



PHASE 1: 1.3

## Web portal Outline and Elements

December 2024

*Revised on January 15, 2025*

### 1. Web portal Structure Overview

(a) **Home Page:**

- (i) Brief introduction to BIRDI Grants Program.
- (ii) Key dates and deadlines.
- (iii) Links to essential resources (Guidelines, Training Materials, FAQs).
- (iv) Registration/Login button for applicants to the [Grant Management System](#).

(b) **About the Grants:**

- (i) Program details, objectives, and eligibility criteria.
- (ii) Overview of funding categories and amounts.

(c) **Information and Training Workshop:**

- (i) Details on the mandatory workshop.
- (ii) Registration for upcoming workshops.
- (iii) Training resources and materials.

(d) **Expression of Interest (EOI) Submission:**

- (i) Step-by-step guide for submission.
- (ii) Access to the EOI submission form.

(e) **Comprehensive Grant Application Submission:**

- (i) Step-by-step guide for submission.
- (ii) Access to the comprehensive grant application submission form.

(f) **FAQs and Support:**

- (i) Frequently asked questions.
- (ii) Contact information for support.

### 2. EOI Online Submission Form Elements

Each section carries a dedicated weight in the marking matrix. Consequently, every response must be highly specific and evidence-based; generic or superficial answers will result in a loss of marks. Keep each section within its word limit and keep the total  $\leq 2600$  words.

## Section 1: Basic Applicant Information

IMPORTANT: This section is evaluated on a Pass/Fail basis. It does not earn points toward your technical score, but a "Fail" here will disqualify your proposal from being reviewed.

- Lead Organization (Official Name): [Enter organization name]
- Focal Person (Name & Job Title): [Enter name, designation]
- Contact Phone: [Enter phone number]
- Official Email: [Enter email]
- Office Address: [Enter full address]

## Section 2: Problem & Solution (400–600 words | Upload up to 3 images | Weight: 5% + 20%)

- Context & Pain Point (Problem Definition – 5%):  
[Clearly define the specific industry problem, its impact on the sector, and why addressing it is critical for current operations.]
- Proposed RDI Solution (Tech Plausibility – 20%):  
[Present the proposed technological or Research, Development, and Innovation (RDI) solution, explaining the underlying logic that makes it technically plausible.]
- Image Uploads (Max 3):

## Section 3: Industry Partner (150–200 words | Weight: 10%)

- Industry Partner Name: [Enter name]
- Industry Profile & Context:  
[Brief profile and the industry context they operate in.]
- Role in the R&D Project:  
[What they will contribute—site, data, operations, testing, co-funding/in-kind, adoption.]

## Section 4: Academic Partner (150–200 words | Weight: 10%)

- Academic Partner Name & Institution: [Enter name, university/institute]
- Research Team & Facilities:  
[Team strength, lab/facilities, equipment, capability relevant to the project.]
- Partnership History (if any):  
[Previous collaboration evidence/results, if applicable.]

## Section 5: Ongoing Value (150–200 words | Weight: 10%)

- Value Proposition / Economic Impact:  
[Efficiency gains, cost reduction, productivity, quality improvement, safety advantages—state measurable value where possible.]

## Section 6: Ethical & Sustainable Growth (200–300 words | Weight: 10%)

- Ethics & Sustainability Contribution:  
[How it supports ethical practices and sustainable development: cleaner production, safer working conditions, ESG compliance, reduced waste/energy/emissions, responsible data use, etc.]

## Section 7: Higher-Skilled Jobs (250–300 words | Weight: 10%)

- Future High-Skilled Job Opportunities:  
[List the skilled roles likely to emerge (e.g., data analyst, AI engineer, process engineer, quality specialist, automation technician, R&D chemist).]
- Training & Skill Development Needs:  
[What training/certification/upskilling is required, and who will deliver it?]

## Section 8: Future Research & Curriculum (200–300 words | Weight: 10%)

- Academic Integration & Sector Learning:  
[How it will shape future research, upgrade curriculum, create lab modules, internships, thesis topics, and industry-student engagement.]

Section 9: Work Plan & Timeline (150–200 words | Weight: 5%)

- 12-Month Work Plan (Phases & Milestones):  
[Provide a clear high-level timeline: Phase 1 → Phase 2 → Phase 3 → Pilot/Validation → Reporting, with key milestones.]

Section 10: Industry Transformation (200–300 words | Weight: 10%)

- Long-Term Sector Transformation for Bangladesh:  
[How it catalyzes modernization, scalability/replication, competitiveness, export readiness, productivity leap, and diffusion across the sector.]

### 3. Comprehensive Grant Application Online Submission Form Elements

(a) **Applicant Information:**

- (i) Lead organization details
- (ii) Partner organization(s) details
- (iii) Team members

(b) **Project Proposal:**

- (i) Project title
- (ii) Executive summary
- (iii) Detailed project description
- (iv) Industry context and need
- (v) Project activities and methodology
- (vi) Innovation and impact

(c) **Value Proposition:**

- (i) Ongoing industry value
- (ii) Sustainability and ethical growth
- (iii) Future opportunities for high-skilled jobs
- (iv) Impact on research, curriculum, and engagement

(d) **Partner Profiles and Capabilities:**

- (i) Industry partner profile
- (ii) Tertiary education partner profile
- (iii) Partnership history

(e) **Project Timeline:**

- (i) Gantt chart or detailed project timeline

(f) **Budget Proposal:**

- (i) Budget breakdown or detailed budget with categories
- (ii) Budget justification
- (iii) Co-funding and in-kind contributions

(g) **Risk Assessment and Management:**

- (i) Risk identification
- (ii) Risk mitigation strategies

- (iii) Contingency plans
- (h) **Compliance and Ethical Considerations:**
  - (i) Compliance with laws and regulations
  - (ii) Ethical considerations
  - (iii) Conflict of Interest declaration
- (i) **Supporting Documentation:**
  - (i) Mandatory attachments: CVs of key personnel, partner organization profiles, letters of support or commitment from partners, evidence of previous projects (case studies), impact statement
  - (ii) Optional attachments: technical feasibility reports, diagrams, illustrations, or prototypes
- (j) **Declaration and Submission:**
  - (i) Declaration of authenticity
  - (ii) Authorized signatures
  - (iii) Submission confirmation

## 4. Additional Features

- (a) **User Dashboard:**
  - (i) Track submission status
  - (ii) Notifications and messages
- (b) **Mandatory Workshop Verification:**
  - (i) Check completion status of the information/training session
- (c) **Security and Privacy Compliance:**
  - (i) Data encryption
  - (ii) Confidentiality agreements
- (d) **Accessibility Features:**
  - (i) Screen reader compatibility
  - (ii) Multilingual support (English and Bengali)