



**Sher-e-Bangla Agricultural University Research Systems(SAURES)  
SAU, Dhaka.**

**FORMAT FOR PROJECT CONCEPT NOTE (PCN)**

*(The project proposal must be prepared on A<sup>4</sup> size paper in duplicate according to the following format. The notes in italic text are to assist in filling in the proposal and should be replaced with the contents of the proposal)*

**PCN number to be assigned by SAURES**

**Date Received**

**PART 1: PROJECT IDENTIFICATION DATA**

- 1. PROJECT TITLE**
- 2. NAME OF THE PRINCIPAL INVESTIGATOR/TEAM LEADER**
- 3. OFFICE ADDRESS OF THE PRINCIPAL INVESTIGATOR/TEAM LEADER, INCLUDING PHONE & E-MAIL**
- 4. NATURE OF THE PROJECT** (check appropriate ones)  
a) Coordinated b) independent c) fundamental d) applied e) interdisciplinary
- 5. NAME (S) AND ADDRESS (ES) OF COLLABORATING DEPARTMENT (S)/ INSTITUTE (S).** if any
- 6. LOCATION OF FIELD ACTIVITIES**  
*(Please specify major location(s) of research activities such as laboratory, green house, horticulture farm etc.)*
- 7. DURATION OF PROJECT** ----- months:      from -----to -----  
*(not exceeding 36 months)*
- 8. TOTAL COST OF PROJECT (Tk.)** -----
- 9. HAS THIS PROJECT BEEN SUBMITTED TO ANY OTHER AGENCY FOR FINANCIAL ASSISTANCE?**  
If Yes; Name of the agency ----- and date of submission -----
- 10. IS THERE ANY COMMITMENT TO OTHER RESEARCH PROJECT(S) AS PRINCIPAL INVESTIGATOR/TEAM LEADER?**  
If Yes; Name of the project -----  
Source of fund ----- and expected date of completion -----

**PART II: OUTLINE OF THE PROJECT**

- 11. (Maximum – 800 word)**
  - (a) Introduction**
  - (b) Review of Literature**
  - (c) Identification of problem with justification of project.**

**12. PROJECT OBJECTIVE(S)**

**13. EXPECTED OUTPUTS**

**14. METHODOLOGY**

*(A description should be provided of the method(s) to be followed in the implementation of the activities and how these will lead to the outputs mentioned above. For better understanding provide clear drawing or system diagram if applicable Maximum of 400 words).*

**15. REFERENCES**

**16. BUDGET SUMMARY:**

<b>Categories</b>	<b>Tk.</b>
1. Support/Field staff cost	
2. Costs of equipment, if any	
3. Operational cost	
<b>Total</b>	

17. The researcher will be awarded emoluments equivalent to one month's basic pay while he will continue his research program up to one year and the honorarium will be paid after submission of satisfactory progress report / of completion report certified by the technical / review committee. In this connection it may be noted that, if his research program is less than six months or half an year he will get half of basic pay of a month.

18. Criteria for a researcher for submission of research proposal:

- i. Professors and Associate Professors are eligible for submission of research program to SAURES.
- ii. Assistant Professors, Lecturer and may be considered if he has at least 2 (two) years research experience and he has at least 2 (two) research papers on a recognized Journal.

**\* The operational budget may include costs for the following items:**

- ❖ Per diems and accommodation costs may be calculated as per SAU regulations.
- ❖ Travel expenses will be paid as per university rule and will be processed through SAURES upon recommendation of PI. However, this cost must be included in the project budget.
- ❖ Local vehicle and driver hire, fuel and lubricants may be included.
- ❖ Wages to laborers, and trial site enumerators (daily paid):
- ❖ Laboratory and research consumable supplies or inputs:
- ❖ Farm consumable supplies required for field experiments.
- ❖ Costs of field demonstrations and training activities.
- ❖ Costs for promotional materials.
- ❖ Instrument must be returned to SAURES after completion of the project program.

### PART-III

#### WORK PLAN

1. Planned project life: From -----To -----
2. Annual activity schedule:

**(a) Completion:**

Activities to be performed & Objectives to be achieved	Completion (in percent)					
	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	Jan. – Jun.	July. – Dec.	Jan. – Jun.	July. – Dec.	Jan. – Jun.	July. – Dec.

- 1.
- 2.
- 3.

**(b) Duration:**

Activities to be performed & Objectives to be achieved	Duration					
	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	Jan. – Jun.	July. – Dec.	Jan. – Jun.	July. – Dec.	Jan. – Jun.	July. – Dec.
	From	To	From	To	From	To

- 1.
- 2.
- 3.