

Application for the Research Allowance

Annex I - Form A

| | | | | |
|---|--|-------------------|---|-----|
| To be filled by the Applicant | | | | |
| | Name | | | |
| | Designation | | | |
| | Department | | | |
| | Year for which the Research Allowance is requested | | | |
| | Whether the Research Allowance is paid for the previous year | Yes | | No |
| | Whether subscribed to Google Scholar with verified email account at "uom.lk" or "mrt.ac.lk". | Yes | | No |
| 1 | Category under which Research Allowance is requested (As per the guidelines given in Annex II) (Place a '✓' mark(s) in the relevant cage(s)) | A1 (i) | | |
| | | A1 (ii) | | |
| | | A1 (iii) | | |
| | | A1 (iv) | | |
| | | A1 (v) | | |
| | | A2 | | |
| | | A3 | | |
| | | A4 | | |
| | | B(i) | | |
| | | B(ii) | | |
| | | B(iii) | | |
| | | | Whether relevant documents are attached | Yes |
| Signature of the Applicant | | Date | | |
| <hr/> | | | | |
| 3 | To be filled by the Head of the Department | | | |
| | Application for Research Allowance is recommended/not recommended*. | | | |
| | Signature of the Head of the Department | | Date | |
| <hr/> | | | | |
| 4 | To be filled by the Registrar/Dean of the Faculty of Architecture/Engineering/IT/Graduate Studies, Librarian | | | |
| | Application for Research Allowance is recommended/not recommended*. | | | |
| | Signature of the Registrar/ Dean of the Faculty/Librarian | | Date | |
| <hr/> | | | | |
| To be certified by SAR/Establishment and submitted to the Chairman/Research Management Committee | | | | |
| | Name | | | |
| | Designation | | | |
| | Current employment status # | | | |
| | #Indicate whether staff member is presently in full time service/study leave (paid or no pay leave) /sabbatical leave/temporary release etc. | | | |
| 5 | If on leave | Commencement date | | |
| | | End date | | |
| | If the staff member is/was on Sabbatical/Study leave during the part of the year 2018 leave category or if the staff member has been recruited during the year (2018) please indicate the details. | | | |
| Senior Assistant Registrar/Academic Establishments | | Date | | |

*Strike through inapplicable words.

Annex II - Guidelines for the Payment of Research Allowance (Applicable from 2018 onwards)

Prerequisite

Subscribing to Google Scholar with verified email account at "uom.lk" or "mrt.ac.lk" is a prerequisite to be eligible to receive the payment of Research Allowance under category "A" or "B" below.

A. For staff who are not on Sabbatical/Study leave

A1. Publication for the year for which the Research Allowance (RA) is being requested, satisfying one of the following conditions as appropriate and as acceptable to the Research Management Committee:

- (i). Copy of a research article published during the year for which RA is applied for.
- (ii). Evidence of acceptance of a research article for publication by the Publisher/Session Organizer indicating that the said publication [A1 (i)] shall take/had taken place during the year for which RA is applied for, together with the submitted manuscript.
- (iii). Copy of an abstract (together with the cover page and contents page of the document where the abstract is published) in a conference/symposium/technical session held during the year for which RA is applied for, together with the copy of the corresponding full research article/manuscript.
- (iv). Evidence of Presentation of research results in a conference/symposium/technical session during the year for which RA is applied for, indicating the acceptance by the conference/symposium/technical session organizers for such presentation, together with the conference details.
- (v). Copy of a Research Report/Monograph/Academic Publication/Proposed Publication done during the year for which RA is applied for.

A2. Evidence of fulfilling the obligations of the RA received during the previous year with reference to a research proposal that had been made by the applicant, by submitting an Academic Publication in a form similar to above A1 (i), A1 (ii), A1 (iii), A1 (iv) or A1 (v) applicable for the previous year or a Detailed Progress Report indicating the evidence of current results/status with a description of work carried out and the plan of the remaining work.

A3. Evidence of research results to demonstrate active continuing involvement, in the form of a research article published during the previous year.

A4. A new research proposal in the format (Annex III) provided with a clear indication of the research objectives, the duration and the output by the applicants requesting RA for the first time or for the applicants who have met the obligations of RA received during previous years.

B. For staff who are on Sabbatical/Study leave

- (i). Copy of a research article published during the year for which RA is applied for.
- (ii). Evidence of acceptance of a research article for publication by the Publisher/Session Organizer indicating that the said publication shall take/had taken place during the year for which RA is applied for, together with the submitted manuscript.
- (iii). Copy of an abstract (together with the cover page and contents page of the document where the abstract is published) in a conference/symposium/technical session held during the year for which RA is applied for, together with the copy of the corresponding full research article/manuscript.