



**Improving Computer and Software Engineering  
Tertiary Education Project  
(ICSETEP)**

**Operations Manual  
*for*  
Research and Development Grant**

**University Grants Commission of Bangladesh  
Secondary and Higher Education Division  
Ministry of Education  
Government of the People's Republic of Bangladesh**



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# Research and Development Grant Operations Manual (RDGOM)

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## Abbreviations & Acronyms

<b>ADB</b>	Asian Development Bank
<b>ADP</b>	Annual Development Plan
<b>ARP</b>	Area Review Panel
<b>ASP</b>	Approved Sub-Project to Award Grant
<b>BdREN</b>	Bangladesh Research and Education Network
<b>BEC</b>	Bid Evaluation Committee
<b>BOC</b>	Bid Opening Committee
<b>BOM</b>	Bid Opening Minutes
<b>BRM</b>	Bangladesh Resident Mission, Asian Development Bank, Dhaka
<b>C&amp;AG</b>	Comptroller & Auditor General of Bangladesh
<b>CAO</b>	Chief Accounts Officer
<b>CD-VAT</b>	Customs Duty and Value Added Tax
<b>CE</b>	Committee of Experts
<b>CRDGS</b>	Central Research and Development Grant Secretariat
<b>CGA</b>	Comptroller General of Accounts
<b>Co-PI</b>	Co-Principal Investigator
<b>CPTU</b>	Central Procurement Technical Unit
<b>CQ</b>	Consultant's Qualification
<b>DA</b>	Designated Account
<b>DC</b>	Direct Contracting
<b>DFA</b>	Director, Finance & Accounts (in UGC and Public Universities)
<b>DPD</b>	Director, Planning & Development
<b>EoI</b>	Expression of Interest
<b>FA</b>	Financing Agreement
<b>FAPAD</b>	Foreign Aided Projects Audit Directorate
<b>FBS</b>	Fixed Budget Selection
<b>FD</b>	Finance Division
<b>FM</b>	Financial Management
<b>FMQ</b>	Financial Management Questionnaire
<b>GoB</b>	Government of Bangladesh
<b>HEIs</b>	Higher Education Institutions
<b>HOPE</b>	Head of Procurement Entity
<b>IC</b>	Individual Consultant
<b>ICB</b>	International Competitive Bidding
<b>ICSETEP</b>	Improving Computer and Software Engineering Tertiary Education Project
<b>ICT</b>	Information & Communication Technologies
<b>IFT</b>	Invitation for Tender
<b>IMED</b>	Implementation, Monitoring & Evaluation Division
<b>IT</b>	Information Technology
<b>ITES</b>	IT Enabled Services
<b>IUFR</b>	Interim Un-Audited Financial Report
<b>LC</b>	Letter of Credit
<b>LCS</b>	Least Cost Selection
<b>M&amp;E</b>	Monitoring & Evaluation
<b>MEU</b>	Monitoring & Evaluation Unit
<b>MoE</b>	Ministry of Education

<b>MoF</b>	Ministry of Finance
<b>MoP</b>	Ministry of Planning
<b>MTBF</b>	Mid-term Budget Framework
<b>NCB</b>	National Competitive Bidding
<b>NOA</b>	Notification of Award
<b>NS</b>	National Shopping
<b>OA</b>	Operating Account
<b>OM</b>	Operations Manual
<b>PA</b>	Project Aid
<b>PAC</b>	Project Audit Committee
<b>PAM</b>	Project Administration Manual of ICSETEP from ADB
<b>PD</b>	Project Director of ICSETEP
<b>PEC</b>	Proposal Evaluation Committee
<b>PI</b>	Principal Investigator
<b>PF</b>	Procurement Focal Point
<b>PMU</b>	Project Management Unit of ICSETEP
<b>PPA</b>	Public Procurement Act 2006
<b>PPR</b>	Public Procurement Regulations 2008
<b>PRMP</b>	Procurement Risk Mitigation Plan
<b>PRSP</b>	Poverty Reduction Strategy Paper
<b>QBS</b>	Quality-Based Selection
<b>QCBS</b>	Quality and Cost Based Selection
<b>RDG</b>	Research and Development Grant
<b>RDGB</b>	Research and Development Grant Board
<b>RDGOM</b>	Research and Development Grant Operations Manual
<b>RFP</b>	Request for Proposal
<b>RIBEC</b>	Reform in Budgeting and Expenditure Control
<b>SAN</b>	Statement of Audit Needs
<b>SBD</b>	Standard Bidding Document
<b>SDG</b>	Sustainable Development Goal
<b>SHED</b>	Secondary and Higher Education Division, Ministry of Education
<b>SoE</b>	Statement of Expenditure
<b>SPMT</b>	Sub-Project Management Team
<b>SPP</b>	Sub-Project Proposal
<b>SSS</b>	Single-Source Selection
<b>TEC</b>	Tender Evaluation Committee
<b>TER</b>	Tender Evaluation Report
<b>TOC</b>	Tender Opening Committee
<b>ToR</b>	Terms of Reference
<b>UGC</b>	University Grants Commission of Bangladesh
<b>UNDP</b>	United Nations Development Program
<b>URDGS</b>	University Research and Development Grant Secretariat
<b>WB</b>	World Bank

# PREFACE

Government of the People's Republic of Bangladesh



## University Grants Commission of Bangladesh

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**Professor Dr. S.M. A. Faiz**  
Chairman

26 June 2025

## Message

It is my pleasure to inform all concerned faculty members and researchers of CSE and IT-related entities of universities that the "Improving Computer and Software Engineering Tertiary Education Project (ICSETEP)" is set to disseminate the "Research and Development Grant Operations Manual (RDGOM)". This manual has been carefully prepared to guide and facilitate the implementation of one of the key objectives of the project—providing financial support to researchers for advancing research in the tertiary education sector.

In alignment with the government's commitment to enhancing the quality of education in the higher education sub-sector, the long-term Strategic Plan for Higher Education (SPHE) 2018—2030 was formulated, which stands as a major policy milestone. One of the key recommendations of this strategic plan is to foster and strengthen research activities by both teachers and students within universities.

To realize this goal, the government initiated the ICSETEP project with a total allocation of BDT 121,980.00 Lac. Of this, BDT 107,000.00 Lac (approximately 88% of the total project cost) is funded through an Asian Development Bank (ADB) loan, while BDT 14,980.00 Lac (approximately 12%) is contributed by the Government of Bangladesh (GOB) as counterpart funding.

A significant component of ICSETEP is the Research and Development Grant (RDG), with a budgetary provision of BDT 9,960.44 Lac earmarked within the DPP under the ADB loan portion. The total RDG fund will be distributed through open competition among both public and private universities across the country. The selected universities will implement a wide range of research sub-projects focused on developing innovative ICT solutions and conducting cutting-edge research in diverse areas. Furthermore, international collaborative research projects with reputed global universities will also be supported under this funding.

The Ministry of Education will sponsor the project in phases, with the overarching goal of modernizing Bangladesh's higher education system to meet emerging national priorities and global demands.

I firmly believe that the ICSETEP will significantly strengthen the research eco-system in CSE/IT programs across Bangladesh, enabling the country to meet the challenges and opportunities of the Fourth Industrial Revolution (4IR) and enhancing Bangladesh's competitiveness in the global IT sector. The University Grants Commission (UGC) of Bangladesh, through the Project Management Unit (PMU), will provide full support for the successful implementation of ICSETEP activities.

Finally, I would like to express my heartfelt thanks to the Members of the UGC, the academic community from various universities, and UGC officials for their valuable input and recommendations, which have greatly enriched the RDG Operations Manual. I also extend my sincere gratitude to the Asian Development Bank (ADB) for providing both financial and technical support for this important project, and for their continued partnership with Bangladesh in advancing higher education.

Professor Dr. S. M. A. Faiz  
Chairman

# FOREWORD



**Secretary**  
Secondary and Higher Education Division  
Ministry of Education  
Govt. of the People's Republic of Bangladesh

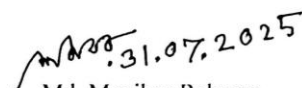
## Foreword

I am pleased to reveal the publication of the Research and Development Grant Operations Manual (RDGOM), developed under the “*Improving Computer and Software Engineering Tertiary Education Project (ICSETEP)*”, with support from the Asian Development Bank. The University Grants Commission (UGC) will implement Research and Development Grant (RDG) activities following the guidelines outlined in this manual to enhance the relevance and industry alignment of Computer Science and Engineering (CSE)/ Information Technology (IT) education at the tertiary level.

Higher education must generate knowledge, foster innovation, and produce skilled graduates. However, traditional academic models often fall short of meeting the dynamic needs of a growing economy like Bangladesh. A more responsive and industry-focused approach is essential, particularly in the IT and Information Technology Enabled Service (ITES) sectors, to ensure graduates are equipped for emerging global opportunities.

The RDG initiative is designed to address the critical skills gap in the IT sector by promoting collaboration among universities, industry, and international partners. It provides funding for competitive sub-projects that support applied research, innovation, and entrepreneurship - ultimately strengthening university-industry linkages and expanding job prospects for ICT graduates.

I extend my sincere appreciation to the ICSETEP team, the UGC, and all contributors involved in developing this important document. I am confident the initiative will be implemented successfully and will deliver long-term benefits to both industry and the nation.

  
Md. Mozibor Rahman  
Secretary (Routine Duty)

## INTRODUCTION

Computer, as well as information technology, is the key element in every aspect of present-day modern society. To manage growing ICT demand through developing new technologies and empowering expert manpower, Computer Science and Information Technology (IT) related programs are the most popular/crucial tertiary-level education with research in the world. Similarly, Computer Science and Engineering (CSE) is Bangladesh's top-ranked tertiary-level program, having a department or discipline in almost all public and private universities. At a glance, CSE/IT programs are at the highest level in the case of nationwide student intake in a single program. CSE/IT-related post-graduate programs are also available in most of the universities, especially well-established ones. Development of tertiary-level CSE/IT programs is very important for Bangladesh to meet national demand and ensure quality in the global standard. The Asian Development Bank (ADB) is working with the Government of Bangladesh to strengthen higher education's contribution to the economy. Improving Computer and Software Engineering Tertiary Education Project (ICSETEP) is a significant national project to strengthen the quality of CSE/IT programs, and ADB is the Project Aid partner providing 100 million USD as a loan to the Government.

ICSETEP is a significant project to improve Higher Education Programs of Bangladesh to lead the country's IT sectors in global prospects. The motivation of ICSETEP is also to improve socio-economic condition of Bangladesh by establishing a more relevant Higher Education in CSE/IT Programs in terms of quality, efficiency & equity through increasing job-ready graduates & cutting-edge research capacity to meet the challenges of 4IR and develop technology entrepreneurship to lead of the country in IT/ITES sectors. The key ICSETEP activities are: (i) Modern learning, research and startup facilities establishment, (ii) Quality and industry-relevance of CSE/IT programs enhancement, (iii) R&D and technology entrepreneurship strengthening, and (iv) Project management capacity increase. The direct beneficiaries will be the students who will be better equipped with market-relevant skills and the capacity to develop new applications and products. The IT industry will also benefit from the project by an increased number of job-ready graduates in human resources, as well as increased opportunities for industry-relevant R&D activities.

ICSETEP is a high-priority, unique national project in the higher education sector of Bangladesh. The Secondary and Higher Education Division (SHED) of the Ministry of Education (MoE) is the project Executing Agency (EA), and the University Grants Commission (UGC) of Bangladesh is the main Implementing Agency of ICSETEP. University of Dhaka (DU), Bangladesh University of Engineering and Technology (BUET), and Jashore University of Science and Technology (JUST) are the Co-Implementing Agencies and major stakeholders of ICSETEP. The Project Management Unit (PMU) under UGC is responsible for project management, coordinating the implementation, planning, monitoring and reporting of the whole ICSETEP. A Project Implementation Unit (PIU) in each of DU, BUET and JUST will carry out the project activities: new academic building constructions, modern lab developments, and curriculum updates of CSE and modern IT fields. The PMU is solely responsible for developing a digital library at UGC and operating research and development grants, training programs, and some other components for all the universities to enhance CSE/IT tertiary education in Bangladesh.

Research and Development Grant (RDG) is a significant component of ICSETEP, having a budget allocation of Tk. 9,960.44 lakh, which will be distributed among the selected research proposals on a competitive basis. There are four major areas to distribute the RDG fund, and the Academy-Industry collaboration area has been given the highest priority, allocating 50% of the total budget to enhance academic collaboration with industry to develop innovative products. The rest three areas are Interdisciplinary R&D, cutting-edge CSE/IT research and IT solutions addressing disability issues;

budget allocations for the areas are 25%, 15% and 10%, respectively. This RDG opportunity is open to CSE/ICT and related disciplines of Universities/Institutes fulfilling the eligibility criteria for receiving the grant. The grant will be approved through a rigorous evaluation of the proposals received for RDG sub-projects. The minimum amount of a sub-project grant may be Tk. 25.0 lakh, and the maximum amount may be Tk. 250.0 lakh in general.

This RDG Operations Manual (RDGOM) is developed through several steps, vetting, and applicants might follow different steps properly to be strong and competent for the national RDG competition under ICSETEP. This Operations Manual (OM) is the general guidelines for RDG operations, having a brief description of different steps from first (i.e., open proposal call) to last (i.e., contract award). PMU, headed by the Project Director (PD), will act as the RDG secretariat in the sub-project selection process and will also support the proper submission of the sub-projects' proposal. PMU hope competent academicians and researchers will submit proposals with different innovative ideas under four different areas. We request the proposal submitting entities to go through the different issues mentioned in this RDGOM; the most important issues are Eligibility Criteria (Section 5), Eligible Expenditure (Section 7), Proposal Receive and Evaluation Procedure (Section 13), Evaluation Criteria (Section 18) and Roles of different Committees/Units (Sections 15-20) and Sub-Project Management (Section 22).

The Principal Investigator (PI) of an awarded sub-project will be the key responsible person to implement the sub-project activities on behalf of the recipient Universities/Institutes. The RDG resources can only be spent according to the guidelines of the operations manual and following the procurement guidelines of ADB, and the government's financial and procurement rules. We request PI and other related persons of awarded sub-projects to follow the guidelines provided in the manual and conduct PMU for any RGD sub-project implementation issues; they need further clarification. We, the PMU, are always ready to extend all kinds of assistance for the implementation of RDG sub-projects. We earnestly believe that RDG sub-projects implemented in different universities all over the country will be a milestone for our beloved country in its prosperity in various sectors.

In conclusion, we are grateful to all who made efforts to review the RDGOM draft and provided important suggestions and comments in meetings and workshops. We would also take the opportunity to express our sincere gratitude to the UGC and SHED authorities. Managing RDG operations is a challenging task for PMU, where diverse personnel will be involved with distinct implementation issues in almost unique sub-projects under different areas. We expect support and suggestions from ADB, SHED, UGC and university authorities for the proper implementation of the sub-projects. We solely believe that the Almighty will make it easy to proceed with RDG sub-project activities if we all give sincerely and devotedly to our beloved country under the umbrella of ICSETEP.

**(Gazi Md. Nazrul Islam)**  
**Project Director (Additional Charge)**  
Improving Computer and Software Engineering  
Tertiary Education Project (ICSETEP)

# Research and Development Grant Operations Manual

## 1. Strategic Context

Bangladesh has achieved strong economic growth in the last decade. However, the COVID-19 pandemic slowed the growth rate of FY2020, but the economy rebounded again after the pandemic. This stable economic growth has been driven by ready-made garment exports, strong consumption, remittances, and public investment. Sustaining economic growth requires a diversified economic base and a new growth engine. “Digital Bangladesh” has been an integral part of the national development strategy since 2010, and the government expects the IT industry to make a significant contribution to the economy.

Bangladesh’s IT/ITES industry is in a nascent stage of development, with most of the firms established only after the year 2000. They are mostly engaged in the lower end of the value chain. The industry faces several challenges, among which a lack of skilled human resources is the most critical constraint. With increasing push for cost competitiveness and the advent of Industrial Revolution 4.0, the IT/ITES industry is facing enormous opportunities and challenges globally. Companies across the world are increasing their focus on research and development (R&D), speed of execution, product quality and services. Search for new-age skills such as machine learning experts, application development analysts, back-end developers, data scientists, as well as upskilling and reskilling existing personnel, are the top priorities for the industry. Tertiary-level CSE/IT education in Bangladesh needs to meet these challenges.

The Asian Development Bank (ADB) is collaborating with the Government of Bangladesh to enhance the contribution of higher education to the economy. Improving Computer and Software Engineering Tertiary Education Project (ICSETEP) is a significant national project to strengthen the quality of CSE/IT programs, and ADB is the Project Aid partner providing 100 million USD as a loan to the Government.

## 2. The Improving Computer and Software Engineering Tertiary Education Project (ICSETEP)

The ICSETEP is to improve Higher Education in CSE/IT Programs of Bangladesh to meet the challenges of 4IR and to lead the country in the IT sectors. University Grants Commission (UGC) of Bangladesh is the main implementing agency of ICSETEP, having the Project Management Unit (PMU). University of Dhaka (DU), Bangladesh University of Engineering and Technology (BUET), and Jashore University of Science and Technology (JUST) are the Co-implementing Agencies with major stakeholders in the project through new academic building constructions, modern lab developments, and curriculum updates of CSE and modern ICT fields. Project Implementation Units (PIUs) will carry out project activities in DU, BUET and JUST. Research, innovations, and some other components of ICSETEP are open to all universities to enhance CSE/ICT tertiary education in Bangladesh.

ICSETEP aims to increase job-ready graduates, increase research and development (R&D) capacity through industry collaboration and interdisciplinary research projects, and develop technology entrepreneurship. The direct beneficiaries will be the students who will be better equipped with market-relevant skills and the capacity to develop new applications and products. The IT industry will also benefit from the project by an increased number of job-ready graduates in human resources, as well as increased opportunities for industry-relevant R&D activities.

## 2.1 Overall ICSETEP Objective

The overall objective of the ICSETEP is to improve the industry responsiveness of tertiary-level CSE/IT education.

## 2.2 Specific Objectives

- a) To increase graduates for industry-relevant degree programs.
- b) To offer an industry demand course by universities and to increase enrollment in CSE/IT subjects.
- c) To increase enrollment of female undergraduate students at the three public universities and the retention in CSE/IT subjects by offering a stipend/scholarship at the undergraduate and post-graduate level to students based on needs and merits.
- d) To establish 'quality assurance' of CSE/IT degree programs to create quality graduates.
- e) To enhance faculty strength and to increase female faculty members.
- f) To increase the industry relevance of CSE/IT subjects by modifying the curriculum following the market demand.
- g) To increase industry relevance in CSE/IT research.
- h) To establish entrepreneurship and startup supports for IT/ITES products by the graduates.
- i) To strengthen student services for job placement, focusing on female student services in career counselling, industry placement, and alumni networks.
- j) To support female employment promotion in the IT industry

## 2.3 Key Outputs

The following four key outputs are set for ICSETEP

Output 1: Establishment of modern learning, research and startup facilities.

Output 2: Enhancement of the quality and industry relevance of CSE/IT programs.

Output 3: Strengthening R&D and technology entrepreneurship

Output 4: Strengthening project management capacity

The Competitive R&D grant scheme is a significant component of ICSETEP for strengthening R&D of Output 3.

## 3. Research and Development Grant (RDG)

**3.1** The allocation of ICSETEP for RDG is Tk. 9,960.44 lakh, which will be distributed among the selected research proposals on a competitive basis. This opportunity is open to CSE/ICT and related disciplines of Universities/Institutes fulfilling the eligibility criteria for receiving RDG.

**3.2** RDG will be accessible to public and private universities and faculties, departments, centers and institutes belonging to the university fulfilling the eligibility criteria defined in this *Operations Manual* (Section 5). UGC of Bangladesh will be the fund allocating agency, and the recipient entities/universities and their Sub-Project Principal Investigators will have to execute a Performance Contract with the UGC to access RDG supports and implement the project. The RDG resources can only be spent according to the guidelines of the operation manual, following the procurement guidelines of ADB, and the government financial and procurement rules.

### Major Area Coverage by RDG

- a) **Academy-Industry Collaboration:** Address industry problems or develop new products or services through CSE/IT technologies; industry partners participate in such collaboration research.

This collaboration includes both industry and international universities. The research proposals are encouraged to adopt ICT solutions for different sectors, such as food processing, agriculture, fisheries, livestock, textiles and ready-made garments, pharmaceuticals, leather and footwear, automobile and transport, and shipbuilding.

- b) Interdisciplinary R&D:** IT solutions combined with other engineering and non-engineering academic disciplines such as medicine, education, public services, infrastructure development and maintenance, to develop new products or services.
- c) Cutting Edge CSE/IT Research:** Research in newly emerging fields, such as artificial intelligence, internet of things, big data analytics, cyber security, bioinformatics, computer vision, machine learning, robotics, etc.
- d) IT Solutions Addressing Disability Issues:** Develop systems addressing different disability issues (e.g., autism, blindness, deafness, dementia, and disability due to injury) in collaboration with civil society and/or organizations (governmental or non-governmental) working for disabled people.

- 3.3** Collaboration with foreign universities may be established for collaborative research if it is justified. At least 5 collaborations in R&D with international universities will be established.
- 3.4** At least one international collaboration with each of the three co-implementing public universities (mainly through PIUs of DU, BUET and JUST) will be funded, and other universities will also compete for such opportunities.
- 3.5** ICSETEP will provide RDG funds to competitively selected proposals, following a set of evaluation criteria (mentioned in Section 18).
- 3.6** RDG opportunities are open to all eligible universities of Bangladesh (mentioned in Section 5).
- 3.7** In academy-industry collaborative research, the RDG fund is not eligible for any costs related to human resources of industry.

#### **4. Performance Indicators**

- 4.1** Sub-project will be treated as a research project and RDG will have to define a set of performance indicators to measure the achievements of results and extent of benefits rendered by RDG funding. Indicators demonstrate specific activities completed in terms of periodic measurable actions. The correct definition of indicators for the RDG allows the expression of specific objectives in terms of periodic measurable quantities, accurately indicating who they benefit. In addition, during the implementation of a project, progress in attaining objectives can be verified, leading to an improvement of activities.

#### **4.2 Performance Indicators for the Sub-Project Proposals**

- 4.2.1** Sub-project proposals (SPP) have to define and formulate some indicators and explain the precision of their calculation methodology, origin of base values, measurement periods, periods of analysis and evaluation, and validation methods.
- 4.2.2** Sub-project indicators should consider two levels of measurement: (1) **Milestone Indicators**, which will monitor the achievement of critical activities related to the objectives of the sub-project; and (2) **Impact Indicators** that consider impact through the periodic measurement of key variables that can count the effect of the sub-project on the beneficiaries.
- 4.2.3** Performance indicators will be sub-project specific, and the sub-project management team (SPMT) should include the appropriate indicators in the SPP.

### **4.3 Tentative performance indicators for sub-projects**

Performance indicators for the overall RGD sub-projects will be monitored by the PMU/UGC based on the following tentative areas.

- (a) Number of enrolled Master's and PhD students;
- (b) Number of PhD scholarships and post-doctoral fellowships;
- (c) Annual allocation for accessing knowledge and information, and scientific/ laboratory equipment and instrumentation;
- (d) Number of publications in high-impact (e.g., Web of Science indexed, Q1, Q2) refereed journals;
- (e) Number of publications in SCOPUS-indexed journals or conferences;
- (f) Number of research projects undertaken with funding external to the university;
- (g) Number of collaborative research projects undertaken with foreign universities;
- (h) Number of collaborative research undertaken jointly with industries (both local and foreign);
- (i) Number of patents registered;
- (j) Number of marketable prototype designs/implementations;
- (k) Number of successful ICT system deployments in a community.

## **5. Eligibility for Receiving RDG**

**5.1** To be an eligible recipient of RDG allocation, the proposal submitting institutes/departments should fulfil the following criteria:

- (a) Offer undergraduate/post-graduate degree in Computer Science and Engineering (CSE)/ ICT or related discipline.
- (b) Has successfully graduated at least one batch of undergraduate/ postgraduate students.
- (c) Have qualified faculty members to lead the project as PI (referred to Section 10.4).
- (d) Possess adequate infrastructures and facilities for implementing the proposed research proposal within the university.
- (e) Private Universities should have a permanent certificate from SHED, Ministry of Education, at the time of SPP submission.

**5.2** The industry with which the sub-project desires to conduct collaborative research should have registration with recognized Government bodies.

## **6. RDG Budget Allocation and Sub-Project Duration**

**6.1** The total budget for RDG is Tk. 9,960.44 lakh. The area-wise breakdown of budget allocation is as follows:

- |  |       |
|--|-------|
| a. Academy-industry collaboration            | = 50% |
| b. Interdisciplinary R&D                     | = 25% |
| c. Cutting-edge CSE/IT research              | = 15% |
| d. IT solutions addressing disability issues | = 10% |

The area-wise budget allocation could be adjusted according to actual demand.

**6.2** The grant allocation for a sub-project is a minimum of Tk. 25.0 lakh to maximum Tk. 250.0 lakh.

**6.3** In addition to sub-project grant allocation, funds from industry or any other source for collaborative research may be allowed to implement a sub-project. In that case, the budget that crossed the

maximum limit defined in Clause 6.2 of a sub-project will be allowed. The issue of fund escalation must be incorporated in the proposal submission and the partnership agreement.

**6.4** The duration of implementation of a sub-project in any area shall be two years initially, but it may be extended to a maximum of 12 months more with proper justification.

## **7. Indicative Eligible Expenditure**

Under the different areas mentioned above, the following expenditures are allowed in the sub-project activities for research and development for enhancing institutional performance.

### **7.1 Training, Workshop and Seminar**

7.1.1 Members of SPMT and staff of RDG sub-project may participate in the training courses related to project implementation, such as project management, procurement, financial management, research methodology, etc., from a recognized training institute in the country.

7.1.2 Course fee, TA/DA for the training will be provided, RDG allocation according to the approved rules.

7.1.3 Expenditure to organize workshops/seminars for the dissemination of R&D findings at university premises.

7.1.4 Expenditure on disseminating research findings, publishing in a journal and/or presenting at a conference, seminar.

### **7.2 Post-graduate Research Fellowship**

7.2.1 Financial support will be provided to full-time Master's and full-time PhD students under the sub-project.

(a) A Master's/PhD program itself shall not be an RDG sub-project. The sub-projects will be only for conducting research in the concerned area.

(b) Financial support as a fellowship to Master's students will be Taka 30,000/- per month for a maximum of 1.5 years within the duration of the sub-project.

(c) Financial support as a fellowship to PhD students will be Taka 50,000/- per month for a maximum of 3 years within the duration of the sub-project.

(d) Number of research students to be recruited will be limited to six (altogether) during the total duration of a sub-project, but the number of awardees under PhD will not be more than three.

(e) Post-graduate research students will be selected by the institution according to the existing selection procedure of the university. The main supervisor of a post-graduate research student will be PI or Co-PI(s), and the joint-supervisor (s) or co-supervisor(s) may be from other institutes/universities of home and abroad.

7.2.2 Allowances for research stay in a foreign university/institute for members of the sub-project management team and PhD students;

(a) PhD students may stay up to six months for research under collaborative research in a foreign university/institute, if mentioned in the sub-project design.

(b) From SPMT, three members (PhD supervisors only) may stay up to three months for collaborative research in a foreign university/institute, if mentioned in the sub-project proposal.

(c) PhD supervisor and student will get an economic return airfare and monthly allowances\* at the following rates:

(i) Category-A: Taka 120,000/- per month (US, Canada, Australia, Europe, New Zealand, Japan, Singapore)

(ii) Category-B: Taka 100,000/- per month (Russia, Hong Kong, South Korea)

(iii) Category-C: Taka 70,000/- per month (India, China, Malaysia, Thailand, Indonesia,

Philippines, Turkey)

(iv) For other countries, rates will be decided by the UGC.

\* No other expense will be permissible to reimburse except the above monthly allowance.

(d) PhD students will continue to receive the financial support at the usual rates in Bangladesh during their stay abroad.

#### 7.2.3 Fee for host institute/university abroad

(a) Bench fees/tuition fees and incentive to join-supervisor/co-supervisor as required by a foreign university/institute may be paid following the existing rules of the country for hosting PhD students to carry out a part of the research work under collaborative research programs.

(b) Copies of the agreement of such collaborative research (e.g., MoU, consent letter for accepting students, etc.) should be submitted to ICSETEP before accepting a foreign research stay for PhD students.

### 7.3 Research Collaboration Foreign Visit

7.3.1 Research collaboration with foreign universities, institutes, research organizations, industries, professional bodies and associations may be allowed for 3 years for PhD and 1.5 years for Master students.

7.3.2 Collaboration visit of regular faculty staff to foreign universities and research institutions as part of RDG sub-project proposal/activities may be allowed;

(a) Such visits shall be strictly limited to sub-project research purposes;

(b) Per diem and travel costs for such visits abroad will be admissible according to the GoB's existing financial rules;

(c) The maximum number of faculty members for such a visit abroad shall be four for the entire duration of the sub-project, and the duration of each visit will be a maximum of four weeks;

(d) One academic of a university shall be entitled to only one visit under all sub-projects except PIs, who will be entitled to a maximum of two visits;

(e) Proposal for visiting abroad must be prior-approved by PMU/UGC; visits abroad without prior approval will be considered as ineligible expenditure and the participant will have to refund the entire cost to the sub-project personally;

(f) Total expenses for a visit abroad should not exceed Tk. 20.0 lakh or 10% of the sub-project allocation, whichever is lower.

### 7.4 Incentives for Members of the Sub-Project Management Team (SPMT)

(a) The PI and Co-PIs of a sub-project will be eligible for receiving financial incentives @ four months' and two months' basic salary, respectively, per year.

(b) SPMT of private universities will receive financial incentives equivalent to the salary of a similar faculty position in public universities.

(c) The total ceiling for incentives for the total sub-project period must not exceed Taka 20.0 lakh or 10% of the total sub-project cost, whichever is lower.

The incentive will be paid upon submission of a half-yearly research progress report by the PI to PMU, justifying the contribution of individual members to the SPMT.

7.5 Remuneration and travel costs of the visiting professors/scholars/experts from home and abroad, and provisionally hired teachers/scholars/researchers will be provided incentives following ADB guidelines and prior permission of ICSETEP. The budget appropriation for such expenses will be included in the SPP<sup>1</sup>.

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<sup>1</sup> If visiting professors/scholars/experts are paid remuneration/fees, then they must be hired by following ADB's guidelines for

## **7.6 Procurement of Goods and Services**

7.6.1 Goods and services shall be procured by following PPA 2006, PPR 2008, and updated ADB procurement guidelines and project administrative manual (PAM) where applicable. The procurement of works is not allowed for the sub-projects in principle.

### **(a) Admissible Procurement of Goods**

- i. Scientific instruments, tools, devices and equipment for research;
- ii. Consumables needed for research (e.g., specimens, chemicals, coolants);
- iii. ICT equipment, special software and accessories for sub-project;
- iv. Equipment and furniture for sub-project office;
- v. Collection of books, journals, etc.;
- vi. Publications of research findings and patent registration;
- vii. Printing and stationery.

### **(b) Admissible Procurement of Services**

- i. Remuneration/fee of the visiting professors/scholars/consultants/experts;
- ii. Remuneration of Research Associate and provisionally hired manpower;
- iii. Repair/maintenance of sub-project laboratory and office equipment;
- iv. Payments for intellectual properties, patents, use, etc.<sup>2</sup>
- v. Payment for scientific analytical work;
- vi. Payment for cloud support: Cloud computing resource/cloud server/cloud storage /data center support shall be taken from the university IT faculty or BdREN, UGC. In case of unavailability of these services, any standard cloud service provider may be used.

## **7.7 Operational Costs**

The sub-project may allocate a maximum of 2% of the total cost of the sub-project as contingency to meet operational expenses (e.g., temporary renting of out-of-site space for sub-project activities, charges for electricity and water for sub-project office/camp, commuting costs of sub-project's temporary employees, hiring of labors for shifting of sub-project furniture/ equipment/ materials, committee expenses, travel expenses for researchers and contingencies, etc.).

## **7.8 Non-Eligible Expenditure<sup>3</sup>**

- (a) Salary and allowances for the regular academic and support staff of the university;
- (b) Any establishment/recurring/revenue expenditures of the department/faculty/ institute/center/ university;
- (c) Civil works like construction of new physical infrastructure, i.e., building, road, laboratory, workshop, classroom, auditorium, library, seminar hall, lecture theatre, room, physical facilities, etc.;
- (d) Costs not related to RDG sub-project activities and not included in the sub-project work plan, financial and procurement plans and budget;
- (e) Cost of vehicle purchase.

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selection and employment of consultants and the expenses will be included in the SPP budget. If only hospitality costs are to be borne then the expenses will also be included in the budget.

<sup>2</sup> According to GoB's IP and Patent Laws

<sup>3</sup> Non-eligible expenditures will not be reimbursed by the ADB and will have to be borne by the university.

## **7.9 Budget Re-appropriation and Additional Grant Allocation**

- 7.9.1 Re-appropriation of budget within its contract values will be allowed for rationalizing under different heads of budget if it becomes necessary for achieving the sub-project's objectives. PD will approve the budget re-appropriation based on the proposal of the PI with proper justification and endorsement of the VC. Re-appropriation of sub-project budget within contract values may be allowed once a year.
- 7.9.2 A sub-project should be confined within its approved budget. However, in special cases, based on the availability of funds with ICSETEP, the total value of a sub-project may be increased by the RDGB if a request comes from the PI with proper justification and VC's endorsement. In such a case, the amendment of the contract will be performed.
- 7.9.3 Inclusion of a new item in the budget of the sub-project, if it is urgently required, needs approval of RDGB.

## **8. Sub-Projects Outputs**

- 8.1 In case of university-industry collaboration projects, the inventors/ developers and the industry share a percentage of royalties to foster the innovation culture. This aspect of profit sharing should be reflected in the 'Sub-Project Performance Contract' agreement. The UGC should be informed and acknowledged of such earnings and sharing by the sub-project implementing entity.
- 8.2 Some of the sub-projects might earn profits by selling their products and processes in the market, e.g., it might be a device, an apparatus, an innovative technology, a patent, a computer program/software, a copyright, a research/study report or book, a design, etc. In such cases, the earnings from the sub-project's deliverables shall be proportionally retained by the concerned sub-project implementing entity/ university and co-funding partner.
- 8.3 Earnings from bank interest, sale proceeds of bidding documents, etc., shall be deposited into the government codes by a proper *Treasury Chalan*.
- 8.4 The PMU and sub-projects will disseminate the research findings formally through publication/presentation in a journal, conference, seminar, and UGC/university bulletin as appropriate.
- 8.5 Sub-Projects may utilize the incubation facilities of any of the three PIUs if their output is likely to be an incubation project.

## **9. Call for Proposals**

- 9.1 The call for the RDG sub-project proposal may be published in August 2025 in the national dailies and posted on the UGC and ICSETEP websites. The proposal call will also be sent to all universities from the PMU via e-mail/courier service. The proposal submitting entities shall get five weeks to prepare the proposals according to the sub-project format and submit them to PMU with the endorsement of the appropriate authority of the university within the timeline of the proposal call.
- 9.2 If the allocated R&D grant remains unspent after execution of the first-round awards, subsequent call(s) may proceed if project time supports.

## **10. Proposal Submitting Entities**

- 10.1 The following entities of eligible universities may submit project proposals:
- (a) Departments
  - (b) Institutes
  - (c) Centers

(d) Combination of two or more of the above entities

**10.2** On behalf of the proposal submitting entity, the Principal Investigator (PI) will be responsible for implementing all the sub-project activities.

**10.3** A sub-project may have one or two Co-Principal Investigators (Co-PI) who will actively participate in implementing the sub-project activities.

**10.4** Eligibility of the PI/Co-PI:

(a) Only regular faculty members are eligible to be PI and Co-PI from the proposal submitting entity.

(b) PI will be a professor, associate Professor, or Assistant Professor, having a PhD degree.

(c) Co-PI will be at least an Assistant Professor or equivalent, positioned as an ICT Officer.

(d) PI and Co-PI must have at least five more years of service from the beginning of implementation of the sub-project.

## **11. Submission of Proposals**

**11.1** Sub-project proposals for RDG funding should be prepared following the prescribed format given in Annexure 1(a) to 1(d) of this RDGOM

**Annexure 1(a)** - Academy-Industry Collaboration

**Annexure 1(b)** - Interdisciplinary R&D

**Annexure 1(c)** - Cutting Edge CSE/IT Research

**Annexure 1(d)** - IT Solutions Addressing Disability Issues

**11.2** ICSETEP will organize training/workshops for the faculty on writing the RDG proposal.

**11.3** PI shall submit a complete sub-project proposal to ICSETEP through the respective university authority before the closing date.

## **12. Institutional Arrangements for Proposal Evaluation**

**12.1** The following committees/units will be responsible for processing the evaluation and selection of RDG sub-project proposals at different levels, both at the universities and at the UGC:

(a) RDG Board (RDGB)

(b) Committee of Experts (CE)

(c) Central RDG Secretariat (CRDGS)

(d) Area Review Panels (ARP)

(e) University RDG Secretariat (URDGS)

The formation and function of each committee are described in Sections 15-20.

## **13. Proposal Receive and Evaluation Procedure**

**13.1** The call for proposals, the guidelines for proposal submission, the proposal receiving, the criteria and process of evaluation, and the results of the evaluation should be consistently transparent.

**13.2** As the competitive RDG fund is a component of ICSETEP, all concerned entities (e.g., PMU, sub-project awarded entities) should follow the ADB anticorruption and integrity rules and regulations.

**13.3** Any attempt to establish contact and/or communicate with the ARP members and CE by an entity and/or its PI during evaluation shall automatically result in cancellation of the SPPs from the competition.

- 13.4** All eligible proposal submitting entities may submit SPPs in the appropriate prescribed format (**Annexure 1(a), Annexure 1(b), Annexure 1(c), and Annexure 1(d)**). All proposals should be submitted in both hard copy and soft copy formats to the dedicated postal and email addresses of ICSETEP. The peer reviewers would evaluate and select proposals only based on hard copies marked with signatures and dates in the relevant places of the proposal format. The soft copies will be used for evaluation by foreign experts as needed.
- 13.5** After receiving the SPPs from the universities, the ICSETEP shall put code numbers on the SPPs; the code number shall be called as Proposal Identification Number (PIN).
- 13.6** SPPs will be submitted by the Academic Departments/Institutes/Centers. Each SPP:
- (a) has to be approved in the meeting of the Academic Committee of the submitting entity,
  - (b) must be signed by the Chairperson/ Head of the submitting entity, and
  - (c) must attach the minutes of the meeting of the Academic Committee to the SPP.
- 13.7** An academic will be allowed to become the PI for only one SPP. If an academic is endorsed as PI by the submitting entity in more than one SPP, all SPPs will be rejected.
- 13.8** A SPMT composed of Principal Investigator (PI), a maximum of two Co-Principal Investigators (Co-PIs) and office staff. Officials of Research Centers/IT Cells of universities will be eligible to become Co-PIs of SPMT, but not the PI.
- 13.9** An academic who is presently involved as Principal or Chief Investigator in the implementation of any other project (other than GoB) of value  $\geq$  Taka 25.0 lakh will not be eligible to be appointed as PI by the proposal submitting entity.
- 13.10** For academy-industry collaborative SPPs involving two or more entities and/or universities, the proposal submitting department/institute/university which provides the PI will be known as the lead entity for the sub-project.
- 13.11** A Partnership Agreement will be submitted with SPP for linkages/collaboration (if any) with other university/department/institute/center/NGO/business corporation/company/industry etc.
- 13.12** After receiving the SPPs from the faculty members, the proposal submitting entity (e.g., Department/Institute) will manage the Vice-Chancellor's endorsement on those, normally through URDGS. The entity shall preserve one hard and one soft copy of submitted proposals for record and reference at its office.
- 13.13** PI will ensure that four (4) hard copies of the full version of the SPP and a softcopy (MS Word+Excel and PDF) are forwarded to ICSETEP by URDGS or the submitting entity.
- 13.14** The CRDGS shall check received SPPs to verify whether:
- (a) A SPP has been drafted according to the guidelines of RDGOM and furnished in the required format, and all annexes have been attached.
  - (b) CRDGS then classify the SPPs according to areas and puts a Proposal Identification Number (PIN) on each SPP, furnishes a checklist of major eligibility compliances for each of them according to RDGOM provisions.
  - (c) CRDGS will prepare a scrutiny database for all received SPPs. The database (may be in an Excel file) shall include the name of the proposal submitting institutions and entities, title of the sub-projects with areas of research, duration, cost, names of PIs/Co-PIs, deficiencies identified, allocation figures by areas and global allocation scenario in respect of total RDG funding.
  - (d) CRDGS will also prepare an *Evaluation Guidelines for ARPs* to review SPPs following the

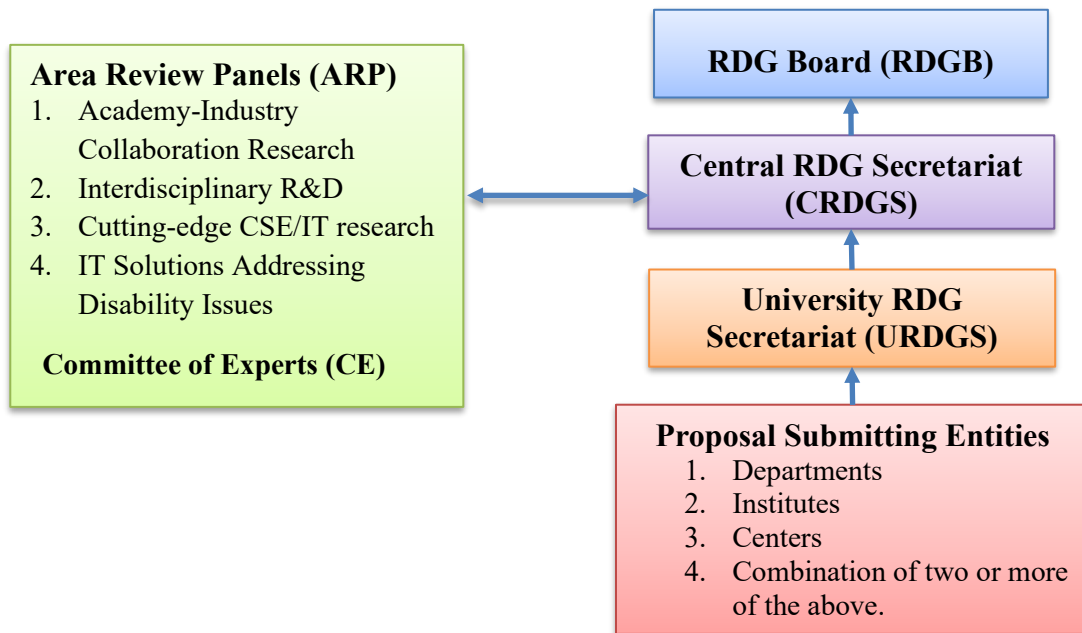
provisions provided in the RDGOM.

- 13.15 CRDGS shall submit the scrutiny database of SPP along with the eligibility checklist and SPPs to RDGB. Upon review of the materials, the RDGB may, at this stage, reject a sub-project on the grounds of critical lapses specified in the checklist or for other cogent reasons.
- 13.16 CE will recommend peer reviewers for each of the scrutinized sub-projects. CRDGS shall prepare a distribution matrix of these SPP along with corresponding reviewers, get approval of UGC and make them ready for evaluation by ARPs.
- 13.17 Each SPP will be evaluated by two reviewers from ARPs, and if the marks awarded by them differ by more than 20%, it will be evaluated by a third reviewer.
- 13.18 The final score of an SPP will be the average of the two scores given by two reviewers. In case of evaluation by the third reviewer, the final score will be the average of the two nearest scores among the three evaluations.
- 13.19 The ARP members shall evaluate the SPPs in a closed-door evaluation session (may be at UGC) supervised by RDGB. The ICSETEP shall provide secretarial support and make the arrangements for the evaluation under the guidance of RDGB.
- 13.20 After the evaluation of SPPs by ARPs, tabulation of score sheets will be prepared by ICSETEP, and SPPs that require 3<sup>rd</sup> evaluation shall be identified. The 3<sup>rd</sup> evaluation will also be held in a closed-door session under the supervision of RDGB. Subsequent to evaluation, ICSETEP shall prepare a broadsheet that would mention the scores obtained by the evaluated SPPs.
- 13.21 If necessary, CRDGS will share the evaluation summary of SPPs with ADB and record comments or suggestions from ADB.
- 13.22 CRDGS will present an evaluation broadsheet and ADB comments (if found) to RDGB. The RDGB shall review the evaluation results presented in the broadsheet along with the evaluated SPPs and make the final selection for awarding sub-projects.
- 13.23 The ICSETEP shall publish the list of finally selected SPPs and the names of corresponding institutions by hosting on the ICSETEP and UGC websites and circulate these to all concerned authorities. The finally selected SPPs thereafter will become Approved Sub-Projects (ASP) to award RDG.
- 13.24 After the final selection, the budget, procurement plan and the financial plan of the ASPs will be scrutinized by the ICSETEP to identify inconsistencies, errors and deficiencies. The ICSETEP shall organize workshops with the participation of all PIs of finally selected ASPs to rectify the inconsistencies, errors and deficiencies in the budget, financing and procurement plans.
- 13.25 After rationalization of budgets and revision of procurement plan and financial plan, as agreed in the workshops, the ASPs will be ready for the signing of the contract.
- 13.26 The ICSETEP shall prepare the template of 'Performance Contract' for each ASP and notify the award recipient PIs, Chairman/Head/Dean/Director of the entity, and the Vice-Chancellors of the universities, and invite them to attend the contract signing ceremony, which may be held at UGC.

#### **14. Schematic Representation of Proposal Submission to Performance Contract**

- 14.1 The schematic diagram of the institutional arrangement for RDG sub-project proposal evaluation and selection can be viewed in **Figure 1**.

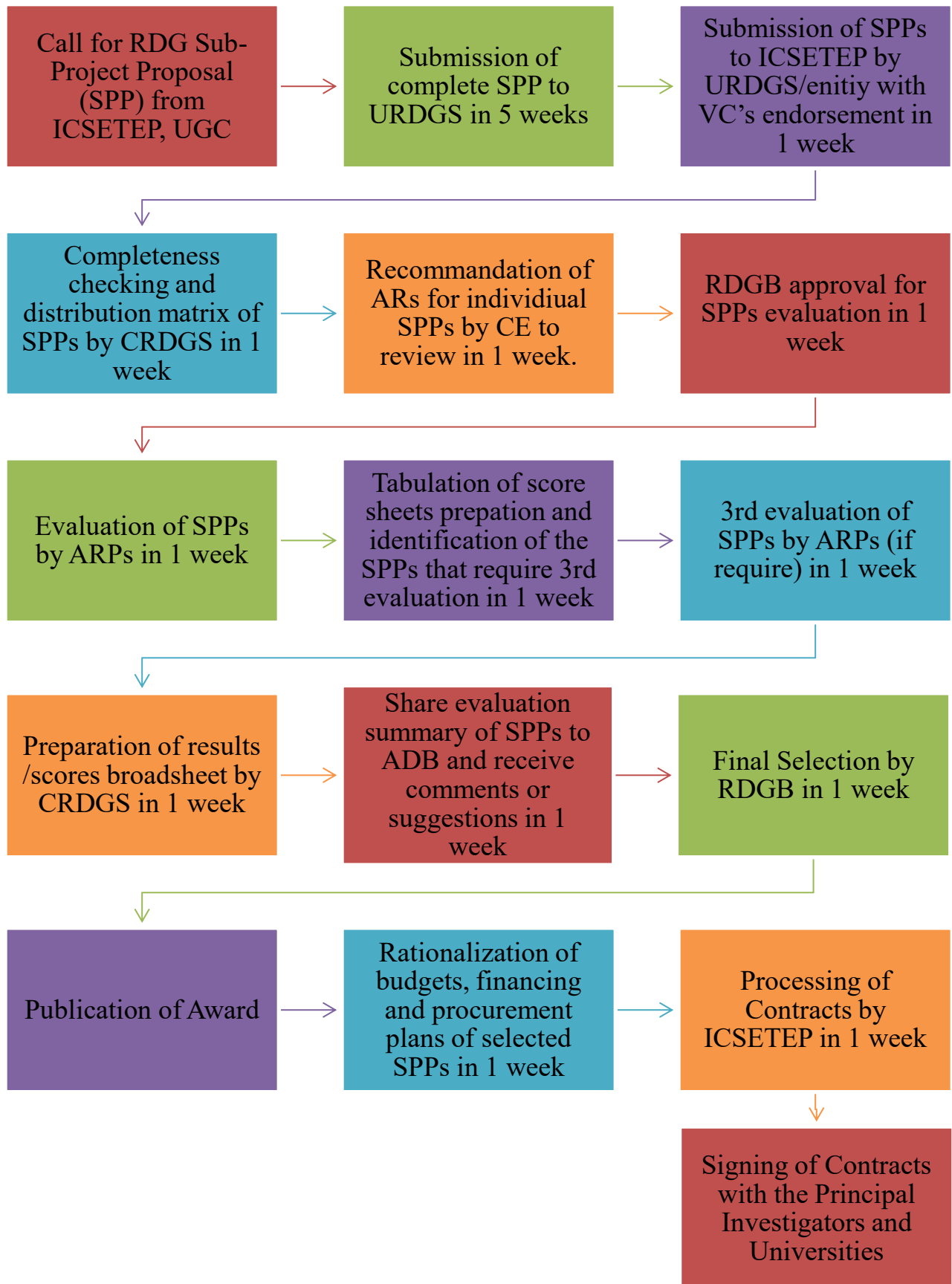
**Figure 1. Institutional Arrangement for RDG Sub-Project Proposal Evaluation and Selection**



**14.2** A structured approach with submission and approval deadlines will be followed to evaluate and select the SPPs. After the proposal call, universities/academic staff will be allowed five (5) weeks to conceive project ideas and transform them into the format of proposals.

**14.3** The total time required to complete the proposal selection process will be 17 weeks. However, if circumstances permit, the total period may be reduced. The process time may also be increased due to unavoidable circumstances. The schematic diagram in **Figure 2** shows the time required at each stage from proposal call (beginning) to the signing of the contract (conclusion).

**Figure 2: Flow Chart on Sub-Project Proposal Selection Process (17 weeks)**



## **15. University RDG Secretariat (URDGS)**

- 15.1** As a demand-driven mechanism, the RDG relies on the capacities of participating institutions to generate good quality proposals promptly, to implement them by due diligence and efficiency, sound scientific, technical, financial, and managerial standards and practices, aimed at achieving the objectives of the RDG of ICSETEP. To carry out these activities normally requires the management of the university to establish appropriate institutional facilities, procedures and/or mechanisms. Therefore, each university will have a University RDG Secretariat (URDGS) to support sub-projects submitted for RDG.
- 15.2** Key functions of URDGS:
- (a) Secretarial services of the university authority and faculty staff regarding the administration and processing of RDG sub-projects;
  - (b) Assist PI in matters of RDG sub-projects' financial management, procurement and the overall implementation by following the rules, regulations and procedures mentioned in this RDGOM;
  - (c) Assist PI in monitoring and evaluation of the sub-projects;
  - (d) Assist PI in submitting quarterly financial progress reports and six-monthly monitoring reports to the PMU;
  - (e) Provide information required on any aspect of project implementation and management in consultation with PI.
- 15.3** The office of the Director, Planning and Development Division of the public universities will be the focal point for RDG and will function as its Secretariat (i.e., URDGS) for all sub-projects related activities. The Director, Planning & Development of the university will be the head of URDGS. One Deputy Director (or similar position person) will act as a deputy. The Director (P&D) may assign one administrative officer and one accounts/finance staff to render secretarial service.
- 15.4** All private universities which will be awarded RDG shall also establish a URDGS within the premises with a designated officer for secretarial service and logistics before the signing of the performance contract.
- 15.5** The URDGS will carry out the functions stated in paragraph 15.2 above and other directives mentioned in the different sections of this RDGOM under the guidance of the concerned university authority.
- 15.6** Following the proposal call for RDG, the URDGS will receive the SPPs in prescribed formats (four hard copies along with a soft copy of each sub-project) from the proposal submitting entities. The URDGS shall check whether the SPPs have been drafted in the right format and include the Annexes, make a list of all SPPs received and submit those to the Vice-Chancellor's office for obtaining the VC's endorsement. The URDGS shall send the endorsed SPPs along with the list to ICSETEP. These activities will have to be completed within one week of receiving the SPPs.
- 15.7** The URDGS staff shall receive a consolidated amount of Taka 50,000/- per ASP as allowances for rendering the secretarial service. This amount will be disbursed yearly in equal instalments upon satisfaction of service delivered to the sub-project. URDGS will claim the amount from PI, and it will be disbursed from the sub-project fund following the relevant procedure.

## **16. Central RDG Secretariat (CRDGS)**

**16.1** The ICSETEP will form a committee headed by PD and supported by PMU staff and consultants, which will be termed as CRDGS. It will function as the central management unit for the RDG. The CRDGS will execute the functions of RDG administration and management, monitoring and evaluation, and liaise with the universities in all matters concerning RDG.

### **16.2 Terms of Reference of CRDGS**

- (a) CRDGS shall preserve all relevant documents concerning copies of selected/awarded proposals, Performance Contracts, fund allocation and release, utilization of funds, procurement, financial management, monitoring and evaluation of the sub-project.
- (b) CRDGS shall prepare an eligibility checklist for each SPP, receive a list of assigned ARPs from RDGB and provide secretarial support to RDGB in all matters of SPP evaluation and final selection.
- (c) CRDGS shall assist the Finance Staff of ICSETEP with relevant data and information for providing honorarium/allowances/incentives, etc. to ARPs, PIs, and researchers of the sub-projects.

### **16.3 Functions of the CRDGS**

- (a) Proposal call, its publication in national dailies and hoisting in the websites of UGC and ICSETEP and communicate with universities.
- (b) Establish a databank on all activities undertaken for RDG implementation;
- (c) Prepare a list of faculty members and eminent researchers for the Area Review Panels (ARPs) and submit it to RDGB for final selection.
- (d) Check the completeness and eligibility of each SPP received from the PIs of the competing universities by the guidelines of the SPP submission. In case of a major shortage of paper, it will be treated as a non-submission of proposal, and in case of a minor deficiency PD will allow to submit the required paper.
- (e) Will ensure that a SPP is not included in the distribution matrix for evaluation by an ARP member who belongs to the same institution/family and relatives from where the proposal originated.
- (f) Prepare a broadsheet on scores for all evaluated SPPs and share evaluation summary with ADB.
- (g) Submit the broadsheet on result/scores to the RDGB for approval.
- (h) Maintain records of RDG resources allocated and disbursed to the universities.
- (i) Coordinate actions and liaise between the fund recipient universities, UGC, MoE and the ADB in matters of RDG administration and management.
- (j) Disseminate data/information on RDG activities to all concerned stakeholders.
- (k) Provide technical and consulting support to the universities, PIs, ARPs and RDGB in matters of RDG.
- (l) Organize RDG promotion workshops, training programs, etc. with the objective to enhance stakeholders' skill in writing the SPP, project implementation, procurement, financial management and monitoring and evaluation of RDG sub-projects.
- (m) Provide secretarial support to RDGB for closed door evaluation of SPPs by ARPs and final selection of proposals and RDG grant awarding process.
- (n) Make an arrangement for signing Performance Contracts among UGC and RDG grant recipients.

- (o) Communicate with the members of ARPs, selected by RDGB for proposal evaluation and ensure to take a declaration on non-submission of proposal by them and will not be involved in favoritism and nepotism during evaluation.
- (p) Arrange for hoisting of data/information of RDG on UGC and ICSETEP websites, holding of press conference/media presentation/seminar/conference on Proposal Call and for showcasing of RDG achievements and publication in media;
- (q) Any other task related to the administration and management of RDG resources and SPP evaluation processing.

## **17. Pool of Peer Reviewers and Area Review Panels (ARPs)**

- 17.1** The CRDGS will prepare a list of a pool of peer reviewers consisting of a broad spectrum of academics from universities, research organizations and individuals for the evaluation and selection of RDG sub-project proposals. They shall be eminent academics and renowned experts with vast experience in the fields of tertiary level teaching-learning, research and post-graduate studies in broad CSE/IT disciplines.
- 17.2** From the pool, four Area Review Panels (ARPs) will be organized, covering four Areas of research under the RDG fund.
- 17.3** The PIs/Co-PIs who have submitted SPPs shall not be eligible for becoming members of the review panel. In case of non-availability of sufficient reviewers, a proposal submitting PI/Co-PI might be considered as a member in a different ARP.
- 17.4** ARPs will be approved by RDGB. The RDGB will select the additional members if it is found that the number of received SPPs for evaluation of a particular area is overwhelming for evaluation within the stipulated time.
- 17.5** Each SPP will be evaluated by two reviewers who shall belong to the area/discipline of the proposal to be evaluated. The evaluation will be done by awarding marks out of a total of 100 following the criteria mentioned in Section 18 below.
- 17.6** Each of the ARP members shall receive an honorarium for evaluating proposal(s); the honorarium for evaluating an SPP will be Taka 15,000/-. (Ref.: UGC book/research proposal review honorarium)
- 17.7** To avoid conflict of interest, ARP members will not be eligible to evaluate any SPP belonging to the same family/relatives and institution where they serve.

## **18. Evaluation Criteria of Sub-Projects**

ARPs shall evaluate SPPs according to the following criteria in **Table 1(a), Table 1(b), Table 1(c), Table 1(d)** and justify the marks given in the Evaluation Form provided by ICSETEP.

**Table 1 (a): Criteria for Evaluating Sub-Project Proposal on Academy-Industry Collaboration by Peer Reviewers**

Broad Criteria	Specific Evaluation Criteria	Marks
<b>1. Clarity and quality of general objectives and specific objectives</b> <i>15 marks</i>	<b>Clarity and quality of the objectives and quality of the proposal design:</b>	
	1.1 The clarity and structure of the proposal under the scope of ICSETEP.	<b>5</b>
	1.2 The clarity of general objectives and specific objectives	<b>5</b>
	1.3 The innovativeness of the idea of the proposal.	<b>5</b>
<b>2. Quality and clarity of the milestones, performance indicators and log-frame</b> <i>10 marks</i>	<b>Quality and clarity of the milestones, performance indicators and logical framework to measure progress and results:</b>	
	2.1 The description of milestones indicating the key activities, deliverable outcomes and expected results considered in the proposal.	<b>5</b>
	2.2 The performance indicators align with the specific objectives outlined in the log frame.	<b>5</b>
<b>3. Significance with respect to ICSETEP</b> <i>5 marks</i>	<b>Significant contributions to ICSETEP objectives, national policy and Sustainable Development Goals (SDG):</b>	
	The contribution of the SPP to achieve the objectives of ICSETEP, national policy and Sustainable Development Goals (SDG)	<b>5</b>
<b>4. Commercialization Prospect</b> <i>10 marks</i>	<b>Market Analysis, Business Model and Commercialization Plan:</b>	
	4.1 The quality of market demand and competition analysis (size and possibility of extension beyond Bangladesh), A detailed SWOT analysis to identify internal strengths and weaknesses.	<b>5</b>
	4.2 The evaluation of the business model and the potential for successful commercialization.	<b>5</b>
<b>5. Justification of the budget and expenditure</b> <i>10 marks</i>	<b>Clarity and justification of the proposed budget:</b>	
	5.1 The consistency of the proposed investments for all the activities and the financing plan with the proposal and lead to the stated specific objectives and expected outputs	<b>5</b>
	5.2 The proposed cost for each item of expenditure and procurement plan is rational and justified	<b>5</b>
<b>6. Quality of the work plans</b> <i>15 marks</i>	<b>Quality and clarity of the proposed activities:</b>	
	6.1 The clarity and quality of the activity/work plan and its relevance to the proposed objectives	<b>5</b>
	6.2 The technical approach and methodology of the research proposal.	<b>10</b>
<b>7. Institutional and SPMT Strength</b> <i>20 marks</i>	<b>Institutional engagement and sub-project management team (SPMT) strength in the sub-project implementation:</b>	
	7.1 The facilitation of the fund recipient entity of the university and arrangements for engagement in the proposal for efficient implementation	<b>5</b>
	7.2 The overall research strength of SPMT	<b>5</b>
	7.3 The relevance of the experience of the SPMT and aid in implementing the sub-project, as demonstrated through supporting documents and explanations	<b>5</b>
	7.4 The prior experience of the SPMT to work with industry / in funded projects, as evidenced by a list of outcomes delivered, supporting documents and explanations	<b>5</b>
<b>8. Collaborating Entity's Quality and Resource strength</b> <i>10 marks</i>	<b>Quality Assessment and Strength of the Collaborating Entity</b>	
	8.1 Relevant Experience and quality of the SPMT member from Industry.	<b>5</b>
	8.2 Relevant experience, facility and capacity of the collaborating entity to perform the partnership engagement and justification of contributions to the project.	<b>5</b>
<b>9. Sustainability</b> <i>5 marks</i>	<b>Sustainability of the sub-project after RDG implementation:</b>	
	Sustainability analysis and long-term plan to continue.	<b>5</b>
	<b>Total</b>	<b>100</b>

**Table 1 (b): Criteria for Evaluating Sub-Project Proposal on Interdisciplinary R&D by Peer Reviewers**

Broad Criteria	Specific Evaluation Criteria	Marks
<b>1. Clarity and quality of general objectives and specific objectives</b> <i>20 marks</i>	<b>Clarity and quality of the objectives and quality of the proposal design:</b>	
	1.1 The clarity and structure of the proposal under the scope of ICSETEP.	5
	1.2 The clarity of general objectives and specific objectives	5
	1.3 The Quality of the Background Study.	5
	1.4 The innovativeness and novelty of the idea of the proposal	5
<b>2. Quality and clarity of the milestones, performance indicators and log-frame</b> <i>10 marks</i>	<b>Quality and clarity of the milestones, performance indicators and logical framework to measure progress and results:</b>	
	2.1 The description of milestones indicating the key activities, deliverable outcomes, and expected results considered in the proposal	5
	2.2 The performance indicators align with the specific objectives outlined in the log frame	5
<b>3. Significance in particular RDG area(s)</b> <i>5 marks</i>	<b>Significant contributions to ICSETEP objectives and the particular RDG area(s)</b>	
	The improvement of the SPP submitting entity's academic institution through interdisciplinary engagement (e.g., faculty/student involvement in research and project activities to enhance research and skill development) to achieve ICSETEP objectives	5
<b>4. Relevance to the national policy</b> <i>5 marks</i>	<b>Relevance of the proposal to the national policy and Sustainable Development Goals (SDG):</b>	
	The conformity of the SPP to the objectives of the Government's policy and the SDGs	5
<b>5. Justification of the budget and expenditure</b> <i>10 marks</i>	<b>Clarity and justification of the proposed budget:</b>	
	5.1 The consistency of the proposed investments for all the activities and the financing plan with the proposal, and lead to the stated specific objectives and expected outputs	5
	5.2 The proposed cost for each item of expenditure and procurement plan is rational and justified	5
<b>6. Quality of the work plans</b> <i>15 marks</i>	<b>Quality and clarity of the proposed activities:</b>	
	6.1 The clarity and quality of the activity/work plan and its relevance to the proposed objectives	5
	6.2 The technical approach and methodology of the research proposal.	10
<b>7. Institutional and SPMT Strength</b> <i>20 marks</i>	<b>Institutional engagement and sub-project management team (SPMT) strength of the Primary Entity:</b>	
	7.1 The facilitation of the fund recipient entity of the university and arrangements for engagement in the proposal for efficient implementation	5
	7.2 The overall research strength of SPMT	5
	7.3 The relevance of the experience of the SPMT and aid in implementing the sub-project, as demonstrated through supporting documents and explanations	5
	7.4 The prior experience of the SPMT to work in interdisciplinary research/ funded projects/ international collaboration, as evidenced by a list of outcomes delivered, supporting documents & explanation	5
<b>8. Collaborating Entity's Quality and Resource strength</b> <i>10 marks</i>	<b>Quality Assessment and Strength of the Collaborating Entity</b>	
	8.1 Relevant Experience and quality of the SPMT member from the collaborating entity and justification of contributions to the project.	5
	8.2 Relevant experience, facility and capacity to perform the partnership engagement and justification of contributions to the project	5
<b>9. Sustainability</b> <i>5 marks</i>	<b>Sustainability of the sub-project after RDG implementation:</b>	
	The sustainability of the output of the research activities under the sub-project.	5
	<b>Total</b>	<b>100</b>

**Table 1 (c): Criteria for Evaluating Sub-Project Proposal on Cutting Edge CSE/IT Research by Peer Reviewers**

<b>Broad Criteria</b>	<b>Specific Evaluation Criteria</b>	<b>Marks</b>
<b>1. Clarity and quality of general objectives and specific objectives</b> <i>10 marks</i>	<b>Clarity and quality of the objectives and quality of the proposal design:</b>	
	1.1 The clarity and structure of the proposal under the scope of ICSETEP.	<b>5</b>
	1.2 The clarity of general objectives and specific objectives	<b>5</b>
<b>2. Background and innovativeness</b> <i>20 marks</i>	<b>Background and innovativeness of the proposal design:</b>	
	2.1 Background Study, its quality and gap analysis.	<b>10</b>
	2.2 The innovativeness and novelty of the idea of the proposal	<b>5</b>
	2.3 Impact of the proposed project on the advancement of science and technology.	<b>5</b>
<b>3. Quality and clarity of the milestones, performance indicators and log-frame</b> <i>10 marks</i>	<b>Quality and clarity of the milestones, performance indicators and logical framework to measure progress and results:</b>	
	3.1 The description of milestones indicating the key activities and expected results considered in the proposal.	<b>5</b>
	3.2 The performance indicators align with the specific objectives outlined in the log frame.	<b>5</b>
<b>4. Significance in particular RDG area(s)</b> <i>5 marks</i>	<b>Significant contributions to ICSETEP objectives and the particular RDG area(s)</b>	
	The improvement of the SPP submitting entity's academic institution (e.g., faculty/student involvement in research and project activities to enhance research and skill development) to achieve ICSETEP objectives	<b>5</b>
<b>5. Relevance to the national policy</b> <i>5 marks</i>	<b>Relevance of the proposal to the national policy and Sustainable Development Goals (SDG):</b>	
	The conformity of the SPP to the objectives of the Government's policy and the SDGs	<b>5</b>
<b>6. Justification of the budget and expenditure</b> <i>10 marks</i>	<b>Clarity and justification of the proposed budget:</b>	
	6.1 The consistency of the proposed investments for all the activities and the financing plan with the proposal, and lead to the stated specific objectives and expected outputs	<b>5</b>
	6.2 The proposed cost for each item of expenditure and procurement plan is rational and justified	<b>5</b>
<b>7. Quality of the work plans</b> <i>15 marks</i>	<b>Quality and clarity of the proposed activities:</b>	
	7.1 The technical approach and methodology of the research proposal.	<b>10</b>
	7.2 The clarity and quality of the activity/work plan and its relevance to the proposed objectives	<b>5</b>
<b>8. Institutional and SPMT Strength</b> <i>20 marks</i>	<b>Institutional engagement and sub-project management team (SPMT) strength in the sub-project implementation:</b>	
	8.1 The facilitation of the fund recipient entity of the university and the arrangement for engagement in the proposal for efficient implementation	<b>5</b>
	8.2 The overall research strength of SPMT	<b>5</b>
	8.3 The relevance of the experience of the SPMT and aid in implementing the sub-project, as demonstrated through supporting documents and explanations	<b>5</b>
	8.4 The prior experience of the SPMT to work in funded research projects/international collaboration, as evidenced by supporting documents & explanation	<b>5</b>
<b>9. Sustainability</b> <i>5 marks</i>	<b>Sustainability of the sub-project after RDG implementation:</b>	
	The sustainability of the output of the research activities under the sub-project, such as any implementation for societal benefit or the results used for other research.	<b>5</b>
	<b>Total</b>	<b>100</b>

**Table 1 (d): Criteria for Evaluating Sub-Project Proposal on IT Solutions Addressing Disability Issues by Peer Reviewers**

<b>Broad Criteria</b>	<b>Specific Evaluation Criteria</b>	<b>Marks</b>
<b>1. Clarity and quality of general objectives and specific objectives</b> <i>15 marks</i>	<b>Clarity and quality of the objectives, and quality of the proposal design:</b>	
	1.1 The clarity and structure of the proposal under the scope of ICSETEP.	<b>5</b>
	1.2 The clarity of general objectives and specific objectives	<b>5</b>
	1.3 The innovativeness of the idea of the proposal.	<b>5</b>
<b>2. Quality and clarity of the milestones, performance indicators and log-frame</b> <i>10 marks</i>	<b>Quality and clarity of the milestones, performance indicators and logical framework to measure progress and results:</b>	
	2.1 The description of milestones indicating the key activities, deliverable outcomes, and expected results considered in the proposal	<b>5</b>
	2.2 The performance indicators align with the specific objectives outlined in the log frame	<b>5</b>
<b>3. Significance in particular RDG area(s)</b> <i>5 marks</i>	<b>Significant contributions to ICSETEP objectives and the particular RDG area(s)</b>	
	The improvement of the SPP submitting entity's academic institution through interdisciplinary engagement (e.g., faculty/student involvement in research and project activities to enhance research and skill development) to achieve ICSETEP objectives	<b>5</b>
<b>4. Expected Benefits</b> <i>10 marks</i>	<b>Background Study, Need and Impact Analysis:</b>	
	The Background Study, the need analysis of the targeted people and expected benefits/impacts on the quality of their life	<b>10</b>
<b>5. Justification of the budget and expenditure</b> <i>10 marks</i>	<b>Clarity and justification of the proposed budget:</b>	
	5.1 The consistency of the proposed investments for all the activities and the financing plan with the proposal, and lead to the stated specific objectives and expected outputs	<b>5</b>
	5.2 The proposed cost for each item of expenditure and procurement plan is rational and justified	<b>5</b>
<b>6. Quality of the work plans</b> <i>15 marks</i>	<b>Quality and clarity of the proposed activities:</b>	
	6.1 The clarity and quality of the activity/work plan and its relevance to the proposed objectives	<b>5</b>
	6.2 The technical approach and methodology of the research proposal.	<b>5</b>
	6.3 The measurement of the rollout plan of the proposed research to achieve the objectives	<b>5</b>
<b>7. Institutional and SPMT Strength</b> <i>20 marks</i>	<b>Institutional engagement and sub-project management team (SPMT) strength in the sub-project implementation:</b>	
	7.1 The facilitation of the fund recipient entity of the university and the arrangement for engagement in the proposal for efficient implementation	<b>5</b>
	7.2 The overall research strength of SPMT	<b>5</b>
	7.3 The quality and research experience of the SPMT on relevant technology as evidenced by supporting documents & explanation	<b>5</b>
	7.4 The prior experience of the SPMT to work with the funded projects/research, including disability issues/ relevant collaboration, as evidenced by a list of outcomes delivered, supporting documents & explanation.	<b>5</b>
<b>8. Participating Entity's Quality and Resource Strength</b> <i>10 marks</i>	<b>Quality Assessment and Strength of the Participating Entity</b>	
	8.1 The experience of the participating entity (Institutes/Schools/NGO/Hospitals/etc) in working with disabled people	<b>5</b>
	8.2 Relevant experience, facility and capacity to perform the engagement and justification of contributions to the project	<b>5</b>
<b>9. Sustainability</b> <i>5 marks</i>	<b>Sustainability of the sub-project after RDG implementation:</b>	
	The sustainability of the output of the research activities under the sub-project, such as any implementation for societal benefit or the results used for other research.	<b>5</b>
	<b>Total</b>	<b>100</b>

## **19. Committee of Experts (CE)**

- 19.1** There will be a ‘Committees of Experts’ consisting of five (5) to seven (7) members. The committee will be formed by RDGB with eminent academics and renowned experts from relevant fields. A full-time member of the UGC will be the head of the CE, and the PD of ICSETEP will be the member secretary. The CE should have a female member.
- 19.2** CE shall assign the names of appropriate reviewers from ARPs for the evaluation of SPPs.
- 19.3** The members of the CE will not be selected as ARPs. However, under compelling circumstances, exceptions can be made.
- 19.4** CE members shall receive honorarium for attending the meeting @ Taka 3,500/- per person per meeting. (Ref.: UGC meeting honorarium policy)

## **20. RDG Board (RDGB)**

- 20.1** RDGB shall act as the apex body for the final selection of RDG sub-project proposals and awarding funds to the sub-project. The board will be composed as follows:
- |                                     |             |
|-------------------------------------|-------------|
| a. Chairman, UGC                    | Chairperson |
| b. All full-time Members, UGC       | Members     |
| c. Project Director, ICSETEP        | Member      |
| d. Deputy Project Director, ICSETEP | Secretary   |
- 20.2** RDGB will look into the aggregate implications of all proposals recommended for funding in a particular round to make sure that the outcome is generally aligned with the objectives of RDG, higher education and national policy.
- 20.3** RDGB shall hold the authority to adjust the overall priorities of the RDG fund as required to maintain an appropriate balance between approved funding and the fund’s objectives. However, in doing so, the UGC may consult both the MoE and the ADB.
- 20.4** RDGB shall invite two officials not below the rank of Joint Secretary of the government, each from SHED, Ministry of Education and Socio-Economic Infrastructure Division of the Planning Commission, and two representatives from research and professional organizations to attend its evaluation meetings.
- 20.5** The quorum of the RDGB meeting will be two-thirds of the members, including the Chairman.
- 20.6** RDGB and invited external participants will get honorarium for attending RDGB meetings as per Taka 5,000/- per person per meeting. (Ref.: UGC meeting honorarium policy)

## **20.7 Terms of Reference of RDGB**

- 20.7.1 Ensure that the objectives of the RDG are achieved;
- 20.7.2 Ensure equal opportunities to all participating universities in the submission of proposals;
- 20.7.3 Decide on the eligibility of the SPPs for evaluation based on the checklist prepared by CRDGS;
- 20.7.4 Confirm that the SPPs presented for final selection have been evaluated according to prescribed criteria by the Peer Reviewers/ARP members;
- 20.7.5 Ensure that only fully evaluated proposals are awarded R&D grants;
- 20.7.6 Ensure a transparent evaluation and selection procedure at all levels;

- 20.7.7 Make final selection of the proposals based on the evaluation done by ARP members;
- 20.7.8 If the RDGB feels, at any stage of SPP screening, evaluation or selection, that additional opinion is necessary for taking a final decision on a SPP, it may decide to send the SPP to an expert for his/her opinion. Based on the expert's opinion, RDGB will take the final decision.
- 20.7.9 In case the number of qualified proposals is less than the RDG allocation for a specific call, the RDGB will allow another round of the call for proposal immediately, considering time for SPP processing and sub-project implementation;
- 20.7.10 Execute the Performance Contract with the concerned university, which has been awarded RDG funds for the ASPs of its departments/ institutes/ centers and/or by itself;
- 20.7.11 Oversee ongoing sub-projects' implementation and assign UGC members and academics for technical monitoring of sub-projects under implementation;
- 20.7.12 Hear appeals submitted by an entity if it feels that its SPP has not been fairly evaluated by the Peer Reviewers/ARP members; and dispose of such appeals according to the procedure mentioned at Section 23 of this RDGOM;

## **21. Final Selection of Sub-Project for Award**

- 21.1 RDGB will take one week to complete the final selection of proposals.
- 21.2 The sub-projects will be awarded on a merit basis. However, the ceiling of the total awarded grant for a particular university (combining grant amounts of individual sub-projects) will be 20% of the ICSETEP research grant budget.
- 21.3 As per the targets mentioned in DPP, Academy-Industry Collaboration, Interdisciplinary R&D, and IT Solutions Addressing Disability Issues will be awarded at least 10, 6, and 4 sub-projects, respectively.

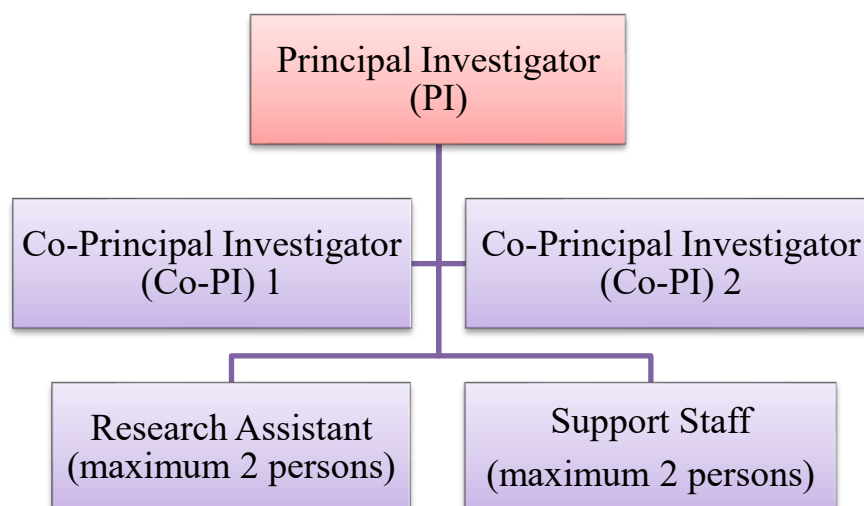
## **22. Sub-Project Management**

- 22.1 Immediately after the publication of the list of RDG awardees by CRDGS and before the signing of the Performance Contract among the three parties, the PI shall set up the sub-project management office. The head of the sub-project implementing entity will offer necessary cooperation for this.
- 22.2 Principal Investigator (PI) will be responsible for the implementation of the sub-project and be accountable to the RDG recipient entity, and will report to it periodically. S/he shall liaise with all concerned agencies in respect of sub-project implementation.
- 22.3 There will be one/two Co-Principal Investigator (Co-PI) who are involved actively in the sub-project implementation. Co-PI(s) will assist the PI in both research and administrative work of the sub-project. PI will hand over charge to a Co-PI when s/he is on leave for any reason.
- 22.4 If the position of Co-PI is vacant on any ground, PI will take the initiative to appoint another person as Co-PI. If the position of PI becomes vacant, the sub-project implementing entity will nominate another person (may be a Co-PI) as PI. Approval of VC will be necessary for the appointment of a new PI and Co-PI;
- 22.5 No faculty member can be designated as PI simultaneously for two sub-projects in a single round or in two rounds consecutively, nor can they become a member of SPMT of another sub-project under ICSETEP.

## 22.6 Sub-Project Manpower Provision

- 22.6.1 PI may appoint a Research Assistant (maximum two) as per project requirements. The qualification of the Research Assistant shall be a graduate from the relevant discipline with relevant experience. Remuneration of the Research Assistant will be a consolidated pay of Grade 9.
- 22.6.2 PI may appoint provisional staff (not more than two) for services as required for the implementation of the sub-project. One Accountant cum Computer Operator or Accountant cum Office Secretary in consolidated pay of Grade 13 and one Office Shohayok in consolidated pay of Grade 20.
- 22.6.3 The PI may appoint support staff(s) from the regular staff of the university by giving them additional responsibilities as admissible under university rules, with a financial benefit up to Taka 8,000/- per month per person.
- 22.6.4 Figure 3 shows the indicative organogram of the sub-project management team (SPMT) which may be expanded and/or revised as required by the sub-project.

**Figure 3: Indicative Organogram of the Sub-Project Management Team**



- 22.7 Provision of Hiring Expert Services: Visiting professors/scholars/consultants/experts will be hired based on a deliverable or lump sum basis, with the prior permission of PD, ICSETEP. In consultation with the PI, PD will decide the ToR for the experts and remuneration of visiting university professor/consultant/expert, and the expert will be hired following ADB guidelines.
- 22.8 The Vice Chancellor will be the approval authority to recruit the sub-project manpower.

## 23. Disposal of Appeal

- 23.1 If a proposal submitting entity is confident that its SPP has not been evaluated properly by the concerned Peer Reviewers, it may submit an appeal to the RDGB in writing. This appeal must be channelled through the proposal-submitting/endorsing university.
- 23.2 Appeal should reach the RDGB within two weeks from the date of publication of the list of ASPs to be awarded.
- 23.3 Upon receipt of the appeal, the RDGB will examine the evaluation thoroughly and settle the

issue amicably through discussion with the concerned parties. If not resolved amicably, the decision of the RDGB will be final. ICSETEP will communicate the decision of the RDGB to the appellant.

## **24. Performance Contract**

- 24.1** After the final selection of the SPPs by RDGB and the publication of the list of ASPs in the national dailies, and hosting on the websites of the ICSETEP/UGC, the authority of the proposal sponsoring/endorsing universities and the PIs of the awarded ASPs will be invited by the ICSETEP to sign the Performance Contract.
- 24.2** The Contract shall be signed by the authorized representative of the UGC not below the rank of Director as the 1<sup>st</sup> party representing the awardee (i.e., UGC). On the other side, the authorized official of the university (not below the rank of Director) shall sign the contract as the 2<sup>nd</sup> party. The PI of the awarded sub-project shall sign as 3<sup>rd</sup> party representing the SPP implementing entity. The Director (P&D) of the concerned universities and PD, ICSETEP, will sign the performance contract as witnesses.
- 24.3** The prescribed template of the Performance Contract for both public/private universities will be supplied to the RDG awardees by ICSETEP.

## **25. Dispute Resolution**

- 25.1** Any dispute that may arise during the implementation stage of the sub-project between the parties will be settled amicably. If not resolved amicably, the decision of RDGB will be final.

## **26. Financial Management**

- 26.1** Financial management is the most important part of the sub-project implementation because the proper way of receiving and spending funds is crucial for the steady implementation of RDG activities in the sub-project. The universities which have received RDG awards will implement the RDG sub-projects with due diligence and efficiency by sound financial standards and practices satisfactory to the GoB and ADB. The universities will further maintain a financial system and prepare financial statements by consistently applied accounting standards acceptable to GoB and ADB, both in a manner adequate to reflect the operations, resources and expenditures related to RDG sub-projects.
- 26.2** The financial management of the RDG sub-project implementation is presented in detail in the RDG Financial Management Guidelines (RDGFMG) annexed to this RDGOM (**Annexure 2**). RDGFMG includes Delegation of Financial Power, Fund Flow Management, Payment from Sub-Project Bank Account, Fixed Assets Management, Different Books of Accounts, Audit Arrangement and other important issues.

## **27. Procurement Management**

- 27.1** Procurement is one of the major activities of any development project. The Government of Bangladesh has made it mandatory for all institutions/organizations/agencies to follow Public Procurement Act 2006 and Public Procurement Rules 2008 for the purchase of all kinds of goods, works and services from within the country and from abroad to be made under both the revenue as well as development budgets. However, in conformity with Rule 3(d) of PPR, for ADB funded ICSETEP, all procurement will follow the ADB Procurement Policy (2017, as amended from time to time) and Procurement Regulations

for ADB Borrowers (2017, as amended from time to time).

- 27.2** A procurement plan covering all major procurement packages for the RDG sub-project will be prepared while submitting the SPP. However, it will be verified by ICSETEP immediately after commencement of the sub-project.
- 27.3** The Procurement Plan will be updated annually to reflect the actual project implementation and adjustments thereof. The procurement officials and procurement specialists of ICSETEP will provide technical assistance to the PIs in rationalizing their respective procurement plans and implementation as well.
- 27.4** All procurement methods for goods, small-scale works (renovation and refurbishment) and services will be specified in the Annual Procurement Plan (APP) and will proceed taking consent from PMU, ICSETEP.
- 27.5** PMU may centrally procure common items for sub-projects on requisition.
- 27.6** All procurements by sub-projects would need prior review from PMU.
- 27.7** Procurement post-reviews will be done on a semi-annual basis following the procurement policy of GoB and/or ADB.
- 27.8** ICSETEP encourage sub-projects to use e-Government Procurement (e-GP) for ensuring transparency and accountability.
- 27.9** The honorarium of procurement committees shall be followed ICSETEP/GoB rates.

## **28. Monitoring and Evaluation (M&E)**

- 28.1** Monitoring and evaluation are essential functions of any institution/organization engaged in executing a goal-achieving activity. Monitoring is the ongoing assessment of programmed activities to determine whether they are proceeding as planned or not. Evaluation involves the assessment of progress towards the achievement of results, milestones and outcomes based on performance indicators. Both activities require dedicated funds, trained professional staff, use of monitoring and evaluation tools, effective data collection techniques and time for inspection in the field.
- 28.2** At the central level, PMU will establish a small M&E unit (MEU) which will be responsible for designing, organizing and managing the M&E activities of RDG sub-projects. Progress reports will be submitted by the respective PIs to ICSETEP twice a year using a customized reporting format developed by ICSETEP. PSC and PIC will be informed of the overall progress of RDG sub-projects regularly.
- 28.3** In addition to the M&E unit at PMU, a firm may be hired for the assessment of research grants implementation.

## **29. Monitoring and Completion Report**

- 29.1** Apart from the PI, who would continuously review/monitor the implementation progress of the sub-project according to milestones reached, UGC as the implementing agency for the ICSETEP, will monitor and review all ongoing RDG sub-projects regularly during their implementation. The UGC shall take appropriate measures if PIs fail to reach the milestones/performance indicators mentioned in the SPPs. The UGC will also engage field supervision teams, which will visit samples of projects physically to monitor their implementation progress according to milestones/performance indicators.
- 29.2** At the RDG sub-project implementation level in the universities, the Vice-Chancellors shall hold a review of all under-implementation sub-projects in a quarterly meeting

attended by the respective Deans, head/chairman of sub-project implementing entities, and the head of Planning & Development (P&D). The URDGS shall organize the monitoring meeting chaired by the VC and provide secretarial services. The concerned member in charge of ICSETEP at UGC and the PD of ICSETEP may be invited by the university to attend the monitoring meeting. URDGS will inform the progress of sub-project(s) of the university to CRDGS in the prescribed format. CRDGS will summarize progress reports from different universities and will inform the concerned stakeholders.

**29.3** At the field level, the PIs shall monitor the sub-projects on a continuous basis and measure the progress/achievements against the performance indicators mentioned in the SPP. The PI should be meticulous in maintaining detailed accounts of the funds received for the sub-project, including every item of expenditure made under the project according to established accounting procedures. He should also submit the RDG Quarterly Progress Reports and other required reports in prescribed formats to the URDGS and CRDGS.

**29.4** PMU will lead to the development of an online Project Management Information System (PMIS) to ensure effective and efficient project management. The PMIS will be a central tool for reporting and data management between PMU and RDG sub-project implementing universities, and will be used for the management of financial, procurement and M&E related data. PMIS will also preserve the financial plan, procurement plan, milestones and progress activities of individual sub-projects.

### **29.5 Project Completion Report (PCR)**

At the completion of the RDG sub-project implementation, each sub-project will be required to submit a PCR to the PMU summarizing all the outputs, achievements, and expenditure of the RDG implementation in the prescribed format given by ICSETEP.

## **30. Environment Management Framework (EMF)**

**30.1** No civil works are anticipated, but all activities under this RDG will follow the initial environmental examination report and environmental management plan of ICSETEP. All SPPs of RDG will be required to include the *Environment and Safety Checklist* and *Environmental Mitigation and Monitoring Plan* as annexes of the proposal.

## **31. Social Management Framework**

**31.1** The project will not require land acquisition that causes the displacement of people (regardless of title to land) from private or public lands, or have any adverse impacts on livelihoods. As such, 'Involuntary Resettlement' will not be triggered for the RDG sub-projects, as is the case for the ICSETEP, the main project. However, a sub-project may operate in the areas where ethnic minority people live in the wider general area (such as in Chittagong), and there may be ethnic minority students and faculty at the universities. The proposal submitting entities will be required to submit the filled *Social Screening Form* as an annex of the proposal.

## **32. Sanctions**

**32.1** In the instance of non-compliance with the operational procedures stipulated in this RDGOM, misuse and misappropriation of the ICSETEP funds by the PIs and universities, beside taking legal action against the persons responsible for such actions according to penal provisions mentioned in the Performance Contract and the existing law of the country, UGC may decide to suspend participation of the offending sub-projects and institutions in ICSETEP temporarily, until corrective measures have been adopted. Such

incidents may occur due to oversight by the concerned university, which would be responsible for the supervision of fund utilization by the individual PIs.

- 32.2** In cases where allocated RDG amount or goods procured under the RDG funds for a sub-project has been misappropriated; and/or if a RDG fund recipient university transfers amounts from its Operating Account (OA) to a separate Bank account operated by it; and/or withdraws money from the OA and spends such withdrawn amount for purposes not related to RDG sub-project activities, then when directed by the UGC the university will have to refund the entire transferred and/or withdrawn amount to UGC's Designated Account (DA) without fail.
- 32.3** If the university fails to refund such withdrawn/misappropriated amount, then UGC would debit such amount from the budget of the university with the concurrence of the MoE.
- 32.4** When implementation of sub-projects is found to be falling behind the milestones and plagued with inefficiency not caused by external reasons but for which the PI is solely responsible, subsequent disbursement of fund installments may be suspended until a new work plan including corrective measures is produced by the PI and endorsed by the university and accepted by the PMU, UGC.

### **33. Grievance Redress**

- 33.1** The RDG sub-project will set up a procedure to address the complaints and grievances redress system regarding the sub-project procedural irregularities and inconsistencies with the environmental and social guidelines. The procedure will, however, not pre-empt an aggrieved person's right to seek redress in the courts of law. All complaints will first be discussed in open meetings. If this fails, the university can refer the complaints to the PMU with the minutes of the hearing that took place at the institutional level. If PMU fails to resolve the matter, the matter can be referred to the UGC, which in turn can send unresolved cases to ADB and MoE.

### **34. Amendment**

- 34.1** This *RDG Operations Manual* should not be considered as a final document; rather, it will be treated as a live document which needs to be amended, modified or updated to respond to problems that may arise in the course of sub-project implementation and to reflect the new imperatives and lessons learned from the ICSETEP experience. It is expected that during the mid-term review of the ICSETEP, the need for such amendments/modifications will be considered and, if required, will be executed by the UGC in consultation with MoE and the ADB. In the interim period, PMU, UGC will be the final authority to explain/interpret any ambiguity that may arise.

### **Annexures of this RDGOM:**

RDGOM Annexure 1(a): RDG Sub-Project Proposal Format on Academy-Industry Collaboration

RDGOM Annexure 1(b): RDG Sub-Project Proposal Format on Interdisciplinary R&D

RDGOM Annexure 1(c): RDG Sub-Project Proposal Format on Cutting Edge CSE/IT Research

RDGOM Annexure 1(d): RDG Sub-Project Proposal Format on IT Solutions Addressing Disability Issues

RDGOM Annexure 2: RDG Financial Management Guidelines

**University Grants Commission of Bangladesh**

Improving Computer and Software Engineering Tertiary Education Project  
(ICSETEP)

**Research and Development Grant (RDG)**

**Sub-Project Proposal Format**

**RDG Area: Academy-Industry Collaboration**

*Please submit Section A and Section B separately*

**Section A**

(This section is designed to be filled out anonymously, without disclosing any personal identifiers.)

**1. Sub-Project Title:**

.....  
.....  
.....  
.....  
.....  
.....

**2. Implementation Period: (2 years)**

- i. Commencement: dd/ mm/ year
- ii. Completion: dd/ mm/ year

**3. Estimated Budget:**

- a. Amount in Taka for Project Grant.....  
[Amount in Word]
- b. Amount in Taka from Other Source.....  
[Amount in Word]
- c. Total Budget of Sub-Project in Taka (a+b) .....  
[Amount in Word]

*[N.B.: Process of utilization of funds from other sources will be mentioned in the partnership agreement.]*

#### 4. Objectives and Motivations of the Sub-Project

Mention the objectives and motivations of the sub-project. Please note that each objective will produce results and outcomes, which must be expressed as milestones and measured with performance indicators.

General Objective: (mention the general/main objective that are aimed to be achieved)

Specific Objectives:

- 1.
- 2.
- .
- n.

#### 5. Significance with respect to ICSETEP, National Policy and Sustainable Development Goals (SDG)

Significant contributions to ICSETEP objectives:

#### 6. Expected and Deliverable Outcomes and Benefits

#### 7. Innovativeness/novelty of the proposal

#### 8. Background- (study on state-of-the-art literature)

#### 9. Technical Approach and Methodologies

(including SWOT analysis)

**10. Performance Indicators:**

Describe the performance indicators (activity milestones and impact indicators) to measure achievements of the proposed activities in “**Table of Milestones**”, “**Table of Performance Indicators**” and “**Table of Logical Framework**” as per **Table 2, Table 3 and Table 4 (SPP Annex 1)**.

**11. Relevance:**

To what extent are the performance indicators relevant to the specific objectives?

**12. Workplan**

Please submit/attach the “**Work/Activities Plan**” as per **Table 5 (SPP Annex 2)**

**13. Commercialization Prospect:**

(Market Analysis, Business Model, SWOT Analysis and Commercialization Plan)

The quality of market demand and competition analysis (size and possibility of extension beyond Bangladesh), A detailed SWOT analysis to identify internal strengths and weaknesses. The business model and the potential for successful commercialization.

**14. Summary of Estimated Budget and Justification:**

Please furnish a summary of major items and estimated costs in Table 1 below. This table should mention only the major heads of expenditure and not a detailed list of all goods and services that will be procured under the sub-project. *(Please consult with Indicative Eligible Expenditure (Section 7) of RDGOM and submit the table in an Excel spreadsheet).*

**Table1. Summary of Estimated Budget**

**Sub-project Title:**

.....

**Amount in Lakh Taka**

<b>Economic Code</b>	<b>Description (Item of Expenditure)</b>	<b>Unit</b>	<b>Cost per Unit</b>	<b>Estimated Cost</b>	<b>% of Estimated Cost</b>
A	<b>Recurrent Expenditure</b>				
	Personnel Cost				
	Honorarium				

	Administrative expenses				
	Repairs and maintenance				
	Workshop/Training/Consultancy				
	Stipend/Scholarship				
	<b>Total Recurrent</b>				
<b>B</b>	<b>Capital Expenditure</b>				
	ICT equipment				
	Computers and accessories				
	Electrical equipment				
	Laboratory equipment				
	Office equipment				
	Teaching and learning material				
	Furniture				
	Research and Development (Intellectual Property Product)				
	<b>Total Capital</b>				
<b>C</b>	Operational Costs/Contingencies (maximum 2% of total cost)				
	Grants Total (A+B+ C)				

- Economic codes are [available@https://ibas.finance.gov.bd/ibas/HelpDocuments/OldToNewEconomic.pdf](https://ibas.finance.gov.bd/ibas/HelpDocuments/OldToNewEconomic.pdf)  
v=763

**15. Financial and Procurement Plan:**

Please attach the Financial and Procurement Plan under the sub-project in the format provided in **SPP Annex 3 and SPP Annex 4.**

**16. Sustainability Plan:**

Describe the sustainability analysis and long-term plan to continue.

Please submit/attach the ‘Summary of Future Plan / Sustainability Analysis’ for this sub-project (**SPP Annex 11**) proving measures and budget provisions the entity/university is likely to commit to future progress/ sustain the activities and outcomes after the completion of the sub-project.

**List of Annexes that have to be attached to this section:**

SPP Annex 1: Table of Milestones, Table of Performance Indicators and Table of Logical Framework

SPP Annex 2: Work/Activities Plan

SPP Annex 3: Financing Plan

SPP Annex 4: Procurement Plan

SPP Annex 11: Future Plan / Sustainability Analysis

**RDG Area: Academy-Industry Collaboration**

**Sub-Project Title:**

.....

**Section B**

**1. Sub-Project Management Team (SPMT) Strength and Experience**

The overall research strength, prior experience, and relevant SPMT experiences. Please mention the SPMT personnel directly responsible for managing and implementing the subproject in the formats given in **SPP Annex 8 & 8A** as evidenced by supporting documents

and explanations.

- 2.** Please state if (i) a project of similar nature was implemented earlier and/or (ii) is currently under implementation by the proposal submitting entity, or (iii) by any of the members of the sub-project management team. If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and whether surplus funds will be available for the entity due to the undertaking of this RDG sub-project.

**3. Submitting Entity’s Institutional Capacity**

The facilitation of the fund recipient entity of the university, and arrangement for engagement in the proposal for efficient implementation

**4. Strength of Collaboration Entity**

Relevant Experience and quality of the SPMT member from the industry. Relevant experience, facility and capacity to perform the partnership engagement and justification of contributions to the project. Please see the evaluation guidelines.

Please submit/attach the detailed “Portfolio of the Collaborating entity” for this sub-project in **SPP Annex 10**.

- 5.** Please attach the Environment **Safety Checklist** and **Mitigation Plan** under the sub-project in the format provided in **SPP Annex 5 and SPP Annex 6**. *(Please note that the absence of the checklist and mitigation plan will lead to the rejection of the sub-project by **RDGB**)*

6. Please submit/attach the “**Social Screening Form**” as per **SPP Annex 7**.
7. Proposal Endorsement by the University Management has to be attached with filled-in format given in **SPP Annex 12**.
8. Minutes of the Academic Committee Meeting have to be attached as **SPP Annex 13** with the SPP.
9. Please mention the name and address of **three peers/experts** in the proposed field of research and development program:

<p><b>1:</b> Name.....</p> <p>Official affiliation (if any) .....</p> <p>Corresponding mailing address.....</p> <p>E-mail.....; Cell No.....</p>
<p><b>2:</b> Name.....</p> <p>Official affiliation (if any) .....</p> <p>Corresponding mailing address.....</p> <p>E-mail.....; Cell No.....</p>
<p><b>3:</b> Name..... Official</p> <p>affiliation (if any) ..... Corresponding</p> <p>mailing address.....</p> <p>E-mail.....; Cell No.....</p>

**List of Annexes that have to be attached to this section:**

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- SPP Annex 8: Sub-Project Management Team
- SPP Annex 8A: Resume of SPMT
- SPP Annex 9: Partnership Agreement
- SPP Annex 10: Portfolio of the Collaborating entity
- SPP Annex 12: Proposal Endorsement by the University Management
- SPP Annex 13: Minutes of the Academic Committee Meeting

**University Grants Commission of Bangladesh**

**Improving Computer and Software Engineering Tertiary Education Project  
(ICSETEP)**

**Research and Development Grant (RDG)**

**Sub-Project Proposal Format**

**RDG Area: Interdisciplinary R&D**

*Please submit Section A and Section B separately*

**Section A**

(This section is designed to be filled out anonymously, without disclosing any personal identifiers.)

**1. Sub-Project Title:**

.....  
.....  
.....

**2. Implementation Period: (2 years)**

- a. Commencement: dd/ mm/ year
- b. Completion: dd/ mm/ year

**3. Estimated Budget:**

- d. Amount in Taka for Project Grant.....  
[Amount in Word]
- e. Amount in Taka from Other Source.....  
[Amount in Word]
- f. Total Budget of Sub-Project in Taka (a+b) .....  
[Amount in Word]

*[N.B.: Process of utilization of funds from other sources will be mentioned in the partnership agreement.]*

**4. Objectives and Motivations of the Sub-Project**

Mention the objectives and motivations of the sub-project. Please note that each objective will produce results and outcomes, which must be expressed as milestones and measured with performance indicators.

General Objective: (mention the general/main objective that are aimed to be achieved)

Specific Objectives:

- 1.
- 2.
- .
- n.

**5. Significance with respect to ICSETEP, National Policy**

Significant contributions to ICSETEP objectives through the improvement of the SPP submitting entity's academic institution with interdisciplinary engagement:

**6. Expected and Deliverable Outcomes and Benefits**

**7. Relevance to the national policy and Sustainable Development Goals (SDG)**

Describe the conformity of the Sub project proposal to the objectives of the Government's policy and

SDG.

**8. Innovativeness/novelty of the proposal**

**9. Background-** (study on state-of-the-art literature)

## 10. Technical Approach and Methodologies

(including SWOT analysis)

--

## 11. Performance Indicators:

Describe the performance indicators (activity milestones and impact indicators) to measure achievements of the proposed activities in “Table of Milestones”, “Table of Performance Indicators” and “Table of Logical Framework” as per Table 2, Table 3 and Table 4 (SPP Annex 1).

## 12. Relevance:

To what extent are the performance indicators relevant to the specific objectives?

--

## 13. Workplan

Please submit/attach the “Work/Activities Plan” as per Table 5 (SPP Annex 2)

## 14. Summary of Estimated Budget and Justification:

Please furnish a summary of major items and estimated costs in Table 1 below. This table should mention only the major heads of expenditure and not a detailed list of all goods and services that will be procured under the sub-project. *(Please consult with Indicative Eligible Expenditure (Section 7) of RDGOM and submit the table in an Excel spreadsheet).*

**Table1. Summary of Estimated Budget**

Sub-project Title:

.....

Amount in Lakh Taka

Economic Code	Description (Item of Expenditure)	Unit	Cost per Unit	Estimated Cost	% of Estimated Cost
A	<b>Recurrent Expenditure</b>				
	Personnel Cost				
	Honorarium				
	Administrative expenses				
	Repairs and maintenance				
	Workshop/Training/Consultancy				
	Stipend/Scholarship				
	<b>Total Recurrent</b>				

B	<b>Capital Expenditure</b>				
	ICT equipment				
	Computers and accessories				
	Electrical equipment				
	Laboratory equipment				
	Office equipment				
	Teaching and learning material				
	Furniture				
	Research and Development (Intellectual Property Product)				
	<b>Total Capital</b>				
C	Operational Costs/Contingencies (maximum 2% of total cost)				
	<b>Grants Total (A+B+ C)</b>				

- Economic codes are [available@https://ibas.finance.gov.bd/ibas/HelpDocuments/OldToNewEconomic.pdf](https://ibas.finance.gov.bd/ibas/HelpDocuments/OldToNewEconomic.pdf)  
v=763

#### 15. Financial and Procurement Plan:

Please attach the Financial and Procurement Plan under the sub-project in the format provided in **SPP Annex 3 and SPP Annex 4**.

#### 16. Sustainability Plan:

Describe the sustainability analysis and long-term plan to continue.

Please submit/attach the ‘Summary of Future Plan / Sustainability Analysis’ for this sub-project (**SPP Annex 11**) proving measures and budget provisions the entity/university is likely to commit to future progress/ sustain the activities and outcomes after the completion of the sub-project.

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SPP Annex 3: Financing Plan

SPP Annex 4: Procurement Plan

SPP Annex 11: Future Plan / Sustainability Analysis

**RDG Area: Interdisciplinary R&D**

**Sub-Project Title:**

.....

**Section B**

**1. Sub-Project Management Team (SPMT) Strength and Experience**

The overall research strength, prior experience, and relevant SPMT experiences. Please mention the SPMT personnel directly responsible for managing and implementing the subproject in the formats given in **SPP Annex 8 & 8A** as evidenced by supporting documents and explanations.

2. Please state if (i) a project of similar nature was implemented earlier and/or (ii) is currently under implementation by the proposal submitting entity, or (iii) by any of the members of the sub-project management team. If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and whether surplus funds will be available for the entity due to the undertaking of this RDG sub-project.

**3. Submitting Entity’s Institutional Capacity**

The facilitation of the fund recipient entity of the university, and the arrangement for engagement in the proposal for efficient implementation

**4. Strength of Collaboration Entity**

Relevant Experience and quality of the SPMT member from the collaborating entity. Relevant experience, facility and capacity to perform the partnership engagement and justification of contributions to the project. Please submit/attach the detailed “Portfolio of the Collaborating entity” for this sub-project (**SPP Annex 10**)

5. Please attach the Environment **Safety Checklist** and **Mitigation Plan** under the sub-project in the format provided in **SPP Annex 5 and SPP Annex 6.** *(Please note that the absence of the checklist and mitigation plan will lead to the rejection of the sub-project by RDGB)*
6. Please submit/attach the “**Social Screening Form**” as per **SPP Annex 7.**
7. Proposal Endorsement by the University Management has to be attached with filled-in format given in **SPP Annex 12.**
8. Minutes of the Academic Committee Meeting have to be attached as **SPP Annex 13** with the SPP.
9. Please mention the name and address of **three peers/experts** in the proposed field of research and development program:

<p><b>1:</b> Name.....</p> <p>Official affiliation (if any) .....</p> <p>Corresponding mailing address.....</p> <p>E-mail.....; Cell No.....</p>
<p><b>2:</b> Name.....</p> <p>Official affiliation (if any) .....</p> <p>Corresponding mailing address.....</p> <p>E-mail.....; Cell No.....</p>
<p><b>3:</b> Name..... Official affiliation (if any) .....</p> <p>Corresponding mailing address.....</p> <p>E-mail.....; Cell No.....</p>

**List of Annexes that have to be attached to this section:**

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- SPP Annex 8A: Resume of SPMT
- SPP Annex 9: Partnership Agreement
- SPP Annex 10: Portfolio of the Collaborating entity
- SPP Annex 12: Proposal Endorsement by the University Management
- SPP Annex 13: Minutes of the Academic Committee Meeting

**University Grants Commission of Bangladesh**

**Improving Computer and Software Engineering Tertiary Education Project  
(ICSETEP)**

**Research and Development Grant (RDG)**

**Sub-Project Proposal Format**

**RDG Area: Cutting Edge CSE/IT Research**

*Please submit Section A and Section B separately*

**Section A**

(This section is designed to be filled out anonymously, without disclosing any personal identifiers.)

**1. Sub-Project Title:**

.....  
.....  
.....

**2. Implementation Period:(2 years)**

- a. Commencement: dd/ mm/ year
- b. Completion: dd/ mm/ year

**3. Estimated Budget:**

- g. Amount in Taka for Project Grant.....  
[Amount in Word]
- h. Amount in Taka from Other Source.....  
[Amount in Word]
- i. Total Budget of Sub-Project in Taka (a+b) .....  
[Amount in Word]

*[N.B.: Process of utilization of fund from other source will be clearly mentioned in the partnership agreement.]*

**4. Objectives and Motivations of the Sub-Project**

Mention the objectives and motivations of the sub-project. Please note that each specific

objective will produce results and outcomes and has to be expressed in terms of milestones and measured with performance indicators.

General Objective: (mention the general/main objective that are aimed to be achieved)

Specific Objectives:

- 1.
- 2.
- .
- n.

Motivations:

#### **5. Significance with respect to ICSETEP**

The improvement of the SPP submitting entity's academic institution (e.g., faculty/student involvement in research and project activities to enhance research and skill development) to achieve ICSETEP objectives

#### **6. Relevance to the national policy and SDG**

Describe the conformity of the Sub project proposal to the objectives of the Government's policy and SDG.

#### **7. Innovativeness and novelty of the proposal**

The innovativeness and novelty of the idea of the proposal, and the impact of this idea on the advancement of science and technology.

#### **8. Background-** (study on state-of-the-art literature)

#### **9. Expected and Deliverable Outcomes and Benefits**

**10. Technical Approach and Methodologies**

(including SWOT analysis)

**11. Performance Indicators:**

Describe the performance indicators (activity milestones and impact indicators) to measure achievements of the proposed activities in “Table of Milestones”, “Table of Performance Indicators” and “Table of Logical Framework” as per **Table 2, Table 3 and Table 4 (SPP Annex 1)**.

**12. Relevance:**

To what extent are the performance indicators relevant to the specific objectives?

**13. Workplan**

Please submit/attach the “Work/Activities Plan” as per Table 5 (**SPP Annex 2**)

**14. Summary of Estimated Budget and Justification:**

Please furnish a summary of major items and estimated costs in Table 1 below. This table should mention only the major heads of expenditure and not a detailed list of all goods and services that will be procured under the sub-project. *(Please consult with Indicative Eligible Expenditure (Section 7) of RDGOM and submit the table in an Excel spreadsheet).*

**Table1. Summary of Estimated Budget**

Sub-project Title:

.....

**Amount in Lakh Taka**

<b>Economic Code</b>	<b>Description (Item of Expenditure)</b>	<b>Unit</b>	<b>Cost per Unit</b>	<b>Estimated Cost</b>	<b>% of Estimated Cost</b>
<b>A</b>	<b>Recurrent Expenditure</b>				
	Personnel Cost				
	Honorarium				
	Administrative expenses				
	Repairs and maintenance				
	Workshop/Training/Consultancy				
	Stipend/Scholarship				
	<b>Total Recurrent</b>				

B	<b>Capital Expenditure</b>				
	ICT equipment				
	Computers and accessories				
	Electrical equipment				
	Laboratory equipment				
	Office equipment				
	Teaching and learning material				
	Furniture				
	Research and Development (Intellectual Property Product)				
	<b>Total Capital</b>				
C	Operational Costs/Contingencies (maximum 2% of total cost)				
	<b>Grants Total (A+B+ C)</b>				

- Economic codes are [available@https://ibas.finance.gov.bd/ibas/HelpDocuments/OldToNewEconomic.pdf  
v=763](https://ibas.finance.gov.bd/ibas/HelpDocuments/OldToNewEconomic.pdf?v=763)

#### **15. Financial and Procurement Plan:**

Please attach the Financial and Procurement Plan under the sub-project in the format provided in **SPP Annex 3 and SPP Annex 4.**

#### **16. Sustainability Plan:**

Describe the sustainability analysis and long-term plan to continue.

Please submit/attach the ‘Summary of Future Plan / Sustainability Analysis’ for this sub-project (**SPP Annex 11**) proving measures and budget provisions the entity/university is likely to commit to future progress/ sustain the activities and outcomes after the completion of the sub-project.

#### **List of Annexes that have to be attached to this section:**

SPP Annex 1: Table of Milestones, Table of Performance Indicators and Table of Logical Framework

SPP Annex 2: Work/Activities Plan

SPP Annex 3: Financing Plan

SPP Annex 4: Procurement Plan

SPP Annex 11: Future Plan / Sustainability Analysis

**RDG Area: Cutting Edge CSE/IT Research**

**Sub-Project Title:**

.....

**Section B**

**1. Sub-Project Management Team (SPMT) Strength and Experience**

The overall research strength, prior experience, and relevant SPMT experiences. Please mention the SPMT personnel directly responsible for managing and implementing the subproject in the formats given in **SPP Annex 8 & 8A** as evidenced by supporting documents and explanations.

2. Please state if (i) a project of similar nature was implemented earlier and/or (ii) is currently under implementation by the proposal submitting entity, or (iii) by any of the members of the sub-project management team. If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and whether surplus funds will be available for the entity due to the undertaking of this RDG sub-project.

**3. Submitting Entity’s Institutional Capacity**

The facilitation of the fund recipient entity of the university, and arrangement for engagement in the proposal for efficient implementation

4. Please attach the Environment **Safety Checklist** and **Mitigation Plan** under the sub-project in the format provided in **SPP Annex 5 and SPP Annex 6**. *(Please note that the absence of the checklist and mitigation plan will lead to the rejection of the sub-project by RDGB)*

5. Please submit/attach the “**Social Screening Form**” as per **SPP Annex 7**.

6. Proposal Endorsement by the University Management has to be attached with filled-in format given in **SPP Annex 12**.

7. Minutes of the Academic Committee Meeting have to be attached as **SPP Annex 13** with the SPP.

8. Please mention the name and address of **three peers/experts** in the proposed field of research and development program:

<p><b>1:</b> Name.....</p> <p>Official affiliation (if any) .....</p> <p>Corresponding mailing address.....</p> <p>E-mail.....; Cell No.....</p>
<p><b>2:</b> Name.....</p> <p>Official affiliation (if any) .....</p> <p>Corresponding mailing address.....</p> <p>E-mail.....; Cell No.....</p>
<p><b>3:</b> Name..... Official</p> <p>affiliation (if any) ..... Corresponding</p> <p>mailing address.....</p> <p>E-mail.....; Cell No.....</p>

**List of Annexes that have to be attached to this section:**

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- SPP Annex 6: Environmental Mitigation and Monitoring Plan
- SPP Annex 7: Social Screening Form
- SPP Annex 8: Sub-Project Management Team
- SPP Annex 8A: Resume of SPMT
- SPP Annex 9: Partnership Agreement (Not required)
- SPP Annex 10: Portfolio of the Collaborating entity (Not required)
- SPP Annex 12: Proposal Endorsement by the University Management
- SPP Annex 13: Minutes of the Academic Committee Meeting

**University Grants Commission of Bangladesh**

**Improving Computer and Software Engineering Tertiary Education Project  
(ICSETEP)**

**Research and Development Grant (RDG)**

**Sub-Project Proposal Format**

**RDG Area: IT Solutions Addressing Disability Issues**

*Please submit Section A and Section B separately*

**Section A**

(This section is designed to be filled out anonymously, without disclosing any personal identifiers.)

**1. Sub-Project Title:**

.....  
.....  
.....  
.....  
.....

**2. Implementation Period:(2 years)**

- a. Commencement: dd/ mm/ year
- b. Completion: dd/ mm/ year

**3. Estimated Budget:**

- j. Amount in Taka for Project Grant.....  
[Amount in Word]
- k. Amount in Taka from Other Source.....  
[Amount in Word]
- l. Total Budget of Sub-Project in Taka (a+b) .....  
[Amount in Word]

*[N.B.: Process of utilization of fund from other source will be mentioned in the partnership agreement.]*

**4. Objectives and Motivations of the Sub-Project**

Mention the objectives and motivations of the sub-project. Please note that each specific objective will produce results and outcomes and has to be expressed in terms of milestones and measured with performance indicators.

General Objective: (mention the general/main objective that are aimed to be achieved)
Specific Objectives:
1.
2.
.
n.
Motivations:

**5. Significance with respect to ICSETEP, National Policy and Sustainable Development Goals (SDG)**

Significant contributions to ICSETEP objectives through the improvement of the SPP submitting entity's academic institution with interdisciplinary engagement:

--

**6. Expected and Deliverable Outcomes and Benefits**

--

**7. Innovativeness/novelty of the proposal**

--

**8. Background-** (study on state-of-the-art literature)

--

**9. Need and Impact Analysis according to Disability Issues:**

The need analysis of the targeted people and expected benefits/impacts on the quality of their life (Market Analysis)

**10. Technical Approach and Methodologies**

(including SWOT analysis)

**11. Rollout plan of the proposal**

Describe the rollout plan of the proposal to achieve the objectives.

**12. Performance Indicators:**

Describe the performance indicators (activity milestones and impact indicators) to measure achievements of the proposed activities in “**Table of Milestones**”, “**Table of Performance Indicators**” and “**Table of Logical Framework**” as per **Table 2, Table 3 and Table 4 (SPP Annex 1)**.

**13. Relevance:**

To what extent are the performance indicators relevant to the specific objectives?

**14. Workplan**

Please submit/attach the “Work/Activities Plan” as per Table 5 (**SPP Annex 2**)

**15. Summary of Estimated Budget and Justification:**

Please furnish a summary of major items and estimated costs in Table 1 below. This table should mention only the major heads of expenditure and not a detailed list of all goods and services that will be procured under the sub-project. *(Please consult with Indicative Eligible Expenditure (Section 7) of RDGOM and submit the table in an Excel spreadsheet).*

**Table1. Summary of Estimated Budget**

**Sub-project Title:**

.....

Amount in Lakh Taka					
Economic Code	Description (Item of Expenditure)	Unit	Cost per Unit	Estimated Cost	% of Estimated Cost
A	<b>Recurrent Expenditure</b>				
	Personnel Cost				
	Honorarium				
	Administrative expenses				

	Repairs and maintenance				
	Workshop/Training/Consultancy				
	Stipend/Scholarship				
	<b>Total Recurrent</b>				
<b>B</b>	<b>Capital Expenditure</b>				
	ICT equipment				
	Computers and accessories				
	Electrical equipment				
	Laboratory equipment				
	Office equipment				
	Teaching and learning material				
	Furniture				
	Research and Development (Intellectual Property Product)				
	<b>Total Capital</b>				
<b>C</b>	Operational Costs/Contingencies (maximum 2% of total cost)				
	<b>Grants Total (A+B+ C)</b>				

- Economic codes are [available@https://ibas.finance.gov.bd/ibas/HelpDocuments/OldToNewEconomic.pdf](https://ibas.finance.gov.bd/ibas/HelpDocuments/OldToNewEconomic.pdf)  
[v=763](#)

#### 16. Financial and Procurement Plan:

Please attach the Financial and Procurement Plan under the sub-project in the format provided in **SPP Annex 3 and SPP Annex 4**.

#### 17. Sustainability Plan:

Describe the sustainability analysis and long-term plan to continue.

Please submit/attach the ‘Summary of Future Plan / Sustainability Analysis’ for this sub-project (**SPP Annex 11**) proving measures and budget provisions the entity/university is likely to commit to future progress/ sustain the activities and outcomes after the completion of the sub-project.

#### List of Annexes that have to be attached to this section:

SPP Annex 1: Table of Milestones, Table of Performance Indicators and Table of Logical Framework

SPP Annex 2: Work/Activities Plan

SPP Annex 3: Financing Plan

SPP Annex 4: Procurement Plan

SPP Annex 11: Future Plan / Sustainability Analysis

**RDG Area: IT Solutions Addressing Disability Issues**

**Sub-Project Title:**

.....

**Section B**

**1. Sub-Project Management Team (SPMT) Strength and Experience**

The overall research strength, prior experience, and relevant SPMT experiences. Please mention the SPMT personnel directly responsible for managing and implementing the subproject in the formats given in **SPP Annex 8 & 8A** as evidenced by supporting documents and explanations.

2. Please state if (i) a project of similar nature was implemented earlier and/or (ii) is currently under implementation by the proposal submitting entity, or (iii) by any of the members of the sub-project management team. If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and whether surplus funds will be available for the entity due to the undertaking of this RDG sub-project.

**3. Submitting Entity’s Institutional Capacity**

The facilitation of the fund recipient entity of the university, and arrangement for engagement in the proposal for efficient implementation

**4. Strength of Participating Entity**

The experience of the participating entity (Institutes/Schools/NGO/Hospital/etc) in working with disabled people. Relevant experience, facility and capacity to perform the partnership engagement and justification of contributions to the project. Please see the evaluation guidelines.

Please submit/attach the detailed “portfolio of the participating entity” for this sub-project (**SPP Annex 10**)

5. Please attach the Environment **Safety Checklist** and **Mitigation Plan** under the sub-project in the format provided in **SPP Annex 5 and SPP Annex 6**. *(Please note that the absence of the checklist and mitigation plan will lead to the rejection of the sub-project by RDGB)*
6. Please submit/attach the “**Social Screening Form**” as per **SPP Annex 7**.
7. Proposal Endorsement by the University Management has to be attached with filled-in format given in **SPP Annex 12**.
8. Minutes of the Academic Committee Meeting have to be attached as **SPP Annex 13** with the SPP.
9. Please mention the name and address of **three peers/experts** in the proposed field of research and development program:

<p><b>1:</b> Name.....</p> <p>Official affiliation (if any) .....</p> <p>Corresponding mailing address.....</p> <p>E-mail.....; Cell No.....</p>
<p><b>2:</b> Name.....</p> <p>Official affiliation (if any) .....</p> <p>Corresponding mailing address.....</p> <p>E-mail.....; Cell No.....</p>
<p><b>3:</b> Name..... Official affiliation (if any) .....</p> <p>Corresponding mailing address.....</p> <p>E-mail.....; Cell No.....</p>

**List of Annexes that have to be attached to this section:**

- SPP Annex 5: Environment and Safety Checklist for RDG Proposal
- SPP Annex 6: Environmental Mitigation and Monitoring Plan
- SPP Annex 7: Social Screening Form
- SPP Annex 8: Sub-Project Management Team
- SPP Annex 8A: Resume of SPMT
- SPP Annex 9: Partnership Agreement
- SPP Annex 10: Portfolio of the Collaborating/participating entity
- SPP Annex 12: Proposal Endorsement by the University Management
- SPP Annex 13: Minutes of the Academic Committee Meeting

**Table 2: Milestones to Evaluate Sub-project Proposal Implementation (Level 1)**

	Milestones	Reference to Specific Objectives	Critical Activities	Verification methods	Assumptions
1.					
2.					
3.					
4.					
5.					

**Table 3: Performance Indicators to Evaluate Sub-project Proposal Impact (Level2)**

	Indicators	Reference to Specific Objectives	Calculation method	Assumptions	Verification methods	Calculation of base Value	Baseline Value in Year2024	Desired Standard in Year....
1.								
2.								
3.								
4.								
5.								

**Building Tables of Milestones and Indicators**

- **Milestone/Indicators:** Define the specific variables considered in the indicator. In the case of Level 1, define the milestone, stage or activity to be reached/accomplished in time.
- **Reference to Objectives:** Specify the general and/or specific objectives related to each Milestone/Indicator. In Level 2, it is not necessary to link all specific objectives defined in the sub-project to a PI.
- **Critical Activities:** In Level 1, indicate which activities are critical for compliance with the defined milestone.
- **Calculation Method:** Define the formula used to calculate the indicator, indicating the variables to be considered. In the case of ratios, identify the numerator and the denominator.
- **Assumptions:** Indicate prior considerations used in measuring the variables involved. For example, state the date on which annual measurements will be taken.
- **Verification Methods:** Indicate the data or products that will serve to validate the indicator result. The data must be available for M&E activities proposed in the sub-project proposal.

- **Base Value, Year 2023/24:** This reflects the initial reference value for subsequent annual measurements.
- **Calculating the Base Value:** Specify the method used to obtain the base value of the indicator in 2024/25.
- **Desired Standard, Year N:** This reflects a final reference value for the indicator to be achieved after implementing the sub-project. For example, increasing the ratio of the total number of full-time teachers with a PhD, from an initial base value of 7 (no critical mass) to 10 (sufficient critical mass) over 6 years i.e., 4 years after the completion of the sub-project. And increasing the annual PhD graduation from 2 to 4 and decreasing the time-for-PhD degree from 6 to 4 years over the same period.

**Performance Indicators (PI) for the Sub-project**

Sub-projects have to define and formulate some indicators and explain with precision their calculation methodology, the origin of base values, measurement periods, periods of analysis and evaluation, and validation methods.

**Performance indicators** are key instruments in monitoring and evaluation (M&E) of sub-projects since they help to measure the achievement of goals, the effects of clear strategies and effectiveness in the use of resources. A small set of independent indicators that can be well-defined and measured periodically is desirable. The proper definition of performance indicators makes it possible to monitor and evaluate achievements in measurable terms, indicating the benefits.

Please mention the calculation methods, sources and procedures to obtain base values, values committed during and after the implementation of the sub-project, and verification methods to validate the results obtained.

**Proposed indications** must contemplate two levels of measurement: the first level (Level 1) involves sub-project stages or **milestones** where critical activities are achieved in time, and the second level (Level2) involves performance indicators based on the regular measurement of key variables that will account for the degree to which the sub-project affects its end beneficiaries.

**Indicative measurements.** It means that monitoring and evaluation should be continued beyond the formal sub-project activities termination date.

**Table 4: Logical Framework of the Sub-Project to Evaluate the Main Elements and Logical Linkages between Them**

Project Narrative		Name of Indicators	Means of Verification	Important Assumptions
Goal				
Purpose				
Outputs				
Activities				

**Table 5: Work/Activities Plan**

Please list in detail each activity within a timeframe that will be carried out during the sub-project implementation period:

Work/Activities	Year 1												Year 2											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12

Please submit the plan in an Excel spreadsheet as a **Gantt chart** (for assistance please consult [www.ganttchart.com](http://www.ganttchart.com) or [www.vertex42.com](http://www.vertex42.com))

Table 6: Financing Plan

Sub-project Title:.....

Amount in Lakh Taka

Economic Code	Description (Item of Expenditure)	Year-1				Year-2				Total
		Qtr-1	Qtr-2	Qtr-3	Qtr-4	Qtr-5	Qtr-6	Qtr-7	Qtr-8	
A	<b>Recurrent Expenditure</b>									
	Personnel Cost									
	Honorarium									
	Administrative expenses									
	Repairs and maintenance									
	Workshop/Training/Consultancy									
	Stipend/Scholarship									
	<b>Total Recurrent</b>									
B	<b>Capital Expenditure</b>									
	ICT equipment									
	Computers and accessories									
	Electrical equipment									
	Laboratory equipment									
	Office equipment									
	Teaching and learning material									
	Furniture									
	Research and Development (Intellectual Property Product)									
	<b>Total Capital</b>									
C	Operational Costs/Contingencies (maximum 2% of total cost)									
<b>Grants Total (A+B+ C)</b>										

**Table 7: Sub-Project Procurement Plan (Procurement of Goods)**

Sl. No.	Package No.	Description of Procurement Package	Unit	Quantity	Procurement Method & Type (OTM/LTM etc.& ICT/NCT)	Contract Approving Authority	Estimated cost in Lakh Taka	Advertisement date	Time for completion (date)	Remarks
1	2	3	4	5	6	7	8	9	10	11

**Table 8: Sub-Project Procurement Plan (Procurement of Works)**

Sl. No.	Package No.	Description of Procurement Package	Unit	Quantity	Procurement Method & Type (OTM/LTM etc.& ICT/NCT)	Contract Approving Authority	Estimated cost in Lakh Taka	Advertisement date	Time for completion (date)	Remarks
1	2	3	4	5	6	7	8	9	10	11

**Table 9: Sub-Project Procurement Plan (Procurement of Services)**

Sl. No.	Package No.	Description of Procurement Package	Unit	Quantity	Procurement Method & Type (QCBS/FBS etc.& International/National)	Contract Approving Authority	Estimated cost in Lakh Taka	REOI Advertisement date	Time for completion (date)	Remarks
1	2	3	4	5	6	7	8	9	10	11

**University Grants Commission of Bangladesh**

**Improving Computer and Software Engineering Tertiary Education Project  
(ICSETEP)**

**Research and Development Grant (RDG)**

**Environment and Safety Checklist for Research and Development  
Proposal**

**Instructions**

The purpose of this checklist is to identify potential environmental and safety issues related to the research proposal. This is a generalized check list format for all category research works.

The applicant will fill-up the format, which will be reviewed and signed by the Head of the proposal proposal-submitting entity. If the checklist shows potential negative environmental impacts the applicant will submit a separate sheet for mitigation measures for it (Attachment A).

Title of the RDG Sub-project: \_\_\_\_\_

Institution: \_\_\_\_\_

Type of Research: \_\_\_\_\_

Research Activity: On-going/New Activity

RDG Sub- Project Area:

Duration of Research Work: \_\_\_\_\_ Months

Tentative Start Date: \_\_\_\_\_

**Brief Description of Research Activity (Within 200 words)**

A large, empty rectangular box with a thin black border, intended for the user to write a brief description of their research activity. The box is currently blank.

## Checklist

Sl #	Screening Questions	Yes	No	Remarks
1	Will the research work be laboratory based? [If the answer of question 1 is No, then go to question 6.]			
2	Does the laboratory have			
	i environment, health and safety protocol or guidelines?			
	ii Adequate fire safety provision?			
	iii Safety provision for gas cylinder handling?			
	iv Proper waste disposal facilities?			
	v Adequate liquid waste management facilities?			
	vi Proper storage facilities for hazardous chemicals, pesticides, acids, etc.?			
	vii adequate ventilation system?			
	viii first-aid facilities?			
	ix emergency exit facilities?			
	x Trained professionals to guide the researchers/students about safety procedures?			
3	Will the laboratory-based research work			
	i Require procurement of hazardous products (WHO Hazard Class I & II)?			
	ii Produce hazardous waste materials?			
	iii Generate infectious waste?			
	iv Cause significant emissions of gas harmful to health?			
	v Generate liquid waste?			
	vi Cause any major noise?			
4	Has the applicant received formal training on laboratory operation and safety rules?			
5	Does the applicant have previous work experience at the laboratory on similar work?			
6	Will the research work require interventions at the field level?			
7	Will the field-based research work			
	i Located at or near an environmentally sensitive area?			
	ii Require procurement of hazardous products (WHO Hazard Class I & II)?			
	iii Discharge any liquid waste in the environment?			
	iv Discharge large quantities of waste/used water?			
	v Generate hazardous waste?			
	vi Impair downstream water quality?			
	vii Have any possible degradation in land and ecosystems?			
	viii Causes local air pollution from any plant/system operation?			
	ix Generate excessive noise and/or dust?			
8	Will medical, biophysical or clinical research be conducted using human subjects?			
9	Will the project have any indirect impact on the environment and ecosystem?			
10	Will the research work involve permission or clearance of any government department or agency?			
11	Will future expansion or implementation of research findings cause any major environmental problem?			

**Signature:**

The above answers are true and complete. I understand that the University Grants Commission will depend on them to make its decision.

Name of Head of Proposal Submitting Entity and

Signature with Date: Signature with Date \_\_\_\_\_

Name: \_\_\_\_\_

Contact Telephone Number and E-mail: \_\_\_\_\_

**Please sign below to verify that the information in this document is accurate and complete to the best of your knowledge.**

**Environment Professional's Signature & Date:**

Signature with date: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Telephone Number and E-mail: \_\_\_\_\_

## University Grants Commission of Bangladesh

### Improving Computer and Software Engineering Tertiary Education Project (ICSETEP)

Research and Development Grant (RDG)

#### Environmental Mitigation and

**Monitoring Plan Table 1: Typical Environmental Mitigation**

Activity/Issue	Potential Environmental Impacts	Proposed Mitigation Measures	Responsible Parties	Estimated Cost

**Table 2: Typical Environmental Monitoring Plan**

Issue	Parameters	Monitoring Frequency	Monitoring Location	Responsible Parties

**University Grants Commission of Bangladesh**  
Improving Computer and Software Engineering Tertiary Education  
Project (ICSETEP)

Research and Development Grant (RDG)

**SOCIAL SCREENING FORM**

*[This form will be filled up by the Head of proposal submitting entity of the university and shall constitute an annex to the Sub-project Proposal format to be submitted for RDG grants]*

**Part A: General Information**

Screening Date:.....

Name of the Institute:

.....

District:.....Upazila:.....

..... Name of the Principal/Head:

.....

Names of Committee Members

participated in Screening: 01.

02.

03.

Names of MoE/UGC/ICSETEP Member, if any, Participated in  
Screening:

01.

02.

03.

**Part B: Activities**

1. Major Activities using the RDG, ICSETEP fund

2. Click if activities  New construction  Improvements  Repair/Renovation include any:

1. Description of the physical works, if any:

**Part C: Social Issues**

1. Will there be a need for additional lands to carry out the intended works?  Yes  No
2. Does this activity affect any community groups' access to any resources that they use for livelihood?  
 Yes  No
3. Does your institute catch a significant number of Tribal People (TP)?  
 Yes  No
4. Do your proposed activities ensure equal inclusion of the TP?  
 Yes  No
5. Does your proposed activity pose any threat to cultural tradition and way of life?  
 Yes  No
6. Does your proposed activity severely restrict access to common property resources and livelihood activities?  
 Yes  No
7. Does your proposed activity affect places/objects of cultural and religious significance (places of worship, ancestral burial grounds, etc.)  
 Yes  No
8. Names of TP community members and organizations which participated in Social Screening (if any):
9. Any social concerns expressed by the TP community and organizations, students and teachers?
10. The TP community and organizations perceive the social outcomes of the activity:   
Positive  
 Negative  
 Neither positive nor negative
11. In respect of the social impacts and concerns, is there a need to undertake an additional impact assessment study?  
 Yes  No

**Prepared by (Name):**.....

**Signature:**.....

**Date:**.....

### Sub-Project Management Team

Name/Designation of Management and Support Staff	Positioning the Institution and Entity	Positioning the Sub-Project	Specific Responsibilities	Time Dedicated to the Sub-Project*
<b>(Name of Management Staff)</b>				
		PI		
		Co-PI-1		
		Co-PI-2		
<b>(Designation of Support Staff)</b>				

Please attach the sum of the PI and Co-PI (s) as per SPP **Annex 8A**  
 \*Hours per person per week

**Resume Format of SPMT  
Principal Investigator (PI), Co-Principal Investigator (Co-PI)  
and Members**

**1. Personal Data**

Title	Last Name	Middle Name	FirstName	
Mobile Number	E-Mail	Personal Website	Telephone (Home)	Telephone (Office) & Fax Number
Date of Birth	Place of Birth	Nationality	National ID (NID)	Taxpayer ID Number (TIN)
Current Affiliation			Contact Address	
Major Responsibilities/ Duties and Working Hours (Hours Per Week)			Resident Address	

**2. Academic Data**

Undergraduate	University	Country	Year
Graduate	University	Country	Year

**3. Prior Experience in Implementing Project/Research**

Title of the Project/ Research Activity	Outcomes delivered	Donor/Sponsor	Position in the project	Year	
				From	To

**4. Prior Positions**

Institution	Position	From	To

**5. Institutional Address**

Name of Institution	Location & Address	Website	E-Mail

## **Partnership Agreement**

### **Agreement Might Include:**

1. Participation and contributions of individual partner entities in the sub-project
2. Resource support of individual partner entities
3. Fund contribution if fund is utilized in addition to sub-project grant
4. Share of earnings from sub-project deliverables

## **Portfolio of the participating entity**

## **Summary of Future Plan / Sustainability Analysis**

**Proposal Endorsement by University Management**

**a. Sub-Project Title:**

.....

**b. Proposal Submitting Entity:** (If more than one entity, please mention those names) Department/Faculty/Institute/Center/University:

.....

**c. Sponsoring/Endorsing**

**University:**..... (Name, Address, Location, website)

**d. Total Cost of the Sub-project (in**

**Taka):**.....

1. Amount in Taka for Project Grant.....

2. Amount in Taka from Other Source.....

**e. Implementation period:**

i. Commencement:.....

ii. Completion: .....

Name & address of  
Principal Investigator

.....  
.....

Name & address of  
Co-Principal Investigator 1

.....  
.....

Name & address of  
Co-Principal Investigator 2

.....  
.....

-----  
**(Signature of the PI)**  
with name, seal and date

-----  
**(Signature of the Co-PI 1)**  
with name, seal and date

-----  
**(Signature of the Co-PI2)**  
with name, seal and date

-----  
**Signature of the Head of Proposal**  
**Submitting Entity with name, seal and**  
**date**

.....

**Institutional Commitment:**

(.....*Name of the University*.....) hereby commits to extend all required support to the implementation of the proposed sub-project and pledges to make efforts for its sustainability if the sub-project is approved by UGC.

-----  
**Signature of**  
**Vice-Chancellor**  
**with Name, Seal**  
**and Date**

**Minutes of the Academic Committee Meeting**

## **Financial Management Guidelines for the Research and Development Grant**

### **1. Introduction**

The universities which have received RDG awards will implement the RDG sub-projects with due diligence and efficiency, and in accordance with sound financial standards and practices satisfactory to the GoB and ADB. The universities will further maintain a financial system and prepare financial statements in accordance with consistently applied accounting standards acceptable to GoB and ADB, both in a manner adequate to reflect the operations, resources and expenditures related to RDG sub-projects. The objectives of these guidelines are to strengthen financial management (FM) system and practices among RDG awarded entities, to enhance the financial management capability of RDG awarded universities FM team in preparing timely and accurate project financial reports to ensure accountability, transparency, and accuracy, and to ensure that statutory requirements and regulations are fully adhered to by the sub-project.

### **2. RDG Sub-Project Financial Management**

The Principal Investigator (PI) will be primarily responsible for all financial management activities of his/her sub-project and will be accountable to UGC/ICSETEP for all financial matters concerning sub-project implementation. The accountant/finance staff recruited or charged additionally by the University for the sub-project will help the PI in maintaining the financial management system of the sub-project. S/he will identify all financial transactions and enter them immediately into the books of accounts and maintain all documents, registers, records and correspondence. The main duties and responsibilities of the Accountant/Finance Staff will be to:

- Checking invoices for goods, works and services and processing for payment;
- Maintain Bank Book (Cash Book);
- Maintain all ledgers, Registers etc.;
- Maintain vouchers/bills/receipts/invoices/contracts/work orders and all other important financial transactions and procurement documents in a systematic order;
- Collect bank statement and reconcile bank balance;
- Prepare sub-project's Monthly Financial Report, Quarterly Progress Report, and Annual Project Financial Statements;
- Prepare a reply to the audit observations made by the government's auditors from the Foreign Aided Project Audit Directorate (FAPAD);
- Prepare six-monthly budget expenditure plans for the sub-project;
- Any other financial management-related tasks assigned to him/her.

The URDGS will provide technical assistance to the PI on financial management and procurement activities of the sub-projects and for the preparation and submission of Financial Management Reports/Statements to ICSETEP. Additionally, UGCRDGS officials and specialists will also provide technical assistance when needed by the sub-projects.

### **3. Delegation of Financial Power**

Financial Delegations of Authority are the mechanisms by which the RDG sub-project enables the PI to utilize funds on behalf of the sub-project. Delegations provide formal authority to make payments from the sub-project fund/bank account. In matters of financial delegation, including procurement of goods and services, PIs shall follow the Delegation of Financial Powers of the

respective university.

#### **4. Internal Control**

The internal control system of the sub-project is following the policy of the respective University, policies of the Government of Bangladesh and policies and procedures set by ADB. Sub-project will follow the internal control system as applicable for the ICSETEP, including the agreed policies and procedures of ADB, including the financial management manual. The system should encompass, but not be limited to:

- i. well-organized structure,
- ii. segregation of duties with hierarchy,
- iii. appropriate authorization and approval procedures,
- iv. ensure payments through the banking channel,
- v. physical safeguard of assets,
- vi. accounting and arithmetical accuracy, and
- vii. managerial oversight

#### **5. Fund Flow Management**

**5.1.** ICSETEP/PMU is responsible for managing a local currency advance sub-account at a commercial bank (with prior approval from MoF) and operated by the PMU. Funds from the USD advance accounts will be converted and transferred into the advance sub-account to be maintained by the PMU. The advance account is to be used exclusively for ADB's share of eligible expenditures. The total outstanding advance to the advance account should not exceed the estimate of ADB's share of expenditures to be paid through the advance account for the forthcoming 6 months. PMU may request initial and additional advances to the advance account based on an estimate of expenditure sheet setting out the estimated expenditures to be financed through the account for the forthcoming 6 months. Supporting documents should be submitted to ADB by the PMU in accordance with ADB's *Loan Disbursement Handbook* (2022, as amended from time to time) when liquidating or replenishing the advance accounts. The PMU is responsible for collecting and retaining all transactional records about disbursements under this project. PMU is to maintain sub-project-wise advance records individually to gather and provide information when needed.

**5.2** Each RDG sub-project is to open an advance account (in BDT) by the title of the sub-project at a state-owned commercial bank. The type of the Bank Account should be in STD/SND nature. This bank account is to be used exclusively for ADB's share of eligible expenditures under the RDG sub-project. PI will be the sole signatory to operate the sub-project Bank Account. The total outstanding advance to the sub-project bank account shall not exceed the 6-month estimate of expenditures to be financed through the sub-project total grant. ICSETEP should ensure that every liquidation and replenishment of each sub-sub account is supported by the required documentation following ADB's *Loan Disbursement Handbook* (2022, as amended from time to time).

**5.2.1** ICSETEP will transfer the first tranche of RDG to the sub-project bank account based on their six-month estimated expenditure drawn on the approved budget, annual procurement plan and work/activity plans. Depending on the financial management capacity of the RDG sub-project, subsequent grants may be released on the basis of statement of expenditures (SoEs) and requisition for advance submitted to the ICSETEP.

**5.2.2** RDG sub-projects are to send all transaction supporting documents to ICSETEP so that PMU can centrally manage all financial records pertaining to this project, which will then be made promptly available to ADB and auditors upon request.

## **6. Payments from Sub-Project Bank Account**

The PI should strictly follow the government's financial rules and regulations in making payments for procurement of goods, works and services and other expenditures and seek the approval of the university's head of procuring entity (HOPE) for undertaking procurement. However, the procurement plan of the subproject must be approved by the ICSETEP. Financial and procurement rules and Guidelines issued by GoB and ADB will, therefore, be equally applicable for making expenditure and payment. The PI would make payment for only those expenditures which have followed the due procedure and are included in the sub-project budget. The RDGOM provides examples of indicative eligible expenditures to be made by the subprojects.

Before making any payment, invoices should be checked properly to ensure that:

- i. Specifications and quality of supplied goods, services, or works are as mentioned in the tender document and its schedule and are according to the purchase order/contract;
- ii. Items and quantities of supplied goods, services, or works are according to the purchase order/contract;
- iii. Unit price of the procured items is according to the purchase order/contract;
- iv. Delivery of the procured items is within the stipulated time/deadline;
- v. Procured items have been duly received, checked and entered in the stock register;
- vi. Invoices are free from any arithmetical errors and inconsistencies;
- vii. The goods, services and works supplied/delivered are chronological from the dates of invitation of tender, contract and purchase order.
- viii. The tender documents, tender evaluation report and payment proposal have been authorized by the competent authority and approved by the HOPE and ICSETEP, where applicable.
- ix. Any other relevant issues.

In addition to the above, and before making payments out of the sub-project bank account, the PI must ensure that:

- i. That the activity undertaken was included in the Activity/Work, Financing and Procurement Plans and budget of the subproject;
- ii. Duly certified by a competent authority as properly executed;
- iii. Expenditures are properly documented, verified and approved for payments;
- iv. Outcome of the activity/work done can be physically verified, ownership established and properly safeguarded.
- v. Income Tax and VAT are required to be deducted from the vendors for providing goods and services as per requirements outlined in the Income Tax Ordinance, VAT Act, and amendments thereof through Finance Acts. Tax and VAT at source shall be deducted in applicable cases against payment of goods and services as per the rate prescribed from time to time by the NBR.
- vi. A revenue stamp is required when an acknowledged receipt of payment revenue stamp is to be affixed in applicable cases (payment is tk. 500 and above) by the Stamp Act.
- vii. Payment should be made through A/C Payee Cheque/Bank Transfer.

## **7. Cash Basis of Accounting**

The sub-project will maintain accounts on a cash basis in line with the GoB's accounting system.

Therefore, efforts shall be made to process payments as early as possible so that expenditures are recorded and paid for in the period in which they are incurred.

- Receipts will be recorded when cash is received, and payments will be recorded when disbursements are made, not when liability arises.
- Subproject shall employ consistent methods in maintaining records and in preparing financial statements.

## 8. Fixed Assets Management

8.1 Any tangible item fulfilling any of the following conditions is to be treated as a fixed asset:

- The value of the item is Tk. 10,000 or more;
- The item has a potentially useful life of more than one year.

8.2 The acquisition of capital assets is to be organized so that no unauthorized acquisition can be made, and records of each acquisition are accurate, complete, and recorded in the appropriate period. Fixed Assets are categorized as follows:

- Computer and Accessories
- IT Equipment
- Office Equipment
- Furniture
- Teaching and Learning Materials
- Laboratory Equipment
- Electrical Equipment
- Research and Development (Intellectual Property Product)

### 8.3 General Instructions Regarding Fixed Assets

The following table presents all instructions related to fixed assets management at the sub-project level:

<b>Instructions related to Fixed Assets</b>		
<b>Sl.</b>	<b>Particulars</b>	<b>Instructions</b>
1.	Identification of RDGs sub-project fixed assets	Fixed assets purchased, developed, or constructed by the fund of RDG sub-projects are the property of RDGs of ICSETEP.
2.	Disclosure of fixed assets in the financial statements as well as in accounting records	The fixed assets are to be recorded in the fixed assets register at zero value for the establishment of control over the movement/use. Sub-project office is to maintain a fixed register following the format in the <b>Appendix 4.</b>
3.	Maintenance of Fixed Assets	Each fixed asset is to be marked with an identification number, which is to be affixed to the fixed asset permanently. The identification number is to be affixed immediately after the acquisition of the asset by the responsible officer of the sub-project management team
4.	Duty of the responsible official	The PI team needs to assign one member responsible for maintaining the fixed assets-related tasks, which includes the following activities: The assets are protected from damage, loss or unauthorized use and are properly managed; Initiate the process for affixing the permanent identification mark in the fixed assets; Proper recording and regular update of the register;

Sl.	Particulars	Instructions
		Initiate the process for annual physical verification and preserve the verification reports; Ensure the preservation of the product's guarantee/warranty/insurance documents. Also, maintain the assets in terms of manufacturers' instructions (in applicable cases); Ensure the compliance of the GoB rules and regulations applicable to the management of fixed assets.
5.	Disposal of Fixed Assets	Sub-projects are to use the assets within the project tenure. After the project assets will be handed over to the user entities with proper approval from the University. The damaged/unworkable assets are to be disposed of with prior permission and direct instruction from the PD, ICSETEP.
6.	Resolution of Disagreement	If, for any reason, a contradiction in the agreement comes to the attention regarding ownership of the asset, in that case, GoB and ADB will jointly decide to settle that issue.

## 9. Books of Accounts to be Maintained

The following books of accounts and registers are to be maintained by PMU and each PIU according to the funding sources:

- Bank Book (Appendix 1)
- General Ledger (Appendix 2)
- Advance Register (Appendix 3)
- Fixed Assets Register (Appendix 4)
- Consumable Assets Register (Appendix 5)
- Cheque Issue Register (Appendix 7)
- Income Tax and VAT register (Appendix 8)

### 9.1 Bank Book

Separate bank books are to be maintained by each sub-project to record funds received and payments made. Receipts and Payments through the bank must be recorded regarding the ledger folio number. Standard format is given in Appendix 1.

Bank balance as per the bank Book must be reconciled with the bank statement at the end of each month. The reconciliation should be signed by the officer responsible for maintaining the bank book, and a copy of the reconciliation, along with the bank statement, is to be preserved in a file. Bank reconciliation in the prescribed format (Appendix 6) is to be prepared at the beginning of the following month, which will be affixed with the monthly financial report and is to be sent to PMU.

### 9.2 Ledger

Individual Ledgers are to be maintained by PMU and each PIU separately as per GoB and ADB budget allocation funds received.

- i. Receipts / Payments are to be recorded through Credit and Debit Vouchers respectively in the ledgers, cross-referenced with cash/bank book and voucher number. This will help the auditor to find the audit trail of a transaction.
- ii. All transactions are to be sequentially dated.
- iii. Journal vouchers are also to be prepared for adjustment of advance, correction of errors, shifting of one head to another head etc.

The standard format of GL is given in Appendix 2.

### **9.3 Advances to RDG Sub-Project Register**

The Advances to Sub-project Register is to be maintained at PMU for each RDG sub-project where advances are provided. Detailing the advance with date, location/office, and Debit Voucher reference. The Advances to sub-project Register is to be maintained in an individual page by each sub-project for each advance provided. The advances are recorded in a separate sheet with the following details:

- Separate advance register for GoB and ADB;
- Details of the office/ official receiving the advance.
- The relevant economic codes.
- Balance of the advance remaining with the offices/ official (GoB, RPA and total)
- Value and date of SoEs received against the advance (GoB, RPA and total).

Advances will be monitored by PMU, which will advise the maximum amount that can be advanced for any location. Standard format is given in Appendix 3.

### **9.4 Fixed Assets Register**

Each sub-project is to maintain a Fixed Asset Register for the ICSETEP fixed assets, recording the following information:

- Fixed assets ID number and description.
- Location of the fixed assets (e.g., room number)
- Date of purchase and cost.

Periodically (annually), each location will be required to confirm the existence and condition of assets under its control based on this record. Standard format is given in Appendix 4.

### **9.5 Consumable Assets Register**

Each sub-project is to maintain a Consumable Asset Register for the sub-project store or consumable assets, recording the following information;

- Maintain asset-wise separate page in the register;
- Consumable assets receipts information with date and quantity;
- All issue records with date and quality (Appendix 5.1);
- Balance of consumable assets;

The annual physical verification is required to confirm the balance of the consumable items recorded in the register. Any changes in the balance need to be recorded with approval from the appropriate authority of the project. Standard format is given in Appendix 5.

### **9.6 Cheque Issue Register**

Each sub-project is to maintain bank bank-wise cheque issue register for the RDG sub-project. Each of the cheque issue registers needs to consist of the following information:

- Issue date and cheque number of each transaction;
- Amount of the cheque;
- The signature of the cheque receiver;
- The signature of the cheque preparer and cheque signatory Standard format is given in

Appendix 7.

### **9.7 Income Tax and VAT Register:**

Each sub-project is to maintain the Income Tax and VAT register for the sub-project. Each of the Income Tax and VAT registers needs to consist of the following information:

- Separate page for Income Tax and VAT payables and payments;
- Bill details with date, bill amount, bill number/ voucher number, payable IT/ VAT amount;
- The payment details of IT/ VAT, including the date of the cheque, cheque number and amount. Standard format is given in Appendix 8.

## **10. Financial Reporting**

The following financial reporting is required from each RDG sub-project to ICSETEP:

- 10.1 Monthly Financial Report (Appendix 9): The Monthly Financial Report is to be sent to ICETEP by the sub-project within the 7<sup>th</sup> of the following month.
- 10.2 Bank reconciliation (Appendix 6): The monthly bank reconciliation statement is to be attached to the monthly financial report.
- 10.3 Quarterly Progress Report (QPR) (Appendix 9.1): Each sub-project will prepare and submit a quarterly progress report and send it to ICSETEP within 15 days after the end of each quarter. The quarterly bank reconciliation statement (Appendix 6) is to be attached to the quarterly progress report.
- 10.4 Annual Project Financial Statements (APFS) (Annexure 9.2): Each sub-project is to prepare annual project financial statements for every financial year and submit to ICSETEP within 30 days after the end of the financial year.

## **11. Unspent Balance of RDG Sub-Project**

- 11.1 During implementation of the sub-project, there may be an unspent balance in the bank account at the closing of the financial year. The amount of such an unspent balance can be carried forward and utilize under the following year's budget. The PI should inform the Project Director, ICSETEP, promptly about the amount of unspent funds at the end of the year so that ICSETEP can update its books of accounts accordingly.
- 11.2 After completion of the sub-project, unspent funds may exist at the sub-project bank account. In such a situation, the unspent fund should be transferred to the **Imprest Account** of ICSETEP by the PI within a month of the completion of the sub-project, along with a statement on closing of accounts.

## **12. Re-appropriation of Approved Budget**

The PI may be allowed to re-appropriate allocations from one budget head to another (if any) with the prior approval of the Project Director, ICSETEP. In such a situation, Principal Investigators shall send the re-appropriation proposal to the Project Director, ICSETEP, justifying the necessary changes. However, no expenditure can be made before approval of such a proposal.

## **13. Audit Arrangement**

Foreign Aided Projects Audit Directorate (FAPAD) under the office of the Comptroller and Auditor General of Bangladesh (C&A GoB) is mandated to carry out financial audit of development projects.

The primary objectives of the audit will be:

1. To verify the accuracy and completeness of accounts to secure that all revenue and receipts collected are brought to account under the proper head, that all expenditures and disbursements are authorized, vouched, and correctly classified, and that the final account represents a complete and true statement of the financial transactions it purports to exhibit.
2. Review the underlying internal control systems and procedures to identify any material risks to complete, accurate and timely financial reporting, and
3. Render the audit opinions required under the project legal agreements



### Appendix 3: Advances to Sub-Project Register

Name/ Particulars: *(RDG Sub-Project)*

Date	Particulars <i>(Includes advance details i.e., university or name of individual/ project budget head at the time of adjustment)</i>	Voucher details <i>(voucher no. with date)</i>	Advance Amount			Adjustment details			Balance		
			GoB	Special account	Total	GoB	Special account	Total	GoB	Special account	Total

### Appendix 4: Fixed Assets Register

Particulars *(name of asset/ details of asset):*  
Source of fund: *RDG Sub-project*

Date of posting	Date of acquisition	Voucher ref./ file number	Cost of assets	Identification mark/ number	User/ location of assets	Condition of asset	Physical verification details <i>(date/remarks)</i>

**Appendix 5: Consumable Assets Register**

Particulars (*name of asset/ details of item*):

Source of fund: *RDG Sub-project*

Date of posting	Voucher ref./ file number	Cost of assets	Qty. Received	Qty. Issued	Requisition ref. for Issue	Balance	Signatures		Physical verification details ( <i>date/ remarks</i> )
							Goods receiver	Store keeper	

Appendix 5.1: Stock Requisition Date of Issue :

Username :

Name of the office :

Designation :

Sl. #	Name of Items	Quantity	Purpose

Signature

User of the item (s)

Name:

Date:

Signature

Issuer of the item (s)

Name:

Date:

Signature

Approver

Name:

Date:

**Appendix 6: Bank Reconciliation**

Name of Sub-project :  
 Name of Bank :  
 Bank Account No. :

For the Month :  
 Date of Preparation :

Particulars	Amount in Taka	Amount in Taka												
Balance as per bank statement	XXX	XXX												
1. Add: Cheque deposited but not credited by Bank														
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Particulars</th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Cheque no.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td> </td> <td> </td> </tr> </tbody> </table>	Particulars	Date	Cheque no.							<b>Total</b>			XXX	XXX
Particulars	Date	Cheque no.												
<b>Total</b>														
2. Add: Bank charges/ commissions debited in bank statement but not recorded into bank book														
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Particulars</th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Cheque no.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td> </td> <td> </td> </tr> </tbody> </table>	Particulars	Date	Cheque no.							<b>Total</b>			XXX	XXX
Particulars	Date	Cheque no.												
<b>Total</b>														
3. Less: Cheque issued but not presented in bank for payment														
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Particulars</th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Cheque no.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td> </td> <td> </td> </tr> </tbody> </table>	Particulars	Date	Cheque no.							<b>Total</b>			XXX	XXX
Particulars	Date	Cheque no.												
<b>Total</b>														
4. Less: Bank interest credited in bank but not recorded in the bank book														
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Particulars</th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Cheque no.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td> </td> <td> </td> </tr> </tbody> </table>	Particulars	Date	Cheque no.							<b>Total</b>			XXX	XXX
Particulars	Date	Cheque no.												
<b>Total</b>														
<b>Balance as per Bank Book</b>	<b>XXXX</b>	<b>XXXX</b>												

Signature  
 Prepared by:  
 Name:  
 Date:

Signature  
 Reviewed and Approved by  
 Name:  
 Date:

*Note: Copy of the bank statement must be attached with the reconciliation statement as true evidence of the bank balance.*

**Appendix 7: Cheque Issue Register**

Cheque Number	Date of issue of cheque	Voucher/ bill ref. number	Particulars of cheque ( <i>vendor/ recipients' name</i> )	Signatures		
				Preparer	Approver	Receiver

**Appendix 8: Income Tax Register**

Date	Voucher ref.	Total Bill Amount	IT payable amount	IT paid amount	Balance

*Note: Vendor wise IT payable and payments records need to be recorded on the individual page.*

**Appendix 8.1: VAT Register**

Date	Voucher ref.	Total Bill Amount	VAT payable amount	VAT paid amount	Balance

*Note: Vendor wise VAT payable and payments records need to be recorded in individual page.*

**Appendix 9: Financial Reporting Format (Monthly)**

Statement of Receipts, Payments, and Cash balances for the month of .....  
Amounts in BDT

Particulars (project budget head)	Budget code	Notes	Cumulative amount up to previous month			Actuals for the month			Cumulative amount up to current month		
			Other a/c	Advance a/c	Total	Other a/c	Advance a/c	Total	Other a/c	Advance a/c	Total
			1	2	3	4	5=3+4	6	7	8=6+7	9
<b>Opening balance</b>											
Other bank a/c											
Advance bank a/c											
<b>Receipts</b>											
Fund received from Other sources											
Fund received from ICSETEP through advance account											
Direct Payment from ICSETEP											
<b>Total Receipts</b>											
<b>Payments</b>											
A. Recurrent Expenditure											
Personnel Cost		01									
Honorarium		02									
Administrative expenses		03									
Repairs and maintenance		04									
Workshop/Training/Consultancy		05									
Stipend/Scholarship		06									
<b>Total Recurrent</b>											
B. Capital Expenditure											
ICT equipment											
Computers and accessories											
Electrical equipment											
Laboratory equipment											
Office equipment											
Teaching and learning material											
Furniture											
Research and Development (Intellectual Property Product)											
<b>Total Capital</b>											
C. Operational Cost		07									
<b>Total Payments (A + B + C)</b>											
<b>Closing balance</b>											
Other bank a/c											
Advance bank a/c											
<b>Grand Total</b>											

Prepared by

AO Signature  
Date  
Seal

Certified by

PI Signature  
Date  
Seal

Authorized by

HOPE Signature  
Date  
Seal

## Appendix 9.1: Financial Reporting Format (Quarterly)

Statement of Receipts, Payments, and Cash balances For the quarter ended.....  
Amounts in BDT

Particulars (project budget head)	Budget code	Notes	Cumulative amount up to previous Quarter			Actuals for the Quarter			Cumulative amount up to current Quarter		
			Other a/c	Advance a/c	Total	Other a/c	Advance a/c	Total	Other a/c	Advance a/c	Total
			1	2	3	4	5=3+4	6	7	8=6+7	9
<b>Opening balance</b>											
Other bank a/c											
Advance bank a/c											
<b>Receipts</b>											
Fund received from Other sources											
Fund received from ICSETEP through advance account											
Direct Payment from ICSETEP											
<b>Total Receipts</b>											
<b>Payments</b>											
A. Recurrent Expenditure											
Personnel Cost		01									
Honorarium		02									
Administrative expenses		03									
Repairs and maintenance		04									
Workshop/Training/Consultancy		05									
Stipend/Scholarship		06									
<b>Total Recurrent</b>											
B. Capital Expenditure											
ICT equipment											
Computers and accessories											
Electrical equipment											
Laboratory equipment											
Office equipment											
Teaching and learning material											
Furniture											
Research and Development (Intellectual Property Product)											
<b>Total Capital</b>											
C. Operational Cost		07									
<b>Total Payments (A + B + C)</b>											
<b>Closing balance</b>											
Other bank a/c											
Advance bank a/c											
<b>Grand Total</b>											

Prepared by

AO Signature

Date

Seal

Certified by

PI Signature

Date

Seal

Authorized by

HOPE  
Signature

Date

Seal

## Appendix 9.2: Financial Reporting Format (Annual)

Name of the Sub-project (XXX)

Statement of Receipts, Payments, and Cash balances For the year ended 30 June 20XX

Amounts in BDT

Particulars (project budget head)	Budget code	Notes	Current Year			Pervious Year			Cumulative to date		
			Other a/c	Advance a/c	Total	Other a/c	Advance a/c	Total	Other a/c	Advance a/c	Total
	1	2	3	4	5=3+4	6	7	8=6+7	9	10	11=9+10
<b>Opening balance</b>											
Other bank a/c											
Advance bank a/c											
<b>Receipts</b>											
Fund received from Other sources											
Fund received from ICSETEP through advance account											
Direct Payment from ICSETEP											
<b>Total Receipts</b>											
<b>Payments</b>											
A. Recurrent Expenditure											
Personnel Cost		01									
Honorarium		02									
Administrative expenses		03									
Repairs and maintenance		04									
Workshop/Training/Consultancy		05									
Stipend/Scholarship		06									
<b>Total Recurrent</b>											
B. Capital Expenditure											
ICT equipment											
Computers and accessories											
Electrical equipment											
Laboratory equipment											
Office equipment											
Teaching and learning material											
Furniture											
Research and Development (Intellectual Property Product)											
<b>Total Capital</b>											
C. Operational Cost		07									
<b>Total Payments (A + B + C)</b>											
<b>Closing balance</b>											
Other bank a/c											
Advance bank a/c											

Prepared by

AO Signature

Date

Seal

Certified by

PI Signature

Date

Seal

Authorized by

HOPE  
Signature

Date

Seal

Notes:

## Useful Economic Codes for SPP Budget Preparation and Financial Management

<b>Economic Code</b>	<b>Personnel Cost:</b>	<b>Economic Code</b>	<b>Repairs and maintenance:</b>
		3258102	Furniture
3111101	Basic pay (Officer)	3258103	Computer
3111201	Basic pay (Employee)	3258104	Office equipment
3111301	Charge allowance	3258108	Repairs and maintenance of Lab/Class Rooms/RDG Office
3111304	Dearness allowance		<b>Workshop/Training/Consultancy</b>
3111306	Education allowance	3211111	Seminar and conference expenses
3111310	Housing rent allowance	3231201	Domestic training
3111311	Medical allowance	3231101	Foreign training
3111314	Tiffin allowance	3257101	Consultancy including cost of visiting academics and Academic Collaboration
3111335	Bangla New year allowance	3821117	<b>Stipend/scholarship</b>
3111327	Overtime allowance		MS Students
3111332	<b>Honorarium/Incentives</b>		PhD Students
	For Sub-project Management Team:		Sub Total
	PI	3911112	Contingency
	Co-PI		
	Associate Members		
	For URDGS		
	<b>Administrative expenses:</b>		
3111332	Honorarium for Committee Members		
3211106	Entertainment expenses		
3211107	Hiring charge		
3211109	Labour wages to non-employees		
3211112	Subscriptions		
3211116	Courier		
3211117	Internet/Fax/Telex		
3211119	Postage		
3211125	Advertising expenses		
3211127	Books and periodicals		
3211128	Publications		
3221104	Registration fee		
3241101	Domestic travel expenses		
3242101	Foreign travel expenses		
3255101	Computer consumables (Printing)		
3255104	Stamps and seals		
3256101	General supplies		
3257301	Ceremonies/Festivals		
3255102	Printing and binding		