

Senate Research and Higher Degree Committee (SRHDC)
Wayamba University of Sri Lanka

Guidelines for Evaluating and Recommending the Research Allowance Applications Submitted to the SRHDC

These guidelines apply for evaluating the Applications for Research Allowance submitted to the SRHDC from 01/10/2022 onwards.

Those who are eligible to apply for the research allowance should submit the completed application form together with relevant evidence to the Secretary of the SRHDC through respective Heads of Departments / Directors of Units.

1. Application Categories and Evidence

According to circular No. 1/2011 and 2/2014 of the Ministry of Higher Education, the research allowance application can be submitted under the following categories. The supporting evidence required for each category are outlined below in this document.

- i. Research work already published
- ii. Ongoing research and/or a research funded by an international or local granting agency
- iii. Fresh research proposal
- iv. Currently on sabbatical leave with evidence of research
- v. Other academic publications
- vi. Lecturer (probationary) - postgraduate research and/or evidence of enrolment for postgraduate degree programmes

i. Research work already published

The applicant should provide evidence of research publication or acceptance of such publication during the 12 months preceding the date from which the research allowance is applied for. Satisfactory evidence includes the following.

- ✓ ***For research articles published in journals:***
A copy of the published research article showing the name of the journal, volume, issue, year, and month or date of publication or acceptance.
- ✓ ***For full research papers or abstracts published in conferences:***
A copy of the published paper or abstract showing the name of the conference, year, date(s) and location where the conference was held
OR
Copies of the cover page (or pages) of the proceedings showing the name of the conference, year, date(s) and location where the conference was held; the content page(s) showing the title of the paper or abstract and the names of the authors; and the pages of the published paper or abstract
- ✓ ***For research papers or abstracts accepted for publication:***
Letter or email of acceptance (from the editor, editorial committee, conference chair, or conference committee) indicating the name of the journal or conference, the date of acceptance, the title of the accepted paper or abstract
AND
A copy of the accepted version of the paper or abstract

If the email or letter of acceptance is addressed/sent to some author other than the applicant (i.e. if the applicant is not the corresponding author) and if the applicant's name is not shown as an author in any of the above document, satisfactory evidence is needed to prove that the applicant is a co-author of the paper or abstract.

ii. Ongoing research and/or a research funded by an international or local granting agency

A satisfactory progress report of the ongoing research project should be submitted with the completed application form. The proposal should have been submitted previously or should be submitted adhering the requirements specified under category iii below. The progress report should include the details of the work carried out from the end of the previous reporting period (or the commencement of the research) to the day prior to the date from which the research allowance is applied for. Evidence of the outcomes of the claimed activities should be provided as mentioned below.

- A. Introduction, Background and Objectives of the study
- B. literature review at least two-page literature review together with a list of references
- C. Methodology – a summary of data collected as at the time of reporting
- D. Data analysis – a summary of the analysis outcomes indicating the progress in achieving the study objectives
- E. Brief description of the progress – mention any deviations from the original proposal
- F. Outputs (publications from the study)
- G. Action plan for the next year (if applicable)

iii. Fresh research proposal

Based on the nature and the scope of the research, a fresh research proposal can be submitted up to a maximum period of three (03) years. The sections which are mandatory and should be included in the proposal are outlined below, but other sections can be included where relevant and needed to communicate the research idea clearly.

A. Title

B. Introduction

The introduction should cover the key elements of the proposal and include an explanation of the research problem.

C. Background and Justification

This section should establish the background and rationale for the research and elaborate on the need and relevance of the research. How is it different from previous research and why this topic is relevant and important to investigate? The idea should be justified based on literature and other evidence.

D. Objectives

The objectives of the research should be specified precisely in such ways that the anticipated research outcomes are clear.

E. Methodology

The methodology for collecting and analyzing data to achieve the research objectives must be explained. The statistical methods and tools to be used should be mentioned with justifications.

F. Timeline of the Research Project

The timeline of the proposed research project, preferably a Gantt chart, indicating the activities to be carried out in each month (if the proposal is for 1 year) or in each quarter (if the proposal is for more than a year).

- ✓ Research topic selection and proposal writing (which are supposed to be completed before the proposal is submitted) should not be included as activities of the research
- ✓ It is recommended that the preparation of the terminal report is also included in the Gantt chart as an activity of the research.

G. Dissemination of Knowledge and Proposed Outcomes

Mention how the research project will contribute to science, knowledge or innovation

iv. Currently on sabbatical leave with evidence of research

Clear evidence of research engagement during the period of sabbatical leave should be provided with the application form for research allowance. Acceptable evidence may include but not limited to evidence of research publications, research contacts or agreements, appointments for research positions, receipt of research grants, etc.

v. Other academic publications

The applicant must submit the evidence of academic publications during the 12 months preceding the date from which the research allowance is applied for. The publications should comply with general academic standards. Some examples of acceptable academic publications are text books, review articles, editorials, case reports, letters to the editor, research thesis, and other creative works.

vi. Lecturer (probationary) - postgraduate research and/or evidence of enrolment for VII. postgraduate degree programmes

Evidence of current enrolment for a postgraduate degree (enrollment letter, copies of the student ID, etc.). Evidence of completion will be required with any research allowance application submitted after the duration of the programme.

2. Requirements for the Terminal Report

If the research allowance has been granted previously under category ii or category iii, the application should accompany the terminal report of the research project unless the present application is for a period within the duration of the same research project and is thus based on category II. The research allowance for the next year could be recommended with effect from the date the terminal report was submitted adhering to these guidelines.

The terminal report should include the sections (A) Introduction and Background (B) Literature Review (C) Methodology (D) Results (E) Discussion (F) Conclusions and Recommendations.

- ✓ If the proposal was for 12 months, the terminal report should be at least 25 A4 pages (font 11 or 12, 1 inch margins)
- ✓ If the proposal was for more than 12 months, the terminal report should be at least 40 A4 pages (font 11 or 12, 1 inch margins)
 - A. Cover page
 - B. Introduction, Background and Objectives of the study
 - C. Literature review – at least two-page literature review together with a list of references
 - D. Methodology
 - E. Results and Discussion
 - F. Description of how each objective was achieved
 - G. Outputs (Publications from the study)