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## OFFICE OF RESEARCH-NSU CONFERENCE TRAVEL & RESEARCH GRANT (CTRG) POLICY

(as revised after CTRGC meeting, 53<sup>rd</sup> meeting, 28 August 2019)

### I. Conference Travel Grants

1. If a faculty member decides to present a paper at a conference and wishes to request conference travel funding from NSU, s/he shall apply by formal memorandum only after (a) the paper has first been presented in NSU department-sponsored seminar/colloquium and (b) either the abstract or the paper has been accepted by the conference organizing committee. A copy of the acceptance notice and copy of the abstract and/or paper must be attached to the memorandum of application, along with statement from the department chairperson that condition (a) has been satisfied.
2. The memorandum and supporting documents shall be submitted to the NSU CTRG Committee (CTRGC), ATTN: CTRGC Chair, with signatures obtained in serial order from (a) Department Chairperson, (b) School Dean, and (c) Director, Office of Research-NSU.
3. Any request for conference travel must be for a presentation that includes the faculty member's institutional affiliation of "North South University".
4. To be eligible for conference travel grant, a faculty member must be on "core" full-time appointment at NSU. Visiting faculty are not eligible.
5. First-time applicants, fulfilling other requirements as may be determined by the CTRGC, will receive priority.
6. A faculty member who is on leave (e.g., study leave; sabbatical leave; long-term emergency leave) is not eligible to apply for NSU conference travel support.
7. A faculty member may apply for no more than one travel grant and related expenses per academic year. Exceptions to this rule may be made by the CTRGC.
8. (A) If the paper accepted for conference presentation is co-authored by multiple NSU faculty members, then the grant amount approved is to be given to the presenter, and only s/he may travel under the travel grant award. (B) If (1) the paper is written by multiple authors including faculty from academic institutions other than NSU, and (2) at least one of the authors is a full-time NSU faculty member, then the fund will be granted to the NSU faculty member as incorporated in the current set of rules, provided s/he is a presenter.
9. A travel grant is allowed for a maximum of 80% of the total of travel expenses up to a limit of US\$2,000 (*in BDT equivalent*). Allowable expenses include (a) most economical route airfare (or fare for other mode of transport such as bus or train), (b) hotel accommodation, and (c) registration fee. The maximum allowable registration fee is US\$400 (*in BDT equivalent*) as part of the US\$2,000 travel budget limit. Faculty should plan to arrive at the conference venue one night prior to day of presentation and leave within 24 hours of time of presentation.
10. Within thirty days after attending the conference in which the paper has been presented, the faculty member awarded a conference travel grant must submit a report to his or her department chairperson summarizing his or her conference presentation activities. Department chairpersons are to keep a record of all faculty conference presentation activity during the calendar year (January through December) and provide a summary report to the School Dean by mid-January of the new year, with copy of the department chairperson report provided simultaneously to the Director, Office of Research-NSU.



## **II. NSU Research Grants**

1. The Director, Office of Research-NSU shall administer the process for (a) Request For Applications (RFA) for NSU research grants, (b) collection of research proposals, and (c) approval of applications for research grants funded through the Conference Travel and Research Grants Committee (CTRGC).
2. The CTRGC shall (a) review all proposals short-listed by the review process established by the Director, Office of Research-NSU, and, from among that short-list, (b) recommend for grant funding those it deems meritorious based on scientific merit review.
3. Whenever NSU authority formally issues a call for applications through the Office of Research-NSU (normally at the start of the fiscal year), any full-time NSU faculty member may apply for an NSU research grant to cover costs of basic or applied research and scholarly activity in his or her discipline of expertise. Faculty members are not eligible to apply for these grants while on approved leave.
4. Faculty members are to follow the procedures for application set forth by the Office of Research-NSU.
5. The CTRGC shall evaluate short-listed faculty research proposals accounting for (a) scientific merit review completed under procedures established by the Director, Office of Research-NSU and (b) adequacy of the proposed research budget. Grant applications involving external collaboration and first-time applicants will receive funding priority in the review process.
6. The CTRGC may recommend approval of an individual faculty research grant up to the maximum allowable by NSU authority as stipulated in the given fiscal year of Request For Applications (RFA). However, for particularly meritorious applications that include international collaborative research partnership and/or contributed external grant funding (including NSU “matching fund” expectations), the CTRGC may recommend an alternative budget total. Such exceptions are subject to final approval by the Vice Chancellor and the Board of Trustees.
7. Faculty are responsible for exercising due care in the conduct of their research activities, including (a) providing assurance to NSU authority of compliance with research integrity policies and procedures established by the Board of Trustees and the Office of Research-NSU, (b) submitting a completion report on the timeline designated by the Office of Research-NSU, and (c) complying with fiduciary responsibilities as stipulated by the Director, Finance & Accounts, throughout the fiscal year in which grant funds are expended.



### **III. Publications**

1. It is expected that a faculty member who has been awarded travel and/or research grants will produce publishable research outcomes, including dissemination of research results in one of the following: (a) peer-reviewed and indexed journals in good standing, (b) book chapters in edited volumes, or (c) books as appropriate to the academic discipline. An electronic or hard copy of the publication must be deposited in the NSU Library to be made available for general circulation.
2. A faculty member (a) who is the recipient of a conference travel or research grant, and (b) whose presented paper is subsequently accepted for publication in a properly *peer-reviewed and indexed journal of good standing* that has an option for open-access publication with fee, may apply to the CTRGC for funds to defray the cost of open-access publication. Consistent with (a) and (b) a faculty member may apply for funds to defray article processing charges.
3. Research grants are permissible only for the usual costs of actual research activities. They are not to be used to defray cost of publication of books or textbooks. Faculty are expected to submit such work to a reputable publisher following the standard process of book proposal editorial review, peer review, and signing of a publication contract that assigns copyright, assumes production, distribution, and marketing responsibility for such publications, and assigns royalties according to contract.