Institute of Agriculture and Animal Science
Office of the Dean

IAAS Guidelines for Mini-research Fund Mobilization (2083)

कृषि र पशु विज्ञान अध्ययन सस्थान लघु अनुसन्धान कोष परिचालन निर्देशिका (२०८३)

1. Background

Tribhuvan University has institutionalized the establishment of Research Management Cells across its constituent campuses, Schools, Central Departments and Programs under the TU Research Management Working Procedure (2082 B.S.) to manage, coordinate and administer mini and faculty research grants effectively. In line with this procedure, Office of the Dean, Institute of Agriculture and Animal Science (IAAS) ── in collaboration with its constituent campuses (Lamjung Campus, Rampur Campus, Paklihawa Campus and Gauradaha Agriculture Campus) — has developed these **IAAS Guidelines for Mini-research Fund Mobilization (2083)** to strengthen the research activities in the campuses. For this, **Mini-research Fund for the Constituent Campuses (MRFCC) is established.**

2. Objectives of the grant

Broad objective

- To enhance faculty research capabilities, and to facilitate the dissemination of empirical findings through appropriate scientific forums.

Specific objectives

- Engage faculty members in rigorous, problem-oriented research and publication of research findings
- Enhance research competencies and optimize fund utilization efficiency of constituent campuses under IAAS,
- Engage students to undertake their research for the course Fundamentals of Research Practices and Seminar (RPS) (B.Sc. Ag Program)/Internship (B.V. Sc.% A.H. Program),
- Support professional advancement and strengthen departmental capacities across campuses.

3. Scope of the mini-research fund

The MRFCC supports research and innovation activities through competitive grants for small-scale, short-duration research projects that promote knowledge generation, capacity building, and evidence-based problem-solving within constituent campuses. This Guideline applies to all constituent campuses of the Institute of Agriculture and Animal Science (IAAS) and to faculty members seeking mini-research grants. For the purposes of this Guideline, faculty members include both permanent and regular contract teachers.

4. Research priorities

Mini-research grant will be prioritized on the following areas, which are closely aligned with the research mandates of Tribhuvan University, University Grants Commission and Nepal Agriculture Research Council.

- Agricultural economics, agribusiness and production efficiency
- Climate-resilient plant breeding and agri-genetic conservation
- Nutritional biofortification and processing-grade crop development
- Farming system, cropping system intensification, agroecology and nature-based crop management
- Commercial horticulture, high-density orchard systems, medicinal and aromatic plants
- Industrial, high-value cash crops and plantation commodities
- Apiculture, pollination and ecosystem services
- Integrated pest management, plant pathology and wildlife mitigation
- Soil health, nutrient dynamics and natural resource management
- Agricultural engineering, farm mechanization and post-harvest systems
- Livestock genetics, breeding and productivity
- Sustainable feeds, fodder and climate-smart animal nutrition
- Dairy quality and value chain development
- Aquaculture, fisheries and aquatic resource management
- Veterinary clinical sciences, microbiology and surgical medicine
- Veterinary biosecurity, epidemiology and disease-free zones
- One health, zoonoses and AMR mitigation
- Veterinary pharmacology, therapeutics and biological development
- Food safety, livestock inspection and quality assurance
- Agricultural extension, technology transfer and youth agri-entrepreneurship

5. Source of the fund

Both the Constituent Campuses and the Dean's Office shall contribute to the Mini-Research Grant Fund. The Office of Dean may provide the ceiling of the budget each year and will formally communicate with the campuses through requesting the allocation of funds for mini-research Grant Fund. Based on the amount allocated by each constituent campus, the Dean's Office will provide a matching grant, equivalent to 100% of the campus contribution. This will together make Mini-research fund for constituent campuses (MRFCC). Thus, grant quota for each campus is determined by its respective financial contribution to the fund. This MRFCC is executed by office of the Dean.

7. Grant amount

Each mini-research grant shall be allocated a funding amount ranging from NPR 75,000 to NPR 100,000 including tax as per the government rule and 10% overhead cost.

8. Eligibility for applicants

- All regular faculty members holding ranks from Teaching Assistant to Professor within constituent campuses are eligible to apply for the research grant.

- Faculty members currently on study leave, or any other form of extended leave exceeding a duration of six months, are not eligible to apply fund.
- Eligibility is strictly contingent upon active mentorship; faculty members who do not supervise Fundamentals of Research, Practices and Seminar (RPS) students (B.Sc. Agriculture Program)/veterinary internship students (B.V.Sc. & A.H. Program) are ineligible to apply
- Faculty members remain ineligible to apply for a new grant until approval of their previous research project's final report.
- To be eligible for application, faculty members must possess a minimum remaining service tenure of 12 months prior to retirement to be considered for funding.
- Faculty currently running the research projects supported by UGC and TU Central office will not eligible to apply for the grant.

9. Notice call and evaluation

Once the annual MGFCC is formed, the IAAS Office of the Dean shall make a notice call for research grant applications from faculty members across all campuses, using the Research Application Form (**Annex 1**) and Research Proposal Format (**Annex 2**).The grantee must allocate the budget to the activities as per the **Annex 3**.

All applications will undergo a peer review based on the criteria defined in **Annex 4**, after which the Office of the Dean will decide who receives the grants, fund, and agreement will be made between Principal investigator and respective Campus (**Annex 5**). Then, the Office of the Dean will transfer the grant amount (on installment basis) via respective Campus accounts.

10. Execution of the mini-research project

The research grantee shall execute all research activities in strict accordance with the signed project document and in compliance with the regulations set forth in this guideline and the Tribhuvan University (TU) Research Management Cell (RMC) Working Procedure (2082). Some of the considerations are:

- The maximum project duration is one year. However, upon a formal request from the awardee and recommendation from respective RMC, the Office of the Dean reserves the right to grant a single extension of up to three months.
- Eligible expenditures may include personnel remuneration, travel and field visit (for investigators and data collector (s), labor cost for the field/lab experiment and field survey costs, laboratory analyses and materials, consumable supplies, report preparation and printing, and other research-related expenses as approved by the grant management committee. In case of the field survey, costs can include tea and snacks for the survey participants
- The grantee is required to submit a comprehensive progress report (**Annex 6**) to the RMC of the respective campus within six months of project initiation.
- Grantee, upon the recommendation of respective RMC/Campus, must submit both printed and electronic copies of the final in the format given in **Annex 6** to the Office of the

Dean. This report will be subjected to a rigorous external peer evaluation by an independent expert.

- Following the recommendation of evaluator, the Office of the Dean will manage final oral presentation of the research findings.
- The grantee must systematically incorporate all feedback from the external evaluator and the presentation committee into the final manuscript. The final submission package must include the revised report (Final report) in the provided format (**Annex 6**), an official plagiarism detection report (overall similarity index not exceeding 19%), an AI-generation analysis report, and a copy of the published journal article resulting from the research.It is mandatory for the grantee faculty to explicitly acknowledge the funding institutions (the Office of the Dean and the respective campuses) in all research articles, publications, and official reports derived from this project.
- Collaborative research with external institutions is strongly encouraged. In such instances, a Co-Principal Investigator (Co-PI) from the partnering institution may be appointed.
- All the transactions/financial aspects are subjected to the existing laws of Tribhuvan University. Grantees who fail to complete the research project (whatever the reasons) shall be required to refund the full grant amount to the Dean's Office, together with an additional **20% interest**.

11. Payment mechanism

The faculty research grant awardee gets the grant in three installments. i) 40% of the total grant, as soon as the award is declared via the contract for minimum input purchase, travel, and stationary works ii) Second installment (30%) will be released after the submission of the draft report (**Annex 6**), and iii) Remaining 30% will be released after the publication (at least acceptance) of the research work by peer review (non-predatory) journal, final oral presentation and submission of the final report. Research grantees will receive these installments upon the recommendation of respective RMC/Campus.

12. Students' engagement

Each mini-research project shall engage either at least 1 master student currently studying at Postgraduate Program in IAAS for thesis work (preferred) or two students taking the Fundamentals of Research Practices and Seminar (FRPS) course of the B.Sc. Agriculture program or two internship students from the B.V.Sc. & A.H. program at respective Campuses.

13. Cancellation of grants

The mini-research agreement shall be terminated under the following conditions:

- The awardee fails to complete the designated research within the specified timeframe or fails to submit required progress reports by the stipulated deadlines.
- The awardee does not execute the research in accordance with the agreed-upon research plan, methodology, and objectives.

- The awardee submits the research report or findings elsewhere for alternative purposes without authorization, or credible evidence establishes that the submitted report constitutes plagiarism or the intellectual property of another researcher.

14. Supervision, monitoring and evaluation

The Office of the Dean and the Research Management Committee (RMC), or the respective research units of the campuses, shall supervise, monitor, and evaluate the progress of research activities undertaken by the grantees. In cases where the RMC Director serves as the principal investigator or grantee, the Campus Chief shall assume responsibility for the supervision, monitoring, and evaluation of the research project.

15. Research completion certificate

The office of the Dean will officially issue a Research Completion Certificate (**Annex 7**) after final report have been successfully submitted and verified.

16. Campus research activities

This guideline does not restrict or limit any research activities undertaken by the constituent campuses.

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Annex 1. Application for Mini-Research Grant

..... Campus

1. Name of Principal Investigator:
2. Name of the student 1/level:
3. Name of the student /level:
4. Title of the Research:
5. Department:
6. Teaching Subjects (if applicable):
7. Teaching Level (if applicable):
8. Teaching Experience (if applicable):
9. List of Major Publications:
    a. Article
    b. Books
    c. Cases
10. Support Activities:
    a. Completed Research Training Related to the Proposed Research
    b. Attended Conference/Seminar
    c. Other activities (Specify)
11. Contact No.:
12. Email ID:
13. Signature: investigator and student(s)
14. Recommended by: RMC Director/Campus Chief (signatures)

Annex 2. Mini-research proposal format

1. Cover Page (Research Title, Researchers' Name, Proposal for, RMC, Campus, Month & Year)
2. Background/Introduction
3. Problem Statement & Research Questions
4. Research Objectives
5. Literature Review
6. Research Gaps
7. Research Framework
8. Research Methods – Research Design, Sampling Methods, Instrumentation and Data Collection Tools, Tools for Data Analysis
9. Expected Findings
10. Limitations
11. Ethical Issue
12. Gantt Chart
13. References
14. Annex (if any)

Annex 3. Mini-research proposal evaluation format

Evaluation of Proposal (Maximum 80 Marks)

S.N	Evaluation Criteria	Poor (0)	Considerable (2)	Acceptable (3)	Good (4)	Excellent (5)
1	Specific/clear research topic					
2	Well summarized abstract					
3	Relevant and well-stated research problem					
4	Research objectives					
5	Relevant literature review					
6	Research gap identification					
7	Well-framed research framework					
8	Appropriate research design					
9	Attainable time frame					
10	Adequacy and appropriateness of allocation of the budget					
11	Expected findings and implications					
12	Delimitations/Limitations					
13	Impact (Social/business)					
14	Research collaboration/team composition					
15	Originality of research					
16	Concise, coherent, and persuasive writing style, and format					
	Total					

Proposal Presentation Evaluation Criteria (Maximum 20 Marks)

S.N	Evaluation Criteria	Poor (0)	Considerable (2)	Acceptable (3)	Good (4)	Excellent (5)
1	Understanding of issues and research problems					
2	Presentation skills					
3	Appropriateness of methods/tools and techniques					
4	Time management					
	Total					

Annex 4. Financial proposal for mini-research

Title:
Principal Investigator:

Tentative Budget Allocation
(*Divide the sub-headings based on the need of research)

SN	Particular	Particular/Details	Year 1	Year 2	Remarks
1	Personnel Allowance/Incentives (10%) (TADA)				
2	Travel & Field Visits and survey (Max 35%)				
3	Equipment, Materials, stationery & Supplies (Max. 25%)				
4	Other Related Expenses (Max. 20%)				
5	Miscellaneous (10%)				
	Grand Total				
	Budget Applied for Grants	Rs.		Percentage of Grants:	
	Contribution from Researcher(s):	Rs.		Percentage from Researcher(s):	

Annex 5. Mini-research agreement format (**लघु अनुसन्धान सम्झौता पत्र**)

यस..... क्याम्पसको अनुसन्धान व्यस्थापन इकाईको वार्षिक कार्यक्रम अनुसार आर्थिक वर्ष ..... का लघु अनुसन्धान कार्यका लागि यस क्याम्पसका प्राध्यापक/सहप्राध्यापक//उपप्राध्यापक/शिक्षण सहयाक (प्रमुख अनुसन्धानकर्ता) को रूपमा कार्यरत ..... ले प्रस्तुत गर्नुभएको ..... शीर्षकको लघु अनुसन्धान प्रस्ताव अनुसार अनुसन्धान कार्य सम्पन्न गर्न यस क्याम्पस र प्रमुख अनुसन्धानकर्ता ..... बीच कृषि र पशु विज्ञान अध्ययन सस्थान, लघु अनुसन्धान कोष परिचालन निर्देशिका (२०८३) का शर्तहरूको अधीनमा रही दुबै पक्षबीच सम्झौता गरिएको ।

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प्रमुख अनुसन्धानकर्ता	अनुसन्धान व्यस्थापन इकाई (वा तोकिएको पदाधिकारी	क्याम्पस प्रमुख

मितिः .....

Annex 6. Progress/final research report format

1. Cover Page
2. Declaration
3. Acknowledgement
4. Abstract
5. Table of Contents
6. List of Tables
7. List of Figures
8. List of Abbreviations/Acronyms
9. Table of Contents
10. Chapter I: Introduction
11. Background
    - 11.1 Problem Statement
    - 11.2 Research Questions
    - 11.3 Research Objectives
    - 11.4 Significance of the Study
    - 11.5 Delimitations/Limitations of the Study
12. Chapter II: Review of Literature
    - 12.1 Review of Theoretical/ Methodological and Empirical Studies
    - 12.2 Research Gap
    - 12.3 Conceptual Framework
    - 12.4 Operational Definitions of Variables
13. Chapter III: Research Methodology
    - 13.1 Research Philosophy
    - 13.2 Research Design
    - 13.3 Population and Sampling
    - 13.4 Methods of Data Collection and Data Analysis
    - 13.5 Respondents Profile (if any)
    - 13.6 Reliability and Validity of Instruments
14. Chapter IV: Results and Discussion (Can be divided into chapters)
15. Chapter V: Summary, Conclusion, and Implications
16. Summary
17. Conclusion
18. Implications
19. Future Research Scope

References
Plagiarism and AI Detection Certificate
Appendix 1: Quantitative/secondary data
Appendix 2: Interview protocol
Appendix 3: Published Paper-1
Appendix 4: Published Paper-1
(In progress report, the remaining activities must be included)

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Annex 7. Certificate of research completion

Date:…….

This is to certify that ..... (Principal Investigator); and..... (Student(s)) from..... Campus, Institute of Agriculture and Animal Science, Tribhuvan University, was awarded a Mini Research Project entitled '.....', on ..... (Contract date & Contract number). The research is completed successfully; the final presentation and report submission date are ..... and ..... respectively.

I wish them success in their professional and career life.

……. ……

Director, Directorate of Research and Publication Dean