Policy and Procedures to Apply for a Grant

- Have an idea for a funding competition?
  - ✓ Consult with Research Office (RO) to identify what could make your application stronger or which funding program is best for you to apply
  - ✓ Get help to identify potential collaborators and existing research infrastructure in the campus community
- Resource:
  - ✓ Faculty Research Interests
  - ✓ Faculty of Nursing at the University of Calgary
  - ✓ Collaborate with other institutions- consult with Research Office (RO)
  - ✓ List of students interested in participating in research- consult with RO

- Review Research Grant Application and Timeline
- All UCQ led research funding applications must undergo an external peer-review process. Same for unfunded research involving human subjects.
- The Department Head and Dean will not sign off on funding applications that have not undergone the external peer review process, External Peer Review Policy and Feedback Form

Step by Step Policy and Procedures to Apply for Undergraduate Research Experience Program (UREP) Funded by Qatar National Research Fund (QNRF)

- Identify your research team (students, collaborators, research mentors, and industry research mentors)
- Review Research Grant Application and Timeline

- All team members have to register in Qgrant, Grant Application Guideline -UREP
- Visit the QNRF-UREP for an updated Request for Proposal (RFP)
- UREP Information PowerPoint

- Prepare your proposal:
  - ✓ Research Plan Template (find the updated word version in QNRF-UREP)
  - ✓ Support letter template (If you have other collaborators from other academic or non-academic institutions inside or outside Qatar, ask them to complete the support letter and sign by the institution superior and have the **institution stamp**
  - ✓ Budget preparation:

- o   [Items not allowed under Miscellaneous](#)
- o   [QNRF Travel Policy](#)
- o   [QNRF Per Dim Rate](#)
- Review [Screening and Disqualification](#)
- [Review Pre-Award Frequently Asked Questions (FAQ)](#)

- Review:
  - ✓ [QNRF Intellectual Property Policy](#)
  - ✓ [QNRF Intellectual Property Submission Guidelines](#)
  - ✓ [Code of Practice](#)
  - ✓ [Research Ethics Guide](#)
  - ✓ [Data Management Policy](#)
  - ✓ [Research Misconduct Policy](#)
  - ✓ [Research Ethics and Regulatory Requirements](#)

- Upon completion of your proposal and budget in the Qgrant, you submit the following documents to the Research Office (RO) by the set internal deadline

Note: Why does Research Office (RO) post an internal deadline?

Internal deadlines are set within Research Office in advance of the funding agency deadline in order to allow staff sufficient time to review grant applications, provide feedback if appropriate, and arrange for institutional signature.

- Documents to submit to RO:
  - ✓ Research Plan + 2 external peer-reviewers comments and signed forms
  - ✓ Budget
  - ✓ [Research Funding Application Approval](#)

- RO responsibilities:
  - ✓ RO reviews the proposal and documentation and submits to the Dean's office for the Dean's review and signature
  - ✓ RO notifies the Primary Research Mentor (PRM) about the decision of the Dean RO submits all the above documents to Research Services, rsogrants@ucalgary.ca, or through the below portal https://ucalgary.ca/research/researchers/apply-grants/external-grant-application-electronic-submission-tool

- Upon receiving approval from the Research Services, PRM submits the proposal in Qgrant before the QNRF's deadline

- When PRM submits the proposal in Qgrant, it is not a final submission. The proposal should be vetted by RO

- RO vet the submitted proposal through a vetting checklist. During the vetting process, RO able to return the proposal to the PRM for modification if needed

- RO submits the proposal within the deadline set by QNRF, which is the **Final Submission**