**RESEARCH GRANTS - 2018**

**UNIVERSITY OF SRI JAYEWARDENEPURA**

**PART A - Checklist**

**Checklist of the documents to be submitted the Research Council**

|  |  |  |
| --- | --- | --- |
| **Document** | **Please Tick**  **(√)** | **Checked**  **(for Office Use only)** |
| * + - 1. Hardcopy of the Research Grant Application Form (duly completed) |  |  |
| * + - 1. Softcopy of the Research Grant Application Form (duly filled) – should be e-mailed to [researchcouncil@sjp.ac.lk](mailto:researchcouncil@sjp.ac.lk) or written to a CD and submitted |  |  |
| * + - 1. Three (3) copies of the detailed project proposal |  |  |
| * + - 1. Ethical approval letter (if available) |  |  |
| * + - 1. Full CVs of the Principal and Co-investigators (Please note that your updated CV should also appear in the University’s website together with URL of the Google Scholar Profile.) |  |  |
| * + - 1. Evidence of progress for completed and ongoing University Research grants for the principal investigator |  |  |
| * + - 1. Evidence for publications (abstracts, journal publications, publications in peer reviewed journals, full papers in conference proceedings, letters of submission/completion of PhD/MPhils completed) emailed to [researchcouncil@sjp.ac.lk](mailto:researchcouncil@sjp.ac.lk) or written to a CD and submitted |  |  |

**PART B – Research Grant Application**

**Details of the Investigators**

**1. Details of Principal Investigator:**

Name: Rev./ Snr. Prof./Prof./ Dr/ Mr./ Ms.: ……………………………………………………………

1. Designation: ………………………………………………………………………………..
2. Department: ………………………………………………………………………………..
3. Faculty: …………………………………………………………………………………….
4. Telephone:
   1. Mobile: ………………..
   2. Official: ……………….
   3. Home: …………………
5. University E-mail address[[1]](#footnote-1): …………………………………………………………………
6. Verified Google Profile Name and the Google Profile URL1: ...............................................

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**2. Details of the Co-Investigators:**

Co-Investigator I

Name: Rev./ Snr. Prof./Prof./ Dr/ Mr./ Ms.: ……………………………………………………………

1. Designation: ………………………………………………………………………………..
2. Department: ………………………………………………………………………………..
3. Faculty: …………………………………………………………………………………….
4. Telephone:
5. Mobile: ………………..
6. Official: ……………….
7. Home: …………………
8. University E-mail Address: …………………………………………………………………
9. Verified Google Profile Name and the Google Profile URL: ...............................................

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Co-Investigator II

Name: Rev./ Snr. Prof./Prof./ Dr/ Mr./ Ms.: ……………………………………………………………

1. Designation: ………………………………………………………………………………..
2. Department: ………………………………………………………………………………..
3. Faculty: …………………………………………………………………………………….
4. Telephone:
5. Mobile: ………………..
6. Official: ……………….
7. Home: …………………
8. University E-mail Address: …………………………………………………………………
9. Verified Google Profile Name and the Google Profile URL: ...............................................

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* Annex CVs’ and list of publications of all investigators during the last 10 years.

**3. Details of the Grants received by the Principal Investigator**

**a. Details of the University Research Grants received over the last 5 years**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Title** | **Grant No.** | **Amount (in Rs.)** | **Period of the Grant** | | **Status of the research\*** | **Research output\*\*** | | |
| **From** | **To** |
| **Abstracts\*\*** | **Full Paper Publications\*\*\*** | **PhD/MPhil** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |

\*Date of completion and submission of the final report. Details of resubmission/ whether progress reports submitted for ongoing projects.

\*\*Evidence needs to be submitted in softcopy format to researchcouncil@sjp.ac.lk.

\*\*\*Number of indexed journal publications, publications in peer reviewed journals, full papers in conference proceedings, PhD/MPhils completed. Evidence needs to be submitted in softcopy format to [researchcouncil@sjp.ac.lk](mailto:researchcouncil@sjp.ac.lk).

The Research Grant applications from those who have received University Research Grants over the last 5 years, but fail to provide evidence of satisfactory progress will be rejected by the Research Council.

Satisfactory progress of a University Research Grant will depend on

1. timely submission of satisfactory progress reports

2. outcome of the University Research Grants in accordance with the stipulated terms and conditions[[2]](#footnote-2)

3. timely completion of the research project and submission of final report

**b. Details of the other Research Grants received over the last 5 Years**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Title** | **Funding agency** | **Amount** | **Period** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

**PART C – Details of the Research**

1. Title of the proposed research: ……………………………………………………………………………

……………………………………………………………………………………………………………….

……………………………………………………………………………………………………………….

2. Duration of the Research: ………………………………………… (in years)

3. Attach 3 copies of the detailed research proposal compiled under following headings: (Font: Times New Roman, 12pt, 1.5 spacing)

1. Title
2. Introduction
3. Rationale and justification of the research problem
4. Research problem and research questions
5. General and specific objectives
6. Significance of the research
7. Literature review (a comprehensive literature review)
8. Methodology : Research Approach/ Conceptual Diagram (when applicable)/ Operationalization (when applicable)/ Hypotheses (when applicable)/ Study settings/ Population/ Sample/ Sampling method/ Methods of data collection/ Data analysis
9. Ethical considerations
10. Dissemination of knowledge and proposed outcome
11. Timeline of the research (by way of a Gantt chart)
12. References – Complete list of references should be submitted according to Harvard Style. Include the latest references.
13. Detailed budget

3. Ethical Considerations

|  |  |
| --- | --- |
| **Relevance to the Research** | **Relevant / Not Relevant** |
| If relevant, Ethical clearance obtained? | Yes / No  If ‘yes’ attach a copy of the letter or certificate |
| If No, applied for Ethical clearance? | Yes/No |

4. Is the proposed research intended for a postgraduate degree (Ph.D/ M.Phil/ MA/ M.Sc.)? If registered, give the relevant details of registration.

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5. Summary of the budget:

|  |  |
| --- | --- |
| **Total Amount of Grant Applied for: Rs.** :- …………………………………… | |
| Total amount of 1st year budget | Rs. |
| Total amount of 2nd year budget | Rs. |
| Total amount of 3rd year budget | Rs. |

**PART D - Implementation of Research Project**

1. Work plan and estimated expenditure:

*(If project period is 12 months or less, complete section (a) only. If project period is more than 12 months, complete (b) only.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section (a)** | | | | |
| **Period** | **Activities/details of research plan to be done** | | **Expenditure (Rs.)** | |
| 1st three months |  | |  | |
| 2nd three months |  | |  | |
| 3rd three months |  | |  | |
| 4th three months |  | |  | |
| **Total** |  | |  | |
| **Section (b)** | | | | |
| **Period** | | **Activities/details of research plan to be done** | | **Expenditure (Rs.)** |
| 1st six months | |  | |  |
| 2nd six months | |  | |  |
| 3rd six months | |  | |  |
| 4th six months | |  | |  |
| 5th six months | |  | |  |
| 6th six months | |  | |  |
| **Total** | |  | |  |

2. Work Plan: Please attach the quarterly Gantt chart to cover the proposed study, as per the format below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **Year 1** | | | | **Year 2** | | | | **Year 3** | | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| Activity 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 4 |  |  |  |  |  |  |  |  |  |  |  |  |

*Define the Activities*

3. Do you expect to employ research assistants? If so, in what areas of the activities and at what stage do you hope to employ them?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **Activity** | **Stage** | **No. of Assistants** | **Duration** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**PART E: ESTIMATED BUDGET OF THE PROPOSED RESEARCH PROJECT**

Total amount applied for the proposed research project Rs.

Indicate the estimated budget under the following items:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Allowances, Travelling, Subsistence & Expenses** | | | | |
| **No.** | **Description** | **Unit rate per month / per person/ per Kilometer** | **No. of months/ persons/ no. of Kilometers** | **Sub-total** |
| 1 | Allowances and Registration fee for Research Assistants |  |  |  |
| 1.1 | Allowance for Research Assistant/s\* | Rs. 35,000/ Rs. 40,000 per person |  |  |
| 1.2 | Registration fee for postgraduate degree programmes of Research Assistant/s\*\* |  |  |  |
| 2 | Travelling Expenses\*\*\*  (based on approximate distance) | Rs. 40 per Kilometer |  |  |
| 3 | Subsistence payments\*\*\* |  |  |  |
| 3.1 | Principal Investigator |  |  |  |
| 3.2 | Co-investigator |  |  |  |
| 3.3 | Research Assistants |  |  |  |
|  | **Sub-total of Allowances, subsistence & travelling expenses** |  |  |  |

\*Allowances for Research Assistants: Those who possess a degree at Level 6 of the Sri Lanka Qualification Framework (SLQF) are entitled to receive Rs. 40,000/- per month, while those who possess a degree at Level 5 are entitled to receive Rs. 35,000/- per month.

\*\* The registration fee will be reimbursed only after the successful completion of the postgraduate degree.  Please refer Vidyodaya Vision for further terms and conditions pertaining to the granting and reimbursement of the registration fee of research assistants.

**\*\*\*** Travelling & Subsistence – According to U.G.C. Guidelines

Subsistence maximum - Rs. 500/- per day

Travelling - Rs. 40/= per kilometer

Note: Please refer to Vidyodaya Vision for further guidelines on the utilization of funds of research grants.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Chemicals and Equipment\*** | | | | | | | |
|  | **Item** | **1st Year** | | **2nd Year** | | **3rd Year** | |
| 1 |  |  | |  | |  | |
| 2 |  |  | |  | |  | |
| 3 |  |  | |  | |  | |
| 4 |  |  | |  | |  | |
| 5 |  |  | |  | |  | |
|  |  |  | |  | |  | |
|  | **Sub-total for chemicals & equipment** |  | |  | |  | |
| *\* A complete description of equipment required and a full justification must be given* | | | | | | | |
| **Other Expenses** | | | | | | | |
|  | **Item** | | **1st Year** | | **2nd Year** | | **3rd Year** |
|  | Stationeries | |  | |  | |  |
|  | Photocopying/ roneo work | |  | |  | |  |
|  | Other materials | |  | |  | |  |
|  | Proof reading | |  | |  | |  |
|  | Any other activity (Specify) | |  | |  | |  |
|  | Miscellaneous | |  | |  | |  |
|  | **Sub-total for other expenses** | |  | |  | |  |

|  |  |  |
| --- | --- | --- |
| **Total Budget\*** | | |
| 1 | **Sub-total of allowances, subsistence& travelling expenses** |  |
| 2 | **Sub-total for chemicals & equipment** |  |
| 3 | **Sub-total for other expenses** |  |
|  | **Total cost** |  |

\*Details of 1, 2 and 3 above should be given in separate sheets with cost component of each item with justification where relevant

I certify that the information and data furnished by me in this research grant application are true and accurate to the best of my knowledge. In the event of my being granted the amount requested to undertake and carry out the research described in this application, I shall enter into an agreement with the University to that effect.

Date :-

Signature of Principal Investigator

Observations of the Head of the Department:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

Date : Signature of the Head of the Department

Observations and the recommendation of the Faculty Research Committee:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

Date : Signature of the Chairperson of the Faculty Research Committee

Observations and the recommendation of the Dean of the Faculty

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

Date : Dean/ Faculty of …………………………..

Decision of the Research Council of the University of Sri Jayewardenepura

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Date : Vice Chancellor

Chairperson of the Research Council

1. Please note that Principal Investigators who are **not** having a University of Sri Jayewardenepura e-mail address and a Google Scholar profile (which is affiliated with the University) will **not** qualify for applying for research grants. All correspondence and publications pertaining to the university grant should contain the university e-mail address. [↑](#footnote-ref-1)
2. See Vidyodaya Vision for terms and conditions. [↑](#footnote-ref-2)