BAGMATI UNIVERSITY

Research Grant Selection, Evaluation, Monitoring and Management Procedure, 2083

BAGMATI UNIVERSITY

2083 (2026 AD)

1. Introduction and Objectives

Bagmati University introduces a comprehensive Research Grant Selection Evaluation, Monitoring and Management Procedure applicable to all Deans, Directors, Schools, Constituent Campuses and Eligible Faculty Members.

The Proposed procedure should establish a transparent, competitive, merit-based, and accountable system for awarding research grants. It should encourage high-quality research, publication in internationally recognized journals, interdisciplinary collaboration, innovation, technology transfer and partnerships with national and international institutions.

1.1 Objectives

i) Promote research excellence and strengthen the university's research culture.

ii) Encourage faculty members to conduct original, innovative and problem-oriented research.

iii) Support interdisciplinary and collaborative research among different Faculties.

iv) Promote research in mathematics, science & technology, management & law, education & social sciences.

v) Encourage joint research with national and international universities, industries and research institutions.

vi) Increase publications in peer-reviewed, Scopus-indexed and Web of Science-indexed journals.

vii) Promote research that addresses Nepal's national and provincial development priorities.

viii) Establish transparent grant allocation, evaluation, monitoring and financial accountability mechanisms.

2. Preliminary Provisions

2.1 Short Title, Commencement and Application

i) This procedure shall be called the Bagmati University Research Grant Selection, Evaluation, Monitoring and Management Procedure, 2083.

ii) It shall come into effect from the date of approval by the Board of Trustees of Bagmati University.

iii) This procedure shall be applicable to all Deans, Directors, Schools, Constituent Campuses and Eligible Faculty Members of Bagmati University.

2.2 Definitions

Unless the subject or context otherwise requires:

Term	Definition
University	Bagmati University
Grant	Financial support provided by the University for approved research.

Term	Definition
Applicant	Faculty member applying for a research grant.
PI	Principal Investigator responsible for the project.
Co-I	Co-Investigator participating in the research.
ED	Executive Director, Research.
Dean	Dean of the concerned Faculty.
REC	Research Evaluation Committee.
RMC	Research Management Committee
Reviewer	Independent subject expert appointed to evaluate a proposal.
Deliverables	Research outputs agreed upon in the grant contract.
Students	Regular students of Bagmati University.

2.3 Procedure

i) Announcement and publication of grant calls.

ii) Application and proposal submission.

iii) Eligibility screening.

iv) Technical evaluation and presentation.

v) Grant selection and approval.

vi) Grant agreement and fund disbursement.

vii) Research implementation and monitoring.

viii) Financial management and auditing.

ix) Publication, dissemination and intellectual property.

x) Completion, reporting and recovery of unspent funds.

3. Categories of Faculty Research Grants

The University shall introduce two categories of research grants. Annual grant ceilings shall be determined by the University based on its approved research budget.

Category	Proposed grant ceiling	Duration	Purpose
Faculty Research Grant	NPR 200,000 (Two Lakhs)	6 months	One or two faculty & at least two students.
Collaborative Research Grant.	NPR 500,000 (Five Lakhs)	6 months	Two or more than two faculties and more than two students.

3.1 Research Grant Distribution

The University may allocate its annual research grant budget as follows:

Grant category	Proposed allocation
Faculty Research Grant.	40%
Collaborative Research Grant	60%
Total	100%

The allocation may be adjusted according to the number, quality and strategic importance of applications received.

3.2 Priority Research Areas

Research grants shall be available across all academic disciplines. The following areas are proposed as priority areas:

Discipline	Priority research themes
Science and Technology	Physics, mathematics, engineering.
Information Technology	Artificial intelligence, machine learning, cybersecurity, data science, software engineering.
Management	Entrepreneurship, finance, accounting, business innovation, tourism and hospitality.
Law and Governance	Constitutional studies, public policy, federalism, local governance, human rights.
Education	AI-integrated education, curriculum development, teacher training, digital learning, inclusive education.
Social Sciences	Public administration, migration, gender, social inclusion, sustainable development.
Humanities and Culture	Indigenous knowledge, cultural heritage, language preservation, literature and cultural tourism.
Interdisciplinary Research.	AI and business, technology and education, science-policy integration, university-industry innovation.

Research addressing Bagmati Province's development challenges and Nepal's national priorities shall receive appropriate consideration.

4. Eligibility and Application Requirements

4.1 Applicant Eligibility Requirements

An applicant must meet the following requirements:

i) Must be a full-time faculty member or researcher of Bagmati University.

ii) Must have an active employment or academic appointment during the proposed research period.

iii) Must possess the academic qualifications and relevant research experience required for the proposed project.

iv) Must demonstrate subject expertise or relevant research experience.

v) Must submit a complete proposal using the prescribed application format.

vi) Must obtain a recommendation from the concerned department head.

vii) Must disclose any previous or current research grants.

viii) Must not have unresolved financial or research-reporting obligations under previous University grants.

ix) Must agree to comply with the University's research ethics, financial and administrative requirements.

4.2 Composition of the Research Team

Grant category	Minimum recommended team
Faculty Research Grant	One or two faculty & at least two students.
Collaborative Research Grant.	Two or more than two faculty and more than two students.

Additional provisions:

a) Inter-faculty collaboration should be encouraged.

b) International experts may participate as research collaborators.

c) Young faculty members and early-career researchers should be encouraged to participate.

d) Research students must participate under the supervision of qualified investigators.

4.3 Number of Applications

i) A faculty member may serve as PI in only one application under a particular annual grant call.

ii) A faculty member may participate as Co-I in another proposal, subject to workload, subject matter relevancy, expertise and conflict-of-interest requirements.

iii) Participation of students is mandatory.

iv) A PI with an ongoing University-funded project shall not receive another grant until satisfactory progress has been demonstrated, unless specifically approved.

v) Applicants shall disclose all overlapping research funding to prevent double funding.

4.4 Required Application Documents

Every application shall include:

a) Completed research grant application form.

b) Detailed research proposal.

c) Curriculum vitae of PI and Co-Is.

d) Publication and research experience records.

e) Detailed budget and budget justification.

f) Work plan

g) Recommendation Letter.

h) Institutional collaboration letters, where applicable.

i) Plagiarism and originality declaration.

j) Conflict-of-interest declaration.

k) Declaration of previous and ongoing research grants.

l) Any other documents specified in the grant announcement.

4.5 Research Proposal Format

The research proposal shall follow this prescribed structure:

Section	Required content
1. Title	Clear and specific research title.
2. Executive Summary	Research problem, objectives, methods and expected outcomes.
3. Introduction	Background and context
4. Problem Statement	Specific research gap or problem.
5. Literature Review	Critical review of previous studies.
6. Research Gap	Unanswered questions and originality.
7. Objectives	General and specific objectives.
8. Research Questions/Hypotheses	Testable questions or hypotheses, where applicable.
9. Methodology	Research design, sampling, instruments and analytical techniques.
10. Expected Results	Anticipated academic and practical results.
11. Innovation	Originality and contribution to knowledge.
12. Work Plan	Activities, milestones and timeline.
13. Budget	Detailed financial requirements.
14. Dissemination	Journal publications, conferences and policy briefs.
15. Ethical Considerations	Consent, privacy, safety and ethical clearance.
16. References	Recognized academic referencing style.
17. Annexes	Instruments, letters, technical documents and supporting materials.

The proposal should normally be up to 5,000 words, excluding references and annexes. A different length may be specified for small research grants.

5. Institutional Structure and Responsibilities

5.1 Research Management Committee (RMC)

The University shall establish a Research Management Committee to oversee the entire grant process.

Proposed composition:

Position	Responsibility
Dean(s) of concerned Faculty.	Chair

Position	Responsibility
Executive Director of Research Office.	Member Secretary
Finance representative	Member
Two or more subject experts.	Members
External research expert	Member, where required
Corresponding School Head	Member

The University may establish a separate evaluation panel for each academic discipline.

5.2 Responsibilities of the Research Management Committee

The Committee shall:

i) Prepare the annual research grant call.

ii) Recommend annual research priorities and grant allocations.

iii) Establish evaluation procedures and reviewer panels.

iv) Ensure independent and impartial evaluation.

v) Review evaluation scores and recommendations.

vi) Recommend successful applicants to the university authority.

vii) Monitor the progress of approved projects.

viii) Review research and financial reports.

ix) Recommend corrective measures or grant termination.

5.3 Responsibilities of the Dean Office

Each Faculty shall:

i) Announce the grant call to eligible faculty members.

ii) Verify applicant eligibility and institutional affiliation.

iii) Review the academic relevance of proposals.

iv) Recommend qualified applications.

v) Facilitate interdisciplinary research.

vi) Monitor the academic progress of funded projects.

vii) Verify final academic deliverables.

5.4 Responsibilities of the Research Director

The Research Director shall serve as the central administrative unit and shall:

i) Receive and register applications.

ii) Maintain a confidential proposal database.

iii) Conduct eligibility screening.

iv) Coordinate external reviewers.

v) Maintain evaluation sheets.

vi) Prepare selection and award notices.

vii) Coordinate grant agreements.

viii) Maintain project progress records.

ix) Facilitate publications, conferences and research dissemination.

6. Selection and Evaluation Procedure

6.1 Seven-Stage Selection Process

The research grant selection process shall consist of the following seven stages.

a) Stage 1: Public announcement.

b) Stage 2: Application submission.

c) Stage 3: Administrative screening.

d) Stage 4: Independent technical review.

e) Stage 5: Research presentation.

f) Stage 6: Final ranking and recommendation.

g) Stage 7: Approval and grant agreement.

6.2 Administrative Screening

Applications shall be screened using a pass/fail system.

Screening criterion	Result
Applicant is eligible	Pass/Fail
Proposal is complete	Pass/Fail
School/Campus recommendations attached.	Pass/Fail
Budget follows prescribed format.	Pass/Fail
Originality and plagiarism declaration submitted.	Pass/Fail
Conflict-of-interest declaration submitted.	Pass/Fail
Previous grant obligations fulfilled if applicable	Pass/Fail

Applications failing mandatory eligibility requirements shall not proceed to technical evaluation. Minor clerical omissions may be returned for correction within a specified period, provided fairness to all applicants is maintained.

6.3 Detailed Evaluation and Marking Criteria

The total evaluation shall carry 100 marks, distributed into three components:

Evaluation component	Full marks	Weight
A. Research proposal evaluation.	70	70%
B. Research team and experience.	15	15%
C. Proposal presentation and defence.	15	15%
Total	100	100%

At least two independent reviewers shall evaluate the technical proposal. Their average score shall be used for Component A.

6.3.1 Component A: Research Proposal Evaluation (70 Marks)

S.N.	Evaluation criteria	Marks
1	Relevance to Bagmati University's research priorities and national/provincial needs.	8
2	Significance of research problem and clarity of objectives.	8
3	Originality, innovation and research gap.	10
4	Quality of literature review and theoretical/conceptual framework.	6
5	Research methodology, design and analytical framework.	15
6	Feasibility, work plan and availability of resources.	7
7	Expected academic, social, economic or technological impact.	6
8	Potential for quality publications and dissemination.	5
9	Budget justification and cost-effectiveness.	5
	Total	70

Detailed Interpretation of the Criteria:

1. Relevance (8 marks)

- Relevance to the academic discipline: 2.
- Relevance to university and provincial priorities: 3.
- Potential to address national or societal challenges: 3.

2. Research significance (8 marks)

- Clarity of the research problem: 3.
- Clarity and measurability of objectives: 3.
- Importance of the proposed study: 2.

3. Originality and innovation (10 marks)

- Identification of research gaps: 3.
- Original contribution to knowledge: 4.
- Innovation in methods, technology or application: 3.

4. Literature review (6 marks)

- Quality and relevance of literature: 2.
- Critical analysis of previous research: 2.
- Theoretical or conceptual framework: 2.

5. Methodology (15 marks)

- Appropriateness of research design: 4.
- Sampling/data collection and instruments: 3.
- Analytical methods and technical validity: 4.
- Reliability, validity and reproducibility: 2.
- Ethical and data-management considerations: 2.

6. Feasibility (7 marks)

- Realistic timeline: 2
- Availability of human and technical resources: 2.
- Risk management and implementation capacity: 3.

7. Expected impact (6 marks)

- Contribution to scientific or academic knowledge: 2.
- Social, economic or policy impact: 2.
- Potential for practical application or technology transfer: 2.

8. Publication and dissemination (5 marks)

- Potential for peer-reviewed journal publication: 3.
- Conference, seminar or other dissemination plan: 2.

9. Budget (5 marks)

- Budget accuracy and justification: 2.
- Value for money: 2
- Financial feasibility: 1.

6.3.2 Component B: Research Team Evaluation (15 Marks)

S.N.	Criteria	Marks
1	Academic qualifications and subject expertise.	4
2	Previous research experience.	2
3	Quality and relevance of previous publications.	3
4	Experience in research projects and implementation/assistantship.	2
5	Interdisciplinary, institutional and international collaboration.	4
	Total	15

6

The evaluation of publications shall consider quality, relevance, peer-review status, indexing and the applicant's actual contribution. Journal indexing must be verified at the relevant evaluation date. Predatory or misleading publication outlets shall not receive publication-quality credit.

6.3.3 Component C: Presentation and Defence (15 Marks)

S.N.	Criteria	Marks
1	Clarity of research concept and objectives.	3
2	Understanding of the research problem and literature.	3
3	Explanation and defence of methodology.	4
4	Feasibility and justification of budget.	2
5	Response to questions and academic confidence.	3
	Total	15

Recommended presentation duration:

a) Presentation: 10–15 minutes.

b) Questions and answers: 10 minutes.

c) Total: approximately 20–25 minutes per applicant.

6.4 Evaluation Scoring Sheet

Bagmati University – Research Proposal Evaluation Form.

Evaluation area	Maximum marks	Reviewer 1	Reviewer 2	Average
Research relevance	8			
Research significance	8			
Originality and innovation.	10			
Literature review	6			
Methodology	15			
Feasibility	7			
Expected impact	6			
Publication potential	5			
Budget justification	5			
Proposal total (A)	70			
Research team (B)	15			
Presentation (C)	15			
Grand total	100			

Reviewer comments:

a) Major strengths of the proposal:

b) Weaknesses and limitations:

c) Recommended improvements:

d) Budget adjustment, if required:

e) Overall recommendation:

f) Recommendation: Approve / Approve with modifications / Reject.

6.5 Score Interpretation and Selection Threshold

Final score	Evaluation category	Recommendation
80–100	Outstanding	Highest priority for funding.
70–79	Very Good	Strongly recommended
60–69	Good	Eligible for funding
50–59	Satisfactory	Considered with improvement (based on reviewers' comments)
Below 50	Weak	Not recommended

Minimum passing score: 50/100.

Additional requirements:

i) Applicants must secure at least 35 out of 70 in proposal evaluation.

ii) Applicants must secure at least 6 out of 15 in team evaluation.

iii) Applicants must secure at least 7 out of 15 in presentation evaluation.

iv) A proposal that fails any minimum component threshold shall not be recommended, even if its aggregate score is 50 or above.

v) Meeting the minimum score does not guarantee funding.

vi) Funding shall be provided according to merit ranking and the available annual budget.

6.6 Final Ranking

If two or more proposals obtain the same final marks, priority shall be determined in the following order:

i) Higher marks in research proposal evaluation.

ii) Higher marks in research methodology.

iii) Higher marks in originality and innovation.

iv) Higher marks in expected research impact.

6.7 Approval and Distribution of Grants

The selection committee shall recommend the successful proposals to Bagmati University.

The recommended administrative process is:

a) Research Director prepares the final evaluation report.

b) Research Management Committee verifies scores, eligibility and budget availability.

c) Finance Section verifies the availability of funds.

d) University authority approves the grant.

e) University publishes the final results.

The final approval authority shall be determined in accordance with the Bagmati University Act, Regulations and delegated financial authority.

6.8 Publication of Results

The University shall publish:

i) Names of selected Principal Investigators.

ii) Research project titles.

iii) Concerned schools/campuses.

iv) Approved grant amounts.

v) Project duration.

vi) Conditions of grant approval.

Individual reviewer identities and confidential review comments shall not be publicly disclosed.

7. Grant Agreement, Financial Management and Monitoring

7.1 Grant Agreement

Every successful applicant shall sign a formal agreement with Bagmati University before receiving the grant.

The agreement shall include:

i) Project title and objectives.

ii) Name of PI and Co-Is.

iii) Approved grant amount.

iv) Project duration.

v) Approved budget.

vi) Expected research outputs.

vii) Fund disbursement schedule.

viii) Progress-reporting requirements.

ix) Publication and acknowledgement requirements.

x) Intellectual property provisions.

xi) Ethical compliance.

xii) Financial accountability.

xiii) Termination and recovery provisions.

xiv) Dispute-resolution mechanism.

7.2 Permissible Expenditure

Research grants may be utilized for the following approved purposes:

S.N.	Expenditure category	Permissible use
1	Research materials	laboratory materials, stationery and consumables.
2	Equipment	Research instruments, specialized equipment and approved software.
3	Fieldwork	Field visits, sample collection and approved travel.
4	Data collection	Surveys, interviews, research assistants and data acquisition.
5	Laboratory services	Testing, analysis, calibration and technical services.
6	Data processing	Statistical analysis, computing and data processing.
7	Research assistance	Approved research assistant remuneration.
8	Publication	Editing, language improvement and reasonable publication charges.
9	Dissemination	Research seminars, workshops and conference presentations.
10	Documentation	Printing, reports and research documentation.

All expenditure must be directly related to the approved research activities and comply with the University's financial regulations.

7.3 Non-Permissible Expenditure

Grant funds shall not be used for:

i) Personal expenditure.

ii) Gifts and entertainment.

iii) Unapproved foreign travel.

iv) Purchase of unrelated equipment or materials.

v) Payment of fines or personal liabilities.

vi) Expenditure outside the approved project budget without authorization.

vii) Any activity prohibited by prevailing law or University regulations.

7.4 Proposed Budget Allocation

For planning purposes, the following budget distribution is recommended:

Budget heading	Suggested allocation (Approx.)
Research materials and consumables.	15%
Equipment, software & technical services	20%
Fieldwork and data collection.	20%
Assistantship	20%
Report Writing	10%
Publication and dissemination.	10%
Contingency	5%
Total	100%

These are indicative allocations. The Research Management Committee may approve different proportions according to the nature of the research. Equipment-intensive laboratory research, field-based research and theoretical research may require substantially different budget structures.

7.5 Fund Disbursement

Installment	Percentage	Conditions
First installment	40%	Grant agreement signed and approved work plan submitted.
Second installment	30%	Satisfactory progress report and utilization statement submitted.
Final installment	30%	Completion of research activities and acceptance of final report/paper status.

The University may modify the installment schedule according to project duration, procurement requirements and financial regulations.

7.6 Financial Records

The PI shall maintain:

Original bills and invoices, payment vouchers, procurement documents, travel and fieldwork records, research assistant payment records, equipment and inventory records, expenditure statements, and bank or institutional transaction records, as applicable. All records shall be available for verification and audit.

7.7 Budget Revision

i) The PI shall submit a budget revision request with appropriate justification.

ii) Any change in project objectives or major activities shall require formal approval.

iii) Expenditure beyond the approved grant amount shall be the responsibility of the PI unless additional funding is formally approved.

iv) No retrospective approval shall be granted for unauthorized expenditure, except where permitted by applicable University financial regulations.

7.8 Progress Reporting

The PI shall submit progress reports according to the following schedule:

Report	Submission time	Required content
Inception report, approved proposal, and all other related documents.	Within 30 days of commencement.	Detailed methodology, work plan and milestones.
Mid-term report	At 50% of project duration.	Technical progress, financial utilization and challenges.
Final technical report	Within 30 days after completion.	Full findings, conclusions and deliverables.
Final financial report	Within 30 days after completion.	Final expenditure and supporting documentation.

7.9 Monitoring Mechanism

The Research management committee shall monitor the progress of all funded projects.

Monitoring may include:

i) Review of progress reports.

ii) Review of financial utilization.

iii) Field or laboratory visits.

iv) Verification of data and research outputs.

v) Meetings with the PI and research team.

vi) Review of publication progress.

vii) Verification of equipment and materials purchased.

7.10 Performance Indicators

Each project shall be assessed against measurable performance indicators.

Performance indicator	Evidence
Research activities completed.	Progress reports
Data collection completed	Dataset and field records
Research objectives achieved.	Technical report
Quality publications	Published or accepted manuscripts.
Conference presentation	Conference certificate or proceedings.
Technology or innovation	Prototype, software or technical output.
Policy recommendations	Policy brief or stakeholder report.
Research collaboration	Joint reports and institutional documentation.

7.11 Project Extension

The University may approve an extension where:

i) Natural disasters or other extraordinary circumstances affect research.

ii) Other legitimate reasons beyond the PI's reasonable control.

The PI must submit a written request before the project completion date. Extensions shall normally not exceed six months unless specifically approved by the university authority.

8. Publication, Ethics and Intellectual Property

8.1 Publication and Research Output Requirements

Every funded project most produce a final research report and appropriate academic outputs.

Grant category	Minimum recommended academic output.
Faculty Research Grant	One research report and one manuscript submitted to a peer-reviewed journal.
Collaborative Research Grant.	One report and one SCImago journal article submitted.

For fields in which journal articles are not the principal research output, books, scholarly chapters, legal commentaries, creative works, datasets, patents, software, policy studies or other recognized scholarly outputs may be accepted with prior approval. Submission of a manuscript is not the same as publication. The University shall separately record submitted, under-review, accepted and published outputs.

8.2 Publication Standards

The following standards shall apply:

i) Publications must be based on the funded research.

ii) The University affiliation must be correctly acknowledged.

iii) Journal quality and peer-review procedures must be verified.

iv) Predatory journals shall not be accepted as evidence of quality publication.

v) Duplicate publication and data manipulation are prohibited.

vi) All authors must satisfy legitimate authorship criteria.

vii) Publication fees must be approved and supported by appropriate documentation.

8.3 Acknowledgement of University Support

All publications arising from University-funded research shall include an acknowledgement such as:

> ***"This research was supported by Bagmati University, Nepal, under the BU Research Grant Program (e.g., Grant No. BURG 012083)."***

8.4 Research Ethics

Every researcher shall follow the University's research ethics requirements.

The following activities are prohibited:

i) Plagiarism.

ii) Fabrication or falsification of data.

iii) Manipulation of research findings.

iv) Unauthorized use of research materials.

v) Misrepresentation of authorship.

vi) Concealment of conflicts of interest.

vii) Unethical treatment of research participants.

viii) Unauthorized disclosure of confidential information.

Research involving human participants, animals, sensitive personal information or other regulated activities shall obtain the required ethical clearance before commencing such activities.

The University shall establish or designate a Research Ethics Review Committee.

8.5 Intellectual Property Rights

i) Intellectual property arising from University-funded research shall be governed by the applicable laws and the University's intellectual property policy.

ii) The PI and research team shall disclose potentially patentable inventions, software and other innovations to the University.

iii) Authorship shall be based on actual academic contributions.

iv) The University shall establish appropriate arrangements for commercialization and benefit-sharing.

v) Research outputs shall not be transferred to third parties without the required authorization.

vi) Open-access publication and responsible data sharing shall be encouraged, subject to privacy, confidentiality and intellectual property restrictions.

8.6 Research Data Management

The PI shall:

i) Maintain accurate and complete research data.

ii) Preserve original datasets and analysis records.

iii) Protect confidential and personal information.

iv) Maintain secure data storage.

v) Provide access to data for authorized verification.

vi) Submit appropriate datasets or metadata to the University's designated research repository, subject to ethical and legal restrictions.

9. General Terms, Termination and Dispute Resolution

9.1 General Terms and Conditions

The following conditions shall be binding on all grant recipients:

i) The grant shall be used exclusively for the approved research project.

ii) The PI shall be responsible for the academic and financial implementation of the project.

iii) Any change in PI, Co-I, objectives, methodology or duration shall require prior approval.

iv) The PI shall not transfer the grant to another person or institution.

v) All research activities must comply with approved ethical and legal requirements.

vi) The PI shall submit reports within the prescribed deadlines.

vii) The PI shall cooperate with monitoring and audit activities.

viii) All purchases must follow University procurement regulations.

ix) The PI shall acknowledge Bagmati University in research outputs.

x) Any unspent balance shall be returned or adjusted as directed by the University.

9.2 Responsibilities of the Principal Investigator

The PI shall be responsible for:

i) Overall project leadership.

ii) Research quality and integrity.

iii) Proper utilization of funds.

iv) Timely completion of research activities.

v) Coordination with Co-Is and collaborators.

vi) Submission of reports.

vii) Protection of research participants.

viii) Publication and dissemination of findings.

ix) Settlement of financial accounts.

9.3 Responsibilities of Co-Investigators

Co-Is shall:

i) Participate in the approved research activities.

ii) Contribute to the development and implementation of the research.

iii) Support data collection and analysis.

iv) Contribute to reports and publications.

v) Comply with research ethics and grant conditions.

9.4 Suspension or Termination of Grants

The University may suspend or terminate a grant in cases of:

i) Misuse of grant funds.

ii) Submission of false information.

iii) Serious research misconduct.

iv) Failure to submit mandatory reports.

v) Unauthorized transfer of project funds.

vi) Any other serious violation of the grant agreement.

The concerned PI shall normally be provided a written notice and a reasonable opportunity to respond before a final adverse decision, except where immediate protective action is necessary.

9.5 Recovery of Funds

The University may recover funds in cases of:

i) Financial fraud.

ii) Unauthorized expenditure.

iii) Unjustified non-utilization of funds.

iv) Breach of grant conditions resulting in financial loss.

v) Fail to complete the research project.

Recovery shall follow due process and applicable financial and administrative regulations.

9.6 Appeal and Grievance Mechanism

i) Applicants may submit an appeal against administrative disqualification or procedural irregularity within seven working days of publication of the relevant decision.

ii) Appeals shall be submitted to the Central Office of Bagmati University.

iii) Appeals shall be examined by an independent committee that does not include persons involved in the original disputed evaluation.

iv) The appeal shall not ordinarily reopen academic judgments merely because an applicant disagrees with the reviewer's opinion.

v) The decision of the Bagmati University authority shall be final under this procedure, subject to other applicable legal remedies.

9.7 Transparency in Grant Allocation

The University shall ensure:

i) Open announcement of research grant opportunities.

ii) Equal opportunity for eligible faculty members.

iii) Independent and confidential proposal evaluation.

iv) Consistent application of evaluation criteria.

v) Disclosure of conflicts of interest.

vi) Publication of the final selection results.

vii) Proper documentation of evaluation and approval decisions.

viii) Periodic institutional reporting on grant distribution and outcomes.

9.8 Conflict of Interest

A committee member or reviewer shall not evaluate a proposal if:

i) They are the PI or Co-I.

ii) They have a direct financial or professional interest in the proposal.

iii) They have a close personal or professional relationship that may compromise impartiality.

iv) They are involved in a competing proposal where impartiality could reasonably be questioned.

All evaluators must sign a confidentiality and conflict-of-interest declaration.

9.9 Interpretation and Resolution of Difficulties

Any difficulty in implementing this procedure shall be referred to the competent authority of Bagmati University for interpretation and resolution in accordance with prevailing laws, regulations, and University policies.

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Form BURG-01

Annex 1: Research Grant Application Form

Particulars	Information
Grant application number	
Grant category	Faculty / Collaborative
Faculty	
School/Campus	
Research title	
Principal Investigator	
Academic designation	
Highest academic qualification.	
Email and contact no.	
Co-Investigators/Students	
Project duration	
Total requested budget	
External contribution, if any.	
Research priority area	

Applicant's declaration

I hereby declare that the information provided in this application is true and accurate. The proposed research is original, has not been submitted for duplicate funding, and shall be conducted in accordance with the research ethics and financial regulations of Bagmati University.

PI Signature: _____

Date: _____

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Form BURG-02

Annex 2: Research Proposal Evaluation Form

Particulars	Details
Application number	
Research title	
Faculty	
Grant category	
Reviewer code	
Date of evaluation	

Evaluation criteria	Maximum marks	Marks awarded
Relevance	8	
Significance	8	
Originality and innovation.	10	
Literature review	6	
Methodology	15	
Feasibility	7	
Expected impact	6	
Publication potential	5	
Budget	5	
Total	70	

Reviewer comments: _____

Overall recommendation: Approve / Revise / Reject.

Reviewer signature: _____

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Form BURG-03

Annex 3: Research Team Evaluation Form

Evaluation criteria	Maximum marks	Marks awarded
Academic qualifications and subject expertise.	4	
Previous research experience.	2	
Quality and relevance of previous publications.	3	
Experience in research projects and implementation/assistantship.	2	
Interdisciplinary, institutional and international collaboration.	4	
Total	15	

Reviewer Name: _____ Signature: _____
Date: _____

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Form BURG-04

Annex 4: Research Presentation Evaluation Form

Evaluation criteria	Maximum marks	Marks awarded
Clarity of concept	3	
Research problem and literature.	3	
Methodology and defense	4	
Budget and feasibility	2	
Response to questions	3	
Total	15	

Evaluator Name: _____ Signature: _____
Date: _____

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Form BURG-05

Annex 5: Final Selection and Ranking Sheet

Application	PI	Proposal /70	Team /15	Presentation /15	Total /100	Rank	Decision
BURG-001							
BURG-002							
BURG-003							
BURG-004							

Prepared by: _____ Verified by: _____

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Form BURG-06

Annex 6: Detailed Research Budget Format

S.N.	Budget heading	Description	Quantity	Unit cost (NPR)	Total (NPR)
1	Research materials and consumables.				
2	Equipment, software & technical services				
3	Fieldwork and data collection.				
4	Assistanceship				
5	Report Writing				
6	Publication and dissemination.				
7	Contingency				
	Grand total				

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Form BURG-07

Annex 7: Grant Agreement Format

The grant agreement shall be signed between Bagmati University and the Principal Investigator and shall contain:

i) Project title and grant identification number.

ii) Names and affiliations of investigators.

iii) Approved amount.

iv) Project duration.

v) Approved budget.

vi) Disbursement schedule.

vii) Expected outputs.

viii) Monitoring and reporting obligations.

ix) Financial and ethical conditions.

x) Intellectual property provisions.

xi) Termination and recovery clauses.

Signatures:

University authority	Principal Investigator
Name:	Name:
Designation:	Designation:
Signature:	Signature:
Date:	Date:

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Form BURG-08

Annex 8: Progress and Monitoring Report

Reporting item	Details
Project title	
PI	
Reporting period	
Approved budget	
Expenditure to date	
Activities completed	
Activities remaining	
Preliminary findings	
Publications/progress	
Challenges	
Revised work plan, if required.	
Further financial requirement.	

Principal Investigator Signature: _____ Date: _____

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Form BURG-09

Annex 9: Final Research Completion Report

The final report shall contain:

i) Title page.

ii) Executive summary.

iii) Introduction and research problem.

iv) Research objectives.

v) Literature review.

vi) Research methodology.

vii) Results and findings.

viii) Discussion.

ix) Conclusions.

x) Recommendations.

xi) Research limitations.

xii) References.

xiii) Publications and dissemination.

xiv) Financial utilization statement.

xv) Annexes and supporting evidence.

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Form BURG-10

Annex 10: Declaration of Originality and Research Ethics

The PI shall declare that:

i) The proposed research is original.

ii) All sources are appropriately acknowledged.

iii) Research data will not be fabricated or falsified.

iv) Ethical clearance will be obtained where necessary.

v) All collaborators and authors will be appropriately recognized.

vi) Conflicts of interest have been disclosed.

Principal Investigator Name: _____ Signature: _____
Date: _____

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Form BURG-11

Annex 11: Confidentiality and Conflict-of-Interest Declaration

Each reviewer shall confirm:

i) That the proposal will remain confidential.

ii) That the evaluation will be independent and impartial.

iii) That no conflict of interest exists.

iv) That the proposal will not be copied, shared or used for personal research.

v) That the evaluation will be completed within the prescribed time.

Reviewer Name: _____ Signature: _____
Date: _____