



# **NAST-KVDA Urban EbA Research Grants Manual**

**Nepal Climate Change Knowledge Management Centre  
Nepal Academy of Science and Technology**

**March 2025**

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NAST-KVDA: Implementation of Urban EbA Research Activities

Approved by: Project Steering Committee

NAST-KVDA: Implementation of Urban EbA Research Activities

## Acronyms

DRR	Disaster Risk Reduction
EbA	Ecosystem-based Adaptation
GAN	Global Adaptation Network
GEF	Global Environment Facility
GESI	Gender Equality and Social Inclusion
GRID	Green, Resilient, and Inclusive Development
KVDA	Kathmandu Valley Development Authority
LDC	Least Developed Countries
LDCF	Least Developed Countries Fund
LoA	Letter of Agreement
MoU	Memorandum of Understanding
NAPs	National Adaptation Plans
NAST	Nepal Academy of Science and Technology
NbS	Nature-based Solutions
NCCKMC	Nepal Climate Change Knowledge Management Centre
NRM	Natural Resources Management
PES	Payment for Ecosystem Services
PFU	Project Focal Unit
PI	Principal Investigator
PSC	Project Steering Committee
PWDs	Persons with Disabilities
RGM	Research Grants Manual
RGSC	Research Grants Selection Committee
STISC	Science and Technology Information System Centre
ToR	Terms of Reference
UNEP	United Nations Environment Programme
USD	United States Dollar

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# 1. INTRODUCTION

The project “Urban Ecosystem-based Adaptation for Climate-resilient Development in the Kathmandu Valley, Nepal” (Kathmandu Urban EbA Project) was approved by the Global Environment Facility (GEF) in 2019, with a US\$ 6.2 million climate grant from the Least Developed Countries Fund (LDCF) for. The project is planned to be implemented over four years concluding in December 2025. It will cover five municipalities in the Kathmandu Valley, viz. Kathmandu Metropolitan City, Madhyapur Thimi, Tokha, Tarkeshwor, and Budhanilkantha Municipalities. The project is being executed by the Kathmandu Valley Development Authority (KVDA) with the technical oversight of the United Nations Environment Programme (UNEP). Its overarching objective is to build the resilience of the local communities in the Valley against the increasing impacts of climate change, such as urban flooding, landslides, drought, and heat island effects. The project aims to mainstream EbA into urban planning strategies, guidelines, frameworks, budgeting, and implementation mechanisms within the KVDA and five target municipalities, directly benefiting 82,400 people through ecosystem restoration and improving their functions and services to mitigate climate risks. Moreover, this project adopts a demonstration approach as a proof of concept to: i) Enhance groundwater recharge; ii) Improve soil stability; iii) Check urban flooding surge; iv) Reduce urban heat island effect, and v) Build the resilience capacity of urban households. Beyond these direct beneficiaries, the entire Kathmandu population will benefit indirectly through the institutionalization and mainstreaming of the EbA in the municipal governance and KVDA’s decision-making and annual planning process.

KVDA sought support from the Nepal Academy of Science and Technology (NAST) in delivering Output 2.1, which includes 43 research grants and developing a long-term research strategy on Ecosystem-based Adaptation (EbA). Following the formalization of their collaboration through the signing of a Memorandum of Understanding (MoU) between NAST and KVDA, a separate Letter of Agreement (LoA) for the **Implementation of Urban EbA Research Activities Project** was signed on August 5, 2024. This agreement supports KVDA in achieving the Output 2.1. Under this project, NAST will be assisting KVDA in delivering 43 research projects by providing the grants to research institutions and scholars. The project will support and mobilize five PhD scholars, 10 MPhil scholars, 15 Master's degree students, 11 Bachelor's degree students of various universities, and two research practitioners affiliated with academic or professional research institutions. These scholars will conduct research on urban EbA themes for climate adaptation. Among them, 30 will focus on the urban contexts within the Kathmandu Valley while remaining 13 will address urban contexts outside the Valley. **The allocated number of scholars for each category may be adjusted to ensure the target is met in case of insufficient applications in any specified category.**

NAST has received a total project budget, including overhead costs USD 123,000.00 to implement the assigned activities. Out of this amount, USD 55,550.00 has been exclusively allocated for research grants. This **Research Grants Manual** serves as a comprehensive guide outlining the procedures, policies, guidelines, and requirements for the fair and transparent management of research grants. It provides detailed instructions for researchers, institutions, or organizations on application procedures, eligibility criteria, and proposal format.

## 2. OBJECTIVES

The project aims to strengthen knowledge base on urban Ecosystem-based Adaptation (EbA) by generating evidences to integrate into climate resilient urban planning. The research grants will be provided to achieve the following objectives:

- i. Generate **innovative, result oriented, quantitative and problem solving** knowledge on urban EbA with a quantitative focus.
- ii. Produce robust, evidence based knowledge products to inform and integrate EbA into urban planning.
- iii. Support in developing a research strategy and program for academic and research institutions to conduct long-term studies on urban EbA.

## 3. EXPECTED OUTPUTS

Urban EbA research grants should lead to the development of new concepts, theories or insights, products, processes that either provide tangible solutions to pressing urban challenges or improve environment and quality of life. Researchers are expected to publish the peer reviewed journal articles while developing tools, techniques and research plots to scale up future research in urban issues. The research will generate both qualitative and quantitative data necessary for informed decision-making. In addition, researchers will produce thesis, research reports, seminar/conference papers, and popular articles as valuable knowledge products. To further support the selected grantees, they will be connected to influential global networks, such as the Global Adaptation Network (GAN) and the LDC Universities' Consortium on Climate Change. These connections will provide opportunities for collaboration and knowledge exchange with experts and institutions across the Global South, enhancing their understanding of climate change impacts and nature-based solutions in urban settings.

## 4. EXPECTED OUTCOMES

Findings from all research conducted under these grants will be synthesized into knowledge products that serve as strong evidence to inform and integrate EbA into future urban planning. The research will support and contribute to:

- Providing tangible solution to urban problems
- Improving quality of life by improving environmental goods and services
- Increasing community resilience to climate change impacts (e.g. floods, droughts)
- Strengthening ecosystem services (e.g. clean water, clean air, food provision, etc)
- Supporting conservation efforts and enhancing biodiversity
- Improving livelihoods
- Generating additional socio-economic benefits
- Managing disaster risks
- Reducing soil erosion
- Enhancing carbon sequestration
- Improving water and food security, and
- Supporting sustainable development

## 5. RESEARCH GRANTS SCOPE AND COVERAGE

### 5.1 Target Recipients

The research grants will be awarded to five categories of recipients: **i) Research practitioners affiliated to academic/professional research institution in Nepal; ii) PhD scholars iii) M.Phil. students iv) Master's students and v) Bachelor's students**

Applicants must be Nepalese citizens studying Bachelor's (**7th Semester/4th year**), Master's (**3rd Semester/2nd year**), M.Phil. (**1st year**) and PhD (**1st year/2nd year**) programs at institutions or practitioners affiliated with professional or academic research institutions in Nepal.

Priority will be given to women, individuals from inclusion groups (Dalit, Janjati, backward geographical areas, PWDs, and marginalized communities). Applicants must demonstrate financial need and disclose any other funding applied for or secured for the same research. At least 33% scholarships will be reserved for women candidates.

### 5.2 Geographical Coverage

The research grants will cover all provinces of Nepal. Out of 43 research projects, 30 projects will focus on the urban contexts within the Kathmandu Valley while remaining 13 projects focus on the urban contexts outside the Kathmandu Valley.

### 5.3 Focus Thematic Areas

The focus thematic areas are designed to guide researchers in developing proposals that emphasize implementable research, evidence generation, and technology development for EbA. These areas align with key national policies outlined in National Urban Policy 2024, National Climate Change Policy 2019, and take into account the Urban Development Strategy 2017. Furthermore, the National Adaptation Plans (NAPs) for 2021-2050, along with Nepal's Green, Resilient, and Inclusive Development (GRID) Strategic Action Plan 2024 have been reviewed to identify research areas that address key national adaptation priorities as well as national target of net zero emission by 2045, support in achieving sustainable development goals and equipping urban areas to adapt to the impacts of climate change. Likewise, the inputs and suggestions gathered from the consultation with key stakeholders engaged in EbA sectors have been incorporated and refined to shape the following research areas.

**Researchers are suggested to explore and prepare their research proposal in alignment with the Urban EbA focusing on but not limiting to the outlined themes and research areas.** The proposal should focus on resource conservation, sustainable management, ecosystem restoration and Nature based Solutions (NbS) to climate change.

#### A. Agriculture and Food security

Urban farming (Vertical farming, Hydroponic systems, Roof-top farming & gardening, Aquaponics, etc.), Agro-ecology and traditional farming, Climate-smart agriculture, Traditional food and preservation techniques, and Value chain/addition, Land use practices, Soil stability and management, Organic farming etc.

#### B. Forests, Biodiversity and Watershed Conservation

Restoring fragmented habitats, Human-wildlife conflict in urban areas, Green corridors, Blue corridors, Urban greenery promotion, Urban forests management, Biological invasion, Remnant vegetation, Land degradation and management, Climate and biodiversity modelling, Forest fire, Wetland and river restoration, Ecosystem



health and biodiversity assessment, Vegetative and riparian zones, Habitat restoration and modelling, Constructed Wetlands and their wise use, Urban watershed and hydrological modelling, etc.

### **C. Water Resources and Energy**

Water conservation through ecosystem restoration, Rain water harvesting, Stream water quality, Urban river and stream restoration, Constructed dams and ecological impacts, Artificial ground water recharge, Sustainable groundwater management, Groundwater and contamination modelling, Nature-based water purification, Restoring natural drainage and streams, Technologies for storage and efficient use of water, Urban solid waste to energy, Biomass to energy, Green infrastructures for energy distribution, Energy and ecosystem restoration, Vulnerability assessment of urban water systems, Revitalization of traditional water supply system, Feasibility of floating solar PV systems, Identification and mapping of ground water recharge zones, Constructed wetlands, Impacts of climate change on water sources, etc.

### **D. Industry, Transport and Physical Infrastructures**

Urban heat island effects, Renewable energy for hydroponic systems, Renewable energy systems in urban areas, Green buildings and construction materials, Climate resilient water supply and sanitation, Modern landfills, Drainage system design, Digital technologies for resilient infrastructures, Socio-economic pathways to climate resilient cities, Public private partnership for sustainable urban infrastructure development, Low cost technologies, Low emission technologies, Sponge city, etc.

### **E. Tourism and Natural and Cultural Heritage**

Cultural landscape for climate adaptation, Restoring historic wetlands or sacred forests, Integrating modern technologies and traditional conservation practices for heritages sites, Migration impacts on heritage sites, Traditional practices for urban sustainability, Adventure and eco-tourism, Cultural village and tourism, Preservation of artefacts, Traditional skills of craftsmanship, Archaeological sites to promote tourism, Restoration of traditional spouts, etc.

### **F. Health, Drinking Water and Sanitation**

Impacts of green spaces on health, Urban heat stress and health, Heat and health vulnerability mapping, Vector and water borne diseases, Integrating health into urban planning, Vulnerability assessment of health infrastructures, Air quality and health, Water quality and health, Light pollution and health, Human health during disasters, Medical waste management, Storm waste management, Nature based waste water management, Smart water management, Water re-use and health, Climate resilient and low carbon health system, Climate resilient water safety plans, Bioremediation, Biomaterials, Resource recovery, etc.

### **G. Disaster Risk Reduction (DRR) and Management**

Ecosystems (forests, wetlands, rangelands, etc.) in reducing vulnerabilities to climate-related risks such as flooding, drought, and heat waves, Mainstreaming EbA with DRR, Controlling soil erosion, Integrated watershed management, Wetland restoration, Green infrastructure for controlling flood, Bioengineering, Economic cost of disasters, Eco-designs and heat resilient urban design, Green walls, Open spaces and parks, Digital monitoring and early warning systems, City storm water management, Citizen science for DRR, Policy and governance to mainstream EbA in DRR, etc.

## H. Gender Equality and Social Inclusion (GESI), Livelihood and Good Governance

GESI based data inventory of effected person on climate change and extremes, GESI based climate change victims based on population density, geographical region (open space) and urban infrastructure, Status of GESI on CC adaptation activities related to EbA, Integrating GESI principles into EbA practices, Women's leadership in Urban EbA, GESI in NRM, Frameworks and strategies for integrating EbA/NbS in urban planning, Participatory urban EbA planning, etc.

## I. EbA Economics and Climate Finance Management

Environmental sustainability and economic benefits against other adaptation methods, Valuation of ecosystem services, Payment to Ecosystem Services (PES), Cost benefit analysis of urban restoration and conservation, Biodiversity offsets, Nature-based tourism, Green economy, Circular economy, Green jobs, Green bond, Blended finance, Result-based financing, Carbon offset, Corporate Social Responsibility, etc.

### 5.4 Number of Grants and Fund Allocation

The total budget available for grants is USD 55,550.00. Altogether 43 grants will be offered as mentioned in Table 1. The allocated number of scholars for each of the five categories is subject to adjustment to reach the target in the event of having received low entries in any specified category.

Table 1: Research grants categories and allocation of fund (in USD)

<b>Grants</b>	<b>Grants Ceiling</b>	<b>Number of Grants</b>	<b>Total Amount of Grants</b>
PhD Scholars	3,650.00	5	18,250.00
M.Phil. Students	955.00	10	9,550.00
Master's Students	700.00	15	10,500.00
Bachelor's Students	550.00	11	6,050.00
Research Practitioners affiliated to professional/academic research institutions	5,600.00	2	11,200.00
<b>Total</b>		<b>43</b>	<b>55,550.00</b>

## 6. IMPLEMENTATION ARRANGEMENTS

NAST will effectively implement all project activities to achieve the set objectives ensuring gender and social inclusion throughout the process. The project implementation e will be structured into three levels within NAST, including 1) Project Steering Committee (PSC), 2) Research Grants Selection Committee (RGSC), and 3) Project Focal Unit (PFU).

### Project Steering Committee (PSC)

NAST will establish a five-member committee chaired by the Vice-Chancellor of NAST. The committee will include two academicians from NAST, Secretary of NAST and one designated representative from KVDA. The committee will be responsible for:

- i. Endorsing the members of RGSC
- ii. Approving the Research Grant Manual
- iii. Monitoring overall progress of the activities
- iv. Recommending measures for the integration of research findings into the policy-making
- v. Providing strategic directions whenever needed
- vi. Supporting in addressing grievances/complaints wherever needed

## **Research Grants Selection Committee (RGSC)**

The RGSC is comprised of five members chaired by an Academician of NAST. The members of the committee are: One Academician of NAST, a designated expert from university, Chief of Science and Technology Information System Centre of NAST and National Project Manager of KVDA Urban EbA project. The committee will be responsible for:

- i. Developing a Research Grants Manual including the themes, eligibility, criteria and evaluation process
- ii. Issuing public calls, and receive the research proposals through PFU
- iii. Identifying appropriate peer reviewers to support the evaluation process
- iv. Reviewing the peer evaluation scores, and finalize the evaluation score
- v. Preparing final score sheet with candidates details for review
- vi. Submitting the final list of selected candidates to the PSC for final approval
- vii. Monitoring the progress of research grantees
- viii. Guiding researchers in disseminating the research findings
- ix. Supporting in addressing grievances/complaints wherever needed

## **Project Focal Unit (PFU)**

Nepal Climate Change Knowledge Management Centre (NCKMC), NAST will act as the Project Focal Unit. The centre will undertake all activities related to implementation of the project.

## **7. RESEARCH GRANTS POLICY**

The following policies are implemented to ensure that the grant selection process remains impartial, fair, transparent and accountable. Additionally, they encourage researchers to conduct their research works with the highest level of honesty, integrity, and ethical standards.

### **7.1 Open and Transparent Application Process**

Information regarding funding opportunities, including details on available grants, application deadlines, evaluation criteria, and the expected outcomes, is widely disseminated through newspaper (at least two national dailies) and online platforms (climate web portal, websites, etc.) to reach to the relevant stakeholders, researchers and the general public.

### **7.2 Diversity and Inclusion**

Proposals from Principal Investigator and individuals belonging to Janajati, Madhesi and Dalit groups, women, marginalized communities, persons from geographically remote areas, and persons with disabilities will receive additional marks during the evaluation process.

### **7.3 Merit-based Evaluation and Threshold**

In ensure a fair, transparent, and consistent evaluation process, all proposals are evaluated on pre-approved criteria maintaining equal opportunity for all applicants. The evaluation process consists of three phases: **(i) Checking the proposal requirements (eligibility and completeness) (ii) Proposal evaluation by experts (iii) Oral presentation of the proposal.** Incomplete or late submissions will not be considered. Proposals must secure at least 50% of the total marks from technical and financial evaluation to qualify for the oral presentation.

#### **7.4 Handling Tied Scores**

If two or more candidates receive identical final scores, a secondary review will be conducted to differentiate between them. The tie-breaking process will consider additional factors such as academic progress and social inclusion. Candidates may be asked to provide supporting documents demonstrating their academic achievements. Academic progress will be assessed based on: Overall academic achievements (marks/grades), Previous research experience, and Publications and contributions to the academic community. Social inclusion will be considered based on research that promotes or addresses underrepresented groups, social issues, or community initiatives. In rare cases of persistent tie, RGSC will make the final decision ensuring fairness to all candidates.

#### **7.5 Disclosure of Conflicts**

Applicants, evaluators, reviewers, and other stakeholders involved in the grant selection process must disclose any potential conflicts of interest, such as financial ties, personal relationships, or institutional affiliations that may affect their judgment.

#### **7.6 Declaration of the Originality**

Applicants must submit a Declaration of Originality (**Annex IV**), confirming that the submitted research proposal is entirely original, created by the researcher/team without any unauthorized assistance or plagiarism. If AI tools have been used for revision or enhancement, applicants must submit an AI Disclaimer (**Annex V**).

#### **7.7 Non-Conflict of Interest and Non-Disclosure**

Persons with the conflict of interest with the NAST or KVDA are not eligible to apply for research grants. Members of the PSC and RGSC Members are not permitted to apply, supervise, or co-supervise the research projects. Evaluators and reviewers must sign a Non-Conflict of Interest and Non-Disclosure statement (**Annex VI**).

#### **7.8 Limitation on Research Proposal Submission and Co-funding**

Each researcher can submit only one proposal for the Urban EbA research grants. Researchers may submit the same proposal for other funding opportunities in NAST, KVDA or other institutions. In case of duplicate selection, Masters and Bachelors students must choose between the Urban EbA research grants or another funding source. PhD and M. Phil. applicants must declare co-funding details during proposal submission. Failure to comply with these policies may result in cancellation of the grant agreement.

#### **7.9 Restriction on Diverting Grants**

Research grants must only be for the specific project they were awarded for. Funds cannot be diverted to support other research or thesis work.

#### **7.10 Abandonment Due to Circumstances beyond Control and Settlement**

Selected candidates must submit a letter of acceptance within 21 days. If a selected candidate declines the grants an alternate candidate will be selected based on the merit until all grant slots are filled. If a grantee terminates the agreement due to unforeseen circumstances they must immediately inform NAST-NCCKMC and refund the grant amount.

### **7.11 Replacement of Principal Investigator, Supervisor and Co-supervisors**

Except for the circumstances beyond control, the Principal Investigator (PI) and Co-Investigators (applicants) must complete the project. The PI (professional/academic research institutions category) and grantees (PhD, M.Phil., Master's, and Bachelor's level categories) cannot be replaced during the project. The grantees cannot change their supervisor or co-supervisors.

### **7.12 Financial Management of the Grants**

Under the research institution category, grants are disbursed through the host institution, while grants for PhD, M.Phil., Master's, and Bachelors are directly provided to the grantees. Grantees are responsible for managing the research project's accounting and must adhere to the financial regulations and rules set by the Government of Nepal. NAST and KVDA will not be held accountable for non-compliance with financial regulations. Research institution must submit an audited report to NAST.

### **7.13 Institutional Overhead Cost and Salary**

Research grants do not cover **overhead costs** for the institutions **or salaries** of the researchers. However, applicants may include costs related to laboratory analysis, logistical management, and necessary academic expenses.

### **7.14 Acknowledgements**

All scientific publications including research articles, conference presentations, and final reports must acknowledge the funding source. The acknowledgement should be written as:

“This research project was partially/fully funded by the Implementation of Urban Ecosystem-based Adaptation (EbA) Research Activities Program implemented by the Nepal Academy of Science and Technology (NAST)-Nepal Climate Change Knowledge Management Centre (NCKMC) in collaboration with Kathmandu Valley Development Authority (KVDA). The program is a part of the *Urban Ecosystem-based Adaptation for Climate-resilient Development in the Kathmandu Valley, Nepal* (Kathmandu Urban EbA Project) approved by the Global Environment Facility (GEF) with Least Developed Countries Fund (LDCF) and being executed by the KVDA with the technical oversight of the United Nations Environment Programme (UNEP).”

### **7.15 Procedure for Dealing with the Delay**

Researchers unable to complete their work in the specified time may request a deadline extension up to two months, providing justification and a revised timeline. Further delays beyond the one-time no-cost extension will be handled as per NAST regulations.

### **7.16 Grievances and Disputes Handling Mechanism**

The Project Focal Unit (NCKMC) will facilitate in registering any complaints or grievances and support addressing them timely and consistently. The grievances will be resolved through the dialogue engaging the affected/complaints holder and the project team/responsible officers at NCKMC. If unresolved, it will be discussed in the RGSC and make necessary decisions. The unresolved cases will be finally discussed in the PSC and take necessary actions. The project team will also update the PSC members about received grievances/complaints and action taken to resolve them. PSC will take the final decision regarding any grievances and disputes. Any grievances can be registered as confidential documents; however, the project team is not obliged to consider and deal any

anonymous complaints. No retaliations or counter actions against the affected parties will be taken for any kind of complaints/grievances related to the project.

#### **7.17 Penalty for Non-performance**

Researchers who have received grants from NAST, NCKMC and KVDA in past and have not submitted the final reports and other required documents mentioned in the agreement are ineligible to apply for the urban EbA research grants. However, Supervisor/Co-supervisors assigned to supervise such research can apply for the grants under research institution category.

#### **7.18 Research Misconduct**

NAST will take actions against research misconduct, including fabrication, falsification, plagiarism and unethical conduct, in accordance with its regulations.

## **8. GUIDELINES FOR PREPARATION OF A RESEARCH PROPOSAL**

While developing research proposal, researchers shall follow the specified format outlined in **Annex I** of the manual. The proposal is divided into three sections along with annexes for work plan and budget:

### **Section I: Cover Page/Application Form**

This section serves as the front page of a proposal that includes title and abstract of the research proposal and provides essential information about applicants and the supervisors/co supervisors.

### **Section II: Narrative Section**

This is the main part of the research proposal where a researcher can give the detail explanation of your research work. It presents mainly the background, literature review, rational, objectives, methods and tools, study area, expected findings, expected findings and outcomes, **way of scaling-up research, ethical consideration, and references** of the research.

### **Annex I: Work Plan**

This is a detailed breakdown of how the research will be executed. It includes a timeline with specific milestones, tasks, and deliverables.

### **Annex II: Budget**

A detailed financial plan outlining how the funds requested will be used including equipment and materials, fieldwork costs etc. It is important to ensure that the budget is realistic, transparent, and justifiable according to the goals and scope of the research project.

### **Section III: Institutional Endorsement, Curriculum vitae and Organizational Profile**

Institutional Endorsement includes an official letter or document from the institution(s) involved in the proposal, indicating their support for the research, commitment of resources, and acknowledgments of the proposal. Curriculum Vitae (CV) for the principal investigator(s) and key team members must be included. The CV should highlight relevant academic qualifications, research experience, publications, and any other qualifications pertinent to the research project. Organizational Profile provides an

overview of the institution(s) involved in the research, describing their mission, history, experience in conducting similar research, and available resources. Legal and financial reports have to be attached.

### **SUBMISSION FORMAT**

Document: MS Word format, Font: Times New Roman, Font size: 12, Line spacing: 1.5 points, Page margins: 1” on four sides. Ensure spell and grammar check.

*Note: We strongly discourage AI generated research proposal.*

*Failure to submit any of the above mentioned required documents at the time of submission of the proposal will disqualify the application.*

## **9. ELIGIBILITY AND EVALUATION CRITERIA**

Members of PSC, RGSC and organization to which the members belong, are ineligible to apply for research grants. The applicants must be Nepalese citizens studying and enrolled with Bachelor's (**7th Semester/4th year**), Master's (**3rd Semester/2nd year**), M.Phil. (**1st year**) and PhD p(**1st year/2nd year**) program at institutions or practitioners affiliated with professional/academic research institutions in Nepal. The eligibility criteria for the applicants are mentioned below:

### **9.1 Eligibility Criteria**

<b>Criteria</b>	<b>PhD/M.Phil./Master s/Bachelors</b>	<b>Professional /academic research institutions</b>	<b>Means of Verification (must be submitted by the applicant)</b>
1. Relevant to urban EbA themes mentioned in the guidelines	√	√	Theme fully aligned in the proposal
2. Nepalese	√	√	Citizenship
3. Reliability of the application	√	√	Letter of Recommendation from University/Department Head Letter of Recommendation from the supervisor/s For research practitioners, documentary evidences including the updated CV of the principal researcher duly signed, institutional permission letter
4. Legal status of the research institutions	x	√	Valid audit reports, Compliance documents as per existing legal requirements

## 9.2 Evaluation Criteria and Score

Scores have been assigned to four indicators: **proposal evaluation, oral presentation, publication and patent, and underprivileged group**. The assigned mark for each indicator is mentioned in **Annex III**. The total score will determine merit. RGSC members will evaluate the eligible concept notes and proposals based on a set of scoring criteria to assess the competitive merit of the proposed project. Specific criteria have been presented below. RGSC/evaluators will review the proposal and oral presentation using the proposal evaluation form provided in **Annex II**.

<b>Technical Evaluation Criteria for Proposal Evaluation</b>
<b>Criteria (Core Criteria)</b>
Research Title <i>(Appropriate, Clear)</i>
Background, Problem Statement <i>(Adequate, Relevant, Well-stated)</i>
Literature Review, Research Gaps and Justification <i>(Adequate, Relevant, Gaps identified)</i>
Research Objectives and Hypotheses or Research Questions <i>(Adequate, Achievable, Aligned with research problems)</i>
Methods, Tools, and Data Analysis <i>(Appropriate, Innovative, Aligned with data types)</i>
Expected Findings <i>(Clear, Consistent with objectives, Academically significant)</i>
Expected Outputs <i>(New concepts, theories or insights; New processes, new solution to tangible environment; Improving environment; Improving quality of life, Target to academic publication, Importance for policy makers)</i>
Scaling up future research <i>(High)</i>
Work Plan <i>(Realistic, Well-planned within the scope of work)</i>
Structure, Language and References <i>(Given format followed, Well-organized, Uniformity, Concise)</i>
<b>B. Financial Evaluation Criteria</b>
Budgetary justification against proposed activities <i>(Reasonable, Adequate)</i>
<b>Evaluation Criteria for Proposal Oral Presentation</b>
<b>Criteria</b> <i>(Core Criteria)</i>
Research Title <i>(Appropriate, Clear)</i>
Background, Problem Statement <i>(Adequate, Relevant, Well-stated)</i>
Research Gaps and Justification <i>(Adequate, Relevant, Gaps identified)</i>
Research Objectives and Hypotheses or Research Questions <i>(Adequate, Achievable, Aligned with research problems)</i>



Methods, Tools, and Data Analysis <i>(Appropriate, Innovative, Aligned with data types)</i>
Expected Findings <i>(Clear, Consistent with objectives, Academically significant)</i>
Expected Outputs <i>(New concepts, theories or insights; New processes, new solution to tangible environment; Improving environment; Improving quality of life, Target to academic publication, Importance for policy makers)</i>
Budget and Work Plan <i>(Reasonable, Justified)</i>
Presentation Slides <i>(Clear, Professional)</i>
Presentation Skill <i>(Appearance, Fluency, Answering skill)</i>
Research Communication Plan <i>(Conference, Seminar, Journal, Popular science publication)</i>

## 10. GRANTS FINANCING AND FINANCIAL MANAGEMENT (GRANT MAKING PROCESS)

The following are the main steps that will be taken to select and award the research grants:

Steps	Tasks
1	PFU/NCCKMC prepares advertisement and call for research proposal
2	After issuing the call, the PFU/NCCKMC receives the proposal, prepare the summary sheets, review against the provided format and submits to the RGSC
3	RGSC evaluates the proposal by themselves or get evaluated from peer reviewers
4	Applicants passing thresholds are called for oral presentation- Presentation Format- <b>Annex X</b>
5	RGSC ranks for short-listing adding the scores of evaluation form and prepares the final list of grantees and amount of award
6	RGSC submits the final list of grantees to PSC for final approval
7	Grantees submit Letter of Acceptance for the grant- <b>Annex VIII</b>
8	NAST signs the contracts with grantees- Agreement Format- <b>Annex VII</b>
9	Grantees request for first installment of the grants- <b>Annex IX</b>

Payment to grantees will be on an installment basis as follows. The Research Grants Program will not cover purchasing equipment and instruments.

Installments	% of the total grants amount	Deliverables prior to payment being issued
<b>First</b>	40% of the total amount	After signing the research grantee contract agreement
<b>Second/Final</b>	60% of the total amount	Mid-term Progress Report Presentation, Submission of final thesis to NAST, Research Reports and Journal articles for PhD and research institutions

## 11. GRANTS COMMUNICATION PLAN

Grants call will be made on two of the national dailies. The call will be communicated through:

- i. Institutional networks
- ii. Professional and research stakeholder forums and online networks
- iii. Web platforms

## 12. MONITORING ARRANGEMENTS

Each research project will be monitored by the PFU (NAST-NCCCKMC) to track research activities against the established objectives and work plan. The monitoring process will utilize two key methods:

### **i. Mid-term Progress Presentation and Report**

A mid-term progress presentation provides an opportunity for researchers to demonstrate the progress made toward achieving the project's objectives against the work plan. This is followed by constructive feedback and guidance from the RGSC and invited experts. Grantees are expected to incorporate the feedback and guidance received into their work plans moving to ensure continuous alignment with the project's overall objectives and expected outcomes. The purpose of this review is to confirm that the project is on track, address any challenges encountered, and suggest adjustments if necessary.

#### **Timing**

The presentation will take place six months after the project agreement is signed, providing a sufficient time for research activities to be completed or well underway.

#### **Content of Presentation**

- Overview of the project objectives and progress
- Achievements
- Challenges
- Revised work plan, if applicable, based on the progress
- Preliminary findings

In addition to the presentation, NAST may ask for a written mid-term progress report from the grantees.

### **ii. Field Monitoring**

The PFU (NAST-NCCCKMC) will oversee and assess the research activities in field involving RGSC members and experts as needed. The monitoring team will visit the project sites to observe the research in progress and assess the project status. The field monitoring will be specially arranged for Research Institution and PhD Grants. The objective of field monitoring is to ensure that the research is conducted in accordance with the work plan and objectives, and to identify any issues that may not be captured in reports or presentations.

After field visits, NAST-NCCCKMC will prepare a field monitoring report detailing observations, recommendations, and any follow-up actions required.

## **ANNEXES**

## ANNEX I: Research Grants Proposal Submission Format

NAST-KVDA Cooperation  
Implementation of Urban EbA Research Activities

### I. Cover Page- /Application Form (1 page)

Proposal Title:	
Select the thematic area of your proposal <b>Thematic Areas (as defined in manual)</b>	
<b>Abstract:</b> Maximum 300 words	
Applicant's Details Title : Prof/Dr/Mr/ Ms Name : Citizenship no.: Temporary Address: Permanent Address: Academic Level : Gender: Mobile number: E-mail:	Institution of Applicant Name : Address : Tel :
Name of Supervisor: (For PhD, M.Phil., Masters and Bachelors students only) Mobile number: E-mail: Mobile number:	Name of Co-supervisor: (For PhD, M.Phil., Masters and Bachelors students only) Mobile number: E-mail: Mobile number:
Applicant's Bank Details Account Holder's Name: Account number: Name of Bank: Branch of Bank and Address:	Budget Requested: Rs.....
Project Start Date:	Project Completion (End) Date:
<b>Submitted to:</b> Nepal Climate Change Knowledge Management Centre (NCKMC)-Nepal Academy of Science and Technology (NAST), Research Lab Building, Lalitpur, Nepal	

### II. NARRATIVE SECTION- (Not exceeding **8 pages** excluding ethical consideration, references, annexes and supporting documents)

#### 1. Proposal Title

The title shall be appropriate and concise.  
(Please provide only the title of your proposal and exclude personal information for the purpose of a blind review process)

#### 2. Background

This section should cover the adequate and relevant background of the research project elaborating well stated **research problems** and its relevance to the theme of urban EbA. (Maximum: 1 ½ page)

### **3. Literature Review, Research Gaps and Justification**

This section should provide a detailed explanation of the research gaps and the reasoning behind the need of the research with literature review and proper citation. The proper justification establishes solid foundation for the research (Maximum: 2 pages)

#### **4. Research Objectives, Hypotheses or Research Questions**

The objectives of the research project should be determined based on the identified research gaps. It must be achievable within the project period. Hypotheses and research questions can be elaborated in this section. (Maximum: 1 page)

#### **5. Study Area**

A brief description on the overview of the research site, including its location and a map should be explained in this section (Maximum: ½ page)

#### **6. Methods, Tools and Data Analysis**

The appropriate research design, methods and tools for data collection and the ways of data analysis based on the generated data type should be explained in this section (Maximum: 1 ½ page)

#### **7. Expected Findings**

Clear and academically significant findings consistent with the research objectives should be elaborated (Maximum: ½ page)

#### **8. Expected Outputs**

The overall outputs of the research should be explained in this section. Researchers are suggested to align the outputs to new concepts, theories or insights, new processes and solution to tangible environment, improving quality of life, academic publication and evidence based information for policy makers and innovation (Maximum: ½ page)

#### **9. Way of Scaling-up Future Research**

Discussion on how the research findings might affect current knowledge, practices, or future research. The practical implication of the research such as policy changes, improved practices, or interventions that directly impact stakeholders and commercial ideas (if any) can be explained in this section (Maximum: ½ page)

#### **10. Ethical Consideration**

Address any ethical dilemmas that may arise and how they will be managed throughout the study. eg. Minimizing harm and risks, environmental impact, cultural sensitivity, animal rights, etc.

#### **11. Proposed Work Plan**

Detailed activities on a monthly basis should be illustrated and mentioned as **Annex I)**

#### **12. References**

References should be written following a standard format. Uniformity should be maintained.

### 13. Budget Description

Rational and cost effective budget estimation reasonable with the proposed activities needs to be provided and presented in the format mentioned in **Annex II**) Costs for salary and overhead are not allowed.

**Annex I- Work Plan (monthly basis):** Please use your own template

**Annex II: Budget template**

S. N.	Particulars	Unit	Unit cost	Rate	Total
1	<b>Field visit cost:</b> Accommodation, Travel Cost Allowances for field assistants	Day*Person			
2	<b>Laboratory Costs</b> Special reagents/kits (specify) Sample testing cost				
3	<b>Service cost</b> Software Data analysis Communication				
4	<b>Miscellaneous</b> Report preparation Thesis binding				
	<b>Others....</b>				
	<b>Total Direct cost</b>				

### III. Institutional Endorsement, Curriculum vitae and Organizational Profile

#### a. Letter of institutional endorsement and recommendation from Supervisor

Please provide a letter from departments/colleges in institutional letter head with institutional seal stating that your research proposal is/ will be approved by the faculty as a partial fulfillment for the completion of an academic degree. The letter of endorsement, in case of Master's and Bachelor's level applicants should also ensure that the same grant proposal has not been applied for funding to another agency. If additional partial funds have been applied or received by the Research Institutions, PhD and M.Phil. Researchers, it should be clearly stated in the proposal budget. Applicants from the Research institution shall provide their institutional letter stating that the research proposal has been applied with due consent from the institution. Research Institutions/university departments/colleges shall state that the

researchers will be provided with available resources, facilities and guidance necessary to conduct and complete the proposed research in the institution.  
A letter of recommendation from the supervisor stating that he/she will be guiding the researcher throughout the completion of the research.

b. **Curriculum vitae**

Not exceeding 2 pages highlighting recent publications/patents along with **signature of applicant** signifying the truth and correctness of the above information and CV of **direct supervisor** (PhD, M.Phil., Master's and Bachelor's) not exceeding 3 pages.

c. **Organizational Profile:**

Applicants applying through the research institution should provide their organizational profile as mentioned below and provide all legal and financial (latest audit report) documents.

Name of Organization:  
Type of the Organization (Local, Regional, National):  
Contact Details (Address, telephone, fax, e-mail):  
Registration Number and Date, Social Welfare Council Number:  
Date Started to Work:  
System of Book Keeping:  
Last Date of Renewable of the Organization:

## ANNEX II: Evaluation Criteria and Score

NAST-KVDA Cooperation  
Implementation of Urban EbA Research Activities  
**Research Proposal Evaluation Form**

Candidate's Code: ... ..

Theme: ... ..

Title of the Proposal:.....

<b>A. Technical Evaluation Criteria</b>							
Criteria <i>(core criteria)</i>		Rating <i>(Please circle or give your own mark)</i>					Marks Scored
		Absent	Poor	Fair	Good	Excellent	
a	Research Title <i>(Appropriate, Clear)</i>	0	1	2	3	4	
b	Background, Problem Statement <i>(Adequate, Relevant, Well-stated)</i>	0	3	6	9	12	
c	Literature Review, Research Gaps and Justification <i>(Adequate, Relevant, Gaps identified)</i>	0	2	4	6	8	
d	Research Objectives and Hypotheses or Research Questions <i>(Adequate, Achievable, Aligned with research problems)</i>	0	2	4	6	8	
e	Methods, Tools, and Data analysis <i>(Appropriate, Innovative, Aligned with data types)</i>	0	5	10	15	20	
f	Expected Findings <i>(Clear, Consistent with objectives, Academically significant)</i>	0	2	4	6	8	
g	Expected Outputs <i>(New concepts, theories or insights; New processes, new solution to tangible environment; Improving environment; Improving quality of life, Target to academic publication, Importance for policy makers)</i>	0	3	6	9	12	
h	Scaling up future research <i>(High)</i>	0	1	2	3	4	
i	Work Plan <i>(Realistic, Well-planned within the scope of work)</i>	0	2	4	6	8	
j	Structure, Language and References <i>(Given format followed, Well-organized, Uniformity, Concise)</i>	0	2	4	6	8	
<b>B. Financial evaluation criteria</b>							
a	Budgetary justification against proposed activities <i>(Reasonable, Adequate)</i>	0	2	4	6	8	
Total Marks =...../100							
<i>Note: Short listed for next level (proposal presentation) (&gt;=50)</i>							
2. Reviewer's comments and recommendations							
C. Suggestions for the Improvement/Revision of the Proposal:							
Reviewer's Signature:                  Reviewer's Full Name:                  Date: ... ..							



NAST-KVDA Cooperation  
Implementation of Urban EbA Research Activities  
**Research Proposal Oral Presentation Evaluation Form**

Candidate's Code: ... ..

Theme: ... ..

Title of Proposal:.....

<b>A. Evaluation Criteria for the Oral Presentation</b>							
<b>Criteria</b> <i>(core criteria)</i>		<b>Rating</b> <i>(Please circle or give your own mark)</i>					<b>Marks Scored</b>
		Absent	Poor	Fair	Good	Excellent	
a	Research Title <i>(Appropriate, Clear)</i>	0	1	2	3	4	
b	Background, Problem Statement <i>(Adequate, Relevant, Well-stated)</i>	0	3	6	9	12	
c	Research Gaps and Justification <i>(Adequate, Relevant, Gaps identified)</i>	0	2	4	6	8	
d	Research Objectives and Hypotheses or Research Questions <i>(Adequate, Achievable, Aligned with research problems)</i>	0	1	2	3	4	
e	Methods, Tools, and Data analysis <i>(Appropriate, Innovative, Aligned with data types)</i>	0	5	10	15	20	
f	Expected Findings <i>(Clear, Consistent with objectives, Academically significant)</i>	0	1	2	3	4	
g	Expected Outputs <i>(New concepts, theories or insights; New processes, new solution to tangible environment; Improving environment; Improving quality of life, Target to academic publication, Importance for policy makers)</i>	0	3	6	9	12	
h	Budget and Work Plan <i>(Reasonable, Justified)</i>	0	2	4	6	8	
i	Presentation Slides and mode <i>(Clear, Professional)</i>	0	2	4	6	8	
j	Presentation Skill <i>(Appearance, Fluency, Answering skill)</i>	0	3	6	9	12	
k	Research Communication Plan <i>(Conference, Seminar, Journal, Popular science publication)</i>	0	2	4	6	8	
<b>Total Marks =...../100</b>							
<b>2. Reviewer's comments and recommendations</b>							
<b>C. Suggestions for the Improvement/Revision of the Proposal:</b>							
Reviewer's Signature:		Reviewer's Full Name:			Date: ... ..		

### ANNEX III: Evaluation Form

NAST-KVDA Cooperation  
Implementation of Urban EbA Research Activities

Name of Candidate:

Level:

Institution:

Research Title:

S N	Indicator	Maximum Score					Marks Scored
		Research Institution	PhD	M.Phil.	Master	Bachelor	
1	Proposal Evaluation	60	60	60	70	70	
2	Oral Presentation	15	20	20	20	20	
3	a. Publication Peer-reviewed journal article (No. of article 3 or more = 8; No. of article less than 3 = 5) <i>[Note: In case of multi-authored article, the first author gets the full mark, the corresponding author gets 3/4 of the full mark, and all other authors get 1/2 of the full mark each]</i> b. Product (Design, Prototype, Software) (More than 1 = 7 ; one = 4)	8          7	10          -	10          -	-          -	-          -	
4	Underprivileged Group Woman (2) Dalit/Janajati/Madhese (2) Disability (2) Marginalized Community(2) Backward Geographical Areas (2)	10	10	10	10	10	
Total		100	100	100	100	100	

**ANNEX IV: Declaration of Originality**

I, ....., hereby declare that the research proposal entitled .....is original and all sources used in developing the proposal have been fully acknowledged. To the best of my knowledge, it does not contain any plagiarized or copied content from other sources and AI. I understand that any violation of academic integrity may result in disciplinary action, and I affirm that the work presented is my independent contribution.

Signature:

Date:

**ANNEX V: AI Disclaimer**

I declare that this proposal has been revised with the assistance of AI tools (.....) to support language refinement and data analysis. The tool/s is/are only supplemental and I am fully responsible for the contents in this proposal.

Signature:

Date:

## **ANNEX VI: Declaration of Non-Conflict of Interest and Non-Disclosure**

I declare that there is no conflict of Interest in fulfilling my role on the evaluation process of research proposals and I understand that as an examiner I shall conduct complete, comprehensive, fair and impartial evaluations of all the proposals based on the evaluation criteria provided in the evaluation sheet. I assure that I will not disclose any information concerning the content of proposals either during the time of evaluation or at any subsequent time, to anyone who is not authorized access to the information.

Signature:

Date:

## **ANNEX VII: Agreement Format**

The content of the agreement may change during the signing process.

### **Checklist for Signing Process**

1. **Please follow the below stated guidance**
  - a. Read the entire agreement paper
  - b. Check your research title
  - c. Fill up your details in statement 4
  - d. Sign the agreement in the top and bottom (right side) of the first page and bottom of other pages in the agreement document
  - e. You can see two signatories in statement 12. Please sign in the right side (Researcher's side) and fill up the details mentioned
  - f. Fill up your name in page three in the blank space given
  - g. You can see two signatories in statement 5 of page 3 (last page). Please sign and get signed as per the requirements mentioned
  - h. Scan the document properly with high resolution and send it to us
  - i. If the scan copy does not work, you should come to NAST-NCCCKMC for the agreement
  
2. NAST will sign the agreement from its side and send back a copy of it to you

नेपाल विज्ञान तथा प्रविधि प्रज्ञा प्रतिष्ठान (नास्ट)  
सहरी क्षेत्रमा पारिस्थितिकीय प्रणालीमा आधारित अनुकूलन अनुसन्धानवृत्ति सम्झौता-पत्र, २०८१

१. अनुसन्धान परियोजना शीर्षक:
२. परियोजनाको किसिम: स्नातक/ स्नातकोत्तर थिसिस अनुसन्धान/ विद्यावारिधी अनुसन्धान/संस्थागत
३. परियोजना अवधि: बढीमा एक वर्ष
४. अनुसन्धानकर्ताको नाम: ठेगाना:  
इमेल: फोन: नागरिकता नं:
५. अनुसन्धान गरिने स्थान/प्रयोगशाला/विभाग/कार्यालय:
६. कूल स्वीकृत बजेट (दुई किस्तामा) रु. ....(अक्षरेपी:.....)

७. बजेट निकासाको प्रक्रिया:

- ७.१ सम्झौता पत्रमा हस्ताक्षर भएपछि प्रज्ञा प्रतिष्ठानबाट प्रथम किस्ता (कूल स्वीकृत बजेटको ४० प्रतिशत) वापतको रकम निकासा गरिनेछ । बाँकी रकम तोकिएको समयसीमा भित्र अन्तिम अनुसन्धान प्रतिवेदन (Final Research Report), थिसिस र अनुसन्धान सारांश (Research Abstract) प्राप्त भए पछि निकाशा प्रदान गरिनेछ । संस्थागत र विद्यावारिधी अनुसन्धानवृत्ति प्राप्त अनुसन्धानकर्ताले अनुसन्धान प्रतिवेदन र अनुसन्धानको सारांश पेश गरे पश्चात् निकाशा प्रदान गरिनेछ ।
- ७.२ अनुसन्धानकर्ताले स्वीकृत प्रस्तावमा उल्लेखित कार्यक्रमको बजेटको बाँडफाँड अनुसार आफ्नो अनुसन्धान कार्य सुचारुरूपले सञ्चालन गर्नका निम्ति खर्च गर्न सक्नेछ । अनुसन्धानवृत्ति बाहेक अन्य कुनै पनि किसिमको खर्च प्रतिष्ठानले व्योहर्ने छैन ।
- ७.३ अनुसन्धानवृत्ति प्राप्त गर्ने अनुसन्धानकर्ताले सम्झौता पत्रमा हस्ताक्षर गर्नु पूर्व वा गरेको दुई महिना भित्र अनुसन्धानवृत्ति नलिने वा फिर्ता गर्ने बारे औपचारिक जानकारी गराउनु पर्नेछ । स्नातकोत्तर र स्नातक शोध अनुसन्धानकर्ताले अन्य निकायबाट एउटै अनुसन्धान प्रस्तावमा अनुदान लिन पाइने छैन ।

८. कार्य प्रगति प्रतिवेदन:

- ८.१ प्रज्ञा प्रतिष्ठानमा अनुसन्धानकर्ताले प्रगति प्रतिवेदन समय समयमा दिनुपर्नेछ । यसरी पेश गरिएको प्रतिवेदन अनुसन्धानकर्ताले आफ्नो निकाय प्रमुखको सिफारिस सहित यस प्रज्ञा प्रतिष्ठानमा तोकिएको समय भित्र पेस गर्नु पर्नेछ । अनुसन्धानकर्ताले मध्यकालीन प्रगति प्रतिवेदनको प्रज्ञा प्रतिष्ठानमा अनिवार्य प्रस्तुती गर्नुपर्नेछ ।
- ८.२ प्रज्ञा प्रतिष्ठानले सो प्रगति प्रतिवेदनको समीक्षा वा मूल्याङ्कन गरी/गराई त्यसको आधारमा दोस्रो किस्ता रकम निकासा गर्ने छ वा अनुसन्धान कार्य जारी राख्ने/नराख्ने निर्णय लिन सक्नेछ । प्रतिष्ठानले अनुसन्धानवृत्तिको अनुगमन एवम् मूल्याङ्कन गर्न विज्ञ टोली पठाउन सक्नेछ । त्यसमा अनुसन्धानकर्ताले अनुसन्धानको प्रगति एवं आवश्यक विवरण प्रस्तुत तथा उपलब्ध गराउनु पर्नेछ ।
- ८.३ अनुसन्धान कार्यको अन्तिम प्रतिवेदन, थिसिस र अनुसन्धान सारांश एक प्रति ई-कपीमा र दुई प्रति हार्डकपी प्रज्ञा प्रतिष्ठानमा बुझाउनु पर्नेछ । थिसिसको कुनै एउटा प्रारम्भिक पृष्ठमा प्रज्ञा प्रतिष्ठानको लोगो राखी "supported by NAST" भनेर उल्लेख गर्नुपर्नेछ ।
- ८.४ अनुसन्धान कार्यको अन्तिम प्रतिवेदन समयभित्र नै पेस गर्नु पर्नेछ । यदि अनुसन्धानकर्ताले अनुसन्धानको अन्तिम प्रतिवेदन सम्झौतामा तोकिएको अवधि भित्र प्रतिष्ठानमा बुझाउन नसकेमा अन्तिम किस्ता वापतको रकम प्रदान गरिने छैन ।

- ८.५ अनुसन्धानबाट प्राप्त परिणाम आवश्यकता अनुसार प्रज्ञा प्रतिष्ठानमा प्रस्तुत गर्नु पर्ने छ ।
- ८.६ संस्थागत, विद्यावारिधि र एमफिल अनुसन्धानवृत्ति प्राप्त गर्ने अनुसन्धानकर्ताले कम्तीमा एउटा Peer Reviewed Journal article प्रकाशन गर्नु पर्नेछ । स्नातक/ स्नातकोत्तर तहका अनुसन्धानकर्ताले पनि यस्तो प्रकाशन गर्न सक्नेछन् ।
९. कार्यक्रम संशोधन: परियोजना सञ्चालन गर्नु भन्दा पहिले वा सञ्चालन गर्दा स्वीकृत परियोजना कार्यक्रम र बजेटमा केही संशोधन वा परिवर्तन गर्नु पर्ने आवश्यकता देखिएमा प्रज्ञा प्रतिष्ठानबाट सोको पूर्व स्वीकृति लिनु पर्नेछ ।
१०. प्रकाशन: अनुसन्धान परियोजनाको सिलसिलामा वा परियोजना सञ्चालन गर्दा वा परियोजनाको अनुसन्धान कार्यबाट उपलब्ध भएका तथ्य तथा निष्कर्ष आदि प्रकाशित गर्दा र शोधपत्रहरूमा प्रज्ञा प्रतिष्ठानको योगदानलाई निम्नानुसार आभार (Acknowledgements) उल्लेख गर्नु पर्नेछ । अन्तिम पूर्ण प्रतिवेदन र अनुसन्धान सारांश प्रकाशनबारे प्रज्ञा प्रतिष्ठानको निर्णयानुसार हुनेछ ।

### Acknowledgements

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११. तालिम/प्रवचन/राष्ट्रियस्तरको गोष्ठी/अन्तरक्रिया: यस परियोजनासँग सम्बन्धित विषयमा प्रज्ञा प्रतिष्ठानले आयोजना गर्ने तालिम र राष्ट्रियस्तरको गोष्ठी/प्रवचन/अन्तरक्रिया कार्यक्रममा अनुसन्धानकर्ताले सहभागिता लिनुपर्ने छ ।

१२. अन्य कुनै विषयहरू आइपरेमा प्रज्ञा प्रतिष्ठानको निर्णय बमोजिम हुनेछ ।

उपरोक्त बमोजिम कार्य सञ्चालन गर्ने छु भनी प्रमुख अनुसन्धानकर्ता र प्रज्ञा प्रतिष्ठानबीच आजका मितिमा हस्ताक्षर गरी सोही मितिदेखि लागु हुने गरी एक/एक प्रति बुझिलियौं ।

### प्रज्ञा प्रतिष्ठानको तर्फबाट

हस्ताक्षर:

नाम:

पद:

मिति:

### अनुसन्धानकर्ताको तर्फबाट

हस्ताक्षर:

नाम:

पद:

कार्यालय:

मिति:



नेपाल विज्ञान तथा प्रविधि प्रज्ञा प्रतिष्ठान (नास्ट)  
पारिस्थितिकीय प्रणालीमा आधारित अनुकूलन अनुसन्धानवृत्ति सम्बन्धी कबुलियतनामा, २०७८

नेपाल विज्ञान तथा प्रविधि प्रज्ञा प्रतिष्ठानबाट अनुसन्धान कार्य गर्नका लागि श्री .....लाई उपलब्ध गराएको अनुदान निम्नलिखित शर्तको अधिनमा रही उपयोग गरिनेछ ।

१. आवश्यकता अनुसार अनुसन्धान कार्यको प्रगति प्रतिवेदन तथा खर्चको फाँटबारी सुपरिवेक्षक तथा विभागीय प्रमुख मार्फत उपलब्ध गराइने छ ।
२. नेपाल विज्ञान तथा प्रविधि प्रज्ञा प्रतिष्ठानबाट प्रदान गरिएको अनुसन्धानवृत्ति प्राप्तकर्ताले विनाकारण अनुसन्धान कार्य छोड्ने छैन ।
३. सम्झौता पत्रमा उल्लेखित शर्तहरू उल्लंघन भएको खण्डमा प्रज्ञा प्रतिष्ठानको तर्फबाट उपलब्ध गराइएको सम्पूर्ण रकम असुल उपर गर्नका लागि प्रज्ञा प्रतिष्ठानको सम्पूर्ण अधिकार रहनेछ ।
४. **संस्था/ विभागीय प्रमुख/सुपरिवेक्षकको प्रतिबद्धता**
  - क) अनुसन्धानवृत्ति प्राप्तकर्ताको अनुसन्धान कार्यको प्रगति रेखदेख गरिनेछ ।
  - ख) विना सूचना चार महिनासम्म आफ्नो विभाग/प्रयोगशालामा अनुपस्थित भएमा बुँदा नं. ३ मा भएको सर्त स्वीकार्य हुनेछ ।
५. यस अनुसन्धानवृत्ति अवधिभर अनुसन्धानकर्ताले पूर्णकालीन बिदा लिई वा बिदा नलिई आफ्नो अनुसन्धान कार्य मात्र गर्नेछ । अनुसन्धान कार्यको सिलसिलामा विभागीय स्वीकृतिका साथ स्वदेश वा विदेश जानु परेमा विभागीय प्रमुख/सुपरिवेक्षक मार्फत एक महिना अगावै लिखित जानकारी गराईनेछ ।

**अनुसन्धानकर्ताको**

हस्ताक्षर:

नाम:

निकायको नाम:

ठेगाना:

मिति:

**विभाग/क्याम्पस प्रमुखको**

हस्ताक्षर:

नाम:

मिति:

फोन:

इमेल:

छाप:

### **ANNEX VIII: Letter of Acceptance of the Grants**

I am writing to formally acknowledge receipt of the research grants from NAST-KVDA: Implementation of Urban EbA Research Activities and express our sincere appreciation for the research support. We are pleased to formally accept the grant amount of Rs..... for the research entitled.....The research will be conducted under the supervision of ....., (Name, Institution).

I assure you that I will use the funds in accordance with the agreement.

Signature:

Name:

Date:

## ANNEX IX: Request Letter for Releasing Grants Installment

मिति: २०८१/

श्रीमान् सचिवज्यू

नेपाल विज्ञान तथा प्रविधि प्रज्ञा प्रतिष्ठान

खुमलटार, ललितपुर ।

विषय: अनुसन्धानवृत्ति को प्रथम/दोश्रो किस्ताको रकम भुक्तानी गरी पाऊँ भन्ने बारे ।

उपरोक्त विषयमा म .....ले नेपाल विज्ञान तथा प्रविधि प्रज्ञा प्रतिष्ठान (नास्ट) ले काठमाडौं उपत्यका विकास प्राधिकरणको सहकार्यमा सञ्चालन गरिरहेको **Implementation of Urban EbA Research Activities** परियोजना अन्तर्गत स्नातक/स्नातकोत्तर/ विद्यावारिधि तहको शोध अनुसन्धानका लागि..... शिर्षकमा ..... ( सुपरभाइजरको नाम, पद, संस्था) को सुपेरेवेक्षणमा आफ्नो अनुसन्धान उद्देश्य बमोजिम अध्ययन अनुसन्धान सम्पन्न गरी अन्तिम प्रतिवेदन प्रज्ञा प्रतिष्ठानको नेपाल जलवायु परिवर्तन ज्ञान व्यवस्थापन केन्द्रमा पेश गरिसकेको कुरा जानकारी गराउँदछु । प्रज्ञा प्रतिष्ठानसँगको सम्झौता बमोजिम अनुसन्धानवृत्ति को कुल रकम रु .....।- मध्ये प्रथम/ दोस्रो/अन्तिम किस्ताको रकम रु ..... भुक्तानी गरिदिनु हुन यो निवेदन पेश गर्दछु । अनुसन्धान कार्यका लागि प्रज्ञा प्रतिष्ठानले प्रदान गरेको अनुसन्धानवृत्तिका लागि कृतज्ञता व्यक्त गर्दछु ।

निवेदक

हस्तक्षर:

नाम:

## **ANNEX X: Contents for Oral Presentation of Proposal**

**Slide 1:** Cover Slide including Research Title, Presenter Details

**Slide 2:** Background and Problem Statement

**Slide 3:** Research Gaps and Justification

**Slide 4:** Research Objectives and Hypotheses or Research Questions

**Slide 5:** Methods, Tools, and Data Analysis

**Slide 6:** Expected Findings and Outputs

**Slide 7:** Budget and Work Plan (can use hyperlink to show the breakdowns)

**Slide 8:** Research Communication Plan

### **Time**

Presentation: 8 minutes

Question answers and suggestion: 4 minutes

### **Design Tips**

- Keep the slide simple and clean
- Use a professional font and design, avoiding clutter
- Use neutral background with text large enough to read easily
- Illustrate with appropriate flow charts, diagrams, short videos/animation, etc.
- Present key points in short, clear bullet points
- Ensure a consistent layout and design throughout the presentation, correct spellings