

# E-FORMS USER MANUAL

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Office of Academic Research

Created on: 26 February 2015

This user manual includes instructions to assist LPI/Co-LPI's in filling out and submitting e-forms to the Office of Academic Research.

To access the e-forms, follow this link:

<https://mysp.gu.edu.qa/Research/E-Forms/>

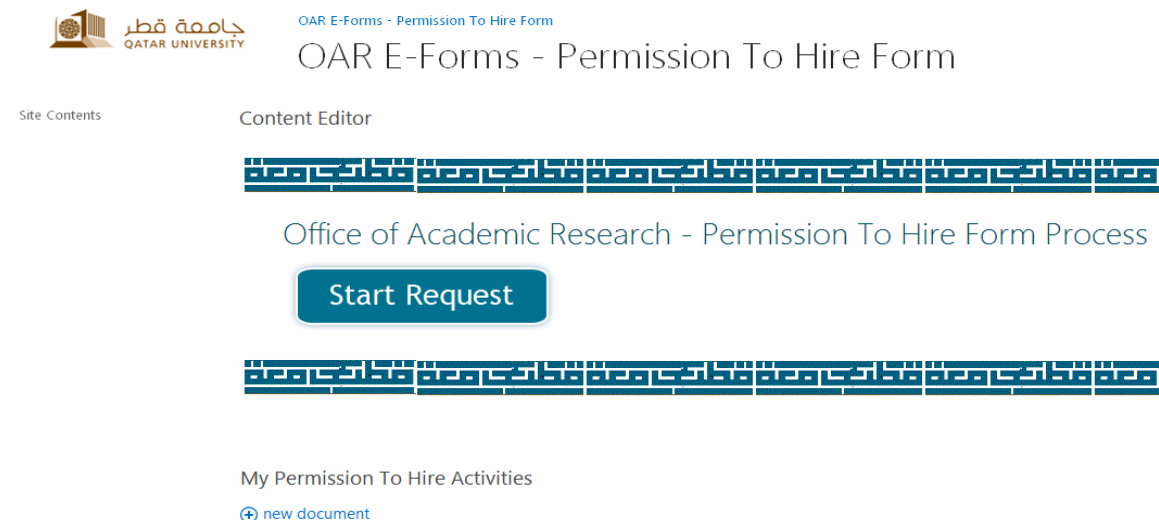
The above link directs the LPI/Co-LPI to the following page:




The LPI clicks on the form that he/she would like to fill out and submit to OAR. In this manual, the Permission to Hire Form will be taken as an example.

### **Permission to Hire Form:**

Once the LPI/Co-LPI clicks on the Permission to Hire form link, he/she will be directed to the following page:



By clicking on **Start Request**, the LPI/Co-LPI may proceed to filling out the form, which would look like the following:

PERMISSION TO HIRE RESEARCH SUPPORT PERSONNEL FORM (NOT FOR CONSULTANT)			
<div>  <b>جامعة قطر</b>  <b>QATAR UNIVERSITY</b> </div>			
RESEARCH PROJECT INFORMATION			
Award Number			
College			
INFORMATION ABOUT THE PERSON TO BE HIRED			
Email Address of Employee			Get QUT User Information
Name of Employee	Cannot be blank		
Highest Academic Degree	Select...		
Is the candidate currently working in Qatar University?	No <input type="checkbox"/> (If yes please enter the Job Number below)		
Is the candidate currently working in Qatar but outside QUT?	No <input type="checkbox"/> (If yes please enter the Company name and attach the manager approval)		
Is the Visa required by QAR?	No <input type="checkbox"/>		
Is the person currently working on any other research Grant?	No <input type="checkbox"/> (If yes, please add the Grant #)		
PROPOSED POSITION BY PI			
Start Date		End Date	
Personnel Line	Select...		
Monthly Salary (QAR)		Daily Rate (QAR)	
Copy of ID/Passport	<input type="button" value="Click here to attach a file"/>	Bank account letter	<input type="button" value="Click here to attach a file"/>
Copy of highest degree certificate	<input type="button" value="Click here to attach a file"/>	Copy of updated CV	<input type="button" value="Click here to attach a file"/>
Co-Lead Principle Investigator			
Additional details			
<input type="checkbox"/> I have reviewed the above request with attached supporting documents "if any" and I certify that it is in compliance with Qatar University's and the funding agency's rules and regulations.			
<input type="button" value="Submit"/>			
<small>© Copyright 2014 Qatar University . All rights reserved. <span style="float: right;">Office of Academic Research (QAR)</span> </small>			

The LPI/Co-LPI should follow the below steps in order to fill out the form:

**I- Research Project Information:**

RESEARCH PROJECT INFORMATION	
Award Number	<input type="text"/> *
College	<input type="text"/> *

1. **Award Number** field gives a dropdown list for all the active grants awarded to the LPI/Co-LPI. Select from the list the project number that the form is related to.
2. **College** field is then automatically filled out after selecting the award number.

**II- Information About The Person To be Hired:**

INFORMATION ABOUT THE PERSON TO BE HIRED	
Email Address of Employee	<input type="text"/> * <input type="button" value="Get QU User Information"/>
Name of Employee	<input type="text"/> *
Highest Academic Degree	Select... *
Is the candidate currently working in Qatar University?	No <input type="button"/> (if yes please enter the Job Number below)
Is the candidate currently working in Qatar but outside QU?	No <input type="button"/> (if yes please enter the Company name and attach the manager approval)
Is the Visa required by OAR?	No <input type="button"/>
Is the person Currently working on any other research Grant?	No <input type="button"/> (If yes; please add the Grant #)

- 1- **Email Address of Employee:** [example@qu.edu.qa](mailto:example@qu.edu.qa). If the employee is currently working in QU, click on *Get QU User Information*. If not, proceed to next item.
- 2- **Name of Employee** will be automatically filled out if the employee is currently working in QU. If not, then type the name of the employee.
- 3- Select the **Highest Academic Degree** received by the proposed employee from the drop down list as shown below:

Highest Academic Degree	Select...
Is the candidate currently working in Qatar University?	Select...
Is the candidate currently working in Qatar but outside QU?	PhD
Is the Visa required by OAR?	Master
	Bachelor
	Diploma
	Secondary School
	Other

3. **Is the candidate currently working in Qatar University?** Select yes or no. If no, proceed to next item. If yes, enter the college/department and job number:

<b>Is the candidate currently working in Qatar University?</b>	Yes <input type="button" value="v"/> (if yes please enter the Job Number below)
<b>College/Department</b>	<input type="text"/>
<b>Job Number</b>	<input type="text"/>

In case the employee is already working at QU and his/her department head's approval is needed, the PI can send the form to the department head for approval as he/she is given access to do so. The below will appear on the form:

Email Address of Employee	<input type="text" value="example@qu.edu.qa"/>	<input type="button" value="Get QU User Information"/>
Name of Employee	<input type="text" value="Example Example"/>	
Highest Academic Degree	<input type="text" value="Bachelor"/> <input type="button" value="v"/>	
Is the candidate currently working in Qatar University?	Yes <input type="button" value="v"/> (if yes please enter the Job Number below)	
College/Department	<input type="text" value="Example Office"/>	
Job Number	<input type="text" value="99999"/>	
Is the person Currently working on any other research Grant?	No <input type="button" value="v"/> (If yes; please add the Grant #)	
<b>APPROVAL OF DIRECT MANAGER (ONLY FOR PERSONNEL CURRENTLY WORKING IN QATAR University)</b>		
Direct Manager of the person to be hired	<input type="text" value="department head email"/>	

4. **Is the candidate currently working in Qatar but outside QU?** Select yes or no. If no, proceed to next item. If yes, the below will appear where the PI enters the employee's company name and attaches the manager's approval:

Is the candidate currently working in Qatar but outside QU?	Yes <input type="button" value="v"/> (if yes please enter the Company name and attach the manager approval)		
Company Name	<input type="text"/>	Please attach the Manager approval	<input type="button" value="u"/> Click here to attach a file

5. **Is the Visa required by OAR?** Select yes or no.
6. **Is the person currently working on any other research grant?** Select yes or no. If no, proceed to next section. If yes, enter the project number in the below field:

Is the person Currently working on any other research Grant?	Yes <input type="button" value="v"/> (If yes; please add the Grant #)
Project Number	<input type="text"/>

### III- Proposed Position by PI:

PROPOSED POSITION BY PI			
Start Date	<input type="text"/>	End Date	<input type="text"/>
Personnel Line	Select...		
Monthly Salary (QR)	<input type="text"/>	Daily Rate (QR)	<input type="text"/>
Copy of ID/Passport	<input type="button" value="u"/> Click here to attach a file	Bank account letter	<input type="button" value="u"/> Click here to attach a file
Copy of highest degree certificate	<input type="button" value="u"/> Click here to attach a file	Copy of updated (CV)	<input type="button" value="u"/> Click here to attach a file
Co-Lead Principle Investigator	<input type="text"/>		
Additional details	<input type="text"/>		

- 1- Specify the period that the employee will work for by entering the **start and end dates** through clicking on the calendar sign:

<b>Start Date</b>	<input type="text"/>
<b>Personnel Line</b>	<input type="text" value="Se"/>
<b>Monthly Salary (QR)</b>	<input type="text"/>
<b>Copy of ID/Passport</b>	<input type="text"/>
<b>Copy of highest degree certificate</b>	<input type="text"/>

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Today is Wednesday, February 25, 2015

**Note:** Backdated forms cannot be accepted by the system. The dates mentioned in the form have to be in the future.

- 2- In the **Personnel Line**, select the proposed title for the employee from the drop down list:

<b>Personnel Line</b>	<input type="text" value="Select"/>
<b>Monthly Salary (QR)</b>	<input type="text" value="Select..."/>
<b>Copy of ID/Passport</b>	<input type="text" value="Post Doc"/>
<b>Copy of highest degree certificate</b>	<input type="text" value="Research Assistant"/>

Post Doc

Research Assistant

Research Associate

Graduate Student

Consultant

Technician

- 3- Specify the **Monthly Salary** in Qatari Riyals.
- 4- Specify the **Daily Rate** in Qatari Riyals.
- 5- Attach a **copy of ID/passport, Bank account letter, copy of highest degree certificate, and a copy of updated CV** by pressing on *click here to attach file* and then on *Browse*:

<b>Personnel Line</b>	<input type="text" value="Select"/>
<b>Monthly Salary (QR)</b>	<input type="text" value="Cannot be attached"/>
<b>Copy of ID/Passport</b>	<input type="text" value="Click here to attach a file"/>
<b>Copy of highest degree certificate</b>	<input type="text" value="Click here to attach a file"/>

**Attach File**

Select a file, and then click Attach to upload it.

- 6- Enter the **Co-Lead Principle Investigator** name.
- 7- **Additional Details:** Use this field for any additional details or comments that need to be mentioned in the form.

Once all the fields are filled in and the form is reviewed, check the below checkbox:

<input checked="checked" type="checkbox"/>	<i>I have reviewed the above request with attached supporting documents "if any" and I certify that it is in compliance with Qatar University's and the funding agency's rules and regulations.</i>
<div>Submit</div>	

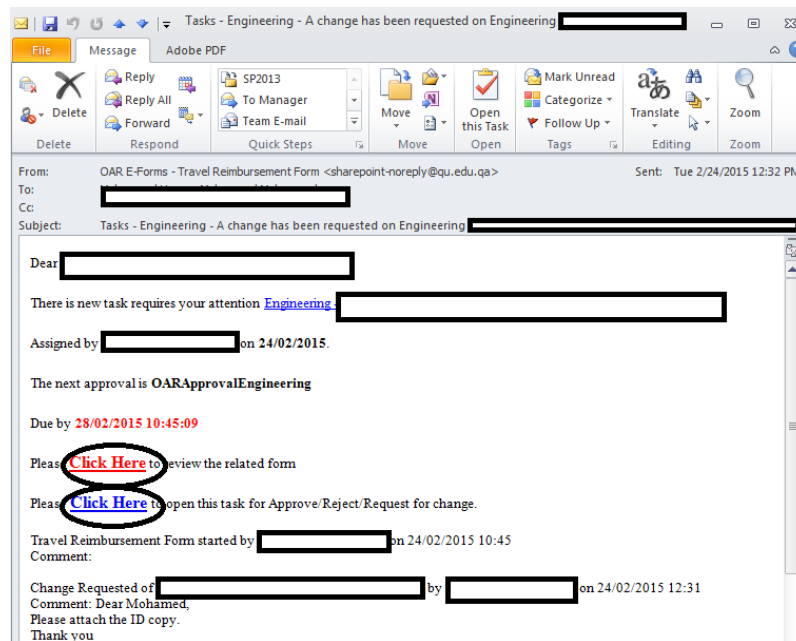
Then click on **Submit**.

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Once the form is submitted, the PI receives an email notification stating that the form is successfully submitted to the concerned College Representative at the Office of Academic Research. The form is simultaneously forwarded to the College Representative. After reviewing the form, the College Representative may take one of the following actions:

- **Approve the form:** In case all information is correct and consistent with OAR policies and procedures, the form is approved by the College Representative, and then the LPI/Co-LPI will have a “view-only” access to the form.
- **Reject the form:** In case major issues/mistakes are found in the form, the College Representative will reject the form, and the form will be cancelled. The LPI/Co-LPI will not be able to resubmit the same form back to OAR.
- **Request to change the form:** In case slight changes are requested from the LPI/Co-LPI, the College Representative will return the form to the LPI/Co-LPI including comments regarding the requested changes in order to process the form. Once the form is returned, the LPI/Co-LPI receives an email notification and has to follow these steps:





1. Go to the form, you can find the link of the form inside the email, then do the changes, and then click on **Save changes**.
2. Go to the email and click on "Please [Click here](#) to open this task for Approve/Reject/Request for change". Then click on **Send Response** to resubmit the form.

OAR E-Forms - Travel Permit Form EDIT LINKS

Tasks: A change has been requested on Engineering [Redacted]

X Delete Item

This workflow task applies to Engineering [Redacted]

Status	Not Started
Requested By	[Redacted]
Request	[Redacted]
Due Date	24/01/2015
Comments	<p>Greetings. These are the comments from the person requesting the change.</p> <p>This message will be included in your response.</p>
	<p><a href="#">Send Response</a> <a href="#">Cancel</a></p>

As soon as the LPI/Co-LPI submitted a new form it's appear in the submitted forms section and from there the LPI/Co-LPI can track the submitted forms by clicking into "In progress" or "Approved" or "Rejected" as it shown in the figures below.

## Office of Academic Research - Travel Permit Form Process

Start Request

### My Travel Permit Activities

[+ new document](#) or drag files here

✓	Name	Modified	Travel_Permit_WorkFlow	Award Number	Country	Duration From	Duration To	Email Address	Employee Name
	Education - 0000-1123- Mohammed - 2015-02-23T11_11_39	... 23 February	In Progress	0000-1123	Brunei	26/02/2015	28/02/2015		
	Engineering - 1234-4321- Mohammed - 2015-02-22T08_53_11	... 22 February	Approved	1234-4321	Brazil	19/02/2015	26/02/2015		
	Engineering - 88888-8888- Mohammed - 2015-02-23T11_09_26	... 23 February	In Progress	88888-8888	Brunei	26/02/2015	27/02/2015		
	Engineering - 88888-8888- Mohammed - 2015-02-24T12_29_19	... 6 days ago	In Progress	88888-8888	Bosnia-Herzegovina	26/02/2015	28/02/2015		

**Initiator:** Mohammed I  
**Started:** 23/02/2015 11:09  
**Last run:** 27/02/2015 11:10

**Document:** Engineering - 88888-8888 - Mohammed - 2015-02-23T11\_09\_26  
**Status:** In Progress

If an error occurs or if this workflow stops responding, you can end it.  
[End this workflow.](#)

### Tasks

This workflow created the following tasks. You can also view them in [Tasks](#).

<input type="checkbox"/> Assigned To	Title	Due Date	Status	Related Content	Outcome
<input type="checkbox"/> OARApprovalEngineering	Engineering - 88888-8888 - By	27/02/2015	Completed	Engineering - 88888-8888 - - 2015-02-23T11_09_26	
<input type="checkbox"/> Mohammed Hassan Mohammed Mohammed	A change has been requested on Engineering - 88888-8888 - - 2015-02-23T11_09_26	27/02/2015	Completed	Engineering - 88888-8888 - - 2015-02-23T11_09_26	Finished by I.
<input type="checkbox"/> OARApprovalEngineering	Engineering - 88888-8888 - By	27/02/2015	Not Started	Engineering - 88888-8888 - - 2015-02-23T11_09_26	

### Workflow History

The workflow recorded these events.

<input type="checkbox"/> Date Occurred	Event Type	User ID	Description	Outcome
23/02/2015 11:09	Workflow Initiated	<input type="checkbox"/> Mohammed	Travel Permit Form was started. Participants: OARApprovalEngineering:approvalmanager	
23/02/2015 11:09	Task Created	<input type="checkbox"/> Mohammed	Task created for OARApprovalEngineering. Due by: None	
23/02/2015 11:19	Task Completed	<input type="checkbox"/> Maysoon Gharzeddine	Maysoon Gharzeddine has requested a change to the task assigned to OARApprovalEngineering. Comments: May you please add the conference paper.	Change Requested of Mohammed by Maysoon Gharzeddine
23/02/2015 11:19	Task Created	<input type="checkbox"/> Mohammed	Task created for Mohammed . Due by: None	
23/02/2015 11:22	Task Completed	<input type="checkbox"/> Mohammed	Task assigned to Mohammed . I for a requested change was completed by Mohammed . Comments: I finished my task	Finished by Mohammed I
23/02/2015 11:22	Task Created	<input type="checkbox"/> Mohammed	Task created for OARApprovalEngineering. Due by: None	