

# U.S. CIVILIAN RESEARCH AND DEVELOPMENT FOUNDATION



## GRANT ASSISTANCE PROGRAM

### **I. Background: The CRDF**

The U.S. Civilian Research and Development Foundation (CRDF) is a non-profit organization authorized by the U.S. Congress and established in 1995 by the National Science Foundation to promote international science and technology collaborations. The CRDF seeks to address this issue by fostering opportunities for collaborative projects between U.S. and foreign researchers that:

- Provide productive research and development opportunities that offer foreign scientists and engineers alternatives to emigration and strengthen the scientific and technological infrastructure of their home countries.
- Advance the transition of foreign weapons scientists to civilian work through collaborative non-weapons research and development projects.
- Help move applied research to the market place and bring economic benefits both to the United States and the countries with which CRDF works.
- Strengthen research and education in universities abroad.

### **II. Program Summary**

The CRDF administers the Grant Assistance Program (GAP) to facilitate assistance efforts by public and private sector organizations in support of civilian scientific research, educational and charitable projects and activities in foreign countries that are consistent with CRDF's mission.

GAP offers project administration, equipment procurement, import assistance, travel, financial management and logistical support services. The CRDF has implemented innovative administrative and financial systems including an extensive and reliable network of banking relationships abroad, in-country offices, enabling agreements with foreign government authorities, detailed financial reporting mechanisms, and proven management procedures to manage the secure, efficient and accountable provision of project resources (funds and materials) to foreign recipients. The CRDF has successfully delivered tens of millions dollars in funds and equipment to recipients in Eurasia since its founding, both for the CRDF's own programs and for third-party projects administered through GAP. Payments are made to recipients in U.S. dollars and are generally exempt from taxation. The CRDF maintains offices in Moscow and Kyiv with additional representatives located in St. Petersburg and Vladivostok and support contractors in Armenia, Azerbaijan, Georgia, Moldova and Kazakhstan. All contractual and financial activities are conducted under the control of the CRDF headquarters office in Arlington, Virginia. CRDF staff regularly reviews all banks involved in its payment network and closely coordinates with foreign-based staff to monitor payment activities through foreign banks.

In addition to the CRDF's proven payment and financial management systems, GAP provides project consulting, as well as financial and administrative services to manage and monitor project resources on behalf of project sponsors. Under this program the CRDF:

- Assists Sponsors in the development and execution of research projects in countries of CRDF's operations including assistance in developing project budgets, establishing project milestones, establishing administrative and financial controls, and coordinating activities with foreign governments through existing agreements between CRDF and its foreign counterparts.

- Delivers project funds from Sponsor Organizations directly to foreign project participants. Funds transferred by CRDF to projects in Eurasia are generally exempt from taxes (the level of tax exemptions varies by country) and are in U.S. dollars.
- Provides support for the procurement and delivery of project equipment and supplies free of taxes and customs duties.
- Facilitates the arrangement of international and domestic travel.
- Provides detailed financial reports to Sponsor Organizations for all project funds administered by the CRDF.
- Provides other services as negotiated with the sponsor (see Section VI: Additional GAP Services).

Over 150 government agencies, non-profit organizations, academic institutions and for-profit companies have utilized CRDF's unique capabilities through GAP. A complete list of organizations that are participating (or have participated) in the program is available on our web site at <http://www.crdf.org>.

### **III. Eligibility Criteria & Terms of Service**

The CRDF offers GAP services for civilian scientific research, educational and charitable projects and activities of a pre-commercial nature in the countries of CRDF operations. Projects may be basic or applied research. Projects may involve prototype development or process engineering, but may not include commercial manufacturing, sales or marketing. Projects with the aim of the development or improvement of a technology for military application are not eligible. Non-research activities that are eligible for consideration include a range of educational and training activities, environmental conservation and remediation projects, infrastructure development projects (e.g. donation of computers or other equipment) and other related activities.

The CRDF reserves the right to decline this service to any organization or in connection with any project which CRDF, in its sole discretion, deems to be incompatible with CRDF's organizational mission or program guidelines and procedures.

### **IV. Program Fees**

CRDF endeavors to provide GAP services at the lowest possible cost to the Sponsor Organization so that the maximum amount of support provided by the Sponsor may be devoted to project(s) support. CRDF's fee structure consists of two principle components: management fees and direct costs.

<b>Cumulative Disbursement Amount*</b>	<b>Management Fee**</b>	<b>Direct Costs/Bank Fees***</b>	<b>Total Fee</b>
<b>\$0-\$500,000</b>	<b>8%</b>	<b>2%</b>	<b>10%</b>
<b>\$501,000 and up</b>	<b>6%</b>	<b>2%</b>	<b>8%</b>

*\*Value of Project funds/materials administered under GAP.*

*\*\*This fee rate presumes that the sponsor will deposit the full amount of project funds for at least 12 months of planned disbursements and associated fees with CRDF upon acceptance of the project application. If the sponsor does not deposit the full amount in advance, the management fee rates assessed will be 3% higher at each tier – 11% and 9% respectively*

*\*\*\*A fixed fee of 2% (in addition to the management fee) is charged to cover the minimum direct costs associated with the project (including bank commissions, wire transfer fees, account maintenance fees and other related transaction costs).*

- CRDF is unable to consider fee waivers or reductions.
- CRDF can also facilitate the tax- and duty-free import of equipment and property purchased by sponsors to be donated to Eurasian recipients. Please contact the Grant Assistance Program staff for details on this service.

## **V. Application Review**

To participate in GAP the Sponsor Organization should complete a CRDF Grant Assistance Program application for EACH project for which GAP services are requested and forward it directly to CRDF (see contact information below).

All applications must be submitted through the Web-based GAP application system. The Web-based application forms and instructions can be found at the following address: <http://proposals.crdf.org/gap>.

Applications must be submitted by the Sponsor Organization, not the foreign recipients. Applications must be received AT LEAST EIGHT WEEKS prior to the first requested disbursement date.

The review and project activation process consists of the following steps:

- (1) Internal review by CRDF staff to ensure that the application is complete and that the activity falls within CRDF's organizational mission and program guidelines. The average time for completion of this review is 1-2 weeks. CRDF will notify the Sponsor Organization of the results of this review and submit an invoice to the Sponsor for advance payment of the funds to be administered in accordance with the information provided in the application plus all applicable management fees and minimum transaction costs.
- (2) Submission of the application to the CRDF foreign counterpart for review and certification. The average time for the completion of this review is 2-4 weeks.
- (3) Upon receipt of foreign counterpart concurrence, CRDF will issue a "Project Agreement" to the Recipient Project Director and Institution to be signed and returned to CRDF. CRDF will provide the recipient with the necessary forms for requesting payments from CRDF and a payment schedule (or other instructions) per the terms of the Sponsor's application.
- (4) Upon receipt of the signed documents from the Recipient and the funds from the Sponsor, CRDF will proceed with payments in accordance with the schedule or other instructions provided in the Sponsor's application.

## **VI. Additional CRDF Services**

More in-depth project management services such as technical reviews, site visits, and specialized reporting are available. Such services can be tailored to the specific needs of program sponsors. Additional fees for such services will be negotiated on a case-by-case basis.

In addition to the Grant Assistance Program, the CRDF has a proven track record in a wide range of additional services including developing programs; conducting targeted competitions for the selection of meritorious research projects; obtaining highly qualified experts and specialists to serve on review panels; negotiating special arrangements and awards; conducting targeted searches for technologies; facilitating contacts between foreign scientists and U.S. industry; developing and executing of workshops on business plan development, technology marketing and intellectual property; providing administrative support for scientific delegations and individuals to the countries in Eurasia (and also for foreign visitors traveling to the U.S.); and coordinating collaborative activities in the countries of Eurasia.

For additional information on CRDF programs and services, please refer to the following site on the World Wide Web: <http://www.crdf.org>.

## **VII. Contact Information**

For information on the Grant Assistance Program (GAP) or other CRDF services, please contact:

Grant Assistance Program  
U.S. Civilian Research and Development Foundation  
1530 Wilson Boulevard, 3<sup>rd</sup> Floor  
Arlington, VA 22209  
Telephone: 703-526-9720  
Fax: 703-526-9721  
E-Mail: [gap@crdf.org](mailto:gap@crdf.org)