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1 Introduction

1.1 About the Qatar National Research Fund (QNRF)

Qatar National Research Fund (QNRF), created in 2006, is a member of Qatar Foundation, and represents the main thrust of the government’s mission to transform the country’s economy to knowledge-based economy.

The Mission of QNRF is to advance knowledge and education by providing funding opportunities for original competitively selected research and development at all levels and across all disciplines with emphasis on the four pillars of the Qatar National Research Strategy (QNRS):

- Energy and Environment
- Computer Sciences and ICT
- Health and life Sciences
- Social Sciences, Arts and Humanities
# 2 Acronym List

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Award Administration</td>
</tr>
<tr>
<td>AROR</td>
<td>Authorized Research Office Representative</td>
</tr>
<tr>
<td>Co-LPI</td>
<td>Co-Lead Principal Investigator</td>
</tr>
<tr>
<td>FMA</td>
<td>Fund Management Agreement</td>
</tr>
<tr>
<td>IACUC</td>
<td>Institutional Animal Care and Use Committee</td>
</tr>
<tr>
<td>IBC</td>
<td>Institutional Bio-safety Committee</td>
</tr>
<tr>
<td>IPR</td>
<td>Intellectual Property Rights</td>
</tr>
<tr>
<td>IRB</td>
<td>Institutional Review Board</td>
</tr>
<tr>
<td>JSREP</td>
<td>Junior Scientist Research Experience Program</td>
</tr>
<tr>
<td>KI</td>
<td>Key Investigator</td>
</tr>
<tr>
<td>LoI</td>
<td>Letter of Intent</td>
</tr>
<tr>
<td>LPI</td>
<td>Lead Principal Investigator</td>
</tr>
<tr>
<td>NPRP</td>
<td>National Priorities Research Program</td>
</tr>
<tr>
<td>NPRP-EP</td>
<td>National Priorities Research Program - Exceptional Proposals</td>
</tr>
<tr>
<td>QGRANTS</td>
<td>QNRF Online Submission System</td>
</tr>
<tr>
<td>PI</td>
<td>Principal Investigator</td>
</tr>
<tr>
<td>QNRF</td>
<td>Qatar National Research Fund</td>
</tr>
<tr>
<td>QNRS</td>
<td>Qatar National Research Strategy</td>
</tr>
<tr>
<td>QSCH</td>
<td>Qatar Supreme Council of Health</td>
</tr>
<tr>
<td>RFP</td>
<td>Request For Proposal</td>
</tr>
<tr>
<td>RO</td>
<td>Research Office</td>
</tr>
<tr>
<td>SI</td>
<td>Submitting Institution</td>
</tr>
<tr>
<td>UREP</td>
<td>Undergraduate Research Experience Program</td>
</tr>
</tbody>
</table>
3 Definitions

* - Applicable only to NPRP
+ - Applicable only to NPRP-EP
** - Applicable only to JSREP
*** - Applicable only to UREP

Some definitions are applicable to all programs

3.1 Applicant Channel: An online channel within the QGRANTS through which the awarded LPI may track the status of their awarded projects and submit reports and requests of changes.

3.2 Awardee: A "Submitting Institution" awarded grant(s) from QNRF and is a party to the MASTER RESEARCH FUNDING AGREEMENT.

3.3 Award Year: 12 month period starting from the Project Start Date.

3.4 Co-Funding: Occurs when the Awardee requests for a Project to be partially funded by a third party (other than QNRF, Qatar Foundation or the Awardee).

3.5 Co-Lead Principal Investigator (Co-LPI)*: is a Principal Investigator affiliated to the submitting institution and acting as the LPI-representative inside Qatar in addition to his/her scientific role of post award communication between the research team and QNRF. In the event that the LPI is located inside Qatar, he/she will take the role of the Co-LPI by default.

3.6 Collaborative Institution**: Research Institution in or outside the State of Qatar collaborating with the Awardee in conducting the research proposal. Once awarded, it will be termed as sub-Awardee.

3.7 Collaborative Institution***: Research Institution inside the State of Qatar collaborating with the Awardee in conducting the research proposal. Once awarded, it will be termed as sub-Awardee.

3.8 Co-Principal Investigator (Co-PI)*+: A Research team member involved with the other key investigators in the scientific development or execution of a project. A Co-PI typically devotes time to the project and is considered as a "Key Investigator". The designation of a Co-PI does not affect the PI's roles and responsibilities.

3.9 Consultant*: A person who provides expert advice professionally and is trained to advise the Research Team in order to help making the best possible choices during execution of a Project. A Consultant generally offers only advice or proposes solutions to problems. Unless approved by QNRF, a Consultant does not act as Key Investigator and as such does not design, conduct or report on research. A Consultant cannot have any claim on intellectual property related to a Project. A Consultant requires little or no guidance in providing input.

3.10 Cost-Transfer: Occurs when an expense originally charged to a Project is transferred to another Project of the same Awardee.

3.11 Cost-Sharing: Occurs when the Awardee requests to partially fund a Project.

3.12 Direct Cost: Expenses related directly to the performance of the project research activities. Direct cost includes the “personnel” cost, the “equipment, materials, consumables and supplies” cost, the “travel” cost and the “Miscellaneous” cost.

3.13 Eligible Expense: Expenses incurred by the Awardee while carrying out the research as outlined in the approved proposal that are covered by the funds obligated in the funding program, and in accordance with the Awardee’s policies and procedures.

3.14 Equipment*/**: Items having a useful life of more than one year and a unit acquisition cost of greater than US$5,000.00 which are part of the approved budget.

3.15 Faculty Member***: Member of academic institution who is invited by the (PFM) to assist in executing (reporting, supervising and concluding…etc.) the UREP grant.

3.16 Financial Report: A report to be submitted to QNRF for each completed, withdrawn and terminated project, detailing the expenditure that took place during the project lifetime and reporting the amount of unspent fund that remain after the completion of the awarded research project or that remains from rescinded projects.

3.17 Graduate Student*/**: A graduate student (GS) is a student enrolled for a graduate degree in a university, who is engaged in research that is in direct fulfillment of a requirement for that degree.

3.18 Grant: Term used to describe the funding instrument used by QNRF for the execution of material support for the NPRP/NPRP-EP/JSREP/UREP.

3.19 Institutional Animal Care and Use Committee (IACUC): Institutionally mandated committee that is established by institutions that use laboratory animals for research or instructional purposes to oversee and evaluate all aspects of the institution’s animal care and use program.
3.20 Institutional Bio-safety Committee (IBC): Institutionally mandated committee that is established to review and approves all research and other activities involving the use of recombinant DNA and bio-hazardous materials.

3.21 Indirect Cost: Institutional expenses that are not readily identified with a research project implementation, yet necessary for the general support of the project by the institution where it is being performed.

3.22 Institutional Review Board (IRB): An institutionally mandated committee charged with responsibility to review proposed research in order to ensure that the rights of human subjects are protected and that risk of harm to subjects is minimized as described in the ethics and guidelines of the Supreme Council of Health (SCH) in Qatar: [http://www.sch.gov.qa/sch/En/](http://www.sch.gov.qa/sch/En/).

3.20 Key Investigator***: Member of the research team involved in the scientific development and in the execution of a project. Each key investigator (LPI, Co-LPI, PI and Co-PI) devotes time to the project and is considered “key personnel”.

3.21 Lead Principal Investigator (LPI)**: The Principal Investigator who is identified in the proposal as the leader and manager of the research team members and has the ultimate responsibility for all administrative and programmatic aspects of the proposed project. For proposals with a single PI, he/she is, by default, considered as the Lead PI. In the event that the LPI is in Qatar, he/she will also take the role of the Co-LPI by default in the NPRP program.

3.22 MASTER RESEARCH FUNDING AGREEMENT: An Agreement entered into by QNRF and the Awardee to manage the research grant(s).

3.23 Materials, Consumables and Supplies**: Items having a useful life of less than one year and unit acquisition cost of less than US$5,000.00.

3.24 Mentor***: A non-academic technical expert invited by the (PFM) to assist in executing (reporting, supervising and concluding…etc.) the UREP grant.

3.25 Performance Site: a place where research is conducted such as laboratory, workshop, core facility etc.

3.26 Primary Faculty Member (PFM)***: Member of Awardee institution who is in charge of submission, execution (reporting, supervising and concluding…etc.) of the UREP grant.

3.27 Principal Investigator (PI)**: The person designated in the Research Project as the principal individual involved in the scientific development and in the execution of a project.

3.28 Principal Investigator (PI)**: The PI is the leader of the research team and responsible for assigning their roles. He/she is in charge of preparation and submission of the proposal to the submitting institutions. The PI has the ultimate responsibility for all administrative and programmatic aspects of the proposed project.

3.29 Project(s): refers to individual research grant made available by QNRF via this agreement.

3.30 Project Lifetime: Duration that extends from the Project Start Date till the acceptance of the project final report.

3.31 Project Start Date**: Date specified in writing by QNRF after receipt of the first installment of the awarded grant by the Awardee in a nominated bank account. Project Start Date***: Date of announcing the UREP awards, unless otherwise specified by QNRF.

3.32 QNRF Online Submission System (QGRANTS): Web based solution that streamlines the full range of management processes from submission of research proposals and pre-award phase to post award and project completion.

3.33 QNRS: A strategy developed by Qatar Foundation Research & Development to address the research priorities of the State of Qatar

3.34 Request for Proposal (RFP): document issued by QNRF for each NPRP/JSREP/UREP cycle highlighting the guidelines, eligibility and policies for participating in the specific NPRP/JSREP/UREP cycle.

3.35 Research Office (RO): The department within the submitting institution responsible for vetting submitted research proposals and managing awarded research projects.

3.36 Research Office Channel: An online channel within the QGRANTS through which the Awardees research offices may manage and vet any request/document related to the awarded projects.

3.37 Research Office (RO) Vetting: Administrative procedure required from the Awardee’s RO prior to submitting any proposal, reports and requests to QNRF, through which the RO confirms the accuracy of submitted information.

3.38 Research Team Members**: Individuals involved in the scientific execution of the awarded project, by devoting a specified effort during the Project Lifetime. Namely: key investigator, post-doctoral
fellows, graduate and undergraduate students, research associates, research assistants, and lab technicians.

3.39 Research Team Members**: Individuals involved in the scientific execution of the awarded project, by devoting a specified effort during the Project Lifetime. Namely: PI, graduate and undergraduate students, research assistants and lab technicians.

3.40 Research Team Members***: the team involved in the scientific execution of the awarded UREP project. The UREP research team includes the undergraduate students and the supervisory members (Primary Faculty Member, Faculty Member and Mentor).

3.41 "Reside in Qatar": Refers to the status of an individual, who has a contract with an Awardee and lives in Qatar during the project lifetime.

3.42 Submitting Institution (SI): A Research Institution registered inside the State of Qatar that has appropriate research resources specialized in area(s) within QNRS and responsible for submitting research proposals to QNRF. Once awarded, such an entity will be termed as the Awardee.

3.43 Supervisory team***: includes the Primary Faculty Member, Faculty Member and Mentor.
4 Research Office’s Role

The Research office has the role of:

- Assigning an Authorized Research Office Representative (AROR) for the SI.
- Issuing the institution endorsement letter.
- Submitting and vetting grant applications to QNRF on behalf of the SI.
- Managing the grants while monitoring the performance of projects funded by QNRF on timely manner, submitting progress reports and ensuring adherence to performance goals, to time schedules and other requirements, as appropriate.
- Executing the Master Research Funding Agreement (MRFA).
- Managing the compensation of research team members, travel, procurement and miscellaneous expenses in compliance with the approved budget and in accordance to the Awardee’s policies and procedures.
- Handling legal and administrative issues with the sub-awardees.
- Ensuring continuous communications with the research team.
- Ensuring compliance with the applicable laws of the State of Qatar including the policies of the Qatar Supreme Council of Health (QSCH) and applicable laws for the protection of human research subjects through working closely with their institutional review board (IRB), the protection of animal research subjects through their Institutional Animal Care and Use Committee (IACUC) and other research activities through their Institutional Bio-safety Committee (IBC).

The AROR and Research Office Members are forbidden from taking any research role in any of the submitted or awarded proposals.

5 Award Management Guide

- The Management of the QNRF grants is done online through the QNRF Online Submission System (QGRANTS) (https://qnrfsubmission.info). Subsequently, the Authorized Research Office Representative (AROR) shall use the QGRANTS to manage all post award related activities.

- The following is the list of AROR responsibilities during the post award phase:
  
  o Comply with the terms and conditions of the Fund Management Agreement of the relevant funding program.
  o Meet the due date for progress/final reports submission.
  o Perform adequate vetting.
  o Ensure continuous communications with the research team during the project lifetime.
  o Initiate and process change requests using the QNRF QGRANTS while being in compliance with the policies set forth in the Fund Management Agreement and those of the Awardee.
  o Maintain record of all documents relevant to the project costs (all related personnel, procurement, travel, miscellaneous and overhead costs documents…etc) which will be subject to audit.
### 5.1 General Award Management Policies

<table>
<thead>
<tr>
<th>FOR NPRP</th>
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<tbody>
<tr>
<td><strong>Changes to the awarded projects are allowed.</strong></td>
</tr>
<tr>
<td>Changes may be requested for the Budget Categories, Research Aims, Research Personnel, and Institutions... as described below.</td>
</tr>
<tr>
<td><strong>Budget changes include:</strong></td>
</tr>
<tr>
<td>- Movement between budget categories</td>
</tr>
<tr>
<td>- Movement within the same budget category</td>
</tr>
<tr>
<td><em><em>The LPI</em> may transfer, via his/her RO:</em>*</td>
</tr>
<tr>
<td>For NPRP Cycle 7 or earlier, <strong>a cumulative budget amount not exceeding 5% of an award year budget from any budget category to any other budget category</strong> within the direct cost part of the budget.</td>
</tr>
<tr>
<td>- Budget movements within the same budget category are not subject to the 5% limitation</td>
</tr>
<tr>
<td>From NPRP Cycle 8 or later, <strong>a cumulative budget amount not exceeding 10% of a Project Year budget, from any Budget Category to any other Budget Category</strong>, except for travel Budget Category, within the Annual Direct Cost portion of the budget.</td>
</tr>
<tr>
<td>- Budget movements within the same budget category are not subject to the 10% limitation.</td>
</tr>
<tr>
<td><strong>Requests of budget change will be processed if AT LEAST 65% of the Annual approved budget remains administrated INSIDE QATAR.</strong></td>
</tr>
<tr>
<td><strong>Requests of budget change will be processed if AT LEAST 50% of the funded research efforts take place INSIDE QATAR.</strong></td>
</tr>
<tr>
<td><strong>Requests of budget change will be processed if the Annual Indirect cost does not exceed 20% of the Annual direct cost.</strong></td>
</tr>
<tr>
<td><strong>Requests of budget change will be processed if the Annual Miscellaneous cost does not exceed 5% of the total Annual budget.</strong></td>
</tr>
</tbody>
</table>

All change requests are subject to RO **vetting.**
FOR NPRP-EP

- Changes to the awarded projects are **allowed**.
- Changes may be requested for the Budget Categories, Research Aims, Research Personnel, and Institutions… as described below.
- Budget changes include:
  - Movement between budget categories
  - Movement within the same budget category
- The LPI* may transfer, via his/her RO, a **cumulative budget amount not exceeding 5% of an award year budget from any budget category to any other budget category** within the direct cost part of the budget.
- Budget movements within the same budget category are not subject to the 5% limitation.
- Requests of budget change will be processed if **AT LEAST 80% of the Annual approved budget remains administrated INSIDE QATAR**.
- Requests of budget change will be processed if **AT LEAST 65% of the funded researches efforts take place INSIDE QATAR**.
- Requests of budget change will be processed if **the Annual Indirect cost does not exceed 20% of the Annual direct cost**.
- Requests of budget change will be processed if **the Annual Miscellaneous cost does not exceed 5% of the total Annual budget**.

All change requests are subject to RO **vetting**.
FOR JSREP

- Changes to the awarded projects are **allowed**.
- Changes may be requested for the Budget Categories, Research Aims, Research Personnel, and Institutions... as described below.
- Budget changes include:
  - Movement between budget categories
  - Movement within the same budget category
- The PI** may transfer, via his/her RO, a **cumulative budget amount not exceeding 5% of an award year budget from any budget category to any other budget category** within the direct cost part of the budget.
- Budget movements within the same budget category are not subject to the 5% limitation.
- Requests of budget changes will be processed if the Annual Indirect cost does not exceed **20% of the annual direct cost**.
- Requests of budget change will be processed if the Annual Miscellaneous cost does not exceed **10% of the total annual budget**.

All change requests are subject to RO **vetting**.

FOR UREP

- Changes to the awarded projects are **allowed**.
- Change requests include (Appendix B):
  - Changes to Research team members,
  - Changes to budget categories, specific aims and timeline.

All change requests are subject to RO **vetting**.
5.2 Reporting Guidelines

For NPRP, JSREP and NPRP-EP, the following reports are required from the LPI*/PI** via their respective ROs:

- **Progress Report:**
  - At the end of each six months of each Award Year, the LPI*/PI** shall submit a technical progress report using the Online Applicant Channel to the Research Office of the Awardee, who in turn shall vet the progress report prior to final submission to QNRF via the Online RO Channel.
  - This technical report should highlight the research progress made and detailed accomplishments of each specific aim including results obtained, problems or difficulties encountered (see figure 1). Once received, the RO shall vet the technical report and include also an expenditure report (expenditure figures) incurred for the budget categories during the reporting period (see figure 2).

*Figure 1: Technical Progress Report*
Figure 2: Interim Expenditure Report

- Payments (see section 5.3) will be tied to acceptance of satisfactory progress reports. Progress Reports will be reviewed to ensure the well progress of the project in addition to compliance with QNRF policies.

- **Final Report:**
  - Within 90 calendar days after the end of the project duration, the LPI*/PI** shall submit a Final Report using the Online Applicant Channel to the Research Office of the Awardee, who in turn shall vet the Final Technical Report prior to final submission to QNRF via the Online RO Channel.
  - The Final Report shall include different sections:
    - **Section A:** final technical report which covers the last six months technical progress report. This report shall be submitted by the RO on the QGRANTS. (see figure 3)
**Figure 3:** Final Technical Report
- **Section B**: final report to be prepared by the LPI using a specified template found on the QGRANTS. This report shall cover the overall achievements of the project. Together with a Public Report, this section shall be submitted by the RO on the QGRANTS. (see figure 4)

**Figure 4**: Uploading the Project Public Report
**Section C**: Financial report. To be submitted by the RO on the QGRANTS (see figure 6)

- Payments (see section 5.3) will be tied to acceptance of satisfactory final report. Final Reports will be reviewed to ensure the well completion of the project in addition to compliance with QNRF policies.
- The Awardee is required to submit an electronic copy and two hard copies of each manuscript, publication, or other documented products resulting from the grant.
- The LPI*/PI** shall submit a **Public Report** for the general public electronically with the final report. This report is intended as a summary of the project outcome and findings to the public. The LPI*/PI** should ensure that the report does not contain any
confidential, proprietary information; unpublished data that might compromise publishing results in the research literature; or invention disclosures that might affect IP rights. This report will include the following disclaimer:

“This Public Report is published verbatim as submitted by the LPI of this award. The content of this Report is the authors’ responsibility and does not necessarily reflect the views of QNRF.”

For UREP, the following research products are required from the PFM***:

- **Progress Report:**
  - At the end of the first six months of Award Year, the PFM*** shall submit a progress report using the Online Applicant Channel to the Research Office of the Awardee, who in turn shall vet the progress report prior to final submission to QNRF via the Online RO Channel.
  - This report should highlight progress made and detailed accomplishments of each specific aim, including results obtained, problems or difficulties encountered (see figure 7 & 8). Once received, the RO shall vet the technical report and include also an expenditure report (expenditure figures) incurred for the budget categories during the reporting period (see figure 9 & 10).

**Figure 7:** Technical Progress report for UREP
Figure 8: Technical Progress report for UREP
**Figure 9:** Technical Progress Report received by the RO

**Figure 10:** Expenditure report to be prepared by the RO for UREP projects

- Payments (see section 5.3) will be tied to acceptance of satisfactory progress reports. Progress Reports will be reviewed to ensure the well progress of the project in addition to compliance with QNRF policies.

- **Final Report:**
  - Within 90 calendar days after the end of the project duration, the PFM*** shall submit a Final Report using the Online Applicant Channel to the Research Office of the Awardee, who in turn shall vet the Final Report prior to final submission to QNRF via the Online RO Channel.
The Final Report shall include a final technical report and an overall final report using a specified template found on the QGRANTS. (see figure 11, 12 and 13). The Awardee shall also submit a detailed closeout financial report using the QNRF Online financial template provided on the Online RO Channel.
Figure 13: Uploading the final for UREP using the relevant template

- Payments (see section 5.3) will be tied to acceptance of satisfactory final report. Final Reports will be reviewed to ensure the well completion of the project in addition to compliance with QNRF policies.
- The Awardee is required to submit an electronic copy and two hard copies of each manuscript, publication, or other documented products resulting from the grant.

5.3 Payment Guidelines
- For NPRP/NPRP-EP/JSREP, payment will be made to the Awardee according to the payment schedule mentioned in Table 1 based on the duration of the project (in years).
- For UREP, payment will be made to the Awardee according to the payment schedule mentioned in Table 2.
Table 1: Payment Schedule NPRP/NPRP-EP/JSREP

<table>
<thead>
<tr>
<th>Installment</th>
<th>Criteria for releasing installments</th>
<th>1 Year Project</th>
<th>2 Year Project</th>
<th>3 Year Project</th>
<th>4 Year Project</th>
<th>5 Year Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On signing FMA and its annexures</td>
<td>100% Eqpt budget + up to 50% remaining approved annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved first year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved first year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved first year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved first year annual budget</td>
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<tr>
<td>2</td>
<td>On acceptance of 1st progress report</td>
<td>Up to 30% of remaining approved annual budget</td>
<td>up to 50% remaining approved first year annual budget</td>
<td>up to 50% remaining approved first year annual budget</td>
<td>up to 50% remaining approved first year annual budget</td>
<td>50% remaining approved first year annual budget</td>
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<tr>
<td>3</td>
<td>On acceptance of 2nd progress or final report</td>
<td>On reimbursement basis, up to 20% of remaining approved annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved second year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved second year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved second year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved second year annual budget</td>
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<td>4</td>
<td>On acceptance of 3rd progress report</td>
<td>up to 30% of remaining approved second year annual budget</td>
<td>up to 50% of remaining approved second year annual budget</td>
<td>up to 50% of remaining approved second year annual budget</td>
<td>up to 50% of remaining approved second year annual budget</td>
<td>up to 50% of remaining approved second year annual budget</td>
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<tr>
<td>5</td>
<td>On acceptance of 4th progress or Final report</td>
<td>On reimbursement basis, up to 20% of remaining approved annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved third year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved third year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved third year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved third year annual budget</td>
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<tr>
<td>6</td>
<td>On acceptance of 5th progress report</td>
<td>up to 30% of remaining approved third year annual budget</td>
<td>up to 50% of remaining approved third year annual budget</td>
<td>up to 50% of remaining approved third year annual budget</td>
<td>up to 50% of remaining approved third year annual budget</td>
<td>up to 50% of remaining approved third year annual budget</td>
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<tr>
<td>7</td>
<td>On acceptance of 6th progress or Final report</td>
<td>On reimbursement basis, up to 20% of remaining approved annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved fourth year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved fourth year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved fourth year annual budget</td>
<td>100% Eqpt budget + up to 50% remaining approved fourth year annual budget</td>
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<tr>
<td>8</td>
<td>On acceptance of 7th progress</td>
<td>up to 30% of remaining approved fourth year</td>
<td>up to 50% of remaining approved fourth year</td>
<td>up to 50% of remaining approved fourth year</td>
<td>up to 50% of remaining approved fourth year</td>
<td>up to 50% of remaining approved fourth year</td>
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</table>
On acceptance of 8th progress or Final report

On reimbursement basis, up to 20% of remaining approved annual budget

100% Eqpt budget + up to 50% remaining approved fifth year annual budget

On acceptance of 9th progress report

up to 30% of remaining approved fifth year annual budget

On acceptance of Final report

On reimbursement basis, up to 20% of remaining approved annual budget

Table 2: Payment Schedule for UREP

<table>
<thead>
<tr>
<th>Installments</th>
<th>Criteria for releasing installments</th>
<th>Budget Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On signing FMA, its annexures &amp; other supporting documents if any</td>
<td>100% of Expenditure &amp; Indirect Cost</td>
</tr>
<tr>
<td>2</td>
<td>On acceptance of 1st progress report</td>
<td>50% of Students &amp; Supervisory team</td>
</tr>
<tr>
<td>3</td>
<td>On acceptance of final report</td>
<td>Remaining 50% of Students &amp; Supervisory team</td>
</tr>
</tbody>
</table>

- **Confirmation of payment**
  - The RO will be able to check the status of installment payment for all QNRF funded projects through the “Payments” tab.
  - The “View Details” button provides a breakdown of each installment batch.
  - The RO is requested to confirm the date of reception of installments by clicking on the “Confirm” button.
### Unlocking Research Potential

#### Confirm Payment

Use this page to confirm the payment batches received from QFAR and to view the details. Note that you will be able to view the project-wise details under a batch only after confirming the receipt of payment.

#### Project Details

<table>
<thead>
<tr>
<th>Batch Number</th>
<th>Staff</th>
<th>Projects</th>
<th>Amount</th>
<th>Bank Date</th>
<th>Status</th>
<th>Confirm</th>
<th>PO Confirmation Date</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRFP 2016_240</td>
<td>4</td>
<td>1</td>
<td>$1,15,38.11</td>
<td>26-Jan-2016 13:30 AM</td>
<td>Paid</td>
<td>✔️</td>
<td>25-Jan-2015 13:30 AM</td>
<td>View</td>
</tr>
<tr>
<td>NRFP 2016_240</td>
<td>4</td>
<td>1</td>
<td>$1,145,925.70</td>
<td>26-Jan-2016 13:30 AM</td>
<td>PO Confirmed</td>
<td>✔️</td>
<td>25-Jan-2015 13:30 AM</td>
<td>View</td>
</tr>
<tr>
<td>NRFP 2016_240</td>
<td>3</td>
<td>1</td>
<td>$30,725.44</td>
<td>26-Jan-2016 13:30 AM</td>
<td>PO Confirmed</td>
<td>✔️</td>
<td>25-Jan-2015 13:30 AM</td>
<td>View</td>
</tr>
</tbody>
</table>

### May 2016
<table>
<thead>
<tr>
<th>Batch Number</th>
<th>Line</th>
<th>Project Number</th>
<th>Amount</th>
<th>Key Date</th>
<th>Status</th>
<th>Confirm</th>
<th>RO Coordinator</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide the revised data and comments:
- Batch Number: NRFP 2015_011
- Amount: $141,383.11
- Comments: Revised 300% increased

Save | Cancel
### Payment Details

This page will provide you the project-wise details of a payment installment batch.

<table>
<thead>
<tr>
<th>#</th>
<th>Project Number</th>
<th>Status</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Inst#</th>
<th>Equipment Amount</th>
<th>Non Eq. Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NRP 4 -</td>
<td>RO Confirmed</td>
<td>15-Jan-2012 12:00 AM</td>
<td>01-Feb-2013 12:00 AM</td>
<td>6</td>
<td>$0.00</td>
<td>$81,465.48</td>
<td>$81,465.48</td>
</tr>
<tr>
<td>2</td>
<td>NRP 4 -</td>
<td>RO Confirmed</td>
<td>15-Jan-2012 12:00 AM</td>
<td>15-Apr-2015 12:00 AM</td>
<td>6</td>
<td>$0.00</td>
<td>$93,810.36</td>
<td>$93,810.36</td>
</tr>
<tr>
<td>3</td>
<td>NRP 4 -</td>
<td>RO Confirmed</td>
<td>15-Jan-2012 12:00 AM</td>
<td>30-May-2015 12:00 AM</td>
<td>6</td>
<td>$0.00</td>
<td>$60,453.60</td>
<td>$60,453.60</td>
</tr>
</tbody>
</table>

---

*Unlocking Research Potential*

Qatar National Research Fund

May 2016
5.4 Change Request Guidelines

- All change requests will be initiated by the RO on the QGRANTS. The RO and QNRF will have approval responsibility according to the type of change request as defined in the matrix below (see Appendix A for NPRP, NPRP-EP and JSREP and See Appendix B for UREP).

- For change requests that entail movement of fund between budget categories, the following steps should be followed:
  - The RO frees the amount subject of transfer from a given budget category.
  - The QGRANTS automatically calculates the percentage of the freed amount and holds it as Free Cash.
  - The RO may then request to transfer the amount to the receiving budget category. The RO and QNRF will have approval responsibility according to the type of change request, as clarified in Appendix A.
  - If approved, the freed amount will be transferred to the designated budget category.
  - If disapproved, the free amount will remain as free cash. The RO will have the opportunity to reverse the request.

- The change requests which require RO/QNRF approval include changes to:
  - Specific Aims/Timeline
  - Institution
  - Personnel

- The change requests with no approvals requirements include changes to:
  - Equipment/Supplies and Materials
  - Travel
  - Miscellaneous
  - Indirect Costs

- The QGRANTS supports multiple change requests at a time. (i.e. The RO may add/remove/modify multiple travel, Equipment, Miscellaneous items at a time).

5.4.1 Freeing Cash

- Freeing cash to Direct Cost budget categories to result in is allowed any time during the awarded project lifetime.

- The changes include:
  - Modification of research team effort, cost, equipment, travel, miscellaneous cost/quantity which result in decreasing the original cost.
  - Removal of research team effort, cost, equipment, travel, miscellaneous items.

- The freed amount will be transferred to the free cash category.
Freeing Cash procedure is described in workflow 7.1.

5.4.2 Specific Aims Change Guidelines

Changes to specific aims are allowed any time during the awarded project lifetime, if not specified as described in the matrix below:

- The changes include:
  - Modification of:
    - Specific Aims efforts – Inside & outside Qatar. (see workflow 7.2)
    - Addition and removal of a specific Aims. (see workflow 7.2)

5.4.3 Timeline Change Guidelines

Changes to project timeline are allowed any time during the awarded project lifetime, if not specified as described in the matrix below:

- The changes include:
  - Modification of Aims timeline:
    - Specific Aims duration. (see workflow 7.2)
  - Modification of Project timeline:
    - Project Start Date. (see workflow 7.3)
      Such requests are allowed only one time within the first 6 months of an awarded project lifetime.
    - Project End Date. (see workflow 7.4)
      Such requests are allowed only one time within the last 6 months of an awarded project lifetime for any of the following reasons:
      - Completing the project specific Aims.
      - If the LPI* (PI**, PFM***) plans to publish papers or Intellectual Property Rights during the requested extended period.
  - The maximum allowed extension for a No-cost time request may not exceed 12 months for NPRP/NPRP-EP/JSREP.
  - The maximum allowed extension for a No-cost time request may not exceed 6 months for UREP.

5.4.4 Equipment/ Materials, Consumables & Supplies Change Guidelines
Changes to Equipment/Materials, Consumables & Supplies are allowed any time during the awarded project lifetime.

- RO may submit change form to Equipment/Materials, Consumables & Supplies by providing detailed justification and supporting documents (equipment specification, cost, quantity...etc.).
- The changes includes:
  - **Modification** of Equipment/Materials, Consumables & Supplies (equipment type, item name or quantity, unit cost, cancelation of equipment...etc.);
  - **Addition** of new Equipment/Materials, Consumables & Supplies.
  - **Removal** of Equipment/Materials, Consumables & Supplies (equipment type, item name or quantity, unit cost, cancelation of equipment...etc.);
- Change requests to Equipment/Materials; Consumables & Supplies are described in workflow 7.2.

### 5.4.5 Travel Change Guidelines

Changes to Travel are allowed any time during the awarded project lifetime.

- RO may submit change form to Travel by providing detailed justification and supporting documents.
- The changes include:
  - **Modification** of Travel (cancellation of travel, traveler, destination, cost ...etc.);
  - **Addition** of new Travel.
  - **Removal** of Travel (cancellation of travel, traveler ...etc.);
- Change requests to Travel are described in workflow 7.2.

### 5.4.6 Miscellaneous Change Guidelines

Changes to Miscellaneous are allowed any time during the awarded project lifetime.

- RO may submit change form to Miscellaneous by providing detailed justification and supporting documents (specification, cost, quantity...etc.).
- The changes include:
  - **Modification** of Miscellaneous (Miscellaneous type, cost, item...etc.);
  - **Addition** of new Miscellaneous items.
  - **Removal** of Miscellaneous (Miscellaneous type, cost, item...etc.);
- Change requests to Miscellaneous are described in workflow 7.2.

### 5.4.7 Indirect Cost Change Guidelines

Changes to indirect costs are allowed any time during the awarded project lifetime.

- RO may submit change form to indirect costs by providing detailed justification and supporting documents.
- The changes include:
5.4.8 Personnel Change Guidelines

Changes to research team members are allowed any time during the awarded project lifetime.

- The RO may request changes to research team members by providing detailed justification and supporting documents as described below.

The changes include:

- Modification of personnel details (cost per day…); (see workflow 7.2).
- Removal of Co-PI*/PI** & other research team members (see workflow 7.5)
  - Required information:
    - Detailed justification;

- Addition of Co-PI*/PI** & other research team members (see workflow 7.6)
  - Required information:
    - Detailed justification;
    - Re-filling relevant budget categories.
  - Required Documents for adding Key Investigators (KIs):
    - CVs of the added KIs
    - In case of LPI* role, a consent letter from the former LPI* is required, (see workflow 7.7);
    - In case of Co-LPI* role, (see workflow 7.8); the new Co-LPI* should be affiliated to the SI.
    - In case of Co-PI*/PI** role, request of supporting letter(s) from the collaborative institution(s), (see workflow 7.6);
5.4.9 **Institution Change Guidelines**

Changes to Institution(s) are **allowed** during the awarded project lifetime, as specified below.

- **Change of the Submitting Institution:**
  - Change of SI (Awardee) is allowed **up to the last 6 months of the project lifetime**.
  - **Required Documents:**
    - No objection letters to transfer the grant from both original SI and new SI;
    - Detailed justification for the requested change;
    - Re-filling all budget categories.

- **Addition of Collaborative Institutions:** *(See workflow 7.9)*
  - Adding Collaborative Institutions is allowed **up to the last 6 months of the project lifetime**.
  - **Required Documents:**
    - Supporting letters from the new collaborative institutions;
    - Detailed justification for the requested addition;
    - Re-filling all budget categories related to the new collaborative institution(s).

- **Removal of Collaborative Institutions:** *(See workflow 7.10)*
  - Removal of Collaborative Institutions is allowed at anytime **during the project lifetime**.
  - **Required information:**
    - Detailed justification for the requested removal

5.5 **Vetting**

- Vetting process involves:
  - Compliance with the Fund Management agreement Terms and Conditions.
  - Compliance with report submission deadline.
  - Validity of names and statuses of all participants.
  - Accuracy of information provided, e.g., accomplishments, efforts, procurement, travel, etc.
  - General compliance with institution’s rules and regulations, as well as those of QNRF.
  - Compliance with ethical requirements, if any.

- RO Vetting is performed at QNRF’s QGRANTS: [https://qnrfsubmission.info](https://qnrfsubmission.info)
5.6 Research Outcome Center (ROC)

Research Outcome Center was developed to ensure that it addresses the reporting requirements of QNRF awarded grants, and to constitute a repository to all forms of research outcome generated from QNRF funds. The ROC took into account the development of a user-friendly interface while minimizing the required reporting information. The ROC aims at:

- Collecting the outcome of research, assessing its impact and provide a platform for dissemination.
- Centralizing research outcome through a repository.
- Maintaining a longer-term relationship with grant holders to capture new developments and impacts from research even after completion of grants.

The Research Outcome is defined as any form of recognized and distinguishable outcome generated by the progress and activities of the research project such as peer-reviewed publications, patents, creative works, and others.

5.6.1 Reporting Research Outcomes

Reporting an outcome of any QNRF grant is done online through the QNRF Online Submission System (QGRANTS SYSTEM) (https://qnrfsubmission.info). Subsequently, the Authorized Research Office Representative (AROR) and KIs shall use the QGRANTS SYSTEM to report to QNRF all their research outcomes.

Depending on the status of the project, the KIs/AROROs can upload the outcomes

- **For active projects:** Input data made by the investigators/research offices through the progress/final report channel
- **For completed projects:** KIs/ARORs to report research outcomes through their respective individual ROC profiles.
### 6 Matrix of responsibility

#### 6.1 Appendix A: Matrix of Approval Responsibility for NPRP, NPRP-EP and JSREP

The Matrix below states change requests requiring QNRF approval for any awarded projects. The procedure described below will be applicable for the NPRP (3\textsuperscript{rd} cycle onwards), NPRP-EP and JSREP awarded projects.

<table>
<thead>
<tr>
<th>Type</th>
<th>Function</th>
<th>Remarks</th>
<th>Approval level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movement</td>
<td>Move free amount between categories</td>
<td>Allows the movement of free amount from one category to another category.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Participant</td>
<td>Remove participant</td>
<td>Removal of a participant from the project.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Participant</td>
<td>Add new participant (K I)</td>
<td>Adding a new participant to the project.</td>
<td>QNRF</td>
</tr>
<tr>
<td>Participant</td>
<td>Change Participant Role (LPI or Co-LPI)</td>
<td>Changing the role of LPI or Co-LPI</td>
<td>QNRF</td>
</tr>
<tr>
<td>Unnamed Participant</td>
<td>Remove unnamed participant</td>
<td>Removal of an unnamed participant from the project.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Unnamed Participant</td>
<td>Add new unnamed participant</td>
<td>Adding a new unnamed participant to the project.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Institution</td>
<td>Remove collaborative institution</td>
<td>Removal of a collaborative institution.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Institution</td>
<td>Add new collaborative institution</td>
<td>Adding a new collaborative institution.</td>
<td>QNRF</td>
</tr>
<tr>
<td>Project Date</td>
<td>Change project start date</td>
<td>Change project start date. Start date can be increased to any date up to 6 months but is not allowed to be decreased.</td>
<td>Research Office (within first 6 months)</td>
</tr>
<tr>
<td>Aim (Specific Aims)</td>
<td>Change Aim start block/end block (No cost time extension)</td>
<td>Change Aim start block/ end block (No cost time extension).</td>
<td>QNRF</td>
</tr>
<tr>
<td>Aim (Specific Aims)</td>
<td>Remove Aim (specific aim)</td>
<td>Removal of Aim.</td>
<td>QNRF</td>
</tr>
<tr>
<td>Aim (Specific Aims)</td>
<td>Add new Aim (specific aim)</td>
<td>Add a new Aim.</td>
<td>QNRF</td>
</tr>
<tr>
<td>Aim Assignment (Specific Aims Resources)</td>
<td>Replace Aim resource (named)</td>
<td>Replace Aim resource (named).</td>
<td>Research Office</td>
</tr>
<tr>
<td>Aim Assignment (Specific Aims Resources)</td>
<td>Replace Aim resource (unnamed)</td>
<td>Replace Aim resource (unnamed).</td>
<td>Research Office</td>
</tr>
<tr>
<td>Aim Assignment (Specific Aims Resources)</td>
<td>Change Aim effort days/location type(in/out Qatar)</td>
<td>Change Aim effort days/location type(inside/outside Qatar).</td>
<td>Research Office</td>
</tr>
<tr>
<td>Aim Assignment (Specific Aims Resources)</td>
<td>Removal of a Aim assignment (named)</td>
<td>Removal of a Aim assignment (named).</td>
<td>Research Office</td>
</tr>
<tr>
<td>Aim Assignment (Specific Aims Resources)</td>
<td>Removal of a Aim assignment (unnamed)</td>
<td>Removal of a Aim assignment (unnamed).</td>
<td>Research Office</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------------------------------------</td>
<td>----------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Aim Assignment (Specific Aims Resources)</td>
<td>Add a new Aim assignment (named)</td>
<td>Add a new Aim assignment (named).</td>
<td>Research Office</td>
</tr>
<tr>
<td>Aim Assignment (Specific Aims Resources)</td>
<td>Add a new Aim assignment (unnamed)</td>
<td>Add a new Aim assignment (unnamed).</td>
<td>Research Office</td>
</tr>
<tr>
<td>Personnel Cost</td>
<td>Change personnel cost per day/tuition fees.</td>
<td>Change personnel cost per day/tuition fees.</td>
<td>Research Office</td>
</tr>
</tbody>
</table>

**Budget Change Form**

<table>
<thead>
<tr>
<th>Travel</th>
<th>Change travel details - Cost increase</th>
<th>Change traveller, destination country, visa cost, ticket cost, accommodation cost, or per diem of a travel.</th>
<th>Research Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Change travel details - Cost decrease</td>
<td>Change traveller, destination country, visa cost, ticket cost, accommodation cost, or per diem of a travel.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Travel</td>
<td>Remove travel</td>
<td>Removal of a travel.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Travel</td>
<td>Add a new travel</td>
<td>Add a new travel.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Equipment</td>
<td>Change equipment quantity/cost - Cost Increase</td>
<td>Change quantity/cost of an existing equipment entry. Equipment type and name are not allowed to change.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Equipment</td>
<td>Change equipment quantity/cost - Cost Decrease</td>
<td>Change quantity/cost of an existing equipment entry. Equipment type and name are not allowed to change.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Equipment</td>
<td>Remove equipment</td>
<td>Removal of an existing equipment entry.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Equipment</td>
<td>Add new equipment</td>
<td>Add a new equipment entry.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Miscellaneous Cost</td>
<td>Change miscellaneous – Cost Increase</td>
<td>Change miscellaneous.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Miscellaneous Cost</td>
<td>Change miscellaneous – Cost decrease</td>
<td>Change miscellaneous.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Miscellaneous Cost</td>
<td>Remove miscellaneous cost</td>
<td>Removal of a miscellaneous cost.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Miscellaneous Cost</td>
<td>Add new miscellaneous cost</td>
<td>Add a new miscellaneous cost.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Ethical</td>
<td>Remove ethical applicability of an institution</td>
<td>Removal of an ethical applicability of an institution.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Ethical</td>
<td>Add ethical applicability for a new institution</td>
<td>Add ethical applicability for a new institution.</td>
<td>Research Office</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>Modification of Indirect Costs</td>
<td>Add or Modify Indirect Costs</td>
<td>Research Office</td>
</tr>
</tbody>
</table>
### 6.2 Appendix B: Matrix of Approval Responsibility for UREP

<table>
<thead>
<tr>
<th>Change requests for UREP</th>
<th>Approval level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove student</td>
<td>Research Office</td>
</tr>
<tr>
<td>Replace student</td>
<td>Research Office</td>
</tr>
<tr>
<td>Hold the release to a given student</td>
<td>Research Office</td>
</tr>
<tr>
<td>Remove Faculty member/Mentor (a ratio of 3 students to 1 FM should be maintained without counting the mentor)</td>
<td>Research Office</td>
</tr>
<tr>
<td>Budget change</td>
<td>Research Office</td>
</tr>
<tr>
<td>Hold disbursement till further notice (for our information) No action needed from QNRF.</td>
<td>QNRF</td>
</tr>
<tr>
<td>Replace PFM/ Faculty member/Mentor</td>
<td>QNRF</td>
</tr>
<tr>
<td>No Cost Time Extension (only one time during the last 6 months and we allow only 6 months)</td>
<td>QNRF</td>
</tr>
<tr>
<td>Request for termination/Suspension/Withdrawal</td>
<td>QNRF</td>
</tr>
<tr>
<td>Request to keep account open (Postpone the submission of the final financial report for up to 180 days max). (request to be supported by docs) (request to be submitted before the final report due )</td>
<td>QNRF</td>
</tr>
<tr>
<td>Other</td>
<td>QNRF</td>
</tr>
</tbody>
</table>
7 Appendix C: Change Requests Workflows and QGrants snapshots

7.1 Freeing Cash Workflow

Instructions

- The "Freeing Cash Workflow" may be used to free fund from any Direct Cost budget category to be transferred to the free cash in order to be used in other workflows, as needed.
- The RO, after logging on the QGRANTS SYSTEM, selects the budget category from where the fund will be freed. Removal or Modification/Cost (Decrease) options are active for this purpose.
- Once change request is submitted, the QGRANTS will check the business rules of the relevant funding program.
  - If accepted, QGRANTS will move the freed amount to the free cash of the specified award year.
  - If declined the QGRANTS will redirect the RO to modify the change request.
  - This change request does not require QNRF approval.
### Free Amount Per Category Per Year

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Year -1</th>
<th>Year -2</th>
<th>Year -3</th>
<th>Year -4</th>
<th>Year -5</th>
<th>Total Free Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Indirect</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Personnel</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

© Bulk CR (Auto Approval): New change request containing multiple types (Start Date, Task Assignment, Budget, Ethical, etc.) that do not require any approval from QNRF.
© Bulk CR (QNRF Approval): New change request containing multiple types (End Date, Task, Participant, Collab, Institution, etc.) that require approval from QNRF.
© Movement CR (Auto Approval): New change request to move free amount between categories. This does not require any approval from QNRF.
© Project Status CR (QNRF Approval): New change request to change the status of project. This requires approval from QNRF.

---

### Moved Record

<table>
<thead>
<tr>
<th>Year</th>
<th>From Category</th>
<th>To Category</th>
<th>Transfer Amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Equipment</td>
<td>Travel</td>
<td>$1,505.22</td>
<td>update</td>
</tr>
<tr>
<td>1</td>
<td>Personnel</td>
<td>Travel</td>
<td>$2,220.78</td>
<td>update</td>
</tr>
</tbody>
</table>
7.2 Participant Specific Aim Effort/Cost, Equipment, Travel, Miscellaneous and Ethical Changes Workflow

[Diagram with decision points for RO, Addition, Modification, and end points with approval and cost considerations]
### Instructions

- The "**Participant Aim/Effort/Cost, Equipment, Travel, Miscellaneous & Ethical Changes**" may be used for changes to the Direct Cost budget categories.
- After logging on the QGRANTS, the RO selects the Direct Cost category subject to change from the drop down menu of the Change Requests.
- For "**Addition**" option, free cash must be available; otherwise, a link to **workflow 7.1** will be activated. RO may then add single/multiple items.
- For "**Removal**" option, RO may remove single/multiple items; (items, quantity, cost, effort...etc.). The respective fund will be transferred to the free cash.
- For "**Modification**" option, RO may modify single/multiple items (items, quantity, cost, effort...etc.).
  - If the modification results to a cost increases, **workflow 7.1** will be activated.
  - If the modification results to a cost decrease, the balance will be transferred to free cash.

### Business Rules & Effect

<table>
<thead>
<tr>
<th>Business Rules</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>• The task assignment will be updated in the project.</td>
</tr>
</tbody>
</table>

### Change Form

- **Select Year & Participants Type:**
  - Named
  - Unnamed
  - Available Free Amount:

- **Modified Items:**
  - You have not added any records. Please click on the Add button to proceed.

- **Remarks:**
  - Max 3000 characters
Business Rules & Effect

Business Rules:  None

Effects:
  - The task assignment will be updated in the project.

Change Form

Select Year: [Select]
Participants Type:  Named

Required fields

Note: Any participants marked for removal directly or along with collaborative institute will not get listed here.

Replaced Person: [Select]
Substitute Person: [Select]

Replaced Items:
You have not removed any records. Please click on the Add button to proceed.

Remarks:
Max. 3000 characters

Change Function

<table>
<thead>
<tr>
<th>#</th>
<th>CR #</th>
<th>Change Function</th>
<th>CR Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CR-N-4109</td>
<td>Modify personal cost per day/华润 fees</td>
<td>Deleted</td>
</tr>
<tr>
<td>2</td>
<td>CR-N-4108</td>
<td>Modify task effort days (named/Unnamed)</td>
<td>QIRF Approved</td>
</tr>
<tr>
<td>3</td>
<td>CR-N-4424</td>
<td>Add new task (specific aim) assignment (named/KI)</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>4</td>
<td>CR-N-4425</td>
<td>Add new task (specific aim) assignment (named/KI)</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>5</td>
<td>CR-N-4427</td>
<td>Add new task (specific aim) assignment (named/KI)</td>
<td>Deleted</td>
</tr>
<tr>
<td>6</td>
<td>CR-N-4428</td>
<td>Add new task (specific aim) assignment (named/KI)</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>7</td>
<td>CR-N-4429</td>
<td>Add new task (specific aim) assignment (named/KI)</td>
<td>Deleted</td>
</tr>
<tr>
<td>8</td>
<td>CR-N-4430</td>
<td>Add new task (specific aim) assignment (named/KI)</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>9</td>
<td>CR-N-4432</td>
<td>Add new task (specific aim) assignment (named/KI)</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>10</td>
<td>CR-N-4434</td>
<td>Add new travel</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>11</td>
<td>CR-N-8009</td>
<td>Add new key investigator (Co-PI/PI)</td>
<td>QIRF Approved</td>
</tr>
<tr>
<td>12</td>
<td>CR-N-8010</td>
<td>Add new unnamed participant</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>13</td>
<td>CR-N-8011</td>
<td>Add new equipment</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>14</td>
<td>CR-N-8012</td>
<td>Add new miscellaneous cost</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>15</td>
<td>CR-N-8014</td>
<td>Add new travel</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>16</td>
<td>CR-N-9378</td>
<td>Add new travel</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>17</td>
<td>CR-N-9379</td>
<td>Modify personal cost per day/华润 fees</td>
<td>Auto Approved</td>
</tr>
<tr>
<td>18</td>
<td>CR-N-9380</td>
<td>Modify task effort days (named/Unnamed)</td>
<td>Auto Approved</td>
</tr>
</tbody>
</table>
For Modification of Indirect Costs
7.3 Project Start Date Change Request Workflow

- Instructions
  - The “Project Start Date Change Request Workflow” may be used to change the start date of the awarded project.
  - The Project Start Date may be changed only within the first six months after the original Project Start Date.
  - After logging on the QGRANTS, the RO requests to change the project Start Date and submit justification.
  - This change request does not require QNRF approval.
7.4 Project End Date Change Request Workflow

Instructions:

- The “Project End Date (No Cost Time Extension) Change Request Workflow” may be used to extend the Project Lifetime.
- Only One No Cost Time Extension may be requested within the last six months of the original Project Lifetime.
- After logging on the QGRANTS, the RO requests the extension of the Project Lifetime and provide justification.
- This change request requires QNRF approval.
Business Rules & Effect

Business Rules:
- Only one start date change is allowed per project.
- Start date change may only be requested within the first six months of the original project start date.
- New start date must be within six months after the current start date of the project.
- Start date change is not allowed for UREP.

Effect:
- The new project start date will be updated in the system as specified.
- The new end date will be calculated by adding the duration of the project to the new start date and system will be updated.
- All progress report due dates will be extended by adding the extra number of days to the existing due dates.

Change Form

Required Fields

| Project Duration: | 2 Year(s) |
| Current Award Start Date: | 10-Nov-2013 |
| Current Award End Date: | 10-Nov-2015 |

New Award Start Date:  
(Click on the text box to display calendar)

New Award End Date:  
(Calculated by adding project duration to the new start date)

Remarks:  
Max 3000 characters

[Edit] [Save] [Cancel] [Clear All]
7.5 Co-PI*/PI*/and other Research Team members Removal Workflow

Instructions:

- The “Co-PI*/PI*/and other Research Team members Removal Workflow” may be used to remove indicated participants.
- After logging on the QGRANTS, the RO selects the Participant category in the drop down menu of the Change Requests.
- RO should submit a Status Report which shows the actual effort & cost of the project at the time of request.
- A list of all project participants will be displayed. The RO selects the participant(s) to be removed. Please note that the selected participant(s) will be totally removed from the project.
- Once change submitted, the fund originally allocated to the removed participant(s) will be transferred to the free cash.
- This change does not require QNRF approval.
## Business Rules & Effect

<table>
<thead>
<tr>
<th>Business Rules:</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effect:</td>
<td>The specified participant will be removed from the project.</td>
</tr>
</tbody>
</table>

## Change Form

### Select Participant to be removed

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Role</th>
<th>Institute</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr.</td>
<td>Co-PI</td>
<td>University</td>
<td>Remove</td>
</tr>
<tr>
<td>2</td>
<td>Dr.</td>
<td>Co-PI</td>
<td>University</td>
<td>Remove</td>
</tr>
<tr>
<td>3</td>
<td>Prof.</td>
<td>Co-Lead PI</td>
<td>University</td>
<td>Remove</td>
</tr>
<tr>
<td>4</td>
<td>Prof.</td>
<td>PI</td>
<td>University</td>
<td>Remove</td>
</tr>
<tr>
<td>5</td>
<td>Prof.</td>
<td>Lead PI</td>
<td>University</td>
<td>Remove</td>
</tr>
<tr>
<td>6</td>
<td>Research Assistant-1</td>
<td>Research Assistant</td>
<td>University</td>
<td>Remove</td>
</tr>
<tr>
<td>7</td>
<td>Research Assistant-2</td>
<td>Research Assistant</td>
<td>University</td>
<td>Remove</td>
</tr>
<tr>
<td>8</td>
<td>Research Assistant-3</td>
<td>Research Assistant</td>
<td>Ghent University</td>
<td>Remove</td>
</tr>
<tr>
<td>9</td>
<td>Research Assistant-4</td>
<td>Research Assistant</td>
<td>University</td>
<td>Remove</td>
</tr>
<tr>
<td>10</td>
<td>Research Assistant-5</td>
<td>Research Assistant</td>
<td>University</td>
<td>Remove</td>
</tr>
<tr>
<td>11</td>
<td>Research Assistant-6</td>
<td>Research Assistant</td>
<td>University</td>
<td>Remove</td>
</tr>
<tr>
<td>12</td>
<td>Research Assistant-7</td>
<td>Research Assistant</td>
<td>University</td>
<td>Remove</td>
</tr>
</tbody>
</table>

[Buttons: Edit, Save, Cancel, Clear All]
7.6 Co-PI*/PI* and other Research Team members Addition Workflow

Instructions:
- The "Co-PI*/PI* and other Research Team members Addition Workflow" may be used to add participant(s) to an awarded project.
- After logging on the QGRANTS, the RO selects the Participant category in the drop down menu of the Change Requests.
- RO may select “Add other Research Team members”. RO will identify the participant(s) to be added by inserting their email address. The participant(s) should be registered on the QNRF QGRANTS. RO will then assign the newly added participant(s) to the project Aims.
- RO may select “Add Co-PI*/PI*". RO will identify the participant(s) to be added by inserting their email address. The participant(s) should be registered on the QNRF QGRANTS.
  - If the Co-PI*/PI* institution is collaborative in the project, QGRANTS will request the RO to upload the supporting letter and to assign the newly added participant(s) to the project Aims. This change requires QNRF approval.
  - If the Co-PI*/PI*institution is not collaborative in the project, QGRANTS will redirect the RO to workflow 7.9. This change requires QNRF Approval.
### Business Rules & Effect

**Business Rules:** None.

**Effect:** The new un-named participant will be added to the project.

### Change Form

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>Award Start Date</th>
<th>Choose Another Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>Qatar University</td>
<td></td>
</tr>
<tr>
<td>Type:</td>
<td>Post Doctoral Fellow</td>
<td></td>
</tr>
</tbody>
</table>

### Change Request Details

<table>
<thead>
<tr>
<th>Change Request Number:</th>
<th>CR-H-8</th>
<th>Submitted By:</th>
<th>11-Mar-2013 05:52 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Function Type:</td>
<td>Participant</td>
<td>Submission Date:</td>
<td>11-Mar-2013 05:52 PM</td>
</tr>
<tr>
<td>Change Function:</td>
<td>Add new key investigator (Co-PI/PI)</td>
<td>Remarks:</td>
<td>Dr. changed his affiliation</td>
</tr>
<tr>
<td>Status:</td>
<td>QNRF Approved</td>
<td>Lead Investigator Acknowledged?:</td>
<td>No</td>
</tr>
<tr>
<td>Workflow Status:</td>
<td>Closed (Approved by QNRF)</td>
<td>QNRF Action Date:</td>
<td>13-Mar-2013 02:21 PM</td>
</tr>
<tr>
<td>QNRF Remarks:</td>
<td>approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Record

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
</table>

This change has been approved and became part of the project data or has been rejected. The existing data below has the most up to date information.
7.7 LPI Replacement Workflow

Instructions:

- The “LPI Replacement Workflow” may be used to replace the LPI of an awarded project.
- After logging on the QGRANTS, the RO selects the Participant category in the drop down menu of the Change Requests.
- The RO should include technical justification and submit a consent letter (form available on this link).
- The RO may select “Change Current LPI”. The RO will identify the new LPI by inserting his/her email address. The new LPI should also be registered on the QNRF QGRANTS.
- The RO should verify the eligibility of the proposed replacement, (please refer to the RFP for the qualifications and number of allowable roles).
- This change is subject to QNRF approval.
### Change Request - Project Details

There are few fields here to keep adding multiple change requests to the project. Once all the required change requests are saved, go to the last menu item 'View Change Request' to review the changes you made and finally submit them for approval.

<table>
<thead>
<tr>
<th>Proposed Year</th>
<th>Current Year</th>
<th>Project Title</th>
<th>Type</th>
<th>Version</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023-2024</td>
<td>2024-2025</td>
<td>New Project</td>
<td>New</td>
<td>1.0</td>
<td>Notes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source Amount For Category For Year</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total Free Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Personnel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Business Risk & Effect

#### Business Notes
- **General:**
  - Participant must be a state-approved user in the system.
  - Participants must not have the required data for other National Research Fund.
  - Participants must be associated with an institution with a valid state-based on the state’s business rules.
  - Participants must have a state degree.

#### Effect
- **The existing ORS will have the PI only, or the Co-PI if PI only. If PI only, currently having both roles ORS & Co-ORS.**
- New participant will be the new ORS of the project.

### Change Form

#### Effective Date:
- [ ] New start date
- [ ] Choose another date

#### New Participant’s Email:
- After entering the email, click on 'Save Changes' to add the participant.

#### Notes:
- Click to expand.

### Distribution

#### Current Risk in the Project:
- [ ] Low
- [ ] Medium
- [ ] High

#### Remarks:
- [ ] New ORS/Co-ORS
- [ ] New Co-PI
- [ ] New PI
7.8 Co-LPI Replacement Workflow

*Instructions:*

- The "Co-LPI Replacement Workflow" may be used to replace the Co-LPI of an awarded project.
- After logging on the QGRANTS, the RO selects the Participant category in the drop down menu of the Change Requests.
- The RO should submit a Status Report that shows the actual effort & cost of the project at the time of the request.
- The RO may select "Replace Co-LPI role". The RO will identify the new Co-LPI by inserting his/her email address. The new Co-LPI should be registered on the QNRF QGRANTS and affiliated to the same institution as the original Co-LPI.
- The QGRANTS will automatically assign the remaining Aim effort and travel of the formal Co-LPI to the new Co-LPI.
- This change requires QNRF approval.
7.9 Adding Collaborative Institution Workflow

- **Instructions**
  - The “Adding Collaborative Institution Workflow” may be used to add a collaborative institution to an awarded project.
  - After logging on the QGRANTS, the RO selects **Institution** in the drop down menu of the Change Requests.
  - The RO should select the institution name to be added from a drop down menu.
  - The RO should upload the “**Supporting Letter**” for the newly added institution.
  - The RO will assign effort, Aims, and Travel, as applicable, to the participants of the newly added institution.
  - This change requires QNRF approval.
7.10 Removal of Collaborative Institution Workflow

Instructions:

- The “Removal of Collaborative Institution Workflow” may be used to remove a collaborative institution from an awarded project.
- After logging on the QGRANTS, the RO selects the Institution category in the drop down menu of the Change Requests.
- The RO should select the institution to be removed from the project. Please note that this action will totally remove the selected collaborative institution from the project.
- Once submitted, all fund originally allocated to the removed institution will be transferred to the free cash.
In case of questions, or if you are facing technical issues, please submit a ticket through the support tab on QGrants.

http://support.qnrf.org/

Thank you.