

Application Form

(This application should reach the Research Allowance Committee on or before 05th December 20XX)

Name of the Applicant:

Designation:

Department/ Section:

Faculty:

Are you on study/ sabbatical leave with pay Yes No

Mark (X) the category under which you are applying for the Research Allowance.

- | | | | |
|---|--------------------------|-----------------------------------|--------------------------|
| 1 Indexed Journal Publication | <input type="checkbox"/> | 4 Research Grants | <input type="checkbox"/> |
| Indexing Service | | 5 Postgraduate Supervision | <input type="checkbox"/> |
| | | 6 Postgraduate studies | <input type="checkbox"/> |
| 2 Non-indexed/ Conference/ Other | <input type="checkbox"/> | 7 Innovation & Invention | <input type="checkbox"/> |
| 3 Other scholarly work | <input type="checkbox"/> | | |
| Research Proposal | <input type="checkbox"/> | Editorial | <input type="checkbox"/> |
| Progress report | <input type="checkbox"/> | Case report | <input type="checkbox"/> |
| Textbook/ Chapter | <input type="checkbox"/> | Any other creative work | <input type="checkbox"/> |

Note: To be eligible for the research allowance under Higher Education Circular 1/2011, provide evidence of the most relevant activity mentioned in Categories 1 – 7 above or being conducted during the year under consideration.

(Please fill in the relevant category only and attach evidence)

Category one - Indexed Journal Publication (Web of Science – ISI, Elsevier SCOPUS)

Accepted

Published

Date of Acceptance/ Publication: - Attach the letter issued by the journal)

(Attach evidence for the index).

Category two- Other Publication/s (non-Indexed Journal publication/ symposium /conference/ technicalsession paper, abstract or poster)

Accepted

Published

Date of Acceptance/ Publication /Presentation: -

For a publication that is 'Accepted' and accordingly, research allowance claimed for the year under consideration, a re-claim for the same publication cannot be made when it is 'Published' in the following year.

Category Three – Other Scholarly Work

Have you submitted a research proposal to obtain the research allowance in the previous year? Yes No

Title of the above research proposal:

IF YES

Have you published the research findings based on your previous year's proposal? Yes No
(If you have published, please submit the relevant publication with this application)

If you have not published as of 31st December of the previous year, please give your reasons for the continuation during this year and submit a brief progress report.

Category four - Research Grants

Have you received a research grant from an international organization /an approved funding body in Sri Lanka / KDU research grant and commenced activity? Yes No

Grant details: -.....

Funded by: -
(Attach the letter of award, and evidence of progression of the research to show that the grant is active)

Category Five – Postgraduate Supervision

Are you supervising MSc/ MPhil/ PhD students? Yes No

If yes, the category -----

Please submit a letter from the SAR/ AR of the Faculty of Graduate Studies OR postgraduate student registration conformation letter and the evidence for the progress of the research work (if applicable) by the student and your supervision.

Category Six – Postgraduate Studies

Are you registered for a postgraduate research degree? Yes No

Please submit a letter from the SAR/ AR of the Faculty of Graduate Studies confirming that you are a student for the year under consideration.

Category Seven – Invention and Innovation

Did you make an invention/ innovation or are being conducted during the year under consideration. Yes No

Have you been granted or applied for a patent Yes No

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
APPLICATION FOR RESEARCH ALLOWANCE

If yes, please submit details of your invention/ innovation. Provide details of your patent or patent application along with a letter from the Dean of your faculty

Patent/patent application details: -

Signature of the Applicant	Date
<i>Recommendation of the Head of the Department/ Section</i>	
Signature	Date
<i>Recommendation of the Chairman of the Research cell/ research committee of the faculty</i>	
Signature	Date
<i>Recommendation of the Dean/ Registrar/Bursar/Librarian</i>	
Signature	Date
<i>Recommendation of the Dean of Research and Development</i>	
Signature	Date
<i>Recommendation of the Research Allowance Committee</i>	
Signature	Date
<i>Vice-Chancellor's Approval</i>	
Signature	Date:
END OF APPLICATION	

Applications for RA are accepted ONLY in the month of DECEMBER.

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.

General Guidelines

1. Evidence once used to claim RA for a given year cannot be used again to apply for RA in a subsequent year.
2. For journal/conference publications or academic publications, submit a copy of the first page of the publication.
3. For a research-based textbook/ chapter by a recognized peer-reviewed publisher, submit a copy of the first page to the contents page.
4. As stated in Management Services Circular 2/2014 for journal publications in accredited journals (SCI/ Scopus journals - proof is required), research allowance can be claimed up to 3 consecutive years. For other journal and conference publications, publications in the year under consideration or the previous year can be used, but the same evidence cannot be used twice.
5. Evidence of acceptance of a research article for publication by the Publisher/ conference Organizer must show that the publication will occur during the year for which RA is applied. An accepted publication once published in the year under consideration, and if RA is claimed, cannot be used to claim for RA again in the following year except for those published in accredited journals (SCI/ Scopus journals)
6. Evidence of Presentation of research (oral or poster) in a conference/symposium must contain the details of acceptance by the conference/symposium organizers for such presentation, together with the conference details.
7. For research grants, submit a copy of the grant award letter. Research allowance can be claimed for the approved duration of the research grant, provided that the research under the grant is conducted for at least 6 months during the year under consideration.
8. A new research proposal (prepared according to the format given in Annex 2) should indicate the research objectives, the duration and the output of the research which will be carried out in the year for which RA is applied.
9. Those who submit Research Proposals to claim RA, are required to submit a Progress Report/ Final Research Report or evidence of publication out of that research work, by the end of the year under consideration, that is recommended by the Faculty Research Committee and acceptable to the Research Allowance Committee. Research allowance cannot be claimed in subsequent years without submitting an acceptable final/progress report or evidence of publication from that research work.

10. Those who supervise Postgraduate (PG) students who have registered or continuing the degree in the year for which RA is applied can submit a brief research proposal/progress report and the evidence for supervision. In the case of MSc supervision, a minimum of TWO projects should be supervised in the given year to be eligible to apply for RA, and therefore two proposals should be submitted with the same application. In the case of MPhil/ PhD supervision, a minimum of ONE proposal is required. The maximum period of years that one can claim for the supervision of the same student is 2 for a MSc student and 3 for a MPhil/PhD student.
11. Academic Staff who are on Sabbatical/Study leave and currently are on full-pay, can apply for the RA only under Category 1. The RA will be included as part of the bonded amount. Those who are on non-pay Sabbatical/Study leave are not eligible to apply for RA.

Notes on submitting the Application.

1. A duly completed application for RA should be submitted together with all supporting documents through the channel prescribed in the application.
2. An application for an RA must be made in the months of December of the preceding year.
3. Each co-author/co-investigator/co-supervisor of KDU can apply for RA for the same publication/ proposal/ supervision by submitting individual applications.
4. If you have obtained RA the previous year based on a new proposal, a detailed progress report (prepared according to the format given in (Annex 2) on the previous year's research work, indicating the results along with evidence of publications, should be submitted. If there are no publications resulting, reasons for such should also be submitted, and you will receive RA only if your progress report is recommended by the Research committee/ cell of your faculty and is acceptable to the research allowances committee.
5. If you are working at KDU on a temporary appointment (eg. Sabbatical/ full-time contract, military officers in academic positions), the evidence of research claimed for RA should be affiliated with KDU.

Evaluation of Applications

- The applications will be evaluated by the Research Allowance Committee comprising DVC Academic (Chairman), Dean Research and Development, Deans of all other faculties and the Registrar.
- Based on the recommendation by the Chairman of the Research Allowance Committee the Vice-Chancellor will approve the research allowance.
- Staff members whose RA applications were rejected will be notified of the reasons behind their inability, to help them obtain RA the following year.

**FORMAT FOR THE PROPOSAL/PROGRESS / FINAL
RESEARCH REPORT**

**Application for Research
Allowance: New Proposal /
Progress / final 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:

The length of the Proposal should not exceed 5 pages single space.