**Annex II**

**Code of Conduct for Independent Experts Appointed as Evaluators**

1. The task of an evaluator is to participate in a confidential, fair and equitable evaluation of each proposal according to the procedures described in this guide and in any program- specific evaluation document. He/she must use his/her best endeavors to achieve this, follow any instructions given by the Pokhara University Research Center (PURC) to this end and deliver a constant and high quality of work.

2. The evaluator works as an independent person. He/she is deemed to work in a personal capacity and, in performing the work, does not represent any organization.

3. The independent expert must sign a declaration of conflict of interest and confidentiality before starting the work, by which he/she accepts the present Code of Conduct. Invited independent experts who do not sign the declaration will not be allowed to work as an evaluator.

4. In doing so, the independent expert commits him/herself to strict confidentiality and impartiality concerning his/her tasks. If an evaluator has a direct or indirect link with a proposal, or any other vested interest, is in some way connected with a proposal, or has any other allegiance which impairs or threatens to impair his/her impartiality with respect to a proposal, he/she must declare such facts to the PURC official as soon as he/she becomes aware of this. In addition the evaluator signs a declaration at the bottom of the individual evaluation report for each proposal that he/she examines for the PURC notifying that no conflicts of interest for this particular proposal exist. The PURC ensures that, where the nature of any link is such that it could threaten the impartiality of the evaluator, he/she does not participate in the evaluation of that proposal, and, if necessary, competing proposals.

5. Evaluators may not discuss any proposal with others, including other evaluators or PURC officials not directly involved in the evaluation of the proposal, except during the formal discussion at the meetings moderated by or with the knowledge and agreement of the responsible PURC official.

6. Evaluators may not communicate with proposers, except in the case of panel hearings between evaluators and proposers organized by the PURC as part of the evaluation process. No proposal may be amended during the evaluation session. Evaluators’ advice to the PURC on any proposal may not be communicated by them to the proposers or to any other person.

7. Evaluators are not allowed to disclose the names of other evaluators participating in the evaluation. The PURC makes public lists of names of appointed evaluators at regular intervals without indicating which proposals they have evaluated.

8. Evaluators are required at all times to comply strictly with any rules defined by the PURC for ensuring the confidentiality of the evaluation process and its outcomes. Failure to comply with these rules may result in exclusion from the immediate and future evaluation processes, without prejudice to penalties that may derive from other applicable Regulations.

**Annex III**

**Conflict of Interest and Confidentiality Declaration**

I, the undersigned, confirm that I have read, understood and accepted the code of conduct for independent experts established in Annex II to the appointment letter No. …. sent by the PURC related to the performance of the evaluation tasks.

I declare that I have not submitted, nor am I, to my knowledge, directly or indirectly involved in any proposal submitted for evaluation under the call for proposals for faculty research grants.

In particular, I undertake to inform the PURC officials immediately if I discover any conflict of interest, direct or indirect, with any proposal that I am asked to evaluate or which is the subject of discussion in any evaluation meeting at which I am present.

I also declare that I will not reveal any detail of the evaluation process and its outcomes or of any proposal submitted for evaluation without the express written approval of the PURC. In case of evaluation carried out outside PURC controlled premises, I understand that I will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent and for returning, erasing or destroying all confidential documents or files upon completing the evaluation, unless otherwise instructed.

Sign ........................................................

Name ..........................................................

Date……………………………………….

**Annex IV**

**Pokhara University Research Center**

**Evaluation Format for Faculty Research /collaborative research**

**Code No. - FRG/069/070 Category: Faculty Research Grant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.N. | **Criteria** | **Full Marks** | **Marks Obtained** | **Remarks** |
| 1. | **Title** | **5** |  |  |
| 2. | **Background** | **10** |  |  |
| 3. | **Research Objectives** | **10** |  |  |
| 4. | **Rationale** | **10** |  |  |
| 5. | **Literature Review** | **15** |  |  |
| 6. | **Research Methodology/Data Analysis** | **40** |  |  |
| 7. | **Expected Outcome** | **10** |  |  |
|  | **Total** | **100** |  |  |

**Comments:**

Sign........................................................

Name..........................................................

Date……………………………………….