



## **NSTIP Portal Registration Manual**

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## 1. Introduction to NSTIP Portal

The National Science, Technology, and Innovation Plan (NSTIP) portal provides the platform for researchers to submit their research proposals in the fields specified by the NSTIP in Saudi Arabia. It provides a common platform for researchers, STUs, and KACST to collaborate and contribute in the development of research according to the country's National STI plan.

To submit new proposal, a researcher or Principle Investigator (PI) needs to register on KACST's portal as well as in the Saudi Researcher database. Once registered, researchers can login on to the NSTIP portal to submit and administrate new research proposals.

A submitted proposal first goes for a formal review by the researcher's STU. The STU reviewer also needs to register on to the NSTIP portal to access all proposals requiring review. STU reviewers can accept, reject, or comment on proposals by researches. Once a proposal is "Accepted", the proposal it is sent to KACST for further review and approval.

In KACST, the NSTIP team (NSTIP Reviewers and the NSTIP Secretary) reviews the proposals and sends it for a technical review by the AAAS. If any changes are required, the NSTIP Secretary notifies the STU about the required changes. All communications between KACST and the researcher or PI is done through the relevant university's STU on the same portal.

Technical reviewers assess the technical aspects of the research proposal. Based on their assessment, scores and recommendations are given to the proposal. The outcome of the technical review is communicated to KACST's NSTIP Secretary for further action.

Proposals recommended by the technical assessment are sent to a preparatory committee for review and validation before sending to Supervisory Committee for final approval. Proposals approved by Supervisory Committee are sent to Ministry of Finance for funding.

In addition to the submission and review of proposals, the NSTIP portal will also provide researchers with other functionalities such as KACST NSTIP policies, submission tips, proposal submission deadline information, frequently asked questions (FAQs), and technical tips from the experts.

## 2. Steps

### 2.1. Registration

**Step-1** Type the link (<http://nstip.kacst.edu.sa>) into the browser and click on Login.



Figure 1 :Login Page

**Step-2** Click on “Register” link present in NSTIP page.

**Expected result:** System should redirect to NSTIP User Registration screen as present in figure-2 below.

Figure 2 : NSTIP User Registration Screen

**Step-3** Enter valid data in the required mandatory fields (E-mail address, First Name - Arabic, First Name - English, Last Name - Arabic, Last Name - English, and Initials) as well as the optional fields (Father's Name - Arabic, Father's Name - English).

**Step-4** Enter letters as displayed in the image in the input field provided and then click on "Register" button.

**Step-5** System should notify to researcher on successful registration and Generated Password is mailed to registered researcher's e-mail id.

The system will display "Registration done successfully". Password should be sent to the registered e-mail address (figure 3, below). You will receive a mail from [No\\_reply.TAISIRSOA@kacst.edu.sa](mailto:No_reply.TAISIRSOA@kacst.edu.sa) with subject as **KACST Applications Access**. This

mail will have your user name (your mail id) and password. If you do not receive the mail in one day then please contact [nstipsupport@kacst.edu.sa](mailto:nstipsupport@kacst.edu.sa) .

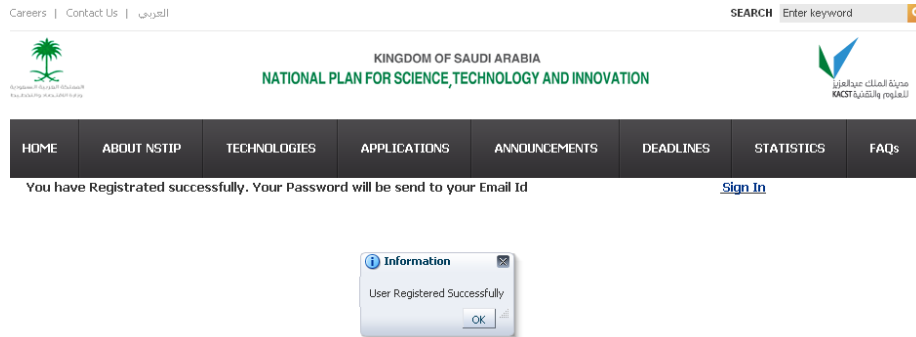


Figure 3 :REGISTRATION\_SUCESS\_SCREEN

## 2.2.Login

**Step-1-** Type the url link (<http://nstip.kacst.edu.sa>) in browser and click on the Login link.

**Step-2** Provide registered E-mail id and the password which is sent to your mail id.

Careers | Contact Us | العربية

SEARCH Enter keyword

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THE NATIONAL SCIENCE,  
TECHNOLOGY AND INNOVATION PLAN **BETA**

HOME ABOUT NSTIP POLICIES & REFERENCES STATISTICS MEDIA CENTER

[New User](#)

**Sign In**

Email Id

Password

**LOGIN**

[Forgot Password](#)

Figure 4: Login Screen

**Step-3** On successful authentication, the system will take you to the “My Applications” page. The system should redirect to “My Applications” page as shown in fig-5.

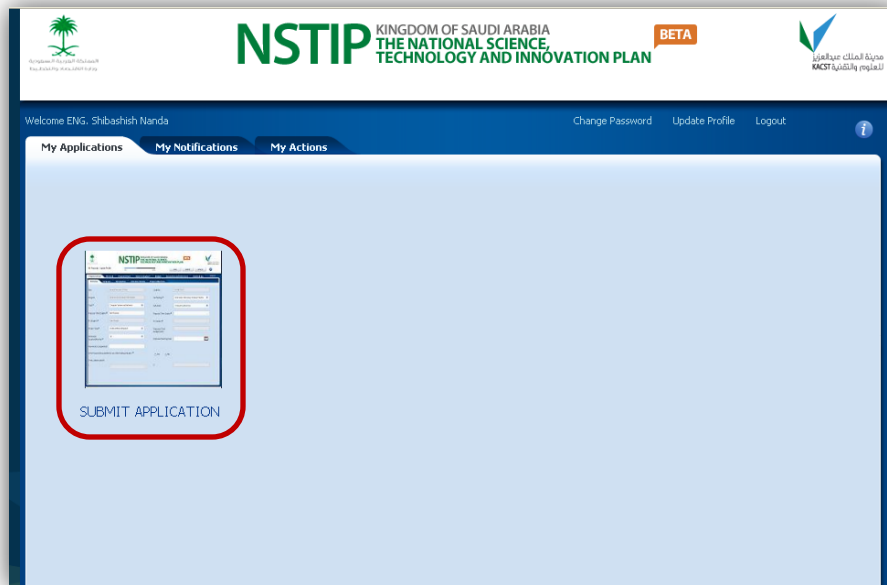


Figure 5 :My\_Application Screen

### 2.3. Update Profile

**Step-1** Click on “Submit Application” link present on “My Application” page as shown in Figure-6 and system will redirect you to the update profile page.



The screenshot shows the 'Personal Details' section of the NSTIP portal. The form includes the following fields:

- Initial: Eng. (dropdown)
- Preferred Language\* (dropdown)
- First Name(English)\*: Shibashish
- First Name(Arabic)\*: شيباش شيباش
- Father Name(English)
- Father Name(Arabic)
- Grand Father Name(English)
- Grand Father Name(Arabic)
- Last Name(English)\*: Nanda
- Last Name(Arabic)\*: ناند
- Date Of Birth\* (calendar icon)
- Nationality\* (dropdown)
- NI Number
- NI No Exp Date (calendar icon)
- Iqama No
- Iqama Exp Date (calendar icon)
- Passport No
- Passport Exp Date (calendar icon)

At the bottom right, there are two buttons: 'Update' (highlighted with a red box) and 'Cancel'.

Figure 6:PROFILE\_UPDATE\_SCREEN

**Step-2** Update any personal details fields (Father’s Name - Arabic, Father’s Name - English, Grandfather’s Name - Arabic, Grandfather’s Name - English, Date of Birth, Nationality, and NI/IQMA Number and Expiration Date).

**Step-3** Click on “Update” button.

System should display: “User details updated successfully”, as per figure 6 below.

**Step-5** Update any contact detail field (Phone, Mobile, Addressline1, Address line2, city, postcode, state and country) information and press “Update”.

The screenshot shows the 'Contact Detail' update screen in the NSTIP portal. The form includes the following fields:

Field	Value
Phone	
Mobile	
Email	SHIBASHISH.NANDA@YAHOO.COM
Alternate Email	
Address Line1	
Address Line2	
City	
Post Code	
State	
Country	<input checked="" type="checkbox"/>

The 'Update' button is highlighted with a red box.

Figure 7: CONTACT UPDATE SCREEN

**Step-6** Click on the update button, as per figure 7 above.

The system should redirect you to a screen where you can select your profile from Saudi Researcher database (if you are already registered in Saudi Researcher Database).

The screenshot shows the NSTIP portal registration interface. At the top, there is a navigation bar with links for 'Careers', 'Contact Us', and 'العربي'. The main header features the NSTIP logo, the text 'KINGDOM OF SAUDI ARABIA THE NATIONAL SCIENCE TECHNOLOGY AND INNOVATION PLAN', a 'BETA' badge, and the logo for 'مدينة الملك عبدالعزيز للعلوم والتقنية KACST'. Below the header is a dark navigation menu with links for 'HOME', 'ABOUT NSTIP', 'POLICIES & REFERENCES', 'STATISTICS', and 'MEDIA CENTER'. The main content area is titled 'Research Detail' and contains the following text: 'All applicants to the NSTIP program should register in Saudi Researcher Database (SRDB). Please register your profile by clicking 'Create New Profile' below. If you are already registered, you can use the search form below to lookup your profile and then click 'Select SRDB Profile'.' Below this text is a search form with an 'Email' label, a text input field, and a 'Search' button. Below the search form is a table with three columns: 'Institute', 'Email', and 'Majors'. At the bottom of the form area are three buttons: 'Select SRDB Profile', 'Create New SRDB Profile', and 'Cancel'.

Figure 8:Select\_SRDB\_SCREEN

**Step-7** Provide the email address (which is used to register in Saudi Researcher Database) and click on “Search”.

**Step-8** If any record is displayed in the search result table then select the record and click on “Select SRDB Profile”.

**Step-9** Else Click on the “Create SRDB Profile” button.

The system will redirect you to a screen where research profile can be created.

Carriers | Contact Us | التوظيف SEARCH Enter keyword

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**Research Detail**

**Organization Detail**

Select University  Select Institute

University  Institute

College  Department

**Specialization Detail**

Specialization  Scientific Degree

Field of Interest  Sub Field Of Interest

Please merge documents related to Patent, Publications along with CV and upload here.

Figure 9:Create\_SRDB\_SCREEN

- Step 1:** Select Institute or Select University based on researcher belongs to.
- Step 2:** Select “University”, “College”, scientific degree” from dropdown menu.
- Step 3:** Provide input on “Specialization” field.
- Step 4:** Select “Field of Interest”, based on selection of Field of Interest, corresponding “Sub field of interest” field is automatically populated.
- Step 5:** Select “Sub field of interest” field from drop down.
- Step 6:** Select updated CV for upload.
- Step 7:** Click on “Register” button as shown in above figure