Grant Application Guide (GAG)

January 2018
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## Section 1. Acronym List

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<th>Definition</th>
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<tr>
<td>GAG</td>
<td>Grant Application Guide</td>
</tr>
<tr>
<td>GS</td>
<td>Graduate Student</td>
</tr>
<tr>
<td>IP</td>
<td>Intellectual Property</td>
</tr>
<tr>
<td>KI</td>
<td>Key Investigator</td>
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<tr>
<td>LPI</td>
<td>Lead Principal Investigator</td>
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<tr>
<td>NPRP</td>
<td>National Priorities Research Program</td>
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<td>NPRP-S</td>
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</tr>
<tr>
<td>PPM</td>
<td>Path towards Personalized Medicine</td>
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<tr>
<td>ORCID</td>
<td>Open Researcher and Contributor ID</td>
</tr>
<tr>
<td>PI</td>
<td>Principal Investigator</td>
</tr>
<tr>
<td>PR</td>
<td>Peer Reviewer</td>
</tr>
<tr>
<td>QNRF</td>
<td>Qatar National Research Fund</td>
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</tr>
<tr>
<td>RFP</td>
<td>Request For Proposal</td>
</tr>
<tr>
<td>RO</td>
<td>Research Office</td>
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</tbody>
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Section 2. Submission Process

2.1. Registration

All grant participants who are key investigators (LPI, PI) residing in or outside Qatar must register with QNRF at https://www.qgrants.org/. **Applicants who register with two different email addresses will be disqualified.** Applicants must fill in the sections relevant to their proposal.

**For registration follow the below steps:**

2.1.1. Enter the website https://www.qgrants.org/ :

2.1.2. Click on the “New User Registration”; **(Figure 1)**

2.1.3. Select the role “Participant” from the drop down list; **(Figure 2)**

2.1.4. Enter Your ORCID\(^1\)(click on “Fetch my info” to retrieve your first and last names);

2.1.5. 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.

2.1.6. Login to your email address and activate your account;

2.1.7. Then enter your profile where you can update the personal information, contact and CV information, research area, keywords, and effort details. **(Figure 3)**

2.1.8. For the relevant calls, add the effort details, click on “Update Effort Details” then click “Add New” **(Figure 4)**. Add the dates of your annual effort, then add your total allowed effort for research within this year and add the daily rate, then click “Save” **(Figure 5)**. You can enter multiple effort records by repeating the same previous steps **(Figure 5)**. To edit an entry click the small pen symbol and to delete the record click on the “x” symbol on the right-hand side **(Figure 6)**.

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\(^1\) If you don’t have ORCID you can register on https://orcid.org/register. For more information on ORCID please visit www.orcid.org.
Figure 2 - New user registration

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.
For NPRP, SUGI and PPM, LPI is required to upload a minimum of five peer reviewed publications in his profile. For OSRA, LPI is required to upload a minimum of three peer reviewed publications.
2.2. Proposal Registration

The LPI needs to register the proposal prior to start the proposal preparation.

2.2.1. For registering the proposal follow the steps below:

2.2.1.1. After registration, LPIs may enter the site https://www.qgrants.org/
2.2.1.2. If you are already registered, please make sure to update your CV and the effort details in order to start the proposal registration and submission. To update your CV, click on “Profile” then click on “Update CV” from the left-hand menu (Figure 3). To update the effort details, click on “Update Effort Details” from the left-hand menu (Figure 4).
2.2.1.3. Upload the least number of publications required for the call in your profile. (Figure 3)
2.2.1.4. Click on the “Pre-Award” tab, then “Start Proposal Registration” (Figure 7)
2.2.1.5. Click on “Start Proposal Registration” next to the program/call name to start the proposal registration. (Figure 8)
2.2.1.6. The LPI can register only one proposal per cycle.
2.2.1.7. Applicants from a research end-user entity who do not hold a terminal degree should request an approval from QNRF to act as LPI through the online system. To request approval click on “Request Approval” in the home page. (Figure 9)
2.2.1.8. For NPRP-Standard (NPRP-S) indicate whether the proposal is “New”, “Resubmission” or “Renewal”. (Figure 11)

Figure 7 - Home page

Figure 8 – Start Proposal Registration

💡 Applicants from a research end-user entity who do not hold a terminal degree should request an approval from QNRF to act as LPI through the online system.
2.2.2. **For deleting the registered proposal follow the steps below:**

2.2.2.1. In case you need to delete a registered proposal, click on the “Pre-Award” tab and select “Proposal Status” then click on “Delete Proposal” next to the proposal ID that you want to delete *(Figure 10).*

**Figure 10 – Proposal Status**

2.2.3. **If the proposal is new:**

2.2.3.1. Select “New”. *(Figure 11)*

2.2.3.2. Enter the estimated project duration.

2.2.3.3. Enter a proposal title with a maximum of 200 characters.

2.2.3.4. Provide a proposal summary with a maximum of 6000 characters, including spaces.

2.2.3.5. Enter five most relevant keywords that best describe the research proposal. *(Figure 11)*

2.2.3.6. Select the research type (applied research, basic research, translational research/ experimental development) from the drop-down menu provided.

2.2.3.7. 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). If the project is multidisciplinary, you may select up to two sub-specialties then select the primary one and the secondary one of your selection. Click Save. *(Figure 12)*

2.2.3.8. For NPRP, if the proposal is aligned with the Priority Themes, select “Yes” then select the relevant Priority Theme. If your proposal is aligned with more than one Priority Theme, select one of them as primary then click “Save Thematic Areas”. *(Figure 13)* For other calls, select the relevant research focus/priority areas.

2.2.3.9. For NPRP-S, if the proposal is not aligned with the Priority Themes, select “No” then select one from the “Other Grand Challenges”. Then select the primary one of your selection and click “Save Thematic Areas”. *(Figure 14)*

2.2.3.10. If you are looking for collaboration with other principal investigator(s), check the tick box.

2.2.3.11. In the box “Comments to QNRF”, you can state the names and emails of peer reviewers that QNRF should not utilize for evaluating the proposals, in addition to any other issue that needs to be declared ahead of submission. *(Figure 11)*

2.2.3.12. Click “Register Proposal” to register your proposal. *(Figure 11)*

2.2.3.13. In the next page, you will receive the proposal ID number please take note of this number and use it during your proposal preparation. *(Figure 15)*

2.2.3.14. Proposal registration will automatically allow the start of proposal preparation.
Previous proposals that weren’t awarded and are being resubmitted as “new” proposals will be disqualified during the screening process.
Once the proposal is registered, QNRF will send the LPI a confirmation email and an SMS with a proposal ID number indicating that the proposal has been successfully registered, hence the need for a mobile phone number.
2.2.4. **If the proposal is a resubmission of a “not awarded” proposal:**

- **2.2.4.1.** Select “Resubmission”. *(Figure 16)*
- **2.2.4.2.** Select the previous proposal that you need to resubmit.
- **2.2.4.3.** The research area, specialty and sub-specialty will remain the same as the primary submission.
- **2.2.4.4.** All the information mentioned above will be automatically retrieved for display only, and will be open for editing during the proposal preparation stage.
- **2.2.4.5.** You can select a new LPI for the resubmitted proposal from the KIs of the previous project.
- **2.2.4.6.** A note may appear to the LPI informing him/her that the new LPI selected has to update his/her profile by uploading five publications in order to choose him/her and register the proposal.

*Figure 16 - Proposal Registration - Resubmission*

2.2.5. **If the proposal is a renewal of a previously awarded proposal**

- **2.2.5.1.** Select “Renewal”. *(Figure 16)*
- **2.2.5.2.** Select the previous project that you want to renew.
- **2.2.5.3.** For the renewed proposal you can select a new LPI from the KIs of the previous project.
- **2.2.5.4.** A note may appear to the LPI informing him/her that the new LPI selected has to update his/her profile by uploading five publications in order to be accepted and register the proposal.
- **2.2.5.5.** Complete all the other fields as described in section 2.2.3 above.

2.2.6. **NPRP-Clusters IRP registration**

- **2.2.6.1.** Under “Pre-Award”, click “Start Proposal”. Then select “Start Initial Research Proposal” to register a new IRP *(Figure 8)*
- **2.2.6.2.** Select the project duration (12, 24, 36, 48 or 60 months)
- **2.2.6.3.** Enter a proposal title with a maximum of 200 characters. *(Figure 17)*
- **2.2.6.4.** Enter five most relevant keywords that best describe the research cluster *(Figure 17)*
- **2.2.6.5.** Select the research type (applied research, basic research, translational research/experimental development) from the drop-down menu provided. *(Figure 17)*
- **2.2.6.6.** Select the research area, specialty, and sub-specialty of the project. These classifications are based on Frascati classification http://www.qnrf.org/FOS. If the project is multidisciplinary, you may select up to two sub-specialties then select the primary one and the secondary one of your selection. Click Save. *(Figure 17)*
- **2.2.6.7.** The cluster must be aligned with one priority theme. Select “Yes” then select the relevant Priority Theme. *(Figure 17)*
- **2.2.6.8.** After justification of the priority theme and hotspots, save and then click “Prepare IRP” *(Figure 18).*
- **2.2.6.9.** In the next page, you will receive the proposal ID number please take note of this number and use it during your proposal preparation. *(Figure 15)*
- **2.2.6.10.** IRP registration will automatically allow the start of IRP preparation.
Figure 17 – IRP registration

Figure 18 – IRP Registration – Thematic Areas
2.3. Proposal Preparation

2.3.1. Instructions

2.3.1.1. To avoid delays, misunderstandings and possible decline of the application, read carefully and follow the policies, instructions and guidelines within the RFP/CFP and related documents available at the webpages and this GAG.

2.3.1.2. Use only the official and updated QNRF proposal templates/Application forms provided at this NPRP, Academia-Industry Cooperation on Cybersecurity, PPM and OSRA webpages otherwise the proposal will be disqualified.

2.3.1.3. For SUGI and TUBITAK-QNRF calls, follow the template directions to fill the proposal template/application form that are available on the relevant calls webpages.

2.3.1.4. Text used in QNRF templates should be Arial font, point size 11, single spaced and the margins as identified in the template (no less than 0.5 inches).

2.3.1.5. 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.

2.3.1.6. 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”).

2.3.1.7. The count of pages in the research plan should not exceed 40 pages in NPRP and PPM excluding the cover page, table of content and references, whereas, it should not exceed 25 pages in total in OSRA.

2.3.1.8. The LPI carries full responsibility for submitting all components of the proposal, as described in section 2.3.2, below.

2.3.1.9. Documents uploaded mistakenly in the online submission process are the responsibility of the LPI and may lead to the disqualification of the proposal.

2.3.1.10. LPIs 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.

2.3.1.11. QNRF strongly advises LPIs to submit their applications well before the submission deadline as per the timelines available at the call’s webpages.

2.3.1.12. Proposals written in Arabic should use the Arabic research plan template, available in the Arabic Download Center at NPRP, PPM and OSRA webpages.

2.3.1.13. QNRF strongly encourages LPIs to publish their anticipated results with Qscience.com (www.qscience.com) and include the cost of each anticipated manuscript in the submitted budget under publication costs in the Miscellaneous Section; this should be around US $2,000. Details about Open Access Publishing and Article Procession Charges can be found at http://www.qscience.com/page/openaccess. Instructions for manuscript submission are found at http://www.qscience.com/page/author_services

2.3.1.14. 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.

2.3.2. Steps for Proposal Preparation and Submission

For preparing the proposal online follow the steps below:

2.3.2.1. Login

2.3.2.1.1. The LPI should login into his/her account at https://www.qgrants.org/, then select the “Pre-Award” tab then click “Proposal Preparation”

2.3.2.1.2. Click on “Prepare proposal” next to the proposal ID number of the proposal that you would like to start prepare it. (Figure 19)

2.3.2.1.3. On the left-hand side of the proposal home page, the LPI will be able to view a menu showing the components of a proposal. These instructions will lead the LPI through the entire proposal preparation process starting from the proposal summary. (Figure 20)

For resubmitted and renewed proposals, LPIs may select another KI from the previous proposal to act as the LPI.
2.3.2.2 Proposal Summary

2.3.2.2.1. The Proposal Summary is as per the original proposal registration. However, the LPI can modify it during the submission phase by clicking on “Edit”. (Figure 21)

2.3.2.2.2. Project Duration: Select the duration of the project then click “Save Duration”.

2.3.2.2.3. Project Title: the LPI may modify the title of the project slightly from that stated in the initially proposal registration however the title should retain the same theme of the research project that was originally intended. (Figure 21)

2.3.2.2.4. Proposal Summary: A brief description, written in the third person, outlining the major aspect(s) of the proposed activity, while illustrating the objectives and methods to be used. The description should be informative, highlighting the intellectual merit and the potential impact of the project; it is first requested during proposal registration and can be modified during the proposal submission phase. (Figure 21)

2.3.2.2.5. Comments to QNRF: In this box, you can state the names and emails of peer reviewers that QNRF should not utilize for evaluating the proposals, in addition to any other issue that needs to be declared ahead of submission. (Figure 21)

2.3.2.2.6. Add your modification then click “Save”.

Please be aware that a period of input inactivity may result in being disconnected from the QNRF online submission system (time-out) and work may be lost.
2.3.2.3. Research Sub Specialties

2.3.2.3.1. In this section, the LPI can see the research sub specialties entered during the proposal registration. To update it, click “Edit”. (Figure 22)

2.3.2.4. Thematic Areas

2.3.2.4.1. In this section, the LPI can see the Thematic Area(s)/specific research priority areas entered during the proposal registration. To update it, click “Edit”. (Figure 23)

To avoid “time-out” issues, we suggest that you create your documents offline and then use the “copy & paste” technique to input the information.
2.3.2.5 Institutions

2.3.2.5.1 Submitting Institution Information

2.3.2.5.1.1 As the LPI must be located inside Qatar, the system will automatically assign his/her institution as the submitting institution. (Figure 24).

2.3.2.5.1.2 For, OSRA call, any LPI located in countries outside Qatar will have Doha International Family Institute (DIFI) as his/her grant proposal administrator and his/her institution as the international submitting institution. She/he is required to upload an international submitting institution supporting letter which is available at http://www.qnrf.org/en-us/Funding/Research-Programs/Joint-Funding-Research-Program-JFRP/Osra.

2.3.2.5.2 Collaborating Institutions’ Information

2.3.2.5.2.1 If collaborating institutions are involved in the proposal, the LPI should enter the required information for each institution, including uploading an official supporting letter.

2.3.2.5.2.2 To add a collaborative institution, Select “Yes”. (Figure 25)

2.3.2.5.2.3 From the drop down menus, select the institution name and country then upload the supporting letter. (Figure 26)

2.3.2.5.2.4 If the institution name is not listed, then click “Add New Institution” from the drop down menu, add the required information (institution name, country, state/province, city and URL) and click “Save”. This requires QNRF approval and the LPI will receive an email with the result.

2.3.2.5.2.5 The LPI can add additional collaborating institutions by following the same procedure above.
2.3.2.6. Personnel

2.3.2.6.1. Research Team: The LPI can nominate Research Team Members (see definition in the definitions and terminologies document at this link) from the submitting and collaborative institutions. Key Investigators (KIs) are required to be registered in order to be added to the proposal submission. The LPI should notify key investigators of their nomination and ensure that they have already registered with QNRF’s online submission system by entering their e-mail addresses. (Figure 28)

2.3.2.6.2. If the KIs are already registered with QNRF, the LPI should be able to enter their email addresses. (Figure 28)

2.3.2.6.3. Nominated key investigators will then receive an automatic notification to login to their account and access the “Participation Requests” channel to accept or decline the nomination (Figure 29). The LPI will not be able to add the budget cost for the PIs until they accept the participation from their accounts.

2.3.2.6.4. Unless and until the key investigators accept the nomination, the LPI will not be able to proceed with the submission of the proposal.

2.3.2.6.5. Key investigators will be granted a view-only access to the submitted proposal by QNRF.

2.3.2.6.6. Unnamed roles: LPI may add other research team members (post-doc, research assistant, research associate, graduate student, undergraduate student & engineer) by selecting “Unnamed” and choosing the role. The LPI is required to add the role of the team member in addition to his/her institution. If the research team member is known at the time of submission the LPI may add his/her email, then click on “Load Participant Details”.

💡 Adding new institution requires QNRF approval. The LPI will receive email with the result.
2.3.2.6.7. **Consultants:** The LPI can also list the consultants for the project. Consultants (see definition in the definitions and terminologies document at this [link](#)) are required to be registered in order to be added to the proposal submission. Consultants are not allowed under OSRA research grant.

**Figure 28 - Proposal Preparation - Add personnel**

![Add personnel](#)

**Figure 29 - Participation Requests**

![Participation Requests](#)

2.3.2.7 **Research Plan**

2.3.2.7.1. The LPI should prepare the research plan file according to the research plan template available at [link](#). The research plan should use Arial font for the body text, font size 11, single space and the margins as identified in the template (no less than 0.5 inches). The research plan must not exceed **40 pages excluding cover page, table of content and references (25 pages in total for OSRA)**. All the instructions in red inside the research plan template have to be removed by the applicant before uploading it to QGrants. **The information in the cover page of the research plan should match the information entered on QGrants. (Figure 30)**

2.3.2.7.2. For SUGI and the Academia-Industry Cooperation on Cybersecurity calls, the LPI should use the research plan/application form templates available on the webpages and follow the indicated directions.

2.3.2.7.3. Upload the research plan then click “Save”. *(Figure 31)*

💡 Unless and until the principal investigators accept the nomination, the LPI will not be able to add the budget for the PIs or proceed with the submission of the proposal.
2.3.2.8 Co-Funding (When applicable)

2.3.2.8.1. If you have co-funding for the proposal, click “Yes” (Figure 32). Add the type of co-funding (Cash, In-kind or both), add the name of the co-funding institution, attach the commitment letter from the co-funder, write the justification for the co-funding then click “Save”. (Figure 33)

2.3.2.8.2. Add the amount (estimated amount in case of in-kind) and the description next to the relevant co-funding type, budget category, year of the project and if it’s inside or outside Qatar then click “Save”.

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**Figure 30 – NPRP Research Plan Template**

<table>
<thead>
<tr>
<th>NPRP-S ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project title in English</td>
</tr>
<tr>
<td>Project title in Arabic (optional)</td>
</tr>
<tr>
<td>Type of Application</td>
</tr>
<tr>
<td>Type of research</td>
</tr>
<tr>
<td>Priority Theme (if applicable)</td>
</tr>
<tr>
<td>Remaining Grand Challenges (if applicable)</td>
</tr>
<tr>
<td>Submitting Institution</td>
</tr>
<tr>
<td>Lead PI (title, name, position)</td>
</tr>
<tr>
<td>List of participants (PIs’ names, collaborative institutions, PIs’ residency)</td>
</tr>
<tr>
<td>Co-Funding</td>
</tr>
<tr>
<td>Total funding requested</td>
</tr>
</tbody>
</table>

**Figure 31 - Proposal preparation – Upload Research Plan**

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2.3.2.8 Co-Funding (When applicable)

2.3.2.8.1. If you have co-funding for the proposal, click “Yes” (Figure 32). Add the type of co-funding (Cash, In-kind or both), add the name of the co-funding institution, attach the commitment letter from the co-funder, write the justification for the co-funding then click “Save”. (Figure 33)

2.3.2.8.2. Add the amount (estimated amount in case of in-kind) and the description next to the relevant co-funding type, budget category, year of the project and if it’s inside or outside Qatar then click “Save”.

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Grant Application Guide (GAG) – Revision January 2018
2.3.2.9 Budget

2.3.2.9.1. Separate budgets will automatically be generated online for the submitting institution and any collaborative institution(s) identified by the LPI.

2.3.2.9.2. Each of the following budget categories should be completed online by the LPI:
   - 2.3.2.9.2.1. Personnel cost.
   - 2.3.2.9.2.2. Equipment cost.
   - 2.3.2.9.2.3. Travel cost.
   - 2.3.2.9.2.4. Miscellaneous cost.
   - 2.3.2.9.2.5. Indirect cost.

2.3.2.9.3. Enter ‘0’ for any category that does not require a budget, e.g. “free consultation”. The LPI must itemize and justify each budget category separately in the budget justification section.

2.3.2.9.4. In the event of any mismatch or violation of QNRF’s budget policies, the QNRF online budget system will prompt the LPI to make a correction. On completion, the system will consolidate the data and generate a “submitted budget” report which will be available to the LPI for editing before final submission. This report will also be provided to the PRs for their evaluation.

2.3.2.9.5. To add the budget categories follow the steps below:
   - 2.3.2.9.5.1. Click “Budget” on the left-hand menu.
2.3.2.9.5.2. Select the budget category that you want to edit.

2.3.2.9.5.3. Click on “Personnel” to add the personnel costs. Click “Add new” to add the participant. Then add the year, the number of days and the cost per day and click “✓” to save. You can edit or delete the current assignments by clicking the small pen “✓” to edit or “x” to delete. (Figure 35).

2.3.2.9.5.4. The LPI can also see the details total effort allowed entered in the profiles of all the key investigators. LPI should make sure that the added effort days in the project for each KI do not exceed his/her total allowed research per year.

2.3.2.9.5.5. You can also enter the tuition (if applicable) to the related participant and click “Save”.

2.3.2.9.5.6. Click “Equipment” to add the equipment costs.

2.3.2.9.5.7. To add new equipment click “Add New” and select the equipment type (Equipment, Consumables and Materials, and services), the institution and the year, then enter the equipment name, cost, quantity and justification and then click “Save” (Figure 36).

2.3.2.9.5.8. If the equipment is already added, you can edit its cost by clicking the small pen on the right.

2.3.2.9.5.9. Click on “Travel” to add the travel costs.

2.3.2.9.5.10. To add new travel click “Add New”, select the “From country and the “To country”, the “To state”, the “To city”, and the institution then add the number of travel days, the traveler(s), the year, then enter the amounts in US$ for tickets, per diem, and justification of travel. Then click “Save”. (Figure 37)

2.3.2.9.5.11. Click “Miscellaneous” to add the miscellaneous costs. Enter the miscellaneous cost in US$ and the justification next to each institution year, then click “Save”. (Figure 38)

2.3.2.9.5.12. To enter the indirect cost for the institution per year, click “Indirect”; enter the percentage then the amount in US$ will be automatically calculated. The indirect cost should not exceed a total of 20% (10% for OSRA) of the project’s annual direct cost (not the total annual budget). (Figure 39)

2.3.2.9.5.13. On the top of the page, will find a “Budget Checklist” informing you of the status of your budget and if it’s in compliance with the policies. The status of the entire budget checklist should show green ticks “✓” in order to submit the proposal. (Figure 40)

2.3.2.9.5.14. On the top-right corner of the page (View Budget by), you can find a summary of the budget per institution, per category in addition to the co-funding budget and the total project budget. (Figure 35)

Figure 35 - Proposal Preparation – Personnel

Figure 36 - Proposal Preparation - Equipment
Figure 37 - Proposal Preparation - Travel

Figure 38 - Proposal Preparation - Miscellaneous Cost

Figure 39 - Proposal Preparation - Indirect Cost
2.3.2.10. Ethical Compliance

2.3.2.10.1. For more information on the ethical compliance requirements, please refer to the “Research Ethics and Regulatory Requirements” and the “Ethical Compliance Guide” documents at this link.

2.3.2.10.2. Select “Yes or No”, if protocol approval(s) are required for human subjects, animal subjects, hazardous materials, and/or data storage for research project involved in the types of research below. (Figure 41)

2.3.2.10.3. If yes, Answer the questions provided and select the checkbox for the institution and the year where the ethical compliance approval is needed. (Figure 41)

2.3.2.10.4. The commitment for the ethical compliance will be declared electronically by the RO during vetting.

2.3.2.11. Other Grant(s)

The LPI should disclose any information on all submitted, on-going and previous research funds for each Key Investigator 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, total effort, remaining effort, abstract and, if applicable, outcome summary. (Figure 42)
2.3.2.12 **IP/Market**

In this section, there are some questions that need to be addressed by the LPI. *(Figure 43)*

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2.3.2.13 **Miscellaneous Documents**

The LPI can upload up to five miscellaneous documents in pdf format. *(Figure 44)*

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2.3.2.14 **Declarations**

Check the box “Yes, I Agree” then select “Save”. *(Figure 45)*
2.3.2.15. **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.

2.3.2.16. **Submit proposal**
2.3.2.16.1. All the sections in the checklist should show “Done” in order to submit the proposal. *(Figure 46)*
2.3.2.16.2. Click “Submit Proposal” to submit your proposal.
2.3.2.16.3. In the Proposal Status tab under the “Pre-Award” menu, the status of your proposal will be changed to “Submitted”. *(Figure 10)*

*(Figure 10)*

---

The commitment for the ethical compliance will be declared electronically by the RO during the vetting.
2.4. IRP Preparation

2.4.1. Basic Details

2.4.1.1. The basic details are as per the original IRP registration. However, the Program Director (PD) can modify it during the submission phase by clicking on “Edit”. (Figure 47)

2.4.1.2. The PD may edit the project duration, the title of the project, the research type and keywords. The PD also has to select the closest QNRS alignment to his/her cluster then click “Save”. (Figure 47)

![Figure 47 - IRP Preparation – Basic Details](image)

2.4.2. Research Sub Specialties

2.4.2.1. The PD can edit the Frascati Classification entered during the IRP registration. Select the Specialty and sub Specialty, identify the primary one then click “Save”. (Figure 48)

![Figure 48 - IRP Preparation – Research Sub Specialties](image)
2.4.3. **Thematic Areas**

2.4.3.1. The PD can edit the Thematic Area selected during the IRP registration. Select the Thematic Area, select that it is the primary then click “Save”. *(Figure 49)*

![Figure 49 - IRP Preparation – Thematic Areas](image)

2.4.4. **Personnel**

2.4.4.1. In this page, the PD can enter all the LPIs who will be involved in the cluster. The information of the PD exists by default. The LPIs should be already registered on Q-Grants. Click “Add New LPI” then enter the email of the LPI and click “Load LPI details” to load his/her information. *(Figure 50)*

2.4.4.2. Add the role Description, the sub-project title which will be led by this LPI and the estimated budget. Note: The total budget per cluster is maximum US$ 5M and the budget of each sub-project should not exceed US$ 1M. *(Figure 51)*

2.4.4.3. Nominated LPIs will then receive an automatic notification to login to their accounts and access the “Participation Requests” channel to accept or decline the nomination.

2.4.4.4. Unless and until the LPIs accept the nomination, the PD will not be able to proceed with the submission of the IRP.

![Figure 50 – IRP Preparation – Personnel](image)
2.4.5. IRP Template

2.4.5.1. The PD should prepare the IRP file according to the IRP template available at link. All the instructions in red inside the template have to be removed by the applicant before uploading it to QGrants.

2.4.5.2. Upload the IRP then click “Save”. (Figure 52)

2.4.6. Presentation

2.4.6.1. The PD has to upload a presentation of fifteen minutes duration. (Figure 53)
2.4.7. **Supporting Document(s)**

The PD can upload up to five miscellaneous documents in pdf format. *(Figure 54)*

*Figure 54 - IRP Preparation – Supporting Document*

2.4.8. **Review and Print**

In this section, PD can review and print all the information entered in the above sections. If PD would like to modify a section, he/she has to go back to the relevant section.

2.4.9. **Submit IRP**

2.4.9.1.1. All the sections in the checklist should show “Done” in order to submit the proposal.

2.4.9.1.2. Click “Submit IRP” to submit your proposal. *(Figure 55)*

2.4.9.1.3. In the Proposal Status tab under the “Pre-Award” menu, the status of your IRP will be changed to “Submitted”.

*Figure 55 - Submit IRP*
## Annex: Table of Figures

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