



HBKU Reyada Program Fund (RPF)

HBKU Innovation Center is soliciting novel business proposals from all Qatar Foundation (QF) Members who have completed the HBKU Reyada Program workshops for potential entrepreneurship training, mentorship, and fund to set up and develop their businesses. It aims to support QF entrepreneurs with industry-driven innovations, targeted at increasing the local capacity, responsiveness, and private enterprise. QF entrepreneurs are encouraged to submit their business plans on novel solutions, products, and policies to proper opportunities available under RPF.

Opportunity	Funding Amount	Duration	Additional Requirements
QF Members who have completed the HBKU Reyada program and attended the required workshops	Up to QAR 50,000	12 months	<ol style="list-style-type: none"> E-confirmation of Attendance to HBKU Reyada Program Workshops from Program Director (please e-mail to innovation@hbku.edu.qa for this request). Optional: If you are applying as an established start-up, you can submit the Certificate of Registration of the company along with the application.

HBKU RPF Proposal Submission Guidelines

- Business Plans must be submitted online as a single PDF document including below information:

Executive summary. Provide information about your idea, or company (including location, team, employees etc.). Briefly tell what your company does and why it will be successful.

Company description. Provide detailed and specific information about what problems were identified, proofed and will be solved by your company. Explain who will be your customers and how will you reach them. Provide information about your competitors and your advantages against them.

Product and/or Technology. Provide detailed information about your product, technology and/or service. Explain how it works, how the end-users benefit from your product, and its intellectual property status. Describe the background, benchmarks, existing solutions, comparison, and analysis; this section must entail overview of the scientific and theoretical framework of the idea, ensuring that relevant information is included in order to effectively place the proposal into context. Describe the idea and the proposed approach, with necessary sketches, graphics, and illustrations; emphasize why and how it is unique, innovative, and different from the existing solutions. Clearly and in detail describe:

- the idea, motivation/importance/relevance
- how it will be executed/research plan
- challenge and/or threat that the proposed innovation is responding to

Market analysis. Provide information about your target market and early adopters. Explain how big is the sector that your joining in and how will you position your idea/company against others. Provide information about the others on the market, what they do, how they do, what makes your idea/company, product or services different than them. Provide additional information about the market size, trends and future of the market that you are joining in.

Organization and management. Provide information about the legal structure of your company. Explain how it will be managed and who will be in leadership roles. Please provide one-page CVs for the key players in your company. Tell your reader how your company will be structured and who will run it.

Marketing and sales. Provide information about how you will sell your product, what methods that you are planning to follow to create increase in your sales.

Financial Projections. Provide specific information about required and available sources using below tables and describe how RPF will help your business and supplement it with your financial projections. Please share any available data: invoices, balance sheets or any related items about your financial status. Design and explain your 3-year financial forecast.

Required Resources and Justification. List of new resources that will be procured for this project

Resources	Requested Budget (QAR)	Justification	Procurement lead time
Personnel*			
Equipment			
Materials / Consumables			
Total			

*non-FTE researchers (e.g., Postdocs, research assistants) can be co-funded by this grant. Entity will be required to share the cost of non-FTE hires.

- Business Plans must not exceed 20 pages (font type/size and spacing: Calibri (body) / min. 10, single spaced).



- Certificate of Registration of the Company is not a mandatory to be submitted with the application except if you are applying as a start-up.
- Due to changing laws, regulations, markets, expectations and the nature of innovative technology itself, the Innovation Center is authorized to provide flexibility in application and approval conditions to achieve HBKU's overall goals.
- Address all questions to: innovation@hbku.edu.qa

HBKU RPF Eligibility

1. Only QF Members who have completed the HBKU Reyada Program and attended the required workshops.
2. Only one submission is allowed for each applicant.
3. The QF students are eligible to participate 1st year master students; and 1st, 2nd, and 3rd year PhD students; 1st, 2nd, 3rd year undergraduate students.
4. The Business Idea must be innovative, addressing relevant and critical local challenges. This should be clearly stated in the Executive Summary and the relevant sections of the Business Plan.
5. No advising or mentoring is required from faculty, researchers, or staff members.
6. It is mandatory for the applicant to complete all sections listed in the Business Plan prior to submission. Incomplete applications will not be considered for review.
7. It is optional to submit the Certificate of Registration of the Company with the application, except if you are applying as a start-up, then you must submit it.
8. It is mandatory to submit E-Confirmation of Attendance to HBKU Reyada Program Workshops from Program Director (please e-mail to innovation@hbku.edu.qa for this request).

HBKU RPF Selection Criteria

Compliance: Is the application and Business Plan submitted in line with the requested information? Incomplete applications will not be considered for review.

Novelty: In what ways is the solution, product offered under Business Plan fundamentally different from existing ones? What is the overall innovation and merit of the product?

Value Creation and Impact: What is the potential of the business to create significant new value and impact on the market?

Relevance: In what ways is the business relevant to the future of Qatar? Who are the potential customers?

Feasibility: Is the proposed business plan doable within the given timeframe?

HBKU RPF Selection Process

The submitted Business Plans will be given an opportunity for a presentation to a jury comprising a combination of non-HBKU academics, investors, and entrepreneurship and innovation agencies. The jury's evaluation of the presented proposals will lead to the selection of the final awardees.

The following are essential reminders for applicants:

1. Selected Business Plans are subject to negotiations to including a change in Business Plan details, projections, and terms and conditions, to be conducted by the HBKU Innovation Center before finalizing the agreement and release of the funds.
2. Only selected awardees will be informed and announced.

HBKU RPF Budget Eligibility:

1. The LPI, PI and team members from QF will participate at zero cost (without additional compensation).
2. Equipment, materials, consumables for prototyping purposes
3. Hiring / Consultancy / Services

HBKU RPF Award Management Terms and Conditions:

1. Once the selection process is finalized, all post-Award activities will be managed and coordinated by the HBKU Innovation center through an official agreement with the awardees.
2. Project start date will be announced once an agreement is completed by the awardees.
3. Awardees are expected to present a written mid-term progress report and a final report.
4. Funding will be transferred in two phases after proper reviews:
 - a. The first 60% instalment at the signing of the agreement.
 - b. The second 40% instalment after the mid-term review decision whether to progress to the second phase, following a through technical and financial review.
 - c. The award can be withdrawn by The HBKU Innovation Center based on the mid-term evaluations.
 - d. RPF grant can incur indirect (overhead) cost by awardee's home entity. Also, non-FTE researchers (e.g., Postdocs, research assistants) can be co-funded by this grant where home entity will be required to share the cost of non-FTE hires.
 - e. Subject to awarded project need, the fund can be transferred in full amount.
5. The Awardees review and comply with all QF/HBKU policies including, but not limited to, research ethics, health and safety, intellectual property, and nondisclosure.

For questions and clarifications, please contact:

HBKU Innovation Center
'Innovation to Lead'
innovation@hbku.edu.qa