Grant Application Guide (GAG)
for ECRA

Revised January 2020
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## Section I. Acronyms

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<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>AA</td>
<td>Award Administration</td>
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<tr>
<td>AMG</td>
<td>Award Management Guide</td>
</tr>
<tr>
<td>AROR</td>
<td>Authorized Research Office Representative</td>
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<tr>
<td>CFA</td>
<td>Call for Application</td>
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<tr>
<td>Co-RM</td>
<td>Co-Research Mentor</td>
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<td>ECR</td>
<td>Early Career Researcher</td>
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<tr>
<td>GAG-E</td>
<td>Grant Application Guide for ECRA</td>
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<tr>
<td>IACUC</td>
<td>Institutional Animal Care and Use Committee</td>
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<tr>
<td>IBC</td>
<td>Institutional Bio-safety Committee</td>
</tr>
<tr>
<td>IP</td>
<td>Intellectual Property</td>
</tr>
<tr>
<td>IRB</td>
<td>Institutional Review Board</td>
</tr>
<tr>
<td>KI</td>
<td>Key Investigator</td>
</tr>
<tr>
<td>LPI</td>
<td>Lead Principal Investigator</td>
</tr>
<tr>
<td>MRFA</td>
<td>Master Research Funding Agreement</td>
</tr>
<tr>
<td>NPRP</td>
<td>National Priorities Research Program</td>
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<tr>
<td>NPRP-EP</td>
<td>National Priorities Research Program- Exception Proposal</td>
</tr>
<tr>
<td>PI</td>
<td>Principal Investigator</td>
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<tr>
<td>PR</td>
<td>Peer Reviewer</td>
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<tr>
<td>PRM</td>
<td>Primary Research Mentor</td>
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<td>QNRF</td>
<td>Qatar National Research Fund</td>
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<td>QNRS</td>
<td>Qatar National Research Strategy</td>
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<td>Qatar Research Leadership Program</td>
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<td>REG</td>
<td>Research Ethics Guide</td>
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<td>RIG</td>
<td>Research Integrity Guide</td>
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<tr>
<td>RO</td>
<td>Research Office</td>
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<tr>
<td>ROC</td>
<td>Research Outcomes Centre</td>
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<tr>
<td>SI</td>
<td>Submitting Institution</td>
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<td>UREP</td>
<td>Undergraduate Research Experience Program</td>
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Section II. Submission Process

II.1. Registration

ECR and PRM/Co-RM must register with QNRF at https://oss.qgrants.org. Applicants who register with two different email addresses will be disqualified.

For registration follow the below steps:

1. Enter the website https://oss.qgrants.org:
2. Click on the “Create a new account”; (Figure 1)
3. Select the role “Participant” for the PRM/Co-RM and “ECR” for the applicant from the drop down list; (Figure 2)
4. Enter Your ORCID¹ (click on “Fetch my info” to retrieve your first and last names);
5. Enter your first and last names, your email (use official work email (if available)), and password; (Figure 2) Click “Register”; an email will be sent to your email address to activate your account.
6. Login to your email address and activate your account;
7. Then enter your profile where you can update the personal information, contact and CV information, research area and keywords. (Figure 3)

Figure 1 - New user registration- login

¹ If you don’t have ORCID you can register on https://orcid.org/register. For more information on ORCID please visit www.orcid.org.
ORCID is an open, non-profit, community-based effort to provide a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers.
II.2. Proposal Registration

For proposal registration follow the steps below:

II.2.1. Enter the site https://oss.qgrants.org

II.2.2. If you are already registered, please make sure to update your CV in order to start the proposal registration. To update your CV, click on “Profile” then click on “Update CV”. (Figure 3)

II.2.3. Click on the “Proposals” tab, then “Start Proposal” (Figure 4)

II.2.4. Click on “Start Proposal Registration” next to ECRA01 to start the proposal registration. (Figure 5)
II.2.5. Select Project Duration

II.2.6. Provide a proposal title.

II.2.7. Provide a proposal summary (maximum 6000 characters each). *(Figure 6)*

II.2.8. If the proposal is aligned with the Thematic Areas/Research Priority Areas select “Yes” then include the justification. *(Figure 7)*

II.2.9. If the proposal cannot be aligned with one of Thematic Areas/Research Priority Areas, please select “No”. *(Figure 7)*

II.2.10. Select the research area, specialty, and sub specialty of the project. These classifications are based on Frascati classification [http://www.qnrf.org/FOS](http://www.qnrf.org/FOS) *(Figure 7)*

II.2.11. Select the research type (applied research, basic research, translational research) from the drop-down menu provided.
II.2.12. Enter five most relevant keywords that best describe the research proposal. *(Figure 6)*

II.2.13. Click "Register Proposal" to register your proposal. *(Figure 7)*

II.2.14. In the next page, you will receive the proposal ID number please take note of this number and use it during your proposal preparation.

II.2.15. Proposal registration will automatically allow the start of proposal preparation.

*Figure 6 – Proposal registration*

*Figure 7 - Selection of Thematic Areas/Research Priority Areas*

Please be aware that a period of input inactivity may result in being disconnected from the QNRF online submission system (time-out) without warning and work may be lost.
II.3. Proposal Preparation

II.3.1. Instructions

II.3.1.1. To avoid delays, misunderstanding and possible decline of the application, carefully read and follow the policies, instructions and guidelines within the RFP http://www.qnrf.org/en-us/Funding/Capacity-Building-and-Development-Programs/Early-Career-Researcher-Award-ECRA and this GAG.

II.3.1.2. Use only the official and updated QNRF proposal templates provided at www.qnrf.org otherwise the proposal will be disqualified.

II.3.1.3. Text used in QNRF templates should be Arial font, point size 11, single spaced and the margins as identified in the template.

II.3.1.4. In the research plan, use figures, graphs, diagrams, charts, tables, figure legends, and footnotes, where appropriate. To distinguish the figure legends from the research plan text, use black italic type.

II.3.1.5. The pages of the research plan must be numbered consecutively as they appear in the template (e.g. do not use page designations such as “9a” or “9b”).

II.3.1.6. The template has a cover page, table of contents and references that are not included in the count of 20 pages. Proposals written in Arabic should use the Arabic research plan template, available in the Download Center.

II.3.1.7. The ECR carries full responsibility for submitting all components of the proposal, as described in section II.3.2, below.

II.3.1.8. Documents uploaded mistakenly in the online submission process are the responsibility of the ECR and may lead to the disqualification of the proposal.

II.3.1.9. ECRs resubmitting proposals must highlight (e.g. bold type, line in the margin, underlining, etc.) all revisions and modifications made in response to the PRs’ comments.

II.3.1.10. QNRF strongly advises ECRs to submit their applications well before the submission deadline.

II.3.1.11. Research plan modification is not allowed after the deadline of proposal submission to ROs.

II.3.1.12. Please be aware that any period of inactivity lasting longer than two hours will result in a “time-out” disconnection. Unfortunately, any work entered up until that point, but not saved, will be lost. To avoid this, we suggest that you create your documents offline then use the “cut & paste” technique to input the information.

II.3.2. Steps for Proposal Preparation and submission

For preparing the proposal online follow the steps below:

II.3.2.1. Login

II.3.2.1.1. The ECR should login into his/her account at https://oss.qgrants.org

II.3.2.1.2. Click on “Prepare Proposal” next to the proposal ID number of the proposal that you would like to start preparing. (Figure 8)
II.3.2.1.3. On the left-hand side of the proposal home page the ECR will be able to view a menu showing the components of a proposal. These instructions will lead the ECR through the entire proposal preparation process starting from the proposal summary. *(Figure 9)*

**Figure 8 - Start Proposal Preparation**

**Figure 9 - Proposal Preparation – Overview**

II.3.2.2. **Proposal Summary**

II.3.2.2.1. **Project Title and Summary**: Project title and summary entered in the proposal registration stage will appear. *(Figure 10)*

II.3.2.2.2. The ECR can edit them and then click “Save”. *(Figure 11)*
II.3.2.3. **Eligibility**

Eligibility proof document uploaded by the ECR appears in this page. *(Figure 12)* The ECR can update the document and then click “Save”. *(Figure 13).*

To avoid "time-out" issues, we suggest that you create your documents offline and then use the “copy & paste” technique to input the information.
II.3.2.4. Institutions
Please verify / add Submitting Institution / Collaborative Institutions by going to the respective tabs below. (Figure 14)
II.3.2.5. Personnel

The ECR should add the participating mentors in the project by entering their email address. *(Figure 15)* Each mentor will receive an email invitation and must accept this invitation to be added to the project team.

*Figure 15 - Proposal Preparation – Personnel*

II.3.2.6. Research Plan

The ECR should prepare the Research Plan using the updated official template available at [http://www.qnrf.org/en-us/Funding/Capacity-Building-and-Development-Programs/Early-Career-Researcher-Award-ECRA](http://www.qnrf.org/en-us/Funding/Capacity-Building-and-Development-Programs/Early-Career-Researcher-Award-ECRA); the Research Plan should use Arial font for the body text, font size 11, single space and the margins as identified in the template. The QNRF online submission system will not allow modifications to the Research Plan after the deadline of proposal submission to ROs. The Research Plan may not exceed 20 pages excluding the cover page, table of contents, and the references. Sections other than the ones mentioned in the template are not permitted and may lead to disqualification during screening. This also includes appendices. Relevant sub-sections are allowed in the Research Plan.

The RM should upload the Research Plan file in PDF format. *(Figure 16)*

*Figure 16 - Proposal preparation – Upload Research Plan*
II.3.2.7. Certificates

Enter the details of your academic qualification and select transcript files by clicking the 'Select' button. When all fields are completed, click on the 'Save' button to upload the files and save data. Once a qualification is added, click on 'Add New' button to add a new qualification along with its transcripts. If you want to make any changes to added qualification, remove it by clicking 'Delete' button (no confirmation question will be asked) and then add again with updated data. Add all qualifications starting from Bachelor Degree. *(Figure 17)*

![Figure 17 - Proposal preparation – Certificates](image)

II.3.2.8. Reference letters

The application must include two signed reference letters from non-family members. Each reference writer must use letterhead and include his/her name, email, title, and professional affiliation. Each signed reference letter is limited to two pages, and should provide details describing the nature of the relationship to the applicant, comments on the statements about the applicant's scholarly/academic potential, prior research experiences, statements about the applicant's proposed research, and any other information that would help the review panels to evaluate the proposal. *(Figure 18)*
II.3.2.9. **Co-Funding**

Co-funding is the mechanism through which the QNRF allows co-funding, in-cash or in-kind, from eligible research end-users. In case of co-funding, the lead is required to provide the type of co-funding, justification, the total amount of co-funding (estimated amount for the In-kind contribution) with breakdowns per year, per category, per type, and upload a commitment letter from the co-funder(s) signed by an authority of the co-funder(s) (Figure 19). Note that there are no limits on the number of co-funders or the amount they can provide. Please refer to the Co-funding policy at link.

For each co-funder, in case of co-funding of both types 'In cash and In-kind', then at least one entry is mandatory in each type.
II.3.2.10. **Budget**

The ECR must prepare budget and fill in all categories, click on the budget category. Existing budget lines will be displayed to you based on your selection, then you will be able to "add new", "edit" or "remove" budget lines (*Figure 20*).

Once you are done the budget check list will allow you to check if there are any incorrect entries. Modify the budget to make all the checklist items marked as × to ✓ to submit the proposal (*Figure 21*).

*Figure 20 - Proposal preparation – Budget*

*Figure 21 - Proposal preparation – Budget*

II.3.2.11. **Ethical Compliance**

II.3.2.11.1. For more information on the ethical compliance please refer to REG on [http://www.qnrf.org/en-us/Funding/Research-Ethics-Guide](http://www.qnrf.org/en-us/Funding/Research-Ethics-Guide)

II.3.2.11.2. Select "Yes or No", if protocol approval(s) are required for human subjects, animal subjects, and/or hazardous materials, for your research project.

II.3.2.11.3. The commitment for the ethical compliance will be declared electronically by the RO during vetting. (*Figure 22*).
II.3.2.12. **Other Grant(s)**

The ECR should disclose information on all submitted, on-going and previous research funds for over the last three years; such as: project title, name of funding agency, project duration, start and end dates, the total amount of fund/year and the abstract(s). *(Figure 23)*

**Figure 23- Proposal Preparation – Other Grant(s)**

II.3.2.13. **IP/Market**

The ECR must provide details on the IP / Market questions. All fields are mandatory. *(Figure 24)*
II.3.2.14. Miscellaneous documents

Miscellaneous documents can be uploaded in PDF format. (Figure 25)

II.3.2.15. Declarations

II.3.2.15.1. The PRM should read the declarations regarding originality and plagiarism.

II.3.2.15.2. Check the box “Yes, I Agree” then select “Save”. (Figure 26).
II.3.2.16. **Review and Print**

In this section, you can review and print all the information entered in the above sections. If you would like to modify a section, you have to go back to the relevant section. *(Figure 27)*

**Figure 27 - Proposal Preparation – Review and Print**

II.3.2.17. **Submit proposal**

II.3.2.17.1. All the sections in the checklist should show “Done” in order to submit the proposal. *(Figure 28)*
II.3.2.17.2. Click “Submit Proposal” to submit your proposal. (Figure 28)