



Guidelines of Research Proposal Under UGC Research Grant (2024-2025) University of Dhaka

1. Introduction and background

The University of Dhaka has taken strong initiatives to strengthen and widen the research opportunities and academic excellence with the support of the University Grants Commission of Bangladesh (UGC) & University of Dhaka. Proposals are invited for fundamental and applied research of all academic disciplines under the UGC research grants.

2. Scope and objectives

This grant will widen the opportunities for academic research across multiple avenues. Research-based academic productions, dissemination of new knowledge, use of knowledge in national development and above all, uplifting knowledge-based skills are the intended outcomes of this research project.

3. Broad research areas

The proposal shall cover the theme and spirit of the following broad research areas:

- a. Basic and applied science and technology, life sciences and health hazards, natural resource management, climate change and relevant phenomena, economic, societal and business enterprises and humanitarian issues towards human well-being and nation building.
- b. Sustainable Development Goals (SDGs 2030), Perspective plan 2041, Delta plan 2100, 8th five years plan, 4IR or any other development agenda of national and international importances.
- c. Any contemporary and important areas considered relevant to the concerned Department/Institute/Centre being aligned 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, multi-disciplinary joint research by the faculty members of various Faculties/Departments/ Institutes/Centers/ Bureau of the University is encouraged. The research proposal shall be submitted through the Chairman/Director and the Dean (for faculty) of the entity following the provided 'Template' in this guideline.
- b. The research centers and bureaus under University of Dhaka would apply for university's regular research grants. Each of these entities is allowed to apply for maximum two grants and they are expected to perform their research functions from those grants.

- c. **Similarity Index:** The similarity or text-matching of the proposal shall not exceed 20% (not more than 2% from a single source) excluding references and titles. The principal investigator shall include a similarity index report with the proposal using the Turnitin/iThenticate software.
 - d. **Deadline for Submission:** 17 August, 2024

5. **Investigators:** The research shall be conducted by a research team consisting of one PI (Principal investigator) and one Co-I (Co-Investigator). If required, a second Co-I can be included in the team. PI must be a Professor or Associate Professor. However, Assistant Professor and Lecturer having PhD, MPhil or foreign Master's degree with Thesis shall also be eligible to submit the proposal as PI. Teacher who are currently serving the university could submit the proposal.

6. PI & Co-I must have Google Scholar & ORCID ID.

7. **Applicants' eligibility to submit a proposal:**
 - a) An applicant shall not submit more than one project either as a principal investigator or a co-investigator. The recipient (as PI or Co-I), who has not yet submitted Final Report with bills & vouchers of any previous project, shall not be eligible to submit proposal to receive this grant.
 - b) Teacher who are already stay in LPR and those who will start their LPR are not eligible for proposal submission.
 - c) Teachers who are in Deputation to another Institution shall not eligible to submit the Research Proposal.

8. **Research Associate/Assistant (RA):** If required, maximum two RAs can be employed for the project. In such case, s/he should be recruited from among the 4th year Bachelor and Masters level students.

9. **Research duration:** The duration for the accomplishment of the project is maximum 12 (twelve) months, but for a valid reason it can be extended for a maximum period of 06 (six) months without further increase of grant. The detailed timeframe using a **Gantt-chart** shall be included in the proposal. This will assist the disbursement of funds by the university in phases.

10. **Budget:** The Proposed budget shall not exceed BDT 15,00,000/- (Fifteen Lakh) only including VAT and TAX (where applicable) as per PPR Rules.

11. **Expenses:** (a) **Permissible:** Honorarium for PI, Co-I, Research Associate/Assistant (RA), collection of primary data, procurement of secondary data/materials, 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 and publication cost.

12. **Evaluation:** Both the technical and financial proposals shall be evaluated by the relevant academicians by two steps on the basis of evaluation criteria described in Section 17 of this guideline. **First step:** All submitted proposal from the Department/Institute/Centre/Bureau will be evaluated by a three to four (3 to 4) member committee made by the respective Dean/Director. Out of three/four members at least one member shall be included from the retired faculty members or the outside of this university. All PI will present their research proposal using power point presentation that might cover all the evaluation criteria in front of committee. The presentation time will be maximum of

15 (Fifteen) minutes. **Second step:** Each research proposal will be reviewed by a single expert and whole evaluation will be completed in one day as previously. The research grant shall be finally awarded on the basis of average marks calculated from two steps by the proper authority.

13. **Operation of Accounts:** The Account of the project shall be operated by the PI. If the PI becomes unavailable in the middle of the project, the Co-I can operate the account with the approval of the relevant authority. PI shall open a bank account against the name of the proposal title.
14. **Fund disbursement:** In the 1st installment the amount without the remuneration of PI & Co-I(s) shall be disbursed. The remuneration shall be disbursed in the 2nd installment after the submission of the final report, complete bill voucher verified by audit section and published article.
15. **Publication:** Based on the research outcomes, the awardee researcher(s) shall publish at least one article. The article shall be published in the peer-reviewed journals of the University of Dhaka having DOI number or any other indexed/impact factor journal. The financial support of UGC and University of Dhaka shall be duly mentioned and acknowledged in all published articles. Publication of article shall follow the ‘Rules of Plagiarism’ of the University of Dhaka.
16. **Declaration:** PI & Co-I shall submit a written declaration that the research proposal a) was not submitted previously to any agencies and shall not be submitted to other funding sources if the project is accepted and b) has not been published by them or any other researcher previously. It also needs to declare that the final (technical and financial) report of research proposal funded by this university, if any, has been submitted in due time. The false declaration shall be considered as serious academic misconduct.
17. **Letter of agreement:** The awardees must follow all the rules of the University of Dhaka to be mentioned and signed in the letter of agreement.
18. **Research Proposal Evaluation Criteria:**

Serial	Criteria	Weightage
1	Summary of the research proposal	05
2	Introduction, Literature review and Originality of the research	10
3	Rational, Objectives and major activities of the research	10
4	Methodology (methods, materials, sampling etc.) with flow-diagram	20
5	Theoretical and Analytical Framework	10
6	Linkage with National and International Instruments (SDGs, Vision 2041, Delta Plan 2100, 4IR etc.)	05
7	Expected outcomes and Gantt Chart of deliverables	10
8	Justification of the Budget	15
9	Benefits towards human well-being	05
10	Benefits towards nation building with Social Impact	10
Total		100



Template of the Research Proposal University of Dhaka

Research Proposal Submission Form
UGC Grant 2024-2025
University of Dhaka, Dhaka 1000, Bangladesh

1.0	Title of the project:
2.0	Duration of the project:
3.0	Proposed budget: BDT.
4.0	Similarity Index: % (Please attach the Proof)

5.0 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):

Google Scholar:

ORCID ID:

E-mail Address:

Contact No.:

Academic Qualification:

Number of Journal Articles and Books:..... (Please provide a complete list in a separate page)

(B) Co-Investigator-1:

Name:

Designation:

Department/Institute/Centre:

Website (if any):

Google Scholar:

ORCID ID:

E-mail Address:

Contact No.:

Academic Qualification:

Number of Journal Articles and Books:.....(Please provide a complete list in a separate page)

c) Co-Investigator-2, if required.

Name:

Designation:

Department/Institute/Centre:

Website (if any):

Google Scholar:

ORCID ID:

E-mail Address:

Contact No.:

Academic Qualification:

Number of Journal Articles and Books:(Please provide a complete list in a separate page)

(d) Research Associate/Assistant -1 & 2:

Name:

Designation:

Department/Institute/Centre:

Website (if any):

E-mail Address:

Contact No.:

Academic Qualification:

6.0 Name of the Faculty/Institute/Centre (Please tick more than one in case of multidisciplinary/interdisciplinary research proposal):

<input type="radio"/> Arts	<input type="radio"/> Science	<input type="radio"/> Law	<input type="radio"/> Business Studies
<input type="radio"/> Social Sciences	<input type="radio"/> Biological Sciences	<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):			

7.0 Mention the reason why a multidisciplinary/interdisciplinary approach is taken (if applicable):

8.0 Brief description of the research project.

8.1	Summary of the project (maximum 200 words)
8.2	Introduction, Literature review, and Originality of the research (maximum 500 words)
8.3	Rationale, Objective(s), and major activities under the study (maximum 100 words)
8.4	Research methodology/analytical techniques (maximum 400 words)
8.5	Theoretical and Analytical Framework with a flow diagram (maximum 200 words)
8.6	Linkage with national and international instruments, Programs with explanation (maximum 100 words)
8.7	Expected outcomes of the proposed research (maximum 100 words)
8.8	Justifications of different heads of the proposed budget (maximum 300 words) especially in case of field visits and procurement, if any.
8.9	Contribution of the research towards <u>human well-being</u> and nation building (maximum 100 words)
8.10	Existing facilities (e.g. laboratory, logistics etc.) for implementing the project

9.0 Detailed work plan (Gantt Chart)

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

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

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

Name of Item	One Year		Sub-Total Amount (in BDT)	Comments
	Quantity	Amount (in BDT)		
Remuneration of Investigators				
a) Principal Investigator (PI)			1,00,000	Fixed
b) Co-Investigator (Co-I)			75,000	Fixed
01. Name of the Equipment				
a)				
b)				
02. List of consumables/ field supplies				
a)				
b)				
Sub-total				
03. Secondary Data/Literature			30,000	Maximum
a)				
b)				
Sub-total				
04. Staff salary (Research Associate/Assistant)				
a)	RA-1	60,000	1,20,000	Maximum
b)	RA-2	60,000		
Sub-total				
05. Fieldworks (In-country only)				
a)				
b)				
06. Stationeries, Printing and Reports			20,000	Maximum
07. Dissemination Workshop			30,000	Maximum
07. Contingencies (Max. 5% of total budget)				
Grand Total				

***Procurement can't be more than 60% of the project cost. Procurement has to be done following PPA-2006 and PPR-2008.**

Notes on Budget Preparation:

- a. Please note that the proposed budget shall only be allocated if the review committee at each step finds it to be reasonable and justifiable. The submission does not guarantee that each proposal will be funded within the amount of the proposed budget.
- b. Researchers are not allowed to spend money on purchasing Desktop, Laptops and Cameras, paying journal publication fees, or printing the report in book form for publications.
- c. For scientific research, the researchers can purchase small equipment/machines, lab materials, reagents, samples, tools, chemicals, etc. But the total procurement shall not exceed 60% of the proposed budget.
- d. For primary data collection, no allowance/honorarium shall be given to the respondents of the Survey, FGD, KII, or any data collection method. A lump sum amount of money can be spent on the refreshment for the participants taking part in the data collection.
- 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) & for within 100km distance taka 2000.00 (maximum). Please mention and justify the number of enumerators to be employed and the number of days they will work in the field.
- f. If Research Assistant (RA) is required to go for field level data collections and stay overnight, s/he will be paid taka 1500.00 per day for food and lodging.
- g. A lump sum amount can be spent on training of the enumerators and data entry.
- h. In the case of secondary data, the researchers are expected to purchase relevant data, books, articles, and journals which shall be submitted to the departmental seminar after the completion of the project.
- i. A machine which is already available at the department can not be purchased.
- j. Procurement should be complete as per PPA-2006 and PPR-2008 rules.

11.0 Declaration and signature of the investigators:

I/We declare that this research proposal a) was not submitted previously to any agencies and will not be submitted to other funding sources if the project is accepted and b) has not been published by me/us or any other researcher previously. I/We also declare that the final (technical and financial) report of research proposal funded by this university, if any, has been submitted in due time.

Principal Investigator	Signature: Name: Date:
Co-Investigator 1	Signature: Name: Date:

12.0 Endorsement from the Chairman/Director of the respective entity

Comments: Whether the declaration in Section 11 is True.	
Name:	
Signature with seal:	
Date:	

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

Comments:	
Name:	
Signature with seal:	
Date:	

- (i) Soft copy (MS Word) of the proposal **MUST** be submitted to the email address: researchprojectdu@gmail.com
- (ii) If anything is required to accomplish the study but not mentioned in the guideline, the PI/Co-I may appeal to the project approving authority for approval of their requirement.