Institutions Responsibilities and Post Award

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Awardee must comply with QNRF requirements and policies mentioned below unless otherwise stated in the Request For Proposal (RFP) / Call For Proposal (CFP):

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://www.qgrants.org/ unless otherwise stated differently in the RFP/CFP. Any policy mentioning ROs also applies to the Grant Proposal Administrator.

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 Master Research Funding Agreement (MRFA).
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 the institution’s endorsement.
1.1.6. Compliance with all the national policies of Qatar, including those of the Ministry of Public Health-Qatar (MoPH).
1.1.7. Research involving human subjects may only be conducted under an OSRA research grant if the domestic institution has a current approved Research Assurance with the MoPH and provides certification that an Institutional Review Board (IRB) registered under the specific Research Assurance has prospectively reviewed and approved the proposed activity in accordance with the MoPH regulations (https://www.moph.gov.qa/about/departments/research). Foreign institutions must follow the appropriate regulations of the jurisdiction where the research will be conducted, and must obtain prospective review and approval for research involving human subjects in accordance with the requirements of the jurisdiction in which the research will be conducted.

1.2. Research Office’s (RO) and Grant Proposal Administrator’s Responsibilities

1.2.1. The RO of the submitting institution will have online access, via QGrants, to the proposals submitted by the LPI. Prior to the final submission, the RO must vet (see definition at 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 verify the key investigators (KIs) allocated research effort and daily rates as per the institution’s internal policies.
1.2.3. The RO must electronically certify compliance of the submitted proposal with the RFP/CFP, budget components document, Research Integrity Guide and the Master Research Funding Agreement.
1.2.4. To help LPIs prepare their budget during the proposal preparation period, QNRF will grant the RO an edit-access to the budget section of the proposal. The RO is responsible to carefully check the budget components of the projects and is accountable for any misuse of the budget.
1.2.5. All proposals must be checked against their own institutions' misconduct policies and QNRF Misconduct Policy. It is the RO’s responsibility to resolve any instances of misconduct discovered during the vetting process. QNRF enforces a zero tolerance of plagiarism. QNRF uses similarity reports to detect plagiarism occurrences that may appear in the proposals submitted to QNRF for funding and the QNRF similarity committee study the detected cases.

1.2.6. If the proposal is awarded, the RO is requested to comply with the pre-funding requirements as specified by QNRF.

1.2.7. RO to ensure that sub-awards are managed in compliance with the MRFA.

Section 2. Post Award

2.1. Pre-Funding

2.1.1. Awarded proposal will go through a pre-funding stage, which starts after the award announcement, and continues approximately 8 weeks.

2.1.2. For awarded proposals, QNRF reserves the right to reduce the total budget requested by the LPI, based on the recommendations made during the review process. If budget reductions are requested, the timeline and the budget submitted will be made available for the LPI to modify them accordingly. For more information about the submission steps and required hardcopies in pre-funding please see the GAG at [http://www.qnrf.org/en-us/Funding/Research-Programs/National-Priorities-Research-Program-NPRP](http://www.qnrf.org/en-us/Funding/Research-Programs/National-Priorities-Research-Program-NPRP).

2.1.3. RO must submit a revised budget based on Peer Reviewers’ (PRs) and QNRF’s comments during the pre-funding stage.

2.1.4. RO must submit the required documents including IRB/IACUC/IBC approval(s) during the pre-funding stage as well as entering the start/end dates in QGrants for the above approval whenever applicable.

2.1.5. An effort certification for the awarded KIs (submitting and collaborative institutions) can be uploaded by the RO on Q-Grants during pre-funding. The effort certification does not apply for OSRA grant.

2.1.6. The LPI should submit the data management plan as per the Data Management Plan Policy available at [link](http://www.qnrf.org/en-us/Funding/Research-Programs/National-Priorities-Research-Program-NPRP).

2.1.7. 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 MRFA.

2.3. Reporting

For information about the reporting requirements and the use of the Research Outcomes Centre (ROC), please refer to Award Management Guide (AMG). Reporting procedures will include scientific, administrative and financial aspects. The scientific reporting procedures will require participation of the LPI in kick-off meetings when requested.
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, Capital Equipment or Supplies purchased, ethical compliance documents including protocols and consent forms as applicable or such other documentation submitted by the Awardee and accepted for the purposes of verifying such expense as per the MRFA.