

Nepal Administrative Staff College
Research Guideline, 2013 (Revised 2017)

Whereas to promote research activities by enhancing research capacity of officials of Nepal Administrative Staff College (NASC), develop research culture and improve training qualities with evidence based research; and contribute in knowledge management,

Now, therefore, '**Research Guideline 2013**' (revised 2017) has been prepared benefiting from research guideline prepared on November 1996 and enacted hereafter.

1. Preliminary

- (1) This guideline is applicable to research activities carried out through NASC regular budget and coordinated by Research and Consulting Services Department (RCSD), Centre for Research and Development.
- (2) The provisions in the guidelines are mandatory to the extent of its coverage and in case of dispute the rights of further clarification shall rest on the Executive Director.
- (3) RCSD will be mainly responsible to implement these guidelines whereas it will be responsibility of all departments, learning groups and Centres to comply with the guidelines and coordinate with RCSD for implementation of this guideline.

2. Objectives

The objectives of Research Guidelines, 2013 (revised 2017) are to:

- (1) Strengthen research capacity of NASC professionals and encourage them to undertake research;
- (2) Promote research culture and develop institutional capacity of NASC to undertake research projects;
- (3) Develop NASC as a reputed research based institution and provide research based policy inputs to the Government of Nepal as think tank; and
- (4) Improve quality of training and development activities of NASC with research based findings

3. Research Areas

3.1 Being a leading capacity building institution of public sector, NASC needs focus on applied research activities that expand knowledge base required to support policy making, decision making, and service delivery of GoN and public organizations to improve governance system of the country. The following broader research areas are outlined for conducting research activities among others.

- Organization management and administration
- Public policy

- Development management
- Governance and public service delivery
- Economics and public finance
- Training and development
- Information and communication technology

3.2 These areas shall also cover underlying systems, processes, practices, contemporary issues and relevant subthemes that are in priority of the Government and other public sector institution.

4. Research Category

4.1 For the purpose of this guideline, research is classified into three categories.

Type I: Case studies with limited objectives and that can be used as training tool or provide basis for further research.

Type II: Small research projects backed by general conceptual framework and appropriate methodology and analysis plan.

Type III: Full research having research questions/hypothesis and followed by strong theoretical framework with appropriate methodology and analysis plan. Forty working days will be allocated for this type of research.

5. Research Committee

5.1 In order to facilitate and evaluate the research projects a Research Committee shall be formed as follows.

Head, Research and Consulting Services Department	Chairperson
Management Scholar	Member
Development Scholar	Member
Research Scholar	Member
Centre Chief, Centre for Research and Development	Member Secretary

5.2 Nomination of Research Committee Members shall be made by the Executive Director, NASC for the tenure of two years.

5.3 The nominated Research Committee Members should have PhD degree in related area and demonstrated research activities.

5.4 Nominated Research Committee members are entitled to receive meeting allowance as decided by the Executive Director.

5.5 Research Committee shall perform functions at outlined in the *Annex I*.

6. Research Process

The RCSD shall conduct and coordinate research in two modalities- annual research plan and research from internal competition.

6.1 Annual Research Plan

All Departments or centers can conduct research (as mentioned in annual programme) involving professional members of the department. The respective department or centres shall develop a research proposal and shall be approved by Research Committee followed by Training, Consultancy and Research Committee (TCRC). In such research project the department and centers can involve relevant professionals from other departments/groups. NASC economic regulations will attract for this type of research. This type of research may include training need assessment, impact evaluation of training or research in any other relevant areas of administration, management, governance, development and public policy.

6.2 Internal Competition

In order to encourage and provide opportunities to NASC faculties for developing research capacity and participating in research projects, following procedures shall be applied:

- (1) The RCSD shall call for research proposals from NASC officials on different categories as mentioned in Section 4.
- (2) Interested NASC faculties/officials shall apply (individual or joint) in response to the call made by the RCSD in a prescribed format as suggested in ANNEX I.
- (3) The RCSD shall collect all proposals and forward to Research Committee for evaluation based on the evaluation criteria mentioned in Section 6.3 and 6.4. The Research Committee can modify the evaluation criteria for ensuring research standard if necessary.
- (4) The Research Committee shall recommend to RCSD with evaluation result for further processing.
- (5) The Research Committee shall award the research on a merit basis within given quota. In case, more than one proposal receives equal score, preference shall be given to the new applicant.
- (6) The Center Chief of Centre for Research and Development shall make a contract with the awardee.
- (7) An individual can apply to more than one research category. But, if recommended in more than one category, shall be awarded only one research project based on the applicant's preference.

6.3 Proposal Selection Criteria

Type I

S.N.	Components	Marks	Specification
1	Title, objective, relevancy, case-selection, methods	80	Title being concise, precise and covering Case selected in pertinent issue and relevant for NASC and under areas outlined in Section 3 Objectives set clearly with SMART principle, Methods appropriately chosen for collection and analysis of information
2	Work plan and composition of research team	20	Work plan with activity detail, composition of research team including female and junior researcher

Type II and III

S.N.	Components	Marks	Specification
1	Statement of problem, rationale/significance, objectives/purpose	25	Title, research problem, relevancy in NASC functional area, academic and theoretical relevancy, clarity in objectives
2	Literature review	25	Review relevant and currently available literature to research project
3	Methodology	40	Research design, data collection methods, tools and techniques, data management and analysis plan
4	Work plan and composition of research team	10	Work plan with activity detail, composition of research team including female and junior researcher

6.4 Proposal scoring 60 and above will be considered for the further presentation. Final list of awardee shall be prepared following the presentation. The highest scoring proposal will be awarded not exceeding the available the quota.

6.5 NASC shall provide NRs 3000.00 for evaluation of a research proposal to the evaluator.

6.6 On request of researcher (team), RCSD may provide a mentor (from within or outside NASC) to assist him/her in research work. In case of service from the external mentor is received, remuneration shall be provided as follows:

- (1) Type I - 5,000.00
- (2) Type II - 10,000.00
- (3) Type III - 20,000.00

6.7 The RCSD may call research proposal from external researcher in the area relevant to NASC. In such case, an appropriate modality and terms of reference of research will be developed by the RCSD and approved by Research Committee and followed by TCRC.

7. Evaluation of Research Report

7.1 The final research report will be evaluated using the following process:

- (1) Presentation to Research Committee and NASC faculty meeting
- (2) Evaluation through expert designated by the Research Committee in line with the coherence, objective, methodology, analysis and citation and referencing
- (3) The researcher (team) has to incorporate the suggestions from the expert and resubmit to the Research Committee for final approval.

7.2 In case of evaluation from external scholar, NRs 4000.00 shall be provided for evaluation of a research report.

8. Incentives for Research Work

8.1 Research Grant

- (1) Type I - NRs 30,000.00
- (2) Type II- NRs 60,000.00
- (3) Type III- NRs 120,000.00

8.2 Travel and Daily Allowances

The researcher (team) is entitled to receive travel and daily allowances according to NASC Financial Regulations if their research project is based on field-visit.

8.3 Link with Performance

Research work shall be linked to performance evaluation. Faculty not completing any research work is not entitled to receive marks under research category in their annual performance evaluation. However, this does not restrict evaluation of research conducted outside the scope of this guideline.

8.4 Release of Research Grant

Researcher (team) will receive 40 percent of research grant upon signing the agreement and the rest will be released after approval of the final report.

9. Completion and Cancellation of Research Project

9.1 Completion

- (1) Type I - within two months from the date of signing agreement
- (2) Type II - within four months from the date of signing agreement
- (3) Type III - within six months from the date of signing agreement

9.2 The Research Committee may extend one-month maximum time period (for one time only) upon receiving satisfactory explanation of reason.

9.3 Cancellation

If the researcher (team) fails to submit final report within the stipulated and extended time, the project shall be cancelled. In such case, the grant received shall be reimbursed according to NASC Regulations.

10. Dissemination

The researchers will be encouraged to publish their research work in NASC journal or any other journal and present their research work in conference, workshop and seminar within and outside Nepal. NASC may bear reasonable cost to participate in the conference.

11. Research Ethics

The researcher (team) should follow ethical codes of best practices in conducting research activities. Any form of research misconduct- fabrication, falsification, or plagiarism, including misrepresentation of credentials, in proposing, performing, or reviewing research, or in reporting research results- shall be unacceptable and any proof shall lead to cancellation of the ongoing research project or retrospective. Researcher (team) will be responsible for any legal consequences of the same. NASC will retain right of copyright and the researcher shall acknowledge NASC while disseminating research results in any form.

ANNEX- I

Sample Proposal Format

1. Title Page
2. Table of Content
3. Introduction (Background of study, statement of problem, research questions or hypothesis, objectives, rationale and limitations)
4. Review of Literature
5. Research Methods (Theoretical framework, research design, data sources, study area, sampling, study variables, data collection tools, data management plan)
6. Ethical consideration
7. Study team with role definition
8. Time plan
9. References
10. Annexes – questionnaire or survey instruments, etc.

ANNEX- II

Terms of Reference for Research Committee (Related to Clause 5.5)

The Research Committee shall perform following functions:

1. Define research priority for NASC faculties in line with national issue of public administration, development, governance, public policy and management.
2. Call for research proposal, evaluate and publish final merit and forward to Research and Consulting Services for further processing as per the annual plan.
3. Prepare roster of reviewer for proposal and research report.
4. Review research report and provide mentoring to researcher.
5. Support for developing research capacity of NASC faculties.
6. Ensure implementation of research guideline.

ANNEX- III

Contract Format

Letter of Agreement (LoA)

The Research and Consulting Services Department, Nepal Administrative Staff College (hereinafter referred to as RCSD) and Dr/Mr/Ms..... (Team Leader) of the Research Project entitled “.....” (**Type I/II/III**) entered into agreement to conduct research abided by the Research Guideline 2013 (Revised 2017) and under mentioned provisions.

Terms and Conditions

1. Research project shall be completed within (dd/mm/yy)
2. The RCSD shall facilitate and monitor the researcher (team) for timely completion of the research project. However, it will be the sole responsibility of the researcher (team) to abide with the agreement and accomplish the research within the timeframe with highest standard.
3. The Researcher (team) shall be entitled to receive NRS XXX (In wordsonly) on instalment basis. The payment will be made as follows: 40 percent upon signing the agreement and 60 percent after submission of the final research report.
4. The RCSD shall facilitate to provide on-duty facilities for field visit as per the NASC Financial Regulations and Research Guideline 2013 (Revised 2017).
5. The RCSD shall facilitate to ensure a mentor as and when needed as per the provisions in the Research Guideline 2013 (Revised 2017).
6. The Researcher (team) shall submit monthly progress report to the RCSD.
7. The research project shall be cancelled if the Researcher (team) fails to complete and submit the research report in a given period and extended time period. In this case, the Researcher (team) shall reimburse the grant received as per the Research Guidelines 2013 (Revised 2017) and NASC Financial Regulation.
8. It will responsibility of the Researcher (team) to ensure research ethics and code of conduct and give full efforts to ensure quality of research.
9. Anything not mentioned here in this agreement shall be as per the Research Guidelines 2013 (Revised 2017) and NASC other rules.
10. Any misunderstandings between the parties shall be resolved through dialogues. Research Committee's decision shall be final and irrevocable.

.....
Chief, Centre for Research and Development

.....
Researcher

Date: 207.../.../...