Technical Report

جامعة حمد بن خليفة
HAMAD BIN KHALIFA UNIVERSITY
عضو في مؤسسة قطر
Member of Qatar Foundation

Submission Process and Timeline for Technical report of QRDI Projects:

Notification

1

LPI will receive an automated notification via iProcessing prompting you to submit the required technical report.

Submission Timeline

2

1.The technical report must be submitted at least one week before the SRO internal deadline, which is 14 days before the QRDI due date.

2.If the report is not submitted by the SRO deadline, the Sponsored Research Office (SRO) may place the project under internal suspension.

3.If the report is still not submitted within two weeks from the SRO deadline, and no reasonable justification or extenuating circumstances are provided, the project will be placed under formal suspension.

Compliance Requirement

3

The LPI is required to access the Qgrants Sponsor View and complete all sections of the technical report.

For detailed guidance on report content, please refer to the Annual Progress Report Guidelines available on the QRDI / Sponsor website.

Review and Resubmission Process

4

Upon submission via Qgrants, if any revisions are needed, the assigned Project Manager (PM) will return the report via iProcessing with comments.

The LPI is expected to revise and resubmit the report adhering to the provided deadline provided by the assigned Project Manager (PM).

Financial Report and Project Performance

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- In parallel, the assigned PM will prepare the financial report for submission to QRDI.
- The PM will request information from the LPI on:
  1.Completion percentages of Work Packages
  2.Status of deliverables
  3. any inquiries raised by PM
- This data feeds into the project scorecard, which helps to monitor project progress and shared manually.