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|  | Ahsanullah University of Science and Technology |
| Research and Publication Office (RPO) |
| AUST Internal Research Grant (AIRG) |
|  | |
| **AIRG PROPOSAL INITIAL SCREENING FORM**  **(from the respective department)** | |

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| --- |
| **For Office Use Only** |
| Project ID: |

|  |  |
| --- | --- |
| **Initial Screening Details** | |
| Name of the Department |  |
| Project Title: |  |

**Sections A, B, C, and D will be filled out by the Internal Reviewer**

**Section A**

|  |  |  |
| --- | --- | --- |
| **No.** | **Assessment Criteria** | **Remarks** |
| 1 | The Title is SMART (Specific, Measurable, Achievable, Realistic and within Time-frame). |  |
| 2 | The research topic is Novel and original. |  |
| 3 | Methodology is clear and detailed, and can achieve the research objectives. |  |
| 4 | Expected outcomes would be significant. |  |
| 5 | The proposal is well written. |  |
| 6 | The proposed project duration is justified. |  |
| 7 | * Estimated cost is appropriate. * Budget is consistent with the AIRG guidelines. (i.e., percentage-wise budget head limit).   [Please check the application form – Section K] |  |

**Section B**

***Please ensure the following things –***

*[to fill out the following Table, you may discuss with the PI, Co-PIs and the HoD/s (if the PI and Co-PI belongs to different departments)]*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Check points** | **Yes/No** | **Comments (in short if required)** |
| 1 | Have the PI and Co-PIs of AUST individually received any desktop computer, laptop, or other equipment? |  |  |
| 2 | Is an additional purchase (like a desktop computer, laptop, etc.) in the proposed research project, justified or not? |  |  |
| 3 | Is the requisition for any photocopy machine, printer, or any other electrical and electronic device or machine for experiments justified in relation to the department’s available resources? |  |  |
| 4 | Are the PI and Co-PIs available in the department during the proposed research period of the AIRG project? |  |  |
| 5 | If the PI and Co-PIs were previously or are currently  involved in AIRG projects, please verify the following:  Is there any repetition among the research topics/subjects of the proposed/completed/continued AIRG projects?  (RPO will provide the earlier research proposals – if the PI and Co-PIs carried out or are involved in AIRG projects). |  |  |

**Section C**

Please suggest 3 (three) potential external reviewers’ names and details who may agree to review the research proposal –

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reviewer’s name** | **Affiliation** | **Specialized field** | **Email** | **Contact no.** |
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**Section D**

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| **Additional comments (if any)** |
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(Signature of internal reviewer for initial screening)

Name:

Designation:

Department:

Date:

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| **To be filled out by the HoD (the department PI belongs to)** |
| * Specific comments on points 1 to 4 of **Section B** |
| * Recommendation of the Head of the Department: |
| ----------------------------------------------------  (Signature of Head of the Department)  Name:  Designation & Department:  Date: |
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