

PD-1126-1107

Jan 83341

OPERATING GUIDELINES

EGYPT PROJECT

**in cooperation with the
Pond Dynamics/Aquaculture CRSP**

Summer 1993

**Prepared by the
Program Management Office
Pond Dynamics/Aquaculture CRSP
Office of International Research and Development
Oregon State University
Snell Hall 400
Corvallis, Oregon 97330-1641**

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1. Introduction

Since October 1992 Egypt collaborates under a new grant (no. 263-0152-G-00-2231-00) with the Pond Dynamics/Aquaculture Collaborative Research Support Program (PD/A CRSP). This document summarizes the Grant's requirements, provides guidelines concerning publications, reports, travel, and equipment purchase and furnishes templates of the forms to be used for these purposes. The guidelines and forms provided herein differ from those of the "Policy and Operating Procedures" that were established for the Pond Dynamics/Aquaculture CRSP and should be used in all actions concerning the Egypt project.

In the case of discrepancies between the Operating Guidelines and the Grant, the Grant document described above takes precedence.

2. CRSP Publications

Publications are one avenue the CRSP uses to help in the transfer of technology. Over 300 reports and theses have resulted from CRSP research worldwide. In addition to the Research Reports series described below, the Management Entity publishes Collaborative Research Data Reports, Annual Administrative Reports, Program Grant Proposals, Work Plans, Directories, Instructions for Data Entry, and *Aquanews*, the newsletter of the PD/A CRSP. Use the forms in the Appendix to submit articles for *Aquanews* or to order publications from the Management Entity.

2.1 CRSP Research Reports

The goal of CRSP Research Reports is to publish all research produced by Pond Dynamics/Aquaculture CRSP activities, with the exception of research related directly to the Global Experiment. Research Reports is primarily a gray-literature publication, meaning that we publish those papers that might otherwise not be published. Research Reports can be described as an in-house, processed-reports publication.

Papers submitted as Research Reports to the Program Management Office will be edited and sent out for review, in most cases to members of the CRSP Technical Committee. We encourage authors to send their manuscripts while in the preparatory stage, to knowledgeable peers for review and comment, and to acknowledge reviewers in their papers. Papers that have been published in scientific journals or are in press cannot be published as original research reports. Instead, we will send out a Notice of Publication (as part of the Research Report series) to inform our readership of CRSP-related research, and to document CRSP research activities.

2.2 *Notices of Publication*

A Notice of Publication will be distributed for the following categories of papers submitted to CRSP Research Reports:

- 1. Papers already published in refereed scientific journals, for which reprints cannot be purchased. These will be issued only as Notices of Publication.**
- 2. Papers accepted for publication in refereed scientific journals, for which reprints may be purchased depending on the authors wishes. These may be issued as Notices of Publication and/or as CRSP Research Reports (with limited distribution). In this case, the reprint will have a CRSP Research Report cover stapled to it (if copyright laws permit).**
- 3. Papers published (or in press) in proceedings. These will be issued as either Notices of Publication or as CRSP Research Reports. The Research Report will either be a copy of the proceedings with our cover attached or will be retyped. Permission to reprint will be stated clearly.**

2.3 *CRSP Accession numbers*

Before authors submit papers to scientific journals or proceedings, a CRSP Accession number must be assigned. Authors should notify the Management Entity when papers are accepted for publication. Copyright laws must be followed. One way to ensure legality is to include the CRSP accession number as a footnote to the title. To obtain an accession number, send the following information to the Management Office: title, author(s), abstract, and work plan in which the research was described.

2.4 *Papers published in journals*

When a paper is accepted for publication, provide the Management Office with the following information: journal in which the paper was accepted, expected issue in which the paper will be published, and whether preprints will be ordered. Papers should be submitted to the Management Entity not less than 30 days prior to publication. The Management Office would like to purchase 20-50 offprints at the time the order is placed. (Offprints usually cannot be ordered after publication.) This offer would be mutually beneficial helping the author defray some of the costs of purchasing offprints and enabling the ME to distribute a limited number of offprints, primarily to USAID staff and to readers without access to the scientific journals.

2.5 *Papers published in proceedings*

The procedure to be followed for submitting papers that have been or will be published in proceedings is somewhat simpler. Proceedings are more likely to grant permission to reprint papers. Authors should be aware of specific copyright laws applying to proceedings; some proceedings specify that publication in their proceedings does not preclude publication elsewhere. Authors should advise the ME of the copyright restrictions applying to each paper they have published in a proceedings (and in a scientific journal) and provide us with the address (and editor's name) of the proceedings.

2.6 *Acknowledgments*

USAID should be acknowledged by referring to the CRSP accession number and the AID grant number in the "Acknowledgments" section of the paper. Examples of acknowledgments follow.

This work resulted from joint efforts between the Agricultural Research Center of Egypt and the Pond Dynamics/Aquaculture Collaborative Research Support Program (PD/A CRSP) funded in part by USAID Grant No. 263-0152-G-00-2231-00. The CRSP accession number is XXXX.

Financial support for this project comes mainly from USAID Grant No. 263-0152-G-00-2231-00 through the Pond Dynamics/Aquaculture Collaborative Research Support Program (PD/A CRSP). The CRSP accession number is XXXX.

Part of this paper was prepared with support from the Pond Dynamics/Aquaculture Collaborative Research Support Program (PD/A CRSP), funded by USAID Grant No. 263-0152-G-00-2231-00. The CRSP accession number is XXXX.

2.7 *Guide to Authors*

The Guide to Authors from the Transactions of the American Fisheries Society should be referred to in preparing manuscripts. A copy of the Guide can be obtained from the Program Management Office. Following the Guide will expedite publication of papers.

3. *Reporting Requirements*

This section outlines:

- the reports required by AID and the Memorandum of Understanding,
- the entity responsible for producing the report,
- the report recipients,
- the deadlines.

Copies of report forms are found at the end of this summary section in the appendix.

3.1 *Financial Reports*

From: OIRD Accounting/OSU Research Accounting
To: 1 c. PMO
1 c. USAID Office of Financial Management
3 c. USAID Project Office Cairo
Due: April 30, July 31, October 31, January 31

Financial reports include expenditures of AID and non-federal funds, and are submitted to:

Office of Financial Management
USAID PFM/FM/CMPD/DCB
Room 700 SA-2
Washington, D.C. 20523-0209

USAID Cairo
Unit 64902
APO A. E. 09839-4902
U.S.A.

3.2 *Quarterly Reports*

From: PI's
To: PMO
Due: April 10, July 10, October 10, January 10

From: PMO
To: 5 c. USAID Project Office Cairo
2 c. USAID PPC/CDIE/DI
3 c. El Eraky
3 c. El Gamal
Due: April 30, July 31, October 31, January 31

Quarterly reports must be received by the PMO by the 10th of the month following the end of the quarter. As stated in the subcontracts, reimbursements may be withheld until reports are received. PI's must submit individual financial reports for their institution, but may collaborate on the text portion of the report.

The Management Entity compiles individual project reports into a program report which is submitted to BIFADEC and AID. A quarterly report form may be found in the Appendix. Quarterly reports should include the following information:

- a comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. Accomplishments should reference the subject heading (e.g. bioconversion) and the study title and number as written in the work plan. If the output of programs can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

- reasons why established goals were not met, if applicable;
- additional activities not specified in the work plan;
- staff activities, including Mission interaction;
- publications;
- other pertinent information, including status of finances, expenditures, and when appropriate, analysis and an explanation of cost overruns or high unit costs. This information is in addition to that supplied by individual university business offices to the accounting department of the Management Entity.

3.3 *Annual Work Plans*

From: PI's
 To: PMO
 Due: September 1

Note: A biennial Work Plan was submitted by PI's at the beginning of the program. PI's may revise the Work Plan for the second year; however, all Work Plan changes must be received by the PMO before September 1, 1993.

From: PMO
 To: 5 c. USAID Project Office Cairo
 Due: November 30

The work plan should include:

- a list of activities at various locations;
- a statement of how activities relate to research priorities;
- time frame with beginning and ending dates for each activity;
- projected staffing expenditure (person-months for each activity); what was accomplished at the end of previous work plan and projected outputs at the end of this work plan for each group;
- a statement indicating compliance with all regulations concerning biotechnology and biologically engineered products.

3.4 *Annual Administrative Reports*

From: PI's
 To: PMO
 Due: October 15

From: PMO
 To: 5 c. USAID Project Office
 3 c. El Eraky
 3 c. El Gamal

Due: December 31

The Annual Report is a description of the past year's activities, including:

- technical/scientific, managerial and fiscal information;
- review of program and problems to date, either by site or subcontract;
- discussion of regulatory issues;
- pertinent statistics or quantitative information regarding the project and its activities;
- an appended impact analysis report containing qualitative information which can be considered an instrument for technology transfer;
- summary of a feedback system for measuring and evaluating the impact of activities in public and private sectors (part of impact analysis);
- annual expenditure report that conforms to each work plan;
- line item presentation of costs for the ME and each subcontract.

PIs must submit individual financial reports for each subcontract, but may collaborate on the text portion of the report.

3.5 *Trip Reports*

From: US PI's (not required for Egyptian PI's)
To: 1 c. PMO
Due: 20 days after completion of trip

From: PMO
To: 3 c. USAID Project Officer
Due: 30 days after completion of trip from PMO to AID

If more than one person is traveling to the site, only one report need be submitted.

Reports shall include:

- purpose of trip;
- technical observations;
- suggestions and recommendations;
- overall impression of site, if appropriate;
- list of names and titles of persons visited.

4. **Travel Instructions**

CRSP guidelines require advance approval for all international travel. All travelers must have an Emergency Locator form (in Appendix) on file with the Program Management Office. The following is our standard procedure:

- 1) At least 30 days prior to departure, the traveler sends a signed request to the Program Management Office for review and approval by the Director.
- 2) The PMO sends the request to USAID/Cairo for clearance.
- 3) USAID/Cairo returns the approved request to the PMO.
- 4) The PMO sends a copy of the approved request to the traveler.

In addition to the official request, travelers are required to file a copy of their flight plans/itineraries with the PMO one month prior to departure. The PMO forwards these to USAID/Cairo. If flight plans change, or if approval is received within two weeks of the departure date, the traveler is responsible for notifying the Mission as well as the PMO of the exact dates of travel.

Trip reports are due in the PMO 20 days after return. If more than one person is traveling to the site, only one report need be submitted. The trip report should consist of two parts: a narrative and a logistical summary. The narrative should include:

- **name of traveler(s);**
- **purpose of trip;**
- **technical observations;**
- **suggestions and recommendations;**
- **explanation regarding the trip objectives;**
- **general observations, including information about facilities; equipment, staff;**
- **overall impression of site, if appropriate;**
- **problems noted.**

The logistical summary should include:

- **itinerary;**
- **individuals contacted, with addresses and institutional;**
- **institutions contacted, with short descriptions or explanations of the institutional relationship to our program.**

A reminder will be sent if reports have not been received on time.

APPENDIX

AQUANEWS SUBMISSION FORM

Name _____

Please note the following in the next issue of *Aquanews*:

_____ Meeting attended

Name of Meeting _____

Where _____

When _____

Who sponsored _____

If you presented a paper, list the title here

_____ Publication

Title _____

Where published _____

_____ Workshop/short courses taught

Title _____

Group taught _____

Number of participants _____

(please indicate male & female)

_____ Travel of Interest

Destination _____

Purpose _____

Contacts _____

_____ Other Items of Interest

Mail to:

Aquanews Editor
Pond Dynamics/Aquaculture CRSP
Office of International Research & Development
Snell Hall 400
Oregon State University
Corvallis, OR 97331-1641

Phone: (503) 737-6419
Fax: (503) 737-3447
email: mcnamarm@ccmail.orst.edu



Data Reports

- Vol. 1: General Reference
- Vol. 2: Thailand: Cycle I †
- Vol. 2: Thailand: Cycle II
- Vol. 2: Thailand: Cycle III
- Vol. 3: Indonesia: Cycle I
- Vol. 3: Indonesia: Cycle II
- Vol. 3: Indonesia: Cycle III
- Vol. 4: Philippines: Cycle I
- Vol. 4: Philippines: Cycle II
- Vol. 4: Philippines: Cycle III
- Vol. 5: Rwanda: Cycle I
- Vol. 5: Rwanda: Cycle III
- Vol. 6: Honduras: Cycle I
- Vol. 6: Honduras: Cycle II
- Vol. 6: Honduras: Cycle III
- Vol. 7: Gualaca, Panama: Cycle I
- Vol. 7: Gualaca, Panama: Cycle III
- Vol. 8: Aguadulce, Panama: Cycle I
- Vol. 8: Aguadulce, Panama: Cycle II
- Vol. 8: Aguadulce, Panama: Cycle III

Administrative Reports

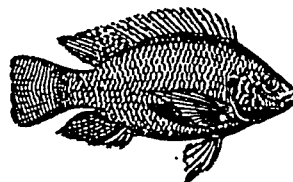
- First Annual (1983) ‡
- Second Annual (1984) ‡
- Triennial Review (1985) ‡
- Fourth Annual (1986) ‡
- Fifth Annual (1987)
- Sixth Annual (1988)
- Seventh Annual (1989)
- Eighth Annual (1990)
- Ninth Annual (1991)
- Tenth Annual (1992)
- List of Publications 1982-1990

† Available only as photocopies.

Reports with ‡ are available only as photocopies. You may be charged \$5 each.

Work Plans

- First Experimental Cycle ‡
- Second Experimental Cycle ‡
- Third Experimental Cycle ‡
- Fourth Cycle, 1987-1989 ‡
- Fifth Cycle, 1989-1991 ‡
- Sixth Cycle, 1991-1993
- Seventh Cycle, 1993-1995



The Pond Dynamics/Aquaculture Collaborative Research Support Program is partially supported by the U.S. Agency for International Development under CRSP Grant No.: DAN-4023-G-00-0031-00, and by the participating United States and Host Country institutions.

Please return your order to:

Editor, CRSP Publications
CRSP Program Management Office
Office of International Research and Development
Oregon State University
Snell Hall 400
Corvallis, OR 97331-1641
U.S.A.

Fax number: (503) 737-3447

POND DYNAMICS/ AQUACULTURE

Collaborative Research Support Program (CRSP)

Publications List

June 1993



Research Reports

- 87-1 Data Base Management System for Research in Pond Dynamics (10/87) †
- 87-2* Idiopathic Muscle Necrosis in the Freshwater Prawn, *Macrobrachium rosenbergii* de Man, Culture in Thailand (11/87)
- 87-3* Breeding and Rearing of Sand Goby (*Oxyeleotris marmoratus*, Blk.) Fry (11/87)
- 88-4 Acidification and Reclamation of Acid Sulfate Soil Fishponds in Thailand (1/88)
- 88-5 The Effect of Paddlewheel Aerators on Ammonia and Carbon Dioxide Removal in Intensive Pond Culture (2/88)
- 88-6 The Effects of Water Depth and Circulation on the Water Quality and Production of *Penaeus monodon* in Earthen Ponds (2/88) †
- 88-7 Water Quality Dynamics in Brackishwater Shrimp Ponds with Artificial Aeration and Circulation (2/88) †
- 88-8 Effect of Chicken Manure Additions on Fish Production in Ponds in West Java, Indonesia (4/88) †
- 88-9* Hydrology of Fish Culture in Ponds in Gualaca, Panama (12/88)
- 88-10* Elevation of Sex Steroids and Inhibitions of UDP-glucuronyltransferase are Out-of-Phase During Gonadal Maturation in the Common Carp (12/88)
- 88-11 Effects of Teaseed Cake on Selective Elimination of Finfish in Shrimp Ponds (12/88)
- 88-12 Effects of Fertilizers and Feeds as Nutrient Sources on *Oreochromis niloticus* Production in Philippine Brackishwater Ponds (12/88) †
- 89-13* Effects of Water Depth and Artificial Mixing on Dynamics of Philippine Brackishwater Shrimp Ponds (1/89)
- 89-14* Dynamics of Dissolved Oxygen and Vertical Circulation in Fish Ponds (6/89)
- 89-15* The Effect of Manures and Chemical Fertilizers on the Production of *Oreochromis niloticus* in Earthen Ponds (4/89)
- 89-16 An Analysis of Biological Characteristics of *Macrobrachium rosenbergii* (de Man) in Relation to Pond Production and Marketing in Thailand (2/89)
- 89-17* Estimates of Hypolimnetic Oxygen Deficits in Ponds (8/89)
- 89-18* The Effects of Water Exchange Rate and Density on Yield of the Walking Catfish, *Clarias fuscus* (9/89)
- 89-19* Relationships Between Primary Production and Yield of Tilapia in Ponds (9/89)
- 89-20* Biological Nitrogen Fixation as a Source of Nitrogen Input in Fishponds (11/89)
- 89-21* Effects of Seepage on Water Quality and Productivity of Inorganically Fertilized Tropical Ponds (12/89)

Research Reports (cont.)

- 90-22* Integrated Lake Farming for Fish and Environmental Management in Large Shallow Chinese Lakes: A Review (1/90)
- 90-23* A Multivariate Model of Tilapia Growth, Applied to Seawater Tilapia Culture in Kuwait (1/90)
- 90-24* Reporting Fishpond Yields to Farmers (1/90)
- 90-25* Comparative Production of *Colossoma macropomum* and *Tilapia nilotica* in Panama (1/90)
- 90-26* The Substitution of Chicken Litter for Feed in the Commercial Production of Penaeid Shrimp in Honduras (5/90)
- 90-27* Implementing the Large-scale Production of Young Males of *Tilapia nilotica* Using Hormonal Sex Inversion in Honduras (5/90)
- 90-28 Pond Culture of Tilapia in Rwanda, a High Altitude Equatorial African Country (10/90)
- 90-29* Hatchery Techniques for Egg and Fry Production of *Clarias batrachus* (Linnaeus) (10/90)
- 91-30* Response of Tilapia Yield and Economics to Varying Rates of Organic Fertilization and Season in Two Central American Countries (1/91)
- 91-31* Techniques for Assessment of Stratification and Effects of Mechanical Mixing in Tropical Fish Ponds (5/91)
- 91-32* Nitrogen Input, Primary Productivity and Fish Yield in Fertilized Freshwater Ponds in Indonesia (7/91)
- 91-33* Calibration and Validation of TAP, an Aquaculture Pond Water Quality Model (10/91)
- 91-34* Modeling Water Quality in Aquaculture Ecosystems (10/91)
- 91-35* Engineering Aspects of Warmwater Hatchery Design (10/91)
- 91-36* Fertilized Non-fed Pond Systems (10/91)
- 91-37 Managing Fertilizers for Fish Yield in Tropical Ponds in Asia (12/91)
- 91-38* The Effect of Different Application Rates of Chicken Litter on Tilapia Production (12/91)
- 91-39* Production and Economic Aspects of Tilapia Cultivation in Ponds Fertilized with Chicken Litter (12/91)
- 92-40* Production of *Oreochromis niloticus* (L.) and Ecosystem Dynamics in Manured Ponds of Three Depths (3/92)



Research Reports (cont.)

- 92-41* Simulation of Short-Term Management Actions to Prevent Oxygen Depletion in Ponds (3/92)
- 92-42* Substitution of Chicken Litter for Feed in Production of Penaeid Shrimp in Honduras (3/92)
- 92-43* Application of Limnology for Efficient Nutrient Utilization in Tropical Pond Aquaculture (4/92)
- 92-44* Bias in Seine Sampling of Tilapia (4/92)
- 92-45 The Economic Benefit of Chicken Manure Utilization in Fish Production in Thailand (5/92)
- 92-46* Substitution of Organic Manure for Pelleted Feed in Tilapia Production (5/92)
- 92-47* Comparison of Two Samplers Used with an Automated Data Acquisition System in Whole-Pond, Community Metabolism Studies (5/92)
- 92-48* Bioenergetic Modelling of Effects of Fertilization, Stocking Density, and Spawning on Growth of the Nile tilapia, *Oreochromis niloticus* (L.) (9/92)
- 93-49* Influence of Site and Season on Water Quality and Tilapia Production in Panama and Honduras (4/93)
- 93-50* Tilapia Culture in Saline Waters: A Review (4/93)
- 93-51* Analyzing Standard Curves in the Chemistry of Waters Used for Aquaculture (4/93)
- 93-52* Diel Cycles of Planktonic Respiration Rates in Briefly Incubated Water Samples from a Fertile Earthen Pond (4/93)
- 93-54 Integration of Intensive and Semi-Intensive Aquaculture: Concept and Example (5/93)

* Abstract only

† Available only as photocopies

Aquanews

- | | |
|-----------------|----------------------|
| — Winter 1983 | — Summer 1986 |
| — Winter 1985 | — Fall 1986 † |
| — Spring 1985 † | — Summer/Fall 1987 † |
| — Summer 1985 | — Fall/Winter 1990 |
| — Fall 1985 † | — Fall 1991 |
| — Winter 1986 | — Summer 1993 |
| — Spring 1986 † | |

More on Reverse

**EGYPT PROJECT
ANNUAL REPORT FORM**

1 October 199__ to 30 September 199__

Please provide the following information. PIs must submit individual financial reports for each subcontract, but may collaborate on the text portion of this report.

1. PI(s) completing this form:

2. Current Status:

Work Plan _____
(Subject area, e.g. bioconversion)

Study _____
(Number and title as described in work plan)

3. The following items are required by AID. Please use them as guidelines in preparing your report. Also, please refer to the Guide to Authors (attached) for preparing the technical part of your annual report.

The report should contain:

- technical, scientific, managerial, and fiscal information;
- review of programs and problems to date;
- discussion of technical and managerial issues;
- discussion of regulatory issues;
- pertinent statistics or quantitative information regarding the project and its activities;
- an Impact Analysis Report, that qualitatively evaluates impact on the public and private sector and can be considered an instrument for technology transfer (as applicable);
- an annual expenditure report that corresponds to each work plan.

4. Staff Summary. List all participants, regardless of funding source. Include name, function, field of specialization, and work location.

5. Publications. Include title, author, where and when submitted.

6. Meetings/Symposia attended. List who attended, who sponsored, where, and papers presented.

Due Date: Return this form and all summaries to the PMO by 15 October!

**EGYPT PROJECT
QUARTERLY REPORT FORM**

263-0152-G-00-2231-00

Grant No.

Project Name & Institution

Date

Period covered by this report: From _____ 199__ to _____ 199__

Person preparing this report: _____

1. List accomplishments during this period. Reference the experiment(s) as named in the corresponding work plan for this period.

2. If established goals were not met, indicate which ones and list reasons why.

3. List additional activities not specified in the work plan.

4. List staff activities.

5. Describe any Mission interaction.

6. List publications.

7. Explain problems or other items of interest (e. g. explanation of cost overruns, etc.)

8. Financial Information (this information is in addition to that supplied by your university business office to OIRD accounting):

Estimated expenses for this period: _____

Estimated Host Country Contributions
for this period: _____

Please keep a copy of this form in your files. Use additional pages as necessary. Quarterly Reports are due the 10th of the month following the last day of the quarter (i.e. 10 April, 10 July, 10 October, 10 January).

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**EGYPT PROJECT
INTERNATIONAL TRAVEL REQUEST**

USAID Cairo
Unit 64902
APO A. E. 09839-4902
U.S.A.

Date: _____

Re: Grant No. 263-0152-G-00-2231-00

Approval is requested for the following international travel on grant funds, approved by the Management Entity.

Name

Traveler's Institution

Destination

Departure Date

Return Date

In-country contact person(s)

PURPOSE OF TRAVEL:

Emergency locator information is on file.
No additional logistical or financial support is required from the Mission.

APPROVED:

AID Project Officer
Cairo

Date

Program Director, CRSP

Date

Principal Investigator/
Other Authorized Person

Date

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**EGYPT PROJECT
EMERGENCY LOCATOR**

| | | |
|------------------|-------------------|--------------------|
| Last Name | First Name | Middle Name |
|------------------|-------------------|--------------------|

Home Address

| | |
|-------------------------|-----------------------|
| Office Telephone | Home Telephone |
|-------------------------|-----------------------|

Name of Contract: Egypt Project
Pond Dynamics/Aquaculture Collaborative
Research Support Program (PD/A CRSP)

Grant No.: 263-0152-G-00-2231-00

Status: Employee _____ Dependent _____

Contractor: Oregon State University

Program Director: Hillary S. Egna
Pond Dynamics/Aquaculture CRSP
Office of International Research & Development
Oregon State University, Snell Hall 400
Corvallis, Or 97331-1641

Next of Kin: _____
Name

Address

Telephone

Special Instructions:

15

EGYPT PROJECT
Request to Purchase Equipment

USAID Grant No. 263-0152-G-00-2231-00

Lead Institution/Project: _____

Principal Investigator: _____

Item to be Purchased: _____

For exclusive use in this geographic location: _____

_____ Item is Special Purpose: Can be used only for research activities, i.e., microscopes and other laboratory equipment. Prior written approval by A.I.D. Contract Office is required when the unit cost exceeds \$1000.

_____ Item is General Purpose: Can be used for purposes other than research use, i.e., office equipment and furnishings, printing equipment, motor vehicles, automatic data processing equipment. Prior written approval by A.I.D. Contract Office is required when the unit cost exceeds \$500.

_____ Item requires source and/or origin waiver, i.e., source (vendor) and/or origin (manufacturer) are other than U.S. Source and/or origin waiver is required when unit cost exceeds \$5000. Justification for waiver on the back of this form must be completed.

_____ Item is non-U.S. source and/or origin, but unit cost is less than \$5000. Please include short justification on back of this form as to why non-U.S. purchase is necessary.

_____ Engineering drawings attached for construction requests.

Quantity: _____ Unit Price (US\$): _____ Total Price: _____

Probable Country Source: _____

Probable Country Origin: _____

Discussion: (Complete on reverse side.)

Director, Pond Dynamics/Aquaculture CRSP

Date

USAID Project Officer, Cairo

Date

EGYPT PROJECT
Request to Purchase Equipment

USAID Grant No. 263-0152-G-00-2231-00

Discussion: (Address the following in your justification: Is cost included in current project budget? Who will use the purchase? How will use of this item contribute to accomplishment of project objectives and significantly improve chances for project success? Would you accept a substitute?)

Source/Origin Waiver:

Justification: (Address the following in your justification: Why must non-U.S. vendor/manufacturer be used? If purchase is made in Egypt, is it an off the shelf item? If purchased or used in Egypt, are spare parts and qualified dealers/technicians available for maintenance?)