750 per paper for faculty and researchers, who do not have research and book writing projects funded by the University. If a faculty member has an approved University Funded Project, containing specific allocation for publication charges, the maximum limit can be raised up to US $ 1,000.

8.1. Requirements

To be eligible to obtain page charges, the following criteria should be satisfied:

1. **The Journal rating as evaluated by the Department Chairman should be "Excellent" and should be strongly support by the Department Chairman. The evaluation form for the publication charges can be downloaded from the below link:**

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/Publication%20Charges%20Evaluation%20Form.doc

Caution: Faculty members and Researchers are advised to always download the latest form from the Website and avoid using old versions that may be available through other means, as these forms are revised from time to time.

2. **The author affiliation with KFUPM should be clearly mentioned in the paper**
3. **A clear acknowledgement of support received from the University should be mentioned in the paper.**
4. **Funds should be available and Project number should be clearly acknowledged, if the paper is an outcome of the project and payment is to be made through the project.**
5. **The page charges should be mandatory and not voluntary and the Invoice should clearly reflect, only page charge and not reprint charges or language editing.**

Step 8.1.1: The office reviews the request in accordance with the approved Scientific Council Guidelines and after verification about its nature (ISI) and impact factor takes appropriate decision accordingly. This process takes a day or two and if needed the applicant will be contacted for seeking additional information.

Step 8.1.2: If approved, all original documents will be forwarded to the Director Financial Affairs with a copy to the Department Chairman and the applicant. If the application do not complying the guidelines, the Deanship will not consider it favorable &, return the complete document to the Department Chairman.

9.0. Submission of Request for Funds Transfer

- **Step 9.0.1: If a Principal Investigator needs funds transfer due to budget allocation not properly anticipated or needs additional funds to a new category, he need to submit a formal request specifying the reason & justifying the need.**

Such request for transfer of funds is within the approved budget categories and do not affect the overall (Total) approved budget.

- **Step 9.0.2: Budget Transfer request form can be downloaded from the DSR website from the below link & after filling the information needs to be submitted to the Research office online using the procedure mentioned below.**

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/Budget_Transfer_Form.doc

- **Step 9.0.3: Go to "E-Services" tab located on the DSR homepage, as shown in Figure 95**

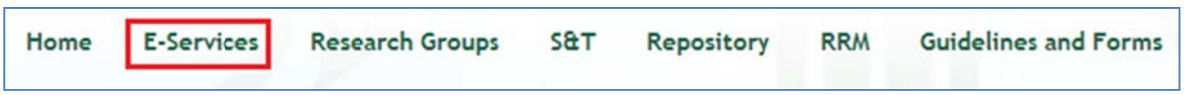


Figure 95: E-services Tab located on DSR website

- **Step 9.0.4: Click on "Submit a Request" as shown in Figure 96**

Figure 96: Tab under E-services to submit a request

- **Step 9.0.5: By default, the value selected would be "Proposal Code". The search can both be by entering the proposal code or project code and then click "Search", as shown in Figure 97.**

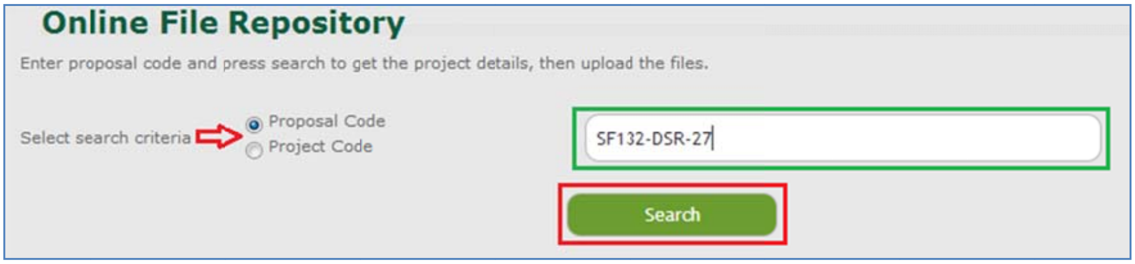


Figure 97: Option to search project

- **Step 9.0.6: Verify the project details and select the type of file (the red box) then click on add attachment (the green box), tab to browse and choose the files to upload (the blue box) as shown in Figure 98 and click on upload the complete the submission.**

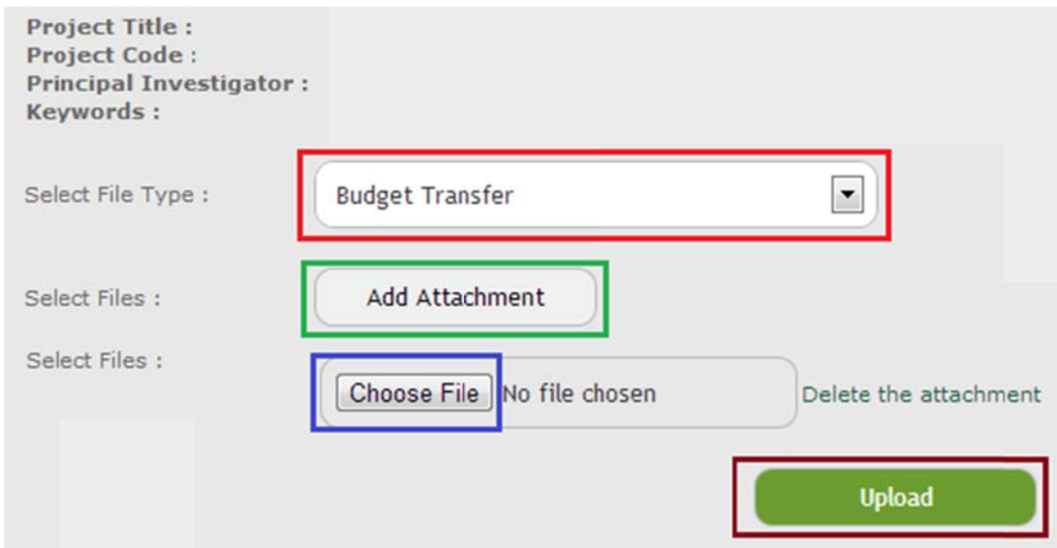


Figure 98: Option to select file type & upload file(s)

Caution: Faculty members and Researchers are advised to always download the latest form from the Website and avoid using old versions that may be available through other means, as these forms are revised from time to time.

- **Step 9.0.7: The Research office reviews the request in accordance with the project progress, completion date and the availability of funds and if required will seek additional information from the PI.**
- **Step 9.0.6: The Research Office Communicates with the Principal Investigator the final decision mentioning the details.**

10.0. Submission of Request for Change of Team Composition

The Principal Investigator (PI) can request for change in the team composition in case one of the team member(s) are leaving the project or he himself is leaving the University. To request a change in team composition following is required

- **Step 10.0.1: Formal request from the original PI for the change in project team.**
- **Step 10.0.2: No Objection letter from the Investigator leaving the team and his intention to continue with the project either as a Co-Investigator or as a Consultant.**
- **Step 10.0.3: Consent letter from the new investigator, that he is willing to perform the left out task.**

- **Step 10.0.4: Go to "E-Services" tab located on the DSR homepage, as shown in Figure 99**

Figure 99: E-services Tab located on DSR website

- **Step 10.0.5: Click on "Submit a Request" as shown in Figure 100**

Figure 100: Tab under E-services to submit a request

- **Step 10.0.6: By default, the value selected would be "Proposal Code". The search can both be by entering the proposal code or project code and then click "Search", as shown in Figure 101.**
-

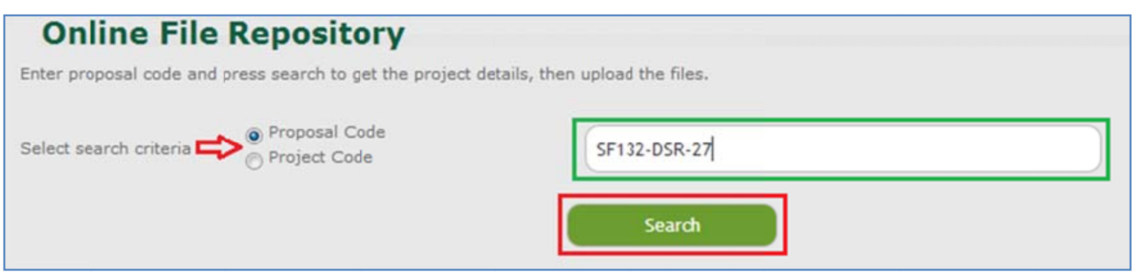


Figure 101: Option to search project

- **Step 10.0.7: Verify the project details and select the type of file (the red box) then click on add attachment (the green box), tab to browse and choose the files to upload (the blue box) as shown in Figure 102 and click on upload the complete the submission.**

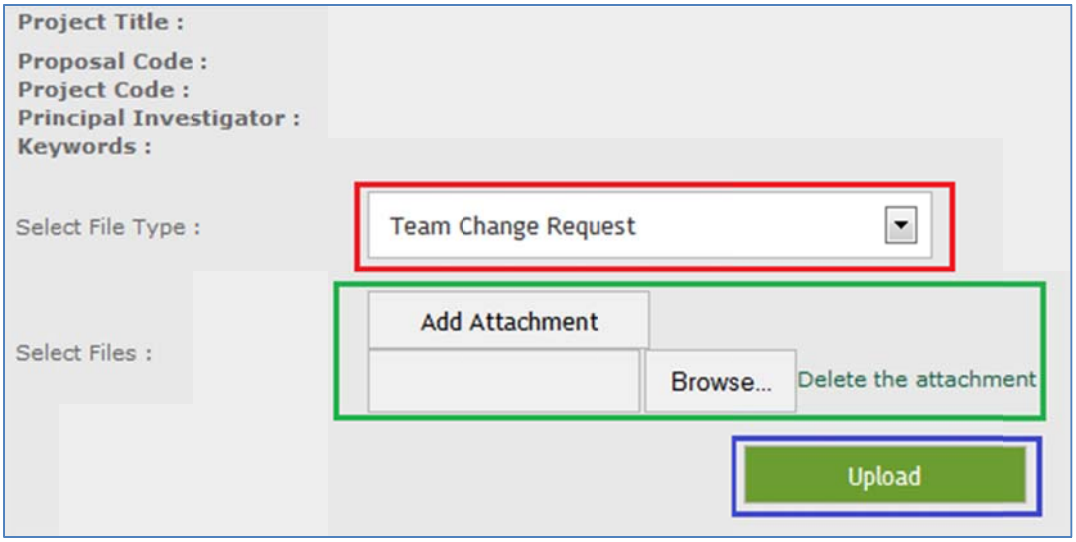


Figure 102: Option to select file type & upload file(s)

In case the original PI is leaving, the substitute PI needs to undertake complete responsibility to bring the project to successful completion.

- **Step 10.0.8: The Research office reviews the request in accordance with the expertise of the new member with the project dimensions.**
- **Step 10.0.9: After securing all the necessary approval, the Research Office Communicates with the Principal Investigator or the substitute PI (via approval memo) mentioning the details.**

Such request for the change in team composition are performed with transfer of funds is within the approved budget categories and do not affect the overall (Total) approved budget.

11.0. Submission of Request of Project Duration Extension

If the Principal Investigator is anticipating delay in the completion of the project and needs an extension, he should then submit a formal request to the Deanship (Research Office) seeking extension of the ending date of the project.

PI should request for any extension to the original approved duration period before the elapse of the official End Date. An advance request will be necessary for processing by the DSR; otherwise the delay will affect the final release of the project funds.

- **Step 11.0.1: Go to "E-Services" tab located on the DSR homepage, as shown in Figure 103**

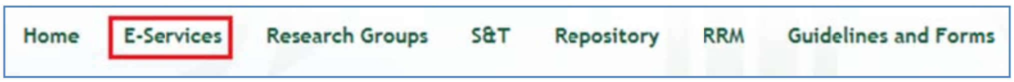


Figure 103: E-services Tab located on DSR website

- **Step 11.0.2: Click on "Submit a Request" as shown in Figure 104**

Figure 104: Tab under E-services to submit a request

- **Step 11.0.3: The online File Repository by default, the value selected would be "Proposal Code". The search can both be by entering the proposal code or project code and then click "Search", as shown in Figure 105.**

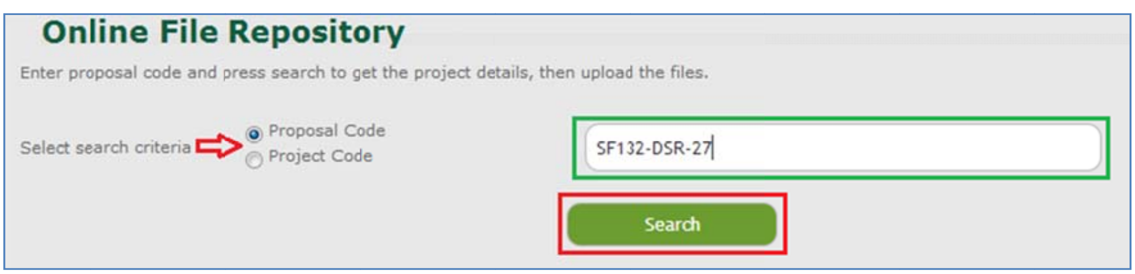


Figure 105: Option to search project

- **Step 11.0.4: Verify the project details and select the type of file (the red box) then click on add attachment (the green box), tab to browse and choose the files to upload (the blue box) as shown in Figure 106 and click on upload the complete the submission.**

Figure 106: Option to select file type & upload file(s)

- **Step 11.0.5: The office verifies the progress of the project through previously approved progress reports to judge the overall progress.**
- **Step 11.0.6: If no progress report has been submitted within the last 6 months, then he might be requested to submit a progress report to update the current project status.**
- **Step 11.0.7: After securing all the necessary approval, the Research Office Communicates with the Principal Investigator (via approval memo) mentioning the details.**

If the documents are complete in all respects, it might take a maximum of one week.

The Deanship reserves the right to withhold payments in case of inordinate delay in meeting the agreed upon deadlines.

12.0. Submission of Final Report

The Final Report should be submitted as per the designated end date of this agreement, but no later than three months from the project completion date and according to the DSR final report submission format (discussed in detailed in this section). The final report should be submitted within three months of the completion of the project. It is the responsibility of the Principal Investigator (PI) to ensure that the Final Report is submitted to DSR within the period allowed.

The University expects tangible outcomes in terms of journal and conference papers as well as patents etc., as per the final report submission requirement and guidelines.

- **The project team members should realize that the final payment will not be released unless the publication conditions mentioned in the guidelines are satisfactorily met.**
- **DSR also has the right to apply any penalties as deemed appropriate in such cases.**
- **If there are no such outcomes, the DSR may not consider any of the team members' project proposals for future funding.**

12.1. Type – A Format

- **Step 12.1.1: Type – A format of Final Report is a brief report consisting of a Title Page, Summary, Project Objectives, Research Outcomes (List of published/accepted/submitted papers), Project achievements against each of the objectives (relating the papers published to the original project objectives), and additional achievements, if any (such as patents, research student supervision, book chapters, etc.). The report should be submitted using the standard template available on the link below:**

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/Type-A%20Final%20Report%20Template.doc

- **Step 12.1.2: Scholarly Outcome form should also be submitted along with the final report, which can be downloaded from the below link:**

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/ScholarlyOutcomes.doc

- **Step 12.1.3: The final report and all the documents including the scholarly outcomes and the papers (Journal as well as Conference Papers) should be uploaded to the online submission system in the manner demonstrated.**

A comprehensive flow chart depicting all the various steps in the submission of final report(s) for DSR funded projects is shown in Figure 107 next page

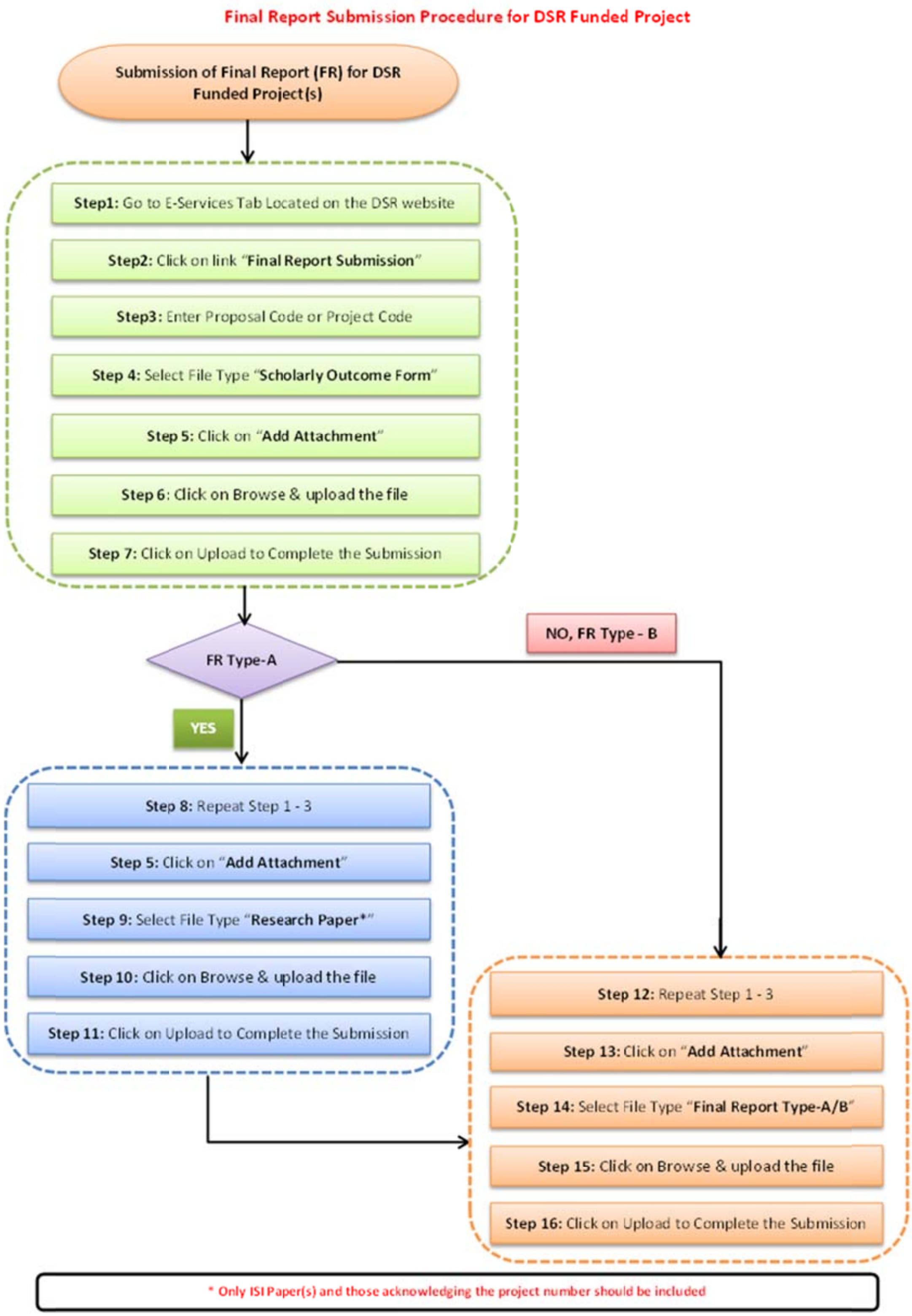


Figure 107: Comprehensive Flow Chart Showing Various Steps for Final Report Submission

- **Step 12.1.4: Go to "E-Services" tab located on the DSR homepage, as shown in Figure 108**

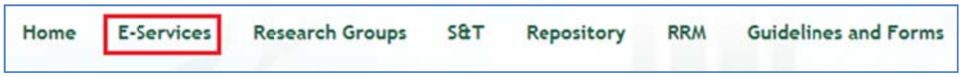


Figure 108: E-services Tab located on DSR website

- **Step 12.1.5: Click on "Final Report Submission" as shown in Figure 109**

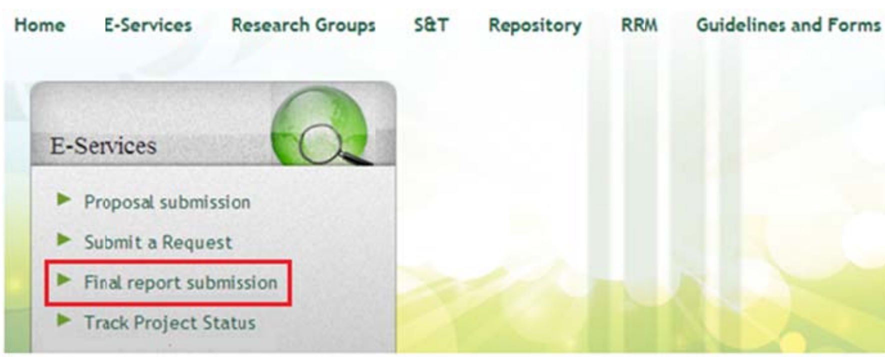


Figure 109: Tab under E-services to submit a request

- **Step 12.1.6: The online File Repository by default, the value selected would be "Proposal Code". The search can both be by entering the proposal code or project code and then click "Search", as shown in Figure 110.**

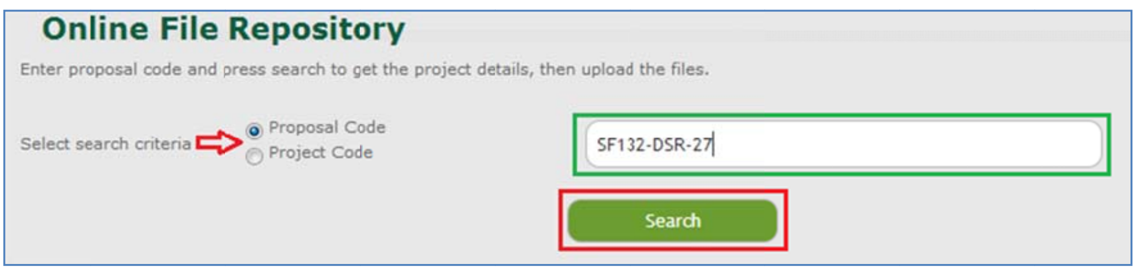


Figure 110: Option to search project

- **Step 12.1.7: Verify the project details and select the type of file as "Final Report – Type A" (the red box) then click on add attachment (the green box), tab to browse and choose the files to upload (the blue box) as shown in Figure 111 and click on upload the complete the submission.**

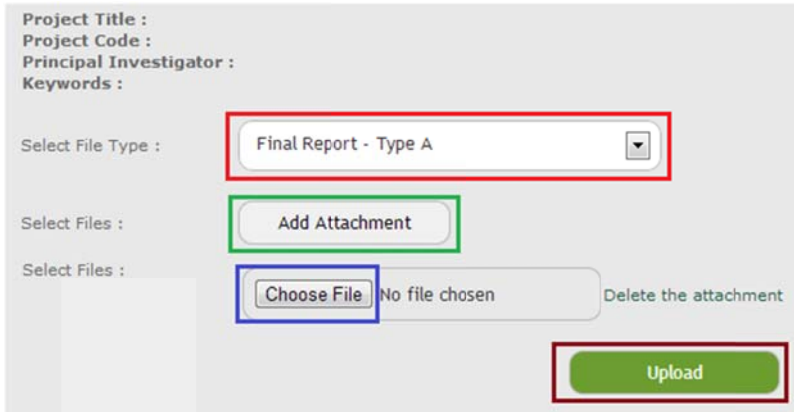


Figure 111: Option to Upload Final Report Type - A

- **Step 12.1.8: Once the upload button is clicked, the system will take back to DSR home page. Repeat Steps 12.1.4 through 12.1.7. However with a small variation, as explained in Step 12.1.7 instead of Final Report Type – A, select "Research Paper", as shown in the Figure 112**

Figure 112: Option to Upload Research Paper(s)

- **Step 12.1.9: Again once the upload button is clicked, the system will take back to DSR home page. Repeat Steps 12.1.4 through 12.1.7. However with a small variation, as explained in Step 12.1.7 instead of Final Report Type – A, select "Scholarly Outcomes", as shown in the Figure 113**

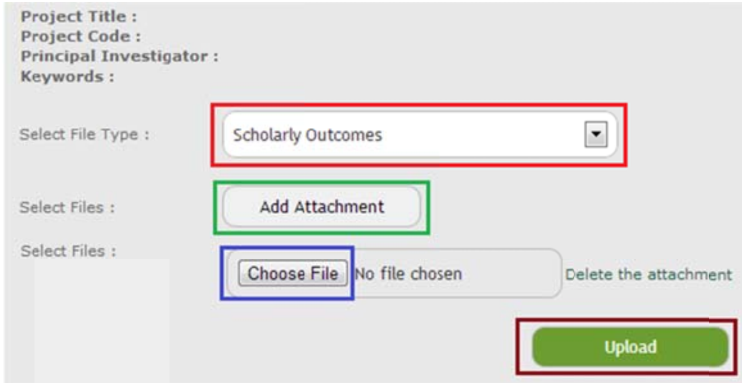


Figure 113: Option to Upload Scholarly Outcome Form

Step 12.1.10: Again once the upload button is clicked, the system will take back to DSR home page. Repeat Steps 12.1.4 through 12.1.7. However with a small variation, as explained in Step 12.1.7 instead of Final Report Type – A, select "Payment Authorization Form", as shown in the Figure 114.

This form is mandatory to be submitted along with the Final Report and the payment will be released only to those members mentioned in the Form.

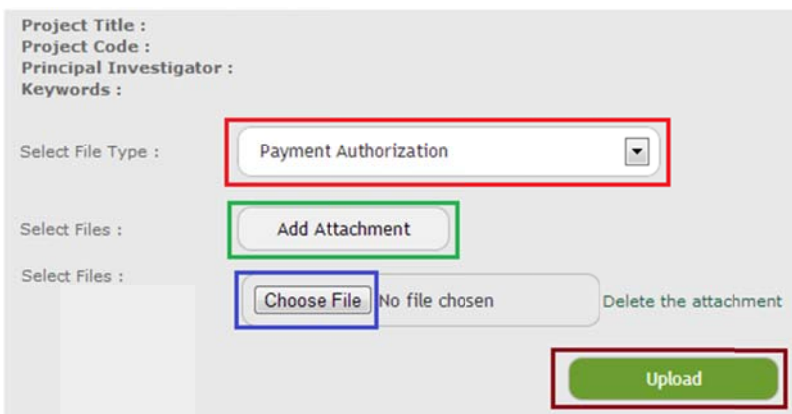


Figure 114: Option to Upload Payment Authorization Form

12.1.1. Requirements

- **At least ONE journal paper should have been submitted for publication from a project of 18 months or less in duration for processing the Final Report. However, project team members should realize that the Final Payment will not be released unless the publication is accepted and a proof is submitted to the Deanship.**
- **At least ONE journal paper should have been published or accepted for publication from a project of more than 18 months duration.**
- **For longer projects, the minimum number of papers is prorated on the basis of one journal paper per 18 months period (i.e. at least two Journal papers for projects with durations of**

more than 30 months and at least one Journal paper plus one high quality conference paper for projects between 19 months and 29 months of duration).

12.2. Type – B Format

- Step 12.2.1: In case that the project team has not published/submitted any papers from the DSR funded project by the official completion date, they can submit a regular detailed final report to include Introduction, Literature review, Methodology, including specification and explanation of models used, Experimental set up and procedure, Results and Discussion, Applications (potential and actual utilization of the project's output), Conclusions and Recommendations etc. The report should be submitted using the standard template available on the link below:

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/Type-B%20Final%20Report%20Template.doc

- Step 12.2.2: Scholarly Outcome form should also be submitted along with the final report, which can be downloaded from the below link:

http://www.kfupm.edu.sa/deanships/dsr/en/Documents/researchforms/ScholarlyOutcomes.doc

- Step 12.2.3: The final report and all the documents including the scholarly outcomes should be uploaded to the online submission system in the manner demonstrated.

- Step 12.2.4: Go to "E-Services" tab located on the DSR homepage, as shown in Figure 115

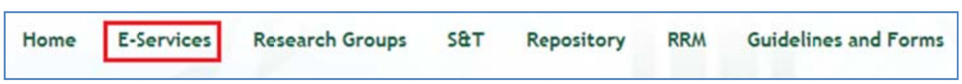


Figure 115: E-services Tab located on DSR website

- Step 12.2.5: Click on "Final Report Submission" as shown in Figure 116

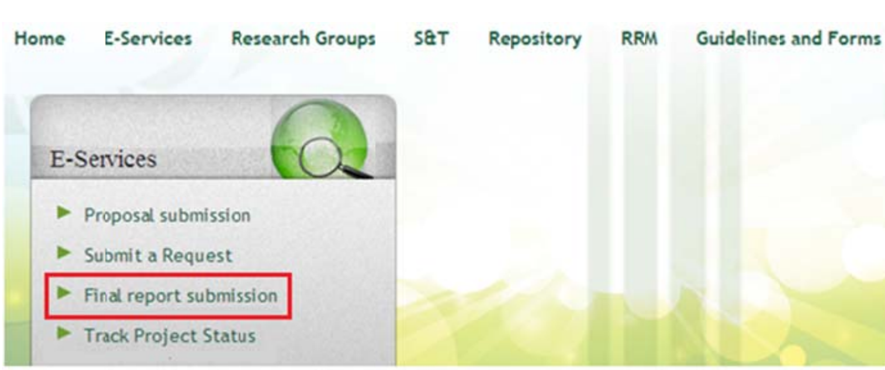


Figure 116: Tab under E-services to submit a request

- **Step 12.2.6: The online File Repository by default, the value selected would be "Proposal Code". The search can both be by entering the proposal code or project code and then click "Search", as shown in Figure 117.**

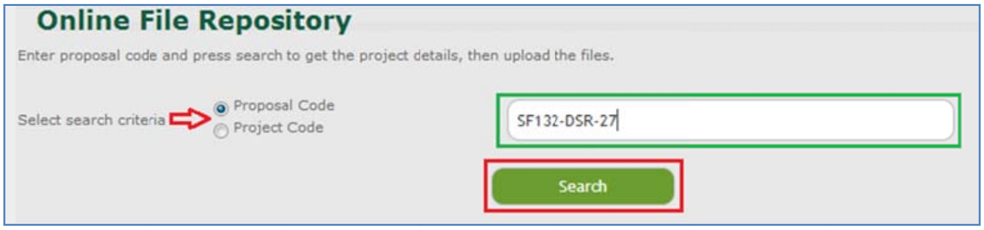


Figure 117: Option to search project

- **Step 12.2.7: Verify the project details and select the type of file as "Final Report – Type B" (the red box) then click on add attachment (the green box), tab to browse and choose the files to upload (the blue box) as shown in Figure 118 and click on upload the complete the submission.**

Figure 118: Option to select file type & upload file(s)

- **Step 12.2.8: Once the upload button is clicked, the system will take back to DSR home page. Repeat Steps 12.2.4 through 12.2.7. However with a small variation, as explained in Step 12.2.7 instead of Final Report Type – B, select "Scholarly Outcomes", as shown in the Figure 119**

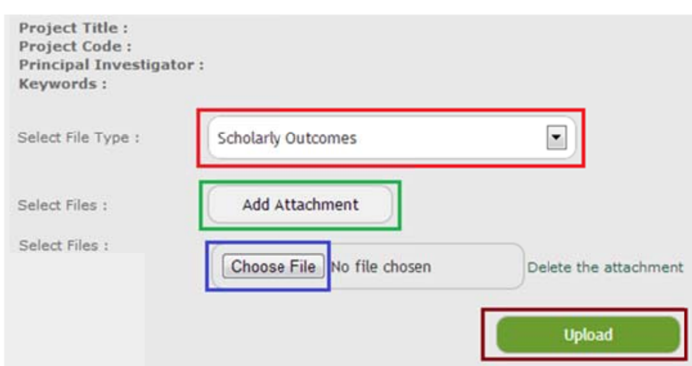


Figure 119: Option to Upload Scholarly Outcome Form

- **Step 12.2.9: Again once the upload button is clicked, the system will take back to DSR home page. Repeat Steps 12.1.4 through 12.1.7. However with a small variation, as explained in Step 12.1.7 instead of Final Report Type – B, select "Payment Authorization Form", as shown in the Figure 120.**

This form is mandatory to be submitted along with the Final Report and the payment will be released only to those members mentioned in the Form.

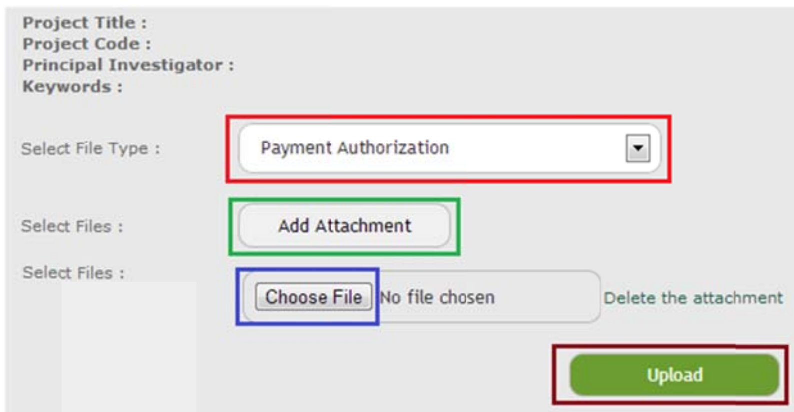


Figure 120: Option to Upload Payment Authorization Form

12.2.1. Requirements

- **For short-term projects (18 months or less), the proponents needs to have at least One Journal paper should be at least accepted within six months of the official project completion date.**
- **For long term projects (more than 18 months), the proponents should have at least One Journal Paper Published within six months of the official project completion date**

12.3. Processing of Final Report

- **Step 12.3.1: After receiving the final report online, the office performs an initial screening to verify if it adheres to the guidelines or not, Journal in which the paper have been Submitted/accepted/ published is an ISI Journal or Journals list approved by Scientific Council.**
- **Step 12.3.2: If the submission satisfies the requirement of the Deanship of Research, it is processed for review, else it is returned to the Principal Investigator for revision with comments.**

The review process is dependents on the reviewers and can extend from 30 to 45 days before a decision can be taken.

12.4. Submission of Bound Copy

- **Step 12.4.1: Once the evaluations are received from the experts, they are discussed by the Research Committee and appropriate decisions are made**
- **Step 12.4.2: If the report is approved or requires revisions or clarifications, the decision is sent to the Principal Investigator.**
- **Step 12.4.3: For approved Reports, the Principal Investigator can directly submit the Bound copy along with a CD containing the final report and scholarly outcomes of the completed project, to claim the final compensation, while revised reports may require an additional round before the final decision is made.**
- **Step 12.4.4: Especially for SABIC Projects, the investigator must submit three loose copies, which will be bound at the University Press in the Standard Format recommended by SABIC. For Other type of Grants, One Spiral Bound copy along with a CD is sufficient.**