

GAMPAHA WICKRAMARACHCHI UNIVERSITY OF INDIGENOUS MEDICINE – SRI LANKA

GUIDELINES FOR PROVIDING RESEARCH GRANTS

1. Background

Gampaha Wickramarachchi University of Indigenous Medicine (GWUIM) is committed to promoting excellence in research and innovation. The Research Grant Scheme is established to provide financial assistance to permanent academic staff members and staff members in the category of Administrative and Finance, Legal and Documentation Service to undertake quality research that contributes to knowledge generation, innovation, policy development, community engagement, and national development.

2. Objectives

The objectives of the Research Grant Scheme are to:

- Promote a research culture among staff members.
- Enhance research productivity and quality.
- Encourage interdisciplinary and collaborative research.
- Increase publications in indexed journals.
- Support innovation, commercialization, and intellectual property generation.
- Address national and community needs through research.
- Improve the image of the university

3. Eligibility

3.1 Principal Investigator (PI)

The Principal Investigator (PI) shall:

- Be a permanent staff member of GWUIM (academic staff members and staff members in the category of Administrative and Finance, Legal and Documentation service).
- May hold a maximum of two active GWUIM grants concurrently, subject to the condition that the research teams/working groups are distinct and that the PI has completed at least 50% of the first awarded grant prior to eligibility for the second.
- Applicants shall maintain public Google Scholar and ResearchGate profiles linked to their official "@gwu.ac.lk" email address and indicating their affiliation as Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka. These profiles shall be kept updated throughout the duration of the research project.

3.2 Co-Investigators

May include:

- Academic staff members of GWUIM.
- Researchers from other institutions.
- Industry partners.
- International collaborators.

4. Categories of Grants

Grant Category	Maximum Funding	Duration	Purpose
1. Research Initiation Grant (RIG)	LKR 400,000	12 Months	Supports preliminary studies, pilot research, and generation of initial data.
2. Competitive Research Grant (CRG)	LKR 1,000,000	12–24 Months	Supports well-developed research projects with defined objectives and outcomes.
3.Strategic Innovation Research Grant (SIRG)	LKR 2,000,000	36 Months	Supports high-impact, multidisciplinary, innovative research with strong potential for national or international impact.

5. Procedure of Submission of Applications

Applications shall include:

1. Completed Application Form.
2. Research Proposal.
3. Budget.
4. Work Plan.
5. Curriculum Vitae of Principal Investigator.
6. Ethical Clearance Plan (if applicable)
7. Information of Collaborator/s (If any)

Applications shall be forwarded through the Head of Department and Dean of the Faculty.

6. Evaluation Process

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

1. 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.

2. 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.

3. The PI should appear before the sub-committee to justify the actual need of the grant.

4. The funds will be released year by year. The disbursement of funds for the next installment will depend on the satisfactory progress made during the previous installment.

5. 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 allocation for first installment shall be made available to the Principal Investigator.

6. Incomplete applications will be rejected.

7. Submission of Progress Reports and Final Report

The applicants should submit progress reports once in every six months, upon receiving the grant. The Progress report should include a an account summary of the funds utilized upto that date, signed by either the Bursar or his nominee which 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 applicant are expected to submit a final report with the final account summary to the Research and Publication Committee. A Sub-committee appointed by the Vice Chancellor will evaluate final report after a presentation made by the applicant.

8. Additional Conditions

1. Multidisciplinary research is strongly encouraged. Applicants are encouraged to collaborate with researchers from different disciplines to address complex research problems through diverse expertise and innovative approaches.

2. Group research is encouraged under both the Standard Research Grant and Innovative Research Grant schemes. Research proposals involving multidisciplinary teams, where the expertise and specialization of the researchers complement the proposed research area, will receive favorable consideration during the evaluation process.

3. Charges incurred for refreshments and reimbursement claims based on "On Approval Bills" will not be considered for funding under any research grant scheme.

4. The engagement of a **Research Assistant (RA)** will be permitted only under the **Competitive Research Grant (CRG)** and the **Strategic Innovation Research Grant (SIRG)** schemes.

5. The allocation for **Research Assistant remuneration** under the **Competitive Research Grant (CRG)** scheme shall not exceed **20%** of the total approved project budget.

6. The allocation for **Research Assistant remuneration** under the **Strategic Innovation Research Grant (SIRG)** scheme shall not exceed **25%** of the total approved project budget.

7. **Cost of equipment** should not exceed **50%** of the total budget and funds for **miscellaneous** should not exceed **10%** of the total cost of the project.

8. The Principal Investigator (PI) shall provide a clear justification for the necessity of the Research Assistant, together with the proposed Terms of Reference (ToR). The Evaluation Committee will assess and approve the request on a case-by-case basis based on the project's scope, complexity, and workload.

9. Research grants are intended solely to support approved research activities. Accordingly, expenses related to workshops, seminars, honoraria, tokens of appreciation, and similar payments shall not be admissible under the grant budget.

10. Collaborative research is strongly encouraged. The Principal Investigator (PI) shall clearly describe the proposed area(s) of collaboration and the role of each collaborating institution or individual in the application. The PI shall be solely responsible for establishing and maintaining such collaborations. The University shall not be bound by, or assume any legal,

financial, or administrative responsibility for, collaboration agreements entered into by the PI.

11. 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. and submitted the same to the Financial Administration Division to update the FAR.

12. The Principal Investigator shall be fully responsible for the proper utilization of the grant and for the successful completion of the approved research project. An applicant shall not be permitted to settle or refund the grant amount in lieu of completing the research project, except under exceptional circumstances approved by the Research Council. Failure to complete the research project may result in disciplinary or recovery actions as determined by the University.

13. Research on the preservation and conservation of Indigenous Knowledge may also accepted. The research outputs shall be presented at the final project presentation.

14. Any book published as an output of the funded research shall acknowledge the financial support received from the University. The following acknowledgment statement shall be included:

    "This research was funded by the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka."

15. The Principal Investigator (PI) shall clearly indicate the social and economic impact of the research in the Final Report, including the actual or potential benefits to society, industry, and the economy.

16. Research grants shall be awarded on a competitive basis. Where the number of eligible applications exceeds the available funding, proposals will be ranked based on the evaluation criteria, and grants will be awarded to the highest-ranked proposals.