The "R&D Project" Programme

Guidelines for applicants

PLEASE READ CAREFULLY INTELLECTUAL PROPERTY RIGHTS POLICY AND APPLICATION PROCEDURE BEFORE APPLYING

February 2007

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1. INTRODUCTORY NOTE

Research and development are world wide recognised as essential components towards the establishment and consolidation of a modern and competitive economy. Regional wise, Egypt has been a pioneer in the establishment of universities, technological institutes and research centres. Nevertheless, links with industry of such research and development entities did not meet their expectations. It was thus essential, as spelled out in a recently developed Strategic Plan, to find mechanisms that would mainly help in increasing the fruitful collaboration between research and industrial entities. Such action would provide needed applied technical support, help export policies, and confirm Egyptian significant role at the Arab, African and international levels.

Within the framework of implementing the strategic vision of the Ministry of Trade and Industry designed to enhance the competitive capacity of the Egyptian industry through improving and upgrading the performance of the industrial sector, The IMC invites industrial companies, representatives of chambers of industry as well as specialized research centres to submit their proposals on specific research topics or their creativity profile and innovations in applied industrial areas with a view to identifying requirements of industry in terms of research and linking industry with the Egyptian scientific system for the substantiation of these requirements.

The IMC, in collaboration with the Ministry of State for Scientific Research, undertakes to study and categorize proposals submitted to this effect, and to partially finance the cost involved in the studies that were proven to be feasible. The Centre has invited public and private research centres and specialists to register in research and innovation-related databases for the purpose of inviting them in the future to submit their financial and technical bids in regards to proven feasible research points which will announced by the IMC.

The IMC has signed in June 2006 a Cooperation Protocol with the Ministry of State for Scientific Research aiming to develop scientific researches and their applications in favour of industry. To serve this end, the Centre, based on the industrial system based on the private industrial companies and the Federation of Egyptian Industries, had reviewed, sorted out and identified requirements vis-à-vis research themes and their implementation management. The Ministry of State for Scientific Research, meanwhile, had urged and encouraged relevant research entities to participate in the materialization of the above mentioned themes. The initial value of business subject of this contract amounts to L.E. 100 million to be equally funded by the two parties with the contribution of each party with an amount of L.E.50 million.

2. GENERAL RULES

2.1 Intellectual Property Rights (IPR) and General Funding Issues

General funding of the Action and Intellectual Property Rights Issues may be summarized as follows:-

- Topics with the entire fundamental nature will be funded from the contribution fund of Ministry of State for Scientific Research and the right to patents and all other forms of intellectual property that may result from the study shall belong only to the Ministry of State for Scientific Research.
- If an industrial entity (to which the Action will be applied) requires full ownership of patents or other intellectual property rights, research topics shall be funded equally between the Industry Modernization Centre and this industrial entity.
- In the absence of the previous requirement, the funding shall be divided equally between the Industry Modernization Centre (including the contribution industrial entity to which the

Action will be applied) and the Ministry of State for Scientific Research. In this case, the right to patents and all other forms of intellectual property shall be divided between the two parties. Both parties undertake to use these inventions in serving the Egyptian industry and facilitate its exploitation for such purpose without charge.

- The following table contains ratios of contributions for each party, the maximum fund for each research project, as well as the ratios of contributions of industrial entities (i.e., companies, sectors,…etc.)

Action Category	Action Application Description	Max. Budget (LE)	Funding Percentage			IPR Ownership
			IMC	MHESR	Industry/ Sector	
B11	Individual Co./ Exclusivity	1,000,000	50%	0%	50%	100% Funding Industry
B12	Individual Co. / No Exclusivity	1,000,000	30%	50%	20%	50% IMC 50% MHESR
B13	Sectoral Project / Exclusivity	5,000,000	50%	0%	50%	100% Funding Sector
B14	Sectoral Project / No Exclusivity	5,000,000	30%	50%	20%	50% IMC 50% MHESR
C11	Long Term R& D – no definitive result	5,000,000	0%	100%	0%	100% MHESR

2.2 Eligibility criteria

2.2.1 Eligibility of applicants: who may apply

(1) In order to be eligible for a grant, applicants **must**:

- be an individual researcher, research group or research organization **and**
- working within the grant goals to solve a specific Egyptian industrial need **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- stipulate other eligibility criteria as appropriate (these criteria should be criteria that can be measured).

(2) Potential applicants may not apply for or be awarded grants if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations

(b) they have been convicted of an offence concerning professional conduct by a judgement against which no appeal is possible

(c) they are guilty of grave professional misconduct proven by any means which can be justified

(d) they have been the subject of a judgment for fraud, corruption, involvement in a criminal organisation or any other illegal activity,

(e) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by an IMC or MHESR budget.

Applicants are also excluded from the award of grants if, at the time of their proposals applications, they:

(f) are subject to a conflict of interests,

(g) are guilty of misrepresentation in supplying the information required by the IMC as a condition of participation in the call for proposals or fail to supply this information;

(h) have attempted to obtain confidential information or influence the evaluation committee or the IMC during the evaluation process of current or previous proposals.

2.2.2 Partnerships and eligibility of partners

Applicants may act with partner organisations or research individuals as specified hereafter.

Partners:
In the case when the applicant is a non-Egyptian researcher or an R&D organization with no Egyptian legal entity, it is encouraged that a minimum of at least one Egyptian researcher or research group or research organization should team up within a project. Additional partners may also join the same project.
Applicants' partners participate in implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary. They must therefore satisfy the same eligibility criteria as applicants.

The following are not partners and do not have to sign the "partnership statement"
Associates:
Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in part IV - "Associates of the Applicant participating in the Action" of the Grant Application Form.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.2.3 Eligible actions: actions for which an application may be made

Definition: An action (or project) is composed of a set of activities.

Types of action

- to solve an industrial problem in Egypt
- to introduce a new product in the Egyptian market
- to refine an existing Egyptian product
- to introduce a new process for an existing Egyptian product
- to refine an existing process for an existing Egyptian product.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses.

Location
Applied actions must take place in Egypt.

Number of proposals and grants per applicant

An individual applicant may not be awarded more than one grant at a time. Research groups, on the other hand, may be awarded more than one grant at a time especially if those grants serve different areas.

2.2.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only “eligible costs” can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs, not lump sums (except for subsistence costs and indirect costs). Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget. The checks may give rise to requests for clarification and may lead the IMC to impose reductions. It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

Eligible direct costs

To be eligible, costs must:

- be necessary for carrying out the action, be provided for in the contract annexed to these Guidelines and comply with the principles of sound financial management, in particular value for money and cost-effectiveness,
- have actually been incurred by the beneficiaries or their partners during the implementing period for the action The costs incurred by the beneficiaries’ associates are not eligible (with the exception of subsistence and/or travel costs),
- are considered to have been incurred during the implementation period of the Action like the costs of goods/services/works used/provided/delivered during the implementation period of the Action. Such costs must be paid for before the final report is finalised,
- be recorded in the Beneficiary's or the Beneficiary's partners' accounts or tax documents, be identifiable and verifiable, and be backed up by originals of supporting documents.

Subject to those conditions and where relevant to the contract-award procedures being respected, eligible direct costs borne by the Beneficiary and his partners include:

- the cost of staff assigned to the action, corresponding to actual salaries and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or his partners, as the case may be, unless it is justified by showing that it is essential to carry out the action,
- travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the Beneficiary or his partners, as the case may be; any flat-rate reimbursement of the subsistence costs must not exceed the local rates published by the Egyptian government,
- purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the Action, and costs of services, provided they correspond to market rates,
- the cost of consumables,
- subcontracting expenditure,
- costs arising directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audit, translation, printing, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees).

Contingency reserve

A contingency reserve not exceeding 3% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the prior written authorisation of the IMC.

Eligible indirect costs (overheads)

A lump sum not exceeding 20% of the total amount of eligible costs of the Action may be claimed as indirect costs to cover the administrative overheads incurred by the Beneficiary for the Action.

Contributions in kind

Any contributions in kind made by the Beneficiary or the Beneficiary's partners or any other source, which must be listed in Section I.4 of the application form, do not represent actual expenditure and are not eligible costs. They may not be treated as co-financing by the Beneficiary.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts,
- interest owed,
- items already financed in some other way,
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest at the end of the action,
- currency exchange losses,
- taxes, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes,
- credits to third parties

2.3 How to apply

2.3.1 Application form

Applications must be submitted using the application forms annexed to these Guidelines (Annexes A, B, C1 and C2). These forms include a concept note, a detailed application form and two budget forms.

Applicants should keep strictly to the format of the forms and fill in the paragraphs and the pages in order.

Applications should be submitted in two separate and sealed envelopes as follows:-

- One sealed envelope should contain 5 hardcopies & a CD electronic copy of Annexes A & B. Project Number, Name of Applicant PI and Affiliation of Applicant should be written clearly on the envelope.
- One sealed envelope should contain 5 hardcopies & a CD electronic copy of Annexes C1 & C2. Project Number, Name of Applicant PI and Affiliation of Applicant should be written clearly on the envelope.

Evaluation will take place in two phases. First, technical evaluation of Annexes A & B will be carried out. Then, financial evaluation of Annexes C1 & C2 will be carried out only for proposals which have passed the technical evaluation phase.

During the technical evaluation phase, the concept note (Annex A) will be reviewed and evaluated as a first step. Detailed application form (Annex B) evaluation will only be carried out for proposals which have passed the concept note form evaluation.

Applicants must apply in English. Please complete the application forms carefully and as clearly as possible so that they can be assessed properly. The applicant should be precise and provide enough detail to ensure the application is clear, particularly as to how the aims of the action will be achieved, the benefits that will flow from it and the way in which it is relevant to the projects' objectives.

Important Notes:

- ***Please note that no hint to budget and/or financial issues should be made in Annexes A and B (i.e., in the concept note form and the detailed application form). Any hinting to budget and/or financial issues in these two forms will result in the automatic disqualification of the proposal.***
- ***Applicants who include in their proposals equipment, services or facilities available in an R&D or industrial entity different from their affiliation should provide signed and stamped written proof of authorization to access these equipment, services or facilities. This authorization should explicitly state starting date and duration of authorization.***

Also note that any error related to the points listed in the Checklist (section V of the full grant application) or any major inconsistency between. the amounts mentioned in the budget and activities mentioned in the detailed application form) may lead to the immediate rejection of the proposal. Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment. Hand-written applications will not be accepted. Please note that only the application forms and the published annexes which have to be filled in will be transmitted to the evaluators. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No supplementary annexes should be sent.

2.3.2 Where and how to send the applications

As previously mentioned, applications should be submitted in two separate and sealed envelopes as follows:-

- One sealed envelope should contain 5 hardcopies & a CD electronic copy of Annexes A & B. Project Number, Name of Applicant PI and Affiliation of Applicant should be written clearly on the envelope in English.
- One sealed envelope should contain 5 hardcopies & a CD electronic copy of Annexes C1 & C2. Project Number, Name of Applicant PI and Affiliation of Applicant should be written clearly on the envelope in English.

Proposals should be received by registered mail, private courier service or by hand-delivery.

In all cases, applications should be sent to the address below:

Industrial Modernisation Center (IMC)
1195 Kornish El-Nil,
Building of the Federation of Egyptian Industries, 2nd Floor
Cairo, EGYPT

Please note that the electronic format must contain exactly the same material as the paper version enclosed. Each component of the applied material must be submitted in a separate and unique electronic file (for example, an application form must not be split into several different files).

In order to facilitate the processing of applications, please present the hard copies in A4 size, each bound.
Please note that incomplete application material will be rejected.

2.3.3 Deadline for receipt of applications

Deadlines for the receipt of applications for proposals corresponding to a particular call for proposals is will be announced with the call for proposals. Any application received after the deadline will automatically be rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.

2.4 Evaluation and selection of applications

Applications will be examined and evaluated by the IMC with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK OF ANNEXES A & B

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected.
- The application forms satisfy all the criteria mentioned before. If any of the requested information is missing or is incorrect, the proposal will be rejected on that sole basis and the proposal will not be evaluated further.

STEP 2: EVALUATION OF THE CONCEPT NOTE

The concept notes having respected the deadline and satisfied the criteria mentioned will undergo an evaluation of the relevance of the action, its methodology and sustainability, as well as of the operational capacity and expertise of the applicant.
The concept note will be given an overall score out of 50 as shown in the Evaluation grid below. This first evaluation will lead to a provisional selection. Only proposals which have passed the concept note evaluation will undergo a detailed proposal evaluation. Please note that the scores awarded to this concept note are completely separate from those given in the fill application evaluation phase.

1. Action Summary	**NO SCORE**		Justification
2. Relevance: *How relevant to the needs and constraints of the Egyptian Industry is the proposal?*		15	
3. Methodology: *Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?* *please provide the following:-* • *Basic concept that differentiates the proposal methodology* • *State-f-the-art methods and approaches on subject matter* • *Adequacy of available technology to carry out the proposal activities*		25	
4. Operational capacity and expertise: *Do the applicant and partners have sufficient technical expertise (notably a knowledge of the questions to be addressed)?*		10	
TOTAL SCORE		50	

STEP 3: TECHNICAL EVALUATION OF THE APPLICATION FORM

An evaluation of the quality of the proposals and the capacity of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Technical Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the objectives and priorities set, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of proposals which the IMC can be confident will comply with its objectives and priorities. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, and expected impact.

Please note:

- The scores awarded in this phase are completely separate from those given to the concept note of the same application.
- Following this evaluation phase, a table listing the proposals ranked according to their technical assessment will be established.

Technical Evaluation Grid

SECTION	SCORE		Justification (MANDATORY)
1. Technical and operational capacity			
1.1 Do the applicant and partners have sufficient experience of project management?		5	
1.2 Do the applicant and partners have sufficient technical expertise? (notably knowledge of the issues to be addressed and their state-of-the-art)		5	
2. Relevance			
2.1 How relevant to the needs and constraints of the Egyptian Industry is the proposal?		15	
3. Methodology			
3.1 Methods of implementation and reasons for the proposed methodology		15	
3.2 Salient features of that differentiates the proposed methodology		15	
3.3 Procedures for follow up and internal/external evaluation		10	
3.4 Role and participation in the action of the various actors		10	
TOTAL SCORE		75	

STEP 4: FINANCIAL EVALUATION OF THE APPLICATION FORM

An evaluation of the proposed budget for proposals which passed the technical evaluation phase will be carried out in accordance with the evaluation criteria set out in the Financial Evaluation Grid included below.

The criteria are set to assess cost-effectiveness of proposals.

Please note:

- The scores awarded in this phase are completely separate from those given to the concept note of the same application.
- Following this evaluation phase, a table listing the proposals ranked according to their financial assessment will be established.

Section	Score		Justification (MANDATORY)
1. Budget and cost-effectiveness			
1.1 is the ratio between the estimated costs and the expected results satisfactory?		10	
1.2 Is the proposed expenditure **necessary** for the implementation of the action?		15	
Maximum total score		25	

STEP 5: ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the IMC will only be performed for the proposals that have been provisionally selected according to their score and within the available financial envelope.
The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.2.1, 2.2.2 and 2.2.3.
Following the above analysis and if necessary, any rejected proposal will be replaced by the next best placed proposal in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

Please note that negotiation of technical and/or financial details may take place before the contracting process is initiated.

2.5 Submission of supporting documents for provisionally selected proposals

Applicants who have been provisionally selected or listed under the reserve list ***might*** be requested to supply the following documents in order to allow the IMC to verify the eligibility of the applicants and their potential partners:
1. The statutes or articles of association of the applicant organisation and of each partner organisation.
2. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed).
The supporting documents requested must be supplied in the form of originals or photocopies of the said originals.

If these documents are not provided before the set (and notified) deadline the application will be rejected.

2.6 Notification of the IMC's decision

2.6.1 Content of the decision

Applicants will be informed of the IMC's decision concerning their application.

A decision to reject an application or not to award a grant will be based on the following grounds:

- the application was received after the closing date,
- the application was incomplete or otherwise non-compliant with the stated administrative conditions,
- the applicant or one or more of its partners was not eligible,
- the action was ineligible (e.g. the action proposed is not covered by the fund, , etc),
- the proposal was not relevant enough and/or the applicant's financial and operational capacity was not sufficient,
- the proposal was considered technically and financially inferior to the proposals selected,
- although the proposal fulfils the quality criteria required for a favourable opinion, another proposal of a similar nature was awarded a higher score,
- several proposals were submitted by the same applicant and selected for financing, but the applicant does not have the financial and operational capacity required to implement the actions all together,
- one or more of the requested supporting documents were not provided before the set deadline,

The IMC's decision to reject an application or not to award a grant is final.

2.7 Conditions applicable to implementation of the action following the IMC's decision to award a grant

Following the decision to award a grant, the Beneficiary will be offered a contract based on a typical contract (see Annex D). The date planned for the start of actions, following the signing of the contract by the parties, is 1 calendar month from the contract signing date (this date is only indicative). The actions should all be finished within the period indicated in the proposal (and, consequently, the contract)

The contract will, in particular, establish the following rights and obligations:

Final amount of the grant

The maximum amount of the grant will be stipulated in the contract. As explained in point 2.1.4, this amount is based on the budget, which is itself only an estimate. As a result, it will be final only once the action has ended and the final accounts have been presented.

Failure to meet the objectives

If the Beneficiary fails to implement the action as undertaken and agreed in the contract, the IMC reserves the right to suspend payments, and/or to terminate the contract. The IMC's contribution may be reduced, and/or the IMC may demand full or partial repayment of the sums already paid, if the Beneficiary does not fulfil the terms of the contract.

Amendments to the contract and variations within the budget

Any amendment to the contract must be set out in a written addendum to the original contract. However, some amendments (addresses, bank account, etc.) may simply be notified to the IMC.

The description of the Action (Annex I to the contract) and budget items may vary from the original figures provided that the following conditions are met:

(1) they do not affect the basic purpose of the action; and

(2) the financial impact is limited to a transfer between items within a single main budget heading or to a transfer between the main budget headings involving a variation of less than 15% of the original amount (as the case may be modified by addendum) of each relevant main budget heading.

In such instances, the Beneficiary may make alterations to the budget, and inform the IMC.

This method may not be used to amend the heading for overhead costs and contingency reserve.

In all other cases, a written request must be made in advance to the IMC and an addendum is required.

Reports

Reports (one report every three months) must be drafted in the language provided for in the contract. Narrative and financial reports conforming to the models attached to the contract are to be supplied together with payment requests (other than the first instalment of pre-financing).

Additional information

The IMC may request additional information.

Payments

The Beneficiary will receive pre-financing. Subsequent pre-financing payments may be made upon submission by the Beneficiary and approval by the IMC, of an interim report.

In each case, the final balance will be paid upon submission by the Beneficiary and approval by the IMC of the final report.

Accounts of the action

The Beneficiary must keep accurate and regular records and dedicated, transparent accounts of the implementation of the action. It must keep these records for seven years after payment of the balance.

Expenditure verification

A report on the verification of the Action's expenditures, produced by an approved auditor must be attached to any request for payment.

In an expenditure verification report conforming to the model attached at Annex IV to the contract, the auditor will certify that the costs declared by the Beneficiary are real, exact and eligible in accordance with the Contract.

The contract will permit the IMC to carry out both record-based and on-the spot inspections of the action.

Publicity

Appropriate visibility and credit must be given to the grant made by the IMC and MHESR, for example, in reports and publications stemming from the action or during public events associated with the action, etc..

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.

3. LIST OF ANNEXES

DOCUMENTS TO FILL IN

Annex (A): Concept Note Form

Annex (B): Full Application Form

Annex (C1&2): Budget Forms

DOCUMENT FOR INFORMATION

Annex (D): Standard Contract

The "R&D Project" Programme

Annex A- Concept Note Form

Call for proposals number: RDP_.....__.....__.....

Deadline for receipt of applications:

Name of Principal Investigator: Affiliation: Title of Proposal:	

Signature of PI	***Name, Title and Signature of Research Entity***	***Official Stamp of Research Entity***

Dossier No	

(for IMC use only)

CONCEPT NOTE FORMAT

The Concept Note must answer 4 sections in a maximum of 4 pages (each section must be answered on maximum 1 page - the font style and size should be Times New Roman 12). Any Concept Note not meeting those basic requirements will be rejected without appraisal.

1. Summary of the action

Please provide the following information:

1.1 Brief description of the proposed action.

2. Relevance:

Please describe the following:

2.1 How relevant to the needs and constraints of the Egyptian Industry is the proposal?

3. Methodology:

Please describe the following:

3.1 What are the main project activities? Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?
please provide the following:-

- *Basic concept that differentiates the proposal methodology*
- *State-f-the-art methods and approaches on subject matter*
- *Adequacy of available technology to carry out the proposal activities*

4. Expertise and operational capacity:

Please describe the following:

4.2. What is the experience of your organisation and your partner(s) of the issues to be addressed?

The "R&D Project" Programme

Annex B - Grant Application Form

Call for proposals number: RDP_.....__.....__.....

Deadline for receipt of applications:

Name of Principal Investigator: Affiliation: Title of Proposal:	

Signature of PI	***Name, Title and Signature of Research Entity***	***Official Stamp of Research Entity***

Dossier No	

(for IMC use only)

I. THE ACTION

1. DESCRIPTION

1.1 Title

1.2 Summary

Maximum 1 page

Duration of the action	… months
Objectives of the action	Overall objective(s) Specific objective
Partner(s)	

1.3 Objectives

Maximum 1 page. Describe the overall objective(s) to which the action aims to contribute towards and the specific objective that the action aims to achieve.

1.4 Justification

Maximum 3 pages. Please provide the following information:

1.4.1 Relevance of the action to the objectives and priorities of the fund

1.4.2 Identification of perceived needs and constraints.

1.5 Review of the state-of-the-art

Maximum 2 pages. Please provide information related to the state-of-the-art on the proposal topic.

1.6 Detailed description of activities

Maximum 9 pages. Include the title and a detailed description of each activity to be undertaken to produce the results, justifying the choice of the activities and specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must not repeat the action plan (see section 1.9).

1.7 Methodology

Maximum 4 pages. Detailed description of:

1.7.1 Methods of implementation and reasons for the proposed methodology

1.7.2 What are the salient features of that differentiates the proposed methodology

1.7.3 Where the action is the prolongation of a previous action, explain how the action is intended to build on the results of this previous action

1.7.4 Procedures for follow up and internal/external evaluation

1.7.5 Description of the role and participation in the action of the various actors (local partner, target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them.

1.7.6 Team proposed for implementation of the action (by function: there is no need to include the names of individuals here)

1.7.7 Main means proposed for implementation of the action (equipment, tools…)

1.8 List of available equipment and/or other resources relevant to the action

Please list available equipment (as well as other resources) that are relevant to the implementation of the action.

1.9 Duration and action plan

The duration of the action will be ___ months.

Note: The indicative action plan must not mention real dates, but must simply show "month 1", "month 2", etc. Applicants are recommended to leave a certain amount of slack in the timetable of their action plan as a precaution. The action plan should not include detailed descriptions of activities, but just their title (please ensure that these match the titles listed in section 1.6). Any months without activities must be included in the action plan and the duration of the action.

The action plan **for each year** must be drawn up using the following format:

Year #													
	Semester 1						Semester 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Example	example												Example
Preparation Activity 1(title)													Local partner 1
Execution Activity 1(title)													Local partner 1
Preparation Activity 2 (title)													Local partner 2
Etc.													

2. EXPECTED RESULTS

2.1 Concrete outputs

Maximum 1 page. Be specific and quantify outputs as much as possible..

3. BUDGET FOR THE ACTION

Fill in Annex (C) (worksheet 1) to the Guidelines for applicants for the total duration of the action. For further information see the Guidelines for grant applicants (Section 2.1.4). Please note that submission of Annex (C) should be in a separate sealed envelope (as per the submission Guidelines).

II. THE APPLICANT

1. IDENTITY

Full legal name :	
Acronym :	
Nationality:	
Legal status	
Official address:	
Postal address:	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail of the Organisation:	
Website of the Organisation:	
Contact person for this action :	
Contact person's email address :	

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to The IMC. The IMC will not be held responsible in case it cannot contact an applicant.

2. DESCRIPTION OF APPLICANT

2.1 When was your organisation founded and when did it start its activities?

2.2 What are the main activities of your organisation at present?

2.3 List of the management board / committee of your organisation

Name	Profession	Nationality	Position	Years on the board
Mr				
Ms				

3. CAPACITY OF PI TO MANAGE AND IMPLEMENT ACTIONS

4.1. Experience of similar actions

4.2. CVs

Please attach CVs (including phone numbers) of all team members.

III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

1. DESCRIPTION OF THE PARTNERS

This section must be completed for each partner organisation (if any) within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

	Partner 1
Full legal name (business name)	
Nationality	
Legal status	
Official address	
Contact person	
Telephone number	
Fax number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

Important: This application form must be accompanied by a <u>signed and dated</u> partnership statement from every partner, in accordance with the model provided on the next page.

2. PARTNERSHIP STATEMENT

Important: This declaration must be provided by **each partner.**

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by The IMC. To ensure that the action runs smoothly, The IMC requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to IMC.

2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with The IMC and represent them in all dealings The IMC in the context of the action's implementation.

3. The applicant must consult with his partners regularly and keep them fully informed of the progress of the action.

4. All partners must receive copies of the reports - narrative and financial - made to The IMC.

5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to The IMC. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to The IMC.

6. Where the Beneficiary does not have his headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment and supplies for the action purchased with the IMC grant among local partners or the final beneficiaries of the action.

I have read and approved the contents of the proposal submitted to The IMC. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	
Official Stamp:	

IV. ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

3. DESCRIPTION OF THE ASSOCIATES

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate 1
Full legal name (business name)	
Legal status	
Official address	
Contact person	
Telephone number	
Fax number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

V. CHECKLIST

Call for proposals number: RDP_.....__..... _.....

Deadline for receipt of applications:

Name of Principal Investigator: Affiliation: Title of Proposal:	

Dossier No	

(for IMC use only)

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :	**To be filled in by the applicant**		**To be filled in by the Contracting Authority**	
	Yes	**No**	**Yes**	**No**
1. The correct grant application form has been used and format has been followed				
2. The proposal is typed and is in English				
3. One original and 5 copies are included				
4. A floppy disk or Cd-Rom is enclosed				
5. Each partner has completed and signed a partnership statement and the statements are included (if any).				

The "R&D Project" Programme

Grant Budget Application Form

Annex C1

Call for proposals number: RDP_.....__.....__.....

Deadline for receipt of applications:

Name of Principal Investigator:	
Affiliation:	
Title of Proposal:	
Total Requested Funding: (LE)	

Signature of PI	***Name, Title and Signature of Research Entity***	***Official Stamp of Research Entity***

Dossier No	

(for IMC use only)

Break Up of Requested Budget By Instalments (should reflect the Activity Timetable Expenses)

Timing	LE.
Project Initiation	
End of Month#3	
End of Month#6	
End of Month#9	
End of Month#12	
•	
•	
•	
Total	

Annex C2. Budget for the Action

Expenses	All Years			
	Unit	# of units	Unit rate (in LE)	Costs (in LE)
1. Human Resources				
1.1 Technical Team Member Gross Salaries (include one line for every single technical team member, include names if possible)[1]				
Technical Team Member#1	Per month			0
Technical Team Member#2	Per month			0
……..	…….			0
……	……			0
1.2 Administrative/Support Team Member Gross Salaries (include one line for every single administrative/support team member, include names if possible)[1]				
Administrative/Support Team Member#1	Per month			0
Administrative/Support Team Member#2	Per month			0
……..	…….			0
……	…….			0
1.3 Per diems (one line/person and name of person) for missions/travel[2]				
Abroad (staff#1 assigned to the Action)	Per diem			0
Abroad (staff#2 assigned to the Action)	Per diem			0
……..	…….			0
……	…….			0
Abroad (staff#1 assigned to the Action)	Per diem			0
Abroad (staff#2 assigned to the Action)	Per diem			0
……..	…….			0
……	…….			0
Subtotal Human Resources				**0**
2. Travel				
International travel#1 (Name and trip bounds)	Per flight			0
International travel#2 (Name and trip bounds)	Per flight			0
……..	…….			0
……	…….			0
Local travel#1 (Name and trip bounds)	Per transportation			0
Local travel#2 (Name and trip bounds)	Per transportation			0
……..	…….			0
……	…….			0
Subtotal Travel				0
3. Equipment and supplies				
(Please list every single equipment to be purchased and every single service to be paid for)				
Service#1 (identify)	Per service			0
Service#2 (identify)	Per service			0
……..	…….			0
……	…….			0
Equipment#1 (identify)	Per service			0
Equipment#2 (identify)	Per service			0
……..	…….			0
……	…….			0
Subtotal Equipment and supplies				**0**
4. Local office/Action costs				
(Please list every single equipment to be purchased and every single service to be paid for)				
office supply#1 (identify)	Per month			
office supply#2 (identify)	Per month			
……..	…….			
……	…….			
Subtotal Local office/Action costs				
5. Other costs, services				

5.1 Publications[8]				0
5.2 Studies, research[8]				0
5.3 Auditing costs				0
5.4 Evaluation costs				0
5.5 Translation, interpreters				0
5.8 Visibility actions				0
5.9 Other (specify)				0
Subtotal Other				**0**
6. Administrative costs				
Total costs of the Action				**0**

1. If s team member is not working full time on the Action, this should be reflected in the number of units (not the unit rate).
2. Indicate applicable rates (which must not exceed the scales approved by the Egyptian Government). Per diems cover accommodation, meals and local travel within the place of the mission and sundry expenses.

ANNEX D

GRANT CONTRACT
The "R&D Project" Programme
RDP_ _ _

The Industrial Modernisation Centre (IMC) represented by Mr. Adham Nadim - Executive Director - ("the Contracting Authority")

of the one part,

and

……., ("the Beneficiary"),

of the other part,

have agreed as follows:

Special conditions

Article 1 - Purpose

1.1 The purpose of this contract is the award of a grant by the Contracting Authority for the implementation of the Action entitled: …….. ("the Action"), whose Principle Investigator (PI) is: ……..

1.2 The Beneficiary will be awarded the grant on the terms and conditions set out in this contract, which consists of these special conditions ("Special Conditions") and the annexes, which the Beneficiary hereby declares it has noted and accepted.

1.3 The Beneficiary accepts the grant and undertakes to carry out the Action under its own responsibility.

Article 2 - Implementation period of the Action

2.1 This contract shall enter into force on the date when the last of the two Parties signs.

2.2 Implementation of the Action shall begin on:
the first day of the month following the date on which the first instalment of pre-financing is paid by the Contracting Authority

2.3 The Action's implementation period, as laid down in Annex I, is ……. Month.

Article 3 - Confidentiality

The Parties hereby agree that any information, data, figure, or otherwise, which they have delivered or they shall deliver to each other in reliance of this contract, shall be confidential.

Article 4 – Conflict of interest

The Parties undertakes to take all necessary precautions to avoid conflict of interests and shall inform the Contracting Authority without delay of any situation constituting or likely to lead to such conflict.

Article 5 - Financing the Action

5.1 The Action has been classified in Category …….. according to the classification highlighted in Annex V.

5.2 The total cost of the Action eligible for financing by the Contracting Authority is estimated at LE ……., as set out in Annex II (and its amendments, if any).

5.3 Financing the Action shall be established in accordance with Annex V.

Article 6 - Technical and financial reporting and payment arrangements

6.1 Technical and financial regular reports shall be produced (in support of payment requests) two weeks prior to the end of every three month period.

6.2 Payment will be made in accordance with IMC rules in agreement with the following table:

Timing	Instalment (L.E.)
Project Initiation	…..
End of month#3	…..
End of month#6	…..
End of month#9	…..
End of month#12	…..
End of month#15	…..
End of month#18	…..
End of month#21	…..

In the case of rejection of a regular report, a one month period will be offered to the grant Beneficiary to ramify the report shortcomings and the scheduled payment will be withheld until then. If the refined report remains unsatisfactory, the IMC will have the right to terminate the contract.

Article 7 – Contract Termination

If the contract is terminated prior to the fulfilment of the R&D Activity the grant Beneficiary will be obliged to promptly refund to the IMC any unspent and/or misused grant funds. The grant Beneficiary shall submit immediately after termination evidence of use of funds as well as a full account of the actual total costs indicating overall unspent and/or misused funds. The grant Beneficiary also pledges to provide information necessary to investigate the use of funds.

Article8 - Annexes

8.1 The following documents are annexed to these Special Conditions and form an integral part of the contract:

Annex I: Description of the Action

Annex II: Budget for the Action

Annex III: Standard request for payment and financial identification form

Annex IV: Model audit certificate

8.2 In the event of conflict between the provisions of the Annexes and those of the Special Conditions, the provisions of the Special Conditions shall take precedence.

[Article 9 - Other specific conditions applying to the Action]

9.1 The General Conditions are supplemented by the following:

9.1.1 The audit firm which will carry out the audit will be decided by the IMC.

9.2 The following derogations from the General Conditions shall apply:

a) By derogation from Article (NONE).

Article 10 – Dispute settlements and applicable law

- Any dispute, controversy or claim arising out of, or relating to this contract, or the breach, terminated, or invalidity thereof, the parties shall do everything possible to settle it amicably. In the event of failure to reach an amicable agreement, such dispute, controversy or claim shall be settled by arbitration in accordance with the rules of arbitration of the Cairo Regional Centre for International Commercial Arbitration,
  It being expressly agreed by the Parties that,
  a) the appointing authority shall be the Cairo Regional Centre for International Commercial Arbitration;
  b) the number of arbitrators shall be three (3);
  c) the place of arbitration shall be Cairo, Egypt;
  d) the language to be used in the arbitral proceedings shall be English;
  e) in the event of multiparty arbitration, IMC and the beneficiary may be considered as one party to the arbitration.
- Any controversy regarding interpretation, validity or enforcement of this Agreement and exhibits thereof shall be resolved applying the laws of Arab Republic of Egypt

Article11 - Contact addresses

Any communication relating to this contract must be in writing, state the number and title of the Action and be sent to the following addresses:

For the Contracting Authority:

……. (R&D Project Manager)
Industrial Modernisation Center (IMC)
1195 Kornish El-Nil,
Building of the Federation of Egyptian Industries, 2nd Floor
Cairo, EGYPT

For the Beneficiary

……..
……..
……..
(In case of any change of the above addresses is made by any party, such change shall not cause its legal effects unless a previous notification of such change is sent to the other party)

Done at _____ in three originals in the English language, two of them for the Contracting Authority and one for the Beneficiary.

For the Beneficiary	For the Contracting Authority
……..	Mr. Adham Nadim (IMC Executive Director)
_____	_____
[signature]	[signature]
Date: _____	Date:_____

ANNEX-I: DESCRIPTION OF THE ACTION

1. DESCRIPTION

1.1 Title

1.2 Summary

Maximum 1 page

Duration of the action	… months
Objectives of the action	Overall objective(s) Specific objective
Partner(s)	

1.3 Objectives

Maximum 1 page. Describe the overall objective(s) to which the action aims to contribute towards and the specific objective that the action aims to achieve.

1.4 Justification

Maximum 3 pages. Please provide the following information:

1.4.1 Relevance of the action to the objectives and priorities of the fund

1.4.2 Identification of perceived needs and constraints.

1.5 Review of the state-of-the-art

Maximum 2 pages. Please provide information related to the state-of-the-art on the proposal topic.

1.6 Detailed description of activities

Maximum 9 pages. Include the title and a detailed description of each activity to be undertaken to produce the results, justifying the choice of the activities and specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must not repeat the action plan (see section 1.9).

1.7 Methodology

Maximum 4 pages. Detailed description of:

1.7.1 Methods of implementation and reasons for the proposed methodology

1.7.2 What are the salient features of that differentiates the proposed methodology

1.7.3 Where the action is the prolongation of a previous action, explain how the action is intended to build on the results of this previous action

1.7.4 Procedures for follow up and internal/external evaluation

1.7.5 Description of the role and participation in the action of the various actors (local partner, target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them.

1.7.6 Team proposed for implementation of the action (by function: there is no need to include the names of individuals here)

1.7.7 Main means proposed for implementation of the action (equipment, tools…)

1.8 List of available equipment and/or other resources relevant to the action

Please list available equipment (as well as other resources) that are relevant to the implementation of the action.

1.9 Duration and action plan

The duration of the action will be ___ months.

Note: The indicative action plan must not mention real dates, but must simply show "month 1", "month 2", etc. Applicants are recommended to leave a certain amount of slack in the timetable of their action plan as a precaution. The action plan should not include detailed descriptions of activities, but just their title (please ensure that these match the titles listed in section 1.6). Any months without activities must be included in the action plan and the duration of the action.

The action plan for each year must be drawn up using the following format:

Year #													
	Semester 1						Semester 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Example	example												Example
Preparation Activity 1(title)													Local partner 1
Execution Activity 1(title)													Local partner 1
Preparation Activity 2 (title)													Local partner 2
Etc.													

2. EXPECTED RESULTS

2.1 Concrete outputs

Maximum 1 page. Be specific and quantify outputs as much as possible.

The "R&D Project" Programme

Annex II-A

Call for proposals number: RDP_[.....]_[.....]_[.....]

Name of Principal Investigator:	
Title of Proposal:	
Total Requested Funding: (LE)	

Dossier No	

(for IMC use only)

Break Up of Requested Budget By Instalments (should reflect the Activity Timetable Expenses)

Timing	LE.
Project Initiation	
End of Month#3	
End of Month#6	
End of Month#9	
End of Month#12	
•	
•	
•	
Total	

Annex II-B. Budget for the Action	All Years			
Expenses	**Unit**	**# of units**	**Unit rate (in LE)**	**Costs (in LE)**
1. Human Resources				
1.1 Technical Team Member Gross Salaries (include one line for every single technical team member, include names if possible)[1]				
Technical Team Member#1	Per month			0
Technical Team Member#2	Per month			0
……..	…….			0
……	……			0
1.2 Administrative/Support Team Member Gross Salaries (include one line for every single administrative/support team member, include names if possible)[1]				
Administrative/Support Team Member#1	Per month			0
Administrative/Support Team Member#2	Per month			0
……..	…….			0
……	……			0
1.3 Per diems (one line/person and name of person) for missions/travel[2]				
Abroad (staff#1 assigned to the Action)	Per diem			0
Abroad (staff#2 assigned to the Action)	Per diem			0
……..	…….			0
……	……			0
Abroad (staff#1 assigned to the Action)	Per diem			0
Abroad (staff#2 assigned to the Action)	Per diem			0
……..	…….			0
……	……			0
Subtotal Human Resources				**0**
2. Travel				
International travel#1 (Name and trip bounds)	Per flight			0
International travel#2 (Name and trip bounds)	Per flight			0
……..	…….			0
……	……			0
Local travel#1 (Name and trip bounds)	Per transportation			0
Local travel#2 (Name and trip bounds)	Per transportation			0
……..	…….			0
……	……			0
Subtotal Travel				0
3. Equipment and supplies				
(Please list every single equipment to be purchased and every single service to be paid for)				
Service#1 (identify)	Per service			0
Service#2 (identify)	Per service			0
……..	…….			0
……	……			0
Equipment#1 (identify)	Per service			0
Equipment#2 (identify)	Per service			0
……..	…….			0
……	……			0
Subtotal Equipment and supplies				**0**
4. Local office/Action costs				
(Please list every single equipment to be purchased and every single service to be paid for)				
office supply#1 (identify)	Per month			
office supply#2 (identify)	Per month			
……..	…….			
……	……			
Subtotal Local office/Action costs				
5. Other costs, services				

5.1 Publications[8]				0
5.2 Studies, research[8]				0
5.3 Auditing costs				0
5.4 Evaluation costs				0
5.5 Translation, interpreters				0
5.8 Visibility actions				0
5.9 Other (specify)				0
Subtotal Other				**0**
6. Administrative costs				
Total costs of the Action				**0**

1. If s team member is not working full time on the Action, this should be reflected in the number of units (not the unit rate).
2. Indicate applicable rates (which must not exceed the scales approved by the Egyptian Government). Per diems cover accommodation, meals and local travel within the place of the mission and sundry expenses.

ANNEX III-A

Request for payment for grant Contract
The "R&D Project" Programme
[*Date of the request for payment*]

Industrial Modernisation Center (IMC)
1195 Kornish El-Nil,
Building of the Federation of Egyptian Industries, 2nd Floor
Cairo, EGYPT

Reference number of the grant Contract: ...
Title of the grant Contract: ...
Name and address of the Beneficiary: ...
Request for payment number: ...
Period covered by the request for payment: ...

Dear Sir/Madam,

I hereby request [*a pre-financing payment/a further pre-financing payment/payment of the balance*][1] under the Contract mentioned above.

The amount requested is [*as indicated in the Special Conditions of the Contract/the following: ...*].[2]

Please find attached the following supporting documents:
- *signed Contract (for the first pre-financing payment)*
- *audit report if required*
- *financial guarantee if required*
- *technical and financial interim report (for further pre-financing payments)*
- *final implementation report (for payment of the balance).*[3]

The amount certified by the audit report to be deducted from the sum total of pre-financing under the contract is the following: ...

The payment should be made to the following bank account: ...[4]

Yours faithfully,

[*signature*]

1 Delete the two options which do not apply.
2 Delete the option which does not apply.
3 Delete the items which do not apply.
4 Give the account number shown on the financial identification form annexed to the Contract.

Annex III-B FINANCIAL IDENTIFICATION

ACCOUNT HOLDER

NAME			
ADDRESS			
TOWN/CITY		**POSTCODE**	
COUNTRY		**VAT NUMBER**	
CONTACT PERSON			
TELEPHONE		**FAX**	
E - MAIL			

BANK

BANK NAME			
BRANCH ADDRESS			
TOWN/CITY		**POSTCODE**	
COUNTRY			
ACCOUNT NUMBER			
IBAN			

REMARKS :

BANK STAMP + SIGNATURE of BANK REPRESENTATIV (Both Obligatory)	**DATE + SIGNATURE of ACCOUNT HOLDER : (Obligatory)**

ANNEX IV
Audit certificate for The "R&D Project"
Grant Contract

To be completed on the auditor's headed paper

[*Date of audit certificate*]

To
Industrial Modernisation Center (IMC)
1195 Kornish El-Nil,
Building of the Federation of Egyptian Industries, 2nd Floor
Cairo, EGYPT

Reference number of grant Contract: …
Title of grant Contract: …
Name and address of Beneficiary: …
Period covered by the audit certificate: …

Dear Sir/Madam,

We have been appointed by the Beneficiary to audit the grant Contract referred to above in order to certify the accounts for the Action. We have conducted out our audit in accordance with auditing standards and the provisions of the Contract.

We hereby certify that the operation's accounts (income and expenditure) are faithful, reliable and supported by the appropriate supporting documents and that eligible expenditure, totalling … (indicated in the annex to the certificate), has been incurred in accordance with the provisions of the Contract.

< Attach to the audit certificate a schedule based on the Budget for the Action, setting out for each item the initial budget, any amounts certified by earlier certificates, the amounts certified under this certificate and the total amount certified at the date of the certificate. >

Payment of the following costs was requested but their amount is not certified in this certificate [1] :

Description	Amount < LE >	Reason for non certification

[*Name and signature*]

[1] This paragraph will be inserted, where applicable, only in the audit certificates relating to the payment of the balance.

ANNEX V
Intellectuel Property Rights and General Funding Issues

General funding of the Action and Intellectual Property Rights Issues may be summarized as follows:-

- Topics with the entire fundamental nature will be funded from the contribution fund of Ministry of State for Scientific Research and the right to patents and all other forms of intellectual property that may result from the study shall belong only to the Ministry of State for Scientific Research.
- If an industrial entity (to which the Action will be applied) requires full ownership of patents or other intellectual property rights, research topics shall be funded equally between the Industry Modernization Centre and this industrial entity.
- In the absence of the previous requirement, the funding shall be divided equally between the Industry Modernization Centre (including the contribution industrial entity to which the Action will be applied) and the Ministry of State for Scientific Research. In this case, the right to patents and all other forms of intellectual property shall be divided between the two parties. Both parties undertake to use these inventions in serving the Egyptian industry and facilitate its exploitation for such purpose without charge.
- The following table contents ratios of contributions for each party, the maximum fund for each research project, as well as the ratios of contributions of industrial entities (i.e., companies, sectors,…etc.)

Action Category	Action Application Description	Funding Percentage			IPR Ownership
		IMC	MHESR	Industry/ Sector	
B11	Individual Co./ Exclusivity	50%	0%	50%	100% Funding Industry
B12	Individual Co. / No Exclusivity	30%	50%	20%	50% IMC 50% MHESR
B13	Sectoral Project / Exclusivity	50%	0%	50%	100% Funding Sector
B14	Sectoral Project / No Exclusivity	30%	50%	20%	50% IMC 50% MHESR
C11	Long Term R& D – no definitive result	0%	100%	0%	100% MHESR