

**APPLICATION FOR THE RESEARCH ALLOWANCE
IN ACCORDANCE WITH THE HIGHER EDUCATION CIRCULAR 1/2011**

In order to qualify for the research allowance, an academic staff member has to submit either

- (a) Evidence of research for the year (b) A fresh research proposal (c) Evidence of already published research in the previous year (d) Ongoing research projects/postgraduate studies
(e) Innovation and commercialization

1. Name of Applicant

2. Designation

3. i) Department Attached

ii) Faculty

4. Category under which you become eligible:

- (a) (b) (c) (d) (e)

5. If you are applying under category (a), (b),(c), (d) or (e) give evidence (at least one of the following) to prove your eligibility:

- i). Research work submitted, under review, accepted or published in year
(full papers/abstracts/book chapters/ books and edited books /monographs)
- ii). Ongoing research projects (status/progress of research during the year.....)
- iii). Lecturer (Probationary) - progress of research project of the Postgraduate degree programme
- iv). Currently on Sabbatical leave with evidence of post-doctoral research and progress / any other type of research and their progress
- v). Already published research work in the previous year (full paper/abstract/book chapters/ books/monographs).
- vi) . Applicants can apply the research allowance only consecutive three years for one licensing agreement, approved patents/ trade mark in the current year or previous year. Only first year research allowance will be considered based on the signed licensing agreement and for the subsequent years (2nd and 3rd year) product, concept, know-how, technology should be sold/used in the market/industry.

6. Those applying under category (b) must provide following information in a separate sheet/sheets.

- (a) Title of Research Project
- (b) Objectives of the Research
- (c) Brief Description of the Research Method
- (d) Project duration (Months) and Time frame in a proposal
- (e) Expected date of Commencement of Project
- (f) Expected research outputs

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Signature of Applicant

.....
Date

7. Recommendation and Approval:

Forwarded

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Head of the Department

Date:

Recommendation

Recommended/Not Recommended

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Dean of the Faculty

.....

Date

Name:

Decision of the Research Grants Committee.

Approval

Approved/Not Approved

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Vice Chancellor

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Date