

**Application No:**  
for office use

**Form RIC 1**

**South Eastern University of Sri Lanka**  
**Application for the Research Allowance (RA)**

(Applications should be filled according to the Higher Education Circular 1/2011 and the University approved guidelines given in the following pages)

<b>To be filled by the Applicant</b>																									
Name  Designation  Date of appointment to the present post																									
Department  Year for which the Research Allowance is requested	20.....																								
Whether the Research Allowance is paid for the previous year																									
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>		Yes		No																					
Yes		No																							
1  Category under which Research Allowance is requested [ Provide relevant documents with self certification]  <b>(Please see the details given in following page)</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">A1 (i)</td> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;">A3</td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;">A1 (ii)</td> <td></td> <td style="text-align: center;">A4</td> <td></td> </tr> <tr> <td style="text-align: center;">A1 (iii)</td> <td></td> <td style="text-align: center;">B(i)</td> <td></td> </tr> <tr> <td style="text-align: center;">A1 (iv)</td> <td></td> <td style="text-align: center;">B(ii)</td> <td></td> </tr> <tr> <td style="text-align: center;">A1 (v)</td> <td></td> <td style="text-align: center;">B(iii)</td> <td></td> </tr> <tr> <td style="text-align: center;">A2</td> <td></td> <td></td> <td></td> </tr> </table>	A1 (i)		A3		A1 (ii)		A4		A1 (iii)		B(i)		A1 (iv)		B(ii)		A1 (v)		B(iii)		A2			
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	A1 (ii)		A4																						
	A1 (iii)		B(i)																						
	A1 (iv)		B(ii)																						
	A1 (v)		B(iii)																						
A2																									
Whether relevant documents are attached																									
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Yes		No																							
(Place a '✓' mark(s) in the relevant cage(s))  ..... Signature of the Applicant																									
Date :.....																									
2	<b>To be filled by the Head of the Department</b> Application for Research Allowance is recommended/not recommended*.																								
..... Name and signature of the Head of the Department / Registrar																									
Date:.....																									
3	<b>To be filled by the Chairman, Faculty / Library Research Management Committee (FRMC / LPMC)</b> Application for Research Allowance is recommended/not recommended*.																								
..... Name and signature of the Chairperson, FRMC / LPMC																									
Date:.....																									
4	<b>To be filled by the Dean of the Faculty / Librarian</b> Application for Research Allowance is recommended/not recommended*.																								
..... Name and signature of the Dean of the Faculty / Librarian																									
Date:.....																									
<b>Section 3 and 4 are not applicable for Executive officers</b>																									

<b>To be filled by SAR/AR, Establishment Division and forwarded to the Director / Research and Innovation Centre (RIC), SEUSL</b>		
Name of Applicant		
Designation		
Date of appointment to the present post Department		
Current employment status #		
#Indicate whether staff member is presently in full time service/study leave (with pay / without pay) /sabbatical leave/temporary release / any other (specify)		
5	If on leave	Commencement date
		End date
If the staff member is/was on Sabbatical/Study leave during the part of the current year or if the staff member has been recruited during the current year please indicate the details.		
..... Name and Signature of SAR/AR, Establishment Div. <span style="float: right;">Date:.....</span>		
<b>To be filled by the Director, Research and Innovation Centre, SEUSL</b>		
Research Allowance for the year 20.....is recommended to place before the Research and Publication Committee (RPC), SEUSL.		
6	..... Signature of the <i>Director, Research and Innovation Centre, SEUSL</i> <span style="float: right;">Date:.....</span>	
<b>To be filled by the Vice chancellor / Chairman, Research and Publication Committee, SEUSL</b>		
Research Allowance for the year 20..... is approved /not approved*.		
7	..... Signature of the Vice Chancellor /Chairman, Research and Publication Committee <span style="float: right;">Date:.....</span>	
*Strike through inapplicable words.		

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

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

- (i). Copy of a research article published during the year for which RA is applied for.
- (ii). Evidence of acceptance of a research article for publication by the Publisher/Session Organizer indicating that the said publication [A1 (i)] shall take/had taken place during the year for which RA is applied for, along with the submitted manuscript.

- (iii). Copy of an abstract (along with the cover page and contents page of the document where the abstract is published) in a conference/symposium/technical session held during the year for which RA is applied for, along with the copy of the corresponding full research article/manuscript.
  - (iv). Evidence of Presentation of research results in a conference/symposium/technical session during the year for which RA is applied for, indicating the acceptance by the conference/symposium/technical session organizers for such presentation, along with the conference details.
  - (v). Copy of a Research Report/Monograph/Academic Publication/Proposed Publication done during the year for which RA is applied for.
- A2. Evidence of fulfilling the obligations of the RA received during the previous year with reference to a research proposal that had been made by the applicant, by submitting an Academic Publication in a form similar to above A1 (i), A1 (ii), A1 (iii), A1 (iv) or A1 (v) applicable for the previous year or a Detailed Progress Report indicating the evidence of current results/status with a description of work carried out and a plan of the remaining work.
- A3. Evidence of research results to demonstrate active continuing involvement, in the form of a research article published during the previous year.
- A4. A new research proposal in detail in below given format with a clear indication of the research objectives, the duration and the output and an activity chart by the applicants requesting RA for the first time or for the applicants who have met the obligations of RA received during previous years.

**B. For staff who are on Sabbatical/Study leave**

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

**Note:**

1. Research allowance should not be paid to Lecturers who are on no-pay study leave.(UGC Circular 990 of 31.07.2012)
2. The Applicant shall be responsible for any legal, audit and other implications that may arise due to non-compliance with these approved university regulations and the university shall not be liable to any fines imposed or for any financial and other losses.

**Recommended Format for Research Proposal** (up to 3 pages of A4 size paper)

Name:

Designation:

Department:

- (a) Title of Research Project
- (b) Objectives of the Research Project and Brief Description of the Methodology
- (c) Expected date of Commencement of Project
- (d) Project Duration (Months)
- (e) Project Deliverables/Outputs
- (f) References (with name and year style)