

Chapter-10

Sub-Project Proposal Formats

(To be filled up to prepare sub-project proposals)

PIN (for office use)

University Grants Commission of Bangladesh
Higher Education Acceleration and Transformation Project
Academic Transformation Fund (ATF)

Sub-project Proposal Format for
WINDOW 1: Pandemic Readiness Related Research and Development

1. a. **Sub-project Title:**

b. **Indicative Area and Subject:** as per section 2.3.1 of ATFOM:

- (i) Biochemical/Virological
- (ii) Medical and Pharmaceutical
- (iii) Social Adaptation & Institutional Readiness

c. **Department:**

2. **Implementation Period:**

i. Commencement: (D/M/Y)

ii. Completion: (D/M/Y)

3. **Total cost:** (i) In Takas (BDT Lakh).....

(ii) In USD (\$ Thousand)

4. **Members of the SPMT:**

(a) SPM:

(b) ASPM:

(c) Member:

(d) Member:

5. **General Objective of the Sub-project**

Please note that a general objective is a statement that communicates the overall goal of a research or study project in a single sentence. Briefly mention the general objective that are aimed to be achieved:

6. Specific Objectives of the Sub-project

Mention the specific objectives of the sub-project. Please note that each specific objective will produce results and outcomes and has to be expressed in terms of milestones and measured with performance indicators.

1.
2.
3.
4.

Note: Please do not write in essay form

7. Sub-project Summary (maximum 250 words)

Summarize the broad components, activities, methods, expected results, outcomes and strategies to be used in accordance with the specific objectives for implementing the sub-project. The broad impact in terms of research capacity building expected as a result of the activities carried out must be explicitly stated. Please try to furnish the information about the above mentioned items under individual paragraph captions.

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8. Strategic Analysis: Briefly state the strategic plan (or its absence) of the university vis-à-vis the entity regarding infrastructural, financial and intellectual capacities building for postgraduate research program in the proposed field(s). Also narrate the local, national and international priorities and potentials in the stated field of research. Narrate the SWOT analysis performed to figure out the present state of postgraduate programs and its expansion possibilities using the strength and opportunity and mitigating weakness and threats. (Please consult ATFOM Annex-1 on SWOT Analysis.)

Internal	Strengths	Weaknesses
External	Opportunities	Threats

9. Background Data Substantiating the Strategic Analysis

A. Please provide the information requested in the following table. This information will serve to analyze the available abilities and capacities of the human resources and the unit’s research capacity, productivity and outreach in the last five years.

Table 1: Data on Academic Staff in Undergraduate and Post-graduate Research Programs

	Items	2019	2020	2021	2022	2023
ENTITY:						
1	Total number of undergraduate students engaged in research works					
2	Total enrollment in MS program					
3	Number of MS degrees awarded					
4	Total number of publications in peer reviewed journals out of research work by MS students					
5	Total enrollment in PhD program					
6	First year enrollment in PhD program					
7	Number of PhD degrees awarded					
8	% of students achieving PhD per entry cohort					
9	Stipulated time-to-PhD degree (in academic session/semester)					
10	Number of drop-outs in PhD programs					
11	Actual average time-for-completion of PhD program (in academic sessions/semesters) among PhD awardees					
12	Total number of full time faculty members involved in research					
13	Number of Assistants/Fellows involved in post-graduate research					
14	Total number of full time faculty members involved in supervision of research/PhD programs					
15	Total number of full time faculty members holding PhD engaged in supervision of research/PhD programs					
16	Total external resources (Taka) obtained for research/PhD					
17	Total number of publications					
18	Total number of publications per PhD researcher					
19	Total number of publications per PhD holder					
20	Total number of Intellectual Properties (IP)/products/processes created					
21	Total number of patents obtained					
SPMT:						
1	Total number of undergraduate students in research projects					

2	Total number of students enrolled in MS research programs					
3	Total enrolment in PhD program					
4	Number of PhD degrees awarded					
5	Total number of faculty members involved in research					
6	Total number of publications in peer reviewed journals					
7	Total number of publications in peer reviewed journals with impact factor higher than 1.					

B. Please provide data on existing facilities/ resources available in the entity and the facilities/ resources required to develop the post-graduate research programs. (*This section is mainly applicable for Type-1 and Type-2 research; no need to provide data in this table for type-3 sub-projects*).

Table 2: Data on research facilities/resources in the entity

Description of Facilities	Unit	Existing/ Available	Required	Comments
<i>ENTITY</i>				
1. Science Lab Equipment				
2. Engineering Workshop Equipment/ Instruments				
3. Medical lab Equipment/ Instruments				
4. Agricultural Lab/Field Equipment/Instruments				
5. Veterinary/Fisheries Lab Equipment				
6. Chemicals/ Biochemical Specimens				
7. Computers/ICT equipment/software				
8. Fund/Resources				
9. Scholarships				
10. Qualified/Trained Supervisors				
11. Qualified/Skilled Science Lab Technicians				
12. Engineering Machine/Instruments Operator				
13. Medical Equipment/ Instrument Technician				
14. Other Skilled Technicians/Support Staff				
15. *				
<i>Major Scientific Equipment in the Laboratories of the SPMT:</i>				
1.				
2.				
3.				
4.				

10. Relevance:

Describe the relevance of the proposal to the strategic plan of the university, to national development, and to the tertiary education sector development goals of the government. Please elaborate the plan for Ph D intake, if any, specifying the field of research. Clearly show the linkages between the facilities to be developed under this sub-project and research.

11. Benefits (Qualitative and Quantitative)

Describe the benefits to be gained from the sub-project in terms of its contribution towards a better research infrastructure and capacity, wider PhD program coverage and higher enrollments and graduation rates, improvements in research outputs, productivity, industrial and international linkages. Please also describe the expected improvements in post-graduate programs and institutional performance and innovation. Justify whether the effective cost methods have been selected.

12. List the major equipment proposed for procurement under the sub-project and mention their relevance to the activities of the sub-project and also previous of experience of the **SPMT** in using these equipment. Please give justification of any item and its cost if it exceeds 15% of the total budget. *(This section is not applicable for group-iii: Social Adaptation & Institutional Readiness research).*

Serial no.	Description	Estimated cost (BDT in Lakhs)	Relevance	experience
1.				
2.				

13. Justification of any item of cost exceeding 15% of the total budget:

14. Summary of Estimated Budget

Please furnish summary of major items and estimated cost following table-3 below. This table should mention only the major heads of expenditure and not a detailed list of all goods, services and works that will be procured under the sub-project.

Table 3. Summary of Estimated Budget

BDT in Lakh					
Economic Code*	Items of Expenditure	Unit	Quantity	Estimated Cost (Taka)	% of Estimated Cost
31113	Allowances				
32111	Administrative Expenses				
32311	Foreign training				
32312	Domestic training				
32551	Printing and Stationary				
32561	Chemicals				
41122	ICT equipment				
41123	Machineries and Equipment				
41133	Computer Software				
Operational Costs/Contingencies (maximum 2% of total cost)					
Total Sub-Project Cost					

* Economic codes are available @ <https://ibas.finance.gov.bd/ibas2/HelpDocuments/OldToNewEconomic.pdf?v=687>

15. Operation & Maintenance of Equipment/Instrument (If applicable)

Describe the capacity (technical and financial) of the proposal submitting entity for the operation and maintenance of equipment/instruments to be procured under this sub-project. Please mention the proposed plan to build required additional capacity:

16. Describe the type of technical assistance/consulting required under the sub-project (if any) and its Terms of Reference (ToR).

17. Describe the linkages/collaboration (if any) with other university/ Department/ Institute/ Center/ NGO/Business Corporation/Company/Industry etc.

*Please attach collaboration document/MoU, if there is any.

18. Briefly describe the effect/impact of the proposed sub-project on:

1.	Environment (Soil, Water, Air, Bio-diversity, Biomass etc.)	
2.	Women & Children	
3.	Employment, Poverty Reduction	
4.	Institutional Performance	
5.	Academic Program	
6.	Entity	
7.	Research	
8.	Human Development	
9.	Food Security	
10.	Production Innovation	
11.	Academic Innovation	
12.	Quality Assurance Program (if any)	
13.	Governance	
14.	Management Practices	
15.	Disaster Management	
16.	Any other (please specify)	

19. Sustainability Please provide a summary of a sustainability analysis for this sub-project, e.g., what measures and budget provisions the entity/university is likely to commit to sustain the activities and outcomes after the completion of the sub-project;

20. Please state if (i) project of similar nature was implemented earlier or/and (ii) is currently under implementation by the proposal submitting entity, or (iii) by any of the members of the sub-project management team. If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and surplus funds will be available for the entity due to undertaking of this ATF sub-project.

21. Please mention name and address of three peers/experts (national/international) in the proposed field of research and development program.

1. Name:

Official designation (if any).....

Correspondence/Mailing Address:

Email: cell no.

<p>2. Name:</p> <p>Official designation (if any).....</p> <p>Correspondence/Mailing Address:</p> <p>Email: cell no.</p>
<p>3. Name:</p> <p>Official designation (if any).....</p> <p>Correspondence/Mailing Address:</p> <p>Email: cell no.</p>

22. Please attach the following completed SPP Annexes:

1. SPP Annex 1: Milestones, Performance Indicators and Logical Framework
2. SPP Annex 2: Work/Activities Plan (excel spread sheet)
3. SPP Annex 3: Financing Plan (excel spread sheet)
4. SPP Annex 4: Procurement Plan Summary (Table A, Table B, Table C, Table D and Table E) excel spread sheet
5. SPP Annex 5: Training visit/ Study Tour Plan
6. SPP Annex 6: Details of estimated Budget (Excel spread sheet)
7. SPP Annex 7: Environment and Safety Check List for Research and Innovation
8. SPP Annex 8: Attachment A: Environmental Monitoring and Mitigation Plan
9. SPP Annex 9: Social Screening Form
10. SPP Annex 10: Indicative Organogram of the Sub-project Management Office
11. SPP Annex 11: Sub-project Management Team and Resume
 - Attachment: Resume of SPM, ASPM and SPMT Members.
 - Upload: CV of SPM, ASPM and SPMT members online.
12. SPP Annex 12: Proposal Endorsement by University Management

University Grants Commission of Bangladesh
Higher Education Acceleration and Transformation Project
Academic Transformation Fund (ATF)

Sub-Project Proposal Format for
WINDOW 2: Improvement of Teaching- Learning Infrastructure

- 1. a. **Sub-project Title:**
- b. **Cluster of Broad Discipline:** (as per section 3.3.4 of ATFOM).....
- c. **Indicative Area and Subject:** (as per section 2.3.2 of ATFOM)
- d. **Department:**

2. Implementation Period:

- i. **Commencement:**
- ii. **Completion:**

3. Total Cost

- a) **In Taka (BDT Lakh):**
- b) **In USD (\$ Thousand):**

4. Members of the SPMT:

- (a) **SPM:**
- (b) **ASPM:**
- (c) **Member:**
- (d) **Member:**

5. General Objective of the Sub-project

Please note that a general objective is a statement that communicates the overall goal of a research or study project in a single sentence. Briefly mention the general objective that are aimed to be achieved:

6. Specific Objectives of the Sub-project

Mention with clarity the specific objectives of the sub-project. Each specific objective will produce results and outcomes that have to be expressed in terms of milestones and be measured with performance indicators.

1.

2.
3.
4.

Note: Please do write in the essay form

7. Sub-project Summary (maximum 250 words)

Summarize the broad components, activities, methods, expected results, outcomes and strategies to be used in accordance with the specific objectives for implementing the sub-project. The broad impact expected as a result of the activities carried out must be explicitly stated. Please try to furnish the information about the above mentioned items under individual paragraph captions.

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8. Strategic Analysis

Briefly state the strategic plan (or its absence) of the university vis-à-vis the entity regarding infra-structural, financial and intellectual capacities building for teaching-learning in the proposed field(s). Also narrate the local, national and international priorities and potentials in the stated field of teaching-learning. Narrate the SWOT analysis (including the participants) performed to figure out the present state of development and its expansion possibilities using the strength and opportunity and mitigating weakness and threats. (Please consult ATFOM Annex 1 on SWOT Analysis.)

Internal	Strengths	Weaknesses
External	Opportunities	Threats

9. Background Data Substantiating the Strategic Analysis

A. Please provide the information requested in the following table. This information will identify the availability of human resources and the unit’s teaching capacity in the last five years.

Table 1. Data on Academic Staff and Students in Undergraduate Programs

Items		2019	2020	2021	2022	2023
1.	Total enrolment in undergraduate programs/class					
2.	First year enrollment					
3.	Average score of first year enrollees in university admission examination					
4.	First year retention rate of undergraduate students					

Items		2019	2020	2021	2022	2023
5.	Average pass rate in first year classes/courses					
6.	Established time-to-degree for the undergraduate programs (in academic sessions)					
7.	Actual average time-to-degree (in academic sessions)					
8.	Total number of academic staff for undergraduate courses (fulltime & part-time)					
9.	Total number of full time-equivalent academic staff for undergraduate courses					
10.	Total number of full time academic staff					
11.	Total number of full time academic staff with PhD degrees					
12.	Total number of full time academic staff with Master's degrees					
13.						

Additional data deemed relevant may be added

B. Please provide the information requested in the following table. This information will identify the availability of human resources and the unit's teaching capacity in the last five years.

Table 2. Data on Academic Staff and Students in Undergraduate/Master's Programs

Items		2019	2020	2021	2022	2023
1.	Total enrolment in Undergraduate/ Master's program					
2.	First year enrollment in Undergraduate/ Master's program					
3.	Number of Undergraduates/ Masters passed each year					
4.	Graduation/ Master's pass rate per entry cohort (%)					
5.	Established time-to-degree for the Graduate/ Master's program (in academic sessions)					
6.	Actual average time-to-degree (in academic sessions/semesters)					
7.	Total number of full time academic staff holding PhD degrees involved in Undergraduate/ Master's programs					
8.	Total number of part time academic staff holding PhD degrees involved in Undergraduate/ Master's programs					
9.	Total number of fulltime academic staff holding master's degrees involved in Undergraduate/ Master's programs					

Items		2019	2020	2021	2022	2023
10.	Total external resources (Lakh Taka) captured for Undergraduate/ Master's program teaching-learning activities.					
11.	Average time gap between curricula updating/ revision					
12.	Total number of thesis/research monographs/ publications by Undergraduate/ Master's students					
13.	Average number of publications per academic staff engaged in Undergraduate/ Master's program					
14.						

² Additional data deemed relevant may be added here

10. Relevance:

Describe the relevance of the proposal to the strategic or long-term plan of the university, to the national development, and to the tertiary education sector development goals of the government:

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11. List of Equipment (if applicable)

List the major equipment proposed for procurement under the Sub-project and mention their relevance to the activities of the Sub-project and also previous of the SPMT in using these equipment for teaching.

Serial No.	Description	Estimated Cost	Relevance	Experience of SPMT
1.				
2.				
3.				
4.				

12. Please give justification of any item and its cost if it exceeds 15% of the total budget.

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13. Benefits (Qualitative and Quantitative)

Describe the net benefits to be gained from the sub-project in terms of its contribution towards better student learning, institutional and academic quality improvement, and achievement of tertiary education development goals of the government during the sub-project implementation and after completion. Justify whether the most cost effective methods have been selected.

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14. Summary of major items and total estimated cost of the sub-project.

Please furnish summary of major items and estimated cost following table 3 below. This table should mention only the major heads of expenditure and not a detailed list of all goods, services and works that will be procured under the sub-project. *(Please consult section 2.9 on eligible expenditures in Chapter 2)*

Table 3. Summary of Estimated Budget

Type of Sub-Project: WINDOW 2: Improvement of Teaching-Learning at undergraduate and master’s level

Sub-project Title:

BDT in Lakh					
Economic Code*	Items of Expenditure	Unit	Quantity	Estimated Cost (Taka)	% of Estimated Cost
31113	Allowances				
32111	Administrative Expenses				
32311	Foreign training				
32312	Domestic training				
32551	Printing and Stationary				
32561	Chemicals				
41122	ICT equipment				
41123	Machineries and Equipment				
41133	Computer Software				
Operational Costs/Contingencies (maximum 2% of total cost)					
Total Sub-Project Cost					

* Economic codes are available @ <https://ibas.finance.gov.bd/ibas2/HelpDocuments/OldToNewEconomic.pdf?v=687>

15. Operation & Maintenance of Equipment/Instrument (If applicable)

Describe the capacity (technical and financial) of the proposal submitting entity for the operation and maintenance of equipment/instruments to be procured under this sub-project. Please mention the proposed plan to build required additional capacity:

16. Describe the type of technical assistance/consulting required under the sub-project (if any) and its Terms of Reference (ToR).

17. Describe the linkages/collaboration (if any) with other university/ Department/ Institute/Center/ NGO/Business Corporation/Company/Industry etc.

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18. Briefly describe the effect/impact of the proposed sub-project on:

1.	Environment (Soil, Water, Air, Bio-	
2.	Women & Children	
3.	Employment, Poverty Reduction	
4.	Institutional Performance	
5.	Academic Program	
6.	Entity	
7.	Research	
8.	Human Development	
9.	Food Security	
10.	Production Innovation	
11.	Academic Innovation	
12.	Quality Assurance Program (if any)	
13.	Governance	
14.	Management Practices	
15.	Disaster Management	
16.	Any other (please specify)	

19. Sustainability

Please provide a summary of a sustainability analysis for this sub-project, e.g., what measures and budget provisions the entity/university is likely to commit to sustain the activities and outcomes after the completion of the sub-project;

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20. Please state (i) if project of similar nature was implemented earlier or/and (ii) is under implementation by the proposal submitting entity or (iii) by any of the members of the Project Management Team? If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and surplus funding for undertaking the THEF Sub-project.

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21. Please mention name and address of three peers/experts (national/international) in the proposed field of research and development program.

<p>1. Name:</p> <p>Official designation (if any).....</p> <p>Correspondence/Mailing Address:</p> <p>Email: mobile no.</p>
<p>2. Name:</p> <p>Official designation (if any).....</p> <p>Correspondence/Mailing Address:</p> <p>Email: mobile no.</p>
<p>3. Name:</p> <p>Official designation (if any).....</p> <p>Correspondence/Mailing Address:</p> <p>Email: mobile no.</p>

22. Please attach the following completed SPP Annexes:

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5. SPP Annex 5: Training visit/ Study Tour Plan
6. SPP Annex 6: Details of estimated Budget (Excel spread sheet)
7. SPP Annex 7: Environment and Safety Check List for Small Infrastructure
8. SPP Annex 8: Attachment A: Environmental Monitoring and Mitigation Plan
9. SPP Annex 9: Social Screening Form
10. SPP Annex 10: Indicative Organogram of the Sub-project Management Office
11. SPP Annex 11: Sub-project Management Team and Resume
 - Attachment: Resume of SPM, ASPM and SPMT Members.
 - Upload: CV of SPM, ASPM and SPMT members online.
12. SPP Annex 12: Proposal Endorsement by University Management

**University Grants Commission of Bangladesh
Higher Education Acceleration and Transformation Project
Academic Transformation Fund (ATF)**

**Sub-Project Proposal Format for
WINDOW 3a: Advanced Research in Priority Areas¹**

1. a. Sub-project Title:

b. Cluster of Broad Discipline as per section 3.3.4 of ATFOM:

c. Indicative Area and Subject: as per section 2.3.3(a) of ATFOM

d. Indicate if the Research Area belongs to:

- STAGE/STEM
- AHSBL
- Research Led by Junior Academics
- Climate Change and Resilience

e. Entity:

2. Implementation Period:

i. Commencement:

ii. Completion:

3. Total Cost:

a) In Taka (BDT Lakh):

b) In USD (\$ Thousand):

4. Members of the SPMT:

(a) SPM:

(b) ASPM:

(c) Member:

(d) Member:

5. General Objective of the Sub-project

Please note that a general objective is a statement that communicates the overall goal of a research or study project in a single sentence. Briefly mention the general objective that are aimed to be achieved:

¹ Please consult chapter 2, section 2.7.6 and Table 1 of the ATFOM for an indicative list of research areas

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6. Specific Objectives of the Sub-project

Mention with clarity the specific objectives of the sub-project. Each specific objective will produce results and outcomes that have to be expressed in terms of milestones and be measured with performance indicators.

1.
2.
3.
4.

Note: Please do write in the essay form

7. Sub-project Summary (maximum 250 words)

Summarize the broad components, activities, methods, expected results, outcomes and strategies to be used in accordance with the specific objectives for implementing the sub-project. The broad impact expected as a result of the activities carried out must be explicitly stated. Please try to furnish the information about the above mentioned items under individual paragraph captions.

--

8. Strategic Analysis

Briefly state the strategic plan (or its absence) of the university vis-à-vis the entity regarding infra-structural, financial and intellectual capacities building for teaching-learning in the proposed field(s). Also narrate the local, national and international priorities and potentials in the stated field of teaching-learning. Narrate the SWOT analysis (including the participants) performed to figure out the present state of development and its expansion possibilities using the strength and opportunity and mitigating weakness and threats. (Please consult ATFOM Annex 1 on SWOT Analysis.)

Internal	Strengths	Weaknesses
External	Opportunities	Threats

9. Background Data Substantiating the Strategic Analysis

A. Please provide the information requested in the following table. This information will identify the availability of human resources and the unit’s teaching capacity in the last five years.

Table 1. Data on Academic Staff and Students in Undergraduate Programs in the Entity

Items		2019	2020	2021	2022	2023
1.	Total enrolment in undergraduate programs/class					
2.	First year enrollment					
3.	Average score of first year enrollees in university admission examination					
4.	First year retention rate of undergraduate students					
5.	Average pass rate in first year classes/courses					
6.	Established time-to-degree for the undergraduate programs (in academic sessions)					
7.	Actual average time-to-degree (in academic sessions)					
8.	Total number of academic staff for undergraduate courses (fulltime & part-time)					
9.	Total number of full time-equivalent academic staff for undergraduate courses					
10.	Total number of full time academic staff					
11.	Total number of full time academic staff with PhD degrees					
12.	Total number of full time academic staff with Master's degrees					
13.						

Additional data deemed relevant may be added

- B.** Please provide the information requested in the following Table 2. This information will identify the availability of human resources and the unit's teaching capacity in the last five years.

Table 2. Data on Academic Staff and Students in Graduate/Master's Programs

Items		2019	2020	2021	2022	2023
1.	Total enrolment in Undergraduate/Master's program					
2.	First year enrollment in Undergraduate/Master's program					
3.	Number of Graduates/Masters passed each year					
4.	Graduation/Master's pass rate per entry cohort (%)					
5.	Established time-to-degree for the Graduate/Master's program (in academic sessions)					

Items		2019	2020	2021	2022	2023
6.	Actual average time-to-degree (in academic sessions/semesters)					
7.	Total number of full time academic staff holding PhD degrees involved in Undergraduate/Master's programs					
8.	Total number of part time academic staff holding PhD degrees involved in Undergraduate/ Master's programs					
9.	Total number of full time academic staff holding master's degrees involved in Undergraduate/Master's programs					
10.	Total external resources (Lakh Taka) captured for Undergraduate/Master's program teaching-learning activities.					
11.	Average time gap between curricula updating/ revision					
12.	Total number of thesis/research monographs/ publications by Graduate/Master's students					
13.	Average number of publications per academic staff engaged in Graduate/ Master's program					
14.*						

*Additional data deemed relevant may be added here

10. Briefly describe the proposed field of research for which capacity building is being planned. If possible, identify specific areas for postgraduate research students. Show clearly the linkages between the facilities proposed for development and the research.

11. Relevance:

Describe the relevance of the proposal to the strategic plan of the university, to national development, and to the tertiary education sector development goals of the government. Please elaborate the plan for Ph D intake, if any, specifying the field of research. Clearly show the linkages between the facilities to be developed under this sub-project and research.

12. Benefits (Qualitative and Quantitative)

Describe the benefits to be gained from the sub-project in terms of its contribution towards a better research infrastructure and capacity, wider PhD program coverage and higher enrollments and graduation rates, improvements in research outputs, productivity, industrial and international linkages. Please also describe the expected improvements in post-graduate programs and institutional performance and innovation. Justify whether the effective cost methods have been selected.

--

13. List the major equipment proposed (*if required*) for procurement under the sub-project and mention their relevance to the activities of the sub-project and also previous of experience of the SPMT in using these equipment. Please give justification of any item and it's cost if it exceeds 15% of the total budget.

Serial no.	Description	Estimated cost (BDT in Lakhs)	Relevance	experience
1.				
2.				

14. Justification of any item of cost exceeding 15% of the total budget:

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15. Summary of Estimated Budget

Please furnish summary of major items and estimated cost following table-3 below. This table should mention only the major heads of expenditure and not a detailed list of all goods, services and works that will be procured under the sub-project.

Table 3. Summary of Estimated Budget

BDT in Lakh					
Economic Code*	Items of Expenditure	Unit	Quantity	Estimated Cost (Taka)	% of Estimated Cost
31113	Allowances				
32111	Administrative Expenses				
32311	Foreign training				
32312	Domestic training				
32551	Printing and Stationary				
32561	Chemicals				
41122	ICT equipment				

41123	Machineries and Equipment				
41133	Computer Software				
Operational Costs/Contingencies (maximum 2% of total cost)					
Total Sub-Project Cost					

* Economic codes are available @ <https://ibas.finance.gov.bd/ibas2/HelpDocuments/OldToNewEconomic.pdf?v=687>

16. Operation & Maintenance of Equipment/Instrument (If applicable)

Describe the capacity (technical and financial) of the proposal submitting entity for the operation and maintenance of equipment/instruments to be procured under this sub-project. Please mention the proposed plan to build required additional capacity:

--

17. Describe the type of technical assistance/consulting required under the sub-project (if any) and its Terms of Reference (ToR).

--

18. Describe the linkages/collaboration (if any) with other university/ Department/ Institute/ Center/ NGO/Business Corporation/Company/Industry etc.

--

19. Briefly describe the effect/impact of the proposed sub-project on:

1.	Environment (Soil, Water, Air, Bio-diversity, Biomass etc.)	
2.	Women & Children	
3.	Employment, Poverty Reduction	
4.	Institutional Performance	
5.	Academic Program	
6.	Entity	
7.	Research	
8.	Human Development	
9.	Food Security	
10.	Production Innovation	
11.	Academic Innovation	
12.	Quality Assurance Program (if any)	
13.	Governance	
14.	Management Practices	
15.	Disaster Management	
16.	Any other (please specify)	

20. Sustainability Please provide a summary of a sustainability analysis for this sub-project, e.g., what measures and budget provisions the entity/university is likely to commit to sustain the activities and outcomes after the completion of the sub-project;

21. Please state if (i) project of similar nature was implemented earlier or/and (ii) is currently under implementation by the proposal submitting entity, or (iii) by any of the members of the sub-project management team. If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and surplus funds will be available for the entity due to undertaking of this ATF sub-project.

22. Please mention name and address of three peers/experts (national/international) in the proposed field of research and development program.

<p>4. Name:</p> <p>Official designation (if any).....</p> <p>Correspondence/Mailing Address:</p> <p>Email: cell no.</p>
<p>5. Name:</p> <p>Official designation (if any).....</p> <p>Correspondence/Mailing Address:</p> <p>Email: cell no.</p>
<p>6. Name:</p> <p>Official designation (if any).....</p> <p>Correspondence/Mailing Address:</p> <p>Email: cell no.</p>

23. Please attach the following completed SPP Annexes:

1. SPP Annex 1: Milestones, Performance Indicators and Logical Framework
2. SPP Annex 2: Work/Activities Plan (excel spread sheet)
3. SPP Annex 3: Financing Plan (excel spread sheet)
4. SPP Annex 4: Procurement Plan Summary (Table A, Table B, Table C, Table D and Table E) excel spread sheet
5. SPP Annex 5: Training visit/ Study Tour Plan
6. SPP Annex 6: Details of estimated Budget (Excel spread sheet)
7. SPP Annex 7: Environment and Safety Check List for Research and Innovation

8. SPP Annex 8: Attachment A: Environmental Monitoring and Mitigation Plan
9. SPP Annex 9: Social Screening Form
10. SPP Annex 10: Indicative Organogram of the Sub-project Management Office
11. SPP Annex 11: Sub-project Management Team and Resume
 - Attachment: Resume of SPM, ASPM and SPMT Members.
 - Upload: CV of SPM, ASPM and SPMT members online.
12. SPP Annex 12: Proposal Endorsement by University Management

PIN (for office use)

**University Grants Commission of Bangladesh
Higher Education Acceleration and Transformation Project
Academic Transformation Fund (ATF)**

**Sub-Project Proposal Format for
WINDOW 3b: Collaborative Research with Industries and
Research Institutes**

- 1. a. Sub-project Title:.....
- b. Cluster of Broad Discipline as per section 3.3.4 of ATFOM :
- c. Subject Area and Subject: as per section 2.3.3(b) of ATFOM
- d. Entity:
- 2. Implementation Period:
 - i. Commencement:
 - ii. Completion:
- 3. Total Cost:
 - (a) In Taka (BDT Lakh):
 - (b) In USD (\$ Thousand):
- 4. Name of the Partner Industry :
- 5. **Members of the SPMT:**
 - (a) SPM:
 - (b) ASPM:
 - (c) Member:
 - (d) Member:

A. PROJECT DESIGN

6. General Objective of the Sub-project

Please note that a general objective is a statement that communicates the overall goal of a research or study project in a single sentence. Briefly mention the general objective that are aimed to be achieved:

7. Specific Objectives of the Sub-project

Mention with clarity the specific objectives of the sub-project. Each specific objective will produce results and outcomes that have to be expressed in terms of milestones and be measured with performance indicators.

1.
2.
3.
4.

Note: Please do not write in the essay form

8. Summary of Project Activities:

Describe the project components, activities, methods, and expected results in accordance with the specific objectives described above. Please also describe in detail the groundwork and arrangements made for undertaking the collaborative research with the industry (e.g., meetings held, subject of research identified).

Project Components	Activities	Methods	Expected Results

9. Groundwork and Arrangements for Collaborative Research:

- (a) Meetings with:
- (b) Subject of Research:
- Plan for coordination of various components:

--

B. INNOVATION & TECHNOLOGIES

10. Innovativeness and Potential Impact of the Technologies

Describe in detail the innovativeness, originality and creativeness of the technologies that the sub-project aims to jointly develop with the industry and commercialize. Please also describe the technologies’ potential for creating added valued in Bangladesh economy and society.

- (i) Describe the proposed technology/process and the background research work already performed.

--

(ii) Point out the innovativeness of the proposed technology.

(iii) What makes the industry interested in developing the proposed technology?

(iv) How will the proposed technology create value addition in Bangladesh economy?

11. Assessment of Potentiality and Feasibility for Commercialization

(i) Explain potentiality and feasibility for commercialization of the technologies.

(ii) What is the advantage/competitive edge of the proposed technology over existing technology?

(iv) Point out the market demand and the market size of the proposed technology/product as per market survey conducted.

(iv) Name the potential customer of the technology/product.

(v) State the estimated time required for starting commercialization.

(vi) What are the possible risks and bottlenecks in production?

(vii) Name the competitors in the market, if any.

(viii) Mention if the university can establish a commercial arm for starting business under the legal framework of the institution and country.

12. Assessment of Potentiality for Patenting

(i) Describe the findings from patent search for existing similar patents.

(ii) List the patents filed by the SPM/SPMT during the past ten years.

(iii) Plan for patenting the product/process that would be the outcome of the joint research work.

--

13. Identification of Technological Risks

Describe any foreseeable technological risks that might hinder further development and commercialization of the technologies as well as any risks associated with the partnership between the entity and industry. Please also describe risk mitigation measures if possible.

1. Foreseeable technological risks:
2. Risk mitigation measures:

C. COLLABORATION AND RESEARCH CAPABILITIES

14. Strategies and Methods of Collaboration

Describe the types and methods of joint research and marketing activities with industry partner(s) under the sub-project. Also describe agreed deliverables and roles of each side as well as timelines for technology development. Please mention past experience of collaboration with the same partner(s), if any.

1. Types and methods of joint research:
2. Types and methods of joint marketing activities:
3. Roles and deliverables; university side:
4. Roles and deliverable; industry side:
5. Past experience of collaboration with the same partner:

15. Assessment of Industrial Research Capacity

Describe past experience of the proposal submitting entity to undertake any industrial researches (i.e., joint researches with industries, commercialization of technologies, revenues earned from industries for technical support, etc). Please also describe past experiences and achievements of the entity related to the researches on the proposed technologies (literatures published, joint research, etc.).

1. Past experience of joint researches with industries, commercialization of technologies, revenues earned from industries for technical support etc.:
2. Experience and achievements related to researches on the proposed technology:
3. Logistics available to the members of the SPMT in the entity for carrying out the proposed research:

16. Industry/Company Profile

Describe the profile of the industry, mentioning their product line and product volume, market share, R&D policy, etc. In not more than 250 words. Mention website of the industry.

--

Please attach documentation (brochure, booklet etc.) on the industry/company as **SPP Annex xx**.

17. Background Information on Industry Partner

Please provide the information requested about the industry partner in the following table. This information will serve to analyze the capacity of the industry partner.

- Please provide documents (brochure, booklet etc.) of the industry.

Table 1: Background Information on Industry Partner

Items		Response
1.	Annual R&D spending in the past three years (in Lakh Taka)	2020: 2021: 2022: 2023:
2.	In-house R&D facilities and manpower	R&D facilities: The number of R&D staff:
3.	Research collaborations with university or research institutes in the past 10 years	1. 2. 3.
4.	The number and short descriptions of patents filed in the past 10 years	
5.	Any other noteworthy research outcomes or collaboration with academics and researchers	

D. DETAILED PROJECT DESIGN AND INFORMATION

18. Background Data of the Proposal Submitting Entity

- A. Please provide the information requested in the following table. This information will serve to analyze the size, strength and potential of the human resources and the unit's research capacity, productivity and outreach in the last five years.

Table 3: Background Data of the Proposal Submitting Entity

Items		2019	2020	2021	2022	2023
1.	Total enrolment in PhD program					
2.	First year enrollment in PhD Program					
3.	Number of PhD degrees awarded					
4.	% of students achieving PhD per entry cohort					
5.	Stipulated time-to-PhD degree (in academic session/semester)					

Items		2019	2020	2021	2022	2023
6.	Number of drop-outs in PhD programs					
7.	Actual average time-for-completion of PhD program (in academic session/semesters) among PhD awardees					
8.	Total number of faculty members involved in research					
9.	Total number of full time faculty members involved in research					
10.	Number of Assistants/Fellows involved in Post-graduate Research					
11.	Total number of full time faculty members involved in supervision of research/Ph D programs					
12.	Total number of full time faculty members holding PhD engaged in supervision of research/PhD programs					
13.	Total number of post-doc faculty members					
14.	Total external resources (Taka) obtained for research/PhD					
15.	Total number of publications					
16.	Total number of research publications in peer reviewed journals by all faculty members in the entity					
17.	Total number of research publications* in peer reviewed journals by members of the SPMT					
18.	Total number of Intellectual Properties (IP)/products/processes created					
19.	Total number of patents obtained					
20.	The number of partnership MOUs signed with industries					
21.	Revenues earned from industry through provision of technical support and technical services (in Lakh taka)					

**Please attach front page of the publications as Annex.*

B. Please provide data on existing facilities/resources available in the entity.

Description of Facilities	Unit	Existing/ Available	Comments
a) Science Lab			
b) Engineering Workshop			
c) Medical lab			
d) Agricultural Lab/Field centers			

Description of Facilities	Unit	Existing/ Available	Comments
e) Veterinary/Fisheries Lab			
f) Chemicals/ Biochemical Lab			
g) Computer Lab			
h) Qualified/Trained Supervisors			
i) Qualified/Skilled Science Lab Technicians			
j) Engineering Machine/Instruments Operator			
k) Medical Equipment/ Instrument Technician			
l) Other Skilled Technicians/Support Staff			
m) Please attach a list of state-of-the art scientific equipment in use in the entity's lab			
n) *			
o) Facilities in the Laboratories of the SPMT:			
(i)			
(ii)			
(iii)			

**Additional items may be included according to the specificity of the institution*

19. Operation & Maintenance of Equipment/Instrument *(If applicable)*

Describe the capacity (technical and financial) of the proposal submitting entity for the operation and maintenance of equipment/instruments to be procured under this sub-project. Please mention the proposed plan to build required additional capacity:

1. Technical and financial capacity:
2. Experience of operation/maintenance/repair of scientific equipment:
3. Proposed plan to build required additional capacity:

20. List of equipment *(if applicable)* **proposed for procurement and their relevance:**

List the major equipment proposed for procurement under the Sub-project and mention their relevance to the activities of the Sub-project and also previous of experience of the SPMT in using these equipment.

Serial no.	Description	Estimated cost	Relevance	experience
1.				
2.				
5.				

21. Please give justification of any item and its cost if it exceeds 15% of the total budget.

--

22. Summary of Estimated Budget

Please furnish summary of estimated revenue expenditure and capital expenditure for acquisition of assets in Table 2 below. This table should mention only the major heads of expenditure and not a detailed list of all goods, services and works that will be procured under the sub-project. Excel format for the detailed estimated budget is given **ATFOM Annex 22**.

Table 2. Summary of Estimated Budget

Sub-Project Title:

BDT in Lakh					
Economic Code*	Items of Expenditure	Unit	Quantity	Estimated Cost (Taka)	% of Estimated Cost
31113	Allowances				
32111	Administrative Expenses				
32311	Foreign training				
32312	Domestic training				
32551	Printing and Stationary				
32561	Chemicals				
41122	ICT equipment				
41123	Machineries and Equipment				
41133	Computer Software				
Operational Costs/Contingencies (maximum 2% of total cost)					
Total Sub-Project Cost					

* Economic codes are available @ <https://ibas.finance.gov.bd/ibas2/HelpDocuments/OldToNewEconomic.pdf?v=687>

23. Plan for Promoting Innovations within the Entity

Briefly state plans of the university and/or the proposal submitting entity regarding institutional reforms, capacities building, and awareness raising for promoting technology transfer and culture of innovations in the university and among the faculties.

1. Plans:
2. Relevance to building Innovation Ecosystem:

24. Sustainability

Please provide a summary of a sustainability analysis for this sub-project, e.g., what measures and budget provisions the entity/university is likely to commit to sustain the activities and outcomes after the completion of the sub-project;

25. Please state (i) if project of similar nature was implemented earlier or/and (ii) is under implementation by the proposal submitting entity or (iii) by any of the members of the Project Management Team? If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and surplus funding for undertaking the THEF Sub-project.

26. Roles of Proposed Industry Research Fellows (if any):

	Category*	Name	Affiliation	Holding Degree	Experience in Relevant Research	Main Role in the Sub-project
1	Full time registered PhD students					
2	Part-time work place PhD students					
3	Post-doctorate research fellow					

27. Sustainability

Please provide a summary of a sustainability analysis for this sub-project, e.g., what measures and budget provisions the entity/university is likely to commit to sustain the activities and outcomes after the completion of the sub-project;

28. Please state (i) if project of similar nature was implemented earlier or/and (ii) is under implementation by the proposal submitting entity or (iii) by any of the members of the Project Management Team? If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and surplus funding for undertaking the THEF Sub-project.

29. Please attach the following completed SPP Annexes:

1. SPP Annex 1: Milestones, Performance Indicators and Logical Framework
2. SPP Annex 2: Work/Activities Plan (excel spread sheet)
3. SPP Annex 3: Financing Plan (excel spread sheet)
4. SPP Annex 4: Procurement Plan Summary (Table A, Table B, Table C, Table D and Table E) *excel spread sheet*
5. SPP Annex 5: Training visit/ Study Tour Plan
6. SPP Annex 6: Details of estimated Budget (Excel spread sheet)
7. SPP Annex 7: Environment and Safety Check List for Research and Innovation
8. SPP Annex 8: Attachment A: Environmental Monitoring and Mitigation Plan
9. SPP Annex 9: Social Screening Form
10. SPP Annex 10: Indicative Organogram of the Sub-project Management Office
11. SPP Annex 11: Sub-project Management Team and Resume
 - Attachment: Resume of SPM, ASPMS and SPMT Members.
 - Upload: CV of SPM, ASPM and SPMT members online.
12. SPP Annex 12: Proposal Endorsement by University Management
13. SPP Annex 13: Partnership Agreement between the Entity and the Industry Partner

PIN (for office use)

**University Grants Commission of Bangladesh
Higher Education Acceleration and Transformation Project
Academic Transformation Fund (ATF)**

**Sub-Project Proposal Format for
WINDOW 4: Establishing Innovation Support Facilities (ISF)**

1. Sub-project Title:
2. Name of the University
3. Implementation Period:
 - i. Commencement:
 - ii. Completion:
4. Total Cost:
 - a) In Taka (BDT Lakh):
 - b) In USD (\$ Thousand):
5. Name(s) of Partner(s) In Industry:
6. Members of the SPMT:
 - (a) SPM:
 - (b) ASPM:
 - (c) Member:
 - (d) Member:

A. PROJECT DESIGN

7. General Objective of the Sub-project

Please note that a general objective is a statement that communicates the overall goal of a research or study project in a single sentence. Briefly mention the general objective that are aimed to be achieved:

8. Specific Objectives of the Sub-project

Describe with clarity the specific objectives of the sub-project. Each specific objective will produce results and outcomes that has to be expressed in terms of milestones and measured with performance indicators. Please mention specifically if applications for patents are envisioned.

1.
2.
3.

Note: Please do not write in essay form.

9. Sub-project Summary (maximum 500 words)

Summarize the role of the three suggested components of the **ISF**, viz, Fab-Lab, innovation-Lab (*i-Lab*) and the Business Incubator. Outline the scope of activities The broad impact expected as a result of the activities carried out must be explicitly stated. Please try to furnish the information about the above mentioned items under individual paragraph captions.

--

B. FAB LAB DESIGN

10. Fab Lab Design

Describe the structure of the Fab Lab including the main instruments, the envisaged activities including product development, prototype generation, services which may be offered, industry partnership, etc.

1.
2.
3.

11. i-Lab Design:

Please describe the logistics required, scope of activities, mode of working, virtual laboratory, application in tertiary level teaching.

12. Business Incubator

Please describe the scope of activities, logistics required and linkage with Fab Lab and *i-Lab*, business incubation opportunities, possible partners for collaboration.

13. Approach for Community Engagement:

Activities of **ISF** for attracting entrepreneurs, exchanging ideas and motivating youth to initiate start-ups. (For example, hosting social events with leading business people and industrialists, inviting them to address graduating students to motivate them for innovation, arranging for competitions and networking events, participation in international innovation meetings, etc.

--

14. Describe how teaching and research can be promoted through the use of Fab Lab and i-Lab.

15. Assessment of the Management Team Capacity of the ISF

Please describe the experiences and capacity of the Fab Lab Management Team related to the use of digital fabrication machines, project execution experience using digital fabrication, research related to projects using digital fabrication machines, and community engagement activity.

16. Assessment of the University’s Capacity in utilizing ISF Potential for Innovation

Please describe in detail how various departments, institutes, and centers of the university are likely to benefit by utilizing CISF facilities for teaching and learning, research, and innovation.

A. DETAILED PROJECT DESIGN AND INFORMATION

17. Background Data of the Proposal Submitting Entity

A. Please provide the information requested in the following table. This information will serve to analyze the size, strength and potential of the human resources and the university’s research capacity, productivity and outreach in the last five years.

Table 3: Background Data of the Proposal Submitting Entity

Items		2019	2020	2021	2022	2023
1.	Total enrolment in PhD program					
2.	First year enrollment in PhD Program					
3.	Number of PhD degrees awarded					
3.	% of students achieving PhD per entry cohort					
4.	Stipulated time-to-PhD degree (in academic session/semester)					
5.	Number of drop-outs in PhD programs					
6.	Actual average time-for-completion of PhD program (in academic session/semesters) among PhD awardees					
7.	Total number of faculty members involved in research					
8.	Total number of full time faculty members involved in					

Items		2019	2020	2021	2022	2023
	research					
15.	Number of Assistants/Fellows involved in Post-graduate Research					
16.	Total number of full time faculty members involved in supervision of research/Ph D programs					
17.	Total number of full time faculty members holding PhD engaged in supervision of research/PhD programs					
18.	Total number of post-doc faculty members					
19.	Total external resources (Taka) obtained for research/PhD					
20.	Total number of publications: books					
(a)	ISI					
(b)	Non-ISI					
(c)	Refereed					
21.	Total number of publications per Ph D researcher					
22.	Total number of publications per Ph D holder					
23.	Total number of Intellectual Properties (IP)/products/processes created					
24.	Total number of patents obtained					
25.	The number of partnership MOUs signed with industries					
26	Revenues earned from industry through provision of technical support and technical services (in Lakh taka)					
27*						

**Any additional data deemed relevant*

B. Please provide data on existing facilities/resources available for innovative research in the entity.

Location	Facilities and Resources Available	Comments
1) Engineering Workshop		
2) Medical lab		
3) Agricultural Lab/Field centers		
4) Veterinary/Fisheries Lab		
5) Chemicals/ Biochemical Lab		

Location	Facilities and Resources Available	Comments
6) Computer Lab		
7) Qualified/Trained Supervisors		
8) Qualified/Skilled Science Lab Technicians		
9) Engineering Machine/Instruments Operator		
10) Medical Equipment/ Instrument Technician		
11) Other Skilled Technicians/Support Staff		
12) Please attach a list of state-of-the art scientific equipment in use in the entity's lab		

**Additional items may be included according to the specificity of the institution*

18. List of Major Equipment needed for the ISF

List the major equipment proposed for procurement under the Sub-project and mention their relevance to the activities of the Sub-project and also previous of the SPMT in using these equipment for teaching.

Serial No.	Description	Estimated Cost	Relevance	Experience of SPMT
1.				
2.				
3.				
4.				

19. Please give justification of any item and its cost if it exceeds 15% of the total budget.

--

19. Summary of major items and total estimated cost of the Sub-project.

Please furnish summary of major items and estimated cost in Table 2 below. This table should mention only the major heads of expenditure and not a detailed list of all goods, services and works that will be procured under the Sub-project.

Summary of Estimated Budget

Sub-project Title:

BDT in Lakh

Economic Code*	Items of Expenditure	Unit	Quantity	Estimated Cost (Taka)	% of Estimated Cost
31113	Allowances				
32111	Administrative Expenses				
32311	Foreign training				
32312	Domestic training				
32551	Printing and Stationary				
32561	Chemicals				
41122	ICT equipment				
41123	Machineries and Equipment				
41133	Computer Software				
Operational Costs/Contingencies (maximum 2% of total cost)					
Total Sub-Project Cost					

* Economic codes are available @ <https://ibas.finance.gov.bd/ibas2/HelpDocuments/OldToNewEconomic.pdf?v=687>

21. Benefits (Qualitative and Quantitative)

Describe the net benefits to be gained from the sub-project in terms of its contribution towards better student learning, institutional and academic quality improvement, and achievement of tertiary education development goals of the government during the sub-project implementation and after completion. Justify whether the most cost effective methods have been selected.

22. Operation & Maintenance of Equipment/Instrument (If applicable)

Describe the capacity (technical and financial) of the proposal submitting entity for the operation and maintenance of equipment/instruments to be procured under this Sub-project. Please mention the proposed plan to build required additional capacity:

1. Technical and financial capacity:
2. Experience of maintaining/repairing equipment:
3. Proposed plan to build required additional capacity:

23. Plan for Sustainability of the ISF

Please explain in detail how to sustain ISF operation and maintenance after the completion of the Sub-project.

1. Source of financing
2. Continuation of technical manpower
3. Operation and maintenance

24. Briefly describe the effect/impact of the proposed sub-project on:

1.	Environment (Soil, Water, Air, Bio-diversity, Biomass etc.)	
2.	Women & Children	
3.	Employment, Poverty Reduction	
4.	Institutional Performance	
5.	Academic Program	
6.	Entity	
7.	Research	
8.	Human Development	
9.	Food Security	
10.	Production Innovation	
11.	Academic Innovation	
12.	Quality Assurance Program (if any)	
13.	Governance	
14.	Management Practices	
15.	Disaster Management	
16.	Any other (please specify)	

25. Please state (i) if project of similar nature was implemented earlier or/and (ii) is under implementation by the proposal submitting entity or (iii) by any of the members of the Project Management Team? If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and surplus funding for undertaking the ATF Sub-project.

--

26. Please mention name and address of two peers/experts (national/international) in the proposed field of research and development program.

<p>1. Name:</p> <p>Official designation (if any).....</p> <p>Correspondence/Mailing Address:</p> <p>Email: cell no.</p>
<p>2. Name:</p>

Official designation (if any)..... Correspondence/Mailing Address: Email: cell no.
3. Name: Official designation (if any)..... Correspondence/Mailing Address: Email: cell no.

27. Please attach the following completed SPP Annexes:

1. SPP Annex 1: Milestones, Performance Indicators and Logical Framework
2. SPP Annex 2: Work/Activities Plan (excel spread sheet)
3. SPP Annex 3: Financing Plan (excel spread sheet)
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6. SPP Annex 6: Details of estimated Budget (Excel spread sheet)
7. SPP Annex 7: Environment and Safety Check List for Small Infrastructure
8. SPP Annex 8 Attachment A: Environmental Monitoring and Mitigation Plan
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10. SPP Annex 10: Indicative Organogram of the Sub-project Management Office
11. SPP Annex 11: Sub-project Management Team and Resume
 - Attachment: Resume of SPM, ASPMs and SPMT Members.
 - Upload: CV of SPM, ASPM and SPMT members online.
12. SPP Annex 12: Proposal Endorsement by University Management

PIN (for office use)

**University Grants Commission of Bangladesh
Higher Education Acceleration and Transformation Project
Academic Transformation Fund (ATF)**

**Sub-Project Proposal Format for
WINDOW 5: Establishing Technology Transfer Office (TTO)**

1. Sub-project Title:
2. Implementation Period:
 - i. Commencement:
 - ii. Completion:
3. Total Cost:
 - c) In Taka (BDT Lakh):
 - d) In USD (\$ Thousand):
4. Name and Address of the Entity:
5. Members of the SPMT:
 - (a) SPM:
 - (b) ASPM:
 - (c) Member:
 - (d) Member:

6. General Objective of the Sub-project

Please note that a general objective is a statement that communicates the overall goal of a research or study project in a single sentence. Briefly mention the general objective that are aimed to be achieved:

--

7. Specific Objectives of the Sub-project

Describe with clarity the specific objectives of the sub-project. Each specific objective will produce results and outcomes that has to be expressed in terms of milestones and measured with performance indicators.

1.

2.
3.

Note: Please do not write in essay form.

9. Sub-project Summary (maximum 250 words)

Summarize the broad components, activities, methods, expected results, outcomes and strategies to be used in accordance with the specific objectives for establishing the TTO. The broad impact expected as a result of the activities carried out must be explicitly stated. Please try to furnish the information about the above mentioned items under individual paragraph captions.

--

9. Strategic Analysis

Briefly explain the results of the overall strategic analysis that was performed to prepare this proposal, especially in connection with the strengths and weaknesses, opportunities and threats (SWOT analysis). This information will clearly establish the objectives that the sub-project intends to achieve in a manner consistent with institutional strategic planning/vision (if any), and the priorities established by the university. Please mention if there are currently any collaborative/joint research projects with industries. The nature of research projects and the quality of research and the logistics and expertise available in the entity should be mentioned. (Please consult AIFOM Annex 1 on SWOT Analysis.)

Internal	Strengths	Weaknesses
External	Opportunities	Threats

10. Please describe in detail the technologies, products and processes developed/innovated by the university through research:

1.
2.
3.

11. Please describe the current state of use/application of each of these technologies/products/ processes in the field:

1.
2.

12. Please identify the technologies/products/processes that would be easy to commercialize (e.g., instruments, devices, tools) and those would be difficult to commercialize (e.g., vaccine that require lengthy trial)

1. Easy to commercialize	
2. Difficult to commercialize	

13. Please describe if the university undertook any trial or testing of any of the technologies if innovated or, made an effort to get copyright or license for establishing ownership over the technology or innovation.

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14. Please describe if any of the technologies innovated in the university has been transferred to industry for mass production or business firm for commercialization.

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15. Please provide data requested in the following table. These data will identify the availability of human resources and the unit’s capacity for undertaking collaborative research with industry.

Table 1: Data on Academic Staff and Students in Postgraduate Programs and Research

Items		2019	2020	2021	2022	2023
1.	Total enrolment in Graduate/Master’s Programs					
2.	Total enrollment in M Phil, M Sc (engineering), Ph D Programs					
3.	First year enrollment in Master’s Programs					
4.	First year enrollment in M Phil, M Sc (engineering), Ph D Programs					
5.	Number of Graduates/Master’s passed out, M Phil and PhD programs					
6.	Number of M Phil, M Sc, PhD candidates passed					
7.	Graduation/Master’s rate per entry cohort,					

Items		2019	2020	2021	2022	2023
8.	M Phil, M Sc (engineering), PhD rate per entry cohort					
9.	Established time-to-degree for the Graduate/ Master's program (in academic sessions/ semesters)					
10.	Established time-to-degree for M Phil, M Sc (engineering), PhD					
11.	Actual average time-to-degree (in academic sessions/semesters)					
12.	Actual average time-to-degree in M Phil, M Sc (engineering), PhD programs					
13.	Total number of full time academic staff holding PhD degrees involved in Postgraduate Programs and Research					
14.	Total number of full time academic staff holding PhD degrees involved in Postgraduate Programs and Research					
15.	Total number of part time academic staff holding Master's degrees involved in Graduate/ Master's Programs					
16.	Total number of research projects and external (other than GoB) funding captured					
17.	Total number of research publications in peer reviewed journals					
18.	Average publication per academic staff					
19.	Total number of thesis/ research monographs/ publications by Postgraduate students					
20.	Total number of thesis publications by M Phil, M Sc(engineering), Ph D candidates					
21.	Total number of publications per academic staff engaged in Postgraduate Programs					
22.	Number of research projects undertaken jointly with industry					
23.	Number of patent applications filed					
24.	Number of patents registered by academics					
25.	Number of research products commercialized					
26.	Number of research output which may be					

Items		2019	2020	2021	2022	2023
	commercialized**					
27.	Number of partnership MOUs signed with industry					
28.*	Revenue earned from industry through provision of technical support and technical services (in lac Taka)					

* Please add any other information that you consider relevant for evaluation of the proposal.

** Please attach a list.

B. Please provide data on the existing facilities in equipment, materials, manpower and resources owned by the entity.

Table 2: Data on existing physical facilities/resources available in the university

Description of Facilities	Unit	Existing/ Available	Required	Comments
1. Science Lab equipment				
2. Engineering Workshop Equipment/ Machines/Tools				
3. Medical/Surgical Lab Equipment/ Instruments				
4. Agricultural/Horticultural lab Equipment/ Instruments				
5. Agricultural/Horticultural Experimental Field Equipment				
6. Classroom/Seminar room/Lecture Theater Devices/ Instruments/ Teaching aids etc.				
7. Laboratory Chemicals/Specimens				
8. Library Automation/Digitization				
9. Computers & Accessories				
10. Photocopiers				
11. Scanners				
12. Printers				
13. Multimedia Equipment				
14. Fund/Financial resources				
15. Survey work/Field visit facilities				

Description of Facilities	Unit	Existing/ Available	Required	Comments
16. Qualified Supervisors				
17. Qualified Lab Technicians				
18. Engineering Machine/Tools Operators				
19. Medical Equipment/ Instrument Operators/ Technicians				
20. Internet Connectivity/Campus Area Network/LAN/Intranet				
21. Bandwidth Capacity				
22. WIMAX/Wireless Connectivity				
23. Digital library Access/ Subscription				
24. Library automation service				
25. Telecom/Fax				
26. ICT professionals/engineers				
27. ICT technicians				
28. Other skilled support staff				
29. Legal specialist				
30. Business development specialist				
31. Intellectual Property (IP) experts				
32. Marketing expert				

* Please add any other information that you consider relevant for evaluation of the proposal.

16. Relevance:

Describe the relevance of the proposal to the strategic or long-term plan of the university, to the national development, and to the tertiary education sector development goals of the government.

17. Benefits (Qualitative & Quantitative)

Describe the benefits to be gained from the **TTO** in terms of its contribution towards better student learning, research capacity, development of advanced human capital, and production of useful research outcomes and products, patents registered, products commercialized, institutional and academic quality improvement, strengthening of institutional management of intellectual property and achievement of tertiary education development goals of the country. Justify whether the most cost effective methods have been selected.

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18. List of Major Equipment

List the major equipment proposed for procurement under the Sub-project and mention their relevance to the activities of the Sub-project and also previous of the SPMT in using these equipment for teaching.

Serial No.	Description	Estimated Cost*	Relevance	Experience of SPMT
1.				
2.				
3.				
4.				

** Please give justification of any item and its cost if it exceeds 15% of the total budget.*

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19. Summary of major items and estimated cost

Please furnish summary of major items and estimated cost following table-3 below. This table should mention only the major heads of expenditure and not a detailed list of all goods, services and works that will be procured under the sub-project. Please submit the table in excel spread sheet.

Table 4. Summary of Estimated Budget

Type of Sub-Project: WINDOW 5: Establishing Technology Transfer Office

Sub-project Title:

BDT in Lakh

Economic Code*	Items of Expenditure	Unit	Quantity	Estimated Cost (Taka)	% of Estimated Cost
31113	Allowances				
32111	Administrative Expenses				
32311	Foreign training				
32312	Domestic training				
32551	Printing and Stationary				
32561	Chemicals				
41122	ICT equipment				

41123	Machineries and Equipment				
41133	Computer Software				
Operational Costs/Contingencies (maximum 2% of total cost)					
Total Sub-Project Cost					

* Economic codes are available @ <https://ibas.finance.gov.bd/ibas2/HelpDocuments/OldToNewEconomic.pdf?v=687>

20. Describe the type of technical assistance/consulting required under the sub-project (if any) and its Terms of Reference (ToR).

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21. Describe the linkages/collaboration (if any) with other university/ Department/ Institute/Center/ NGO/Business Corporation/Company/Industry, etc.

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23. Whether project of similar nature was implemented earlier or/and is under implementation by the proposal submitting entity, or any of the members of the project management team. If so, mention the name of the project, duration and major outcomes.

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24. Briefly describe the effect/impact of the proposed sub-project on:

1. Business development	
2. Securing ownership of the technology (patent, copyright, etc.)	
3. IP literacy	
4. Patent management	
5. Technology transfer	
6. Monetary gain	
7. Job creation	
8. Improve livelihood	
9. Increase productivity/yield	
10. Academic's mindset	
11. Academic program	

12. Research	
13. Academic innovation	
14. Quality Assurance Program (if any)	
15. Governance	
16. Management practices	
17. Any other (please specify)	

24. Sustainability

Please provide a summary of a sustainability analysis for this sub-project, e.g., what measures and budget provisions the university is likely to commit to sustain the activities and outcomes after the completion of the sub-project;

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25. Please attach the following completed SPP Annexes:

1. SPP Annex 1: Milestones, Performance Indicators and Logical Framework
2. SPP Annex 2: Work/Activities Plan (excel spread sheet)
3. SPP Annex 3: Financing Plan (excel spread sheet)
4. SPP Annex 4: Procurement Plan Summary (Table A, Table B, Table C, Table D and Table E) *excel spread sheet*
5. SPP Annex 5: Training visit/ Study Tour Plan
6. SPP Annex 6: Details of estimated Budget (Excel spread sheet)
7. SPP Annex 7A: Environment and Safety Check List for Small Infrastructure
SPP Annex 7B: Environment and Safety Checklist for Window 3a and 3b, Window 4 and Window 5 Sub-projects
8. SPP Annex 8: Attachment A: Environmental Monitoring and Mitigation Plan
9. SPP Annex 9: Social Screening Form
10. SPP Annex 10: Indicative Organogram of the Sub-project Management Office
11. SPP Annex 11: Sub-project Management Team and Resume
 - Attachment: Resume of SPM, ASPMs and SPMT Members.
 - Upload: CV of SPM, ASPM and SPMT members online.
12. SPP Annex 12: Proposal Endorsement by University Management