

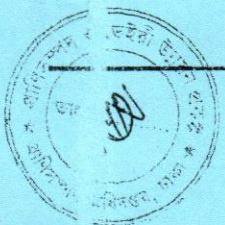
Livestock and Dairy Development project (LDDP)  
Department of Livestock Services (DLS)

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GUIDELINES FOR LDDP  
RESEARCH & INNOVATION  
SUB-PROJECT

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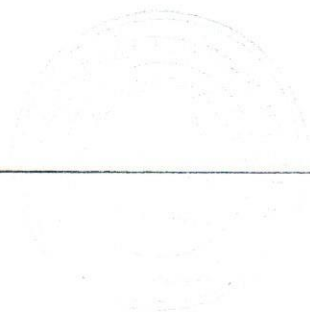
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## Guidelines for LDDP Research & Innovation Sub-Project

### Introduction:

Livestock and Dairy Development project (LDDP) has been implemented by Department of Livestock Services under the Ministry of Livestock and Fisheries for a period of January, 2019 to December, 2023 with the financial support of GoB and World Bank. The project aims to improving the productivity, market access and resilience of small holder farmers and agro-entrepreneurs by supporting climate smart production system, farmer's empowerment and commercialization.

In order to achieve the above objectives, DLS identified the need of research and innovation for improvement of technology, knowledge and capacity for better service delivery. Accordingly, provision has been made in the LDDP with budget support for implementing research and innovation sub-projects by the academicians, scientists, and researchers.

Twenty-two (22) research and innovation sub-projects will be offered with provision of one Master of Science (MS) and one PhD in each of the research and innovation sub-projects. Following criteria will be followed towards implementation of the sub-projects:

### Description, Terms & Conditions and criteria of the program:

01.	Name of the program	:	Grant for Research & Innovation sub project
02.	Number of research program	:	22 (twenty-two) research sub-projects
03.	Duration of the program	:	36 (thirty-six) months.
04.	Research Area	:	10 broad & 32 sub-broad thematic areas (Annex-1)
05.	Research Grant	:	Each Research & innovation grant will not exceed BDT 8300000/- (eighty-three lakh) A budget breakup should be submitted as per Annex-2 with a planning matrix as per Annex-3.
06.	Research organizations	:	Research & innovation grant will be provided to the reputed public Universities/Research Institutes/Autonomous Research Institutions (BIDS/PKSF/BIGM/ICDDR,B etc.) in Bangladesh having well research facilities and banking facilities.
07.	Eligibility of the researcher (Principal Investigator)	:	♦ He/she must be an Academician/Scientist/Researcher of a Public University/Research Institute in relevant field. ♦ He/she must be not below the position of Assistant Professor level or equivalent. ♦ He/she must have at least 10 publications at National & International Journal as Principal Author.



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			♦ He/she must have experience in conducting research and supervising at least five (5) MS/PhD students.
08.	Method of advertisement	of :	i) PMU will advertise the research grant announcement at least 2 (two) widely National Dailies, DLS, MoF, websites and LDDP web portal ii) Notice board of DLS and LDDP
09.	Method of application	:	i) Intending researchers/scientist and academicians will submit research proposals in 2000 word in a prescribed form available on LDDP web portal <a href="https://lddp.portal.gov.bd">https://lddp.portal.gov.bd</a> or from the LDDP office (Annexure-4). ii) The proposal must be submitted through proper channel/respective authority.
10.	Documents submitted with the research proposal	:	Budget of the research proposal detailing with: a) Operational cost-includes honorarium/allowance of research fellows/support staff; cost of supplies and materials; support staff services; travels (domestic) etc. b) Capital cost- includes purchase of small laboratory and field equipment for research which should not exceed 25% of the total project cost. Brief justification will have to be presented for the purchase of any capital equipment/item costing over BDT=50,000/-(Fifty-thousand) (Annex-2 should be followed in preparing Budget) c) Matrix of existing laboratory facilities and required enhance facilities for this research. d) Attested copy of the publications in the relevant field. e) Evidence of supervising five MS/PhD students.

11. Research Proposal selection procedure:

A Proposal Selection Committee (PSC) headed by the Director General of Department of Livestock Services (DLS) and other members from relevant Ministries/Divisions will be responsible for selecting the research proposal. The composition and ToR of the committee are as follows:

Composition of the Committee:

1.	Director General, DLS	Convener
2.	One Representative of BLRI	Member
3.	Principal Scientific Officer (PSO), Livestock, BARC	Member



4.	Director (Research), DLS	Member
5.	Deputy Secretary (Livestock Planning-2), MOFL	Member
6.	Chief Technical Coordinator, LDDP	Member
7.	Deputy Project Director (Concern), LDDP	Member-Secretary

**Terms of Reference of PSC:**

The overall management for the selection of appropriate research proposal based on selection criteria and thematic area. The specific terms of reference are:

- Assessments & evaluation of the submitted research proposal.
- Prepare the shortlist with recommendation for approval
- PSC can co-opt relevant expert members from university/research institute for selection of research proposal based on approved thematic area.
- The PSC can form a sub-technical committee, if required
- Committee can suggest such other measures if deemed necessary for the smooth implementation of selection process.
- Recommendation of the selected proposal/proposals for approval by MoFL.

12.	Method of evaluation of the research proposal	:	<p>The PSC shall evaluate, select and recommend the research proposals considering following criteria as detailed in Annexure-5.</p> <ol style="list-style-type: none"> <li>a. Proposal is made to address based on approved broad and sub-broad thematic area;</li> <li>b. Objectives are clear and achievable;</li> <li>c. Technical soundness of the proposal (coherence of objectives, activities and outcomes);</li> <li>d. Soundness of the methodology proposed for the study;</li> <li>e. Scope of making research publications in reputed journals;</li> <li>f. Scope of patenting the output of the research</li> </ol> <ol style="list-style-type: none"> <li>1. The shortlisted proposal will be considered for presentation and viva-voice.</li> <li>2. For each broad thematic area at least two proposals will be finally recommended.</li> <li>3. After approval from MoFL, the selected academicians/researchers will be notified, issued award letter, with terms of conditions of the guideline.</li> </ol>
13.	Documents submitted after selection (before issuing award)	:	<ol style="list-style-type: none"> <li>1. A consent letter from the academicians/researches for acknowledgment the assistance of LDDP-DLS in his/her thesis or any other publications and a copy of the thesis/report/dissertation would</li> </ol>



		<p>be submitted to the PMU-LDDP for record.</p> <p>2. Researcher/academician is required to sign a deed of agreement in non-judicial stamp of BDT 300.00 (three hundred) mentioning that:</p> <p>a. He/she accepted research grant for such research and innovation purpose under LDDP</p> <p>b. Discontinuing the research without the permission of the authority before completing the research or in the case of non-compliance, he/she has to return the disbursed amount of grant to the government.</p> <p>3. One (1) MS and one (1) PhD student will be engaged under his supervision in order to carry out the research following the enrollment rules of the University/Institutions. Preference will be given to Departmental (DLS) Candidate.</p>
14.	Submission of Report	<p>: ♦ An inception report within one month after signing the deed will be given to PMU as prescribed format given on Annexure-6</p> <p>♦ Annual work plan with budget.</p> <p>♦ Progress report of the research for each semester.</p> <p>♦ Progress reports should be prepared as Annexure-7.</p>
15.	Mode of Payment	<p>: Payment will be made in 02 (two) installments yearly (Maximum 6 installment in research period).</p> <p>♦ 1<sup>st</sup> payment will be released after submission of the inception report.</p> <p>♦ Next payment will be released on receiving every 6 monthly satisfactory progress reports.</p> <p>♦ Final payment (last instalment) will be made after successful completion of the research and accepted by the authority.</p> <p>♦ Fund will be disbursed to the PI directly. PI will maintain a separate account of this project.</p>
16.	Termination of research Grant	<p>I. Termination of Grant in the case of unsatisfactory performance and non-compliance/violation of the terms and conditions agreed by the PI/Researcher.</p> <p>II. Research grant will be cancelled if he/she doesn't start research intime and doesn't maintain the work plan as per planning matrix. (Annex-3) or non-compliance/violation of the terms and conditions agreed by the researcher.</p>

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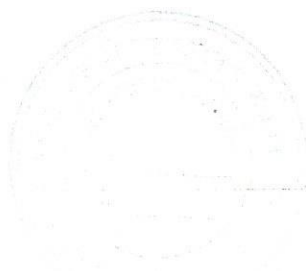


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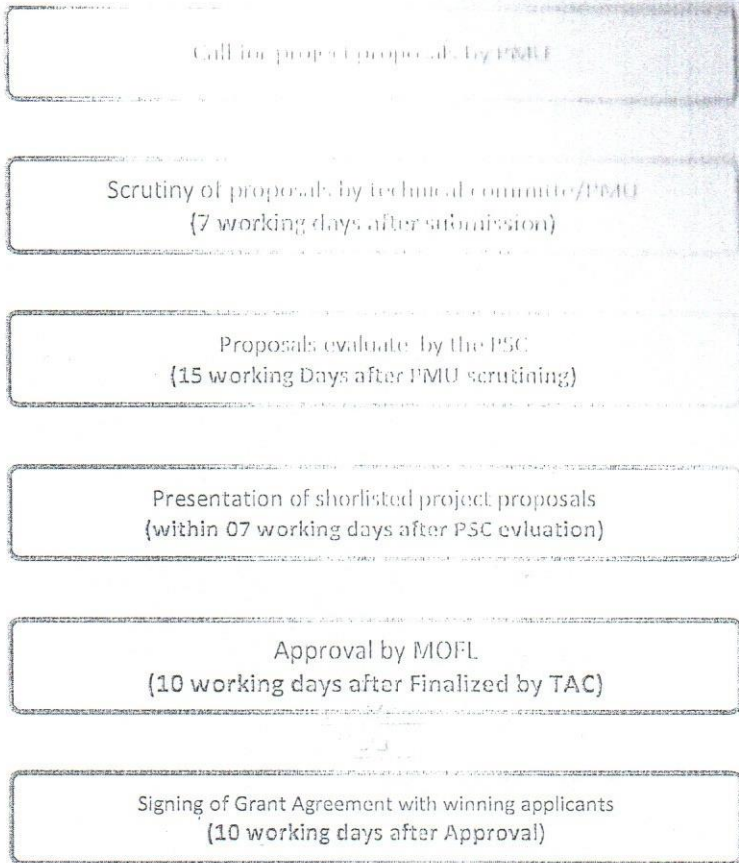
17.	Related conditions of the Research Grant	:	<ul style="list-style-type: none"> <li>i) Purchase of equipment, chemicals and materials if needed should be done following PPR-2008.</li> <li>ii) The required equipment and materials should be purchase 1<sup>st</sup> year of the research program.</li> <li>iii) All accounts of expenditure should be kept by PI for audit purpose.</li> <li>iv) PMU will conduct internal audit every year.</li> <li>v) PMU will have the access of the laboratory and field research facilities for monitoring.</li> <li>vi) Researcher must publish in reputed national and international journals the findings or out-comes of the research.</li> </ul>
18.	Completion Report	:	<ul style="list-style-type: none"> <li>a) Upon completion, the researcher has to submit 2 (two) copies of research report in a prescribe format (Annexure-8) and published research article within 30 (thirty) days of completion of the research.</li> <li>b) The PMU will organize final seminars/workshops/evaluation meetings during and / or after completion of research.</li> </ul>
19.	Miscellaneous	:	<ul style="list-style-type: none"> <li>a) Intellectual property rights will be generated from the host university and LDDP will have its appropriate share.</li> <li>b) In publications, LDDP will be duly acknowledged.</li> <li>c) This guideline may be updated if needed, by decision of the Project Steering committee with the recommendation of proposal selection committee.</li> <li>d) The selection process from advertisement to agreement should not take more than 50 (fifty) days.</li> <li>e) MoFL will issue GO of the Proposal Selection Committee after approval of the guideline</li> </ul>





### Flowchart of the selection process of Project Proposals



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**Md. Abdur Rahim**  
Project Director (Joint Secretary)  
Livestock and Dairy Development Project (LDDP)  
Department of Livestock Services (DLS)

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## The Detailed List of Broad and Sub broad thematic area Research & Innovation Sub-Project

Sl. No	Broad Thematic Area	Sub Thematic Area for Research
A.	Livestock Production	1. Enhanced productivity of livestock products meat, milk and eggs through genetic improvement using reproductive biotechnological tools
		2. Characterization, conservation and improvement of local/native animal/poultry species genetic resources for improving livestock products
		3. Enhanced productivity through improved feeding system
		4. Baseline data/survey on the productivity performance of different animal species of Bangladesh at all stage of productivity life
B.	Production cost Minimization:	1. Production of improved quality, safe diversified cost food for different animal species.
		2. Study on Cost effective complete feed formulation for livestock species
C.	Livestock Protection:	1. Epidemiology and surveillance of major livestock diseases of cattle and poultry.
		2. Sero-surveillance of important diseases of public health significance in collaboration with animal and human health
		3. Development of vaccine against livestock disease.
		4. Study on different production and reproductive disease in dairy cattle and development of mitigation measure.
D.	Safe Food Quality, Control, Bio-Security:	1. Quality control of livestock feed and feed additives
		2. Quality control of drug, hormone, steroids and its raiders
		3. Development of hygienic and safe processing and preservation techniques of livestock products and bi-product
		4. Development of effective zoo sanitary and bio-security measures for farm animals and poultry and evaluation of food of animal origin
E.	Socio-Economic:	1. Poverty, Food, Security, Nutrition and gender issues through livestock activities.
		2. Research on trade barriers of livestock products and by-products for the small holding, marginal, landless and pro-poor farming community





F.	Waste Management:	<ol style="list-style-type: none"> <li>1. Development on Farm on station adaptation practices in manure management for sustainable livestock production and clean air production.</li> <li>2. Development of market-oriented manure based value-added products and reduction of short-lived climate pollutants (SLCPS).</li> </ol>
G.	Entrepreneurship and business development:	<ol style="list-style-type: none"> <li>1. Research on appropriate low-cost technology suitable for the small holding, marginal, landless and pro-poor farming community.</li> <li>2. International trade of livestock commodities and their competitiveness</li> <li>3. Research on development of multi sectoral societies to get the benefit of the developed advance technology.</li> </ol>
H	Feed and Nutrition	<ol style="list-style-type: none"> <li>1. Impact of dairy/poultry value chain improvement on feed security and nutrition</li> <li>2. Data base development on animal feed resources for different agro-climate zones</li> <li>3. Organic livestock farming: Opportunity and challenge ahead</li> <li>4. Diversification of land utilization for fodder production instead of crop production</li> </ol>
I	Knowledge Transfer	<ol style="list-style-type: none"> <li>1. Improving the livelihood of small-scale livestock producers through participatory and hands on learning approach.</li> <li>2. Nutrition education and behavior change communication</li> <li>3. Evaluation of strengthening institutional capacity including ICT platforms, policy reform and implementation related to livestock sector</li> <li>4. Foster linkages and collaboration with public, private organization at national and international level</li> </ol>
J	Climate Smart Livestock Production	<ol style="list-style-type: none"> <li>1. Research on appropriate technology using animal waste as seed stock for bio-fuel production</li> <li>2. Research on value addition of leather industry waste products</li> <li>3. Research on reduction of CH<sub>4</sub> emission from ruminants</li> </ol>

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**ANNEX-02-DETAILED BUDGET PREPARATION FORMAT (IN LAKH)**

Name of Research Project Proposal : .....

Name of Organization : .....

Name of PI : .....

Duration : ..... Months, From:..... to.....

Items of Expenditure	Unit	Unit cost (Tk.)	Half Yearly												Total	% of total						
			Year-I						Year-II								Year-III					
			1		2		3		4		5		6									
			Quant	Bdgt	Quant	Bdgt	Quant	Bdgt	Quant	Bdgt	Quant	Bdgt	Quant	Bdgt								
Cost																						
Equipment and tools	No.																					
Books & journals	LS																					
Sub-total																						
Running Cost																						
Salary & benefit																						
Honorarium for PI <sup>1</sup>	No.																					
Honorarium for Co-PI <sup>2</sup>	No.																					
Allowance for Lab Technical / Lab Assistant (If any)	No.																					
Fellowship / Stipend – PhD <sup>3</sup>	No.																					
Fellowship / Stipend –MS <sup>3</sup>	No.																					
Accountant (Part-time)	No.																					
Labour (If any)	No.																					

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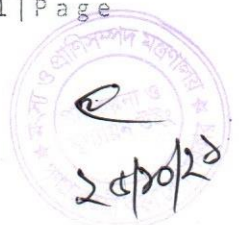
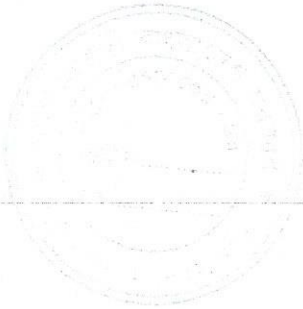


## ANNEX 3

### PLANNING MATRIX (LOG FRAME) MODEL

Project Design	Objectively Verifiable Indicators	Means of Verification	Imp. Assumptions
<b>PROGRAM GOAL:</b> To control FMD of animal in Bangladesh so that, production and productivity of livestock will be increased	FMD outbreak will be reduced	OIE report, APA report and departmental yearly report	FMD outbreak will be reduced
<b>PROJECT PURPOSE:</b> 1. To control the FMD outbreak in livestock. 2. To increase vaccine production 3. To conduct active surveillance, collection of data from affected areas, vaccination at boarder areas, and ring vaccination. 4. To collect blood samples from affected areas 5. Awareness development for vaccination	All animals will be vaccinated by 2021  Surveillance activities on FMD will be increased by 2018	Departmental activities report return.  APA monthly and yearly report	FMD outbreak will be reduced  Awareness of vaccination will be increased  Surveillance on FMD will be enhanced
<b>EXPECTED OUTPUT:</b> 1. Strengthen the FMD control activities 2. FMD Disease outbreak will be reduced. 3. Awareness to vaccination will be increased 4. Strengthen the related laboratory activities 5. FMD vaccine production will be increased	1. By Month/Year FMD control activities will be strengthen. 2. By Month/Year FMD vaccine will be produced as per requirements	1. Progress reports 2. Evaluation reports. 3. Report return from different Livestock office.	Reduction of FMD outbreaks
<b>INPUTS:</b> 1. Construction of FMD vaccine production laboratory. 2. Procurement of required equipment's, furniture's, Vehicles and other appliances 3. Recruitment of Surveillance worker @ upazilla and vaccinator @ union level	1. By Month/Year is expected to be constructed.  2. Procurement of required equipment's, furniture's, vehicles and other appliances are expected by Month/Year.  3. Surveillance worker/ upazilla will be recruited by Month/Year.	1. Project records  2. Monitoring of project activities  3. Pre and post project implementation and evaluation of activities.	Timely approval of DPP and release of funds.

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## ANNEX 4

## GUIDELINE FOR PREPARING DETAILED PROJECT PROPOSAL

1.	Title	:	Title should be brief, clear and self-explanatory.
2.	Principal Investigator (PI)	:	(a) Name and Address with present position. (b) Qualification (last degree) and experience. (c) Experience in the proposed field of investigation. (d) PI should be from the same Institute/Organization where the project will be implemented. (e) PI cannot remain absent from the station for more than 4 weeks per year during the project period.
3.	Details	:	One MS and/or one PhD student(s) who will work in the project as an assistant (Please provide their detailed CV with the application).
4.	Other Staff, if required	:	(a) Technical staff with qualification (last degree). (b) Support staff.
5.	Institution/Organization	:	Name with the location (department/field location), where the research works will be carried out. Provide Postal Address: Telephone                      Cell Phone                      E-mail:
6.	Research Resources	:	(i) What research resources in terms of manpower, fund, field and laboratory facilities and infrastructure are available for carrying out research; and where existing facilities are available/additional support is needed. (ii) State if funds have been sought/obtained in part or full for this project from other sources, and if so, what is the current status. (iii) Please give a list of projects(s), if any, being funded from other sources/agencies, already under implementation by you and the amount and source(s) of fund for each. (iv) Also indicate if partial funding has been received from any other source for this study:
7.	Cooperation with Scientist (s) of other Institution	:	Indicate if scientist(s) of any other national institution/organization will be associated with the proposed project. If yes, mention the terms and conditions under which they are willing to be involved, and the nature of their involvement. PI will need to submit a copy of consent letter/MOU, signed with the cooperating scientist with endorsement of the head of the institution at the time of submission of detailed project proposal together with: Name of the scientist with degree (last degree) and position: Institution/Organization : Postal address                      : Telephone                      : Cell Phone                      : Fax                      : E-mail                      :
8.	Duration with Date	:	Mention the time period required for completing the project work, with starting and end dates. In no case, the project duration should not exceed 36 months.
9.	Total Cost	:	Indicate the total cost, required for completing the study
10.	Justification and Scope of the Study.	:	Justify the project proposal by describing the present status, and the nature and severity of the problem and how it is affecting livestock sector. Review the works done on similar or related problems elsewhere in Bangladesh and in other countries. Indicate whether



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			<p>this is a new project or a follow up study in support of any previous studies. If it is related to previous studies, briefly describe the results of those studies and how it relates to the proposed study. Indicate how many projects are in hand and the total cost of each project.</p> <p>State how the results of this study will improve livestock production, nutrition and increase the income of the poorer segment of the population on a sustainable basis and what would be the impact on the national economy. How his research will give rise to new findings, methodology, and contribute to the pool of scientific knowledge in livestock sector, leading to good publication in international journal.</p>				
11.	Objectives	:	Describe the objective of the project in specific terms not more than 4 in number. The objective should be clear and attainable within the project period. If the objective relates to amount or figure, it should be mentioned in quantitative terms, not in the form of statement.				
12.	Expected Outputs	:	Describe the expected outputs of the project against the given objectives.				
13.	Project Design in Log Frame	:	Describe the project design in a Log Frame following the example provided in Annex II by objectives outputs, activities inputs and with verifiable indicators, means of verification and important assumptions.				
14.	Methodology	:	Clearly describe the approach and methods to be used for conducting the study, and also indicate if there may be a need for adjustment or modification of the methodology.				
15.	Work Plan	:	Give the detailed work plan by objectives and activities with time frame in the form of bar chart to denote the month-wise activities as follows.				
			Work Plan				
			Objectives	Activities	Timeframe: Day / Month/Year		
16.	Proposed Budget	:	Provide a summary of the proposed budget in lakh Taka as Indicated below: in addition to the detailed budget to be prepared following the budget preparation guideline in Annex III.				
			Cost Item (lakh Tk)	Year 1	Year 2	Year 3	Total
			Operating cost				
			Capital cost				
			Total				
	Note	:	After the completion of the project, the fixed assets will be the property of LDDP. However, the equipment etc. might be allotted to participating/cooperating institutions with fair justification.				
17.	Certification	:	<p>Certify that the proposal has not been submitted to any other funding agency for financial support. Also certify that the information given in the proposal is accurate and the project will be executed in accordance with the Agreement with LDDP within the stipulated time frame and that outcomes of the project will be shared as per instruction of LDDP program.</p> <p>Principal Investigator : Head of Institution/Organization</p> <p>Name with Signature and Seal :  Name with Signature and Seal :  Date: Date :</p>				





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# Annex 5

## FORMAT FOR PROJECT APPRAISAL

Project Title : Project Identification No.

Name and address of Principal Investigator :

Institution/Organization :

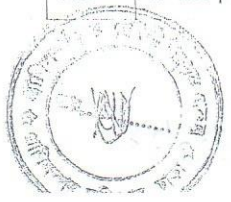
Total Score: 100 [1. General = 40 (5x8), Technical = 48(3x16) & Sustainability = 12 (3x4)]

### 1) General:

1.1	Has the project been developed on the prescribed format according to the instructions?	Yes/No
If not, please highlight the deficiencies and whether it needs resubmission.		
1.2	Is the Principal Investigator competent enough to undertake the proposed research work?	Yes/No
If not, please comment briefly		
1.3	Is the review of literature adequate, relevant and up to date?	Yes/No
If not, indicate a few important references		
1.4	Is the proposed project duplication of work already completed?	Yes/No
If not, indicate a few important references		
1.5	Are the budget estimates realistic and according to the project activities?	Yes/No
If not, please comment briefly		
1.6	Is justification for the purchase of equipment and training satisfactory?	Yes/No
If not, please comment briefly		
1.7	Is the need for equipment essential and cost involved reasonable?	Yes/No
If not give your suggestions		
1.8	Is recruitment of contractual staff sufficiently justified?	Yes/No
If not, please comment briefly		

### 2) Technical:

2.1	Is the project proposal relevant to Bangladesh context? Comment briefly	Yes/No
2.2	Is the project proposal capable of generating classic information?	Yes/No



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Comment briefly		
2.3	Are the beneficiaries clearly identified?	Yes/No
Comment briefly		
2.4	Is the problem of beneficiaries described sufficiently?	Yes/No
Comment briefly		
2.5	Do over all objectives explain why the project is important for the beneficiaries?	Yes/No
Comment briefly		
2.6	Has the need for the results demonstrated?	Yes/No
Comment briefly		
2.7	Will the project contribute to the overall objectives?	Yes/No
Comment briefly		
2.8	Is the project proposal technically sound and likely to deliver expected result?	Yes/No
Comment briefly		
2.9	Are the result deliverable to the target group?	Yes/No
Comment briefly		
2.10	Is the proposed methodology appropriate for the activities?	Yes/No
Comment briefly		
2.11	Do objectives, plan of work, activities and outcome relate to each other?	Yes/No
Comment briefly		
2.12	Will the findings/results contribute towards advancement of Sciences?	Yes/No
Comment briefly		
2.13	Have important external conditions been identified in relation to the project?	Yes/No
Comment briefly		
2.14	Are the assumptions rational?	Yes/No
Comment briefly		
2.15	Is the probability of realization of the assumptions acceptable?	Yes/No
Comment briefly		
2.16	Is the project likely to be completed within the proposed time-frame?	Yes/No
Comment briefly		
3) Sustainability		
3.1	Is the technology appropriate for local conditions?	Yes/No
Comment briefly		
3.2	Will the ecological environment be preserved during and after the project?	Yes/No
Comment briefly		
3.3	Will all the beneficiaries have adequate access to benefits and production factors	Yes/No



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	during and after the project?	
Comment briefly		
3.4	Will the implementing agency be able to provide follow-up after the project?	Yes/No
Comment briefly		

#### 4. Overall Assessment Report

Please give your concise comments on the overall project review/evaluation

5. Recommended for funding :

6. Not recommended for funding :

(Signature, Name and Seal of Reviewer)

Date:

Note: Additional pages may be attached, if required.

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## Annex V

Overview and scoring procedure of competitive Grant/commissioned research proposal/Shortlists research proposal based on the reviewer's scores by PSC members

- i. Principal investigators will be asked to make a brief presentation on their research proposal in the presence of PSC members.
- ii. Shortlisted research proposals will be overviewed by PSC members
- iii. PSC members will score independently and an average of the score will be presented in the TAC meeting for taking decisions

Scoring scheme.

A <sup>+</sup>	A	B	UF	U
Excellent	Very Good	Good	Unsuccessful in this form	Unsuccessful

A <sup>+</sup>	The applicant and the research proposal are of the highest quality. The proposed research is at the forefront nationally and will have substantial and innovative impacts. Funding is highly recommended
A	The applicant and/or research proposal are/is of high quality. The proposed research will have a significant contribution. Funding is recommended.
B	The applicant and/or research proposal are (is) of high quality. The proposed research will make a valuable contribution, but, have/has some minor weakness. Funding is recommended only if ample resources are available.
UF	The proposed research will provide some new insights, but has significant weakness. Funding of the proposal in its present form is not recommended.
U	The applicant and/or research proposal lack(s) of sufficient quality. The proposed research is weak in its scientific and/or methodological approach, and/or repeats other work. Funding is not recommended.

PSC members are asked to provide scores and comments. Please, ensure that your comments provide sufficient substantiation of the score consistent with your comments.





Criteria of comments and score:

1. Contribution to Sectoral development

Overall Score Criteria Score:	A <sup>+</sup>   A   B   UF   U
Comments on Strength	
Comments on Weakness	

2. Contribution to Innovation Sustainability

Overall Score Criteria Score	A <sup>+</sup>   A   B   UF   U
Comments on Strength	
Comments on Weakness	

3. Appropriateness of the Methodology

Overall Score Criteria Score	A <sup>+</sup>   A   B   UF   U
Comments on Strength	
Comments on Weakness	

4. Capability of the Researcher

Overall Score Criteria Score	A <sup>+</sup>   A   B   UF   U
Comments on Strength	
Comments on Weakness	

5. Final Remarks: Average from the above Scores

Overall Score Criteria Score	A <sup>+</sup>   A   B   UF   U
Which Adjustment and improvement should be made:	

Name and Signature of the TAC Member:

Date:



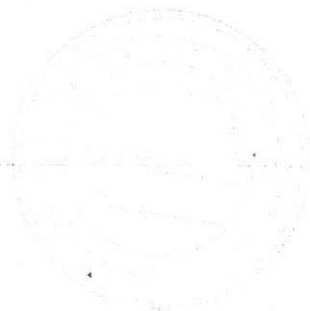
## ANNEX 6

### FORMAT FOR PREPARING INCEPTION REPORT

1. Project Title :
2. Principal Investigator :
3. Institution/Organization :
4. Project Duration :
5. Starting Date :
6. Completion Date :
7. Approved Budget :
8. Project Bank A/c. Name and Bank Address :
9. Brief Description of Project :
- 9.1 Background with justification :
- 9.2 Objectives :
- 9.3 Expected outcomes :
- 9.4 Implementation approach and methodology :
- 9.5 Work plan with time frame as follows :

Objectives	Activities	Time Frame by Year			Target deliverables by the year
		Year 1	Year 2	Year 3	
1.	1.				
	2.				
2.	1.				
	2.				
3.	1.				
	2.				

*[Handwritten Signature]*





**Annex 7**  
**SIX-MONTHLY PROGRESS REPORT FORM**  
**Reporting Period: From D/M/Y to D/M/Y**

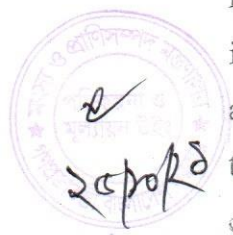
1. Project Title :
2. Institution/Organization :
3. Principal Investigator :
4. Project Duration :
5. Total budget :
6. Budget for the Year :
7. Amount received with Date(s) of Receipt  
of Fund in the year :
8. Cumulative Amount Received :  
(Indicate installments)
9. Attach Bank Statement covering whole  
period :

**A. Technical & Physical Progress Report**

The report should be based on what has been accomplished against each of the planned activities during the last six months. PI will use the following format to prepare the report:

Activities of the Year	Completed/under Progress/Not Completed	Outputs
1.		
2.		

Elaborate the activities. Highlight the internal and external constraints, if any, and measures taken to solve the problem. Give suggestions for resolving the problem, if it is beyond the capacity of PI. In the course of implementing the project, if PI feels it appropriate to bring certain changes in methodology or he/she identifies any major gap that may hinder progress of project implementation, should be immediately communicated to Secretariat and request for rectification, if time allows.



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## Annexure-8

### Project Completion Report Form

The Principal Investigator will prepare a draft project completion report along with summary report (Annexure-9) following the format given below, and submit it to the Secretariat at least one month before the project ending date. PI will finalize the completion report and submit minimum 10 copies of the report to the Secretariat within 1 month since completion of the project.

- Project Title :
- Principal Investigator :
- Institution/Organization :
- Project Duration : From:.....To:  
.....
- Total approved budget :
- Total released amount :
- Total expenditure :
- Balance :
- Planned Start Date :
- Actual Start Date :
- Project End Date :
- Planned Completion Date :
- Actual Completion Date :

#### A. Technical Report

- Executive Summary
- Introduction, including importance of the project
- Objectives
- Project Implementation Approach
- Research Methodology Used
- Statistical Designs/Analytical Methods Used
- Research Findings
- Discussions of Research Results
- Important Technology/New scientific Information Generated
- Lessons learned
- Conclusion and Recommendations

#### B. Financial Report (Annexure-10)



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## ANNEX-9

### Format of Summary Report for LDDP Program Project (to be submitted along with Completion Report)

1.	Project Title with Code	:	
2.	Duration	:	
3.	Principal Investigator	:	
4.	Project Budget	:	
	(a) Amount of	:	
	(b) Fund Used	:	
5.	Project Objectives (Additional points if required)	:	
	(i)	:	
	(ii)	:	
	(iii)	:	
	Achievement (Additional points if required)	:	
	(a) Outputs to corresponding project objectives	:	
	(i)	:	
	(ii)	:	
	(iii)	:	
	(b) Technology/Scientific information generated	:	
	(c) Scientific publication with title, name of journal and name of authors (mentioning national / international)	:	
	(d) Other publication(s) (Booklet, Leaflet etc.)	:	
	(e) PhD/MS students produced with title of dissertation and name of student.	:	
6.	Executive Summary (Maximum 3 pages)	:	

Principal Investigator

Head, Host Institution

(Name, Seal and Signature)

Date:

(Name, Seal and Signature)

Date:



*[Handwritten Signature]*  
21/10/20

*[Handwritten Signature]*

## ANNEX-10

### LDDP PROGRAM Annual Financial Report

- B. Financial Report :
1. Project Title :
  2. Name of Organization: :
  3. Name of Principal Investigator :
  4. Project Duration :
  5. Date : From: .....20... To ..... 20
  6. Name of Bank with Account No :

**INFORMATION ON EXPENDITURE BY LINE ITEM ACCORDING TO THE FORMAT GIVEN BELOW:**

A Category	B SL No	C Item of expenditure	D Total budget of (Year Wise)	E Fund Released in (Year Wise)	F Actual Expenditure	G (E-F) Balance / Variance	H Cash in Hand	I Cash at Bank
Capital	1	Equipment and tools						
Cost	2	Books & Journals, if any						
(A)		Sub-total (A)						
Operating	1	Salary & Honorarium						
Cost	a	PI						
(B)	b	Co-PI						
	c	PhD Fellow / MS						
	d	Accountant (Part time)						
		Sub-total						
	2	Supplies & Services						
		Sub-total						
	3	Contingencies						
		Sub-total						
Operating Cost (B)	4	Stationary						



S. S. S.

S

B



		Sub-total
5		Travel (if any)
a		PI
b		Co-PI / PhD Fellow
		Sub-total
6		Labor
		Sub-total
7		Seminar / Workshop
		Sub-total
		Sub-total (B)
		Grand total (A+B)


Bank charge will be included in Contingency Fund

Signature with date  
countant

Signature with date  
Principal Investigator

Signature with date  
Head of Institution

*Handwritten Signature*  
 Mr. Abdul Rahim  
 Project Director (Joint Secretary)  
 Livestock and Dairy Development Project (LDDP)  
 Department of Livestock Services (DLS)

*Handwritten Signature*  
*29/10/22*  


*29/10/22*

... students produced with title of ...