

# Research Proposal Application Format

## PART A: SUMMARY

(Please fill in this part without exceeding one page)

**i) Title of the proposal (include research area/theme name):**

.....

.....

**ii) Name of applying institution:** .....

**iii) Start and end dates:** Start: ...../...../..... **End:** ...../...../..... **iii) Duration:** ..... Months

**iv) Total budget proposed:** Tk.....

(In words Taka :)

**vi) Collaboration with other institution/departments/centres (Please circle one):** **Yes** **No**

If yes, write the name (s): a).....

b)..... c).....

d)..... e).....

**vii) Declaration and certification by the Principal Investigator:** I hereby declare that the proposed research was not submitted elsewhere for funding and is not receiving funds from any other sources.

Signature: ..... Date: ...../...../.....

Name: ..... Position: .....

Address (with institution): .....

Tel. No: ..... Cell No: ..... Fax No: ..... Email: .....

**viii) Endorsement by Head/Appropriate authority of the institution:**

Signature: .....; Date: .....

Name (Capital letters): .....

Position: ..... Address: .....

.....  
Tel: ..... Cell No. ..... Fax: ..... E-mail: .....

## Research Proposal Application Format

### PART B: Detailed research proposal content

*(Please use this format for guidance and adapt as needed)*

1. **Full title of the proposal:** .....
2. **Principal Investigator:** .....
3. **Other personnel** (*Name, address, Tel. No; Cell No. Fax and E-mail*):
4. **Applying institution:**
5. **Associate institutions** (*Name, address, Tel. No; Cell No. Fax and E-mail : (if any)*)
6. **Problem Identification/Problem Statement**
7. **Research Question**
8. **Rationale of the Research**
9. **Scope of Research**
10. **Objectives and expected outputs**
11. **Literature Review**
12. **Methodology**
13. **Data Analysis**
14. **Proposed Budget**
15. **Research Design with Flow Chart**
16. **Action plan:**  
**Activity Schedule/chart (in months) \*- this is an example**; please follow this style for your proposed research proposal:

Activities	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Literature review & methodology development	→											
Preparation of final action plan	→	→										
Sample Collection		→				→						
Sample analysis					→		→					

\* The arrow ( → ) indicates the start (tail) and completion date (head) of each activity.

17. Research facilities available and required for this study:

18. Tentative Budget

Estimated budget for the proposed research project (line items can be included which is depend on individual proposal):

Line Item(s)	Quantity/ Number	Amount (BDT)	Sub-total Amount (BDT)	Comments/ Justification s
01. Remuneration of Personnel				
a) Principal Investigator (PI)	01		50,000.00 (Fixed)	
b) Associate Principal Investigator (API) (if any)	01		35,000.00 (Fixed)	
c) Assigned BFSA Officer	01		15,000.00 (Fixed)	
d) Research Assistant	01		25,000.00 (Fixed)	
e) Supporting staff	01		15,000.00 (Fixed)	
02. Operational expenses (minor equipment(s), chemicals, reagents, consumable items purchase, sample/data collection, sample purchase) Must not exceed 60% of total budget				To be Detailed with plan
03. Data Analysis				To be Detailed with plan
04. Report Printing & Submission				
05. Stationary				
06. Evaluation of final research report by experts	02	10,000.00	20,000.00	
07. Others direct costs (contingencies, cost of participation in progress review meetings, other meeting costs, publications etc.) Must not exceed 5% of total budget				To be Detailed with plan

- Procurement has to be conducted following PPA-2006 and PPR-2008.

19. Reference

**20. Information about the researcher(s):**

**Researcher's Information**  
(PI, CI, and Research Assistant/Research Fellow)

**Position in the Proposed Research Proposal and responsibilities within the proposed research to be carried-out (PI/CI/Research Assistant /Research Fellow):**

**Name (Capital letters):**

**Position (in the affiliated/working organization):**

**Office address:**  
(Tel. No; Cell No., E-mail :)

**Residence address:**  
(Tel. No; Cell No., E-mail :)


**Researchgate/Google scholar ID/Others (mention):**

**Academic Background:**

Degree	Year	University	Location	Major Field	Minor Field
Master					
PhD					
Others (Please specify)					

**Research Experience (Indicate area of expertise with duration):**

**List of latest related publications (maximum 10):**

  
মোঃ মিজানুর রহমান  
জিহাদ পরিচালক  
স্বদেশ বাদে কেউপক্ষ  
আবু মঞ্জুর