Misr El Kheir Foundation: Science, Technology and Innovation (STI) Program
Guide for Applicants

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Introduction:

Misr El Kheir (MEK) is an Egyptian Non-Governmental Organization registered with # 555 in May 2007 under the law 84 for year 2002. MEK aims at developing and empowering the Egyptian Communities to reach a favorable level of quality of life through a self-sustainable development model. In order to reach its goals, MEK seeks national and international cooperation and collaboration with active players in the society through strong and true partnerships.

In general, NGOs, play a key role in the development process, and as Science and Technology (S&T) are fundamental for social and economic progress, NGOs should utilize them as an important tool for achieving a better quality of life. MEK is taking the initiative to utilize S&T for community development. This will help in satisfying the basic needs of the Egyptian people using sustainable models.

The Science, Technology and Innovation Program (STI) at MEK, was launched back in 2008 by funding research projects of prominent scientists in the medical field of science. By 2010, the number of research projects increased to four projects; and other capacity building projects were launched. By beginning of 2011 various projects were considered by MEK covering the whole cycle of innovation.

The vision of the program is "Scientific Research for Living" and its main objectives are to:

1. Develop & Promote World Class Scientific Research;
2. Capacity Building;
3. Promote a Culture of Scientific Research; and
4. Encouraging NGOs to support Science and Technology

General Guidelines

The following sections provide general guidelines for all grants provided by STI Program

  a. Egyptian Researchers from Scientific Institutes, Universities, Scientific Societies, Private Sector, and Governmental Agencies are eligible for funding.
  b. All proposals/applications submitted to STI are subject to an evaluation process according to STI's procedures before a decision is taken.
  c. STI supports **<u>Applied Research</u>** in the following areas:
     a. Medical Sciences
     b. Renewable Energy
     c. Agriculture
     d. Water
     e. Social Sciences

Submission Process

  a. Applications are to be submitted when a call is announced.
  b. Decisions on the submitted applications will take an average of three months starting from the deadline announced.
  c. All applicants will be notified with the outcome of the reviewing process and the decision of the STI committee.
  d. The Reviewer's identity will remain confidential
  e. Only one grant for the same Principle Investigator (PI) during two consecutive funding cycles, whether as a PI or a CO-PI is allowed.
  f. Any PI may submit only one research proposal per grant cycle, whether as a PI or a CO-PI.
  g. For *<u>Closed Call for Proposals</u>*, Proposals are uploaded directly by the applicant to MEK's website. This is the only acceptable method to submit proposals to MEK.

h. For any enquires please, use our focal points available in Annex K or send us email at STI@misrelkheir.org

Budget Guidelines:

a. Budgets should be detailed, divided into years, and should abide by the attached "Budget format".

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

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

d. Travel costs should be detailed, including duration and expected number of trips per individual, lodging, etc…

Screening Process

a. The STI team will be the ones, screening out proposals that do not match the requirements, and processing the proposals that are aligned with MEK's objectives and match the requirements for the technical review.

b. The STI team will use the "Proposal Screening Checklist" (Annex A) to review each application. Proposals that are not sent during the specified dates of receiving proposals, those that do not contain any of the elements included in the Checklist, will automatically be screened out by the Program administrators and will not be reviewed.

Application Peer/Technical Review

a. After validating that the application is complete, the STI team will forward the applications and proposals to the evaluation committee.

Scientific Research Grants

This type of grant is mainly awarded to renowned scientists who have a proven track record of publications in reputable journals and have been recognized either internationally or nationally due to their exceptional performance in the field of scientific research.

The Grant

      i. Provides fund up to a maximum of 3,000,000 EGP per project (or as specified in the call for proposal)

      ii. Should not exceed 36 months in duration (or as specified in the call for proposal)

Allowable Costs

The cost provided through this grant type may cover salaries, equipment; materials and supplies; travel and per-diem; publications; post-doctoral or graduate student assistance; delivery and shipping costs and other costs associated with the performance of the project.

Salaries are calculated as follows:

Lecturer	Monthly salary: Up to 10,000 EGP
Assistant professor	Monthly salary: Up to 15,000 EGP
Professor	Monthly salary : Up to 20,000 EGP

Application Format

    1. <u>Cover Page:</u>

a. It should be signed by the PI and his/her institution

b.   It should also be stamped by the Egyptian Institution's stamp.

c. Name of the applicant; name of the host institution (to which the PI is affiliated), total required budget, and duration of the project.

d.   Project's title should be written in both languages, English and Arabic

2.   <u>Narrative Proposal (It must include the following):</u>

a. Table of contents

b.   Abstract (in English and Arabic)

c. Introduction

d.   Project Description (it must include the following):

i.   Background

ii.   Problem Definition

iii.   Short Term and Long Term Objectives

iv.   Methodology

v.   Expected Outcomes

vi.   Time Schedule for all of the Activities, (Gantt Chart provided in Annex D must be used)

e. Roles and Responsibilities of all project's staff

f. Available Facilities and Permits

g.   <u>Budget</u>: (Format provided in Annex B must be Used)

i.   A detailed budget, per Annum, must be submitted

ii.   A cash flow projection, for every Annum, must be submitted

h.   <u>Annexes</u>:

i.   List of References

ii.   Curriculum Vitas for all the Project Team members.

iii.   Logical Framework Matrix (LFM), Annex C

Evaluation

Applications that pass the preliminary screening will be assessed technically and financially and will be invited to give a presentation on their topic at MEK. Funding will be granted to applicants based on the scientific merit of their submitted proposal and its expected impact on the society.

Applications will be considered based on the following criteria:

- Type of the project
- Scientific merit
- Impact on society
- Qualifications and experience of the project team
- Relevance of the research topic and its alignment with MEK's main and auxiliary objectives
- Sustainability of the project, whenever relevant

The applicants will be informed in writing about the results of the evaluation.

The applications will be evaluated by MEK's Evaluation Committee that is composed of experts from different fields who have academic experience and are practitioners in their fields.

Only applications that are approved by MEK will be granted the fund.

Reporting

Grantees are required to submit the following reports, using format in annex J, over the life time of the project as follows:

For a 2-year project; 3 progress reports

For a 3-year project; 4 progress reports

Exact dates of reports submission will be indicated in the contract.

Reports which are more than one month delayed will cause a 5% deduction of the project's total budget.

Capacity Building Grants

This grant aims at building the capacity of Egyptian scientists through providing mobility grants, and Conferences

1. Mobility Grants

This type of grant includes, but is not limited to: the exchange of researchers with foreign and international organizations to get them more aware of the latest technologies & research techniques in different fields; and projects that motivate & recognize undergraduate students in pursuing the path of scientific research, etc.

The Grant

     i. Provides up to a maximum of 100,000 EGP

    ii. Should not exceed 1 year in duration

Allowable Costs

Costs that may be covered include: Travel expenses, per-diem, accommodation abroad, supplies and other costs that <u>must</u> be incurred for successfully completing the project.

Application Format

1. Cover Page:

    a. It should be signed by the applicant and the head of the institution

    b. It should be stamped by the institution

    c. Name of the applicant; name of the host institution (to which the PI is affiliated), total required budget, and duration of the project.

    d. The title should be written in both languages, English and Arabic

2. Narrative Proposal (it must contain the following):

    a. Table of contents

    b. Abstract (in English and Arabic)

    c. Introduction

    d. Program Description (must include the following):

        iv. A Detailed plan on the program's activities

        v. Program expected outcomes

3. Budget: (Format provided in Annex E must be Used)

    a. A detailed budget, per Annum, must be submitted

4. Details on all project's staff

5. Details on all available facilities and permits

6. Annexes:

    a. Acceptance letter from the foreign host institution

    b. All Curriculum Vitas for all Program Team members

Evaluation

Applications that pass the preliminary screening will be evaluated and the applicants will be called in for an interview for the evaluating committee to get insight on their case.

The applicants will be informed in writing about the results of the evaluation.

Only applications that are approved by MEK will be granted the fund.

Reporting

Grantees are required to submit the following reports over the life time of the project as follows:

For up to 6 months grants; one final report to be submitted one month after the end of the project.

For more than 6 months grants; 2 progress reports to be submitted ; one at the 6th month and a final report to be submitted one month after the end of the project

Exact dates of reports submission will be indicated in the contract.

Reports which are more than one month delayed, will cause a 5% deduction of the project's total budget.

2. *Conferences*

This grant is awarded to institutions such as Universities, Research Institutes, etc. Applicants must apply through their institutions.

The Grant

      i. Provides up to a maximum of 50,000 EGP

Allowable Costs

Costs that may be covered include: publication materials, conference's registration fee, travel expenses, accommodation abroad and any expenses that <u>must</u> be incurred as a result of undergoing such a project

Application Format[1]

1. Cover Page:

      a. The cover page should be signed by the conference coordinator, head of institution, and stamped by the institution

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[1] Applications are submitted through MEK's focal points located at research institutions

b. Name of the applicant; name of the host institution (to which the applicant is affiliated, total required budget).

c. The title should be written in both languages, English and Arabic

2. <u>Narrative proposal (MEK's form for conference support must be used):</u>

a. Abstract (in English and Arabic)

b. Conference description (must include the following):

   i. Conference objectives

   ii. Detailed information on the body that will be organizing the conference

   iii. Detailed Agenda

   iv. Expected outcomes

   v. Conference activities

c. Details on all available facilities and permits

d. Curriculum Vitas of speakers

3. <u>Budget:</u> (Format provided in Annex G must be Used)

4. <u>Annex:</u>

a. The Curriculum Vitas of the applicants and his/her supervisor

Evaluation

The applicants will be informed in writing about the results of the evaluation.

Only applications that are approved by MEK will be granted the fund.

Reporting

A report on the conference including future steps is to be submitted one month after the end date of the conference.

Innovation Grants

This grant is aimed at supporting scientists with scientifically and practically established innovation and it provides funds for developing a prototype for an issued patent. In this grant, the participation of industry will be accounted for.

The Grant

      i.   Provides up to a maximum of 250,000 EGP

     ii.   Should not exceed 2 years in duration

Allowable Costs

Costs that may be covered include: Materials & supplies, equipment, publications, delivery & shipping costs, travel expenses, per-diem, hiring experts for helping out with the business plan and other costs that <u>must</u> be incurred as a result of undergoing such a project

Application Format[2]:

1. <u>Cover Page:</u>
    a. It should be signed by the applicant and the head of the institution
    b. It should also be stamped by the institution
    c. Name of the applicant; name of the host institution (to which the Inventor is affiliated, total required budget, and duration of the project.
    d. The title should be written in both languages, English and Arabic
2. <u>Narrative proposal:</u>
    a. Table of contents
    b. Abstract (in English and Arabic)

    c.   Introduction

3. <u>Project Description (must include the following):</u>

    a.   Methodology

    b.   Expected outcomes

    c.   A detailed plan on the project's activities (Gantt chart available in Annex H must be used)

4. Detailed <u>Business Plan</u>

5. Details on all project staff

6. Details on all available facilities and permits

7. <u>Budget:</u> (Format provided in Annex I must be Used

    a.   A detailed budget, divided per Annum, must be submitted

    b.   A cash flow projection for each annum must be submitted

8. <u>Annex:</u>

    a.   All Curriculum Vitas for all program team members

Evaluation

Applications will be evaluated based on their Novelty; Technical Merit; Commercial Potential; and Potential Impact on society.

Applications that pass the preliminary screening will be evaluated technically and financially and the applicants will be called in for a presentation.

The applicants will be informed in writing about the results of the evaluation.

Only applications that are approved by MEK will be granted the fund.

Reporting

Grantees are required to submit the following reports over the life time of the project as follows:

For a 1-year project; 2 progress reports

For a 2-year project; 3 progress reports

Exact dates of reports submission will be indicated in the contract.

Reports which are more than one month delayed will cause a 5% deduction of the project's total budget.

Annex A

Scientific Research Grants: Proposal screening Checklist

The Submitted Proposal *must* include:

Cover Page:
- Name of Principle Investigator and Host Institution
- Signature of the PI and the stamp of the institution must be included
- Total required budget

Narrative Proposal:
- Abstract (in English and Arabic)

- Background

- Problem Definition.

- Objectives

- Detailed Methodology

- Expected outcomes

Budget:
- Detailed Budget Requested by the PI in Egyptian Pounds using MEK's budget format

Logical Framework Matrix using MEK's format

Curriculum vitae for the PI and all members of the research team

Annex B

Scientific Research Grants: Budget Format

Year #:

Eligible Costs	Breakdown	MEK	Cost Sharing	Total Project's Cost
Salaries	Details on all salaries of project's team (state the % of time dedicated to the project by the PI and Co PI).			
Equipment	Names of Required Equipment			
Supplies	Office Supplies			
	Laboratory Supplies			
Travel Expenses	Plane Tickets			
	Accommodation			
	Per-Diem			
	Conference's Expenses			
Other	Publications			
	Computers			
	Etc…			
Total				

Annex C

Scientific Research Grants: Logical Framework Matrix (LFM)

Activity Description	Key Performance Indicators	Means of verifications	Risks
Goal			
Project Objectives			
Expected Outputs (Results)			
Activities			

Annex D

Scientific Research Grant: Gantt chart

Activity Name	M1	M2	M3	M4	M5							
Main Activity 1												
Sub Activity 1												
Sub Activity 2												
Sub Activity 3												
Sub Activity 4												
Main Activity 2												
Sub Activity 1												
Sub Activity 2												
Sub Activity 3												
Sub Activity 4												

Annex E

Capacity Building Grant (Mobility)

Budget Format

Year #:

Eligible Costs	Breakdown	MEK	Cost Sharing	Total Project's Cost
Travel Expenses	Plane Tickets			
	Accommodation			
	Per-Diem			
Other	Other Expenses			
Total				

Annex G

Capacity Building Grant (Conferences)

Budget Format

Year #:

Eligible Costs	Breakdown	MEK	Cost Sharing	Total Project's Cost
Expenses for International speakers	Number of speakers			
	Cost of travel/speaker			
	Cost of accommodation/ speaker			
	Honorarium/ speaker			
	Others			
Expenses for national speakers	Number of speakers			
	Cost of travel/speaker			
	Cost of accommodation/ speaker			
	Honorarium/ speaker			
	Others			
Publication materials				
Total				

Annex H

Innovation Grants

Gantt chart

	Tasks/ Activities	Start	End	Duration (Days)	% Completed	Working Days	Days Complete	Remaining Days	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36	Budget
1	Main Activity 1																																	
1.1	Sub activity 1																																	
1.2	Sub activity 2																																	
1.3	Sub activity 3																																	
	Report 1																																	
2	Main Activity 2																																	
2.1	Sub activity 1																																	
2.2	Sub activity 2																																	
2.3	Sub activity 3																																	
2.4	Sub activity 4																																	
	Report2																																	
3	Main Activity 3																																	
3.1	Sub activity 1																																	
3.2	Sub activity 2																																	
3.3	Sub activity 3																																	
3.4	Sub activity 4																																	
	Final Report																																	

Annex I

Innovation Grants

Budget Format

Year #:

Eligible Costs	Breakdown	MEK	Cost Sharing	Total Project's Cost
Materials	Details			
Supplies	Office Supplies			
	Laboratory Supplies			
Travel Expenses	Plane Tickets			
	Accommodation			
	Per-Diem			
	Conference's Expenses			
Other	Hiring Experts to assist in developing a business plan			
	Publications			
	Delivery and Shipping			
Total				

Project Title

[Pick the date]
[Year]

PI:
Institute:
Project Start Date:
Project End Date:
Project Duration:
Reporting period: From: To:
Date of submission:

Progress report no:

Signature of PI

1. **Objective(s) of the reporting period, as given in the submitted grant application:**

2. **Former achievements through this contract:**

   (i.e. previous achievements preceding the current reporting period)

3. **Technical/scientific accomplishment/activities**
(Please use a separate sheet for each task)

   Narrative Description of actual accomplishments:

4. **Deliverables:**
   Outputs (e.g. publications in international journals, submission of patents, know-how, etc.)

5. **Planning for the next reporting period:**
(Please submit an updated LFM and Gantt chart using annexes A and B respectively).

   If the task is a continued task, please mention herein your plan for the next reporting period.

7. **Self evaluation: The PI evaluation of the progress of the project.**

8. **Actual or Expected Problems/ challenges encountered during the projects and how they were overcome.**

   i.   Description of problems encountered.
   ii.   Description of actions taken to resolve the problem.
   iii. Description of problems expected in the future.
   iv.   Description of actions proposed to resolve the problem.

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9. **Implementing team(s):**

10. Brief monetary report:

Item	Allocated budget	Actual Expenditures
Salaries		
Equipment		
Chemicals & Consumables		
Events (e.g. conferences, workshops, etc.)		
Local Travel		
International Travel		
Other costs (including indirect costs)		
Total Expenditure		

<u>Annex K</u>

List of MEK's Focal Points at Research Institutions

University	Focal point	Contacts
Alexandria University	**Dr. Khaled El Sadany**	elsaadany12@hotmail.com
American University in Cairo	**Dr. Amany El Shimi**	aelshimi@aucegypt.edu
German University of Cairo	**Dr. Noha Elbassiouny**	noha.elbassiouny@guc.edu.eg