

Guide for Applicants

Basic & Applied Research Grants

About this Guide

This is version number **1.2** 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.

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.

Table of Contents

I. Introduction.....	3
II. Important Remarks for All Grants	5
III. Basic and Applied Research Grants	6
Eligibility Criteria.....	6
Application procedures	6
Proposal Application Form	6
Evaluation criteria	7
Evaluation criteria applied to proposals.....	7
Before the evaluation.....	7
Budget Estimation	7
Payment procedures	7
Eligible costs (Allowable).....	8
Follow Up.....	10
Technical Reports	10
GANTT chart	10
Financial Reports	10
Evaluation of Technical Reports	11

I. Introduction

In 2006, the Egyptian Ministry of State 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.

As a result a complete restructuring of the S&T governance and management model in Egypt was carried out and both HCST & STDF were established. (Figure 1)

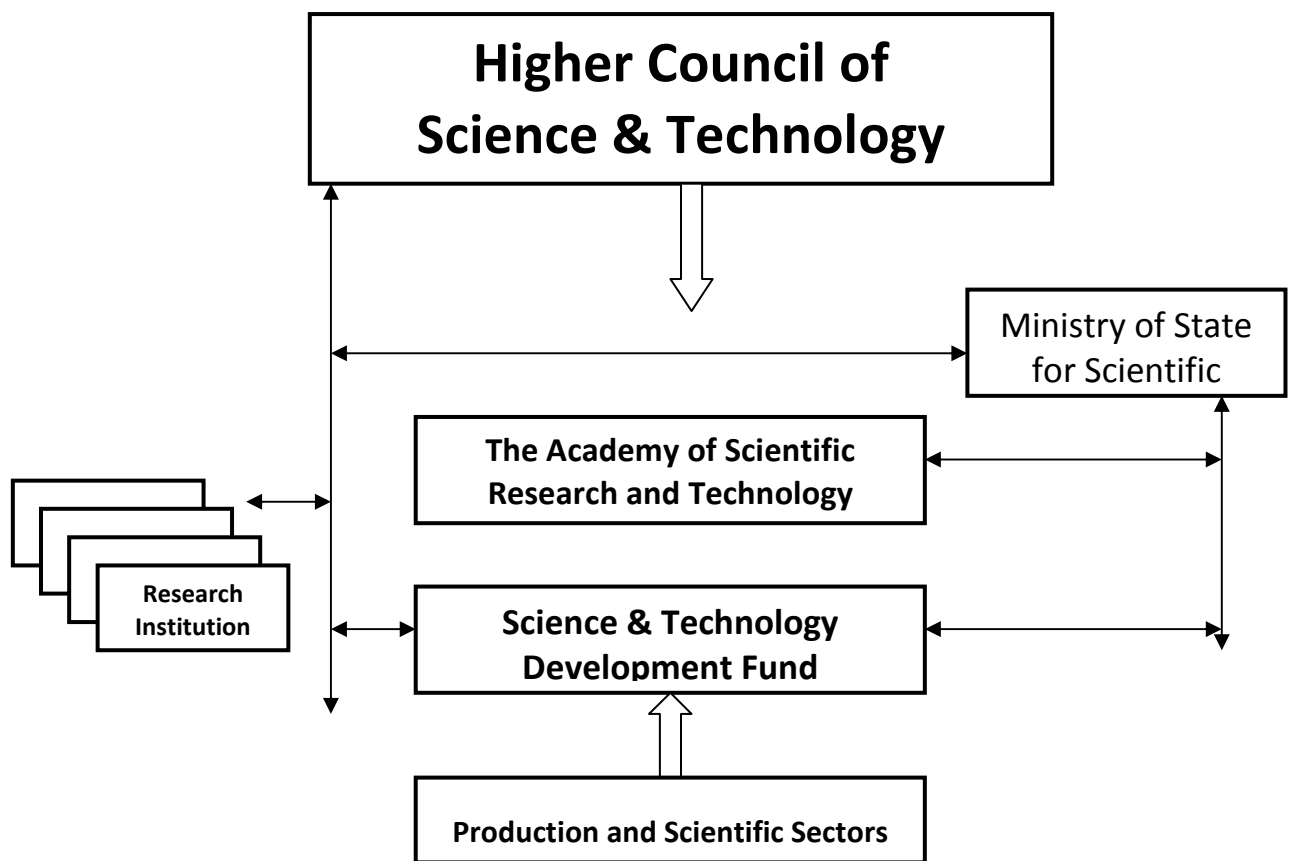


Figure 1: New S&T Governance and Management Model in Egypt

The mandate of the HCST is to articulate strategies & policies for R&D, direct R&D to contribute to society development and to endorse laws supporting such plans. STDF (according to the Presidential decree number 218-2007) is responsible for funding Scientific Research and Technological development, in a manner that supports the complete Cycle of innovation (Figure 2).

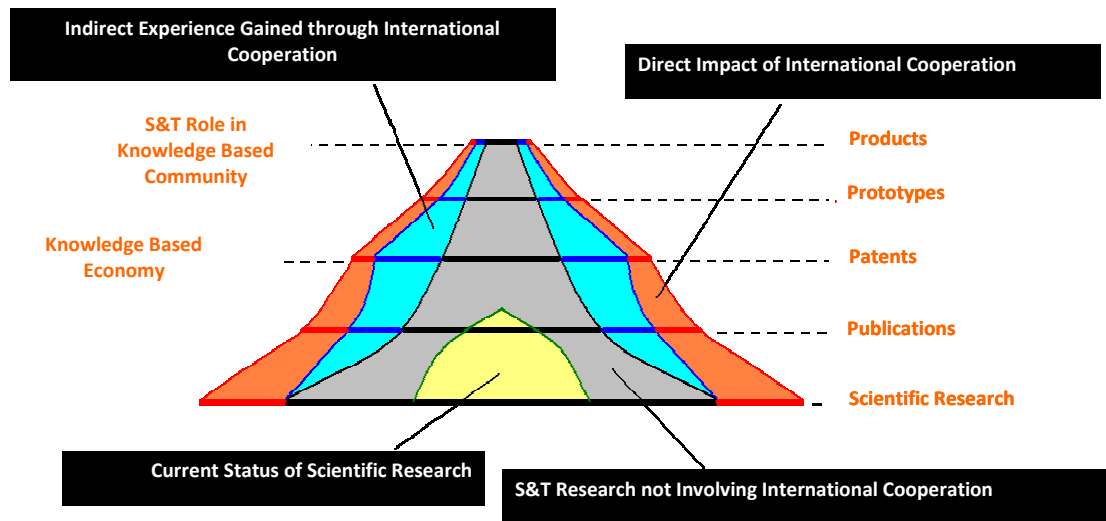


Figure 2: The Cycle of Technology

In order to meet its objectives, STDF developed an action plan for the enhancement of S&T. This includes the development of funding mechanisms to support projects in all areas of Science and Technology through competitive calls for proposals.

II. Important Remarks for All Grants

These remarks apply for ALL STDF Grants

- All proposals must be uploaded to the STDF website, proposals submitted by e-mail or send as hard copies will not be considered.
- Please download the Guide for Proposal Writing for the exact format and requirements.
- No project should be submitted simultaneously in more than one grant.
- DO NOT submit proposals previously funded either by STDF or any other funding agency. Proposals deemed to be funded by other grants will be disqualified & applicants will be banned from submitting proposals to STDF for 5 years.
- Any publications produced as a result of STDF funded proposals, should acknowledge STDF funding in the publication.
- STDF's IPR rules and regulations applies for all relevant cases.
- All proposals MUST be in English Language, Arabic is allowed only for proposals in the field of Humanities.
- A letter from the institution director is required stating that the project idea was not funded or submitted to another agency (national or international). The letter should be signed and stamped by the institution.
- No foreign partners are allowed in these grants only consultants, fees are allowed.
- If more than one institution is involved it has to be clearly stated which institution is in charge and the role of each institution has to be specified.
- Please use the exact formats required in the Guide for Proposal Writing.
- Equipment purchased using STDF funds MUST be available to all researchers funded by STDF.

III. 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.

Eligibility Criteria

Any researcher or group of researchers in Egypt can apply for this Grant

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:

- Cover Page
- Abstract (English & Arabic)
- Introduction
- Background
- Wider Objectives (Goals)
- Statement of Proposed Research (Specific Objectives)
- Methods & Procedures
- Facilities and Equipments (Available & Needed)
- Budget Justification
- Letter from institution
- References
- Appendices (Any additional documents).
- Annexes
 - Annex 1: Budget format.
 - Annex 2: Curriculum Vitae (PI & all research team members)
 - Annex 3: Logical Framework Matrix (LFM).*
 - Annex 4: GANTT chart.*

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.

* LFM & GANTT Chart are uploaded in separate files

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 on industry and/or research.

The evaluation of proposals is carried out by STDF with the assistance of national / international independent experts. STDF staff ensures that the evaluation process is transparent, robust and fair, and in alignment with its rules and regulations.

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 of the project on socioeconomic indicators (Potential impact through the development, dissemination and use of project results)

Before the evaluation

- Proposals received by STDF are registered, acknowledged, and their contents entered into a database to support the evaluation process.
- Eligibility criteria for each proposal are also checked by STDF staff before the evaluation begins.
- Proposals which do not fulfill the eligibility criteria will not be considered for technical evaluation.
- Proposals which are not in alignment with the Guide for Proposal Writing available at the website will be considered ineligible

Budget Estimation

Upon the approval of STDF, a maximum grant of 1,000,000 Egyptian Pounds is awarded to the accepted project in order to cover all costs required to accomplish the project during its entire period.

Grant applications must include a detailed estimated budget in which all prices are given in Egyptian Pounds (Annex 1: Budget format in Guide for Proposal Writing).

Payment procedures

When a project is approved by STDF, a contract agreement will be signed between STDF, the Principle Investigator (PI) host institution, and the PI.

The budget will be disbursed on four installments. The first installment will be disbursed at the beginning of the project. The second, third and fourth installments will be paid after the receipt and approval of the second, third and final technical reports. (As described in the follow up section)

Eligible costs (Allowable)

The eligible direct costs for the research are the costs identified as specific costs directly linked to the performance of the research.

The table in the next page gives an indicative Budget breakdown. Figures shown are provided as an example and could be changed according to the specific requirement of the Project. Nevertheless, the following conditions apply:

The cost of staff

The indicative budget table shows a suggested budget for the researcher(s)..

Travel cost

Travel costs are calculated upon the receipt of the actual costs of travel (plane ticket invoice, train tickets, etc.), while costs of stay (in other countries) are calculated upon a flat per diem rate for each country. Justification for travel should be provided in the proposal (see the Guide for Proposal Writing budget justification)

The cost of Equipment

The indicative budget table shows the Maximum allocated budget for the purchase of equipment 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 **must not exceed 25 %** of the total required Budget. The budget should be signed and stamped by the PI host institution.

Indirect Costs

A total of 20% of the total budget of the project excluding the cost of equipment 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 and should cover the cost and salaries of administrative work. (Please see Annex 1 in the Guide for Proposal Writing)

Ineligible costs

The following costs shall not be considered eligible:

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

Table 1: Indicative Budget for two years proposal

	Year1	Year2	Project Duration	Total
PI per month	9,500 EGP	10,500 EGP	24 Months	240,000 EGP
Researcher "A"	7,500 EGP	8,500 EGP	24 Months	182,000 EGP
Researcher "B"	2,000 EGP	2,500 EGP	24 Months	54,000.0 EGP
Equipment (up to 25%)	150,000	100,000	24 Months	250,000 EGP
Supplies	15,000 EGP	15,000 EGP	24 Months	30,000 EGP
Travel	50,000 EGP	50,000 EGP	24 Months	100,000 EGP
Other Costs	24,000 EGP	24,000 EGP	24 Months	48,000 EGP
Indirect Cost	75,000 EGP	75,000 EGP	24 Months	150,000 EGP
Total				1,000,000 EGP

Please see the Guide for proposal writing for the required format

Follow Up

Technical Reports

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

For a 2 year 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 progress 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

18 month report

Submitted after 18 months of the official start of the project, and reporting on the scientific achievements of the project and any problems faced.

Final report

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

- Detailed financial report on the activities and expenditures of the project.
- Detailed scientific achievements during the whole period of the project.
- Alignment with the objectives mentioned in the original proposal.

For a 3 year project

The same four reports are submitted; however the time schedule for reporting is 6 months, 18 months, 26 months and 37 months.

GANTT chart

The GANTT Chart MUST be Updated and uploaded on STDF's website every 6 months.

Financial Reports

Four reports are requested every year (quarterly) signed and stamped from the Institution as well as all the expenditure vouchers.

Evaluation of Technical Reports

All submitted reports are evaluated by STDF and a feed back is sent to the project's PI.

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

In the event of receiving a follow-up report that is rejected by evaluators, STDF has the authority to impose additional follow-up reports (totally independent from the regular follow-up reports stated before) or cancelling the contract as a whole.