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Guidelines for Application of University Research Grants-2020/2021
Wayamba University of Sri Lanka
Senate Research and Higher Degrees Committee

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The Senate Research and Higher Degrees Committee (SRHDC) is to offer University Research Grants (URG) for potential candidates for 2020/2021. Please submit your *Research Proposal* following the guidelines specified below.

Eligibility:

- The Principal Investigator (PI) must be a Permanent Senior Academic Staff Member of the WUSL.
- The PI must have completed any University Grants awarded earlier and h a s got the clearance for his/her Final Report from the SRHDC.

Key Sections of the Proposal

Part A – Details of Investigators

1. **Details of Principal Investigator**
   a. The PI must be a senior academic attached to the WUSL.
   b. The PI must have a University e-mail address and a Google Scholar profile that is affiliated with the WUSL.
   c. A CV of the PI and a list of publications of last 10 years of the PI must be submitted.

Category of the PI

Please mark the category of the PI by ticking the relevant box.

Definition of URG Applicant Categories is given below. Sufficient evidence should be provided in order to be considered under *Early-Career Researchers* category. By default, all other applicants will be considered as *Experienced Researchers*.

Early-Career Researcher	A research grant applicant who:
	  has completed PhD within last five years[1]
	    OR
	  has joined the University within the last eight (08) years **AND** has **NOT** completed PhD[2]
	    OR
	  has joined the University within the last five (05) years **AND** has joined University after completing the PhD[3]
	    OR
	  has never received URG as the principal investigator.

Experienced Researcher	A research grant applicant who is **NOT** categorized as an Early Career Researcher by above is categorized as an Experienced Researcher.

[1] The period is calculated from the closing date of research grant application to the effective date of the PhD degree certificate.

[2] The period is calculated from the closing date of research grant application to the date of assuming duties as permanent staff member.

[3] The period is calculated from the closing date of research grant application. If the Applicant has left the University and joined again, the earliest date of joining the University is considered.

2. **Details of Co-Investigators**
   a. Other researchers making a significant contribution to the research and assume responsibility for all aspects of the project [i.e. Permanent staff members (Confirmed / Probationary) of the WUSL (preferably) and from other Universities / Research & Development Institutions in the team]
   b. Please attach a CVs of the Co-Investigators and list publications of last 10 years.

3. Details of Grants Received by the Principal Investigator

    a. Please list the details of the URG received over the last 5 years, and attached copies of *completion/clearance reports.*

    b. Please list the details of other research grants received over the last 5 years

Part B – Details of Research

1. Title of the Proposed Research

The research title should be brief but sufficiently indicative of nature of the project, and intelligible to a scientifically or technically literate reader.

2. Duration of Research

Please indicate the duration of the research.

3. Research Proposal

*Please prepare the research proposal including the following sections in separate sheets and attach to the application (**Do not exceed 10 pages**).*

    i.   Title

    ii.   Introduction

         Introduction should cover key elements of your proposal, including a statement of the problem and purpose of the research.

    iii. Background and Justification

         Please provide background and rationale for the research and establish the need and relevance of the research. How is your project different from previous research on the same topic? Your justification should be supported by sufficient review of literature.

    iv. General and Specific Objectives

         Research goals and objectives should identify the anticipated outcomes of the research and should match up to the needs identified in the statement of problem.

    v.   Significance of Research to National Development

         Please clearly mention how the outcomes of the research supports the national development.

vi.   Methodology

Please clearly state the methodology to follow, including the collection and analysis of data to achieve the specific objectives stated. Those proposals lacking a clearly defined methodology supported by strong analytical/theoretical/ conceptual framework/s and systematic approach supported by relevant activities to achieve those objectives will be rejected.

vii.   Dissemination of Knowledge and Proposed Outcomes.

Please clearly mention how will the research project contribute to science, knowledge, or innovation.

4. Ethical Considerations

Please indicate whether the Ethical Clearance is applicable to your research. If it is applicable, please mention whether you have obtained/applied for Ethical Clearance.

5. Research Intended for Postgraduate Degree

Please mention whether the proposed research intended for a postgraduate degree (M.Phil / Ph.D).

6. Summary of Budget

Please mention the summary of the total budget with yearly break down. The total budget mentioned here will be used to calculate the Adjusted Merit Score (see the Annex).

Part C – Implementation of Research Project

1. Work Plan and Estimated Expenditure
*If the research project period is 12 months or less, please complete the table **section (a).***

*If the research project period is more than 12 months, please complete the table **section (b)**.*

2. Work Plan

Please attach the quarterly Gantt Chart to cover the proposed study and clearly define the activities.

Part D – Estimated Budget of Proposed Research

1. Personal

Request for personnel (e.g Technical Assistants, Laborers) for the proposed project are not eligible unless they are absolutely necessary. Please note that no personnel expenses are provided for research students' salaries or allowances although involvement of undergraduate or postgraduate students is highly encouraged. The Investigators should indicate and justify the type of personnel required. All payments are determined by the WUSL approved rates.

2. Equipment

A complete description of equipment required and a full justification must be given. Prices should be quoted in local currency (SLR).

3. Consumables

Please attach a list including complete description of type (eg. Chemicals, glassware, raw materials, depreciating equipment etc) quantities, and cost. Please give full justification for depreciating equipment listed as consumables.

4. Travel and Subsistence

Please indicate number of field visits, places to be visited and any other relevant details. Travel & subsistence will be paid according to the rates approved by WUSL.

5. Miscellaneous

Please indicate the other expenses required for the research project. Eg. Statistical analysis, computer programming, calibration of instruments etc. The postgraduate registration fees of the research student may also be included.

Process of Evaluation

- Applications received will initially be reviewed by the SHRDC for conformity with the new Scheme for University Research Grant (see Annex), and will be categorized into *Early-Career Researchers* and *Experienced Researchers*.

- Those that meet the application criteria will be subject to a Technical Review by the *Panel of Reviewers* appointed by the SRHDC. The PI will have to participate to a

Research Proposal Defense. Evaluation of each category will be done separately.
- A *Merit Score* is given to each proposal by the *Panel of Reviewers* based on the following criteria.
  - Background/Rationale
    - Is the *problem statement/hypothesis* clearly mentioned and well defined?
    - Does the literature review clearly identify the what is known about the problem and identify gaps?
    - Do objectives specific and relate to anticipated outcomes?
  - Methodology
    - Is the description of the research design (study design, participants, setting for the research) clear?
    - Are the methods appropriate for the *research problem/hypothesis*?
    - Are the variables selected for analysis appropriate for the research design?
  - Anticipated Outcomes/Impact
    - Are potential outcomes discussed and are they reasonable?
  - Timeline
    - Is the timeline for completion feasible and like to succeed?
  - Budget
    - Is the budget allocation reasonable and appropriate?

- The minimum threshold *Merit Score* for eligibility to receive a grant is decided for each category by the *Panel of Reviewers*. Any proposal that scores a *Merit Score* less than the minimum threshold *Merit Score* is rejected and removed form further processing.
- The *Merit Score* of each eligible proposal is used to calculate the *Adjusted Merit Score* separately for both categories. *The following formula is used to calculate the Adjusted Merit Score.*

$$Adjusted\ Merit\ Score = \frac{Merit\ Score}{Budget + 0.5 \times Average\ of\ Budgets}$$

  Here the *Budget* is in millions SLR, and the *Average of Budgets* is the average of the budgets in the category that the applicant belongs to.

- The proposals for each category are separately ranked according to the *Adjusted Merit Score* values to select grantees. Starting from the top rank, grant amounts are allocated in order until the allocation amount for the category runs out. If there is a remainder of allocation in one category after the awarding procedure, then the remaining amount is transferred to the other category for awarding the rest of its eligible applicants.

Submission of Applications

- Recommendations from the Head of the respective Department and Dean of the Faculty must be obtained.
- The duly formulated research proposal must be submitted to: **The Chairman, SRDHC, Academic Branch, WUSL, Kuliyapitiya.**
- A pdf version of the complete application should be emailed to *chairsrhdc@wyb.ac.lk*
- Deadline for submission: **06th November 2020**