



OFFICE OF RESEARCH-NSU CONFERENCE TRAVEL & RESEARCH GRANT (CTRG) POLICY

(Approved on 58th CTRGC Meeting; approved by Board of Trustees on 21 January 2024)

I. Conference Travel Grants

1. If a faculty member decides to present a paper at a conference and wishes to request conference travel funding from NSU, s/he shall apply to the Office of Research by formal memorandum with completed OR-NSU template only after (a) the paper has first been presented in an NSU department-sponsored seminar/colloquium and (b) either the abstract or the paper has been accepted by the conference organizing committee. A copy of the acceptance notice and copy of the abstract and/or paper must be attached to the application. The department chairperson must certify that condition (a) has been satisfied.
2. All application materials shall be submitted to the NSU CTRG Committee (CTRGC), ATTN: CTRGC Chair, with signatures obtained in ascending serial order from (a) Department Chairperson, (b) School Dean, and (c) Director, Office of Research-NSU.
3. Any request for conference travel must be for a presentation that includes the faculty member's institutional affiliation of "North South University".
4. To be eligible for a conference travel grant, a faculty member must be on "core" full-time appointment at NSU. Visiting faculty are not eligible.
5. First-time applicants, fulfilling other requirements as may be determined by the CTRGC, will receive priority.
6. A faculty member who is on leave (e.g., study leave; sabbatical leave; long-term emergency leave) is not eligible to apply for NSU conference travel support.
7. A faculty member may apply for no more than one travel grant and related expenses per academic year. Exceptions to this rule may be made by the CTRGC.
8. (A) If the paper accepted for conference presentation is co-authored by multiple NSU faculty members, then the grant amount approved is to be given to the presenter, and only s/he may travel under the travel grant award. (B) If (1) the paper is written by multiple authors including faculty from academic institutions other than NSU, and (2) at least one of the authors is a full-time NSU faculty member, then the fund will be granted to the NSU faculty member as incorporated in the current set of rules, provided s/he is a presenter.
9. A travel grant is allowed for travel expenses up to a limit of US\$2,500 (in BDT equivalent, current exchange rate) as well as a registration fee up to US\$600 (in BDT equivalent), thus a total allowable conference travel grant of US\$3,100 (in BDT equivalent). Allowable expenses include: (a) most economical route round-trip airfare (economy class seat) or fare for other mode of transport (bus, train, rental vehicle) when conference travel is domestic; (b) hotel accommodation at the negotiated conference rate or at comparable discounted rate if availed through various purchase platforms (e.g., Expedia; Orbitz; Hotel.com; etc.); (c) round-trip airport/hotel transport and/or round-trip hotel/conference venue transport; and (d) meals at per diem rate of US\$50 (in BDT equivalent). Faculty should plan to arrive at the conference venue hotel one night prior to the day of the presentation and leave (hotel checkout and return flight to Dhaka) within 24 hours of his/her conference paper presentation session.



10. Within thirty days after attending the conference in which the paper has been presented, the faculty member awarded a conference travel grant must submit a report to his or her department chairperson summarizing his or her conference presentation activities. Department chairpersons are to keep a record of all faculty conference presentation activity during the calendar year (January through December) and provide a summary report to the School Dean by mid-January of the new year, with copy of the department chairperson report provided simultaneously to the School Research Coordinator and Director, Office of Research-NSU.

II. NSU Research Grants

1. The Director, Office of Research-NSU, shall administer the process for (a) Call for Applications (CFA) for NSU research grants, (b) collection of research proposals, and (c) process for recommended approval of applications for research grants funded through the Conference Travel and Research Grants Committee (CTRGC).
2. The CTRGC shall (a) review all proposals short-listed by the internal and external scientific merit review process established by the Director, Office of Research-NSU, and, from among that short-list, (b) recommend for grant funding those it deems meritorious based on scientific merit review.
3. Whenever NSU authority formally issues a call for applications through the Office of Research-NSU (normally at the start of the fiscal year), any full-time NSU faculty member may apply for an NSU research grant to cover costs of basic or applied research and scholarly activity in his or her discipline of expertise. Faculty members are not eligible to apply for these grants while on approved leave (e.g., study leave, sabbatical leave, extraordinary leave).
4. Faculty members are to follow the procedures for application set forth by the Office of Research-NSU.
5. The CTRGC shall evaluate short-listed faculty research proposals accounting for (a) scientific merit review completed under procedures established by the Director, Office of Research-NSU and (b) adequacy of the proposed research budget as recommended by the School Scientific Review Committees. Grant applications involving external collaboration and first-time applicants will receive funding priority in the review process.
6. The CTRGC may recommend approval of an individual faculty research grant up to the maximum allowable by NSU authority as stipulated in the given fiscal year of the Call for Applications (CFA). Faculty from reputed foreign universities may propose to serve as Principal Investigator (PI) in a collaborative research project funded by CTRGC so long as at least one NSU faculty member serves as Co-investigator (Co-I). The maximum allowable research grant normally is limited to BDT 750,000. For particularly meritorious applications that include international collaborative research partnership and/or contributed external grant funding (including NSU "matching fund" expectations), the Director, Office of Research-NSU may recommend approval of an alternative budget total above the customary maximum allowable, as proposed by the PI and when recommended by the School Scientific Review Committee. Such collaborative proposals are subject to final approval by the Vice Chancellor and the Board of Trustees. Meritorious research grant applications involving foreign university collaboration may be submitted to the Office of Research-NSU at any time during the calendar year independent of the annual CFA issued by the Office of Research-NSU. But, such applications must complete scientific merit review by the relevant school Scientific Review Committee (SRC) and, when required by the research protocol, complete ethics clearance by the NSU Institutional Review Board/Ethics Review Committee (NSU IRB/ERC) for human subjects research, NSU Institutional Animal Care



and Use Committee (NSU IACUC) for animal research, and NSU Institutional Biosafety Committee (NSU IBC) for research involving biological agents and/or materials.

7. Faculty are responsible for exercising due care in the conduct of their research activities, including (a) providing assurance to NSU authority of compliance with research integrity policies and procedures established by the Board of Trustees and the Office of Research-NSU, (b) submitting a completion report on the timeline designated by the Office of Research-NSU, and (c) complying with fiduciary responsibilities as stipulated by the Director, Finance & Accounts, throughout the fiscal year in which grant funds are expended. Any proposed internal re-allocation of the approved itemized research budget must be reviewed and approved by the Director, Office of Research-NSU, in writing and included in documents submitted to the Finance & Accounts Office when adjusting the grant account upon completion.

III. Publications

1. It is expected that a faculty member who has been awarded travel and/or research grants will produce publishable research outcomes, including dissemination of research results in one of the following: (a) peer-reviewed and indexed journals in good standing, (b) book chapters in edited volumes, or (c) books as appropriate to the academic discipline. An electronic or hard copy of the publication must be deposited in the NSU library to be made available for general circulation, or, the faculty member must assure the publication is accessible through online/electronic database sources available to the NSU library.
2. A faculty member (a) who is the recipient of a conference travel or research grant, and (b) whose presented paper is subsequently accepted for publication in a properly *peer-reviewed and indexed journal of good standing* that has an option for open-access publication with fee (i.e., Article Processing Charges—APC) may apply to the CTRGC for funds to defray the cost of open-access publication. A faculty who is not a CTRGC grant recipient but who seeks to publish a research paper in a journal having APC may also apply for funds to defray such costs. Maximum annual (calendar year) reimbursement for APC is set at US\$2,000 (in BDT equivalent, current exchange rate). In his capacity as Chair of the CTRGC, the Vice Chancellor may authorize additional APC reimbursement to a given faculty member above the US\$2,000 limit when the publication is SCOPUS-indexed (or equivalent) and has a Q1 (first quartile, or equivalent) journal rank (e.g., referencing current SCOPUS or SCIMAGO journal rankings data).
3. Research grants are permissible only for the usual costs of actual research activities. They are not to be used to defray cost of publication of books or textbooks. Faculty are expected to submit such work to a reputable publisher following the standard process of book proposal editorial review, peer review, and signing of a publication contract that assigns copyright, assumes production, distribution, and marketing responsibility for such publications, and assigns royalties according to contract.
4. Faculty in some disciplines (e.g., SBE, Law) may seek to publish in journals that charge “submission fees” rather than article processing charges. A faculty member may apply for reimbursement of journal submission fees up to the amount of US\$2,000 (in BDT equivalent, current exchange rate) per calendar year if the paper is accepted and published in a journal that is SCOPUS-indexed or indexed in an equivalent approved index*. [*Equivalency is determined by consulting the NSU recruitment and promotion policy criteria or otherwise as recommended by the Director, Office of Research-NSU.] Alternatively, a faculty member applying for a CTRGC research grant may include in the proposed grant budget a budget item for journal submission fees



(a) up to US\$2,000 (in BDT equivalent, current exchange rate), (b) if approved by the School Scientific Review Committee when reviewing the grant application for scientific merit review, and (c) the amount is to be expended only for such fees charged by a SCOPUS-indexed (or equivalent) journals, as long as the paper is accepted for publication. When (a) a faculty member includes submission fees as a budget item in the research grant proposed budget that is approved by the School Scientific Review Committee, or (b) otherwise when a faculty member not having a CTRGC research grant applies for submission fee reimbursement, s/he may not apply also for reimbursement of article processing charges for the journal article. That is, a faculty member may apply for either submission fees or article processing charges, not both, in the given calendar year.