



Research Policy and Strategy of BIGM 2024

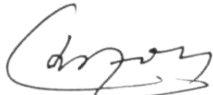
Bangladesh Institute of Governance and Management (BIGM)


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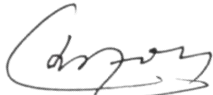


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Research Policy and Strategy of BIGM 2024

1.0 Introduction

1.1 In sub-sections xvi, xvii, and xxi of Section 3 of the Trust Deed of the Bangladesh Institute of Governance and Management (BIGM), it has been mentioned to conduct research in the areas of public administration and development, acts as a public ‘think tank’ and provides policy inputs on national and global issues. High-level policymakers of the country also emphasize research in the national development process. In light of this, BIGM’s overarching research objective is to foster an environment of carrying out policy research in the country and to support the Government in formulating evidence-based policy for attaining the Sustainable Development Goals by 2030 and transforming Bangladesh into a developed nation by 2041.

1.2 BIGM conducts scientific research and regularly provides research findings to government policymakers, including stakeholders. A significant number of research in macroeconomics, political science, public administration, environmental science, health, human resource and women’s development, institutional development, good governance, data science, and public policy have been completed. Research in various other areas based on national priorities is an ongoing process. Additionally, an online research platform, ‘ReForm’ has been established aiming to expand research collaboration and provide timely research support by bringing together the researchers of Bangladesh who are working in the country or abroad and establishing communication among them. The existing Research Policy and Strategy 2019 has been revised to meet the national priorities' requirements and the rapidly changing global scenario. The latest version will be called the “BIGM Research Policy and Strategy 2024”.

2.0 Definition

- (a) **Policy** : “BIGM Research Policy and Strategy 2024”.
- (b) **Research** : Research conducted by the researchers of BIGM as referred in Section 3 of the Research Policy and Strategy 2024.
- (c) **Researcher** : Manpower employed by BIGM and engaged in research activities.
- (d) **Institute** : Bangladesh Institute of Governance and Management (BIGM)
- (e) **Research Advisor** : Director of BIGM.
- (f) **Year:** : Financial year, July to June.
- (g) **Disciplinary Research** : Research conducted in a specific area of knowledge.


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- (h) **Multidisciplinary Research** : Research conducted in different branches of knowledge.
- (i) **Interdisciplinary Research** : A research approach that integrates different branches of knowledge and techniques.
- (j) **Transdisciplinary Research** : A holistic approach of research that crosses many disciplinary boundaries (academic and non-academic stakeholders).
- (k) **ReForm** : Online research platform established by BIGM.
- (l) **Research Ethics** : It entails that every researcher should follow the basic principles and methods of research along with the “Research Policy and Strategy” of the institution while conducting any research activity. Throughout the whole process of research, appropriate usage of resources, acknowledgment of all types of support, refrainment from data/information deviation or tempering of research findings/outputs, and commitment to society and people are to be ensured.
- (m) **Sponsored/ Collaborative Research** : Research conducted by the researchers of the institute using research support/grants awarded from different ministries, government departments/agencies, and national/international research organizations/educational institutions (independently or jointly with the sponsoring organization).

3.0 Research Policy and Strategy

All research activities of BIGM will be conducted as the research classification stated in Annex- A and by the policy and strategies laid down below:

3.1 Types of Research

BIGM will conduct both types of research described below:

- (a) **Primary Research**: Research conducted by collecting information/data directly from the field under the supervision of the researchers.
- (b) **Secondary Research**: Research conducted by using information/data obtained from various reliable sources.

3.2 Research Method

The following research methods will be followed while conducting research both primary and secondary:

- (a) **Quantitative Research**: Research conducted by using numeric information/data and applying statistical theory and technique.

- (b) **Qualitative Research:** Research conducted based on data collected by observation, focus group discussions, and/or non-numeric information/data (text, video, or audio) using an open-ended questionnaire.
- (c) **Mixed Research:** An integration of both quantitative and qualitative research methods to conduct research.

3.3 Research Area

Areas mentioned in Sub-section 1.2, and besides, new research areas/sectors will be incorporated in consideration of national and institutional priorities.

3.4 Research Proposal Selection Method

All research proposals will be selected in the following ways:

(a) Primary Research

- (1) There will be a “Research Committee” for screening and selecting any primary research proposals. The composition of the committee will be as follows:

(i) Managing Director, Board of Trustees and Director, BIGM	Chairperson
(ii) Associate Director, BIGM	Member
(iii) Professor/Associate Professor/Senior Research Fellow of BIGM (one)	Member
(iv) Wing Chief (Research), BIGM	Member
(v) Experts in the related fields (two)	External members
(vi) Research Fellow/Assistant Professor (equivalent status)	Member Secretary

- (2) Presence of at least five members, including one external member of the seven- members Research Committee is required for a quorum. An office order needs to be issued after the formation of the committee;
- (3) The primary research proposal should be approved by the “Research Committee,” and the proposal will be finalized incorporating the opinions and recommendations of the committee;
- (4) The primary research proposal will be presented and accepted at the weekly seminar before being placed on the “Research Committee”.
- (5) Consent will be given on the research proposal, or recommendations will be made with observations for presenting further. This process should be completed within 15 (fifteen) days.
- (6) Privacy and confidentiality of the research proposal should be maintained by all concerned so that the proposal/concept cannot be used by anyone else.
- (7) Associate Director, BIGM may represent the chairperson, if and when required.


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(b) Secondary Research

The secondary research proposal will be approved by the Research Advisor based on the recommendations of the weekly in-house seminar.

3.5 Research Planning

- (a) At the beginning of the financial year, the researchers/faculties of BIRM will develop their research (primary/secondary) plan on issues of national and international importance following institutional policies, strategies, and national needs, and to fulfill the annual research target specified in the terms of employment for the respective researchers.
- (b) The Research Wing will prepare a final list based on all the research plans and regularly update the Research Advisor.
- (c) A maximum of three primary research proposals will be approved in each financial year. The Research Wing will conduct at least one primary research in a year.
- (d) Secondary research will be conducted bearing in mind the annual research plan, the capacity of researchers, and the emerging issues.
- (e) Secondary research will be taken/conducted at any time of the financial year considering the national interest.

3.6 Structure of Research Proposal

- (a) Before starting any research, whether primary or secondary, a concept note will first be prepared. It will be considered as the Primary Research Proposal. In the concept note, the research objectives, methodology, and ideas about the probable impact on public policy formulation should be mentioned.
- (b) The research proposal (primary/secondary) will be prepared after the concept note of the proposed research is approved by the relevant authority, i.e., the research committee or Research Advisor.
- (c) Each research proposal must be complete, written in proper English, and incorporate all the steps of the structure for research proposals laid out in **Annex-B**.

3.7 Duration of Research

Considering the scope of the study, the duration for conducting research will be determined at the approval stage of the proposal. However, it may be extended later, if there are plausible reasons.

3.8 Research Management

- (a) Research of the institution will be conducted under the direct supervision of the Research Advisor or by the appropriate faculty member nominated by the Research Advisor.
- (b) Primary research will be financed by the institute itself, and every year, there will be allocated funds for this. Financial support for conducting secondary research will also be provided if needed.
- (c) The Director, BIGM will allocate the necessary funds for primary research and approve the expenses accordingly.
- (d) The Additional Director (Managerial Services) will issue all necessary administrative and financial orders in favor of each primary research subject upon completion of due diligence of the Research Wing.
- (e) At the beginning of the primary research work, planning, and preparation should be undertaken for the training of enumerators; questionnaire development, validation, and printing; data collection; field inspection; information/data verification/sorting; analysis; and collecting data through a survey. All these activities will be done via the initiative of the Research Wing.
- (f) The principal researcher of any primary research will submit a financial statement (with vouchers) to the Director by May every year.

3.9 Sponsored/Collaborative Research

- (a) BIGM will conduct sponsored/collaborative research that is compatible with the goals and objectives of the institute, besides conducting research financed by the institute itself.
- (b) Seeking appropriate knowledge, skills, and information/data from national/international sources to conduct research will be encouraged. Regarding this, there should be necessary communication with the concerned institution, and a memorandum of understanding (MoU) could be signed.
- (c) At least 10 (ten) percent (%) of the total award/grant support will be provided to the ex-cheque of BIGM as management cost.

3.10 Work Scope of Researcher

- (a) Each researcher working regularly in the institution should be engaged in research work as per their terms of employment.
- (b) At least three research papers must be written by each researcher to be published in a peer-reviewed journal each year.
- (c) Every researcher must work as a principal/co-researcher in at least one primary research project, and at the same time, s/he must conduct two secondary research projects as the principal researcher or as stated in their terms of employment each year.


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- (d) In the case of primary research, the principal researcher must be one of the employed researchers of the institute, while one or a team of researchers of the institute will work as co-researchers.
- (e) A researcher/faculty can conduct secondary research independently or jointly with other researchers of the institution.
- (f) Researcher/faculty member of BIGM can carry out research works (primary/secondary) jointly with the faculty member/researcher of any recognized university/research institute/organization or with any distinguished researcher by informing the authority officially and taking approval if required. In this case:
- (i) For primary research, the researcher/faculty member of BIGM will be the lead/principal researcher only and with prior approval from the appropriate level of BIGM.
 - (ii) For secondary research, BIGM faculty/researcher can work as lead/co-researcher. If s/he is the lead researcher then the research proposal/concept should be presented at the weekly seminar of BIGM and required approval should be taken. The research policy and strategy of BIGM will be followed throughout the process.
 - (iii) When any researcher/faculty works as a co-researcher in any secondary research jointly, s/he should inform the authority at the early stage of involvement, mentioning the title of the study, sector/area of research, name of associated researchers/organizations and tentative timeline.
- (g) Researchers/faculties of BIGM who are on study leave, should inform/update their research progress to the authority every three months.
- (h) BIGM researchers can bid for external funds by participating/sending research proposals to various public, private, and international research/educational institutes through the appropriate authority. In this case, research proposals may be made according to the format given by the issuer of the bid.

3.11 Research Ethics

- (a) Researchers must uphold moral and social values in their research.
- (b) The highest standards of ethics must be maintained throughout the research process, from the conceptual stage to publishing a research paper in a journal, specifically regarding the contribution of researchers, data sources, and the data analysis process.
- (c) Researchers shall refrain from using fake/false information/data, creating false results, publishing confusing findings, misrepresentation, or any form of plagiarism in preparing a research paper.
- (d) Researchers will take an ethical certificate from the Wing Chief (Research) while submitting research papers for publication (if required).

- (e) For joint or collaborative research, the highest level of professionalism/cooperation/recognition/coordination with the co-researcher/organization should be ensured. A declaration form may be used for this.

3.12 Research Capability Enhancement

- (a) Researchers will be encouraged and supported to pursue higher studies (Masters/MPhil/PhD) to enhance their academic knowledge and aptitude in research.
- (b) Considering the demands of research and to achieve expertise in cutting-edge technology in research, including big-data analysis and machine learning, participation in regular in-house/external training/discussion sessions will be encouraged.
- (c) Each researcher/faculty must try to enhance the existing interactive learning environment of the institute.

3.13 Research Honorarium/Grant

- (a) BIGM researchers will get one month's basic salary as an honorarium when their primary research findings/papers are published in a recognized journal within the country (BIDS, BIBM, and Peer peer-reviewed journals of different universities) and two months' basic salary as honorarium if published in a foreign recognized journal. This is payable per research.
- (b) Researchers of an external organization will be paid an honorarium if they are involved in BIGM's primary research work and if the honorarium is approved by the Research Committee at the proposal stage. In this case, the honorarium will be predetermined and must be mentioned in the budget of the research proposal.
- (c) Researchers will get travel grants for their participation in various seminars/conferences in the country/abroad. A researcher will be eligible for funding to attend a maximum of one foreign seminar/conference per year.

3.14 Research Paper Publication and Dissemination of Findings

(a) Publication in Journal

- (1) After the completion of primary/secondary research work, initiative should be taken to submit a research paper for publishing in a domestic/foreign indexed journal as quickly as possible.
- (2) Before sending research papers to a journal for publication, the Wing Chief (Research) must be updated about the profile of the journal, e.g., the journal quartile (Q1, Q2, Q3, Q4/ABCD listed journal/indexing/impact factor).
- (3) The authority must be informed periodically about the status of the paper after submission to a journal.
- (4) Researchers must be careful about the quality/reliability of the journal/conference organizer while sending research papers.


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(b) Dissemination of Findings

- (i) Upon completion of at least five research works, the objectives, research methods, results, and policy recommendations of the research will be sent to the appropriate ministry, department, directorate, and other stakeholders by a ‘DO’ letter to provide research results for the formulation of public policy.
- (ii) Upon completion of any research work, the summary of the research may be published in the opinion section of national newspapers.
- (iii) Researchers may disseminate their research findings via participation in seminars at the national/international level.
- (iv) Researchers may publish opinion pieces/op-eds on issues of national and international importance in national newspapers with approval of the authorities.
- (v) Among all published research papers and op-eds, selected research and articles will be disseminated online on BIGM's Twitter, Facebook, LinkedIn, and the ReForm platform.

(c) Research Publication of BIGM

- (i) A complete list of all the research works being conducted by BIGM researchers will be published biennially in December. This “Research Catalog” will list the stage at which each research work is in. Also, a research update will be prepared every three months.
- (ii) Another publication, the “Research Glimpse”, will be made with the abstracts, names of the journal and publisher, and tier and ranking of the journal of all the research that have been published in a year. It will be published in September each year.
- (iii) BIGM will regularly publish a journal of the international standard called the “BIGM Journal of Policy Analysis”. The Publication Policy of BIGM 2024 will be duly followed in publishing the journal.

3.15 Intellectual Property Rights

- (a) BIGM holds the copyright of all research works conducted under the institute.
- (b) Per Sub-section 3.9 (b) and 3.10 (c, e & f (ii)), when the lead/principal researcher of any research work is from BIGM, the institute will hold the copyright of all information and data (used/collected).

3.16 Monitoring and Evaluation

- (a) The progress of research activities will be supervised, and quarterly and annual progress reports and lists of published op-eds will be prepared and placed before the Director regularly.
- (b) The overall research capacity of individual researchers and the institution will be assessed every year by the Research Wing.


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4.0 Research Platform (ReForm)

- (a) The promotion of ReForm– the online research platform established to bring together Bangladeshi researchers engaged in research in-country and abroad for knowledge sharing, expansion of research areas, and supporting the development process of the country – will be continued.
- (b) Equal importance must be given to ReForm as regular research activities of the institution. A ‘Core Team’ will be formed to manage its daily activities.
- (c) Researchers should be particularly active on the ReForm platform to grow BIGM’s research network, to conduct research in the field of applied subjects like data science, and to expand BIGM’s field of research in-country and abroad.
- (d) Necessary guidelines will be formulated to establish ReForm as a medium of conducting research, advanced training, and conducting online seminars.
- (e) Researchers of BIGM will participate in higher educational networks and training at home and abroad under the ReForm platform to enhance their skills and abilities to use new strategies in research and to make them ready for the 4th Industrial Revolution (4IR) and the process of SMART Bangladesh.

5.0 Knowledge and Data Management

- (a) A well-planned knowledge and data management policy will be developed to achieve the institutional goals and objectives of BIGM and to provide support in the development of public policy and social intellectual capital based on research findings.
- (b) For the best use of knowledge, a multi-purpose data repository will be developed for appropriate storage of all the acquired knowledge and information/data of the institution and for future use.
- (c) All types of micro and macro data used in any research (Primary/Secondary) should be stored in the Data Repository as soon as it is completed.
- (d) The Data Repository will be hosted on the website of BIGM, and it will be managed and maintained by the IT Section.
- (e) All published research papers (soft/hard copies) will be stored in the BIGM library as monographs.

6.0 Training Support for Research Activities

- (a) To create an enabling environment and appropriate manpower for policy research in the country, the Research Wing will conduct and coordinate various skill-based advanced-level training courses (Statistical/Computational/Data Analytics (STATA, R, Python, and Machine Learning/Research Methodology) using classroom-based and online platforms equally, assessing the training needs, and updating the courses regularly. Researchers should play an active role in this.

- (b) The annual training calendar will be prepared, and training activities will be carried out accordingly.
- (c) The Research Wing must be ready to conduct training courses at any time of the year per emerging demands.
- (d) In-classroom and online training will be evaluated and validated for updating and improvement if needed.

7.0 Research Awards

- (a) A ‘Best Researcher’ award would be provided every year based on the specified criteria for the year. The research wing will take the initiative.
- (b) A three-member committee would be formed to select the ‘Best Researcher’ of the year.

8.0 Weekly Seminar Guidelines

The seminar guidelines (**Annex-C**) should be followed while presenting research proposals/findings in the weekly in-house seminar. This guideline shall be considered as part of the research policy and strategy.

9.0 Policy Paper

- (a) Trainees of the Policy Analysis Training Course (PAC) may develop their policy papers as research papers following the BIGM Research Policy and Strategy, 2022, and may take the initiative of publishing it in a journal on their own or with the support of any researcher of the institute.
- (b) Researchers of BIGM may conduct research independently/jointly based on the policy papers prepared by the trainees of the PAC as per their research interests and with the consent of the respective trainees.

10.0 Research Works of Master’s Students

Term papers or theses of the students of the Master’s in Public Affairs courses will be conducted as per the research policy and academic policy of the institute.

11.0 English Version of the Policy

There will be an English version of the policy. However, in any event of a conflict between the Bangla and English text, the Bangla text shall prevail.

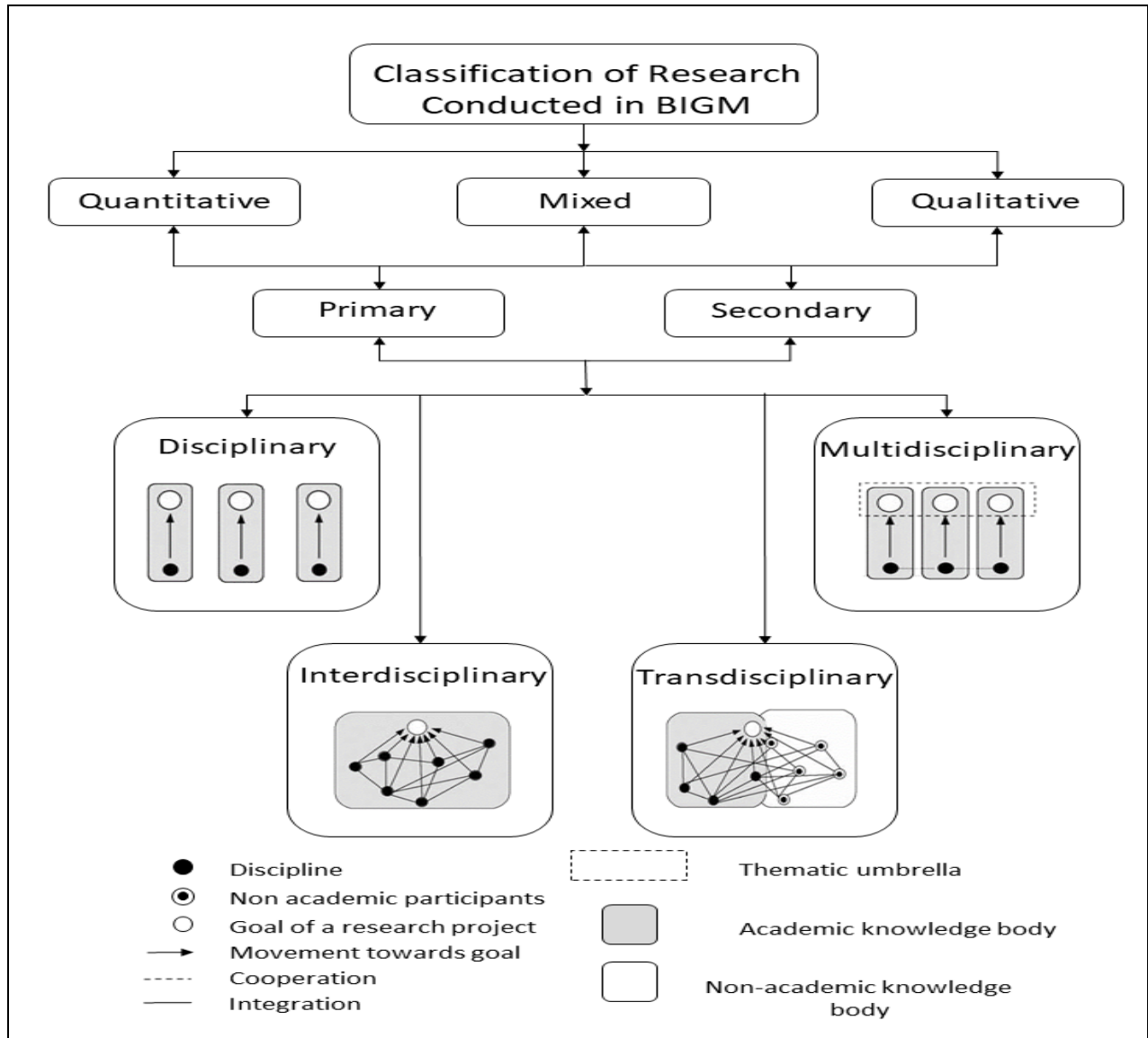
12.0 Changes and Amendments to Research Policy

This policy may be changed and amended subject to the approval of relevant authorities as and when required.


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Classification of Research Conducted by BIGM



Source: Tress, Barbel, Gunther Tress, and Gary Fry. "Defining concepts and the process of knowledge production." *Landsc. Res. Landsc. Plan. Asp. Integr. Educ. Appl* 12 (2005): 13-26.

Structure of a Research Proposal

Research Title	Every research/study must have a title/name. It helps the reader get a clear idea about the subject. It is an important part of 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, the basis of the theory, information/data that will be applied/used, areas that will be explored/statement of the problem or objectives, and rationale/requirements of the study. Also, the overall structure of the research proposal is laid out here.
Rationale of the Study	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 of the Study	This is the statement of the questions/problems, which need to be investigated, explored or the causes/causal effects of which will be attempted to be identified.
Theoretical/Conceptual Framework	The theoretical and logical basis of conducting any research. The theoretical framework a 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.
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.
Relation with Public Policy Formulation	This is the probable contribution of the expected research findings to the formulation of public policy.
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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BIGM Weekly In-House Seminar Guidelines 2024

1.0 Introduction

The Bangladesh Institute of Governance and Management (BIGM) aims to be a premium knowledge hub of the country. Its vision is to establish itself as a center of excellence in education, training, and research on public policy. BIGM researches issues of public policy for governance and development and supports the relevant entities in establishing effective, transparent, and accountable public and private services in Bangladesh through research-driven policy initiatives. The research portfolio of BIGM is diversified in nature, with disciplinary, multidisciplinary, interdisciplinary, and transdisciplinary research approaches. The areas of research are diversified by addressing emerging issues in the national and international arena on a priority basis.

The Research Wing organizes an in-house weekly seminar every Wednesday, where researchers/faculty of BIGM present their research ideas and discuss and exchange views on recent economic and development issues. As per the **BIGM Research Policy and Strategy 2024**, at the very initial stage of developing any research proposal, it must be presented and recommended by the in-house weekly seminar before getting approval to conduct the research. Thus, guidelines are essential for conducting seminars effectively. Accordingly, a guideline titled “BIGM Weekly In-house Seminar Guidelines, 2022” has been prepared and established with the following objectives:

- (i) To share and disseminate new ideas for research or proposals for receiving expert insights of the researchers/faculty members who specialize and have expertise in different fields of knowledge/disciplines.
- (ii) To present ongoing research to update progress and seek suggestions/proper guidance about whether work is on the right track.
- (iii) To develop and enhance the presentation and communication skills of the researchers/faculty of BIGM.
- (iv) To share knowledge through different approaches of research and recent developments thereon.
- (v) To learn and keep BIGM members updated on the constantly evolving art of effective and efficient presentation.

2.0 Guidelines:

- (a) Original and breakthrough research/papers are encouraged to be presented. The lead researcher will present the paper that they have conducted.

- (b) The preliminary findings of ongoing research may be presented. Presentation on already accepted or published papers is discouraged.
- (c) One can share a new/cutting-edge method of analysis they have recently learned. Every researcher should have the intention to disseminate new methodologies of research.
- (d) Presentation should be brief and within the time limit, so insightful discussion can be conducted. Time for presentation should be limited to 30/40 minutes and the remaining session time (20/30 minutes approximately) will be allocated for open discussion.
- (e) A uniform format of presentation slides will be used. Contents of the presentation format will be as follows:

- (i) What is the Research Problem/Hypothesis/Question?
- (ii) Why is the problem or research question important or why is it pertinent?
- (iii) Review of literature (emphasis should be given on the latest work in the related field, mentioning about core paper/lead paper that has been followed).
- (iv) Theoretical/Conceptual framework.
- (v) Contribution of the study.
- (vi) What sorts of data are used/will be used/required, data definition, and source(s) of data.
- (vii) Methodology (Mathematical/Statistical/techniques or tools) used/proposed.
- (viii) Initial findings/probable findings/study findings (establishing link with the research hypothesis/question).
- (ix) Limitations of the study.
- (x) Further research scope.

- (f) Some basic formatting features should be maintained in the presentation slides, such as the use of bullet points instead of full sentences, use of various tools to focus on a particular issue/point, providing slide numbers, visible font size (not less than 18 pt), etc.
- (g) Individuals may share seminal published work of renowned persons (op-eds/scientific documents, etc.) for a general/critical discussion in the areas of national/global importance (economic, policy related, governance, development, etc.)
- (h) Collaborative work is encouraged, where the first author is a BIGM researcher. Guest/collaborative researchers may be invited to attend the seminar as participants only.
- (i) Each researcher should present at least once every quarter.
- (j) The BIGM faculty/officials, apart from the research team, may also present their scholarly articles or findings in the in-house seminar.
- (k) Expected decorum from seminar participants:

- (i) Everyone should show respect for others, e.g., attack issues not persons.
- (ii) Participants must request for or raise their hand for a turn to speak and be respectful, whether as a chair, a presenter or a participant.

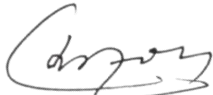
- (iii) The chair must be given the freedom to run the seminar according to their plan throughout the session.
- (iv) Speakers are free to voice their own opinions with the permission of the chair.
- (v) All members of the Research Wing are encouraged to participate in the discussion to provide value to the research.

1. This guideline will be treated as an integral part of the research policy of BIGM.


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