

## College Annual Research Grant (CARG) – Guidelines

**Paro College of Education  
Centre for Educational Research and Development  
Paro: Bhutan**

**College Annual Research Grant (CARG)  
Guidelines for Applicants**

*Applications close 4pm on the last day of June and February of every year*

### 1. Introduction

The Paro College of Education sets aside its 2% of the Annual College Budget (2.18m for 2016-2017 financial year) to support research related activities in the College every year. These funds (which will depend on a yearly basis) will be used to support (among others) high quality research proposals from individual researcher or a team of researchers that will help build research profile of the College. These grants will be known as the **College Annual Research Grant (CARG)**.

In order to distribute these grants on a just and fair means, the College has categorised the entire faculty/staff into four groups based on their individual research profile as of March 2017 (Faculty/staff research profile will be up-dated at the end of every semester). The details of the four categories are provided below in the table:

Category 1: Beginner Researcher (BR)	Category 2: Early Career Researcher (ECR)	Category 3: Mid-Career Researcher (MCR)	Category 4: Advanced Career Researcher (ACR)
Beginner Researchers are defined as faculty/staff without any research experience and have no publication record but have attended research courses and research workshops.	Early career researchers are defined as faculty/staff with some research experience and have some publication records. Must have- <ul style="list-style-type: none"> <li>• 5 Publications and</li> <li>• 2 Seminar presentations.</li> </ul>	Mid-career researchers are defined as faculty/staff with PhD/EdD qualification. Must have- <ul style="list-style-type: none"> <li>• 8 National publications,</li> <li>• 2 International publications,</li> <li>• 4 Seminar presentations, and</li> <li>• Led 1 Research consultancies or worked as a member of 2 consultancies</li> </ul>	Advanced Career Researchers are defined as faculty/staff having- <ul style="list-style-type: none"> <li>• 15 National publications,</li> <li>• 5 International publications,</li> <li>• 6 Seminar presentations, and</li> <li>• Led 2 Research consultancies or worked as a member of 4 consultancies</li> </ul>

All applications for the CARG will be considered on a competitive basis. Therefore, applicant/s from each category will compete within their respective category identified above.

## **2. Objectives of the Scheme**

- 2.1 To promote the overall research culture at the College;
- 2.2 To promote the importance of research based teaching and learning culture;
- 2.3 To increase research productivity of the faculty/staff under each of the categories identified;
- 2.4 To support, on a competitive basis, high quality projects, aligned to the College's research priorities;

## **3. Funding Allocations**

3.1 Funds will be allocated as follows:

- Up to Nu. 0.06m for Category 1: Beginner Researcher (BR);
- Up to Nu. 0.08m for Category 2: Early Career Researcher (ECR);
- Up to Nu. 0.10m for Category 3: Mid-Career Researcher (MCR); and
- Up to Nu. 0.13m for Category 4: Advanced Career Researcher (ACR).

Applicants must submit budgets within the applicable range to be eligible for consideration.

3.2 The College, with funding support from its annual budget (2% at the moment) plus funding support from other sources will provide an appropriate allocation to support the CARG – support up to 10 BR grants, up to 5 ECR grants, up to 3 MCR grants and a minimum of Nu. 0.13m per ACR grant annually.

3.3 Total funding requested may not be awarded in full if the CRC is not satisfied with the proposed budget.

3.4 A project will be funded either for one academic (financial) year or for one particular semester only (Beginning of July/February–End of June/December). Extension of project completion time will be granted on a case-by-case basis. However, it will be possible to make especial arrangements if the research is longitudinal or ethnographic in nature, which would require more than one financial year to complete the research.

3.5 Funds will be released upon submission of the quarterly progress report in the ratio of 10:20:30:40 percent of the approved budget (*see section 6 – submission of quarterly progress report*).

3.6 In order to save some academic/intellectual input time, provision for hiring research assistants, especially to administer survey questionnaire, transcribe interview data and punching survey data will be considered

## **4. Eligibility Criteria**

4.1 Any individual faculty/staff or teams who have submitted their research profile will be eligible.

4.2 A particular faculty/staff will be eligible to be a Principal Researcher for not more than one project in a given year. However, a Principal Researcher can be a member of the research team for not more than two projects;

4.3 A particular faculty/staff will be eligible to be a member of the research team for not more than two projects at the given time.

- 4.4 In case a team research does not progress as expected, then a faculty or research belonging to category 2 and category 3 could be requested to be the Principal Researcher.

**5. Criteria for Selection**

- 5.1 the quality of the proposed research proposal (research that aims to– discover new knowledge, provide solution to an important practical or theoretical problems, a significant conceptual advance in the field of study, methodologies are consistent with best international practices, represent significant methodological advance in the field, conforms to ethical practices in research);
- 5.2 the quality of research track record of the researcher or the research team members;
- 5.3 outcomes from any previous research grants (internal or external);
- 5.4 the likelihood of the proposed research project leading to significant publications;
- 5.5 the College research priority areas will be given preference

**6. Submission of Quarterly Progress Report**

Grantees of CARG will be required to submit quarterly progress report of their research/project. Funds for each of the quarters will be released by the CRC only upon receiving a satisfactory quarterly progress report.

- 6.1 First quarter progress report to be submitted after three months (in case of one year project) or one and half months (in case of a semester long project) of the approval of the research;
- 6.2 Second quarter progress report to be submitted after six months (in case of one year project) or three months (in case of a semester long project) of the approval of the research; and
- 6.3 Third quarter progress report to be submitted after nine months (in case of one year project) or four and half months (in case of a semester long project) of the approval of the research; and
- 6.4 Fourth quarter progress report to be submitted after twelve months (in case of one year project) or six months (in case of a semester long project) of the approval of the research; and

**7. Additional Information**

- 7.1 The application form is available in electronic format at <http://www.pce.edu.bt/centre-educational-research-and-development> or may email [cerd.pce@rub.edu.bt](mailto:cerd.pce@rub.edu.bt) ;
- 7.2 Applications will be accepted only if submitted electronically on the form provided;
- 7.3 All applications will be assessed by the CRC;
- 7.4 If the applicant is a member of the CRC, that applicant will be asked to withdraw from the assessment team when his/her application is considered;
- 7.5 Members of CRC will be required to declare any conflicts of interest in relation to applications;

- 7.6 Any applications received later than the deadline provided will be considered invalid;
- 7.7 Any incomplete applications submitted will be considered invalid;
- 7.8 It will be the responsibility of the applicant to negotiate teaching relief (if required) with the Dean of Academic Affairs;
- 7.9 The College will provide all infrastructure support such as voice recorder and printing of survey questionnaires. So Grantees are not allowed to purchase any equipment.