

## HBKU Thematic Research Grant Program

### **HBKU Research**

Office of Vice President for Research

Request for Application (RFA)

2<sup>nd</sup> cycle-2022



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## 1- Acronyms and Definitions

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Abbreviation	Term
HBKU	Hamad Bin Khalifa University
QF	Qatar Foundation
OVPR	Office of the Vice President for Research
SRO	Sponsored Research Office: refers to the entity under the HBKU OVPR which is in charge of sponsored research management
Pre-Award	Refers to the phase that precedes the announcement of the award of the grants, which includes identifying funding opportunities, proposal preparation, review, submission and vetting. All fund management agreements activities are part of the pre award phase
Post- Award	Refers to the phase that starts with actual commencement of the sponsored project or activities and ends by complete project close out
Sponsored Research	This refers to research projects, activities and assignments which are carried out by HBKU's faculty members and researchers and are funded partially or wholly by external funding
LPI	Lead Principal Investigator
PI	Principal Investigator



## 2- Program Description

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This Program, which is funded by the Office of HBKU Vice President for Research (OVPR), focuses on supporting HBKU researchers to tackle pressing scientific challenges in alignment with the University's Thematic Research Focus Areas. In addition, the program promotes interdisciplinary collaboration amongst researchers across HBKU colleges and research institutes to optimize impact and enhance the use of resources.

The program is managed through the HBKU Research Office. The awardees will have up to 24 months to execute their projects through a GO/NO GO milestone-based approach designed to ensure compliance and outcomes.

Through such interdisciplinary collaborative projects, OVPR strives to further HBKU's strategic vision by actively contributing towards its research priorities in alignment with QF and the country's national priorities and challenges. OVPR seeks to provide support and guidance and to address the needs of researchers across all disciplines.

## 3- Program Objectives

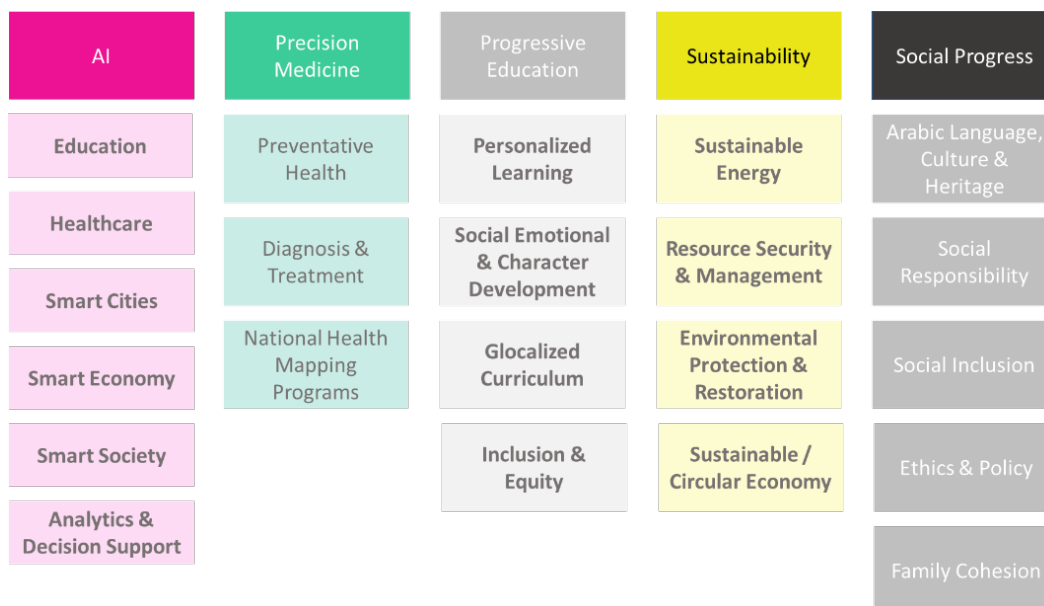
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1. HBKU Thematic Research Program provides funding to HBKU researchers in support of cutting-edge translational research in HBKU research priority areas
2. The program intends to stimulate research collaboration through interdisciplinary and cross-entity research projects to tackle key scientific and technological challenges that cut across priority research themes and sub-themes
3. Foster interdisciplinary cross-collaboration between HBKU entities
4. Help leveraging expertise and resources to optimize research impact

## 4- Program Focused Areas and Desired Outcome

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The program focuses on supporting collaborative and interdisciplinary research projects focusing on solving specific scientific or social problems that target research challenges in alignment with HBKU Thematic research focused areas listed in the figure below. Research cutting across themes and sub-themes is highly encouraged.



Expected outcome includes but not limited to:

- Solution feasibility assessment
- Policy development
- Solution design and implementation
- Technology development and prototyping

## 5- Proposal Evaluation

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The review and decision process will be fast tracked (Fund/Not Fund) through scoring system in two stages:

- 1- Programmatic proposal screening
- 2- Technical Review through internal review committee

Number of accepted projects and total amount awarded will be based on the competitiveness of proposals and budget availability.

Primary application evaluation criteria:

- 1- Alignment with HBKU thematic focused research areas
- 2- Clear and well-defined motivation/purpose

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- 3- Clear and well-defined outcomes
- 4- Partnership with other HBKU entities
- 5- Leverage of existing research assets
- 6- Clear milestones and deliverables
- 7- Team expertise and qualifications with respect to the project proposal

## 6- Team Member Eligibility

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1. **The Applicant (LPI):**
  - Must be HBKU permanent faculty or researcher (including Scientist, Senior Scientist, Principal Investigator, Assistant Professor, Associate Professor.)
  - Deans and Executive Directors are not eligible to participate as research team members.
  - Each LPI can submit only one application in this current cycle, but he/she can participate as PI in other proposals.
  - The count of an individual's participation in Thematic grants as LPI and PI must not exceed two participations. Please note that an LPI/PI role in the active cycle 1 thematic grants is counted as one role.
2. The program requires a minimum collaboration of **2 HBKU entities** in each proposal.
3. We encourage involvement of HBKU students.
4. External Partners (private institutions, research institutions, universities, etc....), either from Qatar or abroad, can participate as projects partners, if deemed necessary, with zero cost to HBKU.
5. Co-funding from external collaborators is encouraged.
6. External Consultants are not allowed, even if at zero cost.

## 7- Budget & Duration

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- 1- The duration of the grant can be up to 2 years
- 2- The budget is up to 200K QAR per year
- 3- The budget components cover the following allowable costs:
  - I. **Personnel Cost:**
    - The grant can be used to financially support researchers (e.g., Postdoc, Research Assistants, Research Associates and Graduate students). For daily fees of new hiring, please refer to the below tables.

Role	Daily rate (USD)
Post-Doctoral Fellow	426
Research Associate	340
Research Assistant	303



<b>Graduate Student (Stipend)</b>	MSc Student → 32 QR per hours PhD Student → 45 QR per hour Please refer to the graduate student employment guidelines ( <a href="https://www.hbku.edu.qa/en/research/sro">https://www.hbku.edu.qa/en/research/sro</a> under Post-Award tab) for further details.
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- All HBKU applicants need to participate with no personnel cost (daily fee= 0)
- External Consultants cannot be compensated.
- II. **Equipment:** capital purchases are not allowed.
- III. **Research Consumables and External Research Services** (please note that stationery is not an eligible cost)
- IV. Travel and Miscellaneous costs are not allowed.
- V. Indirect Costs are zero.
- 4- 20% budget movement from project Year 1 to Year 2 is allowed. The LPI may request a carryover up to 40% (granted strong justification is provided). This request will be contingent on the approval of the OVPR.

## 8- Cost Sharing

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Direct cost sharing (in cash/in-kind) from the PIs' home entities is highly encouraged. A commitment letter signed by the entity signatory (Executive Director/Dean) is required from HBKU home entities and external entities, in the case of co-funding.

## 9- Submission Timeline

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Description	Date
Call for Proposal for HBKU Thematic Research Program launch	September 29, 2022
Application Submission Deadline	October 30, 2022 (11:59 PM midnight)

## 10- Submission Process

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- 1- The submission of the proposal is online through the Portal by using the Proposal Internal Approval form via the following link: <https://iprocess.hbku.edu.qa/workspace.aspx> .



The proposal and all supporting documents should be uploaded on the “Supporting Documents” Tab in the Proposal Internal Approval (PIA) form. The online form will be locked automatically straight after the deadline.

- 2- Applications sent through email and/or without the PIA form will not be accepted.
- 3- The Applicant should prepare the proposal according to the template provided, which should not exceed 7 pages excluding references and appendices
- 4- Proposals submitted simultaneously to other funding programs are not accepted. The applicants must declare in the PIA form submission if the proposal has been submitted to another funding opportunity or has received funding from a different source.
- 5- The Applicant is required to attach the below annexes, in the same PDF file of the proposal:
  - the updated CVs of the LPI and PIs. Please template included in the Research Plan and do not exceed 2 pages.
  - the letter/s of commitment for cost-sharing from the Home Entity/ies, when applicable.
  - Any letters of support from stakeholders.

Applicants who do not adhere the above criteria of the call will be disqualified from the programmatic proposal screening.

For any questions about this call, please send a ticket via Portal Ticketing:

<https://iprocess.hbku.edu.ga/workspace.aspx>

**Any requests sent by email will not be processed.**

## 11- Post Award Management

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- 1- The applicant is required to submit a report every six months that describes the progress made, using the progress report template. Interim reviews may be scheduled as needed at the discretion of the OVPR.
- 2- The payment will be on installment basis as below. Payment amounts will be based on the approved project plan and the total amount awarded

Payment #	Due	Installment
1	Upon signature of this agreement	100% 1 <sup>st</sup> Year budget
2	Upon the approval of the 2 <sup>nd</sup> progress report	50% of the 2 <sup>nd</sup> year budget
3	Upon the approval of the 3 <sup>rd</sup> progress report	50% of the 2 <sup>nd</sup> year budget