



EAST WEST UNIVERSITY
CENTER FOR RESEARCH AND TRAINING

A/2 Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212, Bangladesh

Tel: 09666775577, Ext: 387, E-mail: ewucrt@ewubd.edu

URL: <http://www.ewubd.edu>

The Policy for Research Funding

1. Faculty members of the University are encouraged to submit proposal(s) for funding. Preference will be given to a proposal which is developed jointly by both junior and senior faculty members.
2. Each proposal will be reviewed anonymously by academic scholars in the relevant field/discipline and final decision for funding will be made based on reviewers' comments.
3. The proposal should include detailed expenses (wherever applicable) in the proposed budget as outlined below:
 - a. Salary of Research Assistants, Research Associates and Data Entry Operators, etc. Research Assistants and Research Associates must have bachelor's and master's degrees, respectively.
 - b. Expenses for data collection, including costs of purchasing equipment, if necessary, travel expenses for conducting field trips;
 - c. Other recurrent expenditures;
 - d. Miscellaneous expenses must not exceed 5% of the total budget;
4. The progress of the research will be reviewed every three months and the status report must be submitted by the researcher(s) on a regular basis;
5. Maximum duration of the research project should not exceed 12 months; however, exceptions can be made on a case-by-case basis, with prior permission from EWUCRT.

M. S. Hossain



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Research Proposal Guideline

1. Research topic should be clearly spelt out in the proposal to formulate research objectives and questions. The proposal must be specific and clear in terms of its objectives and research questions. For this, the following questions should be addressed:
 - a. What would you like to investigate in your research?
 - b. Why would you like to conduct this research?
 - c. How will the findings of the research be used or useful?
2. An extensive review of the relevant literatures will be required and a critical review of what has been written on the issue should be included in the proposal. The review of the literature should help determine the methodology of the research, avoid duplication (of research), and add value to the society/community and academia.
3. Research questions or hypotheses should be clearly stated in the proposal.
4. The research process begins the moment one chooses a topic. Research method(s) is used to answer the research questions. Please state the procedures and techniques that you will use to collect the data. In addition, you need to focus on the data analysis process, analytical framework and ethical considerations as the research will focus on human issues. In the proposal, you also need to justify the research design you choose.
5. The proposal must include a schedule (timetable) and a detailed budget, based on EWUCRT budget format (This format may be collected from EWUCRT office). Every expense in the budget must be justified on a separate sheet.
6. Some of the above questions may be readdressed for experimental research such as clinical studies. However, the research proposal must be clear in formulating objectives and research questions or hypotheses. Furthermore, the proposal should clearly define its expected output.
7.
 - a) Manuscripts of Liberal Arts, Social Sciences, and Business must follow the **APA** style. In **APA** (American Psychological Association) style, citations must be accompanied by citing the author's last name, year of publication, and page number in parenthesis. If the author's name is mentioned in the text, the date and page number should be cited in parenthesis. For additional information on APA style documentation, please consult APA's website (<http://www.apa.org>)
 - b) Research Proposal related to the legal issue(s) must follow the **OSCOLA** (Oxford Standard for the Citation of Legal Authorities) referencing style, where citations are put in footnotes at the bottom of the page. For details, please visit the following link:

<https://onlinelibrary.london.ac.uk/support/referencing/referencing-styles-oscola#:~:text=OSCOLA%20stands%20for%20the%20Oxford,to%20use%20this%20referencing%20system.>
 - c) Manuscripts of Sciences and Engineering must follow the **IEEE** (Institute of Electrical and Electronics Engineers) referencing style. For details, please visit the following link:
<https://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>

M. S. Hoque