

BUBT

BANGLADESH UNIVERSITY OF BUSINESS AND TECHNOLOGY



BUBT Research & Grant Policy

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Guidelines & Regulations for Research & Grants

Research is defined as a creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

One of the main aims of tertiary education is to create knowledge and knowledge creation is not possible without research. Research is considered to be the best source of knowledge and one of the key contributing factors for socio-economic development of a country. It is the responsibility of the faculty members to take initiatives in this respect and play a leading role in carrying out research. However, there are severe impediments to such activities as neither the public nor the private universities have the proper incentives or statutory framework to encourage Research and Development (R & D). The ranking of a university is primarily judged by its research activities and their outcomes. Bangladesh is lagging far behind the international community, even behind a good number of universities of South Asian region in this respect. To overcome this impediment, BUBT has taken the initiative to provide Research Grants for its faculty members to conduct quality research activities and transform BUBT as a leading research hub. Center for Research (CR) of BUBT is assigned to coordinate and encourage research activities in BUBT. The center invites research proposals regularly from departmental research cell in the respective areas.

1. Code of Practice for Research Work

BUBT expects all members of the university including staff and students and those who are not members of the university but who are conducting research on university premises or using university facilities or funding for their research, to ensure the highest standards of ethics and integrity in the conduct of their research work. In pursuance of such high standards they must:

- a. Be honest in proposing, conducting and reporting research. They should strive to ensure the accuracy of research data and results and acknowledge the contributions of others.
- b. Comply with ethical and legal obligations as required by statutory and regulatory authorities, including seeking ethical review and approval for research as appropriate. They should ensure that any research undertaken complies the university policy and procedures and any other agreements and/or terms and conditions relating to the project, and also allows for proper governance and transparency.
- c. Seek to ensure the safety, dignity, wellbeing and rights of those associated with the research.
- d. Effectively and transparently manage any conflicts of interest, whether actual or potential, reporting these to the appropriate authority as necessary.
- e. Ensure that they have the necessary skills and training for their field of research.

- f. Recognize their accountability to the University and their peers for the conduct of their research.
- g. Having due regard to subject disciplinary norms, acknowledge that authorship of a research output should be attributed only to a researcher who has made a significant intellectual, scholarly or practical contribution to that output and is willing to take responsibility for the contribution.
- h. Follow the requirements and guidance of any professional bodies in their field of research. Researchers who are members of a regulated profession must follow the requirements and guidance of the body regulating their profession.

1.2 Failure to comply with this Code of Practice and Procedure may give rise to an allegation of Misconduct in Research and misconduct in research may be a ground for disciplinary action, and if serious, for dismissal or expulsion.

2. Procedures to submit research proposals

- a. Research proposals will be invited twice in an academic year. The 1st call will be in January and the 2nd call in the month of July.
- b. There is no margin on the proposed research topic. Research may be basic or applied. However, the applicants must have the expertise in the respective areas.
- c. All the principal investigators must be the BUBT member. Any faculty member, who has not served more than 1 year in BUBT will not be eligible to submit the proposal as the principal investigator. The principal investigator is free to choose researcher from departmental research cell of BUBT. He/she will be allowed to include external members as the researcher of the project. Preferably, new faculty members are encouraged for the BUBT research grants.
- d. The principal investigator will be solely responsible for the project and its day to day operation, financial transactions and fulfillment of project objectives. All the project expenditures will follow the usual BUBT rules. The expenditure summary will have to be submitted along with the final report.
- e. Applicants (principal investigator) will be eligible for only one grant in each funding period. Any applicant, who has already received the grant in the earlier call, can't submit new proposal before completing the report of the previous one.
- f. Preferably, those who enjoy the grants should not quit BUBT without completing the research project. In appropriate cases, BUBT authority may accept the resignation of the principal investigator if convinced that the transition of the project under proposed new leadership will be smooth and appropriate.
- g. A researcher can employ the research assistant with a maximum monthly salary of 5,000 BDT which must be paid from the allocated grants. The duration of the appointment must be approved by the central Research Committee. This remuneration will vary depending upon the qualification of the research assistant. The research assistant must be a graduate in the relevant field.

3. Research Grant

- a.** Awards are subject to an all-inclusive maximum of 60,000-1, 00,000 BDT for 1-year project. Board/ Research Committee will decide the exact amount of grants depending upon the proposed research proposal. Smaller projects with duration of around 6 months will be allocated a budget proportional with the time duration.
- b.** Funds may be requested for research project support, including research assistance, computer typing, printing, copying, secretarial support, etc. Travel grant will not be included and only funding that is directed at the research project will be considered.
- c.** Funds may be allocated specifically for the purchase of equipment/materials required for a research project. A request for funding to purchase or lease equipment/materials must be specifically justified by the applicant's research program.
- d.** Equipment or materials (including software, books, CD ROMs) purchased through the BUBT Research grant remain the property of BUBT.
- e.** All equipment requests must be supported by a vendor quotation with the cost.

4. Procedure for Application

The Proposals must be submitted as per the prescribed format. The original copy (Hard copy) of the proposal must be submitted to central research cell of BUBT (Room # 208, Building-1). At the same time, it must be shared as an attachment (scanned copy) in PDF format with a forwarding email to the email address: Director BUBT Research Centre) by keeping cc to VC@bubt.edu.bd and the Chairman, Evaluation Committee, BUBT Research Fund.

4.1 The research proposal should include the following:

- a)** Respond to all items included in the application form.
- b)** The objective of the project should include what the research expects to achieve and the possible outcomes after successful completion of the project.
- c)** Present state of the art should mention the similar projects or research going-on or has already been completed or paper published on the topic (please provide references). The proposal must clearly mention what is the novelty/further development expected in the proposed project in comparison to the present state of the art. [Expected to include relevant literature review]
- d)** In methodology, the actual process of conducting their search (like if the project will be simulation based or any hardware developed, the sequence of events like any field work, survey or physical measurements etc.) should be elaborated.

- e) Expected results and possible outcome should include what results of research work are expected to achieve and how the results will be significant as far as the theory or application of the project topic is concerned. In case of practical application, it is important to mention the actual benefit that can be achieved from the research outcome.
- f) Duration of the project should identify the milestones of the activities, description of the activities and their duration in a Gantt chart.
- g) Important budget components should mention with proper justification the list of hardware or software or any other equipment needed to be purchased for the project. The possible application of the hardware or the software or other equipment in further research and development after the project is completed should also be highlighted. The financial proposal should include all the cost components with elaboration.

5. Evaluation of the Proposal

BUBT authority will form evaluation committees with Vice Chancellor, Dean of Faculty of Science and Engineering, Deans of Faculty of Business, Arts, Social Sciences & Law respectively, an expert of the respective field from respective department and Head of central research cell to evaluate the proposal. The selection procedure will have 2 phases: Phase 1 will be the evaluation of the proposals to make a short list and phase 2 will be a 15 minutes presentation for the short-listed projects. The decision taken by the respective expert committee will be final.

6. Schedule of Payments of Grants

The Research Grants will be allocated in 3 phases,

- i. Preparatory Phase
- ii. Research Conduction Phase
- iii. Report Writing and Finalizing Phase

The total grants will be distributed phase wise in the ratio of 40%, 30% and 30% respectively. The maximum duration of each phase will be decided by the Board/Research Committee depending upon the proposed research proposal.

- In the 1st step, the applicants will submit activity wise budget only for the 1st phase against their accepted research proposal to release the 40% of the grant.
- After completing the 1st phase, each researcher will submit the report for the 1st phase along with the activity wise budget for the 2nd phase to release the money for the next phase.
- To get the remaining grant, awardees will repeat the same steps as highlighted in the 2nd phase.

7. Subsequent requirements and Publication

7.1 The investigator has to submit a research activity progress report in the 1st week of each month to central research cell. After the completion of the project, the investigator has to submit the final project report which includes an abstract, acknowledgement, outline, introduction, literature review, methodology, data analysis, results and outcome, conclusion and recommendation (if any).

7.2 Research Grant award recipients are encouraged to present their research results at the BUBT Research Committee meeting.

7.3 The measure of success of a project will be judged by the papers published out of the project. Preferably, the results/outcome of the projects should be published in the *BUBT Journal*. If there are more than one research papers coming out of the research work, the rest papers are to be published in international journals of high Impact Factors.

7.4 Award recipients are requested to acknowledge the BUBT support in any presentation, research thesis and journal publication that emanate from the work supported.

8. Submission of the report

The investigator has to submit a research activity progress report in the 1st week of every month to Central research cell. After the completion of the project, the investigator has to submit the final project report which includes the abstract, acknowledgement, outline, introduction, literature review, methodology, data analysis, results and outcome, conclusion and recommendation (if any).

BUBT Research Grant Application Form

Date of Application: Date-Month-Year

1. Name of the Principal Researcher:

Designation /School/Department:

Email:

Cell phone number:

2. Name, designation and affiliation of Co-Researchers (if any):

3. Title of the project:

4. Objective of the Research:

5. Present state of the art (with appropriate reference)

6. Methodology to be followed to carry out the Research work:

7. Expected results and possible outcome:

8. Duration of the project:

(Important mile stones of the project have to be identified and a Gantt chart is to be provided)

9. Proposed budget components:

Main heads of the budget are given below. It is only a guide line and the proposer may have other main heads. Before mentioning the actual cost, write a small paragraph on each head elaborating why these elements are needed

a) List of Capital equipment (if needed)

b) Consumables and components (if needed, mention only yes/no)

10. The financial proposal:

(Total funding sought should be mentioned at first and then the cost breakdown of the components should be presented as mentioned in clause 9)

11. Number of previous projects funded under this scheme under the supervision of the principal investigator:
Any of the projects not yet successfully completed (please mention project title and ID):
(Not applicable for the Ist round of Call)

12. Approval from the respective Head/Co-Ordinator:

Name:

Designation:

Signature:

Date:

Signature of Principal Investigator:

Date:

Please note that the Principal Investigator will be responsible for the correctness of the information provided here.

Official Use only

Project ID:

selected for presentation: Y/N

Finally selected after presentation: Y/N

Signature of the committee members with date:

Presenting Results: Written and Oral Reports

Research Report Sections and Their Order of Inclusion

<i>Report Modules</i>	<i>Short Report</i>		<i>Long Report</i>	
	<i>Memo or Letter</i>	<i>Short Technical</i>	<i>Management</i>	<i>Technical</i>
Prefatory information		1	1	1
Letter of transmittal				
Title page				
Authorization statement				
Executive summary				
Table of contents				
Introduction	1	2	2	2
Problem statement				
Research objectives				
Background				
Methodology		(briefly)	(briefly)	3
Sampling design				
Research design				
Data collection				
Data analysis				
Limitations				
Findings		3	4	4
Conclusions	2	4	3	5
Summary and conclusion				
Recommendations				
Appendixes		5	5	6
Bibliography				7

FIGURE 4-3 When to Include a Proposal Module

<div> <div>Proposal Types</div> <div>Proposal Modules</div> </div>	Student			Internal			External			
	Term Paper	Masters Thesis	Doctoral Thesis	Exploratory Study	Small Scale Study	Large Scale Study	Exploratory Study	Small Scale Contract	Large Scale Contract	Government Grant or Contract
Executive summary					✓	✓	✓	✓	✓	✓
Problem statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Research objectives	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Literature review		✓	✓			✓			✓	✓
Importance/benefits of study			✓			✓	✓	✓	✓	✓
Research design		✓	✓	✓	✓	✓	✓	✓	✓	✓
Data analysis			✓						✓	✓
Nature and form of results		✓	✓		✓	✓		✓	✓	✓
Qualification of researchers							✓	✓	✓	✓
Budget					✓	✓	✓	✓	✓	✓
Schedule			✓	✓	✓	✓	✓	✓	✓	✓
Facilities and special resources		✓	✓			✓	✓	✓	✓	✓
Project management						✓			✓	✓
Bibliography	✓	✓	✓			✓			✓	✓
Appendixes Glossary of terms		✓	✓			✓			✓	✓
Measurement instrument			✓			✓			✓	✓