

Office of the Director (Research and Extension)

Dhaka University of Engineering & Technology, Gazipur-1707

Proforma for submitting Research Project

Thirteen hard copies duly filled up and forwarded by the head/director of the respective department/Institute /Research Center to be sent to the Office of the Director (Research and Extension), DUET, Gazipur.

Furnish details to facilitate project evaluation. Expand rows to meet your requirements.

Please attach CVs of the Project Director and Associate Project Director.

1.	Name and designation of the Project Director:		
2.	Name and designation of Associate Director(s) (if applicable):		
3.	Name of the Department/Institute/ Research Center:		
4.	Name of the University		
5.	Title of the Project:		
6.	Section in which the project is to be considered:		
7.	Place where the work will be performed:		
	<ul style="list-style-type: none">Name of the University/Organization		
	<ul style="list-style-type: none">Name of the Department/Institute		
8.	Brief description of the project:		
	(a) Objectives and aims of the project (within 100 words):		
	(b) Review of literature on the subject matter of the project and rationale behind the present initiative (within 500 words):		
	(c) Expected results:		
	(d) Relevance of the project to national development:		
	(e) Methodology to be adopted in the investigation (detail as far as possible)		
	Data collection:		
	Experimental work:		
9.	Basic facilities available in your department/institute/Research Center for the proposed investigation:		
10.	Facilities of other universities/institutions proposed to be used in the investigation (letter of concurrence of the universities/institutes to be attached.)		
11.	Duration of appointment of Research Assistant/Lab attendant /labor ; (days/months)		
12.	Provide a list of key performance indicators for your project:		

13.	Suggest 3-5 reviewer for your project proposal: Except own University/Institution		
14.	Financial support sought (item wise):		
	Serial no	Items	Cost (Taka)
	(a)	Honorarium of the Project Director (basic salary of one month, not more than 50,000/-)	
	(b)	(i) Salary of Research Assistant (@ Tk. 11,000/= p.m.) 12 month, not over Tk. 1,32,000/- (this amount of taka fixed for research assistant) (ii) Salary of lab attendant/ daily labor at Government rate (maximum Tk. 3500/= p.m.) not over tk. 21,000/-	
	(c)	Cost of materials and accessories to support research; (Price list of items not available from own department)	
	(d)	Data collection/survey/sample collection/field work/	
	(e)	Travel and local transport expenses	
	(f)	Preparation, drafting and binding of report: (maximum Tk. 5000/=)	
	(g)	Stationery/ Miscellaneous (with full details), (maximum Tk. 5000/=)	
	(h)	Honorarium of Reviewer (Tk. 5000/=)	
Total expenses for a one-year project (Maximum Tk. 3,00,000/=)			
15.	Particulars of any earlier project funded by the University Grants Commission through Office of the Director (Research and Extension), DUET, Gazipur:		
	(a)	Year in which the project was approved	
	(b)	Amount of grant	
	(c)	Date of submission of the final report	
	(d)	State of the project if the final report has not been submitted	
16.	If a similar project is under implementation with financial help from some other agencies		
	Name of the funding agency:		
	Name of the project:		
	Amount of the grant:		
	Date of completion of the project:		

Counter signature of
Head/Chairperson of the Department

(Seal of the office)

Signature with recommendation of the
University Authority

(Seal of the Office)

Signature of the Project Director

Name:

Date:

Address for correspondence:

.....

.....

Phone: office:

Cell:

Res.:

Email: