

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



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

Ref. No: SUST/RC/2023/3/(1)

Date: 13/03/2023

Notice

The SUST Research Centre invites application for Research Grant Proposal for the grant year **2023-24**. **Application Form** along with the Submission **Guidelines** for the grants is enclosed herewith. SUST faculty members are strongly encouraged to submit their research proposal as per the guidelines to the undersigned by 4 April, 2023.

Proposal should be submitted both in hard and soft copies to the following address.

(Professor Dr. S M Saiful Islam)

Director

SUST Research Centre

Shahjalal University of Science and Technology

Sylhet 3114, Bangladesh.

E-mail: director-rc@sust.edu

Copy to:

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



Guidelines for the Submission of Research Grants Proposal

The submitted proposal must comply with the following criteria:

1. All proposals irrespective of disciplines /department must be submitted in English except for Bengali department.
2. Each faculty member is eligible to apply one proposal only: (Either PI or CI category). Each proposal should have two faculty members to be act as Principal Investigator and Co-Investigator except the Professor. Professors are eligible to submit proposal without taking co-investigator provided, they have no plan to leave the University during the project period. The PI has to surrender the received amount in full if he/she leaves the university during the project period in absence of CI. Interdisciplinary projects are highly encouraged.
3. Category and duration of the project:

Category	Grant Amount	Duration
i. Promotional Research Grant	Maximum Tk. 4.5 Lac	1 year
ii. Advance Research Grant	Maximum Tk. 7.5 Lac	2 year

4. The Principal Investigator for the Advance Research Grant category should be a Professor or a Ph.D. degree holder not below the rank of Associate Professor.
5. The Advance Research Grant budget should be divided as per the stipulated duration/year.
6. The project money will be released only to Principal Investigator on the basis of pre-defined installment.

Payment System for (i) Promotional Research Grant

- (a) First installment (**50%** of the total approved amount) will be released at the beginning of the project period.
- (b) Second installment (**25%** of the total allocated amount) will be released subject to the satisfactory submission of half-yearly **report (by January 2024)**.
- (c) The remaining amount (**25%**, Honorarium of Principal and Co-Investigator) will be released after the successful completion of the project and accomplishing all necessary formalities (submission of financial statements including bill/vouchers, submission of final report. **(By June 2024)**).

Payment System for (ii) Advance Research Grant

- (a) First installment (**50%** of the total approved amount) of first year will be released at the beginning of the project period.
- (b) Second installment (**25%** of the total allocated amount) of first year will be released subject to the submission of the satisfactory half-yearly **report (by January 2024)**.
- (c) The remaining amount of first year will be released after the successful completion of **2nd half yearly report and submission of financial statements** including bill/vouchers **(by June 2024)** of the project.
- (d) Fourth installment (**50%** of the total approved amount) of second year will be released subject to the submission of the satisfactory **3rd half-yearly report (by January 2025)**.
- (e) The remaining amount (Honorarium of Principal Investigator and Co-Investigator) will be released after the successful completion of the project and accomplishing all necessary formalities (submission of financial statements including bill/vouchers, submission of final report **(by June 2025)**).

It is obligatory to present the research findings in the respective annual research conference organized by the SUST Research Centre every year.

7. **Final report and the financial statements** including bill/vouchers must be submitted within 30th June, 2024 and 2025 respectively according to the grant types (i) and (ii). However, the interim and the **financial statements** including bill/vouchers **of the first year** has to be submitted on or before 30th June 2024 for Advance Research Grant.
8. The PI and CI are eligible to claim **18%** and **12%** of the total approved budget respectively as honorarium. However, the PI is not eligible to get more than **18%** as honorarium if there is no CI in the project.
9. New, equipment/s and chemicals can be procured from the approved budget on condition of surrendering the equipment/s to the respective department upon completion of the project. Equipment's include small scientific devices; accessories for scientific equipment's; printer and printer related accessories etc. The total cost of the equipment/s should not be more than **40%** of the total budget for the Schools of Management and Business Administration and School of Social Sciences, and should not be more than **70%** for rest of the Schools. All procurements should follow government procurement rule (**PPR**). However, no project is eligible to purchase more than one similar equipment.

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10. Research students can be included in the project if deemed necessary to assist the research. The maximum daily allowance for the research student will be TK **500** per diem basis.
11. The CI of the ongoing Project under Advanced Research Category for the FY2022-23 may apply for new project (Advanced/ Promotional Research Category) upon receiving clearances from the ongoing project. However, the PI of ongoing Projects under Advanced Research Categories are not eligible to apply for the Advanced Research Category project for FY **2022-23** grant session, but may apply for new projects under Promotional Research Category, if they produce satisfactory progress in **half yearly** report of ongoing project. To be eligible they have to mention the Project Code, Title and Status of the Complete Work in the Cover Page of the proposal.
12. Faculty members having projects worth **Thirty lac** or more from other institutions/sources will not be eligible to apply in any of the research grants categories.
13. Proposals should be submitted in the prescribed format (**Annex 1**). Submitted project proposal will be evaluated based on following criteria and allotted marks:
 - Background/Statement of the problem (20 marks);
 - Rationale/Relevance/Importance (15 marks);
 - Objective of the study (10 marks);
 - Methodology (30 marks);
 - Expected outcomes (10 marks);
 - Work plan/ activity schedule (5 marks);
 - Budget (10 marks).
14. Submitted proposal will be checked by officially approved software of SUST for plagiarism. Only less than 30% (total plagiarism) and 5% (from single source) will be considered as permissible limit.
15. The name of the researchers should not be mentioned/ written anywhere in the proposal except for Cover Page. In such cases, proposals will not be considered for evaluation. Two copies of proposals should be submitted following the above-mentioned criteria.
16. The researchers are requested to submit the list of their published/accepted article/s funded by the SUST Research Centre in a separate page. During evaluation of the research project **priority** will be given for published article/s.

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ANNEX-IA

COVER PAGE

Project Code:

Title of the Project:

Particulars of the Researcher/s		Signature with Seal
Name and Designation of the Principal Investigator (PI)		
Name and Designation of the CI (if any)		
Ongoing Project Information (If any):		
Project Code:		
Name of PI and CI:		
Work Completed so far:		

Endorsed by the Head of the Department



Application Form for the Research Grant 2023-24

1. Project title: <i>The title should be brief and self-explanatory.</i>			
2. Type of research: <i>Fundamental/Applied/Empirical</i>			
3. Field of the research: <i>Arts and Humanities/Agricultural Sciences/Engineering /Life Sciences/Physical Sciences/Social Sciences</i>			
4. Background of the study and Statement of the problem: <i>Provide the background of the study citing relevant literatures and clearly define the research problem.</i>			
5. Rationale of the study: i) Relationship of the objectives to existing relevant knowledge on the research fields. ii) Significance of the proposed study (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>			
6. Objectives of the Study: <i>Clearly mention both the general and specific objectives of the study.</i>			
7. Methodology: <i>Indicate the methods and procedures to be used including sample design. Describe how data will be collected, analyzed, and interpreted.</i>			
8. Expected outcomes: <i>Please provide a list of expected outcome/s from the project.</i>			
9. Work Plan/ Activities Schedule: <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>			
10. Budget (Please consider this section as the part of the Proposal, do not mention the name of PI/CI)			
Sl. No.	Expenditure Heads	Amount (in Taka)	
		Year-1	Year-2
01	Honorarium of PI & CI (18% for PI and 12% for CI of the total budget)		
02	Allowance for Research Student not RA (Tk.500 per day per Student but not more than 30% of the total budget)		
03	Laboratory expenditure (spare parts, chemicals etc.) and/or Scientific equipment's		
04	Field-work (Data collection) including Travel Expenses: (Not more than 30% of total budget) Travel Expense: for PI and CI: As per university rule Allowance for PI and CI: Tk.2000/- for per day Allowance for Research Assistant (RA): Tk.800/- per day:		
05	Local Consultancy (Not more than 8% of total budget)		
06	Stationeries (Not more than 5% of the total budget)		
07	Report Preparation:		
08	Publication cost: Published in Web of Science and/or SCOPUS journals (if any) (Max. US \$300)		
09	Miscellaneous: (Not more than 5% of the total budget)		
	Total =		
<i>The budget must be consistent with objectives, scopes and work plan mentioned in the Proposal.</i>			
11. List the existing research facilities/equipment is in the relevant laboratory/department.			
12. Name of the research projects currently being done by the Principal/co-investigator (Also provide the information of project period, funding authority and amount):			
13. List of the published/accepted article/s form research finding of previous <i>SUST research Centre Project</i> (if any) on a separate page.			