

Islamic Development Bank

IDB Prizes For Science & Technology 7th Edition (1430 H)

GUIDELINES FOR FILLING THE APPLICATION FORM.

INTRODUCTION.

The IDB prize for Science and Technology is intended for universities, colleges, research centers, biotechnology companies, government or private laboratories which contribute to the application of science and technology to get a tangible outcome. Those that are eligible to compete for the prize will have to fill up the Application Form and send it electronically to the following email STPrize1430@isdb.org or sto@isdb.org. The printed application form should be sent to the Science and Technology Office in IDB or through IDB regional offices. The Form is intended to provide clear and accurate information about the applying institution. As such, it is divided into (9) major sections.

o The major sections are:

1. General
2. Manpower
3. Activities
4. Outcome
5. Collaboration
6. Additional Information
7. Financial
8. Plans to Use The Cash Award
9. Referees

- Major sections (1, 2, 3, 4, 5, 7 & 9) are subdivided into subsections according to the type of information required.
- These Guidelines are intended to assist the applying institution in filling the form with the required information in the most possible accurate and precise way.
- Methodology: to easily fill the form, explanations are written in the empty spaces intended for the information to be filled.

| | | |
|-----|---|---|
| 1 | GENERAL (This includes general information about the institute.) | |
| 1.1 | Name | <ul style="list-style-type: none"> • Give the most recent official name of the institution by which it is recognized both in the scientific and official fields. • If there was a previous name please write it down in SECTION 6 (ADDITIONAL INFORMATION) giving the dates in which it was used. |
| 1.2 | Date of creation | <ul style="list-style-type: none"> • Give the month and year of setting up of the institute with its current name. • If it was created with a different name then include that in SECTION 6 (ADDITIONAL INFORMATION) giving the dates |
| 1.3 | Country | The country to which the institution belong (ONLY MEMBER COUNTRIES ARE ACCEPTED) |
| 1.4 | Affiliation | <ul style="list-style-type: none"> • The Higher authority to which the institution belongs or is part of. • This may be a University, a Ministry, a National or International Centre for Researchetc. |
| 1.5 | Website | <ul style="list-style-type: none"> • The official internet site for the institution. The site MUST INCLUDE THE LATEST AVAILABLE INFORMATION ABOUT THE APPLYING INSTITUTION. • Sites which were created for a special occasions such as conferences, may be included in SECTION 6 (ADDITIONAL INFORMATION) giving the dates. |
| 1.6 | Category Applied For | <ul style="list-style-type: none"> • Indicate the category that most appropriately applies to the institution and activities as follows; • Category-1: Apply for this category if this institution has had an outstanding scientific or technological contribution to the social and economic development of the member country. • Category-2: Apply for this category if this institution has an outstanding contribution to any of the following scientific disciplines: Engineering Sciences; Agriculture; Medicine; Biotechnology; Information Technology; Optronics; Material Sciences; Pharmaceutical Sciences; Industrial Microelectronics; and Alternative Energy Sources. • Category-3: Only institutions with noted research or scientific contribution in the least developed member countries (LDMCs)-By IDB's classification. • Institutions applying for the wrong category may be reclassified in the appropriate category. • Category-3 institutions will be automatically assigned according to their country status. |
| 1.7 | CEO | Name of Chief Executive Officer of the Institute |
| | 1.7.1 | Name Title and Name of the CEO currently in charge of the institution |
| | 1.7.2 | Background Background: Scientific & Professional Certificates (Qualifications) |
| 1.8 | Contact Officer | <ul style="list-style-type: none"> • This is the person with whom the IDB-STO will communicate throughout the process of the PRIZE in matters related to the institution and the prize. • It is very important that the CONTACT OFFICER is ALWAYS available to respond to queries and other relevant issues concerning the prize • If his/her secretary or other person is also to respond to communications with the IDB-STO with regards to the PRIZE then this MUST BE CLEARLY INDICATED in SECTION 6. |
| | 1.8.1 | Name Name of the CONTACT OFFICER |
| | 1.8.2 | Title Official & Academic Titles of the CONTACT OFFICER |
| | 1.8.3 | Address Correspondence address including P.O. Box., Zip (or Post) Code, city and country |
| | 1.8.4 | Tel No Operational telephone numbers that connect DIRECTLY with the CONTACT OFFICER |
| | 1.8.5 | Fax No Operational FAX numbers that connect DIRECTLY with the CONTACT OFFICER |
| | 1.8.6 | Email Clearly written and updated email of the CONTACT OFFICER. In case of multiple emails, please use ; as a separator |

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|-------|--|---|--|--------------|--------------|--------------|-------|
| 2 | Manpower: ENTER the number of the FULL-TIME staff (only) of the institution. PART-TIME STAFF MUST BE RECORDED under SECTION 6. | | | | | | |
| | | | 2008G | 2007G | 2006G | 2005G | 2004G |
| | 2.1 | Top Management | | | | | |
| | 2.2 | Ph.D | | | | | |
| | 2.3 | MD | | | | | |
| | 2.4 | MSc | | | | | |
| | 2.5 | Engineers | | | | | |
| | 2.6 | Technicians | | | | | |
| | 2.7 | Administrative | | | | | |
| | 2.8 | Support staff | | | | | |
| | 2.9 | Other Staff | | | | | |
| | 2.10 | TOTAL | | | | | |
| 2.11 | The Chief Executive Officer: Title and Name of the CEO | | | | | | |
| | 2.11.1 | Background: Scientific & Professional Certificates (Qualifications) | | | | | |
| | 2.11.2 | Appointment Date (day, month & year of official appointment) | | | | | |
| | 2.11.3 | Number of Years with Institution (from first official appointment in the institution) | | | | | |
| | 2.11.4 | Previous Positions (List of positions and posts prior to appointment as CEO with dates) | | | | | |
| | 2.11.5 | Summary of Activities and Achievements : Brief (not more than 250 words) summary of the major activities and achievements of the CEO in the scientific, professional filed, at official national and international as of the date of the application. | | | | | |
| 3 | Activities | | | | | | |
| | 3.1 | <p>Summary About the Institution's Current Activities</p> <p>[include all ongoing activities within the application period. If previous activities are linked to current ones then they may be briefly mentioned. If the current activities will also lead to other future activities then a clear indication is made. Please start with the MAJOR activities followed by Intermediate then MINOR activities]</p> | | | | | |
| | 3.2 | Vision [include the stated vision of the institution as appears in the institution's literature] | | | | | |
| | 3.3 | Mission [include the stated mission of the institution as appears in the institution's literature] | | | | | |
| | 3.4 | <p>Summary of the institutional strategic (medium/long term) plan</p> <p>[include all ongoing activities within the application period. If previous activities are linked to current ones then they may be briefly mentioned. Also if the current activities will lead to other future activities then a clear indication is made. Please start with the MAJOR activities followed by Intermediate then MINOR activities]</p> | | | | | |
| | 3.5 | <u>TYPE OF INSTITUTION</u> (Select all that apply) | | | | | |
| | | 3.5.1 | Higher Education [tick if the institute offers post-graduate education such as PhD, MPhil, MSc....etc] | | | | |
| 3.5.2 | | Training [tick if the institute offers training within the institution or/and under direct supervision by the institution] | | | | | |
| 3.5.3 | | Research and Development [tick if the institute carries out any research & development programs] | | | | | |
| 3.5.4 | | Consultancy [tick if the institute offers any types of consultation in its specialized field which may also include feasibility studies, short term or long term consultations] | | | | | |
| 3.5.5 | Other [If there are additional offering different from the above] | | | | | | |

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| | 3.6 TYPE OF ACTIVITIES (Select all that apply) | | | | | |
| | 3.6.1 | Agriculture (Food processing) | | | | |
| | 3.6.2 | Industry | | | | |
| | 3.6.3 | Energy | | | | |
| | 3.6.4 | Health | | | | |
| | 3.6.5 | Information | | | | |
| | 3.6.6 | Communication | | | | |
| | 3.6.7 | Infrastructure | | | | |
| | 3.6.8 | Other [If there are additional offering or if none of the above is applicable] | | | | |
| | 3.7 SPECIALTY AREAS (Select all that apply) | | | | | |
| | 3.7.1 | Engineering Sciences | | | | |
| | 3.7.2 | Biotechnology | | | | |
| | 3.7.3 | Information Technology | | | | |
| | 3.7.4 | Material Sciences | | | | |
| | 3.7.5 | Pharmaceutical Sciences | | | | |
| | 3.7.6 | Industrial Microelectronics | | | | |
| | 3.7.7 | Optronics | | | | |
| | 3.7.8 | Alternative Energy Sources | | | | |
| | 3.8 Infrastructures and facilities | | | | | |
| | [Enter number and type of functions as appropriate] | | | | | |
| | 3.8.1 | Laboratories | Number | | Function | |
| | 3.8.2 | Workshops Facilities | Number | | Function | |
| 3.8.3 | Pilot Plants | Number | | Function | | |
| 3.8.4 | Conference Facilities | Number | | Function | | |
| 3.8.5 | Training facilities | Number | | Function | | |
| 3.8.6 | Others | | | | | |
| 4. | OUTCOME For publications (i.e. books, monographs, proceedings, articles, papers), please enter the number of publication type and attach a separate file containing the required details in a tabular form. Sample might be sent for material evidence | | | | | |
| 4.1 | Books [Enter the number of books, and attach a table giving the title, authors, publisher, edition & year of | | | | | |

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| | publication. Sample might be sent for material evidence] |
| 4.2 | Monographs [Enter the number of Monographs, and attach a table giving the title, authors, publisher, edition & year of publication. Sample might be sent for material evidence] |

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|--------|--|
| 4.3 | Books Chapters [Enter the number of books chapters, and attach a table giving the title, authors, publisher, edition & year of publication.] |
| 4.4 | Refereed Journal Articles [Please enter the number articles published during the last six years. Attach a table listing these articles, their authors, the journal names, and dates. Indicate the Impact Factor for the Journal between brackets, if possible] |
| 4.5 | Refereed Conference Proceedings [Enter the number of the proceedings. If proceedings are not refereed then include in SECTION6, Additional Information] |
| 4.6 | Papers presented at Meetings |
| 4.6.1 | Oral [Enter the number of papers, and attach a list including: title, authors, conference title, date, location] |
| 4.6.2 | Poster [Enter the number of papers, and attach a list including: title, authors, conference title, date, location] |
| 4.7 | Number of PhD staff that produced the publications |
| 4.8 | Post Graduates Degrees Awarded [indicate numbers for the past 6 years, earlier records may be included in SECTION 6, Additional Information] |
| 4.8.1 | Ph.Ds. |
| 4.8.2 | M.Phils. |
| 4.8.3 | M.ScS |
| 4.8.4 | Others [include degree's name & number graduated] |
| 4.9 | Patents Per Product [list product name, patent no. & origin. If more than one patent was obtained for a single product, then include ALL patents numbers & origins under that product] |
| 4.10 | Inventions/innovations.[list ALL patented and non-protected inventions/innovations including; name of invention, name of inventor/s, date, application, commercialization] |
| 4.11 | Discoveries: |
| 4.12 | Prizes and awards [list prize name, awarding authority, awarded person/s, date] |
| 4.12.1 | Local [same institution, parent institution, city or local organizations] |
| 4.12.2 | National [country's awards, medals, ministry-level award, national organizations] |
| 4.12.3 | International [recognized international bodies and organizations] |
| 4.13 | Outcome Impact [general impact of R&D, inventions, innovations, graduates & other studies on the following fields as applicable. Non applicable areas may be left blank] |
| 4.13.1 | Scientific |
| 4.13.2 | Technological |
| 4.13.3 | Economic |
| 4.13.4 | Environmental |
| 4.13.5 | Social |
| 4.13.6 | Others [list additional areas not mentioned above] |
| 4.14 | Commercialization of Research & Development Results [list current utilization of R&D results, inventions, innovations, and studies in the following areas as appropriate. Non-applicable area may be indicated by NA] |

| | | |
|--|--------|--|
| | 4.14.1 | Market Analysis and Tests |
| | 4.14.2 | Industrial Manufacturing |
| | 4.14.3 | Products Commercialized |
| | 4.14.4 | Others [list additional areas not mentioned above] |

| | | | | | |
|---|--|-------------------------------|--|--------------|--------------|
| 5 | Collaboration [enter name of other institutions, area of collaboration, dates. Also include any contracts or agreements with dates. Also include individual staff participations wherever applicable] | | | | |
| | 5.1 | NETWORKS | | | |
| | | 5.1.1 | National | | |
| | | 5.1.2 | Regional | | |
| | | 5.1.3 | Within Organization of the Islamic Conference(OIC) countries | | |
| | | 5.1.4 | International | | |
| | 5.2 | PARTNERSHIP | | | |
| | | 5.2.1 | With Training centers | | |
| | | 5.2.2 | With Education centers | | |
| | | 5.2.3 | With Enterprises | | |
| | | 5.2.4 | With R&D Institutions | | |
| | | 5.2.5 | With others | | |
| 6 | Additional Information [include here ALL relevant information as indicated in the previous sections. Additionally other information, activities, outcome ...etc. not covered above may be included in this section. Please arrange information according to the order of the above sections. Information not covered in the above sections MUST be listed as the last part of this section. Please subdivide this section as 6.1, 6.2, 6.3, where, 6.1 refers to the GENERAL SECTION , 6.2 refers to MANPOWER SECTION & so on] | | | | |
| 7 | Financial (in USD) [please enter figures in US dollars. Do not use local currency] | | | | |
| | 7.1 | Annual Budget | 2008G | 2007G | 2006G |
| | | 7.1.1 | Salaries | | |
| | | 7.1.2 | Research | | |
| | | 7.1.3 | Equipments | | |
| | | 7.1.4 | Maintenance | | |
| | | 7.1.5 | Operating | | |
| | | 7.1.6 | TOTAL: | | |
| 8 | Plans to Utilize the Cash Award [list the intended plan for using the prize money which should be within the framework of the institution and will contribute to its development and enhancement] | | | | |
| 9 | Referees [list distinguished persons in the relevant field who can evaluate and provide reliable reference about the institution based on their good knowledge and experience with the institution. Please note that NO REFREE IS ACCEPTED FROM WITHIN THE INSTITUTION . If the institution is part of a parent institution, then ONLY ONE referee from another department of the parent institution may be accepted. The other referees MUST BE from outside the institution, nationally and preferably internationally] | | | | |
| | 9.1 | 1st Referee | | | |
| | | 9.1.1 | Name | | |
| | | 9.1.2 | Job Title | | |

| | | | |
|-----|-------------------------------|-----------|--|
| | 9.1.3 | Address | |
| | 9.1.4 | email | |
| | 9.1.5 | Tel No | |
| 9.2 | 2nd Referee | | |
| | 9.2.1 | Name | |
| | 9.2.2 | Job Title | |
| | 9.2.3 | Address | |
| | 9.2.4 | email | |
| | 9.2.5 | Tel No | |
| 9.3 | 3rd Referee | | |
| | 9.3.1 | Name | |
| | 9.3.2 | Job Title | |
| | 9.3.3 | Address | |
| | 9.3.4 | email | |
| | 9.3.5 | Tel No | |

General Instructions:

Completion:

- Please Do not exceed the allocated number of lines for each field.
- Please attach separate annexes if needed

Installing Adobe Acrobat:

- In order to use the form properly, the user must have a proper version of Adobe Reader or Acrobat at least version 8.1 or higher.
- If the form is not working properly or you have errors, it is advised that the user will REMOVE/UNINSTALL all the existing versions of Adobe Acrobat/Reader, and install one of the latest Adobe Acrobat 8.1 or higher, or Adobe Reader 8.1 or higher, and after installation, Restart the PC.
- To download Adobe Reader, go to: <http://www.adobe.com/downloads/>
- For working with Arabic Language, when opening the form for the first time, you may be prompted to download Language Extension Pack. Just follow the instructions, and then Restart your PC.
- For Technical Support, please contact the STO/IDB on:
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Fax: +966-2- 6467828