Misr El Kheir Foundation

Grant Application Form Guide

www.mekeg.org

1. Introduction

This guide will explain each section in the application form that you need to fill in to apply for Misr El Kheir's (MEK) grant. You will find an application form sample after the guide. To apply, please fill in this application form and submit it on MEK's Website.

2. Application Form Structure

2.1 Cover page: One page is needed including information about the project, principle investigator (PI), and the host institution. Project information includes title in english and arabic, duration, budget, etc. PI information includes name, title, contact information, etc. Host institution information includes name, head's name, contact information, etc.

The PI shall include a statement to entail the PI acknowledgment of the authenticity of the submitted information. The cover page shall be signed by the PI and stamped by the host institution.

2.2 Previously funded projects (2 pages maximum):

This section shall provide information about previously funded projects, in which the PI has participated. This information includes project title, project duration, start date, project budget, PI role, and the organization that funded this research project.

2.3 Abstract (English and Arabic. Each one is 250 words maximum):

The abstract summerizes the problem that the PI is trying to solve, the proposed solution, the methodology, and the expected output of the proposed project. This section is recommended to be written after the PI finishes all the proposal.

2.4 Background and Problem definition (2 pages maximum):

In this section the PI introduces the problem that he/she is trying to solve through the research proposal. This is where they specify information like the history of the problem, how big it is, and how many people suffer from it.

2.5 State of the Art (4 pages maximum):

This is where the PI gives an overview of all the state-of-art solutions that already exist to address the same problem the PI is trying to solve. The PI should also state who implements such solutions and what are the limitations or disadvantages of those solutions that lead the PI to propose a new research project in this area. The information in this section should be based on a recently updated literature review. PIs are also encouraged to check for state-of-art solutions in patent databases like google patents (http://www.google.com/patents) and espacenet (http://worldwide.espacenet.com/advancedSearch?locale=en_EP).

2.6 Objectives (2 pages maximum):

This section should detail the objectives of the proposed project highlighting the advantage of the proposed solution over state-of-art solutions. These objectives should be measurable and they will be measured against the expected outcomes of the project.

2.7 Detailed Methodology (2 pages maximum):
This section explains in details how the tasks will be performed, what materials will be used, what population/samples will be studied, what sampling method will be used, and what methodologies will be adopted. The purpose of this section is to describe how the objectives of the proposal will be achieved. This includes the role of each team member, their tasks, and the time frame allocated for each task as specified in the GANTT chart.

2.8 Project Management (2 pages maximum):
This section should describe in details the roles and responsibilities of each team member as well as the host institution in implementing the research plan. It should also cover the resources, facilities, and equipment that are available for the team to use and whether they are available at a defined cost or free of charge.

2.9 Research Team Progress (3 pages maximum):
This is where the research team specify any previous research done that is relevant to the area of the proposed project. This shall also include any Intellectual Property (patents, utility models, copyrights), publications, presentations, or reports that resulted from that previous research.

2.10 Expected Outcome (1 page maximum):
This section describes the project expected outcome in a definitive and measurable form. An example of measurable outcome is producing a specific number of prototypes or end products, capacity building for a specific number of personnel, improving the performance of a defined number of stations, etc.

2.11 Potential Markets and Business Model (3 pages maximum)**:**
The project team is required to provide the following information about the market they are targeting with their project outcomes and the business model they will adopt to generate value from those outcomes:

- **Target customer segments: who will benefit from the project outcome?** There could be one or more customer segments.

  For example: we can serve 3 customer segments:

  (1) Poor villages and people in rural areas.

  (2) The ministry of Housing, Utilities, and Urban Communities.

- **Value Proposition: What is the value of each project outcome to each customer segment?**

For example: the project outcome will:

(1) Avail clean drinking water to poor people in rural areas

(2) Provide the ministry with an economic way to serve poor people in different rural areas with clean water.

- **Market Size: How big is each customer segment?** For example: there are over 400 villages in rural areas who lack a permanent source of clean drinking water.
- **Revenue Model: How can you generate revenue from each customer segment?**

  For example: We will install and operate our solution in rural areas and provide water free of charge for people and get xx EGP from the ministry for each gallon of clean water served.

The project team can provide, in this section, any additional information that validate their assumptions such as market surveys, interviews, etc.

2.12 Sustainability of the Proposed Project (3 pages maximum)

This section should cover in details the expected technical, social, and economic impact of the project. Such impact has to be quantitative i.e. can be measured. It should also describe how the research team is planning to disseminate the outcome of the project for the benefit of the society, what model they will use to replicate and expand the project outcomes in other different areas, and what strategies, action plans, and structures they plan to implement to sustain the project after the funding period ends.

The research team is required to identfify the technical, social, economic, and political risks they expect to face during the project. They should also provide a contingency plan covering how they will deal with those risks if they occured.

2.13 Budget

This section should include a detailed estimated budget of all expenditures directly linked to the performance of all activities as detailed in the project proposal. The cost provided through this grant type may cover salaries, equipment, materials and supplies, travel and per-diem, publications, post-doctoral or graduate student assistance, delivery and shipping costs, and other costs associated with the performance of the project.

The general budget breakdown would involve the following items:

1. Salaries: It includes the salaries paid to all personnel involved in the research project including the research staff, consultants, technicians, administrative staff, secretary, accountant etc. Salaries should not exceed 20% of the total budget
2. Equipment: Should include equipment necessary for the project and that is not avaiable in the institution.
3. Supplies: It includes all the expendable materials that are used in the office, lab, etc.
4. Travel Expenses: This should not exceed 10% of the total project budget. It includes local and international travel expenses, transportations, per diem, conference registrations, etc.

5. Other costs: This should not exceed 10% of the total project budget. It includes all other expenses such as publication fees, purchasing computers, miscellaneous, etc.

2.14 Experts in the field

This section should list the experts that can review and evaluate your proposal Egyptians and Non-Egyptians. Please put their complete contact information. (Name, Title, e-mail, and mobile number if available)

2.15 References

This section should list the most relevant references used by the team to research the problem, the state-of-art, the technology, and the market, etc.

2.15 Annexes

[A] CV

[B] Letters of Support from Institution

[C] GANTT chart

[D] Any other relevant documents