

Policy and Guidelines for Management of Research Projects

The principal investigators interested in submitting research project are required to abide by the following policy and guidelines:

1. Faculty members working in GSTU are eligible to submit research project proposal adopting the prescribed format. These projects may be Faculties may submit these project Principal Investigator (PI) of each project should submit **Project Proposal** considering the allocated amount and timeframe, within two weeks of receiving this policy guideline. Format for the **Project Proposal** is given with these guidelines.
2. Duration of this research project will be 01 (one) year. It may be extended for a maximum of six months, but in that case the PI must get prior approval for such extension from GSTURC with appropriate justification.
3. Faculty members are allowed to work as Principal Investigator and Co- Principal Investigator (CoPI) for only one research project funded by GSTURC.
4. Approved project grant must be spent according to budget break-up (Part B, Section 9) and each break head should not exceed 30% of total grant. During any purchase, PI must follow the financial and procurement rules adopting by GSTU and Bangladesh Government. However, at the end of the project, these materials will be considered as departmental/institutional properties. The PI will collect a certificate from Chairman of Department / Director of Institute in this regard and submit it along with project completion report.
5. Usual office appliances like computer, laptop, printer, projector and ordinary softwares are not eligible expenditure under GSTU project grant.
6. If requires, the PI/Co-PI may spend a maximum of one-month time outside the university for feildwork of the study; and Travel/transport cost will not exceed **15.0%** of total allocation of the project. Researcher must take prior approval of GSTURC for research travel outside the GSTU campus.
7. The PI will submit interim progress report (after six months of commencement) and the final report at the end of the project.
8. The PI will have to submit two reports for this project: an interim progress report after six month and a final report at the end of the of the project adopting “**prescribed report format**” (will be uploaded in website) and submit it to the office of Director, GSTURC
9. The Principal Investigators are requested to follow intellectual property (IP) rules and COPE (Committee on Publication Ethics <https://publicationethics.org>) guidelines while

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preparing their research reports. The PI should submit the final report after plagiarism test; GSTU authority will allow a maximum of 25 percent plagiarism.

10. The PI of a project will submit 02 (two) copies of final report (hardcopy) of the project along with softcopy to the Director's office of GSTURC. Online softcopy submission link will be provided later.
11. The final report of each research project will be evaluated by an external expert. The best researchers will be rewarded Faculty-wise only after publication of research in top ranked SCI/SSCI journals. It should be noted here, any publications produced from this research project GSTU respective department and faculty/ institute must be the first affiliation, and should be acknowledged GSTURC mentioning the grant number.
12. The PI will present research report/findings in his/her **Faculty Seminar** inviting faculties and students.
13. The PI will give a **declaration** at the time of submitting the **Revised Project Proposal** that if he fails to submit the interim progress and final report of the project within scheduled time, the entire money released for the project will be taken away from his/her monthly salary.
14. The project will be effective after submission of **Revised Project Proposal** and the date of issuing GSTURC official letter for award of the project.

Signed by

Director
Research Centre
GSTU, Gopalganj