PROCEDURE FOR THE SUBMISSION AND APPROVAL OF APPLICATIONS TO OBTAIN THE RESEARCH ALLOWANCE IN RESPECT OF RESEARCH PROPOSALS REFERRED TO IN PARAGRAPH 05(I)(c) OF MANAGEMENT SERVICES CIRCULAR NO. 02/2014 DATED 11.02.2014

(ISSUED BY THE RESEARCH SUPERVISION COMMITTEE REFERRED TO AT PARAGRAPH 05(II) OF MANAGEMENT SERVICES CICRULAR NO. 02/2014)

SUBMISSION OF THE APPLICATION

1. The Application should be submitted by the Researcher to the Research Management Committee (RMC) using the 3 Part Application at **ANNEXE 1.**
2. The Application comprises the following Parts and is based on the requirements in MSC 02/2014-
    a) Part A : To be completed by the Head of the Institution of the Researcher
    b) Part B – to be completed by the Head of the Institution where the research will be carried out
    c) Part C – To be completed by the Researcher/s
3. In the case of Research Proposal s (RPs) referred to in Paragraph 05 (I)(c), the RMC will be the **Research Supervision Committee (RSC)** referred to at Paragraph 05(II), ie. the Committee comprising the following-
    a) Secretary to the Ministry of Technology and Research (Chairperson)
    b) Secretary to the Ministry of Health
    c) Secretary to the Ministry of Environment
    d) Secretary to the Ministry of Higher Education
    e) Secretary to the Ministry of Public Management Reforms
    f) Executive Director / Institute of Policy Studies (IPS)
    g) Director/SLIDA
4. When an Application is received the RSC will refer same to a **Research Management Sub Committee (RMSC)** comprising one or more persons, for evaluation.
5. If the Application is not duly completed, it will not be processed and will be returned to the Researcher.
6. The RMSC will be required to evaluate the RP referred to it, in compliance with the TOR at **ANNEXE 2**.

EVALUATION OF RESEARCH PROPOSAL AND PAYMENT OF ALLOWANCE

7. The RMSC to which the RP is submitted will evaluate the RP in terms of the TOR and submit its Evaluation Report to the RSC.
8. Where the RP is recommended by the RMSC, the payment of the Allowance with effect from a date to be determined by the RSC will be approved and communicated to the Head of Department (HoD) and Researcher.
9. Where the RMSC has recommended a revision of any part of the Research Proposal, it will be referred back to the Researcher through the HoD for revision and re-submission if so desired.
10. Where the RP is not approved by the RMSC, the Researcher will be advised accordingly through the HoD.
11. The Research Allowance will be paid up to a maximum of six months. Continued payment of the Allowance thereafter will be approved by the RSC after consideration of the Interim Research Report. .

INTERIM RESEARCH REPORT

12. Where a RP is approved, the Researcher/Research Team should submit to the RSC an Interim Report of the research including its progress against the Action Plan, <u>within six months</u> of the commencement of the research.
13. The Interim Report will be referred to the RMSC appointed to evaluate the RP, for report.

14. On receipt of this Interim Report, the RMSC will determine whether the progress is satisfactory or not satisfactory, and report accordingly to the RSC.

15. On receipt of the Report of the RMSC, the RSC will-
    a) If the RMSC has reported that it is satisfied with the progress of the research work, advise the HoD that the allowance can be continued;
    b) If the RMSC has reported that it is not satisfied with the progress of the research work-
        i. advise the HoD that the payment of the allowance should **not** be continued ; and
        ii. grant an extension of time up to a maximum period of six (06) months to the Researcher to submit a further Interim Report on the progress of the research work and on receipt of such Report refer same to the RMSC for a report.
16. Where the Researcher submits the further Report within the time allotted, the RMSC will after considering same, submit to the RSC its Report on whether progress is satisfactory or not satisfactory.
17. On receipt of the Report of the RMSC, the RSC will-
    a) If the RMSC has reported that it is satisfied with the progress of the research work, determine the date from which the Research Allowance should be re-commenced and inform the HoD and Researcher accordingly; or
    b) If the RMSC has reported that it is not satisfied, inform the HoD and the Researcher that the payment will not be continued.

FINAL RESEARCH REPORT

18. The Researcher should submit the Final Research Report to the RSC upon completion of the research.
19. The RSC will make a determination regarding further payment of the Allowance as set out below in paragraph 20.

THE RESEARCH ALLOWANCE

20. The initial payment shall be made for a period of six months with effect from the date determined by the RSC upon granting approval for the RP.
21. If the Interim Report is approved within six months, and during the period of carrying out research, the Research Allowance will be paid up to a maximum period of three (03) years.
22. After the submission of the Final Research Report, the RSC may authorize the payment of the Research Allowance as follows-
    a) for a further one (01) year on being satisfied that -
        i) the Final Research Report has been published in an internationally accepted journal; or
        ii) the Final Research Report has been published in a nationally accepted journal; or
        iii) the Final Research Report has been submitted to a relevant symposium; or
        iv) that a Patent license has been obtained in respect of the research.
    b) for a further period of three (03) years if satisfied that the Final research Report has been published in an Accredited Journal.

    Accordingly, the maximum period for which a Research Allowance can be paid after the submission of the Final Report is three (03) years.

CONDITIONS OF MSC 02/2014 TO BE STRICTLY COMPLIED WITH

23. In implementing the provisions of this Circular, there should be strict compliance with all conditions of the Circular.

ANNEXE 1 – PART A

Application to obtain the Research allowance as per Management Services Circular No. 02/2014

The Application comprises Parts A, B and C. The Application will be evaluated only if submitted with all three Parts duly completed. Incomplete applications will be returned to the Applicant without processing.

PART A

DECLARATION OF THE HEAD OF THE INSTITUTION OF THE RESEARCHER

1) Is the researcher currently engaged in any other Research Project for which the Research Allowance is being paid? Yes/No

2) Has the Researcher been engaged previously in any other Research Project for which the Research Allowance was paid? Yes/No

3) If answer to (2) is "yes" –
   a) State title of the Research Project/s
   …….
   b) Was that Research Project completed satisfactorily? Yes/No
   c) Name of Institution which paid the Allowance …….
   d) The duration for which the Allowance was paid ……..

4) If answer to (3)(b) is "No" –
   a) Date on which Research Project was terminated
   …….
   b) reasons for premature termination of the Research Project-
   ……
   ……

5) I certify that –
   a) the Applicant officer belongs to a category referred to in paragraph 03 of DMS Circular 02/2014 and is thereby entitled to apply for the Research Allowance.
   b) the research to be carried out by the Applicant Researcher will not impede the duties of the permanent post of the Researcher.
   c) I personally evaluated the research proposal/assessed the recommendation of the Evaluator, and state that it is in line with Government policies and hence contributes to the development of the country.
   d) the subject matter of this research is not one which falls within the scope of a completed or ongoing research activity of the Institution.

…… ……

Name of Head of Institution **Signature and Date**

(Seal)

ANNEXE 1 – PART B

Application to obtain the Research allowance as per Management Services Circular No. 02/2014

PART B

DECLARATION OF HEAD OF INSTITUTION WHERE THE RESEARCH WILL BE CARRIED OUT

1) Names of Institution/s that agree to participate in the Research.
   ……
   ……

2) Will the Institution provide infrastructure and necessary facilities to conduct the research? Yes/No

3) Does the Institution agree to undertake financial and other management responsibilities for the research work to be carried out at this Institution? Yes/No

4) Is the back-up funding for manpower, consumable etc. available for this research? Yes/No

…… ……..

Name of Head of Institution **Signature and date**

(Seal)

ANNEXE 1 – PART C

APPLICATION TO OBTAIN THE RESEARCH ALLOWANCE AS PER MANAGEMENT SERVICES CIRCULAR NO. 02/2014

Part C
(To be completed by the Researcher/s)

A. RESEARCH IDENTIFICATION

1. Title of the Research:
2. Duration of the Research in months:
3. Field covered by the proposal:
4. Names of Researchers:

	Researcher 1	Researcher 2
Name Designation Institution's Address Date of Birth Telephone No. Fax No. E-mail		

5. Name of Collaborations Institutions:

Name of the Institution Address of the Institution Name and designation of the Head of the Institution Telephone No. Fax No. e-mail	

B. TECHNICAL INFORMATION (Please submit responses as attachments to the Application)

1. Objectives of the Research (Up to 200 words).
2. Justification for collaboration
3. Brief information about national and international scenario in the proposed area of research (Up to 200 words).
4. Science and Technical description of the research (up to 100 words)
5. Methodology of the research (up to 200 words)

6. Literature Review and Scope of the research (up to 200 words)
7. Expected results of this research (e.g. joint publications, patents etc.).
8. Are any of expected results likely to have commercial value? (Up to 100 words).
9. Infrastructure facilities related to the research activity that are available in the Institution/s in which the research will be carried out.
10. Action Plan

	Activity	Time schedule (State month and year)	Name of Researcher responsible
1			
2			
3			
4			

C. ADMINISTRATIVE & FINANCIAL INFORMATION

1. Research Cost (in LKR)

Year	Exchange Visits/ Field Visits	Consumables and Contingency	Manpower (Researchers)	Total
1st Year				
2nd Year				
3rd Year				
Total				

2. a) Information regarding other research for which the research allowance is/was paid.

Title of the Research With Ref. No. if available	Year of Commencement	Was Research Project completed satisfactorily? (If so, date of completion)	If terminated prematurely? date of termination and reason.	Institution in which Research was done.

c) The duration for which a Research Allowance was paid in respect of each of the above research projects.
……..
……..

3. **Declaration of the Researcher** *(if the research is self-financed)*

I/We would bear all the technical and other management expenses incurred for the research work. Hence, the funding for man power, consumable etc. is available for this research and I/we will not request funds from the Government or any other Organization for the completion of the research.

Names of Researcher Applicants	Signature
……..	……..
……..	……..
……..	……..

CERTIFICATION OF RESEARCHER/S

I/we, the undersigned hereby submit this Application and confirm that all the information provided herein is true and accurate to the best of my/our knowledge and I/we further confirm that I/we understand that if any of the information I/we have provided is found to be false or misleading, it renders me/us ineligible for obtaining the research allowance.

Names of Researcher Applicants	Signature
……..	……..
……..	……..
……..	……..

Date ……..

MANAGEMENT SERVICES CIRCULAR 02/2014 ON PAYMENT OF A RESEARCH ALLOWANCE

TERMS OF REFERENCE FOR THE EVALUATION OF THE RESEARCH PROPOSAL

(To be completed by the Research Management Sub Committee/Evaluator)

1) Title of the Research Proposal: ……

2) Researcher / Research Team:
   1. …… (Lead)
   2. ……
   3. ……

EVALUATION REPORT

1] **TECHNICAL EVALUATION**

I have evaluated the above mentioned Research proposal and indicate below my assessment of the following aspects of the Research Proposal-

	Yes	Needs revsiion	No
a) Are the objectives acceptable?			
b) Is the justification acceptable?			
c) Is the methodology acceptable?			
d) Is the literature review acceptable?			
e) Is the scope of research acceptable?			
f) Are the expected results realistic?			
g) Are the results expected to have commercial value?		X	
h) Is the Action Plan sound and realistic?			
i) Is the Research Team justified?			
j) Is the research duration justified?			
k) Is the Research proposal aligned to a National priority area?		X	
l) Is the Research cost reasonable?			

***PLEASE NOTE**: Where the response is either “Needs revision” or “No”, the reasons for your assessment must be explained. Please use a separate sheet of paper if necessary.

2] FINAL RECOMMENDATIONS

a. I approve the Research proposal ☐
b. I approve the Research proposal subject to revisions/amendments as indicated ☐
c. I do not approve the Research proposal ☐

3] **OVERALL RATING**

My overall rating of the Research proposal is –

Excellent ☐
Very Good ☐
Good ☐
Satisfactory ☐
Poor ☐

4] ADDITIONAL COMMENTS

……..

……..
Name and Designation of Evaluator

……..
Signature of Evaluator

Date ……