

POLICY FRAMEWORK FOR GRANTING FINANCIAL ASSISTANCE TO THE ACADEMIC STAFF (MILITARY/CIVIL) FOR PARTICIPATING IN CONFERENCES/WORKSHOPS

BOM has granted (535:02) its approval to implement the following Policy Framework for granting financial assistance to the Academic Staff (Military/Civil) for presenting research papers and attending workshops/seminars/conferences/symposiums locally or abroad w.e.f. 01.09.2011. The 34th University Research Grant Committee meeting held on the 10th July 2020, made recommendations to revise these criteria, which was approved at the senate meeting held on the 10.09.2020 and the BOM held on 621st BOM meeting held on 09.10.2020.

The following maximum limits should be applied under this scheme as per the revised criteria:

- Cost of conference / workshop / seminar / symposium / training programme organized locally LKR 35,000.00
- Presenting a paper at a conference / short term training programme / course or workshop held overseas LKR 500,000.00

Such financial assistance provide for overseas visits should cover one or more of the following.

- Air fare / Airport taxes
- Visa fees
- Living expenses
- Course / Conference / Training / Workshop registration fee

General Guidelines:

- Financial Assistance could be provided for courses / seminars / training programmes / conferences / workshops or other study programmes conducted by Higher Educational Institutions and recognized associations acceptable to KDU as relevant to the course of study.
- Financial assistance for local events is given annually up to the limit specified.
- Financial Assistance for events held overseas is provided once every 03 years.
- Financial assistance can be claimed multiple times, within the time period specified, till the relevant limit is reached.
- Relevant expenses (as given above) for co-authored students (undergraduate/ postgraduate) can be included within the Rs 500,000 allocation given to the particular academic member for presenting papers overseas.
- The application should be submitted to the Chairman of the Research Grant Committee, along with the supporting documents at least two months before the intended date of travel for approval. Part of the budget as an advance payment can be requested to cover initial expenses, by submitting quotations etc. for the intended expenses.

- Those receiving financial assistance for overseas programs should also submit the following to the Chairman of the Research Grant Committee after returning to Sri Lanka.
 - i. General report on the seminar/conference/symposium according to the guidelines given in the application.
 - ii. Original receipts of all the payments claimed; to settle the advance payment if any and to reimburse the remainder, or to reimburse the whole amount, for the expenses incurred.
 - iii. Progress report with results sheet where relevant (eg. Training programs / workshop).