



GAMPAHA WICKRAMARACHCHI UNIVERSITY OF INDIGENOUS MEDICINE

SRI LANKA

GUIDELINES FOR PROVIDING RESEARCH GRANTS

Objective

The aim of the grants is to encourage, facilitate and support the researchers of GWUIM to join hands with experienced researchers of other faculties/universities to contribute to university ranking and better utilize existing human and other resources in an efficient way to produce quality publications.

Eligibility

Permanent University Teachers and staff members in the categories of Administrative, Financial/Auditing, Legal & Documentation Services and Library Services at the GWUIM are eligible to apply for University Funded Research Grants.

- Each staff member shall be entitled to only one grant at a time as the Principal Investigator (PI). But more than one grant could be offered under special circumstances after evaluating the research record of the applicant, availability of funds and the recommendation of the expert panel.
- If an applicant in a particular Department of study wishes to conduct a collaborative study with a member from another Department in the University, both Heads of Departments shall recommend the application for the relevant Research Grant.
- Further, ongoing research proposals will not be considered for the award of research grants since in some situations it is difficult to incorporate the changes and suggestions given by the evaluators. Accordingly, Research Grants will only be awarded for new research proposals.

Duration of Research Grants

The period of Grant should be minimum of 01 year and a maximum of 03 years. The period of Longitudinal Research will be decided by the Committee considering the proposals case by case.

If any grantee needs to extend the research completion period, this will be on the request, under exceptional situations for a reasonable period of time at the discretion of the Research and Publication Committee, without additional funding.

Applications for 2-year and 3-year Research Projects shall be considered in the first instance for the first year of the grant, but grants will be released for other years upon the progress made in the previous year and the timely submission of progress reports in the previous year respectively.

If the progress is not up to the satisfactory level of the Research and Publication Committee, assurance will not be given for the release of research grants for the 2nd and 3rd years.

Budget Coverage

The amount of the Research Grant awarded for each proposal will be decided by the Research and Publication Committee based on the funds allocated for grants at the beginning of each year. Three copies of a bond agreement are to be signed by the grantee and the Vice Chancellor indicating the grant amount, the title and the start date. The maximum grant period is 03 years.

Terms and Conditions

1. Chargers for refreshments and “On Approval Bills” for reimbursement will not be considered under any grant scheme.
2. Grants are strictly for research purposes. Workshops, seminars, payment of tokens of appreciation, honoraria will not be considered in the budget.
3. It is required that the recommendations made by the Evaluation Panel are included in the final research output.
4. A clearly defined Research Methodology is essential for establishing the credibility of the findings by precisely outlining the design, data collection, and analytical techniques used.
5. Awarded up to a maximum of LKR 400,000/- on competitive basis. However, under special circumstances, the evaluation committee can decide the ceiling of the grant along with the strong justification.
6. The procedure for purchasing items under the research grant should be included. At the end of the grant, before completing the grant, the capital items (if available) should be transferred to the Fixed Assets Registry (FAR) of the Department and obtained a FAR No.
7. Applications could be submitted through out the year.

8. Grant progress will be evaluated based on mandatory 6-month progress reports, and it is the Principal Investigator's (PI) responsibility to ensure their timely submission.
9. Applicants should have Google Scholar & ResearchGate accounts which have been made public with “@gwu.ac.lk” email address and the address of Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka.
10. The application form and other relevant documents are available on the University website.
11. The duly filled Research Grants application form should be forwarded to the Chairperson, Research and Publication Committee, GWUIM, through proper channels.
12. The applicant will be responsible for anything arising from the grant that he/ she obtained.
13. The applicant should not be permitted to re-pay the grant amount to the University without completing the research.

Research Grant Awarding Procedure

The following procedure will be followed by the University in processing all applications for research grants:

- The applicant should submit original (Hard Copy) of the proposal, drafted according to the guidelines provided along with an application form to the **Research and Publication Committee** along with the soft copy of the same in pdf formats.
- A Sub-committee will be appointed by the Vice Chancellor to evaluate proposals submitted by applicants and the grant is awarded based on the recommendations of the sub-committee. Further, The Bursar will be invited for the committee for the evaluation of the budget.
- The PI should appear before the sub-committee to justify the actual need of the grant.
- The grant would be released in installments considering the progress based on any one of the key performance indicators (submission of Research papers/Symposium abstracts etc.) or progress presentation (if required). The full amount of the grant will not be released at the beginning of the research under any circumstances.
- The applicants should provide the progress reports as applicable and inability to provide progress reports will lead to the termination of the agreement. In addition, the progress reports will be reviewed by the **Research & Publications committee** and inability to show reasonable advancement according to the time frame will also lead to the termination of the agreement.

The "Award Letter" and the "Contractual Agreement" shall be sent to the applicants whose research proposals have been approved. After the completion of the "Contractual Agreement", the 1st year allocation shall be made available to the Principal Investigator.

The grants would be released in installments considering the progress of the research project. The full amount of the grant will not be released at the beginning of the research under any circumstances.

Progress Reports

The progress of the grants will be evaluated on the basis of 06-monthly progress reports and key performance indicators.

It is mandatory for recipients of the University Research Grants to submit progress reports at six-month intervals throughout the duration of the research specified in the Agreement. Two copies of the duly completed progress report should be sent to the Research and Publication Committee through the Head of the Department/ Division/ Centre /Unit and the Dean of the Faculty/ Registrar, Librarian respectively.

Within three months from the date of termination of the Research Grants Agreement, the employee shall diligently submit the final research report to the University.

Termination of Grants

All project shall be subject to termination unless a satisfactory progress is achieved by the grantees.

In addition, if any grantee has requested for an extension to the project duration, the progress reports will be reviewed by the Research and Publication Committee and if the grantee was unable to show reasonable advancement according to the time frame, this will also lead to the termination of the agreement.