**Sub-Project Proposal Formats**

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

**SPP Format W-5**

**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 5: Establishing Technology Transfer Office (TTO)**

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

2. Implementation Period:

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

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

3. Total Cost:

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

**4. Name and Address of the Entity: ………………………………………………**

**5. Members of the SPMT:**

(a) SPM: ………………………….………

(b) ASPM: ………………………...………..

(c): Member: ……………………...…………

(d) Member: ………………………………….

**6. 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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**7. 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.

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| 1. |
| 2. |
| 3. |
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*Note: Please do not write in essay form.*

1. **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 establishing the TTO. 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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**9. Strategic Analysis**

Briefly explain the results of the overall strategic analysis that was performed to prepare this proposal, especially in connection with the strengths and weaknesses, opportunities and threats (SWOT analysis). This information will clearly establish the objectives that the sub-project intends to achieve in a manner consistent with institutional strategic planning/vision (if any), and the priorities established by the university. Please mention if there are currently any collaborative/joint research projects with industries. The nature of research projects and the quality of research and the logistics and expertize available in the entity should be mentioned. (Please consult AIFOM Annex 1 on SWOT Analysis.)

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

**10.** Please describe in detail the technologies, products and processes developed/innovated by the university through research:

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| 1. |
| 2. |
| 3. |
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**11.** Please describe the current state of use/application of each of these technologies/products/ processes in the field:

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| 1. |
| 2. |
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**12.** Please identify the technologies/products/processes that would be easy to commercialize (e.g., instruments, devices, tools) and those would be difficult to commercialize (e.g., vaccine that require lengthy trial)

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| --- | --- |
| 1. Easy to commercialize |  |
| 2. Difficult to commercialize |  |

**13.** Please describe if the university undertook any trial or testing of any of the technologies if innovated or, made an effort to get copyright or license for establishing ownership over the technology or innovation.

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**14.** Please describe if any of the technologies innovated in the university has been transferred to industry for mass production or business firm for commercialization.

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1. **Please provide data requested in the following table.** These data will identify the availability of human resources and the unit’s capacity for undertaking collaborative research with industry.

**Table 1: Data on Academic Staff and Students in Postgraduate Programs and Research**

| **Items** | | 2019 | 2020 | 2021 | 2022 | 2023 |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Total enrolment in Graduate/Master’s Programs |  |  |  |  |  |
| 2. | Total enrollment in M Phil, M Sc (engineering), Ph D Programs |  |  |  |  |  |
| 3. | First year enrollment in Master’s Programs |  |  |  |  |  |
| 4. | First year enrollment in M Phil, M Sc (engineering), Ph D Programs |  |  |  |  |  |
| 5. | Number of Graduates/Master’s passed out,  M Phil and PhD programs |  |  |  |  |  |
| 6 | Number of M Phil, M Sc, PhD candidates passed |  |  |  |  |  |
| 7. | Graduation/Master’s rate per entry cohort, |  |  |  |  |  |
| 8. | M Phil, M Sc (engineering), PhD rate per entry cohort |  |  |  |  |  |
| 9. | Established time-to-degree for the Graduate/ Master’s program (in academic sessions/ semesters) |  |  |  |  |  |
| 10. | Established time-to-degree for M Phil, M Sc (engineering), PhD |  |  |  |  |  |
| 11. | Actual average time-to-degree (in academic sessions/semesters) |  |  |  |  |  |
| 12. | Actual average time-to-degree in M Phil, M Sc (engineering), PhD programs |  |  |  |  |  |
| 13. | Total number of full time academic staff holding PhD degrees involved in Postgraduate Programs and Research |  |  |  |  |  |
| 14. | Total number of full time academic staff holding PhD degrees involved in Postgraduate Programs and Research |  |  |  |  |  |
| 15. | Total number of part time academic staff holding Master’s degrees involved in Graduate/ Master’s Programs |  |  |  |  |  |
| 16. | Total number of research projects and external (other than GoB) funding captured |  |  |  |  |  |
| 17. | Total number of research publications in peer reviewed journals |  |  |  |  |  |
| 18. | Average publication per academic staff |  |  |  |  |  |
| 19. | Total number of thesis/ research monographs/ publications by Postgraduate students |  |  |  |  |  |
| 20. | Total number of thesis publications by M Phil, M Sc(engineering), Ph D candidates |  |  |  |  |  |
| 21. | Total number of publications per academic staff engaged in Postgraduate Programs |  |  |  |  |  |
| 22. | Number of research projects undertaken jointly with industry |  |  |  |  |  |
| 23 | Number of patent applications filed |  |  |  |  |  |
| 24 | Number of patents registered by academics |  |  |  |  |  |
| 25 | Number of research products commercialized |  |  |  |  | ` |
| 26 | Number of research output which may be commercialized\*\* |  |  |  |  |  |
| 27. | Number of partnership MOUs signed with industry |  |  |  |  |  |
| 28.\* | Revenue earned from industry through provision of technical support and technical services (in lac Taka) |  |  |  |  |  |

*\* Please add any other information that you consider relevant for evaluation of the proposal.*

\*\* Please attach a list.

1. Please provide data on the existing facilities in equipment, materials, manpower and resources owned by the entity.

**Table 2: Data on existing physical facilities/resources available in the university**

| **Description of Facilities** | **Unit** | **Existing/ Available** | **Required** | **Comments** |
| --- | --- | --- | --- | --- |
| 1. Science Lab equipment |  |  |  |  |
| 1. Engineering Workshop Equipment/ Machines/Tools |  |  |  |  |
| 1. Medical/Surgical Lab Equipment/ Instruments |  |  |  |  |
| 1. Agricultural/Horticultural lab Equipment/ Instruments |  |  |  |  |
| 1. Agricultural/Horticultural Experimental Field Equipment |  |  |  |  |
| 1. Classroom/Seminar room/Lecture Theater Devices/ Instruments/ Teaching aids etc. |  |  |  |  |
| 1. Laboratory Chemicals/Specimens |  |  |  |  |
| 1. Library Automation/Digitization |  |  |  |  |
| 1. Computers & Accessories |  |  |  |  |
| 1. Photocopiers |  |  |  |  |
| 1. Scanners |  |  |  |  |
| 1. Printers |  |  |  |  |
| 1. Multimedia Equipment |  |  |  |  |
| 1. Fund/Financial resources |  |  |  |  |
| 1. Survey work/Field visit facilities |  |  |  |  |
| 1. Qualified Supervisors |  |  |  |  |
| 1. Qualified Lab Technicians |  |  |  |  |
| 1. Engineering Machine/Tools Operators |  |  |  |  |
| 1. Medical Equipment/ Instrument Operators/ Technicians |  |  |  |  |
| 1. Internet Connectivity/Campus Area Network/LAN/Intranet |  |  |  |  |
| 1. Bandwidth Capacity |  |  |  |  |
| 1. WIMAX/Wireless Connectivity |  |  |  |  |
| 1. Digital library Access/ Subscription |  |  |  |  |
| 1. Library automation service |  |  |  |  |
| 1. Telecom/Fax |  |  |  |  |
| 1. ICT professionals/engineers |  |  |  |  |
| 1. ICT technicians |  |  |  |  |
| 1. Other skilled support staff |  |  |  |  |
| 1. Legal specialist |  |  |  |  |
| 1. Business development specialist |  |  |  |  |
| 1. Intellectual Property (IP) experts |  |  |  |  |
| 1. Marketing expert |  |  |  |  |

*\* Please add any other information that you consider relevant for evaluation of the proposal.*

**16. Relevance:**

Describe the relevance of the proposal to the strategic or long-term plan of the university, to the national development, and to the tertiary education sector development goals of the government.

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**17. Benefits (Qualitative & Quantitative)**

Describe the benefits to be gained from the **TTO** in terms of its contribution towards better student learning, research capacity, development of advanced human capital, and production of useful research outcomes and products, patents registered, products commercialized, institutional and academic quality improvement, strengthening of institutional management of intellectual property and achievement of tertiary education development goals of the country. Justify whether the most cost effective methods have been selected.

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**18. List of Major Equipment**

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. |  |  |  |  |

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

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**19. Summary of major items and estimated cost**

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. Please submit the table in excel spread sheet.

**Table 4. Summary of Estimated Budget**

**Type of Sub-Project:** WINDOW 5: Establishing Technology Transfer Office

**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*

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

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

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1. Whether project of similar nature was implemented earlier or/and is under implementation by the proposal submitting entity, or any of the members of the project management team. If so, mention the name of the project, duration and major outcomes.

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

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| 1. Business development |  |
| 1. Securing ownership of the technology (patent, copyright, etc.) |  |
| 1. IP literacy |  |
| 1. Patent management |  |
| 1. Technology transfer |  |
| 1. Monetary gain |  |
| 1. Job creation |  |
| 1. Improve livelihood |  |
| 1. Increase productivity/yield |  |
| 1. Academic’s mindset |  |
| 1. Academic program |  |
| 1. Research |  |
| 1. Academic innovation |  |
| 1. Quality Assurance Program (if any) |  |
| 1. Governance |  |
| 1. Management practices |  |
| 1. Any other (please specify) |  |

**24. Sustainability**

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

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**25.** 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 7A: Environment and Safety Check List for Small Infrastructure

SPP Annex 7B: Environment and Safety Checklist for Window 3a and 3b, Window 4 and Window 5 Sub-projects

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