Grant Application Guide (GAG) for UREP

Revised March 2020
# Table of Contents

Section I. Acronym List ................................................................................................................. 3  

Section II. Submission Process ........................................................................................................ 4  

II.1. Registration .......................................................................................................................... 4  

II.2. Proposal Registration .............................................................................................................. 6  

II.3. Proposal Preparation .............................................................................................................. 9  

   II.3.1. Instructions ..................................................................................................................... 9  

   II.3.2. Steps for Proposal Preparation and submission ............................................................... 9  

      II.3.2.1. Login ...................................................................................................................... 9  

      II.3.2.2. Proposal Summary ............................................................................................... 11  

      II.3.2.3. QNRS Alignment ................................................................................................ 12  

      II.3.2.4. Personnel .............................................................................................................. 12  

      II.3.2.5. Budget ................................................................................................................... 13  

      II.3.2.6. Resources ............................................................................................................. 13  

      II.3.2.7. Research Plan ....................................................................................................... 13  

      II.3.2.8. Ethical Compliance ............................................................................................... 14  

      II.3.2.9. Other Grant(s) .................................................................................................... 14  

      II.3.2.10. Potential IP ......................................................................................................... 15  

      II.3.2.11. Export Control .................................................................................................... 15  

      II.3.2.12. Risk and Mitigation ............................................................................................. 16  

      II.3.2.13. Miscellaneous Documents .................................................................................. 16  

      II.3.2.14. Declarations ........................................................................................................ 17  

      II.3.2.15. Review and Print .................................................................................................. 17  

      II.3.2.16. Submit proposal .................................................................................................. 18
## Section I. Acronym List

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Award Administration</td>
</tr>
<tr>
<td>AMG</td>
<td>Award Management Guide</td>
</tr>
<tr>
<td>AROR</td>
<td>Authorized Research Office Representative</td>
</tr>
<tr>
<td>CSRF</td>
<td>Change of Status Request Form</td>
</tr>
<tr>
<td>GAG</td>
<td>Grant Application Guide</td>
</tr>
<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>IDC</td>
<td>Indirect cost</td>
</tr>
<tr>
<td>IP</td>
<td>Intellectual Property</td>
</tr>
<tr>
<td>IRB</td>
<td>Institutional Review Board</td>
</tr>
<tr>
<td>PD</td>
<td>Post-Doctoral Scholar</td>
</tr>
<tr>
<td>PRM</td>
<td>Primary Research Mentor</td>
</tr>
<tr>
<td>PR</td>
<td>Peer Reviewer</td>
</tr>
<tr>
<td>QNRF</td>
<td>Qatar National Research Fund</td>
</tr>
<tr>
<td>QNRS</td>
<td>Qatar National Research Strategy</td>
</tr>
<tr>
<td>REG</td>
<td>Research Ethics Guide</td>
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<tr>
<td>RFP</td>
<td>Request for Proposal</td>
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<tr>
<td>RIG</td>
<td>Research Integrity Guide</td>
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<tr>
<td>RM</td>
<td>Research Mentor</td>
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<td>RO</td>
<td>Research Office</td>
</tr>
<tr>
<td>ROC</td>
<td>Research Outcome Centre</td>
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<tr>
<td>SCH</td>
<td>Supreme Council of Health (Qatar)</td>
</tr>
<tr>
<td>SI</td>
<td>Submitting Institution</td>
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<tr>
<td>UDC</td>
<td>UREP Download Centre</td>
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<tr>
<td>UREP</td>
<td>Undergraduate Research Experience Program</td>
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</table>
Section II. Submission Process

II.1. Registration

All participants must register with QNRF at https://oss.qnrfsubmission.org/. Applicants who register with two different email addresses will be disqualified.

For registration follow the below steps:

1. Enter the website https://oss.qnrfsubmission.org:
2. Click on the “New Account”; (Figure 1)
3. Select the appropriate role from the drop down list; (Figure 2)
4. Enter Your ORCID1 (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. After that, you will be directed to a page where you are required to complete personal & contact information, upload an updated CV and specify your research interests; (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.

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Figure 1 - New Account

**ORCID**

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.
Figure 2 - New user registration

Figure 3 - New user registration - Profile
II.2. Proposal Registration

For proposal registration follow the steps below:

II.2.1. Enter the site https://oss.qnrfsubmission.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 “Pre-Award” tab, then “Start Proposal” (Figure 4)

II.2.4. Click on “Start Proposal Registration” next to UREP 21 to start the proposal registration. (Figure 5)

II.2.5. Select “New” or “Resubmission” for your proposal. (Figure 6)

II.2.6. Provide a proposal title in Arabic and English. (Figure 6)

II.2.7. Provide a proposal summary in Arabic and English. (Figure 6)

II.2.8. Enter five most relevant keywords that best describe the research proposal. (Figure 6)

II.2.9. Select the research area, specialty, and sub specialty of the project. These classifications are based on Frascati classification http://www.qnrf.org/FOS (Figure 6)
II.2.10. Select the research type (applied research, basic research, translational research) from the drop-down menu provided.

II.2.11. If the proposal is aligned with QNRS select “Yes” then select the relevant QNRS planning area, goal and objective. (Figure 7)

II.2.12. 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.2.13. Click “Register Proposal” to register your proposal.

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. (Figure 8)

II.2.15. Click “Proceed to Proposal Preparation” to proceed to the next page. (Figure 8)

Figure 6 – Proposal registration
Once the proposal is registered, QNRF will send the PRM a confirmation email and an SMS with a proposal ID number indicating that the proposal has been successfully registered, hence the need for a mobile phone number.
II.3. Proposal Preparation

II.3.1. Instructions

II.3.1.1. To avoid delays, misunderstandings 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/Undergraduate-Research-Experience-Program-UREP 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 PRM 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 PRM and may lead to the disqualification of the proposal.

II.3.1.9. PRMs 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 PRMs to submit their applications well before the submission deadline.

II.3.1.11. 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 PRM should login into his/her account at https://oss.qnrfsubmission.org/,

II.3.2.1.2. Click on “Proposal Preparation” under the “Pre Award” tab, and then click on “Prepare Proposal” next to your proposal ID;
II.3.2.1.3. Figure 9
II.3.2.1.4. On the left-hand side of the proposal home page the PRM will be able to view a menu showing the components of a proposal (Figure 10). These instructions will lead the PRM through the entire proposal preparation process starting from the proposal summary.

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.3.2.2. **Proposal Summary**

**Project Title and Summary:** Project title and summary entered in the proposal registration stage will appear. The PRM can edit them and then click “Save”. *(Figure 11)*

**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. **QNRS Alignment**

The PRM can edit the QNRS alignment if needed and then click “Save”. *(Figure 12)*

**Figure 12 - Proposal Preparation – QNRS Alignment**

II.3.2.4. **Personnel**

The PRM should add the participating students and mentors in the project by entering their email addressed. *(Figure 13)* Each student/mentor will receive an email invitation and must accept this invitation to be added to the project team. For collaborating mentors from outside the submitting institution, a support letter (template available in the UREP download center) must be uploaded in the miscellaneous documents section.

**Figure 13 - Proposal Preparation – Personnel**
II.3.2.5. **Budget**

The PRM should fill out the relevant budget sections. *(Figure 14)*

![Figure 14 - Proposal Preparation – Budget](image)

II.3.2.6. **Resources**

The PRM should enter information about the resources available for the research project. *(Figure 15)*

![Figure 15 - Proposal Preparation – Resources](image)

II.3.2.7. **Research Plan**

The PRM and students 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/Undergraduate-Research-Experience-Program-UREP](http://www.qnrf.org/en-us/Funding/Capacity-Building-and-Development-Programs/Undergraduate-Research-Experience-Program-UREP); 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 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 sub-sections are allowed in the Research Plan. The PRM should upload the Research Plan file in PDF format. (Figure 16)

**Figure 16 - Proposal preparation – Upload Research Plan**

II.3.2.8. **Ethical Compliance**


II.3.2.8.2. Select “Yes or No”, if protocol approval(s) are required for human subjects, animal subjects, and/or hazardous materials, for your research project.

II.3.2.8.3. The commitment for the ethical compliance will be declared electronically by the RO during vetting. (Figure 17)

**Figure 17 - Proposal Preparation – Ethical Compliance**

II.3.2.9. **Other Grant(s)**
The PRM should disclose information on all submitted, on-going and previous research funds for 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 18)

II.3.2.10. **Potential IP**

In this section, there are six questions that need to be addressed by the PRM. (Figure 19)

II.3.2.11. **Export Control**

The PRM must specify whether this proposal includes content or intended deliverables subject to the export control restrictions of Qatar and/or submitting institution. If the answer is “Yes”, the PRM must provide an explanation in the comment box. (Figure 20)
II.3.2.12. **Risk and Mitigation**

This section should identify the potential risks related to the project and the way to mitigate them. Address the following types of risks as they relate to the proposed project: (i) Methodological/Technological risk – uncertainties involved in technology development; (ii) Resource Risk – potential impact of delays in staffing or getting access to equipment, data, facilities, etc.; (iii) Schedule risk – effect of not meeting timelines – potential impact of a delay in starting the project; and (iv) Impact/Business Risks – uncertainties involved in dissemination and adoptions of the proposed solution, alternatives available, IP constraints, export control restrictions, etc. *(Figure 21)*

II.3.2.13. **Miscellaneous Documents**

Miscellaneous documents can be uploaded in PDF format. *(Figure 22)*
II.3.2.14. **Declarations**

II.3.2.14.1. The PRM should read the declarations regarding originality and plagiarism.

II.3.2.14.2. Check the box “Yes, I Agree” then select “Save”. *(Figure 23)*

**Figure 23 - Proposal Preparation – Declarations**

II.3.2.15. **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 24)*
II.3.2.16. **Submit proposal**

II.3.2.16.1. All the sections in the checklist should show “Done” in order to submit the proposal. **(Figure 25)**

II.3.2.16.2. Click “Submit Proposal” to submit your proposal. **(Figure 25)**

**Figure 24 - Proposal Preparation – Review Proposal**

**Figure 25- Submit proposal**