



**GUIDELINES FOR DIFFERENT PROGRAMMES UNDER SPECIAL
ALLOCATION FOR SCIENCE AND TECHNOLOGY**

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF SCIENCE AND TECHNOLOGY**

(Revised in March- 2012)

Foreword

The Guidelines for Different Programmes Under Special Allocation for Science and Technology have been prepared with some positive modifications to facilitate proper utilization of public funds for scientific and technological research in Bangladesh. The Government under the leadership of **Honourable Prime Minister Sheikh Hasina** has recognized the importance of increasing budget allocation for research and development in Science and Technology. We hope such allocation will continue at increasing rate in the coming years to meet the requirements relating to research on scientific and technological advancement.

It will perhaps not be an overstatement to say that a Nation's development is directly associated with the development of science and technology, application for betterment of the quality of life and ensure goods and services to the society. Research is the founding tool for such scientific and technological development. Scientific research helps shape the trend of scientific and technological development according to the needs of the changing world.

In this new millennium, the world has been experiencing a rapid transformation. Society is fast becoming knowledge based. In this context, scientific and technological knowledge, experience and expertise have become the crucial element in the production system. Scientific research has a significant role to improve the existing scientific and technological knowledge and release human's inexhaustible creativity.

The unique arrangement of providing fund for conducting scientific and technological research has created new opportunities and renewed enthusiasm for research in science and technology in Bangladesh. Along with providing support and services to different areas of development such as agriculture, industry, trade, health, information & communication, ICT and the like, it will contribute to develop qualified manpower in critical areas of science and technology. The academic institutions and the industry will be able to derive spin off benefits from these researches and from the M Phils and Ph.Ds perse.

Fund provided by the Government should be properly utilized. The updated Guidelines will hopefully make the research arrangement process transparent, accountable and sustainable. The Guidelines are reflection of commitment of scientists and personnel of the Ministry of Science and Technology. I gratefully acknowledge their contribution.



(Architect Yeafesh Osman)
State Minister
Ministry of Science and Technology

On Financing R&D: An Introduction to the Guidelines

The Ministry of Science and Technology has been funding small projects for R&D since the 70s. Experience has shown wide gap between the allocated research grants and the demand of the scientific community. The budget head for R&D was separated in 1993, but a large gap still remained between the demand and the allocation. Attempts to increase the allocation to minimize this gap and to provide special support to scientific and technological research have been emphasized over the years. The necessity of promoting scientific research for the development of S&T was recognized and the Government allocated Tk. 15 Core last year. We have experienced a proactive outlook of the Ministry of Finance towards financing R&D. We express our gratitude and profound thanks to them.

2. The special allocation for S&T research has generated a high level of enthusiasm among the scientific community. Last year (2010-2011) 171 programmes were financed from the R&D organizations and universities out of a large number of research programmes. It is, therefore, important to select the best evaluated programmes in the priority areas.

3. Successful implementation of the programme will accelerate the momentum in S&T research. It will strengthen the ongoing processes of human resource development in critical areas of S&T including spin-off benefits like academic advancement and promotion of our industrial base. The programme, therefore, needs special attention and concerted efforts by all concerned for strengthening the fabric of our S&T research through creativity and imagination. Creativity and imagination are deeply associated with the edifice of scientific research any where in the world. It cannot be any different for us.

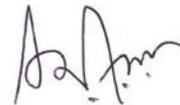
4. In the past, resources from the Government and International Agencies have been spent for scientific research, but the impact is yet to be felt except perhaps in agriculture and some other specific areas. Resources have been spent to continue the existing R&D system and to maintain the infrastructure. Additional resources are, therefore, needed for a meaningful and specific result oriented thrust. In allocating resource we should ensure that the best and the brightest among the most useful to the nation gets due support; We should ensure that public good is promoted. Briefly, allocative efficiency should be seen to be in operation.

5. A supportive policy environment is essential for accelerating growth and reducing poverty. We have endeavoured to provide supportive and good policy. The implementation of this policy and expenditure of public money should be meaningful and transparent. We in the Ministry of S&T, are trying to upscale intensity of our mandated work in areas of extending the results of R&D to the actual use of the citizen. Industry has a big role to play in this effort. Commercialization of R&D results is vitally important and helps in the understanding of the realities on the ground where R&D in Science and Technology should produce tangible benefit. Besides, reduction of poverty and improvement of standard of living, Science and Technology in the service of the informed citizen should make him/her less marginalized and more empowered. We are also assisting Pilot Plants in order to commercialize R&D results as part of research. We are thus contributing in a modest way, within our limited means, in assisting the transformation towards a more knowledge based society, capable of taking charge of itself in every way, in the new millennium.

6. The scientific and technological development through R&D initiatives generally implies that applied research will get importance to reach the socio-economic goals. Most often this tends to downsize the budget of basic research funding. In allocating resources, it should ALWAYS be kept in view that basic research acts as a bridge to applied science and technology leading to future socio economic development. Responding to the needs of the society, we have emphasized on applied research for funding. But we are mindful of the basic research need and we are also funding basic science research programmes for its bridge-gap characteristics. Our several year's programmes holds a reflection of such endeavour. Support to basic research will always be major plank of our policy.

7. In the context given above, guidelines have been developed for proper utilization of the S&T special allocation. These will help to provide a definite direction of programme implementation in R&D going beyond our usual tentative steps. It contains the procedures starting from submission of research programmes to finally presentation, dissemination and publication of research results. A group of scientists along with the Ministry officials have extended their efforts to improve the guidelines. As the programme is relatively new, there exists scope to enrich the guidelines as we go along. The guidelines for utilization of the special allocation will help to buildup knowledge base in areas of science and technology. It is expected that the efforts will provide meaningful support and service to different sectors of the national economy. Besides it is expected to help buildup manpower in critical S&T areas.

8. Its a privilege for me to have the opportunity to be associated with this endeavor. It is also my privilege to work with the scientists and my colleagues at the Ministry in developing and improving the Guidelines. The time and effort devoted by the scientists and officials for the work is greatly appreciated. Suggestions and comments to make these Guidelines more purposive, user-friendly and fruitful are welcome and will be acknowledged with gratitude.



(Md. Abdur Rob Howlader)

Secretary

**Ministry of Science and
Technology**

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF SCIENCE AND TECHNOLOGY**

**Guidelines for Different Programmes for Special Allocation for Science and
Technology**

General Information

1. Objectives:

Funding request for different Programmes under Special allocation should be compatible with and meet the following general objectives of the programme:

(1) To build up knowledge base in important areas of science and technology and to establish centers of excellence in specific chosen areas of national interest. (2) To provide support and service to different sectors of national economy such as agriculture, industry, trade, health as well as national important issues such as flood, cyclone, arsenic in drinking water, environmental issues and employment generation, etc. (3) To create backward linkages for local import oriented industries for import substitution. (4) Human Resource Development (HRD) in critical areas of S&T viz. giving impetus to the NST fellowship programme and further development of the programmes for MS or equivalent degree/MPhil/PhD/ within the country. (5) To provide supplementary support for R&D related activities. (6) To promote International, Regional Scientific Programmes for effective collaboration with scientific communities abroad in areas of our national interest.

2. Nature and Mode of Funding:

All support under the current programmes are intended to accelerate rapidly viable programmes which are under-funded. In the context of National S&T Policy and Strategy, the viability criteria will, inter alia, include: relevance to the economy, maturity of the technology and practical soundness. All proposals for funding will be subject to peer review. Only those projects found scientifically and technically sound by such review will be considered for funding. For transparent and uniform consideration, the proposals must be submitted in prescribed forms in ten copies for a specific programme. The prescribed forms may be photocopied as required and can be downloaded from the website of MOST (www.most.gov.bd). An application fee of Taka 1,000/= is to be deposited while submitting the application.

3. Institutional Framework:

Institutions submitting proposals for financing under the current programme must have legal personality and an established accounting system. This is required for proper accountability of funds provided. The target institutions for this programme are R&D organizations and institutions of higher education in the country. Science Clubs/Organizations/Associations are also eligible to get support from this programme.

Programmes

1.1 Research Contracts:

1.1.1 Research contracts are intended to provide funds to working groups who have equipment, manpower and well defined programmes. The programmes are expected to be need-based, target oriented research for development of the country. The contract funds, however, are expected to provide for minor equipment, spares, Consumables and some support to meet essential expenditures (maximum one fifth of the total fund) in connection with the research work. As a matter of policy, allocations are to be accorded to the groups to ensure continuity of the successful programmes.

1.1.2 The group should consist of at least 2 persons with postgraduate degree and there should be preferably at least five publications (and/ or patent) in each person's credit in a referred journal of International, regional standard as well as national repute. The Principal Investigator (or group leader) should have two or more years of post doctoral experience or more than 10 years of postgraduate experience and at least five publications (and/or patent) in refereed journal of International, regional as well as national repute as the principal author. Publications of merit in national journals, reports, patents of products/processes will be given due weight age. Persons with proven track record in the aforementioned areas can also lead the research work. Incumbent (Principal Investigator, P.I) must be associated with any established laboratory or research organization.

1.1.3 A project may have one MS or equivalent degree/ /M.Phil/Ph.D student associated with the work.

1.1.4 Proforma for submitting proposals of research contracts is shown in **Annexure-A**.

1.2 Coordinated Research Programme (CRP)

1.2.1 A CRP is actually a group of research contracts. A CRP envisaged for a multi-disciplinary of multi-dimensional problem, a problem which requires multiple technique or has geographical dependence. A CRP proposal must be submitted on a separate form (**Annexure-B**) by the coordinator and should be accompanied by two or more research contract proposals on prescribed research contract forms (**Annexure-A**).

1.2.2 The coordinator of a CRP must be a scientist of high repute with at least 10 years of post doctoral experience and a good number of publications (and/or patents) in reputed refereed International, regional as well as national journals in the related fields. He/She must be an active scientist with substantive work to her/his credit during the last 3 years and further be a Principal Investigator of a research contract under the CRP.

1.2.3 A CRP must have an Expert Advisory Group consisting of five or more scientists covering all the topics involved. The advisory group should be constituted with senior scientists who have considerable experience and knowledge and one of these persons will be the chairman of the group. The group will review the progress of the CRP at least once a year.

2. Capacity Build-up/Capacity Institutionalization Programmes:

2.1 The capacity build-up programme is aimed at providing funds to research groups who have demonstrated capacity of substantive research work during the past five years. It is expected that they also have adequate human resources. The capital allocation may be used to upgrade their research facilities through rehabilitation or addition of major equipment. Books and journals may

also be purchased with this allocation. It is expected that the sponsoring Institutes or other agencies will partly finance such programmes.

2.2 The capacity institutionalization allocations are also intended for the relocation of fully functional research groups into new premises and not for the establishment of new Institutes with long gestation period. It is also expected that the sponsoring Institutes or other agencies will partly finance such programmes. Funds from the present arrangement will be used as bridge fund.

2.3 Request for funding must be submitted in the forms prescribed (**Annexure-C**) for such programmes. The counterpart scientists for funding under these programmes must be established scientists with proven track record and are expected to have more than 10 years of post doctoral experience with a good number of publications (and/or patents) in refereed International, regional, regional as well as national journals as principal author.

2.4 The project must have a strong academic components and should be able to produce MSc(research)/MPhils/PhDs in reasonable numbers.

2.5 Maximum amount to be sanctioned under this programme should not exceed twenty (20) lacs.

3. Study Contract Programme:

3.1 Under this programme funding will be made for study contracts. These studies will be aimed at the evaluation of the status of scientific and technological level in a given field compared to the need of world levels, techno-economic feasibility of R&D projects, study of S&T systems in other developing countries, identification of future R&D projects compatible with the general objectives of the current programme or even study of completed projects for identification of their success/failure.

3.2 Request for funding must be submitted in the prescribed form (**Annexure-D**) for study contract programme. The Principal Investigator of a funding request must be a person with a reasonable academic standing having 5 years of post-doctoral or ten years of postgraduate experience.

4. Supplementary Support Programme:

4.1 Under this programme funding will be made on discretionary basis for projects not covered by other programmes and which are compatible with the general objectives of the special allocation programme.

4.2 Such projects may include topical seminar, symposia, workshop etc. to be held either with the aim of gathering or disseminating information on R&D in different **S&T** sectors. Preference will be given to topics related to programmes financed under the current programmes. Request for such funding must be submitted in the prescribed form (**Annexure-E**) by a researcher/scientist/ technologist of professional standing with more than 10 years of post doctoral experience (preferably 5 years within the country) and having acknowledged publications in refereed International, regional regional as well as national journals as principal author or with a number of publications (and/or patents) to her/his credit.

4.3 A supplementary support programme must have an organizing committee consisting of five or more members of senior scientists who have considerable experience and knowledge, and one of these persons will be the chairman of the committee.

5. Support to innovative and indigenous scientific work programme:

5.1 Supports to innovative and indigenous scientific work programme is aimed to provide funds to students of Schools/Colleges/Science Clubs/Science Associations/Science Organizations those who are engaged in scientific work previously, they have shown a good performance and at present due to financial constraints unable to continue the research. Allocation of fund will enable them to complete the innovative & indigenous scientific work. This programme especially emphasize on conducting research or scientific work on indigenous research which help to nurture traditional approach of providing goods & services to the society.

5.2 Request for funding must be submitted in a prescribed form (**Annexure-F**) for this programme. This form must be filled out by the students or researcher of the concerned Science Clubs/Organizations/Associations and countersigned by the Head of the Science Clubs/Organizations/Associations or Headmaster of the School/Principal of College.

5.3 The project must have shown a proven track of significant scientific outcome after completion and will contribute to socio-economic development of nation in future.

6. Enhancement/Expansion of Laboratory facilities of Schools/Colleges and Science Clubs/Organizations/Associations:

6.1 The Enhancement/Expansion of Laboratory facilities of Schools/Colleges and Science Clubs/Organizations/Associations. Programmes are intended to provide funds to working group of young scientists of Schools/Colleges; Science Club/Organizations/Associations who have demonstrated capacity of substantive innovative and indigenous scientific work/research work for several years. It is expected that they have the adequate innovative young science student and allocation of fund may help to upgrade their research facilities; through rehabilitation or addition of equipment. Books & journals may also be purchased from this fund. It is expected that the School/College/Science Club/Organizations/Associations will ensure proper utilization of the fund and ensure the proposed output within time frame.

6.2 Funding request must be placed in a prescribed form (**Annexure-G**) developed for this programme. Principal Investigator and Associate Investigator must sign the proposal and Head of the Clubs/Organizations/Associations need to countersign in proper place of the form.

7. MONITORING AND EVALUATION:

The programme will be monitored by Bangladesh Council of Scientific & Industrial Research (BCSIR). BCSIR may seek cooperation from Bangladesh Atomic Energy Commission (BAEC) or other relevant agency. Monitoring of physical and financial progress in relation to time schedule and objectives will be performed for each project applying weighted average methodology as followed by IMED. Bangladesh Council of Scientific & Industrial Research (BCSIR) will develop measurable indicators for monitoring the physical and financial progress and for evaluation in due course. A database will be developed and installed at Bangladesh Council of Scientific & Industrial Research (BCSIR) with data of a project proposal and monitoring and will be updated regularly. Each of the projects will be evaluated considering the time of completion, expenditure incurred and objective achieved at the end of the project. Impact evaluation will be performed at regular intervals. In the process of monitoring, the Principal

Investigator/Researcher will send progress report of the research project every six months as per proforma shown in **Annexure-H**. Proforma to be developed for conducting performance and impact evaluation will be the part of this guideline as **Annexure-I** and **J** respectively.

8. Terms and Conditions of the Special Allocation for Science and technology :

1. Ministry of Science & Technology will design appropriate work plan to ensure the timely distribution of research grants.
2. The incomplete Projects will be given priority for funding in the next financial year. Special priority should be given to the projects related to the present need of the Country such as ICT, Renewable energy, Food security, Climate Change & Environment etc.
3. Procurement of transport or furniture or making any physical construction work are prohibited. Purchase of air-cooler or similar equipment can not be done from this fund. Procurement of refrigeration is strictly restricted to special programmes/projects.
4. Researcher(s) who had received grants under special allocation and have not yet completed their research project within the stimulated time and have not submitted project completion report will not be considered.
5. Peer Review Committee (PRC) will be formed by the MOST comprising country's top level reputed scientists. The committees will review the proposals submitted by various applicants and will make a shortlist and submit to MOST for further processing. The Ministry upon receipt of the shortlist may however scrutinize all applications and finalize the list of awardees for funding.
6. The implementing agency/organization shall submit progress report in the prescribed proforma (**Annexure-H**) every six months. Final report of the programme/project is to be submitted within six months after completion. A follow-up report is to be submitted at the earliest convenience after submission of the final report.
7. The progress of the programme/project will be monitored/reviewed by Bangladesh Council of Scientific & Industrial Research (BCSIR). BCSIR may seek cooperation from Bangladesh Atomic Energy Commission (BAEC) or other relevant agency. In additions, the Ministry of S&T may designate specialists and/or officials for surprise visit of the organizations for reviewing the progress and giving suggestions for achieving the objectives.
8. The implementing Organization/Institutes /University will maintain separate audited accounts for the projects. All transactions related to project implementation will be done through Bank Account. The Bank must be a scheduled Bank of Bangladesh Bank. The Bank account will be operated jointly by the Principal Investigator/Programme Co-ordinator/Project Counterpart/Programme Manager and Head of the Organization/Department/Discipline. If the Principal Investigator is the Head of the Department/Organization/Discipline, then the account will be operated jointly by the Principal Investigator/Programme Co-ordinator/Project Counterpart/Programme Manager and Associate Investigator.
9. At the end of the financial year, the implementing Organization/Institutes /University will surrender the unspent balance money to the Govt. of Bangladesh through an account payee pay order (for Dhaka City only) or demand draft (from Scheduled Bank of Bangladesh Bank) in favour of the "Drawing and Disbursing Officer, Ministry of Science and technology, Dhaka". The unspent amount deposited may be carried to the next financial year for utilization for the same project/programme with the approval of the Ministry of Science and Technology.

10. Accommodation and other related facilities will be provided to the reviewer /monitor/evaluator of the project by the Organization/Institutes /University responsible for implementing the programme/project.

11. Permanent or semi-permanent asset if acquired solely or mainly out of this fund in the programme/project will be the property of the MOST (**Annexure-I**) of Bangladesh permanently marking MOST-SAFST with financial year in which the grant was received. The Ministry of Science and technology shall reserve the right to sell or otherwise dispose of such asset after completion of the project. Without the prior permission of the Ministry of Science and technology these can not be disposed of.

12. The implementing Organization/Institutes which/University should send a utilization certificate (**Annexure-J**) and an audited statement of expenditure (**Annexure-K**) to the Ministry of Science and Technology duly signed by the Principal Investigator/Researcher, Head of the Organization/University and Head of the Finance Wing of that Organization at the end of each financial year and a consolidated statement of expenditure at the end of the programme/project.

13. The implementing Organization/Institutes which/ University will maintain an audited record of permanent and semi-permanent asset acquired solely or mainly out of the special allocation in the prescribed proforma (**Annexure-K**) and shall send a copy of statement in the said proforma to the Ministry of Science and technology every year and finally within six months after completion of the programme/project.

14. The implementing Organization/Institutes / University would maintain a separate audited account for each of such programmes/projects. If the bank account earns any interest out of this fund, it should be added with the original allocation and sent to the Ministry of Science and technology at the end of each financial year.

15. The comptroller and Auditor-General of Bangladesh at his discretion shall have the right of access to the relevant books and accounts of the implementing Organization/Institutes /University for the allocation received under this programme.

16. The paper to be published based on the research work done with this allocation, must contain the acknowledgement of the financial support from the Ministry of Science and technology.

17. The Ministry of Science and technology will have the right to call for and get the data/information/design /specification to enable the transfer of know how and the implementing Institutes /Organization/University should send the information at the request of Ministry of Science and technology .

18. The implementing Organization/Institutes /University may not authorize any other Organization to get the job done. If the implementing Organization/Institutes /University is not in a position to complete the programme/project, it may be required to refund the entire amount to the Ministry of Science and Technology.

19. Honorarium amounting to one month's basic salary (in the scale of public universities) may be paid to the principal investigator and associated investigator. No foreign travel cost can be borne from this grant.

20. Recruitment of manpower for routine work is prohibited in this programme/project. However, for technical work, data collection and analysis, manpower may be engaged only for a specified period which must be specified in the project proposal. The manpower to be engaged in

such cases will be in no way treated as employee of implementing agency or the Government of Bangladesh.

21. The Ministry of Science and technology reserves the right: (a) to impose any condition(s) /rule(s)/law(s)-of the land during implementation period of the programme/project for better interest of the country, (b) to stop funding at any stage and also recover the amount already disbursed if the Ministry is satisfied that the allocated amount has not been properly utilized or appropriate progress is not being made or work has been unreasonably suspended for long period.

22. If the Principal Investigator/Researcher technologist leaves the Organization/Institutes where the programme is being implemented from this allocation, he will furnish a detailed report of the work done and a Utilization Certificate as in **Annexure-J** and refund the unspent balance, if any.

23. After programme/project selection, the Principal Investigator/Researcher will execute a bond duly counter signed by the Head of the Organization/Institution on a non-judicial stamp of Tk 150.00 as in **Annexure-L**. The forms as per **Annexure-M** has to be filled up & submitted with the bill.

24. One person can generally submit only one project/programme as Principal Investigator or Associate Investigator as per (**Annexure-A**) through-G. For the sake of transparency and for ensuring financial discipline and propriety, Convener/Member of Peer Review Committee will not be illegible for any project.

25. Usually the project tenure is one year. For multi-year project proposal, year-wise work plan and annual financial requirement with proper justification is to be mentioned in the proposal. Renewal will depend on physical and financial progress made in the previous year which will be evaluated by committee formed by the Ministry of S&T.

26. Information sought in the project document should be given in details and list of major/minor equipment, Consumables, books/journals etc must be given along with approximate price of each item and all procurement have to be done in accordance with the procedure(s) mentioned in the project document.

27. Invitation for proposals and subsequent relevant advertisement/letter in this regard must be integral part of these guidelines.

28. Priority will be given to the academic affiliation of the applicants.

29. A Synopsis of the research project/proposal should be submitted as per proforma given below:

Category	Programme/Project	Area	Director & Associate	Institution/ Organization	TPB/CYB (in taka)
					__ Year/Years TBP: CYB: 2 nd YB: 3 rd YB:

N.B. **TBP** is: Total Project Budget, **CYB**: Current Year Budget, **2ndYB**: 2nd Year Budget, **3rdYB**: 3rd Year Budget.

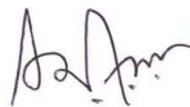
29. The following information is required in each proposal:

- a) Four (04) copies photographs of the Project Director and Associate Investigator attested by a first class govt. officer (Applicable for all).
- b) Organizations/Universities/ Institutes /Science Club/ Associations / Scientific Organizations and Schools/ Colleges should submit Project Proposal through their respective authority.
- c) Project director and Associate Investigator should put on their signature with official seal. (In case of University, signature of Registrar as chief will be acceptable). Any employee/member/teacher of government organization/Autonomous Body/Public University's need to take permission from their respective authority.
- d) Organizations which received financial support under special allocation fund earlier but did not submit their project report will not be considered for funding this year. For this case the applicant should have to submit attested copy of the receipt of the official report.

30. Those who are to submit the project must submit the photocopy of the first page of the referred journal, index page and first and last pages of the article published attested by a first class govt. officer.

9. Use of research findings:

Project papers of all the projects will be preserved in BANSDOC. MOST will take necessary steps to use the findings of successful projects for the benefit of the people.



(Md. Abdur Rob Howlader)

Secretary

Ministry of Science and Technology

MINISTRY OF SCIENCE AND TECHNOLOGY Government of the People's Republic of Bangladesh Bangladesh Secretariat, Dhaka – 1000 Tel: 880-2-7164594, Fax: 880-2-7169606 www.most.gov.bd	RESEARCH CONTRACT PROPOSAL Capacity Utilization Programme under Special Allocation for Science and Technology
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(Additional Annexure should be submitted wherever necessary)

PART – I: GENERAL INFORMATION

1. NAME AND ADDRESS OF THE CONTRACTING INSTITUTE:

Tel : _____ Fax : _____ E-mail : _____
 Mobile _____

Money receipt attached (Give Tick or Cross):

2. DEPARTMENT WHERE RESEARCH IS TO BE PERFORMED:

3. TITLE OF THE PROPOSED PROJECT:

(A) Name of Coordinated Research Programme (if applicable):

(1) Name and Designation of the authority of the Organization/Institutes /University forwarding the research contract proposal:

(2) **Area of Research:** Agriculture/ Medical Science/ Environmental Science/ Biotechnology / Engineering & Applied Science/ ICT/_Animal Science/ Aquaculture/ Marine Science/ Microbial and Industrial/ Basic Sciences/ Others (Specify):

4. DURATION (in year):

5. TOTAL COSTS (in Taka):

PART – II: INFORMATION ABOUT PROJECT PERSONNEL

1. PROJECT PERSONNEL

A. Principal Investigator

Name _____ Date of Birth _____ Sex: M/F _____ Position held (since) _____
 Present Address _____ Permanent Address _____
 e-mail Address _____
 Academic degrees held _____

Subject	Name of Degree	University	Country	Class	Year of Graduation

Previous experience
 Publications

(Please provide a complete list of publications in refereed International, regional as well as national journals):

B. Associate Investigator :

Name	Date of Birth	Sex: M/F	Position held (since)
Present Address			Permanent Address
e-mail Address			
Academic degrees:			

Previous Scientific experience:

Publications:

(Please provide a complete list of publications in refereed International, regional as well as national journals):

C. Other Staff [which includes Ph.D/M.Phil/ MS or equivalent degrees_(Research) student in the relevant field] (Applicable for Universities/Institutes which award-academic degrees):

PART – III: TECHNICAL INFORMATION

1. SCIENTIFIC BACKGROUND OF THE PROJECT:

- A. Significance of the proposed research:
- B. Related work already performed or in progress at the contracting institution / organization
- C. Related work already performed or in progress at other Institutes in the country (If known)
- D. References to important related literature relevant to the project (including own publication):

2. SCIENTIFIC SCOPE OF THE PROJECT

- A. Research Objectives
- B. Relationship of these objectives to the present state of knowledge in the field
- C. Research plan including proposed methods or techniques is going to be used

- 1) Plan of action:
- 2) Methodology:
- 3) Time schedule of activities with milestones

Sl. No	Name of milestones	Starting Date	Completion Date (approx.)

D. How is the project related to the stated objective of the Special Allocation for Science and Technology programme of the GOB?

E. How is the programme related to academic degree programme? (If applicable) (Only for universities/Institutes which awarded degree):

F. What outputs from the project can be considered for the assessment of its success?

G. How does the project contribute in the development of sustainable technology?

3. LIST OF FACILITIES AVAILABLE (Equipment and other facilities including laboratory space)

PART – IV: BUDGET INFORMATION

1. BUDGET

A. Current year:

Item Cost (thousand Taka)

1. Minor equipment
2. Spare parts for major equipment
3. Consumables including chemicals, books, software etc. and sample collection expenses
4. Other essential expenses (maximum one fifth of the total budget)

Total

B. If the project is expected to last more than one year, please include budget estimates for the total period:

Item	Cost (thousand Taka)		
	1 st year	2 nd year	3 rd year
1. Minor equipment			
2. Spare for major equipment			
3. Consumables			
4. Other essential expenses			
Total			

* Detailed list of items with approximate price must be included.

2. STATUS OF LEGAL PERSONALITY AND ACCOUNTING SYSTEM**PART – V: PREVIOUS FUNDING INFORMATION UNDER SPECIAL ALLOCATION FROM M/O SCIENCE AND TECHNOLOGY (MOST)**

1. Did you get any funding under special allocation from MOST since 1997 – 98?

Yes

No

(If your answer is no please escape the following sections)

2. Funding year:

3. Amount of fund (in Taka):

4. What was the title of the project?

5. Project is completed or not?

6. If not what is the expected date of completion?

7. Already submitted working report or scientific report or not?

8. Expected date of submission of Scientific Report?

9. Any paper published in any International, regional / local journal from this research?

10. Quote the name of the journal, date of publication and title of the paper.

PART – VI: DECLARATION/CERTIFICATION

It is certified that –

(a) The same project has not been submitted to any other agency / agencies for financial support.

(b) The research work proposed in this project is not a duplicate work already done or being done in the field (i.e. area of research)

(c) We agree to accept the terms and conditions developed for the Special Allocation for Science and Technology as mentioned in the Guidelines.

(d) Associate Investigator assures the responsibility of the Project in case the Principal Investigator leaves the institution/Organization.

(e) Project will be provided with access to all available facilities in the Organization.

Signature and Name of the
Principal Investigator

(With seal, Telephone number & Mobile number)

Signature and Name of the Head of the
Organization / Institutes /University

(With seal, Telephone number & Mobile number)

Signature and Name of the Associate Investigator :

(With seal, Telephone number & Mobile number)

ANNEXURE- B

MINISTRY OF SCIENCE AND TECHNOLOGY
Government of the People's Republic of Bangladesh
Bangladesh Secretariat, Dhaka – 1000
Tel: 880-2-7164594, Fax: 880-2-7169606
www.most.gov.bd

CO-ORDINATED RESEARCH
PROGRAMME (CRP) PROPOSAL
Capacity Utilization Programme
under Special Allocation for Science and
Technology

(Additional Annexure should be submitted wherever necessary)

PART – I: GENERAL INFORMATION

1. NAME AND ADDRESS OF THE PROPOSING INSTITUTE:

Tel : Fax : E-mail :

Mobile :

Money receipt attached: (Give Tick or Cross)

2. DEPARTMENT WHICH WILL PERFORM CO-ORDINATION:

3. TITLE OF THE PROPOSED PROJECT:

- (1) Name and Designation of the Authority of the Organization/Institutes /University forwarding the research contract proposal:
 (2) **Area of Research:** Agriculture/ Medical Science/ Environmental Science/ Biotechnology / Engineering & Applied Science/ ICT/ Animal Science/ Aquaculture/ Marine Science/ Microbial and Industrial/ Basic Sciences/ Others (Specify):

4. DURATION (in year):

5. TOTAL COSTS (in Taka):

PART – 11: INFORMATION ABOUT PROJECT PERSONNEL

1. PROJECT PERSONNEL

A. Programme Co-ordinator :

Name Date of Birth Sex: M/F Position held (since)

Present Address

Permanent Address

e-mail Address

Academic degrees held

Subject	Name of Degree	University	Country	Class	Year of Graduation

D. How is the project related to the stated objective of the Special Allocation for Science and Technology programme of the GOB?

E. How is the programme related to academic degree programme? (If applicable) (Only for universities/Institutes awarded degree)

F. What outputs from the project can be considered for the assessment of its success?

G. How does the project contribute in the development of sustainable technology?

PART –IV: ORGANIZATIONAL INFORMATION

1. ORGANIZATIONAL PROFILE OF THE CO-ORDINATING INSTITUTES (This should include description of facilities available and recent work done at the Institute)
2. STATUS OF LEGAL PERSONALITY AND ACCOUNTING SYSTEM OF CO-ORDINATING INSTITUTION/ORGANIZATION
3. EXPERT ADVISORY GROUP (Not less than five including a Chairman)

PART – V: BUDGET INFORMATION

1. BUDGET

A. Current year summary:

Item Cost (thousand Taka)

1. Co-ordination Cost (maximum 10% of Total*)

2. Research Contracts @ Tk. ** Total

B. Co-ordination Budget (Current year)

Cost (thousand Taka)

Item

1. Expert Group Meetings

2. Contract Co-ordination Meetings

3. Documentation & Publications

4. Other Essential Expenses

Total

C. If the project is expected to last more than one year, please include budget estimates for the total period:

Item	Cost (thousand Taka)		
	1 st year	2 nd year	3 rd year
1. Co-ordination Cost (*)			
2. Research Contracts (**)			
Total			

**PART – V: PREVIOUS FUNDING INFORMATION UNDER SPECIAL ALLOCATION FROM
M/O SCIENCE AND TECHNOLOGY (MOST)**

1. Did you get any funding under special allocation from MOST since 1997 – 98?

Yes

No

(If your answer is no please escape the following sections)

2. Funding year:

3. Amount of fund (in Taka):

4. What was the title of the project?

5. Project is completed or not?

6. If not what is the expected date of completion?

7. Already submitted working report or scientific report or not?

8. Expected date of submission of Scientific Report?

9. Any paper published in any International, regional / local journal from this research?

10. Quote the name of the journal, date of publication and title of the paper.

PART – VI: DECLARATION/CERTIFICATION

It is certified that –

(a) The same project has not been submitted to any other agency / agencies for financial support.

(b) The research work proposed in this project is not a duplicate work already done or being done in the field (i.e. area of research)

(c) We agree to accept the terms and conditions developed for the Special Allocation for Science and Technology as mentioned in the Guidelines.

(d) Associate Investigator assures the responsibility of the Project in case the Principal Investigator leaves the institution/Organization.

(e) Project will be provided with access to all available facilities in the Organization.

Signature and Name of the
Alternative Programme Co-ordinator
(With seal, Telephone number
& Mobile number)

Signature and Name of the
Programme Co-ordinator
(With seal, Telephone
number & Mobile number)

Signature and Name of the Head of the
Organization / Institutes /University
(With seal, Telephone number
& Mobile number)

2. DETAILED DESCRIPTION OF INPUTS WITH COST:

- A. Equipment (Please fill in an Individual Equipment Form for each item):
(one form for each item)

Item no/Name/Quantity:

Technical name of the equipment and any necessary attachments:

Expected operating life of the equipment:

Detailed technical specification regarding performance:

Estimated Price: US\$ Tk. (thousand) CDVAT Tk. (thousand) Total Tk. (thousand)

Purpose for which the instrument will be used:

If you want any specific brand or make of equipment, please explain the reasons:

Person responsible for the equipment:

Name Job Title Qualifications Experience

Do you need any training for operation or maintenance of the equipment ?

Specification of training:

Any other special requirements:

ALL EQUIPMENT ARE ASSUMED TO HAVE POWER REQUIRMENTS OF 230V AND 50Hz

B. Books/Journals

Item No. Description Price (thousand Taka)

PART-V: PREVIOUS FUNDING INFORMATION UNDER SPECIAL ALLOCATION FROM
M/O SCIENCE AND TECHNOLOGY (MOST)

1. Did you get any funding under special allocation from MOST since 1997-98 ?

Yes

No

(If your answer is no please escape the following section)

2. Funding year:

3. Amount of fund (in Taka):

4. What was the title of the project ?

5. Project is completed or not ?

6. If not what is the expected date of completion ?

7. Already submitted working report or not ?

8. Expected date of submission of Scientific Report ?

9. Any paper published in any International, regional/local journal as out put of this project ?

10. Quote the name of journal, date of publication and title of the paper.

PART-VI: DECLARATION/CERTIFICATION

It is certified that-

- (a) The same project has not been submitted to any other agency/agencies for financial support.
- (b) The research work proposed in this project is not a duplicate work already done or being done in the field (i.e. area of research)
- (c) We agree to accept the terms and conditions developed for the Special Allocation for Science and Technology as mentioned in the Guidelines.
- (d) Associate Investigator assure the responsibility of the Project in case the Principal Investigator leaves the Institution/Organization.
- (e) Project will be provided with access to all available facilities in this organization.

Signature and Name of the
Project Counterpart
(with seal, Telephone number & Mobile
number)

Signature and Name of the Head of the
Organization/Institutes/University
(with seal, Telephone number & Mobile
number)

Signature and Name of the Associate Project Counterpart :
(with seal, Telephone number & Mobile number)

ANNEXURE- D

MINISTRY OF SCIENCE AND TECHNOLOGY Government of the People's Republic of Bangladesh Bangladesh Secretariat, Dhaka – 1000 Tel: 880-2-7164594, Fax: 880-2-7169606 www.most.gov.bd	STUDY CONTRACT PROGRAMME PROPOSAL under Special Allocation for Science and Technology
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(Additional Annexure should be submitted wherever necessary)

PART – I: GENERAL INFORMATION

1. NAME AND ADDRESS OF THE CONTRACTING INSTITUTE:

Tel:
Fax:
E-mail:
Mobile :

2. DEPARTMENT WHERE RESEARCH IS TO BE PERFORMED:

3. TITLE OF THE PROPOSED PROJECT:

A. Name of Coordinated Research Programme (if applicable):

(1) Name and Designation of the authority of the Organization/ Institutes /University forwarding the research contract proposal:

(2) Area of Research: Agriculture/ Medical Science/ Environmental Science/ Biotechnology/ Engineering & Applied Science/ ICT/_Animal Science/ Aquaculture/ Marine Science/ Microbial and Industrial/ Basic Sciences/ Others (Specify):

4. DURATION (in year):

5. TOTAL COSTS (in Taka):

PART – II: INFORMATION ABOUT PROJECT PERSONNEL

1. PROJECT PERSONNEL

A. Principal Investigator

Name Date of Birth Sex: M/F Position held (since)
Present Address Permanent Address
e-mail Address
Academic degrees held

Subject	Name of Degree	University	Country	Class	Year of Graduation

Previous experience

Publications

(Please provide a complete list of publications in refereed International, regional as well as national journals):

B. Associate Investigator :

Name	Date of Birth	Sex: M/F	Position held (since)
Present Address	Permanent Address		
e-mail Address			
Academic degrees:			

Previous Scientific experience:

Publications:

(Please provide a complete list of publications in refereed International, regional as well as national journals):

C. Other Staff [which includes Ph.D/M.Phil/ MS or equivalent degrees_(Research) student in the relevant field] (Applicable for Universities/Institutes which award-academic degrees):

Name	Qualifications	Type of Staff
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PART – III: TECHNICAL INFORMATION

1. SCIENTIFIC BACKGROUND OF THE PROJECT:

- A. Significance of the proposed research:
- B. Related work already performed or in progress at the contracting institution / organization
- C. Related work already performed or in progress at other Institutes in the country (If known)
- D. References to important related literature

2. SCIENTIFIC SCOPE OF THE PROJECT

- A. Research Objectives
- B. Relationship of these objectives to the present state of knowledge in the field
- C. Research plan including proposed methods or techniques is going to be used
 - 1) Plan of action:
 - 2) Methodology:
 - 3) Time schedule of activities with milestones

Sl. No	Name of milestones	Starting Date	Completion Date (approx.)

- D. How is the project related to the stated objective of the Special Allocation for Science and Technology programme of the GOB?
- E. How is the programme related to academic degree programme? (If applicable) (Only for universities/Institutes is to take awarded academic degree):
- F. What outputs from the project can be considered for the assessment of its success?

3. LIST OF FACILITIES AVAILABLE (Equipment and other facilities including laboratory space)

PART – IV: BUDGET INFORMATION

1. BUDGET

A Current year:

Item Cost (thousand Taka)

1. Minor equipment
2. Spare parts for major equipment
3. Consumables including chemicals, books, software etc. and sample collection expenses
4. Other essential expenses (maximum one fifth of the total budget)

Total

B. If the project is expected to last more than one year, please include budget estimates for the total period:

Item	Cost (thousand Taka)		
	1 st year	2 nd year	3 rd year
1. Minor equipment			
2. Spare for major equipment			
3. Consumables			
4. Other essential expenses			
Total			

2. STATUS OF LEGAL PERSONALITY AND ACCOUNTING SYSTEM

PART – V: PREVIOUS FUNDING INFORMATION UNDER SPECIAL ALLOCATION FROM M/O SCIENCE AND TECHNOLOGY (MOST)

1. Did you get any funding under special allocation from MOST since 1997 – 98?

Yes

No

(If your answer is no please escape the following sections)

2. Funding year:

3. Amount of fund (in Taka):

4. What was the title of the project?

5. Project is completed or not?

6. If not what is the expected date of completion?

7. Already submitted working report or scientific report or not?

8. Expected date of submission of Scientific Report?

9. Any paper published in any International, regional / local journal from this research?

10. Quote the name of the journal, date of publication and title of the paper.

PART – VI: DECLARATION/CERTIFICATION

It is certified that –

- (a) The same project has not been submitted to any other agency / agencies for financial support.
- (b) The research work proposed in this project is not a duplicate work already done or being done in the field (i.e. area of research)
- (c) We agree to accept the terms and conditions developed for the Special Allocation for Science and Technology as mentioned in the Guidelines.
- (d) Associate Investigator assures the responsibility of the Project in case the Principal Investigator leaves the institution/Organization.
- (e) Project will be provided with access to all available facilities in the Organization.

Signature and Name of the
Principal Investigator
(with seal, Telephone number & Mobile
number)

Signature and Name of the Head of the
Organization / Institutes /University
(with seal, Telephone number & Mobile
number)

Signature and Name of the Associate Investigator
(with seal, Telephone number & Mobile number)

PART-V: PREVIOUS FUNDING INFORMATION UNDER SPECIAL ALLOCATION FROM M/O SCIENCE AND TECHNOLOGY (MOST)

1. Did you get any funding under special allocation from MOST since 1997-98 ?

Yes

No

(If your answer is no please escape the following section)

2. Funding year:

3. Amount of fund (in Taka):

4. What was the title of the project ?

5. Project is completed or not ?

6. If not what is the expected date of completion ?

7. Already submitted working report or not ?

8. Expected date of submission of Scientific Report ?

9. Any paper published in any International, regional/local journal as out put of this project ?

10. Quote the name of journal, date of publication and title of the paper.

PART-VI: DECLARATION/CERTIFICATION

It is certified that-

- (a) The same project has not been submitted to any other agency/agencies for financial support.
- (b) The research work proposed in this project is not a duplicate work already done or being done in the field (i.e. area of research)
- (c) We agree to accept the terms and conditions developed for the Special Allocation for Science and Technology as mentioned in the Guidelines.
- (d) Associate Investigator assure the responsibility of the Project in case the Principal Investigator leaves the Institution/Organization.
- (e) Project will be provided with access to all available facilities in this organization.

Signature and Name of the
Principal Investigator (Programme Manager)
(with seal, Telephone number & Mobile
number)

Signature and Name of the Head of the
Organization/Institutes /University
(with seal, Telephone number & Mobile
number)

Signature and Name of the Associate Investigator :
(with seal, Telephone number & Mobile number)

PART-IV: BUDGET INFORMATION

1. BUDGET

A. Current year

Item Cost (thousand Taka)

1. Minor equipment
2. Spares for major equipment
3. Consumables including chemicals, books, software etc and sample collection expenses
4. Other essential expenses (maximum one fifth of the total budget)

 Total

B. If the project is expected to last more than one year, please include budget estimates for the total period

Item	Cost (thousand Taka)		
	1 st year	2 nd year	3 rd year
1. Minor equipment			
2. Spare for major equipment			
3. Consumables			
4. Other essential expenses			
Total			

2. STATUS OF LEGAL PERSONALITY AND ACCOUNTING SYSTEM?

PART-V: PREVIOUS FUNDING INFORMATION UNDER SPECIAL ALLOCATION FROM M/O SCIENCE AND TECHNOLOGY (MOST)

1. Did you get any funding under special allocation from MOST since 1997-98 ?

Yes

No

(If your answer is no please escape the following section)

2. Funding year:

3. Amount of fund (in Taka):

4. What was the title of the project ?

5. Project is completed or not ?

6. If not what is the expected date of completion ?

7. Already submitted working report or scientific report or not ?

8. Expected date of submission of Scientific Report ?

9. Any paper published in any International, regional/local journal ?

10. Quote the name of journal, date of publication and title of the paper.

PART-VI: DECLARATION/CERTIFICATION

It is certified that-----

- a) The same project has not been submitted to any other agency/agencies for financial support.
- (b) The research work proposed in this project is not a duplicate work already done or being done in the field (i.e. area of research)
- (c) We agree to accept the terms and conditions developed for the Special Allocation for Science and Technology as mentioned in the Guidelines.
- (d) Associate Investigator assure the responsibility of the Project in case the Principal Investigator leaves the Institution/Organization.
- (e) Project will be provided with access to all available facilities in this organization.

Signature and Name of the
Principal Investigator
(with seal, Telephone number & Mobile
number)

Signature and Name of the Head of the
Organization/Institutes /University
(with seal, Telephone number & Mobile
number)

Signature and Name of the Associate Investigator :
(with seal, Telephone number & Mobile number)

ANNEXURE- G

MINISTRY OF SCIENCE AND TECHNOLOGY Government of the People's Republic of Bangladesh Bangladesh Secretariat, Dhaka – 1000 Tel: 880-2-7164594, Fax: 880-2-7169606 www.most.gov.bd	Enhancement & Improvement of Laboratory facilities of Science Clubs/ Organizations / Associations Programme Proposal under Special Allocation for Science and Technology
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(Additional Annexure should be submitted wherever necessary)

PART – I: GENERAL INFORMATION

1. NAME AND ADDRESS OF THE PROPOSING SCIENCE CLUB/ASSOCIATION/ORGANIZATION/ UNIVERSITY:

Tel:
Fax:
E-mail:
Mobile :

2. DEPARTMENT WHERE RESEARCH IS TO BE IMPLEMENTED:

3. TITLE OF THE PROPOSED PROJECT:

4. Name and Designation of the authority of the Science Club/Association/Organization forwarding the project proposal:

5. Area of Research: Agriculture/ Medical Science/ Environmental Science/ Biotechnology/ Engineering & Applied Science/ ICT/ Animal Science/ Aquaculture/ Marine Science/ Microbial and Industrial/ Basic Sciences/ Others (Specify)

6. DURATION (in year):

7. TOTAL COSTS (in Taka):

PART – II: INFORMATION ABOUT PROJECT PERSONNEL

1. PROJECT PERSONNEL

A. Project Counterpart

Name	Date of Birth	Sex: M/F	Position held (since)
Present Address			Permanent Address
e-mail Address			
Academic degrees held			

Subject	Name of Degree	University	Country	Class	Year of Graduation

Previous experience (Indicate the training and experience he/she has in the field of the project)

PART-V: BUDGET INFORMATION

1. BUDGET

A. Current year summary

Item Cost (thousand Taka)

- 1. Equipment:
- 2. Books and Journals:
- 3. Relocation cost:

Total

B. If the project is expected to last more than one year, please include summary budget estimates for the total period

Item	Cost (thousand Taka)		
	1 st year	2 nd year	3 rd year
1. Equipment			
2. Books and Journals			
3. Relocation cost			
Total			

C. Financing: Sponsoring Institutes which%
 S &T Support%
 Other Agencies%

2. DETAILED DESCRIPTION OF INPUTS WITH COST:

A. Equipment (Please fill in an Individual Equipment Form for each item):
 (one form for each item)

Item no/Name/Quantity:

Technical name of the equipment and any necessary attachments:

Expected operating life of the equipment:

Detailed technical specification regarding performance:

Estimated Price: US\$ Tk. (thousand) CDVAT Tk. (thousand) Total Tk. (thousand)

Purpose for which the instrument will be used:

If you want any specific brand or make of equipment, please explain the reasons:

Person responsible for the equipment:

Name Job Title Qualifications Experience

Do you need any training for operation or maintenance of the equipment ?

Specification of training:

Any other special requirements:

ALL EQUIPMENT ARE ASSUMED TO HAVE POWER REQUIRMENTS OF 230V AND 50Hz

B. Books/Journals

Item No.	Description	Price (thousand Taka)
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**PART-V: PREVIOUS FUNDING INFORMATION UNDER SPECIAL ALLOCATION FROM
M/O SCIENCE AND TECHNOLOGY (MOST)**

1. Did you get any funding under special allocation from MOST since 1997-98 ?

Yes

No

(If your answer is no please escape the following section)

2. Funding year:

3. Amount of fund (in Taka):

4. What was the title of the project ?

5. Project is completed or not ?

6. If not what is the expected date of completion ?

7. Already submitted working report or scientific report or not ?

8. Expected date of submission of Scientific Report ?

9. Any paper published in any International, regional/local journal ?

10. Quote the name of journal, date of publication and title of the paper

PART-VI: DECLARATION/CERTIFICATION

It is certified that-----

a) The same project has not been submitted to any other agency/agencies for financial support.

(b) The research work proposed in this project is not a duplicate work already done or being done in the field (i.e. area of research)

(c) We agree to accept the terms and conditions developed for the Special Allocation for Science and Technology as mentioned in the Guidelines.

(d) Associate Investigator assure the responsibility of the Project in case the Principal Investigator leaves the Institution/Organization.

(e) Project will be provided with access to all available facilities in this organization.

Signature and Name of the
Project Counterpart
(with seal, Telephone number & Mobile
number)

Signature and Name of the Head of the
Organization/Institutes /University
(with seal, Telephone number & Mobile
number)

Signature and Name of the Associate Project counterpart (Associate Investigator) :
(with seal, Telephone number & Mobile number)

ANNEXURE-H**QUARTERLY PROGRESS REPORT OF R&D PROJECTS SUPPORTED BY THE
MINISTRY OF SCIENCE AND TECHNOLOGY**

Report for the.....Quarter of.....(month).....(year)

(Additional Annexure should be submitted wherever deem necessary)

[This form applies for all Programmes/Projects]

1. Name of the Programme/Project

2. Name of the Principal Investigator
Programme Manager/.....
Programme Co-ordinator/.....
Project Counterpart

3. Designation and Mailing Address

Telephone.....Fax.....
Email.....

4. Physical targets and achievements of the quarter (please mention N/A against the item not relevant)

Serial	Item	Target (% of total)	Achievement (% of target)	Cumulative Achievement(% of total)
4.1	Procurement			
4.2	Installation/commissioning and testing			
4.3	Experiments conducted/samples studied, etc.			
4.4	Report, papers etc			
4.5	Process developed			
4.6	Patents			
4.7	Others (mention) [viz. programme/study/etc.]			

5. Fiscal targets for the quarter:

Target (% of total)	Achievement (% of target)	Cumulative achievement (% of total)

6. Physical target for the next quarter:

Serial	Item	Target (% of total)	Cumulative target * (% of total)
6.1	Procurement		
6.2	Installation/commissioning and testing		
6.3	Experiments conducted/samples studied, etc		
6.4	Report, papers, etc		
6.5	Process developed		
6.6	Patents		
6.7	Others (mention)[viz. programme/study/etc]		

· Please take into consideration the achievement of the earlier quarters in calculating the planned cumulative target.

7. Problems faced, if any

8. Please attach following information in separate sheets for each item:

8.1 Financial statement for the quarter with breakdown in components (heads of account).

8.2 Ultimate output of the project and linkage with national economy/priority/socio-economic needs.

8.3 Reasons for any shortfall in the achievement of the target for the quarter and suggestions as to how this shortfall is to be mended and how it would affect the output and the project schedule.

8.4 Any other suggestion.

(Signature of the Principal Investigator/Programme Manager/Programme Co-ordinator/Project Counterpart)

(Countersign of the Head of the Organization/Institutes which/University/Science Clubs/Organizations/ Associations)

Assets acquired partly or solely out of the S&T Allocation

(Register to be maintained by the Implementing Institution/Organization)

1. Name of the Organization/Institution.
2. Name of the Programme/Project.
3. Number and date of sanction order.
4. Particulars of assets acquired.
5. Value of asset.
6. Lists of asset which are needed by the Organization.
7. Reasons for such need.
8. Lists of asset to be disposed of.
9. Lists of asset already disposed of.
10. Reasons and authority for such disposal.
11. Amount realized on disposal.

Principal Investigator/
Programme Manager/
Programme Co-ordinator/
Project Counterpart
(Signature with seal,
Telephone number &
Mobile number)

Financial Officer
(Signature with seal, Telephone
number & Mobile number)

Head of the Organization/Institutes /University
(Signature with seal, Telephone number & Mobile number)

Utilization Certificate

(For financial year.....ending on 30 June)

1. Name of the Programme/Project:
2. Name of the Organization/Institutes which/University:
3. Name of the Principal Investigator/Programme Manager/Programme Co-ordinator/Project Counterpart:
4. Sanction order number and date of Ministry of S&T:
5. Amount received for the current financial year:
6. Amount brought forward from previous financial year (please mention the previous order number and date of the Ministry to carry forward the said amount) :
7. Other receipts/interest (if any) on the special allocation for S&T:
8. Statement of expenditure incurred during the current financial year (statement of expenditure needs to be submitted in proforma at **Annexure-****): Enclosed Yes/No.
9. Unspent balance refunded (please mention DD number with date) :
10. Amount needed to be carry forward to the next financial year :
11. Present balance at the end of the financial year

Certified that.....(in words.....)
has been utilized for implementing the above noted programme and the balance of
Taka..... (in words.....) has been
surrendered to the Ministry of S&T vide DD number.....
date.....

Certified that the money has been utilized according to the work plan of the programme/project to achieve the objectives and I am satisfied with the expenditure incurred and the work done.

Principal Investigator/
Programme Manager/
Programme Co-ordinator/
Project Counterpart
(Signature with seal,
Telephone number & Mobile
number)

Head of Financial Wing
(Signature with seal, Telephone
number & Mobile number)

Head of the Organization/Institutes /University
(Signature with seal, Telephone number & Mobile number)

Statement of Expenditure

Period: From..... to

(all in thousand Taka)

Item	Unspent balance carried forward from previous year	Allocation received from the Ministry of Science and Technology during the year	Other receipts/interest on S&T allocation	Total (2+3+4=)	Expenditure incurred during the	Balance (5+6=)	Remarks
1	2	3	4	5	6	7	8

1. Non recurring:

(i) Equipment

2. Recurring:

(i) Consumables

(ii) Contingency

(iii) Others

Principal Investigator/ Programme Manager/
 Programme Co-ordinator/ Project Counterpart
 (Signature with seal, Telephone number & Mobile
 number)

Head of Financial Wing
 (Signature with seal, Telephone
 number & Mobile number)

Head of the Organization/Institutes /University
(Signature with seal, Telephone number & Mobile number)

ANNEXURE - L

বিজ্ঞান ও প্রযুক্তির জন্য বিশেষ বরাদ্দের আওতাধীন কর্মসূচী/প্রকল্পের পরিচালক/প্রতিষ্ঠান-পরিচালক কর্তৃক বিজ্ঞান ও প্রযুক্তি মন্ত্রণালয় থেকে কর্মসূচী/প্রকল্পের বিপরীতে গৃহীত আর্থিক বরাদ্দের যথোপযুক্ত ব্যবহার সম্পর্কিত অঙ্গীকারনামা

কর্মসূচী/প্রকল্প শিরোনামঃ

Amg পিতা/স্বামী

স্থায়ী ঠিকানাঃ শহর/গ্রাম ডাকঘর(কোড সহ)

থানা জেলা

কর্মসূচী/প্রকল্প এলাকার ঠিকানাঃ

শিরোনামে উল্লেখিত কর্মসূচী/প্রকল্পের পরিচালক/প্রতিষ্ঠান-পরিচালক চলতি অর্থ বছরে বিজ্ঞান ও প্রযুক্তি মন্ত্রণালয় প্রদত্ত অর্থে উক্ত কর্মসূচী/প্রকল্পটি বাস্তবায়নের লক্ষ্যে নিম্নবর্ণিত আরোপিত যাবতীয় নিয়মকানুন সজ্ঞানে স্বেচ্ছায় মেনে নিয়ে অঙ্গীকার করছি যে :

(১) “Guidelines for Different Programmes Under Special Allocation for Science and Technology” – শীর্ষক নির্দেশিকার Terms and Conditions of the Special Allocation for the Science and Technology যথাযথভাবে মেনে চলব;

(২) আমি/আমরা এই সংস্থা কর্তৃক দাখিলকৃত বাজেট ও কর্ম পরিকল্পনা অনুযায়ী কর্মসূচী/প্রকল্পটি চলতি অর্থ বৎসরে বাস্তবায়ন পূর্বক এ সম্পর্কিত প্রযুক্তিগত তথ্য সমৃদ্ধ প্রতিবেদন আপনার মন্ত্রণালয়, ব্যাপ্তক ও আপনার পরামর্শ অনুযায়ী অন্য যে কোন প্রতিষ্ঠানে দাখিল করব এবং উক্ত প্রতিবেদন আনুষ্ঠানিক/জাতীয়ভাবে স্বীকৃত জার্নালে প্রকাশের ব্যবস্থা করব;

(৩) কর্মসূচী/প্রকল্পটি সমাপ্তির সঙ্গে সঙ্গেই প্রদত্ত বাজেট অনুযায়ী যাবতীয় খরচ বিবরণী মূল ভাউচারসহ আপনার মন্ত্রণালয়ের সংশ্লিষ্ট শাখায় জমা প্রদানে বাধ্য থাকব;

(৪) কর্মসূচী/প্রকল্পের অগ্রগতি মূল্যায়নের জন্য মন্ত্রণালয় কর্তৃক নিয়োজিত যে কোন বিশেষজ্ঞ/কর্মকর্তাকে প্রকল্পের যাবতীয় কর্মকাণ্ড অবহিত হতে সহযোগীতা করব;

(৫) কর্মসূচী/প্রকল্পের জন্য নির্ধারিত সময় সীমা উত্তীর্ণ হবার পূর্বে যদি কোন কারণে আমি/আমরা কর্মসূচী/প্রকল্প পরিত্যাগ করি বা কর্মসূচী/প্রকল্প চালাতে অপারগ হই বা কর্মসূচী/প্রকল্প পরিচালনা সম্পর্কিত সরকারী নীতিমালা মেনে চলতে ব্যর্থ হই তবে সরকার কর্তৃক মঞ্জুরীকৃত অব্যয়িত অর্থ নির্দেশনা মোতাবেক ফেরত দিতে বাধ্য থাকব;

(৬) কর্মসূচী/প্রকল্পের বিপরীতে মঞ্জুরীকৃত অর্থ দ্বারা আমি/আমরা কোন প্রকার ভৌত অবকাঠামো নির্মাণ বা ব্যক্তিগত প্রয়োজন মেটাব না এবং যাবতীয় অর্থ অনুমোদিত বৈজ্ঞানিক গবেষণা/প্রযুক্তি উন্নয়নে ব্যয় করব; মঞ্জুরীকৃত অব্যয়িত অর্থ

(৭) কর্মসূচী/প্রকল্পটি শুরু করার সঙ্গে সঙ্গেই কর্মসূচী/প্রকল্প এলাকার অবস্থান সম্পর্কে আমি/আমরা লিখিতভাবে আপনার মন্ত্রণালয়কে অবহিত করব এবং অবহিত রাখব।

আমি/আমরা আরও অঙ্গীকার করছি যে, সরকার প্রদত্ত অর্থ সহায়তাকে উদ্দীপক হিসাবে গ্রহন কওে দেশের সার্বিক কল্যাণে বিজ্ঞান ও প্রযুক্তি উন্নয়নের সঙ্গে আমার/আমাদের মেধা ও শ্রম নিয়োজিত করব।

চেক নং অর্থের পরিমাণতারিখ.....

বাংলাদেশ ব্যাংক, ঢাকা - এর মাধ্যমে গবেষণা কর্মসূচীর অনুকূলে বরাদ্দকৃত অর্থ বুঝে পেলাম।

প্রথম স্বাক্ষরী _____

(নাম ও স্বাক্ষর, তারিখ সহ, ফোন নং ও মোবাইল নং)

সীল মোহর _____

দ্বিতীয় স্বাক্ষরী _____

(নাম ও স্বাক্ষর, তারিখ সহ ফোন নং ও মোবাইল নং)

সীল মোহর _____

কর্মসূচী/প্রকল্প পরিচালক/প্রতিষ্ঠান পরিচালক

সংস্থা প্রধান

(নাম ও স্বাক্ষর, তারিখ সহ, ফোন নং ও মোবাইল নং)

(তারিখ, স্বাক্ষর ও নামসহ সীলসহ ফোন নং
ও মোবাইল নং)

কর্মসূচী/প্রকল্পের সহযোগী গবেষকের

(নাম ও স্বাক্ষর, তারিখ সহ, ফোন নং ও মোবাইল নং)

সচিব

বিজ্ঞান ও প্রযুক্তি মন্ত্রণালয়

বাংলাদেশ সচিবালয়, ঢাকা - ১০০০।

বিপ্লবঃ দুইজন স্বাক্ষরী, প্রথম শ্রেণীর গেজেটেড কর্মকর্তা বা স্বীকৃত গবেষণা প্রতিষ্ঠানের শিক্ষক/বিজ্ঞানী/প্রযুক্তিবিদ হবেন এবং অঙ্গীকারনামা ১৫০/- টাকার নন-জুডিশিয়াল স্ট্যাম্পে লিখিত হবে।

ANNEXURE – M

বিলের সাথে নিম্নবর্ণিত ছকটি পূরণপূর্বক জমা প্রদানের জন্য অনুরোধ জানানো হ'লঃ

1.	Name of the Project	:	
2.	Group No	:	
3.	Name of the Principal Investigator (PI)	:	
	a) Present Address	:	
	e-mail Address	:	
	b) Permanent Address	:	
	c) Telephone	:	Office:
			Residence:
	d) Mobile No	:	
	e) Fax No	:	
	f) e-mail address	:	
4.	Name of the Associate Investigator	:	
	a) Present Address	:	
	e-mail Address	:	
	b) Permanent Address	:	
	c) Telephone	:	Office:
			Residence:
	d) Mobile No	:	
	e) Fax No	:	
	f) e-mail address	:	
5.	Name of the Head /Executive Director (স্বাক্ষরিত)	:	
	a) Present Address	:	
	e-mail Address	:	
	b) Permanent Address	:	
	c) Telephone	:	Office:
			Residence:
	d) Mobile No	:	
	e) Fax No	:	
	f) e-mail address	:	