

# Application Guidelines for Submission of Research Proposal and Implementation of Research Proposals

Researchers are requested to submit a detailed research proposal covering the title and background of the project, statement of the problem, objectives and expected outputs; Research methodology; action plan, and estimate of costs as per guideline and application format.

## 1. Research Proposal Outline

### a) Title of Proposed Research:

The title of the project must be brief, work representative, scientifically or technically suitable.

### b) Background of the Proposed Research (up to 1000 words):

Make a concise overview of the background to the project and highlight the question(s)/hypotheses that are to be addressed.

### c) Objectives of the Research:

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

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

### e) Research Methodology:

Give stepwise clear statement on the materials and methods including experimental design, sample collection & analysis etc.

### f) Description of Affiliated Institution/ Laboratory with Research Facilities

Give a brief description of existing laboratory facilities for implementation of the proposed research.

## 2. Budget Guidelines

The BFSAs research funds can only be used to support research activities of proposed research in the laboratory of the Principal Investigator and/or Collaborator. The funds may be used in the following three budget categories:

### a) Operational Expenses (Minor equipment(s), chemicals and Reagents)

This budget category must not exceed 55-60% 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. Small pieces of equipment of the value of Taka 20,000 or less (e.g., micropipettes) are to be considered as consumables and charged to that budget line accordingly. Purchase of consumable items (e.g., general laboratory supplies, basic chemicals, stationery items etc.) needed to carry out the proposed research. Please provide a justification for each item to be purchased with the BFSAs grant. Each piece of equipment purchased with the BFSAs grant will be the property of the beneficiary Institution and must remain with the latter.

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

- Purchase of major equipment (i.e., equipment costing more than Taka 50,000/-), office furniture or fittings, IT devices (computer, desktop, camera, software, hardware etc.).



- Depreciation, regardless of whether the equipment belongs to the Institute or was purchased with BFSFA funds;

**b) Sample/Data collection, sample purchase etc.**

This budget category must not exceed 20% of the total grant requested/awarded. It is intended to cover the sample & data collection, sample purchase, actual travel cost during sample and/or data collection.

**c) Personnel Expenses**

This budget category is intended to cover honorarium for PI, associate PI (if any), research fellow, technical assistant/supporting staff.

Costs **NOT FUNDED** by BFSFA

- Cost of maintenance, repair, running or insurance of existing equipment and machinery belonging to the Institution;
- Cost of construction of new buildings or alterations and modifications of existing buildings and premises;
- Normal administrative and overhead expenses of the Institution;
- Bank charges;
- Secretarial expenses;
- Purchase of books, relevant articles and journals subscription.

**Any other expenses which are not justified by BFSFA.**

\* Please note that the proposed budget will only be allocated if BFSFA finds it to be reasonable and justifiable. The submission does not guarantee that each proposal will be funded with the amount of proposed budget. BFSFA reserves the right to change the budget (allocation). The budget of the proposed research should be maximum 15 lac (BDT) including VAT and TAX in appropriate case at prescribed rate.

**3. Submission of proposals**

Each proposal should be submitted in a separate envelope. For each research proposal, the following should be included:

- One copy of original signed copy of the proposal (on A4 size paper and bound)

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:

**Secretary, BFSFA, BSL office complex, 119, Kazi Nazrul Islam Ave, Dhaka-1215**

The outer envelope containing the research proposal must:

- bear the full name and address of the applying institutions
- bear the name of the research topic for which the proposal is being submitted

An electronic copy (pdf) of research proposal must be submitted by email to:

**taif.ali@bfsa.gov.bd**

**All applications should be complete. Incomplete applications will be treated as disqualified. Once submitted, proposals cannot be recalled or replaced.**



Questions regarding the proposal submission may be sent by e-mail only to [taif.ali@bfsa.gov.bd](mailto:taif.ali@bfsa.gov.bd) and within the deadline specified in the call for proposals.

#### 4. Evaluation and Award Notifications

All applicants will be notified the outcome of the final evaluation by e-mail (no deadline can be indicated for this communication). Evaluation and award notification will be done as per BFSA decision.

#### 5. Implementation of the Research Proposal

##### a) Letter of Agreement

In case of a grant being awarded, a written operational agreement is made between BFSA and the Principal Investigator's Institute/Department. The BFSA funding contribution should be duly acknowledged.

##### b) Reporting

The research grant recipient institution/department 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) 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. 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 fund of BFSA.

#### 6. Fund Release and Financial Management

##### a) Fund Release

The grant will be transferred to a joint bank account to be opened jointly by principal investigator (PI) and head of the institute/department. The grant will be paid in three instalments to the bank account of the institute/department and the first payment (40% of total grant awarded) is transferred upon signature of the agreement by both parties. Release of 2<sup>nd</sup> (30% of total grant awarded) and 3<sup>rd</sup> (30% of total grant awarded) installment of grant is subject to the satisfactory approval of 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. The expenditure of research fund has to be adjusted and submitted to BFSA. All procurements must be conducted according to PPA-2006 and PPR-2008.

#### Evaluation of the Research Grant Scheme

Any change of the research methodology or plan has to be communicated to BFSA. The research project will be evaluated twice (mid-term evaluation and final evaluation)



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