# Format of the Research Project Proposal

পরিশিষ্ট-ক

*Please submit the research proposal in the following format (you can escape the table style)*

*A4 sized paper; Times New Roman 12”; 0/0, 1.5” paragraph*

**Part-A**

**Project Information**

Project number (assigned by BAC) Date of receive (assigned by BAC)

1. Title of the Research Project (Bold and the first letter of each word must be capitalized):

--------------------------------------------------------------------------------------------------------------------

|  |  |  |
| --- | --- | --- |
| Name and Designation of the Principal Researcher | : |  |
| Name and Full Address of the Organization | : |  |
| Mobile No. and E-mail | : |  |

|  |  |  |
| --- | --- | --- |
| Name and Designation of the Co-researcher (if any) | : |  |
| Name and Full Address of the Organization | : |  |
| Mobile No. and E-mail | : |  |

1. List of the ongoing research project(s):

|  |  |  |
| --- | --- | --- |
| Sl. No. | Title of the project | Expected date of completion |
| 1. |  |  |
| 2. |  |  |

I/we assure you that the research project is not submitted to any other organization. The research will be conducted to maintain the highest ethical standards following the Bangladesh Accreditation Council research policy.

Signature, Date and Seal of the Co-researcher

Signature, Date and Seal of the Principal Researcher

Signature, Date and Seal of the Head of the Institution (VC/Pro-VC/Registrar/Director (Research)/DG (DSHE)

**Part-B**

## Logical Interpretation

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Title of the Research Project  *(Bold and the first letter of each word must be capitalized)* | : |  |
| 2. | Statement of the problem  (*Minimum of 500 words*) | : |  |
| 3. | Objectives of the research   1. *General objective* 2. *Specific objectives (Maximum of 3)* | : |  |
| 4. | Literature review *(Minimum of 700 words with relevant references)* | : |  |
| 5. | Rationale of the research project | : |  |
| 5. | Scope of the study | : |  |
| 6. | Methodology *(Sources of data, intended population, sample and sample size, sampling technique, data collection, tools, data analysis, etc*.) | : |  |
| 7. | Expected results of the study | : |  |
| 8. | Contribution to quality assurance in higher education | : |  |
| 9. | Key Performance Indicators (KPI) of the research project | : |  |
| 10. | References (M*inimum of 20 relevant references)* | : |  |
| 11. | Annexure |  |  |
|  | 1. Tentative Budget 2. Work Plan of the Project *(preferably a date inserted Gantt chart 1 July to 30 June)* 3. Curriculum Vitae of the Principal Researcher & Co-researcher(s) *(if any)* 4. Plagiarism Report/Certificate *(if any)* | : |  |

**Part C**

**Budget**

*(The budget of a project must be limited to Taka 3,00,000.00 (Three Lac) only. A maximum of 20% of the estimated budget may be expended for the researcher’s honorarium. The total budget will be disbursed in three installments to a* ***Current Account by the name of Research Project****. While the first and second installment is 40% of the total budget, and the third installment is 20%).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Head of expenditure** | Amount | | | | |
| **1st Instalment (40%)** | | **2nd Instalment (40%)** | | **3rd Instalment (20%)** |
| 1. | Research tools development |  |  | | - | |
| 2. | Data collection |  |  | | - | |
| 3. | Data analysis |  |  | | - | |
| 4. | Report composing |  |  | | - | |
| 5. | Printing |  |  | | - | |
| 6. | Stationaries |  |  | | - | |
| 7. | Transportation/conveyance |  |  | | - | |
| 8. | Honorarium of the Principal Researcher/Co-researcher/RA | - | - | |  | |
|  | **Total amount=** |  |  | |  | |
| **Grand Total=** | |  | | | | |

**Part D**

**Project Completion Plan**

*(The project must be completed within the fiscal year from 1 July to 30 June)*

**Work plan (*in Gantt chart*)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Objectives** | **Major activities** | **Duration in months** | | | | | | | | | | | |
|  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Part E**

**Short CV of the Researcher(s)**

**(***To be filled in by the Principal Researcher & Co-researcher(s) in a separate sheet***)**

1. Name: …………………………………………………...…………………...……………………….....
2. Designation: …………………………………………………………….…...………………………….
3. Official Mailing Address: ………………………………………….………...……...…………………..

………………………………………………………………………….……………….……………….

Phone: ………………………… Mobile: ……………….………………

Fax: ……………………………. E-mail: ……………………….…….....

1. Academic Attainment (Only university degrees – last one first):

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Year | University | Major Field |
|  |  |  |  |
|  |  |  |  |

1. Research/Teaching Experience: ……………………. Years
2. Area of Expertise: …………………………………………………………….………………..
3. No. of Publication: (a) International Journal: ……….. (b) National Journal : ...........................
4. No. of Publication in related field: (a) International Journal: …………....……

(b) National Journal: .................................

1. List of articles published during last 5 years in peer reviewed journals.

*(Please attach the title page of each article listed with the original copy of the proposal)*

……………………………………………………………………………………………………………………………………………………………………………………………………………………

1. *h*-indices: ................................................................

Signature, date, and seal of the Principal Researcher

Signature, date, and seal of the Co-researcher

**Project Progress Report**

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[Name of the project]

Duration: [According to work plan, insert project commencing date & ending date]

1. Principal Researcher:
2. Co-researcher(s) (if any):
3. Describe the progress of the project according to the following relevant components:
4. Literature review:
5. Questionnaire development:
6. Sample selection, interviewee selection, secondary data collection etc.:
7. Primary data collection:
8. Data analysis:
9. Draft report writing:

(If there are any other components that you want to mention above, please insert the right chronology)

1. Identify the progress level in the Gantt Chart submitted with the proposal:
2. If there is any apprehension of slowing down the project, please identify the difficulties/deterrents and describe an overcoming plan for that:
3. Overall remarks of the researcher about the progress and timely completion of the project:

Signature, Date and Seal of the Principal Researcher

Signature, Date and Seal of the Co-researcher(s)

**Research Project Completion Report**

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[Name of the project]

Duration: [According to work plan, insert project commencing date & ending date]

Cover page: Title, Funded by BAC, Name of the Researcher(s), Institute/Organization, Date

Executive Summary/Abstract: *500 words*

*Keywords: 5*