



الصندوق القطري لرعاية البحث العلمي
Qatar National Research Fund (QNRF)

Undergraduate Research Experience Program
Request for Proposals (RFP) – ELEVENTH Cycle

(Note: New or revised items in this RFP that differ from the 10th UREP cycle's RFP are indicated in blue color)

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1- Overview of the Program

The mission of the Qatar National Research Fund (QNRF) is to advance knowledge and education by supporting original, competitively selected research in: the physical, life, and social sciences; engineering and technology; the arts; and the humanities. It will provide opportunities for researchers at all levels, from students to professionals, in the private, public, and academic sectors. QNRF strives to encourage and support high-quality basic and applied research serving Qatar's national needs and interests.

Recognizing the importance of introducing research in undergraduate education in Qatar, QNRF is implementing the Undergraduate Research Experience Program (UREP). This program aims to engage undergraduates under the mentorship of faculty members in all Qatari universities and educational institutions mentioned below in Section 3 on research projects related to Qatar's national needs.

UREP will promote "Learning by Doing" and "Hands-On" research activities as effective methods for undergraduate education. Students will gain experience in research with faculty members, postdoctoral fellows, graduate students and other undergraduates or research staff in Qatar.

It is intended to have two UREP cycles per academic year, one in the spring semester and another cycle in the fall semester. This [eleventh](#) UREP cycle RFP is primarily intended for research projects to be initiated in [January of 2012 with the Final Report due on January, 31st, 2013 latest.](#)

2- Benefits of UREP

The following are some of the benefits to parties involved in UREP:

2-1 Undergraduates

- Gain experience in problem-solving
- Develop communication skills and work independently
- Understand research methods, ethics, and rules of conduct
- Understand the link between academics and other careers
- Work with a diverse group of people and in varying environments
- Network with faculty members beyond the classroom
- Obtain knowledge on conducting research that could lead to graduate studies
- Gain credit hours; as per the bylaws of each educational institution

2-2 Faculty members

- Gain student support and labor for their research
- Network with students beyond the classroom
- Identify potential students for postgraduate study and research
- Network with industry

2-3 Qatar

- Develop student capabilities
- Further the research culture

- Expand knowledge in Qatar and about Qatar

3- Proposal Preparation, Submission, Screening, Review and Selection Processes

UREP is intended to maximize faculty-student interaction and enhance the learning experiences of undergraduate students, by encouraging faculty members to integrate students into their ongoing scholarly and professional activities. In consideration of the academic diversity of the following universities and colleges in Qatar:

- Ahmed bin Mohammed Military College,
- Carnegie Mellon University in Qatar,
- College of the North Atlantic-Qatar,
- Georgetown University School of Foreign Service in Qatar,
- Northwestern University in Qatar,
- Qatar University,
- Stenden University Qatar (formerly CHN-University-Qatar),
- Texas A&M University at Qatar,
- University of Calgary-Qatar,
- Virginia Commonwealth University in Qatar,
- Weill Cornell Medical College in Qatar.

UREP seeks to support a broad variety of projects. These may include basic and applied research and projects in the fields of natural sciences, engineering and technology, medical and health sciences, agricultural sciences, social sciences and the humanities. All UREP [proposals](#) should have substantive [and original](#) research content.

Proposals may be for projects where students work individually with specific faculty members, or they may be for projects where teams of students work either with individual faculty member or faculty teams. UREP will also consider and does encourage collaborative projects involving staff from more than one academic or research institution in Qatar.

3-1 Proposal Preparation:

Proposals should be prepared by a Primary Faculty Member (PFM) who will be supervising and managing the research work involving undergraduate students. The [Proposals are prepared using the “Research Plan Template” for the Eleventh Cycle of the Undergraduate Research Experience Program. The template is obtainable from UREP’s Download Centre \(UDC\) on QNRF’s website.](#) Ideally, students should be involved in the proposal preparation process, to the fullest extent possible, as a learning experience in the preparation and introduction to the content of such documents. The students are expected to receive training in research methodologies and ethics, information retrieval and sharing, and scholarly communication.

The PFM is responsible for the selection of the participating undergraduate students, the submission of the research proposal, the Progress and the Final Reports (see *Section 6: Deliverables*).

From previous UREP experience, it is strongly recommended that a faculty member whose research proposal involves the travel of students abroad should get the approval from their parents before the submission of the research proposal. QNRF does *not* require a copy of this correspondence. However, failure to have travel pre-authorization from the parents has, in the past, jeopardized the continuation of awarded research projects when the parents withheld their permission for the students to travel abroad to complete the research project.

3-2 Eligible Participants

The Undergraduate Research Experience Program is open to all interested faculty members and undergraduate students who are registered or enrolled at their educational institutions at the time of submission of the research proposal.

If a student graduates during the course of the work on the research proposal, it is the responsibility of the faculty member to make sure that the student will continue to participate in the project till the completion of the research work,

Participation Constraints:

The constraints on the number of proposals that a faculty member or an undergraduate student may participate in per UREP cycle are outlined below:

- 3-2-1. The student to faculty member ratio participating in one research proposal is not to exceed 3:1, i.e. no more than three students per one faculty member. There is no limit on the number of faculty members in one research proposal.
- 3-2-2. A faculty member in any educational institution should not participate in more than two research proposals (even as a collaborating faculty member) per UREP cycle. An exception to this condition requires the recommendation of the Dean of the faculty member concerned, assuring QNRF of the availability of the faculty member's allotted time for research supervision. However, this permission should be obtained before the start date of the online proposal submission.
- 3-2-3. A faculty member may have a maximum of three concurrently ongoing (not completed) UREP awarded projects for all UREP cycles. Once one of these projects is completed and its Final Report has been submitted to QNRF, then the faculty member may participate in a new UREP cycle.
- 3-2-4. A terminated UREP awarded project remains classified as open in the tally count (three ongoing projects) of the faculty member(s); i.e. if the faculty member terminates one project, she/he will only be allowed two ongoing projects in all future UREP cycles. In the event that the faculty member has

three terminated projects, then she/he will not be able to submit any more UREP proposals.

- 3-2-5. It is expected that the PFM holds a PhD or a terminal degree, which is considered the highest degree in a field of study. A PhD is an example of a terminal degree. However, if the PFM does not hold a terminal degree, then at least one collaborating faculty member or mentor must hold a PhD or a terminal degree. All members of the supervisory team, including mentors, must hold a university degree as a minimum.
- 3-2-6. Each student can participate in only one proposal per UREP cycle. In the event of that an undergraduate student is registered in two or more proposals in the same cycle, the submitted proposals will not be processed. If the concerned faculty member considers it fitting, a student may participate in more than one UREP awarded project, but each project must be in a different UREP cycle.
- 3-2-7. The PFM must only choose students participants from his/her own institution. No students from other academic institutions may participate in the submitted proposal.

3-3 Proposal Submission and Vetting

Applicants and participants should register and submit their proposals on QNRF's online submission system as explained in the "[Registration and Submission Manual](#)" posted on UREP's Download Centre (UDC) on QNRF's website.

- 3-3-1 The Primary Faculty Member (PFM) must first register at <https://qnrfsubmission.info>, and then choose "Participant" from the dropdown menu. The registration process does require that the CV is readied in a PDF format before uploading.
- 3-3-2 The PFM must ask all other participating faculty members in the proposal, or mentors in other institutions in the case of collaborative proposals, to also register using the above link. The registration process requires uploading the CV in PDF format only. Those who have already registered for [previous](#) UREP cycles (or in other QNRF funding programs) do not need to re-register. Those who register with two different emails will be disqualified.
- 3-3-3 Participating students must also register at <https://qnrfsubmission.info>, and then choose "Undergraduate Student" from the dropdown menu, and provide the required data and contact details.
- 3-3-4 The PFM, collaborating faculty members, mentors and students may register at any time. They must all be registered before going on to the next step.

- 3-3-5 Once the online proposal submission is open for this cycle ([Monday, October 3rd, 2011](#)) the PFM would then re-enter the site, choose “Proposal Registration” tab and provide details of the proposal. The PFM would then receive a UREP registration number for the proposal in the format UREP11-NNN-N-NNN by email and by SMS. If a proposal is registered or is submitted twice in the same UREP cycle, the proposal will be eliminated in the screening process and will not be sent to peer reviewers.
- 3-3-6 Once the proposal is registered, the PFM would then proceed with the rest of the preparation process by providing the information on the remaining participants; namely, other (if any) faculty members, collaborating mentors and students by entering their email addresses (their information will be retrieved from their own registration process).
- 3-3-7 In addition to inviting the students to participate in the proposal, and if the PFM intends to nominate a collaborating faculty member or a mentor from non-educational institution (by using their emails), the online system will send an email to all participants informing them of their nomination. It is the responsibility of the PFM to inform all participants in the proposal that they should then login to their respective accounts at the above links (in 3-3-1 or 3-3-3) to their “Welcome to the Submission” page and access the “Participation Requests” tab in order to either accept or decline the nomination. The PFM would not be able to do a final submission of the proposal to the Research Office (RO) until all participants have responded to the PFM’s nomination.
- 3-3-8 The PFM would then complete the preparation process online and upload the completed Research Plan in PDF format. An empty Word document sample of the Research Plan may be obtained from [UDC](#). (See also *Appendix 1* below, for the required sections and details of the Research Plan). It is strongly recommended that PFM does not wait until a few hours before the deadline of 12:00 p.m. noon on [Wednesday, October 26th, 2011](#) before completing the submission process as online submission problems were not resolved in such a short time in previous cycles. QNRF would not be able to reopen the online submission after the above deadline.
- 3-3-9 [For resubmitted proposals, the PFM will be required to offer a rebuttal to comments made by previous Peer Reviewers on his/her original proposal. The rebuttal should be submitted in the relevant section of the online submission channel. QNRF will endeavour to send resubmitted proposals to all, or as many as possible, of the previous Peer Reviewers.](#)
- 3-3-10 [For collaborative proposals, the PFM will be prompted by the submission channel to upload a Support Letter from each institution of his/her collaborators. The Support Letter establishes the approval of the collaborating institution of the involvement of their staff into the project. A Support Letter template is obtainable from \[UDC\]\(#\).](#)

3-3-11 The RO may instruct the PFM to modify the proposal and to resubmit it before it is vetted by them. The PFM will receive this request by email with the RO's comments. The status of the proposal will be Open for Modification in the Proposal Status Tab until resubmitted. In this event, The PFM should not delete the registered proposal itself in the Proposal Status Tab. The PFM should select the proposal that needs to be modified and go back to the Prepare Proposal Tab, delete the previous PDF file in the Research Plan Upload and then upload the modified Research Plan's PDF file. The RO will then be able to vet and submit the final modified proposal to QNRF. **The vetting process includes making sure of the following:**

- Time and resources are available to the research team to carry out the project.
- Adherence to QNRF policies, as stated in this RFP.
- Adherence to the institution's internal policies.
- Adherence to all laws and regulations under which the research is being conducted.
- The project budget is in accordance with the institution's internal financial and research budget policies.
- All travel expenses are permissible under the institution's policies.
- Adherence to Ethical Guidelines, Regulations and Policies as applicable, and as approved by the relevant committees (IRB, IACUC and IBC).

3-3-12 Submitted proposal will be initially accessed online by the Research Office (RO) of the educational institution for administrative vetting in order to ascertain that the proposal does abide by that institution's policies and guidelines as well as those of QNRF. **At this stage, the RO will be required by the submission channel to upload an Endorsement Letter. A template of the letter is obtainable from [UDC](#).**

3-3-13 Once the proposal is submitted and vetted, there will be no permission granted to alter its contents, e.g. participants, title, budget, etc, until the announcement of the awards. For changes that are required after the proposal is awarded, see Section 5 Change of Status in Awarded Projects for details.

3-4 Proposal Screening

3-4-1 Once RO vetted, QNRF will screen the proposal in order to ascertain that it complies with QNRF's formats and conditions, **including the following criteria:**

- Compliance with the eligibility criteria.
- Proposals are original.
- Use of correct and current version of the Research Plan Template.
- Uploading correct and complete Endorsement and Support Letters.

- 3-4-2 Proposals found to violate any of the above conditions will be disqualified and will not be sent for reviewing. PFMs of these proposals will be notified accordingly by the deadline set in the Timeline of Section 8, below.

3-5 Proposal Evaluation and Selection Processes

- 3-5-1 Each proposal having been vetted and screened, will be sent to three qualified independent peer reviewers. Based on the contents of the proposal, the peer reviewers will grade each of the four evaluation criteria outlined below that weigh on the educational value to the undergraduate student in undertaking the research and for the quality of the supervisory and mentoring roles by the faculty member(s) and mentor(s). The peer reviewers will also provide technical comments or recommendations on the submitted proposal. These comments will be delivered (without revealing the peer reviewers' identity) to the PFM in order to benefit from them.
- 3-5-2 For unsuccessful proposals, the PFM is allowed to resubmit the proposal in the next UREP cycle and address the peer reviewers' comments. QNRF will attempt to send the resubmitted proposal to the same previous peer reviewers. Proposals that were not awarded are allowed to be resubmitted only once.
- 3-5-3 For each of the four evaluation criteria mentioned below, the median of the scores by the three reviewers is determined. The total score for the proposal is the sum of the median scores. These scores and the peer reviewers' comments will be made available to the PFM with the result of the evaluation and whether the proposal has won an award or not. For each UREP cycle, QNRF determines the cut-off score for a UREP award based on considerations that take into account the average of all scored proposals, the allocated budget as well as maintaining a high standard for the quality of the proposals.

3-5-4 Proposal Evaluation Criteria

(25 points) *Anticipated benefit to the undergraduate student.*

This criterion addresses how well the proposed activity advances discovery and understanding while promoting teaching, training, and learning. It includes an assessment of the nature of tasks to be performed by the student, the anticipated final student product, and the anticipated level of faculty-student interaction.

(25 points) *Anticipated benefit in creating a research culture in Qatar.*

This criterion addresses how the student's participation in the project can enhance the creation of a research culture related to Qatar in the fields of natural sciences, engineering and technology, medical and health sciences, agricultural sciences, social sciences and the humanities.

(25 points) *Intellectual merit of the proposed activity.*

This criterion addresses how important the proposed activity is to advancing knowledge and understanding in any of the above mentioned fields. It includes the soundness, originality, and creativity of the research or the project design. It describes the nature of the final research product and the student's involvement during the research experience.

(25 points) *Mentoring and supervisory plan.*

This criterion addresses the time schedule of the project with the scheduled plans for the mentoring and supervisory roles by the proposing faculty member(s). The plans should ensure the development of student-faculty interaction. They should also include plans for program evaluation during the time scheduled for the project.

Bonus Points

Collaboration: Research proposals that ensure collaborative mentorship with one or more academic and non academic institutions in Qatar will receive **1 Bonus Point** added to the final score.

Collaboration with non-academic institutions in Qatar will receive **2 Bonus Points** added to the final score. In case of collaboration with both academic and non-academic institutions, the proposal will receive the maximum of **2 Bonus Points**.

UREP defines a project as being *collaborative* only in the case when there is at least one faculty member or mentor from each of the collaborating institutions, who will be supervising and quality mentoring the undergraduate student(s).

4- FUNDING

4-1 UREP Grants

Awarded proposals will be funded as detailed below:

4-1-1 Students' Support

A US\$4,000 student support (disbursement is controlled by QNRF).

50% of the support, i.e. US\$2,000 will be disbursed upon QNRF approval of the Progress Report (see section 6-1 below). The remaining 50%, i.e. US\$2,000 will be disbursed after QNRF approval of the Final Report (see section 6-2 below).

4-1-2 Supervisors' Support

A US\$2,000 faculty member support for mentorship activities (disbursement is controlled by QNRF). In the case of multiple supervisors, say (**M**), and multiple students, say (**N**), per research project, the undergraduate student support will always be US\$4000 per student (item 4-1-1 above) irrespective

of the number of participating students in the proposal. However, the support (S) to be received by each supervisor will be calculated as follows:

$$S = (N \times 2000) / M$$

50% of the support will be disbursed upon QNRF approval of the Progress Report (see section 6-1 below). The remaining 50% will be disbursed after QNRF approval of the Final Report (see section 6-2 below).

4-1-3 Expenditures and Purchases

(Optional) Up to an additional **US\$3,600** per awarded student (managed by the primary faculty member through the Finance Department at the educational institution) for expenditures and purchases in the following categories:

- Equipment (laptops, printers, testing machines, cameras, recorders, monitors, tools, etc...)
- Software (software packages, software licenses, web portals, GIS, etc...)
- Supplies (chemicals, reagents, consumables, kits, etc...)
- Travel (participation in conferences, travel for research, transportation costs for research within Qatar, etc...)
- Books, publications and presentations (paper publication in journals, books, posters, pamphlets, multimedia outputs, etc...)
- Miscellaneous (services, training, medical sample collection, extensive surveys, etc...)

Upon the request of the PFM, the reimbursements for expenses of items that must have been already entered in the budget section online, will be processed by the Finance Office of the educational institution and according to the institution's own internal procedures. The reimbursement for expenses is not to wait till the receipt of the Progress Report, but is to proceed immediately upon receipt of the awarded fund by the educational institutions. There is no need to refer back to QNRF for approval of these disbursements. Furthermore, whatever unspent amounts that do remain from this item from all completed projects must be returned to Qatar Foundation's Finance Department.

All equipment and material purchased through UREP grants must be inventoried according to the financial procedures of the educational institution and remain the property of the educational institution.

Supplementary grants are allowed from other sources for the research project as long as the other grants do not duplicate the same expenses as the UREP's items that are detailed above.

4-1-4 Indirect Cost

(Optional) US\$400 per student, as Indirect Cost, IDC, to be paid by QNRF to the institution to cover the cost of managing the award. However, if the institution does not wish to levy IDC, then it will be added to the Expenditure and Purchases item (4-1-3, above), which will add up to a maximum of US\$4,000 per awarded student. The submission channel will ask the PFM to indicate whether or not his/her institution will levy IDC and will calculate the maximum allowable expenditure fund accordingly.

4-2 Attending Conferences

The participation of faculty member(s) and undergraduate student(s) in a conference (whose justifiable expenses must have been already budgeted for) is conditional on the fact that the research output is accepted for oral or poster presentation in the conference and that the research output is a result of an awarded UREP project.

The priority for attending conferences should be given to participating undergraduate students in order for them to acquire conference attending experience.

In preparing the budget, the PFM, with due diligence, should provide, *whenever possible*, the name(s) of the conference(s) to be attended and determines beforehand the number of expected attendees and the related expected costs for attending each conference. The dates of most international conferences are well known a year in advance. The PFM should not present the conference attendance budget line as one lump sum amount item in the budget without justification.

IF the PFM, after finishing the project and submitting the Final Report, intends, as per the submitted proposal's budget, for the participants to attend a conference at a later date or intends to pay for the publication of a paper in an international journal which exacts a fee, then the PFM must obtain the approval of QNRF to hold the account open for up to six months after the approval of the Final report. [The request for such approval should be submitted with or before the final report of the project using the Change of Status Request Form, CSRF, \(available at \[UDC\]\(#\)\)](#). Irrespective of this request by the PFM, the Finance Office is to disburse the due 50% of the award to the participants upon QNRF's notification that the Final Report is approved.

Even though UREP's policy allows for the attendance of conferences, based on the clearly itemized budget lines for this expenditure as explained immediately above, yet, this option is also regulated by each educational institution's own policies. The PFMs should refer to their own Research Office for the details of that process.

The Finance Office at the educational institution will disburse the registration fee upon presentation of the officially stated registration cost by the sponsors of the conference and their confirmation that the research work has been accepted for oral or poster presentation. The rest of the funding for attending the conference can then be withdrawn when required, e.g. for travel and accommodation, if the conference is not

held in Doha. The total amount to be withdrawn should not exceed the specified amount budgeted for under “Participation in conferences”.

5- Change of status in awarded proposals

For the following changes of status, the PFM must submit a request online at <https://qnrfsubmission.info>. PFM should fill and upload a CSRF (available at [UDC](#)). Once the request is submitted the institution’s RO will be alerted to vet the request and submit it to QNRF at the same site.

- 5-1. The PFM, based on the poor performance of a participating undergraduate student(s) in the awarded proposal, may recommend to QNRF to withhold the student(s)’ remaining support.
- 5-2. A request from the PFM to drop and add a replacement student after the proposal has been awarded. **This is allowed only before the submission of the progress report.**
- 5-3. The PFM’s recommendation to terminate the work on the research project for which fund disbursement has already been affected with an explanation of the reasons for termination.
- 5-4. A request from the PFM to change the title of the awarded project.
- 5-5. In the event that one participating faculty member’s employment contract with her/his educational institution ends during the implementation of an awarded UREP research project, the primary faculty member must:
 - Either submit the Final Report to QNRF by the date of contract termination in order to effect the remaining award support, or
 - Nominate a replacement faculty member to carry on with the project. Otherwise, the remaining award support will not be transferred to a faculty member whose work contract is terminated after leaving the educational institution.
- 5-6. Changes to the supervisory team. **However, PFM is allowed to be changed once only.**
- 5-7. Request extension to reports’ (progress or final) submission dates.
- 5-8. Request a budget change.
- 5-9. Request keeping the project’s account open to allow for conference attendance or paper publication.

6- Deliverables

The following deliverables are required by QNRF and are to be submitted by the PFM who submitted the original research proposal and vetted by the RO.

6-1 Progress Report

The Progress Report is to be submitted in accordance with the cycle's timeline (see section 8, below) at <https://qnrfsubmission.info>. A template of the report is available at [UDC](#). The submitted report will be subject to vetting by RO and subsequent submission to QNRF at the same site.

6-2 Final Report and Completed Project Presentation

QNRF is now requiring the following two end deliverables before the release of the final 50% of the UREP award:

6-2-1 Final Report

Each project culminates with an appropriate Final Report of the completed work. The Report is to be submitted, in accordance with the cycle's timeline, at <https://qnrfsubmission.info>. A template of the report is available at [UDC](#). The submitted report will be subject to vetting by RO and subsequent submission to QNRF at the same site. If the project is in the form of a design product, or a pamphlet or similar demonstration of scholarly/creative accomplishments, an abstract must be submitted (for inclusion in the QNRS record for the completed project) in its Final Report that should also highlight the project's activities according to the Final Report's required format. It is expected that the Final Report be prepared by the participating undergraduate student(s) under the supervision of their mentors.

Together with the Final Report, the PFM must also provide QNRF with a copy of any research publication that results from the UREP award, whether published in a scientific journal or presented at a conference, with the relevant publication details. [In this regard, QNRF encourages PFMs to publish their papers in relevant journals of QScience. Furthermore, QNRF requires the submission of copies of material that resulted from a UREP award, e.g., CDs, posters, books, etc.](#)

All publications resulting from a UREP grant must include an acknowledgment of QNRF support and a disclaimer stating the following:

[“This \[publication, report, etc.\] was made possible by a UREP award \[UREPNN-NNN-N-NNN\] from the Qatar National Research Fund \(a member of The Qatar Foundation\). The statements made herein are solely the responsibility of the author\[s\].”](#)

The PFM is required to participate in QNRF's Qatar National Research Survey (QNRS) and provide the information on the completed research work on the form available at the QNRS web page on <http://www.qnrf.org/activities/qnrs/survey/> indicating that it is a UREP awarded project. In the event that the work is intended to be published or to be presented at a conference, and in order to avoid duplicate QNRS records, the filling out of the QNRS form should be postponed until the paper is published or the conference details are made available before entering all of the data for the research work in the QNRS database.

The Final Report may be made available to public by QNRF. However, if the PFM believes that such access will compromise Intellectual Property Rights, or for any other valid reason wishes to block such access, then he/she is required to submit a “**Public Report**” in addition to the Final Report. The Public Report should be a version of the Final Report but one that is suitable for public access.

6-2-2 Project Presentation

For completed UREP research projects, QNRF is now requesting a 15-30 minutes presentation by the participating student(s) of the completed project.

The PFM must notify QNRF of the date and venue of the presentation one week in advance, whether the presentation is required by the educational institution's policy or whether it should be prepared exclusively for QNRF representatives.

6-3 Ethical Compliance

Projects that involve human or animal subjects or hazardous material and require [ethical compliance approvals \(IRB, IACUC, or IBC\)](#), must obtain and upload (at <https://qnrfsubmission.info>) such approvals within **two months** of the award announcement date. These projects will start two months after the date of the award. Projects that fail to obtain the required approval will be rescinded by QNRF.

6-4 UREP Competition

QNRF will hold an annual UREP competition for selected completed UREP projects for the previous year. Qualified reviewers will score the Final Reports of completed projects according to specified evaluation criteria. The undergraduate students for the top projects will be invited to attend the UREP Competition event and present their research work in an open competition. QNRF is entitled to contact former UREP student participants after their graduation through their personal email when deemed necessary. A panel of independent experts will evaluate the students' presentations. Prizes will be offered to the winning projects.

7- Planned Annual UREP Schedule

UREP is scheduled to hold two cycles per academic year. The following are their estimated timelines:

Cycle	Proposal Submission	Awards Announced	Progress Reports Due	Final Report Due
Fall	Early October	Mid January	End of May	January-following year
Spring	Early April	Mid June	End of November	June-following year

8- Timeline for the Eleventh UREP Cycle

Date	Event
Noon, Monday, October 3 rd , 2011	Start of online proposal submission and vetting processes
Noon, Wednesday, October 26 th , 2011	Deadline for online proposal submission
Noon, Wednesday, November 2 nd , 2011	Deadline for RO vetting
End of November, 2011	Ineligible proposal notification
January, 2012	Announcement of awards
Noon, Thursday, May 31 st , 2012	Progress Report due
Noon, Thursday, January 31 st , 2013	Final Report due

For any queries, kindly send an email inquiry to urep@qf.org.qa.

If the proposal is awarded, the PFM and the RO must include the project's UREP number in the **Subject** field of any email correspondence with QNRF on the awarded project, for follow up and archiving purposes.

Appendix 1: Research Plan Sections

A. Title of Research Project

B. Abstract

C. Significance

D. Objectives

E. Methodology

F. Role of the Undergraduate Researchers

This includes an assessment of the nature of the key tasks to be performed by each student, the distribution of the project tasks and responsibilities among the students (if more than one student is involved), and the anticipated level of faculty-student interaction.

G. Summary of anticipated benefit of the project in creating a research culture in Qatar

Elaborate on how the student's participation in the project will enhance the creation of a research culture related to Qatar.

H. Timeline/Milestones

This includes scheduling/mentoring/tasking/role of each student with regards to: overall time schedule to complete the research work, estimated time duration of each of the anticipated tasks for each student, and the mentoring and evaluation plan for each student or team of students. This should also include a short description of the final outcome of the research product.

Appendix 2: Abbreviations

CSRF:	Change of Status Request Form
IACUC:	Institutional Animal Care and Use Committee
IBC:	Institutional Bio-safety Committee
IDC:	Indirect Cost
IRB:	Institutional Review Board
PFM:	Primary Faculty Member
QNRS:	Qatar National Research Survey
RO:	Research Office
UDC:	UREP Download Centre