



Government of Nepal
Ministry of Culture, Tourism and Civil Aviation
NEPAL MOUNTAIN ACADEMY



Academic Research Development Guideline-2020

Approved By: Board of Directors

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Preamble

The aim of Nepal Mountain Academy is to prepare trained and competent scholars and researchers in tourism policy making, knowledge production, dissemination, and implementation in the greater interest of the nation and the entire world on tourism, adventure and mountain academia. In order to fulfill the objective as above mentioned, Nepal Mountain Academy has introduced the **Research Guideline** to seek and enhance the tourism, adventure tourism, mountain sciences, mountaineering, the Himalayan adventures, and the Himalayan cultural heritages' academicians. This Research Guideline shall be reinforced immediately after approved by the Board of Directors.

Section: I

Introduction

1. Name and Introduction

- 1.1 The name of this guideline shall be **Academic Research Development Guideline-2020** and it shall be called the **Research Guideline** in brevity.
- 1.2 This Research Guideline shall be reinforced immediately.
- 1.3 All programs in this document shall be referred to as the Nepal Mountain Academy Research Program (NMA-RP).
- 1.4 The funding allocation and research support provision shall be adjusted in the contextual priorities, needs, and the scope of budgetary provisions.
- 1.5 Any research program of the NMA-RP can be conducted in coordination and collaboration with other line agencies as per need.
- 1.6 NMA-RP shall cover all research programs to fulfill the objectives of the NMA; and shall support to establish it as the Himalayan International Research Centre.

2. Definition of the Key Terminologies

- 2.1 **Blind Peer-reviewed Journal:** The scholarly journal of NMA that applies the blind peer-reviewed process to accept the manuscript for publication.
- 2.2 **Co-Researcher (Co-R):** The Co-Researcher (Co-R) refers to research expert who is a member of the research team.
- 2.3 **Collaborative Research:** A large sized research with the involvement of at least three or more collaborating research expert shall be known as “Collaborative Research”. In the collaborative research, involvement of at least two students (or as per the need) of the NMA is made compulsory.
- 2.4 **Expert:** The expert refers to any researcher or investigator including faculty member or student or any other researcher.
- 2.5 **Department of Research & Development (DR&D):** The DR&D refers to a group of expertise-style committee; the committee shall be consisting of members from the specified subject areas including administration, faculties, and experts.
- 2.6 **Evaluation Committee (EC):** The committee that shall be appointed by the Executive Director to evaluate the research proposal refers as the Evaluation Committee.
- 2.7 **Expert/Faculty Category:** Expert/Faculty Category refers to a specialized category of research program under which the research expert/faculty member/s shall be awarded.
- 2.8 **NMA:** The Nepal Mountain Academy is referred as the NMA.
- 2.9 **NMA-RP:** The NMA-RP refers to the Nepal Mountain Academy - Research Program.
- 2.10 **NMA's Priority:** The NMA's priority refers to the objectives of NMA-RP, and other priorities prescribed by the DR&D.
- 2.11 **Principal Researcher (PR):** The Principal Researcher (PR) refers the expert/researcher who shall lead the given research project.
- 2.12 **Research Quota (Number):** Research quota (number) refers to the number of awards/grants which shall be determined as prescribed by the DR&D.

- 2.13 **Responsible Conduct of Research:** It refers the ethics, integrity of research, and reporting practices.
- 2.14 **Research Guideline:** The Research Guideline refers to the ***Academic Research Development Guideline-2020***.
- 2.15 **Research Misconduct:** The Research Misconduct means any wrongful act of fabrication, falsification or plagiarism of research documents.
- 2.16 **Research Program:** The research program refers all the research activities conducted under this Research Guideline.
- 2.17 **Involvement of Student/s:** It refers mandatorily involvement of student (at least one or as per need) in any type of research under NMA-RP.
- 2.18 **Student Category:** It refers the category of students under which only research proposal applications of the NMA's students shall be accepted.
- 2.19 **Subject Cluster:** The subject cluster shall be as prescribed in Section III, 7.1. (2).

3. Objectives of NMA-RP

The NMA-RP aims at promoting, development, and innovation through research on the tourism, adventure tourism, mountain sciences, mountaineering, the Himalayan adventures, and the Himalayan cultural heritages. It primarily focuses on:

- 3.1 To conduct the research at the tourism, adventure tourism, mountain sciences, mountaineering, the Himalayan adventures, and the Himalayan cultural heritages.
- 3.2 To develop and promote the researcher and academician at the tourism, adventure tourism, mountain sciences, mountaineering, the Himalayan adventures, and the Himalayan cultural heritages.
- 3.3 To reinforce the research program onto tourism policy making, knowledge production, dissemination, and implementation that shall contribute on the objectives of 3. (1 and 2).
- 3.4 To provide the opportunities to establish the research-based the Himalayan International Research Centre.

- 3.5 To strengthen the research capacity, development, inculcation of investigative, and inquisitive academic culture.
- 3.6 To support and promote the blind peer-reviewed journal of NMA entitled "***Journal of Tourism and Himalayan Adventures***".

Section: II

Guiding Principles of Research

The NMA shall employ the following set of principles for the selection process, implementation, monitoring and evaluation of research program.

4. General Guiding Principles

- 4.1. **Standard of Research:** The research shall be the scientifically designed and planned study carried out within an institutional framework and support, conducted or supervised by the researcher or a team of researchers. The researcher shall have an adequate knowledge about the subject of research, relevant regulatory issues, training in the methodology, and methods; and it shall be applied in the research, and shall be finally validated by blind peer-reviewed process for the publication of the study.
- 4.2. **Research Support:** The research support for a research program shall be based on the scientific merit review of the proposal, credentials of the researcher/s and the priority of the NMA.
- 4.3. **Participation of Students:** It is mandatory for involvement of student/s of the NMA in all research programs as per Section I, 2. (3 & 17).
- 4.4. **Competence:** A single researcher must be either professionally competent for independent research or be supervised by a qualified supervisor/collaborator.
- 4.5. **Research Output:** The primary output of research is to publish the article in the blind peer-reviewed journal of the NMA; and is to develop the textbook of ongoing academic courses at the NMA. And, the research outputs shall focus onto policy, planning, and strategy development on the

tourism, adventure tourism, mountain sciences, mountaineering, the Himalayan adventures, and the Himalayan cultural heritages.

- 4.6. **Timeliness:** Each program shall be executed and accomplished within the stipulated timeline as prescribed by the DR&D and Section III, 7. (2).
- 4.7. **Fiscal Responsibility:** No any grants are personal income and the grants must be used responsibly according to the proposal; and awardee must follow the policies and principles of the NMA.
- 4.8. **NMA's Priority:** The NMA's priority is the priori appraisal of the academic objectives. The researcher must explain the proposed research program's in association to the NMA's priority.
- 4.9. **Communication:** Timely communication of information shall be through pre-specified channels as per the Research Guideline.
- 4.10. **Integrity and Ethics:** The integrity and ethics in research activities and review process must be maintained. Research misconducts such as fabrication, falsification, plagiarism, misuse of funds, and other harmful activities shall be subjected to the investigation and followed by due penalty as per Section IV.
- 4.11. **Participation:** Rigorous participation of beneficiary is mandatory at every level of planning, implementation, monitoring, evaluation and control mechanism.
- 4.12. **Quality Control and Assurance:** The research program procedure shall follow the mechanism for quality control and assurance in the proposal review and awarding of the grants (See [Appendix 5 Research Proposal Evaluation Form](#), [Appendix 6 Proposal Oral Presentation Evaluation Form](#), Section VI & VII).

5. Scientific Merit Review

- 5.1 **Quality:** Proposals, reports, and publications shall be evaluated on the basis of meritocracy, rational legitimacy, and academic value, potential technological and societal impact.

- 5.2 **Expert Assessment:** The reviewer shall have the appropriate knowledge and expertise in a broad context of the research field, specific objectives, and methodologies.
- 5.3 **Transparency:** Decisions must be based on clearly described rules, procedures, and evaluation criteria shall be published a priori.
- 5.4 **Impartiality:** Proposals must be assessed fairly and on their merit. Conflicts of interest shall be declared and managed as per Section III, 6. (1).
- 5.5 **Appropriateness:** The review process shall be consistent with the nature of the call, the research area addressed, and proportion to the investment and complexity of the work.
- 5.6 **Confidentiality:** All proposals must be treated including related data, intellectual property, and other documents in confidence by reviewer. The identity of reviewer involved in the blind peer-review process must be kept confidential.

Section: III

Research Policy

6. Research Policy

Following research policies shall be adopted to encourage productivity, quality, fairness, and responsible conduct of research.

6.1 No Conflict of Interest

Persons with the conflict of interest shall not be allowed to apply for the research grant. For this, the following committee members shall not be eligible to apply for the research grant.

Committees

1. The Board of Directors
2. Department of Research & Development (DR&D)
3. Evaluation Committee (EC)

6.2 Rewards for Performance

If the researcher/s publish their research work in blind peer-reviewed journal of the NMA, and fulfill all required obligations as per contract; shall be eligible to apply in future as a reward for the research either in the same thematic area, or in an innovative research area as per the decision or the DR&D shall request for a particular research program.

6.3 Limitation on Research Proposal Submission

6.3.1 Any applicant cannot submit more than one research proposal in any capacity in one application season. In case of repetition, the second application shall be automatically disqualified for the opportunity.

6.3.2 The PR-who shall not have completed the assigned research program within the given timeframe, shall not be eligible to apply for any other research program until the submission of the final report of the previous research program.

6.4 Research Outputs: The NMA-RP has prioritized on the following research outputs:

6.4.1 Shall to publish the research article in the blind peer-reviewed journal of the NMA.

6.4.2 Shall to develop the textbook of ongoing academic courses at the NMA.

6.4.3 Shall to contribute onto policy, planning, and strategy development of the NMA.

6.4.4 Shall to produce the academicians and researchers on tourism, adventure tourism, mountain sciences, mountaineering, the Himalayan adventures, and the Himalayan cultural heritages sectors.

6.4.5 Shall to contribute on the enhancement, promotion and development of the tourism, adventure tourism, mountain sciences, mountaineering, the Himalayan adventures, and the Himalayan cultural heritage sectors.

6.4.6 Shall to provide the opportunities to establish the research-based the Himalayan International Research Centre.

6.4.7 Shall to strengthen the research capacity, development, inculcation of investigative and inquisitive academic culture.

6.5 Circumstances beyond Control and Settlement Process

6.5.1 If the researcher has to go through circumstances beyond its reasonable control while conducting any research related activity, s/he must immediately inform and follow the instructions given by the DR&D.

6.5.2 The researcher must report within one week (7 days) after returning from the research field. In case of health related emergency, the researcher shall report within in one week (7 days) of the recovery with proof of medical examination report and/or other supporting documents and/or for any other issues, the researcher must provide the supporting evidences.

6.5.3 In case of abandonment, previously unreported expenditure of the program (any expenditure since the latest progress report submitted to the DR&D) must to be included in the final report for the clearance.

6.5.4 Whatsoever written in the above clauses, the DR&D shall examine the situation of the circumstances of beyond its control, and the clearance processes followed by the researcher, and then prepare the report. The DR&D shall inform to the researcher; and shall submit the report to the Executive Director.

6.5.5 If the decision of DR&D is not satisfactory, the researcher can make an appeal within one week (7 days) with clear explanation of the reasons to the Executive Director.

6.5.6 The Executive Director can make the call to the researcher for the clarification and/or can appoint an expert to cross-examine the report before making the final decision.

6.5.7 The refund of the unreported expenditure shall be determined for the settlement, and the researcher must have made the due cleared.

6.5.8 If the researcher does not complete the final refund process or does not make the due clearance within the stipulated time. S/he shall not be eligible for the research grant of NMA in the future.

6.6 Policy on Replacement of Researcher

- 6.6.1 Except for the circumstances beyond control, the Principal Researcher (PR) and Co-Researcher/s (Co-R/s) of the research program must commit to complete the assigned research program.
- 6.6.2 In case of termination of involvement of any researcher under the circumstances beyond control during the research program, the DR&D may consider transferring the responsibility of the PR to a qualified Co-R and recruit a new Co-R.
- 6.6.3 For selecting a new Co-R or for granting new responsibility to the existing Co-R, the DR&D shall conduct the process of application followed by the selection procedure based on the evaluation of the application and an interview with the applicant and make the decision.

6.7 Record of Research

- 6.7.1 Any researcher must keep a record of research activities in a Logbook; and data shall be kept in an appropriate medium safely.
- 6.7.2 All norms of record keeping and integrity must be followed meticulously.
- 6.7.3 The PR / supervisor must monitor, and must keep record of the logbook and submit it along with the final research report.

6.8 Research Misconduct

The cases of research misconduct, including fabrication, falsification, plagiarism and unethical conduct shall be addressed with a due process and shall be subjected to appropriate penalty as per Section IV & VIII.

6.9 Research Grant Limit

- 6.9.1 The research grant limit shall be determined as prescribed by the DR&D.
- 6.9.2 The DR&D shall propose for the research grant every year on the basis of NMA's priority.

6.9.3 The DR&D shall determine the grant need of the proposed activities and make the decisions accordingly after its rational need analysis and assessment.

6.10 Quota (Number) of Awards

6.10.1 The DR&D shall allocate the quotas (number) of awards for clusters based on the projected demand and the budget allocation.

6.10.2 In case of inadequate applications, the DR&D shall reduce the quota and/or make a call for a second time.

6.10.3 In case of excessive applications, the DR&D shall make an amendment to increase the quota and/or shall make the decision on the basis of priority to the quota upon the availability of budget.

6.11 Financial Management

6.11.1 The research grant is support for the awarded research program and therefore, notwithstanding any deduction in tax in compliance with any applicable law, must not be treated as the personal income of the grantee.

6.11.2 While making payments to service providers, proof of deduction in amount paid as per the government rules, (15% income tax for professionals and 1% TDS for laborers/porters) is mandatory (see the TAX policy and Regulation of Nepal Government).

7. Subject Clustering, Timeliness and Insurance of the Researcher

7.1 Subject Clustering

7.1.1 All research areas that meet the objectives of the NMA are under the consideration of the NMA's priority shall be the purposive areas for the research grant.

7.1.2 These research areas are subjected as follows:

1. Mountain Sciences
2. Mountain and Mountaineering

3. Adventure and Mountain Tourism
4. Tourism Policies, Planning and Management
5. Himalayan Bio Heritage
6. Himalayan Cultural Heritage

7.1.3 Whatsoever written in the 7.1 (2) clause, the DR&D shall have the right to propose the thematic areas for the research on the basis of the NMA's priority.

7.2 Timeliness

7.2.1 The timeliness of the research shall be as per contract/ agreement.

7.2.2 The research shall / can request for the extension in the case of Section III, 6. (5) or the clarification of the appropriate reasons.

7.2.3 If the researcher cannot justify the extension request, then s/he shall be under the Section IV.

7.3 Insurance of the Researcher

7.3.1 In case of any field based research, the researcher must purchase the insurance policy as per the government rules.

7.3.2 If the researcher do not purchase the insurance policy, then researcher would be responsible for his/her own.

7.3.3 The NMA shall not be responsible to pay any types of insurance claim or of any emergencies.

Section: IV Penalty Policy

8. Penalty Policy

Following penalty policies shall be adopted to control research misleading and to discourage negligence and research misconduct.

8.1 Penalty for Non-performance

- 8.1.1 Researcher who shall receive the research grant, and if does not/fails to publish the work in blind peer-reviewed journal of the NMA as per the agreement shall not be eligible to apply for further research grant of NMA.
- 8.1.2 If the researcher do not submit the final report or do not have approach to settle any liability and arrears at the NMA; s/he shall not be eligible to apply in future for the research grant of NMA.

8.2 Duplicate Grants and Fraud

- 8.2.1 Any concealment of fact which shall be disclosed about any false statement in application, proposal, or report submitted to the NMA with intention to mislead the NMA and derive ineligible benefit, shall be regarded as the fraud.
- 8.2.2 Non-disclosure of any duplication of grants from multiple sources, and false information about person, degree, and work are examples of fraud.
- 8.2.3 The NMA's action against fraud may include cancellation of research grant, refunding, and inclusion of the individual in the *Barred List* of the NMA or as per Section IV, 8. (5).

8.3 Barred List of the NMA

The *Barred List* of the NMA refers to the NMA's decision to bar an individual, team, or institution to receive research grant; and it may apply for certain period of time or or as per the decision of the DR&D.

8.4 Procedure for Dealing with the Delay

- 8.4.1 The date of signing of the research grant agreement shall be starting date of the research program.
- 8.4.2 If the researcher is unable to complete the assigned work in the specified time, then the researcher shall request in written for the extension of the deadline one week (7 days) before the final deadline by furnishing the justification.

- 8.4.3 If the researcher shall not complete the assigned research work within the deadline or does not contact the DR&D in time, then s/he shall be placed in the **Barred List** of the NMA, and any remaining installment of research grant shall be forfeited.
- 8.4.4 If the researcher requests in written for the extension of deadline, can be granted maximum three months (3 months) of extension. If s/he fails to submit the final research work within the extended deadline, then s/he shall be placed in the **Barred List** of the NMA and the remaining installment shall be forfeited.
- 8.4.5 If the researcher submits the final research report within next three months, then s/he shall be cleared from the **Barred List** of the NMA.
- 8.4.6 If the researcher fails to submit the final research report within the last extended timeframe, then s/he shall be placed in the **Black List**, and shall be forfeited as per the government norms as the due payment.

Table 1: Consequences of not meeting the deadline for completion

	Action	Consequences of not meeting the deadline		
		First THREE months	Second THREE months	Beyond SIX months
1	A request for the extension of the deadline made before the final deadline	Extension of the deadline for three months granted.	Remaining installment forfeited; placed in the Barred List of the NMA until the submission of the final research report	Placed in the Barred List of the NMA permanently
2	Request for the extension of the deadline not made before the final deadline	Remaining installment forfeited, placed in the Barred List of the NMA until the submission of the Final Report	Placed in the Black List of the NMA permanently	

*all other details, term and condition shall be according to the contract paper.

8.5 Provision of Black List

- 8.5.1 The DR&D shall keep all the record of the researcher, and inform the researcher by giving one week (7 days) time before publishing in the **Black List**.
- 8.5.2 If the researcher does not contact within the given timeframe and does not complete all the obligations as prescribed in the Section IV, 8. (4); then s/he shall be **Black Listed** permanently, and published in the website of NMA.
- 8.5.3 If the researcher shall pay all the liabilities after **Black Listed**, his or her name shall be erased from **Black List**. However, s/he shall not be eligible to apply for the research grant of NMA until three years (3 years).

Section: V

Institutional Arrangements

9. Institutional Arrangements

In order to implement the NMA-RP effectively, the NMA has the following committee with different levels of advisory/technical bodies.

1. Board of Directors, as the apex body,
2. College Management Committee (CMC)
3. Department of Research & Development (DR&D)
4. Evaluation Committee (EC)

The Board of Directors and College Management Committee (CMC) are the permanent structure within the NMA that coordinates and implements the overall programs.

9.1 Department of Research & Development (DR&D)

The DR&D shall be the group of expertise-style committee; it shall be consisting of members from the specified subject areas from the administration, faculties, and experts. The DR&D shall come into effect upon the endorsement of the provision and formation of the committee by the NMA. *Ref.* Recently, the research committee has been playing the role of DR&D.

Table 2: The Research Committee

S. N.	Representation	Membership
1.	Professor /Academician /Researcher (more than 10 Year Experience)	Coordinator
2.	Professor /Academician /Researcher (more than 5 Year Experience)	Member
3.	Professor /Academician /Researcher (experience in relevant field of research)	Member
4.	Academician / Researcher/ Administrator/ Experience in relevant field of research	Member Secretary
5.	Academician / Researcher/ Administrator	Assistant Member Secretary

9.2 Evaluation Committee (EC)

The member/s of EC shall be appointed by the Executive Director from the administration, faculty members and experts of the NMA.

Table 3: Composition of Evaluation Committee (EC)

S. N.	Representation	Membership	No.:
1.	Executive Director or Appointed by the Executive Director	Coordinator	1
2.	Administrative Representative	Member	1
3.	DR&D Representative	Member	1
4.	Subject expert	Member	1
5.	Academic Representative	Member Secretary	1
Total EC Members			5

10. Rights, Duties, and Responsibilities of the Committee

10.1 Department of Research & Development (DR&D)

10.1.1 The DR&D shall be committed to toward the Board of Directors, College Management Committee and Executive Director to follow the instructions and suggestions; and shall have to submit the progress report in every three months to the Executive Director.

10.1.2 Develop policies, procedures and regulations for the NMA-RP.

- 10.1.3 Determine the grant need of the proposed activity, and shall make the decisions accordingly after its rational need analysis and assessment; and shall submit the proposal to the Executive Director for the final decision.
- 10.1.4 Allocate numbers (quotas) of awards for clusters; and shall propose the thematic areas for the research on the basis of the NMA's priority.
- 10.1.5 Analyze the research program on the basis of thematic areas, nature of research, locations of field studies, budget and funding allocations for each program individually.
- 10.1.6 Review, monitor and evaluate research activities and programs.
- 10.1.7 Examine the situation, and shall analyze any misconduct or any ethical issues or situation of abandonment of research beyond control; and shall submit the report to the Executive Director.
- 10.1.8 Provide the technical assistance to organization for the research grants, projects, and other academic activities.
- 10.1.9 Conduct policy analyses, evaluations, and research to build the knowledge in policies and procedures.
- 10.1.10 Implement activities and programs to teach the responsible conduct of research, and shall promote research integrity, prevent research misconduct; and shall improve the handling of allegations of research misconduct.
- 10.1.11 Oversee inquiries and investigations conducted in the NMA's ongoing research programs.
- 10.1.12 Organize and conduct the academic workshops, seminars and other academic induction program.
- 10.1.13 Develop the policies and procedures for the publications of academic documents.

10.2 Evaluation Committee (EC)

- 10.2.1 The EC shall prepare the evaluation criteria for research proposals and reports as prescribed.
- 10.2.2 Decode the research proposal for blind peer review process.

- 10.2.3 Arrange and develop the reviewers; and shall do correspond for the evaluation of research proposal as prescribed research evaluation format by giving maximum 10 days for the primary review of the proposal.
- 10.2.4 Evaluate the research proposal on the basis of impartiality.
- 10.2.5 Schedule to evaluate the research proposal by oral presentations; and shall inform to researcher for the oral presentation by giving 7 days maximum time.
- 10.2.6 Complete the research evaluation process in 30 days; however in the case of excessive research proposal; the EC must complete the assigned task within the additional 15 days (Maximum 45 Days). However, for the extension of time, the EC shall have request in written to the Executive Director by explaining the reason.
- 10.2.7 Examine the original certificates and other documents including research proposal of the researcher.
- 10.2.8 Can call an expert in the meeting, if it requires.
- 10.2.9 Prepare the result of the awards based on the merit list, the allocation, and the NMA's priority; and shall send the final report of researcher to DR&D.
- 10.2.10 Can advice on policy matters related to research programs if it feels needed.

Section: VI

Selection and Evaluation Process

11. Selection Process

Research grants experts are awarded using the following steps for the process of application, selection and evaluation process.

11.1 Call for Proposals

11.1.1 DR&D shall make "Call for Proposal" in round module by providing one month (30 days) time for the proposal submission.

11.1.2 The notice shall be published in a national daily and/or in the website of the NMA and/or other social media as per need.

11.1.3 The NMA's priority list shall be available in the the website of the NMA.

11.2 Application Submission

11.2.1 Interested expert must submit the research proposal in the prescribed format ([Appendix 2 Research Proposal Application Form](#), or [Appendix 3 Research Proposal Application Form-Student](#) & [Appendix 4 Outline for Budget Estimate](#)) available also at the website of the NMA.

11.2.2 All the required supportive documents shall be checked by the applicant as accordance the Document Checklist before submitting research proposal.

11.2.3 Any incomplete research application shall not be considered for the evaluation process.

11.2.4 The researcher shall/can send the research proposal application by email, and/or courier, and/or hard copy. However, a computer copy (e-copy) in word file is mandatory.

11.2.5 The applicant must register the research proposal and receive the official registration conformation.

11.2.6 The application received or registered after the deadline shall not be considered for the further evaluation process.

12. Evaluation Process

12.1 Coding and Verification: The research proposal shall be verified; and shall be coded for the evaluation process by specified registered number.

12.2 Blind Peer-reviewed Process: The research proposal shall be sent to the reviewer in the blind peer-review process. The reviewer shall be given 10 days maximum for the review as prescribed in [Appendix 5 Research Proposal Evaluation Form](#).

12.3 Oral Presentation: The researcher shall be informed for the oral presentation 7 days prior; and oral presentation shall be evaluated as prescribed in [Appendix 6 Proposal Oral Presentation Evaluation Form](#).

12.4 Academic Evaluation: The academic evaluation shall be as following:

Table 4: Academic Evaluation Category

Category	Qualification	Experiences	Score Points
A	Professor or PhD	More than 5 articles published in Blind Peer-reviewed Journal	5
B	PhD	Minimum 3 articles published in Blind Peer-reviewed Journal	4
C	PhD Scholar/ M. Phil.	Minimum 2 articles published in Blind Peer-reviewed Journal	3
D	M. Phil./ Master's Degree	Minimum 2 articles published in Journal	2
E	Master's Degree/ University Student	Fresher	1

12.5 NMA's Priority: The evaluation of the research proposal shall be focused on the definition of the NMA's priority [Section II, 4. \(8\)](#) and the list provided by NMA while publishing the notice of "Call for Proposal" in [Section V, 11.1 \(3\)](#).

12.6 Evaluation of Supervisor and other team member/s: The evaluation of score points of supervisor and other team member/s shall be calculated as per the provision of [12. \(4\)](#).

12.7 Merit List: The merit list shall be prepared as per the score sheets of blind peer-reviewed [12. \(2\)](#), oral presentation [12. \(3\)](#), academic evaluation [12. \(4\)](#), the NMA's priority [12. \(5\)](#) and the CV of the supervisor and other team

member/s 12. (6). The researcher/s shall be selected on the basis of meritocracy as following:

Table 5: Evaluation Score Sheet

S. N.	Category	Evaluation Score Point (%)
1	Research Proposal	40
2	Oral Presentation	35
3	NMA's Priority	15
4	Academic Evaluation	5
5	Supervisor and/or Team	5

12.8 Final Merit List: The EC shall prepare a final merit list of all applications; and shall submit the final report to the Executive Director.

12.9 Publication of Final Merit List Notice: The final merit list notice along with the name list of alternative researcher/s shall be published by giving maximum one week (7 days) time for the contract/ agreement at the NMA's website.

Section: VII

Agreement, Financial and Report Submission Policy

13. Agreement Process: The researcher must the following process for the agreement of research program.

13.1 The contract agreement shall be as per the [Appendix 7 Research Program Agreement](#).

13.2 The prime researcher shall have to sign the contract agreement within 7 days of final merit list notice publication.

13.3 If the prime researcher/s shall not or do not contact to the NMA within the one week (7 days) of final notice publication, then alternative researcher/s shall be called for agreement by giving 5 days time.

13.4 All other process of contract agreement shall be as prescribed.

- 14. Financial Process:** The financial request process shall be as following:
- 14.1 The researcher shall prepare and submit the itinerary details to DR&D for the financial request of the first installments, and then the DR&D shall verify, and approve; and shall submit to the accounting section for the financial request.
- 14.2 For the second installment, the researcher shall submit the first draft of research report along with expenditure bills and supporting document to the DR&D; and the DR&D shall make the process as per 14. (1).
- 14.3 For the third installments, the researcher shall submit the final draft of research report along with final expenditure to DR&D; and the DR&D shall make the process as per 14. (1).
- 14.4 The final installment shall be made after the completion of the assigned research responsibility as per Section VII, (15).
- 14.5 Whatsoever written in the above clauses, the DR&D shall examine and can request and suggest to the researcher for the improvisation of submitted report.
- 14.6 In case of beyond control circumstances, the financial process shall be made according to Section III, 6. (5).
- 14.7 All payment shall be made as per Section III, 6. (11).

Table 6: Financial Request Chart

S. N.	Description	Amount in %	Scheme
a	After the submission of Itinerary details, Schedule and cost estimation	Maximum 40%	First installments paid to the Researcher/ Writer
b	Submission of First Draft report along with expenditure details and supporting documents	30%	Second installments paid to the Researcher/ Writer
c	Submission of Final Draft report along with expenditure details and supporting documents	20%	Third installments paid to the Researcher/ Writer
d	Final Research Report submission after editing and improvisation along with other detail supporting documents	10%	Final installments paid to the Researcher/ Writer

- 15. Report Submission Process:** The researcher shall have to submit the following details for the submission of research report.
- 15.1 The researcher must submit the final research report as per the Research Guideline.
 - 15.2 The researcher must submit the expenditure details as per Section VII, (14).
 - 15.3 The researcher must submit record of research as per Section III, 6. (7).
 - 15.4 The researcher must submit final research article to the blind-peer reviewed journal as per the guideline and format provided by the DR&D.
 - 15.5 The researcher must give the presentation to the students of NMA as per schedule of the DR&D.

Section: VIII
Research Ethics

16. Research Ethics

The NMA is committed to the highly academic standard and to fostering the highest ethical standards of honesty and integrity in research. All researchers receiving the NMA-RP grant are expected to have a Code of the NMA, Research Guideline for addressing allegations of research misconduct.

- 17. Ethical Clearance and Compliance:** The Research Program shall be approved for funding by the NMA need ethical clearances from concerned researcher/s.

18. Responsible Conduct of Research

- 18.1 The NMA-RP shall be required to have the Research Guideline and an instruction program to instruct the researchers about the guideline.
- 18.2 The responsible conduct of research must include all guideline for all aspects/steps of research including:
 - 1. Data acquisition, management, sharing, and ownership
 - 2. Supervisor/trainee responsibilities

3. Publication practices and responsible authorship
4. Blind peer review
5. Research collaboration
6. Research involving human subjects
7. Research involving animals
8. Research misconduct

19. Research Misconduct

In order to define research misconduct more concretely for proper corrective measures and legally uniform administrative actions and make it mandatory for researcher to have a procedure for addressing allegations of research misconduct in compliance with the NMA policy.

- 19.1 The DR&D shall also draft a guideline with procedure for addressing the cases of allegations of research misconduct filed.
- 19.2 Research misconducts shall be included deliberate fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results, and harmful activities.
- 19.3 Fabrication is the process of making up data or results or recording or reporting them for personal benefit.
- 19.4 Falsification is the process of manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- 19.5 Plagiarism is appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- 19.6 Harmful activities include deliberate harm caused to humans, animals and the environment, and misappropriation of public funds.
- 19.7 Research misconduct does not include honest error or differences of opinion.
- 19.8 The policy/guidelines on research misconduct shall be based on the principles of fairness and expedience. In case of alleged/suspected

research misconduct, it is the institution's responsibility to conduct the initial inquiry, investigation, adjudication, and appeal.

20. **Code of Ethics for the Reviewer:** The code of ethics for the reviewer shall be as prescribed.

Section: IX

Miscellaneous

21. **Roster of Reviewer/s:** The DR&D shall maintain a roster of independent national and international research experts and updates it regularly.
22. **Payment of Reviewer:** The payment of reviewer shall be made as prescribed.
23. **The Secretariat of DR&D:** The roles and responsibility of the Secretariat of DR&D shall be as prescribed.
24. **Eligibility:** The eligibility criteria shall be as prescribed.
25. **Multi-purpose Research:** In case of multi-purpose research, the Board of Directors can approve, and can extend the time on the base of its objective.
26. **Collaborative Research:** In case of collaborative research, the Board of Directors can make the decision of its time extension and other necessity arrangement for the multiple years on the base of its purpose.
27. The student means only the students of NMA, who have enrolled to pursuing the university degree (Bachelor and Master).
28. Any other financial liability shall be as prescribed.
29. All previous research or research related activities and programs shall be understood by this Research Guideline and owns it.
30. The Board of Directors shall have the right to make final decision and to define this Research Guideline in case of any conflict and confusion.

APPENDIXES

Appendix 1: Research Program

Government of Nepal
Ministry of Culture, Tourism, and Civil Aviation
NEPAL MOUNTAIN ACADEMY

Research Program

The DR&D shall finalize the thematic areas, the financial requirement, and nature of research, propose budget, and shall fix the funding amount for every individual thematic area prior the "Call for Proposal".

Appendix 2: Research Proposal Application Form



**Government of Nepal
Ministry of Culture, Tourism, and Civil Aviation
NEPAL MOUNTAIN ACADEMY**



Research Proposal Application Form
Application Form for Research Program
Incomplete application shall not be included for evaluation

Expert Category		Faculty Category		To be filled by the NMA
				Draft No./Bill No. of Rs. 500/-
				Deposit:
				Date:
				Verified by:

1. Personal Information

1. Applicant's Full Name (capital letter):	2. Gender:	3. Age:	4. Date of Birth:
5. Last Degree Obtained:	6. Citizenship No.:	7. Issuing District:	
8. Permanent Address		9. Mailing Address:	
10. Telephone: A. Residence: B. Office: C. Mobile:	11. Email (s):		12. Current Employment: A. Designation: B. Institution: C. Address:

2. Research Program Fields

1. Cluster (Indicate by √)	A. Mountain Sciences		B. Mountain and Mountaineering	
	C. Adventure and Mountain Tourism		D. Tourism Policies, Planning and Management	
	E. Himalayan Bio Heritage		F. Himalayan Cultural Heritage	
2. University Degree:	3. Field of Expertise:		4. Research Specialization :	
5. Proposed Title of the Research:				

3. Information about the Principal Supervisor and/or team (please submit a CV separately)

1. Name:	2. Highest Degree Obtained:
3. Current Position:	4. Service Period at the Current Position:
5. Contact Details of the Supervisor Phone No(s): _____ Email(s): _____	
6. Total No. of Publications in Ranked journals (with the Academy peer-reviewed Journal)	7. Total No. of Publications in non-Ranked journals (Non-ranked peer-reviewed journals)

4. Research Equipment / Infrastructure You HAVE

List the relevant research equipment / infrastructure you have to conduct the proposed study

Equipment	Infrastructure

5. Academic Record (Latest)

Degree	Year	Major Subjects	Division/ Grade	Percentage (%)	Board/ University

6. Employment Record (Please include complete list in your CV)

Period of service	Designation	Name and address of the institution	Assignments	Permanent/ Temporary	Full Time/ Part Time

7. Publication Record (Please attach separate sheet if necessary, include the complete list in your CV)

1. Major Research Publication in <u>Ranked Journals/Proceedings/Books</u>		
Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year)	Rank*/IF (Year)	
Format: Authors, Name of Book, (Number), First page - Last page (Year)		

1		
2		
3		
2. Major Research Publication in <u>Non-Ranked Peer-Reviewed Journals/Books</u>		
	Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year) Format: Authors, Name of Book, (Number), First page - Last page (Year)	Country
1		
2		
3		

8. Detailed Research Proposal

Please attach your research proposal with the following major components written consistently in APA latest edition (limit it to 7-15 pages).

IMPORTANT: *For the purpose of blind review, please use the applicant's name only on the cover page and avoid it appearing on the inside page and citations by replacing your name*

<p>Research Proposal format: NOTE: <i>The sequence of the sections can be altered to suit the discipline and the research methodology applied</i></p> <ol style="list-style-type: none"> 1. Title 2. Abstract 3. Background 4. Problem Statement 5. Literature Review and Research Gaps 6. Theoretical/Conceptual Framework 7. Conjectures/Hypotheses, Research Questions 8. Research Objectives 9. Study Design, Methods, Tools and Data Analysis 10. Expected Findings 11. Novelty and Level of Contribution of the Study 12. Expected Outputs (Publications) 13. Limitations and Delimitations 14. Ethical/Safety Issues 15. Organization of the Study 16. Gantt Chart and Detailed Budget (actual)* 17. References 18. Association to the NMA's Priority** (<i>explained in a simple language</i>)

* See Appendix 4 for allowable headings and budget outline

** Refer to the **Academic Research Development Guideline-2020** for the **NMA's Priority List**

9. References

Provide details of TWO referees who may be in better position to explain why you should be considered for this funding. They should not have any family relations with you.

	Referee 1	Referee 2
Name		
Organization		
Designation		
Phone Number		
Email		

10. Documents required (Check if included)

1. Copy of Citizenship	<input type="checkbox"/>	2. Appointment letter and job certificates (if any)	<input type="checkbox"/>
3. Copies of University Degrees	<input type="checkbox"/>	4. Copy of Equivalence Certificate (if any)	<input type="checkbox"/>
5. Copies of first page of research articles with abstract, evidence of peer-reviewed/ranked journals	<input type="checkbox"/>	6. Copies of first page of Book, evidence of Book Publication (if any)	<input type="checkbox"/>
7. Curriculum Vitae of the Principal Applicant	<input type="checkbox"/>	8. Curriculum Vitae of the Co-Applicant (if any)	<input type="checkbox"/>
9. Curriculum vitae of the principal supervisor (if any)	<input type="checkbox"/>	10. Certificate of Study Leave (if available)	<input type="checkbox"/>

11. Undertaking by the Applicant

I hereby declare that I have read the **Academic Research Development Guideline-2020**, and agree to the conditions and my obligations as an applicant. I solemnly affirm that the information I have provided are true and the research proposal I have submitted is original and has not been submitted in full or in part to any other agency seeking a grant. Any research misconduct on my part and the information provided found false at any moment, I will be liable to disciplinary action, which may result in termination of research support and/or rejection of application.

Signature

Name:

Date:

Appendix 3: Research Proposal Application Form-Student



**Government of Nepal
Ministry of Culture, Tourism, and Civil Aviation
NEPAL MOUNTAIN ACADEMY**



Research Proposal Application Form-Student
Application Form for Research Program - Students' Category
Incomplete application shall not be included for evaluation

BMS Student	<input type="checkbox"/>	MATS Student	<input type="checkbox"/>	To be filled by the NMA
				Draft No./Bill No. of Rs. 200/-
				Deposit:
				Date:
				Verified by:

1. Personal Information

1. Applicant's Full Name (capital letter):	2. Gender:	3. Age:	4. Date of Birth BS/AD:
5. Permanent Address		6. Mailing Address:	
7. Telephone/Mobile:	8. Email (s):	9. Current Employment:	

2. Research Program Fields

1. Cluster (Indicate by √)	A. Mountain Sciences	B. Mountain and Mountaineering	
	C. Adventure and Mountain Tourism	D. Tourism Policies, Planning and Management	
	E. Himalayan Bio Heritage	F. Himalayan Cultural Heritage	
2. Proposed Title of the Research:			

3. Information about the Principal Supervisor, and/or team (please submit a CV separately)

1. Name:	8. Highest Degree Obtained:
2. Current Position:	3. Service Period at the Current Position:
4. Contact Details of the Supervisor Phone No(s):	
Email(s):	
5. Total No. of Publications in Ranked journals (with the Academy peer-reviewed)	6. Total No. of Publications in non-Ranked journals (Non-ranked peer-reviewed journals)

Journal)	
----------	--

4. Research Equipment / Infrastructure You HAVE

List the relevant research equipment / infrastructure you have to conduct in the proposed study	
Equipment/s	Infrastructure/s

5. Academic Record (Latest)

Degree	Year	Major Subjects	Division/ Grade	Percentage (%)	Board/ University

6. Publication Record (Please attach separate sheet if necessary, include the complete list in your CV)

1. Major Research Publication in <u>Ranked Journals/Proceedings/Books</u>		
	Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year) Format: Authors, Name of Book, (Number), First page - Last page (Year)	Rank*/IF (Year)
1		
2		
2. Major Research Publication in <u>Non-Ranked Peer-Reviewed Journals/Books</u>		
	Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year) Format: Authors, Name of Book, (Number), First page - Last page (Year)	Country
1		
2		

7. Detailed Research Proposal

Please attach your research proposal with the following major components written consistently in APA latest edition (limit it to 7-15 pages).

IMPORTANT: *For the purpose of blind review, please use the applicant's name only on the cover page and avoid it appearing on the inside page and citations by replacing your name*

<p>Research Proposal format: NOTE: <i>The sequence of the sections can be altered to suit the discipline and the research methodology applied</i></p> <ol style="list-style-type: none"> 1. Title 2. Abstract 3. Background 4. Problem Statement
--

5.	Literature Review and Research Gaps
6.	Theoretical/Conceptual Framework
7.	Conjectures/Hypotheses, Research Questions
8.	Research Objectives
9.	Study Design, Methods, Tools and Data Analysis
10.	Expected Findings
11.	Novelty and Level of Contribution of the Study
12.	Expected Outputs (Publications)
13.	Limitations and Delimitations
14.	Ethical/Safety Issues
15.	Organization of the Study
16.	Gantt Chart and Detailed Budget (actual)*
17.	References
18.	Association to the NMA's Priority** (explained in a simple language)

* See Appendix 4 for allowable headings and budget outline

** Refer to the **Academic Research Development Guideline-2020** for the **NMA's Priority List**

8. References

Provide details of TWO referees who may be in better position to explain why you should be considered for this funding. They should not have any family relations with you.

	Referee 1	Referee 2
Name		
Organization		
Designation		
Phone Number		
Email		

9. Documents required (Check if included)

1. Copy of Citizenship		2. Appointment letter and job certificates (if any)	
3. Copies of University Degrees		4. Copy of Equivalence Certificate (if any)	
5. Copies of first page of research articles with abstract, evidence of peer-reviewed/ranked journals		6. Copies of first page of Book, evidence of Book Publication (if any)	
7. Curriculum Vitae of the Principal Applicant		8. Curriculum Vitae of the Co-Applicant (if any)	
9. Curriculum vitae of the principal supervisor (if any)		10. Certificate of Study Leave (if available)	

10. Undertaking by the Applicant

I hereby declare that I have read the **Academic Research Development Guideline-2020**, and agree to the conditions and my obligations as an applicant. I solemnly affirm

that the information I have provided are true and the research proposal I have submitted is original and has not been submitted in full or in part to any other agency seeking a grant. Any research misconduct on my part and the information provided found false at any moment, I will be liable to disciplinary action, which may result in termination of research support and/or rejection of application.

Signature

Name:

Date:

Appendix 4: Outline for Budget Estimate

Government of Nepal
Ministry of Culture, Tourism, and Civil Aviation
NEPAL MOUNTAIN ACADEMY

Outline for Budget Estimate

Please show the budget estimate in yearly basis

A. Personnel Cost

1. Salaries and Wages (not allowed)
2. Benefits (field travel insurance and special need cost, if any)

B. Laboratory Costs

1. Equipments and Instruments (specify)
2. Special reagents/kits (specify)
3. Consumables
4. Service and Repair cost
5. Other (specify)

C. Field Costs

1. Travel costs (Research and Assistant/Enumerators, if any)
2. Daily allowance (Research and Assistant/Enumerators, if any)
3. Survey cost (hiring, subjects compensation, refreshment)
4. Rental cost
5. Other (specify)

D. Consultant Services

1. Special Professional Service
2. Data Analysis

E. Miscellaneous

Grand Total

Research Program Grant from the NMA:

From other source (mention the source if already identified):

From other source (not yet identified):

Appendix 5: Research Proposal Evaluation Form

**Government of Nepal
Ministry of Culture, Tourism, and Civil Aviation
NEPAL MOUNTAIN ACADEMY**

Research Proposal Evaluation Form

Candidate's Code: Cluster:

...

Title of the Proposal:.....

1. Evaluation of the Proposal:							
Indicators (core merit indicators)		Rating (Please circle the number OR give your own mark)					SCORE
		Absent	Poor	Fair	Good	Excellent	
1	Research Title <i>(Specific, clear)</i>	0	1	2	3	4	
2	Abstract <i>(Summarized very well)</i>	0	1	2	3	4	
3	Background, Problem Statement <i>(Adequate, relevant, well-stated)</i>	0	1	2	3	4	
4	Literature Review and Research Gaps <i>(Adequate, relevant and gaps identified)</i>	0	2	3	4	5	
5	Theoretical/Conceptual Framework, Conjectures/ Hypotheses, Research Questions <i>(Well framed)</i>	0	2	4	6	8	
6	Research Objectives <i>(Academically interesting, adequate, achievable)</i>	0	3	8	12	14	
7	Study Design, Methods, Tools and Data analysis <i>(Faultless, advanced, well-suited and skillful)</i>	0	3	8	12	14	
8	Expected Findings <i>(Envisioned clearly and academically significant)</i>	0	2	3	4	6	
9	Novelty and Level of Contribution of the Study	0	2	3	4	6	
10	Expected Outputs <i>(Publications, academic activities)(high target and commitment)</i>	0	1	2	3	4	
11	Limitations and Delimitations <i>(Honestly described and reasonable)</i>	0	1	2	3	4	
12	Ethical and Safety Issues <i>(Well-addressed, even when not-applicable)</i>	0	1	2	3	4	

13	Gantt Chart (Well-planned)	0	1	2	3	4	
14	Organization, Format (Well-organized, Standard format followed, uniformity)	0	1	2	3	4	
15	Association to the NMA's Priority (Met and well-described)	0	3	5	10	15	
Total score (out of 100)							
Result		Pass (50 marks or more)			Fail (less than 50 marks)		

2. Reviewer's comments and recommendations
A. Major Strengths of the Proposed Study:
B. Major Weaknesses of the Proposed Study:
C. Suggestions for the Improvement/Revision of the Proposal:
D. Recommended Budget and Justification:
Reviewer's Signature:
Reviewer's Full Name:
Reviewer's Institution:
Reviewer's Subject of Expertise:
Date:

Appendix 6: Proposal Oral Presentation Evaluation Form

**Government of Nepal
Ministry of Culture, Tourism, and Civil Aviation
NEPAL MOUNTAIN ACADEMY**

Proposal Oral Presentation Evaluation Form

Name of the Candidate:
 Cluster: Subject:
 Title of the Proposal:.....

A. Evaluation of the Presentation							
Indicators	Rating (Please circle the number OR give your own mark)					SCORE	
	Absent	Poor	Fair	Good	Excellent		
1	Quality of the Research Proposal						
1.1	Research Title: <i>(Specific, clear)</i>	0	0.5	1	1.5	2	
1.2	Problem Statement, Theoretical/Conceptual Framework, Conjectures/Hypotheses, Research Questions: <i>(Well framed)</i>	0	1	2	3	4	
1.3	Research Objectives: <i>(Academically interesting, adequate, achievable)</i>	0	1	2	3	4	
1.4	Study Design, Methods, Tools and Data Analysis: <i>(Faultless, advanced, well-suited and skillful)</i>	0	1	2	3	4	
1.5	Work Plan, Budgeting: <i>(Well planned, measured and thorough)</i>	0	1	2	3	4	
1.6	Expected Findings and Outputs: <i>(Clearly envisioned, significant, national priority, potential for publication)</i>	0	0.5	1	1.5	2	
2	Competence of the candidate						
2.1	Depth of the Knowledge of the Subject: <i>(Candidate has in-depth knowledge of the study subject)</i>	0	1	2	3	4	
2.2	Understanding of Research Opportunity: <i>(Candidate could convince that the research is significantly new and contributing)</i>	0	1	2	3	4	
2.3	Skill (methodology, analysis): <i>(Candidate has technical skill)</i>	0	1	2	3	4	

2.4	Adequately Funded Research Project: (Candidate is aware of funding need and is well-prepared)	0	1	2	3	4	
2.5	Enthusiasm for Research publication (Candidate has enthusiasm for publication and familiarity with quality journals)	0	1	2	3	4	
3	Quality of the Presentation						
3.1	Well-organized	0	1	2	3	4	
3.2	Fluently delivered	0	1	2	3	4	
3.3	Impressive answers during Q/A	0	3	6	9	12	
Total (out of 60)							
Result	Pass (30 marks or more)			Fail (less than 30 marks)			

Evaluator's Comments (Mandatory)			
A. Major Strengths of the Proposed Study:			
B. Major Weaknesses of the Proposed Study:			
C. Your Impression about the Competence of the Investigator for the Proposed Study:			
Excellent		Good	
Moderate		Poor	
D. Your recommendation and Justification for the Grant Award to the Proposed Study :			
Award the Grant		Not Sure	
Do Not Award the Grant			
Justification for Your Recommendation:			
E. Suggestions for the Improvement/Revision of the Proposal: (Use additional Sheets if Needed)			
F. Recommended Budget and Justification:			
Evaluator's Signature:			
Evaluator's Full Name:			
Date:			

To be Filled by the EC:

Inter-rater	Deviation	Score:
<hr/>		
Completeness:		
<hr/>		
Checked by: _____		

Appendix 7: Research Program Agreement

Government of Nepal
Ministry of Culture, Tourism, and Civil Aviation
NEPAL MOUNTAIN ACADEMY

Research Program Agreement

This agreement is made on this _____ day of _____ in the year _____ by and between: (hereafter, referred to as “parties”) in connection with the NMA Research Program Grant and financial assistance awarded by the NMA to the fellow _____ for the research program _____ in the year _____.

The parties hereby agree to abide by the following terms and conditions:

Terms and Conditions

- A. Obligations of the NMA
- B. Research Support Fund disbursement
- C. Budget Estimate and Allowable Expenditure
- D. Obligation of the Supervisor
- E. Obligation of the Researcher
- F. Other Conditions
- G. Budget Estimate

(Attached as an Annex to this agreement and signed by all parties)

1. On behalf of the NMA

Signature: _____
Name: _____
Designation: Executive Director
Date: _____

2. Researcher

Signature: _____
Name: _____
Address: _____
Telephone: _____
Mobile phone: _____
Email: _____
Date: _____

Note: the agreement paper shall be developed by the DR&D and proposed for the approval to the Executive Director for every individual