

**APPLICATION FOR RESERCH ALLOWANCE IN ACCORDANCE WITH THE COMMON GUIDELINES OF
THE OPEN UNIVERSITY OF SRI LANAKA**

(Based on Ministry of Higher Education Circular No 1/2011 and Management Service Circular No 02/2014)

1. Name of the Applicant:
2. Designation:
3. Department of Study/Division:
4. Research Allowance Application for the year:
5. Criteria under which you become eligible: *(Refer Guideline overleaf)*

Notes: Those applying under research proposal category must submit the relevant form along with this application and the research proposal or Annual Progress Report as relevant. For other categories, relevant evidence must be submitted.

Signature of Applicant

Date

6. Recommendation:

Recommended/Not Recommended to the Research Management Committee (if not recommended give reasons)

Head/Department of
or Registrar

Date.....

Recommended/Not Recommended to the Dean (applicable for staff of Faculties)/ Vice-Chancellor (if not recommended give reasons)

Chairperson - Research Management Committee

Date.....

Requirement to be fulfilled:

Any **one** of the following requirements to be fulfilled by the applicant for entitlement of Research Allowance for a particular year.

Evidence Category	Evidence to be shown
A	Evidence of publication or acceptance of publication of a research paper in an internationally or nationally accepted Journal OR publication or acceptance of submission of a Conference Paper in a relevant symposium OR obtaining a relevant patent license in the year or the previous year of claiming the Research Allowance. [Under this category Research Allowance cannot be claimed for more than once for the same academic/conference/research paper.]
B	Evidence of publication of a research paper in an internationally accredited (indexed) journal / research-based book chapter by an internationally and academically reputed peer reviewed publisher in the immediate previous two years of claiming the Research Allowance. [Under this category Research Allowance can be claimed for three consecutive years for the same research paper published in an internationally accredited journal]
C	Evidence of receiving a research grant from an international organization/an approved funding body in Sri Lanka / University Grant along with the evidence that research activities have commenced and being continued actively in the year of claiming the research allowance
D	<p>Submission of research proposal containing the nature of the research, time frame, and research methodology, in the prescribed form to the relevant Research Management Committee / Faculty Research Committee. The allowance may be paid once the Research Management Committee / Faculty Research Committee approves the proposal after a review, subject to the following conditions.</p> <ul style="list-style-type: none">• Maximum period for which research allowance can be claimed under this category is three (03) years [based on the time frame given in the proposal].• If research allowance is claimed based on the same research proposal in the 2nd and 3rd year, annual Progress Report showing evidence of current results/status with a description of work carried out and the plan of the remaining work should be ratified by the relevant Research Management Committee / Faculty Research Committee. If progress is unsatisfactory Research Allowance can be terminated for the following year (year for which allowance is claimed).• All those who submit a Research Proposal to claim Research Allowance, are required to submit a Final Research Report that is acceptable to the Research Management Committee / Faculty Research Committee at the end of the period of research. No one can continuously claim research allowance beyond the duration of the previous research, without submitting an acceptable Final Research Report.
E	Evidence of publication OR acceptance for publication of a research based Academic paper / research-based Book Chapter/s by a Publisher in the year or the previous year of claiming the Research Allowance.
F	Evidence of submission of a draft Academic / Research paper to a publisher or conference organizer.