

Guidelines for Providing Research Grants Uva Wellassa University of Sri Lanka

1. Objective

To initiate, facilitate and support basic and applied scientific research conducted by the academia of Uva Wellassa University focusing on value addition to the national resources to contribute to the economic development of Sri Lanka.

2. Eligibility

- a) Only members of the permanent Academic/Administrative staff of the University shall be eligible to apply for University funded Research Grants.
- b) Each staff member shall be entitled to only one grant at a time as the Principal Investigator (PI) or Chief Investigator (CI). However, a staff member who has obtained a University funded Research Grant and is the PI may in addition function as a Collaborator in another Research Project/s funded by the University.
- c) If an applicant in a particular Department of study wishes to conduct a collaborative study with a member from another Department in the University, both Heads of Departments shall recommend the application for the relevant Research Grant. However, all equipment purchased under the grant shall be taken into the inventory of the Department to which the Principal Investigator belongs.
- d) The expected contribution of each collaborator should be indicated in the application of the research grant, as appropriate.

3. Duration of Research Grants

Applications for 1-year and 2-years Research Grants shall be awarded for a period of one and two calendar year(s), respectively. However, if the grant is applied and obtained for a Research Degree, a three (3) year time period shall be considered. Under such condition one year extension shall also be possible depending on the request and the justification/s made. In all other cases, research completion time may be extended on the request of the grantee, under exceptional circumstances for a reasonable period of time at the discretion of the Research Committee, without additional funding.

Applications for 2-years and 3-years Research Projects shall be considered in the first instance for the first year of the grant. Upon the progress made in the first year, the grants will be released for the 2nd year, and then to the 3rd year, respectively. If the progress is not up to the satisfactory level of the Research Committee, no assurance will be given for the 2nd and 3rd years of the Research Grant.

4. Budget Coverage

Maximum of Rs. 500,000.00 per year will be awarded for an approved budget excluding allocations for Research Personnel unless and otherwise decided by the Research Committee. When a Research Assistant (RA) is to be used for the proposed research project, additional Rs. 250,000.00 shall be considered in the budget and under such situations the maximum award granted per year shall be Rs. 750,000.00. However,

provision of RA and such additional money shall be considered only for the projects leading to a Research Degree.

A detailed breakdown of the budget shall have to be provided according to the format specified by the Research Committee. Grants for different sections of the budget shall be given according to the following guidelines.

- Equipment cost should not be more than 50% of the total estimated budget
- Consumables
- Allowance for Research Assistant (Maximum Rs. 250,000.00 per year)
- Travel (local only)
- Publication cost (maximum Rs. 100,000)
- The funds for Miscellaneous should not exceed 10% of the total cost of the project.

5. Priorities

Following broader scopes will be encouraged and in particular the circulars issued in this regard by the University Grant Commission (UGC) will be given the priority.

- Value addition
- Multidisciplinary research towards socio-economic development of the country
- Development of private-public partnerships

The outcome of the proposed study shall be able to be published or patented.

Publications facilitated by the grant should acknowledge the Uva Wellassa University for providing the grant. Following statement shall be suggested to be included in the acknowledgement by adapting the changes as appropriate (i.e. year and the grant number):

“This research was funded by the Grant No: UWU/RG/2017/01 of Uva Wellassa University of Sri Lanka and the authors gratefully acknowledge the funding and other services provided by the University”.

6. Application Procedure

Applications for grants will be entertained in order to meet the following deadline.

- Proposal Submission – On or before November 01, 2017

7. Evaluation Procedure

- a) The selected applications shall be sent to two Reviewers for evaluation. If the budget exceeds Rs. 500,000.00 and the expertise are not present in the University related to a particular research activity, outside Reviewers shall be consulted.
- b) Based on the evaluation reports submitted by the two Reviewers, the Research Committee shall make a collective recommendation for funding, not funding or for revising the applications.
- c) The applicant may be invited to make a presentation on the proposed project if required.
- d) The recommendations of Research Committee shall be forwarded to the Vice Chancellor for the final approval.

- e) The applicants whose applications have not been approved for funding shall be informed.
- f) The 'Award Letter' and the 'Contractual Agreement' shall be sent to the applicants whose research proposals have been approved.
- g) After the completion of the 'Contractual Agreement', the 1st year allocation, except the funds for Research Assistant (if applicable), shall be made available to the Principal Investigator.
- h) Funds for the 2nd year (and 3rd year) shall be made available subject to the satisfactory progress.
- i) Settlement of the advance payments of the grants should be carried out in accordance with the financial regulations of the Uva Wellassa University of Sri Lanka.

8. Progress Reports

Biannual Progress Reports, according to the format given by the Research Committee, should be submitted through the Head of the Department/Unit and Dean of the Faculty, as relevant, for the evaluation by the Research Committee until the completion of the grant period.

Irrespective of the date of commencement of the project, the progress reports should be submitted by the 1st June and the 1st December every year by the grantees. The Research Committee shall call the grantee for a presentation on the progress (annually), as required, for projects that run for two years and three years. However, the grantee should be prepared to provide or present the progress at any time if requested by the Research Committee.

A comprehensive Final Report according to the format provided by the Research Committee should be submitted within 03 months from the date of completion of project period.

9. Ethical Clearance

Ethical clearance certificates of the study (if required) should be submitted to the, "Ethics Review Committee" of Uva Wellassa University with or prior to the submission of the first progress report.

10. Termination of Grants

All projects shall be subject to termination unless a satisfactory progress is achieved by the grantees. Accordingly, any project can be terminated after 6 months from the last progress made by the grantee upon the decision taken by the Research Committee based on Either one or a few of the following reasons.

- Unsatisfactory progress
- Unavailability of PI/CI and/or collaborator(s)
- Exceeding the duration of the project without having a proper approval from the Research Committee
- Non-compliance with the Research Guidelines

- Any other reason/s as identified by the Research Committee

If the grantee fails at two or more times in his/her grants obtained as PI/CI, no more grants (as PI/CI) shall be given to him/her from the University Research Funds.