

Step by Step Policy and Procedures to Apply for National Priorities Research Program (NPRP) Funded by Qatar National Research Fund (QNRF)

- Identify your research team (Collaborators inside or outside Qatar called Principal Investigator (PI), Consultant, Research Assistant (unnamed), Research Associate (unnamed), Project Manager (unnamed), Graduate Student (unnamed), Undergraduate Student (unnamed))
- Review [Research Grant Application and Timeline](#)
- Identify your co-funding if it is applicable



- All named team members have to register in Qgrant, [Grant Application Guideline -NPRP](#)
- All PIs on the project responsible to update their profiles and research effort days in Qgrant. Please consult with Research Office for UCQ effort days letter
- Visit the [QNRF-NPRP](#) for updated Request for Proposal (RFP)



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



- Prepare your proposal
 - ✓ Research Plan Template (find the updated word version in [QNRF-NPRP](#))
 - ✓ Send your proposal to two external peer reviewers, [External Peer Review Policy and Feedback Form](#)
 - ✓ [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 institution superior and have the institution stamp)
 - ✓ Budget preparation:
 - [Items not allowed under Miscellaneous](#)
 - [QNRF Travel Policy](#)
 - [QNRF Per Dim Rate](#)
 - [Budget Components and Payment schedule policy](#)
 - [Budget Toolkit Research Fund](#) (Ask HR for an updated one)
 - [Hiring Salaried Full-time and Part-time Local Hire-Research Fund](#) (consult with HR)

- Review [Screening and Disqualification](#)



- Upon completion of your proposal and budget in the Qgrant, you will 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 RO 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 Peer Reviewer's comments and signatures
 - ✓ Budget
 - ✓ [Research Funding Application Approval](#)



- RO responsibilities:
 - ✓ RO reviews the proposal and documentation and submits them to the Dean's office for the Dean's review and signature
 - ✓ RO notifies the Lead Principal Investigator (LPI) 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 Research Services, LPI **submits** the proposal in Qgrant before the funding agency's deadline



- When PRM submits the proposal in Qgrant, it is not a final submission. The proposal should be vetted by RO as well
- RO vet the submitted proposal. During the vetting process, RO able to return the proposal to the LPI for modification if needed



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