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**Proposal Application Form**

**Cover page**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of the Project: |  | | |
| Name of Applicant (PI): |  | | |
| Specialty: |  | | |
| Affiliation: |  | | |
| Requested Budget: |  | **Duration:** |  |
| Date of Submission: |  | | |
| Post graduate studies Type: | MSc  (Budget up to 250,000) | | PhD  (Budget up to 350,000) |

**Project Area:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BASIC SCIENCES |  | | ICT |  |
| mathematics | |  | **Nanotechnology** |  |
| Physics | |  | **Space and Remote Sensing** |  |
| Aquaculture | |  | **Textiles** |  |
| Biochemistry | |  | **Transportation and Traffic** |  |
| Biology | |  | **Urban Planning** |  |
| Chemistry | |  | **Water** |  |
| Geology | |  | **MEDICAL SCIENCES** |  |
| Microbiology | |  | **Medicine and Therapy** |  |
| Mineral Resources | |  | **Pharmaceuticals** |  |
| ENGINEERING SCIENCES | |  | **AGRICULTURE** |  |
| Water Desalination | |  | **Agriculture** |  |
| Electronics | |  | **Biotechnology** |  |
| Energy (including Renewable) | |  | **Fisheries** |  |
| Engineering | |  | **Food** |  |
| Environmental Sciences | |  | **Veterinary Medicine** |  |

***Keywords:***

|  |  |  |
| --- | --- | --- |
| Approvals: | Principal Investigator  Name:  Signature:  Date: | Host Institution  Institution President Name:  Signature:  Date:  Stamp: |
| Date of Submission | |  |

**Research Team Information Table**

*Please fill out the requested data (in English) about the PI (MSc/ PhD student) and the Academic supervisor.*

|  |  |  |
| --- | --- | --- |
| Requested Data | Principle Investigator  (MSc/ PhD Student) | Academic Supervisor |
| Name in English |  |  |
| Name in Arabic |  |  |
| National ID No. (الرقم القومى) |  |  |
| University / Institute In English |  |  |
| Specialty |  |  |
| Post graduate type |  |  |
| Date of finishing the preparatory phase |  |  |
| % of time spent on project |  |  |
| Number of other projects and their IDs (if any) |  |  |
| Total % of time spent on other projects (if any) |  |  |
| Signature |  |  |

**CV of the PI**

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

**CV of the Academic Supervisor**

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

**The Research Proposal**

1. **English Abstract (one page maximum)**

*Describe the proposed research work in 6 to 12 lines.*

1. **Arabic Abstract (one page maximum)**

*Describe the proposed research work in 6 to 12 lines (in Arabic).*

1. **Introduction/Background (two pages maximum)**

This section of the proposal shall include previous and current work done in the area (state of the art). It shall be briefly presented and supported by the relevant references, in a way to help clarify the position of the proposal within the overall context nationally and internationally, and hence identify the added value of the proposal. Naturally, any relevant previous work (research, achievements, …) which have been conducted by one or more in the team shall be mentioned in this section.

1. **Objectives (one page maximum)**

*List your project’s wider and specific objectives, avoiding the use of redundant or vague statements.* ***Link the project activities and objectives to the MSc/PhD thesis and to Egypt vision 2030.***

1. **Research Approach and Methodology (nine pages maximum)**

*Summarize your Methodology into a list of clear steps. Describe how your project will be implemented and how the project’s objectives will be achieved.*

1. **Expected Project Outcomes (two pages maximum)**

*List your expected project’s outputs and deliverables****. It should include*** *(****Publications in highly ranked International journals and MSc/PhD theses****) and any other specific, clear, and measurable outputs)*

1. **Budget Justification (two pages maximum)**

*Justify each of the budget items that are listed in the budget table, (e.g. Facilities, software and* equipment needed, *travel costs, conference participation,* publications and related activities*, other costs, … etc. Give more detailed information about these listed items, and explain how their total costs were calculated.*

1. **Endorsement Letter**

*An endorsement letter should be submitted by PI’s research institution (scanned copy of the letter signed and stamped by the legal representative – President - of the PI's institution). The letter will state the “project title, MSc/PhD title, the name, ID, Post graduate study type (MSc /PhD), Department, Faculty” of the PI in charge of the proposal, that the PI is not participating in any other project, and the project idea was not funded or submitted to another funding agency (national or international), or otherwise declare, and that the institution approves the project.*

1. **Key References (one page maximum)**

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

1. **Approved Research Plan:**

*A scanned copy of the Approved research plan should be submitted.*

|  |  |  |  |
| --- | --- | --- | --- |
| **11. Budget Table: please fill in a separate table for each year of the project** *(2-3 pages, depending on the project duration)* | | | |
| **Eligible costs** | **Breakdown** | | **Total**  **(L.E.)** |
| 1. **Equipment**   **(It should not exceed 35% of the total budget)** | **A separate breakdown is required** | |  |
| **(B) Expendable Supplies & Materials**  **(It should not exceed 45% of the total budget)** | Stationery | |  |
| Miscellaneous Laboratory supplies (chemicals, kits, glassware, … etc.) | |  |
| **Total expendable supplies & materials** | |  |
| **(C) Travel\***  **(Total cost of travel should not exceed 15% of the total budget)** | **International** | Air tickets |  |
| Per Diem (governmental regulations apply to allowed per diem) |  |
| **Domestic (only for field work)** | Transportation (Bus/train tickets, public transportation, …etc.) |  |
| Per Diem (governmental regulations apply to allowed per diem) |  |
| **Conference registration** | |  |
| **Total travel** | |  |
| **( D) Other Direct Costs** | Computer supplies/services (software, printer cartridges, printing of drawings …etc. | |  |
| **Publication\*\*** and Report preparation costs | |  |
| Training | |  |
| Workshops | |  |
| Others (rental of land/equipment, minor construction works, … etc.) | |  |
| **Total other direct costs** | |  |
| **(E) Incentives** | PI Incentives will be calculated according to his/her Publication in the top journals according to web of science: Ph.D. student will receive 30,000 upon publishing in the top 25% Journal,  M.Sc. student will receive 30,000 upon publishing in the top 25% Journals, and he/she will receive 20,000 upon publishing in the top 50% Journals) | |  |
| **( F ) Indirect Costs as** | **2% of (Sum of (B+ C+ D+E)** | |  |
| **(G) Total Project Cost** | **above Sum of (A ) through ( F )** | |  |

**\*Travel expenses** should be in accordance with STDF rules and regulations

**\*Publication cost** will be reimbursed for publication in periodicals listed in Web of Science data base and with Q1 ranking For PhD student, Q1 & Q2 for MSc student according to Journal of Citation Reports (JCR).

|  |  |
| --- | --- |
| **Academic Supervisor**  **approval and signature:** | **University /Research Institution**  **President Signature:**  **Stamp:** |

**12- Gantt chart**

**Title of the project:**

**Project ID:**

**PI: Affiliation:**

**Actual start date of the project:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task No.** | **Title of Task/Sub-task** | **Start Date** | **End Date** | **Duration (Months)** | **1st Year** | | | | | | | | | | | | **2nd Year** | | | | | | | | | | | | **Expected measurable outcomes of successful implementation of the task** |
| M 1 | M 2 | M 3 | M 4 | M 5 | M 6 | M 7 | M 8 | M 9 | M 10 | M 11 | M 12 | M 13 | M 14 | M 15 | M 16 | M 17 | M 18 | M 19 | M 20 | M 21 | M 22 | M 23 | M 24 |
| **1** | ………………..………….. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1 | ……………………..…….. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***\**** *The above chart is given as an example. In this example, cells highlighted in yellow indicate main tasks, and cells highlighted in green indicate sub-tasks.*

*Cells highlighted in red indicate the last months of the reporting periods. A progress/final report should be submitted shortly after the end of each period.*

*Please add more columns (for projects longer than 24 months) and/or rows (for tasks and sub-task) if needed.*

1. **Acknowledgment Form**

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

1. The total number of the application pages should not exceed **37 pages** including a cover page, as well as all sections of the proposal (as mentioned in STDF General Conditions and Guidelines for Submitting STDF Research Proposal). **Only one PDF file is allowed to be uploaded as a proposal, including all required documents. Any supplementary files will not be considered**
2. At any time, a contracted STDF project team member should only be participating in a maximum of 3 projects (or a maximum of 2 projects as a PI/Co-PI).
3. Each PI can only submit a maximum of two proposals until notified with the evaluation results of his/her submitted proposals. The PI can re-submit a revised version of the previously submitted proposal only once and after applying STDF suggested modifications. At the time of submitting the revised proposal, the PI is required to declare that an older version of the project proposal has been previously submitted to STDF.
4. Same project should not be submitted in more than one grant.
5. Allowable budget maximum limit should be strictly adhered to in the project proposal. In all cases, requested budget has to be justified in detail.
6. STDF guidelines, IPR rules, code of ethics, …etc. ([www.stdf.org.eg](http://www.stdf.org.eg)), should be read carefully and adhered to. These are integral parts of STDF contracts.
7. All proposals – in addition to PI and other data - must be uploaded to the STDF website ([www.stdf.org.eg](http://www.stdf.org.eg)) by the designated deadline. Uploaded PI data should conform to the corresponding data in the application form.
8. Submitted applications will be evaluated and the applicant will be informed with the evaluation result of his/her proposal **within 4-6 months.**
9. STDF technical decisions made by remote reviewers or panels of experts are final.
10. Proposal applications will not be considered eligible and will be discarded in the following cases:
11. Proposals submitted by e-mail or sent as hard copies or uploaded to the STDF website after the deadline.
12. Proposals not conforming to the designated format.
13. Proposals whose uploaded PI data does not conform to PI data in the proposal file.
14. Proposals in which the allowable limit of any item of the budget or the total budget maximum limit has been exceeded.
15. Proposals in which maximum allowable contracted STDF project participation limit has been exceeded (The PI & Co-PI can`t contribute with a less than 40% of their time and the contribution of any team member can`t exceed 80% (in all the submitted/running projects), except the technicians and full time research students (non-teaching assistance).
16. Proposal does not include a scanned copy of the signed and stamped endorsement letter by the legal representative of the PI's institution stating the project title, the name, position and affiliation of the PI in charge of the proposal, that the project idea was not funded or submitted to another agency (national or international), or otherwise declare, and that the institution approves the project.
17. Proposal does not include a scanned copy of the signed acknowledgment form.

Signature of the PI: Approval and Stamp of the host institution

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Endorsement Letter of PI Institute** *(A scanned copy should be submitted)*

**Project title:**

**Mater/PhD title:**

**PI Name:**

**PI ID:**

**Post graduate study type: (MSc / PhD)**

**University:**

**Faculty:**

**Department:**

**The Institution states that:**

* The PI is not participating in any other project
* The institution approves the project
* The project idea was not funded or submitted to another agency (national or international), or otherwise declare

**Approved by**

**Supervisor Name:**

**Signature:**

**University/Research Institution President Name:**

**University /Research Institution President Signature:**

**Stamp:**