**Call for Applications: NSU Research Grants (2024-2025)**

**Due Date: 14 July 2024**

**Application Information**

North South University Conference Travel and Research Grants Committee (CTRGC) invites research proposals from full-time NSU faculty members, for the fiscal year 2024-2025 grant cycle. Applications should be for *research* projects, although conference travel grant requests will be accepted and processed for CTRGC review (use separate template for that purpose). Research grants normally are considered “seed” grants to initiate research projects and, hopefully, in due course leverage extramural research funding for extended research opportunities. Hence, the grant award limit as stipulated in CTRGC policy is a standard BDT 7,50,000. However, a grant award of up to BDT 10,00,000 is allowable for inter-institutional research collaborations involving principal investigators and/or co-investigators from international institutions, especially those with which NSU has extant memoranda of understanding (MOU) that include research activities.

Proposals can be submitted for basic, applied (field or laboratory) or literature-based research as normally pursued in business and economics, engineering, mathematics, physical sciences, health and life sciences, humanities, law, and the social sciences. Interdisciplinary research proposals involving co-investigators from several disciplines are also welcome. *Ceteris paribus*, first-time applicants and applications having an inter-institutional collaborative component will be given priority. *A faculty on leave (sabbatical leave, study leave, extraordinary leave) is not eligible to apply.* Normally, each faculty member will be eligible for no more than one research grant per grant cycle as well as one conference travel grant and related expenses per academic year. Exceptions to this rule may be granted only by recommendation of the Director, OR-NSU, and as authorized and approved by the Vice Chancellor. Such approval must account for the School Dean’s certification that the research project is feasible for completion within the project timeline while accounting for the applicant faculty member’s total assigned annual workload (inclusive of teaching, research and university/professional service).

Successful applicants will be awarded a research grant in an amount approved by NSU authority according to internal approval procedure (see OR-NSU Flow Chart for CTRGC CFA and Approval Process, URL: http://www.northsouth.edu/research-office/research-grant/).

NSU authority seeks to nurture early career researchers by providing them with financial resources that aid in promoting their research agendas and in helping NSU to realize an enhanced research capacity, with promising research results having national, regional, and global impact. NSU also gives priority to inter-institutional and international collaborative research, in which case proposals should identify co-investigators accordingly.

Faculty are to submit the completed application in the prescribed electronic form (*see template provided by OR-NSU*) **by 14 July 2024,** to OR-NSU (email: mostafizur.rahman09@northsouth.edu). The applicant Principal Investigator should be sure to provide an electronic copy of the grant application to all co-investigators.

**Review Process**

OR-NSU assigns a code number to each research grant application and, per CTRGC decision, anonymizes all applications for the process of scientific merit review undertaken by both the School Scientific Review Committee (SRC) and external reviewers. Each School SRC shall review all research proposals from the respective school faculty for *scientific merit* and the *appropriateness of the itemized budget*. The SRC is authorized to recommend approval, tentative approval with revision (requiring re-submittal and review for approval before submitting approved proposals to OR-NSU), or disapproval/rejection. A proposal score up to 100% is assigned, but all Schools have a passing/acceptable percentage score of 70%. Depending on the research protocol of the given proposal and other factors (e.g., inflationary costs associated with procurement of supplies and/or equipment, standardization of research assistant salaries, etc.), the School SRC may modify (reduce or increase) the proposed itemized budget. Budgets should not include honoraria or salary payments to principal investigators or co-investigators, including those participating from external collaborating institutions. Budgets also should not include requests for laptops, although software items are permissible. Per IT Office policy faculty are allowed only one computer, normally the allocated desktop model. However, in the case of SEPS or other faculty who are engaged in research involving high performance advanced computation methods and/or computer simulations, additional hardware may be allowable, subject to review of technical specifications and recommended approval submitted to OR-NSU from the IT Office.

The NSU CTRGC, chaired by the Vice Chancellor, will review for prospective funding only those research proposals recommended for approval (short-listed) by the School SRCs. After CTRGC review, the Vice Chancellor, as chair of the committee, will submit the CTRGC’s meeting minutes, inclusive of the list of recommended research projects, to the Syndicate and Board of Trustees (BOT) for final approvals. Per approved BOT process, 50% disbursement of research grant funds may be made through the office of Finance & Accounts (F&A) at the time of the Vice Chancellor’s approval of the CTRGC meeting minutes. The Director, OR-NSU, will provide due notice to faculty accordingly. The remainder of grant funds will be disbursed after BOT approval of the minutes or as authorized by the Vice Chancellor in consultation with the BOT.

All faculty are expected to comply with their scientific, ethical, and fiduciary obligations when conducting funded research and are to be mindful of governing NSU policies in relation to human subjects protections, animal care and use, biosafety and biosecurity, and research misconduct. Faculty grant recipients must adhere to (1) timely submittal of research completion reports to OR-NSU by the completion date provided by OR-NSU and (2) procedures expecting accurate and timely accounting of expenditures when requested by the F&A Office. Any extension to the completion date requires approval from the Director, OR-NSU. Any internal re-allocation of the approved budget also requires approval from the Director, OR-NSU.

It is expected that faculty presenting papers (not abstracts) at conferences and/or completing research and publishing research results supported by NSU research funds will deposit a copy of published proceedings, journal article, book chapter, or book with the NSU Library for archiving and public circulation as appropriate to NSU Library procedures.

**TEMPLATE FOR NSU CTRG RESEARCH GRANT APPLICATION (2024-2025)**

**(OR-NSU Assigned Grant Application Code: \_\_\_\_\_\_\_\_\_\_\_\_;** *leave blank for OR-NSU to complete****.*)**

1. **Principal Investigator (PI)**

|  |  |
| --- | --- |
| Full Name |  |
| Faculty Initial [block letters] |  |
| Designation |  |
| Department |  |
| Phone |  |
| Email |  |

1. **Title of Research Project**

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| --- |
|  |

1. **Identify the School Research Strategy Priority to which this research project contributes**

(check with your School Research Coordinator for any question about this):

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1. **Have you applied for an NSU grant before?** [ ]  Yes [ ]  No

(If yes, state application date and result—approved for funding; not approved; research results published—yes or no. If yes, provide publication information)

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1. **NSU Co-investigators [Co-I]** (*if any; add cells as required*)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Co-I 1 | Co-I 2 | Co-I 3 |
| Full Name |  |  |  |
| Faculty Initial  |  |  |  |
| Designation |  |  |  |
| Department |  |  |  |
| Phone |  |  |  |
| Email |  |  |  |

1. **Inter-institutional collaboration: External Principal Investigator or Co-Investigator** (if any): Identify investigator names, titles, affiliations, role/function in the proposed research and any matching NSU funding required or expected external funding supplementing NSU funds.

|  |  |  |
| --- | --- | --- |
|  | PI-1 or Co-I 1 | Co-I 2 |
| Full Name |  |  |
| Designation/Title |  |  |
| Affiliations |  |  |
| Phone |  |  |
| Email |  |  |
| Role/Function |  |  |

Matching Funding Required or Expected (in BDT equivalent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Research Assistants [RA]** (*if any, including undergraduate/graduate students—complete if this information is known at the time of application; if not, then include requested RA amount in the itemized budget—number of months and monthly salary; SRC will review for reasonable number of RAs and may reduce the number proposed*)

|  |  |  |  |
| --- | --- | --- | --- |
|  | RA 1 | RA 2 | RA 3 |
| Full Name |  |  |  |
| Designation |  |  |  |
| Department |  |  |  |
| Phone |  |  |  |
| Email |  |  |  |
| No. of months x Monthly Salary  |  |  |  |

1. **Place/facilities where the research will be conducted**

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1. **Type of research**

[ ]  Basic Research/ Science [ ]  Applied Research/ Science

[ ]  Literature-based [ ]  Experimental Development/ Innovation in Technology

1. **Proposal Type:** [ ]  New proposal [ ]  Continuation of previously approved proposal
2. **Expected time to complete the research proposed** (*Note:* *Duration cannot exceed one calendar year. Extensions are allowable only by separate application to the Director, OR-NSU, at least one month prior to the assigned completion date*):

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1. **Work Plan of the proposed research** (please use separate sheets as necessary for the information provided)
2. **Estimated total budget amount for the proposed research**. **Detail itemized budget components on separate sheets**. (Note: Any budget item for computing hardware must be cleared with Director, NSU IT Office, as part of need and/or assessment of technical specifications and copy of the IT assessment provided with the application.

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| --- |
| **BDT:** |

 *[Note: All non-disposable items in budget remain NSU property (e.g., software, hardware, equipment) and, as appropriate to the item, are to have a property tag attached when procured. \*\*****Check here to certify any budgeted computing hardware has been need-assessed by NSU IT: \_\_\_\_\_\_\_; attach IT review recommended approval document]***

1. **How will the research results be disseminated?**

[ ]  SCOPUS-indexed journal\* [ ]  Other acceptable indexed journal

[ ]  Research Monograph [ ]  Conference proceeding

[ ]  Book chapter [ ]  Book

\*identify three SCOPUS-indexed or alternative discipline-recognized index journals you may consider as publication option for dissemination of research results;

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| 1 |  |
| 2 |  |
| 3 |  |

1. **Institutional Biosafety Clearance (explain any biosafety issues, if applicable)**

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1. **Ethical clearance (Check if applicable—if unsure, check with OR-NSU)**

[ ]  For Human subjects/ participants: Institutional Review Board (NSU IRB/ERC)

[ ]  For Animal model studies: Institutional Animal Care & Use Committee (NSU IACUC)

1. **Socio-economic goal of this research** *(per UGC data information)*

[ ]  Exploration & Exploitation of the Earth [ ]  Environment

[ ]  Exploration & Exploitation of Space [ ]  Energy

[ ]  Transport, telecommunication, and other infrastructures [ ]  Health

[ ]  Industrial production & technology [ ]  Agriculture

[ ]  Culture, recreation, religion, and mass media [ ]  Education

[ ]  Political & social systems, structures, and processes [ ]  Defense

[ ]  General advancement of knowledge

1. Provide a complete proposal narrative consistent with your discipline's expectations, but including elements such as project aims/objectives, specification of research methods to be used (laboratory, field, statistical, etc.), justification for award in view of your school's and university's Research Strategy and department research targets (check with the School Research Coordinator if unsure), expected research project outcomes, whether there is need for ethical clearance (for human subjects/participants, review by NSU IRB/ERC; for animal studies, review by NSU IACUC, for biosafety, review by the NSU IBC).

\*\**The PI’s publication record should be included only in an appendix, not in the proposal narrative. Do not include any self-identifying information in the narrative or refer to specific publications the PI has authored*. This will assure blind review of the proposal by both the School SRC and the external reviewer.

1. Any queries concerning the grant application or proposal review process may be directed to OR-NSU (Mr. Mostafizur Rahman, Ext. 6465, or to the Director, Ext. 1070).
2. By signing below, I hereby confirm that I have thoroughly read the instructions (application information and review process), diligently checked all checkboxes, and ensure that the research proposal is devoid of any instances of plagiarism.

|  |  |  |
| --- | --- | --- |
| Signature: |  |  |
| Name:  |  |  |
| **Name & Signature of Principal Investigator** |  | **Date** |