

**BANGLADESH MEDICAL RESEARCH COUNCIL**  
**MOHAKHALI, DHAKA-1212, BANGLADESH**  
Tel: +880222298396, Fax: +880222263820  
Email: [info@bmrcbd.org](mailto:info@bmrcbd.org); Web: [www.bmrcbd.org](http://www.bmrcbd.org)

**CHECK LIST FOR SUBMISSION OF PROJECT PROFORMA (PP)-03**

01. Cover Letter addressing to Director by Principal Investigator.
02. Filled-up Application Form. (*Part - A*)
03. BMRC format for Proposal for Post Graduate Medical Student Grant. (*Part - B*)
04. Informed consent form (Both Bangla and English) from participant's or from the Parent / legal guardian. (*Part - C*)
05. Questionnaire or interview schedule (Both Bangla and English). (*Part - D*)
06. Procedure for maintaining confidentiality. (*Part - E*)
07. Budget (*Part - F*)
08. Copy of approval from valid scientific review committee. (Mandatory)
09. Forwarding letter from Supervisor/Course Co-Ordinator/Mentor. (Original Signature copy)
10. Four (4) copies of all documents to be submitted to Bangladesh Medical Research Council (BMRC).
11. A Soft Copy in CD (MS Word & PDF) to be submitted.
12. All Documents should be Submitted in a A-4 Size Data Bank File / Folder.

# BANGLADESH MEDICAL RESEARCH COUNCIL

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## **Project Proforma (PP)-03**

### **Research Grant for Post Graduate Medical Students**

#### **PART - A**

**1. Principal Investigator(s):**

Name:

Qualification:

Detail Address:

Mobile:

Alternative Mobile:

Email:

**2. Supervisor/Course Co-Ordinator/Mentor:**

Name:

Qualification:

Detail Address:

Mobile:

Telephone (Off./Res)

Email:

**3. Place of the Study/Institution(s):**

**4. Title of Study:**

**5. Type of Study:**

**6. Duration of Study:**

**7. Total Cost:**

**8. Funding Agency:**

**Name of Principal Investigator(s)**

**Signature:**

1.

2.

**Name of Supervisor/Course Co-Ordinator/Mentor**

**Signature:**

## **PART - B**

### **FORMAT FOR SUBMISSION OF A RESEARCH PROPOSAL**

- **Project Title:**
- **Summary:**
- **Introduction:** (Introduce the subject. Provide full background information. Cite literatures that are specific to the topic of the research proposal. Information should be completed to prove that the research proposal is based on a sound scientific footing.)
- **Objectives:** (List the general and specific objectives of the proposed study and state clearly the question that is being posed or the hypothesis being tested.)
- **Rationale:** (Describe the relevance of the proposed study to national health priorities and relationship of the objectives to existing scientific knowledge on the subject. Cite relevant literature and refer to related studies done in our country or elsewhere.)
- **Methodology:** (Describe the design of the study and methodology in sufficient detail to enable assessment of how they will contribute towards achievement of the stated objectives and to permit proper appraisal of the budget. Plan for data analysis should be included if relevant and important. This section should contain details of the research methods. Enough detail should be given to evaluate whether the methods are already tested and feasible. The following scheme is suggested: Factors in study (variables), Study design, Study Population, Sampling, Statistical basis of the sample size, Procedures, Methods of Data Collection, Pretesting, Data Interpretation, Statistical Analysis (Correlation, Significance Test, Coefficient of Variation, Evaluation Methods, wherever applicable).
- **Utilization of Results:** (Describe in brief how you perceive that the results from this study may contribute to health development of the Country.)
- **Facilities:** (Resources, equipment, chemicals, subjects (human, animal) etc. required for the study):
  - Facilities Available:
  - Additional Facilities Required:
- **Approval / Forwarding of the Head of Department / Institute / IRB.**
- **Flow Chart:** (Describe sequence of tasks within time frame).
- **Ethical Implications:** (Think very carefully about possible ethical implications and put views. Consult BMRC's Guidelines for Ethical Review of Projects involving Human Subjects).
- **References:** Vancouver style to be followed. e.g.- Can Med Assoc J 1995; 152(9): 1459-1465.

## **PART - C**

### **INFORMED CONSENT FORM SHOULD BE WRITTEN IN BENGALI & ENGLISH**

#### **Consent form shall be included:**

- Interviewer details.
- Purpose of the Study.
- Types of participation of the study respondents.
- Duration, Procedures of the study and participant's involvement.
- Potential benefits.
- Risks, hazards and discomforts.
- Reimbursements.
- Confidentiality.
- Termination of study participation / Rights to withdraw from participation.
- Name of the participant.
- Signature/Thumb print of the participants.
- Name of the witness.
- Signature of the witness.
- Name of the interviewer.
- Signature of the interviewer.
- In case of Minor Signature of the Parent / Legal Guardian.
- Duplicate copy of Inform Consent shall be give to participant.

**PART - D**

**QUESTIONNAIRE SHOULD BE WRITTEN IN  
BENGALI & ENGLISH**

## **PART - E**

### **PROCEDURE FOR MAINTAINING CONFIDENTIALITY**

## **PART - F**

- Total Budget.
- Detailed Budget:
  1. Personnel Cost: (Professional Scientific Staff, Technical & Other Staff. Please mention percentage of time to be devoted by each personnel to this Project).
  2. Field Expenses/Laboratory Cost:
  3. Supplies and Materials (Items & quantity to be specified):
  4. Patient Cost (If applicable):
  5. Travel Cost (Internal travel cost only):
  6. Transportation of Goods:
  7. Office Stationery (Items & quantity to be specified):
  8. Data Processing/Computer Charges (If applicable):
  9. Printing and Reproduction:
  10. Contractual Services (Other than manpower):
  11. Miscellaneous: