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**TRAVEL FELLOWSHIP PROGRAM FOR YOUNG ARMENIAN SCIENTISTS AND ENGINEERS
FOLLOW-ON GRANT APPLICATION**

I. Introduction and Scope

The National Foundation of Science and Advanced Technologies (NFSAT) and the U.S. Civilian Research and Development Foundation (CRDF) announce the opportunity for successful participants in the **Travel Fellowship Program (TFP) for Young Armenian Scientists and Engineers** to submit requests for follow-on grants to their existing TFP awards. Please see instructions below for eligibility and submission requirements.

This program provides up to one year of additional support to successful applicants from the 2004 Travel Fellowship Program (TFP) for Young Armenian Scientists and Engineers. The goal of this additional support is to encourage continued successful scientific cooperation between the Armenian junior researchers and their newly established U.S. partners.

This program is made possible through funds provided to the CRDF from the U.S. Government for the promotion of Armenian science and technology development.

Proposals must be submitted to CRDF and NFSAT by November 30, 2005. The results are expected to be announced on January 1, 2005.

II. Program Guidelines

A. General. The maximum grant size is US\$2,000 over a one-year period.

For submission of a follow-on grant application, grantees should be able to make a strong case that their achievements due to the original TFP award -- progress on scope of work, publications, conference presentations, discoveries, insights, etc. -- warrant a request for additional funding.

B. Eligibility. Each proposal must meet each of the following eligibility criteria:

1. The follow-on grant proposal must be a continuation of a research collaboration established through a 2004 Travel Fellowship Program grant.
2. The applicant must be a citizen and permanent resident of Armenia. All participants must reside in Armenia for at least 10 months of the one-year grant period.
3. The applicant must work full-time in a civilian research environment and be engaged exclusively in civilian activities.

4. All projects must be oriented toward non-weapons and non-military objectives and must be carried out in a civilian research environment. Projects may include both basic and applied science and engineering activities.¹
5. The applicant must be up to date on all report submissions for the 2004 TFP award and is required to submit a final report for the Travel Fellowship Program before he/she is eligible to participate in this program.

C. Proposal Submission Instructions.

Proposals are due no later than November 30, 2005. All applicants must submit their proposals in the following manner:

- ◆ **To NFSAT**–
 - 1) One original signed hardcopy and one electronic copy in English;
 - 2) One original signed hardcopy and one electronic copy in Armenian.
- ◆ **To CRDF** – One electronic copy in English.

Neither NFSAT nor CRDF will accept fax submissions.

Electronic copies of applications in .doc, .txt, .rtf, or .pdf format should be sent to: armenia@crdf.org and anna@nfsat.am

All electronic copies of proposals must be submitted as ONE electronic file. Proposals sent as more than one file will not be accepted. Proposals in .zip format that contain multiple documents will not be accepted.

D. Review of Proposals. All proposals will be screened for eligibility and completeness upon receipt by the CRDF and NFSAT. NFSAT and CRDF expect to announce awards on January 1, 2005. Awards are expected to begin on or about January 15, 2005. All awards are subject to the availability of funding from U.S. Government agencies sponsoring this competition. **All decisions of the NFSAT and CRDF are final.**

E. Evaluation Criteria. NFSAT and CRDF will use the following criteria in the evaluation of proposals for this program. The first two serve as the primary and most important criteria, and must be met by all projects; the remaining two serve as supplementary criteria, as appropriate to the nature of each project. The fifth is a special criterion used by CRDF and NFSAT to gauge the strength of the justification for additional support.

1. **Performance Excellence:** the capability of the investigators, the technical soundness of the proposed approach, the adequacy of the technical resources and capabilities available to the project through all participants, and soundness of plans to manage and coordinate the project.

¹ Such activities may include technological development that is part of the innovation process leading to commercial products. Such activity may include product and process engineering, but not commercial manufacturing or marketing.

2. **Intrinsic Merit:** the likelihood that the project may lead to new knowledge and will promote further collaboration and increase linkages between the Armenian applicant and U.S. Scientists.
3. **Utility:** the likelihood that the results of the project will make contribution to solving actual scientific-technological problems faced by the Republic of Armenia.
4. **Mutuality of Benefit:** the likelihood that the project will result in comparable scientific or technical benefits to Armenia and to the U.S. and other participants.
5. **Justification for Additional Support:** the likelihood that the project will lead to additional advances, based on the achievements of the existing TFP award and on the proposed work plan.

F. **Proposal Contents.** Each proposal must include all of the following elements. Only applications that include this information will be considered. All proposals should be typed single-spaced in English and Armenian with margins of one inch at the sides and on the top and bottom, with all pages, including forms, numbered consecutively in the upper right corner. Proposals should have a font size of 11 points.

Applicants are required to use the electronic templates for Forms A and B that are provided by CRDF and NFSAT. Applicants may refer to the “Checklist of Documents Required for Proposal Submission,” located at the bottom of Section III.

IMPORTANT NOTICE: No proposal may exceed 12 pages in length, including all forms. Any proposal exceeding 12 pages in length will be disqualified.

1. **Cover Sheet (Form A).** The cover sheet should include basic information about the proposal and the Armenian participant.
2. **Abstract.** In one concise paragraph, briefly justify the request for the follow-on grant and summarize all relevant aspects of the project, with special attention to its objectives, methods, and potential results.
3. **Project Narrative (6 pages maximum, including any references cited).** Describe:
 - a) The approach, objectives, goals, milestones, and measurements of success that will be used;
 - b) The summary of achievements from the existing TFP award and how the goals of the renewed grant period will expand the past results;
 - c) How the individual and combined competencies of the Armenian and U.S. research team will enable the project to be carried out;
 - d) The anticipated results of the project and how they address the NFSAT –CRDF evaluation criteria listed in Section (II)(E);

- e) Equipment to be utilized in the project, with special attention to justifying requests for any equipment for which NFSAT and CRDF support is requested;
 - f) How the Armenian TFP grantee and the U.S. Scientific Host will coordinate project implementation and assess progress at regular intervals. **Each project must involve significant, substantive cooperation between the U.S. and Armenian teams.**
 - g) List of publications and relevant conference presentations or other evidence, including additional funding, resulting from the existing TFP award.
4. **Budget (Form B).** A budget must be submitted using the materials provided in Form B to this announcement. Form B must be filled out completely.
5. **Budget Narrative.** A separate sheet explaining all budget items must follow the budget forms. This sheet should be clearly marked “Budget Narrative.”

G. Allowable Costs. The maximum grant size will be US\$2,000 for one year. No proposal requesting more than US\$2,000 will be considered by NFSAT and CRDF. In the case of an award, a project budget may be subject to revision by NFSAT and CRDF staff. The following costs are permitted under the guidelines for this program:

1. Allowable expenses include:

- a. **Individual Financial Support.** Individual Financial Support (IFS) is defined as payments to participants for work performed on the project (i.e., labor costs). CRDF and NFSAT calculate individual financial support based on the level of effort. A month for full-time personnel is considered 22 days, with US\$4.55 being the maximum prorated amount that each applicant can request per day. Actual individual financial support requests may not exceed US\$100 per month. Only the applicant, i.e. the TFP grantee, is eligible to receive IFS under this program.
- b. **Materials and Services.** Support for research equipment, including computers and telecommunications devices and/or services, subscriptions to scientific journals, reagents, and other materials to be used in the research. Any item of requested equipment valued at more than US\$500 must be specifically described and justified in the Budget Narrative.
- c. **Travel.** Transportation and per diem support may be requested for domestic travel within Armenia and travel abroad to international scientific meetings and workshops. All requested travel should be described in the Budget Narrative. The following cost guidelines should be used in preparing the budget:
 - (1) **International Transportation.** Lowest-cost applicable round-trip airfare from Armenia. Travel must be on U.S. carriers on all segments for which they are available, and is mandatory on transoceanic flights.
 - (2) **International Living Allowances.** Living allowances for travel to international scientific conferences should follow U.S. government per-diem guidelines. Applicants should refer to a website listing current U.S. Government per-diem rates, such as <http://www.govexec.com/travel> or <http://www.state.gov/m/a/als/prdm/2005/>. These allowances cover all costs. The maximum total stay abroad with CRDF-NFSAT support is two weeks.

d. **Institutional Support.** Applicants must include in their budgets an allowance for institutional costs of 10% of the expenses.

e. **Other Costs.** NFSAT and CRDF will also cover miscellaneous project-related expenses including publications expenses and communications costs.

2. Co-funding:

NFSAT and CRDF strongly encourage co-funding and the pooling of funds by participating institutional performers in all its activities. All cash and in-kind contributions should be clearly indicated in the space provided on the Budget Form B. If funds listed under co-funding are to be drawn from proposals currently pending with other funding sources, this should be indicated in the Budget Narrative.

H. **Intellectual Property.** NFSAT and CRDF make no claim to intellectual property rights under any award. NFSAT and CRDF's primary interest is that intellectual property rights be equitably allocated. Both the U.S. and Armenian parties should be familiar with and abide by the laws regarding intellectual property in their respective countries and by the regulations regarding grants for research projects.

I. **Confidentiality.** NFSAT and CRDF will treat all proposals as confidential material. However, proposal authors are advised that for successful proposals, the Armenian researcher and U.S. Scientific Host's names, institute names, project title, award value, and the project's Public Summary will be treated as public information. Applicants are responsible for identifying any business confidential information contained in their proposals; such information will be available only to authorized staff of CRDF and NFSAT and their funding and oversight agencies, and reviewers retained by the CRDF and the NFSAT. Therefore, at the author's discretion, if there is specific information in the proposal that is business-confidential and not intended for public dissemination, it should be clearly labeled as such at the top and bottom of the applicable page of the proposal. Such passages will be withheld from public distribution if the proposal is successful. Proposals that do not result in awards are not subject to public dissemination by CRDF and NFSAT.

J. Special Instructions for Proposals Involving Human Subjects Research

NFSAT and CRDF comply with all U.S. laws and regulations pertaining to the treatment of human subjects in scientific research and development. The NFSAT and CRDF policy on funding proposals involving human subjects research requires both the Armenian applicant and the respective institution(s) to certify that:

They have obtained Institutional Review Board (IRB) or Institutional Ethics Committee (IEC) approval of the research (or a determination that written approval is not required, *e.g.*, exempt research) from an IRB/IEC registered with the U.S. Department of Health and Human Services' Office of Human Research Protections (OHRP);

They have obtained the required approval(s) (or a determination that written approval is not required) from the applicable governmental office(s) for the research, including but not limited to the filing of the required applications related to investigational new drugs or investigational devices;

They have a Federalwide Assurance (FWA) on file with OHRP, and it will comply with the FWA throughout the term of the Project Agreement. The FWA represents a public commitment to comply with the human subjects protections standards of the Belmont Report and the Common Rule;

They will conduct the research in accordance with the National Science Foundation (NSF) regulation entitled, “*Protection of Human Subjects*” [45 CFR § 690 *et seq.*];

If the proposal involves human research subjects, the Armenian applicant must provide the following additional documentation:

- 1) **Each proposal involving human subjects research must include a completed IRB Protocol Summary Form, which is available for download from the CRDF Website at: http://www.crdf.org/AwardsAdministration/human_subjects.html**
- 2) Copies of Institutional Review Board (IRB) or Institutional Ethics Committee (IEC) approval of the project or a formal written determination that said approval is not required, e.g. exempt research. The IRB/IEC must be registered with the U.S. Department of Health and Human Services’ Office of Human Research Protections.
- 3) Copies of required approval(s) (or determination that said approval is not required) from the applicable governmental bodies for the research, including but not limited to the filing of required applications related to investigational new drugs or investigational devices.
- 4) Confirmation that the institution(s) has a Federalwide Assurance (FWA) on file with the U.S. Office for Human Research Protections (<http://www.hhs.gov/ohrp/>) and certification that it will comply with the FWA throughout the term of any resulting award. If an FWA has not been obtained, please so note in the proposal. Please be advised that, in the event the proposal is selected for an award, an FWA must be applied for and received by the Armenian participant’s institution(s) prior to the issuance of any project agreement.

These materials, indicating an approval or an exemption of the project to use human subjects must be submitted to both NFSAT and CRDF. Applicants are required to submit these materials as separate documents in addition to the proposal file. Failure to submit this additional information may result in substantial processing delays or in the proposal being declared ineligible.

Prior to the issuance of any award agreement by the NFSAT, the Armenian participants and their institution(s) must provide certification that all project participants involved in the project have undertaken appropriate training in human subjects protections consistent with the requirements of the regulations cited above.

For more information on CRDF and NFSAT policies on human subjects, please refer to the following website: http://www.crdf.org/AwardsAdministration/human_subjects.html

III. Information

For questions about the proposal submission process, or for further information about this program, please contact NFSAT or CRDF. *Inquiries by e-mail are strongly encouraged and will result in prompt response.*

NFSAT

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E-mail: Armenia@crdf.org

Program Manager: Amy Prevatt-Bulat

CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL SUBMISSION

1.	<input type="checkbox"/>	Cover Sheet (Form A)
2.	<input type="checkbox"/>	Abstract
3.	<input type="checkbox"/>	Project Narrative
4.	<input type="checkbox"/>	Form B (Budget)
5.	<input type="checkbox"/>	Budget Narrative
6.	<input type="checkbox"/>	Documentation on Human Subjects Research (if applicable)

**TRAVEL FELLOWSHIP PROGRAM FOLLOW-ON GRANT APPLICATION
FORM A**

I. Applicant Information					
Follow-on Grant Project Title					
Last Name		First Name		Patronymic	
Sex (Male or Female)		Date of Birth (Month/Day/Year)			
Professional Title/Position					
Highest Degree Earned		Field		Year awarded	
E-mail Address					
Office Phone			Fax		
Institute/Address					
Institute Director Name					
Institute Director Email Address		Office Phone		Fax	

II. Information on Previous TFP Award			
Award Number			
Project Title			
U.S. Host Scientist Name and Title			
U.S. Host Scientist Institutional Affiliation and Address			
U.S. Host Scientist E-mail Address			
Office Phone		Fax	
U.S. Institutional Representative Name		Email of U.S. Institutional Representative	

III. Signatures: Required only on hardcopies of proposals submitted to NFSAT			
Applicant Signature		Date	
Institute Director Signature and Seal		Date	

BUDGET GUIDELINES

Please use these Budget Guidelines to fill out Form B (attached). For more details and background information, please see Section (II)(G): “Allowable Costs” in the Program Guidelines.

OVERALL

- No proposal requesting more than US\$2,000 will be considered by CRDF and NFSAT.

INDIVIDUAL FINANCIAL SUPPORT (IFS)

- Maximum monthly salary is US\$100.
- The IFS should be calculated using the level of effort provided in Section (II)(G)(1)(a) of this program announcement.
- Applicants should calculate the total amount of IFS by multiplying the daily rate of labor, the number of days worked per month and the number of months.
- The daily rate should not exceed US\$4.55 and the number of days worked per month should not be higher than 22 for a full-time effort.

MATERIALS AND SERVICES

- Any requests of single items costing US\$500 or more must be justified in the Budget Narrative.

INSTITUTIONAL SUPPORT

- Institutional Support is calculated as 10% of the total amount of allowable expenses.
- For example, if the total amount of expenses for Individual Financial Support, Materials and Services and Travel equals US\$1,800, then the amount of institutional support would be calculated at US\$180.

TRAVEL

- Applicants may request funds for transportation and per diem expenses for travel abroad to international scientific meetings and workshops.
- Participants must travel on the lowest-cost applicable round-trip airfare.
- Domestic travel expenses for field work and other necessary project-related travel within Armenia are allowed.
- Living Allowances for travel abroad will follow U.S. government per diem guidelines.
- The maximum total stay abroad for participants with NFSAT-CRDF support is two weeks.

PROJECT BUDGET: FORM B

Budget requested from NFSAT and CRDF (Not to exceed US\$2,000)				
Category	Amount Requested from NFSAT and CRDF			Support from Other Sources
	Daily Rate	Number of Days Per Month	Number of Months	
Individual Financial Support				
Total Individual Financial Support				
Materials and Services (Please list. All items over US\$500 must be justified in the Budget Narrative. If more space is needed, please list on a separate page.)				
1.				
2.				
3.				
4.				
Travel				
1. Domestic Transportation				
2. Domestic Per Diem				
3. International Transportation				
4. International Living Allowance/Per Diem				
5. Other Travel Expenses (e.g. visa fees, conference registration fees, etc.)				
Other (Please describe in budget narrative)				
Sub-Total Amount				
Institutional Support (10% of Sub-Total)				
Total Amount				
<u>II. Signatures*</u>				
Applicant: _____; Date: _____				
Applicant's Institute Director: _____; Date: _____				
* By signing this application, I certify that I meet all the eligibility requirements in this announcement, and that all information provided is accurate to the best of my knowledge.				