

**Islamic Development Bank (IDB)**

**The IDB Prizes For Science & Technology - 14<sup>th</sup> Edition (1437H, 2016G)**

**GUIDELINES FOR FILLING THE APPLICATION FORM**

**INTRODUCTION:**

The IDB prize for Science and Technology is intended for universities, colleges, research centers, technology companies, government or private laboratories which contribute to the application of science and technology to get a tangible outcome. Institutions that are eligible to compete for the prize will have to fill up the Application Form and send it electronically to the following email [STPrize1437@isdb.org](mailto:STPrize1437@isdb.org). The printed application form should be sent to the Capacity Development Department 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.

○ The major sections are:

1. General
2. Current 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	<b>GENERAL</b> (This includes general information about the institute.)		
1.1	Name	<ul style="list-style-type: none"> <li>• Give the most recent official name of the institution by which it is recognized both in the scientific and official fields.</li> <li>• If there was a previous name please write it down in SECTION 6 (ADDITIONAL INFORMATION) giving the dates in which it was used.</li> </ul>	
1.2	Date of creation	<ul style="list-style-type: none"> <li>• Give the month and year of setting up of the institute with its current name.</li> <li>• If it was created with a different name then include that in SECTION 6 (ADDITIONAL INFORMATION) giving the dates</li> </ul>	
1.3	Country	The country to which the institution belong (ONLY MEMBER COUNTRIES ARE ACCEPTED)	
1.4	Affiliation	<ul style="list-style-type: none"> <li>• The Higher authority to which the institution belongs or is part of.</li> <li>• This may be a University, a Ministry, a National or International Centre for Research ....etc.</li> </ul>	
1.5	Website	<ul style="list-style-type: none"> <li>• The official internet site for the institution. The site MUST INCLUDE THE LATEST AVAILABLE INFORMATION ABOUT THE APPLYING INSTITUTION.</li> <li>• Sites which were created for a special occasions such as conferences, may be included in SECTION 6 (ADDITIONAL INFORMATION) giving the dates.</li> </ul>	
1.6	Category Applied For	<ul style="list-style-type: none"> <li>• Indicate by ticking (√)the category that most appropriately applies to the institution and activities as follows;</li> <li><b>Category-1:</b> 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.</li> <li><b>Category-2:</b> 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.</li> <li><b>Category-3:</b> Only institutions with noted research or scientific contribution in the least developed member countries (LDMCs)-By IDB's classification.</li> <li>• Institutions applying for the wrong category may be reclassified in the appropriate category.</li> <li>• Category-3 institutions will be automatically assigned according to their country status.</li> </ul>	
1.7	Head of Institution	Name of Chief Executive Officer of the Institute	
1.7.1	Name	Title and Name of the CEO currently in charge of the institution	
1.8	Contact Officer	<ul style="list-style-type: none"> <li>• 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.</li> <li>• It is very important that the CONTACT OFFICER is ALWAYS available to respond to queries and other relevant issues concerning the prize</li> <li>• 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.</li> </ul>	
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	

2	<b>Current Manpower</b> [ENTER the number of the FULL-TIME staff (only) of the institution. PART-TIME STAFF MUST BE RECORDED under SECTION 6. ]	
	Total Number of Research Staff	
	2.1	Ph.D
	2.2	MD
	2.3	MSc
	2.4	Engineers
3	<b>Activities</b> 3.1 Summary About the Institution's Current Activities [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] 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 <b><u>TYPE OF INSTITUTION (Select all that apply)</u></b> 3.4.1 <input type="checkbox"/> Higher Education [tick if the institute offers post-graduate education such as PhD, MPhil, MSc....etc] 3.4.2 <input type="checkbox"/> Training [tick if the institute offers training within the institution or/and under direct supervision by the institution] 3.4.3 <input type="checkbox"/> Research and Development [tick if the institute carries out any research & development programs] 3.4.4 <input type="checkbox"/> 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] 3.4.5 Other [If there are additional offering different from the above] 3.5 <b><u>TYPE OF ACTIVITIES (Select all that apply)</u></b> 3.5.1 <input type="checkbox"/> Agriculture (Food processing) 3.5.2 <input type="checkbox"/> Industry 3.5.3 <input type="checkbox"/> Energy 3.5.4 <input type="checkbox"/> Health 3.5.5 <input type="checkbox"/> Information 3.5.6 <input type="checkbox"/> Communication 3.5.7 <input type="checkbox"/> Infrastructure 3.5.8 <input type="checkbox"/> Other [If there are additional offering or if none of the above is applicable] 3.6 <b><u>Area of Specialization (Select all that apply)</u></b> 3.6.1 <input type="checkbox"/> Basic Sciences [Mathematics, Physics, Chemistry, Biology ....etc.] Applied Sciences 3.6.2 <input type="checkbox"/> Engineering 3.6.3 <input type="checkbox"/> Biotechnology	

		3.6.4	<input type="checkbox"/> Information and Communication Technology	
		3.6.5	<input type="checkbox"/> Material Sciences	
		3.6.6	<input type="checkbox"/> Pharmaceutical Sciences	
		3.6.7	<input type="checkbox"/> Environmental Sciences	
		3.6.8	<input type="checkbox"/> Industrial Microelectronics	
		3.6.9	<input type="checkbox"/> Optronics	
		3.6.10	<input type="checkbox"/> Others [If there are additional offering or if none of the above is applicable]	
<b>4.</b>	<b>OUTCOME</b> For publications (i.e. books, monographs, proceedings, articles, papers), please enter the number of publication type for the last five years 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 publication. Sample might be sent for material evidence][in additional information section 6]			
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] [in additional information section 6]			
4.3	Books Chapters [Enter the number of books chapters, and attach a table giving the title, authors, publisher, edition & year of publication.] [in additional information section 6]			
4.4	Refereed Journal Articles [Please enter the number articles published during the last five 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	Cumulative Impact Factor for the last 5 years			
4.6	Total Number of Citations of the published articles for the past 5 years			
4.7	Post Graduates Degrees Awarded [indicate numbers for the past 5 years, earlier records may be included in SECTION 6, Additional Information ]			
	4.7.1	Ph.Ds.		
	4.7.2	M.Phils.		
	4.7.3	M.ScS		
	4.7.4	Others [include degree's name & number graduated]		
4.8	Number of Patents [Total number of patents obtained during last five years]			
	Attach list of Patents or the last 5 year [ list Patent Number, Patent Title, Place of Issue. If more than one patent was obtained for a single product, then include ALL patents numbers & origins under that product. Indicate those commercialized ]			
	Patent Number	Patent Title	Place & Date of Issue	Commercialized (y/n) [details]
4.9	Number of Inventions/innovations/ Discoveries for the last five years [Enter a total number] [Attach a list of ALL patented and non-protected inventions/innovations/discoveries including; name of invention, name of inventor/s, date, application, commercialization]			
4.10	Number of Prizes/Awards for the last five years (for the institution) [Attach list of prize name, awarding authority, date]			
	4.10.1	National [Total number of country's awards, medals, ministry-level award, national organizations]		
	4.10.2	International [Total number of awards from recognized international bodies and organizations]		

	4.11	Prizes and awards for the Individual Scientists for the last 5 years [Attach list of list prize name, awarding authority, awarded person/s, date]	
		4.11.1	National [Total number of country's awards, medals, ministry-level award, national organizations]
		4.11.2	International [Total number of awards from recognized international bodies and organizations]
	4.12	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]	
		4.12.1	Scientific
		4.12.2	Technological
		4.12.3	Economic
		4.12.4	Environmental
		4.12.5	Social
		4.12.6	Others [list additional areas not mentioned above]
	4.13	Commercialization of Research & Development Results [Indicate current utilization of R&D results, inventions, innovations, and studies in the following areas as appropriate. Non-applicable area may be indicated by NA]	
		4.13.1	Number of products industrialized in the last5 years [Enter a total number and attach list with details]
		4.13.2	Number of products commercialized/licensed in the last5 years [Enter a total number and attach list with details]
		4.13.3	Others [Enter a total number and attach a list of 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	<b>Professional NETWORKS</b>	
		5.1.1	National
		5.1.2	Regional
		5.1.3	Within Organization of the Islamic Conference(OIC) countries
		5.1.4	International
6	<b>Additional Information</b> [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 <b>MUST</b> 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	<b>Financial (in USD)</b> [please enter figures in US dollars. Do not use local currency]		
	7.1	<b>Annual Budget (last completed fiscal year)</b>	
		7.1.1	Salaries
		7.1.2	Research
		7.1.3	Equipments
		7.1.4	Maintenance
		7.1.5	Operating
		7.1.6	Investment in Infrastructure
		7.1.7	TOTAL:

8	<b>Plans to Utilize the Cash Award</b> [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	<b>Referees</b> [list minimum 3 International 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.]				
9.1	<b>1<sup>st</sup> Referee</b>				
	9.1.1	Name			
	9.1.2	Job Title			
	9.1.3	Address			
	9.1.4	email			
	9.1.5	Tel No			
9.2	<b>2<sup>nd</sup> Referee</b>				
	9.2.1	Name			
	9.2.2	Job Title			
	9.2.3	Address			
	9.2.4	email			
	9.2.5	Tel No			
9.3	<b>3<sup>rd</sup> Referee</b>				
	9.3.1	Name			
	9.3.2	Job Title			
	9.3.3	Address			
	9.3.4	email			
	9.3.5	Tel No			
All filled forms must be signed and dated by the Head of the Applying Institution					
Institution's Head			Signature		Date

**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 the latest version of Adobe Reader or Acrobat.
- 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 version of Adobe Acrobat, or Adobe Reader , and after installation, Restart the PC.
- To download Adobe Reader, go to: <http://www.adobe.com/downloads/>
- The attachments can be attached to either the PDF Form itself, or to the message to be sent to the e-mail address of the Prizes.
- 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 inquiries, please contact the IDB on:

Capacity Development Department, IDB

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