



VIDYODAYA VISION

RESEARCH MANUAL 2026

3rd Edition



Research Council

University of Sri Jayewardenepura – Sri Lanka



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Editors

Senior Professor Pathmalal Manage
Professor Pradeepa Jayawardane
Professor Roshan Ajward
Professor Anushka Rajapaksha

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Research Council University of Sri Jayewardenepura



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Message from the Vice Chancellor

Senior Professor Pathmalal Manage

It is my pleasure to extend my warm congratulations on the publication of the third edition



of *Vidyodaya Vision*, the research manual of the Research Council of the University of Sri Jayewardenepura. This manual serves as a comprehensive guide for the University's academic community, providing essential information on research grant schemes, policies and regulations, grant management procedures, monitoring criteria, Key Performance Indicators (KPIs), and other guidelines related to research and scholarly publications. As such, *Vidyodaya Vision* plays an important role in supporting researchers to plan, implement, and monitor their research activities effectively, thereby contributing to the sustained growth of the University's research culture over the past decade.

The establishment of the Research Council (RC) in 2016 marked a significant milestone in creating a structured and supportive framework for research within the University. Since its inception, the RC has played a central role in promoting research excellence and encouraging academic staff to engage in high-quality scholarly work. Between 2015 and 2025, the University awarded 649 research grants to academic staff, including those attached to the University Library and the Medical Centre. These grants have supported a wide range of research initiatives, many of which have contributed to human resource development through the successful completion of MPhil and PhD degrees, thereby strengthening postgraduate research within the University.

In recent years, the University has further expanded its support for research activities. The number of research grants awarded increased from 186 during 2021–2022 to 221 during 2024–2025, demonstrating the University's continued commitment to research development and innovation. At the same time, the University has taken steps to promote undergraduate research by providing a reimbursement grant of Rs. 10,000 for each student research project. As a result, the number of undergraduate research grants has increased steadily, exceeding 800 grants in 2025, reflecting the growing interest of students in engaging with research at an early stage of their academic careers.

The research output of the University's academic staff has also shown significant progress. Publications in internationally indexed journals increased from 901 during the period 2020–2022 to more than 1,030 during 2023–2025. This growth has enhanced the international visibility of the University's research and strengthened its academic reputation within the global scholarly community.

Beyond scholarly publications, research conducted at the University. USJ academics are actively engaged in research addressing key national priorities, including public health challenges, infectious diseases, environmental sustainability, and technological innovation. In addition, the establishment and expansion of several research centres across faculties have created valuable opportunities for multidisciplinary collaboration and innovation.

Having had the privilege of serving as a Co-Chairperson of the Research Council during its formative years, I have personally witnessed the steady development and transformation of

research activities within the University. Today, as the Vice-Chancellor and Chairperson of the Research Council, I take great pride in the progress achieved through the dedication and commitment of our academic community.

As we move forward, the University of Sri Jayewardenepura remains firmly committed to further strengthening its research capacity and advancing its position as a leading centre of research and academic excellence. I extend my sincere appreciation to all researchers of the University, Co-chairs, general secretary and members of the Research Council, former Vice-Chancellors, Deans, and academic and non-academic staff whose efforts continue to contribute to the advancement of knowledge and national development. I wish the Research Council every success in its future endeavors.

Senior Professor M. M. Pathmalal
Executive Chairman - Research Council
Vice-Chancellor
University of Sri Jayewardenepura

Message from the Co-Chairpersons

Professor Pradeepa Jayawardane and Professor Roshan Ajward



The establishment of the Research Council of the University of Sri Jayewardenepura (RC-USJ) in 2016 marked a significant milestone in the University's journey towards becoming a research-intensive institution. Over the years, RC-USJ has played a pivotal role in nurturing a vibrant research culture, strengthening institutional capacity, and positioning the University as a key contributor to national and global knowledge creation.

Building upon the strong foundation laid by the earlier editions of *Vidyodaya Vision*, this third edition represents a progressive and timely evolution of our research governance framework. It reflects both the growth of our research ecosystem and our continued commitment to enhancing the quality, relevance, and impact of research at the University.

In this context, several important refinements have been introduced to strengthen research management and governance. The Research Grant Agreement has been updated to better align with current institutional expectations and to ensure greater clarity and accountability in the administration of research funding. Complementing this, the Key Performance Indicators (KPIs) have been restructured to provide a more focused and outcome-oriented framework. The introduction of two categories: one emphasizing the completion of postgraduate degrees and the other focusing on the submission of relevant publications, enables a clearer articulation of research expectations and achievements.

To further support these enhancements, new guidelines have been introduced to guide researchers in effectively achieving KPIs and successfully completing their research grants. These guidelines are intended to ensure consistency while also providing the necessary direction to navigate the research process with confidence.

Recognizing the importance of efficiency and accessibility in research administration, the Research Council has also embraced digital transformation through the introduction of an Online Research Grant Management System. This platform streamlines the entire research lifecycle, from grant application and progress monitoring to correspondence such as extensions and category transfers, as well as submissions for research awards, thereby significantly improving operational efficiency and transparency.

In addition, procedural clarity has been further strengthened through the introduction of a standardized consent letter format for research grant transfers, ensuring that such processes are conducted in a structured and consistent manner.

As we look to the future, we envision the University of Sri Jayewardenepura emerging as a leading hub of innovative, impactful, and globally recognized research. This edition of *Vidyodaya Vision* is not merely a guide to processes, but a reflection of our collective ambition to cultivate a dynamic research culture that inspires inquiry, fosters collaboration, and drives meaningful change. We are confident that, with the dedication and creativity of our academic community, the Research Council will continue to serve as a catalyst for excellence, transforming knowledge into solutions that benefit society and contribute to the advancement of the nation and the world.

We extend our sincere appreciation to all those who contributed to the development of this edition and to the continued advancement of research at the University of Sri Jayewardenepura.

We wish continued success to RC-USJ and all its researchers.

Professor Pradeepa Jayawardane

Professor Roshan Ajward

Co-Chairpersons – Research Council

PART ONE

THE RESEARCH COUNCIL

1. INTRODUCTION

The Research Council of the University of Sri Jayewardenepura (RC-USJ) was established in the year 2016 with the broad view of facilitating conduct of high-quality research, promoting dissemination of knowledge nationally and internationally and contributing significantly for national development. The activities of the RC-USJ initially aimed at developing a research culture and creating a conducive environment for research encouraging the academics, executive officers and students at the University to engage in high quality research. RC-USJ aims to achieve this through facilitating development of infrastructure, making funds available for research, facilitating dissemination of knowledge and encouraging national and international collaboration which will strengthen the research culture in the university. RC-USJ also aims at encouraging researchers through recognizing and rewarding their work with a research award system.

1.1 MISSION

Foster research and development through widening the access to funds and infrastructure by facilitation and creation of an enabling atmosphere to achieve excellence and successful research and development based advancements to uplift the quality of the environmental, social, economic bases, while nurturing sustainable partnerships with local and international stakeholder institutions by the research community at USJ for the well-being of the present and future generations.

1.2 OBJECTIVES

1. Promote research that has national and international significance catering national development and global requirements
2. Cultivate a conducive research culture in the university
3. Facilitate self-sustainable centres of excellence in research
4. Facilitate researchers to collaborate and perform quality research
5. Enhance the skills of the researchers
6. Smoothen and monitor the research management process
7. Facilitate researchers in disseminating their knowledge nationally and internationally
8. Promote high quality student research
9. Improve the effectiveness of research operations at RC-USJ member institutions
10. Establish and maintain liaison with other organizations concerned with research and its administration
11. Strengthening the functions of the Innovation, Invention and Venture Creation Council (IIVCC) and the University Business Linkage (UBL) by promoting high-quality research with strong industrial relevance and commercialization potential

2. ORGANIZATIONAL STRUCTURE

RC-USJ is a dynamic entity with a dedicated, committed and talented cohort of personalities engaged in responsibilities to deliver policy and programmes that advance Sri Lankan research and innovation globally and benefit the community at large. It fosters innovative research, nurtures new generation of quality researchers, deepens how inquiry is practiced within and across disciplines, and mobilizes necessary knowledge on important public issues.

Leading our RC-USJ is a mix of inspiring academics—this includes the vice-chancellor in the capacity of executive chairperson, two co-chairpersons and a general secretary, experienced in research management. The chairperson, co-chairpersons and the general secretary are responsible to co-ordinate and supervise the work of RC-USJ and are answerable to the Senate and the Council of the University. The faculty level implementation of the RC-USJ agenda is done through the research committees of the respective faculties guided by the RC-USJ.

There are a number of research centres functioning under the umbrella of RC-USJ at present. Each research centre is headed by a director and he/she is accountable for the smooth functioning of the Research centre, which will have full autonomy in respect of their research activities and functions.

The RC-USJ acts as a facilitator and coordinator to the research activities of the research centres while closely monitoring their progress and the output. It also plays the role of an arbitrator in resolving conflicts and issues, if any.

RC-USJ consists of the executive chairperson (vice chancellor), co-chairpersons, the general secretary, deans of the faculties, chairpersons of the faculty research committees, faculty representatives, the registrar, the bursar, the librarian, senior academics by invitation, the senior assistant registrar – RC-USJ, and the deputy bursar – RC-USJ (Figure 1).

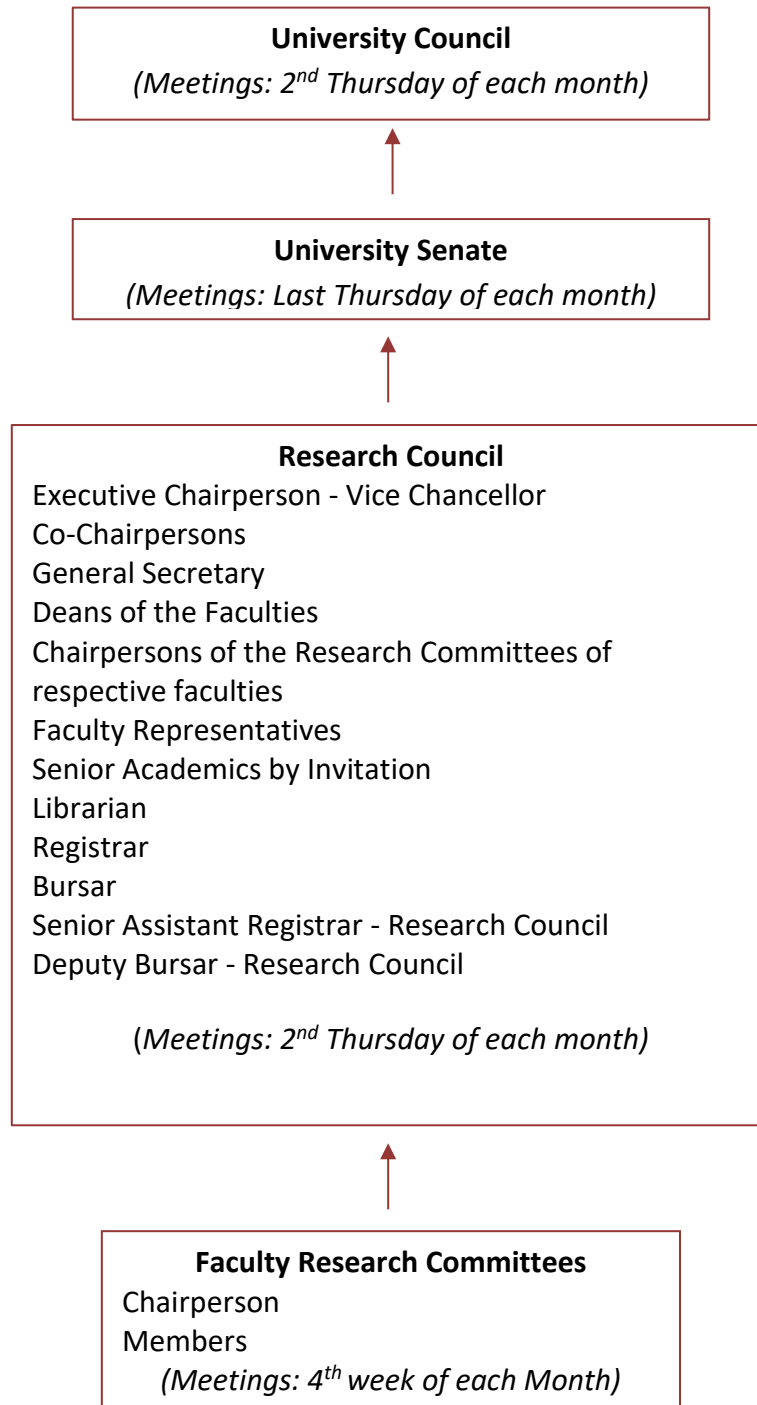


Figure 1: Organizational Structure

3. RESEARCH CENTRES

Seventeen research centres currently operate under RC-USJ. These centres have been founded within the respective faculties by committed and enthusiastic academics with strong research backgrounds. With the establishment of the RC-USJ, all such centres have been brought under its purview, creating a common research and development innovation platform for convergence and cooperation.

The research centres are as follows:

1. Centre for Water Quality and Algae Research
2. Centre for Advanced Materials Research
3. Centre for Cancer Research
4. Centre for Kidney Research
5. Research Centre for Management Studies and Commerce
6. International Centre for Multidisciplinary Research
7. Centre for Forestry and Environment
8. Centre for Biotechnology
9. Research Centre for Governance and Public Policy
10. Centre for Plant Materials and Herbal Products Research
11. Centre for Real Estate Studies
12. Ecosphere Resilience Research Centre
13. Non-Communicable Diseases Research Centre (NCDRC)
14. Centre for Marine Science and Technology (CMST)
15. Centre for Nanocomposite Research
16. Centre for Scientific Computing and Advanced Drug Discovery
17. Instrument Centre
18. Centre for Advanced Forensic Research (Not funded by the Research Council)

Newly Established Self-Funded Research Centres of the Faculty of Engineering

1. Engineering Education Research Center (EERC)
2. Centre for Transport Studies
3. Centre for Fire Safety Engineering (CFSE)
4. Centre for Next Generation Communication Systems (CNGCS)
5. Advanced Imaging Artificial Intelligence Research Centre (AIAIRC)
6. Centre for Intelligent energy Systems (CIES)

3.1 TERMS AND CONDITIONS ON FUND ALLOCATION FOR RESEARCH CENTRES

While all research centres are encouraged to progress toward becoming self-financing units by attracting external research funding, allocations from RC-USJ will be made subject to the centres' performance and the availability of funds.

Funds will be allocated based on the progress of the centre and the availability of the funds. Progress of the centres is evaluated annually according to the following criteria by an external panel appointed by RC-USJ.

Criteria for the Evaluation of Research Centres

	Key performance Indexes (KPIs)	Marks Allocated (each)
1	Publications*	
1.1	Full paper publication/s	
	In journals indexed in (SCI/SCI Expanded/Elsevier SCOPUS/ Social Sciences Citation Index/ Arts and Humanities Citation Index / Clarivate Analytics/ SCI emerging)	10
	In journals indexed in any other indexing services	8
	In refereed journals	5
1.2	Abstract publication (maximum up to 50 marks)	2
1.3	Publication of conference proceedings	2
1.4	Keynote address delivery	8
1.5	Resource person contribution	
	International	5
	National	3
1.6	Editorial works as a member of the Center	4
1.7	Any other publications (Books, Book Chapters, Journals published by the Centre)	8
1.8	Patents granted	12
2	National and international research collaborations with supporting documents	7
3	Postgraduate Degrees completed	
3.1	PhD	10
3.2	MPhil	6
3.3	MD	5

4	Securing National and International Research Grants	
4.1	International (for securing USD 10,000)	10
4.2	National (for securing LKR 1 Million)	5
5	Awards (Excluding the University Research Awards)	
5.1	International	10
5.2	National	5
6	Earnings of the Research Center (for LKR 1 Million)	5
7	Fund utilization according to the criteria	10
8	Conference, Workshops held by the centre	10
9	Service/s rendered (Non-paid)	5
10	Projects on National Development	
10.1	Completed projects	6
10.2	Ongoing projects	3

Relevant descriptions

1.1 Full Paper Publications

- University of Sri Jayewardenepura (with correct spelling) and the name of the research centre should appear as the author's institutional affiliation.
- All publications are encouraged to include the university email address as the corresponding author's email address.
- At all possible times, acknowledge RC-USJ of the University of Sri Jayewardenepura as the funding agency.
- All conference proceedings should have the University of Sri Jayewardenepura (with correct spelling) and the name of the research centre as the author's institutional affiliation.

1.5 Resource Person

- Chairing sessions, discussions and etc. as a member of the centre.

1.6 Editorial works as a member of the centre

- a) Relevant evidence should be submitted.

1.7 Any other publications (Books, Book Chapters, Journal Publications)

- a) The journal should be published by the research centre.
- b) The name of the respective research centre should be mentioned in affiliations.
- c) Centres are encouraged to obtain necessary funds for journal publication from external sources and are *not* allowed to utilize the funds allocated by the University.

2.0 National and international research collaborations with supporting documents

Memoranda of Understanding (MOUs), emails confirming agreements, or any other relevant documents should be submitted as evidence.

3.0 Postgraduate degrees completed (PhD/ MD/ MPhil)

- a) The degree should be completed at the time the centre's progress report is submitted.
- b) The degree should be carried out at the centre, and the centre should be acknowledged in the thesis.

7.0 Fund utilization according to the criteria

The funds allocated for the centre should be utilized within the stipulated period. The remaining funds in the previous year cannot be carried forward for the following year, except for the funds committed.

9.0 Services Render (Non-paid)

- a) The acknowledgement must be given to the centre in the document issued by the relevant institution confirming that the service has been received. It is advised to submit an estimated budget for the completion of the above service, along with the relevant documents.

10.0 Projects on national development

A report should be submitted with supportive documents

- a) Evidence for the commencement and/ or for the completion of the project
- b) Achievement of sustainability goals and the contribution to the national development

- Director of the respective research centre should submit the detailed progress report with evidence (according to the given format above) with the financial statements obtained from the bursar of the respective faculty to RC-USJ as follows:

For the period of 1st January to 30th June, by 15th July of that year

For the period of 1st July to 31st December, by 15th January for the subsequent year

- All procurements and expenditure should strictly follow financial regulations and the procurement guidelines of the government of Sri Lanka. Allocated money should not be awarded as research grants but utilized within the centre under the supervision of the director.
- Money allocated should only be utilized for research related activities.
- The fund allocation for the subsequent financial period will be based on the performance of the prior period.

3.2 THE MANAGEMENT STRUCTURE

The board of management of each research centre may consist of,

Director

Members of the board

External members (if required)

Senior assistant bursar of the faculty (Ex-officio post)

The meetings of the board of management of the respective research centres should be conducted as necessary and the minutes of such meetings are expected to be provided with the six-monthly progress reports. The directors of the research centres are expected to present progress and discuss any problems encountered at annual meetings organized by the RC-USJ.

4. FACULTY RESEARCH COMMITTEES

4.1 COMPOSITION

Each faculty shall have a faculty research committee that consists of a chairperson and its members.

The chairperson of the committee should be the dean or his/her nominee - a responsible senior academic. The chairperson of each faculty research committee shall be an ex-officio representative of the respective faculty to RC-USJ. The faculty research committee should meet every 1st Thursday of each month and send correspondence to the RC-USJ.

4.2 FUNCTIONAL RESPONSIBILITIES

The faculty research committee shall have following functional responsibilities.

- a) Conduct workshops, research forums, seminars and other training programmes to strengthen the research culture in the faculty.
- a. Introduce mentoring and coaching programmes that develop links between senior and junior researchers/academics.
- b. Review and evaluate all the project proposals submitted for university research grants according to the instructions and the timelines given by the RC-USJ. It is the responsibility of the research committee to submit final approved research proposals for university research grants to RC-USJ.
- c. Monitor the progress of the university research grants
- d. Research committee should send all correspondence (university research grants/ other) to the RC-USJ by the 1st Monday of each month. It is responsible to forward, evaluate and provide recommendations on such correspondence.
- e. Organize international research conferences of the faculty.
- f. Organize an undergraduate research day of the faculty in collaboration with RC-USJ.
- g. The faculty representative at RC-USJ should communicate all the important decisions taken at RC-USJ to the researchers of respective faculties.
- h. Establish and maintain an up-to-date webpage dedicated for faculty research.

PART TWO

THE GRANTS

1. INTRODUCTION

With a view of encouraging the academics to engage in high quality research, the university grants are awarded in a competitive basis for academics in permanent cadre (senior lecturer grade II or above) and permanent administrative staff members. These grants are awarded under three categories: University Research Grants (URG), Overseas Travel Grants (OTG), and Grants for Journal Publications.

2. UNIVERSITY RESEARCH GRANTS (URG)

2.1 INTRODUCTION

The university research grants are internally advertised subjected to availability of funds. The eligible academics (senior lecturer grade II or above) and permanent administrative staff members are encouraged to apply for URG. At the time of application, applicant should be in active service and those on sabbatical leave are not eligible to apply. RC-USJ will review the track record of URGs previously awarded to the applicant (PI). Applicants who have not successfully completed earlier grants in accordance with the terms and conditions stipulated in *Vidyodaya Vision*, will not be eligible for the award of a new URG until such grants are duly completed and all requirements fulfilled.

Research grants targeting sustainable development goals are encouraged.

The applicants should apply for grants through the Online Research Grant Management System (ORGMS) on or before the closing date declared by the RC-USJ. All research proposals should be in accordance with the guidelines given by the RC-USJ. These guidelines can be revised from time to time and any such revisions to the guidelines will be communicated.

Funds will be granted subject to availability. Financial regulations of the university should be adhered to at all times.

- MBA/MA/MSc Projects will not be funded by university research grants.
- The maximum duration for research grants awarded for the purpose of completing a postgraduate degree shall be as follows:

PhD: up to 3 years

MPhil: up to 2 years

PhD upgrade: up to 2 years

MD (Laboratory based): up to 1 year

- The maximum duration of the research grant which does not produce a post graduate degree is 2 years.
- Research grants awarded for MD degrees will be limited to those involving laboratory-based research.

2.2 REVIEW PROCESS

Faculty research committees are responsible for reviewing and evaluating the submitted research proposals using two reviewers (internal or/and external) who are experts in the relevant field. The evaluation criteria will include the scientific merit of the study, the relevance of the study to national development, aligned with Sustainable Development Goals (SDGs), its contribution to strengthening the capacity of science and technology in the country, and the possibility of research findings being published in indexed journals (refer Project Evaluation Form in Annexure 3) and obtaining patents. In instances where a decision cannot be made according to the comments of the two reviewers (for example: one reviewer has rejected, other reviewer has accepted with minor modifications), it is required to get the opinion of a third reviewer

The evaluated project proposals should be revised according to the reviewers' comments. The Principal Investigator (PI) is responsible for addressing all reviewer comments (accept and revise or if a comment is not acceptable to the investigator he/she should provide a strong justification) and re-submit the revised proposal through the ORGMS within one week of receiving the reviewers' comments.

The research committee should ensure, the final research proposals that are submitted to the RC-USJ, have addressed all reviewer comments. The revised proposals that are not re-submitted within this period will be rejected. Such applications may be considered at the next round of research grants.

Further, the research committees should evaluate the proposals for **appropriateness of budget** and ethical considerations (if applicable). The RC-USJ will evaluate the budget recommended by the research committees. The final accepted research proposals must be submitted to the RC-USJ through the head of the department, research committee and the dean of the faculty, on or before a date declared by the RC-USJ for the final approval of the research grants. The research committees shall forward the list of reviewers who reviewed the project proposals under confidential cover to the RC-USJ to arrange payments for those reviewers.

The research proposals that do not meet the above evaluation criteria shall be rejected by the respective research committees. However, the list of such proposals should be sent to the RC-USJ with justification for information purposes.

Funds are considered for equipment¹ (excluding computers, computer accessories, furniture, etc.), consumables, travelling pertaining to the research data collection (excluding overseas travel) and Research Assistant (RA) payments. Funds will not be provided for conference registration fee and publication/language editing fee.

Student registration fee should be included in the original budget. The registration fee will only be reimbursed following successful completion of the post-graduate degree.

The grant will be awarded to the PI and he/she will be solely accountable for initiating and carrying out the research project.

These guidelines can be revised subject to the availability of the funds and the decisions made at RC-USJ. The applicable guidelines for the respective research grant round will be communicated when the research grant applications are announced.

2.3 PRIORITIZING RESEARCH GRANTS

It is the responsibility of the faculty research committee to prioritize the research projects. Prioritization may be done according to the scientific merit of the study, evaluated by 2 independent reviewers.

Priority will be given to the academics who have recently joined the university/ recently promoted to senior lecturer grade II and applying for the first university research grant.

2.4 TERMS AND CONDITIONS

Correspondence and progress reports regarding the grant may not go through the head of the department unless in matters where head of the department should be aware of. All such correspondence should be forwarded through the faculty research committee and the dean. Final report should be submitted through head of the department of the PI, faculty research committee and the dean of the respective faculty to the RC-USJ.

SECTION A – Commencement of Research Activities

- The date of the commencement of the research activities should be informed through the head of the department, faculty research committee and the dean of the faculty to the RC-USJ. Funds will not be released until the date of commencement is reported to the RC-USJ. Grantees should sign the agreement (Annexure 7) before the commencement of research activities.

¹When requesting funds to procure new equipment/s, the investigators are strongly advised to search the availability of the equipment within the University as funds will not be provided to procure equipment that are already available in the University. In case, you are in need of procuring already available equipment, you are requested to provide a strong justification. Contact the Research Council for any clarifications.

- Grantees are advised to commence the research activities within three (3) months from the date of awarding the research grants. If the project does not commence within three months of the award, PI should submit a justification to RC-USJ requesting an extension if necessary. Failing such communication, the grant will be closed by the RC-USJ.
- Even if the commencement date is informed to RC-USJ, no funds will be released until the agreement is signed.
- The MPhil/ PhD students should be registered in the Faculty of Graduate Studies of USJ as early as possible, and the PI should inform RC-USJ with evidence that the registration process is completed.

SECTION B – Utilization of the Funds

- The budget should be under following categories.

Budget Summary		
	Budget Item	Amount (LKR)
1	Sub-total of allowances, subsistence & travelling expenses	
2	Sub-total for chemicals & equipment	
3	Sub-total for other expenses	
	Total expenditure	

- Under the research grant policy of the University, the PI is entitled to obtain a sum of Rs.100,000/= as an advance payment from the approved research grant. When obtaining this advance payment, two copies of duly completed vouchers should be sent to the vice-chancellor through the bursar of the University. It is a pre-requisite to complete the requirements of the first advance payment before requesting the second advance payment. Advance payments should not be, utilized to make the payments for the RAs and to procure equipment.
- Direct purchasing of chemicals and consumables worth Rs. 100,000/= or less could be purchased from the University registered suppliers with prior approval of the vice chancellor. In such circumstances, strong justification is needed.
- The PI is responsible for ensuring that the advance payments are properly utilized for the said research.

Research Assistants (RAs)

- RAs appointed under university research grants are required to possess a minimum qualification at Level 5 or Level 6 of the Sri Lankan Qualifications Framework.

- Only one RA can be recruited per a research project. RA is a full-time job where he/she has to report to the University on normal working days.
- RAs should be paid in accordance with the following rates:

Those who possess a degree at Level 6 of the Sri Lanka Qualification Framework (SLQF) and registered for a PhD or MPhil at the Faculty of Graduate Studies (FGS) are entitled to receive Rs. 60,000/- per month. Please note that this payment will only be applicable upon completion of registration at FGS. Until the registration process is finalized, the RA will be entitled to receive Rs. 50,000/-. No arrears shall be paid for any period preceding the date of registration.

Those who possess a degree at Level 6 of SLQF and are not registered for a postgraduate research degree are entitled to receive Rs. 50,000/- per month.

Those who possess a degree at Level 5 of SLQF and are not registered for a postgraduate degree are entitled to receive Rs. 40,000/- per month.

- To appoint an RA, the PI/director of the research centre should submit the CV of the applicant with a formal request to the dean of the faculty with recommendation. The qualifications and other particulars of the prospective RAs should be approved by the dean. The dean will issue a formal letter of appointment (Template for the appointment letter – Annexure 4). Copy of the letter of appointment should be forwarded to RC-USJ for acknowledgement.
- The PI is responsible for maintaining the attendance registers of the RA and RA has to sign in and out on daily basis. A certified copy of the attendance register for the respective month should be attached to payment vouchers.
- Monthly payment vouchers of the RAs approved by the PI (submitted with a certified copy of the attendance of the said RA) should be submitted to the bursar of the faculty through the head of the department and the dean of the respective faculty.
- In case RA fails to report to university as he/she is involved in field work, the PI must submit a written document in support of her/his days spent in the field to the SAR/ AR of the faculty. Failure to submit a report may result in delays in the payment of the RA's monthly salary.

Terms of Reference (TOR) of RA

- Assist PI in literature review, questionnaire preparation and pre-testing, field work, conduct interviews and coordinate enumerators, conduct laboratory experiments, clinical data collection, sample collection and field experiment etc.
- Data coding, data entering, data editing and data analysis

- Typesetting and any other work given by the PI related to the research.

The registration fee will be reimbursed when evidence of completion of the respective postgraduate degree is submitted if it is included in the original budget.

- All the payments in relation to the research grant are made under the financial regulations of the University and are subjected to auditing.
- Conditions laid down here may be subject to change and it is the responsibility of the PI to adhere to the prevailing rules and regulations which will be updated in RC-USJ website of the University.

Payments for Interviewees

- No payment could be made to an interviewee for his/her participation. However, if necessary, participants can be provided with refreshments and the cost of which should be included in the budget with justifications.
- Request for payments to interviewees may be considered in special cases with the provision of compelling justification by PI.

Payment for enumerators

- If any payment should be made to enumerators, the following rates should be considered. If the enumerator is the RA employed by the grant he/ she will not be paid under this category.
- Payments for filling in the questionnaires;

Category	Pages (A4)	Payment per questionnaire (Rs)
A	1 – 2	100
B	3 – 4	200
C	above 4	250

- However, enumerators are not eligible to claim any other allowance for accommodation, subsistence and meals.

Payments for Field Assistants/Technical Assistants (FA/TA)

- Field Assistant/ Technical Assistant can be paid up to Rs. 1000.00 per day for assisting in field related work.
- However, field assistants and technical assistants are not eligible to claim for any other allowance for accommodation, subsistence and meals.

Payments for PI, Co-Investigator (CI) and RA

- PI, CI or RA may apply for an allowance for accommodation as follows;
- For an overnight stay, maximum up to 3 nights per month;
 - PI/ CR – Rs. 3000 per night including meals
 - RA – Rs. 2000 per night including meals
- If the field visit is limited to **one day** PI/CI/RA is eligible to apply for subsistence allowance of Rs. 500.

Travelling

- Travelling can be claimed by the PI or CI as follows;
Rs. 50 per km (one visit per month).
If any extra field visit is needed provide a strong justification.

Proof Reading/ Editing

- If the assistance of an expert is needed in proof reading/editing the final manuscript payments can be made as follows,
 - 1) MPhil – Rs. 10,000, PhD – Rs. 15,000
 - 2) A4 size/font size 12/ 1.5 space
- However, no payments will be done for typesetting.

Miscellaneous

- The allocation for miscellaneous should not exceed 2% of the total budget.
- * All payments will be made to the relevant individuals using cheques written to her/his name.
 - This is not to be used for budgeted items.
 - All payments will be made for the bills provided.

Additional Information

Laptops and office furniture cannot be purchased from the research budget. Journal publication fee, conference registration fee and travel grants cannot be claimed from the research grant.

PI is instructed to strictly follow the government procurement guidelines when purchasing equipment: Refer the Government Financial Regulations

SECTION C – Progress Review

- A technical progress report (Annexure 5) inclusive of an interim financial report (Annexure 6) should be submitted using ORGMS which will be subsequently reviewed by the faculty research committee and the dean of the faculty.
- Reporting periods are from December 16th – June 15th and June 16th – December 15th. Progress should be reported irrespective of the date of commencement of the project.
- Research grant advance payments may be stopped when the relevant progress reports are not received by the RC-USJ on its July and January meetings respectively.
- Evidence of publications and conference proceedings pertaining to the grant during the reporting period must be informed along with the progress report.
- All publications should have the university email address as the corresponding author's email address. The URG and RC-USJ, University of Sri Jayewardenepura should be acknowledged as the funding agency. University of Sri Jayewardenepura (with correct spelling) should appear as the corresponding author's institutional affiliation².
- All conference proceedings should at least have the University of Sri Jayewardenepura (with correct spelling) as author's institutional affiliation.

Grant Extensions

- Every effort should be made to finalize the research grant within the stipulated period. An extension of 6 months will be considered provided that the PI submits a strong justification.
- Only 2 such extensions will be permitted for a research grant. If another extension is needed, the PI should give a strong justification with evidence.
- A financial report obtained from the bursar of the respective faculty should also be submitted with the request.

² Refer Section D

- Request for an extension should be submitted using the ORGMS which will be subsequently reviewed by the head of the department, faculty research committee and the dean of the faculty. The RC-USJ decision on the progress report submitted for the last 6 months has to be submitted.
- PI should have submitted all progress reports pertaining to the grant by the date of the request.

Category Transfers

- No transfer should be made within the grant from one category to another and no purchase should be made other than what is stated in the project proposal under each category, without the prior permission of RC-USJ.
- If the PI requests a fund transfer from one category to another, the request letter should provide a strong justification for the fund transfer. A financial report obtained from the respective faculty bursar should be submitted together with the revised budget for the approval from the RC-USJ.
- Request for a category transfer should be submitted using the ORGMS which will be subsequently reviewed by the head of the department, research committee and the dean of the faculty.
- Following information and documents should be submitted with the request for the category transfer.
 - Information on transferring category and the amount should be clearly mentioned.
 - Proper justification should be given.
 - Interim financial report issued by the bursar of the faculty should be attached.
- The funds allocated for **Chemicals and Equipment Category** should not be transferred to any other category unless under a special circumstance which is identified as justifiable by the RC-USJ.
- Transfer of funds to the “RA Allowance” will not be permitted after the first extension (6 months) period of the research grant.
- All category transfers should be strongly justified and RC-USJ decision will be the final.

Transfer of Grants

- When the PI obtains sabbatical leave, resigns from service, is deemed to have abandoned his/ her post, or is unable to continue the research due to any emergency or unforeseen

circumstance, the full responsibility of the grant shall be transferred to a consenting **eligible member** of USJ with the approval of the RC-USJ.

- The proposed member (new PI) must formally express his/her consent to assume full responsibility for the grant, using the format given in the Annexure 8.

SECTION D – Final Research Report and Completion of the Grant

- It is mandatory to complete your research on stipulated time period. If you are unable to complete your research due to an unavoidable reason, a letter of justification including the progress so far should be submitted to the RC-USJ for consideration through the Head of the Department, the Faculty Research Committee and the Dean of the Faculty along with a request for extension.
- Final research report inclusive of the financial report should be submitted to RC-USJ through the head of the department, the faculty research committee and the dean of the faculty within two months of the completion of the duration allowed by the RC-USJ. Submission should be done online using the ORGMS and one bound hard copy (printed on both sides on A4 paper using single space and font 12 in Times New Roman) of the final report has to be submitted to the RC-USJ.
- Kindly note that RC-USJ will not accept the thesis as the final report.
- Together with the hard copy of the final report, hard copies of the following documents should be submitted.
Final financial report obtained by the Bursar of the Faculty
Evidence of publications/ communications arising from the project
- Final research report will be evaluated by an external reviewer. However, where the university grant has produced a research degree (MPhil/PhD) the final report submitted by the PI will not be evaluated by an external reviewer. In such circumstances the PI should submit evidence of the postgraduate degree funded by the grant.
- For the successful completion of the research grant, the PI is required to submit a comprehensive final report and meet the Key Performance Indicators (KPIs) given in the awarding letter. In cases where the grant supports a postgraduate degree, documentary evidence confirming the completion of the degree must also be submitted.
Research grants that do not fulfill these requirements will be classified as **“Incomplete Research Grants.”**
- In the event of the **resignation or the commencement of a sabbatical leave** of the PI of an **incomplete research grant**, the PI shall remain responsible for either:
 - completing the research grant, achieving all the relevant KPIs and submitting evidence of the postgraduate degree completion as stated above before resignation or obtaining sabbatical leave or

- officially transferring the full responsibility of the grant to a consenting eligible staff member of USJ according to the criteria given above.
- In an event of a retirement of the PI of an incomplete research grant, the PI shall remain responsible for completing the research grant, achieving all the relevant KPIs and submitting the evidence of the postgraduate degree completion as stated above.
- **Failure to fulfill these responsibilities may delay or affect the processing and release of the PI's Employees' Trust Fund (ETF) and University Provident Fund (UPF) benefits.**

In such cases, the release of the PI's ETF and UPF funds will be withheld until the required KPIs are completed and, if applicable, evidence of the postgraduate degree completion is submitted.

However, in an unlikely event that the PI is unable to submit evidence of completion of the postgraduate degree due to a reason accepted by the Research Council, the processing and release of the PI's ETF and UPF benefits shall not be affected.

The final Report should provide the following information.

Section 1

Information regarding project/project personnel:

- I. Grant number
- II. Title of the project
- III. Principal investigator
- IV. Co-investigators
- V. Institute(s) where research was carried out
- VI. Date of award
- VII. Date of completion of project
- VIII. Total allocation of funds (Rs.)
- IX. Total spent (Rs.)
- X. Number of research students employed
- XI. Postgraduate degree completed with dates
- XII. Number of technical assistants and/or laborers employed and period of service
- XIII. Publications/Communications arising from the project during the reporting period

Section 2

Executive Summary of the Project:

This should be limited to 500 words and include the scientific background and objectives, methodology and major findings.

Section 3

Report in Detail: should contain the following (not less than 2000 words excluding tables and figures)

- I. Introduction/background
- II. Scientific scope of the project (overall and specific objectives)
- III. Materials and methods (including statistical methods)
- IV. Results/outputs (Results should be given in detail)
- V. Discussion
- VI. Conclusion and recommendation
- VII. References
- VIII. Problems if any, encountered during the course of the project

Section 4

Impact of Research Results:

1. Relevance of results achieved to scientific advancement/dissemination/application of research output- please give the tentative plan
2. Relevance of the results achieved to national/socio-economic development— please give the recommendations clearly as this write-up may be forwarded to potential users who will benefit from the research

Section 5

Miscellaneous

- i. List of major equipment acquired during the project period, their values and their functionality
- ii. List of publications/communications arising from the project and/or presentations made at seminars, workshops etc. (Please attach copies)
- iii. Awards obtained from the project by the research team with evidence
- iv. Patents obtained from project by the research team with evidence

Section 6

Summary Statement of Expenditure (indicate under personal, equipment, consumables, lab services & sample analysis, statistical analysis, calibration of instruments, PG registration fee, Travel and Subsistence and Miscellaneous)

Section 7

- I. Signature of Investigators (PI as well as Co-I)
- II. Comments and the signature of the Head of the Department
- III. Comments and the signature of the Chairperson/ Research Committee
- IV. Comments and the signature of the Dean

Together with the final report, following evidence should be submitted if applicable.

- Report on equipment purchased under the grant (Annexure 9)
- Report on innovations/inventions (Annexure 10)

Key Performance Indicators

- Key Performance Indicators (KPIs) should be achieved at the end of the completion of the grant.

In order to formally close URGs that are initially awarded for the completion of a postgraduate degree, the successful completion of the relevant postgraduate degree and the submission of the relevant publications are mandatory.

- The PI should submit evidence of scientific publications/communications according to the conditions given below.

Value of the University Research Grant Awarded	Key Performance Indicators (KPIs)
LKR 1.5 million to LKR 2.5 million	1. Minimum of 2 publications in journals indexed in recognized indexing services (Full Paper)* OR 2. 1 Publication in a journal indexed in recognized indexing services (Full Paper)* and 2 peer reviewed journal publications (Full Paper) OR 3. a Patent**
Less than LKR 1.5 million	Minimum of 1 publication in a journal indexed in recognized indexing services (Full Paper)* or a Patent**
Grants obtained for laboratory-based MD degrees: Maximum LKR 0.5 million	Minimum 1 publication in a journal indexed in recognized indexing services (Full Paper)*

*Recognized indexing services are as follows:

1. Science Citation Indexed Expanded (Web of Science)
2. Social Sciences Citation Index (Web of Science)
3. Arts and Humanities Citation Index (Web of Science)
4. Emerging Sources Citation Index
5. Elsevier SCOPUS

** All patents obtained through projects funded by the Research Grants of the University should be registered as a property of USJ and the PI.

The above conditions will be applied to the grants given for PhD upgrading if the total university grant value falls within the given criteria.

The evidence of above has to be submitted within 2 years of completion of the project. The PIs who are unable to fulfill the above criteria will be penalized when applying for future university grants.

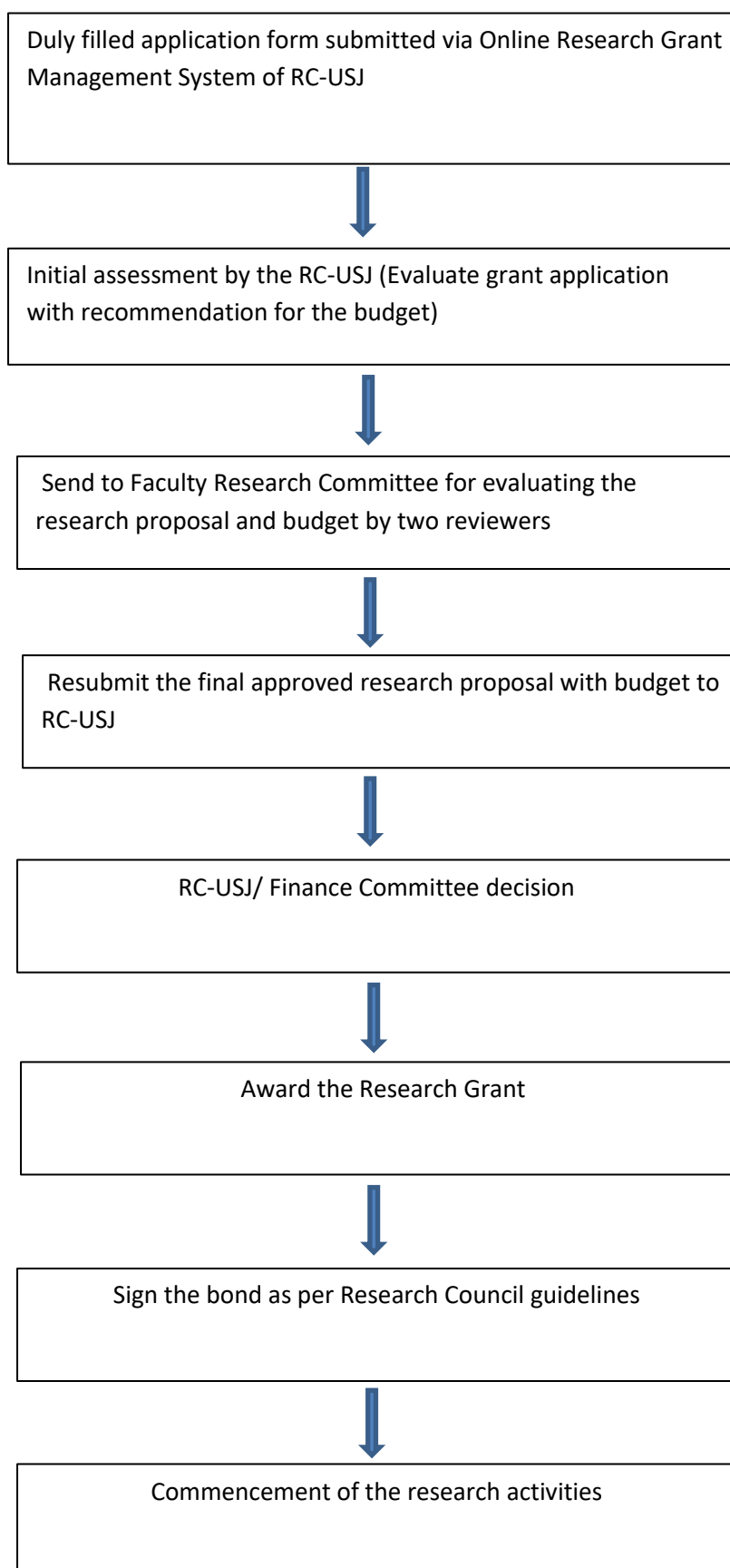
Following information should be included in all publications arising from the University Research Grants.

1. University of Sri Jayewardenepura (with correct spelling) should appear as the PI's institutional affiliation.
2. All publications should have the University of Sri Jayewardenepura (with correct spelling) as author's institutional affiliation.
3. The University Grant Number and the University of Sri Jayewardenepura should be acknowledged as the funding agency.

You may use the following statement when acknowledging the University.

“The authors appreciate RC-USJ, University of Sri Jayewardenepura for funding the project through University Research Grant No.....”

Research Grant Approval Procedure



3. OVERSEASE TRAVEL GRANTS

3.1 Introduction

Since the recent past, scholars of Global South as well as North have been compelled to be part of ever-expanding transnational networks of the academic world where “research production” has become a contemporary phenomenon. As a learned response to this emerging reality, providing institutional support to “local scholars”, who are in a capable position to be part of these transnational networks, is vital. This grant scheme will be available depending on the availability of the funds at the University.

3.2. Eligibility Criteria for a Recommendation of an OTG

At the time of applying for the OTGs (the OTG Application is available in the USJ website to be downloaded), the applicant:

- 1.1. Must be a permanent staff member or a probationary member of the academic staff/ administrative staff of the USJ;
- 1.2. Must either have postgraduate qualification or be engaged in the research component of his/her postgraduate studies; and
- 1.3. Must have a research article accepted for presentation or invited as a keynote speaker of a session in an international research conference to be held in a foreign country.

Number of travel grants offered in each year will be decided by the RC-USJ depending on the availability of funds.

3.3 Conditions to apply for an OTG

- a. Once a grantee receives an OTG, the grantee will be eligible to apply for another USJ-OTG only after the lapse of a minimum of two years from the date of return from their last funded visit.
- b. The grant will be offered to the presenter, and he/she should fulfil the eligibility criteria mentioned in Section 3.2 above.
- c. In the case of a co-authored research article, the applicant should obtain written consent of his/her co-authors before applying for the grant.
- d. Applications for the OTG should be submitted to the RC-USJ through the head of the department and the dean of the applicant’s at least two months prior to the conference. The OTG application are accepted at any time of the year.
- e. Applicant should submit following documents with a cover letter addressed to the Chairperson, RC-USJ.
 1. Hardcopy of the Overseas Travel Grant Application Form (Annexure 11) (duly completed)
 2. Copy of the research article and/or abstract

3. Letter of acceptance
4. Full CV of the applicant (Please note that your updated CV should also appear in the University's website together with URL of the Google Scholar Profile.)
5. Conference brochure
6. Cost breakdown
7. Separate letters of declarations from all co-authors indicating that they have no objection for the candidate to present the research work in the said conference
8. Three (3) quotations for airfare obtained from three different airline agents
9. If the applicant has obtained a travel grant from the University of Sri Jayewardenepura, please attach the letter issued by RC-USJ accepting the final report submission.
10. Any other document which may support the application

The letter of acceptance should be provided before the OTG is released.

3.4 Procedure of awarding OTGs

- a. All applications are evaluated for awards by a sub-committee appointed by the RC of the University. The sub-committee will meet every 2nd Monday of the month and submit recommendations to RC-USJ.
- b. Funding will be recommended for the conference registration fee, air fare, travel expenses, visa application fee and subsistence. Subsistence is paid only for the duration of the event including additional two days not to exceed 5 days.
- c. An OTG is considered for only one author in a co-authored article subjected to subsections mentioned above under eligibility criteria
- d. Applications will be considered for full support not exceeding LKR 250,000.
- e. Once the OTG is authorized the applicant is entitled to receive 90% of the grant subjected to the USJ/government financial regulations.
- f. Grantees are required to submit a detailed report on their participation according to the format given (Annexure 12) within a month of their return. This report should be submitted to the RC-USJ through his/her head and dean of the faculty. Remaining 10% of the OTG will only be released once the duly completed report with supportive evidence is submitted within the stipulated period
- g. If the grantee was not able to participate at the conference due to any reason he/she is required to reimburse the full amount of the advance payment, which he/she has claimed, either within two weeks of the final date of the conference or within one-week on his/her return, whichever comes later subjected to the government financial regulations.
- h. The OTG shall only be utilized for the conference indicated in the application.
- i. If the conference is rescheduled or postponed, the grantee should inform the relevant authorities with evidence.

3.5. General Information

- a. The final decision will be informed to the applicant in writing within 10 working days of the meeting of the RC-USJ at which the application was considered for the OTG.
- b. All payments are made according to the government financial regulations and relevant administrative circulars.
- c. Subsistence includes the allowance for accommodation and meals. It is paid according to the government circular no MOFP 01/2010/01. Rates for different countries will be varied in this respect.
- d. If the grantees fail to submit the final report, he/she will be disqualified to apply for any further OTG.
- e. Funding source should be acknowledged in the research presentation. The address of the USJ should always appear as the institutional affiliation of the applicant. In instances where an email address could be included in the conference proceedings USJ email address should be used.
- f. Incomplete applications will be rejected.

4. GRANTS FOR JOURNAL PUBLICATIONS (REIMBURSEMENT OF ARTICLE PROCESSING CHARGE (APC))

4.1 Introduction

Grants for journal publications are awarded to promote the publication of high-quality original research articles arising from projects conducted under the supervision of academic staff at the University of Sri Jayewardenepura, while ensuring fair, transparent, and efficient use of funds allocated by RC-USJ with a view to enhance the national and international standing of the University by increasing research visibility and citation impact through the promotion of open-access publication of research outputs, thereby contributing positively to university ranking metrics.

4.2 Guidelines

This grant scheme and the associated guidelines shall apply only to full-paper publications (research articles or review articles), and case reports for which the Article Processing Charge (APC) was paid, and the article was published on or after 08 January 2026. The scheme and the guidelines shall remain in force unless amended, revised, or terminated in accordance with the applicable provisions.

1. The maximum financial support per person, per paper, per annum shall be limited to USD 750 (or the equivalent in LKR). Any additional cost beyond this amount must be borne by the author(s) or from other sources.
2. If the corresponding author is an eligible staff member of the USJ (permanent academic/ administrative staff member), he/she should apply for the reimbursement of APC on behalf of the other authors with the consent of all other authors. If the corresponding author is not eligible to apply (in an instance where the corresponding author is not an eligible USJ member to apply for the reimbursement of APC), an eligible staff member of USJ is requested to apply with the concurrence of the other authors.
3. In the event of multiple applications for the same paper, the earliest valid application will be considered for funding, and subsequent applications will be rejected.
4. Reimbursement of APC should be recommended for full paper (Research/review) publications and case reports, published in journals indexed in recognized indexing services³. Conference papers or short communications are not eligible for reimbursement of APCs. Researchers are encouraged to publish their articles in Q1 or Q2 journals, as per the SCImago Journal Ranking. Applicants must submit documentary evidence demonstrating that the journal is indexed in the recognized indexing services approved by the RC-USJ.

³ Refer Section D

5. Researchers should apply for the reimbursement of APC within 6 months of the date of publication.

4.3 Required Documents

Application (Annexure 13) should be submitted via ORGMS with following documents.

1. Evidence of the published research paper. Research article should include the “University of Sri Jayewardenepura” with correct spelling as the applicant’s institutional affiliation.
2. Researchers are always encouraged to apply for the waiver that is provided by the journal and evidence for the waiver requested from a particular journal and the evidence for the rejection (Email communications with the journal editor) should be submitted. Any additional documentation related to APC discounts based on the author’s country affiliation, if applicable, should be included.
3. All email communications shared between the journal and the authors during the review process should be submitted.
(The relevant portions of the communications, particularly those related to the decision, should be clearly highlighted for ease of reference and convenience.)
4. An invoice or payment request from the publisher and credit card statement/bank statement for payment confirmation should be submitted.
5. The applicant shall submit a declaration confirming that the APC has not been funded by any other funding agency. If any portion of the APC has already been covered by another funding agency, the applicant must declare the amount during the application process.

4.4 Approval Process

1. Applications must be submitted through the head of the department and dean of the faculty to RC-USJ.
2. The RC-USJ will evaluate the application based on journal quality, research originality, authorship eligibility, and budget availability and the final decision will be taken by the RC-USJ.

4.5 Additional Notes

1. The RC reserves the right to reject or defer applications that do not meet the guidelines and the quality standards or fall outside annual budgetary allocations.
2. In case of any dispute or ambiguity, the decision of the RC-USJ shall be final.
3. All financial regulations of the USJ are applicable for this grant scheme.

5. Undergraduate Independent Study Grants

With a view of developing a research culture among the undergraduates, the undergraduate independent study grants are awarded.

The Guidelines for payment for Undergraduate Independent Study Grants

All honors /special degrees students who undertake a research component (six credits or higher) are entitled to request a maximum of Rs.5,000.00 for his/her research work. However, for deserving disciplines, the students are entitled to request a maximum of Rs. 10,000.00 for his/her research work with strong justification and the recommendation of the respective research committee of the faculty. The request should be made to the RC-USJ by the head of department through the research committee and the dean of the relevant faculty.

The recommendation for undergraduate research should be done by the relevant research committee of the faculty and payment is made through AB/SAB of the faculty.

The money should be utilized for the following purposes

1. For any consumables (Ex. chemical or glassware or computer accessories)
2. Any small instruments including pen drives worth less than Rs.5,000.00
3. Data collection

Head of departments are responsible for settling the advance payments according to the financial regulations. They have option to get the advance payments based on the number of students who are undertaking the research, or they can receive the reimbursement based on the funds utilized for the undergraduate research.

Students are entitled to receive this research money only once during his/her internal studentship period.

PART THREE

THE RESEARCH AWARDS

1. INTRODUCTION

Establishing a strong research culture within the University is an achievable goal when supported by appropriate drive and motivation. The development of a robust research culture will not only contribute to attaining world-class status by enhancing the University's standing at both local and global levels but will also create numerous opportunities for further advancement as a higher education institution.

In this context, RC-USJ has taken several initiatives to promote and strengthen research activities within the University. A logical and constructive step in this direction is the recognition, support, and encouragement of academics who conduct high-quality research and publish their work in recognized and indexed journals. Acknowledging such distinguished contributions through a fair and transparent reward mechanism will not only motivate researchers to pursue work of even higher standards but will also inspire fellow academics to follow their example.

Accordingly, the vice-chancellor and RC-USJ have established a Research Award System to formally recognize and acknowledge the diverse research contributions of academic staff serving in various capacities.

The scheme recognizes academics who have conducted and disseminated their research through publication in peer-reviewed, indexed journals. The Award System further acknowledges researchers whose scholarly outputs have attracted citations, thereby contributing to the academic visibility, reputation, and institutional impact of the University. In addition, it recognizes academics who have successfully secured external research funding, thereby strengthening the University's research portfolio and resource base.

The scheme also commends supervisors and researchers who have successfully facilitated the completion of MPhil and PhD degrees through URGs.

Research Awards Ceremony is conducted on a biennial basis. The applicants should apply Research Awards through the Online Research Awards Management System. RC-USJ declares the award categories and a "closing date" for Research Awards.

All applications should be in accordance with the guidelines given by the RC-USJ. The guidelines and the award categories can be revised subjected to the respective research awards round. Any such revisions will be communicated during the corresponding application process.

PART FOUR

UNDERGRADUATE RESEARCH DAY

An Undergraduate Research Day will be organized in each faculty to foster and promote undergraduate research activities within the University. This initiative is expected to cultivate a strong research culture among undergraduates, which is considered essential to their academic and professional development. The Research Day will be conducted with the participation of students and academics, as well as representatives from regulatory bodies, public agencies, government authorities, and industry practitioners.

Annexure 1

Progress Report Format for Research Centres

Name of the Research Centre:

Period Covered: (XX.XX.20XX – XX.XX.20XX)

Procurement of equipment, materials and human resources

- a. Procurement of equipment
- b. Procurement of materials (chemicals, etc.)
- c. Procurement of human resources (Funded by Research Council USJ)
 - i. Name of the RA.....
Education Qualification.....
SLQF Level.....
Email.....
Contact Number.....
 - ii. Name of the RA.....
Education Qualification.....
SLQF Level.....
Email.....
Contact Number.....

All publications produced by the Centre should contain the name of the research Centre and University of Sri Jayewardenepura as author affiliation.

Evidence of each paper in hardcopy form should be submitted.

Table: Self-evaluation for the KPIs

	Key performance Indexes (KPIs) (Relevant evidence should be organized and indexed based on the following order of the evidence categories)	Marks Allocated (each)	Marks according to your self-evaluation	Final Marks
1	Publications (Please refer information at page 4)			
1.1	Full paper publication/s			
	In journals indexed in (SCI/SCI Expanded/Elsevier SCOPUS/ Social Sciences Citation Index/	10		

	Arts and Humanities Citation Index / Clarivate Analytics/ SCI emerging)			
	In journals indexed in any other indexing services	8		
	In refereed journals	5		
1.2	Abstract publication (maximum up to 50 marks)	2		
1.3	Publication of conference proceedings	2		
1.4	Keynote address delivery	8		
1.5	Resource person contribution			
	International	5		
	National	3		
1.6	Editorial works as a member of the Center	4		
1.7	Any other publications (Books, Book Chapters, Journals published by the Centre)	8		
1.8	Patents granted	12		
2	National and international research collaborations with supporting documents	7		
3	Postgraduate Degrees completed			
3.1	PhD	10		
3.2	MPhil	6		
3.3	MD	5		
4	Securing National and International Research Grants			

4.1	International (for securing USD 10,000)	10		
4.2	National (for securing LKR 1 million)	5		
5	Awards (Excluding the University Research Awards)			
5.1	International	10		
5.2	National	5		
6	Earnings of the Research Center (for LKR 1 million)	5		
7	Fund utilization according to the criteria	10		
8	Conference, Workshops held by the centre	10		
9	Service/s rendered (non-paid)	5		
10	Projects on National Development			
10.1	Completed projects	6		
10.2	Ongoing projects	3		
Total Marks				

1. Publications

1.1 - Full papers

- i. Journals Indexed in (SCI/SCI Expanded/Elsevier SCOPUS/ Social Sciences Citation Index/ Arts and Humanities Citation Index / Clarivate Analytics/ SCI emerging) (authors, application, title, journal. vol. pg. etc)
- ii. Journals Indexed in any other indexing services (authors, application, title, journal. vol. pg. etc.)
- iii. Refereed journals (authors, application, title, journal. vol. pg. etc.)

1.2 - Abstract publications (authors, application, title, journal. vol. pg. etc.)

- 1.3 - Publication of conference proceedings (authors, application, title, journal. vol. pg. etc.)
- 1.4 - Keynote addresses (authors, application, title, journal. vol. pg. etc.)
- 1.5 - Resource person contribution
 - i. International
 - ii. National
- 1.6 - Editorial works as a member of the Center
- 1.7 - Any other publications (Books, Book Chapters, Journals published by the Centre)
- 1.8 - Patents granted
- 2. National and international research collaborations** (please provide necessary details)
- 3. Postgraduate Degrees completed (PhD, MD, MPhil)**
- 4. Securing National and International Research Grants** (please provide; granted agency/institute, grant number, title, amount, etc.)
- 5. Awards (National & International Awards excluding University Research Awards)**
- 6. Earnings of the Research Center**
- 7. Fund utilization according to the criteria**
- 8. Conference, Workshops held by the Centre**
- 9. Service/s rendered (Non-paid)**
- 10. Projects on National Development (A report should be submitted regarding the contribution towards sustainable development)** (Please provide necessary details)
- 11. The respective Financial Statements of the Centre from 01st January 2026 – 30th June 2026 (should be obtained from SAB/AB/DB and attached here with this progress report)**

Name of the Director:

Signature:

Date:

RESEARCH GRANTS -20XX
UNIVERSITY OF SRI JAYEWARDENEPURA

PART A – Research Grant Application

Details of the Investigators

1. Details of Principal Investigator:

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

a. Designation:

b. Department:

c. Faculty:

d. Date of Birth:

e. Telephone:

i. Mobile:

ii. Official:

iii. Home:

f. University E-mail address⁴:

g. Verified Google Profile Name and the Google Profile URL¹:

.....
.....

2. Details of the Co-Investigators:

Co-Investigator I

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

a. Designation:

b. Department:

c. Faculty:

d. Date of Birth:

e. Telephone:

i. Mobile:

ii. Official:

iii. Home:

f. E-mail Address:

g. Verified Google Profile Name and the Google Profile URL:

.....
.....

⁴ 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.

Co-Investigator II

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

a. Designation:

b. Department:

c. Faculty:

d. Date of Birth:

e. Telephone:

i. Mobile:

ii. Official:

iii. Home:

f. E-mail Address:

g. Verified Google Profile Name and the Google Profile URL:

.....
.....

- Annex a short CV and a list of publications of all investigators during the last 5 years.

3. Details of the Grants received by the Principal Investigator

a. Details of the University Research Grants received over the last 5 years: Please attach the report obtained from RC-USJ, certified by the Co-Chairperson, RC-USJ.

b. Details of the other Research Grants received from National and International funding agencies over the last 5 Years.

	National/ International	Title	Funding agency	Amount (in LKR)	Period
1					
2					
3					
4					

PART B – Details of the Research

1. Title of the proposed research.....

.....
.....

2. Duration of the Research: (in years)

* *The maximum duration of the Research Grant which produces a post graduate degree is as follows:*

PhD – 3 Years

MPhil – 2 Years

MD – 1 Year

3. Research Area/s (Specific):

.....

4. To which UN Sustainable Goal/s (SDGs) does your research project relate to?

(<http://www.statistics.gov.lk/sdg/>)

.....
.....
.....

5. How do you propose to protect and ensure Intellectual Property (IP)? (If Applicable)

.....
.....
.....

6. Is the proposed research intended for a postgraduate degree? **Yes** ☐ **No** ☐

**Please note that the grant cannot be utilized by the grantee/ Principal Investigator to complete/obtain his or her own postgraduate degree.*

i. If yes: **PhD (3 Years)** ☐
MPhil (2 Years) ☐
MD* (1 Year) ☐

** Research grants awarded for MD degrees will be limited to those involving laboratory-based research. For those who obtained grants to complete a research component of a MD degree will be given maximum of Rs. 500,000/-*

ii. Do you expect to employ a research assistant? **Yes** ☐ **No** ☐

** Only one research assistant is allowed for the given time period.*

7. Category of the grants based on the research output:

☐ *Knowledge advancement grants - expected to generate outputs towards scientific advancement of knowledge.*

☐ *Application targeted grants - expected to generate outputs/outcomes towards the development of societies and fostering innovations.*

i. If the research is for knowledge advancement, expected research output:

.....
.....
.....
.....
.....

ii. If the research is for Application Targeted as mentioned above, the expected research outputs:

- | | |
|-------------------------------------|---|
| ☐ Product | ☐ Guideline |
| ☐ Prototype | ☐ Policy |
| ☐ Patent | ☐ Other (please specify) |
| ☐ Technology | |
| ☐ Process | |

8. State potential commercial applications of research output/s (if any):

.....

i. Identify potential stakeholders /industries

.....

9. Impact of Research Outcomes

Impact of research outcomes relevant to the following on national development.
 Please write in a point form with timelines; lag period envisaged with reasons.

a. Scientific/ Environmenta l Impacts	
b. Societal Impacts	
c. Economic Impacts	

10. Attach 2 copies of the detailed research proposal compiled under the following headings: (Font: Times New Roman, 12pt, 1.5 spacing)

- a. Title
- b. Introduction
- c. Rationale and justification of the research problem
- d. Which UN Sustainable Development Goal SDG(s) will be addressed by the proposed research (Refer: <http://www.statistics.gov.lk/sdg/>)
- e. Outline how the proposed project is related to the SDG(s) selected above.
- f. Research problem and research questions
- g. General and specific objectives
- h. Significance/s of the research
- i. Literature review (a comprehensive literature review)
- j. 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
- k. Ethical and legal considerations
- l. Dissemination of knowledge and proposed outcome. Clearly indicate the impact of research outcomes on national development
- m. Timeline of the research (by way of a Gantt chart)
- n. References – A complete list of references should be submitted according to Harvard Style. Include the latest references.
- o. Detailed budget

11. Ethical Considerations (If applicable)

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

* *Any significant change in the project proposal and/ or the title that occur during the processes of ethics approval/ post graduate review should be informed to RC-USJ by the Principal Investigator.*

12. Summary of the budget:

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

PART C - Implementation of Research Project

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

****Define the Activities***

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												

PART D: 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 Fees for Research Assistants			
1.1	Allowance for Research Assistant/s*	Rs. 40,000/ Rs. 50,000/ Rs. 60, 000 per person		
1.2	Registration fee for postgraduate degree programmes of Research Assistant/s**			
2	Travelling Expenses*** (based on approximate distance)	Rs. 50 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) and registered for a PhD or MPhil at the Faculty of Graduate Studies (FGS) are entitled to receive Rs. 60,000/- per month (Please note that this payment will only be applicable upon completion of registration at the FGS. Until the registration process is finalized, the research assistant will be entitled to receive Rs. 50,000/-. No arrears shall be paid for any period preceding the date of registration.), while those who possess a degree at Level 6 of SLQF and not registered for a postgraduate research degree are entitled to receive Rs. 50,000/- per month.

Those who possess a degree at Level 5 of SLQF and not registered for a postgraduate degree are entitled to receive Rs. 40,000/- per month.

**The registration fee will be reimbursed only after the successful completion of the postgraduate degree. Please refer to *Vidyodaya Vision* (<https://research.sjp.ac.lk/downloads/>) 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. 50/- per kilometer

Note: Please refer to *Vidyodaya Vision* (<https://research.sjp.ac.lk/downloads/>) for further guidelines on the utilization of funds of research grants.

****After the stipulated time period of the research grant is over, transfer of funds to the Research Assistant Allowance is permitted only during the first extension (first 6 months) period with a strong justification, and subjected to the approval of RC-USJ.

2. Chemicals and Equipment*				
	Item	1 st Year	2 nd Year	3 rd Year
1				
2				
3				
4				
5				
	Sub-total for chemicals & equipment			
<i>*A complete description of equipment required, and a full justification must be given.</i> <i>**Requests to transfer funds allocated for the Chemicals & Equipment category to any other category of the research grant will not be entertained unless under a special circumstance which is identified as justifiable by RC-USJ.</i>				
3. Other Expenses				
	Item	1 st Year	2 nd Year	3 rd Year
1	Allocation for the sample analysis at the Instrument Centre, Faculty of Applied Sciences (If applicable only) (Refer to the webpage of the Instrument Centre, Faculty of Applied Sciences in the University of Sri Jayewardenepura for the cost of analysis https://science.sjp.ac.lk/instrumentcenter/services/)			

2	Stationeries			
3	Photocopying/ roneo work			
4	Other materials			
5	Proofreading			
6	Any other activity (Specify)			
7	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 components of each item with justification where relevant.

Key Performance Indicators

- Please note that the following Key Performance Indicators (KPIs) are expected at the end of the completion of the grant.
- The University Research Grant Number and the University of Sri Jayewardenepura should be acknowledged as the funding agency.
- All publications should have the University of Sri Jayewardenepura (with correct spelling) as author's institutional affiliation.
- The principal investigator should submit evidence of scientific publications/communications according to the criteria given below.

Value of the University Research Grant Awarded	Key Performance Indicators (KPIs)
LKR 1.5 million to LKR 2.5 million	1. Minimum of 2 Publications in Journals Indexed in Recognized Indexing Services (Full Paper)* OR 2. 1 Publication in a journal Indexed in Recognized Indexing Services (Full Paper)* and 2 Peer Reviewed journal publications (Full Paper) OR 3. a Patent**

Less than LKR 1.5 million	Minimum of 1 Publication in a Journal Indexed in Recognized Indexing Services (Full Paper)* or a Patent**
Grants obtained for laboratory based MD degrees: Maximum LKR 0.5 million	Minimum 1 Publication in a Journal Indexed in Recognized Indexing Services (Full Paper)*

*Recognized Indexing Services are as follows:

1. Science Citation Indexed Expanded (Web of Science)
2. Social Sciences Citation Index (Web of Science)
3. Arts and Humanities Citation Index (Web of Science)
4. Emerging Sources Citation Index (Web of Science)
5. Elsevier SCOPUS

**All patents obtained through projects funded by the Research Grants of the University should be registered as a property of the University of Sri Jayewardenepura and the Principal Investigator.

- The evidence of above has to be submitted within 2 years of completion of the project. The principal investigators who are unable to fulfill the above criteria will be penalized when applying for future university grants.

I certify that I am aware of the expected KPIs and 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

.....
Signature of the Dean
Faculty of

Annexure 3

Project Evaluation Form

CONFIDENTIAL: EVALUATION OF UNIVERSITY RESEARCH GRANTS – 20XX

Title of the Project:

.....

.....

.....

.....

Please tick relevant cage. Any specific comments to the applicant and/or suggestion for modification can be made in the relevant spaces given under each section.

1. Rationale for doing the research and analysis of the problems (background and justification):

Good	
Need improvement	

Comments (if any):

.....

.....

.....

.....

2. Relevance of objectives and/or hypothesis/ses to be tested:

Relevant and clear	
Not relevant	

Comments (if any):

.....

.....

.....

.....

3. Literature review

Recent national/ International literature is reviewed	
Literature cited is relevant to the study	
Literature review is adequate	
Not acceptable	

Comments (if any):

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4. Research design:

Acceptable	
Need modification	

(*If modification is proposed please give reasons and your proposed revisions)

Comments (if any):

.....

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.....

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5. Relevance of study-setting and methodologies for experimentation/ collection of data:

I. Study-setting:

Suitable	
Not suitable	

(If not suitable please give reasons and suggest suitable locations)

Comments (if any):

.....

.....

.....

.....

II. Methodology:

Adequate	
Inadequate	
Need modification	

(If inadequate or need modification please give reasons to time and suggest revisions)

Comments (if any):

.....

.....

.....

.....

III. Suggested analysis/ses (including statistical analyses):

Adequate	
Inadequate	
Not suitable	

(If inadequate / not suitable please give reasons and proposed revisions)

Comments (if any):

.....

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.....

.....

6. Feasibility of the proposal in relation to time requested:

Feasible within given time period	
Require more time	
Can be done within a shorter time period	

Comments (if any):

.....

.....

.....

7. Feasibility of the proposal in relation resources requested:

Resources are adequate	
Resources are inadequate	

(If inadequate please give reasons and suggest additional resources)

Comments (if any):

.....

.....

.....

8. Ethical consideration:

Ethically acceptable	
Ethical clearance obtained	
Application submitted for ethical clearance	
Ethically not acceptable	

Comments (if any):

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.....

.....

.....

9. Considerations to environmental safety

Environmentally safe	
Environmentally not safe	
Need modification/s	
Not applicable	

Comments (if any):

.....

.....

.....

.....

10. Relevance / Justification of requested budget items:

I. Personnel

Adequate	
Inadequate	
Need further justification	

Comments (if any):

.....

.....

.....

.....

II. Equipment

Adequate	
Inadequate	
Need further justification	
Overestimated	

Comments (if any):

.....

.....

.....

.....

III. Chemicals and Consumables

Adequate	
Inadequate	
Need further justification	
Overestimated	

Comments (if any):

.....

.....

.....

.....

IV. Travel/ Subsistence

Adequate	
Inadequate	

Need further justification	
Overestimated	

Comments (if any):

.....

.....

.....

.....

V. Miscellaneous (maximum allowed is 2% of the total budget)

Adequate	
Inadequate	
Need further justification	
Overestimated	

Comments (if any):

.....

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.....

Kindly evaluate the project according to the following marking scheme.

Factor	Maximum Limit of Points	Total
1. Scientific merit of the study	50	
2. The relevance of the study to national development/ aligned with Sustainable Development Goals	50	
3. Its contribution to strengthening the capacity of science and technology and development of human resources in the country	50	
4. Potential of the research findings to foster research & development relations between the University and the relevant Industry	50	
5. Possibility of research findings being published in journals indexed in recognized indexing services	50	
Total Score		

11. Recommendation:

☐	Proposal RECOMMENDED for support
☐	Proposal RECOMMENDED subject to minor modifications as stated
☐	Proposal RECOMMENDED resubmission with major modifications
☐	Proposal NOT RECOMMENDED for support.

Please provide justification if the project is not recommended for support.

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Annexure 4

Letter Head of the Dean

Date

Name and Address of the Student

POST OF TEMPORARY RESEARCH ASSISTANT

I am glad to appoint you as a Temporary Research Assistant (RA) in the <Department/ Research Centre> for a period of two/three years with effect from <Date> to <Date> on the recommendation of <Principal Investigator's (PI) Name>, <PI's Department/ Centre>, <Faculty> for the research project titled "<Research Project Title> under the University Research Grant No. <Grant No.>.

Research Assistant is a full-time job where you have to report to the university on normal working days. An attendance register will be maintained by PI and RA has to sign in and out on daily basis. Instructions regarding your duties as a Temporary Research Assistant and the facilities of the Centre/ Department that are available to you will be informed by <PI's Name>. You will be paid an allowance of Rs.50,000.00 per month from the Research Grant. Please note that, data collected by Research Assistant have to be handed over to the PI on regular basis and all data belongs to PI of the project.

This appointment may be terminated by me without prior notice, if the supervisor is not satisfied with your performance. You may resign from this post by giving one month written notice to me.

If you accept the appointment under the conditions stipulated in this letter please complete the acceptance form sent herewith and forward it to me through your supervisor.

Name of the Dean

Dean/Faculty

cc. 1. Head of the Department

2. <PI's Name>/ Supervisor

3. AB/ SAB/ DB Faculty of

4. Research Council

Annexure 5

PROGRESS REPORT

Progress Report-Number:

Grant Number:

Period Covered: From To

PART A

General information

1. Title of the project:
2. Executive summary of the project:
3. Principal investigator: (Rev./Prof./Dr./Mr./Ms.):
4. Co-investigators:
5. Date of award:
6. Date of commencement of the project :
7. Faculty and the Department where research is being carried out:
8. Details of research students/assistants employed (indicate whether the research student has registered for a post graduate degree)
 - a. Name of the research student and contact details:
 - b. Registered for postgraduate degree: YES/ NO
 - c. Specify the degree:
 - d. Date of registration:
 - e. Registration number:
9. Number of technical assistants/ laborers employed:

PART B

Details of the Project

1. Objectives of the project :

2. Objectives achieved to date :

3. Description of research carried out during the reporting period :
4. Results/ Observations/ Outputs (in detail):
5. Gantt chart for work done

Activity		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Planned												
	Progress												
2	Planned												
	Progress												
3	Planned												
	Progress												
4	Planned												
	Progress												
5	Planned												
	Progress												
6	Planned												
	Progress												

- a. Are there any deviations in the work plan when compared to the original?
Yes/No
If yes give reasons:
- b. Did you obtain prior approval from RC-USJ for the deviations:
Yes/No
If not why:

PART C

Project Expenditure

1. Is the work on schedule? If not give reasons:

2. List major items of equipment purchased during the reporting period

Item/Description	Date purchased	Value

--	--	--

3. Comments regarding project implementation, if any

4. Submit a brief work plan for the next 06 months:

5. Give projected expenditure for the next 6 months (Rs.): Grantee's estimate

Personal	
Equipment	
Consumables	
Lab services and sample analysis	
Statistical analysis	
Calibration of instruments	
Post-Graduate Registration Fee	
Travel and subsistence	
Miscellaneous	

PART D

1. Publications/Communications arising from the project during the reporting period (Please provide evidence).

PART E

I hereby declare the information provided above is correct to the best of my knowledge.

.....
Principal Investigator

.....
Co- Investigator/s

Comments and recommendation of the Research Committee of the Faculty

Signature of the Chairperson/ Research Committee Date

Comments of the Dean of the Faculty

Signature of the Dean of the Faculty Date

Annexure 6

FORMAT FOR INTERIM AND FINAL FINANCIAL REPORT

The Financial position of grant No.....as at
.....awarded to Prof./Dr./Mr./Ms.by RC-USJ of
the University of Sri Jayewardenepura is as follows.

Item	Funds received by the Univ./ Institution	Total expenditure Rs.	Balance available Rs.
Personal			
Research Assistant			
Technical Assistant			
Other			
Equipment 1			
Equipment 2			
(Items purchased should be stated)			

Consumables			
Lab services & samples analysis			
Postgraduate Registrations Fees			
Statistical analysis			
Calibration of Instruments			
Travel & Subsistence			
Miscellaneous			
Unspent balance of the funds received			
Funds received			
Expenditure	Actual		
	Committed		

Balance	
Cash Imprest / Cash advance	
Balance as at	
Bursar/ Accountant	

Total

Date:

Signature and of the Bursar.....

Annexure 7

පර්යේෂණාධාර අංකය:

ගිවිසුම

මෙහි මින් මතු පර්යේෂක යනුවෙන් විශේෂයෙන් සඳහන් කරනු ලබන පදිංචි ශ්‍රී ජයවර්ධනපුර විශ්වවිද්‍යාලයේ අධ්‍යයනාංශයේ වශයෙන් සේවය කරන එක්පාර්ශ්වයකට ද, මෙහි මින් මතු විශ්වවිද්‍යාලය යනුවෙන් සඳහන් කරනු ලබන ශ්‍රී ජයවර්ධනපුර විශ්වවිද්‍යාලය වෙනුවෙන් එහි උප කුලපති අනෙක් පාර්ශ්වයට ද බැඳී වර්ෂ ක්වූ, මස වන දින ශ්‍රී ජයවර්ධනපුර විශ්වවිද්‍යාලයේදී මෙකී දෙපාර්ශ්වය අතර ඇති කර ගන්නා ලද ගිවිසුමයි.

1.
.....යන පර්යේෂණය සඳහා පර්යේෂකට අවශ්‍යව ඇති රුපියල්මුදලක් ලබාදීමට විශ්වවිද්‍යාලය එකඟ වේ.
2.(අතුරින්) රු
වූ එකී පර්යේෂණාධාර මුදල අනුමත කර ඇති පරිදි උක්තකාර්යය සඳහා යොදා ගැනීමට මා විසින් බැඳී සිටින අතර මෙම ගිවිසුම යටතේ විශ්වවිද්‍යාලයෙන් මා හට දෙන ලද සම්පූර්ණ මුදලම මා විසින් තත් කාර්යය සඳහා යොදවනු ලබන බව ඔප්පු කරන්නා වූ ලියවිලි ශ්‍රී ජයවර්ධනපුර විශ්වවිද්‍යාලයේ පර්යේෂණ කවුන්සිලයට ඉදිරිපත් කිරීමට මා මෙයින් බැඳී සිටිමි.
3. විශ්වවිද්‍යාල පර්යේෂණාධාර යටතේ පවත්වනු ලබන පර්යේෂණයන්හිදී ජනනය කරනු ලබන හෝ ලබාගන්නා ලද සියලුම පර්යේෂණ දත්ත (මූලික හෝ සංස්ලේෂණය කරන ලද) ශ්‍රී ජයවර්ධනපුර විශ්වවිද්‍යාලය සතු දේපළ වේ. මෙයට රසායනාගාර සටහන්, ක්ෂේත්‍ර සටහන්, ප්‍රශ්නාවලි, ඩිජිටල් ලිපි ගොනු, දත්ත සමූහයන්, රූප, පටිගත කිරීම් හා පර්යේෂණ අතරතුර එකතු කරන ලද වෙනත් ඕනෑම ආකාරයක දත්ත හෝ ද්‍රව්‍ය අන්තර්ගත වේ.

පර්යේෂණ දත්ත කළමනාකරණය සහ බුද්ධිමය දේපළ පිළිබඳ විශ්වවිද්‍යාලයේ ප්‍රතිපත්ති වලට අනුකූලව එවැනි දත්ත කළමනාකරණය කිරීම, ගබඩා කිරීම සහ ඉල්ලීම මත ඉදිරිපත් කිරීම සඳහා මා මෙයින් බැඳී සිටිමි.
4. ශ්‍රී ජයවර්ධනපුර විශ්වවිද්‍යාලයේ පර්යේෂණ කවුන්සිලය විසින් වරින්වර ගනු ලබන තීරණ වලට අදාළව කටයුතු කිරීමටද මා තවදුරටත් බැඳී සිටිමි.
5. මෙම ගිවිසුම් පත්‍රයේ කොන්දේසි වලට අමතරව පර්යේෂණ කවුන්සිලය විසින් සම්පාදනය කර ඇති විද්‍යුදය දැක්ම තුන්වන සංස්කරණයෙහි (Vidyodaya Vision Edition III/ Research Council) පර්යේෂණාධාර සඳහා වූ කොටසෙහි අන්තර්ගත සියලු නීති රීති හා කොන්දේසි සමඟ බැඳී සිටීමට එකඟ වෙමි.
6. පර්යේෂණාධාරය සාර්ථකව නිම කිරීම සඳහා මා විසින් පර්යේෂණයේ අවසන් වාර්තාව නියමිත කාලපරිච්ඡේදය තුළ පර්යේෂණ කවුන්සිලයට ලබා දීමට හා පර්යේෂණාධාරයට අදාළ කාර්ය සාධක දර්ශක නිසි පරිදි සම්පූර්ණ කිරීමටත්, පර්යේෂණයේ ප්‍රතිඵල විද්‍යුදය දැක්ම, පර්යේෂණ අත්පොත තුන්වන සංස්කරණයෙහි (Vidyodaya Vision Edition III/ Research Council) හි සඳහන් අයුරින් විද්‍යාත්මක පර්යේෂණ ප්‍රකාශනයන්හි පළ කිරීමටත් එකඟ වෙමි.

තවද පර්යේෂණාධාරය පශ්චාත් උපාධියක් සම්පූර්ණ කිරීම සඳහා ලබාගෙන ඇති අවස්ථාවකදී, ඊට අදාළ උපාධිය සම්පූර්ණ කිරීම සනාථ කරන ලේඛනයක පිටපතක් සාක්ෂි වශයෙන් ඉදිරිපත් කිරීමට එකඟ වෙමි.
7. තවද එකී පර්යේෂණය නියමිත කාලය තුළ නිම කොට, පර්යේෂණයේ අවසාන වාර්තාව විද්‍යුදය දැක්ම තුන්වන සංස්කරණයෙහි (Vidyodaya Vision Edition III/ Research Council) හි පර්යේෂණාධාර සඳහා වූ කොටසෙහි දී ඇති උපදෙස් අනුව සකසා, ශ්‍රී ජයවර්ධනපුර විශ්වවිද්‍යාලයේ පර්යේෂණ කවුන්සිලයට ලබා දීමට එකඟ වෙමි.

8. යම් හෙයකින් පර්යේෂණය සාර්ථකව නිම කිරීමට ප්‍රථම මා සජ්භ වාර්ෂික නිවාඩු ලබාගන්නේ නම් හෝ සේවයෙන් ඉල්ලා අස්වන්නේ නම් හෝ සේවය අතහැර ගියා සේ සලකන්නේ නම් හෝ වෙනත් හදිසි/ අනපේක්ෂිත සිදුවීමක් නිසා පර්යේෂණය තවදුරටත් මා විසින් සිදුකරගෙන යාමට නොහැකි අවස්ථාවකදී පර්යේෂණය ඉදිරියට කරගෙන යාම සඳහා පර්යේෂණාධාරයේ වගකීම පර්යේෂණ කවුන්සලය විසින් අනුමත කරනු ලබන සුදුසුකම් ලත් අධ්‍යයන කාර්ය මණ්ඩල සාමාජිකයෙකුට (ජ්‍යෙෂ්ඨ කටිකාවාර්ය II ශ්‍රේණිය හෝ ඊට ඉහළ) නිල වශයෙන් පැවරීමට එකඟ වෙමි.
9. ඉහත 8 හි සඳහන් හදිසි/ අනපේක්ෂිත අවස්ථාවකදී හෝ සජ්භ වාර්ෂික නිවාඩු ලබා ගැනීමකදී හැරුණු කොට වෙනත් කල්තියා සැලසුම් කළ හැකි අවස්ථාවන් වලදී එනම්, විශ්‍රාම ගැනීමකදී පර්යේෂණාධාරය වෙනත් කෙනෙකුට පවරා දිය නොහැකි බවට එකඟ වෙමි.
10. මෙම ගිවිසුමේ සඳහන් කාර්යයන් සඳහා ලබාගන්නා ලද පර්යේෂණාධාර එකී කාර්යය සඳහා යොදා නොගත් බවට අනාවරණය වුවහොත් හෝ පර්යේෂණය අනුමත කරන ලද කාලපරිච්ඡේදය තුළ අවසන් නොකළ හොත් හෝ දෙන ලද ආධාර මුදල සම්පූර්ණයෙන් හෝ කරන ලද වැඩ වලට සාපේක්ෂව පර්යේෂණ කවුන්සලය විසින් අනුමත කරනු ලබන ප්‍රතිශතයක් හෝ ප්‍රතිපූර්ණය කිරීමට හෝ එම මුදල මාගේ වැටුපෙන් හෝ අර්ථ සාධක අරමුදලින්/ පාරිතෝෂික අරමුදලින් හෝ අයකර ගැනීම සඳහා මාගේ ලිඛිත කැමැත්ත හා බලය විශ්වවිද්‍යාලයට මෙයින් පවරා දෙමි.
11. යම් හෙයකින් මා විසින් ඉහත 6 හි සඳහන් වගකීම් ඉටු කිරීමට ප්‍රථම මා සේවයෙන් විශ්‍රාම යන්නේ නම් එය මාගේ සේවක භාර අරමුදලෙහි සහ විශ්වවිද්‍යාල අර්ථසාධක අරමුදලෙහි ප්‍රතිලාභ සැකසීමට සහ අයකරගැනීම ප්‍රමාද කිරීමට බලපෑ හැකි බව දැනුවත් වන අතර එවැනි අවස්ථාවන් හි දී පර්යේෂණය ඉහත 6 හි පරිදි සම්පූර්ණයෙන් නිම කරන තුරු මාගේ සේවක භාර අරමුදල සහ විශ්වවිද්‍යාල අර්ථසාධක අරමුදල අත්හිටුවීමට මාගේ ලිඛිත කැමැත්ත හා බලය විශ්වවිද්‍යාලයට මෙයින් පවරා දෙමි.

රු.100/- වටිනා මුද්දරය මත පර්යේෂණකරුගේ අත්සන

.....	පර්යේෂණකරුගේ සම්පූර්ණ නම
උපකුලපතිගේ අත්සන හා මුද්‍රාව	:
	
	
	
	ජා.හැ.අංකය

1. සාක්ෂිකරුගේ අත්සන	2. සාක්ෂිකරුගේ අත්සන.....
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නම	නම
ලිපිනය	ලිපිනය

Annexure 8

Name:

Date:

To:

Chairperson

Research Council

University of Sri Jayewardenepura

Dear Sir/Madam,

Declaration of Acceptance of Research Grant Responsibilities

I, <Full Name>, attached to the <Department/ Faculty>, hereby accept the responsibility of the research grant <Grant No.> which was initially awarded to <Name of the Principal Investigator> from <Date> to <Date>.

Title of the Research Project:

Total Approved Grant Amount:

Amount Utilized:

Amount Remaining:

State the expected Key Performance Indicators (KPIs):

Research Outcome (PhD/ MPhil/ MD):

I am fully informed about the work plan of the above research project and the work plan and the workload completed as at the date of transfer.

I fully accept responsibility for:

- achieving the defined Key Performance Indicators (KPIs) and expected research outcomes
- ensuring the project is carried out in accordance with the approved proposal and timeline

I understand and agree to the terms and conditions associated with the grant as stipulated in the awarding letter of the research grant <Grant No.>.

I assure the successful implementation of the project, uphold the highest standards of research integrity, and commit to fulfilling all administrative and financial obligations associated with this grant.

Upon acceptance of the research grant, I acknowledge that, in the event of the resignation or retirement of the Principal Investigator, I shall assume full responsibility for the completion of the research project, including the achievement of all relevant KPIs and, if applicable, the completion of the associated postgraduate degree.

I further understand that failure to fulfil these obligations may impact the processing or recovery from my Employees' Trust Fund (ETF) and Universities provident Fund (UPF) benefits.

Signature

Annexure 9

Report on Equipment Purchased Under the Grant

Grant No:

Details of the Principal Investigator and the Co-investigators:

Faculty and the Department to which the principal investigator is attached:

No	Equipment Purchased	Date	Value	Location	Remarks (Inventory folio No.)
1					
2					

Grantee:

Signature:

Date:

Annexure 10

REPORT ON NEW INNOVATION/ INVENTION

Grant No.:

Details of the Principal Investigator:

Faculty and the Department of the Principal Investigator:

Part I: Information on Innovation/Invention							
No.	Innovation/Invention (please used additional paper if required)	Date of Invention	Statutory period		Date	Remarks	
			1 year	2 year			
1							
2							
Part II: Application for Patent Rights							
No.	Innovation/Invention (please used additional paper if required)	Elect to retain the patent right		Applied for Patent		Date of application for patent rights	Remarks
		Yes	No	Yes	No		

Have you done any publication after applying for a patent?

If yes, attach copies:

Principal Investigator

Signature:

Date:

Annexure 11

Application for University of Sri Jayewardenepura Overseas Travel Grants (OTG)

PART A - Checklist

Checklist of the documents to be submitted

Document	Please Tick (v)	Checked (for Office Use only)
1. Hardcopy of the Overseas Travel Grant Application Form (duly completed)		
2. Copy of the research article and/or abstract		
3. Letter of acceptance		
4. Full CV of the applicant (Please note that your updated CV should also appear in the University's website together with URL of the Google Scholar Profile.)		
5. Conference brochure		
6. Cost breakdown		
7. Separate letters of declarations from all co-authors indicating that they have no objection for the candidate to present the research work in the said conference		
8. Three (3) quotations for airfare obtained for three different airline agents		
9. If the applicant has obtained a travel grant from the University of Sri Jayewardenepura, please attach the letter issued by RC-USJ accepting the final report submission.		
10. Any other document which may support the application		

PART B – Overseas Travel Grant Application

1. Information of the Applicant

1.1. Full name: _____

1.2. Date of birth: _____ Age (at the date of application): _____

1.3. National Identity Card Number: _____

1.4. Contact details:

USJP E-mail: _____

Mobile No.: _____

Office No.: _____

Fax No.: _____

1.5. Highest academic qualification: _____

1.6. Affiliation:

Google Profile URL: _____

Present title: _____

Department: _____

Faculty: _____

Date of appointment to the present title: _____

2. Information of the event

2.1. Title of the conference: _____

2.2. Location (Country and City): _____

2.3. Duration: From _____ To: _____

2.4. Nature of the presentation: (please tick relevant selection)

a. Keynote address/ invited speaker _____

b. Oral presentation _____

c. Poster presentation _____

Please provide the evidence of invitation letters/proof of submission

2.5. Title of the presentation:

2.6. Funding source and grant number:

2.7. Name of the principal investigator: _____

2.8. Contribution of the applicant to the research paper (in articles with more than one author):

2.9. Information of previous OTGs obtained from the university:

No.	Date of travel	Amount	Date of the submission of the Final Report:

3. Tentative Budget

3.1 Cost of participation:

Description	LKR
Registration fee:	
Airfare:	
Subsistence:	
Other (Please specify)	
Total	

3.2 Financial support requested from OTG: Registration fee/ air fare/ visa fees/ subsistence/other (please specify: _____):

LKR _____

3.3 Details of the funds obtained by other sources: _____

Declaration

I certify that the information furnished by me in this overseas travel grant application are true and accurate to the best of my knowledge. I am aware that in any case, the above information is inaccurate/incomplete, the grant application will be rejected.

Date: - _____

Signature: _____

Observation/s of the Dean of the Faculty

Date: _____

Signature: _____

Observation/s and recommendation of the OTG Sub-committee of RC-USJ of the University of Sri Jayewardenepura

Date: _____

Signature of the Chairperson - OTG Sub-committee of the
Research Council: _____

Approval of RC-USJ of the University of Sri Jayewardenepura

Date: _____

Signature of the Chairperson - Research Council: _____

Approval of the Finance Committee

Date: _____

Signature of the Chairperson - Finance Committee: _____

Annexure 12

Format for the Final Report (to be submitted within one month of return to the country)

1. Information of the OTG Recipient

- 1.1. Full name: _____
- 1.2. National Identity Card Number: _____
- 1.3. Contact details:
- USJP E-mail: _____
- Mobile No.: _____
- Office No.: _____
- Fax No.: _____
- 1.4. Affiliation
- Present title: _____
- Department: _____
- Faculty: _____
- Date of appointment to the present title: _____

2. Information of the event

- 2.1. Title of the conference: _____
- 2.2. Location (Country and City): _____
- 2.3. Duration: From _____ To: _____
- 2.4. Nature of the presentation: (please tick relevant selection)
- a. Key note address/ invited speaker _____
- b. Oral presentation _____
- c. Poster presentation _____

- 2.5. Title of the presentation:

- 2.6. Brief report that includes experience, networking and collaborations established with other researchers and universities, awards for the best presentation/ poster, innovations, inventions, etc. (200 to 400 words, 12pt 1.5 spacing, Times New Roman):

2.7 Actual Cost of participation:

Description	LKR
Registration fee*:	
Airfare*:	
Subsistence:	
Other (Please specify)*	

Total	

*Evidence required.

2.8 Financial support obtained from OTG: Registration fee/ air fare/ visa fees/ subsistence/other (please specify: _____):
LKR _____

2.9 Please attach the copies of the following documents to the report:

- Abstract/ Full Paper/ Poster (hardcopy and softcopy – softcopy to be emailed to researchcouncil@sjp.ac.lk)
- Program Schedule
- Attendance Certificate
- Other relevant documents (if any)

I certify that the information and data furnished by me in this overseas travel grant report are true and accurate to the best of my knowledge.

Date: _____

Signature: _____

Annexure 13

Application for the Reimbursement of Article Processing Charge (APC) – 20XX

1. Check List

No.	Requirement	Yes	No
1	Completed application form is attached.		
2	The published article is attached in PDF format, with the publication date clearly highlighted.		
3	Documentary evidence confirming the journal's indexing status is attached.		
4	The applicant's institutional affiliation is stated as "University of Sri Jayewardenepura" with the correct official spelling.		
5	Supporting evidence of the requested waiver is attached, including email correspondence with the journal editor regarding the waiver request and its outcome (including any approval, rejection, or response received). Any additional documentation relating to APC discounts based on the author's country affiliation is also included, where applicable.		
6	All correspondence between the authors and the journal during the review process is attached. Reviewer comments and author responses/revisions are clearly highlighted for ease of reference.		
7	The publisher's invoice or payment request, together with supporting payment evidence (credit card statement, bank statement, or equivalent proof of payment), is attached.		
8	Funding declaration is attached.		

*Recognized indexing services are as follows

1. Science Citation Indexed Expanded (Web of Science)
2. Social Sciences Citation Index (Web of Science)
3. Arts and Humanities Citation Index (Web of Science)
4. Emerging Sources Citation Index
5. Elsevier SCOPUS

2. Applicant Information

Name of the

Applicant:.....

Designation:.....

Department:.....

Faculty:.....

Email(.sjp):.....

Contact

Number:.....

3. Publication Details

Type of Full Paper Article: ☐ Research ☐ Review ☐ Case Report

Title of the

Paper:.....

.....

.....

.....

Journal

Name:.....

Publisher:.....

Indexing Service of the

Journal:.....

SCImago Quartile Rank of the Journal: ☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4

4. Financial Details

Total Article Processing Charge (APC)

(USD):.....

Amount Requested from the University (Maximum USD

750):.....

Has a waiver or discount been requested from the journal: ☐ Yes ☐ No

Declaration by the Applicant regarding the waiver request (including whether the request was rejected or a waiver/discount was granted)

.....
.....
.....
.....

(Evidence of the waiver or discount request made to the journal, together with supporting evidence of either the rejection of the request or the waiver/discount granted, should be attached to the application [e.g., email communications with the journal editor].)

Has any portion of the APC already been covered by another funding agency? : ☐ Yes ☐ No

If yes, please provide the following details with supporting evidence (e.g., funding approval letter, grant document, invoice, or payment confirmation) along with the following details:

Amount

Covered:.....

Name of the Funding

Agency:.....

Comment of the Applicant (If any):

.....
.....
.....
.....

5. Declaration from the co-authors

As a co-author of this publication, I confirm that I have no objection to your submission of this application for reimbursement of the Article Processing Charge (APC) of the above-mentioned article.

I confirm that any funds received, discounts granted, waivers awarded, or financial assistance obtained towards covering the Article Processing Charge (APC) of the above-mentioned article are declared.

☐ Yes (If yes, please provide details: _____)

☐ No

Name of the co-author	University / Faculty	Department	Date	Signature

6. Declaration from the Applicant

I hereby declare that I have duly informed all co-authors of the above-mentioned article regarding my claim for reimbursement.

I further confirm that the details provided regarding any funds received, discounts granted, or financial assistance obtained towards covering the APC have been declared truthfully and accurately.

.....

Signature of the Applicant

.....

Date

* Observations and the Recommendation of the Head of the Department:

.....

.....

.....

.....

Date

.....

Head of the Department

(With seal)

* Observations and the Recommendation of the Dean of the Faculty:

.....

.....

.....

.....

Date

.....

Dean of the Faculty

(With seal)

For Office Use Only

Minute number of RC-USJ Meeting:.....

Decision: ☐ Approved ☐ Not Approved

Amount Approved (USD/LKR):.....

Remarks:.....

Date:.....



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Sri Jayewardenepura
Sri Lanka

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