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Doha International Family Institute

البحوث لدعم السياسات الأسرية
Research to advance family policies

عضو في مؤسسة قطر
Member of Qatar Foundation

Definitions and Terminologies

March 2023

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1. Record of Amendments

This is a record of changes made to this document, based on review.

Rev	Approval Date	Document ID Code	Description of Change
00		XX-DD-GDL-000	Initial Release

2. Purpose

This document list all the definitions, terminologies and explanations of the shortcuts using in OSRA Grant. This to facilitate and help applicants to understand and avoid confusion.

3. Scope

These definitions are for applicants, grantees, awardees, ROs, DIFI employees and anyone who is working with the procedures of OSRA Grant.

4. Terms and Abbreviations

- **Applied Research:** is original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific practical aim or objective*.
- **Awardee:** is a “Submitting Institution” or “International Submitting Institution” awarded grant(s) from DIFI and is a party to the Master Research Funding Agreement.
- **Award Management Guide:** is a consolidated document that contains all the necessary information on the post-award (reporting, change request, payment schedules, etc.).
- **Basic Research:** is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view¹.
- **Budget Categories:** The categories that constitute the overall budget of an awarded project. The Budget Categories include “Personnel category”, “capital Equipment (consumables and materials category)”, “Travel category”, “Miscellaneous category” and the “Indirect cost category”.
- **Capital Equipment:** Items having a useful life of more than one year and a unit acquisition cost of greater than 5,000 USD and which is part of the approved budget.
- **Co-Funding:** The mechanism through which eligible research end-users contribute or pledge cash, to a project.
- **Collaborative Institution:** Research Institution in or outside the State of Qatar collaborating with the submitting institution in conducting the research proposal. Once awarded, it will be termed as a Sub-Awardee.
- **Consultant:** An experienced individual that is trained to advise the research team in order to help making the best possible choices during execution of the research project. Consultants are generally considered as service providers and offer only advice or propose solutions to problems, but they do 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

¹ Source Publication: OECD Frascati Manual, Sixth edition, 2002.



input.

- **Consumables and Materials:** Items that are necessary to carry out the project with unit acquisition cost of less than 5,000 USD.
- **Direct Cost:** 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.
- **Duplication:** Refers to the implementation of a research project, in whole or in part, or one that is supported through any other funding source.
- **Experimental Development:** Experimental development is systematic work, drawing on existing knowledge gained from research and/or practical experience, that is directed to producing new materials, products or devices; to installing new processes, systems and services; or to improving substantially those already produced or installed².
- **Graduate Student:** is a student enrolled for a graduate degree in a university and engaged in research that is in direct fulfillment of a requirement for that degree.
- **Grant:** Term used to describe the funding instrument used by DIFI for the execution of material support.
- **Grant Application Guide (GAG):** is a consolidated document illustrating the steps of the online application process.
- **Grant Proposal Administrator:** The Research Offices that are affiliated to the awardee and is responsible for vetting the pre-award and the post- award stages.
- **H-index:** h-index is an author-level metric that measures both the productivity and citation impact of the publications of a scientist or scholar. The databases that will be considered for the h-index are: Google Scholar, Scopus, Publons, and Research Gate (excluding self-citations).
- **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.
- **Data Management Plan (DMP):** Describes the data that will be acquired or produced during research. How the data will be managed, described, and stored. What standards will be used, and how data will be handled and protected during and after the completion of the project.
- **Institutional Animal Care and Use Committee (IACUC):** 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.
- **Institutional Bio-safety Committee (IBC):** Institutionally mandated committee that is established to review and approve all research and other activities involving the use of recombinant DNA and bio-hazardous materials.
- **Intellectual Property (IP):** All intellectual property rights, of any kind or nature throughout the world, whether existing now or in the future, including without limitation rights with respect to (i) inventions (whether or not patentable and whether or not reduced to practice), designs, patents and patent applications; (ii) trademarks and service marks together with all goodwill associated therewith and worldwide registrations, applications and renewals related thereto; (iii) copyrights, copyrightable works (in whatever form or medium), and all registrations, applications and renewals for any of the foregoing; (iv) trade secrets, data, database rights, and confidential information; and (v) all claims, causes of action and remedies of any kind related to the foregoing.
- **International Submitting Institute:** An international academic research institution of the LPI that has appropriate research resources and is responsible for submitting research proposals. Once awarded, such an entity will be termed as the Awardee.
- **Institutional Review Board (IRB):** It is 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

² Same resource above.



accordance with the internationally recognized ethical principles and with the policies and regulations issued by the Qatar Ministry of Public Health (MoPH).

- **Investigator:** Anyone responsible for the design, conduct, or reporting of funded or proposed research project.
- **Key Investigator:** Member of the research team involved in the scientific development and in the execution of a project. Key investigators comprise LPIs and PIs.
- **Lead Principal Investigator (LPI):** The Principal Investigator who is identified in the research proposal as the leader and manager of the research team and who has the ultimate responsibility for all administrative and programmatic aspects of the proposed project, in addition to his/her research role. For proposals with a single PI, he/she is, by default, considered to be the LPI.
- **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.
- **Plagiarism:** Any intentional or reckless appropriation, duplication or replication of research/work, from another author, without proper attribution to the original author. Plagiarism includes putting one's name to someone else's publication or work, putting one's name on someone else's paraphrase, taking someone else's idea or words, amending the content of one's (or previous) research activity to satisfy the requirements of another activity without proper referencing.
- **Post-doctoral Fellow:** A person conducting research within 5 years of completing their doctoral degree, with the aim of:
 - Assisting in carrying out research tasks of a research project under the supervision of the key investigator.
 - Acquiring further research skills that help them along their independent research career.
- **Pre-funding phase:** is the period that comes after the announcement of awards where all the awarded proposals will be in pending status, until they provide all the required documents and budget reductions within 8 weeks before they proceed to the signing of the Master Research Funding Agreement (MRFA).
- **Principal Investigator (PI):** The person designated on the research proposal as a principal individual involved in the scientific development and in the execution of a project.
- **Project(s):** General term used to describe individual OSRA grant awards made to the principal investigators by DIFI.
- **Referencing:** The practice of acknowledging/citing other work consulted for any original work in the body of the text and providing a final corresponding list. References need to be provided while using another author's opinions, theories, data or any other material. Referencing must be done for information used from any books, articles, videos, computers, personal communications or other sources of information.
- **Research Assistant/ Associate:** A person holding university degree conducting research with the aim of:
 - Assisting in carrying out research tasks of a research project under the supervision of the key investigator.
 - Acquiring further research skills that help them along their research career.

PS: The designations "Associate" and "Assistant" are organizational and may indicate a differential in scale or duty, but the function of the general category remains essentially the same.

- **Research End-User:** Any entity (including industry, public bodies, service providers, non-profit organizations) for which research and development activity is not part of its main mission and that can benefit from the research outcome of DIFI project.
- **Research Office (RO):** the department within the submitting institution responsible for vetting submitted research proposals and administering awarded research projects.
- **Research Office (RO) Vetting:** Administrative procedure required from the Awardee's RO prior to submitting any proposal, reports and requests to DIFI, through which the RO confirms the accuracy of



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submitted information and confirms its compliance with the Awardee's policies and procedures and those of the relevant call.

- **Research Outcome:** Any form of recognized and distinguishable outcomes generated by the progress and activities of the research project such as peer-reviewed publications, patents, creative works, and others.
- **Research Outcome Center (ROC):** is a centralized, web-based repository system that collects research outcomes from all DIFI research projects such as Public reports on completed projects; Journal and conference publications; Books and book chapters; Poster presentations; Patents & invention disclosures; Videos; Datasets; Creative works; etc.
- **Research Team:** Individuals involved in the scientific execution of the awarded project, who are devoting a specified effort during the Project Lifetime. Namely: Key Investigators, Post-Doctoral Scholars, Graduate and Undergraduate students, Research Associates, Research Assistants, engineers, and Lab Technicians.
- **Reside in Qatar:** refers to the status of an individual who has a contract with an institution (as defined above under "awardee") and, in addition for expatriates, a work visa in the state of Qatar valid for the entire period of the proposal.
- **Self-Plagiarism:** Any intentional or reckless appropriation, duplication or replication of an author's own published or presented research/work in a subsequent research/work without proper attribution to the original research/work.
- **Service:** Service is a cost category. A service provider is not involved in the design, conduct or reporting of research; a service provider assists the research team for a fee in providing services needed to carry out the research. Services may be purchased by either the awarded or the collaborative institution and are auxiliary to the main object of the research project. Services usually cover specialized jobs that cannot be carry out by the research team or are employed because it is more efficient to use the services of a specialized organization (e.g. routine analysis, consultancy, communication/outreaching activities, data purchasing and management, statistical analysis, evaluation, auditing etc.). The purchased services shall be provided by third parties contracted by the awardee or collaborative institutions and have no rights or obligations vis-a-vis DIFI.
- **Similarity Report:** a report generated to check the contents of the research plan submitted against publications and websites around the world for similarities; a percentage of the similarity and common text will be highlighted for reference.
- **Stakeholder:** a person, group, or organization that conducts research and/or has an interest in the research outcomes (end-users, customers and potential customers, companies, government agencies, non-profit organizations and so on).
- **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.
- **Submitting Institution:** A research institution of the LPI registered inside the State of Qatar that has appropriate research resources and is responsible for submitting research proposals. Once awarded, such an entity will be termed as the Awardee.
- **Undergraduate Student:** A student enrolled for an undergraduate degree in a university and engaged in study that is in direct fulfillment of a requirement for that degree.
- **Work Package:** A major subdivision of work within the research project as a whole. The work package may be composed of one of several tasks (for example, project coordination, literature survey, experimental phase, data acquisition phase, data treatment of modeling phase, implementation phase, dissemination of results, and so on).

5. Examples of Research Outputs

Where the Research Plan refers to Research Outputs, the following terms may apply:



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- **Biobank:** collection of bio samples.
- **Data:** unprocessed raw information.
- **Database:** organized form of the data.
- **Data correlation:** correlation: observations/statistical insights.
- **Theoretical framework:** generalized theories for technical and social phenomena.
- **Technical solution:** core underlying ideas of new technologies or procedures.
- **Visualization and simulation:** valuable static or dynamic visual representations.
- **Instruction:** directions to execute a procedure.
- **Software:** computer-implemented/organized collection of data and automated operations, performing specified task.

