Research Centre-Jeddah

Converis – Research Management

System Quick Start Guide

A. Access Converis: Log-in

- 1. <u>Click here or enter the following link in</u> your web browser <u>rms.kfshrc.edu.sa</u>
- 2. Click on login at the top right
- 3. Log in using your ID and password that you use to access your computer on a daily basis (e.g. User name: J88860).



B. Create a New Research Application

- 1. From your dashboard, click on Create New at the top right + Create New...
- 2. 2. Click on Research Management
- 3. 3.Select Research Application
- 4. 4.Select the appropriate research application type (e.g. Interventional Study...)
- 5. 5.Complete the research application information
- 6. 6.Navigate to the different sections, and add other information such as the members under **Research Team** section
- 7. 7.Once you've completed all the sections and provided all information required on the research application, click on Save & Close to submit your application.

7 Cancel

8. Select the status "For acceptance by Co-investigator and their head of departments" and click **Done**

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Save

9. Your application has been submitted to the next approval step. To check the status of your application, from the left

navigation bar, click on Research Management>Research Applications

Save & close



BASIC RESEARCH STUDI	ES	^	Research of bas	ic science nature ir	cluding:
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