

**Criteria for submission of biannual progress report & final reports of
University Research Grants and follow-up actions on those who fail to submit
reports**

Effective Date: October 2016

Criteria for submission of biannual progress reports and final reports & follow-up actions:
Research Grants awarded by Wayamba University Sri Lanka (WUSL)

1. Deadlines for report Submission

- 1.1 The principal investigator (PI) of a WUSL research grant should submit to the office of SRHDC a progress report (Biannual Progress Report) for the preceding six-month-period within 21 days after the completion of the six month period.
- 1.2 PI should submit to the Office of SRHDC the Final Report within 60 days after the date of completion of the project stated in the letter of award of the University Research Grant. If an extension to the project has been granted, the new submission date is applied.
- 1.3 Report submission should be done through the relevant Head of the Department and the Dean of the Faculty, but neither Biannual Progress Report nor Final Report requires the recommendation of the Faculty Boards and Higher Degrees Committees of the faculties.
- 1.4 Progress Reports and Final Reports should be prepared according to the formats prescribed by the SRHDC.
- 1.5 In situation where reports have been returned to the PI for not complying with above criteria 1.3 and 1.4, PI should resubmit the report in two weeks from the date of the letter of notice. In failing to do so, SRHDC acts according to the provision given under criterion 2.2.

2. Follow-up actions to be taken when not complying with the report submission deadlines and guidelines.

- 2.1 SRHDC shall return the reports which have not completed with criteria 1.3 and 1.4.
- 2.2 SRHDC shall not recommend the release of funds for a WUSL-funded project for the next six-month period when the PI of the grant has failed to submit to the Office of SRHDC, the Biannual Progress Report for the preceding six-month-period within 21 days from the completion of the six month period.
- 2.3 At the first instance, SRHDC shall inform to the immediately available meetings of the Senate about the decision that the committee has taken on a

WUSL grant in accordance with the provision given in the above criterion 2.2

- 2.4 Senate shall cease / terminate the funding for the project which the SRHDC has not recommended for further funding.**
- 2.5 Registrar should inform the Senate's decision (criterion 2.4) to the SRHDC and Finance Committee immediately.
- 2.6 The commitments that have been made formally through issuing purchase orders by the PI / Finance Division under the provision of a grant which is terminated shall be settled by the University.
- 2.7 Those whose WUSL grants have been terminated (criterion 2.4) are not eligible for WUSL research grants in next two years.** The two year non eligibility period is determined by the SRHDC.
- 2.8 Those who fail to submit the final report of the WUSL project (Final Report) to the Office of SRHDC within 60 day from the date of completion of the project stated in the letter of award are not eligible for WUSL research grants in next two years.**
- 2.9 SRHDC shall inform the Senate of those who are categorized into two year non eligible category (criteria 2.7 and 2.8)
- 2.10 Those who have taken more than 90 days, from the date of completion of the project, to submit the Final report to the Office of SRHDC are not be eligible for research grants under any grant programme operated by WUSL.**
- 2.11 SRHDC shall inform the Senate of situations where the PI has failed to submit the final report within 90 days (criterion 2.10), and thereafter, SRHDC will not handle these cases.
- 2.12 Registrar shall inform the decisions made under the provision of criteria 2.7, 2.8, 2.9, 2.10 and 2.11 to the Council.
- 2.13 SRHDC, with the approval of the Council, may inform the prolong delays in submission of final reports to the Internal Audit Division of WUSL.