## Ten-day rule

**Definition** – This is the minimum number of business working days prior to a funder deadline from when we receive a copy of the application, so we can begin to review and check the application and make appropriate amendments ahead of the final submission deadline.

Due to the number of approvals and checks required ahead of submission and to ensure the best quality applications are submitted to the funders, we ask all principle investigators to liaise with their college research lead or center director ahead of the 10-day submission to start to build up their application and budget. This will benefit everyone for the following reasons:

* Allows the college / center time to check the content of the application is in line with the funders conditions and make the appropriate internal checks
* Allows the ORS to check applications thoroughly before the deadline date to ensure they are in line with the funders’ guidance and strategic objectives.
* Allows the ORS Pre Award Team to manage their resource better as we are in receipt of multiple applications (yours isn't the only one!)
* Allows the department to liaise with the ORS regarding any queries prior to final submission.

As a result, it is hoped that overall standards will be raised:

* Fewer errors will be made on applications
* Better quality applications will be submitted if time is taken to review the application properly
* Eligible costs are considered
* Ineligible costs are removed from the application

**Late submission of a proposal often means poorly and incorrectly submitted applications:**

* If ORS notices errors on these late applications, especially if submitted on the funders’ deadline day, we will try to fix these; however, there is often not enough time to return the application for re-work and it will be submitted to the funder in the latest condition if it matches the minimum requirement based on the discretion of the ORS.
* Applications being submitted incorrectly and hence being **returned by the funder is not good for** Qatar Universitys’ reputation.
* When awarded, applications submitted in a poor state will result in more to investigate and untangle to ensure they meet the funder’s terms and conditions. These awards will often have delays in being set up on OGA, hence creating a delay to the commencement date.
* Incorrect applications can also mean the colleges/centers are not meeting their true costs and may have to contribute their own funds to meet the shortfall so the project will be able to deliver what was promised.