

**Guidelines for Capital Grants Allocation/Research Activities
Uva Wellassa University
Research Committee**

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 so as to contribute to the economic development of Sri Lanka.

2. Eligibility

1. Only members of the permanent staff of the University shall be eligible to apply for University funded research grants based on the Capital Allocation.
2. Each staff member shall be entitled to only one grant at any one time as the Principal/Chief Investigator. However, a staff member who has obtained a University funded research grants and is the Principal Investigator (PI), may in addition, function as a Collaborator in another University funded research project/s.
3. 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.
4. The contribution of each collaborator should be indicated in the research grant application, as appropriate.

3. Duration of Research Grants

Applications for 1-year, 2-years, and 3-years research grants shall be awarded for a period of one/two/three calendar year(s), respectively, from the effective date of award and 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-year and 3-year research grants 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 (based on the progress of first two years). 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.

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 budget (<Rs. 250,000/year)
- Consumables
- Allowance for Research Assistant (24 and 36 months for MPhil & PhD, respectively, however, the University has to decide on this allocation)
- Travel (local only)
- Publication cost (maximum 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 economic development of the country
- Development of private-public partnerships

The outcomes 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. A specific statement will be provided by the Research Committee as regard to this acknowledgment.

6. Application Procedure

Applications for grants will be entertained so as to meet the following deadlines.

- Calling Proposals – On or before November 30
- Completion of Evaluation – By January 31
- Notification of Grants – March 01
- Awarding of Grants – March 15

7. Evaluation Procedure

- The selected applications will 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 will be consulted.

- Based on the evaluation reports submitted by the two reviewers the Research Committee will make a collective recommendation for funding, not funding or for revising the applications.

- The applicant may be invited to make a presentation on the proposed project if required.

- The recommendations of Research Committee will be then forwarded to the Vice Chancellor for the final approval.

- The applicants whose applications have not been approved for funding will be informed with reasons.
- The 'Award Letter' and the 'Contractual Agreement' will be sent to the applicants whose research proposals have been approved.
- After the completion of the 'Contractual Agreement', the 1st year allocation, except the funds for Research Assistant/s, will be made available to the Principal Investigator.
- Funds for the 2nd year and 3rd year will be made available subject to the satisfactory progress.
- 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

- Half yearly Progress Reports, according to the format given by the Research Committee, should be submitted through the Head of the Department and Dean of the Faculty, as relevant, for 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.
- 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 any) should be submitted to the, "Ethics Review Committee" of Uva Wellassa University with or prior to the submission of the first progress report.