Institutions Responsibilities and Post Award

October 2023

Contents

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COO-OED-TMP-001 Rev 06

1. Record of Amendments

<mark>This is a record of changes made to this document, based on review.</mark>

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

2. Purpose

The purpose of these policies is to explain the responsibilities and roles of the Affiliated Institutions and Research Offices and any policy mentioning ROs and their institutions. Awardees must comply with DIFI requirements and policies mentioned below unless otherwise stated in the Call for Proposal (CFP).

There are two types of ROs, which are:

1. Submitting Institutions (inside Qatar).
2. International Submitting Institutions (outside Qatar).

Only institutions with approved ROs are considered as submitting institutions. ROs need to submit an Authorization Letter when registering in DIFI-Grant Portal to be considered as "approved". Authorized ROs are eligible to register at any time with DIFI at https://difigrants.fluxx.io/, unless otherwise stated differently in the CFP.

The Authorization Letter can be downloaded from DIFI-Website.

3. Scope

This document describes the responsibilities of Affiliated Institutions and Research Offices inside and outside Qatar. These responsibilities fill into the work of ROs and their affiliated institutions to their applicants and awardees, during the process of submitting, assessing, and managing research proposals to OSRA Grant, for both stages, the pre- and post-awards.

4. Terms and Abbreviations

Term	Definition
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.

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Term	Definition
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.
Research Office (RO)	The department within the submitting institution responsible for vetting submitted research proposals and administrating awarded research projects
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 submitted information and confirms its compliance with the Awardee's policies and procedures and those of the relevant call.
key investigators (KIs)	Member of the research team involved in the scientific development and in the execution of a project. Key investigators comprise LPIs and PIs.

5. Pre-Award

5.1. Affiliated Institutions Responsibilities

5.1.1. Signing the Master Research Funding Agreement (MRFA).

5.1.2. Authorizing the representative of the RO.

5.1.3. Managing the grants in compliance with their own relevant institutional policies and those of DIFI.

5.1.4. Signing contracts with the sub-awardees.

5.1.5. Electronically acknowledge the institution's endorsement.

5.1.6. Compliance with all the national policies of Qatar, including those of the Ministry of Public Health-Qatar (MoPH).

5.1.7. Research involving human subjects may only be conducted under an OSRA research grant if the domestic institution has a current approved Research Assurance with the MoPH and provides certification that an Institutional Review Board (IRB) registered under the specific Research Assurance has prospectively reviewed and approved the proposed activity in accordance with the MoPH regulations at: https://research.moph.gov.qa/en/Pages/IRB.aspx. Foreign institutions must follow the appropriate regulations of the jurisdiction where the research will be conducted and must obtain prospective review and approval for research involving human subjects in accordance with the requirements of the jurisdiction in which the research will be conducted.

5.2. Research Office's (RO) Responsibilities

5.2.1. The RO of the affiliated institution will have online access, via DIFI-Grants portal, to the proposals submitted by the LPI. Prior to the final submission, the RO must vet the proposal for compliance

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with institutional policies as well as DIFI policies and the relevant CFP. **The electronic submission of a proposal will only be considered as officially submitted if it has been vetted by the RO.**

5.2.2. The RO must verify the key investigators (KIs) allocated research effort and daily rates as per the institution's internal policies.

5.2.3. The RO must electronically certify compliance of the submitted proposal with the CFP, budget components document, Research Integrity Guide and the Master Research Funding Agreement (MRFA).

5.2.4. To help LPIs prepare their budget during the proposal preparation period, DIFI will grant the RO an edit-access to the budget section of the proposal in the system. The RO is responsible to carefully check the budget components of the projects and is accountable for any misuse of the budget.

5.2.5. All proposals must be checked against their own institutions' misconduct policies and DIFI Misconduct Policy. It is the RO's responsibility to resolve any instances of misconduct discovered during the vetting process. DIFI enforces a zero tolerance of plagiarism. DIFI uses similarity reports to detect plagiarism occurrences that may appear in the proposals submitted to DIFI for funding.

5.2.6. If the proposal is awarded, the RO is requested to comply with the pre-funding requirements as specified by DIFI.

5.2.7. RO to ensure that sub-awards are managed in compliance with the MRFA.

6. Post-Award

6.1. Pre-Funding

6.1.1. Awarded proposal will go through a pre-funding stage, which starts after the award announcement, and continues approximately 8 weeks.

6.1.2. For awarded proposals, DIFI reserves the right to reduce the total budget requested by the LPI, based on the recommendations made during the review process. If budget reductions are requested, the timeline and the budget submitted will be made available for the LPI to modify them accordingly. For more information about the submission steps and required hard copies in pre-funding please see the Grant Application Guide (GAG) at DIFI-Website.

6.1.3. RO must submit a revised budget based on Peer Reviewers' (PRs) and DIFI's comments during the pre-funding stage.

6.1.4. RO must submit the required documents including IRB approval during the pre-funding stage as well as entering the start/end dates in DIFI-Grants Portal for the above approval whenever applicable.

6.1.5. Any other requirements requested by DIFI.

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6.2. Fund Management

For funded proposals, grants will be managed as per the terms and conditions set forth in the MRFA.

6.3. Reporting

Reporting procedures will include scientific, administrative and financial aspects. The scientific reporting procedures will require participation of the LPI in kick-off meetings when requested.

7. Audit and Compliance

DIFI shall have the right to conduct audits of any Project, ascertain the extent of compliance of the Awardee with all policies relevant to the implementation of a Project, including those set by the State of Qatar, and those set by the Awardee, and access facilities where research activities are being/were performed, and view all documents which may include invoices and Research Team Members timesheets inside and outside Qatar, payroll documents as applicable, Materials, Capital Equipment or Supplies purchased, ethical compliance documents including protocols and consent forms as applicable or such other documentation submitted by the Awardee and accepted for the purposes of verifying such expense as per the MRFA.

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