



# Institute of Research and Training (IRT)

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## Research Proposal Format 2025-2026

For Official Use Only (by IRT)					
<b>Project ID</b>	:		<input type="checkbox"/> Sent for Revision (Date)	:	
<b>Priority</b>	:	High/ Medium/ Low	<input type="checkbox"/> Date of Reviewers comments Received	:	
<b>Received Date</b>	:		<input type="checkbox"/> IRT Decision (Date)	:	
			<b>Accepted</b> <input type="checkbox"/>		<b>Rejected</b> <input type="checkbox"/>
<b>Actions</b>	:		<input type="checkbox"/> Fund Allotted	:	
<input type="checkbox"/> Sent for Review (Date)	:		<input type="checkbox"/> Award Letter Issued (Date)	:	
<b>Signature of the Director :</b>					

**Project ID :**

**Part- II: Outline of the Project** (Must be submitted in separate page)

- 2.1 Title of the Proposed Project :**
- 2.2 Project Summary (Maximum 200 words) :**
- 2.3 Background of the Project (Maximum 500 words) :**
- 2.4 Problem Statement (Maximum 500 words) :**
- 2.5 Scope or Rationale of the Project (Maximum 300 words) :**
- 2.6 Objective(s) of the project :**
- 2.7 Brief review of works already performed or in progress elsewhere (Maximum 700 words) :**
- 2.8 Approaches or Methodologies (Details) :**
- 2.9 Work Plan of Project including activity or time bar chart :**

**Activity Chart of the project year**

(Please indicate activities of your project according to month)

Activity/ Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
i.												
ii.												
iii.												
iv.												

**2.10 Indicators for evaluation (minimum three) :**

**2.11 Expected Output :**

**2.12 Expected Outcome :**

**Part III: Budget**

**3.1 Summary Budget:**

Items of expenditure		Total (Tk.)	Justification
1.	Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc.		
2.	Honorarium of PI & Co-PIs		
3.	Travel expenses (TA/DA) as per HSTU rules		
4.	Labor Cost (maximum 4 months/year, if any)		
5.	Office supplies and contingency		
6.	Any other items if required (please specify with justification)		
<b>Grand Total (1-6)</b>			

**3.2 Detailed Budget:**

Items of expenditure		Unit	Unit Cost	Total (Tk.)
1.	Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc.			
	a) Seed/seedling/fish/birds/animals etc.			
	b) Fertilizer/feed/raw materials etc.			
	c) Irrigation			
	d) Pesticide/Vet. Medicine			
	e) Chemicals/lab materials			
	f) Glassware			
	g) Lab. analysis			
	h) Other supplies (specify)			
	<b>Sub total (1)</b>			
2.	Honorarium of PI & Co-PIs			
3.	Travel expenses (TA/DA) as per HSTU rules based on approval			
4.	Labor Cost (maximum 4 months, if any)			
5.	Office supplies and contingency			
6.	Any other items if required (please specify with justification)			
<b>Grand Total (1-6)</b>				

**Total Taka (in word) :**

**Part IV: Role of PI and Co-PI(s) & Challenges**

**Part V: Risks assumptions**