

Policy Hub				
Doha International Family Institute				
Budget Components and Payment schedule				
<b>Document Type</b>	Guideline			
<b>Document Code</b>	01-DD-GDL-002	<b>Rev</b>	01	<b>Page 1 of 6</b>




## Budget Components and Payment schedule

	Position	Name	Signature	Date (DD/MM/YY)
<b>Proposed by</b>	Research and Grant Specialist	Fatima Y. Al-Motawaa		27/02/23
<b>Reviewed and Approved by</b>	Executive Director, DIFI	Dr. Sharifa N. Al-Emadi		6/3/2023



Copies other than electronic copies published in the QF portal are uncontrolled.


COO-OED-TMP-006 Rev 03

Policy Hub					 مؤسسة قطر Qatar Foundation
Doha International Family Institute					
Budget Components and Payment schedule					
<b>Document Type</b>	Guideline				
<b>Document Code</b>	01-DD-GDL-002	<b>Rev</b>	01	<b>Page 2 of 6</b>	

## Contents

<b>1. Record of Amendments .....</b>	<b>3</b>
<b>2. Purpose .....</b>	<b>3</b>
<b>3. Scope .....</b>	<b>3</b>
<b>4. Terms and Abbreviations .....</b>	<b>3</b>
<b>5. Budget Components.....</b>	<b>4</b>
<b>6. Payment Schedule .....</b>	<b>6</b>



Policy Hub					 مؤسسة قطر Qatar Foundation
Doha International Family Institute					
Budget Components and Payment schedule					
<b>Document Type</b>	Guideline				
<b>Document Code</b>	01-DD-GDL-002	<b>Rev</b>	01	<b>Page 3 of 6</b>	

## 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

These guidelines explain the different categories and components for OSRA Grant payment, and explain the breakdown and the process of distributing the direct and indirect budget among the following categories:

- Personnel
- Equipment
- Travel
- Miscellaneous
- Indirect cost

## 3. Scope

This document describes the budget guidelines and payment schedule that should apply to all people involved in OSRA Research Grant. This includes applicants, grantees and DIFI employees.


## 4. Terms and Abbreviations

Term	Definition
Capital Equipment	Items having a useful life of more than one year and a unit acquisition cost of greater than 5,000 USD and which is part of the approved budget.
Consumables and Materials	Items that are necessary to carry out the project with unit acquisition cost of less than 5,000 USD.
Direct Cost	Expenses related directly to the performance of the project research activities. Direct cost includes the "Personnel" cost, the "Equipment" cost, the "Travel" cost and the "Miscellaneous" cost.
Indirect Cost	Institutional expenses that are not readily identified with a research project implementation, yet necessary for the general



Copies other than electronic copies published in the QF portal are uncontrolled.

COO-OED-TMP-006 Rev 03

Policy Hub					 مؤسسة قطر Qatar Foundation
Doha International Family Institute					
Budget Components and Payment schedule					
<b>Document Type</b>	Guideline				
<b>Document Code</b>	01-DD-GDL-002	<b>Rev</b>	01	<b>Page 4 of 6</b>	

Term	Definition
	support of this project by the institution where it is being performed.
Service	Service is a cost category. A service provider is not involved in the design, conduct or reporting of research; a service provider assists the research team for a fee in providing services needed to carry out the research. Services may be purchased by either the awarded or the collaborative institution and are auxiliary to the main object of the research project. Services usually cover specialized jobs that cannot be carry out by the research team or are employed because it is more efficient to use the services of a specialized organization (e.g. routine analysis, consultancy, communication/outreaching activities, data purchasing and management, statistical analysis, evaluation, auditing etc.). The purchased services shall be provided by third parties contracted by the awardee or collaborative institutions and have no rights or obligations vis-a-vis DIFI.

## 5. Budget Components

The following represents the breakdown of the research budget components:

### 5.1. Personnel Cost


#### 5.1.1. Compensation of the Research Team effort:

- 5.1.1.1. Compensation of the Research Team must be charged towards the research effort exercised by the Team and monitored by their respective institutions in terms of number /percentage of days and daily rates, and in compliance with the institutional relevant policies.
- 5.1.1.2. Institutions should use grant funds to buy out the Research Team Members' time from other duties, such as teaching or service requirements, as per the policies of their institutions.
- 5.1.1.3. A Graduate Student (GS) is eligible to receive up to US \$7,200 for stipend and tuition per year which should be pro rata to the effort percentage.
- 5.1.1.4. The budget section of the proposal application should include the anticipated number of GSs at the time of application.
- 5.1.1.5. For a GS who is conducting his/her research outside Qatar, his/her compensation regarding tuition and stipends will be allocated from the budget of the collaborative institution outside Qatar.



Copies other than electronic copies published in the QF portal are uncontrolled.

COO-OED-TMP-006 Rev 03

Policy Hub					
Doha International Family Institute					
Budget Components and Payment schedule					
<b>Document Type</b>	Guideline				
<b>Document Code</b>	01-DD-GDL-002	<b>Rev</b>	01	<b>Page 5 of 6</b>	

5.1.1.6. A GS who travels to Qatar to conduct his/her research is eligible for compensation for travel, accommodation and other related expenses from the Travel budget category of the submitting institution only if he/she spends a minimum period of three consecutive months in Qatar.

5.1.1.7. Undergraduate Student's Compensation: Compensation for an undergraduate student's effort may not exceed US\$15 per hour (i.e., US\$120 per day).

5.1.1.8. The private institutions are not eligible to receive Personnel cost from DIFI grants.

## 5.2. Capital Equipment, Consumables and Materials

5.2.1. **Capital Equipment:** defined as items having a useful life of more than one year and a unit acquisition cost of equal or greater than US\$ 5,000 and which is part of the approved budget. DIFI requires the LPI to provide information about the specifications, estimated price and purpose of the capital equipment to be purchased in the budget justification for the project.

5.2.1.1. Procurement of equipment must be in accordance with the institution's procurement policies and procedures.

5.2.1.2. Equipment funded by DIFI should be labelled as such and properly inventoried.

5.2.2. **Consumables and Materials:** defined as items that are necessary to carry out the project with unit acquisition cost of less than US\$ 5,000. This includes associated materials for running the equipment. DIFI requires the LPI to provide justification about the purchased consumables and materials on DIFI-Grants Portal.

5.2.3. **Services:** including surveys and service contracts costs, such as the purchase of data sets (less than

\$5,000) which include data compiled by a third party or acquired through services or surveys, should be allocated under Consumables and Materials. DIFI requires the LPI to provide justification about Services on DIFI-Grants Portal.

## 5.3. Travel cost

5.3.1. Annual Travel cost shall not exceed 10% of a project's total annual direct budget.

5.3.2. All travel costs charged to the grant must comply with DIFI travel policy which is available at DIFI-Website.

5.3.3. The travel budget includes the following items:

- Ticket Cost.
- Destination Country and City.
- Estimated travel duration (including the travel days).
- Per Diem.
- Purpose of the travel and justification. The justification should be aligned to the research project study.


## 5.4. Miscellaneous Costs

5.4.1. Miscellaneous costs are not to exceed 5% of a project's total annual direct cost.



Copies other than electronic copies published in the QF portal are uncontrolled.

COO-OED-TMP-006 Rev 03

Policy Hub					 مؤسسة قطر Qatar Foundation
Doha International Family Institute					
Budget Components and Payment schedule					
<b>Document Type</b>	Guideline				
<b>Document Code</b>	01-DD-GDL-002	<b>Rev</b>	01	<b>Page 6 of 6</b>	

5.4.2. Includes publications, communications, translation, conference fees, and other allowable costs.

5.4.3. DIFI provides a list of non-allowable costs at DIFI-Website.

5.4.4. Miscellaneous Cost may be entered as one figure and justified on DIFI-Grants Portal.

### 5.5. Indirect Cost

5.5.1. Indirect cost shall not exceed a total of 10% of the project's annual direct cost.

5.5.2. The private institutions are not eligible to receive Indirect cost from DIFI grants.

## 6. Payment Schedule

Upon the execution of the Master Research Funding Agreement (MRFA), DIFI funds will be advanced to the awardee institution on instalment basis in accordance to the payment schedule approved by DIFI.



Copies other than electronic copies published in the QF portal are uncontrolled.

COO-OED-TMP-006 Rev 03