**STDF Application Form for**

**Establishing Centres of Excellence in Urban Governance for Unplanned Areas based on Trans-/Inter-disciplinary Projects**

**Phase I**

**Grants Cover Page**

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| Title of the Project:  |  |
| Name of Applicant:  |  |
| Field of Specialization: |  |
| Affiliation (the leading institution):  |   |
| Associate institutions |   |  |
| Budget: |  | Duration:  |  |
| Project Area: |
| Main tracks [ ]  Innovative Methods/Models for Urban Governance (urban control, building permits and land use management, … etc) [ ]  Decision Support Systems in Urban Planning and DesignSecondary tracks [ ]  City codes[ ]  Urban Upgrading and rehabilitation [ ]  Disaster risk reduction[ ]  Livable, happy, resilient city,…[ ]  Urban mobility[ ]  Managing urban chaos [ ]  Known the unknowns[ ]  Others |
| Approvals: | Principal Investigator Name:Signature: Date: | Host Institution:Institution President Name:Signature:Date:Stamp: |
| Date of Submission: |  |

**Research Team – Annex 1**

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| No | Name | Affiliation | Position (Prof., A. Prof., …..etc | Field of Specialization | Role in the Project | STDF Running projects ID & % participation | STDF Submitted projects ID & % participation | Contact Information(Tel., Email) | NIDالرقم القومي | ORCID | h-index (Scopus) | Signature |
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**CV of the PI (from leading institution) - Annex 2**

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| **1. Basic Information** |
| Full Name in Arabic:  | Full name in English: *(As you write it in your publications, underline family name):* |
| Date of Birth: dd/mm/year |  |
| National ID (14 digits)  |  |
| 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** |
| *h* index (SCOPUS only) | Citations (SCOPUS only) | Total no. of Int. publications in SCOPUS |
| List of Publications in Last Five Years

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| **Authors** *Underline Your Name* | **Publication Title** | **Journal** | **Year** | **Impact Factor or Q-Ranking** |
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Previous or running projects with STDF 1. Running (ID no. & type of grant, role of applicant)
2. Previous during the last 5 years (ID no., type, role of applicant and deliverables to be attached)
3. List other submitted proposals to STDF (in evaluation process) (ID no. & type of grant)
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**CV of the Co- PI (from leading institution)**

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| **1. Basic Information** |
| Full Name in Arabic:  | Full name in English: (As you write it in your publications, underline family name): |
| Date of Birth: dd/mm/year |  |
| National ID (14 digits)  |  |
| 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** |
| *h* index (SCOPUS only) | Citations (SCOPUS only) | Total no. of Int. publications in SCOPUS |
| List of Publications in Last Five Years

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| **Authors** *Underline Your Name* | **Publication Title** | **Journal** | **Year** | **Impact Factor or Q-Ranking** |
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Previous or running projects with STDF 1. Running (ID no. & type of grant, role of applicant)
2. Previous during the last 5 years (ID no., type, role of applicant and deliverables to be attached)
3. List other submitted proposals to STDF (in evaluation process) (ID no. & type of grant)
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**CV of the representative from the first associate university/institution**

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| **1. Basic Information** |
| Full Name in Arabic:  | Full name in English: *(As you write it in your publications, underline family name):* |
| Date of Birth: dd/mm/year |  |
| National ID (14 digits)  |  |
| 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** |
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Previous or running projects with STDF 1. Running (ID no. & type of grant, role of applicant)
2. Previous during the last 5 years (ID no., type, role of applicant and deliverables to be attached)
3. List other submitted proposals to STDF (in evaluation process) (ID no. & type of grant)
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**CV of the representative from the second associate university/institution**

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| **1. Basic Information** |
| Full Name in Arabic:  | Full name in English: *(As you write it in your publications, underline family name):* |
| Date of Birth: dd/mm/year |  |
| National ID (14 digits)  |  |
| 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** |
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| **Authors** *Underline Your Name* | **Publication Title** | **Journal** | **Year** | **Impact Factor or Q-Ranking** |
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Previous or running projects with STDF 1. Running (ID no. & type of grant, role of applicant)
2. Previous during the last 5 years (ID no., type, role of applicant and deliverables to be attached)
3. List other submitted proposals to STDF (in evaluation process) (ID no. & type of grant)
 |

**The Research Proposal**

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

*Describe the proposed research work in 6 to 12 lines.*

1. **Arabic Abstract *(one page maximum)***

*Describe the proposed research work in Arabic in 6 to 12 lines..*

1. **Introduction/Background *(two pages maximum)***

*This section of the proposal shall include previous and current work done in the area (state of the art). It shall be briefly presented and supported by the relevant references, in a way to help clarify the position of the proposal within the overall context nationally and internationally, and hence identify the added value of the proposal. Naturally, any relevant previous work (research, achievements, …) which have been conducted by one or more in the team shall be mentioned in this section.*

1. **Objectives *(one page maximum)***

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

1. **Project Description, Methodology, and International Collaboration (if any) *(9 pages maximum)***

*Summarize your methodology into a list of clear steps. Describe how your project will be implemented. Relate your plan to the background of the research team and show why their expertise is pertinent to achieving the project’s objectives.*

1. **Expected Project Outcomes *(3 pages maximum)***

*List your expected project’s outputs and deliverables. The first phase aims to establish centres of excellence in urban governance—the duration of this phase extends to a one-year maximum. This centre’s structure includes three universities/ research centres in different regions (leading university/research centre and two associate universities/research entities). An endorsement letter signed by the leading university to facilitate the establishment of a centre of excellence (providing the suitable locations) should be provided in the application form. The expected deliverable from this phase includes:*

* 1. *Benchmarking​*
	2. *Gaps to be filled​*
	3. *Synergistic Approach​*
	4. *Business Model​*
	5. *Feasibility study/ drawings of proposed plans ​*
	6. *Case(s) for pilot studies​ and maps for the selected cases*
	7. *Or any other specific, clear, and measurable outputs.*
1. **Centre location *(two pages maximum)***

*The leading institution should provide a suitable location for establishing CSE. This location should be ready to be used by the centre activities and must be described in the proposal by maps and plans with suitable scales.*

1. **Location of pilot project/s (location of implementation) *(one page maximum)***

*The proposal should include a clear description (e.g. conceptual drawings/models) of the selected unplanned area/s that should be implemented in the second phases.*

1. **Budget Justification *(two pages maximum)***

*For different budget items that are listed in the budget table, (e.g., software and equipment needed, travel costs, conference participation, collaboration visits, workshops, publications and related activities, other costs, … etc.), give more detailed information about these listed items, and explain how their total costs were calculated.*

1. **Outlines for the 2nd and 3rd phases *(one page maximum)***

*Proposal should describe clarify the activities, stakeholders, industry representatives and expected outcomes in each phase.*

1. **Key Reference (two pages maximum)**

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

1. **Endorsement Letter**

*An endorsement letter should be submitted by PI’s institution (scanned copy of the letter signed and stamped by the legal representative – President - of the PI's institution). The letter will state 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 funding agency (national or international), or otherwise declare, and that the institution approves the project.* ***One Endorsement letter is allowed for each university and it should identify the space allocated to the centre of excellence and its readiness to host the centre.***

1. **Budget Table –Annex 3**

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| **Eligible Costs** | **Breakdown (Year 1)** | **Total** **(L.E.)** |
| **(A) Incentives (up to 25%)** | Team Member | No.  | % of Time Spent on Project | Monthly Incentive | No. of Months | Total(L.E.) |
| PI |  |  |  |  |  |
| Co-PI |  |  |  |  |  |
| Researcher A\* |  |  |  |  |  |
| Researcher B\* |  |  |  |  |  |
| Researcher C\* |  |  |  |  |  |
| Technicians |  |  |  |  |   |
| Consultants |  |  |  |  |  |
| **Total Incentives** |  |
| **(B) Equipment** | **A separate breakdown is required** |  |
| **(C) Expendable Supplies & Materials** |  |  |
| **(D) Travel\*\*** **(Total cost of travel should not exceed 10% or up to 200,000 LE, whichever is less)** | **International** | Air tickets |  |
| Per Diem (governmental regulations apply to allowable per diem) |  |
| **Domestic (only for field work)** | Transportation (Bus/train tickets, public transportation, etc.) |  |
| Per Diem (governmental regulations apply to allowable per diem) |  |
| **Conference Registration** |  |
| **Total Travel** |  |
| **(E) Other Direct Costs** | **Workshops organization**  |  |
| **Computer supplies/services (software, printer cartridges, printing of drawings …etc. No laptop or PC are allowed in this item)** |  |
| **Publication and Report preparation costs**  |  |
| **Others**  |  |
| **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**  | 10% of Modified Total Direct Cost ( MTDC) or 150,000 LE, whichever is less |  |
| **(I) Total Project Cost** |  |  |

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

\*Travel expenses should be according to STDF rules and regulations

**Note: Purchase of new equipment, supplies/materials and software licenses should not exceed 50%**

**University/Research Institution President Signature: Stamp:**

1. **Acknowledgment Form**

**By signing below, I acknowledge that I have read, understood and accepted 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:**

1. The total number of the application pages should not exceed **37 pages** 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). **Only one PDF file is allowed to be uploaded as a proposal, including all required documents. Any supplementary files will not be considered**
2. 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/Co-PI).
3. Each PI can only submit a maximum of two proposals until notified with the evaluation results of his/her submitted proposals. The PI can re-submit a revised version of the previously submitted proposal only once and after applying STDF suggested modifications. At the time of submitting the revised proposal, the PI is required to declare that an older version of the project proposal has been previously submitted to STDF.
4. Same project should not be submitted in more than one grant.
5. Allowable budget maximum limit should be strictly adhered to in the project proposal. In all cases, requested budget has to be justified in detail.
6. STDF guidelines, IPR rules, code of ethics, …etc. ([www.stdf.org.eg](http://www.stdf.org.eg)), should be read carefully and adhered to. These are integral parts of STDF contracts.
7. All proposals – in addition to PI and other data - must be uploaded to the STDF website ([www.stdf.org.eg](http://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.
8. Submitted applications will be evaluated and the applicant will be informed with the evaluation result of his/her proposal **within 4-6 months.**
9. STDF technical decisions made by remote reviewers or panels of experts are final.
10. Proposal applications will not be considered eligible and will be discarded in the following cases:
11. Proposals submitted by e-mail or sent as hard copies or uploaded to the STDF website after the deadline.
12. Proposals not conforming to the designated format.
13. Proposals whose uploaded PI data does not conform to PI data in the proposal file.
14. Proposals in which the allowable limit of any item of the budget or the total budget maximum limit has been exceeded.
15. Proposals in which maximum allowable contracted STDF project participation limit has been exceeded (The PI & Co-PI can’t contribute with a less than 40% of their time and the contribution of any team member can’t exceed 80% (in all the submitted/running projects), except the technicians and full-time research students (non-teaching assistance).
16. Proposal 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.
17. Proposal does not include a scanned copy of the signed acknowledgment form.

Signature of the PI: Approval and Stamp of the host institution Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_