



Qatar National Research Fund

Award Management Guide

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1 Introduction

1.1 About the Qatar National Research Fund (QNRF)

Qatar National Research Fund (QNRF), created in 2006 is a member of Qatar Foundation, which is chaired by Her Highness Sheikha Mozah Bint Nasser. In her capacity as Chairperson, Her Highness is actively committed to developing the educational and research culture within Qatar.

QNRF now represents the main thrust of the government's mission to transform the country's economy to a knowledge based economy. QNRF's goals to build human capital, advance knowledge and education by providing support to researchers and focus on national needs are the main drivers behind the creation of its current funding programs namely: the Secondary School Research Experience Program (SSREP), the Undergraduate Researchers Experience Program (UREP), the Young Scientist Research Experience Program (YSREP), QNRF's flagship funding program, the National Priorities Research Program (NPRP), the Exceptional National Priorities Research Program (NPRP-EP) in addition to the Qatar National Research Survey (QNRS) and the Conference and Workshop Sponsorship Program (CWSP).

QNRF administers funding for original, competitively selected research and fosters collaborations within academia, and through public/private partnership.

2 Acronym List

AA	Award Administration
AROR	Authorized Research Office Representative
Co-LPI	Co-Lead Principal Investigator
FMA	Fund Management Agreement
IACUC	Institutional Animal Care and Use Committee
IBC	Institutional Bio-safety Committee
IPR	Intellectual Property Rights
IRB	Institutional Review Board
KI	Key Investigator
LoI	Letter of Intent
LPI	Lead Principal Investigator
NPRP	National Priorities Research Program
NPRP-EP	National Priorities Research Program - Exceptional Proposals
OSS	QNRF Online Submission System
PI	Principal Investigator
QNRF	Qatar National Research Fund
QSCH	Qatar Supreme Council of Health
RFP	Request For Proposal
RO	Research Office
SI	Submitting Institution
UREP	Undergraduate Research Experience Program
YSREP	Young Scientists Research Experience Program

3 Definitions

* - Applicable for NPRP- NPRP-EP

** - Applicable for YSREP

*** - Applicable for UREP

Some definitions are applied for all programs

- 3.1 **Applicant Channel:** An online channel within the OSS through which the awarded LPI may track the status of their awarded projects and submit reports and requests of changes.
- 3.2 **Awardee:** Academic, government, or private organization operating in or through a branch entity located inside the State of Qatar that has appropriate research resources, which enables research in specialized area(s) and which will be entrusted with managing the research fund.
- 3.3 **Award Year:** 12 month period starting from the Project Start Date.
- 3.4 **Carry-over fund:** Amount of unused but advanced or obligated research grant funds at the end of the award year that will be carried forward to the next award year.
- 3.5 **Co-Lead Principal Investigator (Co-LPI)*:** is a Principal Investigator affiliated to the submitting institution and acting as the LPI-representative inside Qatar in addition to his/her scientific role of post award communication between the research team and QNRF. In the event that the LPI is located inside Qatar, he/she will take the role of the Co-LPI by default.
- 3.6 **Collaborative Institution*:** Any academic, government, or private organization in or outside the State of Qatar collaborating with the Awardee in conducting the research proposal. Once awarded, it will be termed as sub-Awardee.
- 3.7 **Collaborative Institution***:** Any academic, government, or private organization inside the State of Qatar collaborating with the Awardee in conducting the research proposal. Once awarded, it will be termed as sub-Awardee.
- 3.8 **Co-Principal Investigator (Co-PI)*:** A Research team member involved with the other key Investigators in the scientific development or execution of a project. A Co-PI typically devotes time to the project and is considered as a "Key Investigator". The designation of a Co-PI does not affect the PI's roles and responsibilities.
- 3.9 **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.
- 3.10 **Direct Cost:** Expenses related directly to the performance of the project research activities. Direct cost includes the "personnel" cost, the "equipment, materials, consumables and supplies" cost, the "travel" cost and the "Miscellaneous" cost.
- 3.11 **Eligible Expense:** Expenses incurred by the Awardee while carrying out the research as outlined in the approved proposal that are covered by the funds obligated in the NPRP grant, and in accordance with the Awardee's policies and procedures
- 3.12 **Equipment**/***:** Items having a useful life of more than one year and a unit acquisition cost of greater than US\$1,000.00 which are part of the approved budget.
- 3.13 **Faculty Member***:** Member of academic institution who is invited by the (PFM) to assist in executing (reporting, supervising and concluding...etc.) the UREP grant.
- 3.14 **Financial Report***:** A report to be submitted to QNRF Finance Department for each completed, withdrawn and terminated UREP project, detailing the expenditure that took place during the lifetime of the project and reporting the amount of unspent fund that remain after the completion of the UREP awarded research project or that remains from rescinded projects or withdrawn students and faculty members.
- 3.15 **Graduate Student**/**:** A graduate student (GS) is a student enrolled for a graduate degree in a university, who is engaged in research that is in direct fulfillment of a requirement for that degree.
- 3.16 **Grant:** Term used to describe the funding instrument used by QNRF for the execution of material support for the NPRP/YSREP/UREP.
- 3.17 **Institutional Animal Care and Use Committee (IACUC):** Institutionally mandated committee that 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.

- 3.18 Institutional Bio-safety Committee (IBC):** Institutionally mandated committee that is established to review and approves all research and other activities involving the use of recombinant DNA and bio-hazardous materials.
- 3.19 Indirect Cost:** Institutional expenses that are not readily identified with a research project implementation, yet necessary for the general support of the project by the institution where it is being performed.
- 3.20 Institutional Review Board (IRB):** An institutionally mandated committee charged with responsibility to review proposed research in order to ensure that the rights of human subjects are protected and that risk of harm to subjects is minimized as described in the ethics and guidelines of the Supreme Council of Health (SCH) in Qatar (<http://www.sch.gov.qa/sch/En/>).
- 3.21 Key Investigator*:** Member of the research team involved in the scientific development and in the execution of a project. Each key investigator (LPI, Co-LPI, PI and Co-PI) devotes time to the project and is considered "key personnel".
- 3.22 Lead Principal Investigator (LPI)*:** The Principal Investigator who is identified in the proposal as the leader and manager of the research team members and has the ultimate responsibility for all administrative and programmatic aspects of the proposed project. For proposals with a single PI, he/she is, by default, considered as the Lead PI. In the event that the LPI is in Qatar, he/she will also take the role of the Co-LPI by default.
- 3.23 Materials, Consumables and Supplies*/*:** Items having a useful life of less than one year and unit acquisition cost of less than US\$1,000.00.
- 3.24 Mentor*/*:** A non-academic technical expert invited by the (PFM) to assist in executing (reporting, supervising and concluding...etc.) the UREP grant.
- 3.25 Performance Site:** a place where research is conducted such as laboratory, workshop, core facility etc.
- 3.26 Primary Faculty Member (PFM)*/*:** Member of Awardee institution who is in charge of submission, execution (reporting, supervising and concluding...etc.) of the UREP grant.
- 3.27 Principal Investigator (PI)*:** The person designated in the Research Project as the principal individual involved in the scientific development and in the execution of a project. For awards involving more than one PI, one will be nominated as the Co-LPI.
- 3.28 Principal Investigator (PI)**:** The PI is the leader and manager of the research team and assigning their roles and responsibilities. He/she is in charge of preparation and submission of the proposal to the submitting institutions. The PI has the ultimate responsibility for all administrative and programmatic aspects of the proposed project.
- 3.29 Project(s):** refers to individual research grant made available by QNRF via this agreement.
- 3.30 Project Lifetime:** Duration that extends from the Project Start Date till the acceptance of the project final report.
- 3.31 Project Start Date*/*:** Date specified in writing by QNRF after receipt of the first installment of the awarded grant by the Awardee in a nominated bank account.
Project Start Date*/*: Date of announcing the UREP awards.
- 3.32 QNRF Online Submission System (OSS):** Web based solution that streamlines the full range of management processes from submission of research proposals and pre-award phase to post award and project completion.
- 3.33 Request for Proposal (RFP):** document issued by QNRF for each NPRP/YSREP/UREP cycle highlighting the guidelines, eligibility and policies for participating in the specific NPRP/YSREP/UREP cycle.
- 3.34 Research Office (RO):** The department within the submitting institution responsible for vetting submitted research proposals and administrating awarded research projects.
- 3.35 Research Office Channel:** An online channel within the OSS through which the Awardees research offices may manage and vet any request/document related to the awarded projects.
- 3.36 Research Office (RO) Vetting:** Administrative procedure required from the Awardee's RO prior to submitting any proposal, reports and requests to QNRF, through which the RO confirms the accuracy of submitted information.
- 3.37 Research Team Members*:** Individuals involved in the scientific execution of the awarded project, by devoting a specified effort during the Project Lifetime. Namely: key investigator, post-doctoral fellows, graduate and undergraduate students, research associates, research assistants, and lab technicians.

- 3.38 Research Team Members**:** Individuals involved in the scientific execution of the awarded project, by devoting a specified effort during the Project Lifetime. Namely: PI, graduate and undergraduate students, research assistants and lab technicians.
- 3.39 Research Team Members ***:** the team involved in the scientific execution of the awarded UREP project. The UREP research team includes the undergraduate students and the supervisory members (Primary Faculty Member, Faculty Member and Mentor).
- 3.40 “Reside in Qatar”:** Refers to the status of an individual, who has a contract with an Awardee and lives in Qatar during the period of the project.
- 3.41 Submitting Institution:** Any academic, government or private research organization registered in the State of Qatar responsible for submitting research proposals and provide resources to perform research activities. Once awarded, such an entity will be termed as the Awardee.
- 3.42 Supervisory team***:** includes the Primary Faculty Member, Faculty Member and Mentor.

4 Research Office's Role

The Research office has the role of:

- Assigning an Authorized Research Office Representative (AROR) for the SI.
- Issuing the institution endorsement letter.
- The AROR submits a grant application to qnrf.org on behalf of the SI.
- The AROR is forbidden from taking any role in any of the submitted proposals.
- Ensure continuous communications with the research team.
- Implementing the Fund Management Agreement (FMA).
- Managing the grants while monitoring the performance of projects funded by QNRF through timely manner, submission of progress reports and assuring adherence to performance goals, to time schedules or other requirements as appropriate to the project or the terms of the grant.
- Signing contracts with sub-awardees and handling legal and administrative issues with the sub-awardees.
- Managing the compensation of research team members in accordance to the Awardee's human resources policies and procedures.
- Managing travel, procurement and miscellaneous expenses in accordance to the Awardee's policies and procedures.
- Assure compliance with the policies of the Qatar Supreme Council of Health (QSCH) for the protection of human research subjects through working closely with their institutional review board (IRB), the protection of animal research subjects through their Institutional Animal Care and Use Committee (IACUC) and other research activities through their Institutional Bio-safety Committee (IBC).

5 Award Management Guide

- Once the SI is awarded, the RO should create an independent bank account to manage QNRF's grant(s).
- It is the AROR's responsibility to vet and forward any post-award matters, (online change requests, progress and final reports, no cost time extensions...etc.) to QNRF, if applicable, before making any changes to the awarded project.
- The following is the list of AROR responsibilities in the post award phase (online change requests and progress/final reports):
 - Meet the due date for progress/final reports submission.
 - Make sure that the submission requirements are met:
 - Submit the progress and final report(s).
 - Submit a copy of the publications to the progress and final report(s), if any.
 - Keep contact with the research team members during the project period.
 - Notify QNRF about any changes to a project **immediately**.

FOR NPRP

- Changes in budget are **ALLOWED** in the awarded projects as described below.
- The LPI* may transfer **a cumulative budget amount not exceeding 5% of an award year budget from any budget category to any another budget category** within the direct cost part of the budget.
- Request of budget changes will be allowed if **AT LEAST 65%** of the annual approved budget remain administrated **INSIDE QATAR**.
- Request of budget changes will be allowed if **AT LEAST 50%** of the funded research effort should take place **INSIDE QATAR**.
- Request of budget changes will be allowed if **the annual indirect cost should not exceed 20% of the annual direct cost**.
- Request of budget changes will be allowed if **Miscellaneous cost should not exceed 5% of the total annual budget**.
- Budget changes include:
 - Movement between budget categories
 - Movement within the same budget category
- **ALL** budget changes are forwarded to the RO for [vetting](#).
- Any budget change within the same budget category is not subject to percentage limitation. This action requires only the RO approval.

FOR NPRP-EP

- Changes in budget are **ALLOWED** in the awarded projects as described below.
 - The LPI* may transfer **a cumulative budget amount not exceeding 5% of an award year budget from any budget category to any another budget category** within the direct cost part of the budget.
 - Request of budget changes will be allowed if **AT LEAST 80%** of the annual approved budget remain administrated **INSIDE QATAR**.
 - Request of budget changes will be allowed if **AT LEAST 65%** of the funded research effort should take place **INSIDE QATAR**.
 - Request of budget changes will be allowed if **the annual indirect cost should not exceed 20% of the annual direct cost**.
 - Request of budget changes will be allowed if **Miscellaneous cost should not exceed 5% of the total annual budget**.
 - Budget changes include:
 - Movement between budget categories
 - Movement within the same budget category
 - **ALL** budget changes are forwarded to the RO for [vetting](#).
- Any budget change within the same budget category is not subject to percentage limitation. This action requires only the RO approval.

FOR YSREP

- Changes in budget are **ALLOWED** in the awarded projects as described below.
 - The PI** may transfer a **cumulative budget amount not exceeding 5% of an award year budget from any budget category to any another budget category** within the direct cost part of the budget.
 - Request of budget changes will be allowed if **the annual indirect cost should not exceed 20% of the annual direct cost.**
 - Request of budget changes will be allowed if **Miscellaneous cost should not exceed 10% of the total annual budget.**
 - Budget changes include:
 - Movement between budget categories
 - Movement within the same budget category
 - **ALL** budget changes are forwarded to the RO for [vetting](#).
- Any budget change within the same budget category is not subject to percentage limitation. This action requires only the RO approval.

FOR UREP

- The PFM*** may request changes to the project after being awarded while using the change of status template available on QNRF website.

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- In the event the LPI*/PI** requests a change that entails movement of budget in between categories, the following procedure should be implemented:
 - Perform a budget change where the LPI*/PI** frees certain amount subject to transfer.
 - The QNRF online system automatically calculates the percentage of the freed amount and holds it as a free cash.
 - The LPI*/PI** may then request the change required. The RO and QNRF will have approval responsibility according to the type of change request as clarified below.
 - If Approved, the freed amount will be transferred to the designed budget category.
 - If disapproved, the free amount will remain as free cash. The LPI*/PI** will have the opportunity to reverse the request.
- The unused Budget in any budget category of an awarded project can be transferred from one award year to the same budget category of the consecutive award year.
- The LPI*/PI** may request changes to the project as described hereafter. The changes include:
 - [Specific Aims/Timeline/Resources](#)
 - [Equipment/Supplies and Materials](#)
 - [Travel](#)
 - [Miscellaneous](#)
 - [Institution](#)
 - [Personnel](#)
 - [Other](#)
- All changes should be requested on the QNRF online system before submitting the subsequent progress report.

5.1 Online Change Request Guidelines

5.1.1 Specific Aims/Timeline/Resources Change Guidelines

Changes in specific aims/timeline/resources are **ALLOWED** to the awarded projects as described below:

- All changes to specific aims/timeline/resources shall be requested at **ANY TIME DURING THE PROJECT LIFETIME, IF NOT SPECIFIED.**
- The changes include:
 - Modification of:
 - Specific aim title and/or description;
 - Specific aim resource, the role of the resource or its institution.

The above modifications shall be done through the QNRF online system. The final approval rests with the RO.

- Change request of:
 - **Project Start Date**
 - Shall only be requested within the **FIRST 6 MONTHS AFTER THE ORIGINAL PROJECT START DATE. The final approval rests with QNRF.**
 - **Specific aims duration** – [No-cost Time Extension](#)
 - **Specific aims resources** – [Personnel change](#)
 - **Specific aims efforts – Inside & outside Qatar**
 - Shall be requested through the QNRF online system. **The final approval rests with QNRF.**
 - Addition and removal of a specific aim task.
 - Shall be requested through the QNRF online system. **The final approval rests with QNRF.**

5.1.2 No-cost Time Extension Change Guidelines

A no-cost time extension is **ALLOWED** to the awarded projects as described below:

- The LPI* (PI**, PFM***) shall request a ONE no-cost time extension **WITHIN THE LAST 6 MONTHS OF THE PROJECT LIFETIME**, while providing detailed justification for his/her request. The request should be submitted on QNRF online system. **The final approval rests with QNRF.**
- Only **ONE** no-cost time extension request is allowed per awarded project.
- In case of delay in the project progress, a request of no-cost time extension can be submitted after submitting the new timeline. The previous progress report should clearly state that the project faced a few problems and will require a no-cost time extension.
- A request for no-cost time extension may be submitted for any of the following reasons:
 - Completing the project specific aims and tasks;
 - If the LPI* (PI**, PFM***) plans to publish more papers or IPRs during the requested extended period.
- **The maximum allowed extension for a No-cost time request may not exceed 12 months for NPRP/YSREP.**
- **The maximum allowed extension for a No-cost time request may not exceed 6 months for UREP.**

5.1.3 Equipment/ Materials, Consumables & Supplies Change Guidelines

Changes in Equipment/Materials, Consumables & Supplies are **ALLOWED** to the awarded projects as described below:

- All changes to Equipment/Materials, Consumables & Supplies shall be requested at **ANY TIME DURING THE PROJECT LIFETIME.**
- The LPI* (PI**, PFM***) shall request Equipment/Materials, Consumables & Supplies changes, while providing detailed justification and supporting documents (equipment specification, cost, quantity...etc.) to the request.
- The changes includes:
 - Modification of Equipment/Materials, Consumables & Supplies (equipment type, item name or quantity, unit cost, cancelation of equipment...etc.);
 - Request to procure new Equipment/Materials, Consumables & Supplies.
- All change requests to Equipment/Materials; Consumables & Supplies shall be submitted via QNRF online system. **The final approval rests with the RO.**

5.1.4 Travel Change Guidelines

Changes in Travel are **ALLOWED** to the awarded projects as described below:

- All changes to Travel shall be requested at **ANY TIME DURING THE PROJECT LIFETIME.**
- The LPI* (PI**, PFM***) shall request changes to Travel, while providing detailed justification and supporting documents to the request.
- The changes include:
 - Modification of Travel (cancellation of travel, traveler, destination, cost of visa/tickets/accommodation, allowances...etc.);
 - Request to add new Travel.
- All change requests to Travel shall be submitted via QNRF online system. **The final approval rests with the RO.**

5.1.5 Miscellaneous Change Guidelines

Miscellaneous changes are **ALLOWED** to the awarded projects as described below:

- All miscellaneous changes shall be requested at **ANY TIME DURING THE PROJECT LIFETIME.**
- The LPI* (PI**, PFM***) shall request Miscellaneous changes, while providing detailed justification and supporting documents (specification, cost, quantity...etc.) to the request.
- The changes include:
 - Modification of Miscellaneous (Miscellaneous type, Miscellaneous cost, removal of a Miscellaneous item...etc.);
 - Request to add new Miscellaneous item.
- All change requests to Miscellaneous shall be submitted via QNRF online system. **The final approval rests with the RO.**

5.1.6 Institution Change Guidelines

Changes to institution(s) are **ALLOWED** to the awarded projects as described below:

- The LPI* shall request Changes of Institution, while providing detailed justification and supporting documents to the request, as described below.
- The changes include:
 - **Change of the Submitting Institution:**
 - Change of SI (Awardee) is allowed **UP TO THE LAST 6 MONTHS OF THE PROJECT LIFETIME.**
 - Required Documents:
 - No objection letters to transfer the grant from both original SI and new SI;
 - Detailed justification for the requested change;
 - Re-filling all budget categories.
 - **Addition of Collaborative Institutions:**
 - Adding Collaborative Institutions is allowed **UP TO THE LAST 6 MONTHS OF THE PROJECT LIFETIME.**
 - Required Documents:
 - Supporting letters from the collaborative institutions;
 - Detailed justification for the requested addition;
 - Re-filling all budget categories related to the new collaborative(s) institution(s).
 - **Removal of Collaborative Institutions:**
 - Removal of Collaborative Institutions is allowed at anytime **during the project lifetime.**
 - Required Documents:
 - Detailed justification for the requested removal
 - Re-filling relevant budget categories.
- All changes to Institutions shall be requested via QNRF online system. **The final approval rests with QNRF.**

5.1.7 Personnel Change Guidelines

Changes to research team members are **ALLOWED** to the awarded projects as described below:

- All changes to research team members shall be requested at **ANY TIME DURING THE PROJECT LIFETIME.**
- The LPI* (PI**, PFM***) shall request changes to research team members, while providing detailed justification and supporting documents (described below) to the request.
- The changes include:
 - Modification of personnel details (cost per day, tuition fees);
 - Changes to **unnamed roles** (Add/remove) (research team members other than KIs);
 - Required Documents:
 - Detailed justification for the requested addition/removal;

- Re-filling relevant budget categories.

The change requests to research team members - unnamed roles shall be submitted via QNRF online system. **The final approval rests with the RO.**

- **Changes to named roles (KIs)**
 - **Add named roles (KIs)**
 - Required Documents:
 - CVs of the requested replacement;
 - Role of the requested replacement (LPI, CO-PI, CO-LPI or PI);
 - In case of LPI role, request of consent letter from the formal LPI;
 - In case of Co-PI role, request of supporting letter(s) from the collaborative institution(s);
 - Detailed justification for the requested addition;
 - Re-filling relevant budget categories.
 - **Remove named roles (KIs)**
 - Required Documents:
 - Detailed justification for the requested removal;
 - Re-filling relevant budget categories.

The change requests to research team members - named roles shall be submitted via QNRF online system. **The final approval rests with QNRF.**

5.1.8 Other Change Guidelines

- Other changes shall be requested **at ANY TIME DURING THE PROJECT LIFETIME.**
- The changes include:
 - Renewal for Ethical Compliance:
 - Humans – applicability and number of years;
 - Animals – applicability and number of years;
 - Hazardous Materials – applicability and number of years.
- All other change requests shall be submitted via QNRF online system. **The final approval rests with the RO/QNRF, as applicable.**

5.2 Vetting

- Vetting process involves endorsing:
 - Compliance with report submission deadline.
 - Validity of names and statuses of all participants.
 - Accuracy of information provided, e.g., accomplishments, efforts, procurement, travel, etc.
 - General compliance with institution's rules and regulations, as well as those of QNRF.
 - Compliance with ethical compliance requirements, if any.
- RO Vetting is performed at QNRF's online system: <https://qnrfsubmission.info>.

6 Appendix A: Matrix of Responsibility

The Matrix below clarifies the vetting and approval responsibilities of the Awardee's Research Offices (RO) and QNRF in relation to the reporting requirements and requests of the awarded projects. The procedure described below will be applicable for the NPRP (3rd cycle onwards), NPRP-EP and YSREP awarded projects.

Type	Function	Remarks	Approval Level
Movement	Move free amount between categories	Allows the movement of free amount from one category to another category.	Research Office
Participant	Remove participant	Removal of a participant from the project.	QNRF
Participant	Add new participant	Adding a new participant to the project.	QNRF
Unnamed Participant	Remove unnamed participant	Removal of an unnamed participant from the project.	Research Office
Unnamed Participant	Add new unnamed participant	Adding a new unnamed participant to the project.	Research Office
Institution	Remove collaborative institution	Removal of a collaborative institution.	QNRF
Institution	Add new collaborative institution	Adding a new collaborative institution.	QNRF
Project Date	Change project start date	Change project start date. Start date can be increased to any date up to 6 months but is not allowed to be decreased.	QNRF
Task (Specific Aims)	Change task title/description	Change task title/description.	Research Office
Task (Specific Aims)	Change task start block/end block (No cost time extension)	Change task start block/ end block (No cost time extension).	QNRF
Task (Specific Aims)	Remove a task (specific aim)	Removal of a task.	QNRF
Task (Specific Aims)	Add new task (specific aim)	Add a new task.	QNRF
Task Assignment (Specific Aims Resources)	Replace task resource (named)	Replace task resource (named).	QNRF
Task Assignment (Specific Aims Resources)	Replace task resource (unnamed)	Replace task resource (unnamed).	Research Office
Task Assignment (Specific Aims Resources)	Change task effort days/location type(in/out Qatar)	Change task effort days/location type(inside/outside Qatar).	QNRF
Task Assignment (Specific Aims Resources)	Removal of a task assignment (named)	Removal of a task assignment (named).	QNRF
Task Assignment (Specific Aims Resources)	Removal of a task assignment (unnamed)	Removal of a task assignment (unnamed).	Research Office
Task Assignment (Specific Aims Resources)	Add a new task assignment (named)	Add a new task assignment (named).	QNRF
Task Assignment (Specific Aims Resources)	Add a new task assignment (unnamed)	Add a new task assignment (unnamed).	Research Office
Personnel Cost	Change personnel cost per day/tuition fees	Change personnel cost per day/tuition fees.	Research Office
Travel	Change travel details	Change traveller, destination country, visa cost, ticket cost, accommodation cost, or per diem of a travel.	Research Office
Travel	Remove travel	Removal of a travel.	Research Office
Travel	Add a new travel	Add a new travel.	Research Office

Equipment	Change equipment quantity/cost	Change quantity/cost of an existing equipment entry. Equipment type and name are not allowed to change.	Research Office
Equipment	Remove equipment	Removal of an existing equipment entry.	Research Office
Equipment	Add new equipment	Add a new equipment entry.	Research Office
Miscellaneous Cost	Change miscellaneous cost	Change miscellaneous cost.	Research Office
Miscellaneous Cost	Remove miscellaneous cost	Removal of a miscellaneous cost.	Research Office
Miscellaneous Cost	Add new miscellaneous cost	Add a new miscellaneous cost.	Research Office
Ethical	Remove ethical applicability of an institution	Removal of an ethical applicability of an institution.	Research Office
Ethical	Add ethical applicability for a new institution	Add ethical applicability for a new institution.	Research Office