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

Conditions for Undertaking and Financing
Joint Science and Technology Activities

PROGRAM ANNOUNCEMENT
For
JOINT RESEARCH GRANTS

Deadline for Submission
Of Research Grant Proposals

October 20, 2010

U.S. - EGYPT JOINT BOARD APRIL 2010

<http://cairo.usembassy.gov/usegypt.htm>

<http://egypt.usaid.gov>

www.stdf.org.eg

TABLE OF CONTENTS

FOREWORD	3
GENERAL REMARKS	5
Participants.....	5
Joint PIs.....	5
Types of Activities.....	5
Research Areas.....	6
RESEARCH GRANT PROPOSALS	
Application General Guidelines, Deadline and Limitations	7
Application Submission	7
Application Screening Process	9
Application Peer/Technical Review	9
Budget Guidelines and Funding Amounts	9
Application Format- Introduction	10
Application Outline.....	11
Explanation of Outline Elements.....	13
Review and Evaluation	16
ADDITIONAL PROVISIONS	17
Notice of Grant Award.....	17
Grant Terms and Conditions.....	17
Funds/Project Administration	18
Declinations and Withdrawals	19
Reporting Requirements	19
ATTACHMENTS	
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.

The Joint Fund is governed by the U.S. - Egypt Joint Board, as provided for under the Agreement. Its rationale is that international cooperation in science and technology will expand relations between the extensive scientific and technological communities in both countries, and promote scientific and technological cooperation in areas of mutual benefit. The Joint Board is composed of six members each from the U.S. and Egypt. The composition of the Joint Board is detailed in the Agreement

The Joint Board determines priorities among fields of cooperative activities on the basis of the mutual interests of both countries, recommends overall policies for the program, identifies areas and forms of cooperation, and approves the cooperative activities to receive funds. In so doing, the Joint Board shall consider the needs and capabilities of the private sector in each country.

Joint Fund support for competitively awarded research and development cooperation takes the form of:

1. **Junior Scientist Visits** (see announcement: <http://cairo.usembassy.gov/usegypt/jrgrants.htm>; www.stdf.org.eg).

- Up to a maximum of \$20,000 USD
- No more than 9 months duration

2. **Research Planning and Development Grants** (as described in this program announcement)

- Up to a maximum of \$60,000 USD
- No more than 1 year in duration

3. **Collaborative Research Grants** (as described in this program announcement):

- Up to a maximum of \$250,000 USD;
- 2- 3 years in duration

4. **Integrated Science Grants** (as described in this program announcement)

- Up to a maximum of \$750,000
- No more than 3 years in duration
- Only 1 or 2 awards are likely to be made in this cycle

Joint Fund grants provide financial resources to promote international cooperation and to support the add-on costs of bilateral cooperation. Grant applications submitted to the Joint Board should include strong elements of mutual interest and benefit, high scientific quality, potential impact on economy and society, and should be consistent with the science and technology policies of each

country. U.S. and Egyptian researchers submit their Joint Applications to both a U.S. program administrator and the Egyptian Science and Technology Development Fund (STDF). The U.S. program administrator and STDF screen applications on behalf of the Joint Board. All applications that meet the criteria of this document will be sent to technical agencies and/or subject matter experts to be reviewed on the basis of technical merit, degree of cooperation, plan of work and preliminary budget.

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.

General Remarks

PARTICIPANTS

Researchers from U.S. and Egyptian scientific institutes, universities, scientific societies, private sector research, and governmental agencies are eligible to apply¹.

JOINT INVESTIGATORS

Projects are conducted under the direction of an Egyptian and a U.S. Principal Investigator (PI) and therefore, *must* have partner institutions from Egypt and the United States. Apart from being the Principal Investigators, each PI is responsible for coordinating the activities of the research project and his/her research team and is responsible for the submission of annual and final technical and fiscal reports. Work on joint projects may be performed at institutions in either or both countries, depending on the type of activity.

TYPES OF ACTIVITIES

1. Junior Scientist Visits

- Up to a maximum of \$20,000 USD
- No more than 9 months in duration

See announcement: <http://cairo.usembassy.gov/usegypt/jrgrants.htm>; www.stdf.org.eg.

2. Research Planning and Development Grants

- Up to a maximum of \$60,000 USD
- No more than 1 year in duration

For Egyptian and US scientists who have not previously collaborated, Research Planning and Development Grants are intended to provide travel and networking resources for exploring new partnerships between Egyptian and US scientists, assessing each partner's interests in collaborating, determining if facilities and equipment are adequate for collaboration, conducting preliminary or proof in principle research, and developing future collaborative funding proposals for appropriate funding agencies or programs, including this one. Any prior collaboration should be described in the proposal or in attachments of supporting correspondence with a rationale why a Research Planning and Development grant is warranted.

3. Collaborative Research Grants.

- Up to a maximum of \$250,000 USD;
- 2- 3 years in duration

¹Proposals submitted to the US National Science Foundation (NSF) for review must adhere to the current NSF Grant Proposal Guide, including the guidelines for proposer eligibility.

¹ Only Egyptian legal entities are eligible for funding.

Collaborative Research Grants are intended to foster research collaboration between Egyptian and American scientists. Activities associated with these grants may include ; exchange of scientific information; exchange of scientists, specialists and researchers; exchange or sharing of equipment or materials; and other forms of scientific and technological cooperation as may be agreed by the Joint Board. It is expected that successful proposals will demonstrate true intellectual collaboration; represent new and innovative partnerships (as opposed to extending longstanding collaborations); provide a rationale for the expertise, facilities, or nature attributes made uniquely available through the collaborations; and include international research experiences (in Egypt and in the US) for junior scientists and students. The Egyptian and U.S. scientists should be sufficiently familiar with each other to elaborate on the respective roles and research contributions that each will contribute to the collaboration. Any prior collaboration should be evident in the proposal or in attachments of supporting correspondence.

4. Integrated Science Grants (as described in this program announcement)

- Up to a maximum of \$750,000
- No more than 3 years in duration
- Only 1 or 2 awards are likely to be made

New to the Joint Board and specifically intended to highlight the US-Egypt Year of Science in 2011, Integrated Science grants are intended to catalyze multi-institution and/or multi-disciplinary approaches to address one of the following research areas:

- Water Resources
- Renewable Energy

Integrated Science grants should span the interests of one or more US and Egyptian Board Agencies. Proposals should be innovative, inter-disciplinary, and potentially transformative in nature. Prospective applicants are encouraged to contact the respective US and Egyptian Board Agencies to discuss their interests in advance of preparing a proposal. Each of the U.S. and Egyptian groups must designate a corresponding PI whose institution will act as the coordinating institute if multiple institutions are involved in the collaboration. The total project funds on each side will be released to the PI's institution, which in turn may make sub-awards to partner institutions. In Egypt, the PI must submit the Integrated Science grant proposals to STDF by uploading it to STDF's website. The contract will be signed by the PI and the PI's institution which will take care of fund disbursement to the other Co-PIs as well as presentation of technical and financial reports to STDF. US PIs must submit Integrated Science grant proposals to the National Science Foundation according to the instructions in Attachment VIII. As such, each Integrated Science grant proposal should contain some aspect of basic research that would be supported by NSF, in addition to potentially more applied research pursuits.

RESEARCH AREAS

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

- Agriculture
- Medical sciences
- Renewable energy
- Water
- Climate
- Nanoscience

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- Biodiversity
 - Earth observation

In addition to collaborative research in a number of disciplinary areas, proposals to address S&T policy, education, and technology transfer to the private sector may be considered.

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 **October 20, 2010** for the current grant cycle.
- The application should be approved from authorized representatives of the US and Egyptian institutions.

Approval of new projects and funding decisions will be made in the April 2011 meeting of the Joint Board. 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.

LIMITATIONS

- The Joint Board will not approve more than one grant for the same PI during two consecutive funding cycles, whether as PI or co-PI.
- Any PI may submit only one research proposal per grant cycle, whether as PI or co-PI.

APPLICATION SUBMISSION

Applicants must adhere to the following application submission procedures:

For U.S. PIs:

U.S. PIs must submit a soft copy of the joint proposal in pdf format via email to stfund@usaid.gov by application deadline. Additionally, for U.S PIs submitting their applications to **NSF for review**, please refer to Attachment VIII, which explains the required procedures. U.S. PIs who submit their proposals to NSF must also submit them to USAID by the application October 20, 2010 deadline.

For Egyptian PIs:

Egyptian PIs must upload the joint proposal to STDF's website **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 October 20, 2010 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

Points of contact for Egyptian PIs

Gailan Abdel Gawad
Operations Manager
Science & Technology Development Fund
(STDF)
101, Kasr El Aini St., 12th floor
Downtown, Cairo, Egypt
Tel: +20 (2) 27920134
Fax: +20 (2) 27941005
E-mail: gailan.gawad@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 Egyptian and U.S. budget requests need not be equal; however, to achieve overall balance in the Joint Fund Program, the U.S. and Egyptian costs for projects that are selected for funding, as a group should be balanced between U.S. and Egyptian financial contributions. For this reason, once funding decisions have been made by the Joint Board, the amounts awarded to the U.S. and Egyptian PIs may be adjusted in order to reflect the total amounts available in the Joint Fund on the U.S. and Egyptian sides.

The total budget request for Research Planning and Development Grants may not exceed \$60,000 USD. The total budget request for Collaborative Research Grants may not exceed \$250,000 USD and the Integrated Science Grants may not exceed \$750,000 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 Research Grants.

Costs which may be covered under the Joint Board fund include: travel and per diem, materials and supplies, equipment, publications, post doctoral or graduate student assistance, delivery and shipping costs, and other costs associated with the performance of the project.

It should be noted that only travel and per diem costs are permitted for the Research Planning and Development Grant. No salaries or indirect costs are allowed under this grant type. For a Collaborative Research Grant or an Integrated Science Grant, Egyptian PIs may include their salary costs in the budget. U.S. PIs may include their salary costs as follows, on a months-per-year basis but are encouraged to contribute salary costs if feasible:

	<u>US (maximum per year)</u>
Collaborative Research	1 month
Integrated Science Awards	2 months

The agreed costs of purchase and installation of apparatus and technical instrumentation essential to the work of the project may be included in the budget. Irrespective of this, the U.S. experts and their affiliates may loan to Egyptian grantee institutions unique apparatus or equipment unavailable on the Egyptian market. The cost of transporting and insuring such apparatus or equipment may also be included in the budget.

Indirect Costs.

Indirect costs (IC) for US institutions are limited for all awards to 10%.

For Egyptian PIs: Indirect costs should be equal to 20% of the other direct cost minus the cost of equipment.

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 Collaborative Research and Integrated Science Grants

SECTION I. COVER PAGE:

1. Cover Page signed by *both* PIs and their institutional representatives and **stamped with the Egyptian institution stamp.**
2. Project title should be written in English and Arabic

SECTION II. NARRATIVE PROPOSAL:

The narrative section of the proposal must include:

1. Table of Contents. (Maximum 2 pages)
2. Project Abstract for research proposals. (One paragraph in English and Arabic, attachment II)
3. Resubmission Rationale (Maximum 1 page), if applicable
4. Project Description (Must include the following and not exceed 15 pages)
 - a. Background.
 - b. Statement of Scientific or Technical Problem.
 - c. Project Description and *Detailed* Plan of Work.
 - d. Expected Outcome
5. Personnel and Facilities Description² (Must include the following)
 - a. Statement of the Nature/Degree of Collaboration. (Maximum 2 pages)
 - b. Statement of the Role of Each PI. (Maximum 3 pages)
 - c. Junior Scientists involvement, if applicable (Maximum 2 pages)
 - d. Available Facilities and Permits

SECTION III. BUDGET:

1. Summary Budget for the duration of the project and Detailed Annual Budgets (Present budget in U.S. dollar amounts and use Attachment III as a guide).

SECTION IV. ATTACHMENTS:

1. Curricula Vitae of *both* U.S. and Egyptian PIs, co-PIs and members of the research team as applicable (Attachment IV)
2. Bibliography/References(AttachmentV)

²**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.

Application Format for Research Planning and Development

SECTION I. COVER PAGE:

1. Cover Page signed by *both* PIs and their institutional representatives and **stamped with the Egyptian institution stamp.**
2. Project title should be written in English and Arabic

SECTION II. NARRATIVE PROPOSAL:

The narrative section of the proposal must include:

1. Table of Contents. (Maximum 2 pages)
2. Project Abstract for research proposals. (One paragraph in English and Arabic, attachment II)
3. Background (Maximum 3 pages)
4. Description of the project idea (Maximum 5 pages)
5. Statement of the Nature/Degree of Collaboration. (Maximum 1 page)
6. Expected Outcome, including the anticipated program solicitation(s) to which the US and Egyptian PIs intend to apply. (Maximum 1 page)
7. Available Facilities and Permits
- 8.

SECTION III. BUDGET:

1. Summary Budget for the duration of the project (Present budget in U.S. dollar amounts and use Attachment III as a guide.)

SECTION IV. ATTACHMENTS:

1. Curricula Vitae of *both* U.S. and Egyptian PIs, co-PIs and members of the research team as applicable (Attachment IV)
2. Bibliography/References (Attachment V)

Explanation of Outline Elements
For Research Planning and Development, Collaborative Research, and Integrated Science 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 multi-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 provide an informative background of the subject to be addressed in the project, summarize previous scientific research on the topic, and describe other ongoing projects or efforts that this project would complement. The Background should also explain how the U.S. and Egyptian PIs came to work together on this proposal.
- **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 applications or 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. 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.
- If applicable, 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 Description³ (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.).
 - For Research Planning and Development Grants, this section should describe the anticipated outcomes of the grant, including program(s) and/or funding source(s) to which the PIs may apply.
- **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. Note: It is expected that for Research Planning and Development Grants, this section will be less detailed, given the objectives of the grant.
- **Statement on the Participation of Junior Scientists. Maximum 2 pages.** If junior scientists (defined as undergraduate or graduate students or researchers who received their PhD within the last 10 years) are participating in the project, please write a statement on their participation by identifying their likely activities and how it will enhance their scientific development. Junior scientists may visit the

³**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.

counterpart laboratories during the project, and their names should be included in the proposal application, if known.

- **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 VIII) 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/dga/policy/guidance.htm-human> or <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm>.
- 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, 2010.

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 three 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 that 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. The review process of proposals submitted by the US PI will be overseen by the US agency identified by the PI on the Grant Cover Page (Attachment I). Peer evaluation and review of applications will be based on the scientific merit and mutual benefit to both countries. Such evaluations and reviews will be provided gratis by the participating technical agencies in Egypt and in the US.

The review process must guarantee that the information will be treated in utmost confidence if PIs have identified proprietary information in the proposals. *No funds will be disbursed to support activities that may produce intellectual property; unless such intellectual property is protected under both U.S. and Egyptian laws* (see Attachment VI). In all other cases, proposals will be sent to independent reviewers who are asked to evaluate the following criteria:

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. 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.

D. 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.

E. 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.

F. Capacity Building: This criterion relates to the potential of the proposed activity to contribute to the development of scientific resources (human and infrastructure) of Egypt and the United States as well as improving the effectiveness of research management or technology applications and information dissemination.

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

In addition to the above evaluation and review criteria, the Joint Board will consider Research areas, program balance and funding, or any unique opportunities provided by a given proposal. At the end of the application and review cycle, applicants may request copies of their reviews from the Joint Fund's Program Administrators. The reviewer's name and any other identifying information will be deleted before being sent to applicants.

ADDITIONAL PROVISIONS

NOTICE OF GRANT AWARD

Award decisions are announced by an email or a letter addressed to the grantee and his/her institution issued by the Executive Agents. Awardees will receive a contract/ grant letter specifying the title, duration, and total funding level of the project, and the "Terms and Conditions" of the award. Award contracts/ Letters must be signed by the PI and by the grantee institution and returned to the Administrators. Signature will constitute mutual legal commitment to the "Terms and Conditions" of the award.

GRANT TERMS AND CONDITIONS

- Projects are approved by the U.S. - Egypt Joint Board on Scientific and Technological Cooperation.
- A project may be modified or amended only with the prior written agreement of the cognizant technical agencies for the award.. A letter requesting a modification or amendment should be sent to the Program Administrators. The Program Administrators will send copies of the request to the appropriate U.S. and Egyptian technical agencies for consideration. The participating technical agencies will make a recommendation to the Joint Board at the subsequent session whether to approve the modification. If the modification or amendment is time-sensitive and requires action prior to the next Joint Board Meeting, approval may be granted by the Executive Agents, based on recommendations by the technical agencies.
- The Board may approve requests to extend a project's duration at no additional cost. Request for a no-cost extension (extension of time without additional funds) must be recommended by the participating U.S. technical agencies and Egyptian STDF and endorsed by the Joint Board. If the U.S. partner is seeking a no-cost extension, the U.S. partner should send a request via email to the U.S. technical agency administering the funds, with a copy to the U.S. administrator in Cairo.
- Cost extensions will be processed and reviewed as new proposals. They must comply with all applicable procedures, format, deadlines, and budget requirements, and in addition, must contain a separate section on “Results of Prior Support.”

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- In those cases where, in the course of executing the project, both sides agree in writing that the results obtained do not correspond to the ultimate goal of the project, or when the goal has lost its scientifically or technically innovative character (*e.g.*, by virtue of more innovative solutions reached outside the collaboration), the project may be terminated or changed in scope.
 - Individual or joint publications or any other written material (*e.g.*, invitation cards for workshops/seminars) arising from activities financed wholly or in part by the Joint Fund should acknowledge the Fund's institutional support in the following manner: *“This publication (workshop/seminar) is sponsored by the U.S.-Egypt Science and Technology Joint Fund in cooperation with (name of U.S. and Egyptian agencies) under Project (number).”*
 - Project PIs must provide the Program Administrators with three copies of any individual or joint publication and/or notification on filed or granted patents arising from activities financed wholly or in part by the Joint Fund, even after the completion of the project.
 - All work financed from the Joint Fund must be carried out in full compliance with the pertinent laws and regulations of both countries. This will be emphasized in projects that may have an environmental impact, introduce exotic biological entities into either country, or involve the use of human subjects or laboratory animals.
 - Financial documentation will be retained in usable form for a minimum of three years from the completion date of the project or until resolution of all open issues. Obligations and disbursements will be confirmed by receipts or other appropriate documentation.

FUNDS/PROJECT ADMINISTRATION

- The PI is responsible for the administration of grant funds. Signed endorsement and validation by the PI and the grantee institution are required in all financial matters relating to the award. The PI is also responsible for the timely submission of reports and renewal requests. Determination of scientific activities and modifications and travel schedules during the project are the joint responsibility of the Egyptian and US PIs.
- The PI's institutions are legally accountable for financial oversight of the grant. All proposals are assumed to have the financial endorsement of the PI's institutions at the time of submission.
- For this grant cycle, U.S. and Egyptian PIs can expect to receive their award funds through a U.S. funding agency and STDF respectively in the summer or fall of 2011.

DECLINATIONS AND WITHDRAWALS

An applicant whose proposal has been declined by the Joint Fund will be notified of the decision through the Program Administrators with a copy of the review form. Such proposals may be resubmitted for consideration in subsequent grant cycles, however, only after they have undergone appropriate revision. Revised or new proposals are judged on their merits relative to the evaluation criteria.

An applicant may withdraw a proposal by written request at any time before a final decision is reached. Such requests are acknowledged in writing by the Program Administrators.

REPORTING REQUIREMENTS – ALL GRANT TYPES

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

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

- First report: 6 months after project start date
- Second report: 18 months after project start date
- Third report: 27 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.

For Egyptian Applicants:

Gailan Abdel Gawad
Operations Manager
Science & Technology Development Fund
(STDF)
101, Kasr El Aini St., 12th floor
Downtown, Cairo, Egypt
Tel: +20 (2) 27920134
Fax: +20 (2) 27941005
E-mail: gailan.gawad@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

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 _____ (For Program Administrator Use) 2. I.D. Number _____ (For Program Administrator Use)

3a. Title of Proposed Project _____
 Arabic Title _____

3b. Short Identification Title _____
 Arabic Short Title _____

	EGYPTIAN PI		U.S. PI
4a. Name	_____	4b.	_____
5a. Title	_____	5b.	_____
6a. Institution	_____	6b.	_____
7a. Address	_____	7b.	_____
	_____		_____

8a. Telephone _____ 9a. Fax _____ 8b. _____ 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. _____

15. 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/	_____

16. 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		Year Three		Three-Year Total		Project Total
Egypt (\$)	U.S. (\$)	Egypt (\$)	U.S. (\$)	Egypt (\$)	U.S. (\$)	Egypt (\$)	U.S. (\$)	Egypt + U.S.

17. Total Years Duration _____

18. Please select one or more fields of science:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Agriculture • ICT • Pharmaceutical and chemistry | <ul style="list-style-type: none"> • Engineering • Medical sciences • Material science • Social Sciences • Other |
|--|---|

19. Proposal type: ___ Research Planning and Development Grant; ___ Collaborative Research Grant; ___ Integrated Science Grant

**INSTRUCTIONS FOR COMPLETING THE COVER PAGE FOR
RESEARCH PLANNING AND DEVELOPMENT GRANTS, COLLABORATIVE RESEARCH GRANTS
AND INTEGRATED SCIENCE 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, Two, and Three (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
19. Proposal type (Research Planning and Development, Collaborative Research or Integrated Science Grants)

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
Travel	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									
Travel Costs Total (A)										
Equipment	1. Instruments									
	2. Materials and Supplies									
Equipment Costs Total (B)										
Other Direct Costs	1. Computer Services									
	2. Publication Costs									
	3. Workshops and conferences									
	4. Other (Describe)									
Other Direct Costs Total (C)										
Salaries	1. PI salaries (Egyptian PIs, please indicate the % of time spent on the project; US PIs please indicate the number of months (see									
	2. Post Docs/Assistant's Salaries									
Salaries Costs Total (D)										
Institutional Indirect Costs (0-10% for U.S PIs and 20% for Egyptian PIs) (E)										
Grand Total Project Costs (F) (A+B+C+D+E)		\$	\$	\$	\$	\$	\$	\$	\$	\$

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 \$60,000 for Research Planning and Development Grants, \$250,000 For Collaborative Research Grants, and \$750,000 for Integrated Science Grants. Justification for each item over \$1,000 (for example, travel, equipment, etc.).

_____ 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. However, no funds will be disbursed to support activities that may produce intellectual property unless such intellectual property is protected under both United States and Egyptian laws.

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://ohrp.osophs.dhhs.gov/humansubjects/guidance/decisioncharts.htm>)

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 of submission to NSF via FastLane is the same as that of the US Egypt Joint Research Grant Announcement, **October 20, 2010**. Please do not upload your proposal prior to October 1, 2010. **US-Egypt proposals received via FastLane before October 1 or after the October 20 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. 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). 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 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 idea 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 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 GANTT chart template](#) 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.
