

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
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(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

Previous experience

Publications

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

B. Alternate Programme Co-ordinator

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 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 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)

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	CAPACITY BUILD-UP Capacity Institutionalization 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 INSTITUTE/
ORGANIZATION/ UNIVERSITY:**

Tel:
Fax:
E-mail:
Mobile:

2. DEPARTMENT WHERE RESEARCH IS TO BE IMPLEMENTED:

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. 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)

Publications:

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

B. Associate Project Counterpart:

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. Specific problems to be addressed by the project.
- C. Immediate objective that the project is expected to achieve.
- D. Availability and description of similar capacity elsewhere in the country.
- E. How is the project related to the stated objective of the Special Allocation for Science and Technology programme of the GOB ?
- F. How is the project related to academic degree programme ?
- G. What outputs from the programme can be considered for the assessment of its success ?
- H. Work plan with time schedule.

2. DESCRIPTION OF THE INPUTS REQUESTED:

SL. No	Item	Short description	Quantity

PART-IV: ORGANIZATIONAL INFORMATION

1. ORGANIZATIONAL PROFILE OF THE INSTITUTE (Capacity, Commitment and Inputs to enable the project to produce proposed outputs)

A. Description of the existing facilities of the Institute:

B. On-going activities in the Institutes related to the project:

C. Sustainability (Describe arrangement which would ensure that the project will result in a sustained activity)

2. STATUS OF THE ORGANIZATION IN RESPECT OF INDEPENDENT LEGAL PERSONALITY AND AN ACCOUNTING SYSTEM ?

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 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)

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 – 11: 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)

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	SUPPLEMENTARY SUPPORT 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 INSTITUTE/UNIVERSITY:

Tel : Fax : E-mail :
Mobile :

2. DEPARTMENT WHERE RESEARCH IS TO BE IMPLEMENTED:

3. TITLE OF THE PROPOSED PROJECT:

A. Name of the 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 – 11: INFORMATION ABOUT PROJECT PERSONNEL

1. PROGRAMME PERSONNEL

A. Programme Manager (Principle Investigator/Researcher)

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 Programme Personnel

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):

PART – III: TECHNICAL INFORMATION

1. SCIENTIFIC BACKGROUND OF THE PROJECT:

- A. Significance of the proposed research.
- B. Related activity in progress in the country.
- C. Related activity abroad.
- D. References to important literature relevant to the project (including own publication).
- E. Detailed work plan (Please specify research contract topics and probable target Institutes).
- F. How is the project related to the stated objective of the Special Allocation for Science and Technology programme of the GOB ?
- G. What outputs from the programme can be considered for the assessment of its success?

PART-IV: ORGANIZATIONAL INFORMATION

- 1. ORGANIZATIONAL PROFILE OF THE INSTITUTES (This should include description of the facilities available at the Institutes of the proposed programme)
- 2. STATUS OF THE ORGANIZATION IN RESPECT OF INDEPENDENT LEGAL PERSONALITY AND AN ACCOUNTING SYSTEM ?
- 3. ORGANIZING COMMITTEE MEMBERS FOR CONFERENCES/SYMPOSIA/ WORKSHOP ETC. (NOT LESS THAN FIVE INCLUDING A CHAIRMAN)

PART-V: BUDGET INFORMATION

1. BUDGET

A. Summary

Item	Cost (thousand Taka)
1.	
2.	
3.	
4.	
5.	
6.	

Total

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

**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)

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):

PART-III: TECHNICAL INFORMATION

1. SCIENTIFIC BACKGROUND OF THE PROJECT:

A. Problem Statement:

B. Rationale of Research Project:

C. Related work already performed or in progress in your Club/Association/Organization or at other Institutes:

2. SCIENTIFIC SCOPE OF THE PROJECT:

A. Objective of the Research Project

B. Significance of the Study

C. Related with Socioeconomic Development

3. WORK PLAN

A. Plan of action

B. Methodology/Analytical Techniques

C. Time Schedule of activities with milestones.

4. What outputs from the Project can be considered for the assessment of its success ?

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 – 11: 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)

B. Associate Project Counterpart

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

PART-III: TECHNICAL INFORMATION**1. SCIENTIFIC BACKGROUND OF THE PROJECT:**

- A. Significance of the proposed research:
- B. Specific problems to be addressed by the project:
- C. Immediate objective that the project is expected to achieve:
- D. Availability and description of similar capacity elsewhere in the country:
- E. How is the project related to the stated objective of the Special Allocation for Science and Information & Communication Technology programme of the GOB ?
- F. What outputs from the programme can be considered for the assessment of its success ?
- G. Work plan with time schedule:

2. DESCRIPTION OF THE INPUTS REQUESTED:

SL. No	Item	Short description	Quantity
--------	------	-------------------	----------

PART-IV: ORGANIZATIONAL INFORMATION**1. ORGANIZATIONAL PROFILE OF THE INSTITUTE (Capacity, Commitment and Inputs to enable the project to produce proposed outputs)**

- A. Description of the existing facilities of the Institutes which:
- B. On-going activities in the Institutes which related to the project:
- C. Sustainability (Describe arrangement which would ensure that the project will result in a sustained activity)

2. STATUS OF THE ORGANIZATION IN RESPECT OF INDEPENDENT LEGAL PERSONALITY AND AN ACCOUNTING SYSTEM ?

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:

<u>Name</u>	<u>Job Title</u>	<u>Qualifications</u>	<u>Experience</u>
-------------	------------------	-----------------------	-------------------

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 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)

ANNEXURE-K**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)

**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

আমি.....

পিতা/স্বামী.....

স্থায়ী ঠিকানাঃ.....

পোস্ট- থানা-, জেলা-

কর্মসূচী/প্রকল্প এলাকার ঠিকানাঃ

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

(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, ব্যাল্সডক ও আপনার পরামর্শ অনুযায়ী অন্য যে কোন প্রতিষ্ঠানে দাখিল করব এবং উক্ত
প্রতিবেদন আন্তর্জাতিক/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 কর্মকান্ড 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 নির্দেশনা মোতাবেক ফেরত দিতে বাধ্য থাকব;

(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 করে 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 স্বাক্ষর _____

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

সীল মোহর _____

দ্বিতীয় স্বাক্ষর _____

(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)

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

সীল মোহর _____

সীল মোহর _____

কর্মসূচী/প্রকল্পের সহযোগী গবেষকের

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

সীল মোহর _____

সচিব

বিজ্ঞান ও প্রযুক্তি মন্ত্রণালয়

বাংলাদেশ সচিবালয়, ঢাকা - ১০০০।

বিঃদ্রঃ দুইজন স্বাক্ষরী, প্রথম শ্রেণীর গেজেটেড কর্মকর্তা বা স্বীকৃত গবেষণা প্রতিষ্ঠানের শিক্ষক/বিজ্ঞানী/প্রযুক্তিবিদ হবেন এবং অঙ্গীকারনামা ৩০০/- (তিনশত) 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 (প্রযোজ্য ক্ষেত্রে)	:	
	a) Present Address	:	
	e-mail Address	:	
	b) Permanent Address	:	
	c) Telephone	:	Office:
			Residence:
	d) Mobile No	:	
	e) Fax No	:	
	f) e-mail address	:	