

**Chattogram Veterinary and Animal Sciences University**  
**Khulshi, Chattogram -4202 Bangladesh**

## **CVASU Research Grant Policy**



**Timeline: December, 2020**

**Amendment 2024**

**Prepared by**

**Office of the Director (Research and Extension)**  
**Chattogram Veterinary and Animal Sciences University**  
**(CVASU)**

**Preamble**

Since its inception in 2006 the Directorate of Research & Extension at CVASU is playing an important role to coordinate, promote and facilitate research and extension activities at CVASU. The Directorate (R & E) is responsible for formulation of regulatory policies and procedures of governing basic, applied and adaptive research throughout the University and in facilitating and enhancing internal and external grant opportunities for CVASU faculties. The Directorate is headed by the Director of Research and Extension (R & E), who additionally coordinates the activities of the CVASU **Research Review Committee (RRC), Research Approval Committee (RAC), Research Evaluation & Monitoring Committee (REMC) and research Ethics Approval Committee (EAC)**. The CVASU is striving for excellence in these areas by its progressive expansion of the scientific and technological knowledge for the improvement of the quality life of the people.

**Administration of Research grant**

The Office of the Director (R & E), CVASU shall administer the process for (a) circulating Request for Applications (RFA) for CVASU research grants, (b) collection of research proposals, and (c) approval of applications for research grants. Several committees will be responsible to administer the CVASU research grants. They will be as below-

**A. Research Review Committee (RRC)**

Members:

- 1. Dean (Respective Faculty) ..... Convener
- 2. Three Senior Professor/three Head of the Department ..... Member
- 3. One external member (Selected by Director (R&E)  
By the Approval of VC, CVASU).. ..... Member
- 4. Director (R&E) .....Member secretary

Responsibilities:

- 1. Reviewing the submitted research proposals
- 2. Evaluate and short-listed the research proposals considering scientific merit
- 3. Recommendation of projects for funding

The bottom of the page contains several handwritten signatures and initials in black ink. On the left, there is a signature that appears to be 'J. A. ...'. In the center, there is a large, stylized signature. To the right, there are several sets of initials, including 'R.S.' and a signature that looks like 'J. ...'. There are also some checkmarks and other marks scattered around these signatures.

**Tenure:** Approval of RRC by Honorable Vice Chancellor for Two years, however, this committee will active until new committee is formed.

**B. Research Approval Committee (RAC)**

Members:

1. Honorable VC..... Convener
2. Deans of the faculty..... Member
3. Director (R&E) .....Member secretary

Responsibilities:

1. Assessment of proposed fund/ adjustment of final allocation
2. Final approval of the projects for funding
3. Communicate with the Director (Finance and Accounts) for disbursement of funds

**Tenure:** Approval of RRC by Honorable Vice Chancellor for Two years, however, this committee will active until new committee is formed.

**C. Research Evaluation & Monitoring Committee (REMC)**

Members:

1. Director (R&E) ..... Convener
2. Senior Professor One from each Faculty..... Member
3. One Senior Professor from production side in case of Faculty of Veterinary Medicine..... Member

Responsibilities:

1. Reviewing mid-term progress report and final project completion report
2. Recommendation for changes (if necessary) in execution of the project
3. Report to the VC, CVASU regarding project achievements

**Tenure:** Approval of RRC by Honorable Vice Chancellor for Two years, however, this committee will active until new committee is formed.

**Research proposal submitting steps:**

**I. Submitting a Research Grant Application**

Each year, the University grant commission of Bangladesh (UGC) allocate research grant for the faculties and researchers through the Directorate (R&E) of CVASU. Application for the research grant calls in April of each year through a prescribed format (Form Number).  
CVASURGP – 2020-1



Faculty members should be followed the procedures for application, set forth by the Office of Director (R & E). The outcome of the application is generally announced in the month of June of the year. The Research Review Committee (RRC) and Research Approval Committee (RAC) are two apex bodies responsible for allocation of the research grants from the University Grant Commission of Bangladesh (UGC) through CVASU following all required procedure such as review, evaluation and prioritization base on research merit and need base. Each year, UGC provides universities with funding for research and research training, depending on their yearly research outputs.

The steps in submitting and selecting the grant recipients for CVASU competitive research grant is given below-

## **II. Submission of proposal for CVASU research grants**

The Director (R & E) initiates the call for research proposal (usually in April of each year) through online and offline. The prospective researchers/ faculty members of CVASU are expected to download the application format for research proposal (CVASUDRE 20201) from CVASU website. The faculties prepare the research proposal following the guideline and submit the research proposal for funding to the office of the Director (R & E). All research proposals are expected to have a co-investigator, who could be a faculty inside the university or a researcher/faculty outside the university. Separately a soft copy of the grant application should be sent by email to Director (R&E) alongside two sets printed copy through proper channel.

## **III. Management of research grant**

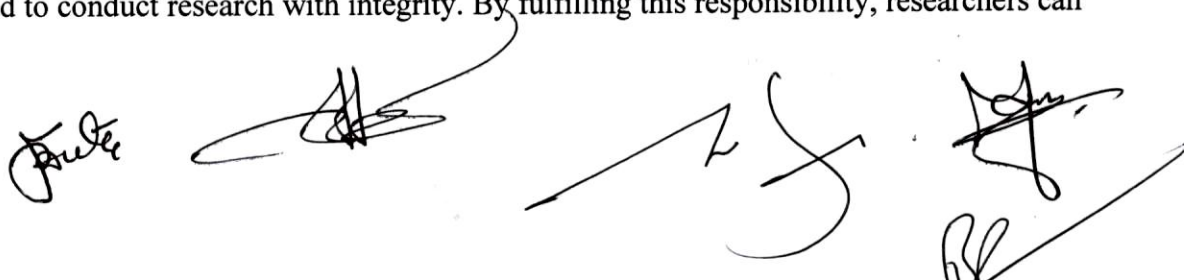
The Director (R & E) announces the CVASU Research Grant cycle is open. Faculty members are invited to complete the predefined application template available in CVASU website. Applicant should submit the grant proposal to the Office of the Director (R & E) by the approval of respective head and dean. The Office of the Director (R & E), send all applications to the Research Review Committee (RRC) and Research Approval Committee (RAC) to evaluate submitted proposals. The Convener of the Research Review Committee

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(RRC) forwards the recommendation of short-listed competitive proposals to the Research Approval Committee (RAC) of CVASU. The Research Approval Committee (RAC) of CVASU headed by the Vice Chancellor assess the reviewed short-listed proposals, proposed budget in each proposal, and recommend (approve) or not recommend (disapprove) funding. The Director (R & E) announces approved grant awards to respective faculty applicants, with copy of award list to Faculty Deans. He/ she also communicates with Director (Finance and Accounts), CVASU to release research funds to respective winners. The Director (Finance and Accounts), CVASU authorizes disbursement of grant awards, with notice to the Vice Chancellor and the Director (F& A). Once the grant is available, the research project will begin and necessary ethical approval is available through ethics committee whenever necessary. After 6 months of starting the research, midterm report will be sent by each researchers to the office of the Director (R & E). After 12 months of starting the research, final project completion report (PCR) will be sent by each researchers to the office of the Director (R & E). Both the mid-term and final report will be evaluated by **Research Evaluation & Monitoring Committee (REMC)**. CVASU is committed to complying with the highest standard of ethics and research integrity. The University's **Experimentation Ethics Committee (EEC)** outlines what is expected from everyone engaged in research at CVASU with standards of ethical conduct. All faculties, students seeking to conduct research that involve the use of live animals, and vertebrates, at the CVASU must apply to EEC for ethical review. This includes the use of animals in research, teaching, field trials, product testing, diagnosis, the production of biological products and environmental studies. Observational studies of wildlife also require EEC approval. Projects involving animals may only commence with approval in writing from the EEC and once an ethics approval letter has been issued for the project.

#### IV. Commitments from the CVASU Research grant recipients

In carrying out responsible research activities, the PI and other participating researchers are expected to conduct research with integrity. By fulfilling this responsibility, researchers can



help maintain the relation of trust between the scientific community and society. At the mid way of the research, the PI have to submit a midterm report to the Director (R&E) and should present his progress by presentation in a seminar. The Director (R&E) may communicate with the PI with the research team and monitor the research activities time to time. After completion of the research project, the PI have to submit the final report, financial statement to the Director (R&E). He/ She should also present his research findings at the Annual Research Review workshop of CVASU or any other national or international seminar or scientific conferences.

Note: In addition to existing research policy:

1. Director (Research and Extension), CVASU will provide honorarium for the member of Research Review Committee (RRC), Research Approval Committee (RAC), Research Evaluation & Monitoring Committee (REMC).
2. Principal investigator of each project will get research allowance.
3. Director (Research and Extension) will offer faculty specific core projects targeted to achieve Sustainable Development Goals (SDGs) in the context of Bangladesh.



**4. Chattogram Veterinary and Animal Sciences University**  
 Khulshi-4225, Chattogram.  
 Website: [www.cvasu.ac.bd](http://www.cvasu.ac.bd)

**Pro-forma for Research Grant Proposal in the Fiscal Year – 2020**

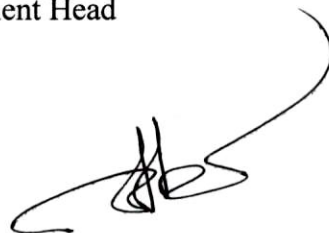
1. Name of the Department :
2. Name of the Faculty :
3. Title of the Project :
  - a) In Bangla
  - b) In English
4. Name and address of the Principal investigator :
5. Location of the Study Area :
6. Details of the project proposal
  - a) Aims and Objectives of the study (max 100 words) :
  - b) Review of literature (max 500 words):
  - c) Significance of the project (max 500 words):
  - d) Methodology of the Study (max 500 words):
  - e) Expected output (max 100 words) :
7. Any previous funding received? : Yes/ No
  - a) If yes, have you published the result? : Yes/No....
  - b) Title of the project (with year of funding) and publication details .....
8. Financial plan:

S.L No.	Description of the equipment	TK in amount
1	Research material expenses (Chemicals, Glassware, Consumable,)	
2	Data collection / survey / sample collection and analysis	
3	Travel Allowance	
4	Stationary cost (Maximum-7% of total budget)	
5	Publication costs Maximum (5,000/- )	
6	Report Writing, printing and Binding	
7	Miscellaneous	

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 Signature of the Department Head



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 Name and address of the Principal investigator




Signature of the CVASU research grant policy members as follow:



Prof. Dr. Mohammad Lutfur Rahman  
Dean, Faculty of Veterinary Medicine,  
CVASU



Prof. Dr. Ferdusee Akter  
Dean, Faculty of Food Science &  
Technology, CVASU



Prof. Dr. Mohammed Nurul Absar Khan  
Dean, Faculty of Fisheries, CVASU



Prof. Dr. Gous Miah  
Director (IQAC)



Prof. Dr. Paritosh Kumar Biswas  
Microbiology and Veterinary Public Health, CVASU



Prof. Dr. S.K.M. Azizul Islam  
Director (Research & Extension), CVASU