السادة الزملاء/ أعضاء هيئة التدريس
بجامعة بنها

تحية طيبة وبعد

رجاء الإحاطة بأن يوم 20/5/2012 آخر موعد للتقدم لمنح جديدة لبناء القدرات المعملية- منح موجهة لشراء الأجهزة العلمية وتطويرها وإصلاحها- بميزانية تصل لخمسة مليون جنيه.
أرجو الاطلاع على موقع صندوق العلوم والتنمية التكنولوجية لمزيد من التفاصيل / http://www.stdf.org.eg/

لأي تفاصيل أخرى يرجى الاتصال بالأستاذ الدكتور/ عبد الرحيم شلوج نائب رئيس الجامعة لشؤون الدراسات العليا والبحوث أو بـ
مع خالص مودتي

أ.د./ علي شمس الدين
President.office@bu.edu.eg

www.bu.edu.eg
Capacity Building Grant (CBG)

Call for Proposals (TC/13/ CBG /2012)

Deadline of Application 20/05/2012
Call for Proposals

STDF Targeted Calls

"TC/13/ CBG /2012"

1. Call name: Capacity Building Grant (CBG)

2. Call reference no.: TC/13/ CBG /2012

3. Preamble:
The Science and Technology Development Fund (STDF) was established by Presidential decree number 218/2007. Its mandate is to promote science and technology (S&T) through funding scientific research and technological development in a way that supports the complete cycle of innovation.

STDF's specific objectives are to improve Egypt's research and development environment, fund science and technology (S&T) activities and develop the innovation capacity of Egypt.

STDF implements its objectives within the context of the national S&T development strategy, which is established by the Higher Council for Science & Technology. The Egyptian ministries with the strongest impact on Egypt's national economy are represented in the council to direct the research activities towards the scientific and technological activities which have a direct influence on the national development plans.

4. Call description:
The Egyptian research and development environment suffered for a long time from scarcity of funding. The establishment of STDF helped overcome this deficiency, and the research community gained access to several research grants which are provided on a competitive basis. The scope of the current grant is the improvement of the research-supporting environment by improving the research infrastructure. The capacity building grant serves to provide and repair scientific research equipment in Egyptian institutions of higher education and research centers. The application to this grant with the intention of upgrading the research
facilities to qualify to ISO 17025 is encouraged. The capacity building grant is further classified into two funding categories; Category A: Equipment Acquisition (IA) and Category B: Equipment Repair (IR).

The instrument acquisition category aims to facilitate the acquisition of research instrumentation that, in general, is too costly and/or not appropriate for support through other STDF research grant schemes. Applicants may seek support for acquisition of a single instrument, a large system of instruments, or multiple instruments that share a common or specific research focus. The instrument repair category aims to assist in the repair of equipment acquired by universities and research institutions nationwide. Proposals must address the repair of existing equipment provided that they are repaired by their original manufactures. Instruments are expected to be operational for regular research and development use by the end of the award period.

This grant is directed towards institutions not individual researchers and applications shall be submitted by the research institution. The grant is provided within the framework of the strategic plan of the applicant institution. The applicant must demonstrate the relevance of the proposal to its research group's strategic plan. Each university or research center will be funded a maximum of two proposals irrespective of their number of faculties or research institutes.

With this vision, STDF hereby calls upon different research institutions to apply for this grant. Projects with implementation periods of up to one year may be accepted for funding, depending on the proposed activities. The maximum budget for Instrument Acquisition category is five million Egyptian pounds per project but in exceptional cases, with strong justification, higher budget may be awarded. The maximum number of projects to be awarded to one research institution (university of research center) is two projects. The instrument repair category provides a grant of up to 20% of the original price of the instrument to be repaired. Applicants may seek support for instrument repair of a single instrument, a large system of instruments, or multiple instruments that share a common or specific research focus.

Institutions funded by STDF under the IA category should grant access for other researchers affiliated to any national institution to those equipment purchased by STDF funds.
Funding of selected proposals under this call is subject to availability of funds.

5. Call objectives:
The projects proposals should be directed towards achieving the following objectives (or some of them):

- Supporting the acquisition and repair of major state-of-the-art instrumentation, thereby improving access to, and increased use of, modern research instrumentation by scientists;
- Supporting the acquisition and repair of instrumentation that contributes to, or takes advantage of, existing investments, while avoiding duplication of services already provisioned by previous investments.
- Promoting substantive and meaningful partnerships between academia and the private sector. Such partnerships have the potential to build capacity and develop industry sectors with the help of academia in leading research and development efforts.

For Instrument Acquisition Category:

- Enabling academic departments, disciplinary and cross disciplinary units, and collaborations to create well equipped research environments;
- Acquisition of optional and auxiliary parts related to acquired equipment which can enhance the capabilities of existing facilities;

For Instrument Repair Category:

- Supporting the repair of existing equipment in order to enhance research infrastructure;
- Replacement of rapidly consumed parts of equipment due to proper use resulting from wear and tear;

6. Eligible research areas:
The grant covers projects in the research areas identified by the Higher Council for Science and Technology and the Supreme Council for Research Institutes as strategic areas for scientific research, which are:

- New and renewable energy
• Water resources and desalination
• Life sciences (basic sciences, environmental sciences, medical and pharmaceutical sciences)
• Food and agriculture
• Space technology and its applications
• Information and communication technology
• Social sciences and humanities
• Industrial development
• Urban planning and housing
• Advanced and new technologies (e.g. Biotechnology and Nanotechnology) related to any of the above mentioned areas

7. Eligibility criteria:
The following eligibility criteria apply for this grant:

• Egyptian research institutions (Universities, research centers and institutes) are eligible for this program.
• The coordinator of the project representing the institution must have a Ph.D. degree.
• The proposed project must be within the main areas mentioned above (item 6).
• The proposed project must be a part of a well-planned research plan, which addresses an important subject, and which has clearly defined objectives and desired outcomes, as well as a detailed methodology.
• The proposed project is not funded by any other STDF funding grant or any other funding agency.
• The projects budget must meet the limits of the grant.
• The implementation period of the project must not exceed twelve months.
• Equipment should be repaired by their original manufacturer or one of their agents.
• An endorsement letter from the research institution stating that the activity is part of the institution's strategic plan must be included in the proposal.

8. Eligible expenses:
Grant applications must include a detailed estimated budget in which all expenditures are given in Egyptian Pounds (see Application Form).
Budgets should be carefully developed and should not be overestimated. STDF reserves the right to reject a proposal which is considered as overestimated by STDF’s reviewers.

The eligible expenditures of the grant must be directly linked to performing the capacity building upgrading activities. No indirect costs are covered by this grant. Accordingly, the project's budget can only be directed towards the following items:

- Cost of equipment, instruments and optional and auxiliary parts
- Cost of shipping and handling
- Applicable taxes and customs
- Cost of technical support and training
- Cost of necessary facilities upgrade for new equipment (wiring, ventilation, etc.)
- Cost of repair of existing equipment.
- Cost of replacement of rapidly consumed parts of equipment.

The following items are not allowed:

- Salaries.
- Indirect cost.

9. General terms and conditions:

The following terms and conditions apply to the grant:

- All projects shall be evaluated on a competitive basis.
- The application must include a letter from the applicant institution’s director stating the proposal title, the name of the Principal Investigator (PI) in charge of this proposal, that the project was not funded or submitted to another agency (national or international), that the required equipment is either unavailable or inaccessible to the institution’s researchers and that the institution approves the project. This letter must be signed and stamped by the institution.
- All applications must be filled using the exact format requirements for the current call. Failure to adhere to the exact format required in the grant program will automatically disqualify the submitted proposal.
- All proposals must be uploaded to the STDF website; proposals submitted by e-mail or sent as hard copies will not be considered.
All proposals MUST be in English; Arabic is allowed only for proposals in the fields of Humanities and Social Sciences.

Equipment purchased using STDF funds MUST be made available to all researchers in Egyptian institutions.

A separate bank account for the project should be opened and managed by the institution.

All proposals must include, in addition to the scope, the exact outputs, benefits and costs of the proposed work.

The cost structure should be suitable for the proposed scope.

10. Proposal Submission process:
All project proposals must be uploaded to STDF’s website (www.stdf.org.eg), to which registration is required. The applicant is asked to upload the full proposal (as detailed in the relevant Application Form).

11. Proposal evaluation process:
The project proposals will be evaluated by independent experts, and STDF will ensure that the process is transparent, impartial and researcher-supportive. Also, after full proposal submission, STDF officers may make field visits to assess the applicant's need for funding the proposed project. Also, the applicant may be asked to make a presentation of the proposal.

The evaluation shall consider among others the following items:

- Availability of suitable space and facilities for requested equipment
- Availability of similar equipment in other research institutions
- Existing facilities, equipment and experts in the institution
- Justification for purchasing requested equipment and the budget
- Relevance of the project to the national priority areas identified by HCST
- Relevance of the project to the institutional clear long term research plan
- Expected impact of possessing the requested equipment on the scientific community
- Ease of access to the requested equipment by other stakeholders.
- The accreditation of some experiments using the requested equipment based on ISO17025
• Status of the equipment to be repaired and required repair

12. Negotiation and contract signing:
Negotiation and signing of the project's funding agreement will take place shortly after the announcement of the evaluation results. The intellectual property rights (IPR) issues will be a core part of the process and will be guided by the STDF IPR rules.

Since the processing and evaluation of the submitted proposals entail significant expenditure of financial and human resources, it is highly discouraged for the PI to decline from continuation of the project after full proposal submission. Requests asking for project discontinuation by the PI after proposal submission, following contract signing, or during the project life-time will be thoroughly investigated by STDF. STDF has the right to financial compensation and/or to impose a ban period on the PI from participating in STDF-related activities.

Moreover, the PI should clearly state in the proposal which of the following options does he/she prefer in the unlikely event of his/her inability to complete the project:

a- Discontinuation of the project, however, the PI should be aware that, if he/she chooses this option, all funds and expenses paid by STDF must be refunded to STDF upon termination of the project.
b- Transferring all the PI responsibilities and rights (including IPR) to the Co-PI.

13. Intellectual property rights (IPR):
It is expected that the applicant and the implementing institution will conform to the STDF-IPR regulations, detailed as a separate document on the STDF website (www.stdf.org.eg). Submission of a proposal to STDF automatically implies that the applicant and his institution accept all conditions of STDF-IPR policy, which will consequently be an integral part of the proposal contract. Within this context, it is mandatory that the PI obtains STDF's approval before disclosure, in any form (i.e. publication, scientific presentation in a meeting, public announcement, ..etc.) of data, findings or conclusions reached as a result of conducting the project activities. This ensures the protection of the PI's IPR, as well as those of STDF.
STDF should be acknowledged in any publication/conference presentation/public announcement, produced as a result of an STDF funded project.

14. Follow up:
14.1 Financial reports
According to the financial regulations of the government of Egypt, a financial report for the project must be submitted every three months. Copies of all expenditure vouchers must be attached. The reports, as well as all the attached expenditure vouchers, must be signed and stamped by the official seal of the institution.

14.2 Technical reports
Three technical reports should be submitted by the PI during the period of the project. In general, all technical progress reports should be written using the standard STDF templates for progress reports. All reports should have a cover page which contains the basic information about the report (viz., the project title, the type of grant, the PI's name and affiliation, the project start and end dates, the project duration, the reporting period, the date of submitting the report, and the PI's signature). In addition to the cover page, each of the three progress reports must include a number of main sections which contain all the necessary information, as detailed hereafter.

14.2.1 First progress report
The first progress report is to be submitted after three months of the official start of the project. The first report must include the following main sections: (1) Objective(s) of the reporting period, (2) Activities conducted since the project start date, (3) Problems encountered and resolutions, (4) Implementing team, and (5) Brief monetary report.
In cases where modifications in the original work plan are necessary, such modifications must be pre-approved by STDF, and the progress report should include a modified (updated) Gantt chart that takes the approved modifications into consideration.

14.2.2 Second (interim) progress report
After nine months from the project's start date, an interim progress report must be submitted, which includes the following main sections: (1) Objective(s) of the reporting period, (2) Former achievements through this contract, (3) Technical/scientific accomplishments/activities, (4) The
PI evaluation of the progress of the project, (5) Actual or expected problems encountered and resolutions, (6) Implementing team(s), and (7) Brief monetary report.

In cases where modifications in the original work plan are necessary, such modifications must be pre-approved by STDF, and the progress report should include a modified (updated) Gantt chart that takes the approved modifications into consideration.

14.2.3 Final report
Within one month following the official end date of the project, the final report must be submitted. It must include the following main sections: (1) Summary (in English and in Arabic), (2) Abstracts (in Arabic and in English), (3) Objectives, (4) Technical/scientific accomplishments/activities, (5) The Gantt chart for the project period, (6) The Logical Framework Matrix (LFM), (7) The PI evaluation of the progress of the project, (8) Actual problems encountered during the project execution and resolutions, (9) Implementing team(s), (10) Brief monetary report and (11) Efficiency and performance of the purchased or repaired equipment

14.3 Evaluation of technical reports
All submitted reports are evaluated by STDF, and a feedback 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). In the event that the evaluators of progress reports give a justified recommendation to terminate the project (for any reason, including scientific misconduct by the PI, lack of seriousness,… etc.), STDF reserves the right to terminate the project, in which case STDF will recover all funds and expenses paid prior to the project termination date.

15. Payment of funds:
When a project is approved by STDF, a contract agreement will be signed between STDF and the awarded institution specifying the representative of the institution responsible for implementing the contract.

The budget will be disbursed in four installments, as follows:
• The first installment, equal to 25% of the total budget, will be disbursed at the beginning of the project.
• The second installment, equal to 35% of the total budget, will be disbursed upon acceptance of the first technical report and the related financial report.
• The third installment, equal to 30% of the total budget, will be disbursed upon acceptance of the second (interim) technical report and the related financial reports.
• The second and third installments of the required budget may be disbursed upon the issuance of the purchase order by the awarded institution to the supplying company.
• A final installment, equal to 10% of the total budget, will be disbursed upon acceptance of the final technical report and the related financial reports.

16. Research integrity:
Applicants to STDF are expected to maintain a high level of scientific honesty and integrity in all aspects of their work. Applicants are expected to refrain from plagiarism, i.e. "the act of taking credit, or attempting to take credit, for the work of another" (quoted from the publication ethics policies for medical journals, at www.wame.org). Applicants are also expected to avoid self-plagiarism or multiple submission of the same content in more than one document. Multiple reporting of the same data or results in various projects is also considered self-plagiarism and is strongly discouraged. Fabrication of data or results, or suppression of unexpected results is not accepted by STDF. STDF expects all research activities involving human subjects to strictly follow the bio-ethical guidelines.

Breaching the rules of research integrity will result in halting all research funding activities to the involved parties for a suitable period of time after thorough investigation and judgment by a specialized STDF committee.

18. Important dates:
Deadline date for full proposal submission: 20/5/2012
Capacity Building Grant

Application Form (TC/13/ CBG /2012)

Name of Project : ...........................................................................................................

Name of Applicant : ......................................................................................................

Name of Institution : .....................................................................................................

Proposal ID : ................................................................................................................

- Please fill your own text under the heading given in the application form.
- The text written in italics is only provided for guidance.
- All proposals must be uploaded to the STDF website, proposals submitted by e-mail or sent as hard copies will not be considered.
- Deadline of Application 20/05/2012
- STDF’s IPR rules and regulations apply for all relevant cases.
- The applicant must submit the relevant approvals to undertake the project from the relevant authorities. These approvals shall cover issues like use of isotopes, collaboration with foreigners, intellectual property rights of patents resulting from the research.
- Please attach all requested endorsement letters. Please attach all requested endorsement letters.
- Please attach a copy of the institution’s strategic plan
- All submitted documents must be signed and stamped by the legal representative of the applicant institution.
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13. Biographies
14. Appendices and Endorsement Letters (Scan)
### 1. Basic Information:

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<tr>
<th><strong>Title of the Proposal in English</strong></th>
<th><strong>عنوان المقترح باللغة العربية</strong></th>
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<tr>
<td><strong>Research Area</strong></td>
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<td><strong>Project Duration</strong></td>
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<td><strong>Requested Budget From STDF</strong></td>
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<td><strong>Name of Principal Investigator (PI)</strong></td>
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<td><strong>Title of PI</strong></td>
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<td><strong>PI's Occupation</strong></td>
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<td><strong>PI's Contact Address</strong></td>
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<td><strong>Number of previously awarded research grants of PI</strong></td>
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<td><strong>Name of Co Principal Investigator (Co-PI)</strong></td>
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<td><strong>Title of Co-PI</strong></td>
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**Implementing Team**

*Please give hereinafter the roles of the different participants in the project.*

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<tr>
<th>S</th>
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<th>Occupation</th>
<th>Qualification and experience</th>
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**Implementing Team's Previous and Running Projects**

*Please give hereinafter the involvement of the different participants in previously funded or running projects (by STDF or any other national or international funding organization)*

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<tr>
<th>S</th>
<th>Name</th>
<th>Project Title</th>
<th>Funding Organization</th>
<th>Budget</th>
<th>Role In Project</th>
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Signature of PI
Signature of CoPI
Signature of Legal Representative of PI's Institution
Seal of PI's Institution

**Declaration by Implementing Team**

*We, the undersigned declare that:*

- The information given in this application is correct to the best of our knowledge.
- We accept our duties, roles and responsibilities in the project.
- We are aware of the latest scientific developments in the field of the proposal.
- This proposal or any part(s) of it, have not been conducted before.

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<td>Co-PI</td>
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</table>
Declaration by Management

We, the undersigned declare that:

- The proposed work, in its current form or a slightly modified form, has not been previously submitted to or funded by STDF or any other national or international funding organization.

- The information given in this application is correct to the best of our knowledge.

- The application has been approved by the concerned managing authority of the institution implementing this project.

- This proposed work will not be submitted to any other funding organization unless this application is rejected by STDF.

- The institution shall provide all necessary facilities and help to the implementation team in order to fulfill all the duties promised in this proposal.

- We accept handing the application and its contents, partly or fully, to experts or organizations chosen by STDF for the purpose of evaluation or review.

- All budget items adhere to STDF's funding conditions and are necessary for implementing the work.

Signature of PI
Signature of Co-PI
Signature of Legal Representative of PI's Institution
Seal of PI's Institution
2. Research Area:
The following research areas are eligible:
A. New and renewable energy.
B. Water resources and desalination.
C. Life Sciences (basic sciences, environmental sciences, medical and Pharmaceutical Sciences).
D. Food and agriculture.
E. Space technology and its applications.
F. Information and communication technology.
G. Social sciences and humanities.
H. Industrial development.
I. Urban planning and housing.
J. Advanced and new technologies (e.g. Biotechnology and Nanotechnology) related to any of the above mentioned areas.

The project’s research area is

<table>
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3. Eligibility of the Proposal (Half Page Maximum):
In this section, clearly state that the following eligibility criteria are met:

- The applicant must be an Egyptian research institution (Universities, research centers and institutes).
- The coordinator of the project representing the institution (PI) must have a Ph.D. degree.
- The proposal must be contributing to the main areas mentioned above (item 2).
- The proposal must be part of a well-planned research plan, which addresses an important subject, and which has clearly defined objectives and desired outcomes, as well as a detailed methodology.
- The proposed project is not funded by any other STDF funding grant or any other funding agency.
- The projects budget meets the limits of the grant.
- An endorsement letter from the research institution stating that the activity is part of the institution's strategic plan is included in the proposal.
- Equipment will be repaired by their original manufacturer or one of their agents.
- The implementation period of the project will not exceed twelve months.
- The implementing team’s experience in the field of the project.

4. Context and Relevance to the Call (Half Page Maximum):
Considering that the aim of this call for proposals is to support research work in general and in the areas mentioned above in particular, give an overview of the problem which the proposal is supposed to deal with and the scope of work and show in what way the proposal is going to achieve one of the following objectives:

- Improving access to, and increased use of, modern research equipment by researchers;
- Promoting substantive and meaningful partnerships between the institution and society.
- Acquisition of optional and auxiliary parts related to acquired equipment which can enhance the capabilities of existing facilities;
- Repairing existing equipment in order to benefit from existing research infrastructure;
- Replacing rapidly consumed parts of equipment.

5. Abstract of the Project (One Page Maximum):
The proposal abstract should briefly outline the proposed project. It should encompass all the key points necessary to communicate the objectives of the project. The proposal abstract should include:

A. Problem definition of the project.
B. Origin of project
C. Justification for conducting the project in view of the local need
D. Preliminary work already undertaken
E. Current state of development in the field of the project
F. Presentation of the implementation team
G. The objectives
H. Project approach and methodology.
I. The activities to be conducted to accomplish these objectives
J. The reason for the grant request
K. Expected benefits, outcomes and/or impact of the project.

6. Scientific and Technical Description:
Establish the theme for the proposal and state clearly the purpose. Indicate the major focus of the proposal and its strength. Include the problem statement, which must provide an entrée to the other subsections of the proposal. Give an overview of the project importance through addressing the reason for the grant request. This part of the proposal must be specific and precise in documenting all information.

6.1 State Of The Art (Four Pages Maximum):
Give a state-of-the-art overview of the scientific topic to be tackled. Elaborately describe the conditions that need to be changed. Supply statistical documentation of this specific or local problem (fewer statistics convincingly presented are better than many explained weakly). Document the significance of the problem with data and include expert opinions (including quotes). A thorough and recently updated literature review should be done before writing this section and before submitting the proposal rather than doing it at the beginning of the project plan execution.

6.2 Project Wider Objectives (One Page Maximum):
The wider objectives should describe clearly the expected general outcome of the project, although this may not be fully achievable within the project duration. The proposal should not describe the wider objectives using generalized statements; it is better to use more definitive phrases.

6.3 Project Specific Objectives (One Page Maximum):
The specific objectives should detail what the project wants to achieve. The specific objectives should be (SMART) definitive, measurable, realistic and achievable within the project duration. Thus, they must be carefully planned and presented, taking into account the following points:
- The specific objectives are the basis for determining the procedural aspects of the project.
- The specific objectives should be briefly stated [1-2 sentences, each].
- The quality of the written specific objectives will largely affect the effectiveness of the evaluation process.
- The specific objectives must be easily noted and not be imbedded in the narrative of the proposal.
- Prioritized specific objectives indicate good planning by the principal investigator.
- The specific objectives should be relevant to the project plan and reasonable in number. Including too many specific objectives may convey that the project lacks focus or is unrealistic.
- The expected results of the project will be measured against the proposed specific objectives.

6.4 Methodology (Eight Pages Maximum):
The methodology is the tool to realize the objectives. The methodology section is the core of the proposal. It should describe the project design, work plan (subdivided into tasks and sub-tasks, leading to the accomplishment of the proposed objectives), material of the study, detailed methodologies adopted, and the roles of the research team(s) and how all this will achieve the objectives. It should explain in a narrative way, different activities intended during the lifetime of the project, and it must explain the rationale for the program (related to the problem) and explain how the program will work. For proposals that contain statistically relevant samples, this section should also define the sampling method and how the sample size was calculated.
In this regard, it is useful to try to answer (for each subtask) the following five questions/elements:
- What: Describe the methods and activities planned to accomplish each of the objectives, and the reasons for selecting the particular approach.
- How: Describe how to implement these methods. Present a reasonable scope of activities that can be accomplished within the time allotted for the project activities and within the resources of the project. Provide a structure for monitoring and evaluating the effectiveness of each objective. Explain how the accepted project will be managed at the institutional level [what administrative
departments/resources are available for this purpose] and how the project's coordinator will manage and orchestrate the various roles of the research team(s) during the research plan implementation

- Which: Define the special/major equipment and tools needed for each activity. Choose them based on the specific needs of each task in order to provide greater assurance of achievement.
- Who: Assign the research team responsible for the implementation of each objective and activity. Demonstrate the project coordinator's experience in project management.
- Where: Choose the location of executing the activity.
- When: Plan how much time is needed for the activity to be fully accomplished. Develop a sequential procedure for the implementation of the project.

All previously mentioned elements should be presented within the time schedule of the project. This schedule should be aligned with:
A. Tasks (activities) and sub-tasks within the GANTT chart
B. The allocated time share of involved research teams and their assisting members
C. The need for specialized equipment.

6.5 Related Projects by the Research Team Members, Previously and Currently Funded (Three Pages Maximum):
This section should summarize the funding status of the research team members, giving details of each past and current project [please state: status of team members from the different institutions (acting as PI or co-PI of other projects), project title, duration, budget, funding agency]. This section shall highlight the relevance of the research team to the project. Include any running research work that needs the equipment to be provided by the project.

6.6 Preliminary Data or Relevant Pilot Research Done by the Applicant Research Team/s (Three Pages Maximum):
This section should focus on previous relevant research done by the research team in the area of the proposed project. The proposal should use proper citation of the mentioned work [in the form of publications, patents, conference presentations, project final reports, unpublished data, ...etc]. The proposal should also illustrate how this previous work qualifies the research team to manage the currently proposed project.

6.7 Available Laboratory and Experimental Facilities (Three Pages Maximum):
This section should describe in detail the available infrastructure/facilities/equipment [special or major equipment] needed for the research plan execution and whether they are under the disposal, accessible to the research team, provided as a part of an institutional free facility or used through a paid service. A list of adequate facilities confirms the capabilities of the institution’s strength in the intended field of study. The description of facilities should include that of any special equipment or unusual asset in the institution’s reach which might enhance the project’s success. Indicating their accessibility, the proposal should describe such items as specialized computers, pertinent library collections, laboratories, space, and unusual services. The information provided under this heading should cover:
- Description of Laboratory
- Name of Laboratory
- Laboratory Supervisor
- Date of Establishment
- Area of Laboratory
- Pictures of Laboratory
- Plan View of Laboratory
- Job of Laboratory
- Available Equipment and Tools:

<table>
<thead>
<tr>
<th>S</th>
<th>Equipment/ Tool</th>
<th>Model</th>
<th>Use</th>
<th>Number</th>
<th>Condition</th>
</tr>
</thead>
</table>

- Experiments and Measurements using the Laboratory:
- Community services by the Laboratory.
• Human resources:
• Existing accreditation of experiments:
• Projects using the Laboratory:
• Recent Renovation and Upgrading of the Lab:
• Existing budget for laboratory operation and maintenance:
• Computer facilities in laboratory (Computers, printers, internal networks, internet ... etc.)
• Publications about the laboratory and dissemination of its activities: (internet site , brochures, booklets, papers, researches, patents)
• Training undertaken using the laboratory's facilities:

6.8 Required Experimental Facilities and Equipment (Three Pages Maximum):
This section should detail the unavailable or needed equipment for effective implementation of the project. Each requested piece of equipment should be described in terms of cost and usage. Need of excessive equipment would suggest weakness leading to a proposal’s poor evaluation. On the other hand, an institution’s willingness to commit equipment and space to a project’s use could only serve to heighten the proposal’s chance for award.
It is necessary to document the availability of the required facilities in other organizations and justify the need for duplication.

<table>
<thead>
<tr>
<th>Name of equipment</th>
<th>Justification for its purchase</th>
<th>Price/Fee (L.E.)</th>
<th>Related Activity</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

6.9 Required Scientific Events (One Page Maximum):
This section should detail the needed Scientific Events (Training, workshops, etc., for effective implementation of the project. Each item should be described in terms of cost, expected outcomes within the project, and related task or subtask.

<table>
<thead>
<tr>
<th>Description of Scientific Event</th>
<th>Justification for the Event</th>
<th>Cost (L.E.)</th>
<th>Related Activity</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

6.10 Expected Outcomes (One Page Maximum):
This section should describe the project’s expected outcomes in a rather concrete form. The outcomes should be stated in a short bullet form rather than in long narrative paragraphs. The expected outcomes should be definitive and measurable rather than generalized and unquantifiable. Failure to do so would imply that the project is inadequately cost-effective. The expected outcomes may include, but are not limited to, publications, patents, theses, capacity building [training junior staff], prototype or product development/testing, technology adaptation through reverse engineering, ....etc. The impact of the project on the scientific community and other stakeholders

6.11 Dissemination and Exploitation of Results (One Page Maximum):
Describe the exploitation of project outcomes and give long term visions for the outcomes.
**Present your strategies for results valorization**, including all/any of the following:
• Prospects of commercialization;
• Scientific, technical, industrial, economic, or other domain impact;
• Other benefits (standardization, government information, ...etc.);
• Targets and nature of techno-economic impact expected;
• The possible impact on employment, the creation of new opportunities, ... etc.
6.12 Sustainability (One Page Maximum):
Explain how sustainability will be secured after completion of the project. This may include necessary follow-up activities, built-in strategies, ownership, ... etc., if any. In so doing, please make a distinction between the following 3 dimensions of sustainability:

- Financial sustainability (financing will follow up activities, sources of revenue for covering all future operating and maintenance costs, etc.)
- Institutional level (which structures would allow, and how, the results of the project to continue to be in place after the end of the project? Address issues about the local "ownership" of project outcomes)
- Policy level where applicable (What structural impact will the project have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.?)

7. Project Management:

7.1 Description of Tasks (Maximum Half Page Per Task):
For every task, define:

- Objectives of the task and possible indicators of success;
- The responsible person and the involved partners (possibility to indicate it in graphical form);
- Description of methods and technical options;
- Detailed work program per activity;
- Deliverables and time table;
- Partners' contributions (the "who does what");
- Risks of the task and the fallbacks considered.

<table>
<thead>
<tr>
<th>Details of Task (No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Task</td>
</tr>
<tr>
<td>Objective</td>
</tr>
<tr>
<td>Outcome</td>
</tr>
<tr>
<td>Assumptions &amp; risks</td>
</tr>
<tr>
<td>Indicators:</td>
</tr>
<tr>
<td>Finishing Indicator</td>
</tr>
<tr>
<td>Success Indicator</td>
</tr>
<tr>
<td>Effectiveness Indicator</td>
</tr>
<tr>
<td>Activity (1)</td>
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<tr>
<td>Activity (2)</td>
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<tr>
<td>Activity (…)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of Activity (No)</th>
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</thead>
<tbody>
<tr>
<td>Name of Activity</td>
</tr>
<tr>
<td>Work Package</td>
</tr>
<tr>
<td>Start date</td>
</tr>
<tr>
<td>End date</td>
</tr>
<tr>
<td>Duration</td>
</tr>
<tr>
<td>Activity Description</td>
</tr>
<tr>
<td>Targeted Group</td>
</tr>
<tr>
<td>Main Beneficiary of activity</td>
</tr>
<tr>
<td>Inputs:</td>
</tr>
<tr>
<td>Workgroup</td>
</tr>
<tr>
<td>Equipment and Tools</td>
</tr>
<tr>
<td>Cost of Implementation</td>
</tr>
<tr>
<td>Investigations &amp; Research</td>
</tr>
<tr>
<td>Training courses and workshops</td>
</tr>
</tbody>
</table>
7.2 Tasks Schedule (Gantt Chart)

The GANTT Chart is a graphical representation of a project’s schedule which illustrates the work breakdown structure. It is an effective tool for planning, scheduling, coordinating, and tracking all tasks within the project. To develop the GANTT chart, start by specifying the main tasks/activities making up the project. Then break down each main task/activity to its sub tasks/sub activities. The amount of time required for each task/activity and sub tasks/sub activities is represented as a horizontal bar on the chart. Those horizontal bars of varying lengths represent the sequences, timing, and time span for each task/sub task.

Use STDF template, available at GANTT chart at "http://www.stdf.org.eg", to develop a GANTT chart for the project. This template will guide the filling of the GANTT chart. The developed GANTT chart must be uploaded together with the project proposal.

7.3 Deliverables and Milestones (One Page Maximum):
Present a summary table of all project deliverables (work-package number, date, title, responsibility).

<table>
<thead>
<tr>
<th>Deliverables List</th>
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<tbody>
<tr>
<td>S</td>
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<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

7.4 Assumptions, Risks and Contingency Planning (Half Page Maximum):
Describe the main preconditions and assumptions during and after the implementation phase.
Provide a detailed risk analysis and eventual contingency plan. This should include at minimum a list of risks associated to each action proposed accompanied by relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.
7.5 Quality Control (Half Page Maximum):
Define the strategy and the work methodology for quality control and monitoring including activities and internal and external audits. Please give detail of your plans to obtain ISO 17025 if intended.

8. Relevance of Team Member's Qualifications (Four Pages Maximum):
Describe the relevance of the team member’s qualifications and relevance to the project, taking the following points in consideration:
- Provide evidence to justify the ability of the coordinators to fulfill the objectives of the project.
- Describe briefly each team member's qualifications (past accomplishments, publications, patents, ... etc.).
- Show complementarities and added value of cooperation between different members. The interdisciplinary collaboration will be justified in accordance with the guidelines of the project.
- Include elaborate description of how the research will be executed, subdivided into tasks or activities and orchestrated among the collaborating team members.

9. Budget:
This is a plan on how much money is needed to accomplish the project's objectives. Everything in the methods section needs to appear in the budget, and vice versa. The budget should contain an explanation or calculation showing how the total project budget for each budget line is calculated. The budget section should include detailed breakdown costs for the total project duration, followed by the budget justification section. Usually, full funding is requested from STDF, however, co-financing with other sources is allowed.
It is absolutely mandatory to use the STDF budget format. Using other forms will cause considerable delay in the proposal handling processes. It is advisable not to overestimate or underestimate budget items. Itemize and account for all costs and justify budget items. A properly formulated budget will increase the chances of positive reviewing and a constructive negotiation session, if the project is accepted. The proposal should also include an elaborate description of how the budget is subdivided among the partners if any.

9.1 Budget Breakdown:
The general budget breakdown should include the following subdivisions/items:
A) Salaries:
This budget section states the salaries to be paid to the research staff, consultants and technicians involved in the project. For each person, the percentage of working time in the project, multiplied by his/her monthly salary should be indicated. The salaries of non-scientific staff (secretaries, administrative staff and temporary workers) will be paid by their respective institutions.
N.B. Please note that the maximum working time for a senior staff member should not exceed 75% of his/her time since other non-project-related responsibilities would occupy at least 25% of his/her workload. Also the participation and allocated workload of the member in other projects should be taken into account, when determining the final work time percentage and the correlating salary.
In the case of non-Egyptian consultants working in non-Egyptian institutions, the consultancy cost will be covered in accordance with the governmental rules applied at the implementing organization. Foreign scientists working in non-Egyptian institutions are only allowed as project consultants. No foreign partner institutes are allowed for financing by STDF within the national grant schemes.
B) Equipment:
This budget section should include the required equipment to be purchased through the STDF requested grant. Each piece of equipment should be separately mentioned as a budget line under the category of equipment. The equipment are owned by STDF during the course of the project and may be transferred to the contracted institution afterwards upon approval by STDF. Alternatively, the STDF may claim the equipment and transfer it to another institute, if deemed necessary. Rental, lease, or purchase of equipment, including office equipment, desks, copy machines, word processors etc can be covered.
C) Supplies:
This budget category should include all lab, office, field or factory consumable materials. It should include itemized details to correlate with the following section on budget justification and thus aiding in proper reviewing of the proposal budget.
D) Travel:
This budget section includes local travel and accommodation as well as international travel for training and consultants. The travel costs should clearly indicate the number of trips, who is traveling and the approximate cost for each trip.

E) Other Costs:
This budget section includes publication or report preparation costs, meeting or workshop organization costs (an STDF application is needed for that purpose and should be annexed to the full proposal), banking fees, computation analysis services, miscellaneous,…etc. STDF will not pay costs claimed by the contracted institution as a compensation for costs that cannot be quantified, including general institutional administrative and accounting costs, operation and maintenance of buildings and equipment, depreciation, …etc.

9.2 Budget Justification:
This section should include narrative justification for the requested budget items. While writing down the budget justification section, the following points should be taken into consideration:
- The salaries budget should correlate with the proposed work plan.
- Justification for each requested piece of medium and large equipment should be mentioned in terms of cost usage within the research plan and in which task or subtask.
- Justification for the detailed and itemized supplies is needed according to the suggested work plan.

9.3 Budget Form
This format must be estimated for each year of the project

<table>
<thead>
<tr>
<th>Eligible costs</th>
<th>Break downs</th>
<th>STDF support (L.E.)</th>
<th>Total project Costs (L.E.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(A)</strong> Salaries</td>
<td>Technicians and/or. Laborers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Salary per month) multiplied by number of months.</td>
<td>Consultants (including air tickets + per Diem + consultation fees)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please indicate the % of time spent on the project.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries may be paid to Consultants and Technicians.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

| **(B)** Equipment (prices include shipping, handling and taxes) | |
| Purchase of large equipment                              | |
| Purchase of small equipment                              | |
| Purchase of medium equipment                             | |
| Purchase of tools                                        | |
| Manufacture of special equipment and accessories         | |
| Specialized computer software                            | |
| Total Equipment                                          | |

| **(C)** Travel                                         | |
| International                                          | |
| Air tickets                                            | |
| Training                                               | |
| Per Diem                                               | |
| Domestic (according to governmental rules)             | |
| Transportation                                         | |
| Accommodation                                          | |
| Total travel                                           | |

| **(D)** Other Direct Costs                             | |
| Minor Facilities Upgrade                               | |
| Training                                               | |
| Technical Support                                      | |
| Workshops organization                                 | |
| Total Other Direct Costs                                | |

| **(E)** Total direct cost                              | Sum of (A) through (D) above |
10. List of References
Include a list of references used in the proposal covering the latest relevant publications for the field of the proposal. Each listed reference should include the name of the author, the article title, publication name (journal name or book title), volume number, page numbers, and year of publication.

11. Bibliography:
 Literature which has not been referred to in the proposal text, yet has served as source material, should be enumerated separately in a bibliography section. This section too consists of a list alphabetized by author and following the format of the list of references. A bibliography should cite the field’s most current and relevant literature.

12. Appendices
Documentation additional to that in the proposal text should be attached in appendices. The proposal should present a list of appendix items in the proposal’s table of contents. Items incorporated into various appendices should be referred to in the text and might include: background charts, tables, graphs and line drawings; resumes of personnel preprints of publications prepared by project personnel and pertaining to the proposed project; letters from consultants or collaborative agencies expressing willingness to participate in the project; letters of endorsement from organizations or individuals familiar with the problem to be studied or with previous work of the project staff; and any other information corroborating staff competence.

13. Biographies:
For each research team member, a biography of 3 pages (maximum) should be provided. Indicate if any of the participants is currently involved in other similar projects.
(please follow the CV format hereafter)

<table>
<thead>
<tr>
<th>Name</th>
<th>Other names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>☐ Prof. ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms. ☐ Other Please specify</td>
</tr>
<tr>
<td>Gender</td>
<td>☐ Female ☐ Male</td>
</tr>
<tr>
<td>Address</td>
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|  | Post Code |
|  |  |

<table>
<thead>
<tr>
<th>Telephone Numbers</th>
<th>Evening</th>
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</thead>
<tbody>
<tr>
<td>Mobile</td>
<td>Email</td>
</tr>
<tr>
<td>Date of birth</td>
<td>Day     Mo Year Place of birth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
<th>School/College/University/Other</th>
<th>Degree obtained</th>
<th>Dates (from-to)</th>
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<tbody>
<tr>
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</table>
### Training

<table>
<thead>
<tr>
<th>Training attended/Technical skills acquired</th>
<th>Place</th>
<th>Dates (from-to)</th>
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</table>

### Employment History

<table>
<thead>
<tr>
<th>Employer</th>
<th>Position</th>
<th>Dates (from – to)</th>
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<tbody>
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### Membership of Professional Associations

<table>
<thead>
<tr>
<th>Professional body</th>
<th>Level of membership</th>
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### Fields of Interest

- 
- 
- 

### Publications and Patents (please list only (do not attach copies))

- 
- 
- 

### Presentations

- 
- 
- 

### Grants / Awards

- 
- 
- 

**STDF Capacity Building Grant – 2012**
14. Appendices and Endorsement Letters (Scan):
- Annex 1: Budget format.
- Annex 2: Curriculum vitae (CV) of research team members (maximum 4 additional CVs only); each CV form should not exceed 4 pages.
- Annex 4: Endorsement letter by the head of the institution or organization.

All submitted documents must be signed and stamped by the institution