

Director
Postgraduate Institute of Science,
University of Peradeniya,
Peradeniya.

LETTER OF AGREEMENT

Title of Research Project:
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Grant No.:

Name of the Research Assistant:

Registration No.:

Budget Breakdown:

Conditions of Award of PGIS Research Grants

All the Multidisciplinary Research Grants are subjected to the research regulations approved by the Senate/Council of the University of Peradeniya. Additionally, the following specific conditions apply to PGIS Research Grants:

1. Each staff member is entitled to only one PGIS Research Grant at a time as the Principal Investigator (PI). However, a staff member who has obtained a grant as the principal investigator may also function as a Co-Investigator in other PGIS Research Grants.
2. Recipients of PGIS Research Grants are mandated to present their findings at the Postgraduate Research Congress (RESCON).
3. Grant recipients are required to publish at least one SCI paper.
4. PGIS Research Grants are awarded for a period of two calendar years from the effective date of the award. The grant may be extended for an additional six months to allow for the completion of publications and the final report.
5. The Research Assistant (RA) of the PGIS Research Grant must inform the Director/PGIS, through the PI, the Chairperson/BoS, and the Coordinator/PGIS Research Grant Committee, of acceptance of the grant within one week of receiving the letter of award and acceptance of the conditions stipulated in this contract.

6. The Research Assistant is required to submit a mid-term report in the prescribed format six months after the completion of the grant. Failure to submit the mid-term report within the specified timeframe may result in the withholding or withdrawal of the remaining grant funds at the discretion of the PGIS Research Grant Committee. The PI may also be requested to refund all or part of the funds released.
7. The final report must be submitted within 90 days after completion of the project.
8. In the event of an anticipated in submitting the mid-term or final report due to unavoidable circumstances, the PI must obtain prior written permission from the PGIS Research Grant Committee, indicating the exact date of submission.
9. All equipment purchased with PGIS Research Grant funds must be recorded in the permanent inventory book of the Department of the relevant Faculty to which the PI belongs. The PI should maintain a subsidiary inventory for each research project, providing details of all items purchased from the grant, while keeping records and copies at the PGIS.
10. Payment vouchers submitted to draw funds from the PGIS Research Grant should be forwarded through the Chairperson/BoS, and the Coordinator/PGIS Research Grant Committee to the Director/PGIS.
11. Any advances obtained under the PGIS Research Grant must be settled within 21 days. No further funds will be advanced until the previous advances are settled.
12. The Deputy Bursar/PGIS will provide quarterly reports indicating expenses under budget allocations.
13. Any requested revision of budgetary allocations will be subjected to the approval of the PGIS Research Grant Committee.
14. Any unutilized or surplus funds from a research project must be returned to PGIS.
15. The PI must comply with the Finance and Administrative Regulations applicable to the university system, as well as any guidelines issued by the Vice-chancellor from time to time regarding the utilization of funds allocated for research purposes.
16. If a PI intends to take leave from their place of work, they must make prior arrangements to ensure that the work under the grant is either continued by a Co-Investigator or temporarily handed over to another academic staff member before going on leave. It is the responsibility of the PI to submit the mid-term and final reports on time under such circumstances.

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 Name & signature of the Research Assistant

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 Date

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Name & Signature of the Principal Investigator

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Date

1. Recommendation of Chairperson/Board of Study

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Signature of the Chairperson/BoS

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Date

2. Recommendation of the Coordinator/PGIS Research Grant

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Signature of the Coordinator/PGIS Research Grant

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Date

3. Approval of the Director/PGIS

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Signature of the Director/PGIS

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Date