

Guide for Applicants Young Researchers 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. Young Researchers Grant	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).....	7
Follow Up.....	9
Technical Report.....	9
GANTT chart	9
Financial Reports	9
Evaluation of Technical Reports	10

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)

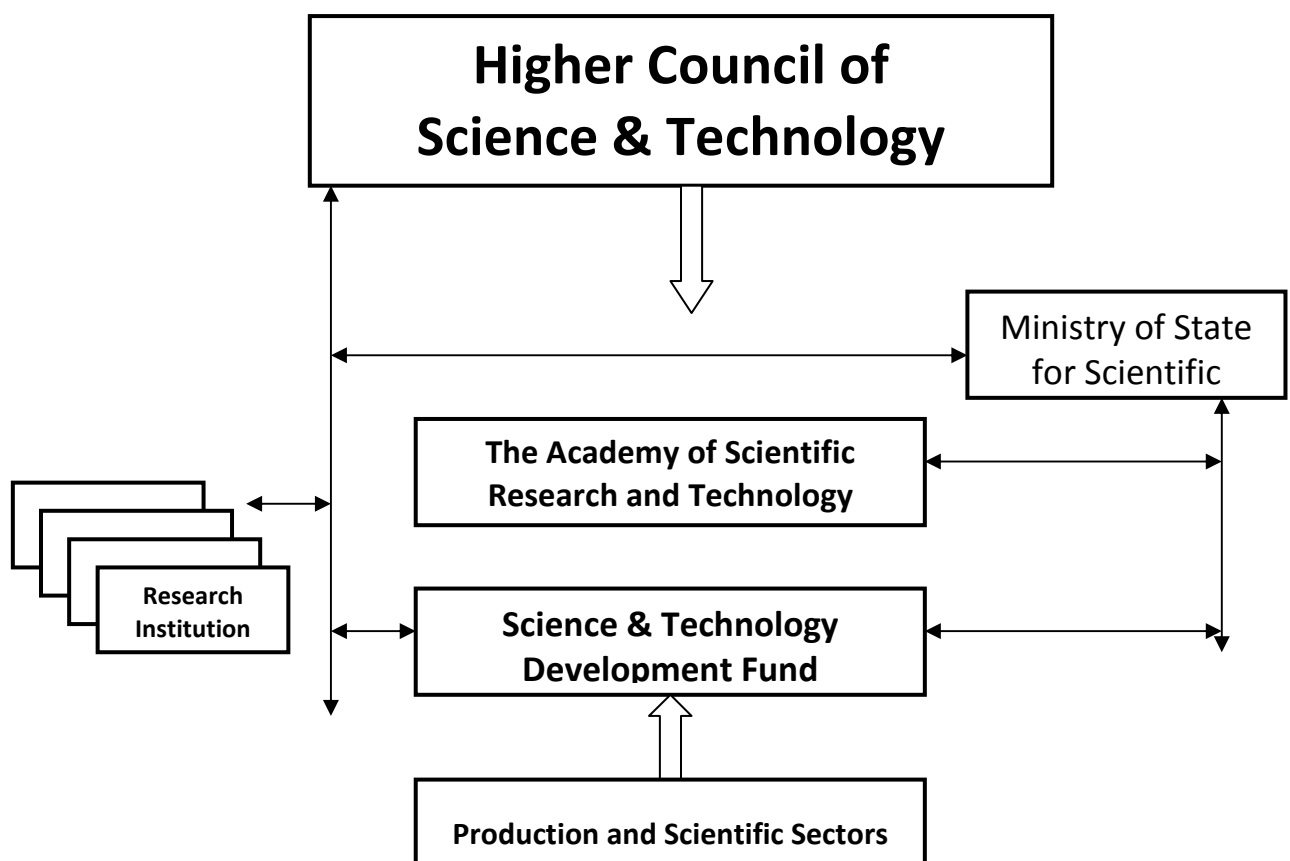


Figure 1: New S&T Governance and Management Model in Egypt

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).

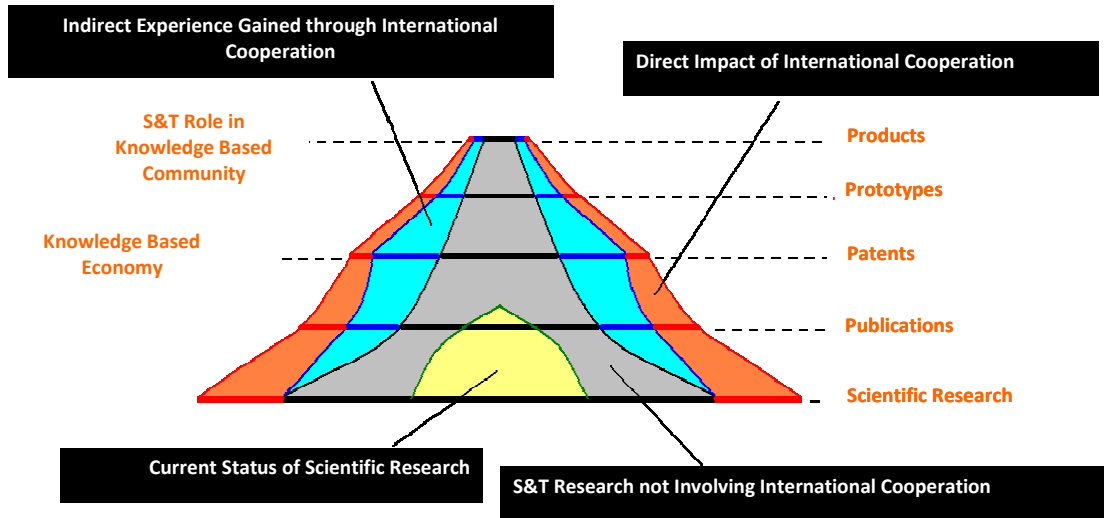


Figure 2: The Cycle of Technology

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.
- 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.

III. Young Researchers Grant

Research Grants are directed towards Young Researchers working in Egypt and willing to start a Research career 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 whom satisfy the following criteria:
 - a. He/She must be less than 40 years old at the date of proposal submission.
 - b. He/She must have obtained PhD degree within the past ten years before the date of the proposal submission.
 - c. He/She must have published at least two papers in the most cited (international) journals/periodicals in his/her field within the past three years.
2. At least one assistant non PhD holders.
3. The Only PhD holder is the Principal Investigator

Application procedures

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

Proposal Application Form

Contents:

- 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 might be considered ineligible.

Budget Estimation

Upon the approval of STDF, a maximum grant of 500,000 Egyptian Pounds plus maximum 20% indirect cost (maximum 100,000 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 below gives an indicative Budget breakdown. Figures shown are provided as an example and could be changed according to the specific requirements of the project. Nevertheless, the following conditions apply:

The cost of staff

The indicative budget table shows a suggested budget for the PI and the non PhD holders.

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)

Indirect Costs

A 20% over the total direct (maximum indirect cost is 100,000 pounds) 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 to cover the cost and salaries of administrative work. (Please see Annex 1 in the Guide for Proposal Writing)

Ineligible costs (Unallowable)

The following costs shall not be considered eligible:

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

Table 1: Indicative Budget for a 3 year proposal

	Year1	Year2	Year3	Project Duration	Total
PI per month	8,000 EGP	8,500 EGP	9,000 EGP	36 Months	306,000 EGP
2 Non PhD holders (Per Month)	3,000 EGP	3,500 EGP	4,000 EGP	36 Months	126,000 EGP
Supplies	5,000 EGP	2,000 EGP	2,000 EGP	36 Months	9,000 EGP
Travel	20,000 EGP	15,000 EGP	15,000 EGP	36 Months	50,000 EGP
Other Costs	5,000 EGP	2,000 EGP	2,000 EGP	36 Months	9,000 EGP
Indirect Cost	50,000 EGP	30,000 EGP	20,000 EGP	36 Months	100,000 EGP
Total					600,000 EGP

Please see the Guide for proposal writing for the required format

Follow Up Technical Report

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

For a 2 Years 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 6 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.