

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERISTY
APPLICATION FOR RESEARCH ALLOWANCE

Guidelines

Introduction

This document presents guidelines for Applications for Research Allowance (RA) and Evaluation of the Application. The document has been prepared by adopting the UGC circulars, and procedures followed in the state university system, in granting the research allowance.

A. For Academic Staff who are not on Sabbatical/Study leave

- A1. Submission of evidence of a publication for the year for which the Research Allowance (RA) is being requested, satisfying one of the following conditions as appropriate and acceptable to the Research Allowance Committee:
- (i). Copy of a full paper published during the year for which RA is requested.
 - (ii). Evidence of acceptance of a research article for publication by the Publisher/Session Organizer indicating that the said publication shall take/had taken place during the year for which RA is applied for, together with the submitted manuscript.
 - (iii). Copy of an abstract (together with the cover page and contents page of the document where the abstract is published) presented (oral or poster) in a conference/symposium/technical session held during the year for which RA is applied for.
 - (iv). Evidence of Presentation of research results (oral or poster) in a conference/symposium/technical session during the year for which RA is applied for, indicating the acceptance by the conference/symposium/technical session organizers for such presentation, together with the conference details
- A2. Submission of evidence for research that have already been commenced or being actively continued during the year for which RA is claimed, under a research grant received through international collaborations or approved national funding agencies. A letter of award of the grant together with a brief description of the work being currently carried out should be submitted.
- A3. Submission of a new research proposal (prepared according to the format given in Annex 2) with a clear indication of the research objectives, the duration and the output of the research which will be carried out in the year for which RA is applied for, as acceptable to the Research Allowance Committee.
- A4. Those who supervise MSc/MPhil/PhD candidates who have registered or continuing the degree in the year for which RA is applied for can submit a brief research proposal/progress report and the evidence for supervision. In case of MSc supervision, minimum of TWO projects should be supervised in the current year to be eligible to apply for RA, and therefore two proposals should be submitted with the same application.

B. For Academic Staff who are on Sabbatical/Study leave

Those who are currently on full-pay Sabbatical/Study leave can apply for the RA. The RA will be included as part of the bonded amount. Those who are on non-pay Sabbatical/Study leave are not eligible for applying for RA. Those who are eligible can apply for RA based on a publication as stipulated above under A1.

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C. Notes on submitting the Application

- (i) Duly completed application (*Annex 1*) for RA should be submitted together with all supporting documents through the channel prescribed in the application.
- (ii) An application for RA can be submitted at anytime of the year in respect of the current year.
- (iii) For publications occurred at the end of the year, the RA can be applied before the 31st January of the next year.
- (iv) Each co-author/co-investigator/co-supervisor of KDU related to items in A1, A2, A3 or A4 can apply for RA for the same publication/proposal/supervision by submitting individual applications.
- (v) If you have obtained RA the previous year based on a new proposal, and submitting a different new proposal for the RA of the current year, a detailed progress report (prepared according to the format given in Annex 2) on the previous research work, indicating the results along with evidence of publications, should be submitted. If there are no publications resulted, reasons for such should also be submitted, and you will receive RA only if the given explanation would be accepted by the Research Allowance Committee.
- (vi) If you are working at KDU on a temporary appointment (eg. Sabbatical / full-time contract, military academic positions, etc.), the evidence of research claimed for RA should be affiliated to KDU.

D. Evaluation of Applications

- (i) The applications will be evaluated by the Research Allowance Committee comprising DVC/Defence (Chairman), DVC/Academic, Dean/Research and Development, Deans of all other faculties and Registrar.
- (ii) Based on the recommendation by the Chairman, Research Allowance Committee the Vice-Chancellor will approve the research allowance.
- (iii) The staff members who are not successful in RA shall be informed of the reasons for their failure so as to assist them to secure RA in the next year. They may reapply with a different publication/criteria, as acceptable to the Research Allowance Committee, for RA of the same year.

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Annex 1

Application Form Year – 20xx

	Name of the Applicant				
	Designation				
	Department				
	Are you on study/ sabbatical leave with pay	Yes		No	
	Year for which the Research Allowance (RA) is requested				
	State under which category/item the Research Allowance requested is based on				
	A publication			A1(i)	
				A1(ii)	
				A1(iii)	
				A1(iv)	
	Ongoing research				A2
	A new proposal				A3
	Postgraduate supervision				A4
	Have you received RA in the previous year	Yes		No	
		If yes, category/item			
	Supporting documents are attached (As per the guidelines)	Yes		No	
	Signature of the Applicant Date				
2	<i>Recommendation of the Head of the Department</i>				
	Signature Date				
3	<i>Recommendation of the Dean of the Faculty</i>				
	Signature Date				
4	<i>Recommendation of the Dean of Research and Development</i>				
	Signature Date				
5	<i>Recommendation/Observation of the SAR/Establishment</i>				
	Signature Date				
6	<i>Recommendation of the Research Allowance Committee</i>				
	Signature Date				
7	<i>Vice-Chancellor's Approval</i>				
	Signature Date:				
END OF APPLICATION					

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Annex 2

FORMAT FOR THE PROPOSAL/PROGRESS REPORT

Application for Research Allowance: 20xx
New Proposal / Progress Report (As relevant)

Title of the Research Project
by
Name of the Applicant

- (a) Summary
- (b) Introduction
- (c) Objectives
- (d) Brief Literature Review (deriving the research problem)
- (e) Methodology (design/sampling/data collection, etc.)
- (f) Results / preliminary findings if any
- (g) Resource requirements
- (h) References

- (i) Action Plan
- (j) Project Deliverables/Outputs

Note:

- (a) Length of the Proposal should not exceed 5 pages single space.