National Agricultural Technology Program

Phase II Project (NATP-2)

Operational Guideline for Agricultural Innovation Fund-1 (AIF-1)

Project Implementation Unit (PIU)

**National Agricultural Technology Program: Phase II Project**

**Bangladesh Agricultural Research Council**

**Farmgate, Dhaka 1215**

**Operational Guideline for Agricultural Innovation Fund-1 (AIF-1)**

**AIF-1,** Enhancing Agricultural Technology Innovation**,** underpinnedwithResearch Component, will be central in achieving the NATP Project Development Objective (PDO) by supporting the development of innovative agricultural technologies and strengthening agricultural research institutions (NARIs) under the National Agricultural Research System (NARS).

**1. Coordination and Management of AIF-1 grants including strengthening NARIs:**

BARC will coordinate AIF-1 two grant programs: (i) competitive research grants (CRGs) and (ii) Program based research grants (PBRGs) with the following features.

* CRGs will be open to all research providers, National Agricultural Research Institutions (NARIs) and non-NARI research providers (University, NGOs and private organizations)
* PBRGs with the NARI’s core research programs will be open to NARIs but preferably in partnership with other research providers, national (NARIs and non-NARIs) or international organization.
* PBRGs cross cutting research programs will involve at least two research providers.
* The partnership of international in CRG and PBRG subprojects will be by co-financing to improve research proposal, implementation and even dissemination of internationally published research outcome.
* CRG will be funded by USAID TF which closes in September 30, 2018 and only those eligible CRGs will be considered that effectively complete by that time line
* PBRGs time line will be for a period of maximum of 4 years corresponding to one year ahead of NATP-2 closes in order to allow enough time to adequately allow document and up scaling research results.
* A total of 100 CRGs and 33 PBRGs will be funded each respectively with USD 74,300 (about BDT 57.58 lakh) and USD 500,000 (about BDT 387.5 lakh) depending on the size, nature and importance of the proposal. Amount in BDT as mentioned in bracket may vary with exchange rate of US dollar.

**2. Salient AIF-1 and NARI’s Strengthening Activities will include:**

* Updating research thematic and priority areas, and developing research program;
* Awarding and executing research subprojects in crops, livestock and fisheries for generation of demand-led technology (improved varieties/livestock breeds/fish fingerlings and production packages, and mechanization, crop diversification, and climate smart technologies) covering all agro-climatic, socio-economic and stress conditions;
* Providing location and problem-specific technology identification to concerned production problems under specific agro-ecological conditions and constrained areas;
* Germplasm enhancement of crops, livestock and fish species; including bio-fortification, nutritional improvement and natural resource management; and climate resilient technology;
* Packaging of technologies developed under NATP for scaling-up and dissemination;
* Promoting research extension linkage

**3. AIF-1 CRG and PBRG Scopes:**

**3.1. AIF-1 Competitive Research Grant (CRG):**

The first window of NATP-2 research investment is Competitive Research Grants (CRG) program that promotes basic, strategic, demand driven and adaptive research with better research- extension- farmer linkages. Better linkages make new technology more relevant and speed up dissemination. CRG critically targets to mobilize research capacity, stimulate creativity and promote efficiencies in the research system. In the CRG system, research providers are selected on competitive basis using calls for proposals and subjected them to rigorous review before being selected for funding. It aims to enable researcher to work on key problems, develop institutional linkages and capacities across organizations. It better responds to emerging scientific opportunities (e.g., bio-technology) or threat (e.g., Changing climate or markets). CRG’s rigorous review system is useful in building capacities amongst the competitive research providers from National Agricultural Research Institutes (NARIs) and non-NARIs (University, NGOs and Private Organizations). However, the entity that administers the CRGs must have links to world-class scientists (either locally or internationally) who do not compete for the funds but can serve in technical committees of peer reviewers to identify the best proposals.

**3.1.1. CRG Objectives:**

Through basic, strategic and adaptive research that support demand-driven and market-oriented approach with the consideration of

* Multiplicity of actors involved in agricultural technology generation;
* Increasing agricultural output per unit of shrinking arable land while adapting to climate variability and longer-term climate change;
* Diversified, safer and more nutritious food; and
* Opportunities for supplying international markets with selected agricultural and food products.

**3.1.2. Eligibility of CRG Subprojects:** CRG subprojects should fulfill the following criteria

* Proposed research should have direct linkages with NATP-2 objectives;
* Should be clearly linked to identified thrust and thematic areas; and
* Research proposal should be for a period not exceeding September 2018, with all research activities including Project Completion Report (PCR).

**3.1.3. CRG Research Providers/ Entities:**

* National Agricultural Research Institutions (NARIs)
* Non-NARIs research providers (University, NGOs and private organizations)
* International Research centres with co-financingarrangementto improve research proposal, implementation and even dissemination of internationally published research outcome**.**

**3.1.4. Eligibility of CRG Research Providers/ Entities:**

* Shall have adequate Human Resources and Research Facilities.

Additionally, Private Research provider (NGOs and private organizations) shall require all supporting documents, are:

* Must attach copies of all legal documents such as valid GOB approved registration/updated trade license/NGO Bureau registration, updated income tax clearance certificate, VAT certificate (if applicable), etc.
* A brief description of the organization with management structure.
* A brief description on the technical and physical strength of the proponent organization.
* Have minimum 10 (ten) years experience in research of which at least 05 (five) years experience in agricultural research.
* Provide information on some major research experience using format given in Annex-19.
* Indicate the relevance of the proposed project with the overall objectives of the organization and also indicate its capacity to implement the project.

**3.1.5. Eligibility of CRG Applicants:**

* Eligible applicant will must be affiliated with any of the above eligible research entities,
* Principal Investigators (PIs) will have at least master degree and journal publications in relevant fields and Co-PI (s) if any will have master degree in relevant field too,
* PIs will devote at least 30% time and likewise the Co-PIs are,
* Applicants host organizations will have adequate Human Resources and Research Facilities,
* Project activities will be performed by PIs and Co-PIs with the assistance of host organization staffs, and
* All those above will be endorsed by the head of respective research organizations.

**3.2. AIF-1 Program Based Research Grant (PBRG)**

The second window of NATP-2 research investment is institutional program based research grant (PBRG) including research on cross-cutting issues. NARIs has made considerable success in technology generation but could do much more if enough financial supports provided to strategic inter disciplinary research on particular facets of demand led areas. To this effect, the designed institutional program based research grants (PBRGs) of NARIs are conducive and effective approach. PBRG will make stronger footing with team building research culture for achieving holistic research output particularly in cross-cutting issues. Its intermediate outputs also facilitate adoption in increasing agricultural productivity or as new basic material for developing new technologies. Most importantly, it will widen scopes in integrating multiple organizations in combating national agricultural problems as would be coordinated by the NARIs or BARC, and particularly in cross cutting research issues with multiple actors- the widely conceived emerging demand side of the modern agriculture innovation system.

**3.2.1. PBRG Objectives:**

In addition to the objectives mentioned for CRG, PBRG will help research institutions make stronger footing with team building holistic research culture for achieving desired research output for commodities and production practices. Most importantly, coordinated PBRG programs amongst NARIs will widen scopes in integrating multiple organizations for jointly combating national agricultural problems and strengthening their research and research management capability apart from effective and proper resource uses in national perspectives.

**3.2.2. PBRG Research Providers/ Entities:**

* National Agricultural Research Institutions (NARIs)
* Non-NARIs research providers (University, NGOs and private organizations) and International Research Centres
* International Research Centres shall share with co-financing to improve research proposal, implementation and even dissemination of internationally published research outcome**.**
* PBRGs with the NARIs core research programs will be open to all NARIs but preferably in partnership with other research providers, national (NARIs and non-NARIs) or international.
* PBRGs cross cutting research programs will involves at least two research providers within the same entities involving different division/department or intra NARIs or NARIs and Non-NARIs research providers (University, NGOs and private organizations) and be led by the one with the competitive advantage or will be coordinated by BARC.

**3.2.3. Eligibility of PBRG Subprojects:** PBRG subprojects should fulfill the following

* Proposed research shall have direct linkages with NATP-2 objectives;
* Shall be clearly linked to priority thematic and thrust areas; and
* PBRGs time line will be a maximum of 4 years corresponding to one year ahead of NATP-2 closes in order to allow enough time to adequately allow document and disseminate research results.

**3.1.4. Eligibility of PBRG Research Providers/ Entities:**

* Shall have adequate Human Resources and Research Facilities.

Additionally, Private Research Provider (NGOs and private organizations) shall require all supporting documents, are:

* Must attach copies of all legal documents such as valid GOB approved registration/updated trade license/NGO Bureau registration, updated income tax clearance certificate, VAT certificate (if applicable), etc.
* A brief description of the organization with management structure.
* A brief description on the technical and physical strength of the proponent organization.
* Have minimum 10 (ten) years experience in research of which at least 05 (five) years experience in agricultural research.
* Provide information on research experience using format given in Annex-19.
* Indicate the relevance of the proposed project with the overall objectives of the organization and also indicate its capacity to implement the project.

**3.1.5. Eligibility of PBRG Applicants:**

* Applicant will must be affiliated with any of the above entitled research entities,
* Principal Investigators (PIs) will have at least master degree and journal publications in relevant fields and Co-PI (s) if any will have musters degree too in relevant field,
* PIs will devote at least 30% time and likewise the Co-PIs are,
* Applicants host organizations will have adequate Human Resources and Research Facilities,
* Project activities will be performed by PIs and Co-PIs with the assistance of host organization staffs, and
* All those above will be endorsed by the head of recipient research entities or his representative.

**4. Identification of AIF-1 CRG and PBRG Research Thrust and Themes**

**4.1. AIF-1 CRG and PBRG Research Thrust in line with government Agricultural Policy are:**

* Food and nutrient security
* Climate change
* Unfavorable agriculture-ecosystem
* Diversification of agricultural productivity
* Conservation and management of natural resources
* Irrigated agriculture and on-farm water management
* Safe food and environment
* Post harvest processing and value addition
* Farm mechanization including use of renewable/solar energy
* Bio-technology
* Research-extension-farmers linkages

**4.2.** **AIF-1 CRG and PBRG Themes across agriculture sub-sectors:**

| **Crops** | **Livestock** | **Fisheries** |
| --- | --- | --- |
| * + 1. Genetic Enhancement of major Crops for high yield
		2. Genetic Resources and Biodiversity
		3. Farm Productivity Enhancement
		4. Bio-technology
		5. Development of underutilized crops
		6. Pest management
		7. Climatic Change
		8. Soils/ Water Management
		9. Farm Machinery
		10. Renewable energy: Solar energy

11. Unfavorable ecosystems12. High Value Agriculture12. Post-harvest.13. ICT in Agriculture:14. Socio-economics | 1. Livestock production and productivity
2. Livestock breeding and propagation, native species conservation and improvement
3. Feed and Nutrition
4. Livestock protection
5. Climate change adaptation
6. Safe food, Quality Control, bio security
7. Veterinary Public Health
8. Zoonotic Diseases and Control measure development
9. Livestock Waste Management
10. Socio-economics
 | * 1. Reclaiming degraded fisheries resources including biodiversity conservation
	2. Fish breeding and propagation
	3. Protection, conservation and management of fisheries genetic resources
	4. Fish production and productivity
	5. Climate change adaptation
	6. Fish health Management
	7. Harvesting and post harvesting
	8. Fish safety and quality
	9. Socio economics
 |

**4.3.** **Brooder** **research issues**

***Food and nutrient security:*** developing modern/high yielding/ hybrid varieties of crops, fish and animal species coupled with bio-fortified vitamins and minerals through combined conventional and bio-technological research approaches.

***Adaptation to climate change:*** Developing climate smart technology-i.e. Tolerant/ resistant crop, fodder, animal and fish species against drought, salinity, flood and submergence, soil acidity, temperature extremes by conventional and bio-technological approaches.

***Diversification of agricultural productivity:*** Developing Farming System Research in specific AEZs of competitive advantage; model development for homestead farming with the inclusion of fish, livestock and high value crop species; rice-fish, fish-poultry culture and surgeon-agriculture particularly in the lower flood plains and coastal areas.

***Conservation of natural resources:*** Naturally/man-made downing of natural resources like water, soil fertility and bio-diversity immediately needs strategic and basic research for evolving pertinent management technologies for arresting them and stable agricultural production.

***Safe food and environment:*** Development of organic farming system in specific AEZs of competitive advantage, developing and adapting good agriculture practices (GAP); developing bio-control agents/ parasitoids/ predators for integrated pest management (IPM); developing solar energy, bio-gas plant and kits for checking adulterations for Maximal Residual Limit (MRL).

***Post harvest processing and value addition:*** Developing post harvest processing including supply and value chains of selective high value crops, fish and animals.

***Farm machinery:*** Basic research for the development of low cost equipments for planting, irrigation, weeding, spraying, harvesting, storing, transportation, chilling, and use of solar energy for irrigation and farm power equipments, etc.

***Bio-security and bio-technology:*** Strategic research issues for crop, livestock and fish diseases resistance/protection measures; vaccine development for trans-boundary/ viral/ infectious diseases of livestock, fisheries and crops; DNA genotyping; and marker aided selection (MAS), etc.

***Research-extension-farmers linkages:*** Research for the development of post harvest processing and value addition, farming system, organic farming, vermiculite and organic agriculture, hydroponic and other soil- less crop production system, storage of harvest, pest and water management, etc.

**Note:** Research providers/ entities will consult thematic areas and research issues across the agriculture sub-sectors published respectively in BARC and NATP documents “Research Priorities in Bangladesh Agriculture” and Agricultural Research Vision 2030 and beyond”; available in BARC web site [www.barc.gov.bd](http://www.barc.gov.bd) for selecting of CRG and PBRG research agenda.

**5. Procedures for Submission of CRG and PBRG Subprojects**

**5.1 Submission of Concept Note (CN) for CRG and PBRG Subprojects**

* Applicants shall prepare CN following the given format (Annex-1), Policy Guideline (Annex-3), Budgetary Instruction (Annex-4), Guidelines for Collaborative Research (Annex-5) and Curriculum Vitae of Principal Investigator (PIs) and Co-PIs (Annex-6) within the timeframe as will be mention in the invitation announcement.

**5.2 Submission of Full Proposal CRG and PBRG Subprojects**

* The applicants of the successful concept notes will be requested to submit full research proposals (FRPs) following prescribed format (Annex-2), Policy Guideline (Annex-3), Budgetary Instruction (Annex-4), Guidelines for Collaborative Research (Annex-5) and Curriculum Vitae of Principal Investigator (PIs) and Co-PIs (Annex-6) within the given timeframe.
* Applicants shall also attach environmental matrix (Annex-8a), self scoring environmental check list (Annex-8b) and self scoring social safeguard check list (Annex-8c), milestones and indicators (Annex-9), and existing and required facilities (Annex-10), testimony of NGOs and private research providers experience (Annex-19) along with the FRPs of the subprojects.

**Annex-1**

#### Format for the CRG/PBRG Concept Note (CN) Submission

1. **Sub-project title:**
2. **Sub-sector:** *Just one from the list available in the BARC website including above documents*
3. **Thematic area:** *Just one from the list available in the BARC website including above documents*.
4. **Name of the applying institution/organization with associated / collaborative / component organization with full address:**
5. **Coordinator/Principal Investigator (Position, full address with phone no; as applicable) :**
6. **Co-Principal Investigator(s)-(Proponent Institute/Collaborating Institute-Position, full address with phone no):**
7. **Objectives:** State clearly specific objective/s (not more than 3) with target/s which are realistic and achievable.
8. **Duration:** Start………………… End: ……………………
9. **Significance/justification of the research:** Make a brief but clear statement of the problem/s identified with magnitude, severity & baseline data/information for which the project is proposed-200 words.
10. **Approaches/Methodology:** Give a concise but clear description of approaches/methodologies including statistical method, to be adopted to address the stated problem/s – within 500 words.
11. **Expected outputs/results and outcomes:** Give a brief but clear statement about the expected outputs/results that would be achieved by the planned activities-within 100 words.

**Summary of Budget (in Taka):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Line Item \*** | **Year-1** | **Year-2** | **Year-3** | **Year-4** | **Sub-Total** | **% of grand total** |
| A. Contractual Staff Salary (max. 30%) |  |  |  |  |  |  |
| B. Field Research / Lab expenses and supplies (min. 30%) |  |  |  |  |  |  |
| C. Operating Expenses (max. 12%) |  |  |  |  |  |  |
| D. Vehicle Hire and Fuel, Oil & Maintenance (max. 13%) |  |  |  |  |  |  |
| E. Training/Workshop/Seminar etc. (max. 5%) |  |  |  |  |  |  |
| F. Publications and printing (max. 5%) |  |  |  |  |  |  |
| G. Miscellaneous (max. 7%) |  |  |  |  |  |  |
| H. Capital Expenses (max. 30%) |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |

* *Sum of the total must not exceed 100%*

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature(Endorsement by Head of the proponent organization/ authorized representative) Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seal and date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of the Coordinator Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Signature of the Principal Investigator/

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

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Co-Principal Investigator

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

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex-2**

**Full Research Proposal Format for CRG**

**PIU-BARC, NATP-2**

**Bangladesh Agricultural Research Council (BARC), Dhaka**

(Before filling up the format please read the instructions and guidelines issued from time to time which may also be found in the website of BARC: [**www.barc.gov.bd**](http://www.barc.gov.bd)**.** Make time to check these and related other important instructions in order to be sure that the proposal has been prepared truly in line with the set guidelines. All items in the format should be filled in strict adherence to the instructions. These are highly important, as non-compliance to any of these may lead to rejection of the proposal at the initial scrutiny or at later stage)

1. Sub-project title:
2. Sub-sector(*Just one from the list available in the BARC website including above documents*):
3. Thematic area (*Just one from the list available in the web*) :
4. Name of the applying institution/organization with associated / collaborative / component organization with full address:
5. Coordinator/Principal Investigator(Position, full address with phone no; as applicable) :
6. Co-Principal Investigator(s)-(Proponent Institute/Collaborating Institute-Position, full address with phone no) :
7. Goal :
8. Purpose/Objectives :
9. Targeted beneficiary(ies) :
10. Duration : Start………………… End : ……………………
11. Total cost (Taka) :
12. Sub-project implementation location :
13. Project status (New/on-going):
14. Background (Significance and justification of the proposal) :
15. Literature review along with bibliography :
16. Benchmark information (Tell what is available. If not

 Concrete, furnish proposal to conduct in the first two months of project start):

1. Activity and timeframe( By month for the entire sub-project period) :
2. Approach and Methodology (To be in detail covering all aspects):
3. Expected outputs/results and outcomes :
4. Environmental matrix, self scoring environmental and social safeguard check list
5. Milestones and indicators (Indicators to be measurable and result oriented.)
6. Log frame of the sub-project (4 × 4 matrix):

**Detailed Budgetary Information**

***Summary of Budget (in Taka):* This is the outcome of what has been done in A to H below**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item \*** | **Year-1** | **Year-2** | **Sub-Total** | **% of grand total** |
| A. Contractual Staff Salary (max. 30%) |  |  |  |  |
| B. Field Research / Lab expenses and supplies (min. 30%) |  |  |  |  |
| C. Operating Expenses (max. 12%) |  |  |  |  |
| D. Vehicle Hire and Fuel, Oil & Maintenance (max. 13%) |  |  |  |  |
| E. Training/Workshop/Seminar etc. (max. 5%) |  |  |  |  |
| F. Publications and printing (max. 5%) |  |  |  |  |
| G. Miscellaneous (max. 7%) |  |  |  |  |
| H. Capital Expenses (max. 30%) |  |  |  |  |
| **Grand Total** |  |  |  |  |

* *Sum of the total must not exceed 100%*

**Note:** In case of collaborative project, add similar budgetary information with signature of Co-PI and endorsement by the Head/authorized representative of the institution.

**A. Honorarium and Contractual staff salary**

|  |  |  |
| --- | --- | --- |
| Designation and No. | Salary | Contractual Staff Salary / Honorarium (Tk) |
| Basic  | Consolidated  | Year-1 | Year-2 | Total  |
| - Principal Investigator(s)\* |  |  |  |  |  |
| - Principal/Co-Investigator(s)\* |  |  |  |  |  |
| - Contractual Scientific Staff\*\*  |  |  |  |  |  |
| - Research Students (Designation and No.)\*\* |  |  |  |  |  |
| - Contractual Support Staff (Designation & No.)\*\* |  |  |  |  |  |
| **Total** |  |  |  |  |  |

\* As per NATP-2 provision of one month’s basic pay/year. \*\* As per policy guideline

**B. Field Research/Lab Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item | Year-1 | Year-2 | Total |
| Seed, fertilizer, pesticide, etc. inputs  |  |  |  |
| Chemicals and apparatus  |  |  |  |
| Contract Labour\* |  |  |  |
| Repair, renovation and maintenance  |  |  |  |
| Land management\* |  |  |  |
| Others (if any, specify)  |  |  |  |
| Total |  |  |  |

\* To be supported by attachment of detailed analysis.

**C. Operating Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item | Year-1 | Year-2 | Total |
| **Office Supplies/Services** |  |  |  |
| * Stationary (all type paper, supplies, printer/ photocopy cartridge, ledger books, duster cloth, stapler, calculator, punch machine, pencil battery, tea utensil, first-aid box, signboard & cleaning materials, etc.)
 |  |  |  |
| * Utilities (Telephone/internet/electricity/gas bill, internet connections cost, photocopy, bank service charge, fax, courier, postage, etc. Mobile bill allowed as per GoB rule.)
 |  |  |  |
| Traveling Allowances (TA, DSA, etc.) |  |  |  |
| Honorarium for Technical Specification\*  |  |  |  |
| **Total** |  |  |  |

\* Please see budgetary instruction (Annex-4).

**D. Vehicle Hire and Fuel, Oil & Maintenance**

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item | Year-1 | Year-2 | Total |
| Hiring of vehicle |  |  |  |
| Fuel, Oil, Lubricant |  |  |  |
| Repair and maintenance of sub-project transport  |  |  |  |
| Total |  |  |  |

**E. Training/Workshops/Seminars etc.**

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item | Year-1 | Year-2 | Total |
| Training |  |  |  |
| Workshops/Seminars etc. |  |  |  |
| Total |  |  |  |

**F. Publications and Printing**

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item | Year-1 | Year-2 | Total |
| Printing and Publications |  |  |  |
| a) Project Completion Report (PCR)\* |  |  |  |
| b) Other printing materials  |  |  |  |
| M.S. thesis printing  |  |  |  |
| **Total** |  |  |  |

\* Only press printed PCR will be allowed.

**G. Miscellaneous** (Items which are not covered by earlier heads)

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item | Year-1 | Year-2 | Total |
| a) Advertisement, setting allowance, repair & renovation of the office equipments, refreshment cost, etc.  |  |  |  |
| b) Institutional overhead cost (if any, max. 3% of total revenue budget) |  |  |  |
| Total |  |  |  |

**H. Capital Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item | Year-1 | Year-2 | Total |
| Furniture\* |  |  |  |
| Equipment, Tools, etc.\* |  |  |  |
|  Small Transport (Two-wheeler: Motor cycle Bicycle)\* |  |  |  |
| Total |  |  |  |

\* Full list of the equipment to be purchased should be provided as attachment. In justifying the purchase, the existing equipment available in the institute/organization/division/department to be furnished certified by Head of the Department/Division/Institution/Organization. This is required to ascertain the need.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature(Endorsement by Head of the proponent organization/ authorized representative) Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seal and date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of the Principal InvestigatorName : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Signature of the Co-Principal Investigator

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

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex-2 continued**

**Instructions for writing project proposal**

1. **Title of proposed Sub-project:** Give a concise but clear and meaningful title.
2. **Priority Research area/Discipline/Sub-Sector:** Select only one from the list above PIU-BARC, NATP-2 priority research areas/issue.
3. **Thematic area:** Select only one from the list of BARC/ NATP-2 thematic areas under the selected Priority research areas.
4. **Purpose/Objectives:** State clearly specific objective/s (not more than 3) with target/s which are realistic and achievable (as a way of solution of the stated problem/s. All specific objectives should be SMART: S-specific; M-measurable; A-achievable; R-realistic and T-time bound.
5. **Background/justification and Benchmark information of the proposed project:**
	1. Make a brief but clear statement of the problem/s identified with magnitude, severity & baseline data/information for which the project is proposed.
	2. A summary of the pertinent literature to demonstrate sufficient familiarity with the published literature, without being excessive.
6. **Approaches and Methodologies:**
	1. **Approaches:** give clear statement on the ways/steps to be followed as well as institutional arrangements to be made for project implementation, such as collaborative /on-station/ on-farm/lab. etc.
	2. **Methodologies:** give stepwise clear statement on the materials and methods including experimental design, treatments to be tested, data collection, analysis and statistical tools to be adopted for project implementation.
	3. **Role and Responsibilities of Coordinators**/**PI/Co-PI and other contractual Support staff, if any:** Describe briefly but clearly the role and responsibilities of Coordinators/PI/Co-PI and other contractual staff, if any, separately, showing their degree of involvement for the implementation of the project.
7. **Risks and Assumptions:** State likely risks that may accrue during project implementation and the assumptions under which the project would be implemented.
8. **Expected output/result(s) and outcomes:** Please provide a precise description of the project output(s)/result(s) that are measurable as well as achievable during the project period. Also state likely outcomes of the project activities that would contribute to increasing productivity/ climate resilience/ natural resource management/ higher water-nutrient use efficiency and safe food etc.
9. Environmental Implications:Please attach self screening check list on Environmental safeguard under CRG and PBRG (please see Annex.-8b), Also **s**tate likely environmental implications of the project activities with management strategies, if needed.
10. **Social Safeguard:** Please attach self screening check list on Social safeguard under CRG and PBRG (please see Annex.-8c), Also state likely social implication involved in project activities with management strategies, if needed.
11. **Log frame of the project:** State clearly the log frame of the project proposal using the following matrix:

|  |  |  |  |
| --- | --- | --- | --- |
| **Narrative** **summary**  | **Objective verifiable** **indicators**  | **Means of** **verification**  | **Assumption and** **risk**  |
| **Goal:** (The long term impact of the project)  | Variable(s) that shows changes  | Sources of information /data that will be used to assess the indicators  | Main external factors necessary to sustain objectives in the long run.  |
| **Purpose/objective:** (Direct outcome(s) of the project)  | Variables for measuring changes over time  | The means of measuring achievement.  | Key conditions and assumptions that need to be met if the project is to contribute to the goal; and risk that could hinder or prevent the purpose from being achieved  |
| **Output/outcome:** (Results that the project will deliver)  | The specific end results the project will deliver (Indicator of quality, quantity and time)  | The means of measuring the output  | Key conditions and assumptions that need to be met for the purpose to be achieved; and the risks that could hinder or prevent the outputs from being achieved.  |
| **Activities:** (Tasks of the project will carry out to produce outputs)  |  | Sources of information /data will be used to assess the indicators  | Key conditions and assumptions that need to be met for the activities to produce the outputs; and the risks that could hinder or prevent the activities being carried out.  |

**Annex- 3**

**Policy Guidelines for CRG and PBRG implementation**

All proponents should accept the following terms and conditions for CRG/PBRG funding.

1. Duration of CRG research proposal should be for a period not exceed September 2018 with all types of field/lab research activities including Project Completion Report (PCR). While PBRG research proposal should be for a period of 4 years or less but not exceed June 2020 including all types of field/lab research activities along with finalization and printing of PCR. PBRG to be completed 1 year before the NATP-2 closing date in order to allow enough time to adequately disseminate research results including technology scaling-up.
2. Proposed research should have direct linkages with NATP-2 objectives and be linked to a priority research area as identified for NATP.
3. The proposed research work is not a duplicate work already done or being done elsewhere or submitted to any agency for funding.
4. One person as PI can’t submit more than one proposal. However s/he could be Co-PI for another project. Likewise one person can be Co-PI for more than one project but PI/Co-PI will receipt honorarium/remuneration from only one sub-project.
5. Eligibility Criteria for CRG/PBRG Stakeholders

CRG/PBRG stakeholders should fulfill the following criteria:

1. Scientists of National Agriculture Research Institutes (NARIs) and teachers of public universities can submit the CRG research proposal through proper channel with fulfill the all terms & conditions and provide the all required supporting documents.
2. In case of private researcher providers must be fulfill the all terms & conditions and required all supporting documents along with provide the additional information and documents which are as follows:
3. Must attach copies of all legal documents such as valid GoB approved registration/update trade license/NGO Bureau registration, update income tax clearance certificate, update VAT certificate (if applicable), etc.
4. A brief description of the organization and management structure.
5. A brief description on the technical and physical strength of the organization relevant to the proposed project.
6. Have minimum 10 (ten) years of overall experiences in research background
7. Have at least 05 (five) years experiences in agricultural sector research.
8. Provide information on some major research experience in Annex-19.
9. Indicate the relevance of the proposed project with the overall objectives and capacity of the organization in implementing the project.
10. In case of CRG subprojects, National Agricultural Research Institutes, public universities, NGOs, private organization may submit research proposals for funding in collaboration with one/more than one NARI/ public universities working in Bangladesh.
11. Each CRG sub-project will have only one PI and if necessary, one Co-PI may be allowed with proper justification. However, for PBRG subproject there will be one Coordinator and several PIs /Co-PIs based on the nature and type of activities of the project.
12. Overhead charge can’t be claimed by the proponent of public institutions including universities. Only private researcher providers under special circumstances can claim nominal overhead with prior consent of the PIU-BARC.
13. Capital cost proposed must be accompanied by full list of items to be purchased along with justification; and this should preferably be done in the year 1 of the project. Capital items purchased should be entered into the stock book of the institution as per principle of the NATP for institutional development/capacity building. The materials purchased will be under the control of the PI; but should be made available to other users with the spirit of common property and rationalization in resource use. In general purchase of furniture is not encouraged.
14. Full list of the equipment to be purchased should be provided as attachment. In justifying the purchase, the existing equipment available in the institute/organization/ division/department to be furnished certified by head of the department/division/ institution/organization. This is required to ascertain the need.
15. MLSS or similar post and year round labor not allowed. Part time hiring of other category of support service staff is to be in a limited scale. Under PBRG subprojects max. One Consultant/Expert/Specialist per project may be budgeted, only if the activities proposed demand that kind of services and if that part of the job is beyond the capacity of the respected division/department of the entities. Certification in this regard to be attached justifying consultancy need and ToR of the Consultant/Expert/ Specialist proposed shall have to be exceptionally qualified in the line of the proposed work.
16. Procedures and arrangements for procurement of goods and services for the proposed research work shall have to be incorporated in the proposal document. Such procurement shall have to be carried out following the provisions of the PPR-2008/09. In general all types of procurement are planned in the Year-1. For any assistance in this regard, PIU-BARC’s procurement personnel may be consulted. Procurement plan shall have to approved and endorsed by the respective organization before being sent for final approval by the PIU-BARC. For the procurement of capital items, prior approval of PIU-BARC will be required.
17. Once approved, LoA is to be signed between the PIU-BARC and the Implementing Agency. LoA to be signed on behalf of the agency by the Coordinators/PIs. To do so, authorization (Annex-14) shall have to be provided by the Head/Authorized representative of the organization.
18. Proposal from the public universities can budget only one MS student for CRG subproject while for PBRG subproject maximum one Ph.D/two MS per project as Fellow (preferably should be under employment of the NARS institutions/Public universities/GoB/student in agricultural background) but can’t keep Senior Scientific Officer/ Scientific Officer under contractual staff. PBRG subprojects under public universities Ph.D student is encouraged and if the Ph.D student will not available or not fulfill the terms & conditions only in that case MS student will be allowed. In case of proposal having Ph.D fellow, the prescribed format (find out from PIU-BARC) applicable for Ph.D scholarship under NATP-2 have to be filled in and admitted in the respective university. Age of Ph.D must be within 45 years. Candidates for Ph.D student will be selected through open competition. Before finalization of the Ph.D candidate prior approval will be needed from PIU-BARC. Recruitment procedure will be done by the respective division of BARC or in assistance by PIU-BARC.
19. NARS institutions/NGOs/private organizations can generally budget Scientific Officer (maximum one for each) but not allow Ph.D/MS fellow.
20. One page CV of Coordinator, PI and Co-PI to be attached (Annex-6) with the proposal, clearly reflecting their expertise and past record for the job proposed in the project. The role of Coordinator, PI and Co-PI of the project should be spelt out along with their involvement for the activities in the proposed sub-project.
21. For collaborative project, attachment of Memorandum of Understanding (MoU) signed by the Head of the organization/authorized representative is required. Lead organization shall enjoy upto maximum 70% of the total budget while the share of the collaborative organization will not exceed 50% of the total budget. Budget will be disbursed only to the lead organization. According to the MoU and proposed budget collaboration organization will share their budget with the lead organization.
22. Proposal to accompany a certificate signed by the Coordinators/PIs and endorsed by the head/authorized representative of the organization saying that, *‘This project or project with same/different title but of similar/nearly similar in nature has not been undertaken/executed/submitted or being funded or under consideration of funding from any other source’*.

**Annex-4**

**Budgetary Instructions on CRG and PBRG**

All proponents should follow the following terms and condition in CRG and PBRG Funding and Expenditure:

1. Each CRG proposal will get up to BDT 57.58 lakh and each PBRG research proposal will get up to BDT 387.5 lakh depending on the size and nature of the proposal.
2. Cost of sub-project may include research expense min. 30 % (includes max. 10% that may be budgeted for repair, renovation and maintenance purposes), capital expense/ equipment max. 30%; honorarium and contractual salary max.30%, operating expense max.12%, vehicle hire and fuel, oil & maintenance max. 13%, workshop/ seminar expense max. 5%, publication, printing max.5% and miscellaneous cost max. 7%. Sum of the total however, should not exceed 100%.
3. Coordinators, PIs and Co-PIs of NARS institutions and public universities will get honorarium/remuneration @ of one month’s basic salary/year. But PIs and Co-PIs of private researcher providers will get honorarium/remuneration maximum Tk. 100000.00/year on the basis of their position and designation in the organization. After completion of each project year, Coordinator/Principal Investigator/Co-Principal Investigator can draw the honorarium/remuneration on satisfactory evaluation report. In case of fractional project period, fraction honorarium/ remuneration of Coordinator/PIs/Co-PIs will be borne accordingly.
4. Ph.D and MS fellows awarded to University Academia will be getting Tk 25000.00 and 10000.00, respectively per month from the project and will utilize the project resources for their research and shall not be entitled to get research grant. However, thesis printing and binding cost @ Tk.40000.00 and Tk.15000.00 for PhD and MS fellow, respectively may be included. No others benefit (festival bonus and gratuity) will not be applicable for Ph.D/MS fellow.
5. Honorarium / remuneration of consultant/Expert/Specialist will get @ Tk 150000.00 per month. VAT and Tax will be applicable as per GoB rule. One sub-project should not have more than one consultant/Expert/Specialist for a maximum period of four months per year.
6. Contractual Support Staff will get consolidate salary as per GoB Rule (Details breakdown of salary structure must be collected from PIU-BARC). The provision of contractual support staff will be as per following Table-1:

Table-1: Provision of Contractual Support Staff

|  |  |  |
| --- | --- | --- |
| **Designation**  | **Grade** | **Remarks**  |
| Senior Scientific Officer  | 6 | Reserve only for BARC components  |
| Scientific Officer  | 9 | Applicable for any subproject except public universities sub-projects  |
| Field / Scientific Assistant  | 11 | Applicable for any subprojects |
| Administrative Assistant  | 11 | Reserve only for BARC components  |
| Computer Operator  | 13 | Only for socio-economics related subprojects |
| Accountant  | 13 | Reserve only for BARC components  |
| Lab Technician | 16 | Applicable for any subprojects |
| Lab. Attendant | 19 | Applicable for any subprojects |

***Note: For pay of other posts, please consult PIU-BARC***

Table-2: Consolidated salary (Tk/month) for Contractual Support Staff (As per GoB circular, 14/01/2016, Ministry of Finance)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Designation**  | Grade | Basic | Dhaka Metro | For Narayangonj, Gazipur, Tangi, Chittagong, Khulna, Rajshahi, Sylhet and Barisal Metropolitan area | Other Locations except hill area | Hill area |
| Senior Scientific Officer  | 6 | 35500 | 56525.00 | 52975.00 | 51200.00 | 54200.00 |
| Scientific Officer  | 9 | 22000 | 35600.00 | 33400.00 | 32300.00 | 35300.00 |
| Field / Scientific Assistant  | 11 | 12500 | 22000.00 | 20750.00 | 19825.00 | 22325.00 |
| Administrative Assistant  | 11 | 12500 | 22000.00 | 20750.00 | 19825.00 | 22325.00 |
| Computer Operator  | 13 | 11000 | 19600.00 | 18500.00 | 17650.00 | 19850.00 |
| Accountant  | 13 | 11000 | 19600.00 | 18500.00 | 17650.00 | 19850.00 |
| Lab Technician | 16 | 9300 | 17345.00 | 16415.00 | 15650.00 | 17510.00 |
| Lab. Attendant | 19 | 8500 | 16100.00 | 15500.00 | 14700.00 | 16400.00 |

1. Part Time Accountant will be applicable for any subproject. PIs of the any subproject may consider budget for part time accountant. The salary of Part Time Accountant will be Tk. 5000.00 per month.
2. Those who are posted and work in the CHT, shall be entitled hill allowance as per GoB rule.
3. All Contractual support staff shall be entitled to have festival bonus and gratuity (Two basic per year will be paid as festival bonus, 20% basic per year will be paid as Bangla New Year bonus and after completion of the project two month consolidated salary per year will be paid as gratuity. If the project period goes fractional, gratuity will also be fractional as per GoB rule).
4. **TA/DA:** Coordinators, PIs, Co-PIs, contractual support staff, Ph.D and MS student will get TA-DA as per GoB rule. Consultant/Expert/Specialist will get TA-DA as per NATP-2 rule.
5. **Sitting allowance:** Members of the committees formed for CRG/PBRG related procurement will get sitting allowance as specified in the PPR-2008. Separate sitting allowance cannot be claimed for continuation of a postponed meeting.
6. **Honorarium/Remuneration:** Honorarium will be given to persons evaluating subproject proposal and evaluating sub-project achievement/Project Completion Report (PCR) at the rate of Tk 7500.00 and 10000.00 for CRG and PBRG, respectively each of the sub-project proposal.
7. **Technical Specification:** Person(s) preparing Technical Specification for subproject equipments/accessories (special circumstance) will get Tk.10000.00 for each equipments/accessories of the sub-project.
8. **Budget for workshop/training:** Training and workshop expenses will be budgeted as per NATP-2 training/workshop budget provision (Table 3 and 4). However, honoraria and allowances for trainees, workshop participants, session chairs and resource speakers cannot be paid in cash; these are to be paid through on-line banking or bank cheque.

**Table-3: Honoraria and Allowances for Training Course**

| **Sl. No.** | **Line Item** | **Rate (BDT)** |
| --- | --- | --- |
| 1. | Working lunch with morning & afternoon tea for participants/person/day | 500 |
| 2. | Participants’ allowance / person /day | 700 |
| 3. | Honorarium for Resource Speaker/lecture | 2500 |
| 4. | Support service/person/day | 300 |
| 5. | Training materials (bag, pen drive, note book, ball pen, eraser, flip chart marker etc.) | 1200 (duration>=5 days)300 (duration<5days)  |
| 6. | Working lunch with morning & afternoon tea for support service provider/person/day | 500 |
| 7. | Course Director honorarium (per course)  | 4000(duration>=5 days) |
| 8. | Course Coordinator honorarium (per course) | 3000(duration>=3 days) |
| 9. | Training manual, related books etc. / (per person) | 600 |
| 10. | Photography and certificate (per person) | 200 |
| 11. | Others (banner, handout, photocopy, reading material, battery, etc.) | 10000 |
|  | **Need Based –For Residential Training** |  |
| 12. | Venue charge/ service charge/day | 5000 |

**Table-4: Honoraria and Allowances for Workshop**

| **Sl. No.** | **Line Item** | **Rate (BDT)** |
| --- | --- | --- |
| 1. | Working lunch with morning & afternoon tea for participants/ person/day | 500 |
| 2. | Participants’ Allowance / person /day | 1000 (national)700 (regional)  |
| 3. | Honorarium for Session Chair/Session | 2000 (national )1500 (regional) |
| 4. | Honorarium for Resource Speaker/lecture  | 2000 (national )1500 (regional) |
| 5. | Support Service/person/day | 300 |
| 6. | Workshop Materials (Folder, note book, ball pen, eraser, flip chart marker etc.) | 300  |
| 7. | Working lunch with morning & afternoon tea for support service provider/person/day | 500 |
| 8. | Venue Charge/ Service Charge/day | Up to25000(for outside hired venue)Up to10000 (for departmental venue) |
| 9. | Others (Banner, handout, photocopy, reading material, battery, etc.) | 10000 |

**Annex-5**

**Guidelines for Collaborative Research under CRG**

1. In case of CRG subprojects, National Agricultural Research Institutes, public universities, private organization may submit research proposals for funding in collaboration with one/more than one NARI/ public universities working in Bangladesh.
2. For collaborative research, Memorandum of Understanding (MoU) will be signed by both the parties for such joint activity.
3. There shall be only one Principal Investigator (PI) for a project while Co-Principal investigator(Co-PI) could be more than one; depending on the number of organizations involved in the activity with proper justification for such involvement.
4. Role of the lead and the collaborating organization(s) and the assignment to be performed by the PI and Co-PI(s) shall have to be clearly spelt out in the proposal.
5. Lead organization shall enjoy up-to maximum 70% of the total budget while the share of the collaborative organization will not exceed 50% of the total budget.
6. In the case of CRG subprojects fund from PIU-BARC shall be disbursed only to the lead organization and keep track on its utilization through report back to PIU-BARC.
7. Reporting obligations and other bindings as noted in the Contract shall have to be followed both by the lead and the collaborating organization(s).
8. Except otherwise stated, lead organization shall be responsible to collect information from the collaborating organization(s) on technical, financial, procurement and other matters for submission to the PIU-BARC. The lead organization will also responsible for auditing.

1. For matters not covered by the MoU, the set rules practiced/applicable for the PIU-BARC shall be followed both by the lead and collaborating(s) organizations.

**Annex -6**

**Curriculum Vitae**

**(To be filled by the Coordinator/Principal Investigator/ Co-Principal Investigator)**

1. Name:………………………………………………………...…………………...……
2. Designation: …………………………………………………………….…...…………….
3. Official Mailing Address: ………………………………………….………...……...….

………………………………………………………………………….……………….…

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

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

1. Academic Attainment (Only university degree – last one first):

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Year | University | Major Field |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Research / Teaching Experience: ……………………. Years
2. Area of Expertise: …………………………………………………………….……………
3. Publication: (a) International Journal: ………....…… Nos (b) National Journal : .......................... Nos.
4. Publication related to this project work: (a) International Journal: …………....…… Nos

(b) National Journal : ................................. Nos.

1. List of latest maximum five publications

Signature of the Researcher:

Date:

 **Annex-8a**

**Environmental Screening Matrix: Research under CRG and PBRG**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Environmental issue** | **Component** | **Improvement/Deterioration\*** | **Remarks** |
| **Small** | **Moderate** | **Large** | **None** |
| 1 | ***Biodiversity*** | Flora |  |  |  |  |  |
| Fauna |  |  |  |  |  |
| Genetic diversity |  |  |  |  |  |
| Exotic varieties |  |  |  |  |  |
| Local varieties/ cultivars |  |  |  |  |  |
| Hybrids |  |  |  |  |  |
| 2 | ***Soil quality*** | Organic matter |  |  |  |  |  |
| Chemical fertilizer use |  |  |  |  |  |
| Soil salinity |  |  |  |  |  |
| Fertility status  |  |  |  |  |  |
| Microbial activity |  |  |  |  |  |
| Heavy metal contamination |  |  |  |  |  |
| Water quality |  |  |  |  |  |
| 3 | ***Agro-Chemicals*** | Pesticide use |  |  |  |  |  |
| POPs |  |  |  |  |  |
| IPM |  |  |  |  |  |
| Pest infestation |  |  |  |  |  |
| Bio-pesticides |  |  |  |  |  |
| Health hazard |  |  |  |  |  |
| 4 | ***Pollution*** | Soil  |  |  |  |  |  |
| Water |  |  |  |  |  |
| Air |  |  |  |  |  |

Note: - Assessment is for the proposed project only and its cycle.

 - Only the major environmental issues are considered. Depending on the objective and nature of the proposal, assessment would include only those specific issues which are relevant.

 - Health, Safety and Environment (HSE) are the primary concerns and thus all to be centered around HSE

* Genetic Diversity: To cover Crop/Livestock/Fisheries/Forestry as applicable.
* Chemical Fertilizer: Single, imbalanced, use of contaminated one.
* Heavy Metal Contamination: From project activities by Arsenic, Lead, Cadmium or any other.
* Health Hazards: To be considered in respect of residual effect of pesticide, use of chemicals in preservation, processing and artificial ripening besides non-compliance to safety measures like, use of masks, gloves etc.
* Pollution: Quality aspects as influenced by the project activities.
* Small(less than 20%), Moderate (Between 20-50%) and Large (Over 50%)
* If ‘improvement put +sign, and if ‘deterioration’ put -sign in front of the box chosen.

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

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex-8b**

A. **Self screening check list on Environmental safeguard under CRG and PBRG**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL #** | **Screening items** | **Yes** | **No** | **Remarks** |
| 1 | Will the research be lab based? if answer is no, then go to question # 6 |  |  |  |
| 2 | When it is lab based then do the lab has* Environmental, health and safety protocol?
* Adequate fire safety provision?
* Safety provision of gas cylinder handling?
* Proper waste disposal facilities?
* Adequate liquid waste management?
* Proper storage for hazardous chemicals?
* Adequate ventilation system?
* First-aid facilities?
* Emergency exit facilities?
* Trained personnel to guide researchers?
 |  |  |  |
| 3 | Will the lab based research activities* Require procuring hazardous products (WHO class I&II)?
* Produce hazardous waste materials?
* Generate infectious waste?
* Cause harmful gas emission for health?
* Generate liquid waste?
* Cause major noise?
 |  |  |  |
| 4  | Does the applicant have received formal training on lab safety issues?  |  |  |  |
| 5 | Does the applicant have previous work experience at lab on similar work? |  |  |  |
| 6 | Will the research work require field interventions at field level? |  |  |  |
| 7 | Will the field based research work* Located at or near a sensitive area?
* Require procuring hazardous products (WHO class I&II)?
* Discharge any liquid waste in the environment?
* Discharge any liquid waste/ used water?
* Generate hazardous waste?
* Impair downstream water quality?
* Have any degradation of land and ecosystem?
* Cause local air pollution?
* Generate excessive noise/ dust?
 |  |  |  |
| 8 | Will biophysical, agro-chemical, bio tech research perform? |  |  |  |
| 9 | Will the project have any indirect impact on environment/ ecosystem? |  |  |  |
| 10 | Will the research work involve permission/ clearance of any government department/ agency? |  |  |  |
| 11 | Will future expansion/ implementation of research findings cause any major environmental problem? |  |  |  |

Prepared by (Name):

Signature:

Date:

Telephone: Cell: E-mail:

The above answers are true and complete. I understand the PIU-BARC will depend on them to make decision for the subproject.

Name of the head of the Organization/Institute/Authorized Representative:

Signature:

Date:

**Annex-8c**

**B. Self screening check list on social safeguard under CRG and PBRG**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL #** | **Screening items** | **Yes** | **No** | **Remarks** |
| 1 | Will there be need of additional land for physical work under the research activities requirements? |  |  |  |
| 2 | Does the research activity affect any community group’s access to any resources that they use for livelihood? |  |  |  |
| 3 | Does an activities catchments area have significant number of ethnic community? |  |  |  |
| 4 | Does the proposed activity ensure equal inclusion right to the ethnic community? |  |  |  |
| 5 | Does the proposed activity pose any threat to cultural tradition and way of life? |  |  |  |
| 6 | Does the proposed activity severely restrict access to common property resources and livelihood activities? |  |  |  |
| 7 | Does the proposed activity affect places/ objects of cultural and religious significance (Places of worships, ancestral burial grounds, etc.? |  |  |  |
| 8 | Names (if any) of ethnic community members/ organizations which participated social screening? |  |  |  |
| 9 | Do any social concern expressed by the tribal community (ethnic community)/? |  |  |  |
| 10 | Does the ethnic community /organization perceive the social outcome as positive/ as negative/ as neither positive nor negative  |  |  |  |
| 11 | Is there a need to undertake an additional assessment study regarding social impacts and concern? |  |  |  |

Prepared by (Name):

Signature:

Date:

Telephone: Cell: E-mail:

The above answers are true and complete. I understand the PIU-BARC will depend on them to make decision for the subproject.

Name of the head of the Organization/Institute/Authorized Representative:

Signature:

Date:

**Annexure-9**

**Table of milestones and indicators**

 **(a) Table of milestones**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SL # | Milestones  | Reference to objectives | Critical activities | Verification method | Assumption |
| 1 | Mention 6 to 12 months salient technical activities as per the objective(s) | Refer the objective(s) of the milestones that have shown in SL. # 1 | Critical activities that have shown in SL. # 1  | Refer materials/ records/ proceeding of workshops etc. |  |
| 2 | Mention second year salient technical activities as per the objective(s) | Refer the objective(s) of the milestones that have shown in SL. # 2 | Critical activities that have shown in SL. # 2 | do, above  |  |
| 3 | Mention third year salient technical activities as per the objective(s) | Refer the objective(s) of the milestones that have shown in SL. # 3 | Critical activities that have shown in SL. # 3 | do, above |  |
| 4 | Mention fourth year salient technical activities as per the objective(s) | Refer the objective(s) of the milestones that have shown in SL. # 4 | Critical activities that have shown in SL. # 4 | do, above |  |

**(b) Table of indicators**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SL # | Indicators (performance) | Reference to objectives | Calculation method | Verification method | Assumption |
| 1 | Mention key outputs of 1st year activities. And percentage of observed performance to that of total of the subproject | Refer the objective (s) with which 1st year performance outputs made/ estimated | Refer Methods followed or standardized including used statistics  | Refer methods and materials/records/proceeding of workshops and publication if any  |  |
| 2 | Mention key outputs of 2nd year activities. And percentage of observed performance achieved to that of total of the subproject  | Refer the objective (s) with which 2nd year performance outputs made/ estimated | Refer Methods followed or standardized including used statistics | -do- |  |
| 3 | Mention key outputs of 3rd year activities. And percentage of observed performance to that of total of the subproject | Refer the objective (s) with which 3rd year performance outputs made/ estimated | Refer Methods followed or standardized including used statistics | -do- |  |
| 4 | Mention key outputs of 4th year. Percentage between observed performance to that of total activities of the subproject | Refer the objective (s) with which under which confirmatory results achieved.  | Refer Methods followed or standardized including used statistics  | -do- |  |

**Annexure-10**

**List of existing Field/Lab/Office equipments facilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl #** | **Facilities description** | **Unit**  | **Qty** | **Existing operational status** |
|  | a) Lab/Field Equipments  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | b) Office equipments  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Mentioned lab/office equipments if any, purchase under NATP: Phase-1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl #** | **Facilities description** | **Unit**  | **Qty** | **Existing operational status** |
|  | a) Lab/Field Equipments  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | b) Office equipments  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**List of field/lab/office equipments to be purchased under proposed subproject**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl #** | **Facilities description** | **Unit**  | **Qty** | **Unit price**  | **Total price**  | **Justification for purchase**  |
|  | a) Lab/Field Equipments |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | b) Office equipments |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Name of the PI/co-PI of the proposal submitting Institute with signature and date

Name: ...................................................................., Signature: ............................, Date: ....................................,

The above informations are true and complete. I understand the PIU-BARC will depend on them to make decision for the subproject.

Head of the department/division/institution/organization (Name): .........................................................

Signature: ............................................................

Date: .............................................

Telephone:......................................., E-mail:.............................................................,

**Annex-19**

Past Experience in Performing Different Projects of the NGOs and Private Research Providers

* 1. Project Title:
	2. Country: Location:
	3. Name of Client with address:
	4. Start date (month/year): Completion date (month/year):
	5. Duration of assignment (Months):
	6. Name and address of associated organization(s), if any:
	7. Total cost of project: Tk.
	8. Approximate value of services provided by your organization under the contract:
	9. Total no. of staff-months of the assignment:
	10. No. of Professional staff-months provided by associated organization(s):
	11. Mention name(s) of senior professional staff involved and assignment performed:
	12. Narrative description of project:
	13. Output/Findings of the project:

Firm’s Name:

Signature (Head /Authorized representative):

**NB:** Repeat the same format above separately when experience involve with more than one project