

# University Research Grants

- Composition and responsibilities of the FRC
- Regulations governing the award of University Research Grants

## 1.0 Composition of the Faculty Research Committee (FRC)

1.1 Each Faculty shall have a Faculty Research Committee (FRC) comprising the Dean of the respective faculty, Head of each Department of Study, Chairperson/Faculty Higher Degrees Committee (where applicable), Faculty representative to the Senate Research Committee (SRC), five academic staff members, and two outside members (who are knowledgeable in the fields of study relevant to each faculty) appointed by the Faculty Board. The Chairperson of the Committee shall be appointed by the Faculty Board. Other than the Dean, Heads of Departments and the Chairman of the Higher Degrees Committee, the other members of the FRC shall hold office for a period of three years reckoned from the date of his/her appointment.

1.2 The Library shall have a Library Research Committee (LRC) comprising the Librarian and the Senior Assistant Librarians (Grade I).

## 2.0 Responsibilities of the Faculty Research Committee

2.1 The FRC shall sit at least once in three months. Corrected Minutes of all FRC meetings should be tabled at the Faculty Board.

2.2 Processing, evaluation and selection of research grant applications received by the Dean of each faculty, each year, for the award of University Research Grants, shall be the primary responsibility of the FRC.

2.3 FRC shall continuously monitor the progress of the work carried-out by the grantees of university research grants and table the Progress Reports at the FRC meetings. FRC shall ensure that grantees submit their Progress Reports and the Final Report in time and according to the stipulated format.

2.4 FRC is expected to play an active role in the Peradeniya University Research Sessions (PURSE) held annually. Processing, evaluation and selection of research papers (Extended abstracts/Abstracts) submitted to the faculty for presentation at PURSE shall be the responsibility of the FRC. The Chairman of the FRC shall work closely with PURSE committees and the faculty sub-editors of PURSE to ensure smooth and efficient conduct of PURSE sessions.

2.5 FRC shall be expected to carryout any other responsibility to promote research approved by the Faculty Board.

**5.0 Call for Applications for University Research Grants**

- 5.1 Notices calling for applications for University Research Grants shall be issued to the Deans of all Faculties by the Vice-Chancellor/SAR-Council and Academic Branch of the University by the 15th of December (or on such date/s as decided by the Vice-Chancellor) for grants that are to be funded in the following year. The Dean shall bring this to the notice of all academic staff members of the Faculty as early as possible.
- 5.2 The closing date for submission of applications to Deans of respective faculties shall be 15th of February (or on such date/s as decided by the Vice-Chancellor).
- 5.3 At the time of calling for applications for grants, the SAR/Council & Academic Branch of the University shall ensure that the grant application form (RG/AP Form) is made available to all academic staff members either on the University website or as printed copies through the SAR/Council & Academic Branch.
- 5.4 Each applicant for a research grant shall complete the application form (RG/AP Form) and submit three signed copies of the application, on or before the closing date, to the Dean of the Faculty through the Head of the Department.
- 5.6 The Dean shall forward all applications to the Chairperson/FRC within one week of the closing date of applications to be tabled at the FRC for evaluation.

**6. Processing of Grant Applications**

- 6.1 The Chairperson/FRC shall allocate a number to each set of applications forwarded by the Dean. In allocating project numbers, Continuing Grants shall be marked CG-1 (First Year) and CG-2 (Second Year).
- 6.2 The set of applications should be tabled at a FRC meeting held within one week of receipt of applications from the Dean. At this meeting the Evaluation form for reviewers of grant applications, prepared by the respective FRC should be finalized and placed before the committee. The FRC shall also appoint two reviewers for each application, preferably from outside the University. In exceptional cases reviewers from senior staff members from other faculties or within the faculty, who have not applied for university funded research grants for the relevant year may be appointed.
- 6.3 Chairperson /FRC should make arrangements to send each grant application together with the Evaluation form to the two selected reviewers, giving a reasonable time period for reviewing. If any reviewer fails to submit the report within the stipulated period, the FRC shall take appropriate action to evaluate such applications, internally without further delay.
- 6.4 Research grant applications that are recommended by the reviewers for the award of a research grant and those that are accepted subject to corrections shall be placed before a FRC meeting for approval. The amount of funds allocated to the Faculty in a given

- 7.3 No further advances from the grant shall be released unless the Progress Reports of the grant have been submitted to the FRC. The Chairperson/FRC and the Dean of the respective Faculty shall certify that such reports have been submitted in order to release the requested funds.
- 7.4 If the Grantee fails to submit the relevant Progress and financial reports within the date/s stipulated by the SRC, the grant for the respective year shall be withheld/withdrawn at the discretion of the SRC and the Grantee shall be requested to refund all or part of the funds released together with any penalty charges that may be imposed.
- 7.5 No funds shall be allocated to pay salaries for Research Assistants or to any other personnel. However, the services of field/laboratory assistants and labourers may be obtained on a casual / daily basis if necessary.
- 7.6 No payment of overtime, subsistence or any other remuneration shall be paid from research funds to employees of the university for such work or for secretarial assistance.
- 7.7 If university resources (including transport) are to be used by the Grantee for his/her research work, all such expenses borne in this connection shall be debited against the relevant grant or the Grantee shall be requested to reimburse them.
- 7.8 All equipment purchased from a research grant shall be entered in the permanent inventory book of the Department to which the grantee belongs. All grantees shall maintain a subsidiary inventory/s for each research project giving details of all items (e.g. consumables, equipment etc.) purchased from the grant and also maintain a record of all cash transactions.
- 7.9 Once the project is completed, all items (including unused consumables) purchased under the grant should be handed-over to the respective Department within three months after the completion of the project. A statement to this effect shall be made in the final report.
- 7.10 A Grantee shall be permitted to purchase books/journals provided such materials have been approved and recommended during the processing of the application. After the completion of the project such materials shall be handed-over to the Assistant Librarian in-charge of the respective Faculty Library.
- 7.11 No funds from the grants shall be released for any expenses relating to foreign travel.
- 7.12 Payment vouchers submitted to draw funds from a research grant shall be forwarded through the Head of the Department and the Dean of the Faculty concerned to the Assistant Bursar in charge of Research.

that all university funds given to the Grantee under the project has been fully and duly settled. Copies of all publications and presentations arising out of the grant should also be attached or submitted subsequently to the SRC.

**8.5** If a delay in submitting the Progress report/Final report is anticipated due to unavoidable circumstances, prior written permission should be obtained from the SRC, requesting a period of extension for submission of Progress report/Final report. Such requests from grantees should be forwarded to the SAR/Council & Academic Branch through the Head of the Department, Chairman of the FRC and the Dean of the Faculty. The SAR/Council & Academic Branch shall table such requests from grantees at SRC meetings for approval.

**8.6** If the Final report is not submitted within the stipulated time period (03 months after the last Progress Report, steps shall be taken to recover the funds utilized by the researcher from his/her salary or from any other funds lying to the credit of the Grantee in the university system. Any balance remaining in the grant shall be credited to the University Main Research Fund on the recommendation of the SRC.

## **9.0 Evaluation of Progress Reports and Final Reports**

**9.1** Half Yearly Progress Report of each grant shall be evaluated by the FRC or a reviewer appointed by the FRC.

**9.2** The SRC shall appoint two external reviewers (from outside the university) to review the Final Report of each grant, from among a panel of three names recommended by the FRC. A copy of the original application (Form RG/AP) shall also be given to the Reviewers along with the Final Report.

**9.3** The reviewers' reports shall be placed before the SRC for further consideration and approval. The SRC shall inform its decision on the Final Report to the Grantee and to the Chairman/FRC through the Dean of the Faculty concerned.

## **10. Other Conditions**

**10.1** All correspondence with the SRC/VC regarding research projects shall be channeled through the Head of the Department, the Chairman/FRC and the Dean of the Faculty concerned. However, all correspondence in regard to purchases, or withdrawal of cash advances, shall be channeled through the Head of the Department and the Dean of the Faculty concerned.

**10.2** It is mandatory for all Grantees to present the findings arising out of their research projects at the Peradeniya University Research Sessions (PURSE) either in the same year of award or the following year (provided prior permission has been obtained from the SRC).

- 10.8 If the Grantee leaves the university without settling the advances taken by him/her from the research grant or if the Grantee has not properly handed-over all the items purchased under the Grant to the Head of the Department or if any items purchased under the grant are found to be lost, missing or damaged owing to the negligence of the Grantee, the cost of such losses and damages sustained by the university shall be recovered from his/her University Provident Fund as per Section 94 of the University Act No. 16 of 1978 or subsequent amendment/s made thereto.
- 10.9 Any amendments to the above regulations shall be effective only after approval by the Senate/Council as appropriate.
- 10.10 The above regulations shall be effective from the Year 2011 onwards for the purpose of processing, approving applications and for the execution of all university funded research grants.