

Graduate Student Sponsored Research Agreement

This Graduate Student Sponsored Research Agreement (hereinafter referred to as the “Agreement”) enters into effect as of \_\_\_\_\_ between:

- (1) **Hamad Bin Khalifa University** (hereinafter referred to as “HBKU”), an institute of higher learning and research under Qatar Foundation for Education, Science and Community Development, with principal offices at PO Box 34110, Education City, Doha, Qatar (the “Client”);
- (2) And; The Participant (the “Graduate Student”):  
HBKU and the Graduate Student are individually referred to as a “Party” and collectively referred to as the “Parties”.

1. GRADUATE STUDENT INFORMATION

|                           |                       |
|---------------------------|-----------------------|
| Student’s Name:           | Student’s H BKU ID #: |
| Nationality:              | Gender:               |
| College:                  | Program:              |
| Maximum Program Duration: |                       |
| Admission Term Expected:  | Graduation Term:      |
| Home Address:             | Qatari ID #           |
| Mobile No.:               | Email Address:        |

2. PROJECT INFORMATION:

|                           |                                |
|---------------------------|--------------------------------|
| HBKU Lead of the Project: | HBKU Home Entity:              |
| Project Title:            |                                |
| Project Number:           | Funding Agency:                |
| Project Duration:         | DaysMonthsYear(s)Current Year: |

3. FUNDING TYPE AND AMOUNT:

The Participation of the Graduate Student covers the following areas for the amounts mentioned below:

|                |                 |                   |                 |
|----------------|-----------------|-------------------|-----------------|
| Tuition Fees   | # of Semesters  | Starting Semester | Ending Semester |
| Monthly Salary | Salary Duration |                   |                 |
| Payment Terms  | Any Comments    |                   |                 |
| Charge Account |                 |                   |                 |

\* Please enter semester [spring/fall] and year, E.g. Fall 2020 or Spring 2020

4. PROJECT MANAGEMENT:

|   |                             |
|---|-----------------------------|
| Sponsored Research Office (SRO) Focal Point | Student College Focal Point |
|---|-----------------------------|

5. TERMS OF REFERENCE AND SCOPE OF SERVICES

|  |
|--|
| Scope of work  |
| - Duration of the Agreement:                           |
|  |
| - Tasks as per Project Research Plan and Target dates: |
|  |



## 6. LIST OF REQUIRED DOCUMENTS TO BE ATTACHED:

- Student Enrollment Letter
- Student University ID
- Admission Letter
- College Scholarship Agreement ( If any)
- Qatar ID
- QF Form-Bank Information
- Please provide all the above listed documents in order to finalize the Agreement.
- **AGREEMENT CLAUSES**

**WHEREAS**, the Client wishes to have the Graduate Student perform the services hereinafter referred to under this Agreement;

**WHEREAS**, the Graduate Student is willing to perform these services as agreed.

## NOW THEREFORE THE PARTIES hereby agree as follows:

- |   |  |
|---|--|
| <b>5.1 Services</b>                                     | <p>The Graduate Student shall perform the services specified in Section 5 above, “Terms of Reference and Scope of Services,” which is made an integral part of this Agreement (“the Services”), and; Graduate Student shall submit to the Client all required reports within the Services period.</p> <p>The Client reserves the right to review the Agreement based on changes in the student’s financial standing, employment, academic or program status or Project Status. HBKU reserves the right to request additional documents at the time of review.</p>  |
| <b>5.2 Payment Terms</b>                                | <p>The Stipend/ Tuition fees payment will be paid as per Section 3. The Graduate Student will receive tuition fees upon the completion of the semester, supported by the semester completion certificate.</p> <p>Receipt of support documentation including timesheets as confirmation of completion the service payments will be within 30 days after the acknowledgment of receiving the invoice and the supporting documents by Qatar Foundation Finance Department (by email notification).</p> <p>The payment will be held/stopped based on the progress of the Project and its Sponsor.</p>  |
| <b>5.3 Service Administration</b>                       | <p><u>Sponsored Research Office (SRO) Focal Point</u></p> <p>The Client designates the focal point from SRO as stated in Section 3 as the Client's Coordinator; the Coordinator will be responsible for receiving invoices, ensuring proper documentation and processing the payment.</p> <p><u>Lead Principle Investigator (LPI)</u></p> <p>The Client designates the LPI/ PI as stated in Section 2 for supervising the Services to be performed by the Graduate Student and manage the receipt and approval of reports, deliverables under this Agreement as under Section 4;</p> <p>The Client commits to renew the financial part annually and subject to the project's status and enrollment letter from Registrar's Office.</p>   |
| <b>5.4 Termination</b>                                  | <p>As specified in the Agreement under Section 5, or upon the project end date, or the abrupt termination of the project due to unforeseen circumstance or graduation date, which is earlier.</p> <p>Agreement can be terminated for poor performance and/or failure to meet expectations.</p>   |
| <b>5.5 Performance Standards and Student obligation</b> | <p>The Graduate Student undertakes to perform the Services with the highest standards of professional and ethical competence and integrity and to the satisfaction of the Client and agrees to:</p> <ol style="list-style-type: none"><li>a. Maintain full-time enrollment at HBKU in accordance with HBKU academic policies and program requirements.</li><li>b. Complete degree requirements within a maximum period as indicated on the first page of this Agreement, unless otherwise agreed in writing.</li><li>c. Allow relevant HBKU departments to access academic records as required.</li><li>d. Notify SRO, the College and the Registrar's Office in writing before the beginning of any given semester if they intend to withdraw from the program. All funding is subject to the university refund policy. Withdrawals count as a semester of eligibility and will result in the cancellation of this Agreement. Students are legally liable to return any funds received after the withdrawal date.</li><li>e. Notify HBKU in a timely manner if they receive funding for studies at HBKU from sources other than HBKU, including a loan from entities such as an employer, third-party foundation, or government sponsor. Receipt of non-HBKU funds for studies will terminate this Agreement.</li><li>f. Review and comply with all policies including, but not limited to, research ethics, health and safety, intellectual property, and nondisclosure. Students should declare any potential conflict of interest.</li></ol> |



5.6 Confidentiality

The Graduate Student agrees that, except as directed by HBKU, and in the ordinary course of the HBKU's business, he/ she will not at any time, whether during or after his/ her assignment with the HBKU, disclose to any person, share or use, directly or indirectly, any confidential Information, or permit any person to examine or make copies of any documents which may contain or is derived from confidential Information, whether prepared by the Graduate Student or otherwise coming into the Graduate Student's possession or control.

5.7 Intellectual property

The Graduate Student hereby assigns to the HBKU, all his/ her right, title and interest in and to any and all inventions, original works of authorship, developments, concepts, improvements, designs, discoveries, trademarks or trade secrets, whether or not patentable or registrable under copyright or similar laws, which may be solely or jointly conceived or developed or reduced to practice, or cause to be conceived or developed or reduced to practice (collectively referred to as "Intellectual Property") during the course of his/ her assignment.

The Graduate Student agrees to make full disclosure to HBKU of all such Intellectual Property. The Participant further understands and agrees that the decision whether or not to commercialize or market any Intellectual Property developed by the Participant solely or jointly with others is within the HBKU's sole discretion and for the HBKU's sole benefit, and that no royalty will be due to the Graduate Student as a result of any efforts to commercialize or market any such Intellectual Property.

5.8 Insurance

The Graduate Student will be responsible for taking out any appropriate insurance coverage, as the Client will not be responsible for any injuries occurred to the Graduate Student during the term of this Agreement and as a reason of his/ her performance of the services under this Agreement.

5.9 Third party

The Graduate Student shall not assign this Assignment or sub-contract any portion of it without the Client's prior written consent.

5.10 Law Governing Contract and Language

The Agreement shall be governed by the laws of State of Qatar and the language of the Agreement shall be English

5.11 Dispute Resolution

Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred to the courts of the State of Qatar.

Student Declaration

I declare that I am not involved in any other grant or has Qatar National Research Fund program such as GSRA, QRLP, etc. if there is a change in the status, will inform all parties and SRO focal person immediately.

SIGNATURES

I have read and accept the terms of agreement as stated in this contract and understand that the statements in this contract are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

|                              |            |       |
|------------------------------|------------|-------|
| Graduate Student Name        | Signature: | Date: |
|                              |            |       |
| HBKU LPI/PI Name             | Signature: | Date: |
|                              |            |       |
| LPI/PI's Home Entity ED/Dean | Signature: | Date: |
|                              |            |       |
| HBKU Student's College Dean  | Signature: | Date: |
|                              |            |       |
| HBKU Student Finance         | Signature: | Date: |
|                              |            |       |

|                         |  |
|-------------------------|--|
| Initial SRO Manager     |  |
| Initial SRO Focal Point |  |



**Appendix A**

**Sponsored Research Office Budget Availability**

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