The UGC Research Development and Innovation Programs
Implementation Guidelines 2017

Third Edition
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(Approved by the University Grants Commission on 18th of January 2017)

University Grants Commission
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Nepal
# Acronyms

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<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>CC</td>
<td>Cluster Committee</td>
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<tr>
<td>Co-I</td>
<td>Co-Investigator</td>
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<tr>
<td>EC</td>
<td>Evaluation Committee</td>
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<tr>
<td>HEI</td>
<td>Higher Education Institution</td>
</tr>
<tr>
<td>HEP</td>
<td>Higher Education Policy</td>
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<tr>
<td>HERP</td>
<td>Higher Education Reforms Project</td>
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<tr>
<td>NPHRD</td>
<td>National Program for Higher Education Research and Development</td>
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<tr>
<td>PI</td>
<td>Principal Investigator</td>
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<tr>
<td>PIM</td>
<td>Project Implementation Manual</td>
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<tr>
<td>PS</td>
<td>Professional Society</td>
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<tr>
<td>QIP</td>
<td>Quality Improvement Programs</td>
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<tr>
<td>RC</td>
<td>Research Council</td>
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<tr>
<td>RD</td>
<td>Research Division</td>
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<tr>
<td>RDI</td>
<td>Research Development and Innovation</td>
</tr>
<tr>
<td>RI</td>
<td>Research Institution</td>
</tr>
<tr>
<td>RIC</td>
<td>Research Integrity Committee</td>
</tr>
<tr>
<td>RMC</td>
<td>Research Management Cell</td>
</tr>
<tr>
<td>SHEP</td>
<td>Second Higher Education Project</td>
</tr>
<tr>
<td>TBD</td>
<td>To be decided</td>
</tr>
<tr>
<td>UGC</td>
<td>University Grants Commission</td>
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<tr>
<td>URDIPIG</td>
<td>UGC Research Development and Innovation Programs Implementation Guidelines</td>
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SECTION I: INTRODUCTION AND IMPLEMENTATION ARRANGEMENT

1.1: About this Guideline

The UGC Research Development and Innovation Programs Implementation Guidelines 2017 is a revised edition of the earlier Guideline (The UGC Research Development and Innovation Programs Implementation Guidelines 2016) and it covers all quality and research support programs of the University Grants Commission including both the annual Quality Improvement Programs (QIP) of the UGC and the Research Development and Innovation Support (Disbursement Linked Indicator -7A) component of the Higher Education Reforms Project (HERP).

This document may be referred to as “The UGC Research Guidelines” for brevity.

All programs in this document are referred to as the UGC Research Support Programs and the funding allocation (QIP or HERP) is indicated where relevant. The funding allocations and support provisions may be adjusted by the UGC in line with the contextual priority needs and the scope of budgetary provisions.

1.2: Definition of the Key Terminologies

a. Cluster Committee (CC): A group of expertise-style committee, consisting of members drawn from a specific subject area covering full ranges of activities across the universities. The members are responsible for the evaluation of proposals using predetermined criteria and for monitoring the progress of the UGC-supported activities.

b. Co-Investigator (Co-I): A Faculty Member in the research team led by the Principal Investigator

c. Collaborative Research: A large sized research grant for at least three collaborating faculty members has been named “Collaborative Research Grant” in the UGC Research Support Programs. Research collaboration is a major focus of this program.

d. Evaluation Committee (EC): The committee comprising coordinators of Cluster Committees and high-level research professionals formed to provide technical and professional support to research programs, evaluation and research guidelines.

e. Faculty Category: A quota of Fellowship reserved for Faculty members. Candidates who are awarded with such awards may also referred to as Faculty Category.

f. Faculty Member: University teacher and researcher appointed as a faculty member.

g. Faculty Research: This refers to the research conducted by faculty members with the involvement of graduate students. A medium sized research grant for at least two collaborating faculty members has been named “Faculty Research Grant” in the UGC Research Support Programs.

h. Higher Education Institutions (HEIs): Universities, affiliated campuses, research centers and any structures within them are collectively referred to as Higher Education Institutions.

i. Indexed Journals: Journals that are indexed by international indexing services.
j. **Peer-reviewed Journal:** Scholarly journal which uses the peer-review process to accept the manuscript for publication. Also known as refereed journal.

k. **Principal Investigator (PI):** A Faculty Member who is the leading investigator for a given research project. The Principal Investigator bears the responsibility of leading the team and the project.

l. **Professional Society (PS):** Any registered society of professionals from a specific discipline

m. **Ranked Journal:** Journal included in Web of Knowledge (Thomson Reuters) Journal Citation Reports or SCImago Journal Ranking.

n. **Research Council (RC):** An advisory body within the UGC to advice on matters related to research; it also functions as the apex body for research-related activities of the UGC.

o. **Research Fellow/Staff:** A researcher engaged in research being conducted in Higher Education Institutions and Research Institutions. It may also include supporting research staff.

p. **Research Institutions (RI):** Research Centers of Universities, national research institutions, and for collaborative purpose, non-governmental or international research institutions are collectively referred to as Research Institutions.

q. **Research misconduct:** Any wrongful act of fabrication, falsification or plagiarism of research documents

r. **Responsible Conduct of Research:** Activities that maintain ethics and integrity of research and its reporting

s. **Small Research Development and Innovation (Small RDI):** This involves small research development and innovation activities that lead or contribute to the generation of commercially or socially valuable technology, product or knowledge. Project representing any step, from the basic or applied research to the experimental development and innovation, is recognized as the RDI for the purpose of support.

t. **Young Student Category:** A quota of Fellowship open for all including fresh students

### 1.3: Higher Education Reforms

One of the important roles of the University Grants Commission (UGC), as envisioned in its Act, is to support research activities in universities. This support is an integral part of enhancing the quality and relevance of higher education in the country. Since its inception, the UGC has been providing a number of grants. These include PhD and MPhil fellowships to faculty and young students, thesis support grants to students, mini-research grants to junior faculty members, support for trainings and seminars, and travel grants for faculty members. The UGC has also been supporting activities related to research and quality of education in the country’s higher education institutions. The Second Higher Education Project (SHEP), 2007-2014, a major reform initiative of the government of Nepal supported by the World Bank, helped enhance the capacity of the UGC as well as expand research activities of faculty members and students in higher education institutions. The UGC has established the Research Division as a permanent functional entity for facilitating policy formulation and management of its research support and fellowship programs. It has set up a comprehensive research funding structure consisting of the Research Council, the Evaluation Committee, and various subject area-specific Cluster Committees for effective and efficient management of research funds. It has brought into function a mechanism and procedure for competitive selection of candidates for research support award. The SHEP helped introduce new provisions on faculty research award, institutional research award and PhD scholarship. It also helped strengthen the thesis support program and research methodology training. It has
helped the higher education institutions consolidate their research capacity by supporting the establishment of research management cells. It has opened industry and university dialog, and most importantly, initiated a dialog on culture of inquiry. It has also helped strengthen libraries and laboratories. The overall goals of the SHEP research support was to help improve quality of higher education teaching and learning practices by inculcating research culture in higher education institutions in order to make higher education more relevant to national needs and priorities.

Drawing on the experience and outcomes of the Second Higher Education Project (SHEP), the current Higher Education Reforms Project (HERP) 2015-2020, has planned to consolidate the UGC research funding system and extend research funding to further enhance academic excellence through research development and innovation (RDI). The HERP has undertaken four major areas for reform:

1. strengthening higher education system;
2. reform in higher education programs;
3. enhancing equity and inclusion in access; and
4. enhancing academic excellence through research, development and innovation.

The funding of the HERP is based on seven important disbursement linked indicators (DLIs). Academic excellence through research, development and innovation constitutes the seventh DLI. The DL17 is further divided into two components. One component (DL17B) is for supporting Tribhuvan University to hire a certain number of faculty members through a special selection for academic excellence in research, and the other component (DL17A) is for supporting research, development and innovation in all higher education institutions in Nepal through the University Grants Commission. The HERP emphasizes on linking research funding with national priorities.

1.4: Objectives of Research Funding

The primary purpose of the Quality and Research Support Programs of the UGC is to promote research, development and innovation through research funding to HEIs, faculty members and students as well as to strengthen research infrastructure of HEIs in the country in line with the Higher Education Policy 2016. It also draws on the objectives of the broader framework of the proposed National Program for Higher Education Research and Development (NPHERD) and its currently implemented component, the Higher Education Reforms Project (2014-2020), and the national developmental priorities outlined in the Fourteenth Plan Approach Paper (2016).

Increasing the opportunity for academic programs and research that are useful, relevant and internationally competitive in quality, making the research inherent to higher education, research capacity development, inculcation of investigative and inquisitive academic culture in higher education institutions and increase in research output are major objectives, policy and strategy statements of the Higher Education Policy 2016.

The National Program for Higher Education Research and Development stresses on identifying and developing research, innovation and academic programs in the areas of national priorities and potential for excellence. The Fourteenth Plan Approach Paper envisions innovative human capital for social and economic transformation through higher education that is made accessible, competitive and research oriented by increasing investment
in science, technology and research, capacity development, and collaboration between university and research institutions.

The Higher Education Reforms Project (2014-2020) has as a major component of the project programs to support higher education institutions towards achieving academic excellence in priority areas through research, development and innovation awards. The priority area is defined as areas of potential academic excellence, science and technology, and areas of developmental priority. Research output as the quality and the volume of publication in peer-reviewed journals is major measure for the success of the RDI support programs of the project.

1.5: Guiding Principles of Research Funding

The UGC employs the following set of principles in selection, implementation, monitoring and evaluation of research support programs. These principles draw on Principles for Scientific Merit Review endorsed at the May 2012 Global Summit on Scientific Merit Review as well as national policies of the HERP and practices at the UGC.

Table 1.1: Guiding Principles of Research Funding

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<td>1. Standard of Research</td>
<td>A research is a scientifically designed and planned study carried out within an institutional framework and support, carried out or supervised by an investigator or a team of investigators with adequate knowledge about the subject of research and relevant regulatory issues, and training in the methodology and methods being applied in the research.</td>
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<tr>
<td>2. Research Funding</td>
<td>Funding for a research project shall be based on the scientific merit review of the grant proposal and credentials of the researcher including research output from the previously funded projects.</td>
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<td>3. Competence</td>
<td>A single investigator must be either professionally competent for independent research or be supervised by a qualified supervisor/collaborator.</td>
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<td>4. Participation of Student</td>
<td>It is mandatory for all research projects funded by the UGC to involve students for their theses and academic advancement.</td>
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<tr>
<td>5. Research Output</td>
<td>All research funding must have targeted output. The primary output for research grants are students theses, conference presentations and publication in peer-reviewed journals.</td>
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<td>6. Timeliness</td>
<td>Each program to be executed and accomplished within the given timelines. Unjustified delays in progress reporting and completion should have appropriate penalties.</td>
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<tr>
<td>7. Fiscal Responsibility</td>
<td>No grants are personal income of the grantee. Grants must be used responsibly according to the proposal and in compliance with the applicable conditions of the UGC and relevant laws. Funding must be acknowledged in research publications.</td>
</tr>
</tbody>
</table>
| 8. National Priority        | National priority is an *a priori* appraisal of academic and
developmental priorities and one of the indicators for the evaluation of the proposal. Researcher must be allowed to explain the proposed project’s association to the national priority.

<table>
<thead>
<tr>
<th>9. Communication</th>
<th>Timely communication of information through pre-specified channels</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Integrity and Ethics</td>
<td>Maintenance of professional integrity and ethics in research activities, review process and administration must be maintained. Fabrication, falsification, plagiarism, misuse of fund and harmful activities are research misconduct and is punishable.</td>
</tr>
<tr>
<td>11. Participation</td>
<td>Wider participation of beneficiary institutions and individuals must be sought at every level of planning, implementation, monitoring, and control mechanism. Underprivileged group must be given due benefit for equitable participation.</td>
</tr>
<tr>
<td>12. Quality Control and Assurance</td>
<td>The research funding procedure must have a mechanism for quality control and assurance in the proposal review and awarding of the grants</td>
</tr>
<tr>
<td>13. Grievance Redressal</td>
<td>There must be a mechanism and procedure for accepting and addressing the grievances of the applicants and stakeholders</td>
</tr>
</tbody>
</table>

**Scientific Merit Review**

<table>
<thead>
<tr>
<th>1. Quality</th>
<th>Proposals, reports and publication must be evaluated based on intellectual merit, academic value and potential technological and societal impact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Expert Assessment</td>
<td>Reviewers should have the appropriate knowledge and expertise in the broad context of the research field, specific objectives and methodology. Reviewers should be selected according to clear criteria.</td>
</tr>
<tr>
<td>3. Transparency</td>
<td>Decisions must be based on clearly described rules, procedures and evaluation criteria that are published <em>a priori</em>.</td>
</tr>
<tr>
<td>4. Impartiality</td>
<td>Proposals must be assessed fairly and on their merit. Conflicts of interest must be declared and managed according to defined processes.</td>
</tr>
<tr>
<td>5. Appropriateness</td>
<td>The review process should be consistent with the nature of the call, with the research area addressed, and in proportion to the investment and complexity of the work.</td>
</tr>
<tr>
<td>6. Confidentiality</td>
<td>All proposals, including related data, intellectual property and other documents, must be treated in confidence by reviewers and the UGC. The identity of reviewers involved in the peer-review process must be kept confidential.</td>
</tr>
</tbody>
</table>
1.6: Research funding policy
Following policies are adopted to encourage productivity, quality, fairness and responsible conduct of research and to discourage negligence and research misconduct.

1. **No conflict of interest** – Persons with the conflict of interest with the UGC are not allowed to apply for the UGC funding. UGC board members, members of the Research Council, the Evaluation Committee, the Research Integrity Committee and the Cluster Committees, UGC employees and members from other active committees formed by the UGC are not eligible to apply for the UGC funding.

2. **Reward for performance** – Researchers who have received the UGC research funding previously and have published the work in peer-reviewed journals and fulfilled all required obligations as per contract with the UGC are eligible to apply for the UGC research funding in the same or a new area.

3. **Penalty for non-performance** - Researchers who have received the UGC research grant previously and have not published the work in peer-reviewed journals are not eligible to apply for the UGC research grant for five years counting from the date of submission of the final report to the UGC. Those who have not submitted the final report or not approached to the UGC to settle any dues and arrears are not eligible to apply for the UGC research grant.

4. **Limitation on grant proposal submission** – A faculty member can submit not more than one grant proposal in one application season. An investigator of the UGC funded research project/program who has not completed the project/program can not apply for a new grant/program.

5. **Honesty in application for the UGC funding** – Any application for the UGC support must be made in good faith. Any fraudulence in application, if proven, will result in cancelation of the application and placing of the applicant in the **UGC Barred List**.

6. **Research output** - All research grants have targeted output that includes students theses, conference presentations and publication in peer-reviewed journals. Publication in peer-reviewed journal is mandatory for all research projects. Investigator should plan so as to publish the research work as soon as possible. The final report to the UGC should include publication or a proof of process towards publication (Submission to journal, Acceptance for publication or a journal-ready manuscript).

7. **Procedure for dealing with the delay** – Researcher who are unable to complete the assigned work in the specified time are required to request for the extension of the deadline before the deadline by furnishing the justification. Those who do not complete the work within the extended deadline and do not contact the UGC shall be placed in the **UGC Barred List** to be published in the UGC website and any remaining installment of funding will be forfeited. Those who request and are granted the extension of one year but fail to submit the Final Report within the extended deadline will be placed in the **UGC Barred List** and the remaining installment will be forfeited. They will be cleared from the **UGC Barred List** if they submit the Final Report within next one year. Beyond that they will be placed in the **UGC Barred List** permanently. The actions on part of the grantee and the consequences are listed in the following table:

Table 1.2: Consequences of not meeting the deadline for completion
The UGC Research Development and Innovation Programs Implementation Guidelines 2017

The UGC may apply this policy to settle the similar issues with the research grants and supports awarded in previous years.

8. Abandonment due to Circumstances beyond Control – If a funded project/program is to be abandoned due to circumstances beyond its reasonable control, the grantee must immediately inform the UGC and fully cooperate to take appropriate action by the UGC. In case of abandonment, previously unreported expenditure in the project/program (any expenditure since the last Progress Report submitted to the UGC) is to be refunded to the UGC.

9. Policy on replacement of investigator – Except for the circumstances beyond control, the Principal Investigator and Co-Investigators of the UGC funded research project must commit to complete the project. In case of termination of involvement of any Investigator under the circumstances beyond control, the UGC may consider to give a qualified Co-Investigator the responsibility of the Principal Investigator and recruit a new Co-Investigator. For selecting a new Investigator or for granting new responsibility to the existing Co-Investigator, the UGC will conduct the process of application followed by the selection based on the evaluation of the application and an interview with the applicant by the UGC.

10. Research misconduct - The cases of research misconduct including fabrication, falsification, plagiarism and unethical conduct will be addressed with the due process of the UGC Procedure for Addressing the Allegations of Research Misconduct (see the Section 1.15.2 for elaboration).

11. Funding limit –Except for the limit specified as the Minimum Limit, all other funding limit specified by the UGC for particular programs are ceiling on funding for those programs. Requests for the UGC funding must be based on the actual need of the proposed activity within the limit of the UGC funding. The UGC may also assess and determine the funding need of the proposed activity and make decision accordingly. After the completion of the program, any surplus of the UGC fund must be returned to the UGC. The Minimum Limit, if specified, is the commitment of the UGC for the minimum funding. In such case, the UGC assesses the funding need based on the proposal and determines the funding for awarding.

12. Allocation of awards – The UGC allocates numbers (quota) of awards for each program annually based on the projected demand and the budget allocated. The UGC may adjust the quota in order to maintain a reasonable competition. In case of inadequate applications, the
UGC may reduce the quota and/or make a call for a second time. In case of excessive applications, the UGC may increase the quota upon the availability of funding. When increasing or reducing the quota, attempt shall be made towards making the quota to applications ratio 3:4.

13. **Duplicate grants** – Funding from the UGC cannot be used as a duplicate grant for the same activity funded by other sources or programs. It is applicant’s obligation to inform the UGC at the time of application of any funding already received or any process made towards receiving such funding. Failure to inform or misinformation regarding existing or in-progress funding from other source is regarded as a deception to the UGC and is punishable.

14. **Financial management of the grant** - The UGC research grant is funding for the awarded research project and therefore, notwithstanding any deduction in tax in compliance with any applicable law, must not be treated as the personal income of the awardee. The grant is disbursed to the project through the host institution of the researcher or directly to the researcher depending upon the nature and scope of the program determined by the UGC. All research projects, regardless of the disbursement mode, must maintain the project accounting and follow the financial norms and law of the land when making procurement and payments. When making payments to service provider, proof of deduction in amount paid by 15% income tax for professionals and 1% TDS for laborers/porters (source: Income Tax Act of 2058) must be maintained. Any hindrance and unscrupulous delay in disbursement or misappropriation of the fund on part of the institution, the supporting staff and the researcher shall be regarded as the abuse of authority and breach of trust with the UGC. In such cases, the UGC will take appropriate actions that might include termination of the grant, refunding of the grant, placing the institution and individual in the **UGC Barred List** and forwarding the case to appropriate governmental agency.

15. **Policy regarding Tax Deduction at Source on grants** – In the event any research grant requires Tax Deduction at Source, the UGC will provide additional fund to cover the exact amount of the calculated tax.

16. **Involvement of students** – All research projects funded by the UGC must include as many students as possible for their theses, dissertations and student project required for degrees. The minimum number of students for involvement is specified for each research support program. The Principal Investigator and Co-Investigator act as the Primary Supervisor or Co-Supervisors to the students. It is Principal Investigator and Co-Investigators responsibility to generate appropriate thesis research projects from the UGC funded project by making necessary adjustment. As the students should follow the academic calendar and other requirement of the respective institution, it is the Principal Investigator and Co-Investigators responsibility to appropriately plan and supervise the students. The final report of the research project to the UGC may include completed as well as in-progress theses of the students.

17. **Policy for underprivileged group and institutions** – Students and faculty members from the underprivileged group receive additional marks during the evaluation of the application for Fellowship, Research Grants and Supports. Individuals belonging to Janajati, Madhesi and Dalit groups, women, persons with disability and individuals working in the institutions in the remote districts or community campuses are regarded as the underprivileged group. Community campuses and institutions from the remote districts are regarded as the underprivileged institutions for the purpose of research support. Applications from the
underprivileged institution receive additional marks during their evaluation for the award. Similarly, any research collaboration involving underprivileged institution receives additional marks during its evaluation for the award. The UGC may draft special provision to encourage such collaboration.

18. **Recognized foreign universities** – For the purpose of the UGC funding including Fellowship to Nepali Faculty Members and Students, and research collaboration, only the public universities, institutions recognized or accredited by respective country’s national board/agency or the universities listed in the Times Higher Education World Universities Ranking, QS Top Universities, and Academic Ranking of World Universities (ARWU) are regarded as Recognized Foreign Universities.

1.7: **Subject Clustering**

All subjects taught in Nepali universities and all research areas relevant to teaching and the national priority are eligible for the UGC support. For convenience, subjects are grouped into the following seven clusters:

1. Agriculture and Forestry;
2. Engineering;
3. Education;
4. Health Sciences;
5. Humanities and Social Sciences;
6. Management; and
7. Science and Technology

Law and legal studies are included in the Humanities and Social Sciences Cluster. Agriculture and Forestry, Engineering, Health Sciences and Science and Technology clusters are regarded as ‘technical clusters’ and the rest as ‘non-technical clusters’. Subject clustering can be revised based on the need and recommendations from the Research Council and the Evaluation Committee.

<table>
<thead>
<tr>
<th>Broad Cluster</th>
<th>Individual Clusters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Technical Clusters</td>
<td>1. Agriculture and Forestry;</td>
</tr>
<tr>
<td></td>
<td>2. Engineering;</td>
</tr>
<tr>
<td></td>
<td>3. Health Sciences;</td>
</tr>
<tr>
<td></td>
<td>4. Science and Technology</td>
</tr>
<tr>
<td>2 Non-technical Clusters</td>
<td>1. Education;</td>
</tr>
<tr>
<td></td>
<td>2. Humanities and Social Sciences;</td>
</tr>
<tr>
<td></td>
<td>3. Management; and</td>
</tr>
</tbody>
</table>

1.8: **Classification of Research**

Research in all areas and disciplines belonging or allied to all seven subject clusters (Section 1.4) are eligible for the UGC funding. For costing purpose, researches are classified into three
classes. The UGC has program also to support small innovation projects. All four classes of research and innovation projects are shown in the Table 1.4.

Table 1.4: Classification of Research and Innovation projects for costing purpose

<table>
<thead>
<tr>
<th>Class</th>
<th>Research Type</th>
<th>Description</th>
<th>Cost Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Class A <strong>Wet laboratory based research</strong></td>
<td>Research including laboratory experiment/analysis with or without field study</td>
<td>High cost</td>
</tr>
<tr>
<td>2</td>
<td>Class B <strong>Social survey based research</strong></td>
<td>Social survey with or without intervention study</td>
<td>Medium cost</td>
</tr>
<tr>
<td>3</td>
<td>Class C <strong>Dry laboratory based or library based research</strong></td>
<td>Computer based or library based study</td>
<td>Low cost</td>
</tr>
<tr>
<td>4</td>
<td>Class D <strong>Small innovation project</strong></td>
<td>Small scale development and innovation project</td>
<td>Medium cost</td>
</tr>
</tbody>
</table>

The ceiling of funding for each category of research is fixed for each program individually. For a mixed type of research, the applicant can propose a budget close to an approximate weighted average. The final amount of funding for award is determined individually based on the proposed budget in the grant proposal and its appraisal by the UGC.

1.9: **Institutional Arrangements**

In order to implement research support programs effectively, the UGC has formed three different levels of advisory/technical bodies, the Research Council as the apex body, the Evaluation Committee and the Research Integrity Committee as the second tier bodies, and seven subject cluster specific Cluster Committees, at the bottom. The Research Division is a permanent structure within the UGC to coordinate and function as the secretariat to all these bodies and implement the research support programs. The Research Division also maintains the UGC roster of national and international research experts. The organizational framework for management of research support programs is illustrated in figure 1.
Figure 1: Institutional arrangement for administering research programs of the UGC

1.9.1: Research Council (RC)

The Research Council is the apex body for research programs of the UGC with mandate to advise and assist the UGC in formulation of research funding policy and programs, revision of programs guidelines, assurance of fairness and competence in evaluation of grant proposals and requests for support, promotion of research culture and integrity in higher education institutions, and promotion of national and international academic and research collaboration. The Research Council also functions as a body to receive the appeal in proceedings carried out in the UGC in relation to research misconduct.

Table 1.5: The Composition of the Research Council (RC)

<table>
<thead>
<tr>
<th>Representation</th>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chairperson, UGC</td>
<td>Chairman</td>
</tr>
<tr>
<td>2. Member Secretary*, UGC</td>
<td>Member</td>
</tr>
<tr>
<td>3. Rector, Tribhuvan University</td>
<td>Member</td>
</tr>
<tr>
<td>4. Member, National Planning Commission (Education)</td>
<td>Member</td>
</tr>
<tr>
<td>5. Representing Professor, Other University (rotationally nominated)</td>
<td>Member</td>
</tr>
<tr>
<td>6. Researcher, National Academy of Science &amp; Technology (NAST)</td>
<td>Member</td>
</tr>
<tr>
<td>7. Academician, Nepal Academy</td>
<td>Member</td>
</tr>
<tr>
<td>8. Researcher, National Agriculture Research Council (NARC)</td>
<td>Member</td>
</tr>
<tr>
<td>9. Chairman, Nepal Health Research Council (NHRC)</td>
<td>Member</td>
</tr>
<tr>
<td>10. Joint-Secretary, Ministry of Education (Higher and Technical Education Section)</td>
<td>Member</td>
</tr>
</tbody>
</table>
11. Representative, Federation of Nepalese Chambers of Commerce and Industry (FNCCI)  
Member

12. Researchers/Professionals nominated by UGC (5)  
Member

13. Director of the Research Division  
Member Secretary

* In absence of the Chairman, the Member Secretary shall preside over the Council.

1.9.2: Research Integrity Committee (RIC)

The primary responsibility of The Research Integrity Committee is to assess allegations of research misconduct brought to the UGC to determine if they fall within the definition of research misconduct and if the allegation is sufficiently credible and specific to warrant an investigation. The research integrity Committee also oversees inquiries and investigations conducted in universities. Improvement and the promotion of the Research Integrity Policy and the Procedure for Addressing Research Misconduct Allegation are among advisory responsibilities of the Research Integrity Committee. The Research Integrity Committee will come into effect upon the endorsement of the provision and formation of the committee by the UGC.

1.9.3: Research Division (RD)

Responsibilities of the Research Division includes assistance to the Research Council and the UGC in formulation of research support policy and programs, day-to-day administration of the Research Development and Innovation Support programs and part of the Quality Improvement Programs of the UGC, quality control, quality assurance, monitoring and evaluation. The Research Division also serves as the secretariat to the Research Council, the Evaluation Committee, the Research Integrity Committee and is responsible for their regular meetings and functioning. The Research Division also functions as communication and information center for research support programs of the UGC. All administrative functions of the Research Division are governed by the general policies, rules and regulations of the UGC. In carrying out its activities, the Research Division is responsible to both the UGC and the RC. The staff structure of the Research Division is presented in table 1.6.

Table 1.6: Staff Structure of the Research Division (RD)

<table>
<thead>
<tr>
<th>Job Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director</td>
</tr>
<tr>
<td>2 Research Program Officers</td>
</tr>
<tr>
<td>3 Senior Administrative Assistants</td>
</tr>
</tbody>
</table>

Note: The staffing of the Research Division is done according to the plan of the UGC and the number and position of staff members may change as per the overall requirement of the Division.

1.9.4: Cluster Committee (CC)

The primary responsibility of Cluster Committee is to help review grant proposals and their presentations following the UGC guidelines and the principles of the Scientific Merit Review. In order to cover all the academic disciplines and research areas, they are divided into seven clusters: (i) Agriculture and Forestry, (ii) Health Sciences, (iii) Science and Technology, (iv) Engineering, (v) Management, (vi) Humanities and Social Sciences, and (vii) Education.

For interdisciplinary programs, the responsibility of a cluster committee is carried out by the Evaluation Committee. A Cluster Committee is formed for each cluster. The members of
Cluster Committees comprises of prominent scholars who have the expertise in the respective cluster areas and significant research experiences and research publications in last 10 years. The primary role of the Cluster Committee is to evaluate research proposals and reports in their subject area. The detailed role of the Cluster Committees is outlined in Table 1.5.

Formation of Cluster Committees: Each of the cluster committee consists of five members including a coordinator nominated from among the members. The members are proposed by the Research Council and appointed by the UGC. The Coordinator of the Cluster Committee also represents the Cluster Committee in the Evaluation Committee as its member.

With the recommendation of the Cluster Committee Coordinator, additional experts can be invited to the Cluster Committee, when needed. The Cluster Committee can draft its own procedure to carry out its functions. The procedure should, however, comply with the guidelines and regulation of the UGC.

A Cluster Committee has a 2-year tenure term.

Minimum qualification requirement for the members are a PhD degree and proven track record of research publications in last 10 years.

1.9.5: Evaluation Committee (EC)

The Evaluation Committee is headed by the Member Secretary of the UGC and comprises of Coordinators of all seven cluster committees, research scholars selected by the UGC from various research organizations, and an independent research expert as members, and the Director of the Research Division as the Member Secretary of the committee. The nominated members of the committee must have a PhD degree and/or a track record of significant research publications. The primary responsibility of the EC is to evaluate the graded proposals submitted by the Cluster Committee in a holistic manner, prepare a final merit list and send its recommendations to the Research Council for final selection. Where possible, one or more international experts having wide experience in research management, would be invited to assist during the first two rounds of proposal selection process. Alternatively, an oral presentation of the proposal is evaluated by a panel of the Cluster Committee and a subject area expert. The Evaluation Committee also assists the Research Division in policy matters and coordination with relevant organizations and stakeholders. The roles and responsibilities of the Evaluation Committee are outlined in Table 1.8. The composition of the Evaluation Committee is given in Table 1.7.

Table 1.7: Composition of Evaluation Committee (EC)

<table>
<thead>
<tr>
<th>Representation</th>
<th>Minimum Qualification</th>
<th>Membership</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Secretary, UGC</td>
<td>Coordinator</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Coordinators, Cluster Committees</td>
<td>Members</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Government/semi-government organizations</td>
<td>Minimum Joint Secretary level/10th level officer with a PhD</td>
<td>Member</td>
<td>1</td>
</tr>
<tr>
<td>National/international expert</td>
<td>Associate Professor with a proven record significant research publications</td>
<td>Member</td>
<td>1</td>
</tr>
<tr>
<td>Director, Research Division, UGC</td>
<td>Member Secretary</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Total 11
1.9.6: Roster of Reviewers
The UGC maintains a roster of independent national and international research experts and updates it regularly. The reviewers’ support is sought mainly to evaluate research proposals and research reports. Their support is also called for other research program activities of the UCG and for advice on policy matters, as and when necessary.

1.9.7: Institutional Review Committee (IRC)
The UGC will form an Institutional Review Committee (IRC) for health related research following the Guidelines for Institutional Review Committees for Health Research in Nepal of the Nepal Health Research Council and The UGC Research Development and Innovation Programs Implementation Guidelines will be updated accordingly.

1.9.8: Specific Responsibilities
Specific responsibilities of the UGC, the Research Council, the Evaluation Committee, the Cluster Committees, the reviewers and the Research Division are outlined in Table 1.8.

Table 1.8: Specific Responsibilities of Institutional System

<table>
<thead>
<tr>
<th>Institutional System</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGC Board</td>
<td>• Apex governing body for all the UGC functions</td>
</tr>
<tr>
<td>Research Council (RC)</td>
<td>• Apex advisory body for all research support programs of the UGC</td>
</tr>
<tr>
<td></td>
<td>• Formulates research support policy and programs of the UGC coordinating with the Research Division as its secretariat,</td>
</tr>
<tr>
<td></td>
<td>• Makes recommendations for the appointment of members in the Research Integrity Committee, the Evaluation Committee and the Cluster Committees</td>
</tr>
<tr>
<td></td>
<td>• Approves the functional activities of the Evaluation Committee</td>
</tr>
<tr>
<td></td>
<td>• Functions as the apex body to make decision on disputes related to research programs</td>
</tr>
<tr>
<td></td>
<td>• Receives the appeal arisen from the proceedings of the Research Integrity Committee on the matter of research misconduct</td>
</tr>
<tr>
<td></td>
<td>• Networks with national and international research agencies for cooperation and resource mobilization</td>
</tr>
<tr>
<td>Research Integrity Committee (RIC)</td>
<td>• Develop policies, procedures and regulations related to the detection, investigation, and prevention of research misconduct and the responsible conduct of research</td>
</tr>
<tr>
<td></td>
<td>• Review and monitor research misconduct investigations conducted by universities</td>
</tr>
<tr>
<td></td>
<td>• Recommend research misconduct findings and administrative actions to the Research Council and the UGC for decision, subject to appeal;</td>
</tr>
<tr>
<td></td>
<td>• Provide technical assistance to institutions that respond to allegations of research misconduct</td>
</tr>
<tr>
<td><strong>The UGC Research Development and Innovation Programs Implementation Guidelines</strong> 2017</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>
| | • Implement activities and programs to teach the responsible conduct of research, promote research integrity, prevent research misconduct, and improve the handling of allegations of research misconduct
| | • Conduct policy analyses, evaluations and research to build the knowledge base in research misconduct, research integrity, and prevention and to improve the UGC research integrity policies and procedures
| | • Administer programs for maintaining institutional assurances and responding to allegations of retaliation against whistleblowers
| **Evaluation Committee (EC)** | • Advises on policy matter related to research programs
| | • Prepares evaluation criteria for research proposal and reports
| | • Helps the Research Division to maintain a roster of research experts and reviewers
| | • Provides assurance of the validity of the results produced by the Cluster Committees
| | • Prepares the initial result of the awards based on the merit list, the allocation, and comments by the Cluster Committees.
| | • Consults with the Cluster Committees and the Research Division when it deems necessary to prepare the award list.
| | • Sends its recommendations to the Research Council for the final decision.
| **Cluster Committees (CCs)** | • Assists the Research Division to assign the reviewers for reviewing the research proposals
| | • Evaluates the research proposal presentations
| | • Grades the research proposals for their association to national priority
| | • Reviews the merit list of research proposals before sending them to the Evaluation Committee
| | • Monitors the work progress of the awarded proposals; evaluates periodically their progress reports
| | • Recommends for disciplinary action in the event that the work progress is found unsatisfactory at the periodic evaluation
| | • Helps to enforce academic integrity and research ethics
| | • Reviews *The UGC Research Development and Innovation Programs Implementation Guidelines* for Cluster-specific proposal format and evaluation scheme
| | • Helps in reform activities
| **National/International reviewers** | • Evaluate research proposals according to the predefined criteria described in *The UGC Research Development and Innovation Programs Implementation Guidelines*
| **Research Division (RD)** | • Coordinates to draft policies and programs of research support
| | • Coordinating with the Research Council and the Evaluation Committee, revises *The UGC Research Development and Innovation Programs Implementation Guidelines*
1.10: Fund Allocation for Quality and Research Support

Funding for the Quality and Research Support Programs of the UGC comes from two funding allocations, namely, an annual budget allocated for Quality Improvement Programs (QIP) and the currently implementing Higher Education Reforms Project (HERP). The budget allocated for the Quality Improvement Programs is shown in the Appendix 1.2 and the Research Support Component (Disbursement Linked Indicator-7A) of the Higher Education Reforms Project (HERP) is listed in the Appendix 1.4.

1.11 Research Support Programs for the year 2016-2017

The total Research Support Programs planned for the year 2016-2017, their numbers and funding per event are shown in the Appendix 1.1. These programs are funded by the budget allocated for the Quality Improvement Program for the year 2016-2017 and the annual research support programs of the Higher Education Reforms Project for the year 2017.

The funding arrangement from each source of fund and detail of programs are shown in Appendices 1.1, 1.2, 1.3, 1.4, 1.5 and 1.6 in the section VII of this Guideline.

1.12: Institutional Eligibility for Research Funding

Research funding from the UGC is primarily intended for public higher education institutions. However, private higher education institutions, non-governmental research institutions, industries and for-profit organizations also can participate in selected programs that benefits public higher education institutions and national research output. The Table 1.9 lists the potential participant institutions and individuals, and the UGC research support programs they are eligible to apply for.

Table 1.9: Institutions and individuals eligible for participating in the UGC programs

<table>
<thead>
<tr>
<th>Potential Participant</th>
<th>Eligible for</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Community/Constituent Campuses</td>
<td>All</td>
</tr>
<tr>
<td>2 University Research Centers</td>
<td>All</td>
</tr>
<tr>
<td>3 Community/Constituent Campus Faculty</td>
<td>All</td>
</tr>
</tbody>
</table>
Members

4 Students from the Community/Constituent Campuses All
5 Private Campuses Refresher Course, Conference
6 Private Campus Faculty Members Competitive Research Grants
7 Students from Private Campus All programs that are for students
8 Governmental Research Institutions All collaborative programs in which HEIs take the lead
9 Not-for-Profit Non-Governmental Research Institutions Collaborative research in which a HEI takes the lead, The UGC solicited Research Training
10 Registered Professional Societies Research Training in association with a HEI, Conference with a HEI as a leading co-organizer
11 Industries and For-Profit Organizations The UGC solicited Research Training, Industry-University Dialog, Sponsor for Matching Research Grant

1.13: Beneficiaries and Selection Mechanism for Research Funding

The primary beneficiaries of the UGC research funding are public universities and their faculty members, students and the staff. Faculty members and students from the private campuses can also participate in selected competitive funding programs. Researchers from the governmental and non-governmental research institution and the registered professional societies and from the recognized foreign universities and research institutions can collaborate with the faculty members of the universities of Nepal for collaborative research projects and activities. For all collaborative research projects to be eligible for the UGC research funding, the Principal Investigator must be a faculty member from the university of Nepal. Other conditions are elaborated in the Section 3.7.

The list of intended beneficiary and the selection and administering mechanism is given in the Table 1.10.

Table 1.10: Program Administration Matrix

<table>
<thead>
<tr>
<th>Support Program</th>
<th>Participants</th>
<th>Selection Mechanism</th>
<th>Time of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowship and Research Support to Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD Fellowship</td>
<td>PhD students registered in the HEIs in Nepal or in a recognized* university in a foreign country.</td>
<td>Competitive selection</td>
<td>Annual call</td>
</tr>
<tr>
<td>PhD Research Support</td>
<td>Applicants for the UGC PhD Fellowship who are registered in the HEI in Nepal are automatically considered for this support</td>
<td>The limit is decided by the UGC. The exact amount of the Research Support is decided by the UGC based on the proposal and funding need</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Eligibility</td>
<td>Assessment</td>
<td>Timeline</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>MPhil Fellowship</td>
<td>MPhil Student registered in HEIs in Nepal</td>
<td>Competitive selection</td>
<td></td>
</tr>
<tr>
<td>MPhil/Masters Research Support</td>
<td>Final semester/year student</td>
<td>Competitive selection</td>
<td></td>
</tr>
<tr>
<td>Partial Support for PhD Fellow</td>
<td>PhD Fellow without Fellowship</td>
<td>Eligibility-based award</td>
<td>Anytime within the eligible period</td>
</tr>
</tbody>
</table>

### Research Grants to Faculty Members and Researchers

<table>
<thead>
<tr>
<th>Program</th>
<th>Eligibility</th>
<th>Assessment</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small RDI Grants</td>
<td>Faculty members from HEIs/research institutions associated with HEIs</td>
<td>Open-competition through proposal evaluation</td>
<td>Annual call</td>
</tr>
<tr>
<td>Faculty Research Collaborative Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoctoral Fellowship</td>
<td>Open</td>
<td>Selection by PI of the UGC funded Collaborative Research Project</td>
<td>Anytime</td>
</tr>
<tr>
<td>Publication of research articles in Ranked journals</td>
<td>Faculty Members, UGC Fellows</td>
<td>Evaluation of the application for support</td>
<td>Anytime within the eligible period</td>
</tr>
</tbody>
</table>

### Quality and Research Capacity Development

<table>
<thead>
<tr>
<th>Program</th>
<th>Eligibility</th>
<th>Assessment</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Trainings</td>
<td>Organizer: HEIs and Research Institutions with MoU with the UGC; Participants: Faculty Members and the UGC Fellows</td>
<td>National and regional competitive selection [50% each for national and regional]</td>
<td>Biannual call</td>
</tr>
<tr>
<td>Conference, Seminar, Workshop</td>
<td>HEI and co-organizing institutions</td>
<td>Proposal</td>
<td></td>
</tr>
<tr>
<td>University-Industry Dialogs</td>
<td>Industry, University, Policy makers, professionals</td>
<td>Consultation</td>
<td>Anytime during the year</td>
</tr>
<tr>
<td>Travel Grants</td>
<td>Faculty members and UGC Fellows</td>
<td>Evaluation of Proposal</td>
<td></td>
</tr>
<tr>
<td>Visiting Professor</td>
<td>Faculty members, Collaborating Foreign Professors</td>
<td>Evaluation of Proposal</td>
<td></td>
</tr>
<tr>
<td>Short Study Visit</td>
<td>Faculty members</td>
<td>Evaluation of Proposal</td>
<td></td>
</tr>
<tr>
<td>Refresher Course for Faculty</td>
<td>Organizer: HEIs Participants: Faculty members</td>
<td>Evaluation of the Proposal</td>
<td></td>
</tr>
<tr>
<td>Staff Capacity</td>
<td>HEI, RI, UGC</td>
<td>Proposal and</td>
<td></td>
</tr>
</tbody>
</table>
1.14: Selection Process for Research Grants

Research grants for faculty members and Research Support for students are awarded using the following steps for the process of application, evaluation and award.

Call for submission

Every year, around the beginning of the month of January, the UGC makes a call for submission of research grant proposals from the faculty members from the higher education institutions in Nepal as well as students pursuing Masters, MPhil and PhD degrees in the universities of Nepal, and in case of PhD degree, in recognized foreign universities as well. In case of Masters and MPhil students, such call may be made twice a year to suit the semester system. The notice is published in a national daily and in the website of the UGC (www.ugcnepal.edu.np). Notices from the UGC are also posted in the social network page of the UGC (https://www.facebook.com/University-Grants-Commission-Nepal-1582685928700602).

Application Submission

Interested faculty members and students can download Application Forms from the website of the UGC (also available in the Appendices section of this guideline) and follow the instruction to complete the Application Form. Completed Application Form along with a research proposal written in the format specified in the Application Form, and the documents specified in the Document Checklist in the Application Form must be submitted within 35 days from the date of Announcement. The UGC has a plan to develop an online submission system for grant proposals. Until the system is developed, all applications must be submitted to the office of the UGC. As the Application Package is verified for completeness and authenticity before submission, it is advisable for the applicant to contact the UGC at least a week before the deadline.

Evaluation Process

Step 1: After the proposal submission is closed, the Research Division (RD) at the UGC provides a code against the candidate’s name to each of the received proposals and then sends them to the relevant Cluster Committee. The RD also provides a list of potential reviewers from the UGC Roster of Experts. The Cluster Committee (CC) assigns two reviewers (only one reviewer in case of Master/MPhil Research Proposals) for each proposal. The RD sends the coded proposal along with the evaluation form and explanatory note to reviewers.
assigned by the CC. Evaluation from reviewers is either entertained confidentially through electronic media or is done at the office of the UGC.

**Step II:** *First selection:* Unless two reviewers’ scores differ by 30% or more, the scores are averaged and those applicants who receive at least 50% average score are selected for the next step. In case the reviewers’ scores differ by 30% or more, the proposals are sent to a third reviewer for evaluation and two closest scores are averaged for the selection. Candidates receiving 50% or more score are selected for presentation. In the case of collaborative research, evaluation may be undertaken for two rounds: round 1- short proposal, for short listing potential research work; and round 2- comprehensive proposal, for ranking of the sort listed proposal.

**Step III:** *Presentation:* All candidates securing 50% or more score on their research proposals are invited for presentation in presence of the Cluster Committee and at least one subject expert from outside if the Committee does not have the subject expert for the research proposal being presented. The Research Director may attend the presentation as an observer and facilitator. Before the presentation, the Coordinator of the CC or the Research Director explains to the invited Expert the purpose of the Presentation, the criteria for the evaluation of the Presentation and the whole selection process. Next, the Research Director explains to all reviewers including the invited Expert the UGC Code of Conduct for the Reviewers and the possible consequences of breaching the Code. Then the Presentation and evaluation commence. The CC members and the expert use the program specific Evaluation Form to evaluate the Presentation. A weighted average of the score from the Expert and that from the members of the CC is taken.

**Step IV:** The Research Division collects the Evaluation sheets and sums the score. The Research Director may present notes on the Interrater Deviation Score and on the Comments by the Reviewers on the Evaluation Sheet. Any anomaly observed must be reported to the EC during the presentation of the Score Report and Merit List. The EC reviews the report and may consider scrutinizing the questionable scores. UGC may provision and undertake additional scheme of evaluation of the proposals based on the recommendation of the Evaluation Committee.

**Step V:** The RD will evaluate the applicant's academic record, publication record and underprivileged status.

**Step VI:** A final Merit List of all applications is prepared by the RD based on the score from the proposal evaluation, presentation evaluation and the evaluation of applicant's academic record, publication record and underprivileged status.

**Decision and Announcement of Award**

**Step I:** *Seat allocation:* Seats are allocated to each cluster based on the allocation scheme described in the Sections 2.4 and 3.3, and filling the seats from the Merit List prepared according to Step VI.

**Step II:** *Comment by the CC:* The RD presents a report of the draft result consisting of the Merit List and seats allocation to each cluster, to the CC for final comment. The RD then presents the draft result together with the comment received from the CC and any
comment/report from the Research Director to the Evaluation Committee (EC) for comment and decision.

Step III: Initial Decision by the EC: The EC comments and takes initial decision on the result and forwards it to the EC for final decision. The EC may discuss any issue regarding evaluation, allocation and award, with the CC or the RD before making final comment and forwarding its decision to the EC.

Step IV: Final Decision by the RC: The Research Council takes final decision on the selection of the candidates for the award.

Step V: The UGC Research Division announces the awards through the UGC website and invites the candidates, supervisors and the head of the institutions to sign a formal agreement.

The Fellows and the Principal Investigator receiving the research grant awards are required to submit a progress report every six months and make a presentation on the progress at the end of each year at the UGC. Fellows enrolled in a university in a foreign country do not have to make a presentation at the UGC. The progress report is reviewed by the Research Director. The presentation is reviewed by a subject expert. The Research Director facilitates the reviewing of the presentation. Progress reports, publications in research journals, paper presentations in seminar/workshops, etc. are the major output indicators to be used to evaluate the performance of each fellow researcher. Support may be discontinued to the Fellow/PI who is unable to make satisfactory progress. A prior notice and at least one chance for improvement are given to such research fellows.

1.15: Research Ethics
The UGC is committed to academic excellence and to fostering the highest ethical standards of honesty and integrity in research. All universities and affiliated institutions receiving the UGC grants are expected to have a Code of Academic Integrity, Responsible Conduct of Research and procedures for addressing allegations of research misconduct.

1.15.1: Ethical Clearance and Compliance
Research projects approved for funding by the UGC need ethical clearances from concerned agencies/institutions. Research involving humans or animals must comply with the National Health Research Council (NHRC) guidelines, National Ethical Guidelines for Health Research in Nepal and Standard Operating Procedures and Ethical Guidelines for the Care and Use of Animals in Health Research in Nepal.

All institutions and laboratories receiving the UGC support should have occupational health, environmental, laboratory and biosafety guidelines and monitoring system in place. All UGC-funded activities should also follow provisions of Environment Monitoring Framework and Social Management Vulnerable Community Development Framework of the HERP.

1.15.2: Responsible Conduct of Research
The higher education institutions receiving the UGC research funding are required to have a Responsible Conduct of Research Guideline and an instruction program to instruct the researchers about the guideline. The Responsible Conduct of Research Guideline must include all guideline for all aspects/steps of research including:
1. Data acquisition, management, sharing, and ownership
2. Supervisor/trainee responsibilities
3. Publication practices and responsible authorship
4. Peer review
5. Research collaboration
6. Research involving human subjects
7. Research involving animals
8. Research misconduct
9. Conflict of interest and commitment

Generally, the institutions shall follow the guideline and instruction program of their affiliating university. The institutions may also draft and implement their own guideline and program. The UGC will provide support and instruction to universities to develop/improve the Responsible Conduct of Research Guideline and instruction program to provide appropriate training and oversight to students, faculty members and research collaborators.

1.15.3 Research misconduct

In order to define research misconduct more concretely for proper corrective measures and legally uniform administrative actions, the UGC will draft appropriate policy on Responsible Conduct of Research and make it mandatory for universities to have a procedure for addressing allegations of research misconduct in compliance with the UGC policy. The UGC will also draft a guideline with procedure for addressing the cases of allegations of research misconduct filed in the UGC.

Research misconducts include deliberate fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results, and harmful activities

- **Fabrication** is making up data or results and recording or reporting them.
- **Falsification** is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- **Plagiarism** is appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.
- **Harmful activities** include deliberate harm caused to humans, animals and the environment, and misappropriation of public fund.
- Research misconduct does not include honest error or differences of opinion.

The policy/Guidelines on Research Misconduct shall be based on the principles of fairness and expedience. In case of alleged/suspected research misconduct, it is the institution’s responsibility to conduct the initial inquiry, investigation, adjudication and appeal. Small institutions, which do not have adequate resource to conduct the investigation and subsequent procedure, can apply to the UGC for taking in the case.

1.15.4 Code of Ethics for the UGC Reviewer

The UGC will prepare a Code of Ethics for the UGC Reviewers and incorporate it in this Guideline for its implementation.
1.16: Priority Areas for Research Funding

The Higher Education Reforms Project has prepared a framework for National Priorities for Research Funding, which is drawn primarily from the 13th plan of the National Planning Commission (2014/15-2016/17), the Higher Education Policy (HEP) and the National Program for Higher Education Research and Development (NPHERTD). The priority framework is presented in Appendix 7. The list of priority areas for funding research projects is as follows:

1. science and technology;
2. engineering;
3. medicine;
4. agriculture and forestry; and
5. research activity associated with any of the following objectives and areas:
   a. reduction of economic and human development poverty;
   b. employment generation;
   c. holistic development of national economy;
   d. economic, social and political transformation to develop culture of inclusive democracy;
   e. conservation and development of national heritage;
   f. promotion of indigenous knowledge, vocation, and technology;
   g. conservation and sustainable use of natural resources and environment including biodiversity;
   h. productivity enhancement in and diversification and commercialization of agriculture;
   i. development of basic education, health, drinking water and sanitation, food and nutrition;
   j. promotion of good governance;
   k. transportation and other infrastructure;
   l. water resources;
   m. renewable energy;
   n. small industries and business;
   o. natural disaster and hazard management;
   p. global warming and climate change;
   q. public-private-community participation in development issues;

1.16.1: Evaluation of Research Proposals for National Priority

The format for research proposal for all research grants is designed to give opportunity to explain the association of the proposed research to the National Priority defined above. Proposal evaluation matrices include as an indicator the association of the proposed research to the National Priority. The weight for this indicator increases from the small to large research. The reviewer grades the research proposal by the investigator’s explanation in the proposal against the list of areas of National Priority explained in this Guideline.
SECTION II: FELLOWSHIP AND RESEARCH SUPPORT FOR STUDENTS

2.1: Introduction
As an integral part of research funding component of the HERP and regular program of the UGC, this subcomponent covers the financial support to the faculty members from HEIs and fresh postgraduate students taking Masters, MPhil or PhD degrees. This program is also introducing provision of postdoctoral fellowship in the UGC funded large research projects. The primary purpose of this program is to support quality research in the areas of national priority and academic excellence leading to theses required for the postgraduate degrees. Young students as well as faculty members of HEIs of Nepal are beneficiaries to this program. There are two kinds of supports, Fellowship (MPhil and PhD) and Research Support (Masters, MPhil and PhD). The Fellowship consists primarily of a monthly stipend to partially support the educational cost of the Fellow. The Research Support is provided to cover the cost of the proposed research leading to the thesis of the Fellow.

For the funding of Masters and PhD research, apart from the regular policy and programs of the UGC to support graduate students’ research for their theses, the inspiration is also derived from the announcement of the Prime Minister Research Scholarship by the Hon’ble Minister of Finance during the Budget Speech for the FY 2072-2073. The UGC will keep improving the research funding program following the spirit of the Prime Minister Research Scholarship and extend in all areas of national and academic importance.

Only the PhD and MPhil programs complying with the UGC Minimum Standard and Procedure for PhD/MPhil Degrees are eligible for the UGC Fellowship and Research Support. In case of foreign universities, public universities, institutions recognized or accredited by respective country’s national board/agency or the universities listed in the Times Higher Education World Universities Ranking, QS Top Universities, and Academic Ranking of World Universities (ARWU) are regarded as Recognized Foreign Universities for the purpose of the UGC support. PhD/MPhil programs run by foreign universities in Nepal which do not meet the UGC Minimum Standard and Procedure for PhD/MPhil Degrees are not eligible for the UGC Fellowship and Research Support.

Under this program are PhD fellowships to student for three years, financial support for PhD research provided through the host institution, MPhil fellowships for eighteen months, partial support for research or thesis preparation for Masters, MPhil and PhD students. A limited number of postdoctoral fellowships for up to 2 years are provided to qualified researchers to work in the research projects funded by the UGC or other funding agencies. Candidates from underprivileged groups (Women, Dalit, Janajati, Madhesi, persons with disability, and persons working in remote districts or a community campus) receive extra marks during evaluation of applications. Under special eligibility conditions, the upper age limit for candidates from the underprivileged group has been relaxed by 2 years.
2.2: Eligibility

Only Nepali citizens are eligible to apply for the UGC Fellowship and Research Support. Only the candidates enrolled in higher education institutions in Nepal can apply for the UGC MPhil Fellowship and Masters/MPhil/PhD Research Supports. A Nepali citizen enrolled in a PhD program in any HEI in Nepal or in any recognized university in foreign country can apply for the UGC PhD Fellowship. Other eligibility criteria are given in the Table 2.1.

Table 2.1: Eligibility criteria for the UGC Fellowship and Research Support:

<table>
<thead>
<tr>
<th>Program Categorization</th>
<th>Affiliation</th>
<th>Minimum Grade</th>
<th>Age Bar **</th>
<th>Application Period</th>
<th>Special Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PhD Fellowship</td>
<td>Faculty, HEI, three years full time teacher</td>
<td>Masters 2nd Division</td>
<td>50</td>
<td>Within one year from the date of acceptance of the Thesis Proposal</td>
<td>Enrolled in Nepalese or recognized* foreign university</td>
</tr>
<tr>
<td>2 PhD Research Support</td>
<td>Faculty, HEI, three years full time teacher</td>
<td></td>
<td>50</td>
<td>Thesis Proposal</td>
<td>Enrolled in Nepalese university</td>
</tr>
<tr>
<td>3 Partial Support for PhD</td>
<td>Open</td>
<td></td>
<td>40</td>
<td>Anytime after acceptance of Thesis Proposal and before Viva Voce</td>
<td>No support received from any other source</td>
</tr>
<tr>
<td>4 MPhil Fellowship</td>
<td>Faculty, HEI, one year full time teacher</td>
<td></td>
<td>45</td>
<td>Within one year from the date of enrollment</td>
<td>Enrolled in a HEI in Nepal</td>
</tr>
<tr>
<td>5 MPhil Research Support</td>
<td>Open</td>
<td>Previous Year/ Semesters: Technical: 70% or equivalent CGPA</td>
<td></td>
<td>Within one year from the date of acceptance of the Thesis Proposal</td>
<td>Enrolled in full time program in Nepalese or recognized* foreign university</td>
</tr>
<tr>
<td>6 Masters Research Support</td>
<td>Open</td>
<td>Non-technical: 60% or equivalent CGPA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Masters/MPhil Research Support for</td>
<td>Open</td>
<td>Anytime after the acceptance of Thesis</td>
<td></td>
<td></td>
<td>Disability category A, B and C only</td>
</tr>
</tbody>
</table>
**Persons with Disability**

**Proposal and before Viva Voce**

Notes:
* To be eligible for the Faculty Category, the candidate must be a full time teaching staff in any Nepalese HEI at least for two years at the time of the enrollment for the program applied for.
** The date of call for application is used for counting the application eligibility period. The candidates from the underprivileged group get relaxation of 2 years in the age bar.
*** See the Section 1.6 (14) for the elaboration.

### 2.3: Bases of Selection

Specific requirements of each program are described in respective chapters in this Section. Evaluation of research proposal, presentation, interview and application are bases of selection of candidates for the UGC Fellowship and Research Support awards. Table 2.2 shows an overview of the selection bases.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Bases of Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PhD Fellowship, PhD Research Support,</td>
<td>Application, Research Proposal,</td>
</tr>
<tr>
<td></td>
<td>Presentation</td>
</tr>
<tr>
<td>2 MPhil Fellowship</td>
<td>Application, Interview</td>
</tr>
<tr>
<td>3 Masters/MPhil Research Support</td>
<td>Application, Research Proposal</td>
</tr>
<tr>
<td>4 Partial Support for PhD</td>
<td>Application</td>
</tr>
<tr>
<td>5 Masters/MPhil Research Support for</td>
<td>Application</td>
</tr>
<tr>
<td>persons with disability</td>
<td></td>
</tr>
</tbody>
</table>

The selection process for the PhD Fellowship and Research Support award is as described in the Section 2.5. The PhD research proposal is evaluated by two reviewers and a presentation by the candidate is evaluated by respective Cluster Committee. For the Masters and MPhil Research Support awards, the research proposal is evaluated by a single reviewers. Presentation is not required for Masters and MPhil research proposals.

### 2.4: Seats Allocation

Candidates from all seven subject-clusters are eligible to receive the UGC fellowship and thesis support. Generally, available seats are first allocated in a specific ratio between the candidates from the Faculty Category and the Young Category. The seats allocated for each category is then divided equally between the broad technical and non-technical clusters. Then, from the seats allocated to each broad cluster, 50% of seats are divided equally to each cluster and the rest are divided among the clusters based on the proportion of the successful applicants for a particular cluster. If any allocated seat remains vacant in a cluster or a broad cluster due to inadequate number of the successful applicants, it will go to the next most applied clusters or the broad cluster.

### 2.5: PhD Fellowship and PhD Research Support

#### 2.5.1: PhD Fellowship

The primary purpose of this program is to support qualified junior faculty members and young students pursuing PhD degrees in universities in Nepal or recognized foreign universities by providing monthly stipend to cover educational expenses. The allocation of
seats to various categories and clusters are made according to scheme outlined in the Section 2.4. Selection of candidates for PhD fellowships are based on the competitive evaluation of PhD research proposals and academic and research credentials of the candidates. Research proposals are evaluated based on the indicators of academic merit and association of the research project to national priority. Candidates from the underprivileged groups receive preference marks during the evaluation of applications.

The award consists of a monthly stipend, eligibility for the UGC travel grant and research publication cost. The stipend is offered for a period of three years and the other supports are made available anytime during the PhD program. The PhD Fellowship funding scheme is presented in the Appendix 2.1. The awardee enrolled in a university in Nepal should submit a written progress report signed by the Supervisor every six months and make a presentation on the progress at the UGC every year. The awardee enrolled in a university in a foreign country should submit a written progress report signed by the Supervisor, every six months.

2.5.2: The UGC PhD Research Support

The primary purpose of this program is to fund nationally relevant and meritorious research leading to PhD degree for Nepali students enrolled in universities in Nepal. The research project of PhD student is funded through the host institution. The support also includes a contingency cost support (up to 5% of the research grant) for the Primary Supervisor and an overhead cost support (up to 10% of the research grant) for the host institution.

The Overhead Cost is for covering research management costs in the Institution. Research Management Cell or any equivalent body in the Institution is expected to receive a part or whole of the Overhead Cost. The Contingency Cost for the Supervisor is for covering expenses of academic activities related to the PhD research project and is spent at the discretion of the Primary Supervisor. The remaining fund of the Grant is for covering allowable research expenses specified in the agreement (Appendix 2.11).

For the purpose of support, research projects are classified into three classes, (a) Wet laboratory based research, (b) Social survey based research, and (c) Dry laboratory or library based research (Refer to Section 1.8, Table 1.4). The minimum UGC funding scheme for the PhD Research is outlined in the Appendix 2.2. The exact amount of the PhD Research Support is decided by the UGC based on the detailed budget proposed in the PhD research proposal and the funding need assessment made by the UGC. The initial assessment of the funding need is made by the Research Division in association with the relevant Cluster Committee and the final endorsement is made by the Evaluation Committee and the Research Council.

A separate application is not required for this support. All applicants enrolled in universities in Nepal and applying for the UGC PhD fellowship are automatically entered in the contest for the PhD Research Support fund. A PhD Fellow who has received or is going to receive a PhD Fellowship/Scholarship without Research Grant from other source is eligible to receive the UGC PhD Research Support.

The fund is transferred to the Host Institution/Department (where the Fellow is enrolled and is conducting the research) after signing an agreement by the Host Institution, the Supervisor, the Fellow and the UGC. The Host Institution is required to disburse the fund according to the work plan and the need of the awarded PhD research project.
2.5.3: Forms and Documents
The following forms and documents are used for application, evaluation and award of all PhD Fellowships:

<table>
<thead>
<tr>
<th>Form/Document</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 The UGC PhD Fellowship Funding Scheme</td>
<td></td>
<td>Appendix 2.1</td>
</tr>
<tr>
<td>2 The UGC PhD Research Support Funding</td>
<td></td>
<td>Appendix 2.2</td>
</tr>
<tr>
<td>3 Application form for PhD Fellowship and Research Support</td>
<td>PF/RS-1</td>
<td>Appendix 2.7</td>
</tr>
<tr>
<td>4 PhD Proposal Evaluation form</td>
<td></td>
<td>Appendix 2.8</td>
</tr>
<tr>
<td>5 PhD Oral Presentation Evaluation form</td>
<td></td>
<td>Appendix 2.9</td>
</tr>
<tr>
<td>6 PhD Application Evaluation form</td>
<td></td>
<td>Appendix 2.10</td>
</tr>
<tr>
<td>7 PhD Fellowship and Research Support Agreement</td>
<td></td>
<td>Appendix 2.11</td>
</tr>
</tbody>
</table>

2.5.4: Evaluation Criteria for PhD Fellowship / Research Support
The criteria for the evaluation of application for the PhD Fellowship and Research Support are shown in the Appendix 2.10. The applications for the UGC PhD Fellowship and the Research Fund are evaluated based primarily on the academic merit of the research proposal and also on the candidate’s academic record, publication record and underprivileged status.

2.6: MPhil Fellowship

2.6.1: Scope
The primary purpose of this program is to support the qualified faculty members of Nepal’s HEIs and Young students who are seeking MPhil degree to enhance their capacity and are enrolled in any HEI in Nepal. 50% of the fellowships allocated for a given year are reserved for the faculty members. The rest are awarded to the Young students. The selection of candidates is based on the evaluation of candidate’s academic and publication records, underprivileged status and interview by relevant Cluster Committee.

The selection procedure are similar to that for PhD Fellowship except for evaluation of research proposal. Research proposal will not be required. However, research interest and motivation for research are evaluated by interviewers during the interview (Appendix 2.13). The eligibility criteria are given in the section 2.2 and the Table 2.1.

2.6.2: Forms and Documents
The list of forms and documents used for MPhil Fellowship application is given in table 2.4.

<table>
<thead>
<tr>
<th>Form/Document</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 The UGC MPhil Fellowship Funding Scheme</td>
<td></td>
<td>Appendix 2.3</td>
</tr>
<tr>
<td>2 MPhil Fellowship Application form</td>
<td>MF-1</td>
<td>Appendix 2.12</td>
</tr>
<tr>
<td>3 MPhil Fellowship Interview form</td>
<td></td>
<td>Appendix 2.13</td>
</tr>
<tr>
<td>4 MPhil Fellowship Application Evaluation form</td>
<td></td>
<td>Appendix 2.14</td>
</tr>
</tbody>
</table>
2.6.3: Applications, Selection and Award
The call for application is made together with that for the PhD Fellowship. The applicant is required to submit completed application form (Appendix 2.12), CV and copies of academic and other documents mentioned in the application form.

Evaluation Criteria for MPhil Fellowship Application are presented in Appendix 2.14.

2.6.4: Allocation of Seats
Available seats are divided equally between the Faculty Category and the Young Category. Then from the allocated seats for each category, 50% of seats are divided equally among clusters that receive applications. The rest of the seats are divided among clusters based on the proportion of application received.

2.6.5: Fellowship Amount:
The funding scheme for the UGC MPhil Fellowship is presented in the Appendix 2.3. The Fellowship includes a monthly stipend to partially cover the educational expenses and eligibility for the UGC Travel Grant for participating in the scientific conferences organized in foreign country and the UGC Support for publishing research Article. The awardee is required to submit academic progress report every six months. The progress report should include examination results and report of any academic activities participated.

2.7: The UGC Masters/MPhil Research Support

2.7.1: Scope
The purpose of this program is to provide financial support to Masters and MPhil students to conduct research in nationally important areas leading to their theses required for the respective degrees. All Nepali students enrolled in Nepali universities for MPhil/Masters degree are eligible to apply for support under this program. Candidates who have received the UGC MPhil Fellowship also can apply for this support. Other eligibility criteria are given in the Table 2.1. The fund received under this program can be used to cover costs required to complete the research and prepare the thesis.

2.7.2: Funding
The UGC Masters/MPhil Research Support includes a partial research fund to cover the expenses for the research and thesis preparation and also the eligibility for the UGC Travel Grant for participating in the scientific conferences organized in foreign country and the UGC Support for publishing research Article. The funding scheme is presented in the Appendix 2.4.

2.7.3: Evaluation:
Applications for Masters/MPhil Research Support are evaluated using the criteria specified in the Appendix 2.18. Research proposal written in the format specified in the application form are evaluated by an expert reviewer and the applications are scored for academic and publication record, and underprivileged status by the Research Division.
2.7.4: Distribution of Award and Disbursement of Fund

The MPhil Research Support is awarded solely on the basis of the merit list. For Masters Research Support, firstly, the seats are allocated to each cluster based on the allocation scheme described in section 2.2 and then the allocated seats are filled according to the merit list.

2.7.5: Application and Evaluation Forms

The Application and the Evaluation Forms used for the Masters and MPhil Research Support are shown in the Table 2.5:

Table 2.5: Forms and Documents for the Masters/MPhil Research Support

<table>
<thead>
<tr>
<th>Form</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Masters/MPhil Research Support Funding</td>
<td></td>
<td>Appendix 2.4</td>
</tr>
<tr>
<td>2 Masters/MPhil Research Support Application form</td>
<td>MMR-1</td>
<td>Appendix 2.16</td>
</tr>
<tr>
<td>3 Masters/MPhil Research Proposal Evaluation Form</td>
<td></td>
<td>Appendix 2.17</td>
</tr>
<tr>
<td>4 Masters/MPhil Research Application Evaluation Form</td>
<td></td>
<td>Appendix 2.18</td>
</tr>
<tr>
<td>5 Masters/MPhil Research Support Agreement</td>
<td></td>
<td>Appendix 2.19</td>
</tr>
</tbody>
</table>

2.7.6. Masters/MPhil Research Support (Disability Group)

The purpose of this program is to support the students with disability for Masters and MPhil theses in a non-competitive way. Masters and MPhil students with disability (Classes ‘A’, ‘B’ and ‘C’) can apply to the UGC for the support anytime after the date of the acceptance of their theses proposals by the respective institution and up to six months from the date of Thesis approval. The financial support under this program is the same as that for the Masters/MPhil Research Support. Persons with the disability of the classes ‘A’ and ‘B’ are eligible to receive additional fund for supporting assistant, if any.

2.8: Partial Support for PhD Fellow

The purpose of this program is to provide partial support to PhD Fellow who has not received fellowship or financial support from any other source. The support under this program is as shown in Appendix 2.5

A PhD fellow enrolled in universities in Nepal or a recognized foreign university (Public university, Accredited institutions and Ranked universities) who has not received Fellowship and Research Support from any other source can apply for this support within specified time (Table 2.1) during the course of his/her PhD program. Application can be submitted to the UGC any time throughout the year. Application (Appendix 2.20) should accompany a copy of PhD Thesis proposal/progress report and a recommendation letter from the institution/supervisor and employed institution, if any, certifying that the candidate has not received any other financial support.

2.9. Bachelors Scholarship for Underprivileged Group

The Higher Education Reforms Project (HERP) has as a major component a program of poverty targeted financial support for underprivileged students. This program is managed by the Student Financial Assistance Fund Development Board (SFAFDB), an autonomous body established by Nepal Government in 2006. While the programs run by SFAFDB is the major financial support for Bachelor level students, the University Grants Commission still runs
two smaller Bachelors scholarship programs for female student and the students from the Mashesi Dalit community. The funding scheme is presented in the Appendix 2.6. The UGC has separate guidelines to administer these programs.

2.10: Monitoring and Evaluation
The success of student research support subcomponent of the funding is measured broadly on the basis of the evidence of the rate of successful completion of the studies by the beneficiary graduates and their research publications in peer-reviewed journals. To monitor the graduates’ progress more effectively, it is mandatory to submit the to-date progress report in order to get the disbursement of the subsequent installments of the financial support. Detailed monitoring indicators are discussed in Section VI.

Necessary benchmarks and instruments are developed and implemented from time to time to facilitate the overall program monitoring and evaluation function.

2.10.1: Expected Outcomes
The following are the intended outcomes of the student research subcomponent of the funding:

- increase in number of graduates’ timely completion of their academic research;
- promotion of the culture of scientific inquiry, responsible conduct of research and academic integrity at the university as well as other professional fields;
- improvement in the overall quality of teaching-learning through the use of empirical and proactive approaches in teaching;
- increase in the number of faculty and other professional involvement in the advanced-level university degrees like PhD and postdoctoral studies;
- improvement in the level of graduate performance; and
- increase in the research output of the university.
SECTION III: RESEARCH GRANTS FOR FACULTY

3.1: Introduction

The primary objective of the Research Grants program is to support research, development and innovation conducted by faculty members in higher education institutions with aim to generate nationally and academically meritorious knowledge and technology through scientific inquiries, train graduate students and thereby link research with teaching, promote research culture including collaboration, responsible conduct and academic excellence in higher education institutions.

In order to make the support tailored to diverse research scope and institutional capacity, the UGC provides research grants in three different sizes- small, medium and large, in relative terms. Requirement of inclusion of graduate students and collaboration among investigator faculty members are mandated in increasing order from the small to large projects. The list of the programs with funding scheme and primary requirements is shown in the Appendix 3.1

3.2: Eligibility

Faculty members from all higher education institutions in Nepal are eligible to apply for the UGC Research Grants. Each program has special requirements and condition for investigator faculty members and, collaborating institution and researchers. Table 3.1 shows the eligibility and condition for each program.

Table 3.1: Eligibility of Faculty Members for Investigators

<table>
<thead>
<tr>
<th>Program</th>
<th>Principal Investigator (PI)</th>
<th>Co-Investigator (Co-I)</th>
</tr>
</thead>
</table>
| 1 Collaborative Research Grant | • Nepali citizen  
• Full time Faculty for past 5 years in a HEI in Nepal  
• PhD degree  
• 2 original research articles published in ranked* journals as a major author** | • Full time Faculty for one year  
• Masters degree with Thesis***  
• 1 original research article published in peer-reviewed journal |
| 2 Faculty Research Grant      | • Nepali citizen  
• Full time Faculty for two years  
• Masters degree with Thesis  
• 1 original research article published in peer-reviewed journal a major author** | • Full time Faculty for one year  
• Masters degree with Thesis***  
• 1 original research article published in peer-reviewed journal or at least 3-5 days of training in Research Methodology |
| 3 Small RDI                  | • Nepali citizen                                                                         | • Nepali citizen                                                                      |
| Grant                              | • Full time Faculty for one year  
• Masters degree with Thesis  
• 1 original research article published in peer-reviewed journal |
|-----------------------------------|--------------------------------------------------------------------------------|
|                                   | • Full time Faculty for one year  
• Masters degree  
• 1 original research article published in peer-reviewed journal or at least 3-5 days of training in Research Methodology |

**Note:**
* For certain subjects or areas of Humanities and Social Sciences cluster, which do not have Indexed/Ranked journal, the journal requirement may be decided based on the available peer-reviewed journals.
** The first author and the corresponding author are regarded as the major authors. Any other author who has made a major contribution in the research, as indicated in the contribution disclosure in the article, might also claim as a major author.
*** In case of Co-Investigators, Thesis requirement for the Masters degree is waived for the faculty members from the Community Campuses or Campuses in the remote districts. A faculty member from such institution with Masters degree without Thesis can apply for the specified research grant, if he/she has received at least 3-5 days training in Research Methodology.

### 3.3: Seats Allocation
Candidates from all seven subject-clusters are eligible to receive the UGC fellowship and thesis support. Generally, available seats are first allocated in a specific ratio between the candidates from the Faculty Category and the Young Category. The seats allocated for each category is then divided equally between the broad technical and non-technical clusters. Then, from the seats allocated to each broad cluster, 50% of seats are divided equally to each cluster and the rest are divided among the clusters based on the proportion of the successful applicants for a particular cluster. If any allocated seat remains vacant in a cluster or a broad cluster due to inadequate number of the successful applicants, it will go to the next most applied clusters or the broad cluster.

### 3.4: Collaborative Research Grant

#### 3.4.1: Scope
The UGC Collaborative Research Grant is the largest research grant in size of the funding and the purpose of the program is to promote a strong collaborative research culture in the HEIs, support relatively large research in the area of national priorities, allow opportunity to train students for the highest degrees or in larger numbers, and significantly enhance the national research output. Under this program, research funding is offered to collaborative research projects involving three or more faculty members of an institution or collaborating institutions which might be national or international institutions. In case of international collaborators, special condition will apply (See Section 3.7).

Research proposals involving three or more faculty members (a Principal Investigator and two or more Co-investigators) from the same or different higher education/research
institutions and disciplines) are solicited from the faculty members for funding through a competitive selection process once a year.

**3.4.2: Funding**
The funding scheme for Collaborative Research Grant is presented in the Appendix 3.1. The fund for the UGC Collaborative research is disbursed through the Host Institution of the Principal Investigator. The funding includes an Overhead Cost (10% of the total Grant) for the Institution to cover the research management cost. In case of more than one host institutions, the Overhead Cost is equally split and disbursed to the individual institutions.

**3.4.3: Eligibility**
The eligibility of faculty members and requirement for this funding is given in the Table 3.1. Additional condition for any foreign collaborators is given in the Section 3.7. The Principle Investigator and Co-investigators are collectively responsible for all academic and financial obligations. The host institution of the Principal Investigator is responsible for timely disbursement of the fund according to request made by the Principal Investigator based on the need and the plan of the project.

The funding limit for the Collaborative Research is shown in the Section 3.4.2. The fund can be spent only on the approved activities of the approved research project. All the equipment, technologies and resources procured by this fund are the property of the host institutions/department(s). A limited number of research projects in technical clusters may apply for a postdoctoral position to be funded by the UGC (see Section 3.5 for detail).

In order to encourage the culture of collaboration in general and also as a tool for motivating relatively underprivileged community campuses to get into research programs, a provision is included in the evaluation scheme to give additional marks for any collaboration with faculty members from community campuses.

**3.4.4: Selection**
Selection of application for Collaborative Research Grant award is based on academic credential of the Principal Investigator, involvement or commitment for involvement of graduate students, inclusion of investigators from the underprivileged groups, and the quality of the research proposal. Selection process is described in the Section 1.14 and the scheme of allocation of seats to various Categories and Clusters is shown in the Section 3.3. The evaluation criteria for the application for this grant is presented in the Appendix 3.6.

**3.4.5: List of Forms Used for Collaborative Research Grant**
Application and evaluation forms used for Collaborative Research Grant are presented in Table 3.2.

<table>
<thead>
<tr>
<th>Form</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Funding Scheme for all UGC Research Grants</td>
<td>Appendix 3.1</td>
<td></td>
</tr>
<tr>
<td>2 Application form for the UGC Research Grant for Faculty(Generic)</td>
<td>UR-1</td>
<td>Appendix 3.2</td>
</tr>
<tr>
<td>3 Application form for student</td>
<td>RG-S</td>
<td>Appendix 3.3</td>
</tr>
</tbody>
</table>
3.5: Faculty Research Grant

3.5.1: Scope
The purpose of this program is to foster research collaboration among smaller number of local faculty members, allow opportunity to train postgraduate students for their theses required for the degree, and make contribution in national research output. A two-year research project collaboration at least between two faculty members with commitment to train at least two graduate students for their theses is funded with a medium size grant under this program. Collaboration involving underprivileged institutions including community campus is particularly encouraged. Such collaboration gets additional marks during the evaluation for award.

The funding scheme for the Faculty Research Grant and requirement is presented in the Appendix 3.1.

3.5.3: Eligibility
The eligibility of faculty members and requirement for this funding is given in the Table 3.1. The Principle Investigator and the Co-investigator are collectively responsible for all academic and financial obligations. The host institution of the Principal Investigator is responsible for timely disbursement of the fund according to request made by the Principal Investigator based on the need and the plan of the project.

The fund can be spent only on the approved activities of the approved research project. All the equipment, technologies and resources procured by this fund are the property of the host institutions/department(s). The host institution receives 10% of the grant for covering overhead cost. In case of more than one host institution involved, the overhead cost support is divided equally among the institutions.

3.5.4: Selection
Selection of application for Faculty Research Grant award is based on academic credential of the Principal Investigator, involvement or commitment for involvement of graduate students, inclusion of investigators from the underprivileged groups, and the quality of the research proposal. Selection process is described in the Section 1.14 and the scheme of allocation of seats to various Categories and Clusters is shown in the Section 3.3. Detailed evaluation benchmarks are presented in Appendix3.9.

3.5.5: Forms
Application and evaluation forms for the Faculty Research Grants are as follows:

<table>
<thead>
<tr>
<th>Form</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Funding Scheme for all UGC Research Grants</td>
<td>Appendix 3.1</td>
<td></td>
</tr>
</tbody>
</table>

4 Collaborative Research Proposal Evaluation form | Appendix 3.4 |
5 All Research Proposal Oral Presentation Evaluation Form | Appendix 3.5 |
6 Evaluation of Application for Collaborative Research | Appendix 3.6 |
7 Research Grant Agreement (Generic) | Appendix 3.7 |
3.6: Small Research, Development and Innovation Grant (Small RDI Grant)

3.6.1: Scope
The purpose of this program is to support relatively small research projects (Research Category) and small development and innovation activities (Innovation Category) in the higher education institutions. Innovation projects are focused on new technology, product or service of commercial value or application for solving existing problems. Preliminary results or prototype of the product developed by the applicant is the primary criteria for evaluation of the proposals in the Innovation Category.

The funding scheme and requirements for the UGC Small RDI Grant is presented in the Appendix 3.1.

The project period for Small RDI projects is one year. A single Faculty member or up to two Faculty members can apply for this support. Involvement of at least one graduate student for his/her thesis required for degree or two undergraduate students for their Projects required for the degree is mandatory for this program. Project or collaboration from the underprivileged institutions including community campus gets additional marks during the evaluation for award.

3.6.2: Eligibility
The eligibility of faculty members and requirement for this funding is given in the Table 3.1. The Principle Investigator is responsible for all academic and financial obligations. The host institution of the Principal Investigator is responsible for timely disbursement of the fund according to request made by the Principal Investigator based on the need and the plan of the project.

The fund can be spent only on the approved activities of the approved research project. The progress reports and the All the equipment, technologies and resources procured by this fund are the property of the host institutions/department of the Principal Investigator. The host institution of the Principal Investigator also receives 10% of the grant for covering the overhead cost.

3.6.3: Selection:
Selection of application for the Small RDI Grant award is based on academic credential of the Principal Investigator, involvement or commitment for involvement of graduate students, inclusion of investigators from the underprivileged groups, and the quality of the research proposal. Selection process is described in the Section 1.14 and the scheme of allocation of seats to various Categories and Clusters is shown in the Section 3.3. Detailed evaluation benchmarks are presented in Appendix 3.13.
Proposal format and the benchmarks for evaluation are slightly different for Research Project (R-Project) and Innovation Project (I-Project).

### 3.6.4: Forms

The list of forms used for the Small RDI program is shown in the Table 3.4.

#### Table 3.4: Application and Evaluation Forms Used for Small RDI Grant

<table>
<thead>
<tr>
<th>Form</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 List of the UGC Research Grants for Faculty</td>
<td>Appendix 3.1</td>
<td></td>
</tr>
<tr>
<td>2 Application Form for the UGC Research Grant for Faculty (Generic)</td>
<td>UG-1</td>
<td>Appendix 3.2</td>
</tr>
<tr>
<td>3 Small RDI Proposal Evaluation form (for Research Project)</td>
<td>Appendix 3.10</td>
<td></td>
</tr>
<tr>
<td>4 Small RDI Proposal Evaluation form (for Innovation Project)</td>
<td>Appendix 3.11</td>
<td></td>
</tr>
<tr>
<td>5 Research Proposal Presentation Evaluation form</td>
<td>Appendix 3.5</td>
<td></td>
</tr>
<tr>
<td>6 Small RDI Presentation Evaluation form (for Innovation project)</td>
<td>Appendix 3.12</td>
<td></td>
</tr>
<tr>
<td>7 Evaluation of Application for Small RDI Grant</td>
<td>Appendix 3.13</td>
<td></td>
</tr>
<tr>
<td>8 Research Grant Agreement (Generic)</td>
<td>Appendix 3.7</td>
<td></td>
</tr>
</tbody>
</table>

### 3.7: Extramural Research Collaboration

Research collaboration between a principal investigator (PI) from the HEI in Nepal and extramural co-investigators (Co-Is) from national research institutions are encouraged under all research support programs. Minimum academic qualification required of extramural Co-Is is similar to that for the PI of Collaborative Research. Under the UGC Collaborative Research Grant program, the Principal Investigator from the HEIs in Nepal can collaborate with researchers from the nationally recognized/accredited foreign research institutions and universities.

In case the extramural Co-Is is from foreign research institutions, the following conditions will apply:

- a. The Principal Investigator (PI) of the research project must be an eligible faculty member from the HEIs in Nepal.
- b. Qualified faculty member or research fellow from foreign university or research institution recognized/accredited by the concerned national board/agency can be included in the research team as a Co-Investigator (Co-I).
- c. Any Co-I from the eligible foreign university must be a permanent/full time Faculty Member/ Research Staff in the institution for last five years
- d. Any Co-I from the eligible foreign university and research institution must have a doctoral degree and a proven track record of research publication (at least five original research articles published in ranked journals).
- e. Extramural Co-Is must submit a letter of no-objection received from the head of his/her institution together with the application form submitted to the UGC.
- f. The bulk of the research must be conducted in the laboratory/field in Nepal.
g. Only the experiment and testing that cannot be performed in laboratory and the field in Nepal due to unavailability of such service in Nepal or matter related to quality can be performed in foreign laboratory/field.

h. Any transfer of research materials, samples and technology should comply with all applicable national regulations and guidelines.

i. It is the responsibility of the university to assist the foreign researchers on travel and immigration matters in connection with the research.

A principal investigator from the HEI from Nepal and one or more extramural co-investigator should submit a joint research proposal under the intended research grants provided by the UGC.

3.8: Postdoctoral Fellowship

Recognizing that postdoctoral fellowship is a strong supporting system for promoting research culture in universities and that the universities in Nepal are yet to introduce it, a limited number of postdoctoral fellowships are introduced to promote the culture of postdoctoral fellowship in the HEIs. Initially, the postdoctoral position and fellowship are provided for technical and laboratory-based research among the projects funded by the UGC Collaborative research grant. Research projects in the HEIs funded by sources other than the UGC can also be considered for this support. The Alternative scheme of Appointment and Promotion based on Academic Excellence introduced by Tribhuvan University under the HERP will also be encouraged to link with this postdoctoral fellowship program. The UGC postdoctoral fellowship is for up to two years.

3.8.1: Eligibility of Candidate for Postdoctoral Fellowship

The Postdoctoral position is for working in the Collaborative research project funded by the UGC on the basis of the need of the project. Therefore, selection and recommendation by the project team are the major requirements. Other criteria include:

a. A PhD degree received within 10 years or employed elsewhere as a postdoctoral fellow within last 5 years.

b. Selected/recommended by the principal investigator (PI) of the UGC Collaborative Research grant, based on the candidate's academic credentials and expertise in the area of the project, and the expertise need of the project.

c. A letter of approval by the host department/institution.

d. A proven track record of training and research publication in the area of the Collaborative Research project (publication of at least two original research articles in Ranked journals).

3.8.2: Application, Selection and Award of the Postdoctoral Fellowship

The procedure for application and selection of candidates for the postdoctoral position and fellowship is as follows:

Step 1: The principal investigator (PI) of the UGC-funded Collaborative Research project calls for application from qualified candidates interested in working in the research project
(Appendix 3.14). Such a call can be made even before the research team is awarded the grant, on a conditional basis.

**Step II:** The principal investigator (PI) selects the postdoctoral candidate based on the expertise of the candidate and the research need of the project and provides an Acceptance Letter to the selected candidate. The PI also has to arrange to provide a No Objection Letter from the host institution.

**Step III:** The host institution provides a Letter of No Objection signed by the head of the institution to the selected postdoctoral candidate.

**Step IV:** The selected postdoctoral candidate applies for the UGC Postdoctoral Fellowship to the UGC. Application should accompany the completed application form (Appendix 3.15), a cover letter, copies of the Acceptance Letter and the No Objection Letter from the PI and the head of the host institution, respectively.

**Step V:** The UGC will review the application and will make a decision on awarding the Postdoctoral Fellowship based on the expertise of the candidate and technical requirement of the research project.

**Step VI:** The Postdoctoral Fellow joins the institution.

**Step VII:** The Postdoctoral Fellow submits to the UGC the Joining Report signed by the head of the institution and the PI of the research project (Appendix 3.17).

**Step VIII:** The Postdoctoral Fellow submits progress report to the UGC every 6 months until the completion of the tenure.

**Step IX:** At the end of the tenure, the UGC will provide a Certificate of Completion of the UGC Postdoctoral Fellowship, signed by the Member-Secretary of the UGC and the head of the host institution (Appendix 3.18).

### 3.8.3: Forms and Documents

The following forms and format of letter should be used for application and award of the UGC Postdoctoral Fellowship:

<table>
<thead>
<tr>
<th>Form/Letter/Announcement</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Call by Principal Investigator for Postdoctoral Position</td>
<td></td>
<td>Appendix 3.14</td>
</tr>
<tr>
<td>2 UGC Postdoctoral Fellowship Application form</td>
<td>PDF-1</td>
<td>Appendix 3.15</td>
</tr>
<tr>
<td>3 UGC Postdoctoral Fellowship Award Letter</td>
<td></td>
<td>Appendix 3.16</td>
</tr>
<tr>
<td>4 Postdoctoral Fellow Joining Report</td>
<td></td>
<td>Appendix 3.17</td>
</tr>
<tr>
<td>5 Certificate of the Completion of Postdoctoral Fellowship</td>
<td></td>
<td>Appendix 3.18</td>
</tr>
</tbody>
</table>
3.9: Matching Co-Fund for Research, Development and Innovation
In order to encourage the development of University-Industry collaborative interface and support research, development and innovation sponsored by industries and public sector agencies as well, the UGC has included in its research grants an option for the UGC/Non-UGC matching co-funding for Faculty Member generated research, development and innovation projects. Eligibility and procedure for application, evaluation and award for this grant are the same as that for Collaborative Research Grant, Faculty Research Grant and Small RDI grant, whichever is closer in terms of the fund pledged by the sponsor. The maximum limit for matching research grant is the same as that for the UGC Collaborative Research Grant as shown in the Appendix 3.1. Application can be submitted throughout the year. A proof of sponsorship or the pledge thereof should be presented together with the application for the research grant to the UGC. Eligibility and Procedure for Application, Evaluation and Award are decided by the matching co-funding pledged by the sponsor as shown in the Appendix 3.19.

3.10: Special Research
The purpose of this program is to support need-based research. Scientific research on nationally important and urgent issues as well as policy and program research urgent or relevant to the UGC, universities or governmental agencies are supported under this program. Generally, the UGC will solicit research proposals on relevant issues from qualified individuals and institutions. The UGC might also consider investigator-generated research proposals. The UGC will develop necessary procedure to manage this program.

3.11: Program Monitoring and Evaluation
All research programs supported by the UGC are monitored and evaluated using both the desk monitoring and on-site monitoring. For the desk monitoring, mandatory periodic research progress reports and the final reports are monitored for performance and compliance with the UGC policy and guidelines. Reports of scholarly publications are collected and a public database is established. Research projects are closely monitored for timely disbursement of the funding and spending. Research Division regularly communicates with the Investigators and the Host Institutions to inquire the status of the program and provide necessary guidance. Research Division makes planning for on-site monitoring based on the progress report, external information and the nature of the program.

3.12: Additional Funding Provisions
Limited extra funding may be arranged in the cases of highly technical faculty research and PhD studies requiring additional support on purchasing technical inputs including equipment, patent, software, etc. with a mandatory provision that the selected researchers conduct their proposed research studies from their respective institutions and install these items as the properties of the institution. Institutional support program for research infrastructure with broader scope is presented in Section V.

3.13: Expected Outcomes
The following are the intended outcomes of the research subcomponent of the funding:
- increase in number of faculty involvement in scientific research;
- promotion of the culture of scientific inquiry, research ethics, motivation for search of funding opportunity and culture of research collaboration and competition;
- improvement in the overall quality of teaching-learning through the use of empirical and proactive approaches in teaching;
• increase in the quality of research of graduate students as demonstrated by an increase in the number and quality of research publication;
• increased collaboration between university and industry in research development and innovation;
• institutional development through research and development activities and funding for infrastructure development in higher education;
• improvement in academic as well as professional aspects of research and innovation resulting in breakthroughs in new products development, protection and more registration of intellectual properties;
• significant increase in number of academic publications of research work; and
• increased research and development trends in industry, and national priority-based problem solving through collaborative scientific research and development activities in universities.
SECTION IV: FUNDING FOR CAPACITY DEVELOPMENT

4.1: Introduction
All programs connected to academic and research capacity development of the faculty members, students and supporting staff in the higher education institutions in Nepal are funded under this program. While the UGC research grants are primarily awarded based on the scientific merit review of the research proposals, academic and research capacity development supports are awarded primarily based on the academic need of the institution, faculty members, students and the supporting staff. Research Training, Refresher Course, Short Study Visit, Visiting Professor, Conference Travel Grant and national and international conference, seminar and workshop are some of the activities supported under this program. UGC has Academic Committee to facilitate implementation of parts of these activities supported by the Planning Division.

4.2: Research Training

4.2.1: Scope
The purpose of this program is to provide research training to needy faculty members, research fellows and research support staff through training organized by the higher education institutions, research institutions and professional societies and training institutions. The UGC provides financial support to the institutions interested in organizing such training. The UGC may also support individual faculty members and research fellows by providing training fee to participate in research training organized by professional institutions when such training is within the scope of the research training program supported by the UGC.

The UGC provides financial support to organize or participate in the training of the following nature:

i. Research Methodology Training (theories and research design)
ii. Research Proposal Development and Research Management Workshop
iii. Data Management and Analysis Workshop
iv. Scientific Writing Workshop
v. Responsible Conduct of Research Training
vi. Laboratory Safety Training
vii. Advanced Hands-on Laboratory Training.

Typically a training event should be 3-5 days long and can cover any of the trainings and workshop listed above. These training can be organized as a part of a longer training with additional financial support from other agencies, provided that the scheme explicitly lists the activities and the funding sources and that there is no repetition.
The UGC provides financial support to the institution organizing the training program according to the scheme shown in the Appendix 4.1.

The fund will be made available in two equal installments – one at the time of signing of the agreement between the organizer and the UGC, and the other after submission of the final report by the organizer. Any surplus of the fund agreed by the UGC will be deducted from the final installment.

4.2.2: General conditions

The following is the list of conditions that should be met when organizing research training and workshop by institutions under this program:

1. Training or workshop event should be organized as an at least 3 days long event. There should be at least 8 sessions of training or workshop in a 3-day event and at least 14 sessions in a 5-day event.
2. Longer training can be organized by the institution with additional support from other agencies.
3. There should be at least 20 participants for each training.
4. Eligible participants in such training are the faculty members, research support staff and the UGC fellows from the host education institutions and the eligible institutions from the neighboring area. At least 10% of the participants must be from the neighboring eligible institutions. The UGC might also request for including the UGC Fellows in the training. The list of the participant must be submitted to the UGC at least a week before the start of the training program.
5. Professional societies and non-teaching institutions can apply for organizing research training and workshop in their own discipline and specialized skill only for the participants eligible for the UGC support which includes the faculty members and research support staff from the higher education institutions and the UGC fellows. A list of at least 50% of the candidate participants must be submitted at the time of the application for this support. The UGC may also provide the list of participants for this purpose.
6. The UGC may also organize research training and workshop for the UGC fellows and eligible faculty members of the HEIs by hiring resource persons or by procuring consulting service of the firms capable of conducting research trainings.
7. An organizing committee with designated Coordinator and at least four members must be formed and included in the Application Form.
8. Application should be submitted by the Head of the Institution.
9. Generally, expenditure should be as follows:
   - Remuneration and Travel: 30%
   - Logistic and Stationary: 30%
   - Meal: 30%
   - Report writing: 10%
10. The host institution which applies for the UGC support for the training should contribute at least 5% of the total cost of the event.
11. Training resource persons should be remunerated according to the existing financial norms. An expert can be paid travel allowance, daily allowance and remuneration of Rs. 2,500/- per session for not more than two sessions in a day. For any higher rate of remuneration, a prior permission from the UGC must be taken by providing justifications.
12. Generally an institution which has received this support in a certain year will not receive the support again for the same program in the subsequent year. However, the UGC may request any institution to organize any training to fulfill its purpose.
13. Institutions which has not cleared previous financial transaction in similar program are not illegible to apply.
14. The UGC may request organizing institutions to combine separately planned training programs for efficiency and cost consideration.
15. The UGC has the right to determine the fund for support.
16. The fund is disbursed in two equal installments. The first installment is disbursed at the time of signing of the agreement and the final installment is disbursed after the organizer submits the final report in the format specified in the Application Form.

4.2.3: Application and Selection
Application for financial support to organize research training should be submitted at the time of the bi-annual call made by the UGC. The available annual quota for the training is split for four month cycles. Application should be submitted at the time of biannual call by the UGC. Applications are evaluated by the UGC Research Division using the criteria specified in the Training Application Evaluation Form (Appendices 4.8 and 4.11) and the decision on the award is made by the Evaluation Committee based on the priority status of the application and the availability of the quota for four months cycle and any carried over quota from the previous cycle.

4.2.4: Forms
Forms used for the application for the support and the subsequent procedure are listed in the Table 4.1.

Table 4.1: The list of forms used for applying for the UGC funding for Training Programs

<table>
<thead>
<tr>
<th>Form</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>The UGC Funding for Organizing Research Trainings</td>
<td></td>
<td>Appendix 4.1</td>
</tr>
<tr>
<td>Application Form (Research Methodology/Refresher Course)</td>
<td>RT-1</td>
<td>Appendix 4.7</td>
</tr>
<tr>
<td>Evaluation of the Application for RT-1</td>
<td></td>
<td>Appendix 4.8</td>
</tr>
<tr>
<td>Participant Evaluation Form for RT-1</td>
<td></td>
<td>Appendix 4.9</td>
</tr>
<tr>
<td>Application Form (Laboratory Training)</td>
<td>RT-2</td>
<td>Appendix 4.10</td>
</tr>
<tr>
<td>Evaluation of the Application for RT-2</td>
<td></td>
<td>Appendix 4.11</td>
</tr>
<tr>
<td>Participant Evaluation Form for RT-2</td>
<td></td>
<td>Appendix 4.12</td>
</tr>
</tbody>
</table>

4.3: Individual Training Fee Support
The purpose of this program is to provide opportunity for the UGC Fellows opportunity to receive locally organized training relevant to research. Training must be within the scope of the training funded by the UGC (Section 4.2.1). In case the research training is organized by the national governmental institutions, the UGC may reimburse the training fee paid by the Fellow. In case of training programs organized by other institutions, a tentative funding limit of the support is shown in the Appendix 4.2. Eligible candidates can apply for this support by completing the Application Form (Appendix 4.13).
4.4: Support for Organizing Conference, Seminar and Workshop

4.4.1: Scope
The purpose of this program is to provide partial support to higher education institutions, national research institutions and academic and professional societies to organize national and international conferences, symposia, seminar and workshop on topics of academic and national importance and with a significant participation by the faculty members and students from the higher education institutions of Nepal. Private campuses, research institutions and professional societies can apply for this support only with a constituent or community campus as a co-organizer. Higher education institutions can organize such events singly or jointly with co-organizing institutions.

4.4.2: Funding
The UGC provides financial support to the organizing institution according to the following scheme presented in the Appendix 4.3. The host institution which applies for the UGC support for the event should contribute at least 5% of the total cost of the event.

4.4.3: Application and Selection
The application for this support should be submitted to the UGC at the time of the biannual call (Appendix 4.14). Applications are evaluated by the UGC Research Division using the criteria specified in the Evaluation Form (Appendix 4.15) and the decision on the award is made in a trimester cycle based on the priority status of the application and the availability of the fund for a particular year.

4.4.4: Forms
The forms used for application and selection of institutions for the award of this support are listed in the Table 4.2.

Table 4.2: Form and Documents used for Organizing Conference/Seminar/Workshop

<table>
<thead>
<tr>
<th>Form/Document</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>The UGC Funding for Organizing Conference/Seminar/Workshop</td>
<td></td>
<td>Appendix 4.3</td>
</tr>
<tr>
<td>Conference/Seminar/Workshop Support Application Form</td>
<td>SC-1</td>
<td>Appendix 4.14</td>
</tr>
<tr>
<td>Application Evaluation Form</td>
<td></td>
<td>Appendix 4.15</td>
</tr>
</tbody>
</table>

4.5: The UGC Support for Organizing Refresher Course for the Faculty
The purpose is this program is to provide financial support to the higher education institutions to organize refresher course training for faculty members on new or revised academic program, curriculum, new skill and knowledge requirement, teaching methods and technology, and thereby help enhance academic capacity of the faculty members and the institutions.

The application and selection process for award and the funding are similar to that for the UGC Support for Research Training (Section 4.2 and Appendix 4.1). Organizing institution
should complete the Application for RT-1 and submit to the UGC. For laboratory based training intended for the Faculty Members, the Application Form RT-2 can be used.

4.6: The UGC Support for the Staff Capacity Development Program
The purpose is this program is to provide financial support to the higher education institutions and their regulatory bodies including the UGC to plan and conduct capacity development activities for non-teaching staff of the higher education institutions as well as that of the regulatory bodies. The funding scheme for this program is similar to that for the Research Training.

4.7: The UGC Support for International Relationship
The purpose is this program is to support activities aimed at promoting international relation for strengthening the higher education policy, management, quality assurance and accreditation, research collaboration and academic exchanges. Under this program, the UGC provides support for a short international relationship visit by the UGC and University Staff to cooperating institutions. The scope, procedure and funding under this program will be decided by the UGC.

4.8: The UGC Support for Short Term Visiting Professor Program

4.8.1: Scope
The purpose of this program is to support a short term national and regional (SAARC region) academic exchanges initiated by Nepalese higher education institutions. This program gives opportunity to a higher education institution to host a high skilled local or a foreign Visiting Professor in order to enhance the academic and research capacity and professional networking of the institution through teaching, training and research conducted by the Visiting Professor in the institution during his/her visit. The visiting Professor must be at least an Associate-Professor or a highly accomplished researcher from a recognized institution in a SAARC country. Under this program, the UGC provides travel and daily allowance to the Local Visiting Professor for a period up to 15 days and the Foreign Visiting Professor for a period up to 10 days.

4.8.2: Funding
The UGC provides travel and daily allowance to the Visiting Professor after the completion of the visit and submission of a final report by the Visiting Professor to the UGC. Appendix 4.4 shows the scheme of the UGC funding for local and foreign Visiting Professors.

4.8.3: Application and Selection
The hosting institution prepares a proposal and submits it along with a completed Application Form (Appendix 4.16) to the UGC. Application should be submitted at least two months prior to the date planned for the visit. Applications are evaluated by the UGC Research Division using the criteria specified in the Application Evaluation Form (Appendix 4.17) and the decision on the award is made by the Evaluation Committee based on the priority status of the application and the availability of the fund for a particular year.

4.8.4: Forms
Forms used for the application for the support and the subsequent procedure are listed in the Table 4.3.
Table 4.3: The list of forms used for the short term visiting professor program

<table>
<thead>
<tr>
<th>Form</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>The UGC Funding for Short Term Visiting Professor</td>
<td></td>
<td>Appendix 4.4</td>
</tr>
<tr>
<td>Application Form for Visiting Professor (to be submitted by the hosting institution)</td>
<td>VP-1</td>
<td>Appendix 4.16</td>
</tr>
<tr>
<td>Evaluation of the Application for Visiting Professor</td>
<td></td>
<td>Appendix 4.17</td>
</tr>
<tr>
<td>Participant Evaluation Form for Visiting Professor</td>
<td></td>
<td>Appendix 4.18</td>
</tr>
</tbody>
</table>

4.9: The UGC Support for Short Study Foreign Visit of Faculty

4.9.1: Scope
The purpose of this program is to support faculty members conducting research in the higher education institutions in Nepal to visit research institutions and universities in foreign country for a short period to conduct a part of an ongoing research or acquire advanced skill relevant for the research. Under this program, the UGC provides travel and daily allowance to the Faculty member for a period up to 15 days.

4.9.2: Funding
The UGC provides travel and daily allowance to the visiting Faculty member after the completion of the visit and submission of a final report of the visit to the UGC. The UGC funding scheme for this program is presented in the Appendix 4.5.

4.9.3: Application and Selection
The application for this support can be submitted to the UGC throughout the year and at least two months prior to the date planned for the visit (Appendix 4.19). Applications are evaluated by the UGC Research Division using the criteria specified in the Application Evaluation Form (Appendix 4.20) and the decision on the award is made by the Evaluation Committee based on the priority status of the application and the availability of the fund for a particular year.

4.9.4: Forms
Forms used for the application for the support and the subsequent procedure are listed in the Table 4.4.

Table 4.4: The list of forms used for the Short Study Visit Program

<table>
<thead>
<tr>
<th>Form</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>The UGC Funding for Short Study Visit by Faculty Member</td>
<td></td>
<td>Appendix 4.5</td>
</tr>
<tr>
<td>Application Form for Short Study Visit</td>
<td>SSV-1</td>
<td>Appendix 4.19</td>
</tr>
<tr>
<td>Evaluation of the Application for Short Study Visit</td>
<td></td>
<td>Appendix 4.20</td>
</tr>
</tbody>
</table>
4.10: The UGC Conference Travel Grant

4.10.1: Scope
The purpose of this program is to support faculty members and researchers of higher education institutions and the recipients of the UGC Fellowship and Research Supports to participate in the scientific conferences organized in foreign countries in order to present their ongoing or recently completed research works. Researchers from national research institutions who have supervised graduate students for their theses and are presenting the same research in the international conference are also eligible to apply for this support. The objective of such participation is to receive recognition and inputs for the presented work for publication in high quality journals. Nepali scholars invited to deliver keynote speech at international scientific conference are also eligible for this support.

4.10.2: Funding
The UGC provides partial support covering an economy class round trip by air by any airlines of Nepal when and if available. In case such service is not available, the most economical airline and route must be taken. Candidates who have already received financial support for the air ticket from other sources for the event are not eligible to apply for this support. Candidates receiving the UGC Travel Grant in the previous fiscal year are not eligible to apply. The funding limit is as shown in the Appendix 4.6.

4.10.3: Application and Selection
The application for this support should be submitted to the UGC at least a week before the date of travel completing an Application Form (Appendix 4.21). Applications are evaluated for the eligibility and completeness of the Application by the UGC Research Division and the decision on the award is made in a trimester cycle based on the availability of the fund for a particular year. Research Division might develop criteria for a competitive selection of the applications.

4.10.4: Forms
Forms used for the application for the Conference Travel Grant and the subsequent procedure are listed in the Table 4.5.

| Table 4.5: The list of forms used for the short term visiting professor program |
|------------------|-----------|----------------|
| Form             | Code      | Format         |
| The UGC Conference Travel Grant | Appendix 4.6 |
| Application Form for the UGC Conference Travel Grant | TG-1 | Appendix 4.21 |

4.11: Support for Publication of Research Articles in Ranked Journals
Under this program, the UGC will provide a limited financial assistance to the recipients of the UGC research funds and fellowships to pay for the publication/handing fee charged by the publisher to publishing their research work in ranked journals, on the basis of their need. This support can also be provided to the research funded by agencies other than the UGC, upon availability of the fund. The limit of funding per eligible research article is Rs. 50,000.

The applicant is required to submit a completed form (Appendix 4.22) and supporting documents. The application can be submitted anytime after the acceptance of the research
article by the publisher. In order to be eligible for this support, the applicant must have made at least one request to the publisher for the Fee waiver.

4.12: Expected Outcomes

The following are the intended outcomes of the UGC Capacity Development programs:

- enhancement of the extent of faculty motivation and skill for involvement in research and development;
- increase in theoretical knowledge and analytical skill of faculty members and students for conceptualizing, designing, conducting and analyzing research;
- increase in the awareness of academic integrity, research ethics, hazard and safety issues;
- increase in the number and quality of research proposals;
- increase in publications in Indexed and peer-reviewed journals; and
- improvement of the institutional capacity to design and deliver advance level research seminars, workshops, and training programs.
SECTION V: INSTITUTIONAL SUPPORT FOR STRENGTHENING RESEARCH INFRASTRUCTURE

5.1: Introduction
The purpose of this program is to provide financial support to higher education institutions to strengthen their research infrastructure. This program also includes a program to support national peer-reviewed journals to strengthen and upgrade their quality.

5.2: Scope
The UGC provides financial support to establish or strengthen Research Management Cell (RMC), Research Laboratory and Research library in higher education institutions. Peer-reviewed journals published by Higher Education Institutions, Research Institutions, Professional Councils and Societies are also supported under this program. A detailed procedure for the support to the Research Management Cells in Higher Education Institutions has been developed and is being implemented. The procedure for Support to the Research laboratories, research library and peer-reviewed journal is in progress.

5.3: Strengthening the HEI Libraries
The purpose of this component of research funding is to strengthen the capacity of central libraries in terms of library resources and researcher’s access to them. Support is provided to increase the subscription capacity of libraries, to digitize research literature, to develop inter-library and library-to-user networking, and to establish a plagiarism checking system in the universities. The UGC will develop a separate guideline for the purpose and proposals will be invited from central libraries.

5.4: Research Laboratory Support
The purpose of this program is to strengthen research laboratories in HEIs. Under this programs funds are made available to establish and strengthen research laboratories, to purchase laboratory equipments, to purchase service contract and extension and to strengthen physical infrastructure of research laboratories. Research laboratory service networking and preparation of national inventory of facilities and services are also supported. The UGC will determine the nature and scope of support and will invite application from HEIs.

5.5: Support for Peer-Reviewed Journal
The purpose of this program is to provide financial support to nationally published peer-reviewed journals to upgrade their quality. The UGC also provides funding to establish new peer-reviewed journals in new discipline or in the area which currently does not have peer-reviewed journal.
The UGC Minimum Standard for National Peer-reviewed Journal and the UGC Guideline for awarding support to peer-reviewed journal are in progress.
5.6: Support for Publication of Research Reference Material
The purpose of this program is to provide financial support to publish and distribute standard research reference material to institutions and researchers. The Research Reference Material may include Laboratory Operating and Safety Guidelines, Research Training Manuals and Special Research Reports. The UGC will develop a procedure for awarding the support.

5.7: University-Industry Dialog
The purpose of this program is to support activities aimed at initiating and continuing University-Industry dialog to promote research, development and innovation collaboration between the universities and the industry for mutual or national benefit. The UGC provides financial support to organize seminar, conference, workshop and promotional activities. Higher education institutions, research institutions, professional societies and industry can organize such events. The UGC might also organize such events. The Application Process is similar to that for the UGC Support for organizing Conference, Seminar and Workshop (Section 4.4). The UGC may also solicit proposals for organizing such events from qualified institutions and firms. The UGC decides the scope and terms of reference for each event.

5.8: Support to Research Management Cell (RMC)

5.8.1: Scope
The purpose of this program is to provide financial support to establish a new Research Management Cell (RMC) or strengthen the existing Cell formed to provide management support to research activities in the institution.

5.8.2: What is RMC
An RMC is envisioned as an umbrella structure providing management support to all structures and functions related to research activities in the institution. It can be named as per the institutional need or currently assigned functions. Research related structures such as Research Committee, Institutional Review Committee, Ethics Committee, Hazard and Safety Committee, and functions like research funding, research capacity development, responsible conduct of research, institutional assurance and compliance may come under the RMC. Each higher education institution with academic program that has a research component should establish a RMC with or without the financial support of the UGC.

5.8.3: Funding
The funding limit, purpose and allowable expenditure of the UGC support for RMC is shown in the Appendix 5.1

5.8.4: Application and Selection
(a) New RMC
Steps:
I. Formation of RMC - Institution forms a preparatory or a full Research Management Cell Committee and drafts a Proposed RMC Operating Guideline.
II. The UGC Call- The UGC makes annual call for submission of application for the UGC Support for the RMC.
III. Application Submission - The institution submits a completed Application (Appendix 5.2) along with a proposal in the format specified in the application form to the UGC.
IV. Preparation for Site Inspection - The UGC Research Division makes a preliminary assessment of the Application and the Proposal to prepare a list of headings for the site inspection of the Institution.

V. Site Inspection - An UGC team visits the institution, conducts the inspection and submits its Report to the UGC.

VI. Evaluation - The UGC evaluates the status of the institution based on the Inspection Report and the Proposal submitted by the Institution using a pre-specified criteria (Appendix 5.3) to prepare a merit list of applicant institutions.

V. Announcement of Award - The UGC announces the Awards of Support for RMC based on the merit list and quota available for the year.

(b) Old RMC
The old RMC which are established with the funding from the UGC or on their own and are active can apply for a continuing support from the UGC. Unless the UGC feels a need for the site inspection of the institution, a merit list of the Applicant institution for award is prepared based on the evaluation of the Application and the Proposal using a pre-defined criteria (Appendix 5.6). The UGC makes the announcement of the award together with such awards for the new RMC or separately.

In both categories, approximately half of the available quota goes to the institutions located out of the Kathmandu valley. The underprivileged institutions comprising of Community Campuses and the campuses located in the remote districts receive special marks during the evaluation of the Application for the support under this program.

5.8.5: Forms
Table 5.1 shows the list of forms used for Application and Selection procedure for the UGC Support for RMC.

Table 5.1. Forms used for the UGC Support for RMC

<table>
<thead>
<tr>
<th>Form</th>
<th>Code</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>The UGC Funding for Research Management Cell</td>
<td></td>
<td>Appendix 5.1</td>
</tr>
<tr>
<td>Application Form for New RMC</td>
<td>RMC-1</td>
<td>Appendix 5.2</td>
</tr>
<tr>
<td>Evaluation of the Application for New RMC</td>
<td></td>
<td>Appendix 5.3</td>
</tr>
<tr>
<td>Check List for Site Inspection of New RMC</td>
<td></td>
<td>Appendix 5.4</td>
</tr>
<tr>
<td>Application Form for Old RMC</td>
<td>RMC-2</td>
<td>Appendix 5.5</td>
</tr>
<tr>
<td>Evaluation of the Application for Old RMC</td>
<td></td>
<td>Appendix 5.6</td>
</tr>
</tbody>
</table>

5.9: Expected Outcomes
The following are the expected outcome of the UGC Institutional Support for Strengthening Research Infrastructure program:

- Increase in resource and services of central libraries
- Increased access for the Faculty Members and students to scientific literature
- Establishment of well-equipped research laboratories
- Increased awareness about the responsible conduct of research and the consequences of the research misconduct;
establishment of regulatory bodies like the Research Committee, the Review Committee, the Ethics Committee, the Hazard and Safety Committee;
improvement of the research capacity of higher education institutions across the nation;
increased cooperation among the HEIs for sharing research resources;
commencement of the culture of university-industry collaboration;
timely accomplishment of faculty and student research projects; and
increase in the research output of universities.
SECTION VI: MISCELLANEOUS

6.1: Monitoring and Evaluation

Recognizing the critical importance of Monitoring and Evaluation of Research Support Programs for identifying implementation issues and providing direction to produce expected results, and also a complex and highly professional nature of research programs, the UGC will develop Monitoring and Evaluation Framework for research support programs at individual program level as well as at a larger component level. Monitoring and Evaluation will include field monitoring, progress report evaluation, final report evaluation and project review.

6.2: Evaluation of the Research Quality

The quality of the UGC funded research is evaluated based on the degree of compliance with the UGC principles of Research Funding (Section 1.6), academic outputs and scientific merit review of the final report. Table 6.1 shows the major indicators for the quality of the UGC funded research.

Table 6.1: Major indicators of quality of the UGC funded research

<table>
<thead>
<tr>
<th>SN</th>
<th>Indicators</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Responsible Conduct of Research</td>
<td>No sign of irresponsible conduct</td>
</tr>
<tr>
<td>2</td>
<td>Responsible Expenditure of Fund</td>
<td>Fund expenditure in compliance with the UGC conditions</td>
</tr>
<tr>
<td>3</td>
<td>Students Training</td>
<td>Number of student theses produced, level of academic degrees received</td>
</tr>
<tr>
<td>4</td>
<td>Intrinsic Indicator (Peer-review of the Final Report)</td>
<td>Format and content of the Report (rigor, originality, integrity, significance, style, impact etc)</td>
</tr>
<tr>
<td>5</td>
<td>Esteem Indicator</td>
<td>Participation in conferences and recognitions</td>
</tr>
<tr>
<td>6</td>
<td>Bibliometric indicator</td>
<td>Quality of publication (Journal/ Authors/ Article ranking)</td>
</tr>
<tr>
<td>7</td>
<td>Publication initiative indicator</td>
<td>Number and quality of Journal-ready manuscript (at the time of final reporting)</td>
</tr>
</tbody>
</table>

Since the publication activities may extend beyond the project period, researcher’s initiative towards publication in the form of journal-ready manuscript submission along with the final report is included in the evaluation.

Those who have already made strong bibliometric impact with publications in ranked journals and have covered major parts of the research work may not need peer-review of the final report. In such case, a simple technical assessment of the final report would be sufficient. For the rest, a reviewer evaluates the final research report using a pre-defined
generic evaluation criteria (Appendix 6.1). These criteria can be adapted to suit the scope of the research projects.

6.3: Monitoring of Research Management Cell

The Research Management Cell requires to submit periodic progress report to the UGC. The Research Division monitors the progress of the RMC using both the desk and field monitoring methods. Progress reporting as well as monitoring use the following indicators for the reporting purposes.

1. RMC Fund Management / Financial Report
2. Research Activity
   (a) Student Research Projects
   (b) Faculty Research Projects
3. Research Capacity Building
   (a) Institutional Academic Activities
   (b) Regulatory Guidelines (Research Guidelines, Laboratory Safety Guidelines, Code of Conduct, Research Misconduct Addressing Guidelines etc)
4. Physical Infrastructure (Laboratory, Library, ICT, Multimedia)
5. Coordination (Reform Support Coordination, Research Collaboration)
6. Plan (Annual and Long Term Plan)

Research Division will frame appropriate detailed framework and provide to the Institution and Monitoring Team for the monitoring purpose.

6.4: Revision in The UGC Research Development and Innovation Programs Implementation Guidelines

The Research Support Programs Guidelines is reviewed and updated by the UGC annually. For any major revision, the UGC will form a “The UGC Research Development and Innovation Programs Implementation Guidelines Revision Committee” as per recommendation of the Research Council and the revisions suggested by the Committee will be endorsed by the UGC. Research Division will coordinate the whole process.
SECTION VII: APPENDICES
Appendices 1: Funding

Appendix 1.1: Total Quality and Research Support Programs for the year 2016-2017 (2073-2074)

Total Quality and Research Support Programs of the UGC for the year 2016-2017 (2073-2074)

<table>
<thead>
<tr>
<th>Programs</th>
<th>Number</th>
<th>Funding per event (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Research Grants for Faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Small RDI Grant*</td>
<td>50</td>
<td>75,000 - 1,50,000</td>
</tr>
<tr>
<td>2. Faculty Research Grant</td>
<td>50</td>
<td>2,00,000 – 4,00,000</td>
</tr>
<tr>
<td>3. Collaborative Research Grant</td>
<td>10</td>
<td>10,00,000 – 20,00,000</td>
</tr>
<tr>
<td>4. Postdoctoral Fellowship</td>
<td>2</td>
<td>30,000 per month (Up to 24 months)</td>
</tr>
<tr>
<td>B Fellowship and Research Support for Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. PhD Fellowship</td>
<td>40</td>
<td>252,000 (7000 per month*36 months) + Travel Grant + Publication Fee</td>
</tr>
<tr>
<td>2. PhD Research Support**</td>
<td>40</td>
<td>Need assessment based</td>
</tr>
<tr>
<td>3. PhD Partial Support</td>
<td>30</td>
<td>60,000</td>
</tr>
<tr>
<td>4. Ongoing PhD Support</td>
<td>Remaining installments</td>
<td></td>
</tr>
<tr>
<td>5. MPhil Fellowship</td>
<td>40</td>
<td>100,000 (5000*18month + 10,000)</td>
</tr>
<tr>
<td>6. Masters/MPhil Research Support**</td>
<td>150</td>
<td>20,000 – 50,000</td>
</tr>
<tr>
<td>7. Masters/MPhil Research Support (Disability§ Group)</td>
<td>30</td>
<td>20,000 – 50,000</td>
</tr>
<tr>
<td>C Capacity Development Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Research Training</td>
<td>30</td>
<td>1,00,000 – 150,000</td>
</tr>
<tr>
<td>2. Individual Training Fee Support*</td>
<td>60</td>
<td>3,000 - 7,000</td>
</tr>
<tr>
<td>3. Refresher Course*</td>
<td>25</td>
<td>1,00,000 – 150,000</td>
</tr>
<tr>
<td>4. Research Article Publication</td>
<td>10</td>
<td>50,000</td>
</tr>
<tr>
<td>5. Support for Organizing Conference/Seminar/Workshop*</td>
<td>65</td>
<td>50,000-150,000</td>
</tr>
<tr>
<td>6. Conference Travel Grant*</td>
<td>100</td>
<td>25,000 – 45,000</td>
</tr>
<tr>
<td>7. Visiting Professor*</td>
<td>20</td>
<td>Up to 1,50,000 (5000<em>2</em>15days, + TA)</td>
</tr>
<tr>
<td>8. Short Study Visit*</td>
<td>20</td>
<td>As per UGC decision</td>
</tr>
<tr>
<td>9. Staff Capacity Development*</td>
<td>As per UGC decision</td>
<td></td>
</tr>
<tr>
<td>10. International Relationship*</td>
<td>As per UGC decision</td>
<td></td>
</tr>
<tr>
<td>D Research Infrastructure Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Support to Peer-reviewed Journal</td>
<td>5</td>
<td>5,00,000</td>
</tr>
<tr>
<td>2. University-Industry Dialogue</td>
<td>10</td>
<td>1,20,000</td>
</tr>
<tr>
<td>3. Research Management Cell</td>
<td>10</td>
<td>2,00,000 – 10,00,000</td>
</tr>
<tr>
<td>4. Laboratory Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Library Networking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Special Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships for the MBBS and BE Degrees for the Students from the Madhesi Dalit Community</td>
<td>Open</td>
<td>As per the Guideline for the Scholarship</td>
</tr>
</tbody>
</table>

Note
* Programs funded through the allocation to the Quality Improvement Program
** Programs funded through the allocation to Quality Improvement Program and the HERP

All other programs are funded through the HERP

§ Persons with disability of the class ‘A’ or ‘B’ are eligible to receive additional Rs. 10,000 for supporting their assistants.

UGC may, following due procedure, adjust the allocations as per need and availability of resources.
Appendix 1.2: The UGC Annual Budget Allocated for the QIP

The UGC Annual Quality Improvement Programs Budget Allocation for the Year 2016-2017 (2073-2074)

<table>
<thead>
<tr>
<th>Quality Improvement Programs</th>
<th>Beneficiaries</th>
<th>Allocated budget (Rs. ‘000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Faculty Capacity Development Program</td>
<td>HEI/Faculty</td>
<td>8,500</td>
</tr>
<tr>
<td>2 Fellowship</td>
<td>Faculty/Student</td>
<td>9,800</td>
</tr>
<tr>
<td>3 Research Promotion</td>
<td>Faculty/Student</td>
<td>9,000</td>
</tr>
<tr>
<td>4 Teaching/Study Visit</td>
<td>Faculty</td>
<td>9,400</td>
</tr>
<tr>
<td>5 Seminar/Workshop/Conference/Dialogues</td>
<td>HEI</td>
<td>10,100</td>
</tr>
<tr>
<td>8 Staff Capacity Development Program</td>
<td>HEI/Faculty/UGC</td>
<td>3,200</td>
</tr>
<tr>
<td>9 Capital Expenses</td>
<td>UGC</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>55,000</strong></td>
</tr>
</tbody>
</table>
### Appendix 1.3: Tentative List of Programs for the year 2016/17 under the QIP to be supported with regular source

<table>
<thead>
<tr>
<th>Programs</th>
<th>Type</th>
<th>Number</th>
<th>Rate (Rs. ‘000)</th>
<th>Total (Rs. ‘000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Small RDI Grant</td>
<td>Wet Lab</td>
<td>50</td>
<td>150</td>
<td>7,625</td>
</tr>
<tr>
<td></td>
<td>Social Survey</td>
<td></td>
<td>100</td>
<td>2,500</td>
</tr>
<tr>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td>75</td>
<td>1,750</td>
</tr>
<tr>
<td>PhD fellowship</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPhil Fellowship</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 PhD Research Support</td>
<td>Wet Lab</td>
<td>20</td>
<td>Determined</td>
<td>11,400</td>
</tr>
<tr>
<td></td>
<td>Social Survey</td>
<td></td>
<td>individually</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD Partial Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Masters/MPhil Research Support</td>
<td>Wet Lab</td>
<td>150</td>
<td>50</td>
<td>4,400</td>
</tr>
<tr>
<td></td>
<td>Social Survey</td>
<td></td>
<td>30</td>
<td>3,000</td>
</tr>
<tr>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td>20</td>
<td>2,000</td>
</tr>
<tr>
<td>4 Masters/MPhil Research Support (Disability§ Group)</td>
<td>Laboratory</td>
<td>30</td>
<td>30</td>
<td>900</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>200</td>
<td>2,700</td>
</tr>
<tr>
<td>Capacity Development Trainings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Training Fee Support***</td>
<td>2-3 d</td>
<td>60</td>
<td>3</td>
<td>180</td>
</tr>
<tr>
<td></td>
<td>4-5 d</td>
<td></td>
<td>5</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>6 and more d</td>
<td></td>
<td>7</td>
<td>105</td>
</tr>
<tr>
<td>6 Support for Organizing Conference/Seminar/Workshop</td>
<td>One day</td>
<td>65</td>
<td>50</td>
<td>3,250</td>
</tr>
<tr>
<td></td>
<td>Local</td>
<td></td>
<td>80</td>
<td>5,200</td>
</tr>
<tr>
<td></td>
<td>National</td>
<td></td>
<td>100</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td>International</td>
<td></td>
<td>150</td>
<td>22,500</td>
</tr>
<tr>
<td>7 Conference Travel Grant</td>
<td>Group A</td>
<td>100</td>
<td>25</td>
<td>2,500</td>
</tr>
<tr>
<td></td>
<td>Group B</td>
<td></td>
<td>35</td>
<td>1,050</td>
</tr>
<tr>
<td></td>
<td>Group C</td>
<td></td>
<td>45</td>
<td>1,800</td>
</tr>
<tr>
<td>8 Visiting Professor</td>
<td>Local - 15d</td>
<td>20</td>
<td>75</td>
<td>1,500</td>
</tr>
<tr>
<td></td>
<td>SAARC - 10d</td>
<td></td>
<td>100</td>
<td>2,000</td>
</tr>
<tr>
<td></td>
<td>Other - 10d</td>
<td></td>
<td>150</td>
<td>2,250</td>
</tr>
<tr>
<td>9 Short Study Visit</td>
<td>SAARC - 15d</td>
<td>20</td>
<td>75</td>
<td>1,500</td>
</tr>
<tr>
<td></td>
<td>Other - 15d</td>
<td></td>
<td>150</td>
<td>2,250</td>
</tr>
<tr>
<td>10 Staff Capacity Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 International Relationship</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Ongoing programs (liabilities from the previous year)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Capital Expenses</td>
<td></td>
<td></td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>55,000</td>
</tr>
</tbody>
</table>

**Note:**

§ Persons with disability of the class ‘A’ or ‘B’ are eligible to receive additional Rs. 10,000 for supporting their assistants.

* For faculty members of Community Campus
## Appendix 1.4: Research Support Programs of the HERP (2014-2020)


<table>
<thead>
<tr>
<th>Program</th>
<th>Beneficiary</th>
<th>Type</th>
<th>Number</th>
<th>Rate Rs.’000</th>
<th>Total Cost Rs. ’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Small RDI Grant</td>
<td>Faculty</td>
<td>Wet Lab</td>
<td>200</td>
<td>150</td>
<td>22,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Survey</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>2 Faculty Research Grant</td>
<td>Faculty</td>
<td>Wet Lab</td>
<td>200</td>
<td>400</td>
<td>54,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Survey</td>
<td></td>
<td>300</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>3 Collaborative Research</td>
<td>Faculty</td>
<td>Wet Lab</td>
<td>30</td>
<td>2,000</td>
<td>45,000</td>
</tr>
<tr>
<td>Grant</td>
<td></td>
<td>Social Survey</td>
<td></td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>4 PhD Fellowship</td>
<td></td>
<td></td>
<td>120</td>
<td></td>
<td>36,720</td>
</tr>
<tr>
<td>5 PhD Research Grant</td>
<td>Faculty</td>
<td>Wet Lab</td>
<td>120</td>
<td>Need assessment based</td>
<td>62,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Survey</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 MPhil Fellowship</td>
<td>Faculty/Student</td>
<td></td>
<td>160</td>
<td>100</td>
<td>16,000</td>
</tr>
<tr>
<td>7 Masters/MPhil Research</td>
<td>Student</td>
<td>Wet Lab</td>
<td>160</td>
<td>50</td>
<td>5,600</td>
</tr>
<tr>
<td>Grant</td>
<td></td>
<td>Social Survey</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>8 PhD Partial Support</td>
<td>Faculty/Student</td>
<td></td>
<td>60</td>
<td></td>
<td>2,700</td>
</tr>
<tr>
<td>9 Research Article Publication</td>
<td>Faculty/Student</td>
<td></td>
<td>15</td>
<td>50</td>
<td>750</td>
</tr>
<tr>
<td>10 Publication of Refereed</td>
<td></td>
<td></td>
<td>25</td>
<td>500</td>
<td>12,500</td>
</tr>
<tr>
<td>Journal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Research Training</td>
<td>HEI/Faculty</td>
<td>Advanced Laboratory</td>
<td>180</td>
<td></td>
<td>29,875</td>
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<tr>
<td></td>
<td></td>
<td>Five Days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Three Days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 University-Industry Dialogue</td>
<td>HEI, Industry</td>
<td></td>
<td>10</td>
<td>120</td>
<td>1,200</td>
</tr>
<tr>
<td>13 Postdoctoral Fellowship</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Research Management Cell</td>
<td>HEI</td>
<td>New Full Support</td>
<td>50</td>
<td>1,000</td>
<td>24,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Partial Support</td>
<td></td>
<td>500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old</td>
<td></td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>15 Ongoing PhD</td>
<td>Faculty/Student</td>
<td></td>
<td></td>
<td></td>
<td>7,600</td>
</tr>
<tr>
<td>16 Laboratory Support</td>
<td>HEI</td>
<td></td>
<td></td>
<td></td>
<td>90,000</td>
</tr>
<tr>
<td>17 Library Networking</td>
<td>HEI</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td><strong>GRNAD TOTAL</strong></td>
<td></td>
<td></td>
<td>4,47,265</td>
</tr>
</tbody>
</table>
### Appendix 1.5: Yearly Distribution of Research Support Programs Funded by the HERP

Estimated distribution of Research Support Programs funded by Higher Education Reforms Project (HERP) (2014-1019)

<table>
<thead>
<tr>
<th>Program</th>
<th>Total</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Faculty Research grants</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small RDI Grant</td>
<td>200</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Faculty Research Grant</td>
<td>200</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Collaborative Research Grant</td>
<td>30</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoctoral Fellowship</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B. Student Fellowship and Research Support</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD Fellowship</td>
<td>120</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM PhD Research Grant</td>
<td>120</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD Partial Support</td>
<td>60</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Ongoing PhD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPhil Fellowship</td>
<td>160</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>PM Masters/MPhil Research Grant</td>
<td>150</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>C. Research Capacity Enhancement</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Training</td>
<td>180</td>
<td>45</td>
<td>45</td>
<td>45</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Research Article Publication</td>
<td>15</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Publication of Refereed Journal</td>
<td>25</td>
<td></td>
<td>5</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>D. Research Infrastructure Support</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University-Industry Dialogue</td>
<td>10</td>
<td></td>
<td>2</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Research Management Cell</td>
<td>50</td>
<td>4</td>
<td>15</td>
<td>16</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Laboratory Support</td>
<td>open</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Networking</td>
<td>open</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: The concluding year 2019 of the HERP project do not have any program allocated.*
### Appendix 1.6: Research Support Programs for 2016-2017 funded by the HERP

Tentative List of Research Support Programs for the year 2016-2017 (2073-2074) funded by the Disbursement Linked Indicator (DLI) -7A component of the Higher Education Reforms Project (HERP):

<table>
<thead>
<tr>
<th>Programs</th>
<th>Type</th>
<th>Number</th>
<th>Rate (Rs. '000)</th>
<th>Total (Rs. '000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Faculty Research Grant</td>
<td>Wet Lab</td>
<td>50</td>
<td>400</td>
<td>14,500</td>
</tr>
<tr>
<td></td>
<td>Social Survey</td>
<td></td>
<td>250</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>2 Collaborative Research Grant</td>
<td>Wet Lab</td>
<td>10</td>
<td>2,000</td>
<td>16,000</td>
</tr>
<tr>
<td></td>
<td>Social Survey</td>
<td></td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>3 Postdoctoral Fellowship</td>
<td></td>
<td>2</td>
<td>720</td>
<td>1,440</td>
</tr>
<tr>
<td>4 PhD Fellowship</td>
<td></td>
<td>40</td>
<td>12,240</td>
<td></td>
</tr>
<tr>
<td>5 PhD Research Support</td>
<td>Wet Lab</td>
<td>20</td>
<td>Need assessment based</td>
<td>11,400</td>
</tr>
<tr>
<td></td>
<td>Social Survey</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 PhD Partial Support</td>
<td></td>
<td>30</td>
<td>1,800</td>
<td></td>
</tr>
<tr>
<td>7 Ongoing PhD Support</td>
<td></td>
<td></td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>8 MPhil Fellowship</td>
<td></td>
<td>40</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>9 Masters/MPhil Research Support</td>
<td>Wet Lab</td>
<td>50</td>
<td>2,800</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Survey</td>
<td></td>
<td>30</td>
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</tr>
<tr>
<td></td>
<td>Dry Lab/Library</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>10 Research Training</td>
<td>Advanced Laboratory</td>
<td>30</td>
<td>500</td>
<td>5,000</td>
</tr>
<tr>
<td></td>
<td>Five Days</td>
<td></td>
<td>150</td>
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<tr>
<td></td>
<td>Three Days</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>11 Research Article Publication</td>
<td></td>
<td>10</td>
<td>50</td>
<td>500</td>
</tr>
<tr>
<td>12 Support to Peer-reviewed Journal</td>
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<td>5</td>
<td>500</td>
<td>5,000</td>
</tr>
<tr>
<td>13 University-Industry Dialogue</td>
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<td>10</td>
<td>120</td>
<td>1,200</td>
</tr>
<tr>
<td>14 Research Management Cell</td>
<td>New Full Support</td>
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<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Partial Support</td>
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<td>500</td>
<td>10,100</td>
</tr>
<tr>
<td></td>
<td>Old</td>
<td></td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>15 Laboratory Support</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>16 Library Networking</td>
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</tr>
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</table>

**GRAND TOTAL** 1,02,590
Appendices 2: Fellowships and Research Supports

Appendix 2.1: The UGC PhD Fellowship Funding Scheme

<table>
<thead>
<tr>
<th>The UGC PhD Fellowship</th>
<th>Financial support</th>
<th>Amount (Rs.)</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Monthly stipend</td>
<td>Rs. 7000 X 36 months</td>
<td>252,000</td>
<td>Six installments paid to the Fellow</td>
</tr>
<tr>
<td>b Travel grant (conference)</td>
<td>Up to 45,000</td>
<td>Reimbursement</td>
<td></td>
</tr>
<tr>
<td>c Article publication fee</td>
<td>Up to 50,000</td>
<td>Reimbursement (Conditions apply)</td>
<td></td>
</tr>
</tbody>
</table>

Appendix 2.2: The UGC PhD Research Support

The Support ceiling is Rs. 300,000. The exact amount of the funding for each PhD research project is decided by the UGC based on the funding need assessment by the UGC. UGC may decide additional funding as per need and availability of the fund.

** Classification of research:
Class A: Wet laboratory based
Class B: Social survey based
Class C: Dry lab or library based

Appendix 2.3: The UGC MPhil Fellowship Funding Scheme

<table>
<thead>
<tr>
<th>The UGC MPhil Fellowship Funding</th>
<th>Support</th>
<th>Amount (Rs.)</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Monthly stipend</td>
<td>Rs. 5,000 for 18 months</td>
<td>90,000</td>
<td>Three installments paid to the Fellow</td>
</tr>
<tr>
<td>b Thesis preparation support</td>
<td></td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>c The UGC Support for Publication of Research Article</td>
<td>50,000</td>
<td>Reimbursement (Conditions apply)</td>
<td></td>
</tr>
</tbody>
</table>

Appendix 2.4: The UGC Masters and MPhil Research Support Funding

<table>
<thead>
<tr>
<th>The UGC Masters/MPhil Research Support Funding</th>
<th>Financial support</th>
<th>Amount (Rs.)</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Masters/MPhil Research Support</td>
<td>*Class A: 50,000 Class B: 30,000 Class C: 20,000</td>
<td>Two equal installments paid to the Student</td>
<td></td>
</tr>
<tr>
<td>b Research Article Publication Fee</td>
<td>Up to 50,000</td>
<td>Reimbursement (Conditions apply)</td>
<td></td>
</tr>
</tbody>
</table>

*Note:
Class A: Wet laboratory based research  
Class B: Social survey research  
Class C: Dry lab based or library based research

**Appendix 2.5: The UGC Partial Support for PhD Fellow**

Funding Scheme for the Partial Support to PhD Fellow

<table>
<thead>
<tr>
<th>Partial Support for PhD Fellow</th>
<th>Amount (Rs.)</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Field study</td>
<td>20,000</td>
<td>Upon submission of a plan, together with a recommendation by supervisor (request should be made within 3 years from the date of acceptance of PhD research proposal); Paid to the Fellow</td>
</tr>
<tr>
<td><strong>2</strong> Study material</td>
<td>20,000</td>
<td>Paid if requested within 2.5 years from the date of acceptance of PhD research proposal</td>
</tr>
<tr>
<td><strong>3</strong> Printing</td>
<td>20,000</td>
<td>After submission of a copy of the final draft of the thesis</td>
</tr>
</tbody>
</table>
Appendix 2.7: Application Form for the PhD Fellowship and Research Support

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal
RESEARCH DIVISION
PF/RS-1
The UGC Ph.D. Fellowship / PhD Research Support
Application

1. Personal Information
   | A8. Permanent Address | A9. Mailing Address: |
   | • Residence: | • Designation: | • Institution: |
   | • Office: | • Address: |
   | • Mobile: |

2. Information About PhD Program Registered
   | B4. Cluster (Indicate by ✓) | a. Agriculture/Forestry | e. Education |
   | b. Science & Technology | f. Humanities & Social Sciences |
   | c. Health Sciences | g. Management |
   | d. Engineering |
   | B5. Registered for the Degree: | B6. Subject: | B7: Specialization : |
   | B8. Registration Number: | B9. Date of Registration: | B10. Date of the Proposal Approval: |
   | B11. Proposed Title of the Research: |
### B12. Name of the Supervisor:

### B13. Designation of the Supervisor:

### B14: Contact Details of the Supervisor
- Phone No.:
- Email ID:

### 3. Academic Record (Latest first)

<table>
<thead>
<tr>
<th>Degree</th>
<th>Year</th>
<th>Major Subjects</th>
<th>Division/ Grade</th>
<th>Percentage (%)</th>
<th>Board/ University</th>
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<tbody>
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</tbody>
</table>

### 4. Employment Record (Please include complete list in your CV)

<table>
<thead>
<tr>
<th>Period of service</th>
<th>Designation</th>
<th>Name and address of the institution</th>
<th>Assignments</th>
<th>Permanent/ Temporary</th>
<th>Full Time/ Part Time</th>
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</thead>
<tbody>
<tr>
<td>From</td>
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</tbody>
</table>

### 5. Publication Record (Please include the complete list in your CV)


   Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year) Rank/IF (Year)

   1
   2
   3

2. Major Research Publication in **Non-Ranked Peer-Reviewed Journals**

   Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year) Country

   1
   2
   3

3. Major Research Reports (any part of it not published in any journal yet)

   Format: Authors, Title, Submitted Institution (Year)

   1
   2

### 6. Previous UGC Grants Received (Please attach a copy of the completion letter)

<table>
<thead>
<tr>
<th>Year</th>
<th>Program</th>
<th>Title</th>
<th>Period</th>
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</thead>
<tbody>
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</tbody>
</table>
7. Detailed PhD Research Proposal

Please attach your research proposal with the following major components written consistently in any one format (APA, MLA, Chicago, Turabian, Vancouver etc) (limit it to 15-20 pages).
[For the purpose of a blind review, please use the applicant’s name only on the cover page and avoid it appearing in the inside text and references]

Research Proposal format:
[Applicant’s name must not appear in the text other than the Cover Page. Replace the name with “●●●”]

a. Title
b. Background
c. Literature Review
d. Hypotheses/ Research Questions
e. Justification of the Study
f. Research Objectives
g. Research Methodology and Data Analysis
h. Expected Results (in case of discovery-driven research)
i. Expected Outputs
j. Limitations and Delimitations
k. Ethical/Safety Issues
l. Time Table and Detailed Budget (actual)

m. References
n. Association to National Priority* (explained in a simple language)

* Refer to The UGC Research Development and Innovation Programs Implementation Guidelines 2017 Section 1.16 for the National Priority List

8. References

Provide details of TWO referees who may be in better position to explain why you should be considered for this funding. They should not have any family relations with you.

<table>
<thead>
<tr>
<th>Referee 1</th>
<th>Referee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td></td>
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<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

9. Documents required (Check √ if included)

| 1. PhD Research Proposal (3 copies + 1 CD) | 6. Copy of Job Certificate (for faculty) |
| 2. Copy of Citizenship                  | 7. Certificate of Study Leave (for faculty) |
| 3. Copies of Academic Diplomas (Masters and above) | 8. Curriculum Vitae |
| 4. Copy of Equivalence Certificate (if any) | 9. Previous UGC Support Certification (if any) |
| 5. Copy of Certificate of Underprivileged Group (if any) |   |

10. Confirmation by the University/Department Where Ph.D. Proposal Has Been Registered

We certify that statements made above by the candidate have been verified and found true. If the applicant is selected for fellowship, he/she will be provided with available resources, facilities and guidance necessary to
conduct and complete the proposed research in this institution. We also acknowledge that the UGC Ph.D. Fellowship will consist of a monthly allowance and support to certain educational expenses for three years to the fellow, and a PhD Research Support to support the research project of the fellow.

Name of the host Institution/Department: .................................................................

[Official Seal]

__________________     ___________________
Signature       Signature
Name: ......................................    Name: ......................................
Designation:.................    Designation:.................
Date: ...............................    Date: ...............................  
(PhD Supervisor)      (Head of the Host Department)

11. Attestation by the Head of the Employing Agency

It is to certify that statements made above have been verified and found true. If the applicant is selected for the UGC PhD fellowship and research support, he/she will be provided with study leave from our institution to complete the program.

Name of the Employing Institution: .................................................................

[Official Seal]

__________________
Signature
Name: ......................................
Designation:.................
Date: ...............................  
(Head of the Host Department)

12. Undertaking by the Applicant

It is solemnly affirmed that I have read and understood conditions of the award of this program mentioned in The UGC Research Development and Innovation Programs Implementation Guidelines 2017 and that the decision of the UGC will be final and binding. In the event that my progress is found unsatisfactory at the periodic evaluation or during the period of my study, I shall be liable to disciplinary action, which may result in termination of the fellowship funding and/or refunding of the full amount spent on me in connection with this award. Any research misconduct on my part is punishable.

__________________
Signature
Name: ......................................
Date: ...............................
## Appendix 2.8: PhD Research Proposal Evaluation Form

*University Grants Commission  
Sanothimi, Bhaktapur*

### PhD Research Proposal Evaluation Form

Candidate's Code: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... 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... ... ... ......
2. Reviewer's comments and recommendations

<table>
<thead>
<tr>
<th>A. Major Strengths of the Proposed Study:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>B. Major Weaknesses of the Proposed Study:</th>
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</tbody>
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<table>
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<th>C. Suggestions for the Improvement/Revision of the Proposal:</th>
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<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th>D. Recommended Budget and Justification:</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

Reviewer's Signature: ...

Reviewer's Full Name: ...

Reviewer's Institution: ...

Reviewer's Subject of Expertise: ...

Date: ...
### Appendix 2.9: PhD Proposal Oral Presentation Evaluation Form

**University Grants Commission**  
**Sanothimi, Bhaktapur**

**Ph.D. Proposal Oral Presentation Evaluation Form**

Name of the Candidate: ..............................................................  
Cluster: ..............................................................  
Subject: ..............................................................  
Title of the Proposal: ..............................................................

<table>
<thead>
<tr>
<th>A. Evaluation of the Presentation</th>
<th>Rating (Please circle the number OR give your own mark)</th>
<th>SCORE</th>
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</thead>
<tbody>
<tr>
<td>Indicators</td>
<td>Absent</td>
<td>Poor</td>
</tr>
<tr>
<td>1 Quality of the Research Proposal</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>a. Research Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific, clear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Research Objectives/Questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academically interesting, adequate, achievable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Methodology</td>
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<td></td>
</tr>
<tr>
<td>Advanced, well-suited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Work Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Well planned and scheduled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Expected Results and Output</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear, significant, national priority, potential for publication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Competence of the candidate</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>a. Depth of the Knowledge of the Subject</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidate has in-depth knowledge of the study subject</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Understanding of Research Opportunity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidate could convince that the research is significantly new and contributing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Skill (methodology, analysis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidate has technical skill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Adequately Funded Research Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidate is aware of funding need and is well-prepared</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Enthusiasm for Research publication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidate has enthusiasm for publication and familiarity with quality journals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Quality of the Presentation</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>a. Well-organized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Fluently delivered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Impressive answers during Q/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (out of 60)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Result

- Pass (30 marks or more)
- Fail (less than 30 marks)
### Evaluator's Comments (Mandatory)

A. Major Strengths of the Proposed Study:

---

B. Major Weaknesses of the Proposed Study:

---

C. Your Impression about the Competence of the Investigator for the Proposed Study:

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Moderate</th>
<th>Poor</th>
</tr>
</thead>
</table>

D. Your recommendation and Justification for the Grant Award to the Proposed Study:

<table>
<thead>
<tr>
<th>Award the Grant</th>
<th>Not Sure</th>
<th>Do Not Award the Grant</th>
</tr>
</thead>
</table>

Justification for Your Recommendation:

---

E. Suggestions for the Improvement/Revision of the Proposal:

[Use additional Sheets if Needed]

---

F. Recommended Budget and Justification:

---

Evaluator's Signature: ...
Evaluator's Full Name: ...
Evaluator's Institution / Cluster Committee: ...
Evaluator's Subject of Expertise: ...
Date: ...

---

To be Filled by the UGC:

Interrater Deviation Score: ________________________________
Completeness: ________________________________
Checked by: ________________________________
Appendix 2.10: Evaluation of the Application for the PhD Fellowship

University Grants Commission
Research Division

Evaluation of Application for PhD Fellowship and Research Support

Name of Candidate: _______________________________________________________
Group (Faculty/Young): ____________________________________________________
University Registered for PhD: ______________________________________________
Department/School: _______________________________________________________
UGC Application Registration No.: ________________________ Year: _____________
Cluster: ______________________
Title of the Research Project: ______________________________________________
_________________________________________________________________________

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Maximum Score</th>
<th>Marks Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Academic Record</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>MPhil degree (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters degree (maximum 16):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.32 mark for every mark above 45%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Note: convert grades to nearest/average equivalent marks, when necessary]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Publication</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Article in journal with above-median SJR (10 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article in journal with below-median SJR (6.5 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article in other peer-reviewed journal (4 for each, maximum marks 12)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Note: In case of multi-authored article, the first author gets the full mark, the corresponding author gets 3/4 of the full mark, and all other authors get 1/2 of the full mark each.]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Underprivileged Group</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Woman (2); Dalit(2); Janajati/Madhesi (2); Disability (2); Remote/Community campus (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Presentation</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>5 Proposal Evaluation (Appendix 2.4)</td>
<td>90</td>
<td></td>
</tr>
</tbody>
</table>

Total 200

____________________     _____________________     _____________________
Scored by                             Verified by                            Approved by
Appendix 2.11: The PhD Fellowship and Research Support Agreement

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal
RESEARCH DIVISION

PhD Fellowship and PhD Research Support Agreement
[Subject to revision by the UGC at the time of Agreement]

This agreement is made this _____ day of ___________ in the year ________ by and between:

1. University Grants Commission,

2. _____________________________, the PhD Fellow, with the following details;
   Program: _____________________
   Host Institution: _________________________
   University registered to: ___________________
   Date of registration: ______________________
   Date of the acceptance of PhD Research Proposal by the registered university: __________
   UGC PhD Fellowship award no.: __________________,

3. _____________________________ (the Supervisor of the PhD Fellow), and

4. _____________________________ (the Host Institution)

(hereafter, referred to as “parties”)

in connection with the UGC PhD Fellowship and financial assistance awarded by the UGC to the fellow ___________________________ for the PhD research project ___________________________ in the year __________.

The parties hereby agree to abide by the following terms and conditions:

Terms and Conditions

A. Obligations of the UGC

1. Provide financial assistance to the Fellow, the Supervisor and the Host Institution, according to the funding and disbursement scheme outlined in Section B of this agreement.
2. Periodically monitor the progress and provide suggestions.
3. Take action in case of unsatisfactory progress, negligence or misconduct on part of the Fellow, Supervisor or the Host Institution.
4. Assist the Host Institution to have code of academic integrity and policy on Responsible Conduct of Research, and on maintaining of research ethics.

B. PhD Fellowship and Research Support Fund disbursement

1. The award consists of the UGC PhD Fellowship and PhD Research Support Fund.
2. The Fellowship, which consists of a monthly allowance for 36 (thirty six) months and reimbursable Conference Travel Grant and Research Publication Fee, is disbursed to the
Fellow directly. The allowance is for covering tuition fee and other educational expenses for the Fellow.

3. The PhD Research Support Fund is decided by the UGC based on the need assessment and is transferred to the Host Institution at the time of signing of the agreement. The Fund includes up to 10% Overhead Cost to be paid to the public Host institution(s) and up to 5% Contingency Cost for the Supervisor. The remaining fund is for covering allowable research expenses specified in the Section F.

4. The Overhead Cost is for covering research management costs in the Institution. Research Management Cell or any equivalent body in the Institution is expected to receive a part or whole of the Overhead Cost.

5. The Contingency Cost for the Supervisor is for covering expenses of academic activities related to the PhD research project and is spent at the discretion of the Primary Supervisor.

6. The funding and disbursement scheme are as follows:

<table>
<thead>
<tr>
<th>Financial support</th>
<th>Amount (Rs.)</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Monthly allowance</td>
<td>2,52,000</td>
<td>Six installments paid to the Fellow</td>
</tr>
<tr>
<td>b. Conference Travel Grant</td>
<td>Up to 45,000</td>
<td>Reimbursement (Conditions apply*)</td>
</tr>
<tr>
<td>c. Research Article publication fee</td>
<td>Up to 50,000</td>
<td>Reimbursement (Conditions apply*)</td>
</tr>
</tbody>
</table>

**Part B: PhD Research Support**

<table>
<thead>
<tr>
<th>Financial support</th>
<th>Amount (Rs.)</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. PhD Research Support</td>
<td>Based on the need assessment by the UGC</td>
<td>At the signing of the agreement to the host institution/ department as an earmarked fund for the proposed research project</td>
</tr>
<tr>
<td>b. Contingency cost for the Primary Supervisor</td>
<td>Up to 5% of the Research Support (included)</td>
<td>To be disbursed by the Host Institution in three installments in three years</td>
</tr>
<tr>
<td>c. Overhead Cost for the Host Institution</td>
<td>10% of the Research Support (included)</td>
<td>For the Host Institution</td>
</tr>
</tbody>
</table>

* See the Article G-1 of this agreement

**C. Obligation of the Host Institution**

1. Accept the PhD Research Support on behalf of the Fellow and disburse it in installments, upon the request of the Fellow and the recommendation of the Supervisor as per the need and progress of the research work.
2. Provide full institutional support to the Fellow to complete the PhD research work and the degree.
3. Have an institutional code of academic integrity and procedure to address research misconduct in place and ensure strict adherence to them by the Institution and the members of the Institution (subject to Article A-4).
4. Abide by regulations of the UGC-related to PhD programs and research programs.
5. Facilitate the monitoring of the Fellow’s progress by the UGC.
6. Take custody, at the end of the project, of the laboratory equipment, reagents and consumables purchased with the Research Support, which shall be the property of the Institution.

7. Help audit the financial report of the research project as per rules of the Institution.

D. Obligation of the Supervisor

1. Provide full support and supervision to the Fellow’s work.
2. Guide the Fellow to accommodate the UGC reviewers’ suggestions on the PhD research proposal and periodic progress reports.
3. Maintain academic integrity and research ethics.

E. Obligation of the Fellow

1. Maintain the highest level of academic integrity and research ethics.
2. Make honest and best use of the Research Support Fund with the guidance of the Supervisor. The Research Support Fund can only be used to cover allowable expenditure specified in Section F of this agreement.
3. Accommodate the UGC reviewer’s suggestions on the research proposal and periodic progress reports after consulting with the Supervisor.
4. Submit a progress report every six months. The progress report should be 5-10 pages and include progress in research, academic activities and financial statement on the spending of the Research Support Fund.
5. Make a presentation on the progress of the work at the end of every year. The Fellow enrolled in a university in a foreign country do not have to make a presentation.
6. Publish at least two original research articles based on the PhD research work in Ranked journals or the UGC-recognized peer-reviewed journals.
7. Applicable to Faculty Fellow category: (a) Submit to the UGC a proof of study leave sanctioned by the affiliated institution, (b) Submit a copy of a formal agreement of the Fellow with the employing institution for continuation of the job after the completion of the PhD study and any postdoctoral study immediately joined thereafter with the consent of the employing institution.
8. Applicable to Young Fellow category: Agree to serve in a community campus of Nepal for a full academic year after receiving the PhD degree. (In case of a plan to immediately join a postdoctoral position in any institution and to serve in a community campus only after the completion of postdoctoral tenure, the Fellow can do so by writing to the UGC within six months from the date of PhD award and receiving the permission from the UGC.).

F. Allowable Expenditure for the PhD Research Support Fund

The PhD Research Support Fund must be used to cover the expenses as specified in the research proposal and as stipulated in this agreement. Any unused fund must be returned to the UGC. The allowable expenses for the Research Support Fund are as follows:

1. laboratory cost – consumables, chemicals, reagents, small equipments;
2. laboratory testing and analysis, software;
3. costs covering field study and survey;
4. books, data storage, stationary and printing cost;
5. financial report auditing cost;
6. cost covering the travel for the research project related administrative purpose.
7. Research Support Fund can not be used to pay the costs associated with tuition, examination and seminar, allowance and any other recurrent cost and living expenses to the Supervisor and the Fellow.

Laboratory equipment, reagents and consumables purchased with the Research Support Fund are the property of the Host Institution.

The Final Report must include the financial report of the research project duly audited by a qualified auditor.

G. Other Conditions

1. All the terms and conditions mentioned in *The UGC Research Development and Innovation Programs Implementation Guidelines 2017* and the UGC Terms and Condition for PhD Fellowship are applicable.

2. For the purpose of the disbursement of fund, progress report and the completion of the program, the date of acceptance of the PhD research proposal at the institution will be counted as the starting date.

3. In case the PhD research project requires additional funding, it is a joint obligation of the Host Institution and the Supervisor to help find the funding. Before applying for such funding to agency other than the UGC, the applicant must apply to the UGC for the permission. The UGC will give permission if it is satisfied with the need of additional funding for the research.

4. Changes in the title or the objectives of the research project can only be made with the permission from the Office of the Dean and Research Committee at the Host Institution. In case of change, a proof of such permission must be submitted to the UGC Research Division.

5. The Fellow must maintain a Research Logbook recording all activities and relevant notes on a daily basis.

6. Progress reports, publications in peer-reviewed journals, paper presentations in seminar/workshops, etc. are the major output indicators to be used to evaluate the performance of the Fellow.

7. If the progress is found to be unsatisfactory by the UGC reviewer and research monitoring officers, the UGC will notify the Supervisor and the Institution. If negligence is found on the part of the Fellow, the UGC may issue a warning the first time such negligence happens and terminate the contract the second time it occurs.

8. Research misconduct and any unethical activity are punishable. It is the Host Institution’s obligation to conduct the investigation on any suspected or alleged research misconduct. Small institutions that do not have adequate resources to conduct such investigation might request the UGC for assistance or taking over the case. Any proceeding for the case of research misconduct will involve four steps of action consisting of Inquiry, Investigation, Adjudication and Appeal, and shall be carried out with fairness and expediency as fundamental principles.

9. The PhD program must be completed within 5 years from the date of acceptance of PhD Thesis Proposal by the enrolling Institution. The period can be extended for one more year with the permission from the enrolling University and the UGC. The Fellowship file is closed at the end of the sixth year and any remaining installment of the fund is forfeited. Fellow who do not submit the Final Report within six years will be placed in the UGC Barred List until the Final Report is submitted.

10. In case of disputes in any issues with this agreement, the UGC reserves the rights to give the final decision.

1. On behalf of the UGC
   Signature: __________________ Name: __________________

2. PhD Fellow
   Signature: __________________ Name: __________________
Designation: Member Secretary
University Grants Commission
Date: ________________

Address: ________________
Institution: ________________
Telephone: ________________
Mobile phone: ________________
Date: ________________

3. On behalf of the Host Institution

Signature: ________________
Name: ________________
Designation: ________________
Institution: ________________
Date: ________________

4. PhD Fellow’s Supervisor

Signature: ________________
Name: ________________
Designation: ________________
Institution: ________________
Telephone: ________________
Mobile phone: ________________
Date: ________________
Appendix 2.12: Application Form for the UGC MPhil Fellowship

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal
RESEARCH DIVISION

MF-1
Application for the UGC M.Phil. Fellowship

To be filled by the UGC
Draft No./Bill No. of Rs. 200/-
Deposit:
Date:
Verified by:

1. Personal Information
A1. Applicant’s Full Name (capital letter):
A2. Gender:
A3. Age:
A4. Date of Birth:
A5. Last Degree Obtained: A6. Citizenship No., Issuing District:
A7. Underprivileged Group:
A8. Permanent Address: A9. Mailing Address:
A10. Telephone:
• Residence:
• Office:
• Mobile:
A11. Email:
A 12. Employment:
• Designation:
• Institution:
• Address:

2. Information about MPhil. Program Registered
B4. Cluster: (Indicate by √)
  a. Agriculture/Forestry e. Education
  b. Science & Technology f. Humanities & Social Sciences
  c. Health Sciences g. Management
  d. Engineering
B5. Registered for Degree: B6. Subject: B7: Specialization:
B8. Registration Number: B9. Date of Registration: B10. Expected Date of Completion:

3. Academic Record
<table>
<thead>
<tr>
<th>Degree</th>
<th>Year</th>
<th>Major Subjects</th>
<th>Division/Grade</th>
<th>Percentage (%)</th>
<th>Board/ University</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Employment Record (Please include complete list in your CV)

<table>
<thead>
<tr>
<th>Period of Service</th>
<th>Designation</th>
<th>Name and Address of the Institution</th>
<th>Assignments</th>
<th>Permanent/Temporary</th>
<th>Full Time/Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Publication Record (Please include the complete list in your CV)


<table>
<thead>
<tr>
<th>Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year)</th>
<th>Rank/IF (Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

2. Major Research Publication in **Non-Ranked Peer-Reviewed Journals**

<table>
<thead>
<tr>
<th>Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year)</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

3. Major Research Reports (any part of it not published in any journal yet)

<table>
<thead>
<tr>
<th>Format: Authors, Title, Submitted Institution (Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

6. Previous UGC Grants Received (Please attach a copy of the completion letter)

<table>
<thead>
<tr>
<th>Year</th>
<th>Program</th>
<th>Title</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. References

Provide details of TWO referees who may be in better position to explain why you should be considered for this fellowship. They should not have any family relations with you.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Designation</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referee 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Referee 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Documents Required (Check √ if included)

1. Copy of Citizenship
2. Copies of Academic Diplomas (Masters and above)
3. Copy of Equivalence Certificate (if any)
4. Copy of Certificate of Underprivileged Group (if any)
5. Copy of Job Certificate (for faculty)
6. Curriculum Vitae

9. Confirmation by the University/Department Where MPhil Candidate Has Been Registered

We certify that statements made above by the candidate have been verified and found true. If the applicant is selected for the fellowship, he/she will be provided with available resources, facilities and guidance necessary to conduct and complete the research requirement of the program in this institution.

Name of the Institution/Department: .................................................................

________________________
Signature
Name: .................................
Designation: ...........................
Date: .................................
(Head of the Institution/Department)

10. Attestation by the Head of the Employing Agency.

It is to certify that statements made above have been verified and found true. If the applicant is selected for the UGC MPhil fellowship, he/she will be provided with study leave from our institution to complete the program.

Name of the Employing Institution: .................................................................

________________________
Signature
Name: .................................
Designation: ...........................
Date: .................................

11. Undertaking by the Applicant

It is solemnly affirmed that I have read and understood conditions of the award of this program mentioned in UGC Research Development and Innovation Programs Implementation Guidelines 2017 and that the decision of the UGC will be final and binding. In the event that my progress is found unsatisfactory at the periodic evaluation or during the period of my study, I shall be liable to disciplinary action, which may result in termination of the fellowship funding and/or refunding of the full amount spent on me in connection with this award. Any research misconduct on my part is punishable.

__________________________________
Signature
Name: .............................................
Date: .............................................

<table>
<thead>
<tr>
<th>Thumb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Appendix 2.13: The MPhil Fellowship Interview Evaluation Form
University Grants Commission
Sanothimi, Bhaktapur

MPhil Fellowship Interview Evaluation Form

Name of the Candidate: ...
Cluster: ...
Subject: ...

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Rating (Please circle the number OR give your own mark)</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a  Research Interest/s and Motivation</td>
<td>Absent 2.5 5 7.5 10</td>
<td></td>
</tr>
<tr>
<td>(Clear and realistic idea, highly motivated)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b  Impact of Suggested Research</td>
<td>Absent 2.5 5 7.5 10</td>
<td></td>
</tr>
<tr>
<td>(High academic and developmental impact)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c  Analytical Ability</td>
<td>Absent 0 5 10 15 20</td>
<td></td>
</tr>
<tr>
<td>(Shows knowledge and skill of research design, research methodology and analytical tools)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d  Subject Knowledge</td>
<td>Absent 0 2.5 5 7.5 10</td>
<td></td>
</tr>
<tr>
<td>(Has a good knowledge on the subjects of study)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SCORE (Out of 50)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Result Pass (25 marks or more) Fail (less than 25 marks)

Evaluator's Comment:

Evaluator's Signature: ...
Evaluator's Full Name: ...
Evaluator's Institution/Cluster Committee: ...
Evaluator's Subject of Expertise: ...
Date: ...
Appendix 2.14: Evaluation of the Application for the MPhil Fellowship

University Grants Commission
Research Division

Evaluation of Application for MPhil Fellowship

Name of Candidate: ______________________________ Cluster: ________________
Group (Faculty/Young): ________________________
Year: ________________ UGC Application Registration No.: ________________________
University and Department/School Registered for MPhil: __________________________
_______________________________________________________________________

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Maximum Score</th>
<th>Marks Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Academic Record (Masters degree)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 mark for every 2 marks above 50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Note: Convert grades to equivalent marks when necessary]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Publication Record</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Article in journal with above-median SJR (15 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article in journal with below-median SJR (7.5 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article in other peer-reviewed journal (5 for each, maximum marks 10)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Note: In case of multi-authored article, the first author gets the full mark, the corresponding author gets 3/4 of the full mark, and all other authors get 1/2 of the full mark each.]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Underprivileged Group</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Woman (2); Dalit(2); Janajati/Madhesi (2); Disability (2); Remote/Community campus (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Interview/Presentation</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

____________________     _____________________     _____________________
Scored by                             Verified by                            Approved by
Appendix 2.15: The MPhil Fellowship Agreement

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal
RESEARCH DIVISION

MPhil Fellowship Agreement
[Subject to revision by the UGC at the time of Agreement]

This agreement is made this _____ day of ___________ in the year ________ by and between:

1. University Grants Commission,

2. ___________________________ , the MPhil Fellow, with the following details;
   Program: ___________________________
   Host Institution: _________________________
   University registered to: ___________________
   Date of registration: ______________________
   Date of the registration to the MPhil research proposal by the registered university: __________
   UGC MPhil Research Support award no.: ________________ ,

3. _____________________________ (the Supervisor of the MPhil Fellow), and

4. _____________________________ (the host institution)

(hereafter, referred to as “parties”)

in connection with the UGC MPhil Research Support awarded by the UGC to the fellow
___________________________ for the MPhil research project _____________________________

The parties hereby agree to abide by the following terms and condition:

Terms and Conditions

A. Obligations of the UGC

1. Provide financial assistance to the Fellow, according to the funding and disbursement scheme outlined in Section B of this agreement.
2. Periodically monitor the progress and provide suggestions.
3. Take action in case of unsatisfactory progress, negligence or misconduct on part of the Fellow, Supervisor or the host institution.
4. Assist the host institution to have code of academic integrity and policy on Responsible Conduct of Research, and on maintaining of research ethics.

B. MPhil Fellowship disbursement

The award will consist of a monthly allowance of Rs. 5,000 for 18 months disbursed in installments and a printing support of Rs. 10,000 paid to the Fellow.
C. **Obligation of the Host Institution**

1. Provide full institutional support to the Fellow to complete the MPhil research work and the degree.
2. Have an institutional code of academic integrity and procedure to address research misconduct in place and ensure strict adherence to them by the institution and the members of the institution.
3. Abide by regulations of the UGC related to MPhil programs and research programs.
4. Facilitate the monitoring of the Fellow’s progress by UGC.

D. **Obligation of the Supervisor**

1. Provide full support and supervision to the Fellow’s work.
2. Maintain academic integrity and research ethics.

E. **Obligation of the Fellow**

1. Maintain the highest level of academic integrity and research ethics.
2. Submit progress report at the end of every semester. Include the result of the examination taken and any academic activity done during the period reported.
3. Publish at least one original research article based on the MPhil research work in a Ranked journal or the UGC recognized peer-reviewed journal.
4. Submit to the UGC a hard copy and an electronic copy of the thesis accepted by the registered university. The thesis must get a plagiarism clearance when and if such service is available.
5. Applicable to Faculty Fellow category: Submit to the UGC a proof of study leave sanctioned by the affiliated institution.
6. Applicable to Young Fellow category: Agree to serve in a community campus of Nepal for a full academic year after receiving the MPhil degree. (In case of a plan to immediately join a PhD program in any institution and to serve in a community campus only after the completion of the degree, the Fellow can do so by writing to the UGC within six months from the date of MPhil award and receiving the permission from the UGC.).

F. **Other Conditions**

1. All the terms and conditions mentioned in The UGC Research Development and Innovation Programs Implementation Guidelines 2017 and UGC Terms and Condition for MPhil Fellowship are applicable.
2. In case the MPhil research project requires a funding, it will be a joint obligation of the host institution and the Supervisor to help find the funding.
3. Progress reports, publications in peer-reviewed journals, paper presentations in seminar/workshops, etc. are the major output indicators to be used to evaluate the performance of the Fellow.
4. If the progress is found to be unsatisfactory by the UGC reviewer and monitoring officers, the UGC will notify the Supervisor and the institution. If negligence is found on the part of the Fellow, the UGC may issue a warning the first time such negligence happens and terminate the contract the second time it occurs.
5. Academic and research misconduct and any unethical activity are punishable. It is the host institution’s obligation to conduct the investigation on any suspected or alleged research misconduct. Small institutions that do not have adequate resources to conduct such investigation might request the UGC for assistance or taking over the case. Any proceeding for the case of research misconduct will involve four steps of action consisting of Inquiry, Investigation, Adjudication and Appeal, and shall be carried out with fairness and expedience as fundamental principles.
11. The MPhil program must be completed within 2 years from the date of registration. The period can be extended for one more year upon the request of the Fellow with the recommendation from the enrolling institution. The Fellowship file is closed at the end of the third year and any remaining installment of the Fellowship is forfeited. Fellow who do not submit the Final Report within three years will be placed in the UGC Barred List until the Final Report is submitted.

6. In case of disputes in any issues with this agreement, UGC reserves the rights to give the final decision.

1. On behalf of the UGC
   
   Signature: ________________
   Name: ___________________
   Designation: ______________
   University Grants Commission
   Date: ____________________

2. MPhil Fellow
   
   Signature: ________________
   Name: ___________________
   Address: _________________
   Institution: ______________
   Telephone: _______________
   Mobile Phone: ____________
   Date: ____________________

3. On behalf of the host institution
   
   Signature: ________________
   Name: ___________________
   Designation: ______________
   Institution: ______________
   Date: ____________________

4. MPhil Fellow’s Supervisor
   
   Signature: ________________
   Name: ___________________
   Designation: ______________
   Institution: ______________
   Telephone: _______________
   Mobile Phone: ____________
   Date: ____________________
### 1. Personal Information

|-------------------------------------------|-------------|---------|-------------------|

|--------------------------|--------------------------------------|---------------------------|

<table>
<thead>
<tr>
<th>A8. Permanent Address:</th>
<th>A9. Mailing Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A10. Telephone:</th>
<th>A11. Email:</th>
</tr>
</thead>
</table>

### 2. Information About the Program Registered

|----------------|-------------------|-----------------|

<table>
<thead>
<tr>
<th>B4. Cluster: (Indicate by √)</th>
<th>a. Agriculture/Forestry</th>
<th>e. Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Science &amp; Technology</td>
<td>f. Humanities &amp; Social Sciences</td>
<td></td>
</tr>
<tr>
<td>c. Health Sciences</td>
<td>g. Management</td>
<td></td>
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<tr>
<td>d. Engineering</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>B5. Registered for Degree:</th>
<th>B6. Subject:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B7. Registration Number:</th>
<th>B8. Date of Registration:</th>
<th>B9. Date of the Proposal Approval:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B10. Proposed Title of the Research:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B11. Name of the Supervisor:</th>
<th>B12. Designation:</th>
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3. Academic Record

<table>
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<tr>
<th>Degree</th>
<th>Year</th>
<th>Major Subjects</th>
<th>Division/ Grade</th>
<th>Percentage (%)</th>
<th>Board/ University</th>
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<tr>
<td>MPhil (Semesters 1&amp;2)</td>
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<td></td>
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</tr>
<tr>
<td>(For MPhil Thesis)</td>
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<tr>
<td>Master (1st Year/ 1st Semester)</td>
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<tr>
<td>(For Masters Thesis)</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

5. Publication Record (Please include the complete list in your CV)

1. Major Research Publication in **Ranked Journals** (Scimago Journal Ranking/JCR Impact Factor)
   Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year)   Rank/IF (Year)
   1
   2

2. Major Research Publication in **Non-Ranked Peer-Reviewed Journals**
   Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year)   Country
   1
   2

3. Major Research Reports (any part of it not published in any journal yet)
   Format: Authors, Title, Submitted Institution (Year)
   1
   2

5. Research Proposal for Thesis

Please attach your research proposal with the following major components written consistently in any one format (APA, MLA, Chicago, Turabian, Vancouver etc) (limit it to 8-10 pages).
[For the purpose of a blind review, please use the applicant's name only on the cover page and avoid it appearing in the inside text and references]

Research Proposal format:
[Applicant’s name must not appear in the text other than the Cover Page. Replace the name with “●●●”]

Research Proposal format:
a. Title
b. Background
c. Literature Review
d. Hypotheses/ Research Questions
e. Justification of the Study
f. Research Objectives
g. Research Methodology and Data Analysis
h. Expected Results (in case of discovery-driven research)
i. Expected Outputs
i. Limitations and Delimitations
j. Ethical/Safety Issues
k. Time Table and Detailed Budget (actual)
l. Summary
m. References
n. Association to National Priority* (explained in a simple language)

** Refer to The UGC Research Development and Innovation Programs Implementation Guidelines 2017 Section 1.16 for the National Priority List

6. References
Provide details of TWO referees who may be in better position to explain why you should be considered for this funding. They should not have any family relations with you.

<table>
<thead>
<tr>
<th>Referee 1</th>
<th>Referee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

7. Documents Required (Check √ if included)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Masters/MPhil Research Proposal (3 copies + 1 CD)</td>
<td>5. Copy of Certificate of Underprivileged Group (if any)</td>
</tr>
<tr>
<td>2. Copy of Citizenship</td>
<td>6. Recommendation Letter from the Supervisor</td>
</tr>
<tr>
<td>3. Copies of Academic Diplomas (Bachelors and above)</td>
<td>7. Curriculum Vitae</td>
</tr>
<tr>
<td>4. Copy of Equivalence Certificate (if any)</td>
<td></td>
</tr>
</tbody>
</table>

7. Endorsement by the Department/ and Supervisor
We certify that statements made above by the candidate have been verified and found true. If the applicant is selected for the partial financial support for his/her thesis, he/she will be provided with available resources, facilities and guidance necessary to conduct and complete the proposed research in this institution.

Name of the Host Institution/Department: .................................................................

[Official Seal]

__________________     ___________________
Signature       Signature

Name: ..........................  Name: ..........................
Designation:......................  Designation:.................
Date: .........................  Date: .........................
(Thesis Supervisor)      (Head of the host department)

10. Undertaking by the Applicant
I solemnly affirm that I have read and understood conditions of the award of this program mentioned in The UGC Research Development and Innovation Programs Implementation Guidelines 2017 and that the decision of the UGC will be final and binding. In the event that my progress is found unsatisfactory at the periodic evaluation or during the period of my study, I shall be liable to disciplinary action, which may result in
termination of the research funding and/or refunding of the full amount spent on me in connection with this award. Any research misconduct on my part is punishable.

Signature
Name: ...........................................
Date: ...........................................

<table>
<thead>
<tr>
<th>Thumb</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Right</td>
<td></td>
</tr>
<tr>
<td>Left</td>
<td></td>
</tr>
</tbody>
</table>
### Masters/MPhil Research Proposal Evaluation Form

**University Grants Commission**  
Sanothimi, Bhaktapur  

**Masters/MPhil Research Proposal** Evaluation Form  

| Candidate's Code: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... |
|-----------------|------------------|
| Cluster: ... ... ... ... ... ... ... ... ... ... ... ... ... Subject: ... ... ... ... ... ... ... ... ... ... ... |

| Title of the Proposal: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... |

#### 1. Evaluation of the Proposal:

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Rating (Please circle the number OR give your own mark)</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a  Research Title (Specific, clear)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>b  Background Information (Adequate and well-contextualized)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>C  Literature Review (Adequate, well-contextualized and carefully selected)</td>
<td>0 2 4 6 8</td>
<td></td>
</tr>
<tr>
<td>D  Hypotheses/ Research Questions (Well-developed and adequate)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>E  Justification of the Study (The study is significantly new and contributing)</td>
<td>0 2 4 6 8</td>
<td></td>
</tr>
<tr>
<td>F  Research Objectives (Academically interesting, adequate, achievable)</td>
<td>0 4 8 12 16</td>
<td></td>
</tr>
<tr>
<td>G  Research Methodology and Data analysis (Advanced, well-suited and adequate)</td>
<td>0 4 8 12 16</td>
<td></td>
</tr>
<tr>
<td>H  Expected Results (Clear and academically significant)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>i  Expected Output (Publication and academic activities)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>j  Limitations and Delimitations (Honestly described and reasonable)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>k  Ethical and Safety Issues (Well-addressed, even when not-applicable)</td>
<td>0 0 4 6 8</td>
<td></td>
</tr>
<tr>
<td>l  Budgeting, Plan and Time Table (Well-planned)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>m  Summary (Summarized very well)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>n  Format (Standard format followed)</td>
<td>0 2 4 6 8</td>
<td></td>
</tr>
<tr>
<td>o  Association to National Priority (Met and well-described)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
</tbody>
</table>

**Total score (out of 100)**

4. Result  
Pass (50 marks or more)  
Fail (less than 50 marks)
2. Reviewer's comments and recommendations (Mandatory)

A. Major Strengths of the Proposed Study:

B. Major Weaknesses of the Proposed Study:

C. Suggestions for the Improvement/Revision of the Proposal

Reviewer's Signature: ...

Reviewer's Full Name: ...

Reviewer's Institution: ...

Reviewer's Subject of Expertise: ...

Date: ...

---

Final Score (to be filled by the UGC)

<table>
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<th>Total (out of 100) = A</th>
<th>Scored by: __________________</th>
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<tbody>
<tr>
<td>Total (out of 60) = AX0.6</td>
<td>Verified by: ________________</td>
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</table>
Appendix 2.18: Evaluation of the Application for the Masters/MPhil Research Support

University Grants Commission
Research Division

Evaluation of the Application for the UGC Masters/MPhil Research Support

Name of Student: _________________________________________________________
University: ______________________________________________________________
Department/School: _______________________________________________________
UGC Application Registration No.: ________________________ Year: _____________
Cluster: ______________________
Title of Research Project: _________________________________________________

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Maximum Score</th>
<th>Marks Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 First Year (first two semesters) Aggregate Marks</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>1 mark for every 2 marks above 60% [convert grades to equivalent marks, when necessary]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Publication Record</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Article in journal with SJR ranking (10 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article in other peer-reviewed journal (5 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Report (2.5 for each, maximum marks 5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Note: In case of multi-authored article, the first author gets the full mark, the corresponding author gets 3/4 of the full mark, and all other authors get 1/2 of the full mark each.]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Underprivileged Group</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Woman (2); Dalit (2); Janajati/Madhesi (2); Disability (2); Remote/Community campus (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Proposal Evaluation</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

____________________     _____________________     _____________________
Scored by                             Verified by                            Approved by
Appendix 2.19: The UGC Masters and MPhil Research Support Agreement

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal
RESEARCH DIVISION

The UGC Masters/MPhil Research Support Agreement
[Subject to revision by the UGC at the time of Agreement]

This agreement is made this _____ day of ___________ in the year ________ by and between:

3. University Grants Commission,

4. __________________________, the Student, with the following details;
   Program: ____________________________
   Host Institution: _______________________
   University registered to: ___________________
   Date of registration: ____________________
   Date of the acceptance of Masters/MPhil Research Proposal by the registered university:

   The UGC Masters/MPhil Research Support award no.: ________________,

3. ____________________________ (the Supervisor of the Student), and

4. ____________________________ (the Host Institution)

(hereafter, referred to as “parties”)

in connection with the UGC Masters/MPhil Research Support awarded by the UGC to the Student
___________________________ for the Masters/MPhil research project ____________________________
___________________________ in the year ________________.

The parties hereby agree to abide by the following terms and conditions:

Terms and Conditions

H. Obligations of the UGC

5. Provide financial assistance to the Student according to the funding and disbursement scheme outlined in Section B of this agreement.
6. Periodically monitor the progress and provide suggestions.
7. Take action in case of unsatisfactory progress, negligence or misconduct on part of the Student, and the Supervisor.
8. Assist the Host Institution to have code of academic integrity and policy on Responsible Conduct of Research, and on maintaining of research ethics.

I. Masters/MPhil Research Support Fund disbursement
The UGC Masters/MPhil Research Support has the following funding according to the category of the research project, and the disbursement scheme according to the purpose of the funding:

<table>
<thead>
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<th>Financial support</th>
<th>Amount (Rs.)</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Masters/MPhil Research Support</td>
<td>*Class A: 50,000</td>
<td>Two installments: First at the signing of the agreement, the final after submitting the Final Report along with the Thesis; Paid to the Student</td>
</tr>
<tr>
<td></td>
<td>Class B: 30,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class C: 20,000</td>
<td></td>
</tr>
<tr>
<td>b Research Article publication fee</td>
<td>Up to 50,000</td>
<td>Reimbursement (Conditions apply)</td>
</tr>
</tbody>
</table>

*Note:
Class A: Wet laboratory based research  
Class B: Social survey research  
Class C: Dry lab based or Library based research

J. Obligation of the Host Institution

8. Provide full institutional support to the Student to complete the Masters/MPhil research work and the degree.
9. Have an institutional code of academic integrity and procedure to address research misconduct in place and ensure strict adherence to them by the Institution and the members of the Institution (subject to Article A-4).
10. Abide by regulations of the UGC-related to Masters/MPhil programs and research programs.
11. Facilitate the monitoring of the Student’s progress by the UGC.
12. Take custody, at the end of the project, of the laboratory equipment, reagents and consumables purchased with the Research Support, which shall be the property of the Institution.

K. Obligation of the Supervisor

4. Provide full support and supervision to the Student’s work.
5. Guide the Student to accommodate the UGC reviewers’ suggestions on the Masters/MPhil research proposal and periodic progress reports.
6. Maintain academic integrity and research ethics.

L. Obligation of the Student

10. Maintain the highest level of academic integrity and research ethics.
11. Make honest and best use of the Research Support Fund with the guidance of the Supervisor. The Research Support Fund can only be used to cover allowable expenditure specified in Section F of this agreement.
12. Accommodate the UGC reviewer’s suggestions on the research proposal and periodic progress reports after consulting with the Supervisor.
13. Submit a progress report every six months until the completion of the research project and the Thesis. The progress report should be 4-6 pages and include progress in research, academic activities and financial statement on the spending of the Research Support Fund.
14. Publish at least one original research articles based on the Masters/MPhil research work in any UGC-recognized peer-reviewed journals.
15. Submit to the UGC a hard copy and an electronic copy of the thesis accepted by the registered university. The thesis must get a plagiarism clearance, when and if such service is available.
M. Allowable Expenditure for the UGC Masters/MPhil Research Support Fund

The UGC Research Support Fund must be used to cover the expenses as specified in the research proposal and as stipulated in this agreement. Any unused fund must be returned to the UGC. The allowable expenses for the Research Support Fund are as follows:

8. laboratory cost – consumables, chemicals, reagents, small equipments;
9. laboratory testing and analysis, software;
10. costs covering field study and survey;
11. books, data storage, stationary and printing cost;
12. cost covering the travel for the research project related administrative purpose
13. Research Support Fund can not be used to pay the costs associated with tuition, examination and seminar, allowance and any other recurrent cost and living expenses to the Supervisor and the Student.

Laboratory equipment, reagents and consumables purchased with the Research Support Fund are the property of the Host Institution.

The Final Report must include the financial statement of the research project.

N. Other Conditions

12. All the terms and conditions mentioned in *The UGC Research Development and Innovation Programs Implementation Guidelines 2017* and the UGC Terms and Condition for Masters/MPhil Research Support are applicable.
13. For the purpose of the disbursement of fund, progress report and the completion of the program, the date of this agreement by the last signee will be counted as the starting date.
14. In case the Masters/MPhil research project requires additional funding, it is a joint obligation of the Host Institution and the Supervisor to help find the funding. Before applying for such funding to agency other than the UGC, the applicant must apply to the UGC for the permission. The UGC will give permission if it is satisfied with the need of additional funding for the research.
15. Changes in the title or the objectives of the research project can only be made with the recommendation from the Supervisor.
16. The Student must maintain a Research Logbook recording all activities and relevant notes on a daily basis.
17. Progress reports, publications in peer-reviewed journals, paper presentations in seminar/workshops, etc. are the major output indicators to be used to evaluate the performance of the Student.
18. If the progress is found to be unsatisfactory by the UGC reviewer and research monitoring officers, the UGC will notify the Supervisor and the Institution. If negligence is found on the part of the Student, the UGC may issue a warning the first time such negligence happens and terminate the contract the second time it occurs.
19. Research misconduct and any unethical activity are punishable. It is the Host Institution’s obligation to conduct the investigation on any suspected or alleged research misconduct. Small institutions that do not have adequate resources to conduct such investigation might request the UGC for assistance or taking over the case. Any proceeding for the case of research misconduct will involve four steps of action consisting of Inquiry, Investigation, Adjudication and Appeal, and shall be carried out with fairness and expedience as fundamental principles.
20. The Masters/MPhil program must be completed within one year from the date of signing of this agreement. The period can be extended six months at a time for up to one more year with the permission from the enrolling institution and the UGC. The Funding file is closed at the
end of the second year and any remaining installment of the fund is forfeited. Student who do not submit the Final Report within two years will be placed in the UGC Barred List until the Final Report is submitted.

21. In case of disputes in any issues with this agreement, the UGC reserves the rights to give the final decision.

1. On behalf of the UGC
   
   Signature: ___________________
   Name: ___________________
   Designation: Member Secretary
   University Grants Commission
   Date: ________________

2. Masters/MPhil Student
   
   Signature: ________________
   Name: ________________
   Address: ________________
   Institution: ________________
   Telephone: ________________
   Mobile phone: ________________
   Date: ________________

3. On behalf of the Host Institution
   
   Signature: ________________
   Name: ________________
   Designation: ________________
   Institution: ________________
   Date: ________________

4. Student’s Supervisor
   
   Signature: ________________
   Name: ________________
   Designation: ________________
   Institution: ________________
   Telephone: ________________
   Mobile phone: ________________
   Date: ________________
Appendix 2.20: Application Form for the Partial Support for the PhD Fellows

UNIVERSITY GRANTS COMMISSION  
Sanothimi, Bhaktapur, Nepal  
RESEARCH DIVISION  
PSP-1  
Partial Support for the PhD Fellows  
Application

1. Personal Information

<table>
<thead>
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</table>

<table>
<thead>
<tr>
<th>A8. Permanent Address:</th>
<th>A9. Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>A10. Telephone:</th>
<th>A11. Email:</th>
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<tbody>
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</table>

2. Information About the Program Registered

<table>
<thead>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>B4. Cluster: (Indicate by √)</th>
<th>a. Agriculture/Forestry</th>
<th>e. Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Science &amp; Technology</td>
<td>f. Humanities &amp; Social Sciences</td>
<td></td>
</tr>
<tr>
<td>c. Health Sciences</td>
<td>g. Management</td>
<td></td>
</tr>
<tr>
<td>d. Engineering</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>B5. Registered for Degree:</th>
<th>B6. Subject:</th>
<th>B7. Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B8. Registration Number:</th>
<th>B9. Date of Registration:</th>
<th>B10. Date of the Proposal Approval:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>B11. Proposed Title of the Research:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B12. Name of the Supervisor:</th>
<th>B13. Designation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

- Phone No.
- Email ID.

3. Academic Record

<table>
<thead>
<tr>
<th>Degree</th>
<th>Year</th>
<th>Major Subjects</th>
<th>Division/</th>
<th>Percentage</th>
<th>Board/ University</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Publication Record (Please include the complete list in your CV)

   Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year) | Rank/IF (Year)
   1
   2
   3

2. Major Research Publication in **Non-Ranked Peer-Reviewed Journals**
   Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year) | Country
   1
   2
   3

3. Major Research Reports (any part of it not published in any journal yet)
   Format: Authors, Title, Submitted Institution (Year)
   1
   2

5. References
   Provide details of TWO referees who may be in better position to explain why you should be considered for this funding. They should not have any family relations with you.

<table>
<thead>
<tr>
<th>Referee 1</th>
<th>Referee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

6. Documents Required (Check √ if included)

| 1. PhD Research Proposal accepted by University | 5. Copy of Certificate of Underprivileged Group (if any) |
| 2. Copy of Citizenship                           | 6. Recommendation Letter from Supervisor |
| 3. Copies of Academic Diplomas (Masters and above) | 7. Certification of No Support |
| 4. Copy of Equivalence Certificate (if any)      | 8. Curriculum Vitae |

6. Endorsement by the Department and the Supervisor

We certify that statements made above by the candidate have been verified and found true. If the applicant is selected for the partial financial support for his/her thesis, he/she will be provided with available resources, facilities and guidance necessary to conduct and complete the proposed research in this institution.
10. Undertaking by the Applicant

I solemnly affirm that I have read and understood the conditions of the award of this program mentioned in *The UGC Research Development and Innovation Programs Implementation Guidelines 2017* and that the decision of the UGC will be final and binding. In the event that my progress is found unsatisfactory at the periodic evaluation or during the period of my study, I shall be liable to disciplinary action, which may result in termination of the fellowship funding and/or refunding of the full amount spent on me in connection with this award. Any research misconduct on my part is punishable.
Appendices 3: The UGC Research Grants for Faculty

Appendix 3.1: List of the UGC Research Grants for Faculty

List of the UGC Research Grants and their requirements

<table>
<thead>
<tr>
<th>Program</th>
<th>Class* of Research</th>
<th>Funding (Rs.) [Includes 10% Overhead** Cost for the Host Institutions]</th>
<th>Disbursed to</th>
<th>Minimum no. of Investigators (Faculty members)</th>
<th>Minimum no. of Graduate Students</th>
<th>Period (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Collaborative Research Grant</td>
<td>A</td>
<td>20,00,000</td>
<td>The Host Institution of the PI</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>15,00,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>10,00,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Faculty Research Grant</td>
<td>A</td>
<td>4,00,000</td>
<td>To the PI or a team of the PI and a Co-I</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3,00,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2,00,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Small RDI Grant</td>
<td>A</td>
<td>1,50,000</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>1,00,000</td>
<td></td>
<td></td>
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<td></td>
<td>C</td>
<td>75,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>1,50,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Classes:
Class A: Wet laboratory based research
Class B: Social survey research
Class C: Dry lab based or Library based research
Class D: Small Innovation project

**The Overhead Cost is for covering research management costs in the Institution. Research Management Cell or any equivalent body in the Institution is expected to receive a part or whole of the Overhead Cost. Only the public institutions are eligible to receive the Overhead Cost.
# Appendix 3.2: Application Form for the UGC Research Grant for Faculty (Generic)

**UNIVERSITY GRANTS COMMISSION**  
Sanothimi, Bhaktapur, Nepal  
RESEARCH DIVISION  
UG-1  
The UGC Research Grant for Faculty Members  
Application Form

## You are Applying for:

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Application Fee (Only for PI)</th>
<th>Filled by the UGC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The UGC Collaborative Research Grant (3 Years)</td>
<td>Rs. 1000</td>
<td>Draft No./Bill No.</td>
</tr>
<tr>
<td>2. The UGC Faculty Research Grant (2 Years)</td>
<td>Rs. 500</td>
<td>Date:</td>
</tr>
<tr>
<td>3. The UGC Small RDI Grant (1 Year)</td>
<td>Rs. 100</td>
<td>Verified by:</td>
</tr>
</tbody>
</table>

## You are Applying as

<table>
<thead>
<tr>
<th>Role</th>
<th>Type of the Support Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Principal Investigator (PI)</td>
<td>1. Full Grant (the UGC bears the full cost)</td>
</tr>
<tr>
<td>2. Co-Investigator (Co-I)</td>
<td>2. Matching Grant (I have a co-funding sponsor)</td>
</tr>
</tbody>
</table>

## A. Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s Full Name (Principal Investigator):</td>
<td>A1.</td>
</tr>
<tr>
<td>Citizenship No., Issuing District:</td>
<td>A5.</td>
</tr>
<tr>
<td>Department:</td>
<td>A13.</td>
</tr>
</tbody>
</table>

## B. Information about the Proposed Study

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Title of the Study:</td>
<td>B1.</td>
</tr>
<tr>
<td>B2. Cluster: (Indicate by ✓)</td>
<td>a. Agriculture/Forestry</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td></td>
<td>b. Science &amp; Technology</td>
</tr>
<tr>
<td></td>
<td>c. Health Sciences</td>
</tr>
<tr>
<td></td>
<td>d. Engineering</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</table>

<table>
<thead>
<tr>
<th>B6. Proposed Budget:</th>
<th>B7. No. of Investigators:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>B8. No. of Students included (for theses):</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B9. Co-Investigators (each Co-Investigator should submit separate application form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Co-Investigator(s)</td>
</tr>
<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
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<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B10. Role of Individual Investigators</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Please attach a document with a brief description of the proposed role of the Principal Investigator and each Co-Investigators included above in the proposed study]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B11. Postdoctoral Position Requested (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[The UGC might provide funding to hire a postdoctoral fellow for the Collaborative Research on the basis of need. If you would like to request for this assistance, please state and explain your need and request]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Research Infrastructure of Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the relevant research infrastructure and competence of your institution(s) to conduct the proposed study</td>
</tr>
<tr>
<td>Institute/Department</td>
</tr>
<tr>
<td>----------------------</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Academic Record (Bachelors level and above)</th>
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</thead>
<tbody>
<tr>
<td>Degree</td>
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</table>
### E. Employment Record
(Please include complete list in your CV)

<table>
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<tr>
<th>Period of service</th>
<th>Designation</th>
<th>Institution</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
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<td></td>
</tr>
</tbody>
</table>

### F. Publication Record
(Please include the complete list in your CV)


<table>
<thead>
<tr>
<th>Rank/IF (Year)</th>
<th>Authors, Title, Journal, Volume (Number), First page - Last page (Year)</th>
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<tbody>
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<tr>
<td>5</td>
<td></td>
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<tr>
<td>6</td>
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</table>

2. Major Research Publication in **Non-Ranked Peer-Reviewed Journals**

<table>
<thead>
<tr>
<th>Country</th>
<th>Authors, Title, Journal, Volume (Number), First page - Last page (Year)</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
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3. Major Research Reports (any part of it not published in any journal yet)

<table>
<thead>
<tr>
<th>Authors, Title, Submitted Institution (Year)</th>
<th></th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### G. List of the UGC and Other Research Grants Received by you
(Please attach a copy of the completion letter)

<table>
<thead>
<tr>
<th>Year</th>
<th>Agency</th>
<th>Program</th>
<th>Title</th>
<th>Period</th>
</tr>
</thead>
</table>
H. Research Proposal

Please attach your research proposal with the following major components written consistently in any one format (APA, MLA, Chicago, Turabian, Vancouver etc) (limit it to 15-20 pages).

[For the purpose of a blind review, please use the applicant's name only on the cover page and avoid it appearing in the inside text and references]

H1. Use the following format for RESEARCH PROPOSAL

<table>
<thead>
<tr>
<th>Research Proposal format:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Applicant's name must not appear in the text other than the Cover Page. Replace the name with “●●●”]</td>
</tr>
</tbody>
</table>

a. Title
b. Background
c. Hypotheses/ Research Questions
d. Justification of the Study
e. Foundational/Preliminary Work (done by any team member)
f. Research Objectives
g. Research Methodology and Data Analysis
h. Expected Results (in case of discovery-driven research)
i. Expected Outputs
j. Limitations and Delimitations
k. Ethical/Safety Issues
l. Time Table and Detailed Budget
m. Summary
n. References
o. Association to National Priority* (explained in a simple language)

* Refer to The UGC Research Development and Innovation Programs Implementation Guidelines 2017 Section 1.16 for the National Priority List

H2. Use the following format for DEVELOPMENT/INNOVATION PROPOSAL

<table>
<thead>
<tr>
<th>Development/Innovation Proposal Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Applicant's name must not appear in the text. Replace the name with “●●●”]</td>
</tr>
</tbody>
</table>

a. Purpose
b. Background/Context/Problem
c. Literature Review
d. Theoretical/Technical Aspect
e. Significance of the Development/Innovation
f. Foundational/ Preliminary Work (done by any team member)
g. Development/Innovation Goal/ Objectives
h. Design / Methodology and Verification
i. Expected Product
j. Limitations and Delimitations
k. Ethical/Safety Issues
l. Time Table and Detailed Budget (actual)
### m. Summary

### n. Bibliography

### o. Association to National Priority (explained in a simple language)

* Refer to *The UGC Research Development and Innovation Programs Implementation Guidelines 2017* Section 1.16 for the National Priority List

### I. References

Provide details of TWO referees who may be in better position to explain why your team should be considered for this funding. They should not have any family relations with you.

<table>
<thead>
<tr>
<th>Referee 1</th>
<th>Referee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td><strong>Organization</strong></td>
</tr>
<tr>
<td><strong>Designation</strong></td>
<td><strong>Designation</strong></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td><strong>Phone Number</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><strong>Email</strong></td>
</tr>
</tbody>
</table>

### J. Documents required (Check ✓ if included)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>2. Copy of Citizenship</td>
<td>8. Curriculum Vitae</td>
</tr>
<tr>
<td>4. Copies of Academic Diplomas (Masters and above)</td>
<td>10. Previous UGC Grant Certification (if any)</td>
</tr>
<tr>
<td>5. Copy of Equivalence Certificate (if any)</td>
<td>11. Proposed Roles of the Proposed Investigators</td>
</tr>
<tr>
<td>6. Copy of Certificate of Underprivileged Group (if any)</td>
<td></td>
</tr>
</tbody>
</table>

### K. Institutional Endorsement (from all institutions where the study will be conducted):

Statement of Endorsement:

The Principal Investigator and Co-Investigators of the proposed study are faculty members in our institutions and are qualified to conduct the proposed study. We confirm for the institutional approval and support to the team in conducting the proposed study at our institutions, if the project is selected for funding from the UGC.

1. From the Institution of the Principal Investigator

<table>
<thead>
<tr>
<th>Name:</th>
<th>Designation:</th>
<th>Institution:</th>
<th>Address:</th>
<th>Signature</th>
<th>Official Seal</th>
</tr>
</thead>
</table>

2. From the Institution of a Co-Investigator (If different than above)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Designation:</th>
<th>Institution:</th>
<th>Address:</th>
<th>Signature</th>
<th>Official Seal</th>
</tr>
</thead>
</table>

3. From the Institution of a Co-Investigator (If different than above)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Designation:</th>
<th>Institution:</th>
<th>Address:</th>
<th>Signature</th>
<th>Official Seal</th>
</tr>
</thead>
</table>
L. Undertaking by the Applicant:

I solemnly affirm that the information provided by me are true and that the decision of the UGC will be final and binding.

______________________________
Name: .................................................
(Principal Investigator / Co-Investigator)
Date: .................................................

<table>
<thead>
<tr>
<th>Thumb</th>
<th>Right</th>
<th>Left</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Appendix 3.3: Application Form for the Included Student

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal
RESEARCH DIVISION

RG-S
The UGC Small RDI/Faculty/Collaborative Research Grant
Application by Student
(to be submitted at the time of Research Grant Award)

A. Personal Information

<table>
<thead>
<tr>
<th>A1. Applicant’s Full Name (Student):</th>
<th>A2. Gender:</th>
<th>A3. Age:</th>
<th>A4. Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A5. Citizenship No., Issuing District:</th>
<th>A6. Underprivileged Group:</th>
<th>A7. Contact Email:</th>
</tr>
</thead>
<tbody>
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<td>Res:</td>
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<td>Office:</td>
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<td></td>
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<td>Mobile:</td>
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<thead>
<tr>
<th>A17. Specialization:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

B. Information about the Proposed Study

<table>
<thead>
<tr>
<th>B1. Type of the UGC Research Grant applied by the Principal Investigator (indicate by ✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborative Research</td>
</tr>
<tr>
<td>Faculty Research</td>
</tr>
<tr>
<td>Small RDI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B2. Proposed Title of the Study:</th>
</tr>
</thead>
<tbody>
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</table>

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<thead>
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<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

B7. Research Team (PI, Co-I and students should submit separate application form)

<table>
<thead>
<tr>
<th>Name of Principal Investigator</th>
<th>Role</th>
<th>Current Institution/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Co-Investigator/s (if any)</th>
<th>Role</th>
<th>Current Institution/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

|                                    |      |                               |
|                                    |      |                               |
### C. Academic Record of Student

<table>
<thead>
<tr>
<th>Degree</th>
<th>Year</th>
<th>Major Subjects</th>
<th>Grade</th>
<th>Board/University</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### D. Employment Record of Student

(Please include complete list in your CV)

<table>
<thead>
<tr>
<th>Period of service</th>
<th>Designation</th>
<th>Institution</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>From</td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### E. Publication Record of Student

(Please include the complete list in your CV)


   Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year)  
   Rank/IF (Year)

   1
   2

2. Major Research Publication in **Non-Ranked Peer-Reviewed Journals**

   Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year)  
   Country

   1
   2

3. Major Research Reports (any part of it not published in any journal yet)

   Format: Authors, Title, Submitted Institution (Year)

   1
   2

### F. List of UGC and Other Research Grants awarded to you

(Please attach a copy of the completion letter)

<table>
<thead>
<tr>
<th>Year</th>
<th>Program</th>
<th>Title</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### G. References
Provide details of TWO referees who may be in better position to explain why you and your team should be considered for this funding. They should not have any family relations with you.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Designation</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
</table>

H. Documents required (Check √ if included)

<table>
<thead>
<tr>
<th>1. Copy of Citizenship</th>
<th>4. Copy of Certificate of Underprivileged Group (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Copies of Academic Diplomas (Bachelors and above)</td>
<td>5. Copies of the First Page of Publications (if any)</td>
</tr>
<tr>
<td>3. Copy of Equivalence Certificate (if any)</td>
<td>6. Curriculum Vitae</td>
</tr>
</tbody>
</table>

I. Endorsement by the Principal Investigator

I affirm that the applicant is the student included in the research project led by me, for his/her Bachelors / Masters / MPhil / PhD thesis. I / my team will supervise the student for the thesis as per the requirement of the Institution in which the student is enrolled for the program.

____________________________________
Signature
Name: . . . . . . . . . . . . . . . . . . . . . . . . . .  . .. . . . .
Date: . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . .

J. Undertaking by the Applicant:

I solemnly affirm that the information provided by me are true and that the decision of the UGC will be final and binding.

____________________________________
Signature
Name: . . . . . . . . . . . . . . . . . . . . . . . . . .  . .. . . . .
Date: . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . .

<table>
<thead>
<tr>
<th>Thumb</th>
<th>Right</th>
<th>Left</th>
</tr>
</thead>
</table>

Appendix 3.4: Collaborative Research Grant Proposal Evaluation Form

University Grants Commission
Sanothimi, Bhaktapur

Collaborative Research Grant Proposal Evaluation Form

Applicant's Code: ... ... ... ... ... ... ... ... ... ... ... ... ... Cluster: ... ... ... ... ... ... ... ... ... ... ...

Title of the Proposal: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ...

1. Evaluation of the Proposal:

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Rating (Please circle the number OR give your own mark)</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Research Title (Specific, clear)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>b Background Information (Adequate and well-contextualized)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>c Hypotheses/ Research Questions (Well-developed and adequate)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>d Justification of the Study (The study is significantly new and contributing)</td>
<td>0 2 4 6 8</td>
<td></td>
</tr>
<tr>
<td>e Foundational / Preliminary Work (by the team) (Relevant and strongly supporting to the study)</td>
<td>0 4 8 12 16</td>
<td></td>
</tr>
<tr>
<td>f Research Objectives (Academically interesting, adequate, achievable)</td>
<td>0 4 8 12 16</td>
<td></td>
</tr>
<tr>
<td>g Research Methodology and Data analysis (Advanced, well-suited and adequate)</td>
<td>0 4 8 12 16</td>
<td></td>
</tr>
<tr>
<td>h Expected Results (Clear and academically significant)</td>
<td>0 2 4 6 8</td>
<td></td>
</tr>
<tr>
<td>i Expected Output (Publications and academic activities)</td>
<td>0 2 4 6 8</td>
<td></td>
</tr>
<tr>
<td>j Limitations and Delimitations (Honestly described and reasonable)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>k Ethical and Safety Issues (Well-addressed, even when not-applicable)</td>
<td>0 0 0 3 4</td>
<td></td>
</tr>
<tr>
<td>l Plan and Time Table (Well-planned)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>m Summary (Summarized very well)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>n Format (Standard format followed)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>o Association to National Priority (Met and well-described)</td>
<td>0 4 8 12 16</td>
<td></td>
</tr>
</tbody>
</table>

Total score (out of 120) "A" =

4. Result | Pass (60 marks or more) | Fail (less than 60 marks) |
2. Reviewer's comments and recommendations

A. Major Strengths of the Proposed Study:


B. Major Weaknesses of the Proposed Study:


C. Suggestions for the Improvement/Revision of the Proposal:
[Add additional sheets if necessary]


D. Recommended Budget and Justification:


Reviewer's Signature

Reviewer's Full Name: ...
Reviewer's Institution: ...
Reviewer's Subject of Expertise: ...
Date: ...


Final Score (To be filled by the UGC)

<table>
<thead>
<tr>
<th>Total (out of 120) = A</th>
<th>Scored by: ...</th>
<th>Verified by: ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total (out of 80) = AX0.67</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 3.5: All Faculty Research Proposal Presentation Evaluation Form

University Grants Commission
Sanothimi, Bhaktapur

Small RDI/Faculty /Collaborative Research Proposal Presentation Evaluation

Name of the Principal Investigator: ..........................................................
Cluster: ..................................................................................
Subject: ..................................................................................
Title of the Proposal: .............................................................................

A. Evaluation of the Presentation

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Rating (Please circle the number OR give your own mark)</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Quality of the Research Proposal (28)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Research Title (Specific, clear)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>b. Foundational / Preliminary work (by the group) (Adequate, promising)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>c. Research Objectives/Questions (Academically interesting, adequate, achievable)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>d. Methodology (Advanced, well-suited)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>e. Work Plan (Well planned and scheduled)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>f. Expected Results and Output (Clear, significant, national priority, high potential for publication)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>g. Budgeting (Reasonable, well-planned)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>2 Competence of the candidate/Team (18)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Depth of the knowledge of the subject (Candidate/team has in-depth knowledge of the study subject)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>b. Understanding of research opportunity (Candidate could convince that the research is significantly new and contributing)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>c. Skill (methodology, analysis) (The team has adequate technical skill)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>d. Enthusiasm for research publication (Candidate has enthusiasm for publication and familiarity with quality journals, and commitment to students' theses)</td>
<td>0 1.5 3 4.5 6</td>
<td></td>
</tr>
<tr>
<td>3 Quality of the presentation (14)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Well-organized</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>b. Fluently delivered</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>c. Impressive answers during Q/A</td>
<td>0 1.5 3 4.5 6</td>
<td></td>
</tr>
<tr>
<td>Total (out of 60)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Result
- Pass (30 marks or more)
- Fail (less than 30 marks)
### Evaluator's Comments (Mandatory)

<table>
<thead>
<tr>
<th>A. Major Strengths of the Proposed Study:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B. Major Weaknesses of the Proposed Study:</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>C. Your Impression about the Competence of the Investigators for the Proposed Study:</th>
</tr>
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<tbody>
<tr>
<td>Excellent</td>
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<table>
<thead>
<tr>
<th>D. Your recommendation and Justification for the Grant Award to the Proposed Study:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award the Grant</td>
</tr>
<tr>
<td>Justification for Your Recommendation:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Suggestions for the Improvement/Revision of the Proposal:</th>
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<tbody>
<tr>
<td>[Use additional Sheets if Needed]</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>F. Recommended Budget and Justification:</th>
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</table>

Evaluator's Signature: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ...
Evaluator's Full Name: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ...
Evaluator's Institution / Cluster Committee: ... ... ... ... ... ... ... ... ...
Evaluator's Subject of Expertise: ... ... ... ... ... ... ... ... ...
Date: ... ... ... ... ... ... ... ... ...

To be Filled by the UGC:

Interrater Deviation Score: ________________________________
Completeness: __________________________________________
Checked by: ___________________________________________
### Appendix 3.6: Evaluation of the Application for the Collaborative Research Grant

University Grants Commission  
Research Division

**Evaluation of the Application for the Collaborative Research Grant**

Name of Principal Investigator: __________________________
University, Department/School: __________________________

Subject: __________________
UGC Application Registration No.: _____________________ Year: _________________
Cluster: _________________
Title of Research Project: ____________________________

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Indicator and marks</th>
<th>Maximum Score</th>
<th>Marks Scored</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Academic Record of the Principal Investigator</strong></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postdoctoral or equivalent research experience (2 per year)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Teaching in HEI (1 per year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Publication Record of the Principal Investigator</strong></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Article in journal with above-median SJR (5 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Article in journal with below-median SJR (3 for each, Maximum marks 12)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Article in other peer-reviewed journal (1 for each, Maximum marks 9)</td>
<td></td>
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<tr>
<td></td>
<td>[Note: In case of multi-authored article, the first author gets the full mark, the corresponding author gets 3/4 of the full mark, and all other authors get 1/2 of the full mark each.]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Research experience/supervision by Principal Investigator</strong></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>PhD thesis supervision (2 for each)</td>
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<tr>
<td></td>
<td>Master/ MPhil thesis supervision: (1 for each)</td>
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<td></td>
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<tr>
<td></td>
<td>PI or Co-I in research project (1 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Broader Collaboration</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Three or more Co-Investigators (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Commitment to include Students in the project</strong></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student for PhD degree (6 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student for MPhil/Masters theses (3 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student for Bachelors dissertation (3 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student for Bachelors Project (1.5 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Underprivileged group Candidate</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Woman (2); Dalit (2); Janajati/Madhesi (2); Disability (2); Remote/Community campus (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Research collaboration with Community Campus</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community campus collaborated (5)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Community Campus outside Kathmandu (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Proposal Evaluation</strong></td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(by two national reviewers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Presentation Evaluation</strong></td>
<td>60</td>
<td></td>
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<tr>
<td></td>
<td>(or evaluation by an international reviewer)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>
* Equally divided between the Principal Investigator and the rest of Co-Investigators.

____________________     _____________________     _____________________
Scored by                             Verified by                            Approved by
Appendix 3.7: The UGC Research Grant Agreement (Generic)

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal
RESEARCH DIVISION

The UGC Research Grant Agreement
(to be adapted for various types of grants)
[Subject to revision by the UGC at the time of Agreement]

This agreement is made on this _____ day of ___________ in the year ________ by and between:

1. University Grants Commission,

2. [Name of the Principal Investigator]

3. [Name of the Co-Investigator, if any]

4. [Name of the Host Institution of the Principal Investigator]

5. [Name of the Host Institution of the Co-Investigator(s), if different]

(hereafter, referred to as “parties”)

in connection with the UGC [type] Research Grant awarded to the research team led by the Principal Investigator _________________________________ for the [type] Research Project titled ____________________________________.

The parties hereby agree to abide by the following terms and conditions:

Terms and Conditions

A. Obligation of the UGC

1. Provide the fund to the team of the Investigators and the Host Institution(s) according to the funding and disbursement scheme outlined in Section B of this agreement.

2. Periodically monitor the progress.

3. Take action in the case of unsatisfactory progress, negligence or research misconduct including plagiarism, falsification, fabrication and unethical activity on part of the Investigators and the lack of cooperation to the research project on part of the Host Institution.

4. Assist the Host Institution to have a code of academic integrity and policy on Responsible Conduct of Research, and on maintaining of research ethics.

B. Grant and Disbursement

1. The grant is calculated and approved by the UGC based on the ceilings for the type of research, the assessment of the budget proposed in the Research Proposal submitted by the Investigators and, if applicable, calculation of the Tax Deducted at Source (TDS) which is contributed by the UGC as an additional funding.
2. The UGC has approved Rs. [amount] (in words: [amount] Rupees) for this research project. The grant includes 10% Overhead Cost to be paid to the public Host institution(s) and 15% Tax Deducted at Source (TDS) as per law.

3. The TDS is for tax purpose only and in no way it makes the grant personal incomes of the Investigators. The Investigators agree to abide by the expenditure condition specified in the Section E.

4. The Overhead Cost is split equally among the Host Institutions and disbursed at the time of signing of this agreement.

5. The Overhead Cost is for covering research management costs in the Institutions. Research Management Cell or any equivalent body in the Institutions are expected to receive a part or whole of the Overhead Cost. Only the public institutions are eligible to receive the Overhead Cost.

6. In case of the UGC Small RDI Grant and The UGC Faculty Grant, the Research Fund is disbursed for the Research Project through the Principal Investigator or a team consisting of the Principal Investigator and a Co-Investigator. In case of the UGC Collaborative Research Grant, all of the Fund is disbursed to the Institution.

7. The parties agree that the Research Cost for this Project will be managed [by the Principal Investigator, [name] /jointly by the Principal Investigator, [name] and the Co-Investigator, [name].

8. The UGC will transfer the Research Fund to the account of the Investigator(s) agreed by the parties as per the article B-6 above, in installments according to the disbursement scheme specified below:

<table>
<thead>
<tr>
<th>SN</th>
<th>Heading</th>
<th>Percentage of the Total Grant</th>
<th>Amount (Rs.)</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TDS</td>
<td>15%</td>
<td></td>
<td>Contributed as an additional funding by the UGC and deducted at source</td>
</tr>
<tr>
<td>2</td>
<td>Overhead Cost</td>
<td>10%</td>
<td></td>
<td>To the public Host Institution after signing the Agreement</td>
</tr>
<tr>
<td>3</td>
<td>Research Fund</td>
<td>75%</td>
<td></td>
<td>1. 20% at the time of signing of the agreement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2. 40% after the submission of the first Progress Report (Inception Report) to the UGC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3. 20% after the submission of the Progress Report prior to the Final Report to the UGC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4. 20% after submitting the Final Report to the UGC</td>
</tr>
</tbody>
</table>

C. Obligation of the Host Institution

1. [In case of the UGC Collaborative Research Grant] Accept the total fund and make an arrangement for disbursement as per the conditions of the Section B.
2. Accept the institutional Overhead Cost paid by the UGC to cover the research management cost in connection with the research project.
3. Transfer a part or whole of the Overhead Cost to the Research Management Cell (RMC) or equivalent body in the Institution if it has any.
4. Provide full institutional support to the research team and the research project.
5. Assist the Principal Investigator and the Co-Investigators in regards to fulfilling their obligation to supervise thesis students as specified in Article D-1.
6. Have an institutional Code of Academic Integrity and procedure to address research misconduct in place and ensure strict adherence to them by the institution, research team and all members of the institution.
7. Abide by the UGC regulations related to research and academic programs.
8. Monitor the progress of the project and facilitate the monitoring by the UGC.

D. Obligation of the Principal Investigator and Co-Investigator

1. Supervise at least [number] MPhil/Masters/Bachelors students or a PhD student for their/her/his theses by including their/her/his in the research team and letting parts of the research be a part or the whole of each thesis.
2. Maintain the highest level of academic integrity and research ethics.
3. Make honest and best use of the research fund. The research fund can only be used to cover allowable expenditure as specified in Section E of this agreement.
4. Accommodate the UGC reviewers’ suggestions on the research proposal and periodic progress reports.
5. Submit a progress report every six months. The progress report should be 5-10 pages and include progress in research, academic activities and financial statement on the spending of the research fund.
6. Make a presentation on the progress of the work at the end of every year.
7. Publish at least [number] original research article based on the research work in [a JCR Impact Factor/ SJR ranked journal or [number] research articles in non-Impact Factor/non-ranked indexed journals or the UGC recognized peer-reviewed journals.
8. Submit to the UGC, at the completion of the Research Project, the Final Report. The Final Report should contain a Research Report, a Financial Report, [number] published research articles or journal-ready manuscripts, and copies of Students’ thesis or their progress statements.

E. Allowable Expenditure for Research Fund

The Faculty Research Fund must be used to cover the expenses as specified in the research proposal and stipulated in this agreement. Any unused fund must be returned to the UGC, or, with the permission of the UGC, transferred to the Research Management Cell (RMC) or equivalent body in the Host Institutions. The allowable expenses for the Research Fund are as follows:

1. laboratory cost – consumables, chemicals, reagents, small equipment;
2. laboratory testing and analysis, software;
3. costs covering field study and survey;
4. books, data storage, stationary and printing cost;
5. project accounting cost;
6. cost covering the travel for the research project related administrative purpose
7. research fund cannot be used to pay the costs associated with tuition, examination and seminar, allowance and any other recurrent cost and living expenses to Investigators and Students.

All materials purchased with the research fund are the property of the Host Institution.

It is the Investigator’s obligation to maintain a standard project account of this Research Project. The periodic Progress Report must contain an up-to-date financial statement. The final report must include the total financial report of the project.
F. Other Conditions

1. All the terms and conditions mentioned in The UGC Research Development and Innovation Programs Implementation Guidelines 2017 are applicable.

2. Any major changes in the title or the objectives of the research project are not allowed. A minor change may be permitted by the UGC upon the recommendation by the UGC reviewers, the Cluster Committee or the Evaluation Committee.

3. Progress reports, publications in peer-reviewed journals, paper presentations in seminars/workshops, etc. are the major output indicators to be used to evaluate the performance of the Fellow.

4. The Investigator and the Student conducting the research must maintain a Research Logbook recording all activities and relevant notes on a daily basis.

5. If the progress is found unsatisfactory by the UGC reviewers and monitoring officers, the UGC will notify the Principal Investigator, Co-Investigator and the institution and expect improvement. The UGC might take action including termination of the contract if persistent lack of progress and negligence are found.

6. Research misconduct and any unethical activity are punishable. It is the Host Institution’s obligation to conduct the investigation on any suspected or alleged research misconduct. Small institutions that do not have adequate resource to conduct such investigation might request the UGC for assistance or taking over the case. Any proceeding for the case of research misconduct will involve four steps of action consisting of Inquiry, Investigation, Adjudication and Appeal, and shall be carried out with fairness and expedience as fundamental principles.

7. The [category] Research must be completed within [time period] from the date of signing of this agreement by the representative of the UGC. Extension for another [time period] may be considered if the research team makes a request, on a justifiable cause, to the UGC. Failing to submit the final report to the UGC within [period] results in the termination of the grant and placing of the names of the Investigators in the UGC Barred List.

8. The materials purchased with the research fund are the property of the institution or the laboratory of the Principal Investigator at the institution.

9. In case of disputes in any issues with this agreement, the UGC reserves the rights to give the final decision.

1. On behalf of the UGC

Signature: ________________
Name: ___________________
Designation: Member Secretary
University Grants Commission
Date: ____________________

3. Co-Investigator, if any

Signature: ________________
Name: ___________________
Designation: ______________
Institution: _______________
Address: ___________________

2. Principal Investigator

Signature: ________________
Name: ___________________
Designation: ______________
Institution: _______________
Address: ___________________

4. On behalf of the Host Institution

Signature: ________________
Name: ___________________
Designation: ______________
Institution: _______________
Address: ___________________
### Appendix 3.8: Faculty Research Grant Proposal Evaluation Form

**University Grants Commission**  
Sanothimi, Bhaktapur

**Faculty Research Grant Proposal Evaluation Form**

Applicant's Code: ............................................. Cluster. .............................................  
Title of the Proposal: ............................................. ............................................. .............................................

#### 1. Evaluation of the Proposal:

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Rating (Please circle the number OR give your own mark)</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Absent</td>
<td>Poor</td>
</tr>
<tr>
<td>a Research Title (Specific, clear)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>b Background Information (Adequate and well-contextualized)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>c Hypotheses/ Research Questions (Well-developed and adequate)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>d Justification of the Study (The study is significantly new and contributing)</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>e Foundational/ Preliminary Work (Relevant and strongly supporting to the study)</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>f Research Objectives (Academically interesting, adequate, achievable)</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>g Research Methodology and Data analysis (Advanced, well-suited and adequate)</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>h Expected Results (Clear and academically significant)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>i Expected Output (Publications and academic activities)</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>j Limitations and Delimitations (Honestly described and reasonable)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>k Ethical and Safety Issues (Well-addressed, even when not-applicable)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>l Plan and Time Table (Well-planned)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>m Summary (Summarized very well)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>n Format (Standard format followed)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>o* Association to National Priority (Met and well-described)</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Total score (out of 100) "A" = [4.

<table>
<thead>
<tr>
<th>4. Result</th>
<th>Pass (50 marks or more)</th>
<th>Fail (less than 50 marks)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

126 | Page
## 2. Reviewer's comments and recommendations

### A. Major Strengths of the Proposed Study:


### B. Major Weaknesses of the Proposed Study:


### C. Suggestions for the Improvement/Revision of the Proposal:

[Use additional sheets if necessary]


### D. Recommended Budget and Justification:


---

**Reviewer's Signature**

Reviewer's Full Name: ...
Reviewer's Institution: ...
Reviewer's Subject of Expertise: ...
Date: ...

---

**Final Score (To be filled by the UGC)**

<table>
<thead>
<tr>
<th>Total (out of 100) = A</th>
<th>Scored by: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total (out of 80) = AX0.8</td>
<td>Verified by: ________________</td>
</tr>
</tbody>
</table>
Appendix 3.9: Evaluation of the Application for the Faculty Research Grant

University Grants Commission
Research Division

Evaluation of the Application for the Faculty Research Grant

Name of Principal Investigator: _______________________________________________
University, Department/School: _______________________________________________
_________________________________________________________________________
Subject: __________________
UGC Application Registration No.: _____________________ Year: _________________
Cluster: _________________
Title of Research Project: ____________________________________________________
_________________________________________________________________________

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Indicator and Marks</th>
<th>Maximum Score</th>
<th>Marks Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Academic Record of Principal Investigator</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postdoctoral or equivalent research experience (2 per year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PhD degree (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teaching in HEI (1 per year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Publication Record of Principal Investigator</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Article in journal with above-median SJR (5 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Article in journal with below-median SJR (3.5) for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Article in other peer-reviewed journal (2.5 for each, Maximum marks 7.5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research Report (1.25 for each, Maximum marks 5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Note: In case of multi-authored article, the first author gets the full mark, the corresponding author gets 3/4 of the full mark, and all other authors get 1/2 of the full mark each.]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Research experience/supervision by Principal Investigator</strong></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PhD thesis supervision (2 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master/ MPhil thesis supervision: (1 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PI or Co-I in research project (1 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Broader Collaboration</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two or more Co-Investigators (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Commitment to include Students in the project</strong></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student for PhD degree (12 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student for MPhil/Masters theses (4 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student for Bachelors dissertation (4 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student for Bachelors Project (2 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Underprivileged Group Candidate</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Woman (2); Dalit(2); Janajati/Madhesi (2); Disability (2); Remote/Community campus (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Research collaboration with Community Campus</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community campus collaborated (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Campus outside Kathmandu (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Proposal Evaluation</strong></td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(by two national reviewers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Presentation Evaluation</strong></td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(or evaluation by an international reviewer)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### The UGC Research Development and Innovation Programs Implementation Guidelines 2017

<table>
<thead>
<tr>
<th></th>
<th>Grand Total</th>
<th>200</th>
</tr>
</thead>
</table>

* Equally divided between the Principal Investigator and the rest of Co-Investigators.

____________________     _____________________     _____________________
Scored by                             Verified by                            Approved by
Appendix 3.10: Small RDI Grant (Research) Proposal Evaluation Form

University Grants Commission
Sanothimi, Bhaktapur
Small Research Development and Innovation Grant Proposal Evaluation Form

**Project Type:** Research

Applicant's Code: ... ... ... ... ... ... ... ... ... ... Cluster: ... ... ... ... ... ... ... ... ...
Title of the Proposal: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ...

1. Evaluation of the Proposal:

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Rating (Please circle the number OR give your own mark)</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Research Title (Specific, clear)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>b Background Information (Adequate and well-contextualized)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>c Literature Review (Adequate, well-contextualized and carefully selected)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>d Hypotheses/ Research Questions (Well-developed and adequate)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>e Justification of the Study (The study is significantly new and contributing)</td>
<td>0 2 4 6 8</td>
<td></td>
</tr>
<tr>
<td>f Foundational / Preliminary Work (done by the team) (Relevant and strongly supporting to the study)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>g Research Objectives (Academically interesting, adequate, achievable)</td>
<td>0 4 8 12 16</td>
<td></td>
</tr>
<tr>
<td>h Research Methodology and Data analysis (Advanced, well-suited and adequate)</td>
<td>0 4 8 12 16</td>
<td></td>
</tr>
<tr>
<td>i Expected Results (Clear and academically significant)</td>
<td>0 2 4 6 8</td>
<td></td>
</tr>
<tr>
<td>j Expected Output (Publication and Academic activities)</td>
<td>0 2 4 6 8</td>
<td></td>
</tr>
<tr>
<td>k Limitations and Delimitations (Honestly described and reasonable)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>l Ethical and Safety Issues (Well-addressed, even when not-applicable)</td>
<td>0 0 0 3 4</td>
<td></td>
</tr>
<tr>
<td>m Plan and Time Table (Well-planned)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>n Summary (Summarized very well)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>o Format (Standard format followed)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>p Association to National Priority (Met and well-described)</td>
<td>0 2 4 6 8</td>
<td></td>
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</tbody>
</table>

Total score (out of 104) "A" =

4. Result

<table>
<thead>
<tr>
<th>Pass (52 marks or more)</th>
<th>Fail (less than 52 marks)</th>
</tr>
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<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
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</tbody>
</table>
2. Reviewer's comments and recommendations

<table>
<thead>
<tr>
<th>A. Major Strengths of the Proposed Study:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B. Major Weaknesses of the Proposed Study:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>C. Suggestions for the Improvement/Revision of the Proposal:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>D. Recommended Budget and Justification:</th>
</tr>
</thead>
</table>

Reviewer's Signature

Reviewer's Full Name: ...
Reviewer's Institution: ...
Reviewer's Subject of Expertise: ...
Date: ...

---

**Final Score (to be filled by the UGC)**

<table>
<thead>
<tr>
<th>Total (out of 104)= A</th>
<th>Scored by: ____________________</th>
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</thead>
<tbody>
<tr>
<td>Total (out of 80)= AX0.77</td>
<td>Verified by: _______________</td>
</tr>
</tbody>
</table>
Appendix 3.11: Small RDI Grant (Innovation) Proposal Evaluation Form

University Grants Commission
Sanothimi, Bhaktapur

Small Research Development and Innovation Grant Proposal Evaluation Form

**Project Type:** Development/Innovation

Applicant's Code: ... ... ... ... ... ... ... ... ... ... ... Cluster ... ... ... ... ... ... ... ... ... ...

Title of the Proposal: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ...

<table>
<thead>
<tr>
<th>1. Evaluation of the Proposal:</th>
<th>Rating</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators</td>
<td>(Please circle the number OR give your own mark)</td>
<td>Very poor</td>
</tr>
<tr>
<td>a Purpose Statement</td>
<td>(Specific, clear)</td>
<td>0</td>
</tr>
<tr>
<td>b Background/Context/Problem</td>
<td>(Adequate and well-contextualized)</td>
<td>0</td>
</tr>
<tr>
<td>c Literature Review</td>
<td>(Adequate, well-contextualized and carefully selected)</td>
<td>0</td>
</tr>
<tr>
<td>d Theoretical/Technical Aspect</td>
<td>(Well-developed and adequate)</td>
<td>0</td>
</tr>
<tr>
<td>e Significance of the Development/Innovation</td>
<td>(Innovative and existing problem-solving)</td>
<td>0</td>
</tr>
<tr>
<td>f Foundational/ Preliminary Work (done by the team)</td>
<td>(Relevant and strongly supporting to the project)</td>
<td>0</td>
</tr>
<tr>
<td>g Development/Innovation Goal/Objectives</td>
<td>(Valuable, adequate, achievable)</td>
<td>0</td>
</tr>
<tr>
<td>h Design/Methodology and Verification</td>
<td>(Advanced, well-suited and adequate)</td>
<td>0</td>
</tr>
<tr>
<td>i Expected Product</td>
<td>(Clear and commercially/socially significant)</td>
<td>0</td>
</tr>
<tr>
<td>j Limitations and Delimitations</td>
<td>(Honestly described and reasonable)</td>
<td>0</td>
</tr>
<tr>
<td>k Ethical and Safety Issues</td>
<td>(Well-addressed, even when not-applicable)</td>
<td>0</td>
</tr>
<tr>
<td>l Plan and Time Table</td>
<td>(Well-planned)</td>
<td>0</td>
</tr>
<tr>
<td>m Summary</td>
<td>(Summarized very well)</td>
<td>0</td>
</tr>
<tr>
<td>n Format</td>
<td>(Standard format followed)</td>
<td>0</td>
</tr>
<tr>
<td>o Association to National Priority</td>
<td>(Met and well-described)</td>
<td>0</td>
</tr>
</tbody>
</table>

Total score (out of 116) "A" =

4. Result

- Pass (58 marks or more)
- Fail (less than 58 marks)
2. Reviewer's comments and recommendations

A. Major Strengths of the Proposed Study:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

B. Major Weaknesses of the Proposed Study:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

C. Suggestions for the Improvement/Revision of the Proposal:
[Add additional sheets if necessary]

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

D. Recommended Budget and Justification:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Final Score (to be filled by the UGC)

<table>
<thead>
<tr>
<th>Total (out of 116) = A</th>
<th>Scored by: __________________</th>
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</thead>
<tbody>
<tr>
<td>Total (out of 80) = AX0.69</td>
<td>Verified by: __________________</td>
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</table>
### Appendix 3.12: Small RDI Grant (Innovation) Proposal Presentation Evaluation

**University Grants Commission**  
**Sanothimi, Bhaktapur**

*Small RDI (DI project) Proposal Oral Presentation Evaluation Form*

Name of the Applicant: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ...
Cluster: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... Subject: ... ... ... ... ... ... ...
Title of the Proposal: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ...

<table>
<thead>
<tr>
<th>A. Evaluation of the Presentation</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators</td>
<td>Absent</td>
</tr>
<tr>
<td><strong>1 Quality of the Development/Innovation Project (28)</strong></td>
<td></td>
</tr>
<tr>
<td>a. Purpose Statement <em>(Specific, clear)</em></td>
<td>0</td>
</tr>
<tr>
<td>b. Foundational / Preliminary work <em>(by the group)</em> <em>(Adequate, promising)</em></td>
<td>0</td>
</tr>
<tr>
<td>b. Development/Innovation Goal <em>(Valuable, adequate, achievable)</em></td>
<td>0</td>
</tr>
<tr>
<td>c. Design / Methodology and Verification <em>(Advanced, well-suited and adequate)</em></td>
<td>0</td>
</tr>
<tr>
<td>d. Work Plan <em>(Well planned)</em></td>
<td>0</td>
</tr>
<tr>
<td>e. Expected Product <em>(Clear and commercially/socially significant)</em></td>
<td>0</td>
</tr>
<tr>
<td>g. Budgeting <em>(Reasonable, well-planned)</em></td>
<td>0</td>
</tr>
<tr>
<td><strong>2 Competence of the candidate (18)</strong></td>
<td></td>
</tr>
<tr>
<td>a. Depth of the Knowledge of the Subject <em>(Candidate has in-depth knowledge of the project subject)</em></td>
<td>0</td>
</tr>
<tr>
<td>b. Understanding of Innovation Opportunity <em>(Candidate could convince that the project is significantly new and contributing)</em></td>
<td>0</td>
</tr>
<tr>
<td>c. Experience and Technical Skill <em>(Candidate has relevant experience and technical skill)</em></td>
<td>0</td>
</tr>
<tr>
<td>d. Knowledge and Passion for Intellectual Property <em>(Candidate has passion and sufficient knowledge about intellectual property issues)</em></td>
<td>0</td>
</tr>
<tr>
<td><strong>3 Quality of the presentation (14)</strong></td>
<td></td>
</tr>
<tr>
<td>a. Well-organized</td>
<td>0</td>
</tr>
<tr>
<td>b. Fluently delivered</td>
<td>0</td>
</tr>
<tr>
<td>c. Impressive answers during Q/A</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL SCORE** (Out of 60)

**4. Result**

- Pass (30 marks or more)
- Fail (less than 30 marks)
## Evaluator's Comments (Mandatory)

### A. Major Strengths of the Proposed Study:

### B. Major Weaknesses of the Proposed Study:

### C. Your Impression about the Competence of the Investigator for the Proposed Study:

- Excellent
- Good
- Moderate
- Poor

### D. Your recommendation and Justification for the Grant Award to the Proposed Study:

- Award the Grant
- Not Sure
- Do Not Award the Grant

**Justification for Your Recommendation:**

### E. Suggestions for the Improvement/Revision of the Proposal:

[Use additional Sheets if Needed]

### F. Recommended Budget and Justification:

Evaluator's Signature: ...

Evaluator's Full Name: ...

Evaluator's Institution / Cluster Committee: ...

Evaluator's Subject of Expertise: ...

Date: ...
### Appendix 3.13: Evaluation of the Application for the Small RDI Grant

University Grants Commission  
Research Division

**Evaluation of the Application for the Small RDI Grant**

Name of Principal Investigator: _______________________________________________
University, Department/School: _______________________________________________
_________________________________________________________________________
Subject: __________________
UGC Application Registration No.: _____________________ Year: _________________
Cluster: _________________
Title of Research Project: ____________________________________________________
_________________________________________________________________________

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Indicator and marks</th>
<th>Maximum Score</th>
<th>Marks Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Academic Record of Principal Investigator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postdoctoral or equivalent research experience (4 per year)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PhD degree (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teaching in HEI (2 per year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Publication Record of Principal Investigator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Article in journal with above-median SJR (10 for each)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Article in journal with below-median SJR (5 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Article in other peer-reviewed journal (2 for each, Maximum marks 6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Note: In case of multi-authored article, the first author gets the full mark, the corresponding author gets 3/4 of the full mark, and all other authors get 1/2 of the full mark each.]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Research experience/supervision by Principal Investigator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PhD thesis supervision (5 for each)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master/ MPhil thesis supervision: (2.5 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PI or Co-I in research project (2.5 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Research Collaboration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>One or more Co-Investigators (5)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Commitment to include Student(s) in the project</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student for Bachelors/Masters Thesis (2.5)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student for Bachelors Project (1.25 for each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Underprivileged Group Candidate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Woman (2); Dalit(2); Janajati/Madhesi (2); Disability (2); Remote/Community campus (2)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Research collaboration with Community Campus</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community campus collaborated (5)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Campus outside Kathmandu (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-total</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Proposal Evaluation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(by one or two national reviewer/s)</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Presentation Evaluation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grand Total</td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

* Equally divided between the Principal Investigator and the rest of Co-Investigators.
Appendix 3.14: Call of Application for the Postdoctoral Position

Call of Application for the Postdoctoral Position by the Principal Investigator

A Postdoctoral Position Available

A postdoctoral position is available for qualified candidate in the Department of _______________, /School/Campus, ________________ University, Nepal, to work in a research project in the area of _______________. Interested candidate with a PhD degree in ________________ which is earned within past 10 years or with a postdoctoral position held within past 5 years, a proven track record of research publication and experience in the field of ________________ is invited to apply.

The position is for two years and is subject to grant funding availability. Please apply before ________________.

Tentative Research Project: ____________________________
Tentative Starting Date: ____________________________
Fellowship to be expected: NRs. 30,000 per month

Contact:
Name: [Principal Investigator]
Principal Investigator
Research Project: ____________________________
Department/School/Campus: ______________________
University: ________________________________
Address: _________________________________
### Application Form for the UGC Postdoctoral Fellowship

**UNIVERSITY GRANTS COMMISSION**  
Sanothimi, Bhaktapur, Nepal  
RESEARCH DIVISION  
PDF-1

#### A. Personal Information

<table>
<thead>
<tr>
<th>Name of Applicant:</th>
<th>Gender:</th>
<th>Date of Birth:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nationality:</th>
<th>Citizenship No., Issuing District: / Passport No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>Permanent Address:</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone No.:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

#### B. Research Project:

<table>
<thead>
<tr>
<th>Title of the Project:</th>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Agency:</th>
<th>Award No.:</th>
<th>Funded Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Principal Investigator:</th>
<th>Host Institution and Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Designation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Appointment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### C. Postdoctoral Position:

<table>
<thead>
<tr>
<th>Accepted by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Acceptance:</th>
<th>Period accepted for:</th>
<th>Tentative Starting Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### D. Academic Record:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major Subjects</th>
<th>Year</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|        |                |      |            |
|        |                |      |            |

|        |                |      |            |
|        |                |      |            |

#### E. Title of Ph.D. Thesis:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
F. Publication Record (Give complete list in your CV):
List major three articles published in Ranked journals:

G. Employment Record (Last two jobs, if any; give complete list in your CV):

<table>
<thead>
<tr>
<th>Period</th>
<th>Designation</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

H. References (Referees you included in your application to the PI or the host institution):

<table>
<thead>
<tr>
<th>Referee 1</th>
<th>Referee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Phone No.</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

I. Documents Required (Check √ if included)

<table>
<thead>
<tr>
<th>Number</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Copy of Citizenship/Passport</td>
</tr>
<tr>
<td>2.</td>
<td>Diploma of Masters to Ph.D. degrees</td>
</tr>
<tr>
<td>3.</td>
<td>Acceptance Letter by the Principal Investigator</td>
</tr>
<tr>
<td>4.</td>
<td>No Objection Letter from the Host Institution</td>
</tr>
<tr>
<td>5.</td>
<td>Curriculum Vitae</td>
</tr>
<tr>
<td>6.</td>
<td>Copies of the First Page of Major Publications</td>
</tr>
<tr>
<td>7.</td>
<td>Certificate of Previous Jobs (if any)</td>
</tr>
<tr>
<td>8.</td>
<td>Covering Letter</td>
</tr>
</tbody>
</table>

J. Undertaking by the Applicant:
I solemnly affirm that I have read and understood conditions of the award of this program mentioned The UGC Research Development and Innovation Programs Implementation Guidelines 2017 and that the decision of the UGC will be final and binding. In the event that my progress is found unsatisfactory at the periodic evaluation during the period of my study, I shall be liable to disciplinary action which may result in the termination of the fellowship and/or refunding of the full amount spent on me in connection with this award.

Applicant’s Signature: ____________________________

<table>
<thead>
<tr>
<th>Thumb Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right</td>
</tr>
</tbody>
</table>

[Note: Application submitted electronically is acceptable. In such case, a hardcopy of the application form with applicant’s signature and thumb print along with fee should be submitted to the UGC before joining the appointed institution.]
Appendix 3.16: Postdoctoral Fellowship Award Letter

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur
Nepal

The UGC Postdoctoral Fellowship Award

Dr. ______________________
____________________________

Dear Dr. ___________,

We are pleased to inform you that you have been awarded the UGC Postdoctoral Fellowship for the period of _____ years from the joining date to work in the research project __________________ in the Department of __________________________, ____________ University, under the mentorship of the Principal Investigator of the project, ____________________________. You will receive a monthly fellowship of NRs. 35,000 for two years. You are required to submit the Joining Report from the institution at the beginning and periodic progress reports on your work until the completion of your tenure. Benefits other than the fellowship are as per the regulations of the institution.

We wish you a very productive tenure.

________________________
Signature
Name: ___________________

Member-Secretary
University Grants Commission
Date: ___________________
Appendix 3.17: Suggested Format for Joining Report for the Postdoctoral Fellow

NAME AND SEAL OF INSTITUTION

JOINING REPORT
UNDER THE UGC POSTDOCTORAL FELLOWSHIP SCHEME

Name of the Postdoctoral Fellow: _______________________
Postdoctoral Fellowship award no. and date: _____________
Mentor (Principal Investigator): ________________________
Research Project: ____________________________________
Research funded by: _________________________________
Grant Award no. and date: ___________________________

This is to certify that Dr. ___________________________ an awardee of the UGC Postdoctoral Fellowship for the period of ______________ has joined the Department of ______________ with effect from ______________ to work in the above research project being conducted in this institution.

He/she is provided with all necessary facilities during his/her tenure of award. Holidays and other benefits are as per the regulation of the institution. The terms and conditions of the offer are acceptable to the Fellow.

________________  ________________   ________________
Signature    Signature    Signature
Name: _______________ Name: _______________  Name: ____________
Date: ________________ Date: ________________  Date: ____________
(Fellow)   (Principal Investigator)   (Head of the Department)
Appendix 3.18: Suggested Format for the Certificate of Completion of the Postdoctoral Tenure

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur
Nepal

Certificate of the Completion of the UGC Postdoctoral Fellowship

This is to certify that Dr. _____________________ successfully completed the 2-year tenure of UGC Postdoctoral Fellow position in the Department of _______________. ________________ University, Nepal. He worked in the research project ________________ under the mentorship of the Principal Investigator of the project, Dr. __________________ from ____________ to ____________.  

We wish him all the best in his future academic or professional pursuits.

_________________________   ____________________
Signature     Signature

Name: ___________________   Name: ___________________
Member-Secretary    Head
University Grants Commission   [Name of Institution]
Sanothimi, Bhaktapur   [Address]
Nepal

Date: _________________   Date: _________________
**Appendix 3.19: Procedure for Matching Co-Fund for Research, Development and Innovation**

Selection and Award Procedure for Matching Co-Fund for Research, Development and Innovation

<table>
<thead>
<tr>
<th>Fund Pledged by the Sponsor (Rs.) [UGC will contribute the same amount]</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 75,000 - 1,50,000</td>
<td>Follow the procedure for Small RDI grant</td>
</tr>
<tr>
<td>2 200,000 - 400,000</td>
<td>Follow the procedure for Faculty Research grant</td>
</tr>
<tr>
<td>3 10,00,000 - 20,00,000</td>
<td>Follow the procedure for Collaborative Research grant</td>
</tr>
</tbody>
</table>
Appendices 4: Capacity Development

Appendix 4.1: The UGC Funding for Organizing Research Trainings

The Financial Support for organizing Research Trainings

<table>
<thead>
<tr>
<th>Program</th>
<th>Financial Support* (Rs.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic</td>
<td>Additional</td>
</tr>
<tr>
<td>1 3-day Training and Workshop</td>
<td>1,00,000</td>
<td>-</td>
</tr>
<tr>
<td>2 4 to 5-day Training and Workshop</td>
<td>1,00,000</td>
<td>25,000/day</td>
</tr>
</tbody>
</table>

* The host institution which applies for the UGC support for the training should contribute at least 5% of the total cost of the event.

Appendix 4.2: The UGC Tentative Support for Individual Training Fee

A tentative funding limit for the UGC Individual Support to the UGC Fellows to participate in the research training organized by non-governmental institution

<table>
<thead>
<tr>
<th>Length of Training</th>
<th>Fee Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 to 3 days Training</td>
<td>Rs. 3,000</td>
</tr>
<tr>
<td>2 4 to 5 days Training</td>
<td>Rs. 5,000</td>
</tr>
<tr>
<td>3 6 days or longer Training</td>
<td>Rs. 7,000</td>
</tr>
</tbody>
</table>

Appendix 4.3: The UGC Funding for Organizing Conference, Seminar and Workshop

The UGC Funding Scheme for Organizing Conference/Seminar/Workshop:

<table>
<thead>
<tr>
<th>Event</th>
<th>Condition</th>
<th>Funding* limit (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 One-day event</td>
<td>Participants from at least 2 institutions/campuses</td>
<td>50,000</td>
</tr>
<tr>
<td>2 Two-day or longer event</td>
<td>Participants from at least 2 campuses</td>
<td>80,000</td>
</tr>
<tr>
<td>2a. Local event</td>
<td>Participants from at least 2 campuses</td>
<td>80,000</td>
</tr>
<tr>
<td>2b. National event</td>
<td>Participants from at least 2 universities</td>
<td>1,00,000</td>
</tr>
<tr>
<td>2c. International event</td>
<td>Participants from at least 4 countries</td>
<td>150,000</td>
</tr>
</tbody>
</table>

* The host institution which applies for the UGC support for the event should contribute at least 5% of the total cost of the event.
Appendix 4.4: The UGC Funding for Short Term Visiting Professor

The UGC Funding for Short Term Visiting Local and Foreign Professor

<table>
<thead>
<tr>
<th>Heading</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Travel Allowance</td>
<td>Economy class round trip by air and local travel cost</td>
</tr>
<tr>
<td>2 Daily Allowance</td>
<td></td>
</tr>
<tr>
<td>a. Professor from Nepalese HEI</td>
<td>Rs. 5,000 per day</td>
</tr>
<tr>
<td>b. Professor from a SAARC country*</td>
<td>100 USD per day</td>
</tr>
<tr>
<td>c. Professor from a country other than SAARC*</td>
<td>150 USD per day</td>
</tr>
</tbody>
</table>

*indicative rate liable to Government Policy and UGC decision

Appendix 4.5: The UGC Funding for Short Study Visit by Faculty Member

The UGC Funding for Short Study Foreign Visit by Faculty Member

<table>
<thead>
<tr>
<th>Heading</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Travel Allowance</td>
<td>Economy class round trip by air</td>
</tr>
<tr>
<td>2 Daily Allowance*</td>
<td></td>
</tr>
<tr>
<td>a. Visit in a SAARC country</td>
<td>50 USD per day</td>
</tr>
<tr>
<td>b. Visit in a country other than SAARC</td>
<td>100 USD per day</td>
</tr>
</tbody>
</table>

*indicative rate liable to Government Policy and UGC decision

Appendix 4.6: The UGC Conference Travel Grant

The UGC Conference Travel Grant Funding Limit

<table>
<thead>
<tr>
<th>Country</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Actual airfare or the following amount, whichever is smaller)</td>
</tr>
<tr>
<td>1 India, Bangladesh, Bhutan</td>
<td>Rs. 25,000</td>
</tr>
<tr>
<td>2 Pakistan, Sri Lanka, Maldives, Thailand, Myanmar, Malaysia and Cambodia</td>
<td>Rs. 35,000</td>
</tr>
<tr>
<td>3 Other</td>
<td>Rs. 45,000</td>
</tr>
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</table>
Appendix 4.7: Application for Research Training (Category-I)

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal

RT-1

APPLICATION FOR CONDUCTING TRAINING
(Research Methodology Training, Refresher Course, Capacity Development Training, Workshop)

<table>
<thead>
<tr>
<th>Check with ✓</th>
<th>Type of Program</th>
<th>Duration (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>1. Research Methodology Training</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>2. Laboratory Safety Training</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>4. Refresher Course/Workshop</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>5. Capacity Development Training</td>
<td></td>
</tr>
</tbody>
</table>

A. Organizing Institution

A1. Name of Institution: 
A2. Affiliated University: 
A3. Mailing Address: 
A4. Contact: 
  Phone: 
  Email: 
  Website: 
A5. Head of the Institution: 
  Name: 
  Position: 
  Phone: 
  Mobile: 
  Email: 
A6. Focal Person: 
  Name: 
  Position: 
  Phone: 
  Mobile: 
  Email: 

A7. Academic Programs

<table>
<thead>
<tr>
<th>Program (add rows to add more programs)</th>
<th>Level</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A8. Faculty Members

<table>
<thead>
<tr>
<th>Education</th>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
</table>


### A9. Previous Training Programs Conducted

<table>
<thead>
<tr>
<th>Training Program</th>
<th>No of Participants</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD with Postdoc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPhil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters with Thesis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters without Thesis</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. Facilities Available in the Institution

**B1. Research Management Cell or equivalent body (Year of Establishment and Current Head)**

**B2. Physical Facilities (indicate by √)**

- 1. Seminar Hall
- 2. Projector
- 3. Backup Projector
- 4. Screen
- 5. Laser Pointer
- 6. Laptop
- 7. Printer
- 8. Photocopier
- 9. Scanner

### C. Information About the Program

**C1. Full Title of the Program**

**C2. Duration (days)**

**C3. Individual Sessions (add rows to add more sessions)**

<table>
<thead>
<tr>
<th>Title of the Session</th>
<th>Duration (hour)</th>
<th>Resource Person (attach CV separately)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### D. Participants (Number and Selection)

**D1. Faculty Members**

**D2. Staff Members**

**D3. PhD Candidates**

**D4. Masters/MPhil Students**

**D5. Selection of Participants (describe Selection Criteria and Priority)**

### E. Plan of Action (Proposal) (8-10 pages)

Use the following format...
1. Research Potential and Activities of the Institution
2. Purpose of the Program
3. Relevance of the Program
4. Organizing Committee
5. Tentative Schedule
6. Potential Participants
7. Selection Criteria and Priority
8. Training Facilities
9. Detail of Training Sessions
10. Detailed Budget
11. CVs of Proposed Resource Persons

F. Co-Sponsor (if any)
F1. Name of Co-Sponsor
F2. Contribution by Co-Sponsor

G. Cost
G1. Estimated Total Cost
G2. Requested Funding from the UGC

H. Document Checklist

<table>
<thead>
<tr>
<th>H1. Before the Program (Indicate by ✓)</th>
<th>H2. After the Program (submit later)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed Application Form ✓</td>
<td>1. A Cover Letter signed by the Organizer</td>
</tr>
<tr>
<td>3. CVs of Resource Persons</td>
<td>3. A Copy of the Certificate Distributed</td>
</tr>
<tr>
<td>5. Program Brochure (if any)</td>
<td>5. Evaluation by Participants</td>
</tr>
<tr>
<td></td>
<td>7. Photographs</td>
</tr>
</tbody>
</table>

I. Undertaking by the Applicant
I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in pertaining procedure and is subject to penalty for false statement and deception. The penalty may include refunding of the full amount disbursed in connection with this award and other individual and institutional restrictions for future support.

_____________________________  ________________________________  
Signature                                Official Seal  
Name of the Head of Institution: ____________________________  
Position: ________________________________  
Institution: ________________________________  
Address: ________________________________  
Date: ____________________________
Appendix 4.8: Evaluation of Application for Research Training (Category 1)

University Grants Commission
Sanothimi, Bhaktapur

Evaluation of Application for Conducting Research Training, Category 1 (RT-1)
(Research Methodology, Laboratory Safety, Refresher Course, Capacity Development, Workshop)

Evaluation Form

1. Information About Applicant

<table>
<thead>
<tr>
<th>Applicant Institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Affiliated University</td>
<td></td>
</tr>
<tr>
<td>Proposed Training</td>
<td></td>
</tr>
<tr>
<td>Date of Application</td>
<td></td>
</tr>
</tbody>
</table>

2. Evaluation Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Institutional Need</td>
<td>20</td>
</tr>
<tr>
<td>2. Institutional Capacity</td>
<td>20</td>
</tr>
<tr>
<td>3. Institutional Preparedness</td>
<td>40</td>
</tr>
<tr>
<td>4. Eligibility</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

3. Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Full Mark</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Institutional Need (20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Research activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(Faculty research and student thesis research need)</em></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(b) Training need of participants</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(Proportion of previously untrained participants)</em></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2. Institutional Capacity (20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Research Management Cell or Equivalent body</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><em>(Activities, plan)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Training Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Institutional Preparedness (40)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Plan of Action (Proposal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Resource persons availability and qualification</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>(b) Backup project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Eligibility (20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Location (Out of Kathmandu, remote)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(b) No or fewer previous trainings</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>

4. General Classification of the Score:

<table>
<thead>
<tr>
<th>Score</th>
<th>Above 85</th>
<th>71-85</th>
<th>51-70</th>
<th>30-50</th>
<th>Less than 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Top priority</td>
<td>High priority</td>
<td>Moderate priority</td>
<td>Low priority</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>Indicate (with √)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Evaluator’s Comment

Signature: _______________________________________________
Evaluator’s Name: _______________________________________
Position: _______________________________________________
Institution: ______________________________________________
Date: ___________________________________________________
## Appendix 4.9: Participants Evaluation of Research Training (Category 1)

### University Grants Commission

Sanothimi, Bhaktapur

Participants Evaluation of the Training Program

Title of the Training: ………………………………………………………………………………………………………
Starting Date: ………………………………….. Concluding Date: ………………………………………..
Name of the Institution: ……………………………………………………………………………………………

**Rating scheme:**
- 5 = Excellent
- 4 = Good
- 3 = Average
- 2 = Poor
- 1 = Not existing

<table>
<thead>
<tr>
<th>SN</th>
<th>Indicators</th>
<th>Performance Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Use of Multimedia</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Distribution of Training aid and Support Material</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Punctuality, attendance, attention, interaction of participants</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Practical, test</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Benefit by the Training</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Hospitality and logistic support to the participants</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>Overall Quality of Resource Persons (Content and style of presentation, interaction, response to queries)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Person 1 (………………………………………………………………………………)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person 2 (………………………………………………………………………………)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person 3 (………………………………………………………………………………)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person 4 (………………………………………………………………………………)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person 5 (………………………………………………………………………………)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person 6 (………………………………………………………………………………)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person 7 (………………………………………………………………………………)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person 8 (………………………………………………………………………………)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person 9 (………………………………………………………………………………)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person 10 (………………………………………………………………………………)</td>
<td></td>
</tr>
</tbody>
</table>

Special Comment (if any):

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………
### A. Organizing Institution (Host Laboratory)

<table>
<thead>
<tr>
<th>A1. Name of Institution:</th>
<th>A2. Affiliated University (if any)</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>A3. Mailing Address:</th>
<th>A4. Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Website:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A5. Head of the Institution:</th>
<th>A6. Focal Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Position:</td>
<td>Position:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
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<tr>
<td>Mobile:</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A7. Faculty Members/Laboratory Experts</th>
<th>Education</th>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PhD with Postdoc</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PhD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPhil</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Masters with Thesis</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Masters without Thesis</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A8. Previous Training Programs Conducted</th>
<th>Training Program</th>
<th>No of Participants</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

### B. Facilities Available at the Laboratory

| B1. Laboratory (Space, Training Capacity): |
B2. Equipments:

B3. Software:

B4. Reagents, Consumables:

B5. Lecture Facility (Projector, Printer etc)

C. Information About the Training

C1. Full Title of the Program

C2. Duration (Days)

C3. Individual Sessions (add rows to add more sessions)

<table>
<thead>
<tr>
<th>Title of the Session</th>
<th>Duration</th>
<th>Venue</th>
<th>Trainer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
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<td></td>
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<tr>
<td>7.</td>
<td></td>
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<tr>
<td>8.</td>
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<td></td>
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<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Participants (Number and Selection)

D1. Faculty Members

D2. PhD Candidates

D3. Masters/MPhil Students

D4. Bachelors Students

D5. Selection of Participants (describe Selection Criteria and Priority)

E. Plan of Action (Proposal) (8-10 pages)

Use the following format

1. Purpose of the Program
2. Relevance of the Program
3. Organizing Committee
4. Tentative Schedule
5. Potential Participants
6. Selection Criteria and Priority
7. Major Method and Technology used in the Training
8. Laboratory Facilities
9. Detail of Training Sessions
10. Detailed Budget
11. Administrative and Logistic Support
12. CVs of Proposed Trainers
13. Acceptance Letters from the Proposed Trainers

F. Co-Sponsor (if any)
F1. Name of Co-Sponsor

F2. Contribution by Co-Sponsor

G. Cost

G1. Estimated Total Cost

G2. Requested Funding from the UGC

H. Document Checklist

<table>
<thead>
<tr>
<th>H1. Before the Program (Indicate by ✓)</th>
<th>H2. After the Program (submit later)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed Application Form ✓</td>
<td>1. A Cover Letter signed by the Organizer</td>
</tr>
<tr>
<td>3. CVs of Laboratory Instructors</td>
<td>3. A Copy of the Certificate Distributed</td>
</tr>
<tr>
<td>5. Program Brochure (if any)</td>
<td>5. Evaluation by Participants</td>
</tr>
<tr>
<td></td>
<td>7. Photographs</td>
</tr>
</tbody>
</table>

I. Undertaking by the Applicant

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in pertaining procedure and is subject to penalty for false statement and deception. The penalty may include refunding of the full amount disbursed in connection with this award and other individual and institutional restrictions for future support.

________________________________________
Signature

Name of the Head of Institution: ________________________

Position: __________________________________________

Institution: _________________________________________

Address: __________________________________________

Date: _____________________        Official Seal
Appendix 4.11: Evaluation of Application for Laboratory Training (Category 2)

University Grants Commission
Sanothimi, Bhaktapur

Evaluation of Application for Conducting Laboratory Training (RT-2)
(Advanced Laboratory Hands-On Training)

Evaluation Form

1. Information About Applicant

<table>
<thead>
<tr>
<th>Applicant Institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Affiliated University (if any)</td>
<td></td>
</tr>
<tr>
<td>Proposed Training</td>
<td></td>
</tr>
<tr>
<td>Date of Application</td>
<td></td>
</tr>
</tbody>
</table>

2. Evaluation Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Institutional Capacity</td>
<td>20</td>
</tr>
<tr>
<td>2. Selection of Participants</td>
<td>20</td>
</tr>
<tr>
<td>3. Institutional Preparedness</td>
<td>40</td>
</tr>
<tr>
<td>4. Eligibility</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

3. Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Full Mark</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Institutional Capacity (20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Well-equipped and running laboratory</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(b) Experience in conducting training</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2 Selection of Participants (20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Most needy group targeted</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(b) Open and fair method for selecting participants</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>3 Institutional Preparedness (40)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Laboratory available</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(b) Good Plan of Action</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>(c) Reagent, consumables, software ready</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>4 Eligibility (20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Participants are university teachers/research students</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(b) Organizer public institution or best available private institution</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

4. General Classification of the Score:

<table>
<thead>
<tr>
<th>Score</th>
<th>Above 85</th>
<th>71-85</th>
<th>51-70</th>
<th>30-50</th>
<th>Less than 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Top priority</td>
<td>High priority</td>
<td>Moderate priority</td>
<td>Low priority</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>Indicate (with √)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Evaluator’s Comment
Appendix 4.12: Participants Evaluation of Laboratory Training (Category 2)

University Grants Commission
Sanothimi, Bhaktapur
Category 2 Training (RT-2)

Participants Evaluation of the Training Program

Title of the Training: …………………………………………………………………………………………………………
Starting Date: …………………………………….. Concluding Date: ………………………………………..
Name of the Institution: ………………………………………………………………………………………………………

Rating scheme:
- 5 = Excellent
- 4 = Good
- 3 = Average
- 2 = Poor
- 1 = Not existing

<table>
<thead>
<tr>
<th>SN</th>
<th>Indicators</th>
<th>Performance Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Well equipped laboratory with good supply of materials needed</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>2</td>
<td>Timely and smooth conduction of training</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Every participant had a chance to practice and learn</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Knowledge, skill and attitude of the guides (overall)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Learning materials were provided</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Benefited by the Training</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Hospitality and logistic support to the participants</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Your overall impression about the training</td>
<td></td>
</tr>
</tbody>
</table>

Special Comment (if any):
......................................................................................................................................................
......................................................................................................................................................
......................................................................................................................................................
......................................................................................................................................................
......................................................................................................................................................
Appendix 4.13: Application Form for Individual Support for Research Training

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal

RT-3

The UGC Individual Support for Research Training
Application

A. Applicant’s Personal Information

<table>
<thead>
<tr>
<th>A1. Applicant’s Full Name</th>
<th>A2. Gender:</th>
<th>A3. Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A4. Citizenship No., District:</th>
<th>A5. Underprivileged Group*</th>
<th>A6. Contact Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Res:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A16. Specialization:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

* Underprivileged Group: Woman, Dalit, Janajati, Madhesi, Person with Disability and Residence/Working in Remote District.

B. UGC Support Received (indicate by ✓)

<table>
<thead>
<tr>
<th>B1. Type of the UGC Support received by you</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B2. Category/Investigator Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Faculty Category</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B3. UGC Identification (Fellowship/Grant No.)</th>
<th>B4. Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B5. If the UGCFellowship/Support recipient, Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Faculty Category (✓)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B6. Expected Date (Year, Month) of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
The UGC Research Development and Innovation Programs Implementation Guidelines | 2017

C. Information About the Research Training

C1. Name of the Organizer and Address

C2. Contact of the Organizer
   Telephone:                                    Email:

C2. Title of the Training

C4. Date of the Training

C5. Training Information Website

C6. Major Objectives of the Training

C7. Describe how it is useful to your research project

D. Funding Request

D1. Total Cost of the Training
   a. Fee: Rs. ...........................................
   b. Other Cost ( ...........................................): Rs. ...........................................
   c. Total: Rs. ...........................................

D2. Funding Requested from the UGC:
   (The UGC will provide Training Fee only)

E. Previous Research/Travel Grants Received from the UGC (if any)

<table>
<thead>
<tr>
<th>Grant No.</th>
<th>Date</th>
<th>Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

F. Proposal (2-4 pages)

Use the following Format

1. Introduction to Applicant’s Academic and Research Activity
2. Program of the Proposed Training
3. Usefulness of the Training
4. Cost and Funding Request

G. Document Checklist

<table>
<thead>
<tr>
<th>G1. Before the Program (Indicate by ✓)</th>
<th>G2. After the Program (submit later)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed Application Form</td>
<td>1. A Copy of the Certificate</td>
</tr>
<tr>
<td>2. Proposal</td>
<td>2. Bills</td>
</tr>
<tr>
<td>3. A Proof of Registration</td>
<td></td>
</tr>
</tbody>
</table>
H. Undertaking by the Applicant
I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in pertaining procedure and is subject to penalty for false statement and deception. The penalty may include refunding of the full amount spent on me in connection with this support and other restrictions for future support.

Name: ____________________________________ Signature: _________________________
Address: _______________________________ Date: _____________________________
## Appendix 4.14: Application for Funding to Organize Conference/Seminar/Workshop

### A. Organizing Institution

<table>
<thead>
<tr>
<th>A. Organizing Institution/Department/School</th>
<th>A2. Affiliated University:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3. Mailing Address:</td>
<td>A4. Contact:</td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Website:</td>
</tr>
<tr>
<td>A5. Head of the Institution:</td>
<td>A6. Focal Person:</td>
</tr>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Position:</td>
<td>Position:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Mobile:</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A7. Number of Students</th>
<th>Bachelors</th>
<th>Masters</th>
<th>MPhil</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A8. Faculty Members/Research Fellows</th>
<th>Education</th>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD with Postdoc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPhil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. Co-organizer (if any)

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address/ Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
### C. Research Activity of the Organizing Institution

<table>
<thead>
<tr>
<th>C1. Research Management Cell (RMC) or Equivalent Body (Name, Year of Establishment, Current Head):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C2. Peer-Reviewed Journal published by the Institution (if any) (Name, Starting Year, Frequency)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C3. List of Funded Research Projects in the institution (within past 5 years):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C4. List of Major Publications in Peer-Reviewed Journals from the Institution (within past 5 years): (Authors, Year, Title, Journal, Issue, Pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
</tbody>
</table>

### D. Experience of the Institution in Organizing Similar Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>No. of Local Participants</th>
<th>No. of Foreign Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### E. Information About the Program

<table>
<thead>
<tr>
<th>E1. Website of the Event (Conference):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E2. Full Title of the Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E3. Subject:</th>
<th>E4. Specialization:</th>
<th>E5. Theme:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E6. Date:</th>
<th>E7. Venue:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E8. No. of Foreign Presentations Expected</th>
<th>E9. No. of Local Presentations Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### F. Co-Sponsors (if any)

<table>
<thead>
<tr>
<th>Co-Sponsor</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

### G. Funding Requested

<table>
<thead>
<tr>
<th>G1. Total Expenditure Estimated</th>
<th>G2. Funding Requested to the UGC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
H. Plan of Action (Proposal) (8-10 pages)

Use the following format
1. Research Activities of the Institution
2. Purpose of the Program
3. Relevance of the Program
4. Support Available and Institutional Preparedness
5. Expected Participants and Presentations
6. Expected Output
7. Detailed Budget and Support Requested
8. Brief Resume of the Chair of the Organizing Committee and the Keynote Speaker

I. Document Checklist

<table>
<thead>
<tr>
<th>I1. Before the Program (Indicate by √)</th>
<th>I2. After the Program (submit later)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed Application Form √</td>
<td>1. A Cover Letter signed by the Organizer</td>
</tr>
<tr>
<td>2. Program Brochure</td>
<td>2. A Narrative Report of the Program</td>
</tr>
<tr>
<td>4. Letters from Co-Sponsors</td>
<td>4. A Copy of Attendance</td>
</tr>
<tr>
<td>6. CV of Key Participant</td>
<td>6. Photographs</td>
</tr>
<tr>
<td>7. CV of the Chair of the Organizing Committee</td>
<td></td>
</tr>
</tbody>
</table>

J. Undertaking by the Applicant
I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in pertaining procedure and is subject to penalty for false statement and deception.

Signature
Name of the Head of Institution: ________________________
Position: __________________________________________
Institution: _________________________________________
Address: __________________________________________
Date: _____________________        Official Seal
Appendix 4.15: Evaluation Form for the Application to Conference/Seminar/Workshop Support

University Grants Commission
Sanathimi, Bhaktapur

Evaluation of Application for Support to Organize Conference/Seminar/Workshop
(International and National Conference and Symposium)

Evaluation Form

1. Information About Applicant Institution

<table>
<thead>
<tr>
<th>Applicant Institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Affiliated University</td>
<td></td>
</tr>
<tr>
<td>Proposed Event</td>
<td></td>
</tr>
<tr>
<td>Proposed Date</td>
<td></td>
</tr>
<tr>
<td>Date of Application</td>
<td></td>
</tr>
</tbody>
</table>

2. Co-Organizer (if any)

<table>
<thead>
<tr>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

3. Evaluation Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Relevance</td>
<td>20</td>
</tr>
<tr>
<td>2. Usefulness</td>
<td>15</td>
</tr>
<tr>
<td>3. Experience</td>
<td>15</td>
</tr>
<tr>
<td>4. Collaboration</td>
<td>5</td>
</tr>
<tr>
<td>5. Competence of the Organizer</td>
<td>20</td>
</tr>
<tr>
<td>6. Plan of Action</td>
<td>25</td>
</tr>
</tbody>
</table>

Total 100

4. Evaluation of the Proposal (Full marks 100)

4.1 Academic Relevance (20)

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Range</th>
<th>Score</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly relevant (Academically strong and timely theme, no such event in the near past)</td>
<td>15-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderately relevant (Moderately useful and routine theme, not done in the near past)</td>
<td>7-14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poorly relevant (Academically poor theme)</td>
<td>0-6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.2 Usefulness (15)

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Range</th>
<th>Score</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly useful (High participation of local scholars)</td>
<td>11-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderately useful (Moderate participation of local scholars)</td>
<td>6-10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.3 Experience (15)

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Range</th>
<th>Score</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of organizing similar event (more than 5 events)</td>
<td>11-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience of organizing similar event (1-5 events)</td>
<td>6-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No prior experience of organizing similar events</td>
<td>0-5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.4 Collaboration

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Range</th>
<th>Score</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-organizer included (2.5 per co-organizer)</td>
<td>0-5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.5 Competence of the Organizer (20)

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Range</th>
<th>Score</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly competent (Members with excellent research publications, institution has ongoing research projects)</td>
<td>15-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderately competent (Members with excellent research publications, institution does not have ongoing research project)</td>
<td>7-14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poor competence (Lack of members with research publications, institution does not have ongoing research project)</td>
<td>0-6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.6 Plan of Action (25)

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Range</th>
<th>Score</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well planned</td>
<td>16-25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Satisfactory planning</td>
<td>6-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poor planning</td>
<td>0-5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Score:** (in number) __________ (in words) ________________________

6. General Classification of the Score:

<table>
<thead>
<tr>
<th>Score</th>
<th>Above 85</th>
<th>71-85</th>
<th>51-70</th>
<th>30-50</th>
<th>Less than 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>Top priority</td>
<td>High priority</td>
<td>Moderate priority</td>
<td>Low priority</td>
<td>Unacceptable</td>
</tr>
</tbody>
</table>

Signature: ______________________________

Name of Reviewer: ________________________________________________________

Position: _______________________________________________________________

Institution: ______________________________________________________________

Address: _______________________________________________________________

Date: ______________________________
Appendix 4.16: Application for Hosting a Visiting Professor

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal

VP-1

APPLICATION FOR SUPPORT TO HOST A VISITING PROFESSOR
(Application by the Host Institution in Nepal)

<table>
<thead>
<tr>
<th>Check</th>
<th>Type of Program</th>
<th>Duration (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>1. Local Visiting Professor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Foreign Visiting Professor</td>
<td></td>
</tr>
</tbody>
</table>

A. Applicant (Host Institution)

A1. Name of Institution (Campus/Department/School):
A2. Affiliated University:
A3. Mailing Address:
A4. Contact:
   Phone:
   Email:
   Website:
A5. Head of the Institution:
   Name:
   Position:
   Phone:
   Mobile:
   Email:

A6. Academic Programs

<table>
<thead>
<tr>
<th>Program (add rows to add more programs)</th>
<th>Level</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A7. Faculty Members

<table>
<thead>
<tr>
<th>Education</th>
<th>Full Time</th>
<th>Part Time</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD with Postdoc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPhil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A8. Research Management Cell or equivalent body (Year of Establishment and Current Head)

A9. Peer-Reviewed Journal published by the Institution (if any) (Name, Starting Year, Frequency)

B3. List of Funded Research Projects in the institution (within past 5 years):
1. 
2. 
3. 
4. 
5. 

B4. List of Major Publications in Peer-Reviewed Journals from the Institution (within past 5 years): 
   (Authors, Year, Title, Journal, Issue, Pages)
   1. 
   2. 
   3. 
   4. 
   5. 

B. Information About the Visiting Professor

<table>
<thead>
<tr>
<th>B1. Name:</th>
<th>B2. Institution, Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>B3. Position:</td>
<td>(At least Associate-Professor)</td>
</tr>
<tr>
<td>B4. Phone No.:</td>
<td></td>
</tr>
<tr>
<td>B5. Email:</td>
<td></td>
</tr>
<tr>
<td>B6. Ranking of the Institution (In case of Foreign Institution)</td>
<td></td>
</tr>
<tr>
<td>[Times Higher Education World Universities Ranking / QS Top Universities / Academic Ranking of World Universities (ARWU)]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B7. Teaching (Total years since Associate Professor)</th>
<th>B8. Publication in Ranked Journals (JCR/SJR* only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B8. Purpose of Visit:</td>
<td></td>
</tr>
<tr>
<td>1. Teaching a Curricular Course</td>
<td></td>
</tr>
<tr>
<td>2. Teaching a Non-curricular Course</td>
<td></td>
</tr>
<tr>
<td>3. Collaborative Research</td>
<td></td>
</tr>
</tbody>
</table>

* JCR (Web of Knowledge Journal Citation Report), SJR (SCImago Journal Ranking)

C. Information About the Visiting Program

<table>
<thead>
<tr>
<th>C1. Purpose of Visit (indicate by ✓)</th>
<th>C2. Beneficiary(indicate by ✓)</th>
<th>C3. Subject:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Teaching a Curricular Course</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>2. Teaching a Non-curricular Course</td>
<td>Faculty Members</td>
<td></td>
</tr>
<tr>
<td>3. Collaborative Research</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>C5. Full Title of the Visiting Program (Name of the Course/Project)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C6. Duration (Days): |

C7. Food and Accommodation Arrangement:

C8. Funding Request to the UGC

(The maximum support the UGC can provide is Daily Allowance of Rs. 5,000 for 7-15 days.)

D. Proposal (8-10 pages)

Use the following format:

1. Brief Introduction of the Institution
2. Current Academic Programs and Research Activities
3. Proposed Program of Visiting Professor
4. Duration of the Program and Daily Activity
5. Justification of the Program
6. Expected Academic Output
7. Travel and Accommodation Arrangement
8. Budget and Funding Request
9. Brief Resume of the Visiting Professor

E. Document Checklist

<table>
<thead>
<tr>
<th>E1. Before the Program (Indicate by √)</th>
<th>E2. After the Program (submit later)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed Application Form √</td>
<td>1. A Cover Letter signed by the Head of the Institute</td>
</tr>
<tr>
<td>3. CV of Visiting Professor</td>
<td>3. A Copy of the Letter of Appreciation to the Guest</td>
</tr>
<tr>
<td>4. Invitation Letter to Visiting Professor</td>
<td>4. Participants Evaluation* (in case of a Course)</td>
</tr>
<tr>
<td>5. Acceptance Letter from Visiting Professor</td>
<td>5. A Summary of the Result (in case of Research Project)</td>
</tr>
<tr>
<td></td>
<td>6. Photographs</td>
</tr>
</tbody>
</table>

* Contact the UGC for the format.

F. Undertaking by the Applicant

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in pertaining procedure and is subject to penalty for false statement and deception.

________________________________________________________
Name of the Head of Institution: ________________________
Position: __________________________________________
Institution: _________________________________________
Address: __________________________________________
Date: _____________________        Official Seal
Appendix 4.17: Evaluation of the Application for Visiting Professor
University Grants Commission

Sanothimi, Bhaktapur

Evaluation of Application for UGC Support to Host Visiting Professor
(Application by the Host Institution in Nepal)

Evaluation Form

1. Information About Applicant

<table>
<thead>
<tr>
<th>Applicant Institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Affiliated University</td>
<td></td>
</tr>
<tr>
<td>Visiting Professor</td>
<td></td>
</tr>
<tr>
<td>Visiting Program/Project</td>
<td></td>
</tr>
<tr>
<td>Date of Application</td>
<td></td>
</tr>
</tbody>
</table>

2. Evaluation Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Institutional Need</td>
<td>25</td>
</tr>
<tr>
<td>2. Institutional Preparedness</td>
<td>25</td>
</tr>
<tr>
<td>3. Institutional Eligibility</td>
<td>25</td>
</tr>
<tr>
<td>4. Qualification of Visitor</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

3. Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Full Mark</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Institutional Need (25)</td>
<td></td>
</tr>
<tr>
<td>(a) Academic Program and Research activities (Special academic program or good research activity)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>(b) Justification (Good justification in the Proposal)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Institutional Preparedness (25)</td>
<td></td>
</tr>
<tr>
<td>(a) Quality of Proposal</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>(b) Adequate Hospitality</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Eligibility (25)</td>
<td></td>
</tr>
<tr>
<td>(a) Institutional Category, Location</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(b) Collaborative Research</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Qualification of Visitor (25)</td>
<td></td>
</tr>
<tr>
<td>(a) Experience (1 mark per year, Max 10)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(b) Publication (1 mark per article, Max 15)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

4. General Classification of the Score:

<table>
<thead>
<tr>
<th>Score</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above 80</td>
<td>High priority</td>
</tr>
<tr>
<td>61-80</td>
<td>Moderate priority</td>
</tr>
<tr>
<td>40-60</td>
<td>Low priority</td>
</tr>
<tr>
<td>Less than 40</td>
<td>Unacceptable</td>
</tr>
</tbody>
</table>

Indicate (with ✓)
5. Evaluator's Comment

Signature: 
Evaluator's Name: 
Position: 
Institution: 
Date: 

Appendix 4.18: Participants Evaluation of the Visiting Professor

University Grants Commission

Sanothimi, Bhaktapur

Participants Evaluation of the Course Taught by Visiting Professor

Title of the Course: ...............................................................
Starting Date: ...............................................................
Concluding Date: ..........................................................
Name of the Professor: .......................................................
Host Institution: ............................................................

Rating scheme:
5 = Excellent
4 = Good
3 = Average
2 = Poor
1 = Not existing

<table>
<thead>
<tr>
<th>SN</th>
<th>Indicators</th>
<th>Performance Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Relevance of the Course</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>2</td>
<td>Punctuality, attendance, attention, interaction of participants</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Quality of the Professor in terms of knowledge and skill of teaching</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Content and Presentation of the Course</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Learning Aid and Materials Provided</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Learning Output</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Your Overall Impression</td>
<td></td>
</tr>
</tbody>
</table>

Special Comment (if any): .................................................................................................................................
.................................................................................................................................
## Appendix 4.19: Application Form for a Short Study Visit

**UNIVERSITY GRANTS COMMISSION**  
Sanothimi, Bhaktapur, Nepal

SSV-1  
The UGC Grant for a Short Study Visit to Foreign Institution

**Application**

### A. Applicant's Personal Information

<table>
<thead>
<tr>
<th>A1. Applicant's Full Name</th>
<th>A2. Gender</th>
<th>A3. Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A4. Citizenship No., District:</th>
<th>A5. Underprivileged Group*</th>
<th>A6. Contact Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
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</tbody>
</table>

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</tbody>
</table>

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<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A12. Department:</th>
<th>A15. Subject:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A16. Specialization:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

* Underprivileged Group: Woman, Dalit, Janajati, Madhesi, Person with Disability and Residence/Working in Remote District.

### B. Information About the Foreign Host Institution

<table>
<thead>
<tr>
<th>B1. Name of the Inviting Institution and Full Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B2. Name of the Inviting Faculty Member/Investigator:</th>
<th>B3. Department/Laboratory:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B4. Invitation Received at (Date):</th>
<th>B5. Invitation for (Duration):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B6. Purpose of the Visit (mentioned in the Invitation Letter):

B7. Support Offered by the Inviting Institution/Faculty Member/Investigator:

### C. Information About the Study Visit Program
C1. Purpose of the Visit:

C2. Duration of travel (round trip):  C3. Duration of Study/Research:

C4. Institution:

C5. Staying Department/Laboratory:  C6. Collaborating Person:

C7. Expected Output (Immediate):

C8. Expected Output (Long Term):

C9. Academic Program in Relation with the Visit:

C10. Collaborative Research Project in Relation with the Visit (Project, Duration, Funding etc):

D. Funding Request

D1. Funding Available from Other Source:

D2. Funding Requested from the UGC:

(The UGC will provide Economy Class Round Air Fair in Domestic Airlines and a daily allowance on regional basis)

E. Previous Research/Travel Grants Received from the UGC (if any)

<table>
<thead>
<tr>
<th>Grant No.</th>
<th>Date</th>
<th>Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

F. Proposal (6-10 pages)

Use the following Format

1. Introduction to Applicant’s Academic and Research Activity
2. Purpose of the Proposed Visit
3. Support from the Host Institution
4. Preparation
5. Justification of the Visit
6. Expected Outcome (Immediate and Long Term)
7. Funding Request

G. Document Checklist

<table>
<thead>
<tr>
<th>G1. Before the Program (Indicate by ✓)</th>
<th>G2. After the Program (submit later)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed Application Form ✓</td>
<td>1. A Cover Letter signed by the Applicant</td>
</tr>
<tr>
<td>2. Invitation/Acceptance Letter</td>
<td>2. Certificate of Completion of the Program</td>
</tr>
</tbody>
</table>
H. Endorsement by the Institutional Head

I certify that the statements made above by the Applicant have been verified and found true. If the Applicant is selected for the UGC Short Study Visit Grant, he/she will receive full support and guidance from the Institution.

Name: ____________________________ Signature: ____________________________
Designation: ____________________________ Date: ____________________________
Email: ____________________________ Phone No: ____________________________
Name of the Institution: ____________________________
Address: ______________________________________________________________________

[Official Seal]

I. Undertaking by the Applicant

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in pertaining procedure and is subject to penalty for false statement and deception. The penalty may include refunding of the full amount spent on me in connection with this award and other restrictions for future support.

Name: ____________________________ Signature: ____________________________
Designation: ____________________________ Date: ____________________________
Appendix 4.20: Evaluation of the Application for a Short Study Visit

University Grants Commission

Evaluation of Application for Short Study Visit

A. Information About the Applicant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Position</th>
<th>Application Regd No./Date</th>
</tr>
</thead>
</table>

B. Evaluation:

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Full Marks</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Applicant’s Competence (25)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Publication (1 for each article in Ranked journal 0.5 for each article in other peer-reviewed journals)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>b. Research Project (10 for Ongoing, 5 for Proposal stage)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>c. Position (5 for Professor, 4 for Assoc-Prof, 3 for Asst-Prof, 2 for Lecturer, 1 for other)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2 Quality of Proposal (35)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Purpose and Justification</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>b. Support</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>c. Preparation</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>d. Expected Outcome</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>3 Qualification of the host Professor (20)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>(1 each for articles in high ranked journal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Interview (Justification of Visit) (20)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>15-20 for very strong justification 10-14 for strong justification 5-9 for moderate justification 0-4 for weak justification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

C. Reviewer's Overall Impression

Signature: ____________________  
Name: _______________________
Date: _______________________
Appendix 4.21: Application Form for the UGC Conference Travel Grant

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal

TG-1
The UGC Conference Travel Grant
Application

A. Applicant's Personal Information

<table>
<thead>
<tr>
<th>A1. Applicant's Full Name</th>
<th>A2. Gender:</th>
<th>A3. Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A4. Citizenship No., District:</th>
<th>A5. Underprivileged Group*</th>
<th>A6. Contact Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Res:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A11. Campus/School:</th>
<th>A15. Subject:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Underprivileged Group: Woman, Dalit, Janajati, Madhesi, Person with Disability and Residence/Working in Remote District.

B. Information About the Program

<table>
<thead>
<tr>
<th>B1. Name of the Program:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B2. Type of the Program: (Indicate by ✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Conference ✓ Regional Seminar ✓ National Workshop</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B3. Organizer:</th>
<th>B4. Address of the Organizer:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B5. Contact Person and Email:</th>
<th>B6. Venue of the Program: (Country, City, Place)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

C. Information About the Participation

<table>
<thead>
<tr>
<th>C1. Type of the Presentation: (Indicate by ✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
### Keynote Speech | Oral Presentation | Poster Presentation
---|---|---
C2. Title of the Presentation: 
C3. Abstract: (Type here and also attach a copy separately)
C4. Usefulness of the Presentation  
(Describe in what way will this presentation help publication of this research work)

### D. Source Research Project

D1. Title of the Research Project:  
D2. Funding Agency:  
D3. Type of Grant/ Grant No.:  
D4. Date of Award:  
D5. Project Period:  
D6. Any Publication/ Presentation made previously:  
Yes  
No  
If Yes, List of the Previous Publication/ Presentation:

### E. Previous Travel Grants Received from the UGC (if any)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Country and City</th>
<th>Amount</th>
</tr>
</thead>
</table>

### F. Financial Source and Travel Grant Request

| F1. Financial Support Received from Other Sources | F2. Financial Support Requested to the UGC |
| Donor | Amount (in foreign currency): (equivalent in NRs.): | Amount |
| Purpose | Purpose |

### G. Document Checklist

<table>
<thead>
<tr>
<th>G1. Before the Program (Indicate by √)</th>
<th>G2. After the Program (submit later)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A Cover Letter signed by the Applicant</td>
<td>1. A Cover Letter signed by the Applicant</td>
</tr>
<tr>
<td>2. Invitation/Acceptance Letter</td>
<td>2. Certificate of Attendance to the Program</td>
</tr>
<tr>
<td>3. Itinerary of the Ticket</td>
<td>3. Ticket, Bills, Boarding Pass</td>
</tr>
<tr>
<td>4. Program Brochure</td>
<td>4. Copy of Visa (if any)</td>
</tr>
<tr>
<td>5. A Letter of Recommendation from the Head of the</td>
<td>5. Statement of any financial support provided by other</td>
</tr>
<tr>
<td>Applicant's institution</td>
<td>agencies (if any)</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>6. A copy of Certificate of Citizenship</td>
<td></td>
</tr>
<tr>
<td>7. Applicant's CV</td>
<td>6. A copy of the presentation (PowerPoint)</td>
</tr>
<tr>
<td>9. Completed Application Form</td>
<td></td>
</tr>
</tbody>
</table>

**H. Endorsement by the Institutional Head**

I certify that the statements made above by the Applicant have been verified and found true. If the Applicant is selected for the UGC Travel Grant, he/she will receive full support and guidance by the Institution.

Name: ____________________________________ Signature: _________________________
Designation: _______________________________ Date: _____________________________
Email: ____________________________________ Phone No: _________________________
Name of the Institution: __________________________________________________________
Address: ______________________________________________________________________

Official Seal

**I. Undertaking by the applicant**

I hereby undertake and affirm that:

- The substance of the research presentation being presented (as indicated above) is based on the original research conducted by me / us. In case any fabrication, falsification or plagiarism is proved, apart from the penalties as per the policy and procedure of the UGC, I would refund the entire amount of the grant.
- The above research presentation has not been presented before in any conference/workshop etc. and also has not been published in any journal.
- All the information provided above is true to the best of my knowledge and belief.

Name: ____________________________________ Signature: _________________________
Designation: _______________________________ Date: _____________________________
Appendix 4.22: Application Form for the UGC Support for Publication of Research Article

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur, Nepal

RAPS-1
Research Article Publication Support
(Reimbursement of Publication/Handing Fee charged by the Journal with JCR Impact Factor or SCImago Journal Ranking)

Application

<table>
<thead>
<tr>
<th>A. Applicant’s Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Applicant’s Full Name:</td>
</tr>
<tr>
<td>A4. Citizenship No., District:</td>
</tr>
<tr>
<td>A7. Permanent Address:</td>
</tr>
<tr>
<td>A11. Campus/School:</td>
</tr>
</tbody>
</table>

* Underprivileged Group: Woman, Dalit, Janajati, Madhesi, Person with Disability and Residence/Working in Remote District.

<table>
<thead>
<tr>
<th>B. Information About the Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1. Title of the Research Article:</td>
</tr>
<tr>
<td>B2. Type of Research Article:</td>
</tr>
<tr>
<td>Original Research Article (_)</td>
</tr>
<tr>
<td>B3. Name of the Journal, Volume, Issue, Pages, Year:</td>
</tr>
<tr>
<td>B4. Country of Publication:</td>
</tr>
<tr>
<td>B7. Link to the Article/Abstract/DOI:</td>
</tr>
</tbody>
</table>

C. Information About Payment
C1. Did you make a request in writing to the publisher for a fee waiver?
Yes (___)  No (___) If No, please make a request once.

C2. Publisher’s Response to Your Request for Fee Waiver was:

C3. Amount of Fee Paid to the Publisher
In Foreign Currency:  ____________________________
Equivalent in Nepalese Rupees:  ____________________________

C4. Proof of Payment (Documents submitted herewith)

C5. Amount of Reimbursement You Are Requesting to the UGC
In Nepalese Rupees:  ____________________________

D. Source Research Project
D1. Title of the Research Project:  ____________________________

D2. Funding Agency:  ____________________________
D3. Type of Grant/Grant No.:  ____________________________

D4. Date of Award:  ____________________________
D5. Project Period:  ____________________________

D6. Any Publication/ Presentation made previously:  Yes (___)  No (___)
D7. If Yes, List of the Previous Publication/ Presentation:

E. Document Checklist (Indicate by √)

1. Completed Application Form  √
2. Manuscript/Copy of the Article  
3. Acceptance Letter from the Publisher  
4. Printed Record of JCR Impact Factor or SCImago Ranking of the Journal  
5. Email Communication (regarding Fee Waiver)  
6. Proof of Payment  
7. A Copy of Certificate of Citizenship  
8. A Copy of Certificate of Underprivileged Group (if applicable)  
9. Any other document (specify)  

F. Endorsement by the Institutional Head

I certify that the Applicant carried out the research in our institution and wrote the research article based on that research. I also certify that the statements made above by the Applicant have been verified and found true. I recommend the UGC for providing the requested financial support to the Applicant.

Name: ____________________________________ Signature: _________________________
Designation: _______________________________ Date: _____________________________
Email: ____________________________________ Phone No: _________________________
Name of the Institution: __________________________________________________________
Address: ______________________________________________________________________

Official Seal
G. Undertaking by the Applicant
I hereby undertake and affirm that:

- The substance of the research article submitted is based on the original research conducted by me/us. In case any fabrication, falsification or plagiarism is proved, apart from the penalties as per the policy and procedure of the UGC, I would refund the entire amount of the support.
- I have made a request to the publisher for waiver of the publication/handling fee before finalizing the payment.
- All the information provided above is true to the best of my knowledge and belief.

Name: ____________________________________ Signature: _________________________
Designation: _______________________________ Date: _____________________________

To be Filled by the UGC Official:

Title of the Article: __________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
Name of Journal: ___________________________________________
SCImago Journal Ranking for the Year ____________ is ____________
JCR Impact Factor for the Year ____________ is ____________
Requested Fund: ____________________________________________
Approved Fund: _____________________________________________
Approved by: _______________________________________________
If Rejected, the reason is: _____________________________________
Date: _____________________________________________________
Signature: _________________________________________________
Appendices 5: Research Infrastructure

Appendix 5.1: The UGC Support for Research Management Cell

The Funding Scheme for the UGC Support for Research Management Cell

<table>
<thead>
<tr>
<th>SN</th>
<th>Purpose</th>
<th>Funding limit (Rs.)</th>
<th>Allowable expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To establish a new RMC (Full Support)</td>
<td>10,00,000</td>
<td>Physical infrastructure, Research grant*, academic activities</td>
</tr>
<tr>
<td>2</td>
<td>To establish a new RMC (Partial Support)</td>
<td>5,00,000</td>
<td>Physical infrastructure, Research grant*, academic activities</td>
</tr>
<tr>
<td>3</td>
<td>To strengthen the previously funded RMC</td>
<td>2,00,000</td>
<td>Research grant**, academic activities</td>
</tr>
</tbody>
</table>

* The new RMC may allocate up to 10% of the UGC Funding for contributing to the research fund established in the institution. The UGC may include additional condition for such expenditure.

** The old RMC may allocate up to 50% of the UGC Funding for contributing to the research fund established in the institution. The UGC may include additional condition for such expenditure.
Appendix 5.2: Application Form for the UGC Support to New RMC

UNIVERSITY GRANTS COMMISSION
RESEARCH DIVISION
Sanothimi, Bhaktapur, Nepal
RMC-1

APPLICATION FOR THE UGC SUPPORT TO ESTABLISH RESEARCH MANAGEMENT CELL (NEW RMC)

<table>
<thead>
<tr>
<th>Type of Support</th>
<th>Indicate with ✓</th>
<th>To be filled by the UGC</th>
</tr>
</thead>
<tbody>
<tr>
<td>To establish a new RMC</td>
<td></td>
<td>Draft No./Bill No. of Rs. 1000/-</td>
</tr>
</tbody>
</table>

Deposit: 
Date: 
Verified by: 

A. Information about the Institution

A1. Campus

A2. Affiliated University:

A3. Address: 
District: 
Municipality/VDC: 
Ward: 
Town: 

A4. Contact:
Phone: 
Email: 
Website: 

A5. Type (Constituent, Community, Private)

A6. Status (Autonomy acquired, UGC Accredited)

A7. Head of the Institution:
Name: 
Position: 
Phone: 
Mobile: 
Email: 

A8. List of the UGC Support received (during the past 10 years) (if more than 5, attach the list separately)

<table>
<thead>
<tr>
<th>SN</th>
<th>Year</th>
<th>UGC Support</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A9. Academic Programs and Number of Students

Program (add rows to add more programs)

<table>
<thead>
<tr>
<th>Level</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

A10. Faculty Members/Research Fellows

Education
PhD with Postdoc
PhD
<table>
<thead>
<tr>
<th>B. Research Management Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B1. Name (RMC or any other name given)</strong></td>
</tr>
<tr>
<td><strong>B3. RMC Guideline/Procedure (Name of Document and the date it was passed/proposed):</strong></td>
</tr>
<tr>
<td><strong>B4. Members</strong></td>
</tr>
<tr>
<td><strong>SN</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td><strong>B5. RMC Physical Infrastructure</strong></td>
</tr>
<tr>
<td><strong>1. Physical Capacity of the Institution</strong></td>
</tr>
<tr>
<td>Total land area:</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>(a) Textbook:</td>
</tr>
<tr>
<td>(d) Peer-Reviewed Journal:</td>
</tr>
<tr>
<td>(f) Collection of Theses:</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>(a) Teaching Laboratories:</td>
</tr>
<tr>
<td>(i) Number of Laboratories:</td>
</tr>
<tr>
<td>(b) Research Laboratory (separate of Teaching laboratories):</td>
</tr>
<tr>
<td>(i) Status: YES / NO</td>
</tr>
<tr>
<td>(c) Utility</td>
</tr>
<tr>
<td>(i) Alternate Power: Solar / Generator</td>
</tr>
<tr>
<td>(iii) Laboratory Safety Guideline: HAVE / DO NOT HAVE</td>
</tr>
<tr>
<td>(iv) Laboratory Safety Personnel: LAB TECHNICIAN / INSTRUCTOR / OTHER</td>
</tr>
<tr>
<td>(iv) Chemical/Biological Disposal arrangement:</td>
</tr>
<tr>
<td><strong>B6. Budget for RMC</strong></td>
</tr>
<tr>
<td><strong>1. Total Annual Budget of the Institution</strong></td>
</tr>
<tr>
<td>Year:</td>
</tr>
<tr>
<td><strong>2. Current Fund Status of the RMC</strong></td>
</tr>
<tr>
<td><strong>3. Annual Budget Allocated to RMC by the Institution:</strong></td>
</tr>
</tbody>
</table>
C. Student Research Activity

C1. Number of Theses completed during the past 5 years in the institution (Years: ............... to .................)

|--------------|------------|---------|-------|

C2. List of recent 30 theses (Name of Student, Subject, Title of Thesis, Year of Completion, Name of Supervisor)

(Please attached the list separately with the application)

D. Faculty Research Activity

D1. Number of Faculty Members who have received any Research Grant

D2. Number of Faculty Members who have supervised student’s thesis:

D3. Number of Faculty Members who are involved in teaching only:

D4. Funded Research Projects in the institution during the past 5 years

1. Total Number of Research Projects:

| 2. List of Research Projects (Investigator, Project, Funding Agency, Duration, Budget) |

(Please attached the list separately with the application)

D5. Major Publications in Peer-Reviewed Journals from the Institution during the past 5 years:

1. Total Number of Research Articles in Non-Ranked Peer-Reviewed Journals:

2. Total Number of Research Articles in Ranked Peer-Reviewed Journals:

3. List of Articles (Authors, Year, Title, Journal, Issue, Pages)

(Please attached the list separately with the application)

E. Institutional Research Activity

E1. List of Conferences and Symposia organized during the past 5 years:

(Theme/Title, Date, Number of presentations)

1.  
2.  
3.  

E2. List of Trainings, workshops, seminars organized during the past 5 years:

(Theme/Title, Date, Number of participants)

1.  
2.  
3.  

E3. Any other activity pertaining to research carried out during the past 5 years:

(Activity, Date, Number of participants)

1.  
2.  
3.  

E4. Peer-Reviewed Journal published by the Institution (if any)

Name: .............................................................................................................

Starting Year: ....................... Issues Published: ........................................

E5. Magazine (Non-Peer-Reviewed Journal, Magazine, Newsletter etc):

Name: .............................................................................................................

Starting Year: ....................... Issues Published: ........................................

E6. Any academic/research recognition and special achievement by the institution during the past 5 years:
F. Proposal (Plan of Action) (8-10 pages)

Use the following format:

9. Brief Introduction to the Institution
10. Research Infrastructure at the Institution
11. Student, Faculty and Institutional Research Activities
12. Research Management Cell (Formation, Activity, Budget)
13. Five Year Strategic Plan (Year-wise Research Infrastructure, Activity, Output)
14. Funding Need and Request to the UGC
15. Expenditure Plan and Justification
16. Brief Resume of the RMC members

G. Document Checklist (Indicate by √)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cover Letter</td>
</tr>
<tr>
<td>2.</td>
<td>Completed Application Form</td>
</tr>
<tr>
<td>3.</td>
<td>Proposal (Plan of Action)</td>
</tr>
<tr>
<td>4.</td>
<td>Documents related to RMC formation</td>
</tr>
<tr>
<td>5.</td>
<td>RMC Guideline/Procedure</td>
</tr>
<tr>
<td>6.</td>
<td>Documents/information listed in the Application</td>
</tr>
</tbody>
</table>

H. Undertaking by the Applicant:
We solemnly affirm that all statements made above are true and we understand that these are subject to penalty for perjury.

[Official Seal]

_______________________________    _______________________________
Signature       Signature
Name: _________________________    Name: _________________________
(RMC Coordinator/Chair)      (Head of the Institution)
Position: ________________________    Position: _______________________
Date: __________________________    Date: __________________________
Appendix 5.3: Evaluation of the Application for New RMC

University Grants Commission
Research Division
Sanathimi, Bhaktapur

Evaluation of the Application for the UGC Support to Establish Research Management Cell
(New RMC)

Evaluation Form

1. Information About Applicant Institution

<table>
<thead>
<tr>
<th>Applicant Institution</th>
<th>Address</th>
<th>Affiliated University</th>
</tr>
</thead>
</table>

2. Evaluation Criteria

<table>
<thead>
<tr>
<th>SN</th>
<th>Indicator</th>
<th>Marks</th>
<th>Evaluation by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Site Inspection</td>
<td></td>
<td>Inspection Team</td>
</tr>
<tr>
<td></td>
<td>(a) Institutional Infrastructure</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Research Activity</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Information Verification</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(d) Impression on Institutional Motivation</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Proposal Evaluation</td>
<td>40</td>
<td>Research Division</td>
</tr>
<tr>
<td>3</td>
<td>Underprivileged Institution</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

3. Eligibility for the UGC Support

1. Only the institution securing at least 50% marks (100 marks) is eligible for entering in the merit list for selection.
2. Underprivileged Institutions with at least 50% marks in Research Activity (25 marks) might be considered eligible to enter in the merit list for selection.
3. The Selection of the institutions for the award is made based on the merit list.

4. Evaluation Form

(Note: **Section A** is to be filled by the Site Inspection Team; **Section B** is to be filled by the Research Division)

<table>
<thead>
<tr>
<th>SN</th>
<th>Indicator</th>
<th>Maximum</th>
<th>Score</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section A</strong> (To be Filled by the Site Inspection Team)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Institutional Infrastructure (50)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Reform Support Received</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Support from UGC or other Agency = 0.5 for each, Max 3; Autonomy acquired =1; Accredited=1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Number of Faculty Members Supervising/Doing Research</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1 for each, max 5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Date of RMC Established</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(&lt;1 yr=2, &gt;1 yr=5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(d) RMC Guideline</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(No=0, Brief=1-2, Detailed=3-5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Office Area and Furnishing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Room only=1-2, Furnished room=3-5)</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f) Physical Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Computer =2; Printer/Photocopier =1; Internet=2; Seminar Hall=2; Projector=2)</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(g) Budget for RMC Allocated by the Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 for each lakh, Max 5)</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(h) Library</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Poor=1, Excellent=3; Peer-Reviewed Journal Titles= 0.5 for each, Max 3)</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Laboratory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Research Laboratory=2; Solar / Generator Power= 1; Laboratory Safety Guideline=1; Chemical/Biological Disposal arrangement=1)</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Research Activity (50)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Student Theses Completed (during the past 3 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 for each 10, Max 10)</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Funded Research Projects in the Institution (during the past 5 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2 for each, Max 10)</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Research Articles Publications (during the past 5 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 for each article in non-ranked peer-reviewed journal, 2 for each article in ranked journal, Max 10)</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Institutional Research Activity (during the past 5 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Conference and Symposium Organized=1 for each, Max 5; Trainings, Workshops, Seminars Organized=1 for each, Max 5; Peer-Reviewed Journal Published=5)</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Any Academic/Research Recognition and Special Achievement by the Institution (during the past 5 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 for each, Max 5)</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Information Verification (Application vs Site Visit)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Information Provided in the Application Verified: excellently=16-20, good=11-15, moderately= 5-10, poorly=0)</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Institutional Motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Highly Motivated = 5-10, Moderately Motivated = 1-5)</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL (A)</td>
<td>145</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section B (To be Filled by Research Division)**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Proposal Evaluation</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Five Year Strategic Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Clarity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Moderate=1-3, Good=4-6, Excellent=7-10)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(ii) Realism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Moderate=1-3, Good=4-6, Excellent=7-10)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(ii) Adequacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Moderate=1-3, Good=4-6, Excellent=7-10)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(b) Overall quality of the Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Moderate=1-4, Well-written and honest= 5-10)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2 Underprivileged Institution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Out of Kathmandu=5, Community Campus=5; Remote District=5)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL (B)</td>
<td>55</td>
<td></td>
</tr>
<tr>
<td>GRNAD TOTAL (A + B)</td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>
## Appendix 5.4: Check List for Site Inspection of New RMC

**University Grants Commission**  
Research Management Cell (RMC) Application Site Inspection

Check List for  
Site Inspection Team

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Affiliated University:</th>
<th>Institution Type (Constituent, Community, Other):</th>
<th>Autonomy Status:</th>
<th>QAA Status:</th>
<th>Commencement of Bachelor’s Program (Year):</th>
<th>Commencement of Masters Program (Year):</th>
</tr>
</thead>
</table>

- **No. of Teachers:**  
  - Verification: Record / Interview  
- **No. of Supporting Staff:**  
  - Verification: Record / Interview  
- **No. of Students:**  
  - Verification: Record / Interview

List of the UGC/Other Reform Support received (during the past 10 years) *(if more than 5, attach the list separately)*

<table>
<thead>
<tr>
<th>SN</th>
<th>Year</th>
<th>UGC Support</th>
<th>Amount (Rs.)</th>
<th>Verification Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Programs and Number of Students</th>
<th>Program (add pages to add more programs)</th>
<th>Level</th>
<th>No. of Student</th>
<th>Verification Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Members/Research Fellows</th>
<th>Education</th>
<th>Full Time</th>
<th>Part Time</th>
<th>Verification Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD with Postdoc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPhil</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Research Management Cell
### B1. Name (RMC or any other name given)

### B2. Date of RMC/equivalent body Established:

### B3. RMC Guideline/Procedure

Name: 
Date: 

Total No. of Pages: 

### B4. Members

<table>
<thead>
<tr>
<th>SN</th>
<th>Designation</th>
<th>Name</th>
<th>Teaching Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Verification Note for the above information:
Record / Interview / Other

### B5. RMC Physical Infrastructure (Needs to be physically verified)

1. Physical Capacity of the Institution
   - Total land area: 
   - No. Of Buildings: 
   - No. of Rooms: 

2. RMC Office Area and Furnishing:

3. Computers (Laptop/Desktop, Brand, Capacity):

4. Printing Facility (Printer, Scanner, Photocopier):

5. Internet (Service provider, bandwidth):

6. Seminar Facility (Seminar hall, Projector, White screen, Sound system):

7. Library (number of books/items)
   - (a) Textbook: ....................
   - (b) Reference Book: .................
   - (c) Magazine: ....................
   - (d) Peer-Reviewed Journal: ...........
   - (e) Electronic media (DVD/CD): ...........
   - (f) Theses Collection: ....................
   - (g) Other ( ..........................): ....................

8. Laboratory and Utility
   - (a) Teaching Laboratories:
     (Subject and No of rooms for each subject)
   - (b) Research Laboratory (separate of Teaching laboratories):
     (i) Status: YES / NO
     (ii) Number: ....................
     (ii) Specialization (if any): ....................
   - (c) Utility
     (i) Alternate Power: Solar / Generator
     (ii) Water Supply: ....................
   - (iii) Laboratory Safety Guideline: HAVE / DO NOT HAVE
   - (iv) Laboratory Safety Personnel: ....................
   - (iv) Chemical/Biological Disposal arrangement: ....................

### B6. Budget for RMC

1. Total Annual Budget of the Institution
   - Year: ............... ............... 
   - Expected Income: ............... ............... 
   - Expected Saving: ............... ............... 
   - Verification by: Document / Interview

2. Current Fund Status of the RMC
   - (Verification by Document)

3. Annual Budget Allocated to RMC by the Institution:
   - (Verification by Document)
### C. Student Research Activity

| C1. Number of Theses completed during the past 5 years in the institution (Years: .............. to ..............) |
| Verification: A. Collection of copies of theses, B. List only, C. Interview, D. Other |

### D. Faculty Research Activity

| D1. Number of Faculty Members who have received any Research Grant |
| D2. Number of Faculty Members who have supervised student’s thesis: |
| D3. Number of Faculty Members who are involved in teaching only: |
| D4. Total Number of Funded Research Projects in the institution during the past 5 years |
| D5. Major Publications in Peer-Reviewed Journals from the Institution during the past 5 years: |
| 1. Articles in Non-ranked Peer-Reviewed Journal | 2. Articles in Ranked Journal |

### E. Institutional Research Activity

<p>| E1. List of Conferences and Symposia organized during the past 5 years: |
| (Theme/Title, Date, Number of presentations) |
| 1. |
| 2. |
| 3. |
| E2. List of Trainings, workshops, seminars organized during the past 5 years: |
| (Theme/Title, Date, Number of participants) |
| 1. |
| 2. |
| 3. |
| E3. Any other activity pertaining to research carried out during the past 5 years: |
| (Activity, Date, Number of participants) |
| 1. |
| 2. |
| 3. |
| E4. Peer-Reviewed Journal published by the Institution (if any) (Name, Starting Year, Frequency) |
| E5. Magazine (Non-Peer-Reviewed Journal, Magazine, Newsletter etc): |</p>
<table>
<thead>
<tr>
<th>E6. Any academic/research recognition and special achievement by the institution during the past 5 years:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verification Note:</td>
</tr>
</tbody>
</table>

Appendix 5.5: Application Form for the UGC Support to Old RMC

UNIVERSITY GRANTS COMMISSION
RESEARCH DIVISION
Sanothimi, Bhaktapur, Nepal

RMC-2

APPLICATION FOR THE UGC SUPPORT TO STRENGTHEN RESEARCH MANAGEMENT
CELL (OLD RMC)

<table>
<thead>
<tr>
<th>Type of Support</th>
<th>Indicate with √</th>
<th>To be filled by the UGC</th>
</tr>
</thead>
<tbody>
<tr>
<td>To strengthen an existing RMC</td>
<td></td>
<td>Draft No./Bill No. of Rs. 1000/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deposit:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verified by:</td>
</tr>
</tbody>
</table>

A. Information about the Institution

A1. Campus

A2. Affiliated University:

A3. Address:
   District:
   Municipality/VDC:
   Ward:   Town:

A4. Contact:
   Phone:
   Email:
   Website:

A5. Type (Constituent, Community, Private)

A6. Status (Autonomy acquired, UGC Accredited)

A7. Head of the Institution:
   Name:
   Position:
   Phone:
   Mobile:
   Email:

A8. List of the UGC Support received (during the past 5 years)

<table>
<thead>
<tr>
<th>SN</th>
<th>Year</th>
<th>UGC Support</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
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<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A9. Academic Programs and Number of Students

<table>
<thead>
<tr>
<th>Program (add rows to add more programs)</th>
<th>Level</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A10. Faculty Members/ Research Fellows

<table>
<thead>
<tr>
<th>Education</th>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD with Postdoc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### B. Research Management Cell

<table>
<thead>
<tr>
<th>B1. Name (RMC or any other name given)</th>
<th>B2. Date of Establishment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B3. RMC Guideline/Procedure (Name of Document, Edition, Date):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B4. Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SN</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B5. RMC Physical Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Physical Capacity of the Institution</td>
</tr>
<tr>
<td>Total land area:</td>
</tr>
<tr>
<td>2 RMC Office Area and Furnishing:</td>
</tr>
<tr>
<td>3 Computers (Laptop/Desktop, Brand, Capacity):</td>
</tr>
<tr>
<td>4 Printing Facility (Printer, Scanner, Photocopier):</td>
</tr>
<tr>
<td>5 Internet (Service provider, bandwidth):</td>
</tr>
<tr>
<td>6 Seminar Facility (Seminar hall, Projector, White screen, Sound system):</td>
</tr>
<tr>
<td>7 Library (number of books/items)</td>
</tr>
<tr>
<td>(a) Textbook:</td>
</tr>
<tr>
<td>(d): Peer-Reviewed Journal:</td>
</tr>
<tr>
<td>(f) Collection of Theses:</td>
</tr>
<tr>
<td>8 Laboratory and Utility</td>
</tr>
<tr>
<td>(a) Teaching Laboratories:</td>
</tr>
<tr>
<td>(i) Number of Laboratories:</td>
</tr>
<tr>
<td>.....................</td>
</tr>
<tr>
<td>(b) Research Laboratory (separate of Teaching laboratories):</td>
</tr>
<tr>
<td>(i) Status: YES / NO</td>
</tr>
<tr>
<td>.....................</td>
</tr>
<tr>
<td>(c) Utility</td>
</tr>
<tr>
<td>(i) Alternate Power: Solar / Generator</td>
</tr>
<tr>
<td>.....................</td>
</tr>
<tr>
<td>(iii) Laboratory Safety Guideline: HAVE / DO NOT HAVE</td>
</tr>
<tr>
<td>(iv) Laboratory Safety Personnel: LAB TECHNICIAN / INSTRUCTOR / OTHER</td>
</tr>
<tr>
<td>(iv) Chemical/Biological Disposal arrangement:</td>
</tr>
<tr>
<td>.................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B6. Budget for RMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Annual Budget of the Institution</td>
</tr>
<tr>
<td>Year:</td>
</tr>
<tr>
<td>2. Current Fund Status of the RMC</td>
</tr>
<tr>
<td>3. Annual Budget Allocated to RMC by the Institution:</td>
</tr>
</tbody>
</table>
C. Student Research Activity

<table>
<thead>
<tr>
<th>C1. Number of Theses completed during the past 5 years in the institution (Years: ................... to ..................)</th>
</tr>
</thead>
</table>

C2. List of recent 30 theses (Name of Student, Subject, Title of Thesis, Year of Completion, Name of Supervisor)

(Please attached the list separately with the application)

D. Faculty Research Activity

<table>
<thead>
<tr>
<th>D1. Number of Faculty Members who have received any Research Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>D2. Number of Faculty Members who have supervised student’s thesis:</td>
</tr>
<tr>
<td>D3. Number of Faculty Members who are involved in teaching only:</td>
</tr>
</tbody>
</table>

D4. Funded Research Projects in the institution during the past 5 years

| 1. Total Number of Research Projects: |
| 2. List of Research Projects (Investigator, Project, Funding Agency, Duration, Budget) |

(D Please attached the list separately with the application)

D5. Major Publications in Peer-Reviewed Journals from the Institution during the past 5 years:

| 1. Total Number of Research Articles in Non-Ranked Peer-Reviewed Journals: |
| 2. Total Number of Research Articles in Ranked Peer-Reviewed Journals: |

(Please attached the list separately with the application)

E. Institutional Research Activity

<table>
<thead>
<tr>
<th>E1. List of Conferences and Symposia organized during the past 5 years: (Theme/Title, Date, Number of presentations)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E2. List of Trainings, workshops, seminars organized during the past 5 years: (Theme/Title, Date, Number of participants)</td>
</tr>
<tr>
<td>E3. Any other activity pertaining to research carried out during the past 5 years: (Activity, Date, Number of participants)</td>
</tr>
<tr>
<td>E4. Peer-Reviewed Journal published by the Institution (if any) Name: .......................................................................................................</td>
</tr>
<tr>
<td>Starting Year: ...................... Issues Published: ........................................</td>
</tr>
<tr>
<td>E5. Magazine (Non-Peer-Reviewed Journal, Magazine, Newsletter etc): Name: .......................................................................................................</td>
</tr>
</tbody>
</table>
### Starting Year: ....................... Issues Published: ........................................

E6. Any academic/research recognition and special achievement by the institution during the past 5 years:

<table>
<thead>
<tr>
<th>F. Proposal (Plan of Action) (8-10 pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the following format</td>
</tr>
<tr>
<td>17. Brief Introduction to the Institution</td>
</tr>
<tr>
<td>18. Research Infrastructure at the Institution</td>
</tr>
<tr>
<td>19. Student, Faculty and Institutional Research Activities</td>
</tr>
<tr>
<td>20. Research Management Cell (Formation, Activity, Budget)</td>
</tr>
<tr>
<td>21. Five Year Strategic Plan (Year-wise Research Infrastructure, Activity, Output)</td>
</tr>
<tr>
<td>22. Funding Need and Request to the UGC</td>
</tr>
<tr>
<td>23. Expenditure Plan and Justification</td>
</tr>
<tr>
<td>24. Brief Resume of the RMC members</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G. Document Checklist (Indicate by √ )</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cover Letter</td>
</tr>
<tr>
<td>2. Completed Application Form</td>
</tr>
<tr>
<td>3. Proposal (Plan of Action)</td>
</tr>
<tr>
<td>4. Documents related to RMC formation</td>
</tr>
<tr>
<td>5. RMC Guideline/Procedure</td>
</tr>
<tr>
<td>5. Documents/information listed in the Application</td>
</tr>
</tbody>
</table>

H. Undertaking by the Applicant:
We solemnly affirm that all statements made above are true and we understand that these are subject to penalty for perjury.

__________________________
Signature
Name of the RMC Coordinator: ____________________________
Position: ______________________________________________
Date: ____________________

__________________________
Signature
Name of the Head of Institution: __________________________
Position: ______________________________________________
Institution: _____________________________________________
Address: ________________________________________________
Date: ____________________

Official Seal
Appendix 5.6: Evaluation of the Application for the UGC Support to Old RMC

University Grants Commission
Research Division
Sanothimi, Bhaktapur

Evaluation of the Application for the UGC Support to Strengthen Research Management Cell
(Old RMC)

Evaluation Form

1. Information About Applicant Institution

<table>
<thead>
<tr>
<th>Applicant Institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Affiliated University</td>
<td></td>
</tr>
</tbody>
</table>

2. Evaluation Criteria

<table>
<thead>
<tr>
<th>SN</th>
<th>Indicator</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Institutional Infrastructure</td>
<td>55</td>
</tr>
<tr>
<td>2</td>
<td>Research Activity</td>
<td>45</td>
</tr>
<tr>
<td>3</td>
<td>Proposal Evaluation</td>
<td>40</td>
</tr>
<tr>
<td>4</td>
<td>Underprivileged Institution</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>150</td>
</tr>
</tbody>
</table>

3. Eligibility for the UGC Support for the Old RMC

4. The selection of the old RMC for the UGC support is generally made based on the evaluation of the Application. Site Inspection might be considered for special case by the Research Division.

5. Only the institution securing at least 50% marks (75 marks) is eligible for entering in the merit list for selection.

6. The Selection of the institutions for the award is made based on the merit list.

4. Evaluation Form

<table>
<thead>
<tr>
<th>SN</th>
<th>Indicator</th>
<th>Maximum</th>
<th>Score</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Institutional Infrastructure (55)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Reform Status (Autonomy acquired =2; Accredited=3)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Number of Faculty Members Supervising/Doing Research (1 for each, max 5)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Age of RMC (1 for each year, Max 5)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(d) RMC Guideline (No=0, First Edition=2, Revised=5)</td>
<td>5</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>(e) Office (Moderately furnished=2, Well-Furnished =4)</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(f) Physical Facility ( Computer =2; Printer/Photocopier =1; Internet=2; Seminar Hall=2; Projector=3 )</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(g) Budget for RMC Allocated by the Institution</td>
<td></td>
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<tr>
<td>-----------------------------------------------</td>
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<tr>
<td>(1 for each lakh, Max 10)</td>
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<tr>
<td>(h) Library Collection</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Theses collection= 0.5 for each 10, Max 3; Peer-Reviewed Journal Titles= 0.5 for each, Max 3)</td>
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<tr>
<td>(i) Laboratory</td>
<td></td>
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<tr>
<td>(Research Laboratory=2; Solar / Generator Power= 1; Laboratory Safety Guideline=1; Chemical/Biological Disposal arrangement=1)</td>
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<tr>
<td>2 Research Activity (45)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(a) Student Theses Completed (during the past 3 years)</td>
<td></td>
<td></td>
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<tr>
<td>(1 for each 10, Max 10)</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>(b) Funded Research Projects in the Institution (during the past 5 years)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(2 for each, Max 10)</td>
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<tr>
<td>(c) Research Articles Publications (during the past 5 years)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(1 for each article in non-ranked peer-reviewed journal, 2 for each article in ranked journal, Max 10)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(d) Institutional Research Activity (during the past 5 years)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(Conference and Symposium Organized=1 for each, Max 5; Trainings, Workshops, Seminars Organized=1 for each, Max 5; Peer-Reviewed Journal Published=5)</td>
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<tr>
<td>3 Proposal Evaluation (40)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>(a) Five Year Strategic Plan</td>
<td></td>
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<td></td>
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<tr>
<td>(i) Clarity</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(Moderate=1-3, Good=4-6, Excellent=7-10)</td>
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<tr>
<td>(ii) Realism</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Moderate=1-3, Good=4-6, Excellent=7-10)</td>
<td></td>
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<td></td>
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<tr>
<td>(ii) Adequacy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Moderate=1-3, Good=4-6, Excellent=7-10)</td>
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<tr>
<td>(b) Overall quality of the Proposal</td>
<td></td>
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</tr>
<tr>
<td>(Moderate=1-4, Well-written and honest= 5-10)</td>
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<td></td>
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<tr>
<td>4 Underprivileged Institution (10)</td>
<td></td>
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</tr>
<tr>
<td>(Out of Kathmandu=3, Community Campus=3; Remote District=4)</td>
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<tr>
<td>TOTAL 150</td>
<td></td>
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</tr>
</tbody>
</table>

Signature: _________________________________
Name: ________________________________
RMC Application Reviewer
Research Division
Date: ________________________________
Appendices 6: Evaluation
### Appendix 6.1: Evaluation of the Research Report Submitted to the UGC

University Grants Commission  
Sanothimi, Bhaktapur

**Final Research Report** Evaluation Form (Generic)

Applicant's Code: ... ... ... ... ... ... ... ... ... ... ... ... Cluster. ... ... ... ... ... ... ... ... ... ... ...

Title of the Project: ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ...

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Rating (Please circle the number OR give your own mark)</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Quality of Research Report (80)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Format (16)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Organization of Report (4) (well-organized)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>b. Summary (4) (well-summarized)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>c. Style (8) (consistent format, clarity, well referenced)</td>
<td>0 2 4 6 8</td>
<td></td>
</tr>
<tr>
<td><strong>2 Content (28)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Rigor (16) (careful use of appropriate methodology, good organization and analysis of data, findings well described and coherent)</td>
<td>0 4 8 12 16</td>
<td></td>
</tr>
<tr>
<td>b. Originality and Contribution (12) (knowledge of previous works shown, created significantly new knowledge/technology)</td>
<td>0 3 6 9 12</td>
<td></td>
</tr>
<tr>
<td><strong>3 Publication/Initiative (40)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Publication volume (28) (14 for as required, 7 each for additional in ranked J, 4 each for additional in non-ranked J or Journal-ready manuscript, Total Max 28)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Overall quality (12) (Overall quality of Publications or Journal-ready manuscripts)</td>
<td>0 3 6 9 12</td>
<td></td>
</tr>
<tr>
<td><strong>B. Academic outcome (60)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Number of Student Theses (40) (20 for as required, 20 for additional PhD, 10 each for additional Masters/MPhil, 5 each for additional Bachelor, Total Max 40)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Conference Participation (20) (Collaborative R.: 10 for each International, 5 for each National) (Faculty R.: 20 for International, 10 for each National) (Small RDJ: 20 for any)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C. Responsible Conduct of Research (28)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Research Integrity (16) (Compliance with Ethical Guidelines, No sign of</td>
<td>0 4 8 12 16</td>
<td></td>
</tr>
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<td>---</td>
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<td></td>
</tr>
</tbody>
</table>
| 2 | **Ethical Publication (12)**  
*Contribution based authorship, Students included* | 0 3 6 9 12 |
|   | **D. Financial Report (28)** |
| Financial compliance | 0 7 14 21 28 |
|   | **TOTAL (out of 200)** |

### Reviewer's Comment:

Evaluator's Signature: ...
Evaluator's Full Name: ...
Evaluator's Institution/ Cluster Committee: ...
Evaluator's Subject of Expertise: ...
Date: ...
Appendix 7: Priority List for Funding Research Projects

HIGHER EDUCATION REFORMS PROJECT
National Priorities for Research Funding

Priority list for funding
Research Projects

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur
June 2015
The Context

The overall goal of the UGC research support is to help improve quality of higher education teaching and learning practices by inculcating a culture of research in the higher education institutions and to make higher education relevant to national development.

Drawing on the experience and outcomes of the Second Higher Education Project (SHEP), the current Higher Education Reforms Project (HERP), 2015-2020, is planning to continue and strengthen research funding and support programs as major components of the reform program. The HERP has four major areas of reform, and enhancing academic excellence through research, innovation and development is one the components.

The HERP emphasizes linking research funding with the issues and needs of national priority. The funding of the HERP is based on seven important disbursement linked indicators (DLIs), and research, innovation and development is the seventh DLI. Preparation and implementation of national priority framework for research funding is a fundamental aspect of the DLI.

This document outlines the framework for national priority for research funding based on relevant national plans and policies and the lessons learned from the SHEP research support.

Basis of Priority Framework for Research Funding

The current national development plan, strategy and the recently prepared Higher Education Policy Framework (HEP) are taken as the basis for determining national priority for higher education reforms project, in general, and research funding in higher education, in particular. The priority area for investment for national development identified by the Approach Paper of the Thirteenth Plan includes hydropower and other renewable energy, agriculture, education, health, drinking water, sanitation, physical infrastructure, tourism, industry, trade, natural resources, environment and governance. These areas can be viewed as represented by related disciplines taught in higher education institutions and, particularly, by academic excellence in these areas as a strong foundation for efficient utilization of resources and developmental innovations. The policy statements of the HEP are consistent with the priority as identified in the national plan. The HEP states that higher education development shall be focused on national socioeconomic and political development needs and priorities and that development of higher education institutions, academic programs and activities shall address the following national priorities:

a) poverty alleviation, employment generation, and holistic national economic development;
b) development of agriculture, forest and biodiversity, tourism, water resources, hydropower, renewable energy, small industries and business;
c) management of natural disasters, sustainable development and conservation of balanced natural environment;
d) economic, social, and political transformation to develop a culture of inclusive democracy with respect for diversity, mutual respect, and harmony; and
e) conservation of national heritage, promotion of indigenous knowledge, vocation, and technology.
The Higher Education Policy (HEP), in its policy strategy, has emphasized making research and innovations relevant to national priority needs, international trends and practices, and in its policy measures, it has provisioned grants on the basis of national needs and priorities as well as on quality. Altogether, the HEP has based its policy on research and innovation on three criteria, (i) national priority, (ii) quality, and (iii) international trend and practices, and has viewed research and innovations in higher education as a competitive economic opportunity.

The National Program for Higher Education Research and Development (NPHERD) has listed "academic excellence and research" as a major component of its program describing it as "a strategy for enhancing quality and relevance" of higher education. It has prepared and listed a framework for determining national priority for higher education reform and development. This framework of priority areas for higher education research funding has been derived from the national priority framework of the NPHERD. This framework is an integral part of the UGC Research Development and Innovation Programs Implementation Guidelines 2017.

Listing of Priority Area for Research Funding

The priority for research funding is based on the NPHERD framework of priority for higher education reform and development.

The following areas are fundamental to building the foundational capacity for helping attain the policy goals and economic sectors prioritized in the Approach Paper for the Thirteenth Plan, and the HEP:

1) Science and Technology;
2) Engineering;
3) Medicine; and
4) Agriculture and Forestry.

These are defined as technical areas. Research activities in these areas are defined as priority areas.

In addition, research activities determined by expert panel(s) to be associated with the following national policy goals and priorities as defined in the Approach Paper for the Thirteenth Plan, and the HEP, are treated as priority areas for funding:

(i) reduction of economic and human development poverty;
(ii) employment generation;
(iii) holistic development of national economy;
(iv) economic, social and political transformation to develop a culture of inclusive democracy;
(v) conservation and development of national heritage;
(vi) promotion of indigenous knowledge, vocation, and technology;
(vii) conservation and sustainable use of natural resources and environment, including biodiversity;
(viii) productivity enhancement in agriculture and its diversification and commercialization;
(ix) development of basic education, health, drinking water and sanitation, food and nutrition;
(x) promotion of good governance;
(xi) transportation and other infrastructure;
(xii) water resources;
(xiii) renewable energy;
(xiv) small industries and business;
(xv) natural disasters and hazard management;
global warming and climate change;
public-private-community participation in development issues;
engineering and information and communication technology (ICT); and
biotechnology, pharmaceuticals and nanotechnology.

The priority areas can be categorized into three categories: policy goals, economic sectors and disciplines/areas of study. Accordingly, the following priority area framework has been drawn:

**Table 1 (a): Priority Areas Relating to Economic Sectors/Commodities**

<table>
<thead>
<tr>
<th>Forestry, fisheries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water resources</td>
</tr>
<tr>
<td>Renewable energy</td>
</tr>
<tr>
<td>Small industries and business</td>
</tr>
<tr>
<td>Tourism and mountaineering</td>
</tr>
<tr>
<td>Whole sale and retail trade</td>
</tr>
<tr>
<td>Transportation, storage and communication</td>
</tr>
<tr>
<td>Housing, land utilization, and rental/trade activities</td>
</tr>
<tr>
<td>Construction</td>
</tr>
<tr>
<td>Mining and industries</td>
</tr>
<tr>
<td>Education (focus on science, technology, engineering and mathematics)</td>
</tr>
<tr>
<td>Financial intermediation</td>
</tr>
<tr>
<td>Textiles and textile articles</td>
</tr>
<tr>
<td>Base metals and articles of base metal</td>
</tr>
<tr>
<td>Vegetable products</td>
</tr>
<tr>
<td>Herbs and medicinal plants</td>
</tr>
</tbody>
</table>

**Table 1 (b): Priority Areas Relating to Policy Goals**

<table>
<thead>
<tr>
<th>Nepal (currently, a least developed country) attaining the status of a developing country by 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduction of economic and human [development] poverty</td>
</tr>
<tr>
<td>Employment generation</td>
</tr>
<tr>
<td>Holistic development of national economy</td>
</tr>
<tr>
<td>Economic, social and political transformation to develop a culture of inclusive democracy</td>
</tr>
<tr>
<td>Conservation and development of national heritage</td>
</tr>
<tr>
<td>Promotion of indigenous knowledge, vocation, and technology</td>
</tr>
<tr>
<td>Conservation and sustainable use of natural resources and environment including biodiversity</td>
</tr>
<tr>
<td>Productivity enhancement in agriculture and its diversification and commercialization</td>
</tr>
<tr>
<td>Development of basic education and health, drinking water and sanitation</td>
</tr>
<tr>
<td>Promotion of good governance</td>
</tr>
<tr>
<td>Development of roads and other infrastructure</td>
</tr>
<tr>
<td>Development of tourism, industry and commerce</td>
</tr>
<tr>
<td>Development of hydropower and other forms of energy</td>
</tr>
<tr>
<td>Natural disasters and hazard management</td>
</tr>
<tr>
<td>Global warming and climate change</td>
</tr>
</tbody>
</table>

*Note: The areas in italics are additional to the areas defined in the Approach Paper and the HEP. These were selected through the consultation with the panels of experts.*
The following subject areas are fundamental to building the foundational capacity in order to address the economic sectors and policy goals, as well as to open new possibilities. These are also, therefore, listed as priorities:

<table>
<thead>
<tr>
<th>Priority Faculties</th>
<th>Other Priority Disciplines and Study Areas / Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science and technology</td>
<td>• Interdisciplinary research activities such as natural disasters and hazard management; global warming and climate change</td>
</tr>
<tr>
<td>Engineering</td>
<td>• Indigenous knowledge, arts and crafts</td>
</tr>
<tr>
<td>Medicine</td>
<td></td>
</tr>
<tr>
<td>Forestry</td>
<td></td>
</tr>
<tr>
<td>Agriculture</td>
<td></td>
</tr>
</tbody>
</table>

The above prioritization matrix does not include an exhaustive list of areas of study or disciplines. It would be impractical to do so since the list is very long. However, if some important priority areas do not clearly fall under the priorities defined in the matrix, they can be added under the priority disciplines / study area table. The programs listed here in this table are examples. The proposals for initiating new programs and research should be evaluated by an expert panel to decide if they fall under the priority areas.

**Application of Priority Framework in Research Funding**

The following table lists the research activities and application of priority framework for research funding under the HERP.

<table>
<thead>
<tr>
<th>HERP-Supported Research Activities</th>
<th>Application of Priority Framework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial Support for PhD (field visit, books/reference materials, typing/binding, etc.)</td>
<td>N/A</td>
</tr>
<tr>
<td>Faculty Research</td>
<td>Only the programs acceptable as per priority framework are eligible</td>
</tr>
<tr>
<td>Institutional/Collaborative Research</td>
<td>Only the programs acceptable as per priority framework are eligible</td>
</tr>
<tr>
<td>PhD Fellowship</td>
<td>Additional scoring weightage given for programs under priority</td>
</tr>
<tr>
<td>PhD Fellowship for faculty members from Accredited Campuses and Campuses with Autonomy (for national degree)</td>
<td>Additional scoring weightage given for programs under priority</td>
</tr>
<tr>
<td>MPhil Fellowship</td>
<td>Additional scoring weightage given for programs under priority</td>
</tr>
<tr>
<td>Masters Thesis Support for Technical Areas</td>
<td>Additional scoring weightage given for programs under priority</td>
</tr>
<tr>
<td>Multi-Disciplinary Research Collaboration</td>
<td>Only the programs acceptable as per priority framework are eligible</td>
</tr>
<tr>
<td>Research article publication in Refereed</td>
<td>N/A</td>
</tr>
</tbody>
</table>
This priority framework for research funding is a part of *UGC Research Development and Innovation Programs Implementation Guidelines 2017* (URDIPIG) which manages research grants, fellowships and other financial assistance to activities related to research and research capacity development. Other institutional and individual eligibility for research funding are outlined in the UQRSPIG.

**Modality of Assessment Using Priority Framework for Research Funding**

(i) The call for proposal/EOI explicitly and specifically refers to the priority framework, including eligibility criteria.

(ii) Proposal/EOI evaluation includes scoring criteria relating to prioritization.

(iii) The Cluster Committee/experts will evaluate the proposals based on pre-defined evaluation framework applying the prioritization criteria.

(iv) The Evaluation Committee will scrutinize the evaluation scoring by the Cluster Committees/experts.

(v) The overall decision regarding recommendation for research funding support is made by the Research Council.