**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:** .....................................................................................................

**ii) 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.

1. **Research facilities available and required for this study:**
2. **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/**  **Justifications** |
| 1. Remuneration of Personnel |  |  |  |  |
| 1. Principal Investigator (PI) | 01 |  | 50,000.00  (Fixed) |  |
| 1. Associate Principal Investigator (API) (if any) | 01 |  | 35,000.00  (Fixed) |  |
| 1. Assigned BFSA Officer | 01 |  | 15,000.00  (Fixed) |  |
| 1. Research Assistant | 01 |  | 25,000.00  (Fixed) |  |
| 1. Supporting staff | 01 |  | 15,000.00  (Fixed) |  |
| 1. 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 |
| 1. Data Analysis |  |  |  | To be  Detailed  with plan |
| 1. Report Printing & Submission |  |  |  |  |
| 1. Stationary |  |  |  |  |
| 1. Evaluation of final research report by experts | 02 | 10,000.00 | 20,000.00 |  |
| 1. 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):**