**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

 **UNIVERSITY OF SRI JAYEWARDENEPURA**

**GUIDELINES FOR THE AWARD OF RESEARCH GRANTS**

**(modified from university research grant guidelines)**

**1. GENERAL**

1.1 The research topic should pertain to Sri Lanka.

1.2. The objective of awarding research grants is to encourage the members of the academic staff to do original research in their respective fields of study contributing to the enhancement of knowledge of the subject field. Thus, involving in research under this grants program should be treated as a not for profit activity.

1.3 Priority will be given for proposals involving applied research that explore solutions for current problems of Sri Lanka (Example: Factors behind the current trends of crimes in Sri Lanka; at the end you will give recommendations to reduce crimes; you can join with the relevant authorities of the government when carrying out the research so that final recommendations will have a possibility for implementation). However, applications for grants for proposals involving basic research will be considered under special circumstances on their own merits subject to availability of funds.

1.4 Proposed project should be of benefit to the country.

1.5 It should be a research which has not been methodically and sufficiently carried out by any other researcher in the context of Sri Lanka.

1.6 It should not involve travel outside Sri Lanka.

1.7 It should not concern itself solely in the reproduction of models replicas copies or specimen, artifacts etc. or in the collection of such specimen artifacts etc.

1.8 Research grant will not be allocated the preparation of any course outline, material, lessons or developing teaching methodologies for students in the university. It should not be confined to the preparation of a program system or a soft ware package.

1.9 The total cost of the project should not exceed Rs. 500.000 and the period for completion should not exceed six months from the date of signing the agreement.

1.10 Research grants will not be given for writing, editing, translating or publishing books and monographs etc.

1.11 If the Research Committee/FHSS feels that the cost of particular project is high and unreasonable even though the project proposal deserves consideration the Committee may request to revise the cost component and resubmit the estimate.

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**2. Eligibility to Receive Grants**

2.1 All confirmed permanent members of the academic staff are eligible to apply.

2.2 Applicants who have already obtained a grant under any official source of the university for a research will not be eligible to receive another grant until the completion of the project under that grant.

2.3 No applications will be entertained from those whose grants have been cancelled or for non compliance of any previous grant, for five years.

**3. Submission of Proposals**

3.1 All applications for grants should be submitted in duplicate on the prescribed form.

3.2 Applications should be type written.

3.3 When an application for a research grant is submitted jointly by more than one person, one of them should be named as the principal investigator/ researcher as he/ she is responsible for carrying out the project.

3.4 All applications must be submitted through the Head of the

Department and the Dean.

3.5 All applications should reach the office of the Dean/ FHSS on or before the specified date.

3.6 In addition to the general estimate of expenditure in the application form, a detailed statement of expenditure in a separate sheet should be submitted in duplicate. This statement should include details of equipment and material, etc. to be purchased.

**4. Evaluation of Proposals**

4.1 The research Committee has the discretion to accept, reject or refer to an expert or Committee of experts to evaluate the project proposal before acceptance.

4.2 The Committee may also require further clarification in writing or verbally at an interview on any matter that lacks clarity or needs further clarification.

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4.3 The research Committee should give reasons for rejection of an application for a research grant and should communicate such reasons to the applicant.

**5. Payment of Grants**

5.1 Grant will be paid in four installments as follows:

I. 30% of the grant approved to be paid as an advance to commence the project.

II. 30% to be paid after the advance payment has been accounted for by submission of bills, and the submission of progress reports.

III. 25% to be paid after the advance payment or previous payments has been accounted for by submission of bills, and the submission of progress reports.

IV. Balance 15% is released after acceptance of the final report by the research Committee on the recommendation of an expert/Committee of experts.

5.2 All applications for advance except the first have to be supported by bills, receipts, progress reports, etc. and be accompanied by a duly perfected voucher and recommended by the Head of Department & Dean.

**6. General Conditions Applicable to Grants**

6.1 Funds will be released only after the applicant enters into an agreement with the university; undertaking the project on terms and conditions stipulated.

6.2 All financial transactions of the grantee in respect of the project shall be in accordance with financial regulation of the University.

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6.3. All purchases shall also be in accordance with the relevant university regulations.

6.4. All equipment purchased from the research grant shall be the property of university.

6.5. Grantees should submit in triplicate a detailed progress report in one and half months on the prescribed format a copy of which is attached. Failure to submit such report will lead to suspension/ cancellation of the grant.

6.6. The final report should be typed using double space on A4 size paper and properly bound. It should be in publishable form and three copies produced in the same manner should be submitted. All illustration maps, diagrams and graphs should be clearly drawn to enable reproduction.

6.7. Any grantee applying for an extension of the period will have to support such application with evidence as to the causes/ reasons for the delay.

6.8 Any grantee proposing leave the country on leave should settle all outstanding advances, and refund any unspent monies and request the suspension of the grant before leaving the country. Failure to do so will result in the cancellation of the grant and recovery of the money paid.

**7. Suspension or Cancellation of Grants**

7.1 The award is liable to cancellation for any breach of the conditions of the agreement.

7.2 In the event of a cancellation the money already paid have to be refunded except the expenses incurred for the purchase of equipment already inventoried.

7.3 Refund of any money due to the university shall be made in one installment unless otherwise permitted by the Committee.