

## AMENDMENTS

**Fund Management Committee (FMC) has amended the NARDF OPERATING MANUAL 2015 by its decision of September 11, 2016 with immediate effect as following:**

**1. Chapter 3, No. 15: The existing statement is replaced as following:**

Along with the PCN, the applicant must submit all the necessary legal documents (VAT registration certificate, Organization registration certificate, Tax Clearance documents and Statute) of the organization and the registration certificate of collaborating local partner organization.

**2. Chapter 6, No. 4: The existing statement is replaced as following:**

Each PCN will be scrutinized by the secretariat within 7 days after the last date of submission to ensure that the PCN meets the criteria as set hereunder:

**3. Chapter 6, No. 5: The existing statement is replaced as following:**

After scrutinizing the shortcoming/s of PCNs if any will be displayed in the notice-board and website of the secretariat. Concerned applicants need to make corrections and / or submit lacking documents within a specified deadline of 7 days. Failure of the applicant to fulfill the necessary requirements will automatically lead to the rejection of that PCN.

**4. Chapter 6, No. 6: The existing statement is replaced as following:**

Each PCN that passes the scrutinizing process is double coded with a unique reference number for anonymity prior sending to reviewers.

**5. Chapter 6, No. 12: The existing statement is replaced as following:**

Each FPP will be scrutinized by the secretariat within 7 days after the last date of submission to ensure that the FPP meets the criteria as set hereunder:

**6. Chapter 6, No.13: The existing statement is replaced as following:**

After scrutinizing the shortcoming/s of FPPs if any will be displayed in the notice-board and website of the secretariat. Concerned applicants need to make corrections and / or submit lacking documents within a specified deadline of 7 days. Failure of the applicant to fulfill the necessary requirements will automatically lead to the rejection of that FPP.

**7. Chapter 6, No. 14: The existing statement is replaced as following:**

Each FPP that passes the scrutinizing process is double coded with a unique reference number for anonymity prior sending to peer reviewers.

**8. Chapter 6, Nos.19 -26: The existing statements are replaced and arranged as following Nos. 19-25:**

19. The TSC prepares the accepted and rejected lists of the proposals on the basis of peer reviewers' evaluation and the same will be published in the NARDF notice-board and website. Then successful applicants are invited for their proposed projects' presentations. Project presentations are evaluated by the TSC on the basis of the following criteria:

- a. Relevancy of the proposal to the priority areas specified in the call
- b. Soundness of the methodology to address the problems identified
- c. Composition of the team and their relevancy to the proposed project
- d. Clarity on the contributions of each team member and collaborating institutions
- e. Strengths and relevancy of the resume of the project coordinator and each of the members to the proposed work.

20. The TSC may decide for on-site feasibility verification of the proposed projects if any, on the basis of the presentation evaluation.

21. On the basis of evaluation of presentation, and on site feasibility verification if done, the TSC prioritizes the proposals with considerations of the following criteria and recommends to the FMC for approval:

- a. Urgency of the problem to be addressed
- b. Availability of the funds
- c. Strength, management capacity, credibility and past performance of the proponent, if applicable
- d. Equity among the institutions, regions and disciplines
- e. Cost and time effectiveness, beneficiaries and social inclusion

f. Implementability and overall soundness of project

22. The FMC makes decision on grant approval as recommended by the TSC and direct the TSC/ secretariat to negotiate with the proponent for the improvement on technical and financial matters and proceed to an agreement up on satisfaction.

23. The TSC negotiates with the proponent according to procedure as given in Chapter-7 and asks the proponent to revise the proposal if required. The TSC may invite related experts to clarify some technical matters in the negotiation process.

24. The TSC reserves the right to terminate negotiations at any time in the event of inadequate progress in negotiation process.

25. Upon successful negotiations by the TSC with the proponent, the secretariat invites the proponents to sign on agreement within the time specified.

**9. At the end of Chapter 6, the following SELECTION PROCESS FOR THESIS PROPOSAL (TP) is added:**

26. The TP shall be prepared according to the guidelines given in this Manual [Chapter 5].

27. Each TP will be scrutinized by the secretariat within 7 days after the last date of submission to ensure that the criteria as set hereunder have been met:

- a. The TP must be presented in the formats as given in Chapter 5.
- b. The TP must be duly signed by applicant student and accompanied by a recommendation letter from the pertaining institution.
- c. The budget of each item should be clearly spelt out in the plan.

28. After scrutinizing the shortcoming/s of TPs if any will be displayed in the notice board and website of the secretariat. Concerned applicants need to make corrections and / or submit lacking documents within a specified deadline of 7 days period. Failure of the applicant to fulfill the necessary requirements will automatically lead to the rejection of that TP.

29. Each TP that passes the scrutiny is double coded with a unique reference number for anonymity before sending to peer reviewer.

30. Each coded anonymous copy of TP is sent to a qualified independent peer reviewer for evaluation as per the set criteria.

31. After reviewing the TP each peer reviewer submits his or her confidential report to secretariat with marks and categorical rank.

32. The Secretariat collects the confidential reports from all peer reviewers and submits the same to the TSC.

33. The TSC tabulates and compiles Reviewer's Confidential Report; and prioritizes the TPs also considering the following factors:

- a. Availability of fund
- b. Relevancy of problem with NARDF priorities
- c. Applicability of the expected findings
- d. Innovativeness of the proposal
- e. Inclusion factors of the applicant and study field/discipline

34. The TSC recommends the prioritized proposals to the FMC for the grant approval.

35. The FMC makes decision on the recommendations of the TSC.

36. The NARDF secretariat invites the successful applicants to sign on agreement within the specified time.