

24.07.2025

CIR Research Policy

The Varendra University Center for Interdisciplinary Research (CIR) has been established to support research work and projects among the faculty members and students as a requirement of UGC and build a good reputation as a research based University in Bangladesh as well as in Asia.

Objectives and Function of the CIR

- a) Offering fund for research projects
- b) Selecting and monitoring research projects
- c) Fund for attending seminar and conference
- d) Fund for paper publishing
- e) Establishing collaboration (MoU)
- f) Organizing seminar and conferences
- g) Establish advance research labs
- h) Publish its own peer reviewed international journal
- i) Long and short term research for this Northern region
- j) Fund for student project work and presentation
- k) Best researcher awards

Eligibility

Full time Faculty, Guest faculty, Full time graduate students, Research associates, Non-faculty (Interested in Research), Adjunct Faculty if he/she uses VU as affiliated institution during publications in any SCE/Scopus/SCI-listed journals or presentations in international conferences.

Award

The CIR will announce the 'Best Researcher Award', 'Best Publication Award' and 'Best Conference Paper Award' every year based on the contribution of the researchers at VU.

- (a) **Best Researcher Award:** The CIR will announce the 'Best Researcher Award' every year based on the contribution of the researchers at VU. The Rules Committee of the CIR, consisting of all Deans and the Director of the CIR will select this Best Researcher. A token amount of 20,000 BDT and a crest will be awarded in a ceremony in every January of a year.
- (b) **Best Publication Award:** The CIR will announce the 'Best Publication Award' every year based on a standardized version of citations by Google Scholar or similar agencies. The Rules

Committee of the CIR will select this awardee. A token amount of 20,000 BDT and a crest will be awarded in a ceremony in every January of a year.

- (c) **Best Conference Paper Award:** The CIR will announce the 'Best Conference Paper Award' every year based on the recommendation of the Rules Committee of the CIR. A token amount of 10,000 BDT and a crest will be awarded in a ceremony in every January of a year.

TA/DA Issues

The CIR strongly encourages all faculty members and other researchers of VU to participate in a conference and present a paper. The CIR provide fund that covers (often partially) the Registration fee, travel and accommodation cost as per schedule given in Section 3. However, we do not provide the standard TA/DA as per the VU rule. If a faculty member or researcher apply for grant related to participating in a conference he/she must provide a tentative budget that covers his/her Registration fee, travel and accommodation cost and take a prior approval from the CIR. No advance payment is allowed, we can only reimburse (often partially) the claim.

Section 1: Research Project Grant

1. Proposal must meet one of the following criteria:
 - a. Promotes need based or problem based research proposal
 - b. Involvement of student and/or benefits of student learning
 - c. Establishes a sound basis for the pursuit of external grant opportunities
 - d. Promotes publication to enhance the University ranking
 - e. Leads to establish joint project nationally and/or internationally.
2. Research proposal will be invited twice in an academic year. The 1st call will be in January and the 2nd call in the month of July. The principal investigator of this project will be allowed to include external members as associate researcher. Faculty members are not eligible to apply while on approved leave.
3. The applicant will submit a formal request by a defined form of research proposal to the office of the CIR via the Head/Coordinator of the department. The proposal will be reviewed by the review or expert committee formed by the CIR. Based on the recommendation of the committee, the Director of the CIR should forward the list to the Varendra University Trust (VUT) for final approval of the project subjected to availability of fund.
4. Grant applications involving external collaborations and first time applicants will be given priority for funding.
5. All faculty members (full time) from any discipline can submit maximum two proposals individually and/or jointly within a maximum budget of 3,00,000 BDT and group/multidisciplinary within a maximum budget of 5,00,000 BDT respectively.
6. The duration of each project will be one year and it may continue up to maximum two years.

7. Research fund will be provided in three installments: 50% in the first, 30% in the second installment, and the rest 20% in the third installment. After submitting of the 1st progress report within maximum 6 months of duration and its evaluation, the 2nd installment will be allotted. However, 3rd time installment will not be finalized and released until the final report and bill adjustment has been done. Since the publication of a paper is required for a project, we can give extended time (not more than a year) for publication of a paper from the project work. This fund will be withheld during the final payment and will be released whenever that paper is accepted/published.
8. Maximum two research assistants/students may be employed for an individual project and four research assistant/students may be engaged for a joint project which must be paid from allocated grants and that should not exceed the 25% of the proposed budget. All payment documents regarding research assistant should be submitted during final report submission time.
9. Fund can be used for purchasing scientific equipments or data collection or survey work which is maximum 50% of proposed budget. Funds may be allocated for printing, copying, software, stationary purpose that is maximum 10,000 BDT for an individual project and 20,000 BDT for a joint project respectively. However, funds cannot be used for purchasing books, journals, computers etc.
10. For the necessity of the project work, principal investigator or co-investigator may travel maximum one month within the country according to the proper approval of the University authority. If he/she needs to travel abroad, he/she must take the approval of the VUT. Travel cost, accommodation and food must be allocated from the proposed project that should not be more than 25% of total budget. During the travel, he/she will get duty leave but does not enjoy the normal TA/DA as per VU service rules. Under special circumstance, he/she may be allocated extra fund after the approval of the VUT.
11. The project duration will be counted when principle investigator or co-investigator receive the check or cash and 1st progress report must be submitted via the proposed format to the office of the CIR within 6 months or 1 year preferably with a seminar and bill adjustment for one year or two years projects respectively. If the principle/co-investigator fails to submit progress report within maximum of 9 months for a one-year project and maximum of 16 months for a two-year project, then the project will automatically be cancelled and all money must be returned to the CIR fund.
12. Principal investigator can purchase any items less than 20,000 BDT unit price directly by cash with the help of a purchasing committee formed by the Finance Advisory Committee of the CIR. However, any item more than 20,000 BDT unit prices must be purchased through quotations by at least three vendors.
13. The Principal Investigator (PI) should not quit VU without completing the research project. Under an unavoidable circumstance, if the PI need to quit VU, he/she must hand over this charge to a co-investigator of this project. If there is no co-investigator of this project, the PI must recommended a new PI who must be approved by the CIR and also by the corresponding Departmental Academic Committee. Otherwise, the PI must return all the money before leaving VU.

14. If the research work involves human subject, the principle investigator must submit the VU ethical certificate provided by the VU Ethical Review Committee.
15. At the end of project, investigator should publish at least one research article (Scopus listed) for a one-year project and two research articles (Scopus listed) for a two-year project respectively with proper acknowledgments of project funded from VU.
16. All equipment and/or materials purchased through the grant will remain the property of VU and all equipment/machine and materials should be used after stock registration within the CIR. After the completion of the project, all equipment/machine and materials must be returned to the CIR. All students and faculty members can use them when needed with permission from the CIR after the completion of the project.
17. If the same project is funded by any other agency or organization during the submission of project, that must be mentioned. In this case, the review committee or expert committee formed by the Office of the CIR will meet again and give a final recommendation. Projects with the following characteristics will get priority:
 - a. Project focused on SDGs
 - b. Nature of the project work- especially the action research and beneficial to the community
 - c. New problem- solved or innovative
 - d. Paper publication possibility
 - e. Female researchers in STEM areas

The SDG's are listed below.

SDG 1: No Poverty	SDG 2: Zero Hunger
SDG 3: Good Health and Well being	SDG 4: Quality Education
SDG 5: Gender Equality	SDG 6: Clean Water and Sanitation
SDG 7: Affordable and Clean Energy	SDG 8: Decent Work and Economic Growth
SDG 9: Industry, Innovation, and Infrastructure	SDG 10: Reduced Inequalities
SDG 11: Sustainable Cities and Communities	SDG 12: Responsible Consumption and Production
SDG 13: Climate Action	SDG 14: Life Below Water
SDG 15: Life on Land	SDG 16: Peace, Justice and Strong Institutions
SDG 17: Partnerships for the Goals	

Currently we are targeting goals 3, 4, 5, 8, and 17, but we want to achieve other goals as well.

18. After completion of the project, the Principal Investigator is responsible to submit three copies of final reports (two for the evaluations and one for the central library for documentation) which includes the abstract, acknowledgement, outline, introduction, literature review, methodology, data analysis, results and outcomes, conclusion and recommendations (if any). All types of reports (Progress, 1st report and the Final report) should be approved by the office of the CIR.

Section 2: Publication Grant

- (1) It is expected that a faculty member or a student who has been awarded travel and or research grants will provide publishable outcomes in one of the following categories:
 - a. Peer-reviewed and Scopus-listed journals with original impact factor
 - b. Book chapters or books
 - c. Review articles within a maximum one-year time limit.
- (2) A faculty member or a student of VU is eligible to apply for publication cost refunds a maximum of two times in an academic year.
- (3) In case of multiple authored paper only one author among the first author/equal contributors author/any co-author or corresponding authors can claim the publication cost and must submit a copy of the article and proof of payment for a specific article.
- (4) An electronic or hard copy of the publication must be submitted to the CIR Office and stored/installed in the VU library to be made available for general circulation.
- (5) Journal standards (impact factor Q1/Q2) will be decided by the department and checked by director of CIR.
- (6) The CIR will provide grant in terms of publication cost reimbursement for national and international publications at the following rate:

Journals	Impact factor	Max. limit
Bangladesh Journals	--	2,000 BDT
SAARC Journals	--	5,000 BDT
SCE/Scopus/SCI	0.1 to 0.99	20,000 BDT
SCE/Scopus/SCI	1.0 to 1.99	40,000 BDT
SCE/Scopus/SCI	2.0 to 5.99	60,000 BDT
SCE/Scopus/SCI	6.0 to 9.99	80,000 BDT
SCE/Scopus/SCI	10.0 and Above	1,00,000 BDT
Nature or Science		2,00,000 BDT

- (7) The CIR will publish an International Interdisciplinary Journal called 'Varendra International Journal for Interdisciplinary Research' every year. The tentative publication date of each issue of this journal is mid-June. This journal will maintain strong publishing policy and ethics with a maximum plagiarism limit of 20%.

- (8) Since the CIR have limited budget and since increasing demands for publication cost reimbursement is expected, the applicants are requested to notify the CIR Office at the time or prior to their submission of papers to a journal if they expect any grant for publication cost from the CIR. The CIR cannot commit any kind of reimbursement unless the researcher takes a pre-approval.
- (9) As an incentive for quality publication, CIR will give reward to the first author or contacting author as follows:

Q1 Journal	20,000 tk
Q2 Journal	10,000 tk
Q3-Q4 Journal	5,000 tk

An author can claim this reward maximum twice a year.

Section 3: Conference/Seminar/Workshop Grant

1. If a faculty member presenting a research article or oral presentation, or a student finally selected to present a paper (oral) to a conference then he/she may apply for registration and/or travel grants. This application must include a formal acceptance letter from the organizing committee, a copy of the submitted abstract and/or paper, and a statement from the department chairperson addressed to the Director of Center for Interdisciplinary Research (CIR).
2. For the travel/registration grant of the faculty member or the student must be a full-time faculty or student at VU or an adjunct faculty if he/she uses VU as affiliated institution during paper presentation in any conference. Faculty members on leave (study leave/long term leave) are not eligible for grant support.
3. A faculty member or a student may apply for a maximum one national and two international registration/travel grant per year. Each department must certify that these conferences are of high quality and beneficial to both the presenter and VU.
4. If the paper accepted for conference presentation is co-authored with multiple VU faculty/students, only presenting author is eligible for the grant.
5. In case of multiple authors, including faculty/students from institutions other than VU, and at least one of the author is a full-time VU faculty or student, the grant will be awarded only to the full time VU faculty/student if he/she presents the paper on the conference.
6. Within one week after attending the conference, the faculty member or student must submit a detailed report to his/her department chairperson and simultaneously to the Director of CIR.
7. Each conference report should be published in the official VU website and social media platforms.

8. Faculty members who want to participate in any conference/seminar/workshop without his/her own presentation may get duty leave without travel and daily allowance (TA/DA) from the appropriate authority. The CIR will not be involved in this type of arrangement.
9. For financial benefit, participants must provide strong supporting evidence such as certificates, photographs with banner, conference received awards etc. while claiming money for reimbursement.
10. The CIR will provide grant in terms of conference/seminar/workshop cost reimbursement for national and international publications at the following rate:

Region	Oral/Invited / Keynote	Registration	Travel	Accommodation	Maximum Limit
Rajshahi (National)	√	√	X	X	1,000 BDT
Rajshahi (Int’nal)	√	√	X	X	3,000 BDT
Bangladesh (National)	√	√	√	√	3,000 BDT
Bangladesh (Int’nal)	√	√	√	√	5,000 BDT
SAARC	√	√	√	√	20,000 BDT
Thai/Malay/Gulf	√	√	√	√	30,000 BDT
Rest of Asia	√	√	√	√	40,000 BDT
Australia/Oceania	√	√	√	√	60,000 BDT
Europe/Africa	√	√	√	√	80,000 BDT
North/South America	√	√	√	√	1,00,000 BDT
Others	√	√	√	√	TBD*

***To be decided by the CIR Authority**

For Online presentation of papers or for Poster presentation, the author will receive 50% of the above reimbursement.

Section 4: Research Visits

The CIR strongly encourages all faculty members and other researchers of VU to explore opportunities of Visiting positions such as Visiting Professor, Visiting Scientist, Visiting Researcher etc in different institutions home and abroad. The CIR will not be involved in this type of arrangement. However, we encourage our faculty and researchers to explore these visiting opportunities. In most of the cases, the invitees provide fund. If not, a faculty can still apply to any funding agencies like UGC, Ministry of Education and national and multinational organizations for funding. The policy for Research Visits of VU faculties is as follows:

Visiting Appointment from Abroad

- Varendra University Authority will allow faculty members and other researchers to travel abroad for a maximum of 30 days as duty leave if he/she gets a Visiting Position from a foreign university provided that he/she arranges his/her regular duties.
- No financial support will be provided from VU in terms of TA/DA for this visit.
- A faculty or researcher will be allowed to avail of this opportunity only once a year.

Visiting Appointment from Bangladesh

- Varendra University Authority will allow a faculty members and other researchers to visit another university of Bangladesh as a Resource Person for a maximum of 7 days as duty leave provided that he/she arranges his/her regular duties.
- No financial support will be provided from VU in terms of TA/DA for this visit.
- A faculty or researcher will be allowed to avail of this opportunity maximum four times a year.

Revenue Sharing Policy from Patents and Commercial Projects

If research funded by Varendra University results in a patent or intellectual property that is utilized as a commercial project, the revenue generated shall be shared between the researcher(s) and the University. In such cases, Varendra University shall receive 10% of the total profit from the commercialization of the project, while the remaining profit shall be allocated to the researcher(s) and/or collaborators as per mutual agreement.

Policy for the Utilization of University Infrastructure for Externally Funded Research

In cases where researchers secure external research funding but utilize Varendra University's infrastructure and facilities (e.g., laboratories, equipment, research space), the University shall be entitled to receive 10% of the total research fund as a contribution for infrastructure support and institutional overheads. The remaining 90% of the research fund shall be available for use in the project as per funding guidelines.

Prof. Dr. A. H. M. Rahmatullah Imon
Director of CIR
Varendra University