



Research Grant Procedures

Pokhara University Research Center

Pokhara University

2080

1. Introduction

Research and Innovation (R&I) are the key activities leading to the knowledge generation that complement the teaching and learning activities in the higher education institutions. Considering the Higher Education Policy of the Government of Nepal along with Pokhara University Act 2053, and Pokhara University Research Center Regulations 2059, Pokhara University Research Center (PURC) has formulated “Guidelines on Proposal Evaluation and Selection Procedures” for collaborative research, faculty research grant (constituent schools and affiliated colleges). As there were differences in existing guidelines for the similar tasks, Research Management Committee (RMC) has decided to merge all the existing guidelines to maintain uniformity in the PURC funded research activities. The merged and revised procedures shall be referred hereafter as the “PURC Research Grant Procedures 2080 (PURC RGP 2080)”.

2. Guiding Principles

Pokhara University Research Center (PURC) shall be the central entity with a mandate to administer the research grants and oversee research activities in academic and research institutions running within Pokhara University. PURC shall adopt the following principles to promote research activities in Pokhara University.

- i) National Research and Innovation priorities: PURC shall align research and innovation programs to compliment the national research and innovation priorities.
- ii) Excellence in research and innovation: PURC shall provide research and innovation facilities to promote internationally competent research and innovation activities thereby improving the intellectual productivity and global ranking of Pokhara University. PURC shall promote establishment of specialized research facilities to attract highly competent national and international researchers and students to Pokhara University.
- iii) Novelty and applicability: PURC shall promote research and innovation activities demonstrating the novelty and applicability with a potential to generate high impact intellectual property.
- iv) Knowledge, economy, social prosperity and national development: PURC shall promote generation and valorization of intellectual property for revenue generation, sustainability of higher education, social prosperity and the national development.
- v) Transparency, equality, and impartiality: All the activities of PURC shall be made transparent abiding the PU regulations. All the research facilities and funding shall be treated equally and impartially regardless of any personal attributes of the bona fide researchers.

- vi) Ethics and integrity: PURC declare a strong and perpetual commitment to internationally accepted standards of research ethics and integrity. Any researcher committing any breaches in research ethics shall be forbidden unconditionally from the access to PURC research facilities including funding and resources.
- vii) Zero tolerance against plagiarism: PURC declare plagiarism a serious academic crime and, therefore, adopts and advocates for 'zero tolerance against plagiarism'. Any academic activities committing plagiarism shall be brought under the disciplinary prosecution accordingly.
- viii) University Social Responsibility (USR): With the best acknowledgement of the contribution of the people from the local communities to establish and nurture university to flourish well, PURC shall endeavor to share academic knowledge and intellectual benefits to the community as an integral part of the University Social Responsibility (USR).

3. Research Grants

PURC shall provide research grants to the faculty members to promote applied research and innovation activities in the university. The terms and conditions of PURC grants shall be non-negotiable. Any proposal or the research activity that contravenes the research ethics and integrity will be forbidden from the funding at any stage of the research funding. Upon failing to meet the designated grant milestones and the quality standards of the deliverables within the stipulated timeframe and/or committing research misconducts such as breaching ethical considerations shall activate the termination of the grant contact at any time. Subsequently, the grantee shall return all the issued fund to PURC and he/she will be disqualified from the future PURC grants for at least five years. Any applicant committing ethical breaches twice shall be prohibited permanently from PURC research funding and involvement of such person in PU activities shall be forbidden unconditionally. Pokhara University Research Center provides three types of research grants but the number of grants will depend on the availability of the fund. *A PURC grant applicant who received a PURC research grant as a principal investigator previously, he/she should publish the research in a peer-reviewed research journal to be eligible to apply for the subsequent PURC research grant.*

The PURC shall provide three types of research grants to the faculty members of constituent and affiliated academic institutions of Pokhara University.

- A. Collaborative Research Grant
- B. Faculty Research Grant (Constituent Institutions)
- C. Faculty Research Grant (Affiliated Institutions)

4. Collaborative Research Grant (CRG)

Collaborative Research Grant (CRG) is intended to support Outstanding and Experienced Faculty Members from the constituent as well as affiliated institutions of Pokhara University to conduct high quality research to promote the creation of knowledge through scientific inquiries and to link teaching with research. A research project involving three or more faculty members from constituent and affiliated institutions of Pokhara University for research in areas of the university and/or the national priorities with the aim to significantly enhance the national research output and link research to teaching and learning at Pokhara University is considered as the collaborative research.

4.1 Objective

The objective of Faculty Collaborative Research is to promote advanced research activities in Pokhara University to produce significant research output including new knowledge, intellectual property and research publications.

4.2 Eligibility Criteria

- i) The constituent institutions of Pokhara University are the primary organizations eligible for hosting Collaborative Research Grant. The host institution supporting the collaborative research grant must have research infrastructure including research laboratory, research-based programs and faculty members with proven track record of research accomplishment. Research related academic activities and strategic plan to develop and strengthen the research capacity would be a competitive advantage. The research team must have plan and commitment to involve graduate students for their theses.
- ii) Those who have received the PURC research grant in the past and have published the research in indexed journals can apply for the new grant for new research in the same or new area.
- iii) One team leader/principal investigator may submit only one proposal at one time.
- iv) Any faculty member who failed to fulfill mandatory requirements in earlier/previous research project(s) funded by PURC is not eligible to compete for the current grant.
- v) The research team shall include faculty members from the same or different school(s) or constituent institution(s) or research institution(s) or affiliated college(s).

4.3 Research Team

- a. The composition of the research team shall be:
 - i) One (1) team leader or principal investigator,
 - ii) At least two (2) or more co-investigators/researchers (faculty members),
 - iii) At least one (1) regular student who has completed his/her 50% of overall course requirements, with the teacher/researcher – student ratio of 1:1 at the maximum, and

- iv) Optionally, one staff for administrative purpose with three per cent allocation of remuneration at the maximum.
- b.** The team leader (TL) or principal investigator (PI) and other team members or co-investigators should have the following qualifications:
- i) Team leader (TL) / Principal investigator (PI): The team leader (TL)/principal investigator (PI) shall have (i) a PhD degree and two years' working experience at Pokhara University along with at least two research article publications in any indexed/peer reviewed journal; (ii) a MPhil degree and five (5) years' working experience at Pokhara University along with supervision of five (5) Master level dissertations/theses/graduate research project and at least two research article publications in any indexed/peer reviewed journal; or (iii) a Master degree and seven (7) years' working experience at Pokhara University along with supervision of five (5) Master level dissertations/theses/graduate research project and at least two research article publications in any indexed/peer reviewed journal. However, the five (5) Master level dissertations/theses/ graduate research projects can be replaced by the submission of two research articles published in any academic journal.
- ii) A research team member/co-investigator shall have at least a Master degree with thesis and must be a full-time faculty member/research fellow with for one full year. A teaching faculty without a Master degree or with Master degree, but without thesis requirement should have the qualification required by the institution to be supervisor/co-supervisor, or at least one research article publication in a peer-reviewed journal.
- iii) The graduate student to be involved in the team should have completed the research method/methodology class.

4.4 Grant Amount

Up to 300,000.00 (NRs three hundred thousand (three lakhs) each project (subject to periodic revision by the PU executive council).

5. Faculty Research Grant for Constituent Institutions (FRGCI)

This is an internal grant program of PURC and it promotes scholarly research and inventive activities of the faculty members of the constituent institutions of Pokhara University. The full-time faculty members of Pokhara University, whose appointments extend beyond the current academic year, are eligible to submit applications for this grant. Early career faculty members are especially encouraged to apply. The FRGCI is intended to support new or early-stage researchers encouraging them to attract external grants as well as producing good quality research publications or scholarly books that will enhance the researcher's reputation and research profile.

5.1 Objective

The objective of the FRGCI is to support early career faculty members who have demonstrated or shown promise of developing an academic research program, and whose ideas are of sufficient scope and creativity that they have good prospects of attracting additional fund at the national/international level.

5.2 Eligibility Criteria

- i) The candidates should be working at Pokhara University as full-time teaching faculty. Assistant professors with provision of involvement of regular students from his/her institution will be given top priority. A regular student of any level can be included who has completed his/her 50% of overall course requirements.
- ii) The candidates should possess high level of academic excellence and passion for improving their academic writing skills through inquisitive learning and research.
- iii) Senior faculty member, associate and full professors can also apply to initiate a new line of research. However, they are recommended to apply for institutional collaborative research grant.
- iv) The research proposals should reveal the intended outcomes and expected contributions in the field of academic teaching learning in long run for excellence.
- v) Persons who have been currently holding any Faculty Research Grants from PURC or their own Faculty are not eligible to apply. Faculty members may receive only one faculty research grant per year, regardless of whether the applicant is principal or co-investigator.
- vi) All other things being equal, a proposal from a new faculty member who has not received any fund in the past, will receive preferential consideration.

5.3 Grant Amount

Up to 100,000.00 (NRs one hundred thousand (one lakh) each project (subject to periodic revision by the PU executive council).

6. Faculty Research Grant for Affiliated Institutions (FRGAI)

This research funding is targeted to the research skill development of the faculty members of affiliated institutions/colleges of Pokhara University. This will help to set up an environment for quality research in the affiliated colleges of Pokhara University and eventually produce quality research. The research grant will be partially supported by the host affiliated college under the Research Development and Innovation (RDI) scheme.

6.1 Objective

FRGAI grants are expected to promote research activities in the affiliated institutions production of significant academic output including new knowledge, intellectual property, and research publication in quality assured scholarly journals.

6.2 Eligibility Criteria

Faculty members from all affiliated colleges of Pokhara University are eligible to apply who fulfill the required minimum qualifications. The Principal Investigator should have the following minimum qualifications.

- i) Completed at least Master degree with thesis.
- ii) Full-time faculty member for at least one year at the host institution
- iii) Commitment to involve at least one regular student of any level from the host institute who has completed his/her 50% of overall course requirements.
- iv) The result of the research must be published in peer reviewed journal; otherwise, the researcher will not be applicable to apply for any other grant from PURC.

6.3 Grant Amount

Up to 100,000.00 (NRs one hundred thousand (one lakh) each project (subject to periodic revision by the PU executive council).

7. Number of Grants

Upon the recommendation of the qualified research proposals by REC, RMC will finalize the number of research projects to be funded depending on the amount of the available budget each year.

8. Academic and Financial Obligations

The principal investigator and co investigators are collectively responsible for all academic and financial obligations to accomplish the research project. The research fund can be spent only on the approved activities of the approved research project. All the equipment, technologies and resources procured by this fund are the property of the host department(s).

9. Research Funding Guidelines

9.1 Call for the Grant Application

PURC shall provide research grants at least once in a year according to the availability of the fund. PURC shall announce the grant application as per the annual calendar. The number of grants in each category will be decided depending on the availability of the fund. The application submission and correspondence will be preferably carried out electronically via PU website (www.pu.edu.np), social sites of PU and PURC, and other appropriate and available electronic means, unless decided otherwise by REC.

9.2 Submission of Proposals

Applicants shall submit a duly signed cover letter (Annex 1) along with the application form (Annex 2), the structured proposal (Annex 3) and all the necessary documents to PURC with in the deadline. Applicants will be promptly notified electronically regarding the receipt of the proposals. The applications received within the submission deadlines will be considered for the subsequent assessment. PURC may store applications in printed version where necessary and proposals shall be archived securely for the future purposes and when no longer needed after the completion of the project, all physical copies can be disposed except for the copies required for archiving and/or financial audit purposes.

9.3 Desk Review of Application

PURC shall maintain high efficiency and accuracy throughout the proposal selection procedures. Firstly, the PURC administration shall check all the applications for eligibility, sufficiency of information, and compliance with the guidelines. Only the applications satisfying the eligibility criteria will be considered for further assessment by Research Evaluation Committee (REC) and ineligible applications will be rejected after the desk review. When rejected, applicants shall be notified with the reason of rejection. All the applicants shall be notified about the output of the desk review of the application. The desk review shall consider the following eligibility criteria explicitly.

- a) Submission of the proposal within the submission deadline.
- b) Completeness of all the components of application and the proposal.

9.4 Proposal Evaluation Process

All the proposals qualifying the desk review shall be considered for the further evaluation. The PURC administration shall maintain the anonymity of the proposals by providing specific code numbers to all the proposals. Subsequently, the technical quality the proposal shall be evaluated in three steps (Annex 4).

- a) Independent Review (70%)
- b) Oral presentation (15%)
- c) Publication track record (15%)

In the first step, proposals shall be evaluated by at least one independent expert reviewer as indicated. Secondly, the proposals successful in the first step (securing 50% score) shall be evaluated further by an oral presentation as indicated. Lastly, the proposals qualifying the first two step shall be evaluated depending on the research track records of the applicant. Proposal must obtain at least the threshold score of 50% (35) in expert's evaluation (9.4.a) separately and 50% (50) in overall to qualify the evaluation (Annex 4).

9.5 Formation of the Roster of Experts

PURC shall make a Roster of Experts to facilitate the research activities. A list of experts shall be prepared via open call for experts as well as from the existing lists of experts in the different

Faculties as well as academic institutions of Pokhara University and other national and international universities and research institutions. The Roster of Experts shall be updated annually. The REC shall recommend the list of experts to Research Management Committee (RMC) for approval.

9.6 Appointment of Independent Reviewer

The REC shall appoint an examiner from the PURC expert roster to evaluate the proposal. The proposal examiners are expected to have skills and knowledge appropriate to the proposal. REC shall also consider the notion of equality, where applicable, while selecting an examiner. The key notions are:

- a) Relevance of the expertise to the proposal
- b) Balance of academic and industrial expertise
- c) Reasonable gender balance
- d) Rotation of independent examiners
- e) Compliance with the code of Research Ethics, Integrity, and Confidentiality
- f) Absence of the Conflict of Interest

PURC shall furnish an appointment letter (Annex 5) to the examiners along with the Code of Conduct for Independent Examiners to declare the compliance with the code of Research Ethics, Integrity, and Confidentiality, absence of the Conflict of Interest (Annex 6) and an anonymous abstract of the proposal. Upon acceptance of the prospective examiner, the full proposal shall be provided to the examiner anonymously for evaluation. All the activities shall be conducted electronically, unless restricted by unavoidable circumstances and situations beyond the control. REC can assign a second reviewer where the first reviewer is unable to furnish the examination within the timeframe and/or reflected the conflict of interest with the proposal and/or up on his/her denial.

9.7 Evaluation of Proposal by Independent Reviewer

All the proposals satisfying the eligibility criteria shall be considered for the technical evaluation by an independent reviewer for the 70% of the overall weightage. The technical evaluation of proposal shall be carried out against the proposal evaluation indicators (Annex 4). The proposal reviewer shall furnish evaluation report with the written statement justifying his/her decision of awarding less than 50% and 90% or higher scores to the proposals, where applicable (Annex 4). The proposals not achieving the threshold scores (50%) shall be disqualified. Upon strong proof and justification, REC can assign a second examiner to the proposal marked disqualified by the first examiner. Examiner and applicant shall be kept anonymous to each other throughout the evaluation process.

9.8 Publication of the list of Successful Proposals

The list of successful proposals securing the threshold scores (50%) in independent expert evaluation shall be announced in an alphabetical order of the names of the principal

applicants without scores. The applicants of the successful proposals shall be invited for the oral presentation.

9.9 Oral Presentation of the Proposal

REC shall evaluate the communication and presentation skills of the candidate and feasibility of the proposed project. The weightage of presentation shall be 15% of the total score and assessment shall be carried out according to Annex 4. REC can invite relevant expert to facilitate the evaluation of the presentation.

9.10 Final Evaluation of Proposal

All the proposals satisfying the eligibility criteria and previous steps of evaluation shall be considered for the further evaluation by REC for the 15% of the total weightage as indicated in Annex 4. REC shall compile all the scores and make a final score sheet. REC can invite an expert to facilitate the proposal evaluation, where necessary.

9.11 Feedback to Applicants

The applicants shall be furnished with the Proposal Evaluation Summary Report (PESR) (Annex 7). The PESR is supposed to reflect the strength and challenges of the proposed research and recommendations to improve the research project as identified by the examiners, experts, and the REC.

9.12 Submission of Revised Proposal

Applicants shall submit the revised proposal within the given duration addressing all the recommendations raised during the evaluation process prior to the announcement of the grant award list. REC shall compare the revised documents submitted by the applicant and prepare the merit list of grant proposals along with the scores and requested grant amount. REC shall recommend merit list and awardee list in each category to RMC for the final approval.

9.13 Announcement of the Grant Award List

The REC shall prepare the merit based ranking list of the proposals based on the overall scores obtained by the applicants and shall submit to RMC for the approval. Depending upon the recommendation from REC and available research fund, RMC shall approve the list of grantees. REC shall announce the grant award list after the approval from RMC. Depending upon the availability of the fund, REC may keep a reserved list of the proposals for the subsequent granting as the funds are available during the running fiscal year. REC may convene a panel discussion to make a final decision where necessary such as in the case of equal scores of two or more proposals. REC may invite experts in the field related to the proposal to the panel discussion.

9.14 Ethical Approval

The principal applicant *vis-à-vis* Principal Investigator (PI) of a successful proposal in the field of health research shall furnish a Letter of Ethical Approval obtained from the Pokhara University Institutional Review Committee (IRC) according to the National Health Research

Management Committee (NHRC) guidelines, where necessary, at the time of inception report submission. The candidates unable to furnish ethical approval shall be discontinued with the grant and previous instalments taken from the PURC shall be disbursed.

9.15 Grant Agreement

On approval by the Research Management Committee, a written agreement is made between PURC and Principal Investigator in the presence of a witness from PURC and host institution (preferably a representative from the Institutional Research Management Cell) of the PI (Annex 8). PI shall also submit a Letter of Acceptance from the host institution as indicated (Annex 9).

9.16 Host Institution

The Higher Education Institutions (Constituent, Joint-constituent, and Affiliated) running under Pokhara University or the research collaborator institution shall be considered as the host institution for the purpose of PURC grants. The host institution shall provide laboratory space and facilities and logistic support to the PURC grantee for the successful completion of the research. PURC expects complementary funding from the host institution to the project where necessary. The host institution is forbidden to apply any overhead fees to the researcher in relation to the PURC grants. The equipment, fixed assets, and consumables purchased through the PURC grant shall remain the property of the host institute after the completion of the project. PURC grantee shall liaise with the host institution and institutional research and innovation center throughout the project period.

9.17 Release of Fund

Upon the agreement signed, the fund shall be provided to the principal applicant as a conditional advance money) in four installments with the breakdown of 40%, 40%, and 20% according to the following conditions.

- a) First installment (40%) will be provided upon signing the agreement (Annex 8).
- b) Second installment (40%) will be provided after the approval of the midterm progress report (Annex 11).
- c) Third installment (20%) will be provided after the approval of the final report along with the final deliverables, as indicated, made from the proposed research project.
- d) Whereas the grant recipient is a permanent employee of PU, the grant installments will be transferred directly to the grant recipient's official bank account.
- e) Whereas the grant recipient is an employee on the job contract basis at PU or the principal applicant is from the host institution other than the constituent institution of Pokhara University (e. g. affiliated institutions), the grant installments will be transferred to the host institution's official bank account payable to the respective grant recipient. The respective affiliated host institution shall be responsible for the management of the research grant money.

- f) The funding can be discontinued, and the granted money shall be disbursed from the respective grantee and/or the host institution if the grant recipient fails to meet the proposed milestones of the project as per the agreement.

9.18 Inception Report

Principal applicant shall submit inception report of the research project within two months (no extension shall be available unless there is a genuine reason beyond the capacity of principal applicant) from the date of the grant agreement. The inception report shall include the details on the necessary arrangement organized to initiate the propose research including preliminary data where applicable (Annex 10). The principal applicant unable to submit inception report shall be discontinued for funding and previous installments, if any, along with the indicated interest rate shall be disbursed to PURC.

9.19 Research Logbook

Principal applicants and all the researchers involved in the PURC funded research shall maintain the research logbook as indicated. The authorized research logbook can be obtained from PURC. At the end of the project, a true copy of the logbook shall be submitted to PURC along with the final report.

9.20 Midterm Progress Report

Principal applicant shall submit the progress report of the project periodically as indicated. The grantee shall submit progress report in the middle of the project duration, as of the agreement date.

9.21 Research completion duration and extension

The maximum duration to accomplish the proposed research shall be one year with a conditional (depending upon the research progress) grace period of extension for three months twice (total six months). Where necessary, principal investigator can apply for the extension of deadline for the submission of the final report as indicated (Annex 12). An application for the extension of project duration should be submitted three months prior to the regular deadline of the research project.

9.22 Final Report

Principal applicant shall submit the final research report and/or the designated deliverables within the given deadline. Failing to submit the final report within the deadline shall attract disciplinary actions against the grantee as agreed in the grant agreement. PURC can also accept the designated number of research articles produced from the PURC funded research instead of research report. However, one can submit a standard research report (Annex 13) within the deadline of the research project when articles are not possible to publish. All the reports submitted to PURC will undergo plagiarism check and researchers shall furnish a plagiarism self-declaration form together with the final report (Annex 14).

9.23 Evaluation of the Final Report

All the research reports and/or the published or accepted research articles submitted within the designated deadline of the project duration shall be considered for the final evaluation of the quality of research. The quality research and the report shall be evaluated in two steps.

- a) Independent Examiner (60%)
- b) Research Evaluation Committee (40%)

In the first step, the final report shall be evaluated for 60% of weightage by at least one independent expert examiner as indicated (Annex 15). Secondly, REC shall evaluate the report for the 40% of weightage (Annex 16).

The report must obtain at least 60% score in both evaluations independently to qualify the evaluation. The researchers whose reports do not qualify any of the evaluation shall be given a second change to improve the quality as per the recommendations received from the experts and REC.

In case of student research grants and fellowships, a copy of approved thesis shall be accepted as the final report. The scores awarded by the examiner of thesis shall be accepted as external score and REC will evaluate the thesis for internal evaluation. The final report of conference grant and publication grant do not necessarily require the structured report and evaluation as indicated for the other grants. Grantee shall submit a proof of conference participation and/or publication to finalize the grant.

Failing to fulfil the evaluation requirements shall disqualify the report and applicant shall return the grant money to PURC as agreed in the grant agreement.

9.24 Final Presentation

REC shall organize a public seminar for principal investigator or a designated team member to present the final report of the project for the final evaluation as indicated in Annex 16.

9.25 Publication

Principal investigator shall submit a proof of publications and/or acceptance of the articles produced from the PURC funded research as indicated.

9.26 Completion of the Project

Upon receiving all the minimum required deliverables from the principal investigator, REC shall submit the final report evaluation summary to Research Management Committee for the approval. The research shall be concluded upon approval of the final report from the Research Management Committee and a letter of completion will be awarded (Annex 17). The remaining fund shall be transferred to the applicant after the successful completion of the project, however the fund allocated to the publication shall be provided only after receiving the designated number of published or accepted article.

9.27 Inspection of Research Progress

PURC shall conduct inspection of the progress of the research project periodically. The principal investigator, supervisor, team members and the host institution shall be explicitly responsible for furnishing the research updates during the inspection.

9.28 Conflict of Interest

PURC favors eliminating all form of the known “conflict of interest” throughout the PURC grant application processing and execution of the research project. Principal applicant shall disclose all known potential “conflict of interest” while applying for the grant. REC shall appoint independent expert taking all reasonable steps into consideration to ensure that expert has no known conflict of interest in relation to the proposals under evaluation. The applicants and experts both shall sign a declaration that no such conflict of interest exists at the time of application submission and evaluation of the proposals, respectively. REC shall undertake necessary actions to eliminate the conflict of interest in any step of the proposal evaluation and execution.

9.29 Settlement of Ambiguities

Pokhara University Research Management Committee shall be responsible for making clarifications about the ambiguities and disputes related to this procedure unless the ambiguities are related to financial matters and the issues related to the scope of Academic council or the Executive council.

10. Research Management Committee

Research Management Committee (RMC) shall be the decision-making body regarding the research funding policies and strategies to promote and monitor academic research activities in academic and research institutions running within Pokhara University. RMC will be also responsible for coordinating with other research funding institutions.

10.1 Structure of Research Management Committee

SN	Designation	Details	Remarks
1	Chairperson	Vice Chancellor, Pokhara University	Ex officio
2	Member	Registrar, Pokhara University	Ex officio
3	Member	Deans, All Faculties, Pokhara University	Ex officio
4	Member Secretary	Executive Director of Research Center, Pokhara University	Ex officio

10.2 Formation of Research Management Committee

- i) The Vice Chancellor shall nominate all the ex officio members and member secretary of Research Management Committee as they are commissioned to the respective positions.
- ii) Research Management Committee can invite experts to the meeting where necessary.
- iii) The remuneration and other facilities of Research Management Committee shall be as specified by the PU Executive Council.

10.3 Role and Responsibility of Research Management Committee

- i) Coordinates the policy formulation, program implementation, monitoring and control of research activities in Pokhara University.
- ii) Arrange the funding and facilities to promote the research activities in Pokhara University.
- iii) Provide guidelines and policy support for research activities through Research Evaluation Committee (REC) and PURC administration.
- iv) Formulate the grant research proposal and research report guidelines, proposal, report evaluation guidelines and procedures for the PURC funded research.
- v) Recommend the research policies, strategies, and action plans to Pokhara University Academic Council and/or Executive Council for approval where necessary.
- vi) Approve the expert roster to facilitate the research activities.
- vii) Approve the functional activities of the Research Evaluation Committee and PURC administration.

11. Research Evaluation Committee

Pokhara University Research Center shall have a Research Evaluation Committee (REC) to oversee the Research PURC.

11.1 Structure of Research Evaluation Committee

SN	Designation	Details	Remarks
1	Chairperson	Executive Director, Pokhara University Research Center	Ex officio
2	Members	Maximum four (representing one each to Health Science, Engineering, Humanities & Social Sciences, and Management)	Diverse field
3	Member secretary	Chairperson shall assign one member of REC as a member secretary of the committee	

11.2 Formation of Research Evaluation Committee

- i) The Vice Chancellor shall appoint the members of REC upon the nomination by the Executive Director of Research Center.
- ii) REC members shall be experts in the respective fields with a wider knowledge and experience of research policy and research management.
- iii) The facilities of REC members shall be determined by the PU Executive Council.
- iv) The duration of REC will be two years.
- v) REC can invite experts where necessary.

11.3 Role and Responsibility of Research Evaluation Committee

- i) Prepare research funding criteria to facilitate research activity and research funding.

- ii) Coordinate and provide necessary support to independent reviewers/experts as requires.
- iii) Prepare and update the list of experts and send to Research Management Committee for approval of the roster.
- iv) Verify the grant applications as per the eligibility criteria and recommend for ethical approval where necessary.
- v) Determine the examiners for the evaluation of the grant proposals and reports.
- vi) Arrange seminars for the presentation of research proposal, progress report and final report.
- vii) Prepare the evaluation report of research proposals and final reports and recommend to Research Management Committee for approval.
- viii) Monitor the progress of the PURC funded research projects at regular intervals and present updates to RMC periodically.
- ix) Recommend the disciplinary actions to Research Management Committee where the research progress and report of the PURC funded research are unsatisfactory.
- x) Follow the decisions and directives of Research Management Committee, Academic Council, and Executive Council of Pokhara University.
- xi) The remuneration and other facilities of REC shall be as specified by the Executive Council.

12. Institutional Review Committee for Health Research

Pokhara University Research Center shall have an Institutional Review Committee (IRC) to oversee the ethical concerns of the human health related academic research activities conducted by the faculty members and students of Pokhara University. The IRC shall follow the PU IRC Standard Operating Procedures (SOPs) complying with the Institutional Review Committee guidelines of National Health Research Management Committee (NHRC). The structure, formation, processes, operation, and standard operating procedures (SOPs) of PU HRERC shall be explicitly guided by the NHRC guidelines, particularly the National Ethical Guidelines for Health Research in Nepal and Guidelines for Institutional Review Committees for Health Research in Nepal. The key objective of IRC is to protect the rights and ensure welfare of human participants involved in the health research conducted in Pokhara University both constituent and affiliated institutions.

13. Annex 1: PURC Research Grant Application Cover Letter

SUBMISSION OF PURC RESEARCH GRANT APPLICATION

Date of application (in AD):

I/we hereby apply for the PURC research grant as outlined below. We declare that every person the research team is aware of this proposal. The proposed research is original idea of our research team and this proposal has not been submitted in its current form to any other funding agency. We confirm that the information provided with this proposal is true and we agree that PURC can take necessary actions against any fraudulent and misleading information supplied with this application.

Research title:

Research Team (Principal investigator, Co-Principal investigator, Investigator, Collaborator, Research assistant, Student)				
Name	Role	Institution	Designation	Signature

Signature:

Principal investigator

Name:

Institution:

Date:

Contact number:

Email:

14. Annex 2: PURC Research Grant Application Form

1	Application details		
	Name of principal applicant		
	Date of application		
	Grant category (A, B, C)		(Only one)
	Title of research project		
	Acronym of the project		
	Area of research	Area	Tick one
		Health Science	
		Engineering	
		General Science	
		Management	
		Social Science	
		Others	
	Number of team members (TM)		
	Number of students involved		
2	Principal applicant details		
	Name		
	Date of birth		
	Gender		
	Current position		
	Host institution		
	Status of current job (permanent/contract)		
	Date of job commencement (fulltime)		
	Email address		
	Contact number		
2	Host institution details		

	Name of institution		
	Address of institution		
	Name of the institution head		
	Designation of the institution head		
	Contact number of the institution		
	Email of institution		
	Website of institution		
3	Academic qualification of the principal applicant		
3.1	Doctoral (PhD) degree		
	Name of the degree		
	Course/Programme		
	Specialization		
	Thesis title		
	Year of graduation		
	Name of institution		
	Website of institution		
	Country		
3.2	MPhil/Relevant additional master degree		
	Name of the degree		
	Course/Programme		
	Specialization		
	Thesis title		
	Year of graduation		
	Name of institution		
	Website of institution		
	Country		
3.3	Master degree		

	Name of the degree		
	Course/Programme		
	Specialization		
	Thesis title		
	Year of graduation		
	Name of institution		
	Website of institution		
	Country		
3.4	Bachelor degree		
	Name of the degree		
	Course/Programme		
	Specialization		
	Thesis title		
	Year of graduation		
	Name of institution		
	Website of institution		
	Country		
4	Research and Publications of principal applicant (last five years only)		
4.1	PURC Research Grant History (last five years)		
	Fiscal Year (0000/00)	Topic	Status (completed/in progress) Publication status (yes/no)
4.2	Research Profile		
	Google Scholar (verified) link		
	ORCID (Link)		
4.3	Number of publications (last five years)		

	Type of Journal	First / Corresponding author	Coauthor
	Nature indexed		
	Scimago Q1		
	Scimago Q2		
	Scimago Q3		
	Scimago Q4		
	Peer reviewed and indexed		
	Professional journals (with ISSN only)		
5	Co-principal investigator or Collaboration details (where applicable)		
5.1	Collaborator details		
	Name		
	Date of birth		
	Gender		
	Current position		
	Name of institution		
	Status of current job (permanent/contract)		
	Date of current job commencement		
	Date of job commencement (fulltime) in the host institution		
	Email of applicant		
	Contact number of applicant		
	Google Scholar (verified) link		
	ORCID (Link)		
5.2	Collaborating institution details		
	Name of institution		
	Address of institution		
	Country		

	Name of the institution head		
	Academic position of the head		
	Contact number of the head		
	Email of institution/head		
	Website of institution		
5.3	Highest academic qualification Collaborator / team member		
	Name of the degree		
	Course/Programme		
	Specialization		
	Thesis title		
	Year of graduation		
	Name of institution		
	Website of institution		
	Country		
6	Curriculum vitae (Submit CV of every individual involved in the project)		
	Name	Role in project	Designation
1.		Principal investigator	
2.			
3.			
4.			
5.			
6.			
<p>Note:</p> <ul style="list-style-type: none"> i) One person can be included in one application only. ii) Principal applicant or collaborator with any active PURC grant is not eligible to apply for additional grant. iii) All team members shall have a defined role in the project. iv) All team members shall be present at the time of proposal and final report presentation. 			

15. Annex 3: PURC Research Grant Proposal Format

The proposal shall strictly follow the following format.

SN	Proposal components	Remarks
1	Cover page	<p>Title (at the top) (Centrally aligned, precise, descriptive/declarative, maximum 25 words)</p> <p>(No names of research team, must be anonymous, each proposal satisfying the desk review will be provided with a unique code number for further processing)</p> <p>PURC Research Grant Proposal (Collaborative or FRG Constituent or FRG Affiliated) (Centrally aligned, at the middle)</p> <p>Submitted to (Centrally aligned, at the bottom) Pokhara University Research Center (Year in AD) (no page number)</p>
2	First page (Abstract & Keywords)	<p>No names of research team (Anonymous)</p> <p>Maximum 250 words, single paragraph summary</p> <p>Keywords: maximum five, separated by comma,</p> <p>Page number in roman small case starting from i.</p>
3	Front matters a) Table of Content b) List of Figures c) List of Tables	<p>Auto generated, page number in roman small case (ii, iii, iv, ...)</p>
4	Introduction (note more than 3000) a) Background of the study: approximately 500 words, start page number 1 b) Literature review: a rigorous presentation and analysis of the existing literature relevant to the proposed research (at least from the last 10 years), the referred literature must be relevant and sufficient with appropriate citation of the original references, approximately 1500 words c) Research gap analysis / Problem statement: approximately 500 words d) Objectives: approximately 150 words e) Hypothesis: approximately 150 words f) Rationale of the study: approximately 200 words	
5	Methodology (approximately 2500 words)	

	<ul style="list-style-type: none"> a) Description of the research station (institution/lab/facilities at which the research will be conducted) b) Research design, sample size, and sampling strategies c) Study area (where applicable) d) Research tools, techniques, and data collection strategies e) Data management and analysis strategies 	
6	Expected outcome and impact of the research	maximum 500 words
7	Application of the proposed research	maximum 500 words
8	Deliverables of the research project	Products out of the research project (report, thesis, article, presentations, commodities, patents)
9	Project planning and milestones	Gantt chart of the overall research project (highlighting the monthly description and milestones). Should include duration of study, tentative starting and ending dates of the project.
10	Budget distribution plan	Present the near-real approximation of each activity. Provide an itemized cost detail of the study in tabular form including the project related fee payments, field work, experimentation, books, study visits, seminar disseminations, printing and stationery, equipment, computers, and so on. Also mention the other sources of funding to your research, if the PURC grant is not sufficient to meet the proposed research expenses.
11	Research dissemination plan	Oral and Poster presentations at national and international conferences, journal publication, newspaper articles
12	Relevance to the UN Sustainable Development Goals	Align your research topic with at least one UN Sustainable Development Goal (out of 17 SDGs) and justify how does the proposed research contribute the respective SDG (maximum 500 words)
13	Feasibility and limitations of the project	Laboratory, Expertise, Budget, Timeframe
14	References	<p>Style: American Psychological Association (APA) latest version (generic)</p> <p>In text: Author name & Date</p> <p>Bibliography: Ascending alphabetical</p>

		<p>Note:</p> <p>i) References must be organized using an appropriate reference management tool (e.g. Endnote, Zotero, etc.).</p> <p>ii) References must be uniform in format.</p>
15	Annex	As required
16	Plagiarism Self Declaration Form	As indicated (separate form available, Annex 14)
17	Ethical Approval (for Human Health Research)	As indicated (letter from IRC, where applicable)

Note (follow the instructions carefully):

- a) **Language:** English, professionally written, and uniform (either British or American)
- b) **File type:** All items (1-15 above) in a single file (one MS Word and one PDF) with a continuous line numbering, Paper; A4, Font; Times New Roman, Title; 14 pt bold faced, Heading 1; 13 pt bold faced, Heading 2; 12 pt bold faced, Body text; 12 pt normal, Justified, Line spacing 1.15 pt, Space before/after paragraph: 6 pt, page margin; 1.5 inch left and 1 inch for the rest three margins.
- c) **Anonymous:** The main file of the proposal must be anonymous. Names of applicant and team members or any symbol representing the research team must be excluded from the proposal (proposals with the names of the research team will be excluded from further processing).
- d) **Plagiarism:** The proposal with an unacceptable range of plagiarism and known research misconduct shall be rejected immediately at any timepoint and the respective research team shall be forbidden from the PURC funding as per the University regulations.

16. Annex 4: PURC Research Grant Proposal Evaluation Criteria

A	Publication (Principal applicant only, Full marks 15)	First / Corresponding author score (a)			Coauthor score (b)			Total score
		Points	Units	Score	Points	Units	Score	
1	Nature indexed	7			3.5			
2	Scimago Q1	6			3			
3	Scimago Q2	5			2.5			
4	Scimago Q3	4			2			
5	Scimago Q4	3			1.5			
6	Peer reviewed and internationally indexed	2			1			
7	Professional journals with ISSN	1			0.5			
		Total (a)			Total (b)			
Publication score A (A= a+b)		(The maximum allowable score is 15)						
B	Proposal (Full marks 70)	Full marks			Marks obtained			
1	Title	2						
2	Abstract	3						
3	Background of the study	5						
4	Literature review (Appropriateness and sufficiency of references)	10						
5	Research gap / Problem / Rationale	5						
6	Hypothesis	2						
7	Objectives	3						
8	Methodology (Research design, Study area, Tools & Techniques, and Data analysis strategy)	16						
9	Expected outcome of the Research	4						
10	Application of the proposed research	4						
11	Relevance to the UN Sustainable Development Goals	2						
12	English language quality: grammar, structure, coherence, & clarity	4						
13	Originality of the concept and content	3						
14	Feasibility of the project	2						

15	Deliverables of the research project	2	
16	Project planning and milestones	2	
17	Budget distribution plan	1	
Proposal score (B)		70 (full marks)	
C	Proposal presentation (Full marks 15)	Full marks	Marks obtained
1	Clarity of concept and content	7	
2	Fluency and timing of presentation	3	
3	Response to questions	5	
Presentation score (C)		15 (full marks)	
Full Mark (A+B+C)		100 (15+70+15)	
Pass Mark		50 (aggregate A+B+C)	
Total score (A+B+C)			
Result		Qualified:	Disqualified:
Note:			
<ul style="list-style-type: none"> i) Research Evaluation Committee (REC) will evaluate the publications and assign scores according to the respective journal category. ii) The grant proposals will be evaluated anonymously by at least one independent expert. iii) The proposal evaluation weightage will be 15%, 70%, and 15% for publications (A), independent review (B), and proposal presentation (C) respectively. iv) The proposals shall secure threshold score of 50% (35 out of 70) in independent review (B) to be eligible for further processing. v) Independent reviewer shall provide substantial justification where the proposal scores below 50% and above 90%. REC reserves the right to appoint second independent reviewer where necessary if the evaluation of the first examiner sounds unsatisfactory. vi) Publications published within the last five years will be considered for the evaluation purpose (Example: for the grants of 2023, publication from January 2019 to 2023 will be considered). vii) Applicants securing passing score of 50% in aggregate will be qualified (Q) to be considered to receive the grant. Applicants obtaining total scores below 50% will be disqualified (DQ) and rejected. viii) Applicants obtaining the passing scores will be ranked on the basis of the total scores and the required number of grantees will be selected on the basis of the order of merit. 			

17. Annex 4A: Research Evaluation Committee Report

A	Publication (Principal applicant only, Full marks 15)	First / Corresponding author score (a)			Coauthor score (b)			Total score
		Points	Units	Score	Points	Units	Score	
1	Nature indexed	7			3.5			
2	Scimago Q1	6			3			
3	Scimago Q2	5			2.5			
4	Scimago Q3	4			2			
5	Scimago Q4	3			1.5			
6	Peer reviewed and indexed	2			1			
7	Professional journals with ISSN	1			0.5			
		Total (a)			Total (b)			
Publication score (A= a+b)								
Explanation (where necessary):								
Signature: Name: Date: Address: Contact number: Email address:								

18. Annex 4B: Independent Reviewer Report (Proposal)

B	Proposal Evaluation Criteria	Full marks (70)	Marks obtained
1	Title	2	
2	Abstract	3	
3	Background of the study	5	
4	Literature review (Appropriateness and sufficiency of references)	10	
5	Research gap / Problem / Rationale	5	
6	Hypothesis	2	
7	Objectives	3	
8	Methodology (Research design, Study area, Tools & Techniques, and Data analysis strategy)	16	
9	Expected outcome of the Research	4	
10	Application of the expected research outputs	4	
11	Relevance to the UN Sustainable Development Goals	2	
12	English language quality: grammar, structure, coherence, & clarity	4	
13	Originality of the concept and content	3	
14	Feasibility of the project	2	
15	Deliverables of the research project	2	
16	Project planning and milestones	2	
17	Budget distribution plan	1	
Proposal score (B)			
Result (Tick one)		Qualified:	Disqualified:
Explanation (where necessary):			
Signature: Name: Date: Address: Contact number: Email address:			

19. Annex 4C: Proposal presentation evaluation report

C	Proposal presentation (Full marks 15)	Full marks	Marks obtained	
1	Clarity of concept and content	7		
2	Fluency and timing of presentation	3		
3	Response to questions	5		
Presentation score (C)				
Result (Tick one)		Qualified:		Disqualified:
Explanation (where necessary):				
Signature: Name: Date: Address: Contact number: Email address:				

20. Annex 5: Appointment Letter for Independent Evaluator

Date

Name, Designation, and Address of evaluator

Subject: Appointment of the independent evaluator to review the research **(proposal/report)** entitled "title of the proposal/report"

Dear Prof./Dr. (surname of the expert)

It is my privilege to inform that you are nominated as an expert for the examination of the PURC (*grant proposal / research report*) entitled (*Title of the proposal / report*). I kindly request you to examine the report provided to you and return recommendations along with your expert comments as per the (*proposal / report*) evaluation guidelines enclosed with this letter, at your earliest within 15 days.

Your support to PURC will be highly appreciated. Please note, PURC provides a token of honorarium as per the Pokhara University regulations to acknowledge your valuable support. Please kindly return the remuneration form along with on the evaluation report.

Thank you.

.....
(Name)

Executive Director, Pokhara University Research Center

Pokhara University, Pokhara 30, Dhungepatan, PO Box 427, Kaski, 33700, Gandaki, Nepal

Email: purc@pu.edu.np, Tel: +977 61 504095 (Office), +977 61 504046 (Office)

Code of Conduct for Independent Evaluator

1. Evaluator shall disclose his/her personal and/or institutional conflict of interest prior to accepting the role of evaluator.
2. Evaluator shall furnish a confidential, fair, high quality and ethically unquestionable assessment of the proposal/report.
3. Evaluator must maintain a high degree confidentiality and impartiality in evaluation.
4. Evaluators must furnish evaluation report as soon as possible within the deadline.
5. Evaluators are forbidden to communicate with the research team members in relation to the proposal and/ or report.
6. Failure to comply with the aforementioned guidelines may result in exclusion of evaluator immediately and prohibited from future evaluation processes, without prejudice to penalties.

21. Annex 6: PURC Declaration of Conflict of Interest and Confidentiality

I, the undersigned, confirm that I have read, understood and accepted the code of conduct for independent evaluator as outlined in the appointment letter.

I declare that I am not involved, directly or indirectly, in the research proposal provided for evaluation to me.

I declare that I have no Conflict of Interest related to the research proposal provided to me for evaluation.

I declare that I will not reveal any detail of the evaluation process and its outcome of the proposal provided to me for evaluation except to the PURC.

I understand and declare that I will be solely responsible for maintaining the confidentiality and security of any documents (both physical or electronic) provided to me.

I declare that I will perform the assigned responsibility maintaining fairness, honestly, and academic integrity and will return the outcome of the task to PURC as indicated.

Signature:

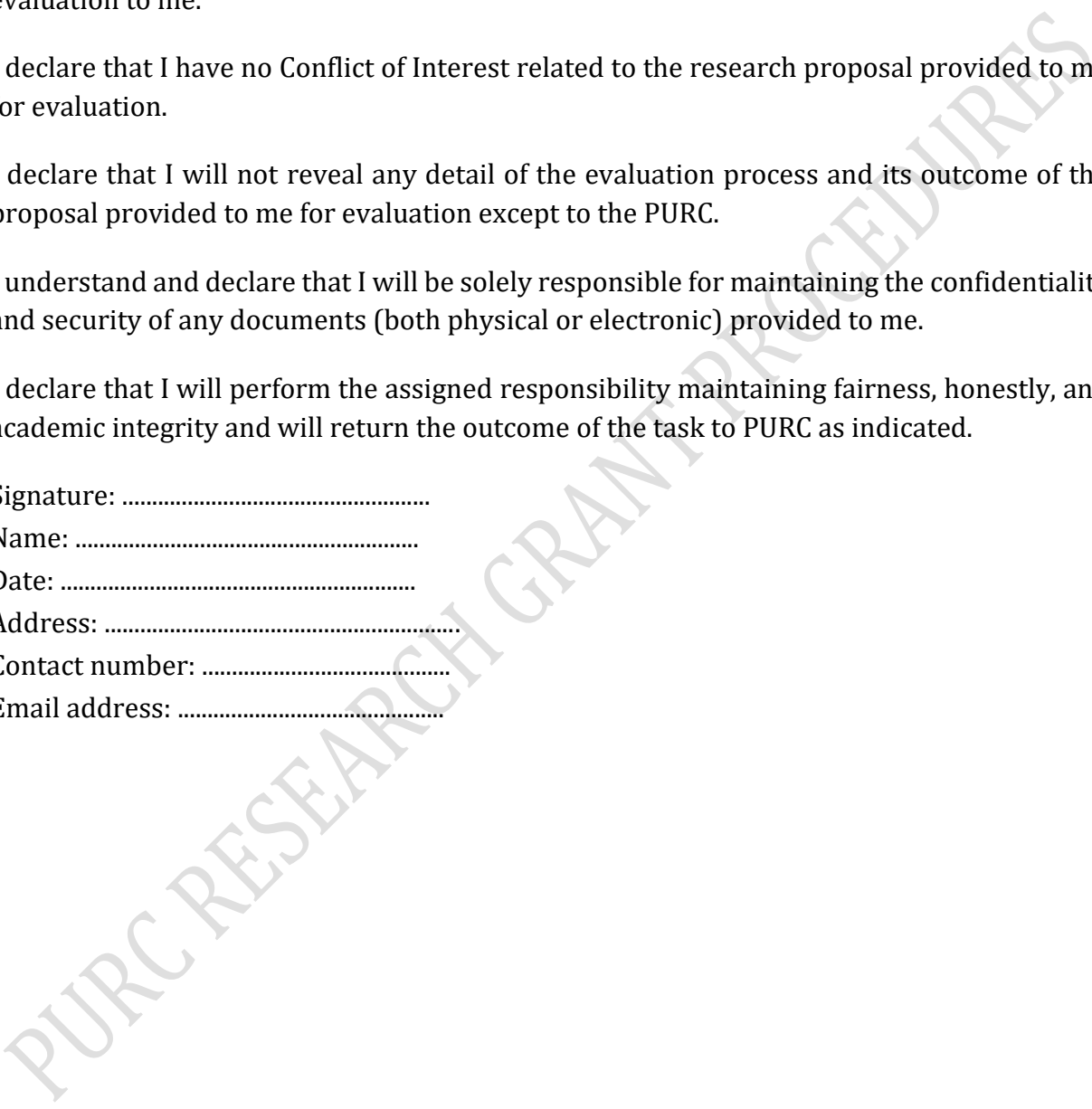
Name:

Date:

Address:

Contact number:

Email address:



22. Annex 7: Proposal Evaluation Summary Report (PESR)

Proposal Evaluation Summary Report (PESR)

Category		Full Marks	Pass Marks	Marks Obtained
A	Publications	15	-	
B	Proposal	70	35*	
C	Presentation	15	-	
Total		100	50	
Result			Qualified:	
			Disqualified:	
* Proposal shall obtain at least 35 (50% of 70) to qualify.				
Explanation (where necessary):				
Research Evaluation Committee				
Name	Designation	Signature	Date	Remarks

23. Annex 8: PURC Research Grant Agreement

Grant summary

Research grant number	
Research title	
Research grant amount (NRs)	
Research grant amount (in words)	
Project duration (Years/Months/Days)	
Date of agreement	
Date of inception report submission	
Date of midterm report submission	
Date of final report submission	
Date of completion	

Research team

Role	Name	Institution	Signature
Principal investigator			
Investigator 1			
Investigator 2			
Investigator 3			
Investigator 4			

Pokhara University Research Center (PURC), hereafter referred as the 'first party', and *[Name of the principal investigator, on behalf of research team]*, hereafter referred as the 'second party', agree and sign an agreement to accomplish the research entitled (title of the proposal) as indicated in this agreement.

The second party agrees to receive a research grant as indicated in this agreement from the first party and declares a commitment to comply with the under mentioned non-negotiable terms and conditions.

Terms and conditions

1. The second party agrees to complete the research project within the specified duration as indicated in this agreement.
2. Both the parties explicitly agree on the terms and conditions mentioned in the grant eligibility criteria, PURC Research Grant Procedures, and Pokhara University Financial Regulations including the contemporary amendments.
3. The second party declares that she/he is a bona fide applicant from the host institution. If found otherwise, PURC reserves the rights to withdraw the fund instantly.
4. The principal investigator agrees that she/he will be available in the host institution until the completions of the research.
5. The principal investigator agrees to take a full responsibility and accountability to accomplish the research work within the stipulated time duration.

6. The research work shall be carried only on the stated institution. In case of research collaborations other than that mentioned in the proposal, the second party shall obtain a prior approval from PURC. The principal investigator shall submit an acceptance letter of the collaborating institution to obtain the approval from PURC.
7. The principal Investigator declares that the same proposal has not been funded from any other agencies. If found otherwise, the research project will be suspended and the installment provided to second party will be withdrawn to PURC. The second party shall be forbidden from future funding from PURC as per the PURC regulations.
8. The PURC grant is non-transferable to the other researcher and/or research team.
9. The second party agrees to submit at least a minimum number of deliverables including progress reports, final reports, and publications as indicated.
10. Second party agrees that the failure to continue or accomplish the research project will generally lead to a termination of the project and released fund shall be disbursed to PURC.
11. Second party agrees that 'unsatisfactory' progress may lead to discontinuation of the funding with a 15 day's prior notice by the PURC.
12. Both parties agree that any disputes occurred during the progression of the project shall be resolved by the Research Management Committee (RMC).
13. Second party agrees to maintain the high degree research and professional ethics and integrity.
14. PURC reserves the right to monitor the progress and make suggestions when needed.
15. Second party agrees that PURC funded research must be published in peer reviewed journal, where applicable, otherwise the second party members will be disqualified from the future PURC grants.

For PURC

Signature:

Name:

Designation:

Institution: PURC

Witness

Signature:

Name:

Designation:

Institution:

Date:

Seal:

For Research Team

Signature:

Name:

Designation:

Institution:

Witness

Signature:

Name:

Designation:

Institution:

Date:

Seal:

24. Annex 9: Letter of Institutional Support from the host

Letter of Institutional Support

Research title:

Grant number:

Date of agreement:

Principal investigator:
(name & institution)

Investigators:
(name & institution)

I hereby declare institutional support to conduct the research project as indicated above.

Signature:

Name (Head of the institution):

Designation:

Institution:

Date:

Seal:

25. Annex 10: Inception Report

PROJECT INCEPTION REPORT

Research title:

Grant number:

Date of agreement:

Principal investigator:
(name & institution)

Investigators:
(name & institution)

List of supporting
documents (submit
separately)

I hereby submit the project inception report of the research grant as indicated above.

Signature:

Name (Principal investigator):

Institution:

Date:

26. Annex 11: Midterm Progress Report

MIDTERM PROGRESS REPORT

Research title:

Grant number:

Date of agreement:

Principal investigator:
(name & institution)

Investigators:
(name & institution)

Midterm progress:

Budget utilized (%)

Work completed (%)

Deliverables achieved (%)

List of supporting
documents (submit the
proof of the progress
separately)

I hereby submit the midterm progress report of the research grant as indicated above.

Signature:

Name (Principal investigator):

Institution:

Date:

27. Annex 12: Letter for the extension of the final report submission deadline

EXTENSION OF FINAL REPORT SUBMISSION DEADLINE

Research title:

Grant number:

Date of agreement:

Principal investigator:
(name & institution)

Investigators:
(name & institution)

Project progress (%)

Remaining tasks (%)

Extension duration:

I hereby apply for an extension of the final report submission deadline of the research grant as indicated above.

Signature:

Name (Principal investigator):

Institution:

Date:

28. Annex 13: Guidelines for formatting the final report

- 1. Language:** English (either British or American) unless stated otherwise.
 - a) **Type setting:** Paper; A4, Font; Times New Roman, Title; 14 pt bold faced, Heading 1; 13 pt bold faced, Heading 2; 12 pt bold faced, Body text; 12 pt normal, Justified, Line spacing 1.5 pt, page margin; 1.5 inch left and 1 inch for the rest three, Page numbers: cover page; no page number, front matter; page number in roman (i, ii, iii, ...), Chapter 1 through to end; Arabic numbering (1, 2,3, ...), submission electronically only (pdf and word).
 - b) **Reference citation**
 - Style: American Psychological Association (APA) latest version
 - In text: Author name & Date
 - Bibliography: Ascending alphabetical (A→Z)
 - References must be organized with an appropriate reference management tool
 - c) **Cover page** (cover page shall follow following layout, Font; Times New Roman, 14 pt, All capitals, Bold and Centrally aligned)

TITLE OF STYDY



PURC FUNDED RESEARCH REPORT

GRANT NO: (as per the contract)

SUBMITTED BY

FULL NAME OF INVESTIGATORS (Fist/Middle/Family)

SUBMITTED TO

POKHARA UNIVERSITY RESEARCH CENTER

POKHARA UNIVERSITY

(YEAR (only) IN AD)

d) Declaration of Investigators (declaration shall follow following layout) (separate page)

I/we hereby declare that the PURC funded research report is my/our original work and that it contains no materials previously published. Where the information from the other sources has been used, the sources have been duly acknowledged. Ideas/views expressed in this report are the views of the researcher team contextual to the research findings presented in this report and those views do not necessarily represent the views of PURC.

Signature:

Name: [of the principal investigator]

Date: [in AD]

Signature:

Name: [of the investigator]

Date: [in AD]

Signature:

Name: [of the investigator]

Date: [in AD]

- e) Acknowledgement (separate page)
- f) Abstract (in English) (separate page)
- g) Abstract (in Nepali) (separate page)
- h) Table of Content (separate page)
- i) List of Figures (separate page)
- j) List of Tables (separate page)
- k) List of Abbreviations (separate page)
- l) Chapter 1: Introduction (including literature review and objectives) (Manuscript format) (separate page)
- m) Chapter 2: Methodology (separate page)
- n) Chapter 3: Results (separate page)
- o) Chapter 4: Discussion and Conclusion (separate page)
- p) References (separate page)
- q) Annexes (separate page)

Note:

- Begin each chapter on a new page.
- Avoid typing heading at the bottom of the page without any following text.
- Start the new chapter on a new page, but sections and sub sections should not.
- Pages should be numbered at the bottom in the center
- The subheadings should be numbered as 1.1.1.1, 1.1.1.2, and so on (up to four level) and should be boldfaced.
- Chapter title should be centrally aligned and section titles and the body text should be justified.

29. Annex 14 PURC Plagiarism Self Declaration Form

I declare that,			Tick all (✓)
i. I respect the commitment of Pokhara University Research Center (PURC) against plagiarism.			
ii. I understand that plagiarism is a serious academic offence for which PURC may impose severe penalties.			
iii. I am submitting a bona fide document to PURC as indicated below, which is my own work, except where duly acknowledged and referenced, and does not contain any plagiarized material.			
iv. I understand that PURC has rights to denounce my document anytime if the document is found to contain plagiarized content to an unacceptable limit, and I agree to refund the grant money in such case even after the final approval.			
Title of document			
Type of document			
Grant number (if any)		Date of agreement	
Principal investigator (Name, Designation, and Address)			
Co-investigator (if any) (Name, Designation, and Address)			

Date:

Signature:

Contact number:

Email:

If you require further information, please call us at +977 61 504095 or +977 61 504046 or email at purc@pu.edu.np or visit us in person at Pokhara University, Pokhara 30, Dhungepatan, PO Box 427, Kaski, 33700, Gandaki, Nepal

30. Annex 15 Final Research Report Evaluation Sheet (Examiner Form)

Final Research Report Evaluation Sheet (Examiner Form)						
Report code number:						
Title of Report:						
SN	Criteria (Each criterion (1-20) from the sections A-F carries maximum THREE marks. Full marks 20x3=60).	Poor (0.0-0.5)	Fair (0.6-1.5)	Good (1.6-2.5)	Excellent (2.6-3.0)	Remarks
A) Abstract (3)						
1	Clarity, precision, completeness, and language quality					
B) Introduction and literature review (9)						
2	Background of the topic, statement of problem and justification of the study					
3	Adequacy, relevance, and synthesis of the literature reviewed					
4	Clarity, relevance and specificity of research objectives					
C) Methodology (12)						
5	Relevance of the research design adopted					
6	Robustness of experiments and data collection techniques used					
7	Relevance and accuracy of experiments and data collection tools and techniques used					
8	Relevance and robustness of data analysis strategies					
D) Results (15)						
9	Robustness, relevance and accuracy of the data					
10	Robustness and relevance of data analysis					
11	Data illustration (tables, figures, models, footnotes)					
12	Logical explanation and coherence of results					
13	Fulfilment of objectives					
E) Discussion and conclusion (9)						
14	Logical and critical synthesis of results					
15	Relevant contextual connection with previous studies					
16	Conclusion and implication of the findings of research					
F) Report writing, structure and language (12)						
17	Arrangement of structural elements including chapters					
18	Accuracy of language and overall readability					
19	Reference citation and bibliography management					
20	Originality and ethical soundness of the report					
Sub total		A:	B:	C:	D:	
Total Examiner score, out of 60 (A+B+C+D):		In words:				

Recommendation (Tick on ONE decision box below)

A	Report can be ACCEPTED in its current form.
M	Report requires MINOR revisions of editorial and formatting nature before acceptance.
R	Report requires a MAJOR REVISION that is of greater magnitude than editorial and formatting.
RR	Report requires major RE-ANALYSIS, RE-WRITING, RE-SUBMISSION and RE-EVALUATION.
NQ	Report is REJECTED and NOT QUALIFIED to meet the basic criteria for RR.

Examiner's comment (provide logical explanation on your recommendation, use separate sheet if necessary)

Name of Examiner:

Signature:

Address:

Date:

Email:

Phone:

Note: A satisfactory report must secure at least 36 marks (60%), out of 60 (full marks), to pass.

31. Annex 16: Final Research Report Evaluation Sheet (REC Form)

Final Research Report Evaluation Sheet (REC Form)

Name of principal investigator:		Grant number:				
Title of report:						
SN	Criteria (Each criterion (1-10 from the sections A-D) carries maximum FOUR marks. Full marks 10x4=40).	Poor (0.0-1.0)	Fair (1.1-2.0)	Good (2.1-3.0)	Excellent (3.1-4.0)	Remarks
A) Research progress and adherence to the timeline (8)						
1	Submission of progress reports within deadlines					
2	Completion of research within the contract period					
B) Final Research Report (16)						
3	Compliance with PURC guidelines					
4	Originality of the report					
5	Language quality and overall readability					
6	Reference management					
C) Report presentation (8)						
7	Content, clarity, fluency, and timing					
8	Response to the questions					
D) Dissemination of research findings (8)						
9	Presentation in national/international conferences					
10	Publication in peer reviewed journals					
Sub total		A:	B:	C:	D:	
Total REC score, out of 40 (A+B+C+D):		In words:				

Final Score (Examiner (60%) + REC (40%))

Examiner score (out of 60)	REC score (out of 40)	Final score (out of 100)	Final score in words

Decision of Research Evaluation Committee (Tick on ONE decision box below)

<input type="checkbox"/>	A	Report is ACCEPTED in its current form.
<input type="checkbox"/>	M	Report requires MINOR revisions of editorial and formatting nature before acceptance.
<input type="checkbox"/>	R	Report requires a MAJOR REVISION that is of greater magnitude than editorial and formatting.
<input type="checkbox"/>	RR	Report requires major RE-ANALYSIS, RE-WRITING, RE-SUBMISSION and RE-EVALUATION.
<input type="checkbox"/>	NQ	Report is REJECTED and NOT QUALIFIED to meet the basic criteria for RR.

Remarks from the Research Evaluation Committee

.....
.....
.....

Research Evaluation Committee Details

SN	Name	Designation	Signature	Date

Note: A satisfactory report must secure at least 60% marks to pass.

32. Annex 17: Confirmation of Research Completion

Ref. number:

Date: in AD

CONFIRMATION OF RESEARCH COMPLETION

As per the records of Pokhara University Research Center (PURC), it is confirmed that the PURC funded research project with the following details has been completed as indicated.

- Research title** As of the contract

- Grant number** As of the contract

- Date of agreement** In AD

- Principal investigator** Name
Institutional address

- Investigators** Name
Institutional address

- Date of completion** In AD (As of the REC decision)

Congratulations on successfully completing the research project.

If you require further information regarding this letter, please call +977 61 504095 or +977 61 504046 or email us at purc@pu.edu.np or visit us in person.

(Signature).....

(Name)

Executive Director

Pokhara University Research Center