

## **POLICY GUIDELINES FOR RESEARCH ALLOWANCE IN TERMS OF BUDGET PROPOSALS, 2011**

### **SABARAGAMUWA UNIVERSITY OF SRI LANKA**

These policy guidelines for research allowance at the Sabaragamuwa University are prepared following/adhering to the Higher Education Circular No: 1/ 2011, Establishment Circular Letter No. 05/2014, Commission Circular No. 1000

In terms of the Budget Proposals of the Government for year 2011 a research allowance of 35% of the basic salary (without allowances) should be paid monthly to the University teachers adhering to following guidelines and approval of the University Research grants committee.

#### **Section 01. The eligible academic/other staff to receive the research allowance**

Members of Academic Staff who are in the permanent cadre in the university system Lecturer, Senior Lecturer (U-AC3 -2006), Associate Professor (U-Ac4 – 2006) and Professor/ Senior Professor (U-Ac5 – 2006) as categorized in Management Circular 2006/6.

Medical/Dental officers drawing salary under the salary code U-MO.

Executives in the middle level and above categories drawing salaries under the salary codes of U-Ex2, U-Ex 2a, U-Ex3.

#### **Section 02. Application procedure**

The members of the staff are required to submit the research allowance application (ANNEX 1) through respective Head of the Department to the chairman (Dean of the Faculty) of the Faculty Research Committee along with supportive documents as explained in section 03. Every academic/other staff member is ethically bound to apply through the attached application within the year for which the research allowance is claimed.

#### **Section 03. Requirements and supportive documents**

In order to be eligible to receive the Research Allowance for the relevant year at least one of the following requirements has to be fulfilled.

- (i). Evidence of publications: Full paper (published/in press/accepted/under review/submitted) of the self/ group in an international/ local scientific journal, books, book chapters (published/in press), presented at Symposium/ Conference or Technical Session, published in the year under consideration or previous year. Only already published materials are considered when previous year publications are used. The research allowance cannot be claimed for more than once for a same work (should not be repeated the same work). Evidence of the publication should be able to meet one or more following criteria:

- a. A research paper (full paper) already published in the current year or during the previous year, in an accepted local or international research journal. As per the Management Service Circular No. 02/2014 papers published in accredited journals: Science Citation Index (SCI), Science Citation Index Expanded (SCIE), Social Science Citation Index (SSCI), Art and Humanities Citation Index (AHCI) the research allowance can be claimed for three consecutive years and for other accredited journals included in Master journal list the research allowance can be claimed for two consecutive years.
  - b. A research paper (full paper) submitted for publication in the current year, in a research journal to be submitted with an acknowledgement from the editor/editorial staff of the relevant journal.
  - c. A research paper (full paper) under review of a research journal in the current year to be submitted with the appropriate evidence of the review process from the relevant journal authority.
  - d. A research abstract already published in a national/international conference proceeding in the current year or during the previous year or accepted to be published in the current year
  - e. Evidence of presentation of a research abstract in a national/international conference in the current year or during the previous year to be supported with certificate or appreciation letter.
  - f. Book/book chapters/Monograph/Text book published in current year or previous year or scheduled to published in the current year with relevant supporting document from publisher or authorizing agency (faculty research committee/external research institute/authorized national or international agency).
  - g. Any other form of Intellectual Property documents endorsed by the UBLC of SUSL published in current year or previous year to be submitted with all relevant evidence/s.
  - h. A scientific research based keynote/plenary speech delivered/published in a reputed international/national conference/proceeding in the current year or during the previous year with the evidence including certificate/letter of appreciation.
  - i. Any other research/publication or commission reports published in current year or previous year or submitted to authorized research institute/policymaking bodies/development agencies/authorized governmental and nongovernmental organization to be submitted with evidence/s (acceptance/appreciation letter).
- (ii). Postgraduate supervision: Research allowance can be claimed for maximum for three years for supervising postgraduate students. The submission of the progress report is required.
- (iii). Ongoing Research: By producing evidence; progress reports, submitted papers with a proof of evidence of submission. This research activity should have been commenced already and are being continued actively during the year for which research allowance is claimed. Further, the research activity can be under the research grants received through international collaboration or approved Councils in Sri Lanka [National Science Foundation, National Research Council, Sri Lanka Council for Agricultural Research Policy] etc. or funds received under research grants of Universities. The progress report of minimum 2000 words should meet following criteria:

- a. The progress report on an ongoing research project that explains the status of research in the current year.
  - b. The progress report/evidence on the status of the research project under the postgraduate degree programme.
  - c. The progress report on evidence of post-doctoral research/any other type of research, for lecturers currently on sabbatical leave.
- (iv). Research Proposals: The academic staff members who have not commenced research under the (i) and (ii), (III) above and (V) should submit a fresh research proposal with in first 6 months of the considered year containing the following sections.
- Title
  - Background
  - Problem statement
  - Research Questions and/Hypothesis
  - Aims and objectives
  - Significance of the study
  - Literature review
  - Methodology
  - Time frame
  - Expected outcomes
  - References (minimum 10)
- (v) Payment of Research Allowance for Innovation & Commercialization Under the Establishment Circular Letter No.05.05/2014 (iii)

As instructed by the UGC letter dated 2022 June 29, the Council of the Sabaragamuwa University of Sri Lanka, under the recommendation of university senate considers Innovation & Commercialization of eligible university employees for the research allowance adhering the following.

- a. Inventions should be commercialized through the UBLC of the university.
- b. The signed licensing agreement need to be endorsed by the Director UBLC before submission for research allowance.
- c. It is required to submit the invention disclosure form to the UBLC at the start of the innovation process.
- d. Only first year research allowance will be considered based on the signed licensing agreement and for the subsequent years (2<sup>nd</sup> and 3<sup>rd</sup> year) product, concept, know-how, technology should be sold/used in the market/industry.
- e. 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
- f. Maximum 5 eligible applicants can apply research allowance for one licensing agreement.
- g. The licensing agreement should be in effect at the time the application is forwarded.

- (vi). Academics on study leave or sabbatical leave: are not eligible to submit fresh research proposal as per the circular the academic staff who are on study leave or on sabbatical leave and engaged in research work locally or abroad by submitting copies of the research papers which were presented at a Symposium/ Conference as stated in (i) above should submit copies of the journal papers or Research Papers which were presented at a Symposium/ Conference as stated in (i) above or progress of the research.
- (vii). Other: By submitting the academic publications or proposed publications or a proposal regarding an academic publication or research publication or proposal regarding such publication to the University Research Committees and the Faculty Research Committees (section 04)

#### **Section 04.**

The research allowance shall be paid for multi-authorship and the relevant academic must submit such requests for the approval of University Research Committee/ Faculty Research Committee.

#### **Prepared by:**

Professor (Dr.) Anil Gunaratne

Prof. D.A.I. Dayaratne

Dr. Rasangi S. Sabaragamuwa

Professor (Dr.) Asha Karunaratne

Professor (Dr.) W.K.A.C. Gnanapala

Professor (Dr.) M.S.M. Aslam