**U.S. - Egypt Joint Board on**

**Scientific and Technological Cooperation**

Conditions for Undertaking and Financing

Joint Science and Technology Activities

**collaborative research grants**

proposal preparation and submission instructions

Deadline for Submission

of Research Grant Proposals

**March 8, 2018**

U.S. - Egypt Joint Board 2017

[**www.stdf.org.eg**](http://www.stdf.org.eg)

[**http://www.nationalacademies.org/egypt**](http://www.nationalacademies.org/egypt)

**General information**

The U.S. - Egypt Science and Technology (S&T) Joint Fund was established under an Agreement between the Government of the United States of America and the Government of the Arab Republic of Egypt on Science and Technology Cooperation to strengthen scientific and technological capabilities between Egypt and the United States. The objectives of this cooperation are to help Egypt and the U.S. expand relations between the two scientific and technological communities, 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 to promote economic development.

The Joint Fund is governed by the U.S. - Egypt Joint Board, composed of six members each from the U.S. and Egypt, as detailed in the Agreement. It determines priorities among fields of cooperative activities based on mutual interests of both countries, recommends overall policies for the program, identifies areas and forms of cooperation, and approves the cooperative activities to receive funds. In so doing, the Joint Board shall consider the needs and capabilities of scientific and technological communities including the private sector in each country.

Joint Fund grants provide financial resources to support the add-on costs of bilateral cooperation. Applications submitted to the Joint Board should include strong elements of mutual interest and benefit, high scientific quality, and potential developmental impact on economy and society. Joint activities should be carried out in accordance with international obligations, national laws and regulations of the Arab Republic of Egypt and the United States of America.

**Cooperating Organizations**

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| --- | --- |
| National Academy of Sciences500 Fifth St. NWWashington, D.C. 20001Tel: +1 (202) 334-2626Email: usegyptjointfund@nas.edu <http://www.nationalacademies.org/egypt>  | Science & Technology Development Fund (STDF)101, Kasr El Aini St., 2nd floor Cairo, Egypt Tel: +20 (2) 27925081 Email: marimfawzi.stdf@gmail.com[www.stdf.org.eg](http://www.stdf.org.eg)  |

**Application Submission**

Submission instructions can be found at [www.stdf.org.eg](http://www.stdf.org.eg) or [www.nationalacademies.org/egypt](http://www.nationalacademies.org/egypt). Either the Egyptian or U.S. PI may upload the jointly prepared proposal to the application website. Please note that proposals submitted as hard copies or sent via email will not be considered. Any application not conforming to the submission guidelines will be deemed ineligible and not reviewed.

NAS and STDF are the primary contacts for program inquiries:

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| --- | --- |
| U.S. Point of Contact Ms. Katherine MathesonProgram OfficerNational Academy of Sciences (NAS)Email: usegyptjointfund@nas.edu  | Egyptian Point of ContactMs. Mariam Fawzi Operations OfficerScience & Technology Development Fund (STDF)Email: marimfawzi.stdf@gmail.com |

**Application General Guidelines, Deadline, and Limitations**

* All application materials must be written in English, unless specified otherwise.
* Applications may be submitted at any time, but no later than **Thursday, March 8, 2018** for the current grant cycle. Applications must be submitted on that date by 11:59 P.M. Cairo, Egypt time.
* Proposals are to be developed in partnership between at least one Egyptian and one U.S. partner and approved by authorized representatives of the U.S. and Egyptian institutions.
* Applicants will be notified of the decisions of the U.S. – Egypt Joint Board on Scientific and Technological Cooperation (Joint Board, hereafter). Summary reviews of the proposals will be available, upon request. Reviewer identity will remain confidential.
* All awards will be contingent upon the availability of funds. Projects funded through this solicitation shall not receive any preference for funding under future U.S. or Egyptian supported programs.

**Eligibility Requirements**

* The Joint Board will not approve more than one grant for the same principal investigator (PI) during two consecutive funding cycles, whether he/she serves as PI or co-PI.
* Researchers from U.S. and Egyptian scientific institutes, universities, research centers, and governmental agencies are eligible to apply. U.S. researchers from private sector companies are also eligible to apply.
* Egyptian PIs must have full-time affiliation at an eligible Egyptian institution.
* Researchers may submit only one collaborative proposal per grant cycle, either as PI or co-PI. If a researcher submits more than one collaborative proposal, all of the proposals in which he or she is listed as the PI or co-PI will be deemed ineligible. Please note that institutions are permitted to submit multiple proposals, as long as the preceding rule is respected.
* Applications will be accepted for research in the four general areas of agriculture, energy, health, and water. All proposals must be within one of the below priority or eligible topics, or propose work at the nexus of two or more of the four general areas.

	+ Agriculture
		- Priority Topic: Translational research into water issues related to smart agriculture, with a focus on agriculture technologies and water irrigation, reuse, and management
		- Eligible Topics: Smart agriculture; irrigation; prevention, detection, and response to livestock diseases
	+ Health
		- Priority Topic: Translational infectious disease research that strengthens prevention, detection, and response for humans and/or animals
		- Priority Topic: Translational cancer research
		- Eligible Topics: Cancer; immunology; infectious diseases; anti-microbial resistance (AMR)
	+ Energy
		- Eligible Topics: Energy storage systems; new trends in energy technology and innovation
	+ Water
		- Eligible Topics: Desalination technology; wastewater management and reuse
	+ Other
		- Priority Topic: Responsible conduct of research in any of the four general areas

Proposals in priority topics and interdisciplinary research, at the nexus of two or more of the four general areas, will receive priority consideration during review. Applicants are urged to clarify the relevance of their proposals with respect to these general areas and the priority topics.

Proposals for translational research should include ‎a plan for how the researchers will work with/engage potential users of their research/results as part of their research design. It is strongly preferred that the potential technology end users be located in Egypt or the United States.

* Chemical Hazards: Ammonium nitrate and calcium ammonium nitrate are marketed and used as fertilizers for agricultural applications and as explosives for construction/demolition applications. None of the funds made available under the U.S.-Egypt Joint Fund for Egyptian or U.S. researchers shall be used directly or indirectly to produce, acquire, use, transport, store, sell, or otherwise deal with ammonium nitrate or calcium ammonium nitrate.
* No proposals that are effectively clinical trials involving human subjects, including the administration of "drug entities" (i.e., ethical pharmaceuticals, "folk remedies", food supplements, or functional foods), will be accepted.
	+ This does not prohibit proposals that include the collection and use of laboratory samples to determine, for example, viral, microbial or parasitic "loads" as part of a study of analytical and/or diagnostic methods, as long as the necessary Institutional Review Board or Ethics Board approval from each cooperating institution in the U.S. and in Egypt is submitted to the National Academy of Sciences (NAS) and the Science and Technology Development Fund (STDF). Funds will not be released until such documents are received. See Section II.5 and Attachment VII for further details.
* Projects involving research on vertebrate animals must also obtain Institutional Review

Board or Ethics Board approval from the relevant U.S. and/or Egyptian institution(s) (see Section II.5).

* Topical Eligibility Limit: Due to U.S. government regulations, this program cannot fund research involving “testing or breeding, feasibility study, variety improvement or introduction, consultancy, publication, or training in connection with the growth or production [of a crop] in a foreign country for export if such export would compete in world markets with a similar commodity grown or produced in the United States.” If submitting a proposal involving research on sugar, palm oil, citrus, or any related products, please include a brief justification (no more than two pages) of the proposal’s eligibility, in light of USAID Policy Determination 71 (<http://pdf.usaid.gov/pdf_docs/Pnacd307.pdf>) and Policy Determination 15 (<http://pdf.usaid.gov/pdf_docs/Pnaav460.pdf>).

* Environmental compliance: USAID undertakes an environmental compliance review of all program-funded activities. The environmental consequences of the proposed activities will be considered in the decision to grant an award for an activity. ***All applicants*** must complete the USAID Environmental Compliance Checklist included in the application packet (Attachment VIII), *regardless of the proposed area of study* as part of the request for award package. See Section II.8 for further explanation about the USAID compliance process.

**Joint partnership**

Principal Investigators are responsible for coordinating the activities of their research projects and their research team, including the submission of annual and final technical and financial reports. Work on joint projects may be performed at institutions in either or both countries, depending on the type of activity. Cooperating researchers should be sufficiently familiar with each other to elaborate on their respective roles and research contributions that each will bring to the collaboration. Any prior collaboration should be evident in the proposal or in attachments of supporting correspondence. Activities may include but are not limited to: exchange of scientific information; exchange of scientists, specialists, researchers, or students; exchange of materials or sharing of equipment; curriculum and/or course development; and other forms of scientific and technological cooperation as may be agreed to by the Joint Board.

Successful proposals will demonstrate true intellectual collaboration; represent new and innovative partnerships; provide a rationale for the expertise and resources made uniquely available through the collaborations; and include international research experiences (in both Egypt and in the U.S.) for junior scientists and students.

**Application Screening Process**

Using the “Proposal Screening Checklist” (Attachment V) to ensure that submission guidelines are met, NAS and STDF will screen applications received by the deadline. Proposals that are sent after the submission deadline, lack the required signatures and stamps, or are **missing any element** **from the Checklist will be considered ineligible** and will not be forwarded for review.

**Application Peer Review**

Proposals deemed eligible will be independently reviewed in each country by subject matter experts on the basis of technical merit, degree of cooperation, plan of work, mutual benefit, and preliminary budget. Highly ranked proposals will then be discussed by the Joint Board with final project selections determined by consensus. The Joint Board funding decisions shall be final and binding. See the “Review and Evaluation” section in this document for additional information.

**Budget Guidelines and Funding Amounts**

Subject to the availability of funds, the maximum combined budget request for Collaborative Research Grants may not exceed $400,000 or $200,000 for each country’s research team. The $200,000 maximum per each country’s research team is inclusive of all direct and indirect costs.

Although the Egyptian and U.S. budget requests need not be equal, budget requests should reflect the total support needed for the duration of the entire project. However, the final amounts awarded to the U.S. and Egyptian grantees may be adjusted in order to reflect the total funding available to the Joint Fund. **Therefore applicants should carefully consider whether their projects can be completed for less than the maximum amounts on each side.**

Applicants *must* calculate all costs in U.S. dollars and provide a narrative justification for budget items over $2,000. This narrative should explain the impact that not funding the item would have on the ability of the project to meet its stated goals. **Proposals that lack a U.S. and Egyptian narrative budget justification will be deemed ineligible.**

Unspent grant funds from one year may be carried over to the next year, but must be spent within the project's duration or returned to the appropriate implementing organization (STDF for Egypt or NAS for the U.S.).

 *Allowable costs for research grants may include:*

Travel (costs should be detailed, including duration and expected number of trips per individual, lodging, and per diem); materials and supplies; equipment; publications; postdoctoral or graduate student assistance; delivery and shipping costs; and other costs associated with the performance of the project. Construction or renovation costs of a building/facility or purchase of a vehicle are not allowed.

Travel and expenses for junior scientist (defined as undergraduate students, Masters or Ph.D. students, or researchers who received their PhD within the last 10 years) exchange visits to the other country can be included in both budgets. However, funds cannot be used by a junior scientist towards the completion of a degree-program (such as a Master’s or PhD) in the other country. Junior scientist exchange visits should not exceed two months.

**It is strongly advised that all travel costs for Egyptian participants be covered by the STDF grant.** USAID funds, of any amount, used to support Egyptian nationals’ travel to the U.S. will necessitate a complex and lengthy visa process, as outlined in ADS Chapter 252 (<https://www.usaid.gov/sites/default/files/documents/1865/252.pdf>). If the Egyptian (STDF) budget covers Egyptian travel to the U.S., this particular visa process is not necessary.

Egyptian applicants may include their salary costs in the budget. The majority of salary costs for U.S. PIs, including fringe benefits, are expected to be covered from other sources. If necessary, U.S. PI salary and fringe expenses should not exceed 15% of the total U.S. budget. Salary support and fringe benefits for U.S. junior team members and technical support staff may be included as appropriate, separate from the PI salary and fringe benefits.

U.S. graduate student tuition is an allowable expense in the U.S. budget. However, it must not exceed 10% of the total U.S. budget and must be thoroughly justified.

The purchase, installation, and maintenance of equipment and technical instruments essential to the work of the project may be included in the budget. In addition, U.S. experts and their affiliates may lend to Egyptian grantee institutions unique equipment unavailable on the Egyptian market. The cost of transporting and insuring such equipment may also be included in the budget.

U.S. institutions with a federal Negotiated Indirect Cost Rate Agreement (NICRA) can use this rate when calculating indirect costs. U.S. institutions without a federally-negotiated NICRA may elect to charge a de minimus rate of 10% of modified total direct costs (MTDC). Egyptian indirect costs should not exceed 20% of the other direct cost minus the cost of equipment.

**APPLICATION FORMAT - INTRODUCTION**

To be considered complete, proposals must include all information outlined in the application format. A detailed explanation of the content required for each section of the application follows the grant application format.

**APPLICATION FORMAT FOR COLLABORATIVE RESEARCH GRANTS**

Section I. Cover Page:

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

Section II. Narrative Proposal:

1. Table of Contents (maximum 2 pages)
2. Project Abstract for research proposals (one paragraph in English and in Arabic, Attachment II) (maximum 1 page; readable PDF format)
3. Prior Project Statement (maximum 1 page; readable PDF format), if applicable
4. Project Description (maximum 15 pages; readable PDF format), must include the following:
	1. Background
	2. Statement of Scientific or Technical Problem
	3. Project Description and Detailed Plan of Work for both U.S. and Egyptian activities, written in reference to the Gantt Chart (Attachment IX)
	4. Expected Outcomes and Performance Indicators, written in reference to the Logical Framework Matrix (Attachment X)
5. Personnel and Facilities Description (readable PDF format), must include the following:
	1. Statement of the Nature/Degree of Collaboration (maximum 2 pages)
	2. Statement of the Role of Each PI (maximum 1 page)
	3. Junior Scientists’ Involvement, if applicable (maximum 1 page)
	4. Available Facilities and Required Permits
6. Curricula Vitae (CV) of U.S. and Egyptian PIs, co-PIs, and key members of the research team as applicable. Maximum 3 pages per CV (template found in Attachment IV). Any pages in excess of the first three pages in each CV will not be considered

1. Bibliography/References (maximum 2 pages)
2. USAID Environmental Compliance Checklist must be completed for all projects (Attachment VIII)
3. Topical Eligibility Limit Justification (maximum 2 pages)

Section III. Budget:

1. Summary Budget for the duration of the project, with detailed annual budgets. Using Attachment III, indicate budget in U.S. dollar amounts

Section IV. Separate Attachments:

1. Gantt Chart (Attachment IX)
2. Logical Framework Matrix (Attachment X)

**EXPLANATION OF REQUIRED ELEMENTS FOR COLLABORATIVE RESEARCH GRANTS**

***Section I.1: Cover page****.* The required format and detailed instructions are given in Attachment I. The essential elements are:

* Title of proposed project in English and Arabic.
* Brief, professionally informative title.
* Complete names, titles, institutional mailing addresses, phone numbers, and e-mail addresses of all PIs.
* Signatures of the U.S. and Egyptian PIs plus signatures of authorized institutional representatives at each institution. **Egyptian Institution stamp on the cover page is required.**
* Total estimated budget and annual budget subtotals for multi-year projects, calculated in U.S. dollars. The total requested budget (U.S. and Egypt costs combined) must not exceed the limits for the award. The budget format is included as Attachment III of this Announcement.
* Total planned duration of the activity (maximum three years).

***Section II.1: Table of Contents.* Maximum 2 pages.**

***Section II.2: Project Abstracts.* Maximum 1 page.**The Project Abstracts are condensed versions of the Project Description - a short summary in English and Arabic in non-technical terms comprehensible to a non-expert (Attachment II). This section’s text must be submitted in a readable PDF format (i.e. – not scanned), in order to facilitate plagiarism checks. It is recommended that the document be typed in Word and then converted to a PDF.

***Section II.3: Prior Project Statement*. Maximum 1 page** (if applicable). If you and/or any member of your team have ever received funding from a previous cycle of the U.S. - Egypt Joint Fund, please indicate the project cycle, performance period, key team members, accomplishments/output, and major findings. If applicable, please discuss how the prior work influences this proposal. This section’s text must be submitted in a readable PDF format (i.e. – not scanned), in order to facilitate plagiarism checks. It is recommended that the document be typed in Word and then converted to a PDF.

***Section II.4: Project Description.*** **Maximum 15 pages** and must include the below. This section’s text must be submitted in a readable PDF format (i.e. – not scanned), in order to facilitate plagiarism checks. It is recommended that the document be typed in Word and then converted to a PDF.

* ***Background.*** This section should provide an informative background of the subject to be addressed in the project, summarize previous scientific research on the topic, and describe other ongoing projects or efforts that this project would complement. The Background should briefly explain how the U.S. and Egyptian PIs began this collaboration.
* ***Statement of Scientific or Technical Problem.***The section should concisely state the scientific or technical problem to be addressed by the project. This section must also identify the potential future applications or uses of the proposed research.
* ***Project Description and Detailed Plan of Work.*** This section 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 current literature in the field.
	+ Specifies the technical approach, experimental methodologies, data analysis, and dissemination procedures to be followed.
	+ Outlines a detailed plan of work, with reference to the Gantt chart (Attachment IX).
	+ Identifies the participants.
	+ Details the expertise of the respective U.S. and Egyptian PIs.
	+ Describes any technology transfer, entrepreneurship, and commercialization components of the project (if any).
* ***Expected Outcomes and Performance Indicators****.* This should be written in reference to the Logical Framework Matrix (Attachment X).

***Section II.5: Personnel and Facilities Description.*** Must include the below. This section’s text must be submitted in a readable PDF format (i.e. – not scanned), in order to facilitate plagiarism checks. It is recommended that the document be typed in Word and then converted to a PDF. An exception can be made for scanned permits or authorizations.

* ***Statement of the Nature/Degree of Collaboration.* Maximum 2 pages.** This section defines the cooperative aspects of the proposed project. It should:
* Describe the manner in which the joint activity manifests itself, e.g., joint contributions, complementary research, capacity building, exchange of materials or equipment between both PIs, use of special research facilities, exchange of scientists, etc.
* Describe previous cooperation, if any, between the PIs with explicit references to previous joint projects.
* Explain the benefits of the international cooperation (e.g., complementary research, sharing of facilities, unique research, respective roles of the U.S. and Egyptian cooperators in the work plan, etc.).
* Describe the anticipated outcomes of the grant, including possible follow-on collaborative research projects and/or funding.
* ***Statement of the Role of Each PI.* Maximum 1 page.** This section should clearly state the role of each PI, including a description of the complementary tasks to be performed by the U.S. and Egyptian cooperating persons and institutions.
* ***Junior Scientists’ Involvement.* Maximum 1 page.** If junior scientists (defined as undergraduate students, Masters or Ph.D. students, or researchers who received their PhD within the last 10 years) are participating in the project, please describe their participation in the project and identify their activities and how their scientific development will be enhanced. Junior scientists may visit the counterpart laboratories during the project and their names should be included in the proposal application, if known.
* ***Available Facilities and Required Permits.***This section should list and describe the facilities and equipment to be used at each partner institution and, if applicable, explain how their use will contribute to collaboration between the PIs.
	+ It is the responsibility of the U.S. and Egyptian PIs to obtain any required permits or authorizations for the proposed research, as applicable. Copies of such permits should be included in this section. If it is not possible to begin or complete the permit application process before the deadline, the applicants should provide details on their plan to obtain the permit, if funded.
	+ Protections for Human Subjects: For research involving human subjects and/or collection of human specimens, applicants must ensure that institutional review requirements are met. If applicable, proposals must address the following: 1) risk to subjects; 2) adequacy of protection against risks; 3) potential benefits to the subjects and others; 4) importance of the knowledge to be gained; and 5) data and safety monitoring. Proposals will not be funded until assurances from appropriate institutional review committees (i.e. Institutional Review Boards, Bioethics Committees) are received from the relevant Egyptian and/or the U.S. institutions(s). The U.S. Department of Health and Human Services has developed “decision charts” that may be useful in determining relevant human subject protections. Please visit <http://www.hhs.gov/ohrp/policy/checklists/decisioncharts.html> for additional information. In addition, please consult Attachment VII.
	+ Protections of Vertebrate Animals: For research involving live vertebrate animals, international standards and acceptable practices must be followed. If applicable, proposals must address the following: 1) proposed use of animals, and species, strains, ages, sex, and numbers to be used; 2) justifications for the use of animals and numbers proposed; 3) adequacy of veterinary care; 4) procedures for limiting discomfort, distress, pain, and injury to that which is unavoidable in the conduct of scientifically sound research including the use of analgesics, anesthetic, and tranquilizing drugs and/or comfortable restraining devices; and 5) methods of euthanasia. Proposals will not be funded until assurances from appropriate institutional review committees (i.e. Institutional Review Boards, Bioethics Committee) are received from the relevant Egyptian and/or U.S. institution(s).

***Section II.6: Curricula Vitae.*** **Maximum 3 pages per person.** The Curriculum Vitae of the U.S. and Egyptian PIs, as well as any co-PIs, or personnel on both sides, should follow the format provided in Attachment IV. Any pages in excess of the first three pages will not be reviewed.

***Section II.7: Bibliography/References.* Maximum 2 pages.** A bibliography of literature pertinent to the proposed activity, referenced as appropriate, is required.

***Section II.8: USAID Environmental Compliance Checklist.*** USAID must ensure that environmental factors and values are integrated into the decision making process to make awards and fund development activities. USAID procedures for reviewing environmental impacts of Agency actions are detailed in Title 22 of the Code of Federal Regulations Part 216 (22 CFR 216). All proposed funded actions in the U.S. - Egypt S&T Joint Fund must undergo an environmental review pursuant 22 CFR 216 and may also be reviewed under the National Environmental Policy Act for USAID funded activities that occur domestically.

*Environmental Assessment:* Projects that result in an adverse environmental impact may require environmental mitigation in order to compensate for the environmental impact. Environmental mitigation may include measures that protect and enhance the natural and human environment. Monitoring of environmental mitigation measures is required to assess the progress and efficacy of any required environmental mitigation measures. Explanations of anticipated environmental consequences and impacts as well as proposed mitigation and monitoring measures must be included in the USAID Environmental Compliance Checklist, included as part of the application packet (Attachment VIII).

Applicants are encouraged to budget for proposed mitigation activities, including environmental monitoring and generation of monitoring reports as they may incur additional costs. These additional costs must be included in the budget justification and reflected in the overall budget.

Projects that (a) incur large, substantial, and/or significant environmental impact; (b) involve the procurement or use of pesticides; and (c) involve genetically modified organisms will undergo supplemental internal environmental assessment. Specific conditions will be developed for activities as appropriate to ensure compliance with applicable Egyptian and U.S. environmental laws and policies.

***Section II.9: Topical Eligibility Limit Justification.* Maximum 2 pages.** See page 5 of this Announcement for more details.

***Section III.1: Summary Budget and Detailed Annual Budgets.*** The use of the budget format provided in Attachment III is required.

* Proposals must include a cumulative summary budget covering the duration of the proposed project, as well as separate itemized budgets for each year of support requested.
* Both U.S. and Egyptian costs must be calculated in U.S. dollars.
* **The budget page must be signed by both PIs and stamped with the Egyptian institution stamp.**
* Applicants must provide a narrative justification for equipment and any budget items over $2,000.
* In addition to any other planned project trips to Egypt, U.S. PI applicants should note that their attendance is expected at a two-day annual symposium in Cairo in their first and final project years. The travel and per diem costs to attend these symposia will be disbursed at a later date, as travel awards. The travel and per diem costs to attend these symposia should not be included in the U.S. budget. However, if the U.S. PI plans on staying in Egypt before or after the symposium dates, the extra per diem required should be included in this budget.

***Section IV.1: Gantt Chart.*** See Attachment IX.

***Section IV.2: Logical Framework Matrix.*** See Attachment X.

**Review and Evaluation - Process and Criteria**

Eligible proposals will undergo a parallel peer review process, conducted in the U.S. by NAS and in Egypt by STDF. In each country, subject matter experts will review each proposal based on the scientific merit and mutual benefit to both countries. These independent reviewers are asked to evaluate the following criteria:

***A. Intrinsic Scientific/Technical Merit and Competence (50% of total score):*** (1) Scientific novelty, importance, clarity, and specificity of the proposed project; (2) technical feasibility of carrying out project in proposed time frame and likelihood of achieving objectives; and (3) project’s compliance with environmental, human subject, animal study, or chemical hazards protocols as applicable. In addition, reviewers will be asked to consider: the partners’ and institutions’: (4) professional background and achievements to date, including significance of publications; (5) demonstrated ability to carry out proposed project based on past activities; and (6) recognition from peers, professional societies, and other institutions.

***B. Relevance and Significance of International Cooperation (25% of total score):*** (1) Significance of the international cooperation in achieving balanced mutual benefits for both participants, institutions, and countries through the exchange of equipment or materials, use of special research facilities, meaningful exchange of scientists, and other means; (2) strength of cooperation between the Egyptian and U.S. investigators, and the balance of work (i.e., the research will be jointly executed, with a balanced contribution from both partners); and (3) prospects for long-term collaboration following the completion of the current project.

***C. Capacity Building (20% of total score):*** The potential of the proposed activity to: (1) develop scientific resources (human and infrastructure) in Egypt and the United States; (2) increase the effectiveness of research management or technology applications and information dissemination; (3) improve the well-being of the Egyptian people; and (4) promote the professional development of women and junior scientists.

***D. Potential for Application (5% of total score):*** The proposal’s potential to build the capacity of university and public sector researchers and technology entrepreneurs to: (1) connect with the private sector to support technology commercialization; (2) identify new technologies with potential market value; (3) scale up a prototype or process for full-scale production; and/or (4) provide training and mentorship on technology transfer, administration, and other relevant functions related to technology development and commercialization.

***E. Evaluation of the Budget:*** The appropriateness of the proposed budget will also be considered.

The final funding decision for each proposal will be based on the analysis of the U.S. and Egyptian reviews together.

**Policy on Fraudulent and Plagiarized Data and Documents Submitted in Grant Proposals**

Plagiarism is the appropriation of another person's ideas, processes, results or words without giving appropriate credit. Applicants are advised that there is a zero-tolerance policy regarding the submission of fraudulent or plagiarized data and documents as part of grant proposals. Any such cases discovered by NAS or STDF staff or brought to their attention by program sponsors, review panelists, U.S. or Egyptian partners, or members of the public will be investigated immediately. If the presence of fraudulent or plagiarized materials in a proposal submission is verified, the following actions will be taken:

1. The application in question will be removed from consideration for funding.

2. The applicants will be notified of the findings and will be placed on a debarment list prohibiting them from submitting any future proposals to this program.

3. An appropriate official at the applicant’s institution will be advised of the case and provided with copies of the fraudulent or plagiarized materials for use in any further investigations or actions in accordance with that institution’s policies.

4. The USAID Agreement Officer’s Technical Representative will be notified so that information may be forwarded to the USAID Office of Inspector General to assist them in determining the applicant’s eligibility for any future support from USAID directly or through other implementing partners.

As was noted in pages 9 - 10, multiple sections of the proposal must be submitted in a readable PDF format (i.e. – not scanned), in order to facilitate plagiarism checks.

**ADDITIONAL PROVISIONS**

**Notice of Grant Award**

Award decisions are announced by NAS and/or STDF. Grantees will receive a contract/grant letter specifying the title, duration, and total funding level of the project, and the terms and conditions of the award. Award contracts/letters must be signed by the PI and/or by the grantee institution and returned to the respective implementers, either NAS or STDF. Signature will constitute mutual legal commitment to the terms and conditions of the award.

**Grant Terms and Conditions**

* Projects are approved by the U.S. - Egypt Joint Board on Scientific and Technological

 Cooperation.

* Grantee requests for project modification or amendment must be sent in writing to NAS (U.S. PIs) or STDF (Egyptian PIs) for review. The implementing organizations may approve requests to extend a project's duration at no additional cost (no-cost extension) as long as unexpended funds remain.

* In those cases where, in the course of executing the project, both sides agree in writing that the results obtained do not correspond to the ultimate goal of the project, or when the goal has lost its scientifically or technically innovative character (*e.g*., by virtue of more innovative solutions reached outside the collaboration), the project may be terminated or changed in scope.
* Individual or joint publications or any other written material (e.g., invitations for workshops/seminars) arising from activities financed wholly or in part by the Joint Fund should acknowledge the Joint Fund's institutional support.
* Project PIs must provide NAS and STDF electronic copies of any individual or joint publication(s), and provisional or granted patents, arising from activities financed wholly or in part by the Joint Fund, even after the completion of the project.
* All work financed from the Joint Fund must be carried out in full compliance with the pertinent laws and regulations of both countries. This will be emphasized in projects that may have an environmental impact, introduce exotic biological entities into either country, or involve the use of human subjects or laboratory animals, as discussed in detail above.
* Financial documentation must be retained by all PIs in usable form for a minimum of three years from the completion date of the project or until resolution of all open issues. Obligations and disbursements will be confirmed by receipts or other appropriate documentation.

**Funds/Project Administration**

* The grantee is responsible for the administration of funds and the timely submission of progress and financial reports and renewal requests, including any signed endorsements and validations. Determination of scientific activities, modifications, and travel schedules during the project are the joint responsibility of the Egyptian and U.S. grantees.
* Grantee institutions are legally accountable for financial oversight of the grant. All proposals are assumed to have the financial endorsement of the applicant institutions at the time of submission.

* For this grant cycle, it is expected that U.S. and Egyptian funds will start to be disbursed by NAS and STDF by the spring of 2019.

**Declinations and Withdrawals**

All applicants whose proposal has been declined by the Joint Fund will be notified via email and/or letter by NAS and/or STDF. Such proposals may be resubmitted for consideration in subsequent grant cycles after they have undergone appropriate revision. Revised or new proposals are judged on their merits relative to the evaluation criteria at the time of submission.

An applicant may withdraw a proposal by written request, via email or letter, to STDF or NAS at any time before a final decision is reached.

**Reporting Requirements**

All grantees will be required to submit periodic reports as specified in their respective contracts or sub-award agreements, including semi-annual joint performance and country-specific financial reports. Performance reports are to follow the NAS-STDF Joint Technical Report Form. Other reports may be requested of the PIs at the sponsors’ discretion.

It is the responsibility of the U.S. and Egyptian PIs and their institutions to assure timely and accurate submission of all reports. Reports must be emailed to STDF and to NAS where they will be reviewed to determine the project’s progress. No hard copies will be accepted.

**ATTACHMENT I**

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Egyptian PI U.S. PI**

**4a. Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **4b.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5a. Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **5b.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6a. Institution** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **6b.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7a. Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **7b.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8a. Telephone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **8b.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9a. E-Mail** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **9b.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10a.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**:** \_\_\_\_\_\_\_\_ **10b.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

 (Signature of Egyptian PI) (Signature of U.S. PI)

**11a.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**:** \_\_\_\_\_\_\_\_ **11b.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

(Signature of Institutional Director/Fiscal Officer) (Signature of Institutional Director/Fiscal Officer)

**12a. Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**12b.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Institutional Director/Fiscal Officer) (Institutional Director/Fiscal Officer)

**13a. Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**13b.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 EGYPTIAN Co-PI U.S. Co-PI

**14a.** **Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **14b.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**15. Budget Summary**: U.S. Dollar Equivalents Only “***Project Total” must not exceed $400,000***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. |
|  |  |  |  |  |  |  |  |  |

**16. Total Years Duration\_\_\_\_\_\_\_**

**17. Please mark the proposal’s area(s) and topic(s).** Applications will be accepted for research in the four general areas of agriculture, energy, health, and water. All proposals must be within one of the below priority or eligible topics, or propose work at the nexus of two or more of the four general areas.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Areas** |  | **Topics** |
|[ ]  Agriculture |  |  |
|  |  |[ ]  Priority Topic: Translational research into water issues related to smart agriculture, with a focus on agriculture technologies and water irrigation, reuse, and management |
|  |  |[ ]  Eligible Topic: Smart agriculture |
|  |  |[ ]  Eligible Topic: Irrigation |
|  |  |[ ]  Eligible Topic: Prevention, detection, and response to livestock diseases |
|[ ]  Health |  |  |
|  |  |[ ]  Priority Topic: Translational infectious disease research that strengthens prevention, detection, and response for humans and/or animals |
|  |  |[ ]  Priority Topic: Translational cancer research |
|  |  | [ ]  | Eligible Topic: Cancer |
|  |  |[ ]  Eligible Topic: Immunology  |
|  |  |[ ]  Eligible Topic: Infectious diseases |
|  |  |[ ]  Eligible Topic: Anti-microbial resistance (AMR) |
|[ ]  Energy |  |  |
|  |  |[ ]  Eligible Topic: Energy storage systems  |
|  |  |[ ]  Eligible Topic: New trends in energy technology and innovation |
|[ ]  Water |  |  |
|  |  | [ ]  | Eligible Topic: Desalination technology |
|  |  | ☐ | Eligible Topic: Wastewater management and reuse |
|[ ]  Other - Priority Topic: Responsible conduct of research in any of the four general areas |

**INSTRUCTIONS FOR COMPLETING THE COVER PAGE FOR**

**COLLABORATIVE RESEARCH GRANTS**

1. DATE RECEIVED – Leave blank for Program Administrators.

2. I.D. NUMBER – Leave blank for Program Administrators.

3a TITLE OF PROPOSED PROJECT – Brief descriptive title of proposed project. Please write title in Arabic and English.

3b. SHORT IDENTIFICATION TITLE – Short (30 characters or less) title of project comparable to a journal article heading. Please write short title in Arabic and English.

4a-b. NAMES OF EGYPTIAN AND U.S. PIs – Use the following format: Last name, first name, middle initial as in: Smith, John K.

5a-b. TITLE – Professional titles of respective PIs.

6a-b. NAMES OF RESPECTIVE INSTITUTIONS – Provide a high-level, most commonly recognized affiliation and the department of the institution.

7a-b. BRIEF MAILING ADDRESS – Provide an accurate and complete mailing address. If appropriate, include building and room numbers. Include postal codes.

8a-b. RESPECTIVE TELEPHONE NUMBERS – For reaching the PIs.

9a-b. E-MAIL ADDRESSES – Include the PIs’ email addresses.

10a-b. RESPECTIVE SIGNATURES – Of Egyptian and U.S. PIs and dates signed.

11a-b RESPECTIVE SIGNATURES – Of institutional authorities indicating institutional approval that the proposal merits consideration and dates signed. Egyptian Institution stamp on the cover page is required.

12a-b. TYPED NAMES – Of individuals who signed11a-b.

13a-b. RESPECTIVE TITLES – Professional titles for individuals in 11a-b.

14a-b. U.S. AND EGYPTIAN CO-PI NAMES - If applicable.

15. BUDGET SUMMARY – Summarize budget requested for Years One, Two, and Three (if needed). “Project Total” is the combined Egypt and U.S. costs over the entire grant period. Show all amounts in U.S. dollar equivalents only.

16. TOTAL DURATION (YEARS) – per the program announcement.

17. AREAS AND TOPICS – All proposals must be within one of the priority or eligible topics, or propose work at the nexus of two or more of the four general areas.

**ATTACHMENT II**

**RESEARCH PROPOSAL ABSTRACT**

|  |
| --- |
| **U.S.** **– Egypt Science and Technology Joint fund** |
| Abstract in English: |
| Abstract in Arabic: |

**Attachment III - Proposed Budget**

 **U.S Principal Investigators’ signature**  **Egypt Principal Investigators’ signature**

 **Project Title**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Note:** List all amounts in U.S. dollar equivalents only, not Egyptian pounds.  | **Year 1 ($)** | **Year 2 ($)** | **Year 3 ($)** | **Three-Year Total ($)** | **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. Equipment |  |  |  |  |  |  |  |  |  |
| **Equipment Costs Total (B)** |  |  |  |  |  |  |  |  |  |
| **Other Direct Costs**  | 1. Computer Services |  |  |  |  |  |  |  |  |  |
| 2. Materials and Supplies |  |  |  |  |  |  |  |  |  |
| 3. Publication Costs  |  |  |  |  |  |  |  |  |  |
| 4. Workshops and Conferences  |  |  |  |  |  |  |  |  |  |
| 5. Other (Describe) |  |  |  |  |  |  |  |  |  |
| **Other Direct Costs Total (C)** |  |  |  |  |  |  |  |  |  |
| **Salaries**  | 1.PI salaries (Egyptian PIs - please indicate the % of time spent on the project; U.S. PIs – no more than 15% of total U.S. budget) |  |  |  |  |  |  |  |  |  |
| 2. Post Docs /Assistants’ Salaries  |  |  |  |  |  |  |  |  |  |
| **Salaries Costs Total (D)** |  |  |  |  |  |  |  |  |  |
| **Institutional Indirect Costs (no more than 20% for Egyptian PIs; for U.S. PIs, see details on page 7) (E)** |  |  |  |  |  |  |  |  |  |
| **Grand Total Project Costs (F)**(A+B+C+D+E) | $ | $ | $ | $ | $ | $ | $ | $ | $ |

 Describe additional costs if necessary on a separate sheet of paper. The Egypt and U.S. budget requests need not be equal. **Egyptian institution stamp on the budget sheet is required.**

**ATTACHMENT IV**

**FORMAT FOR CURRICULA VITAE (MAX. 3 PAGES)**

***Note:***

Name:

Address:

Education:

Positions:

Awards:

Memberships:

Appointments:

Main Research or Technology Topics:

Recent Relevant Publications/Patents (Maximum ten):

**ATTACHMENT V
PROPOSAL SCREENING CHECKLIST**

Egyptian PI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ U.S. PI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I.D. Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**General eligibility:**

\_\_\_\_\_ PIs fulfill eligibility requirements (see pages 3-5 of this Announcement). These eligibility requirements include that researchers may submit only one collaborative proposal per grant cycle, either as PI or co-PI. If a researcher submits more than one collaborative proposal, all of the proposals in which he or she is listed as the PI or co-PI will be deemed ineligible.

\_\_\_\_\_ PIs and Co-PIs are not debarred from the program, due to previous cases of plagiarism.

**Section I. Cover Page:**

\_\_\_\_\_ Signatures of: (1) *both* the Egyptian and U.S. PIs and (2) appropriate officials from the PI institutions on Attachment I, which must also be **stamped with the Egyptian institution stamp**. Signatures must be placed on the proposal’s cover sheet. Referring to signatures in separate letters is not sufficient.

\_\_\_\_\_ The proposal’s area(s) and topic(s) are noted in question 17.

**Section II. Narrative Proposal:**

\_\_\_\_\_ Abstract - 1 paragraph - in Arabic and English

\_\_\_\_\_ Background

\_\_\_\_\_ Statement of scientific or technical problem

\_\_\_\_\_ Statement, *in detail*, of work to be done

\_\_\_\_\_ Description of what each PI will do and nature of collaboration

\_\_\_\_\_ Curriculum vitae from *both* PIs and for other project staff, if key for proposal review

\_\_\_\_\_ Environmental Compliance Checklist

**Section III. Budget:**

\_\_\_\_\_ Funding requests for Egyptian and U.S. PIs shown in U.S. dollars

\_\_\_\_\_ Signatures of both PIs on Attachment III and **stamped with the Egyptian institution’s stamp.**

\_\_\_\_\_ Detailed Egyptian and U.S. budget justification narrative

**Sections I-III: Must be submitted as one document in PDF format.**

**Section IV. Other:**

\_\_\_\_\_ Gantt chart, which must clearly delineate which team will do each task (Excel attachment)

\_\_\_\_\_ Logical Framework Matrix (LFM) (PDF attachment)

**ATTACHMENT VI**

**U.S. - EGYPT SCIENCE AND TECHNOLOGY JOINT FUND**

**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. A copy of Annex A will be available upon request. For Egyptian PIs, please refer to the STDF website for additional Intellectual Property Rights information.

**ATTACHMENT VII**

**HUMAN RESEARCH SUBJECT INFORMATION**

No proposals that are effectively "clinical trials involving human subjects," which include the administration of "drug entities" (i.e., ethical pharmaceuticals, "folk remedies", food supplements or "functional foods"), will be accepted.

This does not prohibit proposals that include the use of laboratory samples to determine for example, viral, microbial or parasitic "loads" as part of a study of analytical and/or diagnostic methods, as long as the necessary requirements on privacy and prior informed consent have been met and documented.

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.

A human research subject is defined as “a living individual about whom an investigator (whether professional or student) conducting research obtains: (1) Data through intervention or interaction with the individual, or (2) 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. The U.S. Department of Health and Human Services has developed “decision charts” that may be useful in thinking through relevant human subject protections. Please visit <http://www.hhs.gov/ohrp/policy/checklists/decisioncharts.html> for more information.

**ATTACHMENT VIII**

**USAID ENVIRONMENTAL COMPLIANCE CHECKLIST**

The purpose of this *Environmental Review and Consequences Checklist* is to determine whether the proposed action (scope of work) encompasses the potential for environmental pollution or concern and, if so, to determine the scope and extent of additional environmental evaluation, mitigation, and monitoring necessary to fulfill USAID environmental procedures. Thiscompliance checklistis intended to be used by both the project proponent who submits project proposals and selection committee members to ensure that environmental consequences are taken into account before making an award for a proposed activity.

Please provide the following information. This information will assist the U.S.- Egypt S&T award committee in making an environmental impact determination on the proposed activity.

Note: Every line highlighted in yellow must have text written in it. Text might be required in other areas, depending upon question responses.

|  |
| --- |
| **United States Principal Investigator Information** |
| First Name: |  | Last Name: |  |
| Position/Title: |  | Institution Name: |  |
| **Egypt Principal Investigator Information** |
| First Name: |  | Last Name: |  |
| Position/Title: |  | Institution Name: |  |

|  |
| --- |
| **Proposal Title** |
|  |

|  |
| --- |
| **Type of Proposed Activity** |
|  |

|  |
| --- |
| **Location (***Attach a location map as well as site photos in color, if possible)* |
|  |

|  |
| --- |
| **Project/Activity Description:***(Provide sufficient description and details for environmental impact analysis)* |
|  |

|  |
| --- |
| **Baseline Environmental Conditions:***(Provide site specific environmental conditions. Plant and animal resources, water resource and condition, human population characteristics, land use, soil, ecosystem condition, air quality. Describe existing environment at the proposed project site relevant to the scope and potential impact. Include maps and photos as necessary. Use additional pages as necessary).* |

**A. CHECKLIST FOR ENVIRONMENTAL CONSEQUENCES:** Check appropriate row as Yes (Y), Maybe (M), No (N) or Beneficial (B). Briefly explain Y, M and B in the Explanations Section. A “Y” does not necessarily indicate a significant effect, but rather an issue that requires focused consideration.

|  |  |
| --- | --- |
| **1. Resources** | **Y, M, N, B** |
| Grading, trenching, or excavation in cubic meters or hectare |  |
| Geologic hazards (faults, landslides, liquefaction, un-engineered fill, etc.) |  |
| Contaminated soils or ground water on the site |  |
| Offsite overburden/waste disposal or borrow pits required in cubic meters or tons |  |
| Loss of high-quality farmlands in hectares |  |

|  |  |
| --- | --- |
| **2. Agricultural and Agrochemical** | **Y, M, N, B** |
| Impacts of inputs such as seeds and fertilizers |  |
| Impact of production process on human health and environment |  |
| Other adverse impacts |  |

|  |  |
| --- | --- |
| **3. Industries** | **Y, M, N, B** |
| Impacts of run-off and run-on water |  |
| Impact of farming such as intensification or extensification |  |
| Impact of other factors |  |

|  |  |
| --- | --- |
| **4. Air Quality** | **Y, M, N, B** |
| Substantial increase in onsite air pollutant emissions (construction/operation) |  |
| Violation of applicable air pollutant emissions or ambient concentration standards |  |
| Substantial increase in vehicle traffic during construction or operation |  |
| Demolition or blasting for construction |  |
| Substantial increase in odor during construction or operation |  |
| Substantial alteration of microclimate |  |

|  |  |
| --- | --- |
| **5. Water Resources and Quality** | **Y, M, N, B** |
| River, stream or lake onsite or within 30 meters of construction |  |
| Withdrawals from or discharges to surface or ground water |  |
| Excavation or placing of fill, removing gravel from, a river, stream or lake |  |
| Onsite storage of liquid fuels or hazardous materials in bulk quantities |  |

|  |  |
| --- | --- |
| **6. Cultural Resources** | **Y, M, N, B** |
| Prehistoric, historic, or paleontological resources within 30 meters of construction |  |
| Site/facility with unique cultural or ethnic values |  |

|  |  |
| --- | --- |
| **7. Biological Resources** | **Y, M, N, B** |
| Vegetation removal or construction in wetlands or riparian areas in hectare |  |
| Use of pesticides/rodenticides, insecticides, or herbicides in hectare |  |
| Construction in or adjacent to a designated wildlife refuge |  |
| Endangered or threatened species are in project area |  |

|  |  |
| --- | --- |
| **8. Planning and Land Use** | **Y, M, N, B** |
| Potential conflict with adjacent land uses |  |
| Non-compliance with existing codes, plans, permits or design factors |  |
| Construction in national park or designated recreational area |  |
| Create substantially annoying source of light or glare |  |
| Relocation of >10 individuals for +6 months |  |
| Interrupt necessary utility or municipal service > 10 individuals for +6 months |  |
| Substantial loss of inefficient use of mineral or non-renewable resources |  |
| Increase existing noise levels >5 decibels for +3 months |  |

|  |  |
| --- | --- |
| **9. Traffic, Transportation and Circulation** | **Y, M, N, B** |
| Increase vehicle trips >20% or cause substantial congestion |  |
| Design features cause or contribute to safety hazards |  |
| Inadequate access or emergency access for anticipated volume of people or traffic |  |

|  |  |
| --- | --- |
| **10. Hazards** | **Y, M, N, B** |
| Substantially increase risk of fire, explosion, or hazardous chemical release |  |
| Bulk quantities of hazardous materials or fuels stored on site +3 months |  |
| Create or substantially contribute to human health hazard |  |

|  |  |
| --- | --- |
| **11. Other Issues** (to be used for categories not captured under1 through 10 above) | **Y, M, N, B** |
| Substantial adverse impact |  |
| Adverse impact |  |
| Minimal impact |  |

|  |  |
| --- | --- |
| **12. Construction Activity:** Does the proposal include construction of any facilities including remodeling of any existing facilities? | **Y, N** |
|  |  |
| **If yes, please** indicate the nature of the construction activity. Indicate the existing conditions of the proposed construction site and provide photographs pre-construction. |
|  |

|  |
| --- |
| **B. EXPLANATION** **OF ENVIRONMENTAL CONSEQUENCES**: Please explain Y, M and B responses. *Use additional pages, as needed.* |

|  |
| --- |
| **C. IDENTIFIED SIGNIFICANT ENVIRONMENTAL IMPACTS** (including **physical, biological and social**), if any. (Use the environmental checklist above to identify significant environmental impacts). |

|  |
| --- |
| **D. PLEASE DISCUSS THE PROPOSED MITIGATION MEASURES (if any).** *Use additional pages, as needed.* |

|  |
| --- |
| **E. PLEASE DISCUSS PROPOSED MONITORING MEASURES (if any).** *Use additional pages, as needed.* |

**ATTACHMENT IX
GANTT CHART**

This is a graphical representation of a project’s schedule which illustrates the work breakdown structure. It is an effective tool for planning, scheduling, coordinating, and tracking all tasks within your project.

To develop your GANTT chart, you should start by specifying the main tasks/activities making up your project. Then break down each main task/activity to its sub tasks/sub activities. The amount of time required for each task/activity and sub tasks/sub activities is represented as a horizontal bar on the chart. Those horizontal bars of varying lengths represent the sequences, timing, and time span for each task/sub task. The GANTT chart should include all activities of both partners of the project, clearly identified, so that the interaction and interdependency of the activities of both partners are revealed. **Research activities should be timed to begin after the distribution of funds to grantees; this is tentatively expected to occur by the spring of 2019.**

**Please submit as a separate Excel document to the proposal. The template for this document is provided separately.**

**ATTACHMENT X**

**LOGICAL FRAMEWORK MATRIX (LFM)**

Logical Framework Matrix (LFM) is an analytical, presentational, and management tool, which helps in developing a high quality project design.

To develop an LFM for your project you need to answer a number of questions. Although the questions may seem self-evident, articulating the answers to those questions exposes many unstated assumptions and hypotheses.

The LFM consists of logically connected four columns and four rows, which summarize key features of the project. The left hand side illustrates the hierarchy of the objectives of the project. For each given level, a column should describe the following:

* Indicators which will be used to measure the achievements of the objectives/outputs;
* Means of verification for how the information on those indicators are to be collected and verified; and
* External factors that might hinder the achievement of project objectives on time.

**Please send a completed matrix as a separate PDF document to the proposal**. **The template for this document is provided separately.**