



## **PROPOSAL PREPARATION AND SUBMISSION**

Use only the official and updated AASTMT GRANT proposal templates provided below. Download Centre otherwise the proposal will be disqualified. Text used in AASTMT GRANT templates should be Arial font, point size 12 and single spaced. The template margins (2 cm from each side) must not be changed. In the research plan, use figures, graphs, diagrams, charts, tables, figure legends and footnotes, where appropriate. The pages of the research plan must be numbered consecutively as appears in the template where page numbers should appear at the bottom right of each page. The application with the GANNT form and the Budget form must be in A4 size, each bound and should be submitted on line to the site <https://aastmtic.aast.edu/sri/> in PDF format. Incomplete proposals may be rejected. However, AASTMT GRANT strongly advises LPIs to submit their applications well before the submission deadline.

## **PROPOSAL STRUCTURE**

All proposals must be written in English language, and as described below. The Project description document has to be on the following structure, and may not exceed 30 pages excluding the cover page, table of contents and references:

### **Proposal Details**

Title: Give the title of your project (less than 200 characters).

Short Title or Acronym: (max. 15 letters).

Keywords: Identify the relevant keywords.

- Funding and Duration:
- 200,000 to 500,000 pound per proposal and period of 6 to 12 Months for the CRP, and 500,000 to 1,000,000 pound per proposal and period of 12 months to 24 months for CIP.

Total cost: Estimated overall budget of the project.

Research Theme: specify which theme under which this proposal lies.

### **Proposal Summary: English and Arabic (max. one page each)**

Summarise the main questions and/or approach and objectives; give a short description of the activities and expected results of the project, emphasising on the intellectual merit of the proposed research and the broader impacts resulting from the proposed. To help evaluate the proposal, LPI should state its goal(s) and explain its place within the LPI's work and the general field of research. In addition to explaining the importance of the idea, the LPI needs to provide data or information that demonstrates the potential for the success of the project. Finally, the LPI needs to explain how the plan will be implemented. The Arabic Abstract should be an understandable translation of the English summary.



### Introduction/Background (max. three pages)

Outline the background of the proposed research, knowledge, or information that has led to the current project proposal, by assessing existing data or providing qualitative analysis. Discuss how the proposed research would address gaps in current knowledge in the relevant field.

### Questions and Objectives (Max. three pages)

- Describes the project's goal and how it advances knowledge and understanding within its disciplines and the impact of new state-of-the-art ideas.
- Give a detailed justification of the objectives of the project within the context of the state-of-the-art of the scientific area related to the project. List your project's wider and specific objectives, avoiding the use of redundant or vague statements
- For proposals of basic research, explain the intellectual challenge, and for applied research proposals, practical applications need to be emphasized.
- If the proposal involves a demonstration action, please explain clearly the value, applicability and scalability of the project.
- Explain the relevance and importance of the research, innovation, or capacity building project proposed, in terms of applications (new products, services, processes, social innovations) and/or in terms of economic and societal impact, and identify important gaps to be filled by the proposed activities.
- Provide preliminary data or information that demonstrates the potential success of the project.

### Project Description (max. six pages)

- Give an overall description of the general approach the project and justify the methodology chosen to reach the objectives.
- Highlight the particular advantages of the methodology chosen; specify the expected project results (in quantitative terms where appropriate).
- Explain where there might exist a potential for synergy between different tasks of the project and how this is going to be exploited.

### Research Design and Methods (max. four pages)

This section is to simply summarize your main research methods. You need to describe the specific research techniques you intend to use. Explain what makes these techniques appropriate for solving the research problems you are investigating, and what advantages they offer over other techniques. Elaborate on the specific procedures you will use to



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collect the research data. For safety reasons, indicate any methodologies, procedures, situations, or materials that may be hazardous and describe the precautions to be exercised. Describe the specific research techniques you intend to use.

**Anticipated Results and Evaluation Criteria (Max. three pages)**

Describe the manner in which data will be analysed and evaluated.

**Expected Project Outcomes and Impact to AASTMT (Max. two pages)**

I- Technical output and Impact:

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

II- Financial feasibility & Socio-economic Impact:

Describe how the society/market would benefit from carrying out the beneficiary/end user 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 AASTMT would choose to invest in your project.

III – Publication:

The expected outcome of a CRP grant is at least one peer-reviewed original research paper accepted for publication (received a DOI) in a Q1-Q2 journal or its equivalent. For a CIP grant, two outcome requirements are expected before the end of the grant's tenure: (1) At least one peer-reviewed original research paper accepted for publication (received a DOI) in a Q1 journal or its equivalent. (2) Minimal Viable Product (MVP) report for consideration by the Incubation Hub

**Resources (Max. two pages)**

Indicate all resources currently available at the performance sites, as well as resources that are planned to be obtained in order to carry out the proposed research project, as follows:

- Laboratory Space: describe the working space available, e.g. the LPI's lab, space, equipment and lab facilities available.
- Personnel: describe briefly how the expertise, availability and years of experience of the key investigators, including consultants, if applicable, technologists and technicians who will carry out the technical work, is going to help in conducting the project.



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**Arab Academy for Science, Technology & Maritime Transport**

- Facilities: describe the availability and technical specialty of the core facilities required to perform specific experiments of the project.
- Office and Computer Facilities: describe the availability of office space and computer facilities, together with any software deemed crucial to the research project.
- Major Equipment: list the major equipment available in all performance sites that is considered as crucial to the success of research project.

**Team Information (Max. of one page per team member)**

- Identify the participating teams and the institutions to which they belong.
- Contact details of the Proposal Coordinator and all Principal Investigators.
- Identify the Project Coordinator and the Principal Investigators. For each team, the following information should be given:

Team Details:

- ✓ Give the total number of team members. The size of each team should be limited to those people actually needed for performing the tasks.
- ✓ Describe the background and particular expertise of the team in relation to the tasks to be performed.
- ✓ Describe how the teams complement each other in the execution of the project.
- ✓ If relevant, provide a maximum of five references of relevant, recent scientific publications or patents which best show the capability of the team to perform the work proposed.
- ✓ Describe the relevant instrumentation and infrastructure available in view of the tasks assigned to the team.
- ✓ Describe the specific contribution of each project partner.
- ✓ Describe prospects for establishing efficient and sustainable partnerships within the network, including transfer of know-how and experience.

**Research Team Information Table**

Name of Res. Team Member in English	Name of Res. Team Member in Arabic	University / Institute In English	Position / Title	% of time spent on project	No. of months	Incentive per month (LE)	Number of other projects and their IDs	Total % of time spent on other projects	Contact No
		AASTMT(PI)							



### Project Management (Max. three pages)

- Describe how the overall coordination and monitoring of the project will be implemented. 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.
- Set up a GANTT chart giving the time schedule of the tasks and mark their interrelations; add milestones where important goals will be reached and/or decisions on further approach will have to be made; indicate a critical path marking those events which directly influence the overall time schedule in case of delays.
- Explain how information flow and communication will be enhanced within the project (e.g. via the use of communication software, through consortium task meetings or by the temporary placement of project participants at other partner institutions.

### Allowable Project Costs (Max. two pages)

Allowable project costs are grouped into categories.

- i. Personnel costs of the research staff and other personnel (as per the efforts assigned in the timeline), should not exceed 20%, which will be received at the end of the project after the delivery of all the project outcomes and approving the final technical report.
- ii. Mobility costs (only internal travel / subsistence expenses), should not exceed 5%.
- iii. Costs related to organizing seminars and workshops within the project
- iv. Acquisition of material and small-scale research equipment

### Breakdown of Costs Other Grant(s) (Max. two pages)

For each team, give the cost breakdown and a brief justification for all allowable costs. All costs should be given in EGY pounds. The cost breakdown should follow the template provided below.

### Plans for Disseminating Research Results / Sustainability of the action (Max. three pages)

Describe how the collected research data will be utilized in future studies to advance research in AASTMT. Include a data/results dissemination plan that details how the results and data created as an outcome of this project will be disseminated to the public. The plan should include data sharing during the project duration. The LPI is expected to provide updates on the progress of following the plan in each progress report each three months. In the case that data cannot be shared from a particular project due to any confidentiality concerns, proper justification should be provided. Explain how innovative





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results will be further exploited through an implementation plan for the project results; and how intellectual property, including foreground knowledge, patents, copyrights, license agreements and any other arrangements will be managed.

**Key Publications and references (Max. two pages)**

Each reference must include the title, names of all authors, books (ISBN) or journals (DOI), volume numbers, page numbers and year of publication. Although there is not a page limit, it is important to be succinct and select only those references in current literature that are pertinent to the proposed research. You should also show the reference number in the text of the research plan.

**Declaration of original submission and Other Grant(s) (Max. one page)**

LPIs should declare that their proposal did not and will not be submitted in whole or part for funding; twice within the same cycle, or to other funding programs within AASTMT, or other funding agencies. This is to avoid any possible co-funding.

LPIs should state information on all submitted, ongoing and previous research funds for each key investigator over the last three years; such as: project title, name of funding agency, project duration, start and end dates, the total amount of fund/year and the abstract.

**Acknowledgment Form: Please copy this section, sign and scan it as a part of your proposal**

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

- The total number of the application pages should not exceed **30 pages** excluding a cover page, as well as all sections of the proposal (as mentioned in AASTMT General Conditions and Guidelines for Submitting Research Proposal).
- At any time, a contracted AASTMT 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.
- AASTMT guidelines, IPR rules, code of ethics, etc. ([www.aast.edu](http://www.aast.edu)), should be read carefully and adhered to. These are integral parts of the contract.
- All proposals – in addition to PI and other data - must be uploaded to the AASTMT website by the designated deadline. Uploaded PI data should conform to the corresponding data in the application form. The PI must be a PhD holder.



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**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 AASTMT 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 AASTMT project participation limit has been exceeded.
- Proposal letter does not include a scanned copy of the signed and stamped PI institution endorsement letter in case of team member work outside AASTMT.
- Submitted applications will be evaluated and the applicant will be informed with the evaluation result of his/her proposal within 3-4 months.
- AASTMT technical decisions made by remote reviewers are final.
- Proposal does not include a scanned copy of the signed acknowledgment form.

Date & Signature: \_\_\_\_\_

**Table of Eligible Cost**

Eligible costs	Break downs	AASTMT support (L.E.)
<b>(A) Staff Cost</b>	PI	
	Name of each Team member	
	Technicians and/or Labor	
	Consultation fees	
	<b>Total</b>	
<b>(B) Equipment</b>	Equipment	
	Spare parts	
	<b>Total Equipment</b>	
<b>(C) Expendable Supplies &amp; Materials</b>	Stationary	
	Miscellaneous Laboratory, Field supplies, Materials	
	<b>Total expendable Supplies &amp; Materials</b>	
<b>(D) Travel</b>	Internal Transportation	
	Accommodation	
	<b>Total travel</b>	
<b>(E) Other Direct Costs</b>	Services	Manufacture of specimens & prototypes
		Acquiring access to specialized reference sources databases or computer software
		Computer services
	Report preparation	
	Publications & patent Costs	
	Workshops organization or Training	
	Others (explain)	
	<b>Total other direct costs</b>	
<b>(G) Total Costs</b>		



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**DETAILED PLAN ON PROJECT'S ACTIVITIES (GANTT CHART):**

Activity Name	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Main 1: Main Task 1												
Sub 1.1: Sub Task 1.1												
Sub 1.2: Sub Task 1.1												
Sub 1.3: Sub Task 1.1												
Main 2: Main Task 2												
Sub 2.1: Sub Task 2.1												
Sub 2.2: Sub Task 2.2												
Sub 2.3: Sub Task 2.3												
Main 3: Main Task 3												
Sub 3.1: Sub Task 3.1												
Sub 3.2: Sub Task 3.2												
Sub 3.3: Sub Task 3.3												
Main 4: Main Task 4												
Sub 4.1: Sub Task 4.1												
Sub 4.2: Sub Task 4.2												
Sub 4.3: Sub Task 4.3												

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