

---

***U.S. - Egypt Joint Board on***  
**SCIENTIFIC AND TECHNOLOGICAL COOPERATION**

Conditions for Undertaking and Financing  
Joint Technology Transfer and Innovation Activities

**PROGRAM ANNOUNCEMENT**  
For  
**JOINT TECHNOLOGY TRANSFER AND INNOVATION**  
**GRANTS**

Deadline for Submission  
Of Technology Transfer and Innovation Grant Proposals

**December 1, 2011**

U.S. - EGYPT JOINT BOARD SEPTEMBER 2011

<http://egypt.usembassy.gov>

<http://egypt.usaid.gov>

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

---

## TABLE OF CONTENTS

<b>FOREWORD</b> .....	3
<b>PROGRAM OBJECTIVES</b> .....	3
Eligible Applicants.....	4
Award Information.....	5
Research Areas.....	6
<b>RESEARCH GRANT PROPOSALS</b>	
Application General Guidelines, Deadline and Limitations .....	6
Application Submission .....	6
Application Screening Process .....	8
Application Peer/Technical Review .....	8
Budget Guidelines and Funding Amounts.....	8
Application Format- Introduction .....	9
Review and Evaluation .....	12
Reporting Requirements .....	13
<b>ATTACHMENTS</b>	
I. Project Proposal Cover Page and Instructions	
II. Proposal Abstract	
III. Budget Format	
IV. Curricula Vitae Format	
V. Proposal Screening Checklist	
VI. Intellectual Property Rights Issues	
VII. Human Subject Research	
VIII. NSF Related Addendum to the US Egypt Joint Research Grant Announcement	
IX. Letter from the Egyptian Institution’s Director on prior funding.	

---

## FOREWORD

The U.S. - Egypt Science and Technology (S&T) Joint Fund was established under an Agreement between the Government of the United States of America and the Government of the Arab Republic of Egypt on Science and Technology Cooperation to strengthen scientific and technological capabilities between Egypt and the United States. The objectives of this cooperation are to help Egypt and the U.S. utilize science and apply technology by providing opportunities to exchange ideas, information, skills, and techniques and to collaborate on scientific and technological endeavors of mutual interest.

In June 2011, the Joint Board agreed to announce the request for proposals for a Joint Technology Transfer and Innovation program. The objective of this program is to expand the scope of the U.S.-Egypt Science and Technology Fund to include a full range of scientific innovation, technology development, and technology commercialization activities that address the current needs and priorities in the bilateral relationship. This approach will continue to support transformative scientific research, while incorporating a new focus on building individual and institutional capacity to translate research into new products, companies, and employment opportunities.

The main purpose of the program is to provide funding to help determine the readiness to transition technology developed by previously-funded or currently-funded Joint Board projects. Technology development and technology-based small and medium enterprise (SME) creation are vital to creating economic opportunity in Egypt. The Joint Technology Transfer and Innovation program aims to enhance in-country capacity in Egypt to bring scientific discoveries and new technology developments to the local and global marketplace.

A successful package should promote an innovative approach of technology transfer from research institution to industry where the investigators have demonstrated a market need for the product and why there is a need for public funding for this product to be profitable. Proposed activities should build both individual and institutional capacity and may include: identifying and supporting economically viable new technologies, building institutional capacity to assess market value of scientific research, and to support technology commercialization.

Prior project development experience in Egypt is preferred. Applicants are encouraged to partner or to engage with other institutions to leverage available funds. Proposals should demonstrate creativity, substance, and commercial application with the goal of maximizing the economic benefit of science and technology innovation.

## PROGRAM OBJECTIVES

### 1. Program Goals

Through the implementation of this grant, the Recipient will strive to achieve the following:

- Build capacity to connect university and public sector researchers and technology entrepreneurs with the private sector to support technology commercialization
- Identify new technologies in Egypt with potential market value; and
- Provide training and mentorship on technology transfer, administration, and other relevant functions related to technology development and commercialization.

---

## 2. Expected Results

Specific results should include the following:

- Increased connectivity between university and private sector communities in Egypt
- Increased engagement of early-career scientists with the private sector
- Increased capacity for product development and venture creation
- New technologies which may have commercial application
- Increased capacity and knowledge of the technology transition process, to include business development activities

## 3. Main Activities

To achieve the goals and expected results, the program activities could include the following:

- Training university and research institution staff on business processes and entrepreneurship
- Training university and research institution staff to conduct technology and market assessments
- Providing mentorship to early-career scientists with emphasis on including the private sector
- Conducting assessments of indigenous technologies to determine potential market value
- Facilitating commercialization of high potential technologies

## 4. Additional Strategic and Program Principles

- Women and Junior Scientists Engagement: Value is placed on providing opportunity for women and youth to benefit from this program. Proposals should integrate these demographics into the core activities. Activities that specifically target women or junior scientists are encouraged.
- Community Involvement: Proposals should demonstrate efforts to reach out to local communities in order to highlight high potential local technologies and build an awareness and appreciation for the role of science and technology innovation in economic development.
- Utilize Local Resources and Expertise: When possible, the applicant is encouraged to utilize local partners and mentors in order to promote local training capacity and build local knowledge. Cost sharing and in-kind support by local institutions is also encouraged.
- Building National/Regional Innovation Ecosystems: Proposals that include activities that promote open innovation ecosystems in Egypt that could also have an impact regionally will be viewed favorably.

After approval by the Joint Board, grant awards for joint activities will be carried out on the basis of arrangements between cooperating organizations and individuals. Joint activities will be in accordance with the international obligations, national laws, and regulations of the Arab Republic of Egypt and the United States of America.

## ELIGIBLE APPLICANTS

- **Previous applicants who received a US-Egypt Joint Fund award in any of the five years 2006 to 2010.**

---

## AWARD INFORMATION

### 1. Technology Transfer and Innovation Grants

- Up to a maximum of \$250,000
- No more than 2 years in duration

Science and Technology Innovation grants are specifically intended to develop successful research results under past US-Egypt Joint Fund awards into commercial products, processes or tools for societal benefits through industry, governmental or other service providers. These grants may cover prototype development, industrial application and/or technology commercialization.

Egyptian applicants who consider that their research results can contribute to enhancing the effectiveness of industry, can contribute to creating new jobs in Egypt or can improve the technical performance of governmental or non-governmental departments that directly serve society in areas such as in health, environment or water, may apply for funding to work with the industry or other producer of services toward applying the research results. The American partner will provide or facilitate the necessary knowhow for all project activities. Applicants must identify the prospective industry or end users, and document the interests of these organizations in participation, in the project in advance of preparing a proposal.

Prior project development experience in Egypt is preferred. Applicants that have significant experience working on technology commercialization programs are encouraged to apply. Applicants are encouraged to partner or to engage with other institutions which may include organizations whose specialties involve commercialization to leverage available funds. Commercialization experience outside the USA is an additional asset. Proposals should demonstrate creativity, substance, and commercial application with the goal of maximizing the economic benefit of science and technology innovation.

Technology development and technology-based small and medium enterprise (SME) creation are vital to creating economic opportunity in Egypt. The Joint science and technology innovation program aims to enhance in-country capacity in Egypt to bring scientific discoveries and new technology developments to the local and global marketplace.

A successful package should clearly demonstrate how it promotes science and technology innovation and technology transfer. Proposed activities should build both individual and institutional capacity and may include: identifying and supporting economically viable new technologies, building institutional capacity to assess market value of scientific research, and to support technology commercialization.

---

## RESEARCH AREAS

While the Joint Board will consider proposals from **all fields of science**; research proposals are particularly welcomed in the following fields:

- Agriculture
- ICT
- Pharmaceutical and chemistry
- Engineering
- Medical sciences
- Material science
- Social Sciences
- Renewable Energy
- Water
- Climate
- Nanoscience
- Weather
- Biodiversity
- Earth Observation
- Other (please specify)

## APPLICATION GENERAL GUIDELINES, DEADLINE AND LIMITATIONS

- All application materials must be written in English, unless specified otherwise. The application should be jointly developed by interested experts of both countries and reflect a true intellectual collaboration.
- Applications may be submitted at any time, but not later than **December 1, 2011**.
- The application should be approved from authorized representatives of the US and Egyptian institutions.

All applicants will be notified of the outcome of the review process and Joint Board decision and will receive summary reviews of their proposals. Reviewer identity will remain confidential.

## APPLICATION SUBMISSION

**Applicants must adhere to the following application submission procedures:**

### For U.S. PIs:

All U.S. PIs must submit a soft copy of the joint proposal in .pdf format via email to [stfund@usaid.gov](mailto:stfund@usaid.gov) by application deadline. Additionally, for U.S PIs considering submission to NSF must also submit the joint proposal to USAID by December 1, 2011, please follow the system outlined in Attachment VIII”, which explains the required procedures.

### For Egyptian PIs:

Egyptian PIs must upload the joint proposal to STDF’s website [www.stdf.org.eg](http://www.stdf.org.eg). Please note that proposals submitted as hard copies or sent via email to the Egyptian side will not be considered.

---

### **Very Important Note:**

Both the Egyptian and U.S. PIs must submit their joint proposals to STDF and USAID respectively by the December 1, 2011 deadline in accordance with the above application submission procedures. Any application that will be delivered by any other way will be returned without review.

The American and Egyptian Project Administrators are the primary contacts for program inquiries about the U.S. - Egypt S&T Joint Board Program:

#### **Points of contact for U.S. PIs**

Nader Ayoub  
U.S. Program Administrator  
USAID/ Cairo  
1/A Ahmed Kamel, El Laselki St New  
Maadi, Cairo, Egypt  
Tel. (20) (2) 2522-6881  
Fax: (20) (2) 2522-7041  
E-mail : [stfund@usaid.gov](mailto:stfund@usaid.gov)

#### **Points of contact for Egyptian PIs**

Ghada Ghaleb  
Operations Officer  
Science & Technology Development Fund  
(STDF)  
101, Kasr El Aini St., 12th floor  
Downtown, Cairo, Egypt  
Tel: +20 (2) 27925081  
Fax: +20 (2) 27925080  
E-mail: [ghada.ghaleb@stdf.org.eg](mailto:ghada.ghaleb@stdf.org.eg)

### **APPLICATION SCREENING PROCESS**

The US and Egyptian Program Administrators shall act as the administrators for the purpose of receiving proposals, screening out proposals that do not meet submission guidelines, and processing proposals for technical review.

The Program Administrators will use the “Proposal Screening Checklist” (Attachment V) to review each application. Proposals that are sent after the submission deadline, lack the signatures of an Egyptian or US PI, or that do not contain any one of the essential elements included in the Checklist, will automatically be screened out by the Program Administrators and will not be further reviewed.

### **APPLICATION PEER/TECHNICAL REVIEW**

After validating that the application is complete, the Program Administrators forward the applications and proposals to the respective US and Egyptian Board Agencies who will coordinate a concurrent review of scientific merit and mutual benefit. See the “Review and Evaluation” section in this document for more information.

### **BUDGET GUIDELINES AND FUNDING AMOUNTS**

The total budget request for Technology Transfer and Innovation Grants may not exceed \$250,000 USD. Applicants should consider carefully whether their projects can be completed for less than the maximum grant amounts.

---

Applicants *must* calculate all costs in U.S. dollars and provide a narrative justification for budget items over \$1,000. **This is an absolute requirement; proposals that lack narrative justification will not be reviewed.** Travel costs should be detailed, including duration and expected number of trips per individual, lodging, and per diem.

Budget requests should reflect the total support needed for the duration of the entire project.

PIs should be aware that multi-year projects require periodic performance and fiscal reports, following the format and timeline given in the “Reporting Requirements” section of this document.

Unspent grant funds from one year are carried over to the next year, but must be spent within the project's duration or returned.

### **Summary of Allowable Costs for Technology Transfer and Innovation Grants**

Costs which may be covered toward technology transfer include items such as consultancy fees, intellectual property rights (IPR) fees, patent fees and similar fees **must not exceed 10 % of the total grant.** Remaining 90% of the total grant can be spent on travel, per diem, activities for prototype development, industrial application and/or technology commercialization and other scientific and research activities if needed. No salaries or indirect costs are allowed under the Technology Transfer and Innovation Grants.

## **APPLICATION FORMAT-INTRODUCTION**

To be considered complete, proposals must include all information outlined in the application format specific for each grant type. A detailed explanation of the content required for each section of the application follows the grant application formats.

### **Application Format For Technology Transfer and Innovation Grants**

*1. Cover page.* The *required* format is given in Attachment I. The essential elements are:

- Title of proposed project in English and Arabic.
- Brief, professionally informative title.
- Complete names, mailing addresses, phone, fax, and e-mail of PIs.
- Signatures of the U.S. and Egyptian PIs as well as of an official authorized to represent the grantee institutions in administrative and financial affairs. Egyptian Institution stamp on the cover page is required.
- U.S. PIs are requested to check the box identifying the U.S. technical agency listed on the cover page by which their proposal will be reviewed. (NSF requires that proposals be submitted by the US PI via FastLane as stipulated in Attachment VIII.)
- Total estimated budget and annual budget subtotals for two-year projects, calculated in U.S. dollars. The total requested budget (U.S. and Egypt costs combined) must not exceed the limits for each award type. The budget format is included as Attachment III of this Announcement.
- Total planned duration of the activity (maximum three years).

---

2. **Table of Contents. Maximum 2 pages.**

3. **Project Abstract.** The Project Abstract is a condensed version of the Project Description - a short summary in English and Arabic in terms comprehensible to an informed layman. (see Attachment II).

4. **Resubmission Rationale. Maximum 1 page** (if applicable). If the proposal is a resubmission to the US Egypt Joint Board, this section should provide the number of the previously unfunded proposal(s). Further, this section should explain how the PIs have addressed reviewers' concerns by a) summarizing major concerns and b) explaining how each was addressed.

5. Project Description. (Must include the following and not exceed 15 pages)

- **Background.** This section should include a succinct description of the current state of the technology, the market landscape and the remaining work required for the successful translation of the subject technology to commercial reality – that is, emphasis on the gaps that need to be filled and the methods used to fill these gaps. In addition, the background should include the expected accomplishments of the project.
- **Statement of Scientific or Technical Problem.** The proposal should concisely state the scientific or technical problem to be addressed by the project. This section must also identify the potential future commercial applications and the social or economic uses of the proposed research.
- **Project Description and Detailed Plan of Work.** The Project Description is the core of the proposal. It must satisfactorily answer the questions what, why, how, who, where and when. The project description will explain how the proposed project addresses demonstrated needs in the area of technology development and commercialization capacity. The proposal should further outline the expected and achievable results for the project and outline the relevant and appropriate main activities to accomplish the goals and expected results. It consists of a thorough narrative statement about the nature and significance of the technical problem, and the hypothesis, objectives, and methodology of the proposed work. A well prepared Project Description does the following:
  - Relates the proposal to the present state of the art in the field.
  - Specifies the technical approach and experimental methodologies and procedures to be followed.
  - Outlines a detailed plan of work.
  - Identifies the participants.
  - Details the expertise of the respective U.S. and Egyptian PIs.
  - Clearly describes how the activity will benefit the private sector and the resulting technology may be transferred to the private sector.

---

## 6. Personnel and Facilities Description<sup>1</sup> (Must include the following)

- **Statement of the Nature/Degree of Collaboration. Maximum 2 pages.** This section defines the cooperative aspects of the proposed project. It should:
  - Describe the manner in which the joint activity manifests itself, e.g., joint contributions, complementary research, exchange of materials or equipment, use of special research facilities, exchange of scientists, etc.
  - Describe previous cooperation, if any, between the PIs with explicit references to previous joint projects.
  - Explain the benefits of the international cooperation (e.g., complementary research, sharing of facilities, unique research, environment, respective roles of the U.S. and Egyptian cooperators in the work plan, etc.).
- **Statement of the Role of Each PI. Maximum 3 pages.** This section should clearly state the role of each PI, including a description of the complementary tasks to be performed by the U.S. and Egyptian cooperating persons and institutions.
- **Available Facilities and Permits.** This section lists and describes the facilities and instrumentation to be used. It explains how their use will contribute to collaboration between the PIs, if applicable. It must include a statement about the use of *human subjects or tissues or animals*, if these are to be used. Any research proposal using human subjects (see Attachment VII) must show institutional review board (IRB) certification. For Egyptian applicants, this certification must be provided at the time of proposal submission. For U.S. applicants, certification may be provided at the time of proposal submission or during the review process. IRB certification will be required before a grant award can be made. For detailed information on the use of human subjects in research activities, consult
  - <http://www.nsf.gov/bfa/dias/policy/human.jsp>
  - <http://www.hhs.gov/ohrp/policy/index.html>
- It is the responsibility of the US and Egyptian PIs to obtain any required permits or authorizations for the proposed research, as applicable. Copies of such permits should be included in this section prior to submission of the proposals or sent to the program administrators by no later than December 31, 2011.
- If applicable, the Personnel and Facilities Description section should specifically explain the sharing and exchange of materials/samples such as permitting raw materials to be shipped outside of Egypt with the understanding that extracts will be shipped back for use by both PIs, and with the legal assurance that no genetic materials will be extracted from the raw materials when outside of Egypt unless agreed upon as part of the approved grant.

---

<sup>1</sup>**IMPORTANT:** PIs submitting to NSF for review must upload the Personnel and Facilities Description under Supplementary documents in FASTLANE. Do not include this information in the Project Description. If the total number of pages in the Project Description section exceeds 15 pages, FASTLANE will reject the proposal.

---

7. **Summary Budget and Detailed Annual Budgets.** The use of the budget format provided in Attachment III is *required*.

- Proposals must include a cumulative summary budget covering the duration of the proposed project, as well as separate itemized budgets for each year of support requested.
- Both U.S. and Egyptian costs must be calculated in U.S. dollars.
- **The budget page must be signed by both cooperators and stamped with the Egyptian institution stamp.**
- Applicants must provide a narrative justification for budget items over \$1,000
- Applicants must provide a narrative justification for equipment items to be purchased.
- The total requested budget (U.S. and Egypt costs combined) for the duration of the project (one year to a maximum of two years).

8. **Curricula Vitae. Maximum 2 pages per person.** The Curriculum Vitae of the U.S. and Egyptian PIs, as well as any co-PIs or senior personnel on both sides, should follow the format provided in Attachment IV.

9. **Bibliography/References.** A bibliography of literature pertinent to the proposed activity, footnoted as appropriate, is required.

## **REVIEW AND EVALUATION-PROCESS AND CRITERIA**

Applicants who have submitted complete proposals will be notified of the identity number of their application in a letter of acknowledgment from the Program Administrators for the US PI and directly from STDF for the Egyptian PI.

The complete proposals will then undergo simultaneous peer review by both the Egyptian and US agencies. STDF will oversee the review process for the Egyptian proposals. Peer evaluation and review of applications will be based on the scientific merit and mutual benefit to both countries. *Funds may be disbursed to support activities that may produce intellectual property, therefore, such intellectual property is protected under both U.S. and Egyptian laws.* (see Attachment VI)

*A. Nature/Degree of Cooperation:* This criterion is used to assess the strength of cooperation between the Egyptian and American investigators, and the balance of work. The research proposal must be jointly executed, with a balanced contribution from both Partners.

*B. Intrinsic Scientific or Technical Merit:* This criterion is used to assess the likelihood that the proposed activity, as described in the written proposal, will yield contributions, discoveries, or advances of significance in its area or related field.

*C. Potential for Commercial Application:* This criterion relates to the potential that the proposed activity will contribute to innovation in industries, creation of jobs, better products and services, or in solving national problems.

*D. Likelihood of Commercial Success:* This criterion is used to assess whether the proposed commercialization sufficiently fulfills a social or economic need.

---

*E. Capacity Building:* This criterion relates to the potential of the proposed activity to build both individual and institutional capacity and may include: identifying and supporting economically viable new technologies, building institutional capacity to assess market value of scientific research, and to support technology commercialization in Egypt and the United States as well as improving the effectiveness of research management or technology applications and information dissemination.

*F. Technical Performance, Competence, and Feasibility:* This criterion relates to the professional capabilities of the Egyptian and U.S. experts, the adequacy of their institutional resources, and the technical defensibility of the proposal.

*G. Relevance and Significance of International Cooperation:* This criterion applies to the significance of international cooperation in achieving balanced mutual benefits for both countries and institutions, through exchange of equipment or materials, use of special research facilities, meaningful exchange of scientists ...etc. The research proposal is expected to be among the research priorities of the cooperating countries.

*H. Evaluation of the Budget:* This criterion is used to assess whether the budget is fully justified, well utilized, and does not allocate money to U.S. salaries or U.S. consultant fees.

**Note.** Plagiarism is “the appropriation of another person's ideas, processes, results or words without giving appropriate credit.” A proposal that is shown to include plagiarism would not be considered for support, and the submitting scientist(s) may be subject to further adverse actions through the US and Egyptian Government agencies and/or their institutions.

## **REPORTING REQUIREMENTS**

All PIs will be required to submit periodic reports. US PIs will comply with the terms of their grant awards, to be made either by the US Department of Agriculture or the National Science Foundation.

Egyptian PIs will be required to submit to STDF a periodic Performance Report that is signed jointly by the Egyptian PI and US PI (electronic approval from US PI is acceptable). This report should contain the following information (10 pages maximum):

- Provide the project number, name of Egyptian PI, US PI, and institutional affiliation
- Show the starting and ending dates of the grant in Egypt and the United States.
- Summarize the objectives of the project.
- Describe activities conducted to date. For meetings, workshops, conferences, or travel, indicate the number of participants, their institutions, and the relevant dates.
- Indicate positive results that were achieved, including publications or other deliverables.
- Describe any problems that were encountered and how they are being addressed.
- List equipment purchased and/or used.
- Include a one-page list (not a narrative) summarizing measurable outputs:
  - a) Publications (copies of publications can be appended to the report and do not fall within the page restrictions)
  - b) Patents filed or issued (which country)
  - c) Prototypes or Products

---

d) Follow-on grants by other institutions

- Include a financial report showing (1) The total grant amount, (2) The amount of funds received from your technical funding agencies to date, and (3) The amount expended to date, by budget line item.
- Include the signatures of both the U.S. and Egyptian PIs.

For one-year grants, the Egyptian PI's First Performance Report is due 3 months after the project start date and the Final report is due within one month of the project's conclusion.

For two-year grants, the Egyptian PI's Performance Report due times are as follows:

- First report: 3 months after project start date
- Second report: 12 months after project start date
- Third report: 18 months after project start date
- Final Report: One month after project conclusion

In the final year of the grant, a Final Report covering activities, results, and financial expenditures for the entire grant period is required within one month of a project's conclusion.

It is the responsibility of the U.S. and Egyptian PIs and their institutions to assure timely and accurate submission of all reports. No hard copies should be sent to STDF, all reports must be emailed to the Egyptian Program Administrator and an electronic copy of the report should be sent to the American Program Administrator.

It is the responsibility of the U.S. and Egyptian PIs and their institutions to assure timely and accurate submission of all reports. No hard copies should be sent to STDF, all reports must be emailed to the Egyptian Program Administrator and an electronic copy of the report should be sent to the American Program Administrator.

For Egyptian Applicants:

Ghada Ghaleb  
Operations Officer  
Science & Technology Development Fund  
(STDF)  
101, Kasr El Aini St., 12th floor  
Downtown, Cairo, Egypt  
Tel: +20 (2) 27925081  
Fax: +20 (2) 27925080  
E-mail: [ghada.ghaleb@stdf.org.eg](mailto:ghada.ghaleb@stdf.org.eg)

For US Applicants

Nader Ayoub  
US Program Administrator  
USAID/ Cairo  
Mailing Address via USPS:  
Unit 64902, Box 5; APO  
AE 09839-4902  
By courier: 1/A Ahmed Kamel, El Laselki  
St New Maadi, Cairo Egypt.  
Tel. (20) (2) 2522-6881  
Fax: (20) (2) 2522-7041  
E-mail : [stfund@usaid.gov](mailto:stfund@usaid.gov)

**Additional Requirements for Egyptian PIs:**

In addition, PIs in Egypt are required to submit separate quarterly fiscal reports that cover the Egyptian PI's activities only. The Egyptian Program Administrator will notify grantees of the format and due dates for these reports.

**ATTACHMENT I: PROPOSAL COVER PAGE**

**1. Date Received** \_\_\_\_\_ **2. I.D. Number** \_\_\_\_\_  
 (For Program Administrator Use) (For Program Administrator Use)

**3a. Title of Proposed Project** \_\_\_\_\_  
 Arabic Title \_\_\_\_\_

**3b. Short Identification Title** \_\_\_\_\_  
 Arabic Short Title \_\_\_\_\_

<p><b>4a. Name</b> _____</p> <p><b>5a. Title</b> _____</p> <p><b>6a. Institution</b> _____</p> <p><b>7a. Address</b> _____</p> <p>_____</p> <p>_____</p>	<p><b>EGYPTIAN PI</b></p> <p><b>4b.</b> _____</p> <p><b>5b.</b> _____</p> <p><b>6b.</b> _____</p> <p><b>7b.</b> _____</p> <p>_____</p> <p>_____</p>
--	---

**8a. Telephone** \_\_\_\_\_ **8b. Fax** \_\_\_\_\_ **9a.** \_\_\_\_\_ **9b.** \_\_\_\_\_

**10a. E-Mail** \_\_\_\_\_ **10b.** \_\_\_\_\_

**11a.** \_\_\_\_\_ **Date:** \_\_\_\_\_ **11b.** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Signature of Egyptian PI) (Signature of U.S. PI)

**12a.** \_\_\_\_\_ **Date:** \_\_\_\_\_ **12b.** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Signature of Institutional Director/Fiscal Officer) (Signature of Institutional Director/Fiscal Officer)

**13a. Name** \_\_\_\_\_ **13b.** \_\_\_\_\_  
 (Institutional Director/Fiscal Officer) (Institutional Director/Fiscal Officer)

**14a. Title** \_\_\_\_\_ **14b.** \_\_\_\_\_

**15a. Name** \_\_\_\_\_ **15b.** \_\_\_\_\_  
 Egyptian Co-PI U.S. Co-PI

**16. For U.S. PI:** Please select one of the U.S technical agencies listed below by which, your proposal will be reviewed. In the event that your proposal is better suited for review by a different agency, it may be reassigned.

DOE <http://www.energy.gov/> \_\_\_\_\_ NSF <http://www.nsf.gov/> \_\_\_\_\_  
 EPA <http://www.epa.gov/> \_\_\_\_\_ USDA <http://www.usda.gov/wps/portal/usdahome> \_\_\_\_\_  
 NIH <http://www.nih.gov/> \_\_\_\_\_ DOI <http://www.doi.gov/> \_\_\_\_\_  
 NIST <http://www.nist.gov/index.html> \_\_\_\_\_ NOAA <http://www.noaa.gov/> \_\_\_\_\_

**17. Budget Summary:** U.S. Dollar Equivalents Only *“Project Total” must not exceed limit for specific grant types (see solicitation for limits)*

Year One		Year Two		Two Year Total		Project Total
Egypt (\$)	U.S. (\$)	Egypt (\$)	U.S. (\$)	Egypt (\$)	U.S. (\$)	Egypt + U.S.

**18. Total Years Duration**

**19. Please select one or more fields of science:**

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• ICT</li> <li>• Pharmaceutical and chemistry</li> <li>• Engineering</li> <li>• Medical sciences</li> </ul> | <ul style="list-style-type: none"> <li>• Material sciences</li> <li>• Social Sciences</li> <li>• Renewable Energy</li> <li>• Water</li> <li>• Climate</li> </ul> | <ul style="list-style-type: none"> <li>• Nanoscience</li> <li>• Biodiversity</li> <li>• Earth Observation</li> <li>• Weather</li> <li>• Other(please specify)</li> </ul> |
|---|--|--|

**INSTRUCTIONS FOR COMPLETING THE COVER PAGE FOR  
TECHNOLOGY TRANSFER AND INNOVATION GRANTS**

1. DATE RECEIVED – Leave blank for Program Administrators.
2. ID NUMBER – Leave blank for Program Administrators.
- 3a. TITLE OF PROPOSED PROJECT - Brief descriptive title of proposed project. Please write title in Arabic and English
- 3b. SHORT IDENTIFICATION TITLE - Short (30 characters or less) title of project comparable to a journal article heading. Please write short title in Arabic and English.
- 4a-b. NAMES OF EGYPTIAN AND U.S. PIS - Use the following format: Last name, first name, middle initial as in: Smith, John K.
- 5a-b. TITLE – Professional titles of respective PIs.
- 6a-b. NAMES OF RESPECTIVE INSTITUTIONS - Provide a high-level, most commonly recognized affiliation and the department of the institution.
- 7a-b. BRIEF MAILING ADDRESS - Provide an accurate and complete mailing address. If appropriate, include building and room numbers. Include postal codes.
- 8a-b. RESPECTIVE TELEPHONE NUMBERS - For reaching the PIs.
- 9a-b. RESPECTIVE FAX NUMBERS - For reaching the PIs.
- 10a-b. INTERNET ELECTRONIC MAIL ADDRESSES - Include electronic mail (Internet) addresses.
- 11a-b. RESPECTIVE SIGNATURES - Of Egyptian and U.S. PIs
- 12a-b. RESPECTIVE SIGNATURES - Of institutional authorities indicating institutional approval that the proposal merits consideration, and that the core activities to which this proposal requests add-on funds to support bilateral cooperation are or will be funded. **Egyptian Institution stamp on the cover page is required.**
- 13a-b. TYPED NAMES - Of 12a-12b.
- 14a-b. RESPECTIVE TITLES - Professional titles for individuals in 13a-13b.
15. FOR U.S. PI - Indicate the appropriate U.S. reviewing agency.
16. BUDGET SUMMARY - Summarize budget requested for Years One and Two(if needed). “Project Total” is the combined Egypt and U.S. costs over the entire grant period. Show all amounts in U.S. dollar equivalents only.
17. Total YEARS DURATION - (per the program announcement)
18. Thematic areas – All PIs should identify one or more thematic areas

**ATTACHMENT II**  
**RESEARCH PROPOSAL ABSTRACT**

**U.S.-EGYPT SCIENCE AND TECHNOLOGY PROGRAM** ID# \_\_\_\_\_  
(For Program Administrator Use)

ABSTRACT IN ENGLISH:

ABSTRACT IN ARABIC:

PROPOSED U.S. TECHNICAL AGENCY FOR REVIEW:

**ATTACHMENT III**

**PROPOSED BUDGET**

U.S Principal Investigators' signature \_\_\_\_\_

Egypt Principal Investigators' signature \_\_\_\_\_

Project Title \_\_\_\_\_

Note: List all amounts in U.S. dollar equivalents only, not Egyptian pounds. "		Year 1 (\$)		Year Two (\$)		Year Three (\$)		Three-Year Total (\$)		Project Total (\$)
		Egyptian	U.S.	Egyptian	U.S.	Egyptian	U.S.	Egyptian	U.S.	U.S. + Egypt
<b>Travel</b>	1. Domestic Travel									
	2. Per Diem, Domestic									
	3 International Airfare									
	4. Per Diem, International									
	5. JR. Scientist Int'l travel & per diem									
	6. JR. Scientist domestic travel & per diem									
<b>Grand Total Travel and Per Diem Costs (</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$

Describe additional costs if necessary on a separate sheet of paper.

The Egypt and U.S. budget requests need not be equal

**Egyptian institution stamp on the budget sheet is required**

**ATTACHMENT IV  
FORMAT FOR CURRICULA VITAE**

*Note:*

NAME:

ADDRESS:

PERSONAL DATA (Date and place of birth, family status):

EDUCATION:

POSITIONS:

AWARDS:

MEMBERSHIPS:

APPOINTMENTS:

MAIN RESEARCH OR TECHNOLOGY TOPICS:

RECENT RELEVANT PUBLICATIONS/PATENTS (Maximum ten):

**Attachment V**  
**Proposal Screening Checklist**  
*(For use by Program Administrators)*

Egyptian PI \_\_\_\_\_ American PI. \_\_\_\_\_

I.D. Number \_\_\_\_\_ *(assign only if all items below are checked)*

**Proposals *Must* Include:**

**Section I. Cover Page:**

\_\_\_\_\_ Signatures of (1) *both* the Egyptian and American PIs on Attachment 1.a (signature of cooperators on Attachment I) and stamped with the Egyptian institution stamp.  
(2) Appropriate officials from the PI institutions

**Section II. Proposal:**

\_\_\_\_\_ Background

\_\_\_\_\_ Abstract -1 paragraph- in Arabic and English

\_\_\_\_\_ Statement of scientific or technical problem.

\_\_\_\_\_ Statement, *in detail*, of work to be done.

\_\_\_\_\_ Description of what each PI will do and nature of collaboration.

**Section III. Budget:**

\_\_\_\_\_ Funding requests for Egyptian and American PIs shown in U.S. dollar quantities.

\_\_\_\_\_ Total proposal budget does not exceed \$250,000. Justification is needed for each item over \$1,000.

\_\_\_\_\_ Signatures of both PIs on budget page Attachment III and **stamped with the Egyptian Institution stamp.**

**Section IV. Other:**

\_\_\_\_\_ Curriculum vitae from *both* PIs.

\_\_\_\_\_ Curriculum vitae for other project staff, if this is key for proposal review

*Proposals not containing all of these essential elements **will not be accepted for review.***

---

**ATTACHMENT VI**  
**U.S.-EGYPT SCIENCE AND TECHNOLOGY PROGRAM**  
**INTELLECTUAL PROPERTY RIGHTS ISSUES**

In matters concerning protection of intellectual property, the cooperating institutions will be guided by the provisions of Annex A of the Agreement between the Government of the United States and the Government of the Arab Republic of Egypt on Science and Technology Cooperation. For Egyptian PIs please refer to the STDF website for additional Intellectual Property Rights information.

---

## ATTACHMENT VII

Does your research involve human subjects?

No proposals that are effectively "clinical trials involving human subjects" which include the administration of "drug entities" (i.e., ethical pharmaceuticals, "folk remedies", food supplements or "functional foods") will be accepted.

This does not prohibit proposals that include the use of laboratory samples to determine for example, viral, microbial or parasitic "loads" as part of a study of analytical and/or diagnostic methods, as long as the necessary requirements on privacy and prior informed consent have been met and documented

The answer to this question may be self-evident for investigators who conduct their research in clinical contexts and collect data from research subjects who are also hospital or clinic patients. But many other types of research involve human subjects, often in ways that are not obvious.

Human subjects research is defined in the U.S. regulations as *research* that involves –“**A living individual about whom an investigator conducting research obtains: (a) data through intervention or interaction with the individual, or (b) identifiable private information**” (45 CFR 46.102(f))

*Intervention* includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject's environment that are performed for research purposes, such as asking research subjects to participate in a focus group discussion. *Interaction* includes communication or interpersonal contact between investigator and subject (e.g. surveys and interviews). *Private information* includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place (such as information about the amount of alcohol someone consumes at home), and information that has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). For the act of obtaining the information to constitute research involving human subjects, private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information). Secondary analysis of data and analysis of lab specimens are examples of research involving human subjects, if identifiable information is included.

<http://www.hhs.gov/ohrp/policy/checklists/decisioncharts.html>

---

---

## ATTACHMENT VIII

### **National Science Foundation Related Addendum to the US-Egypt Joint Board Program Announcement**

Dear Prospective PIs from US Institutions:

If you consider your US-Egypt Joint Fund proposal to fall within the scope and disciplinary interests of the National Science Foundation (NSF), you must submit your proposal to NSF via FastLane in addition to submitting it to the USAID office in Cairo per the US Egypt Joint Research Grant Announcement. The deadline for submission to NSF via FastLane is December 1, 2011. Please do not upload your proposal prior to November 15, 2011. **US-Egypt proposals received via FastLane before November 15th or after the December 1st deadline will be returned without review.**

NSF supports fundamental research in a variety of disciplinary areas that may be explored by visiting [www.nsf.gov](http://www.nsf.gov). In particular, you are encouraged to conduct an award search for active NSF awards in areas of your interest to determine whether they are suitable for consideration by NSF (<http://www.nsf.gov/awardsearch/>). NSF does not fund health or clinical research, as this is the purview of the National Institutes for Health and the Department of Health and Human Services. Nor does NSF fund research that is focused on the application of existing sector-specific technologies that might be more appropriate for review by other US Government agencies who participate in the Joint Board such as the Department of Agriculture, the Environmental Protection Agency, the Department of Energy, the Department of Interior, or the National Institute of Standards and Technology. Once your proposal is submitted to FastLane, NSF will assess its appropriateness. If your research is better suited to review by another US Government Agency, NSF will request that the proposal be withdrawn from FastLane and will notify the USAID office in Cairo of the need for reassignment to that agency.

While addressing the requirements of the US Egypt Joint Research Grants Announcement, your proposal should conform as much as possible to **NSF'S Grant Proposal Guide (GPG)**, [http://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=gpg](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg). NSF will review your proposal based on the following two criteria:

#### **What is the intellectual merit of the proposed activity?**

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

#### **What are the broader impacts of the proposed activity?**

How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?

---

---

Please note that NSF places a strong emphasis on broader impacts as they pertain to the US research community (junior scientists, graduate and undergraduate students, underrepresented groups), including the benefits to be gained from their participation in an international collaborative research effort, including opportunities for an international research experience.

**Instructions regarding NSF FastLane submission of proposals submitted to the US Egypt Joint Research Grant Announcement:**

1. Use the current **Grant Proposal Guide** for Fastlane submission.
2. Egypt should be listed as Country 1 for International Cooperative Activities, and the two letter code is EG.
3. For the NSF Unit, please designate: OISE/ANESA
4. The title of your proposal should begin as follows: "US-Egypt Technology Commercialization Cooperative Research: ....."
5. The "Abstract" required by the US Egypt Joint Research Program Announcement must include paragraphs on **Intellectual Merit** and **Broader Impacts**.
6. Include in the budget pages (and on the cover page) the dollar amount requested to be allocated to the US institution, not the total for the two countries. You may describe in the "Budget Justification" that the amount requested is only for the US institution and that a separate award is to be made to the Egyptian collaborator.
7. You should not include the name of the Egyptian scientist on the NSF cover page as a Co-PI. However, a C.V. for the collaborating foreign scientist(s) and letter of endorsement must be included under "Special Information and Supplementary Documentation."
8. You may include in "Special Information and Supplementary Documentation" a copy of the cover page signed by the two sides for submission in Cairo and any relevant or important correspondence.
9. Postdoctoral mentoring plans are required for any proposal containing support for post doctoral researchers, per the Grant Proposal Guide.
10. It is helpful, but not required, if you suggest potential reviewers' names, as well as any names you may want excluded from the review. Please be aware that NSF has conflict of interest standards when you consider suggesting potential reviewers, as found in Chapter 2, Exhibit II-2 of the Grant Proposal Guide.
11. The proposal that you submit via Fastlane is the only one that the reviewers will see; no further documentation will be made available.
12. For technical questions about how to use NSF's FastLane, please contact:

FastLane User Support  
(7 AM to 9 PM Eastern Time • Monday-Friday)  
**1-800-673-6188**

---

---

## **ATTACHMENT IX**

Letter from the Egyptian Institutional Director, Certifying that the project scope of work was not funded before and that it has not been in substantially the same project description for funding by the STDF or any other funding agency.

---

---

## **Additional Requirements for Egyptian Applicants**

Egyptian applicants are requested to upload the following documents to the STDF website:

1. Gantt Chart
2. Logical Framework Matrix (LFM)

### **Logical Framework Matrix**

Logical Framework Matrix (LFM) is an analytical, presentational and management tool, which helps in developing a high quality project design.

To develop an LFM for your project you need to address and answer a number of questions. Although the questions seem self evident, articulating the answers to those questions exposes many unstated assumptions and hypotheses.

LFM consists of logically connected four columns and four rows, which summaries key features of the project. The columns, on the left hand side, illustrate the hierarchy of the objectives of the project. The rows are concerned with the different levels of objectives. For each given level, a row describes the following:

- Indicators which will be used to measure the achievements of the objectives/outputs;
- Means of verification which indicate how the information on those indicators are to be collected and verified; and
- External factors that might hinder the achievement of project objectives on time.

Use STDF template, available at [LFM Template](#), to develop an LFM for your project. This template will guide you on how to fill the LFM. The developed LFM must be uploaded together with the project proposal.

### **GANTT Chart**

This 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 your project.

To develop your GANTT chart, you should start by specifying the main tasks/ activities making up your 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.

In the enclosed GANTT chart template, an explanation of different requirements (e.g. duration, working days, etc.) will guide you on completing the chart.

Notes:

- You will need to highlight the dates of reports submission in alignment with STDF guidelines.
- You need to estimate the cost of the main activities in your project. The sum of the costs of those activities must be equal to the budget request in your project proposal.

Use STDF template, available at [GANTT chart](#), to develop a GANTT chart for your project. This template will guide you on how to develop a GANTT chart. The developed GANTT chart must be uploaded together with the project proposal.

---