NSTIP USER’S GUIDE
King Abdulaziz City for Science and Technology (KACST)

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Approver 1

Approver 2
### Change Record

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### Reviewers

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**Note to Holders:**

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If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.
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1. Introduction

This document provides a step by step guide on how to fill a proposal for National Science Technology, Innovative Plan (NSTIP). This document covers the following functionalities:

- Proposal submission by Principal Investigator (PI)
- Proposal validation and acceptance by one or multiple Co Investigators
- Review done by respective institute's STU (Science and Technology Unit) and STU Manager
- Review recommendation closed by PI.

1.1 Purpose

NSTIP portal provides a platform for researchers to submit their proposals on specified research areas defined by the National Science and Technology Plan (NSTIP) in Saudi Arabia. It provides common platform for researcher; STU and KACST collaborate and contribute to build towards the country's National STI plan.

1.2 Audience

The intended audience of this document includes the following users:

Table 1: User Role

<table>
<thead>
<tr>
<th>User Role</th>
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<tbody>
<tr>
<td>Principal Investigator</td>
</tr>
<tr>
<td>Co-Investigator</td>
</tr>
<tr>
<td>STU Reviewer</td>
</tr>
<tr>
<td>STU Manager</td>
</tr>
</tbody>
</table>

1.3 Notation

This symbol is notation for Notes. Important notification will be present in each section.
1.4 Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>COI</td>
<td>Co Investigator</td>
</tr>
<tr>
<td>NSTIP</td>
<td>National Science Technology, Innovative Plan</td>
</tr>
<tr>
<td>KACST</td>
<td>King Abdulaziz City for Science and Technology</td>
</tr>
<tr>
<td>STU</td>
<td>Science and Technology Unit</td>
</tr>
<tr>
<td>TCS</td>
<td>Tata Consultancy Services</td>
</tr>
<tr>
<td>CRDB</td>
<td>Customer Database</td>
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</tbody>
</table>

Table 2: Abbreviations

1.5 Software Requirements

NSTIP application is best viewed with the following specifications:

Table 3: Software Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>• 1024 x 768 resolution</td>
</tr>
<tr>
<td>Operating System(OS)</td>
<td>• Windows XP (with Service Pack 3) or greater</td>
</tr>
<tr>
<td>Browser</td>
<td>• Internet Explorer 8.0 &amp; 9.0 (Compatibility View)</td>
</tr>
<tr>
<td>Other supporting</td>
<td>• Microsoft Excel (2003 onwards)</td>
</tr>
<tr>
<td>software</td>
<td>• Microsoft Word (2003 onwards) and</td>
</tr>
<tr>
<td></td>
<td>• Acrobat Reader</td>
</tr>
</tbody>
</table>

1.6 URL for accessing NSTIP Application

Copy the following URL to the web browser to access the NSTIP application:

http://nstip.kacst.edu.sa

With this URL the Principal Investigator (PI), Co Investigator CO-I, STU and STU Manager can access their respective area with secured authentication.

This URL is not applicable if you are accessing NSTIP Formal and onwards.
2. Researcher Registration Process

This chapter introduces you to NSTIP Portal Overview, Researcher Registration, Login, Logout, Update researcher profile, CRDB Registration, Forgot password and Change Password.

2.1 Accessing NSTIP Portal

Steps to access NSTIP portal:

1. Open the web browser and enter the URL: http://nstip.kacst.edu.sa.
2. The NSTIP Home page appears.
3. Navigate through the home page to know more About NSTIP, Policies and Procedures, STU, Statistics, Media Center, Latest news, Announcements and other items.
Click on **Contact us** link to get corporate office address, map and communication email and Phone numbers.

If you face any technical challenges during proposal submission and review process, send an email with detailed problem statement to **NSTIPsupport@kacst.edu.sa**

For any other project related support send an email with detailed problem statement to **secretariatNSTIP@kacst.edu.sa**

---

**Figure 2: NSTIP informative page**

**Figure 3: Contact Us**
2.2 Registering a Researcher
Following steps will guide you on how to register a researcher in the NSTIP application.

**Steps to register a researcher:**

1. Open the web browser and enter the URL: **http://nstip.kacst.edu.sa**.
2. The NSTIP Home page appears.

   ![Under Maintenance Page](image)

   *Figure 4: Under Maintenance*

   If the Under Maintenance page is displayed, try to access after some time, otherwise you can access the required functionality as guided in this procedure.

3. Click on the **REGISTER** link.
4. Enter the valid input for the mandatory fields marked in blue colored star (*) mark and follow the field instructions. Mandatory fields are:
   - Email, First Name (Arabic), Last Name (Arabic) First Name (English) and Last Name (English) and Initials.

5. Enter the Capcha code that is, letters as displayed in the image in the input field provided.

6. Click Register. On successful save, a confirmation message is displayed and an email is sent to the researcher with random generated password.

   - EmailID entered during researcher registration should be a valid one as you will receive your password and proposal related notification to this email ID.
   - If you register once with an email ID it is not possible to re-register with the same email ID.
   - To secure your personal information, it is recommended to change the password immediately.

2.3 Logging on to NSTP

Following steps will guide you on how to log on to the NSTIP Application

**Step to log on to NSTP:**

1. Open the NSTIP application.
2. Click on the LOGIN link.
3. Enter the register email ID (as user name) and password and click Login.
4. On successful authentication, you are redirected to the My Proposal page.

2.4 Logging Out

Following steps will guide you on how to log out from the NSTIP Application

Steps to log out:

1. Click on LOGOUT link to come out of the application.
2.5 Navigation from My Proposal to My Action Page

1. Open the NSTIP Application and click on LOGIN link.
2. Enter the registered email ID (as user name) and password for STU Manager and click Login.
3. On successful authentication, you are redirected to My Proposal page.
4. Click on Home Link.
5. Click the My Action tab.
2.6 Updating Researcher Profile

Following steps will guide you on how to update personal details and contact details.

**Steps to update researcher profile:**

1. Open the NSTIP Application and log on with valid user name and password.
2. Click on the **Update Profile** link in the top navigational bar.

![Figure 9: Update Personal Details Screen](image)

**Updating Personal Details:**

3. Enter/Update the valid input for the mandatory fields marked in blue colored star (*) mark and follow the field instructions. Mandatory fields are:

   - Preferred language, First Name (Arabic), Last Name (Arabic) First Name (English) and Last Name (English), Date of birth, Nationality, NI Number, NI Number expiry date, IQMA Number, IQMA Number expiry date, Passport Number and Passport expiry date

   NI Number and NI Expiry date will be enabled on selecting Nationality as Saudi and for other Nationals, IQMA Number, IQMA Expiry date, Passport Number and Passport Expiry date will be enabled.

4. Click **Update**. On successful save a confirmation message is displayed and it navigates to the **Contact Details** tab.
To updating contact details:

5. Enter/update the valid input for the following fields and follow the field instructions:
   - Phone, Mobile, Address Line 1, Address Line 2, City, Post Code, State and Country

6. Click Update. On successful save a confirmation message is displayed.

2.7 Creating CRDB Profile

Following steps will guide you in creating CRDB profile:

Steps to create CRDB profile:

7. Open the NSTIP Application and log on with valid user name and password.
8. If you are not registered into CRDB with the registered email ID, click Submit Application.
Searching CRDB Profile and Linking to KACST:

9. If you have already created a profile in CRDB before, then search your CRDB profile by any of the inputs like e-mail ID, Institute or Name.

10. On successful search, validate and select the profile from the search result table and click Link to KACST.

11. Click Cancel to abort your CRDB profile link to KACST.

Creating a New CRDB Profile:

12. If you do not have any CRDB profile before, then click Create CRDB Profile.
13. Select Institute or University radio button depending on the one you belong to and then enter/select the respective field.

14. For University, select a value from University, College dropdown as applicable.

15. For Institute, select Institute, Department dropdown as applicable.

16. Select Field of interest, Subfield of interest from drop downs as applicable.

17. Enter Specialization and upload your research Curriculum Vitae (CV).

18. Click Register. On successful save a confirmation message is displayed.

19. Click Cancel to abort creating the CRDB Profile.

On selection of University radio button, University and College dropdowns are enabled and on selection of Institute radio button, Institute and Department are enabled.

2.8 Changing Password

Following steps will guide you on how to change password and get a new password if you forgot it:

Steps to change password:

1. Open the NSTIP Application and log on with valid user name and password.

2. Click on the Change Password link in the top navigational bar.
3. Enter valid input for the mandatory fields and follow the field instructions. Mandatory fields are:
   - Old Password, New Password, Confirmation Password
4. Click Submit. On successful save a confirmation message is displayed.
5. Click Cancel to abort the Change Password process.

To use Forgot Password option:

6. Open the NSTIP Application and click on the Forgot Password link.
7. Enter the registered email ID for which you have forgotten the password
8. Click **Submit**. On successful save a confirmation message is displayed and your password will be sent to your email.
9. Click **Cancel** to abort the Forgot Password process.

![Figure 14: Forgot Password]

You will receive an email with random generated password. To secure your personal information, it is recommended to change the password immediately.
3. Submit Proposal

This chapter introduces the process of proposal submission and business logic to be followed in each of the tabs. It covers the following tabs and Subtab:

- Proposal Information
  - Overview
  - Abstract
    - Summary (English)
    - Summary (Arabic)
    - Introduction
    - Literature Review
  - Project Objective(s)
- HR Detail
- Proposed Word
  - Research Methodology
  - Objectives and Phases
  - Objective, Phase and Task Mapping
  - Tasks and Resources
  - Deliverables
- Value to Kingdom
- Budget
  - Manpower Budget
  - Non Manpower Budget
  - Total Budget
- Documents and References
- Undertaking
- Review Response

3.1 Creating New and Revised Proposal

Following steps will guide you on how to submit a new proposal or submit a revised proposal.

**Steps to create a new proposal:**

1. Open the NSTIP Application and log on with valid user name and password.
2. Click **Submit Application**.
3. Click **New Proposal** in the **My Proposals** tab.

![Proposal Information](image)

*Figure 15: New Proposal*

4. In the undertaking section, click **I Accept** to accept the rules.
5. Click **I do not Accept** to abort the proposal submission process.
6. Enter the information as directed in each section

**Steps to create a Revised proposal:**

7. If you want to revise an existing proposal Click, Revised Proposal button.
8. Enter the proposal Code No. to Revise the proposal and click on OK button

![Proposal Revision](image)

Figure 16: Proposal Revision

- Proposals that have been rejected by AAAS can be revised by providing the answers to the rejection comments. Multiple answers can be added/Deleted by clicking PLUS (+) or CROSS(X) icons respectively. Proposal rejected by any reviewer (STU, STU Manager, and NSTIP Secretary) other than AAAS will be treated as New proposal.

9. Enter the review comment provided by AAAS during rejection and answer to each comments.
10. Click Plus (+) to add an empty row and then enter Project Objective(s).

11. To delete a Review comment and its answer, select the desired row and then click on Cross (X) sign.

   Review Response tab is the last tab. Click >> icon to get the tab.

12. Click Save. On successful save a confirmation message is displayed and to abort the process click Cancel.

13. Enter the information as directed in Overview section. For revised proposal ":-R" will append to the old proposal code.
14. Revised Proposal code will be appended by “-R” to your old code and Old code will be update in Revised Proposal code section for referral purpose and will available in the report (.PDF).

**Example**: If Previous Code is 12-ADV0138-01 then Revised Code will be 12-ADV0138-01-R

### 3.2 Entering Information in the Proposal Information Tab

Following steps will guide you to fill the Proposal Information tab. It has following sub tabs to be filled:

- Overview
- Abstract
  - Summary (English)
  - Summary (Arabic)
  - Introduction
  - Literature Review
- Project Objective(s)

**Steps to enter Proposal Information:**

To enter information in the Overview sub tab:
15. Click I Accept in the undertaking section. The Proposal Information > Overview sub tab is displayed.

![Figure 19: Overview Subtab](image)

16. Enter/Select the valid input to the mandatory fields marked in blue colored star (*) mark and optional fields as applicable and follow the field instructions.

17. Select a value from Technology, Track, Sub-Track, Project Type, and Estimated Duration from the dropdown as applicable.

   Technology, Track and Sub tracks are interdependent (that is, if you select Technology, Track is populated and the Sub Track as well.)

18. Enter Proposal Title (English), Proposal Title (Arabic), Keywords and other details.

   Proposal title (Arabic) will accept only Arabic text and numeric values

19. Enter proposed starting date.

   Proposed Starting Date must be greater than today.

20. You can declare if the same proposal already submitted to any other funding institute by selecting Yes radio button and specifying two reasons.

21. Click Save. On successful save a confirmation message is displayed and Max 14 digit proposal code is populated in the Code No field.

22. Code No is the unique identifier for the proposal you are submitting.
23. Proposal is added to the **Saved proposal** section of the **My Proposal** page. If you have stopped in between then later you can resume proposal update by clicking **Update**.

![Figure 20: My Proposal Page](image)

**To enter information in the Abstract sub tab:**

24. Upload the document for **Summary (English)**, **Summary (Arabic)**, **Introduction**, **Literature Review**
25. Click Browse and then select a file from your computer.
26. Click **Upload**. The file is attached next to the Template link.

27. To remove the file you can click **Delete**.

28. Click **Save**. On successful save a confirmation message is displayed and to abort the process click **Cancel**.

   - Supporting file formats are only .Doc, .Docx, .PDF for Summary (English)
   - Supporting file format is only .PDF for Summary (Arabic).

To enter information in the Project Objective(s) Subtab:

29. Click the **Project Objective(s) Subtab**.

   ![Figure 23: Project Objective(s) Subtab](image)

30. Click Plus (+) to add an empty row and then enter Project Objective(s).

31. To delete a Project Objective record, select the desired row and then click on Cross (X) sign.

32. Click **Save**. On successful save a confirmation message is displayed and to abort the process click **Cancel**.
Multiple objectives can be added and each objective limits to maximum of 2000 words.

### 3.3 Entering Information in the HR Details Tab

Following steps guide you on how to fill the HR Details:

**Steps to enter information in the HR Details tab:**

1. Click the HR Details tab.
2. The **PI Name, Research Status, Area of Specialization**, is auto populated in the Senior Personnel section.
3. CV for PI, COI is mandatory to upload as per the template provided.
4. Click on the link "here" in the message to download the CV template.
   
   CV has to be uploaded using the template and should not exceed 5 pages. It should contain ONLY English text, any other language in the CV will lead to rejection of the proposal.

   PI have to upload the CV for PI, COI and others.

![Figure 24: HR Detail](image)

5. Click Plus (+) to add a Co-Investigator. The Researcher search page is displayed.
6. Search a Co-Investigator by entering any of the valid criteria and then selecting a value from the list.

7. Click **Select**. COI is added to the Senior Personnel section along with its details.

You can only search and add COI those who are registered to the CRDB. If COI is not registered then you can request them to register by following the steps provided in the **Create CRDB Profile** section.

Same steps can be followed to add multiple COI.
8. Click Plus (+) to add other Personnel.
9. Select a Job Category and enter Number of Resources in Add other resource page.
10. Click ADD. The other personnel details are added.
11. Click Plus (+) to add Consultants.
12. Enter Name, Select Country and location.
   Location can select only if country is selected to Saudi Arabic and for rest of counties Location field will be disabled.
   CV and Letter of Approval is mandatory for a consultant
14. Click Save. On successful save a confirmation message is displayed and to abort the process click Cancel.

3.4 Entering Information in the Proposed Work Tab

Following steps will guide to fill the proposed work. It has following sub tabs to be filled:

- Research Methodology
- Phases and Tasks
- Objective and Tasks
- Tasks and Resources
- Deliverables

**Steps to enter information in the Proposed Work tab:**

To enter information in the Research Methodology Subtab:

1. Click the **Proposed Work** tab.
2. Click the **Research Methodology Subtab** and upload the document
3. To upload a document, select the checkbox and then download the template and fill it as applicable.

4. Click **Browse** and then select a file from your computer.

5. Click **Upload**. The file is attached next to the Template link.

6. To remove the file click **Delete**.

7. Click **Save**. On successful save a confirmation message is displayed and to abort the process click **Cancel**.

   ![Supporting file formats are only .Doc, .Docx, .PDF](image)

To enter information in the Objectives and Phases Subtab:

8. Click the **Phases and Tasks Sub tab**.

9. Add multiple phases by clicking Plus (+) and you can delete any of the phase by clicking Cross (X) in Phases table.

10. Added Phase will be updated by clicking the “Edit icon” between Plus(+) and Cross (X)
11. Enter unique Phase name
12. Add multiple tasks to each phase by clicking Plus (+) and you can delete any of the task by clicking Cross (X) in Phases and Task mapping popup.
13. On clicking OK button in the Phases and Task mapping popup, Phase and its task will be added in the table.
14. To Add/Delete/Update any of the mapped task, click on Edit icon in the Phase table then in the popup update the task.

15. Click Save. On successful save a confirmation message is displayed and to abort the process click Cancel.

**To enter information in the Objectives and Task Subtab:**

16. For each Objectives, enter the approach by which you are planning to achieve the defined objective.

![Figure 30: Approach for objective](image)

17. Click **Upload**. The file is attached next to the Template link.

18. To remove the file you can click **Delete**.

19. Click **Save**. On successful save a confirmation message is displayed and to abort the process click **Cancel**.

- **Supporting file formats are only** .Doc, .Docx, .PDF for Summary (English)

20. Click on Plus (+) to add Objective, Phase and Task mapping.
21. Select an Objective from the dropdown. Select Phase and Task for each objective.
22. On Clicking Select button, Objectives, Phases and Tasks will be added to the Objective and Task mapping table.
23. Add multiple, Objectives, Phases and Tasks mapping by clicking Plus (+) and you can delete any of the task by clicking Cross (X) in Phases and Task mapping popup.
24. Click Save. On successful save a confirmation message is displayed and to abort the process click Cancel.

To enter information in the Task and Resources Subtab:

25. Click the Task and Resources Subtab.
26. Add Task and Resource mapping by clicking Plus (+) and you can delete any of the Task-Resource mapping by clicking Cross (X).
Select a task from the Task Name.

Select one or multiple resources from the table.

To select multiple items keep Ctrl key pressed and select one by one item.

Click Select. All the selected resources are mapped to the task and are added into the Task and Resource Mapping section.

For each task and resources enter start month and duration.

Duration cannot exceed the Estimated Duration that is selected in the overview section.

For example – If Estimated Duration is 24 month and start month is selected as 10 then maximum duration should be 24-10 = 14 + 1 (start month included) = 15.

For consultants only 30 days is allowable during the entire Project duration

Task and Resource cannot be duplicated for each phase

Follow above four to add multiple tasks and resource mapping for each phase.

Click Save. On successful save, a confirmation message is displayed and to abort the process click Cancel.
To enter information in the Deliverables Subtab:

33. Click the **Deliverables** Subtab.

34. Add one or multiple project outcomes by clicking **Plus (+)** and you can delete any of the phases by clicking **Cross (X)**.

35. **Project Outcome** will be updated by clicking the “Edit icon” between Plus(+) and Cross (X)

36. Enter unique **Project Outcome**

37. Map multiple **Objective** (by selective Checkbox) to each of the **STP Goal**.

38. Goal can be expand and collapse by clicking the **arrow icon**.

*Figure 33: Add/Delete/Update Outcome, STP Goal and Objective*
39. On clicking **OK** button in the Outcome, STP Goal and Objective, the mapped date will be added to **Mapping Outcomes, STP Goals and Objectives** table.

40. Click **Save**. On successful save a confirmation message is displayed and to abort the process click **Cancel**.

**To Enter the Management Plan Subtab**

41. Click the **Management Plan** Subtab.
42. Click the Excel icon of Management plan. The Excel is downloaded and you need to save this to your computer for further referral.

3.5 Entering Information in the Value to Kingdom Tab

Following steps will guide you to fill the Value to Kingdom.
Steps to enter information in the Value to Kingdom tab:

1. Click the Value to Kingdom tab and either you can upload the document or directly enter values in the Rich Text box for Value to Kingdom.

   There are only 5000 words can be entered in the Rich Text; however, more words can be entered using upload functionality.

   ![Value to Kingdom](image)

   Figure 37: Value to Kingdom

2. To upload a document, select the checkbox and then download the template and fill it as applicable.
3. Click **Browse** and then select a file from your computer.
4. Click **Upload**. The file is attached next to the Template link.
5. To remove the file click **Delete**.
6. Click **Save**. On successful save, a confirmation message is displayed and to abort the process click **Cancel**.

   Supporting file formats are only .Doc, .Docx, .PDF

3.6 Entering Information in the Budget Tab

Following steps will guide to fill the Budget tab. It has following sub tabs to be filled:

- Manpower Budget
To enter information in the Manpower Budget Subtab:

7. Click the **Budget** tab.

8. Click the **Manpower budget** Subtab.

9. For each of the rows in the Manpower Budget, enter the compensation in SAR.
   - **Maximum compensation for PI is 6000 SAR & for COI is 5000 SAR.**
   - **Consultant compensation should be entered on per day basis. Consultant total compensation should be between 1500 SAR to 60,000 SAR depending on location of consultant.**
   - **If any of resources' compensation is zero or empty system shows warning message while saving and error message while submitting for other personnel category resources and consultants.**

To enter information in the Non Manpower Budget Subtab:

10. Click the **Non Manpower Budget** Subtab.
11. Add one or multiple Equipment and Material by clicking Plus (+) and you can delete any of the phases by clicking Cross (X).

![Figure 39: Non Manpower Budget – Equipment and Material](image1)

12. Select a category from the dropdown.
13. Enter First year, Second Year budget, Name, Justification for each of the rows.
14. Add one or multiple Travel by clicking Plus (+) and you can delete any of the phases by clicking Cross (X).

![Figure 40: Non Manpower Budget – Travel](image2)
15. Select a category from the dropdown.
16. Enter First year, Second Year budget, Justification for each of the rows.
17. Add one or multiple Others by clicking Plus (+) and you can delete any of the phase by clicking Cross (X).

![Image of Non Manpower Budget – Others]

**Figure 41: Non Manpower Budget – Others**

18. Select a category from the dropdown.
19. Enter First year, Second Year budget, Justification for each of the rows.
20. Click **Save**. On successful save, a confirmation message is displayed and to abort the process click **Cancel**.

**To enter information in the Total Budget Subtab:**

21. Click the **Total Budget** Subtab.
22. Click the Excel icon of total budget. The total budget Excel sheet is downloaded and you need to save this in your computer for further referral.
3.7 Entering Information in the Document and Reference Tab

Following steps will guide you on how to fill information in the Document and Reference tab.

**Steps to enter the Document and Reference tab:**

23. Click the Document and Reference tab.
24. Select a value from the Document Type dropdown.
25. Upload a supporting document for selected document type.
26. To upload a document, click Browse and then select a file from your computer.
27. Click Upload. The file is attached in the Upload Document column.
28. To remove the file click Delete.
   Supporting file format are only .Doc, .Docx, .PDF
29. Enter the justification in the Abstract fields.
30. Enter the reference details in the Reference Rich Text field.
31. Click Save. On successful save, a confirmation message is displayed and to abort the process click Cancel.

3.8 Entering Information in the Undertaking Tab

Following steps will guide you on how to fill information in the Undertaking tab.

To enter information in the Undertaking tab:

32. Click the Undertaking tab.
33. Click I accept to read and accept the terms.
34. Click I do not accept to abort the Proposal submission process.
35. Click **Save**. On successful save, a confirmation message is displayed and to abort the process click **Cancel**.

36. Click **Submit**. On successful save, a confirmation message is displayed and the Proposal is added to the **Submitted Proposals** section of the **My Proposals** page.

![Submitted Proposals](image)

**Figure 45: Submitted Proposals**

37. Click the **PDF file** icon from the **Format** column to open the PDF file and this contains all the information that has been entered during the proposal submission.

![Proposal PDF Report](image)

**Figure 46: Proposal PDF Report**
38. A Notification email is sent to all the Co Investigators you have selected and a notification is stored in the **My Notification** tab.

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**My Notification contains Proposal code and date of submission.**

Figure 47: My Notification
4. Proposal Review

This chapter introduces the process of proposal review, acceptance and rejection by the Co-Investigator(s). Once the proposal submitted by the PI an email goes to all the COIs intimating the proposal submission and requesting for review and acceptance.

All the COIs must be registered in the NSTIP application as well as CRDB profile. If the COI is already registered as CRDB before than you have to link to KACST for further process. Follow the step Researcher Registration this to register into NSTIP and steps for Create CRDB Profile to link to KACST.

4.1 Getting Proposal Reviewed by COI

Following steps guides you on how to get the proposal reviewed by a Co-Investigator.

Steps to get a proposal reviewed by COI:

1. Open the NSTIP Application and click on LOGIN link.
2. Enter the registered email ID (as user name) and password and click Login.
3. On successful authentication, you are redirected to the My Proposal page.
4. Click on the Home Link.
5. Click the My Action tab.

Figure 48: My Actions

7. Validate each and every information provided by Principal Investigator in all the following tabs:
   - Proposal Information
     - Abstract
       - Overview
       - Summary
       - Introduction
       - Literature Review
     - Project Objective(s)
   - HR Detail
   - Proposed Word
     - Research Methodology
     - Objectives and Phases
     - Objective, Phase and Task Mapping
     - Tasks and Resources
     - Deliverables
   - Value to Kingdom
   - Budget
     - Manpower Budget
     - Non Manpower Budget
     - Total Budget
   - Documents and References
   - Undertaking
   - Review comments

8. Click the Comments tab.
9. Enter comments in the **Comments** rich textbox.
10. Click **Add**. On successful addition the comment is added in the above table and Data, Review name are auto populated.
11. Click **Save**. On successful save a confirmation message is displayed and to abort the process click **Cancel**.
12. Click the **Undertaking** Tab
13. Click **I accept** to read and accept the terms
14. Click **I do not accept** to reject the proposal
15. Click **Save**. On successful save, a confirmation message is displayed and to abort the process click **Cancel**.

16. Click on **Submit**. On successful submission a confirmation message is displayed.

- On acceptance an e-mail notification goes to STU for further review.
- On rejection an e-mail notification goes to PI to nominate new Co Investigator
- Status of the proposal changes accordingly in the Submitted Proposal section and it is only visible to the PI.

### 4.2 Getting STU Approval

Following steps will guide you on how to get a proposal reviewed by an STU.

**Steps to get STU approval:**

1. Open the NSTIP Application and click on **LOGIN** link.
2. Enter the registered email ID (as user name) and password for STU and click **Login**.
3. On successful authentication, you are redirected to the **My Proposal** page.
4. Click on **Home** Link.
5. Click the **My Action** tab.

![My Action Tab for STU](image)

*Figure 51: My Action Tab for STU*

6. Click **REVIEW_PROPOSAL** request is pending for your review -- <Proposal Code> link

Example: REVIEW_PROPOSAL request is pending for your review -- 13-BU1882-02

7. Click any of the tabs (for example, Overview).

![STU Review](image)

*Figure 52: STU Review*

8. Click ✗ icon to add review comment and click ☑ to delete the review comment.

9. Repeat the same step for each of the fields in the entire tab.
10. Review each and every information provided by Principal Investigator in all the following tabs:
   - Proposal Information
     - Overview
     - Abstract
       - Summary (English)
       - Summary (Arabic)
       - Introduction
       - Literature Review
     - Project Objective(s)
   - HR Detail
   - Proposed Word
     - Research Methodology
     - Objectives and Phases
     - Objective, Phase and Task Mapping
     - Tasks and Resources
     - Deliverables
   - Value to Kingdom
   - Budget
     - Manpower Budget
     - Non Manpower Budget
     - Total Budget
   - Documents and References
   - Review comments

11. Click the Comments tab.
12. Enter comments in the **Comments** rich textbox

13. Click **Add**. On successful addition the comment is added in the above table and Data, Review name are auto populated.

14. Click **SAVE COMMENTS**. On successful save, a confirmation message is displayed and to abort the process click **Cancel**.

15. If you click **APPROVE** a confirmation message is displayed and the proposal goes to NSTIP.

16. If you click **REJECT**, a confirmation message is displayed and the proposal goes to STU Manager.

17. If you click **REVIEW**, a confirmation message is displayed and the proposal goes to PI for further input.

Status of the proposal will change accordingly in the Submitted Proposal section and it is only visible to the PI.

### 4.3 Getting STU Manager Approval

Following steps will guide you on how to get a proposal reviewed by an STU Manager.

**Steps to get STU Manager Approval:**

1. Open the NSTIP Application and click on **LOGIN** link.
2. Enter the registered email ID (as user name) and password for STU Manager and click Login.
3. On successful authentication, you are redirected to My Proposal page.
4. Click on Home Link.
5. Click the My Action tab.

6. Click REVIEW_PROPOSAL request is pending for your review -- <Proposal Code> link (Example: REVIEW_PROPOSAL request is pending for your review -- 13-BU1882-02).
7. Click on any of the tab (say Overview).

Figure 54: My Action for STU Manager

Figure 55: Review for STU Manager
8. Click ✖ icon to add review comment and Click ✔ to delete the review comment.
9. Repeat the same step for each of the fields in the entire tab.
10. Review each and every information provided by Principal Investigator in all the following tabs:

   - Proposal Information
     - Overview
     - Abstract
       - Summary (English)
       - Summary (Arabic)
     - Introduction
     - Literature Review
     - Project Objective(s)
   - HR Detail
   - Proposed Word
     - Research Methodology
     - Objectives and Phases
     - Objective, Phase and Task Mapping
     - Tasks and Resources
     - Deliverables
   - Value to Kingdom
   - Budget
     - Manpower Budget
     - Non Manpower Budget
     - Total Budget
   - Documents and References
   - Undertaking
   - Review Response

11. Click the Comments tab
12. Click Download Proposal to open PDF format of the proposal.
13. Enter comments in the Comments rich text box.
14. Click Add. On successful addition the comment is added in the above table and Data, Review name are auto populated.
15. Click SAVE COMMENTS. On successful save, a confirmation message is displayed and to abort the process click Cancel.
16. If you click APPROVE, a confirmation message is displayed and the proposal goes to NSTIP.
17. If you click REVIEW, a confirmation message is displayed and the proposal goes to PI for further input.
18. If you click REJECT, a confirmation message is displayed and the proposal is finally rejected from the review process and a notification email is sent to PI.
19. Status of the proposal changes accordingly in the Submitted Proposal section and it is only visible to the PI.