

## Young Investigator Research Grants (YIRG)

### Regulations & Procedure

This document contains the regulations and procedure to follow for BUE Academic Staff to receive internal research funding. Consistent with the University strategic objectives, this benefit has been approved by the University Board to energize the research culture at BUE and incentivize junior academic staff to excel in research and innovation, and compete for external funding. The following is detailed in relation to this academic staff privilege:

#### 1. Rules

- 1.1 YIRG is available for BUE full time academic staff.
- 1.2 Applicants must have been awarded the PhD degree within 10 years on the first day YIRG is open for applications.
- 1.3 Applicants must have at least two papers in the most cited, international journals in the applicant's research field within five years on the first day YIRG is open for applications.
- 1.4 Applicants with papers submitted, accepted and appeared while employed at BUE must show BUE as their affiliation.
- 1.5 Holders of YIRG projects must successfully conclude current grants before applying for a new grant.
- 1.6 Awards are limited to a maximum of two grants per academic staff.
- 1.7 The number of PhD holders on any YIRG project is limited to just 2; the PI and one other team member at the rank of Lecturer or the equivalent. All other team members should be junior researchers.
- 1.8 Grants are awarded for a period of 18 months.
- 1.9 The maximum budget allocated per grant is 100,000 EGP such that the budget for the first 12 months does not exceed EGP 50,000.
- 1.10 A maximum of 12 grants are awarded annually with a minimum of four grants for each of the following sectors:
  - Engineering, Basic Science, and Computer Science.
  - Arts & Humanities, and Social Science.
  - Health Science.

#### 2. Application

Application for the YIRG fund consists of:

- a) Full proposal (Annex A). b) Budget (Annex B).
- c) CV of applicant and research team (Annex C).

YIRG applications are accepted as a single pdf file uploaded through the link available at [BUE Research Portal](#). Other forms of files or submission methods will not be accepted. Inquiries related to YIRG application and procedure should be directed to [VPR.YIRG@bue.edu.eg](mailto:VPR.YIRG@bue.edu.eg)

#### 3. Evaluation

Applications satisfying the requirements for the applicant, the format, and the allowable budget will be evaluated for the scientific merit and requested budget. A checklist is provided in Annex D to assist the applicants in submitting a complete application. The evaluation will be carried out according to the process and criteria provided in Annex E.

#### 4. Awarding and monitoring

All successful applications will be awarded a Young Investigator Research Grant if their total budget does not exceed the annual allocation, otherwise the Research & Postgraduate Studies Committee will prioritise the applications based on the research areas.

**ANNEX A: FULL PROPOSAL**

<b>Applicant name</b>	
<b>Position</b>	
<b>Department</b>	
<b>Faculty</b>	
<b>Phone No.</b>	
<b>Email</b>	

<b>Proposal Title</b>	
<b>Duration (months)</b>	
<b>Budget (EGP)</b>	
<b>Submission Date</b>	
<b>Research Field</b>	<input type="checkbox"/> <b>Basic Science</b> <input type="checkbox"/> <b>Engineering</b> <input type="checkbox"/> <b>Computer Science</b> <input type="checkbox"/> <b>Medical/Health Science</b> <input type="checkbox"/> <b>Humanities/Social Science</b>

**ABSTRACT**

**ANNEX A: FULL PROPOSAL**

TABLE OF CONTENTS

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Notes (to be removed from final proposal)

- Listed in the Table of Contents is the minimum items to include in the proposal. Templates for some items are included in this document and must be used in preparing the relevant items.
- Page numbers shown above are indicative of the maximum number of pages allowed.
- Use as many pages for previous and current projects and references as needed.
- Use Times Roman, 12 points, and single spaced lines.
- Use A4 paper with 1" margins.
- Header: remove everything, keeping only BUE logo, and insert proposal title and applicant's name.
- Footer: remove everything, keeping only YIRG form code and page number.

**ANNEX A: FULL PROPOSAL**

5. RESEARCH TEAM

<b>Name</b>	
<b>Position</b>	
<b>Department</b>	
<b>Faculty</b>	
<b>University</b>	
<b>Email</b>	

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<b>University</b>	
<b>Email</b>	

Notes (to be removed from final proposal)

- Describe in a narrative of no more than one page the research team and how it is related to proposed work and tasks.
- Follow with data for each team member in the tables provide, adding more tables as needed.
- Members of the research team can be from BUE or collaborators from other universities. However, priority should be given to BUE staff.
- Having junior members (lecturers, teaching assistants and research assistants, students) on the research team is desirable and will give proposals favourable consideration.
- The role of each research team member must be clear in the narrative describing the team work.

**ANNEX A: FULL PROPOSAL**

6. SCHEDULE

Task/ Subtask No.	Title of Task/Subtask	Year 1				2	
		Q1	Q2	Q3	Q4	Q1	Q2

**ANNEX A: FULL PROPOSAL**

8. PREVIOUS AND CURRENT PROJECTS

Name of research team member						
No.	Title	Sponsor	Leading University/ Institute	Role (PI, Co-PI, Participant)	Duration	Budget (Currency)

Notes (to be removed from final proposal)

- List all previous and current projects on which the applicant and/or any member of the research team has served on as PI, Co-PI or team member.

**ANNEX B: BUDGET**

Total Project Budget = \_\_\_\_\_ EGP

Year 1				
Item	Effort (%)	Monthly payment (A)	Number of Months (B)	Total Cost (AxB)
<b>1. Salaries</b>				
1.1 Title				
<b>Total Salaries</b>				
<b>2. Equipment</b>				
2.1				
<b>Total Equipment</b>				
<b>3. Consumables</b>				
<b>Total fund requested for Y1</b>				

Year 2				
Item	Effort (%)	Monthly payment (A)	Number of Months (B)	Total Cost (AxB)
<b>1. Salaries</b>				
1.1 Title				
<b>Total Salaries</b>				
<b>2. Equipment</b>				
2.1				
<b>Total Equipment</b>				
<b>3. Consumables</b>				
<b>Total fund requested for Y2</b>				

Notes (to be removed from final proposal)

- Maximum allowable fund for each project is 100,000 EGP. Budget for the first 12 months must not exceed 50,000 EGP.
- Salaries for full time or part time staff at BUE are not allowed.
- Salaries for research staff not affiliated with BUE are allowed only for junior, non-PhD staff working at a university or research institute and registering for a graduate degree on which the applicant is officially serving as co-advisor.
- BUE students can be included in the cost as Summer Interns for a maximum of three months.
- Cost of travel abroad and/or for participation in conferences or workshops are not permitted.
- Cost of equipment is allowed provided that the equipment is not a duplicate of what is available at BUE.



**ANNEX C: CURRICULUM VITAE**

9. CURRICULUM VITAE

<b>Name</b>	
<b>Title</b>	
<b>Affiliation</b>	
<b>E-mail</b>	

**EDUCATION**

School/College/University/Other	Degree Obtained	Dates (from-to)

**EMPLOYMENT HISTORY**

Employer	Position	Dates

**MEMBERSHIP OF PROFESSIONAL SOCIETIES**

**FIELDS OF INTEREST**

**RECENT PUBLICATIONS**

**RECENT PRESENTATIONS**

**GRANTS**

**AWARDS**

**ADDITIONAL INFORMATION**

**ANNEX D: CHECK LIST**

Complete before submission. Do not include in the proposal.	Tick off	
	Yes	No
<b>Eligibility of Applicant</b>		
BUE academic staff (PhD)		
Employed full time		
Earned PhD within past 10 years		
Published two papers or more in peer reviewed journals in the past five years		
<b>Proposal</b>		
Format observed		
Number of pages for each section within limit		
Header & Footer completed as instructed		
Budget enclosed		
CVs enclosed		
<b>Budget</b>		
Total budget does not exceed 100,000 EGP		
Salary guidelines are observed (Salaries for research staff are to follow BUE salary scale)		
Equipment guidelines are observed		

#### **ANNEX E: EVALUATION PROCESS & CRITERIA**

1. Generally speaking, funds are awarded to proposals that are competitive, innovative, and have the potential to leave a pronounced impact on research, industry and/or society.
2. Applicants who have submitted complete proposals will be notified. These proposals will then undergo a separate peer review process conducted in BUE. The review process will guarantee confidentiality of the ideas, information and data contained in the proposals.
3. Reviewers, mainly internal from BUE, and possibly external from other universities and/or research centres will perform technical evaluation of the proposals. All reviewers are expected to perform evaluation of the proposals independently, impartially and objectively.
4. Proposals will be evaluated against the following criteria:
  - a. **Intrinsic Scientific or Technical Merit:** This criterion assesses the likelihood that the proposed activity will yield contributions, discoveries, or advances of significance in the relevant research area.
  - b. **Technical Performance, Competence, and Feasibility:** This criterion relates to the professional capabilities of the applicant and the research team, the adequacy of institutional resources, whether existing or needed, and the technical merit of the proposal.
  - c. **Capacity Building:** This criterion relates to the potential of the proposed activity to contribute to the development of scientific resources, both human and infrastructure, at BUE, especially relative to support to young researchers (TAs and RAs).
  - d. **Potential for Application:** If applicable, this criterion relates to the potential that the proposed activity will contribute to attract external funds, creation of new/better products and services in the industry, or in solving national problems.