



Cultural Heritage and Development in Egypt

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II. Introduction

The Arts and Humanities Research Council (AHRC) of the United Kingdom and the Science & Technology Development Fund (STDF) of Egypt are pleased to announce a joint call for Research Grant proposals addressing the theme of 'Cultural Heritage and Development in Egypt'. Funding of up to £350K is available per project and awards will be expected to have a maximum duration of 36 months.

III. Context

There are growing international concerns about the threats modern society is posing to our cultural heritage. This heritage is essential not only for enabling societies to connect with their histories and traditions, but as a critical driver of growth and prosperity, for example through tourism and the integration of heritage into sustainable urban regeneration.

Egypt provides an optimal focus for research in this area. The country is host to some of the world's most important historical sites and monuments and a diverse range of histories, dialects and cultures. Yet these assets – so central to Egypt's identity, social cohesion and future growth – are currently under threat by a range of factors.

A joint AHRC/STDF workshop held in Cairo in 2015 and subsequent call for Research Networking proposals explored key major threats and challenges to Egypt's cultural heritage and identified opportunities for future collaborative work. This call for Research Grant proposals aims to build on the initial workshop and networking awards by supporting the development of longer term collaborative research projects that will address these challenges in greater depth. Applicants do not need to have been involved with the first phase of activity to apply for funding under this call.

IV. Aims of the Call

A. Scope

The aim of this Research Grants call is to allow researchers in the UK and Egypt to work collaboratively to address key challenges related to Egypt's cultural heritage.

Proposals should address one of the following thematic areas. A number of potential areas for research collaboration are listed under each theme but please note that these areas are not exhaustive and are suggestions intended to stimulate research ideas for each theme:

1. Archaeological conservation: building a sustainable future for Egypt's cultural heritage

- The management of archaeological sites and how threats such as urbanisation, climate change, criminal activity and population growth can be mitigated. In light of these threats, how improved site management can help in risk management and disaster planning (for sites and museums) and safeguard those cultural assets that are so central to Egypt's future prosperity and cohesion.
- The importance of physical and intellectual access to archaeological sites and the role of such sites in contemporary social contexts and promoting sustainable approaches to site management.
- How issues such as tourism and sustainable development can be taken into consideration through conservation plans for archaeological sites.
- The role of heritage science in building a sustainable future for Egypt's cultural heritage and embedding archaeological conservation within plans for driving economic growth and social wellbeing.

2. Museums, libraries and archives: revenue generation, skills development and heritage preservation

- How training and capacity building can provide future experts with a better set of skills for enhancing the preservation of heritage in museums and therefore enhance the capacity of

museums to generate revenue and promote social cohesion. This may include but is not limited to: collections care policy and collections management in museums; museum exhibition design and display; archives and library management, writing skills for museum guide books, site magazines and didactic texts; risk management and disaster planning (for sites and museums).

- The role that rescuing and preserving documentary and visual records can play in the preservation of Egypt's cultural heritage, both tangible and intangible. As well as manual documentation, archiving and cataloguing, this includes the role of digitisation and the opportunities and challenges that it presents for museums, libraries and archaeological site magazines.
- Preservation and conservation technologies, reconstruction and virtual restoration.
- How training and skills programmes for stakeholders with an interest in cultural heritage in Egypt may lead to improved education and employment prospects.

3. Intangible heritage

- The role of intangible heritage such as culture, languages, beliefs, oral histories and story-telling in promoting social cohesion, prosperity and welfare in Egypt.
- The threats posed to the preservation of intangible heritage and cultural history by development and contemporary societal challenges, and innovative approaches to mitigating such threats.
- The role of intangible heritage in connecting local populations to built heritage.

B. Additional Requirements

Each proposal must have a Principal Investigator (PI) both in the UK and Egypt. The PI in each country will take responsibility for the intellectual leadership of the project and for the overall management of the activities taking place in their country. The PIs must work collaboratively to prepare and write a joint application. Further information on the application process can be found in section 7.

An individual researcher can be named as a PI on one proposal only but can be named as a co-investigator on other proposals, so long as they can commit a sufficient amount of time to the projects they would be involved with.

As the UK funds for this call come from the Newton Fund, all proposals must demonstrate how they meet Official Development Assistance (ODA) requirements. Further guidance on ODA can be found on the [Newton Fund Website](#)

The start date for all proposals submitted to this call must be 1st May 2018.

V. Eligibility

UK-AHRC applicants must meet standard AHRC eligibility criteria: please see section three of the AHRC's Research Funding Guide for information:

[AHRC Research Funding Guide](#)

Egypt-STDF applicants must have a PhD or equivalent research experience and hold a permanent or fixed-term position in an eligible university or research institute in Egypt, which must span the duration of the project. Eligible institutions include public or private universities or research centres which are Egyptian legal entities. Please note that the American University in Cairo (AUC) and the Arab Academy for Science,

Technology & Maritime Transport are not eligible. Non-eligible organisations (such as NGOs or the AUC/Arab Academy) can participate in the research as associate partners, but cannot receive grants. Also, the PI cannot be affiliated to those organisations. Applicants may hold this fellowship and a maximum of one other STDF grant at the same time. Applications cannot be accepted from researchers in commercial organisations.

VI. Guidance on Costs and Project Timescales

Costs should be split into a UK and an Egypt budget; eligible costs for each budget are listed below. The UK budget must be entered onto the online Je-S application form and the Egypt budget must be entered onto the Egypt Budget Table (annex 3). Please also use the Justification of Resources attachment to clearly differentiate which costs are being charged to the UK budget and which to the Egypt budget.

Funding of up to £250,000 (GBP, full economic cost (fEC) with AHRC meeting 80% of the fEC) is available per proposal for the UK budget and funding of up to £100,000 (equivalent amount to be disbursed by STDF in Egyptian pounds, EGP) is available per proposal for the Egyptian budget. The difference in maximum support available from each funder reflects the difference in local costs associated with research projects. Applicants do not need to request equal amounts from AHRC and STDF, but the amounts requested should reflect an equal amount of research effort in both the UK and Egypt.

Projects can be up to 36 months in duration and must have a start date of 1st May 2018.

Eligible costs for UK researchers (AHRC guidance applies):

Please see section 2 of the AHRC's Research Funding Guide for guidance on eligible costs: [AHRC Research Funding Guide](#)

The UK budget should be calculated in British pounds and entered onto the Je-S form (see below for further guidance on the application process). Costs for the UK budget should be included on a full economic cost (fEC) basis with the AHRC meeting 80% of the fEC. Please include all relevant UK costs in the Resources section of the Je-S application, taking particular care to include sufficient costs to support an international project such as travel and subsistence for the UK research team to attend project-related events both in the UK and Egypt. Costs for the organisation of project-related events and meetings taking place in the UK should be included in the UK budget.

Eligible costs for Egyptian researchers (STDF guidance applies):

For the Egyptian budget, eligible expenses include:

- Salaries/staff costs (Max. 25% of total budget)
- Travel costs (Max. 10% of total budget)
- Indirect costs/overheads (Max. 20% of total budget)
- Other costs, including research costs, equipment, communication, publication, materials, field work expenses (Min. 45% of total budget)

For full details on STDF's budgetary and other requirements please see:

<http://stdf.org.eg/index.php/publications-and-statistics/regulations>

The Egyptian budget should be entered onto the Egypt Budget Table (see below for further guidance on the application process).

VII. Application Process and Format

A joint proposal should be prepared through the AHRC's online application system and submitted by the PIs to both the AHRC and STDF. The deadline for proposals to be submitted to the AHRC is 16:00 BST on Tuesday 5th September 2017 and the deadline for proposals to be submitted to STDF is midnight (EET) on Saturday 9th September. No changes should be made to the proposal between the two deadlines. Any proposal received after these deadlines will not be considered for funding.

Researchers will be responsible for developing their own collaborations. Once a research proposal has been developed, UK and Egyptian applicants must apply jointly for funding to the AHRC–STDF Research Grants Call, via the Joint electronic System (Je-S) online application system (<https://je-s.rcuk.ac.uk>).

Proposals must be submitted by the UK Principal Investigator to the AHRC via Je-S and by the Egyptian Principal Investigator to STDF via the [STDF website](#). The proposal must be jointly prepared and submitted in English.

A. Application preparation:

To prepare a proposal in Je-S:

- log-in to your account and choose 'Documents' from the menu;
- then select 'New Document';
- 'AHRC' as the Council, 'Standard proposal' as the Document Type;
- 'Large Grants' as the Scheme;
- 'Cultural Heritage and Development in Egypt 5 September 2017' as the Call/Type/Mode and
- 'Create Document'

To prepare a full proposal, applicants must complete the online Je-S form and the attachments listed below. Please note that where an attachment is compulsory for the Egyptian PI only, a template for completing the information can be found in the 'Annexes to be completed by Egyptian PI' at the end of this document and also on the [STDF website](#). Word versions of these forms are also available separately on the AHRC's funding opportunity page for this call.

The following documents must be written jointly by the UK and Egyptian PIs and attached to the proposal in Je-S:

Attachment	Requirement and page limits (sides of A4)
Case for Support (Proposal)	Compulsory – 12 sides of A4. Please use the template for this call provided on the AHRC and STDF websites
Curriculum Vitae and Publication List	Compulsory – 3 sides of A4 each (Egyptian applicants please use the template in annex 2)

Research Team Information Table	Compulsory for Egyptian PI only – 1 side of A4. A template can be found in annex 1. Upload as attachment type Other
Budget Justification/ Justification of Resources	Compulsory – 4 sides of A4
Egypt Budget Table	Compulsory for Egyptian PI only – no page limit, please complete all sections. A template can be found in annex 3. Upload as attachment type Non-UK Components
Pathways to Impact	Compulsory – 2 sides of A4
Project Partner Letter of Support	Compulsory if a project partner has been named on the Je-S form. A Project Partner is an organisation which contributes in cash or in kind but which is not requesting any money.
Visual Evidence	Optional – 2 sides of A4
Acknowledgment Form	Compulsory for Egyptian PI only (scanned copy, signed and stamped, see annex 4). Upload as attachment type Other
Endorsement Letter	Compulsory for Egyptian PI only (scanned copy, signed and stamped, see annex 5). Upload as attachment type Other

Please use the following guidance for completing each attachment:

Case for support (max. 12 sides of A4)

This is the body of your research proposal. **Applicants must complete the template Case for Support for this call**, which is available on the AHRC and STDF websites, and attach it as a 'Case for Support' document. The template includes the following headings:

- **Aims and Objectives of the Project**
Please describe clearly the overall aims and specific objectives in detail. This should include the research questions, issues or problems that you intend to address. What are the issues that you will be exploring in the course of your research?
- **Accordance with Thematic Research Areas**
Please describe how the proposal fits the thematic research areas presented in the description of the call.
- **Research Context**
Please describe the research context for your project/programme of work. Why is it important that these questions or issues are explored? What other research is being or has been conducted in this area? What contribution will your project make to improving, enhancing, or developing creativity, insights, knowledge or understanding in your chosen area of study? To whom will the outcomes of your research be of interest/benefit?

- **Research Methodology**

Please describe the research methods that you will be using to address the questions or issues that you have set yourself, or solve the problems you have identified, or to explore the matters you intend to investigate. Why have you chosen these methods? Why are they the best way to answer the research questions or problems you have identified? What will be your role? If there are other people involved, what will their roles be and why are they the appropriate people to be involved? In describing your research methods it is not sufficient to state, for example, that you intend to visit a particular archive, or an exhibition abroad. You must provide adequate details of sources to be consulted, and you should state briefly what kinds of material you will be consulting, why they are relevant to your programme of research, and how you will interrogate them. Depending on the approach you are using throughout your research, you may also need to explain clearly the creative and/or performative aspects of the work, explain how you will develop a new process, product or tool, or provide details of who you have consulted or will be involved in the process of research. Under the Research Methods heading you should also outline how any copyright or intellectual property issues relating to the project and the production of any technical outputs will be addressed.

- **Project Management**

How will the project be managed? What will be the roles of the members of staff involved (including the PIs and, if applicable, any Co-Investigator(s), any research assistants)? What is the timetable for the project? Does it include appropriate milestones and is it realistic? When will the outputs of the project be completed? How will you ensure that they meet the needs of your audience? Can the costs be justified? How will you ensure good value for money?

- **ODA Compliance Statement**

As the UK funds for this call come from the Newton Fund please describe how the proposed project meets Official Development Assistance (ODA) requirements. Further guidance on ODA can be found on the [Newton Fund website](#).

- **Work Plan/Gantt Chart**

Please provide a timetable for the project, which includes milestones for each task and who will be responsible for the delivery of that task.

Justification of Resources/Budget Justification (max. 4 sides of A4)

A statement justifying that the resources requested are appropriate to undertake the research project.

Both the UK and Egyptian costs should be justified in this document. The Justification of Resources must contain a breakdown of the costs requested for this funding call by each partner taking into account the requirements outlined in the call guidance document. It should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research proposal. It should not simply be a list of the resources requested, as this is already provided in the Je-S form and in the Budget Table for Egyptian researchers. A full explanation for all costs requested must be provided. Please attach this as a 'Justification of Resources' attachment.

Curriculum Vitae and Publication List (max. 3 sides of A4 each)

A CV for each UK Principal Investigator and Co-Investigator must be included. This should include qualifications, academic and professional posts held since graduation, a list of the most relevant and recent publications. This should not exceed three A4 sides. It is expected you would use two pages for the CV and one page for publications.

Egyptian PI's and Co-Investigators must complete the STDF CV template (annex 2 of the 'Annexes to be completed by Egyptian PI').

Research Team Information Table – Egyptian PI only (max. 1 side of A4)

The Egyptian PI must complete the STDF Research Team Information Table (annex 1 of the 'Annexes to be completed by Egyptian PI'). Only information regarding the Egyptian research team needs to be included in this table.

Pathways to Impact (max. 2 sides of A4)

The Pathways to Impact attachment is your opportunity to describe in more detail how the potential impacts of the research beyond academia, as outlined in the Impact Summary section of the Je-S form, will be realised. Taking into account what is reasonable and appropriate given the nature of the research you propose to conduct, you are asked to describe how the proposed research will be managed to engage any users and beneficiaries that have been identified, or to identify potential users and beneficiaries as the research progresses, and to increase the likelihood of achieving impacts. In presenting your plans, you should tailor and target your impact activities to ensure that they are relevant to the specific user and beneficiary groups likely to be interested in your research and appropriate for supporting the potential research impacts outlines. Innovative and creative approaches are strongly encouraged.

When completing the attachment, you should consider (and address if appropriate) methods for communications and engagement, collaboration and exploitation. You should also detail who will be undertaking any impact activities and include any resource implications in the financial summary and in the separate Justification of Resources attachment.

Egypt Budget Table – Egyptian PI only (no page limit, please complete all sections)

Please complete the STDF Budget Table for Egyptian Researchers template; please ensure you complete all sections of the table and make sure that the costs comply with the eligibility outlined in section 5 of this document. The budget table template is available at annex 3 of the 'Annexes to be completed by Egyptian PI'.

Letter of support (max. 2 sides of A4 per letter)

Please include letters of support for the following:

- Organisations entered on the Je-S form as 'Project Partners'. A Project Partner is an organisation which contributes in cash or in kind to the project but which is not requesting any money.

Acknowledgment Form – Egyptian PI only (max. 1 side of A4)

The Egyptian PI should complete the STDF Acknowledgement Form; a template is available at annex 4 of the 'Annexes to be completed by Egyptian PI'.

Endorsement Form – Egyptian PI only (max. 1 side of A4)

The Egyptian PI should arrange for their institution to complete an endorsement letter. This should be a scanned copy of the signed and stamped letter by the legal representative of the Egyptian PI's institution stating the project title, the name, position and affiliation of the PI in charge of the proposal, that the project was not funded or submitted to another agency (national or international), or otherwise declare, and that the institution approves the project. This is Annex 5 of the 'Annexes to be completed by Egyptian PI'.

Visual Evidence – Optional (max. 2 sides of A4)

Applications may include no more than two sides of A4 non-textual visual evidence in support of the proposal, to illustrate the proposed aims and objectives and/or research methods. It is not permitted to include this material to supplement or replace the CV or publications list or to illustrate previous work in any way, nor should it be used to circumvent the page limit for the case for support.

Completing your Je-S Form

Please complete the full Je-S form. The initial Je-S document instructions page will give you general guidance on the navigation layout, specifically icon descriptions. The left hand column 'Document Menu' lists all the sections associated with this call and clearly identifies which ones are mandatory (red cross, turning to green tick when completed). **Only the UK costs should be entered onto the resources section of the Je-S form.** Please refer to the Je-S helptext for guidance on completing each section; in addition to the Je-S helptext, specific guidance for this call is as follows:

Investigators: both UK and Egyptian investigators need to be added to the Je-S form. Egyptian investigators who are not already registered with Je-S can find instructions on how to register here: <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/SettingupaJeSaccount.htm>. The Je-S form only allows there to be one Principal Investigator on a grant, although in reality grants under this call will have two PIs, one from the UK and one from Egypt. For the purposes of completing the Je-S form, please enter the UK PI on to the system as the PI. Please add the Egyptian PI on to the Je-S form as a Co-Investigator, as well as any other UK or Egyptian Co-Investigators as follows:

From the document menu select Co-Investigator option.

Select Add New Co-Investigator Item

- a) Choose the Select option (Je-S Person Search pop-up window appears). Search for and select the Co-Investigator from the search results.
- b) "Post will outlast project?": Select Yes option
- c) Indicate the total number of hours the Egyptian applicant will be working on the project.
- d) Cost Type (defaults to Directly Allocated), leave as DA.
- e) Indicate 1 as the salary rate. **Please note** if the Co-I wishes to indicate their annual salary then this should be **converted to GB sterling**.

- f) Contracted Hours per week E.G. if the Co-I's overseas institution contract is fulltime then they should indicate 100. If they have a part-time contract at their institution, please indicate the appropriate % depending on their actual contract.
- g) Number of hours charged must be 0 (zero).
- h) Select the calculate button (**cost estimate will be 0**). All the costs associated with the Egyptian PI and Co-Is must be recorded on the Budget Table for Egyptian researchers.
- i) Select the 'Save' to save the information. Section should then validate (green tick instead of red circle with cross).

Costs: Please only include the UK costs on the Je-S form. Egyptian costs must only be included within the Egypt Budget Table on the STDF costs template; a template is available at annex 3 of the 'Annexes to be completed by Egyptian PI'.

B. Application submission

1 – UK Principal Investigator

The UK PI must attach all of the jointly prepared documents listed above to their online Je-S proposal form and submit to the AHRC at the latest by **4pm (BST) on Tuesday 5th September**, and will need to go through the appropriate institution submission process. **All of the completed annexes for the Egyptian PI must also be attached.** You should submit your proposal using the Research Councils' Joint electronic Submission (Je-S) System (<https://je-s.rcuk.ac.uk/>).

Note that selecting 'Submit document' on your proposal form in Je-S initially submits the proposal to your host organisation's administration, not to AHRC. ***Please remember to allow sufficient time for your organisation's checking and authorisation process between submitting your proposal to them and the Call closing date.***

2 – Egyptian Principal Investigator

Once the proposal has been submitted to the AHRC via the Je-S system, a pdf of the full proposal, including all attachments, must be downloaded from the Je-S system and uploaded to the STDF website by the Egyptian PI by midnight (EET) **on Saturday 9th September** - www.stdf.org.eg. No changes can be made to the proposal between the two submission dates.

VIII. Assessment Process and Criteria

Call timetable

Activity	Date
Announcement of the Call	June 2017
Deadline for submissions	05/09/2017 for UK PI and 09/09/2017 for Egypt PI
Peer Review	September – October 2017
Panel meeting date	December 2017
Funding decisions to be issued	March 2018
Start date of awards	1 May 2018

Assessment criteria

Key assessment criteria for the proposals will be:

- Research merit of the proposal
- Relevance of the proposal to the strategic objectives of the Newton-Mosharafa Fund – including potential benefits and impact and ODA.
- Relevance of the proposal to the thematic areas of the call
- Strength and appropriateness of proposed partnership and collaboration
- Project management structures and resources, including value for money

IX. Scheme Requirements and Post Award Reporting

UK award holders will be required to submit outputs, outcomes and impacts that arise from this AHRC-STDF Cultural Heritage fund through the Researchfish system. Information can be added to Researchfish at any point once the award has started but award holders will also be required to 'submit' this information to AHRC at one 'Submission Period' each year. Award holders will receive an email with log-in details shortly after their award has started. More details on Researchfish are available on the RCUK website here: <http://www.rcuk.ac.uk/research/researchoutcomes/>.

Egyptian award holders will be required to submit outputs, outcomes and impacts that arise from the AHRC-STDF Cultural heritage fund through the STDF reporting system using the STDF reporting format every six months throughout the project.

X. Contact Information

AHRC: For enquiries related to the UK/AHRC please email newtonfund@ahrc.ac.uk or telephone: 01793 416060 (available Monday to Friday 8:30-5:00 BST)

STDF: For enquiries relating to the Egypt side of the grant or to STDF procedures, please contact STDF directly – nevine.nabil@stdf.org.eg.

For queries on using Je-S such as creating and submitting the application form or Je-S account creation, please contact the Je-S Helpdesk on 01793 444164 or jeshelp@rcuk.ac.uk (available Monday to Friday 9:00 – 5:00 BST).

XI. Annexes to be completed by Egyptian PI

The following annexes must be completed by the Egyptian PI and attached to the proposal in the Je-S system:

Annex 2

CV Format

1. Basic Information		
Full Name in Arabic:	Full name in English: (<i>As you write it in Int. publications, underline family name</i>):	
Date of Birth:		
National ID		
Last University Degree	Faculty, University, Country	Graduation Date
Title:	Field of specialization:	
Affiliation:		
Current Position:		
Contact Information:		
Mobile Phone:	Fax:	E-mail:
2. Scientific Achievements		
<i>h</i> index (SCOPUS only)	Citations (SCOPUS only)	Total no. of Int. publications in SCOPUS
Last three recent relevant publications <i>Authors (underline your name), year, title, Journal, vol. and pages</i>		
1		
2		
3		
If applicable, state other salient scientific achievements such as patents (granted only) and scientific prizes		
Previous or running projects with STDF		
a. Running (ID no. & type of grant, role of applicant)		
b. Previous (ID no., type, role of applicant and deliverables to be attached)		

Annex 3

Egypt Budget Table (please fill in a separate table for each year of the project)

Eligible costs	Breakdown					Total (sterling £)
(A) Incentives	Team member	No.	% of time spent on the project	Monthly incentive	No. of months	
	PI	1				
	Co-PI	1				
	*Researcher A					
	*Researcher B					
	*Researcher C					
	Manual laborers					
	Technicians					
	Consultants					
Total incentives						
(B) Equipment	A separate breakdown is required					
(C) Expendable Supplies & Materials	Stationery					
	Miscellaneous Laboratory supplies (chemicals, kits, glassware, ... etc.)					
	Total expendable supplies & materials					
(D) Travel (Total cost of travel should not exceed 10% of total budget, with a maximum of 200,000 LE)	International	Air tickets				
		Per Diem (governmental regulations apply to allowed per diem)				
	Domestic	Transportation (Bus/train tickets, public transportation, ...etc.)				
		Per Diem (governmental regulations apply to allowed per diem)				
	Conference registration					
	Total travel					
(E) Other Direct Costs	Computer supplies/services (software, printer cartridges, printing of drawings ...etc.No laptop or pc are allowed)					
	Report preparation and publication costs					
	Training					
	Workshops					
	Others (rental of land/equipment, minor construction works, ... etc.)					
	Total other direct costs					
(F) Total Direct Costs	Sum of (A) through (E) above					
(G) Modified Total Direct Cost (MTDC)	Total direct costs minus Equipment (F minus B)					
(H) Indirect Costs as 20% of (G)	20% of Modified Total Direct Cost (MTDC)					
(I) Total Project Cost	(Total Direct Costs Plus Indirect costs (F Plus H)					

*Researcher A = Ph.D. holder Researcher B = M.Sc. holder Researcher C = B.Sc. holder

Annex 4 - Acknowledgment Form

By signing below, I acknowledge that I have read, understand and accept to comply with all the terms of the foregoing application, mentioned in STDF general conditions and guidelines for submitting an STDF research proposal, including, but not limited to:

- *The total number of the application pages should not exceed the stated limits for each attachment in the call guidance document including a cover page, as well as all sections of the proposal (as mentioned in STDF General Conditions and Guidelines for Submitting STDF Research Proposal).*
- *At any time, a contracted STDF project team member should only be participating in a maximum of 3 projects (or a maximum of 2 projects as a PI).*
- *Allowable budget maximum limit should be strictly adhered to in the project proposal. In all cases, requested budget has to be justified in detail.*
- *STDF guidelines, IPR rules, code of ethics, etc. (www.stdf.org.eg), should be read carefully and adhered to. These are integral parts of STDF contracts.*
- *All proposals – in addition to PI and other data - must be uploaded to the STDF website (www.stdf.org.eg) by the designated deadline. Uploaded PI data should conform to the corresponding data in the application form. The PI must be a PhD holder.*
- **Proposal applications will not be considered eligible and will be discarded in the following cases:**
 - *Proposals submitted by e-mail or sent as hard copies or uploaded to the STDF website after the deadline.*
 - *Proposals not conforming to the designated format.*
 - *Proposals whose uploaded PI data does not conform to PI data in the proposal file.*
 - *Proposals in which the allowable budget maximum limit has been exceeded.*
 - *Proposals in which maximum allowable contracted STDF project participation limit has been exceeded.*
 - *Proposal letter does not include a scanned copy of the signed and stamped endorsement letter by the legal representative of the PI's institution stating the project title, the name, position and affiliation of the PI in charge of the proposal, that the project idea was not funded or submitted to another agency (national or international), or otherwise declare, and that the institution approves the project.*
- *Submitted applications will be evaluated and the applicant will be informed with the evaluation result of his/her proposal within 4-6 months.*
- *STDF technical decisions made by remote reviewers or panels of experts are final.*
- *Proposal does not include a scanned copy of the signed acknowledgment form.*

Signature: _____

Date: _____

Annex 5

Endorsement letter of the PI institution (Scanned copy of the signed and stamped Endorsement Letter by the legal representative of the PI's institution stating the project title, the name, position and affiliation of the PI in charge of the proposal, that the project idea was not funded or submitted to another agency (national or international), or otherwise declare, and that the institution approves the project)