**Sub-Project Proposal Formats**

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

**SPP Format W-4**

**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 4: Establishing Innovation Support Facilities (ISF)**

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

2. Name of the University

3. Implementation Period:

i. Commencement: .......................................................

ii. Completion: ........................................................

4. Total Cost:

1. In Taka (BDT Lakh): ...........................................
2. In USD ($ Thousand): ...........................................

**5. Name(s) of Partner(s) In Industry: ……………………........…………………………**

**6. Members of the SPMT:**

(a) SPM: ………………………….………

(b) ASPM: ………………………...………..

(c) Member: ……………………...…………

(d) Member**: ………………………………….**

**A. PROJECT DESIGN**

**7. 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:

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

Describe with clarity the specific objectives of the sub-project. Each specific objective will produce results and outcomes that has to be expressed in terms of milestones and measured with performance indicators. Please mention specifically if applications for patents are envisioned.

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*Note: Please do not write in essay form.*

**9. Sub-project Summary (maximum 500 words)**

Summarize the role of the three suggested components of the **ISF**, viz, Fab-Lab, innovation-Lab (*i*-Lab) and the Business Incubator. Outline the scope of activities The broad impact 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.

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**B. FAB LAB DESIGN**

**10. Fab Lab Design**

Describe the structure of the Fab Lab including the main instruments, the envisaged activities including product development, prototype generation, services which may be offered, industry partnership, etc.

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| 1. |
| 2. |
| 3. |

**11. i-Lab Design:**

Please describe the logistics required, scope of activities, mode of working, virtual laboratory, application in tertiary level teaching.

1. **Business Incubator**

Please describe the scope of activities, logistics required and linkage with Fab Lab and *i-*Lab, business incubation opportunities, possible partners for collaboration.

1. **Approach for Community Engagement:**

Activities of **ISF** for attracting entrepreneurs, exchanging ideas and motivating youth to initiate start-ups. (For example, hosting social events with leading business people and industrialists, inviting them to address graduating students to motivate them for innovation, arranging for competitions and networking events, participation in international innovation meetings, etc.

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1. **Describe how teaching and research can be promoted through the use of Fab Lab and *i*-Lab.**

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1. **Assessment of the Management Team Capacity of the ISF**

Please describe the experiences and capacity of the Fab Lab Management Team related to the use of digital fabrication machines, project execution experience using digital fabrication, research related to projects using digital fabrication machines, and community engagement activity.

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1. **Assessment of the University’s Capacity in utilizing ISF Potential for Innovation**

Please describe in detail how various departments, institutes, and centers of the university are likely to benefit by utilizing CISF facilities for teaching and learning, research, and innovation.

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1. **DETAILED PROJECT DESIGN AND INFORMATION**
2. **Background Data of the Proposal Submitting Entity**

**A.** Please provide the information requested in the following table. This information will serve to analyze the size, strength and potential of the human resources and the university’s research capacity, productivity and outreach in the last five years.

**Table 3: Background Data of the Proposal Submitting Entity**

| **Items** | | 2019 | 2020 | 2021 | 2022 | 2023 |
| --- | --- | --- | --- | --- | --- | --- |
|  | Total enrolment in PhD program |  |  |  |  |  |
|  | First year enrollment in PhD Program |  |  |  |  |  |
| 3. | Number of PhD degrees awarded |  |  |  |  |  |
|  | % of students achieving PhD per entry cohort |  |  |  |  |  |
|  | Stipulated time-to-PhD degree (in academic session/semester) |  |  |  |  |  |
|  | Number of drop-outs in PhD programs |  |  |  |  |  |
|  | Actual average time-for–completion of PhD program (in academic session/semesters) among PhD awardees |  |  |  |  |  |
|  | Total number of faculty members involved in research |  |  |  |  |  |
|  | Total number of full time faculty members involved in research |  |  |  |  |  |
|  | Number of Assistants/Fellows involved in Post-graduate Research |  |  |  |  |  |
|  | Total number of full time faculty members involved in supervision of research/Ph D programs |  |  |  |  |  |
|  | Total number of full time faculty members holding PhD engaged in supervision of research/PhD programs |  |  |  |  |  |
|  | Total number of post-doc faculty members |  |  |  |  |  |
|  | Total external resources (Taka) obtained for research/PhD |  |  |  |  |  |
|  | Total number of publications: books |  |  |  |  |  |
| (a) | ISI |  |  |  |  |  |
| (b) | Non-ISI |  |  |  |  |  |
| (c) | Refereed |  |  |  |  |  |
|  | Total number of publications per Ph D researcher |  |  |  |  |  |
| 22. | Total number of publications per Ph D holder |  |  |  |  |  |
| 23. | Total number of Intellectual Properties (IP)/products/processes created |  |  |  |  |  |
| 24. | Total number of patents obtained |  |  |  |  |  |
| 25. | The number of partnership MOUs signed with industries |  |  |  |  |  |
| 26 | Revenues earned from industry through provision of technical support and technical services (in Lakh taka) |  |  |  |  |  |
| 27\* |  |  |  |  |  |  |

*\*Any additional data deemed relevant*

1. Please provide data on existing facilities/resources available for innovative research in the entity.

| **Location** | **Facilities and Resources Available** | **Comments** |
| --- | --- | --- |
| 1. Engineering Workshop |  |  |
| 1. Medical lab |  |  |
| 1. Agricultural Lab/Field centers |  |  |
| 1. Veterinary/Fisheries Lab |  |  |
| 1. Chemicals/ Biochemical Lab |  |  |
| 1. Computer Lab |  |  |
| 1. Qualified/Trained Supervisors |  |  |
| 1. Qualified/Skilled Science Lab Technicians |  |  |
| 1. Engineering Machine/Instruments Operator |  |  |
| 1. Medical Equipment/ Instrument Technician |  |  |
| 1. Other Skilled Technicians/Support Staff |  |  |
| 1. Please attach a list of state-of-the art scientific equipment in use in the entity’s lab |  |  |

*\*Additional items may be included according to the specificity of the institution*

1. **List of Major Equipment needed for the ISF**

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 the SPMT in using these equipment for teaching.

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| --- | --- | --- | --- | --- |
| Serial No. | Description | Estimated Cost | Relevance | Experience of SPMT |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

**19.** Please give justification of any item and its cost if it exceeds 15% of the total budget.

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1. **Summary of major items and total estimated cost of the Sub-project.**

Please furnish summary of major items and estimated cost in Table 2 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.

**Summary of Estimated Budget**

**Sub-project Title**: …………………………………………………………………………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **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*

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

Describe the net benefits to be gained from the sub-project in terms of its contribution towards better student learning, institutional and academic quality improvement, and achievement of tertiary education development goals of the government during the sub-project implementation and after completion. Justify whether the most cost effective methods have been selected.

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1. **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:

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| 1. Technical and financial capacity: |
| 2. Experience of maintaining/repairing equipment: |
| 3. Proposed plan to build required additional capacity: |

**23. Plan for Sustainability of the ISF**

Please explain in detail how to sustain ISF operation and maintenance after the completion of the Sub-project.

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| 1. Source of financing |
| 2. Continuation of technical manpower |
| 3. Operation and maintenance |

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

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| --- | --- | --- |
|  | 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) |  |

**25.** Please state (i) if project of similar nature was implemented earlier or/and (ii) is under implementation by the proposal submitting entity or (iii) by any of the members of the 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 funding for undertaking the ATF Sub-project.

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

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| 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. ………………………… |

27. 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 Small Infrastructure

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

12. SPP Annex 12: Proposal Endorsement by University Management