

General Conditions and Guidelines for Submitting an STDF Research Proposal

- These guidelines, as well as the "Proposal Application Form" shown hereafter, apply to all applicants for the following sub-programs:
 - Technology Development Grants
 - Innovation Grants
 - All Targeted Calls Grants
 - Basic & Applied Research Grants
 - Reintegration Grants
 - Young Researcher Grants
 - Research Support Grants
- The text written in italics is only provided for guidance, and should be removed from the proposal text before submission.
- The total number of the application pages should not exceed **37 pages** including a cover page, as well as all sections of the proposal (as given hereafter).
- At any time, a contracted STDF project team member should only be participating in a maximum of 3 projects (or a maximum of 2 projects as a PI).
- Allowable budget maximum limit should be strictly adhered to in the project proposal. In all cases, requested budget has to be justified in detail.
- Please read carefully and adhere to STDF guidelines, IPR rules, code of ethics, ...etc. (www.stdf.org.eg). These are integral parts of STDF contracts.
- All proposals – in addition to PI and other data - must be uploaded to the STDF website (www.stdf.org.eg) by the designated deadline. Uploaded PI data should conform to the corresponding data in the application form. Note that the PI must be a PhD holder.
- **Please note that proposal applications will not be considered eligible and will be discarded in the following cases:**
 - Proposals submitted by e-mail or sent as hard copies or uploaded to the STDF website after the deadline.
 - Proposals not conforming to the designated format.
 - Proposals whose uploaded PI data does not conform to PI data in the proposal file.
 - Proposals in which the allowable budget maximum limit has been exceeded.
 - Proposals in which maximum allowable contracted STDF project participation limit has been exceeded.
 - Proposal does not include a scanned copy of the signed and stamped PI institution endorsement letter.
 - Proposal does not include a scanned copy of the signed acknowledgment form.
- Submitted applications will be evaluated and the applicant will be informed with the evaluation result of his/her proposal **within 4-6 months**.
- STDF technical decisions made by remote reviewers or panels of experts are final.

Proposal Application Form

Cover page

Title of the Project:			
Name of Applicant:			
Affiliation:			
Requested Budget:		Duration:	
Date of Submission:			
Grant Type:	Max Budget (K LE) & Max Lifetime (Yrs)	Max Age Limit (40Yrs)	Additional Info
PhD date, Univ., No. of Int. Journal Publications		No. of Int. Journal Publ.	
<input type="checkbox"/> Research Support	100 KLE (1 Yr)		

Project Area (*Please check one only*):

Project area	<input type="checkbox"/>
Agriculture and Food	<input type="checkbox"/>
Health and Medicine	<input type="checkbox"/>
Water	<input type="checkbox"/>
Energy	<input type="checkbox"/>
Tourism and Antiquities	<input type="checkbox"/>
Investment , transport and trade	<input type="checkbox"/>
Strategic Industries	<input type="checkbox"/>
Protection of environment and natural resources	<input type="checkbox"/>
Information and communication technology	<input type="checkbox"/>
Humanities	<input type="checkbox"/>

Keywords:

Part A: The Research Team

A.1. Research Team Information Table (one page)

Complete the table provided hereafter (Annex 1), giving information about **all members** of the research team.

A.2. Biographies (five pages maximum)

Biographies (resumes, no more than one page each) of the PI, the Co-PI and 1-3 other team members (who play the leading roles in the project activities) should be provided. If the proposal is accepted, the CVs of other team members should be provided at the time of contracting. Please follow the CV format provided hereafter (Annex 2).

Part B: The Research Proposal

The research proposal should provide a clear definition of the problem to be investigated, the project's objectives, as well as a relatively detailed description of the method or approach that will be followed to reach these objectives, and the expected measurable outcomes from implementation of the proposed project. The proposal (Part B) should not exceed **28 pages** and must include the following:

B.1. English Abstract (one page maximum)

The summary should briefly describe the problem to be addressed, the objectives of the proposed research, as well as the methodology, expected outcomes and potential economic impact, if any.

B.2. Arabic Abstract (one page maximum)

The Arabic Abstract should be an understandable translation of the English summary

B.3. Introduction/Background (two pages maximum)

This section of the proposal should include a definition of the problem to be addressed by the proposed research, its importance (health, industrial, agricultural, social, ,etc.) and economic impact, as well as a description of previous attempts by others to address/solve the problem, and the research approach that you propose. Emphasis should be put on the state-of-the-art aspects of your proposed research approach. Any relevant previous achievements or pilot studies which have been conducted by you (your team) should be mentioned in this section. Also, mention your relevant international publications, patents and former research grants in the project subject matter.

B.4. Objectives (one page maximum)

List your project's wider and specific objectives, avoiding the use of redundant or vague statements.

B.5. Research Approach and Methodology (nine pages maximum)

Describes how your project will be implemented, including your scientific approach, detailed tasks/activities to be conducted, methods and equipment to be used, and project inputs. Specify the methods to the extent needed to give a clear idea of the tasks to be conducted and the findings they will yield.

B.6. Equipment (two pages maximum)

- 1. List the equipment available at your institution , and which will be used in the project .*
- 2. List the equipment that you need to purchase using STDF funds. The needed equipment should be listed in a table that shows the purpose for which each equipment will be used in the project, and its cost, i.e. the justification for purchasing each piece of equipment should be clearly stated.*

B.7. Travel (For Grants having allowable budgets exceeding 100 K LE) (one page maximum)

- 1. Justification for all travel must be clearly stated in the proposal (Purpose- duration – relatedness to project – expected outcome).*
- 2. Provided acceptable justification is provided, any team member is only allowed one international trip per year. In all cases, STDF will only support a maximum of two trips per year and will bear the cost of travel for a maximum of one month per year.*
- 3. In case more than one team member want to attend the same conference or training, STDF will bear the cost of travel for one member only.*

B.8. Project Management (two pages maximum)

Describe how the proposed research work will be divided into "Work packages", or tasks/activities. State clearly the role of each research team member in the different tasks/activities. Whenever possible, the tasks/activities should be listed in the order in which they will be executed.

B.9. Time Schedule - Gantt Chart (two pages maximum)

The Gantt chart should show the timeframe for conducting the different project activities. Whenever possible, the titles and numbering of the tasks/activities should be the same as those given in the "Project Management" section. The Gantt chart should be prepared using the template given in Annex 3.

B.10. Expected Project Outcomes and Impact (*two pages maximum*)

B.10.A Technical output and Impact:

List your expected project's outputs (typically tangible products, such as International journal articles or know-how (patent), product(s), extension bulletins, prototype, product(s), MSc and PhD theses or any other specific, clear, and measurable outputs. Avoid general benefits and focus on specific, measurable benefits only.

B.10.B Financial feasibility & Socio-economic Impact:

Describe how the society/market would benefit from the project's outputs. Indicate if there is already potential interest in or investment opportunity for the project's output. Provide a financial feasibility study for your project, reflecting why STDF would choose to invest in your project.

8.11. Budget Table (*2-3 pages, depending on the project duration*)

A separate budget table should be completed for each year of the project, using the template provided hereafter (Annex 4).

B.12. Budget Justification (*one page maximum*)

For different budget items that are listed in the budget table, (e.g. travel costs, laboratory supplies, other costs, ... etc.), give more detailed information about these listed items, and explain how their total costs were calculated.

B.12. Key References (*one page maximum*)

List outstanding, recent and relevant literature cited in the proposal.



ANNEXES

Annex 2

CV Format

1. Basic Information		
Full Name in Arabic:	Full name in English: <i>(As you write it in Int. publications, underline family name):</i>	
Date of Birth:		
National ID		
Last University Degree	Faculty, University, Country	Graduation Date
Title:	Field of specialization:	
Affiliation:		
Current Position:		
Contact Information:		
Mobile Phone:	Fax:	E-mail:
2. Scientific Achievements		
<i>h</i> index (SCOPUS only)	Citations (SCOPUS only)	Total no. of Int. publications in SCOPUS
Last three recent relevant publications <i>Authors (underline your name), year, title, Journal, vol. and pages</i>		
1		
2		
3		
If applicable, state other salient scientific achievements such as patents (granted only) and scientific prizes		
Previous or running projects with STDF		
a. Running (ID no. & type of grant, role of applicant)		
b. Previous (ID no., type, role of applicant and deliverables to be attached)		

Annex 3 – Gantt chart*

Title of the project:

Project ID:

PI:

Affiliation:

Actual start date of the project:

Task No.	Title of Task/Sub-task	Start Date	End Date	Duration (Months)	1 st Year												Expected measurable outcomes of successful implementation of the task		
					M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12			
1				Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow								
1.1				Green	Green	Green	Green	Green										
1.2							Green	Green	Green	Green								
2									Yellow	Yellow	Yellow	Yellow	Yellow					
2.1									Green	Green	Green	Green	Green					
2.2									Green	Green	Green	Green	Green					
2.3												Green	Green					
3												Yellow	Yellow	Yellow				
3.1												Green	Green					
3.2																		
4																		
4.1																		
4.2																		

* The above chart is given as an example. In this example, cells highlighted in yellow indicate main tasks, and cells highlighted in green indicate sub-tasks. Cells highlighted in red indicate the last months of the reporting periods. A progress/final report should be submitted shortly after the end of each period. Please add more columns (for projects longer than 24 months) and/or rows (for tasks and sub-task) if needed.

Annex 4

Budget Table (please fill in a separate table for each year of the project)

Eligible costs	Breakdown					Total (L.E.)
(A) Incentives	Team member	No.	% of time spent on the project	Monthly incentive	No. of months	
	PI	1				
	Co-PI	1				
	*Researcher A					
	*Researcher B					
	*Researcher C					
	Manual laborers					
	Technicians					
	Consultants					
	Total incentives					
(B) Equipment	A separate breakdown is required					
(C) Expendable Supplies & Materials	Stationery					
	Miscellaneous Laboratory supplies (chemicals, kits, glassware, ... etc.)					
	Total expendable supplies & materials					
(D) Travel (Total cost of travel should not exceed 10% of total budget, with a maximum of 100,000 LE)	International	Air tickets				
		Per Diem (governmental regulations apply to allowed per diem)				
	Domestic	Transportation (Bus/train tickets, public transportation, ...etc.)				
		Per Diem (governmental regulations apply to allowed per diem)				
	Conference registration					
	Total travel					
(E) Other Direct Costs	Computer supplies/services (software, printer cartridges, printing of drawings ...etc.No laptop or pc are allowed)					
	Report preparation and publication costs					
	Training					
	Workshops					
	Others (rental of land/equipment, minor construction works, ... etc.)					
	Total other direct costs					
(F) Total Direct Costs	Sum of (A) through (E) above					
(G) Modified Total Direct Cost (MTDC)	Total direct costs minus Equipment (F minus B)					
(H) Indirect Costs as 20% of (G)	20% of Modified Total Direct Cost (MTDC)					
(I) Total Project Cost	(Total Direct Costs Plus Indirect costs (F Plus H)					

*Researcher A = Ph.D. holder Researcher B = M.Sc. holder Researcher C = B.Sc. holder

Acknowledgment Form

By signing below, I acknowledge that I have read, understand and accept to comply with all the terms of the foregoing application, mentioned in STDF general conditions and guidelines for submitting an STDF research proposal, including, but not limited to:

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- Proposal does not include a scanned copy of the signed acknowledgment form.

Signature: _____

Date: _____

Endorsement letter of the PI institution (Scanned copy of the signed and stamped Endorsement Letter by the legal representative of the PI's institution stating the project title, the name, position and affiliation of the PI in charge of the proposal, that the project idea was not funded or submitted to another agency (national or international), or otherwise declare, and that the institution approves the project).

The institution will support the researcher with all the facilities and equipment needed to implement the project objectives. All STDF previously funded equipment will be ready to use by the researcher under the guidance of the lab supervisor.