# Call for Submission of Proposals

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| Proposal Submission Deadline | **12:00 Noon**, Monday 30TH September, 2019 |

**Introduction and Program Overview**

The Abu Dhabi Award for Research Excellence (AARE) is a competitive funding program for outstanding research proposals in targeted areas within Abu Dhabi. Research funded by the AARE program is expected to advance scientific and technological development within the Emirate of Abu Dhabi, as well as develop meaningful partnerships between Abu Dhabi scientists and leading academic and industrial collaborators, both nationally and worldwide. Applicants will be required to demonstrate the potential impact of their research and identify how this impact may be realized.

**Priority Sectors**

The awards will be targeted to sectors of strategic importance to Abu Dhabi, specifically the following:

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| **Sector (strategic priority areas)** | **Maximum Award** |
| Aerospace | AED 1,000,000 |
| Energy | AED 1,000,000 |
| Environment | AED 1,000,000 |
| Health, Food and Agriculture | AED 1,000,000 |
| Information and Communication Technology (ICT) | AED 1,000,000 |
| Manufacturing | AED 1,000,000 |
| Education and Social Sciences | AED 300,000 |

**If there is a clear attempt to misrepresent the category, the proposal may be considered non-compliant and will not be considered for further review**

**Applicant Eligibility**

The AARE Program is open to all full-time faculty in Higher Education Institutes (HEIs) geographically located within the Emirate of Abu Dhabi and collaborators in the affiliated industry, however, no awarded funding can be directed to industry. An applicant can only submit one proposal as lead investigator but can participate as a co-investigator, or collaborator, on additional proposals.

Faculty members who are currently holding an AARE award as principal investigators are eligible for funding under the AARE Program. However, it just cannot be an extension of an identical project as this is not a competitive renewal call for proposals.

Faculty members who wish to apply for the AARE as a principal investigator cannot apply simultaneously to the Abu Dhabi Young Investigator Award (AYIA), which is a competitive funding program targeting early career faculty, as a principal investigator.

**Awards**

The AARE may be up to three years in duration with up to a maximum budget of AED 1,000,000 for non-Education and Social Sciences proposals. Budgets in Education and Social Sciences may be up to a maximum budget of AED 300,000. The maximum budget for Education and Social Sciences has a reduced amount recognizing that equipment/consumable purchases of any significance are unlikely to be required in these areas of research. Award amounts will be based on the feasibility of the project budget proposed, availability of funds, the number of proposals submitted, the nature of the proposal and level of institutional and industry cost sharing.

**Proposal Review**

Proposals will undergo both an administrative and subject matter peer review process. The proposal will be reviewed according to the following criteria:

* Novelty and intellectual merit of the proposal
* Potential impact of the research and the described path to impact
* Relevance to Abu Dhabi strategic priority areas
* Qualifications and track record of the Lead PI, Co-investigators and collaborators
* Commitment of Higher Education Institution and availability of support and infrastructure
* Collaboration with industry where applicable
* Training and human capital development

**Proposal Submission**

**The proposal must follow the template provided.** Proposals must be formatted in Times New Roman, Calibri or Arial, 11-point font and single spaced with no less than 1 inch margins. Proposals that are not compliant with the RFP guidelines will be excluded. One electronic copy of the proposal must be submitted via the online portal, which is linked to from the AARE-2019 web page: <https://www.adek.gov.ae/Abu-Dhabi-Research-Awards/Abu-Dhabi-Award-for-Research-Excellence-AARE-2019>

The proposal must be submitted by the deadline listed at the top of this call document.

The Office of Research (or its equivalent) of each HEI should submit a roster of the proposals that the HEI is planning to submit via email to ***aare@adek.abudhabi.ae***. *The roster must be provided by 4pm on Thursday 26th September*. Proposals not on the roster will still be accepted if fully complete and submitted by the submission deadline. If you have any questions, please contact ***aare@adek.abudhabi.ae***

**Budgets**

Budgets must be submitted within the proposal template provided and with full justification for each cost. Items not justified or poorly justified will be removed from the budget.

Personnel: Only personnel directly employed by, and costs directly incurred as part of, the funded project can be included in the budget. Please detail the type and designation of staff or student to be funded from the award. The time commitment for each request should be stated. Personnel costs relating to Faculty time cannot be included as a direct cost, only as a cost-share (in-kind or cash contribution).

Equipment: Equipment essential to the project with a unit cost of up to AED 200,000 can be requested, with a cap of AED 250,000 in total (Equipment with a unit cost of less than AED 20,000 should be included under consumables)

Consumables: An outline should be given of the consumables that are to be used. This section would also include the costs of using databases, chemicals, biological specimens etc. It is expected that as part of its commitment to the project, the host organization would cover the costs of using research infrastructure already available at the host institution.

Travel and Subsistence: Travel relating to the research can be requested up to a total value of AED 75,000 across the three years of the grant. These can include conference attendance, travel to collaborator institutions, collaborator visits to Abu Dhabi and other directly relevant working visits.

Technical-Level Outsourcing: Where it is necessary to access specialized facilities elsewhere for technical level supportive work (non-research oriented), the costs may be included in the application. A strong justification must be made for such expenditures. This cost should not exceed 7.5% of the total requested budget.

Miscellaneous (other direct costs): Publication costs and any other costs that do not classify as equipment or consumables.

Institutional / Industry Cost Share: Cost share are the contributions made by the host HEI or industrial/HEI partner that are not eligible direct costs. This amount is not counted towards the requested budget.

*In-kind* is a term to describe the application of resources already available at host HEI or partner(s). Examples of *in-kind cost share* contributions are Faculty or Technician staff time or use of resources such as equipment already in place at host HEI or partner(s). *Cash* cost share is when there is a direct additional cost to the host HEI or partner(s) for the activity contributing to the research. *Cash cost share* contributions might be under any budget category as long as the costs incurred are directly funded by the host HEI or partner(s) and evidence is provided for the link to the funded research project. The source and nature of the cost share funding from the institution and partner(s) must be detailed in full, including Faculty or other personnel release time.

For those projects that are funded release time and in-kind cost share must be documented and confirmed via official signoff by the hosting HEI during mid-cycle and end-of-cycle annual financial reports. Failure to adhere to release time and in-kind cost share commitments will result in further action.

**Proposal Template: Please complete the following**

**Abu Dhabi Award for Research Excellence (AARE-2019)**

**COVER SHEET**

|  |  |
| --- | --- |
| Title of Proposal |  |
| Lead Investigator (PI) |  |
| PI Email |  |
| PI Mobile Number |  |
| Host Institution |  |
| Primary Sector Proposal  Area  \* Please Only Check One | Energy [ ], Environment [ ]  Manufacturing [ ], Aerospace [ ], ICT [ ]  Health [ ], Food and Agriculture [ ]  Education and Social Sciences [ ] |
| Sub Sector Proposal Area  \* Please Only Check One  \* Please Make sure it is different from the Primary Proposal Area chosen above | Water [ ], Energy [ ], Environment [ ]  Materials [ ], Infrastructure [ ], Aerospace [ ]  ICT [ ], Electronics [ ], Artificial Intelligence [ ], Robotics [ ]  Health [ ], Food and Agriculture [ ]  Education [ ], Social Sciences [ ] |
| Proposal Keywords (Optional) |  |

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| --- | --- | --- | --- |
| **Proposal Budget Summary** | | | |
| **Year One Requested Funds** |  | **Total Requested Funds** |  |
| Year One Cash Cost Share |  | Total Cash Cost Share |  |
| Year One In-kind Cost Share |  | Total In-kind Cost Share |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Researchers / Collaborators / Industry Partners** | | | |
| **Name** | **Role** | **Institution** | **Email** |
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| **Signatures** | |
| **PI Signature** |  |
| Institutional Representative Name |  |
| Title |  |
| Email |  |
| **Institutional Representative Signature** |  |

Scanned signatures will suffice, no hardcopies are required to be submitted.

**Signatures on the proposal confirm that the institution will take responsibility for grant management and that the information contained in the proposal is correct to the best of their knowledge. Also, by signing this cover sheet, the institute confirms the accuracy of cost share & in-kind share information**

**AARE-2019: Proposal Template**

This document is designed to assist you in the preparation of your proposal, and assist reviewers in presenting proposals in a consistently structured format. It contains headings you should use and address, in addition to guidance and questions you should consider in your proposal, as well as a format for the Gantt Chart.

**Failure to abide by guidelines and text limit will result in automatic elimination of the proposal and it will not be considered further**

**Please do not include any appendices as this will result in the proposal being considered as non-compliant**

**Executive Summary**

**Page Limit: ½ page**

The Executive Summary should be written in lay language that a non-specialist can understand.

**Research Plan**

**Page limit: 8 pages** (**including** all graphs, images and tables)

Provide sufficient detail for reviewers to comment on the intellectual merit and broader impact of the proposed ideas and activities:

*What is the intent of your proposal? Why is this important?*

*How is this work undertaken today, and what are the current limitations & challenges?*

*What is novel in your approach, and why do you think it will be successful?*

*How are you going to do the work? What will be your metrics of success?*

*If you’re successful, what difference will your research make?*

Additional Considerations:

*Are Emirati faculty, researchers, and students involved in the proposal?*

*How are trainees/students trained on the project?*

*What resources are needed to complete the Project?*

Under Research Plan the following headings should be addressed for all proposals:

*Background & Motivation*

Provide a brief statement of the key problem(s) to be tackled in a manner that can be appreciated by a competent researcher of any specialty. This will be followed by a detailed description of the state-of-the-art, giving an overview of current research; focus on open challenges and explain why current solutions are not sufficient. Support your statements by references to existing relevant literature.

*Aims and Objectives*

Describe the overall aim and detailed objectives of your project. Demonstrate the originality of your objectives and any novel solutions and methodologies you propose. The objectives must form mutually integrated parts of one and the same project.

*Research Methodology*

Define your work packages or tasks and subtasks. Describe the research methodologies to be used, stressing the innovative elements. Where collaborators are involved, describe what the collaborator brings to the project, why they are the best partner and roles of different partners in each task.

**Impact Statement**

**Page Limit: 1 page**

Describe the impact of the expected breakthroughs of your research, and do so in a manner that can be appreciated by a technically competent reader of any specialty. Describe potential applications and/or commercialization potential of outcomes. If Intellectual Property is being brought to the project (Background IP), or IP is expected to be generated, how this will be managed (captured, owned and utilized) should be detailed. Mention any dissemination and outreach activities, and how they are to increase the attractiveness and visibility of Abu Dhabi nationally and worldwide.

You should refrain from using generic and vague statements, be specific and detail the impacts your project will have over and above general research and training in the area of the proposal, **publications do not count in this section as an impact.**

**You should describe both the impacts of your research and how those impacts will be realized, for example who will use the outcome of your research, and how might they use it? Potential for commercialization, Potential for novel direction beyond the scope of this work, Potential for positively affecting other areas of research, Potential for international collaboration, etc., even if these may be achieved beyond the period of the grant funding.**

**Award Management Plan**

**Page limit: 2 pages including Gantt Chart**

Provide a high level overview of the management aspects of the project, addressing the points below:

Describe how the project will be implemented in terms of management, coordination, execution, and monitoring of task implementation. Provide the implementation timelines (e.g., as a Gantt Chart, see next page). Provide risk assessment and, where relevant, potential contingency measures or approaches. Describe how the assessment of progress and success will be done, including milestones. Describe how the interaction with the collaborators will be managed.

Each proposal must include a description of the student engagement, interdisciplinary mentoring and professional development activities that will be provided for trainees.

**Gantt Chart**

**Please ensure to keep the chart on one page**

Add/remove number of tasks/activities as needed

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Tasks & Activities** | | **Y1** | | **Y2** | | **Y3** | |
|  | | **Q1/ Q2** | **Q3/ Q4** | **Q1/ Q2** | **Q3/ Q4** | **Q1/ Q2** | **Q3/ Q4** |
| **Task 1: xxxxxxxxxxxxxxxxxxx** | | | | | | | |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| **Task 2: xxxxxxxxxxxxxxxxxxx** | | | | | | | |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |

**References**

**Page Limit: 2 pages**

Please list a maximum of two pages of the most relevant and recent references to the text. Please do not list submitted or in-press references, only publications currently available.

**Resources**

**Page Limit: 1 page**

Identify the relevant infrastructure, facilities, services and space to be provided by host institution.

**Budget**

**Please refer to Pg.2 & Pg.3 of this document for the category definitions**

Budget Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Category** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| Personnel  (students, researchers ) |  |  |  |  |
| Equipment |  |  |  |  |
| Consumables |  |  |  |  |
| Travel & Subsistence |  |  |  |  |
| Technical-Level Outsourcing |  |  |  |  |
| Miscellaneous (other direct costs) |  |  |  |  |
| **Total Funds Requested** |  |  |  |  |
| Cost Share (cash) |  |  |  |  |
| Cost Share (in-kind) |  |  |  |  |

**Budget Justification**

**Page Limit: 1 page**

Please provide a full justification for all budget requests, budget items not sufficiently justified will be removed from any potential award.

**CVs**

**Page Limit for each CV: 2 pages Only**

Please provide CVs for lead researchers and collaborators including positions held, awards and achievements, current and pending research support and most relevant (peer-reviewed) publications to the current proposal.