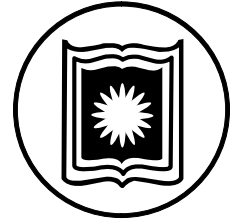


**Competitive Grants Program
University of Rajshahi**



Research Proposal (RP) Submission Format

Part A: Proposal Summary

1. Sub-Sector: (Science/Engineering/Social Science/Law/Arts/Commerce/Fine Arts etc.)
2. Thematic area:
3. Researchable area /issue:
4. Title of the proposed project:
5. Summary of the proposal content (to be stated in 250 words):
6. Time Frame & Cost:
7. Project location(s)/site(s):
8. Name of the (a) Principal Investigator(s) (PI):
Present position: Signature:
- (b) Co-Investigator(s) (CI):
Present position: Signature:
9. Name and address of applying entity/authority/organization and associated/collaborative/component organization (if any):
(a) Name of applying organization:
Name:
Address:
(b) Name of associate/collaborating/component organization (if any):
Name:
Address:
10. Endorsement by the Head/Authorized person of the applying organization (Lead agency)
Name :
Designation :
Mailing Address :
Telephone :....., E-mail, Fax No:
- Signature : _____ Date:

Note: For coordinated projects, names of PIs of all component organizations need to mention and heads/authorized persons of all component organizations need to endorse.

Name :
Designation :
Mailing Address :
Telephone :
Fax No :

Signature : _____ Date:

Part B: Detail Research Proposal

I. Name of Applying Entity/Authority/Organization with Associated/Collaborative/Component Organizations (if any):

II. Type of organization Education Research Non-Govt. research organization:
 Non-government development organization other (please specify).

III. For non-government organization/foundation etc, the following additional information (in the form of concise write-ups on a, b & c) should be provided:[Must also attach attested copies of legal documents/registration certificates and brochures. But no need to submit any annual progress report].

- a. A brief description of the organization with activities involved, including relevant research experiences:**
- b. A brief description on the technical and physical strength of the organization relevant to the proposed project:**
- c. Indicate the relevance of the proposed project with the overall objectives and capacity of the organization in implementing the project:**

IV. Proposed Investigation

- 1. Title of the proposed project:
- 2. Background and Justification of the proposed investigation(maximum one page):
- 3. **Specific objective(s),innovation and creativity of the project:**
- 4. **Work plan**
 - a. Outline of the research plan
 - b. Critical paths
 - c. State of pre-existing and initial research indicating feasibility of research objectives
 - d. Risk analysis
- 5. **Approaches and Methodologies:**
 - a. Approaches:
 - b. Methodologies:

6. **Expected output/results and outcomes:**
 - a. Output/results:
 - b. Outcomes:
 - c. The significant impact of the project results on the development of the research field and scientific discipline:
 - d. Socio-economic impact of the project results on the development of Bangladesh:

7. **Input-output matrix in relation to specific project objective/s (A Result Framework Approach):**
 - a. Provide chronological project activities to be performed with required duration (timeframe),and measurable monitoring indicators on the results/output:
 - b. Provide activity performance schedule i.e. when to start and when to complete each activity during the project period (show in arrow mark, here more than one activity may go side by side):

8. **Roles and Responsibilities of PI/CI/Coordinator and other contractual project staff, if any:**[Describe briefly but clearly the role and responsibilities/functions of PI/CI/Coordinator and each of other project personnel (if any), separately, showing their degree of involvement for the implementation (specific to activities) of the project]

9. Ethical Issues

a. Studies on human embryos or human embryonic and fetal tissue	
Does your research involve the use of human embryos?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Does your research involve the use of human embryonic or fetal tissues/cells?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Does your research involve Human Embryonic Stem Cells (hESCs)?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
b. Humans	
Does your research involve human participants?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Does your research involve physical or psychological interventions on the study participants?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Does your research involve processing of genetic information?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
c. Human cells/tissues	
Does your research involve human cells or tissues commercially available?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Does your research involve human cells or tissues obtained within the project or from another project, laboratory or institution (non-commercial)?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
d. Personal data	
Does your research involve personal data processing?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Does your research involve further processing of personal data (secondary use) from other sources outside the research entity?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
e. Animals	
Does your research involve vertebrate animals or cephalopods?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Does your research involve the use of animal biological specimens (e.g. blood, urine or others)?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Does your research involve animal cells or tissues commercially available?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Could the situation in the country put the individuals taking part in the research at risk?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
f. Environment, Health and Safety (including genetically modified material)	
Does your research involve the use of organisms and microorganisms, tissues or cells genetically modified (GMO, GMM)?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Does your research deal with endangered fauna and/or flora and/or protected areas?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Does your research involve the use of elements that may cause harm to humans, including research staff?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
g. Cultural heritage	
Does the research involve the usage of cultural heritage resources, such as humans, flora, fauna, their material remains, tangible and intangible cultural achievements or sites protected due to their cultural value?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
h. Abuse and dual use	
Does your research involve items for which an authorisation is required?	Yes <input type="checkbox"/> / <input type="checkbox"/> No
Does your research output have the potential for malevolent/criminal/terrorist abuse?	Yes <input type="checkbox"/> / <input type="checkbox"/> No

10. Summary Budget: (Total for lead and associated/collaborating/component agency, if any, for the entire project period):

[Note: Details of the budget is given in Annex-1, which is the basis for this Summary Budget]
(in thousand Tk)

Items of expenditure (In thousands)		Year I	Year II	Year III	Total	% of Grand Total
A. Recurring (Operational cost)						
1.*	1.1 Remuneration for Contractual Technical Staff (full time):					
2.	Research & Development (R&D) related cost i.e. all inputs, pond' hole digging/lab./ farm chemicals & other necessary supplies etc.					
3.	Maintenance and repairing of lab. /field equipment, etc. (limited scale only related to project activity)					
4.	Training					
5.	Workshop/Seminar/Meeting etc.					
6.	6.1 Travel expenses (TA/DA) as per own organizational rules (Public Sector) or as per RU Rules (Non-govt.Org). 6.2 Vehicle hiring/oil & fuel for organization's vehicle for travel, if justified.					
7.	Office supplies and contingency (must be logical and not exceeding 10% of the total operating cost) for stationeries, publications, printing of reports, internet, service, mailing etc.					
8.	Any other items if required (please specify with justification)					
9	Lab development (please specify with justification)					
10.	Foreign tour if needed (please specify with justification)					
11.	Institutional Overhead Charge (if any, max 10% of total operating cost)					
	Sub-total A (1-11)					
B. Non-recurring (Capital cost)						
12.	Equipment & Appliances (list to be given in the proposal item-12) 12.1. Lab. and Field Equipment for water & soil quality test 12.2. Office Equipment					
	Sub-total B (12.1-12.2)					
C. Grand Total A+B (1-12)						

* Cost under this item (1) should not exceed 30% of the total cost.

Note: In addition to the above budget, Annual Honorarium for PI /CI /Coordinator where justified will be allowed from RU block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by RU.

11. **Budget break-up of applying and associated/collaborating/component organizations, if any** (please provide estimated budget separately for applying and associated/ collaborating/ component organizations under a & b similar to sl. no.-11)

a. Budget break up of applying organization:

(In thousand Taka)

Items of expenditure (In thousands)		Year I	Year II	Year III	Total	% of Grand Total
A. Recurring (Operational cost)						
1.*	1.1 Remuneration for Contractual Technical Staff (full time): (consolidated pay linked to main item no.-2) 1.2 Remuneration of Accounting /Typing Support Service, if any (part time basis-consolidated LS amount)					
2.	Research & Development (R&D) related cost i.e. all inputs, pond' hole digging/lab./ farm chemicals & other necessary supplies etc.					
3.	Maintenance and repairing of lab. /field equipment, etc. (limited scale only related to project activity)					
4.	Training					
5.	Workshop/Seminar/Meeting etc.					
6.	6.1 Travel expenses (TA/DA) as per own organizational rules (Public Sector) or as per RU Rules (Non-govt.Org). 6.2 Vehicle hiring/oil & fuel for organization's vehicle for travel, if justified.					
7.	Office supplies and contingency (must be logical and not exceeding 10% of the total operating cost) for stationeries, publications, printing of reports, internet, service, mailing etc.					
8.	Any other items if required (please specify with justification)	-	-	-	-	-
9	Lab development (please specify with justification)					
10.	Foreign tour if needed (please specify with justification)					
11.	Institutional Overhead Charge (if any, max 10% of total operating cost)					
	Sub-total A (1-11)					
B. Non-recurring (Capital cost)						
12.	Equipment & Appliances (list to be given in the proposal item-12) 12.1. Lab. and Field Equipment 12.2. Office Equipment					
	Sub-total B (12.1-12.2)					
C. Grand Total A+B (1-12)						

* Cost under this item (1) should not exceed 30% of the total cost.

Note: In addition to the above budget, Annual Honorarium for PI/CI/Coordinator where justified will be allowed from RU block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by

b. Budget break up of associated/collaborating/component organization(s):

(In thousand Taka)

Items of expenditure (In thousand)		Year I	Year II	Year III	Total	% of Grand Total
A. Recurring (Operational cost)						
1.*	1.1 Remuneration for Contractual Technical Staff (full time):Fisheries Officer/ Research Associates/ Field Staff; if justified (consolidated pay linked to main item no.-2) 1.2 Remuneration of Accounting /Typing Support Service, if any (part time basis-consolidated LS amount)					
2.	Research & Development (R&D) related cost i.e. all inputs, pond' hole digging/lab./ farm chemicals &other necessary supplies etc.					
3.	Maintenance and repairing of lab. /field equipment, etc. (limited scale only related to project activity)					
4.	Training					
5.	Workshop/Seminar/Meeting etc.					
6.	6.1 Travel expenses (TA/DA) as per own organizational rules (Public Sector) or as per RU Rules (Non-govt.Org). 6.2 Vehicle hiring/oil & fuel for organization's vehicle for travel, if justified.					
7.	Office supplies and contingency (must be logical and not exceeding 10% of the total operating cost) for stationeries, publications, printing of reports, internet, service, mailing etc.					
8.	Any other items if required (please specify with justification)					
9	Lab development (please specify with justification)					
10.	Foreign tour if needed (please specify with justification)					
11.	Institutional Overhead Charge (if any, max 10% of total operating cost)					
	Sub-total A (1-11)					
B. Non-recurring (Capital cost)						
12.	Equipment & Appliances (list to be given in the proposal item-12) 12.1. Lab. and Field Equipment 12.2. Office Equipment					
	Sub-total B (12.1-12.2)					
C. Grand Total A+B (1-12)						

* Cost under this item (1) should not exceed 30% of the total cost.

- Note: I.** In addition to the above budget, Annual Honorarium for PI/CI/Coordinator where justified will be allowed from RU block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by RU.
- II.** For coordinated projects, budget for each component organization should be given separately.

12. List of equipment and appliances to be procured as per budget cost item -10. Please give proper justification and use of each equipment item with estimated cost:

Sl. no.	Name of equipment/appliances	Estimated Cost(Tk.)	Specific Justification & use of the equipment for the project
A. Lab & field equipment			
B. Office equipment			

Part-C: Researcher's Information

C-I: CV of PI :

- a. Full name and date of birth:
- b. ORCHID ID:
- c. Present position:
- d. Institution/organization:
- e. Mailing Address:.....
- f. Telephone:.....
- Fax:, E-mail:

g. Educational Qualifications:

Sl. No.	Degree obtained with year	Subject/Discipline	University
1.			
2.			
3.			

- h. Professional experience with duration (list in order of last assignment first)
- i. Publications :

- 1. Total number of referred publications in national and international journals:
- 2. List five important publications with full reference:

C-II: CV of CI (if any) :

C-III: CV of Coordinator (if applicable):

Part-D: Declaration of Eligibility

(To be signed by the same person who will endorse and sign the contract with RU) The undersigned, legal representative of the following applying/component institution

(Name and address of the institution) as (position in the organization)

having carefully read the Guidelines for submission, selection and implementation of the research proposals for CGP under the RU declares that the institution meets all eligibility criteria specified in the said Guidelines and in particular that:

1. The institution has an established office in Bangladesh, has a clearly distinct institutional and operational structure as outlined in the said guidelines and it is a non-profit institution. **[For NGO/Foundation etc. Please attach legal document/registration certificate etc.]**
2. The research proposal to which this declaration is attached has not been submitted elsewhere for funding and is not receiving funds from any other source(s).
3. The institution is not bankrupt or wound up and is not having its affairs administered by the courts and has not suspended business activities.
4. The research proposal does not contain any misreporting or misrepresentation of facts.
5. **PI/CI/Coordinator or all are not presently involved in any other similar project funded under CGP or other similar funding source and are committed to devote enough time for effective implementation of the project towards achieving its objectives. Moreover, they will not be transferred from their present station during the project duration.**
6. The decisions of the RU concerning acceptance or rejection of the research proposal will be considered final by the applying/component institution.

1. Signature of PI * :
Name (Capital letters):
Designation :
Address :
Date :

2. Signature of Head of Applying Organization/Authorized person** _____
Name (Capital letters):
Designation :
Address :
Date :

3. Signature of Coordinator, if applicable :
Name (Capital letters) :
Designation :
Address :
Date :

* For coordinated projects, signature with other information of all component organizations should be given.

** For coordinated projects, signature with other information of Head of Organization/Authorized person of all component organizations should be given.

Annex-1

Competitive Grants Program (CGP)

[Reference item-11 Summary Budget]

Detailed Budget (format to be used for the entire proposal) Taka in Thousand:

Name of CGP Research Proposal:

Name of Entity/Authority/Organization:

Name of PI/Coordinator/:

Duration;; From:

SL no.	Items of Expenditure	Unit	Unit cost	Half Yearly												Total	% of total
				Year-I				Year-II				Year-III					
				1		2		3		4		5		6			
				Quant	Bdgt	Quant	Bdgt	Quant	Bdgt	Quant	Bdgt	Quant	Bdgt	Quant	Bdgt		
Recurring (Operational Cost):																	
1.*	1.1 Remuneration for Contractual Technical Staff (full-time): (consolidated pay linked to main item no.-1)																
	1.2 Remuneration of Administrative officer cum Accountant (part time basis-)																
2	2.1 Research & Development (R&D) related cost i.e. all inputs& other necessary supplies etc.																
Sub Total (1 to 2)																	
3	Maintenance and repairing of lab.																

4	Training:																		
5	Workshop/seminar/Meeting etc																		
	(Total workshop & Seminar; and Meeting)																		
	Per workshop thousand taka, seminar thousand and per Meeting thousand taka)																		

20

6	6.1. Travel expenses (TA/DA) as per own organizational rules (Public Sector) or as per RU Rules (Non-govt.Org).																		
	6.2. Vehicle hiring/oil & fuel for organization's vehicle for travel, if justified.																		
7	Office supplies and contingency (must be logical and (not exceeding 15% of the total operating cost) for stationeries, publications, printing of reports, internet, service, mailing etc.																		
8	Any other items if required (please specify with justification)		-																
9	Lab development (please specify with justification)																		
10.	Foreign tour if needed (please specify with justification)																		
11.	Institutional Overhead Charge (if any, max 10% of total operating cost)																		
	Sub-total A (1-11)																		
	Non-recurring (Capital cost)																		
12.	Equipment & Appliances (list to be given in the proposal item-13)**																		
	12.1. Lab. and Field Equipment																		
	12.2. Office Equipment																		
	Sub-total B (12.1-12.2)																		
	Grand Total A+B (1-12)																		

* Please mention the number of person with number of months and rate per month. Cost under this item (1) should not exceed 30% of the total cost.

** List of equipment & appliances with cost and adequate justification must be provided for capital items in relation to your project.

Note: I Please specify the nature of units i.e. : PM=Person Month ,PD=Person Day, Kg=Kilogram, No=Number, LS=Lump sum, L=Liter, D=Dose.

II. In addition to the above budget, Annual Honorarium for PI/CI/Coordinator where justified will be allowed from RU block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by RU.