

শাবিপ্রবি গবেষণা কেন্দ্র  
শাহজালাল বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়  
সিলেট -৩১১৪, বাংলাদেশ  
ফোন: ৮৮০-৮২১-৭১৩৪৯১, ৭১৪৪৭৯, ৭১৩৮৫০ (এক্স:৮০৭)  
ফ্যাক্স: ৮৮০-৮২১-৭১৫২৫৭



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SUST Research Centre  
Shahjalal University of Science and Technology  
Sylhet 3114, Bangladesh  
Phone : 880-821-713491, 714479, 713850 (Ext. 807)  
Fax : 880- 821 – 715257

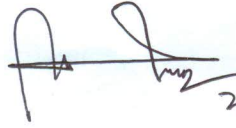
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Date: 26/12/2017

### Notice

The SUST Research Centre invites application for Research Grant proposal for the Year- 2018-19. **Application Form** along with **Guidelines** for the Research grants is enclosed herewith. The teachers of SUST are highly encouraged to submit the research proposal as per guidelines within March 31, 2018.

It is expected that the research grants will be increased significantly from this year. The faculty members are requested to prepare the proposal meticulously.



26/12/2017

**(Professor Dr. Md. Zakir Hossain)**

Director, SUST Research Centre  
Shahjalal University of Science and Technology  
Sylhet 3114, Bangladesh

Copy to:

01. Department of .....
02. PS to Vice Chancellor, SUST
03. Registrar, SUST
04. Director of Accounts, SUST
05. Office Copy

## Guidelines to Submit Proposal for the Research Grants

Each of the proposals must comply with the following criteria:

1. The proposals from all the disciplines except Bangla department must be in English.
2. One faculty member can not apply for more than one project (either PI or CI category). Each proposal should have two faculty members (Principal Investigator and Co-Investigator) for the teachers below the rank of Professor. Professors are eligible to submit proposal with or without co-investigator provided that they have no plan to leave the University during the project period. The PI have to surrender all the received amount if he leave the university during the project period in absense of CI. Interdisciplinary project is also eligible and encouraged.
3. Project category and duration are as follows:

Category	Grant Amount	Duration
Promotional Research Grant	Maximum Tk 1.75 Lac	1 year
Advance Research Grant Type-I	Maximum Tk 5.0 Lac	2 year
Advance Research Grant Type-II	Maximum Tk 8.0 Lac	3 year

4. The Principal Investigator for the Advance research grant type I and II must be a Professor or have a Ph.D degree.
5. The budget for Advance Research Grants (Type-I and Type-II) must be splited as per the stipulated duration/year.
6. The project grants will be given to the Principal Investigator in three installments. In the first installment 50% of the total approved grant will be released at the beginning of the project period. In the secondnd installment, 25% of the total allocated amount will be released subject to the submission of the satisfactory progress report. The remaining allocated grant (25%) will be released after successful completion of the project and accomplishing all necessary formalities (submission of bill/vouchers, submission of final report and presentation of research findings in the annual conference organized by SUST Research Centre).
7. Final report must be submitted within September, 2019, 2020 and 2021 respectively according to grant type. However, the annual progress report have to be submitted for both Advance Research Grant Type-I and Advance Research Grant Type-II.
8. The Principal Investigator and Co-Investigator are eligible to claim 15% and 10% of the total approved budget respectively as honorarium. However, the PI is not eligible to get more than 15% as honorarium if there is no CI in the project.
9. New equipments can be procured from the approved budget on condition of surrendering the equipments to the respective Department upon completion of the project. Equipments includes small scientific devices, laptop, desktop and printer etc. The total cost of the equipments should not be more than 70% of the total budget for the faculties of sciences and should not be more than 40% for business and social scienes. In procuring the equipments and chemicals, PPR-2008 shall be followed. However, no project is eligible to purchase more than one computer/ laptop and a printer.
10. Research students can be employed in the project if necessary for field study. The maximum daily allowance for this will be TK 300 per diem basis.
11. Faculty members having projects (both Promotional and Advanced category) for the FY2017-18 may apply for new projects if they exhibit at laest 75% of the work within the deadline date for proposal submission. In this case they have to submit progress report in addition to the proposal.
12. Faculty members having projects worth twenty lac or more from other sources will not be eligible to apply in any of the three grants category.
13. Proposals should be submitted in the prescribed format (Annex 1). Submitted project proposal will be evaluated on the basis of following criteria and marks:

Background/Staement of the problem (20 marks);

Rationale/Relevance/Importance (15 marks);

Objectives of the study (10 marks);

Methodology (30 marks);

Expected outcomes (10 marks);

Work plans/ activity schedule (5 marks)

Budget (10 marks).



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*ANNEX-1A*

## COVER PAGE

Project Code:

**Title of the Project:**

Particulars of the Researcher/s		Signature with Seal
Name and Designation of the PI		
Name and Designation of the CI		

Endorsed by the Head of the Department



## Application Form for the Research Grant 2018-19

<b>1. Project title :</b> <i>The title should be brief and self explanatory.</i>
<b>2. Type of research:</b> <i>Fundamental/Applied/Empirical</i>
<b>3. Field of the research:</b> <i>Arts and Humanities/Agricultural Sciences/Engineering /Life Sciences/Physical Sciences/Social Sciences</i>
<b>4. Background of the study and Statement of the problem:</b> <i>Provide the background of the study citing relevant literatures and clearly define the research problem.</i>
<b>5. Rationale of the study:</b> i) Relationship of the objectives to existing relevant knowledge on the research fields.  ii) Relevance of the proposed study to national or regional priorities. <i>State the importance of the work described in the proposal and relate it to priority areas identified at national/regional level.</i>
<b>6. Objectives of the Study:</b> <i>Clearly mention both the general and specific objectives of the study.</i>
<b>7. Methodology:</b> <i>Indicate the methods and procedures to be used including sample design. Describe how data will be collected, analysed, and interpreted.</i>
<b>8. Expected output/s:</b> <i>Please provide a list of expected output/s from the project.</i>
<b>9. Work Plan/ Activity schedule:</b> <i>Please provide a detailed description of the planned research activities, e.g. planned field works, laboratory work, instrument operation etc. Use the Gantt chart for the implementation plan.</i>
<b>10. Budget: (Please write down the summary of the budget into attach sheet).</b> a) The honorarium for principal investigator and co-investigator should be mentioned in budget. b) Allowances for research student should be mentioned in budget. c) Lab expenditures (minor equipments, chemicals, glass wares etc.) should be mentioned in budget. d) Field works expenditures e) Travel expenses for the fieldwork f) Stationeries g) Report preparation h) Miscellaneous (should not exceed 5% of the total budget)  <i>Calculate the budgetary requirements carefully developing each item of expenditure from the research activities, which will be carried out, and the costs of the resources required to accomplish these activities. .</i>
<b>11.</b> List the existing research facilities/equipments in the relevant laboratory/department.
<b>12.</b> Name of the research projects currently being done by the Principal/co-investigator (Also provide the information of project period, funding authority and amount):

## Estimated Budget-2018-2019

Sl. No.	Expenditure Heads	Amount (in Taka)		
		Year-1	Year-2	Year-3
01	Honorarium of PI & CI (15% for PI and 10% for CI) (Not more than 25% of the total budget)			
02	Allowance for Research Student (Tk.300 per day per Student but not more than 20% of the total budget)			
03	Laboratory expenditure (spare parts, chemicals etc.) and/or Field-work (Data collection) including travel expenses			
04	Scientific equipments			
05	Stationeries (Not more than 10% of the total budget)			
06	Report Preparation			
07	Publication cost (if any) (Max. US \$100)			
08	Miscellaneous (Consultancy & other costs) (Not more than 10% of the total budget)			
	Total =			
	In words:			