



GRADUATE SPONSORSHIP RESEARCH AWARD

GRANT APPLICATION GUIDE

(GAG)

UDST Note:

Students are strongly encouraged to liaise with Program Head / Faculty to assist them in the GAG development, specially in the below:

4.5. Enter five most relevant keywords that best describe the research proposal. (*Figure 7*)

4.6. Select the research area, specialty, and sub-specialty of the project. (*Figure 7*)

4.7. Select the research type (applied research, basic research, translational research) from the drop-down menu provided. (*Figure 7*)

5.8. Statement Letter

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Section I. Acronym List

AA	Academic Advisor
AROR	Authorized Research Office Representative
AMG	Award Management Guide
Co-LPI	Co-Lead Principal Investigator
GAG	Grant Application Guide
GS	Graduate Student
Q NRF	Qatar National Research Fund
RFA	Request For Application
RO	Research Office
ROC	Research Outcome Centre
SI	Submitting Institution

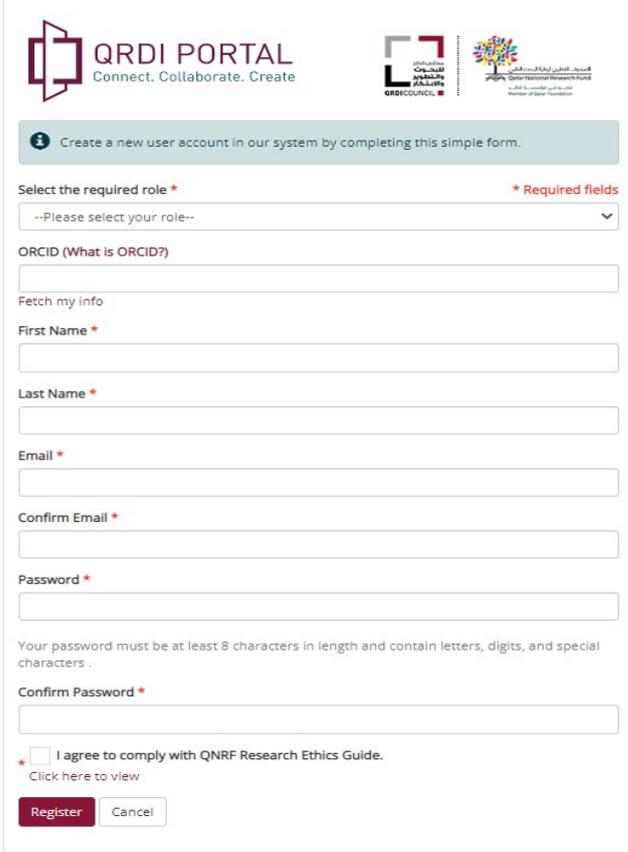
Section II. Account Registration

2.1. Graduate Student Registration

Each GSRA student must register with QNRF at <https://oss.qgrants.org/> . To create an account, please follow the below steps:

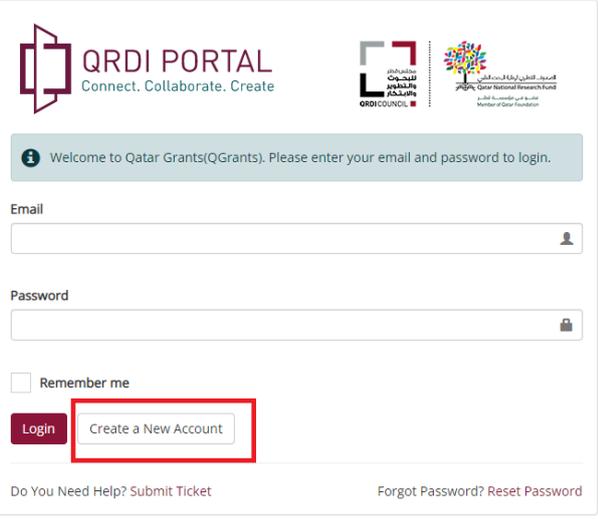
1. Enter the website <https://oss.qgrants.org/>
2. Click on the “**Create a new account**”; **(Figure 1)**
3. Select the role “Graduate Student” for the GS from the dropdown list; **(Figure 2)**
4. Enter Your ORCID¹(click on “Fetch my info” to retrieve your first and last names). **(Figure 2)**
5. Enter your first and last names, your email (use official work email, and create new password); **(Figure 2)**
6. Click “Register”; an email will be sent to your email address to activate your account. **(Figure 2)**
7. Login to your email address and activate your account

Figure 1 - New user registration



The screenshot shows the registration page for the QARDI PORTAL. At the top, there are logos for QARDI PORTAL, QNRF, and ORCID. Below the logos, a message reads: "Create a new user account in our system by completing this simple form." The form includes a dropdown menu for "Select the required role" with the text "--Please select your role--". Below this is a field for "ORCID (What is ORCID?)" with a "Fetch my info" link. The form also has fields for "First Name", "Last Name", "Email", "Confirm Email", "Password", and "Confirm Password". A note states: "Your password must be at least 8 characters in length and contain letters, digits, and special characters." At the bottom, there is a checkbox for "I agree to comply with QNRF Research Ethics Guide." and a "Click here to view" link. The "Register" button is highlighted in red.

Figure 2 - New user registration- login

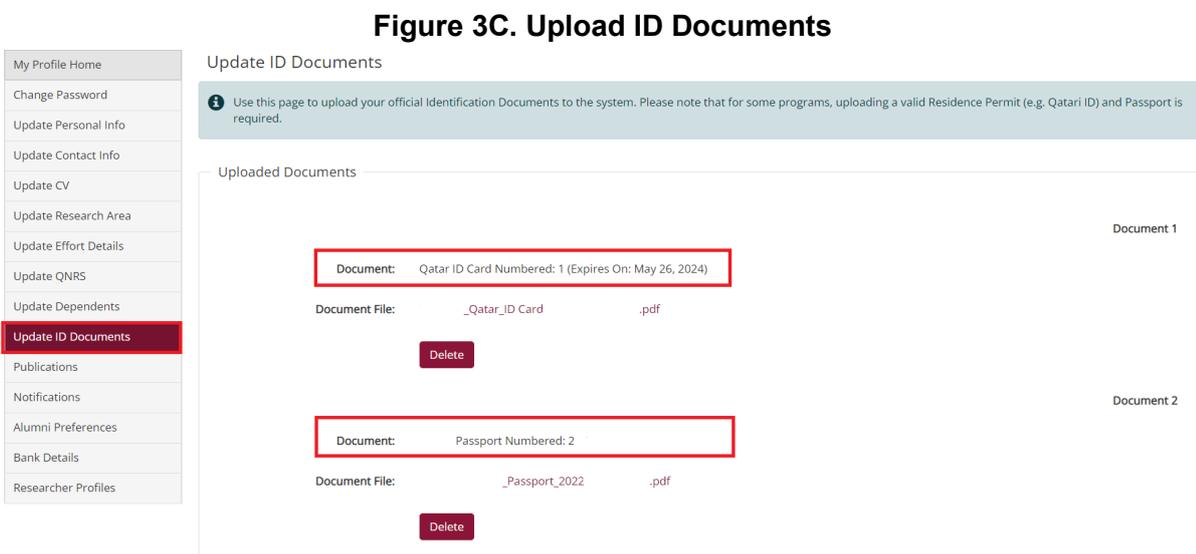
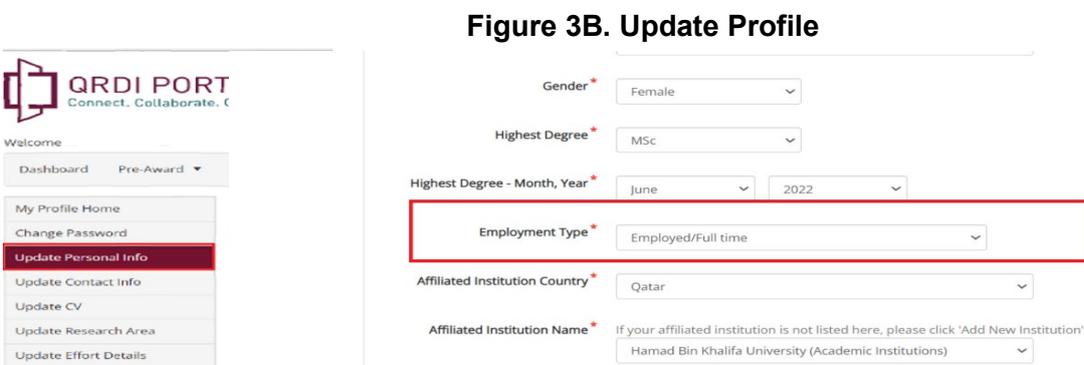
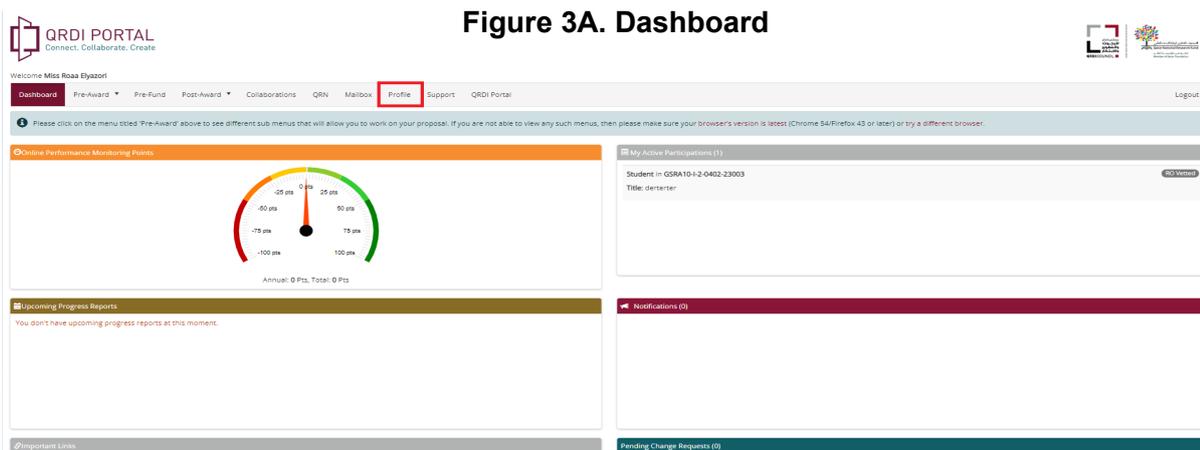


The screenshot shows the login page for the QARDI PORTAL. At the top, there are logos for QARDI PORTAL, QNRF, and ORCID. Below the logos, a message reads: "Welcome to Qatar Grants(QGrants). Please enter your email and password to login." The form includes fields for "Email" and "Password". There is a "Remember me" checkbox and two buttons: "Login" and "Create a New Account". The "Create a New Account" button is highlighted with a red box. At the bottom, there are links for "Do You Need Help? Submit Ticket" and "Forgot Password? Reset Password".

¹ If you don't have ORCID you can register on <https://orcid.org/register>. For more information on ORCID please visit www.orcid.org.

Section III. Profile Update

- 3.1. Before stating your proposal, please make sure to update your personal information and ID documents. (**Figure 3A**)
- 3.2. To update your personal information, click on “Profile” then click on “Update personal information” (**Figure 3B**). In this section, the candidate can choose the employee type from the drop-down list (**Figure 3B**)
- 3.3. To update your ID documents, click on “Update ID documents” (**Figure 3C**) candidates must upload a valid QID and passport, in this section, the candidate must upload both QID and passport. (**Figure 3C**)
- 3.4. Proposal registration will automatically allow the start of proposal preparation.



Section IV. Proposal Registration

For proposal registration follow the steps below:

- 4.1. Click on the “Pre-Award” tab, then “Start Proposal” **(Figure 4)**
- 4.2. Click on “Start Proposal Registration” next to Graduate Sponsorship Research Award, Cycle . **(4)**
- 4.3. Click on the correct Program Track “Local” or “International” to start the proposal registration. **(Figure 5)**

Figure 4. Pre-Award

Welcome Miss Roaa Elyazori 1

Dashboard **Pre-Award** Pre-Fund Post-Award Collaborations QRN Mailbox Profile Support QRDI Portal Logout

Start Proposal 2

Please finish registration

cycles you are eligible to start a proposal. Proposals may be started according to the mentioned Start and End dates. Please note that some programs will require that LPI must be from inside Qatar (his/her residing country and institution country in the profile must be Qatar) to start proposal

Note: If you are having a graduate student or postdoc role in your profile, you will be able to see the list of active projects with those un-named positions available under the menu "Pre-Award > Graduate Student Roles" or "Pre-Award > Postdoc Roles". Contact IT Support if you are eligible and do not have these roles in your profile.

Program / Call	Cycle	Start Proposal - Begin	Start Proposal - End	View Timeline	Start Proposal Registration
Undergraduate Research Experience Program	UREP 30th Cycle	28-Feb-2023 08:00 AM Doha Time	28-Mar-2024 08:00 AM Doha Time	View Timeline	Start Proposal Registration
QNRf- TUBITAK Joint Funding Program	AICC 5th Cycle	28-Feb-2023 08:00 AM Doha Time	28-Mar-2024 08:00 AM Doha Time	View Timeline	Start Proposal Registration
Graduate Sponsorship Research Award	GSRA 10th Cycle	27-Mar-2023 11:00 AM Doha Time	06-Jul-2023 11:00 AM Doha Time	View Timeline	Start Proposal Registration 3

Figure 5. Program Track

Welcome Miss Roaa Elyazori

Dashboard **Pre-Award** Pre-Fund Post-Award Collaborations QRN Mailbox Profile Support QRDI Portal Logout

Start Proposal (Tracks) Back

Please find below the list of active program tracks under the selected program to start a proposal.

Program Track	Remarks	Start
Local	GSRA Local Track proposals are initiated by eligible students directly.	Start
International	GSRA International Track proposals are initiated by eligible students directly.	Start

- 4.4. Enter your eligibility type and program details. **(Figure 6)**
- 4.5. Enter five most relevant keywords that best describe the research proposal. **(Figure 7)**
- 4.6. Select the research area, specialty, and sub-specialty of the project. These classifications are based on Frascati classification <http://www.qnrf.org/FOS> **(Figure 7)**
- 4.7. Select the research type (applied research, basic research, translational research) from the drop-down menu provided. **(Figure 7)**
- 4.8. Click “Register Proposal” to register your proposal. **(Figure 7)**
- 4.9. In the next page, you will receive the proposal ID number please take note of this number and use it during your proposal preparation.
- 4.10. System will automatically allow the start of proposal preparation.

Figure 6. Eligibility

The screenshot shows the 'Eligibility' section of the QRDI Portal. At the top left is the 'QRDI PORTAL' logo with the tagline 'Connect. Collaborate. Create.' and the user name 'Welcome Miss Roaa Elyazori'. A navigation bar includes 'Dashboard', 'Pre-Award', 'Pre-Fund', 'Post-Award', 'Collaborations', 'QRN', 'Mailbox', 'Profile', 'Support', and 'QRDI Portal'. A 'Logout' link is at the top right. The form contains several dropdown menus: 'Student Eligibility', 'Program Type', 'Program Institution', 'Program (field of study)', 'Program Duration (in Years)', and 'Program Duration (in Months)'. At the bottom, there is a 'Student Status' field with a 'New' button.

Figure 7. Eligibility

The screenshot shows the 'Research Keywords' and 'Research Type & Area' sections of the QRDI Portal. The 'Research Keywords' section has a red box around the title and five input fields labeled 'Keyword 1' through 'Keyword 5'. The 'Research Type & Area' section has a red box around the title and contains a 'Research type' dropdown, a 'Research sub speciality' section with a list of categories (1. Natural Sciences, 2. Engineering and Technology, 3. Medical and Health Sciences, 4. Agricultural Sciences, 5. Social Sciences, 6. Humanities), and two text input fields for 'Other sub speciality' and 'Other secondary sub speciality'. At the bottom, there are buttons for 'Save Sub Specialities', 'Cancel', 'Register Proposal', and 'Cancel & Go Back'.



Once the proposal is registered, QNRF will send the Applicant a confirmation email and an SMS with a proposal ID number indicating that the proposal has been successfully registered, hence the need for a mobile phone number.

Section V. Proposal Preparation and submission

- 5.1. Go to “Pre-Award” Tab, click on “Proposal Preparation” then click on “Prepare Proposal” to start preparing. **(Figure 8)**
- 5.2. On the left-hand side of the proposal home page the GS will be able to view a menu showing the components of a proposal. These instructions will lead the candidate through the entire proposal preparation process starting from the Overview **(Figure 9)**.

Figure 8 - Start Proposal Preparation

Welcome

Dashboard **Pre-Award** 1 Pre-Fund Post-Award Collaborations QRN Mailbox Profile Support QRDI Portal Logout

Prepare Proposal

- Start Proposal
- Proposal Preparation** 2
- Proposal Status
- Participation Requests
- Graduate Student Roles

Proposals according to the following timeline. Click on the 'Prepare Proposal' link against the required proposal to proceed with proposal preparation.

Proposal Number	Proposal Title	Proposal Status	
GSRA10-L-1-0403-23004		In Preparation	Prepare Proposal 3

Cycle	Proposal Preparation Begin	Proposal Preparation End	
GSRA 10th Cycle	27-Mar-2023 11:00 AM Doha Time	06-Jul-2023 11:00 AM Doha Time	View Timeline

Figure 9 - Start Proposal Preparation

Figure 9 - Start Proposal Preparation

Overview

Research Areas

Student Profile

Eligibility

Program Details

Academic Achievements

Statement Letter

Budget Details

Other Grants

Potential IP

Misc. Documents

Declarations

Preview Proposal

Submit Proposal

Overview

Here is an overview of this proposal showing its basic details and status.

Click on the left menu to view different sections and add required data in them. (All sections related to student study and eligibility should be filled by student.)

Proposal History

Date	Proposal Status	Action By	Remarks
03-Apr-2023 08:07 AM	In Preparation	Ms. Sara Mohamed	Proposal preparation started
03-Apr-2023 08:07 AM	Proposal Registered	Ms. Sara Mohamed	Proposal registered

Proposal Information

Proposal Number: GSRA10-L-1-0403-23004

Proposal Title:

Program Cycle: GSRA10

Proposal Status: In Preparation

Proposal Type: New

Registration Date: 03-Apr-2023

Submission Date:

Proposal title must be updated. Write 'Not Applicable' if not yet known or relevant.

Proposal title *
200 characters maximum

Update File

5.3. Research Areas

- 5.3.1. Research Areas entered in the proposal registration stage will appear. **(Figure 10)**.
- 5.3.2. The GS can edit them and then click “Save”.

Figure 10 - Start Proposal Preparation

Welcome

Dashboard **Pre-Award** Pre-Fund Post-Award Collaborations QRN Mailbox Profile Support QRDI Portal Logout

Proposal Preparation

Overview

Research Areas

Student Profile

Eligibility

Program Details

Academic Achievements

Statement Letter

Budget Details

Other Grants

Potential IP

Misc. Documents

Declarations

Preview Proposal

Submit Proposal

Research Areas

Select the research areas where your research based program of graduate study is aligned with.

Select two research sub specialities from the following tree. Once selection is complete, specify the primary & the secondary sub speciality then click 'Save'. Click on 'Edit' button if you want to modify the selection again.

Research Area	Sub Research Area	Sub Speciality	Primary?	Secondary?
1. Natural Sciences	1.1 Mathematics	Pure Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1. Natural Sciences	1.2 Computer and Information Sciences	Computer Sciences	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other Sub Speciality

Other Secondary Sub Speciality

Edit

5.4. Student Profile

5.3.1. Information entered by the GS appears in this page. **(Figure 11)**

5.3.2. International track candidate might be required to upload their Birth certificate, please refer to the RFA.

5.3.3. All candidates are required to update their employment status, marital status, CV's, ID documents.

Figure 11 – Student Profile

5.5. Eligibility

Upload your employment letter and fill the mandatory fields and click save. **(Figure 12)**

Figure 12 - Eligibility

5.6. Program Details

Upload your acceptance letter and fill the mandatory fields and click save. **(Figure 13)**

Figure 13 – Program Details

5.7. Academic Achievements

- 5.7.1. Academic qualification details should be updated in this section including the supporting documents. **(Figure 14)**
- 5.7.2. When all fields are completed, click on the 'Save' button to upload the files and save data.” **(Figure 14)**
- 5.7.3. Once a qualification is added, click on 'Add New' button to add a new qualification along with its transcripts. If you want to make any changes to added qualification, remove it by clicking 'Delete' button (no confirmation question will be asked) and then add again with updated data **(Figure 15)**

Figure 14 – Academic Achievements

Figure 15 – Program Details

5.8. Statement Letter

GS should upload a statement letter that will describe the academic and research experience and relevant personal background and provide future goals. The statement should also outline the background of the proposed research, knowledge, or information that has led to the current project application. **(Figure 16)**

Figure 16 – Statement Letter

5.9. Budget Details

5.9.1. GS should update the tuition fee here. **(Figure 17)**

5.9.2. The tuition fees letter should be uploaded under this section. **(Figure 20)**

Figure 17 – Budget

Year	Added/ updated	Tuition Fees (USD)
1	05-Apr-2023 09:14 AM	\$5,000
		\$5,000

Below this is the 'Budget (As at Submission stage)' section, which includes a 'Total Amount' of \$9,931.24 and a 'Yearly Breakdown' table:

Year	Amount
1	\$9,931.24

Below the yearly breakdown is a 'Details' table:

Year	Budget Item	Name	Amount	Description
1	Tuition & Fees	Ms. Yanet Chernet	\$5,000.00	Approximate tuition fee as entered by student
1	Conference Cost	Ms. Yanet Chernet	\$4,931.24	System defined annual conference cost for student

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5.10. Other Grants

The GS should disclose information on all submitted, on-going and previous research funds over the last three years; such as: project title, name of funding agency, project duration, start and end dates, the total amount of fund/year and the abstract(s). **(Figure 18)**

Figure 18 – Other Grants

5.11. Potential IP

If your study program is PhD, you must answer all the below Potential IP related questions. (Figure 19)

Figure 19 – Potential IP

5.12. Miscellaneous Documents

Supporting documents can be uploaded in PDF format. You can add up to five documents. (Figure 20)

Figure 20 – Miscellaneous Documents

5.13. Declarations

The candidate should declare electronically that the application is his/her own work, except where appropriately referenced. (Figure 21)

Figure 21 – Declarations

Eligibility **⚠️ If you agree to this, tick the checkbox at the bottom of the declaration and click on 'Save' button.**

Program Details

Academic Achievements

Statement Letter

Budget Details

Other Grants

Potential IP

Misc. Documents

Declarations

Preview Proposal

Submit Proposal

Declarations

1. Originality

I hereby declare that this proposal is my own work, except where appropriately referenced. I further certify that I did not, and do not intend to submit, in whole or part, the proposal titled

GSRA10L-1-0403-23004

For funding:

- Twice within the same program, unless the proposal is un-awarded, in which case it can be resubmitted once in the following cycle only.
- To other funding programs within QNRF.
- To other funding agencies.

Unless the application is not awarded.

2. Plagiarism

A. Applications for funding in which instances of plagiarism, including misappropriation of intellectual property, substantial unattributed textual copying and/or self-plagiarism, are identified, will not be funded.

B. All applications for funding will be screened for plagiarism using a plagiarism detection service, that allows for integration with content management systems and manuscript tracking systems.

C. When plagiarism is detected, the specific action to be taken will be determined by the program in which the applicants have applied for.

D. The LPI is responsible for any plagiarism found in the proposal.

Standards

A. Definition: Plagiarism is the incorporation of published writing or another person's original writing into your document without clear formatting and accurate attribution of the source. Academic writing such as a funding proposal must be original work, written by the stated applicant(s). Any text derived from another published source, or from an author not named in the proposal, must be formatted to clearly indicate that it is not original writing of the applicant(s), and the correct citation to the original source must be given. Proper formatting is either the use of quotation marks around all of the borrowed text or indentation of the borrowed text to clearly set it off from your own writing.

B. Examples of plagiarism include, but are not limited to, the following cases:

- Using your own previously published text in the proposal without proper formatting and attribution. This is a common error. Even if you wrote the text, you cannot re-use text that you have published in any publicly available form, such as in a research paper, on a website, or in a conference abstract. Even your own previously published text must be formatted and a correct citation to the source must be given.
- Making minor alterations to previously published text and presenting it without proper formatting and citation. Simply changing some of the words within previously published text does not make it your original writing. To avoid plagiarism, the writing must be your original words, sentence structure, and organization. This is another common error.
- Presenting the original writing of another person, even if it hasn't been previously published, as the work of the applicant(s). If someone contributes writing to your proposal, that person must be one of the listed participants (principal investigator or named team member) in the proposal. Even if another person agrees to write text for your proposal and agrees not to be named in the proposal, the use of that person's writing as if it is your own is plagiarism.
- Copying a sentence or obviously unique phrases from another source without formatting and attribution. Stealing a title bit is still stealing. If the text is clearly recognizable as derived from a previously published source then it must be formatted with proper attribution.
- Using the correct attribution (citation) at the end of copied text but not formatting the text to clearly indicate that it is taken from the cited source. In the sciences and engineering, it is not sufficient to simply give the citation—if the text is from another source it must be clearly formatted to show that.

3. Intellectual Property Policy (IP Policy) Acknowledgment and Acceptance

I declare that I and my research team and partners understand and accept the IP terms of the QNRF IP Policy as it appears at QNRF's website (<https://www.qnrf.org/en-us/Funding/IP-Policy>) and that I will comply with its terms as it is provided for in the research contract, including the requirement to promptly report any intellectual property related inquiries or disclosures to QNRF's IP lawyer, Dr. Hafsa CHAKROUN at nahakroun@qnrf.org or call at 4484 1768.

I affirm that I have read and understand the above policies/standards/conditions, and I agree to adhere to them. *

Save

5.14. Preview Proposal

In this section, you can review and print all the information entered in the above sections. If you would like to modify a section, you have to go back to the relevant section. **(Figure 22)**

Figure 22 – Preview Proposal

Overview **PREVIEW PROPOSAL**

Research Areas

Student Profile

Eligibility

Program Details

Academic Achievements

Statement Letter

Budget Details

Other Grants

Potential IP

Misc. Documents

Declarations

Preview Proposal

Submit Proposal

ⓘ This is an opportunity to print out the details that you have entered and review your proposal before completion or before moving on to the final submission stage. After submitting the proposal, the status will change from 'In Preparation' to 'Submitted', where no further modification is possible, unless it is returned for further modification.

⚠️ Please use the left side menu for editing individual sections.

Print

Proposal History

Date	Proposal Status	Action By	Remarks
			Proposal preparation started
			Proposal registered

Proposal Information

Proposal Number:

Proposal Title:

Program Cycle:

Proposal Status:

Proposal Type:

Registration Date:

Submission Date:

5.15. Submit proposal

5.15.1. All the sections in the checklist should show “Done” in order to submit the proposal. **(Figure 23)**

5.15.2. Click “Submit Proposal” to submit your proposal. **(Figure 23)**

5.15.3. GS student should ensure to submit all required details for LPI review and submission of final proposal.

Figure 23 - Submit proposal

The screenshot shows a web interface for submitting a proposal. On the left is a vertical navigation menu with items: Overview, Research Areas, Student Profile, Eligibility, Program Details, Academic Achievements, Statement Letter, Budget Details, Other Grants, Potential IP, Misc. Documents, Declarations, Preview Proposal, and Submit Proposal (highlighted in red). The main content area is titled 'Submit Proposal' and contains a blue information banner, a yellow warning banner, a checklist table, and a final confirmation message with a 'Submit Proposal' button.

Submit Proposal

The following "Checklist" summarizing the status of the proposal will show an alert at those sections that are either not provided or incomplete. After submitting the proposal no further modification will be possible unless returned by the submitting institutions RO.

Click on 'Submit Proposal' button to submit this proposal to the Institution's RO/INRF.

Section	Status
Overview	Done
Research Areas	Done
Student Profile	Done
Eligibility	Done
Program Details	Done
Academic Achievements	Done
Statement Letter	Done
Budget Details	Done
Other Grants	Done
Potential IP	Done
Misc. Documents	Done
Declarations	Done
Potential IP	Done
Miscellaneous Documents	Done
Declarations	Done

All sections are complete. Click on 'Submit Proposal' button to submit this proposal.

Submit Proposal

Section VI. APPLICATION VETTING

GSRA local track applications will be submitted by the students then should be vetted by the research office of the academic institutions which offered the acceptance, while GSRA international track applications shall be submitted by the GSRA candidate only