

**Guidelines for Submitting Research Proposal
Under UGC Research Grant (2021-2022)
University of Dhaka**

1. Introduction and background

The University Grants Commission, Bangladesh has allocated a research grant to strengthen research excellence and widen research opportunity in the University of Dhaka. Proposals for basic and applied research in all academic disciplines are invited under the UGC research grants.

2. Scope and objectives

This grant will widen opportunities for academic research across multiple avenues. Research based knowledge generation, dissemination of ideas and above all, uplifting knowledge based skills are the intended outcomes of this research project.

3. Broad research areas

The proposal covers the following broad research areas::

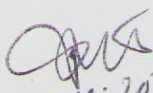
- a. Basic and applied scientific/technological innovation, computation, life sciences and health hazard issues towards societal benefits.
- b. Sustainable Development Goals (SDGs-2030), National Perspective or 7th-Five year plan, delta plan-2100, Bangladesh development agenda, Vision 2021, business enterprises, digital Bangladesh or any other development agenda of the Government.
- c. Any contemporary and important areas considered relevant to the concerned Department/Institute/Centre associated with institutional and national development.

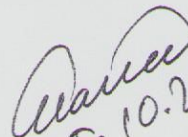
4. General guidelines

- a. **Procedure to submit:** The research initiative MUST be undertaken by the faculty members of the University of Dhaka. However, inter-disciplinary joint research by the faculties of various Departments/Institutes/Centres of the University is encouraged. The Project shall be submitted through the Chairman of the department forwarded by Dean/Director of the Institute.
- b. **Deadline for Submission:** 31 October, 2021
- c. **Similarity Index:** The similarity index of the proposal should not exceed 20% excluding references and titles.
- d. **Duration:** The duration of the research will be 12 months, but for valid reason it can be extended for a maximum period of 06 (six) months (No cost extension).

5. Budget: The budget of the project should be prepared in the range of BDT 200000.00-500000.00 including VAT and TAX in appropriate case at prescribed rate.

6. Expenses: (a) **Permissible:** Honorarium for PI, Co-I (if any), Research Associate/Assistant (RA), collection of primary data, procurement of secondary data, small instruments and tools, consumables, research fieldwork, etc. (b) **Not permissible:** Fees associated with attending courses or workshops, and travel costs associated with attending or presenting at professional conferences.

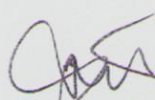

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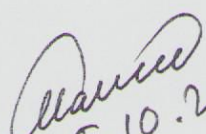

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7. **Evaluation:** Both the technical and financial proposals shall be evaluated by the expert academicians on the proposed research areas. Research proposal shall be accepted/awarded only after the approval of both technical and financial proposals.
8. **Investigators:** The research shall be conducted by one faculty member as a principal investigator (PI). If s/he intends, one co-investigator (Co-I) can be included.
9. **Research assistant:** Research assistant/s can be employed for the project. In such case, s/he should be recruited from among the 4th year Bachelor/Masters/M.Phil/Ph.D level students.
10. **Publication:** Based on the academic research reports and outcomes, the awarded researcher(s) should publish at least one article. The article shall be published in recognized peer-reviewed journals of the University of Dhaka or other journal having DOI number/indexing or impact factor. The financial support of UGC and University of Dhaka shall be duly mentioned and acknowledged in all published articles.
11. **Research duration:** The maximum duration for the accomplishment of the project is 12 months. The detailed time frame using a **Gantt chart** shall be included in the proposal. This will assist the disbursement of funds by the university in phases
12. **Applicant eligibility to submit proposal:** An applicant shall not submit more than one project either as a principal investigator or a co-investigator.
13. **Fund disbursement:** The fund shall be disbursed in 02 phases/installments, following the guideline of the UGC.
14. **Account operation:** The Account of the project shall be operated by the Principal Investigator (PI). If the PI becomes unavailable in the middle of the project, the Co-I can operate the account with the approval of the Central Evaluation Committee.
15. **Declaration:** The investigator(s) shall submit a written declaration that the proposal was not submitted previously to any agencies and shall not be submitted to other funding sources if project is accepted.
16. **Letter of agreement:** The awardees must follow all the set rules of the University of Dhaka to be mentioned and signed in the letter of agreement.

17. UGC-Research Proposal Evaluation Criteria

SL#	Criteria	Weightage
1	Originality of the Project	15
2	Objectives of the Research	10
3	Rationale of the Research	10
4	Linkage with National Development Process (SDG, ADP, Digital Bangladesh 2021, Vision 2041, Delta Plan 2100, FYP, etc.)	10
5	Methodology (methods, materials, sampling etc.)	20
6	Expected outcomes and outputs	15
7	Justification of the Budget	20
Total		100


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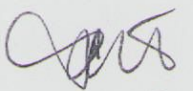

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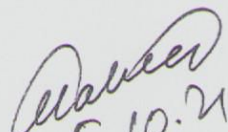
Annexure

Research Proposal Submission Form
UGC Grant
University of Dhaka, Dhaka 1000, Bangladesh



- 1.0 **Title of the project:**
- 2.0 **Duration of the project:** Months
- 3.0 **Proposed budget: BDT.**
- 4.0 **Brief information about Principal Investigator (PI) and Co-Investigator Co-I**
- (A) Principal Investigator:**
- Name:
- Date of birth:(dd/mm/yyyy)
- Designation:
- Department/Institute/Centre:
- Website (if any):
- E-mail Address:
- Contact No.:
- Academic Qualification:
- Number of Journal Articles and Books: (Please provide a complete list)
- (B) Co-Investigator :**
- Name:
- Date of birth: (dd/mm/yyyy)
- Designation:
- Department/Institute/Centre:
- Website (if any):
- E-mail Address:
- Contact No.:
- Academic Qualification:
- Number of Journal Articles and Books: Please provide a complete list in separate sheet


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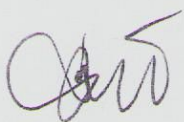

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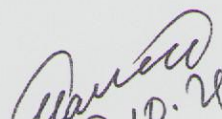
5.0 Name of the Faculty/Institute/Centre that research theme would cover (Please tick more than one in case of Interdisciplinary research)

<input type="radio"/> Arts	<input type="radio"/> Science	<input type="radio"/> Law	<input type="radio"/> Business Studies
<input type="radio"/> Social Science	<input type="radio"/> Biological Science	<input type="radio"/> Pharmacy	<input type="radio"/> Earth and Environmental Sciences
<input type="radio"/> Engineering and Technology	<input type="radio"/> Fine Arts	<input type="radio"/> Institutes	<input type="radio"/> Centre
Name of Institute/Centre (if applicable):			

6.0 Brief description of the research project.

6.1	Summary of the project (maximum 200 words)
6.2	Introduction, Background and Objectives of the study (200 words)
6.3	Major activities under the study (100 words)
6.4	Brief review of previous works related to the proposed study (200 words):
6.5	Theoretical and Analytical Framework, if required (200 words)
6.6	Research methodology/analytical techniques (maximum 400 words)
6.7	Expected outcomes and output of the proposed research (maximum 100 words)
6.8	Linkage of the study to national development (SDG, ADP, Vision 2041, FYP, etc.) (200 words)
6.9	Existing facilities (e.g. laboratory, logistics etc.) for implementing the project

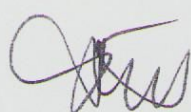

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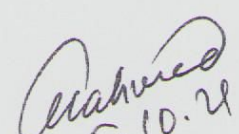

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7.0 Estimated budget for the proposed (no decimal value allowed) research project

Name of Item	1 st Year		Sub-Total Amount (in BDT)	Comments
	Quantity	Amount (in BDT)		
Remuneration of Investigators				
a) Principal Investigator (PI)			50,000	Fixed
b) Co-Investigator (CI, if any)			30,000	Fixed
01. Name of the Equipments				
a)				
b)				
02. List of consumables/ laboratory/field supplies				
a)				
b)				
Sub-total				
03. Literature/data collection/survey			15,000	Maximum
a)				
b)				
Sub-total				
04. Staff salary (Research Associate/Assistant)				
a)			60,000	Maximum
Sub-total				
05. Fieldworks (In-country only)				
a)				
b)				
06. Stationeries, Printing and reports			10,000	Maximum
07. Contingencies (max. 5% of total budget)				
Grand Total				

*Procurement can't be more than 50% of the project cost. Procurement has to be done following PPA-2006 and PPR-2008


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8. Notes on Budget Preparation:

- a. Please note that the proposed budget will only be allocated if the review committee finds it to be reasonable and justifiable. The submission does not guarantee that each proposal will be funded with the amount of proposed budget. The Central Evaluation Committee reserves the right to change the budget (allocation).
- b. Researchers are not allowed to spend money for purchasing software, laptop, Desktop, Camera, transcription of data, publication fee, printing of the report in book form, developing questionnaire.
- c. For scientific research the researchers can purchase machines, lab materials, reagents, samples, tools, chemicals, etc. But the total procurement shall not exceed 50% of the proposed budget.
- d. For primary data collection, no allowance/honorarium shall be given to the respondents of Survey, FGD, Interview or any data collection method. A lump sum amount of money can be spent for the refreshment for the participants of FGD or workshop (if any).
- e. If enumerators are required to stay overnight at the field, they will be paid taka 1500.00-2000.00 per day including salary, food, accommodation and local transport. For long distance transport they will be given a flat sum of taka 4000.00 (including return). Please mention and justify the number of enumerators and the number of days they will work at the field.
- f. If Research Assistant (RA) is required to go for field data collections and stay overnight, s/he will be paid taka 1200.00 per day for food and lodging.
- g. A lump sum amount can be spent for training of the enumerators and data entry.
- h. In case of secondary data, the researchers are expected to purchase books and relevant articles, data and journals which will be submitted to the departmental seminar after the completion of the project.

9.0 Justifications of different heads of the proposed budget (maximum 300 words) especially in case of field visit and procurement, if any.

10.0 Detailed work plan

Activities	Months											
	1	2	3	4	5	6	7	8	9	10	11	12

This can be submitted in a spreadsheet as **Gantt chart**

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10.0 Declaration and signature of the investigators:

Principal Investigator	Signature:
	Name:
	Date:
Co-Investigator 1 (If any)	Signature:
	Name:
	Date:

11.0 Endorsement from the Chairman/Director of respective entity

Comments:	
Name:	
Signature with seal:	
Date:	

12.0 Forwarding by the Dean of the Faculty (if any)

Comments:	
Name:	
Signature with seal:	
Date:	

*Soft copy of the proposal **MUST** be submitted to the email address of the concerned authority.

(i) If anything is required by the Researcher not mentioning in the guideline, may be given if it is approved by the Committee.

[Handwritten Signature]
5.10.2021

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