Joint ASRT-BA Research Grants Program
Administrative Regulations

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I. Funding

1. Significance of Grant Period

a) The ASRT-BA\(^1\) grant provides authority to the grantee to commit and expend funds for costs in support of the project, up to the previously specified grant amount at any time during the grant period, and in accordance with the submitted time and budget plan.

b) Expenditures cannot be charged prior to the research starting date, or subsequent to the grant expiration date.

2. Payment Policy

a) **Timing of payments.** The fund will be received by the grantee as a lump sum payment sliced against progress reports (technical and financial reports with all related invoices) according to the schedule specified and agreed upon in the contract signed by both parties.

The payment of any installment other than the first installment shall be following the submission of progress reports (technical and financial) required and approved by ASRT-BA Grants Committee.

**Note:** The grant is paid in installments, as follow:

- First installment: maximum 25% of grant total;
- Second installment: maximum 50% of grant total;
- Third installment: maximum 20% of grant total and;
- Last installment: 5% of grant total upon submitting and approving the final report.

b) **Withholding payments.** ASRT-BA Grants Committee reserves the right, upon written notice, to withhold future payments following a specified date if the grantee fails to comply with the conditions of the ASRT-BA grant, including the reporting requirements.

II. Monitoring Research Performance

1. Grantee Responsibilities

a) A grantee has full responsibility for the conduct of the research or activity supported under the ASRT-BA grant and for the results achieved. The grantee should monitor the performance of the research to ensure adherence to performance goals, time schedule or other requirements as appropriate to the research or the terms of the grant. In order to carry out these responsibilities, each grantee should comply with the applicable requirements for grants and to the prudent management of all actions affecting the grant.

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\(^1\) Academy of Scientific Research and Technology - Bibliotheca Alexandrina (donors)
Documentation for each action affecting the grant shall reflect appropriate reviews or approvals, which should be made in advance to the action. Reviews are intended to help assure that the proposed action:

1. is consistent with grant terms and conditions;
2. is consistent with ASRT-BA Grants Program Policy;
3. represents effective utilization of resources; and
4. does not constitute a change in objective or scope.

b) Donors, through authorized representatives, have the right, at all reasonable times, to make site visits to review research accomplishments and grantee management of the grant (technical accomplishments and financial accountability). The grantee will be informed at least 48 hours before the visit. If any site visit is made, the grantee shall provide all reasonable facilities and assistance for the safety and convenience of the donor’s representatives.

c) The grantee is obliged to attend any event in which the donors ask for his/her contribution as a speaker, tutor, assistant or a participant unless he/she has other strong obligations or reasons for not attending the event. In such case, the grantee is asked to report his/her reasons to the donors at least one week prior to the event.

d) Reports: Periodical progress reports* (technical and financial reports with all related invoices) should be submitted to CSSP\(^2\) at the end of each phase. This report must conform to the format and content specified available on the grantee webpage.

The ASRT-BA Grants Committee reserves the right to refuse the progress report if it was found to be uninformative of the project progress and the phase expenditures, or if no noticeable progress has been achieved during the phase, or if it was noticed that the fund is not being appropriately used.

*If the research duration is less than one year, the grantee must submit at least two progress reports.

2. Grantee Notifications and Requests for Approval

The following is a list of grantee notifications to and requests for approval from ASRT-BA Grants Committee. The list is not intended to be all inclusive; it does highlight the most frequent areas where specific notifications and requests for approval are called upon.

N.B. All notifications and requests for approval must be submitted electronically.

Grantee notifications

- Any changes in the grantee's personal or contact information.
- Significant changes in methods/procedures.
- Significant changes/delays or events of unusual interest.
- Conflicts of interest that cannot be satisfactorily managed reduced or, eliminated.

\(^2\) CSSP Center for Special Studies and Programs
Grantee requests for approval

- Change in objective or scope.
- Change in budget lines.

III. Changes in Project Direction or Management

1. Changes in Objectives, Scope or Methodology

a) Changes in Objectives or Scope

Neither the phenomena under study nor the objectives of the research stated in the proposal or agreed modifications thereto should be changed without prior approval. Such changes should be proposed to the ASRT-BA Grants Committee. If approved, the grant will be amended.

b) Changes in Methodology

The grantee is allowed to pursue interesting and important leads that may arise during the conduct of a research or to adopt an alternative approach which appears to be a more promising means of achieving the objectives of the research. Significant changes in methods or procedures should be reported.

c) Significant Changes, Delays or Events of Unusual Interest

a) In the event that problems arise, delays or adverse conditions that will materially affect the ability to attain the objectives of the research or to meet such time schedules as may have been proposed, the ASRT-BA Grants Committee must be notified.

b) ASRT-BA Grants Committee should be informed of any events of unusual interest that occur during the course of the research by means of reports, communications and photographs.

2. Changes in Management

a) The grant is not transferable, by any means, to any person other than the grantee.

b) The grantee has an obligation to complete the research within the determined duration and is solely responsible for reporting, writing, communicating or conducting the experiments.

IV. Technical Reporting Requirements

ASRT-BA Grants Committee requires technical and financial reports. Information from these reports is used to demonstrate performance. These reports also provide information on the progress of supported researches and the way these funds are spent. Information in these reports may be made available to the general public, under supervision of the donors.
1. Periodical Progress Reports

   a) The grantee should submit a periodical progress report (technical and financial reports with all related invoices) before the end of each phase:

      o A copy of such reports must be uploaded on the grantee's webpage.
      o One electronic signed copy should be E-mailed to: ASRT-BA.Grant@bibalex.org
      o A signed hard copy should be sent to CSSP, by regular mail to the below address

         Center for Special Studies and Programs
         Bibliotheca Alexandrina, P.O. Box 138,
         Chatby 21526,
         Alexandria, Egypt.
         Fax: + (203) 4820469

   b) Unless otherwise specified in the grant, the progress reports (technical and financial reports with all related invoices) shall be submitted at least two weeks prior to the end of the current phase period.

   c) In case of delay of the progress reports submission for any reason, the grantee should notify the ASRT-BA Grants Committee about the reason of the delay and the expected submission date at least two weeks before the progress report due date. Otherwise, the donors reserve the right to terminate the grant.

   d) Usually, the grantee's phase installment is delivered to his/her bank account within two to three weeks following receipt and approval of the progress reports by ASRT-BA Grants Committee.

2. Final Research Report

   a) Within 30 days following expiration of the grant, a final research report (technical and financial report with all related invoices) must be submitted. In addition, the grantee shall also provide within the same period of time, any unique reports or other related items.

   b) The final progress report should follow the grant guidelines which are available on the grantee's webpage. The ASRT-BA Grants Committee reserves the right to refuse the final progress report if it does not meet the guidelines.

   c) The grantee's final installment of the grant will be released upon submission of the final research reports (technical and financial report with all related invoices) to the BA/CSSP and its evaluation by the ASRT-BA Review Committee. In addition, the grantee should publish his/her results in a respected previewed scientific journal with minimum Impact Factor 1.

   d) Donors retain the right to publish and disseminate any study approved for funding, without any further payment to the grantee. Donors may also request that the grantee present the findings at any upcoming conferences/events.
3. Final Technical Information Items

As soon as the below list of technical data are available after completion of the research, the following technical items must be submitted for ASRT-BA Review Committee use:
- Abstracts of theses/research paper;
- Publication citations and reprints of articles;
- Data on scientific collaborations;
- Information on inventions;
- Technical description of the research and results;
- Other materials either required in the grant or considered to be useful; and
- Universal Resource Locator numbers of electronic publications generated by the project.

4. Compliance with Technical Reporting Requirements

The final research report should include the history and accomplishments achieved because of the completed award. Failure to provide final technical reports, on a timely basis, will delay committee review and processing of pending proposals.

5. Grant Closeout

Grant closeout is the process by which ASRT-BA Review Committee determines that all applicable administrative actions and all required work of the grant have been completed. Grants will be concluded upon receipt of the final research report, and after determination that all other administrative requirements in the grant have been met.

6. Grantee Withdrawal

Under any circumstances, if the grantee withdraws from conducting his/her role, the ASRT-BA Review Committee reserves all rights to claim the expenses paid to the grantee.

V. Publication/Distribution of Grant Materials

1. Joint ASRT-BA Grants Program Policy

ASRT-BA Grants Program advocates and encourages open scientific communication, and expects significant findings from the researchers it supports to be promptly submitted for publication, with authorship that accurately reflects the contributions of those involved.

Scientific Publishing Rights:
Scientific publication or announcement of the results of ongoing studies in the scope of the grant should be approved previously by the ASRT-BA Grants Committee.

The grantee undertakes not to extract or provide to any third party any of the results or information obtained and the technical knowledge contained in any form of intellectual
property, or in the form of patents or registration or otherwise, only after submitting a request to the ASRT-BA Grants Committee. The grantee shall receive a response from the committee within 60 days of submitting the request. If the sixty-day period has passed and the response to the request has not been sent to the grantee that would be considered as an approval.

2. Costs

Cost of documenting, preparing, publishing, disseminating and sharing research findings and supporting material are permissible charges included in the grant.

The grant amount EGP 250,000 (including 5% administration fees that will be deducted) will be distributed as follow:

For Egyptians

- EGP 20,000 (only Twenty-thousand Egyptian pounds) will cover travel expenditures per year.
- Grantee will be entitled to receive EGP 10,000 (only Ten-thousand Egyptian pounds) upon publishing work related to the grant in an international peer reviewed scientific journal with minimum impact Factor 1. The maximum number of publications per year are two publications.
- The remaining amount will cover the project’s operating requirements.
- No salaries are to be allocated within the grant.

For Africans

- EGP 20,000 (only Twenty-thousand Egyptian pounds) for travel expenditures per year.
- Grantee will be entitled to receive EGP 10,000 (only Ten-thousand Egyptian pounds) upon publishing work related to the grant in an international peer reviewed scientific journal with minimum impact Factor 1. The maximum number of publications per year are two publications.
- A 30% of the total amount of the grant will cover accommodation expenses.
- The remaining amount will cover the project’s operating requirements.
- No salaries are to be allocated within the grant.

The fixed and movable assets whose costs have been funded by the Grant shall return upon completion of the research subject and the achievement of its objectives to the Academy of Scientific Research and Technology to which it has the right to dispose of, including the waiver to the Second Party.

3. Responsibilities

Preparation, content, editing, identification of authorship and submission for publication of significant research findings are the responsibility of the grantee.

4. Grantee Obligations

Unless otherwise provided in the grant, the grantee is required to assure that:

a) It should be declared clearly in all local and international publications, reports and studies published by this grant findings states that the research is funded by the Academy of
Scientific Research and Technology under the (Joint ASRT-BA Research Grants Program).

b) An acknowledgment of the Academy of Scientific Research and Technology under the (Joint ASRT-BA Research Grants Program) should appear in every publication (including World Wide Web pages) of any material based on or developed under the grant, in the following terms:
"This material is based on work supported by the Academy of Scientific Research and Technology under the Joint ASRT-BA Research Grants Program, under Grant Number. (Grantee should enter grant number)."

c) The Academy of Scientific Research and Technology under the (Joint ASRT-BA Research Grants Program) support should be verbally acknowledged during all news media interviews, including public media such as radio, television and news magazines.

d) Every publication of material (including World Wide Web pages) based on, or developed under, the grant, except research articles or papers appearing in scientific, engineering, technical or professional journals, should contain the following disclaimer:
"Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Academy of Scientific Research and Technology under the (Joint ASRT-BA Research Grants Program)."

e) Up to two copies of every publication of material based on or developed under the grant, clearly labeled with the grant number and other appropriate identifying information, should be provided to CSSP promptly after publication.

f) Grantees should also note their obligations with regard to copyrights and their responsibilities as members of the scientific community to disseminate and share research results.

VI. Questionnaires: Data Collection under Joint ASRT-BA Grants

Data collection activities of grantees are the responsibility of grantees, and ASRT-BA Grants support of a research does not constitute donors approval of the survey design, questionnaire content or data collection procedures. No representation may be made to respondents that such data are being collected for, or in association with the donors. However, this requirement is not intended to preclude mention of ASRT-BA Grants support of the project in response to an inquiry or acknowledgment of such support in any publication of this data.

VII. Release of Information by Donors

1. Press Releases
Grants for researches which appear to be of special interest to the general public may be made the subject of an ASRT-BA Grants press release to the news media.
2. Rights and obligations of Contracting Parties of the realized returns and benefits

a) The donors have the right to determine the beneficiaries of the results of the subject research, the use of others, and can take all legal procedures against the infringers in respect of the rights of contracting parties in any form of intellectual property in patents, recordings, technical knowledge or otherwise.

b) In case of revenues from the implementation and exploitation of the results of the technical and technological know-how, the potential patents or the innovations resulting from the implementation of the contracting research, it shall be distributed in accordance with what is agreed upon between the contracting parties at that time and according to what is stated in the Egyptian Intellectual Property Protection Law No. 82 of 2002 in this regard, and Technology Transfer Law No. 17 of 1999, taking into consideration that ASRT is the financier to carry out the work subject of the contract.

c) Egyptian Intellectual Property Protection Law No. 82 of 2002, and Amendments Concerning the Protection of Intellectual Property is considered an item of this contract.

VIII. Liabilities and Losses

ASRT-BA Grants Committee assumes no liability with respect to accidents, bodily injury, illness, breach of contract, any other damages or loss, or with respect to any claims arising out of any activities undertaken with the financial support of ASRT-BA grant, whether with respect to persons or property of the grantee or third parties. The grantee is advised to ensure or otherwise protect it or others, as it may deem desirable.

IX. Suspension and Termination Procedures

1. Definitions

- SUSPENSION is an action by ASRT-BA Grants Committee that temporarily withholds support of a research pending corrective action by the grantee or a decision by ASRT-BA Grants Committee to terminate the grant.
- TERMINATION is the grant annulment, in whole or in part, at any time prior to its expiration.

2. Suspension and Termination

ASRT-BA Grant Program Policy

A grant may be suspended or terminated in whole or in part in any of the following situations by:

a) ASRT-BA Grants Committee when the grantee has failed to comply with the terms and conditions of the grant;
b) ASRT-BA Grants Committee in case of research misconduct (if ASRT-BA Grants Committee and the grantee cannot reach an agreement, ASRT-BA Grants Committee reserves the right to unilaterally terminate the grant); or

c) The grantee on written notice to ASRT-BA Grants Committee setting forth the reasons for such action, the effective date, and in the case of partial termination, the portion to be terminated or suspended (with the understanding that if ASRT-BA Grants Committee determines that the unterminated portion will not accomplish the purposes of the grant it may suspend or terminate the entire grant).

Generally, action by ASRT-BA Grants Committee to suspend or terminate a grant will be taken only after the grantee has been informed of the proposed action, or informed of any deficiency on its part and offered an opportunity to amend it.

Within 30 days of the termination date, the grantee will furnish a summary of progress under the grant and an itemized accounting of costs incurred prior to the termination date.

3. Procedures for Suspension or Termination

a) When it is believed that a grantee has failed to comply with one or more of the terms and conditions of a grant, the ASRT-BA Grants Committee will generally advise the grantee in writing of the nature of the problem and that failure to correct the deficiency may result in suspension or termination of the grant. The grantee will be requested to respond in writing within 30 calendar days of the date of such via letter or E-mail, describing the action taken or the plan designed to correct the deficiency.

b) If a satisfactory response is not received within the above period, the ASRT-BA Grants Committee may issue a notice immediately suspending authority to further obligate grant funds, in whole or in part. Notice of suspension is sent. The notice will set forth the terms of the suspension and its effective date.

c) Generally, the suspension will remain in effect for a maximum of 60 days to allow the grantee to take corrective action. In the event that the deficiency is not corrected to the satisfaction of ASRT-BA Grants Committee. It may issue a notice of termination, addressed as in (ii), above. The notice will set forth the reasons for the action and its effective date.

d) Suspension or termination due to research misconduct will be imposed as provided in that regulation.

4. Termination by Mutual Agreement

Circumstances may arise in which either ASRT-BA Grants Committee or the grantee wishes to terminate a project. If both parties agree that continuation of the project would not produce results commensurate with the further expenditure of funds, or if there arises any other reason, the grant may be terminated by mutual agreement.
Procedures

- If the grantee wishes to terminate the project, a notification is to be sent to the ASRT-BA Grants Committee person in charge.
- If ASRT-BA Grants Committee wishes to terminate the project, a notification is to be sent to the grantee.
- Within 30 days following receipt of request from either party for termination, by mutual agreement, the other party will provide an appropriate written response. In the event of disagreement between the parties, the ASRT-BA Grants Committee will make a final decision.
- Following termination, grant closeout procedures will be initiated.