



**STDF Capacity Building Grants
Call for Proposals
and
Guide for Applicants**

**SCIENCE AND TECHNOLOGY
DEVELOPMENT FUND**

www.stdf.org.eg

Deadline for Application: 31st of March, 2010

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I. Introduction

According to the Presidential decree number 218/2007, under which the Science and Technology Development Fund (STDF) was founded, 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. The STDF vision is to act as a leverage mechanism or a tool of change for the improvement of the life of Egyptians. Its mission is to generate a critical mass of human, logistic and infrastructure resources that are needed for a complete cycle of innovation. Consequently, the STDF specific objectives are to fund S&T activities; support the complete cycle of innovation; disseminate information on S&T; and monitor S&T system through the development and monitoring of S&T indicators. STDF should achieve its objectives through a properly developed working plan within the context of the national strategy set by the Higher Council for Science and Technology (HCST).

II. Remarks for All STDF Grant Schemes

These remarks apply for ALL STDF Grants

- All proposals must be uploaded to the STDF website, proposals submitted by e-mail or sent as hard copies will not be considered.
- Please download the STDF guide for proposals for the exact format and requirements.
- No project should be submitted simultaneously in more than one grant scheme.
- 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 and 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 apply for all relevant cases.
- All proposals MUST be in English Language, Arabic is allowed only for proposals in the field of Humanities.
- Equipment purchased using STDF funds MUST be available to all researchers funded by STDF.

III. Aim and Scope of Capacity Building Grants (CBG)

CBG serve to provide and maintain scientific and engineering instruments for research and research training in Egyptian institutions of higher education, science centers, private sector and non-profit organizations. Development and acquisition of research instrumentation for inter- and/or intra-organization use are encouraged, as are development efforts that leverage the strengths of the private sector and industry. The CBG is further classified into 2 funding categories; Category A: Instrument Development and Acquisition (IDA) and Category B: Instrument Maintenance (IM).

III.A Category A: Instrument Development and Acquisition (IDA)

IDA aims to facilitate scientific and engineering R&D through the acquisition or development of research instrumentation. It assists with the acquisition or development of research instrumentation that, in general, is too costly and/or not appropriate for support through other STDF Grant schemes. For the purposes of the CBG; Category A, proposals must be for either acquisition, or development (fabricated equipment) of equipment. Instruments are expected to be operational for regular research and development use by the end of the award period. Investigators may seek support for instrument development or for acquisition of a single instrument, a large system of instruments, or multiple instruments that share a common or specific research focus.



III.A.1 Scope and Objectives

The primary purpose of IDA is to facilitate scientific and engineering research and development through the acquisition or development of research instrumentation.

Proposals should conform to one or more of the following goals:

- Supporting the acquisition of major state-of-the-art instrumentation, thereby improving access to, and increased use of, modern research and research training instrumentation by scientists; engineers; graduate and undergraduate students;
- Fostering the development of the next generation of instrumentation, resulting in new instruments that are more widely used, and/or open up new areas of research and research training;
- Enabling academic departments, disciplinary and cross-disciplinary units, and collaborations to create well-equipped research environments;
- Supporting the acquisition and development of instrumentation that contributes to, or takes advantage of, existing investments, while avoiding duplication of services already provisioned by STDF investments; and
- Promoting substantive and meaningful partnerships between the academic and private sectors. Such partnerships have the potential to build capacity and grow industry sectors with the help of academia in leading research, training, and development efforts.

a. Instrument Acquisition

The academic research enterprise relies on the availability of modern instrumentation, much of which can be acquired with little/no modification from existing sources. CBG acquisition proposals are characterized by a demonstrated need for the purchase of existing equipment. This grant is directed towards institutions not individual researchers.

b. Instrument Development

Instrument Development proposals are characterized by a demonstrated need for upgraded instruments that can provide enhanced or potentially transformative use and performance, open up new areas of research and research training, and/or have potential as commercial products. "Performance" may include accuracy, reliability, resolving power, throughput speed, sample capacity, flexibility of operation, breadth of application, user-friendliness, and/or new types of measurement or information gathering. Instrument Development proposals must describe the added performance of the new instrument and the expected impact on the broader research community. IDA Program does not consider the acquisition of individual pieces of equipment simply combined in a new system, the mere purchase of an upgrade, or the development of enabling technologies, devices or products to constitute instrument development.

III.A.2 Rules and Procedures

Individuals funded by STDF should be granted access to those equipment purchased by STDF funds in all institutions nationwide.

a. Eligibility Criteria

In order to be eligible for IDA grants; the following conditions should be met:

- Proposals should be submitted by a higher education, not for profit institutions, or Private Sector; and
- The Entity should be registered in Egypt.

b. Application procedures

Applications for this grant is done on the basis of a single phase of application in one form (please see guide for STDF proposals for more details).

c. Proposal Application Form

Contents:

- Cover Page
- Abstract (English & Arabic)
- Introduction
- Background
- Wider Objectives (Goals)
- Project partners
- Facilities and Equipments available
- Required Equipment and justification for their need
- Relevance of the project to the national priority areas identified by HCST
- Relevance of the project to an institutional clear long term research plan
- Budget Justification
- Expected Impact on the scientific community of possessing the required equipment
- Other stakeholders who might benefit from the required equipment
- References
- Appendices (any additional documents).
 - Letter from departments justifying the needs
 - Letter from Faculty indicating no duplication
- Annexes
 - Annex 1: Budget format
 - Annex 2: Curriculum Vitae (PI & all research team members), Valid only for instrument development

- Annex 3: Logical Framework Matrix (LFM)*, Valid only for instrument development
- Annex 4: GANTT chart.*

d. Evaluation criteria

The following criteria will be used to evaluate the proposals on a competitive basis.

- Relevance of the project to the national priority areas identified by HCST, those areas are:
 - Energy, renewable in particular
 - Water
 - Health
 - Food and Agriculture
 - Space Sciences
 - ICT
 - Humanities
- Relevance of the project to an institutional clear long term research plan that aligns with the national strategies and priorities set by HCST.
- Expected Impact on the scientific community.
- Ease of access to the acquired/ developed equipment by other stakeholders.

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.

* LFM & GANTT Chart are uploaded in separate files

e. 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 checked by STDF staff before the evaluation begins.
- Proposals which do not fulfill the eligibility criteria will not be evaluated.
- Proposals which are not in alignment with the Guide for STDF proposals available at the website will be considered ineligible.

f. Budget Information

Maximum budget for Instrument Acquisition is L.E. 5 million per project and L.E. 10 million per project for Instrument Development

g. Budget Estimation

Upon the approval of STDF, grants will be awarded to the accepted projects.

Grant applications must include a detailed estimated budget in which all expenditures are given in Egyptian Pounds (see guide for STDF proposals, Annex 1).

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.

Funding of selected proposals under this call is subject to availability of appropriate funds.

h. Payment procedures

When a project is approved by STDF, a contract agreement will be signed between STDF, and the awarded institution .



For Instrument Acquisition, 100% of the required budget will be paid in advance.

For Instrument Development, 50% of the budget will be paid in advance. The remaining 50% will be disbursed at the mid of the project duration.

- ***Eligible costs:***

- **Instrument Acquisition**

- Cost of equipment
 - Cost of shipping and handling
 - Applicable taxes and customs
 - Technical Support and training
 - Minor facilities upgrade necessary for new equipment (wiring, ventilation, etc.)

- **Instrument Development**

- Cost of parts and sub-equipment
 - Cost of labor for fabrication
 - Cost of shipping and handling
 - Applicable taxes and customs
 - Minor facilities upgrade necessary for new equipment (wiring, ventilation, etc.)

- ***Indirect Cost:*** Indirect costs are not allowed.

i. Duration and Terms of Award

The award period is one year for acquisition of equipment and two years for equipment development. By the end of the period, all equipment should be installed in place and operational for normal research and development.

j. Follow Up

• Instrument Acquisition

- Technical Reports

One final report should be submitted at the end of the project. The report should include the following:

- Structure of project management.
- Efficiency and performance of the purchased equipment
- Obstacles and challenges faced the research
- Alignment of project activities and progress with the original proposal
- Brief financial report

- Financial Reports

A quarterly financial report is requested. The report must be signed and stamped from the host Institution. Copies of expenditure vouchers must be attached.

• Instrument Development

- Technical Reports

A 6 month report, an annual report(s), and a final report are required throughout the whole period of the Project.

- 6 month report

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

- Structure of project management.
- Obstacles and challenges faced the project
- Alignment of project activities and progress with the original proposal.

- Annual report

Submitted at the end of the first year from the official start of the project, and includes the following items:

- Scientific achievements till the date of the report submission;
- Alignment with the original plan;
- Obstacles and challenges faced the project
- Expected rate of achievements for the next year
- Brief financial expenditure

- Final report

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

- Detailed scientific achievements during the whole period of the project;
- Alignment with the objectives mentioned in the original proposal;
- Efficiency and performance of developed equipment;
- Detailed financial report on the activities and expenditures of the project;
- Future steps

- GANTT chart

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

- Financial Reports

A quarterly financial report is requested. The report must be signed and stamped from the host Institution. Copies of expenditure vouchers must be attached.



III.A.3 Intellectual Property Rights

In case of Instrumentation Development, STDF IPR rules and regulations, available at STDF website, will be applied. An IPR agreement among the individuals of a research team must be developed, signed and submitted to STDF as part of the application.

III.B Category B: Instrument Maintenance

IM aims to assist in enhancing existing research infrastructure through the maintenance of equipment acquired by research institutions and private sector nationwide. For the purposes of the CBG Category B, proposals must be for maintenance of existing equipment provided that they are maintained by their original manufactures. Instruments are expected to be operational for regular research and development use by the end of the award period.

III.B.1 Scope and Objectives

IM assists in the maintenance of major research instrumentation that is, in general, too costly or not appropriate for support through other STDF grant schemes. Proposals to IM, should conform to one or more of its goals:

- Supporting the maintenance of existing equipment in order to enhance research infrastructure;
- Enabling academic departments, disciplinary and cross-disciplinary units, and collaborations to create well-equipped research environments; and
- Supporting the maintenance of instrumentation that contributes to, or takes advantage of, existing investments, while avoiding duplication of services already provisioned by STDF investments.

The academic research enterprise relies on the availability of well maintained research infrastructure. CBG maintenance proposals are characterized by a demonstrated need for maintaining existing instruments in all research institutions nationwide.

III.B.2 Rules and Procedures

a. Eligibility Criteria

In order to be eligible for IM grant; the following conditions should be met:

- Proposals should be submitted by a higher education, not for profit institutions, or Private Sector;
- The Entity should be registered in Egypt ; and
- Equipment should be maintained by their original manufacturer or one of their agents.

b. Application procedures

Application for this grant is done on the basis of a single phase of application in one form (please see the application template for more details).

c. Proposal Application Form

Contents:

- Cover Page
- Abstract (English & Arabic)
- Introduction
- Background
- Wider Objectives (Goals)
- Project partners
- Facilities and Equipments available
- Status of the equipment to be maintained and required maintenance
- Relevance of the project to the national priority areas identified by HCST
- Relevance of the project to an institutional clear long term research plan
- Budget Justification
- Expected Impact of equipment maintenance
- References

- Appendices (any additional documents).
- Annexes
 - Annex 1: Budget format.
 - Annex 2: GANTT chart.

d. Evaluation criteria

The following criteria will be used to evaluate the proposals competitiveness.

- Relevance of the project to the national priority areas identified by HCST, those areas are:
 - Energy, renewable in particular
 - Water
 - Health
 - Food and Agriculture
 - Space Sciences
 - ICT
 - Humanities
- Relevance of the project to an institutional clear long term research plan that aligns with the national strategies and priorities set by HCST.
- Expected Impact on the scientific community.
- Ease of access to the maintained equipment to other stakeholders.

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.

e. 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 checked by STDF staff before the evaluation begins.
- Proposals which do not fulfill the eligibility criteria will not be evaluated.
- Proposals which are not in alignment with the Guide for STDF proposals available at the website will be considered ineligible.

f. Budget Information

To provide a balanced instrumentation award portfolio at diverse organizations, across varied research topics, and that serves to train and support a broadly inclusive science and engineering workforce across the entire nation, the CBG IM grant scheme requires that an organization may be granted up to 15% of the initial cost of equipment to be maintained per year (with a maximum of L.E. 5,000,000). Investigators may seek support for instrument maintenance of a single instrument, a large system of instruments, or multiple instruments that share a common or specific research focus.

g. Budget Estimation

Upon the approval of STDF, a maximum grant of L.E. 5,000,000 will be awarded to the accepted project in order to cover all costs required to accomplish the project during a nominal period of one year. Grant applications must include a detailed estimated budget in which all expenditures are given in Egyptian Pounds, Pounds (see guide for STDF proposals, Annex 1).

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. Funding of selected proposals under this call is subject to availability of appropriate funds.

h. Payment procedures

When a project is approved by STDF, a contract agreement will be signed between STDF, the applicant host institution and the applicant. 100% of the required budget will be paid in advance.

- ***Eligible costs:***

- Cost of spare parts
- Cost of labor for maintenance
- Cost of shipping and handling
- Applicable taxes and customs

- ***Indirect Cost:*** Indirect costs are not allowed.

i. Duration and Terms of the Award

The award period is one year. By the end of the period, all equipment should be installed in place and operational for normal research and development.

j. Follow Up

- ***Technical Reports***

One final report should be submitted at the end of the project. The report should include the following:

- Structure of project management.
- Efficiency and performance of maintained equipment.
- Obstacles and challenges faced the project
- Alignment of project activities and progress with the original proposal.
- Brief financial report



- ***Financial Reports***

A quarterly financial report is requested. The report must be signed and stamped from the host Institution. Copies of expenditure vouchers must be attached.