General Rules and Procedures for University Grants

This is one of the most competitive internal grant available to QU faculty. This type of grant is designed to boost research productivity at QU and enable faculty to conduct research that leads to large extramurally funded projects and peer-reviewed publications. It is expected that faculty receiving this type of grants leverage the funding to move into other streams of funding such as NPRP, NPRP-Exceptional, Grants from the industry, government agencies, and international sources such as EU, GCC region. Below are more details about this grant category:

- Applicable only for QU regular faculty members (Assistant, Associate, and Full Professors) with priority to Assistant and Associate Professors. New faculty members are allowed to submit university grants in their first semester.

- Allocated a maximum budget of QR 150,000.

- Project duration ranges from 1 to 2 years.

- University Grant application is to be submitted to the College (Office of the Associate Dean for Research and Graduate Studies) on October 1st of each academic year.

- Approval of these grants is subject to a peer reviewing process based on which the funding decision is made contingent on the availability of funds.

- Post award management and grant administration is handled by ORS upon approval of funds, which usually become available on January 1st of each academic year.

- Deliverables:
  - Progress Report every 6 months starting from approval date. This progress report will be delivered by the ORS as a mandatory survey to all PIs.
  - Final Report upon completion of project. The final report should discuss in details the impact of the project including outputs (publications, submitted external grant proposals, invention disclosures and IPs, technology transfers, etc.).

I.   RULES AND REGULATIONS

1.   General

The Project's Principal Investigator (PI) must ensure ethical compliance upon project's award and submit the required approvals to ORS. The PI has to report to the Institutional Review Board (IRB) for prior approval on his work in case any human subject is involved in the research. In addition to that, It is the PI's responsibility to read carefully QU rules on plagiarism and intellectual property and keep proof of similarity reports generated in case requested by ORS.

No researcher will be allowed two internal grants simultaneously, except for the Student Grants category whereby faculty members are allowed to take part in more than 1 project with students.

2.   Personnel

The research personnel policy is informational and does not constitute an employment contract. Further, the provisions of this personnel policy are not conditions of employment and may be modified, revoked, or changed at any time by QU with or without notice.

The PI is responsible for staffing sponsored projects from proposal/budget preparation to recruitment, hiring, submission of personnel recruitment forms, supervision, and termination of employees.

All actions must comply with QU's human resources policies and procedures. Personnel employment on sponsored project accounts is contingent upon the availability of funds. Appointments do not guarantee future employment with QU nor is it intended to prescribe a long-term employer-employee relationship. All personnel hired must be notified at the time of hire that their services will be terminated at the completion of the agreement or in the event of cancellation of the agreement. Finally, Personnel appointments must not exceed the period of performance and funding agreement. The length of the appointment may be extended if approval has been granted for moving

the appointment to another active award grant. The PI is responsible for all appointment related notifications.

Research Assistants

Permission to hire Research Support Personnel
Should be submitted to ORS via the college at least one week, prior to the Research Assistant (RA) start date.

The hiring of personnel process is governed by the following rules and conditions:
- ORS highly encourages the hiring of QU undergraduate and graduate students as Research Assistants (RAs).
- Hiring international RA requires a clear justification from the PI to the ORS.
- For RAs holder of bachelor or Master's degree, the salary amount per month should not be less than QR 8,000 and should not exceed QR 15,000 per month. The salary will be defined by the PI as per degree and experience of RA, and approved by ORS. The monthly payment is the only amount received to RA via permission to hire, no benefits and he is not allowed for overtime. The RA can also be hired on a daily rate bases the minimum is QR 266.66\day and the maximum is QR 500\day.
- Students hired on University internal grants, can work up to 2 days\week, maximum 8 days \month and will get paid QR 436.98\day.

The PI should submit the Personnel Action Form to pay the RA upon completion of the defined work either on a monthly basis or in a lump sum payment for the assignment period.

Post-Docs
Permission to hire Research Support Personnel should be submitted to ORS. The salary amount should not be less than QR 18,000, and should not exceed QR 30,000 per month. The salary will be defined by the PI as per degree and experience of Post Doc, and approved by ORS. The monthly payment is the only amount received via permission

to hire, no benefits and he is not allowed for overtime. The Post-doc can also be paid a daily rate.

- The PI should submit the Personnel Action Form Non QU Employee- to pay the post-doc upon completion of the defined work either on a monthly basis or in a lump sum payment for the assignment period.

Consultants

Consultants are allowed in university grants. The total expense related to such hiring cannot exceed 10% of the total approved budget of the grant.

Conflict of interest

No employee of QU external or internal grant or contract should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in conflict with the proper discharge of his/her duties at QU. Examples of cases of conflict of interest are:

- Hiring relatives and associates;
- Conflict with QU duties;
- Engaging in any transaction with any business entity in which he/she has a direct or indirect financial interest;
- Using QU research or administrative facilities to pursue personal business or commercial consulting activities.

Potential conflict of interest issues can be avoided by prior submission of a Conflict of Interest Disclosure Form. This form should be approved by the department head, college dean (or unit director), and final approval is made by the Director of ORS.

3. Travel

Travel for the principal investigator and students is allowed on university grants. The total expense related to such travel cannot exceed 20% of the total budget of the grant. Travel

should be justified and serves the project objectives (e.g., collection of samples, attending a conference to present project outcomes).

4. Expenditures

Various types of purchases might be budgeted on grant proposals such as materials & Supplies, Equipment, and other miscellaneous expenditures. For each type of expenditures and depending on the cost amount, specific forms should be filled out and submitted.

Types of Expenditure Forms

Form Name	Description	Amount (in QR)*	Required supporting documents
Purchase Requisition Form	To purchase equipment/materials based on competitive offers	More than 20,000	Quotations Add Shipping costs if needed
Expenditures Reimbursement Form	To claim reimbursement for expenses paid on project	Up to 20,000	Original Invoices Proof of Payment
Operation Advance Form	To claim cash in advance for use on project purchases	Up to 20,000	-
Operational Cash Reconciliation Form	To reconcile the advance cash amount received with Actual spending	Unused Sum	Original Invoices Proof of Payment

Splitting an invoice across multiple payments (Invoice splitting) is not allowed.

Upon submission of any form, ORS will check if the required materials\supplies, equipment or other are listed and approved in the budget. **No Purchase requisition will be accepted by ORS in the last 2 months of the project**. No personal electronics such as laptops/computers/printers can be issued or purchased through the aforementioned

grants, except for special specifications needed for the granted projects where full details and justification are required.

5. Change Requests for Approved Projects

The Project's PI should seek prior approval for any change in the approved research plan or budget affecting the scope of work.

This section outlines the various types of change requests that can be encountered during the project progress.

a) Adding or Removing Co investigators

Adding or removing co-investigators during the project progress should be approved by the ORS taking into consideration the justification provided by the PI.

b) Additional Financial Support Request

A maximum of 20% increase of the total approved budget may be considered by ORS only upon the submission of a new detailed budget and a strong justification from the principal investigator to ORS. This request should also include a Progress Report showing the significance of work done to date, the criticality of the requested increase to achieve additional progress and research outcomes. **The last day to accept additional support request is September 30th. This fund should be spent before the project's end date.**

c) No-Cost Time Extension Request

Researchers are allowed to extend the time frame of their project for an additional term (equal to one third of the original term) only if a strong justification is offered for not closing the project in the original schedule. Any extension request is to be submitted before the original project end date to ORS.

The no-cost extension request must be separated from the additional support request.

d) Changes in the Approved Budget

Any changes in the project budget should be submitted by the PI with a clear justification to the ORS before the original closing date of the project period. Justification must also

include a budget revision showing where funds are moved to and budget lines from which funds are deducted along with a clear statement by the PI confirming that the budget change will not negatively affect project deliverables or timeline. Upon approval, ORS will modify the budget accordingly.

e) Acknowledgement of Support

The PI shall ensure that all research publications resulting from the Project includes the following statement:

"This [publication, report, etc.] was supported by Qatar university Internal Grant No. QUUG-COLLEGE-DEPT-YEAR. The findings achieved herein are solely the responsibility of the author[s]."