

COLLABORATIVE RESEARCH GUIDELINE 2024

**RESEARCH MANAGEMENT CELL
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2024

1. Objective

The main objectives of the Faculty Collaborative Research grant are to establish the research culture in the Institution and to promote the creation of knowledge through scientific inquiries by integrating the research activities with teaching and learning aspects with the aim of bring improvement in the graduate products in general.

2. Coverage Area

Collaborative research extends broadly, covering interdisciplinary collaboration, multiple institutions, agencies, NGOs, 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, updated application of knowledge in teaching, intellectual property, graduate students and research publications in quality scholarly journals and in different types of small scale research activities.

4. Eligibility for Collaborative Research Grant

- a. The eligibility criteria for the Faculty Collaborative Research Grant at this Institution 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 or members in their research and meet the criteria as mentioned in 6.1 and 6.2.
- b. Those who have received the RMC research grant from here 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 Campus Research Management Cell is not eligible to compete for the current grant.
- e. Research proposals submitted by faculty members of this Institution and faculties from other institution/agency 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.



- f. 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:
- First installment (33.33%) will be provided upon signing the agreement.
 - Second installment (33.33%) will be provided after the approval of the midterm progress report.
 - Third installment (33.33%) will be proved after the approval of the final report
 - along with the final deliverables, as indicated, made from the proposed research project.
 - The grant installments will be transferred directly to the grant recipient's official bank account.
 - 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 this Institution and faculties from other institution are eligible to receive the research grants. The seats for proposals are decided on yearly basis by RMC, based on the amount of budget allocation for every 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 but final decision solely depend on the research head of the Institution. All the equipment, technologies and resources procured by this fund are the property of the host campus.
- d. Experts or external involved in proposal defense 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 will 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 -
- d. student ratio of 1:1 at the maximum, and
- e. Optionally, one staff for administrative purpose with allocation of remuneration
- f. 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:
 - 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;
 - 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 a Master degree and seven (5) years' working experience at this Institution 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.

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.

- b. 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

- a. 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 the Institution - RMC guidelines.
- b. The faculty collaborative research grant will be disbursed based on the evaluation report of the panel of experts.
- c. RMC will approve the collaborative research Grant.
- d. The overall evaluation is based on the weightage of corresponding topics as described in Appendix 1.



Appendix 1

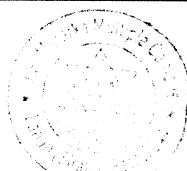
Research Management Cell
Evaluation Weitage for faculty collaborative Research

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

Appendix 2

Research Management Cell
Evaluation Format for faculty collaborative Research

SN	Criteria	Full Marks	Marks Obtained	Remarks
1.	Title	5		
2.	Statements of the problems	10		
3.	Rationale of the study	5		
4.	Objective of the study	5		
5.	Study hypothesis	10		



6.	Review of Literature	15		
7.	Conceptual Framework	10		
8.	Research Methodology	20		
9.	Framework for Data Analysis	15		
10.	Expected Outcomes	5		

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. 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, the Institution 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 the 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 or RMC 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 reports.

Inspection of Research Progress

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.

