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***General Conditions and Guidelines for***

***Submitting a CU Research Proposal***

* *These guidelines, as well as the "Proposal Application Form", apply to all CU Research Proposal 2019/2020 applications.*
* *The text written in italics is only provided for guidance, and should be removed from the proposal form text before submission.*
* *PI should not be participating in more than 2 other research projects (irrespective of their funding source).*
* *Allowable budget maximum limit should be strictly adhered to in the project proposal. In all cases, requested budget has to be justified in detail.*
* *All proposals should be standard codes of ethics.*
* *PI must be a PhD holder.*
* *All projects should lead among their deliverables to international Thomson-Reuters-indexed journal publications.*
* ***Please note that proposal applications will not be considered eligible and will be discarded in the following cases:***
* *Proposals not conforming to the designated CU format.*
* *Proposals in which the allowable budget maximum limit has been exceeded.*
* *Proposals in which maximum allowable project participation limit has been exceeded by PI.*
* *Technical project evaluation decisions made by CU evaluation panels or experts are final.*

**CU Proposal Application Form**

**Cover page**

|  |  |  |
| --- | --- | --- |
| **Project Title (Arb):** |  | |
| **Project Title (Eng):** |  | |
| **Name of PI Applicant:** |  | |
| **Faculty:** |  | |
| **Department:** |  | |
| **Rank:** |  | |
| **Requested CU Budget:** |  | Duration: |
| **Grant Type:** | Total Budget (K LE) | |
| Maximum CU Funding (K LE) | Maximum Co-Funding (K LE) |
| **Collaborative** | 600 | (25% of CU Fund) 150 |
| **Applied** | 400 | N/A |
| **Basic or Applied** | 200 | N/A |

**Project Area (***Please check one only***):**

|  |  |
| --- | --- |
| المشروعات الإبتكارية |  |
| مكافحة الأمراض المتوطنة والأورام |  |
| الطاقة البديلة |  |
| توفير الاحتياجات الغذائية |  |
| الأبحاث البينية **( الذكاء الاصطناعى وتقنية النانو والتقنية الحيوية فى المجالات والتطبيقات المختلفة )** |  |
| مشروعات بحثية اجتماعية ذات بعد قومي |  |
| المياه ( معالجة – تحلية ) |  |
| تطوير العشوائيات |  |
| الاتجاهات الحديثة فى مجال الأثار وصيانتها |  |

***Keywords:***

**Part A: The Research Team**

***A.1. Research Team Information Table (one page)***

Complete the table provided hereafter (Annex 1), giving information about all main members of the research team.

***A.2. Biographies***

Biographies (resumes, no more than one page each) of the PI, and other team members (who play the leading roles in the project activities) should be provided. Please follow the CV format provided hereafter (Annex 2).

**Part B: The Research Proposal**

The research proposal should provide a clear definition of the problem to be investigated, the project’s objectives, as well as a relatively detailed description of the method or approach that will be followed to reach these objectives, and the expected measurable outcomes from implementation of the proposed project. The proposal (Part B) and must include the following:

**B.1. English Abstract *(one page maximum)***

The summary should briefly describe the problem to be addressed, the objectives of the proposed research, as well as the methodology, expected outcomes and potential economic impact, if any**.**

**B.2. Arabic Abstract (one page maximum)**

The Arabic Abstract should be an understandable translation of the English summary

**B.3. Introduction/Background (two pages maximum)**

This section of the proposal should include a definition of the problem to be addressed by the proposed research, its importance (health, industrial, agricultural, social, ... etc.) and economic impact, as well as a description of previous attempts by others to address/solve the problem, and the research approach that you propose. Emphasis should be put on the state-of-the-art aspects of your proposed research approach. Any relevant previous achievements or pilot studies which have been conducted by your team should be mentioned in this section. Also, mention your relevant international publications, patents and former research grants in the project subject matter.

**B.4. Objectives (one page maximum)**

List your project’s wider and specific objectives, avoiding the use of redundant or vague statements.

**B.5. Research Approach and Methodology (nine pages maximum)**

Describes how your project will be implemented, including your scientific approach, detailed tasks/activities to be conducted, methods and equipment to be used, and project inputs. Specify the methods to the extent needed to give a clear idea of the tasks to be conducted and the findings they will yield.

**B.6. Equipment (two pages maximum)**

1. List the equipment available at your institution, and which will be used in the project.

2. List the equipment that you need to purchase. The needed equipment should be listed in a table that shows the purpose for which each equipment will be used in the project, and its cost, i.e. the justification for purchasing each piece of equipment should be clearly stated.

**B.7. Travel (one page maximum)**

Justification for all travel must be clearly stated in the proposal (Purpose- duration – relatedness to project – expected outcome).

**B.8. Project Management (two pages maximum)**

Describe how the proposed research work will be divided into "Work packages", or tasks/activities. State clearly the role of each research team member in the different tasks/activities. Whenever possible, the tasks/activities should be listed in the order in which they will be executed.

**B.9. Time Schedule - Gantt Chart (two pages maximum)**

The Gantt chart should show the timeframe for conducting the different project activities. Whenever possible, the titles and numbering of the tasks/activities should be the same as those given in the "Project Management" section. The Gantt chart should be prepared using the template given in Annex 3.

**B.10. Expected Project Outcomes and Impact (two pages maximum)**

**B.10.A Technical output and Impact:**

List your expected project’s outputs (typically tangible products, such as International journal articles or know-how (patent), product(s), extension bulletins, prototype, product(s), MSc and PhD theses or any other specific, clear, and measurable outputs. Avoid general benefits and focus on specific, measurable benefits only.

**B.10.B Financial feasibility & Socio-economic Impact:**

Describe how the society/market would benefit from the project’s outputs. Indicate if there is already potential interest in or investment opportunity for the project’s output. Provide a financial feasibility study for your project, reflecting why Cairo University would choose to invest in your project.

**B.11. Budget Table (2-3 pages, depending on the project duration)**

A separate budget table should be completed for each year of the project, using the template provided hereafter (Annex 4).

**B.12. Budget Justification (one page maximum)**

For different budget items that are listed in the budget table, (e.g. travel costs, laboratory supplies, other costs, … etc.), give more detailed information about these listed items, and explain how their total costs were calculated.

**B.13. Key References (one page maximum)**

List outstanding, recent and relevant literature cited in the proposal.

**ANNEXES**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex 1: Research Team Information Table (Please fill out in English):** | | | | | | | | | |  |
| **Name of Res. Team Member in English** | **Name of Res. Team Member in Arabic** | **Faculty / Dept. in English** | **Position / Title** | **% of time spent on project** | **No. of months** | **Incentive per month**  **(LE)** | **National ID No.**  **(الرقم القومى)** | **Number of other projects and their IDs** | **Total % of time spent on other projects** | **Signature** |
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**Annex 2**

**CV Format**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Basic Information** | | | | | |
| Full Name in Arabic: | | | Full name in English: *(As you write it in Int. publications, underline family name):* | | |
| Date of Birth: | | |  | | |
| National ID: | | |  | | |
| Last University Degree: | | | Faculty, University, Country | | Graduation Date |
| Title/Rank: | | | Field of specialization: | | |
| Affiliation (Faculty/Dept): | | |  | | |
| Contact Information:  Mobile Phone: Fax: E-mail: | | | | | |
| **2. Scientific Achievements** | | | | | |
| *h* index (SCOPUS only) | | Citations (SCOPUS only) | | Total no. of Int. publications in SCOPUS | |
| Last three recent relevant publications  *Authors (underline your name), year, title, Journal, vol. and pages* | | | | | |
| 1 |  | | | | |
| 2 |  | | | | |
| 3 |  | | | | |
| **If applicable, state other salient scientific achievements such as patents (granted only) and scientific prizes** | | | | | |
| List All Running projects (whether funded by CU or other funding agencies) | | | | | |

**Annex 3 – Gantt chart\***

**Title of the project:**

**Project ID:**

**PI: Affiliation:**

**Actual start date of the project:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task No.** | **Title of Task/Sub-task** | **Start Date** | **End Date** | **Duration (Months)** | **1st Year** | | | | | | | | | | | | **2nd Year** | | | | | | | | | | | | **Expected measurable outcomes of successful implementation of the task** |
| M 1 | M 2 | M 3 | M 4 | M 5 | M 6 | M 7 | M 8 | M 9 | M 10 | M 11 | M 12 | M 13 | M 14 | M 15 | M 16 | M 17 | M 18 | M 19 | M 20 | M 21 | M 22 | M 23 | M 24 |
| **1** | ………………..………….. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1 | ……………………..…….. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2 | ……………………………. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***\**** *The above chart is given as an example. In this example, cells highlighted in yellow indicate main tasks, and cells highlighted in green indicate sub-tasks.*

*Cells highlighted in red indicate the last months of the reporting periods. A progress/final report should be submitted shortly after the end of each period.*

*Please add more columns (for projects longer than 24 months) and/or rows (for tasks and sub-task) if needed.*

**Annex 4**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Table (please fill in a separate table for each year of the project)** | | | | | | | | |
| **Eligible costs** | | **Breakdown** | | | | | | **CU Funds**  **(L.E.)** | **Co-Funds (if any) (L.E.)** |
| **(A) Incentives** | | **Team member** | **No.** | | **% of time spent on the project** | **Monthly incentive** | **No. of months** |  |  |
| PI | 1 | |  |  |  |  |  |
| \*Researcher A |  | |  |  |  |  |  |
| \*Researcher B |  | |  |  |  |  |  |
| \*Researcher C |  | |  |  |  |  |  |
| Manual labor |  | |  |  |  |  |  |
| Technicians |  | |  |  |  |  |  |
| Consultants |  | |  |  |  |  |  |
| **Total incentives** | | | | | |  |  |
| **(B) Equipment** | | **A separate breakdown is required** | | | | | |  |  |
| **(C) Expendable Supplies & Materials** | | Stationery | | | | | |  |  |
| Miscellaneous Laboratory supplies (chemicals, kits… etc.) | | | | | |  |  |
| **Total expendable supplies & materials** | | | | | |  |  |
| **(D) Travel** | | **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, …etc. ) | | | | | |  |  |
| Report preparation and publication costs | | | | | |  |  |
| Training | | | | | |  |  |
| Workshops | | | | | |  |  |
| Others | | | | | |  |  |
| **Total other direct costs** | | | | | |  |  |
| **( F) Total Budget** | | **Sum of (A ) through ( E ) above** | | | | | |  |  |

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