**APPLICATION FOR RESEARCH ALLOWANCE - 2020**

**FACULTY OF SCIENCE, UNIVERSITY OF COLOMBO**

**(This application should be submitted with the relevant evidence to the Faculty Research Committee to be granted the research allowance)**

Name: .................................................................................................................................................................................

Department: ………………………………………………………………………………………………………………………

**Mark (X) the category under which you are applying for the Research Allowance.**

|  |  |  |  |
| --- | --- | --- | --- |
| (1) Journal/Conference Publications  (including oral presentations) |  | (3) Research Proposals/Supervision of PG Students |  |
|  |  |  |  |
| (2) Research Grants  (Excluding UOC grants) |  | (4) Academic Publications/Book Proposals |  |

***Note:*** *To be eligible for the research allowance under Higher Education Circular 1/2011, provide evidence of the most relevant activity conducted or being conducted during the year under consideration. However, as stated in Management Services Circular 2/2014, for journal publications in accredited journals (SCI or SCI expanded journals - proof is required), research allowance can be claimed up to 3 consecutive years. For other journal and conference publications, publications in the year under consideration or the previous year can be used, but the same evidence cannot be used twice.*

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I hereby certify that the details furnished are true.

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**Date Signature of Applicant**

Forwarded through the Head of the Department

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**Date Signature of Head of the Department**

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Recommendation of the Chairman of the Faculty Research Committee

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**Date Signature of the Chairman**

**Instructions for candidates to claim the research allowance**

* For journal/conference publications or academic publications, submit a copy of the first page of the publication.
* For accredited journals, the research allowance can be claimed for 3 consecutive years with evidence of publication in SCI or SCI expanded journals.
* For publications in other than SCI or SCI expanded journals and conferences, publications in the year under consideration or the previous year can be used, but the same evidence cannot be used twice.
* Those who are on sabbatical leave can claim the research allowance only under category (1).
* For research grants, submit a copy of the grant award letter. The research allowance can be claimed for a maximum period of 3 years for research grants, provided that they are active for at least 6 months during the year under consideration.
* For PG student supervision, submit a copy of the HDC approved proposal. The research allowance can be claimed for a maximum period of 3 years for postgraduate supervision provided that the progress reports have been submitted to HDC.
* For academic or other proposals, submit a copy of the full proposal. Progress should be clearly indicated if the same proposal is submitted in a subsequent year. A given work will be considered for a maximum period of 3 years if satisfactory progress is maintained.
* For accepted publications including academic publications, submit a copy of the acceptance letter.