WORLD UNIVERSITY OF BANGLADESH (WUB)

Research and Innovation Center (RIC)

Research Excellence • Innovation • Impact • Sustainable Development

Competitive Internal Research Grants (Window 2)

Guidelines for Research Project Proposal Submission and Research Grant

1. Introduction

The Research and Innovation Center (RIC), World University of Bangladesh (WUB) invites research project proposals from eligible faculty members under the **Competitive Internal Research Grants (Window 2)**. This initiative is designed to promote high-quality, innovative, impactful, and multidisciplinary research within the University.

The research grants will be allocated competitively based on the research clusters specified in the WUB Research Policy, with consideration given to the relevance, quality, originality, feasibility, and potential impact of the proposed research projects.

The primary aim of the **Competitive Internal Research Grants** is to support research that contributes to:

- Academic and research excellence;
- Societal and community development;
- Industry innovation and advancement;
- National development priorities;
- The achievement of the United Nations Sustainable Development Goals (SDGs); and
- The development of impactful, evidence-based solutions to contemporary challenges.

All eligible WUB faculty members are strongly encouraged to submit their research project proposals in accordance with the Research Grant Guidelines, eligibility criteria, application procedures, and requirements outlined below.

RIC looks forward to receiving innovative and impactful research proposals that will strengthen WUB's research capacity and contribute to its national and international research reputation.

2. Research Project Proposal Submission Deadline

The deadline for submission of the Research Project Proposal is:

30 September 2026

Proposals submitted after the deadline may not be considered for the current research grant cycle.

3. Eligibility

1. Faculty members of World University of Bangladesh are eligible to submit research project proposals.
2. Each faculty member may submit **maximum two research project proposal as Principal Researcher (PR)** in a research grant cycle.
3. Each research project should have a research team consisting of **three members**.
4. The research team may include **one external research member** from outside World University of Bangladesh.
5. The Principal Researcher will be responsible for the overall management, implementation, financial utilization, reporting, and completion of the research project.
6. Research proposals should demonstrate clear academic and/or practical significance and have achievable research objectives within the approved project period.

4. Research Areas and Maximum Grant

The maximum research grant will depend on the research discipline.

Research Category	Relevant Disciplines	Maximum Grant
Social Sciences	Business, Law, Tourism & Hospitality, English, Journalism & Media	**Tk. 150,000**
Science & Engineering	Science, Engineering and related disciplines	**Tk. 400,000**

Researchers should prepare the proposed budget carefully and provide appropriate justification for each major expenditure.

The maximum budget is a ceiling and does not guarantee that the full amount will be awarded. The final grant amount will be determined based on the quality, scope, feasibility, and budget justification of the approved proposal.

5. Research Project Duration

1. The maximum duration of an approved research project is **one years (12 months)**.
2. The proposed research timeline should be realistic and achievable within the approved duration.
3. Researchers should clearly present the research activities and milestones through a **Gantt Chart**.
4. Any request for an extension must be properly justified and approved by the Research and Innovation Center.

6. Research Proposal Review and Evaluation

After submission, each proposal will undergo an appropriate review process.

6.1 Internal Review

The proposal will initially be reviewed by internal reviewers/expert faculty members to assess:

- Relevance and significance of the research topic
- Clarity of the research problem
- Quality of the research objectives and questions
- Adequacy of the literature review
- Appropriateness of the research methodology
- Feasibility of the proposed research
- Research team's expertise
- Expected academic and practical contributions
- Alignment with SDGs
- Budget justification
- Proposed timeline

6.2 External Review

Shortlisted proposals may subsequently be evaluated by **external reviewers/subject experts** to ensure independent and academically rigorous assessment.

The final funding decision will be made by the Research and Innovation Center based on the recommendations of the reviewers and the availability of research funds.

7. Research Project Proposal Format

Each proposal should include the following sections:

1. Project Title

The title should be:

- Clear and concise
- Specific to the research problem
- Relevant to the proposed research
- Reflective of the key variables, population, context, or research area where appropriate

2. Team Members

Provide the following information for each researcher:

No.	Name	Designation	Department	Institution	Role in Project
1				WUB	Principal Researcher
2				WUB	Research Member
3				WUB/External	Research Member

The proposal should clearly identify the responsibilities of each team member.

3. Abstract

Provide a concise summary of the proposed research, including:

- Background
- Research problem
- Research objectives
- Methodology
- Expected outcomes
- Significance of the study

The abstract should preferably be concise and focused.

4. Problem Statement

Clearly explain:

- What problem the research will address
- Why the problem is important
- Existing gaps in knowledge or practice
- Who or what is affected by the problem
- Why the problem requires further investigation

5. Rationale of the Study

Explain why the proposed research is necessary and worthwhile.

The rationale should establish the academic, social, economic, managerial, technological, policy, or practical importance of the research.

6. Research Questions

Develop clear and researchable questions that directly address the identified research problem.

The research questions should be consistent with the research objectives and methodology.

7. Research Objectives

Clearly state the:

- General objective
- Specific objectives

The objectives should be **Specific, Measurable, Achievable, Relevant, and Time-bound (SMART)** where appropriate.

8. Mapping Objectives with SDGs

Researchers should identify the relevant **United Nations Sustainable Development Goals (SDGs)** and explain how each research objective contributes to the selected SDG(s).

Suggested format:

Research Objective	Relevant SDG	SDG Target/Area	Expected Contribution
Objective 1	SDG ___		
Objective 2	SDG ___		
Objective 3	SDG ___		

Researchers should avoid claiming SDG alignment without clearly demonstrating the relationship between the research objective and the relevant SDG.

9. Contributions of the Study

Explain the expected contributions of the research, which may include:

- Theoretical contribution
- Methodological contribution
- Empirical contribution
- Managerial contribution
- Policy contribution
- Social contribution
- Industry/practical contribution

10. Literature Review

The literature review should:

- Review relevant and recent scholarly literature
- Identify important theories and concepts
- Discuss previous empirical studies
- Identify gaps in existing literature
- Establish the theoretical/conceptual foundation of the study
- Demonstrate how the proposed research addresses the identified gap

Researchers are encouraged to use high-quality peer-reviewed journals and recent literature, particularly from reputable indexed databases.

11. Research Methodology

The methodology should clearly explain how the research will be conducted.

Depending on the nature of the study, this section may include:

- Research approach
- Research design
- Study population (if any)
- Sampling method (if any)
- Sample size (if any)
- Data sources (if any)
- Data collection methods (if any)
- Research instruments (if any)
- Variables and measurements (if any)
- Data analysis techniques
- Qualitative/quantitative/Experiment approaches
- Validity and reliability procedures (if any)
- Ethical considerations (if any)
- Others

The methodology must be appropriate for achieving the proposed research objectives.

12. Expected Outcomes

Clearly identify the expected outcomes of the research, such as:

- Research publications
- Scopus/WoS-indexed journal articles or book chapters
- Patent
- Conference papers
- Research reports

Researchers should provide realistic and measurable expected outcomes.

13. Estimated Budget

The proposal must include a detailed and justified budget.

The proposed budget should remain within the maximum amount allocated for the relevant research category.

Suggested Budget Format (It can be modified)

No.	Budget Item	Estimated Amount (Tk.)	Justification
1	Research materials/consumables		
2	Data collection		
3	Research assistance		
4	Travel/fieldwork		
5	Data analysis/software		
6	Publication-related expenses		
7	Other approved expenses		
	Total	**Tk.**	

All expenditures must be directly related to the approved research project and comply with the financial rules and procedures of WUB.

14. Gantt Chart

The proposal must include a Gantt Chart showing the major research activities and their expected completion periods.

The Gantt Chart should cover the entire proposed project period, up to a maximum of **12 months**.

15. Appendix

Relevant supporting documents may be included in the appendix, such as:

- Questionnaire/survey instrument
- Interview protocol
- Consent form
- Conceptual framework
- Detailed research instrument
- Additional tables/figures
- Ethical approval documents, where applicable
- Other relevant supporting materials

8. Research Grant Disbursement

The approved research grant will be released in **three installments** based on project progress and submission of the required documents.

Installment	Percentage	Release Condition
First Installment	25%	Upon approval and commencement of the research project
Second Installment	50%	Upon satisfactory progress and submission/approval of the mid-project progress report
Final Installment	25%	Upon submission and acceptance of the completed final research report

The release of subsequent installments will be subject to satisfactory progress, appropriate utilization of previous funds, and compliance with RIC requirements.

9. Progress Reporting

1. The Principal Researcher must submit a **progress report every four (4) months**.
2. The progress report should describe:
    - Research activities completed
    - Progress against the approved Gantt Chart
    - Data collection and analysis status
    - Major achievements
    - Challenges or deviations from the approved plan
    - Financial expenditure
    - Activities planned for the next four months
    - Publications or other research outputs, if any

3. The Research and Innovation Center may review the progress report and provide recommendations for the continuation of the project.

4. Failure to submit the required progress report may affect the release of subsequent installments.

10. Final Research Report

At the completion of the research project, the Principal Researcher must submit a final research report to the Research and Innovation Center.

The final report should normally include:

- Title of the research project
- Research team
- Abstract
- Introduction
- Problem statement
- Literature review
- Research methodology
- Results/findings
- Discussion
- Conclusions
- Recommendations
- Research contributions
- SDG contributions
- Limitations
- Future research directions
- References
- Appendices
- Research outputs/publications, where applicable
- Final financial statement

The final report must be submitted within the approved project duration unless an extension has been formally approved.

11. Responsibilities of the Principal Researcher

The Principal Researcher will be responsible for:

1. Leading the research team.
2. Ensuring timely implementation of the approved research plan.
3. Maintaining the quality and integrity of the research.
4. Ensuring proper data collection, analysis, and documentation.
5. Submitting progress reports every four months.
6. Ensuring proper utilization of the approved research grant.
7. Maintaining appropriate financial records and supporting documents.

8. Acknowledging the support of the Research and Innovation Center/WUB in research publications and outputs.
9. Submitting the final research report within the approved timeframe.
10. Communicating significant changes or challenges to the Research and Innovation Center.

12. Research Integrity and Ethical Requirements

All researchers must maintain high standards of research integrity and academic ethics.

Researchers must ensure:

- Originality of the research
- Proper citation and referencing
- Avoidance of plagiarism
- Responsible data collection and management
- Appropriate treatment of research participants
- Informed consent where applicable
- Confidentiality and privacy of participants
- Accurate reporting of research findings
- Proper declaration of conflicts of interest

Where required, researchers must obtain appropriate ethical approval before collecting data from human participants.

13. Publication and Acknowledgement

Researchers are strongly encouraged to disseminate the outcomes of funded research through high-quality peer-reviewed journals, conferences, policy reports, industry publications, and other appropriate academic platforms.

Any publication, presentation, report, or other research output resulting from the funded project should appropriately acknowledge the financial support of the **Research and Innovation Center, World University of Bangladesh**.

Researchers should also comply with WUB's research and publication policies.

14. General Conditions

1. Submission of a proposal does not guarantee funding.
2. The Research and Innovation Center reserves the right to approve, reject, revise, or recommend modifications to any proposal.
3. The approved grant amount may be lower than the amount requested.
4. The research project must be implemented according to the approved proposal.
5. Significant changes to the title, objectives, methodology, research team, timeline, or budget should receive prior approval from the Research and Innovation Center.
6. Research funds must be used only for approved research-related activities.
7. Unused funds and/or unapproved expenditures may be subject to adjustment or refund according to WUB financial regulations.
8. Failure to complete the research project or comply with reporting requirements may affect eligibility for future research grants.
9. The Research and Innovation Center may monitor the progress of funded research projects throughout the project period.
10. The decision of the appropriate authority of the Research and Innovation Center regarding grant approval and continuation will be considered final, subject to WUB policies.

15. Proposal Submission Checklist

Before submission, the Principal Researcher should ensure that the proposal contains all required sections:

☐ Project Title
☐ Team Members
☐ Abstract
☐ Problem Statement
☐ Rationale of the Study
☐ Research Questions
☐ Research Objectives
☐ Mapping Objectives with SDGs
☐ Contributions of the Study
☐ Literature Review
☐ Research Methodology
☐ Expected Outcomes
☐ Estimated Budget
☐ Gantt Chart
☐ Appendix, if applicable

16. Summary of Key Requirements

Requirement	Guideline
Proposal Deadline	30 September 2026
Maximum Project Duration	1 year / 12 months
Social Sciences Grant	Up to Tk. 150,000
Science & Engineering Grant	Up to Tk. 4000,000
Research Team	3 members
External Researcher	Maximum 1 member from outside WUB
Principal Researcher	Maximum two proposals per faculty member
Progress Report	Every 4 months
Proposal Review	Internal and external review
First Installment	25%
Second Installment	50%
Final Installment	25% after final report submission
Final Output	Completed research report and proposed research outputs