



**EAST WEST UNIVERSITY**  
**CENTER FOR RESEARCH AND TRAINING**

A/2 Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212, Bangladesh

Tel: 09666775577, Ext: 387, E-mail: ewucrt@ewubd.edu

URL: <http://www.ewubd.edu>

### **The Policy for Research Funding**

1. Faculty members of the University are encouraged to submit proposal(s) for funding. Preference will be given to a proposal which is developed jointly by both junior and senior faculty members.
2. Each proposal will be reviewed anonymously by academic scholars in the relevant field/discipline and final decision for funding will be made based on reviewers' comments.
3. The proposal should include detailed expenses (wherever applicable) in the proposed budget as outlined below:

#### **a) Appointment of Research Assistant/ Associate's**

- i) **Qualification:** A Research Assistant must have a Bachelor's degree, and a Research Associate must have a Master's degree (some research experiences will be advantageous).
- ii) **Salary:** Research Assistants will be paid a consolidated salary of 20,000 Taka per month. Research Associates will receive a consolidated salary of 25,000 Taka per month, while a Research Associate holding a Ph.D degree will be offered a consolidated monthly salary of 30,000 Taka.

#### **b) Policy for the procurement of research equipment**

The University has established a procurement committee, which is responsible for purchasing research equipment under the supervision of the EWUCRT. The research equipment may be purchased following the conditions given below:

- i) **Direct purchase:** If the unit price of any equipment or similar item does not exceed 30,000 BDT, then the researcher may make the purchase directly with the designated officer from the Accounts and HR department
- ii) **Request for Quotation (RFQ):** If the price is between 30,000 and 150,000 BDT, then the purchase or procurement committee must follow the RFQ method.
- iii) **Limited tender method (LTM):** If the unit price is between 1,50,000 BDT and 4,00,000 BDT, then the purchase/ procurement committee must follow the LTM or Limited tender method.
- iv) **Open Tender Method (OTM):** If the unit price is more than 4,00,000 BDT, then the purchase/ procurement committee must follow the OTM or Open Tender Method.

**c) Fee for using other organizations' lab and research facilities:** EWU will pay a fee from the approved budget (if applicable) for using other academic and research institutions' lab and research facilities directly to the corresponding organization.

**d) Compensation for data entry:** No compensation for data entry will be provided, as research assistants and research associates typically perform data entry.

**e) Data collection cost and conveyance cost:** Research Assistants/Associates will primarily be responsible for data collection. Lecturers, Senior Lecturers, and Assistant Professors, may also participate in data collection when necessary. However, Professors and Associate



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Professors must obtain prior permission from the EWUCRT Chairperson before conducting field data collection.

- i) **Conveyance and communication:** Only bus and train fares may be given, and no airfare will be provided.
- ii) **Accommodation and food:** Accommodation and refreshment (TA-DA) allowances will be provided based on designation during data collection for the approved project as outlined below:
  - a. Professor/ Associate Professor- 6000 Taka (per day per person)
  - b. Assistant Professor/ Senior Lecturer/ Lecturer- 4000 Taka (per day per person)
  - c. Research Associate/ Research Assistant-2500 Taka (per day per person)

**f) Conference fees:** No conference fee will be provided.

**g) Publication fee:** A publication fee of 150,000 BDT will be provided to researchers for articles published exclusively in Q1. A researcher or research team is eligible for only one publication fee per research project, regardless of whether the EWUCRT provides the funding. Dual/ multiple funding from both inter-university and/or intra-university for the same publication will not be permitted.

4. A faculty member will be awarded only one research grant as the principal investigator at a time; however, they can concurrently be a co-author in multiple research projects funded by EWUCRT.

5. The progress of the research will be reviewed every three months and the status report must be submitted by the researcher(s) on a regular basis;

6. Maximum duration of the research project should not exceed 18 months; however, exceptions can be made on a case-by-case basis, with prior permission from EWUCRT.



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## **EWUCRT Research Proposal Evaluation Guideline**

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**Research Title:** The title of the research proposal must be concise and clear.

**Executive Summary / Abstract** (*maximum of 500 words*):

This section must contain the overall purpose, basic study design, major findings, summary of interpretations and conclusion. It should be in one paragraph.

**Introduction/ Background** (*maximum of 700 words*):

The research topic must be clearly described in this section to formulate research objectives and questions. Please provide the background of the study, emphasizing the importance of the research topic.

**Significance of the Research** (*maximum of 100 words*):

In this section the following questions should be addressed:

- a. Why would you like to conduct this research?
- b. How will the findings of the research be used or useful?

**Research Objectives** (*maximum of 100 words*):

- a. Research objectives must be clearly delineated as they are different from hypotheses.
- b. These objectives usually refer to the specific aims of the study and should be clear. A researcher may have multiple hypotheses to achieve an objective.
- c. Please specify which SDG goals your research will explore.

**Literature Review** (*maximum of 750 words*):

An extensive review of the relevant literature will be required and a critical review of what has been written on the issue should be included in the proposal. The review of the literature should help determine the methodology of the research, avoid duplication (of research), and add value to society/community and academia.

**Expected Outcomes of the Research** (*maximum of 150 words*):

Please clearly articulate the expected outcomes of the research.

**Hypothesis / Research Question** (*maximum of 150 words*):

Research questions or hypotheses should be clearly stated in the proposal:

- a. Hypothesis proposes a causal linkage between dependent and independent variables.
- b. Hypothesis must be derived from the existing theoretical framework/ literature review.
- c. A research hypothesis is a testable proposition or predictive statement about possible outcomes of a scientific research study.

**Research Methodology** (*maximum of 750 words*):

Research method(s) is used to answer research questions. Please state the procedures and techniques that you will use to collect the data. Sampling methods and selection of sample size must be well justified. In addition, you need to focus on the data analysis process and analytical framework. In the proposal, you also need to justify the research design you choose.



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**Ethical Concern** (*maximum of 100 words*):

Please write a short paragraph mentioning the key ethical concerns of your study like how the participants' privacy and confidentiality will be protected, how participants' consent will be taken, how environmental hazards will be minimized and so on. All submitted research proposals will undergo a Turnitin plagiarism check before being sent to reviewers and prior to funding approval. A research proposal will be accepted only if both AI-generated content and similarity index are below 20%, respectively. Research projects involving human participants, risks to the university's reputation, externally funded research, evaluation studies, high-risk non-human subjects, animal experimentation, use of protected animal tissues, pathogen or microbe research, genetically modified microorganisms, and similar activities must be approved by the EWU Research Ethical Committee (EWUREC). For details of the ethical clearance policy and procedure, please visit the following link:

<https://crtewu.org/research-grant/ethical-guideline>

**Limitations and Future Research** (*maximum of 150 words*):

Specify the weakness or constraint of the research recommending future research that needs to be addressed to overcome the identified limitations.

**References method**

a) Research proposals in Liberal Arts, Social Sciences, and Business may follow the **APA** style. In **APA** (American Psychological Association) style, citations must be accompanied by citing the author's last name, year of publication, and page number in parenthesis. If the author's name is mentioned in the text, the date and page number should be cited in parenthesis. For additional information on APA style documentation, please consult APA's website (<http://www.apa.org>)

b) Research Proposal related to the legal issue(s) may follow the **OSCOLA** (Oxford Standard for the Citation of Legal Authorities) referencing style, where citations are put in footnotes at the bottom of the page. For details, please visit the following link:

<https://onlinelibrary.london.ac.uk/support/referencing/referencing-styles-oscola#:~:text=OSCOLA%20stands%20for%20the%20Oxford,to%20use%20this%20referencing%20system>.

c) Research proposal in Sciences and Engineering may follow the **IEEE** (Institute of Electrical and Electronics Engineers) referencing style. For details, please visit the following link:

<https://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>

**Milestones and Time Frame**

Please set the milestones of your research activities and prepare a Gantt chart, accordingly, covering a one-year time frame. However, under certain circumstances, the timeline may be extended.

**Budget and timeline**

The proposal must include a schedule (timetable) and a detailed budget. Every expense in the budget must be justified in the specific column.

\*Some of the above questions may be readdressed for experimental research such as clinical study. However, the research proposal must be clear in formulating objectives and research questions or hypotheses. Furthermore, the proposal should clearly define its expected output.