All QU researchers are encouraged to participate in research activity

**General Tips:**

1. Start early, allow adequate time to develop and revise your proposal;

2. Read the QU Research Handbook carefully and make sure that all policies are followed (<http://www.qu.edu.qa/offices/research/academic/policies.php>);

3. Read all the funders guidelines carefully and follow them:

4. Ask experienced grant writers/reviewers in your department/college/center to peer review your proposal and enhance accordingly.

5. Tackle research problems in themes and research areas highlighted in the call for proposal.

6. Build a strong team with diverse backgrounds to tackle the research problems in a comprehensive way and increase impact.

**Budget:**

1. Include the indirect cost (Qatar University Policy details the required indirect costs to be **20%**);

2. Add equipment shipping and handling cost (about 15%)

3. Link budget items to research methodology and objectives;

4. Be realistic.

**Personal:**

The Key investigator (KI) can be paid pro-rata as per his/her salary directly from the grant / contract budget “if applicable” for a maximum sum of two months basic salary from all external research per year. Any extra personnel budget can be used for teaching buyout time as per the university policy.

 **Timelines for the submission of research proposals:**

It is strongly recommended that ORS approval is sought well in advance of the deadline to allow time to remedy potential issues, "if any". ORS cannot guarantee that the proposal will be processed in time if the deadline is not met.

Please refer to the 10 Day Rule Guidance on the Office of Research Support Website.

If the Office of Research Support can be of more assistance, please do not hesitate to contact us.