**APPLICATION FORM FOR CONFERENCE ATTENDANCE AND OPEN ACCESS PUBLISHING**

SENATE RESEARCH COMMITTEE

* *Maximum value of Rs 250,000/= per calendar year.*
* *Applicants should be at or above the job category of Lecturer (Transitionary)*
* *No support can be given for travel for Research Scholars or External Co-Workers*
* *Publication MUST state official email addresses (author@uom.lk) of UOM affiliated authors/co-authors.* ***If you have not done so, please do not apply***
* *Publication MUST State UOM affiliation for UOM student/staff authors/co-authors.* ***If you have not done so, please do not apply***
* *Applicant* ***must check the relevant boxes in*** *the check list given below.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | NA |
| * Proof for Scopus indexing is attached
 |  |  |  |
| * The paper acknowledges the funds provided by the University of Moratuwa
 |  |  |  |
| * Documentation for authorship and acceptance letter are attached
 |  |  |  |
| * Full paper is attached
 |  |  |  |
| * Correspondence for fee reduction request and response of publisher are attached
 |  |  |  |
| * Provided three quotations for Airfare
 |  |  |  |

**A. APPLICANT’S DETAILS**

**A1.** **Name** (*Underline surname; give title, if any)***:**

 **Employee Code:**

**Age (years):**

 **Tel. No.:** Home: Office: Mobile:

 **Email:**

 **Home address:**

**A2. Department:**

**Present position/designation:**

**A3.** **Highest academic qualification and year obtained:**

**A4.** **Field of specialization:**

**B. FUNDING DETAILS**

**B.1 Calendar year for which funding is sought:**

**B.2 Total spent in previous calendar year (if any):**

**B.3** **Target for funding:**(tick the box with ✓)

* Refereed Conference
* Open Access Publishing in Refereed Journal

**B.4 If refereed conference** (give the name of the conference)**:**

 Is it a series and what is the position of the target conference in that (e.g. 5th, 10th etc)?

Does the indicated conference satisfy one or more of the following? Please tick as appropriate.

1. A Scopus indexed conference: YES 🞏/ NO 🞏

***If yes, please attach proof*** *for indexing- a screen print of “Scopus” webpage (available at www.scopus.com) giving details of the conference*

(ii) A conference listed in the top 20 sources under the Google Scholar Metrics subcategories: YES 🞏 / NO 🞏 (give subcategory if YES)

***If yes, please attach proof*** *for indexing- a screen print* of “Google Scholar Metrics” *webpage giving details of the conference*

1. A conference series with an h-5 index of not less than 6: YES 🞏 / NO 🞏

***If yes, please attach proof*** *for indexing- a screen print of “Google Scholar Metrics” webpage giving details of the conference*

(iv) If your answers are NO for all of the above, is there any compelling case for you to be funded for this conference? (please use extra page if needed)

**B.5** **If refereed journal**, Give name, ISSN and impact factor of the journal.

Does it satisfy one or more of the following?

1. A Scopus indexed journal: YES 🞏 / NO 🞏

***If yes, please attach proof*** *for indexing- a screen print of “Scopus” webpage (available at www.scopus.com) giving details of the journal*

1. A journal indexed in the Web of Science core collection (SCIE, SSCI, AHCI, ESCI): YES 🞏 / NO 🞏

***If yes, please attach proof*** *for indexing- a screen print of the webpage (available at* https://clarivate.com/) *giving details of the journal*

1. A journal listed in the top 20 sources under the Google Scholar Metrics subcategories: YES 🞏 / NO 🞏

***If yes, please attach proof*** *for indexing- a screen print of “Google Scholar Metrics” webpage giving details of the journal*

**B.6 Please mention how conference/journal paper mentioned above increase the visibility of the University of Moratuwa**

B.6.1 Paper acknowledges the University of Moratuwa provided support for publication:

YES 🞏 / NO 🞏

B.6. 2 If your answer for the above is “No” are you able to include an acknowledgement of the University of Moratuwa funding if the grant application is successful[[1]](#footnote-1)?

YES 🞏 / NO 🞏

B.6. 3. If your answers to the above B.6.1 and B.6.2 are “ No” please give reasons:

**B.7** Summary of financial support requested1:*in SL Rs*

 B.7.1 Open access publishing2:

 B.7.2 Conference registration:

 B.7.3 Cheapest economy airfare3:

B.7.4 accommodation costs for conference duration plus 2 days:

 (conference duration plus 2 days)

B.7.5 Travel insurance:

B.7.6 Out of pocket expenses @ USD 40 per day:

B.7.7 Visa fee:

B.7.8 TOTAL

Note 1: Detailed documentation for all items must be provided, inclusive of authorship and

Acceptance and **full paper**. IN ADDITION,

Note 2: Please provide correspondence requesting fee reduction and publisher response

Note 3: Please provide 3 quotations for airfare

**C. ADMINSTRATIVE INFORMATION**

**C.1Details of any other funding application**

Has funding for the same conference/ journal been obtained OR expected from any other source? If so, give details:

**C.2 Declaration by applicant:**

I hereby declare that all information provided is accurate to the best of my knowledge.

Signature of Applicant& Date:

**C.3 Recommendation of the Head of Department:**

Publication / Funding / Both publication & funding **(choose one)** is/are recommended/NOT recommended

Reasons (if any):

Name of the Head of the Department:

Department:

Signature & Date:

**C.4 Recommendation of Co-Chair/SRC**

Recommended / NOT recommended

Reasons:

Signature & Date:

**C.5 Vice-Chancellor’s Approval**

Approved / NOT approved

Signature & Date:

**Annex:**

**Scheme for using Generated funds for Conference Attendance and Open Access Publishing**

1. Attendance at International Conferences and Open Access Publishing are seen as essential aspects of developing a research culture. Funding for this however is not easily available from the consolidated fund. It appears however that generated funds can be used; and this is apparently being done in other state sector universities.

2. This proposal is therefore a guideline, requiring Council approval, for various entities within the university system to use such funds. These entities may be the University itself, a Faculty, Department, Centre or even Division or Group within a Department.

3. Within the resources and constraints in each entity, a limits of Rs**250,000/= per year** is proposed for **any permanent academic staff member**. The academic’s authorship of a conference or journal paper is a precondition for fund utilization by the academic.

4. In order to qualify for the funding a **conference** paper should have been accepted in (i) a Scopus indexed conference, or (ii) a conference listed in the top 20 sources under the Google Scholar Metrics subcategories or (iii) any conference with an h-5 index of not less than 6; while a **journal** paper should have been accepted in (i) a Scopus indexed journal, or (ii) a journal indexed in the Web of Science core collection (SCIE, SSCI, AHCI, ESCI), or (iii) a journal listed in the top 20 sources under the Google Scholar Metrics subcategories.

5. In the case of a specific conference or journal not included in the above but deemed by a Department of Study to be significant and worthy of support, a case by case approval system will need to operate, based on criteria set by the Senate Research Committee, such as years of existence of conference/journal etc.

6. Where conference attendance is concerned, only actuals will be paid (via advances and final re-imbursements) for the following cost items: (i) visa fees; (ii) cheapest economy airfare; (iii) conference registration fees; (iv) accommodation costs (lodging plus breakfast) for conference duration plus 2 days; (v) travel insurance; and (vi) out of pocket expenses and any meal costs not accounted for above at a total rate of USD 40 per day. A budget will need to be furnished. Note: workshops immediately before and/or after the conference can also be included within the above expenditure, subject to the total budget being within the above limit (Note 3).

7. Where open access publishing is concerned, every effort should be made to seek concessions from the publishers and correspondence in this regard should be furnished together with the invoice for publishing. Funding can be sought for papers published in the current and immediately preceding year.

8. Where the funding from the central university generated funds is concerned, this scheme will be operated by the Senate Research Committee, subject to overall funding limits set by the University Council. A minimum of Rs 10 million from generated funding has been identified initially. Generated funds from other entities can also be used, but the minimum criteria in Notes 4 and 5 will still be applicable (although they can be made stricter), as will the overall limits (irrespective of the source of funding); here too the Senate Research Committee will need to ensure that the criteria are met.

1. If “Yes” you are required to send a hard copy of Publication with UoM Acknowledgement to the SRC within 1 month from the Approval of Grant. [↑](#footnote-ref-1)