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Doha International Family Institute				
Proposal Screening Evaluation Process				
Document Type	Guideline			
Document Code	01-DD-GDL-003	Rev	01	Page 1 of 7

مؤسسة قطر
Qatar Foundation 




Proposal Screening Evaluation Process

	Position	Name	Signature	Date (DD/MM/YY)
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Reviewed and Approved by	Executive Director, DIFI	Dr. Sharifa N. Al-Emadi		6/3/2023



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Policy Hub					 مؤسسة قطر Qatar Foundation
Doha International Family Institute					
Proposal Screening Evaluation Process					
Document Type	Guideline				
Document Code	01-DD-GDL-003	Rev	01	Page 2 of 7	

Contents

1. Record of Amendments	3
2. Purpose	3
3. Scope	3
4. Terms and Abbreviations	4
5. Screening Requirements	4



Policy Hub					 مؤسسة قطر Qatar Foundation
Doha International Family Institute					
Proposal Screening Evaluation Process					
Document Type	Guideline				
Document Code	01-DD-GDL-003	Rev	01	Page 3 of 7	

1. Record of Amendments

This is a record of changes made to this document, based on review.

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

2. Purpose

The purpose of administrative screening is to check if submitted proposals meet the submission requirements before they are approved for peer review. Administrative screening is done once the proposals are submitted and vetted by the affiliated Research Office of the applicants. Once proposals screening is completed, a committee from DIFI will meet to provide final recommendations to DIFI's Executive Director. Final Decision will be made by DIFI's higher management. In the administrative screening, the following components/documents are checked:

1. Eligibility criteria
2. Research plan
3. Required supporting documents
4. Compliance to research areas
5. Proposal publications
6. Originality requirements
7. Ethical Compliance

The outcome of the administrative screening for each proposal is one of the following:

- Pass Screening
- Pass Screening with Comments
- Not Pass Screening


3. Scope

This document describes the screening process that shall apply to all those involved in the processes of submitting, assessing, and reviewing proposals and projects of OSRA Grant. This includes applicants, awardees, reviewers, and DIFI employees.



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COO-OED-TMP-006 Rev 03

Policy Hub					
Doha International Family Institute					
Proposal Screening Evaluation Process					
Document Type	Guideline				
Document Code	01-DD-GDL-003	Rev	01	Page 4 of 7	

4. Terms and Abbreviations

Term	Definition
Plagiarism	Any intentional or reckless appropriation, duplication or replication of research/work, from another author, without proper attribution to the original author. Plagiarism includes putting one's name to someone else's publication or work, putting one's name on someone else's paraphrase, taking someone else's idea or words, amending the content of one's (or previous) research activity to satisfy the requirements of another activity without proper referencing.
Institutional Review Board (IRB)	It is a committee established or designated by an institution to protect the rights and welfare of human subjects recruited to participate in biomedical and/or social science research.
MoPH	Ministry of Public Health - Qatar

5. Screening Requirements

The following are the detailed requirements of the above-mentioned screening components:

5.1. Eligibility Criteria

Screening for eligibility aims to ensure that the Lead Principal Investigator (LPI) is eligible to apply for the grant as specified in the Call for Proposal (CFP). This will include the below points:

- Publications of the LPI: The LPI is required to have at least three peer-reviewed publications in social sciences area, or any of the related areas to this call. Therefore, the publication uploaded to his/her profile will be screened to ensure LPI's eligibility.
 - All publications uploaded to the LPI's profile will be checked for validity (e.x. correct publication, LPI as an author...etc.). *The outcome of this step is (pass, not pass, pass with comments, Impact factor if available, Comments box).*
 - Publications areas comply with OSRA Research Grant areas and/or social sciences field. *The outcome of this step will be (comments, pass, not pass).*
- Residency: The uploaded ID documents of the LPI indicating correct residency (in Qatar, in Arab country and/or another country). *The outcome of this step will be (pass, not pass, pass with comments).*

5.2. Research plan


The research plan is an important document in OSRA proposal, the applicants must use the correct research plan template and download it from DIFI-Website, and any other templates will not be accepted. The plan must be submitted in PDF format.

The following items are to be checked in the research plan submitted:



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COO-OED-TMP-006 Rev 03

Policy Hub					
Doha International Family Institute					
Proposal Screening Evaluation Process					
Document Type	Guideline				
Document Code	01-DD-GDL-003	Rev	01	Page 5 of 7	

1. Is it the correct document?
2. Research plan is within page limit (25 pages in total excluding cover, table of contents, and references).
3. Typed.
4. Single-spaced.
5. APA Style.
6. Font size is correct (11 points). A font size of less than 10 points may be used for footnotes, mathematical formulae or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. However, the text must still be legible.
7. Font type is correct (Arial).
8. All sections are filled.
9. Pages numbered consecutively in the upper right corner.
10. Sections other than the ones mentioned below are not permitted (including appendices). Relevant sub-sections are allowed in the Research Plan.
11. Margins are as per the template (1 inch all around).
12. English and Arabic Research Plan is submitted as PDF.

The outcome of screening is; pass, not pass, comments

5.3. Required Supporting Documents

The purpose of this screening item is to ensure that the supporting letter reflects the right collaboration information in terms of:

1. Correct template
2. Right PIs names of all PIs from the collaborative institution
3. Right institutions
4. Institutions letter head
5. Official signature
6. Official stamp
7. Correct Proposal ID

Decision making criteria for the screening of documents will be:

- Missing document – if yes, then not pass, otherwise pass
- Incomplete documents (key elements missing) – if yes then not pass, otherwise pass
- Not formatted per requirements – is this critical (impact review), if yes then not pass, otherwise pass with comments.


5.4. Compliance to Research Areas

The proposals are screened to ensure that the proposal complies with the research themes in the OSRA Research Grant Call. The screening outcome will be; comments, pass, not pass.



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COO-OED-TMP-006 Rev 03

Policy Hub					
Doha International Family Institute					
Proposal Screening Evaluation Process					
Document Type	Guideline				
Document Code	01-DD-GDL-003	Rev	01	Page 6 of 7	

5.1. Proposal Publications

The aim of this screening step is to ensure that the publications uploaded to the proposal are valid and relevant to the research project. The LPI must upload a minimum of three publications, i.e., papers (published, or accepted), books, chapter of books, or patents by him/her or any of the participating PIs that are relevant to the proposed research project, or/and relevant to Social Sciences research field. Screening for proposal publications will be similar to the publications section under the eligibility items above.

5.1. Originality Requirements

Ensure that proposal does not violate DIFI standards set for Research Misconduct as listed below:

Plagiarism results screening

All submitted proposals must include an appendix report from a certified Plagiarism Checker to be accepted. DIFI may accept limited use of identical or nearly identical phrases which describe a commonly- used methodology. The Plagiarism Check report should be attached to the Research Plan when submitting it to DIFI-Grants Portal.

- **External:** If it was a copy of other published work, the content would be reviewed to check the similarities; if critical, it will not pass; if not critical, then pass.
- **Internal:** if it was a copy of previously submitted proposal to DIFI, the content would be reviewed to check the similarities; if critical, it will not pass; if not critical, then pass.
 - For the Plagiarism similarity check report above zero percentage, a scientific committee from DIFI will identify those with similarity concerns.
 - If similarity appears, the scientific committee will review it to check the similarity criteria.

DIFI Scientific Committee will review those that didn't pass and 10% of those that did pass. Originality screening will be conducted based on the above-mentioned criteria and the observations would be recorded in the following format: comments, pass, not pass.

5.2. Ethical Compliance

Ethical compliance screening will be conducted based on the below mentioned criteria and the observations would be recorded in the following format; comment, pass, not pass.

- Appropriate disclosures are made.
- Appropriate IRB approval submission plan and timelines mentioned clearly (wherever relevant).
- MoPH assurances for studies done in Qatar or on Qatari sample.
- If more requirements need to be obtained in prefunding stage.



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COO-OED-TMP-006 Rev 03

Policy Hub				
Doha International Family Institute				
Proposal Screening Evaluation Process				
Document Type	Guideline			
Document Code	01-DD-GDL-003	Rev	01	Page 7 of 7

