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**DU Proposal Application Form**

**Cover page**

|  |  |
| --- | --- |
| **Project Title (Arabic):** |  |
| **Project Title (English):** |  |
| **Name of PI:** |  |
| **Faculty:** |  |
| **Department:** |  |
| **Requested DU Budget:** | Total Budget ( LE) |
|  |  |
| **Grant Type:** |  |
| **Collaborative** |  |
| **Applied** |  |
| **Basic** |  |

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

|  |  |
| --- | --- |
| الطاقة Energy |  |
| المياه Water |  |
| الصحة و الرياضة Health and Sport |  |
| الزراعة والغذاء Food and Agriculture |  |
| حماية البيئة والموارد الطبيعية Natural resources and conservation |  |
| التطبيقات التكنولوجية Applied Technology |  |
| Commerce & Strategic industries التجارة والصناعات الاستراتيجية |  |
| Communation &Communication technology تكنولوجيا المعلومات والاتصالات |  |
| التعليم أمن قومي Education is a national security |  |
| السياحة و الاتجاهات الحديثة في مجال الأثار Tourism & modern trends in Archaeology field |  |
| Human researches, Arts and languages البحوث الانسانية والاداب واللغات |  |

***Keywords:***

**Part A: The Research Team**

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

See Annex 1

***A.2. Biographies***

See Annex 2

**Part B: The Research Proposal**

**B.1. English Abstract**

**B.2. Arabic Abstract**

**B.3. Introduction/Background**

**B.4. Objectives**

**B.5. Research Approach and Methodology**

**B.6. Equipment**

**B.7. Domestic Transport (one page maximum)**

**B.8. Project Management**

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

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:**

**B.10.B How will your department/ faculty / university benefit and how does the project support the strategies or needs of Damietta University strategic plan?**

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

(Annex 4).

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

**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 | | | 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 | |
| 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 | | | | | | |

**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** | | | | | | | | | | | | **Expected measurable outcomes of successful implementation of the task** |
| M 1  M 2 | M2 | M3 | M 4 | M5 | M6 | M7 | M8 | M9 | M10 | M11 | M12 |
| **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** | | | | | | | | |
| **Eligible costs** | | **Breakdown** | | | | | | **DU Funds**  **(L.E.)** | **Co-Funds (if any) (L.E.)** |
| **(A) Incentives**  **(10%)** | | **Team member** | **No.** | | **% of time spent on the project** | **Monthly incentive** | **No. of months** |  |  |
| PI |  | |  |  |  |  |  |
| \*Researcher A |  | |  |  |  |  |  |
| \*Researcher B |  | |  |  |  |  |  |
| \*Researcher C |  | |  |  |  |  |  |
| Manual labor |  | |  |  |  |  |  |
| Technicians |  | |  |  |  |  |  |
| Consultants |  | |  |  |  |  |  |
| **Total incentives** | | | | | |  |  |
| **(B) Research Facilities** | | **A separate breakdown is required**  **(Analysis, Paid examinations)** | | | | | |  |  |
| **(C) Expendable Supplies & Materials** | | Miscellaneous Laboratory supplies (chemicals, kits, soft wares… etc.) | | | | | |  |  |
|  |  |
| **Not allowed to buy computers, laptops, printers…etc** | | | | | |  |  |
| **(D) Domestic Transfer** | | **Domestic** | | Transportation (Bus/train tickets, public transportation, …etc.) | | | |  |  |
| Per Diem (governmental regulations apply to allowed per diem) | | | |  |  |
| **Total** | | | | | |  |  |
| **( E ) Other Direct Costs** | | Publication costs in Indexed Journal | | | | | |  |  |
| 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