Science and Technology Development Fund
www.stdf.org.eg

Guide for Applicants
Reintegration Grants
(April 2020)

About this Guide

Please note: This Guide is based on the rules and conditions directed by The Higher Council for Science & Technology, as well as the presidential decree No. 218 for 2007. The Guide does not in itself have legal value, and thus does not supersede the Presidential decree.

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General Terms and Conditions

- All proposals must be uploaded to the STDF website, proposals submitted by e-mail or sent as hard copies will not be considered.

- All proposals must use the exact formatting requirements for the current call given in the attached Application Form. Failure to adhere to the exact format required will automatically deem the proposal ineligible.

- All proposals MUST be in English Language, Arabic is allowed only for proposals in the fields of Humanities and Social Sciences.

- The application must include a signed and stamped Endorsement letter from the institution's legal representative as shown in the Application Form.

- Same proposal should not be submitted in more than one grant. (Duplicate submission of the same proposal is not allowed).

- Each PI can only submit a maximum of two proposals until notified with the evaluation results of his/her submitted proposals.

- At any time, a contracted STDF project team member should only be participating in a maximum of 3 projects (or a maximum of 2 projects as a PI).

- DO NOT submit proposals previously funded either by STDF or any other funding agency. Proposals deemed to be funded by other grants will be disqualified & applicants will be banned from submitting proposals to STDF.

- Any publications delivered as a result of STDF funded proposals, should acknowledge STDF funding in the publication.

- STDF's IPR rules and regulations in addition to STDF code of ethics are applied on all relevant cases.

- Foreign partners are allowed in this grant only as consultants given that the relevant security approval has been obtained, and only consultants' fees are allowed for those partners.

- Equipment purchased using STDF funds must be made available to all Egyptian researchers, provided that the project work is not disrupted.

- If more than one institution is involved it has to be clearly stated which institution is in charge and the role of each institution has to be specified.

- Extending a project's duration is prohibited, only under very strict justified conditions shall STDF allow any project extension, and any request for project extension will affect negatively STDF future decisions regarding the performance of the research team members.

- Having members from different research institutes in the same research team is allowed and encouraged.

- Conflict of interest should be avoided in any proposal application.

- All proposals will be evaluated on a competitive basis.

Reintegration Grants

Reintegration grants are directed towards Young Egyptian Researchers who have obtained their PhD degree from one of the reputable Universities / research Centers and are willing to continue their Research career in Egypt.

Eligibility Criteria

In order to apply for this grant, a team of researchers (affiliated to an Egyptian Research Entity) has to be built according to the following criteria:

1. A Principal Investigator (returning researcher) who satisfies the following criteria:
   a. He / She must be less than 40 years old at the date of proposal submission.
   b. He / She must have obtained his / her PhD degree within the past three years before the date of the proposal submission.
   c. He / She must have published at least three papers in the most cited (international) journals/periodicals in his/her field.
   d. He / she obtained PhD degree from one of the world renowned foreign universities
2. The Only PhD holder is the Principal Investigator, however the team can include a senior PhD holder, as a consultant and one of the two assistants can be a PhD holder, who has obtained his / her PhD degree after the PI's date of obtaining his PhD degree.

Proposal Application Form

To include:

- Cover Page
- Research Team (Annex 1: Research Team Information Table - Annex 2:CV- PI and all research team members)
- Abstract (English & Arabic)
- Introduction/Background
- Wider Objectives (Goals) and Specific Objectives
- Research Approach and Methodology (including Statement of Proposed Research...)
- Budget Table (Annex 3: Budget Format)
- Budget Justification
- Facilities and Equipment (Available & Needed)
- Travel
- Time Schedule (Annex 4: GANTT Chart)
- Project Management
- Expected Outcomes and Impact
- References
- Appendices (Any additional documents).
- Acknowledgement Form
- Endorsement letter

(Please refer to the application form)

Preferred to submit in addition:

- A list of five internationally recognized scientists in the field of research.

Budget Estimation

A maximum grant of 2,000,000 Egyptian Pounds is awarded to the accepted project in order to cover all costs required to accomplish the project during its entire period.

The application form must include a detailed estimated budget in which all prices are given in Egyptian Pounds. Over estimation of the budget will be considered in the evaluation process. (Annex 3: Budget format in Proposal Application Form).

- **Eligible costs (Allowable)**

The eligible direct costs for the research are the costs identified as specific costs directly linked to the performance of the research.

- **The cost of staff**

Monthly incentives are granted to the research team, based on their role/assigned tasks and dedicated time to the project in accordance with STDF internal rules and regulations.

- **Travel cost**

Travel costs are calculated upon the receipt of the actual costs of travel (plane ticket invoice, train tickets, etc.), while costs of stay (in other countries) are calculated upon a flat per diem rate for each country. Justification for travel should be provided in the proposal (see the Budget Justification Section the Proposal Application form)

- **The cost of Equipment**

The allocated amount for the purchase of equipment should be utilized for the purchase of new equipment that is directly related and essential to the research project submitted. The budget should be signed and stamped by the PI host institution.

- **Indirect Costs**

A total of 20% of the total budget of the project excluding the cost of equipment (or up to 150,000 LE, whichever is less) might be allocated as indirect costs that are payable to the Researcher(s) host institution (Where the Researcher(s) is/are conducting the research work). Such indirect costs are payable for the usage of facility and infrastructure of the host institution and should cover the cost and salaries of administrative work. (Please see Annex 3 in the Proposal Application Form)

Evaluation criteria

Generally speaking, the funds are awarded based on the following criteria:

- Proposal scientific/technological/innovative QUALITY (shall involve, but not limited to the following: comprehensible writing, added value and novelty relative to national and international literature, scientific methodology, budgeting and proper non-exaggerating costing, project management e.g. team, timing and work schedule)
- Applicability (Quality and efficiency of the implementation and the management)
- IMPACT of the project on socioeconomic indicators (how likely, long-medium-short or immediate impact, type of impact: economic-social and/or others)

Upon the eligibility check phase, eligible proposals are technically evaluated for final decision. Evaluation of proposals is carried out by STDF with the assistance of national / international independent experts. STDF staff ensures that the evaluation process is transparent, robust and fair, and in alignment with its rules and regulations.

Payment procedures

When a project is approved by STDF, a contract agreement will be signed between STDF, the Principle Investigator (PI), and the representative of the host institution.

The budget will be disbursed on subsequent installments. The first installment will be disbursed at the beginning of the project. The following installments will be paid after the receipt and approval of the technical and financial progress reports. (As described in the follow up section)

The disbursement of the final installment of the project (10% of the budget) is conditioned by the delivery of the outputs mentioned in the proposal in the scheduled time (such as know-how (patent), product(s), prototype, Impacted International journal articles …etc.), and subject to the internal rules and regulations of STDF.

Follow Up

A- Technical Reports

Biannual technical progress reports should be submitted according to STDF progress reports formats:

- **For a 2-year** project, four reports are requested throughout the whole period of the Project.

- **For a 3-year** project, six reports are requested throughout the whole period of the Project.

The final report in any project should be submitted one month after the official end date of the project, and should follow STDF final report format, together with an Achievements Report.

All submitted reports are evaluated by STDF and a feedback is sent to the project's PI and host institute.
In the event of receiving a follow-up report that is rejected by evaluators, STDF has the authority to impose additional follow-up reports (totally independent from the regular follow-up reports stated before).

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

B- Financial Reports

Four reports are requested every year (quarterly) signed and stamped from the Institution as well as all the expenditure vouchers.

C- GANTT chart

The GANTT Chart MUST be updated and uploaded on STDF's website with every technical progress report (every 6 months).