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Royal University of Bhutan
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**Guidelines for Management of Research Projects, Other Projects,
Consultancy Projects, Training and Research Centres at the College of
Natural Resources, Royal University of Bhutan.**

Besides providing a quality higher education, research is one of the primary mandates of the Royal University of Bhutan – RUB (refer the Royal Charter of the University, Article 2.2), mainly to provide research-based community services. Research (according to the definition of “*Zhib Tshoel*” means a “systematic inquiry, including research development, testing, analysis, and evaluation, designed to develop or contribute to generalizable knowledge by describing, explaining, interpreting, predicting or posing new questions about a phenomenon under study”. This document shall serve as the guidelines for operation, management, planning, monitoring and reporting of research projects, other projects, trainings and consultancies executed by the College of Natural Resources (CNR), Royal University of Bhutan. These guidelines will also cover the operation, management, performance, and reporting of Research Centres established at CNR, Royal University of Bhutan (RUB).

Objective

The purpose of this document is to provide guidance on the processes to be followed for establishing, administering and managing research and consultancy activities at CNR.

1. Research Administration at the College

- 1.1 All Research will be carried out within the context of established administrative structure of the College comprising management for monitoring quality and providing support to researchers. Research at the College shall be managed by College staff as delegated by the College Research Committee (CRC).
- 1.2 The research category comprises of;
 - 1.2.1 Faculty research funded by the CNR,
 - 1.2.2 Faculty research funded by the Royal University of Bhutan (Annual University Research Grant – AURG),
 - 1.2.3 Faculty research funded by external grant,
 - 1.2.4 Student research, Collaborative research, and sponsored research.
- 1.3 All the research projects executed by the College must be registered with the office of the Dean of Research and Industrial Linkages (DRIL) for operations, management, performance and reporting. The DRIL is responsible for the timely conduct of CRC meetings where CRC shall execute promotion, approval, and monitoring of all researches at the College.
- 1.4 The CRC will review the proposals for allocation of funds and recommend aligning the thematic areas of research set by the DRIL as endorsed by the CRC.
- 1.5 The CRC shall monitor the quality of all College research activities including the ethical standards. Until a separate body is established for ethical standards, the CRC shall serve as the Human Research Ethics Board on all matters related to human



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subject research and Animal Ethics Committee on all matters related to animal research (Refer *Zhib Tshoel* for details).

- 1.6 The CRC approval will be required for any research regardless of funding sources be it from the College, University, external sources, self-funded, or carried out with no specific input of funds.
- 1.7 The CRC shall review research project proposals submitted by the faculties, students, and other researchers associated to the College and if deemed feasible and appropriate will accord approval or provide recommendations for necessary incorporation of changes to the proposal(s). The CRC exercises the authority to approve, execute, monitor and disseminate including the quality of the following research categories:
Faculty research funded by the CNR, Faculty research funded by the Annual University Research Grant (AURG), Faculty research funded by external grant, Collaborative research and Student research.

1.1.1 Faculty research funded by College Research Grant (CRG):

- 1.1.1.1 There will be two dates to submit proposal for research i.e. 25 July and 10 February, of every year.
- 1.1.1.2 The DRIL is responsible for announcing the call for research project proposals.
- 1.1.1.3 The CRC shall specifically look into Research Project Approval (RPA) and Funding Support Approval (FSA) for research project(s).
- 1.1.1.3.1 The RPA for research project provided by the CRC does not automatically qualify for funding support (*See annexure A: for research approval form by CRC*).
- 1.1.1.3.2 The primary criteria for RPA shall be based on the ethical standards, ability to lead research, relevance of research topic, methodology, significance of research in terms of policy. .
- 1.1.1.3.3 A research project proposal approved by CRC and recommend for funding support will receive the fund from the College Research Grant (CRG)(*See annexure B: for funding approval form and Annexure G: for project planning form*).
- 1.1.1.3.4 The research project will only qualify if it meets the set criteria of college research directives.
- 1.1.1.3.5 The CRC will review research project proposal within three weeks from the deadline of proposal submission, and will provide a written response to the proponent.
- 1.1.1.3.6 The CRC shall respond to every research project proposal in the following ways:
- 1.1.1.3.6.1 Approve – The research may proceed immediately, subject to the College research guidelines.
- 1.1.1.3.6.2 Approve with minor changes – The research may proceed according the CRC recommendations.



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- 1.1.1.3.6.3 Reject (major changes recommended) – A research project proposal will be rejected if not within the scope of the University’s research policy or the College research agenda and failing to meet the quality standards required for approval. However, the applicant may submit another or the revised research project proposal in the next call for proposal. The revised research project proposal will be treated as a fresh application by the CRC.
- 1.1.1.4 The following criteria shall be used for evaluating the research project proposal
- 1.1.1.4.1 Title – stated in terms of a functional relationship with clear indication of independent and dependent variables,
 - 1.1.1.4.2 Introduction – context for the research problem,
 - 1.1.1.4.3 The problem statement,
 - 1.1.1.4.4 Background of the research,
 - 1.1.1.4.5 Specific aims and objectives,
 - 1.1.1.4.6 Preliminary results (if any),
 - 1.1.1.4.7 Research design (methods, different phases of the study, description of the instruments, sample population and sampling procedure, study site, technical details),
 - 1.1.1.4.8 Rationale,
 - 1.1.1.4.9 Limitations/assumptions,
 - 1.1.1.4.10 Statement on the ethical conduct of the research
 - 1.1.1.4.11 Human subject research and
 - 1.1.1.4.12 Statement on potential conflicts of interest.
- 1.1.1.5 Once the research project is approved, all the research projects will be automatically registered with the Office of the DRIL (*See Annexure C: for registration form*).
- 1.1.1.6 Based on the CRC recommendation the research officer shall register the research projects funded by CRG with the specific research centre.

1.1.2 Faculty research funded by the Annual University Research Grant (AURG):

- 1.1.2.1 The call for AURG research project proposals is the responsibility of the office of the Department of Research and External Relations (DRER).
- 1.1.2.2 All the AURG funded research will be governed by the AURG guidelines and the CRC will be responsible for the management of fund, extension or termination of AURG funded research and report to the office of the DRER accordingly.

1.1.3 Faculty research funded by external grant:



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- 1.1.3.1 All the research projects approved for external funding sources must register with the office of the DRIL (*See annexure C: for registration form*).
- 1.1.3.2 The CRC shall review the research project and the fund secured for the execution of the research including the conflict of interest.
- 1.1.3.3 The College shall administer all the research funding secured by the College staff including those funds granted to individual researchers.
- 1.1.3.4 The funds spent on research activities at the University must be used in accordance with the University's financial rules and regulations.
- 1.1.3.5 The CRC shall have the right to recommend for investigation when the source of funding is unclear, or the motives, objectives of the potential funder is contradicting to the interest or research agenda of the college and the national values.
- 1.1.3.6 All the research work requiring to use of college laboratory pertaining to section 1.1.1, 1.1.2 & 1.1.3, can make use of the college laboratory however the respective staff of the college shall pay laboratory fee as per the rate(s) prescribed by the respective laboratory.
- 1.1.3.7 Respective laboratory in-charge are responsible for maintaining the records of the laboratory use by staff members.

1.1.4 Collaborative research within and outside the College/University:

- 1.1.4.1 All the collaborative research projects must be registered with the office of the DRIL (*See annexure C: for registration form*).
- 1.1.4.2 All joint research or studies shall require prior approval of the CRC.
- 1.1.4.3 A written agreement pertaining to formal research collaboration shall be submitted to the CRC involving Colleges within RUB.
- 1.1.4.4 A researcher must seek the CRC's approval pertaining to any research collaboration between CNR and Institution out of RUB.
- 1.1.4.5 Researchers wishing to have international collaboration must submit the collaborative research project proposal to the office of the DRIL which shall be tabled to CRC for approval and seek advice from the office of the DRER accordingly.
- 1.1.4.6 The Letter of Agreement (LOA) shall be signed only after the prior approval of the CRC. The LOA can be signed by the Head of the College only after consultation with the office of the Department of Research and External Relations (DRER), OVC, Thimphu.
- 1.1.4.7 All the international research collaboration shall be based on the research policy (*Zhib Tshoel* guidelines).

1.1.5 Student research management:

- 1.1.5.1 Application for all types of research affiliated with the College shall seek approval of the CRC.



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- 1.1.5.2 Students must submit the research project proposal to respective program leaders (PL) and PL shall submit the student research project proposal to the office of the DRIL.
- 1.1.5.3 The office of the DRIL shall convene the CRC meetings for research approval. And until a specific body is established to deal with the issues of ethical standards, CRC shall be responsible for assessing ethical standards for proposed research projects.
- 1.1.5.4 A faculty member wishing to engage student, using his/her research fund, as part of their research leading to the research Theses or dissertation must get the CRC approval, prior to the commencement of the research.
- 1.1.5.5 The application for approval from the CRC must attach the research plan, cost required to execute research project, sources of funding, agreement between the faculty member and the student(s).
- 1.1.5.6 Once the research is executed, change of research topic and change of research supervisor is not allowed after one month of research work execution.
- 1.1.5.7 Students' using college laboratory for research work related to regular academic teaching and learning such as conducting research as part of the dissertation/Thesis/Research projects may not be charged however research work other than part of regular teaching and learning are required to pay laboratory fees as prescribed by respective laboratory.
- 1.1.5.8 In the case of any faculty member having funding to conduct research and wishing to engage students shall do so however the students to be engaged in research work through funding acquired by faculty member shall select students based on the following criteria:
 - 1.1.5.8.1 Research work must be relevant to students' field of studies.
 - 1.1.5.8.2 Student must be selected on merit basis, e.g. academic performance.
- 1.1.5.9 The CRC shall not and will not be responsible for getting any other clearances the research may require. Getting research clearances shall be the responsibility of researcher(s) and may seek a support from the DRIL.

1.2 Research planning, execution, and monitoring:

- 1.2.1 The CRC is responsible for identifying priority areas, in-line with University and National research goals.
- 1.2.2 The priority areas for research shall be developed based on: generation of new knowledge, relevance of the research to the programmes or college, need for such research at local, and national perspectives, capacity and feasibility, and impact.
- 1.2.3 Setting priority areas shall be the responsibility of the DRIL and may submit to the CRCs for endorsement and to the CACs for information.
- 1.2.4 Researchers shall follow the plan set out in the research project proposal however researchers shall notify the CRC in case of any deviations to protocols involving research plan.



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- 1.2.5 A researcher must register the research project without which the CRC approval shall not be granted.
- 1.2.6 The release of fund shall be made only upon submission of office order to finance section obtained from the DRIL.
- 1.2.7 The office order shall not be issued if the research project is not registered with the DRIL office.
- 1.2.8 The fund shall be released in three phases and proportions such as:
 - 1.2.8.1 First phase - release 50% of the total fund,
 - 1.2.8.2 Second phase -release 30% with submission of progress report to the office of the DRIL
 - 1.2.8.3 Third phase- release remaining (20%) fund on submission of final report to the office of the DRIL.
- 1.2.9 Based on the endorsement by the CRC the DRIL shall issue office order pertaining to execution, extension or termination of the research project.
- 1.2.10 A progress report should be submitted by the researchers to the CRC half-way through the research, or every six months, whichever is shorter (*See Annexure D: for progress reporting form and Annexure F: for Timesheet submission form*).
- 1.2.11 Unless the half yearly report on project, consultancies and research are submitted and verified by the DRIL, the subsequent budget shall not be released.
- 1.2.12 The finance section shall not release any budget for execution until the project is registered and bears a registration number.
- 1.2.13 A note sheet for budget release must be verified by the DRIL before seeking the approval for budget release from the President.
- 1.2.14 A final report of the research shall be submitted to the CRC upon completion of the work.
- 1.2.15 A publication shall suffice and a separate report may not be required (*see Annexure E: for project completion reporting form*).
- 1.2.16 The DRIL shall report to the CRC bi-annually on the College research activities.
- 1.2.17 Account must be settled before putting up proposal for the next release of the budget.
- 1.2.18 Lead researcher will not be allowed to put up any proposal before completing the existing project. However, this does not apply to co-researcher.

1.3 Research result publications/dissemination/annual reporting:

- 1.3.1 Refer chapter 15 of *Zhib Tshoel* for publication related policies.
- 1.3.2 For BJNRD Publication (refer BJNRD Policy Document for detail)
 - 1.3.2.1 BJNRD is a College journal to support publication by staff and students, and international papers if accepted through peer review process.
 - 1.3.2.2 BJNRD publication is the overall responsibility of the Office of the DRIL.
 - 1.3.2.3 BJNRD has Website and DOI requiring annual fee payment.



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- 1.3.2.4 In the long run ‘Indexing’ of BJNRD journal shall be attempted.
- 1.3.3 Annual Report of the College is produced by the Office of the DRIL.
- 1.3.4 Prospectus of all programmes offered by the College is produced by the Office of the DRIL.

2. Other Projects administration at the College

- 2.1 Any project, be it capacity building or other developmental projects, here in referred to as “other Projects” must be relevant to Bhutan and must benefit the College in terms of finance or capacity building. Thus, prior to application submission and seeking approval, the project concept and objectives must be discussed with the DRIL and President especially the externally funded projects.
- 2.2 Once the project is secured, the project coordinator shall submit the project registration form to the office of the DRIL along with the project document for registration.
- 2.3 All projects must be registered with the office of the DRIL using the given format (*Annexure C: Registration form*) which will be formalized by the CRC.
- 2.4 Release of fund from the finance section must be based on the office order issued by the DRIL office.
- 2.5 The Project Fund shall be deposited in the College CD Account.
- 2.6 The project fund will be managed by the Finance Officer upon approval from the CMC and signed by the President based on the approval procedures. CMC will monitor the implementation and progress of the Project from time to time.
- 2.7 The Project Coordinator should present mid-term and yearly progress reports in the mid-term and annual workshop of the College and submit the report to the DRIL (*See Annexure D: for progress reporting form*).
- 2.8 The Project Coordinator should submit the yearly progress report in prescribed format to the DRIL’s office. (*See Annexure E: for Completion reporting form*).
- 2.9 The DRIL’s Office will maintain database of all the projects, faculty and staff research, consultancy services and training courses offered in the College.
- 2.10 The project budget should be calculated based on the as per Table 1 and the payment to staff shall be based on the RUB financial rules.
- 2.11 Payment for the extra input to the research projects, projects, Consultancies should be based on evidences as reflected in the time sheet (*See Annexure E: for Time Sheet form*).

Table 1: Budget heads and rates for project cost calculation

SL	Budgeting Head	Rate	Remarks
1	Staff cost	Monthly gross pay divided by 30 x No. of days	
2	Travel	DSA rate x No. of days	



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3	Professional fee	2000/day x No. of days	
4	Stationery/materials	Actual cost	
5	Transport	Km to travel x Nu. 25	
6	Equipment	Actual cost	
7	Facility rental	Actual cost	
	Subtotal (A)	(Total of 1-7)	
8	F & A cost	10% of subtotal (A)	
	Subtotal (B)	(Total of A+8)	
9	Institutional fee (C)	25% of Subtotal (B)	
	Grand total	B+C	

2.12 In case of projects which mandates paying salary to the regular staff of the CNR will be done according to the RUB financial rules and the additional amount deducted in the name of CNR staff will be deposited to the College account.

3. Administration of Trainings at the College

3.1 All trainings, should contribute to the overall financial and capacity development of the College.

3.2 Remuneration of Staff Involved in Projects/Consultancies/Training shall be done as per Table 2.

Table 2: Rate for Remuneration of Staff

Entitlement	Rate	Remark
Professional fee	2,000/day x No. of days	If work done on station during the session
Travel	Normal DSA	For actual travel outside the college only
Extra salary	Per day cost x No. of days	If conducted during vacation only

Note: a day includes a minimum of 8 working hours.

3.3 Staff remuneration is based on the decision made by the 240th College Management Committee meeting:

3.3.1 1 week (5 days) = Nu. 30,000 lump-sum for engagement of 3 people – 1 Course Director, 2 Resource Persons, if only 2 involve, Nu. 30,000 to be shared by 2 people, excluding pre and post activities of Course Director = which should be less than total of Nu. 40,000.



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- 3.3.2 If additional resource persons are engaged then payment should be made from the Nu. 30,000.
- 3.3.3 For preparation of training materials, the time is included within the professional fee. Irrespective of number of RPs engaged, Professional fee per day is Nu. 2,000/day.
- 3.3.4 No practical and theory to be segregated.
- 3.3.5 Resource person from outside can be added to lump-sum of Nu. 30000 but should be less than Nu. 40000 per week.
- 3.3.6 External Resource Person invited will be provided modest accommodation by the College as per the Office Order of the RUB.
- 3.3.7 External Resource Person will be provided Nu. 2000 professional fee per day in addition to the one-time two-way mileage (ref Office Order of the RUB).
- 3.4 While calculating the cost of trainings to be provided to the clients, the cost of training shall follow the calculations reflected in Table 1 (Refer Table 1).

4. Consultancies administration at the College

- 4.1 The College/University recognizes the value of the consultancy services provided to agencies.
- 4.2 Consultancy can be one of the medium to exchange knowledge, skill/expertise with the external agencies especially for mutual benefits and enhancing the external and Industrial linkages of College/University.
- 4.3 The University policy encourages staff to engage in relevant consultancy works that is consistent with the University HR Policy.
- 4.4 Consultancy is work of a professional nature, undertaken by College staff in their field of expertise, for clients outside the institution, for which some financial return is provided;
- 4.5 Staff wishing to take up consultancy work should seek advice from the DRIL and the President in case if they are unclear about whether their proposed work constitutes consultancy.
- 4.6 Staff may take up consultancy work based on the HR Policy which may permit to undertake up to 30 working days consultancy activity per academic year.
- 4.7 In case a longer time is needed to complete consultancy work, the approval of CRC should be sought which must be discussed and approved by CRC on the case by case basis.
- 4.8 All the consultancy projects must be registered with the DRIL's office and failing to do so will result into withholding of the fund at the finance section.
- 4.9 While registering the consultancy project, a complete plan of activities signed by their respective line managers and Dean of Academic Affairs (DAA) should be submitted.
- 4.10 All consultancy proposals should be passed through DRIL in the first instance.
- 4.11 The CRC shall make a decision whether a consultancy can be accepted or declined.
- 4.12 Individuals are not permitted to enter into more than one contract at a time.
- 4.13 Revenue generated from consultancies may be paid to the researcher subject to the consulting guideline as specified in the HR Policy (*See Zhib Tshoel*).



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- 4.14 Handling of the funds should be dealt as per the RUB financial rules and regulations however exceptions can be made to the revenue generated from the consultancies which may be as per the consultancy guidelines of HR Policy.
- 4.15 Finance section shall facilitate the management of fund reflecting consultancy income (per financial year) generated by the staff.

5. Operation, management, membership and sustainability of Research Centres

- 5.1 Research centres at the Colleges are established to have research, advisory and consultancy services dedicated to specific thematic research areas that supports and promotes linkages with Industries or organizations.
- 5.2 Each Centre shall have a Coordinator who is a faculty member and report to the DRIL.
- 5.3 The DRIL is responsible for oversight of the Centres and ensure proper functioning within the overall College research environment and strategic plans.
- 5.4 Annual activity planning of the centres shall be jointly prepared by the Research Centres' Coordinators (RCC), Research Officer and the DRIL.
- 5.5 The Research Officer and/or Liaison Officer shall support the implementation of the planned activities of the Centres and Units.
- 5.6 The research centres drive the research, services and projects to generate revenue for the College.
- 5.6.1 Research centres shall support and promote thematic research in the college.
- 5.6.2 Research centres shall disseminate, document and conduct capacity building activities at the College.
- 5.6.3 Support the formation of research groups of personnel with similar interests.
- 5.6.4 Initiate formulation of group proposals.
- 5.7 All the staff of the College by default are members of the research centres,.
- 5.8 All the Research project(s), Project(s), and Consultancy (ies) including the advisory and Community services must be registered with the respective centres related to the Department or based on the recommendation of CRC.
- 5.8.1 All the Research project(s), Project(s), and Consultancy (ies) including the advisory and Community services carried out by the
- 5.8.1.1 Department of Sustainable Department shall report to the Centre for Rural Development Studies.
- 5.8.1.2 Department of Environment and Climate Studies and the Department of Forest Science shall report to the Centre for Environment and Climate Research.
- 5.8.1.3 Department of Agriculture, Department of Animal Science and Department of Food Science and Technology shall report to the Centre for Sustainable Mountain Agriculture.
- 5.8.2 Any projects or services related to the cross-cutting issues shall report to the Centre for Rural Development Studies or should seek advice from the CRC through DRIL.



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རང་འབྲུང་འཐོན་བསྐྱེད་མཐོ་རིམ་སློབ་མེ།
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- 5.8.3 In case of unpaid Community services, the record shall be maintained by the respective research centres for the purpose of records and annual reporting.
- 5.9 Research centres shall operate within their Terms of Reference, and subject to the research processes outlined in the *Zhib Tshoel*.
- 5.10 All Research Centres are expected to maintain a current information in the web with approved logo of the centres.
- 5.11 The centres shall align the research and other activities based on the College strategic plan and the Key Performance Indicators.
- 5.12 The coordinator shall report to the DRIL and the College Academic Committee (CAC).
- 5.13 The Coordinator shall be responsible for the budget, research direction, and resourcing of a Centre.
- 5.14 The Coordinator shall be responsible for negotiation with the head of the Department to engage a faculty member should a need arises.
- 5.15 The Centre Coordinators shall submit an annual interim report to the DRIL for onward reporting to the CAC and forwarding to Research and Innovation Committee as per the guidelines.



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 རང་འབྲུང་འཐོན་བསྐྱེད་མཐོ་རིམ་སློབ་མེ།
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Annexure A; Proposal Approval form (To be approved by CRC and approved by CAC)

1. Title of Project:			
2. Project Start Date:		3. Project End date:	
4. Team Member			
(a) PI & CoPI Name	(b) Designation/ Agency/Depart ment	(c) Email & Contact No.	(d) Remarks
5. Objectives of the Project:			
6. Expected Outcome:			
7. Alignment with College objective and mandate (How do the objectives of the project align with that of the college?)			
8. Does your project involve research with human subjects? [Yes] [No]			
9. Does your project involve research with human subjects? [Yes] [No]			
10. Do PIs/CoPIs or their immediate family members have financial conflict of interest? [Yes] [No]			
11. Does your project include undergraduate or graduate students [Yes][No]			
12. Will there be any staff, in addition to the team members, assigned to this project? [Yes][No]			
13. Submission of agreement from among the team members [Yes][No]			

Sign. CRC members:

- | | | |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |



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 རང་འབྲུང་འཐོན་བསྐྱེད་མཐོ་རིམ་སློབ་མེས།
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Annexure B. Approval form for Financial Support from College Research Grant (For endorsement by CRC and Approval from CMC)

1. Title of Project:			
2. Project Start Date:		3. Project End Date:	
4. Team Member			
(a) PI & CoPI Name	(b) Designation/ Agency/Depart ment	(c) Email & Contact No.	(d) Remarks
5. Total funds required for the project:			
6. Total funds requested from CNR (CRG):			
7. Are there any staff/faculty/students to be paid from the project? [Yes][No], if yes provide additional details (Name, position, assignment, time, extra days etc).			

Sign of CRC members

- 1.
- 2.
- 3.
- 4.
- 5.



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རང་འབྲུང་འཕྲོད་བསྐྱེད་མཐོ་རིམ་སློབ་མེས།
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Annexure C: Registration form (To be submitted to the office of the DRIL)

1. Project Title:			
2. Assigned Registration No.			
3. Registration date:			
4. Project start date:		5. Project end date:	
6. Funding support (Name of Funding agency):			
7. Funding amount (Nu./US\$/€/£/¥):			
8. Attach a separate sheet for funding breakdown: [Yes] [No]			
9. Project type: [Research project], [Developmental Project], [Academic exchange], [Consultancy], [Training], any other...specify.			
10. Project ward type: [Grant], [Contract], any other please specify:			
11. Proposed to be registered under [CRDS], [CECR], [CSMA], centre (please tick one)			
12. CRC's proposal approval date:			
13. Financial approval date (if any):			
14. Team members (if applicable)			
(a) PI and CoPI Name	(b) Designation/ Agency/Department	(c) Contact details	(d) Remarks
15. Signature of project leader:			
16. Signature of project manager (if applicable:			

Signature of respective centre coordinator (where the project is to be registered):

1.



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 རང་འབྲུང་འཐོན་བསྐྱེད་མཐོ་རིམ་སློབ་མེ།
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Annexure D: Research project/Project/Consultancy etc reporting form

PROJECT PROGRESS REPORT

(For all ongoing projects)

All Project Coordinators/Team Leaders/Lead Researchers are required to provide half yearly report for the Projects/Consultancies/Research projects being executed using this format. Subsequent budget release will be based on this progress report.

1. PROJECT DETAILS			
1.1.	Project Title:		
1.2.	Registration number:		
1.3.	Project Start Date:	Project End Date:	
1.4.	Total Fund:	Fund Received:	Fund Balance:
2. PROJECT PROGRESS			
3.1	Project objectives • •		
3.2	Activities Achieved • •		
3.3.	Planned Activities Pending • •		
3.4.	Justification for Un-achieved Targets • •		
3.5	Plan for Rest of the Project Activities • •		

For Official Purpose:

Date of progress report received:

Report received by:

Database updated by:

Report received by:



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 རང་འབྲུང་འཐོན་བསྐྱེད་མཐོ་རིམ་སློབ་མེ།
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Annexure E: Project completion reporting form

PROJECT COMPLETION REPORT
 (For all ongoing projects)

All Project Coordinators/Team Leaders/Lead Researchers are required to provide completion report using this format.

3. PROJECT DETAILS			
3.1.	Project Title:		
3.2.	Registration number:		
3.3.	Project Start Date:		Project End Date:
3.4.	Total Fund:	Fund Received:	Fund Balance:
4. PROJECT COMPLETION			
3.1	Project objectives • •		
3.2	Activities Achieved • •		
3.3	Evidence of project report (Manuscript, Report etc, please specify) • •		

For Official Purpose:

Date of progress report received:

Report received by:

Database updated by:

Report received by:



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 རང་འབྲུང་འཐོན་བསྐྱེད་མཐོ་རིམ་སློབ་ཁྱེ།
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Annexure F: Time Sheet Preparation Format

Name of the project				
Sl. No.	Date	No of hours/days (specify)	Activities	Remarks

Amount claimed (Nu.).....

Name & Sig. of Researcher
Date:

Verified by DRIL
Date:

Approved by President
Date:



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 རང་འབྲུང་འཐོན་བསྐྱེད་མཐོ་རིམ་སློབ་མེ།
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Annexure G: Work Plan preparation form

The work plan will include the timeframe within which the project activities will be carried out and should include among others the time of visit of team from partnering agencies. This will form the basis for monitoring and reporting.

Activity	Budget (Nu)	Responsibility	Month						
			J	F	M	A	M	J	+



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རང་འབྲུང་འཕྲོད་བསྟེན་མཐོ་རིམ་སློབ་མེ།
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References

1. Zhib Tshoel: Research Policy Guidelines of the Royal University of Bhutan.
2. RUB Research Degree Framework.

*Developed by DRIL and revised version is approved by 52nd College Academic Committee
held on April, 20, 2020.*
