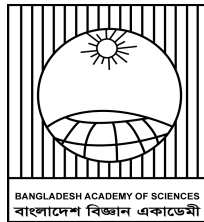


OPERATION MANUAL

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



**BAS-USDA Endowment Program for Applied Research
in Natural Sciences Focused on Food Security**

**Bangladesh Academy of Sciences
National Museum of Science & Technology Bhaban**

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Foreword

Operation Manual provides guidelines for submission of Project Proposal, financial plan, monitoring and evaluation system and other relevant actions pertaining to management of fund and projects under BAS-USDA Endowment Program. It is the revised version of Operation Manual 2013. Based on the experiences of grant management over last eight years, the manual has been updated by a team composed of Prof. Dr. Quazi Abdul Fattah, Prof. Dr. M Shamsheer Ali, Prof. Dr. K M Sultanul Aziz, Prof. Dr. Zahurul Karim, Prof. Dr. Zia Uddin Ahmed, Prof. Dr. Z N Tahmida Begum, Dr. Khan Shahidul Huque and Prof. Dr. Mesbahuddin Ahmed. The team deserves special thanks for their technical input in preparing the revised document which was critically reviewed by all the members of the Technical Advisory Team (TAC) and Board of Trustees (BoT), BAS-USDA Endowment Fund. Thanks also go to Dr. M A Mazed, Mr. Md. Mokshead Ali and Mr. Md. Habibur Rahman for their secretarial assistance. Organization willing to apply for financial grants for any proposal will find it useful. The document is also available in website of BAS: www.bas.org.bd

Professor Dr. Quazi Abdul Fattah
President, BAS
and
Chairman, Board of Trustees
BAS-USDA Endowment Fund

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Acronyms used

AMIS	Agricultural Market Information System
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
SPS	Sanitary and Phytosanitary Standards
TAC	Technical Advisory Committee
ToR	Terms of Reference
UGC	University Grants Commission
USDA	United States Department of Agriculture
WTO	World Trade Organization

Chapter 1

THE BAS-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 for creation of an Endowment Fund for Applied Research in Natural Sciences focused on Food Security. The joint agreement was later amended and according to the amended Agreement signed on 13 April 2005 (attached herewith as Annex XVI), the GoB will use monetized proceeds to fund for the establishment of the BAS-USDA Endowment for Applied Research in the Natural Sciences. Income generated by the Endowment will support applied research in the natural sciences that focuses on solving problems of food security and development of trade capacity of Bangladesh for maximizing trade opportunities in the light of the Doha Round of WTO Negotiations. For this purpose BAS will solicit, monitor and evaluate research proposals which will then be forwarded to Agricultural Counselor, USDA, New Delhi, for concurrence following which the recommended proposals will be implemented by BAS. Upon concurrence of the GoB, successful candidates will be notified by BAS and the list of successful candidates will be posted in BAS website on the Internet. Funds from the Endowment will be released directly by the Bangladesh Academy of Sciences to the successful recipients or the grantee institutions. Significant project accomplishments will be disseminated to the general public in Bangladesh.

1.2 Establishment of BAS-USDA Endowment Program

The Bangladesh Academy of Sciences (BAS) will establish a BAS-USDA Endowment Program (BUEP) to be governed by a Board of Trustees (BoT) constituted by BAS Council. An Endowment Fund of BDT Tk 817 million was given to the GoB by the US Government under this Agreement for supporting research and the exchange of information. The USDA is responsible for administering the Fund. The Bangladesh Academy of Sciences is responsible for the management of BAS-USDA Endowment Fund for implementing BAS-USDA Research and Development (R&D) Programs in Bangladesh. Both public and private institutions/organizations are eligible for participation in this Program. The BoT will open and operate a separate BUEP Account to support R&D activities. It will also define the financial management and program funding policies.

1.3 Scope and Objectives of BUEP

The BAS-USDA Endowment Program is an independent entity and possesses all powers necessary to carry out the activities in order to achieve the objectives of the Agreement, including, but not limited to, the following:

- To promote and support, by funding or otherwise, the priority R&D activities in natural sciences with the objective of ensuring food security and income earning of the poor;
- To encourage and support exchange of information and expertise.

Within the power of the Endowment fund, the BUEP can provide funding support for all of its priority R&D activities. The objective of the BUEP has, therefore, been to promote goals and objectives of the Joint Agreement of 2005 on Science and Technology between the GoB and the US Government and to provide research funds in areas specified in the Agreement.

1.4 Institutions/Organizations Eligible for Participation in BUEP

Institutions/Organizations eligible for participation in the BUEP include public and private universities, R&D organizations and NGOs with capacity for implementing R&D projects.

Chapter 2

PRIORITY AREAS OF RESEARCH

As per conditions laid in the Agreement, the Endowment for food security research will support activities to develop Bangladesh trade capacity to maximize trade opportunities resulting from the Doha Round of WTO Negotiations, and applied research in the natural sciences that focus on solving problems of food security. Understandably, therefore, the food security research will encompass following major areas: food production, food processing, food safety and food marketing.

Particular emphasis will be given to maximize trade opportunities in agriculture, use of Agricultural Market Information System (AMIS), detection of abnormal market conditions that affect food security and developing coordinated strategies to deal with these issues. Evaluation, application and adaptation of Sanitary and Phytosanitary Standards (SPS) to domestically produced and imported food and *enhancing automation to the system would be useful research areas under the purview of the Endowment program.*

2.1 Procedures of Research Prioritization

The BoT will assign TAC to undertake the task of identifying research areas avoiding wasteful duplication and overlapping of research that are currently being carried out by the national research institutes, universities, private organizations and NGOs. The focus of BUEP would be supporting agricultural R&D projects in areas related to raising production, quality enhancement, value chain development. Basic and/or applied research that could lead to solutions to problems or creating new goods/practices and knowledge will receive preferences.

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

2.2 Identification of Research Areas

Initially, the BAS-USDA Secretariat under the guidance of the TAC shall collect information on priority research areas and problems in which the National Agricultural Research System (NARS) and other research institutions, academic institutions, private research organizations and NGOs are involved. The TAC will decide whether priority research areas are adequately scrutinized or these require discussion with the key research leaders of NARS, universities and /other relevant organizations. The outcome of such discussions will be collected by the Secretariat and submitted to the TAC for the selection of priority research areas. TAC members may also suggest areas of research of national importance.

2.3 Criteria for Prioritizing Research Areas

TAC will adopt the following criteria for the prioritization of research:

- Seriousness and magnitude of the problem;
- Extent of economic loss caused by the problem;
- Prospect of raising production and producers' income;
- Probability of improving living standard, health and nutrition;
- Chance of conserving natural resource base including bio-diversity and ecosystem;
- Ensure supply of raw materials for agro-industries;
- Stimulate export and import substitution;
- Policy research to drive green growth dynamics in agriculture, and to increase country's ability to transition away from food commodity import dependence.

The TAC reserves the right to modify and adjust the criteria and scoring system. On completion of the priority setting exercise, TAC will submit the final list of priority research areas for consideration and approval of the BoT.

2.4 The procedure will be as follows

- i) TAC will engage reputed expert(s) for preparing initial documents after carefully reviewing ongoing research of public and private universities and institutions. The expert(s) will also analyze the planning and policy documents of different ministries and development partners. They will also synchronize country's agricultural development vision with the global changes in food security and agricultural trades. The expert(s) will submit the report to the TAC with the prioritization of areas and identifying research areas for CGP and CRP.
- ii) The documents prepared by the expert(s) will be uploaded in the BAS website for comments/views. Expert(s) will update the documents considering the comments received before submitting to the TAC.
- iii) TAC will review the documents and arrange consultation workshops on the documents prepared by experts. In arranging the consultation, TAC will prepare a list of participants from relevant agencies—R&D institutions, universities and other relevant departments with a view to minimizing duplication of research.
- iv) After the consultation, the TAC will prepare a final draft for review and approval of the BoT. The final document will then be uploaded in the BAS website.
- v) The research priority document thus developed may be updated as and when necessary.

Chapter 3

MANAGEMENT OF BAS-USDA ENDOWMENT PROGRAM

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

- (a) management of research projects and related activities, and
- (b) management of fund 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 an Accounting Software to efficiently manage the fund for maximizing its use.

The Endowment Program will be managed by a BoT and a TAC. The BoT will be formed by 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 agriculture and natural sciences, a representative from the Economic Relations Division (ERD), Ministry of Finance, GoB and a member of the UGC. A representative from USDA will be an observer of the meeting.

The composition of the Board of Trustees is as follows:

President of BAS	Chairman
Treasurer of BAS	Member
Five reputed scientists (one each from Agricultural Sciences, Natural Sciences, Agricultural Trades, Life Sciences and Agricultural Engineering/ Food Engineering)	Member
Chairman /Representative of UGC (not below the rank of Member)	Member
One representative of ERD of the Ministry of Finance (not below Joint Secretary rank)	Member
Secretary BAS	Member-Secretary

Chairperson of TAC may participate in the BoT Meeting by invitation.

Terms of Reference of the Board of Trustees

The BoT is the authority to define the operational policies and management of the BAS-USDA Endowment Program with the assistance of a Technical Advisory Committee (TAC).

- Provide guidelines for operation and management of BAS-USDA Endowment Program;
- Establish the organizational framework of the BUEP Secretariat and define its tasks;
- Appoint experts for the preparation of Operation Manual for BUEP, format for preparing project, procedure for processing project proposals, monitoring and evaluation format, and technical and financial reporting systems;
- Adopt appropriate financial management system for the efficient use of fund;
- Approve annual program and budget of the BUEP to be prepared by the Secretariat under the guidance of TAC;
- Accept contributions of property, funds and services; and
- Exercise and delegate any other power of the Endowment not otherwise specifically assigned by this document.

The BoT will meet at least once in three months.

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 field will be given preference for the membership of TAC. 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	2	Member
	Fisheries	1	Member
	Livestock	1	Member
	Agro-forestry/Life Sciences	1	Member
	Agricultural Trades	1	Member
	Natural Sciences	1	Member
	Food Safety	1	Member
Secretary BAS			Member Secretary

Terms of Reference of TAC

The overall management of the Technical Program will rest with the TAC. The specific terms of reference of the TAC include:

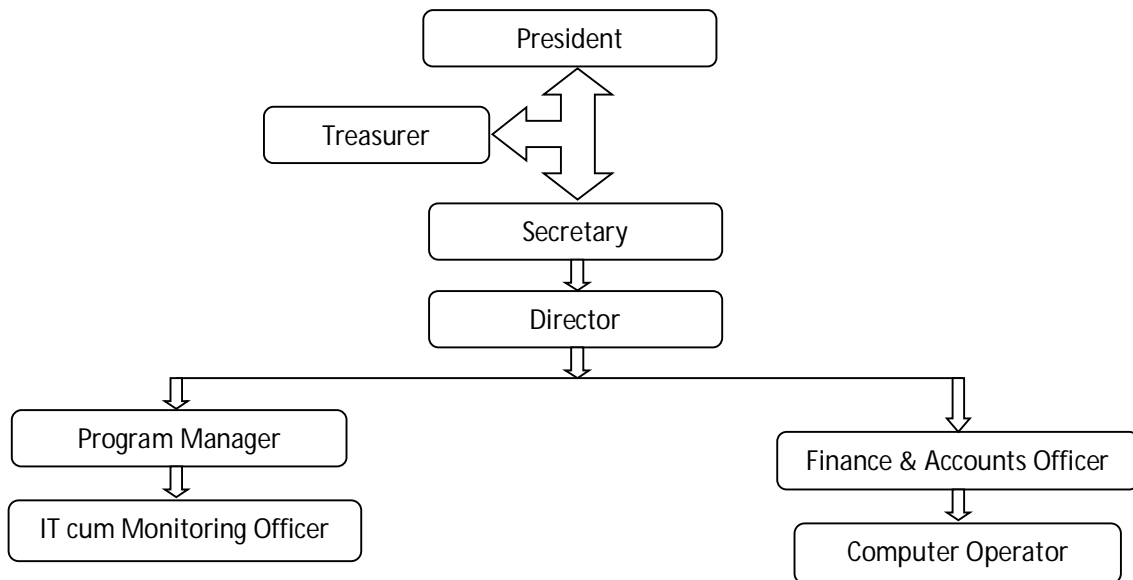
- Processing project proposals, project selection, monitoring, review and evaluation of project performance;
- Select and recommend expert(s) for approval of the BoT as and when required;
- Identification and prioritization of research areas/problems;

- 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;
- Development of project evaluation criteria for evaluation of project proposal;
- Overview the reviewed proposals, including rationalization of budget of projects; Make recommendation to the BoT for approval of successful proposals;
- Appoint technical experts for the review of project proposals, monitoring of project activities and the evaluation of project performance;
- Organization of annual review and consultation, seminars, workshop etc ;
- Adopt follow up actions as needed to speed up project implementation;
- Suggest such other measures as deemed necessary for smooth implementation of projects.

TAC will meet at least once every three months to steer the management of BUEP.

3.3 Secretariat of BAS-USDA Endowment Program

The Secretariat will have adequate number of officers and staff for administrative and financial management of the BAS-USDA Endowment Program.



Position		
Serial No.		No. of Post
1	Director	01
2	Program Manager	01
3	Finance & Accounts Officer	01
4	IT cum Monitoring Officer	01
5	Computer Operator	01
6	Driver	01
7	Office Attendant	01

Note

1. President, Treasurer and Secretary, BAS will be Ex-Officio members of the Secretariat.
2. The Driver will be attached with the office of BAS. One Office Attendant will be attached with Program Manager.

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

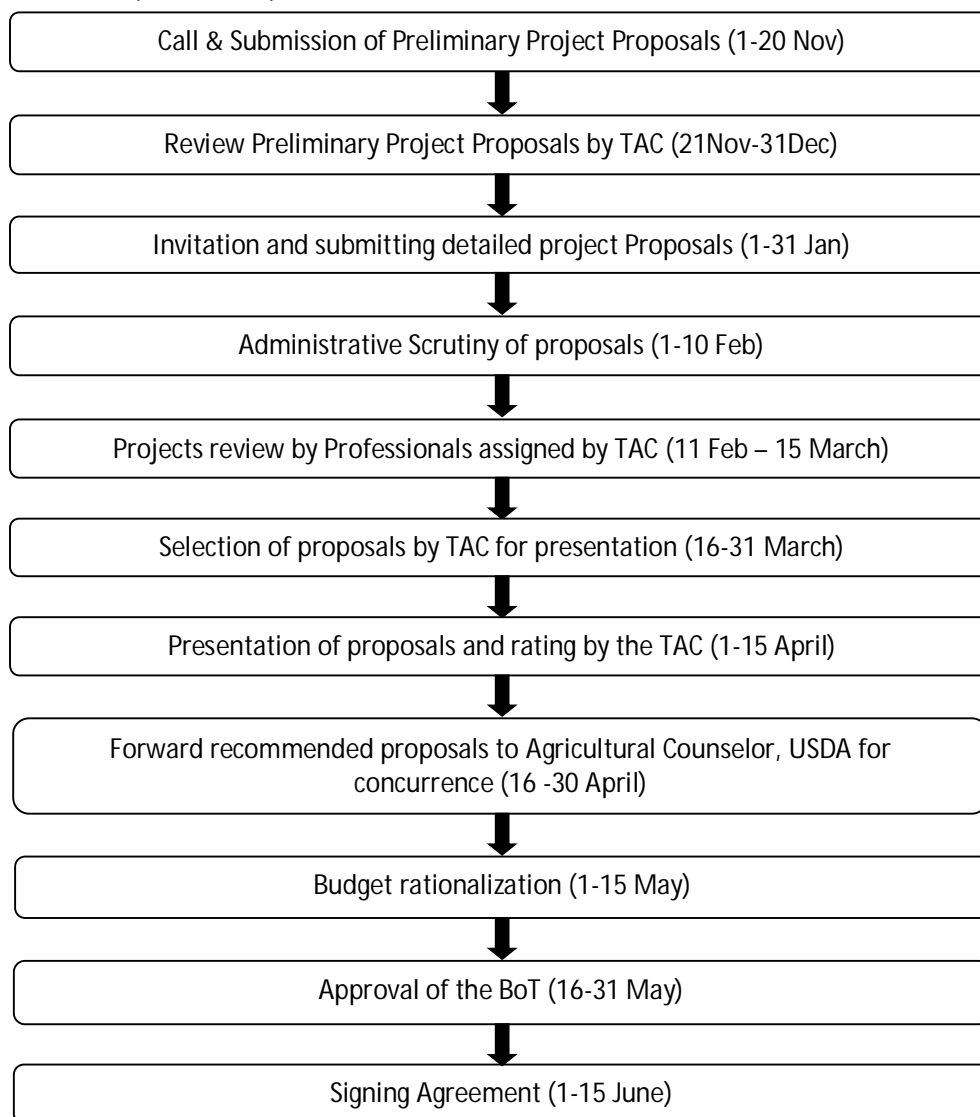
- Assist BoT and TAC;
- Prepare annual plan of work with budget;
- Make arrangements for inviting project proposals. Prepare list of scientists and experts of the relevant disciplines to assist TAC in preparing a panel of Technical Experts for project appraisal, monitoring and evaluation;
- Make arrangements for holding meetings, workshops, seminars and symposia as desired by the TAC and the BoT;
- Organize and facilitate the completion of other activities as decided by the TAC and the BoT ;
- Prepare the Annual Report of BUEP;
- Make arrangement 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

There will be several activities performed before finally awarding of project grants. Time required from project call to fund release will be about eight months. Flow Chart of the process is provided below:



4.1.1 Invitation for Project Proposal

R&D project proposal in priority areas will be invited once a year or as advised by the TAC. At the first step, the scientists and academicians willing to undertake

research in BAS-USDA priority areas will be requested to submit preliminary project proposals as per the following format.

GUIDELINE FOR PREPARING PRELIMINARY PROJECT PROPOSALS (within 1500 words)

- 1. Project Title with name and background of PI and his/her address:**
- 2. Justification and Scope of the Study: Project Goal, objectives (not more than 3) and significance with related literature review**
- 3. Methodology:** Clearly describe the approach and methods to be used for conducting the study.
- 4. Budget with justification**
- 5. Expected Output:** Describe the expected outputs of the project against the given objectives with national priority for ensuring food security.

Principal Investigator:

Head of Institution/Organization

Name with Signature and Seal:

Name with Signature and Seal

Date:

Date:

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

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

Commissioned research in the areas of high national importance, and on problems of very important and emerging issues of food and agriculture may be undertaken. Specialized institutions may be requested to submit such proposals aimed at solution of specific problems and/or conducting specific studies.

TAC members shall refrain from submitting any project and/or from being associated directly or indirectly with any research proposal submitted for approval. 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 Contract Grant Proposal (CGP) in the prescribed proforma 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 upto Tk. 10,000,000 (Taka ten million or one crore).

The secretariat may invite Commissioned Research Projects (CRP). The process would be initiated with submission of a Concept Note by TAC covering the followings:

a) Context analysis and contributions to 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 budget before placing the proposal to 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

Project budget will consist of i) operational and ii) capital costs. Operational cost includes honoraria/allowance of research fellows/contractual staff; cost of supplies and materials; transportation of goods; contractual services; domestic travel; indirect cost etc. Capital cost will include purchase of small laboratory and field equipment for research. Capital cost should not exceed 25% of the total project cost. Construction of building, laboratory, sitting room, etc. will not be entertained. Brief justification will have to be presented for the purchase of any capital equipment/item costing over Tk. 50,000. Principal Investigators (PIs) will follow the budget preparation guidelines provided in Annex III. Duration of proposed projects may be of short term (up to 2 years), medium term (up to 3 years) or long term (up to 5 years). Projects using existing laboratory facilities in the country will be given priorities.

4.1.4 Preliminary Screening of Research Proposal

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

- (i) Eligibility of the institution/organization
- (ii) Receipt of the proposal within the time-line;
- (iii) Compliance of prescribed formats and budget limit;

The Secretariat will sort the proposals according to disciplines and submit report to the TAC for review.

4.1.5 Appraisal of Project Proposal

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, TAC member(s) will assess the comments received of the reviewers and place those to 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 unsuccessful 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 is unsuccessful.

4.1.6 Final Approval of Project

The TAC will review the entire review process involving the project, and if satisfied, will forward it to the Agricultural Counselor, USDA, New Delhi for concurrence. Upon receiving concurrence, the proposals will be submitted to the BoT for final approval and funding.

4.1.7 Signing of Agreement

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

While BUEP will finance and monitor the implementation of the project, the host institution will ensure that the funds provided are solely used for implementing the project activities. Any revision that includes changes in approved procurement schedule and/or budget recommended by monitor has to 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 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 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 for product, process or service developed by work of the project. Ownership and benefit, if any, of the patent would be shared by the BUEP, host institution and the research team. 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 furnish 5 copies of reprints of all publications made using the research work of the project to the BUEP Secretariat.

Amendment of this Agreement, if required, shall be made through exchange of letter on mutual agreement by both the Parties. In case of any dispute, the matter shall be referred to the BoT as 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. The BUEP Secretariat will call for CGPs in January every year and all related approval procedure will be finished by seven months period ((July).

4.2 Recruitment of Project Personnel

As a general policy, BUEP does not provide funds for recruitment of new project staff?_ It is assumed that the host institute has adequate number of qualified researchers. However, a limited number of technical staff and MS/PhD Research Fellows may be considered for modest funding. The recruitment of such project staff should be done purely on contractual basis for specific purposes only for a specific period of time or at the most for the project period with the prior approval of TAC. Such contractual appointments will be made as per host institute's recruitment rules. A TAC representative will be a member of the recruitment committee. The PI will forward a copy of appointment letter to the Secretariat for record.

4.3 Honorarium for Project Personnel

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. MS and PhD students working in the project will be given monthly fellowship of Tk. 15,000 and Tk. 25,000 respectively.

4.4 Procurement of Equipment and Materials

The prevailing Public Procurement Rules 2008 (PPR) of the Government of Bangladesh would apply to all purchases made relating to the project. 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 physical, technical and financial progresses of the project. Subsequent release of funds will be conditional to timely submission of Progress Reports by PI and satisfactory Monitoring Report by BUEP personnel. These progress reports should be prepared according to the formats provided in Annex VIII and Annex IX.

4.6 Project Completion Report

Project Completion Report prepared by following the format (Annex X and XI) 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 and food and agriculture,
- Description of technology/good practices generated,
- Patents, if any.
- Acknowledgment, references,
- Financial statement with 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)
- Post-graduate (MS/ PhD) thesis completed under the project.
- M.S./Ph.D thesis that has 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". A copy of the thesis must be sent to the BAS.

4.7 Technology Transfer

After completion of the projects, mature and transferable technologies will be identified. Documents of transferable technologies will be presented to wide range of public and private extension service providers through series of workshop and consultation. BUEP may support 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 inadequacy in financial rules, lack of automated accounting system, trained personnel, poor supervision, and absence of internal audit mechanism in many institutions/organizations which may lead to mismanagement in project operation and inefficient use of project funds. The situation worsens more due to poor commitment of PI and host departments/institutes. Many institutes/organizations also do not access to computer based accounting software. The PI is expected to ensure efficient and transparent use of project funds to optimum productivity. BUEP Secretariat intends to closely monitor the use of funds to ensure effective implementation of project activities.

5.1 Annual Budget and Fund Release

PIs will prepare an annual activity plan and budget break-up, and submit to the BUEP Secretariat with request for fund release. The Secretariat will check the budget break-up in the context of actual approved budget and project activities. The Secretariat will release 50% of first year budget upon signing of agreement. The remaining 50% will be released upon the receipt of the six-monthly technical and financial progress report from the PI and favourable six-monthly monitoring report on progress of project arranged by BUEP Secretariat.

The Principal Investigator and an 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 fund direct to the payee bank from where the PI will draw/disburse money as required following approved procedure. Based on satisfactory six-monthly monitoring report and the progress report by the PI, the fund in subsequent years will be disbursed as per budget break-up of the year. Any unspent money of previous six month period left with the bank will be adjusted with subsequent six-monthly installments.

Twenty five per cent (25%) of the money of the last installment of final year of the project will be released on receipt of final project completion report. Under no circumstances, spending will be allowed beyond the project period.

5.2 Accounting Policies and Practices

Accounting policies and procedures shall be governed by the policies and practices of the Public Procurement Rule 2008. 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 cash book, 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 present them to the monitoring team and will be responsible for orderly financial management of the project.

5.3 Financial Reporting

PIs will submit consolidated half-yearly and annual financial reports with physical progress reports according to the format annexed (VIII and IX). Original invoices of procurement of goods, payment for services, etc. Should be signed by appropriate authorities and preserved properly.

5.4 Auditing Arrangements

BUEP Secretariat will conduct internal and external annual audits. Internal audit will be done by the Program Manager and Finance & Accounts Officer of BUEP as and when required. External audit should be conducted annually by appointing an external audit team.

CHAPTER 6

MONITORING AND EVALUATION

The monitoring and evaluation of physical and financial progress of various projects under implementation in different institutions is an important task of BUEP Secretariat. It includes evaluation of work plan, result, analytical procedures of data and information to drive outputs according to project objectives and time plan. Appraising project progress during implementation periods keep the TAC updated and support a better performance of a project.

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

6.1 Method to be Followed

The TAC will assign/appoint Monitoring Team from an approved panel of monitoring and evaluation experts including TAC members. The selection of monitoring and evaluation experts should be based on field of specialization and experience in relation to the subject and nature of the project. In reviewing the progress of work, the Monitoring Team will follow the monitoring format provided in Annex XIII, and also take into account the progress reports of PIs.

Field Monitoring Teams will make spot visits to laboratories as well as experimental plots and physically evaluate technical activities being performed, check equipment and materials procured under project, functionality of laboratories, and involvement of research personnel in work, and evaluation of work progress sharing with PIs and other project staff. They may also discuss with appropriate authority/the Head of the institution, if necessary to expedite an 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, book keeping and fund management systems and the others they deem necessary to check. They may recommend the modification, alteration and adjustment of project objectives, work plans, activities and any further change requires for improving project performances.

6.2 Annual Review

Annual review is a part of the process of evaluation. It is undertaken to assess the overall progress of the Research Projects under BUEP. Annual review brings together the leaders of different projects and allows multidisciplinary interactions to refine and enrich scientific culture.

The BUEP Secretariat will organize an annual review workshop to assess the overall progress of the BUEP funded projects. The members of the BoT and the TAC are required to be present in workshop. Monitors and interim reviewers/evaluators, if any, may also be present in annual workshop. Principal Investigators will present the annual progress of their projects in terms of research outputs and achievements, and highlight problems, if any, faced during implementation. Participants of various organizations can make observations and comments on different presentation, and may suggest changes or modifications needed for achieving project objectives. The whole process facilitates the implementation process of projects approved by the BoT.

The Secretariat will consolidate the findings of a workshop in a form of proceedings, and submit it to the TAC for review. The TAC will review workshop findings on different projects and make appropriate recommendations to the BoT for approval. The Secretariat will send workshop recommendations of each project to its Principal Investigator for follow up actions. The Monitoring Team will follow up with PIs for the implementation of workshop recommendations approved by the BoT.

6.3 Evaluation

Project evaluation is a basic tool for assessing project success. It helps to know the status of achievement of desired project objectives, understand any barrier to smooth implementation and devise way forward. All of these help future program planning and management of projects. 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 implementing planned activities and resource use.

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

The evaluation team will record the problems encountered during 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 for evaluating project performances. The final

completion report of a project will also be evaluated by an outsourced concerned expert.

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

Scoring system may be used for judging the project. The evaluation team will prepare an evaluation report and submit it to 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.
3. **Other Staff, if required**
 - a) Technical staff with qualification (last degree)
 - b) Support staff
 - c) MS/PhD student(s), if any, not exceeding two:
4. **Institution/Organization:**

Name with the location (department/field location), where the research works will be carried out. Provide Postal Address:

Telephone: Cell Phone: E-mail:
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 sought/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:
 - iv. Also indicate if partial funding has been received from any other source for this study:
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 consent letter/MOU, signed with the cooperating scientist with endorsement of the head of the institution at the time of submission of detailed project proposal together with

Name of the scientist with last degree and present job position:

Institution/Organization:

Postal address:

Telephone:

Cell Phone:

Fax:

E-mail:

7. Duration with Date

Mention the time period 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 agricultural production. 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. Indicate how many projects are in hand and the total cost of each project.

State how the results of this study will improve agricultural production, nutrition 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 his research will give rise to new findings, methodology, and contribute to the pool of scientific knowledge in agricultural sciences, leading to good publication 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. Methodology should be described within 1200-1500 words.

14. Work Plan

Give the detailed work plan by objectives/activities with time frame in the form of bar chart to denote the month-wise activities as follows:

Objectives	Activities	Time-frame: Day / Month/Year

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 Tk)	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Operating cost						
Capital cost						
Total						

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

16. 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 outcomes of the project will be shared as per instruction 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 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 e) Super-goal.

Inputs: These are the materials of all kinds needed for implementation of the project.

Output: These are the expected product of the project obtained through the use of Inputs. These can be techniques developed, physical products, management system 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 generation of data or techniques, means etc.

Supergoal: This the policy decision of the Government or organizations as the final target. Usually, a research project ends with Goal.

Objectively Verifiable Indicator

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

Means of Verification

These are the process, steps or means to know 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, interviewing clients or suggested beneficiaries.

Important Assumptions

These are some anticipated factors which are likely to adversely affect performance to show outputs, but these factors are beyond the control of PI. Factors 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
<p>Super-Goal Increased food production program through increased rice production in saline areas.</p>	<p>Salt tolerant rice varieties are being cultivated in saline areas, Program undertaken for production of seeds of salt tolerant rice varieties, Seeds of salt tolerant rice varieties available to government/private seed companies,</p>	<p>Visiting experimental fields in saline areas, Discussion with farmers, Checking seed stores for salt tolerant rice varieties. Checking records of seed production.</p>	<p>Government decides to produce salt tolerant rice varieties in saline areas.</p>
<p>Goal Development of transgenic salt tolerant rice varieties.</p>	<p>Seeds of transgenic rice varieties available, the product released for cultivation, and development of transgenic rice production technologies.</p>	<p>Visit laboratory, fields and seed stores, availability of production methods Meeting with beneficiaries of saline areas.</p>	<p>Government policies in favour of cultivation of such varieties.</p>
<p>Purpose Development of transgenic rice plants for tolerance to salinity.</p>	<p>Transgenic plants developed showing visible superiority over conventional varieties in terms of tolerance to salinity. Comparative advantage visible with transgenic plants.</p>	<p>Visiting laboratory/field,</p>	<p>Environment in field congenial for growth of rice plants, Labour availability and political unrest.</p>
<p>Expected Output Production of transgenic rice plants by incorporating gene tolerant to salinity.</p>	<p>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.</p>	<p>Visiting laboratory, green house, field. Checking records of experimental procedures, Photographs of laboratory and field showing production of transgenic plants along with non-transgenic plants.</p>	<p>Fertility of transgenic rice feasible. Power supply in laboratory and green house uninterrupted, Environment in the field favourable Natural calamities.</p>
<p>Activities Cloning of specific gene Tissue Culture and Transformation Acclimatization of transgenic plant Characterization of transgenic plant.</p>	<p>Sequence information Plant regeneration in selection media Growth of regenerated seedlings in ambient temperature Transgene intogration and expression.</p>	<p>Visiting laboratory to see Healthy-looking transgenic rice plants. Checking records.</p>	<p>Institutional support favourable to facilitate performance of the planned activities.</p>

<p>Put required Major Equipment Gene pulser Growth chamber, etc. Chemical/Consumables Cloning Vector PCR reagent Enzymes/markers etc. Human resources Technical staff/graduate Post graduate researchers Administrative/ Accounts support staff Experts/Consultant (Specify number if needed).</p>	<p>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.</p>	<p>Visiting laboratory and office, Checking administrative/ financial records for compliance of rules, system and procedure.</p>	<p>Equipment/ chemicals are available in the market. Ban on international import of chemical and equipment. Appropriate trained manpower available in the country. Approved budgetary amount made available in time.</p>
<p>International Collaboration (if any)</p>	<p>Justification of collaboration planned, Name and address of collaborator identified.</p>	<p>Checking records of justification/ proof of correspondence and other administrative procedures.</p>	<p>Suitable and Qualified institutions and experts available.</p>
<p>Travel</p>	<p>Documents prepared with justification, appropriate institutions identified, budget estimated..</p>	<p>Visiting the Institute to check records for relevant information for travel.</p>	<p>Budget approved and fund made available in time.</p>

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 to be selected by the TAC. The PI will be requested to make a presentation on their proposal before the peer review team. 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;
- Outputs likely to improve production, nutrition and family income;
- 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 forefront nationally and will 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 weakness. Funding is recommended only if ample resources are available.
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) of sufficient 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					

--

D. Capability of the Researcher

20 marks

Score	A+	A	B	UF	U
Strength					
Weakness					

E. Final Remarks: Average from the above Scores

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

Name and Signature of the TAC Member

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 due regard of its financial and budgetary rules and regulation, 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 implementation period will be made through re-appropriation duly justified with the prior approval of BoT. BoT reserves the right to cancel financing, if it feels that circumstance so warrants and that the progress of the project is unusually slow and will no more be advisable to pursue it. In that case, PI shall be liable to return the unspent amount to BUEP Program Account. The assets and the research work will remain the sole property of BoT and cannot be disposed off 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 a maximum of ten years period beyond the termination date of the grant. Officers and employees of the host institution, or 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 audit 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 prescribed system of the Public Procurement Rules / host institution.

Article 9: Obligations of Principal Investigator (PI)

1. PI shall ensure proper implementation of the project by observing 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 reports along with a summary report according to project completion report form in Annex X and Annex XI.
5. If for any reason the project is terminated before the project 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 whole period) showing progress of research works and the funds received and spent are to be submitted by PI endorsed by the Head of the host institution within 2nd week of the succeeding month (hard copy and soft copy). Detailed information and instruction 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 be required covering the financial and

technical aspects of the research performed during the entire period of the project within 1 month since completion of the project. In addition, the host institution will furnish such other reports relating to the project as required by BoT.

Article 12: Research Results and Benefits

The Host Institution cannot apply for patent of any technology, generated under this project without prior approval of BoT. Manuscripts prepared by the Host Institution shall be furnished to the Secretary, BUEP in quadruplicate in English. When the article is submitted for publication, the preparation, content, and editing of such manuscripts are the responsibility of the Principal Investigator. All manuscripts prepared by the Host Institution and related reprints are required to contain a footnote such as "This research has been financed in part or full by BUEP". Upon publication, 5 copies of reprints shall be furnished to the Secretariat.

Article 13: Patent and License Rights

Any patentable results, developed from the project under this grant must be made available to BoT. The Host Institution may secure patents on the results of this project with prior approval of BoT with 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 life of the project.

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 life of the project without any financial liability on the part of BUEP. The contract appointments will be approved by the Principal Investigator, on the recommendations of Selection Committee (1. Principal Investigator 2. Head of respective department, 3. One / two members from any other similar department of the host institution) in which BoT will be represented.

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
Name:
Date:

Signature
Name with Seal
Date:

Chairman, BoT, BUEP, Bangladesh Academy of Sciences

Signature with Seal
Name:
Date:

Annex VI
GRANT NEGOTIATION FORMAT

Proposal Identification No

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- 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**
State to which account name grant cheque should be made
- 5. Significance of Results**
Explain briefly how results of this research will benefit your country and the U.S. Indicate how these will improve production and/or increase general agricultural or 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.
 - (d) Briefly describe your Department/Institution laboratory (number of volumes, number of journals subscribed). Also identify other libraries which are to be consulted, if necessary.
- 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:

Fax:

E-mail:

(b) Co-Principal Investigator

Name:

Qualification:

Institution/Organization:

Present Position (if employed):

Postal Address:

Telephone:

Cell Phone:

Fax:

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. Review and Assistance

Will technical assistance be required beyond correspondence with the USDA specialist assigned to serve as "cooperating scientist" for this project?

Would it be necessary or valuable for the USDA cooperating scientist to personally visit the project for review and consultation? If so, when would such a visit be most useful?

Mention also the names of specialists in USDA in the field of your research with whom you have consultation in person or through correspondence.

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 property of a durable nature costing more than Tk. 5,000/= for each item. This includes lab. equipment, machinery, instruments & apparatus, and special types of structure and any remodeling and alteration of existing structures to meet the needs of the research. Please also provide justification for each item of permanent 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. Ph.D 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

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

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. Transportation of Research Materials

What will be transported and where (e.g. samples of raw material, equipment, animals etc.).

Estimated Cost:

Sl. No.	Items of expenditure	Year 1	Year 2	Year 3	Total Taka
	Transportation of research				
1.	Research inputs				
2.	Research outputs				
	Sub-total				

18. 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 under BAS-USDA Endowment Program (BUEP) who will be provided 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 will also have to 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.

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

	Year 1	Year 2	Year 3	Total Taka
Grand Total				

Principal Investigator

Head, Host Institution

(Name, Seal and Signature)

(Name, Seal and Signature)

Date: _____

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

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.		

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.

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

Signature with date

Accountant

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 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

Elaborate the activities/results. 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. PI will explain the reasons, if any activity planned for the year could not be completed or partially completed. He/she will include the list of activities planned for the next year 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 summary report (Annex XI) following the format given below, and submit minimum 5 copies of the report as well as soft copy to the Secretariat within 1 month since 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

Annex X

FORMAT OF SUMMARY REPORT

(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 Post Graduate Dissertations with title and name of student
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

Head, Host Institution

(Name, Seal and Signature)

(Name, Seal and Signature)

Date: _____

Date: _____

Annex XI

FORMAT OF SUMMARY REPORT ON PROJECT ACHIEVEMENTS

(Based on Completion Reports along with Summary Reports)

1. Project Identification Number:
2. Project Title:
3. Principal Investigator:
4. Institution with Name of Department:
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.
 - 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 Post Graduate Dissertations with title and name of student completed
Graduation:

 - Post Graduation:
 - f. Patent applied / obtained
- vi) Conclusion

Annex XII

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

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

1. Has PI put the full Team in place to start the project according to 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	1	2	3	4	5

whether BUEP is acknowledged.					
6. Has PI submitted Six-monthly / Annual Report to BAS timely?	1	2	3	4	5
7. Have the capital goods, chemicals and supplies been procured in time?	1	2	3	4	5
8. Has PI followed the financial discipline as per project or 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

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 provided in Table 2 below.
13. Note the key findings/outstanding achievements, if any.

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

Monitor's Comments and Recommendations:

Monitor's Signature with Date

Name:

Address:

.....

Tel./Mobile No.:

Annex XIV
FORMAT FOR PROJECT EVALUATION
(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 activities 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.			
6.			

B. Publications with the name (s) of National / International Journals:

C. Patent applied / obtained

D. List of graduate and Post graduate dissertations with titles completed graduation:

Post graduation:

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 1 st year	Fund released in 2 nd year	Fund released in 3 rd 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.

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

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

Annex XV

OGSM: G-388-2001/660-00-A
COUNTRY : BANGLADESH

AGREEMENT BETWEEN THE GOVERNMENT OF THE UNITED STATES OF AMERICA AND THE GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH FOR THE DONATION OF AGRICULTURAL COMMODITIES UNDER SECTION 416(b) AMENDMENT I

Agreement No. OGSM: G-388-2001/660-00, dated April 17, 2001, between the Commodity Credit Corporation and the Government of the People's Republic of Bangladesh, is hereby amended as follows:

1. By deleting Section 5(a) of Attachment A and replacing it with the following:

"(a) ACTIVITY OBJECTIVES

The objective of this program is to work with the Government of Bangladesh (GoB) and non-governmental organizations (NGOs) to address the root causes of poverty in Bangladesh by undertaking activities that support the following developmental needs."

Biotechnology Research
Food Security
Tropical Forest Conservation
Information Technology
Health"

2. By deleting the third paragraph of Section 5(c) of Attachment.
3. By deleting Section 5(e) of Attachment A and replacing it with the following:

"(c) RECIPIENT AGENCIES

Recipient Agencies may include local NGOs, universities, and other local institutions selected by the GoB. The Recipient Agency and the activities to be conducted must be approved in writing by the United States Department of Agriculture (USDA) Counselor in New Delhi. The GoB must notify such Counselor of the intended Recipient Agency and activity at least 30 days in advance of entering into any Recipient Agency agreement. The Agricultural Counselor will review the ability of the entity to implement activities and determine if the proposed activity fits within the objectives of the Agreement."

4. By deleting Section 5(f) of Attachment A and replacing it with the following:

"GOVERNMENTAL OR NONGOVERNMENTAL ENTITIES

Other entities involved in the program may include, but are not limited to: GOB Ministry of Science and Technology, GOB Ministry of Food, Rural Development and Cooperatives, the Tropical Forest Conservation Trust, Dhaka University, Bangladesh Agricultural University, International Center for Diarrheal Diseases and Research (ICDDR), Cooperative for Assistance and Relief Everywhere (CARE), and other local and international NGOs."

5. By deleting the second paragraph in Section 5(h) of the Attachment A.

6. By deleting Section 6(e) of Attachment A and replacing it with the following:

"USE OF SALES PROCEEDS

Monetized proceeds will be disbursed to implementing entities within 8 months of the signing of this Amendment to support Program Grants for activities in the following areas:

Monetization Development Activities	Percentage of Local Currency Received
Biotech Agricultural Research Grants	26
Food Security	44
Tropical Forest Conservation	19
Information Technology	1
Health	7
Sales Agency Fee	3
Total	100

Either the GOB or USDA may request consultations regarding this Agreement to consider alternative development activities that may be appropriate to further the objectives of the Agreement.

Biotech Agricultural Research Grants

Monetized proceeds will provide funding for competitively awarded research grants of up to \$300,000 each for lead researchers in Bangladesh universities. Prior to funding grants, grant proposals must be approved by a USDA panel of research scientists. Grant funds will supplement existing resources to support research in this area, which is important for maintaining an adequate knowledge base of seed and genetic data in the country. This program follows the initial biotechnology research being conducted under the 1998 Section 416(b) agreement. Funds will be released directly to the approved institutions.

Food Security

The GoB will use monetized proceeds to fund the establishment of the Bangladesh Academy of Sciences-USDA Endowment for Applied Research in the Natural Sciences to be administered by the Bangladesh Academy of Sciences (BAS). The Endowment will provide that the BAS will solicit, evaluate, monitor and disseminate significant project accomplishments to the general public in Bangladesh, and to the scientific community worldwide. Income generated by the Endowment will support activities to develop Bangladeshi trade capacity to maximize trade opportunities resulting from the Doha Round of WTO Negotiations, and applied research in the natural sciences that focus on solving problems of food security. BAS specialists will review proposals received and forward recommended proposals to the Agricultural Counselor, New Delhi. Proposals will not be selected for funding by the Endowment unless the proposals are first approved by the Agricultural Counselor who may use the expertise of USDA agencies and personnel in reviewing the merits of the proposals. BAS will notify the GOB of the approved projects. Upon concurrence by the GOB, BAS will notify successful awardees, publicize the selection via the Internet, and make grant payments to awardees. Funds from the Endowment will be released directly by the Bangladesh Academy of Sciences to approved recipients or grantee institutions. The BAS will provide the Agricultural Counselor in New Delhi with an annual statement of income earned and disbursements made from the Food Security Endowment.

Tropical Forest Conservation

Monetized proceeds will be used to support the conservation of tropical forest resources in Bangladesh. This will include helping administer the new Tropical Forest Conservation Board and capitalizing the Arannayk (Bangladesh Tropical Forest Conservation) Foundation created by the Tropical Forest Conservation Act (TFCA) agreements between the U.S. Government and the GOB.

Information Technology

Information technology (IT) is an economic priority and potential growth sector for the (JOB, which also receives support from the U.S. Mission in Bangladesh. To help promote the development of the IT industry, monetized proceeds will support activities such as workshops and meetings to disseminate information regarding opportunities in IT for Bangladeshi businesses.

Health

The priority beneficiaries will be women and children who reside in the most food insecure regions of Bangladesh as identified in Section 5(b) of this Agreement. In particular, the GOB will provide funds to support activities of the International Center for Diarrheal Diseases and Research of Bangladesh (ICDDR). These funds will contribute to the sustainability of this research entity or other identified entities to make health interventions sustainable. Examples of these critical health intervention activities to be funded include: a) treatment and preventive services for diarrhea (including cholera), other severe illnesses such as pneumonia and malnutrition, as well as prenatal and delivery services and vaccinations; b) improve utilization of maternity care services,

improve health service delivery, including increasing vaccine coverage, and management of diarrheal diseases; and c) a self-help strategy in which indigenous communities are encouraged to develop their own plans and strategies for improving the health of their families."

All other provisions of the agreement remain the same.

This amendment shall be effective upon signature.

In witness whereof, the respective representatives, duly authorized for the purpose, have signed this amendment. Done in duplicate.

FOR THE GOVERNMENT OF THE UNITED STATES OF AMERICA

FOR THE GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

By:
Harry K. Thomas

By:
Md. Ismail Zabihullah

Title: United States Ambassador to Bangladesh

Title: Secretary
Economic Relations Division
Ministry of Finance

Date:

Date:

FOR THE GOVERNMENT OF THE UNITED STATES OF AMERICA

By:
W. Kirk Miller

Title: General Sales Manager
and
Vice President
Commodity Credit Corporation

Date:

B. Financial Part

SIX MONTHLY / ANNUAL FINANCIAL REPORT OF YEAR - 1

Project Title :
 Name of Organization :
 Name of Principal Investigator :
 Project Duration :
 From : To :
 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							
	a	Equipment Name							
	b	Books and Journals							
	Sub-total (A)								
Operating Cost (B)	1	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			
	2	Supplies and Services							
	a	Field supplies							
	b	Lab supplies							
	Sub-total		XXXX	XXXX	XXXX	XXXX			
	3	Contingencies	XXXX	XXXX	XXXX	XXXX			
	4	Stationary	XXXX	XXXX	XXXX	XXXX			
5	Travel	XXXX	XXXX	XXXX	XXXX				
6	Seminar / Workshop	XXXX	XXXX	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
Principal Investigator

Signature with Date
Accountant

Endorsed with Date by
Head of Institution

SIX MONTHLY / ANNUAL FINANCIAL REPORT OF YEAR - 2

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

Informaion 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	Equipment and Tools	XXXX								
	a	Equipment Name									
	b	Books and Journals									
	Sub-total (A)				XXXX			XXXX	XXXX		
Operating Cost (B)	1	Salary and Honorarium	XXXX				Year-1balance = XXXX Year-2 released = XXXX				
	a	PI									
	b	Co-PI									
	c	PhD / MS Fellow									
	d	Accountant – Part time									
	e	Lab Asst. / Technician									
	f	Labor									
	Sub-total		XXXX		XXXX			XXXX	XXXX		
	2	Supplies and Services	XXXX								
	a	Field supplies									
	b	Lab supplies									
	Sub-total		XXXX		XXXX			XXXX	XXXX		
	3	Contingencies	XXXX		XXXX			XXXX	XXXX		
	4	Stationary	XXXX		XXXX			XXXX	XXXX		
5	Travel	XXXX	XXXX	XXXX	XXXX						
6	Seminar / Workshop	XXXX	XXXX	XXXX	XXXX						
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
Principal Investigator

Signature with Date
Accountant

Endorsed with Date by
Head of Institution

SIX MONTHLY / ANNUAL FINANCIAL REPORT OF YEAR - 3

Project Title :
 Name of Organization :
 Name of Principal Investigator :
 Project Duration :
 From : 20..... To20.....
 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-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	Equipment and Tools	XXXX		XXXX																
	a	Equipment Name																			
	b	Books and Journals																			
	Sub-total (A)																				
Operating Cost (B)	1	Salary and Honorarium	XXXX				Year-2balance = XXXX														
	a	PI																			
	b	Co-PI																			
	c	PhD / MS Fellow																			
	d	Accountant – Part time																			
	e	Lab Asst. / Technician																			
	f	Labor																			
	Sub-total																				
	2	Supplies and Services										XXXX		XXXX		Year-3 released = XXXX					
	a	Field supplies																			
	b	Lab supplies																			
	Sub-total																				
	3	Contingencies										XXXX		XXXX				XXXX	XXXX		
	4	Stationary										XXXX		XXXX				XXXX	XXXX		
5	Travel	XXXX		XXXX				XXXX	XXXX												
6	Seminar / Workshop	XXXX		XXXX				XXXX	XXXX												
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

Annex XIII

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 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 completion of every 1 year of the projects under a phase (In case of applicable projects)											
08	Annual / Final review workshop	Subject to 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 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 projects under a phase											

Bangladesh Academy of Sciences
BAS-USDA Endowment Program

List of Emerging Research Areas (but not limited to) finalized in the Sub-committee Meeting held on 31 October 2018

A. AGRICULTURE:

a. Crop Agriculture & Food Production

1. Developing improved management practices in the drought prone areas of Bangladesh
2. Sustainable farming system emphasizing low water using practices in Teesta Basin region
3. Adopting cropping pattern(s) using surface water irrigation practices in the suitable areas of coastal region
4. Sustainable land management practices for cultivation of high value crops in the hilly region
5. Improving land drainage for enhanced agricultural productivity within polder areas of coastal region
6. Development of adaptive varieties of different crops for resilient farming in the coast
7. Increasing productivity through using integrated sericulture with vegetables
8. Development of climate-smart agriculture (both models & practices)
9. Market oriented sustainable intensification and diversification of Climate Smart Agriculture
10. Preservation / Processing of high value fruits & vegetables

b. Food quality & safety

Studies on food quality and safety standards: (SPS) accredited certification process of farm produces.

c. Soil quality

Development of input-output balance sheet of soil-water resources uses in intensive farming region

d. Livestock

1. Sustainable smallholder dairy development in Bangladesh
2. Increasing productivity of sheep and goat through improved management practices
3. Promoting good practices for market-based feeds and fodder production

e. Market Development

1. Potentials and Barriers of exporting of agricultural produces from Bangladesh.
2. Market development and Value chain improvement in remote areas of high value produces (Charland, Coastal areas and Hill Regions)

f. Miscellaneous

1. Effect of electromagnetic radiation from mobile tower on flora and fauna (Radiation increased mortality of honey bees.
2. Projects that focus on opportunities for blue growth which encompasses improved marine and freshwater fisheries systems, aquaculture, aquaponics and integrated system.

B. FISHERIES & ENVIRONMENT:

a. Biodiversity Conservation:

1. Pollution of the river systems and coastal waters and its impacts on aquatic resources
2. Climate change impacts on fish migration, breeding, growth and productivity
3. Project on Bioremediation of polluted environments by bacteria

b. Fisheries resources development:

1. Application of Hilsa genomic study and Hilsa spawning ground identification and water quality monitoring
2. Culture of Sea bass, Mullet, Grouper & Red Snapper in coastal waters
3. Improving management practices of Crab for increased income and improved livelihood of the coastal marginalized communities
4. Assess the danger of emerging diseases of shrimp, prawn and fin fishes
5. Improving floodplain resource management for enhancing fish production
6. Projects to encourage algae and seaweed culture
7. Improving productivity of floodplain fisheries