

# Research Grant Program



## GUIDELINES



Research and Innovation Centre  
Khulna University

## **Guidelines for KU Research Grants**

1. Faculty members belonging to various academic disciplines or those holding a research scientist position with research-focused Centers, Institutes, Cells of Khulna University (KU) are eligible to apply on a prescribed format as Principal Investigator (PI) for KU Research Grant to be administered by Research and Innovation Centre (RIC). However, a researcher outside KU might work as a co-PI in a project if deemed necessary and justified accordingly.
2. Eligible candidates can submit only one proposal in a given academic /fiscal year as a PI or co-PI.
3. RIC shall strive to offer research grant to interested and eligible candidates each year. However, the total number of projects to be funded each year will be decided by RAC based on availability of funds.
4. Application for funding can be lodged with RIC throughout the year, through 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.
5. The duration of a research project shall be 1-3 year(s). For projects having the duration more than one year, the PI needs to submit a yearly progress report to RIC.
6. In general, PI may request a total fund amounting BDT 2,00,000 to BDT 5,00,000 with justification of each line item in a way so that the requested amount can be granted to successful projects without any change. Failure to do so may lead to unjustifiable budget curtail during selection process.
7. A project dealing with research question that is likely to lead to significant new knowledge/product and that would require expensive chemicals/reagents and/or otherwise costly items may request maximum allocation of BDT 10,00,000. Subject to the availability of fund, RAC may change the funding ceiling and/or number of such high impact research projects to be funded each year.
8. An amount of BDT 50,000/- can be allocated for PI as the honorarium while the co-PI (if any) will be entitled to receive an amount of BDT 35,000/-
9. Inclusion of co-PI must be justified in valid terms that can easily related to technical aspects of the project such as where and how such inclusion might add value to the projects.
10. Information on the application form should be prepared in a way so that the identity of the researcher cannot be revealed. The researchers need to submit CV of PI and co-PI (if any) separately along with the proposal to RIC. RIC shall place those CVs to RAC during the decision-making phase for evaluation, if deemed necessary.
11. It is strongly encouraged to engage students of Khulna University in research project as the “Research Fellow” with the provision of providing stipend for maximum 12 months at the rate of BDT 5,000/month for undergraduate student, 7,000/month for graduate student and

BDT 10,000/month for PhD student. This amount shall be used for fellowship only, and hence, researchers need to keep provision of travel and related other expenses in the budget separately, if deemed necessary.

12. Each proposal will be reviewed by two reviewers with at least one from outside KU from a panel of reviewers to be approved by RAC.
13. The reviewers will evaluate out of 100 points and average of these two will be the score, based on which RAC will select the successful projects provided the minimum final score is 60. However, for more than 20% variation in points among the two reviewers, arrangement will be made for a third reviewer and the average of the closer two will be the final score in such case(s). In case if the three points are equidistant, the average of three points will be considered for calculating the final score.
14. The reviewers 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.
15. 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.
16. 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.
17. All tangible items such as small equipment, parts and spares, laboratory wares, software, books and so on must be entered into a stock register of the entity where the PI belongs to and a list of such materials countersigned by the concerned Head of the entity (usually Discipline) must be submitted to RIC with a declaration that such items will be the property of that entity to be used by other researchers following completion of the funded project.
18. Honoraria and fellowship amount will be released separately from other operational expenses of the project. Upon written request of the PIs, Research Fellows will receive the fellowship amount directly from the RIC from within the budgetary provision through account payee cheque along with a certificate of appreciation. Similarly, RIC shall arrange for disbursement of honoraria for PI and Co-PI (if any). However, the honoraria of PI and Co-PI (if any) will only be given after submission of final technical and financial reports by PI.
19. The remuneration and fellowship amount must not exceed 40% of the total budget.
20. RIC will provide honoraria to the reviewers for review of research grant proposals as well as for critical review of the draft reports at a rate to be decided by RAC.
21. On completion, PIs need to submit draft project reports following a format prescribed by the RIC. Draft project reports shall be evaluated by two reviewers with at least one from outside the University.

22. PIs need to submit final reports after incorporating modifications/amendments/addendums as suggested by the reviewers along with an itemized list of such changes to be verified by the reviewers or the RIC. PIs, however, may wish to disagree with entire or part of reviewer's comment through providing sufficient explanation to justify his/her stand and RIC will place these case with all documents before RAC for resolution.
23. Each project must publish at least one article in a recognized peer reviewed journal/peer reviewed conference proceeding. Until the article is published PI will not be eligible to submit another proposal, nor s/he will be eligible to act as a co-PI in another proposal for funding by RIC.
24. A successful project which is funded by RIC must not submitted elsewhere for further funding.
25. Failure to comply with clause no. 24 will result in obligatory refund of the entire allocation towards Khulna University with immediate effect.