

Science and Technology Development Fund

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Guide for Applicants

About this Guide

This is version number **1** of The Science and Technology Development Fund Guide for Applicants.

If it is revised during the course of The Science and Technology Development Fund, the new Guide will be given a different version number and the changes will be indicated in a similar box.

Please note: This Guide is based on the rules and conditions directed by The Higher Council for Science & Technology, as well as the presidential decree No. 218 for 2007.

The Guide does not in itself have legal value, and thus does not supersede the Presidential decree.

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I. Introduction

In 2006, the Egyptian State Ministry for Scientific Research has embarked on an ambitious exercise to overhaul Science and Technology (S&T) activities in Egypt. That exercise included the assessment of the current S&T infrastructure in Egypt, a review of S&T governance and management models in different countries, and a proposed restructuring plan.

In the course of the year 2007, the outputs of that exercise were a complete restructuring of the S&T governance and management model in Egypt (Figure 1), in addition to the creation of The Higher Council for Science and Technology (HCST), and The Science and Technology Development Fund (S&TDF).

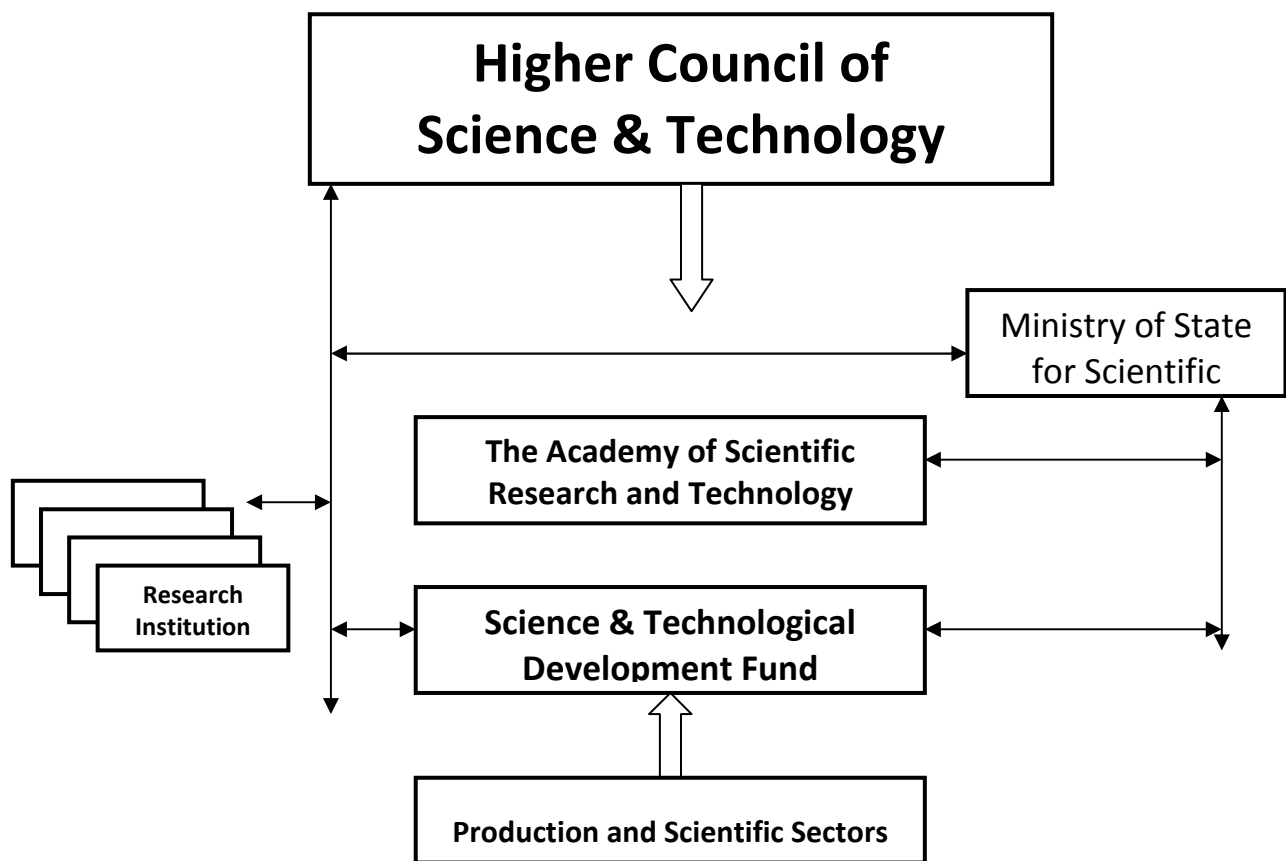


Figure 1. New S&T Governance and Management Model in Egypt

Whereas among the vocations of the HCST (according to the Presidential Decree number 217-2007) are to strategically plan for the usage of Scientific Research in Society Development, plan for a Strategic Research plan for Egypt, and to endorse laws supporting such plans, the S&TDF (according to the Presidential decree number 218-2007) had mainly the vocation of funding Scientific Research and Technological development, as well as supporting the complete Cycle of technology (Figure 2).

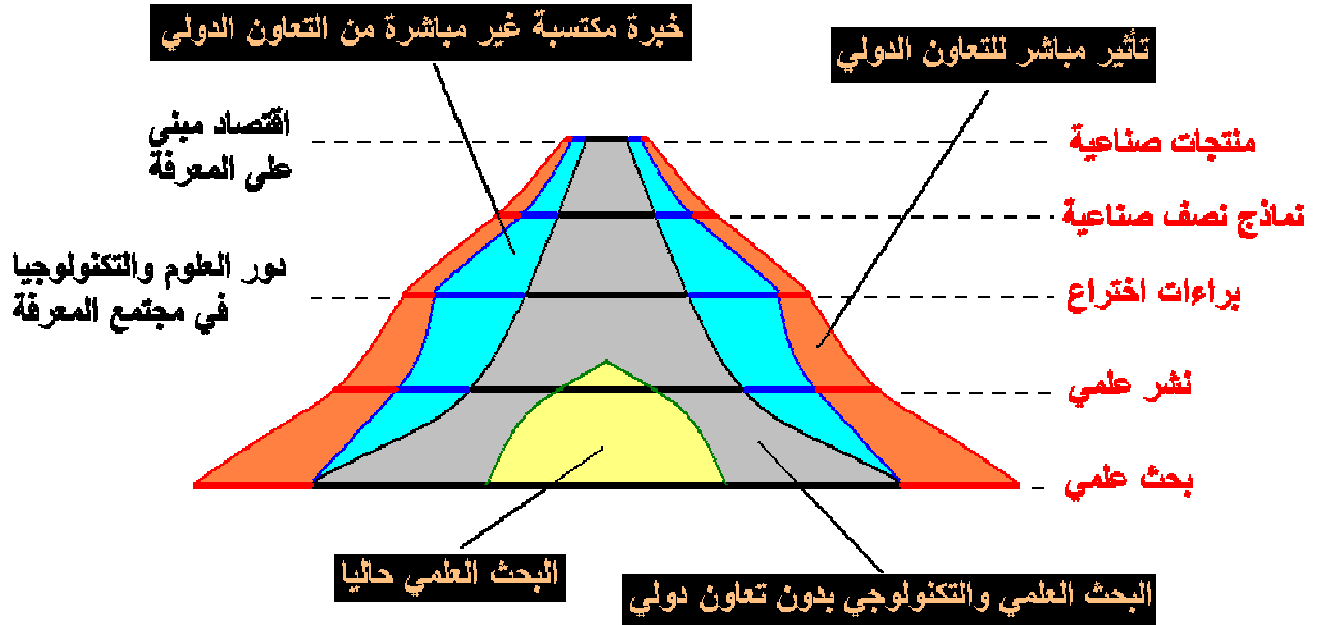


Figure 2. The Cycle of Technology

In this legal context, the S&TDF had developed an action plan for the enhancement of S&T in Egypt that includes the development of Funding mechanisms for projects through competitive call for proposals for various sectors of Science and Technology.

The current Guide for applicant includes the following Mechanisms:

- Reintegration Grants
- Young Research Grants
- Basic and Applied Research Grants

In the following sections those mechanisms will be thoroughly explained and demonstrated

II. Reintegration Grants

Reintegration grants are directed towards Young Egyptian Researchers who have obtained their PhD degree from one of the reputable Universities and research Centers and are willing to return to Egypt to continue their Research career in Egypt. It is a Three years fund that would allow the Researcher to be “re integrated” in the Egyptian S&T community.

Eligibility Criteria

In order to apply for this grant, a team of researchers has to be built according to the following criteria:

1. A Principal Investigator (returning researcher) whom satisfy the following criteria:
 - a. Aging less than 35 years old at the date of proposal submission.
 - b. Obtaining PhD degree within the past five years before the date of the proposal submission.
 - c. Holding a PhD certificate from one of the top 250 ranked universities according to Shanghai Ranking for 2007 (<http://ed.sjtu.edu.cn/ranking.htm>)
2. At least two other non PhD holders.

Application procedures

Application for this grant is done on the basis of a single phase of application in one form

Proposal Application Form

To include:

- Abstract.
- Introduction.
- Background.
- Objectives.
- Statement of Proposed Research.
- Methods & Procedures.
- Facilities and Equipments.
- References.
- Annexes
 - Annex 1: Budget format.
 - Annex 2: Curriculum Vitae.
 - Annex 3: Logical Framework Matrix (LFM).
 - Annex 4: GANTT chart.
- Appendices (Any additional documents).

Preferred to submit in addition:

- A list of five published references of the idea under consideration.
- A list of Five Internationally recognized scientists in the field of research.

Submission of Project proposals should be done through the official website of the S&TDF (requires registration to the site).

The proposals submitted should be in English, Arabic is only allowed only for proposals concerning Humanities.

Evaluation criteria

Generally speaking, funds are awarded to proposals that are:

- Competitive.
- Innovative.
- Having the settlement of the S&T in Egypt as one of its main outcomes
- Having a clear impact either on industry or research.

The evaluation of proposals is carried out by the S&TDF with the assistance of national / international independent experts.

The S&TDF staff ensures that the process is fair, and in line with the principles contained in The Higher Council for Science and Technology rules.

Independent experts performing technical evaluation are expected to be: acting on their own will, independent, impartial and objective.

Evaluation criteria applied to proposals

- S&T QUALITY (Scientific and/or technological excellence)
- Applicability (Quality and efficiency of the implementation and the management)
- IMPACT (Potential impact through the development, dissemination and use of project results)

Before the evaluation

- On receipt by the S&TDF, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process.
- Eligibility criteria for each proposal are also checked by S&TDF staff before the evaluation begins. Proposals which do not fulfill these criteria will not be included in the evaluation.

Budget Estimation

Acceptance of an application by the S&TDF constitutes an undertaking to award a maximum grant of 750,000 Egyptian Pounds in order to cover all costs inherited by the project during a nominal period of 3 years.

Grant applications must include a detailed estimated budget in which all prices are given in Egyptian Pounds.

Payment procedures

In the event of definitive approval by the S&TDF, a financial agreement, drawn up in Egyptian Pound and detailing the conditions, will be drafted and signed between the S&TDF and the applicant host institution.

A pre-financing payment will be transferred to the applicant to provide the project with a float.

A second pre-financing payment will be made upon reception of a request for payment and a follow-up report (as described in the follow-up section), but not before the mid-term of the project life (one year and half).

The S&TDF will establish the amount of the final payment to be made to the applicant on the basis of the final report of implementation (as described in the follow-up section).

The percentages of the payments are negotiable with the S&TDF.

Eligible costs

The eligible direct costs for the research are the costs identifiable as specific costs directly linked to the performance of the research and which can therefore be booked to it directly.

The table below gives an indicative Budget breakdown for the proposed project. Although figures shown are not definite and could be changed according to the specific requirement of the PI, but it is advisable to try as much as possible to stick to such proposed budget lines and amounts. Nevertheless, the following conditions apply:

The cost of staff

The indicative budget table shows the maximum allocated budget for the PI and the non PhD holders.

Cost of Staff is considered as an overall Grant divided into 36 portions for the whole duration of the project.

Travel cost

Travel costs are calculated upon the receipt of the actual costs of travel (plane ticket receipt, train tickets, etc.), while costs of stay (in other countries) are calculated upon a flat per diem rate for each country visited, in accordance to the UN Daily Subsistence Rates (DSA). Such rates per country will be provided on the S&TDF website. Nevertheless, the following rules apply:

The maximum number of travels allowed is 10 travels all over the period of the project for the PI and the non PhD holders, such that a single travel cost shouldn't exceed 10,000 Egyptian Pound.

- For the PI, the travel period mustn't exceed 10 days.
- For the non PhD holders, travel period mustn't exceed 30 days.

Ineligible costs

The following costs shall not be considered eligible:

- Return on Capital.
- Interest Owed.
- Exchange Losses.

Table 1. Indicative Budget

	Year1	Year2	Year3	Number	Total
PI Grants per month	9,000.0 EGP	10,000.0 EGP	11,000.0 EGP	36 Months	360,000.0 EGP
2 Non PhD holders (Grants Per Month)	4,000.0 EGP	5,000.0 EGP	6,000.0 EGP	36 Months	180,000.0 EGP

Category	Total
Travels	100,000 EGP
Publications	6,000 EGP
Running Costs	36,000 EGP

Follow Up

Four reports are requested throughout the whole period of the research grant / Project:

6 month report

Submitted after 6 months of the official start of the project, and includes the following items:

- Structure of project management.
- Alignment of project activities and advancements with the original proposal.

18 month report

Submitted after 18 months of the official start of the project, and includes the following items:

- Scientific achievements during the first 18 months of the project.
- A report on financial expenditures during the first 18 months of the project.
- A more detailed budget plan for the remaining 18 months.
- Expected rate of achievements for the next 18 months of the project

30 month report

Submitted after 30 months of the official start of the project, and reporting on the scientific achievements of the project and any hurdles faced.

Final report

Submitted one month after the official end of the project, and should include the following items:

- Detailed financial reporting on the activities and expenditures of the project.
- Detailed scientific achievements during the whole period of the project.

Reports Evaluation

All submitted reports are evaluated by the S&TDF management and a feed back is sent to the project's PI for further feedback and follow up.

If the project is unexplainably not performing according to the original proposal, the S&TDF will take all measures in order to stop the project and recover any unspent budget allocated.

At the event of receiving a follow-up report having a poor grade, the S&TDF has the authority to impose additional follow-up reports (totally independent from the regular follow-up reports stated before) or cancelling the contract at all.

III. Young Researcher Grant

Research Grants are directed towards Young Researchers working in Egypt and willing to restart or continue a Research career in Egypt. It is a Three years fund that would allow the Researcher to be funded for his/her excellent research conducted in Egypt.

Eligibility Criteria

In order to apply for this grant, a team of researchers has to be built according to the following criteria:

1. A Principal Investigator (returning researcher) whom satisfy the following criteria:
 - a. Aging less than 40 years old at the date of proposal submission.
 - b. Obtaining PhD degree within the past ten years before the date of the proposal submission.
 - c. Publishing at least two papers in any of the most cited journals/periodicals in his/her field within the past three years.
2. At least two other non PhD holders.

Application procedures

Application for this grant is done on the basis of a single phase of application in one form

Proposal Application Form

To include:

- Abstract.
- Introduction.
- Background.
- Objectives.
- Statement of Proposed Research.
- Methods & Procedures.
- Facilities and Equipments.
- References.
- Annexes
 - Annex 1: Budget format.
 - Annex 2: Curriculum Vitae.
 - Annex 3: Logical Framework Matrix (LFM).
 - Annex 4: GANTT chart.
- Appendices (Any additional documents).

Preferred to submit in addition:

- A list of five published references of the idea under consideration.
- A list of Five Internationally recognized scientists in the field of research.

Submission of Project proposals should be done through the official website of the S&TDF (requires registration to the site).

The proposals submitted should be in English, Arabic is only allowed only for proposals concerning Humanities.

Evaluation criteria

Generally speaking, funds are awarded to proposals that are:

- Competitive.
- Innovative.
- Having the settlement of the S&T in Egypt as one of its main outcomes
- Having a clear impact either on industry or research.

The evaluation of proposals is carried out by the S&TDF with the assistance of national / international independent experts.

The S&TDF staff ensures that the process is fair, and in line with the principles contained in The Higher Council for Science and Technology rules.

Independent experts performing technical evaluation are expected to be: acting on their own will, independent, impartial and objective.

Evaluation criteria applied to proposals

- S&T QUALITY (Scientific and/or technological excellence)
- Applicability (Quality and efficiency of the implementation and the management)
- IMPACT (Potential impact through the development, dissemination and use of project results)

Before the evaluation

- On receipt by the S&TDF, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process.
- Eligibility criteria for each proposal are also checked by S&TDF staff before the evaluation begins. Proposals which do not fulfill these criteria will not be included in the evaluation.

Budget Estimation

Acceptance of an application by the S&TDF constitutes an undertaking to award a maximum grant of 500,000 Egyptian Pounds in order to cover all costs inherited by the project during a nominal period of 3 years.

Grant applications must include a detailed estimated budget in which all prices are given in Egyptian Pounds.

Payment procedures

In the event of definitive approval by the S&TDF, a financial agreement, drawn up in Egyptian Pound and detailing the conditions, will be drafted and signed between the S&TDF and the applicant host institution.

A pre-financing payment will be transferred to the applicant to provide the project with a float.

A second pre-financing payment will be made upon reception of a request for payment and a follow-up report (as described in the follow-up section), but not before the mid-term of the project life (one year and half).

The S&TDF will establish the amount of the final payment to be made to the applicant on the basis of the final report of implementation (as described in the follow-up section).

The percentages of the payments are negotiable with the S&TDF.

Eligible costs

The eligible direct costs for the research are the costs identifiable as specific costs directly linked to the performance of the research and which can therefore be booked to it directly.

The table below gives an indicative Budget breakdown for the proposed project. Although figures shown are not definite and could be changed according to the specific requirement of the PI, but it is advisable to try as much as possible to stick to such proposed budget lines and amounts. Nevertheless, the following conditions apply:

The cost of staff

The indicative budget table shows the Maximum allocated budget for the PI and the non PhD holders. Cost of Staff is considered as an overall Grant divided into 36 portions for the whole duration of the project.

Travel cost

Travel costs are calculated upon the receipt of the actual costs of travel (plane ticket receipt, train tickets, etc.), while costs of stay (in other countries) are calculated upon a flat per diem rate for each country visited, in accordance to the UN Daily Subsistence Rates (DSA). Such rates per country will be provided on the S&TDF website. Nevertheless, the following rules apply:

- The maximum number of travels allowed is 10 travels all over the period of the project for the PI and the non PhD holders, such that a single travel cost shouldn't exceed 10,000 Egyptian Pound.
- For the PI, the travel period mustn't exceed 10 days.
- For the non PhD holders, travel period mustn't exceed 30 days.

Ineligible costs

The following costs shall not be considered eligible:

- Return on Capital.
- Interest Owed.
- Exchange Losses

Table 2. Indicative Budget

	Year1	Year2	Year3	Number	Total
PI Grants per month	8000	8500	9000	36 Months	306000
2 Non PhD holders (Grants Per Month)	3000	3500	4000	36 Months	126000

Category	Total
Travels	60000
Publications	6000

Follow Up

Four reports are requested throughout the whole period of the research grant / Project:

6 month report

Submitted after 6 months of the official start of the project, and includes the following items:

- Structure of project management.
- Alignment of project activities and advancements with the original proposal.

18 month report

Submitted after 18 months of the official start of the project, and includes the following items:

- Scientific achievements during the first 18 months of the project.
- A report on financial expenditures during the first 18 months of the project.
- A more detailed budget plan for the remaining 18 months.
- Expected rate of achievements for the next 18 months of the project

30 month report

Submitted after 30 months of the official start of the project, and reporting on the scientific achievements of the project and any hurdles faced.

Final report

Submitted one month after the official end of the project, and should include the following items:

- Detailed financial reporting on the activities and expenditures of the project.
- Detailed scientific achievements during the whole period of the project.

Reports Evaluation

All submitted reports are evaluated by the S&TDF management and a feed back is sent to the project's PI for further feedback and follow up.

If the project is unexplainably not performing according to the original proposal, the S&TDF will take all measures in order to stop the project and recover any unspent budget allocated.

At the event of receiving a follow-up report having a poor grade, the S&TDF has the authority to impose additional follow-up reports (totally independent from the regular follow-up reports stated before) or cancelling the contract at all.

IV. Basic and Applied Research grants

Basic and Applied Research Grants are directed towards any researcher/group of researcher at all ages and all disciplines whom are willing to participate in an innovative competitive research in Egypt. It is a Two years fund that would allow the Researcher(s) to work on the re settlement of Excellent Research in Egypt

Eligibility Criteria

Any researcher or group of researchers at any research institution in Egypt

Application procedures

Application for this grant is done on the basis of a single phase of application in one form

Proposal Application Form

To include:

- Abstract.
- Introduction.
- Background.
- Objectives.
- Statement of Proposed Research.
- Methods & Procedures.
- Facilities and Equipments.
- References.
- Annexes
 - Annex 1: Budget format.
 - Annex 2: Curriculum Vitae.
 - Annex 3: Logical Framework Matrix (LFM).
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- Appendices (Any additional documents).

Preferred to submit in addition:

- A list of five published references of the idea under consideration.
- A list of Five Internationally recognized scientists in the field of research.

Submission of Project proposals should be done through the official website of the S&TDF (requires registration to the site).

The proposals submitted should be in English, Arabic is only allowed only for proposals concerning Humanities.

Evaluation criteria

Generally speaking, funds are awarded to proposals that are:

- Competitive.
- Innovative.
- Having the settlement of the S&T in Egypt as one of its main outcomes
- Having a clear impact either on industry or research.

The evaluation of proposals is carried out by the S&TDF with the assistance of national / international independent experts.

The S&TDF staff ensures that the process is fair, and in line with the principles contained in The Higher Council for Science and Technology rules.

Independent experts performing technical evaluation are expected to be: acting on their own will, independent, impartial and objective.

Evaluation criteria applied to proposals

- S&T QUALITY (Scientific and/or technological excellence)
- Applicability (Quality and efficiency of the implementation and the management)
- IMPACT (Potential impact through the development, dissemination and use of project results)

Before the evaluation

- On receipt by the S&TDF, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process.
- Eligibility criteria for each proposal are also checked by S&TDF staff before the evaluation begins. Proposals which do not fulfill these criteria will not be included in the evaluation.

Budget Estimation

Acceptance of an application by the S&TDF constitutes an undertaking to award a maximum grant of 1,000,000 (One Million Egyptian Pounds Only) in order to cover all costs inherited by the project during a nominal period of 2 years.

Grant applications must include a detailed estimated budget in which all prices are given in Egyptian Pounds.

Payment procedures

In the event of definitive approval by the S&TDF, a financial agreement, drawn up in Egyptian Pound and detailing the conditions, will be drafted and signed between the S&TDF and the applicant host institution.

A pre-financing payment will be transferred to the applicant to provide the project with a float.

A second pre-financing payment will be made upon reception of a request for payment and a follow-up report (as described in the follow-up section), but not before the mid-term of the project life (one year).

The S&TDF will establish the amount of the final payment to be made to the applicant on the basis of the final report of implementation (as described in the follow-up section).

The percentages of the payments are negotiable with the S&TDF.

Eligible costs

The eligible direct costs for the research are the costs identifiable as specific costs directly linked to the performance of the research and which can therefore be booked to it directly.

The table in the next page gives an indicative Budget breakdown for the proposed project. Although figures shown are not definite and could be changed according to the specific requirement of the PI, but it is advisable to try as much as possible to stick to such proposed budget lines and amounts. Nevertheless, the following conditions apply

The cost of staff

The indicative budget table shows the Maximum allocated budget for the researcher(s). Cost of Staff is considered as an overall Grant divided into 24 portions for the whole duration of the project.

Travel cost

Travel costs are calculated upon the receipt of the actual costs of travel (plane ticket receipt, train tickets, etc.), while costs of stay (in other countries) are calculated upon a flat per diem rate for each country visited, in accordance to the UN Daily Subsistence Rates (DSA). Such rates per country will be provided on the S&TDF website. Nevertheless, the following rule apply:

- The maximum number of travels allowed is 10 travels all over the period of the project, such that a single travel cost shouldn't exceed 10,000 Egyptian Pound.

The cost of Equipment

The indicative budget table shows the Maximum allocated budget for the purchase of equipments directly related to the research project. The indicated amount could be utilized for the purchase of new equipment or the use of equipment. Budget allocation for equipment may not exceed 250,000 (Two Hundred and Fifty Egyptian Pounds).

Indirect Costs

A total of 20% of the total budget of the project might be allocated as indirect costs that are payable to the Researcher(s) host institution (Where the Researcher(s) is/are conducting the research work). Such indirect costs are payable for the usage of facility and infrastructure of the host institution.

Ineligible costs

The following costs shall not be considered eligible:

- Return on Capital.
- Interest Owed.
- Exchange Losses.

Table 3. Indicative Budget

	Year1	Year2	Number	Total
PI Grants per month	9,500.0 EGP	10,500.0 EGP	24 Months	240,000.0 EGP
Researcher "A"	7,500.0 EGP	8,500.0 EGP	24 Months	182,000.0 EGP
Researcher "B"	2,000.0 EGP	2,500.0 EGP	36 Months	54,000.0 EGP

Category	Maximum Eligible Budget
Travels	100,000 EGP
Publications	6,000 EGP
Research Equipment (Purchase or Lease), including running costs	250,000 EGP
Indirect Costs	200,000 EGP

Follow Up

Four reports are requested throughout the whole period of the research grant / Project:

3 month report

Submitted after 3 months of the official start of the project, and includes the following items:

- Structure of project management.
- Alignment of project activities and advancements with the original proposal.

12 month report

Submitted after 12 months of the official start of the project, and includes the following items:

- Scientific achievements during the first 12 months of the project.
- A report on financial expenditures during the first 12 months of the project.
- A more detailed budget plan for the remaining 12 months.
- Expected rate of achievements for the next 12 months of the project

20 month report

Submitted after 20 months of the official start of the project, and reporting on the scientific achievements of the project and any hurdles faced.

Final report

Submitted one month after the official end of the project, and should include the following items:

- Detailed financial reporting on the activities and expenditures of the project.
- Detailed scientific achievements during the whole period of the project.

Reports Evaluation

All submitted reports are evaluated by the S&TDF management and a feed back is sent to the project's PI for further feedback and follow up.

If the project is unexplainably not performing according to the original proposal, the S&TDF will take all measures in order to stop the project and recover any unspent budget allocated.

At the event of receiving a follow-up report having a poor grade, the S&TDF has the authority to impose additional follow-up reports (totally independent from the regular follow-up reports stated before) or cancelling the contract at all.