**Research Proposal Application Format**

**PART A: SUMMARY**

(*Please fill in this part without exceeding one page*)

**i) Title of the proposal:** .................................................................................................................

...........................................................................................................................................................

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

**ii) 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. **Collaborating institutions (*Name, address, Tel. No; Cell No. Fax and E-mail* : (if any)**
6. **Background of the study *(up to 1000 words):***
7. **Statement of the problem:**
8. **Objectives and expected outputs*:***
9. **Research methodology*:***
10. **Action plan:**

**Activity Schedule/Gantt chart (in months)\*-**Please use Gantt chart for detailing of your proposed research activities in months

1. **(a) Research facilities available at parent institute or laboratory**

**(b) Equipment/facilities to be procured or arranged for this study**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Line Item(s) | Quantity/Number | Amount (BDT) | Sub-total Amount (BDT) | Comments/Justifications |
| 01. Remuneration of Personnel |  |  |  |  |
| a) Principal Investigator (PI) | 01 |  | 35,000.00  (Fixed) |  |
| b) Associate Principal Investigator (API) (if any) | 01 |  | 25,000.00  (Fixed) |  |
| c) Research Fellow  (For 12 months) | 01 | 15,000.00/month | 1,80,000.00 |  |
| d) Technical assistant/Supporting staff | 01 |  | 15,000.00  (Fixed) |  |
| 02. Operational expenses (minor equipment(s), chemicals, reagents, consumable items)  Must not exceed 55-60% of total budget |  |  |  | To be detailed with plan |
| 03. Sample/Data collection, sample purchase etc.  Must not exceed 20% of total budget |  |  |  | To be detailed with plan |
| 04. Report Printing & Submission (Maximum) |  |  | 10,000.00 |  |
| 05. Other direct costs (contingencies, cost of participation in progress review meetings, workshops and seminars organized by BFSA, other meeting costs etc.)  Must not exceed 5-10% of total budget |  |  |  | To be detailed with plan |

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

**13. References**

**Part C: Information of Research Personnel**

**Researcher’s Information**

(*PI, API,* *and Research Assistant/Research Fellow*)

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

**Name (Capital letters):**

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

**Office address:**

(Tel. No; Cell No., Fax No. , E-mail :)

**Residence address:**

(Tel. No; Cell No., Fax No. , E-mail :)

**Researchgate/Google scholar ID/Others (if any):**

**Detailed CV with recent photograph of Principal Investigator (PI)**, **Associate Principal Investigator (API) and Research Fellow to be submitted along with application format**