



RESEARCH MANAGEMENT POLICY

Antarango, House No.:111, Road No.:01
East Shalban, Rangpur 5400
www.civic.org.bd

TABLE OF CONTENTS

FOREWORD.....	1
STRATEGIC RESEARCH PLAN.....	2
TERMS OF REFERENCE.....	3
RESEARCH POLICIES.....	5
GUIDELINES FOR RESEARCH POLICIES	6
RESEARCH PROMOTION STRATEGIES.....	9
CONDITIONS FOR THE USE OF RESEARCH FUNDS.....	10
GUIDELINES FOR RESEARCH PROGRESS REPORTS.....	11
IMPORTANT RESEARCH CRITERIA.....	14
RESEARCH ETHICS.....	16
RESEARCH ETHICAL PRINCIPLES.....	19
AUTHORSHIP POLICY.....	22
SUPERVISION OF RESEARCH TRAINEES.....	27
RESEARCH INVOLVING HUMAN SUBJECTS.....	29
RESEARCH INVOLVING ANIMALS.....	31
MANAGEMENT OF RESEARCH DATA.....	32
RESPONDING TO IRRESPONSIBLE RESEARCH PRACTICES.....	37
BREACHES AND OF THE RESEARCH CODE.....	40
DATA MANAGEMENT PLAN.....	42

FOREWORD

I am pleased to take this opportunity to present a brief foreword to the *Research Management Policy* of the CIVIC Foundation. Research has long remained a core function of the Foundation, alongside policy advocacy, social development, and consultancy services. Over the years, the research activities of CIVIC Foundation have been guided by established rules and procedures designed to ensure academic rigor, ethical compliance, and institutional relevance.

The *Research Management Policy*, first approved in 2007, played a significant role in promoting research initiatives within the CIVIC Foundation, including the review and approval of research project grants and contract assignment. However, for a considerable period thereafter, no major revision of the research framework was undertaken. Recognizing the evolving nature of research priorities and institutional goals, the existing research policy was comprehensively reviewed and revised in 2020 in alignment with the Strategic Plan of the CIVIC Foundation and its broader mission to nurture world-class technocrats through high-quality experiential teaching, research excellence, and the committed application of science, technology, and innovation.

This *Research Management Policy* document seeks to strengthen and institutionalize a vibrant research culture within the CIVIC Foundation. It aligns closely with the National Code of Research Ethics as well as national development agendas and priority areas. The policy promotes research and innovation initiatives at both departmental and research center levels, with particular emphasis on research seminars, knowledge dissemination, and scholarly publications. While this document provides a comprehensive framework, it is not intended to be static; rather, it remains open to periodic review and revision in response to emerging needs, changing contexts, and future challenges.

I extend my sincere appreciation to the advisors, members of the Research and Innovation Committee, and the professional support staff for their dedicated contributions to advancing research and innovation activities at the CIVIC Foundation. I am also grateful to the Executive Committee for its sustained leadership in overseeing research and policy advocacy activities, including the annual compilation of the Research Report since its inception in 2007. Finally, I acknowledge with gratitude the continued support of the Board of Management for providing strategic guidance and ensuring the availability of resources necessary to foster research and innovation at the CIVIC Foundation.



Dr. Md. Nurul Akhtar
Chairman, Executive Committee