Guidelines for the use of KDU Resources by External Researchers
General Sir John Kotelawala Defence University

1. Introduction

General Sir John Kotelawala Defence University (KDU) constantly strives to strengthen its research culture and promote research at national level. In line with this, KDU is now opening its doors to researchers attached to other organizations to use KDU resources[1] for research purposes. KDU is having state-of-the-art resources for the conduct of research in a wide spectrum of disciplines including Allied Health Sciences, Computing, Defence Studies, Engineering, Law, Medicine, Social Sciences and Management. Resources at KDU are currently used by internal staff and students. Practices and guidelines are already in place with regard to resource utilization by internal staff and students.

This document presents the guidelines for the use of KDU resources for research purposes by researchers attached to other institutes.

2. Objectives

2.1 To strengthen the research profile of KDU through collaborations with external researchers who come with funding or grants for research projects.

2.2 To attract external researchers to collaborate with KDU staff as co-workers and co-supervisors in research projects, which would lead to publications/patents.

2.3 To enhance the research image of KDU to attract candidates to register for MPhil/PhD degrees at KDU.

3. Guidelines

KDU wishes to provide resources for two types of external researchers targeting Collaborative Research and/or Non-collaborative Research. Guidelines for the use of KDU resources for these two types of research are as follows.

3.1 Collaborative Research

3.1.1 Collaborative research is open to both local and foreign researchers.

3.1.2 Up on agreement for a collaboration, the external researcher shall be attached to a particular academic entity (e.g. Faculty, Department, Center, etc.) at KDU that has the requested resources.

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[1] Please visit Departmental/Faculty website

3.1.3 The relevant academic entity at KDU shall be responsible for matters such as ethical clearance, deciding bench-fee, and administering the collaborations.

3.1.4 A bench-fee[2] will be charged from external researchers for specific collaborations.

3.1.5 Bench-fee[2] is not applicable for the external researchers invited by KDU for specific collaborations.

3.1.6 Research publications or patents should be produced under the name of KDU, regardless of the time at which the publications/patents are made.

3.1.7 Established research collaborations will be announced on the KDU web site. The external researcher is also expected get a back-link from his/her institutional web site, if applicable, to the KDU web site.

3.2 Non-collaborative Research

3.2.1 External researchers/institutions should request and obtain approval for the use of research facilities of KDU.

3.2.2 The necessity of signing an Agreement between KDU and the relevant institution is at the discretion of KDU.

3.2.3 The researcher should be attached to a particular academic entity at KDU that has the requested resources

3.2.4 A bench-fee[2] will be charged.

3.2.5 Researcher/institution should acknowledge the services provided by KDU in the publications and presentations of all forms.

4. Application and Approval Procedure

4.1 An external researcher should complete the prescribed form (Annex 1) and submit it to the Vice-Chancellor of KDU together with his/her CV, and a research proposal. Format for the research proposal is given in Annex 2

4.2 The Vice-Chancellor shall grant approval on the recommendation of the relevant Faculty Board.

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[2] Decided by the respective department

Application for Utilization of KDU Resources for Research Purposes

Collaborative/Non-Collaborative* Research

1. Name of the applicant: …………………………………………………………………..

2. Permanent address: ……………………………………………………………………….

3. Contact information: Telephone: ………………………..   Email: …………………………

4. Name and Address of the current employer: ……………………………………………….

……………………………………………………………………………………………………

 5. Designation: ………………………………………………………………………………

6. Is there an MoU between KDU and your institute? :   ☐ Yes   ☐ No

7. Proposed area of research: ………………………………………………………………...

8. Title of the research project: ……………………………………………………………...

                    ………………………………………………………………………

9. Will the project lead to a research degree?   ☐ Yes   ☐ No

10. Resources requested from KDU: …………………………………………………………..

11. Name of the funding source: ……………………………………………………………..

12. Name of co-worker/co-supervisor identified from KDU: …………………………………

13. Name of the academic entity of the staff member at KDU: ………………………………

14. Name and contact details of two referees (non-collaborative research only)

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

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

I certify that the information given by me above is true and accurate to the best of my knowledge.

Signature of the Applicant …………………………..   Date:………………..

For Collaborative Research only

I agree to be a co-worker/co-supervisor for the above project and I also take the responsibility of facilitating and coordinating the use of resources belonging to my department/Faculty for the said project.

Signature of staff member at KDU ………………………   Date:………………..

For Office use only

15. Recommendation of the Head of the Department:

    Signature: ……………………   Date: ………………

16. Recommendation of the Dean of the Faculty

    Signature: ……………………   Date: ………………

17. Approval of the Vice-Chancellor

    Signature: ……………………....   Date: ………………

Delete the word inapplicable

Guidelines for preparation of the Research Proposal

An application for utilization of KDU resources for research purposes should be supported by a short research proposal limiting up to 4 pages. The structure of the proposal is given below.

Cover page
      Title of the Project:
      Name of Researchers (Highlight the name of staff member from KDU)
      Affiliations and contact information

Body of the proposal
      Introduction
      Background and Motivation
      Objectives
      Research Methodology
      Experimental Design
      Resources Requirements with a budget
      Deliverables with timeline
      References