### Appendix 3.2 Application Form for the UGC Research Grant for Faculty Members (Generic)

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| --- | --- | --- | --- |
|  | UNIVERSITY GRANTS COMMISSION  Sanothimi, Bhaktapur, Nepal  RESEARCH DIVISION  UG-1 |  | Affix a passport size color photo |
|  |  |

The UGC Research Grant for Faculty Members Application Form

**Incomplete application will not proceed for evaluation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Application Fee** |  |  | **Filled by the UGC** |
| **You are Applying for:** |  |  | **(Only for PI)** |  |  | Draft No./Bill No. |
| 1. The UGC Collaborative Research Grant (3 Years) |  |  | Rs. 1000 |  |  |  |
| 2. The UGC Faculty Research Grant (2 Years) |  |  | Rs. 500 |  |  | Date: |
| 3. The UGC Small RDI Grant (1 Year) |  |  | Rs. 100 |  |  | Verified by: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **You are Applying as** |  |  | **Type of the Support Requested:** |  |
| 1. Principal Investigator (PI) |  |  | 1. Full Grant (the UGC bears the full cost) |  |
| 2. Co-Investigator (Co-I) |  |  | 2. Matching Grant (I have a co-funding sponsor) |  |

**Important: Number of Investigators required**

1. The UGC Collaborative Research Grant (3 Years): Principal Investigator and at least 2 Co-Investigators

2. The UGC Faculty Research Grant (2 Years): Principal Investigator and at least 1 Co-Investigator

3. The UGC Small RDI Grant (1 Year): Principal Investigator; Co-Investigator (optional)

**A. Personal Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A1. Applicant’s Full Name: | | A2. Gender: | A3. Age: | | | A4. Date of Birth: |
| A5. Citizenship No., Issuing District: | A6. Underprivileged Group: | | | A7. Email(s): | | |
| A8. Permanent Address: | A9. Mailing Address: | | | | A10. Contact Telephone  Res:  Office:  Mobile: | |
| A11. University: | A14. Address of Institution: | | | | A15. Designation: | |
| A12. Campus/School: | A16. Subject: | |
| A13. Department: | A17. Specialization: | |

**B. Information about the Proposed Study**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B1. Proposed Title of the Study: | | | | | | | | | |
| B2. Cluster:  (Indicate by √ ) | | a. Agriculture/Forestry | |  | | e. Education | | |  |
| b. Science & Technology | |  | | f. Humanities & Social Sciences | | |  |
| c. Health Sciences | |  | | g. Management | | |  |
| d. Engineering | |  | |  | | |  |
| B3. Subject: | | B4. Specialization: | | | | B5. Proposed Period of Study | | | |
| B6. Proposed Budget: | B7. No. of Investigators: | | B8. No. of Students included (for theses): | | | | | | |
| PhD | | MPhil | | Masters | Bachelors | |
|  | |  | |  |  | |

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| --- | --- | --- |
| B9. Co-Investigators (each Co-Investigator should submit separate application form) | | |
| Name of Co-Investigator(s) | Current Institution/Department  (Indicate on the right with √, if the institution is a Community Campus) | |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| B10. Role of Individual Investigators  [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] | | |
| B11. Postdoctoral Position Requested (If any) | | |
| [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] | | |

**C. Research Infrastructure of Institutions**

|  |  |
| --- | --- |
| List the relevant research infrastructure in your institution(s) to conduct the proposed study | |
| Institute/Department | Research Infrastructure |
|  |  |
|  |  |
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|  |  |

**D. Academic Record** (Bachelors, Master level, and above)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | Year | Major Subjects | Grade | Board/University |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**E. Employment Record** (Please include appointment letter and experience letter complete list in your CV)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period of service | | Designation | Institution | Remarks |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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**F. Publication Record** (Please attach separate sheet if necessary include the complete list in your CV)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Major Research Publication in **Ranked Journals/Proceedings (SCImago Journal Ranking/JCR Impact Factor)** | | | | |
|  | 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 |  | | |  |
| 4 |  | | |  |
| 3. Academic Research Supervision **(Please attach separate sheet if necessary)** | | | | |
|  | Level (PhD/ MPhil/ Master) | Title | Completion Year (Viva Voice Date) | Name of Student |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4. Research Methodology Training **(Please include copy of certificate)** | | | | |
|  | Organizer | Title | Duration | Date |
| 1. |  |  |  |  |

\*For SCImago Rank, visit: http://www.scimagojr.com

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Agency | Program | Title | Period |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Q.** Do you have any other UGC funded research project currently running?  ( ) Yes - You are NOT ELIGIBLE to apply for the UGC Research Grant now  ( ) No - You are eligible to apply for the UGC Research Grant now | | | | |

**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).

[Important: For the purpose of double blind review, please use the applicant’s name only on the cover page and avoid it appearing in the inside page and citations by replacing your name with “●●●” ]

H1. Use the following format for RESEARCH PROPOSAL

|  |
| --- |
| Research Proposal format:  (Note: The sequence of the sections can be altered to suit the discipline and the research methodology applied)  a. Title  b. Abstract  c. Background  d. Problem Statement  e. Literature Review and Research Gaps  g. Foundational/Preliminary Work (*done by any team member, if any*)  f. Theoretical/Conceptual Framework  g. Conjectures/Hypotheses, Research Questions  h. Research Objectives  i. Study Design, Methods, Tools and Data Analysis  j. Expected Findings  k. Novelty and Level of Contribution of the Study  l. Expected Outputs (Student Training and Publications)  m. Limitations and Delimitations  n. Ethical/Safety Issues  o. Organization of the Study  p. Gantt Chart and Detailed Budget\*  q. References  r. Association to National Priority\*\* (*explained in a simple language*) |

\*See Appendix 3.3 for allowable headings and budget outline

\*\* Refer to Research Development and Innovation Programs Implementation Guidelines 2021, Section 1.15, for the National Priority List

H2. Use the following format for DEVELOPMENT/INNOVATION PROPOSAL

|  |
| --- |
| Development/Innovation Proposal Format  (Note: The sequence of the sections can be altered to suit the discipline and the project)  a. Purpose  b. Abstract  c. Background/Context/Problem  d. Literature Review  e. Theoretical/Technical Aspect  f. Significance of the Development/Innovation  g. Foundational/ Preliminary Work (*done by any team member, if any*)  h. Development/Innovation Goal/ Objectives  i. Design / Methodology and Verification  j. Expected Product  k. Limitations and Delimitations  l. Ethical/Safety Issues  m. Organization of the Final Report  n. Gantt Chart and Detailed Budget\* (actual)  o. Bibliography  p. Association to National Priority\*\* (*explained in a simple language*) |

\*See Appendix 3.3 for allowable headings and budget outline

\*\* Refer to Research Development and Innovation Programs Implementation Guidelines 2021, Section 1.15, for the National Priority List

**I. Additional Eligibility Check**

|  |
| --- |
| **Q1.** Have you submitted this proposal in full or in part to any other funding agency?  ( ) Yes - You are NOT ELIGIBLE to apply for the UGC Research Grant now  ( ) No - You are eligible to apply for the UGC Research Grant now |
| **Q2.** Have you submitted any other application beside this one for any UGC research grant in the current season?  ( ) Yes - You cannot apply for more than one UGC research grant at one time. STOP HERE.  ( ) No - You are eligible to apply. PLEASE PROCEED. |

**J. 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.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Organization |  |  |
| Designation |  |  |
| Phone Number |  |  |
| Email |  |  |

**K. Documents required (Check √ if included)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Detailed Research Proposal (3 copies + 1 CD) |  | 7. Copies of First Page of Research Articles with Abstract and an evidence of Rank/Peer-Reviewed Journal (if any) |  |
| 2. Copy of Citizenship |  | 8. Curriculum Vitae |  |
| 3. Copy of appointment letter and Job Certificate |  | 9. Applications from Co-Investigators |  |
| 4. Copies of Academic Diplomas (Masters and above) |  | 10. Previous UGC Grant Certification (if any) |  |
| 5. Copy of Equivalence Certificate (if any) |  | 11. Proposed Roles of the Proposed Investigators |  |
| 6. Copy of Certificate of Underprivileged Group (if any) |  | 12. Research completion letter/Thesis supervision letter |  |

**L. 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 | | |
| Name:  Designation:  Institution:  Address: | Signature | Official Seal |
| 2. From the Institution of a Co-Investigator (If different than above) | | |
| Name:  Designation:  Institution:  Address: | Signature | Official Seal |
| 3. From the Institution of a Co-Investigator (If different than above) | | |
| Name:  Designation:  Institution:  Address: | Signature | Official Seal |

Note: Add additional rows, if necessary.

**M. Undertaking by the Applicant:**

I hereby declare that I have read (a) The UGC Minimum Standard and Procedure for PhD/MPhil Degree, 2073, (b) The UGC Policy and Procedure against Research Misconduct, and (c) The UGC Funding Policies of The UGC Research Development and Innovation Programs Implementation Guidelines 2021, and agree to the conditions and my obligations as an applicant. I solemnly affirm that the information I have provided are true and the research proposal I have submitted is original and has not been submitted in full or in part to any other agency seeking a grant. Any research misconduct on my part and the information provided found false at any moment, I shall be liable to disciplinary action, which may result in termination of research funding and/or rejection of application.

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Signature

Name: . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . .

(Principal Investigator / Co-Investigator )

Date: . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . .

|  |  |
| --- | --- |
| **Thumb** | |
| Right | Left |
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