



GUIDELINES FOR THE AWARD OF RESEARCH GRANTS – 2024

University Research Committee University of Vavuniya

1. Eligible applicants:

Permanent staff members who are eligible for the research allowance under Establishment circular No 5/2014 (i) and 5/2014 (ii) dated 28.05.2014 and 30.05.2014 respectively.

As per the Management Services Circular No. 02/2014, the officers entitled to the allowance of the Universities and University Grants Commission are,

- i. Academic Staff Members in Lecturer and higher grades (U-Ac3, U-Ac4, U-Ac5) and other officers drawing salaries under the salary codes of U-Ac3, U-Ac4, U-Ac5.
- ii. Medical Officers (U-MO)
- iii. Executives in the middle level and above categories (U-Ex 2, U-Ex 2a, U-Ex 3)

Each staff member shall be entitled for only one grant per year as the principle/chief applicant. However, the applicant can function as a collaborator in a research grant funded by any University other than the University of Vavuniya. The applicant will be given an opportunity to apply for grant once in two years.

2. **Award Period:** Application for 12 months research grants shall be awarded for a period of one calendar year from the effective date of the award. Another 6 months extension is possible upon the request of the grantee based on the progress of the research with the accepted justification and the recommendation of the URC.

3. **Funding amount:** There is no limit to the amount of the research grant; however, the project will be evaluated based on its cost versus the value of its outcome.

4. Application procedure:

Call for applications: Notices for the call for applications for the University research grants will be issued to all the Deans of the Faculties by the Vice Chancellor and Academic and Publications branch of the University by the end of December for grants that are to be funded for the following year. The Dean shall circulate the notice to all the academic staff members of the Faculty.

At the time of the calling for applications for grants, the University Research Committee (URC) and Academic and publications branch shall make sure the application forms and the instructions are made available on the University website and shall be accessible by all the eligible applicants.

Each applicant for a research grant shall submit the signed duly filled application form to the Dean of the Faculty through the respective Heads of the Department before the deadline. Library staff can submit the application directly to the URC of the University of Vavuniya. The softcopy of the research proposal in word document (.doc or .docx) should reach the URC (urec@vau.ac.lk) on or before the deadline.

The Dean shall forward all the applications to the URC through Faculty Research Committee (FRC).

5. Evaluation procedure:

The URC shall forward the relevant applications to the appropriate FRC for its observation and preliminary evaluation. FRC shall appoint two reviewers for each application in the relevant field, preferably at least one should be external to the University. The research proposal should focus the need of the research, detailed methodology, the relevance/importance of the research to the national development, time frame and the detailed budget.

Chairperson/FRC shall send the application together with the evaluation form to the selected two reviewers by email or post giving reasonable time period maximum of 2 weeks for their review process. Based on the review, the evaluators shall submit a report to URC stating their corrections and recommendations. If any reviewer fails to submit the evaluation report within the given time frame, the URC may take necessary arrangements to evaluate the application with the subject relevant internal reviewer with the recommendation of URC to avoid delays.

Applications recommended by the reviewers for the award and those that are accepted subject to corrections shall be recommended by the URC and forwarded to Senate for approval. The URC or Senate shall decide the final list of applications for the award of research grants for each faculty.

All grantees shall be informed of the outcome of their applications within three weeks from the date of approval by the URC and the effective date shall be the date determined by the URC or the Vice Chancellor.

6. Signing of Agreement

The awardee of the research grant shall inform the Vice-Chancellor through the channel - Head of the Department, Chairperson/FRC, Dean of the Faculty, and URC of his/her acceptance of the grant within one week from the date specified in the letter of award. Each grantee shall sign an agreement with the University to release the fund in installments as specified in the grant application.

No further grant shall be released unless the progress reports of the grants have been submitted to the URC. Certification by the Chairperson/URC is needed to release the requested installments.

If the Grantee fails to submit the progress reports within the stipulated time frames as specified in the application form, the grant for the respective year shall be withheld at the discretion of the URC and the Grantee shall be requested to refund all or part of the funds released together with the penalty charges. Further, as penalty the grantee will not be given an opportunity to apply for the research grant for 3 years.

No funds shall be allocated to pay salaries for research assistants. However, services of field/laboratory assistants and laborers can be obtained on a casual/daily basis if necessary.

If University resources (laboratory chemicals, other consumables and transport) are to be used by the Grantee for his/her research, he/she shall be requested to debit all expenses incurred at this connection or reimburse them.

The grant can be utilized to purchase books, journals, laboratory equipment, chemicals, any other goods or consumables needed for the experimental setup, printing costs of reports or any other materials, wages for laborers, transport etc. However, no funds from the grant shall be released for any expenses relating to foreign travel.

Advances obtained under the research grant shall be settled in 1 month. No further funds shall be advanced until the previous advances are settled.

Any unutilized funds of any research project shall be re-allocated to grant a new research awards based on the order of priority of the reserve list.

If a Grantee obtains any funds for research from any other funding sources other than the University of Vavuniya, he/she shall inform to URC immediately in writing.

7. Submission of progress and final reports:

The Grantee shall submit quarterly progress reports to the URC through Head of the Department, Dean of the Faculty, and Chairperson/FRC to Chairperson/URC. The FRC shall evaluate the progress report and submit to the URC with its recommendation for approval.

Upon the completion of the research project, the Grantee shall submit a final report within three months after the last progress report. Three copies of the hardbound final report should be submitted through Head of the Department, Dean of the Faculty, and to the FRC. The FRC shall make preliminary screening, and if FRC found the report satisfactory, the copies of the report shall be sent to the URC. URC shall send two copies to both external evaluators to review the report in the relevant field.

The final report should be a comprehensive report and should consist of declaration, details of the work carried out, the research findings, a summary of financial expense, copies of all publications and presentations arising out of the grant should also be attached or submitted subsequently to the URC.

If a delay in the submission of progress/final report is anticipated, a prior permission should be obtained from the URC requesting a reasonable period of extension for the submission of reports in writing. The request should go through Head/Dean/FRC and URC.

If the Grantee fails to submit final report within the stipulated time frame (3 months after the submission of the last progress report), steps shall be taken to withdraw the funds utilized by the grantee from his/her salary or from any other funds lying to the credit of the Grantee in the university system.

8. Evaluation of the progress reports and final reports

Quarterly progress reports of the research shall be evaluated by URC with the recommendation of the FRC. Within one year of the submission of the final report, the applicant has to publish his/her research findings in a peer reviewed non-predatory journal.

The title of the publication should be relevant to the research proposal which submitted for Research Grant. The awardee should be one of the authors of the publication. The awardee or his/her collaborative researchers should share/disseminate their research outcomes in the research colloquium organized by URC.

9. General conditions to be met

All the equipment/instruments purchased under a grant shall be taken into the inventory of the Department to which the principle applicant belongs to.

In case, if Grantee intends to be on leave/away from his/her place of work, the Grantee shall make prior arrangements to ensure the research work is either being continued by the co-researcher or temporarily hand-over the grant to another academic staff member before going on leave. Grantee shall be responsible to reimburse any loss caused to the University due to the unsatisfactory arrangements made. However, Grantee should take the responsibility of submitting quarterly progress reports/final report in time.

The Grantee cannot transfer the agreement to another academic staff, so this agreement is non-transferrable.

Chairperson
URC of the University of Vavuniya