



#	HBKU Reyada Program Fund (RPF) ELIGIBILITY AND APPLICATION CHECKLIST
1	Business Plans must be submitted online as a single PDF document including information provided in RPF Guideline.
2	Business Plans must not exceed 20 pages (font type/size and spacing: Calibri (body) / min. 10, single spaced).
3	OPTIONAL: Certificate of Registration of a company may be submitted with the application if you are applying as an established start-up.
4	E-Confirmation of Attendance to HBKU Reyada Program Workshops from Program Director (please e-mail to <a href="mailto:innovation@hbku.edu.qa">innovation@hbku.edu.qa</a> for this request).
5	There will be no additional extension available for RPF.
6	Only one submission is allowed for each applicant.
7	Students are eligible to participate: 1 <sup>st</sup> year master students; and 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> year PhD students; 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> year undergraduate students.
8	Applicants of previous innovation projects are eligible to apply only if their projects are already completed with a final report submitted in a timely manner and accepted.
9	The concept and proposed plans must be an original idea of the applicant(s).
10	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.
11	The Business Plan must identify potential applications for real-life use in Qatar and the local community.
12	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.
13	The selection criteria provided in RPF Proposal Guideline must be reviewed and understood.
14	The selection process provided in RPF Proposal Guideline must be reviewed and understood.
15	The budget eligibility provided in RPF Proposal Guideline must be reviewed and understood.
16	The award management terms and conditions provided in RPF Proposal Guideline must be reviewed and understood.
17	A written mid-term progress report and a final report must be submitted on dates will be shared in the agreement.
18	The QF/HBKU Intellectual Property Policy (IP) will apply to all projects.
19	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.
20	The Awardees review and comply with all QF/HBKU policies including, but not limited to, research ethics, health and safety, intellectual property, and nondisclosure.
21	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.
<p><b>The applicant certifies that the eligibility and application checklist has been followed prior to submission and submitted online with the proposal.</b></p> <p>Lead Applicant (Full Name / Affiliation / Date / Signature)</p>	

For questions and clarifications, please contact:  
HBKU Innovation Center  
'Innovation to Lead'  
[innovation@hbku.edu.qa](mailto:innovation@hbku.edu.qa)