Grant Application Guide (GAG) for GSRA

Revised February 2019
Table of Contents

Section I.  Acronym List ........................................................................................................................................... 3

Section II. Submission Process .................................................................................................................................. 4
II.1.     Registration ....................................................................................................................................................... 4
II.2.     Proposal Registration .......................................................................................................................................... 6
II.3.     Proposal Preparation .......................................................................................................................................... 9
II.3.1.   Instructions ......................................................................................................................................................... 9
II.3.2.   Steps for Proposal Preparation and submission ........................................................................................................ 9
   II.3.2.1. Login ................................................................................................................................................................. 9
   II.3.2.2. Research Areas ...................................................................................................................................................... 10
   II.3.2.3. Qatar National Research Strategy (QNRS) ........................................................................................................... 11
   II.3.2.4. Student Profile ....................................................................................................................................................... 12
   II.3.2.5. Eligibility ............................................................................................................................................................... 12
   II.3.2.6. Program Details ..................................................................................................................................................... 13
   II.3.2.7. Academic Achievements .................................................................................................................................. 14
   II.3.2.8. Statement Letter ..................................................................................................................................................... 15
   II.3.2.9. Reference Letter .................................................................................................................................................... 15
   II.3.2.10. Budget ................................................................................................................................................................. 16
   II.3.2.11. Other Grants ....................................................................................................................................................... 16
   II.3.2.12. Potential IP ......................................................................................................................................................... 17
   II.3.2.13. Miscellaneous Documents ................................................................................................................................. 17
   II.3.2.14. Declarations ....................................................................................................................................................... 18
   II.3.2.15. Preview Proposal ............................................................................................................................................... 19
   II.3.2.16. Submit proposal ................................................................................................................................................ 19
### Section I. Acronym List

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>AROR</td>
<td>Authorized Research Office Representative</td>
</tr>
<tr>
<td>AMG</td>
<td>Award Management Guide</td>
</tr>
<tr>
<td>Co-LPI</td>
<td>Co-Lead Principal Investigator</td>
</tr>
<tr>
<td>GAG</td>
<td>Grant Application Guide</td>
</tr>
<tr>
<td>GS</td>
<td>Graduate Student</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>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>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>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>
<td>QNRS</td>
<td>Qatar National Research Strategy</td>
</tr>
<tr>
<td>REG</td>
<td>Research Ethics Guide</td>
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<tr>
<td>RFA</td>
<td>Request For Application</td>
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<tr>
<td>RO</td>
<td>Research Office</td>
</tr>
<tr>
<td>ROC</td>
<td>Research Outcome Centre</td>
</tr>
<tr>
<td>SCH</td>
<td>Supreme Council of Health (Qatar)</td>
</tr>
<tr>
<td>SI</td>
<td>Submitting Institution</td>
</tr>
</tbody>
</table>
Section II. Submission Process

II.1. Registration

The GS must register with QNRF at https://oss.qnrfsubmission.org/. Applicants who register with two different email addresses will be disqualified.

For registration follow the below steps:

1. Enter the website https://oss.qnrfsubmission.org/:
2. Click on the “Create a new account”; (Figure 1)
3. Select the role “Graduate Student” for the GS 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)

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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.
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.qnrfsubmission.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 QRLP GSRA 04 to start the proposal registration. (Figure 5)
II.2.5. Enter Basic Information *(Figure 6)*

II.2.6. Enter five most relevant keywords that best describe the research proposal. *(Figure 7)*

II.2.7. 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) *(Figure 7)*

II.2.8. Select the research type (applied research, basic research, translational research) from the drop-down menu provided.

II.2.9. If the proposal is aligned with QNRS select “Yes” then select the relevant QNRS planning area, goal and objective. *(Figure 7)*

II.2.10. Enter a justification for the compliance of the project to the above selected QNRS. If the proposal cannot be aligned with one of QNRS objectives, please select ‘No’. *(Figure 7)*

II.2.11. Click “Register Proposal” to register your proposal. *(Figure 7)*

II.2.12. 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.2.13. Proposal registration will automatically allow the start of proposal preparation.
Once the proposal is registered, QNRF will send the Applicant 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.
II.3. Proposal Preparation

II.3.1. Instructions

II.3.1.1. To avoid delays, misunderstandings 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/Graduate-Student-Research-Award-GSRA and this GAG.

II.3.1.2. Text used in QNRF templates should be Arial font, point size 11, single spaced and the margins as identified in the template.

II.3.1.3. Documents uploaded mistakenly in the online submission process are the responsibility of the GS and may lead to the disqualification of the proposal.

II.3.1.4. QNRF strongly advises GS to submit their applications well before the submission deadline.

II.3.1.5. 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 GS should login into his/her account at https://oss.qnrfsubmission.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 GS will be able to view a menu showing the components of a proposal. These instructions will lead the AA through the entire proposal preparation process starting from the Research Areas

Figure 8 - Start Proposal Preparation

Please be aware that a period of input inactivity may result in being disconnected from the QNRF online submission.
II.3.2.2. **Research Areas**

II.3.2.2.1. Research Areas entered in the proposal registration stage will appear. *(Figure 10)* The GS can edit them and then click “Save”. *(Figure 11)*
II.3.2.3. Qatar National Research Strategy (QNRS)

II.3.2.3.1. QNRS entered in the proposal registration stage will appear. The GS can edit them and then click "Save". (Figure 12)

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. **Student Profile**  
II.3.2.4.1. Information entered by the GS appears in this page. *(Figure 13)*  
The GS can go to “Profile” section to edit this information if required.

![Figure 13 - Proposal Preparation – Student Profile](image)

II.3.2.5. **Eligibility**  
II.3.2.5.1. Eligibility proof document uploaded by the GS appears in this page. *(Figure 14)*  
The GS can update the document and then click “Save”. *(Figure 15)*

![Figure 14 - Proposal Preparation – Eligibility](image)
II.3.2.6. **Program Details**

II.3.2.6.1. Graduate study program details should be entered and Acceptance/Enrollment Letter are required to be uploaded in this page. The GS can update the document and then click “Save”. *(Figure 16)*
II.3.2.7. **Academic Achievements**

II.3.2.7.1. Academic qualification should be entered and transcript should be uploaded here. *(Figure 17)*

II.3.2.7.2. When all fields are completed, click on the ‘Save’ button to upload the files and save data.” *(Figure 17)*

II.3.2.7.3. 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 *(Figure 18)*

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**Figure 17** - Proposal Preparation – Academic Achievements

**Figure 18** - Proposal Preparation – Academic Achievements
II.3.2.8. **Statement Letter**

II.3.2.8.1. GS should upload a statement letter that will describe the academic and research experience and relevant personal background, and provide future goals. The statement should also outline the background of the proposed research, knowledge, or information that has led to the current project application. *(Figure 19)*

![Figure 19 - Proposal Preparation – Statement Letter](image)

**Figure 19 - Proposal Preparation – Statement Letter**

II.3.2.9. **Reference Letter**

II.3.2.9.1. 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 20)*
II.3.2.10. **Budget**

II.3.2.10.1. GS should update the tuition fee here. Note that your employment type should be updated through Profile section. *(Figure 20)*

II.3.2.10.2. If you do not receive a salary during your studies, you are required to provide a letter from your employer confirming you do not receive a salary. The letter should be uploaded under Miscellaneous Documents section). *(Figure 20)*

**Figure 20 - Proposal Preparation – Budget**

II.3.2.11. **Other Grants**

II.3.2.11.1. The GS should disclose information on all submitted, on-going and previous research funds 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 21)*
II.3.2.12. **Potential IP**

II.3.2.12.1. If your study program is PhD, you must answer all the below Potential IP related questions. *(Figure 22)*

**Figure 22 - Proposal Preparation – Potential IP**

II.3.2.13. **Miscellaneous Documents**

II.3.2.13.1. Miscellaneous documents can be uploaded in PDF format. You can add up to five documents. *(Figure 23)*
II.3.2.13.2. All candidates are requested to submit a proof document from institutions inside Qatar supporting their GSRA application and acknowledging the importance of the selected research area to the institution’s vision. Templates are available in RFA - Appendix 4 & 5.

Figure 23 - Proposal Preparation – Miscellaneous Documents

II.3.2.14. Declarations

II.3.2.14.1. The candidate should declare electronically that the application is his/her own work, except where appropriately referenced. (Figure 24)

Figure 24 - Proposal Preparation – Declarations

1. Originality
   I hereby declare that this proposal is my own work, except where appropriately referenced. I further certify that I did not, and do not intend to submit, in whole or part, the proposal tied

GSRA Project of
GSRA-1-0228-17003

Not Funding
1. Names within the same program, unless the proposal is in an awarded, in which case it can be remitted to the following if any:
2. To another funding agencies of QNRF
3. To other funding agencies of the candidate

2. Plagiarism
   a. Any text in your proposal that is not your own work, whether written or translated from another published source, is plagiarism unless it is clearly indicated as such. I declare that the proposal is my own work, and that all the content is original and not plagiarized or copied from another source.
   b. I shall provide references for all material used in the proposal, including text, images, tables, and other content.

   I declare that I and my research team understand and accept the IP policy of the Qatar National Research Fund and that this application conveys the requirements to promptly report any intellectual property or QF’s intellectual property obtained in the course of this research.

If I, the PI, have used any work that is not my own or the work of others, I have cited the sources and referenced them accordingly. I also acknowledge that the work is original and not plagiarized or copied from another source.
II.3.2.15. **Preview Proposal**

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 25)*

*Figure 25 - Proposal Preparation – Preview Proposal*

II.3.2.16. **Submit proposal**

II.3.2.16.1. All the sections in the checklist should show “Done” in order to submit the proposal. *(Figure 26)*

II.3.2.16.2. Click “Submit Proposal” to submit your proposal. *(Figure 26)*

*Figure 26 - Submit proposal*