



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

## **Call for Proposal on Establishment of University Reference Lab & University Incubation Center**

**First Date of Announcement: Falgun 11, 2080 (February 23, 2024)**

University Grants Commission (UGC) invites proposal for the establishment of University Reference Laboratories and University Incubation Centers.

University Reference Laboratory aims to enhance research, education, and community engagement. The laboratory will provide advanced research facilities and support services across diverse disciplines, ensuring accessibility to all university students and researchers within the country, and extending services to the general public in accordance with institutional regulations. Interested universities must comply with the basic pre-requisites outlined in **“Establishment of the National Integrated Research Laboratories and Incubation Center at Nepali Universities: Guidelines for the Selection of Proposals”** and demonstrate prior experience in managing laboratory-based research activities, having successfully accomplished previous laboratory establishment support grants under HEP/HERP/NEHEP. It's essential to note that grants will exclusively support the purchase and establishment of required equipment, not for physical infrastructure development such as buildings or roads and other major physical supports. Proposals prepared by the Dean Offices of the universities must be forwarded to UGC by the Vice Chancellor office for consideration.

University Incubation Center (UIC) aims to foster innovation, entrepreneurship and collaboration among students, faculties, and the wider community. The UIC will serve as a hub for nurturing startups, providing resources, mentorship and support to transform innovative ideas into successful ventures.

Please refer to **“Establishment of the National Integrated Research Laboratories and Incubation Center at Nepali Universities: Guideline for the Selection of Proposals”** for details

**Deadline for submission of proposal: Falgun 27, 2080 (March 10, 2024)**

For further details please contact  
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**ESTABLISHMENT OF THE NATIONAL INTEGRATED RESEARCH  
LABORATORIES AND INCUBATION CENTERS AT NEPALASE  
UNIVERSITIES: GUIDELINES FOR THE SELECTION OF PROPOSALS**

**February, 2024**

## **UNIVERSITY GRANTS COMMISSOIN AT A GLANCE:**

The University Grants Commission (UGC) was established as an autonomous and statutory institution under the University Grants Commission Act (1993). It was established to promote quality higher education in every section of the society and to develop the culture of research in the country and thereby develop capacity of Nepali academia as per global standards. UGC Nepal being the apex body of the Nepalese national universities plans to establish the national laboratory support programs to boost the basic/ applied/ strategic/ adoptive science-based researches for providing the access to the faculties and post-graduate research students of all national and province level universities inside the country as alike the Central Library of Tribhuvan University (TU) in general and Nepalese pupils in specific.

## **PRIORITY THEMATIC AREAS:**

Establishment of advanced research laboratories in all fields that perform experimental tasks for new discoveries and advances in science and technology is important for the overall development of any nation. In Nepal, there is a real need to establish/ strengthen the National Science and Technology based research laboratories that are well-equipped not only for conducting excellent research, but also for minimizing the problems of massive brain-drain of the highly qualified scientists and innovative young minds. Therefore, the establishment of National Science and Technology based Laboratories as per the national priority as advocated by the Education planners and the Higher Education Institutions (HEIs) in Nepal is proposed with the agenda of empowering competent human resource-base and promotion of enterprise support program.

At present the national universities in Nepal are managing science-based laboratories only in individual departments with limited facilities and also not easily accessible to post-graduate students and innovative researchers. Another area where innovation and researches in Nepal are much needed for mitigating the effects of adverse climate change as advocated by CoP-28. Similarly, the concept of a Business Incubation Center to develop new entrepreneurs, to contribute to the economic and social development of the region, and to transfer technology through the pre-incubation of projects initiated in the universities/ higher education institutions (HEI) in Nepal is still lying dormant and needs to be revitalized.

Realizing the need for the development of laboratories/ incubation hubs focusing on the four important issues mentioned underneath, the UGC has decided to call for grant applications from universities/ HEIs in the country. The committee formed by the UGC has been delegated with the responsibility to draft guidelines for the selection of universities that meet the standards for the grants to be awarded. This report outlines the procedures to be followed towards this goal. Two separate guidelines for the: i. establishment and strengthening the national science and technology-based laboratories and ii. establishment of business incubation centers and startups have been prepared and drafted separately.

**1. Nomenclature of the proposed research laboratories, objectives, estimated budget and HEI/s/ applicant's eligibility:**

SN	Name of the National Research Laboratories	No. of labs	Tentative Budget (NRs)	Objectives	Basic Pre-requisite to apply
<b>1</b>	<b>Establishment of Laboratories</b>				
i	Central/ Integrated and Extended Science and Technology Lab	1	40,00,00,000/-	To establish the Center of Excellence in science and technology and for the easy access of the researchers throughout the country as well as the general public as and when necessary	HEIs with strong research base of Masters and PhD/DM/MCH academic programs
ii	Advanced Biomedical Science Research Lab (for health institution)	1	15,00.00,000/-		
iii	Business Incubation Centers and Innovative Startups	5	A total of 10,00,00,000/- (2,00,00,000/- each for the establishment of maximum of 5 incubation centers based on competition where it was not granted earlier)	To establish the University "Learn and Earn Center" and to promote business incubation models for the innovative startups	HEIs with interdisciplinary under-graduate and post-graduate program having internship courses and sufficient platform to run the "Learn and Earn program"
	<b>Sub-total</b>		<b>65,00,00,000/-</b>		
<b>2</b>	<b>Strengthening of existing Laboratory</b>				
i	Climate change and Glaciology	1	5,00.00,000/-	To strengthen the center of excellence in climate science and for the easy access of the researchers throughout the country	HEIs with strong research base of Masters & PhD academic programs
	<b>Total</b>		<b>70,00,00,000/-</b>		

**Notice Guidelines:**

- The universities/ HEIs must comply with the basic pre-requisites as outlined in the Table above.
- The universities/ HEIs must have accomplished the previous laboratory establishment support grants under HEP/HARP/NEHEP and managing the laboratory-based research activity smoothly.

- The proposed research laboratory must be accessible to all university students and researchers inside the country and the proposed research laboratory services should be accessible to the general public as per the rules set by the institutions.
- The grants will support the purchase and establishment of the required and proposed equipment and not for the development of physical infrastructure such as buildings, roads and other major physical supports.
- The application prepared by the Dean Offices of the universities/ HEIs must be forwarded to UGC by the Vice Chancellor.

## **2. Standards proposed for evaluation of applications for the science and technology-based research laboratories**

### **Submitted Grant Application should incorporate the following components:**

- i. Title: <20 words
- ii. Brief summary of scope of work: <200 words
- iii. Background/ Introduction:<500 words
- iv. Conceptual Framework: A comprehensive matrix about the proposed laboratory and its functioning
- v. Justification: <500 words
- vi. Objectives: <150 words
- vii. Description of Current Status: <2000 words with suitable tables and figures as per need
  - a. Physical infrastructure
  - b. Human resources
  - c. Supporting laboratory facilities
  - d. Supportive academic programs to run the proposed laboratory
  - e. Relevant research projects implemented by the HEIs
  - f. Achievements/milestones
  - g. Needs assessment analysis
  - h. Expected users of the project for the next 5 years
- viii. Implementation/Operational plan and Financial/Sustainability modality: <1200 words
  - a. Physical infrastructure
  - b. Human resources/ Composition of Team
    - i. Technicians
    - ii. Lab assistants
    - iii. Store keepers
    - iv. Administrators
  - c. Future collaboration with 3 tiers national governmental bodies and at international institutions
  - d. Expected Outcomes
  - e. Timeline and action plan
- ix. Proposed realistic budget (For equipment with specification, model, number and company)

- x. Letter of intent from the respective university Vice Chancellor
- xi. Details of authorized contact person for communication regarding the submitted application

**The submitted applications/proposals will be evaluated as per the criteria outlined in the table below.**

SN	Content	Full Marks	Marks Obtained	Remarks
1	Background/Introduction	5.0		
2	Conceptual Framework	5.0		
3	Justification	5.0		
4	Objectives	5.0		
5	Description of current system with needs assessment analysis	15.0		
6	Implementation/ Operational plan	15.0		
7	Financial/ Sustainability plan for the next 5 years	15.0		
8	Realistic Budget	5.0		
	<b>Sub- total</b>	<b>80.0</b>		
9	Presentation	20.0		
	<b>Total</b>	<b>100.0</b>		

Note: The applicant/ HEI should obtain at least 50% marks to qualify for presentation of the proposals. Marks <40% and above 80% should be justified with special reasons by the reviewer/s. Proposals will be reviewed by two separate reviewers selected by the committee and will be shortlisted and the authorized persons of the team will be asked to defend the proposals to the review committee. UGC Guidelines 2080 for grant application review and selection will be followed.

### **3. Standards proposed for the establishment of innovative business incubation centers and promotion of Startup Business**

#### **Submitted Grant Application should incorporate the following components:**

- a. Background (brief introduction of the university including financially updated documents, number of students etc.)
- b. Research and development activities
- c. Needs assessment analysis for establishing the incubation centers
- d. Program, services and facilities related to entrepreneurship development
- e. Five years sustainability plan of incubation center that includes mission, vision, scope, core values, SLOC (strength, learning, opportunity, challenges) analysis, operational plan (time line), prospects revenue model, key partners, deliverables
- f. Expected outcomes such as proposed services offered at incubation centers and relations with industrial sectors
- g. Financial information (Capital cost, operational cost, HR, and Administrative cost, other general expenses)

- i. Realistic budget should include 10% for establishment of incubation center and 90% for start Ups (maximum up to 10 lakhs per start up)
  - ii. Provision for return of the seed money to the host university/ HEI within 3 years
  - iii. Co-funding commitment from the applicant institution up to 10% of total budget is required
- h. CV of the person coordinating the incubation center
- i. Letter of Intent from the Vice Chancellor of the university

**Basis of evaluating the proposal for establishing the proposed five Business Incubation centers at Universities**

SN	Indicators for the evaluation of proposals	Full Marks	Marks obtained	Remarks
1	Broad overview of the university (Infrastructure, host, institutions' broad vision, mission, values, number of disciplines and students, research and developmental activities	5		
2	Needs assessment analysis	5		
3	Programs, services and facilities related to entrepreneurship (past and proposed)	15		
4	Collaborations with different entrepreneurship ecosystem actors	10		
5	Five years strategic plan	15		
6	Details Financial projection and project costs	15		
7	Pool of external experts, team, research capacity, coaches and mentors related to incubation center	10		
8	Funding and program execution modality	5		
	<b>Sub total</b>	<b>80</b>		
9	Presentation	20		
	<b>Grand total</b>	<b>100</b>		

Note: The applicant/ university/ HEI should obtain at least 50% marks to qualify for presentation of the proposals. Marks <40% and above 80% should be justified with special reasons by the reviewer/s. Proposals will be reviewed by two separate reviewers selected by the committee and will be shortlisted and the authorized persons of the team will be asked to defend the proposals to the review committee. UGC Guidelines 2080 for grant application review and selection will be followed

#### **4. Proposal evaluation team formation and result submission**

This three-member selection committee will identify the suitable reviewers from the roster of experts for the designated subjects for evaluation. After the defense of the proposals, the selection committee will submit the report to the Chairman of UGC for final decision for approval of the grant to the selected universities/ HEIs. The selection team may also visit the particular institution to inspect the physical infrastructure and other logistics if needed before submitting their recommendations. The special laboratory support guidelines as embedded in the UGC Working Procedures (2080) will be followed for its complete accomplishments.