ReForm Management Guidelines of BIGM 2024

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1. Preamble

BIGM has an overarching objective of conducting research and fostering an environment for carrying out research. To meet this objective, it has established a research platform called 'ReForm' and created a research network to enable the researchers to collaborate in a way that maximizes the country's technological and intellectual advancement. ReForm aims to bring together scientists and researchers working across the globe, establish groups and subgroups focused on various research disciplines and domains, between social science, pure science, arts, and humanities, such as public policy, economics, governance, development, biology, physics, healthcare informatics, mathematics, and many more. Researchers and research enthusiasts can use the platform's resources to enhance their network and knowledge. The ReForm Guidelines intend to assist the efforts to effectively facilitate the communication between researchers and research enthusiasts of the country by taking into account the broader research needs of the nation and attain short-term and long-term goals of the ReForm platform over time.

2. Goal

The goal of ReForm is to act as the research networking and collaboration arm of BIGM. This document will guide the activities, management and initiatives of ReForm.

3. Work Strategy of ReForm

ReForm will form and develop an international standard research 'platform' for Bangladeshi/international scholars (interested in Bangladesh) and researchers from around the world and bring together. It will also conduct academic activities to enhance research skills and practice. Figure 1 presents the work strategy of ReForm. It highlights that ReForm will contribute to the development, growth and sustainability of the nation by providing inputs to evidence-based policy formulation, innovation/creation, to enhance productivity and technological advancement of Bangladesh. An integrated approach of collaboration and knowledge sharing will be established in the process.

4. Relationship between ReForm and BIGM

ReForm is an arm of BIGM for research networking and capacity building of researchers in the country or residing abroad. In the process, it will help develop online teaching, learning and training activities of BIGM as well.

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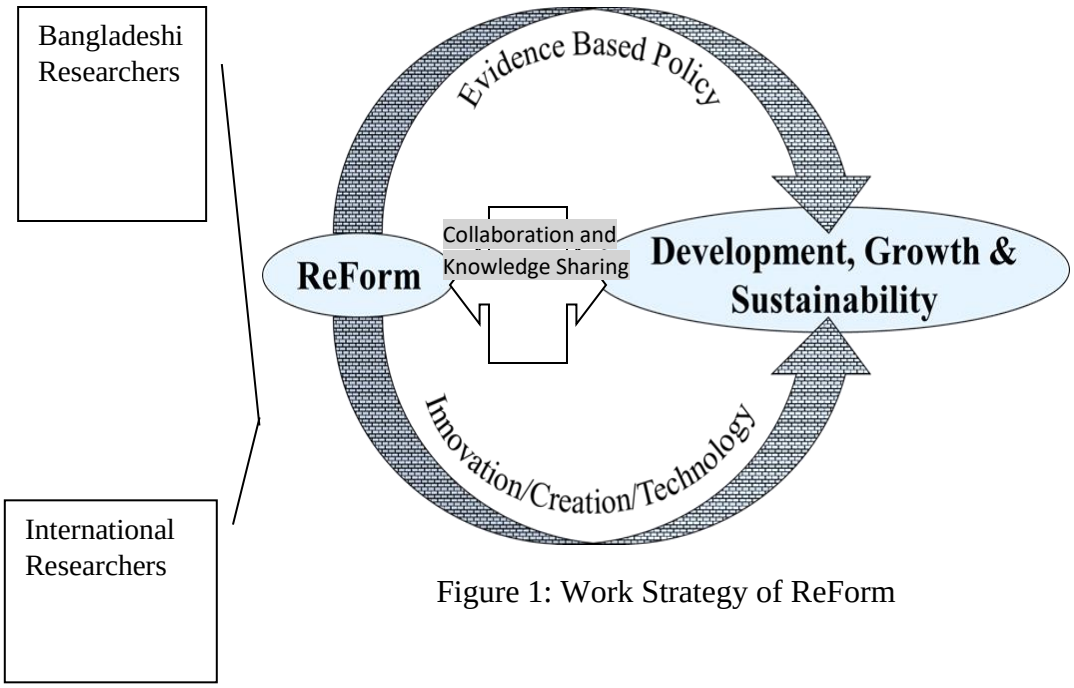

Figure 1: Work Strategy of ReForm

5. Structure of the ReForm Policy

This document sets out the guidelines for conducting ReForm activities in a systematic way. At this point, ReForm intends to shape its activities around the following three broad domains:

- Research Presentation/Lectures,
- Training/Courses/Workshops,
- Research projects.

The ReForm management policy is organized sequentially into different sections, including the three domains of activities mentioned above and also the management of ReForm.

6. Research Presentation/Lecture

Research presentations and lectures on ReForm are intended to provide a platform for sharing knowledge, insights, and research findings with a wider audience. They may also facilitate networking and collaboration among field experts and researchers. They will meet monthly in the form of a webinar. The participants will comprise of BIGM faculty, researchers, resource persons, students, alumni, and external audience. The members of ReForm Facebook group and subscribers of ReForm webinars through the website will also be invited. The webinars are open for any interested audience. An honorarium may be paid if the speaker requires and will be paid in local currency and following domestic practise and rates.

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6.1 Research Presentation

The aim of the Research Presentation hosted by ReForm is to encourage and facilitate disciplinary, multidisciplinary, interdisciplinary and transdisciplinary research on emerging issues in various fields such as social sciences, natural sciences, applied professions, finance, computational science, etc.

The following guidelines will be followed for Research Presentation:

a) The presentation will feature prominent or young researchers in the field who will share their research findings, insights, and perspectives.
b) Participants will have the opportunity to engage in interactive discussions, share their own research findings, and learn from others.
c) It will focus on promoting collaboration and interdisciplinary research among participants, thereby fostering a greater understanding of the complex problems being faced by society.

6.2 Lecture/Talk

ReForm will organize talks and lectures on various topical themes. Scholars and thought leaders who address issues from across the intellectual spectrum, such as economics, public policy, development, and data science, will be included in these talks. The following guidelines will be followed for lectures and talks:

a) The speakers can share their insights, views and knowledge on leading national or global issues

b) Participants will have the opportunity to ask relevant questions after the lecture and engage in interactive discussions

c) It will offer a platform to connect with renowned experts, build professional relationships, and forge collaborations. They will broaden perspectives and stimulate new ideas within the field and beyond.

d) Experts who have significant knowledge and experience in the relevant field will be invited, based on their availability.

6.3 Standard Operating Procedure (SOP) for Research Presentation/Lecture Webinar

a) Pre-webinar activities

a. The webinar's date, time, and content will be determined after discussing it with the relevant speakers and shall be approved by the Director and/or Associate Director.
b. A flyer with a Zoom link will be created in preparation for the webinar. The flyer shall be prepared with the help of the IT team and should be approved by the speaker, followed by the Director.
c. The flyer will be disseminated through the official channels of ReForm and BIGM.

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d. A webinar registration email shall be sent following the prepared mailing list.
e. Notification will be sent to BIGM members and other interested participants via messenger, email, WhatsApp, etc.
f. Assistance will be requested from the IT team for the dissemination of webinars, including Facebook live and recording.
g. A reminder email shall be sent to the interested personnel registered for the webinar one day prior to the webinar.
h. The speaker will be notified before the webinar.

b) Webinar Code of Conduct

a. A short biography of the speaker will be prepared and approved beforehand.
b. The webinar will begin with a short introduction of ReForm, a brief introduction of the topic, a biography of the speaker, and a webinar outline. Then, the speaker will be requested to start the session.
c. Proper communication will be maintained with the speaker and participants as needed.
d. After the speech/talk, participants will be asked to raise their questions If no question is raised by the participants, BIGM members will be asked to raise questions first.
e. The webinar will end with a vote of thanks.

c) Post webinar activities

a. The video will be downloaded from Zoom.
b. The video will be processed and uploaded to YouTube.
c. The link to the video will be sent to the speaker with a thank-you note via email.

7. Course/Workshop

ReForm provides a platform for teachers and researchers to offer different courses and workshops to students. The courses will provide learning opportunities to people interested in expanding their knowledge and skills in a particular field.

ReForm will offer courses in the realm of ReForm's thematic areas, such as research basics, programming, data science, etc. The courses will be delivered preferably online, as online courses offer accessibility to individuals who may not have the time, resources, or ability to attend traditional classroom-based courses.

Participants will be charged a fee for the course. The trainer(s) will get an honorarium if he or she wishes. Otherwise, the fees will go to the BIGM fund.

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7.1 Course Design

a) A portfolio of courses fitting ReForm's key and current areas of interest will be offered. The courses will be short and focused.
b) Each course offered at ReForm will have a course profile that provides an overview of the course and includes a description of the course learning objectives, learning activities, and assessment items.
c) The course coordination team will decide the outline and content of the course.

7.2 Course Delivery and Details

a) The delivery mode of the course will be fully online. It can be pre-recorded or live-streamed.
b) A flyer will be prepared for course admission by the IT team and will be posted through BIGM and ReForm Facebook page, website, and social media accounts.
c) A Google Form link can be used to collect applications for the course.
d) The course administration team will be responsible for setting the admission criteria and final selection of students.
e) A digital certificate will be awarded to the participants upon completion of the course.

7.3 Course Administration

a) The ReForm website will house the virtual learning platform and course materials. The courses will be recorded and stored by the IT department.
b) BIGM reserves the right to redistribute and reuse the course materials. The class recording may be uploaded to the BIGM website and Youtube channel. BIGM will store all the materials in its Data repository.
c) BIGM's e-commerce gateway will be used to collect the payment.
d) The accounts officer of BIGM will validate the payments prior to the first class and make sure of fund transfers.

8. Research Projects

There will be research projects in collaboration with different educational/policy institutions/organizations (national and international) under the umbrella of ReForm. The projects will involve interdisciplinary and transdisciplinary research disciplines but lay emphasis on policy, governance, and development.

ReForm will connect researchers who are looking to collaborate with other researchers. ReForm will also facilitate the researchers of BIGM if they are looking for collaborators. It will only connect the researchers, then they will progress the project based on their mutual discussion. The end result must be informed to ReForm.

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8.1 Types of collaboration for research project

There will be different types of collaboration for research projects stated below, which include but are not limited to:

a) Researchers and faculties of other institutions from home and abroad: Researchers of BIGM can collaborate with other researchers for research projects.

b) Policy institute/research institute/universities: ReForm can collaborate with policy institutes, research institutes and universities to produce research on a chosen topic or theme.

c) National and internationally funded projects: Researchers from BIGM and other institutions can participate in national and international research projects through ReForm. It is also possible by responding to calls and invites for research proposals by different ministries/institutes.

8.2 Research Proposal

A research proposal for the project may be submitted to the "Research Committee" for primary research mentioned in the BIGM Research Policy and Strategy 2022, section 3.4(a). In accordance with the same policy, the research proposal format mentioned in Annex-A of this document may be followed.

8.3 Project administration and management

The responsibility for administration and management of the research project will rest on the agreement with the specific collaborator.

8.4 Research Funding

Initially, the funding of the project will be decided project-wise. A project-wise guideline will be developed after a proposal is received, and the nature of funding will be determined there.

The funding source for the research project may include but not be limited to the three types described below:

a) BIGM fund: BIGM can fund the research project after securing permission from its board of trustees.

b) External Research Grant: ReForm, through BIGM, may obtain external grants from various sources, including but not limited to government agencies, universities, private foundations, corporations, and individual donors.

c) Hybrid: The funding source can also be a combination of the above two sources, namely BIGM fund and external grant.

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9. Management of ReForm

A team from BIGM's research wing will manage ReForm's core activities. All other faculty and officers of BIGM will participate and contribute to the activity and promotion of ReForm.

10. Process of Collaboration with ReForm

a) A call for collaboration will be provided on ReForm website, and other social sites. Anyone (outside BIGM) who is willing to do research, arrange workshops, or give a talk is encouraged to fill out that form.
b) ReForm will contact the interested person/party based on its activity and priority of subject themes
c) Reform will maintain a database of interested parties for collaboration and will facilitate the researchers of BIGM if they are looking for collaborators.

11. Expansion of ReForm's activities

ReForm will expand its operations to other broader domains in the future. Once fully established, the platform may evolve into a center or sub-center that provides managerial and organizational support for obtaining grants, bringing in new opportunities, and organizing seminars, among other activities. ReForm is a platform created for researchers, by researchers, to achieve a mutually beneficial outcome for all involved. Therefore, it can adapt its operation to accommodate the demands of researchers.

12. Promotion of ReForm activities

Promotion of ReForm activities will be done mainly through social media and institutional networking. It will have Facebook, Twitter, and LinkedIn presence. BIGM's social media accounts will also promote the activities of ReForm. In the future, it may also partner with student bodies and groups for promotion and expansion.

13. Website of ReForm

The website of ReForm (www.reformbd.org) will be used to house contents and provide information on the activities of ReForm. There will be a search engine optimization (SEO) for it and will be updated on a continuous basis.

14. Amendments to ReForm Policy

BIGM reserves the right to review and amend this policy by updating the BIGM and ReForm websites. The Advisors/ReForm core team/Wing Chief (Research wing) will coordinate the amendment.

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15. Contact Information

Concern Wing/Person	Designation	Email and Contact Information
Research Wing	Wing Chief (Research), BIGM	E-mail: @bigm.edu.bd Cell no:
ReForm Core Team	Associate Professor/Assistant Professor/Research Associate, BIGM	E-mail: @bigm.edu.bd Cell no:
Address	Bangladesh Institute of Governance and Management (BIGM) Plot# E-33, Agargaon Administrative Area, Sher-E-Bangla Nagar, Dhaka-1207	

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ANNEX-A

Structure of a Research Proposal

Research Title:	Each research/study must have a title/name. It helps the reader get a clear idea about the subject. It is an important part of an academic research and provides in the shortest form the core concepts of the proposed research.
Introduction:	This section discusses the subject or area of research. This includes knowledge about earlier research in the field, basis of the theory, information/data which will be applied/used, areas which will be explored/statement of the problem/objectives, and rationale/requirements of the study. Also, the overall structure of the research proposal is laid out here.
Motivation/Rationale:	This expresses the significance and uniqueness of the study. It is established based on the literature review.
Review of Literature:	This section discusses references to earlier research findings and methods on the subject. A review of the literature helps to constitute the logical grounds for conducting any research based on earlier findings, existing theories, concepts, and hypotheses. Mentioning recent research publications improves the quality of the review.
Research Gap:	This refers to the maiden area yet to be explored but identified based on the literature review and which the proposed research will attempt to explore. Identifying the research gap is crucial and forms the basis of the research.
Research questions, objective and hypothesis:	This is the statement of the questions/problems that need to be explored or the causes/causal effects that will be attempted to be identified.
Theoretical/Conceptual Framework:	The theoretical and logical basis of conducting any research. The theoretical framework of research/study is formulated based on the existing theories/research findings in the field. A conceptual framework is the inter-relational mapping of the variables of the concept which gives an idea of the expected conclusion/findings of the study.

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Methodology of the Study:	This involves the method or methods that will be used to undertake the study, and the theories and principles that will be leveraged to develop an approach which matches the research objectives.
Expected Output/Findings:	It is the expected result that is to be found by conducting research. It helps to establish the significance of a study.
Action Plan/Gantt Chart:	It is the time-bound activity plan of a study. A Gantt Chart needs to be attached as part of the work plan of a study.
Tentative Budget:	It is the estimated amount that is needed to complete all the activities under a study. It is necessary for a primary research proposal and may also be mentioned in a secondary research proposal if required.
Bibliography/ References:	This list of existing literature referred to in the study establishes the proposal as reliable and authentic. Only the references being quoted will be under this section.

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