Research Centre-Jeddah

Converis –Research Management

System Quick Start Guide
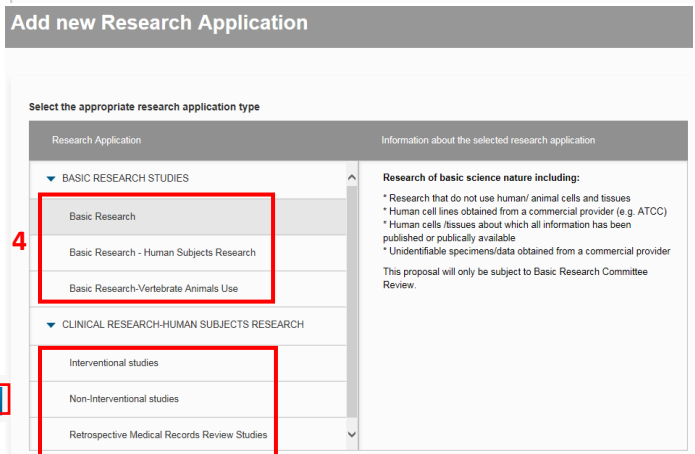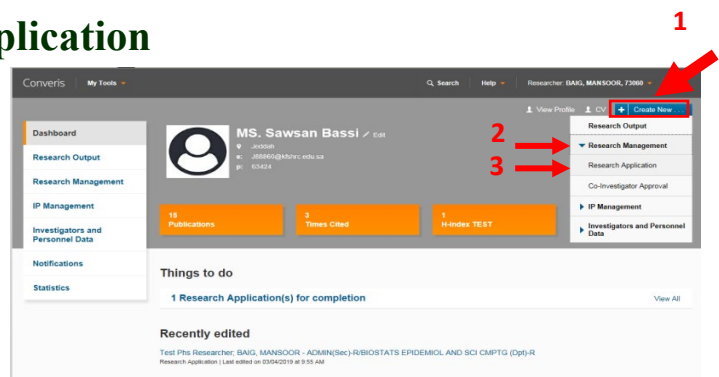
A. Access Converis: *Log-in*

1. [Click here](rms.kfshrc.edu.sa) or enter the following link in your web browser rms.kfshrc.edu.sa
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).
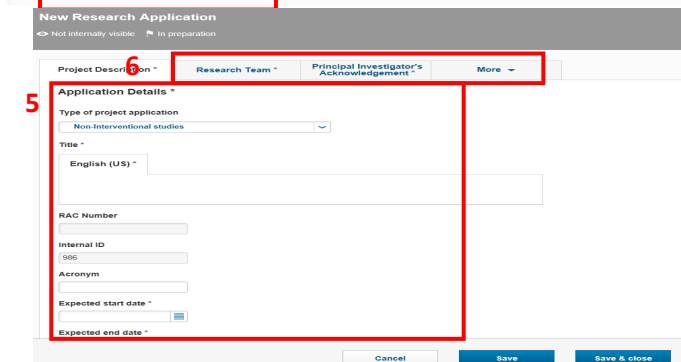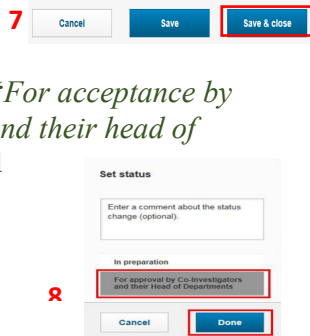

B. Create a New Research Application

1. 1.From your dashboard, click on **Create New** at the top right
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.

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

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**