



BEPRC Innovation Guideline-2023



**Bangladesh Energy and Power Research Council (BEPRC)
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Ramna, Dhaka-1000
<http://eprc.gov.bd/>**

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PART-A

Proposal Submission

1. Introduction

This guideline is prepared in accordance with the Section 5 of Bangladesh Energy and Power Research Council Act, 2015, to facilitate innovative applied research activity in the power and energy sectors of Bangladesh.

2. Research Proposal

2.1 Invitation for Research Proposal

The purpose of inviting research proposal is to fund applied research and development projects that develop technologies, tools, and strategies with a view to reducing technological and economic barriers for upgrading, repowering, and expanding various fields of energy and power in the context of Bangladesh. Bangladesh Energy and Power Research Council (BEPRC) invites applied research proposals mentioning the specific targeted areas of energy and power sector of Bangladesh. The invitation will be published in BEPRC official website and also in widely circulated two newspapers of Bangladesh (one English and one Bangla).

2.2 Proposers' Categories

(a) Proposer(s) from Government Approved Organizations: Proposer(s) from Government approved universities, research organizations, commercial entities, and professional societies are eligible to submit applied research proposals to BEPRC.

(b) Proposer(s) from Foreign Organizations: BEPRC will consider proposals for collaborative research projects involving Bangladeshi and Foreign organizations. In such collaborative projects, Bangladeshi citizen working in a Government approved Bangladeshi organization will be allowed as Principal Investigator and the piloting/study area/survey location shall be in Bangladesh.

The Proposer(s) in (a) and (b) categories should have relevant academic and/or research activities and capabilities in energy and/or power sector.

3. Proposal Submission Procedure

3.1 Proposal Submission Deadline:

The proposer will get at least 30(thirty) calendar days to submit the proposal starting from the date mentioned in the respective call for Proposal. Specific deadline will be mentioned in the circular of proposal invitation. The Council reserves the right to extend the deadline by issuing an official notice in this regard which will be available on the official website.

3.2 Submission Windows:

The proposals should be submitted through submission window mentioned in the specific program solicitations that can be obtained through the BEPRC website. It is BEPRC's policy that the end date of a submission window converts to, and is subject to, the same policies as a deadline date. Unless otherwise stated in a program solicitation, proposals must be received by

the specified date. Any Proposal must be received by 11:59 PM Bangladesh Standard Time (BST) on the published deadline date.

3.3 Submission Requirements and Instructions:

Proposals to BEPRC shall be submitted through online portal of BEPRC as per the guideline. Similar research proposal cannot be funded again. In case of submission of duplicate/similar proposals concurrently for more than one research area, only one proposal will be considered for evaluation.

3.4 Proposal Receipt:

Once the proposal is submitted properly, the proposer will be notified about the submission.

4. Proposers Eligibility and Responsibilities

The proposal shall be submitted by PI (Principal Investigator). A proposer cannot submit more than one proposal in response to a Program Solicitation. Each member of the team should provide the information of all completed and ongoing research projects including similar ones. The Proposers shall provide all the necessary declarations as mentioned in clause 5 as per attached templates.

5. Format of the Proposal

Prior to submission, it is strongly recommended that proposers conduct an administrative review to ensure that the proposals comply with the guidelines.

5.1 Proposal Contents

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

a. Proprietary information (if applicable)

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

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

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

c. Certification Regarding Organizational Support

The proposer shall submit a certificate issued by the respective organization that the organization will provide all types of support/facilities for the execution of the

research work. Organizational support shall be made available, as described in the proposal.

d. Collaborators & Other Affiliations Information

The proposer shall provide following information regarding collaborators and other affiliations:

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

e. No Objection Certificate (NOC)

All the members of the research team must submit individual “No Objection Certificate (NOC)” from respective organization for conducting research/projects in addition to his/her job in respective organization, if employed.

f. Letter of Consent (Piloting/Survey/Study/Incubation):

The proposer shall submit a letter of consent from the concerned authority of the place/organization/partner for piloting/surveying/studying and also for further incubation of the project.

g. Declaration 1: The proposer must declare that the proposed research project was never partially/fully funded/committed by any other person/organization and, if awarded by BEPRC, it will not be submitted to any other entities for further funding (Annexure-I).

h. Declaration 2: The PI, co-PI, and senior personnel of the team agree to jointly carry out the research work. PI/co-PI (except for any Non-Residents Bangladeshi and foreign nationals) shall not stay abroad for more than 30 (thirty) days at stretch and not more than 60 (sixty) days in a year after the commencement of the project. They will be responsible for achieving the objectives of the research project within the stipulated time. (Annexure-II)

i. Declaration 3: The PI, co-PI, and/or senior personnel of the team will be accountable if they fail to achieve any of the objectives mentioned in their research proposal within the project completion date without assigning any logical reasons (Annexure-III)

j. Declaration 4: If the outcome of the proposed project is patentable, the patent will belong to BEPRC while the research team will be the inventor(s). The PI shall submit all the necessary documents to the Council on time as and when required for smooth processing of patent application (Annexure-IV).

k. Declaration 5: If the outcome of the proposed project is found Innovative enough and suitable to move to the next level (Incubation) and if the PI decides not to participate

directly in the Incubation phase, the PI and the Research Project Team will act as a technology transferor during the entire Incubation phase. The PI and the Research Team shall submit all necessary documents including details of the technology innovated, limitations/areas of improvement etc. to the selected Incubation team on time as and when required, so that the incubation process can be properly and smoothly carried out. (Annexure-V).

5.2 Sections of the Proposal

This section described below represents the body of a research proposal submitted to BEPRC. Failure to submit all required sections will lead to rejection..

A full research proposal must contain the following sections.

- A. Cover Page
- B. Research Background
- C. Research Summary with Key Words
- D. Table of Contents
- E. Literature Review
- F. Research Description
- G. Statement of Activities and Work Plan
- H. Budget and Budget Justification
- I. List of Facilities, Equipment and Other Resources
- J. Procurement Plan (Goods, Works, and Services)
- K. Reference Cited

Program solicitations may deviate from the above content requirements.

A. Cover page

- (i) ***Program Solicitation Name:***
Proposers are required to mention the applicable program solicitation name and the number.
- (ii) ***Title of Proposed Research:***
The title of the project must be brief, work representative, scientifically or technically valid, and suitable for use in the public press. BEPRC may edit the title of a project prior to making an award.
- (iii) ***List of Participants:***
Information (including address information) regarding the PI has to be mentioned when preparing the Cover Page. The proposal also may include maximum two co-PIs and other key personnels for the project proposal. But the total number of participants (PI, co-PI and key personnels) in a proposal must not exceed six (06). Each individual's name and primary registered e-mail address and other contact details, must be entered in the boxes provided.
- (iv) ***Budget and Duration Information:***

The proposed duration for which support is requested should be consistent with the nature and complexity of the proposed activity. The Council encourages proposers to request funding for durations of three years when such durations are necessary for completion of the proposed work and are technically and managerially advantageous. The requested start date should allow at least six months for BEPRC's review, processing and decision. Specification of a desired start date for the project is important and helpful to BEPRC staff; however, requests for specific start dates may not be met.

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

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

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

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

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

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

B. Research Background:

The background of the research work should be stated clearly. It should clearly address the necessities and the motivation for this work.

C. Research Summary with Key Words:

Each proposal must contain a summary of the proposed research work. The Research Summary consists of an overview, methods to be employed in the proposed activity, and a statement on the broader impacts of the proposed research work. Additionally, this section must indicate the innovation and/or unique expected outcome in the context of Bangladesh.

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

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

Three to six keywords relevant to this research should be mentioned along with the research summary.

D. Table of Contents:

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

E. Literature Review (Including Previous Relevant Works published in peer reviewed journals):

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

F. Research Description:

(i) *Statement of the Undertaken Research:*

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

(ii) *Objectives of the Research:*

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

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

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

(iii) *Expected Impacts:*

This section should provide a discussion of the broader impacts of the proposed research. Broader impacts may be accomplished through the research itself, through

the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to the project. Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. Explain also how the project results will lead to technological and/or socio-economic advancement and breakthroughs that overcome barriers to achieving the Country's statutory energy and power goals, and will make use of other relevant data and coordinate with other research initiatives, where possible, to provide maximum value in the field of energy and power.

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

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

(v) ***Piloting/Survey/Study of The Project:***

The proposer must mention the **piloting/survey/study** place/partner/organization and the **letter of consent** of the associated place/partner/organization must be submitted. All piloting/demonstration/study sites (if relevant) are located in Bangladesh & not owned by any team member of the project. Note that, the above-mentioned letters of consent must be uploaded in the “**Related Documents**” section of the web portal.

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

The proposer must explain step by step how (s)he will proceed with the research project. (S)He must mention in details about how (s)he intends to collect, analyze data or materials and then how (s)he will interpret the results. It is imperative to explain the concept and the approach/activities that will be implemented during this research with probable technological or scientific knowledge advancement, and innovation or a unique expected outcome (e.g. demonstration, testing, prototyping, pilot lines, scale-up, studies, miniaturization, design, performance verification, market replication encouraging the involvement of end users and potential clients, research etc.). This is an extremely important section of the proposal and must be detailed, well-constructed.

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

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

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

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

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

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

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

G. Statement of Activities and Work Plan

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

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

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

- (a) The objective of the task.

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

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

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

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

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

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

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

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

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

(b) **Tasking Chart:**

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

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

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

(d) **Completed & Ongoing Projects:**

List all the completed and ongoing projects including duration and funding authority that have been undertaken by the proposer(s) [each PI, co-PI, and/or senior personnel] and/or the subcontractors. For each project, provide a brief summary describing the project's title, scope, funding amount and client contact numbers. BEPRC may contact listed clients.

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

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

H. **Budget and Budget Justification**

Each proposal must contain a budget for each year of support requested. The amounts for each budget line item requested must be documented and justified in the budget justification as specified below. For proposals that contain a sub-award(s), **each sub-award** must include a separate budget justification.

(i) **Honorariums:**

As a general policy, BEPRC limits the total Honorarium/remuneration/Salary of a Principal Investigator (PI), Co-Principal Investigator (Co-PI) and Research Assistant which should not exceed 20% of the total project budget. Also note that Salary will be applicable for full-time employee of the project.

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

- (a) Administrative or clerical services are integral to a project or activity;
- (b) Individuals involved can be specifically identified with the project or activity;

- (c) Such costs are explicitly included in the approved budget or have the prior written approval of the BEPRC; and
- (d) The costs are not also recovered as indirect costs.

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

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

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

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

Allowable items ordinarily will be limited to research equipment and apparatus not already available for the conduct of the work. General purpose equipment such as office equipment and furnishings, and information technology equipment and systems are typically not eligible for direct cost support. Special purpose or scientific use computers or associated hardware and software, however, may be requested as items of equipment when necessary to accomplish the project objectives and not otherwise reasonably available. Any request to support such items must be clearly disclosed in the proposal budget, justified in the budget justification, and be included in the BEPRC award budget. All equipment, accessories, apparatus, hardware etc. procured under the project will belong to BEPRC after completion of the project, which will be used in Bangladesh Energy and Power Research Laboratory (BEPRL).

(iii) ***Travel:***

Travel and its relation to the proposed activities must be specified, itemized and justified by destination and cost. Funds may be requested for field work, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence. In order to qualify for support, however, attendance at meetings or conferences must be necessary to accomplish proposal objectives or disseminate its results. Travel support for dependents of key project personnel may be requested only when the travel is for a duration of six months or more either by inclusion in the approved budget or with the prior written approval of the BEPRC. Allowance for

air travel normally will not exceed the cost of round-trip, economy airfares. Persons traveling under BEPRC grants must travel by cheapest direct route.

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

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

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

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

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

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

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

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

(d) **Computer Services:**

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

organization must be included. The proposal budget also may request costs for leasing of computer equipment.

(e) **Sub-awards:**

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

BUDGET ESTIMATES: SUMMARY

(In Taka)

Item	BUDGET			
	1 st Year	2 nd Year	3 rd Year	Total
<hr/>				
A. Recurring				
1. Honorariums				
2. Consumables				
3. Travel				
4. Other Costs				
B. Non-Recurring				
Permanent Equipment				
Grand Total (A+B)				

- Financial Year: July to June
- Please provide brief justification for each head of expenditure (100 words for each).

BUDGET FOR HONORARIUMS

(In Taka)

Designation (Number of persons)	Monthly Emoluments	BUDGET			
		1 st yr. (m.m.)	2 nd yr. (m.m.)	3 rd yr. (m.m.)	Total (m.m.)*
<hr/>					
Full time					
i)					

ii)

Part time

i)

ii)

Total

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

BUDGET FOR TRAVEL

(In Taka)

Items	BUDGET			Total
	1 st yr.	2 nd yr.	3 rd yr.	
Travel 1. Local *				
2. Foreign*				
Total				

* Please specify.

BUDGET FOR OTHER DIRECT COSTS

(In Taka)

Items	BUDGET			Total
	1 st yr.	2 nd yr.	3 rd yr.	
a. Contingencies				
b. Others				
Total				

BUDGET FOR EQUIPMENT & PRODUCTS

(In Taka)

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

2.

Total

Please give justification for each equipment and products.

- A procurement plan must be added to the proposal.

I. List of Facilities, Equipment and Other Resources:

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

J. Procurement Plan (Goods, Works, and Services)

Proposer(s) will submit a detailed plan for all types of procurement (Goods, Works, and Services) with respect to time mentioning the specification of each item, procurement method(s) and estimated cost.

K. Reference Cited:

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

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

6. Cost Sharing Proposals

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

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

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

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

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

When mandatory cost sharing is included in the budget, and accepted by the Council, the commitment of funds becomes legally binding and is subject to audit. When applicable, the estimated value of any in-kind contributions also should be included in the budget. An explanation of the source, nature, amount and availability of any proposed cost sharing must be provided in the budget justification. It should be noted that contributions derived from other Government funds or counted as cost sharing toward projects of another Government agency must not be counted towards meeting the specific cost sharing requirements of the BEPRC award.

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

7. Collaborative Proposals

A collaborative proposal is one in which investigators from two or more organizations wish to collaborate on a unified research project. Collaborative proposals may be submitted to BEPRC as a single proposal through program solicitation, in which a single award is being requested by the lead organization. The lead organization's proposal must contain all of the requisite sections as a single package to be provided to reviewers. All collaborative proposals must clearly describe the roles to be played by the other organizations, specify the managerial arrangements, and explain the advantages of the multi-organizational effort within the Research Description.

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

Lead Organization

- a. Cover Page
- b. Research Background

- c. Research Summary with Key Words
- d. Table of Contents
- e. Literature Review
- f. Research Description
- g. Statement of Activities and Work Plan
- h. Budget and Budget Justification
- i. List of Facilities, Equipment and Other Resources
- j. Procurement Plan (Goods, Works, and Services)
- k. Reference Cited

Non-Lead Organization

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

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

8. Exception

Government may instruct BEPRC to carry out any particular research in Energy and Power sector in the context of Bangladesh. This type of proposal will be placed before the Governing Body for taking further necessary action.

9. Miscellaneous

(i) Solicitation Cancellation and Amendment

BEPRC reserves the right to do any of the following:

- Cancel any program solicitation;
- Revise the amount of funds available under this solicitation;
- Amend any solicitation as needed;
- Reject any or all applications received in response to the program solicitation.

(ii) If the solicitation is amended, BEPRC will send an addendum to all parties who responded to the solicitation, and will also post it on the official website of BEPRC. The Council will not reimburse proposer(s) for application development expenses under any circumstances, including cancellation of the solicitation.

(iii) Invalid 'Timed' Application

An application cannot be "timed" to expire on a specific date.

For example, a statement such as the following is non-responsive to the solicitation:

“This application and the cost estimate are valid for 60 days.”

(iv) **Confidentiality**

All personnel who are involved in processing the proposal after submission shall submit a Non-Disclosure Declaration.

(v) **Solicitation Errors**

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

(vi) **Minor Defects**

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

Annexure 1

Declaration

We do hereby declare that this particular research or similar type of research project carried out by us, has not been partially/fully financed by any other person/organization and if awarded by BEPRC, it will not be submitted to any other entities for funding.

.....

Name, Signature with date
and Seal of PI

.....

Name, Signature with date
and Seal of all co-PIs

.....

Name, Signature with date
and Seal of all Senior
Personnel

Annexure 2

Declaration

We do hereby declare that the PI, Co-PIs and/or senior personnel will collaborate each other in doing the applied research project entitled “.....”, if funded by BEPRC. In addition to that We shall not stay abroad for more than 30 (thirty) days at stretch and not more than 60 (sixty) days in a year after the commencement of the project. We will be responsible for achieving the objectives of the research project within the stipulated time.

.....

Name, Signature with date
and Seal of PI

.....

Name, Signature with date
and Seal of all co-PIs

.....

Name, Signature with date
and Seal of all Senior
Personnel

Annexure 3

Declaration

We, the PI, Co-PI and/or senior personnel of the proposed research project entitled “.....”, conform to the fact that if any of the objectives will fail to be completed within the stipulated time frame without mentioning any logical reason, the accountability will be bestowed upon the PI, Co-PIs and/or senior personnel.

.....

Name, Signature with date
and Seal of PI

.....

Name, Signature with date
and Seal of all co-PIs

.....

Name, Signature with date
and Seal of all Senior
Personnel

Annexure 4

Declaration

We agree that if the outcome of the proposed project titled “.....” is patentable, the patent will belong to BEPRC while the PI and the Co-PIs and/or other senior personnel will be the inventor(s). We shall submit all necessary documents to BEPRC on time as and when required for smooth patent processing.

.....

Name, Signature with date
and Seal of PI

.....

Name, Signature with date
and Seal of all co-PIs

.....

Name, Signature with date
and Seal of all Senior
Personnel

Annexure 5

Declaration

We (the undersigned) do hereby declare that if the outcome of the proposed project is found Innovative enough and suitable to move to the Incubation phase and if we (the undersigned) decide not to participate directly in the Incubation phase, we (the undersigned) shall act as a technology transferor before and during the entire Incubation phase to assist and transfer the technology to the Incubation team as per “BEPRC Incubation Guideline”. Also, we shall provide documents required for the Incubation phase such as detail of Innovation, technology, areas of improvement etc. on time, as and when required for smooth execution of the Incubation Phase.

.....

Name, Signature with date
and Seal of PI

.....

Name, Signature with date
and Seal of all co-PIs

.....

Name, Signature with date
and Seal of all Senior
Personnel

PART-B

Proposal Evaluation

1. Proposal Evaluation and Awarding Process

1.1 Proposal Evaluation

Proposals will be evaluated based on the responses to the information requested in the Program Solicitation.

a. Stage One: Initial Evaluation by Screening Committee

The Council will form a Screening Committee mentioning the Terms of Reference (ToR) to primary screen the proposals that have been submitted through web portal within the deadline of submission. The Committee will screen Proposals in compliance with the Screening Criteria mentioned in the Section 1.3. Proposals that fail to comply with any of the screening criteria will be rejected. The committee will recommend the responsive proposals in Stage One to the Chairman, BEPRC.

Formation of the Screening Committee:

- (a) Member (Innovation)- Convenor
 - (b) Director (Incubation)- Member
 - (c) Director (Entrepreneurship)- Member
 - (d) External Expert- Member (to be nominated by Chairman, BEPRC)
 - (e) Director (Innovation)- Member Secretary
-
- **Clarification Interviews:** The Screening Committee may conduct optional in-person or telephone interviews with Proposers or send written clarification questions to Proposers during the evaluation process to clarify and/or verify information submitted in the Proposal. However, these interviews may not be used to change or add to the content of the original Proposal. Proposers will not be reimbursed for money and time spent answering clarifying questions.
 - **Notifying Proposer:** The Council will notify the unsuccessful proposer(s) in the Stage One of the evaluation process after the approval of Governing Body.

b. Stage Two: Proposal Scoring by Reviewers

Proposals that pass Stage One will be sent to the reviewers by the Council. The Council will select reviewers on the basis of the context of the proposal and send the primarily selected research proposals to them. Reviewer(s) will review and score based on the Scoring Criteria in **Section 1.4**.

- Each proposal of a particular research focus area will generally be evaluated by three or five reviewers and those reviewers will give individual marks based on the Scoring Criteria and the Scoring Scale for each criterion. In case of five reviewers, the maximum and minimum marks received by a proposal will not be used for calculating the average score for that proposal. The average score for that proposal will be calculated on the basis of the remaining three marks. In case

of three reviewers, all the marks will be used to calculate the average score of that proposal.

- The Proposal must receive a minimum average score (of all the reviewers whose scores are considered) of 63.00 points out of 90 points for criteria 1–4 for considering criteria 5 . A total minimum average score of 70.00 points out of 100 points for criteria 1-5 is required for the proposal to be eligible for funding. However, the Proposer must receive a passing score of a minimum of 50% marks for each of the criteria from 1 to 5.

c. Stage Three: Negotiation

The Council will form a BEPRC Negotiation Committee mentioning the Terms of Reference (ToR) to negotiate with successful Proposers that have passed Stage Two to modify the project scope, schedule, and/or level of funding/budget. The committee will recommend successfully negotiated proposals to the Chairman of BBEPRC. The proposer has to submit a revised final proposal to BEPRC based on the negotiation.

Formation of the Negotiation Committee:

- (a) Member (Admin & Finance)- Convenor
- (b) Director (Admin)- Member
- (c) One Expert- Member (to be nominated by the Governing Body)
- (d) One Expert- Member (to be nominated by Chairman, BEPRC)
- (e) Director-(Innovation)- Member Secretary

d. Stage Four: Approval by the Governing Body

Successful proposal(s) from Stage Three must be approved by the Governing body before sending to Power Division for Government approval. The Governing body reserves the right to reject any proposal at any stage. A contract will be signed between the proposer(s) and the BEPRC after the approval of the Government.

1.2 Other Grounds to Reject a Proposal or Cancel an Award

Proposal Rejection:

The Council reserves the right to reject a Proposal and/or to cancel an award if the following circumstances are discovered at any time during any phase of the process:

- The Proposal contains false or intentionally misleading statements or references that do not support an attribute or condition contended by the Proposer.
- The Proposal is intended to erroneously and fallaciously mislead BEPRC.
- The Proposal does not literally comply or contains caveats that

conflict with the solicitation, and the variation or deviation is material.

Award Cancellation:

Award may be cancelled after signing the contract on following grounds:

- The Proposal contains false or intentionally misleading statements or references that do not support an attribute or condition contended by the Proposer.
- The Proposal is intended to erroneously and fallaciously mislead BEPRC.
- The Proposal does not literally comply or contains caveats that conflict with the solicitation, and the variation or deviation is material.
- The proposer fails to achieve the milestone as proposed without any reasonable ground and the researcher team involved in the project will be accountable for such failure.
- BEPRC can cancel without showing any reason.

1.3 Proposal Screening Criteria in Stage One

SCREENING CRITERIA The Proposal must pass ALL criteria to progress to Stage Two	Pass/Fail
1. The research proposal addresses one of the research groups mentioned in the Program Solicitation as well as complies with research goals, mandate and objectives of the Council.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
2. The Proposal of PI and Co-PI have relevant qualification/experiences in the field of work.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
3. The Proposer has written a Literature Review, a Statement of Work & Schedule and the Research Description as per the requirement of the Program solicitation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
4. Project must have a future prospect in the context of Energy and Power Sectors of Bangladesh. If applicable, it should clearly mention the raw material availability.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
5. The Proposer has submitted a Budget and Budget Justification as per the requirement of the Program solicitation	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
6. The requested Funding falls within the maximum limit specified in the Program Solicitation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

7. Project must involve pilot testing/demonstration activities. The Proposal identifies one or more piloting or demonstration anywhere in Bangladesh. Or, the research work may be based on analysis/study/survey but must be applied in nature and the immediate users needs to be clearly identified.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
8. The Proposal includes all the necessary support letters (if relevant) as specified in the Program solicitation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
9. The proposal must provide an indication of innovation /unique outcome and describe clearly how it will be implemented in the context of power and energy sector of Bangladesh.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
10. The proposer has to accept all terms and conditions as specified in the solicitation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

1.4 Proposal Scoring by Reviewers in Stage Two

Proposals that pass Stage One will be evaluated based on the Scoring Criteria and the Scoring Scale for each criterion. Each criterion has multiple sub-criteria. The reviewers will be responsible for providing marks against each criterion with comments.

- Each reviewer will score the proposal in two-step process. At first, criteria 1–4 will be visible to the reviewer for scoring. Once the reviewer completes the scoring for Criteria 1-4, then Criterion 5 will be visible for scoring. Scoring on Criteria 1-4 cannot be edited once Criterion 5 is accessed. Successful Proposer(s) will be notified only after the final approval of the Government through Notification of Award (NoA). Whereas, proposer (s) will also be notified about the reason(s) of rejection at any stage of the evaluation process. Besides, the reviewer must provide comments/explanation/remarks for his/her marking against each sub-criterion.

<u>SCORING SCALE</u>		
% of Possible Points	Interpretation	Explanation for Percentage Points
0%	Not Responsive	<ul style="list-style-type: none"> • The response fails to address the criteria. • The omissions, flaws, or defects are significant and unacceptable.
>0-39%	Minimally	<ul style="list-style-type: none"> • The response minimally addresses the criteria. • The omissions, flaws, or defects are significant

		and Responsive unacceptable.
>39 to -69%	Inadequate	<ul style="list-style-type: none"> The response addresses the criteria. There are one or more omissions, flaws, or defects or the criteria are addressed in a limited way that results in a low degree of confidence in the proposed solution.
>69-79%	Adequate	<ul style="list-style-type: none"> The response adequately addresses the criteria. Any omissions, flaws, or defects are inconsequential and acceptable. The response fully addresses the criteria with a good degree of confidence in the Proposer's response or proposed solution.
>79-89%	Good	<ul style="list-style-type: none"> There are no identified omissions, flaws, or defects. Any identified weaknesses are minimal, inconsequential, and acceptable.
>89% and above	Excellent	<ul style="list-style-type: none"> The response fully addresses the criteria with a high degree of confidence in the Proposer's response or proposed solution. The Proposer offers one or more enhancing features, methods, or approaches that exceed basic expectations.

SCORING CRITERIA

Scoring Criteria	Maximum Points
1. <u>Technical Merit and Need</u>	25
a. Provides a clear and concise description of the goals, objectives, technological or scientific knowledge advancement, and innovation or a unique expected outcome in the proposed project. Explains how the proposed project will advance, supplement, and/or replace current technology and/or scientific knowledge.	7
b. Explains how the proposed project will lead to technological and/or socio-economic advancement and breakthroughs that overcome barriers to achieving the Country's statutory energy and power goals. It mentions the raw material availability and how the feed will be collected , if applicable. Also, Justifies the need for BEPRC funding	6
c. Describes proposed work that is technically feasible to meet the goals of the solicitation and achievable within the proposed Statement of Work and Schedule.	4
d. Provides a clear and plausible measurement and verification plan that describes how benefits specified in the Proposal will be determined and measured.	3
e. Describes in detail how the proposed project will not duplicate other research efforts.	3

f. Provides references that are relevant to the proposed project and are current.	2
2. <u>Technical Approach</u>	20
a. Describes the technique, approach, and methods to be used in performing the work described in the proposal. Highlights any outstanding features.	3
b. Identifies and discusses factors critical for success, in addition to risks, barriers, and limitations. Provides a plan to address them.	2
c. Describes how the project outcome, knowledge gained, experimental results, and lessons learned will be made available to the Council, public and key decision-makers.	3
d. Provides a complete, clear, and concise research description that describes the research goals, objectives, and techno-economic tasks to meet the goals of the solicitation.	2
e. Provides an objective, research background, research description with key words, systematic literature review, research gap to the topic under consideration for research.	4
f. Whether Milestones and Schedules of the project matches with the Statement of work.	3
g. Clearly mentions the appropriate piloting/ demonstration/study sites in the proposal.	3
3. <u>Impacts and Benefits</u>	25
a. Explains how the proposed research will meet the national needs in the energy and power sectors with respect to the BEPRC's goals.	5
b. Provides clear, plausible, and justifiable quantitative/qualitative estimates of potential developments in the power and energy sectors of Bangladesh.	4
c. States the timeframe, assumptions, and calculations for the estimated benefits, and explains their reasonableness with validation.	3
d. Clearly identifies the primary beneficiary of the research outcome and also the relevant stakeholder who will be able to commercialize the product and/or make impact in the policy.	3
e. Discusses any qualitative or intangible improvement to the applicable technologies, methods and systems for the development of energy and power, including timeframe and assumptions.	3
f. Proposes how the methodological and policy impact of the research project will be realized in the context of Bangladesh, including timeframe and assumptions.	4
g. Provides a description on how the research provides innovative/unique solutions for efficient, cost-effective and environmentally sustainable development of Bangladesh's energy and power infrastructure in plain, non-technical language that can be understood by the general public.	3
4. <u>Budget and Cost-Effectiveness</u>	20

a. Provides an estimated budget for each task in the budget and budget justification.	4
b. Justifies the reasonableness of the requested BEPRC funds relative to the research goals, objectives, and tasks.	4
c. Justifies the reasonableness of costs for direct labor, other direct costs (e.g., materials and supplies, subcontractor profit), and operating expenses by task.	4
d. Explains why the hours proposed for personnel and subcontractors are reasonable to accomplish the activities in the implementation section.	4
e. Provides a budget that is complete, accurate, and aligns with the Statement of work.	4
Total Possible Points for criteria 1–4 (Minimum Passing Score is 63.00)	90
5. <u>Team Qualifications, Capabilities, and Resources</u>	10
a. Describes the organizational structure of the Proposer and the research team. Includes an organizational chart that illustrates the structure. Summarizes the qualifications, experience, capabilities, and credentials of the lead researcher, co-lead researcher and other lead team members.	2
b. Explains how the various tasks will be managed and coordinated, and how the researcher’s expertise will support the effective management and coordination of all projects in the Proposal. If applicable, identifies any Key Personnel and explains why the outcome of the research may be affected if any of those individuals were no longer involved in the project.	2
c. Describes the facilities, infrastructure, and resources available to the team.	2
d. Describes the team’s history of successfully completing projects and, if applicable, commercializing and/or deploying results/products. Describes past collaborations with utilities, industries, or other stakeholders.	2
e. Identifies any collaborations with utilities, industries, or other stakeholders for the proposed project; explains the nature of the collaborations and what each collaborator will contribute to the research.	1
f. Provides support or commitment letters (for match funding, pilot test/demonstration sites, or project partners, as applicable) that indicate a strong level of support or commitment for the research project.	1
Total Possible Points for criteria 1-5 (Minimum Passing Score is 70.00)	100

2 Selection of Reviewers

In order to ensure that only promising and high-quality proposals are selected for funding, BEPRC rely on **independent experts (Reviewers)** for the evaluation of proposals. The independent experts for evaluating submitted research proposals are selected from the “Reviewer Panel” as approved by the BEPRC Governing Body. The number of reviewers for each proposal will be either 3 (Three) or 5 (Five) depending on the availability of the reviewers and the technical complexity of the proposal. These reviewers will have diverse representation. The goal is to achieve a balance among various characteristics. Optimally reviewers should have:

1. Broader or more generalized knowledge of the science and engineering subfields involved in the proposals to be reviewed to evaluate the broader impacts of the proposed activity. Reviewers with broad expertise are required for proposals involving substantial size or complexity, broad disciplinary or multidisciplinary content, or significant national or international implications.
2. Special knowledge of the science and engineering subfields involved in the proposals to be reviewed to evaluate competence, intellectual merit, and utility of the proposed activity. Within reasonable limits, reviewers’ fields of specialty should be complementary within a reviewer group. Reviewer should have at least one peer review scientific literature in Q1/Q2/Q3 index journal relevant to the proposed research activity.

Experts who have a **conflict of interests** will be excluded by BEPRC. BEPRC considers that a conflict of interest exists, if an expert:

- was involved in the preparation of a proposal
- benefits directly or indirectly if a proposal is accepted
- has a close family or personal relationship with or do not work in the same organization of any person representing a proposer.
- is a director, trustee or partner or is in any way involved in the management of a proposer’s organization/entity.
- is employed or contracted by one of the Proposers or any named subcontractors.
- was employed by one of the Proposers in the last three years.
- is involved in a contract or grant agreement, grant decision, membership of management structures (*e.g. member of management or advisory board etc.*) or research collaboration with a proposer or a fellow (or had been so in the last three years)
- is in any other situation that could cast doubt on their ability to participate in the evaluation of the proposal impartially (or that could reasonably appear to do so in the eyes of an external third party).

Such an expert may, however, exceptionally be invited to take part in the evaluation process which should be documented, if all of the following apply:

- the reviewers worked with a high degree of autonomy and
- such a role is justified by the requirement to appoint the best available experts and by the limited size of the pool of qualified experts.

PART-C

Project Implementation

1. Grant Agreement

Proposals that have passed all the above-mentioned evaluation stages, will be developed into a contract agreement with BEPRC according to the BEPRC Standard Grant Agreement approved by the government. The grant agreement will contain standard terms, conditions and directions for the implementation of the project.

The Council will notify finally responsive/non-responsive proposers after the decision made by the Government.

- **Signing of Agreement:**
 - (a) After the approval of Government, the Council will send a Notification of Award (NOA) including the approved contract agreement to the Recipient for acceptance.
 - (b) The recipient will be required to accept the award within 7 (Seven) working days and sign the agreement with BEPRC within 15 (Fifteen) working days upon receiving of the NOA.
 - (c) The agreement will include the applicable terms and conditions and will incorporate the solicitation reference. The proposal shall be a part and parcel of the Agreement.
- **Failure to Sign an Agreement:** If the proposer is unable to accept the award and sign the agreement within the stipulated time with the Council, the award will be considered canceled.
- Recipients shall begin the projects only after signing of the agreement with BEPRC.
- **Agreement Amendment:** The executed agreement may be amended in the implementation phase by mutual consent of the Council and the Recipient. The agreement may require amendment as a result of project review, changes in project scope, and/or availability of funding.

2. Financial Management (FM)

Financial responsibilities: PI will be responsible for FM activities of BEPRC funded projects and will be accountable for all financial matters concerning project implementation.

The main duties regarding FM will include but not limited to the followings:

- Checking invoices for goods, works, and services and processing for payments
- Maintain Bank books and payroll registers
- Maintain all ledgers and registers
- Maintain vouchers/bills/receipts/contracts/work orders/and or the important financial transaction and procurement documents in systemic order
- Collect bank statement and reconcile bank balance
- Prepare reply to audit observations
- Prepare quarterly and annual budget expenditure of the projects
- Any other finance related task if required.

Additionally,

- PI/Co-PIs will carry out the project resources with due diligence and efficiencies and in accordance with sound practices and standards satisfactory to BEPRC.
- The Co-PIs/PIs will send all information on grant received and utilized in prescribed reporting format periodically to BEPRC.
- BEPRC will disburse funds to projects time to time with recommendation of procurement monitoring committee and concerned of Monitoring and Supervision officers of BEPRC for the concerned project.

3. Procurement Management (PM)

3.1 Responsibility: The primary responsibility will lie with the concerned PI/ Co-PIs and all procurements shall be done with the approval of Head of Procuring Entity (HOPE) of the concerned organization. Procurement Monitoring Committee of BEPRC will visit the project time to time during the entire period of the project and PI will follow instructions of the said committee.

(i) The legal framework: Bangladesh government has made it mandatory for all institutions, organizations and agencies to follow the Public Procurement Act 2006 (PPA-2006) and the Public Procurement Rule 2008 (PPR-2008) for the purchase of all kinds of goods, works and services.

(ii) Procurement Plan:

- All the procurement activities must have to be done according to the Public Procurement Act 2006 (PPA-2006) and the Public Procurement Rule 2008 (PPR-2008).
- Procurement plan has to be made according to the Activity Budget. The PIs will have to submit annual procurement plan to BEPRC before the first disbursement of each year. The year will be counted from project starting date.
- In case of procurement of any equipments/instruments/software (already mentioned in the initial Procurement Plan) to carry out research work in any university/institution, then the head of the department/concerned authority shall have to endorse that any such equipments/instruments/software are not available in the university/institution.

4. Access/Monitoring/Inspection

The Proposer will allow BEPRC, or any persons authorised in writing by BEPRC:

- (i) Access to premises where the Activity is being performed and/or where Material relating to the Activity is kept within the time period specified in a BEPRC notice; and
- ii) Permission to inspect and take copies of any Material relevant to the Activity.

BEPRC will regularly monitor the progress of the ongoing projects. BEPRC may form different committees for project monitoring purpose. BEPRC will issue directives from time to time to ensure proper monitoring of projects.

4.1 Technical Monitoring Team

A Technical Monitoring Team will be formed to oversee whether the research activity is complying with the proposed research methodology/approach/process/equipment/ raw material for achieving the objectives/milestones/tasks. The formation of the team is given below:

- (a) Member (Innovation)- Convenor
- (b) External expert- (related to the subject matter of the project) – Member (to be nominated by Chairman, BEPRC)
- (c) Director (Supervisory Officer of the respective project)- Member Secretary

The TOR of the team will be determined by BEPRC.

Frequency of Monitoring: The team will visit the project at least quarterly. If required, the frequency of monitoring may change depending on the nature/progress of the project which will be decided by the Chairman, BEPRC.

5. Reporting

The PI shall have to submit Inception Report as well as quarterly, half-yearly and annual progress report and PCR (Project Completion Report) within specified time period. BEPRC monitoring team/committee will also submit project progress monitoring reports to the Chairman of BEPRC. The format of various reports are described in the BEPRC standard grant agreement.

6. Force Majeure

Due to any unforeseeable /irresistible force majeure events, BEPRC Governing Body will reserve the right to take any decision suitable for the project.

-: End :-