



**Ahsanullah University of Science and Technology  
Research and Publication Office (RPO)**

**AUST Internal Research Grant (AIRG)**

**AIRG PROPOSAL INITIAL SCREENING FORM  
(from the respective department)**

For Office Use Only

Project ID:

**Initial Screening Details**

Name of the  
Department

Project Title:

**Sections A, B, C, and D will be filled out by the Internal Reviewer**

**Section A**

No.	Assessment Criteria	Remarks
1	The Title is SMART (Specific, Measurable, Achievable, Realistic and within Time-frame).	
2	The research topic is Novel and original.	
3	Methodology is clear and detailed, and can achieve the research objectives.	
4	Expected outcomes would be significant.	

5	The proposal is well written.	
6	The proposed project duration is justified.	
7	<ul style="list-style-type: none"> <li>• Estimated cost is appropriate.</li> <li>• Budget is consistent with the AIRG guidelines. (i.e., percentage-wise budget head limit).</li> </ul> [Please check the application form – Section K]	

## **Section B**

***Please ensure the following things –***

***[to fill out the following Table, you may discuss with the PI, Co-PIs and the HoD/s (if the PI and Co-PI belongs to different departments)]***

No.	Check points	Yes/No	Comments (in short if required)
1	Have the PI and Co-PIs of AUST individually received any desktop computer, laptop, or other equipment?		
2	Is an additional purchase (like a desktop computer, laptop, etc.) in the proposed research project, justified or not?		
3	Is the requisition for any photocopy machine, printer, or any other electrical and electronic device or machine for experiments justified in relation to the department's available resources?		
4	Are the PI and Co-PIs available in the department during the proposed research period of the AIRG project?		

5	<p>If the PI and Co-PIs were previously or are currently involved in AIRG projects, please verify the following:</p> <p>Is there any repetition among the research topics/subjects of the proposed/completed/continued AIRG projects?</p> <p>(RPO will provide the earlier research proposals – if the PI and Co-PIs carried out or are involved in AIRG projects).</p>		
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## Section C

Please suggest 3 (three) potential external reviewers' names and details who may agree to review the research proposal –

Reviewer's name	Affiliation	Specialized field	Email	Contact no.

**Section D****Additional comments (if any)**

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 (Signature of internal reviewer for initial screening)

Name:

Designation:

Department:

Date:

**To be filled out by the HoD (the department PI belongs to)**

- Specific comments on points 1 to 4 of **Section B**

- Recommendation of the Head of the Department:

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 (Signature of Head of the Department)

Name:

Designation & Department:

Date: