**Proforma for submitting Research Project**

Ten hard copies duly filled up and forwarded by the head/director of the respective department/Institute /Research Center to be sent to the Office of the Director (Research & Extension), RUET, Rajshahi.

*Furnish details to facilitate project evaluation. Expand rows to meet your requirements.*

**Please attach CVs of the Project Director**

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| 1. | Name and designation of the Project Director | | | : | |  | | |
| 2. | Do you need a Research Assistant (It will applicable for only Higher Research Grant). | | | : | | Yes/No. | | |
| If he/she will full time PG students, then mention his/her name. | | | : | |  | | |
| 3. | Name of the Department/Institute/ Research Center: | | | : | |  | | |
| 4. | Name of the University | | | : | |  | | |
| 5. | Title of the Project | | | : | |  | | |
| 6. | Section in which the project is to be considered   1. Young Professional Research Grant 2. M.Sc./M.Phil. Research Grant 3. Ph.D. Research Grant 4. Higher Research Grant | | |  |  | | | |
| 7. | Place where the work will be performed | | |  |  | | | |
|  | * Name of the University/Organization | | | : | |  | | |
|  | * Name of the Department/Institute | | | : | |  | | |
| 8. | Brief description of the project: | | | | | | | |
|  | (a) Objectives and aims of the project (within 100 words): | | | | | | | |
|  | | | | | | | |
|  | (b) Review of literature on the subject matter of the project and rationale behind the present initiative (within 500 words): | | | | | | | |
|  | | | | | | | |
|  | (c) Expected results: | | | | | | | |
|  | | | | | | | |
|  | (d) Relevance of the project to national development: | | | | | | | |
|  | | | | | | | |
|  | (e) Methodology to be adopted in the investigation (detail as far as possible) | | | | | | | |
| Data collection: | | | | | | | |
| Experimental work: | | | | | | | |
| 9 | Basic facilities available in your department/institute/Research Center for the proposed investigation: | | | | | | | |
|  | | | | | | | |
| 10. | Facilities of other universities/institutions proposed to be used in the investigation (letter of concurrence of the universities/institutes to be attached.) | | | | | | | |
|  | | | | | | | |
| 11. | Duration of appointment of Research Assistant/Lab attendant /labor ; (days/months) | | | | | | | |
|  | | | | | | | |
| 12. | Provide a list of key performance indicators for your project: | | | | | | | |
| 13. | Suggest 3-5 reviewer for your project proposal: Except own University/Institution | | | | | | | |
| 14. | Financial support sought ( item wise): | | | | | | | |
|  | Serial no | Items | | | | | | Cost (Taka) |
|  | (a) | Honorarium of the Project Director (basic salary of one month) | | | | | |  |
|  | (b) | **The following things are applicable for Higher research grant:**   1. Salary of Research Assistant (@ Tk 11,000/= p.m.) 12 month, not over Tk. 1,32,000/- (this amount of taka fixed for research assistant) 2. Salary of lab attendant/ daily labor at Government rate (maximum Tk. 3500/= p.m.) not over Tk. 21,000/- per annum. 3. Manpower can be recruited for a specified period of time (maximum 4 months) for data, tabulation and analysis, typing etc. related to research work. In this case, his total monthly allowance is Tk. 3,000 / - (three thousand).   However, maximum of Tk. 1,65,000/- (One lakh sixty five thousand) can be allocated. | | | | | |  |
|  | (c) | Cost of materials and accessories to support research;  (Price list of items not available from own department) | | | | | |  |
|  | (d) | Data collection/survey/sample collection/field work/ | | | | | |  |
|  | (e) | Conference/Seminar expenses (If necessary)  (including Registration fees and TA/DA) (maximum Tk. 20,000/-) | | | | | |  |
|  | (f) | Preparation, drafting and binding of report: (maximum Tk. 5,000/=) | | | | | |  |
|  | (g) | Stationery/ Miscellaneous (with full details), (maximum Tk. 10, 000/=) | | | | | |  |
|  | (h) | Publication Charge (If necessary)  (Peer-reviewed: SJR (Scimago Journal Ranking) indexing or ISI indexing journal), (maximum Tk. 30,000/=) | | | | | |  |
| Total expenses for a one-year project :  Not more than the enlisted:   1. Young Professional Research Grant (Maximum Tk.1,50,000/=) 2. M.Sc./M.Phil. Research Grant (Maximum Tk. 2,50,000/=) 3. Ph.D. Research Grant (Maximum Tk. 5,00,000/=) 4. Higher Research Grant (Maximum Tk. 10,00,000/=) | | | | | | | |  |
| 15. | Particulars of any earlier project funded by the University Grants Commission through Office of the Director (Research and Extension), RUET, Rajshahi: | | | | | | | |
|  | (a) | | Year in which the project was approved | | | |  | |
| (b) | | Amount of grant | | | |  | |
| (c) | | Date of submission of the final report | | | |  | |
| (d) | | Status of the project if the final report has not been submitted | | | |  | |
| 16. | If a similar project is under implementation with financial help from some other agencies | | | | | | | |
|  | Name of the funding agency: | | |  | | | | |
|  | Name of the project: | | |  | | | | |
|  | Amount of the grant: | | |  | | | | |
|  | Date of completion of the project: | | |  | | | | |

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| Signature of Head of the Department  (Seal of the office)  …………………………………………..  Signature with recommendation of the University Authority  (Seal of the Office) | Signature of the Project Director  Name: ………………………………………  Date: …………………………  Address for correspondence:  …………………………………………  …………………………………………  …………………………………………  Phone: office: …………………….  Cell: ………………………………..  Res.: ……………………………………  Email: ………………………………… |

**DECLARATION/CERTIFICATION**

It is certified that-----

a) The same project has not been submitted to anywhere (UGC/other agency/University) for financial support.

(b) The research work proposed in this project is not a duplicate work already done or being done in the field (i.e. area of research)

(c) We agree to accept the terms and conditions developed for the Allocation for Engineering, Science and Technology as mentioned in the Guidelines.

(d) Project will be provided with access to all available facilities in this university.

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| Signature and Name of the  Project Director  ( with seal, email, Telephone number & Mobile number) | Signature and Name of the Head of the  Organization/Institutes /University  ( with seal, Telephone number & Mobile number) |