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Guide for Calculating Cost per Day for Research Proposals

ORYX UNIVERSITY

In Partnership with Liverpool John Moores University

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Version History

Version	Author	Description of Changes	Date
Version 1.0	Dr. Maher Salem	Created the first version	12 Mar 2026

1. Purpose

This document explains how to calculate the **daily cost rate for academic staff** when preparing research budgets for proposals (e.g., QRDI / QGrants submissions). The daily rate represents the cost of one working day of a researcher participating in a project.

Step 1: Identify the Monthly Salary Components

First determine the **eligible monthly salary components**. These typically include:

- Base Salary
- Housing Allowance
- Education Allowance (if allowed by institutional policy)

Example:

Component	Amount (QAR)
Base Salary	15,000
Housing Allowance	10,000
Education Allowance	10,000
Total Monthly Salary	35,000

Step 2: Calculate Annual Salary

Annual Salary = Monthly Salary \times 12

Annual Salary = 35,000 \times 12 = **420,000 QAR**

Step 3: Determine Number of Working Days per Year

Most research funding agencies calculate the daily rate using **260 working days per year**.

This estimate is based on:

- 52 weeks per year
- 5 working days per week

Working Days = 52 \times 5 = **260 days**

Step 4: Calculate the Daily Rate

Divide the annual salary by the total number of working days.

Annual salary \div working days per year

Daily Rate = 420,000 \div 260

Daily Rate \approx **1,615 QAR per day**

6. Alternative Calculation (If Allowances Are Excluded)

Some institutions only consider **Base Salary + Housing Allowance** when calculating the daily rate.

Example:

Component	Amount
Base Salary	15,000
Housing Allowance	10,000
Total Monthly Salary	25,000

Annual Salary = $25,000 \times 12 = 300,000$ QAR

Daily Rate = $300,000 \div 260 \approx 1,154$ QAR per day

7. Final Summary

Scenario	Daily Rate	Daily Rate in USD
Base + Housing + Education	~1,615 QAR/day	~ \$445 USD/day
Base + Housing only	~1,154 QAR/day	~ \$317 USD/day

The **exact rate used in proposals must follow the university's financial policy and funding agency guidelines.**

8. Important Notes for Research Proposals

When preparing project budgets:

1. The **daily rate must be consistent with institutional salary calculations.**
2. The **total personnel cost = Daily Rate × Number of Project Days.**
3. The number of days assigned to each researcher should match the **effort described in the project work packages.**