

Policy Owner:	President			 جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في المؤسسة قطر Member of Qatar Foundation
Responsible Unit:	Office of Innovation and Industrial Relations (OIIR)			
Policy Name:	Innovation Funding Policy			
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INNOVATION FUNDING POLICY

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	07 Sept. 2025	07 Sept. 2025	Initial Release	President

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1. Purpose

The HBKU Innovation Funding Policy establishes the framework, requirements, and guidelines for the management of Innovation Fundings through the Office of Innovation and Industrial Relations (OIIR). This policy establishes the framework needed for providing funding to translate innovative ideas into commercial products, technologies, services, businesses, policies, or initiatives that may contribute to scientific and technological advancement, the expansion of knowledge, societal development, or the public good in alignment with the university mission and strategic objectives.

2. Scope

This policy applies to HBKU Members and eligible QF Members. It covers both Internal Innovation Funding (offered by HBKU) and External Innovation Funding (sponsored by external entities).

3. Terms, Abbreviations, and Definitions,

Term/Abbreviation	Definition
Award	Financial support or financial resources provided through Internal or External Innovation Funding opportunities by HBKU or external sponsors to translate innovation ideas into products, technologies, services, and businesses.
Awardee	HBKU Member or QF Member who is awarded a grant from one of the available Innovation Funding opportunities.
External Innovation Funding	An Innovation Funding opportunity offered by External Sponsors which can be any national or international entity independent from HBKU, requiring applications to be submitted by an organization such as HBKU, a small business, or a small to medium-size enterprise such as HBKU R&D Corp.
HBKU	Hamad Bin Khalifa University
HBKU Honorarium	One-time nominal payment granted to non HBKU employees in appreciation for special or voluntary service activity.
HBKU Member	HBKU faculty, scientist, researcher, student, or staff.
HBKU R& D Corp.	HBKU Research and Development Corporation
Innovation Funding	Refers to various funding support or financial resource avenues for innovation, entrepreneurship, and commercialization, including programs, initiatives, grants, and/or investments. Innovation Funding is focused on the development of ideas into products, technologies, services, or businesses.
Innovation Funding Committee	A Committee established by one of the OIIR offices or OIIR related entities to review, assess, and evaluate received funding applications and to recommend the final list of awardees to the ED of OIIR. The committee is to comprise members from within HBKU including members from OIIR and may also include members from outside HBKU.
Internal Innovation Funding	A funding opportunity focusing on innovation and commercialization offered by HBKU OIIR and available to HBKU Members, Spin-Out companies, and QF Members. This excludes other internal research funding opportunities offered by HBKU.
IP	Intellectual Property
Non-HBKU Judges	Academics, researchers, investors, entrepreneurs, and innovation agencies not affiliated with HBKU serving as judges to assess and evaluate Innovation Funding applications.
Non-HBKU Reviewers	Academics, scientists, researchers, or entrepreneurs not affiliated with HBKU serving as reviewers to review Innovation Funding applications.
OIIR	Office of Innovation and Industrial Relations
President	HBKU President
QF Member	Individuals or startup founders/co-founders employed by Qatar Foundation

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4. Policy

4.1. General Terms and Conditions

- 4.1.1. The Office of Innovation and Industrial Relations (OIIR) at HBKU offers Innovation Funding opportunities to support HBKU Members and QF Members in developing and translating innovative ideas into technologies, products, services, businesses, policies, or initiatives that may contribute to scientific and technological advancement, the expansion of knowledge, societal development, or the public good in alignment with the university mission and strategic objectives.
- 4.1.2. Innovation Funding offered by OIIR can be either internal or external:
 - **Internal Innovation Funding:** Innovation funding provided by OIIR to HBKU Members and QF Members. Funding applications are assessed, evaluated, and recommended for funding by OIIR through a defined assessment, evaluation, and approval process.
 - **External Innovation Funding:** Funding opportunities provided by external sponsors, requiring applications to be submitted by entities such as HBKU or HBKU R&D Corp. on behalf of HBKU Members. OIIR is responsible for conducting due diligence on funding sources, reviewing applications for completeness and compliance with applicable laws, regulations, and university policies, and submitting vetted applications to the external sponsors via HBKU OIIR or HBKU R&D Corp.
- 4.1.3. For External Funding opportunities, HBKU OIIR or HBKU R&D Corp. may opt not to process funding applications, if they are deemed to pose operational challenges, if the processes associated with the External Innovation Funding opportunity lack clarity, if delays occur due to actions or responses from either the sponsor or the HBKU Member, or for any other reasons that OIIR determines may compromise the success of the application.
- 4.1.4. The application and selection processes for Innovation Fundings are outlined in the Innovation Funding Procedure associated with this policy.
- 4.1.5. Eligibility criteria for each Innovation Funding opportunity will depend on the specific requirements of each funding opportunity.
- 4.1.6. Applications for Internal Innovation Funding shall undergo evaluation by an HBKU Innovation Funding Committee responsible for providing recommendations to the OIIR Executive Director (ED) for final review and decision.
- 4.1.7. For External Funding opportunities, HBKU or HBKU R&D Corp. as the awardee may enter into formal agreements with the sponsor as per the sponsor terms and conditions subject to compliance with HBKU policies and applicable law and regulations. In such cases, HBKU or HBKU R&D Corp. shall enter into a sub-award agreement with the successful applicant as per the sponsor's terms and conditions and in accordance with HBKU policies.
- 4.1.8. The HBKU IP Policy applies to all Internal and External Innovation Funding projects. HBKU Members and QF Members awarded Innovation Funding are required to report any project related IP, inventions, or discoveries to OIIR immediately upon realization as per HBKU IP Policy. HBKU reserves the right to take actions and steps necessary to protect its commercialization potential.
- 4.1.9. Termination, suspension or reassignment of the awarded funding is subject to the sponsor terms and conditions described in the award agreement.
- 4.1.10. Awardees shall comply with all applicable data privacy and protection laws when handling third-party personal or commercial data in funded projects. HBKU shall not be responsible for any data privacy violations.

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4.2. Pre-Award Management

4.2.1. Funding opportunities and application requirements are announced via HBKU platforms or direct invitations, in accordance with the specific requirements of each Innovation Funding opportunity.

4.2.2. Internal Innovation Funding

- 4.2.2.1. Annual budgets for the Internal Innovation Funding are determined during HBKU's planning cycle.
- 4.2.2.2. The application criteria and award conditions for Internal Innovation Funding opportunities shall be established in alignment with the relevant funding guideline(s) and applicable policies. These criteria must be approved by OIIR prior to the announcement of the funding opportunity.
- 4.2.2.3. HBKU Members and QF Members are eligible to submit one application per funding cycle, provided that any existing Award has been completed before submitting a new application.
- 4.2.2.4. Non-HBKU Peer Reviewers, Judges, external members of an Innovation Funding Committee, and HBKU Members involved in the review and assessment of funding applications must sign a Non-Disclosure Agreement (NDA) before receiving and assessing funding applications.
- 4.2.2.5. Non-HBKU Reviewers, Judges, and external members of an Innovation Funding Committee may be eligible to receive a service fee, subject to budget availability in accordance with HBKU Honorarium Policy.
- 4.2.2.6. The relevant OIIR office shall establish an HBKU Innovation Funding Committee to review and evaluate applications. The committee will recommend the final list of awardees to the OIIR ED for final review and approval. The results will be announced by the relevant OIIR office.

4.2.3. External Innovation Funding Opportunities

- 4.2.3.1. HBKU Members applying for External Innovation Funding opportunities that require applications to be submitted through an organization such as HBKU, a small business, or a small to medium-size enterprise such as HBKU R&D Corp., must consult with the relevant OIIR office and assist in preparing the necessary documentation.
- 4.2.3.2. The OIIR will perform due diligence on sources of External Innovation Funding before the submission of funding applications. If due diligence is delayed, applications may be submitted provisionally and subsequently withdrawn or rejected if issues arise.
- 4.2.3.3. The relevant OIIR office will establish an internal submission deadline of at least ten (10) working days prior to the deadline set by the External Innovation Funding opportunity to allow time for proposal review, alignment, quality assurance, and compliance checks.
- 4.2.3.4. The relevant OIIR office will apply a minimum 20% overhead to all proposals before submission to cover operational and administrative expenses. Any exception will require written approval from OIIR Executive Director.
- 4.2.3.5. The relevant OIIR office will ensure that all submissions comply with the external sponsor requirements, applicable laws and regulations, and relevant HBKU Policies and Procedures.
- 4.2.3.6. Proposals on behalf of HBKU Members will be submitted by HBKU or HBKU R&D Corp. These submissions will adhere to the guidelines of the External Innovation Funding opportunity and be supported by the appropriate OIIR office.

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- 4.2.3.7. HBKU assumes no responsibility for delayed, partial or canceled external funding disbursements. If an external sponsor fails to honor funding commitments, HBKU may terminate the affected awards without liability. HBKU shall not be obligated to cover funding gaps or shortfalls resulting from any external sponsor withdrawal.

4.3. Post-Award Management

- 4.3.1. The relevant OIIR office shall ensure that all required agreements are duly executed by the designated authorized signatory prior to the disbursement of any awarded funds
- 4.3.2. For Internal Innovation Funding opportunities, HBKU shall enter into agreements with HBKU Members or eligible QF Members as appropriate.
- 4.3.3. For External Innovation Funding opportunities:
- 4.3.3.1. Agreements with external sponsors are executed by HBKU or an HBKU related entity such as HBKU R&D Corp. as the authorized entity.
- 4.3.3.2. Following sponsor agreement execution, HBKU or an HBKU related entity such as HBKU R&D Corp., shall establish a sub-award agreement (internal agreement) with the HBKU Member clearly defining roles, responsibilities, and financial terms.
- 4.3.4. Award funds must be utilized as outlined in the signed agreements, with any modifications requiring prior approval from the relevant OIIR office.
- 4.3.5. The use of award funds must comply with funding guidelines, applicable laws and regulations, and relevant HBKU policies and procedures.
- 4.3.6. Awardees are required to submit progress reports to the relevant OIIR office as specified and obtain approval from OIIR for any changes to project milestones or budget allocations.
- 4.3.7. The relevant OIIR office may grant extensions based on adequate justification provided by the Awardees.
- 4.3.8. The relevant OIIR office responsible for the Innovation Funding opportunity may offer Awardees a range of support services, including connections to technical and industry experts, letters of support, facilitation with the IP office, project management assistance, guidance on regulatory compliance, networking opportunities and access to follow-on funding resources.
- 4.3.9. Awardees must comply with all reporting requirements as outlined in the funding opportunity guidelines and maintain all related records for a minimum of three years following the financial closeout of the project.
- 4.3.10. Awardees must submit a final report upon project completion for review by OIIR. The project will be officially considered closed upon approval by OIIR ED of the final report.
- 4.3.11. For External Innovation Funding, the OIIR reserves the right to review and reconsider decisions regarding the acceptance of funding at any time, if significant concerns arise even for funding in progress. If deemed necessary, the OIIR may require early termination and closure of the project, in accordance with applicable terms and conditions.

4.4. Payment Disbursement and Management:

- 4.4.1. The relevant OIIR office shall oversee payment disbursements in accordance with applicable guidelines and procedures, which may include invoice-based payments, grant disbursements, or milestone-based payments, as outlined in the Innovation Funding Procedure and in consultation with the relevant HBKU Member.
- 4.4.2. Payments to Awardees will be disbursed in installments linked to project milestones after the execution of the funding agreement.

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- 4.4.3. Payments may be made as advances or reimbursements, subject to the submission of required documentation and receipts and approval by the relevant OIIR office, in accordance with the terms of the funding agreement.
- 4.4.4. Awardees must submit invoices and receipts as evidence of budget expenditures.
- 4.4.5. In the event of project withdrawal, termination, or completion, any unspent funds from transferred payments must be returned to the relevant OIIR office or related entity.
- 4.4.6. Awardees must maintain accurate records of project expenses and provide timely documentation as required by the funding guidelines and the OIIR office. These records may be audited at the discretion of the OIIR.

4.5. Conflict of Interest

- 4.5.1. All conflict-of-interest matters will be handled in accordance with the university's Conflict of Interest Policy.
- 4.5.2. The following are examples of situations where conflicts of interest may arise. The list below is not exhaustive; other situations may also result in conflicts of interest.
 - 4.5.2.1. Awardees circumvent established policies to use HBKU's facilities or equipment for personal gain associated with their funding Award.
 - 4.5.2.2. Awardees solicit procurement services from businesses in which they possess a personal interest, intending to remunerate these services using the Innovation Funding Award.
 - 4.5.2.3. Awardees compromise their duties and commitments to HBKU owing to their involvement in Internal or External Funding opportunities.
 - 4.5.2.4. Awardees are utilizing the funds designated for specific award purposes, for personal or unrelated uses.

5. Associated Procedures and Supporting Documents

HBKU Innovation Funding Procedure
Non-Disclosure Agreement NDA

6. References and Related Policies

IP Policy
Honorary Policy
Conflict of Interest Policy
Technology and Knowledge Commercialization Policy

7. Oversight and Authority

This Policy was developed by the Office of Innovation and Industrial Relations (OIIR) in collaboration with representatives from the Office of Provost, the Office of VP for Research, and the Office of VP for Finance and Administration. This Policy was reviewed by the University Policy Committee, endorsed by both the OIIR ED and the University Policy Officer, and approved by the President.

The Office of Innovation and Industrial Relations is charged with overseeing the implementation and ensuring compliance with this Policy.