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**U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT**  
2.11-153 RRB, 1300 PENNSYLVANIA AVENUE, NW  
WASHINGTON, DC 20523-2110 USA

## **THE MIDDLE EAST REGIONAL COOPERATION PROGRAM (MERC)**

**Deadline for receipt of Pre-proposals is December 17, 2012**

**NOTE: Please read these guidelines carefully, as application instructions change from year to year. The selection criteria and budget guidance have been updated to provide clarification.**

USAID's MERC Program funds peer-reviewed collaborative research projects between Israel and its Arab neighbors. Established as a result of the Camp David Peace Accords to promote Arab-Israeli cooperation, MERC has expanded beyond its original participants, Egypt and Israel. To date, the program has also funded Arab-Israeli projects with participation from Jordan, Morocco, West Bank/Gaza, Lebanon, and Tunisia. Other Arab countries are also eligible, including those in the Maghreb and Gulf regions. MERC currently supports nearly 40 active Arab-Israeli projects across a wide range of topics.

The dual goals of the MERC Program are:

- 1) To contribute to development and the quality of life in the Middle East region through the application of research and technology.
- 2) To contribute to Arab-Israeli cooperation by establishing strong working relationships that last beyond the life of the project.

### **ELIGIBILITY**

Only proposals developed jointly by Arab and Israeli investigators are accepted. Projects must include at least one Israeli and one Arab institutional partner. Projects involving three or more regional partners are also allowed and encouraged. The joint proposal may be submitted by any party in the collaboration. Partners may come from academic, private sector, non-governmental, or governmental institutions.

The only non-regional partners allowed are U.S. institutions, although U.S. participation is not encouraged. If an American partner is included, their role in the project must be limited to providing technical assistance and must be justified as providing an essential technical contribution unavailable in the Middle East North Africa region. The use of any U.S. institution to lead or administer the overall project is strongly discouraged, and is strictly prohibited in the case of U.S. Government agencies. The major focus of the MERC Program is on fostering direct cooperation between Arab and Israeli individuals and institutions.

MERC strongly encourages women, minorities, and persons with disabilities to participate fully in its competitive program. No person will be excluded from participation on the basis of race, color, age, gender, national origin (as distinct from current nationality), or disability.

## **TOPICS OF INTEREST**

MERC projects are not restricted to a particular technical sector. The program seeks applied research and technology development proposals within the broad areas of the natural and physical sciences and engineering. Investigators are also encouraged to integrate social science approaches, economics and the use of computer technology into the research where appropriate. However, it is not considered appropriate or innovative to include sophisticated methodologies when they do not address the overall development goals of the project. The program aims to promote researcher-initiated ideas; therefore USAID does not assist in proposal development.

Ideally, MERC projects should apply research and technology to regional problems rather than issues of strictly local or even global concern. Examples of the types of development impacts MERC aims to achieve include, but are not limited to: economic growth that increases incomes of the disadvantaged, improved environmental management, increased food production, water conservation and efficient use, and reduction of the burden of disease through better treatments or health-management strategies.

MERC emphasizes training, outreach and dissemination of results as important aims of each project. In addition to emphasizing a collaborative approach to applied research, the MERC Program seeks to strengthen human and institutional capacities in the Middle East and North Africa. Ideally, MERC projects will also produce impacts on management and policy-making in the region. Travel and training within the Middle East and North Africa are encouraged to achieve the purposes of a well-defined project, not as independent and unrelated requests. Other subsidiary aspects of a research project such as equipment, modest improvement of facilities, communications, journal subscriptions, publications, and dissemination of results are supported as they directly relate to the project. MERC projects may also include additional "people to people" components beyond the research program, such as joint Arab-Israeli educational activities or extension training. However, these components must directly complement the technical activities of the research project and enhance cooperation.

## **WHAT IS NOT FUNDED**

MERC does not fund purely basic research, but rather, projects that will contribute to development in an estimated time frame of ten years or less. However, each project must be based on research and not merely on development or technology transfer. The program does not support projects that solely or predominantly represent the development of physical infrastructures, core support for organizations, or delivery of services. Examples of these types of ineligible projects include the building of laboratories or clinics, delivery of health or educational services, social development programs, or establishment of private enterprises.

With its emphasis on more innovative research activities, the program does not fund planning studies or case studies, operations research, surveys, evaluations, baseline data collection, routine geographical mapping, or literature reviews. Since MERC seeks to support long-term, in-depth cooperation built upon defined, collaborative projects, the program does not fund proposals that are primarily conferences or workshops, fellowships or scholarships, professional networking activities, or institutional development grants. These activities may be incorporated as part of a research project; however, they are not eligible to be considered as stand-alone activities.

## **FUNDING LEVELS**

Total MERC funding for all participants over the length of a project (usually 2 to 5 years) may not exceed \$1 million, including overhead. Proposals of more modest size are strongly encouraged since MERC has a mandate to use its available funds to maximize the number as well as quality of Arab-Israeli linkages. There is no set minimum amount. Recently awarded grants ranged from approximately \$120,000 to \$900,000 with an average size of about \$500,000. Larger projects approaching \$1 million are not discouraged; however, such proposals bear the burden to clearly demonstrate that the significance of the problem they address, the merit of their approach, and the number of genuine Arab-Israeli linkages they foster at multiple levels throughout the project would outweigh the advantages of MERC supporting a larger number of smaller projects.

## **INSTRUCTIONS AND GUIDELINES FOR SUBMISSIONS**

To apply to MERC, please submit a **six (6) page pre-proposal** in English (font size 11-12 point) using the 11-element format described below. Submissions that exceed six pages or do not follow the format may be declined without review. Investigators from all participating institutions must collaborate in writing the pre-proposal. Although signatures are not required at the pre-proposal stage, do not include the names of participants unless they have given their permission. Mail four paper copies of the pre-proposal to our Washington, DC address, and send an electronic copy to our email address on page 7.

Pre-proposals **must** follow the format described below and include each of the elements listed:

- 1. Project Title:** It should be descriptive, but preferably no longer than one line.
- 2. The Investigators:** Include collaborating scientists and their institutional affiliations. The following information is mandatory:
  - a) Authors' names: full surname, followed by the person's other given name(s).
  - b) Full institutional mailing addresses, telephone, fax number, and e-mail addresses of all authors (the principal investigator and all co-principal investigators)
  - c) Clearly identify the one lead or principal person who will serve as the key contact for the proposed project and to whom all correspondences should be addressed.
- 3. Technical Project Objective(s):** Provide a numbered list of objectives, with each objective being a very short, one-to-three line description; usually not more than four objectives.
- 4. Relevance of the Project to Middle East Development:** (approximately ¼ to ½ page)  
Provide a brief justification of the significance of the project to the Middle East region in terms of its importance to development in the Middle East region. Briefly, but clearly, describe the size/magnitude of the problem being addressed in terms of its impact on the Middle East region. Also describe the impact the proposed project will achieve.
- 5. Technical Background:** (approx. ½ page) Provide a brief summary of earlier studies, the technical basis and starting point for the work proposed, preliminary data if available, and citations of a few key literature references, as appropriate. This summary should also briefly clarify why the proposed research is scientifically important.
- 6. Specific Work Plan Description:** (approx. 1 to 2 pages)  
Provide a detailed description of the proposed work, outlining the specific activities proposed for this project. State the scientific hypotheses and how they will be tested. In scientific terminology, briefly describe the experimental design. Be very specific about

which experiments you intend to do and why. Do not generalize. Similarly, describe and justify any other related technical activities you plan to include.

**Note:** *This is a very important section. Many pre-proposals fail because they do not provide a sufficiently specific technical description of the actual work planned.*

**7. Innovation:** (approx. ½ page) Provide a brief description of what is new or innovative about the proposed activity. How does it represent a significant departure from other work in this area? Note that the mere adaptation of existing technology is not considered innovative. Inappropriate inclusion of sophisticated methodology when it is not needed to achieve the overall goal of the project is also not considered innovative.

**8. Project Structure and Management:** (approx. ½ page)

a) Describe the organizational and operational plan for managing the collaboration financially and programmatically. Include project meetings, technical and management committees, etc., if applicable. Be sure to identify the one institution that would receive the grant and issue sub-grants to the other partner(s). Also very briefly indicate how you know your management structure is feasible and the project can be done within the budget and time period you propose.

b) Briefly describe the division of labor among partners and the capabilities and substantive contributions of each partner institution. Indicate how the capacity of institutions in the participating countries to conduct research would be enhanced by the project.

**Note:** *If a U.S. partner is involved, you must also justify the unique technical contribution not available in the Middle East that this partner brings to the project, and explain why this contribution is absolutely essential. Unnecessary use of a U.S. partner is prohibited. The total budget for all U.S. participants (including overhead) must not exceed 15% of the total project budget (Israeli + Arab + American) and is typically much lower.*

**9. Joint Arab-Israeli Activities Planned:** (approx. ½ page)

Provide a brief, specific description of the interaction between the Arab and Israeli participants at all levels of the project. Present evidence that this project would be a true intellectual partnership. For example, would there be joint decision making, shared data analysis, direct Arab-Israeli exchanges of personnel (e.g., scientists in residence, the training of students from other countries), joint Arab-Israeli publications, conferences and workshops in the region, etc.? Be specific about the cooperative activities that would occur in the project itself. If a U.S. partner is involved in the project, also describe how that partner will avoid becoming a buffer to direct cooperation between the regional parties.

**Note:** *This section on cooperation is an essential part of any MERC submission. MERC funds projects that are genuine, joint Arab-Israeli activities; not ones that are separate, parallel programs linked by occasional meetings.*

**10. Expected Benefits of the Project:** (approx. ½ page)

a) Identify who would be the primary beneficiaries of the information, technologies, or management practices developed by the project, and how impact would be assessed.

b) Describe how the project results would be disseminated to those beneficiaries, and in what form, to ensure that the impact of the program is realized.

c) Provide evidence to indicate that the Arab-Israeli cooperation and project impact will be sustainable beyond the life of the project (e.g., other sources of financial support or institutional commitments; other people and organizations that will begin implementing or using research results such as extension agents, service providers, private sector, etc.).

11. **Budget:** (approx. ½ page) Provide a budget in U.S. dollars, indicating projected expenses in each of the seven budget categories listed below, entering the amounts in a table like the example provided below. List each salary on a separate line, using as many lines as necessary. Estimate materials costs such as reagents and other expendables on a separate line from equipment. Use a separate single column for each participating institution. Projects are not required to spend in every category. At the bottom of the budget table, include total expense (sum) by institution and by country, the overall total project cost to MERC, and duration of the project (number of years).

**Example Budget Table**

	Institute 1	Institute 2	Institute 3	Institute 4	Institute 5	Sum
Salaries (each on a separate line)						
<i>PhD student (100%)</i>						
<i>MS student (100%)</i>						
<i>Postdoctoral Fellow (50%)</i>						
<i>Technician (30%)</i>						
Equipment						
Materials						
Travel						
Training						
Other Direct Costs						
Overhead						
<b>Institution Totals</b>						
<b>Overall Totals (x yrs)</b>	<i>Sum Country 1</i>		<i>Sum Country 2</i>		<i>Sum Country 3</i>	TOTAL

Finally, in a short footnote: specify and briefly justify any individual equipment item(s) over \$5,000; describe any ‘other direct costs’ in the above table; and describe any *non-MERC* sources of support expected for your project (funds not included in the above budget request).

**Note:** *Failure to provide a budget table in the above format can disqualify your submission.*

**Guidance on Budget Preparation:** The budget should be based upon an estimate of the minimal actual cost for each item. Only include costs necessary to accomplish the project. The budget must reflect the prevailing labor rates at each project site, and not include extra items or inflated costs in order to achieve a pre-determined total or pre-determined split among partners. Use of non-MERC matching funds to reduce costs is encouraged.

- The MERC Program strongly discourages and normally disallows the use of program funds for large overhead expenses, the payment of salaries to principal investigators or other professional staff, or the purchase of major equipment of non-U.S. origin. Exceptions to these policies are rare and will require very convincing justification if you are invited to submit a full proposal. Any funding of U.S. participants must be minimized.
- In addition to fully paying for their own professional staff, institutions in more affluent countries and settings are also expected to provide some in-kind contributions to partially offset the higher cost of their students, post-doctoral fellows, technicians, etc. MERC resources are limited, and USAID is an agency with a mandate to help developing countries.
- Equipment purchases should be reserved for countries and institutions in economically disadvantaged settings since they have less access to alternate sources of significant funds.
- Travel and training must be directly related to the project.
- MERC prohibits the purchase of vehicles of any kind or travel to the U.S. using program funds; if either is essential to your project you must budget accordingly from non-MERC sources.

Pre-proposals should not include biographical data sheets, CVs or resumes, publications, or general institutional information such as brochures. Letters of support from persons or institutions outside

of the proposal are accepted but not required. All applications must stand on their own merits. Pre-proposals are not binding agreements; therefore signatures from institutions or cooperating partners are not required at this stage. The pre-proposal represents the first step in project development. While brief in length, sufficient detail should be provided in the pre-proposal to convince the review committee of the importance and feasibility of the project.

Incomplete pre-proposals are subject to decline without consideration.

## **PRE-PROPOSAL REVIEW PROCESS**

Pre-proposals will be reviewed by a committee composed of USAID and State Department representatives from technical and regional offices. This committee meets to review each eligible pre-proposal and decide which to invite for full proposal submission. During the review, the committee may prescribe modifications to the proposal. If invited, these changes are mandatory and stated as invitation conditions.

The MERC Committee uses the following criteria to review pre-proposals:

- 1) Strength and Durability of Arab-Israeli Cooperation:** The project should be a collaborative effort; not parallel programs. Both Arab and Israeli institutions should have full intellectual roles in the partnership. The project should include joint activities such as frequent meetings, workshops and training of students through exchanges between countries. If a U.S. partner is included, they must be limited to providing technical expertise that is both essential to the project and unavailable in the region. Interaction between Arab and Israeli partners must be direct; U.S. partners must not act as a buffer.
- 2) Relevance to Development and Likely Impact:** The project should advance practical applications to development in the Middle East and North Africa, address a key problem there, and potentially benefit a large number of people (for example, via jobs, health, environmental protection, etc.). Benefits should target countries and populations of limited income, and not primarily go to wealthier countries or groups. Specific mechanisms to put the research results into practice in these countries should also be cited.
- 3) Technical Merit and Innovation:** The project should have a sound, credible step-by-step technical workplan supported by technical background and documentation of relevant previous work. The work should be based on clearly stated hypotheses and objectives. It should explore original concepts, and either advance the state of the science or provide an innovative regional application.
- 4) Management Structure and Capacity-Building:** The project should be led by qualified investigators and have an effective institutional management structure likely to achieve its stated goals. The project should advance the research capacity of scientists, students, and institutions; for example through training, equipment and mentoring. Enhancing the capacity of decision makers and end-users of project technologies is also encouraged. The project must be cost-effective, and the budget primarily directed toward building capacity in the less affluent partner countries and communities.

All four of the above selection criteria are essential and must be met for any application to succeed. Because of MERC's major goal of contributing to regional cooperation, considerable weight is given to the program's requirement for strong, direct Arab-Israeli cooperation.

MERC has a small staff. The staff is not able to advise on the status of pre-proposals until the review is completed. In order to be considered for the next cycle of funding, your pre-proposal must be received in Washington, DC by December 17, 2012. You will receive an invitation or decline letter about 4-5 months after the pre-proposal submission deadline. Letters of decline will not contain detailed comments due to the large volume of submissions. Those invited to submit full proposals will be notified of the format and deadline for full proposals at the time of invitation. The guidelines for full proposals contain similar elements to those above and will require a more detailed description of the project activities, answers to questions on ethical and safety issues, the CVs or resumes of the participants, and more detailed budget information. Further inquiries regarding submitted pre-proposals must reference the pre-proposal number assigned by USAID at the time of the review.

Invited full proposals will be peer-reviewed by outside experts in the field of the proposal in late 2013, and the applicants should be informed of the results in early 2014. When investigators have substantially met the concerns of the reviewers and the MERC Committee, the remaining required U.S. Government concurrences are sought before an award is made. Grants should begin to be awarded in mid/late 2014; in some cases the wait may be longer.

Some smaller pre-proposals of \$300,000 or less, and judged by the review committee to be time-sensitive and of sufficiently high quality at the pre-proposal stage, may be handled on an accelerated review timeline. However, this “fast track” procedure is not often granted, and will mostly be used to add additional countries or small follow-on modules such as technology-transfer activities to successful ongoing projects (i.e., cases in which the science had already been reviewed by MERC). Most of the pre-proposals under \$300,000 in which the review committee finds substantial potential merit will receive regular invitations to submit full proposals for review on the standard timeline.

Funding may never be assumed until a formal, written grant is received from an authorized U.S. Government contracting officer.

### **SUBMISSION OF PRE-PROPOSALS**

Submit four (4) paper copies of the pre-proposal by mail using the above format. Pre-proposals submitted by Fax will not be considered. Send the pre-proposal to:

**Middle East Regional Cooperation (MERC) Program  
U.S. Agency for International Development  
Room 2.11-153 RRB  
1300 Pennsylvania Ave., NW  
Washington, DC 20523-2110 USA**

In addition to the hardcopies sent to Washington, send an electronic copy of the pre-proposal to:

**[merc.copies@gmail.com](mailto:merc.copies@gmail.com)**

**Note:** MERC will acknowledge receipt of pre-proposals (hard copies and electronic copies) by email. Further questions about the MERC Program should be directed to the above e-mail address.

**THE NEXT DEADLINE FOR RECEIPT IN WASHINGTON, DC OF 6-PAGE  
PRE-PROPOSALS IS:**

**December 17, 2012.**