

## Guidelines to apply for University Research Grants

1. The eligibility to apply for the Research Grants of the University of Kelaniya are as follows.

Staff	Duration	
	Lower ceiling	Upper ceiling
Probationary lecturers	6 months	Up to 3 years or up to the end of the probationary time period
Permanent lecturers	6 months	3 years

In the case of a budget of LKR 300,000 – 500,000/-, an amount of 300,000/- will be recommended initially and the rest will be awarded based on progress. Satisfactory progress towards achieving the objectives, KPIs defined in the research plan.

2. Research grants may be given for multidisciplinary research/ trans disciplinary/ basic applied/ industry oriented/ social benefit research.
3. All applications for research grants from the university must be made on the prescribed form available from Research and Publication division of the University.
4. The PI should possess a postgraduate degree and be able to show evidence of continuing research. If the PI is a probationary lecturer without a postgraduate degree, he or she should nominate a supervisor who is also a permanent academic staff member, senior lecturer 11 or above’.
5. Research applications and proposals submitted for the research projects less than the limit of Rs. 300,000/- will be forwarded to an examiner nominated by the Faculty Board for evaluation, and the research applications and proposals submitted for the research projects of Rs. 300,000.00 or more than Rs. 300,000.00 will be forwarded to an external examiner nominated by the Research and Publication Committee.
6. The principle investigator is responsible for all technical and administrative work referred to in the project proposal.
7. When an application is approved, a formal agreement should be signed between the University of Kelaniya and the principle investigator.
9. Principal Investigator is liable to nominate another Principal Investigator. However, in case the Principal Investigator does not take action to nominate another Principal Investigator to update the agreement, they should at least provide a contact person to communicate during their absence.

10. If as researcher has to deviate from the proposed action plan, due to reasons beyond the control of the PI, s/he should report with adequate justifications and proposed remedial action. Failure to carry out research has to be reported immediately without waiting for expiry of period to R & P should take appropriate action.

11. The upper limit for granting extensions are as follows.

Research duration	Upper ceiling for extensions
1 year	2 years
2 years	4 years
3 years	5 years

12. Extensions may be granted for periods of 6 months or one year.

13. Failure to carry out research has to be reported immediately without waiting for expiry of period to R&P committee. There upon R&P should take appropriate action.

14. A period of 3 months from the end date of research will be allowed to complete the final report and settle financial dues.

However, only the expenses related to printing of final report or publications are allowed to be made after the expected date of completion.

15. The principal investigator must submit the final report according to the prescribed format, and settle all financial accounts/advances within 3 months of the completion of research. The end date as per the agreement should be taken as the date for completion of the research project.

16. 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.

17. The PI must obtain necessary ethical clearance for the study, if required.

18. The PI must comply with the national guidelines and regulations, pertaining to ownership, intellectual property, plagiarism and best practices of publishing research findings.

19. Each grant will be monitored twice a year for financial and physical progress. The principal investigator must submit half yearly progress reports regularly according to the prescribed format. Every half year progress report must be submitted within the next one-month period.

When the proposed duration of research is less than 6 months, the PI may straightway submit the final report at the end of the research period.

20. If there is adequate publication evidence of full paper publication in peer reviewed Journal, they don't need to submit a final report.

21. At the end of the research work with an expenditure of Rs. 300,000.00 or more than Rs. 300,000.00, having a Full Paper Publication published in a reputed Journal within 5 years is compulsory.
22. Recipients of Research grants from the University of Kelaniya are expected to present their research findings at a forum recommended by the Research & Publications committee. Research and Publications committee may recommend an appropriate structure for the delivery of such presentations.
23. When a research project is not completed successfully within the approved duration, the research agreement is considered to be violated. The fund received for the research by the researcher will be surcharged along with an interest of 15% of the amount. However, if a PI claims that the inability to complete the project during the approved period is beyond the control of the PI, the Research & Publications Committee may appoint a subcommittee comprising of three senior academics to inquire into the matter and recommend their decision.
24. The researchers who violated the research agreement will not be considered for another research grant for a period of 03 years.
25. Once the research and publication committee accept the final report of the research project, it will be considered as completed research work.