

Field Research-oriented Special Allocation Program

(FRSAP)



GUIDELINE



Research and Innovation Centre
Khulna University

Guidelines for Field Research-Oriented Special Allocation (FRSAP)

1. Various Disciplines, research-focused centres, institutes, and cells at Khulna University (KU) can apply for Field Research-Oriented Special Allocation Program (FRSAP) through a specified format. The Applicants will be referred to as "Applicant Entities (AE)" and the Research and Innovation Centre (RIC) will serve as the administration authority of FRSAP.
2. Eligible Disciplines/Institutes/Centres/Cells can submit only one proposal in a given fiscal year for funding.
3. RIC will make efforts to provide grants to interested Disciplines and eligible AE on an annual basis. Nonetheless, the Research Advisory Committee (RAC) will determine the total number of projects to be funded each year, taking into account the availability of funds.
4. Funding applications must be led by the head of the AE as the Principal Investigator (PI) and endorsed by the faculty members of the AE in the form of a meeting resolution. However, the AE can appoint an Implementation Committee (IC) to complete the project. The IC will consist of 3 faculty members from the AE, with the head of the Discipline/Cell/Centre/Institute serving the project's PI, and the others as Co-PIs.
5. Application for funding can be lodged with RIC throughout the year, through an online submission system to be implemented by RIC. RIC will prepare a list of eligible applications for consideration and subsequent evaluation procedures with approval from RAC.
6. The duration of a research project shall be one (01) year. The fund allocation will be distributed in two installments and the PI of the implementing entity will be responsible for submitting a progress/final report of the program.
7. Normally, the AE can request a total fund ranging from BDT 8,00,000 to BDT 15, 00,000. It's crucial to provide detailed justifications for each line item in a manner that ensures the requested amount aligns with successful project needs and doesn't require adjustments. Failure to do so may result in budget reductions.
8. The project proposal should primarily emphasize the enhancement of research facilities rather than direct research costs. The AE can request funds for field-oriented research facilities development, research support programs, or any innovative approaches aimed at improving the quantity and quality of research, supported by proper justification and a sense of urgency for implementation. Meanwhile, creating research fields and facilities to support diverse academic degree courses might be prioritized.

9. An amount of BDT 40,000/- can be allocated for PI as the honorarium while the co-PI will be entitled to receive an amount of BDT 30,000/-.
10. RIC should create an application form that safeguards the confidentiality of the AE's identity. The AE must submit the CVs of the PI and, co-PIs (if applicable) separately, along with the proposal and a concise overview of the applicant entity to RIC. If required, RIC will present these CVs to RAC during the decision-making process for evaluation.
11. The project will be monitored by a three-member Committee Chaired by the Director of the RIC. The other members of the committee will be appointed among the Professors of the KU as per the recommendation of the Chair and approved by the RAC.
12. The EC will follow a prescribed format provided by RIC. The RIC will maintain and update a large pool of researchers within/outside the University in this regard.
13. Funding to successful projects shall be made through account payee cheque/bank advice in suitable installments to a project-dedicated bank account to be operated by PI, preferably with Agrani Bank, KU branch.
14. Accounting policies and procedures shall be governed by the policies and practices of the university and it is the responsibility of the PIs to ensure that all project-related expenditures comply with relevant procurement rules and applicable taxes.
15. Honoraria will be disbursed independently from the project's other operational expenses. The PI can request the honoraria directly from RIC through an account payee cheque from the allocated budget. Similarly, RIC will manage the disbursement of honoraria for the PI and Co-PI (if applicable). However, the honoraria for the PI and Co-PI (if any) will only be provided after the submission of the final technical and financial reports by the PI.
16. On completion, PIs need to submit draft project reports following a format prescribed by the RIC. Draft project reports shall be evaluated by the Evaluation Committee (EC) and the EC can suggest any modification necessary.
17. PIs need to submit final reports after incorporating modifications/amendments/addendums as suggested by the EC along with an itemized list of such changes to be verified by the RIC.