Institution Responsibilities
and Post Award

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Section 1. Submitting Institution’s and Research Office’s Responsibilities

Only institutions inside Qatar with approved ROs are considered as submitting institutions. Only ROs located inside Qatar are eligible to register at any time with QNRF at https://oss.qnrfsubmission.org/.
For RO registrations please refer to the “User Guide – Research Office Registration” at: http://www.qnrf.org/en-us/Funding/Research-Programs/National-Priorities-Research-Program-NPRP.

1.1. Submitting Institution’s (SI) Responsibilities

1.1.1. Signing the Fund Management Agreement (FMA).
1.1.2. Authorizing the representative of the RO.
1.1.3. Managing the grants in compliance with their own relevant institutional policies and those of QNRF.
1.1.4. Signing contracts with the sub-awardees.
1.1.5. Electronically acknowledge and accept the institution’s endorsement.
1.1.6. Compliance with all the national policies of Qatar, including those of the Qatar Supreme Council of Health (SCH).

1.2. Research Office’s (RO) Responsibilities

1.2.1. The RO of the submitting institution will have online access, via QGrants, to the proposals submitted by the PRM. Prior to the final submission, the RO must vet (see definition, link) the proposal for compliance with institutional policies as well as QNRF policies and the relevant RFP/CFP. (The electronic submission will only be considered as officially submitted if it has been vetted by the RO.)
1.2.2. The RO must electronically certify compliance of the submitted application with the RFP/CFP, budget components document, financial guidelines, Research Integrity Guide and the Fund Management Agreement.
1.2.3. To help PRMs prepare their budget during the proposal preparation period, QNRF will grant the RO an edit-access to the budget section of the proposal.
1.2.4. All applications must be checked against their own institutions’ misconduct policies. It is the RO’s responsibility to resolve any instances of misconduct discovered during the vetting process.
1.2.5. If the proposal is awarded, the RO is requested to comply with the pre-funding requirements as specified by QNRF.
1.2.6. RO must guarantee full collaboration with the QNRF audit and compliance team.
1.2.7. RO must ensure that all supporting letters are submitted prior to vetting.
Section 2. Post Award

2.1. Post Award Process

2.1.1. RO must submit the signed Annexes of the Fund Management Agreement within 1 week to QNRF bearing original signatures and stamps of the relevant offices.

2.1.2. RO must submit the required IRB/IACUC/IBC approval(s) hardcopy to QNRF within 8 weeks from the Award Announcement.

2.1.3. Any other requirements by QNRF.

2.2. Fund Management

For funded proposals, grants will be managed as per the terms and conditions set forth in the Fund Management Agreement.

2.3. Payment Schedules

Upon the execution of the Fund Management Agreement, QNRF funds will be advanced to the awardee institution by instalments in accordance to the payment guidelines in the Fund Management Agreement.

2.4. Reporting

For information about the reporting requirements and the use of the Research Outcomes Centre (ROC), please refer to Award Management Guide (AMG) here. Reporting procedures will include scientific, administrative and financial aspects.

Section 3. Audit and Compliance

QNRF, or its duly authorized representatives, shall have the right to conduct audits of any Project, ascertain the extent of compliance of the Awardee with all policies relevant to the implementation of a Project, including those set by the State of Qatar, those set by the Awardee and those set by QNRF, and access facilities where research activities are being/were performed, and view all documents which may include invoices and Research Team Members timesheets inside and outside Qatar, payroll documents as applicable, Materials and Supplies purchased, ethical compliance documents including protocols and consent forms as applicable or such other documentation submitted by the Awardee and accepted by QNRF for the purposes of verifying such expense as per the FMA.