**Annex II: Application Form for the Collaborative Research and Innovation Grant**

UNIVERSITY GRANTS COMMISSION Sanothimi, Bhaktapur, Nepal RESEARCH DIVISION



Affix a passport size color photo of PI

**Note: Incomplete application will not proceed for evaluation**

**A. Personal Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A1. Applicant (PI)’s Full Name: | | A2. Gender: | A3. Age: | | | A4. Date of Birth: |
| A5. Citizenship No., Issuing  District: | A6. Underprivileged Group  (if any): | | | 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: | | | | | | | |
| B3. Research Theme: | | | | | B4. Proposed Period of Study | | |
| i) UGC-focused frontier # I. of Annex I | | ii) Other (specify): | | |
| B5. Proposed Budget: | B6. No. of Investigators: | | B7. No. of students included (for theses16): | | | | |
| PhD | MPhil | | Masters | Bachelors |
|  |  | |  |  |

16 Thesis or final year project for Bachelors Degree students.

**C. Collaboration plan in the Proposed Study**

|  |  |  |
| --- | --- | --- |
| C1. Collaboration Category:  (Indicate by √ ) | a. IAC | d. TNC |
| b. Inter-UC | e. Other (specify): |
| c. Intra-UC |  |

|  |  |  |  |
| --- | --- | --- | --- |
| C2. CoICoInvestigators | | | |
| Name of CoICoInvestigator(s), contact number and Email address | Current Institution/Department  (Indicate on the right with √, if the institution is a  Community Campus) | | Ranking of the university17 of the CoICoI, if applicable |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

C3: Proposed collaboration plan (max. 500 words. Preferably, a graphical illustration such as a flow chart can be included)

C4. 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]

C5. Postdoctoral Position Requested (If any)

[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]

17 Based on the Times Higher Education ranking of the worldwide universities of the previous year of application

**D. Research Infrastructure of Institutions**

|  |  |  |
| --- | --- | --- |
| List the relevant research infrastructure in your institution(s) to conduct the proposed study | | |
| Institute/Department | Belongs to PI or  CoI (Name) | Research Infrastructure/facility18 |
| **Existing** | | |
|  |  |  |
|  |  |  |
|  |  |  |
| **Anticipated with the research grant** | | |
|  |  |  |
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**E. Academic Record of PI and CoIs** (Master level, and above)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Investigators | Degree | Year | Major Subjects | Grade | Board/University |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**F. Up to 3 Most Recent Employment Record (including confirmed new employment, if any, in near future while working in the research project) of PI and CoIs** (Please include the appointment letter. Please, mention the relevant employment records in CV of PI and all CoI’s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period of service | | Designation | Institution | Remarks |
| From | To |
| **PI** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **CoICoI #1** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **CoICoI #2** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Add rows for additional CoI’s as applicable.** | | | | |

18 Includes but not limited to – laboratories, testing equipment, research objects, computing facilities and computers. It may also include any pertinent MoU’s to access research infrastructure of other institutions.

**G. Publication and Supervision Record** (Please include five recent and relevant publications of PI and CoI’s here and provide a 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), doi  (with web link) | Rank/IF (Year) |
| **PI** | | |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **CoI #1** | | |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **CoI #2** | | |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S  N | PI or CoI (name) | Title | Completion Year  (Graduation Date) | Name of Student |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Agency | Program and  grant amount | Title | Period | PI or CoICoI  (Name) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Q.** Do you as a PI19 have any other UGC funded research project currently running?20  ( ) Yes - You are NOT ELIGIBLE to apply for the UGC Research Grant now. ( ) No - You may be eligible to apply for the UGC Research Grant now. | | | | | |

**I. Research Proposal**

Please, attach your research proposal with the following major components written consistently

(with citations in any one format such as APA, MLA, Chicago, Turabian, or Vancouver). The proposal shall be a maximum of 20 pages inclusive of title page to the last page. The proposal shall maintain professional page layout with margins of at least 1 inch on all sides, single line spacing, font size 12.

[Important: For the purpose of double blind review, please use the applicant’s name only on the cover page. Avoid using the words such as “author” or “we” to connect to the citations of the applicants]

**A typical 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 and Research theme/frontier e. Literature Review and Research Gaps

f. Conjectures/Hypotheses/ Research Questions/Research objectives g. Relevance to National Priority (*explained in a simple language*)

h. Theoretical/Conceptual Framework, Study Design, Methods, Tools and Data Analysis i. Innovation, Creativity and Originality

j. Foundational/Preliminary Work (*done by any team member, if any*)

k. Research Implementation Modality l. Focus on collaboration

m. Assumptions/Risk and Mitigation measures n. Ethical/Safety Issues

o. Activity Schedule and Budget

p. Expected Outputs – i) Research findings, ii) Publications, iii) Capacity building activities q. Sustainability Plan

19This clause applies only for PI. If you are serving as a CoI to another UGC grant, you may still be eligible to apply as a PI. If you are serving as a PI to another grant, you may still be eligible to apply as a CoI.

20 If a Grant is running/active at the time of application but is expected to successfully complete/close by the time the proposed collaborative

research grant is expected to come in effect, this clause will not prevent an applicant from the competition. Successful researchers with strong track record on UGC grant are encouraged to apply.

r. References

**J. 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 may be 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 – Even though you can apply for more than one UGC research grant at one time, you will not be awarded for more than one proposal at a time on the status of a PI.

( ) No - You may be eligible to apply. PLEASE PROCEED.

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

|  |  |  |
| --- | --- | --- |
| 1 | Detailed Research Proposal (1 soft copy + 1 hard copy21) |  |
| 2 | Copy of Citizenship of PI22 |  |
| 3 | Copy of Appointment Letter |  |
| 4 | Copies of Academic Degree (PhD23) of PI and CoI’s |  |
| 5 | Curriculum Vitae of PI and CoIs |  |
| 6 | Previous UGC and other relevant Grant Certification (if any) |  |
| 7 | MoU/Letters of Intent for collaboration among the host and the partner institutions |  |
| 8 | Supporting letter from relevant institutions for their funding, CoI support, and use of laboratory  facilities (CoI’s from HEIs should include a letter from the principal/chief of the HEI) |  |

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

|  |  |  |
| --- | --- | --- |
| Statement of Endorsement:  PI and/or CoI (named below) of the proposed study is/are a member in our institution and is/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 institution, if the project is selected for funding from the UGC. | | |
| 1. From the Institution of PI [name] and the CoI [name] (where applicable) | | |
| Name: Designation: Institution: Address: | Signature | Official Seal |
| 2. From the Institution of a CoInvestigator (If different than above) | | |
| Name: Designation: Institution: Address: | Signature | Official Seal |
| 3. From the Institution of a CoInvestigator (If different than above) | | |

21 Until a fully online system is introduced by UGC.

22 CoI may be a foreign national.

23 For CoI from the public or community colleges who don't have PhD degree, include that of Masters degree.

Name: Designation: Institution:

Address: Signature Official Seal

*Note*

*Add additional rows, if necessary.*

**L. Undertaking by the Applicant**

We hereby declare that we have read The UGC Policy and Procedure against Research Misconduct and agree to the conditions and my obligations as an applicant. We solemnly affirm that the information we have provided are true and the research proposal we 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, we shall be liable to disciplinary action, which may result in termination of research funding and/or rejection of application.

Signature

Name: . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . (Principal Investigator)

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

Signature

Name: . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . (Co-Investigator)

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

Signature

Name: . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . (Co-Investigator)

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

*Note*

*Please, add additional CoIs as appropriate.*