Grant Application Guide (GAG) for PDRA

Revised February 2020
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# Section I. Acronyms

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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AA</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>AROR</td>
<td>Authorized Research Office Representative</td>
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<tr>
<td>AMG</td>
<td>Award Management Guide</td>
</tr>
<tr>
<td>Co-LPI</td>
<td>Co-Lead Principal Investigator</td>
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<tr>
<td>GAG</td>
<td>Grant Application Guide</td>
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<tr>
<td>GS</td>
<td>Graduate Student</td>
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<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>
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<tr>
<td>KI</td>
<td>Key Investigator</td>
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<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>Post-doc</td>
<td>Post-Doctoral Scholar</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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<td>QNRS</td>
<td>Qatar National Research Strategy</td>
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<td>QRLP</td>
<td>Qatar Research Leadership Program</td>
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<td>REG</td>
<td>Research Ethics Guide</td>
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<td>RFP</td>
<td>Request For Proposals</td>
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<tr>
<td>RM</td>
<td>Research Mentor</td>
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<td>RO</td>
<td>Research Office</td>
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<tr>
<td>ROC</td>
<td>Research Outcome Centre</td>
</tr>
<tr>
<td>SCH</td>
<td>Supreme Council of Health (Qatar)</td>
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<tr>
<td>SI</td>
<td>Submitting Institution</td>
</tr>
</tbody>
</table>
Section II. Submission Process

II.1. Registration

The RM and post-doc 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 RM and “Post-Doctoral” for the post-doc from the drop down list; (Figure 2)
4. Enter Your ORCID (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.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 PDRA03 to start the proposal registration. (Figure 5)
II.2.5. Enter post-doc information.

II.2.6. Provide a proposal title in Arabic and English.

II.2.7. Provide a proposal summary in Arabic and English (maximum 3000 characters each). (Figure 6)

II.2.8. If the proposal is aligned with QNRS select “Yes” then select the relevant QNRS planning area, goal and objective. (Figure 7)

II.2.9. 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.2.10. Select the research area, specialty, and sub specialty of the project. These classifications are based on Frascati classification 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.

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/Postdoctoral-Research-Award-PDRA 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 10 pages. Proposals written in Arabic should use the Arabic research plan template, available in the Download Center.

II.3.1.7. The RM 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 RM and may lead to the disqualification of the proposal.

II.3.1.9. RMs 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 RMs 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 RM 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 RM will be able to view a menu showing the components of a proposal. These instructions will lead the RM 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 RM can edit them and then click “Save”. *(Figure 11)*

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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.3.2.3. **Research Plan**

The RM and post-doc should prepare the Research Plan file using the updated official template available at [http://www.qnrf.org/en-us/Funding/Capacity-Building-and-Development-Programs/Postdoctoral-Research-Award-PDRA](http://www.qnrf.org/en-us/Funding/Capacity-Building-and-Development-Programs/Postdoctoral-Research-Award-PDRA); 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 10 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 subsections are allowed in the Research Plan.

The RM should upload the Research Plan file in PDF format. *(Figure 12)*

![Figure 12 - Proposal preparation – Upload Research Plan](image)

II.3.2.4. **Ethical Compliance**

II.3.2.4.1. 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.3.2.4.2. Select “Yes or No”, if protocol approval(s) are required for human subjects, animal subjects, and/or hazardous materials, for your research project.

II.3.2.4.3. The commitment for the ethical compliance will be declared electronically by the RO during vetting. *(Figure 13)*

![Figure 13- Proposal Preparation – Ethical Compliance](image)
II.3.2.5. **Other Grant(s)**

The RM should disclose information on all submitted, on-going and previous research funds for the RM and post-doc 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 14)*

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**Figure 14 - Proposal Preparation – Other grants**

![Image of Proposal Preparation – Other grants](image)

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II.3.2.6. **Potential IP**

In this section, there are six questions that need to be addressed by the RM. *(Figure 15)*

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**Figure 15 - Proposal Preparation – Potential IP**

![Image of Proposal Preparation – Potential IP](image)
II.3.2.7. **Miscellaneous Documents**

Miscellaneous documents can be uploaded in PDF format. You can add up to five documents. *(Figure 16)*

**Figure 16 - Proposal Preparation – Miscellaneous Documents**

II.3.2.8. **Post-doc Profile**

Information entered by the post-doc appears in this page. *(Figure 17)* The post-doc can go to “My Profile” section to edit this information if needed.

**Figure 17 - Proposal Preparation – Post-doc Profile**
II.3.2.9. **Post-doc Eligibility**

II.3.2.9.1. For more details about the eligibility criteria, please read the RFP document available on the download center.

II.3.2.9.2. Choose your respective eligibility and upload the required document *(Figure 18)*

**Figure 18 - Proposal Preparation – Post-doc Eligibility**

II.3.2.10. **Post-doc Documents**

Documents submitted by the post-doc appear in this section. *(Figure 19)*

**Figure 19 - Proposal Preparation – Post-doc Documents**
II.3.2.11. **Post-doc Reference Letters**

The post-doc provides information about the reference writers and uploads the reference letters. *(Figure 20)*

![Figure 20 - Proposal Preparation – Post-doc Reference Letters](image)

**Figure 20 - Proposal Preparation – Post-doc Reference Letters**

Unlocking Research Potential

II.3.2.12. **Declarations**

II.3.2.12.1. The RM should read the declarations regarding originality and plagiarism

II.3.2.12.2. Check the box “Yes, I Agree” then select “Save”. *(Figure 21)*

![Figure 21 - Proposal Preparation – Declarations](image)

**Figure 21 - Proposal Preparation – Declarations**

Unlocking Research Potential
II.3.2.13. **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 22)*

**Figure 22 - Proposal Preparation – Preview Proposal**

II.3.2.14. **Submit proposal**

II.3.2.14.1. All the sections in the checklist should show “Done” in order to submit the proposal. *(Figure 23)*

II.3.2.14.2. Click “Submit Proposal” to submit your proposal. *(Figure 23)*

**Figure 23 - Submit proposal**