



GUIDELINES

SUBMISSION AND IMPLEMENTATION OF RESEARCH PROPOSALS



Meeting the Undernutrition Challenge (MUCH) (GCP/BGD/059/USA and GCP/BGD/063/EC)

Implemented by

Food Planning and Monitoring Unit of Ministry of Food
Government of Bangladesh

and

Food and Agriculture Organization (FAO) of the United Nations

with

the financial support of USAID and the European Union

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ACRONYMS

CI	Co-Investigator
CTA	Chief Technical Advisor
EU	European Commission
FAO	Food and Agriculture Organization
FPMU	Food Planning and Monitoring Unit
FSN	Food Security and Nutrition
GoB	Government of Bangladesh
MoFood	Ministry of Food
MUCH	Meeting the Undernutrition Challenges (MUCH)
NPA	National Project Administrator
NGO	Non Governmental Organization
PI	Principal Investigator
RGP	Research Grants Panel
RGS	Research Grant Scheme
TAT	Technical Assistance Team
TOR	Terms of Reference
UNICEF	United Nations Children's Fund
USAID	United States Agency for International Development
WFP	World Food Programme

1. BACKGROUND on MUCH and RESEARCH GRANT SCHEME

Meeting the Undernutrition Challenge (MUCH) Project in Bangladesh is jointly implemented by the Food Planning and Monitoring Unit (FPMU) of the Ministry of Food (MoFood) of the Government of Bangladesh (GoB) and the Food and Agriculture Organization (FAO) of the United Nations with the financial support of USAID and the European Union. MUCH is a five year project, which officially commenced in February 2015. The main objective of the Project is to strengthen the enabling environment for food security and nutrition. This project is built upon the good practices and lessons learnt from the previous programme, National Food Policy Capacity Strengthening Programme (NFPCSP). NFPCSP had assisted the GoB, in particular the FPMU of the MoFood, in strengthening its capacities to design and monitor information-based food and nutrition security policies and investment plans. Within this framework, the Programme supported a total of 60 research studies on food security encompassing food availability access, nutrition, food safety and social safety net programmes.

The evidence generated through these researches has been valuable in influencing the development of policies and programme related to food security and nutrition (FSN). In continuation of the previous efforts, MUCH project will support the GoB, especially FPMU, in strengthening its institutional capacities to generate and utilize research results for informed policy decisions. MUCH project will technically support the designing, implementation, monitoring and evaluation of the research projects in collaboration with FPMU, and core FSN related ministries. To this end, it will also engage in facilitating multi-stakeholder consultations with Government, civil society and private sector to identify up to 10 FSN policy research topics to be commissioned under the research scheme. The duration of research would span a period of 12 to 18 months. The research topics will be centred around key policy questions of priority to the government. It is envisaged that the research studies will cover, but not be limited to, the following broad areas:

- Diversified food production
- Food markets and value chains
- Food waste and loss
- Food trade and comparative advantage analysis
- Nutrition-sensitive food pricing
- Cost effectiveness of FSN policies
- Social protection and resilience
- Demography and farming systems
- Food based “nutrition sensitive” approaches
- Food safety and quality
- Dietary diversity and patterns
- Food consumption behavior
- Nutrient labeling
- Nutrient dense foods for the first 1000 days
- Early Warning and forecasting
- Right to food
- Women’s participation/ gender equality
- Innovation and technology

Research will be less geared to generating new knowledge but more on assisting stakeholders in distilling findings from pre-existing research and weighting options for policy reform. Research will also cover impact evaluations to inform the design of FSN programmes. Terms of Reference will be

prepared by the Technical Assistance Team (TAT) in consultation with the FAO and FPMU staff concerned and with approval from the Research Grant Panel (RGP).

2. ELIGIBILITY

Participation in the Research Grant Scheme (RGS) is restricted to civil society, research and academic institutions. Individual researchers should submit their proposals through their institutions of affiliation.

For the purpose of the RGS, institutions are defined as organizations having fully distinct legal status (e.g. a university, a research institute or an NGO). However, for large institutions (e.g. a university), different entities (e.g., departments, faculties, institutes, think tank institutes, bureaus and centers) can be considered as different institutions as long as each entity has a clearly distinct organizational and operational structure, and contributes to the execution of the research with multi disciplinary human resources.

Eligible institutions must be non-profit making: non-governmental organizations, public sector operators, local authorities, semi-public sector entities are eligible for grants. The institutions should have an established office and operation in Bangladesh. NGOs should submit evidence of legal registration with the appropriate Government agency.

Collaboration among institutions in the conduct of research is admissible if it is adequately justified by the objectives, methodology and activities included in the proposal. The eligibility of collaborating institutions participating in implementing the research and the eligibility of the costs they incur are the same as for the applicant institution. Applying institutions should allocate provisions to the collaborating institution(s) and reflect it in the budget. It is the responsibility of the applying institution to pay the collaborating institution, as well as to maintain all financial records as per the rules of the institution.

One institution can submit up to 2 research grants for competition in reply to a call for proposals, but not more than one grant can be awarded to the same institution, and a grant should not exceed more than **100,000 US Dollars** per institution at any given time.

Institutions cannot apply for grants if:

- they only act as an intermediary and they are not directly responsible for the preparation and management of the research with their declared partners (see section 4.6 on collaborating institutions).
- they are bankrupt, are being wound up, are having their affairs administered by the courts, or have suspended business activities.
- they received grant(s) from or acted as a Service Provider through a Letter of Agreement with the FAO MUCH project in the past.

3. FORMULATION and SUBMISSION of RESEARCH PROPOSALS

Formulation of research proposals

Research proposals should be prepared in English language and typed on A4 size paper using the form specified in **Attachment 1**. The format has three parts: Part A: Summary; Part B: Detailed research proposal; and Part C: Declaration of eligibility. Attachment 1 provides the prescribed format that should be used when formulating a proposal. For a detailed description of what should

be included within each part of the proposal please refer to **Attachment 2**. Proposals that do not follow the prescribed format or that are hand-written will not be considered.

Submission of proposals

Each proposal should be submitted in a separate envelope. This implies that in cases in which an institution submits more than one proposal, each proposal should be submitted in a separate envelope. For each research proposal, the following should be included:

- original signed copy of the proposal (on A4 size paper and bound)
- two photocopies of the original signed copy of the proposal (on A4 size paper and each bound)
- CD-ROM including an electronic copy of the proposal

Each proposal should be submitted in a sealed envelope, within the deadline mentioned in the call for proposals, by postal mail or hand-delivery and by email to:

National Project Administrator (Shishir.Debnath@fao.org)
FAO-MUCH
Khaddya Bhaban (Ground Floor),
16 Abdul Ghani Road, Dhaka 1000
Bangladesh

The outer envelope containing the research proposal must:

- bear the full name and address of the applying institutions
- bear the name of the research topic for which the proposal is being submitted
- clearly state the phrase "Not to be opened before the opening session".

Proposals received after the deadline specified in the call for proposals will not be admitted even if they are post-marked before the deadline. Proposals sent by FAX or other means or sent to another address will not be accepted.

In the case of a discrepancy between the three copies of the proposal received, only the information contained in the original will be taken into account.

All applications should be complete. Incomplete applications will be disqualified.

Submission of proposals in excess of the maximum allowable number will result in the automatic rejection of all the proposals submitted by the institution. Once submitted, proposals cannot be recalled or replaced.

Questions regarding the RGS may be sent by e-mail only, to the National Project Administrator (NPA) and within the deadline specified in the calls for proposals. Answers to questions will be made available for consultation by all applicants on the MUCH website. In the interest of equal treatment of applicants, MUCH cannot give a prior opinion on the eligibility of an applicant, a partner or a proposal. In the interest of transparency, MUCH reserves the right to make public the titles and the research proposals and the names of the institution(s) involved in each proposal.

4. SCREENING, RANKING and SELECTION OF PROPOSALS

Screening of the proposals

Following an opening session, an initial screening will be conducted by the MUCH Programme Officer/ National Project Administrator, and one TAT member) under the guidance of the Chief Technical Advisor (CTA) and the FAO Representative to verify the admissibility of the research proposals on the basis of compliance with the approved format and Guidelines. Proposals that do not comply with all of the requirements described in these Guidelines will not be considered. Please refer to **Annex 1** for a detailed list of the rejection criteria.

Ranking of the proposals

Proposals that pass the admissibility screening process will be scored and ranked by the MUCH Technical Assistance Team¹ (TAT) on the basis of the following criteria:

- *Coherence and clarity of outputs with respect to the objectives of the study, as defined in the ToR:* This refers to the extent to which the nature and contents of research outputs are clearly defined and the extent to which these outputs will allow to answer the key policy questions and achieve research objectives, as defined in the ToR, with special attention to gender perspectives
- *Technical soundness of the proposal with special reference to the appropriateness of the proposed methodology:* This assesses whether the proposed methodology is suitable for providing reliable findings that are compatible with research objectives and outputs, as defined in the ToR.
- *Consistency and feasibility of the proposed work plan:* This assesses whether the time allocated to different research activities is realistic in terms of achieving good quality outputs within the deadlines, as defined in the ToR, and whether resources (human, financial) are realistically and cost-efficiently distributed across the different activities in the work plan.
- *Qualification and suitability of the research team and institution(s):* The academic qualifications and research experience of the research team will be assessed with respect to the specific skills required for each area of research and how the expected role of each researcher is aligned with his/her expertise. Similarly, institutions will be assessed on the basis of their demonstrated ability in working on the subject area of research and on the basis of which they provide the required office facilities for effectively carrying-out research.
- *Cost effectiveness:* The cost effectiveness will be evaluated on the basis of the total cost of the proposal with respect to the overall expected output(s).

Notification of selection results

The FAO Representative in Bangladesh, Chair of the RGP, will inform all those who have submitted a proposal of the final decision of the RGP. In case of rejection, no further correspondence or discussion shall be entered into. There is no appeal process against the decisions of the RGP.

A notification that a proposal has been selected does not constitute an obligation of award by FAO. In order to be eligible for the award, those who have submitted a proposal must comply with any recommendations from the RGP for amendments to the proposal that might be considered necessary for improving the quality of the research. However, the budget cannot be increased due to these amendments.

¹ Each Team will consist of one international and one national expert.

Research proposals submitted as well as attached documentation will not be returned to the applicants.

5. IMPLEMENTATION of the RESEARCH PROPOSAL

Signing of a contract

The authorized official from the submitting institution must sign a contract with the FAO following FAO's rules and regulations.

Reporting

The research grant recipient institution will be responsible for submitting technical and financial reports to the MUCH Budget Holder at different stages of the research proposal implementation as specified in the contract.

Monitoring and facilitating research

Technical and administrative aspects related to the implementation of approved research will be closely monitored by TAT. All research grant recipients must facilitate this process with reference to both technical and financial aspects of the research implementation. The TAT will monitor the research activities throughout their implementation, eliciting FPMU's active involvement as part of the ongoing capacity development efforts undertaken under MUCH and in order to ensure responsiveness of the research outcomes to the policy priority of the Government identified by the FPMU as per the ToR of each study. Two types of monitoring will be carried out by TAT and FPMU:

- *Desk Monitoring*: based on the review of financial and technical reports, including intermediate outputs to be submitted as per the signed contract. Researchers are also expected to make other information available (e.g. survey tools, sampling frame) and closely interact with TAT and FPMU on technical aspects of the research.
- *On-site monitoring*: based on meetings, seminars and spot visits that may take place at different time intervals.

Review, discussion and dissemination of results

Grant awardees will have to participate in workshops and seminars organized by MUCH to discuss research plans, review progress and share research findings. It is mandatory for the Principal Investigator (PI) of each research to present the activities and results in these events. It is suggested that the Co-Investigators (CIs) also participate in these seminars. The PI should allocate sufficient funds in the budget for covering the cost of participation in such activities considering that these initiatives are expected to take place at 3 to 6 months intervals.

Researchers are encouraged to organize other seminar(s) and technical consultations on their research activities and results. Financial provisions for these events should be included in the research proposals.

Researchers are encouraged to publish their findings in professional journals as well as in ad hoc publications. However, the production of such publications should be coordinated with MUCH and be made in compliance with contract provisions. Costs for the production of publications should be included in the budget provisions for the research. Any publications produced should acknowledge the support received from MUCH, FAO, Donors and Government of Bangladesh. FAO reserves the right to publish materials produced under the Research Grant Initiative of MUCH.

6. FUND RELEASE and FINANCIAL MANAGEMENT

Fund Release

Funds will be released in Bangladeshi Taka in installments, on condition of satisfactory progress of research, as per FAO standard procedures and as specified in the contract. Under no circumstances will MUCH disburse funds additional to those included in the approved budget.

Financial reporting

Reporting on expenditures should be made in compliance with the contract provisions.

Audit

The research activities may be audited at different time intervals during and after the implementation of the research proposal as per applicable FAO rules and regulations. The institute shall retain all original vouchers, supporting documents for all expenditures for a period of seven years from the date of last payment.

7. EVALUATION OF THE RESEARCH GRANT SCHEME

The research grant scheme will be reviewed periodically and adjustments may be made to improve its operational effectiveness and to respond to changing circumstances and experience gained.

Annex 1: List of reasons for rejection of a proposal

Reasons for rejection of a proposal include:

Submission time and means

- Submitted after the deadline
- Submitted by means other than postal mail or hand delivery

Outer envelope

- Address of the applying institution is missing or incomplete
- Phrase “not to be opened before the opening session” is not clearly stated
- Envelope is not sealed
- More than one proposal in the same envelope

Content of the envelope

- Did not submit original & 2 hard copies
- Electronic copy on CD-ROM not submitted

Format and completeness of the proposal

- The proposal is handwritten
- The proposal is not printed on A4 size paper
- The proposal is not written in English
- Part A is not within one page
- Research proposal does not contain Part A and B of Research Proposal Format
- No signature of PI in the designated place
- No signature of the endorsing authority in the designated place
- Declaration of eligibility is missing, incomplete or not signed
- No evidence of NGO Registration (in case of CSOs/NGOs)
- Proposal does not use the prescribed format
- Budget does not follow the prescribed format
- Proposal involves collaboration but lacks budget for the collaborating institutions

Content of the certificate of eligibility

- Institution is not a non-profit organization
- Institution has no established office in Bangladesh
- The applicant has no clear affiliation to an eligible institution
- Proposal was submitted elsewhere for funding and/or receives funds from other sources

Duration of the research

- The research requires more time than the maximum duration specified in the ToR

Proposed budget

- Proposal exceeds the maximum research budget specified in the ToR
- The applying institution only acts as intermediary (more than 40% of the budget to a single collaborating institution or more than 60% to various collaborating institutions)
- Inclusion on ineligible costs such as non-expendable items, debts and provisions for losses or debts; interests owed; items already funded in another framework or by previous contractual arrangements under the scheme; purchases of land or buildings and other fixed equipment; currency exchange losses; credits to third parties

CV of the research team

- CVs of all members of research team not included

- CV of research team members do not follow the prescribed format
- CVs are longer than one page

Other

- Any misreporting or misrepresentation of facts, made at any time
- Any attempt to influence the selection process, including attempt to obtain confidential information, at any stage of the implementation of the RGS
- Submission of more than 2 proposals per institution
- Institution is bankrupt or wound up, having its affairs administered by the courts and/or has suspended business activities



Research Proposal Format

PART A: SUMMARY

For Official Use Only

ID No/MUCH/.....

By..... Decision.....

(Please fill in this part without exceeding one page)

i) Title of the proposal:

ii) Name of applying institution:

iii) Start and end dates: Start:/...../..... End:/...../..... **iii) Duration:** Months

iv) Total budget proposed: Tk.....

(In words Taka :)

vi) Collaboration with other institution/departments/centres (Please circle one): **Yes** **No**

If yes, write the name (s): a).....

b)..... c).....

d)..... e).....

vii) Declaration and certification by the Principal Investigator: I hereby declare that the proposed research was not submitted elsewhere for funding and is not receiving funds from any other sources.

Signature:..... **Date:**/...../.....

Name: **Position:**

Address (with institution):

Tel. No: **Cell No:** **Fax No:** **Email:**

viii) Endorsement by Head/Appropriate authority of the institution:

Signature:; **Date:**

Name (Capital letters):

Position: **Address:**

Tel: **Cell No.** **Fax:** **E-mail:**



Research Proposal Format

PART B: Detailed research proposal content

(Please use this format for guidance and adapt as needed. For detailed description of each item refer to Attachment 2 in the Guidelines)

Note: Research proposal(s) should not exceed maximum budget limit mentioned in the ToR.

1. **Full title of the proposal:**.....
2. **Principal Investigator:**.....
3. **Other personnel (Name, address, Tel. No; Cell No. Fax and E-mail):**
4. **Applying institution (up to 500 words):**
5. **Collaborating institutions (Name, address, Tel. No; Cell No. Fax and E-mail):**
6. **Review of literature (up to 800 words):**
7. **Objectives and expected outputs (up to 300 words):**
8. **Methodology (up to 750 words):**
9. **Work Plan:**

9a. Activities (List of major activities):

9b. Activity Schedule/chart (in months)*- this is an example; please follow this style for your proposed research proposal:

Activities	Months																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Data collection								→										
Data analysis									→									
Training				→														→

* The arrow (→) indicates the start (tail) and completion date (head) of each activity.

10. **Research facilities available and required (up to 250 words):**

11. Budget summary

See the attached Excel budget table.

12. **Budget for collaborating institution(s)** (for each collaborative institution, please use a separate table as per point 14 and produce a separate detailed description as per point 16):

13. Detailed description of individual line items:

13.1 Personnel:

13.2 Travel expenses:

13.3 Operational expenses:

13.4 Workshops and trainings:

13.5 Publications:

13.6 Other direct costs:

13.7 Eligible indirect costs (Overheads: not exceeding 7% of the sum of 16.1 to 16.6):

14. Information about the researcher(s):

Researcher's Information

(Please do not exceed one page per researcher: *PI, CI, and Research Assistant/Research Fellow*)

Position in the Proposed Research Proposal and responsibilities within the proposed research to be carried-out (PI/CI/Research Assistant /Research Fellow):

Name (Capital letters):

Position (in the affiliated/working organization):

Office address:

(Tel. No; Cell No., Fax No. , E-mail :)

Residence address:

(Tel. No; Cell No., Fax No. , E-mail:)

Academic Background:

=====

Degree	Year	University	Location	Major Field	Minor Field
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Master

PhD

Others (Please specify)

=====

Research Experience (Indicate area of expertise with duration):

In Bangladesh:

Outside Bangladesh:

List of latest related publications (maximum 10):



Research Proposal Format

PART C: Declaration of Eligibility

(to be signed by the same person who will endorse and sign the contract with FAO)

The undersigned, legal representative of the following applying institution

(Name and registered address of the institution)

as *(position in the organization)* _____,

having carefully read the Guidelines for submission, selection and implementation of the research proposals under the MUCH, declares that the institution meets all eligibility criteria specified in the said Guidelines and in particular that:

- (1) The institution has an established office in Bangladesh, has a clearly distinct institutional and operational structure as outlined in the said guidelines and it is a non-profit institution.
- (2) The research proposal to which this declaration is attached has not been submitted elsewhere for funding and is not receiving funds from any other source(s).
- (3) The institution is not bankrupt or wound up and is not having its affairs administered by the courts and has not suspended business activities.
- (4) The research proposal does not contain any misreporting or misrepresentation of facts.
- (5) The decisions of the RGP concerning acceptance or rejection of the research proposal will be considered final by the applying institution.

Signature: _____

Name (Capital letters): _____

Designation: _____

Address: _____

Date: _____/_____/_____



Guidance for preparation of the research proposal

1. **Full title of the Proposal:** the title of the research should be clearly written on the cover and first page of the proposal.
2. **Principal Investigator:** The Principal Investigator (PI) is the team leader and is responsible for the execution of the proposed research. Unless differently specified and officially communicated by the grant recipient institution, the PI will be responsible for management and implementation, including compliance with the reporting requirements, and will be the contact person in addition to the head of the institution for communication at all stages of the research execution.
3. **Other personnel:** Full listing of the human resources to be involved in the research and their responsibilities within the proposed research project should be provided together with their contact details using the prescribed format. In addition to the PI, the following categories of personnel can be considered:
 - *Co-Investigator(s) (CIs)* are core members of the research team. In the case of proposals involving collaboration among different institutions, it is mandatory to include CI(s) for each collaborating institution. Each CI should be assigned the responsibility for a specific part of the research to be clearly identified in the proposal.
 - *Research Assistants(s)* are other full-time or part-time human resources that are needed to assist in the execution of the proposed research. The proposal should specify what kind of research assistance is needed, for which activities, and at what stage of the research.

Personnel involved in the research will be under the responsibility of the PI and the institution submitting the research proposal. It is essential that sufficient provisions are made in the proposed budget for remunerating human resources. MUCH will not provide any fund additional to that granted according to the approved budget. Neither MUCH nor any of its partners will bear any responsibility for the human resources involved by the PI and his/her home institution in the execution of the research at any stage.

4. **Applying institution (up to 500 words):** full information should be provided on the institution applying for conducting the research. In addition to the contact details and location, it is essential to provide information that allows the assessment of the implementation capacity, i.e., past experience of the institution in managing and carrying out research of similar nature and size, availability of administrative staff and services, computer and printing facilities etc. The availability of research facilities should be reported under point 4.12 below. MUCH might request additional information that is deemed necessary.
5. **Collaborating institutions, if any:** If the research proposal involves collaboration with other institutions, these should be clearly identified in the proposal together with the details of the individuals participating from each institution.
6. **Review of literature (up to 800 words):** a brief summary of the existing research on the subject should be included. This should focus on highlighting the knowledge gaps related to the specific policy questions that the proposed research intends to address. A list of the

bibliographical references should be provided in standard reference form. A maximum of 20 relevant publications may be listed.

7. **Objectives and expected outputs (up to 300 words):** the objective of the research should be mentioned exactly as per ToR but the links between the objectives to the specific outputs should be made, i.e., specific research results and products. The outputs and their relationship with the overall objective should also be made clear. If the research will produce reports/working papers, a description of the main sections of these reports and what each section will address should be included.
8. **Methodology (between 500 and 750 words):** this section should specify the methodological approach to be adopted for the research, relevant model(s) to be applied or developed, data needs, sampling methodology, location, as well as specific techniques to be employed in carrying out the main activities such as desk review, field surveys, data analysis, etc.
9. **Work Plan:** for each expected output, main activities should be listed and briefly described under section 9a of the prescribed format. In section 9b, timing and sequencing of activities should be summarized in the provided diagram, listing on the first column activities to be undertaken and showing, in a graphical form, the time schedule alongside.
10. **Research facilities available and required (up to 250 words):** available facilities to conduct the research, including equipment such as computers, printers, should be listed. Applicants should demonstrate that they have all the equipment needed to carry out the research. No durable equipment can be considered for funding.
11. **Summary budget:** the total budget of the proposal should be itemized using the line items and periodicity as shown in the sample budget table attached to these Guidelines. Sub-line items should be specified according to the research needs and size. The proponents should allocate funds in such a way as to avoid deficit in any of the line items at the end of the activities.
12. **Budget(s) for collaborating institution(s):** for research proposals involving collaboration among different institutions, in addition to the total summary budget, separate budgets should be prepared for each collaborating institution using the same form. Detailed description of individual items for each institution should be provided. Rules described below are applicable to all budgets.
13. **Detailed description of individual line items:** allocations under each line item should be explained and justified. When sub-line items are specified, a justification should be given. Wherever possible or relevant, unit rates and quantities should be provided as rationale for the total cost included in the budget. All rates used in the budget should be in line with rates used by the institution to price similar activities. Under no circumstances will MUCH disburse funds additional to those included in the approved budget.

13.1 Personnel: the description should include, for each of the sub-lines used in the budget form, names of persons, unit cost, duration of each assignment and the role of each person.

Daily or monthly rates should be determined, justified and documented on the basis of track record evidence of previous remuneration and experience in assignments comparable in duration, content and location.

13.2 Travel expenses: travel expenses within Bangladesh directly related to the execution of the research can be included under this budget line item. No international travel may be considered for funding.

13.3 Operational expenses: under this budget line, cost of rent, consumables, utilities, communication and costs for other items related to research activities can be included.

13.4 Workshops and Training: this budget line includes costs related to the organisation and/or participation in workshops, seminars and training activities, which are necessary to achieve the research objectives. For each activity, a possible title and a tentative budget should be indicated. The organization and execution of this type of activities should be notified well in advance to MUCH.

The organization of workshops and/or consultations is encouraged, especially when aiming at delivering to policy maker research results of specific relevance for decision making. Orientation and training activities specifically related to the research objectives can also be considered. These will be of short-duration and mainly targeted towards transmitting specific information and skills needed by those involved in the research. Such training should be coordinated with the MUCH team.

13.5 Publications: this budget line includes costs of publishing reports and purchasing research-related publications and data sets. Publications arising from the research activity should be coordinated with MUCH. Any publications produced should acknowledge the support received from MUCH, FAO and Donors. FAO and other MUCH partners have full rights to publish all work funded by the project and may publish research results as deemed appropriate.

13.6 Other direct costs: this covers expenditures directly related to the execution of the research and not elsewhere specified. The following costs are not eligible: debts and provisions for losses or debts; interests owed; items already funded in another framework or by previous contractual arrangements under the scheme; purchases of land or buildings and other fixed equipment; currency exchange losses; credits to third parties.

14. Information about the researcher(s): information on researchers (*PI, CIs, RAs and RFs*) must be provided using the format provided in **Item 14 of Part B: Detailed research proposal content**.