

## **Applicant's Guidelines for Research Proposal Submission and Implementation of Research Proposals**

**\*\*\***Researcher must follow the BFSA Research Policy, 2024 during submission of research proposal and implementation of research project. In case of any ambiguity, the explanation provided by BFSA will be considered as final.

Researchers are requested to furnish a detailed research proposal (not more than 3000 words) covering the title and background of the project, statement of the problem, review of literature, objectives and expected outputs, research methodology, action plan, and estimate of costs. A research proposal is a sort of a blueprint. A well-conceived research proposal helps in its efficient implementation.

### **1. Formulation of research proposals**

Research proposals should be prepared in **English language**. Proposals that do not follow the prescribed format or that are hand-written will not be considered. Research proposal must include the following information.

- **Title of Proposed Research:**

The title of the project must be brief, work representative, scientifically or technically valid, and suitable for use in the public press. BFSA may amend/edit the title of a project prior to making an award.

- **Introduction**

- **Problem Identification/Problem Statement**

- **Research Question**

- **Rationale of the Research**

- **Scope of Research**

- **Objectives of the Research:**

Describe the specific objectives for the research, which should be specific, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected output and impact of the research.

- **Expected outcome (s) and relevance to existing policy and development goal of the Government:** Provide a precise description of the project outcome(s)/result(s) that are measurable as well as achievable during the project period (12 months) & describe the relation with the existing policy & development goal of the Government.

- **Literature Review**

- **Methodology**

- **Data Collection Tools & Data Analysis**

- **Estimated Budget for the research project** (line items can be included which is depending on the individual project)

- **Action Plan (Gantt Chart)**

- **Research Design with Flow Chart**



- **Research facilities available and required for this study**
- **Reference:** Follow BJPA (Following Harvard referencing style)

## 2. Key Features

- Research project duration: 12 calendar months
- The budget of the proposed research should be maximum 15.00 (fifteen) lac (BDT) including VAT and TAX in appropriate case at prescribed rate (BFSA might consider in special cases higher estimated cost if justified for the proposed research project).
- Joint research proposal (not more than two institute) may be considered.
- It is not guaranteed that a research grant will be awarded for every research area. BFSA will decide & set priorities for selecting research area as well as title of the research.

## 3. Budget Guidelines

The BFSA research grant can only be used to support research activities of proposed research under direct supervision of the Principal Investigator. **Budget allocation must be submitted according to proposed format.**

### Operational Expenses

This budget category must not exceed **60%** of the total grant requested/awarded. It is to be spent, preferably during the first quarter of the project, for the purchase of basic standard laboratory equipment (**minor equipment**) and/or reagents that are necessary for the implementation of the research project and/or sample/data collection etc. Please provide a justification for each item to be purchased with the BFSA grant.

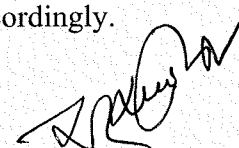
The following items are **NOT FUNDED** by BFSA:

- Purchase of major equipment (i.e., equipment costing more than Taka 50,000/-), office furniture or fittings, computer hardware or software.
- Depreciation, regardless of whether the equipment belongs to the Institute or was purchased with BFSA grant;
- Cost of maintenance, repair, running or insurance of existing equipment and machinery belonging to the Institution;
- Cost of construction of new buildings or alterations and modifications of existing buildings and premises;
- Normal administrative and overhead expenses of the Institution;
- Salary support of Principal Investigator/API/Staffs;
- Any other expenses which are not justified by BFSA.

### Consumables

This budget category is intended to cover:

- Purchase of consumable items (e.g., general laboratory supplies, basic chemicals, stationery items etc.) needed to carry out the proposed research.
- Small pieces of equipment of the value of **Taka 20,000** or less (e.g., micropipettes) can be considered as consumables and charged to that budget line accordingly.



#### **4. Submission of proposals**

Research proposal must be submitted through the MyGov platform. Application link is provided at [www.bfsa.gov.bd](http://www.bfsa.gov.bd) & application notice.

#### **5. Eligibility Criteria**

- a. Research proposals must be submitted through competent authority/ head of institution. Otherwise, the proposal will not be considered accordingly.
- b. Research topic should fall within the domain of food safety, addressing issues within the mentioned areas in the notice/circular.
- c. Eligibility Criteria of the Principal Investigator (PI):
  - i. At least Associate Professor/ Principal Scientific Officer or equivalent.
  - ii. At least 10 (ten) years of relevant experience.
  - iii. At least five publications in the universally acknowledged journal (Q1).
  - iv. Must have successfully completed at least one research project as Principal Investigator (PI) or supervised and/or co-supervised a minimum of ten MS thesis students.
  - v. PhD degree will be considered as an additional qualification
- d. Eligibility Criteria of Associate Principal Investigator (API):
  - i. At least Lecturer/ Scientific Officer or equivalent.
  - ii. 02 (Two) years of research experience in the relevant field.
  - iii. At least two publications in the universally acknowledged journal (Q2).
  - iv. PhD degree will be considered as an additional qualification
- e. Eligibility Criteria of Research Assistant:
  - i. Completed MSc (thesis) in relevant subjects/3 years' experience of working as research assistant
- f. Project Team may comprise-
  - Principal Investigator (PI)
  - One or more Associate PI (for joint research proposal)
  - Assigned BFSA Officer (will be assigned by BFSA)
  - Research Assistant(s)
  - Supporting Staff(s)

#### **6. Evaluation and Award Notifications (Please see/notice the details in BFSA Research Policy, 2024)**

##### **I. Screening by the Committee**



a. The submitted research proposals will be initially reviewed by the Research Proposal Screening Committee to ensure that they meet basic eligibility criteria, including adherence to submission guidelines and alignment with the organization's research focus.

b. The committee will verify that each proposal satisfies the eligibility criteria, such as proper documentation, ethical considerations, and compliance with any specific requirements set by BFSA.

c. Proposals that pass the eligibility check in the preliminary evaluation will proceed to the next stage.

## **II. Technical Evaluation Committee**

a. Eligible proposals will be assigned to specialized Technical Evaluation Committee (will be formed by BFSA) based on the research area.

b. Technical evaluation committee will conduct a thorough evaluation of the proposals, considering the scientific rigor, methodology, theoretical framework, and potential impact of the research.

c. Proposals may undergo a peer-review process involving external experts in the field, ensuring an unbiased and expert assessment.

d. Each proposal will receive a detailed technical score from the committee member, reflecting the strengths and weaknesses identified during the evaluation.

## **III. Presentation Stage**

a. Proposals that successfully pass the technical evaluation will be shortlisted for the presentation stage.

b. Researchers of shortlisted proposals will present their projects to a review panel, addressing questions and providing additional insights.

c. The review panel may engage in a question-and-answer session to further assess the researchers' understanding of their project and the feasibility of implementation.

d. The review panel, considering the technical evaluation, presentation, and Q&A session, will make the final assessment of each proposal.

e. Research grants will be awarded to the highest-ranking proposals based on the comprehensive evaluation process (Technical, Presentation and Q&A).

## **IV. Final Approval**

The BFSA will approve the final recipient of the research grant.

## **7. Implementation of the Research Proposal**

### **a) Letter of Agreement**

In case of a grant being awarded, a written operational agreement will be signed between BFSA and Principal Investigator/ Head of the institute of Principal Investigator according to annex-6 of BFSA Research Policy, 2024.

### **b) Reporting**



The research grant recipient PI will be responsible for submitting technical and financial reports to the BFSA at different stages of the research proposal implementation as specified in the contract.

**c) Monitoring and facilitating research**

Technical and administrative aspects related to the implementation of approved research will be closely monitored by BFSA officials. All research grant recipients must facilitate this process with reference to both technical and financial aspects of the research implementation. The BFSA officials will monitor the research activities throughout their implementation in order to ensure responsiveness of the research outcomes to the research area identified by the BFSA.

**d) Review, discussion and dissemination of results**

Grant awardees will have to participate in workshops and seminars organized by BFSA to discuss research plans, review progress and share research findings. It is mandatory for the Principal Investigator (PI) of each research to present the activities and results in these events. It is suggested that the Associate Principal Investigators (APIs) also participate in these seminars.

Researchers are encouraged to publish their findings in peer-reviewed journals. Any publications produced should acknowledge the support received from BFSA. BFSA reserves the right to publish materials produced under the Research grant of BFSA. When presenting research findings for publication, it is imperative to include the name of a designated BFSA official associated with the research. Failure to publish the research in reputable international journals will result in the categorization of the research project as low quality (**described detailedly in BFSA Research Policy, 2024**).

**e) Ownership**

All reports, products, information, designs, data, models, formulas, methods, and any other outcomes resulting from research conducted under this Agreement shall be jointly owned by both BFSA and the researcher.

**f) Disqualification of Researcher**

- If found any violation of employee rules, regulations, or any other applicable guidelines, including intellectual and ethical standards.
- If accused or punished for plagiarism. If it is proved that he was punished for plagiarism he will be considered as lifetime disqualified.

**8. Fund Release and Financial Management**

**a) Fund Release**

The grant will be paid in three instalments to the separate bank account. First payment is transferred upon signature of the agreement by both parties. Release of 2<sup>nd</sup> and 3<sup>rd</sup> installment is subject to the satisfactory approval of progress reports submitted in a timely manner, according to the deadline and format specified in the agreement.



Please note that no part of the grant can be transferred to any other Institution or organization under any form of sub-contracting or out-sourcing arrangement.

**b) Financial reporting**

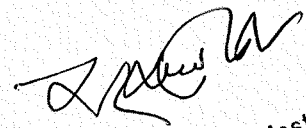
Reporting on expenditures should be made in compliance with the contract provisions.

**c) Audit**

The research activities may be audited at different time intervals during and after the implementation of the research proposal as per applicable BFSA rules and regulations. PI will be responsible to face any objections from audit departments.

**d) Evaluation of the Research Grant Scheme**

The research grant scheme will be reviewed periodically, and adjustments may be made to improve its operational effectiveness and to respond to changing circumstances and experience gained.



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