Fill in your user name and password, and click Login
Click for new proposals or to complete unfinished ones.
Click Grant this session
Click here. For you not to start from scratch, you can use templates (forms to fill for different projects such as Sabic, Internally funded, Fast Track, ..etc.) or you can copy and use other projects which you already have. Highlight option (Templates in this case) then click Find.
Choose by clicking your type of project.

We are selecting a template of Internal Research in this case

(Observe the Blue High Light)
Choose any number, it will be renumbered by DSR.

Choose any short name for your proposal.

This is your full proposal title.

Very Important Note:
The Starting Date Must Be TODAY’S DATE.

Click to fill in the start and finish date of the project. Not sure of date format, click the 3 dots here.

See next page for Project Manager Field.
Optional field for co-investigator 1, you may leave it blank for now.

Names and ID numbers are stored in the system.

Click the 3 dots to search for names.
Use % and part of the name and click find.
Note: using the name only (ex. alassar) may not give results. Note also that using % only will give a complete long list.
Not sure of the format of the academic semester, you may choose the semester from a menu by clicking the 3 dots which appear on the right side when you click inside the yellow box shown.

Scroll down to fill in some Key Words.

Click OK for next screen.
The Project has been created
Click to open the highlighted project
If you quit the system and come back later, you can open the project by the shown sequence.

1. Click Projects

2. Choose Projects (not Templates) and click Find.

3. Your project is listed here. Highlight it (by clicking it) and click Open.
This is your project.

Click here to select your department.
Click here and then on the 3 dots to select your department.
Write some few letters of your department. The system will find it for you. Click OK.
Click OK.
You want to fill in details of the investigators?

Click Key Members and then Click Detail
You get a screen with the Project Manager only. Click here and you will get these 3 dots to the right. Clicking the three dots allows you to add a co-investigator. This date MUST be the present date or any previous one.
Not sure of the spelling of Jaweed Yazdani? Is it Jaweed or Jawid? Type jaw% and hit enter or click Find.
Highlight name and click OK
Click the 3 dots to select the role

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Number</th>
<th>Role</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rajal Samih Mousa Alas</td>
<td>6970653</td>
<td>Project Manager</td>
<td>25-APR-2007</td>
<td></td>
</tr>
<tr>
<td>Jaweed Yazdani</td>
<td>6881082</td>
<td></td>
<td></td>
<td>26-APR-2007</td>
</tr>
</tbody>
</table>
Select role and click OK
Once you have added all members, close the window. Then click SAVE.
You are through but … Observe the status is “Proposal”. You need to change it to “Submitted”. It is possible to change the status only after you have created a cost budget.
Close the three windows
Click Cost Budgets. Now, please go to the other document for Cost Budgets.

Tired and need to come back later??

No problem ... turn off your computer and we will start the Cost Budgets from scratch when you are back.