

**MAHAKAVI DEVKOTA CAMPUS RESEARCH MANAGEMENT CELL
SUNWAL, NAWALPARASI
NEPAL**



**Guidelines on
Collaborative Research and Application Form
2080**

**Mahakavi Devkota Campus Research Management Cell
Collaborative Research**



1. Objective

The primary objective of the Faculty Collaborative Research grant is to promote the creation of knowledge through scientific inquiries and to link teaching with research.

2. Extent and Coverage

Collaborative research extends broadly, covering interdisciplinary collaboration, multiple institutions, funding, publication, international partnerships, technology, infrastructure, and institutional support.

3. Expected Outcome

The Faculty Collaborative Research works are expected to produce significant academic output including new knowledge, intellectual property, graduate students and research publications in quality scholarly journals.

4. Eligibility for Collaborative Research Grant

- a. The eligibility criteria for the Faculty Collaborative Research Grant at MDC involve faculty members and faculties from other institution with research infrastructure, research-based programs, proven research track records, research-related academic activities, strategic plans for research capacity development, and a commitment to involve graduate or undergraduate students in their research and meet the criteria as mentioned in 6.1 and 6.2.
- b. Those who have received the MDC research grant in the past and have published the research in indexed journals can apply for the new grant for a new research in the new area.
- c. One team leader/principal investigator may submit only one proposal at one time and can apply for other proposal after completion of first proposal.
- d. Any faculty member who failed to fulfill mandatory requirements in earlier research project(s) funded by Mahakavi Devkota Campus Research Cell is not eligible to compete for the current grant.
- e. Research proposals submitted by faculty members of MDC and faculties from other institution funding through a competitive selection process semi – annually. Upon the recommendation of the qualified research proposals by Research Evaluation Committee, RMC will finalize the number of research projects to be funded depending on the amount of the available budget each year. Upon the agreement signed, the fund shall be provided to the principal applicant as a conditional advance money in three installments with the breakdown of 33.33%, 33.33%, and 33.33% according to the following conditions:
 - i. First installment (33.33%) will be provided upon signing the agreement.
 - ii. Second installment (33.33%) will be provided after the approval of the midterm progress report.



- iii. Third installment (33.33%) will be provided after the approval of the final report along with the final deliverables, as indicated, made from the proposed research project.
- iv. The grant installments will be transferred directly to the grant recipient's official bank account.
- v. 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.

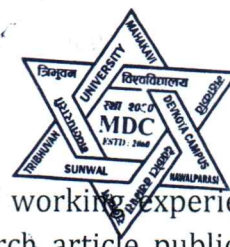
5. Seats Allocation and Funding

- a. Research proposals from all the faculty members of MDC and faculties from other institution are eligible to receive the MDC research grants. The seats for proposals are decided on yearly basis by RMC, based on the amount of budget allocation for each year.
- b. The principal investigator and co investigators are collectively responsible for all academic and financial obligations.
- c. The fund can be spent only on the approved activities of the approved research project by research committee members of MDC but final decision solely depend on the research head of MDC. All the equipment, technologies and resources procured by this fund are the property of the host campus.
- d. Experts or external involved in proposal defence and viva remuneration will be allocated and decided by research committee members

6. Composition of Research Team and the Qualification of the Team Members

- 6.1 The composition of the research team shall be
 - a. One (1) team leader or principal investigator,
 - b. At least two (2) or more co-investigators/researchers (faculty members),
 - c. Bachelor level or Master level or above student, with the teacher/researcher - student ratio of 1:1 at the maximum, and
 - d. Optionally, one staff for administrative purpose with allocation of remuneration will be based on research committee members.
- 6.2 The team leader (TL) or principal investigator (PI) and other team members or co-investigators should have the following qualifications:
 - a. *Team leader (TL) / Principal investigator (PI):* The team leader (TL)/principal investigator (PI) shall have

Handwritten signatures of team members and investigators, including names like 'Prakash', 'Bansal', and others, written in black ink.



- i. a PhD degree and two years' working experience at University of Nepal along with at least two research article publications in any indexed/peer reviewed journal if they are outside the campus;
 - ii. a MPhil degree or scholars or and one (1) years' working experience at along with supervision of two (2) 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 (5) years' working experience at Mahakavi Devkota Campus along with supervision of two (2) Master level dissertations/theses/graduate research project or at least two research article publications in any indexed/peer reviewed journal.
- b. 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.
- c. The graduate student or undergraduate to be involved in the team should have completed the research method/methodology class.

7. Application and Selection Procedure

- 7.1 The call for the submission of research proposals is launched once a year through a notice of the RMC website. All other criteria are as per MDC - RMC guidelines.
- 7.2 The faculty collaborative research grant will be disbursed based on the evaluation report of the panel of experts.
- 7.3 RMC will approve the collaborative research Grant.
- 7.4 The overall evaluation is based on the weightage of corresponding topics as described in Appendix 1.

Appendix-1

S.N.	Indicators	Total Marks
1	Principle Investigator's Academic Records PhD, MPhil or Scholar, Master	10
2	Principle investigator's Publication Indexed/Refereed: (The minimum requirement is 2) (1 publication = 8) Recognized Academic Journal:(1 publication = 8 marks) International Conference Paper (1 publication = 4 marks) National Conference Paper:(1 publication = 2 mark)	30



3	Experience of Research Involvement PhD thesis supervision: (1 supervision = 6 marks) MPhil/Master dissertation/thesis supervision: (1 dissertation/thesis = 4 mark)	10
4	Involvement of Co-investigator (faculties members/researchers) One Faculty member (teacher/researcher) (1 member = 6 marks)	20
5	Involving other faculties members or University students Two or more Faculty teachers or more (10) Three student (8)	10
5	Affiliated college teachers involvement as Co-investigator (2)	20
Total		100
Proposal Evaluation (to be evaluated by at least two individual national experts from outside or within the campus)		100
Grand Total		200

Note: The format and detailed weightage for different components of proposal to be evaluated by the national experts is approved by RMC.

Appendix 2

Mahakavi Devkota Campus Research Center

Evaluation Format for faculty collaborative Research

Code No.- ...

Category...

SN	Criteria	Full Marks	Marks Obtained	Remarks
1	Title	5		
2	Statement of the Research problem(s)	10		
3	Research Objectives	5		
4	Rationale	5		
	Hypothesis(es)/Research Assumption(s)	10		
5	Review of Literature	15		
	Conceptual Framework	10		
6	Research Method	20		
	Framework for Data Analysis	15		
7	Expected Outcomes	5		
		100		

Lastly Marks should be fulfilled in this format



Notes:

Evaluation of the Final Report

- ❖ All the research reports 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 (REC) (40%)
- ❖ In the first step, the final report shall be evaluated for 60% of weightage by at least two independent expert examiner which will be decided by RMC of MDC. Secondly, REC shall evaluate the report for the 40% of weightage. 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.
- ❖ Failing to fulfil the evaluation requirements shall disqualify the report and applicant shall return the grant money to RMC, MDC as agreed in the grant agreement.

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.

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. All the reports submitted to MDC - RMC will undergo plagiarism check form together with the final report .

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.
- ❖ 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 report.

Inspection of Research Progress

- ❖ MDC - RMC 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.



Mahakavi Devkota Campus Research Management Cell Sunwal, Nawalparasi

Faculty Collaborative Research

To be filled by MDCRC

Date of Submission:

Approved By:

1. General Information

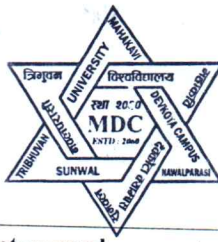
A1. School/College		
A2. Faculty		
A3. Category (Please Tick)		
	1. Humanities & Social Sciences	
	2. Health Sciences	
	3. Engineering	
	4. Management	
Specify the other Category		
A4. Title of project		
A5. Area of specialization of study		
A6. Proposed duration in months		
A7. Proposed starting Date		

2. Principle Investigator/Team leader's information

B1. Full Name			
B2. Gender		B3. Specialization	
B3. Date of Birth		B4. Highest Degree	
B5. Citizenship		B6. Job Position	
B7. Contact No.		Email Add.	

B8. Academic Records (Bachelor onwards of latest first)

Degree	Passed Year	Major group/Subjects	Division/Grade	Percentage	Board/University



B9. Principle Investigator/Team Leader's employment record

Period of Service		Designation	Employments Name	Address	Temporary/ Permanent
From	To				

B10. Principle Investigator/Team Leader's Research experience

Title of Study	Employer/University/ Any Other Agency	Contribution	Duration

B11. Principle Investigator/Team Leader's Publication Record

Date of Publication	Title	Publisher

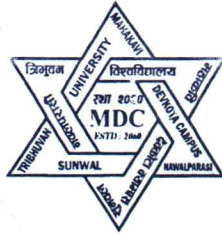
B12. Co investigators/ Team Members Record

Full Names	
1	4
2	5
3	6

B13. Co investigators/ Team Members Academic Record (Bachelor degree onwards of latest first)

Degree	Passed Year	Major group/Subjects	Division/ Grade	Percentage	Board/University

Each member fills in separate table.



2. Detailed Proposal

The proposal should be clear, concise, well-structured and to the point document with a focused title that communicates the purpose of the study.

(Prepare the Proposal in given format using following as the major components)

Section -I

1. Research Title

2. Introduction

2.1 Background of Study

3. Research Objectives / purpose / aim of the study:

3.1 General

3.2 Specific

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4. Rationale/ Significance of the Study

5. Literature Review

6. Research Methodology

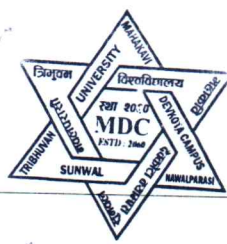
6.1 Research Design and Study Variables

6.2 Study Area (If applicable)

6.3 Sample Size and Sampling Procedure (If applicable)

6.4 Data collection tools /techniques/methods (Specify)

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6.5 Validity and reliability of study tools

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6.6 Data analysis and management

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7. Limitation

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8. Expected Outcome

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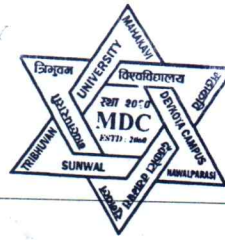
9. Plan for dissemination

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10. Work Plan (should include duration of study, tentative date of starting the project and work schedule)

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11. Budget

Provide with a tabular form of detailed information related to the cost of this study including university fee, field works, experimentation, books, study visits, seminar disseminations, printing and stationary, equipment, computers, and so on. Also mention the various sources of funding your research and available facilities, if the financial contribution provided by MDC – RMC may not be sufficient to meet all your study expenses.

12. References (APA 7th edition)

Undertaking by the Principal Investigators/ Team Leader

It is solemnly affirmed that I have read and understood the conditions of the award of this program advertised on the Mahakavi Devkota Campus Website and that the decision of the MDCRC would be final and binding. In the event that my progress as the team leader of the project is found unsatisfactory in the periodic evaluation during the period of our study, I shall be liable to disciplinary action which may result in termination my involvement in this project.

Name:

Date:

Signature:

(Handwritten signatures)