



STRATEGIC AGREEMENTS AND PARTNERSHIPS

USER MANUAL

INFORMATION TECHNOLOGY SERVICES



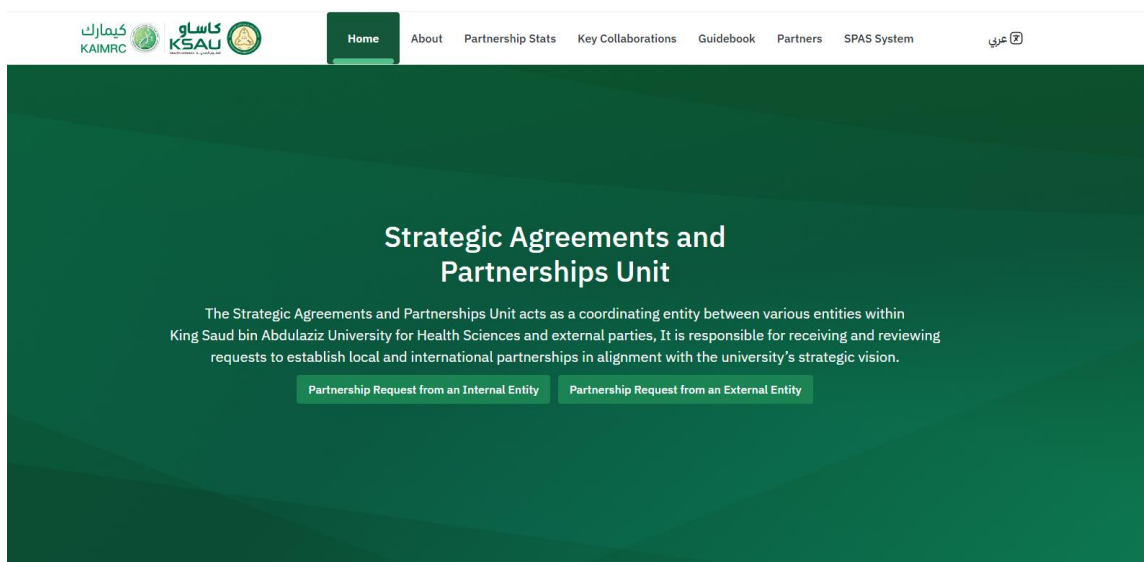
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1. Overview

The SPAS portal (Strategic Agreements and Partnerships Unit) provides information about the unit at King Saud bin Abdulaziz University for Health Sciences (KSAU- HS), highlights objectives, recent collaborations, partners, and offers a request form to initiate internal or external partnerships. This manual walks you through the public website and how to submit a partnership request.

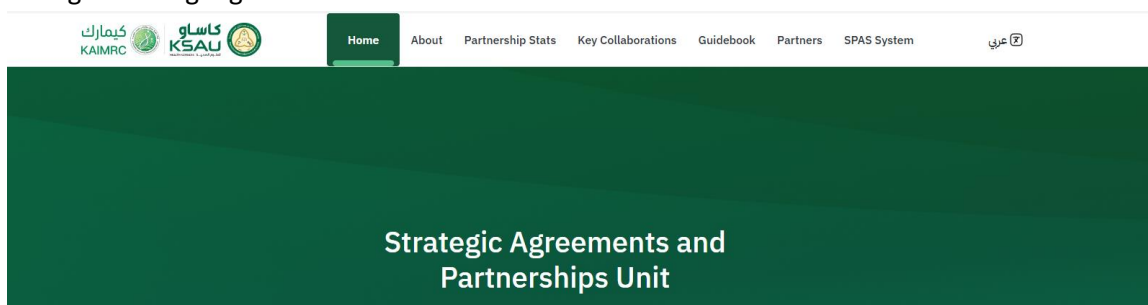




2. Main Navigation

The top navigation typically includes the following sections:

- About — mission, vision, background of the unit.
- Partnership Stats — high-level counts of local, international, and total partnerships.
- Key Collaborations — highlights of notable recent collaborations.
- Guidebook — a downloadable guide for the Strategic Agreements & Partnerships Unit.
- Partners — logos of partner entities.
- SPAS System — link to the transactional system (spasgate.ksau-hs.edu.sa) for handling requests.
- Change the language to Arabic



3. Request a Partnerships

From here, you choose either to request the partnership as external or internal entity





4. Submitting a Partnership Request (Public Form)

When you click on Partnership request from external entity request , this form is available.
Complete the following fields and options:

- Subject — brief title of the requested partnership.
- Entity — the requesting entity (e.g., department or organization).
- Sector — choose Public or Private.
- Expected partnership — choose one or more: Research, Academic, Sports, Operational, Others.
- Unit — select the appropriate KSAU- HS unit (e.g., colleges, deanships, centers).
- Proposed Partnership Terms — download the template, complete, and upload/provide as requested.
- Contact details — Full Name, Email, Job Title, Mobile Number.

Use “Send” to submit or “Cancel” to clear the form.

The screenshot shows a web browser window with a dark green header. A white modal form titled "Partnership Request" is centered on the screen. The form contains several input fields and dropdown menus. The "Subject" field is empty. The "Entity" field is empty. The "Sector" dropdown menu is set to "Public". The "The expected partnership:" dropdown menu is set to "Research". The "Unit:" dropdown menu is set to "Technical Affairs". Below these fields, there is a section for "Proposed Partnership Terms" with a link "(Click here to download)". A "Choose File" button is present, and the text "No file chosen" is displayed next to it. At the bottom of the form, there are four input fields: "Full Name:", "Email:", "Job Title:", and "Mobile Number:". All these fields are empty. At the bottom right of the form, there are two buttons: "Cancel" and "Send".



5. Guideline manual

The Guideline manual provides detailed policies and procedures for partnerships. Use the link on the site to download the PDF and review definitions, workflow, and governance details.

Strategic agreements and partnerships unit guide

Guideline Manual