RDI

هيـئة تنميـة البـحث
والتطوير والابتكار
Research, Development
& Innovation Authority

RDI Research Grants

Frequently Asked Questions (FAQ)

2025

Contents

1.Grant Types and Structure

Q1. What is the difference between non-consortium and consortium grants?

Current grant programs are non-consortium awarded to a single PI at one institution with optional partnership (e.g., BSG). Or consortium, requiring a formal consortium with collaborating institutions (local or international), assigning a Primary and Secondary PI (e.g., BSRCG), with total ex-KSA spending capped at 40% of the budget.

Q2. Can I change my grant type after I've been invited to submit the full proposal?

No. Once you've been invited to submit a full proposal under a specific grant type (e.g., BSG or BSRCG), you are required to proceed with the assigned grant.

2.Modification from Pre-Proposal

Q3. Can we modify the proposed budget amount after submitting the pre-proposal?

Yes. When submitting the full proposal, you can request a modification to the budget originally proposed in the pre-proposal along with a detailed justification for the change.

Q4. Is it possible to change the partner listed in the pre-proposal?

Yes, you may change the partner listed in your pre-proposal. Ensure that this change is clearly reflected in the full proposal form, along with a brief justification explaining the reason for the change.

3.Budget Sheet

Q5. What are the budget caps for each cost category in the research grant?

RDI Authority does not enforce mandatory percentage limits on individual cost categories. However, applicants may find it helpful to follow the recommended allocation guidelines when structuring their budgets. Deviations will be reviewed on a case-by-case basis. Please note that:

- Indirect cost (RDI Unit Overhead) is fixed at **10% of total direct costs,** calculated automatically in the platform.
- Total Budget Spent Outside KSA: Capped at 40%, where applicable

A) Manpower Costs

Q6. What should be included in the "Manpower Cost" category?

- All personnel involved in the research project with their personal information
- Indicate the total number of days each team member is expected to work
- Specify the daily cost associated with each team member

Q7. What is the allowed number of researchers under each category: International and Local?

There is no fixed number for research team members. However, HR costs should not exceed 40% of the total budget. If exceeded, clear justification is required.

Q8. How to decide manpower cost (number of days and pay rate)?

Manpower cost is calculated based on the number of working days for each individual is expected to work on the project multiplied by their daily gross salary.

B) Sub-contracting Costs

Q9. Where do I list the vendor's name in the budget sheet?

Vendor names should be listed under the Sub-contracting Cost category. This includes all outsourced services such as vendors, consultants, and contractors. The name of the organization should be entered in the column titled "Organization to which cost is billed." For non-consortium grants, if collaborators are from another institution, they

can be added as **subcontracting costs** rather than new organizations in the team structure.

C) Equipment Costs

Q10. Does the RDI Authority assist with procurement of materials, equipment, and supplies from overseas?

No. The RDI Authority does not manage procurement processes. However, all research materials, equipment, and supplies should be mentioned in the budget sheet with justification

Q11. Are there any specific regulations or procedures that we need to follow when purchasing research-related materials or equipment from international suppliers?

There is no fixed percentage for equipment and material purchases; however, allocations must be justified based on project needs. Please note that all activities and expenses outside Saudi Arabia remain capped at **40%** of the total project budget.

D) Travel and Training Costs

Q12. Is there a limit on the number of trips for travel and training?

There is no set limit for the number of trips. However, we recommend the combined cost of travel and training do not exceed 15% of the total project budget.

Q13. Is it possible to conduct several workshops in the cooperating party's country (outside KSA) in conjunction with the PI?

Yes, you may organize multiple overseas workshops if they directly support your project objectives and are thoroughly justified. Please keep in mind:

- Travel & Training Budget: Recommended to remain within 15% of the total project budget. If you anticipate exceeding this, include a detailed justification in your full proposal.

- Ex-KSA Spending Cap: All costs for activities outside Saudi Arabia, including workshop expenses, must fall within the 40% cap on total project spending outside the Kingdom.

E) Other Operating Expenses

Q14. What are considered "Other Operating Costs"?

"Other Operating Costs" are direct expenses essential to the execution of the project but not classified under other specific budget categories. These may include:

- Consumables
- Minor construction or facility modifications
- Dissemination activities
- Publication fees
- Courier and freight costs

Please note that the total for this category must not exceed 15% of the total project budget

Q15. Can I include manuscript editing services in the budget?

Yes. These services may be included under Other Operating Costs, as long as you stay within the 15% budget cap for "Other Items".

Q16. What is the importance of support rate in the full proposal phase?

The support rate determines the percentage of the project cost funded by RDIA and directly affects your institution's required contribution. The rate varies by organization type (100% academia, 85% SMEs, 50% corporates).

3. Supporting Documents

Q17. What is a binding statement and is there a template for it?

A binding statement is a formal letter from your host institution confirming your employment or affiliation and committing to support your participation in the project if it is funded. It must be printed on official letterhead and signed by an authorized official (e.g., the RDI office lead, department head, or vice-president for research). No specific RDIA template is required for the binding statement.

Q18. Is it necessary to provide quotations as a supporting document for the requested budget items?

We strongly recommend attaching quotations or equivalent references (e.g., screenshots, vendor pages) for budget justification. If quotations are not available at this stage, you may include approximate estimates with a note explaining that official quotations will be submitted later.

4. Deliverable & Milestones

Q19. How many research papers are required to close the project?

There is no fixed requirement for the number of research papers needed to close the project. We expect you to propose a realistic publication target in your full proposal's Deliverables section. During the awarding phase, the grant team will negotiate the final list of deliverables which will be included in the contract.

Q20. What is a milestone in a research project?

A milestone is a clearly defined, measurable checkpoint marking the completion of a significant phase or deliverable in your project timeline, such as finalizing the literature review, completing a laboratory testing phase, submitting a draft manuscript, or concluding your data analysis. In your full proposal, each milestone should be recorded in the Milestones table with a specific description, type (e.g., report, demonstrator), and scheduled delivery date to enable transparent monitoring and management of project progress.

5. Eligibility Criteria

Q21. Can project team members be from other entities (e.g., different hospitals or universities)?

Yes, project team members can be affiliated with other institutions.

Q22. Can a Co-Principal Investigator (Co-PI) be from an external institution?

In consortium grants, a Secondary PI (SPI) must be designated from one of the collaborating institutions. In non-consortium grants, it is recommended to appoint a Co-Investigator or Co- PI from the same institution to ensure project continuity if the PI steps down.

Q23. I am not a Saudi national and I am affiliated with an institute outside KSA that will collaborate with an entity in KSA to form a consortium. Am I eligible to serve as a Secondary PI?

Yes, you are eligible to serve as a Secondary PI in a consortium grant. Researchers of all nationalities affiliated with collaborating institutions, whether local or international, are welcome to participate in the research team.

Q24. If more than one proposal is accepted, how many proposals am I allowed to participate in as a Secondary PI?

You may participate in up to five proposals as a Secondary PI or research team member.

Q25. Can a non-Saudi Master's or PhD holder based outside Saudi Arabia work part-time on the project?

Yes. Researchers of any nationality and academic background may participate in the project, either full-time or part-time. Eligibility is not limited by nationality or degree location

Q26. Can we hire an international postdoc to work full-time in Saudi Arabia if no suitable Saudi candidate is available?

Yes. Researchers of any nationality may be part of the team. The PI may formally invite an international postdoc to relocate and work full-time in the Kingdom. The PI must also include the postdoc's details in the

budget sheet, specifying their role, number of working days, and daily cost.

Q27. If I change my current entity /organization in KSA due to a better opportunity, will that affect the acceptance/eligibility of proposals?

If you change your current organization in the Kingdom for any reason, please contact the grant team as soon as possible. We will guide you through the appropriate procedures and governance requirements to ensure continued eligibility and proper handling of your proposal.

6. Team Structure

Q28. How many Secondary PIs are allowed per proposal?

In the Consortium Grant, the team structure allows for one Primary PI from the KSA-Based institute and one Secondary PI from the collaboration party per proposal.

Q29. What is the allowed number of researchers under each category: International and Local?

There is no fixed number for each category. However, HR costs should not exceed 40% of the total budget. If exceeded, a clear justification is required.

Q30. Is there a limit to the number of Co-Principal Investigators (Co-PIs) on a project?

No, there is no limit to the number of Co-PIs that can be included in the project team, as long as their roles and contributions are clearly defined. However, you may still include the individual from the other institution as an additional Co-PI, as there is no limit to the number of Co-PIs you can include in the proposal. There is no limit on the number of Co-Investigators (Co-Is) that can be included, provided their roles and contributions are clearly defined.

7. Collaboration and Partnership

Q31. Who manages NDAs and IP arrangements in collaborative grant proposals?

The Primary Investigator (PI) is responsible for handling all related documentation, including NDAs and IP agreements. While the RDI Authority does not provide a standard NDA, it is recommended that the PI ensures collaborators sign NDAs and clarify IP ownership before funding.

Q32. What role does the RDI Authority play in collaborations with local laboratories, and what authority do applicants have?

The Primary Investigator (PI) is responsible for identifying and managing collaborations with local or internation partners. The RDI Authority does not assign or manage partnerships.

Q33. What should be indicated under the "Partnership Status" section?

You should indicate whether each listed partner institution or organization has formally confirmed their participation i.e., whether the partnership status is confirmed or pending. Providing supporting documentation, such as a letter of commitment or agreement, is encouraged to strengthen your application.

8. General Questions

Q34. What is the deadline to submit the full proposal?

The deadline to submit the full proposal is October 18, 2025.

Q35. Does the RDI Authority provide sponsorship or direct funding beyond the approved grant?

No. The RDI Authority does not provide sponsors or direct funding outside the approved grant scope. Applicants are responsible for securing any additional sponsorship or support independently.

Q36. What is the support rate for different types of organizations under the research grant?

The support rates vary by organization type as follows:

- 100% for Academia and Research Institutions
- 85% for Small and Medium-sized Enterprises (SMEs)
- 50% for Corporates

Q37. What is the recommended budget allocation percentage for the RDI Unit, and under which cost category should it be included in the budget sheet?

Please consult your institution's RDI Unit Manager to confirm the percentage of the budget allocated to the RDI Unit. This percentage is outlined in the agreement between your organization's RDI Unit and the RDI Authority. Kindly note that this cost should be included under Other Operating Costs in the budget sheet.

Q38. How should references be included if there is no dedicated section in the proposal form?

A dedicated references section in Part B is dedicated for reference.

Q39. What should I do if the organization name appears as "RDIU-Grants" and cannot be changed?

This issue is currently being resolved by the IT team. Please contact Grants-info@rdia.gov.sa for assistance if the organization name needs to be corrected.