

**APPLICATION FOR THE ALLOWANCE FOR RESEARCH/PROFESSIONAL  
DEVELOPMENT ACTIVITIES**

(Only for the administrative staff members)

*Instructions to applicants*

An administrative staff member can apply for research allowance under two criteria.

1. General criteria applied for the research allowance in the University
2. The alternative criteria for administrative staff only

*General criteria applied for the research allowance in the University*

To qualify for the research allowance under the general criteria, an administrative staff member has to submit either

- (a) Evidence of research for the year 2022
- (b) a Fresh Research Proposal
- (c) Evidence of Research/ Knowledge Dissemination
- (d) Proposal for Academic Publication/Research Publication

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

- i. Research work already published or accepted for publication in the year 2022  
(full paper/abstract)
- ii. Ongoing research projects (status of research during the year 2021)
- iii. Lecturer (Probationary) - status of research project of the postgraduate degree programme
- iv. Currently on Sabbatical leave with evidence of post-doctoral research/ any other type of research
- v. Book/Monograph/Text book scheduled to be published in 2022
- vi. Any other type of research or publication (p. specify)

A fresh research proposal under category (b) should be comprised of research title, background, problem statement, aims and objectives, literature review, methodology, time frame, expected outcomes and References.

For candidates on study or sabbatical leave, the proposal should be under category (d) with relevant evidence.

*The alternative criteria for administrative staff only*

In order to qualify for the research allowance under the alternative criteria, an administrative officer need to provide proposals, suggestions, activity plans, survey-based studies and presentations that they meet the following criteria with respect to their job descriptions and duties.

1. Improvement of university resource utilization, effectiveness and efficiency such as finance, human resources and physical resources.
2. Plans and strategies to support the development of the teaching and learning environment and the university image.
3. Strategies to enhance the good practices and developments in university laboratories, libraries and other units
4. Strategies to enhance the student services and welfare and enhance the wellbeing of the wider university community encompassing academic and non-academic members and the surrounding community.
5. Enhancement of employability skills and career planning for administrative and nonacademic staff and grievances handling
6. Exploring sustainable practices which reduce plastic waste, waste disposal, CO2 emissions and proposal for waste management and alternative energies which are feasible within the university set up.
7. Literal or artistic work such as novel, plot, drama, Cinema which are ready for public performance or use.
8. Innovative ideas which are already implemented in the entire university or any section or Department which have proven efficient delivery of service.
9. Any other contributions to uplift the performance and image of the university

*Application*

- 1. Name of Applicant :
- 2. Designation :
- 3. Division/Faculty :
- 4. Criteria under which you apply for the research allowance:

- General criteria applied for the research allowance in the University
- The alternative criteria for administrative staff only

If you apply under general criteria,

- 5. category under which you become eligible:

- a  b  c  d

- 6. Type of document/evidences that you provide (refer the policy guidelines of research allowance-SUSL)

.....

.....  
Signature of Applicant

Date

- 7. Recommendation and Approval:

<b>Forwarded</b> .....	
<b>Head of the Department</b> Date:	
<b>Recommendation</b> Recommended/Not Recommended  .....	
Dean of the Faculty	Date
Name:	

**Decision of the Research Grants Committee;**

Approval

Approved/Not Approved

.....  
Vice Chancellor

.....  
Date