

## Format for the CRG/PBRG Concept Note (CN) Submission

1. **Sub-project title:**
2. **Sub-sector:** *Just one from the list available in the BARC website including above documents*
3. **Thematic area:** *Just one from the list available in the BARC website including above documents.*
4. **Name of the applying institution/organization with associated / collaborative / component organization with full address:**
5. **Coordinator/Principal Investigator (Position, full address with phone no; as applicable) :**
6. **Co-Principal Investigator(s)-(Proponent Institute/Collaborating Institute-Position, full address with phone no):**
7. **Objectives:** State clearly specific objective/s (not more than 3) with target/s which are realistic and achievable.
8. **Duration:** Start..... End: .....
9. **Significance/justification of the research:** Make a brief but clear statement of the problem/s identified with magnitude, severity & baseline data/information for which the project is proposed-200 words.
10. **Approaches/Methodology:** Give a concise but clear description of approaches/methodologies including statistical method, to be adopted to address the stated problem/s – within 500 words.
11. **Expected outputs/results and outcomes:** Give a brief but clear statement about the expected outputs/results that would be achieved by the planned activities-within 100 words.

### Summary of Budget (in Taka):

Line Item *	Year-1	Year-2	Year-3	Year-4	Sub-Total	% of grand total
A. Contractual Staff Salary (max. 30%)						
B. Field Research / Lab expenses and supplies (min. 30%)						
C. Operating Expenses (max. 12%)						
D. Vehicle Hire and Fuel, Oil & Maintenance (max. 13%)						
E. Training/Workshop/Seminar etc. (max. 5%)						
F. Publications and printing (max. 5%)						
G. Miscellaneous (max. 7%)						
H. Capital Expenses (max. 30%)						
<b>Grand Total</b>						

•Sum of the total must not exceed 100%

**Full Research Proposal Format for CRG and PBRG**  
**PIU-BARC, NATP-2**  
**Bangladesh Agricultural Research Council (BARC), Dhaka**

(Before filling up the format please read the instructions and guidelines issued from time to time which may also be found in the website of BARC: [www.barc.gov.bd](http://www.barc.gov.bd). Make time to check these and related other important instructions in order to be sure that the proposal has been prepared truly in line with the set guidelines. All items in the format should be filled in strict adherence to the instructions. These are highly important, as non-compliance to any of these may lead to rejection of the proposal at the initial scrutiny or at later stage)

1. Sub-project title:
2. Sub-sector(*Just one from the list available in the BARC website including above documents*):
3. Thematic area (*Just one from the list available in the web*) :
4. Name of the applying institution/organization with associated / collaborative / component organization with full address:
5. Coordinator/Principal Investigator(Position, full address with phone no; as applicable) :
6. Co-Principal Investigator(s)-(Proponent Institute/Collaborating Institute-Position, full address with phone no) :
7. Goal :
8. Purpose/Objectives :
9. Targeted beneficiary(ies) :
10. Duration : Start..... End : .....
11. Total cost (Taka) :
12. Sub-project implementation location :
13. Project status (New/on-going):
14. Background (Significance and justification of the proposal) :
15. Literature review along with bibliography :
16. Benchmark information (Tell what is available. If not Concrete, furnish proposal to conduct in the first two months of project start):
17. Activity and timeframe( By month for the entire sub-project period) :
18. Approach and Methodology (To be in detail covering all aspects):
19. Expected outputs/results and outcomes :
20. Environmental matrix, self scoring environmental and social safeguard check list
21. Milestones and indicators (Indicators to be measurable and result oriented.)
22. Log frame of the sub-project (4 × 4 matrix):

## Detailed Budgetary Information

**Summary of Budget (in Taka): This is the outcome of what has been done in A to H below**

Line Item *	Year-1	Year-2	Year-3	Year-4	Sub-Total	% of grand total
A. Contractual Staff Salary (max. 30%)						
B. Field Research / Lab expenses and supplies (min. 30%)						
C. Operating Expenses (max. 12%)						
D. Vehicle Hire and Fuel, Oil & Maintenance (max. 13%)						
E. Training/Workshop/Seminar etc. (max. 5%)						
F. Publications and printing (max. 5%)						
G. Miscellaneous (max. 7%)						
H. Capital Expenses (max. 30%)						
<b>Grand Total</b>						

• Sum of the total must not exceed 100%

**Note:** In case of collaborative project, add similar budgetary information with signature of Co-PI and endorsement by the Head/authorized representative of the institution.

### A. Honorarium and Contractual staff salary

Name, Designation and No.	Contractual Staff Salary / Honorarium (Tk)				
	Year-1	Year-2	Year-3	Year-4	Total
- Coordinator*					
- Principal/Co-Investigator(s)*					
- Contractual Scientific Staff**					
- Research Students (Designation and No.)**					
- Contractual Support Staff (Designation & No.)**					
<b>Total</b>					

\* As per NATP-2 provision of one month's basic pay/year. \*\* As per policy guideline

### B. Field Research/Lab Expenses

Line Item	Year-1	Year-2	Year-3	Year-4	Total
Seed, fertilizer, pesticide, etc. inputs					
Chemicals and apparatus					
Contract Labour*					
Repair, renovation and maintenance					
Land management*					
Others (if any, specify)					
<b>Total</b>					

\* To be supported by attachment of detailed analysis.

### C. Operating Expenses

Line Item	Year-1	Year-2	Year-3	Year-4	Total
<b>Office Supplies/Services</b>					
– Stationary (all type paper, supplies, printer/ photocopy cartridge, ledger books, duster cloth, stapler, calculator, punch machine, pencil battery, tea utensil, first-aid box, signboard & cleaning materials, etc.)					
– Utilities (Telephone/internet/electricity/gas bill, internet connections cost, VAT/tax, photocopy, bank service charge, fax, courier, postage, etc. Mobile bill /allowances allowed as per GoB rule.)					
Traveling Allowances (TA, DSA, etc.)					
Honorarium for Technical Specification*					
<b>Total</b>					

\* Please see budgetary instruction (Annex-4).

**D. Vehicle Hire and Fuel, Oil & Maintenance**

Line Item	Year-1	Year-2	Year-3	Year-4	Total
Hiring of vehicle					
Fuel, Oil, Lubricant					
Repair and maintenance of sub-project transport					
<b>Total</b>					

**E. Training/Workshops/Seminars etc.**

Line Item	Year-1	Year-2	Year-3	Year-4	Total
Training					
Workshops/Seminars etc.					
<b>Total</b>					

**F. Publications and Printing**

Line Item	Year-1	Year-2	Year-3	Year-4	Total
Printing and Publications					
a) Project Completion Report (PCR)					
b) Other printing materials					
Ph.D/ M.S. thesis printing					
<b>Total</b>					

**G. Miscellaneous** (Items which are not covered by earlier heads)

Line Item	Year-1	Year-2	Year-3	Year-4	Total
a) Advertisement, setting allowance, repair & renovation of the office equipments, refreshment cost, etc.					
b) Institutional overhead cost (if any, max. 3% of total revenue budget)					
<b>Total</b>					

**H. Capital Expenses**

Line Item	Year-1	Year-2	Year-3	Year-4	Total
Furniture*					
Equipment, Tools, etc.*					
Small Transport (Two-wheeler: Motor cycle/ Bicycle)*					
<b>Total</b>					

\* Full list of the equipment to be purchased should be provided as attachment. In justifying the purchase, the existing equipment available in the institute/organization/division/department to be furnished certified by Head of the Department/Division/Institution/Organization. This is required to ascertain the need.

<p>_____ Signature(Endorsement by Head of the proponent organization/ authorized representative) Name : _____ Seal and date : _____</p>	<p>_____ Signature of the Principal Investigator Name : _____ Date : _____</p>
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Signature of the Principal Investigator/ Coordinator  
Name : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature of the Co-Principal Investigator  
Name : \_\_\_\_\_  
Date : \_\_\_\_\_

**Instructions for writing project proposal**

1. **Title of proposed Sub-project:** Give a concise but clear and meaningful title.
2. **Priority Research area/Discipline:** Select only one from the list above PIU-BARC, NATP-2 priority research areas/issue.
3. **Thematic area:** Select only one from the list of BARC/ NATP-2 thematic areas under the selected Priority research areas.
4. **Purpose/Objectives:** State clearly specific objective/s (not more than 3) with target/s which are realistic and achievable (as a way of solution of the stated problem/s. All specific objectives should be SMART: S-specific; M-measurable; A-achievable; R-realistic and T-time bound.
5. **Background/justification and Benchmark information of the proposed project:**
  - a. Make a brief but clear statement of the problem/s identified with magnitude, severity & baseline data/information for which the project is proposed.
  - b. A summary of the pertinent literature to demonstrate sufficient familiarity with the published literature, without being excessive.
6. **Approaches and Methodologies:**
  - a. **Approaches:** give clear statement on the ways/steps to be followed as well as institutional arrangements to be made for project implementation, such as collaborative /on-station/ on-farm/lab. etc.
  - b. **Methodologies:** give stepwise clear statement on the materials and methods including experimental design, treatments to be tested, data collection, analysis and statistical tools to be adopted for project implementation.
  - c. **Role and Responsibilities of Coordinators/PI/Co-PI and other contractual Support staff, if any:** Describe briefly but clearly the role and responsibilities of Coordinators/PI/Co-PI and other contractual staff, if any, separately, showing their degree of involvement for the implementation of the project.
7. **Risks and Assumptions:** State likely risks that may accrue during project implementation and the assumptions under which the project would be implemented.
8. **Expected output/result(s) and outcomes:** Please provide a precise description of the project output(s)/result(s) that are measurable as well as achievable during the project period. Also state likely outcomes of the project activities that would contribute to increasing productivity/ climate resilience/ natural resource management/ higher water-nutrient use efficiency and safe food etc.
9. **Environmental Implications:** Please attach self screening check list on Environmental safeguard under CRG and PBRG (please see Annex.-8b), Also state likely environmental implications of the project activities with management strategies, if needed.

**10. Social Safeguard:** Please attach self screening check list on Social safeguard under CRG and PBRG (please see Annex.-8c), Also state likely social implication involved in project activities with management strategies, if needed.

**11. Log frame of the project:** State clearly the log frame of the project proposal using the following matrix:

<b>Narrative summary</b>	<b>Objective verifiable indicators</b>	<b>Means of verification</b>	<b>Assumption and risk</b>
<b>Goal:</b> (The long term impact of the project)	Variable(s) that shows changes	Sources of information /data that will be used to assess the indicators	Main external factors necessary to sustain objectives in the long run.
<b>Purpose/objective:</b> (Direct outcome(s) of the project)	Variables for measuring changes over time	The means of measuring achievement.	Key conditions and assumptions that need to be met if the project is to contribute to the goal; and risk that could hinder or prevent the purpose from being achieved
<b>Output/outcome:</b> (Results that the project will deliver)	The specific end results the project will deliver (Indicator of quality, quantity and time)	The means of measuring the output	Key conditions and assumptions that need to be met for the purpose to be achieved; and the risks that could hinder or prevent the outputs from being achieved.
<b>Activities:</b> (Tasks of the project will carry out to produce outputs)		Sources of information /data will be used to assess the indicators	Key conditions and assumptions that need to be met for the activities to produce the outputs; and the risks that could hinder or prevent the activities being carried out.

## Policy Guidelines for CRG and PBRG implementation

All proponents should accept the following terms and conditions for CRG/PBRG funding.

1. Duration of CRG research proposal should be for a period not exceed September 2018 with all types of field/lab research activities including Project Completion Report (PCR). While PBRG research proposal should be for a period of 4 years or less but not exceed June 2020 including all types of field/lab research activities along with finalization and printing of PCR. PBRG to be completed 1 year before the NATP-2 closing date in order to allow enough time to adequately disseminate research results including technology scaling-up.
2. Proposed research should have direct linkages with NATP-2 objectives and be linked to a priority research area as identified for NATP.
3. The proposed research work is not a duplicate work already done or being done elsewhere or submitted to any agency for funding.
4. One person as PI can't submit more than one proposal. However s/he could be Co-PI for another project. Likewise one person can be Co-PI for more than one project but PI/Co-PI will receipt honorarium/remuneration from only one sub-project.
5. Eligibility Criteria for CRG/PBRG Stakeholders  
CRG/PBRG stakeholders should fulfill the following criteria:
  - (i) Scientists of National Agriculture Research Institutes (NARIs) and teachers of public universities can submit the CRG research proposal through proper channel with fulfill the all terms & conditions and provide the all required supporting documents.
  - (ii) In case of private researcher providers must be fulfill the all terms & conditions and required all supporting documents along with provide the additional information and documents which are as follows:
    - a) Must attach copies of all legal documents such as valid GoB approved registration/update trade license/NGO Bureau registration, update income tax clearance certificate, update VAT certificate (if applicable), etc.
    - b) A brief description of the organization and management structure.
    - c) A brief description on the technical and physical strength of the organization relevant to the proposed project.
    - d) Have minimum 10 (ten) years of overall experiences in research background
    - e) Have at least 05 (five) years experiences in agricultural sector research.
    - f) Provide information on some major research experience in Annex-19.
    - g) Indicate the relevance of the proposed project with the overall objectives and capacity of the organization in implementing the project.
6. In case of CRG subprojects, National Agricultural Research Institutes, public universities, NGOs, private organization may submit research proposals for funding in collaboration with one/more than one NARI/ public universities working in Bangladesh.

7. Each CRG sub-project will have only one PI and if necessary, one Co-PI may be allowed with proper justification. However, for PBRG subproject there will be one Coordinator and several PIs /Co-PIs based on the nature and type of activities of the project.
8. Overhead charge can't be claimed by the proponent of public institutions including universities. Only private researcher providers under special circumstances can claim nominal overhead with prior consent of the PIU-BARC.
9. Capital cost proposed must be accompanied by full list of items to be purchased along with justification; and this should preferably be done in the year 1 of the project. Capital items purchased should be entered into the stock book of the institution as per principle of the NATP for institutional development/capacity building. The materials purchased will be under the control of the PI; but should be made available to other users with the spirit of common property and rationalization in resource use. In general purchase of furniture is not encouraged.
10. Full list of the equipment to be purchased should be provided as attachment. In justifying the purchase, the existing equipment available in the institute/organization/division/department to be furnished certified by head of the department/division/institution/organization. This is required to ascertain the need.
11. MLSS or similar post and year round labor not allowed. Part time hiring of other category of support service staff is to be in a limited scale. Under PBRG subprojects max. One Consultant/Expert/Specialist per project may be budgeted, only if the activities proposed demand that kind of services and if that part of the job is beyond the capacity of the respected division/department of the entities. Certification in this regard to be attached justifying consultancy need and ToR of the Consultant/Expert/ Specialist proposed shall have to be exceptionally qualified in the line of the proposed work.
12. Procedures and arrangements for procurement of goods and services for the proposed research work shall have to be incorporated in the proposal document. Such procurement shall have to be carried out following the provisions of the PPR-2008/09. In general all types of procurement are planned in the Year-1. For any assistance in this regard, PIU-BARC's procurement personnel may be consulted. Procurement plan shall have to approved and endorsed by the respective organization before being sent for final approval by the PIU-BARC. For the procurement of capital items, prior approval of PIU-BARC will be required.
13. Once approved, LoA is to be signed between the PIU-BARC and the Implementing Agency. LoA to be signed on behalf of the agency by the Coordinators/PIs. To do so, authorization (Annex-14) shall have to be provided by the Head/Authorized representative of the organization.
14. Proposal from the public universities can budget only one MS student for CRG subproject while for PBRG subproject maximum one Ph.D/two MS per project as Fellow (preferably should be under employment of the NARS institutions/Public universities/GoB/student in agricultural background) but can't keep Senior Scientific Officer/ Scientific Officer under contractual staff. PBRG subprojects under public universities Ph.D student is encouraged and if the Ph.D student will not available or not fulfill the terms & conditions only in that case MS student will be allowed. In case of



proposal having Ph.D fellow, the prescribed format (find out from PIU-BARC) applicable for Ph.D scholarship under NATP-2 have to be filled in and admitted in the respective university. Age of Ph.D must be within 45 years. Candidates for Ph.D student will be selected through open competition. Before finalization of the Ph.D candidate prior approval will be needed from PIU-BARC. Recruitment procedure will be done by the respective division of BARC or in assistance by PIU-BARC.

15. NARS institutions/NGOs/private organizations can generally budget Scientific Officer (maximum one for each) but not allow Ph.D/MS fellow.
16. One page CV of Coordinator, PI and Co-PI to be attached (Annex-6) with the proposal, clearly reflecting their expertise and past record for the job proposed in the project. The role of Coordinator, PI and Co-PI of the project should be spelt out along with their involvement for the activities in the proposed sub-project.
17. For collaborative project, attachment of Memorandum of Understanding (MoU) signed by the Head of the organization/authorized representative is required. Lead organization shall enjoy upto maximum 70% of the total budget while the share of the collaborative organization will not exceed 50% of the total budget. Budget will be disbursed only to the lead organization. According to the MoU and proposed budget collaboration organization will share their budget with the lead organization.
18. Proposal to accompany a certificate signed by the Coordinators/PIs and endorsed by the head/authorized representative of the organization saying that, 'This project or project with same/different title but of similar/nearly similar in nature has not been undertaken/executed/submitted or being funded or under consideration of funding from any other source'.

### Budgetary Instructions on CRG and PBRG

All proponents should follow the following terms and condition in CRG and PBRG Funding and Expenditure:

1. Each CRG proposal will get up to BDT 57.58 lakh and each PBRG research proposal will get up to BDT 387.5 lakh depending on the size and nature of the proposal.
2. Cost of sub-project may include research expense min. 30 % (includes max. 10% that may be budgeted for repair, renovation and maintenance purposes), capital expense/equipment max. 30%; honorarium and contractual salary max.30%, operating expense max.12%, vehicle hire and fuel, oil & maintenance max. 13%, workshop/ seminar expense max. 5%, publication, printing max.5% and miscellaneous cost max. 7%. Sum of the total however, should not exceed 100%.
3. Coordinators, PIs and Co-PIs of NARS institutions and public universities will get honorarium/remuneration @ of one month's basic salary/year. But PIs and Co-PIs of private researcher providers will get honorarium/remuneration maximum Tk. 100000.00/year on the basis of their position and designation in the organization. After completion of each project year, Coordinator/Principal Investigator/Co-Principal Investigator can draw the honorarium/remuneration on satisfactory evaluation report. In case of fractional project period, fraction honorarium/ remuneration of Coordinator/PIs/Co-PIs will be borne accordingly.
4. Ph.D and MS fellows awarded to University Academia will be getting Tk 25000.00 and 10000.00, respectively from the project and will utilize the project resources for their research and shall not be entitled to get research grant. However, thesis printing and binding cost @ Tk.40000.00 and Tk.15000.00 for PhD and MS fellow, respectively may be included. No others benefit (festival bonus and gratuity) will not be applicable for Ph.D/MS fellow.
5. Honorarium / remuneration of consultant/Expert/Specialist will get @ Tk 150000.00 per month. VAT and Tax will be applicable as per GoB rule. One sub-project should not have more than one consultant/Expert/Specialist for a maximum period of four months per year.
6. Contractual Support Staff will get consolidate salary as per GoB Rule (Details breakdown of salary structure must be collected from PIU-BARC or BARC web site). The provision of contractual support staff will be as per following table:

Table: Provision of Contractual Support Staff

Designation	Grade	Remarks
Senior Scientific Officer	6	Reserve only for BARC components
Scientific Officer	9	Applicable for any subproject except public universities sub-projects
Field / Scientific Assistant	11	Applicable for any subprojects
Administrative Assistant	11	Reserve only for BARC components
Computer Operator	13	Only for socio-economics related subprojects
Accountant	13	Reserve only for BARC components
Lab Technician	16	Applicable for any subprojects
Lab. Attendant	19	Applicable for any subprojects

- a) Part Time Accountant will be applicable for any subproject. PIs of the any subproject may consider budget for part time accountant. The salary of Part Time Accountant will be Tk. 3000.00 per month.
  - b) Those who are posted and work in the CHT, shall be entitled hill allowance as per GoB rule.
  - c) All Contractual support staff shall be entitled to have festival bonus and gratuity (Two basic per year will be paid as festival bonus, 0.2 basic per year will be paid as Bangla New Year bonus and after completion of the project two month consolidated salary per year will be paid as gratuity. If the project period goes fractional, gratuity will also be fractional as per GoB rule).
7. **TA/DA:** Coordinators, PIs, Co-PIs, contractual support staff, Ph.D and MS student will get TA-DA as per GoB rule. Consultant/Expert/Specialist will get TA-DA as per NATP-2 rule.
  8. **Sitting allowance:** Members of the committees formed for CRG/PBRG related procurement will get sitting allowance as specified in the PPR-2008. Separate sitting allowance cannot be claimed for continuation of a postponed meeting.
  9. **Honorarium/Remuneration:** Honorarium will be given to persons evaluating subproject proposal and evaluating sub-project achievement/Project Completion Report (PCR) at the rate of Tk 7500.00 and 10000.00 for CRG and PBRG, respectively each of the sub-project proposal.
  10. **Technical Specification:** Person(s) preparing Technical Specification for subproject equipments/accessories (special circumstance) will get Tk.10000.00 for each equipments/accessories of the sub-project.
  11. **Budget for workshop/training:** Training and workshop expenses will be budgeted as per NATP-2 training/workshop budget provision.

### **Guidelines for Collaborative Research under CRG**

1. In case of CRG subprojects, National Agricultural Research Institutes, public universities, private organization may submit research proposals for funding in collaboration with one/more than one NARI/ public universities working in Bangladesh.
2. For collaborative research, Memorandum of Understanding (MoU) will be signed by both the parties for such joint activity.
3. There shall be only one Principal Investigator (PI) for a project while Co-Principal investigator(Co-PI) could be more than one; depending on the number of organizations involved in the activity with proper justification for such involvement.
4. Role of the lead and the collaborating organization(s) and the assignment to be performed by the PI and Co-PI(s) shall have to be clearly spelt out in the proposal.
5. Lead organization shall enjoy up-to maximum 70% of the total budget while the share of the collaborative organization will not exceed 50% of the total budget.
6. In the case of CRG subprojects fund from PIU-BARC shall be disbursed only to the lead organization and keep track on its utilization through report back to PIU-BARC.
7. Reporting obligations and other bindings as noted in the Contract shall have to be followed both by the lead and the collaborating organization(s).
8. Except otherwise stated, lead organization shall be responsible to collect and collate information from the collaborating organization(s) on technical, financial, procurement and other matters for submission to the PIU-BARC. The lead organization will also responsible for auditing.
9. For matters not covered by the MoU, the set rules practiced/applicable for the PIU-BARC shall be followed both by the lead and collaborating(s) organizations.

**Curriculum Vitae**

**(To be filled by the Coordinator/Principal Investigator/ Co-Principal Investigator)**

- 1. Name:.....
- 2. Designation: .....
- 3. Official Mailing Address: .....
- .....
- Phone: ..... Mobile: .....
- Fax: .....E-mail: .....

4. Academic Attainment (Only university degree – last one first):

Degree	Year	University	Major Field

- 5. Research / Teaching Experience: ..... Years
- 6. Area of Expertise: .....
- 7. Publication: (a) International Journal: ..... Nos (b) National Journal :  
..... Nos.
- 8. Publication related to this project work: (a) International Journal: ..... Nos  
(b) National Journal : ..... Nos.
- 9. List of latest maximum five publications

Signature of the Researcher:  
Date:

**Project Implementation Unit (PIU)**  
**NATP-2**  
 Bangladesh Agricultural Research Council  
 Farmgate, Dhaka-1215

**Competitive Research Grants (CRG)/Program Based Research Grants (PBRG)**  
**(Please ✓ in appropriate box)**

**Initial Screening of CRG/PBRG CN by PIU-BARC professional**

Project ID No : \_\_\_\_\_ Institution: \_\_\_\_\_

Thematic Area: \_\_\_\_\_ Priority Research Area: \_\_\_\_\_

1.	Submitted in compliance with CRG/PBRG requirements (Considering all the guidelines/ instructed points)	Yes	No	Not Applicable
a)	Does the submitted proposal fully comply with CRG/PBRG format?	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Submission ( Two hard and one soft copy)	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Endorsement by organization head	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Agreement copy on collaboration (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Project title in line with priority/theme	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Fulfill all the terms & conditions and required documents	<input type="checkbox"/>	<input type="checkbox"/>	
	If no, please list down major lacking: - -			
3.	Outcome of initial scrutiny :			
a.	Recommended for consideration	<input type="checkbox"/>		
b.	Not recommended for consideration	<input type="checkbox"/>		
	FOR OFFICIAL USE BY PIU-BARC :			
	Full name of Scrutinizer:			
	Signature : _____	Date _____		

### Environmental Screening Matrix: Research under CRG and PBRG

Sl. No.	Environmental issue	Component	Improvement/Deterioration*				Remarks
			Small	Moderate	Large	None	
1	<i>Biodiversity</i>	Flora					
		Fauna					
		Genetic diversity					
		Exotic varieties					
		Local varieties/ cultivars					
		Hybrids					
2	<i>Soil quality</i>	Organic matter					
		Chemical fertilizer use					
		Soil salinity					
		Fertility status					
		Microbial activity					
		Heavy metal contamination					
3	<i>Agro-Chemicals</i>	Water quality					
		Pesticide use					
		POPs					
		IPM					
		Pest infestation					
		Bio-pesticides					
4	<i>Pollution</i>	Health hazard					
		Soil					
		Water					
		Air					

Note: - Assessment is for the proposed project only and its cycle.

- Only the major environmental issues are considered. Depending on the objective and nature of the proposal, assessment would include only those specific issues which are relevant.
- Health, Safety and Environment (HSE) are the primary concerns and thus all to be centered around HSE
  - Genetic Diversity: To cover Crop/Livestock/Fisheries/Forestry as applicable.
  - Chemical Fertilizer: Single, imbalanced, use of contaminated one.
  - Heavy Metal Contamination: From project activities by Arsenic, Lead, Cadmium or any other.
  - Health Hazards: To be considered in respect of residual effect of pesticide, use of chemicals in preservation, processing and artificial ripening besides non-compliance to safety measures like, use of masks, gloves etc.
  - Pollution: Quality aspects as influenced by the project activities.
  - Small (less than 20%), Moderate (Between 20-50%) and Large (Over 50%)
- If 'improvement' put +sign, and if 'deterioration' put -sign in front of the box chosen.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**A. Self screening check list on Environmental safeguard under CRG and PBRG**

SL #	Screening items	Yes	No	Remarks
1	Will the research be lab based? if answer is no, then go to question # 6			
2	When it is lab based then do the lab has <ul style="list-style-type: none"> <li>• Environmental, health and safety protocol?</li> <li>• Adequate fire safety provision?</li> <li>• Safety provision of gas cylinder handling?</li> <li>• Proper waste disposal facilities?</li> <li>• Adequate liquid waste management?</li> <li>• Proper storage for hazardous chemicals?</li> <li>• Adequate ventilation system?</li> <li>• First-aid facilities?</li> <li>• Emergency exit facilities?</li> <li>• Trained personnel to guide researchers?</li> </ul>			
3	Will the lab based research activities <ul style="list-style-type: none"> <li>• Require procuring hazardous products (WHO class I&amp;II)?</li> <li>• Produce hazardous waste materials?</li> <li>• Generate infectious waste?</li> <li>• Cause harmful gas emission for health?</li> <li>• Generate liquid waste?</li> <li>• Cause major noise?</li> </ul>			
4	Does the applicant have received formal training on lab safety issues?			
5	Does the applicant have previous work experience at lab on similar work?			
6	Will the research work require field interventions at field level?			
7	Will the field based research work <ul style="list-style-type: none"> <li>• Located at or near a sensitive area?</li> <li>• Require procuring hazardous products (WHO class I&amp;II)?</li> <li>• Discharge any liquid waste in the environment?</li> <li>• Discharge any liquid waste/ used water?</li> <li>• Generate hazardous waste?</li> <li>• Impair downstream water quality?</li> <li>• Have any degradation of land and ecosystem?</li> <li>• Cause local air pollution?</li> <li>• Generate excessive noise/ dust?</li> </ul>			
8	Will biophysical, agro-chemical, bio tech research perform?			
9	Will the project have any indirect impact on environment/ ecosystem?			
10	Will the research work involve permission/ clearance of any government department/ agency?			
11	Will future expansion/ implementation of research findings cause any major environmental problem?			

Prepared by (Name):

Signature:

Date:

Telephone:

Cell:

E-mail:

The above answers are true and complete. I understand the PIU-BARC will depend on them to make decision for the subproject.

Name of the head of the Organization/Institute/Authorized Representative:

Signature:

Date:



**B. Self screening check list on social safeguard under CRG and PBRG**

SL #	Screening items	Yes	No	Remarks
1	Will there be need of additional land for physical work under the research activities requirements?			
2	Does the research activity affect any community group's access to any resources that they use for livelihood?			
3	Does an activities catchments area have significant number of ethnic community?			
4	Does the proposed activity ensure equal inclusion right to the ethnic community?			
5	Does the proposed activity pose any threat to cultural tradition and way of life?			
6	Does the proposed activity severely restrict access to common property resources and livelihood activities?			
7	Does the proposed activity affect places/ objects of cultural and religious significance (Places of worships, ancestral burial grounds, etc.?)			
8	Names (if any) of ethnic community members/ organizations which participated social screening?			
9	Do any social concern expressed by the tribal community (ethnic community)/?			
10	Does the ethnic community /organization perceive the social outcome as positive/ as negative/ as neither positive nor negative			
11	Is there a need to undertake an additional assessment study regarding social impacts and concern?			

Prepared by (Name):

Signature:

Date:

Telephone:

Cell:

E-mail:

The above answers are true and complete. I understand the PIU-BARC will depend on them to make decision for the subproject.

Name of the head of the Organization/Institute/Authorized Representative:

Signature:

Date:

**Table of milestones and indicators****(a) Table of milestones**

SL #	Milestones	Reference to objectives	Critical activities	Verification method	Assumption
1	Mention 6 to 12 months salient technical activities as per the objective(s)	Refer the objective(s) of the milestones that have shown in SL. # 1	Critical activities that have shown in SL. # 1	Refer materials/ records/ proceeding of workshops etc.	
2	Mention second year salient technical activities as per the objective(s)	Refer the objective(s) of the milestones that have shown in SL. # 2	Critical activities that have shown in SL. # 2	do, above	
3	Mention third year salient technical activities as per the objective(s)	Refer the objective(s) of the milestones that have shown in SL. # 3	Critical activities that have shown in SL. # 3	do, above	
4	Mention fourth year salient technical activities as per the objective(s)	Refer the objective(s) of the milestones that have shown in SL. # 4	Critical activities that have shown in SL. # 4	do, above	

**(b) Table of indicators**

SL #	Indicators (performance)	Reference to objectives	Calculation method	Verification method	Assumption
1	Mention key outputs of 1 <sup>st</sup> year activities. And percentage of observed performance to that of total of the subproject	Refer the objective (s) with which 1 <sup>st</sup> year performance outputs made/ estimated	Refer Methods followed or standardized including used statistics	Refer methods and materials/records/proceeding of workshops and publication if any	
2	Mention key outputs of 2 <sup>nd</sup> year activities. And percentage of observed performance achieved to that of total of the subproject	Refer the objective (s) with which 2 <sup>nd</sup> year performance outputs made/ estimated	Refer Methods followed or standardized including used statistics	-do-	
3	Mention key outputs of 3 <sup>rd</sup> year activities. And percentage of observed performance to that of total of the subproject	Refer the objective (s) with which 3 <sup>rd</sup> year performance outputs made/ estimated	Refer Methods followed or standardized including used statistics	-do-	
4	Mention key outputs of 4th year. Percentage between observed performance to that of total activities of the subproject	Refer the objective (s) with which under which confirmatory results achieved.	Refer Methods followed or standardized including used statistics	-do-	

**List of existing Field/Lab/Office equipments facilities**

SI #	Facilities description	Unit	Qty	Existing operational status
	a) Lab/Field Equipments			
	b) Office equipments			

**Mentioned lab/office equipments if any purchase under NATP: Phase-1**

SI #	Facilities description	Unit	Qty	Existing operational status
	a) Lab/Field Equipments			
	b) Office equipments			

**List of field/lab/office equipments to be purchased under proposed subproject**

SI #	Facilities description	Unit	Qty	Unit price	Total price	Justification for purchase
	a) Lab/Field Equipments					
	b) Office equipments					

Name of the PI/co-PI of the proposal submitting Institute with signature and date

Name: ....., Date: .....

The above informations are true and complete. I understand the PIU-BARC will depend on them to make decision for the subproject.

Head of the department/division/institution/organization (Name): .....

Signature: .....

Date: .....

Telephone:....., E-mail:.....,

**Project Implementation Unit (PIU)-BARC  
NATP-2  
Bangladesh Agricultural Research Council  
Farmgate, Dhaka-1215**

**Score Sheet for FRP evaluation**

***Topics for Marking:***

Sl. No.	Criteria/Indicators	Full Points	Points Obtained	Remarks
1.	<b>Relevance of the proposal to the Problem and thematic area:</b>	<b>5</b>		
	<ul style="list-style-type: none"> <li>• Is the title clear and specific?</li> <li>• Does the project address a demand-led problem?</li> <li>• Is the problem clearly stated?</li> <li>• Is/are the objective(s) clear and well focused?</li> </ul>	1 1 1 2		
2.	<b>Authenticity of the benchmark information and suggested plan for the proposed benchmark survey ( in case no such information is available)</b>	<b>5</b>		
3.	<b>Appropriateness of the approach and methodology :</b>	<b>15</b>		
	<ul style="list-style-type: none"> <li>• Is/are the approach(s)/methodology (ies) relevant, clear and appropriate to address the issue?</li> </ul>	15		
4.	<b>Effectiveness of the outputs/results :</b>	<b>5</b>		
	<ul style="list-style-type: none"> <li>• Are expected output(s)/result(s) well-defined, measurable and achievable in stipulated period?</li> <li>• Will the output(s)/ result(s) help increase farm productivity, income and reduce yield gap or any other benefit of the farming community?</li> <li>• Is/are the beneficiary/beneficiary groups, well defined?</li> </ul>	3 1 1		
5.	<b>Plan of activities:</b>	<b>10</b>		
	<ul style="list-style-type: none"> <li>• Is the plan of activity and timeframe sufficiently clear for implementation of the proposed project?</li> <li>• Are the planned activities adequate and appropriate to deliver expected output(s)/result(s) for achieving the specific objective(s)?</li> <li>• Are the proposed resources (human and financial) reasonable/ rational to accomplish the task?</li> <li>• Does the plan include studies/trials on farmers fields involving CIG members</li> </ul>	3 3 3 1		
6.	<b>Consideration in handling environmental and Social safeguards related to:</b>	<b>10</b>		
	<b>(a) Environmental Safeguards (ES) and implications</b>	<b>5</b>		
	<ul style="list-style-type: none"> <li>• Has the proponent addressed properly the likely environmental impact of the project activities and identified appropriate management strategies, if needed?</li> </ul>			
	<b>(b) Social Safeguards (SS)</b>	<b>5</b>		
	<ul style="list-style-type: none"> <li>• Has the proponent addressed adequately the likely social impact of the project activities and identified appropriate management strategies, if needed?</li> </ul>			
7.	<b>Technical competencies, including requisite infrastructure and physical facilities(both of proponent and collaborating agency (if applicable) to attain project success</b>	<b>20</b>		

Sl. No.	Criteria/Indicators	Full Points	Points Obtained	Remarks
	<ul style="list-style-type: none"> <li>Is the academic qualification and relevant research experience of the Coordinator/PI/Co-PI sufficient/ adequate to implement the project?</li> <li>Did the Coordinator/PI/Co-PI implement similar/any research independently earlier?</li> <li>Is the research proposal relevant to the mandate of the applying institute?</li> <li>Does the proposing institute/entity have the requisite infrastructure and physical facilities for carrying out the proposed research?</li> </ul>	5 5 5 5		
8.	<b>How justified and quantifiable are the milestones and indicators</b>	10		
9.	<b>Appropriateness of Logframe in reflecting input/activity and result output pathway</b>	10		
10.	<b>Indicative Budget:</b> Is the proposed budget realistic in view of the stated problems, objectives set activities outlined, project duration and likely outcomes?	10		
	<b>Total Score</b>	<b>100</b>		

**Score Ranking: (1 to 5) Circle below as per score obtained**

1 = 91 and above      2 = 81 to 90      3 = 71 to 80      4 = 61 to 70      5 = Below 61

**Assessment and priority ranking of the research proposal by the reviewer: (Highest-1, Moderate-2 and Lowest-3):** \_\_\_\_\_ (No) \_\_\_\_\_ (in words)

**Signature:** \_\_\_\_\_

**Full name and address of the Reviewer:** \_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

<b>FOR PIU-BARC OFFICIAL USE</b>	
Project ID No.	:
Sent date for Review	:
Return date after Review	:
Comments / Opinion (put $\checkmark$ in appropriate box)	
<input type="checkbox"/>	Returned for revision
<input type="checkbox"/>	Recommended for funding
<input type="checkbox"/>	Not recommended for funding

**Comment sheet of Reviewers on the CRG/PBRG FRP****(Please sign in appropriate place)**

1. Title of the proposal : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Principal Investigator/ Co-PI(s) and organization : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Statement on the proposal submitted (single/ collaborative) along with appropriateness of the operational/implementation arrangement and advantages/ disadvantages (within 100 words). : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Comment on the merit of the proposal in respect of methodology, proponent(s) research capability and delivery of result within the timeframe (within 200 words). : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Feasibility of tracking progress using indicated monitoring and evaluation indicators and adoption of the generated technology by the target beneficiary (within 150 words). : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Justification of the proposed budget, allocation of resources for major activities and activity schedule (within 150 words). : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Concluding remarks on the acceptance/ revision/ funding of the proposal (within 150 words). : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

---

Signature : \_\_\_\_\_  
 Name of the Reviewer : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Date : \_\_\_\_\_

**Letter of Agreement (LoA)**  
**For funding of sub-project under Competitive Research Grants (CRG) / Program Based Research Grants (PBRG)**

Signed  
*Between*  
**Bangladesh Agricultural Research Council**

(here in after called the First party and represented by the Director, PIU-BARC, NATP-2)

*And*

----- (institution(s))  
(here in after called the Second Party(ies) represented by the Coordinator/Principal Investigator)

on ----- day of the month of ----- 2016

**WHEREAS**

- a) The first party has invited sub-project proposals for funding under CRG/PBRG in order to generate research information/ technology for adoption by the farming community with a view to enhance productivity and income.
- b) The second party(ies) in response, has/have expressed interest through the proponent of research (Coordinator/Principal Investigator) to implement (sub-Project Title) ..... effective from the date of signing LoA/ receipt of 1<sup>st</sup> installment fund for a period of ..... years.
- c) The second party(ies) having represented to the PIU-BARC that it (they) has (have) the required professional skill and personnel and technical resources to implement the sub-project, the PIU-BARC has agreed to sanction a sum of Taka .....to be used/shared by/within the second party(ies) with, Taka..... for ....., Taka..... for ....., Taka..... for ..... for implementation of the sub-project activities on the terms and conditions set forth in this LoA.

NOW THEREFORE, the party(ies) hereto hereby agree as follows:

- 1) THAT the following documents attached hereto shall be deemed to form on integral part of this LoA:
  - a) PIU-BARC approved project proposal (Annex -2)
  - b) Reporting obligations (Annex-18 A, B, C, D, E & F)
  - c) Budgetary instructions (Annex-4)
  - d) Monitoring formats (Annex- 16 and 17 and 18f)
  - e) Fund disbursement (Annex-15)
  - f) Monthly Statement of Expenditure(SoE) format (Annex-20)
- 2) THAT the mutual rights and obligations of the PIU-BARC and the Second Party(ies) shall be as set forth in this LoA:
  - a) The second party(ies) shall implement the sub-project in accordance with the provisions of this LoA;
  - b) The PIU-BARC shall disburse funds to the head of the institution(s) in favour of the Coordinator/Principal Investigator as per provision of this LoA.
  - c) The second party(ies) shall carry out monitoring and evaluation (besides the M&E activities carried out by the PIU-BARC) through the M&E cells formed at the organization level/to be formed for the purpose and shall report back as per set dates to PIU-BARC.



- 3) THAT the second party(ies) will appoint staff (as per provision of the approved project, if any) within maximum three months from the date of signing of the LoA/ receipt of 1<sup>st</sup> installment fund from PIU-BARC and will use them exclusively for the activities in connection with the implementation of the CRG/PBRG sub-project. The recruitment procedure will be done by the respected division of BARC or in assistance by PIU-BARC.
- 4) THAT the second party(ies) will keep the sub-project funds in a current account opened in a scheduled bank for the purpose in the name of the sub-project with separate cash book to be operated as per the existing rules/instructions of the Institution/PIU-BARC.
- 5) THAT the Coordinator/Principal Investigator will send statements of expenditure (SoE) per month/as required, as per the prescribed format and requirement of PIU-BARC with a copy to the respective Head of the Institution.
- 6) THAT the second party(ies) will comply with all types of reporting including the financial reporting and its management in accordance with the guidelines/instructions of the Financial Management being followed by the PIU-BARC/Government of Bangladesh.
- 7) THAT the second party(ies) will follow the guidelines and procedures of procurement as layed out in the PPR- 2008/09 and shall submit report on procurement matter as per the prescribed schedule/requirement of the PIU-BARC. Procurement plan shall have to approved and endorsed by the respective organization before being sent for final approval by the PIU-BARC. For the procurement of capital items, prior approval of PIU-BARC will be required.
- 8) THAT the second party(ies) agrees that in case of any dispute arising out of this LoA which can not be amicably settled between the parties shall be referred to adjudication / arbitration in accordance with the procedure set by PIU-BARC.
- 9) THAT the Rights to any Intellectual Property developed at any time, as a part of the activities of the research sub-project shall be vested jointly with the first party and will be in the public domain.
- 10) THAT the second party(ies) will be responsible for all matter relating to audit and accounts and shall do needful to resolve any such issue(s) before the project end.
- 11) THAT the second party(ies) will on completion of the sub-project will handover all goods purchased and all materials developed using sub-project fund to the organization of the respective Coordinator/Principal Investigator of the CRG/PBRG implemented and return unspent fund to the first party or as decited by PIU-BARC.

IN WITNESS WHEREOF, the parties hereto have caused this LoA to be signed in their respective names as of the day, month and year written above.

ON BEHALF OF THE FIRST PARTY

By \_\_\_\_\_  
 Director, PIU-BARC  
 Name: .....  
 Designation: .....  
 Address: .....  
 Phone:.....Mobile :.....E-mail:.....

ON BEHALF OF THE SECOND PARTY(ies)

a) By \_\_\_\_\_

Authorized representative of the Second Party(ies)(*Coordinator / PI/Co-PI to sign with a letter of authorization from the Head of the Institution*)

Name: .....  
 Designation: .....  
 Address: .....  
 Phone:.....Mobile :.....E-mail:.....

b) By \_\_\_\_\_

Authorized representative of the Second Party(ies) (*Coordinator PI/Co-PI to sign with a letter of authorization from the Head of the Institution*)

Name: .....  
 Designation: .....  
 Address: .....  
 Phone:.....Mobile :.....E-mail:.....

c) By \_\_\_\_\_

Authorized representative of the Second Party(ies) (*Coordinator PI/Co-PI to sign with a letter of authorization from the Head of the Institution*)

Name: .....  
 Designation: .....  
 Address: .....  
 Phone:.....Mobile :.....E-mail:.....

**Witness:** (*One from the first party and one each from the second party(ies)*)

1) Signature: ..... Name: ..... Full Address: ..... ..... .....	1) Signature: ..... Name: ..... Full Address: ..... ..... .....
2) Signature: ..... Name: ..... Full Address: ..... ..... .....	2) Signature: ..... Name: ..... Full Address: ..... ..... .....
3) Signature: ..... Name: ..... Full Address: ..... ..... .....	3) Signature: ..... Name: ..... Full Address: ..... ..... .....
4) Signature: ..... Name: ..... Full Address: ..... ..... .....	4) Signature: ..... Name: ..... Full Address: ..... ..... .....

**COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF LoA**

<i>Effectiveness of LoA:</i>	This LoA shall come into effect on the date the LoA is signed by both parties and remain effective upto mentioned in the approved sub-project proposal.
<i>Coordinated sub-project management</i>	In the case of a sub-project proposed to be implemented through coordinated arrangement between/among more than one institution, each of them will be treated as a party and shall jointly and separately named and be separately liable to the first party for obligations under this LoA.
<i>Commencement Project Implementation:</i>	The institution(s) shall be carrying out the Project implementation from the date of signing of the LoA or at such other date as may be specified or communicated by PIU-BARC
<i>Expiration of LoA:</i>	This shall terminate at the end of such time period after the Effective Date as is agreed in the LoA or communicated by PIU-BARC.
<i>Modification:</i>	Modification of the terms and conditions of this LoA, may only be made by written agreement between the Parties and shall not be effective until the consent of PIU-BARC has been obtained.
<i>Force Majeure Definition</i>	For the purposes of this LoA, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance or its obligations under the LoA impossible or so impractical as to be considered impossible under the circumstances.
<i>No Breach of Contract:</i>	The failure of a Party to fulfill any of its obligations under the LoA shall not be considered to be a breach of, or default under, this LoA insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this LoA, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
<i>Extension of Time:</i>	Any period within which a Party shall, pursuant to this LoA, complete any action or task, shall be extended for a period equal to the time during which such Party was unable, subject to the satisfaction of the PIU-BARC, to perform such action as a result of Force Majeure.
<i>Payments:</i>	During the period of their inability to perform the project implementation as a result of an event of Force Majeure, the institution shall be entitled to continue to be paid under the terms of this LoA, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of project implementation and in reactivating the process after the end of such period.
<i>Termination:</i>	<p>The PIU-BARC may terminate this LoA, by not less than thirty (30) days’ written notice of termination to the institution, to be given after the occurrence of any of the events specified in paragraphs (a) and (b) and sixty (60) days’ in the case of the event referred to in (c).</p> <ul style="list-style-type: none"><li>(a) If the institutions do not remedy a failure in the performance of their obligations under the LoA, within thirty (30) days’ after being notified or within any further period as PIU-BARC may have subsequently approved in writing.</li><li>(b) If, as the result of Force Majeure, the institutions unable to perform a material portion of the project implementation for a period of not less than sixty (60) days; or</li><li>(c) If the PIU-BARC in its sole discretion, decides to terminate this LoA.</li></ul>

LETTER OF AUTHORIZATION

Dr./Mr./Ms. ....Designation.....
of this Organization/Institute/University .....
submitted a sub-project entitled:.....”
for funding under CRG/PBRG of PIU-BARC, NATP-2.

We are informed that, the sub-project has been approved by the Executive Council of BARC.
As such, the proponent of the sub-project, as Coordinator/ Principal Investigator is hereby
authorized to sign a Letter of Agreement (LoA) on behalf of this
institute/university/organization with PIU-BARC for implementation of the sub-project
activities in line with the terms and conditions laid out in the LoA.

Authorized by
(Head/Authorized representative of the
institute/ university)

Signature: .....
Name: .....

Designation: .....
Address: .....

.....

Phone: .....
Cell: .....
e-mail: .....

Signature: .....
Name: (Coordinator/Principal
Investigator): .....

Designation: .....
Address: .....

.....

Phone: .....
Cell: .....
e-mail: .....

Note: To be submitted in official pad.

**FUND DISBURSEMENT BY PIU-BARC**

A current account to be opened in the name of the sub-project in a local scheduled Bank and maintained. Monthly Statement of Expenditure (SoE) report may be required by the PIU-BARC; certified by the appropriate authority of the institution, as applicable to be submitted to the PIU-BARC along with a bank statement. Subject to the fulfillment of necessary conditions, disbursement will be made according to the following schedule;

- 25% of the revenue cost of the year-1 budget upon signature of the LoA
- 25% of the revenue cost of the year-1 budget on submission of inception report.
- 100% of capital expenses of each year to be released upon the prior approval of procurement plan from PIU-BARC.
- Rest 50% of the revenue cost of the year-1 budget on submission of half-yearly report.
- The rest fund on half-yearly installments as per annual budget
- 50 % of the last installment budget upon submission of Project Completion Report

The schedule may be changed depending on the project period or as decided by the PIU-BARC. Half yearly installment of fund shall be released upon receipt of acceptable progress and financial reports of the previous six months. The unspent amount of the previous installment shall be adjusted with subsequent half yearly installment. No fund shall be spent beyond the project period.

**Desk Monitoring Format for CRG and PBRG Subprojects**  
**For the Quarter:** From ..... to .....

1. Sub-Project Title: .....
2. Duration: From..... to .....
3. Name of the Coordinator/Principal Investigator/Co-Principal Investigator (as applicable):

**A. Technical**

Major Activity (e.g. Baseline survey, Lab/ field experimentation, etc.)	Activity status (No./date)		% Completion				Cumulative % of completion: current year	Cumulative % of completion from start
	Planned	Actual	Q1	Q2	Q3	Q4		
a.								
b.								
c.								

**B. Financial**

	Fund Released (Tk.)				Expenditure (Tk.)				Cumulative % of completion: current year	Remarks (Difference between release and expenditure or any other)
	1 <sup>st</sup> install ment	2 <sup>nd</sup> install ment	3 <sup>rd</sup> install ment	4 <sup>th</sup> install ment	Q1	Q2	Q3	Q4		
Year 1										

**C. Procurement**

Major Activity	Activity status		% Completion				Cumulative % of completion: current year	Cumulative % of completion from start
	Planned (No./date)	Actual (No./date)	Q1	Q2	Q3	Q4		
a. Goods								
- Research Expenses								
- Equipment								
- Others								
b. Works								
- Renovation								
- Others								
c. Services								
- Contractual manpower								
- Others								

**D. Reporting**

Report type	Planned/ schedule (month/year)	Actual (month/year)	Remarks
a. Inception report			
b. Six-monthly report			
c. Annual report			
d. Field Monitoring Report			
e. Project Completion Report			

**Desk Monitoring Members:**

Name with position	Organization	Signature with date
1.		
2.		
3.		

### Field Monitoring Format for CRG and PBRG Subprojects

Duration of Field Visit: From ..... to .....

Coverage of Monitoring Report: From ..... to .....

1. Sub-Project Project Title: .....
2. Institute Name: .....
3. Coordinator/Principal Investigator/Co-Principal Investigator(as applicable): .....
4. Duration: Start ..... Completion .....
5. Location(s) of the Program: .....
6. Name of Person(s) with address interviewed/ met/ discussed:
  - a.
  - b.
  - c.
  - d.
  - e.

#### 7. Technical Information:

- Methodology and its Appropriateness:
- Adherence to Original Plan:
- Reason for Deviation (if any):

#### i) Lab/Field Experimentation:

Objectives	Activities in relation to objectives	Status (Use appropriate unit)		Deviation (if any)	Performance (Good/average/ below/average/poor)
		Planned	Actual		

#### ii) Technology Generation:

Sl. No.	Description of the Technology	Number	Achievements/Status	Remarks

#### iii) Technology Adoption:

No. of farmers involved	No. of farmers Motivated	No. of farmers adopting/ willing to adopt technology	Local level suitability of the technology	Total area covered	Project support/ services provided for adoption	Scope/ possibility of market linkage	Remarks

**7. Internal Monitoring by the Research / Academic Institution:**

Name of visitor(s)	Designation	Date(s) of visit	Total visit till date (No.)	Remarks (Activities performed/ modification suggested )

**8. Training:**

Training Title	Training duration (From – to – )	No. of participants and batch		No. trained		Remarks
		Target	Achievement	Male	Female	

**9. Knowledge management (e.g Journal article, Manual, Booklet, Media coverage, dissemination activity etc.)**

Sl. No	Type of Documentation/Publicity	Number	Achievements/Status	Remarks

**10. Financial**

	Amount (Tk.)	Remarks
a. Total Budget :		
b. Funds Received till to date:		
c. Delay (if any) in receipt of funds:		
d. Expenditure till to date:		
i) Incurred		
ii) Committed		
iii) Anticipated/Actual Balance/Deficit		

**11. Procurement**

Major Activity *	Activity status (No./ date)		% of completion in the current year	Cumulative % of completion from start
	Planned	Actual		
a. Goods				
(i)				
(ii)				
(iii)				
b. Works				
(i)				
(ii)				
c. Services				
(i)				
(ii)				



**12. Reporting**

Report type	Planned/ schedule	Actual submission date	Remarks
a. Inception report			
b. Six monthly report (last 01 year)			
c Annual report			
d. Internal Monitoring Report(s) (Last 01 year)			
f. Project Completion Report			

**13. Problems/Constraints/ Limitation:**

Description	Implementers opinion	Suggested solution by the Monitoring Team

**14. Any other comments & suggestions by the visiting team:**

- a.
- b.
- c.
- d.
- e.

**15. Overall Assessment**

- a. Continue the sub-Project as Planned
- b. Modify (specify areas of modification) the sub-Project
- c. Terminate the Project

**Field Monitoring Members:**

Name with position	Organization	Signature with date
1.		
2.		
3.		
4.		
5.		

## Inception Report

Cover Page:

Table of Contents:

Executive Summary:

1. Sub-Project title :
2. Coordinator/Principal Investigator/Co-principal investigator :
3. Purpose/Objective of the sub-project :
4. Duration : From \_\_\_\_\_ to \_\_\_\_\_
5. Total approved cost : Taka \_\_\_\_\_
6. Approach and methodology :
7. Log frame :
8. Outputs/ outcome :
9. Key monitoring and evaluation indicators\*

Major Activities	Time Period (months)								Remarks
	6	12	18	24	30	36	42	48	

\* Indicators to be measurable and result oriented. Baseline information to be one of the evaluation indicators

10. Workplan :

Sl. No	Major activities	Year-1**												Y-2	Y-3	Remarks
		Month														

*Note:* \*\* By month and by year, for the entire project period. Start from the Letter of Agreement (LoA) signing month. Use arrow to express the timeframe

11. Budget (for the sub-project cycle as per approved PP by year):

**Summary of Budget (in Taka):**

Line Item *	Year-1	Year-2	Year-3	Year-4	Sub-Total	% of grand total
A. Contractual Staff Salary						
B. Operating Expenses						
C. Fuel, Oil and Maintenance						
D. Field Research / Lab expenses and supplies						
E. Publications and printing						
F. Training/Workshop/Seminar etc.						
G. Capital Expenses						
H. Contingencies						
<b>Grand Total</b>						

12. Procurement Plan (for the sub-project cycle by year):

**Quarterly Report**

For the quarter of .....to ..... 20.....

Cover Page

Table of Contents

Executive Summary

1. Sub-Project title :
2. Coordinator/Principal Investigator/Co-principal investigator :
3. Full address with phone and e-mail :
4. Duration of the sub-project: From \_\_\_\_\_ to \_\_\_\_\_
5. Total approved Budget (Taka): \_\_\_\_\_
6. Methodology followed:
7. Analysis of the information /data:
8. Major outputs and recommendations/remarks

Sl. No	Major technical activities of the quarter	Outputs	Recommendation/remarks

## 9. Financial Progress in the current quarter

Sl. No	Major Head	Fund released in this financial year (Tk.)	Expenditure in this quarter (Tk.)	Remarks

## 10. Progress of Procurement in the current quarter

Sl. No	Item(s) of Procurement	Achievements	% of achievements	Remarks

## 11. Work plan for the next quarter

Sl. No	Major activities	Months of the quarter			Remarks
		.....	.....	.....	

## 12. Problems/ Constraints

Signature of the Coordinator/Principal Investigator

Date .....

## Half Yearly Report

For the Duration: From .....to ..... 20.....

Cover Page  
Table of Contents  
Executive Summary

1. Sub-Project title :
2. Coordinator/Principal Investigator/Co-principal investigator :
3. Full address with phone and e-mail :
4. Duration of the sub-project: From \_\_\_\_\_ to \_\_\_\_\_
5. Total approved Budget (Taka): \_\_\_\_\_
6. Methodology followed:
7. Compliance to the implementation / review workshop decisions (if applicable):
8. Analysis of the information /data (supported by tables, result & discussions, research achievements, highlights and photos):

### 9. Major outputs and recommendations/remarks

Sl. No	Major technical activities in the last 6 months	Outputs (Key monitoring and evaluation indicators*)		Remarks
		Target	Actual	

\* Indicators to be measurable and result oriented for the entire duration at the time interval mentioned.

### 10. Progress of Procurement in the last six months

Sl. No	Items of Procurement	Achievements	% of achievements	Remarks

### 11. Financial Progress in the last six months

Sl. No	Major Head	Fund released in this financial year (Tk.)	Expenditure in the last 6 months (Tk.)	Remarks

### 12. HRD/ Training

Title (Higher degree/ training)	Status		No. of participants	Identity of incumbent / resource persons	Remarks
	Target	Actual			

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**13. Reporting**

Report type	Date of submission as per Plan/ schedule	Actual date of submission	Remarks
a. Inception report			
b. Statement of expenditure.(SoE)*			
c. Quarterly report(s)*			
d. Six monthly report			
e. Procurement plan			
f. Annual research program format			
g. Field Monitoring Report(s)**			

\* Provide all the dates by month and quarter since start to date.

\*\* Conducted at the local level by implementing agencies. To be submitted by quarter.

**14. Work plan for the next six months**

Sl. No	Major activities							Remarks

**15. Problems/ Constraints**

Signature of the Coordinator/Principal Investigator

Date .....

## Annual Report

For the Year: From ..... to .....

Cover Page

Table of Contents

Executive Summary (Maximum 1 Page)

1. Sub-Project title :
2. Coordinator/Principal Investigator/Co-principal investigator :
3. Full address with phone and e-mail :
4. Duration of the sub-project: From \_\_\_\_\_ to \_\_\_\_\_
5. Total approved Budget (Taka): \_\_\_\_\_  
Total fund released (Tk): \_\_\_\_\_  
Total fund Spent (Tk): \_\_\_\_\_  
Unspent fund (Tk.): \_\_\_\_\_
6. Methodology followed:
7. Analysis of the information /data (supported by tables, result & discussion, research achievements, highlights and photos):

### 8. Major outputs and recommendations/remarks

Sl. No	Major technical activities performed	Achievements so far	Remarks

### 9. Progress of Procurement

Sl. No	Plan of Procurement	Achievements	% of achievements	Remarks

### 10. Financial Progress

Sl. No	Major Head	Fund released (Tk.)	Expenditure (Tk.)	Balance (Tk)	Remarks

### 11. HRD/ Training

Title (Higher degree/ training)	Status		No. of participants	Identity of incumbent / resource persons	Remarks
	Target	Actual			

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**12. Reporting**

Report type	Date of submission as per Plan/ schedule	Actual date of submission	Remarks
a. Inception report			
b. Statement of expdts.(SoE)*			
c. Quarterly report(s)*			
d. Six monthly report			
e. Procurement plan			
f. Annual research program format			
g. Field Monitoring Report(s)**			

\* Provide all the dates by month and quarter since start to date.

\*\* Conducted at the local level by implementing agencies. To be submitted by quarter.

**13. Work plan for the next year**

Sl. No	Major activities							Remarks

**14. Problems/ Constraints**

Signature of the Coordinator/Principal Investigator

Date .....

## Project Completion Report (PCR)

*(Submission: Draft report- two copies, 90 days before sub-project end. Final report -15 hard and one soft copy, within 30 days of sub-project end)*

### A. Subproject Description

1. Title of the subproject: .....
2. Name of the Research entity: .....
3. Name and full address with phone, cell and E-mail of Coordinators/PIs/Co-PIs:
4. Subproject Budget:
  - 4.1. Total (In TK.) as per original (approved):
  - 4.2. Total (In TK.) as per latest revised:
5. Duration of the subproject:

	Date of commence: dd/mm/yyyy	Date of Completion: dd/mm/yyyy
Original Project as approved		
Latest Revised		

6. Justification of undertaking the subproject:
7. Objective of the Subproject:
8. Methodology followed in conducting research/investigation:
9. Results and Discussion:
10. Research Highlight (Bullet point – max 10 Nos.):
11. Major Attainment (in relation to set objectives):

Sl. No	Major technical activities performed in respect of the set objectives	Output(i.e. product obtained, visible, measurable)	Outcome(short term effect of the research)	Impact(long term effect of the research)	Remarks (reason, if anything otherwise plus any other)

### B. Implementation Position

#### 01. Information on project management team:

Names of project staff	Position in the Organization	Position in the subproject	Full/ part time	Dates of joining in the subproject	Dates of leaving the subproject	Reasons for cost over-run/ re-appropriation / under utilization
Coordinator						
Principal Investigator(PI)						
Co-PIs						

#### 02. Procurement:

Package number	Description of procurements	Price (In Lac TK.)		Completion dates		Description of issues/ challenges (delays/cost over-run/management etc.)
		As per the original approved	Actual contract	As per the original approved	Actual completion	



**03. Equipment & facilities:**

**03.1. List of the procurement actual procure by subproject**

Description of equipments	As per the original approved subproject	As per the latest revised subproject	Remarks
(a) Office equipments			
(b) Lab & Field equipments:			
(c) Other capital Items			

**03.2. Establishment/ Renovation facilities:**

Description of facilities	Newly established		Upgraded/refurbished		Remarks
	As per the original approved subproject	Actual	As per the original approved subproject	Actual	

**03.3 Training/study tour/ seminar/workshop/conference organized:**

Description	As per the original approved subproject		Actual		Remarks
	Number, participant	Duration (Days/weeks/ months)	Number, participant	Duration (Days/weeks/ months)	
(a) training					
(b) Workshop					

**C. Financial and Physical progress**

Items of expenditure/Activities	Total approved budget	Fund received	Actual expenditure	Balance/ Unspent	Physical progress (%)	Reasons for deviation
A. Contractual Staff Salary						
B. Field Research / Lab expenses and supplies						
C. Operating Expenses						
D. Vehicle Hire and Fuel, Oil & Maintenance						
E. Training/Workshop/Seminar etc.						
F. Publications and printing						
G. Miscellaneous						
H. Capital Expenses						

**D. Achievement of subproject objectives: (Tangible form)**

**01. Achievement of subproject objectives**

Specific objectives of the subproject	Status (% achieved)	Description of achievements attained	Reason of shortfalls, if any

**02. Milestone achievement**

SL #	Milestones as per the original approved subproject	Status (% achieved)	Underachievement reasons, if any

**03. Performance indicators:**

SL #	Indicators as in the original subproject	Baseline value as in the original subproject	Target value as in the original subproject	Current standard at the project end	Reasons in difference, if any

**E. Materials Development/Publication made under the subproject:**

Publication	Number of publication		Remarks (e.g. paper title, name of journal, conference name, etc.)
	Under preparation	Completed and published	
Journal publication			
Technical / Developed Technology bulletin			
Process development			
Information development			
Books/Monographs/Manual published			
Booklet/leaflet/flyer etc. published			
Other publication, please specify			

**F. Impacts of the subproject:**

**01. Generation of technology (Commodity & Non-commodity)**

**02. Generation of new knowledge that help in developing more technology in future**

**03. Technology transferred that help increased agricultural productivity and farmers' income**

**G. Subproject Monitoring**

Name of the officials	Agencies of officials	Date of monitoring visit	Remarks

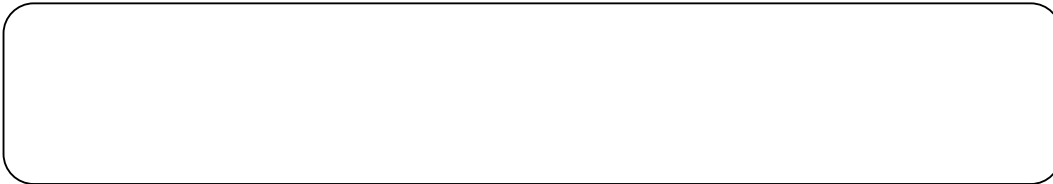
**H. Subproject Auditing (Cover all types of audit performed)**

Types of Audit (e.g BARC/ Implementing agency/ FAPAD/World Bank/others)	Major observations/ issues/ objections raised, if any	Status at the sub- project end	Remarks

**I. Lesson Learn**

**J. Suggestion for future, if any:**

**Please attach pictures of the Subproject:** Instruments purchased and used; refurbished labs; research results; training, workshops, M&E visits; facilities developed; etc. etc.



**Signature of the Coordinator/Principal Investigator (as applicable)**

Date .....

Seal

**Counter signature of the Head of the agency/authorized representative**

Date .....

Seal

## Monitoring

### Monitoring

#### 01. Internal Monitoring:

Name of the officials	Name of organization (e.g. BARI/ BRRI/ BSRI/Univ./ Etc.	Date of monitoring visit	Findings

#### 02. External Monitoring by BARC hired farm/WB :

Name of the officials	Agencies of officials	Date of monitoring visit	Findings



## Statement of Expenditure (SoE)

Dated: .....

Project ID:

The Director  
PIU-BARC, NATP-2  
Bangladesh Agricultural Research Council (BARC), Farmgate, Dhaka

**Subject:** Monthly Statement of Expenditure (SOE) of (Name of sub-Project) for the month of.....20..... under CRG/PBRG.

Dear Sir,

Please find below the SOE for the month of ..... 20..... The total expenditure during the month is Tk. .... (in words .....). I have attached copies of the relevant documents for your consideration. I confirmed that percentage of component expenditures maintained within ceiling as per budgetary instructions on CRG/PBRG.

(Figure in Tk.)

Head of Expenditure as per Financing Agreement	Total cost of the Project	Approved budget for current year	Advance/Fund received to till date	Spent during the reporting month	Cumulative spent up to reporting month of the year	Cumulative spent up to reporting month from inception	Unspent balance
A. Contractual Staff Salary							
B. Field Research / Lab expenses and supplies							
C. Operating Expenses							
D. Vehicle Hire and Fuel, Oil & Maintenance							
E. Training/ Workshop/ Seminar etc.							
F. Publications and printing							
G. Miscellaneous							
H. Capital Expenses							
Total							

- Note:** 1. Unspent balance should be supported by a copy of the bank statement & bank reconciliation statement.  
2. Supporting documents for this SOE are retained at Project office.

Prepared by:  
Signature:

Countersigned by:  
Signature:

Endorsed by:  
Signature

Name:

PI/Co-PI (Name):

(Head of Institution)

Date:

Date:

Date:

Seal:

Seal: