Guidelines for Submitting Institutions Registration as Research Office

1. General Guidelines for Institutions from all sectors:

   To consider an institution as submitting institution and approve its research office, the institution must:
   1. Be located inside Qatar
   2. Be authorized to conduct scientific research activities.
   3. Have required research facilities, labs, and equipment.
   4. Have qualified affiliated staff to perform the scientific research.
   5. Have adequate institution infrastructure to properly manage the grants (HR department, procurement department, finance department, audit…etc.).
   6. Be certified by the respective bodies in the State of Qatar, as appropriate (e.g. MoPH, MME, civil Defense).

   To ensure that the criteria above are met, the submitting institutions are required to provide:
   - Institution official documents of its establishment such as certificate, Emiri Decree, Establishment statutes, Commercial registration…ets.
   - Their endorsed institutional structure and level of authority.
   - The certification and endorsement documents required from the relevant authorities that enables them to conduct research such as Assurance from MoPH, Civil Defense and all relevant authorities.
   - CVs of Research staff who are working in the research field and their specialization.
   - Record of previous research projects
   - Description of available research facilities, space and equipment.

2. Special Conditions for Institutions from Private Sector in addition to Intergovernmental and NGOs:

   To consider institutions, from the above categories, as submitting Institutions and qualify to act as Research Office, they shall meet the following conditions:
   - Institutions need to be based in Qatar, with proven record of accomplishment in R&D.
   - Institutions have to collaborate with at least one Qatar-based governmental/academic institution; other additional international research institutions are also permitted.
   - Institutions should accept QF IP Policy and comply with specifics of the Master Research Funding Agreement.
3. **Conditions of Funding for Institutions from Private Sector in addition to Intergovernmental and NGOs participating as submitting institutions or collaborative institutions in any of QNRF Research Funding Programs:**
   - Institution will commit cash co-funding
   - Institution will not fund their research personnel from grant money
   - Institution will not receive indirect cost (overhead and administration costs)
   - Institution must collaborate with at least one Qatar-based governmental /academic institution
   - Specific co-funding rules are in the co-funding policy at link.

To start registering as “Research Office” in Q-Grants, please fill the following Questionnaire on the next page of this document:
**Research Office Questionnaire**

Please mark as appropriate:

1. Is your institution government, private, semi-government, intergovernmental, NGO?
   - [ ] Government
   - [ ] Private
   - [ ] Semi-government
   - [ ] Intergovernmental
   - [ ] NGO

2. Is your institution registered in Qatar?  
   - [ ] Yes
   - [ ] No

If yes, please specify the following:

- Registration No.:
- Issued By:
- Registration Date:

Field of specialization:
- [ ] Natural Sciences
- [ ] Engineering
- [ ] Medical Sciences
- [ ] Agricultural Sciences
- [ ] Social Sciences
- [ ] Humanities

3. Does your institution's policy allow its staff to participate in research projects?  
   - [ ] Yes
   - [ ] No

4. Does your institution's policy allow its staff to buy their time?  
   - [ ] Yes
   - [ ] No

5. Please specify the following resources, if available:

   - Labs  
     - [ ] Available
     - [ ] Not available

   - Equipment  
     - [ ] Available
     - [ ] Not available

   - Man power  
     - [ ] Available
     - [ ] Not available
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have the infrastructure to manage the grant?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have internal audits?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Would your organization be ready to comply with QNRF's Master Research Funding Agreement (MRFA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please provide us with some information about the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. A corporate profile of your institution:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Team member profiles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Background on areas of expertise and achievements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. An indication of any research culture currently existing at your institution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you are Private, Intergovernmental or NGO, do you agree to the guidelines provided above in sections 2 &amp; 3:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name:

Signature: