

**POKHARA UNIVERSITY RESEARCH CENTER  
LEKHNATH-12, KASKI  
NEPAL**



**Guidelines on Proposal Evaluation  
and Selection Procedures**

## 1. Introduction

Increasing research activity, competition in research and the attractive research environment may Sometimes result in dishonest and fraudulent practice. For the productive result from different research grants provided by PURC; it was felt to have a proper guideline on proposal evaluation and selection procedure.

The purpose of this document is to provide the guidelines to promote the research activity within the framework to meet the objective of PURC.

Different research project evaluation and funding by PURC will be based on the following principles:

- I. **Quality.** Project selected for funding must demonstrate a highly scientific, technical and managerial quality in the context of the objectives of PURC.
- II. **Transparency.** In order to provide a clear framework for researchers preparing proposals for funding and for evaluators evaluating proposals, the process of reaching those funding decisions must be clearly described and available to any interested party. In addition, adequate feedback should be provided to the interested researchers on the outcome of the evaluation of their proposals.
- III. **Equality of treatment.** A fundamental principle of PURC research fund support is that; all proposals should be treated equally, irrespective of where they originate or the identity of the applicants.
- IV. **Impartiality.** All proposals will be treated impartially on their merit base.
- V. **Efficiency and speed.** The procedure have been designed to be as fast as possible, commensurate with maintaining the quality of the evaluation, appropriate use of fund and respecting the legal framework within which the specific support be provided.
- VI. **Ethical considerations.** Any p r o p o s a l which contravenes fundamental ethical principles can be excluded from at any time.

## 2. Call for Proposal and submission process

On the basis of decision made by the research management committee; call for the proposal will be published at University Website. Call of the proposal may involve a single stage submission and evaluation procedure. Proposal format will be available at website for free download ([Annex A](#)).

### 2.1 Pre- Proposal Checks

Pre- proposal evaluation will be should performed by the PURC administration for the prompt applicants proposals which appears to be eligible and within the scope of the call. Details of the procedure for pre-proposal checks are set out in the relevant Guide for Proposers.

### 2.2 Submission of Proposals

Researchers should submit their proposal according to the format developed by PURC. Hard copy of proposal with the authorized signature of investigators/ institute and an electronic copy should submit at the office of PURC.

Packages containing proposals may be opened, on arrival, by the [Executive Director](#) for the purposes of registering the administrative details in databases and to permit the return of an acknowledgement of receipt. No evaluation or analysis of the proposal contents may take place before the call deadline has passed.

All proposals are archived under secure conditions at all times. When no longer needed, all copies are destroyed except for the original and any copies required for archiving and/or auditing purposes.

### 2.3 Acknowledgement of proposal receipt

Upon receipt of the proposal, the administration records the date and time of receipt. Subsequently, an acknowledgement of receipt will be sent to the proposal coordinator/principal investigator via e-mail, fax, or post containing:

- ❖ Proposal title, acronym and unique proposal identifier (proposal number);

- ❖ Name of the programme and/or activity/research area and call identifier to which the proposal was addressed;
- ❖ Date and time of receipt.

## 2.4 Eligibility check

The **Research Evaluation committee (REC)** verifies that proposal and which meet the eligibility criteria as referred for the call. These criteria are rigorously applied and any proposal found to be ineligible will be excluded from evaluation. The eligibility check is carried out after receipt of the proposals.

An eligibility form is filled out for each proposal on the basis of the information contained in the proposal. If it becomes clear before, during or after the evaluation phase that one or more of the eligibility criteria have not been fulfilled, the proposal is declared ineligible and withdrawn from any further examination. Where there is a doubt on the eligibility of a proposal, the **REC** reserves the right to proceed with the evaluation, pending a final decision on eligibility.

Only proposals that fulfill all of the following criteria will be retained for evaluation

- ❖ Receipt of proposal provided by **PURC** on or before the deadline date and time established in the call.
- ❖ Completeness of the proposal, i.e. the presence of all requested administrative forms and the proposal description (Note; the completeness of the information contained in the proposal will be for the experts to evaluate and the eligibility checks only apply to the presence of the appropriate parts of the proposal).

The decision to exclude a proposal for failing one or more eligibility criteria shall be taken by the **REC**. This decision may be taken at any appropriate moment before, during or after the evaluation sessions, when ineligibility has been proven.

**REC** will also decide whether the proposal needs the ethical clearance; if needed then **REC** will send the proposal to **Institutional Review Committee (IRC)** for approval.

## 3. Evaluation Process

All proposals that fulfill the eligibility criteria are evaluated to determine their quality. A minimum of two evaluators examine each eligible proposal submitted to the REC. In general one evaluator should be the faculty member of Pokhara University. If the proposal comes from the PURC faculty or staff; in that case both of the independent experts will be outside from Pokhara University. Due to the more ambitious nature of Integrated Projects and Networks of Excellence it is expected, as a general rule, that at least three evaluators evaluate these proposals.

### **3.1 Appointments of independent Evaluators/Experts**

The independent experts appointed by the REC to assist in the evaluation of proposals for networks of excellence and integrated projects are individuals from the fields of science, Humanities & Social Science and Management with experience in the field of innovation with the highest level of knowledge and who are nationally recognized authorities in the relevant specialist area.

The REC appoints independent experts with skills and knowledge appropriate to the tasks assigned to them from the index of the independent experts made by the Research Management Committee. In general, independent experts are expected to have skills and knowledge appropriate to the areas of activities in which they are asked to assist. Moreover, evaluators should hold an appropriate academic qualification and research background and well experience using the research design and methodology. All independent experts must also have a following areas or activities: research in the relevant scientific and technological fields; administration, management or evaluation of projects; use of the results of research and technological development projects; technology transfer and innovation; international cooperation in science and technology; development of human resources. In appointing independent experts, the Commission also takes account of their abilities to appreciate the challenges and industrial and/or societal dimension of the proposed work. Experts must also have the appropriate language skills required for the proposals to be evaluated.

Details of potential independent experts are maintained in a central database. This database may

be made available, on request, to national authorities.

To evaluate the proposals submitted in response to a call, the REC draws up a list of appropriate independent experts (including if necessary a reserve list). The lists of individuals from which panels of experts may be chosen, are drawn up by the REC using the following selection criteria:

- ❖ An appropriate range of competencies;
- ❖ An appropriate balance between academic and industrial expertise and users;
- ❖ A reasonable gender balance
- ❖ A reasonable distribution of geographical origins of independent experts;
- ❖ Regular rotation of independent experts.

An ‘appointment letter’ (*see annex I*) is addressed to each independent expert containing a description of their duties. This appointment letter establishes the contract between PURC and independent experts with the. The attached declaration of Conflict of Interest and Confidentiality (*see annex II*) must also be signed before the expert starts work.

### **3.2. Rotation principles for independent experts**

In general, the REC will ensure a renewal of at least a quarter of the independent experts used by an activity/research area per calendar year.

### **3.3 Conflict of interest**

When appointing an independent expert, the REC must take all reasonable steps to ensure that he/she is not faced with a conflict of interest in relation to the proposals on which he/she is required to give an opinion. To this end, the REC requires experts to sign a declaration that no such conflict of interest exists at the time of their appointment and that they undertake to inform the REC if one should arise in the course of their duties. When so informed, the REC takes all necessary actions to remove the conflict of interest.

### 3.4 Confidentiality

**REC** is required to ensure the confidentiality of the evaluation process.

To this end, a code of conduct for independent experts is sent to them with the appointment letter before the evaluation of the proposals (see **Annex II**). The experts are obliged to maintain the confidentiality of the information contained within the proposals they evaluate and of the evaluation process and its outcomes and to act with strict impartiality. Conflict of interest and confidentiality declaration is signed by independent experts (see **Annex III**).

## 4. Evaluation by independent experts

All eligible proposals are evaluated by the **REC** assisted by independent experts where provided for, to examine their conformity with the evaluation criteria relevant for the call.

### 4.1. Evaluation process by independent experts

Each evaluation session consists of a number of steps, independently of whether the process involves a single stage or a two-stage submission procedure.

#### Step 1: Briefing of the independent experts

All independent experts are briefed orally or in writing before the evaluation by **Executive Director**, in order to inform them of the general evaluation guidelines and the objectives of the research area under consideration.

#### Step 2: Individual evaluation of proposals

Each proposal is evaluated against the applicable criteria independently by several experts in provided evaluation format (**Annex IV**). They will fill individual evaluation forms giving marks and providing comments.

#### Step 3: Panel evaluation

A panel discussion may be convened, if necessary, to examine and compare the consensus reports and marks in a given area, to review the proposals with respect to each other and, in specific cases (e.g. equal scores) to make recommendations on a priority order and/or on

possible clustering or combination of proposals. The panel discussion may include hearings with the proposers.

#### **4.2 Feedback to proposers**

The coordinator/principal investigator of each proposal receives the evaluation summary report (ESR). The ESR reflects the consensus reached between the independent experts as well as the panel results (via comments and marks) on each block of criteria as well as providing overall comments (including proposals for modifications and, in exceptional cases, possibilities for clustering/fusion with other proposals) and a final overall score for the proposal. The comments recorded must give sufficient and clear reasons for the scores and in the case of proposals with high scores and any recommendations for modifications to the proposal.

For those proposals rejected after failing an evaluation score, the comments contained in the ESR may only be complete for those criteria examined up to the point when the score was failed.

### **5. Evaluation criteria**

Evaluation of proposals will be performed using the following criteria: (1) Scientific quality of the research project and expertise of the investigators/collaborators; (2) Originality and innovativeness of the proposed research; (3) Evidence of sustainability; and (4) Quality and degree of collaboration(s) or Academic quality of principle investigators. Research proposals will not be evaluated against each other if they may not address a common research question or activity. The following are descriptions of the above listed criteria:

#### **I. Scientific quality of the research project and expertise of the investigators/collaborators:**

Proposals must address an important and relevant question related to energy and/or sustainability. The applicant must demonstrate a sound technical approach to accomplish the proposed research objectives, and outcome(s) should be clearly defined. The Principal

Investigator(s) should have the expertise and experience needed to accomplish the proposed project.

## II. Originality and innovativeness of the proposed research

The work must be unique and inventive.

## III. Evidence of sustainability

The proposed project's likelihood to provide leverage for future external funding and/or to continue following the period of support. The likelihood that the proposed project may lead to new and varied opportunities.

## IV. Quality and degree of collaborations or Academic Quality of Principle Investigators

Innovative collaborations between various institutes that will foster more rapid and higher quality progress toward research goals. Principle investigator should be academically sound.

The overall evaluation is based on the weightage of corresponding topics as described below:

S.N.	Indicators	Total Marks
1	<b>Principle Investigator's Academic Records of higher degree</b> PhD/MPhil/Distinction Distinction (5) First Division (4) Up to Second (3)	5
2	<b>Principle investigator's Publication *</b> Indexed/Refereed: First /Corresponding Author (1 or more : 10) Co Author (2x no of publication up to 5 = 10) Recognized Professional journal: (2 ×no. of publication up to 3 = 6) National conference paper: (1×no. of publication up to 2 =2) International Conference Paper (2 ×no. of publication up to 2 = 4) Relevant book (1or more: 2	10
3	<b>Experience of Research Involvement</b> PhD thesis supervision: 3 or more (5), up to two (3) Master/ M Phil thesis supervision: 3 or more (2), up to two (1) No. of research projects conducted (1×5 = 5)	5
4	<b>Involving other faculties members</b> Two or more Faculties or more including the <b>Principle investigator's PI</b> (10) Only <b>Principle investigator's PI</b> (5)	10
Total		<b>30</b>
Proposal Evaluation (to be evaluated by at least two individual experts)		<b>70</b>
Grand Total		<b>100</b>

**Note:**

1. First step of evaluation should do by REC. The marking will be calculated on the basis of maximum score.
2. The University student refers to the Masters/Bachelors students having completed course work and undergoing thesis work.
3. Any research proposal which needs special attention for ethical issues will send to the institutional review committee for evaluation and permission.

**6. Finalization of the evaluation**

At this stage, the REC reviews the results of the evaluation by independent experts, make their assessment of the proposals based on the advice from these experts and prepare the final evaluation results.

**6.1 Hearing**

REC can also arrange a candidates' presentation of proposal in presence of subject expert, if the evaluation report will not satisfactory.

**6.2 Proposals ranked list**

The REC draws up (a) final list(s) ranked, if appropriate, in priority order of all the proposals evaluated and which pass the required thresholds. Due account is taken of the marks received and of any advice from the independent experts concerning the priority order for proposals.

In drawing up the final ranked list, the REC also take into account the programme priorities (for example, coverage of the programme objectives), compatibility of the proposals with stated Community policy objectives and the available budget.

In all instances, the reasons for arriving at the final ranking are fully set out in writing by the Commission services at the moment of preparing the final ranked list. The ranking of a proposal may foresee conditions for its negotiation, such as i.a. the adjustment of budget,

content, merging with other proposals, or funding up to a certain milestone with the possibility to grant complementary funding following a subsequent call for proposals.

### **6.3 RMC reserve list**

The list of proposals to be retained for negotiation that takes into account the budget available (which is set out in the call for proposals). If necessary, a number of vital proposals can be kept in reserve for the further negotiations on projects.

The coordinators of any proposals held in reserve receive confirmation that negotiations with a view to preparing a contract may be offered, but only if further funding becomes available. This confirmation may also indicate a date after which no further offers of negotiations are likely to be made.

When the budget for the particular call has been used up, any proposals remaining from the “reserve” which it has not been possible to fund will be rejected by a decision of the **PURC research management committee** as set out below and the coordinators will be informed.

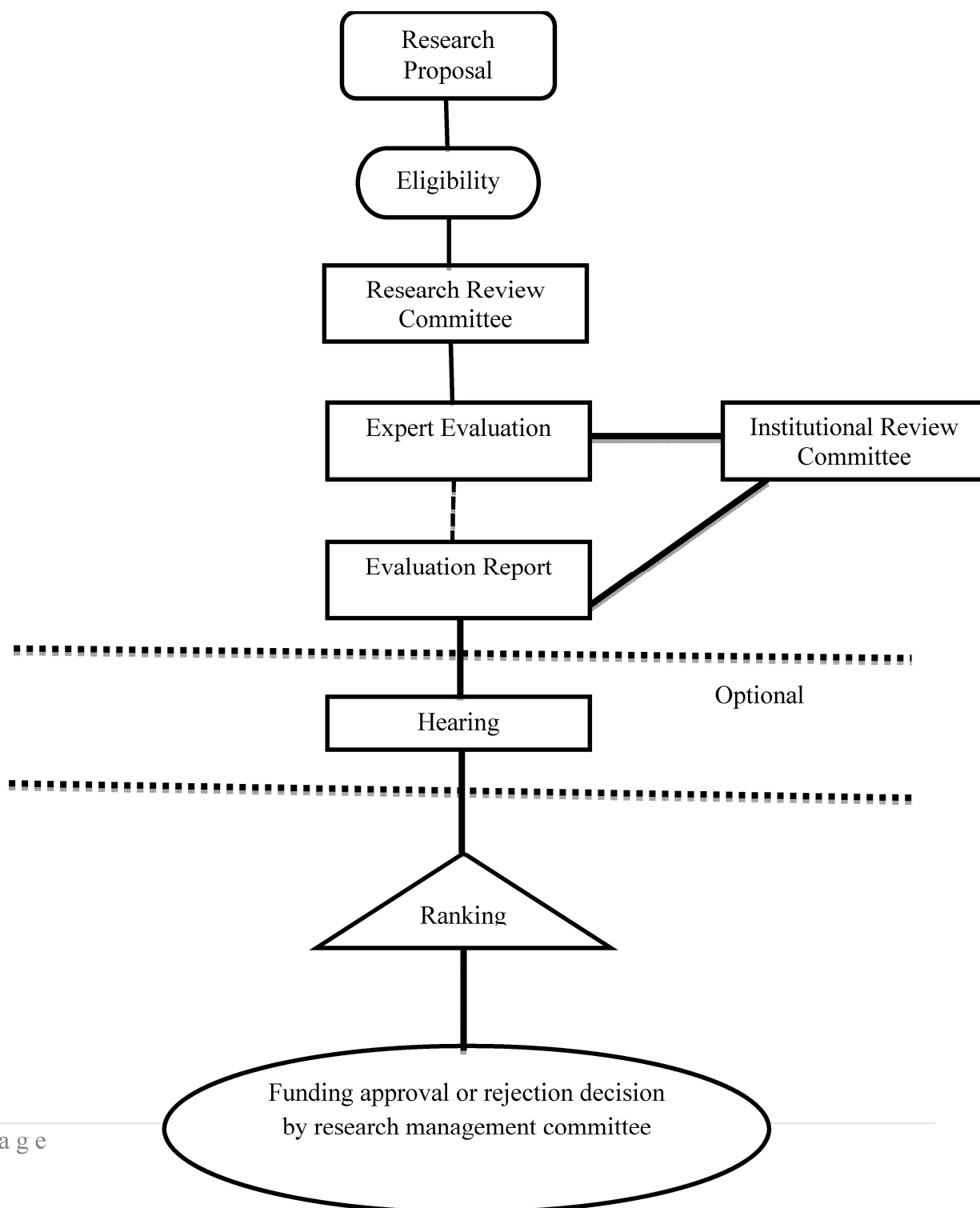
### **6.4 Proposal rejection decisions**

The Proposal rejection decision(s) concern(s) to those proposals found to be ineligible, out of scope, failing any of the individual evaluation criteria or the overall threshold requires to be passed by a proposal to be taken into consideration and those which, because they fall below a certain ranking, cannot be funded for budgetary reasons. The **RMC** also reserves the right to reject proposals below a given rank when it is considered that the level of quality (regardless of threshold or budget availability) is not adequate, notwithstanding the independent experts’ recommendations.

Immediately, after the rejection decision, coordinators of rejected proposals will be informed in writing of the RMC’s decision. The letter informing them also includes an explanation of the reasons for rejection.

## 7. Overall Proposal Selection and evaluation Procedures

- 7.1 Call of the proposal will be published once a year on University Website. Proposal format will make available at website for free download (**Annex A**).
- 7.2 Pre-Proposal check will be done by **PURC administration** whether proposals appear to be eligible and within the scope of the call.
- 7.3 Paper copy of proposal with the authorized signature of investigators/ institutes should be submit at the office of PURC.
- 7.4 Packages containing proposals may be opened, upon arrival, by the **Executive Director** for the purposes of registering the administrative details in databases and an acknowledgement of proposal receipt will send to coordinator/principle investigator by e-mail, fax, or post.
- 7.5 The **Research Evaluation committee (REC)** verifies that proposals which meet the eligibility criteria referred in the call.
- 7.6 **Research Evaluation committee (REC)** will then provide code against the candidates name to each of the received proposals and send to the **Independent Expert/ IRC** for Evaluation.
- 7.7 Proposals ranking list will be prepared by **REC**. If necessary **REC** can also arrange hearing from proposers in order to finalize the ranked list.
- 7.8 The **RMC** will take final decision on the selection of research projects on the basis of proposal ranked list.
- 7.9 For collaborative institutional research grant; **RMC** will form a panel of independent experts. On the basis of evaluation report of panel of experts, **RMC** will approve the collaborative research Grant.

**Overall Proposal Selection and evaluation process chart**

## Annex I

**Appointment letter for Independent Experts**

[date] Ad

(...name of the expert...) (...function...)

(...full address...)

Subject: [Appointment of the independent expert of .... (.name of the program specialty or priority)]

Dear [Mr/Mrs (...name of the expert...)] ,

The PURC would like to request you to assist its services as an independent expert to the evaluation sessions for given proposals received in response to the above-mentioned call[s]

Your evaluation work includes formulating recommendations on the proposals submitted in order to gear research towards optimum achievement of the aims of the programme in line with any guidelines provided to you. You should act impartially, in a totally independent and confidential manner, in your personal capacity and apply to the best of your abilities your professional skills, knowledge and ethics, in accordance with the guidelines and time-schedules. Evaluation work requires you to complete forms and provide comments on proposals and submit these to the **PURC**. In addition, you may be asked to act as a rapporteur or chairperson for consensus discussions or meetings of panels of experts.

On the submission of your evaluation report, you may claim the payment as per the rule of PURC.

.....  
Name.....

Executive Director

Pokhara University Research Center

**Annex II****Code of Conduct for Independent Experts Appointed as Evaluators**

1. The task of an evaluator is to participate in a confidential, fair and equitable evaluation of each proposal according to the procedures described in this guide and in any programme-specific evaluation document. He/she must use his/her best endeavors to achieve this, follow any instructions given by the PURC to this end and deliver a constant and high quality of work.
2. The evaluator works as an independent person. He/she is deemed to work in a personal capacity and, in performing the work, does not represent any organization.
3. The independent expert must sign a declaration of conflict of interest and confidentiality before starting the work, by which he/she accepts the present Code of Conduct. Invited independent experts who do not sign the declaration will not be allowed to work as an evaluator.
4. In doing so, the independent expert commits him/herself to strict confidentiality and impartiality concerning his/her tasks. If an evaluator has a direct or indirect link with a proposal, or any other vested interest, is in some way connected with a proposal, or has any other allegiance which impairs or threatens to impair his/her impartiality with respect to a proposal, he/she must declare such facts to the PURC official as soon as he/she becomes aware of this. In addition the evaluator signs a declaration at the bottom of the individual evaluation report for each proposal that he/she examines for the PURC notifying that no conflicts of interest for this particular proposal exist. The PURC ensures that, where the nature of any link is such that it could threaten the impartiality of the evaluator, he/she does not participate in the evaluation of that proposal, and, if necessary, competing proposals.
5. Evaluators may not discuss any proposal with others, including other evaluators or PURC

officials not directly involved in the evaluation of the proposal, except during the formal discussion at the meetings moderated by or with the knowledge and agreement of the responsible PURC official.

6. Evaluators may not communicate with proposers, except in the case of panel hearings between evaluators and proposers organized by the PURC as part of the evaluation process. No proposal may be amended during the evaluation session. Evaluators' advice to the PURC on any proposal may not be communicated by them to the proposers or to any other person.

7. Evaluators are not allowed to disclose the names of other evaluators participating in the evaluation. The PURC makes public lists of names of appointed evaluators at regular intervals without indicating which proposals they have evaluated.

8. Evaluators are required at all times to comply strictly with any rules defined by the PURC for ensuring the confidentiality of the evaluation process and its outcomes. Failure to comply with these rules may result in exclusion from the immediate and future evaluation processes, without prejudice to penalties that may derive from other applicable Regulations.

**Annex III****Conflict of Interest and Confidentiality Declaration**

I, the undersigned, confirm that I have read, understood and accepted the code of conduct for independent experts established in Annex B to the appointment sent by the PURC related to the performance of the evaluation tasks.

I declare that I have not submitted, nor am I, to my knowledge, directly or indirectly involved in any proposal submitted for evaluation under the ..... Call for Proposals.

In particular, I undertake to inform the PURC officials immediately if I discover any conflict of interest, direct or indirect, with any proposal that I am asked to evaluate or which is the subject of discussion in any evaluation meeting at which I am present.

I also declare that I will not reveal any detail of the evaluation process and its outcomes or of any proposal submitted for evaluation without the express written approval of the PURC. In case of evaluation carried out outside PURC controlled premises, I understand that I will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent and for returning, erasing or destroying all confidential documents or files upon completing the evaluation, unless otherwise instructed.

Signed .....

Name .....

Date.....

## Annex IV

## Pokhara University Research Center

## Evaluation Format for collaborative instructional/ Faculty Research

Code No.- ...

Category...

S.N	Indicators (I = 0, 1, 2, 3, 4, or 5)	Absent (0)	Very poor (1)	Poor (2)	Satisfactory (3)	Good (4)	Excellent (5)	Score
1	<b>Title of Proposed Research (Max: 5= a, b x0.5 x I)</b> 1. Reflection of the proposed study on the title 2. Framing of the title structure							
2	<b>Background Information (Max: 10 = a, b, x1 x I)</b> 1. Contextual information 2. Issue/Problem identification							
3	<b>Research Objectives (10= a, b, c, d, x .5 x I)</b> 1. General objectives 2. Specific objectives/Research Questions 3. Title - objective/Research Question match 4. Objectives/Research Questions Achievable/Doable							
4	<b>Rationale/ Significance of the Study (25)</b>							
	a. Academic Significance (10 = a x 2x I) (New knowledge, knowledge modification, addition or confirmation of previous knowledge)							
	b. Application Use: (15 = b x 3 x I) (Industry, business, national issue, teaching/learning)							
5	<b>Research Methodology and Data Analysis (30 = a, b, c, d, e, f x 1 x I)</b> 1. Research design 2. Approach 3. Justification of approach 4. Information collection/generation 5. Framework for analysis 6. Work plan							
6	<b>Expected Outcome of Study (20= a, b, c, d, x 1 x I)</b> 1. Consistency with the Objectives/Methodology 2. Research based/Realistic 3. Contribution (Social/Economic/Knowledge/National) 4. Relevance							
							Total	

## Appendix A

**Pokhara University Research Center  
Dhungepatan, Lekhnath, Kaski**

**Faculty Research Proposal**

**1. General Information**

A1. School/College			
A2. Faculty			
A3. Category (Please Tick)			
	1. Humanities & Social Science		
	2. Health Sciences & Nursing		
	3. Engineering		
	4. Management		
Specify the other Category			
A4. Title of project			
A5. Area of specialization of study			
A6. Proposed duration in months			
A7. Proposed starting Date			

**2. Principle Investigator/Team leader's information**

B1. Full Name					
B2. Gender		B3. Specialization			
B3. Date of Birth		B4. Highest Degree			
B5. Citizenship		B6. Job Position			
B7. Contact No.		Email Add.			
<b>B8. Academic Records (SLC onwards of latest first)</b>					
Degree	Passed Year	Major group/Subjects	Division/ Grade	Percentage	Board/University

<b>B9. Principle Investigator/Team Leader's employment record</b>					
Period of Service		Designation	Employments Name and address	assignment	Temporary/ Permanent
From	To				

<b>B10. Principle Investigator/Team Leader's Research experience</b>			
Title of Study	Employer/University/ Any Other Agency	Contribution	Duration

<b>B11. Principle Investigator/Team Leader's Publication Record</b>		
Date of Publication	Title	Publisher

**C1. Co investigators/ Team Members Record**

Full Names	
1	4
2	5
3	6

<b>C2. Co investigators/ Team Members Academic Record ( SLC onwards of latest first)</b>					
Degree	Passed Year	Major group/Subjects	Division/ Grade	Percentage	Board/University

Each member fills in separate table.

Each member fills in separate table.

Each member fills in separate table.

**E1. Scope of involving University Students in the proposed research**  
Please specify precisely how university students would be involved in the research project.

Please mention the nature, extent and need of collaboration with other Institutions and their specific role. Give name, address, e-mail ID and Tel no. of the Institutions. Please attach supporting letters of the collaborating Institutions

## 2. Detailed Proposal

Proposal should be clear, concise, well-structured and to the point document with a focused title that communicates the purpose of the study.

(Limit it within 10-12 pages and prepare the Proposal in APA format using following as the major components)

### Section -I

#### 1. Research Title

--

#### 2. Proposal Summary (Maximum of 500 words)

--

#### 3. Introduction

##### 3.1 Background of Study (Maximum of 500 words)

--

#### 4. Research Objectives / purpose / aim of the study:

##### 4.1 General

--

## 4.2 Specific

--

## 5. Rationale/ Significance of the Study

--

## 6. Research Methodology and data analysis

## 6.1 Research Method

Qualitative ☐Quantitative ☐Combined ☐

## 6.2 Study Variables

--

## 6.3 Types of Study (Specify)

--

## 6.4 Study unit

--

## 6.5 Sampling methods and technique (Specify)

--

**6.6 Sample size (with justification)**

--

**6.7 Criteria for sample collection**

--

**6.8 Data collection techniques/methods (Specify)**

--

**6.9 Data collection tools**

--

**6.10 Validity and reliability of study tools**

--

**6.12 Plan for data management and analysis**

--

6.13 Work Plan (should include duration of study, tentative date of starting the project and work schedule )

7. Limitation of study

8. Expected outcome of study

9. Plan for Dissemination of Research Results

10. Relevance to the national priority and needs

--

11. Bibliographies for review

--

**Section –II Budgeting**

Provide with a tabular form of detailed information related to the cost of this study including university fee, field works, experimentation, books, study visits, seminar disseminations, printing and stationary, equipment, computers, and so on. Also mention the various sources of funding your research and available facilities, if the financial contribution provided by PURC may not be sufficient to meet all your study expenses.

**Undertaking by the Principal Investigators/ Team Leader**

*It is solemnly affirmed that I have read and understood the conditions of the award of this program advertised in the Pokhara University Website and that the decision of the PURC would be final and binding. In the event that my progress as the team leader of the project is found unsatisfactory at the periodic evaluation during the period of our study, I shall be liable to disciplinary action which may result in termination my involvement in this project.*

Name:

Date:

Signature:

# Guidelines for Faculty Research Grant

## 1. Introduction:

This internal grant program of PURC exists to promote scholarly research and inventive activities. Full-time faculty members of Pokhara University, whose appointments extend beyond the current academic year, are eligible to submit applications for this grant. Junior members of the faculty are especially encouraged to apply. The goal of the Grant is to support new or early stage research and creative activity that will lead to the ability to attract external grants as well as to produce journal publications or scholarly books that will enhance the researcher's reputation and research profile.

## 2. Objective:

The objective of the Faculty Research Grant is to support junior faculty members who have demonstrated or shown promise of developing an academic research program, and whose ideas are of sufficient scope and creativity that they have good prospects of attracting additional fund at the national/International level.

## 3. Eligibility

- I. The candidates should be working at Pokhara University as full time teaching faculty. Assistant professors with provision of involvement of University Students will be given top priority. (The University student refers to the Masters/Bachelors students having completed course work and undergoing thesis/project work.)

- II. The candidates should possess high level of academic excellence and passion for improving their academic writing skills through inquisitive learning and research.
- III. Senior faculty member, associate and full professors can also apply to initiate a new line of research. However, they are recommended to apply for institutional collaborative research grant.
- IV. The research proposals should reveal the intended outcomes and expected contributions in the field of academic teaching learning in long run for excellence.
- V. Persons who have been currently enjoying Faculty Research Grants from PURC or their own Faculty are not eligible to apply. Faculty members may receive only one faculty research grant per year, regardless of whether the applicant is the principal or co investigators.
- VI. All other things being equal, a proposal from a new faculty member who has not received any fund in the past, will receive preferential consideration.

#### **4. Grant Amount:**

Up to 1, 00000.00 (One Lakhs NC) for each project.

#### **5. Grant Release procedure**

- I. The grants will be distributed in three installments.
- II. Forty percent of total approved fund will be released as advanced in first installment upon signing of Grant award agreement paper (**Appendix-I**).
- III. Another forty percent of total approved fund will be released as Second installment upon the submission of satisfactory progress report (**Appendix-II**).
- IV. Remaining twenty percent of total approved fund will be release as third installment upon publishing their research results or submission of edited version of the final report in an approved format.

**Appendix-I**

**Pokhara University Research Center  
Dhungepatan, Lekhnath, Kaski**

**Faculty Research Grant Award Agreement**

**Contract No:**

Pokhara University Research Center (PURC), and Dr/Mr/Mrs/Miss.....  
the ‘Principal Researcher’ of Research Group with following members’ agree to accomplish the  
under mentioned terms and conditions in connection with the facilitation of faculty research  
grant award:

Name of Faculty Member	Institution	Signature

**Terms and conditions**

- I. The Researcher agrees to complete the research project .....in a period of ..... months/years starting from..... .
- II. All the terms and conditions mentioned in the PURC ‘Guidelines on Proposal Evaluation and selection procedure for the Implementation of Research Funding’ including amendments will be applicable for this research project.
- III. The Principal Researcher states that She/he is a full time faculty member of the respective institution and has not taken any other full time faculty responsibility. If found otherwise, the award will be withdrawn to PURC.
- IV. The Principal Researcher agrees to commit that she/he would be available in the institution for the whole period of the research.
- V. The Principal Researcher agrees to take full responsibility and accountability for the accomplishment of the research work.

- VI. The research work will be based on only the stated institution. In case research work needs to be carried out in collaboration with other institution, prior approval will be obtained from PURC with justification. Request for approval of such collaboration is desired to be accompanied by a letter of approval from the collaborating institution.
- VII. The Principal Researcher states that the same proposal has not been funded from any other agencies. If found otherwise, the research project will be suspended and the installment received will be withdrawn to PURC. Such researcher will be recorded as unfit for future research grants of PURC.
- VIII. The faculty research grant-award is non-transferable to other researcher.
- IX. The Principal Researcher agrees to submit three hard copies and an e-copy of revised proposal, detailed research methodology and tools used, draft report and final research report through the respected institution in stipulated format including abstract and one electronic version of final report to PURC.
- X. Failure to continue the study or accomplishment of the research owing to researcher's/group's performance will generally lead to return of total amounts disbursed in this connection.
- XI. 'Unsatisfactory' progress may lead to discontinuation of the funding with a 15 day's prior notice by the PURC.
- XII. In case of disputes, the decision made by Research Management Committee (RMC) of PURC will be final.
- XIII. The researcher agrees to maintain professional ethics.
- XIV. PURC reserves the right to monitor the progress and make suggestions when needed.

For PURC

.....

Signature

Name:

Executive Director

Date:

Seal:

Principal Investigator

.....

Signature

Name:

Designation:

Date:

**Appendix-II**

**Pokhara University Research Center  
Faculty Research Grant  
Progress Report**

PURC Contract No:

Date of Reporting:

**Part A: The Project and Investigator(s)****1. Project Title:****2. Investigator(s) and Academic Department(s) Involved**

<b>Research Team</b>	<b>Name/Post</b>	<b>Department/School/Faculty</b>
Principle Investigator		
Co- Investigators		
Others		

**3. Project Duration**

Project Start Date	
Project Completion Date	
Time Expends	

**4. Project Expenditure****4.1 Sources of funding:**

<b>Source</b>	<b>Amount (NC)</b>
PURC	
Institution	
Others (please specify)	
Total budget	

**4.2 Budget & Expenditure:**

Direct Cost	Expenditure incurred	Expenditure incurred	Expenditure to date
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	up to the last reporting period (a)	in current reporting period (b)	(a + b)

4.3 Balance: \_\_\_\_\_ ( \_ % of Total budget)

## **Part B: Report on Project Progress**

### **5. Project Objectives**

5.1 Objectives as per original application

- 1.
- 2.
- 3.

### **6. Research Activities**

6.1 Research activities in relation to the project objectives that were carried out up to the current Progress Report :

6.2 Other Research Activities

*(please state the scope of investigation undertaken; results achieved; problems encountered; deviations from the original plan and the reasons for doing so etc.)*

6.3 Areas addressed and results expected during this reporting period:

6.4 Summary of objectives addressed to date:

Objectives (as per 5.1 )	Addressed (please tick)	Percentage achieved (please estimate)
1.		
2.		
3.		

4.		
----	--	--

6.5 Areas to be addressed and results expected in the next reporting period:

### **Part C: Research Output**

**7. Journal publication(s) arising directly from this research project** *(Please attach a copy of the publication and/or the letter of acceptance if not yet submitted in the previous progress report(s). All listed publications must acknowledge the funding support of the PURC by quoting the specific grant reference.)*

The Latest Status of Publications				Author(s) <i>(denote the corresponding author with an asterisk*)</i>	Title and Journal/Book <i>(with the volume, pages and other necessary publishing details specified)</i>
Date of publication	Date of Acceptance (For paper accepted but not yet published)	Under Review	Under Preparation (optional)		

**8. Recognized National/international conference(s) in which paper(s) related to this research project was/were delivered** *( Please attach a copy of each conference abstract)*

Month/Year/Place	Title	Conference Name

**9. Dissemination of research results (other than 7 and 8)**

*(Please attach a copy of the item(s) if they have not yet been submitted in the previous progress report(s). All listed items must acknowledge PURC funding support by quoting the specific grant reference.)*

Month/	Information disseminated, Format and	Users/ Audience

Year	Methods of dissemination	

**11. Student(s) trained** *(please attach a copy of the title page of the thesis)*

Name	Degree registered for	Date of registration	Date of thesis submission/ graduation

**12. Other impact** *(e.g. award of patents or prizes, collaboration with other research institutions, technology transfer, etc.)***Principal Investigator**

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_