Guideline for Preparation and selection of group and individual research projects

By: Research Board of Ministry of Higher Education

Guideline for preparation and selection of group research project

1. Group Research projects are those projects which are designed and conducted by a group of 2 or more researchers. The team should include one head of the research team and other researchers as members of the research team.
2. All research proposals of group research projects and their reports should be in English.
3. Each researcher of the group research team should be a faculty member of one of public universities or private higher education institutions, and should have a Masters or Ph.D degree or equivalent qualifications.
4. All researchers or at least the head of research team must have a Maktoob from their respective university confirming that he/she is currently in that university when submitting the proposal for the group research projects.
5. All researchers of the group research team should provide a summary of their research activities and research outcomes when submitting the proposal for the group research projects.
6. Duties, roles, rights and privileges of each researcher should be clearly explained and should be submitted along with the proposal as an attachment, or should be clearly stated in the context of the research proposal.
7. Cost and expenses (budget breakdown) of the research proposals should be stated in detail and to be approved by the Research Board of MoHE.
8. The timeframe (commencement and end) of group research projects should be clear. Group research projects should be completed within a maximum period of 18 months for group projects.
9. Group research projects can be either Basic Research or Applied Research.
10. Group research projects should be designed and implemented for the economic development of the country. The proposals must explain how the proposed research projects will contribute to the economic development of Afghanistan or one or more Provinces in Afghanistan.

11. Group research projects may include a wider area of research issues than individual research projects.
12. Group Research projects should have clear action plans for conducting the project and the researchers should be willing to answer questions regarding the action plan.
13. Group research projects should meet international standards.
14. The research team, upon completion of the research, should provide a report to the MoHE and WB describing the research activities undertaken, the main findings and conclusions, and policy recommendations. This report should be in English.
15. Group research projects, after completion, should be: (a) submitted for publication in a reputable international journal; or (b) published as a book or monograph; or (c) submitted for a patent or copyright; or (d) entered into an agreement with private companies for development as commercially viable products or services. Which option is selected will depend on the nature of the research and findings.
16. Payments for journal submissions are eligible to be funded from the grants, within the maximum amount awarded. Therefore, the researchers must add journal submission fee in their budget.
17. Members of the group research should be committed to team work.
18. The presentation of the project should be given by the whole team when the research project is completed.
19. Group research proposals should be submitted according to the checklist which is designed by the MoHE Research Board.
20. In group research projects, the participation of female researchers in teams is encouraged.

Guideline for preparation and selection of individual research project

1. Individual Research projects are those projects which are designed and conducted by one researcher.
2. All research proposals of individual research projects and their reports should be in English.
3. The researcher of the individual research project should be a faculty member of a public university, and should have a Masters or Ph.D degree or equivalent qualifications.
4. All researchers or at least the head of research team must have a Maktoob from their respective university confirming that he/she is currently in that university when submitting the proposal for the group research projects.
5. The researcher of the individual research project should provide a summary of his/her research activities and research outcomes when submitting the proposal for the individual research projects.
6. Cost and expenses (budget breakdown) of the research proposals should be stated in detail and to be approved by the Research Board of MoHE.
7. The timeframe (commencement and end) of individual research projects should be clear. Research projects should be completed within a maximum period of 12 months for individual projects.
8. Individual research projects can be either Basic Research or Applied Research.
9. Individual research projects should be designed and implemented for the economic development of the country. The proposals must explain how the proposed research projects will contribute to the economic development of Afghanistan or one or more Provinces in Afghanistan.
10. Individual research projects should have clear action plans for conducting the project and the researcher should be able to answer question regarding the action plan.
11. Individual research projects should meet the international standards.
21. Individual research projects, after completion, should: (a) submitted for publication in a reputable international journal; or (b) published as a book or monograph; or (c) submitted for a patent or copyright; or (d) entered into an agreement with private companies for development as

commercially viable products or services. Which option is selected will depend on the nature of the research and findings.

22. Payments for journal submissions are eligible to be funded from the grants, within the maximum amount awarded. Therefore, the researcher must add journal submission fee in their budget.

12. Individual research proposal should be according to the checklist which is designed by the MoHE Research Board.

13. In individual research projects, suitably qualified female researchers are encouraged to apply.

Research Proposals preparation Checklist

Name of the University/Higher Education Institute:

Registration Number:

Title of the research:

Type of the research project by use	1. Basic research 2. Applied/adaptive research
Type of research project by objective	1. Description 2. Analytic 3. Exploration 4. Explanation
Type of research by research statement	1. Qualitative 2. Quantitative
1	Introduction Is the title of the research clear (self-explaining)	
2	Are the components of the research proposal methodical, systematic and with logical sequence?	
3	Is the research proposal part of the researchers' job obligation?	
4	Has anyone else worked on this topic before or is it a fresh subject? If the same topic has been conducted before, what is the logic behind conducting it again?	
5	What are the reason/reasons to conduct this research?	
6	Are the objectives clear?	
7	Is the statement explained clearly?	
8	Is the main statement of the research explained into smaller components?	
9	Are the research questions clearly stated?	

10	Are the outcomes and expected results of the research stated clearly?	
11	Literature review	Does the literature review show that the researcher has a thorough knowledge of the previously published literatures (including the references)?	
12	Method	Is the method clearly explained?	
13	Is the target population clearly stated?		
14	In case the research needs sampling, is the sampling and number of samples clearly stated?		
15	Is the equipment of the research mentioned?		
16	In case a questionnaire is used to complete the research, is the questionnaire included with research proposal?		
17	Is the questionnaire adequate and clear?		
18	Isn't the research against the principles of holy religion of Islam?		
19	If the research is group research project, is the number of researchers realistic?		
20	Have the possible obstacles/restrictions mentioned in the proposal?		
21	Does the researcher have enough experience and proficiency?		
22	Are the possible disadvantages of		

	the research explained?	
23	Is the data collection clearly explained? Does it have logical sequence?	
24	Is the data analysis process clearly and with logical sequence explained?	
25	Is the data collection sheet available? If needed, is it adequate and appropriate?	
26	Does the researcher have any published research?	
27	Is the timeframe of the research attached with the proposal?	
28	Is the timeframe rational and logical?	
29	Is the writing (i.e. spelling, editing, grammar and etc) weak or problematic?	
30	Is the proposed budget explained in rational and detailed breakdown?	

Comments by the Research Board:

1. Approved
2. Approved after modifications and amendments
3. To be returned to the board after modifications and amendments
4. Rejected