Research Office Channel Guideline

December 2018
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Section 1. RO Channel – Pre-award

1.1. Proposal Vetting

1.1.1. Head to the dashboard on QGrants. On the left hand side you will see the number of proposals that pending your action.

Figure 1- QGrants Dashboard

1.1.2. Click on ‘Proposal Vetting’ to view all proposals. The first method of searching proposals is by Program Type. Use the dropdown menu to select the relevant program that you want to vet.

Figure 2 - Proposal Vetting

1.1.3. The second method would be to search by Proposal Status. Use the dropdown menu to select the status. Note that you can only vet proposal with the status “submitted” (for all programs) or “IRP Submitted” (for NPRP-C).
1.1.4. After clicking “Search Proposals”, all applicable proposals will appear. Click “view” to commence vetting.

1.1.5. To view the full proposal view click on “Full Proposal View & Print”

1.1.6. Edit Budget

1.1.6.1. To edit the budget click on “Edit Budget”
1.1.6.2. Click on any of the budget categories (Equipment, Personnel, Travel, Miscellaneous & Indirect cost) to see the details entered by the applicants. To edit any budget line click on the small pencil icon on the right hand side. To delete an item click on "x".

Figure 6 - Edit Budget

Figure 7 - Budget Categories
1.1.6.3. **Edit budget – Equipment**

Once you click on the small pencil icon on any of the budget lines the system will open it for editing. You can also add a new budget line by clicking “Add New”.

![Figure 8 - Equipment Budget](image)

1.1.6.4. **Edit budget – Personnel**

![Figure 9 - Personnel Budget](image)
1.1.6.5. Edit budget – travel

Figure 11 - Travel Budget

Figure 12 - Travel Budget Entry

1.1.6.6. Edit Budget – Miscellaneous
1.1.6.7. **Edit budget – Indirect Cost**

**Figure 14 - Indirect Cost Budget**

<table>
<thead>
<tr>
<th>#</th>
<th>Institution</th>
<th>Year</th>
<th>Direct Cost</th>
<th>% of Direct Cost</th>
<th>Indirect Cost</th>
<th>% of Project Direct Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Qatar University</td>
<td>1</td>
<td>$331,300</td>
<td>0 %</td>
<td>$0</td>
<td>0 %</td>
</tr>
<tr>
<td>2</td>
<td>Qatar University</td>
<td>2</td>
<td>$30,000</td>
<td>0 %</td>
<td>$0</td>
<td>0 %</td>
</tr>
<tr>
<td>3</td>
<td>Qatar University</td>
<td>3</td>
<td>$30,000</td>
<td>0 %</td>
<td>$0</td>
<td>0 %</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$191,300</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* It is advised to add the Indirect Cost after finishing all the other sections of the Budget.
* If you add the %, then the system calculates the cost considering the current direct budget added in the proposal and the cost is saved.
* If direct budget lines are modified after this, please come back here to set the new indirect percentage.

**NOTE:** For NPRP, indirect cost is not allowed for private submitting institutions.

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1.1.7. **View Budget**

You can view the summary of the budget by category, by institution and you can view the co-funding budget entered by the applicants.

1.1.7.1. **View Budget per Category**

This view displays for you all the project entries by budget category.
1.1.7.2. View budget per institution
This view displays for you all the project’s entries by institution.

1.1.7.3. View co-funding budget
This view displays for you the co-funding information entered by the applicants. You cannot edit the co-funding information from your account. If you have any comments, you can return the project to the applicant for modification.
1.1.7.4. **Budget checklist**
The budget checklist informs you of the status of each budget component and if it is in compliance with the policies. The status of the entire budget checklist should show green ticks “✓” in order to be able to vet the proposal.

1.1.8. **Return proposal to Applicant**
1.1.8.1. If you have any comment regarding the project, the documents uploaded, the budget etc. you can return the proposal to the applicant for modification. To do so click on “Return to Lead PI”.

**Figure 17 – Co-funding Budget**

**Figure 18 - Budget Checklist**

**Figure 19 - Return Proposal to LPI**
1.1.8.2. Select the reason of returning the proposal, enter comments and then click ‘Yes’

![Figure 20 - Return Proposal to LPI - Comments]

1.1.8.3. The status of the proposal will change to ‘Open for Modification’. The applicant needs to resubmit the proposal in order to vet it.

![Figure 21 - Open for Modification]

1.1.9. Reject proposal by RO

1.1.9.1. You can reject the proposal by clicking on “Reject”.

![Figure 22 - Reject Proposal]

1.1.9.2. Add your comments then click “Yes”.
1.1.10. **Final Submission**

1.1.10.1. For vetting the proposal click on “Final Submission”

1.1.10.2. Before submitting you must first view and accept the endorsement letter. Click “View/Accept Endorsement Letter Agreement”
1.1.10.3. To accept the endorsement letter, review the letter then click “Yes, I Agree”. Then click “Save”.

1.1.10.4. The option to click ‘Final submission’ should now be active. Click to proceed.
1.1.10.5. Proposal status should change to ‘RO Vetted’

1.1.10.6. Applicants and ROs may refer to policies and procedures on qnrf.org and the download center for all relevant documents. [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)