

Guidelines for Faculty Research Grants

Faculty Research Grants are provided to assist in funding research projects of staff members of OUSL, particularly aimed at encouraging staff to secure funding through competitive research grants locally and internationally.

The Faculties shall adhere to the following guidelines when disbursing such research funds. Faculties may also draw up further regulations and procedures as necessary within the broad guidelines outlined below.

- a) Funds will be available for staff of the OUSL annually for ODL or discipline-based research projects, which are administered at the Faculty-level.
- b) The proposed research projects should be original investigations. The problem to be tackled or new knowledge to be generated should be clearly identified. Only well formulated research proposals should be considered.
- c) The maximum amount of a grant shall not exceed **LKR 1.0 million** per project.
- d) Funding will be provided only for one year at a time.
- e) Faculty Research Grants shall not be used for research work associated with postgraduate studies undertaken by the permanent staff members.
- f) Requests for Faculty Research Grants should only be considered if the particular research project is not already receiving funds from the OUSL through other similar research grant scheme (for e.g.: competitive research grant scheme).
- g) Preference should be given to early career researchers and those projects that are not already receiving funds from external funding sources.
- h) **Application for Grants**
 - Faculty Research Committee should call for applications to be submitted by 30th September of each year.
 - Applications for Faculty Research Grants must be made on the prescribed Research Grant Application Form obtainable from the Dean's Office or Research unit webpage.
 - Principal Investigator (PI) of a project requesting funds should be a permanent academic staff member of OUSL.
 - Principal Investigator should be a Senior researcher with postgraduate research qualifications / publications in the relevant area who has the capacity and knowledge to lead and make a significant contribution to the project.

- There can be other researchers as Co-investigators (internal or external) who make a significant contribution to the project and assuming responsibility for all aspects of the project. Persons without a postgraduate research degree should apply as a co-investigator together with a senior researcher from the Department, with a postgraduate research degree in the relevant field, as the PI.
- Typically, grants can be provided for minor equipment, supplies, travel, personnel and services needed for a research project.
- No funds should be provided to the researchers for conducting the research, including for data analysis, report writing etc. No payments should also be made for university employees for work conducted during working hours or on overtime payments.
- The budget should be prepared in line with the university approved rates of payments for various items.

i) **Evaluation and Award:**

Grant applications will normally be considered once a year. Those that meet the application criteria will be subjected to a peer review process by the experts nominated by the faculty research committee. The decision of the Faculty Research Committee will be final and no correspondence on the subject will be entertained after the awards are made. Grantees are expected to commence the research work soon after announcement of the award.

- Funding should be decided on the merits of the proposals and in competition through peer- review process by the experts (minimum 1) nominated by the Faculty Research Committee.
- Based on the evaluation of reviewer/s, applications should be approved by the Faculty Research Committee and recommended through the appropriate channel (Dean, Director Research) for approval of the Finance Committee by January of each year.
- Grantees are expected to commence the research work soon after announcement of the award.
- The PI is fully responsible for disbursement of the funds and for settling all bills according to the requirements of the Finance Division.
- The Department should take action to inventorise the purchased items.
- After completion of the project, purchases made from the grant must remain at the University as property of the relevant Department. Any intellectual property rights arising out of the research shall be in accordance with the relevant OUSL policies.
- The PI should submit a final report and make a presentation to the Faculty and meet any other requirements (not listed above) as specified by the Faculty Research Committee/Dean.
- The financial support received from the OUSL should be acknowledged in communications that arise out of the research.

