Qatar Research, Development and Innovation [QRDI] Council

[QRDI Grants Terms and Conditions]

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Record of Amendments

Ver. No	Date of Publication	Description of Change
00	April 2023	Initial Release
01	October 2023	Update the 8.3 section on 'Carryover of Unobligated Balance'.
02	January 2026	Sections **10.10** and **10.11** have been amended, and Section **10.11.3** has been introduced to prescribe post-completion reporting requirements.

Purpose

These QRDI Grants Terms and Conditions are aimed at providing information regarding the requirements for QRDI funding. It is important to note that each QRDI award may have supplementary terms and conditions which will be outlined in the Request for Application (RFA) and confirmed in the terms of the Notice of Award for successful applicants.

Scope

The Glossary of Terms in Annex A provides definitions for the key terminology used in the QRDI Grants Terms and Conditions. The QRDI Grant Terms and Conditions are applicable to Awardees and any sub-awardees unless stipulated otherwise in the Notice of Award.
The grant terms and conditions are considered together with any relevant program-specific conditions outlined in the Notice of Award.

When reading these QRDI Grants Terms and Conditions, it is paramount to also consider the policies incorporated in this document and any guidance provided in the RFA. If there is any conflict between these Terms and Conditions and the policies or guidance, the QRDI Grants Terms and Conditions shall take precedence.

- QRDI has the authority to modify and change the Grants Terms and Conditions as at any point. Such changes will apply to new cycles of programs and new programs, if any, and will not be applied retrospectively.
- You can find the QRDI Grants Terms and Conditions and the updated versions, if any, on the QRDI website at: [https://support.qrdi.org.qa/.]

Terms and Abbreviations

Term	Definition
AROR	Authorized Research Office Representative
FR	Financial Report
FFR	Final Financial Report
HRGD	Human Research Governance Department at MoPH
IACUC	Institutional Animal Care and Use Committee
IBC	Institutional Biosafety Committee
IO	Institutional Official
IP	Intellectual Property
IRB	Institutional Review Board
LPI	Lead Principal Investigator
MoCI	Ministry of Commerce and Industry in Qatar

MoPH	Ministry of Public Health in Qatar
NoA	Notice of Award
PD	Program Director
PI	Principal Investigator
QRDI Council	Qatar Research Development and Innovation Council
RFA	Request for Application
RPR	RPR: Research Progress Report
SII	Successor in Interest

**All terms and definitions can be found in the Appendix of this document*

Policy

Awardees Responsibilities

The Awardee is responsible for making sure that the project (as outlined in the Project Description annexed to the Notice of Award), adheres to both the Grants Terms and Conditions and any Program Conditions stated in the Notice of Award.

QRDI Grants Terms and Conditions Compliance Requirements

1. **Internal Controls Over Compliance Requirements for QRDI Grants**

   QRDI expects its Awardees to have procedures in place that ensure the following objectives are achieved:

   - Transactions are accurately recorded and appropriately accounted for with the aim of:
     1. Ensuring the production of accurate and timely financial statements and QRDI reports;
     2. Properly accounting for assets;
     3. Showing adherence to QRDI policies, and the terms and conditions of the QRDI award.
   - Transactions are conducted in accordance with:
     1. QRDI policies, regulations, and the terms and conditions of the QRDI award; and
     2. Other policies and relevant laws specified in these QRDI Grants Terms and Conditions
   - Warrant that funds are protected against loss due to unauthorized use or disposal.

2. **Fraud, Waste and Abuse of QRDI Funds**

If any person becomes knowledgeable of any suspected or actual existence of fraud, waste, or abuse associated with QRDI grants, they should contact QRDI.

- QRDI shall not reveal the identity of the caller, and the caller shall not be obligated to disclose their names.

3. **Confidentiality of Information**

When applying for QRDI funding, institutions should avoid submitting proprietary information unless it is necessary for evaluating the application. If the application includes confidential information, the sections containing the information must be clearly classified.

Any such information included in the application for funding will be treated as confidential by QRDI and used only for the purpose of evaluating the application during the review process.

QRDI shall protect the information from unauthorized disclosure, in accordance with its Policy on Confidentiality. However, if a grant is awarded based on the application, QRDI reserves the right to use and or disclose the information according to its Policy.

4. **Protecting Sensitive Data and Information**

It is the responsibility of QRDI Awardees to safeguard sensitive data as part of their duty of care for QRDI funds and take all appropriate measures to avoid accidental disclosures, or loss of sensitive data according to relevant Qatari laws and applicable institutional policies.

QRDI recommends that any personally identifiable, sensitive, and confidential information related to QRDI-supported projects should not be stored on portable electronic devices.

5. **Financial Conflict of Interest**

The selection of projects for QRDI funding and the design, conduct and reporting of QRDI-funded research must be free from bias resulting from a reviewer's or investigator's financial conflict of interest. QRDI requires individuals involved in the

review process (external and within QRDI), applicants and Awardees, including the sub-awardees, if any, to apply minimum requirements for the disclosure of conflict of interest, including financial interest.

QRDI's Policy for Conflict of Interest [https://connect.qrdi.org.qa/qrdi-program-policies] provides minimum requirements for disclosure and, also, provides uniform guidance to institutions regarding disclosure and management of conflict of interest.

6. QRDI Policy on Misconduct

QRDI is committed to the highest standards of research conduct and expects all individuals and institutions involved in the program activities it supports to abide by the highest standards of practice in order to ensure that project/grant outputs are accurate and reliable. QRDI expects institutions to develop and maintain misconduct policies in line with international best practice.

The QRDI Misconduct Policy provides definitions, principles and a framework for addressing misconduct when it arises [https://connect.qrdi.org.qa/qrdi-program-policies].

7. Record Retention and Access

Awardees, including their sub-awardees, should maintain programmatic as well as financial records, along with any associated documents, that are deemed necessary for the duration of the grant. This period shall extend to 7 years after the conclusion of the project or the award. However, if the Awardee's institutional policy mandates a longer retention period, the records must be kept for that duration.

The policies related to record retention are applicable to physical paper copies as well as electronic storage of the relevant information. This includes the storage of all electronic media. Awardees relying on electronic storage systems should ensure that the system is dependable, secure, and maintains the accuracy and completeness of the records. If electronic images of paper documents are stored, the system must guarantee that comprehensive, accurate and complete representations of the original document is maintained.

QRDI, or their representatives can access relevant records of the Awardee regarding a

QRDI grant, to conduct audits, examinations, and transcripts. These access rights are not restricted to the mandatory retention period and will continue as long as the records are retained.

8. Grant Payments

Awardee institutions are required to have a bank account in Qatar solely dedicated to receiving QRDI grant payments and to manage those Grants through its financial system.

Payment by QRDI will be made to the Awardee according to the payment schedules shown in the table below, based on the duration of a Project (in years). While the share of funding distributed will follow a standard profile for every grant of a given duration, the actual funding volumes will naturally be project specific. The approved budget, schedule of payments and specific amounts will be set out in the signed grant agreement.

8.1 Payment Schedule

One-year projects:

1. At the start of the year, 100% of the approved budget for Capital Equipment, Materials, Consumables, and Supplies, plus 50% of the first-year remaining budget will be paid.
2. Up to 25% of the remaining budget will be paid upon:
    - Acceptance of the First Interim Financial Report (semi-annual report).
    - Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.
3. Upon completion of the project, the remaining expended budget will be reimbursed within forty-five (45) days of:
    - Acceptance of the Final Report.
    - Acceptance of the Final Financial Report.

Two-year projects:

A. First Year:

1. At the start of the first year, 100% of the approved first-year budget for Capital Equipment, Materials, Consumables, and Supplies, plus 50% of the first-year remaining budget will be paid.

2. The remaining first year's budget will be paid upon:
    - Acceptance of the First Interim Financial Report (semi-annual report).
        - Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.

B. Second Year:

1. At the start of the second year, 100% of the approved second-year budget for Capital Equipment, Materials, Consumables and Supplies cost, plus 25% of the second year remaining Budget will be paid upon:
    - Acceptance of the First Annual Progress Report.
    - Acceptance of the Second Interim Financial Report.
    - Consuming/expending at least 70% of the previous payment (actual expenditure). with evidence/proof/supporting documents.
2. Up to 25% of the remaining second year's budget will be paid upon:
    - Acceptance of the Third Interim Financial Report (semi-annual report).
    - Consuming/expending at least 70% of the previous payment (actual expenditure). with evidence/proof/supporting documents.
3. Upon completion of the project, the remaining expended budget will be reimbursed within forty-five (45) days of:
    - Acceptance of the Final Report.
    - Acceptance of the Final Financial Report.

Three-year projects:

A. First Year:

1. At the start of the first year, 100% of the approved first-year budget for Capital Equipment, Materials, Consumables, and Supplies, plus 50% of the first-year remaining budget will be paid.
2. The remaining first year's budget will be paid upon:
    - Acceptance of the First Interim Financial Report (semi-annual report).
        - Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.

B. Second Year

1. At the start of the second year, 100% of the approved second year budget for Capital Equipment, Materials, Consumables and Supplies cost, plus 50% of the

remaining second year budget will be paid upon:

- Acceptance of the First Annual Progress Report.
- Acceptance of the Second Interim Financial Report.
- Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.

2. The remaining second year's budget will be paid upon:
    - Acceptance of the Third Interim Financial Report (semi-annual report).
        - Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.

C. Third Year

1. At the start of the third year, 100% of the approved third year budget for Capital Equipment, Materials, Consumables and Supplies cost, plus 25% of the remaining third year budget will be paid upon:
    - Acceptance of the Second Annual Progress Report.
    - Acceptance of the Fourth Interim Financial Report.
    - Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.
2. Up to 25% of the remaining third year budget will be paid upon:
    - Acceptance of the fifth Interim Financial Report (semi-annual report).
    - Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.
3. Upon the completion of the project, the remaining expended budget will be reimbursed within forty-five (45) days of:
    - Acceptance of the Final Report.
    - Acceptance of the Final Financial Report.

Four-year projects:

A. First Year:

1. At the start of the first year, 100% of the approved first-year budget for Capital Equipment, Materials, Consumables, and Supplies, plus 50% of the first-year remaining budget will be paid.
2. The remaining first year budget will be paid upon:
    - Acceptance of the First Interim Financial Report (semi-annual report).

- Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.

B. Second Year

1. At the start of the second year, 100% of the approved second-year budget for Capital Equipment, Materials, Consumables and Supplies cost, plus 50% of the remaining second year budget will be paid upon:
   - Acceptance of the First Annual Progress Report.
   - Acceptance of the Second Interim Financial Report.
   - Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.
2. The remaining second year budget will be paid upon:
   - Acceptance of the Third Interim Financial Report (semi-annual report).
   - Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.

C. Third Year

1. At the start of the third year, 100% of the approved third year budget for Capital Equipment, Materials, Consumables and Supplies cost, plus 50% of the remaining third year budget will be paid upon:
   - Acceptance of the Second Annual Progress Report.
   - Acceptance of the Fourth Interim Financial Report.
   - Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.
2. The remaining third year budget will be paid upon:
   - Acceptance of the fifth Interim Financial Report (semi-annual report).
   - Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.

D. Fourth Year

1. At the start of the fourth year, 100% of the approved third year budget for Capital Equipment, Materials, Consumables and Supplies cost, plus 25% of the remaining fourth year budget will be paid upon:
   - Acceptance of the third Annual Progress Report.
   - Acceptance of the sixth Interim Financial Report.

- Consuming/expending at least 70% of the first payment (actual expenditure) with evidence/proof/supporting documents.

2. Up to 25% of the remaining third year's budget will be paid upon:
   - Acceptance of the seventh Interim Financial Report (semi-annual report).
   - Consuming/expending at least 70% of the previous payment (actual expenditure) with evidence/proof/supporting documents.
3. Upon the completion of the project, the remaining expended budget will be reimbursed within forty-five (45) days of:
   - Acceptance of the Final Report.
   - Acceptance of the Final Financial Report.

8.2 Any interest earned on Grants in such accounts shall be returned to QRDI annually upon written request from QRDI.

8.3 Carryover of Unobligated Balance

At the end of each Project Year, the unused budget in any Budget Category can be transferred from one Project Year to the same Budget Category of the consecutive Project Year.

8.4 Audit

Awardee institutions are subject to QRDI audit requirements, a systematic review made to determine whether institutional policies, administrative requirements and internal accounting and other control systems provide reasonable assurance of the following:

- Financial operations are properly conducted.
- Financial reports are timely, fair, and accurate.
- The entity has complied with applicable laws, regulations, and other grant terms.
- Resources are managed and used reasonably and efficiently.
- Desired results and objectives are being achieved effectively.

Awardee institutions must follow a systematic method for ensuring timely and appropriate resolution of audit findings and recommendations, whether discovered as a result of a QRDI audit or an Awardee -initiated audit.

Audit reviews will be conducted periodically, and a review schedule will be coordinated with the Awarded institution official prior.

9.0 Ministry of Public Health Regulatory Requirements

Adherence to the regulatory requirements for research with human subjects, research with vertebrate animals; research with hazardous substances and all related regulations and policies is central and fundamental for the success of QRDI's funded programs and for ensuring the social value of the research and development funded by QRDI.

During the pre-funding period, QRDI will review and check that all regulatory requirements and policies have been complied with. All MoPH regulatory requirements can be found at: https://research.moph.gov.qa/en/Pages/ResearchHome.aspx

10.0 Further Requirements

10.1 Collaboration Agreements:

QRDI encourages institutions to develop uniform institutional collaboration agreements to support their researchers. A project involving collaborators requires a Collaboration Agreement to be signed by all participants before a project starts.

10.2 Changes in Project and Budget:

As per the guidelines outlined in the RFA, the Awardees are allowed some flexibility to adjust their budget within different categories to address unforeseen needs or other unanticipated changes post-award. However, changes must comply with the limits established by QRDI, and some changes may require QRDI's prior written approval. The Awardee-initiated changes and those that require QRDI's approval are specified in the following sections below**:**

1. <u>Change in Scope</u>

The approval of QRDI is needed for any change in the scope of the project. The Awardee must determine the significance of the change and seek consultation with QRDI if necessary.

Changes in scope that may require approval include, but are not limited to, change in the project's purpose, shift of the project priority from one area to another, application of new technology, changes in senior/key personnel not specifically named in the Notice of Award and transfer of substantive work to a third party (for third parties that are not based in Qatar, QRDI prior approval must always be obtained).

2. Change in Status of Key Personnel

An Awardee requires QRDI's prior approval if:

- There are any significant changes in the status of the LPI or other Key Personnel listed in the Notice of Award, such as complete withdrawal from the project, absence from the project for a continuous period of at least 3 months, or a reduction in time spent on the project by 25% or more from the initially approved level.
- There is a modification from having multiple LPI/PI models to a single LPI/PI model.

Any proposed alternate arrangement by the Awardee to address such instances must be approved by QRDI.

3. Change of Awardee

Prior approval of QRDI is required in the event of a transfer of the legal and administrative obligations for an active project from one entity to another. A change of Awardee may be allowed if the original Awardee agrees to relinquish responsibility and QRDI is satisfied that the new entity has the necessary capability. QRDI will provide a modified Notice of Award to the original Awardee to effect a change of the Awardee.

QRDI shall not be responsible or liable for any obligations or expenditures incurred by the Awardee to cover costs prior to the date of the transfer.

4. Change in Awardee Institutional Status

QRDI requires Awardees to provide advance notice, a minimum of three (3) months, of certain types of institutional status changes, which include:

- Merger: A fusion of at least two legal entities into one new legal entity. If a merger includes the transfer of QRDI grants, the rights and obligations of a QRDI grant are obtained incidental to the transfer of the Awardee's assets or the transfer of the assets involved in performing the grant.
- Change of Name: A process by which an institution changes its name without affecting its rights and obligations as an Awardee.

Giving advance notification is essential to ensure that the Awardee can meet its obligations to QRDI, and to avoid any disruptions of payments.

5. Deviation from Terms and Conditions of Award

Approval from QRDI is essential for any deviation from these QRDI Grants Terms and Conditions or any award specific terms and conditions mentioned in the Notice of Award for a program or award.

6. Foreign Component Added to the Grant

Before adding a significant part of the project to be performed outside Qatar, to an existing local or foreign institution under QRDI award, it is necessary to obtain prior QRDI approval.

7. Extension of the Project Period

To extend the project period, the Awardee must obtain QRDI's prior approval. The Awardee needs to provide a request that includes, at a minimum, a justification for the extension and an updated project plan.

It is important to note that these requests are only applicable for extending the elapsed time of the project and do not involve any additional funding from QRDI.

10.3 QRDI Requests for Prior Approval

All requests to QRDI for prior approval must be made in writing before the proposed change and signed by the AROR. A request by a sub-awardee for prior approval will be addressed in writing to the Awardee.

Failure to obtain required prior approval from QRDI may result in the disallowance of costs, termination of the award, or other enforcement action within QRDI authority.

The Notice of Award (NoA) may contain additional award or program specific terms and conditions that indicate additional areas where QRDI prior approval is required.

10.4 Equipment

Applicant and awardee institutions are required to ensure that the purchase of equipment using QRDI funding is necessary for the activity supported by the award and is not otherwise reasonably available and accessible, for example under the QRDI Equipment portal.

Awardee institutions are allowed to make changes regarding purchasing equipment, provided that these changes are (a) necessary and relevant for the awarded project; (b) do not constitute a change in the awarded project; (c) are within the approved equipment budget.

Awardees are responsible for ensuring that equipment purchased with QRDI funding is well-managed as a research asset and, if no longer needed, is made available for other researchers via the on QRDI Equipment Portal.

For more information, see the QRDI Equipment Policy at [https://connect.qrdi.org.qa/qrdi-program-policies].

10.5 Travel

It is the responsibility of the awarded institution to ensure that all travel expenses are in line with QRDI Travel Policy requirements and with the institutions' consistently applied policy on travel. The purpose of the travel should be directly relevant to the awarded project and necessary to accomplish the awarded project objectives.

For more information, see the QRDI Travel Policy at [https://connect.qrdi.org.qa/qrdi-program-policies].

10.6 Effort Reporting

Awardees are responsible for ensuring that they allocate and report efforts expended on QRDI funded projects/programs accurately and in line with this guidance and have appropriate management and administrative systems in place to do so.

For more information, see the QRDI Effort Reporting Policy at [https://connect.qrdi.org.qa/qrdi-program-policies].

10.7 Cost Principles

Applicant and Awardees are responsible for ensuring that costs charged to (or proposed for) a QRDI grant are allowable (i.e. reasonable, allocable and consistently treated) and are transparently reflected in the budget.

For more information, see the QRDI Cost Principles Policy at [https://connect.qrdi.org.qa/qrdi-program-policies].

10.8 Availability of Research Results: Publications, Intellectual Property Rights and Sharing Research Resources

1. Publishing research results

QRDI expects research results to be published in peer-reviewed journals in line with normal academic practice and in line with the awardee's institutional policies and procedures for doing so. Exceptions apply when protectable (or potentially protectable) intellectual property has been developed (see section 19).

2. Data Sharing Policy

QRDI believes that data sharing is essential for expedited translation of research results into knowledge, products, and procedures to improve human health and benefit communities. QRDI endorses the sharing of final data to serve these and other important scientific goals and expects and supports the timely release and sharing of final data from QRDI-supported projects for use by others. "Timely

release and sharing" is defined as no later than the acceptance for publication of the main findings from the final data set.

For more information, see the QRDI Data Policy at [https://connect.qrdi.org.qa/qrdi-program-policies].

10.9 Intellectual Property

All awardee institutions are expected to abide by the QRDI Intellectual Property Policy. The principal objective of the QRDI Intellectual Property Policy is to promote the effective management, protection and utilization of QRDI Funded IP to benefit the Qatari population.

In general, the QRDI Intellectual Property Policy grants Awardees the right to own IP resulting from a grant-supported project (Project IP). Specific terms and conditions of the award may indicate alternative IP rights based on specific programmatic considerations as stated in the applicable RFA.

Failure of the Awardee to comply with any of the IP Policy requirements may result in a breach of the funding agreement. For additional information, see the QRDI Intellectual Property Policy [https://connect.qrdi.org.qa/qrdi-program-policies].

10.10 QRDI Funding Acknowledgment

10.10.1 The Awardee shall acknowledge the funding support of the Qatar Research Development and Innovation Council (QRDI) in all publications, presentations, press releases, datasets, software, reports, and any other publicly disseminated outputs arising in whole or in part from the QRDI-funding.

10.10.2 Each such output shall include the following acknowledgment, or such alternative wording as may be approved in writing by QRDI:

"This work was supported by the Qatar Research Development and Innovation Council (QRDI) under Grant No. [grant number]."

10.10.3 Each such output shall also include the following disclaimer:

"*The content is solely the responsibility of the authors and does not necessarily*

represent the official views of the Qatar Research Development and Innovation Council."

10.10.4 The Awardee shall provide evidence of compliance with this Section, including publication links, Digital Object Identifiers (DOIs), or copies of outputs, as part of reporting or upon request by QRDI.

10.10.5 Awardees must obtain QRDI's written consent if they propose to use QRDI's branding or logos in any promotion or publicity regarding the Project.

10.10.6 Failure to comply with the requirements of this Section shall constitute a breach of the Grant Terms and Conditions and may be taken into account in the assessment of the Awardee's eligibility for future QRDI funding.

10.11 QRDI Award Performance Monitoring

10.11.1 Reporting

QRDI mandates that Awardees must submit regular progress and financial reports. These reports may, among other items, include conflict of interest reports, audit reports as well as intellectual property utilization reports.

For more information, see the QRDI Project Reporting Policy at [https://connect.qrdi.org.qa/qrdi-program-policies].

10.11.2 Closeout

The requirement for timely closeout is generally the Awardee's responsibility. However, QRDI may initiate unilateral closeout if an Awardee does not provide timely accurate closeout reports or does not respond in a timely way to QRDI requests to reconcile discrepancies in grant records. For more information, see the QRDI Closeout Policy at [https://connect.qrdi.org.qa/qrdi-program-policies].

10.11.3 Post-Completion Reporting

10.11.3.1 Notwithstanding project closeout, the Awardee shall remain obligated to report outputs and outcomes arising from the QRDI-funded Project for a period of up to five (5) years following QRDI's acceptance of the Final Report.

10.11.3.2 Post-completion reporting may include, but is not limited to: (i) peer-reviewed publications and other research outputs; (ii) intellectual property disclosures, filings, licensing, or commercialization outcomes; (iii) evidence of societal, policy, environmental, or economic impact attributable to the Project; and (iv) subsequent funding or initiatives demonstrably arising from the QRDI-funded Project.

10.11.3.3 Such information shall be submitted in the format, frequency, and within the timelines specified by QRDI.

10.11.3.4 Failure to comply with post-completion reporting requirements may be considered non-compliance with the Grant Terms and Conditions and may be taken into account in QRDI's consideration of future funding applications.

For any Enquiry on QRDI Grants Terms and Conditions, please submit a ticket through the QRDI Help Centre at https://support.qrdi.org.qa/.

References

- Request for Application (RFA)
- Programs Objectives
- Notice of Award

Appendices

Annex A: Glossary of Abbreviations and Definitions

The glossary lists acronyms and other abbreviations used in this document. The glossary also defines terms commonly used throughout the document.

The definitions may be amplified, and additional definitions may be found throughout this document and in source documents, such as applicable policies or regulations (e.g., Ministry of Public Health regulations).

Acronyms and Abbreviations

Abbreviation and full list of acronyms used by QRDI Council.

AROR: Authorized Research Office Representative

FR: Financial Report

FFR: Final Financial Report

HRGD: Human Research Governance Department at MoPH

IACUC: Institutional Animal Care and Use Committee

IBC: Institutional Biosafety Committee

IO: Institutional Official

IP: Intellectual Property

IRB: Institutional Review Board

LPI: Lead Principal Investigator

MoCI: Ministry of Commerce and Industry

MoPH: Ministry of Public Health

NoA: Notice of Award

PD: Program Director

PI: Principal Investigator

QRDI Council: Qatar Research Development and Innovation Council

RFA: Request for Application

RPR: Research Progress Report

SII: Successor in Interest

Definitions of Terms

1. **Acquisition cost:** The total cost of obtaining equipment including any necessary accessories, needed to make it operational for its intended purpose. Institutions must use their regular accounting practices in determining what costs should be included in or excluded from the acquisition cost.

2. **Advance payment:** A payment made by QRDI to the Awardee before the Awardee disburses the funds to achieve the goals of the program.

3. **Allocation:** The process of reasonably distributing a cost, or a set of costs, to one or multiple cost objective(s), based on the benefit provided. The process may involve distributing a cost directly to a final cost objective or it may involve distributing the cost through one or more intermediate cost objectives.

4. **Allowable cost:** The costs that are allowable when and if: they (a) are reasonable; (b) are allocable to QRDI grants/awards; (c) are given consistent treatment through application of the generally accepted accounting principles appropriate to the circumstances; and (d) conform to any limitations or exclusions set forth in the grant/award budget.

5. **Application:** A request for funding a project that is submitted to QRDI using QRDI prescribed forms.

6. **Assurance:** A certification by an applicant indicating that the entity is in compliance with, or that it will abide by, a particular requirement if awarded a QRDI grant.

7. **Audit finding:** Deficiencies which an auditor is required to report as findings; it may be related to regulatory requirements or costs.

8. **Audit resolution:** The process of addressing findings that are identified during an audit.

9. **Award:** The provision of funds by QRDI, based on an approved application and budget or progress report, to an institution to carry out a project or activity.

10. **Awardee:** A "Submitting Institution" awarded grant(s) from QRDI and is a party to the Notice of Award Agreement.

11. **Budget:** The financial plan for the project approved by QRDI during the award process or in subsequent budget periods.

12. **Budget period:** The intervals of time (usually 12 months each) into which a project period is divided for budgetary and funding purposes.

13. **Capital Equipment:** Items having a useful life of more than one year and a unit acquisition cost of greater than US$5,000 and which is part of the approved budget.

14. **Change in scope:** An activity whereby the Awardee changes the original objectives or goals in the approved application after the grant has already been awarded.

15. **Change of Principal Investigator (PI):** Process of replacing the Principal Investigator with another individual typically initiated by the Awardee. This term also encompasses the Lead Principal Investigator.

16. **Change of Awardee:** The act of transferring the legal and administrative responsibility for a QRDI-funded project from one legal entity to another before the approved project period has ended.

17. **Claim:** Depending on the context, either:

    - A written demand or assertion by one of the parties involved in a QRDI award that seeks a specific amount of money; a modification or clarification of the terms and conditions of the award; or other remedies relating to the award.

    - A payment request that is not under dispute at the time of submission.

18. **Close Relative**: A close relative refers to immediate family members, including parents, spouses, sons or daughters, siblings, parents-in-law, brothers and sisters-in law.

19. **Closeout:** The process by which QRDI confirms that all necessary administrative tasks, such as the submission of the final progress and financial reports, have been fulfilled and all required work of the QRDI award have been finalized.

20. **Co-Funding:** The mechanism through which Third-Party institutions contribute in cash or in-kind funding to a project

21. **Collaborative Institution**: Research Institution in or outside the State of Qatar collaborating with the Awardee in conducting the research proposal. Once awarded, it will be termed as Sub-Awardee.

22. **Conference:** A structured and formal gathering, held in person or virtually, where participants convene to share information and ideas or to discuss and address a particular topic, problem, or field of knowledge. This can take various forms such as a symposium, seminar or workshop.

23. **Consumables and Materials:** Items that are necessary to carry out the project with unit acquisition cost of less than US$ 5,000.

24. **Confidentiality:** Means preserving authorized restrictions on information access and disclosure, including means for protecting personal privacy and proprietary information.

25. **Conflict of interest:** Conflict of Interest is a cross-cutting issue that affects many policy areas such as peer review, financial conflict of interest, and responsible conduct of research. It generally means that a competing personal interest could affect, or could appear to affect, an individual's judgment or could cause the individual's impartiality to be questioned. Conflicts of Interest (actual/real or potential/apparent) may arise in the objective review process or in other activities or phases of the financial assistance process. There may be different uses of this term throughout this document. QRDI uses the terms real for an actual conflict of interest; and apparent for a potential conflict. See QRDI Conflict of Interest Policy.

26. **Consultant:** An experienced individual that is trained to advise the research team in order to help in making the best possible choices during execution of the research

project. A consultant generally offers only advice or proposes solutions to problems, but he/she does not act as key investigator such as designing, conducting, or reporting on research. A consultant cannot have any claim on intellectual property related to the project. A consultant requires little or no guidance in providing input.

27. **Contract:** A legal instrument by which an institution purchases property or services needed to carry out the project or program under a QRDI award. The term does not include a legal instrument when the substance of the transaction meets the definition of a QRDI award (or subaward).

28. **Cost principles:** The QRDI principles on allowability of costs under QRDI funding agreements.

29. **Cost sharing:** The mechanism through which any of the participating institutions (Submitting and/or Collaborative institution/s) contribute to cash or in-kind funding to a project.

30. **Deviation:** A departure from a QRDI fund requirement, which can include a deviation from regulations, policies, or procedures either on a single case or class basis. In the case of a single-case deviation, a waiver or exception is requested for a specific grant and a decision is made based on the circumstances of that particular case. On the other hand, a class deviation entails requests for the same type of deviation involving multiple grants.

31. **Direct costs:** Expenses related directly to the performance of the project research activities. Direct cost includes the "Personnel" cost, the "Equipment" cost, the "Travel" cost and the "Miscellaneous" cost.

32. **Disallowed costs:** Those expenses charged to a QRDI award that QRDI has deemed to be unallowable under its QRDI policies.

33. **Eligible Expense:** Expenses incurred by the awardee institution while carrying out the research as outlined in the approved proposal that are covered by the funds obligated in a QRDI grant, and in accordance with the awardee institution's policies and procedures.

34. **Equipment:** Tangible property which is part of the approved budget.

35. **Expenditures:** Charges made by an awardee to a project for which they have received a QRDI Award.

36. **Financial conflict of interest:** A financial conflict of interest occurs when an investigator's significant financial interest could directly and significantly affect the design, conduct, or reporting of the QRDI-funded research.

37. **Financial interest** means anything of monetary value, regardless of whether the value can be readily determined or not.

38. **Full-time appointment:** The number of days per week and/or months per year that represents full-time effort at the applicant/awarded institution, as specified in institutional policy. This policy must be applied consistently regardless of the source of support.

39. Fund matching: Funds contributed by QRDI to match the co-funder in cash commitments using a pre- determined ratio.

40. **Grant:** Term used to describe the funding instrument used by QRDI for the execution of material support.

41. **Grant-supported activities:** Specific activities described in a grant application or in a subsequent submission that have been approved by QRDI for funding, regardless of whether QRDI covers all or only a portion of the costs of these activities.

42. **Human subject:** A living individual who is the subject of research conducted by an investigator, where the investigator collects (1) data directly from the individual through intervention or interaction or (2) obtains identifiable private information.

43. **Improper payment:** Two types of payment issues: (1) a payment that was made in the wrong amount, such as an overpayment or underpayment or a payment that was not supposed to be made under the applicable legal requirements; and (2) a payment made to someone who is not eligible to receive it, a payment made for a good or service that is not allowed; a duplicate payment; a payment made for a good or service that was not received (except where QRDI has authorized such payments); or a payment where there is not enough documentation to determine if it was appropriate.

44. **Imputed interests:** The interests of not only the employee or reviewer but also their spouse, dependent children, partner, and any entity where the employee/reviewer holds a position as an officer, trustee, director, or employee.

45. **Indirect Cost**: Institutional expenses that are not readily identified with a research project implementation, yet necessary for the general support of this project by the institution where it is being performed.

46. **Innovation:** The application of a new approach that brings added value, which can be new for an organization, market or the world. This can include the creation or enhancement of a product, good, service; process; marketing method or organizational method.

47. **Institutional Animal Care and Use Committee (IACUC):** An institutionally mandated committee which is established by institutions that use laboratory animals for research or instructional purposes to oversee and evaluate all aspects of the institution's animal care and use program. The committee should have sufficient authority and resources (e.g., staff, training, computers and related equipment) to fulfil this responsibility. IACUC review and approval is required for all QRDI supported activities involving live vertebrate animals according to Ministry of Public Health (MoPH) regulations.

48. **Institutional base salary:** The amount of annual compensation that an institution pays to an employee for their appointment, irrespective of the activities they undertake in the institution, such as research, teaching, patient care, or other activities. Base salary does not include any additional income that an individual may earn outside their appointment with the institution.

49. **Institutional Review Board (IRB):** A committee established or designated by an institution to protect the rights and welfare of human subjects recruited to participate in biomedical and/or social science research. The IRB reviews and approves research involving human subjects and ensures that all human subject research conducted at that institution or by the institution’s employees or agents is in accordance with the internationally recognized ethical principles and with the policies and regulations issued by the Qatar Ministry of Public Health.

50. **Intellectual Property (IP):** A set of intangible assets including, without limitation, all inventions; literary and artistic works; designs; and symbols, names and images used in commerce. IP includes but is not limited to, patents, copyrights, trademarks, whether registered or unregistered, and other forms of intellectual assets such as computer software, data, database rights, know-how, social media handles, trade secrets and all other similar intangible proprietary rights anywhere in the world. From time to time, advances in science and the arts may result in new forms of intellectual property protection. Those new forms of IP shall be considered to fall within this policy.

51. **Invention:** means any discovery which is or may be patentable before a government patent office anywhere in the world, whether or not patent protection is sought.

52. **Investigator:** means any person who is responsible for the design, conduct, or reporting of funded or proposed research project

53. Joint Funding: A mechanism through which QRDI partners with another entity to fund a jointly launched research or innovation program.

54. **Key Investigator**: Member of the research team involved in the scientific execution of the research project supported by QRDI. Key investigators comprise LPIs, Co-LPIs and PIs.

55. **Lead Principal Investigator (LPI)**: The Principal Investigator who is identified in the proposal as the leader and manager of the research team members. For proposals with a single PI, he/she is, by default, considered as the Lead PI

56. **Local institution:** A public or private non-profit or for-profit institution that is located in Qatar, is subject to Qatar laws, and assumes legal and financial accountability for QRDI awarded funds and for the performance of the grant-supported activities.

57. **Major Professional Role:** means the role of an individual who contributes significantly and measurably to the scientific development or execution of the project regardless of whether they receive compensation or not.

58. Miscellaneous items: Refers to items of various types, forms and characteristics necessary for the implementation of the research project and are not categorized under equipment, travel or personnel.

59. **Monitoring:** The on-going process of evaluating and reviewing information related to the progress and financial performance of a QRDI grant, which may involve regular reporting, audits, site visits, and other sources of information.

60. **Name change:** A change in the name of an institution that does not affect its rights and obligations as an Awardee of QRDI funding.

61. **Notice of Award:** The official, legally binding document, signed by a QRDI official and the Awardee, either in hard copy or electronically. It serves to notifies the Awardee of the award of the grant they have received and contains or refers to all the terms and conditions of the grant, including QRDI funding limits and obligations. Additionally, it serves as the documentation required for recording the obligation of QRDI funds in the QRDI system.

62. **Obligations:** In the context of an Awardee, obligations refer to transactions such as orders, services, or subawards that require payment by the Awardee in the same or a future period.

63. **Performance site:** A performance site can be the primary site where the work (design, conduct of research, data analysis, reporting of research) will be performed. If a portion of the project will be performed at any other site(s), the location(s) must be individually identified as performance sites.

64. **Period of performance:** The time specified in the Notice of Award during which the Awardee may incur new obligations to carry out the work authorized under the grant.

65. **Post-award:** this refers to the period after an Awardee and QRDI have agreed on the Notice of Awardee up until the completion of the closeout process, which marks the end of a QRDI-funded project.

66. **Postdoctoral Scholar**: An individual who has received a doctoral degree (or equivalent) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.

67. **Pre-award:** This refers to the period from the publication of a QRDI Request for Applications (RFA) to the point when a Notice of Award is agreed by QRDI and an institution.

68. **Pre-award costs:** Any cost incurred prior to the beginning date of the project period or the initial budget period of a competitive segment (under a multi-year award), in anticipation of the award and at the applicant's own risk, for otherwise allowable costs.

69. **Pre-Funding:** This refers to the period between an application being selected (in principle) for funding and a Notice of Award being agreed by QRDI and an institution.

70. **Principal Investigator:** The person designated on the Research Proposal as the principal individual involved in the scientific execution of QRDI funded project.

71. **Prior approval:** Written approval by an authorized QRDI representative evidencing prior consent before an awardee undertakes certain activities or incurs specific costs.

72. **Procured Items**: Refers to capital equipment, material, consumables and supplies procured by the awardee institution which are necessary to carry out the project.

73. **Progress report / progress performance report**: A periodic report typically submitted, annually, by the Awardee. It is used by QRDI to evaluate the progress and, with the exception of the final progress report, to determine whether to continue funding for the following budget period. The report is also known as a non-competing continuation progress report.

74. **Project period:** The total time for which QRDI support of a project has been programmatically approved as shown in the Notice of Award, typically from the project start date until QRDI's acceptance of a project final report; The project period includes the initial approved project duration, as well as any additional periods from renewal awards, and extensions, if applicable.

75. **Protected personal identifiable information:** Any information relating to an individual identified or reasonably identifiable by reference to such information or by combining such information with any other information as described in the Qatar Personal Data Privacy Protection Law No. 13 of 2016.

76. **QRDI funded IP/ Project IP:** Means IP arising from QRDI funded projects.

77. **QRDI Funding:** Monetary funds provided by QRDI to an eligible institution for the purpose of supporting or stimulating a purpose authorized by QRDI.

78. **QRDI Program Director (PD):** The PD is the main Grants Officer for QRDI overseeing the financial management of the grant portfolio. They are responsible for leading an institutional team and have the mandate to appoint and supervise multiple directors.

79. **QRDI system:** QRDI centralized grant submission and management system.

80. **Research and Development (R&D)**: All research activities, both basic and applied, and all development activities that are performed by QRDI Awardees. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. Research is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Development is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.

81. **Request for Application (RFA):** A publicly available document issued by QRDI for each QRDI funded program highlighting the guidelines, eligibility and policies for participating in the respective program.

82. **Research Team Members**: Individuals involved in the scientific execution of the awarded project, by devoting a specified effort during the Project Lifetime. Namely: key investigators, post-doctoral scholars, graduate and undergraduate students, research associates, research assistants, and lab technicians.

83. **Scope of work:** The specific aims and objectives of a grant, including the methodology, approach, analyses or other activities that will be used to achieve the grant's objectives. It also includes the tools, technologies, and timeframes needed to successfully carry out the project. The scope of work encompasses the research plan submitted with the original grant application, as well as any approved modifications.

84. **Senior/Key Personnel:** Individuals, including the LPI/PI, who make significant contributions to the scientific development or execution of a project. These individuals must contribute in a substantive and measurable way and devote measurable effort to the project whether or not salaries or compensation are requested.

85. **Subaward:** An award that is provided by an Awardee to another organization to carry out a portion of a QRDI award received by the Awardee institution. This type of award does not include payments to a contractor.

86. **Sub-Awardee:** A research institution inside or outside the State of Qatar that is collaborating with the Awardee under its responsibility to conduct the research project as identified in the original research proposal.

87. **Submitting Institution**: An institution registered inside the State of Qatar that has appropriate research resources and is responsible for submitting research proposals to QRDI. Once awarded, such an entity will be termed as the Awardee.

88. **Subject invention:** means any Invention of an Awardee created in the performance of work under a QRDI award.

89. **Summary statement:** An official QRDI document that presents the outcome of the Programmatic Panel review, which includes any areas of concern identified , as well as a brief synopsis prepared by the Programmatic Panel Chair based on their deliberations.

90. **Suspension of award activities:** An action taken by QRDI that requires the Awardee to stop all activities related to the award until corrective action is taken.

91. **Termination:** The ending of an award/grant, in whole or in part, at any time prior to the project /award end date.

92. **Termination for Cause**: This refers to the termination of grant/award that takes effect when QRDI determines that the Awardee has materially failed to comply with the terms and conditions of the grant/award.

93. **Termination for Convenience**: This refers to the type of termination that takes effect either upon QRDI's discretion or the Awardee's request without Cause.

94. **Terms and conditions of award:** All requirements that QRDI imposes on a grant whether based on regulations, policies, or any such document referenced in the QRDI Grants Terms and Conditions or specified in the Notice of Award. The Notice of Award may include both Grant Terms and Conditions and any special terms and conditions that are necessary to achieve the grant's objectives, facilitate post-award administration, conserve grant funds, or protect QRDI's interests.

95. **Third-party in-kind contributions:** Non-cash contributions such as services that are provided by third-parties to an Awardee at no cost and which are beneficial to the QRDI funded project or program.

96. **Unliquidated obligations:** Commitments made by the Awardee that have not yet been paid. These commitments represent funds that have been obligated but not yet expended or accounted for. As such, unliquidated obligations should be treated as obligations and should not be reported as unobligated balances.

97. **Unobligated balance:** The remaining amount of funds authorized under a QRDI award that the Awardee has not yet spent or committed to any specific purpose.