
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

November 4, 2003

U.S. - EGYPT JOINT BOARD • AUGUST 2003

www.usembassy.egnet.net/usegypt/joint-st.htm

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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. 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 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 falls under the umbrella of the U.S.-Egypt Partnership for Economic Growth and Development, which aims to promote equitable economic growth and private sector job creation in Egypt through a broadening and deepening of the economic relationship between Egypt and the United States and enhancement of linkages between the private sectors of both countries.

The Joint Fund is governed by the U.S. - Egypt Joint Board, as provided for under the Agreement. The Joint Board is composed of six members each from the U.S. and Egypt, including the U.S. and Egyptian Executive Agents and appropriate representatives from participating scientific agencies in both countries. 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, approves the cooperative activities to receive funds, and prepares reports to the Secretary of State and Minister of Scientific Research. In so doing, the Joint Board shall consider the needs and capabilities of the private sector in each country.

The Joint Board will entertain all proposals that meet the criteria of this document. *Special consideration will be given to proposals that address priority areas determined by the Joint Board.*

Joint Fund support for research and development cooperation takes the form of research grants and workshop grants to Egyptian and U.S. collaborators. Grants are awarded on the basis of an evaluation and review of detailed joint proposals from Egyptian and U.S. researchers.

The Joint Fund is designed to support the *add-on costs of bilateral cooperation. It is not a primary source of funds for domestic activities in either country.* While Joint Fund grants are relatively modest, they provide financial resources dedicated to promote international cooperation. Accordingly, grant applications submitted to the Joint Board should include strong elements of mutual interest, mutual benefit, high conceptual and scientific quality, and mutual commitment of resources, and should be consistent with the science and technology policies of each country.

Joint activities will be carried out on the basis of arrangements concluded between cooperating organizations after evaluation and review by participating technical agencies of both governments and approval by the Joint Board. 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.

Science and technology activities funded from sources other than the U.S. - Egypt Joint Fund shall be governed by those agreements or implementing instruments concluded directly between the interested agencies.

Applications consisting of an appropriately detailed technical proposal and supporting documentation shall be evaluated on the basis of technical merit, degree of cooperation, plan of work and preliminary budget.

GENERAL REMARKS

PARTICIPANTS

Experts from U.S. and Egyptian scientific institutes, universities, scientific societies, private sector research and development centers, and governmental agencies are eligible to apply. Individuals in either country may initiate proposals.

TYPE OF ACTIVITY

Cooperative activities may include coordinated and joint research projects, studies, and investigations; exchange of science and technology information and documentation in the context of cooperative activities; exchange of scientists, specialists, and researchers; exchanges or sharing of equipment or materials; and other forms of scientific and technological cooperation as may be agreed by the Joint Board.

Implementation of these activities may include, *inter alia*, the following modalities:

1. Mutual assistance in structuring and implementing S&T policy and management that support an appropriate role for the private sector in both countries;
2. Cooperation in creating or enhancing advanced technology and mechanisms to transfer technology to the private sector;
3. Cooperation in activities that encourage the private sector application and adaptation of technology.

Within these modalities, cooperation may be implemented through the following:

Joint Research and Development Projects. Work on joint research and development projects may be performed at institutions in either or both countries. Projects are conducted under the general direction of an Egyptian and a U.S. participant. The U.S. participant may be defined as a counterpart, or in any other capacity reflecting the circumstances of the project. Project duration usually is two to three years but may vary with the kind of activity carried out. Projects may be extended beyond the final year on the basis of an approved renewal request. Annual progress and fiscal reports are required (see “Reporting Requirements” below).

RESEARCH PRIORITIES

The Joint Board has endorsed the priorities for joint activities as follows:

- Biotechnology
- Environmental Technologies
- Information Technology
- Standards & Metrology
- Manufacturing Technologies
- Energy
- Other Fields (e.g. Geology, Anthropology, New Materials & Nanotechnology, Economics, other Social Sciences etc.)

U.S.-EGYPT JOINT SCIENCE & TECHNOLOGY BOARD

JOINT RESEARCH GRANT PROPOSALS

APPLICATION PROCEDURES

Applications consisting of an appropriately detailed technical proposal will be evaluated on the basis of technical merit and a preliminary budget. Applications for Joint Fund grants must take the form of a written proposal in English. These proposals should be jointly developed by interested experts of both countries. Ideally, the Egyptian and U.S. participants will already be familiar with each other or enjoy a working relationship. It is the task of these partners to develop the joint proposal. This collaboration should be evident in the proposal or in attachments of supporting correspondence. The project proposal should first be supported and cleared by the home institutions of both the Egyptian and U.S. cooperators.

Proposals may be submitted at any time, but in order to be considered by the next Board session, not later than the established deadline. The 2003 deadline is November 4, 2003. Proposals must be postmarked by this date.

Approval of new projects and funding decisions will normally be made once a year at a meeting of the Joint Board. Ordinarily, the Executive Agents (the U.S. Department of State and the Egyptian Ministry of Scientific Research) shall make interim decisions concerning new project development visits and other business by official correspondence.

Participating technical agencies will conduct the proposal evaluation and develop a priority list of approved proposals. This list will be submitted to the Joint Board for final selection.

The Program Administrators shall act as the administrators for the purpose of receiving proposals, assuring conformity of the proposal with established guidelines and screening out proposals that do not meet these guidelines, and processing formal proposals for technical review. *Eight copies* of the formal proposal, submitted from either side, should be directed to either Program Administrator. The American and Egyptian Program Administrators are the primary contacts for proposal submission or program inquiries in the U.S. - Egypt S&T Joint Board Program:

For U.S. Experts Submitting

Joan Mahoney, S&T Coordinator
American Embassy/ECPO
8 Kamal El Din Salah St.
Garden City, Cairo
Tel. (20) (2) 797-2925
Fax: (20) (2) 797-3150
mahoneyjm@state.gov

For Egyptian Experts Submitting

Dr. Fawzi Elrefaie
Egyptian Program Administrator
Ministry of Scientific Research
101 Kasr El Aini Street, 12th Floor, Cairo
Tel. (20) (2) 792-1323/4;
Fax (20) (2) 792-1325
E-mail: stc_asrt@hotmail.com
stc@asrt.sci.eg

After ensuring that the proposal meets the basic requirements of the Program Announcement, the Program Administrators will then forward copies of the proposal to the appropriate participating technical agencies of both countries for simultaneous review in accordance with the evaluation criteria listed in the section on “Review and Evaluation.” Applicants will be notified of the identity number of their proposal in a letter of acknowledgment from the Program Administrators.

Each proposal must have partner cooperators and institutions from the United States and Egypt. The proposal must describe the nature and degree of cooperation between both partners and clearly define the role of each. The proposal must clearly demonstrate the significance and mutual benefit of the proposed activity to the United States and Egypt. Proposals that identify the participation of junior scientists (undergraduate, graduate, or researchers within 10 years of receiving their Ph.D.) in the proposed research from one or both sides of the collaboration will receive higher ranking than those who do not include this participation. The proposal must also clearly demonstrate how the activity will benefit the private sector, and if appropriate, how the technology will be transferred to the private sector. Technical merit and technical competence of cooperators must be clearly demonstrated, as well as the feasibility of the project to be achieved (given proposed techniques, requested budget, proposed time frame, etc.). The proposers must ensure that appropriate infrastructure already exists within the proposing institutions to conduct the proposed project. The total requested budget (U.S. and Egypt costs combined) must not exceed U.S.\$60,000 for the entire grant period.

Proposals that do not meet the basic requirements laid out in the Program Announcement will be screened out by the Program Administrators at the beginning of the grant cycle and will not be forwarded to the technical agencies for review.

A “Proposal Screening Checklist” (Attachment V) is used by the Program Administrators to determine whether or not a proposal meets these requirements. For example, proposals that are sent after the submission deadline, lack the signatures of an Egyptian or U.S. cooperator, or do not contain any one of the essential elements included in the Checklist, will automatically be screened out. All applicants should carefully review the Proposal Format guidelines below, as well as the attached Checklist.

The Joint Board will not approve more than one grant for the same applicant during the same funding cycle.

BUDGET

Research Grant applications must include a summary budget in U.S. dollars for U.S. and Egypt costs, covering the duration of the proposed project, and separate budget breakdowns for each individual year of support requested. Support may be requested for a maximum of three years. The total requested budget for the entire grant period (U.S. and Egypt costs combined) must not exceed U.S.\$60,000.

Applicants *must* calculate all costs in U.S. dollars and provide a narrative justification for budget items over \$1,000.

In developing the budget, the cooperators should focus on what additional funds, in Egypt and the U.S., they would need to add to existing sources of support in order to allow mutually beneficial collaboration to take place. The Egypt and U.S. budget requests need not be equal. However, in order to achieve overall balance in the Joint Fund Program, the U.S. and Egypt 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 cooperators may be adjusted in order to reflect the total amounts available in the Joint Fund on the U.S. and Egyptian sides.

Once approved, multi-year projects require updated and brief annual performance and fiscal reports, which must follow the format and timeline laid out in this Announcement under “Reporting Requirements.”

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 fund include: travel and per diem, materials and supplies, equipment, publications, temporary post doctoral or graduate student assistance (PI salary is not allowed), delivery and shipping costs, and other costs associated with the performance of the project. The agreed costs of purchase and installation of apparatus and technical instrumentation essential to the work agreed upon in the project may also be covered from the Joint Fund. 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. Where possible, the cost of transporting and insuring such apparatus or equipment may be covered by the project award.

Indirect Costs. The Joint Board strongly discourages indirect costs. Nevertheless, if necessary, infrastructure costs may be considered for research grants but may not exceed 14 percent of the direct cost budget.

PROPOSAL FORMAT

The Project Proposal for Research Grants must include all of the elements listed below. U.S. applicants whose proposals will be reviewed by the National Science Foundation must also be prepared to submit their proposals in electronic format through NSF's Fastlane Internet site (www.nsf.gov). After receipt and screening of the Joint Board proposals in Cairo, the American Administrator will contact the concerned applicants and request that they proceed with NSF Fastlane proposals.

SECTION I. COVER PAGE:

1. Cover Page signed by *both* cooperators and their institutional representatives and stamped with the Egyptian institution stamp (Attachment I).

SECTION II. NARRATIVE PROPOSAL:

The narrative section of the proposal must not exceed 15 single-spaced typed pages.

2. Table of Contents (maximum 1 page)
3. Background (maximum 1-2 pages)
4. Project Abstract (one paragraph, Attachment II) for research proposals,
5. Statement of Scientific or Technical Problem (maximum 1 page)
6. Project Description and *Detailed Plan of Work* (3-4 pages)
7. Statement of the Role of Each Principal Investigator (maximum 1 page)
8. Statement of the Nature/Degree of Collaboration (maximum 1 page)
9. Statement on the Participation of Junior Scientists (maximum 1 page)
10. List of Facilities Involved/Available

SECTION III. BUDGET:

11. Summary Budget and Detailed Annual Budgets, calculated in U.S. dollars (see budget format in Attachment III). The total requested budget (U.S. and Egypt costs combined) must not exceed U.S. \$60,000 for the entire grant period. The budget sheet must be signed by both cooperators and stamped with the Egyptian institution stamp.

SECTION IV. ATTACHMENTS:

12. Curricula Vitae of *both* U.S. and Egyptian cooperators (maximum 2 pages per person, see Attachment IV)
13. Bibliography/References
14. Supporting Correspondence from Institutions
15. Priority Research Area Selection Sheet (see Attachment IX)

Explanation of Proposal Sections

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

- Title of proposed project.
- Brief, professionally informative title.
- Complete names, mailing addresses, phone, fax, and e-mail of cooperators.
- Signatures of the U.S. and Egyptian cooperators as well as of an official authorized to represent the grantee institutions in administrative and financial affairs and stamped with the Egyptian institution stamp. *Proposals lacking these signatures and endorsements will be considered incomplete. Lack of signatures and the Egyptian institution stamp is a top reason that proposals fail to advance to the review process.*

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- U.S. applicants are requested to check the box identifying the U.S. technical agency, if any, with which they have previously been in contact regarding the proposal. Proposals may be directed to this agency for review.
 - 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 U.S \$60,000 for the entire grant period. 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 1 page.

3. *Background.* Maximum 1-2 pages. 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 principal investigators came to work together on this proposal.

4. *Project Abstract (for Research Proposals).* 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, not exceeding 1 paragraph (see Attachment II).

5. *Statement of Scientific or Technical Problem.* Maximum 1 page. 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.

6. *Project Description and Detailed Plan of Work.* Maximum 3-4 pages. 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 knowledge 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 cooperators.
- The proposal must also clearly demonstrate how the activity will benefit the private sector, and if appropriate, how the technology will be transferred to the private sector.

7. *Statement of the Role of Each Principal Investigator.* Maximum 1 page. This section should clearly state the role of each principal investigator, including a description of the complementary tasks to be performed by the U.S. and Egyptian cooperating persons and institutions.

8. Statement of the Nature/Degree of Collaboration. Maximum 1 page. 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 principal investigators 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, benefit to the private sector/industry, etc.).

9. Statement on the Participation of Junior Scientists. Maximum 1 page. This section describes junior scientist involvement and participation in the proposed project. For reference, junior scientists include undergraduate or graduate students or researchers who received their PhD within the last 10 years. The participation of such junior scientists should enhance their scientific development, and they should be actively engaged in the joint research project. Further, it is encouraged that these young scientists be able to visit the counterpart laboratories during the project, and that their names be included in the proposal application.

10. List of Facilities Involved/Available. This section lists and describes the facilities and instrumentation to be used. It explains how their use will contribute to collaboration between the principal investigators, if applicable. It must include a statement about the use of human subjects or tissues or animals, if these are to be used.

11. Summary Budget and Detailed Annual Budgets. The use of the budget format given in Attachment IV 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.
- 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.
- The total requested budget (U.S. and Egypt costs combined) *must not exceed* U.S. \$60,000 for the entire grant period. *Proposals whose budgets exceed U.S.\$60,000 will be screened out by the Program Administrators and will not be forwarded to the technical agencies for review.*

12. Curricula Vitae. Maximum 2 pages per person. The Curriculum Vitae of the U.S. and Egyptian cooperators should follow the format provided in Attachment IV.

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

14. Supporting Correspondence. Proposals should also include supporting correspondence - usually a letter from the U.S. or Egyptian counterpart, depending on who submits the proposal - expressing professional interest in the topic and personal willingness to cooperate in the proposed project. If the cooperator is participating fully in the project (i.e., also receiving funds to support the project), then that cooperator must provide the same institutional clearances as the partner cooperator, as detailed in the Cover Page.

15. Priority Research Areas. The Priority Research Areas sheet provided in Attachment X allows the applicant to identify the specific research area of the proposed project and helps the Joint Fund Administrators to direct the proposal to the appropriate technical agencies for review. All applicants *must* check one box. For research areas considered Other Fields (e.g. geology, anthropology, economics, new materials and nanotechnology, other Social Sciences etc.), please write-in the appropriate topic in section G.

ADDITIONAL PROVISIONS

REVIEW AND EVALUATION

The Joint Board will identify technical agencies to receive proposals to conduct an evaluation and review. Such evaluations and reviews will be provided gratis by the participating technical agencies in the United States and Egypt. All proposals from all organizations that meet the requirements of the Joint Science and Technology Program will undergo such peer review. Once a proposal is received, judged to conform to the requirements of the Program, and accepted officially by the Program Administrators, it will be distributed to the appropriate U.S. and Egyptian participating technical agencies for concurrent review of scientific merit and assessment of mutual benefit to both countries. At the end of the grant cycle, applicants may request copies of their proposal reviews from the Joint Fund's Program Administrators, who will delete the reviewer's name and any other identifying information. A copy of the Rating/Review Form to be used by proposal reviewers is attached as a reference (Attachment VI).

The review process must guarantee that the information will be treated in utmost confidence if submitters 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 VIII).* In all other cases, proposals will be sent to at least two 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 manner in which the joint research effort manifests itself, e.g., joint contribution, complementary research, exchange of materials or equipment, use of special research facilities, exchange of scientists, etc.

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. Renewal requests are judged mainly on performance during the preceding grant period.

D. Relevance and Significance of International Cooperation: This criterion applies to the Egyptian and U.S. partners and their expected contributions to the goals of both sides arising from the science and technology priorities and the mutual benefits anticipated from the cooperation.

E. Evaluation of the Budget: This criterion is used to assess whether the budget is fully justified, well arranged, appropriate to the goals of the Joint Fund, and the administrative requirements described above; evaluates the potential benefit relative to cost.

F. Infrastructure Effects: This criterion relates to the potential of the proposed activity to contribute to the effectiveness of research management or technology applications, information dissemination, and development of scientific resources of Egypt and the United States.

G. Involvement of Junior Scientists: This criterion relates to how the proposed project will encourage the participation of junior scientists. For reference, junior scientists include those from undergraduate student level through graduate level, and up to those researchers who have received their Ph.D.'s less than ten years ago. The participation of such junior scientists should enhance their scientific development, and they should be actively engaged in the joint research project. Further, it is encouraged that these young scientists be able to visit the counterpart laboratories during the project, and that their names be included in the proposal application.

H. Plagiarism: "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. Plagiarism is the appropriation of another person's ideas, processes, results or words without giving appropriate credit".

I. Human Subjects Research: Any research proposal using human subjects (see definition - Attachment XI) submitted to the U.S.-Egypt Joint Fund for consideration must show institutional review board (IRB) certification. For Egyptian scientists, this certification must be provided at the time of proposal submission. For U.S. scientists, certification may be provided at the time of proposal submission or during the review process. It will be required for making an award. For detailed information consult <http://www.nsf.gov/bfa/dga/policy/guidance.htm - human> or <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm> .

The ratings, or rank ordered lists from the U.S. and Egyptian reviewing agencies, will then be compared, and those rated highest by both sides will be recommended for funding. Some adjustment may be made for priority area focus, program balance, budgets, or any unique opportunities provided by a given proposal, but in general, assessment of scientific merit will be the prime determinant in recommending a proposal for funding. In order to facilitate this process, U.S. and Egyptian technical agency representatives (counterparts) should meet and finalize a list of proposals to recommend to the Joint Board.

RENEWALS AND NO-COST EXTENSIONS

Renewal requests will be processed and reviewed as new proposals. They must comply with all applicable procedures, format and budget requirements, and in addition must contain a separate section on "Results of Prior Support."

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 other than previously provided by the award) must be recommended by the participating U.S. and Egyptian technical agencies, and endorsed by the Joint Board.

DECLINATIONS, RETURNS, AND WITHDRAWALS

Proposals that do not comply with the application guidelines will be returned to the applicants and will not be forwarded for review.

An applicant whose proposal for Joint Fund support has been declined will receive a formal letter of the decision (with reviews attached if possible) through the Program Administrators. Declinations or returns do not reflect negatively upon the applicant. Such proposals may be resubmitted for consideration, however, only after they have undergone appropriate revision. Revised or new proposals are judged individually on their merits and then competitively against evaluation criteria mentioned above.

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.

NOTICE OF GRANT AWARD

Award decisions are announced by a letter addressed to the grantee and his/her institution issued by the Executive Agents (see Attachment VII). Awardees receive a grant letter specifying the title, duration, and total funding level of the project, and the "Terms and Conditions" of the award. Award Letters must be signed by the principal cooperators and by the grantee institution and returned to the Administrators. Signature will constitute mutual legal commitment to the "Terms and Conditions" of the award.

FUNDS/PROJECT ADMINISTRATION

The principal investigator is responsible for the administration of grant funds as well as the timely submission of reports and renewal requests. Signed endorsement and validation by the principal investigator and the grantee institution are required in all financial matters relating to the award. Determination of scientific activities and modifications during the project are the joint responsibility of the Egyptian participant and his or her U.S. counterpart. It is also the Egyptian and U.S. participants' responsibility to agree on travel schedules well in advance.

The grantee institution is legally accountable for financial oversight of the grant. All proposals are assumed to have the financial endorsement of the grantee's institutions from the time of submission.

Applicants should be aware that U.S. principal investigators can expect to receive their award funds through a U.S. funding agency in the summer or fall of 2004. Egyptian principal investigators normally do not receive their funds until the spring of the following year (spring 2005). U.S. and Egyptian cooperators should take this timing into account when jointly planning their project start-up.

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 technical agencies on both sides and approval of the Joint Board. 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.

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.

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 documents.

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).”*

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.

REPORTING REQUIREMENTS

Joint Research Projects

For U.S. and Egyptian Principal Investigators:

All projects are required to submit an Annual Performance and Financial Report that is prepared jointly by the U.S. and Egyptian principal investigators. This report should be brief and:

- 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.

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- Describe any problems that were encountered.
 - List equipment purchased and/or used.
 - 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.
 - Incorporate information from and include the signatures of both the U.S. and Egyptian principal investigators.

For one-year grants, the Annual Report is due within one month of the project's conclusion.

For two-year grants, the Annual Report is due by March 1 of the first grant year. For three-year grants, the first Annual Report is due by March 1 of the first grant year, and the second Annual Report is due by March 1 of the following year. It is recognized that of necessity the first Annual Report will cover a period less than a full year. In addition, a Final Report covering activities, results, and financial expenditures for the entire grant period is required within one month of a project's conclusion. A separate Annual Report for the final year of the project is not required since that year's activities will be covered by the Final Report. Grant payments for the second and third years of multi-year grants cannot be made or authorized without receipt and approval of the required Annual Reports.

It is the responsibility of the U.S. and Egyptian principal investigators and their institutions to assure timely and accurate submission of all reports. 5 copies in English should be sent to the Egyptian Program Administrator, and 2 copies to the American Program Administrator. Reports will be forwarded to the relevant technical funding agencies:

Mailing from Egypt:

Dr. Fawzi Elrefaie
Egyptian Program Administrator
Science & Technology Center
Ministry of Scientific Research
101 Kasr El Aini Street, 12th floor
Cairo, Egypt
Tel: (20) (2) 792-1323/4
Fax: (20) (2) 792-1325
Email: stc_asrt@hotmail.com
stc@asrt.sci.eg

Mailing from the United States:

Ms. Joan Mahoney
US Joint Fund Administrator
American Embassy/ECPO
8 Kamal El-Din Salah Street
Garden City, Cairo, Egypt
Tel: (20) (2) 797-2925
Fax: (20) (2) 797-3150
Email: mahoneyjm@state.gov

Copies of subsequent publications resulting from the project should be sent to this address as well.

Additional Requirements for Egyptian Principal Investigators:

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

**ATTACHMENT I
RESEARCH PROPOSAL COVER PAGE**

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

3a. Title of Proposed Project _____
Arabic Title _____

3b. Short Identification Title _____
Arabic Short Title _____

4a. Name **EGYPTIAN COOPERATOR** _____ **4b.** **U.S. COOPERATOR** _____

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 Cooperator) (Signature of U.S. Cooperator)

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

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

14a. Title _____ **14b.** _____

15a. JR. Scientist Name _____ **15b.** _____

16. For U.S. Cooperator: If you have been in contact with one of the U.S. technical agencies listed below regarding this proposal, please check (proposal may be directed to this agency for review):

DOE _____ EPA _____ NIH _____ NIST _____ NSF _____ USDA _____ Other _____

17. Budget Summary • U.S. Dollar Equivalent Only • "Project Total" *must not exceed \$60,000.*

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.

18. Total Years Duration _____

INSTRUCTIONS FOR COMPLETING PROJECT PROPOSAL COVER PAGE

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. COOPERATORS - Use the following format: Last name, first name, middle initial as in: Smith, John K.
- 5a-b. TITLE – Professional titles of respective cooperators.
- 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 cooperators.
- 9a-b. RESPECTIVE FAX NUMBERS - For reaching the cooperators.
- 10a-b. INTERNET ELECTRONIC MAIL ADDRESSES - Include electronic mail (Internet) addresses.
- 11a-b. RESPECTIVE SIGNATURES - Of Egyptian and U.S. cooperators.
- 12a-b. RESPECTIVE SIGNATURES - Of institutional authorities indicating institutional approval that the proposal merits consideration, including Egyptian institutional stamp, and that the core activities to which this proposal requests add-on funds to support bilateral cooperation are or will be funded.
- 13a-b. TYPED NAMES - Of 12a-12b.
- 14a-b. RESPECTIVE TITLES - Professional titles for individuals in 13a-13b.
- 15a-b. JUNIOR SCIENTIST NAME(S) - Of Egyptian and/or U.S. cooperators.
16. FOR U.S. COOPERATOR - Indicate the appropriate U.S. reviewing agency, if applicable.
17. 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 and must not exceed \$60,000. Show all amounts in U.S. dollar equivalents only.
18. Total YEARS DURATION - Up to 3 years.

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:
PROPOSED EGYPTIAN TECHNICAL AGENCY FOR REVIEW:

**ATTACHMENT III
PROPOSED BUDGET**

Cooperators' Signatures _____ **Project Title** _____

Note: List all amounts in U.S. dollar equivalents only, not Egyptian pounds. "Project Total" must not exceed \$60,000 ¹ .		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. Spare Parts									
	3. Materials and Supplies									
Equipment Costs Total (B)										
Other Direct Costs	1. Post Docs/Technicians									
	2. Computer Services									
	3. Publication Costs									
	4. Workshop Venue/Breaks									
	5. Other (Describe) ²									
Other Direct Costs Total (C)										
Institutional Indirect Costs (D)										
Grand Total Project Costs (E) (A+B+C+D)		\$	\$	\$	\$	\$	\$	\$	\$	\$

¹ Provide justification for all budget items over \$1,000 on a separate sheet of paper. ² Describe additional costs if necessary on a separate sheet of paper.

**ATTACHMENT IV
FORMAT FOR CURRICULA VITAE**

Note: Maximum two pages per person.

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 P.I. _____ American P.I. _____

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 principal investigators and
(2) appropriate officials from the P.I.s' institutions including the Egyptian institution stamp.

Section II. Proposal:

_____ Background (maximum 1 – 2 pages)

_____ Abstract (1 paragraph) in Arabic and English

_____ Statement of scientific or technical problem (maximum 1 page)

_____ Statement, *in detail*, of work to be done (maximum 3 – 4 pages)

_____ Description of what each P.I. will do (maximum 1 page)

_____ Nature of collaboration (maximum 1 page)

_____ Statement on the Participation of Junior Scientists

Section III. Budget:

_____ Funding requests for Egyptian and American P.I.s shown in U.S. dollar quantities.

_____ Total proposal budget does not exceed \$60,000. Justification for each item over \$1,000 (for example, travel, equipment, etc.).

_____ Signatures of both P.I.s including the Egyptian institution stamp on budget page.

Section IV. Other:

_____ Supporting correspondence/Letters from cooperating institutions.

_____ Curriculum vitae from *both* P.I.s (maximum 2 pages per person)

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

_____ Appropriate box checked on Priority Research Areas list.

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

**ATTACHMENT VI
RATING/REVIEW FORM**

Proposal I.D. Number: _____

Rating Scale:

Short Title: _____

0 = Project Should Not be Funded

Egyptian P.I. _____

1 = Lowest Rating

American P.I. _____

2 = Poor

3 = Average (Not likely to be funded)

4 = Good (In competitive range for funding)

5 = Highest Rating

Check Appropriate Boxes:

(See Review Request for explanation of criteria)

Criteria	Low		Average		High	
	0	1	2	3	4	5
A. Nature/Degree of Cooperation						
B. Intrinsic Scientific or Technical Merit						
C. Technical Performance, Competence, & Feasibility						
D. Relevance & Significance of International Cooperation						
E. Budget Evaluation						
F. Infrastructure Effects						
G. Involvement of Junior Scientists						
Overall Rating: Using an average of the above scores, please indicate your overall rating of this proposal using "0" for disapproval or "1" to "5" in proportion to the proposal's merit:						

General Comments in support of each of the seven categories above:

Recommendation/Justification: Does this project offer significant opportunities or benefits to the U.S. and Egypt that justify a rating of top priority? Or, briefly, why should this proposal not be recommended for funding?

ATTACHMENT VII
FORMAT: LETTER OF INTENT TO AWARD

To: _____ *[Both the U.S. and Egyptian Cooperators will receive a letter notifying them of the award.]*

It is our pleasure to inform you that the U.S.-Egypt Joint Board decision of _____ has awarded a grant to your institution to conduct the joint research project/workshop entitled _____. The period of your award is _____ years. Your counterpart will be notified of this award separately.

This award is designated No: _____.

The award is payable from the U.S.-Egypt Joint Science and Technology Fund. The activity financed by this award is under the direction of the Cooperators as specified in the proposal. The Cooperators are directly responsible for the technical and financial management of the project.

The grant under this award totals \$ _____, jointly provided in U.S. dollars and Egyptian pounds. \$ _____ will be provided to the U.S. side through a U.S. technical agency, and the equivalent of \$ _____ will be provided to the Egyptian side through the Ministry of Scientific Research. You will be contacted shortly by the Ministry of Scientific Research and the U.S. technical agency to sign a grant agreement.

As noted in the paragraph above, the total award amount is disbursed in two parts, one to the U.S. Cooperator and one to the Egyptian Cooperator. These two parts were determined by the availability of Joint Board funds in the U.S. and Egypt this year. While these two amounts are awarded separately to the U.S. and Egyptian Cooperators, the total amount is expected to be used to cover combined project costs, as agreed to by the two Cooperators.

The first year grant is payable following submission of this signed grant letter to the Program Administrators. Any second or third year payments under this award are subject to the timely submission of the progress and fiscal reports required under this program, as specified in the enclosed Reporting Requirements. The exact funding level for each year of the project, within the total amount of the award, will be determined between the Cooperators and the funding agencies.

Please return two copies of this letter. Your signature signifies acceptance of the Grant Terms and Conditions attached to this grant letter. You and your institution's fiscal office should retain one copy.

Sincerely,

Ms. Joan Mahoney
American Program Administrator
(Counter signer)

Dr. Fawzi Elrefaie
Egyptian Program Administrator
(Counter signer)

Cooperator
(signature)

Type Name:
Representative of Grantee Institution
(signature)

Executed in English in two copies

*Attachments: Grant Terms and Conditions
Reporting Requirements
U.S.-Egypt Science and Technology Program Contacts List*

*CC: U.S. Technical Agency
Counterpart Cooperator*

ATTACHMENT VIII
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. 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. Currently pharmaceuticals, agricultural chemicals, and foodstuffs are not adequately protected under Egyptian law.

**ATTACHMENT IX
PRIORITY RESEARCH AREAS**

All applicants must check the appropriate box to aid in classifying the proposal for review:

A. BIOTECHNOLOGY				D.1.3	Secure Landfill & Composting
	A.1	Agriculture		D.1.4	Management of Hazardous Waste, Exposure Reduction, Hospital Waste
	A.1.1	Insect Control			
	A.1.2	Biofertilizers		D.2	Drinking & Wastewater
	A.1.3	Animal/Aquaculture Productivity		D.2.1	Drinking Water: Quality Control, Microbial Identification
	A.1.4	Plant Disease Resistance		D.2.2	Wastewater: Small Community, Reuse, Removal of Chemical Contaminants
	A.1.5	DNA Markers		D.2.3	Industrial Wastewater: Management, Pollution Prevention, Approaches for Small Industrial Cities
	A.2	Health			
	A.2.1	Diagnostics		D.3	Air Quality Management
	A.2.2	Vaccines		D.3.1	Monitoring Systems, Air Dispersion Modeling, & Risk Assessment
	A.2.3	Natural Products		D.3.2	Residual Oil Combustion
	A.3	Industry		D.3.3	Lead from Smelters & Gasoline
	A.3.1	Enzymes for Leather, Food, Detergents, & Textiles		D.3.4	VOC, PM, NO, and CO from Cars & Stationary Sources
	A.3.2	Citric Acid Production from Carbohydrate By-Products		D.3.5	Source Inventory & Registration
	A.3.3	Biodegradable Biopolymers		D.3.6	Impact on Monuments, Soils or Crops
	A.4	Environment		D.3.7	Source Apportionment, Photochemical Reactions, & Ozone
	A.4.1	Bioremediation of Wastewater, Soil, & Sediments		D.4	Clean Manufacturing Technologies
	A.4.2	Commercial Composting		D.4.1	Hazardous Substances & Sludge Management, Source Reduction
	A.4.3	Monitoring/Biosensors		D.4.2	Product Improvement, Recycling, Cleaner Technologies
	A.5	Basic Science		D.4.3	Small Industrial Clusters
	A.5.1	Basic Science		E. MANUFACTURING TECHNOLOGIES	
B. STANDARDS & METROLOGY				E.1	Polymers
	B.1	Physical Metrology		E.2	Textiles
	B.2	Metrology & Standards		E.3	Paper & Pulp
	B.3	Measurement Assurance Programs		E.4	Environmental
	B.4	Informatics		E.5	Ceramics & Glass
	B.5	Materials Characterization		E.6	Minerals & Metallurgy
	B.6	Chemical Metrology		E.7	Chemicals
	B.7	Certified Reference Materials		E.8	Food Industry
	B.8	Conformity Assessment		E.9	Building Materials
C. ENERGY				F. INFORMATION TECHNOLOGY	
	C.1	Renewable Energy: Wind, Concentrator Technologies, Photovoltaics, & Biomass		F.1	Information Technology
	C.2	Energy Efficiency & Energy Storage		G. OTHER (write in appropriate research topic)	
	C.3	Fuel Cells for Power Production & Automotive Technologies		G.1	
	C.4	Natural Gas Utilization Technologies			
	C.5	Clean Coal Technologies & Advanced Combustion Systems			
	C.6	Radioactive Waste Management			
	C.7	Advanced Nuclear Reactor Safety			
D. ENVIRONMENTAL TECHNOLOGIES					
	D.1	Solid Waste			
	D.1.1	Monitoring & MIS			
	D.1.2	Incineration of Hospital Wastes			

ATTACHMENT X
U.S.-EGYPT SCIENCE & TECHNOLOGY PROGRAM CONTACTS LIST

Program Administrators

Dr. Fawzi Elrefaie
Egyptian Joint Fund Administrator
Ministry of Scientific Research
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E-mail: stc@asrt.sci.eg

Ms. Joan Mahoney, U.S. Joint Fund Administrator
American Embassy, ECPO
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Tel. (20) (2) 797-2925; Fax (20) (2) 797-3150
E-mail: mahoneyjm@state.gov
Mailing Address via U.S. Postal Service:
Unit 64900, Box 5; APO AE 09839-4900

Environmental Technologies

Dr. Mohamed Baha'a El Dien Abdel Hamid Zaghloul
President, Technical & Technological Consulting, Studies
& Research Fund, Ministry of Scientific Research, Cairo
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Dr. Douglas Steele
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ATTACHMENT XI

Does your research involve human subjects?

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>)
