

**EPRC Grants Proposal  
Submission Guideline (Solicited)  
(Version-1)**

**Table of Contents**

1. Description of EPRC.....3

2. Categories of Funding Opportunities.....3

3. Who May Submit a Solicited Proposal.....5

4. When to Submit Proposals.....6

5. How to Submit Proposals.....7

6. Proposal Processing.....8

7. Conformance with Instructions for Proposal Preparation.....8

8. Format of the Proposal.....8

9. Proposal Contents.....9

10. Sections of the Proposal.....10

11. Cost Sharing Proposals.....22

12. Collaborative Proposals.....23

13. Miscellaneous.....24

## Description of EPRC

To bring technological innovation in energy and power sectors as well as to ensure energy security through research and development, Bangladesh Energy and Power Research Council (EPRC) commenced its activities after the enactment of “Bangladesh Energy and Power Research Council Act, 2015”. EPRC responds to the need for new supplies of affordable and sustainable energy to boost the fast growing economy of Bangladesh. The vision of EPRC is to provide the intellectual leadership to seek innovative solutions for efficient, cost-effective and environmentally sustainable development of Bangladesh’s energy and power infrastructure. The Council will provide the platform to attract experts worldwide and help to create in-country expertise through scientific collaboration. It will strengthen and mobilize research capabilities at universities, public/private research organizations, industry practitioners as well as individual entrepreneurs to develop applicable technologies and systems for the development of the energy and power sector. EPRC focuses on research and development in the energy and power sector through innovation, incubation and entrepreneurship (I<sup>2</sup>E). In a broad sense, EPRC will work to seek innovative solutions to meet the needs in the power and energy sector, provide incubation for entrepreneurs through funding and research space to try out new solutions. It will link entrepreneurs with investors – both domestic and foreign – to disseminate their findings in Bangladesh and throughout the globe.

## Categories of Funding Opportunities

EPRC will consider two types of proposals submission:

- (1) Unsolicited Proposals
- (2) Solicited Proposals

## **1. Unsolicited Proposal**

EPRC encourages the submission of unsolicited proposals that will contribute to its mission objectives. EPRC considers proposals in all areas of energy and power-related research as well as development with emphasis on long-term, high-risk, high-payoff technologies.

An unsolicited proposal is the document intended to persuade the panel of experts of EPRC and other qualified members of the scientific and engineering community who will review and advise on the proposed work, that the proposed project represents a worthwhile approach to the investigation of an important, timely problem. The proposal should be self-contained and written with clarity and thoroughness.

An unsolicited proposal may be accepted by the EPRC if it:

- Demonstrates an unique and innovative concept;
- Offers a concept or services not otherwise available to the Government;
- Does not resemble the substance of a recent, current or pending competitive solicitation/announcement;
- Is independently originated by the proposer.

### **(a) Letter of Intent (LOI)**

For unsolicited proposal, EPRC may require or request submission of a letter of intent (LOI) in advance of submission of a full proposal. An LOI is not a binding document. In the Letter of Intent, the proposer must present objectives and the pertinence of the proposed work to EPRC's objective, the rationale of the approach, the methods to be pursued, the qualification of the investigators and the institution, if applicable, and the level of funding required for attaining the objectives. The Proposer should write the LOI within 2 A4 pages.

The predominant reason for this LOI is to help EPRC team gauge the portfolio of the research work, enabling earlier selection and better management of reviewers and panelists. In addition, the information contained in an LOI is used to help avoid potential conflicts of interest in the review process. An LOI should be submitted via EPRC official website <http://www.eprc.gov.bd/>. Failure to submit a required LOI for unsolicited proposal will result in a full proposal not being accepted or returned without review.

### **(b) Full Proposal**

The full proposal should present the goals and major objectives of the proposed research as well as summarize the suitability of the methods to be employed. It should also address the intellectual merit and broader impacts of the proposed project clearly and should be prepared with care as well as thoroughness of a paper submitted for publication. The full proposal must have a rigorous literature review, mentioning present state of the art and the proposer's motivation for carrying out the proposed research.

In a full proposal, it is important for the proposer to describe how the results of the research project will be applied in the context of Bangladesh. Technology and knowledge transfer is an important part of the research and the value of the research is realized when it is applied. The requisite proposal preparation instructions are contained in *EPRC Grants Proposal Submission Guideline*. Sufficient information should be provided to enable reviewers to evaluate the proposal. An unsolicited proposal from a commercial organization may be funded when the project is of special concern from a national point of view, special resources are available for the research, or the proposed project is especially meritorious.

## **2. Solicited Proposal**

Solicited Proposal refers to formal EPRC publication that invites the submission of applied research proposals on targeted areas of energy and power to EPRC. The purpose of this solicitation is to fund applied research and development projects that develop technologies, tools, and strategies with a view to reducing technological and economic barriers for upgrading, repowering, and expanding various fields of energy and power in the context of Bangladesh.

Solicited Proposals will be posted for a limited period of time on the EPRC official website <http://www.eprc.gov.bd/>. Competition among the proposals is more precisely defined. The received proposals will compete directly with each other for EPRC funding. For Solicited Proposals, the proposers are required to submit proposals online.

Proposals should clearly identify to which category they are proposing. EPRC reserves the right, if deemed appropriate, to group similar proposals into additional categories for evaluation to avoid the potential for funding duplicative projects.

### **Who May Submit a Solicited Proposal**

EPRC welcomes proposals on behalf of all qualified scientists, engineers and educators on energy and power. The Council strongly encourages women, minorities and persons with disabilities to participate fully in its programs. In accordance with the Government of Bangladesh statutes, regulations and EPRC policies, no person on grounds of race, color, age, sex, national origin or disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving financial assistance from EPRC, although some programs may have special requirements that limit eligibility.

### **Categories of Proposers**

Except where a program solicitation establishes more restrictive eligibility criteria, individuals and organizations in the following categories may submit proposals:

1. **Universities and Colleges:**  
Universities and colleges having a campus located in Bangladesh. Such organizations also are referred to as academic institutions.
2. **Non-profit, non-academic organizations:**  
Independent observatories, research laboratories, professional societies and similar organizations located in Bangladesh that are directly associated with educational or research activities on energy and power.
3. **For-profit organizations:**  
Commercial organizations, especially small businesses with strong capabilities in scientific or engineering research or education in Bangladesh. EPRC is interested in supporting projects that bridge industrial research resources and perspectives with those of universities; it especially welcomes proposals for cooperative projects involving both universities and the private industrial/commercial sector.
4. **Government Organizations:**  
Government and local government organizations may submit proposals intended to broaden the impact, accelerate the pace, and increase the effectiveness of improvements in energy and power.
5. **Individuals:**  
Scientists, engineers or educators in Bangladesh and Non-Resident Bangladeshi (NRB) - may be eligible for support who has demonstrated the capability and has access to any necessary facilities to carry out the research.
6. **Foreign organizations:**  
EPRC rarely provides support to foreign organizations. However, EPRC will consider proposals for collaborative projects involving Bangladeshi and Foreign organizations/individuals, provided support is requested only for the Bangladesh portion of the collaborative effort.

### **When to Submit Proposals**

There are no specific dates for the submission of unsolicited proposals. However, because a comprehensive review is required before a proposal can be acted upon, the proposers should submit a proposal as early as possible, usually six months in advance of the desired beginning of the support. Many EPRC programs accept proposals at any time. Other programs, however, establish due dates for submission of proposals such as given below:

**Deadline Dates:** Dates after which proposals will not be accepted or will be returned without review by EPRC. The deadline date will be waived only in extenuating circumstances.

## **Special Exceptions to EPRC Deadline Date Policy**

In the event of a natural or anthropogenic disaster, or when EPRC is closed due to inclement weather or other reason that interferes with an organization's ability to meet a proposal submission deadline, EPRC has developed the following guidelines for use by impacted organizations.

Natural or Anthropogenic Disasters - Flexibility in meeting announced deadline dates because of a natural or anthropogenic disaster that impacts a proposer's ability to submit a proposal to EPRC may be granted with the proper approval of the Council. Where possible, such requests should be submitted in advance of the proposal deadline. The Council will work with each impacted organization on a case-by-case basis to address its specific issue(s). Proposers should contact EPRC and request authorization to submit a "late proposal." Proposers should then follow the written or verbal guidance provided by the Council. Generally, EPRC permits extension of the deadline by up to seven working days.

Closure of EPRC – When EPRC is closed due to inclement weather or other reason, deadline(s) that occurred during the closure will be extended to the following working day after the closure ends.

### **Submission Windows:**

Designated periods of time during which proposals will be accepted for review by EPRC. It is EPRC's policy that the end date of a submission window converts to, and is subject to, the same policies as a deadline date. These deadlines, and submission windows are published in specific program solicitations that can be obtained through the EPRC website. Unless otherwise stated in a program solicitation, proposals must be received by the specified date. If the deadline date falls on a weekend or a Government holiday, it will be extended to the following working day. Proposals must be received by 11:59 PM local time on the established deadline date. Failure to submit by 11:59 PM local time will result in the proposal not being accepted.

**How to Submit Proposals**

### **Submission Requirements and Instructions:**

Proposals to EPRC shall be submitted via online portal of EPRC. For proposals submitted via online, the guidelines specified in the EPRC Grants Proposal Submission Guideline apply.

The same research proposal cannot be funded twice. If the proposer envisions review by multiple programs, more than one program may be designated on the Cover Sheet. The submission of duplicate or substantially similar proposals concurrently for review by more than one program without prior EPRC approval will result in the return of the redundant proposals.

### **Proposal Receipt:**

Once the proposal is submitted, proposer can check the status of the proposal online. Communications about the proposal should be addressed to EPRC with reference to the proposal number. Proposers are strongly encouraged to use the online portal to verify the status of their submission to EPRC.

### **Proposal Processing**

In case of full proposal, the proposers should allow approximately up to three months for programmatic review and processing. Whereas for letter of Intent (LOI), the Proposers should allow up to one month for programmatic review and processing. In addition, proposers should be aware that the EPRC generally makes awards within 30 days after the Proposal Review Committee of EPRC makes its recommendation. Proposals that are time-sensitive (e.g., conference and group travel) will be accepted for review only if, in the opinion of the EPRC, they are received in sufficient time to permit appropriate EPRC review and processing to support an award in advance of the activity to be supported. Every effort is made to reach a decision and inform the proposer promptly. Until an award is made, EPRC is not responsible for any costs incurred by the proposing organization.

### **Conformance with Instructions for Proposal Preparation**

It is important that all proposals conform to the instructions provided by the EPRC Grants Proposal Submission Guideline. Conformance is required and will be strictly enforced. EPRC will not accept or will return without review proposals that are not consistent with these instructions.

### **Format of the Proposal**

Prior to submission, it is strongly recommended that proposers conduct an administrative review to ensure that proposals comply with the proposal preparation guidelines established in the EPRC Grants Proposal Submission Guideline.



## Proposal Contents

Certain categories of information that are submitted in conjunction with a proposal are for "EPRC Use Only." As such, the information is not provided to reviewers for use in the review of the proposal. A summary of each of these categories follows:

**a. Proprietary information (if applicable)**

Instructions for submission of proprietary information which should be supported by necessary documents and information, such as patents and publications.

**b. Certification for Authorized Organizational Representative (AOR) or Individual Proposer**

The AOR is required to complete certifications regarding the accuracy and completeness of statements contained in the proposal, as well as to certify that the organization (or individual) agrees to accept the obligation to comply with award terms and conditions.

**c. Certification Regarding Organizational Support**

The AOR is required to complete a certification that there is organizational support for the proposal as required. This support extends to the portion of the proposal developed to satisfy the broader impacts review criterion as well as the intellectual merit review criterion, and any additional review criteria specified in the solicitation. Organizational support will be made available, as described in the proposal, in order to address the broader impacts and intellectual merit activities to be undertaken.

**d. Collaborators & Other Affiliations Information**

The following information regarding collaborators and other affiliations must be separately provided for each individual identified as senior research personnel:

- Collaborators and co-Editors. A list of all entities/ organization / persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been collaborators or co-authors with the individual on a project, book, article, report, abstract or paper during the 24 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 12 months preceding the submission of the proposal. If there are no collaborators or co-editors to report, this should be so indicated.

**e. No Objection Certificate (NOC)**

If the proposer is an employee service holder in any organization i.e. govt., autonomous, private etc then he/she must submit the **No Objection certificate (NOC)** from concerned organization regarding doing research works/projects in addition to doing job in respected organization.

**f. Letter of Consent (Piloting):**

The letter of consent from the concerned authority of the place/organization/partner for piloting the project must be submitted.

**g. Letter of Consent (Project Hand-over):**

The letter of consent from the concerned authority of the organization/partner/industry for hand-over, take-over of the project must be submitted.

The information is used to help identify potential conflicts or bias in the selection of reviewers.

**Sections of the Proposal**

The sections described below represent the body of a research proposal submitted to EPRC. Failure to submit the required sections will result in the proposal not being accepted, or being returned without review.

A full research proposal must contain the following sections.

- A. Cover Page
- B. Research Summary
- C. Table of Contents
- D. Literature Review
- E. Research Description
- F. Statement of Work and Schedule
- G. Budget and Budget Justification
- H. Reference Cited
- I. Facilities, Equipment and Other Resources

Program solicitations may deviate from the above content requirements.

**A. Cover page**

(i) ***Unsolicited Proposal/ Program Solicitation Name:***

Proposers are required to mention the applicable program solicitation name and the number. If the proposal is not submitted in response to a specific program solicitation, proposers should write "Unsolicited Proposal".

(ii) ***Title of Proposed Research:***

The title of the project must be brief, work representative, scientifically or technically valid, and suitable for use in the public press. EPRC may edit the title of a project prior to making an award.

(iii) ***List of Participants:***

Information (including address information) regarding the PI has to be mentioned when preparing the Cover Page. The proposal also may identify up to two additional co-PIs and other members of the project proposal. The number of participants in a proposal must not exceed six (06). Each individual's name and primary registered e-mail address, must be entered in the boxes provided.

(iv) ***Budget and Duration Information:***

The proposed duration for which support is requested should be consistent with the nature and complexity of the proposed activity. The Council encourages proposers to request funding for durations of three years when such durations are necessary for completion of the proposed work and are technically and managerially advantageous. The requested start date should allow at least six months for EPRC review, processing and decision. The PI should consult his/her organization's Sponsored Research Office for unusual situations (e.g., a long lead time for procurement) that create problems regarding the proposed start date. Specification of a desired start date for the project is important and helpful to EPRC staff; however, requests for specific start dates may not be met.

(v) ***Awardee Organization Information:***

The awardee organization name, address, Organization Identification Number/Taxpayer Identification Number and their profile must be mentioned in the Cover Sheet.

(vi) ***Research Work Primary Location:***

If the research is planned to be performed at a location other than the awardee, then provide the following information:

- Organization Name (identify the organization name of the primary site where the work will be performed, if different than the awardee);
- Street;
- City;
- Country; and
- Zip Code.

For research assets or projects that are geographically distributed, the proposer should report information for the primary site, as defined by the proposer.

B. **Research Summary:**

Each proposal must contain a summary of the proposed research work. The Research Summary consists of an overview, methods to be employed in the proposed activity, and a statement on the broader impacts of the proposed research work.

The overview includes a description of the activity that would result if the proposal were funded. The statement on broader impacts should describe the potential of the proposed activity to benefit country's energy and power sector as well as contribute to the achievement of specific, desired outcomes. It should also include a description of how the research results will be applied in the context of Bangladesh, not just the implication of the research results.

The Research Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

**C. Literature Review (Including Previous Relevant Work):**

The Proposer must write an objective, critical summary of published research literature relevant to the topic under consideration for research. The literature review should be written to highlight specific arguments and ideas in the field of study. By highlighting these arguments, the proposer needs to show what has been studied in selected area of research, and also where the weakness or gaps exists that requires further study. The review should therefore demonstrate why the research is useful, necessary, important and valid.

**D. Table of Contents:**

Mention section titles or brief descriptions with their commencing page numbers of the proposal.

**E. Research Description:**

**(i) *Statement of the Undertaken Research:***

This section should provide a clear statement of the research to be undertaken. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions. This should also include how the knowledge and technology developed as part of this research will be applied.

**(ii) *Objectives of the Research:***

Describe the specific objectives for the research, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the research.

Explain the industrial/economic/social problem to overcome, or the business opportunity to be taken advantage of, that has not yet been solved / offered and can be solved / offered through your innovation research project.

Explain also how your solution solves the stated problem or avails the business opportunity.

(iii) ***Expected Impacts:***

This section should provide a discussion of the broader impacts of the proposed research. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to the project. Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. Explain also how the project results will make use of other relevant data and coordinate with other research initiatives, where possible, to provide maximum value in the field of energy and power.

(iv) ***Engaging Industry:***

The industrial engagement with the proposed research will be encouraged. The proposer must explain how he will engage the relevant industry stakeholder in any of the following capacity such as Alpha, Beta and Cost sharing partners during the research phase. Alpha partners are those who will actively participate in the research to solve general industry problem, Beta partners are those who will actively participate to find a solution to his own specific problem which could then be replicated by similar other industry members and cost sharing partners are those who will be willing to share the cost of the research to match the funding by EPRC at least 20% of the total budget. Active participation by industry partner means providing manpower or site for piloting, helping the research team to defining the problem at hand etc.

(v) ***Piloting and Hand-over of Project:***

The proposer must mention the **piloting** place/partner/organization and the **letter of consent** of the associated place/partner/organization must be submitted. Also, the **hand-over** of the project to a relevant organization/industry must also be clarified and the related **letter of consent** must also be submitted. Note that, the above mentioned letters of consent must be uploaded in the “**Related Documents**” section of the web portal.

(vi) ***Approach and Methodology:***

The proposer must explain how (s)he will proceed with the research project. (S)He must mention in details about how (s)he intends to collect, analyze data or materials and then how (s)he will interpret the results. It is imperative to explain

the concept and the approach/activities that will be implemented during this research (e.g. demonstration, testing, prototyping, pilot lines, scale-up studies, miniaturization, design, performance verification, market replication encouraging the involvement of end users and potential clients, research etc.). This is an extremely important section of the proposal and must be detailed, well-constructed.

(vii) ***Challenge and Constraints:***

Please identify strengths and weaknesses of the proposer's vis-à-vis current research in terms of technical expertise, team building, past record etc. Also list the perceived opportunities and threats as well as describe how PI/Organization proposes to capitalize on them or avert them.

(viii) ***Patents and Copyrights:***

The Proposer must describe in details the key knowledge items and inventions that needs to be patented. In accordance to the Section 20 of the Bangladesh Energy and Power Research Council Act, 2015-

- (a) Any invention made by any officer of the Council or the outcome of the research conducted with the financial assistance of the Council shall be the property of the Council and it shall be patented under the existing law, provided the researcher or research team and research institution may be given royalty from the commercial income of the outcome of the research work at a rate determined by the Council.
- (b) The outcome of the research work under sub-section (1) may be given, subject to the procedure or terms and conditions made by the rules, to any person or institution in the use of energy and power related research work.

To preserve existing rights it is suggested that those who believe that they have patentable inventions should file, as a protection to themselves and to the Government, necessary patent applications.

Brevity will assist reviewers and Council staff in dealing effectively with proposals. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included here. PIs are cautioned that the Research Description must be self-contained and that URLs must not be used because: 1) the reviewers are under no obligation to view the sites; and 2) the sites could be altered or deleted between the time of submission and the time of review.

f. **Statement of Work and Schedule:**

The Statement of Work is the primary contractual document that identifies the work to be performed and outcome to be produced and provides the basis for EPRC payment. It is an action document that specifically delineates each step or procedure required to accomplish the research project objectives. Therefore, each action should be identified with a description of its objective, who will perform it, how it will be performed, and the anticipated product deliverables.

(i) ***Task Objectives, Methods, and Deliverables:***

Proposed Statement of Work tasks should identify specific objectives, methods, and quantifiable and measurable targets that define success of each task and that can be evaluated at project completion. Description of each task should include:

- (a) The objective of the task.
- (b) Detailed description of what work will be performed for the task, including methods to be used and a brief description of any quality control and quality assurance measures, analytical procedures, or statistical analyses to be employed to optimize the quality of the data and project results.
- (c) Soundness of the methods to be used in the task. Briefly explain why the equipment, models, methods, and other aspects of the work are expected to meet objectives. Describe the extent to which chosen methods have been accepted by policy-making organizations, or otherwise demonstrated to be valid.
- (d) The persons responsible for completing the task.
- (e) Deliverables for the task.
- (f) Task budget—the approximate amount, in Taka, allocated to the task.

(ii) ***Dissemination of Results:***

Include a task for reporting and disseminating research results. This is a key aspect of the Research Program. Identify the end user or target audience of the research results; who will find the research results useful? Consider the decision-makers or audiences to whom the research results will be most relevant when crafting the dissemination plan. The results of funded research project will be made publicly available. The following reporting and information transfer work should be considered in allocating resources for this task:

- (a) Minimum reporting and information transfer shall be accomplished through presentations and submission of monthly or quarterly progress reports, a final technical report, and an article for a peer-reviewed journal. The format of the final report will be determined upon discussion with the EPRC. Principal investigators are strongly encouraged to use a technical editor for all final documents. Electronic access to the project data shall also be provided after appropriate quality assurance.
- (b) Additional methods of information transfer and reporting may be proposed to involve pertinent decision-makers or regulators and other target audience representatives during the research project, and for using the anticipated project results to achieve projected benefits.
- (c) If awarded, the proposer may be required to submit annual metrics reports to the EPRC, a prepared analysis and summary of metrics addressing the anticipated benefits or technology transfer efforts that are realized by the project. All estimates shall reference credible sources and estimating procedures, and all assumptions shall be documented. Reporting shall commence the first calendar

year after the contract is executed. Reports shall be submitted by January 31st for the previous calendar year's activities (i.e., reporting period).

(iii) ***Master Schedule:***

Complete a schedule showing the starting and completion times of all major milestones in a Gantt chart. The schedule should include major milestones and meetings, tests, demonstrations, reports, and other key deliverables.

(iv) ***Management Plan and Qualifications:***

(a) ***Organizational Chart:***

Prepare an organizational chart listing project personnel. Include any subcontractors and other sponsors involved in the project, showing their roles and responsibilities.

(b) ***Tasking Chart:***

Prepare a tasking chart, setting forth approximately (in hours or days) the amount of time contributed by each person to each task and to the total effort.

(c) ***Résumés (Not included in page count):***

Identify key project personnel. Submit relevant portions of resumes for all key project personnel, including those of proposed subcontractors. Include education and experience that are relevant to the proposed work.

(d) ***Related Projects:***

List related projects that have been undertaken by the proposer and/or subcontractors. For each project, provide a brief summary describing the project's title, scope, funding amount and client contact numbers. EPRC may contact listed clients.

(v) ***Letters of Commitment or Support :***

If you are relying on other organizations or businesses to do work, provide services, data, or equipment, or share in the non- EPRC cost, you must include a letter of commitment from those organizations or businesses describing their commitment. If your proposal states that another organization will benefit from the results of your project, it is strongly recommended that you include a letter from those organizations stating their support for the project. Absence of letters of support will be interpreted as the proposer lacking those parties' commitment and support.

***G. Budget and Budget Justification***

Each proposal must contain a budget for each year of support requested. The amounts for each budget line item requested must be documented and justified in the budget



justification as specified below. For proposals that contain a sub-award(s), **each sub-award** must include a separate budget justification.

(i) ***Salaries and Wages:***

As a general policy, EPRC limits the total salary/remuneration compensation of a Principal Investigator (PI), Co-Principal Investigator and Research Assistant which should not exceed 30% of the total project budget. Note that, the salary/remuneration of a PI should not exceed 4% and the salary/remuneration of a Co-PI of a project should not exceed 3% of the total project budget.

The salaries of administrative and clerical staff should normally be treated as direct costs if all the conditions identified below are met:

- (a) Administrative or clerical services are integral to a project or activity;
- (b) Individuals involved can be specifically identified with the project or activity;
- (c) Such costs are explicitly included in the approved budget or have the prior written approval of the EPRC; and
- (d) The costs are not also recovered as indirect costs.

Conditions above are particularly relevant for consideration at the budget preparation stage.

The names of the PI, Co-PI and other senior personnel as well as the estimated number of full-time-equivalent person-months for which EPRC funding is requested, and the total amount of salaries requested per year, must be listed. For consistency with the EPRC cost sharing policy, if person months will be requested for senior personnel, a corresponding salary amount must be entered on the budget. If no person months and no salary are being requested for senior personnel, they should be removed from the budget.

For postdoctoral associates and other professionals, the total number of persons for each position must be listed, with the number of full-time-equivalent person-months and total amount of salaries requested per year. For graduate and undergraduate students, secretarial, clerical, technical, etc., whose time will be charged directly to the project, only the total number of persons and total amount of salaries requested per year in each category is required. Compensation classified as salary payments must be requested in the salaries and wages category. Salaries requested must be consistent with the EPRC's regular practices. The budget justification should detail the rates of pay by individual for senior personnel, postdoctoral associates, and other professionals.

(ii) ***Equipment and Product:***

Allowable items ordinarily will be limited to research equipment and apparatus not already available for the conduct of the work. General purpose equipment such as office equipment and furnishings, and information technology equipment and systems are typically not eligible for direct cost support. Special purpose or scientific use computers or associated hardware and software, however, may be requested as items of equipment when necessary to accomplish the project objectives

and not otherwise reasonably available. Any request to support such items must be clearly disclosed in the proposal budget, justified in the budget justification, and be included in the EPRC award budget.

(iii) ***Travel:***

Travel and its relation to the proposed activities must be specified, itemized and justified by destination and cost. Funds may be requested for field work, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence. In order to qualify for support, however, attendance at meetings or conferences must be necessary to accomplish proposal objectives, or disseminate its results. Travel support for dependents of key project personnel may be requested only when the travel is for a duration of six months or more either by inclusion in the approved budget or with the prior written approval of the EPRC. Allowance for air travel normally will not exceed the cost of round-trip, economy airfares. Persons traveling under EPRC grants must travel by cheapest direct route.

(iv) ***Other Direct Costs:***

Any costs proposed to an EPRC grant must be allowable, reasonable and directly allocable to the supported activity. The budget must identify and itemize other anticipated direct costs not included under the headings above, including materials and supplies, publication costs, computer services and consultant services.

(a) **Materials and Supplies (including Costs of Computing Devices):**

The proposal budget justification should indicate the general types of expendable materials and supplies required. Supplies are defined as all tangible personal property other than those described in paragraph above. A computing device is considered a supply if the acquisition cost is less than the lesser of the capitalization level established by the proposer, regardless of the length of its useful life. In the specific case of computing devices, charging as a direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of the EPRC award. Cost estimates must be included for items that represent a substantial amount of the proposed line item cost.

(b) **Publication/Documentation/Dissemination:**

The proposal budget may request funds for the costs of documenting, preparing, publishing or otherwise making available to others the findings and products of the work conducted under the grant. This generally includes the following types of activities: reports, reprints, page charges or other journal costs (except costs for prior or early publication); necessary illustrations; cleanup, documentation, storage and indexing of data and databases; development, documentation and debugging of software; and storage, preservation, documentation, indexing, etc., of physical specimens, collections or fabricated items.

(c) **Consultation Services (also referred to as Professional Service Costs):**

The proposal budget may request costs for professional and consultant services. Professional and consultant services are services rendered by persons who are members of a particular profession or possess a special skill, and who

are not officers or employees of the proposing organization. Costs of professional and consultant services are allowable when reasonable in relation to the services rendered and when not contingent upon recovery of costs from the government. Anticipated services must be justified and information furnished on each individual's expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service. Consultants' travel costs, including subsistence, may be included. If requested, the proposer must be able to justify that the proposed rate of pay is reasonable.

(d) **Computer Services:**

The cost of computer services, including software and computer-based analysis, retrieval of scientific, technical and educational information, may be requested only where it is institutional policy to charge such costs as direct charges. A justification based on the established computer service rates at the proposing organization must be included. The proposal budget also may request costs for leasing of computer equipment.

(e) **Sub-awards:**

Except for the purchase of materials and supplies, equipment or general support services allowable under the grant, no portion of the proposed activity may be sub-awarded, transferred, or contracted out to another organization without written prior EPRC authorization. Such authorization must be provided either through inclusion of the sub-award(s) on an EPRC award budget or by receiving written prior approval from the EPRC. If known at the time of proposal submission, the intent to enter into such arrangements must be disclosed in the proposal. A separate budget and a budget justification must be provided for each sub-recipient, if already identified, along with a description of the work to be performed.

**BUDGET ESTIMATES: SUMMARY**

(In Taka)

Item	BUDGET			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total

A. Recurring

1. Salaries/ Wages
2. Consumables

3. Travel
4. Other Costs
<b>B. Non-Recurring</b>
Permanent Equipment
<b>Grand Total ( A+B)</b>

- Financial Year: July to June
- Count six months from submission of the proposal to arrive at expected time point for commencement of the project.
- Please provide brief justification for each head of expenditure (100 words for each).

**BUDGET FOR SALARIES/WAGES**

Designation (Number of persons)	Monthly Emoluments	(In Taka)			
		BUDGET			
		1 <sup>st</sup> yr. (m.m.)	2 <sup>nd</sup> yr. (m.m.)	3 <sup>rd</sup> yr. (m.m.)	Total (m.m.)*
-----					
Full time					
i)					
ii)					
Part time					
i)					
ii)					
<b>Total</b>					

- m. m. man months to be given within brackets before the budget amount.

**BUDGET FOR TRAVEL**

Items	(In Taka)			
	BUDGET			
	1 <sup>st</sup> yr.	2 <sup>nd</sup> yr.	3 <sup>rd</sup> yr.	Total
Travel 1. Local *				
2. Foreign*				
<b>Total</b>				

\* Please specify.

**BUDGET FOR OTHER DIRECT COSTS**

(In Taka)

Items	BUDGET			Total
	1 <sup>st</sup> yr.	2 <sup>nd</sup> yr.	3 <sup>rd</sup> yr.	
a. Contingencies				
b. Others				
Total				

**BUDGET FOR EQUIPMENT & PRODUCTS**

(In Taka)

Sl. No.	Name of equipment *	Estimated cost
1.		
2.		
Total		

- Please give justification for each equipment and products.

**H. Reference Cited:**

Reference information is required. Proposers shall refer to APA (American Psychological Association) style or APA citing as the standard format for reference citation. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the proposer has a website address readily available, that information should be included in the citation. It is not EPRC's intent, however, to place an undue burden on proposers to search for the URL of every referenced publication. Therefore, inclusion of a website address is optional. A proposal that includes reference citation(s) that do not specify a URL is not considered to be in violation of EPRC proposal preparation guidelines and the proposal will still be reviewed.

Proposers must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal. While there is no established page limitation for the references, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Research Description.

## ***I. Facilities, Equipment and Other Resources:***

Proposers should describe only those resources that are directly applicable. They must include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Such information must be provided in this section, in lieu of other parts of the proposal (e.g., budget justification, project description). The description should be narrative in nature and must not include any quantifiable financial information. Reviewers will evaluate the information during the merit review process.

### **Cost Sharing Proposals**

#### **(i) *Voluntary Committed and Uncommitted Cost Sharing:***

While not required by EPRC, awardee organizations may, at their own discretion, continue to contribute voluntary uncommitted cost sharing to EPRC-sponsored research projects. These resources are not auditable by EPRC and should not be included in the proposal budget or budget justification.

In order for EPRC, and its reviewers, to assess the scope of a proposed project, all organizational resources necessary for, and available to, a project must be described in the Facilities, Equipment and Other Resources section of the proposal. EPRC are not authorized to impose but encourages cost sharing in a research project unless such requirements are explicitly included in the program solicitation. In any case, EPRC remains lead financier.

#### **(ii) *Mandatory Cost Sharing:***

Mandatory cost sharing will only be required for EPRC programs when explicitly authorized by the EPRC. In those rare instances, cost sharing requirements will be clearly identified in the solicitation and must be included in the proposed budget. For purposes of budget preparation, the cumulative cost sharing amount must be entered on the first year's budget. Should an award be made, the organization's cost sharing commitment, as specified on the first year's approved budget, must be met prior to the award end date. Such cost sharing will be an eligibility, rather than a review criterion. Proposers are advised not to exceed the mandatory cost sharing level or amount specified in the solicitation.

When mandatory cost sharing is included in the budget, and accepted by the Council, the commitment of funds becomes legally binding and is subject to audit. When

applicable, the estimated value of any in-kind contributions also should be included in the budget. An explanation of the source, nature, amount and availability of any proposed cost sharing must be provided in the budget justification. It should be noted that contributions derived from other Government funds or counted as cost sharing toward projects of another Government agency must not be counted towards meeting the specific cost sharing requirements of the EPRC award.

Failure to provide the level of cost sharing required by the EPRC solicitation and reflected in the EPRC award budget may result in termination of the EPRC award, disallowance of award costs and/or refund of award funds to EPRC by the awardee.

### **Collaborative Proposals**

A collaborative proposal is one in which investigators from two or more organizations wish to collaborate on a unified research project. Collaborative proposals may be submitted to EPRC in one of two methods: as a single proposal, in which a single award is being requested (with sub-awards administered by the lead organization); or by simultaneous submission of proposals from different organizations, with each organization requesting a separate award. In either case, the lead organization's proposal must contain all of the requisite sections as a single package to be provided to reviewers. All collaborative proposals must clearly describe the roles to be played by the other organizations, specify the managerial arrangements, and explain the advantages of the multi-organizational effort within the Research Description. PIs are strongly encouraged to contact EPRC prior to submission of a collaborative proposal.

(i) ***Submission of a collaborative proposal from one organization:***

The single proposal method allows investigators from two or more organizations who have developed an integrated research project to submit a single, focused proposal. A single investigator bears primary responsibility for the administration of the grant and discussions with EPRC, and, at the discretion of the organizations involved, investigators from any of the participating organizations may be designated as co-PIs. Note, however, that if awarded, a single award would be made to the submitting organization, with any collaborators listed as sub-awards.

(ii) ***Submission of a collaborative proposal from multiple organizations:***

Simultaneous submission of proposals allows multiple organizations to submit a unified set of certain proposal sections, as well as information unique to each organization as specified below. All collaborative proposals arranged as separate submissions from multiple organizations must be submitted to EPRC.

For these proposals, the Research title must begin with the words "Collaborative Research:" If funded, each organization bears responsibility for a separate award.

Required sections of the proposal differ based on the organization's role. The following sections are required for a collaborative proposal submitted by:

### **Lead Organization**

- a. Cover Page
- b. Research Summary
- c. Literature Review
- d. Table of Contents
- e. Research Description
- f. Statement of Work and Schedule
- g. Budget and Budget Justification
- h. Reference Cited
- i. Facilities, Equipment and Other Resources

### **Non-Lead Organization**

- a. Cover Page
- b. Table of Contents
- c. Statement of Work and Schedule
- d. Budget and Budget Justification
- e. Facilities, Equipment and Other Resources

All components of the collaborative proposal must meet any established deadline date and time, and failure to do so may result in the entire collaborative proposal being returned without review. If funded, both lead and non-lead organizations are required to submit separate annual and final project reports. These reports should reference the work of the collaborative, while focusing on the distinct work conducted at each funded organization.

## **MISCELLANEOUS**

### **(i) Solicitation Cancellation and Amendment**

It is the policy of the EPRC not to solicit applications unless there is a bona fide intention to award an agreement. However, if it is in the Government's best interest, the Council reserves the right to do any of the following:

- Cancel any program solicitation;
- Revise the amount of funds available under this solicitation;
- Amend this solicitation as needed; and/or



- Reject any or all applications received in response to the program solicitation.
- (ii) If the solicitation is amended, EPRC will send an addendum to all parties who requested the solicitation, and will also post it on the official website of EPRC: <http://www.eprc.gov.bd/>. The Council will not reimburse applicants for application development expenses under any circumstances, including cancellation of the solicitation.

(iii) **Invalid ‘Timed’ Application**

An Application cannot be “timed” to expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: “This application and the cost estimate are valid for 60 days.”

(iv) **Confidentiality**

All submitted documents will remain confidential.

(v) **Solicitation Errors**

If any ambiguity, conflict, discrepancy, omission, or other error is discovered at any stage before the proposal submission deadline, the changes will be notified to all relevant parties.

(vi) **Minor Defects**

EPRC may waive any minor defect or deviation contained in a proposal which will not materially affect the eligibility criteria of that proposal.