

Applicant's Guidelines for Research Proposal Submission and Implementation of Research Proposals

Researchers are requested to furnish a detailed research proposal (not more than 3000 words) covering the title and background of the project, statement of the problem, review of literature, objectives and expected outputs, research methodology; action plan, and estimate of costs. A research proposal is a sort of a blueprint. A well-conceived research proposal helps in its efficient implementation.

1. Formulation of research proposals

Research proposals should be prepared in **English language** and typed on **A4 size paper** using the preferred format (**Research Proposal Application Format**). Proposals that do not follow the prescribed format or that are hand-written will not be considered. Research proposal must include following information.

- **Title of Proposed Research:**

The title of the project must be brief, work representative, scientifically or technically valid, and suitable for use in the public press (**mention research area name with the title in bracket**). **Include the title mentioning research area over the envelope.** BFSa may amend/edit the title of a project prior to making an award.

- **Introduction**

- **Problem Identification/Problem Statement**

- **Research Question**

- **Rationale of the Research**

- **Objectives of the Research:**

Describe the specific objectives for the research, which should be specific, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected output and impact of the research.

- **Expected Output:** Provide a precise description of the project output(s)/result(s) that are measurable as well as achievable during the project period (12 months).

- **Scope of Research**

- **Literature Review**

- **Methodology**

- **Data Analysis**

- **Proposed Budget**

- **Research Design with Flow Chart**

- **Bio-Data of Researcher(s)**

2. Key Features

- Research project duration: 12 calendar months
- The budget of the proposed research should be maximum 15.00 (fifteen) lac (BDT) including VAT and TAX in appropriate case at prescribed rate (BFSA may consider higher estimated cost if justified for the proposed research project).
- Joint research proposal (not more than two institute) may be considered.
- It is not guaranteed that a research grant will be awarded for every research area. BFSA will decide & set priorities for selecting research area as well as title of the research.

3. Budget Guidelines

The BFSA research grant can only be used to support research activities of proposed research under direct supervision of the Principal Investigator. The grant may be used in the following five budget categories:

Equipment(s) and Reagents (for lab research)

This budget category must not exceed **50%** of the total grant requested/awarded. It is to be spent, preferably during the first quarter of the project, for the purchase of basic standard laboratory equipment and/or reagents that are necessary for the implementation of the research project. Please provide a justification for each item to be purchased with the BFSA grant. Each piece of equipment purchased with the BFSA grant will be the property of the beneficiary Institution and must remain with the later.

The following items are **NOT FUNDED** by BFSA:

- i. Purchase of major equipment (i.e., equipment costing more than Taka 50,000/-), office furniture or fittings, computer hardware or software.
- ii. Depreciation, regardless of whether the equipment belongs to the Institute or was purchased with BFSA grant;
- iii. Cost of maintenance, repair, running or insurance of existing equipment and machinery belonging to the Institution;
- iv. Cost of construction of new buildings or alterations and modifications of existing buildings and premises;
- v. Normal administrative and overhead expenses of the Institution;
- vi. Salary support of Principal Investigator/API/Staffs;
- vii. Any other expenses which are not justified by BFSA.

Consumables

This budget category is intended to cover:

- i. Purchase of consumable items (e.g., general laboratory supplies, basic chemicals, stationery items etc.) needed to carry out the proposed research.
- ii. Small pieces of equipment of the value of **Taka 20,000** or less (e.g., micropipettes). can be considered as consumables and charged to that budget line accordingly.

4. Submission of proposals

- i. Each proposal should be submitted in a separate envelope. For each research proposal, the following should be included:
 - Two copies of original signed copy of the proposal (on A4 size paper and bound)
- ii. Each proposal (hard copy) should be submitted in a sealed envelope, within the deadline mentioned in the call for proposals, by postal mail or hand-delivery to following address:

To
Secretary
Bangladesh Food Safety Authority
Level-5, Room No-501
199 Kazi Nazrul Islam Sarak, Dhaka-1000
- iii. The outer envelope containing the research proposal must:
 - bear the full name and address of the applying researcher along with institutions;
 - bear the name of the research area for which the proposal is being submitted
- iv. Endorsement by Head/Appropriate authority of the institution must need.
- v. An electronic copy (pdf) of research proposal must be submitted by email to:
sm.shipon@bfsa.gov.bd
- vi. All applications should be complete. Incomplete applications will be disqualified. Once submitted, proposals cannot be recalled or replaced.
- vii. Questions regarding the proposal submission may be sent by e-mail only to sm.shipon@bfsa.gov.bd and within the deadline specified in the calls for proposals.
- viii. One applicant can submit only 01 (One) research proposal for competition in specified discipline.

5. Eligibility Criteria

- a. Research proposals must be submitted through faculty members of public & private universities/Scientists/Researchers from relevant govt. and private research organizations.
- b. research topic should fall within the domain of food safety, addressing issues within the mentioned areas.
- c. Eligibility Criteria of Principal Investigator (PI):
 - i. 10 (ten) years of teaching or research experience
 - ii. Indexed research publications in relevant research areas

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- iii. Should have experience as PI in at least one R&D project for scientists/researchers of research institute/organization or thesis supervisor of at least 05 (Five) MS students in post graduate level for university teacher
- d. Eligibility Criteria of Associate Principal Investigator (API):
 - i. 08 (Eight) years of teaching or research experience
 - ii. Indexed research publications in relevant research areas
 - iii. Should have experience as API
- e. Eligibility Criteria of Research Assistant:
 - i. MSc (thesis) in relevant subjects/3 years' experience of working as research assistant
- f. Project Team may comprise-
 - Principal Investigator (PI)
 - One or more Associate PI (for joint research proposal)
 - Assigned BFSA Officer (will be assigned by BFSA)
 - Research Assistant(s)
 - Supporting Staff(s)

6. Evaluation and Award Notifications

I. Screening by the Committee

- a. The submitted research proposals will be initially reviewed by the Research Proposal Screening Committee to ensure they meet basic eligibility criteria, including adherence to submission guidelines and alignment with the organization's research focus.
- b. The committee will verify that each proposal satisfies the eligibility criteria, such as proper documentation, ethical considerations, and compliance with any specific requirements set by BFSA.
- c. Proposals that pass the eligibility check in the preliminary evaluation will proceed to the next stage.

II. Technical Evaluation Committees

- a. Eligible proposals will be assigned to specialized Technical Evaluation Committee (will be formed by BFSA) based on the research area.
- b. Technical evaluation committee will conduct a thorough evaluation of the proposals, considering the scientific rigor, methodology, theoretical framework, and potential impact of the research.
- c. Proposals may undergo a peer-review process involving external experts in the field, ensuring an unbiased and expert assessment.
- d. Each proposal will receive a detailed technical score from the committee member, reflecting the strengths and weaknesses identified during the evaluation.

III. Presentation Stage

- a. Proposals that successfully pass the technical evaluation will be shortlisted for the presentation stage.
- b. Researchers of shortlisted proposals will present their projects to a review panel, addressing questions and providing additional insights.
- c. The review panel may engage in a question-and-answer session to further assess the researchers' understanding of their project and the feasibility of implementation.
- d. The review panel, considering the technical evaluation, presentation, and Q&A session, will make the final assessment of each proposal.
- e. Research grants will be awarded to the highest-ranking proposals based on the comprehensive evaluation process (Technical, Presentation and Q&A).

IV. Final Approval

The BFSA Board will approve the final recipient of the research grant.

7. Implementation of the Research Proposal

a) Letter of Agreement

In case of a grant being awarded, a written operational agreement is made between BFSA, PI and the Principal Investigator's Institute/Department following BFSA's rules and regulations. Equipment, material for the project through the BFSA Research grant programme should remain the property of the BFSA after the project is completed. If the beneficiary institute wishes to retain those properties, BFSA may consider it, with the condition that BFSA's funding contribution is acknowledged, as applicable.

b) Reporting

The research grant recipient PI will be responsible for submitting technical and financial reports to the BFSA at different stages of the research proposal implementation as specified in the contract.

c) Monitoring and facilitating research

Technical and administrative aspects related to the implementation of approved research will be closely monitored by BFSA officials. All research grant recipients must facilitate this process with reference to both technical and financial aspects of the research implementation. The BFSA officials will monitor the research activities throughout their implementation in order to ensure responsiveness of the research outcomes to the research area identified by the BFSA.

d) Review, discussion and dissemination of results

Grant awardees will have to participate in workshops and seminars organized by BFSA to discuss research plans, review progress and share research findings. It is mandatory for the Principal Investigator (PI) of each research to present the activities and results in these events. It is suggested that the Associate Principal Investigators (APIs) also participate in these seminars. The PI should allocate sufficient funds in the budget for covering the cost

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of participation in such activities considering that these initiatives are expected to take place at 3 to 6 months intervals.

Researchers are encouraged to publish their findings in peer-reviewed journals. Any publications produced should acknowledge the support received from BFSA. BFSA reserves the right to publish materials produced under the Research grant of BFSA. When presenting research findings for publication, it is imperative to include the name of a designated BFSA official associated with the research. Failure to publish the research in reputable international journals will result in the categorization of the research project as low quality.

e) Ownership

All reports, products, and information resulting from research conducted under this Agreement shall be considered the exclusive property of the BFSA. The Researcher is prohibited from printing, publishing, selling, or conducting seminars on the report without prior permission from the BFSA. However, the BFSA may consider granting permission under the condition that the researcher formally requests approval for publication or seminars, provided that the research has been fully funded by the BFSA.

f) Disqualification of Researcher

A researcher will be disqualified from receiving a research grant if found in violation of employee rules, regulations, or any other applicable guidelines, including intellectual and ethical standards.

8. Fund Release and Financial Management

a) Fund Release

The grant will be paid in three instalments to the bank account of the institute/department/PI and the first payment is transferred upon signature of the agreement by both parties. Release of 2nd and 3rd installment is subject to the satisfactory approval of progress reports submitted in a timely manner, according to the deadline and format specified in the agreement.

Please note that no part of the grant can be transferred to any other Institution or organization under any form of sub-contracting or out-sourcing arrangement.

b) Financial reporting


Reporting on expenditures should be made in compliance with the contract provisions.

c) Audit

The research activities may be audited at different time intervals during and after the implementation of the research proposal as per applicable BFSA rules and regulations. The institute shall retain all original vouchers, supporting documents for all expenditures for a period of **five years** from the date of last payment. PI will be responsible to face any objections from audit departments.

d) Evaluation of the Research Grant Scheme

The research grant scheme will be reviewed periodically, and adjustments may be made to improve its operational effectiveness and to respond to changing circumstances and experience gained.


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