

UNIVERSITY OF SRI JAYEWARDENEPURA

GUIDELINES FOR THE AWARD OF RESEARCH GRANTS

1. GENERAL

- 1.1 The objective of making available research grants is to encourage the Members of the Academic Staff to do original research in their respective fields of study contributing to the enhancement of knowledge of the subject field.
- 1.2 Priority will be given for proposals involving applied research however applications for grants for proposals involving basic research will be considered under special circumstances on their own merits subject to availability of funds.
- 1.3 Proposed project should be of benefit to the Country.
- 1.4 It should be a research which has not been carried out by any other researcher.
- 1.5 The research topic should pertain to Sri Lanka.
- 1.6 It should not involve travel outside Sri Lanka.
- 1.7 It should not concern itself solely in the reproduction of models replicas copies or specimen, artifacts etc. or in the collection of such specimen artifacts etc.
- 1.8 Research grant will not be allocated for the preparation of any course outline, material, lessons or developing teaching methodologies for students in the University. It should not be confined to the preparation of a program system or a soft ware package.
- 1.9 The period for completion should not exceed three years from the date of signing the agreement.
- 1.10 Research grants will not be given for editing or publishing books and monographs etc.
- 1.11 If the Research Council feels that the cost of particular project is high and unreasonable even though the project proposal deserves consideration the Council may request the proposer to revise the cost component and resubmit the estimate.
- 1.12 Detailed justification on the research question or hypothesis to be addressed. The length of this section should not exceed two pages with times new roman, 12 pt, 1.5 spacing

- 1.13 Give the current status of research in the field and a description of scientific questions based on an overview at a national and an international level, backed by key bibliographical references. Maximum two pages 12 pt Times new Roman 1.5 spacing
- 1.14 Give a chronology of all projected operations with time estimation in months. A bar diagram with months on the ordinate axis will be essential (*Gantt Chart*).

2. Eligibility to Receive Grants

- 2.1 All confirmed permanent Members of the Academic Staff including the professionally qualified staff of the Library are eligible to apply.
- 2.2 No one who has already obtained a grant for a research will be eligible to receive another grant until the completion of the project.
- 2.3 No applications will be entertained from those whose grants have been cancelled or for non compliance of the grant, for five years.

3. Submission of Proposals

- 3.1 All applications for grants should be submitted in triplicate on the prescribed form.**
- 3.2 Applications should be type written.
- 3.3 When an application for a research grant is submitted jointly by more than one person, one of them should be named as the principal investigator/ researcher as he/ she is responsible for carrying out the project.
- 3.4 All applications must be submitted through the Head of the Department and the Dean of the relevant Faculty.
- 3.5 All applications should reach the office of the Deputy Registrar/ Academic on or before the specified date.
- 3.6 In addition to the general estimate of expenditure in the application form, a detailed statement of expenditure in a separate sheet should be submitted in triplicate. This statement should include details of equipment and material etc. to be purchased.

4. Evaluation of Proposals

- 4.1 The Research Council has the discretion to accept reject, or refer to an expert or Committee of experts to evaluate the project proposal before acceptance.

- 4.2 The Council may also require further clarification in writing or verbally at an interview on any matter that lacks clarity or needs further clarification.
- 4.3 The Council will not approve grants for continuation of previous projects unless a strong case is made justifying the need and proof submitted that it is a sequel to the earlier project and that the findings of the earlier project necessitated the new project.
- 4.4 Applications for enhancement of grants for projects in progress will require strong supportive evidence to justify the increase.
- 4.5 The Research Council should give reasons for rejection of an application for a research grant and should communicate such reasons to the application.

5. Payment of Grants

- 5.1 Grant shall be paid in four installments as follows:
 - I. 30% of the grant approved to be paid as an advance to commence the project.
 - II. 30% to be paid after the advance payment has been accounted for by submission of bills, and the submission of quarterly and semiannual progress reports.
 - III. 25% to be paid after the advance payment has been accounted for by submission of bills, and the submission of quarterly half yearly progress reports.
 - IV. Balance 15% after acceptance of the final report by the research Council on the recommendation of an expert/ Committee of experts.
- 5.2 All applications for advance except the first have to be supported by bills, receipts etc. and be accompanied by a duly perfected voucher and recommended by the Head of Department & Dean.

6. General Conditions Applicable to Grants

- 6.1 Funds will be released only after the applicant enters in to an agreement with the University; undertaking the project on terms and conditions stipulated.
- 6.2 All financial transactions of the grantee in respect of the project shall be in accordance with financial regulation of the University.

All purchases shall also be in accordance with the relevant University regulations.

All equipment purchased from the research grant shall be the property of University.

Grantees should submit in triplicate a detailed progress report once in every six months (more than one year duration) and interim reports every three months (less than one year duration) on the prescribed format a copy of which is attached. Failure to submit such reports will lead to suspension/ cancellation of the grant.

The final report should be typed using double space on A4 size paper and properly bound. It should be in publishable form and three copies produced in the same manner should be submitted. All illustration maps, diagrams and graphs should be clearly drawn to enable reproduction.

Any grantee applying for an extension of the period will have to support such application with evidence as to the causes/ reasons for the delay.

- 6.8 Any grantee proposing leave the Country on leave should settle all outstanding advances, and refund any unspent monies and request the suspension of the grant before leaving the Country. Failure to do so will result in the cancellation of the grant and recovery of the monies paid.

7. Suspension or Cancellation of Grants

- 7.1 The award is liable to cancellation for any breach of the conditions of the agreement.
- 7.2 In the event of a cancellation the monies already paid have to be refunded except the expenses incurred for the purchase of equipment already inventoried.
- 7.3 Refund of any monies due to the University shall be made in one installment unless otherwise permitted by the Council.
- 7.4 Otherwise permitted by the University Council.