

# **Ahsanullah University of Science and Technology Committee for Advanced Studies and Research (CASR)**

## **AUST Research Policy (ARP)**

### **Terms and Conditions for Research Proposal**

## **Preamble**

Each year, the Committee for Advanced Studies and Research (CASR) shall allocate a significant portion of its annual budget for funding Internal Research. AUST Internal Research Grant shall be awarded to the faculty members of AUST for carrying out innovative research that will strengthen the teaching, learning and research capacity, as well as help the faculty members to acquire External Research Funding by demonstrating the potential research ability of the concept. Member Secretary of CASR along with other personnel of CASR will work together to foster the fundamental research activities of the researchers to generate knowledge that can contribute to the improvement of intellectual levels. To achieve the goals and targets of this wing as outlined in the following.

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## **Objectives**

- ✓ To develop research culture and to contribute to the expansion of knowledge boundaries
- ✓ To involve more faculty members in research activities
- ✓ To encourage the faculty members to pursue higher studies/degrees
- ✓ To develop fruitful collaboration with the industry
- ✓ To build up the capabilities for attracting the external research funding
- ✓ To publish more scholarly journal articles
- ✓ To assist enhancing the University Ranking
- ✓ To conduct research for the benefit of the society

## **Call for Proposal**

- AUST Internal Research Grant applications will be solicited twice during a financial year:
  - (1) during the months of March and April and
  - (2) during the months of September and October.

Applicants are expected to submit the proposals within the four weeks from the call for proposals.

The decisions on the applications will be made in four weeks, and the grant will be available from the 1st July or from the 1st January of the respective calls.

- A Call for Proposal for AUST Internal Research Grant shall be published on AUST website and shall be circulated among the faculty members of AUST through emails.

## **Application Procedure/Criteria**

- AUST Internal Research Grant applicants must be full-time faculty members of AUST.
- CASR Chairman, CASR Member Secretary are not eligible to apply for AUST Internal Research Grant during their tenure.
- Eligible faculty members (full time regular faculty) can apply for funding. Each project must have one PI and one Co-PI.
- If PI leaves the research project, the Co-PI will take the charge of the PI and he/she may include another Co-PI for the project.
- In a particular Call for Proposal for AUST Internal Research Grant, an applicant can submit only one proposal as the Principal Investigator (PI) or as the Co-PI.
- Funding can be requested for projects that will require a completion period up to 1 to 2 years. A maximum of BDT 5.0 lac per year can be requested as the research grant. This maximum grant amount will be reviewed every 3 years by the Research Project Committee (RPC) selected by CASR.
- For multiyear projects, each year the project will be reviewed in a given format provided by CASR.
- Extension of the project duration maximum for 1 year (with 6 months intervals).
- An applicant cannot apply for a new research grant while he/she is PI in an on-going research project being funded by AUST Internal Research Grant.
- An applicant can apply for a maximum of one new research grant as a Co-PI while he/she is Co-PI in an on-going research project being funded by AUST Internal Research Grant.
- Proposals for AUST Internal Research Grants shall be forwarded by the concerned Head/Director of the Department/School/Institute/Centre to CASR.
- CASR will develop an online portal for the management of AUST Internal Research Grant. The submission, review, notification and management of submitted proposals and funding information will be made through the online portal.

- If the PI of a project takes leave from AUST before the completion of the project, the Research Project Committee (RPC) will decide about the future of the project.

## **Sanction of Internal Research Grants**

- The number of proposals to be funded will be contingent upon availability of funds.
- The grant applications will be initially screened for eligibility by the Research Project Committee (RPC).
- The Research Project Committee (RPC) will select appropriate reviewers for each eligible grant application. The review process will be double blinded.
- Each project will be reviewed by 2 independent reviewers as selected by the Research Project Committee (RPC) in which at least 1 reviewer must be from outside AUST which may be from international research scholars (preferable)/national research scholars/Academia/Industry/Research Organization..
- The reviewers will receive honorarium for reviewing AUST Internal Research Grant Proposals. The amount of the honorarium will be decided by the Research Project Committee.

## **Criteria for Proposal Evaluation**

- The proposal must be submitted in the prescribed template/Application form provided by CASR.
- Design, novelty and feasibility of the study or project proposal:
  - The proposal is written in such a way that a person with no prior knowledge of the subject may make an informed judgment as to the scientific or scholarly merit of the proposed study/project.
  - The proposal clearly describes what is intended by the PI, how the PI intends to reach objectives and anticipated implications of the study/project's findings.
  - The proposed study/project clearly exhibits the application of sound investigative methodology.
  - When the research requires statistical analyses and survey analysis with the relevant models/procedures need to be linked to the research questions/hypotheses and moral and ethical issues should be maintained.
  - Work packages, deliverables and milestones are properly specified, which are realistic within the project duration and aligned with the project objectives.
  - All the relevant works relevant with the project proposal, investigation, data, analysis, report etc. must be done with essential morals, ethical senses.

- Significance of expected results and identification of expected products:
  - Whether for basic or applied research, the proposal demonstrates evident value. The study/project has the potential for producing a quality scholarly product or publication in high-impact, peer-reviewed international journals.
  - The study/project enhances the PI's ability to obtain external funding or elevates institutional image.
  - The proposal indicates the extent to which new ideas may be generated or established concepts may be re-examined.
  - The proposal is supported by relevant scholarly literature.
  
- Approval from the appropriate Review Committee, if applicable.
  - Grant funding will not be released until CASR receives appropriate Review Board approval i.e. Research Project Committee (RPC).
  
- Principal Investigator and other personnel
  - Specific attention will be given to the PI's performance with respect to prior AUST Internal Research Grant awards, if applicable, and to the quality of resulting reports and research products.
  - The research and publication record of the PI will be considered.
  - Whenever applicable, the PI is expected to submit results from one research project for publication or presentation before requesting funds for a new project.
  - Special consideration will be given to faculties who are engaged in their initial research efforts and to encourage the faculties who wish to change their research focus or begin new research efforts.
  - Necessary judgment and measures regarding PI and other personnel will be taken by the Research Proposal Committee.
  
- External Support
  - PIs are expected to apply for external funding to support on-going research.
  - Initial ideas that have an enhanced probability of getting External Research Funding in future will generally be favored for AUST Internal Research Grant.
  
- Fund releasing strategy: The fund of the AUST Internal Research Grant awarded projects will be released in three instalments (1<sup>st</sup> instalment 50% after approval of the project, 2<sup>nd</sup> instalment 30% may be given during the project period and 3<sup>rd</sup> instalment 20% may be given at the end of the project period). The details of the fund releasing strategy will be decided by the Research Proposal Committee.
  
- If necessary the Research Project Committee may ask for reviewing the research proposal.

## Fiscal and Other Conditions

- PI can request a maximum of 10% of the grant as honorarium from the research grant.
- The total honorarium for PI and Co-PI must not exceed 10% of the research grant.
- Research projects can request RA (Research Assistant) salary for the project duration from the AUST Internal Research Grant. The appointment procedure, qualifications, duties and compensation package for RAs are given as per AUST rule. Preference should be given to the applicant who has sound academic background from a reputed university and research experience in the relevant project.
- All financial transactions will be made by AUST financial personnel at the request of the PI and upon approval of the Chairman of CASR.
- The PI should first attempt to provide for equipment through the department, School, institute, or by other means rather than as a budgetary request within the proposal.
- Any equipment purchased with AUST Internal Research Grant shall become the property of AUST and normally shall become part of the PI's departmental/institutional inventory. However, CASR shall reserve the right to determine the disposition of equipment. University rules and regulations shall be applicable for purchasing equipment.
- Project funding commitments from all sources (if the project is partially funded from other sources) must be documented, as appropriate.
- Tax/VAT deduction will be made as per government rule, if applicable.
- In the case of 1 year project, the PI should submit a progress report in every four months in a prescribed form provided by CASR.
- In the case of more than 1 year project, the PI should submit a progress report in every six months in a prescribed form provided by CASR.
- After submission of the progress report the evaluation team formed by CASR will evaluate the progress report. If the evaluation team deems/finds it necessary, the team may suggest PI to present the progress of the research project and arrange the site visit.
- The PI must submit a project completion report (PCR) along with the project presentation within 3 months of project completion in the CASR prescribed template. The CASR will arrange the presentation program where the distinguished guests (members of different statues of AUST, and industrialists etc.) will be invited.
- Project completion reports will be evaluated with letter grades (A: excellent, B: good, C: average, D: not satisfactory) and will be considered for granting the next research grant.
- Project proposal evaluation template will be formulated and need to be approved by CASR.

## **Intellectual Property Rights (IPR)**

All IPR issues shall be dealt with the AUST IP policy approved by AUST syndicate.

## **Publication**

Grant holders must acknowledge CASR's support (and, where possible, include CASR's logo) in all research outputs, including publications, oral or written reports, posters, presentations and information posted on websites that relate to the Grant Activities or Results.

## **Award**

Notable publications from the research project in high quality journals (Q1 ranked, impact factor, h-index, sjr score and cite score etc.) will be awarded.