



Green
University

Letter No: GUB/GC/38/21/013

Date: 18 January 2021

Subject : Modified Policy for Research and Innovation.

Reference : Agenda Item 8 of 35th (3rd of 2020) Academic Council Meeting.

As per the decision of 35th (3rd of 2020) Academic Council Meeting and in accordance with the approval of competent authority, the Modified Policy for Research and Innovation is attached herewith for your kind information and necessary action.



18.01.2021

Md. Saiful Islam
Registrar (Acting)

For Action:
All Concerned

For Kind Information:
Vice Chancellor
Pro Vice Chancellor
Treasurer

GREEN UNIVERSITY OF BANGLADESH

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Policy Title	Policy for Research and Innovation
Date of Approval	23 March 2018 (GUB/GC/38/18/061)
Date of 1st Revision	07 March 2019 (GUB/GC/38/19/022)
Date of 2nd Revision	12 December 2020 (35 th Academic Council Meeting)

General:

Green University of Bangladesh (GUB) believes in continuous development of its members' through conducting quality research activities and getting involvement in innovative projects. In this regard, the 'Policy for Research and Innovation' shall work as the prime policy document in favor of all related stakeholders of the institution.

Policy:

1. Research and innovation activities of the institution will be centrally coordinated and supported by a fully self-sufficient center named - 'Center for Research, Innovation and Transformation (CRIT)'.
2. Staffing and other necessary resources will be ensured by the authority of GUB for ensuring effective and efficient operation of CRIT.
3. Any research initiative from the faculty members of any department shall be channelized to higher management of GUB through CRIT.
4. CRIT will be responsible for the following general tasks for promoting research activities of the institution:
 - (a) Call for research proposal
 - (b) Evaluating research proposal(s) and then allocate fund(s)
 - (c) Follow up the updates of ongoing funded research project(s) and ensuring the completion
 - (d) Organizing research-based training programs, workshops, seminars, and conferences on behalf of the institution
 - (e) Networking with other similar organizations/institutions for creating larger platform for learning through collaborated research and related activities
 - (f) Creating opportunities for externally funded research projects
 - (g) Managing the internal research fund of GUB
 - (h) Coordination with research cell of each department/school of GUB
 - (i) Creating conducive environment in favor of the faculty members for engaging them in research and related activities with international standards
5. As per the guideline of University Grants Commission (UGC), GUB authority will ensure the allocation of fund(s) from internal source which will be at least 2% of the total income budget of the institution.
6. CRIT will develop a detail 'Terms of References' (ToR) or 'Guideline' for using the research grant.
7. GUB authority will provide financial support to the faculty members, administrative staff and students of GUB family for participating in seminars, workshops and conferences at national

and international levels. GUB authority will also support Tk. 5,000 /- (five thousand) only for each journal article publication in GUB Journal of Science & Engineering, Green University Review of Social Sciences and Journal of Green Business School. A maximum amount of taka 35,000/- (thirty five thousand) only per year (01 January to 31 December) shall be allotted to each GUB member to avail such opportunities at home and abroad. Only the first author will be entitled to get the facilities of the grant. However, the criteria for being the first author will not be considered for the journals which use the name following the alphabetical synchronization. In such cases, the Faculty Research Appraisal Committee will determine eligibility for the awards.

8. GUB authority shall allocate research grants from its internal source against the project proposals submitted by faculty members, which will be coordinated by CRIT. In such case, the maximum limit of individual researcher shall be of taka 60,000.00 and for team research projects the maximum limit shall be of taka 500,000.00 per year. If, for team research, a fund more than the mentioned limit is required then the amount may be approved upon special permission from the Vice Chancellor.
9. GUB will provide financial support to its faculty members/researchers to publish their papers in reputed international journals. In such case, a maximum amount of taka 20,000.00 per year shall be allotted to each faculty member as article processing charge (APC), if applicable.
10. GUB authority will ensure the publication of its different school/faculty-based peer reviewed journals and promote those both at national and international levels manually and digitally. For each journal, at least one issue should be published per year.
11. GUB authority will establish the full-fledged operation of 'Green University Press' for promoting its research and other related knowledge creating activities. CRIT will coordinate the process for publication of substantial research works in the form of Book through Green University Press.
12. GUB faculty members shall enjoy the scope to be engaged in research-based consultancy services outside GUB. In such case, 'Conflict of Interest' of GUB Code of Conduct for Faculty Members' shall not be applicable with the condition that the regular academic responsibility of the concerned faculty member shall not be hampered. In such case, faculty member shall contribute 15% of his declared income to GUB fund of which 10% will be entitled to the concerned Department/School of the Faculty Members and rest 5% shall be entitled to Central GUB Fund. In case of consultancy with experimental research using GUB facilities, 15% of the total earning shall be contributed to central GUB fund and 5% shall be deposited to the concerned department/school. The chairperson/head of the concerned department/school will handle the departmental fund.
13. For research projects of high-level engagements of individual faculty members and/or the team, regular course loads may be waived considering his/her/their research loads as equivalent to course works. The level of course load waiver shall be defined through the recommendations of the Chairperson/Dean in consultation with the Honorable Pro Vice Chancellor/Vice Chancellor. Detail of modalities for equivalence between course load and research load shall be developed by CRIT.
14. Concern department/school/CRIT shall be entitled to recruit Research Faculty Member(s) of senior levels (Professor and Associate Professor) and required project staff(s) in part time/contractual basis to carry over its particular research project(s) and related activities. Detail 'Terms of References' (ToR) or 'Guideline' for Human Resource Management, Financial & Accounts Management and other Administrative Management shall be developed by CRIT.

15. Faculty Research Publication Award

Green University of Bangladesh focuses on enhancing knowledge through the active participation of all stakeholders in research and development activities. The authority of GUB feels that providing incentives to the faculty members for their high-quality research outcomes might work as a catalyst to promote the publication of more research outputs and would help to develop a sustainable research culture.

A. Goals of the Award

The primary goal of this award is to recognize and reward research publications produced by faculty members of Green University of Bangladesh and to encourage them for conducting quality research work.

B. Objectives of the Award

To promote the research culture at GUB by enhancing the research publications of the faculty members. In addition to the teaching, the faculty members are encouraged to publish books and research articles in reputed refereed international and national journals with high impact factors (IF).

- B.1 To enhance the University's annual research output for improving its ranking at the national and international levels based on research papers published in recognized Journals by authors affiliated with GUB.
- B.2 To motivate faculty members of GUB to undertake quality research, consultancy, and other research-related activities.
- B.3 To encourage the faculty members to contribute more in their respective fields scholastically.
- B.4 To grow interests among the faculty members so that they take efforts to establish collaborative research projects with their counterparts in reputed Universities at home and abroad.
- B.5 To pursue efforts writing articles, books, monographs for publications by reputed International and National publishers.

C. Award Categories

Studying the indexed journals by reputed publishers in science, engineering, arts, business, law and social sciences it has been revealed that the impact factors of journals in the fields of Science and Engineering are higher than those of arts, business, law and social science fields. Therefore, two separate branches- "Faculty of Science and Engineering" and "Faculty of Arts, Law, Business and Social Sciences" have been made to set the criteria for giving awards in three different categories, namely – "Outstanding Research Award", "Research Excellence Award" and "Research Award".

C.1 Faculty of Science and Engineering

Name of the Award	For Book	For Journal Article	Awards
Outstanding Research Award	A peer-reviewed book containing basic research results in someone's major area and published by a renowned publisher	An article published in a reputed journal indexed by ISI, SCI, SCIE, Scopus, Clarivate Analytics etc. with Impact Factor (IF) higher than 5.0 will be considered for this award.	(a) A Certificate (b) A Cash Award equivalent to IF×Tk. 10,000/- up-to a maximum of Tk. 80 thousand.
Research Excellence Award	will be considered for this award. The exact award category and amount will be selected by the	An article published in a reputed journal indexed by ISI, SCI, SCIE, Scopus, Clarivate Analytics etc. with Impact Factor (IF) 3.0 - 4.99 will be considered for this award.	(a) A Certificate (b) A Cash Award equivalent to IF×Tk. 7,000/- up-to a maximum of Tk. 35 thousand.
Research Award	committee depending on the quality of the contribution, volume and the publication venue.	An article published in a reputed journal indexed by ISI, SCI, SCIE, Scopus, Clarivate Analytics etc. with Impact Factor (IF) 0.5 - 2.99 will be considered for this award.	(a) A Certificate (b) A Cash Award equivalent to IF×Tk. 5,000/- up-to a maximum of Tk. 15 thousand and minimum Tk. 5,000/-.

C.2 Faculty of Social Sciences, Arts, Business Studies and Law

Name of the Award	For Book	For Journal Article	Awards
Outstanding Research Award	A peer-reviewed book containing basic research results in someone's major area and published by a renowned publisher	An article published in a reputed journal indexed by SSCI, AHCI, ESCI, Scopus, Clarivate Analytics etc. with Impact Factor (IF) higher than 3.0 will be considered for this award.	(a) A Certificate (b) A Cash Award equivalent to IF×Tk. 10,000/- up-to a maximum of Tk. 80 thousand.
Research Excellence Award	will be considered for this award. The exact award category and amount will be selected by the	An article published in a reputed journal indexed by SSCI, AHCI, ESCI, Scopus, Clarivate Analytics etc. with Impact Factor (IF) 1.0 - 2.99 will be considered for this award.	(a) A Certificate (b) A Cash Award equivalent to IF×Tk. 7,000/- up-to a maximum of Tk. 21 thousand.
Research Award	committee depending on the quality of the contribution, volume and the publication venue.	An article published in a reputed journal indexed by ISI, SCI, SCIE, Scopus, Clarivate Analytics etc. with Impact Factor (IF) 0.1 - 0.99 will be considered for this award.	(a) A Certificate (b) A Cash Award of Tk. 5 thousand.

D. Selection Process

D.1 The selection will be made by the Faculty Research Appraisal Committee formed by the Honorable Vice Chancellor of Green University of Bangladesh (GUB). The


committee will judge the qualitative and quantitative contributions of the applicant to determine eligibility for the awards.


- D.2 Faculty members are required to submit their published work(s) in the respective form (**Annexure - A**) on or before 30 June every year. The office of the CRIT will coordinate the process.
- D.3 The research work published from 01 July to 30 June with GUB's name in affiliation will only be considered for the award.
- D.4 The awards will be given to the winners on World Teachers Day - 05 October of each year.


E. Regulations


- E.1 The distribution of financial incentive award shall be fixed by the Faculty Research Appraisal Committee, Green University of Bangladesh (GUB) depending on the availability of funds.
- E.2 A publication will be considered if the work is a fundamental contribution to the respective field. No review work, translation and works not related to the author's individual major will not be considered for the award.
- E.3 Awards will be given to a researcher who has significant contribution in the article and is a full-time regular faculty member with at least one-year service to Green University of Bangladesh.
- E.4 If an author's position is more than a fourth in a publication, he/she will not be considered as a valid applicant. However, in the case of supervisor who could be the last author but with the most significant contribution could also be considered with consent of contributions from other GUB authors.
- E.5 For a publication with multiple authors from GUB, only one author who has the most significant contribution can apply for the award. In this case, he/she must submit the letter of consent from each of the other authors in the prescribed form (**Annexure - B**).
- E.6 For a publication with one or more co-authors from other universities or industries, the authorship of the applicant must be at the leading position except student authors.
- E.7 Research papers against which publication charges have been paid by the University will not be eligible for the award.


This policy is issued under the Signatures of



Dr. Abul Hossain
Chairperson
Dept. of Sociology, GUB



Dr. ASM Shihavuddin
Chairperson
Dept. of EEE, GUB


Prof. Dr. Nitai Chandra Sutradhar
Chairperson
Dept. of Textile, GUB


Prof. Dr. G. A. Faruqui
Dean
Faculty of Business, GUB


Prof. Dr. Md. Fayzur Rahman
Treasurer
Green University of Bangladesh


Prof. Dr. Md. Abdur Razzaque
Pro Vice Chancellor
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Prof. Dr. Md. Golam Samdani Fakir
Vice Chancellor
Green University of Bangladesh



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Annexure-A



Application Form for GUB Faculty Research Publication Award (Additional sheets can be used if necessary)

1. Name of the Applicant :
2. Designation :
3. Name of the Department :
4. Title of the book/article :
5. Name of the Journal (for article) :
6. Name and address of the publishing house:
7. Type of publication (Online/Print) :
8. Publication Date :
(Specify month and year)
9. Impact Factor (If any) :
10. Volume/Issue/ISSN Number (If any) :
11. Names of other authors (If joint publication):
(Everyone's consent letter must be attached)
12. All the applicants have to submit the list of publications of last 2 years along with the application form with appropriate references.

Applicant Signature (with date):

Cell Number:

E-mail:



Letter of Consent

I do hereby put forward the letter of consent that the following faculty member of Green University of Bangladesh is the main contributor of the research book/article titled.....
published in
dated....., where I worked as a co-author/co-researcher.

I don't have any reservation if the main contributor receives any award for this scholarly contribution; rather, I happily give my consent with thanks.

Information of main contributor:

Signature and Date :

Name :

Designation :

Name of the Department :

Phone/Mobile Number :

E-mail :

Information of consent giver:

Signature with date :

Name :

Designation :

Institute name and Address:

Phone/Mobile Number :

E-mail :

N.B.: Please attach signed copy of this letter along with the application file and submit to office of the CRIT, GUB.