



## (Guidelines for Submitting Research Proposal)

### 1. Introduction and background:

The Ministry of Education of the Government of the People's Republic of Bangladesh through University Grants Commission (UGC) has allocated a research grant to strengthen research excellence and widen research opportunity in the Netrokona University. Proposals for basic and applied research in all academic disciplines are invited under the UGC Grant.

### 2. Scope and Objectives:

The 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. Based on the academic research reports and outcomes, the Grant awarded researcher(s) should publish one article. Article shall be published in the recognized peer-reviewed/impact factor/indexed journal. And also university authority greatly encourages the researcher to organize a seminar on the research paper.

### 3. Broad research areas:

The proposal covers the following broad research areas:

- Basic and applied scientific/technological innovation, computation, life sciences and health hazard issues towards societal benefits.
- Sustainable Development Goals (SDGs-2030), National Perspective, Bangladesh Development Agenda or any other development agenda of the Government.
- Our Great National History as well as issues and perspectives of Arts and Fine Arts.
- Any topic considered relevant by the Department/Institute/Centre associated with institutional and national development.

### 4. General guidelines:

Procedure to submit: The research initiative must be undertaken by the faculty members of various Departments/Institutes/Centres and officers of the University. However, interdisciplinary joint research by the faculties of various Departments/Institutes/Centres of the University is allowed. The Project shall be submitted by the Chairman/Director/Head of the office of respective Department/Institute/Centre/Office and forwarded by the Dean of the Faculty/Director of the Institute/Centre and Registrar (Where Applicable).

- Deadline for Submission: 10 September, 2025.
- Deadline for Evaluation and Notification: 30 September, 2025.
- Originality: The project proposal must be original and must not be submitted previously for funding from other sources, neither it was submitted by anyone else to some other projects/funding agencies.
- Duration: The duration of the research will be less than 1 (one) year.

### 5. Budget: The maximum budget of the project shall not exceed BDT. 1, 50,000.00 (One lac and fifty thousand) including VAT and TAX in case of procurement only. However, the decision of the university authorities is final in allocating the budget.



6. **Expenses:** (a) Permissible: Honorarium for Research Associate/Assistant (RA), collection of primary data, procurement of secondary data, instruments, consumables, software, Desktop Computer or hardware/accessories, research fieldwork and analytical costs (b) Not permissible: tuition or fees associated with attending courses or workshops, and travel costs associated with attending or presenting at professional conferences. The researcher must include a brief narrative of expenses along with a table of individual cost components. This should also include payment schedule, bank account details.
7. **Evaluation:** All the proposals will be evaluated by the Proposal Evaluation Committee/experts and based on their decisions, research proposal will be accepted or rejected.
8. **Principal Investigator (PI) and Co-Investigator:** There should be one principal investigator and one co-investigator for the project. For any reason, if the principal investigator becomes unavailable/absent, the co-investigator shall take the responsibility of the project to accomplish it in due time.
9. **Research Associate/Assistant:** Research associates/assistants can be employed for the project, from among the 4th year Bachelor/Master/M.Phil./Ph.D. level students.
10. **Declaration:** The investigators should submit a written declaration that the proposal was not submitted previously to any agencies and shall not be submitted to other funding sources.
  1. **Scrutiny of Authenticity:** All the proposals shall be scrutinized through accepted software to check authenticity of the proposal. The project evaluation committee reserves the right to reject proposals with higher level of similarity index.
  2. **Publication:** The Project awardees shall publish an article from the research findings. One article shall be published in an internationally recognized peer-reviewed journal in and around the project period. The support of Netrokona University Research Grant (NeURG) shall be duly mentioned and acknowledged in all published article.
  3. **Research Duration:** The maximum duration for the accomplishment of the project is less than 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.
  4. The reusable goods and services purchased with the allocated funds shall be considered as assets of the University and shall be kept under the respective department or faculty.
  5. The awardees must follow all the set rules of the Netrokona University to be mentioned and signed in the letter of agreement.
  6. The profiles of the Principal Investigator and Co-investigator(s) must be reflected in/linked to the NeU website.
  7. An applicant shall not submit more than one project either as a Principal Investigator or a Co-investigator.
  8. The academic affiliations of the Principal Investigator/Co-investigator(s) must be linked to Google Scholar/Research Gate or any recognized scholarly/academic networks.
  9. The fund will be disbursed in 02 phases/instalments (70% of the fund will be disbursed after the contract agreement. Subsequent 30% will be disbursed after the



final research report is approved & an article is published in recognized peer-reviewed journal).

10. The Account of the project shall be operated by the Principal Investigator. In case of the Principal Investigator is unavailable then the co-investigator shall take the responsibility of the project & fund to accomplish it in due time. In that case the Principal Investigator will be obliged to extend all assistance to his Co-Investigators.

#### 11. NeURG-Research Proposal Evaluation Criteria:

SL	Criteria	Weightage
1	Originality of the Project	10
2	Objectives of the Research	10
3	Rationale and KPI of the Research	10
4	Linkage with National Development Process (SDG, ADP etc.)	10
5	Methodology (methods, materials, sampling etc.)	20
6	Expected Outcomes and Outputs	15
7	Justification of the Budget	15
8	Academic Affiliation (link of your Google Scholar, Link of your profile in NeU website)	5
9	Gantt Chart of the Project Schedule	5
<b>Total</b>		100

#### 12. Guideline for budget preparation:

SL	Expense Head	Amount
1	Equipment	
2	Consumable Laboratory Supplies	
3	Literature (Book and Journals)	
4	Scientific Visit (Local only)	
5	Honorarium of the Research Associate	
6	Honorarium of the Principal Investigators	
7	Honorarium of the Co-Investigators	
8	Report preparations	
9	Contingencies	
<b>Total</b>		

With the approval of authority-

Registrar  
Netrokona University