**Sub-Project Proposal Formats**

*(To be filled up to prepare sub-project proposals)*

**SPP Format W-1**

**PIN ………………** *(for office use)*

**University Grants Commission of Bangladesh**

 **Higher Education Acceleration and Transformation Project**

**Academic Transformation Fund (ATF)**

**Sub-project Proposal Format for**

**WINDOW 1: Pandemic Readiness Related Research and Development**

1. a. **Sub-project Title:** ………………………………………………………………

b. **Indicative Area and Subject:** as per section 2.3.1 of ATFOM:

1. Biochemical/Virological ..................
2. Medical and Pharmaceutical ..................
3. Social Adaptation & Institutional Readiness ..................

c. **Department:** ..........................................

2. **Implementation Period**: ……………………………….....................

i. Commencement: …… ………………… *(D/M/Y)*

ii. Completion: ………………….………… *(D/M/Y)*

3. **Total cost:** (i) In Takas (BDT Lakh)………………………….....…..

(ii) In USD ($ Thousand) ……………………………….

4. **Members of the SPMT:**

(a) SPM: ………………………….………

(b) ASPM: ………………………...………..

(c): Member: ……………………...…………

(d) Member**: ………………………………….**

5. **General Objective of the Sub-project**

Please note that a general objective is a statement that communicates the overall goal of a research or study project in a single sentence. Briefly mention the general objective that are aimed to be achieved:

|  |
| --- |
|  |

**6. Specific Objectives of the Sub-project**

Mention the specific objectives of the sub-project. Please note that each specific objective will produce results and outcomes and has to be expressed in terms of milestones and measured with performance indicators.

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
|  |

 *Note: Please do not write in essay form*

**7. Sub-project Summary (maximum 250 words)**

Summarize the broad components, activities, methods, expected results, outcomes and strategies to be used in accordance with the specific objectives for implementing the sub-project. The broad impact in terms of research capacity building expected as a result of the activities carried out must be explicitly stated. Please try to furnish the information about the above mentioned items under individual paragraph captions.

|  |
| --- |
|  |

**8. Strategic Analysis:** Briefly state the strategic plan (or its absence) of the university vis-à-vis the entity regarding infra­structural, financial and intellectual capacities building for postgraduate research program in the proposed field(s). Also narrate the local, national and international priorities and potentials in the stated field of research. Narrate the SWOT analysis performed to figure out the present state of postgraduate programs and its expansion possibilities using the strength and opportunity and mitigating weakness and threats. (Please consult ATFOM Annex-1 on SWOT Analysis.)

|  |  |  |
| --- | --- | --- |
| Internal | Strengths | Weaknesses |
| External | Opportunities | Threats |

**9. Background Data Substantiating the Strategic Analysis**

**A.** Please provide the information requested in the following table. This information will serve to analyze the available abilities and capacities of the human resources and the unit’s research capacity, productivity and outreach in the last five years.

**Table 1: Data on Academic Staff in Undergraduate and Post-graduate Research Programs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Items** | 2019 | 2020 | 2021 | 2022 | 2023 |
| **ENTITY:** |
| 1 | Total number of undergraduate students engaged in research works |  |  |  |  |  |
| 2 | Total enrollment in MS program |  |  |  |  |  |
| 3 | Number of MS degrees awarded |  |  |  |  |  |
| 4 | Total number of publications in peer reviewed journals out of research work by MS students |  |  |  |  |  |
| 5 | Total enrollment in PhD program |  |  |  |  |  |
| 6 | First year enrollment in PhD program |  |  |  |  |  |
| 7 | Number of PhD degrees awarded |  |  |  |  |  |
| 8 | % of students achieving PhD per entry cohort |  |  |  |  |  |
| 9 | Stipulated time-to-PhD degree (in academic session/semester)  |  |  |  |  |  |
| 10 | Number of drop-outs in PhD programs |  |  |  |  |  |
| 11 | Actual average time-for-completion of PhD program (in academic sessions/semesters) among PhD awardees |  |  |  |  |  |
| 12 | Total number of full time faculty members involved in research |  |  |  |  |  |
| 13 | Number of Assistants/Fellows involved in post-graduate research |  |  |  |  |  |
| 14 | Total number of full time faculty members involved in supervision of research/PhD programs  |  |  |  |  |  |
| 15 | Total number of full time faculty members holding PhD engaged in supervision of research/PhD programs  |  |  |  |  |  |
| 16 | Total external resources (Taka) obtained for research/PhD  |  |  |  |  |  |
| 17 | Total number of publications |  |  |  |  |  |
| 18 | Total number of publications per PhD researcher  |  |  |  |  |  |
| 19 | Total number of publications per PhD holder  |  |  |  |  |  |
| 20 | Total number of Intellectual Properties (IP)/products/ processes created  |  |  |  |  |  |
| 21 | Total number of patents obtained  |  |  |  |  |  |
| **SPMT:** |
| 1 | Total number of undergraduate students in research projects |  |  |  |  |  |
| 2 | Total number of students enrolled in MS research programs |  |  |  |  |  |
| 3 | Total enrolment in PhD program |  |  |  |  |  |
| 4 | Number of PhD degrees awarded |  |  |  |  |  |
| 5 | Total number of faculty members involved in research |  |  |  |  |  |
| 6 | Total number of publications in peer reviewed journals |  |  |  |  |  |
| 7 | Total number of publications in peer reviewed journals with impact factor higher than 1.  |  |  |  |  |  |

**B.** Please provide data on existing facilities/ resources available in the entity and the facilities/ resources required to develop the post-graduate research programs. *(This section is mainly applicable for Type-1 and Type-2 research; no need to provide data in this table for type-3 sub-projects).*

**Table 2: Data on research facilities/resources in the entity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Facilities** | **Unit** | **Existing/Available** | **Required** | **Comments** |
| ***ENTITY***  |
| 1. Science Lab Equipment  |  |  |  |  |
| 2. Engineering Workshop Equipment/ Instruments  |  |  |  |  |
| 3. Medical lab Equipment/ Instruments  |  |  |  |  |
| 4. Agricultural Lab/Field Equipment/Instruments  |  |  |  |  |
| 5. Veterinary/Fisheries Lab Equipment  |  |  |  |  |
| 6. Chemicals/ Biochemical Specimens  |  |  |  |  |
| 7. Computers/ICT equipment/software  |  |  |  |  |
| 8. Fund/Resources  |  |  |  |  |
| 9. Scholarships  |  |  |  |  |
| 10. Qualified/Trained Supervisors  |  |  |  |  |
| 11. Qualified/Skilled Science Lab Technicians  |  |  |  |  |
| 12. Engineering Machine/Instruments Operator  |  |  |  |  |
| 13. Medical Equipment/ Instrument Technician  |  |  |  |  |
| 14. Other Skilled Technicians/Support Staff  |  |  |  |  |
| 15. \*  |  |  |  |  |
| ***Major Scientific Equipment in the Laboratories of the SPMT:*** |
| 1. |  |  |  |  |
| 2.  |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

**10. Relevance:**

Describe the relevance of the proposal to the strategic plan of the university, to national development, and to the tertiary education sector development goals of the government. Please elaborate the plan for Ph D intake, if any, specifying the field of research. Clearly show the linkages between the facilities to be developed under this sub-project and research.

|  |
| --- |
|  |

**11. Benefits (Qualitative and Quantitative)**

Describe the benefits to be gained from the sub-project in terms of its contribution towards a better research infrastructure and capacity, wider PhD program coverage and higher enrollments and graduation rates, improvements in research outputs, productivity, industrial and international linkages. Please also describe the expected improvements in post-graduate programs and institutional performance and innovation. Justify whether the effective cost methods have been selected.

|  |
| --- |
|  |

**12. List the major equipment** proposed for procurement under the sub-project and mention their relevance to the activities of the sub-project and also previous of experience of the **SPMT** in using these equipment. Please give justification of any item and its cost if it exceeds 15% of the total budget. *(This section is not applicable for group-iii: Social Adaptation & Institutional Readiness research).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Serial no.** | **Description** | **Estimated cost****(BDT in Lakhs)** | **Relevance** | **experience** |
| 1. |  |  |  |  |
| 2.  |  |  |  |  |

**13. Justification of any item of cost exceeding 15% of the total budget:**

|  |
| --- |
|  |

**14. Summary of Estimated Budget**

Please furnish summary of major items and estimated cost following table-3 below. This table should mention only the major heads of expenditure and not a detailed list of all goods, services and works that will be procured under the sub-project.

**Table 3. Summary of Estimated Budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **BDT in Lakh** |
| Economic Code\* | Items of Expenditure  | Unit | Quantity | Estimated Cost (Taka) | % of Estimated Cost |
| 31113 | Allowances |   |   |   |  |
| 32111 | Administrative Expenses |   |   |  |  |
| 32311 | Foreign training |  |  |  |  |
| 32312 | Domestic training |  |  |  |  |
| 32551 | Printing and Stationary |  |  |  |  |
| 32561 | Chemicals |  |  |  |  |
| 41122 | ICT equipment |   |   |  |  |
| 41123 | Machineries and Equipment |  |  |  |  |
| 41133 | Computer Software |  |  |  |  |
| Operational Costs/Contingencies (maximum 2% of total cost) |   |   |  |  |
| **Total Sub-Project Cost** |  |  |  |  |

\* Economic codes are available @ [*https://ibas.finance.gov.bd/ibas2/HelpDocuments/OldToNewEconomic.pdf?v=687*](https://ibas.finance.gov.bd/ibas2/HelpDocuments/OldToNewEconomic.pdf?v=687)

**15. Operation & Maintenance of Equipment/Instrument** *(If applicable)*

Describe the capacity (technical and financial) of the proposal submitting entity for the operation and maintenance of equipment/instruments to be procured under this sub-project. Please mention the proposed plan to build required additional capacity:

|  |
| --- |
|  |

**16.** Describe the type of technical assistance/consulting required under the sub-project (if any) and its Terms of Reference (ToR).

|  |
| --- |
|  |

**17.** Describe the linkages/collaboration (if any) with other university/ Department/ Institute/ Center/ **NGO**/Business Corporation/Company/Industry etc.

|  |
| --- |
|  |

\*Please attach collaboration document/MoU, if there is any.

**18. Briefly describe the effect/impact of the proposed sub-project on:**

|  |  |  |
| --- | --- | --- |
|  | Environment (Soil, Water, Air, Bio-diversity, Biomass etc.) |  |
|  | Women & Children |  |
|  | Employment, Poverty Reduction |  |
|  | Institutional Performance |  |
|  | Academic Program |  |
|  | Entity |  |
|  | Research |  |
|  | Human Development |  |
|  | Food Security |  |
|  | Production Innovation |  |
|  | Academic Innovation |  |
|  | Quality Assurance Program (if any) |  |
|  | Governance |  |
|  | Management Practices |  |
|  | Disaster Management |  |
|  | Any other (please specify) |  |

**19. Sustainability** Please provide a summary of a sustainability analysis for this sub-project, e.g., what measures and budget provisions the entity/university is likely to commit to sustain the activities and outcomes after the completion of the sub-project;

|  |
| --- |
|  |

**20.** Please state if (i) project of similar nature was implemented earlier or/and (ii) is currently under implementation by the proposal submitting entity, or (iii) by any of the members of the sub-project management team. If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and surplus funds will be available for the entity due to undertaking of this ATF sub-project.

|  |
| --- |
|  |

**21**. Please mention name and address of three peers/experts (national/international) in the proposed field of research and development program.

|  |
| --- |
| 1. Name: …………………................................................……….

Official designation (if any)………………………........………Correspondence/Mailing Address: …………………………….Email: ………………………………………. …… cell no. ………………………… |
| 1. Name: ……………………….................................................….

Official designation (if any)…………………….........…………Correspondence/Mailing Address: ……………….…………….Email: ………………………………………. …… cell no. ………………………… |
| 1. Name: …………………………..................................................

Official designation (if any)……………….............……………Correspondence/Mailing Address: …………………………….Email: ………………………………………. …… cell no. ………………………… |

**22.** Please attach the following completed SPP Annexes:

1. SPP Annex 1: Milestones, Performance Indicators and Logical Framework

2. SPP Annex 2: Work/Activities Plan (excel spread sheet)

3. SPP Annex 3: Financing Plan (excel spread sheet)

4. SPP Annex 4: Procurement Plan Summary (Table A, Table B, Table C,
 Table D and Table E) excel spread sheet

5. SPP Annex 5: Training visit/ Study Tour Plan

6. SPP Annex 6: Details of estimated Budget (Excel spread sheet)

7. SPP Annex 7: Environment and Safety Check List for Research and Innovation

8. SPP Annex 8: Attachment A: Environmental Monitoring and Mitigation Plan

9. SPP Annex 9: Social Screening Form

10. SPP Annex 10: Indicative Organogram of the Sub-project Management Office

11. SPP Annex 11: Sub-project Management Team and Resume

* Attachment: Resume of SPM, ASPM and SPMT Members.
* Upload: CV of SPM, ASPM and SPMT members online.

12. SPP Annex 12: Proposal Endorsement by University Management