

Annexure 1: REF Application Form



Royal University of Bhutan

**Grant Proposal on**

*(Title of Project)*

**for**

**Research Endowment Fund**

**Submitted by**

*(Name of College / Research Centre)*

## Section I: Project information

|  |   |
|--|---|
| 1.1. Project Title   | <i>(Name of Project)</i>  |
| 1.2. Submitted by  | <i>(Name of Investigators)</i>  |
| 1.3. Fund Request (Ngultrum)   | <i>(Total project cost)</i>   |
| 1.4. Project Period  | <i>(start and end dates)</i>  |
| 1.5. Proponent details<br>1.5.1. Institution/Agency:<br>1.5.2. Principal Investigator:<br>Name:<br>Telephone/Mobile number:<br>Email address:<br>1.5.3. Co-Investigator<br>Name:<br>Telephone/Mobile number:<br>Email address:<br>1.5.4. Co-Investigator<br>Name:<br>Telephone/Mobile number:<br>Email address:<br>1.5.5. Co-Investigator<br>Name:<br>Telephone/Mobile number:<br>Email address: | <i>(Name of college / research centre, if relevant)</i><br><b>(PLEASE FILL DETAILS OF INDIVIDUAL)</b> |

## Section II: Proposal plan

|   |
|---|
| <p><b>2.1. Rationale of the project</b><br/><i>(State brief background of the issues or the problems and then justify within 150 to 200 words)</i></p> <p><b>2.2. Proposal details</b><br/><i>(Describe briefly the objectives of the study, its hypothesis if any, and research questions within 150-200 words)</i></p> <p><b>2.3. Methodology</b><br/><i>(It should cover the study site, sampling size, research methods used and data analysis procedures for the proposed project)</i></p> <p><b>2.4. Project Monitoring</b><br/><i>(Monitoring of project will be done on regular basis. Therefore, release of fund will be based on submission of progress report. In general, fund release will be done on three instalments – 60% on approval, 30% on mid-term report submission and 10% on completion report submission. How this guideline will impact the proposed study should be explained, if there is a need of review of fund release guideline)</i></p> |
|---|

### Section III: Work plan and budget

| S.No. | Activity | Schedule of Implementation |   |   |   |   |   |   |   |   |   |   |   | Budget (Nu.) |
|-------|----------|----------------------------|---|---|---|---|---|---|---|---|---|---|---|--------------|
|       |          | J                          | F | M | A | M | J | J | A | S | O | N | D |              |
|       |          |                            |   |   |   |   |   |   |   |   |   |   |   |              |
|       |          |                            |   |   |   |   |   |   |   |   |   |   |   |              |
|       |          |                            |   |   |   |   |   |   |   |   |   |   |   |              |

**NOTE:** Any expenses related to printing of report and fees for publication of paper to any journal, if any, is not eligible from REF and should not be projected in the work plan.

### Section IV: Certification

#### 4.1. Applicant

This is to certify that the project application is submitted on behalf of the Principal Investigator and Co-Investigator to the College Research Committee for consideration to the NREF Secretariat, Department of Research and External Relations, Office of the Vice Chancellor, Royal University of Bhutan, Thimphu.

Signature of Applicant:

Name:

Date:

#### 4.2. College Research Committee

This is to certify that the details provided in this application form are true and complete, and evaluated and endorsed by ----- College Research Committee Meeting.

Signature of Chair of College Research Committee

**Date:**

#### 4.3. Endorsement by President

I certify that the research/project can be accommodated within the general understanding of my agency in relation to workloads, leave availability, and overall research facilities.

Signature:

Name:

Date: