

# Science and Technology Development Fund

[www.stdf.org.eg](http://www.stdf.org.eg)

## Guide for Applicants

### **About this Guide**

This is version number **1** 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 and the changes will be indicated in a similar box.

*Please note: This Guide is based on the rules and conditions directed by The Science & Technology Development Fund established by the presidential decree No. 218 for 2007.*

*The Guide does not in itself have legal value, and thus does not supersede the rules and regulations adopted by the Science & Technology Development Fund.*

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# I. Introduction

In 2006, The Egyptian State Ministry 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.

In the course of the year 2007, the output of that exercise was a complete restructuring of the S&T governance and management model in Egypt (Figure 1), including the creation of The Higher Council for Science and Technology (HCST), and The Science and Technology Development Fund (STDF).

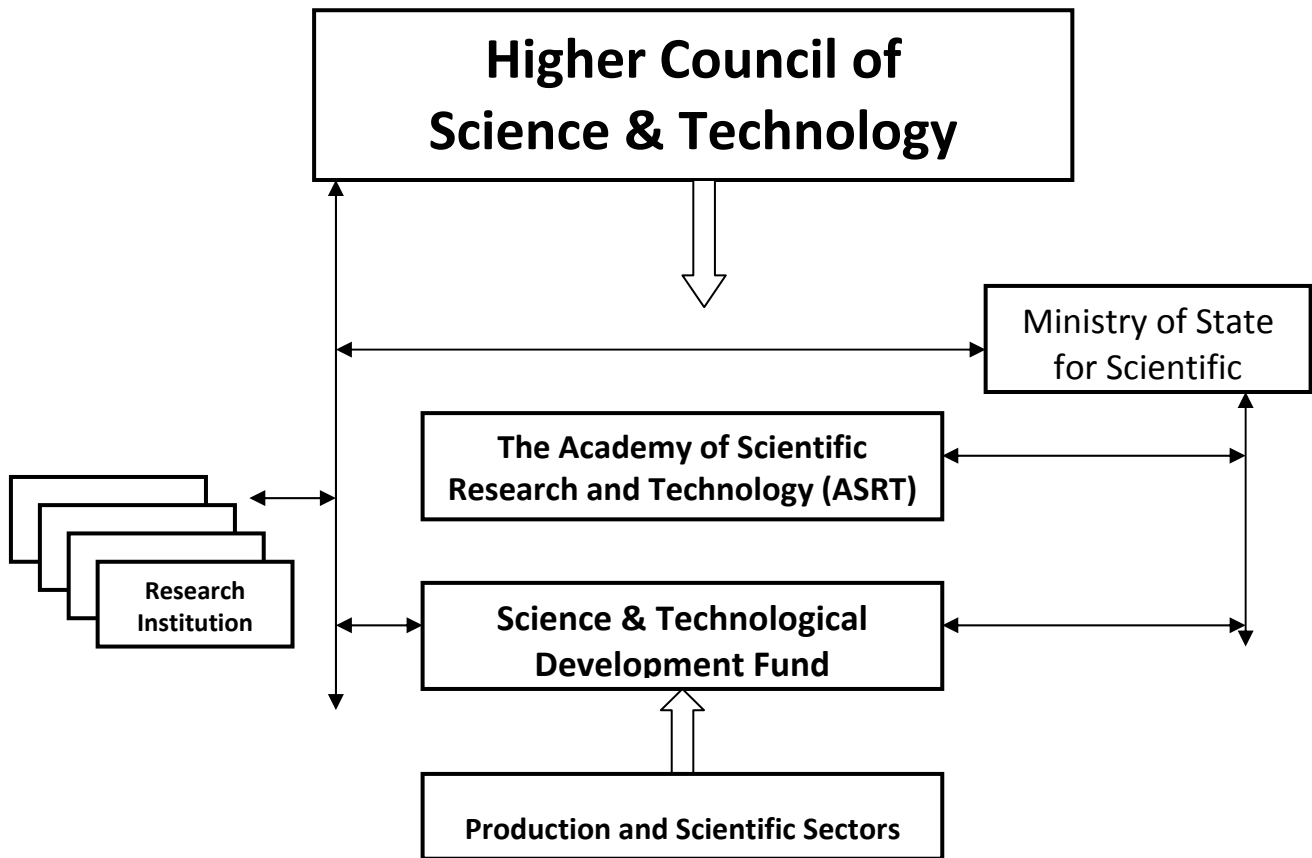


Figure 1. New S&T Governance and Management Model in Egypt

While the mandate of the HCST (according to the Presidential Decree number 217-2007) are to strategically plan for the usage of scientific research in society development, plan for a strategic research plan for Egypt, and to endorse laws supporting such plans, the STDF (according to the Presidential decree number 218-2007) has mainly the mandate of funding scientific research and technological development, as well as supporting the complete cycle of technology (Figure 2).

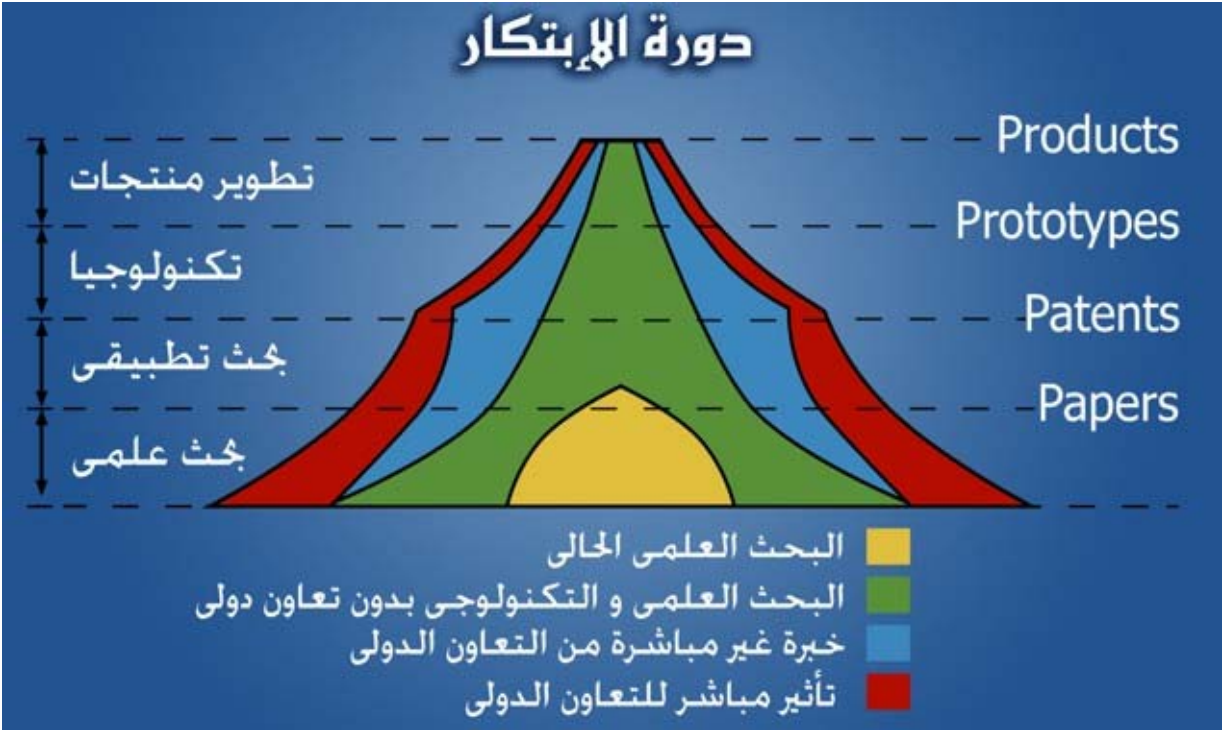


Figure 2. The complete Cycle of Innovation

In this legal context, the STDF had developed an action plan for the enhancement of S&T in Egypt that includes the development of funding mechanisms for projects through competitive call for proposals for various sectors of science and technology.

The current Guide for Applicants includes the following Mechanisms:

- Reintegration Grants.
- Young Research Grants.
- Basic and Applied Research Grants.

In the following sections those mechanisms will be thoroughly explained and demonstrated

## II. Re-integration Grants

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*Reintegration grants are directed towards Young Egyptian Researchers who have obtained their PhD degree from one of the reputable universities or research centers and are willing to return to continue their Research career in Egypt. It is a three years fund that would allow the Researcher to be “re-integrated” in the Egyptian S&T community.*

### Eligibility Criteria

In order to apply for this grant, it is required that a Principal Investigator (returning researcher) satisfies the following criteria:

- a. Age is 35 years old or younger at the date of proposal submission.
- b. Obtaining a PhD degree within the past five years before the date of the proposal submission.
- c. Holding a PhD certificate from one of the top 250 ranked universities according to Shanghai Ranking for 2007 (<http://ed.sjtu.edu.cn/ranking.htm>. a downloadable version of the ranking is available at the stdf website at the following link: [www.stdf.org.eg/ranking2007.pdf](http://www.stdf.org.eg/ranking2007.pdf)).

This grant provides up to 750,000 Egyptian Pounds over three years and covers the following costs:

- Principal Investigator & proposed staff salary.
- Cost of Travel.

### Proposal Application Form

Submission of Project proposals should be done through the official website of the STDF (requires registration to the site); any proposal that arrive to the STDF by any other means will be considered ineligible.

The proposals submitted should be in English, Arabic is only allowed for proposals concerning Humanities. The proposal should be submitted using the template for proposals available on the STDF website. The template includes the following sections:

- Abstract.
- Introduction.
- Background.
- Objectives.
- Statement of Proposed Research.
- Facilities and Equipment.
- Methods & Procedures.
- Budget.
- References.
- Appendices (Any additional documents).
- Curriculum Vitae.

## Evaluation criteria

Generally speaking, Projects will be granted 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 either on industry or research.

The evaluation of proposals is carried out by the STDF with the assistance of national/international independent experts.

The STDF staff ensures that the process is fair, and in line with the principles approved by the Board of Directors.

Independent experts performing technical evaluation are expected to be acting on their own will be independent, impartial and objective.

## Evaluation criteria applied to proposals

- S&T Quality (scientific and/or technological excellence).
- Applicability (quality and efficiency of implementation and management).
- Impact (potential impact on economy and society).

## Before the evaluation

- On receipt by the STDF, proposals are registered and 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 included in the evaluation.

## Budget Estimation

Acceptance of an application by the STDF constitutes an undertaking to award a maximum grant of L.E. 750,000 (Seven Hundred and Fifty Thousands Egyptian Pounds) in order to cover all costs inherited by the project during a nominal period of 3 years.

Grant applications must include a detailed estimated budget in which all prices are given in Egyptian Pounds.

## Payment procedures

In the event of definitive approval by the STDF, a financial agreement, drawn up in Egyptian Pound and detailing the conditions, will be drafted and signed between the STDF and the applicant's Egyptian host institution.

A pre-financing payment will be transferred to the applicant to provide the project with a cash flow.

A second payment will be made upon reception of a request for payment and a follow-up report (as described in the follow-up section).

The STDF will establish the amount of the final payment to be made to the applicant on the basis of the final report of implementation (as described in the follow-up section).

The percentages of the payments depend on the proposed work.

## Eligible costs

The eligible direct costs for the research are the costs identifiable as specific costs directly linked to the performance of the research and which can therefore be booked to it directly.

This guide contains a table of indicative budget for the grant. Although figures shown are not definite and could be changed according to the specific requirement of the PI, but it is advisable to try as much as possible to stick to such proposed budget lines and amounts.

No overheads are allowed in this grant.

No equipment purchases are allowed in this grant.

For the purposes of calculations, the following conditions apply:

### The cost of staff

The indicative budget table shows the maximum allocated budget for the PI and the non PhD holders.

### The cost of travel

Travel costs are calculated upon the receipt of the actual costs of travel (plane ticket receipt, train tickets, etc.) while the costs of stay are calculated upon a flat per diem rate according to the STDF rules.

Nevertheless, the following rules apply:

- For the PI, the period of a single travel must not exceed 10 days.
- For the non PhD holders, the period of a single travel must not exceed 30 days.

**Table 1. Indicative Budget, Reintegration Grants**

Category	Year1	Year2	Year3
PI salary per month	9,000.0 EGP	10,000.0 EGP	11,000.0 EGP
Staff salary Per Month	4,000.0 EGP	5,000.0 EGP	6,000.0 EGP

Category	Suggested
Publications	6,000 EGP
Travels	165,000 EGP
Running Costs	39,000 EGP

## Follow Up

Four reports are requested throughout the whole period of the research grant / project:

### Beginning of Project Report

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

- Structure of project management.
- Alignment of project activities and advancements with the original proposal.

### Mid Term Report

Submitted after 18 months of the official start of the project, and includes the following items:

- Scientific achievements during the first 18 months of the project aligned with the objectives stated in the proposal.
- A report on financial expenditures during the first 18 months of the project.
- A more detailed budget plan for the remaining 18 months.
- Expected rate of achievements for the next 18 months of the project

### Near End of Term Report

Submitted after 30 months of the official start of the project and reporting on the:

- Scientific Achievements.
- Challenges and Obstacles.

### Final report

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

- Detailed financial reporting on the activities and expenditures of the project.
- Detailed scientific achievements during the whole period of the project.
- Proposed Future Research.

## Reports Evaluation

All submitted reports are evaluated by the STDF management and a feed back is sent to the project's PI for further feedback and follow up.

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

At the event of receiving a follow-up report not accepted by the evaluators, the STDF has the authority to impose additional follow-up reports or to cancel the contract at all.

# III. Young Researcher Grant

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*Research Grants are directed towards Young Researchers working in Egypt and willing to restart or continue a Research career in Egypt. It is a three years fund that would allow the researcher to be funded for his/her excellent research conducted 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 who satisfies the following criteria:
  - a. Aging less than 40 years old at the date of proposal submission.
  - b. Obtaining a PhD degree within the past ten years before the date of the proposal submission.
  - c. Publishing at least two papers in any of the most cited journals/periodicals in his/her field within the past three years.
2. At least two other non PhD holders

This grant provides up to 500,000 Egyptian Pounds over three years and covers the following costs:

- Principal Investigator & proposed staff salary.
- Cost of Travel.

## Proposal Application Form

Submission of Project proposals should be done through the official website of the STDF (requires registration to the site); any proposal that arrive to the STDF by any other means will be considered ineligible.

The proposals submitted should be in English, Arabic is only allowed for proposals concerning Humanities. The proposal should be submitted using the template for proposals available on the STDF website. The template includes the following sections:

- Abstract.
- Introduction.
- Background.
- Objectives.
- Statement of Proposed Research.
- Facilities and Equipment.
- Methods & Procedures.
- Budget.
- References.
- Appendices (Any additional documents).
- Curriculum Vitae.

## Evaluation criteria

Generally speaking, Projects will be granted 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 either on industry or research.

The evaluation of proposals is carried out by the STDF with the assistance of national/international independent experts.

The STDF staff ensures that the process is fair, and in line with the principles approved by the Board of Directors.

Independent experts performing technical evaluation are expected to be acting on their own will be independent, impartial and objective.

## Evaluation criteria applied to proposals

- S&T Quality (scientific and/or technological excellence).
- Applicability (quality and efficiency of implementation and management).
- Impact (potential impact on economy and society).

## Before the evaluation

- On receipt by the STDF, proposals are registered and 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 included in the evaluation.

## Budget Estimation

Acceptance of an application by the STDF constitutes an undertaking to award a maximum grant of 500,000 (Five Hundred Thousand Egyptian Pounds) in order to cover all costs inherited by the project during a nominal period of 3 years.

Grant applications must include a detailed estimated budget in which all prices are given in Egyptian Pounds.

## Payment procedures

In the event of definitive approval by the STDF, a financial agreement, drawn up in Egyptian Pound and detailing the conditions, will be drafted and signed between the STDF and the applicant's Egyptian host institution.

A pre-financing payment will be transferred to the applicant to provide the project with a cash flow.

A second pre-financing payment will be made upon reception of a request for payment and a follow-up report (as described in the follow-up section).

The STDF will establish the amount of the final payment to be made to the applicant on the basis of the final report of implementation (as described in the follow-up section).

The percentages of the payments depend on the proposed work.

## Eligible costs

The eligible direct costs for the research are the costs identifiable as specific costs directly linked to the performance of the research and which can therefore be booked to it directly.

This guide contains a table of indicative budget for the grant. Although figures shown are not definite and could be changed according to the specific requirement of the PI, but it is advisable to try as much as possible to stick to such proposed budget lines and amounts.

No overheads allowed for this grant.

No equipment purchases are allowed in this grant.

For the purposes of calculations, the following conditions apply:

### The cost of staff

The indicative budget table shows the maximum allocated budget for the PI and the non PhD holders.

### The cost of Travel

Travel costs are calculated upon the receipt of the actual costs of travel (plane ticket receipt, train tickets, etc.) while the costs of stay are calculated upon a flat per diem rate according to the STDF rules.

Nevertheless, the following rules apply:

- For the PI, the period of a single travel must not exceed 10 days.
- For the non PhD holders, the period of a single travel must not exceed 30 days.

**Table 2. Indicative Budget, Young Research Grants**

<b>Category</b>	<b>Year1</b>	<b>Year2</b>	<b>Year3</b>
PI salary per month	EGP 7,500.0	EGP 8,500.0	EGP 9,500.0
Staff salary Per Month	EGP 2,000.0	EGP 2,500.0	EGP 3,000.0

<b>Category</b>	<b>Suggested</b>
Publications	EGP 7,000
Running Cost	EGP 27,000
Travels	EGP 70,000

## Follow Up

Four reports are requested throughout the whole period of the research grant / project:

### Beginning of Project Report

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

- Structure of project management.
- Alignment of project activities and advancements with the original proposal.

### Mid Term Report

Submitted after 18 months of the official start of the project, and includes the following items:

- Scientific achievements during the first 18 months of the project aligned with the objectives stated in the proposal.
- A report on financial expenditures during the first 18 months of the project.
- A more detailed budget plan for the remaining 18 months.
- Expected rate of achievements for the next 18 months of the project

### Near End of Term Report

Submitted after 30 months of the official start of the project and reporting on the:

- Scientific Achievements.
- Challenges and Obstacles.

### Final report

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

- Detailed financial reporting on the activities and expenditures of the project.
- Detailed scientific achievements during the whole period of the project.
- Proposed Future Research.

## Reports Evaluation

All submitted reports are evaluated by the STDF management and a feed back is sent to the project's PI for further feedback and follow up.

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

At the event of receiving a follow-up report not accepted by the evaluators, the STDF has the authority to impose additional follow-up reports or to cancel the contract at all.

# IV. Basic and Applied Research grants

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*Basic and Applied Research Grants are directed towards any researcher/group of researcher at all ages and all disciplines whom are willing to participate in an innovative competitive research in Egypt. It is a two years fund that would allow the researcher(s) to work on the re settlement of excellent research in Egypt*

## Eligibility Criteria

Any researcher or group of researchers working in Egypt

This grant provides up to 1,000,000 Egyptian Pounds over three years and covers the following costs:

- Principal Investigator & proposed staff salary.
- Cost of Travel.
- Equipment costs
- Other Direct costs
- Limited Indirect costs

## Proposal Application Form

Submission of Project proposals should be done through the official website of the STDF (requires registration to the site); any proposal that arrive to the STDF by any other means will be considered ineligible.

The proposals submitted should be in English, Arabic is only allowed for proposals concerning Humanities. The proposal should be submitted using the template for proposals available on the STDF website. The template includes the following sections:

- Abstract.
- Introduction.
- Background.
- Objectives.
- Statement of Proposed Research.
- Facilities and Equipment.
- Methods & Procedures.
- Budget.
- References.
- Appendices (Any additional documents).
- Curriculum Vitae.

## Evaluation criteria

Generally speaking, Projects will be granted 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 either on industry or research.

The evaluation of proposals is carried out by the STDF with the assistance of national/international independent experts.

The STDF staff ensures that the process is fair, and in line with the principles approved by the Board of Directors.

Independent experts performing technical evaluation are expected to be acting on their own will be independent, impartial and objective.

## Evaluation criteria applied to proposals

- S&T QUALITY (scientific and/or technological excellence).
- Applicability (quality and efficiency of implementation and management).
- Impact (potential impact on economy and society).

## Before the evaluation

- On receipt by the STDF, proposals are registered and 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 included in the evaluation.

## Budget Estimation

Acceptance of an application by the STDF constitutes an undertaking to award a maximum grant of 1,000,000 (One Million Egyptian Pounds) in order to cover all costs inherited by the project during a nominal period of 2 years.

Grant applications must include a detailed estimated budget in which all prices are given in Egyptian Pounds.

## Payment procedures

In the event of definitive approval by the STDF, a financial agreement, drawn up in Egyptian Pound and detailing the conditions, will be drafted and signed between the STDF and the applicant's Egyptian host institution.

A pre-financing payment will be transferred to the applicant to provide the project with a cash flow.

A second pre-financing payment will be made upon reception of a request for payment and a follow-up report (as described in the follow-up section).

The STDF will establish the amount of the final payment to be made to the applicant on the basis of the final report of implementation (as described in the follow-up section).

The percentages of the payments depend on the proposed work.

## Eligible costs

The eligible direct costs for the research are the costs identifiable as specific costs directly linked to the performance of the research and which can therefore be booked to it directly.

This guide contains a table of indicative budget for the grant. Although figures shown are not definite and could be changed according to the specific requirement of the PI, but it is advisable to try as much as possible to stick to such proposed budget lines and amounts.

For the purposes of calculations, the following conditions apply:

### The cost of staff

The indicative budget table shows the maximum allocated budget for the PI and the non PhD holders.

### The cost of travel

Travel costs are calculated upon the receipt of the actual costs of travel (plane ticket receipt, train tickets, etc.) while the costs of stay are calculated upon a flat per diem rate according to the STDF rules.

Nevertheless, the following rules apply:

- For the PI, the period of a single travel mustn't exceed 10 days.
- For the non PhD holders, the period of a single travel mustn't exceed 30 days.

### The cost of equipment

The indicative budget table shows the maximum allocated budget for the purchase of equipment directly related to the research project. The indicated amount could be utilized for the purchase or lease of the equipment needed to carry out the proposed research activities.

**Table 3. Indicative Budget, Basic and Applied research Grants**

<b>Category</b>	<b>Year1</b>	<b>Year2</b>
PI salary per month	9,500.0 EGP	10,500.0 EGP
Researcher "A" salary per month	7,500.0 EGP	8,500.0 EGP
Researcher "B" salary per month	2,000.0 EGP	2,500.0 EGP

<b>Category</b>	<b>Suggested</b>
Travels	100,000 EGP
Publications	4,000 EGP
Research equipment (Purchase or Lease), including running costs	250,000 EGP
Indirect Costs	20% of the total direct cost excluding the equipment cost

## Follow Up

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

### Beginning of Project Report

Submitted after maximum 3 months of the official start of the project, and includes the following items:

- Structure of project management.
- Alignment of project activities and advancements with the original proposal.

### Mid Term Report

Submitted after a period of maximum 12 months of the official start of the project, and includes the following items:

- Scientific achievements during the first 12 months of the project.
- A report on financial expenditures during the first 12 months of the project.
- A more detailed budget plan for the remaining 12 months.
- Expected rate of achievements for the next 12 months of the project

### Near End of Term Report

Submitted after a maximum 20 months of the official start of the project, reporting on the:

- Scientific Achievements.
- Challenges and Obstacles.

### Final report

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

- Detailed financial reporting on the activities and expenditures of the project.
- Detailed scientific achievements during the whole period of the project.
- Proposed Future Research.

## Reports Evaluation

All submitted reports are evaluated by the STDF management and a feed back is sent to the project's PI for further feedback and follow up.

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

At the event of receiving a follow-up report not accepted by the evaluators, the STDF has the authority to impose additional follow-up reports or to cancel the contract at all.