

Eligibility Criteria for Research Allowance Uva Wellassa University of Sri Lanka

Following key considerations have been recognised for granting the Research Allowance for suitable applicants with respect to the relevant year shall claim for, as per the Management Service Circular No. 45 & 02/2014 and Higher Education Circular No. 01/2011. Certain additional considerations are also proposed and recommended given their importance in contribution to Research and Creative Work.

- (a) Indexed Journal Publication
- (b) Non-indexed Journal Publication
- (c) Research Grants
- (d) Publications in Symposia, Conferences, Technical Sessions, Seminars, Colloquiums, Forums, Workshops, and Congresses
- (e) Scholarly and Creative Work
- (f) Postgraduate Supervision
- (g) Research Proposals
- (h) Patent
- (i) Recognised Awards
- (j) Approved Study Leave for Postgraduate Studies

With respect to each category following elaborations are provided.

- (a) Indexed Journal Publication:** Recognised Index Journals are considered from the categories such as Science Citation Index (SCI), Science Citation Indexed Expanded (SCIE), Social Sciences Citation Index (SSCI), and Art and Humanities Citation Index (AHCI). Special consideration for providing the Research Allowance up to three (03) years time period will be made if such an article is produced as per the Management Service Circular No. 02/2014.
- (b) Non-indexed Journal Publication:** All Non-indexed but refereed journal articles are considered under this category. Special consideration for providing the Research Allowance up to three (02) years time period will be made if such an article is produced as per the Management Service Circular No. 02/2014.
- (c) Research Grants:** A Research Grant obtained from an International Organization/Approved Funding Body in Sri Lanka (Eg. National Research Council (NRC) and National Science Foundation (NSF)) is considered. However, the research expenses should not be incurred from the provisions granted to the University by the Consolidated Fund (Management Service Circular No. 02/2014).
- (d) Publications in Symposia, Conferences, Technical Sessions, Seminars, Colloquiums, Forums, Workshops, and Congresses:** Under this category, abstracts or full papers presented (in either oral or poster form) are considered.
- (e) Scholarly and Creative Work:** Any of the following scientific/academic work completed/produced/published related to the given year: Review Article, Editorial Work, Case Report, Letter to the Editor, Debating Document, Text Book, Research Thesis, Newspaper Article with a Research Background, Keynote Speech/Invited Talk/Memorial Oration, Any Other Creative Work (Eg. Published Drama/Drama

Production Script, Music/Composition of Lyrics/Television and Radio Programmes/Poetry/Short Stories and Novels) acceptable to the Research Committee.

- (f) Postgraduate Supervision:** Engagement in Postgraduate Supervision will be considered in the case where the applicant is recognised as either the Chief Supervisor or a Co Supervisor by the particular Higher Degree Awarding Body, which offers the particular research oriented degree. It is required that cancellation of Supervisory Role (if any) has to be communicated with the Research Committee by the applicant at his/her earliest convenience.
- (g) Research Proposals:** Any Research Proposal submitted aligning with the Management Service Circular No. 02/2014 is considered. However, these proposals should reach the Research Committee before March 01 of the particular year shall claim for.
- (h) Patent:** Any patent received for the year under local or international recognition is considered.
- (i) Recognised Awards:** Any recognised award granted for a research/creative work is considered and this consideration is valid for the year that the award is received.
- (j) Approved Study Leave for Postgraduate Studies:** Completed specific application should be sent to the Research Committee with all relevant information requested to be provided by the applicant.

Application Guidelines

- 1) To be eligible for the Research Allowance for the relevant year the applicant should provide evidence of the most relevant aspect/aspects mentioned in a-j above.
- 2) 'Letter of Request' should be forwarded through Head of the Department/Division/Section/Unit/Center and Dean of the Faculty/Registrar, respectively, with the evidence suits with the category that he/she claims for.
- 3) All requests should reach to the Research Committee and thereafter, the requests recommended by the Research Committee will be subsequently forwarded for the final approval by the Vice Chancellor.
- 4) As regard to 'Section g' above, the interested applicants should submit their Research Proposals on or before March 01 in every year for the consideration by the Research Committee. Further, the applicant should submit a 'Progress Report' with a 'Work Schedule' for the remaining time period in every six (06) months interval. However, irrespective to the time of submission the Progress Reports should reach to the Research Committee by June 01 and December 01 every year.
- 5) Any document/evidence produced should be related to the given year for which the Research Allowance is applied.
- 6) Research Committee has the authority to recommend/not recommend any particular request, which is not recognised as any of the above considerations, from a to j.

- 7) **Staff under Approved Study Leave:** The specific application form (**Application for Research Allowance, Staff Members on Approved Study Leave for Postgraduate Studies**) with requested information and signed by the Post Graduate Supervisor, should be sent to the Research Committee, Uva Wellassa University of Sri Lanka through Head of the Department/Division/Section/Unit/ Center and Dean of the Faculty/Registrar, respectively.
- 8) **Staff under Approved Sabbatical Leave:** any of the suitable consideration given under a-j, as appropriate, should be sent to the Research Committee of the University through Head of the Department/Division/Section/Unit/Center and Dean of the Faculty/Registrar, respectively.
- 9) If there are multiple authors for a particular document/evidence the requests should be produced individually by each applicant through the proposed channels, as appropriate.
- 10) Any of the document/evidence submitted requesting the Research Allowance should contain the name of the applicant at an acceptable manner by the Research Committee.
- 11) In all cases, the applicant should provide a separate request each year although a consideration is applicable up to three (03) years time period maximum (if any).
- 12) Special cases will be considered subject to the approval of the Research Committee.
- 13) These criteria will be taken into action with effect from January 01, 2018.