

# GRADUATE SPONSORSHIP RESEARCH AWARD

# **GRANT APPLICATION GUIDE**

# (GAG)

# UDST Note:

Students are strongly encouraged to liaise with Program Head / Faculty to assist them in the GAG development, specially in the below:

**4.5.** Enter five most relevant keywords that best describe the research proposal. (*Figure 7*)

**4.6.** Select the research area, specialty, and sub-specialty of the project. (*Figure 7*)

**4.7.** Select the research type (applied research, basic research, translational research) from the drop-down menu provided. (*Figure 7*)

5.8. Statement Letter

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# Section I. Acronym List

AA	Academic Advisor
AROR	Authorized Research Office Representative
AMG	Award Management Guide
Co-LPI	Co-Lead Principal Investigator
GAG	Grant Application Guide
GS	Graduate Student
QNRF	Qatar National Research Fund
RFA	Request For Application
RO	Research Office
ROC	Research Outcome Centre
SI	Submitting Institution

# Section II. Account Registration

### 2.1. Graduate Student Registration

Each GSRA student must register with QNRF at <a href="https://oss.qgrants.org/">https://oss.qgrants.org/</a> . To create an account, please follow the below steps:

- 1. Enter the website <u>https://oss.qgrants.org/</u>
- 2. Click on the "Create a new account"; (*Figure 1*)
- 3. Select the role "Graduate Student" for the GS from the dropdown list; (Figure 2)
- 4. Enter Your ORCID<sup>1</sup>(click on "Fetch my info" to retrieve your first and last names). (Figure 2)
- Enter your first and last names, your email (use official work email, and create new password); (*Figure 2*)
- 6. Click "Register"; an email will be sent to your email address to activate your account. (Figure 2)
- 7. Login to your email address and activate your account

Create a new user account in our system by comp	leting this simple form.
Select the required role *	* Required fiel
Please select your role	
ORCID (What is ORCID?)	
Fetch my info	
First Name *	
Last Name *	
Confirm Email *	
Password *	
Vour password must be at least 8 characters in length an characters . Confirm Password *	nd contain letters, digits, and special

Figure 1 - New user registration

Figure 2 - New user registration- login

B Welcome to Qatar Grants(QGrants). Please enter your email and password to login

**QRDI PORTAL** 

1

.

Forgot Password? Reset Password

Email

Password

Logir

Remember me

Create a New Accoun

Do You Need Help? Submit Ticket

<sup>&</sup>lt;sup>1</sup> If you don't have ORCID you can register on <u>https://orcid.org/register</u>. For more information on ORCID please visit <u>www.orcid.org</u>.

# Section III. Profile Update

- **3.1.** Before stating your proposal, please make sure to update your personal information and ID documents. (*Figure 3A*)
- **3.2.** To update your personal information, click on "Profile" then click on "Update personal information" (*Figure 3B*). In this section, the candidate can choose the employee type from the drop-down list (*Figure 3B*)
- **3.3.** To update your ID documents, click on "Update ID documents" (*Figure 3C*) candidates must upload a valid QID and passport, in this section, the candidate must upload both QID and passport. (*Figure 3C*)
- **3.4.** Proposal registration will automatically allow the start of proposal preparation.

GRDI PORTAL Connect. Collaborate. Create	Figure 3A. Dash	board	
Welcome Mits Roaa Byazori           Dashboard         Pre-Award         Pre-Fund         Post-Award         Collaborations         QRN         Mallbox	Profile Support QRDI Portal		Logout
Please click on the menu titled 'Pre-Award' above to see different sub menus that will allow you to v	ork on your proposal. If you are not able to view any such menus, then please make sure y	our browser's version is latest (Chrome 54/Firefox 43 or later) or try a different browser.	
OCnline Performance Monitoring Points	🖬 My Active Partici	cipations (1)	
do par 0 a 26 par do par 0 a 29 par do par 0 a 29 par 100 par 100 par Annuel: 0 Pas, Total: 0 Pas	Seudent in GSRA1 Title: dertenter	10+2-0402-23003	
Historia Brazer Pasar	M. Natification (	m	
You don't have upcoming progress reports at this moment.		μ	
ØImportant Links	Pending Change Re	tequests (0)	

### Figure 3B. Update Profile

QRDIPORT Connect. Collaborate. (	Gender*	Female ~	
Welcome	Highest Degree*	MSc 🗸	
Dashboard Pre-Award 🔻	Highest Degree - Month, Year*	June ~ 2022	~
My Profile Home	Employment Type*	[	
Update Personal Info	employment type	Employed/Full time	~
Update Contact Info	Affiliated Institution Country*	Qatar	~
Update CV			
Update Research Area	Affiliated Institution Name*	If your affiliated institution is not listed he	re, please click 'Add New Institution'
Update Effort Details		Hamad Bin Khalifa University (Academic	: Institutions) 🗸

### Figure 3C. Upload ID Documents

My Profile Home	Update ID Documents						
Change Password	Use this page to upload your official Identification Documents to the system. Please note that for some programs, uploading a valid Residence Permit (e.g. Qatari ID) and Passport is						
Update Personal Info	required.						
Update Contact Info							
Update CV	Opioaded Documents						
Update Research Area	Document 1						
Update Effort Details							
Update QNRS	Document: Qatar ID Card Numbered: 1 (Expires On: May 26, 2024)						
Update Dependents	Document File:Qatar_JD Cardpdf						
Update ID Documents							
Publications	Delete						
Notifications	Document 2						
Alumni Preferences	Document Passnort Numbered: 2						
Bank Details	occumente l'adaptive number col 2						
Researcher Profiles	Document File:Passport_2022 .pdf						
	Delete						

# Section IV. Proposal Registration

#### For proposal registration follow the steps below:

- 4.1. Click on the "Pre-Award" tab, then "Start Proposal" (Figure 4)
- **4.2.** Click on "Start Proposal Registration" next to Graduate Sponsorship Research Award, Cycle . <u>(4)</u>
- **4.3.** Click on the correct Program Track "Local" or "International" to start the proposal registration. *(Figure 5)*

Connect. Collaborate. Create			Figure 4. Pre-	Award		
Dashboard Pre-Award Y Pre-Fund	Post-Award * Collaborations Q	QRN Mailbox Profile Su	ipport QRDI Portal			Logout
Start Prop Start Proposal 2 Proposal Preparation						
Please fin registratic     Proposal Status     Participation Requests     Graduate Student Roles	cycles you are eligible to start a proposi	al. Proposals may be started accord	ding to the mentioned Start and End dates. Please note that some pr	ograms will require that LPI must be from inside Qatar (his/her resid	ling country and institution cou	ntry in the profile must be Qatar) to start proposal
•						
Note: If you are having a graduate student	: or postdoc role in your profile, you will b	be able to see the list of active proje	ects with those un-named poisitions available under the menu "Pre-/	ward > Graduate Student Roles" or "Pre-Award > Postdoc Roles". Co	ntact IT Support if you are eligi	ble and do not have these roles in your profile.
Program / Call		Cycle	Start Proposal - Begin	Start Proposal - End		
Undergraduate Research Experience Program UREP 30th Cycle 28-Feb-2023 06:00 AM Dohe Time 28-Mar-2024 06:00 AM Dohe Time View Timeline Start Proposal Registrat					Start Proposal Registration	
QNRF-TÜBITAK Joint Funding Program AICC 5th Cycle 28-Feb-2023 08:00 AM Doha Time 28-Mar-2024 08:00 AM Doha Time View Timeline Start Proposal Registre					Start Proposal Registration	
Graduate Sponsorship Research Award		GSRA 10th Cycle	27-Mar-2023 11:00 AM Doha Time	06-Jul-2023 11:00 AM Doha Time	View Timeline	Start Proposal Registration

#### Figure 5. Program Track

QRDI PORTAL Connect. Collaborate. Create		
Welcome Miss Roaa Elyazori		
Dashboard Pre-Award Pre-Fund Post	-Award * Collaborations QRN Mailbox Profile Support QRDI Portal	Logout
Start Proposal (Tracks)		Back
Please find below the list of active program trac	is under the selected program to start a proposal.	
Program Track	Remarks	
Local	GSRA Local Track proposals are initiated by eligible students directly.	🖾 Start
International	GSRA International Track proposals are initiated by eligible students directly.	🕼 Start

- 4.4. Enter your eligibility type and program details. (Figure 6)
- 4.5. Enter five most relevant keywords that best describe the research proposal. (Figure 7)
- **4.6.** Select the research area, specialty, and sub-specialty of the project. These classifications are based on Frascati classification http://www.qnrf.org/FOS (Figure 7)
- **4.7.** Select the research type (applied research, basic research, translational research) from the drop-down menu provided. (Figure 7)
- 4.8. Click "Register Proposal" to register your proposal. (Figure 7)
- **4.9.** In the next page, you will receive the proposal ID number please take note of this number and use it during your proposal preparation.
- **4.10.** System will automatically allow the start of proposal preparation.

### Figure 6. Eligibility

GRDI PORTAL Connect. Collaborate. Create		
Welcome Miss Roaa Elyazori		
Dashboard Pre-Award * Pre-Fund Post-Award * Collabore	ations QRN Malibox Profile Support	ort QRDI Portal Logous
Student Eligibility*	~	
Program Type*	~	
Program Institution*	~	
Program (field of study)*		
Program Duration (In Years)*	~	
Program Duration (in Months)*	~	
Student Status*	New	

Construction

Figure 7. Eligibility

Once the proposal is registered, QNRF will send the Applicant a confirmation email and an SMS with a proposal ID number indicating that the proposal has been successfully registered, hence the need for a mobile phone number.

#### Section V. **Proposal Preparation and submission**

- 5.1. Go to "Pre-Award" Tab, click on "Proposal Preparation" then click on "Prepare Proposal" to start preparing. (Figure 8)
- 5.2. On the left-hand side of the proposal home page the GS will be able to view a menu showing the components of a proposal. These instructions will lead the candidate through the entire proposal preparation process starting from the Overview (Figure 9).

QRDI POR Connect. Collaborat	RTAL te. Create	Fig	jure 8 - Start	Proposal Pre	paration	Rivers Alary Black B
Welcome	_ 1					
Dashboard Pre-Award V	Pre-Fund P	Post-Award  Collaborations QRN	Mailbox Profile	Support QRDI Portal		Logout
Prepare Proposal Pr	Prepare Proposal Preparation 2					
Proposals Participation	atus in Requests a	according to the following timeline. Click on	the 'Prepare Proposal' link	against the required proposa	al to proceed with proposal preparation.	
Graduate Si	tudent Roles					
Proposal Number Pro	oposal Title		Proposal Status			
GSRA10-L-1-0403-23004			In Preparation	🕼 Prepare Proposal	3	
Cycle	Proposal	Preparation Begin		Proposal Preparation End		
GSRA 10th Cycle	27-Mar-20	2023 11:00 AM Doha Time		06-Jul-2023 11:00 AM Doha T	ime	View Timeline

#### **Figure 9 - Start Proposal Preparation**

Overview							
Research Areas	Here is an overview of this proposal showing its basic details and status.						
Student Profile							
Elgibility	A Click on the left menus to view different sections and add required data in them. (All sections related to student study and eligibility should be filled by student.)						
Program Details							
Academic Achievements	Proposal History	Proposal History					
Statement Letter	Date	Proposal Status	Action By	Remarks			
Budget Details	03-Apr-2023 08:07 AM	In Preparation	Ms. Sara Mohamed	Proposal preparation started			
Other Grants	03-Apr-2023 08:07 AM	Proposal Registered	Ms. Sara Mohamed	Proposal registered			
Potential IP							
Misc. Documents	Proposal Information						
Declarations							
Preview Proposal	Proposal Number: GSRA10-L-1	-0403-23004					
Submit Proposal	Properal Title:						
	rtopoal nac						
	Program Cycle: 65840 Proposal Status: In Preparation						
	Proposal Type: New						
	Registration Date: 03-Apr-202	3					
	Submission Date:						
	Proposal site must be updated. Write Not Applicable if not yet known or relevant.						
	Proposal title*						
	200 characters maximum						
	Update T	tle					

#### 5.3. Research Areas

ov

5.3.1. Research Areas entered in the proposal registration stage will appear. (Figure 10). The GS can edit them and then click "Save". 5.3.2.

QRDI PORTA Connect. Collaborate. Cr	AL reate	Figure 10 - S	tart Proposal Preparatio	n		
Dashboard Pre-Award * P	re-Fund Post-Award * Collabora	tions QRN Malibox Profile Support QRDI Portal				Logout
Proposal Preparation						
Overview	Research Areas					
Research Areas	Select the research areas where y	your research based program of graduate study is aligned with.				
Student Profile						
Eighilty	A Select two research sub specialiti	es from the following tree. Once selection is complete, specify the primary & the secondary su	ib speciality then click "Save". Click on 'Edit' button if you want to modify the selection again.			
Program Details						
Academic Achievements	Research Area	Sub Research Area	Sub Speciality	Primary?	Secondary?	
Statement Letter	1. Natural Sciences	1.1 Mathematics	Pure Mathematics			
Budget Details	1. Natural Sciences	1.2 Computer and Information Sciences	Computer Sciences			
Other Grants						
Potential IP		Other Sub Speciality ttt				
Misc. Documents		Other Secondary Sub Speciality yuy				
Declarations	Edit					
Preview Proposal	_					
Submit Proposal						

#### 5.4. Student Profile

- **5.3.1.** Information entered by the GS appears in this page. *(Figure 11)*
- **5.3.2.** International track candidate might be required to upload their Birth certificate, please refer to the RFA.
- **5.3.3.** All candidates are required to update their employment status, marital status, CV's, ID documents.

Overview	Judent Profile				
Research reas	Please find below the complete profile of Student for this property	csi.	a		
Student Profile			1		
Bigibility	A Student need to go to Profile section to edit this information if	required.	l,		
Program Details					
Academic Achievements	Student Profile				
Statement Letter	Namer				
Budget Details					
Other Grants	Highest Degree:				
Potential IP	Status:				
Misc. Documents	College / Department:				
Declarations	lectitution				
Preview Proposal	instruction.				
Submit Proposal	Email:				
	Secondary Email:				
	Mobile:				
	Phone:				
	CV:				
	Gender:				
	Date and Place of Birth:				
	Nationality:				
	Country of Residence:				

#### Figure 11 – Student Profile

#### 5.5. Eligibility

Upload your employment letter and fill the mandatory fields and click save. (Figure 12)

Student Profile		
Eligibility Program Details	A Click on 'Update Document' to change the Eligibility criteria ar	d upload the required proof document. Once done, click on Save' button to save the changes you made. If you upload a new file, existing file will be replaced.
Academic Achievements		
Statement Letter		
Statement better	Applicant Nationality	
Budget Details	Applicant Eligibility*	Qatar resident less than 5 years
Other Grants		
Potential IP	Required Document*	Residency evidence for each year and the Employment Letter
Misc. Documents	Flightlity Proof Documents.*	
Declarations	PDF format - Maximum 10MB	Document Type * Employment Later
Preview Proposal		
Submit Proposal		Covering number of year(s)
		spechy in appricable
		Validity start year
		Validity end year Specify if applicable
		Eligibility File" Select
		(After you select a file, please wait until a green dot appears on left of the file name. If a red dot appears, the file is invalid and you should remove it and try another one.)
		Sive Document Cancel
<		

#### Figure 12 - Eligibility

#### 5.6. Program Details

Upload your acceptance letter and fill the mandatory fields and click save. (Figure 13)

policy	Click on 'Edit' button to change the existing data. Once done, o one.	cit on Sever button to seve the changes you made. Note that some fields like Program Type, Duration, etc. are not editable as changing them will affect the budget structure. If you need to change these fields, please selects this proposal and register a new
igram Details		
sdemic Achievements	Program Details	
tement Letter		
dget Details	Program Type:	
her Grants	Program Mode:	
tential IP	Submitting institution:	
rc Documents		
claracions	Program Institution:	
niew Proposal	College Name:	
omit Proposal	Program (field of study):	
	Program Duration (In Years):	
	Program Duration (In Months):	
	Student Status:	
	Program Start Date:	
	Program End Date:	
	Acceptance Letter:	
	Academic Advisor:	

#### 5.7. <u>Academic Achievements</u>

- **5.7.1.** Academic qualification details should be updated in this section including the supporting documents. (*Figure 14*)
- **5.7.2.** When all fields are completed, click on the 'Save' button to upload the files and save data.". *(Figure 14)*
- **5.7.3.** Once a qualification is added, click on 'Add New' button to add a new qualification along with its transcripts. If you want to make any changes to added qualification, remove it by clicking 'Delete' button (no confirmation question will be asked) and then add again with updated data *(Figure 15)*

Research Areas	3 Noninsens student must demonstrate a high standard in academic achievement and provide previous and issist transcripts of either undergraduate or graduate studies. This includes transcripts from the baccasurester instruction and transcripts for all completes graduate work whenever applicable. GPA should be
Student Profile	entered using 4.0 state. For Universities that use is or other remunding, the candidate should request from the University a conversion to Univ out of 4. Univ of the ingress qualification should not be issued as 10
Bigiolity	
Program Details	The rest init inclusion in the data of the second process by concept and the second process of the second proces of the second process of the second pr
Academic Achievements	
Statement Letter	* Required fields
Budget Details	Qualification Name.*
Other Grants	Institution Board Details."
Potential IP	
Misc Documents	Duration from Year.*
Declerations	
Preview Proposal	Duration To Year."
Submit Proposal	
	Statistics * Constanting * Con
	Countries of the second s
	Mentor Nome
	Project Tide
	Topologies         Send           FOF home: / Maximum 15 likes of 100 km with         Send           (Por your / Maximum 15 likes of 100 km with         If a posses are det appears on left of the norm. If a red dat appears, the file is institioned you should remove it and by snother one.)           (Send)         Concern

Figure 14 – Academic Achievements



Overview	Student's Previous Academic Achievements								
Research Areas	Noninteed statements there are high statement and provide part from the interfactors of either undergraduate tradies. This holds to tradecide tradecide trade tradecide tradecide tradecides.								
Student Profile	ertered using 40 scale. For unversities that use is or other reminings, the candidate should request from the university a conversion to GPA out of Highest qualification should not be less than 30								
Bigibility									
Program Details	wint to make any changes to added qualification, remove it by clicking Deter buttom (no confirmation question will be asked) and then add again with updated data.								
Academic Achievements									
Statement Letter	Student Transcripts								
Budget Details	Qualification 1								
Other Grants	Qualification Name:								
Potential IP	Institution/Board Details:								
Misc. Documents									
Declarations	Duration:								
Preview Proposal	Subjects:								
Submit Proposal	Grades/GPA:								
	Mentor Name:								
	Project Title								
	Translater								
	s an early space								
_									
	Add how								
	1 Denvi								

#### 5.8. Statement Letter

GS should upload a statement letter that will describe the academic and research experience and relevant personal background and provide future goals. The statement should also outline the background of the proposed research, knowledge, or information that has led to the current project application. *(Figure 16)* 

Overview	Student Statement Letter
Research Areas	The candidates should describe the academic and research experience and relevant personal background, and provide future goals statements. The statements should also outline the background of the proposed research, knowledge, or information that has led to the current project application.
Student Profile	
Eligibility	Select your essay file by clicking the Select button and then click on the Upload button to upload. Note that any existing file will be replaced with the latest uploaded one.
Program Details	
Academic Achievements	Statement Letter
Statement Letter	
Budget Details	Subtrief A Level
Other Grants	Liddet Donament
Potential IP	
Misc. Documents	
Declarations	
Preview Proposal	
Submit Proposal	

Figure 16 – Statement Letter

#### 5.9. Budget Details

- 5.9.1. GS should update the tuition fee here. (Figure 17)
- 5.9.2. The tuition fees letter should be uploaded under this section. (Figure 20)

Program Details									
Academic Achievements	Employment and Tuition Fees Details								
Statement Letter	Employment Type:	Employed/Full	time						
Budget Details	anprogramme gram		rgenz seer services						
Other Grants	Do you receive a salary during your study?:	No							
Potential IP	Tuition Fee Letter:	Tuition Fee Le	tter (Last Updated On: 05-Apr-2023 09:14	AM)					
Misc. Documents	Have you received a partial scholarship for this application	No							
Declarations	from other entities?:								
Preview Proposal	Partial scholarship details:								
Submit Proposal	Do you have a tuition fee waiver for your study (fully or No partially)?:								
	Tuition Fee Walver Letter:								
	Approximate Annual Tuiton Fee in USD:	Year Added/ updated				Tuition Fees (USD)			
		1 05-Apr-2023 09:14 AM				\$5,000			
							\$5,000		
	Budget (As at Submission stage)								
	Total Amount: \$9,931.24								
	Yearly Breakdown:	Year Amount			Amount	nt			
		1 \$9,931.24			\$9,931.24				
	Details:	Year	Budget Item	Name	Amo	bunt	Description		
		1	Tuition & Fees	Ms. Yanet Chernet	\$5,0	00.00	Approximate tuition fee as entered by student		
		1	Conference Cost	Ms. Yanet Chernet	\$4,9	31.24	System defined annual conference cost for student		
onwright @ 2023 Oatar Research Deve	Ionment and Innovation Council All Pights Reserved								

#### Figure 17 – Budget

#### 5.10. Other Grants

The GS should disclose information on all submitted, on-going and previous research funds over the last three years; such as: project title, name of funding agency, project duration, start and end dates, the total amount of fund/year and the abstract(s). *(Figure 18)* 

045										
Other Grants	- Other Grant	(s) from ONRE								
Potential IP	other drain,	(3) 11011 (2111)								
Misc. Documents	# Proje	ect Number	Project Title	Status	Team Member	Total Funding				
Declarations	No records a	valable								
Preview Proposal	No records a	No records available!.								
Submit Proposal										
	<ul> <li>Other Grant</li> <li>Have the</li> </ul>	(s) Academic Questions student got a scholarship from other entiti throughout previous studie Provide deta (Maximum 2000 characte	es* Yes No s7: <sup>[2]</sup>							
	Do the stu	udent have unnamed role at any QNRF act award Provide deta (Maximum 2000 characte	ve Yes No Sr:							
	Have the stuc	lent got a scholarship through NPRP or QR or GSRA for previous stud Provide deta (Maximum 2000 characte	LP Yes No Ves No ils tist							
			Save							

#### Figure 18 – Other Grants

### 5.11. Potential IP

If your study program is PhD, you must answer all the below Potential IP related questions. *(Figure 19)* 

o doud	Citcle on Yea' or Yea' or Yea' or Yea' or Hea' reach question to answer them. Nate than Wanter is Yea', you may have to provide additional details. Cick on "Save Art button when you are done.	
rogram Details		
Academic Achievements	1. Research problems and expected outcomes (Please specify the problem you aim to solve or enhancement that you intend to achieve through your research. Also, please identify clearly the tangible outcome expected of your research, e.g., product, software, process, etc.)*	
itatement Letter	(Maimun 1000 chalcores)	
Budget Details		
Other Grants		
Potential IP		1
Visc. Documents		
Declarations	2 Basets of the american (Destroits of the american literary and destra addresses on the results of our american literary basets in the for meeting addresses of the american literary and the second literary addresses and the second literary addresses and the second literary addresses addre	
Preview Proposal	technological literature)*	
Submit Proposal		
	A measurement of applicial junctions explain the degree of the special length in account of par meanth. Sweethomers' is a network of degrees of measurement of a measure from noising subdows. As outcome may be nowline to investe if 3 is not sufficiently district from other similar or previous successes. In the Restruct the description subdowsers' is used interchanged with "investigations', investigations', investigations'	and a
		1
	A biplication (Plass exploit his benefits of your expected extrame to the end-ease. Such benefits will establish the "suplosability" of the extrame in terms of commercial, or any other from of impact, Explosation is the third condition of patientability.)* Micromoti (2003) Constraints	

#### Figure 19 – Potential IP

#### 5.12. <u>Miscellaneous Documents</u>

Supporting documents can be uploaded in PDF format. You can add up to five documents. *(Figure 20)* 

Overview	Miscellaneous Documents							
Research Areas	Here you can upload your pontfolio, images, references and other supporting material which strengthenes your application. Uploading the wrong document such as the research plain in this section may lead to screening out the proposal.							
Student Profile								
Bigibility	A If you have Documents to upload, passes add them one by one by yoek/lying a name for the document and then choosing the file to upload by document. If you have Documents to add a new Document. If you want for the document and then choosing the file to upload by document, enter the document to the document.							
Program Details	ум нек со паке в у сведе со воляте, столик к у соот д силах околи (по сонтаког фереror на и вакој во и непосудан на офински нак ог не:							
Academic Achievements	Ress upload your supporting documents at this section							
Statement Letter								
Budget Details	* Required fields							
Other Grants	Document name							
Potential IP								
Misc. Documents	Document file 5 Select 5							
Declarations	(After you select a file, please wait until a green dot appears on left of the file name. If a red dot appears, the file is invalid and you should remove it and try another one.)							
Preview Proposal	See Control							
Submit Proposal								

#### 5.13. Declarations

The candidate should declare electronically that the application is his/her own work, except where appropriately referenced. *(Figure 21)* 

Figure 21 – Declarations	;
--------------------------	---

Eligibility	k If you agree to this, fick the checkbox at the bottom of the declaration and click on Save' botton.
Program Details	
Academic Achievements	Declarations
Statement Letter	1. Originality
Budget Details	Thereby deciare that this proposal is my own work, except where appropriately referenced. If other certify that I did not, and do not intend to submit, in whole or part, the proposal total
Other Grants	058/10-1-0483-23004
Potential IP	Rer funding:
Misc. Documents	1. Twice within the same program, unless the proposal is un-avarded, in which case is can be resubmitted once in the following cycle only.
Declarations	2. To other funding programs within QNMP.
Preview Proposal	3. To other funding agencies.
	Unless the application is not awarded.
Submit Proposal	2. Plagiarism
	A Applications for funding in which instances of plagarism, including misappropriation of intellectual property, substantial unattributed textual copying and/or self-plagarism, are identified, will not be funded.
	8. All applications for funding will be screened for plagarism using a plagarism detection service, that allows for integration with content management systems and manuscript tracking systems.
	C. When plaginism is detected, the specific action to be taken will be determined by the program in which the applicants have applied for.
	D. The LPI is responsible for any plegienism found in the proposal.
	Sandarás
	1 Tabliston Plastickin is the involvention of nullificative visional writing into our advance without plan formation and annual and annual and annual annual and annual annua
	or from an author not named in the processil, must be formated to clearly indicate that is in no original writing of the aportanistic and the correct clastion to the original jource must be given. Proper formating is either the use of outstation marks around all of the borrowed text to clearly set is off
	from your own writing,
	8. Examples of plagarism include, but are not limited to, the following cases.
	a. Using your own previously published text in the proposal without proper formating and attribution. This is a common error. Even if you wrote the text, you cannot re-use text that you have published in any published in any published form, such as in a research paper, on a website, or in a conference abstract. Even your own previously
	published text must be formated and a correct clation to the source must be given.
	b. Making minor atterations to previously published text and presenting it without proper formatting and clasion. Simply changing some of the words within previously published text does not make it your original writing. To avoid plaginism, the writing must be your original words, sentence structure, and organization. This is
	another common error.
	c. Presenting the original writing of another person, even if it hean't been previously publiched, as the work of the applicant(s). If someone contributes writing to your proposal, that person must be one of the listed participants (principal investigator or named team member) in the proposal. Buen if another person agrees to write
	but for your proposal and agrees not to be named in the proposal, the use of that person's writing as if it is your own is plagarism.
	d. Copying a sentence or obviously unlose phrases from another source without formating and attribution. Realing a little bit is still stealing, if the text is clearly recognizable as deviced from a previously publicities source then it must be formatted with proper attribution.
	a sumg unit or track and option of a sum that out option and a summary of the control manage of the control management of
	research user in the provided for in the reservo context, including the requirement to promptly report any interactual memory requirement user in the provided for in the reservo context, including the requirement to promptly report any interactual memory requirement on USER to be and the second and the
	I affirm that I have read and understand the above policies/standard/conditions, and I agree to adhere to them. *
	_
	See

#### 5.14. Preview Proposal

In this section, you can review and print all the information entered in the above sections. If you would like to modify a section, you have to go back to the relevant section. (*Figure 22*)

Figure	22 –	Preview	Proposal
--------	------	---------	----------

Research Areas	This is an opportunity to print out the details that you have entered and re for further modification.	view your proposal before completion or before moving on to the final	submission stage. After submitting the proposal	, the status will chang	e from "In Preparation" to "Submitted", where no further modification is possible, unless it is returned
Student Profile	tor for the modification.				
Eligibility	A Please use the left side menu for editing individual sections				
Program Details					
Academic Achievements					de Print
Statement Letter	Proposal History				
Budget Details	Date	Proposal Status	Action By		Remarks
Other Grants					Pronotal oranaration startad
Potential IP					
Misc. Documents					Proposal registered
Declarations					
Preview Proposal	Proposal Information				
Submit Proposal					
	Proposal Number:				
	Proposal Title:				
	Program Cycle:				
	Pronocal Status				
	Toposi Suta				
	Proposal Type:				
	Registration Date:				
	Submission Date:				

#### 5.15. <u>Submit proposal</u>

- **5.15.1.** All the sections in the checklist should show "Done" in order to submit the proposal. *(Figure 23)*
- 5.15.2. Click "Submit Proposal" to submit your proposal. (Figure 23)
- **5.15.3.** GS student should ensure to submit all required details for LPI review and submission of final proposal.



Overview	Submit Proposal				
Research Areas	The following "Oneolist" summarizing the status of the proposal will show an alert at those sections that are either not provided or incomplete. After submitting the proposal no further modification will be possible unless returned by the submitting institutions R0.				
Student Profile					
Bigibility	A Click on Submit Proposal button to submit this proposal to the institution's ROIQNER.				
Program Details					
Academic Achievements	Section	Status			
Statement Letter	Overview	Done			
Budget Details	Research Areas	Done			
Other Grant	Student Prohie Figibility	Done			
outer drama	Program Details	Done			
Potential IP	Academic Achievements	Done			
Misc. Documents	Statement Letter	Done			
Derlarations	Budget Details	Done			
	Other Grants Demonial ID	Done			
Preview Proposal	Miscellaneous Documer	s Done			
Submit Proposal	Declarations	Done			
		All sections are complete. Click on Submit Proposal button to submit this proposal.			

# Section VI. APPLICATION VETTING

GSRA local track applications will be submitted by the students then should be vetted by the research office of the academic institutions which offered the acceptance, while GSRA international track applications shall be submitted by the GSRA candidate only