

Chittagong Independent University

Minhaj complex, 12 Jamal Khan Road, Chattogram

Submission Guidelines for Research Proposals

- i. CIU Research Cell shall circulate notice among the faculty members inviting research proposals twice in a fiscal year (first time in the first week of July and second time in the first week of January).
- ii. The maximum amount of Research Grant shall be Taka 1 (one) lakh and duration of the project should be no more than one year.
- iii. The grant may cover the following costs:
 - remuneration of research assistant(s)/field investigator(s)/ compensation/honorarium for project director/s;
 - purchase or rental of special data sets, equipment, software, books and journals;
 - transportation and other relevant cost/s for data collection, developing research preparations, and so on;
 - telephone, postage, photocopying, typing, procuring stationeries, organizing workshops and so on; and
 - the grant may also cover other costs as appropriate for the project.
- iv. The Research Proposal must include among other things:
 - A brief introduction of the topic of research;
 - justification or rationale of the proposed research;
 - a survey/review of literature on the subject/topic of research;
 - a rational budget with heads of expenditures and specified breakdowns;
 - a clear time budget (breakdown of total time frame of the project period into specific segments of tasks of the project);
 - if relevant and appropriate a select bibliography on the topic/subject of proposed research.
- v. After receiving the proposals, a meeting of the Cell should be arranged.

- vi. Proposals for collaborative research may be considered but such proposals must be submitted through the proper channels of the respective Institutions/Organizations.
- vii. The CIU Research Cell or its designated experts shall evaluate the proposals before taking decision on acceptance or rejection of submitted proposals. Successful applicant/s shall be notified soon after.
- viii. Successful applicants must submit updates to the Cell about the progress of their projects periodically during the grant period and a research report must be submitted at the end of the project period. That finally accepted research report/s which shall be needed to submit as mimeographs (10 hard copies) may be recommended to publish as article/s in the CIU Journal or as book/s by the University Publications Department.
- ix. The final installment of research grant shall be released after the acceptance and approval of the final report as stated in item viii;
- x. Outcome of the Research:
 - the successful researcher should publish at least one research paper based on his/her research project, in the reputed academic journal as per University Grant Commission (UGC) norms of publications;
 - acknowledgement of the University Grant should be mentioned in every paper/book related to the project funded/sponsored by the university authority, and in any registration for patent;
- xi. Submission of Research Proposals:

The faculty members will be requested to submit the Research Project Proposal along with any other relevant information in support of the proposal through the respective Dean of the School to the Secretary of CIU Research Cell.

To apply, please send an electronic copy of the proposal to the
Chairman, CIU Research Cell: **research @ciu.edu.bd**