

**Fact Sheet of the Applicant Requesting for the 35% Research Allowance**

**as per Management Circular No.02/2014**

1. Submitting Organization:
  
2. Name, Designation, Official Address, Contact Numbers of the Applicant:
  
3. Staff Category:
  
4. Period of Service and if Confirmed in the Current Post:
  
5. Period for which the research allowance is requested (Please state the year and duration in months clearly)
  
6. Title of the Research :
  
7. Has the research committee/Board approval of the Institute given? If so attach a copy of the approval:
  
  
8. Date of Commencement and Duration of the Project
  
  
9. Time Based Activity Chart:(Gantt Chart, please indicate the year clearly and not as year 1,2,3.)
  
  
10. Research Commitment of individual Team Member (Please state clearly the commitment of Individual Team member)

11. Present Status of the Project (Attach evidence of progress):

12. Funding Source: (Provide a copy of letter of Award /Agreement with the donor agency specifying purpose of funding, details of financial commitment annually against each activity)

13. Budget:

Activity	Item of Expenditure	Specific Year	Specific Year	Specific Year
<b>Total Budget</b>				

14. Research Output: (Provide in point form)

15. Research Outcome: (Provide in point form):

16. Has the research allowance been approved for you earlier?

Title of Research Project/s for which the research allowance was approved	Particular Year/s and the duration in months

**1. Declaration of the Applicant:**

I certify that the information provided by me, is true and accurate to the best of my knowledge and I confirm that I understand if any of the information I have provided is later found to be false or misleading, it renders me ineligible for obtaining the research allowance.

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Date

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Signature of applicant

Official seal

**2. Declaration of the Head of the Institution:**

I have read the application of Dr. Mrs. Ms. Mr. \_\_\_\_\_ and I certify that the above researcher is meeting the eligibility criteria as stated in Circular 2/2014 of the MSD, and the research proposal submitted herewith is in accordance with the institutional mandate, approved by the research committee/board, conducted without utilizing consolidated funds and not impeding the duties of the permanent post.

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Date

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Signature & Official seal of the Head of the Institution

Official seal of the head