



SHER-E-BANGLA AGRICULTURAL UNIVERSITY RESEARCH SYSTEM (SAURES)  
SHER-E-BANGLA AGRICULTURAL UNIVERSITY  
DHAKA

**PROFORMA FOR SUBMISSION OF RESEARCH PROJECT**

(The Project proposal should be original and problem oriented)

**PART-I**

PROJECT IDENTIFICATION DATA

1. Project Title:
2. Name & address of (a) Research Coordinator  
(b) Principal Investigator
3. Department/Departments where research is to be performed:
4. Nature of the Project (Cheek appropriate boxes)
  - (a)  Coordinated  Independent
  - (b)  Fundamental  Applied
  - (c) Planned project life  up to 1 year  up to 2 years  up to 3 years
  - (d) Total research budget: Taka -----
  - (e) Has this project been submitted to any other agency for financial assistance?  
 Yes  No

If the answer is yes,

Please name the agency and state the date of submission

5. Name(s) and Address (es) of collaborating department(s)/ institute(s) if any.
6. Name the research projects you have at present:

**PART-II**

OUTLINE OF THE PROJECT

1. Identification of the problem and its significance:
2. Detailed research objectives:
3. Review of works already performed or in progress at other institute in the country or elsewhere:
4. Justification of the research proposal:
5. Methodology (in details):
  - (a) Material:
  - (b) Design of experiments:
  - (c) Procedure to be followed in achieving stated objectives:
6. Goal of the project.

**PART-III**  
**WORK PLAN**

1. Planned project life: From -----To -----

2. Annual activity schedule:

Name of the year	Name of the month	Objectives to be achieved (out put)	Activities to be performed	Submission of report (Quarterly / Half yearly / annually)
First year	Jan.-Jun.	1.  2.	1.  2. 1.	
	July.-Dec.	1.  2.	1.  2. 1.	
Second year	Jan.-Jun.	1.  2.	1.  2. 1.	
	July.-Dec.	1.  2.	1.  2. 1.	
Third year	Jan.-Jun.	1.  2.	1.  2. 1.	
	July.-Dec.	1.  2.	1.  2. 1.	

3. Expected output of the Project:

**PART-IV**

**BUDGET ESTIMATE**

LINE ITEM	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year
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**OPERATIONAL EXPENSES**

- (a) Salary & Allowance
- (b) Office Supplies/Services
- (c) Travel & Transportation
- (d) Oil, Fuel & Maintenance
- (e) Field/Laboratory Expenses
- (f) Monitoring & Evaluation cost
- (g) Printing or Reports
- (h) Contingencies

SUB TOTAL: Taka -----

Monitoring/Evaluation cost (to be filled in by SAURES)

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GRAND TOTAL: Taka -----

**DETAILS OF SALARIES AND ALLOWANCES**

Name/Position	Monthly Rate			Total for the year
	Basic pay	Allowance	Total	

i. Researcher:

- (a) Coordinator
- (b) Principal investigator

SUB TOTAL: Taka -----

ii. Other Scientific staff: (With proper justification for each category)

- (a) Skilled personnel (Graduate/Non graduate)
- (b) Technician Lab, Asstt. (Full time/part time)

SUB TOTAL: Taka -----

iii. Other Staff: (With proper justification for each category)

- (a) Lab. Attendant/Fieldname/Data Collector/Animal Attendant (Full time/Part time)
- (b) Typist-Clerk (Full time/Part time)
- (c) Others (Category of person and man days with proper justification for each category and number of man days)

SUB TOTAL: Taka -----

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GRAND TOTAL: Taka -----

## DETAILS OF OTHER OPERATING EXPENSES

Classification	Year 1	Year 2	Year 3
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1. Office Supplies & Services

Printing

Stationary

Utilities

SUB TOTAL: Taka -----

2. Travel & Transportation

Traveling allowance

SUB TOTAL: Taka -----

3. Oil, Fuel & Maintenance

Oil & Fuel

Maintenance Cost of Transport

SUB TOTAL: Taka -----

4. Field/Laboratory Expenses

(a) Chemicals & Glassware's

(b) Input (Fertilizer, Seeds, Experimental Animals/Birds, etc)

(c) Equipments (Non capital)

SUB TOTAL: Taka -----

5. Contingencies

All other expenses

Not enumerated

Above

SUB TOTAL: Taka -----

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GRAND TOTAL -----

**PART-V**

**RESEARCHERS INFORMATION SHEET**

Name:

Designation:

Academic Qualifications:

Degree/Diploma	University and year	Major Field	Minor Field
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Percentage of time devoted to: Research ----- teaching -----

Hours per week to be devoted to this project -----

Present commitment to other research projects:

(a) Title of the Project

(b) Expected date of completion

No of publication: Technical ----- Popular -----

Comments of the Chairman of the Department

Signature of the Chairman  
Of the Department

Signature of Researcher  
Date: