

**POLICY GUIDELINES OF FINANCIAL ASSISTANCE FOR  
RESEARCH AND ACADEMIC DEVELOPMENT  
SOUTH EASTERN UNIVERSITY OF SRI LANKA**

**1. Introduction**

Research & Development is an important activity of academics. Research and Development activities needs encouragement and motivation in addition to availability of research funding. Universities are considered as centers of generating and disseminating knowledge. Knowledge generation and dissemination need to be supported by research funding as well as funds for knowledge dissemination. A financial assistance scheme is developed by the South Eastern University of Sri Lanka for this purpose. The financial assistance scheme has been named as;

**“Fund for Research and Academic Development”(FRAD). The FRAD will utilize a part of generated funds of Faculties.**

**2. Objectives**

FRAD can be utilized for the purposes of sub sections 2.1.1 and 2.1.2 of the 2<sup>nd</sup> section of the marking scheme for promotion to the post of associate professor / professor of the UGC circular no. 916 of 30.09.2009.

**Note:** Following procedure should be followed for obtaining financial assistance from the FRAD.

1. An applicant should fill the specimen application form attached with this policy guidelines as Annexure I.
2. Applications should be forwarded to the Vice Chancellor through proper channel as specified in the application form.
3. Vice chancellor may place the application at the financial assistance committee for research and academic development (FRAD) for recommendation. This committee comprises,
  - i. Vice chancellor (Chairman)
  - ii. Deans of the faculties
  - iii. Librarian
  - iv. Director/ CEDPL
  - v. Coordinator/ Postgraduate Units,
  - vi. Director/ Research and Innovation,
  - vii. Bursar

Recommended applications are approved by the Vice Chancellor for the payment. Assistant Registrar / Senior Assistant Registrar of Academic and Students Affairs should act as the convener for the committee. All the records related to FRAD should also be maintained by the above office.

**3. Fund Establishment and Management**

The fund can be generated and pooled into the separate ledger account of each faculty of the FRAD through the various modes.

The financial assistance scheme will be implemented to the following categories of staff.

- (i) All permanent Academic staff attached to the fund generating faculties – 25% of the contribution to the research and publication of the faculty from self finance activities.
- (ii) All permanent Academic staff of South Eastern University – 30% of the University General fund from Self finance activities.

The Commission Circular No 04 /2016 dated 1<sup>st</sup> March, 2016 for guidelines for use of funds generated from self-financing activities (SFAs) in the Universities and higher educational institutes should be strictly followed. For this purpose financial statement should be prepared based on the Appendix I of the relevant circular and the available fund for disbursement has to be divided and informed to the FRAD by the Assistant bursar/ CEDPL and Bursar of SEUSL.

According to section 5.2.1 of the Appendix I of the guidelines funds will be made available for FRAD.

#### **4. Eligibility for the Assistance**

All permanent Academic staff shall be eligible to apply on the above basis. In addition to that,

1. Applicant should also have a Research Gate account and Google Scholar Account.
2. Applicants' last published paper should be uploaded in the University repository and in the e - repository.
3. Applicant should not have violated any contracts with the SFAs.
4. Non - adherence to examination or academic regulations and violation of such regulations will disqualify an applicant under this scheme.

#### **5. Allocation of fund**

- 5.1. An academic staff can request up to a maximum of Rs. 200,000/= The fund will be allocated in the order of first come first served basis at the Vice Chancellor's Office and the availability of fund. An applicant shall be eligible to obtain assistance from these funds (Maximum of Rs. 200,000) only once in two years. This fund can be used to attend only one conference / symposium and publishing any number of journal papers within the two years. Two years will be counted from the date of first approved application.
- 5.2. If fund available is not sufficient to meet the need of all applicants' in a particular year, priority will be given to the applicant based on the number of times they obtained funds through this scheme. As such, least priority will be given to the applicant who had obtained most of the time.

- 5.3. If sufficient fund is not available at the time of application for an activity, the request for funds will be rejected.
- 5.4. In no circumstances, funds will be reimbursed for any activity which does not have prior approval for funding.
- 5.5. For joint works, only one (01) person will be entitled for the grant.
- 5.6. The affiliation of the author requesting funds should be the South Eastern University of Sri Lanka (SEUSL).

## 6. **Procedures to be followed**

- 6.1. In the event of requesting funds to present a paper at an international conference, the fund could be allocated for airfare, visa fee, and registration fee of the conference / symposium. This fund will be available as a partial funding and only available to applicants who have secured partial funding from other sources (documentary evidence need to be furnished) / self financed.

- 6.1.1.** All applications to attend research conference and symposium shall meet the following requirements.

- 6.1.1.1. The paper presented and published should be a full paper

**A Conference Paper:** A fully scripted essay reported in the bound report of the proceedings or transactions of a meeting of academic significance, which is circulated at or after the meeting.

- 6.1.1.2. The applicants shall be an author / co-author of the research paper and shall attend the conference / symposium as a presenter.

- 6.1.1.3. Following documents should be submitted with the application.

- a. A copy of the paper to be presented at the conference / symposium.
    - b. Letter of acceptance of paper and invitation letter to attend the conference / symposium.
    - c. Proof of publication of full paper in conference proceeding or a journal, cited in any of the following index:
      - i. Science Citation Index Expanded (™) (Web of Science) (Clarivate Analytics)
      - ii. [www.scopus.com](http://www.scopus.com) [Elsevier publishers]
      - iii. [www.ncbi.nlm.nih.gov/m/pubmed](http://www.ncbi.nlm.nih.gov/m/pubmed)(PubMed, MEDLINE)
      - iv. Emerging Sources Citation Index (ESCI) (Clarivate Analytics)
      - v. Social Sciences Citation Index® (Web of Science) (Clarivate Analytics)
      - vi. Arts and Humanities Citation Index® (Web of Science) (Clarivate Analytics)

- d. Details of conference registration fee.
  - e. Quotation for the airfare between Sri Lanka and the location of the conference / symposium.
  - f. Proof of partial funding from other sources self funding. Prior approval for financial assistance once submitted paper is accepted.
- 6.2 All applications for grant to pay the publication fee of a research paper published in peer reviewed indexed journal published at least 2 issues per year to meet the following requirement.

**A Journal Article:** A fully scripted essay of academic significance in a serial publication in numbered volumes in which articles are published only if they pass peer review.

- 6.2.1. The applicant shall be an author / co-author of the research paper.
- 6.2.2. Following documents shall be submitted with the application.
  - a. Letter of acceptance of the paper
  - b. Details of publication fee
  - c. Details of the journal (ISSN Number, indexing, peer reviewing and number of issue per year etc.)
  - d. Proof of indexing in any of the Index given in the following.
    - (i) Science Citation Index Expanded (™) (Web of Science) (Clarivate Analytics)
    - (ii) [www.scopus.com](http://www.scopus.com) [Elsevier publishers]
    - (iii) [www.ncbi.nlm.nih.gov/m/pubmed](http://www.ncbi.nlm.nih.gov/m/pubmed) (PubMed, MEDLINE)
    - (iv) Emerging Sources Citation Index (ESCI) (Clarivate Analytics)
    - (v) Social Sciences Citation Index® (Web of Science) (Clarivate Analytics)
    - (vi) Arts and Humanities Citation Index® (Web of Science) (Clarivate Analytics)

## 7. Outcome Report and Settlement

Outcome report with proof of publication of full paper and original bills should be submitted.

## 8. Change of Policy Decision

Any changes on the above policy decisions can be amended by the Finance Committee and the Council. If any policy decision or circular is communicated by the UGC in relation to generated fund, the provisions in this policy guideline will be amended to comply with the communication received.

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