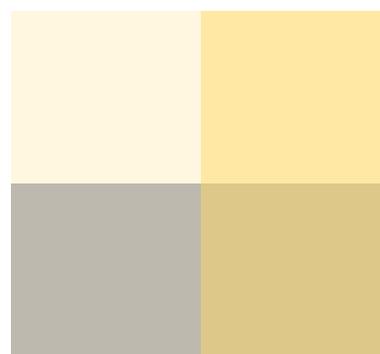
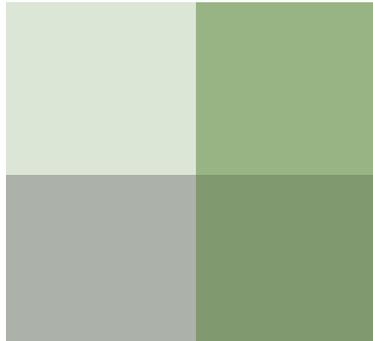
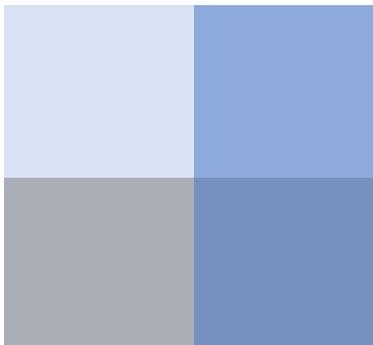
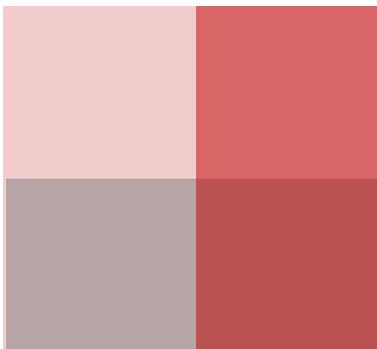
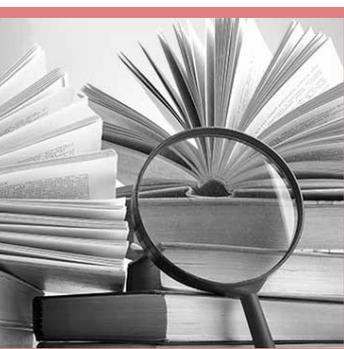
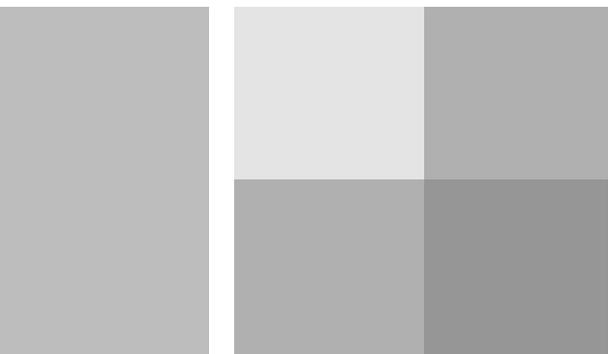




OFFICE OF RESERACH

HAND BOOK



2022
Version 1.0

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**Trainee
Office of Research**

Location

Office of Research
3rd Floor, Administration building
University of Moratuwa

1.0 Introduction

We contribute towards enhancing the research of the University of Moratuwa, by providing an effective administration and a conducive research environment to position the University of Moratuwa as a globally recognized Research institution. Furthermore, we carry out activities for research promotion, dissemination of national and international funding opportunities for research, and communicating the policies and processes with the research administration.

We internally work with the Faculty of Graduate Studies, Senate Research Committee, Academic and Publication Division, External Affairs, Publicity, and international student promotion division and Center for IT services to augment the research at the University of Moratuwa. We further attend to promoting and establishing collaborative research links to strengthen and expand the university's research portfolio, while developing and enhancing the intra and inter-institute research collaboration nationally and internationally.

The Office of Research is also dedicated to monitoring and publicizing University research Performance, in particular by documenting the university's presence in Google scholar and Scopus databases. Currently, we are in line with establishing an indexed Multidisciplinary Research Journal, and teaming up with a reputed publisher.



Vision

To position the university as a globally recognized research institution.

Mission

To enhance the research of the university by providing effective administration and a conducive research environment in order to create global recognition.



1.1 Objectives

The objectives of the office of research are aligned with Goal 2 - Research and Outreach, of the strategic management plan of the University Moratuwa. The goal is to create a multi-disciplinary research culture to achieve excellence in research, innovation, and enterprise with global recognition. The objectives are to make

1. Conducive Research Culture - Achieve an (at least 15%) increase in fund utilization for research and the number of research scholars
2. High Impact Research Publications - Achieve an (at least 25%) increase in research publications annually out of which at least 65% in Q1/Q2 Journals and indexed conferences

1.2 Activities of the Office of Research

1. Facilitate the promotion of research promotion activities consistent with the University's Strategic Management Plan.
2. Contribute to the effective administration of the University's research policies and the achievement of the University's strategic research objectives of the senate research committee (SRC).
3. Promote and assist in initiating research, because of enhancing research capabilities and working together with faculties.
4. Work towards attracting funding and infrastructure support for research in line with the above plans and strategic actions.
5. Make the university community aware and facilitate the sourcing of local and international funding offers for research.
6. Work towards promoting and establishing collaborative research links to strengthen and expand the universities research portfolio.
7. Expand and enhance intra-institute and inter-institute research collaboration, nationally and internationally.
8. Contribute to teaching research methodologies and research tools both at undergraduate and postgraduate levels.
9. Promote and facilitate maximum dissemination of research through refereed local and international journals, including indexed journals and conferences.

10. Administer the senate research committee's Research Grants Scheme, Research Awards Scheme, and the Vice-Chancellor's conference and Publication Assistance Scheme; through the Academic & Publication division.
11. Monitor and publicize University research performance in particular by documenting the University in Scopus and Google Scholar databases.



2.0 Student engagements in research activities



3.0 Senate Research Committee (SRC)

Senate Research Committee is a subcommittee under the Senate of the University Of Moratuwa.

The SRC comprises of Co-Chairman, Senate Nominee, Convener, and the members. The periodicity of meeting the Senate Research Committee is once a month 4th Thursday. Further, there are subcommittees in the senate research Committee.



3.1 Activities of the Senate Research Committee

1. Administering and monitoring the progress of SRC grant awards. Recognizing the research excellence of the academic staff and administering research awards.
2. Promotion of research activities among the academic staff.
3. Any other related tasks as directed by the Vice-chancellor the Senate and the Council of the University to enhance the research culture and research output of the University.

3.2 Senate Research Committee members

| Name | Link to the staff profile | E-Mail |
|----------------------------|---|------------------------|
| Prof. ND Gunawardena | https://uom.lk/staff/Gunawardena.ND | vc@uom.lk |
| Prof.RARC Gopura | https://uom.lk/staff/Gopura.RARC.php | Gopurar@uom.lk |
| Dr. DP Chandarasekara | https://uom.lk/staff/Chandrasekara.DP | dean@archi.mrt.ac.lk |
| Prof.SWSB Dassanayake | https://uom.lk/staff/Dasanayake.SWSB | dean_fob@uom.lk |
| Prof. NK Wickramaarachchi | https://uom.lk/staff/Wickramarachchi.NK | dean_eng@mrt.ac.lk |
| Prof. Ajith De Alwis | https://uom.lk/staff/De.Alwis.AAP | dean_fgs@uom.lk |
| MR.BH Sudantha | https://uom.lk/staff/Sudantha.BH | pmkaru@itfac.mrt.ac.lk |
| Prof. Ranil Fenando | | dean-med@uom.lk |
| Mrs RC Kodikara | https://uom.lk/library-staff/mrs-rc-kodikara | librarian@uom.lk |
| Prof. SR Munasinghe | https://uom.lk/staff/Munasinghe.SR | rohan@uom.lk |
| Prof. PGV Dias | | gihan@cse.mrt.ac.lk |
| Prof.(Mrs.) YG Sandanayaka | https://uom.lk/staff/Sandanayake.YG | yssandanayake@uom.lk |
| Prof. Jagath Manathunga | http://www.civil.mrt.ac.lk/Academic_Profiles/manathunga/index | manathunge@uom.lk |
| Dr.S Sumathipala | https://uom.lk/staff/Sumathipala.KASN | sagaras@uom.lk |
| Dr.VPT Jayawardena | https://uom.lk/staff/Jayawardane.VPT | thesaraj@uom.lk |
| Dr.HR Pasindu | https://uom.lk/staff/Pasindu.HR | pasindu@uom.lk |
| Dr.SSMR Samarawickrama | https://uom.lk/staff/Samarawickrama.SSMR | sumanthris@uom.lk |
| Dr.T De Silva | https://uom.lk/staff/DeSilva.GLDI | tilokad@uom.lk |
| Dr. (Mrs.) SBA Cooray | https://uom.lk/staff/Coorey.SBA | scoorey@uom.lk |
| Dr. BKRP Rodrigo | https://uom.lk/staff/Rodrigo.BKRP | ranga@uom.lk |
| Dr. CRJ Amalraj | https://uom.lk/staff/Amalraj.CRJ | amlraj@uom.lk |
| Dr. Kishara Goonaratne | https://uom.lk/people/dr-kishara-goonaratne | kishig@gmail.com |
| V Kulasekara | https://uom.lk/staff1/ms-v-kulasekara | Visakak@uom.lk |
| Prof. VSD Jayasena | https://uom.lk/staff/Jayasena.VSD | sanath@cse.mrt.ac.lk |
| Sachee Gunathilake | https://uom.lk/staff/Gunatilake.PKSVS | sachieg@uom.lk |

4.0 .Senate Research Committee Grants

Senate Research Committee (SRC) offers three types of grants for 2022:

- **Short-Term Grant (ST)**

A Short Term grant is granted for 6 months under a maximum grant value of Rs. 300,000.00

- **Long-Term Grant (LT)**

A long Term grant is granted for 1,2 or 3 years under a maximum grant value of Rs. 3,000,000.00

- **Capital Grant (CAP)**

A capital Intensive grant is granted for 2- 3 years months under a maximum grant value of Rs. 5,000,000.00

- **Top up grant**

Top-up the stipend paid for the research scholars appointed under external funding

All grants will be provided based on the availability of the Funding. All grants can be applied for only when called. All permanent academic staff at or above Lecturer (Transitionary)or Lecturer (Un-confirmed)by the date of the closing date of the application are eligible to apply.

The priority will be given to early career staff members and first-time applicants. (Early career staff members-Obtained postgraduate qualification for recruitment/promotion during the last five years by the date of the closing date of the application). Only two (2) grants in total can be held by an eligible academic staff member as a Principal

| | | | |
|---|---------------------------|---------------------------|--------------------------------|
|  | Short Term (ST) | Long term (LT) | Capital Intensive (CAP) |
| | 6 months | 1 , 2 and 3 years | 2-3 years |
| | Maximum grant value (Rs.) | Maximum grant value (Rs.) | Maximum grant value (Rs.) |
| | 300,000.00 | 3,000,000.00 | 5,000,000.00 |

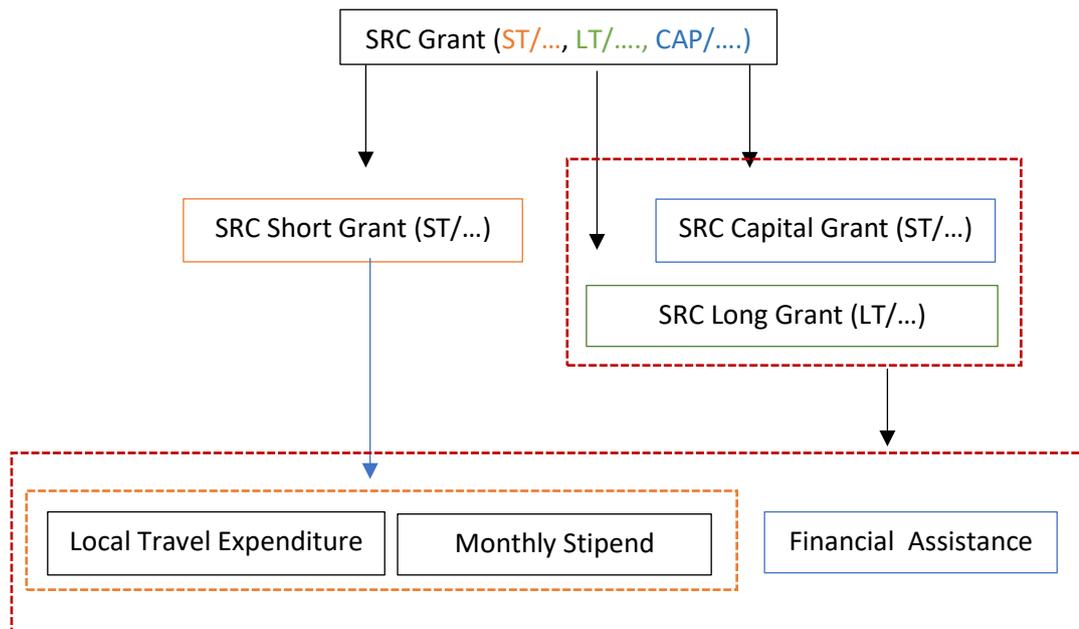
Investigator (PI) at a time; Out of these only one (1) can be a CAP or an LT grant and the other is ST grant. Research Scholars, Research Assistants, and Technical Assistants can be hired under ST, LT or CAP grants.

4.1 Instructions for Applying for SRC Grants (all types)

- **Section 01** consists of a proposal summary, financial information, and administrative information.
- **Section 02** consists of scientific information. Both sections should be uploaded separately as Pdf files in the SRC grant application system.

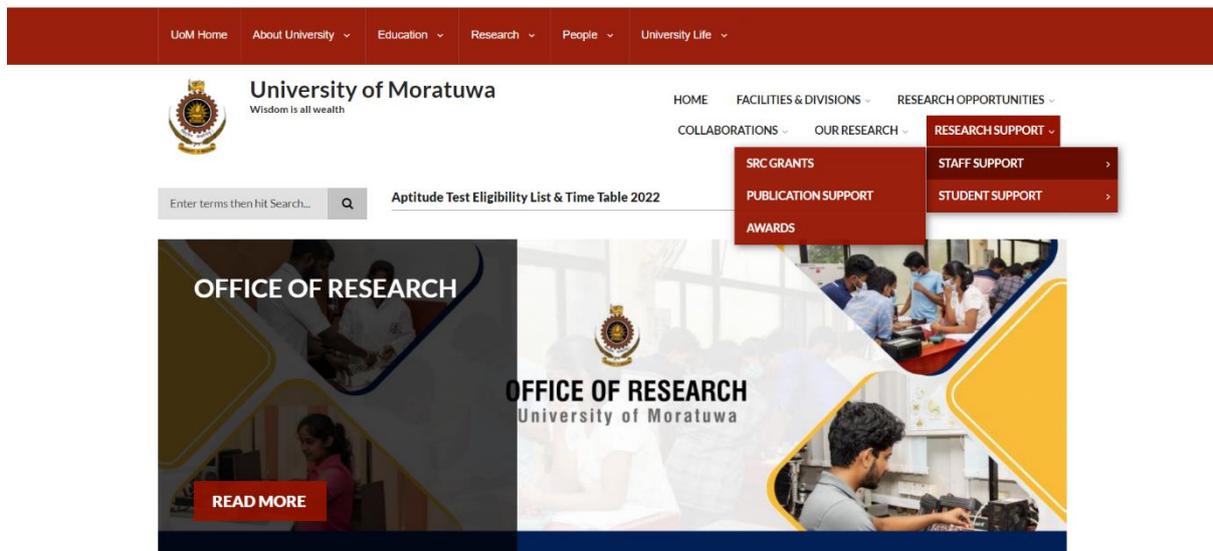
Please log into the Learn Org, University of Moratuwa (https://lms.uom.lk/login_index.php) using your account details and go to the “SRC Grant Application” under SRC to apply for the grant.

The review for LT and CAP grants is double-blind. Only section 02 will be sent to the reviewer/s. Refrain from including information that reveals the identities of the investigators in section 02.



4.2 Guidelines and applications of the Grants

Visit the Office of Research web page for the forms, guidelines, and instructions for the SRC grants. (<https://uom.lk/research>)



Office of research web page
(<https://uom.lk/research>)

SRC Grants
(<https://uom.lk/research/senate-research-committee>)

| | | |
|---|-----------|---|
| SENATE RESEARCH COMMITTEE SHORT-TERM (ST) GRANTS | |  |
| GRANT APPLICATION | YEAR 2022 | |
| UNIVERSITY OF MORATUWA | | |

SECTION 01.

Proposal Summary

1.1. Title of the project:

.....
.....

1.2. Abbreviated (running) title in not more than six words:

.....
.....

1.3. Key words (from broad to specific):

.....
.....

1.4. Duration (not more than six months. State in months):

.....
.....

1.5. Planned starting date in 2022 (Major equipment purchases are recommended to complete by October 2022).

.....
.....

1.6. Grant type (research project only / research project with research students):

.....
.....

1.7. Number of PhD, MPhil or MSc projects, if any, to be funded by the proposed grant:

.....
.....

1.8. Principal Investigator (PI)¹:

1.8.1. Name:

.....

1.8.2. Employee Code:

.....

1.8.3. Contact details

| Home tel. no. | Office tel. no. | Mobile phone no. | Email |
|---------------|-----------------|------------------|-------|
| | | | |

1.8.4. Department and present position or designation:

.....
.....

1.8.5. Highest academic qualification and year obtained:

.....

1.8.6. Field of specialization:

.....

1.9. Names of co-investigator(s) (if any): Please fill Supplementary Form A for each co-investigator.

.....,

A .10. Give the details of the ongoing SRC grants (which are not officially closed).

A.10.1 Grant No:

A.10.2 Grant Title:

A.10.3 Name of PI:

A.10.4 Year of Award:

A.10.5 Current Status of the Grant:

A.10.6 Estimated date for closing the Grant:

¹Refers to a permanent academic staff at or above Lecturer (Transitional); This does NOT refer to research student(s):

Supplementary Form A

To be filled separately by each co-investigator.

1. Name: Underline surname; give title, if any.

.....
.....

2. Contact details

| Home tel. no. | Office tel. no. | Mobile phone no. |
|---------------|-----------------|------------------|
| | | |
| | | |
| E mail | | |

3. Institution, department, and present position or designation:

.....
.....

4. Highest academic qualification and year obtained:

.....
.....

5. Field of specialization

.....
.....

6. List 10 key publications in refereed journals you have authored during the last 10 years

.....
.....

Signature of the Co-Investigator

Date:

Financial Information

Requests for amounts exceeding those in Error! Reference source not found. will generally not be entertained due to a limited total budget

2.1. Summary of financial support requested: In Sri Lankan Rupees, inclusive of all taxes.

Table 1: Budget

| | | 2022 | 2023 | Total |
|--------|--------------|------|------|-------|
| 2.1.1. | Consumables | | | |
| 2.1.2. | Local travel | | | |
| 2.1.3. | Stipend | | | |
| 2.1.4. | Publications | | | |
| 2.1.5. | Other | | | |
| 2.1.6. | TOTAL | | | |

2.2. Consumables

List and price all breakables and consumables

2.3. Local travel

List and justify travelling plan and expenses(see instructions).

2.4. Stipend

Calculate total stipend requirement for research personnel, based on envisaged durations. Research scholar, research assistant, or technical assistant inputs should generally not exceed 36 calendar months per person.

2.5. Publications

See instruction for details and amounts.

2.6. Other

Any other related expenses should be included here.

Administrative Information

3.1. Has this or a similar proposal for financial support authored by the principal investigator or co-investigators been accepted by or submitted any other funding agency, national or foreign? If so, give the following details:

3.1.1. Name(s) of investigator(s):

.....
.....

3.1.2. Full title of project:

.....
.....

3.1.3. Whether only submitted or already accepted:

.....
.....

3.1.4. Duration (include start and finish dates):

.....
.....

3.1.5. Financial support:

.....
.....

3.1.6. Funding agency:

.....
.....

3.2. Declaration by the applicant (i.e., the Principal Investigator):

.....
.....

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

Signature of Principal Investigator and date:

.....

- 3.3. Declaration of the Head of Department (Head of the Department will provide the Declaration through the LMS-based application submission system. Applicants can ignore this)

I hereby assure that the Principal Investigator of the present proposal will be assured of infrastructural support in human and material resources enjoyed at the inception of the project and guaranteed to be sustained for the whole duration of the latter.

The level of support that will be committed to this project will be very high /significant /adequate (***choose one***).

- 3.4. Recommendation of Dean (Dean will provide the recommendation through the LMS-based application submission system. Applicants can ignore this)

This project is recommended/not recommended for consideration for funding (***choose one***)

Reasons (if any):

| | | |
|---|-----------|---|
| SENATE RESEARCH COMMITTEE SHORT-TERM (ST) GRANTS | |  |
| GRANT APPLICATION | YEAR 2022 | |
| UNIVERSITY OF MORATUWA | | |

SECTION 02.

A. Scientific Information

This section will be sent to the reviewers for double-blind review.

A.1. Title of the Project (same as Section 01):

.....

.....

A.2. Define the question(s) that your research seeks to address:

.....

.....

A.3. Define the specific objective(s) of the proposed research:

.....

.....

A.4. Detail description -clearly indicate(a) Research design and data analysis and(b) methodologies:

.....

.....

A.5. State the **outcomes** of the project. i.e., the impact of the research results will have on the wider scientific community and/or society.

.....

.....

A.6. Indicate the possible ways you could give publicity to the results of your research (apart from technical publications), taking into account the nature of the project and the people it would interest.

.....
.....

A.7. State the purpose of the short-term grant, i.e.,

A.7.1. Initiating a research project

.....
.....

A.7.2. Finalizing the outcomes of an ongoing project,

.....
.....

A.7.3. As a part of a larger ongoing research project

.....
.....

A.7.4. Any other

.....
.....

A.7 Indicate the expected outputs (deliverables) through this short-term grant.

Outputs should be verifiable and/or measurable: Make sure easily measurable ones such as number of publications.

.....
.....

B. Decision

B.2.1. Indicate your recommendation regarding the project:

- 1 – Recommend strongly
- 2 – Resubmit next year after improving application
- 3 – Decline

| |
|--|
| |
| |
| |

B.2.2. Justification for the decision:

.....

.....

B.2.3. Suggestions for improvement (if any):

.....

.....

| | | |
|--|-----------|---|
| SENATE RESEARCH COMMITTEE LONG-TERM (LT) GRANTS | |  |
| GRANT APPLICATION | YEAR 2022 | |
| UNIVERSITY OF MORATUWA | | |

SECTION 01.

A. Proposal Summary

A.1. Title of the project:

.....

.....

.....

A.2. Abbreviated (running) title in not more than six words:

.....

.....

.....

A.3. Key words (from broad to specific):

.....

.....

.....

A.4. Duration (not less than 1 year and not more than 3 years. State in months):

.....

.....

.....

A.5. Planned starting date in 2021 (Major equipment purchases are recommended to complete by October 2021).

.....

.....

.....

A.6. Grant type (research project only / research project with research students):

.....
.....
.....

A.7. Number of PhD, MPhil or MSc projects, if any, to be funded by the proposed grant:

.....
.....
.....

A.8. Principal Investigator (PI)²:

A.8.1. Name:.....

A.8.2. Employee Code:
.....

A.8.3. Contact details

| Home tel. no. | Office tel. no. | Mobile phone no. | Email |
|---------------|-----------------|------------------|-------|
| | | | |

A.8.4. Department and present position or designation:

.....
.....
.....

A.8.5. Highest academic qualification and year obtained:

.....
.....
.....

A.8.6. Field of specialization:

²Refers to a permanent academic staff at or above Lecturer (Transitional); This does NOT refer to research student(s):

.....

 A.8.7. List top 10 publications in refereed journals you have authored during the last 10 years:

.....

A.8.8. List the names of postgraduate research students (MSc, MPhil and PhD) supervised by you during the last 10 years. Indicate the postgraduate degree & date of successful completion. Otherwise, state whether the project is continuing or not.

| Student Name | postgraduate degree (MSc, MPhil and PhD) | date of successful completion | Project status (continued / Not continued) |
|--------------|--|-------------------------------|--|
| | | | |
| | | | |
| | | | |

A.8.9. List of major research grants (over Rs. 2 million) received by you during the last 10 years. Project title, amount and funding source.

| Project title | Amount | Funding source |
|---------------|--------|----------------|
| | | |
| | | |

| | | |
|--|--|--|
| | | |
|--|--|--|

A.8.10. Are you due for sabbatical/overseas leave during the next 3 years? If so, give details, stating whether you will take such leave and how this will affect the research project.

.....

.....

A.9. Names of co-investigator(s) (if any): Please fill Supplementary Form A for each co-investigator.

.....

.....

A.10. Research partners and/or relevant contacts you have established (relevant to the proposed project). Give names, organizations and specialization.

.....

.....

A.11. Give the name and contact details (email address and phone number) of TWO potential reviewers (Two reviewers should be from outside the university of Moratuwa and should not have a conflict of interest for the grant evaluation. e. g, should not be a current or former co-worker, collaborator, student, etc of the PI or CIs).

| | | |
|----------------------|----------------|---------------|
| Reviewer 1 | | |
| Name and Affiliation | Contact Number | Email Address |
| | | |

| | | |
|----------------------|----------------|---------------|
| Reviewer 2 | | |
| Name and Affiliation | Contact Number | Email Address |
| | | |

A.12 Give the details of the ongoing SRC grants (which are not officially closed).

A.12.1 Grant No:

.....

A.12.2 Grant Title:

.....

A.12.3 Name of PI:

.....

A.12.4 Year of Award:

.....

A.12.5. Current Status of the Grant:

.....

A.12.6. Estimated date for closing the Grant:

.....

7. List the names of postgraduate research students (MSc / MPhil / PhD) supervised by you during the last 10 years: Indicate the postgraduate degree & the date of successful completion. Otherwise, state whether the project is continuing or not.

| Student Name | Postgraduate degree (MSc, MPhil and PhD) | Date of successful completion | Project status (ongoing / discontinued) |
|--------------|--|-------------------------------|---|
| | | | |
| | | | |
| | | | |

8. List of major grants (over Rs. 2 million) received by you during the last 10 years. Project title, amount and funding source.

| Project title | Amount | Funding source |
|---------------|--------|----------------|
| | | |
| | | |
| | | |

9. Are you due for sabbatical/overseas leave during the next 3 years; if so give details, stating whether you will take such leave and how this will affect the research project?

.....

.....

Signature of the Co-Investigator

Date:

B. Financial Information

Requests for amounts exceeding the maximum values (Refer Table 1 in the instruction sheet) will generally not be entertained due to a limited total budget.

B.1. Summary of financial support requested: In Sri Lankan Rupees, inclusive of all taxes.

Table 0-1: Budget

| | | 2022 | 2023 | 2024 | Total |
|--------|-----------------|------|------|------|-------|
| B.1.1. | Major Equipment | | | | |
| B.1.2. | Minor Equipment | | | | |
| B.1.3. | Services | | | | |
| B.1.4. | Consumables | | | | |
| B.1.5. | Local travel | | | | |
| B.1.6. | Stipend | | | | |
| B.1.7. | Publications | | | | |
| B.1.8. | Other | | | | |
| B.1.9. | TOTAL | | | | |

B.2. Major Equipment(> Rs 250,000/=)

For each piece of major equipment, create a separate section (B.1.1, B.1.2, etc.) and describe in detail:

- Scientific justification of the need for this equipment to successfully implement this particular project (e.g., Is such equipment available elsewhere in the university? Can the testing be outsourced for a cheaper price?)
- Critical specifications of the equipment.
- What will be its utility when the project is terminated?
- Evidence of competence on the part of a Principal or other Investigator(s) in the use and upkeep of this equipment: Is there a Sri Lankan agent for the equipment and how long has the agent been operating?
- **Quotations from suppliers:**
(Please note that quotations from overseas suppliers should include cost, insurance, and freight. An allowance of 20% over and above the CIF value should be reserved from the total grant amount for taxes. Please allow for currency fluctuations.)
- Total cost should be given in Sri Lankan Rupees (including taxes, transport, insurance, delivery charges, maintenance contracts etc.).

B.3. Minor Equipment (< Rs. 250,000)

List and price the minor equipment required for the research.

Computers will generally not be allowed, unless a very specific justification is made.

B.4. Services

List and price service purchase from external bodies.

B.5. Consumables

List and price all breakables and consumables

B.6. Local travel

List and justify travelling plan and expenses(see instructions).

B.7. Stipend

Calculate total stipend requirement for research personnel, based on envisaged durations. Research scholar, research assistant, or technical assistant inputs should generally not exceed 36 calendar months per person.

B.8. Publications

See instruction for details and amounts.

B.9. Other

Any other related expenses should be included here.

C. Administrative Information

C.1. Has this or a similar proposal for financial support authored by the principal investigator or co-investigators been accepted by or submitted any other funding agency, national or foreign? If so, give the following details:

C.1.1. Name(s) of investigator(s):

.....
.....
.....

C.1.2. Full title of project:

.....
.....
.....

C.1.3. Whether only submitted or already accepted:

.....
.....
.....

C.1.4. Duration (include start and finish dates):

.....
.....
.....

C.1.5. Financial support:

.....
.....
.....

C.1.6. Funding agency:

.....
.....
.....

C.2. Declaration by the applicant (i.e., the Principal Investigator):

.....
.....
.....

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

Signature of Principal Investigator and date:

.....

C.3. Declaration of the Head of Department (Head of the Department will provide the Declaration through the LMS-based application submission system. Applicants can ignore this)

I hereby assure that the Principal Investigator of the present proposal will be assured of infrastructural support in human and material resources enjoyed at the inception of the project and guaranteed to be sustained for the whole duration of the latter.

The level of support that will be committed to this project will be very high /significant /adequate (***choose one***).

C.4. Recommendation of Dean (Dean will provide the recommendation through the LMS-based application submission system. Applicants can ignore this)

This project is recommended/not recommended for consideration for funding (***choose one***)

Reasons (if any):

| | | |
|--|-----------|---|
| SENATE RESEARCH COMMITTEE LONG-TERM (LT) GRANTS | |  |
| GRANT APPLICATION | YEAR 2022 | |
| UNIVERSITY OF MORATUWA | | |

SECTION 02.

A. Scientific Information

This section will be sent to the reviewers for double-blind review.

A.1. Title of the Project (same as Section 01):

.....

.....

A.2. Total budget (Same as Section 01):

.....

.....

A.3. Background, literature (and what is missing), and motivation:

3.5. The present state of knowledge in the field of the proposed research, including references: Review the current literature in the field to provide the background to identify the research gap, and justify the scientific questions. The literature review must be specific and current. Cite relevant work in recent well-known journals, conferences and other publications.

[Not exceeding 1000 words, excluding references]

.....

.....

A.4. Define the question(s) that your research seeks to address:

.....

.....

A.5. Define the specific objective(s) of the proposed research:

.....

.....

A.6. Significance of the proposed research:

3.6. Can the proposed research be expected to break new ground in your field?

What innovative approaches does the proposal offer?

What is the likelihood this research being published and cited in the international scientific literature?

3.7. What possible benefits could be derived from the findings of this research?

[Not exceeding 300 words]

.....
.....
.....

A.7. Describe your experience and outputs in relation to the proposed research:

.....
.....

A.8. Detailed description: Clearly indicate (a) Research design and data analysis and (b) Methodologies.

.....
.....

A.9. Is there any work to be outsourced to commercial entities? *Yes or No. If so, provide details.*

.....
.....

A.10. Action plan of the proposed research. Give a chronology of all projected operations with time estimation in months.

.....
.....

A.11. State the expected **outputs** (deliverable) of the project. Demonstrate a link between the objectives in Section A.3 above and the outputs. Outputs should be verifiable and/or measurable: Make sure easily measurable ones such as the number of journal papers and the number of successful research degrees are indicated. List the peer-reviewed journals and conferences in which that you envisage publishing this proposed work. How many such papers will be generated? **You are encouraged to aim for peer-reviewed Q1 or Q2 journals indexed in Scopus, SCIE, AHCI, SSCI and ESCI; or the top 20 peer-reviewed sources (journals & conferences) in sub-categories of Google Scholar Metrics.**

.....
.....
.....

A.12. State the **outcomes** of the project. i.e., the impact of the research results will have on the wider scientific community and/or society. If possible, link each outcome to an implementing agency referred to in A.10 of Section 01.

.....
.....

A.13. What institutions (whether public or private) will be able to meaningfully implement the findings of this research project?

.....
.....

A.14. National relevance of the proposed research:

.....
.....

A.15. Indicate the possible ways you could give publicity to the results of your research (apart from technical publications), taking into account the nature of the project and the people it would interest.

.....
.....

A.16. Indicate equipment already available in the Department or university that will be employed for this research: A list of existing equipment in your department will signal to the SRC that the main purpose of your application is to perform the research rather than merely to acquire new equipment.

.....
.....

B. Referee Evaluation Form

B.1. Evaluation

1. Rate the originality of the proposal (see especially Sections A.1 to A.6):

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

2. Rate the scientific merit of the proposal (see especially Sections A.1 to A.6):

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

3. Rate the national relevance of the proposal (see especially Sections A.12 to A.13):

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

4. Rate the competence of the research team (see especially Sections A.6 to A.11):

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

5. Rate the chance of success of the project (see especially Sections A.9 to A.11):

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

6. Rate the value for money of the project (See especially Sections A.10 to B)

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

3.8.

B.2. Decision

B.2.1. Indicate your recommendation regarding the project:

- 1** – Recommend strongly
- 2** – Resubmit next year after improving application
- 3** – Decline

| |
|--|
| |
| |
| |

B.2.2. Justification for the decision:

.....

.....

.....

.....

B.2.3. Suggestions for improvement (if any):

.....

.....

.....

.....

| | | |
|---|-----------|---|
| SENATE RESEARCH COMMITTEE CAPITAL INTENSIVE (CAP) GRANTS | |  |
| GRANT APPLICATION | YEAR 2022 | |
| UNIVERSITY OF MORATUWA | | |

SECTION 1

A. Proposal Summary

A.1. Title of the project:

.....

A.2. Abbreviated (running) title in not more than six words:

.....

A.3. Keywords (from broad to specific):

.....

A.4. Duration (not less than 1 year and not more than 3 years. State in months):

.....

A.5. Planned starting date in 2022 (Major equipment purchases are recommended to complete by October 2022).

.....

A.6. Grant type (research project only / research project with research students):

.....

A.7. Number of Ph.D., MPhil, or M.Sc. projects, if any, to be funded by the proposed grant:

.....

A.8. Principal Investigator (PI)³:

A.8.1. Name:

.....

A.8.2. Employee

Code:

.....

A.8.3. Contact details

| Home tel. no. | Office tel. no. | Mobile phone no. | Email |
|---------------|-----------------|------------------|-------|
| | | | |

A.8.4. Department and present position or designation:

.....
.....

A.8.5. Highest academic qualification and year obtained:

.....
.....

A.8.6. Field of specialization:

.....
.....

A.8.7. List top 10 publications in refereed journals you have authored during the last 10 years:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

³Refers to a permanent academic staff at or above Lecturer (Transitionary); This does NOT refer to research student(s):

A.8.8. List the names of postgraduate research students (MSc, MPhil and PhD) supervised by you during the last 10 years. Indicate the postgraduate degree & date of successful completion. Otherwise, state whether the project is continuing or not.

| No. | Name of the Student | Postgraduate Degree (MSc, MPhil, and Ph.D.) | Status (date of successful completion / continuing or not) |
|-----|---------------------|---|--|
| | | | |
| | | | |
| | | | |
| | | | |

A.8.9. List of major research grants (over Rs. 2 million) received by you during the last 10 years. Project title, amount, and funding source.

| Project Title | Amount | Funding Source |
|---------------|--------|----------------|
| | | |
| | | |
| | | |
| | | |

A.8.10. Are you due for sabbatical/overseas leave during the next 3 years? If so, give details, stating whether you will take such leave and how this will affect the research project.

.....

A.9. Names of co-investigator(s) (if any): Please fill the supplementary Form A for each co-investigator.

.....

A.10. Research partners and/or relevant contacts you have established (relevant to the proposed project). Give names, organizations, and specializations.

| Name | Organization | Specialization |
|------|--------------|----------------|
| | | |
| | | |

A.11. Give the name and contact details (email address and phone number) of TWO potential reviewers (Two reviewers should be from outside the university of Moratuwa and should not have a conflict of interest for the grant evaluation. e. g, should not be a current or former co-worker, collaborator, student, etc of the PI or Cis).

| <i>Reviewer 1</i> | | |
|----------------------|-----------------|---------------|
| Name and Affiliation | Contact Details | Email address |
| | | |

| <i>Reviewer 2</i> | | |
|----------------------|-----------------|---------------|
| Name and Affiliation | Contact Details | Email address |
| | | |

A.12 Give the details of the ongoing SRC grants (which are not officially closed).

A.12.1. Grant No :

A.12.2. Grant Title :

A.12.3. Name of PI :

A.12.4 Year of Award :

A.12.5. Current Status of the Grant :

A.12. 6. Estimated date for closing the Grant :

Supplementary Form A

To be filled separately by each co-investigator.

1. Name: Underline surname; give title, if any.

.....
.....

2. Contact details

| | | |
|----------------------|------------------------|-------------------------|
| Home tel. no. | Office tel. no. | Mobile phone no. |
| | | |
| Email | | |

3. Institution, department, and present position or designation:

.....
.....

4. Highest academic qualification and year obtained:

.....
.....

5. Field of specialization

.....
.....

6. List 10 key publications in refereed journals you have authored during the last 10 years

.....
.....
.....
.....

7. List the names of postgraduate research students (MSc / MPhil / Ph.D.) supervised by you during the last 10 years: Indicate the postgraduate degree & the date of successful completion. Otherwise, state whether the project is continuing or not.

| Number | Student Name | MSc / MPhil / PhD | Status (the date of success completion/Continuing or not |
|---------------|---------------------|--------------------------|---|
|---------------|---------------------|--------------------------|---|

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |

8. List of major grants (over Rs. 2 million) received by you during the last 10 years. Project title, amount, and funding source.

| Title | Amount | Funding source |
|-------|--------|----------------|
| | | |
| | | |
| | | |
| | | |

9. Are you due for sabbatical/overseas leave during the next 3 years; if so give details, stating whether you will take such leave and how this will affect the research project?

.....

.....

.....

Signature of the Co-Investigator

Date

B. Financial Information

Requests for amounts exceeding the maximum values (Refer to Table 1 in the instruction sheet) will generally not be entertained due to a limited total budget

B.1. Summary of financial support requested: In Sri Lankan Rupees, inclusive of all taxes.

| | | 2022 | 2023 | 2024 | Total |
|--|--|------|------|------|-------|
| | | | | | |

| | | | | | |
|--------|-----------------|--|--|--|--|
| B.1.1. | Major Equipment | | | | |
| B.1.2. | Minor Equipment | | | | |
| B.1.3. | Services | | | | |
| B.1.4. | Consumables | | | | |
| B.1.5. | Local travel | | | | |
| B.1.6. | Stipend | | | | |
| B.1.7. | Publications | | | | |
| B.1.8. | Other | | | | |
| B.1.9. | TOTAL | | | | |

B.2. Major Equipment (> Rs 250,000/=)

For each piece of major equipment, create a separate section (B.1.1, B.1.2, etc.) and describe in detail:

- Scientific justification of the need for this equipment to successfully implement this particular project (e.g., Is such equipment available elsewhere in the university? Can the testing be outsourced for a cheaper price?)
- Critical specifications of the equipment.
- What will be its utility when the project is terminated?
- Evidence of competence on the part of a Principal or other Investigator(s) in the use and upkeep of this equipment: Is there a Sri Lankan agent for the equipment and how long has the agent been operating?
- **Quotations from suppliers:**
(Please note that quotations from overseas suppliers should include cost, insurance, and freight. An allowance of 20% over and above the CIF value should be reserved from the total grant amount for taxes. Please allow for currency fluctuations.)
- Total cost should be given in Sri Lankan Rupees (including taxes, transport, insurance, delivery charges, maintenance contracts etc.).

B.3. Minor Equipment (< Rs. 250,000)

List and price the minor equipment required for the research.

Computers will generally not be allowed unless a very specific justification is made.

B.4. Services

List and price service purchases from external bodies.

B.5. Consumables

List and price all breakables and consumables

B.6. Local travel

List and justify traveling plan and expenses (see instructions).

B.7. Stipend

Calculate the total stipend requirement for research personnel, based on envisaged durations. Research scholar, research assistant, or technical assistant inputs should generally not exceed 36 calendar months per person.

B.8. Publications

See instructions for details and amounts.

B.9 Other

Any other related

C. Administrative Information

C.1. Has this or a similar proposal for financial support authored by the principal investigator or co-investigators been accepted by or submitted to any other funding agency, national or foreign? If so, give the following details:

C.1.1. Name(s) of investigator(s):

.....

C.1.2. The full title of the project:

.....

C.1.3. Whether only submitted or already accepted:

.....

C.1.4. Duration (include start and finish dates):

.....

C.1.5. Financial support:

.....

C.1.6. Funding agency:

.....

C.2. Declaration by the applicant (i.e., the Principal Investigator):

.....

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

.....
Signature of Principal Investigator

.....
Date

C.3. Declaration of the Head of Department (Head of the Department will provide the Declaration through the LMS-based application submission system. Applicants can ignore this)

I hereby assure that the Principal Investigator of the present proposal will be assured of infrastructural support in human and material resources enjoyed at the inception of the project and guaranteed to be sustained for the whole duration of the latter.

The level of support that will be committed to this project will be very high /significant /adequate (*choose one*).

C.4. Recommendation of Dean (Dean will provide the recommendation through the LMS-based application submission system. Applicants can ignore this)

This project is recommended/not recommended for consideration for funding (*choose one*)

Reasons (if any):

| | | |
|---|-----------|---|
| SENATE RESEARCH COMMITTEE CAPITAL INTENSIVE (CAP) GRANTS | |  |
| GRANT APPLICATION | YEAR 2022 | |
| UNIVERSITY OF MORATUWA | | |

SECTION 02.

A. Scientific Information

This section will be sent to the reviewers for double-blind review.

A.1. Title of the Project (Same as Section 01):

.....

.....

A.2. Total budget (Same as Section 01):

.....

.....

A.3. Background, literature (and what is missing), and motivation:

3.9. The present state of knowledge in the field of the proposed research, including references: Review the current literature in the field to provide the background to identify the research gap, and justify the scientific questions. The literature review must be specific and current. Cite relevant work in recent well-known journals, conferences and other publications.

[Not exceeding 1000 words, excluding references]

A.4. Define the question(s) that your research seeks to address:

.....

.....

A.5. Define the specific objective(s) of the proposed research:

.....

.....

A.6. Significance of the proposed research:

3.10. Can the proposed research be expected to break new ground in your field?

What innovative approaches does the proposal offer?

What is the likelihood this research being published and cited in the international scientific literature?

3.11. What possible benefits could be derived from the findings of this research?

[Not exceeding 300 words]

.....
.....

A.7. Describe your experience and outputs in relation to the proposed research:

.....
.....

A.8. Detailed description: Clearly indicate (a) Research design and data analysis and (b) Methodologies.

.....
.....

A.9. Is there any work to be outsourced to commercial entities? *Yes or No. If so, provide details.*

.....
.....

A.10. Action plan of the proposed research. Give a chronology of all projected operations with time estimation in months.

.....
.....

A.11. State the expected **outputs** (deliverables) of the project. Demonstrate a link between the objectives in Section A.3 above and the outputs. Outputs should be verifiable and/or measurable: Make sure easily measurable ones such as the number of journal papers and the number of successful research degrees are indicated. List the peer-reviewed journals and conferences in which that you envisage publishing this proposed work. How many such papers will be generated? **You are encouraged to aim for peer-reviewed Q1 or Q2 journals indexed in Scopus, SCIE, AHCI, SSCI and ESCI; or the top 20 peer-reviewed sources (journals & conferences) in sub-categories of Google Scholar Metrics.**

.....

.....

A.12. State the **outcomes** of the project. i.e., the impact of the research results will have on the wider scientific community and/or society. If possible, link each outcome to an implementing agency referred to in A.10 of Section 01.

.....

.....

A.13. What institutions (whether public or private) will be able to meaningfully implement the findings of this research project?

.....

.....

A.14. National relevance of the proposed research:

.....

.....

A.15. Indicate the possible ways you could give publicity to the results of your research (apart from technical publications), taking into account the nature of the project and the people it would interest.

.....

.....

A.16. Indicate equipment already available in the Department or university that will be employed for this research: A list of existing equipment in your department will signal to the SRC that the main purpose of your application is to perform the research rather than merely to acquire new equipment.

.....

.....

B. Referee Evaluation Form

B.1. Evaluation

1. Rate the originality of the proposal (see especially Sections A.1 to A.6):

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

2. Rate the scientific merit of the proposal (see especially Sections A.1 to A.6):

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

3. Rate the national relevance of the proposal (see especially Sections A.12 to A. 13):

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

4. Rate the competence of the research team (see especially Sections A.6 to A. 11):

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

5. Rate the chance of success of the project (see especially Sections A.9 to A.11):

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

6. Rate the value for money of the project (See especially Sections A.10 to B)

| | | | |
|---------------|----------|----------|----------|
| 1 – Excellent | 2 – Good | 3 – Fair | 4 – Poor |
| Comments: | | | |

B.2. Decision

B.2.1. Indicate your recommendation regarding the project:

- 1 – Recommend strongly
- 2 – Resubmit next year after improving application
- 3 – Decline

| |
|--|
| |
| |
| |

B.2.2. Justification for the decision:

.....

.....

B.2.3. Suggestions for improvement (if any):

.....

.....

| | |
|---|---|
| REQUEST FOR TIME EXTENSION SENATE RESEARCH COMMITTEE GRANT |  |
| UNIVERSITY OF MORATUWA | |
| Year 2022 | |

A.1 Grant Title

:.....
.....
.....

A.2 Grant Number :

.....
.....
.....

A.3 Commencement Date :

.....
.....
.....

A.4 Original Completion Date

:.....
.....
.....

A.5 Requested Time Extension (Months) :

.....
.....
.....

A.6 New Completion Date

:.....
.....
.....

A.7 Justification for the request

:.....
.....
.....

A.8 Name of the Principal Investigator :

.....

.....

.....

A.9. Employer code :

.....

.....

Date

.....

Signature of the Principal Investigator

| | |
|--|---|
| REQUEST TO CHANGE THE GRANT COMMENCEMENT DATE |  |
| SENATE RESEARCH COMMITTEE GRANT | |
| UNIVERSITY OF MORATUWA | |
| Year 2022 | |

A.1 Grant Title :
.....

A. 2 Grant Number :
.....

A.3 Original Commencement Date :
.....

A.4 New Commencement Date :
.....

A.5 Expected Completion Date :
.....

A.6 Justification/Reason for the Change :
.....

A.7 Name of the Principal Investigator :
.....

A.8 Employee code:
.....

.....
Date

.....
Signature of the Principal Investigator

| | |
|---|---|
| HALF-YEARLY PROGRESS REPORTS ON PROJECTS FUNDED BY THE SENATE RESEARCH COMMITTEE GRANT |  |
| UNIVERSITY OF MORATUWA | |
| Year 2022 | |

The period considered for reporting the progress of the research project :

.....

(Progress reports should be submitted two times per year in June and December per grant)

| Section A | | | | | |
|------------------|--|--------------------|-----------------|----------------------|-----------|
| A.1 | Name of Grantee | | | | |
| A.2 | Employee Code | | | | |
| A.3 | Department | | | | |
| A.4 | Title of the Project | | | | |
| A.5 | Grant Number | | | | |
| A.6 | Date of Commencement | | | | |
| A.7 | Expected completion date | | Extended up to: | | |
| A.8 | Proposed Duration (months) | | | | |
| A.9 | Grant Amount (Rs.) | | | | |
| A.10 | Actual Expenditure to date (Rs.) | | | | |
| A.11 | Actual Expenditure as a percentage | | | | |
| A.12 | Date of last progress report | | | | |
| Section B | | | | | |
| B.1 | Overall completion of the project (Percentage) | Cumulative to date | | During last 6 months | |
| B.2 | Name of the Research Personnel providing support for the project | | Full Time | | Part Time |
| B.3 | Output made so far (number of publications etc.) | | | | |

| | | |
|-----|---|--|
| B.4 | If the progress is below the expected level, the reasons for the slow progress and recovery plan to expedite the work | |
|-----|---|--|

| | | | |
|--|---|------------------------------|-----------------------------|
| Please confirm the following for each publication (add rows if necessary): | | | |
| B.5 | Paper acknowledges funds received from SRC | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| B.6 | Stated @uom.lk email addresses of UOM-affiliated authors/co-authors | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| B.7 | Stated UOM affiliation for UOM student/staff authors/co-authors | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Signature of Principal Investigator | Date | |

Note: If any details provided in the above Section A is not correct as per your records, please indicate the corrections to be made:

| | | |
|--|-----------|---|
| REVISION OF BUDGET OF THE SENATE RESEARCH COMMITTEE GRANT | |  |
| UNIVERSITY OF MORATUWA | | |
| Application | Year 2022 | |

A. Grantee :

B. Employee Code :

C. Project Title :

D. Grant No :

| No. | Expenditure | | Approved Budget | | | Revised Budget (Rs.) | | |
|-------------------------------|----------------------|---------------------------|-----------------|------|--------------|----------------------|------|--------------|
| | | | Rate(Rs.) | Unit | Amount (Rs.) | Rate (Rs.) | Unit | Amount (Rs.) |
| a. | Personnel | | | | | | | |
| | a.1 | Research Fellow | | | | | | |
| | a.2 | Senior Research Scholar | | | | | | |
| | a.3 | Research Scholar | | | | | | |
| | a.4 | Junior Research Personnel | | | | | | |
| | a.5 | Other workers | | | | | | |
| b. | Equipment | | | | | | | |
| | b.1 | Major Equipment | | | | | | |
| | b.2 | Minor Equipment | | | | | | |
| c. | Consumables | | | | | | | |
| d. | Publications | | | | | | | |
| e. | Travel | | | | | | | |
| | e.1 | University Transport | | | | | | |
| | e.2 | Other Transport | | | | | | |
| f. | Miscellaneous | | | | | | | |
| Total Estimated Amount | | | | | | | | |

| |
|--|
| Total estimated Approved Budget (Rs.) |
| |

| |
|---|
| Total estimated Revised Budget (Rs.) |
| |

.....

Date

.....

Signature

| | | |
|--|-----------|---|
| INSTRUCTIONS FOR CAPITAL-ITEM PURCHASES SENATE RESEARCH COMMITTEE GRANT | |  |
| UNIVERSITY OF MORATUWA | | |
| Application | Year 2022 | |

1. Please try to make the initial steps to purchase equipment (especially major equipment) before end October 2019. We need to ensure as far as possible that major equipment is purchased during 2019.
2. You need to fill foreign purchase forms and you have to print them in (light) yellow so that Supplies will know they are capital grant forms. Please indicate your grant number on the forms. (e.g., SRC/CAP/18/XX)
3. You need to carefully write out the specifications. Make sure you write them so that undesirable suppliers are left out, and desirable ones are left in - this is not an easy task so please think about it carefully. Also please specify a warranty period (at least a year; ideally 3 years or more).
4. If you are making foreign purchases, you should call for 3 quotations yourself, and attach the quotes with the 3 forms. Please ask them to address their quotes to Bursar, University of Moratuwa. Please ask them to quote including cost, insurance and freight. Getting quotes via email is fine. Overseas purchases are much easier, especially if they are single sourced (BUT see Item 6 below). However, you need to ask yourself whether anyone can maintain or fix the equipment (e.g., whether you can do it yourself), if something goes wrong...
5. If you are making local purchases, please list the suppliers (at least 3) you are confident of (i.e.g., the ones you will be happy to purchase from) together with the SD2 form – her the Supplies Division will call for quotations, but they will ask you about potential suppliers.
6. In either of the above cases, foreign or local, if you are wanting only a single supplier you need to justify strongly - e.g., that it is only a particular software you want and that it is only provided by the manufacturer, who is also the supplier, and that it cannot be purchased cheaper from any other source etc.
7. We want you to get what you actually need from the supplier, who is the best.

| | | |
|--|-----------|---|
| FOREIGN PURCHASE REQUISITION FORM SENATE RESEARCH COMMITTEE GRANT | |  |
| UNIVERSITY OF MORATUWA | | |
| FORM | YEAR 2022 | |

SECTION A

A.1 Department;

A.2 Source of funding;

A.3 Total allocation Rs;

A.4 Balance Rs;

A.5 Brief description of items required;

(As shown below with clear specifications)

A.6 The estimated cost of purchase

Rs.....

A.7 Justification for the purchase.....

SECTION B; LIST OF ITEMS

B.1 PURCHASE OF

.....

| S. No; | Description | Qty Req: | Unit | Estimated Cost | | Specification (Indicate on separate sheet if necessary) |
|--------|-------------|----------|------|----------------------|-------------------|--|
| | | | | Per Unit \$/£/€/¥ | Total \$/£/€/¥ | |
| | | | | | | |
| | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |

B.2 Total value in foreign currency:

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|

B.3 Total value in Rupees:

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|

B.4 When converted @ (currency) Rs

.....
Date

.....
Signature of Head of Department

SECTION C; QUOTATION DETAILS

C. 1 Quotation be called from the following suppliers as well;

1.
2.
3.
4.
5.

SECTION D ; OBSERVATIONS

D.1 Observation & Recommendation of the Dean.

| | |
|--------------|--|
| Approved | |
| Not approved | |

Date;

.....
Dean/ Faculty of
.....

D.2 Recommendation of the Vice – Chancellor

| | |
|--------------|--|
| Approved | |
| Not approved | |

.....
Date

.....
Vice-Chancellor

| | | |
|--|-----------|---|
| FOREIGN PURCHASE APPROVAL FORM | |  |
| SENATE RESEARCH COMMITTEE GRANT | | |
| UNIVERSITY OF MORATUWA | | |
| FORM | YEAR 2022 | |

| | | | | | | |
|-----------|---|--|-----------------------|------|----|--|
| A. | SECTION A | | | | | |
| A.1. | Name of the Department | | | | | |
| A.2. | Indicate whether quotations/tenders/Pro-forma invoices have been obtained. | Yes | | No | | |
| A.3. | If "Yes" | Copy of the letter with the specifications requesting quotations/tenders/Pro-forma invoice is attached | Yes | | No | |
| | | Originals of corresponding quotations/tenders/Pro-forma invoices received are attached. | Yes | | No | |
| A.4. | Supplier Details (<i>List of details of foreign suppliers from whom quotations were obtained</i>) | | | | | |
| | No. | Name of the Supplier | Pro-forma Invoice No. | Date | | |
| | a) | | | | | |
| | b) | | | | | |
| | c) | | | | | |

| | | | | |
|-----------|---|--|--|--|
| B. | SECTION B (APPLICABLE ONLY FOR SINGLE SOURCING) | | | |
| B.1 | Justification from the End User for use of Software/Equipment. i. ii. iii. iv. v. Reason for a single source Name & Address of single-source supplier. | | | |

**Recommendation of the Head
of the Department**

.....
.....

.....
**Signature of the Head of the
Department**

.....
Date

| | | |
|--|-------------|---|
| REQUESTING FINANCIAL ASSISTANCE FOR INTERNATIONAL CONFERENCE REGISTRATION FEES AND PUBLISHING PAPERS IN INTERNATIONAL INDEXED JOURNALS (IN OPEN ACCESS) WITH SENATE RESEARCH COMMITTEE GRANT | |  |
| UNIVERSITY OF MORATUWA | | |
| Entitlement and terms and conditions | 2022 | |

- a. Limit: up to Rs 200,000/= per grant from Long Term and Capital-Intensive Grants
- b. Can be utilized for international conference registration fees and publishing papers in international indexed journals (e.g., Open Access)
- c. Financial support cannot be given for travel (local or overseas) for research scholars or external co-workers
- d. There must be an allocation in the budget in the grant application.
- e. Publication **MUST** state official email addresses (author@uom.lk) of UOM-affiliated authors/co-authors. **If you have not done so, do not apply**
- f. Publication **MUST** State UOM affiliation for UOM student/staff authors/co-authors. **If you have not done so, do not apply**
- g. Publication **MUST** acknowledge SRC funds received with grant number. **If you have not done so, do not apply**
- h. If requirements are fulfilled, this allocation can be combined with a conference and publishing support grant of 250,000/= per year. A duly filed Conference and Publishing Support application should be submitted for consideration.
- i. **Please submit the duly-filled application with supporting documents to the Academic and Publications Division.**

SECTION A - GRANT IDENTIFICATION DETAILS

| | | | | | | |
|-----|-----------------------------|------------|-----------|------|------|--|
| A.1 | Name of grantee | | | | | |
| A.2 | Employee Code | | | | | |
| A.3 | Department | | | | | |
| A.4 | Title of the project | | | | | |
| A.5 | Grant number | | | | | |
| A.6 | Grant details (please tick) | Short-term | Long-term | | | Capital Intensive/National Development |
| | | | 1 yr | 2 yr | 3 yr | |
| A.7 | Date of commencement | | | | | |
| A.8 | Date of completion | | | | | |

| | | |
|------|--|--|
| A.9 | Grant amount (Rs.) | |
| A.10 | Actual expenditure to date (Rs.) | |
| A.11 | Budgeted funds availability for publishing support (Rs. 200,000/=) | Yes <input type="checkbox"/> No <input type="checkbox"/> |

SECTION B - PUBLICATION QUALITY (Tick the box with ✓)

Indexed conference (comes under categories of i, ii, or iii mentioned below)

| | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Open Access Publishing in an indexed journal (comes under categories of i, ii, or iii mentioned below)

If conference

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

- (i) A Scopus indexed conference: YES / NO

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

- (ii) A conference series with an h-5 index of not less than 6: YES / NO

If yes, please attach proof for indexing, i.e., 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.)

If journal, Give name, ISSN and the impact factor of the journal.

Does it satisfy one or more of the following?

- (i) A Scopus indexed journal: YES / NO

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

- (ii) A journal indexed in the Web of Science core collection (SCIE, SSCI, AHCI, ESCI):

YES / NO

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

(iii) A journal listed in the top 20 sources under the Google Scholar Metrics subcategories:
YES / NO

If yes, please attach proof for indexing, i.e., a screen print of "Google Scholar Metrics" webpage giving details of the journal.

SECTION C - COMPLETED VOUCHER

A fully completed voucher requesting to release the funds from your SRC grant is attached here with:

YES / NO

SECTION D - DECLARATION

I confirm, on behalf of myself and co-investigators, that the information provided above are true and accurate.

| | |
|---------------|--|
| Date | Signature of Principal Investigator |
|---------------|--|

| |
|------------------------|
| Office use only |
|------------------------|

To: Bursar,

Forwarding for necessary actions, please.

.....

Deputy Registrar
Academic & Publications Division

.....

Date

| | | |
|--|-----------|---|
| CLOSING OF SENATE RESEARCH COMMITTEE GRANTS | |  |
| Valid for ST/LT/CAP | YEAR 2022 | |
| UNIVERSITY OF MORATUWA | | |

Please submit only the complete form with the following requirements. Section A to Section G is compulsory. Section H is compulsory to long-term and capital grants.

| |
|--|
| Terms and conditions |
| Publications should state official email addresses (author@uom.lk) of UOM affiliated authors/co-authors. |
| Publications should State UOM affiliation for UOM student/staff authors/co-authors. |
| Publications should acknowledge SRC funds received with grant numbers. |
| The grant will be awarded after the final decision of the SRC. |

Section A

A.1. Grant identification details:

| | | | | | | |
|-----|---|------------|-----------|------|------|--|
| 1.1 | Name of Grantee | | | | | |
| 1.2 | Department | | | | | |
| 1.3 | Title of the Project | | | | | |
| 1.4 | Grant Number | | | | | |
| 1.5 | Grant details (please tick) | Short-term | Long-term | | | Capital Intensive/National Development |
| | | | 1 yr | 2 yr | 3 yr | |
| 1.5 | Date of Commencement | | | | | |
| 1.6 | Completion date | | | | | |
| 1.7 | Grant Amount (Rs.) | | | | | |
| 1.8 | Actual Expenditure till the date of closing the grant (Rs.) | | | | | |

Section B

B.1. Outcomes of the SRC funded research (please tick):

| Grant type | Key Deliverables expected by the SRC | Please tick |
|------------|--------------------------------------|-------------|
| Short-term | Publication | |
| | Report | |

| | | | |
|-------------------|-------------------------------|--|--|
| Long-term | Valid for 1 year or 2 years | Refereed journal or conference paper indexed in Scopus or equivalent indexes ¹ or databases ² | |
| | Valid for more than two years | Refereed journal paper with JIF > 0.5 (preferably 1.0) in Scopus indexed journals or equivalent indexes ⁴ or databases ⁵ | |
| Capital Intensive | | Refereed journal paper with Q1 ⁶ or Q2 ⁷ (preferably Q1). | |

B.2 Please provide relevant printed documentary proof for each of the following deliverables

B.2.1 For refereed **journal paper** in Scopus or other acceptable indexes or databases:

- a. Proof for indexing- a screen print of the webpage giving details of the journal. *Specifically, a screen print of the “Scopus” webpage (available at www.scopus.com) giving details of the journal, or*
- b. *A screenprint of the webpage (available at <https://clarivate.com/>) giving details of the journal, or*
- c. *A screen print of the “Google Scholar Metrics” webpage giving details of the journal.*
- d. *Please provide the published full paper*

B.2.2 For refereed **conference paper** indexed in Scopus or other acceptable indexes or databases

- a. Proof for indexing- a screen print of the webpage giving details of the conference. *Specifically, a screen print of “Scopus” webpage (available at www.scopus.com) giving details of the conference, or*
- b. *A screenprint of the webpage (available at <https://clarivate.com/>) giving details of the conference, or*
- c. *A screen print of the “Google Scholar Metrics” webpage giving details of the conference.*
- d. *Please provide the published full paper*

B.3 If you did not meet the key deliverables as listed in the table above, please state the reason.

.....

.....

.....

.....

⁴ Defined as Web of Science core indexes, i.e., SCIE, SSCI, AHCI and ESCI.

⁵ Defined as journal or conference papers in top 20 sources in predefined sub-categories of Google Scholar Metrics.

⁶ Q1 is occupied by the top 25% of journals in the list. (<https://www.scimagojr.com/>)

⁷ Q2 is occupied by journals in the 25 to 50% group .

| |
|-------|
| |
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| |

Section C

C.1. Support for Conference Attendance and Open Access Publishing

Please identify grants you have secured to publish research outcomes

C.1.1 Publishing Support

| | | |
|---|-----|----|
| Obtained funds from the scheme for Conference & Publishing Support (Rs 250,000/= per year): | Yes | No |
| | | |

C.1.2

| | | |
|--|-----|----|
| Obtained funds from the SRC grant (Rs 200,000/= allocated for Medium Term, Long Term, Capital Intensive, and National Development Grants): | Yes | No |
| | | |

Section D; Documents

D.1. Please submit the following in printed copies.

D.1. All deliverables that have been mentioned in **Section B**, above. YES / NO

D.2. Abstract (150-300 words) **Section E** YES / NO

***The abstract will be sent to the library to be added to the university repository.**

Section F; Declaration

I confirm, on behalf of myself and co-investigators, that the information provided above is true and accurate.

| | |
|-------------|--|
| | |
| Date | Signature of Principal Investigator |

Section E

E.1. Title of the research project:

| |
|--|
| |
|--|

E.2. Researchers and Affiliations :

| Name | Affiliations : |
|------|----------------|
| | |
| | |

E.3 E-Mail address of researches:

| Name with Initials | Email Address |
|--------------------|---------------|
| | |
| | |
| | |

E.4. Senate Research Committee grant number:

| |
|--|
| |
|--|

E.5. Year of completed:

| |
|--|
| |
|--|

Title :

| |
|--|
| |
|--|

*** Abstract:**

| |
|--|
| <p><i>Type abstract here</i></p> <p><i>Abstract (150-300 words), covering: Para 1 – Introduction to and Significance of Research (50-100 words), Para 2 – Objectives and Methodology (50-100 words), and Para 3 – Key results and conclusions (50-100 words)</i></p> |
|--|

Following papers were published based on the results of this research project.

| |
|---|
| <p><i>(Please provide complete citation for all publications – DOI, publishers link to the article, etc.)</i></p> <p>1.</p> <p>2.</p> |
|---|

Keywords :

| |
|----------------------------------|
| <p><i>Maximum 6 keywords</i></p> |
|----------------------------------|

Graphical Abstract

Instructions

- Image size: Please provide an image with a minimum of 1328 x 531 pixels (w x h) using a minimum resolution of 300 dpi. If you are submitting a larger image, please use the same ratio (500 wide x 200 high). Please note that your image will be scaled proportionally to fit in the available window on ScienceDirect: a 200 by 500-pixel rectangle.
- Font: Please use Times, Arial, Courier, or Symbol with a large enough font size as the image will be reduced in size for the table of contents to fit a window 200 pixels high.
- File type: preferred file types are JPEG, TIFF, EPS, PDF, or MS Office files.

No additional text, outline, or synopsis should be included. Any text or label must be part of the image file. Please do not use unnecessary white space or a heading “graphical abstract” within the image file.

<https://www.elsevier.com/authors/tools-and-resources/visual-abstract>

Authors must provide an original image that represents the work described in the abstract.

(Please mail the soft copy of the image to the SRC; preferred file types are JPEG, TIFF, EPS, PDF, or MS Office files.)

Section H

H.1 The research should be presented within 03 to 05 minutes pre-prepared video presentations focusing more on **marketing the research** work.

H.2 Specific guidelines for video presentations

- Keep maximum volume during the recording, so that the Organizing Team can balance the voice during video editing.
- Make sure to maintain constant flow during the video preparation.
- An MP4 Landscape orientated full-screen view video is preferred.
- To maintain consistency, please use the given format.
- Videos exceeding **5 minutes will not be considered** due to time limitations.

Please specify your particular Awarded grant number when sending/uploading the video/ document. This can be done when you save the document, (Example: SRC/ST/28_Video).

The research should be presented by the student of the principal investigator or the research Assistant.

H.2.1 Video content

- Introduction to the research, the research gap, and the problem statement, findings and how are you going to introduce this to the public audience. The content shouldn't be more technical and complicated. Should be understandable to both the general audience and a specific market. Contact details and the photographs of the Principal investigator or the research team should be included to contact the team when required.

H.2.2 Wardrobe

- A formal dress code is preferred, appropriate for your audience, and makes you feel comfortable.

H.2.3 Lighting

- It's best if a light source is positioned in front of you or behind the camera. The lighting should be soft, indirect light, or a window or a lamp.
- Minimize another lighting in the room, particularly from windows or light sources behind you.
- If possible, turn down/off ceiling-based lighting as it can create harsh shadows.

H.2.4 Sound

- If you are using a computer microphone, make sure that the microphone picks the right amount of sound.
- Keep the distance between your mouth and the microphone consistent throughout your event, and be sure to speak at a constant level so the volume of your recorded voice remains consistent.

DEPARTMENT OF <<department name>>

Faculty of <<faculty name>>

University of Moratuwa

Katubedda, Sri Lanka (10400)

Tel: <<supervisor's phone no>>
E-mail: <<supervisor's e-mail>>
Fax: <<supervisor/department fax no>>



Prof./Dr. /Mr./Ms.<<PI's name>><<qualificatiuons>>

<<date>>
<<name>>
<<address>>

Dear Mr./Ms. <<RS's name>>,

Research Scholar for <<grant name>> - <<grant number>>

I am pleased to obtain your service as a Research Scholar (RS) for the above project entitled <<title of research project>> with effect from <<effective date of appointment>>. Details of the your research project are as follows:

Initial Project Title: <<title of the project assigned to RS>>

Duration: <<start date and duration in months/years>>

Mode: Full-time/Part-time

Research Lab: <<title of the research lab where RS will have office>>

As per the guidelines issued by the <<funding agency>>, you will be paid a monthly stipend of LKR <<amount>> as an RS.

As an RS you are required to be in the <<name of the lab, field>> Lab as required for the Project. Moreover, you are expected to enrol in <<MSc/MPhil/PhD program if RS is to be registered for a program>>. You are also required to participate in research-related workshops and seminars organized by the Lab, Department, and the Faculty to strengthen research skills. You are expected to regularly follow up the research progress with me. At the completion of the RS assignment, you are expected to publish <<any expectations on publications as per project/department/faculty requirement>><<and any additional terms of references as in attached Annex>>. As per the grant's requirement, you need to acknowledge the funding agency in all your publications.

I checked your documents relevant to academic qualifications. This award is contingent upon the following conditions: (1) validity and correctness of your academic qualifications where you have earned <<degree, class, and University>>, (2) the project and/or the department determining that sufficient funding exists to support this appointment; (3) your satisfactory completion of relevant course and research work; (4) your adherence to all University policies, regulations, directives, guidelines, and student codes; and (5) compliance with all other conditions as indicated elsewhere in this award letter.

Moreover, the project has no obligation to extend your service beyond the stipulated duration. If you leave the RS position without completing the expected research work, the project has the right to fully/party recover the stipend paid to you.

Obtaining your service does not create any employer-employee relationship and you are treated as an independent contractor for all purposes. Accordingly, you are not entitled to any employment benefits.

Yours Truly,

<<PI's name>>

<<PI's title>>

CC: Bursar
Chairperson/SRC
Head, <<department name>>
<<any other>>

To be signed by the Research Scholar;

I agree to the above terms and conditions.

Name of the Research Scholar:

Date:

Signature of the Research Scholar:

| | | |
|---|-----------|---|
| RESPONSIBILITIES WITH REGARD TO RESEARCH PERSONNEL SENATE RESEARCH COMMITTEE GRANT | |  |
| UNIVERSITY OF MORATUWA | | |
| Notice | YEAR 2022 | |

At the 113th SRC meeting held on 25th July 2019, it was decided to communicate to all Principal Investigators (PI) of SRC funded research projects remaindering their **responsibilities with regard to research personnel:**

1. After collecting the Council approved documents relating to your research project from the Division of Academic and Publications, **appointment letters** should be issued to research personnel using the specified form with the signature of the PI. Further, PI should take the sole responsibility to verify and confirm the qualifications claimed by the research personnel employed under SRC funded research grants. If there is a delay in issuing appointment letters, stipend will also be delayed for which PI is solely responsible.

2. If a **time extension** is required for the completion of the research project, PI should write a letter of request to the SRC committee; your request will be taken up at the next available SRC meeting. If there is a delay in making the request, stipend will also be withheld for which PI is solely responsible.

3. If a **budget revision** is required for the completion of the research project, PI should submit the revised budget in the specified form to the SRC committee; your request will be taken up at the next available SRC meeting. If there is a delay in making the request, stipend will also be withheld for which PI is solely responsible .

| | | |
|---|-----------|---|
| SRC FINANCIAL SUPPORT - PUBLICATION REQUIREMENTS SENATE RESEARCH COMMITTEE GRANT | |  |
| UNIVERSITY OF MORATUWA | | |
| Senate Memo: 485.06.02 | YEAR 2022 | |

Senate Research Committee (SRC) at its 111th meeting decided to follow with the intention of increasing university visibility.

When applications are received to

- a) close SRC grants,
- b) obtain funding from the SRC grants for research publications, and
- c) obtain funding under the conference support scheme, the following will be taken into consideration.

A - University affiliation is a must

- A.1. when producing publications to close SRC grants.
- A.2. when producing publications for funding from SRC grant budget to cover registration fees and open access fees (200,000/= LKR maximum).
- A.3. when producing publications for funding from Conference and Publishing Support Scheme (250,000/= maximum).

B- University provided e-mail address is a must

- B.1. when producing publications to close SRC grants.
- B.2. when producing publications for funding from SRC grant budget to cover registration fees and open access fees (200,000/= LKR maximum).
- B.3. when producing publications for funding from Conference and Publishing Support Scheme (250,000/= maximum).

C- Acknowledgment for the funding received by SRC is a must

- C.1. when producing publications to close SRC grants
- C.2. when producing publications for funding from SRC grant budget to cover registration fees and open access fees (200,000/= LKR maximum).
- C.3 SRC requests, if necessary, action would be taken to acknowledge funding received from Conference and Publishing Support Scheme.
- C.4 These will be effective from 1st January 2020

| | | |
|---|-----------|---|
| REVISION OF STIPEND RATES FOR RESEARCH PERSONNEL SENATE RESEARCH COMMITTEE GRANT | |  |
| UNIVERSITY OF MORATUWA | | |
| Instructions | YEAR 2022 | |

Monthly stipend rates for research personnel conducting research with SRC grants have been revised. The Council Memo on this revision is 456.06.25 of 3rd January 2019. The Senate Memo is 478.06.07 of December 2018.

The categories of research personnel and revisions are shown below.

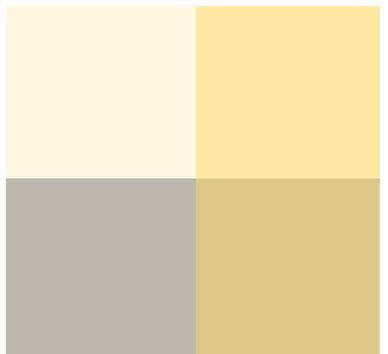
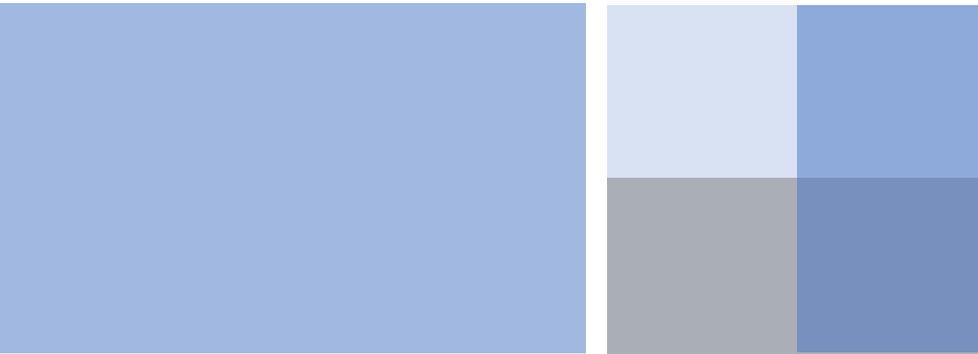
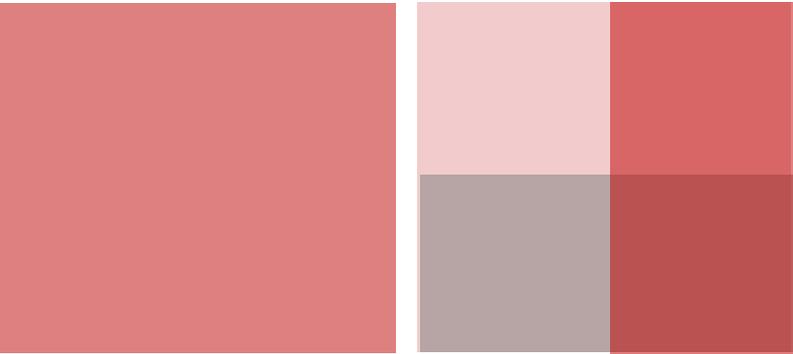
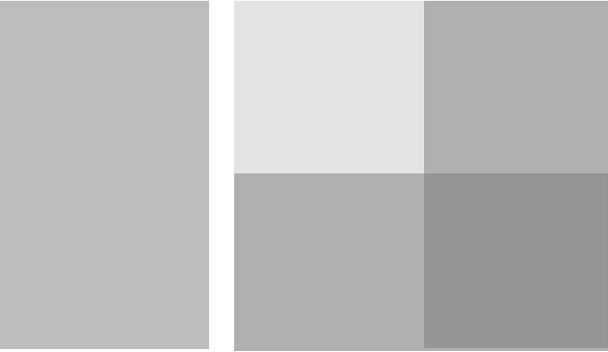
| Category | Qualification | SRC grants | |
|----------------------------------|--|------------------------|---|
| | | Existing monthly rates | Revised monthly rates (fixed) from 01-01-2019 |
| Research scholar (full time) | Hired with PhD qualification | up to Rs. 90,000/= | Rs.125,000 /=- |
| | Hired with MPhil qualification | up to Rs. 80,000/= | Rs.100,000 /=- |
| | Hired with MSc qualification | up to Rs. 70,000/= | Rs.80,000 /=- |
| Research student (full time) | Hired with a class for the first degree | up to Rs. 60,000/= | Rs.60,000 /=- |
| | Hired without a class for the first degree | up to Rs. 50,000/= | Rs.50,000 /=- |
| Technical assistants (Full time) | <i>Qualification not specified</i> | up to Rs.20,000/= | Rs.25,000 /=- |

† No change in SRC rates

The proposed monthly rates are fixed amounts to be paid using SRC grants on monthly basis.

Proposed monthly rates will be effective from 1st January 2019, and these rates will apply to:

- 1) All research personnel who are commencing research with SRC grants on or after 1st January 2019, and
- 2) All research personnel who are presently carrying out their research with SRC grants.



2022
Version 1.0