Guidelines for Financial Assistance for Research Symposia

1. Introduction

The Research and Publications Committee (RPC) of Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka provides financial assistance for organizing Research Symposia with the objective of promoting research dissemination, fostering collaboration among researchers, and enhancing the visibility and impact of research conducted within the University.

2. Objectives

The funding scheme aims to:

1. Promote a vibrant research culture within the University.
2. Provide a platform for academic staff and students to disseminate research findings.
3. Encourage interdisciplinary and collaborative research.
4. Facilitate networking among researchers, industry partners, policymakers, and other stakeholders.
5. Enhance the quality and visibility of research outputs.
6. Support the publication of symposium proceedings, abstracts, or selected papers.
7. Increase the University Ranking

3. Eligibility

Eligible Applicants

- The Symposium Organizing Committee shall be appointed by the Faculty Board. The Dean or a Senior member of academic staff should be the chairperson of the organizing committee.
- Only one award per year will be provided to a faculty. It should be conducted as a Conference or a Symposium as decided by the faculty Broad.

Eligible Events

The symposium must:

- Be approved by the Faculty Board.
- Primarily focus on research dissemination.
- Include presentation of original research conducted by academic staff, researchers, and/or students.
- Be open to participation from other faculties, institutions, industry, or external stakeholders where applicable.

4. Funding Limits

The maximum financial assistance available shall be:

Category	Maximum Allocation (LKR)
Faculty Research Symposium	Based on the allocation
Inter-Faculty Research Symposium	Based on the allocations

5. Application Procedure

- Applications shall be submitted at least **four months prior** to the proposed symposium date.
- The application shall include:

    1. Completed Application Form.
    2. Faculty Board approval.
    3. Concept note.
    4. Detailed programme schedule.
    5. Organizing Committee details.
    6. Expected number of participants.
    7. Detailed budget with justification.
    8. Proposed publication plan.

6. Financial Management and Accountability

Once the grant is approved, an advance payment will be provided to the Project Coordinator. The Coordinator must use the funds only for approved project activities and follow the financial regulations and procedures of the University.

The Coordinator is responsible for maintaining proper financial records, including receipts, invoices, and other supporting documents. All advances must be settled according to the University's financial regulations and within the required time period.

The organizers must acknowledge the financial support provided by the Research and Publications Committee in the Proceedings.

6.1 Additional Funding Sources

Where necessary, additional funding may be sought from external or internal sources to support the successful implementation of the project. However, such supplementary funding must be properly declared and should not result in duplication of budgetary allocations for the same activities. Any additional funding obtained should be used in compliance with the relevant financial regulations and institutional policies.

7. Reporting Requirements

Within **one month** of completion of the symposium, the Organizing Committee shall submit:

Technical Report

- Summary of activities.
- Number of participants.
- Number of papers presented.
- Key outcomes and recommendations.
- Photographic evidence.

Financial Report

- Detailed statement of expenditure.
- Original bills and receipts.
- Certification by the Dean and Bursar or his nominee.

8. Recommended Output

Each funded research project shall produce at least one publication in the form of an abstract published in a University conference abstract book or conference proceedings published by the University.

The **three best research papers** presented in the conference proceedings shall be selected on a competitive basis and, subject to the availability of funds, shall receive financial support for publication as full papers in Scopes-indexed journals.