



SHER-E-BANGLA AGRICULTURAL UNIVERSITY RESEARCH SYSTEM (SAURES)
SHER-E-BANGLA AGRICULTURAL UNIVERSITY
DHAKA

PROFORMA FOR SUBMISSION OF RESEARCH PROJECT

(The Project proposal should be original and problem oriented)

PART-I

PROJECT IDENTIFICATION DATA

1. Project Title:
2. Name & address of (a) Research Coordinator
(b) Principal Investigator
3. Priority area:
4. Topics related to SDG:
5. Department/Departments where research is to be performed:
6. Nature of the Project (Cheek appropriate boxes)
 - (a) ☐ Coordinated ☐ Independent
 - (b) ☐ Fundamental ☐ Applied
 - (c) Planned project life ☐ up to 1 year ☐ up to 2 years ☐ up to 3 years
 - (d) Total research budget: Taka -----
 - (e) Has this project been submitted to any other agency for financial assistance?
☐ Yes ☐ No

If the answer is yes,

Please name the agency and state the date of submission

7. Name(s) and Address (es) of collaborating department(s)/ institute(s) if any.
8. Name the research projects you have at present:

PART-II

OUTLINE OF THE PROJECT

1. Identification of the problem and its significance:
2. Detailed research objectives:
3. Review of works already performed or in progress at other institute in the country or elsewhere:
4. Justification of the research proposal:
5. Methodology (in details):
 - (a) Material:
 - (b) Design of experiments:
 - (c) Procedure to be followed in achieving stated objectives:
6. Goal of the project.

PART-III
WORK PLAN

1. Planned project life: From -----To -----
2. Annual activity schedule:

Name of the year	Name of the month	Objectives to be achieved (out put)	Activities to be performed	Submission of report (Quarterly / Half yearly / annually)
First year	Jan.-Jun.	1. 2.	1. 2. 1. 2.	
	July.-Dec.	1. 2.	1. 2. 1. 2.	
Second year	Jan.-Jun.	1. 2.	1. 2. 1. 2.	
	July.-Dec.	1. 2.	1. 2. 1. 2.	
Third year	Jan.-Jun.	1. 2.	1. 2. 1. 2.	
	July.-Dec.	1. 2.	1. 2. 1. 2.	

3. Expected output of the Project:

PART-IV

BUDGET ESTIMATE

LINE ITEM	1 st year	2 nd year	3 rd year
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OPERATIONAL EXPENSES

- (a) Salary & Allowance
- (b) Office Supplies/Services
- (c) Travel & Transportation
- (d) Oil, Fuel & Maintenance
- (e) Field/Laboratory Expenses
- (f) Monitoring & Evaluation cost
- (g) Printing or Reports
- (h) Contingencies

SUB TOTAL: Taka -----

Monitoring/Evaluation cost (to be filled in by SAURES)

GRAND TOTAL: Taka -----

DETAILS OF SALARIES AND ALLOWANCES

Name/Position	Monthly Rate			Total for the year
	Basic pay	Allowance	Total	

i. Researcher:

- (a) Coordinator
- (b) Principal investigator

SUB TOTAL: Taka -----

ii. Other Scientific staff: (With proper justification for each category)

- (a) Skilled personnel (Graduate/Non graduate)
- (b) Technician Lab, Asstt. (Full time/part time)

SUB TOTAL: Taka -----

iii. Other Staff: (With proper justification for each category)

- (a) Lab. Attendant/Fieldname/Data Collector/Animal Attendant (Full time/Part time)
- (b) Typist-Clerk (Full time/Part time)
- (c) Others (Category of person and man days with proper justification for each category and number of man days)

SUB TOTAL: Taka -----

GRAND TOTAL: Taka -----

DETAILS OF OTHER OPERATING EXPENSES

Classification	Year 1	Year 2	Year 3
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1. Office Supplies & Services

Printing

Stationary

Utilities

SUB TOTAL: Taka -----

2. Travel & Transportation

Traveling allowance

SUB TOTAL: Taka -----

3. Oil, Fuel & Maintenance

Oil & Fuel

Maintenance Cost of Transport

SUB TOTAL: Taka -----

4. Field/Laboratory Expenses

(a) Chemicals & Glassware's

(b) Input (Fertilizer, Seeds, Experimental Animals/Birds, etc)

(c) Equipments (Non capital)

SUB TOTAL: Taka -----

5. Contingencies

All other expenses

Not enumerated

Above

SUB TOTAL: Taka -----

GRAND TOTAL -----

PART-V

RESEARCHERS INFORMATION SHEET

Name:

Designation:

Academic Qualifications:

Degree/Diploma	University and year	Major Field	Minor Field
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Percentage of time devoted to: Research ----- teaching -----

Hours per week to be devoted to this project -----

Present commitment to other research projects:

(a) Title of the Project

(b) Expected date of completion

No of publication: Technical ----- Popular -----

Comments of the Chairman of the Department

Signature of the Chairman
Of the Department

Signature of Researcher
Date: