

My Number: RP/02

Research and Publication Division
University of Kelaniya

.....

Professor

Dear Sir/Madam,

Grant Awarding Letter

Title:

.....
.....
.....

I am pleased to inform you that the application dated submitted by you together with co-investigators (..... &.....) in order to conduct a research on the aforesaid title was approved by the Research and Publications Committee held onbearing the no..... Accordingly, awarding an amount of LKR.to you was subject to approval of the Senate and Council. Since this is a blanket approval, only 25% of the total grant amount can be released. The rest of the grant fund would be released after formal Council approval as well as the settlement of the above cash advance of 25%.

Please consider RP..... as the reference number of your research project. Mentioning this number during the tasks related to documentation and accounting is compulsory.

01. This research grant shall be awarded subject the conditions set out herein.
 - i. You are given a period ofto conduct this research.
 - ii. Before receiving the grant, you are required to enter into an agreement with the University of Kelaniya. The date of signing the agreement shall be deemed as the date of commencement of the research project. The Agreement shall be

signed within a period of 14 days from the date mentioned in this letter. If you fail to do so, this grant will be made null and void. Provided however, this period may be extended upon an acceptable reason.

- iii. You shall not use this grant for any purpose other than the relevant research project. Purchases with regard to the research shall be made in terms of the financial regulations of the university.
- iv. Requests for the procurement of equipment or consumables shall be submitted to the Research and Publication Division through the Head of the Department with the recommendation of the Dean.
- v. 25% of the sanctioned amount is available for one instalment. However, on special occasions (for instance, when the amount of 25% is not adequate to purchase any item of equipment or a chemical), paying a sum of 50% of the sanctioned amount or the total amount may be considered upon the recommendations of the Head of the Department and the Dean. Having received the first instalment for the research, relevant progress reports shall be duly submitted in accordance with the due time periods when requesting the next instalments.
- vi. Research Assistants cannot be hired under this grant. Payments due for data collection and the services of technicians may be made on daily basis. Such allowances shall be within the approved limits.
- vii. All expenses relevant to the research project (including travel expenses, subsistence allowances) shall be borne by the allocated funds. For instance, if a vehicle of the university is used for this purpose, expenses shall be deducted from the approved grant.
- viii. If any instrument or equipment is purchased by means of this grant, it shall be entered in the inventory book of the department since such will be a property of your department.
- ix. The maximum amount provided for one research project is Rs. 300,000.00 – Rs. 500,000.00 However, subsequent to the evaluation of the progress of the project, an additional budget relevant to an extension of the research project may be considered.
- x. It is expected that books, journals, microfilms, and slides purchased for research work shall be handed over to the relevant Department or the Library at the end of the research, for general use. If chemicals purchased for research work in

laboratories are in excess, such chemicals shall be handed over to the relevant department.

- xi. Progress reports on research work shall be submitted once every six months in the prescribed format. If the progress reports are not submitted on time, provision of payments will be suspended accordingly.
- xii. After the agreement has been signed, if you are unable to handle the grant (technically and/ or administratively) for a period of 6 months or more, you are expected to nominate another senior academic to continue handling the grant.
- xiii. If you have to deviate from the proposed action plan for reasons beyond your control, you are required to report such changes with adequate justifications and proposed alternative measures.
- xiv. You are required to complete the research project during the specified time period. Any extension of the grant period requires approval of the facts under no. 04 of the format of the progress report, and shall be forwarded with acceptable reasons, through the Head of the Department and the Dean of the Faculty.
- xv. The duration of your research grant may be extended on your request for periods of 6 - 12 months at a time, subject to the following limits:

Duration specified in grant application	Maximum period with extension
1 year	2 years
2 years	4 years
3 years	5 years

- xvi. Even if one or more of the objectives stated in the original research project proposal has not been achieved by completion of the final date of extension, you are nevertheless required to submit a Final Report on the work done, together with a final statement of accounts, within 3 months of the last date of extension,
- xvii. (a) the Project report finally prepared relevant to this project shall clearly be typed or photocopied and be submitted to the Research and Publication Division with three copies. Paper used for typing shall be in A4 (210x297mm) size and preparing the original copy with soft bound is sufficient. Copies of the revised

final report prepared subsequent to the evaluation shall be prepared with a hardcover (Rexin or Leather bound). When typing the report, a space of 3cm from left and a space of 1.5cm from right shall be kept. When typing, the space between the lines shall be 1 ½ pt or 2 pt. If is sufficient to keep a single space among the lines if the quote is a text. Font size shall be 12pt. For the reports prepared in Sinhala, “Abhaya” or any other suitable font, and for the reports prepared in English, font Times New Roman shall be used.

(b) You are required to acknowledge the University Research Grant along with the grant number when publishing the article based on the research project.

(c) A softcopy of the final report shall also be submitted in PDF format.

(d) If there is adequate evidence of publication of findings from this research grant as a full paper in a peer-reviewed journal, it is not necessary to submit a final report. In this case, you have to submit a report of publications according to the format recommended by Research and Publication Committee and Senate.

xviii. (a) Subsequent to the submission of the final research report to the Research and Publication Committee, an evaluator will be appointed in accordance with the decision of the Committee to evaluate it upon the recommendation of the Head of the Department or the Dean or when deemed required by the said Committee. As far as possible, attempts are made to employ the evaluator who evaluated the research project proposal to evaluate the final report. After the evaluation, the revised final report shall be submitted to the Research and Publication Division along with the recommendations of the Head of the Department and the Dean, and one copy from it will be issued to the library and another certified copy to the relevant department and to the applicant.

(b) A softcopy of the revised final report shall also be submitted in PDF format.

xix. You are required to present your findings from this research project, during the period of the grant, at any peer-reviewed research conference where the abstract or full paper is published. You will be considered ineligible for any further research grants from the University of Kelaniya until publication of the research abstract.

- xx. If you are the recipient of a research grant worth LKR 300,000/- to LKR 500,000/-, you are required to publish your findings as a full paper in a reputed, peer-reviewed journal, within five years of completion of the grant. You will be considered ineligible for any further research grants from the University of Kelaniya until publication of the full paper.
- xxi. Research reports based on the research project are also encouraged to be presented in the annual academic sessions of the university.
02. Every year, the best researcher from among those who have completed their research projects from University Research Grants during the year under consideration, will be selected for the Vice-Chancellor's awards and considering the number of research abstracts and research publications published and the Impact Factor of the journals in which those research publications have been published, and the said Lecturer will be awarded the Vice-Chancellor's awards.
03. Please find enclosed herewith three copies of the relevant agreement, a copy of the relevant format for submission of progress reports and final reports, and a copy of the format for requests to extend the period of research. Please sign all three copies of the agreement and return them to me within the next two weeks.

Yours faithfully

Deputy Registrar (Acting)
Research and Publication Division

- Copies:-
1. Dean/ relevant Faculty
 2. Head/ relevant Department
 3. Bursar
 4. Deputy Registrar/ Academic Establishment
 5. Deputy Bursar/ Payment Division
 6. Deputy Internal Auditor