



WORLD UNIVERSITY
O F B A N G L A D E S H

A University for Quality & Utilitarian Education

Recipient of Permanent Recognition

Guidelines for SDGs Projects (Window 3)

RESEARCH AND INNOVATION CENTER (RIC)

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1. Introduction

The Research and Innovation Center (RIC), World University of Bangladesh (WUB), supports SDG Projects under Window 3 to promote practical initiatives that contribute to the United Nations Sustainable Development Goals (SDGs).

The programme encourages faculty members, academic departments, offices, and administrative units to develop and implement projects that address identifiable social, economic, environmental, educational, and institutional challenges.

Projects should demonstrate a clear connection to one or more SDGs, identify specific beneficiaries, establish measurable outcomes, and provide evidence of their impact and potential for long-term sustainability.

2. Objectives

The objectives of the SDG Projects (Window 3) programme are to:

- i. Promote practical SDG implementation across WUB departments, offices, and administrative units.
- ii. Encourage innovation in addressing local and community-level challenges.
- iii. Strengthen stakeholder engagement among faculty members, students, university units, and external beneficiaries.
- iv. Generate measurable impact through verifiable social, economic, environmental, educational, and institutional outcomes.
- v. Strengthen institutional evidence for sustainability reporting, quality assurance, and international SDG-related reporting.
- vi. Support sustainable and scalable initiatives that can be continued, replicated, or expanded after the initial project period.

3. Eligibility and project leadership

3.1 Eligible applicants

The following may submit project proposals, subject to WUB's applicable approval procedures:

- Eligible faculty members of WUB.
- Academic departments.
- University offices.
- Administrative units.

3.2 Designated Team Lead

Every project must appoint a designated Team Lead who will be responsible for:

- Coordinating and implementing project activities.
- Managing the approved budget and financial utilization.
- Maintaining project records and supporting documentation.
- Monitoring progress against the approved objectives and indicators.
- Preparing and submitting progress updates and the final project report.

The Team Lead should ensure that all project activities comply with the approved proposal, implementation schedule, budget, and relevant university requirements.

4. Eligible SDG areas and project priorities

Each proposal must identify its primary and secondary SDG Goal(s), together with the specific SDG Target(s) that the project intends to address. The official call identifies the following priority areas.

Priority area	Relevant SDGs
Social and economic well-being	SDG 1: No Poverty; SDG 2: Zero Hunger; SDG 3: Good Health and Well-being; SDG 8: Decent Work and Economic Growth; SDG 10: Reduced Inequalities
Education and inclusion	SDG 4: Quality Education; SDG 5: Gender Equality; SDG 16: Peace, Justice and Strong Institutions
Environment and natural systems	SDG 6: Clean Water and Sanitation; SDG 7: Affordable and Clean Energy; SDG 13: Climate Action; SDG 14: Life Below Water; SDG 15: Life on Land
Infrastructure and global goals	SDG 9: Industry, Innovation and Infrastructure; SDG 11: Sustainable Cities and Communities; SDG 12: Responsible Consumption and Production; SDG 17: Partnerships for the Goals

Projects should address a clearly defined problem and explain how their proposed activities will contribute to the selected SDG targets. Applicants should avoid merely mentioning SDGs without demonstrating a credible connection between the proposed activities and intended outcomes.

5. Project proposal preparation requirements

A complete proposal should contain the following components.

5.1 Project title and reference number

Provide a concise, informative project title that reflects the project's purpose, target beneficiaries, and intended impact. Include the project reference number as required by the application template.

5.2 Lead department/unit and project team

Identify the responsible department, office, or administrative unit. Provide the full list of project team members and clearly identify the designated Team Lead.

5.3 SDG alignment

Specify the primary SDG, any relevant secondary SDGs, and the corresponding SDG targets. Explain the relationship between the project activities and the selected targets.

5.4 Background, problem statement, and rationale

Explain:

- The problem or sustainability challenge being addressed.
- The location, institution, or community affected.
- Available evidence establishing the nature and significance of the problem.
- Existing interventions or practices and their limitations.
- Why the proposed project is necessary and appropriate.

5.5 Objectives and target beneficiaries

State one general objective and a set of specific, achievable objectives. Identify the intended beneficiaries and estimate their numbers where feasible.

Describe how the beneficiaries will be selected, engaged, and supported. Where relevant, explain how the project will include underserved or vulnerable groups.

5.6 Activities, timeline, and expected results

List the main activities in a logical sequence, with implementation dates and responsible persons or units.

Clearly distinguish between:

- Activities: What the team will do.
- Outputs: Immediate, countable deliverables.
- Outcomes: Changes resulting from the activities.
- Long-term impact: The broader sustainability benefit to which the project contributes.

5.7 Key Performance Indicators (KPIs) and monitoring

Establish indicators that allow the team to measure progress and verify results. Include a monitoring and evaluation (M&E) plan that explains how data will be collected, analyzed, and reported.

5.8 Detailed budget and justification

Provide an activity-based budget that links each proposed expenditure to a specific project activity or deliverable. Explain the basis for each cost and identify the supporting documentation that will be maintained.

The official webpage does not specify a universal funding ceiling for Window 3. Applicants should therefore use the official submission template and applicable RIC instructions to establish the permissible budget.

5.9 Sustainability plan

Explain how the project results will be maintained after the implementation period. Identify potential institutional ownership, future resources, stakeholder commitments, and opportunities for replication or expansion.

Where applicable, attach supporting evidence for proposed partnerships, resource commitments, or continuation arrangements.

6. Implementation and monitoring requirements

Approved teams must implement their projects according to the approved scope, timeline, budget, and objectives. Project documentation should be maintained throughout implementation rather than prepared only at the end.

The following evidence should be collected as relevant to the project.

- Photographs and videos
- High-resolution visual documentation of project activities, events, implementation milestones, and results.
- Attendance and beneficiary records
- Signed attendance sheets, participant lists, beneficiary records, and other relevant logs.
- Assessment and survey results
- Baseline and endline surveys, assessment results, analytical summaries, and evidence of changes in the selected KPIs.
- Financial documentation
- Original receipts, expenditure records, financial utilization statements, and relevant supporting documents.
- Media and communication materials
- Media releases, publications, communication materials, and records of project dissemination, where applicable.

Project teams are also expected to participate in WUB's institutional monitoring framework and provide progress updates, KPI achievement records, financial utilization statements, and a comprehensive final report.

7. Submission procedure

Applicants should follow the steps below to prepare and submit a proposal.

- i. Review the official guidelines. Read the SDG Projects 2026 requirements and confirm eligibility and institutional approval procedures.
- ii. Complete the standard template. Fill in the required project information, objectives, SDG alignment, beneficiaries, activities, and expected results.
- iii. Prepare supporting documents. Include the activity-based budget, implementation schedule, KPI and M&E plan, sustainability plan, and relevant supporting evidence.
- iv. Submit through the designated WUB portal. Upload the complete proposal package in accordance with the announced submission requirements.
- v. Participate in review and approval. Follow the applicable presentation, committee review, and administrative approval procedures.

These steps are based on the official WUB submission process.

8. Implementation schedule and reporting deadlines

The official webpage provides the following schedule for the 2026 cycle.

Milestone	Date
Proposal presentation sessions	21, 22 and 24 August 2026
Project selection and approval	29 August 2026
Implementation period	1 September–31 October 2026
First-phase funding: 50% of approved budget	21 September 2026
SDG project progress review meeting	10 October 2026
Submission of 50% progress report	15 October 2026
Second-phase fund release	15 October 2026
Final report and supporting evidence	31 October 2026

Schedule note: As of 24 October 2026, the presentation, approval, progress-review, and progress-report milestones listed above have passed. The final-report deadline is 31 October 2026. Teams should verify any revised dates or project-specific instructions directly with RIC.

9. Financial management and accountability

All approved funds must be used for the project activities and expenditures authorized under the approved proposal.

Project teams should:

- Maintain accurate financial records and original receipts.
- Track expenditure against the approved budget.
- Retain supporting documents for all reported costs.

- Document project activities and deliverables against approved milestones.
- Submit financial utilization information and progress reports as required by RIC.
- Ensure that reported outputs and outcomes are supported by verifiable evidence.

The webpage identifies two funding phases: 50% of the approved budget in the first phase and a further release scheduled for 15 October 2026. The detailed terms governing the second release should be confirmed with RIC, as the webpage does not fully specify its conditions.

10. Final project report

Each approved project team must submit a comprehensive final report with supporting evidence by the applicable deadline.

The report should be organized around the following sections:

- i. Project title, reference number, lead department/unit, and Team Lead.
- ii. Executive summary and project rationale.
- iii. Objectives and targeted SDG Goals and Targets.
- iv. Target beneficiaries and actual participation.
- v. Activities completed against the approved work plan.
- vi. Outputs, outcomes, and KPI achievement.
- vii. Monitoring and evaluation findings, including baseline/endline comparisons where applicable.
- viii. Budget utilization and supporting financial documentation.
- ix. Photographs, attendance records, surveys, and other evidence.
- x. Challenges, lessons learned, and recommendations.
- xi. Sustainability and potential for replication or expansion.
- xii. Supporting annexes and relevant dissemination materials.

The report should distinguish planned results from actual achievements, explain any deviations from the approved plan, and provide credible evidence for reported outcomes.

11. Final compliance checklist

Use this checklist before submitting the proposal or closing the project.

Project readiness checklist (✓)

- ☐ Project title, reference number, and responsible unit are complete
- ☐ Team Lead and all team members are identified
- ☐ Primary and secondary SDGs and specific targets are stated
- ☐ Problem statement, rationale, and objectives are clearly defined

- [] Target beneficiaries are identified
- [] Activities, timeline, and responsibilities are specified
- [] KPIs and monitoring and evaluation plan are included
- [] Activity-based budget and justifications are complete
- [] Sustainability plan and supporting evidence are included
- [] Photographs, attendance records, assessments, and financial records are maintained as applicable
- [] Progress reports and final report meet RIC requirements