



# **GoldenGate International College**

## **Research Management Cell (RMC- GGIC)**

### **Research Grants Guidelines**

2024

## **1. Introduction**

Research management cell (RMC) of GoldenGate International College (GGIC) was established in 2023. The RMC---as a major component of GGIC---aims to lead research activities at GGIC. Considering the recent trend and need of multidisciplinary research, RMC GGIC will help promote and play an instrumental role for promoting interdisciplinary research at GGIC.

### **Objectives**

- The RMC-GGIC aims to establish a research culture—research based learning culture and innovations and maintain the standard of research activities.
- To support and facilitate for combining teaching learning with research.
- To facilitate/support student, collaborative/joint research activities among faculties and students.
- To conduct research related regular events---workshop, seminar, and training and outreach programs.
- To promote and strengthen multidisciplinary research culture at GGIC.
- To collaborate and coordinate with like-minded research stakeholders/institutions (governmental and non-governmental organizations) to conduct and promote research and research based learning culture.
- To maintain/ensure research related activities in line with the objectives of affiliated university and UGC Nepal.

## **2. RMC activities at GGIC**

Research management Cell (RMC) GGIC provides two types of financial assistance and support to the students and faculties. To ensure enabling environment for research and learning culture at GGIC, RMC GGIC provides students Research Grants and Faculty research Grants.

### **2.1. Students Research Grants (SRG)**

Research management cell at GGIC provides financial support to both students and faculty research activities. RMC provides Grants to thesis year students---Masters level students---for thesis writing. RMC call for thesis grants and applicants are selected through a rigorous process. The details of thesis proposal evaluation is **attached in annex**. To encourage students meaningful involvements in thesis preparation process and thereby developing and strengthening research activities, RMC-GGIC provides NRs.10,000 (Ten thousand rupees only) grants for each student.

### **Purpose of the grants**

The prime objectives of the students grants is to encourage, develop and strengthen students' thesis writing skills and capacity. In particular, thesis writing grants help students to ensure meaningful participation in thesis writing process and thereby orient them towards advanced level research activities.

### **Grants Procedure**

Research Management Cell at GGIC provides funding support to thesis doing student. The selection and evaluation process will be asper the funding guidelines of the RMC GGIC and RMC operational guidelines. RMC call for thesis grants, eligible candidates will be selected by the respective evaluation committee following a pre-defined/set selection criteria and guidelines.

### **Minimum requirements for eligibility**

Students meeting following criteria are eligible to apply for the thesis grants from RMC GGIC.

1. The applicant must be a fulltime students of GGIC.
2. The applicant must have completed/cleared all the written exams/papers before applying for thesis grants.
3. Applicants who received the grants in previous year are not eligible to apply for the grants this year/following year.
4. The applicants must submit a recommendation/confirmation letter from the respective department.
5. In case of dispute, the final decision will be made by the Selection Committee under the Research Management Cell of GGIC.

### **Evaluation Procedure:**

Research Management Cell (RMC-GGIC) will form a proposal Selection Committee to evaluate and recommend the eligible candidates and their proposal to RMC GGIC. The basis of proposal evaluation and selection is as follows:

Evaluation of proposal 80 %

Proposal presentation 20 %

The candidate must secure at least of 50% marks to be eligible for further selection process.

### **Funding and Duration**

The amount of the Mini Research Grant will be provided to the grantees as per the decisions made by the Research Management Cell. The disbursement of fund will be as follows:

40% upon signing an agreement of the grants, and

60 % upon completion of the study.

The research must be completed within timeline specified in the proposal in agreement with RMC .

## **Documents to be submitted for awards**

1. An application form must be submitted in the prescribed format available from the Research Management Cell GGIC.
2. Copies of the certificates/marksheet of the highest academic qualification.
3. Two copies of research proposals in APA format. The length of the proposal should not exceed 10-15 pages including the cover page with 1.5 line spacing throughout the proposal.
4. The proposal will undergo blind review process.
5. The structure of the proposal must include a cover page covering the title of the proposal, the researcher's name, and researcher's affiliation. The name of the researcher should not appear in any part of the text except the cover page. (The outline of Mini - **Research proposal is mentioned in Appendix 3**)

## **Approval of the report**

RMC will evaluate the submitted report following a specified evaluation method. A thesis report evaluation team will evaluate the report and the detailed evaluation sheet is attached (for thesis evaluation with contents in annex 1 and evaluation for individual evaluator annex 2).

## **Research Misconduct and ethics**

Research Management Cell will follow research procedures and ethical considerations in accordance to global practices, particularly, Tribhuvan university. Research misconducts such as deliberate fabrication and falsification of data and results and plagiarism in any part of research. The misconduct guidelines will follow the Research and extension committee guidelines of GGIC. Any activities reported unethical and as research misconduct will be taken care seriously and the necessary action will be taken by the RMC GGIC in accordance to the recommendations of respective evaluation committee and RMC operational guidelines.

### **3. 2. Faculty Research Grants**

In order to promote/encourage, develop and strengthen research and learning culture among faculties and students, RMC of GGIC has provision of two types of faculty grants

2.2. 1. Mini Research Grants provided to faculty

3. 2.2. Collaborative Research Grants provided to faculty.

#### **2.2.1. Fundamental Guidelines for Mini Research Grants for the faculty members**

RMC GGIC provides faculty grants under the title of mini research grants. A total of 10 such grants will be provided to the faculty members working at GGIC and each grantee will receive maximum a sum of NRs. 40000 (Forty thousand rupees only). To ensure the fair and representative distribution of grants among the faculties, RMC GGIC will form an evaluation team to review and select the proposal submitted after the call.

#### **Purpose/significance**

The prime aim of Mini Research Grants is for developing and nurturing the research skills and activities among the faculty members working at various departments of GGIC. The grants further encourage a culture of research based learning among the faculties and students.

#### **Grants Procedure**

The selection and evaluation process will be as per the funding guidelines of the RMC GGIC and RMC operational guidelines. RMC call for thesis grants, eligible candidates are selected by the respective evaluation committee following a pre-defined/set selection criteria and guidelines.

## **Minimum requirements for eligibility**

Faculty members who fulfill the following requirements are eligible to apply for the grants support.

1. The applicant must be a faculty member of GGIC.
2. The researcher must be a faculty member served at least one academic year at the institution/GGIC.
3. Applicants who received the grants in previous year are not eligible to apply for the grants this year/following year.
4. The applicants must ensure the involvement of students of the concerned department.
5. In case of dispute, the final decision will be made by the Selection Committee under the Research Management Cell of GGIC.

## **Evaluation Procedure:**

Research Management Cell under GGIC will form a proposal Selection Committee to evaluate and recommend the eligible candidates and their proposal to RMC GGIC. The basis of proposal evaluation and selection is as follows:

Evaluation of proposal 80 %

Proposal presentation 20 %

The candidate must secure at least of 50% marks to be eligible for further selection process.

## **Funding and Duration**

The amount of the Mini Research Grant will be provided to the grantees as per the decisions made by the Research Management Cell. The disbursement of fund will be as follows:

40% upon signing an agreement of the grants, and

60 % upon completion of the study.

The research must be completed within timeline specified in the proposal in agreement with RMC .

## **Documents to be submitted for awards**

6. An application form must be submitted in the specified format available from the Research Management Cell
7. Copies of the certificates of the highest academic qualification.
8. Two copies of research proposals in APA format. The length of the proposal should not exceed 10-15 pages including the cover page with 1.5 line spacing throughout the proposal.
9. The proposal will undergo blind review process.
10. The structure of the proposal must include a cover page covering the title of the proposal, the researcher's name, and researcher's affiliation. The name of the researcher should not appear in any part of the text except the cover page. (The outline of Mini - Research proposal is mentioned in Appendix 3)

## **Deadlines**

Research Management Cell will notify the deadline for the call for proposals for research grants.

## **Report Approval**

Mini-Research Report will be evaluated by the evaluation committee members formed by the RMC and it will be finally approved after the final presentation from the researcher (s). The report will be given to the subject expert (external evaluator—one external evaluator/expert). The researcher has to present and defend the comments for the acceptance of the report. The RMC will accept and approve th

report from the evaluation of the committee formed. ((Format of Mini – Research Report evaluation is mentioned in Appendix 4)

### **2.2.2. Collaborative Research Grant for the faculty members**

RMC GGIC provides collaborative research grants to encourage and foster research activities among the faculties and students. Students and faculties at GGIC are eligible for the collaborative grants. GGIC RMC provides a total of five such grants to the collaborative research. A sum of NRs. 60000 (Sixty thousand only) for each grants. The collaborative grants may cover any subject area and selection and funding will be based on fair and equitable manner.

All the funded research papers will be published in the journal of GGIC and RMC will further facilitate and encourage to publish in reputed and high ranking journals.

#### **Purpose**

The key objectives of this Collaborative Research Grants is to develop and strengthen team based research work among faculties and students. In particular, this grants expect to develop a sound collaboration, exchange of views and knowledge---knowledge sharing/exchange---among the members involved. This further strengthen students' team working skill and also develop a leadership and team work skill for both academic and non-academic research projects.

#### **Grants Procedure**

The selection and evaluation process will be as per the funding guidelines of the RMC GGIC and RMC operational guidelines. RMC call for thesis grants, eligible candidates are selected by the respective evaluation committee following a pre-defined/set selection criteria and guidelines.



Minimum requirement for the eligibility

- The applicants and team member must be the faculty member and students of GGIC.
  - The team must comprise two faculties and at least one student from the respective department.
  - The team leader of the research must be the full time faculty of the GGIC.
  - Applicant received funding in last year are not eligible to apply for current year funding program.
  - The applicant's/team leader must ensure the representative participation/involvement of the student of the respective departments.
  - In case of dispute, RMC GGIC will have final right to make decision.

The research and management cell at GGIC will evaluate each proposal through the formation of evaluation committee. The committee will evaluate the proposal based on pre designed evaluation sheet. The weightage for the evaluation of the proposal is asper follows.

Evaluation of proposal 80 %

Proposal presentation 20 %

The team must obtain a minimum of 50% to be eligible for further selection procedure.

### **Funding and Duration**

The disbursement of fund will be as follows:

- 40% upon signing an agreement of the grants, and
- 60% upon completion of the study.

The research must be completed within agreed time frame between RMC and the applicants during selection process.

### **Documents to be submitted for awards**

1. An application form must be submitted in the specified format available from the Research Management Cell
2. Copies of the certificates of the highest academic qualification.

3. Two copies of research proposals in APA format. The length of the proposal should not exceed 10-15 pages including the cover page with 1.5 line spacing throughout the proposal.
4. The proposal will undergo blind review process.
5. The structure of the proposal must include a cover page covering the title of the proposal, the researcher's name, and researcher's affiliation. The name of the researcher should not appear in any part of the text except the cover page. (The outline of Mini - Research proposal is mentioned in Appendix 5)

### **Report Approval**

Mini-Research Report will be evaluated by the evaluation committee members formed by the RMC and it will be finally approved after the final presentation from the researcher (s). The report will be given to the subject expert (external evaluator). The researcher has to present and defend the comments for the acceptance of the report. The RMC will accept and approve the

Report from the evaluation of the committee formed. (Format of Collaborative – Research Report evaluation is mentioned in Appendix 5)

### Research Misconduct

Research Management Cell will follow research procedures and ethical considerations under global practices particularly, Tribhuvan university. Research misconducts include deliberate fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results, and harmful activities. The misconduct guidelines will follow the Research and extension committee guidelines of GGIC.

### A Code of Ethics:

A violation of the Code of Ethics or any other apparent irregularity is encouraged to report such violations to the Research Management Cell. If reported or requested by any person, the Research Management Cell will make every reasonable effort to keep the identity of such person confidential and conduct a full and fair investigation of the allegations. If allegations against any research grantees are found true, the Research Management Cell will pursue disciplinary action against the wrongdoers and if any individual who knowingly files a false report with the intention to injure another will also face disciplinary action by the Research Management Cell.

Appendix 1 Research Management Cell GGIC, Kathmandu

### Graduate level Thesis Proposal Evaluation Sheet

S. N.	Name of Students	Proposal Content (60)	Proposal Format/Technicality (20)	Defense/Presentation (20)	Total	Remarks
<u>13</u>					(100)	Research Management Cell
1						
2						
3						
4						

5						
6						
7						
8						
9						
10						

Evaluator's Name/Signature

**Appendix 2**

**Research Management Cell**

**GGIC Kathmandu**

**Graduate level Thesis Proposal Evaluation Sheet (for evaluators)    Date: .....**

<b>S. N.</b>	<b>Name of Students</b>	<b>Evaluation 1 (100)</b>	<b>Evaluation 2 (100)</b>	<b>Evaluation 3 (100)</b>	<b>Total (300)</b>	<b>Total Average (100)</b>	<b>Remarks</b>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Evaluator's (A)

Name/Signature

Evaluator's (B)

Name/Signature

Evaluator's (C)

Name/Signature

Research Management Cell Guidelines 2023

## Appendix 3

### Mini Research Proposal Format

The outline of the proposal should be as mentioned as below:

#### 1. Research Title

#### 2. Abstract

#### 3. Introduction

- Background
- Statement of the problem
- Objective of the study
- Rationale of the study
- Research questions/hypothesis ( if necessary)
- Limitations of the study
- Chapter plan

#### 4. Review of Literature

- Extensive review (recent) of literature in the pertinent area of the study.

#### 5. Research Methodology

- Research design
- Population and sample
- Data collection procedure and data analysis plan
- Expected results of the study
- Future prospect of the proposed research

#### 6. Time frame (asper prescribed/purposed time frame), and detail work plan (in a tabular form)

#### 7. Budget breakdown (up to Rs. 50000/)

#### 8. Ethical Considerations

## **9. References**

### **Appendix 6**

#### **Collaborative Research Proposal Format**

The outline of the proposal should be as mentioned as below:

##### **1. Research Title**

##### **2. Abstract**

##### **3. Introduction**

- Background
- Statement of the problem
- Objective of the study
- Rationale of the study
- Research questions/hypothesis ( if necessary)
- Limitations of the study
- Chapter plan

##### **3. Review of Literature**

- Extensive review (recent) of literature in the pertinent area of the study.

##### **4. Research Methodology**

- Research design
- Population and sample
- Data collection procedure and data analysis plan
- Expected results of the study
- Future prospect of the proposed research

**5. Time frame** (6 months) and detail work plan (in a tabular form)

**6. Budget breakdown** (up to Rs. 50,000/)

**7. Ethical Considerations**

**8. References**