


Document Owner:	The Office of the Vice President for Research			 <p>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في مؤسسة قطر Member of Qatar Foundation</p>
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Hiring Procedure on External Research Grants

Sponsored Research Office

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1. Record of Amendments

This is a record of approved changes made to these guidelines.

Rev.	Approval Date	Document Code	Type of Change	Description of Change
001	15/11/2020	OVRP-SRO-HR-PRO-001-001	Initial Release	
002	01/11/2022	OVRP-SRO-HR-PRO-001-002	Updated hiring process	


2. Purpose & Scope

The purpose of this procedure is to formalize, and aid the researchers in navigating, the hiring process from raising a request and obtaining approvals to onboarding and termination.

This procedure applies to all individuals hired under External Research Projects. All interested parties referred to within this document shall be charged with notice of its contents.

3. Acronyms and Definitions


Abbreviation/Term	Definition
Candidate	An individual seeking employment under a External Research Grants.
Double dipping	Where the Candidate is paid for pursuant to a sponsored research agreement and is also subject to compensation outside such agreement irrespective of the source of such compensation.
Freelancer	An individual who is hired under specific terms to perform a particular assignment within a project where specialised knowledge of a subject, field or skill is required.
FTEs	Full Time Employees
Graduate Student	An individual who is enrolled in either a Masters or PhD Program at HBKU.
Graduate Student Sponsored Research Agreement	The agreement signed by a Graduate Student for the purpose of undertaking research activity in service of a given project.
HBKU	Hamad Bin Khalifa University
Home Entity	A college or a research institute under HBKU
HBKU-HR	Hamad Bin Khalifa University Human Resources
HR	Human Resources
Individual Consultant	An individual who undertakes specific assignments on a project basis
Individual Contributor	An individual who provides temporary services or is engaged on a short-term basis
JD	Job description
LPI	Lead Principal Investigator
OVRP	Office of Vice President for Research
Part-time	Non-sponsored Candidates hired for defined projects

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Prime Fund Agreements	Master research agreement with the funding agency or sponsor that governs all External Research Grants.
QF	Qatar Foundation
QID	Qatar ID
Research Hiring Plan	Hiring plan as detailed by the LPI in the submitted research plan for external grant
External Research Grants	Refers to research projects, activities and assignments funded partially or wholly by external restricted funding which are carried out by any of HBKU's Home Entities' faculty members and/or researchers.
SRO	Sponsored Research Office – the entity under the HBKU OVPR which oversees administration and management of all externally funded research projects at HBKU, and supports grants funded by OVPR.
SRO E-Portal	A system designed for submitting proposal applications, managing projects and raising requests related to external research projects (Link)
Temporary	Non-sponsored Candidates hired for defined projects
WD	Working Days – i.e. Sunday to Thursday

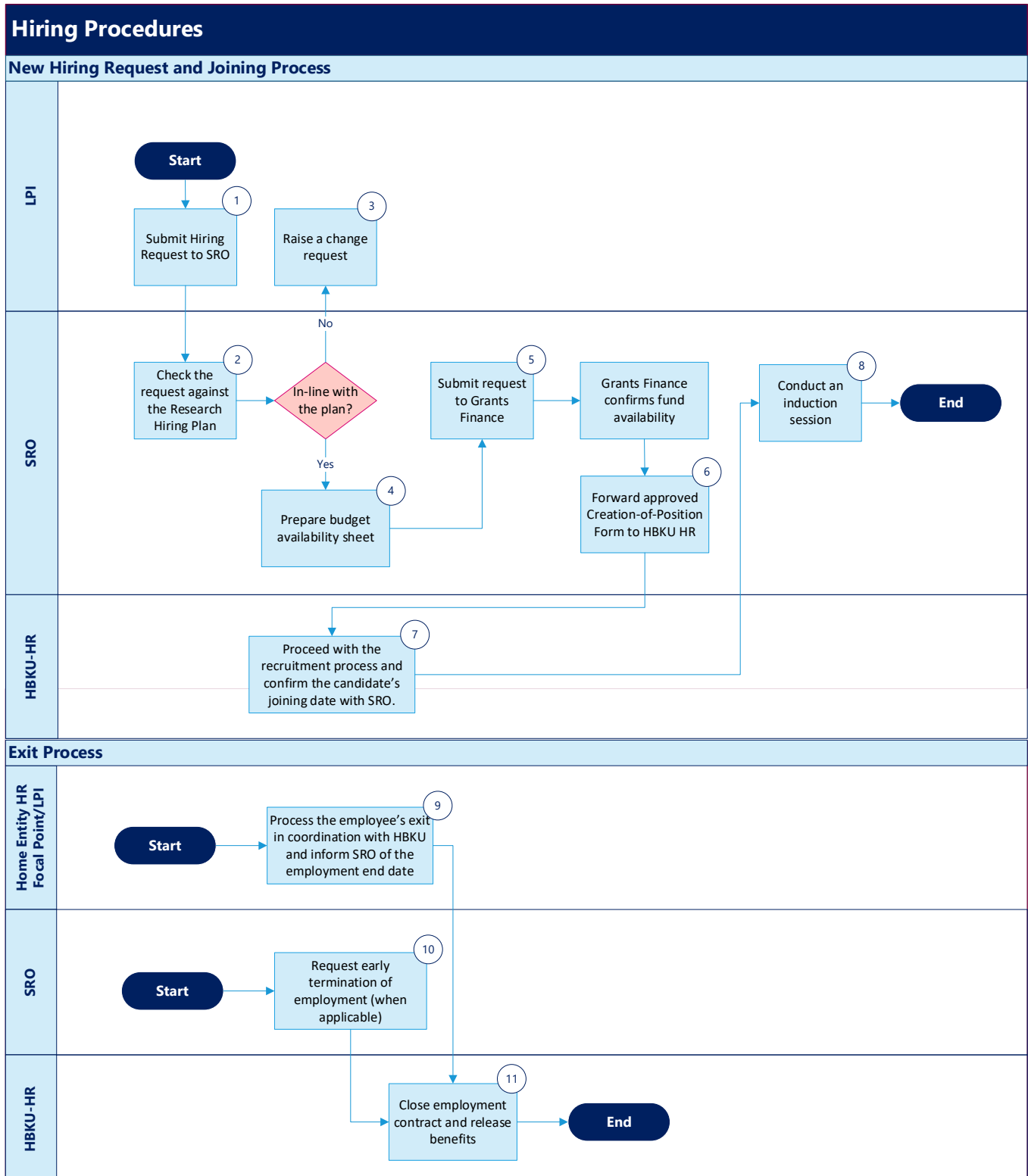
4. Roles and Responsibilities


Role	Responsibility
LPI	Identifies Candidates as per the approved Research Hiring Plan and conducts interviews as per their Home Entity procedures; submits hiring requests and other required documents as per HBKU and SRO policies and procedures.; supervises the Candidate; and terminates the Candidate's employment (where applicable).
Home Entity HR Focal Point	Liaises with LPIs and aids them in selecting CVs, scheduling interviews, and expediting the Home Entity approval process.
SRO	Leads and processes all hiring requests as per Research Hiring Plan and budget; validates Candidate's eligibility, budget availability; and acts as a liaison with the recruitment team at HBKU-HR.
Grants finance	Checks fund availability to cover hiring requirements and issues a Creation-of-Position approval (or rejection).
HBKU-HR	Handles recruitment formalities to ensure the Candidates join in a timely manner.

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5. Procedure Flowchart


5.1 Hiring Procedure Flowchart



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5.2 Hiring Procedure Narrative

Sr. No.	Narrative	Responsible Person/Entity
Joining Process		
Hiring procedures shall only commence after the complete execution of Prime Fund Agreements. Hiring process must be in compliance with HBKU-HR policies and procedures.		
1	LPI submits completed required documents and signed Internal Hiring Request Form or Extension Form (as the case may be) to SRO. It is strongly advised to raise any hiring requests in the early stages of the project. Any new request raised within the last 4 months of the project shall not be processed.	LPI
2	SRO reviews the hiring request against the Research Hiring Plan in terms of the candidate's position and budget availability. <ul style="list-style-type: none"> ➤ The position requested for must match the position in the Research Hiring plan. ➤ The hiring expenditure must not exceed the approved budget within the requested year. 	SRO
3	If the hiring request is NOT in-line with the Research Hiring Plan (i.e. the position is not available or the budget is insufficient), LPI must contact SRO through the SRO E-Portal to request assistance with filing a change request for the position and/or the budget.	
4	If the hiring request is in-line with the Research Hiring Plan, SRO reviews all submitted documents and prepares budget availability sheet.	
5	SRO gets the required approvals and submits hiring documents and budget availability sheet to Grants Finance to confirm fund availability.	
6	Once confirmed, SRO processes the hiring request and forwards the approved Creation-of-Position Form and fund availability confirmation to the HBKU-HR.	
7	HBKU-HR proceeds with the recruitment process and confirms the Candidate's joining date with SRO. <ul style="list-style-type: none"> ➤ HBKU-HR shall set up the correct charge account as mentioned in the approved document by SRO and keep the LPI's Home Entity HR Focal Point in the loop. ➤ Candidate's joining date may only be on or after the start date of the project. 	
8	Upon joining, SRO offers the new joiner an induction session. This involves introducing the new joiner to their new job role by providing a general overview of the organization (HBKU, as well as QF), explaining the processes and workings of SRO, and familiarising them with any relevant policies and procedures.	SRO
Exit Process		
9	Home Entity HR Focal Point processes the employee's exit, in coordination with HBKU-HR. <ul style="list-style-type: none"> ➤ Home Entity HR Focal Point/LPI must inform SRO of the employment contract end date. ➤ The employment contract end date must be on or before the project end date. 	Home Entity HR Focal Point, LPI

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10	In certain circumstances, SRO may request HBKU-HR to process an early termination of an employment contract. These include, but are not limited to, cases where: <ul style="list-style-type: none"> ➤ The funding agency or the sponsor faces unexpected cashflow issues ➤ The project end date precedes the employment contract end date ➤ LPI requests such termination due to the Candidate's unsatisfactory performance ➤ Status of the project affects its completion (The project is terminated by the sponsor) 	SRO
11	HBKU-HR processes terminations for all employees hired on External Research Grants by closing employment contracts and releasing all owed benefits.	HBKU-HR
Additional Control Principles		
<ul style="list-style-type: none"> ➤ LPI's Home Entity HR Focal Point/ LPI shall refer to the SRO for any changes in the employment contract. ➤ End of Service Benefits (ESB) shall be applicable to employees with employment contract period of 1 year or more. Employees transferring their employment contracts from one project to another shall be entitled to receive their ESB settlement from the former project. ➤ Double dipping during the course of hiring shall be prohibited. ➤ Employment of relatives shall be prohibited where such a Candidate has a personal or business relationship with a QF employee in the same business line or division. ➤ It is the LPI's responsibility to ensure that no conflict of interest arises during the hiring process. In the case it does, LPI must promptly disclose it as per HR policies and procedures. ➤ Any unallowed cost to the project due to failure to abide by these procedures shall be charged to the LPI's Home Entity. 		


6. Contract Types

Any employee hired under External Research Grant may only fall in one of the contract categories mentioned below:

1. Freelancer
2. Temporary
3. Part-time
4. Individual Consultant
5. Individual Contributor
6. Graduate Student

For further information on the duration, hiring category, hiring requirements, and payment terms and conditions for the above six contract types, please refer to Appendix A.

The following sections detail the hiring procedures for the abovementioned six categories.


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7. Freelancer, Temporary and Part-time Candidates

7.1 New Hiring Request Process

This section applies to all new Candidates to HBKU (who do not have an existing QF/HBKU ID/sponsorship).


Procedure	Owner	Process Time	Required Documents
LPI submits completed and signed required documents to SRO, with LPI's Home Entity HR Focal Point copied.	LPI	-	<ul style="list-style-type: none"> ➤ Internal Hiring Request (SRO-C-001) ➤ Passport copy ➤ QID ➤ Entity Approved Job Description ➤ CV ➤ HBKU HR Interview form
SRO reviews the request for position and budget availability, prepares the budget availability sheet, secures required approvals on all hiring documents and sends Creation-of-Position Form to Grants Finance (If needed, additional information may be requested from LPI).	SRO	10 WD	<ul style="list-style-type: none"> ➤ Approved Budget Availability ➤ Position Creation Form
Grants Finance confirms fund availability.	Grants Finance (SRO)	2-3 WD	
SRO sends the approved hiring request to HBKU-HR for further processing and follows up on a regular basis.	SRO	1 WD	
Candidate submits required documents before the joining date.	Candidate		<ul style="list-style-type: none"> ➤ Attested education certificate ➤ Attested police clearance from the home country ➤ Medical approval ➤ Criminal Investigations Department (CID) approval

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7.2 Employment of Former Employees in Grants – New Hiring

This section applies to Candidates with an existing and active QF/HBKU ID or sponsorship who may be hired on one of the externally funded projects or transfer between external grants.


Procedures	Owner	Process Time	Required Documents
LPI's Home Entity HR Focal Point requests Employee Relations to release all benefits (including ESB) for the Candidate and terminate their existing employment contract before LPI submits the request to SRO as new Candidate hiring.	LPI/Employee/Home Entity Focal point		Confirmation email from Employee Relations.
LPI submits completed and signed required documents to SRO, with LPI's Home Entity HR Focal Point copied.	LPI	-	<ul style="list-style-type: none"> ➤ Internal Hiring Request (SRO-C-001) ➤ Passport copy ➤ QID copy ➤ Entity Approved JD ➤ CV ➤ HBKU HR Interview form
SRO reviews the request for position and budget availability, prepares the budget availability sheet, secures required approvals on all hiring documents and sends Creation-of-Position Form to Grants Finance (If needed, additional information may be requested from LPI).	SRO	10 WD	<ul style="list-style-type: none"> ➤ Approved Budget Availability ➤ Position Creation Form
Grants Finance confirms fund availability.	Grants Finance (SRO)	2-3 WD	
SRO sends the approved hiring request to HBKU-HR for further processing and follows up on a regular basis.	SRO	1 WD	

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7.3 Renewal/Extension of the Contract


This section applies to renewal or extension of the employment contract in the same project, without any changes in salary, contract type, sponsorship, etc.

Procedures	Owner	Process Time	Required Documents
LPI submits completed and signed required documents to SRO, with LPI's Home Entity HR Focal Point copied at least one (1) month prior to the employment contract end date.	LPI	-	Internal Hiring for Renewal/Extension (SRO-C-015)
SRO reviews the request for position and budget availability, prepares the budget availability sheet, secures required approvals on all hiring documents and sends it to Grants Finance (If needed, additional information may be requested from LPI).	SRO	5 WD	<ul style="list-style-type: none"> ➤ Approved Budget Availability ➤ Approved Renewal/Extension request
Grants Finance confirms fund availability.	Grants Finance (SRO)	2-3 WD	
SRO sends the approved renewal/extension request to HBKU-HR to update the system with the new employment contract end date.	SRO	1 WD	

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8. Individual Consultant

Procedure	Owner	Process Time	Required Documents
LPI submits completed and signed required documents to SRO, with LPI's Home Entity HR Focal Point copied.	LPI	-	<ul style="list-style-type: none"> ➤ Internal Hiring Request (SRO-C-001) ➤ HBKU HR Consultation Request Form ➤ HBKU HR MRF ➤ HBKU HR Checklist Form ➤ CV ➤ Passport copy ➤ QID copy
SRO reviews the request for position and budget availability, prepares the budget availability sheet, secures required approvals on all hiring documents and sends it to Grants Finance (If needed, additional information may be requested from LPI).	SRO	10 WD	<ul style="list-style-type: none"> ➤ Approved Budget Availability ➤ Approved Consultation Request Form ➤ Approved MRF ➤ Signed Hiring Request
Grants Finance confirms fund availability.	Grants Finance (SRO)	2-3 WD	
SRO sends the approved hiring request to HBKU-HR for further processing and follows up on a regular basis.	SRO	1 WD	

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9. Individual Contributor


Procedure	Owner	Process Time	Required Documents
LPI submits completed and signed required documents to SRO, with LPI's Home Entity HR Focal Point copied.	LPI	-	<ul style="list-style-type: none"> ➤ Internal Hiring Request (SRO-C-001) ➤ HBKU HR MRF ➤ HBKU HR Checklist Form ➤ CV ➤ Passport copy ➤ QID copy
SRO reviews the request for position and budget availability, prepares the budget availability sheet, secures required approvals on all hiring documents and sends it to Grants Finance (If needed, additional information may be requested from LPI).	SRO	10 WD	<ul style="list-style-type: none"> ➤ Approved Budget Availability ➤ Approved MRF ➤ Signed Hiring Request
Grants Finance confirms fund availability.	Grants Finance (SRO)	2-3 WD	
SRO sends the approved hiring request to HBKU-HR for further processing and follows up on a regular basis.	SRO	1 WD	

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10. Graduate Student

Procedure	Owner	Process Time	Required Documents
LPI submits a request to their Home Entity.	College Deans	5 WD	College approval
LPI submits completed required documents to SRO, copying Student College focal points (scholarship/ Student Affairs).	LPI	-	<ul style="list-style-type: none"> ➤ Draft Graduate Student Sponsored Research Agreement ➤ Student documents: <ol style="list-style-type: none"> 1. Student Enrollment Letter 2. Student university ID 3. Admission letter from HBKU 4. Copy of College Scholarship Agreement 5. QID ➤ Bank information- QF Form (if any)
SRO reviews the submitted documents by LPI (If needed, additional information may be requested from LPI).	SRO	5 WD	Budget availability
SRO returns the agreements to the LPI and the College focal points (LPI and Student) to proceed with signatures and re-submit them to SRO.	LPI/College Focal	2-3 WD	Signed Graduate Student Sponsored Research Agreement
SRO prepares the budget availability sheet and secures required approvals on all hiring documents.	SRO	5WD	
SRO shares the approved agreement with LPI.	SRO	1WD	

For further clarification, please refer to the Graduate Student Employment Under Sponsored Research Guidelines [here](#).

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11. Contacts

For any change in HR policies and procedures, kindly contact your respective Home Entity HR Focal Point.

For further information and queries regarding hiring on external research grants, please raise a ticket on the SRO E-Portal.

Please visit the following website for HBKU Research and Sponsored Research Office:

- <https://research.hbku.edu.qa/>
- <https://www.hbku.edu.qa/en/research/sro>


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Appendix A

The table only refers to general elements of hiring contracts.

- For further information, kindly refer to HR policies and procedures [here](#).
- For details on a specific case, kindly refer to the relevant signed agreement between the employee and HBKU-HR.

	Duration	Hiring Category	Hiring Requirements	Payment Terms and Conditions	Additional Notes
Freelancer	Up to 1 year renewable subject to budget availability	Overseas, Local (Male/Female)	<ul style="list-style-type: none"> ➤ HBKU HR RRF ➤ SRO Budget availability confirmation ➤ CV ➤ HBKU HR Interview form ➤ Entity Approved JD 	<ul style="list-style-type: none"> ➤ Basic monthly salary based on job grade. ➤ A separate housing allowance equal to the single status of similar full-time sponsored employees ➤ A separate transport allowance based on the job grade. 	<ul style="list-style-type: none"> ➤ Employed under “single” status regardless of the marital status ➤ Entitled to paid leave of 15 WD of the contract period (or year) if the contract is for 1 year or more. ➤ Entitled to be included in the corporate health insurance plan if the contract period is for 1 year or more
Temporary	6 months or less subject to renewal up to a maximum period of 3 months. (Note: total contract period shall not exceed 9 months at any given time)	Local (Female) – Sponsored by family	<ul style="list-style-type: none"> ➤ Passport copy ➤ QID copy 	<ul style="list-style-type: none"> ➤ Not entitled to any benefits and/or allowances. 	<ul style="list-style-type: none"> ➤ Not entitled to work remotely
Part-time				<ul style="list-style-type: none"> ➤ Paid on an hourly basis and payment processed against duly completed monthly timesheets detailing hours worked. ➤ Not entitled to any benefits and/or allowances 	
Individual Consultant	6 months or less subject to renewal up to 1 year	Overseas, Local (Male/Female)	<ul style="list-style-type: none"> ➤ HBKU HR MRF ➤ HBKU HR Consultation Request Form ➤ HBKU HR Checklist Form ➤ CV ➤ SRO Budget availability confirmation 	<ul style="list-style-type: none"> ➤ Payment capped at QAR 2 Million per year. 	<ul style="list-style-type: none"> ➤ For further information, please refer to the Individual Consultant Hiring Procedure here

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Individual Contributor	30 calendar days	Overseas, Local (Male/Female)	<ul style="list-style-type: none"> ➤ MRF ➤ Checklist ➤ CV ➤ Budget availability confirmation 	➤ Payment capped at QAR 50,000 per contract of service	➤ For further information, please refer to the Individual Contributors Hiring Procedure here
Graduate Student	Up to 1 year renewable subject to budget availability	Students enrolled at HBKU as degree seeking students (Male/Female)	<ul style="list-style-type: none"> ➤ Student employment letter ➤ Student university ID ➤ Admission letter ➤ College scholarship agreement (if any) ➤ QID ➤ QF Form – Bank information (if any) ➤ Completed and signed Graduate Student Sponsored Research Agreement 	<ul style="list-style-type: none"> ➤ Payment on a monthly basis or upon completion of services (refer to the specific Graduate Student Sponsored Research Agreement) ➤ Hourly rates (for the dedicated hours subject to the relevant entity’s Dean’s approval) <u>Master’s Students:</u> QAR 32 per hour <u>PhD Students:</u> QAR 45 per hour 	➤ Please refer to the Graduate Student Employment Under Sponsored Research Guidelines here

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