



Misr El Kheir Foundation

Scientific Research and Innovation (SRI) Program Guide for Applicants - Research Project

www.misrelkheir.org

About this Guide

This Guide for applicants is developed by the Scientific Research and Innovation Program team of Misr El Kheir Foundation to provide applicants with all information required to apply for different grant schemes offered by the Foundation.

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I. 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 (SRI) 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:

- Develop & Promote World Class Scientific Research;
- Capacity Building;
- Promote a Culture of Scientific Research; and
- Complete the Innovation Cycle

II. General Guidelines

The following guidelines apply for all grants provided by SRI Program:

- All proposals/applications submitted to SRI are subject to an evaluation process according to SRI's procedures before a decision is taken.
- All proposals are evaluated on a competitive basis.
- All proposals should be submitted in English unless stated otherwise in the call for proposal.
- All proposals must be uploaded directly by the applicant to MEK's website. This is the only acceptable method to submit proposals to MEK.
- The same proposal must not be submitted for other grants provided by other organizations simultaneously.
- Any PI may submit more than one research proposal per grant cycle, whether as a PI or a CO-PI however, only one proposal can be granted.
- MEK should be acknowledged in any publication that results from funded projects
- MEK's IP Policy applies to all funded projects.

III. Scope and Type of Activities

Projects applying for this fund should be novel, inventive, and applicable. Novel means that the subject matter or expected output of the project is a new or improved product/process that differs from existing ones. Inventive means that the project is not only new but also provides a creative and non-obvious solution for an existing problem. Applicable refers to a project outcome that can be applied for a social or commercial benefit.

SRI supports Applied Research in the following areas:

- **Energy**

The energy problem is a global problem and countries are trying hard to solve this problem where there is a depletion of energy sources in many locations, which led to racing world in the searching of alternative sources of energy. Recently many sources of renewable energy are used such as wind energy, solar energy, and other renewable sources. The production of electrical power from such renewable energy has different advantages cheap, free, and non-polluted...etc. Egypt does not differ much from many countries of the world in the energy problem and fear in the

future from the depletion of energy sources especially with the growing population. Recently, It Was repeated the shutdown of electric power due to the diminution in diesel and petroleum materials needed to generate electricity. Many institutions, companies and individuals went to search for alternative method used in case of power shutdown-n and them choice the solar or other renewable energy as alternative solutions to produce electricity which may be used to turn some appliances.

This call for proposals is one of a series of calls that aim at developing a prototype for the energy sources and focusing on this topic:

- Developing novel energy alternatives by using renewable energy sources or from agricultural and non-agricultural waste. (Developing new methods to convert waste into Energy)

- **Water**

In Egypt, natural resources of freshwater are very limited because Egypt is situated in an arid to semi-arid region characterized by high temperature, low humidity, little rainfall and a high evaporation rate. The water supplies in Egypt are mainly obtained from Nile River and to a less extend groundwater and water reuse. Egypt is classified in the top five-water stressed countries in Africa and top fifteen worldwide. In the face of global water scarcity there is an urgent need to prevent contamination of available water resources from various type pollutants. Environmental pollution is currently one of the most important issues facing humanity. Among them, sanitation and poor water, especially in villages, are contaminating water resources. Moreover, diseases, associated with poor water and sanitation have considerable public health significance. In 2004, it was estimated that 4% of the global burden of disease and 1.6 million deaths per year were attributed to unsafe water supply and sanitation.

This call for proposals is one of a series of calls that aim at developing innovative prototypes in the water sector focusing on these topics:

- Develop new economic and non-conventional methods of sanitation in and drinking water treatment villages.
- The use of renewable energy in modern inexpensive irrigation systems (especially in small farms in the delta).

- **Food / Agriculture**

Egypt, like many countries, is facing the challenges of food security. With a population reaching 90 million and available cultivated land of only 8-9 million feddans, and climatic changes start to leave marks on the sector efficiencies. The issues of food security, food safety, and food quality are becoming further challenging as demand for food increases in Egypt and international markets. To meet these challenges the agriculture sector needs to look and boost new innovative tools to increase the efficiencies of resources utilization (land, water and animal). Such dilemma has mandates the developing and utilization of modern approaches to protect food products from loss and microbial attack and to enhance the crop farming with new sustainable agricultural strains. Agricultural research has been targeted toward developing new technologies and practices which are economically, environmentally, and socially acceptable. The beginning of the development of new methods for the production of seed locally, valuable and safely fertilizers, expansion of fish farming, the expansion of agriculture in greenhouses. Currently, industry have been developing new technologies for better utilization of agriculture field yield of both commodity crops and its by-products with cheap yielding social, economic and environmental in order to create new biomass industries with sustainable future, create jobs, improve farmers' income, and added value to farm products.

This call for proposal is one of a series of calls that aim at developing novel prototype in the food and agriculture sector and focusing on the following topics:

- The development of new methods for the local production of fertilizers, biopesticide and seeds.
- The development of new methods for the production of crops with high productivity (under biotic and abiotic stresses)
- The development of inexpensive new systems to feed students to face malnutrition./ The development of inexpensive new systems to raise nutrient values of food
- The development of sea fish farming to meet the needs of the domestic market and export.
- Design of inexpensive new systems of greenhouses (specially using LED Technologies).
- Novel and economic agricultural waste treatments with social, economic and environmental yielding.

Budget and Duration

- The budget should not exceed 1,000,000 EGP per project
- The duration of the project should not exceed two years.

IV. Eligibility Criteria

Egyptian Researchers from Scientific Institutes, Universities, Scientific Societies, and Governmental Agencies are eligible for funding. Having partners in the industry or private sector is an advantage.

The following criteria should be fulfilled in order to be eligible for a grant:

- The principal investigator (PI) should be an Egyptian citizen who is affiliated to an Egyptian institution.
- At least 60% of the research team members must have Egyptian nationality. MEK will fund the Egyptian members.
- An applicant is allowed to submit more than one proposal, however only one can be awarded.

V. Proposal Submission

- Download the application form from the following MEK's website www.misrelkheir.org/SRCall
- Proposals are uploaded directly by the applicant to MEK's website. This is the only acceptable method to submit proposals to MEK.
- Decisions on the submitted applications will take an average of three months starting from the deadline announced.
- All applicants will be notified with the outcome of the reviewing process and the decision of the SRI committee.
- The Reviewer's identity will remain confidential.
- For any enquires please send us email at SRI@misrelkheir.org

VI. Evaluation Process

VI.I Screening Process:

- The SRI 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.
- The SRI 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.

VI.II Evaluation:

The SRI team will forward the applications that pass the preliminary screening to the evaluation committee. Applications will be assessed technically, financially, and commercially and applicants 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.
- Relevance of the research topic and its alignment with MEK's main and auxiliary objectives.
- Novelty: The characteristics that make the proposed idea new and unique.
- Inventiveness: The ability to solve existing problems using new solutions.
- Scientific Merit: The viability of the scientific and engineering principles on which the idea is based.
- Potential Impact: Expected future impact on Egypt's socioeconomic development.
- Commercial Potential: The market demand and readiness for the output of the proposed research project.
- Qualifications and experience of the project team.
- 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 and market experience and are practitioners in their fields.

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

VII. Contract Signing and Payments

VII.I Contract Signing:

When MEK approves a project, a contract is signed with the applicant (PI) and the host institution. MEK's Intellectual Property (IP) Policy will be included in the contract and all the members of the research team are required to agree on that policy before signing the contract.

VII.II Payment:

After signing the contract, the budget will be disbursed on several installments as following:

- First installment up to 30% at the beginning of the project based on the major milestones in the project.
- A number of intermediate installments will be negotiated based on the major milestones of the project.
- Final installment 10% after MEK approves the final report.

VIII. Reporting and Monitoring

VIII.I Reporting:

Grantees are required to submit GANTT Charts and reports, using the formats in Annex C and D respectively, over the lifetime of the project as follows:

Technical Reports

The project teams are required to submit a progress report after finishing each major milestone and a final report (Annex D)

Financial Reports

Financial reports must be submitted quarterly and they should be signed and stamped by the host institution. Copies of expenditure invoices and vouchers must be attached. MEK's forms must be used and it will be available in the contract annexes.

GANTT chart

The GANTT Charts must be submitted every 6 months.

Exact dates of reports submission will be indicated in the contract. Reports that are delayed for more than one month will cause a 5% deduction of the project's total budget. Please use any project management tools like MS Project.

VIII.II Evaluation of Technical Reports:

MEK assigns external reviewers to evaluate the technical reports. Site visits will also be conducted where applicable and feedback will be sent to the project's PI. If the project is not performing according to the original proposal without justifiable explanation, MEK will have the right to stop the project and recover any unspent budget.

If the reviewers reject any of the reports or in case they require more information, MEK can always ask the project team to submit additional reports other than the regular reports stated in the contract.

Annex A: Proposal Screening Checklist

The Submitted Proposal *must* include:

1. **Application Form:** Use the template in the Application Form Guide.
2. **Logical Framework Matrix** using MEK's format (Annex B).
3. **GANTT Chart** using MEK's format (Annex C).

Annex B: Logical Framework Matrix (LFM)

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

Annex C: 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 D: Progress Report Format

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:

Institution Stamp:

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 vs. planned activities

(Please use a separate sheet for each task)

Narrative Description of actual accomplishments vs. planned activities:

4. Deliverables:

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

Please specify any research output or findings that you consider new or improvements over existing state-of-the-art.

5. Planning for the next reporting period:

(Please submit an updated LFM and Gantt chart using annexes B and C 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.

9. Implementing team(s):

10. List of Purchased Equipment:

11. 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		

ملخص للتقرير باللغة العربية

1. ما تم انجازه من الانشطة

2. الانحرافات (سلبية وإيجابية) عن الخطة

3. المشكلات / المخاطر القائمة بالمشروع

4. الخطط المستقبلية