

User Guide

Full Research Proposal

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Introduction to the Authority

The Authority aims to achieve innovation in the Kingdom's national priorities and the speed of scientific progress through the orientation towards partnerships, funding, system and capacity regulation, and contributing to a thriving economy that focuses on innovation for humanity.

Research, Development, and Innovation Authority

This document explains how to register on the Full Proposal service, providing a detailed user's perspective on the screens and use cases. It outlines the steps for filling in the required information, such as organization details, challenge type, and proposal, and then submitting the registration for consideration of the challenge.

Submit the full proposal

As a researcher at the Research, Development, and Innovation Development Authority, you are invited to submit the full proposal via your email as follows:



هيئة تنمية البحث
والتطوير والابتكار
Research Development
and Innovation Authority

Dear Researcher,

We are pleased to invite you to participate as a member in the Full-Proposal Grant. To proceed, you are kindly requested to register as a researcher with the Research, Development, and Innovation Authority (RDIA).

To complete your registration, please click [here](#).

Thank you for your interest. We look forward to your valuable contributions to the research and innovation community.

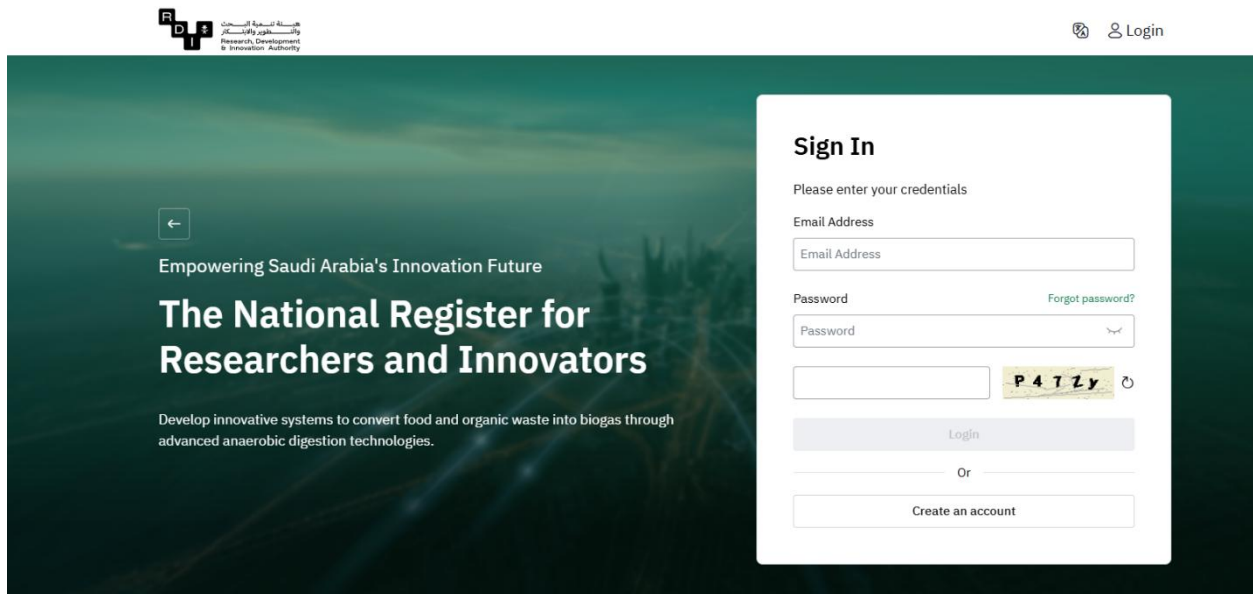
Best Regards,

For suggestions or questions, please contact us at: support@domain.gov.sa

- After you receive the invitation to submit the full proposal, you can directly access the login screen through the word **"here"** on the screen above and then proceed to the steps to submit the full proposal.

Log in

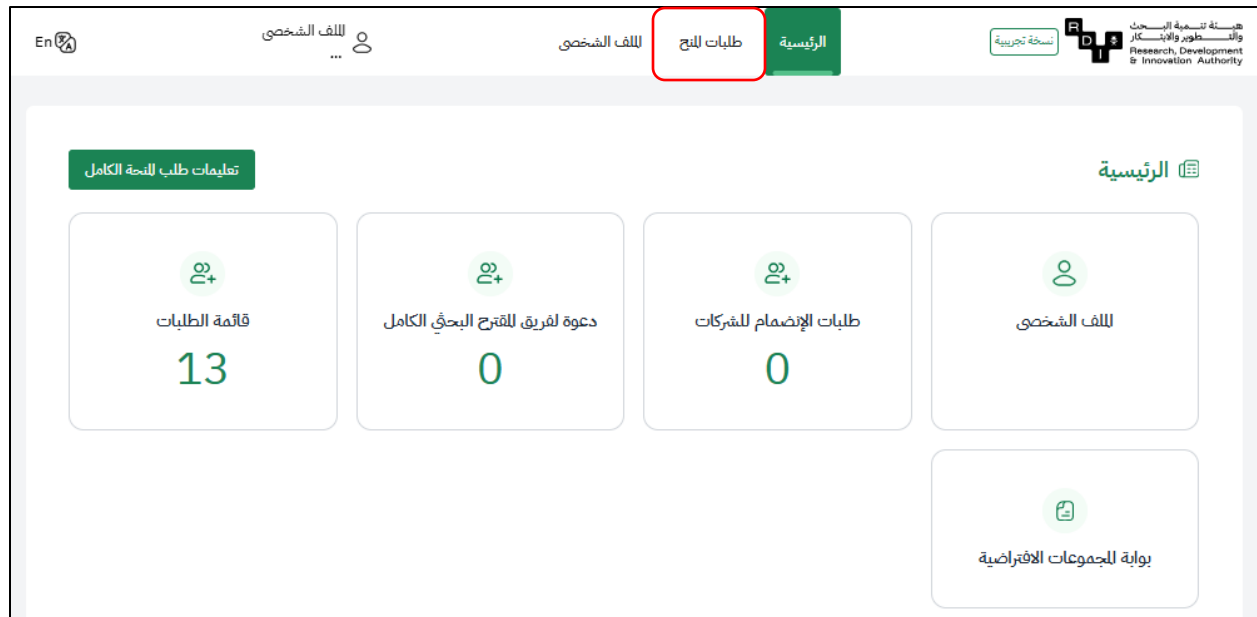
You can access the system through the dedicated link, and then follow the entry points shown in the following figure:



- ✓ If you have an email, you can register directly by entering your email and password and then clicking Log In.

Home Screen

As a researcher at the Research, Development, and Innovation Development Authority (RDIDA), after logging in, you will be shown the main screen as follows:



- Through the basic elements shown on the screen above, you can access **the grant applications**, from which the screen appears to you as follows:

Grant Applications


 هيئة تنمية البحث والتطوير والابتكار
 Research, Development & Innovation Authority

Beta Version

Home Profile Upgrade As ▾

عربي Profile SIGPGrantsCommitteeTeam ▾

My Requests

Total items count: 29

Request No	National Priority	Mission	Program	Grant Name	Duration	Budget	Creation Date	Status	Actions
000100	Economies of the Future	Going beyond Smart Cities, establish 5 Cognitive Cities in KSA by 2040	Technology Development Grant (TDG)	Saudi Applied Research and Technology (SART) Program	25	1	04 Feb 2025	Pass To FullProposal	  
000093	Sustainable Environment & Essential Needs	Develop technologies in food for sustainable and resilient food systems to achieve more than 50% self-sufficiency by 2040	Academia-Industry Innovation Grant (AIIG)	Saudi Applied Research and Technology (SART) Program	1	1	29 Jan 2025	Completed	

- The screen shows you a list of all the applications that the researcher can apply for the full research proposal through their icon for each of them .
- When requesting the full research proposal, it appears as follows:

Proposal Information

Application Number RDIA--2025-EI-SART-R	Request Type Full Proposal Application	Submission Deadline 05/27/2025
Researcher (Main PI) manar 0 admin fathy	Researcher Unit Test ministry	Program Name Saudi Applied Research and Technology (SART) Pro
Grant Type Baseload Applied Grant (BAG)		

The proposal contains two parts:

- Part A of the proposal captures the general information regarding the project and participants.
- Part B of the proposal is the narrative part that includes sections covering the evaluation criteria.
- User Manual - FAQ

Sections

Part A : Application Form

Section Name	Status	Confirm
Project Information	Completed	☐
Team Structure	Completed	☐
Budget Breakdown & Duration	Incomplete	☐

Part B : Technical Description

Section Name	Status	Confirm
Executive Summary	Completed	☐
Potential for Technical Breakthrough	Completed	☐
Problem Statement	Completed	☐
IP Strategy	Completed	☐
Objectives and Methodology	Completed	☐
Contribution to Grant Call Focus	Completed	☐
Broader Impact	Completed	☐
Market Insight and Potential Application	Completed	☐
Realization Strategy	Completed	☐
Team and Implementation	Completed	☐
Organization Description	Completed	☐
PI and Co-PI Track Record	Completed	☐
Team Management	Completed	☐
Implementation Plan	Completed	☐
Risk Assessment	Completed	☐
Importance of RDIA Funding	Completed	☐
Budget Request with Justification	Completed	☐

Declarations

1	We declare to have the explicit consent of all applicants on their participation and on the content of this proposal.	☐
2	We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorized in the call conditions)(In the end)	☐
3	We declare: • To be fully compliant with the eligibility criteria set out in the call (Team Structure) • To have the financial and operational capacity to carry out the proposed project	☐
4	We acknowledge that all communication will be made through the official portal, unless directly specified otherwise	☐
5	We have read, understood and accepted the Terms of Use that set out the conditions of use of the Portal and outline the responsibilities, limitations, and guidelines for accessing and using its services.	☐
6	We declare that the proposal has an exclusive focus on civil applications. If the project involves dual-use items or other items for which authorization is required, we confirm that we will comply with the applicable regulatory frameworks (e.g. obtain export/import licenses before these items are used)	☐
7	We declare that this proposal does not contain any investigators included on the basis of personal or reciprocal arrangements, and that the list of Principal Investigators and Co-Principal Investigators is formed based solely on their ability to contribute meaningfully to the project.	☐
8	The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organization. False statements or incorrect information may lead to disqualification of the applicant and further legal action.	☐

Submission

The user should complete all mandatory sections to be able to submit the full proposal.

☐ I hereby declare that the information provided is accurate and the proposal idea is original and not copied.

- The screen above shows you the elements (proposal data, sections, acknowledgments, submissions).
- The proposal data shows you a set of fields that include (proposal number, application type, deadline for delivery, researcher, research unit, program name, grant name).
- The sections **of Part A show you the elements of the application form** (project information, team structure, budget analysis, and duration), and **Part B shows you a set of elements that may vary according to the type and name of the program offered.**
- The above screen shows you the elements **of Part B of the Technical Description:** (Executive Summary, Potential for Technical Overcoming, Problem Description, Proposed Solution, IP Strategy, Previous, Current and Future Maturity Level Development Plan (TRL), Contribution to Funding Grant Focus, Broader Impact, Market Vision and Application Potential, Expansion and Commercial Plan, Team and Implementation Plan, Institution Description, Principal Investigator and Co-Investigator Record, Team Management, Implementation Plan, Risk Assessment, Importance of RDIA Funding. All of these mentioned elements include a set of fields that are added by the researcher as follows:

Sections - Part A: Application Form

Project Information

When you access the project information, it appears as follows:

Project Information

Grant Information

Program Name

Saudi Applied Research and Technology (SART) Program

Grant Type

Baseload Applied Grant (BAG)

Proposal Details

National Priority

Sustainable Environment & Essential Needs

National Mission

Develop technologies in food for sustainable anc

Research Focus

Increase production and efficiency of food outp

RDI Domain

Rain and stormwater harvesting

Key Technology

123456

Proposal Title

Test 16 proposal Test 16 proposal Test 16 proposal Test 16 proposal Test 16 proposal Test 16 proposal

Keywords *

(This field allows multiple entries. Please press Enter after typing your text.)

esds x

Enter any words you think give extra detail of the scope of your proposal(max 200 character with spaces)

Abstract *

Test.....

Has this proposal (or a very similar one) been submitted in the the past 2 years in response to a call for proposals under any RDIA initiative?

☐ Yes
 ☒ No

Total Duration (Months) *

2

Total Duration (Years)

1

Export to PDF

Share via Email

Cancel

Save

- As shown above, please enter the available fields and then click Save at the bottom of the screen.

9

Team Structure

When you enter the team structure, you will see it as follows:

Team Structure

Export to PDF

List of Participating Organizations and potential Partners

#	Organization Name	Role	Beneficiary Type	Country	Website	Options
1	وزارة الاختيار	Leading Organization	الهيئات المسبقة والمؤسسات التي تقدمت للمشاركة	المملكة العربية السعودية	https://www.google.com.sa	

List and Role of Researchers in the Project

#	Full Name	Organization Name	Email	Position	Role Category	Role	Support Doc.	Options	Status
1		وزارة الاختيار			باحث	باحث رئيسي مشارك			أقتراني
2	اختيار باحث جديد التطبيقات	وزارة الاختيار	mhamshary+8080@sure.com.sa		باحث	الباحث الرئيسي			مؤكد
3	اختيار 3 باحث التطبيقات	وزارة الاختيار	mhamshary+223@sure.com.sa		باحث	باحث رئيسي مشارك			مؤكد

Add

Lead Organization Contact Information

Organization Name

Address

Postal Code

Country

Website

Point of Contact Information

POC User *

Request Status

Organization Name

Gender

Email

Country

Position

Full Name

Phone Number

List of up to 5 publications , widely-used datasets, software, goods, services, or any other achievements relevant to proposal

#	Description of Achievements	Short Description	Options
1	e	er	

Add (1/5)

List of up to 5 most relevant previous projects or activities related to the proposal

#	Project Name	Short Description	Options
1	er	re	

Add (1/5)

Team Structure

1 Organizations

3 Researchers

1 Achievements

1 Projects

Point of Contact Information

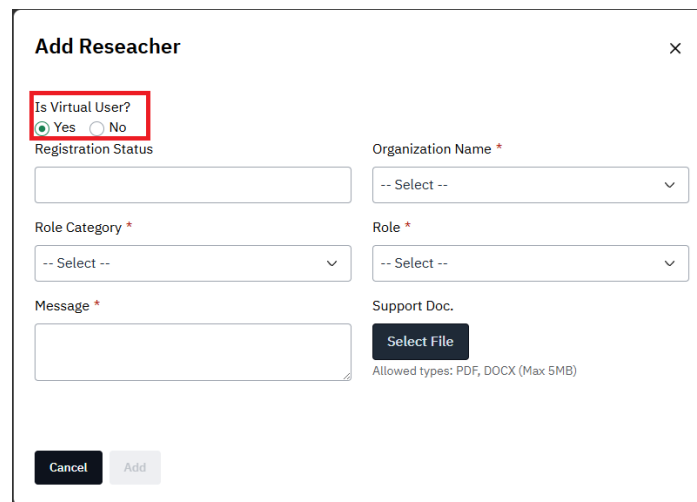
Unit Admin

Save

- As explained above, the beneficiary type in the (List of Participating and Potential Partners) section must be modified and specified by the edit icon, as follows:



- Please select the beneficiary type from its drop-down menu and then click Save.
- The principal investigator can add more than one researcher to the project through the Add button shown in the section (List of researchers and their roles in the project).



- The researcher can select **Yes** to the **default user icon** to include the unknown researcher role at the time of submission within the budget requirements.
- As described above, if it is a default user, add the fields shown above and then click Add at the bottom of the screen.
- If the user is **not by default, you** will see the fields for adding them as follows:

Add Researcher

Is Virtual User?

☐ Yes ☒ No

Email *

Registration Status

Full Name

Organization Name *

-- Select --

Role Category *

-- Select --

Role *

-- Select --

Message *

Support Doc.

Select File

Allowed types: PDF, DOCX (Max 5MB)

☒ Send Email

Cancel Add

- As explained above, the PI adds the user's email field and then conducts a **search**, if the user is registered with the Authority, his data is reflected on the above fields, but if he is not registered with the Authority, the PI enters all the fields and then an email is sent to the user to log in to the Authority and follow up on the work assigned to him as a researcher.

Note

The status of the researchers in the team structure screen varies according to each

- If the user is not registered with the system, they will be invited, and then the status (invited) appears.
- If the user registers on the system, the status (Pending) appears.
- If the user agrees to the invitation, the status (confirmed) appears.

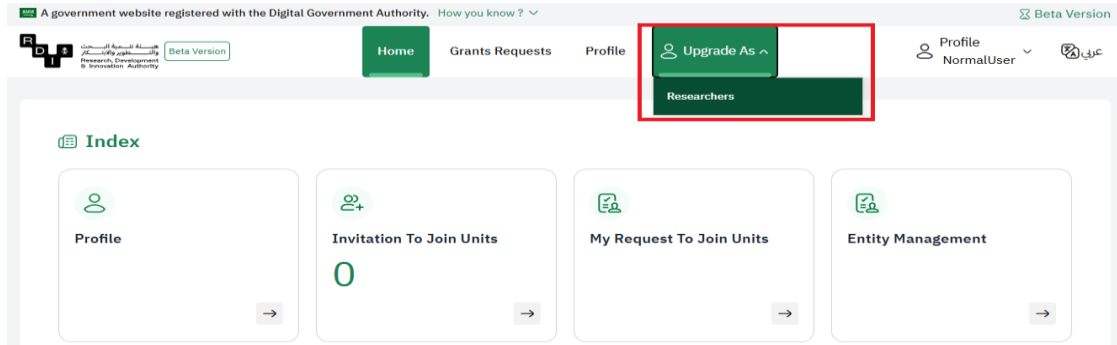
List and Role of Researchers in the Project

#	Full Name	Organization Name	Email	Position	Role Category	Role	Support Doc.	Options	Status
1		وزارة الاختبار			باحث	باحث رئيسي مشارك			اقتراضي
2	اختبار باحث جديد التطبيقات	وزارة الاختبار	mhamshary+8080@sure.com.sa		باحث	الباحث الرئيسي			مؤكد
3	اختبار 3 يوسف التطبيقات	وزارة الاختبار	mhamshary+223@sure.com.sa		باحث	باحث رئيسي مشارك			مؤكد

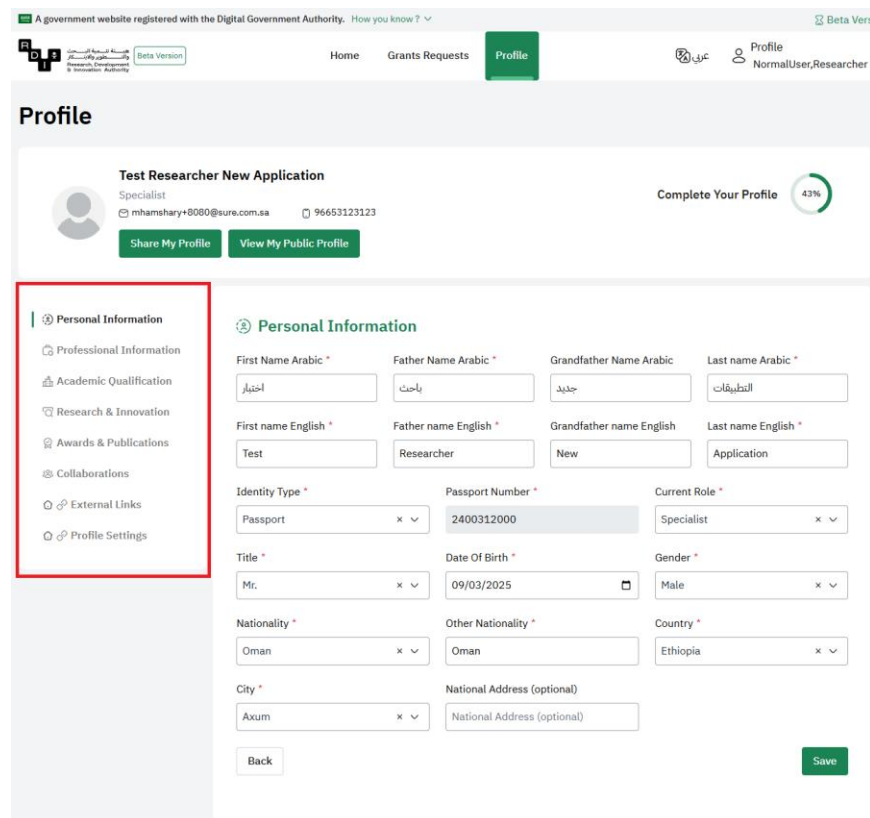
Add

Promotion to Researcher

The user can apply for a promotion to a researcher after following the login steps as follows:



- Through the main screen, by clicking on the drop-down menu of Upgrade to Researchers, as shown above, the screen will appear as follows:



The screenshot shows the 'Profile' page for a 'Test Researcher New Application'. The page has a sidebar with a list of sections: 'Personal Information', 'Professional Information', 'Academic Qualification', 'Research & Innovation', 'Awards & Publications', 'Collaborations', 'External Links', and 'Profile Settings'. The 'Personal Information' section is highlighted with a red box. The main content area shows the 'Personal Information' form with various fields for personal and professional details.

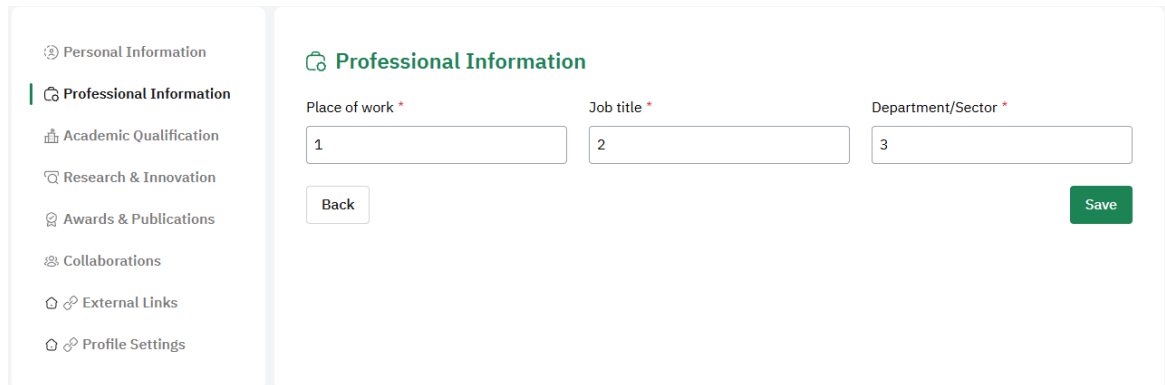
Test Researcher New Application
 Specialist
 mhamshary+8080@sure.com.sa | 96653123123
 Complete Your Profile 43%
 Share My Profile View My Public Profile

Personal Information

First Name Arabic *	Father Name Arabic *	Grandfather Name Arabic *	Last name Arabic *
أحمد	يحيى	جديد	التطبيقات
First name English *	Father name English *	Grandfather name English *	Last name English *
Test	Researcher	New	Application
Identity Type *	Passport Number *	Current Role *	
Passport x v	2400312000	Specialist x v	
Title *	Date Of Birth *	Gender *	
Mr. x v	09/03/2025	Male x v	
Nationality *	Other Nationality *	Country *	
Oman x v	Oman	Ethiopia x v	
City *	National Address (optional)		
Axum x v	National Address (optional)		

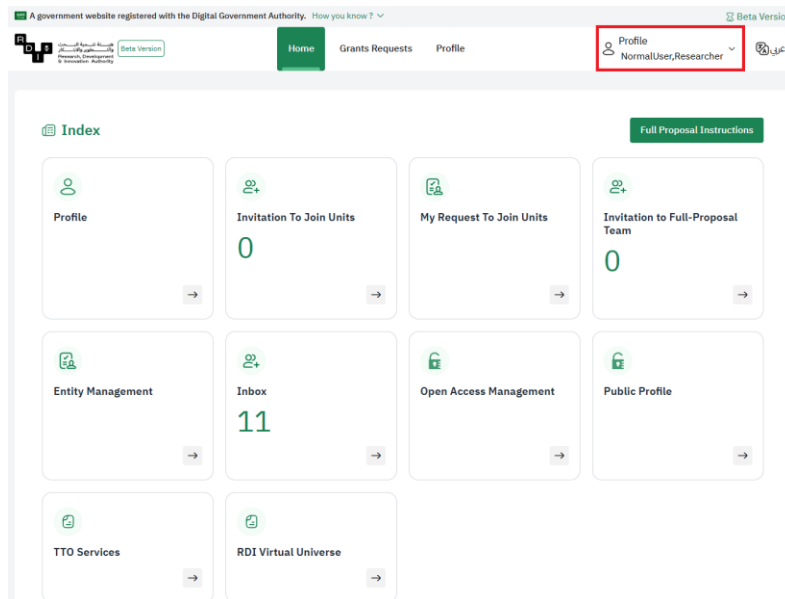
Back Save

- Through the menu shown on the right of the screen, enter professional information that appears to you as follows:



The screenshot shows a web interface for entering professional information. On the left is a sidebar menu with options: Personal Information, Professional Information (selected), Academic Qualification, Research & Innovation, Awards & Publications, Collaborations, External Links, and Profile Settings. The main area is titled 'Professional Information' and contains three input fields: 'Place of work *' with value '1', 'Job title *' with value '2', and 'Department/Sector *' with value '3'. Below these fields are 'Back' and 'Save' buttons.

- Through the career information screen, please select (Workplace, Job Title, Sector/Department) and then click **Save**.
- After completing the previous steps and logging in again, the main screen will appear as follows:



The screenshot shows the main dashboard of the system. At the top, there is a navigation bar with 'Home', 'Grants Requests', and 'Profile' tabs. The 'Profile' tab is active, and a dropdown menu shows 'Profile' and 'NormalUser,Researcher'. Below the navigation bar is an 'Index' section with a grid of cards: Profile, Invitation To Join Units (0), My Request To Join Units, Invitation to Full-Proposal Team (0), Entity Management, Inbox (11), Open Access Management, Public Profile, TTO Services, and RDI Virtual Universe. Each card has a right-pointing arrow. A 'Full Proposal Instructions' button is located at the top right of the Index section.

- The home screen shows you as a **researcher** as described above, and then you can handle the finder's tasks according to the requirements of the system administrator.

Note:

In case there is more than one entity participating in the project, a secondary principal investigator must be added to each of them.

The PI can add publications, programs, products, services, or achievements related to the proposal with a maximum of 5 achievements in their respective sections through the Add button as follows:

Add teamStructure.achievement

Description of Achievements *

Short Description *

Cancel

Add

- As described above, you must enter fields (Achievement Description, Short Description) and then click Add, from which the added achievement will be reflected to you. Its section is as follows:

List of up to 5 publications , widely-used datasets, software, goods, services, or any other achievements relevant to proposal

#	Description of Achievements	Short Description	Options
1	e	er	 

 Add (1/5)

- The PI can add up to 5 previous or active projects related to the proposal, so the section for them is accessed through the Add button as follows:

Add Project

Project Name *

Short Description *

Cancel

Add

- As described above, you must enter fields (project name, short description) and then click add, and from there, the added project will be reflected to you. Its section is as follows:

List of up to 5 most relevant previous projects or activities related to the proposal

#	Project Name	Short Description	Options
1	er	re	 

 Add (1/5)

- After you are done adding the items and sections mentioned above, click Save below the team structure screen until the data is saved.

Note:

If the entity or company is not registered, it will appear to you in the list of participating and potential partners as follows:

Team Structure

×

Export to PDF

List of Participating Organizations and potential Partners

#	Organization Name	Role	Beneficiary Type	Country	Website	Options
1	Test ministry	Leading Organization	Required	Saudi Arabia	https://www.google.com.sa	

- Here, you must send an invitation to register within the Authority so that you can continue to apply for the full research proposal and save the data as shown in the following:
- Through the icon shown on the screen above,  by clicking on it, the screen will appear to you as follows:

Invite Organization

×

Organization Name

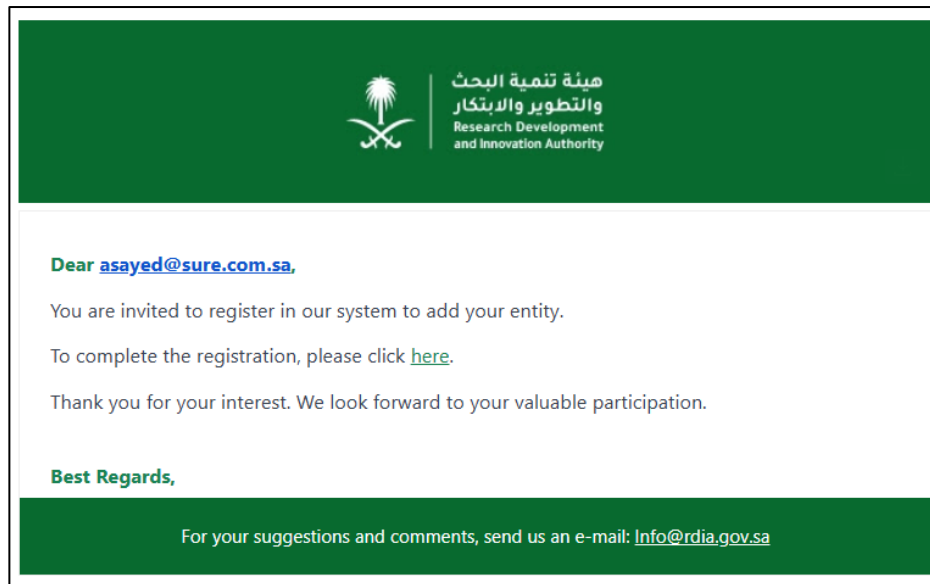
User email *

Islamic University

Cancel

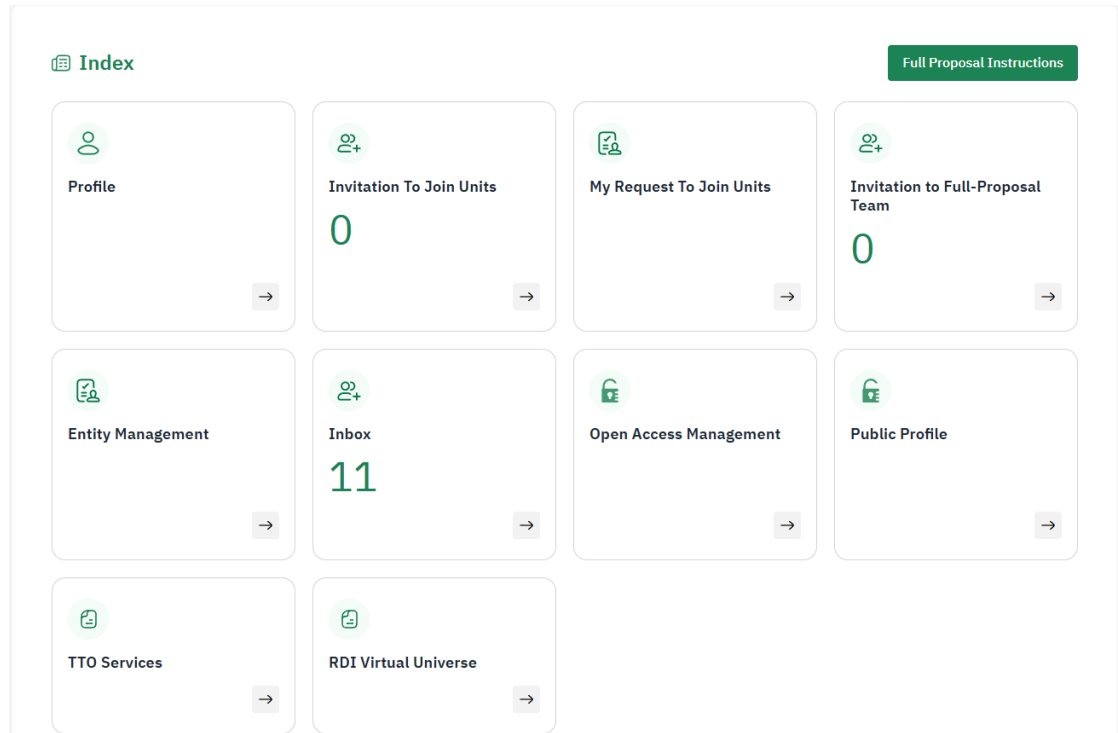
Send invitation

- Through the screen above, enter the email of the entity or company and then click Send Invitation.
- The invitation is sent via email, and then the entity or company can enter and follow up on the registration to the Authority as follows:

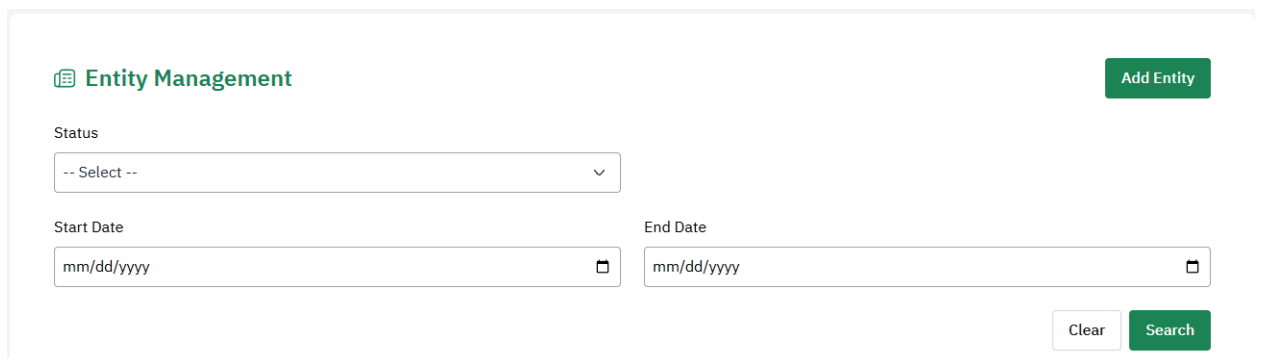


Entities Management

- As described above, after receiving the invitation from the entity or company, you can log in to the system by email and password, and then the main screen will appear to you as follows:



- Through the items shown on the screen above, click on **Manage Entities** to appear to you as follows:



- You can add a party through the button shown on the screen above as follows:

1 Entity Information
2 Administrative Information
3 Academic and Service Information
4 Review

1 Request Information

Request Type	Application Number	Request Date
Registration Unit	Request Number	14/10/2025
Requestor Name	Requestor ID	Mobile No.
Test Researcher New	2400312000	96653123123

⚠ All fields are optional unless marked (mandatory)

1 Entity Information

Type Of Registration *	Affiliated Entity *
International x v	Private entity x v
Classification *	Entity Activity *
University x v	-- Select --
This field is required	
Business Number *	Entity Name English *
Business Number	Entity Name English
Entity Name Arabic *	Country *
Entity Name Arabic	-- Select --
City *	Headquarters Address *
-- Select --	Headquarters Address
Postal Code *	P.O. Box *
Postal Code	P.O. Box
Registered In Saudi Arabia *	Proof of Address 1 *
-- Select --	Select File
Entity Registration Document *	Entity Logo *
Select File	Select File
Authorization Letter *	Website URL *
Select File	https://example.com

Is this entity considered a research unit?

☐ Yes ☐ No

1 Contact Information

#	Contact Type	Value	Options
There is no contact info added			

Add
Back
Next →

- The Add Entity screen shows you a set of consecutive elements (**entity information, administrative information, academic and service information, review**), each of which includes a set of fields that must be added to continue adding the entity successfully.
- Please note the selection of (University) through the drop-down menu of the **classification** field shown on the screen above.
- After you have added all the fields for the entity information, click below the screen until you are taken to the administrative information screen as follows:

✓ 2 3 4
 Entity Information Administrative Information Academic and Service Information Review

Request Information

Request Type	Application Number	Request Date
Registration Unit	Request Number	14/10/2025
Requestor Name	Requestor ID	Mobile No.
Test Researcher New	2400312000	96653123123

All fields are optional unless marked (mandatory)

Administrative Information

Email of Entity Manager *	Email of Assistant Entity Manager *
	Search
Entity Manager Name *	Assistant Entity Manager Name *
Test Application	

- As explained above, you must enter all the required fields and then click Next at the bottom of the screen, from which you will be taken to the Academic and Service Information screen as follows:

1 Entity Information 2 Administrative Information 3 Academic and Service Information 4 Review

1 Request Information

Request Type	Application Number	Request Date
Registration Unit	Request Number	14/10/2025
Requestor Name	Requestor ID	Mobile No.
Test Researcher New	2400312000	96653123123

⚠
All fields are optional unless marked (mandatory)
×

2 Academic and Service Information

List of Colleges / Departments *

-- Select --
▼

Scholarships *

(This field allows multiple entries. Please press Enter after typing your text.)

Scholarships

External Consultations *

(This field allows multiple entries. Please press Enter after typing your text.)

External Consultations

Academic Chairs *

(This field allows multiple entries. Please press Enter after typing your text.)

Academic Chairs

Scientific Publications *

(This field allows multiple entries. Please press Enter after typing your text.)

Scientific Publications

Subject Headings *

(This field allows multiple entries. Please press Enter after typing your text.)

Subject Headings

Excellence Awards *

(This field allows multiple entries. Please press Enter after typing your text.)

Excellence Awards

Specifications *

(This field allows multiple entries. Please press Enter after typing your text.)

Specifications

Entity Code *	Digital Government Certificate Number
Entity Code	Digital Government Certificate Number
Granting Authority *	Annual Reports Website Link
-- Select --	https://example.com
Grants Link	
https://example.com	

Back
Next →

- As described above, you must enter all the required fields and then click Next at the bottom of the screen, from which you will be taken to the data browsing screen as follows:

Entity Information

Administrative Information

Academic and Service Information

Review

Request Information

Request Type

Application Number

Request Date

Registration Unit

Request Number

14/10/2025

Requestor Name

Requestor ID

Mobile No.

Test Researcher New

2400312000

9665123123

All fields are optional unless marked (mandatory)

Entity Information

Entity Type

Entity Type

Classification

International

Government entity

University

Business Number

Entity Activity

Entity Name English

213512

Oil and Gas

jh

Entity Name Arabic

Country

City

ال

Saudi Arabia

Riyadh

Headquarters Address

Postal Code

P.O. Box

234

34

234

Registered In Saudi Arabia *

Commercial Registration Number

Entity Registration Document

Yes

324

ملءة تسجيل الخدمات

Proof of Address

Entity Logo

Authorization Letter

Privacy Policy.docx

screenshot...

ملءة تسجيل الخدمات

Website URL

https://translate.google.com/

Is this entity considered a research unit?

Yes

No

Contact Information

#

Contact Type

Value

1

Phone Number

9655484848484

2

Fax

967454457424224

units.academicInformation

List of Colleges / Departments

Scholarships

Excellence Awards

Ibn Sina National College for Medical Studies

a

fgd

Academic Chairs

External Consultations

Specifications

and

and

fgd

Scientific Publications

Subject Headings

Entity Code

fgd

ooooooo n

344545

Granting Authority:

Yes

Administrative Information

Email of Entity Manager *

Entity Manager Name *

mhamshary41080@sure.com.sa

Assistant Entity Manager Name

Email of Assistant Entity Manager *

Assistant Entity Manager Name *

mhamshary7070@sure.com.sa

New Researcher Test

Acknowledgments

By registering in the system, you agree to the registration agreement.

Back

Save as draft

Submit

- The screen shows you all the information about the entity and administrative information.
- After reviewing all the information, you should tick the registration agreement (Acknowledgments section) and then click Submit at the bottom of the screen.
- The request is forwarded to the system administrator for review and approval.
- After the application is approved by the system administrator, the **RDIA must be reviewed** to link the entity to the submitted application.
- After successfully registering, the information of the entity or company will be clearly visible to you, and then you will be able to proceed with the application for the full research proposal.

Budget and Duration Analysis

When you access the project information, it appears as follows:

Budget Breakdown & Duration

Grant Max Budget *

[Export to PDF](#)

Full Proposal

Estimated Budget in SAR *

TOTAL duration required for the completion of the project (in months) *

Total in Years *

Pre-Proposal

Estimated Budget in SAR *

TOTAL duration required for the completion of the project (in months) *

Total in Years *

3.1 Summary of Budget Category Costs Proposed (Individual Grant)

Organization Name * Beneficiary Type * Funding Rate *

Category	Year 1	Total Costs by Category	% of Total Costs	Justifications *
a. Manpower cost	11000.00	11000.00	1.94%	43
b. Equipment cost	555555.00	555555.00	98.06%	rt
c. Travel cost	0.00	0.00	0.00%	34
d. Other operating cost	0.00	0.00	0.00%	34
g. Subcontracting Cost	0.00	0.00	0.00%	43
e. Indirect cost	56655.50	56655.50	10.00%	43
Total Project Cost		SAR566,555.00		
RDIA Contribution		SAR566,555.00		

[Add Details](#)

[Save](#)

Budget Summary

Subtotal: SAR623,210.50 Project Duration: 2 Months (1 Years)

Total Estimated Budget: SAR623,210.50 Number of Organizations: 1

Total RDIA Contribution: SAR566,555.00

[Save](#)

- The screen shows you a set of fields that you can add information and details through the Add Details button shown above, which appears to you as follows:

Add Details

×

[Manpower Cost](#)
[Equipment Cost](#)
[Travel Cost](#)
[Other Operating Costs](#)
[Subcontracting Costs](#)

Instructions

In this sheet fill the title, position and budget for each personnel working on the project

Manpower cost includes but is not limited to allowance of scientists, researchers, administration staff and other FTEs. It also includes training and upskilling cost of researchers

Kindly exclude any subcontractors in this sheet as there is a dedicated sheet- b. Subcontracting cost for the same

State the amounts of time (in months) to be expensed, pay rate, total direct personnel compensation/ personnel-related cost

For any additional comments please use the box at the bottom of the table

Organization Name	Beneficiary Type	Funding Rate	Team Member	Position	Type of Cost	Year	Billing	Period
Test ministry	Academia	100%	Test Researcher New Application		Allowance	1	Monthly	1
Test ministry	Academia	100%	Test 3 User 3 Application 3		-- select --	1	Monthly	1
Test ministry	Academia	100%	Virtual Co-Principal Investigator (Co-PI)		Salary	1	Monthly	1

Summary

Total Estimated Budget:

SAR700,000.00

Manpower Cost:

SAR11,000.00

Equipment Cost:

SAR555,555.00

Travel Cost:

SAR0.00

Other Operating Cost:

SAR0.00

Subcontracting Costs:

SAR0.00

Indirect Cost (10%):

SAR56,655.50

Current Total: SAR623,210.50 Remaining Budget: SAR76,789.50

Cancel

Save

- The Add Items details screen (manpower costs, equipment costs, travel costs, and other operational costs) shows you the details of each item, each of which includes a set of fields that must be added through the principal investigator, and then click Save at the bottom of the screen until the data and details are complete.

Note:

Through the equipment costs screen, if the costs exceed (100000), the system shows you the need to attach 3 files related to the cost basis.

Equipment Cost

Add Entry

Unit Cost	Total Cost	RDIA Contribution	Basis of Cost ?	Year of Purchase	Justification	Actions
555555	555555	555555	Three attachments are required ✓ Attachment requirement met Select File RDIA Researcher Grant - Full Proposal Application BRD V0.3-04-06-2025 (1).docx RDIA Researcher Grant - Full Proposal Application BRD V0.3-04-06-2025.docx Largefile.docx	Year 1	swwe	

- Then the added data is reflected to you and appears to you on the budget distribution screen, and the duration of its implementation is as follows:

Budget Breakdown & Duration

X

Grant Max Budget *

1600000 SAR

Export to PDF

Full Proposal

Estimated Budget in SAR *

SAR623,210.50

TOTAL duration required for the completion of the project (in months) *

2

Total in Years *

1

Pre-Proposal

Estimated Budget in SAR *

700000

TOTAL duration required for the completion of the project (in months) *

9

Total in Years *

1

3.1 Summary of Budget Category Costs Proposed (Individual Grant)

Organization Name *

Test ministry

Beneficiary Type *

Academia

Funding Rate *

100

Category	Year 1	Total Costs by Category	% of Total Costs	Justifications *
a. Manpower cost	11000.00	11000.00	1.94%	
b. Equipment cost	555555.00	555555.00	98.06%	
c. Travel cost	0.00	0.00	0.00%	
d. Other operating cost	0.00	0.00	0.00%	
g. Subcontracting Cost	0.00	0.00	0.00%	
e. Indirect cost	56655.50	56655.50	10.00%	
Total Project Cost		SAR566,555.00		
RDIA Contribution		SAR566,555.00		

Add Details

Save

Budget Summary	
Subtotal: SAR623,210.50	Project Duration: 2 Months (1 Years)
Total Estimated Budget: SAR623,210.50	Number of Organizations: 1
Total RDIA Contribution: SAR566,555.00	

Save

- As shown above, you will see the added data for each of the mentioned items. Please enter the justifications for each item in the fields shown and then click Submit Budget Analysis at the bottom of the screen.
- After completing all the details and data mentioned above, this is reflected on the main screen of the complete proposal, and you are shown in the sections

Part A of the application form (project information, team structure, budget analysis, and duration). The status is **completed** as shown in the following form:

Sections

Part A : Application Form

Section Name	Status	Confirm
Project Information	Completed	☒
Team Structure	Completed	☒
Budget Breakdown & Duration	Completed	☒

Sections - Part B: Technical Description

Please note that the elements of the Part B Technical Description may vary depending on the type and name of the software offered.

Executive Summary

When you enter the executive summary, it appears as follows:

Executive Summary

×

Instructions

Concise and compelling overview:

- Problem/Opportunity
- Solution/Innovation
- Target Market & Size
- Team Expertise
- TRL Advancement
- Importance of RDIA Funding

Notes *

~2 pages

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dsdsdwe

Submit

- The Executive Summary screen shows you a set of instructions, and you must enter the Notes field and then click Submit at the bottom of the screen.

Potential for technical overcoming

When you enter the capabilities to overcome the technical button, it appears to you as follows:



- Please enter the Notes field and then tap Send at the bottom of the screen.

Note:

- ✓ Please note that you can add elements (Problem Description, Proposed Solution, IP Strategy, Past, Current and Future Maturity Level Development Plan (TRL), Contribution to Grant Focus, Broader Impact, Market Vision and Application Potential, Expansion and Commercial Plan, Team and Implementation Plan, Institution Description, Principal Investigator and Co-Investigator Record, Team Management) with the same steps as when adding (Executive Summary, Technical Overcoming Potential) by adding the Feedback field and then clicking Submit at the bottom of each screen.

Implementation Plan

When you enter the implementation plan, it appears as follows:

Implementation Plan

×

Instructions

Work plan structure.

- Activities.
- Infrastructure.
- Timeline (Grant).
- Deliverables/milestones.

Text Editor

~10 pages

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List of Deliverables

Instructions

Deliverable numbers in order of delivery dates.

Types of deliverables

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patent filing, press & media activity, videos, etc.
- DATA: Data sets, microdata, etc.
- DMP: Data management plan
- ETHICS: Deliverables related to ethics issues.
- SECURITY: Deliverables related to security issues
- OTHER: Software, technical diagram, algorithms, models, etc.

Delivery date

Measured in months from the project start date (month 1)

Instructions

- To Add a Work Package**
 Click Add Work Package to create a new package.
- To Add Milestones**
 Inside the work package, click the "+" (plus) sign to add milestones.
- To Break Milestones into Deliverables & Tasks**
 To detail each milestone, click the toggle (down arrow) on the left side of the WP row.
 Use this expanded view to add deliverables and tasks under each milestone.

#	Deliverable Category	Deliverable Type	Short Description	Delivery Weight	Start Month	Delivery Month	Duration	Options
No Items Found								

⬇️ Add

Total Weight of Deliverables

*

0

List of Milestones

Instructions

Due date: Measured in months from the project start date (month 1)

Means of verification: Show how it will be confirmed that the milestone has been attained. Refer to indicators if appropriate. For example: an existing laboratory prototype; software released and validated by a user group; field survey complete and data quality validated. Please also indicate how the milestone will contribute to achieving the objective of the project (including achievement of a specific TRL level).

Instructions

List of Risks: Identify potential risks and describe how you plan to mitigate them.

#	Milestone Category	Milestone Type	Due Date	Means of verification and link to the objectives of the project	Options
No Items Found					

⬇️ Add

Cancel

Save

- The Implementation Plan screen shows you a set of instructions about the structure of the action plan, and it also shows you (a list of results and a list of main stages). As the principal researcher, you can add the mentioned lists through the Add button shown below each list as follows:

Add output

Add Deliverable

×

Deliverable Category *

-- Select --

Deliverable Type *

-- Select --

Short Description *

Delivery Weight *

Start Month *

Delivery Month *

Duration In Month *

Cancel

Add

- To add a product within the list of results mentioned above, you must enter all the fields and then click **Add** at the bottom of the screen, from which it will be reflected to you on the implementation plan screen and appear as follows:

#	Deliverable Category	Deliverable Type	Short Description	Delivery Weight	Start Month	Delivery Month	Duration	Options
1	فيديوهات	فيديو للمشروع أو الرسوم المتحركة	فيديوهات للمشروع، المحاكاة، أو الرسوم المتحركة الرقمية المستخدمة للنشر أو العرض.	5	1	2	1	

Adding the main stages

Add Milestone
×

Milestone Category *

-- Select --
▼

Milestone Type *

-- Select --
▼

Due Date *

Means of verification and link to the objectives of the project *

Cancel

Add

- To add a master stage within the list of main stages mentioned above, you must enter all the fields and then click Add at the bottom of the screen, from which it will be reflected to you on the implementation plan screen and appear as follows:

#	Milestone Category	Milestone Type	Due Date	Means of verification and link to the objectives of the project	Options
1	Reports Category	Technical Deliverable	2	23	

- After you have added the mentioned lists (list of results, list of milestones), click Save at the bottom of the implementation plan screen until the data is saved.

Risk Assessment

When you enter the risk assessment, it appears as follows:

Risk Assessment

×

Instructions

1. صف المخاطر المالية والمخاطر المتعلقة بالتكنولوجيا، والسوق، والنافسة، والفريق التي لا ترتبط بشكل مباشر بتنفيذ المشروع.

- وضع احتمال حدوث هذه المخاطر وتأثيراتها المحتملة وطرق التخفيف للخطوة.
- صف الاستراتيجية المقترحة للحصول على الموافقات التنظيمية وضمان الالتزام.
- استخدم الجداول مثل الجدول أدناه لتلخيص المخاطر المتوقعة.

Notes

~2 pages

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Type Here...

List of Risk Assessment

#	Type	Description	Likelihood	Impact	Severity	Mitigation	Options
No Items Found							

+

Add

Cancel

Submit

- The risk assessment screen shows you a set of instructions about financial and technology-related risks, and shows you the list of risks that you, as the principal investigator, can add through the Add button as follows:

Add Risk



Type

-- Select --

Description

Likelihood

-- Select --

Impact

-- Select --

Severity

-- Select --

Mitigation

-- Select --

Cancel

Add

- As explained above, you must enter all the fields shown and then click Add, from which the data will be reflected to you and appear on the risk assessment screen as follows:

Risk Assessment



Instructions

1. صف المخاطر المالية والمخاطر المتعلقة بالتكنولوجيا، والسوق، والنافسة، والفريق التي لا ترتبط بشكل مباشر بتنفيذ المشروع.

- وضح احتمال حدوث هذه المخاطر وتأثيراتها المحتملة وطرق التخفيف الخططة.
- صف الاستراتيجية المقترحة للحصول على الموافقات التنظيمية وضمان الالتزام.
- استخدم الجداول مثل الجدول أدناه لتلخيص المخاطر المتوقعة.

Notes

~2 pages

B I Heading -

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List of Risk Assessment

#	Type	Description	Likelihood	Impact	Severity	Mitigation	Options
1	Approval	سي	Highly Unlikely	Moderate	Low	Accept	

Add

Cancel

Submit

- After the risk is added by the researcher, click Send at the bottom of the screen until the data is saved.

The Importance of RDIA Funding

When you enter the importance of RDIA financing, it appears to you as follows:

Importance of RDIA Funding

×

Instructions

1. Explain why RDIA funding is required and critical to support the successful execution of the project.

- Explain how RDIA funding will enhance the innovation's development and business scalability.
- Outline the overall funding strategy for the future.
- Address any financing issues that could impact a project partner's ability to exploit the innovation.

Notes *

~2 pages

B *I*
Heading -
 




Test

Submit

- Please enter the Notes field and then tap Send at the bottom of the screen.

Budget request with justification

When you enter the budget request with justification, it appears to you as follows:

Budget Request with Justification

×

Instructions

1. Reason for cost.

- Major items.
- Deviation from industry norms.

Notes ~2 pages

B *I* Heading ↔

Test

Submit

- As shown above, please enter the Notes field and then click Send at the bottom of the screen.
- After you have added all the details and data for the above items, this is reflected on the main screen of the complete proposal, and you will be shown in the

Part B : Technical Description

Section Name	Status	Confirm
Executive Summary	Completed	✓
Potential for Technical Breakthrough	Completed	✓
Problem Statement	Completed	✓
IP Strategy	Completed	✓
Objectives and Methodology	Completed	✓
Contribution to Grant Call Focus	Completed	✓
Broader Impact	Completed	✓
Market Insight and Potential Application	Completed	✓
Realization Strategy	Completed	✓
Team and Implementation	Completed	✓
Organization Description	Completed	✓
PI and Co-PI Track Record	Completed	✓
Team Management	Completed	✓
Implementation Plan	Completed	✓
Risk Assessment	Completed	✓
Importance of RDIA Funding	Completed	✓
Budget Request with Justification	Completed	✓

- sections **Part B, the technical description** of the complete **status** of all the elements, as shown in the following figure:

prefixing

After completing all the previous steps and procedures and reflecting them on the full proposal screen, please put a confirmation mark on each of them. A confirmation mark

Proposal Information

Application Number

RDIA-2025-EI-SART-R-

Request Type

Full Proposal Application

Submission Deadline

05/27/2025

Researcher (Main PI)

Test Researcher New Application

Researcher Unit

Test ministry

Program Name

Saudi Applied Research and Technology (SART) Pro

Grant Type

Baselead Applied Grant (BAG)

The proposal contains two parts:

- Part A of the proposal captures the general information regarding the project and participants.
- Part B of the proposal is the narrative part that includes sections covering the evaluation criteria.
- User Manual - FAQ

Sections

Part A : Application Form

Section Name	Status	Confirm
Project Information	Completed	☒
Team Structure	Completed	☒
Budget Breakdown & Duration	Completed	☒

Part B : Technical Description

Section Name	Status	Confirm
Executive Summary	Completed	☒
Potential for Technical Breakthrough	Completed	☒
Problem Statement	Completed	☒
IP Strategy	Completed	☒
Objectives and Methodology	Completed	☒
Contribution to Grant Call Focus	Completed	☒
Broader Impact	Completed	☒
Market Insight and Potential Application	Completed	☒
Realization Strategy	Completed	☒
Team and Implementation	Completed	☒
Organization Description	Completed	☒
PI and Co-PI Track Record	Completed	☒
Team Management	Completed	☒
Implementation Plan	Completed	☒
Risk Assessment	Completed	☒
Importance of RDIA Funding	Completed	☒
Budget Request with Justification	Completed	☒

Declarations

1	We declare to have the explicit consent of all applicants on their participation and on the content of this proposal.	☒
2	We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorized in the call conditions)(In the end)	☒
3	We declare: - To be fully compliant with the eligibility criteria set out in the call (Team Structure) - To have the financial and operational capacity to carry out the proposed project	☒
4	We acknowledge that all communication will be made through the official portal, unless directly specified otherwise	☒
5	We have read, understood and accepted the Terms of Use that set out the conditions of use of the Portal and outline the responsibilities, limitations, and guidelines for accessing and using its services.	☒
6	We declare that the proposal has an exclusive focus on civil applications. If the project involves dual-use items or other items for which authorization is required, we confirm that we will comply with the applicable regulatory frameworks (e.g. obtain export/import licenses before these items are used)	☒
7	We declare that this proposal does not contain any investigators included on the basis of personal or reciprocal arrangements, and that the list of Principal Investigators and Co-Principal Investigators is formed based solely on their ability to contribute meaningfully to the project.	☒
8	The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organization. False statements or incorrect information may lead to disqualification of the applicant and further legal action.	☒

Submission

The user should complete all mandatory sections to be able to submit the full proposal.

☒ I hereby declare that the information provided is accurate and the proposal idea is original and not copied.

Cancel

Save as draft

Submit

should be placed when making acknowledgments for each acknowledgment, as well as when submitting at the bottom of the screen and then clicking Submit.

Conclusion

Thank you for using the full research proposal service. We hope that this guide has provided you with enough information to facilitate your use of the service and make the most of it.

of them.

In case you face any difficulties or

If you have additional inquiries, don't
hesitate to

Contact the technical support team.

We wish you a successful and satisfying user
experience.



هيئة تنمية البحث
والتطوير والابتكار
Research, Development
& Innovation Authority