



**Standards and Metrology Institute for Islamic Countries
Metrology Council (SMIIC MC)
Research and Development Project Program**

**GUIDE-1:
RESEARCH AND DEVELOPMENT PROJECT GUIDE
(RDPG)**

This document has been prepared to explain “how to apply for SMIIC MC R&D Project Program”, “how to fulfill Project Protocol and Management Plan (PPMP) and Budget Calculations and Gantt Chart (BCGC)” and “the evaluation processes of the projects applying to the SMIIC MC R&D Project Program” respectively.



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A. APPLICATION PROCESS

- a. Announcement of the SMIIC MC R&D Program: 01/02/2023.
The Program will be announced at the SMIIC and SMIIC MC web page and an email will be sent to the Member States.
- b. Potential project proposal submission deadline (with *Project Preliminary Application Form (PPAF)*): 22/02/2023.
The Member States that have a Project idea should fill in the PPAF Form that is shared with the Program announcement and send it to the SMIIC MC Secretariat by the deadline mentioned within this item.
- c. Notification of acceptance of the potential proposals: 10/03/2023.
The preliminary applications will be evaluated by the TFG and the proposals selected to submit PPMP for the second stage evaluation will be notified by the mentioned deadline.
- d. Project proposal submission deadline (with *Project Protocol and Management Plan (PPMP)*): 21/04/2023.
The selected proposals are expected to prepare the PPMP and submit it to the SMIIC MC Secretariat by this deadline.
- e. Evaluation of the projects and notification of acceptance: To be discussed and decided during the 12th SMIIC MC Meeting (26-27 April 2023).
There will be an evaluation process realized by the TFG-RD and this evaluation will be completed within 1 month.
- f. Signatory and starting date: To be discussed and decided during the 12th SMIIC MC Meeting (26-27 April 2023).
The Project proposals decided to be supported will be informed and the PPMP will be signed by the SMIIC and Project Team.



B. PROJECT PROTOCOL AND MANAGEMENT PLAN (PPMP)

This document contains explanations on how to fill in the sections of the project documents. ***The Project Preliminary Application Form (PPAF) is just the brief of PPMP and can be filled in the same way.***

1. PROJECT PRESENTATION

This section should provide brief information about the project and/or the technology/device/system(s) envisaged. A simple level of publicity should be made that can be understood by someone who does not know the project at all. General information about the history of the project should be included, why it was started and the factors that caused it to start. It is appropriate to conclude by summarizing the benefits and/or objectives to be achieved as a result of the completion of the project.

1.1. Summary

In this section, non-confidential information that can be shared with people other than those who evaluate the project should be given, the aim of the project (problems to be solved/needs to be met, expected outputs, their results and effects, etc.) and innovations should be briefly mentioned.

1.2. Objective (Need at SMIIC Level)

Brief descriptions of the rationale and purpose of the project and the desired outcome should be clearly written. The targeted start and end dates of the project should be specified together with the targeted budget, financial or human resource needs. If there are other strategic objectives, they can also be added.

1.3. Subject, Scope and Method

The subject, scope and method of the proposed project should be clearly defined; the relationship with the purpose should be explained. The framework of the project should be clearly explained. The boundaries of the project, what stages it consists of, which stages are included in the project should be stated in this section.

1.4. Literature Summary

The national and international literature on the subject of the project should be searched and a literature review should be given, not a raw list of literature.

1.5. Economic and National Benefits

The added value of the project, the commercialization potential of the project output, its contribution to corporate efficiency and competitiveness, the expectation of domestic/foreign market share and the possibility of replacing an imported product should be briefly explained.

As a result of the realization of the project, the contributions to the national economy, social welfare and scientific accumulation and the possible benefits should be discussed and who can benefit from the expected results should be stated.



1.6. Success Criteria

The work and time schedule in the Work Schedule section should be specified separately for each work package in order to determine the success of the project in order to be considered as 'successful'. The importance of each work package should be explained and its contribution to the success of the project should be expressed.

1.7. Risks and Risk Management

The risks that will adversely affect the success of the project should be indicated and the actions to be taken and the measures to be taken to ensure the successful execution of the project (risk management) should be determined by considering each work package.

2. PROJECT MANAGEMENT PROCESS AND BUSINESS PLAN

This is the stage of planning all activities and work packages to be carried out during the project. The activities to be carried out are determined and the work packages are listed in accordance with the system breakdown.

At the first stage of the Project, the main work plan of the activities to be carried out are listed. After that, the activities related to the life cycle of the product/infrastructure planned for development, the necessary manpower in terms of man x day and other resources are calculated in detail.

2.1. Main Business Plan

In this section points are aimed to be provided within the scope of the project should be listed. Then, the work packages to be realized within the scope of the Project should be presented in the table below.

“The following points are aimed to be provided within the scope of the Project:

-
-

Work packages to be realized within the scope of the project are as follows:”

Table 1. Work Packages

WP No	WP Name
WP0	Project Management
WP0.1	Acceptance of the Project by the SMIIC
WP0.2	Finalization/Signing the Project Protocol and Management Plan (PPMP)
WP0.3	Opening the Budget
WP0.4	Project management activities
WP0.5	Project closure
WP1	Literature Search and Design of the Transfer Standards
WP1.1	Literature Search
WP1.2	
.....	



WP2	
WP2.1	
.....	



2.2. Work Packages Plan

This section presents information about the work packages as well as sub-work packages that are created in accordance with the project planning.

Table 1. Work Package Plan (WP1)

WP No	WP1	WDT Level	1	Start Time	01.03.2023	Duration (Calendar Day)	120
Work Package Name	Literature Search and Design of the Transfer Standards						
Objective							
Activities							
<i>This work package includes Below activities are realized in general:</i>							
<ul style="list-style-type: none"> ➤ ... ➤ ... 							
Outputs							
<ul style="list-style-type: none"> ➤ ... ➤ ... 							
Responsible of Work Package							
Responsible Institution / Firm							
Project Staff in Work Package							
Title, Name, Surname		Duty in the Work Package and Activities to be Performed / Related Subsystem / Component					Man x Day



Table 2. Work Package Plan (WP1.1)

WP No	WP1.1	WDT Level	2	Start Time	01.03.2023	Duration (Calendar Day)	60
Work Package Name	Literature Search						
Objective							
Activities							
<p><i>This work package includes Below activities are realized in general:</i></p> <ul style="list-style-type: none"> ➤ ... ➤ ... 							
Outputs							
<ul style="list-style-type: none"> ➤ ... ➤ ... 							
Responsible of Work Package							
Responsible Institution / Firm							
Project Staff in Work Package							
Title, Name, Surname		Duty in the Work Package and Activities to be Performed / Related Subsystem / Component					Man x Day



Table 3. Work Package Plan (WP...)

WP No	WDT Level	Start Time	Duration (Calendar Day)
Work Package Name			
Objective			
Activities <i>This work package includes Below activities are realized in general:</i>			
<ul style="list-style-type: none"> ➤ ... ➤ ... 			
Outputs			
<ul style="list-style-type: none"> ➤ ... ➤ ... 			
Responsible of Work Package			
Responsible Institution / Firm			
Project Staff in Work Package			
Title, Name, Surname	Duty in the Work Package and Activities to be Performed / Related Subsystem / Component		Man x Day



3. TIME SCHEDULE AND WORK PACKAGE CONTRIBUTION

Table 5 summarizes the main Work Packages (WP) and sub work packages, duration in terms of calendar days, start and finish dates, and their contribution in terms of percentage to the Project, while Budget Items Details are presented in the Table 6.

Table 5. Summary of Time Schedule

WP Order No	WDT Level	WP no	Definition	Duration (Calendar Day)	Project Contribution Rate	Start Date	Finish Date	Person in Charge
1.	1	WP0	Project Management					
2.	2	WP0.1	Acceptance of the Project by the SMIIC					
3.	2	WP0.2	Finalization/Signing the Project Protocol and Management Plan (PPMP)					
4.	2	WP0.3	Opening the Budget					
5.	2	WP0.4	Project management activities					
6.	2	WP0.5	Project closure					
7.	1	WP1						
8.	2	WP1.1						
9.								
10.								



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Table 6. Budget Items Details

Budget Item	Estimated Budget (\$)	Explanation	Budget Distribution (%)
Personnel Expenses			
Machinery – Equipment Purchases			
Consumable Material Purchases			
Service Purchases			
Travel Expenses			
Publications			
Other Expenses			
Total			



4. GANNT CHART

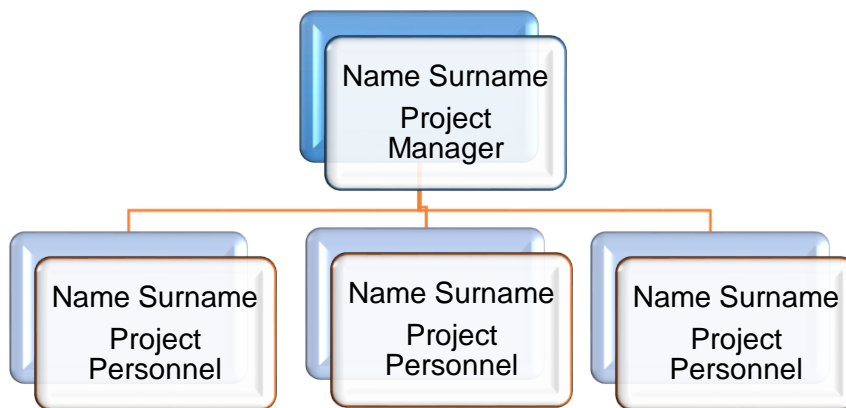
The Gantt Chart prepared in the Template 3 will be pasted in this section.



5. ORGANIZATION CHART

The project organization (project team) should be defined to include the relationship between the development team units. Organization charts can also be used to support the expression of the internal structure. The organizational boundaries between the project and the external structures, the organization to which the project is loaded, the client, the subcontractor and other organizational structures that interact with the project should be specified.

Figure 1. Organization Chart





6. GOODS AND SERVICES TO BE DELIVERED (DELIVERABLES)

The list, description and delivery dates of the goods, services, publications, software and similar outcomes to be delivered during and at the end of the project should be given in this section.

Table 7. Project Deliverables

Outcome No	Description	Type of Outcome	Work Package	Delivery Date
D1				
D2				
D3				
D4				
D5				
D6				
D7				
D8				
D9				
D10				



7. PERSONNEL LIST

Personnel List presents the total number of researchers in charge with the Project for the different tasks and workloads in terms of man x day.

Table 8. Personel List

Name Surname	Title	Department / Organization	Project Task	Workload (man x day)



C. BUDGET CALCULATIONS and GANTT CHART OF PROJECT (BCGCP)

Budget Calculation list presents the detailed explanation of the expenses planned during the Project. The expenditures to be made within the scope of the project should be classified as cost item and sub-cost item, the breakdown of which is specified in the list. Also, amount, unit and total price for each item should be presented.

Gantt Chart shows when the work packages in the project will begin and be completed. While preparing the Gantt Chart, the starting date of the project (T0) and the start and end date of the work packages must be specified.



D. EVALUATION PROCESS

The project proposal received from the member states will be evaluated by a Task Force Group R&D (TFG-RD) that will be created by the SMIIC MC for evaluation of the project proposals. The TFG-RD will evaluate the project proposals according to the criteria given below. A presentation might be asked from the proposal submitters during the evaluation process.

NOTE: Only for this time the Project Preliminary Applications of this call (2023) will be evaluated by the TFG created during the 11th SMIIC MC Meeting for evaluating the SMIIC MC R&D Program.

1. SCORING CRITERIA

The evaluation criteria for proposals are:

1. Innovation
2. Impact
3. Implementation

All the three criteria above should be scored in the range of 0-10. Intermediate points assessments can be made.

Score	Explanation
0	The criterion has been poorly addressed. The proposal does not meet the criteria or cannot be evaluated due to incomplete information
2	The criterion has not been adequately meet or there are serious structural weakness
4	The proposal generally meets the criterion but the proposal has significant weakness
6	The proposal meets the criterion well but there are some shortcomings
8	The proposal meets the criterion very well but there are few shortcomings
10	The proposal successfully meets the criteria. Any shortcomings are insignificant

The threshold score for each criterion is 6 and intermediate scores (such as 1, 3, 5,.....,9) can be given to each criterion. The total threshold value applied to the sum of the three criteria is 20. If a proposal has scored less than 20, then the proposal cannot be supported. TFG-RD should provide comments on the score given for each criterion.

2. EVALUATION PRINCIPLES

TFG-RD should evaluate each proposal as it is presented and within the framework of the above criteria. If the proposals has crucial weaknesses proposals must not be scored higher than the threshold scores.

SMIIC MC will send the proposal(s) and other relevant supporting documents to be evaluated by e-mail to the TFG-RD members and they will be asked to complete their evaluation within



1 month. The TFG-RD members are obliged not to discuss the proposals with the proposers or other members of TFG-RD during this period of time. TFG-RD members should prepare their individual preliminary evaluations using the documents sent to them, have information about the evaluation criteria in the Evaluation Form, read the proposals assigned to them and note any important issues or subjects that need clarification. After necessary negotiations with SMIIC MC the TFG-RD can privately score each project proposal assigned to them, against the evaluation criteria and the project to be supported will be decided accordingly.

3. EVALUATION MEETINGS

The TFG-RD Members and project proposal submitters may come together for clarification of the issues related to the proposals if needed. The meetings will be coordinated by the SMIIC MC. In these meetings evaluation criteria will be explained and presentation by the project proposal submitters may be asked or Question-Answer section might be realized for clarification of the points where needed.