THE BANGLADESH ACADEMY OF SCIENCES (BAS)-UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) ENDOWMENT PROGRAM (BAS-USDA Endowment Program)

OPERATION MANUAL

Bangladesh Academy of Sciences
National Science & Technology Complex
Agargaon, Dhaka-1207, Bangladesh

OPERATION MANUAL

(Management regulations, guidelines, procedures and instructions for preparing projects and for monitoring and evaluating performance of the projects)

THE BANGLADESH ACADEMY OF SCIENCES (BAS) - UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) ENDOWMENT PROGRAM (BAS-USDA Endowment Program)

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Foreword

In the 91st Meeting of the Technical Advisory Committee held on 22 September 2025, a team comprising six members named Prof. Dr. Haseena Khan, Convener; Prof. Dr. Shariff Enamul Kabir, Member; Prof. Dr. M. Tofazzal Islam, Member; Prof. Dr. Md. Anwar Hossain, Member; Prof. Dr. Emdadul Haque Chowdhury, Member and Prof. Dr. Yearul Kabir, Member-Secretary was formed to revise the Third Edition (2018) of Operation Manual of the BAS-USDA Endowment Program in the context of supporting Contract Grant Projects (CGP) and Commissioned Research Projects (CRP).

The revised Operation Manual (Fourth Edition, 2026) provides comprehensive guidelines for the preparation, submission, review, implementation, monitoring, and evaluation of projects supported under the BAS-USDA Endowment Fund. It also outlines the procedures for financial planning, fund management, reporting, and other administrative requirements to ensure transparency, accountability, and the effective utilization of grant resources. The manual has been updated to reflect revised policies, improved procedures, and current best practices in research grant management.

I sincerely acknowledge the constructive review provided by the members of the Technical Advisory Committee (TAC) and the Board of Trustees (BoT) of the BAS–USDA Endowment Program. I also appreciate the secretarial support provided by the staff of BAS in preparing this publication.

I hope this manual will serve as a useful reference for researchers, universities, research institutions, and other eligible organizations applying for and managing grants under the BAS-USDA Endowment Program. I am also confident that this Fourth Edition will further strengthen the management of the BAS-USDA Endowment Program and contribute to advancing high-quality scientific research and innovation in Bangladesh. The manual is also available on the website of the Bangladesh Academy of Sciences.

Professor Dr. Zahurul Karim
President, BAS
and
Chairman, Board of Trustees
BAS-USDA Endowment Program

CONTENTS

Chapter 1: The BAS-USDA Endowment Program

1.1 Background 1

1.2 Establishment of the Bangladesh Academy of Sciences-United States Department of Agriculture Endowment Program (BUEP) 1

1.3 Scope and Objectives of BUEP 2

1.4 Institutions/Organizations Eligible for Participation in BUEP 2

Chapter 2: Priority Areas of Research

A. Regular Projects:

2.1 Procedures of Research Prioritization 3

2.2 Identification of Research Areas 3

2.3 Criteria for Prioritizing Research Areas 3

2.4 The Procedure for Selecting Projects from the Regular Calls 4

B. Commissioned Projects

2.1 Background and Identification of Qualified Organizations/Individuals and Thematic Areas 4

Part A: Checklist for Infrastructure and Capacity Assessment (ICA) 5

1. Infrastructure and Laboratory Facilities 5

2. Technical Expertise and Institutional Experience 6

3. Expertise and Experience of the Key Personnel/Research Team 6

4. Operational Capacity 6

5. Contextual Understanding and Local Engagement 6

2.2 Development of Project Concept Note (PCN) 6

Part B: Checklist for Financial and Technical Proposal Evaluation 7

1. Scientific and Technical Quality 7

2. Sustainability and Long-Term Impact 7

3. Ethical and Legal Compliance 7

4. Financial Proposal and Budget Evaluation 7

2.3 Formulation of Projects 7

2.4 Project Operation and Management 7

2.4.1 Terms of Reference (ToR) for the Project Coordinator 7

i. Project Management 8

ii. Monitoring and Reporting 8

iii. Ensure engagement of PhD students 8

iv. Compliance and Problem Solving 8

Chapter 3: Management of BAS-USDA Endowment Program

3.1 The Board of Trustees (BoT) 9
3.2 Technical Advisory Committee (TAC) 10
3.3 Secretariat of BUEP 11

Chapter 4: Project Management

4.1 Processing of Project Proposal 13
4.1.1 Invitation for Project Proposal 13
4.1.2 Submission of Detailed Research Proposal with Budget 14
4.1.3 Preparation of Budget 15
4.1.4 Preliminary Screening of Research Proposal 15
4.1.5 Appraisal of Project Proposal 15
4.1.6 Final Approval of Project 15
4.1.7 Signing of Agreement 15
4.2 Recruitment of Project Personnel 16
4.3 Honorarium for Project Personnel 16
4.4 Procurement of Equipment and Materials 16
4.5 Progress Report 16
4.6 Project Completion Report 17
4.7 Mandatory Submission of a Manuscript to JBAS 17
4.8 Technology Transfer 17

Chapter 5: Financial Management

5.1 Annual Budget and Fund Release 18
5.2 Accounting Policies and Practices 18
5.3 Financial Reporting 18
5.4 Auditing Arrangements 18

Chapter 6: Monitoring and Evaluation

6.1 Methods to be followed 19
6.2 Evaluation 19

Annex List

Annex I	:	Guideline for Preparing Detailed Project Proposal	21
Annex II	:	Planning Matrix (Log Frame)	23
Annex III	:	Detailed Budget Preparation Format	25
Annex IV	:	Appraisal of Project Proposal	27
Annex V	:	Agreement	29
Annex VI	:	Grant Negotiation Format	32
Annex VII	:	Six-Monthly Progress Report Form	37
Annex VIII	:	Annual Progress Report Form	42
Annex IX	:	Project Completion Report Form	43
Annex X	:	Summary Report Format (to be submitted along with Completion Report)	45
Annex XI	:	Concurrent Monitoring and Evaluation Form	46
Annex XII	:	Provisional Annual Time Table for BUEP	49
Annex XIII	:	Project Evaluation Format (at the end of a phase based on Completion Report)	50

Acronyms used

BAS	Bangladesh Academy of Sciences
BoT	Board of Trustees
BUEP	BAS-USDA Endowment Program
CGP	Contract Grant Project
CRP	Commissioned Research Project
ERD	Economic Relations Division
GoB	Government of Bangladesh
NGOs	Non Government Organizations
PPR	Public Procurement Rules
R&D	Research & Development
TAC	Technical Advisory Committee
ToR	Terms of Reference
USDA	United States Department of Agriculture
WTO	World Trade Organization
M&E	Monitoring and Evaluation
SMART	Specific, Measurable, Achievable, Relevant, and Time-bound
PCN	Project Concept Note

CHAPTER 1

THE BANGLADESH ACADEMY OF SCIENCES (BAS) - UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) ENDOWMENT PROGRAM

1.1 Background

A joint agreement on Science and Technology was signed by the Government of the People's Republic of Bangladesh (GoB) and the Government of the United States of America (USA) in 2001 to establish an Endowment Fund for Applied Research in Natural Sciences focused on Food Security. The agreement was later amended as per the amended Agreement signed on 13 April 2005, the GoB was allowed monetized proceeds for the establishment of a BAS-USDA Endowment for Applied Research in the Natural Sciences. Since its establishment, income generated from the Endowment has been used to support applied research in the natural sciences addressing food security and the development of trade capacity of Bangladesh to maximize trade opportunities in the light of the Doha Round of WTO Negotiations. Under the previous arrangement, BAS solicited, monitored, and evaluated research proposals, which were forwarded to the Agricultural Counselor, USDA, New Delhi, for concurrence, following which the recommended proposals were implemented by BAS.

After 20 years, the agreement between the Government of the People's Republic of Bangladesh and the Government of the United States of America concerning 'the donation of agricultural commodities under section 416 (b)' ended in 2024. Consequently, the USDA no longer has an official role in the administration or decision-making process of the BUEP. Following the conclusion of the Agreement, management of the Endowment-supported activities is being carried out through the Technical Advisory Committee (TAC), the Board of Trustees (BoT), and the BAS Council, in accordance with the applicable governance arrangements.

In addition to Regular Project funding, a BAS-driven Commissioned Project has recently been initiated to address specific problems arising from the development of new technologies, products and national priorities. Calls for Regular Projects are made on average every two years, whereas invitations for Commissioned Projects are based on specific needs, available resources, internal budget cycles, and strategic priorities.

1.2 Establishment of the Bangladesh Academy of Sciences-United States Department of Agriculture Endowment Program (BUEP)

The BUEP established by BAS is governed by a Board of Trustees (BoT) constituted by the BAS Council. An Endowment Fund of BDT 817 million was provided to the GoB by the US Government under the Agreement mentioned earlier to support research and the exchange of information. In accordance with the terms governing the Endowment, the principal amount of the Fund remains invested, while a portion of the income generated from the investment is used to support research and development activities and the remaining income is reinvested with the principal to facilitate the continued growth of the Endowment. BAS is responsible for the management of the BUEP Fund and for implement its Research and Development (R&D) Programs in Bangladesh. Both public and private institutions/ organizations are eligible to participate in the Program. The BoT operates a separate BUEF Account to support R&D activities and establishes the relevant financial management and program funding policies.

1.3 Scope and Objectives of BUEP

The BUEP, as an independent entity, possesses all the powers necessary to carry out the activities required to achieve the following objectives, including, but not limited to:

- The promotion and support of national priority R&D activities in the natural sciences, through funding and other means, is focused on achieving the critical objectives of ensuring food and nutritional security, addressing emergency preparedness (including climate change adaptation and pandemic response), improving public and animal health (covering both persistent and emerging challenges), and enhancing income-earning opportunities for impoverished populations.
- The establishment and support of mechanisms for the exchange of information and expertise necessary to ensure that policy decisions are informed by the best available evidence through the creation of robust platforms for knowledge dissemination and professional collaboration.

The BUEP uses its Endowment Fund to support all priority R&D activities through Regular and Commissioned Projects.

1.4 Institutions/Organizations Eligible for Participation in BUEP

Institutions/Institutes eligible for participation in the BUEP include public and private Universities, R&D organizations, industries and NGOs with capacity for implementing R&D.

CHAPTER 2

PRIORITY AREAS OF RESEARCH

A. Regular Projects:

The Endowment will support research activities in the natural sciences aimed at addressing critical challenges related to food security and safety, health and nutrition, and environmental and energy needs.

2.1 Procedures of Research Prioritization

The BoT will assign TAC to identify research areas, avoiding wasteful duplication and overlap with research currently being carried out by national research institutes, universities, industries, and NGOs. The focus of BUEP will be to achieve food and nutrition security and safety, climate resilience, improving healthcare access and quality. Basic and/or applied research that leads to solutions to problems and creates new products/tools and knowledge in food security, health, energy, and overall economic development will receive preference.

The projects funded by BUEP shall be sharply defined and specific, directed towards the solution of identified problems, with a clear indication of the expected outputs to be achieved at the end of the project period.

2.2 Identification of Research Areas

The TAC will fund specific disciplines that are aligned with national priorities. Priority will be given to research, development, and innovation activities that focus on the following areas:

i. Sustainable agri-food systems, rural transformation and the UN Sustainable Development Goals (SDG), particularly SDG 2 (zero hunger), SDG 12 (responsible consumption & production) and SDG 13 (climate action).

ii. Food production and productivity enhancement, climate-resilience, food safety, upgrading and diversification of food value additions, combating malnutrition, and inclusive market integration, with a particular focus on strengthening national self-sufficiency and sustainability in the agri-food system and

iii. Environmental, chemical, and occupational health issues.

2.3 Criteria for Prioritizing Research Areas

Funding will support research in the natural sciences that addresses critical national challenges. These challenges include: (i) addressing issues related to food security and safety; (ii) developing and strengthening research capacity to contribute to sustainable economic growth; and (iii) leveraging cutting-edge technologies to address the nation's health, nutrition, environment, and energy needs.

To ensure that funded research directly contributes to these strategic national goals, the TAC will adopt the following criteria for research prioritization:

1. **Interdisciplinary and Cross-Cutting Research:** Priority will be given to basic, applied, and cross-cutting research that integrates expertise from multiple disciplines across the natural sciences and addresses complex national challenges through multidisciplinary approaches.

2. **Application-Oriented Research and Innovation:** Preference will be given to research with clear potential for practical application, technological innovation, and translation of scientific findings into products, processes, services, or policy interventions.

3. **Industry-Academia Collaboration and Technology Transfer:** Preference will be given to projects that promote meaningful partnerships among universities, research institutions, industry, government agencies, and other relevant stakeholders, particularly where such partnerships can facilitate technology transfer, commercialization, and practical implementation.
4. **Sustainability and Contribution to the SDGs:** Priority will be given to research that contributes to sustainable development and is responsive to relevant United Nations Sustainable Development Goals (SDGs), particularly SDG 2 (Zero Hunger), SDG 12 (Responsible Consumption and Production), and SDG 13 (Climate Action).

The TAC reserves the right to modify or update these criteria from time to time in response to emerging national priorities, scientific and technological developments, and changing global challenges. Upon completion of the priority-setting exercise, the TAC will submit the final list of priority research areas to the BoT for consideration and approval.

2.4 The Procedure for Selecting Projects from the Regular Calls

The procedure for selecting projects under regular calls shall be as follows:

i) **Identification and Prioritization of Research Areas:** The TAC will engage reputed experts to prepare the initial documents after carefully reviewing the ongoing research activities at public and private universities and research institutions. The experts will also review relevant planning and policy documents of different ministries and development partners. In addition, they will assess the country's agricultural development priorities in relation to global developments in food security and agricultural trade. Based on this assessment, the expert will submit a report to the TAC identifying and prioritizing research areas for Contract Grant Project (CGP) and Commissioned Research Project (CRP).

ii) **Review to Minimize Duplication:** The TAC members will review the projects in order to minimize duplication of research proposals and ensure that funded research addresses priority areas and identified gaps.

iii) **Preparation and Approval of the Research Priority Document:** Following consultation and review, the TAC will prepare the final draft of the research priority document and submit it to the BoT for consideration and approval. Upon approval, the final document will be uploaded to the BAS website.

The research priority document will be reviewed and updated, as necessary, to reflect emerging national priorities, scientific and technological developments, and changing research needs.

B. Commissioned Projects

2.1 Background and Identification of Qualified Organizations/Individuals and Thematic Areas

The initiation of Commissioned Projects under the BUEP was proposed by a number of distinguished BAS Fellows following the commencement of BAS-USDA project funding. They highlighted the need for Commissioned Projects to address emerging and critical national problems. The matter was subsequently discussed at various research workshops, Annual General Meetings of the BAS, and meetings of the Technical Advisory Committee (TAC). It was also discussed with the Agricultural Attaché of the USDA, U.S. Embassy, Dhaka. Following these discussions, it was agreed that the BAS-USDA TAC would identify specific strategic research priorities of the country and support commissioned research to address those priorities.

The TAC will follow a structured, transparent, and objective framework for assessing the suitability, institutional capacity, and technical competence of organizations, institutions, departments, and individuals interested in undertaking commissioned research projects under the auspices of the Bangladesh Academy of Sciences. The selection process will be as follows:

1. **Identification of Priority Areas:** The Technical Advisory Committee (TAC) will determine the priority thematic areas, research objectives, and expected outcomes for commissioned projects in accordance with the approved research priorities of the BUEP.
2. **Call for Applications:** A public call for applications will be published through national newspapers, official websites, BDjobs.com, and/or other appropriate platforms.
3. **Submission of Infrastructure and Capacity Assessment (ICA):** Interested organizations, institutions, departments, and/or eligible individuals shall submit the required Infrastructure and Capacity Assessment (ICA) documents as per the checklist provided in **Part A** of this document.
4. **Assessment of Institutional and Research Capacity:** The TAC will evaluate the submitted ICA documents against the criteria and checklist provided in Part A.
5. **Shortlisting of Applicants:** Based on the Part-A assessment, the TAC will prepare a shortlist of applicants that meet the required eligibility, institutional capacity, technical expertise, and operational criteria.
6. **Submission of Detailed Proposals:** Shortlisted applicants will be invited to submit detailed technical and financial proposals in accordance with the prescribed format.
7. **Technical and Financial Evaluation:** The submitted technical and financial proposals will be evaluated by the TAC using the criteria and checklist provided in Part B of this document.
8. **Recommendation for Funding:** Following completion of the evaluation process, the TAC will recommend suitable proposals for funding and submit its recommendations to the BoT for consideration and approval.

A well-defined set of criteria will be used to assess whether the selected organizations, institutions, departments, and/or individuals possess the necessary infrastructure, scientific expertise, research capacity, operational capability, ethical standards, financial management capacity, and institutional commitment required for the successful implementation of high-quality research and innovation projects. The selection framework will promote transparency, accountability, fairness, sustainability, scientific excellence, and value for money, while ensuring that commissioned projects generate meaningful outcomes aligned with national development priorities and relevant global scientific standards.

The criteria for the Infrastructure and Capacity Assessment (ICA) are provided in Part A, as follows:

Part A: Checklist for Infrastructure and Capacity Assessment (ICA)

Applicants seeking to undertake commissioned projects must demonstrate adequate technical expertise, institutional capacity, infrastructure, operational capability, ethical compliance, and commitment to sustainable and equitable development outcomes. The Infrastructure and Capacity Assessment (ICA) will cover the following areas:

1. **Infrastructure and Laboratory Facilities**
   - **1.1** Adequacy of physical infrastructure relevant to the proposed project.
   - **1.2** Availability and adequacy of laboratory facilities, equipment, greenhouse facilities, research farms, field facilities, or other relevant infrastructure required for successful project implementation.
   - **1.3** Availability of institutional collaboration and resource-sharing arrangements with other organizations, institutions, or departments, where relevant to the proposed project.
   - **1.4** Access to libraries, scientific journals, research databases, and other relevant information and knowledge resources.

2. Technical Expertise and Institutional Experience

2.1 Proven track record in implementing, monitoring, and evaluating research and development projects relevant to the proposed thematic area, preferably in comparable contexts.

2.2 Availability of multidisciplinary expertise in biotechnology, agriculture, nutrition, physical sciences, biological or other disciplines relevant to the proposed commissioned project.

2.3 Demonstrated domain knowledge and technical competence relevant to the commissioned project topic, including appropriate consideration of sustainability.

2.4 Capacity to conduct rapid, systematic, and high-quality needs assessments, including market analysis, where applicable.

3. Expertise and Experience of Key Personnel/ Research Team

3.1 Relevant academic qualifications and professional expertise of the proposed key personnel and research team members.

3.2 Brief summary of ongoing and completed research and development activities/projects relevant to the proposed commissioned project.

3.3 List of relevant publications from the last five years, including DOI numbers, where applicable.

3.4 Relevant experience of key personnel in project implementation, project management, and scientific research.

4. Operational Capacity

4.1 Demonstrated governance, transparency, and accountability mechanisms for effective project management and implementation.

4.2 Commitment to research safety, gender sensitivity, and prevention of sexual exploitation, abuse, and harassment.

4.3 Established Monitoring and Evaluation (M&E) systems, with clearly defined SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) indicators.

4.4 Adequate logistical capacity to support effective project implementation, including field operations where required.

4.5 Sound financial management systems and procedures, including mechanisms for financial accountability and compliance with applicable BAS, institutional, and donor requirements.

4.6 Availability of qualified human resources and experienced technical and field personnel appropriate to the scope and requirements of the proposed project.

5. Contextual Understanding and Local Engagement

5.1 Strong understanding of local contexts, systems, cultural norms, and region-specific challenges.

5.2 Experience working with local communities, partners, beneficiaries, and community leaders.

5.3 5.3 Established partnerships and networking capacity with government agencies, NGOs, academic institutions, and development partners.

2.2 Development of Project Concept Note (PCN)

Concept note stating background, objectives, expected output, methodology and tentative budget will be invited from short-listed applicants. During the evaluation, TAC will assign working groups of BAS Fellows to the PCN. The following check list for financial and technical proposal evaluation will be used by the working group.

Part B: Checklist for Financial and Technical Proposal Evaluation

1. Scientific and Technical Quality

1.1 Relevance to the announced thematic area;

1.2 Clearly defined objectives and expected outcomes;

1.3 Scientific merit, innovation, and feasibility;

1.4 Appropriate methodology and workplan;

1.5 Risk assessment and mitigation strategies;

1.6 Realistic implementation timeline.

2. Sustainability and Long-Term Impact

2.1 Long-term sustainability beyond project completion;

2.2 Potential for scaling up or replication;

2.3 Institutional strengthening and capacity development;

2.4 Contribution to national priorities and sustainable development goals;

2.5 Potential policy, scientific, or socioeconomic impact.

3. Ethical and Legal Compliance

3.1 Compliance with national and international ethical standards;

3.2 Necessary regulatory approvals where applicable;

3.3 Biosafety and environmental compliance;

3.4 Adherence to health and safety requirements;

3.5 Data protection and research integrity practices.

4. Financial Proposal and Budget Evaluation

4.1 A clear, detailed, and justified budget;

4.2 Cost-effectiveness and value for money;

4.3 Appropriate allocation of resources;

4.4 Consistency between activities and budget items;

4.5 Compliance with BAS/donor financial guidelines;

4.6 Evidence of financial sustainability where applicable.

2.3 Formulation of Projects

The Working Groups will present their PCN in a TAC meeting. The significance and expected outcomes of the projects will be thoroughly discussed. The working group will advise the identified experts to prepare a full project proposal (FPP) that incorporates the comments and suggestions from the TAC members.

2.4 Project Operation and Management

The BAS Secretary will appoint a BAS Fellow to serve as coordinator for the commissioned project.

2.4.1 Terms of Reference (ToR) for the Project Coordinator

The coordinator will be responsible for ensuring the overall success and cohesion of the BAS-commissioned project. Their primary tasks and responsibilities will be as follows:

i. Project Management

(i) Supervising the activities of all component projects to ensure they adhere to the project plan.

(ii) Providing strategic guidance and support to PIs to ensure successful project implementation.

(iii) Conducting periodic quarterly meetings and arranging inception and annual workshops in the BAS premises.

ii. Monitoring and Reporting

(i) Monitoring PIs' adherence to the project schedule, budget, and deliverables.

(ii) Verifying that PIs properly maintain both research and financial records.

(iii) Confirming the timely procurement of capital goods, chemicals, and supplies.

(iv) Collecting and compiling half-yearly and annual technical and financial reports from all components.

(v) Submitting these compiled reports to the BAS Secretariat.

iii. Ensure engagement of PhD students

iv. Compliance and Problem Solving

(i) Ensuring PIs comply with the financial procedures of both BAS and their host organizations.

(ii) Providing necessary assistance and cooperation to PIs facing challenges, in liaison with the BAS Secretariat or TAC

CHAPTER 3

MANAGEMENT OF BAS-USDA ENDOWMENT PROGRAM

The responsibility of managing the BUEP rests with the BoT and TAC, both functional at the BAS office. Functions of BUEP mainly involve:

(a) management of research projects and related activities, and

(b) management of funds for supporting the Program. They require the establishment of systems and procedures for managing the technical and financial parts of the BUEP in a transparent manner to ensure accountability. The Program will establish a financial management system by developing or adopting Accounting Software to efficiently manage funds and maximize their use.

The Endowment Program will be managed by a BoT and a TAC. The BoT will be formed by the BAS Council with the following composition and Terms of Reference (ToR):

3.1 The Board of Trustees (BoT)

The BoT consists of 9 eminent scientists of the field of agricultural and food sciences, natural sciences and life sciences, one representative from each of the Economic Relations Division (ERD) and Ministry of Science and Technology.

The composition of the Board of Trustees (BoT) is as follows:

President of BAS	Chairman
Treasurer of BAS	Member
Four reputed scientists from the field of agricultural and food sciences, natural sciences and life sciences (one from each field)	Member
One representative from Ministry of Science and Technology (not below the rank of Joint Secretary)	Member
One representative from ERD of the Ministry of Finance (not below the rank of Joint Secretary)	Member
Secretary, BAS	Member-Secretary

The Chair of TAC may participate in the BoT Meeting by invitation. A fellow may serve as a BoT member for a maximum of two consecutive terms (with a gap of at least another one term), unless an extension is deemed necessary.

Terms of Reference (ToR) of the Board of Trustees

The BoT will define the operational policies and management of the BUEP with the assistance of a Technical Advisory Committee (TAC). These are to:

i. Provide guidelines for the operation and management of BUEP;

ii. Establish the organizational framework of the BUEP Secretariat and define its tasks;

iii. Appoint experts for the preparation of an Operation Manual for BUEP, a format for preparing projects, a procedure for processing projects, a monitoring and evaluation format, and technical and financial reporting systems;

iv. Adopt an appropriate financial management system for the efficient use of funds;
v. Approve the annual program and budget of the BUEP to be prepared by the Secretariat under the guidance of TAC;
vi. Accept contributions of property, funds, and services; and
vii. Exercise and delegate any other power of the Endowment not otherwise specifically assigned by this document.

The BoT will meet at least once a year.

3.2 Technical Advisory Committee (TAC)

The BoT will form the TAC of eleven (11) eminent professionals from different relevant fields. The Academy Fellows in the relevant fields will be given preference for membership in TAC. A fellow can serve as a TAC member for a maximum of two consecutive terms, unless an extension is deemed necessary. The senior-most Fellow of TAC will act as Chairperson. TAC will assist the BoT in managing and implementing the BUEP.

The composition of the TAC is as follows:

Chairperson			
Treasurer, BAS			Member
Expert Members (8)			
	Crop Sciences	1	Member
	Fisheries	1	Member
	Livestock	1	Member
	Health Sciences	1	Member
	Engineering Science	1	Member
	Physical/Environmental Sciences/Renewables	1	Member
	Life Sciences	1	Member
	Food Processing, Food Safety and Nutrition	1	Member
Secretary BAS			Member Secretary

Terms of Reference (ToR) of TAC

The overall management of the Technical Program will be vested in the TAC. The specific terms of reference of the TAC include:

i. Processing project proposals, project selection, monitoring, review and evaluation of project performance;
ii. Selecting and recommending experts for approval of projects as and when required;
iii. Identification and prioritization of research areas/problems;
iv. Preparation of a panel of specialists to be used for the evaluation of project proposals, field monitoring, progress review, and the evaluation of project performance;
v. Development of project evaluation criteria for effective evaluation of project proposals;
vi. Overviewing the reviewed proposals, including rationalization of the budget of projects, and making recommendations to the BoT for approval of successful proposals;
vii. Appointing technical experts for the review of project proposals, monitoring of project activities, and the evaluation of project performance;
viii. Organization of annual reviews and consultations, seminars, workshops, etc.;
ix. Adopting follow-up actions as needed to speed up project implementation;

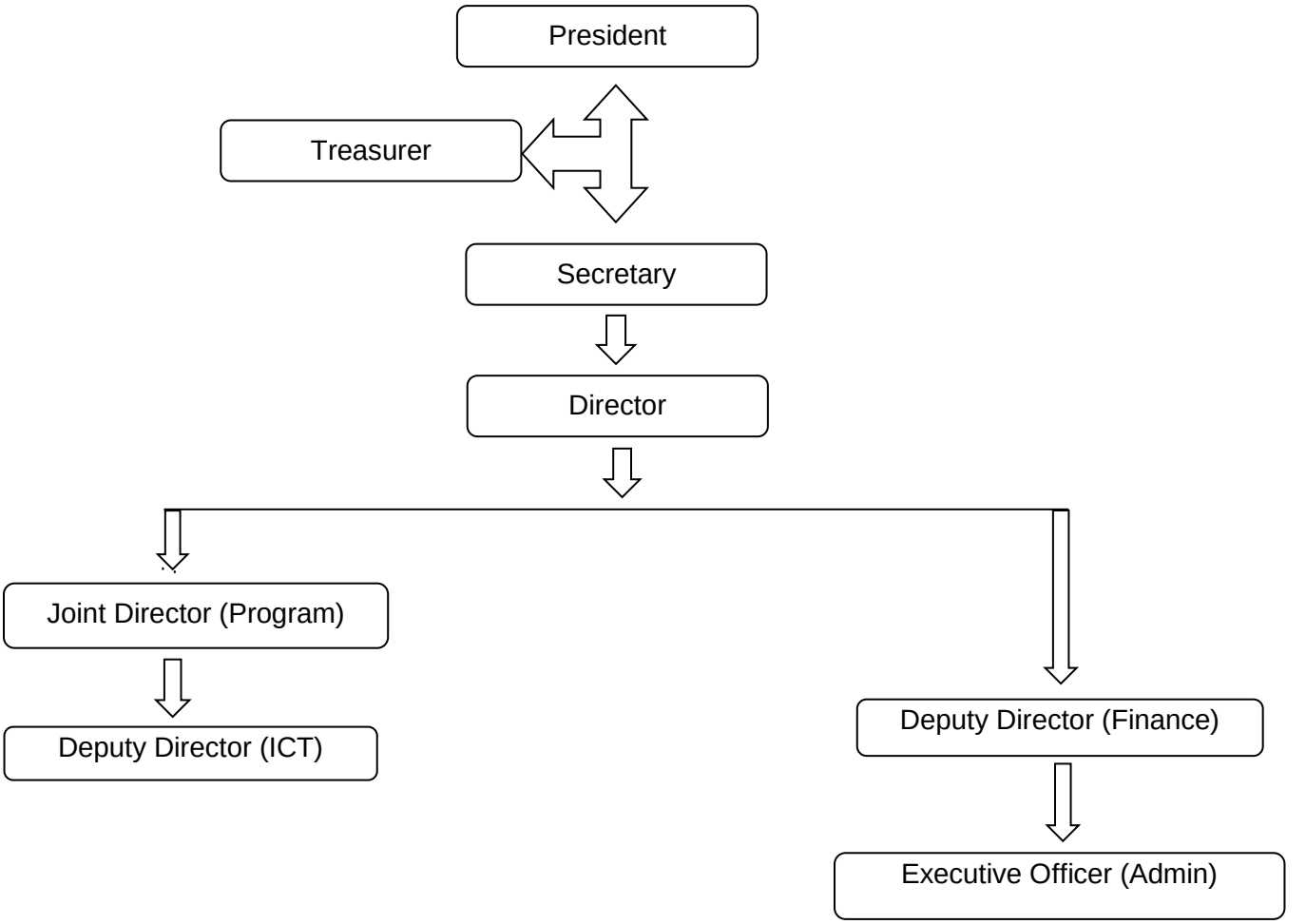
x. Suggesting such other measures as deemed necessary for the smooth implementation of projects.

xi. One can serve as a TAC member for a maximum of two consecutive terms (with a gap of at least one term), unless an extension is deemed necessary.

TAC will meet at least twice a year to steer the management of BUEP.

3.3 Secretariat of BUEP

The Secretariat will have an adequate number of officers and staff for the administrative and financial management of the BUEP.



Position		
Serial No.		**No. of Post**
1	Director	01
2	Joint Director (Program)	01
3	Deputy Director (Finance)	01
4	Deputy Director (ICT)	01
5	Executive Officer (Admin)	01
6	Driver	01
7	Office Assistant	01

Note:

1. President, Treasurer, and Secretary, BAS will be ex officio members of the Secretariat.
2. The Driver will be attached to the office of BAS. One Office Assistant will be attached to the Joint Director (Program).

The BoT will, from time to time, determine the structure of the Secretariat. The Secretariat will carry out the following functions:

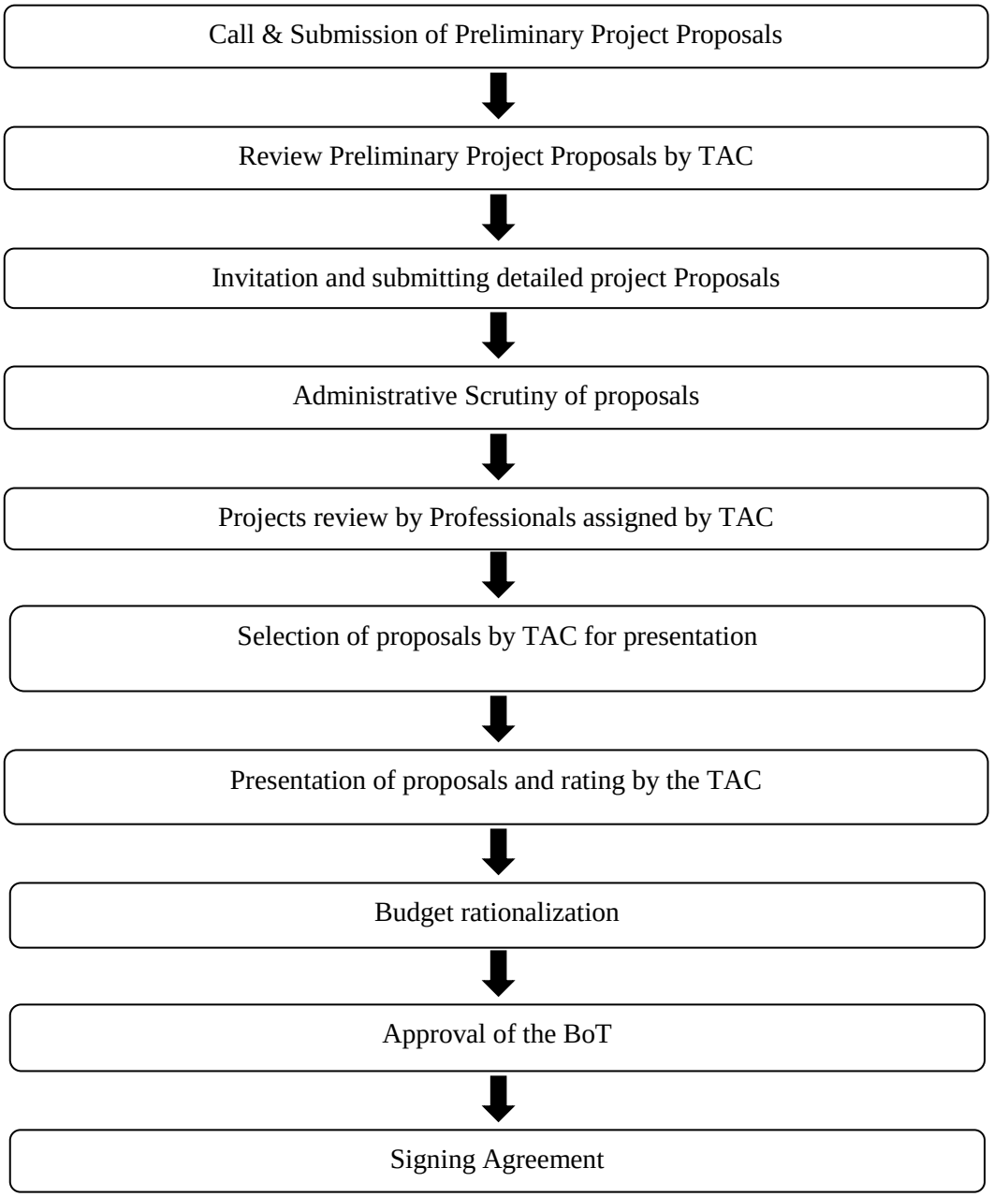
- Assist BoT and TAC;
- Prepare annual plan of work with budget;
- Make arrangements for inviting project proposals. Prepare a list of scientists and experts of the relevant disciplines to assist TAC in preparing a panel of Technical Experts for project appraisal, monitoring, and evaluation;
- Make arrangements for holding meetings, workshops, seminars, and symposia as desired by the TAC and the BoT;
- Prepare the Annual Report of BUEP;
- Make arrangements for auditing (internal and external) at program and project levels;
- Maintain an appropriate system of internal control, books and records (technical and financial);
- Perform such other activities as directed by TAC and BoT for achieving the objectives of BUEP.

CHAPTER 4

PROJECT MANAGEMENT

4.1 Processing of Project Proposals

Several preliminary steps will be completed before project grants are ultimately awarded. The time required from the project call to fund release will be about six months. A Flow Chart of the process is provided below:



4.1.1 Invitation for Project Proposal

For R&D project proposals in priority areas, applications will be invited from time to time or as advised by the TAC. In the first step, scientists and academicians willing to undertake research in BAS-USDA priority areas will be asked to submit preliminary project proposals in the following format.

GUIDELINE FOR PREPARING PRELIMINARY PROJECT PROPOSALS
(for the Regular Call for Projects)
(Within 1500 words excluding references)

1. **Project Title:**
2. **Name and academic and research backgrounds of PI and Co-PI, with research publications for the last five years and his/her address:**
3. **Justification and Scope of the Study:** Project Goal, objectives (not more than 3) and significance with related literature review
4. **Methodology:** Clearly describe the approach and methods to be used for conducting the study.
5. **Budget with justification**
6. **Expected Outcome:** Describe the expected outputs of the project against the given objectives with national priority for ensuring food security.
7. **List of ongoing projects of PI:**

Sl.	Project Title	Donor	Approved Budget	Duration

Principal Investigator:
Name with Signature and Seal:
Date:

Head of Institution/Organization
Name with Signature and Seal
Date:

The Secretariat will make an advertisement inviting preliminary project proposals' concept papers in two widely circulated daily national newspapers (one Bengali and one English) and the BAS website (www.bas.org.bd). It may also display the advertisement on the Notice Board of the Secretariat. The advertisement must include a list of identified priority research areas, specifying that project proposals outside of these areas will not be considered.

Upon receipt of the preliminary project proposals, the TAC will review the proposals for short-listing of inviting detailed proposals.

Researchers submitting proposal shall make a declaration in a specific form to the effect that the submitted project is not being financed by any other agency in or outside the country.

4.1.2 Submission of Detailed Research Proposal with Budget

The scientists/academicians whose preliminary project proposals concept papers have been short-listed will be requested to submit detailed research proposals under CGP in the prescribed pro-forma with a planning matrix (Annex I, Annex II and Annex III), which is available on the BAS website: www.bas.bd.org. The total budget of a project should not exceed Tk. 70,00,000 (Taka Seventy lakh). The project of high significance and in line with the national priorities may get allocation up to Tk. 10,000,000 (Taka one crore).

The Secretariat may invite CRPs. The process would be initiated with the submission of a Concept Note by TAC covering the following:

a) Context analysis and contributions to the nation, b) Overall significance and objectives, c) Current review highlighting research areas, d) Brief work plan with a list of researchers and e) Tentative budget.

The organizations submitting commissioned research shall propose a budget depending on the significance and magnitude of their research program. The organizations shall have to justify the budget before placing the

proposal before the TAC. Commissioned research proposals should avoid duplication with the core activities of the organization or any BUEP project.

4.1.3 Preparation of Budget

The project budget will consist of two components: (i) operational costs and (ii) capital costs. Operational costs include honoraria/allowances of research fellows/contractual staff, the cost of supplies and materials, transportation of goods, contractual services, domestic travel, and indirect costs, among others. Capital cost will include the purchase of small laboratory and field equipment for research. Capital cost should not exceed 25% of the total project cost. Construction of buildings, laboratories, sitting rooms, etc., will not be entertained. A brief justification will have to be presented for the purchase of any capital equipment/item costing over Tk. 50,000.00 Principal Investigators (PIs) will follow the budget preparation guidelines provided in Annex III. The duration of proposed projects may be for two to three years. Projects using existing laboratory facilities in the country will be given priority.

4.1.4 Preliminary Screening of Research Proposal

Upon receipt of the detailed proposals, the Secretariat will screen the same using the following criteria:

(i) Eligibility of the institution/organization;

(ii) Receipt of the proposal within the time-line;

(iii) Compliance with the prescribed formats and the budget limit;

The Secretariat will categorize the proposals by discipline and submit a report to the TAC for review.

4.1.5 Appraisal of Project Proposal

TAC members will initially scrutinize the submitted proposals and grade them according to relevance/ significance to national development and relevant background of the PI and his/her team. Based on the grades the TAC members will then select the proposals, which will be reviewed by independent reviewers. TAC will maintain an updated list of reviewers. Each research proposal will be reviewed by two independent reviewers selected by TAC. They will review the proposal using the format (Annex IV) and submit the report separately to the TAC. In case of more than 20% difference between the reviewers, the TAC member(s) will assess the comments received by the reviewers and place those in the TAC for further processing.

Successful research proposals will be selected in the TAC meeting, and the PI will be requested to make a presentation of the project to selected groups of TAC Members, who will then present the review status of the project to TAC, which will take any one of the following three courses of action:

a. Project is successful for further processing.
b. Project is abortive in the present form and TAC may suggest changes to be made and send it back to PI for compliance within a time period.
c. The project does not meet the funding criteria.

4.1.6 Final Approval of Project

The TAC will review the entire review process involving the project, and if satisfied, will ask the principal investigators to make a presentation where all BoT, TAC members, including Fellows with relevant expertise are invited. Based on satisfactory defense of the importance/necessity in the national context, the budgets of the finally selected project proposals are rationalized. The proposals are then forwarded to the BoT of BAS-USDA, for final approval and funding.

4.1.7 Signing of Agreement

On approval of the Project, the PI will sign an agreement **(Annex V)** with the Chairperson of the BoT. The Agreement should be endorsed by the Head of his/her Institution and the PI should submit a copy of the same to the BUEP Secretariat.

While BUEP will finance and monitor the project's implementation, the host institution will ensure that the provided funds are used solely for implementing the project activities. Any revision that includes changes to the approved procurement schedule and/or budget, as recommended by the monitor, must be approved by the TAC. The TAC reserves the right to cancel financing of a project, if circumstances so warrant. If the grant is terminated before the expiry date, it will be binding on the part of the PI to return any unspent amount to the BUEP, and the TAC/BAS will take steps for the return of the capital assets of the project.

Authorized representatives of the Academy shall have access to laboratories, offices, and other facilities used for project work. Data, information, records, reports, and accounts of the host institution relating to the project shall be made available for review by the Monitor/Evaluator appointed by TAC. Officers and employees of the host institution or other personnel assigned to or engaged in implementing the project shall also be available for discussion.

The PI can apply for a patent on a product, process, or service developed from the project's findings. The BUEP, the host institution, and the research team, if any, of the patent would share ownership and benefits. The proportion of benefit would be 25%, 25%, and 50%, respectively.

All manuscripts prepared by the host institution and related reprints are required to contain a footnote as follows: "This research has been financed in part/full by the Bangladesh Academy of Sciences under BUEP Code No……". The PI will provide soft copies of all publications resulting from the project's research work to the BUEP Secretariat.

Amendment of this Agreement, if required, shall be made through the exchange of letters on mutual agreement by both Parties. In case of any dispute, the matter shall be referred to the BoT as the sole arbitrator. The decision of the BoT will be final and binding on both the Parties and it cannot be challenged in any court of law.

4.2 Recruitment of Project Personnel

As a general policy, BUEP does not provide funds for the recruitment of new project staff. It is assumed that the host institute has an adequate number of qualified researchers. However, a limited number of technical staff and PhD Fellows may be considered for modest funding. The recruitment of project staff should be conducted on a purely contractual basis for specific purposes, for a specific period, or, at the latest, for the duration of the project, with the prior approval of TAC. Such contractual appointments will be made in accordance with the host institute's recruitment rules. The PI will forward a copy of the appointment letter to the Secretariat for the record.

4.3 Honorarium for Project Personnel

The Principal Investigator and a Co-Principal Investigator will be entitled to one month's basic salary subject to satisfactory performance at the end of each year. PhD student, /Field/Lab Assistants and Part-time Accountant those working on the project will be given a monthly fellowship/honorarium of Tk 50,000.00, Tk. 15,000.00 and Tk. 6,000.00 respectively.

4.4 Procurement of Equipment and Materials

The prevailing Public Procurement Rules (PPR) of the Government of Bangladesh will apply to all purchases made relating to the project. The PI will ensure that any equipment procured under the project bears a permanent BUEP Tag and has been properly entered into the inventory.

4.5 Progress Report

The PI will submit a six-monthly report and an annual report on the progress of the project within the second week of the following month. The report should contain the physical, technical and financial progress of the project. Subsequent release of funds will be conditional on the timely submission of Progress Reports by the PI and a satisfactory Monitoring Report by BAS-USDA Secretariat personnel. These progress reports should be prepared in accordance with the formats provided in **Annex VII** and **Annex VIII**.

4.6 Project Completion Report

A Project Completion Report prepared by following the format **(Annex IX** and **X)** should be submitted by the PI within a month after completion of the project. The report should contain:

A title cover page,

Content page,

Project summary,

Executive summary of project achievement,

Background, objectives, methodology, results,

Discussion of results,

Conclusion, contribution to science, food, and agriculture,

Description of technology/good practices generated,

Patents, if any.

Acknowledgment, references,

Financial statement with the latest bank statement,

List of goods, equipment and materials procured under the project,

Scientific publication(s) in recognized national and international peer reviewed journal(s) and

Post-graduate (PhD) thesis completed under the project.

PhD theses that have used funds from the BUEP must mention in the acknowledgment that "the work presented in this dissertation has been supported by the Bangladesh Academy of Sciences under BUEP".

4.7 Mandatory Submission of a Manuscript to JBAS

At least one manuscript based on the project's findings must be submitted to the Journal of Bangladesh Academy of Sciences (JBAS). The release of 25% of the final installment of the project fund will depend on the submission of a manuscript and project completion report including a summary report.

4.8 Technology Transfer

After completion of the projects, mature and transferable technologies will be identified. Documents of transferable technologies will be presented to a wide range of public and private extension service providers through a series of workshops and consultations. The BUEP may support a successful package of transferable technologies for demonstration over varied agro-ecological zones of Bangladesh.

CHAPTER 5

FINANCIAL MANAGEMENT

Despite financial management being an important aspect of the project, there is sometimes an inadequacy in financial rules, a lack of an automated accounting system, trained personnel, poor supervision, and the absence of an internal audit mechanism in many institutions/organizations, which may lead to mismanagement in project operation and inefficient use of project funds. The situation worsens further due to poor commitment from the PI and the host departments/institutes. Many institutes and organizations also lack access to computer-based accounting software. The PI is expected to ensure the efficient and transparent use of project funds to maximize productivity. The BUEP Secretariat intends to closely monitor the use of funds to ensure the effective implementation of project activities.

5.1 Annual Budget and Fund Release

PIs will prepare an annual activity plan and a budget breakdown and submit them to the BUEP Secretariat with a request for the release of funds. The Secretariat will check the budget breakdown against the approved budget and project activities. The Secretariat will release 50% of the first-year budget upon signing the agreement. The remaining 50% will be released upon the receipt of the six-monthly technical and financial progress report from the PI and a favorable six-monthly monitoring report on the progress of the project arranged by the BUEP Secretariat.

The Principal Investigator and authorized personnel of the host institute/organization (Director-Research/ Registrar/ Treasurer/Director-Finance & Accounts/Executive Director) will jointly open a bank account with a scheduled national bank at a convenient location. BAS/BUEP will transfer funds directly to the payee's bank account from which the PI will draw/disburse money as required following approved procedures. Based on a satisfactory six-monthly monitoring report and the progress report by the PI, the funds in subsequent years will be disbursed as per the budget break-up of the year. Any unspent money of the previous six-month period left with the bank will be adjusted with subsequent six-monthly installments.

5.2 Accounting Policies and Practices

Accounting policies and procedures shall be governed by the policies and practices of the existing Public Procurement Rules. The PI and an appropriate authority of the host institute/organization will be responsible for budget preparation, payment of eligible expenditures, maintenance of the bank account and books of accounts such as cashbook, ledger book, stock register, cheque register etc., for the purpose of monitoring and for reporting physical and financial progress. They will also be responsible for executing all procurement activities, maintaining project documents, and presenting them to the monitoring team, as well as for orderly financial management of the project.

5.3 Financial Reporting

PIs will submit consolidated half-yearly and annual financial reports, along with physical progress reports, in accordance with the formats in **Annexes VII** and **VIII.** Original invoices of procurement of goods, payment for services, etc. should be approved by the PI and signed by the project accountant. All documents should be preserved properly for five years.

5.4 Auditing Arrangements

BUEP Secretariat will conduct internal and external annual audits. Internal audit will be done by the Joint Director (Program) and Deputy Director (Finance) of BUEP as and when required. An external audit should be conducted after the project is completed by appointing an external audit team. A PI must preserve all required financial records for five years after the Project Completion Report, including the Summary Report, is submitted to BAS.

CHAPTER 6

MONITORING AND EVALUATION

The Monitoring and evaluating the physical and financial progress of various projects under implementation across different institutions is a crucial task for the BUEP Secretariat. It includes an evaluation of the work plan, results, and analytical procedures for data and information to drive outputs in line with project objectives and the time plan. Appraising project progress during implementation periods keeps the TAC informed and supports better project performance.

The primary responsibility for monitoring and evaluating project activities rests with the BUEP Secretariat under the guidance of the TAC. The approach suggested here is basically a concurrent monitoring and evaluation system. The BUEP Secretariat will monitor and oversee the progress of all BUEP-funded projects. Field monitoring should be conducted every six months by experts appointed by the TAC. Monitoring should include both physical and financial progress of a project. The monitoring team may draw on experts from all public universities, Institutes under the National Agricultural Research System (NARS), National laboratories, and private institutions with a proven capacity for research.

6.1 Method to be followed

The TAC will assign/appoint the Monitoring Team from TAC members and BAS Fellows. The selection of monitoring and evaluation experts should be based on their field of specialization and experience relevant to the project's subject and nature. In reviewing the progress of work, the Monitoring Team will follow the monitoring format provided in **Annex XI,** and also take into account the progress reports of PIs.

Field Monitoring Teams will make spot visits to laboratories and experimental plots, physically evaluate technical activities being performed, check equipment and materials procured under the project, verify the functionality of laboratories, assess the involvement of research personnel in work, and evaluate work progress, sharing findings with PIs and other project staff. They may also, if necessary, discuss with the appropriate authority/the Head of the institution to expedite the effective implementation of project activities. Monitoring teams should have access to the records of procurement processes, e.g., purchase orders, vouchers, etc., use of funds, bookkeeping, and fund management systems, and the others they deem necessary to check. They may recommend modifications, alterations, and adjustments to project objectives, work plans, activities, and any further changes required to improve project performance.

6.2 Evaluation

Project evaluation is a basic tool for assessing project success. It helps to know the status of achieving the desired project objectives, understand any barriers to smooth implementation, and devise a way forward. All of these help future program planning and project management. Evaluation will be based on both qualitative and quantitative information, generated through monitoring, field visits, and from other sources. Monitoring will track research performance in terms of the implementation of planned activities and resource use.

Projects will be evaluated twice a year: once six months after the project begins and again at annual review workshops arranged by BUEP. The TAC will assign/appoint a 3-member Evaluation Team to evaluate projects with respect to performance, the quality of scientific work, and financial progress. There could be multiple Evaluation Teams to evaluate different groups of area-related projects.

The evaluation team will record the problems encountered during the project implementation period. Subject matter specialists/experts related to project activities will be considered as a member of an Evaluation Team. An Evaluation Team may use the following criteria to evaluate project performances.

Performance

- Quality of research planning
- Timeliness of execution of planned activities
- Achievement of expected outputs in relation to objectives

Quality of Work

- Standard of scientific work and precision
- Contribution to scientific knowledge (quality of output)
- Scientific publication

Use of Resources

- Quality of resource planning
- Use of research resources
- Quality of management of research resources

The scoring system may be used for judging the project. The evaluation team will prepare an evaluation report and submit it to the TAC Chairperson**.** The Secretariat will organize a TAC meeting to review an evaluation report. The Secretariat will submit a TAC evaluation report of a project to the BoT for approval.

Annex I

GUIDELINE FOR PREPARING DETAILED PROJECT PROPOSAL

1. **Title:** Title should be brief, clear and self-explanatory

2. **Principal Investigator (PI)/Co-Principal Investigator:**
   (a) Name and Address with present position
   (b) Qualification (last degree) and experience
   (c) Experience in the proposed field of investigation
   (d) PI should be from the same Institute/Organization where the project will be implemented.
   (e) PI cannot remain absent from the station for more than 3 weeks per year during the project period. In special cases, depending on approval by TAC, the period of station leave by the PI may be extended.
   (f) A list of publications made in the last five years.

3. **Other Staff:**
   a) Support staff/part-time accountant
   b) At least one PhD student

4. **Institution/Organization:** Name and address where the research work will be carried out.

5. **Research Resources:**
   i. What research resources in terms of manpower, fund, field and laboratory facilities and infrastructure are available for carrying out research; and where existing facilities are available/additional support is needed;
   ii. State if funds have been obtained in part or full for this project from other sources, and if so what is the current status;
   iii. Please give a list of project(s), if any, being funded from other sources/agencies, already under implementation by you and the amount and source(s) of fund for each;

6. **Cooperation with Scientist(s) of other Institution:** Indicate if scientist(s) of any other national or international institution/organization will be associated with the proposed project. If yes, mention the terms and conditions under which they are willing to be involved, and the nature of their involvement. PI will need to submit a copy of the consent letter/MOU, signed by the cooperating scientist, with endorsement of the head of the institution at the time of submission of the detailed project proposal, together with the Name of the scientist with the last degree and the present job position:

   Institution/Organization with postal address including email address:

7. **Duration with Date:** Mention the time required for completing the project works with starting and end dates. In no case, the project duration should exceed 5 years.

8. **Total Cost:** Indicate the total cost, required for completing the study.

9. **Justification and Scope of the Study:** Justify the project proposal by describing the present status and the nature and severity of the problem and how it is affecting national development. Review the works done on similar or related problems elsewhere in Bangladesh and in other countries. Indicate whether this is a new project or a follow up study in support of any previous studies. If it is related to previous studies, briefly describe the results of those studies and how it relates to the proposed study.

   State how the results of this study will enhance national development and increase the income of the poorer segment of the population on a sustainable basis and what would be the impact on the national economy.

How this research will give rise to new findings, methodology, and contribute to the pool of scientific knowledge, leading to good publication(s) in international journal.

10. Objectives: Describe the objective of the project in specific terms not more than 3 in number. The objective should be clear and attainable within the project period. If the objective relates to amount or figure, it should be mentioned in quantitative terms, not in the form of statement.

11. Expected Output: Describe the expected outputs of the project against the given objectives.

12. Project Design in Log Frame: Describe the project design in a Log Frame following the example provided in Annex II by objectives, outputs, activities, inputs and with verifiable indicators, means of verification and important assumptions.

13. Methodology: Clearly describe the approach and methods to be used for conducting the study, and also indicate if there may be a need for adjustment or modification of the methodology. The Methodology should be described within 1200-1500 words.

14. Work Plan: Give detailed work plan by objectives/activities with time frame to denote the month-wise activities as follows:

Objectives	Activities	Time-frame

15. Proposed Budget: Provide a summary of the proposed budget in lakh Taka as Indicated below, in addition to the detailed budget to be prepared following the budget preparation guideline in Annex III.

Cost Item (lakh Taka)	Year 1	Year 2	Year 3	Total
Operating cost				
Capital cost				
Total				

Note: After the project is completed, the fixed assets will be the property of BAS. However, the equipment etc. might be allotted to the participating/cooperating institutions with justification.

16. List of ongoing projects of PI:

Sl.	**Project Title**	**Donor**	**Approved Budget**	**Duration**

17. Certification: Certify that the proposal has not been submitted to any other funding agency for financial support. Also certify that the information given in the proposal is accurate and the project will be executed in accordance with the Agreement with BAS within the stipulated time frame and that the outcomes of the project will be shared as per the instructions of BAS.

Principal Investigator:
Name with Signature and Seal:
Date:

Head of Institution/Organization
Name with Signature and Seal
Date:

Annex II

PLANNING MATRIX (LOG FRAME)

The Log frame analysis of the project is prepared through a matrix. Along the horizontal line, the parameters are (a) Narrative summary, (b) Objectively Verifiable Indicator, (c) Means of Verification and (d) Important Assumptions.

Along the vertical line on the left-hand side of the matrix, from the bottom, the items are (a) Input, (b) Output, (c) Purpose, (d) Goal and (e) Super-goal.

Input: These are the various materials of all kinds needed for project's implementation.

Output: These are the expected products of the project obtained through the use of Inputs. These can be techniques developed, physical products, management systems etc. required for fulfilling the purpose of the projects.

Purpose: This is the real theme of the project, where outputs will play the pivotal role to achieve the objectives set or described in the projects.

Goal: This is the expected target to achieve through the generation of data or techniques, means etc.

Objectively Verifiable Indicator:

These are indicators which will prove as evidence that expectations described in the narrative summary have successfully produced the products which can be verified by any monitor. The monitor will note whether the set activities in the narrative summary have happened/produced something in line with the target activity. These can be procurement of materials, visible products, techniques etc.

Means of Verification:

These are the processes, steps or means to verify that the work has been performed (like use of funds, purchase, recruitment, technique developed etc.) and recorded in any approved form or method and also, the product/material is physically visible (e.g. a machine). The information may be obtained through physical verification, visits, checking records, publications, discussions with scientists and staffs, and interviews with clients or suggested beneficiaries.

Important Assumptions:

These are some anticipated factors which are likely to adversely affect performance in showing outputs, but these factors are beyond the control of PI. Factors that are likely to affect performance, but can be managed, cannot be considered as Important Assumptions.

Example of Planning Matrix

Title of the project: Strengthening food security through increased production of rice in saline areas.

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Super-Goal Increased food production program through increased rice production in saline areas.	a) Salt tolerant rice varieties are being cultivated in saline areas, b) Program undertaken for production of seeds of salt tolerant rice varieties, c) Seeds of salt tolerant rice varieties available to government/private seed companies,	a) Visiting experimental fields in saline areas, b) Discussion with farmers, c) Checking seed stores for salt tolerant rice varieties. d) Checking records of seed production.	The Government decides to produce salt tolerant rice varieties in saline areas.

Goal Development of transgenic salt tolerant rice varieties.	Seeds of transgenic rice varieties available, the product released for cultivation, and development of transgenic rice production technologies.	a) Visit laboratory, fields and seed stores, b) availability of production methods c) Meeting with beneficiaries of saline areas.	Government policies in favour of the cultivation of such varieties.
Purpose Development of transgenic rice plants for tolerance to salinity.	Transgenic plants developed showing visible superiority over conventional varieties in terms of tolerance to salinity. Comparative advantage visible with transgenic plants.	a) Visiting laboratory/field,	a) Environment in field congenial for growth of rice plants, b) Labour availability and political unrest.
Expected Output Production of transgenic rice plants by incorporating gene tolerant to salinity.	Several lines developed showing tolerance to variable level of salinity. Data on growth and survival of different lines under variable salinity level available. Plants showing differential growth in green house or in the field under controlled environment.	a) Visiting laboratory, green house, field. b) Checking records of experimental procedures, c) Photographs of laboratory and field showing production of transgenic plants along with non-transgenic plants.	a) Fertility of transgenic rice feasible. b) Power supply in laboratory and green house uninterrupted, c) Environment in the field favourable, d) Natural calamities.
Activities a. Cloning of specific gene b. Tissue Culture and Transformation c. Acclimatization of transgenic plant d. Characterization of transgenic plant.	a. Sequence information b. Plant regeneration in selection media c. Growth of regenerated seedlings in ambient temperature d. Transgene integration and expression.	a) Visiting laboratory to see Healthy-looking transgenic rice plants. b) Checking records.	Institutional support favourable to facilitate performance of the planned activities.
Input required a. Major Equipment i. Gene pulser ii. Growth chamber, etc. b. Chemical/Consumables i. Cloning Vector ii. PCR regent iii. Enzymes/markers etc. c. Human resources i. technical staff/graduate ii. post graduate researchers iii. Administrative/Accounts support staff d. Experts/Consultant (Specify number if needed).	Presence of specific equipment, consumables and machines in working condition. Appropriately trained manpower working. Institutional system followed in procurement, recruitment and financial record in systematic order.	a) Visiting laboratory and office, b) Checking administrative/ financial records for compliance of rules, system and procedure.	a) Equipment/chemicals are available in the market. b) Ban on international import of chemical and equipment. c) Appropriate trained manpower available in the country. d) Approved budgetary amount made available in time.
International Collaboration (if any)	Justification of collaboration planned, Name and address of collaborator identified.	Checking records of justification/ proof of correspondence and other administrative procedures.	Suitable and Qualified institutions and experts available.
Travel	Documents prepared with justification, appropriate institutions identified; budget estimated.	Visiting the Institute to check records for relevant information for travel.	Budget approved and fund made available in time.

Annex III

DETAILED BUDGET PREPARATION FORMAT (in lakh Taka)

Title of Research Project Proposal:……

Name of Organization: …….....……

Name of PI: …….. ... ...

Duration:…… ……months From:…… ……to…….....……

Category	Sl.	Items of Expenditure	Unit	Unit cost (Tk.)	Half Yearly												Total	% of total
					Year 1				Year 2				Year 3					
					1		2		3		4		5		6			
					Quant.	Bdgt.	Quant.	Bdgt.	Quant.	Bdgt.	Quant	Bdgt.	Quant	Bdgt	Quant	Bdgt		
Capital Cost (A)	1	**Equipment and tools**	No.															
	a	……																
	b	……																
	Sub-total																	
Operating Cost (B)	**2. Salary & benefit**																	
	a	PI	No.															
	b	Co-PI	No.															
	c	PhD / MS Fellow	No.															
	d	Accountant – Part time	No.															
	e	Lab Assistant / Technician	No.															
	f	Labor	No.															

	3. Supplies & services																	
	a	Chemicals /Lab. Supplies (Detailed list)																
	b	Field supplies ((Detailed list))																
	c	**Contingencies**																
	d	**Stationary**																
	e	**Travel / Transportation**																
	f	**Seminar / Workshop**																
	g	**Books & Journals**																
	Sub-total (B)																	
	Total (A+B)																	

Annex IV

APPRAISAL OF PROJECT PROPOSAL

As per clause 4.1.5 the project proposal shall be reviewed by a two-member peer review team selected by the TAC. The peer review team will evaluate the proposal based on verbal presentation using the following criteria:

- Proposal is made to address a high priority problem;
- Objectives are clear and achievable;
- Technical soundness of the proposal (coherence of objectives, activities and outcomes as presented in the log frame);
- Soundness of the methodology proposed for the study;
- Expected outputs are attainable within the project period;
- Organizational strength in terms of research resources;
- Appropriateness of proposed additional staff requirement;
- Scope of making research publication;
- Environmental issues taken into consideration;
- Reasonable budget layout and its appropriateness;
- Competence of PI and the organization to implement the project.

REVIEW AND SCORING PROCEDURE

Scoring scheme

A^+	A	B	UF	U
Excellent (90-100)	Very Good (80-89)	Good (70-79)	Unsuccessful in this form (60-69)	Unsuccessful (50-59)

A^+	The applicant and the research proposal are of the highest quality. The proposed research is at the national forefront and is expected to have substantial and innovative impacts. Funding is highly recommended.
A	The applicant and/or research proposal are/is of high quality. The proposed research will have a significant contribution. Funding is recommended.
B	The applicant and/or research proposal are/is of high quality. The proposed research will make a valuable contribution, but, have/has some minor limitations.
UF	The proposed research will provide some new insights, but has significant weakness. Funding of the proposal in its present form is not recommended.
U	The applicant and/or research proposal lack(s) adequate quality. The proposed research is weak in its scientific and/or methodological approach, and/or repeats other work. Funding is not recommended.

Reviewers are asked to provide scores and comments. Please ensure that your comments provide sufficient substantiation of the score consistent with your comments.

SCORES AND COMMENTS ON SELECTED CRITERIA

A. Contribution on Sectoral Development 20 marks

Score	A^+	A	B	UF	U
Strength					
Weakness					

B. Contribution to Innovation and Sustainability 20 marks

Score	A^+	A	B	UF	U
Strength					
Weakness					

C. Appropriateness of the Methodology 20 marks

Score	A^+	A	B	UF	U
Strength					

Weakness

D. Capability of the Researcher 20 marks

Score	A^+	A	B	UF	U
Strength					
Weakness					

E. Final Remarks: Average of the above Scores

Score	A^+	A	B	UF	U
Which adjustment and improvement should be made:					

…….....……
Name and Signature of the Reviewer: Date:

Annex V

AGREEMENT

The Board of Trustees of BUEP, hereinafter referred to as **BoT**, constituted by Bangladesh Academy of Sciences, a society enacted through ACT XXI of 1860, No. S 1278(32)/89, on the one part, and the Host Institution, hereinafter called **Host Institution**, of the Project entitled: ……...…… on the other part,

HAVE AGREED AS FOLLOWS

Article 1: General

The Host Institution will implement the Project referred to above through the Principal Investigator in accordance with the terms and conditions set out in this Agreement. The project shall be financed by BUEP in accordance with its financial and budgetary rules and regulations, including specific regulations notified from time to time.

Article 2: Scope and Cost of the Project

The scope and cost of the project for implementation during .....are given at Annex III.

Article 3: Principal Investigator

The Principal Investigator (PI) of the project will be .....PI can be changed on mutual agreement between BoT and the host institution, if it becomes inevitable due to certain circumstances beyond the control of the signatories. The new PI shall be liable to abide by this Agreement. In absence of PI, Co-PI will take over the responsibilities of the project. No PI can leave the position without arranging a suitable PI for successful completion of the project.

Article 4: Financial obligations of the BUEP

The financial obligations of the BUEP shall be set at a maximum cost of Tk. .....Taka (in words) ..... with financial and physical phasing as in Annex I. While BoT will finance, monitor and review progress of implementation of the project, the host institution will ensure that funds provided by BUEP are used for the sole purpose of research. Any change in the budgetary breakup and consequent financial/physical phasing during the implementation period will be made through re-appropriation duly justified with the prior approval of BoT. The BoT reserves the right to cancel financing if it determines that the circumstances warrant it and that the project's progress is unusually slow, making it no longer advisable to pursue it. In that case, PI shall be liable to return the unspent amount to the BUEP Program Account. The assets and the research work will remain the sole property of BoT and cannot be disposed of or published without the prior approval of BoT.

Article 5: Capital Assets and its Disposal

The use of grant funds is authorized for the purchase of capital assets provided and specified in the budget in a transparent way as identified in the project. No additional capital items should be purchased from grant funds and the total amount indicated should not exceed the budgeted cost in the project document. At the termination of the grant, BoT reserves the right to appraise all capital assets purchased entirely with grant funds and to determine their disposition. In case this grant is terminated prior to its normal expiration date, the disposition of capital assets purchased in part with grant funds will be determined by BoT as its sole owner.

Article 6: Access to Facilities Records and Accounts

Accredited representatives of BoT shall have access to the laboratories, offices, or other facilities related to the project at any time with prior notice to PI. Data, information, records, reports, and accounts of the host institution relating to the project shall be made available to these representatives. Such data, information, records, reports, and accounts shall be maintained and made available for review by BoT up to five-year period beyond the completion of the project. Officers and employees of the host institution, as well as other personnel assigned to or engaged in the conduct of the project shall be available for consultation with such representatives at any reasonable time.

Article 7: Audit and Unspent Grant Fund

The accounts record of the project will be maintained in an auditable form and subject to regular audits by the host institution as well as by BUEP Secretariat. Funds for this project will be kept in an approved scheduled bank in the current account and will not be invested in any form. Any unspent balance shall be refunded to the account ‘‘BAS-USDA Endowment Fund’’ on termination/completion of the project.

Article 8: Procurement

The institution shall procure the equipment and supplies for the project as provided in the budget in accordance with the Public Procurement Rules.

Article 9: Obligations of Principal Investigator (PI)

1. PI shall ensure proper implementation of the project by maintaining the specified rules and procedures under the supervision of the head of the host institution.
2. PI shall regularly inform BoT about the progress of project implementation by sending technical and financial reports according to the reporting provisions of this Agreement.
3. PI shall immediately inform BoT of any unexpected difficulty or delay that could affect proper execution of the project.
4. On completion of the project, PI shall submit to BoT a final research and financial progress report along with a summary report according to the project completion report form in Annex X and Annex XI.
5. If for any reason the project is terminated before the completion date, PI shall return the unspent amount to the BUEP Secretariat.

Article 10: Remuneration to Principal Investigator (PI) and Co-PI

The Principal Investigator and a Co-Principal Investigator will be entitled to one month basic salary subject to satisfactory performance at the end of each year.

Article 11: Reporting Requirement

For each year of this grant, one six-monthly and one annual technical and financial reports (attaching Bank Statement covering the whole period) showing progress of research works and the funds received and spent have to be submitted by the PI endorsed by the Head of the host institution within the 2nd week of the succeeding month (both hard and soft copies). Detailed information and instructions concerning the preparation and submission of these reports, including reporting dates, will be provided to the host institution promptly after the original grant letter is signed and returned from the host Institution. At the termination of the project, a final report will have to be submitted within one month of project completion, covering financial and technical aspects of the research performed during the entire project period,.

Article 12: Research Results and Benefits

The Host Institution cannot apply for a patent for any technology generated under this project without prior approval of BoT. All manuscripts prepared by the PI and related reprints are required to contain a footnote such as "This research has been financed in part or in full by BUEP". Upon publication, a soft copy of the publications shall be furnished to the Secretariat.

Article 13: Patent and License Rights

Any patentable results developed from the project under this grant must be disclosed to the Board of Trustees (BoT). The Host Institution may secure patents on the project results, subject to the prior approval of the BoT, provided that the BoT is granted a nonexclusive, irrevocable, royalty-free license to use the patent in Bangladesh.

Article 14: Research Material

Upon request, the host institution will provide BoT with seeds, plants, vaccines, or any other such research materials discovered or developed during the project period.

Article 15: Logistic Facilities

The office accommodation, telephone, furniture and items of contingent nature will be provided by the Host Institution. Transport for project work, if needed, will also be provided by the host institution. If vehicles are hired under emergency situation, charges will be paid out of project fund at the rate normally paid by the Host Institute in hiring vehicles for other purposes. No overhead cost will be allowed.

Article 16: Travel

Grant funds may be used to finance short term domestic travel of PI and concerned staff, if needed for executing project works. Such travel should be undertaken in accordance with the rules and regulations of the host institution. No foreign travel is allowed under the project.

Article 17: Recruitment in the Project

Under BUEP, regular appointment of any kind will not be allowed other than what is provided in the project. However, under specified and in exceptional circumstances, restricted contract appointments will be made on year-to-year basis during the project period without any financial liability on the part of BUEP. All appointments will be approved by the Principal Investigator, on the recommendations of Selection Committee which shall compose of 1. Principal Investigator, 2. Head of respective department and 3. One/two members from any other similar departments of the host institution.

Article 18: Monitoring and Evaluation

TAC will arrange monitoring and evaluation of the project under implementation with its own scientists or experts to be specially commissioned for the purpose. In the event of such an evaluation the host institution shall extend all possible assistance and provide access to all documents concerning the project.

Article 19: Amendment

a. Any amendment to this Agreement shall be made by mutual agreement of both Parties through exchange of letters.

b. For the purpose of removing any difficulty in enforcing this Agreement, BoT may make modification, addition, guideline as may be deemed necessary or expedient for the interest of the project.

Article 20: Dispute

In case of any dispute what so ever in nature, the matter shall be referred to BoT. The decision of BoT will be final and binding on both parties and it cannot be challenged in any court of law.

In witness of the above, parties have affixed their signatures hereunder,

this _____ Day of _____, 20

Principal Investigator	Endorsed by Head, Host Institution
_____	_____
Signature with Seal	Signature with Seal
Name:	Name:
Date:	Date:

Chairman, BoT, BUEP, Bangladesh Academy of Sciences

_____

Signature with Seal
Name:
Date:

Annex VI

GRANT NEGOTIATION FORMAT

Proposal Identification No:

1. Title of the Project:

2. Person Authorized to sign for the Institution to Accept the Grant:
(Head of Institution/Organization)

3. Objectives of the Project

4. Bank Account specific to the BUEP project
State to which account name grant cheque should be made

5. Significance of the project (maximum 200 words)
Explain briefly how results of this research will benefit the country and enhance the global scientific knowledge.

6. Changes
Note the changes, if any, in the Plan of Work that are different from the original Proposal or approved revision: Write "Nothing" if there is no change.

7. Means Available for Research

(a) List below the number and dimensions of rooms available for laboratory, office, equipment and storage to be used for this project:

(b) If applicable, describe the land available for experimental work (area, location etc.)

(c) List below the major items of equipment available in your Department/Institution which would be available for use in the project:

8. Personnel
Summarize briefly the capabilities and experience of the Principal Investigator and the Co-Principal Investigator (if any), the percent of time they intend to devote to this project and the kind of supervision they will exercise (daily or overall):

(a) Principal Investigator:
Name:
Qualification:
Institution/Organization:
Present Position (if employed):
Postal Address:
Telephone: Cell Phone:
E-mail:

(b) Co-Principal Investigator:
Name:
Qualification:
Institution/Organization:
Present Position (if employed):
Postal Address:
Telephone: Cell Phone:
E-mail:

(c) Other local team members:

List other scientific positions under this project, giving briefly the education and experience required and duties for each position:

1.

2.

9. Reporting Dates

Starting Date :

6-months Reports :

Annual Reports :

Completion Report along with Summary Report :

(For each six months of the grant, a fiscal report showing the grant funds spent and a technical report showing the progress of research are to be submitted. Detailed information about preparation of these reports will be provided later. However, please indicate the date you want the grant to start and your preference of reporting dates, selected with respect to activities of the Project and suitability of your department's program, e.g. January - June and July - December.

10. Procurement of Equipment and Materials

Principal Investigators (PIs) will have to follow the Public Procurement Rules/Procurement Rules of host institution in purchasing the equipment and materials. Window shopping by a 3-member committee for purchase of any item costing over Taka 25,000 is not allowed. Request For Quotation (RFQ) for purchases of items not exceeding a total amount of Taka 5,00,000 will be allowed. All purchases exceeding Taka 5,00,000 should be done through inviting tender in two widely circulated national News Papers. PI will ensure that any equipment, purchased under the project, bears a permanent BUEP Tag.

11. Capital Assets/Durable Goods

Include under this category properties of durable nature costing more than Tk. 5,000/= per item. This includes lab equipment, machinery, instruments & apparatus, and special structure, any remodeling and alteration of existing structures to meet the needs of the research. Please also provide justification for each equipment along with their specifications:

Sl. No.	Items	Quantity
1.		
2.		
3.		

Sl. No.	Items of expenditure	Year 1	Year 2	Year 3	Total Taka
	Capital assets/Durable goods				
1.					
2.					
3.					
Sub-total					

12. Salary and Honorarium cost

Sl. No.	Items of expenditure	Year 1	Year 2	Year 3	Total Taka
	Salary and Honorarium cost				
1.	Honorarium - PI				
2.	Honorarium- Co PI				
3.	Salary of Lab Technician/Assistant				
4.	Fellowship/Stipend				
	i. PhD Fellow				
	ii. MS Fellow				
5.	Accountant (Part-time)				
6.	Daily Labour				
Sub-total					

13. Supplies and Services (Lab chemicals/supplies and field supplies)

a. Lab chemicals/supplies

Sl. No.	Items	Quantity
1.		
2.		
3.		

Sl. No.	Items of expenditure	Year 1	Year 2	Year 3	Total Taka
	Lab chemicals / supplies				
1.					
2.					
3.					
Sub-total					

b. Field supplies

Sl. No.	Items	Quantity
1.		
2.		
3.		

Sl. No.	Items of expenditure	Year 1	Year 2	Year 3	Total Taka
	Field Supplies				
1.					
2.					
3.					
Sub-total					

14. Contingencies

Sl. No.	Items	Quantity
1.		
2.		
3.		

Sl. No.	Items of expenditure	Year 1	Year 2	Year 3	Total Taka
	Contingencies				
1.					
2.					
3.					
Sub-total					

15. Stationary

Sl. No.	Items	Quantity
1.		
2.		

Sl. No.	Items of expenditure	Year 1	Year 2	Year 3	Total Taka
	Stationary				
1.					
2.					
3.					
Sub-total					

16. Travel / Transportation

Explain briefly travel contemplated within the country (who will travel, how many times a year, purpose, place, modes of travel etc.).

Sl. No.	Who will travel	Times per year	Purpose	Place	Mode of travel
1.					
2.					

Estimated cost of travel (tickets, etc.) : Tk.
Subsistence (TA/DA, etc.) : Tk.
Total : Tk.

Sl. No.	Items of expenditure	Year 1	Year 2	Year 3	Total Taka
	Traveling cost				
1.					
2.					
Sub-total					

17. Seminar/Workshop

Sl. No.	Items of expenditure	Year 1	Year 2	Year 3	Total Taka
	Seminar/Workshop				
1.					
Sub-total					

Note: The Principal Investigators of the projects provided with a budget for holding workshop/seminar within the project plan will have to take consent from the Secretary, BAS regarding date, time and program of the workshop/seminar. The Principal Investigators of the projects must invite members of the Technical Advisory Committee and Board of Trustees as well as concerned Monitor well ahead of time to participate in the workshop/seminar.

18. Grand Total (Serial No. 11 to Serial No. 18)

	Year 1	Year 2	Year 3	Total Taka
Grand Total				

Principal Investigator

_____
(Name, Seal and Signature)

Date: _____

Head, Host Institution

_____
(Name, Seal and Signature)

Date: _____

Chairman of BoT
BUEP Program
Bangladesh Academy of Sciences

_____
(Signature, Name and Seal)

Date: _____

Address: _____

Annex VII

SIX-MONTHLY PROGRESS REPORT FORM

Reporting Period: From D/M/Y to D/M/Y

1. Project Title:
2. Institution/Organization:
3. Principal Investigator:
4. Project Duration:
5. Total budget:
6. Budget for the Year:
7. Amount received with Date(s) of Receipt of Fund in the year:
8. Cumulative Amount Received (indicating installments):
9. Attach Bank Statement covering whole period

A. Technical and Physical Progress Part

The report should be based on what has been accomplished against each of the planned activities during the last six months. PI will use the following format to prepare the report:

Activities of the Year	Completed/under Progress/Not Completed	Outputs
1.		
2.		
3.		
4.		

Note: Elaborate the activities/outputs. Highlight the internal and external constraints, if any, and measures taken to solve the problem. Give suggestions for resolving the problem, if it is beyond the capacity of PI, in the course of implementing the project, if PI feels it appropriate to bring certain changes in methodology or he/she identifies any major gap that may hinder progress of project implementation, should be immediately communicated to BUEP Secretariat and request for rectification, if time allows.

B. Financial Part

SIX MONTHLY / ANNUAL FINANCIAL REPORT OF YEAR - 1

Project Title : .....
Name of Organization : .....
Name of Principal Investigator : .....
Project Duration : .....
Reporting Period : ……..…20…….…….……To…..……20.....….....
Name of Bank with Account No: .....

Information on Expenditure by Line Item Figure in lakh Taka

A	B	C	D	E	F	G	H (F-G)	I	J
Category	Serial No.	Item of Expenditure	Total Approved Budget	Total Budget of Year-1	Fund Released in Year - 1	Actual Expenditure	Balance as per cash book	Cash in Hand	Cash at Bank
Capital Cost (A)	**1**	**Equipment and Tools Name**							
	a	.....							
	b	.....							
	Sub-total (A)		**XXXX**	**XXXX**		XXXX	XXXX		
Operating Cost (B)	**2**	**Salary and Honorarium**							
	a	PI							
	b	Co-PI							
	c	PhD / MS Fellow							
	d	Accountant – Part time							
	e	Lab Assistant / Technician							
	f	Labor							
	Sub-total		**XXXX**	**XXXX**		XXXX	XXXX		
	3	**Supplies and Services**							
	a	Field supplies							
	b	Lab supplies							
	Sub-total		**XXXX**	**XXXX**		XXXX	XXXX		
	4	**Contingencies**	**XXXX**	**XXXX**		XXXX	XXXX		
	5	**Stationary**	**XXXX**	**XXXX**		XXXX	XXXX		
	6	**Travel / Transportation**	**XXXX**	**XXXX**		XXXX	XXXX		
	7	**Seminar / Workshop**	**XXXX**	**XXXX**		XXXX	XXXX		
	8	**Books & Journals**	**XXXX**	**XXXX**					
Sub-total (B)			**XXXX**	**XXXX**		XXXX	**XXXX**		
Grand total (A+B)			**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**

Note: All bank charges should be shown under ‘Contingency Head’

Signature with date & seal
Accountant

Signature with date & seal
Principal Investigator

Signature with date & seal
Head of Institution

B. Financial Part

SIX MONTHLY / ANNUAL FINANCIAL REPORT OF YEAR - 2

Project Title : .....
Name of Organization : .....
Name of Principal Investigator : .....
Project Duration : .....
Reporting Period : ……..…20…….…….……To…...……20.....….....
Name of Bank with Account No: .....

Information on Expenditure by Line Item Figure in lakh Taka

A	B	C	D	E	F	G	H (E+G)	I	J (H-I)	K	L
Category	Sl No.	Item of Expenditure	Total Approved Budget	Balance of Year-1	Total Budget of Year-2	Fund Released in Year - 2	Total Fund Year-1balance Year-2 released	Actual Exp.	Balance as per cash book	Cash in Hand	Cash at Bank
Capital Cost (A)	**1**	**Name of Equipment**									
	a	1.....									
		2.....									
		Sub-total (A)	**XXXX**		XXXX			XXXX	XXXX		
Operating Cost (B)	**2**	**Salary and Honorarium**									
	a	PI					Year-1balance = XXXX				
	b	Co-PI									
	c	PhD / MS Fellow									
	d	Accountant – Part time									
	e	Lab Asst. / Technician					Year-2 released = XXXX				
	f	Labor									
		Sub-total	**XXXX**		XXXX			XXXX	XXXX		
	3	**Supplies and Services**									
	a	Field supplies									
	b	Lab supplies									
		Sub-total	**XXXX**		XXXX			XXXX	XXXX		
	4	**Contingencies**	**XXXX**		XXXX			XXXX	XXXX		
	5	**Stationary**	**XXXX**		XXXX			XXXX	XXXX		
	6	**Travel / Transportation**	**XXXX**		XXXX			XXXX	XXXX		
	7	**Seminar / Workshop**	**XXXX**		XXXX			XXXX	XXXX		
	8	**Books & Journals**	**XXXX**		XXXX			XXXX	XXXX		
Sub-total (B)			**XXXX**		**XXXX**			**XXXX**	**XXXX**		
Grand total (A+B)			**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**

Signature with date & seal
Accountant

Signature with date & seal
Principal Investigator

Signature with date & seal
Head of Institution

B. Financial Part

SIX MONTHLY / ANNUAL FINANCIAL REPORT OF YEAR - 3

Project Title : .....
Name of Organization : .....
Name of Principal Investigator : .....
Project Duration : .....
Reporting Period : ……..…20…….……To…...……20.....….....
Name of Bank, Branch & Account No: .....

Information on Expenditure by Line Item Figure in lakh Taka

A	B	C	D	E	F	G	H (E+G)	I	J (H-I)	K	L
Category	Sl. No.	Item of Expenditure	Total Approved Budget	Balance of Year-2	Total Budget of Year-3	Fund Released in Year - 3	Total Fund Year-2balance Year-3 released	Actual Exp.	Balance as per cash book	Cash in Hand	Cash at Bank
Capital Cost **(A)**	**1**	***Name of Equipment***									
	a	1……..									
		2……									
		Sub-total (A)	XXXX		XXXX			XXXX	XXXX		
Operating Cost **(B)**	**2**	***Salary and Honorarium***									
	a	PI									
	b	Co-PI									
	c	PhD / MS Fellow									
	d	Accountant					Year-2balance = XXXX				
	e	Lab Asst. / Technician									
	f	Labor									
		Sub-total	XXXX		XXXX			XXXX	XXXX		
	3	***Supplies and Services***					Year-3 released = XXXX				
	a	Field supplies									
	b	Lab supplies									
		Sub-total	XXXX		XXXX			XXXX	XXXX		
	4	***Contingencies***	XXXX		XXXX			XXXX	XXXX		
	5	***Stationary***	XXXX		XXXX			XXXX	XXXX		
	6	**Travel / Transportation**	XXXX		XXXX			XXXX	XXXX		
	7	***Seminar / Workshop***	XXXX		XXXX			XXXX	XXXX		
	8	**Books and Journals**									
Sub-total (B)			**XXXX**		**XXXX**			**XXXX**	**XXXX**		
Grand total (A+B)			**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**

Note: All bank charges should be shown under ‘Contingency Head’

Signature with date & seal
Accountant

Signature with date & seal
Principal Investigator

Signature with date & seal
Head of Institution

BANK RECONCILIATION STATEMENT

As on……

Project Title :

Name of Organization :

Name of Principal Investigator :

Project Duration :

Name of Bank :

Bank Account No. :

Serial No.	Particulars	Tk.	Tk.	Remarks
1	Balance as per Bank Statement		XXX	
2	Deduct Outstanding Deposit			
	Cheque No.-			
	a)	XXX		
	b)	XXX		
	c)	XXX		
3	Balance as per Cash Book			
			XXX	

Signature with date

Accountant

Signature with date

Principal Investigator

Annex VIII

ANNUAL PROGRESS REPORT FORM

Reporting Period: **From D/M/Y to** D/M/Y

1. Project Title:
2. Institution/Organization:
3. Principal Investigator:
4. Project Duration:
5. Total Project Budget:
5. Budget for the Reporting Year:
6. Fund Received for the Reporting Year:
7. Cumulative Amount Received (indicating installments):
8. Attach Bank Statement covering the whole period

A. Technical and Physical Progress Report

The report should be based on what has been accomplished against each of the planned activities for the reporting year. PI will use the following format to prepare the annual report:

Activities of the Reporting Year	Completed/Not Completed	Outputs and Achievements
1.		
2.		
3.		
4.		

Principal Investigators (PIs) are required to provide a detailed elaboration of all project activities and outcomes. This must include an analysis of any internal or external constraints encountered, as well as the measures implemented to resolve them. If a problem falls beyond the capacity of the PI, specific suggestions for its resolution should be included.

During implementation, if a PI identifies the need for methodological changes or major gaps that may hinder progress, they must immediately communicate with the BUEP Secretariat to request formal rectification, provided time permits.

Additionally, the PI must provide clear justifications for any planned activities that were uncompleted or only partially completed. Finally, a comprehensive list of activities planned for the upcoming year must be outlined in the Annual Report.

B. Financial Report (See Annex VII)

Annex IX

PROJECT COMPLETION REPORT FORM

The Principal Investigator will prepare a project completion report along with a summary report (Annex XI) following the format given below, and submit a minimum of 5 copies of the report as well as a soft copy to the Secretariat within 1 (one) month after thde completion of the project.

Project Title **:**

Principal Investigator :

Institution/Organization :

Project Duration : From: To:

Total approved budget :

Total released amount :

Total expenditure :

Balance :

Planned Start Date : Actual Start Date:

Planned Completion Date : Actual Completion Date:

A. **Technical Report**

Executive Summary;

Introduction, including importance of the project;

Objectives;

Project Implementation Approach;

Research Methodology Used;

Statistical Designs/Analytical Methods Used;

Research Findings;

Discussions of Research Results;

Important Technology/New scientific Information Generated;

Lessons learned;

Conclusion and Recommendations.

B. Financial Report

Project Title : .....
Name of Organization : .....
Name of Principal Investigator : .....
Project Duration : .....
Reporting Period : ……..…20…….……To…...……20.....….....
Name of Bank, Branch & Account No: .....

Category	Serial No.	Item of Expenditure	Total Approved Budget	Fund released in Year-1	Fund released in Year-2	Fund released in Year-3	Total fund Released	Total Expenditure	Balance (Total Released – Total Expenditure)	Cash at Bank
Capital Cost **(A)**	**1**	***Name of Equipment***								
	a	1…….								
		2…….								
		Sub-total	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
Operating Cost **(B)**	**2**	***Salary and Honorarium***								
	a	PI								
	b	Co-PI								
	c	PhD / MS Fellow								
	d	Accountant – Part time								
	e	Lab Assistant / Technician								
	f	Labor								
		Sub-total	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
	3	***Supplies and Services***								
	a	Field supplies								
	b	Lab supplies								
		Sub-total	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
	4	***Contingencies***	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
	5	***Stationary***	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
	6	**Travel (Transportation of Research Materials)**	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
	7	***Seminar / Workshop***	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
	8	***Books and Journals***	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
		Sub-total (B)	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
		Grand total (A+B)	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**	**XXXX**

Signature with date & seal
Accountant

Signature with date & seal
Principal Investigator

Signature with date & seal
Head of Institution

Annex X

SUMMARY REPORT FORMAT
(To be submitted along with Project Completion Report)

1. Project Identification No.:
2. Project Title:
3. Principal Investigator:
4. Institution with Name of Dept.:
5. Project Duration:
6. Planned Completion Date: Actual Completion Date:
7. Total Approved Fund:
8. Total Released Amount:
9. Total Expenditure:
10. Summary of the Project covering the following:
    - i) Importance of the project
    - ii) Objectives
    - iii) Brief Methodology
    - iv) Major Results and Discussion
    - v) Achievements:
        - a) Outputs to corresponding project objectives
        - i.
        - ii.
        - iii.
        - b) Technology/Scientific information generated
        - c) Scientific publication with title, name of journal, and name of authors (mentioning national/international)
        - d) Other publication(s) (Booklet, Leaflet, etc.)
        - e) List of Graduate and/or Post Graduate Dissertations with title and name of student/s completed Graduation:
        - i.
        - ii
        - Post Graduation:
        - i.
        - ii.
        - f. Patent applied/obtained
        - i.
        - ii.
    - vi) Contribution to Sectoral Development of the country
    - vii) Conclusion
    - viii) Executive Summary (Maximum 3 pages)

Principal Investigator

_____
(Name, Seal, and Signature)
Date: _____

Head, Host Institution

_____
(Name, Seal, and Signature)
Date: _____

Annex XI

CONCURRENT MONITORING AND EVALUATION FORM

No. of Monitoring: Date:

General Project Information:

Project Title:

Principal Investigator:

Institution/Organization:

Project Duration:

Project Starting Date:

Total Project Cost:

Budget of the Year (Y1/Y2/Y3):

Fund released till the Monitoring Date:

Expenditure till the Monitoring Date:

Research Associate/MS/PhD students:

Table 1: Monitor's Report on Overall Progress

Planned Activities	Completed/Partially Completed/Not Done	Outputs

Table 2: Score on Monitoring (scores 1-10)

Technical Part

1. Has PI put the full Team in place to start the project according to the activity plan proposed in the Inception Report? If not, why? Are the project staff appropriately trained?	1	2	3	4	5
2. Are the lab/field conditions suitable for conducting scientific research?	1	2	3	4	5
3. If there is any change in methodology proposed for the study, examine how justifiable is the change.	1	2	3	4	5
4. Is research record keeping satisfactory?	1	2	3	4	5
5. Examine the status of work of MS/PhD students, if involved; and the possibility of producing scientific paper(s). Check whether BUEP is acknowledged.	1	2	3	4	5

Financial Part

6. Has PI submitted the Six-monthly/Annual Report to BAS on time?	1	2	3	4	5
7. Have the capital goods, chemicals, and supplies been procured in time?	1	2	3	4	5
8. Has the PI followed the financial discipline as per the project or the host organization's rules?	1	2	3	4	5
9. Verify the materials physically with purchase vouchers.	1	2	3	4	5
10. Is financial record-keeping satisfactory?	1	2	3	4	5

Note: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent

11. Record the problems, if any, faced by PI in implementing the project.
12. Monitors' grading on the progress of work in terms of quantity and quality following the grading system is provided in Table 2 below:
13. Note the key findings/outstanding achievements, if any.

14. Overall Comments

Technical Part:

Financial Part:

Table 3: Grading

Grade	Score	Level of Success
A	90-100	Excellent
B	80-89	Very Good
C	70-79	Good
D	60-69	Fair
E	50-59	Poor

Recommendations:

i) Continue. Please state the reason/reasons:

ii) Need improvement. Please state the reason/reasons:

iii) Discontinue. Please state the reason/reasons:

Monitors

1. Signature :
   Name : .....
   Address : .....
   Mobile No. : .....
   Email : .....
   Date : .....

2. Signature :
   Name : .....
   Address : .....
   Mobile No. : .....
   Email : .....
   Date : .....

Annex XII

PROVISIONAL ANNUAL TIME TABLE FOR BUEP

Sl. No.	Activity	Jan	Feb	March	April	May	June	July	August	Sep	Oct	Nov	Dec
01	Preparation of Annual Budget by Secretariat												
02	Approval of Annual Budget by TAC/ BoT												
03	Project proposals selection process	Jan-July											
04	Maintaining constant touch with PIs												
05	Visiting project sites by Monitoring/Evaluation Teams	Every six months (May be flexible in consideration of the cropping season)											
06	Review monitoring reports	Monitoring reports will be reviewed in TAC meeting after completion of every six-month monitoring of the projects											
07	Attend Annual Workshop arranged by PIs	Subject to the completion of every 1 year of the projects under a phase (In case of applicable projects)											
08	Annual / Final review workshop	Subject to the completion of every 1 year of the projects under a phase											
09	TAC Meeting												
10	BoT Meeting												
11	Prepare Summary Report on Achievements of the projects under a phase	Subject to the completion of all the projects under a phase											
12	External Financial and Physical Audit at Program level BUEP Secretariat)												
13	Internal Financial and Physical Audit (at Project level)	Subject to completion of every 1 year of the projects under a phase											
14	External Financial and Physical Audit (at project level)	At the end of the project under a phase											

Annex XIII

PROJECT EVALUATION FORMAT
(at the end of a phase based on Completion Report)

1. Project Identification Number :
2. Project Title :
3. Principal Investigator :
4. Institution :
5. Project Duration :
6. Total Approved Fund :
7. Project Objectives
   a) General Objectives :
   b) Specific Objectives :
8. Technical Evaluation

A. Objectives and activity-based achievements

Objectives	Activities	Achievement	Remarks of the Evaluator
1. …….	1.1 …….		
	1.2 …….		
	1.3 …….		
	1.4 …….		
	1.5 …….		
2. …….	2.1 …….		
	2.2 …….		
	2.3 …….		
	2.4 …….		
	2.5 …….		
3. …….	3.1 …….		
	3.2 …….		
	3.3 …….		
	3.4 …….		
	3.5 …….		
4.			
5.			

B. No. of publications with the name (s) of National / International Journals:

i.

ii.

….

C. Patent applied/obtained

i.

ii.

…..

D. List of Graduate and Post Graduate Dissertations with titles completed

Graduation:

i.

ii

……

Post Graduation:

i.

ii.

……

E. Concluding comments of the evaluator regarding technical achievement of the project:

9. Financial Evaluation:

A. Total Approved Budget:

B. Fund released

Total Approved Budget	Fund released in 1st year	Fund released in 2nd year	Fund released in 3rd year	Total fund released	Remarks

C. Expenditure

Name of Expenditure	Total approved budget	Total released	Total Expenditure	Balance	Remarks
Capital Cost					
Operating Cost					
Total					

D. Concluding comments of the Evaluator regarding financial management of the project:

10. Overall comments of the Evaluator regarding the achievement of the project towards Food Security:

Note: An extra sheet of paper can be used, if necessary.

Approved by the BoT, BAS-USDA Endowment Fund
in its 28th Meeting held on 13 August 2026