

**University Grants Commission of Bangladesh**

**Higher Education Acceleration and Transformation Project  
Academic Transformation Fund**

**Sub-Project Proposal (SPP) Annexes**

## CHAPTER- 11:

### SPP Annexes

#### **Milestones, Performance Indicators and Logical Framework of the Sub-project**

##### **Annex 1a: Milestones to evaluate sub-project implementation (Level 1)**

	Milestones	Reference to Specific Objectives	Critical Activities	Verification methods	Assumptions
1.					
2.					
3.					
4.					
5.					

##### **Annex 1b: Performance indicators to evaluate sub-project impact (Level 2)**

	Indicators	Reference to Specific Objectives	Calculation Method	Assumptions	Verification Methods	Calculation of Base Value	Vaseline Value in Year 2010	Desired Standard in Year....
1.								
2.								
3.								
4.								
5.								

#### **Milestones and Performance Indicators<sup>1</sup>**

Milestones and Performance indicators are key instruments in the monitoring and evaluation (M&E) of sub-projects since they help to measure the achievement of goals, the effects of clear strategies and effectiveness in the use of resources. A small set of independent indicators that can be well defined and measured periodically is desirable. Proper definition of milestones and performance indicators makes it possible to monitor and evaluate achievements in measurable terms, indicating the benefits.

Proposed indications must contemplate two levels of measurement: Milestones are the activity level (Level 1) indicators by which implementation progress is monitored by completion of key activities; and Performance Indicators are the impact level (Level 2) indicators which are measurable variables that will account for the degree of key impacts that the sub-project produces for its end beneficiaries (e.g., the

<sup>1</sup> Detailed note on performance indicators is given in ATFOM Annex-2

number of journal publications/patents, and share of trained researchers/post graduate students, etc) .

Please mention the calculation methods, sources and procedures to obtain base values, values committed during and after the implementation of the sub-project, and verification methods to validate the results obtained.

### How to make Tables of Milestones and Indicators

- **Milestone/Indicators.** Define the specific variables considered in the indicator. In the case of Level 1, define the milestone, stage or activity to be reached/accomplished in time.
- **Reference to Objectives.** Specify the general and/or specific objectives related to each Milestone/Indicator. In Level 2, it is not necessary to link all specific objectives defined in the sub-project to a Performance Indicator.
- **Critical Activities.** In Level 1, indicate which activities are critical for compliance with the defined milestone.
- **Calculation Method.** Define the formula used to calculate the indicator, indicating the variables to be considered. In the case of ratios, identify the numerator and the denominator.
- **Assumptions.** Indicate prior considerations used in measuring the variables involved. For example, state the date on which annual measurements will be taken.
- **Verification Methods.** Indicate the data or products that will serve to validate the indicator result. The data must be available for M&E activities proposed in the sub-project.
- **Base Value, the year of contract signing.** This reflects the initial reference value for subsequent annual measurements.
- **Calculating the Base Value.** Specify the method used to obtain the base value of the indicator.
- **Desired Standard, Year N.** This reflects a final reference value for the indicator to be achieved at the completion of the sub-project implementation.

### Annex 1c: Logical framework of the sub-project proposal

Project Narrative		Name of indicators	Means of verification	Important Assumptions
Goal				
Purpose				
Outputs				
Activities				

\* Logical framework of the SPP will show goal, purpose, outputs, and activities of the project, and relate these with indicators and means of verification to evaluate the main elements and logical linkages between them. This will have relationship with proposed budget items also.





<i>Broad E. Code</i>	<i>Specific E. Code</i>	Item of Expenditure /Activity	Year 1				Year 2				Year 3	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
<i>31113</i>	<i>Allowances</i>											
	<i>3111332</i>	<i>Honorarium</i>										
<i>32111</i>	<i>Administrative Expenses</i>											
	<i>3211104</i>	<i>Contingent Staff</i>										
		<i>Office Manager</i>										
		<i>Accountant</i>										
		<i>Computer Operator</i>										
		<i>MLSS</i>										
		<i>Additional Charge Allowance</i>										
	<i>3211111</i>	<i>Seminar and conference expenses</i>										
	<i>3211117</i>	<i>Internet/Fax</i>										
	<i>3211125</i>	<i>Advertising expenses</i>										
	<i>3211127</i>	<i>Books &amp; periodicals</i>										
	<i>3211128</i>	<i>Publications</i>										
<i>32311</i>	<i>Foreign training</i>											
	<i>3231101</i>	<i>Foreign training</i>										
<i>32312</i>	<i>Domestic training</i>											
	<i>3231201</i>	<i>Domestic training</i>										
<i>32551</i>	<i>Printing and Stationary</i>											
	<i>3255101</i>	<i>Computer consumables</i>										
	<i>3255105</i>	<i>Other stationery</i>										

<b>32561</b>	<b>Chemicals</b>																		
	<b>3256102</b>	<b>Chemicals</b>																	
		<b>Acquisition of Assets</b>																	
<b>41122</b>	<b>ICT equipment</b>																		
	<b>4112205</b>	<b>ICT equipment</b>																	
<b>41123</b>	<b>Machineries and Equipment</b>																		
	<b>4112302</b>	<b>Camera and accessories</b>																	
	<b>4112306</b>	<b>Laboratory equipment</b>																	
	<b>4112310</b>	<b>Office equipment</b>																	
	<b>4112314</b>	<b>Furniture</b>																	
	<b>4112316</b>	<b>Machineries and equipment</b>																	
<b>41133</b>	<b>Computer Software</b>																		
	<b>4113301</b>	<b>Computer software</b>																	

Please submit the plan in excel spread sheet as well. (Please download the template from the HEAT website)

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

Additional items may be added by extending the no. of rows in each component. Consult section 2.5 of this ATFOM to check eligibility of any expend

### Procurement Plan of the Sub-project\*

Table A: Procurement Plan Summary							
		Total estimated value of contract (in "000 US\$)	Total estimated value of prior review contract (in "000 US\$)	Total number of packages	Total number of prior review packages	Number of contract awarded up to..... <i>[Date of Procurement Plan as per Cover Page]</i>	Total value of contract awarded up to ..... <i>[Date of Procurement Plan as per Cover Page]</i>
1	Goods				-		
2	Works				-		
3	Non-Consulting Services				-		
4	Consultancy Services				-		
					-		

Project Effectiveness date:

Project Closing date:

*\* NB: Please prepare the entire procurement plan in excel spread sheet as well.*



All dates need to be entered in mm/dd/yyyy format

1 US\$ = \_\_\_ BDT

Table-B: Procurement Plan for Goods Contract																							
Sl. No.	Contract Package Number	Contract Description	Unit	Qty/ Nos.	Estimated Price in US\$ * 000	Actual Price in contract currency	Procedure Method	Procurement Guidelines (PPA /BG)	Prior Review (Yes / No)	Contract Approving Authority*	Planned date of IFB publication	Actual date of IFB publication	Planned Date of Bid Opening	Actual Date of Bid Opening	Planned Date of Contract Signing	Actual Date of Contract Signing	Planned Date of Delivery/Completion	Actual Date of Delivery/Completion	Name of the Supplier implementing as of	..... [Date of Procurement Plan as per Cover Page]	of .....[Date of Procurement Plan as per Cover Page]	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Total (All packages)																							
Total (All Prior Review Contracts)																							
Total (All NCB and Shopping/ RFQ Contracts)																							

\*as per delegation of financial power

All dates need to be entered in mm/dd/yyyy format

1 US\$ = \_\_\_\_ BDT

Table-C: Procurement Plan for Works Contract																						
Sl. No.	Contract Package Number	Contract Description	Unit	Qty/ Nos.	Estimated Price in US\$ 000	Actual Price in contract currency	Procedure Method	Procurement Guidelines (PPA / BG)	Prior Review (Yes / No)	Contract Approving Authority*	Planned date of IFB publication	Actual date of IFB publication	Planned Date of Bid Opening	Actual Date of Bid Opening	Planned Date of Contract Signing	Actual Date of Contract Signing	Planned Date of Completion	Actual Date of Completion	Name of the Contractor	Progress of Implementation as of .....  Date of Procurement Plan as of .....	Progress of Payment as of .....  Date of Procurement Plan as of .....	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Total (All packages)																						
Total (All Prior Review Contracts)																						
Total (All NCB and Shopping/RFQ Contracts)																						

\*as per delegation of financial power

All dates need to be entered in mm/dd/yyyy format

1 US\$ = \_\_ BDT

Table-D: Procurement Plan for Non-consulting Services Contract																						
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sl. No.	Contract Package Number	Contract Description	Unit	Qty/ Nos.	Estimated Price in US\$ ' 000	Actual Price in contract currency	Procedure Method	Procurement Guidelines (PPA / BG)	Prior Review (Yes / No)	Contract Approving Authority*	Planned date of IFB publication	Actual date of IFB publication	Planned Date of Bid Opening	Actual Date of Bid Opening	Planned Date of Contract Signing	Actual Date of Contract Signing	Planned Date of Completion	Actual Date of Completion	Name of the Service Provider	Progress of Implementation as of .... [Date of Procurement Plan as per Cover Page]	Progress of Payment as of ..... [Date of Procurement Plan as per Cover Page]	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Total (All packages)					0																	
Total (All Prior Review Contracts)					0																	
Total (All NCB and Shopping/RFQ Contracts)					0																	

*\*as per delegation of financial power*

*All dates need to be entered in mm/dd/yyyy format*

1 US\$ = \_\_\_\_ BDT

**Table-E: Procurement Plan for Consultancy Services Contract**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sl. No.	Contract Package Number	Contract Description	Unit	Qty/ Nos.	Estimated Price in US\$ ' 000	Actual Price in contract currency (BDT)	Procedure/ Method	Procurement Guideline (PPA / BG)	Prior Review (Yes / No)	Contract Approving Authority*	Planned date of REOI	Actual date of REOI	Planned Proposal Submission Deadline	Actual Proposal Submission Deadline	Planned Date of Contract Signing	Actual Date of Contract Signing	Planned Date of Completion	Actual Date of Completion	Name of Consultant/ Firm	Progress of Implementation as of .....[Date of Procurement Plan as per Cover Page]	Progress of Payment as of [Date of Document]	Remarks
Total (All packages)																						
Total (All Prior Review Contracts)																						

*\*as per delegation of financial power*

**Training/ Visit/Study Tour Plan**

Subject of Training	Duration	Participants	Place/Location/Institution	Estimated Cost	Period	
					From	To
<b>Local:</b>						
<b>Foreign:</b>						

*Note: Please do not write name of any participant in this table*

### Details of Estimated Budget

*Please attach the detailed cost breakdown for each item covering the entire duration of the sub-project in excel spread sheet. Also mention the economic code for each item. Please consult section 2.9 of this ATFOM to check eligibility of expenditure.*

Type of Subproject: .....

Sub-project Title: .....

**BDT in Lakh**

Amount in word:

Please submit the plan in excel spread sheet as well. (Please download the template from the HEAT website).

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

Additional items may be added by extending the no. of rows in each component. Consult section 2.5 of this ATFOM to check eligibility of any expenditure.

<i>Broad E. Code</i>	<i>Specific E. Code</i>	<i>Item of Expenditure /Activity</i>	<i>Unit</i>	<i>Quantity</i>	<i>Rate</i>	<i>Estimated cost</i>	<i>% of Estimated Cost</i>
31113	<i>Allowances</i>						
	3111332	<i>Honorarium</i>					
32111	<i>Administrative Expenses</i>						
	3211104	<i>Contingent Staff</i>					
		<i>Office Manager</i>					
		<i>Accountant</i>					
		<i>Computer Operator</i>					
		<i>MLSS</i>					
		<i>Additional Charge Allowance</i>					
	3211111	<i>Seminar and conference expenses</i>					
	3211117	<i>Internet/Fax</i>					
	3211125	<i>Advertising expenses</i>					
	3211127	<i>Books &amp; periodicals</i>					
	3211128	<i>Publications</i>					
32311	<i>Foreign training</i>						
	3231101	<i>Foreign training</i>					
32312	<i>Domestic training</i>						
	3231201	<i>Domestic training</i>					
32551	<i>Printing and Stationary</i>						
	3255101	<i>Computer consumables</i>					
	3255105	<i>Other stationery</i>					
32561	<i>Chemicals</i>						
	3256102	<i>Chemicals</i>					
		<i>Acquisition of Assets</i>					
41122	<i>ICT equipment</i>						
	4112205	<i>ICT equipment</i>					
41123	<i>Machineries and Equipment</i>						
	4112302	<i>Camera and accessories</i>					
	4112306	<i>Laboratory equipment</i>					
	4112310	<i>Office equipment</i>					
	4112314	<i>Furniture</i>					
	4112316	<i>Machineries and equipment</i>					
41133	<i>Computer Software</i>						
	4113301	<i>Computer software</i>					
		<i>Total</i>					

Proposal Identification Number (PIN).....

**University Grants Commission of Bangladesh**  
**Higher Education Acceleration and Transformation Project**  
**Academic Transformation Fund for Windows 2 Sub-projects**

*Environment and Safety Checklist for Small Infrastructure  
and Renovation/Refurbishing Proposal*

**Instructions:**

The purpose of this checklist is to identify potential environment and safety issues related to the small infrastructure renovation/refurbishing work. This is a generalized checklist format for small renovation/refurbishment works.

The concerned faculty member of the respective institution will fill-up the format, which is expected to be reviewed and signed by an environment professional. However, the checklist must be reviewed and signed by the respective Head of the proposal submitting entity. If the checklist shows potential negative environmental impacts, the institution will submit a separate sheet for mitigation measures for it (Attachment A).

Title of Sub-project: \_\_\_\_\_

Implementing Institution: \_\_\_\_\_

Types of renovation/refurbishing work: \_\_\_\_\_

Estimated cost of renovation/refurbishing work: \_\_\_\_\_

Duration of renovation/refurbishing work: \_\_\_\_\_

Tentative Start Date: \_\_\_\_\_

Brief description of small infrastructure renovation/ refurbishing work (Within 200 words).



## Checklist

SI #	Screening Questions	Yes	No	Possible Negative Environmental Impact <sup>2</sup>
1	Will the renovation work disturb other academic activities?			
2	Will it create major noise?			
3	Will it create dust problem around the sites?			
4	Will it temporarily stop the water supply and sanitation system?			
5	Will any refrigeration/air conditioning units be removed/disposed?			
6	Will any liquid waste, or an item containing liquids (including oils), need to be transported off-site for reuse, recycle or disposal?			
7	Will equipment containing polychlorinated biphenyls (PCB's) be removed (i.e. transformers, capacitors, hydraulic and heat transfer systems, etc.)?			
8	Will building materials containing asbestos be removed/disposed?			
9	Will any building materials be removed/disposed that are coated with lead-based paint?			
10	Will any building materials be removed/disposed that contain lead, silver or chrome?			
11	Will batteries be removed/disposed (lead-acid or nickel-cadmium batteries from emergency lights and other battery-powered or battery-backup items)?			
12	Will mercury-containing devices (switches, gauges, thermostats) be removed/disposed?			
13	Will an emergency generator set or other aboveground storage tank (AST) be installed or removed?			
14	Will the renovation work have any indirect impact on environment and ecosystem?			
15	Are there adequate fire-alarm system and fire-fighting arrangements in the academic building			

<sup>2</sup> If the answer of the questionnaire is 'Yes', please describe the possible negative environmental impact.

The above answers are true and complete. I understand that the University Grants Commission will depend on them to make its decision.

**Name of Head of Proposal Submitting Entity and Signature with Date:**

Signature with Date \_\_\_\_\_

Name: \_\_\_\_\_

Contact Telephone Number and E-mail:  
\_\_\_\_\_

**Please sign below to verify that the information in this document is accurate and complete to the best of your knowledge.**

Environment Professional's Signature & Date:

Signature with Date: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Telephone Number and E-mail: \_\_\_\_\_

Proposal Identification Number (PIN).....

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

*Environment and Safety Checklist for Window 3a and 3b, Window 4 and Window 5 Sub-projects*

**Instructions**

The purpose of this checklist is to identify potential environment and safety issues related to the research proposal. This is a generalized checklist format for all category research works. However, it is anticipated the research proposals under ‘Arts, Humanities and Social Sciences’ and ‘Business and Law’ will not have any environment impact and thus the proposals under these disciplines will not require to submit the checklist unless the UGC request for such checklist.

The applicant will fill-up the format, which will be reviewed and signed by the Head of proposal submitting entity. THEF the checklist shows potential negative environmental impacts the applicant will submit a separate sheet for mitigation measures for it (Attachment A).

Title of the ATF Sub-project:

\_\_\_\_\_

Institution: \_\_\_\_\_

Type of Research: Innovation Research \_\_\_\_\_

Research Activity: New Activity

Research Disciplines:

Duration of Research Work: \_\_\_\_\_ Months

Tentative Start Date: \_\_\_\_\_

**Brief Description of Research Activity (Within 200 words)**

### 1.1.1.1 Checklist

Sl #	Screening Questions	Yes	No	Remarks
1	Will the research work be laboratory based? [ATF the answer of question 1 is no, then go to question 6.]			
2	Does the laboratory have			
	i environment, health and safety protocol or guidelines?			
	ii adequate fire safety provision?			
	iii safety provision for gas cylinder handling?			
	iv proper waste disposal facilities?			
	v adequate liquid waste management facilities?			
	vi proper storage facilities for hazardous chemicals, pesticides, acids etc.?			
	vii adequate ventilation system?			
	viii first-aid facilities?			
	ix emergency exit facilities?			
x trained professional to guide the researchers/students about safety procedures?				
3	Will the laboratory based research work			
	i require procurement of hazardous products (WHO Hazard Class I & II)?			
	ii produce hazardous waste materials?			
	iii generate infectious waste?			
	iv cause significant emissions of gas harmful to health?			
	v generate liquid waste?			
vi cause any major noise?				
4	Does the applicant have received formal training on laboratory operation and safety rules?			
5	Does the applicant have previous work experience at laboratory on similar works?			
6	Will the research work require interventions at field level?			
7	Will the field based research work			
	i located at or near an environmentally sensitive area?			
	ii require procurement of hazardous products (WHO Hazard Class I & II)?			
	iii discharge any liquid waste in the environment?			
	iv discharge large quantities of waste/used water?			
v generate hazardous waste?				

Sl #	Screening Questions	Yes	No	Remarks	
	vi	impair downstream water quality?			
	vii	have any possible degradation in land and ecosystem?			
	viii	cause local air pollution from any plant/system operation?			
	ix	generate excessive noise and/or dust?			
8	Will medical, biophysical or clinical research be conducted using human subjects?				
9	Will the project have any indirect impact on environment and ecosystem?				
10	Will the research work involve permission or clearance of any government department or agency?				
11	Will future expansion or implementation of research finding cause any major environment problem?				

The above answers are true and complete. I understand that the University Grants Commission will depend on them to make its decision.

Name of Head of Proposal Submitting Entity and Signature with Date:

Signature with Date \_\_\_\_\_

Name: \_\_\_\_\_

Contact Telephone Number and E-mail:  
\_\_\_\_\_

**Please sign below to verify that the information in this document is accurate and complete to the best of your knowledge.**

Environment Professional's Signature & Date:

Signature with Date: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Telephone Number and E-mail: \_\_\_\_\_

**Higher Education Acceleration and Transformation Project  
Academic Transformation Fund**

*Environmental Monitoring and Mitigation Plan*

**Table 1: Typical Environmental Mitigation Plan**

<b>Activity/Issue</b>	<b>Potential Environmental Impacts</b>	<b>Proposed Mitigation Measures</b>	<b>Responsible Parties</b>	<b>Estimated Cost</b>

**Table 2: Typical Environmental Monitoring Plan**

<b>Issue</b>	<b>Parameters</b>	<b>Monitoring Frequency</b>	<b>Monitoring Location</b>	<b>Responsible Parties</b>

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

**SOCIAL SCREENING FORM**

*[This form will be filled up by the Head of proposal submitting entity of the university and shall constitute an annex to the Sub-project Proposal (SPP) format to be submitted for ATF grants]*

**Part A: General Information**

Screening Date: .....

Name of the Institute: .....

District: ..... Upazila: .....

Name of the Principal/Head: .....

Names of Committee Members participated in Screening:

- 01.
- 02.
- 03.

Names of MoE/UGC/HEAT PMU Member, if any, Participated in Screening:

- 01.
- 02.
- 03.

**Part B: Activities**

1. Major Activities using the ATF money

2. Click ATF activities      New construction      Improvements      Repair/Renovation  
include any:

3. Description of the physical works, if any:

**Part C: Social Issues**

1. Will there be a need for additional lands to carry out the intended works?  
 Yes       No
2. Does this activity affect any community groups' access to any resources that they use for livelihood?  
 Yes       No
3. Does your institute's catchment area has a significant number of Indigenous People (IP)?  
 Yes       No
4. Does your proposed activities ensure equal inclusion right to the IP?  
 Yes       No
5. Does your proposed activity pose any threat to cultural tradition and way of life?  
 Yes       No
6. Does your proposed activity severely restrict access to common property resources and livelihood activities?  
 Yes       No
7. Does your proposed activity affect places/objects of cultural and religious significance (places of worship, ancestral burial grounds, etc.)  
 Yes       No
8. Names of TP community members and organizations which participated in Social Screening (if any):
9. Any social concerns expressed by IP community and organizations, students and teachers?
10. The IP community and organizations perceive the social outcomes of the activity:  
 Positive  
 Negative  
 Neither positive nor negative
11. In respect of the social impacts and concerns, is there a need to undertake an additional impact assessment study?  
 Yes       No

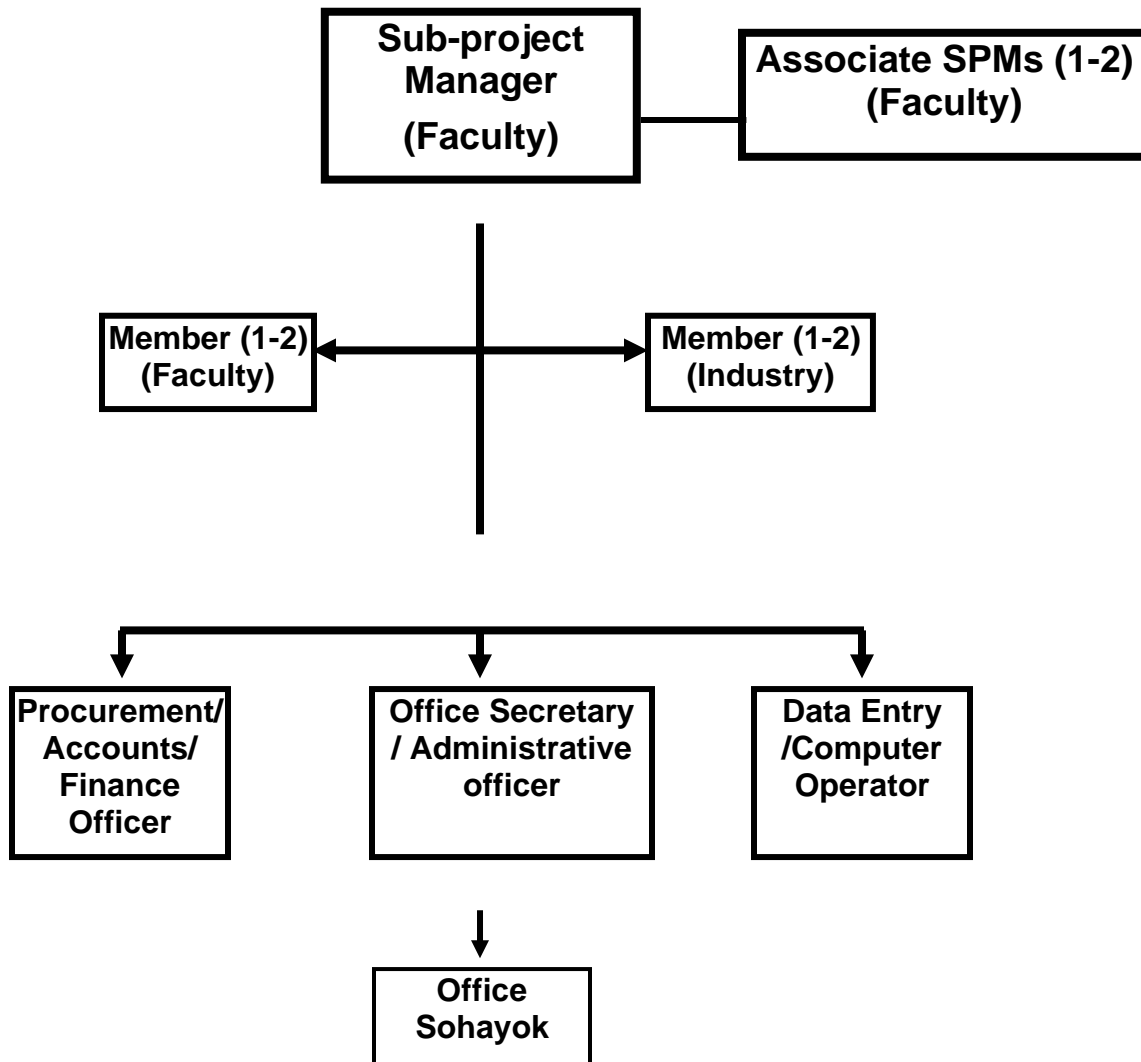
***Prepared by (Name):*** .....

***Signature:*** .....

***Date:*** .....



**Indicative Organogram of the Sub-project Management Office**



- *Please note that the above organogram is indicative and may be expanded and/or revised as required by the sub-project.*
- *Sub-project management team includes SPM, ASPMs, and SPMT Members*
- *Please do not mention name of any member of the management team in this organogram*

**Sub-project Management Team\***

Name/Designation of Management and Support Staff	Faculty or Industry	Position in the Institution and Entity	Position in the Sub-project	Specific Responsibilities	Time Dedicated to the Sub-project/person-month**
<b>(Name of Management Staff)</b>					
			SPM		
			ASPM		
			Member SPMT		
<b>(Designation of Supporting Staff)</b>					

Please attach a resume of the **SPM, ASPMs** and **SPMT** Members as per **Attachment A & B**

\* Attach Sub-project Management Table of Organization as per **SPP Annex 11**

\*\* Hours per person per week

**Experience of SPMT**

Sl	Name and Designation	Position in SPMT	Number of completed projects	The value of completed projects in BDT	Number of publications and Citations	
					Publications in Q1 journals	Citations in google scholar
1		SPM				
2		ASPM				
3		Member				
4		Member				

**RESUME of Sub-project Manager (SPM), Associate Sub-project Managers (ASPMs) and SPMT Members**

**1. PERSONAL DATA**

LAST NAME	MIDDLE NAME		FIRST NAME	
DATE OF BIRTH	E-MAIL	TELEPHONE (OFFICE)	TELEPHONE (HOME)	MOBILE NUMBER
FAX NUMBER	TAXPAYER I.D. NUMBER (TIN)	CURRENT POSITION		
PLACE OF BIRTH	NATIONALITY		CURRENT RESIDENT ADDRESS IN FULL	
WORKING HOURS (hours per week)				

**2. ACADEMIC DATA**

UNDERGRADUATE	UNIVERSITY	COUNTRY	YEAR
GRADUATE	UNIVERSITY	COUNTRY	YEAR

**3. EXPERIENCE IN IMPLEMENTING PROJECT/RESEARCH**

TITLE OF THE PROJECT/ RESEARCH ACTIVITY	DONOR/ SPONSOR	POSTION IN THE PROJECT	YEAR	
			FROM	TO
<b>Prior Projects</b>				
<b>Ongoing Projects</b>				
<b>Submitted Projects elsewhere (if any)</b>				

**4. NUMBER OF RESEARCH PUBLICATIONS** (*Upload: CV of SPM, ASPM and SPMT members online.*)

NUMBER OF TOTAL RESEARCH PUBLICATIONS	NUMBER OF PUBLICATIONS IN LOCAL/NATIONAL JOURNALS	NUMBER OF PUBLICATIONS IN INTERNATIONAL JOURNALS	NUMBER OF PUBLICATIONS IN Q1 & Q2 JOURNALS	CITATIONS IN GOOGLE SCHOLAR

**5. PRIOR POSITIONS**

INSTITUTION	POSITION	FROM	TO

**6. INSTITUTIONAL ADDRESS**

NAME OF INSTITUTION	LOCATION & ADDRESS	WEBSITE	E-MAIL

**Sub-project Proposal Endorsement by University Management**

- a. **Sub-project Title:** .....
- b. **Proposal Submitting Entity:** (if more than one entity, please mention those names)  
Department/Faculty/Institute/Center/University:  
.....
- c. **Sponsoring /Endorsing University:** .....  
(Name, Address, Location, website)
- d. **Partnering Industry:** .....  
(Name, Address, Location, website)
- e. **Total Cost of the Sub-project (in Taka):**.....
- f. **Implementation Period:**
  - i. Commencement: .....
  - ii. Completion:.....
- g. **Certification:** We, the undersigned, certify that to the best of our knowledge and belief, this sub-project document follows ATFOM and correctly describes all required information. We understand that any wilful misstatement described herein may lead to disqualification or dismissal of our sub-project proposal.

Name & address of Associate Sub-project Manager	Name & address of Sub-project Manager
..... .....	..... .....
----- (Signature of the ASPM) with name, seal and date	----- (Signature of the SPM) with name, seal and date

-----  
**Signature of the Head of Proposal Submitting Entity**  
 with name, seal and date.....

**Institutional Commitment:**  
 (.....*Name of the University*.....) hereby commits to extend all required support to the implementation of the proposed sub-project and pledges to make efforts for its sustainability.

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**Vice-Chancellor**

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

**Partnership Agreement for W-3b Sub-project:**  
**Collaborative Research with Industries and Research Institutes**

**Partnership Agreement**

between

the ..... (name of university)

and

the ..... (name of industry)

This Memorandum of Understanding (hereafter, “**MoU**”) is entered into this day of .....2025 between the ..... (Name of Proposal Submitting Entity) and hereinafter referred to as the **Entity** and the ..... (Name of Industry) and hereinafter referred to as the **Industry**, acting by and through its duly authorized representatives, whereby the two Parties agreed to execute this **MoU** as follows:

- (a) This MoU will enable the Parties to:
  - (i) Foster research collaboration between the Parties under the Higher Education Acceleration and Transformation Project (hereafter, “HEAT”);
  - (ii) Set the ground for a longer-term university-industry partnership;
  - (iii) Strengthen the innovative capacities of Parties and advance market-driven research and innovation;
  - (iv) Provide the Entity with access to industrial environments for applied research activities;
  - (v) Provide the Industry with access to modern sophisticated research environment at university;
- (b) The parties hereby agree to establish collaboration according to terms and conditions set out in the articles following hereunder:

**ARTICLE- I: BACKGROUND**

1.1 This **MoU** will be submitted to the University Grants Commission (“UGC”) of Bangladesh as part of the proposal for accessing grants from the Academic Transformation Fund (ATF) component of HEAT. UGC promotes researches on innovative technologies and

commercialization of advanced technologies created by universities through leveraging university-industry collaboration by awarding grants for joint research projects on a competitive basis.

1.2 University-industry research collaboration is still at its nascent stage in Bangladesh and has been an untapped potential for both sides as well as for society at large. Universities in Bangladesh are the main institutions of knowledge creation in the country. It is critical that universities now strive for generation of researches that would lead to innovative of technologies, products and services that could be patented and transferred to industries for large scale production and marketing. This would contribute enormously towards increased growth and wealth creation for the society. In this endeavor, effective collaboration between universities and industries is essential. For companies, in order to stay competitive and profitable in an increasingly globalized economy, access to advanced research facilities, expert human resources and new ideas are crucial. By partnering with a university these needs can be met, Thus, mutually beneficiary collaborative research projects between universities and industries will enable both parties to expand growth in their areas and contribute to national development.

**ARTICLE- II: SCOPE OF THE MoU**

- 2.1 The general purpose of this MoU is to facilitate industry and research cooperation between the Parties hereunder based upon the principles of mutual benefit and may include the following areas;
- 2.1.1 terms of joint research activities.
  - 2.1.2 expected deliverables and timeline.
  - 2.1.3 obligations and responsibilities
  - 2.1.4 benefit and cost sharing agreement

**ARTICLE- III: THE AGREEMENT**

3.1 The Parties hereby agree as follows:

1. Final Output	The Parties shall jointly implement the research and related duties to produce the following final output(s). [Specify the final output(s) (product/service and patent) that the sub-project will aim to produce]
2. Scope of Works and Deliverables	The Parties shall perform the works and deliver the deliverables specified below to accomplish the objective of the sub-project. <b>Works and Deliverables by the Entity</b> [Indicate key works to be done and deliverables produced by the university side, together with their estimated deadlines] <b>Works and Deliverables by the Industry</b> [Indicate key works to be done and deliverables produced by the

	industry side, together with their estimated deadlines]
3. Obligations and Responsibilities	<p>The Parties shall provide the following facilities, equipment, and services for the use of the joint research project.</p> <p><b>Obligation of the Entity</b>  [Provide a list of facilities, equipment, and services that the entity will make available for the sub-project]</p> <p><b>Obligation of the Industry</b>  [Provide a list of facilities, equipment, and services that the Industry will make available for the sub-project]</p>
4. Intellectual Property	[Specify the agreement made between the entity and industry as to how to handle the application and follow ups for patent and ownership of patent and produced research outputs in general]
5. Benefit sharing	[Specify the expected and potential monetary benefits from the joint research and its outputs, as well as agreement on how to share benefits between the entity and industry, including potential benefit from licensing of patents and commercialization of the research outputs. * Do not mention rules of benefit sharing for individual within the entity or industry.]
6. Cost sharing	[Specify cost borne by either of the parties if there will be costs outside of expenditure under the Academic Transformation Fund (ATF), including cost of processing patent application, attorney, SPMT member's (from industry) incentive, etc.]
7. Project Members	<p>The members of Sub-project Management Team from the Entity and Industry are as follows:</p> <p>[List members from the entity and industry]</p>

#### ARTICLE- IV: GENERAL TERMS

- 4.1 This MoU is not intended to, and does not create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by either party, its officers, employees, or agents against the other party, its officers, employees, or agents.
- 4.2 Both Parties agree to the Confidentiality of Disclosed Information in which information, data, technologies, research results, and other proprietary intellectual properties disclosed by the Industry for the purpose of the joint research shall not, under any circumstances, be disclosed by the Entity to any outside parties or shall not be used by the member of the Entity for their publication without prior written consent of the Industry.
- 4.3 The Industry shall offer full cooperation to the Entity for complying with auditing, inspection, and reporting requirements of the HEAT and World Bank on accounting and other records related to the implementation of the joint research project as well as on progress monitoring and reporting. The Industry shall cooperate fully with financial and



procurement management operation of the Entity by providing necessary information and documents as prescribed by the requirements specified in the Operations Manual and as instructed by the HEAT PMU.

- 4.4 This MoU is amendable upon mutual consent of the Parties at any time after this MoU becomes effective.
- 4.5 Both Parties understand that any publications derive from this collaborative undertaking are required to duly acknowledge contribution of the HEAT and World Bank funding.
- 4.6 Both Parties understand and will comply with the IDA's Guidelines on Preventing and Combating Fraud and Corruption (ATFOM **Annex 18**).

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Signature (*Head of the Proposal Entity*)

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Signature(*Industry Representative*)

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Name:

Designation:

Date:

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Official Seal

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Name:

Designation:

Date:

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Official Seal