



PHASE 3: 3.1

## Comprehensive Grant Application Outline

December 2024

*Revised on January 15, 2025*

### Section 1: Applicant Information

1. Lead organization details:
  - (a) Name of organization
  - (b) Type (industry entity, academic entity, research entity, training entity)
  - (c) Contact Person (name, designation, email, phone)
  - (d) Organization address
  - (e) Registration number or legal status
2. Partner organization(s) details:
  - (a) Industry partner profile (background, sector, capabilities)
  - (b) Academic partner profile (department, research team, facilities)
  - (c) Role and contribution of each partner
  - (d) Partnership implementation modality
3. Team members:
  - (a) List of key personnel (roles, expertise, experience)
  - (b) CVs and qualifications of project leads
  - (c) Organizational chart (optional)

### Section 2: Project Proposal

1. Project title
2. Executive summary:
  - (a) Brief overview of the project
3. Detailed project description:
  - (a) Problem statement: Clear articulation of the industry challenge.
  - (b) Proposed solution: Detailed description of the RDI and technologies.
  - (c) Project objectives and goals: Specific, measurable, achievable, relevant, time-bound (SMART) objectives.
4. Industry context and need:
  - (a) Explanation of how the project addresses a critical industry need.

- (b) Industry trends, challenges, and opportunities relevant to the project.
- 5. Project activities and methodology:
  - (a) Detailed breakdown of the project phases, tasks, and milestones.
  - (b) Research methodology, design, and data collection strategies.
- 6. Innovation and impact:
  - (a) How the solution is innovative compared to existing alternatives.
  - (b) Potential impact on industry practices, competitiveness, and efficiency.

## Section 3: Value Proposition

- 1. Ongoing industry value:
  - (a) Economic benefits, efficiencies, safety improvements, or competitive advantages.
- 2. Sustainability and ethical growth:
  - (a) Alignment with the growth vision of the country.
  - (b) Ethical considerations and environmental impact.
- 3. Future opportunities for high-skilled jobs:
  - (a) How the project will foster skill development and employment opportunities.
- 4. Impact on research, curriculum, and engagement:
  - (a) Potential to influence future research, curriculum design, or industry-academia engagement strategies.

## Section 4: Partner Profiles and Capabilities

- 1. Industry partner profile:
  - (a) Detailed background, industry standing, previous RDI engagements.
  - (b) Evidence of capability to implement and benefit from the project (if applicable).
- 2. Academic partner profile:
  - (a) Research facilities, labs, and centres relevant to the project.
  - (b) Previous industry collaborations and successful case studies.
- 3. Partnership history:
  - (a) Nature and history of collaboration between partners (previous, existing or new).
  - (b) Evidence of complementary skills and resources.

## Section 5: Project Timeline

- 1. Gantt chart or detailed project timeline showing:
  - (a) Phases, milestones, and key deliverables.
  - (b) Estimated start and completion dates (within the 12-month grant period).

## Section 6: Budget Proposal

1. Budget breakdown or detailed budget with categories such as:
  - (a) Personnel costs (including salaries, roles, and effort allocation)
  - (b) Research and development costs (materials, equipment, testing etc.)
  - (c) Travel costs (site visits, data collection)
  - (d) Subcontractor costs (if applicable)
  - (e) Other costs (training, workshop, dissemination activities, etc.)
2. Budget justification:
  - (a) Explanation and rationale for each cost item.
  - (b) Value for money and cost-efficiency considerations.
3. Co-funding and in-kind contributions (only applicable for industry matching grant ):
  - (a) Details of contributions from partners (financial or non-financial).

## Section 7: Risk Assessment and Management

1. Risk identification of potential risks related to:
  - (a) Technical challenges
  - (b) Timeline delays
  - (c) Budget overruns
  - (d) Ethical or environmental concerns
2. Risk mitigation strategies:
  - (a) Plans to address identified risks.
3. Contingency plans:
  - (a) Alternative strategies for key project milestones.

## Section 8: Compliance and Ethical Considerations

1. Compliance with laws and regulations:
  - (a) Statement of compliance with Bangladesh laws and regulations.
  - (b) SICIP R&D grant guidelines.
2. Ethical considerations:
  - (a) Measures to ensure ethical research and project implementation.
3. Conflict of Interest declaration:
  - (a) Disclosure of any potential conflicts of interest.

## Section 9: Supporting Documentation

1. Mandatory information:
  - (a) Lead organization details
  - (b) Partner organization profiles
  - (c) CVs of key personnel of lead and partner organizations

- (d) Budget and budget rationale
  - (e) Schematic diagram with illustration of the project implementation
  - (f) Letters of support or commitment from partners
  - (g) Evidence of previous projects (case studies)
  - (h) Impact statement and value proposition
2. Optional attachments:
    - (a) Technical feasibility reports
    - (b) Prototypes

## Section 10: Declaration and Submission

1. Declaration of authenticity:
  - (a) Confirmation that the information provided is accurate.
2. Authorized signatures:
  - (a) Signatures from the lead organization and partners.
3. Submission confirmation:
  - (a) Online submission confirmation and acknowledgment.

## Best Practice Considerations:

1. Clarity and conciseness: Ensure each section is clear and directly addresses the criteria.
2. Alignment with objectives: Consistently align the project proposal with the BIRDI Grant goals.
3. Evidence-based claims: Support claims with data, case studies, and examples.
4. Innovation focus: Highlight novel aspects of the project and potential industry transformation.
5. Sustainability: Emphasize alignment with the growth vision of the country, climate and sustainable environment and long-term impact,