Annex-13

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Full Research Project Proposal (FRPP) Format with**

**Guidelines for Basic Research**

1. **Title:** Title should be brief, clear and self-explanatory
2. **Principal Investigator (PI):** PI should be form the applying organization
3. Name with qualification and experience (last degree) and present position
4. Experience in the proposed field of investigation
5. **Co-Investigator (CI):** Name, last degree, experience and present position
6. **Other staff, if required:**
7. Technical staff Research Fellow with qualification (last degree)
8. Support staff (Lab. Asstt), Accountant (Per-time)
9. **Institution/Organization:** Name with the location (department/field location), where the research works will be carried out. Provide Postal Address:

Telephone: Cell Phone: Fax:

E-mail:

1. **Research Capacities & Resources:**
   1. What research capacities and resources in terms of manpower, fund, field and laboratory facilities and infrastructure are available for carrying out research; and where existing facilities are available/additional support is needed:
      * 1. Please give a list of project(s), if any, being funded from other sources/agencies, already under implementation by you and the amount and source(s) of fund for each:
        2. Also indicate if partial funding has been received from any other source for this proposed study:
2. **Cooperation with Scientist(s) of other Institution:** Indicate if scientist(s) of any other national or international institution/organization will be associated with the proposed project. If yes, mention the terms and conditions under which they are willing to be involved, and the nature of their involvement. PI will need to submit a copy of consent letter/MoU, signed with the cooperating scientist with endorsement of the head of the institution at the time of submission of detailed project proposal together with:

Name of the scientist with degree (last degree) and position

Institution/Organization:

Postal address:

Telephone: Cell Phone: Fax:

E-mail:

1. **Duration with Date:** Mention the time period required for completing the project works with starting and end dates. In no case, the project duration should exceed 5 years.

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1. **Total cost:** Indicate the total cost, required for completing the study.
2. **Justification and Scope of the Study:** Justify the project proposal by describing the present status and the nature and severity of the problem and how it is affecting agricultural production/advances in life sciences. Review the works done on similar or related problems elsewhere in Bangladesh and in other countries. Indicate whether this is a new project or a follow up study in support of any previous studies. If it is related to previous studies, briefly describe the results of those studies and how it relates to the proposed study. Indicate how many projects are in hand and the total cost of each project.

State how the results of this study will generate new knowledge, improve production, nutrition and increase the income of the poorer segment of the population on a sustainable basis and what would be the impact on the national economy. How his research will give rise to new findings, methodology, and contribute to the pool of scientific knowledge in agriculture and life sciences, leading to good publication in international journal.

1. **Objectives:** Describe the objective of the project in specific terms not more than 4 in number. If the objective relates to amount or figure, it should be mentioned in quantitative terms, not in the form of statement. Project objective should be SMART: Specific; Measurable; Achievable; Realistic and Time bound.
2. **Expected Outputs:** Describe the expected outputs of the project against the given objectives.
3. **Project Design in Log Frame:** Describe the project design in a Log Frame by following objectives outputs, activities inputs and with verifiable indicators, means of verification and important assumptions.
4. **Methodology:** Clearly describe the approach and methods to be used for conducting the study, and also indicate if there may be a need for adjustment or modification of the methodology.
5. **Input-Output matrix** in relation to specific project objective/s (A Result Framework Approach).
6. Provide chronological project activities to be performed with required duration (time frame) and measurable monitoring indicators on the results/outputs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Specific objective(s)** | **Planned activities to be performed** | **Duration from .....to .....** | **Monitoring Indicators (measurable to verify the performance of each activity)** | **Expected output/result** | **Baseline value (quantify) or situation** |
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1. Year wise activities performance schedule: [*provide activity performance schedule i.e. when to start and when to complete each activity during the project period (show in arrow mark, here more than one activity may go side by side)*]

| **Project Year** | **List of planned activities to be performed in chronological order (Objective wise)** | **Activity performance schedule during the project year** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(month per project year)** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| **1st Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **2nd Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **3nd Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **4th d Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **5th Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. Proposed Budget: Provide a summary of the proposed budget in thousand Taka as Indicated below [in addition to the detailed budget to be prepared following the budget preparation guideline in Annex-13(i)]
2. **Summary Budget**

(In thousand Taka)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Items of expenditure | | **Year-I** | Year-II | **Year-III** | **Year-IV** | **Year-V** | **Total** | **% of Grand Total** |
| A. Recurring (Operational cost) | |  |  |  |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing support service, if any (part time basis- consolidated) |  |  |  |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. |  |  |  |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |  |  |  |
| 4. | Training |  |  |  |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified. |  |  |  |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) |  |  |  |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |  |  |  |
|  | ***Sub-total A (1-9)*** |  |  |  |  |  |  |  |
| **B. Non-recurring (Capital cost)** | |  |  |  |  |  |  |  |
| **10.\*\*\*** | Equipment & Appliances (upon approval of KGF, List to be given separatly with justification)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle/Motor bike |  |  |  |  |  |  |  |
|  | ***Sub-total B*** |  |  |  |  |  |  |  |
| **C. Grand Total A+B (1-10)** | |  |  |  |  |  |  |  |

***\* Cost under line item (#I) should not exceed 30% of the total project cost.***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 30% of the total project cost.***

**Note:**

*In addition to the above budget, Annual Honorarium for Coordinator/PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF.*

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| **Annex-13 (i)**  **KRISHI GOBESHONA FOUNDATION (KGF)**   1. **Detailed Budget (format to be used for the entire proposal) Taka in Thousand** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | **Name of Basic Research Proposal:…………………………………………………………………………………………………** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Name of Organization: …………………………………………………………………………………………** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Name of PI …………………………………………………………………………** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Duration:……………months; From:………………to……………………..** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Cate**  **gory** | **Sl#** | | **Items of Expenditure** | **Unit** | **Unit cost** | **Half Yearly** | | | | | | | | | | | | | | | | | | | | **Total** | | **% of total** |
| **Year-I** | | | | **Year-II** | | | | **Year-III** | | | | **Year-IV** | | | | **Year-V** | | | |  | |
| 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | **7** | | **8** | | **9** | | **10** | |  | |
| Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt |  | |
| **A.** | **Recurring (Operational Cost):** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  | 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing Support Service, if any (part time basis-consolidated) | | PM |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.1 Labor | | PD |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.2 Seed/Seedlings/fish fry/ chicks etc. | | Kg/No |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.3 Fertilizer/feed | | Kg |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.4 Irrigation | | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.5 Pesticide/Vet. Medicine etc. | | L/D |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.6 Lab. chemicals | | Kg/L |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.7 Other supplies, if any | | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |

**Annex-13-(i) Contd.**

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|  |  | ***Sub total of 2*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 3 | Maintenance and repairing of Lab. /farm equipt. | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 4 | Training (No. of batch; No. of participants per batch) | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 5 | Workshop/seminar/meeting etc. | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 6. | 6.1 Travel expenses (TA/DA) as per own organizational rules (Public Sector) or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s vehicle for travel, if justified. | No.  No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 8. | Any other items (please specify with justification) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ***Sub-total A (1-9)*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.** |  | **Non-recurring (Capital cost)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10.\*\*\* | Equipment & Appliances (upon approval of KGF, list to be given separately with justification)\*\*  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle/Motor bike | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ***Sub-total B*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **C.** |  | **Grand Total A+B (1-10)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***\* Cost under line item 1 should not exceed 30% of the total cost;***

***\*\* Cost under line item #7 should not exceed 5% and***

***\*\*\*cost under line item #10 should not exceed 30% of the total budget.***

***Note :I Please specify the nature of units i.e. : PM=Person Month ,PD=Person Day, Kg=Kilogram, No=Number, LS=Lump sum, L=Liter, D=Dose.***

***II. Please mention the number of person with number of months and rate per month.***

***III. In addition to the above budget, Annual Honorarium for Coordinator/PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF.***

***IV. List of equipment & appliances with cost and adequate justification must be provided for capital items in relation to your project.***

***Note: After the completion of the project, the fixed assets will be the property of KGF. However, the equipment etc. might be allotted to participating/cooperating institutions with fair justification.***

1. Certification: Certify that the proposal has not been submitted to any other funding agency for financial support. Also certify that the information given in the proposal is accurate and the project will be executed in accordance with the agreement with KGF within the stipulated time frame and that outcomes of the project will be shared as per instruction of KGF
2. Name, Designation and Address of PI

Principal Investigator (PI):

Name:……………………………………..

Designation:……………………………….

Organization:………………………………

Signature & Seal: …………………………

Date: ……………………………….

1. Endorsement by the Head/Authorized person of the applying organization:

Name:……………………………………..

Designation:……………………………….

Organization:………………………………

Signature & Seal: …………………………

Date: ……………………………….

***[Note: KGF authority may make necessary changes in the general MoU given in annex-8 to make it more appropriate for projects under basic research]***