

HBKU Student Innovation Fund (SIF):

The HBKU Innovation Center (IC) is soliciting innovation proposals from all HBKU students for novel solutions, products, business models, and policies for potential funding opportunities. The fund aims to support local students with industry-driven innovations, targeted at increasing the local capacity, responsiveness, and private enterprise.

HBKU students are encouraged to submit proposals on **novel solutions, products, business models, and policies** to one of the two opportunities available under SIF.

| Opportunity | Funding Amount | Duration | Additional Requirements |
|---|------------------|-------------------------|--|
| Single Student Innovation proposal. | Up to QAR 10,000 | Maximum of eight months | Participation of a single student. |
| Multidisciplinary Student Innovation proposals. | Up to QAR 20,000 | Maximum of eight months | Participation of a minimum of two students from different HBKU Colleges. |

The SIF timeline designed as an eight-month project covers a total of six months reserved for research and development activities and two months reserved for IP agreements, procurement processes, hiring processes, and additional administrative operations. The research plans should be designed for six months, initiated, and completed within the time frame provided.

***Notice: There will be no additional extension available under Student Innovation Funds.**

HBKU SIF Proposal Submission Guidelines

- Proposals must be submitted by the announced **proposed deadline**.
- Proposals must be submitted online as a single PDF document using the template provided. Applicants should closely follow the template format (font type, font size, line, paragraph spacing, and overall structure) and submission requirements.
- Proposals should not exceed 10 pages including references, letters, and additional support documents.
- Questions and clarifications should be addressed to: innovation@hbku.edu.qa

HBKU SIF Eligibility

1. Only HBKU students are eligible to apply.
2. Only one submission is allowed for each applicant as LPI, PI, or team member.
3. LPis, PIs, and team members of previous innovation projects are eligible to apply only if their projects have been completed, the final report submitted within the time frame agreed upon and has been accepted.
4. HBKU students eligible for participation: 1st-year master's students; and 1st, 2nd, and 3rd-year PhD students; 1st, 2nd, 3rd-year undergraduate students.
5. The concept and proposed plans should be an original idea of the applicant(s).
6. The idea must be innovative, original, and addressing relevant and critical local challenges. The aim should be clearly stated in the Executive Summary and the relevant sections of the HBKU IC Proposal Template
7. The proposal must identify potential applications for real-life use in Qatar and the local community
8. The proposal must lead to a **proof of concept** and to a **demonstrable prototype** at the end of the proposed period, with a **TRL of at least four or five**, where appropriate
9. No advising or mentoring is required from faculty, researchers, or staff members
10. LPI should complete all sections listed in the proposal template prior to submission. Incomplete applications will not be considered for review

HBKU SIF Selection Criteria

Compliance: Is the proposal submitted in line with the template, forms, and documentation including all necessary sections and eligibility criteria? Incomplete applications will not be considered for review.

Novelty: In what ways is the idea fundamentally different from existing ones? What is the overall innovation and merit of the idea, with an emphasis on the thought processes behind developing the ideas?

Value Creation and Impact: What is the potential of the idea to create significant new value and impact, if it works?

Relevance: In what ways is the idea relevant to the future of Qatar? Who are the potential stakeholders and why? How does it help in developing local capacity, responsiveness, and private enterprise?

Feasibility: Is the proposed project doable? Is there a viable timetable and task plan to show the proposed project is affordable and doable within the proposed period and with the funding offered? What are the deliverables in half-term and final term periods?

HBKU SIF Selection Process

All applications will go through a two-stage independent review and selection process:

1. First, all proposals will go through an independent and blind peer review process.
2. The shortlisted proposals based on the reviews will be given an opportunity for a presentation to a jury comprising a combination of non-HBKU academics, investors, and entrepreneurship and innovation agencies. The jury's evaluation of the presented proposals will lead to the selection of the final awardees.

Essential reminders for applicants:

1. Selected projects are subject to negotiations to include a change in milestones, deliverables, expenses, and terms and conditions, to be conducted by the HBKU IC before finalizing the agreement and release of the funds.
2. The grants will be managed by the HBKU Sponsored Research Office (SRO) through an official agreement with the recipients.
3. Only selected awardees will be informed and announced on the HBKU official website. Applicants should follow up with the announcements on or after the relevant dates.

HBKU SIF Budget Eligibility:

1. The LPI, PI, and team members from HBKU will participate at zero cost (without additional compensation).
2. Personnel budget: the budget can be allocated to only part-time/contributors hired as necessary manpower (part-time student researchers, engineers, etc.).
3. Material and consumables for conducting the research and submitting deliverables.

4. The maximum amount allowed to be used for outsourcing (i.e., hiring individuals with certain expertise not available at HBKU and crucial to the proposal, programming, etc. also include the prototyping) is limited to 30% of the total award.
5. If point #4 is not available inside Qatar, the maximum amount allowed to be used outside Qatar is limited to 20% of the total award.
6. Applicants are encouraged to use HBKU, Research Institutes, Qatar Foundation (QF), and branch campus facilities including labs, technicians, computational power, Innovation Lab, etc.

HBKU SIF Award Management Terms and Conditions:

1. Once the selection process is finalized, all post-award activities will be managed and coordinated by the HBKU Sponsored Research Office (SRO) through an official agreement with the awardees.
2. The final approval and project kick-off will be announced after the HBKU IC Annual Budget Approval.
3. The project start date will be announced once an agreement is completed by the awardees.
4. Awardees are expected to present a written mid-term progress report and a final report. Presentations should clearly compare their accomplished tasks against the proposed milestones, which are supposed to be distinct, measurable, and reasonably distributed over the allowed period.
5. Funding will be transferred in two phases after proper reviews:
 - a. The first 60% installment at the signing of the agreement.
 - b. The second 40% installment after the mid-term review decision whether to progress to the second phase, following a thorough technical and financial review.
 - c. The proposals can be withdrawn by the HBKU IC based on the mid-term evaluations.
6. The QF/HBKU Intellectual Property Policy (IP) will apply to all projects.
7. The awardees review and comply with all QF/HBKU policies including, but not limited to, research ethics, health and safety, intellectual property, and nondisclosure.

Additional information and online applications can be found at <https://www.hbku.edu.qa/en/innovation-center>.

For questions and clarifications, please contact:

HBKU Innovation Center

'Innovation to Lead'

innovation@hbku.edu.qa