



NATIONAL PRIORITIES RESEARCH PROGRAM (NPRP)

Request for Proposal (RFP)

Fifth Cycle

(August-2011)

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1. Acronym List

AA	Award Administration
AROR	Authorized Research Office Representative
AMG	Award Management Guide
Co-LPI	Co-Lead Principal Investigator
FMA	Fund Management Agreement
GS	Graduate Student
IACUC	Institutional Animal Care and Use Committee
IBC	Institutional Bio-safety Committee
IP	Intellectual Property
IRB	Institutional Review Board
KI	Key Investigator
LoI	Letter of Intent
LPI	Lead Principal Investigator
NPRP	National Priorities Research Program
NPRP-EP	National Priorities Research Program - Exceptional Proposal
PI	Principal Investigator
PR	Peer Reviewer
QNRF	Qatar National Research Fund
RFP	Request For Proposal
RO	Research Office
SCH	Supreme Council of Health (Qatar)
SI	Submitting Institution

2. Overview of The National Priorities Research Program

- 2.1. The mission of the Qatar National Research Fund (QNRF) is to advance knowledge and education by supporting original, competitively-selected research. It will provide opportunities for researchers at all levels, from students to professionals, in the private, public, and academic sectors. The National Priorities Research Program (NPRP), the flagship program and largest funding activity of QNRF, is one of the grant funding activities of QNRF and the primary means by which QNRF will seek to address key national, regional, and global needs through research and to pursue research opportunities for which Qatar may have a comparative advantage. The NPRP is a one-cycle per year grant application of funding, ranging from US\$20k up to a maximum of US\$350k per proposal, per year, for research project periods of one, two or three years.
- 2.2. For proposals that fall outside the parameters detailed above, QNRF solicits scientists with exceptional ideas, approaches, procedures and models that may solve key issues of national, regional or global interest to apply for the National Priorities Research Program – Exceptional Proposals (NPRP-EP), an additional funding opportunity within the NPRP program. Exceptional is defined as research projects that may require funds of more than US\$ 1.05m; the maximum budget for such proposals is US\$5m with maximum project duration of up to five years. All proposals submitted will be peer reviewed by qualified experts. Awards will be granted based on the final decision of QNRF's steering committee. For more information, please refer to **NPRP-EP RFP** http://www.qnrf.org/fund_program/nprp/download/

3. Strategic Goals and Research Portfolio of QNRF

- 3.1. QNRF seeks to support a broad variety of projects, including basic and applied research projects in the natural sciences, engineering and technology, medical and health sciences, agricultural sciences, social sciences and humanities and QNRF invites researchers to submit proposals in all of these disciplines.
- 3.2. Proposals should address issues important to both Qatar's national interest and QNRF's mission by proposing research that will lead to:
 - 3.2.1. Accumulation of valuable human capital or a sustainable research capability in Qatar;
 - 3.2.2. Answers to research questions of vital interest to Qatar.
 - 3.2.3. Recognition of Qatar due to the regional or global significance of the proposed research.
- 3.3. Appendix 2 includes a sample list of research areas considered relevant to Qatar's national needs. QNRF compiled this initial list based on an internal study of Qatar's research needs commissioned by Qatar Foundation after consultation with a variety of relevant stakeholders in Qatar. This list is not an exhaustive list of the topics that QNRF may fund and adherence to this list is not tied to the peer review (PR) process. The list is meant to help researchers visualize topics of interest to Qatar and is a work in progress to be supplemented and refined in subsequent funding cycles. Proposals in other research areas which are deemed as important to Qatar are welcomed and encouraged.

4. Benefits of The NPRP

4.1. Service To Qatar

The NPRP will serve the people of Qatar, as well as its business, academic, and government sectors. It will strive to build bridges between businesses, government, academia, and others in Qatar, and between Qatar and the international research community.

4.2. Collaboration and Sustainability

The NPRP will fund programs that encourage collaboration amongst researchers in Qatar, as well as between researchers in Qatar and their international colleagues, by putting special emphasis on multi-investigator, multi-year research projects.

4.3. Identifiable National Benefits

As noted above, all work supported by the NPRP will have the potential to yield identifiable benefits to Qatar. These may include development of Qatari human capital; answers to research questions of direct interest, or international recognition due to the regional or global significance of the proposed research.

4.4. Active Publication, Promotion, and Outreach

QNRF will publish, summarize, and archive research results to promote Qatar's research activities locally, regionally, and internationally. QNRF will facilitate interactions within Qatar's research community and reach out to the wider community of Qatar.

4.5. Commercialization and Diversification of The Economy

The NPRP will support basic and applied research, as both may lead to expertise in new sectors and to the creation of intellectual property as a powerful tool for economic development and wealth creation.

5. Eligibility Criteria

5.1. Eligibility of Participants

- 5.1.1. Each key investigator is eligible to participate as an LPI in up to three NPRP projects in all ongoing cycles, **excluding projects to be completed before the start of the award of the 5th cycle.** If the LPI is inside Qatar, he/she is by default the co-LPI and their role will be counted as LPI only.
- 5.1.2. Each key investigator is also eligible to participate as Co-LPI in up to three NPRP projects in all ongoing cycles in proposals submitted by the LPIs outside Qatar, **excluding projects to be completed before the start of the award of the 5th cycle.**
- 5.1.3. Overall each key investigator can have a maximum of six roles (LPI, Co-LPI, PI and Co-PI) in all ongoing cycles of NPRP, **excluding projects to be completed before the start of the award of the 5th cycle.**

5.1.4. Eligibility of Lead Principal Investigators (LPIs)

Eligible participants must hold a research oriented doctorate or any of the approved listed terminal degree as defined in the Appendix 1. The LPI should have at least five peer reviewed publications uploaded in his profile and must have a good track record in research and particularly good research skills and experience in the field of the proposed project. He/she should be affiliated with a well-recognized academic institute, research institute, research oriented company, or research organization from the public or private sector.

5.1.5. Eligibility of Other Key Investigators (Co-LPIs, PI and Co-PI)

Eligible participants must hold a research-oriented doctorate as defined in the Appendix 1. The candidate must have good research skills and experience in the field of the proposed project. Co-LPIs should reside inside Qatar for the duration of the project and must be affiliated to a submitting institution at the time of submission.

5.1.6. Eligibility of Other Research Team Members

Post-doctoral fellows, graduate students, research associates, research assistants, undergraduate students and lab technicians. (This is a definitive list and for any other unlisted roles, the nearest applicable role should be chosen.)

5.1.7. Eligibility of Graduate Students

5.1.7.1. Graduate students (GS) are eligible to participate in NPRP projects provided that they are enrolled in an advanced degree program at the submitting or collaborating institution and that the NPRP research activities are related to the GS's degree program.

5.1.7.2. GS sponsored by the Qatari government to do their studies abroad will be allowed to participate in the NPRP regardless of the institution they are enrolled in.

5.1.7.3. The budget request should include the anticipated number of GSs at the time of application. GSs should be nominated after the awarding of the NPRP project provided that the GS participates in only one awarded ongoing NPRP project.

5.1.7.4. If funded, the LPI must submit a graduate student's support letter from the original institution to which the GS is affiliated, as per the template provided on http://www.qnrf.org/fund_program/nprp/download/ , to QNRF via the submitting institution's Research Office (RO), authorizing him/her to participate in the NPRP funded project.

5.1.7.5. The GS is not eligible to participate in more than one ongoing NPRP funded research project.

5.1.7. Eligibility of Undergraduate Students

5.1.7.1. If necessary, the LPI may include undergraduate students in the research team in an "Undergraduate Student" role provided that they shall not participate more than 16 hours per week (2 days per week) into the awarded project activities.

5.1.7.2. Effort compensation may not exceed \$10 per hour (i.e. \$80 per day).

5.1.8. Eligibility of Consultants and Experts

Consultants and experts should have a proven track record in their field of specialization. QNRF requires the submission of a "no objection" letter from the consultant, if awarded.

5.1.9 Authorized Research Office Representatives (ARORs) are not eligible to participate as key investigators or members of the research team

5.2. Submitting Institutions' Eligibility

5.2.1. Institutions inside Qatar with approved ROs are eligible to submit proposals.

5.2.2. Submissions should be within the research area(s) of the approved ROs.

5.3. Funding Eligibility

5.3.1. Grants will range from US\$20,000 up to a maximum of US\$350,000 per proposal, per year.

5.3.2. QNRF reserves the right to reduce the total budget requested by the LPI, based on the recommendations of the PRs and in this case, if funded, the timeline and the budget submitted will be made available for the LPI to modify them

accordingly. Therefore, QNRF strongly recommends that LPIs provide justification for each budget item. Funds will then be made available to the successful LPI's submitting institution inside the state of Qatar for awarded proposals that meet the following criteria:

- 5.3.3. The total annual budget (direct and indirect) must be expended as at least sixty-five percent (65%) of the total annual award inside Qatar.
- 5.3.4. The budget submitted must comply with the budget guidelines as described in section 7 of this document, as well as the approved policies of the submitting institution.
- 5.3.5. Proposals which were submitted but were not funded in a previous NPRP cycle may only be resubmitted one time in the subsequent cycle.

6. Program Description, Policies and Guidelines

6.1. Program Description

- 6.1.1. QNRF encourages collaborative projects involving teams from more than one institution, cross-campus collaboration, and collaboration between academic and non-academic organizations, both inside and outside Qatar.
- 6.1.2. QNRF encourages multi-disciplinary projects.
- 6.1.3. At least 65% of the total annual budget must be expended within Qatar.
- 6.1.4. At least 50% of the proposed funded research days must be conducted in Qatar by the research team. However, as it is fully expected that a coordinated research program funded by QNRF could take place, in part, at other venues, LPIs may collaborate with accredited research organizations in other parts of the world.

6.2. Program Policies and Guidelines

- 6.2.1. Electronic online submissions must be completed in accordance with the timeline posted in section 9 of this document (Proposal Submission Flowchart and Timeline).
- 6.2.2. For awarded proposals, the LPIs should submit hardcopies of the following documents to QNRF within two calendar months of the date of the award announcement:
 - 6.2.2.1 The complete proposal, including a summary page signed by the LPI as well as the initialed research plan and the budget, after their Research Office (RO) vetting.
 - 6.2.2.2 An endorsement letter, using the institutional official letter-head, signed by the dean, or equivalent, and CFO or equivalent of the submitting institution and stamped with the official seal of that institution.
 - 6.2.2.3 A supporting letter, using the institutional official letter-head, signed by the dean, or equivalent, from the collaborative institutions and stamped with the official seal of that institution.
 - 6.2.2.4 All other supplementary / missing documents (IRB, IACUC, IBC see Appendix 1 Definitions and Acronyms, Approvals; supporting letters, endorsement letters, etc) as specified in QNRF's award notification to the LPI who must deliver them to QNRF via the RO of his/her submitting institution.
- 6.2.3. A supporting letter is not required from a consultant; however, a no objection letter is required.
- 6.2.4. Efforts (measured in QNRF funded person-days) committed by each key investigator should not be greater than that permitted by his/her respective institution.

7. Budget

7.1. Budget Components

The following are the breakdown of the research budget components:

7.1.1. Personnel Cost:

7.1.1.1. Compensation of The Research Team:

- 7.1.1.1.1. Compensation of the LPI and research team can be charged towards the project pro-rata to their effort in person-days as officially recorded on time-sheets.
- 7.1.1.1.2. Compensation of the research team can be charged towards the project pro-rata to the time and rate budgeted as officially recorded on time-sheets.
- 7.1.1.1.3. Research team members may use the grant funds to buy their time from other duties, such as teaching or committee work, as per the policies of their institutions.
- 7.1.1.1.4. Administrator's compensation cannot be charged to the project.

7.1.1.2. Graduate Student's (GS) Compensation:

- 7.1.1.2.1. LPIs may need to apply for GS compensation from the budget allocated to his/her institution in the proposal budget provided that it does not exceed US\$30,000 per year for salary and tuition.
- 7.1.1.2.2. For GSs who are conducting their research outside Qatar, their compensation regarding tuition and salaries will be allocated from the budget of the collaborating institution outside Qatar.
- 7.1.1.2.3. GSs who travel to Qatar to conduct their research are eligible for compensation regarding travel, accommodation and other related expenses from the budget of the submitting institution only if they spend a minimum period of three consecutive months in Qatar.

7.1.2. Equipment and Materials

- 7.1.2.1. Equipment: defined as any item having a useful life of more than one year and a unit acquisition cost of greater than US\$1,000 and which is part of the approved budget. This includes associated materials for running the equipment as well as the purchase of data sets which include data compiled by a third party or acquired through services or surveys.
- 7.1.2.2. QNRF strongly recommends that the LPI provides information about the specifications, estimated price and purpose of equipment to be purchased in the budget justification for the project.
- 7.1.2.3. Procurement of equipment must be in accordance with the institution's procurement procedures.
- 7.1.2.4. Equipment funded by QNRF should be labeled as such and properly inventoried.
- 7.1.2.5. Consumables and supplies: defined as items having a useful life of less than one year and a unit acquisition cost of less than US\$1,000 and which are part of the approved budget

7.1.3. Travel Cost

- 7.1.3.1. All travel costs charged to the grant must comply with the awardees institution's own travel policy.
- 7.1.3.2. For research team members who specifically travel to and from Qatar to conduct NPRP-funded research, the cost of travel (visa, tickets, accommodation and per diem or relevant personnel compensation) can be charged to the budget of the submitting or collaborative institution inside Qatar, as applicable.
- 7.1.3.3. For research team members located outside Qatar who specifically travel to destinations other than Qatar as part of the NPRP-funded research, the cost of travel (visa, tickets, accommodation and per diem) will be charged to the budget of the collaborating institution outside Qatar.
- 7.1.3.4. The LPI must itemize the cost in the travel budget justification section in terms of purpose, importance and relevance to the awarded project.
- 7.1.4. **Miscellaneous Costs**
 - 7.1.4.1. Includes publications, communications, translation, repairs and maintenance of equipment and other costs. Miscellaneous costs are not to exceed 5% of a project's total annual budget.
 - 7.1.4.2. QNRF strongly recommends that LPIs who have been awarded projects that do not entail possible Invention Disclosures, to consider publishing their manuscripts with Bloomsbury Qatar Foundation Journals on Qscience.com (www.qscience.com) and include the cost of each anticipated manuscript in the submitted budget under publication costs in miscellaneous section, which should be around US \$2,000. Details about Open Access Publishing and Article Procession Charges can be found at <http://www.qscience.com/page/openaccess>; instructions for manuscript submission are found here http://www.qscience.com/page/author_services
- 7.1.5. **Indirect Cost**

Indirect costs are determined based upon an approved percentage against the annual direct cost. Indirect cost shall not exceed a total of 20% of the project's annual direct cost (not the total annual budget).

7.2. Payment Schedules

7.2.1. Signing of The Fund Management Agreement

Upon the execution of the Fund Management Agreement (FMA), the mechanism which governs the management of NPRP funds by both the awardee institution and QNRF, funds will be advanced to the awardee institution by installments in accordance with the following project-year(s) schedule:

7.2.1.1. One-Year Projects

- 7.2.1.1.1. 100% of the approved annual budget for equipment and any associated material cost, plus up to 50% of the remaining total approved annual budget.
- 7.2.1.1.2. Up to 30% of the remaining approved annual budget will be advanced upon receipt and acceptance of the interim progress report.
- 7.2.1.1.3. Up to 20% of the remaining of the approved annual budget will be reimbursed upon receipt and acceptance of the final report.

7.2.2.1. Two-Year Projects

- 7.2.2.1.1. 100% of the first year's approved annual budget for equipment and any associated materials, plus up to 50% of the first year's remaining approved annual budget.
- 7.2.2.1.2. Up to 50% of the first year's remaining approved annual budget will be advanced upon receipt and acceptance of the 1st interim progress report.
- 7.2.2.1.3. 100% of the second year's approved annual budget for equipment and any associated materials plus up to 50% of the second year's remaining approved annual budget will be advanced upon receipt and acceptance of 1st annual progress report.
- 7.2.2.1.4. Up to 30% of the second year's remaining approved annual budget will be advanced upon receipt and acceptance of the 2nd interim progress report.
- 7.2.2.1.5. Up to 20% of the second year's remaining approved annual budget will be reimbursed upon receipt and acceptance of the final report.

7.2.2.2. Three-Year Projects

- 7.2.2.2.1. 100% of the first year's approved annual budget for equipment and any associated materials, plus up to 50% of the first year's remaining approved annual budget.
- 7.2.2.2.2. Up to 50% of the first year's remaining approved annual budget will be advanced upon receipt and acceptance of the 1st interim progress report. .
- 7.2.2.2.3. 100% of the second year's approved annual budget for equipment and any associated materials, plus up to 50% of the second year's approved annual budget will be advanced upon receipt and acceptance of 1st annual progress report.
- 7.2.2.2.4. Up to 50% of the second year's approved annual budget will be advanced upon receipt and acceptance of the 2nd interim progress report.
- 7.2.2.2.5. 100% of the third year's approved annual budget for equipment and any associated materials, plus up to 50% of the third year's approved annual budget will be advanced upon receipt and acceptance of the 2nd annual progress report.
- 7.2.2.2.6. Up to 30% of the third year's remaining approved annual budget will be advanced upon receipt and acceptance of the 3rd interim progress report. .
- 7.2.2.2.7. Up to 20% of the third year's remaining approved annual budget will be reimbursed upon receipt and acceptance of the final report.

7.2.2.3. Fund Transfers

QNRF shall transfer any of the above installments to the nominated bank account within 15 working days from QNRF's acceptance of the relevant required report, without any consequent delay in the schedule of the next reports.

8. Submitting Institution's and Research Office's Roles

8.1. Submitting Institution's (SI) Role

- 8.1.1. Signing the Fund Management Agreement (FMA).
- 8.1.2. Authorizing the representative of the RO.
- 8.1.3. Managing the funds.
- 8.1.4. Signing contracts with the sub-awardees.
- 8.1.5. Issuing the institution's endorsement letter.
- 8.1.6. Managing travel and procurement in accordance with its own policy.
- 8.1.7. Compliance with the policies of the Qatar Supreme Council of Health (QSCH) for the protection of human and animal research subjects through their institutional review board (IRB).

8.2. Research Office's (RO) Role

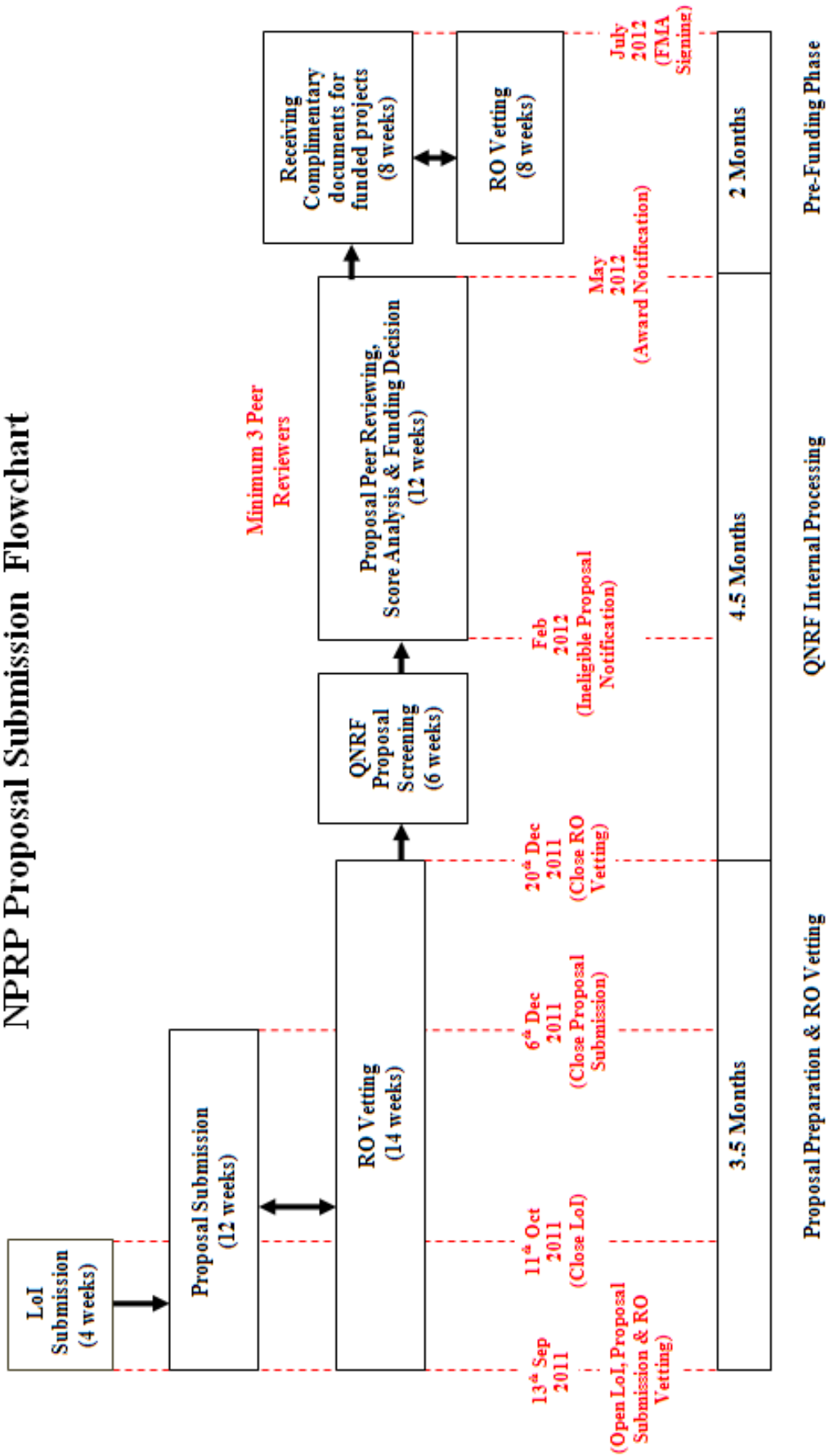
- 8.2.1. Only ROs located inside Qatar are eligible to register with QNRF at www.qnrfsubmission.info and this can be done at any time.
- 8.2.2. The RO, or equivalent, of the submitting institution will have online access via the QNRF online submission website to the proposals submitted by the LPI and, prior to the proposal's final submission, shall vet the proposals submitted by the LPI for compliance with institutional policies, as well as QNRF policies, as stated in the RO booklet and in this RFP. The electronic submission shall be considered the official version of the proposal. However, if the proposal is funded, refer to section 6.2 for details of the additional documents to be submitted.
- 8.2.3. The RO or equivalent, must upload an endorsement letter signed by both the dean, or equivalent, and Chief Financial Officer (CFO), or equivalent, certifying compliance of the submitted proposal with the following requirements:
 - 8.2.3.1. At least 50% of the proposed funded research days must be conducted in Qatar by the research team.
 - 8.2.3.2. At least 65% of the total annual budget must be expended within Qatar.
 - 8.2.3.3. Time and resources are available to the research team to carry out the project.
 - 8.2.3.4. QNRF policies, as stated in this RFP.
 - 8.2.3.5. The institution's internal policies.
 - 8.2.3.6. All laws and regulations applicable to the jurisdiction in which the research is being conducted.
 - 8.2.3.7. For funded proposals, confirmations that IRB approved research procedures are in compliance with the prevailing national ethics and guidelines.
 - 8.2.3.8. The project budget (including compensation of the research team) is in accordance with all of the participating institutions' internal financial and research budget policies.
 - 8.2.3.9. The amount charged to the project for the compensation of any research team member is no more than the percentage of his/her time (measured in person-days) spent on the project.
 - 8.2.3.10. All travel expenses as are permissible under the institution's policies.
 - 8.2.3.11. Indirect costs are charged in proportion to activity measured by expenditure.
 - 8.2.3.12. At least one key investigator, identified as a Co LPI from the submitting institution must reside in Qatar for the duration of the project.
- 8.2.4. To help LPIs prepare their budget during the proposal preparation period QNRF will grant the RO, or equivalent, an edit-access to the budget section of the proposal.

9. Proposal Submission Flowchart and Timeline

9.1. Flow Chart

9.1.1. The following flowchart illustrates the steps necessary for proposal submission by the LPI and the RO starting with submission of the LoI, through to notification of the final award.

NPRP Proposal Submission Flowchart



9.2. Timeline

The following table shows important dates for the NPRP 5th cycle.

Timeline For NPRP 5th Cycle	
Description	Dates
Open Online Registration For LPIs	Always Open
Online Registration of ROs and Other Key Investigators	
Open LoI (Letter of Intent) Submission, proposal submission (submission of the LoI will allow the start of proposal preparation), as well as RO vetting* process.	Noon, Doha Time Tuesday 13th of September 2011
Close LoI Submission	Noon, Doha Time Tuesday 11th of October 2011
DL1: Close LPI Proposal Submission To The RO	Noon Doha Time, Tuesday 6th of December 2011
DL2: Close RO Final Proposal Submission and Vetting	Noon, Doha Time, Tuesday 20th of December 2011
Ineligible Proposals Notification	February 2012
Successful Proposals Notification, Awards Announced	Mid May 2012

NB “DL”= Deadline, *RO vetting can only start once the proposal is submitted.

10. Online Submission

10.1. Applicant Online Registration

10.1.1. All NPRP grant participants who are key investigators residing in or outside Qatar must register with QNRF at <https://www.qnrfsubmission.info>.

10.2. Steps For New Applicant’s Online Registration

10.2.1. The LPI must first register at <https://www.qnrfsubmission.info> through the “applicant” channel.

10.2.2. Applicants are required to use their official work email addresses (if available) when registering.

- 10.2.3. Use the link <https://www.qnrfsubmission.info> and click on the “**New applicant? Sign up here**” link under applicant section.
- 10.2.4. LPI is required to upload a minimum of five peer reviewed publications of his/her own during registration.
- 10.2.5. The registration process will require submission of personal & contact information, specialization, research interest and the upload of the CV in the language of the submitted of proposal (in PDF format only). Those who have previously registered do not need to re-register, but will need to update their profile and also upload the five required publications.
- 10.2.6. Applicants who register with two different email addresses will be disqualified.

10.3. LoI Submission

- 10.3.1. After registration, LPIs may enter the site <https://www.qnrfsubmission.info> and choose “Submit NPRP proposal” and then choose “submit LoI”. The LPI may submit a maximum of three (3) LoIs online as per the NPRP timeline.
- 10.3.2. Indicate whether the proposal is “**new**” or “**resubmitted**”.
- 10.3.3. If “resubmitted”, please select the previous proposal’s ID number from the drop down menu.
- 10.3.4. Select the research type from the drop-down menu provided.
- 10.3.5. Select the proposal’s research area, specialty, and sub-specialty from the drop-down menu provided. If the proposal is multidisciplinary, then the LPI may choose a secondary research area. For resubmitted proposals, these details will remain the same as the primary submission.
- 10.3.6. In the five mandatory fields enter the most relevant keywords that best describe the research proposal.
- 10.3.7. Provide a proposal title with a maximum of 200 characters, including spaces.
- 10.3.8. Provide a proposal description with a maximum of 1,500 characters, including spaces.
- 10.3.9. The LPI can preview and edit the LoI before submission; however, once submitted, information may not be edited, but only deleted and replaced. The LPI may check the status and proposal ID number of his/her LoI by viewing the “Proposal Status” tab in the main menu.
- 10.3.10. QNRF will send the LPI a confirmation email and an SMS (hence the need for a mobile phone number) with a proposal ID number indicating that the LoI has been successfully received.
- 10.3.11. For resubmitted proposals, the information mentioned above will be automatically retrieved for display only, and will be open for editing during the proposal preparation stage.
- 10.3.12. LoI submission will automatically allow the start of proposal preparation.

10.4. Proposal Preparation

- 10.4.1. The following components are required for the proposal’s submission:

- 10.4.1.1 Submitting institution information. For details of the Co-LPI's role please see Appendix 1.
- 10.4.1.2 Collaborative institution(s) information and supporting letters.
- 10.4.1.3 Proposal description.
- 10.4.1.4 Names and roles of key investigators (LPI, Co- LPI, PI and Co-PI).
- 10.4.1.5 Description of the benefit of the research project to Qatar, the region, and/or the world community.
- 10.4.1.6 Resources available to perform the research proposal.
- 10.4.1.7 Timeline and specific aims.
- 10.4.1.8 Research plan (maximum 25 pages):
 - 10.4.1.8.1 Background / literature survey.
 - 10.4.1.8.2 Objectives / significance
 - 10.4.1.8.3 Preliminary data or studies
 - 10.4.1.8.4 Research design and methods.
 - 10.4.1.8.5 Anticipated results and evaluation criteria.
 - 10.4.1.8.6 Strategy for project continuation
 - 10.4.1.8.7 Plans for disseminating research results
- 10.4.1.9 Potential applications in the case of applied research.
- 10.4.1.10 For resubmitted proposals, rebuttal to the PRs' comments. The rebuttal should not be part of the research plan, but a separate section entered online, where the LPI will address specific comments. If the same comments to be addressed again to another PR, please repeat your answer again so the other PR will see it.
- 10.4.1.11 References (literature cited)
- 10.4.1.12 Previous publications by the LPI and other key investigators (not more than five publications pertinent to the proposed project).
- 10.4.1.13 Other grant(s): indicate any/or ongoing and previous research funds received over the past three years by any of the key investigators.
- 10.4.1.14 Ethical compliance.
- 10.4.1.15 Budget.
- 10.4.1.16 Miscellaneous documents.

10.5. Instructions and Guidelines For Proposal Preparation and Online Submission

- 10.5.1. To avoid delays, misunderstandings and possible decline of the application, carefully read and follow the policies, instructions and guidelines within this RFP.
- 10.5.2. Use only the official and updated QNRF proposal templates provided at www.qnrf.org Download Center otherwise the proposal will be disqualified.
- 10.5.3. Text used throughout the offline proposal preparation using QNRF templates should be Arial font, point size 12 and single spaced. The template margins (0.5" left, 0.5" right, 0.8" top and 0.8" bottom) must not be changed.
- 10.5.4. In the research plan, use figures, graphs, diagrams, charts, tables, figure legends, and footnotes. To distinguish the figure legends from the research plan text, use black italic type.
- 10.5.5. The research plan narrative must be numbered consecutively as appears in the template (e.g. do not use page designations such as "9a" or "9b").
- 10.5.6. The template has a cover page, and table of content that is not included in the count of 25 pages.

- 10.5.7. The LPI carries full responsibility for submitting all components of the proposal, as described in section 10.4, above.
- 10.5.8. Documents uploaded mistakenly in the online submission process are the responsibility of the LPI and may lead to the disqualification of the proposal.
- 10.5.9. LPIs 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.
- 10.5.10. QNRF strongly advises LPIs to submit their proposed applications well before the submission deadline (see timeline).
- 10.5.11. Research plans must be submitted in English, except in a limited number of research areas in which the primary international language of research is Arabic (for example, Islamic studies, Qatari law, etc.). Any LPI preparing Arabic proposals should use the same language throughout the proposal, including the title.

10.6. Proposal Online Submission

- 10.6.1. The LPI should login into his/her account at <https://www.qnrfs submission.info>, and choose the NPRP proposal submission icon on the left-hand side. He/she will then be taken to the NPRP homepage. Clicking on the "Prepare Proposal" tab from the main menu, will allow viewing of proposal ID numbers.
- 10.6.2. Upon choosing a proposal, on the left-hand side of the proposal home page the LPI will be able to view a menu showing the components of a proposal. These instructions will lead the LPI through the entire proposal preparation process starting from assigning the submitting institution.
- 10.6.3. 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.
- 10.6.4. Research plan modification is not allowed after the deadline of proposal submission to ROs.

10.7. Submitting Institution Information

- 10.7.1. Any primary academic institution, government or private research organization in the state of Qatar can register a Research Office responsible for vetting and making the final submission of proposals. Once awarded, such an entity will be termed as the "awardee institution". Any LPI located outside Qatar will be responsible for identifying the submitting institution and the Co-LPI inside Qatar.
- 10.7.2. Any LPI located outside Qatar should make sure that the Co-LPI and his/her submitting institution are already registered with QNRF's online submission system.
- 10.7.3. The LPI should enter the e-mail address of the Co-LPI in the relevant field, then press "add". Separately, the LPI should also notify the Co-LPI of the nomination.
- 10.7.4. The nominated Co-LPI will then receive an automatic notification that he/she should login to his/her account to access the "Participation Requests" channel in order to accept or decline his/her nomination.
- 10.7.5. Unless and until the Co-LPI accepts the nomination the LPI cannot proceed with the submission of the proposal.

10.8. Collaborating Institutions' Information

- 10.8.1. QNRF encourages collaborative projects involving teams from more than one institution, cross-campus collaboration, and collaboration between academic and non-academic organizations, both inside and outside Qatar.
- 10.8.2. If collaborating institutions are involved in the proposal, the LPI should enter the required information for each institution, including uploading an official supporting letter.
- 10.8.3. The LPI can add additional collaborating institutions by following the same procedure above.

10.9. Proposal Description

- 10.9.1. The proposal description is as per the original LoI submitted. However, the LPI can modify it slightly during the submission phase.
- 10.9.2. **Project Title:** the LPI may modify the title of the project slightly from that stated in the initially submitted LoI however the title should retain the same theme of the research project that was originally intended.
- 10.9.3. **Proposal Summary:** the summary should address two important criteria:
- 10.9.3.1 The intellectual merit of the proposed research activities
- 10.9.3.2 The broader impacts resulting from the proposed activities.
- 10.9.3.3 This should help the PRs to comprehend and evaluate the proposal by stating the goal of your project and how it fits within the sequence or continuum of the LPI's research efforts which will lead to a solution or understanding of a problem. In addition to explaining the importance of the idea, the LPI needs to provide data or information that demonstrates the potential for the success of the project. Finally, the LPI needs to explain how the plan will be implemented. If the proposal is submitted in Arabic, the LPI must provide an additional description of the proposal written in English.

10.10. Key Investigators(s)

- 10.10.1. The LPI may nominate key investigators from the submitting and collaborative institutions. However the LPI will not be able to add any key investigator that his institution has not been identified.
- 10.10.2. The LPI should notify key investigators of their nomination and ensure that they have already registered with QNRF's online submission system by entering their e-mail addresses.
- 10.10.3. If key investigators have already registered with QNRF, the LPI should then be able to enter their email addresses.
- 10.10.4. Nominated key investigators will then receive an automatic notification that they should login to their account and access the "Participation Requests" channel to accept or decline the nomination.
- 10.10.5. Unless and until the key investigators accept the nomination, the LPI will not be able to proceed with the submission of the proposal
- 10.10.6. Key investigators will be granted a view only access to the submitted proposal by QNRF.

10.11. Description of Benefit(s) To Qatar

- 10.11.1. Clearly state the expected benefits of the research project to Qatar and the potential impact on society, the region, or the world community. Explain how the outcome will improve understanding or provide solutions, in specific areas, to the state of Qatar, the region or the world.
- 10.11.2. The proposals are expected to yield identifiable benefits to Qatar, which may include development of human capital, answers to research questions of direct interest to Qatar, or international recognition due to the regional or global significance of the proposed research.

10.12. Resources

- 10.12.1. Indicate all resources currently available at the performance sites, as well as resources that are planned to be obtained in order to carry out the proposed research project. The following five steps outline the procedure;

- 10.12.1.1 **Laboratory Space:** describe the working space available, e.g. the LPI's lab, space, equipment and lab facilities available.
- 10.12.1.2 **Personnel:** describe briefly how the expertise, availability and years of experience of the key investigators, including consultants, if applicable, technologists and technicians who will carry out the technical work, is going to help in conducting the project.
- 10.12.1.3 **Facilities:** describe the availability and technical specialty of the core facilities required to perform specific experiments of the project.
- 10.12.1.4 **Office and Computer Facilities:** describe the availability of office space and computer facilities, together with any software deemed crucial to the research project.
- 10.12.1.5 **Major Equipment:** list the major equipment available in all performance sites that is considered as crucial to the success of research project.

10.13. Timeline and Specific Aims

- 10.13.1. The LPI should submit a timeline table online listing all specific aims, related activities and sub-activities of the project, along with their expected duration. The LPI should also enter the names of the research team members assigned to each activity and the effort expected by each of them in QNRF funded person-days.
- 10.13.2. Please note that the efforts will be automatically reflected by the system in the relevant budget lines, therefore the LPI needs to complete the timeline prior to budget preparation and online input.

10.14. Research Plan

- 10.14.1. The LPI should prepare the research plan file, as described below, using the updated official template available at http://www.qnrf.org/fund_program/nprp/download/ and by stating the proposal id number at the top right-hand corner of all pages and numbering the pages consecutively. Page numbers should appear at the bottom center of each page. **The research plan, as described in the following sections, may not exceed 25 pages excluding the cover page and table of content:**

- 10.14.1.1 **Background:** outline the background of the proposed research, knowledge, or information that has led to the current project proposal, assessing existing data or qualitative analysis, and discuss how the proposed research would address gaps in current knowledge in the relevant field.
- 10.14.1.2 **Objectives/Significance** describes the project's goal and how it will advance knowledge and understanding within its discipline(s) and the impact of new state-of-the-art ideas . In some basic research fields explain the intellectual challenge while, in applied research, practical applications need to be emphasized.
- 10.14.1.3 **Preliminary Data or Studies:** provide preliminary data or information that demonstrates the potential success of the project.
- 10.14.1.4 **Research Design and Methods.** This section should contain the details; it is not enough to simply summarize your main research methods. Describe the specific research techniques you intend to use. Explain what makes these techniques appropriate for solving the research problems you are investigating, and what advantages they offer over other techniques. Elaborate on the specific procedures you will use to collect the research data. For safety reasons, indicate any methodologies, procedures, situations, or materials that may be hazardous to personnel and describe the precautions to be exercised. Describe the specific research techniques you intend to use.
- 10.14.1.5 **Anticipated Results and Evaluation Criteria:** describe how data will be analyzed and evaluated.
- 10.14.1.6 **Strategy for Project Continuation:** describe how the collected research data will be utilized in future studies to advance research and contribute to the development of research in Qatar.
- 10.14.1.7 **Plans for Disseminating Research Results:** describe the mechanisms to be utilized for dissemination of the results such as participation in conferences, symposiums and workshops, as well as publication of articles and reviews in journals.

10.15. Potential Applications:

In the case of applied research, indicate the potential applications of the research results.

10.16. Resubmitted Proposals:

An LPI should submit his/her rebuttal to the peer reviewer's comments, addressing each of the comments concerned, in the rebuttal section. Any modified or newly added information in the research plan should be highlighted by bold font or italics.

10.17. References

- 10.17.1. Use the QNRF reference template available at the download center http://www.qnrf.org/fund_program/nprp/download/ to prepare a list of all references cited in the proposal. Each reference must include the title, names of all authors, books (ISBN) or journals, volume numbers, page numbers and year of publication. Although there is not a page limit, it is important to be succinct and select only those references in current literature that are pertinent to the proposed research. You should also show the reference number in the text of the research plan. The document should be saved as a PDF file and uploaded to the indicated section in the online proposal submission page.
- 10.17.2. Proposals should comply with QNRF's Referencing Guidelines and Plagiarism Policy which can be found at http://www.qnrf.org/fund_program/nprp/referencing_plagiarism_policy/ failure to do so will trigger QNRF to report that to the Submitting Institution to make an independent investigation with the LPI- see section 15.1.5.

10.18. Publication(s)

10.18.1. The Lead PI has to upload a minimum of three and a maximum of five publications, i.e., papers (published, or accepted), books, chapter of books, or patents **by him/her or any of the participating key investigators** that are relevant to the proposed research project. You may provide link(s) for any publications that exceed 4MB.

10.19. Other Grant(s)

10.19.1 LPIs should confirm that the proposal has not been submitted to any other funding agency other than QNRF by filling the special declaration; see section 10.20.

10.19.2 LPIs should state information on all submitted, ongoing and previous research funds for each key investigator over the last three years; such as: project title, name of funding agency, project duration, start and end dates, and the total amount of fund/year.

10.20. Declaration of original submission

The LPI should use the template provided in the download center to sign and upload a declaration that this proposal did not and will not be submitted in whole or part for funding; twice within the same cycle, or to other funding programs within QNRF, or other funding agency. This is to avoid any possible co-funding.

10.21. Ethical Compliance

10.21.1. Proposals that involve human subject(s) should be reviewed and approved by the relevant Institutional Review Board (IRB), if the proposal is awarded.

10.21.2. All proposed human stem cell research reviewed and approved by IRBs must obtain approval from the Qatar Supreme Council of Health's Recombinant DNA Advisory Committee prior to receiving funding and initiation of the studies. For more details regarding human stem cell research, please refer to Qatar Supreme Council of Health (SCH) guidelines for Human Stem Cell Research (<http://www.sch.gov.qa/sch/En/scontent.jsp?smenuId=63>).

10.21.3. Proposals that involve animal research should be reviewed and approved by the relevant Institutional Animal Care and Use Committee (IACUC), if the proposal is awarded.

10.21.4. Proposals that involve recombinant DNA research and biohazard research projects should be reviewed and approved by Institutional Bio-safety Committee (IBC), if the proposal is awarded, and it must obtain approval by the Qatar Supreme Council of Health's (SCH) Recombinant DNA Advisory Committee prior to receiving funding and initiation of the studies.

10.21.5. During proposal preparation, QNRF requires the LPI to upload a letter from the RO confirming that approval(s) for protocols in compliance with the guidelines, regulations and policies of IRB, IACUC and IBC respectively, will be submitted if the proposal is funded.

10.21.6. Institutions inside Qatar that do not have their own IRB, IACUC and/or IBC should register with the Qatar SCH (<http://www.sch.gov.qa/sch/En/scontent.jsp?smenuId=63>).

10.21.7. Private institutions inside Qatar without an IRB or IACUC, should be able to present alternative methods for their research protocol review and auditing processes. Such services may be offered by an outside Contracted Research Organization (CRO) e.g. Western IRB.

10.21.8. Currently the SCH has a system for the IRB and IACUC registration in Qatar. However, as they do not have such a system for IBC, registration will be handled on a case by case basis.

10.22. Budget

10.22.1. Separate budgets will automatically be generated online for the submitting institution and any collaborative institution(s) identified by the LPI (see details in section 7).

10.22.2. Each of the following budget categories should be completed online by the LPI:

10.22.2.1. Personnel cost (as per the efforts assigned in the timeline).

10.22.2.2. Equipment and materials cost.

10.22.2.3. Travel cost.

10.22.2.4. Miscellaneous cost.

10.22.2.5. Indirect cost.

10.22.3. Enter zero for any category that does not require a budget, e.g. "free consultation". The LPI must itemize and justify each budget category separately in the budget justification section.

10.22.4. In the event of any mismatch or violation of QNRF's budget policies, the QNRF online budget system will prompt the LPI to make a correction. On completion, the system will consolidate the data and generate a "submitted budget" report which will be available to the LPI for editing before final submission. This report will also be provided to the PRs for their evaluation.

11. Proposal Evaluation, Scoring and Ranking

11.1. QNRF Screening

After the proposal has been submitted online, QNRF will screen it against the following criteria in a "yes/no" format.

Any proposal failing to meet any of the following points will be disqualified and will not be forwarded to PRs:

11.1.1. Not meeting any of the eligibility criteria.

11.1.2. Using an incorrect research plan template, or an old version of a QNRF template.

11.1.3. Research plan exceeding 25 pages (excluding cover page and table of contents)

11.1.4. Uploading incorrect documents.

11.1.5. Uploading irrelevant/incorrect publications that are not relevant to any of the KIs.

QNRF reserves the right to decline any proposal, if deemed necessary due to any conflict of interest, as defined in Appendix 1 of this RFP.

11.2. Technical Peer Review and Proposal Ranking

QNRF solicits PRs from qualified international experts and will seek input from at least three (and up to five) such independent PRs for each proposal. Using the following questions as a guide, PRs will score proposals based on three sets of criteria: scientific merit, research team qualifications and budget:

11.2.1. **Scientific Merit (60 Points Total)**

11.2.1.1. To what extent is the proposed research original or new in terms of (as applicable):

- 11.2.3.1.1. Idea?
- 11.2.3.1.2. Approach?
- 11.2.1.1.3. Experimental design?
- 11.2.1.1.4. A contribution to knowledge or to the literature in the subject?

(Maximum 20 Points).

11.2.1.2. How well conceived and organized is the overall proposed project in terms of (as applicable):

- 11.2.1.2.1. Experimental design?
- 11.2.1.2.2. The statistical methods?
- 11.2.1.2.3. Data analysis?
- 11.2.1.2.4. Project feasibility, given the resources?
- 11.2.1.2.5. Timeline and specific aims?
- 11.2.1.2.6. The adequacy of the evaluation/validation plan in measuring the project's progress, anticipated results and overall success?

(Maximum 20 Points).

11.2.1.3. How significant is the research to advancing knowledge and understanding within its discipline or across disciplines, in terms of (as applicable)?

- 11.2.1.3.1. Relevance of the projected results to problems in specific research area?
- 11.2.1.3.2. Relevance of the literature cited being up to date?
- 11.2.1.3.3. A realistic mechanism for disseminating the project's results to the international scientific community?

(Maximum 10 Points).

11.2.1.4. How significant is the envisaged outcome in promoting priority issues in areas that are critical to Qatar, in terms of (as applicable)?

- 11.2.1.4.1. Benefits of the proposed research activity to Qatar?
- 11.2.1.4.2. Plans for continuing or expanding the project after QNRF support ends?

(Maximum 10 Points).

11.2.2. Research Team Qualification (20 Points Total)

- 11.2.2.1. How well qualified are the research teams inside and outside Qatar and are their designated roles suitable to conduct the research (if appropriate, consider prior work)?
 - 11.2.2.1.1. 10 points for research team inside Qatar plus
 - 11.2.2.1.2. 10 points for research team outside Qatar or
 - 11.2.2.1.3. 20 points if the entire research team is located inside Qatar

11.2.3. Budget Merit (20 Points Total)

- 11.2.3.1. How realistic is the proposed budget in terms of (as applicable)?
 - 11.2.3.1.1. Personnel?
 - 11.2.3.1.2. Graduate student's compensation?
 - 11.2.3.1.3. Equipment and materials?
 - 11.2.3.1.4. Travel?

- 11.2.3.1.5. Miscellaneous?
- 11.2.3.1.6. Indirect cost?

(Maximum 20 Points).

11.2.4. Peer Reviewers' Comments

Each peer reviewer will provide narrative comments (not exceeding two pages), the scores described above and a recommendation to fund, not fund, or reduce the funding requested. QNRF will make the reviews available to LPIs, without identification of the PRs' names, after the awards are officially announced.

11.3. Award Selection Process

QNRF will total the median score of each criterion as submitted by the PRs. The total score will then be used for ranking the proposals and, based on that, and funding assigned by QNRF for that cycle, the final funding decision will be made.

12. Research Ethics, Regulations and Guidelines

- 12.1. Upon announcement of the funding results, successful LPIs should submit to QNRF the approvals for their research protocols from the relevant Institutional Review Board (IRB) and committees as described in section 10.20 within 8 weeks of the date of the announcement.
- 12.2. With respect to research ethics and safety, the institution(s) involved in research should commit to follow best practice, as defined by its own established policies and procedures, which should be consistent with Qatari and internationally recognized standards and applicable laws and in accordance with the following guidelines:
 - 12.2.1. **Research Misconduct:** the institution involved shall have in place established policies and procedures for the identification, reporting, and investigation of research misconduct. Any potential incidents of research misconduct that, if valid, would cast significant doubt on the validity of a project's research results shall be reported immediately, in writing, to QNRF.
 - 12.2.2. **Human Subjects Research:** QNRF will release funds to submitting institutions for research projects involving human subjects only upon receiving approval of the IRB or equivalent, whenever required, following policies and guidelines described in the Qatar Supreme Council for Health (SCH) document for institutions inside Qatar. If such research project is to be conducted in multiple institutions inside and outside Qatar, the LPI must submit separate IRB approval for each institution involved in the project as applicable. QNRF reserves the right to review procedures, before and after the fund release, to ensure the LPI's compliance with the SCH policies and guidelines.
 - 12.2.3. **Research Involving Laboratory Animals:** QNRF will release funds to submitting institutions for projects involving laboratory animals only upon receiving the Institutional Animal Care and Use Committee (IACUC), or equivalent, approval, whenever required, following policies and guidelines described in the Qatar Supreme Council for Health (SCH) document for institutions inside Qatar. QNRF reserves the right to review the submitting institution's policies and procedures prior to the approval of animal subjects research.
 - 12.2.4. **Research Safety:** Research institutions inside Qatar should have in place adequate policies and procedures to ensure safe research activities that involve the use of hazardous material (biological, chemical or radioactive material). QNRF expects to receive approval(s) from the relevant IBC for funded proposals before fund release. Research

should be conducted safely and in accordance with applicable institutional laws, regulations and best practices. The submitting institution shall, upon request, provide QNRF with copies of such policies and procedures and any other such information as QNRF may reasonably require with respect to the submitting institution's research safety policies and procedures.

- 12.3.** For further information on QNRF's Code of Practice as applied to its research grants, please see http://www.qnrf.org/about_qnrf/code_practice/index.php?sphrase_id=79691 .

13.Proposal Disqualification

QNRF may consider a proposal as disqualified, at either the pre- or post-award stage, if it falls into one of the following categories:

13.1. Pre-Award

- 13.1.1. Proposals submitted to or funded by funding agencies other than QNRF.
- 13.1.2. Proposals submitted to or funded by QNRF funding programs.
- 13.1.3. Partial overlapping of proposal with other proposal(s) funded or submitted for funding.
- 13.1.4. Proposal fails the QNRF screening requirements (see QNRF screening, section 11.1).
- 13.1.5. QNRF reserves the right to test all submitted proposals for plagiarism and misrepresentation and may report the subject directly to the RO of the submitting institution for further investigation and actions. If any proposal or report is found to be plagiarized or misrepresented, it will be disqualified and QNRF will take further independent action as deemed necessary. Please refer to "QNRF Guidelines on Referencing and Plagiarism Policy at http://www.qnrf.org/about_qnrf/ref_plagiarism_policy/ for more details.

13.2. Pre-Funding

- 13.2.1. Hardcopies of the research plan, the budget, the endorsement letters, supporting letters, ethical compliance official approvals and supplementary documents or/and the cover page bearing original signatures and stamps of the relevant offices are not received within 8 weeks of the award notification.
- 13.2.2. The LPI fails to submit a revised budget based on PRs comments no later than 8 weeks after being requested to do so.
- 13.2.3. The LPI fails to submit the required IRB/IACUC/IBC approval(s) no later than 8 weeks after award notification.
- 13.2.4. QNRF reserves the right to test all submitted proposals for plagiarism and misrepresentation and may report the subject directly to the RO of the submitting institution for further investigation and actions. If any proposal is found to be plagiarized or misrepresented, it will be disqualified and QNRF will take further independent action as deemed necessary. Please refer to "QNRF Guidelines on Referencing and Plagiarism Policy which is available at http://www.qnrf.org/about_qnrf/ref_plagiarism_policy/ for more details.

14.Fund Management

For funded proposals, grants will be managed as per the terms and conditions set forth in the Fund Management Agreement (FMA) as well as the Award Management Guide (AMG).

15. Intellectual Property Policy

QNRF will follow the international model for recognizing intellectual property rights and revenue sharing for research outcomes and technology transfer. Please see the QNRF website for the intellectual property policy (http://www.qnrf.org/about_qnrf/intellectual_property/).

16. Conflict of Interest

- 16.1.** Defined as situations in which the LPI or any key investigator in the research team is in a position to gain financial advantage or personal benefit (broadly construed) arising from their academic positions or professional standing, either through outside professional activities or through their research, administrative, or educational actions or decisions at research institution.
- 16.2.** The submitting institution shall have adequate policies and procedures in place for the identification and management of potential conflicts of interest. The submitting institution shall, upon request, provide a copy of its conflict of interest policies and procedures to QNRF.
- 16.3.** The submitting institution shall disclose to QNRF any potential conflict of interest that may have a significant effect on the project, promptly and in writing, together with details of all actions taken to eliminate or mitigate the effect of any such potential conflict.

17. Inquiries

For any inquiry about this RFP and the electronic proposal submission process that is not already answered on the Q&A section of QNRF website, please use the “Contact Us” link on QNRF’s website (<http://www.qnrf.org/contact/>). QNRF’s response will then be made publicly available on Q&A section of the QNRF website http://www.qnrf.org/fund_program/nprp/q_a/). Direct verbal or telephone call with QNRF staff is NOT allowed.

Appendices

Appendix 1- Definitions and Acronyms

Award Year – a twelve month period starting on the date of receipt of NPRP funds in the awardee’s nominated bank account. Also referred to as the “project year”.

Awardee: Academic, government, or private organization operating in or through a branch entity located inside the state of Qatar, that has appropriate research resources to enable research in specialized area(s), and which will be entrusted with managing the research fund.

Chief Financial Officer (CFO): CFO is senior corporate officer with full financial authority. In general terms, the main responsibility of a CFO is to oversee financial appropriations and expenditures of an organization. Hence, the CFO is in charge of disseminating financial data, directing budget and spending, as well as monitoring a number of other financial activities.

Co-Funding: Funding in whole or in part, from more than one funding source for the same research project

Co-Lead Principal Investigator (Co-LPI): is a Principal Investigator affiliated to one submitting institution and acting as the LPI-representative in Qatar in addition to his/her scientific role of post-award communication between the research team and QNRF. In the event that the LPI is located inside Qatar, he/she will take the role of the Co-LPI by default.

Collaborative Institution: Any academic, government, or private organization in or outside the State of Qatar collaborating with the submitting institution in conducting the research proposal. Once awarded, it will be termed as sub-Awardee.

Co-Principal Investigator (Co-PI): An individual involved with the other key investigators in the scientific development or execution of a project. A Co-PI typically devotes time to the project and is considered as a "key investigator." the designation of a Co-PI does not affect the PI’s roles and responsibilities.

Conflict of Interest: Situations in which the LPI or any key investigator in the research team is in a position to gain financial advantage or personal benefit (broadly construed) arising from their academic positions or professional standing, either through outside professional activities or through their research, administrative, or educational actions or by the awardee.

Consultant: An experienced individual that is trained to analyze and advise the research team in order to help making the best possible choices during execution of the research project. A consultant in a research team may evaluate the research plan and help develop a plan to meet the proposed research goals, as defined in the proposed research project.

Consumables and Supplies: Items having a useful life of less than one year and unit acquisition cost of less than US\$1,000.00 and which are part of the approved budget.

Direct Cost: Expenses related directly to the performance of the project research activities. Direct cost includes the “Personnel” cost, the “Equipment” cost, the “Travel” cost and the “Miscellaneous” cost.

Duplication: Refers to the implementation of the whole or part of a research project concurrently with another QNRF funded project.

Equipment: Items having a useful life of more than one year and a unit acquisition cost of greater than US\$1,000.00 and which is part of the approved budget.

Graduate Student: A graduate student (GS) is a student enrolled for a graduate degree in a university and engaged in research that is in direct fulfillment of a requirement for that degree.

Grant: Term used to describe the funding instrument used by QNRF for the execution of material support for the NPRP.

Institutional Animal Care and Use Committee (IACUC): Institutionally mandated committee that is established by institutions that use laboratory animals for research or instructional purposes to oversee and evaluate all aspects of the institution's animal care and use program.

Institutional Bio-safety Committee (IBC): Institutionally mandated committee that is established to review and approve all research and other activities involving the use of recombinant DNA and bio-hazardous materials.

Indirect Cost: Institutional expenses that are not readily identified with a research project implementation, yet necessary for the general support of this project by the institution where it is being performed.

Intellectual Property (IP): All intellectual property rights, of any kind or nature throughout the world, whether existing now or in the future, including without limitation rights with respect to (i) inventions (whether or not patentable and whether or not reduced to practice), designs, patents and patent applications; (ii) trademarks and service marks together with all goodwill associated therewith and worldwide registrations, applications and renewals related thereto; (iii) copyrights, copyrightable works (in whatever form or medium), and all registrations, applications and renewals for any of the foregoing; (iv) trade secrets, data, database rights, and confidential information; and (v) all claims, causes of action and remedies of any kind related to the foregoing.

Institutional Review Board (IRB): An institutionally mandated committee charged with responsibility to review proposed research in order to ensure that the rights of human subjects are protected and that risk of harm to subjects is minimized as described in the ethics and guidelines of the Supreme Council of Health (SCH) in Qatar.

Key Investigator: Member of the research team involved in the scientific development and in the execution of a project. Each key investigator (LPI, Co-LPI, PI and Co-PI) devotes time to the project and is considered "key personnel".

Lead Principal Investigator (LPI): The Principal Investigator who is identified in the research proposal as the leader and manager of the research team and has the ultimate responsibility for all administrative and programmatic aspects of the proposed project. For proposals with a single PI, he/she is, by default, considered as the LPI. In the event that the LPI is in Qatar, he/she will also take the role of the Co-LPI by default.

Letter of Intent (LoI): A temporary, brief description of the proposal, submitted prior to the final proposal submission. Although it will be used for the purpose of identifying potential PRs, information included in the LoI will not be used for review or evaluation of the proposal.

Performance Site: A place where research is conducted such as laboratory, workshop, core facility etc.

Plagiarism: Any intentional duplication or replication of work, from another author or self, without proper referencing. Plagiarism includes putting one's name to someone else's publication or work, putting one's name in someone else's phrase, taking someone else's idea, recycling one's own material, amending the content of one's (or previous) research activity to satisfy the requirements of another activity without proper referencing.

Principal Investigator (PI): Member of the research team involved in the scientific development and in the execution of a project.

Project(s): General term used to describe individual grant awards made to the principal investigators by QNRF.

Project Year: 12-month period starting from the date of transfer of funds to the awarded institution. Also referred to as the award-year.

Referencing: The practice of acknowledging / citing other work consulted for any original work in the body of the text and providing a final corresponding list. References need to be provided while using another author's opinions, theories, data or any other material. Referencing must be done for information used from any books, articles, videos, computers, personal communications or other sources of information.

Research Misconduct: is the violation of the standard codes and accepted practices as well as the ethical behavior of the scientific community for maintaining the integrity of the research conduct and record. The misconduct must be committed intentionally, or knowingly, or in reckless disregard of accepted practices. Research misconduct includes, but is not limited to fraud, fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results. Research misconduct does not include honest error or honest differences of opinion.

Research Office (RO): the department within the submitting institution responsible for vetting submitted research proposals and administrating awarded research projects.

Research Office (RO) Vetting: Administrative procedure required from the Awardee's RO prior to submitting any proposal, reports and requests to QNRF, through which the RO confirms the accuracy of submitted information. The RO vetting procedure is described in the Award Policies and Procedures Guidelines document.

Research Team Member: a member of the research team involved in the scientific development and in the execution of a project. Each research team member (key investigator, post-doctoral fellows, graduate students, research associates, research assistants, and lab technicians) typically devotes a specified percentage of time to the project.

Reside In Qatar: refers to the status of an individual who has a contract with an institution (as defined above under "awardee") and, in addition for expatriates, a work visa in the state of Qatar valid for the entire period of the proposal.

Sub-Award: the agreement between the awardee in the state of Qatar and any other institution inside or outside the state of Qatar that will participate in a project under the NPRP grant award made by QNRF..

Sub-Awardee: any academic, government or private research organization in or outside the state of Qatar collaborating with the awardee in conducting the research project.

Submitting Institution: any academic, government or private research organization registered in the State of Qatar and approved by QNRF, responsible for submitting research proposals and provide resources to perform research activities. Once awarded, such an entity will be termed as the Awardee.

Approved list of terminal degrees:

Terminal Academic Research Degree: in academic fields the typical terminal degree is the Ph.D (or doctorate). Typical list of terminal academic research degrees include:

Doctor of Arts (DA)

Doctor of Business Administration (DBA)

Doctor of Canon Law (JCD)

Doctor of Design (DDes)

Doctor of Education (Edd)

Doctor of Engineering (DEng/Dr. Eng./Engd)

Doctor of Information Technology (DIT)

Doctor of Laws (LLD) (In the USA, the LLD is only awarded as an honorary degree.)

Doctor of Juridical Science (JSD/SJD) (In the USA)

Doctor of Management (DM)

Doctor of Medicine (MD, in the USA)

Doctor of Music (DMus)

Doctor of Musical Arts (DMA)

Doctor of Philosophy (Phd Or DPhil)

Doctor of Professional Studies (DPS)

Doctor of Science (DSc)

Doctor of Social Science (DSocSci)

Doctor of Public Health (DrPH, DPH)

Doctor of Theology (Thd Or DTh)

Other Approved Terminal Degrees:

Master of Fine Arts (MFA)

Master of Library and Information Science (MLIS)

Master of Library Science (MLS)

Master of Architecture (MArch)

Master of Design (MDes)

Master of Landscape Architecture (MLA)

Master of Urban Design (MUD)

Master of Product Design (MPD)

Appendix 2 - Examples of Focused Research Areas that are of Priority to Qatar

As part of the National Priorities Research Program, QNRF seeks to support a broad variety of projects. These may include basic and applied research and projects in the arts, sciences, healthcare, engineering, and humanities. Proposals are invited in all of these disciplines.

Below is a list of examples of broad research areas relevant to Qatar's national needs for this cycle of the NPRP. However this is NOT an exhaustive list and QNRF also encourages proposals in other research topics that the applicant believes are of importance to Qatar and can lead to:

- Accumulation of valuable human capital or a sustainable research capability;
- Answers to research questions of vital interest to Qatar, or
- Recognition of Qatar due to the regional or global significance of the proposed research.

List Of Research Areas That Are Considered To Be Of Priority To Qatar

1. Natural Sciences

1.2 Computer and Information Sciences

- Arabic Natural Language Processing
- Arabic Digital Content
- Arabic Computing
- Arabic Programming
- Machine Translation
- Cloud Computing
- High Performance Computing
- Social Computing
- Integrated Graphic Information Systems (GIS)
- IT for People with Special Needs
- Intelligent Transportation Systems (ITS)
- Cyber Security
- Semantic Systems
- Human-Computer Interaction
- Ubiquitous Computing and Communication
- Unlimited Capacity Communication (Fixed, Mobile, Wireless)
- E-Learning, M-Learning
- E-Health, M-Health
- E-Commerce, M-Commerce
- Bioinformatics
- Miniaturization of ICT devices

1.4 Chemical Sciences

- Advanced Polymers
- Catalysis
- Carbon Dioxide Capture From Flue Gas
- Corrosion
- Production of Gas Hydrate As A Means of Gas Utilization
- Utilization of Sulfur

1.5 Earth and Related Environmental Sciences

- Health and Environmental Pollution
- Recycling
- Remediation (Pollutants and Byproducts)
- Water Supply issues
- Water Treatment
- Water Desalination
- Water Produced From Oil and Gas Operation
- Waste Water Treatment
- Air Quality & Pollution
- Stack Emission
- Desertification
- Utilization of Sulfur
- Carbon Dioxide Capture From Flue Gas
- Production of Gas Hydrate As A Means of Gas Utilization

1.6 Biological Science

- High Salinity Marine Ecology
- Coastal and Terrestrial Ecosystems
- Biodiversity
- Marine biology
- Genetics and Heredity
- Reproductive Biology

2. Engineering and Technology

2.1 Civil Engineering

- Civil Engineering
- Architecture Engineering
- Construction Engineering,
- Municipal and Structural Engineering
- Transport Engineering;
- Construction materials
- Green Buildings

2.2 Electrical Engineering, Electronic Engineering, Information Engineering

- Renewable power generation
- Hybrid power integration
- Power Electronics
- Solar Technology
- Computer Vision
- Electronics
- Electricity Demand Management
- Power Efficiency
- Electric Machinery
- Next-generation Wireless Communication Systems
- Energy Aware Communication Engineering
- Telecommunications
- Vehicular Communications
- Cognitive Radio Wireless Networks
- Sensor Networks
- Cloud Communications

2.3 Mechanical Engineering

- Applied Mechanics
- Refrigeration
- Renewable Energy
- Failure Analysis
- Logistics Management
- Heat Recovery

2.10 Nano technology

- Nanomaterials (production and properties)
- Nano processes (applications on nano scale)

2.11 Other Engineering and Technology

2.11.1 Petroleum Engineering

- Drilling Optimization
- Enhanced Oil Recovery
- Reservoir Simulation
- Mature Fields Revitalization
- Production Optimization
- Formation Evaluation
- Well Completion Technology

- Water Desalination

2.4 Chemical Engineering

- Catalysis
- Fluid Separation
- Fuel Cells
- Gas Flaring
- Gas-To-Liquids Process
- LNG Transportation and Economics
- Process Heat Utilization
- Recycling
- Resource Sustainability
- Utilization of Sulfur

2.5 Materials Engineering

- Advanced Polymers
- Alloys and minerals
- Corrosion
- Material Recycling
- New Materials and Nanotechnology
- Materials Characterization
- Composites

3. Medical and Health Sciences

3.1 Basic Medicine

- Human Genetics
- Immunology
- Neurosciences (including psychophysiology)
- Pharmacology and Pharmacy
- Physiology (including Cytology)
- Pathology
- Toxicology

3.2 Clinical Medicine

- Obstetrics and Gynecology
- Pediatrics

- Cardiac and Cardiovascular Systems
- Oncology (mainly; Breast cancer, Leukemia, & Colon cancer)
- Respiratory System
- Critical Care Medicine and Emergency Medicine
- Orthopedics
- Nuclear Medicine and Medical Imaging
- Transplantation
- Oral Surgery and Medicine
- Dermatology and Venereal Diseases
- Endocrinology and Metabolism (including Diabetes, Hormones)
- Gastroenterology and Hepatology
- Urology and Nephrology
- Geriatrics and Gerontology
- Integrative and Complementary Medicine (alternative practice system)
- General and Internal Medicine

3.3 Health Sciences

- Healthcare Sciences and Services (including M-health)
- Nutrition (including Obesity)
- Public and Environmental Health
- Infectious Diseases
- Epidemiology
- Occupational Health
- Sport and Fitness Sciences
- Social Biomedical Sciences (including family planning, sexual health, psycho-oncology, political and social effects of biomedical research)
- Medical Ethics
- Substance Abuse

3.4 Medical Biotechnology

- Health-related biotechnology
- Technologies involving identifying the functioning of DNA
- Gene-based diagnostics and therapeutic interventions
- Medical Biotechnology Related Ethics

3.5 Other Medical Sciences

- Forensic Science

4. Agricultural Sciences

- Impact of Land Reclamation Supply
- Desertification

5. Social Sciences

- Public Policy & Management
- Economic Diversification
- Econometrics
- Intellectual Property Protection
- Risk Management and Industrial Safety
- Growth Management
- Urban and Regional Planning, Sustainable Cities, Population Dynamics
- Media
- Aviation Operations
- Technology Innovation and Commercialization
- Advancement of Women
- Operations Research
- Enterprise Risk Management
- Leadership, Organizational Behavior, Communication
- Innovation and Entrepreneurship
- Management In Qatar
- Regional History, Culture and Law
- Regional History, Culture and Law
- Regional Political Science
- East/West Understanding
- Behavior Modification
- Diet and Exercise
- Motivation
- Conflict Resolution
- Education

6. Humanities

- Art
- Design and Architectural
- Shariah, Ethics and Religion
- Ethics of New Technologies
- History and Archaeology
- Languages and Literature
- Philosophy

Appendix 3 - Fields of Science and Technology “Frascati” Classifications

1. Natural Sciences

1.1 Mathematics

- Pure Mathematics, Applied Mathematics; Statistics and Probability;

1.2 Computer and Information Sciences

- Computer Sciences, Information Science and Bioinformatics (For Hardware Development Use 2.2, - For Social Aspects Use 5.8);

1.3 Physical Science,

- Atomic, Molecular and Chemical Physics (Physics of Atoms and Molecules Including Collision, Interaction With Radiation; Magnetic Resonances; Mossbauer Effect); Condensed Matter Physics (Including Formerly Solid State Physics Superconductivity); Particles and Fields Physics; Nuclear Physics; Fluids and Plasma Physics (Including Surface Physics); Optics (Including Laser Optics and Quantum Optics); Acoustics; Astronomy (Including Astrophysics, Space Science);

1.4 Chemical Sciences

- Organic Chemistry; Inorganic and Nuclear Chemistry; Physical Chemistry, Polymer Science, Electrochemistry (Dry Cells, Batteries, The Cells, Corrosion Metals, Electrolysis); Colloid Chemistry; Analytical Chemistry;

1.5 Earth and Related Environmental Sciences

- Geosciences, Multidisciplinary; Mineralogy; Paleontology; Geochemistry and Geophysics; Physical Geography; Geology; Volcanology; Environmental Sciences (For Social Aspects Use 5.7);
- Meteorology and Atmospheric Sciences; Climatic Research;
- Oceanography. Hydrology, Water Resources;

1.6 Biological Science, (For Medical Use 3, and For Agricultural Use 4)

- Cell Biology, Microbiology; Virology; Biochemistry and Molecular Biology; Biochemical Research Methods; Mycology; Biophysics;
- Genetics and Heredity (For Medical Genetics Use 3); Reproductive Biology (Medical Aspects To Be 3); Developmental Biology;
- Plant Sciences, Botany;
- Zoology. Ornithology. Entomology, Behavioral Sciences Biology;
- Marine Biology, Freshwater Biology, Immunology; Ecology; Biodiversity Conservation
- Biology (Theoretical, Mathematical, Thermal, Cryobiology, Biological Rhythm), Evolutionary Biology: Other Biological Topics:

1.7 Other Natural Sciences

2. Engineering and Technology

2.1 Civil Engineering

- Civil Engineering; Architecture Engineering; Construction Engineering, Municipal and Structural Engineering; Transport Engineering;

2.2 Electrical Engineering, Electronic Engineering, Information Engineering

- Electrical and Electronic Engineering; Robotics and Automatic Control; Automation and Control Systems;

Communication Engineering and Systems; Telecommunications; Computer Hardware and Architecture;

2.3 Mechanical Engineering

- Mechanical Engineering; Applied Mechanics; Thermodynamics;
- Aerospace Engineering;
- Nuclear Related Engineering; (For Nuclear Physics Use 1.3;
- Audio Engineering, Reliability Analysis;

2.4 Chemical Engineering

- Chemical Engineering (Plants, Products); Chemical Process Engineering;

2.5 Materials Engineering

- Materials Engineering; Ceramics; Coating and Films; Composites (Including Laminates, Reinforced Plastics, Cements, Combined Natural and Synthetic Fibre Fabrics; Filled Composites); Paper and Wood; Textiles; Including Synthetic Dyes, Colours, Fibres; (For Nanoscale Materials, Use 2,10; For Biomaterials, Use 2.9);

2.6 Medical Engineering

- Medical Engineering; Medical Laboratory Technology (Including Laboratory Samples Analysis; Diagnostic Technologies); (For Biomaterials, Use 2.9 [Physical Characteristics of Living Material As Related To Medical Implants, Devices, Sensors]);

2.7 Environmental Engineering

- Environmental and Geological Engineering, Geotechnics; Petroleum Engineering, (Fuel, Oils), Energy and Fuels; Remote Sensing; Mining and Mineral Processing; Marine Engineering, Sea Vessels; Ocean Engineering;

2.8 Environmental Biotechnology

- Environmental Biotechnology. Bioremediation, Diagnostic Biotechnologies (DNA Chips and Biosensing Devices) In Environmental Management; Environmental Biotechnology Related Ethics;

2.9 Industrial Biotechnology

- Industrial Biotechnology, Bioprocessing Technologies (Industrial Processes Relying On Biological Agents To Drive The Process) Biocatalysis, Fermentation; Byproducts (Products That Are Manufactured Using Biological Material As Feedstock) Biomaterials, Bioplastics, Bio Fuels, Bio-Derived Bulk and Fine Chemicals. Bio-Derived Novel Materials:

2.10 Nano-Technology

- `Nano-Materials [Production and Properties];
- `Nano-Processes [Applications On Nano-Scale]; (For Biomaterials, Use 2.9)

2.11 Other Engineering and Technologies

- Food and Beverages;
- Other Engineering and Technologies

3. Medical and Health Sciences

3.1 Basic Medicine

- Anatomy and Morphology (For Plant Science, Use 1.6); Human Genetics; Immunology; Neurosciences (Including Psychophysiology); Pharmacology and Pharmacy; Medicinal Chemistry; Toxicology; Physiology (Including Cytology), Pathology;

3.2 Clinical Medicine

- Andrology, Obstetrics and Gynaecology; Paediatrics; Cardiac and Cardiovascular Systems; Peripheral Vascular Disease; Hematology; Respiratory Systems; Critical Care Medicine and Emergency Medicine; Anaesthesiology; Orthopaedics; Surgery; Radiology, Nuclear Medicine and Medical Imaging; Transplantation; Dentistry, Oral Surgery and Medicine; Dermatology and Venereal Diseases; Allergy; Immunatology; Endocrinology and Metabolism (Including Diabetes, Hormones); Gastroenterology and Immunology; Urology and Nephrology; Oncology; Ophthalmology; Otorhinolaryngology; Psychiatry; Clinical Neurology; Geriatrics and Gerontology; General and Internal Medicine; Other Clinical Medicine Subjects; Integrative and Complementary Medicine (Alternative Practice Systems);

3.3 Health Sciences

- Health Care Sciences and Services (Including Hospital Administration, Health Care Financing); Health Policy and Services;
 - Nursing; Nutrition, Dietetics;
 - Public and Environmental Health; Tropical Medicine; Parasitology; Infectious Diseases; Epidemiology;
 - Occupational Health, Sport and Fitness Sciences;
- Social Biomedical Sciences (Includes Family Planning, Sexual Health, Psycho-Oncology, Political and Social Effects of Biomedical Research); Medical Ethics; Substance Abuse

3.4 Medical Biotechnology

- Health-Related Biotechnology; Technologies Involving The Manipulation of Cells, Tissues, Organs Or The Whole Organism (Assisted Reproduction); Technologies Involving Identifying The Functioning of DNA, Proteins and Enzymes and How They Influence The Onset of Disease and Maintenance of Wellbeing (Gene-Based Diagnostics and Therapeutic Interventions (Pharmacogenomics, Gene-Based Therapeutics); Biomaterials (As Related To Medical Implants, Devices, Sensors); Medical Biotechnology Related Ethics;

3.5 Other Medical Sciences

- Forensic Science
- Other Medical Sciences

4. Agricultural Sciences

4.1 Agriculture, Forestry, and Fisheries

- Agriculture; Forestry; Fishery ; Soil Science; Horticulture, Viticulture; Agronomy, Plant Breeding and Plant Protection; (For Agricultural Biotechnology Use 4.4)

4.2 Animals and Dairy Science

- Animal and Dairy Science (For Animal Biotechnology use 4.4)
- Husbandry; Pets;

4.3 Veterinary Science

4.4 Agricultural Biotechnology

- Agricultural Biotechnology and Food Biotechnology; GM Technology (Crops and Livestock), Livestock Cloning, Marker Assisted Selection, Diagnostics (DNA Chips and Biosensing Devices For The Early/Accurate Detection of Diseases) Biomass Feedstock Production Technologies, Biopharming; Agricultural Biotechnology Related Ethics;

4.5 Other Agricultural Sciences

5. Social Sciences

5.1 Psychology

- Psychology (Including Human - Machine Relations)
- Psychology. Special (Including Therapy For Learning, Speech, Hearing, Visual and Other Physical and Mental Disabilities);

5.2 Economics and Business

- Economics, Econometrics; Industrial Relation
- Business and Management;

5.3 Educational Sciences

- Education, General; Including Training, Pedagogy, Didactics;
- Education, Special (To Gifted Persons, Those With Learning Disabilities);

5.4 Sociology

- Sociology; Demography; Anthropology, Ethnology,
- Social Topics (Women's and Gender Studies; Social Issues; Family Studies, Social Work)

5.5 Law

- Law, Criminology, Penology;

5.6 Political Science

- Political Science; Public Administration; Organization Theory;

5.7 Social and Economic Geography

- Environmental Sciences (Social Aspects); Cultural and Economic Geography; Urban Studies (Planning and Development); Transport Planning and Social Aspects of Transport (For Transport Engineering Use 2.1);

5.8 Media and Communications

- Journalism; Information Science (Social/ Aspects); Library Science; Media and Socio-Cultural Communication;

5.9 Other Social Sciences

- Social Sciences Interdisciplinary;
- Other Social Sciences

6. Humanities

6.1 History and Archaeology

- History (For History of Science and Technology Use 6.3, History of Specific Sciences To Be Under Respective Headings); Archaeology;

6.2 Languages and Literature

- General Language Studies; Specific Languages; General Literature Studies; Literary Theory; Specific Literatures; Linguistics

6.3 Philosophy, Ethics and Religion

- Philosophy, History and Philosophy Or Science and Technology;
- Ethics (Except Ethics Related To Specific Subfields); Theology; Religious Studies,

6.4 Arts (Arts, History of Arts. Performing Arts, Music)

- Arts, Art History; Architectural Design; Performing Arts Studies (Musicology, Theater Science, Dramaturgy); Folklore Studies;
- Studies On Film, Radio and Television;

6.5 Other Areas of Humanities

This “Frascati” classification is adapted for QNRF’s use from UNESCO

Appendix 4 - Code of Practice

Code of Practice For Consideration of Research Proposals

This code of practice describes the standards of transparency by which the QNRF abides in administering applications for research awards and other proposals for support, and embodies the principles of equity, integrity and confidentiality for all who are involved in the assessment of proposals. The code is also intended to act as guidance to PRs in discharging the responsibilities placed on them in assessing proposals, and sets out the proper conduct expected of them.

Information For LPIs

Application Procedures. For each of its competitions, QNRF issues guidelines on the information to be supplied by LPIs in support of bids for funds, details of the criteria, against which the application will be assessed, and the process and timeline for assessment of the application. Any other details of the program may be clarified in the publicly posted [questions and answers](#) on the QNRF website.

Data Protection. LPIs are required to sign the application to indicate that the information provided therein is, to the best of their knowledge, complete and accurate. LPIs should be aware that information they provide will be stored and circulated as necessary for the assessment procedures to be followed. Successful LPIs should be aware that the information they provide on the application form may be copied to the relevant authorized officer in their employing institution as necessary for the award procedures to be followed, and information on the status of their award may be made available to the relevant authorized officer in their employing institution by QNRF as necessary for the conditions of award to be fulfilled. Application forms will be retained for ten years in the case of successful applications, and five years in the case of unsuccessful applications, and may be consulted by QNRF in the event of future applications being submitted. Details of award holders (including name, institution, project details and amount of award) will be used to compile published lists of award-holders that will be made available on the internet, and to produce statistical and historical information on QNRF awards. Signing the application form constitutes the LPI's agreement to all terms, conditions, and notices contained in the notes for LPIs. Once QNRF has received the final applications, it will respect the integrity of the applications and not alter them in any way.

Data Monitoring. Personal information provided by LPIs will be used for monitoring and statistical purposes only, and at no stage will it form any part of the assessment process.

Equal Opportunity. QNRF is committed to a policy of equal opportunity in that LPIs will receive equal treatment, regardless of race, color, religion, gender, age, nationality (except where the conditions of the competition specify otherwise) or disability.

Ethics Policy: QNRF requires the research it funds to be conducted in an ethical manner. The following considerations apply to all proposals:

Accurate reporting of findings and a commitment to enabling others to replicate results where possible;
Fair dealing in respect of other researchers and their intellectual property;
Proper employment conditions for research staff;
Honesty to research staff and students about the purpose, methods and intended and possible use of the research and any risks involved;
Confidentiality of information supplied by research subjects and anonymity of respondents (unless otherwise agreed with research subjects and respondents);
Independence and impartiality of researchers to the subject of the research.

Additionally, proposals may raise one or more of the following considerations: the involvement of human participants; the involvement of human remains (e.g. traceable to living descendants); the use of animals ; destructive analysis of historic artifacts; research that may result in damage to the natural or historic environment and the use of sensitive social, economic or political data. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research. LPIs should indicate whether their proposed research raises any special ethical issues, and whether the relevant authority has approved their application. Independent researchers without access to formal ethical scrutiny and approval should briefly describe any special ethical issues, and explain how they will be addressed.

Assessment Process. Appropriate experts judge all applications on their academic merit through a stringent process of peer review. Recommendations are passed to the relevant awarding committee for final decision on awards. QNRF will respect the integrity of the reviews and not alter them in any way.

Outcome of Applications. LPIs are informed by email of the outcome of their application. Feedback, in the form of anonymous comments from external PRs, will be provided for LPIs. QNRF is, regrettably, unable to enter into correspondence concerning the decision of the awarding committee.

Conditions of Awards. Recipients of awards are made aware of the regulations governing the scheme in which they have been successful and are required to adhere to those regulations.

Appeals. The competition for research awards is intense and many high quality applications may not receive support. All applications receive careful scrutiny by the PRs, in the context of competing claims on available funding. Appeals may therefore not be made against the academic judgment of the QNRF's PRs, panels, or committees. The sole ground on which an appeal may be made is one of improper decline of the proposal based on the initial screening process. Anyone wishing to make an appeal against such a decision should write to the Executive Director of QNRF no later than five working days after notification of such a decision, citing the specific decision and setting out clearly the substantive basis of the appeal. LPIs may appeal only through the submitting institution ROs, and may include relevant supporting documents.

Information For PRs

Confidentiality. Those who undertake the assessment of applications are required to give assurance that all information which they acquire in the discharge of their duties be kept confidential and not be transmitted to any persons other than in accordance with the prescribed procedures for the selection process. All reasonable steps must be taken to ensure that such information is kept in a secure place and, in due course, is disposed of in a secure fashion (or returned to QNRF). Information provided to PRs in an application for funding may only be used for the purposes of evaluating the proposal in accordance with QNRF's guidelines.

Conflict of Interest. Those who undertake the responsibility of assessing applications for funds, either in writing or through membership of awards committees, are required to declare actual or potential conflicts of interest and observe the following guidelines:

References. PRs, including members of awards committees, shall not act as referees for individual candidates in any of QNRF's grant-making programs in which they are involved in any capacity.

Institutional Affiliation. PRs shall not participate in the evaluation of any proposal emanating from their own institution.

Other Connections. Where an application involves a former pupil, close colleague or co-researcher, a family member, or a person with whom there is or has been a current or prior relationship, PRs are required to declare any conflict of interest to the Executive Director, QNRF so that the proposal can be redirected (in the case of research and conference grants), and PRs, including those involved in the assessment of research posts, shall abstain from participating in the evaluation of that particular proposal.

Peer Reviewers as LPIs. Individuals who wish to apply for QNRF support during the period in which they are serving in any capacity as a peer reviewer must abstain from any involvement in the competition to which they are applying, that is, they may not assess or comment or vote on any application in that round of the competition.

If PRs are unsure whether their ability to assess a proposal is compromised in any way, they should inform QNRF of the relevant circumstances so that guidance can be sought on individual cases. A log of such incidents shall be retained for the regular scrutiny of QNRF's steering committee and / or governing board.

Fair Evaluation. PRs are normally drawn from subject-specific experts within the international academic community, and it is expected that they will be able to evaluate the proposals sent to them. In cases where individual PRs feel unable to offer an informed view on a proposal, they may request approval from QNRF to share proposals confidentially with other experts approved by QNRF so that they may consult about the merits of the proposal. In all cases, PRs must submit the request for additional assessment to the Executive Director, QNRF, to ensure that the chosen advisers receive the necessary instructions about assessment criteria particular to the relevant competition and a copy of this code of practice. Any supplementary advisers are required to abide by its provisions.

This code of practice is adapted for QNRF's use from the British Academy's Code of Practice. QNRF expresses gratitude to the British Academy for its permission to do so.

Appendix 5 - Project Management and Research Products

QNRf will allow the following action to be taken during the post-award phase:

Modification to Terms of a Grant:

The LPIs may transfer a cumulative budget amount not exceeding 5% of an award year's budget from any budget category to any other budget category, based on the prevailing QNRf award policies and procedures guidelines. The movement between budget lines should be only for the direct cost part of the budget. Hence the IDC rate will remain the same as awarded during the project period.

The final budget granted for any award year may not change.

LPIs may request changes related to the awarded projects throughout the project's lifetime. These change requests shall be submitted online via the Online Applicant Channel to the Online RO Channel for vetting prior to final submission to QNRf for approval.

LPIs may request changes to research team members, research team efforts, budget...etc. All change requests will be handled by the Awardee's RO and QNRf based on the prevailing QNRf award policies and procedures guidelines.

LPIs may request changes to research team members, research team efforts, budget...etc. All change requests will be handled by the Awardee's RO and QNRf based on the prevailing QNRf award policies and procedures guidelines.

The unused budget in any budget category of an awarded project can be transferred from one award year to the same budget category of the consecutive award year. The use of the transferred fund will be subject to QNRf's approval based on LPI's justification and RO vetting.

LPIs may request, at the end of the awarded project period, a one-time "No-Cost Extension" for projects encountering difficulties in meeting their goals within the original project timeline. The request should be supported by the LPI's justification and vetted by the Awardee's RO, prior to final submission to QNRf via the Online RO Channel. QNRf will handle such requests based on the prevailing QNRf award policies and procedures guidelines.

In special circumstances, LPIs may request to change the Project Start Date for the awarded projects. The request should be supported by justification and vetted by the Awardee's RO, prior to final submission to QNRf via the Online RO Channel. QNRf will handle such requests on case by case basis. Such requests should be submitted to QNRf within the six months of the original Project Start Date.

Research Documents and Products; The following research products are required:-

Progress Report. At the end of the each six months of each Award Year, the LPI shall submit a progress report using the Online Applicant Channel to the Research Office of the Awardee, who in turn shall vet the progress report prior to final submission to QNRf via the Online RO Channel. This report should highlight progress made and detail accomplishments of each specific aim and task as well as the overall goals and objectives, including results obtained, problems or difficulties encountered. Payments will be tied to approval of satisfactory progress reports. Payments will be delayed if the Awardee fails to submit satisfactory and timely progress reports. Progress Reports will be reviewed to ensure compliance with QNRf policies and guidelines. The Awardee will be notified of acceptance or of deficiencies in the progress report no later than 4 weeks from the date of receipt by QNRf QNRf

Acceptance of a report that has reasonably addressed all content and format requirements shall not be unreasonably withheld.

Final Report. Within 90 days of the end of the project duration, the LPI shall submit a Final Report using the Online Applicant Channel to the Research Office of the Awardee, who in turn shall vet the Final Report prior to final submission to QNRF via the Online RO Channel. The Final Report shall include the last six months progress report in addition to special fields related to Final Report requirements. The Awardee shall also submit a detailed closeout financial report using the QNRF online financial template provided on the Online RO Channel. Payments will be tied to approval of a satisfactory final report. Payments will be delayed if the Awardee fails to submit a satisfactory and timely final report. Final Reports will be reviewed to ensure compliance with QNRF policies and guidelines. The Awardee is required to submit an electronic copy and two hard copies of each manuscript, publication, or other documented products resulting from the grant. Reports will be reviewed by QNRF and Awardee will be notified of acceptance or deficiencies within 4 weeks from the date of receipt by QNRF. QNRF Acceptance of a report that has reasonably addressed all content and format requirements shall not be unreasonably withheld.

Public Report: A Project Outcomes Report for the general public must be submitted electronically with the Final Report; this report is intended as a summary of the project outcome and findings to the public. LPIs should ensure that the report does not contain any confidential, proprietary information, unpublished data that might compromise publishing results in the research literature, or invention disclosures that might affect IP rights. This report will include the following disclaimer:

“**This Public Report** is published verbatim as submitted by the LPI of this award. The content of this Report is the authors’ responsibility and does not necessarily reflect the views of QNRF.”

Financial Statements: QNRF reserves the right to request appropriate financial statements at any time within the duration of the award, but no more frequently than once a month and such requests will reasonably accommodate the monthly financial system computing output of the Awardee.

Failure to submit timely and acceptable reports for any of the above deliverables, QNRF reserves the right to invoke the appropriate clause of Section 14 of the FMA.

Research Products. An electronic copy and two hardcopies of each publication, report, or other documented product resulting from the grant should be sent to the QNRF Program Officer for archival purposes. Research products must be in accordance with QNRF’s intellectual property policy, which is available online at www.qnrf.org. Upon acceptance for publication in a peer-reviewed journal, QNRF requires that all investigators funded by QNRF submit to the QNRF institutional repository an electronic version of their final, peer-reviewed publication.

Abstracts. For each publication the awardee will provide abstracts suitable for publication in QNRF’s Qatar National Research Survey (QNRS)..

QNRF Conferences. The awardee agrees to participate in QNRF workshops and conferences. During the term of the project, LPIs must be reasonably available to participate in semi-annual or annual conferences or workshops organized by QNRF in order to share findings, lessons learned, and technical or policy barriers. QNRF may request presentations of progress made, if needed.

Post-Completion Reports. LPIs should also provide post-completion reports, if applicable, after the term of the grant, outlining any subsequent grant-derived accomplishments. Given ordinary lags in developing work products, e.g., publishing research findings or acquiring patents, and in establishing outcomes, it may be difficult to assess the full impact of funding without post-completion reporting.

Communication of Research Results. QNRF will create and maintain a publicly accessible project database with links, as appropriate, to work products. For example, a web-based database could include the following: the program or project title, the name of the LPI, the start and end dates, a summary of findings, as approved by the LPI or project leader, a list of work products and links to final reports, publications and other documented work products. PIs must cooperate in providing this information.

The LPIs shall inform QNRF of all work products, links to final reports, publications, and other documented work products resulting from the QNRF funding, after the completion of the awarded project.

Intellectual Property Policy. QNRF will follow the international model for recognizing intellectual property rights and revenue sharing for research outcomes and technology transfer. Please see the QNRF website http://www.qnrf.org/fund_program/nprp/intellectual_property/ for the intellectual property policy.

Publication and Invention Disclosure

Acknowledgement of Support: LPI shall include in any publication, report, or other documented product resulting from a QNRF grant the following statement:

“This [publication, report, etc.] was made possible by NPRP grant # [] from the Qatar National Research Fund (a member of Qatar Foundation). The statements made herein are solely the responsibility of the author[s].”

Abstracts: For each reported publication in the progress reports, the LPI shall submit abstracts suitable for publication in QNRF’s Qatar National Research Survey (QNRS).

The LPI shall inform QNRF of all work products, links to final reports, publications, invention disclosures, and other documented work products resulting from the QNRF funding, during and after the completion of the awarded research project.

The LPI shall promptly inform QNRF of any submitted invention disclosure resulting from QNRF NPRP funding, during and after the completion of the awarded project. This would be in addition to its reporting in the allocated Research Outcome fields in the online submitted 6 months progress reports and the final report. Furthermore, in the event of filing of an invention disclosure application, the LPI is obliged to seek QNRF’s approval prior to publishing the research outcomes.

QNRF strongly recommends that for LPIs who have awarded projects that do not entail possible Invention Disclosures, that they should consider publishing their manuscripts with Bloomsbury Qatar Foundation Journals on Qscience.com (www.qscience.com) and include the cost of for each anticipated manuscript in the submitted budget under publication costs in miscellaneous section, which should be around \$2,000. Details about Open Access Publishing and Article Procession Charges can be found at <http://www.qscience.com/page/openaccess>. The instructions for manuscript submission are found here http://www.qscience.com/page/author_services.

Communication of Research Results:

QNRF will create and maintain a publicly accessible project database with links, as appropriate, to work products. The web-based database shall include, at a minimum, the following: funding program, project title and number, the LPI name, the start and end dates, proposal abstract, public reports and links to publications, and other documented work products. The Awardee will co-operate to provide QNRF with this information.