

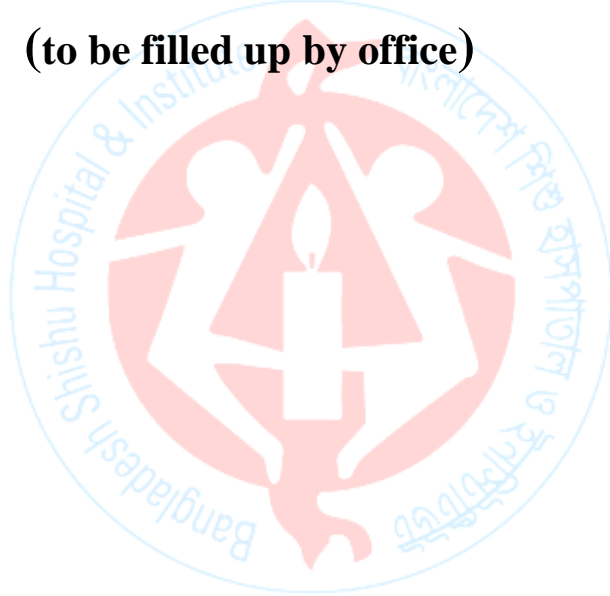


Serial no:

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(to be filled up by office)

Title:



Principal Investigator's Name:

Mobile no:

E-mail address:

Department:

Grant Application Form

Title:

Part-A: General information

1. Name of Principal Investigator(s) with designation, address, mail ID, mobile no:

- a. Name:
- b. Designation:
- c. Address:
- d. E-mail ID:
- e. Mobile number:

2. Place of study:

3. Proposal related information:

- a. Title:
- b. List of Co-investigator(s)/name of the team members:
Co-PI :
Co-I :
- c. Approval/forwarding of the head of the department:
- d. Area of research: (Which area of research will be covered according to the advertisement)

5. Duration of the study:

6. Total amount of budget (in taka):

Part-B: Information about the investigators

Details about the Principal Investigator (PI)

- Name:
- Present address:
- Current Affiliation:
- Email:
- Mobile number:
- Educational qualification (From recent to graduation):

Degree/Fellowship	Institution	Year

- Previous research experience (Can be attached with CV):
- List of publication including up-to-date citation score (Can be attached with CV):
- A copy of detail CV (not more than 3 pages):

Details about the Co-PI/ Co-investigators (*please use same proforma for every Co-PI as per required number*)

- Name:
- Present address:
- Current Affiliation:
- Email:
- Mobile number:
- Educational qualification (From recent to graduation):

Degree/Fellowship	Institution	Year

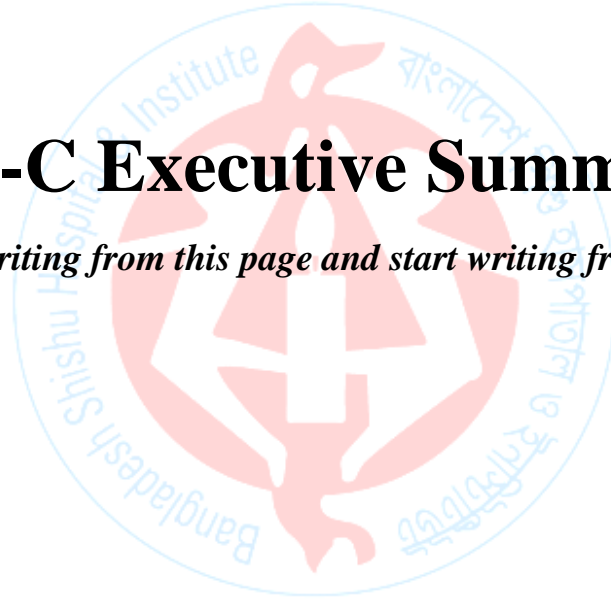
- Previous research experience (Can be attached with CV):
- List of publication including up-to-date citation score and h-index (Can be attached with CV):
- A copy of detail CV (not more than 1 page):

Other research assistants (*please provide a CV not more than 1 page*)

- FCPS/MCPS/MD/MS/DCH/PhD/MPhil students
- Laboratory staff

Part-C Executive Summary

(Do not start writing from this page and start writing from next page)



Part-C: Executive summary (should cover the followings)

Title:

1. Aims:
2. General objective:
3. Specific objectives:
4. Rationale:
5. Methodology (Details) : (This section must include study duration):
6. Objectives and outcomes:

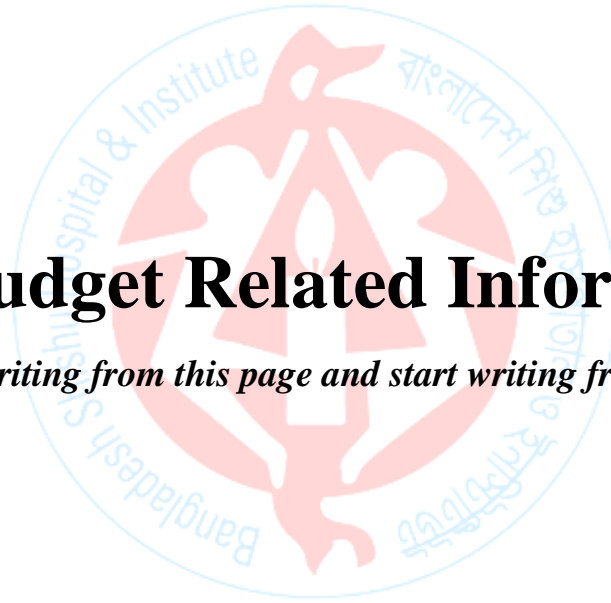
*This section should answer the question “why is this project needed at this time, at this place?” List at least three major objectives and their related outcomes. Objectives should be **SMART (Specific, Measurable, Achievable, Realistic and Time bound)** and include as relevant research and capacity building objectives.*

Objectives (in SMART format)	Expected Outcome (the impact or change in the field that the project will have contributed to)

7. Gantt Chart:
8. Ethical clearance:
9. Impact of the study in future research:
10. Impact of the study at national level:
11. References: (Vancouver’s or Harvard style to be followed)
12. Total amount of budget (in taka):

Part-D Budget Related Information

(Do not start writing from this page and start writing from next page)



Part-D: Budget related information

Proposal budget must fill-up the following itemized template of budget according to year and sub head total as summary along with the detailed budget.

Item	Price (in BDT)	Year 1	Year 2 (If applicable)
Human resource including contractual service (<i>not exceeding 10% of the total budget</i>)			
Workshop/ training related cost			
Field Expenses			
Laboratory Cost			
Supplies and Materials/Consumables			
Patient Cost			
Travel Cost			
Office Stationery			
Data Processing			
Printing and Reproduction			
Minor equipment			
Administrative Overhead:			
Miscellaneous (Not exceeding 10 % of the total budget)			
Total (year wise)			
Grand total			

Details Budget Template: **(This template is only for understanding of investigator, please use/customized as your need)**

Amount in
thousand

Code	Particulars	Unit	# of Unit	Rate	Time/ Month/Day	Total
1	Human Resource Cost					
1.1	PI					
1.2	Co-PI & Investigators					
1.3	Project Coordinator					
1.4	Finance & Accounts Officer					
1.5	Biostatistician					
1.6	Support Staff					
Sub total						
2	Workshop/Training Related Cost					
2.1	Hands on Training					
	Honorarium for Participants					
	Honorarium for Facilitator					
	Food (Lunch and Snacks)					
	Multimedia					
	Venue					
Sub total						
2.2	Meeting					
	Coordination Meeting					
Sub total						
2.3	Validation & Dissemination Meeting					
	Honorarium for Participants					
	Food (Lunch and Snacks)					
	Venue					
	Logistic/Banner/Materials					
Sub total						

Sub total						
3	Field Expense					
3.1	Field Research Officer					
3.2	Phlebotomologist					
3.3	Field /Research Assistants					
3.4	Sample Transportation					
3.5	Refreshment for Responded					
3.6	Field Materials (Stethoscope, Bag, Umbrella, Hand Sanitizer, Face mask, Note pad, Pen, Pencil, Sharpener, Eraser, Steel Scal, Stamp pad, Inch tape, White board, Marker Pen, Clip file, Clip board Tissue, Banner etc.)					
Sub total						
4	Laboratory Cost					
4.1	Laboratory Test					
4.2	Laboratory Accessories					
Sub total						
5	Travel Cost					
5.1	Pretesting (Transport, Food etc.)					
5.2	PI					
5.3	Co-PI					
5.4	Project Personal					
5.5	Transportation cost					
Sub total						
6	Office Stationery					
6.1	Stationery					
6.2	Toner					
Sub total						
7	Data Processing					
7.1	Software Development					
7.2	Data entry, Coding					
Sub total						

8	Printing and Reproduction					
8.1	Module Development / Questionnaire Printing					
8.2	Report Book Printing					
8.3	Publication Cost					
8.4	Photography and Documentation					
Sub total						
9	Minor Equipment's					
9.1	Computer					
9.2	Printer					
9.3	Hard Drive					
9.4	Pen Drive					
9.5	TV (Monitor)					
9.6	Tabloid					
Sub total						
10	Miscellaneous					
10.1	Communication/Phone and internet bill					
10.2	Advertisement					
10.3	Local Travel, Honorarium, Cookeries, Repair and Maintenance, Bank Charge, others					
Sub total						
Total						
11	Administrative Overhead					
Grand Total						
In Words:						

Part-E: Information related to fund from other source(s):

1. Did the proposal being submitted/ received any funding from other source(s)?

Yes No

2. **If YES**, please answer the following questions:

- A. Source of fund/ funding agency (In details):
- B. Year of funding (with duration):
- C. Amount of fund received (in BDT):
- D. What was the title of the proposal?
- E. Have you completed the project? Yes No
- F. **If NO**, please explain why it was not completed?
- G. **If NO**, please mention the expected date of completion:
- H. **If Yes**, have you submitted the project report?
- I. Was the result published in any local or international journal? Yes No
- J. **If YES**, Name of the journal including title and volume of the paper.

Part-F: Declaration

I / We do hereby declare that,

- a) This proposal or part of the proposal has not been submitted to anywhere else for any research grant/ funding.
- b) The proposed proposal is not a copy of or duplication of any completed or ongoing research/ project/work.
- c) We do hereby declare that we agree to the terms and condition declared by the grant authority.
- d) In absence of the principal investigator (either not completing the research or leaving the institution), Co- PI (s) shall take the responsibility to complete the research.

Name of the Principal investigator:	Name of the Co-Principal investigator (s):	Name of the Co-investigator(s):
Sign:	Sign:	Sign:
Official seal	Official seal	Official seal:
Mobile no:	Mobile no:	Mobile no:
Date:	Date:	Date: