

2013-2014

ALEXploratorium Projects Support (APS)



APS Guidelines

Objective

In its attempt to support formal education at all levels, the ALEXploratorium is responding to the need to recognize engineering achievements. As a result, the ALEXploratorium Projects Support (APS) has been established to be an advocate and supporter of young enthusiastic engineers who are engaged in projects that need financial or technical support.

The aim is to make a significant and positive impact on the quality of the projects provided.

The ALEXploratorium aspires to act as a pilot project that can be evaluated by both governmental and non-governmental institutions working in the field of education.

The APS seeks to provide seed money to units that have an interest in creating innovative projects that have a direct relation with industry and scientific research in Egypt. The APS does not provide funds for overhead expenses and should not be looked upon as a supplement to the normal budgeting process.

Registration Process

The purpose of the **Registration Form** is to allow the APS to determine whether or not the full proposal falls within the guidelines of funding projects. It is designed to require a minimal amount of preliminary work from the proposer.

All requests for funding from the ALEXploratorium can be submitted via either the Registration Form or a Full Proposal, whichever is deemed more suitable. If a Preliminary Proposal Abstract is submitted and the **APS Board** decides that it falls within the guidelines, the applicant will be so informed and invited to submit a full proposal.

Before commencing the task of compiling information for your proposal, please consider the following guidelines as they relate to your proposal and guarantee that each is dealt with in your submission.

If the project involves the provision of services from an external vendor, please ensure that more than one bid is obtained to ensure that the work is carried out as cost effectively as possible.

When submitting a full proposal, it is imperative that you include full budget details and a clearly defined timeline for submission of invoices and status reports. Please

refer to the Submission Procedures for Full Proposal and the Projects Report Guidelines for further information on how to prepare your proposal.

The Approval Process

Proposals will not be funded without the approval of the **APS Board**. Approval of full proposals, including funding arrangements, are announced according to the following table.

APS Competition Timeline is as follows:

Process	Timeline
Registration	15 October – 15 December 2013, 12:00 noon
Announcement of the 1 st Phase Accepted Teams	1 January 2014
Full Proposal Deadline	1-11 January 2014, 12:00 noon
2 nd Phase filtration	25-31 January 2014
Announcement of the 2 nd Phase Accepted Team(s)	9 February 2014
Project Evaluation (following the progress in implementing projects)	1 March - 31 May 2014
Final Prototypes Deadline	July 2014

APS Guidelines

- Please review these guidelines before submitting your proposal and ensure that all the required information is included.
- APS competition is held every year to provide the technical and financial support to the graduation projects.
- The competition is open to all Faculty of Engineering students starting from the second to the fourth academic year. The registered team members can include both undergraduate students and students from the other academic years.
- Registered team members can be from the different engineering departments.
- Accepted teams from Alexandria University are up to 3 teams, and at least one project will be accepted from any other University.
- The APS Board may introduce courses for the participants according to the competition theme, in addition to some courses in marketing & soft skills.
- The **Registration Form** should be submitted to the **APS** along with the CVs of the project members.
- The **Contact Person** is notified by the **APS Board** acknowledging receipt of the proposal and will also be advised that they will be contacted, if required.
- If the **APS Board** decides that a registration form falls within the mission of the **APS** project, the **Contact Person** is then notified of the **such** decision and is requested to submit a full proposal. A full proposal must include a schedule of periodic status reports, which are tied to significant project milestones, as defined by the **Contact Person** and agreed to by the **APS Board**.
- After a full proposal is received, it is placed on the next **APS Board** agenda for action.
- The **APS Board** will determine if the **Contact Person** should attend the **APS Board** meeting.
- Within **two weeks** after the **Preliminary Proposal Deadline**, the **Contact Person** will be notified by the **APS Board** of the action taken.
- An email to the **Contact Person** will include information and specific details reiterating the steps to be followed to ensure funding will be provided as approved.
- **The right to keep the product of the project is reserved only to the APS which will decide upon the place to keep it. The Contact Person will be notified by the APS Board by the end of the project.**

- **The evaluation will be carried out over:**
 - 1st Phase:
 - The teams will be filtered after reviewing the **Registration Forms**, and the CVs of the project members.
 - 2nd Phase:
 - The accepted teams have to prepare a full proposal which includes detailed design and budget analysis.
 - The accepted teams will be called for an interview and each team will be interviewed separately.
 - Interviews are obligatory.
 - Each team should prepare a slides presentation that includes the following:
 1. Project description and flow chart;
 2. Full Technical Design;
 3. Needed components and expected end product;
 4. Analysis of the estimated budget;
 5. Timeline of the project;
 6. The added value of the project;
 7. Your team and teamwork *“How will you divide the work or the different tasks?”*
 - The winners will be announced by APS Board for starting the implementation process.

- **Funding Process:**
 - During the APS meeting with the winners, the **APS budget officer** will meet the teams and inform them about the Bibliotheca Alexandrina financing system.
 - Teams must follow this financing system throughout the project stages. Any financial mistakes will not be accepted and will affect the funding process.
 - Reporting will take place on a monthly basis and any delay will affect the funding.
 - If at any time it is determined that funds awarded for proposals have been misappropriated, the **APS Board** will terminate any future activities with the project.
 - The budget of the project will be as stated in the Full Proposal and Presentation which is approved by the **APS Board** and no changes will be accepted.
 - The funding process does not include the following:

- Field trips fees
 - The purchasing of computers, laptops, mobile phones or software
 - Printing Publication materials or books
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- **Final Product:**
 - The final product should be as stated in the Full Proposal approved by the APS Board.
 - Each team should be ready to have their project displayed at any designated place (vis. fairs, science centers, competitions, etc.) and should mention so.
 - Accepted projects will participate in the Egyptian Engineering Day (EED) at the end of the academic year.
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- **Competition Finals:**
 - The APS Board will judge between the teams and their projects.
 - The date of the finals will be announced by the APS Board.
 - The awards may be introduced for the best design, best performance or best project implementation.
 - The APS Board will select a project to be developed and implemented as a long-term project, if there is a project that can be selected as an applied scientific research or a new technique in Egypt.
 - The long-term projects will be announced during July, and all the regulations and competition phases are applied with a specific timeline.
 - APS Board has the right to request from the teams to participate in engineering fairs and exhibitions.

Submission Procedures for Preliminary Proposals

- Please read carefully the instructions that are listed in the **Registration Form** before filling it.
- Your C.Vs should be attached at the end of the **Registration Form**.
- APS Guidelines & Registration Forms are available online through the internet:
<http://www.bibalex.org/en/PSC/GetInvolved/ALEXploratorimProjectSupport.aspx> .
- Please mail your proposal to APS@bibalex.org .

Submission Procedures for Full Proposals

Executive Summary

The synopsis of the project should show how the project fits into the mission of the **APS**. All submitted projects have to be:

- Innovative;
- Related to an industry;
- Cost effective; and
- following state of the art technology.

Proposal Details

- Objectives.
- Detailed description and flow chart.
- Detailed design of the project.
- Needed components and requirements.
- Budget (full analysis of the estimated budget).
- Additional support (other than funding).
- Timeline of the project, status reports, and expenditures in accordance with the ALEXploratorium Projects Report Guidelines.

Submissions are to be sent to: APS@bibalex.org

Requests for funding are reviewed by the **APS Board** prior to any consideration. For this reason, preliminary requests for support should be made at least three months in advance of the desired start date of the proposed project.

Reporting

Background

- The **APS** maintains a project review and assessment process for all funded projects to:
 - Ensure that the funds granted for a project are utilized for the agreed upon purpose of the project.
 - Ensure that the funds are spent in a responsible and appropriate manner.
 - Ensure that the project achieves its stated goals and objectives.
 - Identify exemplary projects that the **APS** may seek donors and sponsors who are interested in funding future additions to its projects.

Requirements

The review and assessment process is accomplished by means of project reports that provide:

- Periodic and final accounts to show that the project's **Contact Person** has diligently pursued the objectives for which the grant was made; and
- A final account of the use of the funds.

Reporting Guidelines

Reporting is obligatory and any postponing therefore should be by APS Board approval.

Project reports shall be provided by the **Contact Person** in accordance with the following guidelines:

Status Reports

Periodic status reports, which are tied to significant project milestones, are defined by the **Contact Person** in the grant proposal and agreed to by the **APS Board**. Such reports shall be submitted within the 1st week of each month after project acceptance until the final discussion of the project at the end of the academic year. These reports are to:

- Report on the proposed milestone(s) and intended outcomes being pursued during the reporting period;
- Report on the degree to which the milestone(s) were accomplished; and

- Report on the extent to which the milestone(s) were achieved within the funds allocated for that purpose.

Final Report

A final report, submitted within one month of the completion of the project, accounting for the expenditure of funds and for an assessment, by the **Contact Person**, of the project's success in achieving its stated goals and objectives. This report is to:

- Summarize the project's objectives and intended outcomes;
- Provide an objective assessment of the projects success in achieving these, and state any lessons learned during the course of the project;
- Provide an account of the actual expenditure of funds compared to the funding plan as originally proposed; and
- Plan for any future work related to the project.

Reports are to be submitted to: APS@bibalex.org

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