

Independent University, Bangladesh

Sponsored Research Policy

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I. General Provisions

1. Introduction:

The Independent University, Bangladesh (IUB) is set apart from many other institutions because of its role and goal as a research university. Most of the IUB's Sponsored Research takes place within individual departments and academic units, including the institution's centers and institutes, and through partnerships IUB has developed with different entities. These activities are critical to the fulfillment of IUB's research agenda. To protect the integrity and transparency of all research activities, IUB must have in place specific policies and procedures that will ensure compliance with the requirements and provide a common understanding of applicable processes and guidelines within the IUB System. The purpose of this policy is to ensure successful management of grants and contracts. All proposals, contracts and agreements related to research and sponsored activities shall be reviewed centrally to ensure compliance with university policies. Additionally, this policy aims to create possible opportunities for researchers and provide ground for rational and equitable distribution of monetary and other benefits of IUB.

2. Scope of the Policy:

This policy is applicable to all research grants sponsored by IUB (whether the source of funding is internal or external; henceforth: Research Grants). The policy is implemented by the University Research Committee (URC) and administrative support is provided by the Sponsored Research, Office of the Pro-Vice Chancellor (henceforth: the Sponsored Research).

In addition to IUB-sponsored research, all researchers are encouraged to secure external research funding in support of their research and the University's strategic vision. External funding includes competitive research grants, contract research and consultancies, scholarships/funding for conference participation etc., awarded by an external entity directly to an individual researcher. Faculty members obtaining individual funds or sponsorship directly from businesses, industry, foundations, government entities, or individuals are not required to follow the provisions of this policy. They are, however, still required to obtain IUB's Institutional Review Board (IRB) clearance prior to starting the project and inform in writing the Sponsored Research about obtaining the Grant. Any arrangements regarding the

workload and payment to the Principal Investigator and/or IUB employed Co-Principal Investigator (s) shall be approved by the URC.

This policy also does not apply to non sponsored research that faculty members are doing as their workload. Sponsored Research does not need to be informed about these research projects as they fall completely under the jurisdiction of the Department/School.

3. IUB Research Priorities:

IUB Research Priorities will be based on two main sources: the National Research Priorities as deducted from the documents published by the Government of Bangladesh and current trends within different scientific disciplines.

Beginning of July every year Sponsored Research will request the schools of IUB for their suggestions to include in the research priorities of IUB. The schools will have one month to forward their suggestions to the Sponsored Research, thus the deadline will be end of July. Sponsored Research will review and summarize the suggestions and forward it to the URC by mid of August. By mid of September the URC approved draft will be forwarded to the Academic Council. By mid of October the Academic Council approved draft will be submitted to the Syndicate. By mid of November the syndicate approved priorities will be forwarded to the Board of Trustees (BOT) meeting for final approval. BOT gives the final approval by mid of December. The same procedure will be followed every year for revised IUB Research Priorities.

4. Types of Grants:

IUB provides three types of institutional funding (that is, funding not acquired by a researcher directly from external entities) to support faculty research and development. These grants are as follows:

4.1 Start-up Grants:

A Start-up Grant is a one-time allotment of funds to be spent within a year for conducting a literature review, designing a study, developing the instruments/measures, conducting a pilot study, etc., to encourage new faculty members to start new research projects. The maximum amount of Start-up Grant should be set at Tk. 70,000. This amount may be reviewed

periodically by URC (every 2 years). Start-Up Grant recipients are expected to apply for a research grant in the next award cycle.

4.2 Research Grants:

Research Grants are competitive research funds made available each year to faculty members. They are designed to fund research projects over a one-year or longer period of time, and can be either awarded to an individual researcher or a team from any School. The amount awarded for a Research Grant is limited by the University's research budget and the number of grants awarded.

4.3 Conference Participation Grants:

Conference Participation Grants contribute to the overall professional development of IUB faculty members by sponsoring (partially or in full) their active participation at relevant professional meetings or conferences at home or abroad. The maximum amount of Conference Participation Grant should be set at Tk. 1,50,000. This amount may be reviewed periodically by URC (every 2 years).

5. General Guidelines:

- The projects must be consistent with the mission and vision of the University.
- The projects shall be conducted without overloading the academic staff and without hurting the University's academic programs. Principal Investigator and/or IUB employed Co-Investigator(s) may be eligible for up to 25% salary increase during the phases of the project where their increased workload is justified. Such an increase has to be approved by URC.
- Availability of space and equipments must be assured in advance by the Dean of concerned School. The project must not encroach on space and facilities required by the University's educational programs.
- The terms of any proposal, grant, or contract must agree with the Department and University policies and shall always permit the institution to exercise appropriate administrative control and responsibility for the proposed work.
- All proposals, grants, and contracts shall include an adequate budget for the work proposed in accordance with the IUB regulations.
- No project will be approved by URC if it does not have a clearance from the IRB. This does not apply to Conference Participation Grants.

- All Researchers/Participants/SRC or URC members must make every effort to ensure to resolve any issues regarding areas of Conflict of Interest. A Conflict of Interest may arise from two areas: any researcher's/participants' personal, familial or financial interest with the research to be funded OR any personal interest between committee member(s) and his/her duties and responsibilities with regard to the Review Process.

There may be a real, perceived or potential conflict of interest when the Participant:

- would receive personal or familial benefits resulting from the funding opportunity or application being reviewed; or
- has a direct or indirect financial interest in a funding opportunity or application being reviewed;

A conflict of interest may be deemed to exist or perceived as such when review committee members or external members:

- are a relative or close friend, or have a personal relationship with the applicants;
- are in a position to gain or lose financially/materially from the funding of the application;
- have had long-standing personal or profession differences with the applicants.

6. Guidelines regarding Intellectual Property:

Successful research normally generates intellectual property. While all intellectual property is valuable by virtue of its implicit new knowledge, some of it also has real commercial value. Thus this policy clarifies ownership of intellectual property rights, creates opportunities for use of the innovations for students and further research, and provides for the equitable distribution of monetary and other benefits derived from Intellectual Property (IP).

“Creator/Author” means the individual or group of individuals who invented, authored, or were otherwise responsible for the intellectual creation of the intellectual property.

“Intellectual Property” means any invention, discovery, improvement, copyrightable work, trademark, trade secret, and licensable know-how and related rights.

All IP shall be owned by the university if the research was sponsored by IUB or significant university resources were used. However, the creator/author is granted the right to reproduce or disseminate work as a part of their teaching or research. Final Reports produced as a result

of university activity shall be available for the use of all students and employees of IUB for personal use only (not commercial purpose).

Nothing in this policy shall limit or restrict the right of Principal Investigators (PI)/researcher(s) to publish results of their research. The university shall share royalties, equity and other incomes derived from the licensing of patented inventions or copyrights and other transfers of technology with the creator, unless prohibited or restricted by any agreement. Determination of the university's income sharing formula for all intellectual property income shall be made by the BOT and shall be mentioned in the formal agreement.

The researchers shall create, retain, and use IP according to the applicable laws in Bangladesh, and international laws and University policies and cooperate with the University in securing and protecting the University's intellectual property, including cooperation in obtaining patents, copyrights, or other suitable protections for such intellectual property and in legal actions taken in response to infringement.

When research is carried out under a grant/funding by IUB the terms of ownership shall be determined according to the formal agreement/contract between the creator/author/PI and IUB. The researchers may need to provide, upon request by the university, reports or other documents necessary to establish the university's ownership rights.

When a principal Investigator/Researcher creates an Intellectual property, fully or as a part of the team, on deputation, or official leave, the concerned PI shall officially communicate the intellectual property to the University. If the IP involves ideas/software developed, fully or in part, using significant University resources, then the IP will also be owned by University fully or partially, as the case may be.

Generally, creators and research investigators will retain custody of tangible research property (e.g. equipment, software etc.) while at the university. In case the Principal Investigator (PI) leaves IUB, the research grant and acquired property are not transferrable. Furthermore, PI has the responsibility for all the deliverables within that period of time.

II. Grant Allocation Process

1. Yearly Call for Proposals:

The grant allocation process starts with the Yearly Call for proposals. This call for proposals is intended for all three types of grants (Start-up Grant, Research Grant, Conference Participation Grant).

A yearly call for proposal will be approved by the URC and published at the beginning of January every year.

2. Eligibility Criteria:

2.1 Start-up Grants:

All new faculty members are eligible to apply for Start-up Grants to help their research work at IUB within the first three semesters of joining. A faculty member may apply for only one Start-up grant during this period.

2.2 Research Grants:

Research Grants may be awarded to any faculty member. Priority is given to full-time faculty members. Normally, the principal proponent for group a project should be a permanent full-time faculty member.

Visiting or adjunct faculty members with research experience may qualify as Co-Investigators, but the duration of the grant should not go beyond the term of their appointment or hiring.

If a Principal Investigator has an ongoing (on schedule/delayed) or deferred project, and he/she proposes a new one, approval of the new project will be deferred until the time that the earlier project is completed.

2.3 Conference Participation Grants:

Any full time faculty member is eligible to apply for the Conference Participation Grant.

3. Application process:

Faculty members seeking individual funds or group project funds from IUB must apply in response to the yearly call for proposals. The deadline for submission of the proposals to the Sponsored Research will be mid-February.

Proposals for all three type of Grants shall be submitted online prior to the closing date using specific application forms. Late submissions will not be accepted. If the submission is incomplete, the Sponsored Research will notify the applicant(s) and give them a deadline for completion of the submission. By the end of February Sponsored Research summarizes and sends all the proposals to SRC.

3.1 Proposal for Start-up Grants:

Submission of Start-up Grant Proposal will only be accepted with the following:

- Complete Start-up Grant Application Form(Appendix C): The form will include the following:
 - Information about the Researcher
 - Information about the student involvement in the Research Project (if applicable)
 - Significance of the Research Project
 - Research Project plan
 - Collaborations
 - Budget
 - Declaration of Conflict of Interest
- CV of the Researcher
- IRB Approval

3.2 Proposal for Research Grants:

Submission of Research Grant Proposal will only be accepted with the following:

- Complete Research Grant Application Form (Appendix C): The form will include information in the following broad categories-
 - Information about Principal Investigator
 - Background of the Principal Investigator
 - Information about Co-Principal Investigator(s) (if applicable)

- Background of the Co-Principal Investigator(s) (if applicable)
- Information about the student involvement in the Research Project (if applicable)
- Duration of the Research Project
- Significance of the Project
- Theoretical Background
- Methodology
- Research Project plan
- Collaborations
- External Funding
- Previous IUB funding records of the Principal Investigator
- Expected Research Outcome
- Budget (Any cost of Principal Investigator, Co-Principal Investigator(s), IUB Research Assistants, external Research Assistants must be included in the Budget)
- Declaration of Conflict of Interest
- CV of the Researchers
- Information about the Research Assistants (Research Assistants from IUB must have completed 90 credit hours and must have a CGPA of 3.50; justifiable exceptions may be proposed by the Principal Investigator)
- IRB Approval

3.3 Proposal for Conference Participation Grants:

Submission of Conference Participation Grant Proposal will only be accepted with the following:

- Complete Conference Participation Application Form(Appendix C): The form will include:
 - Details of the Conference
 - Title of the Presentation
 - Participant Information
 - Nature of Participation
 - Significance of the Conference
 - Previous record of participation

- Professional Development of the Participant
- Budget (The budget shall cover all registration fees, travel, accommodation and other expenses.)
- CV of the participant
- Detailed Conference Program Plan
- Copy of Letter of Acceptance

After the deadline for applications is over, if there appears an unanticipated opportunity for a conference (and budget is available within the School) the faculty member may apply outside the call for proposals. Same application procedure must be followed for such ad hoc projects. Schools are encouraged to include some funds in the budget for ad hoc projects.

Any subsequent correspondence proposing modification of the terms or conditions of a contract or grant, including changes in the scope of the work, the period of performance, or the total estimated costs, shall emanate by the principal investigator to the URC through the Sponsored Research.

4. Proposal Evaluation and Approval:

The proposals will be evaluated by the School Research Committee (SRC) and URC.

While evaluating, the SRC and URC members must agree to abide by the general guidelines of this policy regarding Conflict of Interest prior to viewing any application information. All committee members are subject to the same conflict of interest guidelines. All committee members are responsible for resolving areas of potential conflict of interest and should propose any of the following if any during the committee meeting:

- Reject the Research Proposal
- Amend the Research Proposal
- Exclude a certain person/persons from the review committees
- Exclude certain researcher from the research project

School Research Committee (SRC):

Each school will form School Research Committee (SRC) consisting of:

- Dean of the School, Head of the committee
- Representatives from all departments
- Two external members nominated by the school and approved by the URC

In case of interdisciplinary topics spanning beyond a particular School an additional external member shall be invited to the meeting. In principle the Dean of the School will Head the Committee, however the Dean has the option to opt out of the Committee and appoint a senior faculty member to be the Head of the Committee. The SRC shall review and rank all proposals from that School. The Committee must assess the extent to which the project/conference meets all the criteria outlined in the later part of this policy. In addition to reviewing individual proposals, the SRC should also recommend which of the proposals will get priority and to what extent the proposed projects shall be funded. In this process the SRC shall ensure appropriate fund distribution among the departments and faculty members.

The SRC submits their reviews and recommendations to the Sponsored Research by the end of March. The Sponsored Research then submits all proposals to the URC by the beginning of April.

The committee in reviewing and recommending the proposals should use the following criteria (Each criterion shall be evaluated using an appropriate rubric):

4.1 Start-up Grants:

- The Significance of the proposed Research Project
 - The Alignment of the Proposed Research Project with IUB's Research Priorities
 - The Relevance of the Proposed Research Project for the Educational and/or Service Missions of the Respective Schools (as determined by the SRC)
- Collaborations (applicable only for the particular Start-up Grant)
 - University Collaboration
 - Reputation of the University collaborating with
 - Industry Collaboration
- Research Project Plan and its Potential for receiving Research Grant in the next Award cycle
 - Research Project Plan
 - The potential of the proposed Start-up Project to be submitted as a Research Project for the next award cycle
- Background of the Researcher

- Measure and Quality of Publications/Research Output of the Researcher
- Citation Count (based on number of citations in Google Scholar) of the Faculty Member
- Budget
 - Itemized Budget
- Student involvement in the Project
- Potential Conflict of Interest

4.2 Research Grants:

- The Scholarly Merit and Significance of the Proposed Research Project
 - The Alignment of the Proposed Research Project with IUB's Research Priorities
 - The Relevance of the Proposed Research Project for the Educational and/or Service Missions of the Respective Schools (as determined by the SRC)
 - Evaluating Research Project's Potential for Scholarly Contribution and Impact
 - Description and Research Methodology of the Proposed Research Project
 - Other Sources of Funding (External) in addition to proposed funding from IUB
- Expected Research Output
- Background of the Principal Investigator
 - Measure and Quality of Publications/Research Output
 - Citation Count (based on number of citations in Google Scholar) of the Faculty Member
 - Previous IUB funding received by the Principal Investigator
- Background of the Co-Principal Investigator(s)
 - Measure and Quality of Publications/Research Output
 - Citation Count (based on number of citations in Google Scholar) of the Faculty Member
- Collaborations

- University Collaboration
- Reputation of the University collaborating with
- Industry Collaboration
- Research Project Plan and Fund Management
 - Research Project Plan
 - Itemized Budget
- Student involvement in the Project
- Potential Conflict of Interest

4.3 Conference Participation Grants:

- Significance of participation in the Conference
 - The importance and relevance of the topic of the conference for the Research, Educational and/or Service Missions of the Respective Schools(as determined by the SRC)
 - The extent to which attending this conference will help the participant's professional development
- Participating Details
 - The nature of participation at the conference
 - Reputation of the Conference
- Budget
 - Itemized Budget
- Equitable distribution of the conference participation funds among the faculty members

For Startup Grants and Research Grants, URC makes the final decision regarding approval after the proposal has been recommended by the SRC. Approvals for Conference Participation grants within the limit of Tk. 1, 50,000 for individual participant and within School budget are made by the SRC. Any proposal for Conference Participation Grants above Tk. 1,50,000 must be forwarded to the URC and final decision is made by URC. For approvals within Tk. 1,50,000 individual limit but beyond the total budget of the school for conferences, the URC makes the final decision.

University Research Committee (URC)

The University has the University Research Committee (URC). The composition of URC is as follows:

Vice Chancellor or in his absence the Pro-Vice Chancellor	Chairman
Pro-Vice Chancellor	Member
All the Deans of the Schools	Members
Two Trustees (To be nominated by the Board of Trustees)	Members
Registrar	Member Secretary

The URC has the authority for reviewing Start-up Grant Proposals and Research Grant Proposals and outcomes, obtaining information and monitoring of the Conference Participation Grants. After URC receives the proposals from Sponsored Research, URC makes the recommendation by beginning of May. URC submits the evaluated proposals to the Academic Council. The Academic Councils approved proposals are sent to the Syndicate by mid of May and the Syndicate makes the decision by end of May. The Syndicate approved proposals are submitted to the BOT and final decision is made by end of June. After the final approval, Schools will be informed about all the approved Start-up Grants and Research Grants for making potential amendments in their budget.

The URC will meet once every trimester. While evaluating the proposed Start-up and Research projects, the URC will use the same criteria (using the rubrics) as the SRC. Additionally, the URC shall consider appropriate fund distribution among the Schools.

After a proposal for Start-up Grant and Research Grant has been approved by the BOT, a formal agreement (Appendix D) shall be signed by the Principal Investigator and the Vice Chancellor.

5. Research Project Implementation:

5.1 Effective Starting Date:

The start date stated on the proposal after approval by BOT will be considered as official project starting date. The Finance and Accounts Department shall create an account head after the project is approved.

5.2 Budget and Expenses:

Project implementation and utilization of funds must be done according to the approved budget. In case of expenditure over the approved budget a prior approval is needed from following same procedure as initial approval of the Grant.

All claims for expenditure should be made on the prescribed form and as per the policy of Finance and Accounts Department. Prior approval must be taken to ensure that budget is available.

5.3 Travel Expenses:

All the travel expenses should be approved ahead of time and all IUB regulations and guidelines need to be followed for travel related activities.

5.4 Purchase of Equipments, Materials and Supplies:

Although the purchase of equipments, materials, chemicals, gadgets and supplies shall be done as per the procedure outlined in the Purchase Manual, it is the prerogative of the Principal Investigator to choose the type/brand/make/model of the goods, services and service providers within the budget. Project assets, equipments, software, and other research infrastructures purchased with Research Grants must be inventoried under the respective schools, and is considered the property of the IUB. On completion of the research project, purchased research infrastructure may remain with the department housing the project, or be transferred to central stores or the library for future use.

6. Reporting Process:

Acceptance of a Grant implies accountability of the Principal Investigator (or the participant in the case of Conference participant Grant) to achieve the goals set out in the proposal. Thus, periodic monitoring shall be conducted through appropriate reporting to the URC through the Sponsored Research.

Since the reporting process is different for each different type of Grants the details are mentioned below:

6.1 Start-up Grants:

After the end of the grant period the researcher needs to provide a Final Report. The Final Report must be submitted within one month of the project completion date. Sponsored Research collects the reports and sends them to SRC for evaluation. The Final Report should include (but not limited to) the following:

- Project Title
- Project Start Date
- Date of Completion
- Principal Investigator Information
- Content of the Final Report:
 - Theoretical Background
 - Description of all activities undertaken
 - Description of the outcomes (e.g. questionnaire development, a pilot study etc.)
 - An explanation of how this will lead to Research Grant Proposal in the next award cycle
- Any kind of variation from the original Research Proposal submitted
- Information regarding collaboration within IUB during the Start-up
- Information regarding other University and/or Industry collaboration during the Start-up
- Information regarding student involvement in the project
- Fund Utilization

6.2 Research Grants:

For one year long research projects no periodic progress report is required; only a Final Report after completion of the research is required. If the research project is for two years or longer period of time, a Periodic Progress Report at the end of each year and a Final Report after completion are necessary.

Periodic Progress Reports shall be submitted to Sponsored Research online in specific 'Research Project Progress Report Forms'. The Sponsored Research will send it to SRC for evaluation. The purpose of Periodic Progress Report is to assess the implementation of the project plan according to the application. In case of Periodic Progress Reports, if there are major deviations in the implementation the SRC shall inform the URC through Sponsored Research. A summary of the reports will be submitted to URC for information.

Final Reports are more detail reports that shall be submitted after the completion of the research work, to document progress in achieving the research goals and deliverables such as publications and knowledge transfer. The Final Report should include (but not limited to) the following:

- Research Project Title
- Principal Investigator Information
- Co-Investigator(s) Information(if applicable)
- Project Start Date
- Amount Awarded
- Date of Completion
- Content of the Final Report:
 - Literature Review
 - Research Questions
 - Hypotheses
 - Instruments
 - Sample
 - Procedure
 - Results
 - Discussion
 - Conclusion
- Information regarding collaboration within IUB for the Research Project

- Information regarding other University and/or Industry collaboration
- Information regarding student involvement in the project
- Details of External Funding other than IUB Funding (if applicable)
- Outcomes resulting or expected to result from the Research Project (e.g. Peer Reviewed Journal Paper(s), other Journal Paper(s), Book, Book Chapter(s), Conference Presentation(s), Conference Paper/ Abstract(s), others with details
- Status of the outcomes (e.g. submitted, will submit)
- Details of the Journal/Publisher/Organizer
- Expected date of Publication
- Industry/ Community improvement outcomes(e.g. Patents, Industry Applications, Seminars, Workshops, Community engagement/initiatives, others) with details
- Other outcomes (e.g. new theory development, potential for new Research studies, potential impact on new policies, usefulness of the research for faculty/students/administration etc.)
- A detailed account of the expenditure of the Research Project funds

The Final Report must be submitted to Sponsored Research within two months of the project completion date and it is subsequently sent to the SRC for evaluation. A Summary of the evaluations of the final reports shall be presented to the URC.

6.3 Conference Participation Grants:

The participant shall submit a report in the prescribed Form within one month of the conference participation. Along with description of utilization of funds the report shall contain the outcome of conference participation. The Sponsored Research will collect the reports and submit them to the SRC for evaluation.

7. Final Report Evaluation Process and Outcome Follow up:

Evaluation will be based on the Final Reports (Appendix C). Thus, final evaluation will be conducted for all research projects and conference participation. All the evaluation of the outcomes will be done by SRC. The evaluation will be communicated to Sponsored Research. Sponsored Research will provide a summary of all the Final Report Evaluations to URC and subsequently to Academic Council, Syndicate and BOT.

The Final Report also acknowledges the closing off of financial accounts associated with the research project. In the Final Report the future outcomes (e.g. journal publications, book publications etc) need to be specified and Sponsored Research needs to be informed whenever that is achieved.

The evaluation process will be undertaken by the School Research Committee using similar criteria used for the reviewing proposal and tables, as follows:

7.1 Start-up Grants:

For evaluating the projects using Start-up grants the committee will evaluate on the basis of the following criteria:

- Completeness of the Report
- Quality of the Final Report
- Potential of the Outcome as the starting point for Research Grant Application in the next award cycle

7.2 Research Grants:

The following evaluation criteria shall be used by the School Research Committee:

- Completeness of the Report
- Quality of the Final Report
- Expected Scholarly Outcomes
- Industry/Community Improvement
- Other Outcomes

7.3 Conference Participation Grants:

For evaluating the Conference participation the School Review Committee will consider the following along with the utilization of funds:

- Comparison of delivery and approved deliverables from the Conference
- Other Outcomes
- Awards received by the participant

The outcomes must be documented in the Sedona systems and that must be done by the Principal Investigator/Participant. All the documented outcomes will be used for respective researcher/participant appraisal and future funding.

III. Administration and Review:

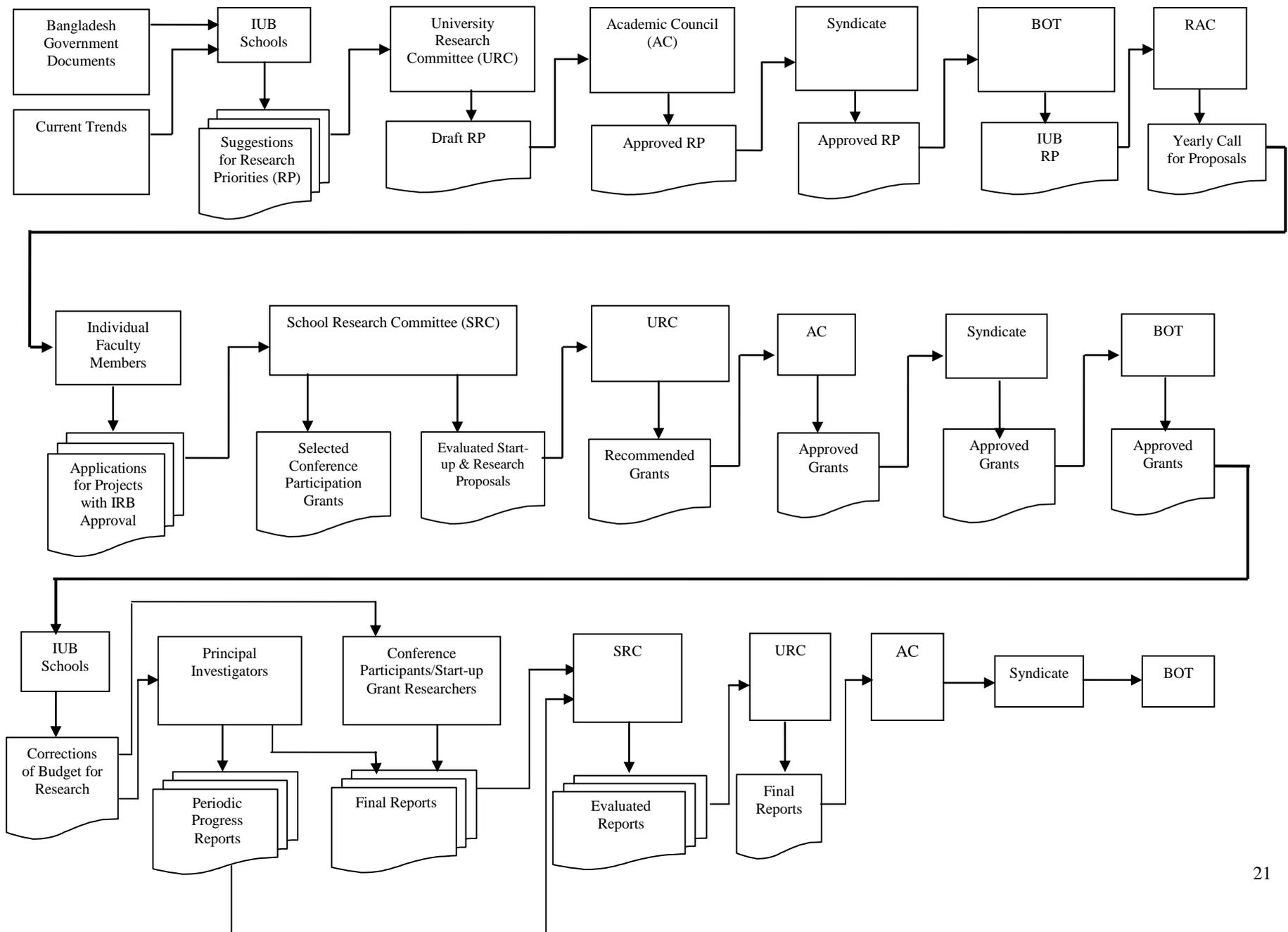
The Sponsored Research has the responsibility for the overall administrative oversight of the whole process of research projects and agreements, contracts, or grants that result from successful proposals.

Simultaneously the office has the authority to keep a track of the financial management/continuous review of the funds utilization. The Finance and Accounts Department will manage and maintain the financial part of the grants for research or project.

To ensure that sponsorship in any given situation is appropriate and that control can be maintained, all proposals for research grants and reports must be done on specific formats using appropriate forms in the IUB website.

After completion of each cycle a summary report consisting the outcomes, process, limitations of the whole research administration process will be documented and submitted to the URC and then to Academic Council, Syndicate and BOT by Sponsored Research. Areas of further improvement identified in this report will be used as an input for revision of the policy.

Appendix A: Sponsored Research Process Flowchart



Appendix B: Sponsored Research Process-Gantt Chart

Activities	July	August	September	October	November	December
Schools propose Suggestions for IUB Research Priorities (RP)						
Sponsored Research (SR) summarizes the suggestions						
URC reviews and approves the RP						
Academic Council (AC) reviews and approves RP						
Syndicate reviews and approves RP						
BOT approves RP for inclusion in Yearly Call for Proposals						
	January	February	March	April	May	June
Yearly Call for Proposals						
Faculty members apply for Grants						
SR compiles and sends Proposals to School Research Committee(SRC)						
SRC reviews and ranks the proposals						
URC evaluates and submits it to the AC						
AC approves and submits it to the Syndicate						
Syndicate approves and submits to BOT						
BOT gives the final approval						

Appendix C: Forms

Application Forms

Independent University, Bangladesh (IUB)
Start-up Grant Application Form

1. Project Title:

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2. Researcher Information:

Name	ID	Designation	Department	E-mail	Contact No.

Publications(Please list the 5 publications that you consider to be most influential/important)(e.g. Author, Year, Title, Journal Name/Book name, Vol(No): page no

Number of Google Scholar Citations

3. IRB Approval:

Yes Case Number.....

No

Pending Submitted on:

4. Significance of the Project:

Explain how your Research Project is aligned with the IUB Research Priorities and Education and/or Service Mission of your respective School. Describe the potential of your Research Project for receiving the research grant in the next research grant cycle. (Approximately 300 words)

5. Research Project Plan:

Please describe your Proposed Research with a detailed objective(s), research project plan, time-line and expected outcomes.(Approximately 500 words)

6. Collaboration within IUB (Applicable only for this Startup Period)

Intra Departmental Yes No
Inter Departmental Yes No
Inter School Yes No

If Yes, please give details

7. Other University and/or Industry collaboration:

Other University Yes No
Industry Yes No

If yes, please give details

8. Will students from IUB be involved in this Research Project?

- Yes, Undergraduate students only
- Yes, Graduate students only
- Yes, both Undergraduate and Graduate students
- No

9. Budget Information:

Provide a whole budget with justification for each item. Include a proposed fund disbursement.(Expenses for each research activities outcome must be included in the budget)

10. To the best of your knowledge, is there any potential Conflict of Interest involved with this proposed project (Please refer to the Sponsored Research Policy for details)?

Yes No

If Yes, Please specify.....

Icertify that:

The information given above is true and accurate, to the best of my knowledge if research funds are granted to me, I agree to use such funds only for the purpose stated above, to submit timely reports as requested by the University Research Committee through Office of the Sponsored Research, and to keep my total expenditures within the amount granted.

I have read and agree to all the current University policy on the Sponsored Research, and agree to all the provisions regarding ethical clearance, evaluation process, and other policies of the University as appropriate.

I understand the required actions regarding compliance with these policies will be taken.

I understand that any expenditure over the amount of my grant may be denied by the University.

I understand that the university has an obligation in the event of academic misconduct or alleged academic misconduct to take such action as necessary to ensure the integrity of research, and the university has a clear policy for dealing with academic misconduct complaints including procedures for conducting an investigation and a process of appeal.

I have read and agreed with the statements above.

.....
Name of the Principal Investigator

.....
Date:

Independent University, Bangladesh (IUB)
Sponsored Research Grant Application Form

1. Project Title:

--

2. Duration of the Research project:

1Year 2 Years 3 years Others (Please specify):

3. Principal Investigator Information:

Name	ID	Designation	Department	E-mail	Contact No.
Publications(Please list the 5 publications that you consider to be most influential/important)					
Number of Google Scholar Citations					

4. Co-Investigator(s) Information(if applicable):

Name	ID (if applicable)	Designation	Department	E-mail	Contact No.
Publications(Please list the 5 publications that you consider to be most influential/important)					
Number of Google Scholar Citations					
Add Co-Investigator					

5. IRB Approval:

Yes Case Number.....

No

Pending

Submitted on:

6. Significance of the Project:

Explain if your Research Project is aligned with the IUB Research Priorities and Education and/or Service Mission of your respective School. Describe the scholarly impact of your Research Project and significance in terms of innovate idea. (Approximately 300 words)

7. Theoretical background:

Details of the proposed research with objective and theoretical background. (Approximately 300 words)

8. Methodology:

Please provide the methodology of the Research Project with data collection, data analysis and processes in details. (Approximately 300 words)

9. Research Project plan:

Please provide a detailed Research Project plan including the time- line.

10. Collaboration within IUB

Intra Departmental Yes No

Inter Departmental Yes No

Inter School Yes No

If Yes, please give details

11. Other University and/or Industry collaboration:

Other University Yes No

Industry Yes No

If yes, please give details

--

12. Will students from IUB be involved in this Research Project?

- Yes, Undergraduate students only
- Yes, Graduate students only
- Yes, both Undergraduate and Graduate students
- No

13. External Funding

If this research, in addition to proposed funding from IUB, receives funding from any other sources, please explain.

Sources of funding:

Amount:

Duration:

Is funding from IUB a condition for the grant? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please give details (Maximum 200 words)

14. Previous IUB funding details of the Principal Investigator:

Name of the Research Project:

Fiscal Year:

Amount:

Duration:

Research Output:

15. Expected Research outcome from this proposed research project:

- Journal article(s) Conference Presentation(s) Book (s)
 Book Chapter(s) Others.....

Please give details of the expected research output:

Name:

Expected date of Publication:

16. Budget Information:

Provide a whole budget with justification for each item. Include a proposed fund disbursement.(Expenses for research Assistant(s), consultants, External Co-Investigator(s) must be included in the budget)

17. To the best of your knowledge, is there any potential Conflict of Interest involved with this proposed project (Please refer to the Sponsored Research Policy for details)?

- Yes No

If Yes, Please specify.....

Icertify:

The information given above is true and accurate, to the best of my knowledge. If research funds are granted to me, I agree to use such funds only for the purpose stated above, to submit timely reports as requested by the University Research Committee through Office of sponsored Research, and to keep my total expenditures within the amount granted.

I have read and agree to all the current University policy on Sponsored Research, and agree to all the provisions regarding ethical clearance, evaluation process and

other policies of the University as appropriate.

I understand the required actions regarding compliance with these policies will be taken.

I understand that any expenditure over the amount of my grant may be denied reimbursement by the School Research Committee or University research Committee.

I understand that the university has an obligation in the event of academic misconduct or alleged academic misconduct to take such action as necessary to ensure the integrity of research, and the university has a clear policy for dealing with academic misconduct complaints including procedures for conducting an investigation and a process of appeal.

I have read and agree with the statements above

.....

.....

Name of the Principal Investigator

Date:

Independent University, Bangladesh (IUB)
Conference Participation Grant Application Form

1. Conference Information:

Name of the Conference: (include the number of the conference, if applicable ; e.g. 17th Premier Education Conference)

Organizer:

Conference Venue:

Duration:

Conference Theme:

2. Title of your Presentation for the Conference:

--

3. Participant Information:

Name	ID	Designation	Department	E-mail	Contact No.

4. Nature of Participation:

- Just Participating
- Poster Presentation
- Paper Presentation
- Paper Presentation with Published Abstract
- Paper Presentation with Published Extended Abstract
- Paper Presentation with Published Full Paper
- Others

5. Significance of the Conference:

Explain the importance and relevance of topic of the conference for the Research, Educational, and/or Service Missions of your respective school. (Approximately 300 words)

6. Professional Development:

Explain the extent to which attending this conference will help your professional development. (Approximately 500 words)

7. Budget Information:

Provide a whole budget with justification for each line item (Expenses for each activity e.g. Travel, Accommodation, Registration Fee, Daily Allowance and Miscellaneous). Include a proposed fund disbursement (e.g. Cash Advances)

8. Have you participated in any conferences during the last two years?

Yes No

If yes, please answer the following:

- i. Name of the Conference:
- ii. Date of Participation:
- iii. Place of Conference:
- iv. Organizer:
- v. Funding from University for Participation (Amount):

Icertify that:

The information given above is true and accurate, to the best of my knowledge if conference participation funds are granted to me, I agree to use such funds only for the purpose stated above, to submit timely reports as requested by the University Research Committee through Office of the Sponsored Research, and to keep my total expenditures within the amount

granted.

I have read and agree to all the current University policy on the Sponsored Research, and agree to all the provisions regarding ethical clearance, evaluation process, and other policies of the University as appropriate.

I understand the required actions regarding compliance with these policies will be taken.

I understand that any expenditure over the amount of my grant may be denied by the University.

I have read and agreed with the statements above.

.....
Name of the Participant

.....
Date:

✓ PLEASE ATTACH THE FOLLOWING 2 DOCUMENTS:

1. Detailed Conference Program Plan
2. Copy of Letter of Acceptance

Proposal Evaluation and Scoring Forms (with Rubrics)

Independent University, Bangladesh (IUB)

Start-Up Grant Proposal - Evaluation and Scoring Form (with Rubrics)

Research Project Title:

Name of the School:

Principal Investigator:

Amount Requested:

After reviewing the Start-Up Grant Application Form, please evaluate it using the following matrix and rubrics:

Please circle the appropriate number

I. EVALUATION OF SIGNIFICANCE OF THE PROPOSED RESEARCH PROJECT	Max 20 Points
-----------------------------------------------------------------------	----------------------

1. The Alignment of the Proposed Research Project with IUB's Research Priorities

Max 10 Points

<i>Levels</i>	1. Not Aligned	2. Partially Aligned	3. Aligned	4. Fully Aligned
<i>Points</i>	0	2	6	10

Level 1 - Not Aligned

The proposed research project neither directly nor indirectly addresses any of the IUB Research Priorities.

Level 2 - Partially Aligned

The proposed research project indirectly addresses at least one of the IUB Research Priorities.

Level 3 - Aligned

The proposed research project addresses directly at least one of the IUB Research Priorities.

Level 4 - Fully Aligned

The proposed research project directly addresses two or more IUB Research Priorities.

2. The Relevance of the Proposed Research Project for the Educational and/or Service Missions of the Respective School (as determined by the SRC)

Max 10 Points

<i>Levels</i>	1. Not Relevant	2. Partially Relevant	3. Relevant	4. Highly Relevant
<i>Points</i>	0	2	6	10

Level 1 - Not Relevant

Proposed research project fails to address any major educational and/or service missions of the respective school.

Level 2 - Partially Relevant

Proposed research project addresses directly or indirectly at least one of the educational and/or service missions set by the respective school.

Level 3 - Relevant

Proposed research project clearly addresses one or two educational and/or service missions set by the respective school.

Level 4 - Highly Relevant

Proposed research project clearly addresses more than two educational and/or service missions set by the respective school.

Total Points:

Out of 20 Points

II. RESEARCH PROJECT'S COLLABORATION/STUDENT INVOLVEMENT

Max 15 Points

1. University Collaboration

Max 5 Points

	No collaboration	Intra departmental collaboration	Inter departmental collaboration	Inter School collaboration	National collaboration		International collaboration	
					<i>Reputation of the Collaborating University</i>		<i>Reputation of the Collaborating University</i>	
<i>Points</i>	0	1	2	3	Low	2	Low	3
					Medium	3	Medium	4
					High	4	High	5

Reputation of the Collaborating University:

Level 1 - Low

The collaborating institution is a local university that is relatively unknown or of a relatively low standing.

Level 2 - Medium

The collaborating institution is a reputable local and/or international university.

Level 3 - High

The collaborating institution is a highly reputable local or international university.

2. Industry Collaboration

Max 5 Points

	There is no collaboration	The collaborating organization is a local organization that is relatively unknown or of a relatively low standing	The collaborating organization is a reputable local and/or international organization	The collaborating organization is a highly reputable local, international or multinational organization
<i>Points</i>	0	1	3	5

3. IUB students involvement in this Research Project

Max 5 Points

	No student involvement	Yes, undergraduate students only	Yes, graduate students only	Yes, both undergraduate and graduate students
<i>Points</i>	0	1	3	5

Total Points:

Out of 15 Points

III. RESEARCH PROJECT PLAN AND ITS POTENTIAL FOR RECEIVING RESEARCH GRANT IN THE NEXT AWARD CYCLE

Max 40 Points

1. Research Project Plan

Max 25 Points

<i>Levels</i>	1. Poor	2. Acceptable	3. Good
<i>Points</i>	7	15	25

Level 1 - Poor

The research project plan does not present any clear and understandable undertaking of the research project. Research Project work plan is vague and not linked to research objective(s).

Level 2 - Acceptable

The research project plan presents the idea how the project will be undertaken. Even if the plan is somewhat unclear it does make sense how the project will be completed and create the ground for future research work.

Level 3 - Good

The research project plan is clear and demonstrates how the research project will be undertaken. The plan clearly states that the output of this research work can be used in the future work.

2. Evaluating Startup Grant Project’s Potential for Receiving Research Grant in the next research grant cycle

Max 15 Points

<i>Levels</i>	1.No Potential	2.Low Potential	3.Medium Potential	4.High Potential
<i>Points</i>	0	5	10	15

Level 1 - No Potential

The startup project has no potential for attracting research grant in the next research grant cycle. The startup project is unlikely to make any contribution and unlikely to attract research grant in the next research award cycle.

Level 2 - Low Potential

The startup project has low potential to make contributions in the respective discipline. The project seems to have limited potential to attract research fund in the next award cycle.

Level 3 - Medium Potential

The startup project has mediocre potential to make contribution in the respective discipline. The project seems to have some potential for development. Therefore, it has medium potential to attract research grant in the next research award cycle.

Level 4 - High Potential

The startup project has high potential to make significant contribution in the respective area. The project seems to have definite and very good potential for development, research demand of which is ascending worldwide. The startup proposal is therefore promising to attract research grant in the next research award cycle.

Total Points:

Out of 40 Points

IV. BACKGROUND OF THE RESEARCHER**Max 15 Points****1. Measure and Quality of Publications/Research Output of the Researcher*****Max 10 Points**

<i>Levels</i>	1.Poor	2.Average	3.Good	4.Very Good	5.Excellent
<i>Points</i>	2	4	6	8	10

Level 1 - Poor

The researcher has not demonstrated any interest in doing research and does not have an active research agenda. He could have been and should have been more productive than he has been in his area. He does not have any profile in different academic sites.

Level 2 - Average

The researcher has demonstrated interest in doing research and has an active research agenda. He may have failed to publish but evidence suggests that he has no dearth of enthusiasm and effort. He also has made substantial progress in developing own research capacity and working hard in doing research and getting his work published. He remains current in his field and he has potential to do good research and get publications in subsequent years. There are entries of his work in his profile on different academic sites.

Level 3 - Good

The researcher has demonstrated interest in doing research. He has an active research agenda and has published at least one paper/article in a national or international journal. He has shown that he has capability of doing good research. He projects enthusiasm in research and demonstrates effort in improving his research profile in different academic sites.

Level 4 - Very Good

The researcher in this category has demonstrated serious interest in doing research. He has an active research agenda and has published two papers/articles in a national or international refereed journal. He may be able to secure funds from external source for his research projects. He has been successful in gaining praise from his peers for doing good research (e.g. getting a best paper award at a conference or in a journal). He is upgrading and/or improving his profiles regularly and demonstrates effort in improving his research profile in different academic sites.

* *Researcher refers to persons of either gender and “he/him” refers to both “he/she” and “him/her”.*

Level 5 - Excellent

The researcher in this category has demonstrated extraordinary interest and research work in his area. He has an active and up to date or timely research agenda and has published more than two papers/articles in a national or international refereed journal. He has been awarded funds by external source for his research projects. He has been very successful in gaining extraordinary praise from his peers (national/international) for doing excellent research (e.g. more than one best paper awards at a conference or in a journal). He has updated profiles on different academic sites.

2. Citation Count (based on number of citations in Google Scholar) of the Researcher

Max 5 Points

<i>Levels</i>	1.No Profile/ Citations	2.Poor	3.Acceptable	4.Good	5.Excellent
<i>Points</i>	0	1	3	4	5

Level 1 - No Profile/Citations

Citation count could not be determined as the faculty member does not have a Google Scholar profile or has no citations.

Level 2 - Poor

The faculty has 1-10 citation(s) in Google Scholar.

Level 3 - Acceptable

The faculty has 11- 50 citations in Google Scholar.

Level 4 - Good

The faculty has more than 50 citations in Google Scholar.

Level 5 - Excellent

The faculty has more than 500 citations in Google Scholar.

Total Points:

Out of 15 Points

V. BUDGET	Max 10 Points
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1. Itemized Budget

Max 10 Points

<i>Levels</i>	1.Incomplete	2.Somewhat complete	3.Complete
<i>Points</i>	2	6	10

Level 1 - Incomplete

Budget is not complete and does not contain all required information. Budget items are not cost effective and not linked to activities and outcomes.

Level 2 - Somewhat Complete

Budget is complete but not cost effective and/or not clearly related to activities and outcomes.

Level 3 - Complete

Budget is complete and contains all required information. Budget is cost effective and clearly linked to activities and outcomes.

Total Points:
Out of 10 Points

.....

Grand Total:
Out of 100 Points

Recommendation: (Please tick the appropriate option)

	Not recommend for funding
	Recommend for% funding
	Recommend for funding in Full
	Other:

POTENTIAL CONFLICT OF INTEREST

Is there any potential conflict of interest?

Yes	No
-----	----

If Yes, please provide details and suggest the actions

.....

Signatures:

Date:

.....

.....

.....

.....

.....

.....

.....

Independent University, Bangladesh (IUB)

Research Grant Proposal - Evaluation and Scoring Form (with Rubrics)

Research Project Title:

Name of the School:

Principal Investigator:

Amount Requested:

After reviewing the Start up Grant Application Form please evaluate it using the following matrix and rubrics:

Please circle the appropriate number

I. EVALUATION OF SCHOLARLY MERIT AND SIGNIFICANCE OF THE PROPOSED RESEARCH PROJECT	Max 45 Points
-------------------------------------------------------------------------------------------	----------------------

1. The Alignment of the Proposed Research Project with IUB's Research Priorities

Max 5 Points

Levels	1. Not Aligned	2. Partially Aligned	3. Aligned	4. Fully Aligned
Points	0	1	3	5

Level 1 - Not Aligned

The proposed research project neither directly nor indirectly addresses any of the IUB research priorities.

Level 2 - Partially Aligned

The proposed research project indirectly if not directly addresses at least one of the IUB research priorities.

Level 3 - Aligned

The proposed research project addresses directly at least one research IUB research priorities.

Level 4 - Fully Aligned

The proposed research project directly addresses two or more IUB research priorities.

2. The Relevance of the Proposed Research Project for the Educational and/or Service Missions of the Respective Schools (as determined by the SRC)

Max 5 Points

<i>Levels</i>	1.Not Relevant	2.Partially Relevant	3.Relevant	4.Highly Relevant
<i>Points</i>	0	1	3	5

Level 1 - Not Relevant

Proposed research project fails to address that it is likely to meet/address any major educational and/or service missions of the respective school.

Level 2 - Partially Relevant

Proposed research project addresses, directly or indirectly at least one of the educational and/or service missions set by the respective school.

Level 3 - Relevant

Proposed research project clearly addresses one or two educational and/or service missions set by the respective school.

Level 4 - Highly Relevant

Proposed research project clearly addresses more than two educational and/or service missions set by the respective school.

3. Research Project’s Potential for Scholarly Contribution and Impact

Max 15 Points

<i>Levels</i>	1.None	2.Low	3.Medium	4.High
<i>Points</i>	0	5	10	15

Level 1 - None

The proposed research project fails to demonstrate to make any scholarly contribution or have any impact on the respective field neither national context nor international context. The project does not address any timely and valid research area, does not have any valid relevant research question(s), and unlikely to solve any valid research puzzle.

Level 2 - Low

The project has low potential to make contributions in the respective discipline, either nationally or internationally. The project somewhat addresses timely and valid research area and somewhat has valid and relevant research question(s). Even though it has potential to make contributions or solve problems, it has limited potential for innovation. The potential project outcome may not be referred by others in the field or may not have much practical applications.

Level 3 - Medium

The project has potential to make contribution in the respective discipline nationally and/or internationally. The project addresses timely and valid research area and has valid and relevant research question(s). The project seems to have good potential for innovation and to make contributions or solve problems. The potential project outcome may be referred to be by others and have much practical applications.

Level 4 - High

The project has high potential to make significant contribution in the respective discipline nationally and/or internationally. The project addresses timely and valid research area with a valid and relevant research question(s)/puzzle. The project seems to have very good potential for innovation and solving critical problems. The potential project outcome seems to be of high standard and seems promising that others will surely be using as reference in their research area. It seems promising to have very good practical applications.

4. Research Methodology of the Proposed Research Project

Max 20 Points

<i>Levels</i>	1.Poor	2.Insufficient	3.Sufficient	4.Very Good	5.Excellent
<i>Points</i>	4	8	12	16	20

Level 1 - Poor

The proposal does not clearly mention research question(s) and does not present any research design. The project does not mention the research methodology that will be used in undertaking the research. The proposed methodology is not acceptable and barely addresses research question(s). It does not give any rationale for undertaking the research.

Level 2 - Insufficient

The proposal mentions its research question(s) along with a research design plan. The project mentions the research methodology that will be used in undertaking the research project and the proposed research methodology seems adequate to address the research question(s). It mentions briefly the theoretical background with rationale of the study.

Level 3 - Sufficient

The proposal addresses a valuable research question(s), which may be timely or not, and presents a meaningful research design to undertake the research. It identifies appropriate methodologies and research techniques. It has a meaningful research design with some details missing or vague. It includes an acceptable theoretical background and a summary that is relevant to the research project.

Level 4 -Very Good

The proposal addresses a timely and valuable research question(s) and presents a good and meaningful research design to undertake the research. The research methodology seems good to address the research question(s) and promising to have good research output. It gives a brief understanding about sampling strategy, methods of data collection and analysis etc. It also addresses relevant ethical issues. It provides a clear indication of acceptable theoretical background and a summary that is relevant to the research project.

Level 5 - Excellent

The proposal addresses a timely and critical research question(s) and presents an excellent research design to undertake the research. The research methodology seems excellent to address the research question(s) and promising to have excellent research output. It gives a detailed understanding about sampling strategy, methods of data collection and analysis. It thoroughly describes research theoretical background and summary, data collection and analysis processes and procedures clearly and with sufficient detail such that a reader could fully understand the processes and procedures and the justification for using them.

Total Points:

Out of 45 Points

5. Other Sources of Funding (External) in addition to proposed funding from IUB?

Yes	No
-----	----

Remarks:

II. EXPECTED RESEARCH OUTPUT	Max 20 Points
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Levels	1.Poor	2.Acceptable	3.Good	4.Very Good	5.Exemplary
Points	4	8	12	16	20

Level 1- Poor

The proposed research project does not indicate a clear research output. Even if there is an indication of research output, it is limited only to internal meeting, symposium, seminar, or conference etc.

Level 2 - Acceptable

The proposed research project indicates research output leading towards a publishable article(s)/paper(s)/book chapter(s)/book(s) along with presentation, arranging symposium, conference etc.

Level 3 - Good

The proposed research project indicates research output leading towards scholarly publications (e.g. article(s)/paper(s)/book chapter(s)/book(s)) along with presentations, symposia, conferences (national) etc.

Level 4 - Very Good

The proposed research project indicates concrete research output like scholarly publications (e.g. article(s)/paper(s)/book chapter(s)/book(s)) along with presentations, symposia, conferences (national or international) etc.

Level 5 - Exemplary

Expected output of the proposed research project can be used as an example for others to follow. It demonstrates a concrete and credible plan of producing high quality scholarly publications (e.g. article(s)/paper(s)/book chapter(s)/book(s)) with an appropriate review process (e.g. blind peer review/peer review) along with presentations, symposia, conferences (international) etc.

Total Points:

Out of 20 Points

III. BACKGROUND OF THE PRINCIPAL INVESTIGATOR**Max 15 Points****1. Measure and Quality of Publications/Research Output of the Principal Investigator*****Max 10 Points**

<i>Levels</i>	1.Poor	2.Average	3.Good	4.Very Good	5.Excellent
<i>Points</i>	2	4	6	8	10

Level 1 - Poor

The principal investigator has not demonstrated any interest in doing research and does not have an active research agenda. The principal investigator could have been and should have been more productive than he has been in his area. He does not have any profile in different academic sites.

Level 2 - Average

The principal investigator has demonstrated interest in doing research and has an active research agenda. He may have failed to publish but evidence suggests that he has no dearth of enthusiasm and effort. He also has made substantial progress in developing own research capacity and working hard in doing research and getting his work published. He remains current in his field and he has potential to do good research and get publications in subsequent years. There are entries of his work in his profile on different academic sites.

Level 3 - Good

The principal investigator has demonstrated interest on doing research. He has an active research agenda and has published at least one paper/article in a national or international journal. The principal investigator has shown that he has capability of doing good research. He projects enthusiasm in research and demonstrates effort in improving his research profile in different academic sites.

Level 4 - Very Good

The principal investigator in this category has demonstrated serious interest in doing research. He has an active research agenda and has published two papers/articles in a national or international refereed journal. He may be able to secure fund from external source for his research projects. He has been successful in gaining praise from his peers for doing good research (e.g. getting a best paper award at a conference or in a journal). He is upgrading and/or improving his profiles regularly and demonstrates effort in improving his research profiles in different academic sites.

**Principal Investigator refers to persons of either gender and "he/him" refers to both "he/she" and "him/her".*

Level 5 - Excellent

The principal investigator in this category has demonstrated extraordinary interest and research work in his area. He has an active and up-to-date or timely research agenda and has published two/more papers/articles in a national or international refereed journal. He has been awarded funds by external source for his research projects. He has been very successful in gaining extraordinary praise from his peers (national/international) for doing excellent research (e.g. more than one best paper awards at a conference or in a journal). He has updated profiles in different academic sites.

2. Citation Count (based on the number of citations in Google Scholar) of the Principal Investigator

Max 5 Points

<i>Levels</i>	1.No Profile/ Citations	2.Poor	3.Acceptable	4.Good	5.Excellent
<i>Points</i>	0	1	3	4	5

Level 1 - No Profile/Citations

Citation count could not be determined as the faculty member does not have a Google Scholar profile or has no citations.

Level 2 - Poor

The faculty has 1-10 citation(s) in Google Scholar.

Level 3 - Acceptable

The faculty has 11- 50 citations in Google Scholar.

Level 4 - Good

The faculty has more than 50 citations in Google Scholar.

Level 5 - Excellent

The faculty has more than 500 citations in Google Scholar.

Total Points:

Out of 15 Points

3. Previous IUB funding received by the Principal Investigator?

Yes	No
-----	----

Max 5 Bonus Points

IV. BACKGROUND OF THE CO-INVESTIGATOR*1 (s) (if applicable)

1. Measure and Quality of Publications/Research Output of the Co-Investigator

<i>Levels</i>	1.Poor	2.Average	3.Good	4.Very Good	5.Excellent
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Level 1 - Poor

The co-investigator has not demonstrated any interest in doing research and does not have an active research agenda. The co-investigator could have been and should have been more productive than he has been in his area. He does not have any profile in different academic sites.

Level 2 - Average

The co-investigator has demonstrated interest in doing research and has an active research agenda. He may have failed to publish but evidence suggests that he has no dearth of enthusiasm and effort. He also has made substantial progress in developing own research capacity and working hard in doing research and getting his work published during the last three years. He remains current in his field and he has potential to do good research and get publications in subsequent years. There are entries of his work in his profile on different academic sites.

Level 3 - Good

The co-investigator has demonstrated interest on doing research. He has an active research agenda and has published at least one paper/article in a national or international journal. The principal investigator has shown that he has capability of doing good research. He projects enthusiasm in research and demonstrates effort in improving his research profile in different academic sites.

Level 4 - Very Good

The co-investigator in this category has demonstrated serious interest in doing research. He has an active research agenda and has published two papers/articles in a national or international refereed journal. He may be able to secure funds from external source for his research projects. He has been successful in gaining praise from his peers for doing good research (e.g. getting a best paper award at a conference or in a journal). He is upgrading and/or improving his profiles regularly and demonstrates effort in improving his research profile in different academic sites.

* Co- Investigator refers to persons of either gender and “he/him” refers to both “he/she” and “him/her”.

1 Although the points for Co- Investigator (s) are not included in computing the total project points, the SRC might assign up to 5 bonus points in case of high quality Co- Investigator (s).

Level 5 - Excellent

The co-investigator in this category has demonstrated extraordinary interest and research work in his area. He has an active and up-to-date or timely research agenda and has published two/more papers/articles at a national or international refereed journal. He has been awarded funds by external source for his research projects. He has been very successful in gaining extraordinary praise from his peers (national/international) for doing excellent research (e.g. more than one best paper awards at a conference or in a journal). He has updated profiles on different academic sites.

2. Citation Count (based on number of citations in Google Scholar) of the Co-Investigator

<i>Levels</i>	1.No Profile/Citations	2.Poor	3.Acceptable	4.Good	5.Excellent
---------------	------------------------	--------	--------------	--------	-------------

Level 1 - No Profile/Citations

Citation count could not be determined as the faculty member does not have a Google Scholar profile or has no citations.

Level 2 - Poor

The faculty has 1-10 citation(s) in Google Scholar.

Level 3 - Acceptable

The faculty has 11- 50 citations in Google Scholar.

Level 4 - Good

The faculty has more than 50 citations in Google Scholar.

Level 5 - Excellent

The faculty has more than 500 citations in Google Scholar.

Total Bonus Points:
Out of 5 Bonus Points

IV. RESEARCH PROJECT'S COLLABORATION / STUDENT INVOLVEMENT

Max 15 Points

1. University Collaboration

Max 5 Points

	No collaboration	Intra departmental collaboration	Inter departmental collaboration	Inter School collaboration	National collaboration		International collaboration	
					<i>Reputation of the Collaborating University</i>		<i>Reputation of the Collaborating University</i>	
<i>Points</i>	0	1	2	3	Low	2	Low	3
					Medium	3	Medium	4
					High	4	High	5

Reputation of the Collaborating University:

Level 1 - Low

The collaborating institution is a local university that is relatively unknown or of a relatively low standing.

Level 2 - Medium

The collaborating institution is a reputable local and/or international university.

Level 3 - High

The collaborating institution is a highly reputable local or international university.

2. Industry Collaboration

Max 5 Points

<i>Particulars</i>	There is no collaboration	The collaborating organization is a local organization that is relatively unknown or of a relatively low standing	The collaborating organization is a reputable local and/or international organization	The collaborating organization is a highly reputable local, international or multinational organization
<i>Points</i>	0	1	3	5

3. IUB students involvement in this Research Project

Max 5 Points

	No student involvement	Yes, undergraduate students only	Yes, graduate students only	Yes, both undergraduate and graduate students
<i>Points</i>	0	1	3	5

Total Points:

Out of 15 Points

V. RESEARCH PLAN AND FUND MANAGEMENT

Max 5 Points

1. Research Project Plan

Max 3 Points

<i>Levels</i>	1.Poor	2.Acceptable	3.Good
<i>Points</i>	1	2	3

Level 1 - Poor

The research project plan does not present any clear and understandable undertaking of the research project. Research Project work plan is vague and not linked to research objective(s).

Level 2 - Acceptable

The research project plan presents the idea how the project will be undertaken. Even though the plan is somewhat unclear it does give an indication of how the project will be completed.

Level 3 - Good

The research project plan is clear and demonstrates how the research project will be undertaken. The plan indicates proper segmentation of jobs to be done and ways of implementing the project.

2. Itemized Budget

Max 2 Points

<i>Levels</i>	1.Incomplete	2.Somewhat Complete	3.Complete
<i>Points</i>	0	1	2

Level 1 - Incomplete

Budget is not complete and does not contain all required information. Budget items are not cost effective and not linked to activities and outcomes.

Level 2 - Somewhat Complete

Budget is complete but not cost effective and/or not clearly related to activities and outcomes.

Level 3 - Complete

Budget is complete and contains all required information. Budget is cost effective and clearly linked to activities and outcomes.

Total Points:

Out of 5 Points

.....

Grand Total:

Out of 100 Points

Recommendation: (Please tick the appropriate option)

	Not recommend for funding
	Recommend for% funding
	Recommend for funding in Full
	Other:

POTENTIAL CONFLICT OF INTEREST

Is there any potential conflict of interest?

Yes	No
-----	----

If Yes, please provide details and suggest the actions

.....

Signatures:

Date:

.....

.....

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Independent University, Bangladesh (IUB)
Conference Participation Grant - Evaluation and Scoring Form
(with Rubrics)

Name of the Participant:

Name of the School:

Topic of Presentation:

Name and Place of the Conference:

Amount Requested:

After reviewing the Conference Participation Grant Application Form, please evaluate it using the following matrix and rubrics:

Please circle the appropriate number

I. SIGNIFICANCE OF PARTICIPATION IN THE CONFERENCE	Max 40 Points
-----------------------------------------------------------	----------------------

1. The importance and relevance of the topic of the conference for the Research, Educational and/or Service Missions of the Respective Schools(as determined by the SRC)

Max 20 Points

Levels	1.Not Relevant	2.Partially Relevant	3.Relevant	4.Highly Relevant
Points	0	10	15	20

Level 1 - Not Relevant

The topic fails to address any major research, educational and/or service missions of the respective school. Topic is not current or important and will have very limited impact on the work of participant.

Level 2 - Partially Relevant

The topic addresses, directly or indirectly, at least one of the research, educational and/or service missions set by the respective school. Topic is not adequately current or important and will have limited impact on the work of the participant.

Level 3 - Relevant

The topic clearly addresses one or two research, educational and/or service missions set by the respective school. Topic might not be current, but is relevant, important and can have impact on the work of participant.

Level 4 – Highly Relevant

The topic clearly addresses more than two research, educational and/or service missions set by the respective school. Topic is current, important and relevant and can have impact on the work of the participant.

2. The extent to which attending this conference will help the participant’s professional development

Max 20 Points

<i>Levels</i>	1.To a Low Extent	2.To a Moderate Extent	3.To a Large Extent	4.To a Very Large Extent
<i>Points</i>	5	10	15	20

Level 1 - To a Low Extent

Relevance of the conference to the applicant’s professional development is unclear or under-developed.

Level 2 - To a Moderate Extent

The applicant explains the importance of this conference to his or her professional development; however, the explanations may be slightly ambiguous or unclear, may contain some incompleteness in representation.

Level 3 - To a Large Extent

The applicant provides a clear but general explanation of how the conference promotes his or her professional development.

Level 4 - To a Very Large Extent

The applicant provides specific details, such as topics, concepts and issues, and clearly explains how these details are related to his or her professional development.

Total Points:

Out of 40 Points

VI. THE NATURE OF PARTICIPATION**Max 50 Points****1. The nature of participation at the conference****Max 50 Points**

			Just Participating	Poster Presentation	Paper Presentation	Paper Presentation with Published Abstract	Paper Presentation with Published Extended Abstract	Paper Presentation with Published Full Paper
<i>Points</i>	Reputation of the Conference	Low	5	8	12	15	20	30
		Medium	10	15	20	25	30	40
		High	15	20	30	35	40	50

Reputation of the Conference:**Level 1 - Low**

The conference organizer (University, Professional Association, Government etc) is relatively unknown or of a relatively low standing.

Level 2 - Medium

The conference organizer (University, Professional Association, Government etc) is a relatively reputable entity or of a medium standing.

Level 3 - High

The conference organizer (University, Professional Association, Government etc) is a highly reputable entity or of a high standing.

Total Points:

Out of 50 Points

VII. BUDGET	Max 10 Points
--------------------	----------------------

1. Itemized Budget

Max 10 Points

<i>Levels</i>	1.Incomplete	2.Somewhat complete	3.Complete
<i>Points</i>	2	6	10

Level 1 - Incomplete

Budget is not complete and does not contain all required information. Budget items are not cost effective and not linked to activities and outcomes.

Level 2 – Somewhat Complete

Budget is complete but is not cost effective and/or not clearly related to activities and outcomes.

Level 3 - Complete

Budget is complete and contains all required information. Budget is cost effective and clearly linked to activities and outcomes.

Total Points:
Out of 10 Points

.....

Grand Total:
Out of 100 Points

Recommendation: (Please tick the appropriate option)

	Not recommend for funding
	Recommend for% funding
	Recommend for funding in Full
	Other:

POTENTIAL CONFLICT OF INTEREST

Is there any potential conflict of interest?

Yes	No
-----	----

If Yes, please provide details and suggest the actions

.....

Signatures:

Date:

.....

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Periodic Progress Report Form

Independent University, Bangladesh
Research Project Progress Report Form

1. Research Project Title:

--

2. Principal Investigator Information:

Name	ID	Designation	Department	E-mail	Contact No.

3. Co-Investigator(s) Information (if applicable):

Name	ID (if applicable)	Designation	Department/ University	E-mail	Contact No.
Add Co-Investigator					

4. Project Start Date:

--

5. Amount awarded:

--

6. Period covered by the Progress Report:

From: To:

7. Description of work carried out during the specified period:

(Should be categorized under the following headings where applicable)

Item (e.g. Fieldwork, Lab Study, Data collection, Results obtained)	Proposed and Approved	Time Frame	Status	Remarks/Explanation
Add Item				

8. Please provide a detailed account of the expenditure of the Research Project funds

Expenditure during the period of the Progress Report:

Itemized list of Approved Budget	Time Period	Amount Allocated	Amount Spent	Balance/status	Remarks
Add item					

9. Work plan for the next period (if different from approved schedule)

--

10. Overall what is your assessment of your current progress of the Research Project?

a.

Timeline
Ahead of schedule
On schedule
Slightly behind schedule
Significantly behind schedule

b.

Budget
Spent less than planned
Spent according to the budget
Spent slightly over the budget
Spent significantly over the budget

11. In addition to item number 5 or 6 have there been any other problems encountered with the project?

--

.....
Signature of the Principal Investigator

.....
Date

Final Report Forms

Independent University, Bangladesh (IUB)
Start-Up Grant Final Report Summary Form*

1. Project Title:

--

2. Project Start Date:

--

3. Date of Completion:

--

4. Principal Investigator Information:

Name	ID	Designation	Department/University	E-mail	Contact No.

5. Is there any type of variation to the original Research Proposal submitted?

Yes No

If Yes, please specify.

--

6. Information regarding collaboration within IUB for the Research Project

Intra Departmental Yes No

* To be filled out by the Sponsored Research based on the Final Report

Inter Departmental Yes No

Inter School Yes No

If Yes, please give details of implementation

--

7. Information regarding other University and/or Industry collaboration:

Other University Yes No

Industry Yes No

If yes, please give details of implementation:

--

8. Fund Utilization:

Itemized list of Approved Budget	Time Period	Amount Allocated	Amount spent

9. Attach the original Final Report with this form.

.....
Name and Signature

.....
Date:

Independent University, Bangladesh (IUB)
Research Grant- Final Report Summary Form*

1. Research Project Title:

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2. Principal Investigator Information:

Name	ID	Designation	Department	E-mail	Contact No.

3. Co-Investigator(s) Information (if applicable):

Name	ID (if applicable)	Designation	Department	E-mail	Contact No.
Add Co-Investigator					

4. Project Start Date:

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5. Amount awarded:

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6. Date of Completion:

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* To be filled up by Sponsored Research based on the Final Report.

7. Information regarding collaboration within IUB for the Research Project

Intra Departmental Yes No

Inter Departmental Yes No

Inter School Yes No

If Yes, please give details of implementation

8. Information regarding other University and/or Industry collaboration:

Other University Yes No

Industry Yes No

If yes, please give details of implementation:

9. Details of External Funding other than IUB Funding (if applicable):

10. Outcome resulting or expected to result from the Research Project:

Category	No.	Reputation	Local or International	N/A
Journal Paper (Peer Reviewed)				
Journal Paper (other)				
Book				
Book Chapter				

Conference Presentation
Conference Paper/ Abstract
Conference Poster Presentation
Others

Please provide details

11. Status: Submitted Will submit

12. Journal/ Publisher/Organizer details:

13. Expected date of Publication:

14. Industry/Community improvement Outcomes:

Category	No.	Local or International	N/A
Patents			
Industry Applications			
Seminars			
Workshops			
Community Engagement/initiatives			

Others(please specify)

Please provide details

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15. Other Outcomes:

New Theory Development
Potential for new Research studies
Potential impact on new policies
Usefulness of Research for Faculty/Students/Administration
Others(please specify)

16. Please provide a detailed account of the expenditure of the Research Project funds:

Itemized list of Approved Budget	Time Period	Amount Allocated	Amount Spent

17. Attach the Final Report with this form.

.....
Name and Signature

.....
Date

Independent University, Bangladesh (IUB)
Conference Participation Final Report Form

1. Conference Information:

Name of the Conference: (Include the Number of Conference If Applicable, e.g. 17 th Premier Education Conference) Organizer: Conference Venue: Duration: Conference Theme:

2. Title of your presentation for the conference:

--

3. Participant Information:

Name	ID	Designation	Department	E-mail	Contact No.

4. Nature of Participation:

(Please attach a **Proof**¹ of your participation in the conference.)

<input type="checkbox"/> Just Participating <input type="checkbox"/> Poster Presentation <input type="checkbox"/> Paper Presentation <input type="checkbox"/> Paper Presentation with Published Abstract <input type="checkbox"/> Paper Presentation with Published Extended Abstract <input type="checkbox"/> Paper Presentation with Full Paper

¹ e.g. Conference Schedule, Conference Proceedings, Website etc.

Others, please specify

5. Please give a summary of your performance/activity in the Conference (Approximately 100 words):

6. Did you achieve any type of Award in the Conference? (e.g. Best Paper Award)

Yes No

If Yes, please give a brief description about the award.

7. Did you explore any other outcome(s) from your participation in the conference that will help in future contribution?

Yes No

If Yes, then please select the appropriate outcome(s) from the following list and give a brief description.

- New Partnerships or Collaborations
 - New Research Projects
 - Funding for Research
 - Enriched Teaching for Classes
 - Improvement of Academic Curriculum
 - Networking with Researchers of Similar Interest
 - Others, please specify

Description:

.....

Name of the Participant:

.....

Date:

Final Report Evaluation Forms

Independent University, Bangladesh (IUB)
Start-up Grant -Final Report Evaluation Form

Title of the Research Project:

Name of the Researcher:

After reviewing the Final Report for Start-up Grant, please evaluate it using the following tables:

1. Completeness of the Report:

Items	Not Included	Included and Briefly Explained	N/A	Remarks
Literature Review/ Theoretical Background Study				
Methodology				
Analysis of Data				
Presentation of the Results				
Discussion based on data and in light of Theoretical Background				
Graphical Representations of the Results				
Suggestion for Future Research				
Limitations				
Time-line				

Collaboration				
Fund Utilization				
Others				

2. Quality of the Final Report:

Categories	1	2	3	4	5	N/A
	Poor	Average	Good	Very Good	Exemplary	
Literature Review/ Theoretical Background study						
Methodology						
Analysis of Data						
Presentation of the Results						
Discussion based on data and in light of Theoretical Background						
Graphical Representations of the Results						
Suggestion for Future Research						
Limitations						
Others						

3. Potential of the Outcome as the starting point for Research Grant Application:

1	2	3
Low	Average	High

Independent University, Bangladesh (IUB)
Research Grant Final Report Evaluation Form

After reviewing the ‘Research Grant Final Report Form’, please evaluate it using the following tables:

1. Completeness of the Report:

Items	Not Included	Included and Briefly Explained		N/A	Remarks
Literature Review/ Theoretical					
Methodology					
Analysis of Data					
Presentation of the Results					
Discussion based on data and in light of Theoretical Background					
Graphical Representations of the Results					
Suggestion for Future Research					
Limitations					
Time-line					
Collaboration					
Fund Utilization					
Others					

2. The Extent to which the stated objective(s) of the Research Project has been met:

1	2	3	4	5
Not at all	To a small extent	To an acceptable extent	To a large extent	Completely

3. Quality of the Final Report:

Categories	1	2	3	4	5	N/A
	Poor	Average	Good	Very Good	Exemplary	
Literature Review/ Theoretical Background study						
Methodology						
Analysis of Data						
Presentation of the Results						
Discussion based on data and in light of Theoretical Background						
Graphical Representations of the Results						
Suggestion for Future Research						
Limitations						
Others						

4. Expected Scholarly Outcomes:

Category	No.	Reputation			Local or International	N/A
		1	2	3		
		Low	Medium	High		
Journal Paper (Peer Reviewed)						
Journal Paper (other)						
Book						
Book Chapter						
Conference Presentation						
Conference Paper/ Abstract						
Conference Poster Presentation						
Others						

5. Industry/Community Improvement:

Category	No.	Local or International	N/A
Patents			
Industry Applications			
Seminars			
Community Engagement/initiatives			
Workshops			

Others			
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6. Other Outcomes:

Category	Yes/No	Remarks
Theory Development		
Potential for new Research studies		
Potential impact on new policies		
Usefulness of Research for Faculty/Students/ Administration		
Others		

Independent University, Bangladesh (IUB)
Conference Participation-Final Report Evaluation Form

Name of the Conference: (Include the number of Conference if applicable; e.g. 17th Premier Education Conference)

Organizer:

Conference Venue:

Duration:

Conference Theme:

After reviewing the ‘Conference Participation-Final Report Form’, please evaluate it using the following tables:

1. Comparison of approved and actual deliverables from the Conference:

Category	Approved	Delivered	Proof Yes/No
Just Participation			
Poster Presentation			
Paper Presentation			
Paper Presentation with Published Abstract			
Paper Presentation with Published Extended Abstract			
Paper Presentation with Published Full Paper			
Others			

2. Other Outcomes:

Outcomes/Contributions	Yes	No	Remarks
New Partnerships or Collaborations			
New Research Projects			

Funding for Research			
Enriched teaching for classes			
Improvement of Academic Curriculum			
Networking with Researchers of similar interest			
Others			

3. Awards received by the participant:

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Appendix D: Sample Agreement

Sponsored Research Agreement

This Research Agreement is entered into this _____ day of _____, 20____ (the “Effective Date”) by _____ (“Researcher”/”Principal Investigator”) and _____ Vice Chancellor, Independent University, Bangladesh (IUB) (University), collectively referred to as the “Parties.” Principal Investigator and University agree to the following.

BACKGROUND

The Sponsored Research contemplated by this Agreement is designed to produce results of mutual interest to the University and Principal Investigator and will advance the education, research, and service missions of the University. The research will benefit the Researcher, University, and society through the advancement of knowledge and new discovery.

SCOPE OF SPONSORED RESEARCH

University researchers shall use their reasonable efforts to perform the research tasks in accordance with Research Proposal entitled “_____”, hereafter referred to as “the Project.” All the activities, deliverables, reporting, documentation shall be done in accordance with the guidelines mentioned in the Sponsored Research Policy of the University.

PRINCIPAL INVESTIGATOR

The performance of work and report preparation shall be under the direction of _____, Principal Investigator, and shall be in accordance with applicable Sponsored Research Policy of the University.

PERIOD OF PERFORMANCE

The work under this Research Agreement shall be performed during the _____ period beginning with the date of _____, unless otherwise changed in accordance with the “Modifications and Amendments” Article of this Agreement.

REPORTS

Final Reports and Periodic Progress Reports shall be submitted on the following dates unless otherwise determined by the University and Principal Investigator.

Report Type	<i>[MODIFY AS APPROPRIATE]</i>	<u>Due Date</u>
Periodic Progress Report		_____days following each year
Final Report		_____days after expiration or termination of the Agreement, unless otherwise agreed to in writing.

PERIODIC PROGRESS REPORTS

Periodic Progress Reports shall be submitted by Principal Investigator to the University Research Committee every year, except for the terminal 1 year period. A Periodic Progress Report shall be submitted by _____ (Date). The Periodic Progress Reports shall identify developments and describe any problems encountered in pursuit of the research objectives.

FINAL REPORT

Final report covering the entire Period of Performance shall be submitted by the Principal Investigator to the University Research Committee by _____ (Date). The Final

Report shall address in detail all aspects of the research activities in pursuit of the objectives as identified in the project.

FUND UTILIZATION

For the performance of work hereunder, University shall pay all expenses, direct and indirect, incurred in accordance with the budget included in the project. The total allowable costs shall not exceed Tk. _____ unless otherwise changed in accordance with "Modifications and Amendments" Article of this Agreement.

SUPPLIES AND EQUIPMENT

In the event of purchase of supplies or equipment hereunder, title to such supplies and equipment shall vest in University.

PATENT RIGHTS

All rights to inventions or discoveries generated in the performance of the research conducted under this Research Agreement shall belong to University.

INTELLECTUAL PROPERTY

All rights and title to Intellectual Property under Project shall belong to University and shall be subject to the terms and conditions of the Sponsored Research Policy.

PUBLICATIONS

Under the Sponsored Research Policy, the results of University Projects must be available for publication by the researchers and the researchers engaged in Research Projects shall be permitted to present at symposia, national, or regional professional meetings, and to publish in journals, theses or dissertations, or otherwise of their own choosing, methods and results of Project.

MODIFICATIONS AND AMENDMENTS

No modification or amendment of this Research Agreement shall be valid unless made by an instrument in writing signed by University and Principal Investigator. No such modification or amendment shall be construed to alter or amend any other provision of this Research Agreement unless expressly so stated in such written instrument.

TERMINATION

Either party may terminate this Agreement for any reason upon _____ days' prior written notice to the other party. Termination of this Agreement by either party shall not affect the rights and obligations of the parties accrued prior to the effective date of the termination.

By:

Name:

Title:

Date:

By:

Name:

Title:

Date: