

# UAP RESEARCH POLICY

Institute of Energy, Environment, Research and Development (IEERD)

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## **General Research Policy**

### **Objectives of the Research Funding**

The objectives of IEERD research funds are to-

- a) Enhance UAP's institutional capacity for research to solve real-world problems both locally, nationally, and globally.
- b) Facilitate publication of research papers/articles in credible national and international journals, to advance UAP faculty members' careers in teaching and research; and
- c) Foster learning and applied research among the students as well as steer students in active research.

### **Nature of fundable research problem/topic**

The nature of research problem will vary among the nine academic departments; the research problem/ topic, in order to be fundable, must focus on the current problems that relate to UAP's nine academic disciplines and their respective extension fields/industry to produce useful knowledge for application to benefit the society.

### **Duration of the Project**

- a) The duration of the research project is usually **one year**.
- b) In any case, if any project fails to meet the usual time frame, with the permission of the Director, IEERD, the duration can be extended for a reasonable period of time with proper justification.
- c) The beginning of the project shall be counted from the day of receiving funds.

### **Project Selection Process**

The selection is competitive; the proposal shall be selected through a review process and objective criteria shall be followed.

- **The project proposals would be submitted to the IEERD office through the respective departmental research committee/HoD.**

- As per IEERD policy, the proposals will be then reviewed by independent external reviewers. \*\*

### **Level of Funds for Research**

The level of funds required for timely completion of the research is left to the best judgment of the proposer; the budget should demonstrate cost consciousness. The maximum allocation per project will not exceed **BDT 6,00,000/-**.

### **Illustrative Outlines**

There are two illustrative Outlines -- (a) Research Proposal Writing Outline and (b) Budget line items are available at the Office of each Department; the proposal submitters are encouraged to benefit from these two guidelines in developing/writing a research proposal and itemizing cost proposal.

### **Proposal format**

The research fund is a seed grant provided to researchers affiliated with academic departments for conducting research activities in accordance with the university's research policy. The research policies of the Institute are as below-

#### **1. Research Proposal**

The Institute circulates a Research Proposal Guideline with the invitation of 'Call for Research Proposal'.

- a) Institute of Energy, Environment, Research and Development (IEERD) calls for research proposals from faculty members once a year.
- b) Research proposals can be submitted at any time in a year.

## **Proposal Format**

- a) The first page would be the title page.
  - a. The page will contain a clear and concise proposed research title.
  - b. In the middle, the name of the investigators(s) and the position should be mentioned.
  - c. At the bottom, the name of the department and the date of submission should be mentioned.
- b) The second page should be the table of contents.
- c) The third page should begin at the top with the title of the research, and follow the introduction, etc.
- d) The text is required to be written in Times New Roman (Font size: 12, line spacing: 1.5, points should be bold).
- e) The total page should not exceed 10 pages.
- f) A short CV of the principal investigator should be submitted with the proposal.

### **Outline for Writing Research Proposal:**

This annotated proposal outline will help a sequential process of writing. IEERD expects that such an outline shall inspire faculty members in taking advantage of available research funds and creating a fostering research environment at UAP.

#### **1. Title of the Project**

The title must be concise and precise.

#### **2. Abstract**

Briefly state the background, research objectives and hypothesis, sample size, methods of investigation, probable outcome and benefit of the project to the discipline and to the field (250 words maximum).



### **3. Introduction – Research Problem/Question**

- Background of the Study -- context from where the idea arose for the study.
- Statement of the Problem – what you want to study; describe the core research problem either in graphic structural form or in narrative form or in both; in most cases it is done both in graphic structure and in narrative form; a clear narration of conceptualization of the problem is very important in a statement of the problem.
- Objectives/Questions/Hypotheses of the Study--- clearly state what you want to investigate into, what are the questions and hypotheses? The research objectives/questions/ hypotheses are expected to emerge from current pressing needs of the field and society, and well blended with the review of relevant literature.
- Significance and Rationale of the Study – why is it worth to study the problem – theoretical and practical? Is it relevant and useful to the society? Why is it a worth investment in efforts, time and money? The proposed study cannot be a repetition of any past study without new elements added in it -- novelty/newness must be there in the proposed study.

### **4. Research Design and Methodology**

- Research Design – how the study shall be conducted – what is the best approach to the study and why? Appropriateness of proposed design – either quantitative or qualitative or a mix of both?
- Use of Sample or Cases for collection of data; justification of sample size/number of tests/number of cases (where necessary).
- Instrumentation -- Tools and techniques of data collection.
- Ethical Issue --Is there any ethical issues involved in tests, human experiment? If yes, how you are going to address it.
- Feasibility of the study – identify facilities and support needed for the success of the study -- laboratory/test regimen, administrative support, for example, field trip needed for data collection, etc.

## **5. Data Analysis Plan**

- How are you going to analyze the data – any statistical techniques/tests to be used or a qualitative analysis? Justify the use of their appropriateness; any particular software (such as SPSS/GraphPad /STATA/R/LINGO, *etc.*) to be used for data analysis?
- Very briefly state anticipated results,
- Propose plan on how the results shall be organized in the report, and
- Propose clearly a realistic plan for dissemination of research results.

## **2. Research Proposal Evaluation-**

- a) After receiving research proposal from faculty members, IEERD sends a proposal to internal and external experts for review along with a Research Proposal Evaluation Guideline.
- b) IEERD shares the comments with the respective author(s) for revising his/ her proposal based on the comments received from reviewers and requests the author(s) to resubmit the proposal after incorporating reviewers' comments. It may be noted here that if IEERD receives negative comments from both internal and external experts, the research proposal will be rejected.
- c) After the researcher(s) resubmit the revised proposal, the Institute sends the revised proposal to the reviewers again for cross-checking whether their comments are duly incorporated or not.
- d) After following all these steps, the Institute considers a research proposal for funding/ grant.

## **3. Regulatory Policies for PI/Co-PI/RA/Reviewer selection and their roles**

### **3.1. PI/Co-PI**

#### **A. Regulations for Principal Investigator (PI)**

- a) Must be a full-time (regularized/ not regularized) faculty member having a Master's degree or higher.
- b) A contractual faculty member with a broader research experience may also apply as the



PI.

- c) In the case of being a first-time investigator, a senior faculty member with research experience may be named as a mentor/Co-PI to provide consultation throughout the research implementation process.
- d) A proposer will be eligible to be a **principal investigator** only in **one project** at a time.
- e) The PI will be able to be a co-investigator (Co-PI) in another research project at the same time.

#### **B. Regulations for Co- Principal Investigator (Co-PI)**

- a) Co-PI must be included in every project. If any Principal Investigator (PI) suddenly stops the research work for any reason, then the Co-PI may continue the research work.
- b) Must be a full-time faculty member (service regularized) with a bachelor/Master's/higher degree. Co-PI can be more than one. Multiple CO PI is mandatory when a CO PI has a bachelor degree as the highest educational qualification. Under such circumstances, at least one additional CO PI with a Master's/higher degree must be included.
- c) If the PI is a full-time faculty member without regularization or a contractual faculty member, at least one regular full-time faculty member must be included as the Co-PI with a Master's/higher degree. Multiple CO PI could also be included following the rule of having at least one CO PI with a Master's/higher degree in case one of the CO PI has a bachelor degree.
- d) In the case of research collaboration, Co-PI can be a maximum of four; one CO PI must be a fulltime faculty member of UAP with a master's/higher degree.

#### **C. Researcher's skill (PI)**

- a) A short CV of the principal investigator should be submitted with the proposal mentioning his/her research interests, research experiences and skills, and list of publications.
- b) Job description for Research Assistant (RA) (if proposed) should be submitted.



### 3.2. Criteria for appointment of RA

To attract undergraduate/graduate students with good academic background and to assist the academic /research activities of the departments, UAP have been appointing Research Assistant (RA) to different departments as per their requirements. As it has been done on a case-to-case basis, UAP authority feels a policy needs to be formulated to have uniformity in appointing RAs.

#### A. Criteria for Research Assistantship (RA) are as follows:

- a) Research Assistant (RA) must have a bachelor or a master's degree from UAP or other reputed public or private universities or enrolled in a Graduate Program of UAP/or other reputed University
  - i. RA will be appointed on a part-time or full-time basis. If a candidate is a permanent job holder outside of UAP or studies at another reputed university, s/he will be appointed as part-time RA.
- b) PI can, consulting with HoD/Dean and the Director-IEERD, propose to appoint an RA with a recommendation letter mentioning his/her research experience (if any) and research interest along with the CV.
- c) University of Asia Pacific may provide a 50% tuition fee waiver to the appointed RA if he/she is a postgraduate student of UAP for the duration of their job contract.
- d) The appointment is valid for one semester (six months). The duration can be extended up to two semesters (12 months) or more if the PI is satisfied with his/her working skills.
- e) Remuneration/ Monthly Salary of the RA will be
  - BDT 20,000/- to 30,000/- for full-time RA and
  - BDT 15,000/- to 20,000/- for part time RA,

Which will be decided by the PI based on the overall qualifications or skills. The remuneration of the RAs will be disbursed from the research fund by the accounting department on the recommendation provided by the HoD, Director-IEERD, and the concerned supervisor/principal investigator.

- f) Monthly activities form of the RA can be submitted to the PI by the RA. The IEERD office may ask the PI to submit it to the office if required.
- g) If funded by IEERD, all RA-related documents should be processed through the Director, IEERD.
- h) An appointment letter will be issued by the Registrar's office on the recommendation of the concerned PI and Director IEERD.
- i) Salary of the RA (if any) would be provided on the last day of the month.

The above criteria are applicable for the appointment of departmental, IEERD as well as externally funded RAs.

### **3.3. Regulations for review of the proposals and the final reports**

- a) The PI is required to submit at least three names of potential reviewers. The IEERD office will forward the applications to the respective departmental research committees.
- b) The committees will review the proposals. The PIs will revise the proposals if suggested by the departmental research committee. The departmental committee will then submit a recommendation to the IEERD office. The recommendations will be reviewed by the ISC and IAC for a final decision.
- c) If a research project falls beyond the expertise area of a departmental research committee external review could be recommended. In such cases, the ISC committee will choose a reviewer from the list provided by the PI or may select other reviewer.

#### **A. Guidelines for external reviewer selection:**

- a. The external reviewer should be a Professor or Associate Professor currently working in a reputed university at home or abroad with a PhD degree in the relevant field of the proposed project. The external reviewer could also be selected from **industries/Government Organizations/Non-Government Organizations/Private Sector** provided that the reviewer has a PhD degree and has sufficient practical experience on the proposed project topic.
- b. Generally, the external reviewer should not be the supervisor of the applicant's Master's or PhD degree.
- c. External reviewer should not be co-author of the applicant within the last 1 year.



- d. In **special cases**, when a specialist is not found in the proposed subject area, then the proposal can be sent to the previous co-author of the applicant (within the last 1 year or more) for review.
- e. The reviewer would not be eligible to be a co-author in the journal publication that could be produced from the reviewed project.
- f. To avoid 'Conflict of Interest' during publication or in the future, a signed consent form should be taken, where the 'proposal would not be executed by the reviewer in any case' will be mentioned at the bottom.
- g. External reviewers' profiles should be checked and verified by the IEERD office, UAP.
- h. If any Reviewer fails to comment within 30 days from the day of receiving the review request, he/she may extend the date for a reasonable period with the approval of the Director, IEERD.
- i. If the reviewer fails to meet the extended deadline, the proposal can be sent to a new reviewer following similar criteria.
- j. If any reviewer suggests the PI for any major/minor revisions of the submitted proposals, the concerned PI will get a defined time (decided by IEERD) for revision and resubmission.
- k. In the case of the project proposal, if PI fails to resubmit the revised proposal within the deadline, the proposal would be canceled automatically.
- l. The honorarium of the reviewer will be **BDT 10,000/-**. The honorarium will be disbursed by the IEERD after receiving the evaluation report of the proposal.

#### **4. Ethical concern**

- a) If there are any involvements of human subjects, experimental animal models, genetically modified organisms (GMO), ethical permission must be taken from the institutional ethical review board of UAP before starting the research work and must mention the reference number in the final report.
- b) The Institute also checks plagiarism in the research report to prevent academic dishonesty.

#### **5. Data management and procurement policy**

- a. The data of the research project can only be revealed by the involved personnel (PI/co-PI) of the project.
- b. There must not be any involvement of the IEERD authority other than the investigators to demand, check, modify, or manipulate the raw data.
- c. The authorities other than the research investigators may only demand the report in a specific time basis to be informed about the progress. IEERD will identify who is responsible for the management of research data, and other items (if any) to be retained at the end of the project.
- d. During the research the researcher(s) will provide progress reports in the middle of the proposed research tenure. For example, if the total tenure is 1 year, report can be submitted after 6 months of starting the procedure.
- e. IEERD will provide at least two timely reminder emails to the PI to submit reports; one month, and two weeks before the deadlines.
- f. PI will normally be the holder of the research materials and data.
- g. Specific notebooks should be maintained during the project for every experiments or every steps of the project.
- h. The notebook should be preserved for at least 10 years by the PI to avoid any complaint regarding the research findings.
- i. The analytical tools, reagents or other necessary materials necessary in the experiments, and data analysis must be included in the research proposal as well as in the final report.
- j. Any procurement (such as computers, equipment, reagents, and other materials) with the IEERD fund must be mentioned clearly in the project proposal.
- k. The PI must follow central UAP procurement policy and management. The receipts produced from the procurement conducted through UAP or individually must be countersigned by the PI and submitted with the final report.
- l. All the procured materials will be the property of the respective department and UAP if the PI leaves the university.

#### **6. Final Report Submission and seminar:**

- A. PI should submit the status report of ongoing IEERD-funded research projects every six months.



## B. Report Writing Format

The researcher must follow a standard report writing format. That is given below-

1. Mention the title of research project with date
2. Mention the specific **Minutes Ref** of Advisory council with **date** of Minutes
3. **Submitted by:** mention the PI, Co PI with name and affiliation
4. Following points should be maintained in the report writing

- **Declaration**
- **Acknowledgement** (including any conflict of interest)
- **Abstract**
- **Chapter 1: Introduction** (including literature review)
- **Chapter 2: Research Methodology** (including materials/reagents used, ethical statement (if applicable))
- **Chapter 3: Results, Discussion, Limitations** (if any), **Conclusion**
- **Chapter 4: Recommendations for Further Study** (if any)
- **References:** any standard format
- **Appendix: Budget expenditure** (A summary of the financial expenses.)
- *More chapters and topics may be added to the report if necessary such as 'contribution to science and society'. etc.*
- **List of Publications** (if any) based on outcomes of the Research Project (A. Peer-reviewed journal papers, B. Conference/Workshop papers, C. Patent) (Please also submit the printed copies of all publications along with the report.).

- C. Upon receipt of the final research report, a seminar can be arranged by IEERD with the participation of the students as well as the faculties and guest researchers of the relevant departments/subject areas to get any suggestions/ideas from them.

## 7. Authorship policy:

- a) PI will be the first author or Corresponding author



- b) Author contribution- The PI will decide the order of authorship. Authors should be specified in the manuscript providing a description of the contributions of each author and how they have assigned the order in which they are listed so that readers can interpret their roles correctly.

#### **8. Publication/Conference/seminar presentation:**

- a) Publications can be indexed journal articles, books, book chapters, booklet publications, national and international exhibitions, patents, and conferences.
- b) A faculty member who receives travel and/or research grants is expected to produce publishable research results, including the publication of research findings in one of the following: (i) peer-reviewed and indexed journals in good standing; (ii) book chapters in edited volumes; (iii) books as appropriate to the academic discipline; (iv) patents. For the publication to be made available for public circulation, either a hard copy or an electronic copy should be placed in the UAP Library.
- c) Author(s) may present papers at any indexed conference based on IEERD-funded research studies with acknowledgment of the contribution of IEERD, UAP as a funding authority. In these cases, a faculty member may apply to cover the travel cost.
- d) A faculty member may apply to the IEERD for a grant to cover the cost of open-access publication if it is indexed by a standard database and approved by the UAP policy.
- e) If a PI has an unused budget from a IEERD research grant, that can be used in the project related Conference Registration Fee/Publication Fee cost by giving a notification to the IEERD office from the PI.

#### **9. Special benefits/opportunities/considerations to be employed for researchers**

- a) **Benefits of the project investigators**
- i. Remuneration for PI and CO-PI would be **15%** of the amount spent. PI and CO-PI will mention the remuneration proportion in the proposal.
  - ii. Any unused fund could be utilized by the PI to procure reagents/materials/equipment/machines for research purposes, which will be an asset of that department and UAP if the PI leaves the university.

- iii. If there is any unused fund in any phase of the running project, the fund can be used in the next phase without returning to the IEERD.
- iv. The publication fee will be paid by IEERD directly upon acceptance of the paper in reputable/standard-indexed journals if approved by the normal procedure.
- v. IEERD will provide UAP Research Awards (for each department) and a UAP Gold Medal every year to outstanding researchers.
- vi. If any department organizes an international conference, IEERD can collaborate with them (if needed).
- vii. PI can request a representative from the Accounts Department and Purchase section for spot purchases to reduce the time.

**b) Opportunity for the revision of the research proposals and increase the project duration for a reasonable period of time.**

There can be opportunities to revise the proposed research in the following cases.

- i. Due to the unavailability of the planned materials/reagents/samples/human resource
- ii. Due to broken/unavailability of the required instrument/machineries.
- iii. Due to natural disaster or unavoidable situation of the country
- iv. Due to hospitalization condition of the PI/CoPI.

**c) Withdrawing the project**

In exceptional cases, the PI or Co-PI (in the absence/leave of PI) will be able to withdraw the project at any stage during the project execution with an explanation that has to be approved by the IEERD and the higher management authorities. After approval, the PI/Co-PI would have to return the receipts of the used funding and the remaining funding to the IEERD office.

**d) Publication reward**

A reward of **BDT 40,000/- (for each Q2 journal publication) and BDT 1,00,000/- (for each Q1 journal publication)** will be awarded. The reward amount will be disbursed to the first author or the corresponding author who must be any full time faculty member of UAP. The disbursed



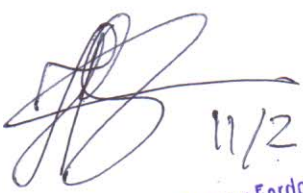
amount will be distributed among the other UAP authors by the reward recipient. This reward will not be applicable to those cases where publication charge benefits of IEERD have been accessed.

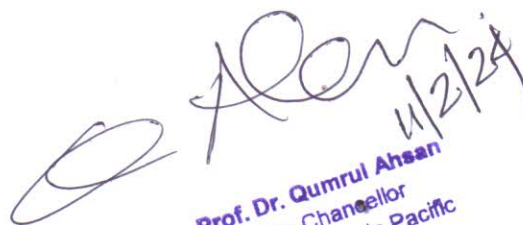
#### **10. Some common policies to follow**

- I. All the research proposals should be submitted to the IEERD through email/hardcopy/central online system as described in the announcement.
- II. RA should be appointed after getting the administrative approval as per UAP rules.

Besides the above-mentioned points, the following points should be mandatory in general:

- a) All kinds of expenditures should be paid by **cheque** instead of cash. When cheque payment is not possible, cash payment could be chosen; in such cases, receipts/evidence of cash payment must be obtained.
- b) The bill/Voucher should be attached to **Mushok 6.3**. Mushok submission can be relaxed, such as transport, stationery items, small equipment/reagents/materials etc., where submission of Mushok is difficult.
- c) **Purchase** of any major project-related equipment should be approved by the Purchase and Procurement Department or the Engineering Office, UAP. PI can request the representative from the Accounts Department and Purchase section for spot purchase to reduce the purchase duration. This rule could be relaxed for small equipment/materials/reagents procurement.
- d) If any department tries to get professional membership, IEERD will contribute 50% of funding.

  
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## Collaborative Research Policy

### 1. Collaboration types

Researchers from various organizations, countries, and statures of funding participate in research collaboration. In essence, their cooperation is built on shared understanding and efforts to do mutually valuable and intriguing research. These can be divided into various sorts.

#### a) Intra-university collaboration

- Two or more departments at a time
- In this type, members of **two or more research groups in different departments of the same institution** work together on a project.
- No external funding is involved to carry out the research.
- The work is divided reasonably equally between the groups.
- All members will meet together regularly to review their progress and plan for the publication of their results.

#### b) Inter-university collaboration

- Local/International
- Two or more than two universities at a time
- There can be opportunities to receive funding from the external institution or from UAP or maybe from both (partially) based on the funding policy that can be developed accordingly.
- PI and CO PI numbers can be selected from the fund-providing institution(s) based on the collaboration agreement.
- All members will keep in touch regularly to review their research progress and plan for the publication of their results.
- Communication can take place with collaborators in close proximity to each other (e.g. face-to-face, and/or online).

### c) Industry-university collaboration

- In this type, a researcher from **an industry works under the supervision of an academic full-time faculty member of UAP (PI) for a defined time frame or as per the project requirement.**
- During this time, the non-academic researcher can pursue his own project.
- In this case, the industry can be a funding authority.
- **Research policy and data management policy, as well as the funding policy, can be developed based on the collaboration requirements.**

### **2. Collaboration Agreement**

- a. Formal agreement should be a **written document.**
- b. The agreement must be **signed by the higher management officials from the collaborating parties with the presence of the funding authority before the project starts.**
- c. If there are more than two collaborators, all the collaborators together may sign the agreement by arranging a signing ceremony. The host department/university may arrange an individual agreement signing ceremony based on the suitability of requirements.
- d. A detailed Payment Policy needs to be developed in case of foreign funding collaboration.

### **3. Ethical concern**

- a. If there are any involvements of human subjects, experimental animal models, genetically modified organisms (GMO), **ethical permission must be taken** from the Institutional Review Board (IRB) in UAP.
- b. If the collaborative organization policy demands ethical approvals from their own organization, after that an approval is also needed from the UAP IRB.
- c. In both cases (a and b), the condition should be included in the agreement.
- d. IEERD may check plagiarism in the research report to prevent academic dishonesty.
- e. **Training sessions on bioethics and research misconduct** can be conducted in case of collaborative research.

#### 4. Data management policy

- a. The data of the research project can only be revealed by the involved personnel (PI/co-PI) of the project.
- b. There must not be any involvement of the organization's authority other than the investigators to demand, check, modify, or manipulate the raw data. The authority other than the research investigators may only demand the report on a specific time basis to be informed about the progress. **Each collaborating institution will identify the person from their institution who is responsible for the management of research data and other items (if any) to be retained at the end of the project.**
- c. If the primary researcher is a UAP researcher (any departmental researcher), UAP (PI) will normally be the holder of the research materials and data. If UAP is not the holder of the research materials and data, the details of the research materials and data must be recorded under UAP/IEERD policy.
- d. Generally, the host university/department would be the responsible authority to keep the copyright of the project data or documents.
- e. The analytical tools used in the data analysis must be included in the research proposal.
- f. All the above policies must be included clearly in the formal written agreement.
- g. All the equipment, materials, reagents, computers etc., produced from such grant will be the property of the funding organization(s) if the PI leaves the institution and must be clearly stated in the agreement.

#### 5. Final Report Submission: (as per the general research policy)

##### Report writing Format

The researcher must follow a standard report writing format. That is given below-

1. Mention the title of the research project with date
2. Mention the specific Minutes Ref of the Advisory Council with the date of the Minutes
3. **Submitted by:** mention the PI, Co PI with name of affiliation
4. Formatting can be the same as the general research policy.

## 6. Lab facilities

- a. The facilities to be used in the research projects must be included in the agreement very clearly.
  - Which facilities from the UAP/host department
  - Which facilities from collaborative organizations
- b. The facility user policy must also be included in the agreement.

## 7. PI/Co-PI/RA/ external reviewer selection and roles

This part is mostly similar to the general research policy. However,


- a. The funding organization/department would have the PI having a Master's degree or higher, PhD is preferable. The PI must be a full-time faculty member of the host organization/department. If both parties contribute to funding, the PI will be from the organization that contributes to the major portion. For equal funding, a mutual agreement could be developed on the selection of PI from one of the participating parties.
- b. In the case of industrial collaboration, PI would be a faculty member from UAP having a Master's degree or higher, PhD is preferable. The PI must be a full-time faculty member of UAP.
- c. Co-PI can be from the same organization/department and/or from other participating organizations. The Co-PI must be a fulltime faculty member of the collaborating organizations. If UAP is the sole funding agency, then at least one CO PI with a master's/PhD degree (from UAP) must be included, considering the probability of absence/leave of the PI. This rule is also applicable to industrial collaboration. The rules of PI and CO PI selection must be included in the agreement following the general guidelines of the general research policy of UAP and the participating organizations.
- d. In case of necessity, external advisor can be invited from a renowned organization.
  - The external advisor must have a PhD
  - Must have several published articles in renowned international journals.
  - He/she may be a well-known/recognized person in the related research field.
- e. All the criteria must be included in the agreement, including the remuneration.

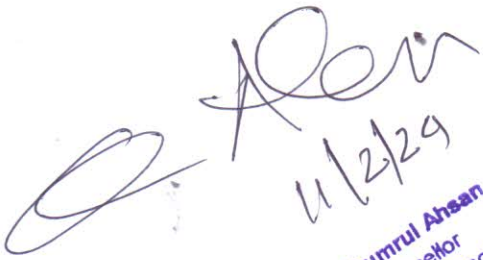
- f. The foreign collaborator must have a Master's or higher degree. Agreement of payment contribution for publication/conference proceedings must be accomplished. The policy of payment of publication/conference proceedings must be mentioned in the agreement, such as- "Payment \_\_\_\_% of contribution" etc.

### 8. Project expenditure

- a. Central procurement and expenditure policies of the participating organizations must be followed and clearly mentioned in the agreement.
- b. The host organization may contribute the whole or partial expenses, and should be mentioned clearly in the agreement.
- c. All the project expenditures, including equipment/reagent expenses, investigator remuneration (PI and Co-PI), project assistant remuneration, and miscellaneous expenses, must be mentioned in the agreement.
- d. The host organization as well as the collaborative organization, may take contributions from the sponsors.
- e. The sponsors also must be informed by the respective organization(s) regarding the research project collaboration and associated costs.

**This part must be mentioned in the written agreement to avoid any kind of 'Conflict of Interest'.**

  
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# Research Ethics Violation Policy

## 1. Research

According to the definition of research, it is "a systematic experiment, study, evaluation, demonstration, or survey designed to develop or contribute to general knowledge (basic research) or specific knowledge (applied research), e.g., relating broadly to public health by establishing, discovering, developing, elucidating or confirming information about, or the underlying mechanism relating to, biological causes, functions, or effects, diseases, treatments, or related matters to be studied."

## 2. Research Ethics Violation

Research ethics violation/misconduct refers to fabrication, falsification, or plagiarism in design, conduct, or review.

- **Fabrication** is "making up data or results."
- **Falsification** is "manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record."
- **Plagiarism** is "the appropriation of another person's ideas, processes, results, or words without giving appropriate credit."

Any one or a combination of the following actions committed during the proposing, performing, reviewing, reporting, or distributing of research, research training, or activities linked to research or research training might be considered "research misconduct":

1. Any violation of a research protocol that has received IEERD approval (s).
2. Misrepresenting the professional credentials and/or experience of research investigators.
3. Plagiarism (more than 25%).



4. False claim to authorship: To receive "due credit" for authorship, a researcher must have actually contributed to the writing of the article in accordance with the publication ethical guidelines for the specific field of research. False claims of authorship, "gifted" and "ghost" authorship.

**Gift authorship** is defined as co-authorship awarded to a person who has not contributed significantly to the study.

**Ghost authors** are those who participate in research, data analysis, and/or writing of a manuscript but are not named or disclosed in the author byline or acknowledgments.

**N.B.** Getting important **scientific advice can be considered** as an important contribution to the project and can be included as co-author (maximum one author) or in acknowledgement based on the contribution.

5. Research results and/or records that are produced during research experiments, qualitative studies, or quantitative studies that have been manipulated, falsified, or manufactured in violation of the criteria expected for research data safety and monitoring.

6. Intentional misuse (fiscal irregularity) of institutionally supported (intramural) and/or externally sponsored (extramural) research funds that were allocated through a research grant, contract, or inter-institutional cooperative/collaborative agreement. Fraudulent misappropriation of research money may be reported for legal examination and prosecution in a suitable courtroom.

7. Research misconduct "does not include honest error or differences of opinion" such those that are issues of justifiable dispute regarding scientific facts and/or their interpretation.

### **3. Data management as a preventive measure against research ethics violation**

Data management is a key element in ensuring the integrity of the research record. Inadequate data management, substandard archival methods, poor security, etc. can all raise doubts about the quality of the work and integrity. Providing the raw data and analysis coupled with evidence of responsible data management is the best defense against an allegation of misconduct.

A. Research data can be kept in bound lab or field notebooks or in the computer as raw data and can be preserved by the PI/Co-PI (in the absence of PI).

- B. Research records can be maintained by the PI for at least ten years after the last expenditure report to avoid any complaints about the work.

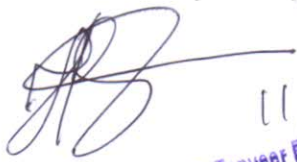
#### 4. Administrative actions against Research ethics violation

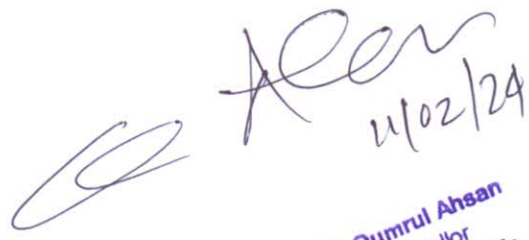
If any research ethics violation is found, UAP may take the following actions against the responsible person according to the type and level of misconduct:

- A. Expulsion of the accountable person from the specific project;
- B. Issuing a letter of reprimand;
- C. Pay close attention to future research projects by issuing a cautionary note;
- D. Dismissal from all research obligations;
- E. Returning funds to the grantor organization when necessary; and
- F. Other action appropriate to the research misconduct, as determined by IEERD.

#### 5. Opportunity to file an appeal

Convicts may appeal against the charges filed/punishment against the PI/CoPI within a reasonable time with proper justification to the advisory council.

  
11/2/2024  
**Professor Dr. Tanveer Ferdous Saeed**  
Director, IEERD  
Professor, Dept. of CE, UAP  
Associate Fellow  
Bangladesh Academy of Sciences

  
11/02/24  
**Prof. Dr. Qumrul Ahsan**  
Vice-Chancellor  
University of Asia Pacific



**Conference/ Symposium/ Workshop/Training / Seminar (Both online and physical) and Travel Cost:**

**1.0 Conference Registration fee to be applied by full-time faculty members of UAP.**

1.1 IEERD will fully or partially bear the Conference Reg. Fee of the applicant with the amount being no more than BDT 1,00,000/- in a Financial Year subject to the availability of funds.

**1.2 IEERD, UAP office will process the applications for conference/workshop/training/seminar registration fee that meet the following conditions:**

1.2.1 Applicant must be a full-time (regularized and not regularized) or a contractual faculty member of UAP;

1.2.2 Applicant must attend the conference;

1.2.3 Conference/Workshop/Training/Seminar should meet the scientific and academic standards set by the Research Committee of the respective departments.

**1.3 Applicant should provide following information/document along with the application for approval:**

1.3.1 Acceptance letter/Invitation Letter from the conference/workshop/training/seminar organizer;

1.3.2 Copy of the paper to be presented at the conference;

**Approval should be based on the recommendations of the Research Committee of the respective departments. Final permission will be given by the advisory committee of IEERD. IEERD will disburse the fund partially/fully in advance once the approval is made.**

