

## **Format for Research Proposal**

*Please prepare the proposal in following format on A4 sized paper.*

### **Part-A**

#### Project information

Project number assigned by the CMU

Date of receive

1. Title of the research project:
  
  
2. Name and Address of the Principal Investigator:

Name	
Designation	
Name & address of Principle Investigator's working institute/organization	
E-mail	
Cell phone number	

3. Name and Address of the co-researchers:

Name	Designation	Name & address of co-researcher's working institute/organization	Email	Phone number

4. List of ongoing research project(s) of the principal investigator:

Serial	Title of the project	Expected date of Completion


I/We do hereby assure that the project is not submitted to any other organization and the research will be conducted maintaining the highest level of ethical standard following the research policy of CMU.

Signature of the Principle  
Investigator

Signature of the  
Co-researcher

Counter signature of  
the Head of the institution

**Part-B**

Logical interpretation

1.	Title of the Research Project	:	
2.	Statement of the problem ( <i>Maximum of 500 words</i> )	:	
3.	Objectives of the research <i>a. General objective</i> <i>b. Specific objectives</i>	:	
4.	Literature review	:	
5.	Rationale of the research project	:	
5.	Scope of the study	:	
6.	Methodology: Sources of data, intended population and sampling, data collection technique and data analysis technique etc.	:	
7.	Expected results of the study	:	
8.	Contribution to the quality assurance in higher education	:	
9.	Key performance indicators of the project	:	
10.	References	:	
11.	Annexure		
	A. A detailed tentative budget	:	
	B. Work plan of the project (preferably a date inserted Gantt chart)	:	
	C. Bio-data of researcher (s)	:	

## **Part C**

### **Budget**

*(The budget of a project must be limited to taka 3,00,000/- (Three hundred thousand) only. Maximum 20% of the estimated budget may be expend for researcher's honorarium. The total budget will be disbursed in two instalments to a SND/STD account of the project name. While the first instalment is 50% of the total budget, the other instalment is 50% each.)*

Sl. No.	Head of expenditure	Amount	
		1 <sup>st</sup> instalment (50%)	2 <sup>nd</sup> instalment (50%)
1.	Research tools development		
2.	Data collection		
3.	Data analysis		
4.	Report composing		
5.	Printing		
6.	Stationaries		
7.	Transportation/conveyance		
8.	Honorarium of the researcher(s)		
9.	Miscellaneous		
	Total amount		
	Grand Total		

Signature of the  
Researcher and Date

**Part D**

**Project completion plan**

*(The project must be completed within the fiscal year)*

Work plan (*in Gantt chart*)

Objectives	Major activities	Duration in months									

**Part E**  
**Short CV of the Researcher(s)**  
*(To be filled in by the researcher & Co-researcher separately)*

1. Name:.....

2. Designation: .....

3. Official Mailing Address: .....  
 .....

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

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

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

Degree	Year	University	Major Field

5. Research/Teaching Experience: ..... Years

6. Area of Expertise: .....

7. No. of Publication: (a) International Journal: ..... (b) National Journal : .....

8. No. of Publication in related field: (a) International Journal: .....

(b) National Journal: .....

Signature of the Researcher:

Date: