

Postgraduate Research Grants

Annexure I

Postgraduate Institute of Science (PGIS)

1.0 Composition and Responsibilities of the PGIS Research Grant Committee (PGISRGC)

1.1 Composition of the PGISRGC

The PGIS Research Grant Committee (PGISRGC) shall comprise the following members:

- a) Director/PGIS
- b) Dean, Faculty of Science
- c) Chairperson of each Board of Study
- d) Heads of each Department of the Faculty of Science (if not serving as Chairperson of a Board of Study)
- e) Deputy Registrar/PGIS
- f) Deputy Bursar/PGIS
- g) One Senior Lecturer of the PGIS (SL-PGIS) appointed by the Board of Management (BoM)

The Director/PGIS shall serve as the Chairperson, and the SL-PGIS shall function as the Secretary of the Committee.

However, if either the Director/PGIS or the SL-PGIS is unable to serve, the BoM shall appoint a senior academic staff member of the Faculty of Science to serve as Chairperson and/or Secretary as appropriate.

2.0 Responsibilities of the PGISRGC

2.1 The PGISRGC shall meet at least once every three months. Corrected Minutes of all PGISRGC meetings shall be tabled at the Board of Management of the PGIS.

2.2 The primary responsibility of the PGISRGC shall be the processing, evaluation, and selection of research grant applications received by the Director/PGIS each year.

2.3 The PGISRGC shall continually monitor the progress of projects funded under PGIS Research Grants. It shall ensure that grantees submit progress and final reports on time and in the prescribed format.

2.4 The PGISRGC shall also carry out any additional tasks assigned by the Board of Management to promote and strengthen research activities at the PGIS.

3.0 Eligibility for Award of PGIS Research Grants

3.1 Only permanent academic staff members of the University of Peradeniya and the PGIS, who are currently engaged in teaching and/or supervision of postgraduate students at the PGIS, shall be eligible to apply for PGIS-funded research grants.

3.2 Each staff member shall be entitled to hold only one grant at any given time as the Principal Investigator (PI) of a PGIS Research Grant.

3.3 If an applicant wishes to conduct a collaborative study with a member from another Board of Study, both Chairpersons of the Boards and the relevant Heads of Departments shall recommend the application. The contribution of each collaborator must be clearly stated in the application.

3.4 All PGIS-funded grantees are required to present their findings at the **PGIS Annual Research Congress (RESCON)** and to publish at least one abstract in the RESCON proceedings.

If a paper submitted to RESCON is not accepted after peer review, the reasons for rejection shall be reported to the PGISRGC. This information will be considered when evaluating future grant applications from the same applicant.

4.0 Duration of Research Grants

4.1 The duration of grants shall be as follows:

- a) **MPhil degree:** Two (02) years
- b) **PhD degree:** Three (03) years

4.2 Renewal of the grant shall depend on the satisfactory progress* of the research project as reviewed by the PGISRGC and approved by the BoM.

- a) **For MPhil:** Renewal for the second year shall be contingent upon satisfactory progress during the first year.
- b) **For PhD:** Renewal for the second and third years shall be contingent upon satisfactory progress during the preceding year.

Note: ()-"Satisfactory progress is determined by the timely submission of a detailed progress report, adherence to the proposed research timeline, achievement of key milestones outlined in the application, and a positive evaluation by the supervisor and the PGISRGC."*

5.0 Call for Applications

5.1 Notices calling for applications for PGIS Research Grants shall be published on the PGIS website as decided by the BoM.

5.2 The closing date for submission of applications shall be determined by the PGISRGC.

5.3 At the time of calling for applications, the Deputy Registrar/PGIS shall ensure that the application form (PGISRG/AP Form) is made available to all eligible academic staff members, either on the PGIS website or as printed copies.

5.4 Each applicant shall complete the PGISRG/AP Form and submit **three signed copies** of the application to the Director/PGIS through the Head of Department where the research is to be carried out and the Chairperson of the relevant Board of Study.

5.5 The SL-PGIS, in consultation with the Director/PGIS, shall convene a meeting of the PGISRGC within one week of the application closing date to initiate the evaluation process.

6.0 Processing of Grant Applications

6.1 The SL-PGIS shall allocate an identification number to each application received by the Director/PGIS.

6.2 Each application shall be reviewed by two (02) external reviewers, preferably from outside the University. In exceptional cases**, senior academic staff members from other faculties or within the Faculty, who have not applied for PGIS research grants in the same year, may be appointed as reviewers.

- a) If both reviewers recommend rejection, the application shall be declined.
- b) If one reviewer recommends rejection, the application shall be sent to a third reviewer for further evaluation.

(Based on the decision made at the 18th PGIS Research Grant Committee meeting held on 28 February 2025.)

*Note: (**)-"Exceptional cases are limited to situations where a research topic is highly specialized, and a sufficient number of qualified external reviewers cannot be found within a reasonable timeframe, or when an external reviewer fails to respond."*

6.3 The PGIS shall send each grant application, along with the evaluation form, to the selected reviewers, allowing two weeks for review. If a reviewer fails to respond within the stipulated time, a reminder will be sent. If no response is received within one additional week, a pre-identified alternate reviewer shall be contacted immediately to ensure timely internal evaluation.

6.4 Applications recommended by reviewers (with or without corrections) shall be tabled at a PGISRGC meeting for approval. The SL-PGIS shall prepare a prioritized list of recommended applications as decided by the Committee.

6.5 Applicants who have failed to submit required progress or final reports for previous grants within the last three years shall receive lower priority. Applicants who have cancelled a grant after acceptance or have been penalized for misconduct or misuse of funds shall be ineligible to apply for a period of three years.

6.6 Three copies of the PGISRGC-approved applications, listed in order of priority with summarized budgets, shall be forwarded to the Director/PGIS before the deadline specified by the Director. The final list of awardees shall be decided by the BoM based on PGISRGC recommendations.

6.7 Applicants whose proposals are not approved shall be informed in writing, stating reasons for rejection. Copies of such applications shall be returned to the applicants within one week after the BoM decision.

6.8 The effective date of each grant shall be the date determined by the PGIS Research Grant Committee (PGISRGC) and reported to the Board of Management (BoM).

7.0 Acceptance, Agreement, and Disbursement of Funds

7.1 Awardees shall inform their acceptance of the grant in writing to the Director/PGIS, ~~through the relevant~~ Head of Department and Chairperson of the Board of Study, within one week from the date of the award letter (or as otherwise specified).

7.2 Each Grantee shall sign an agreement (PGISRG/AG Form) with the PGIS before funds are released in instalments to cover approved expenses.

7.3 A stipend may be paid to a Research Assistant through the grant, provided that funds are available in the approved budget. The Research Assistant shall be required to sign a bond agreement.

7.4 No further instalments shall be released unless progress and financial reports have been duly submitted and certified by the Chairperson of the relevant Board of Study and the Secretary/PGISRGC.

7.5 Failure to submit reports within stipulated deadlines may result in withholding or withdrawal of the grant. The BoM may require repayment of released funds and impose penalties as deemed necessary.

7.6 No payment for overtime, subsistence, meals, and refreshment shall be made to University employees or any other individual from research funds.

7.7 If University resources (e.g., vehicles, equipment, or facilities) are required and not available, PGIS may arrange to hire services from registered suppliers, with costs charged to the grant.

7.8 Accommodation expenses during fieldwork shall require prior approval with cost estimations. Such expenses shall be charged to the grant, subject to budget availability.

7.9 Upon project completion, all items (including unused consumables and equipment) purchased under the grant shall be listed in the final report.

7.10 Equipment, books, software, devices, and similar items purchased using grant funds shall remain the property of the PGIS and be entered into its inventory. Upon completion of the project, such items may be transferred to the relevant Department for use, with PGIS approval, but shall remain under the PGIS inventory if they are not required for postgraduate research, teaching, or PGIS administration.

7.11 No grant funds shall be used for expenses related to foreign travel.

7.12 All purchases subject to government tender procedures shall be handled by PGIS, and monitored by the Secretary/PGISRGC to ensure completion within three months.

7.13 Advances must be settled within twenty-one (21) days. No further funds shall be released until outstanding advances are cleared. The Deputy Bursar/PGIS shall submit quarterly financial reports to the Finance Committee and BoM.

7.14 Any unutilized or surplus funds shall be reallocated by PGIS for new research awards.

7.15 Revisions to budgetary allocations shall require prior approval of the PGISRGC and will be considered only within the approved ceiling for the respective year.

7.16 If a Grantee receives external funding for the same project, this must be immediately reported to the PGISRGC and BoM.

7.17 All publications arising from PGIS-funded research must acknowledge PGIS support and include the PGIS affiliation alongside the author's primary affiliation(s).

7.18 To qualify as successfully completed, each grant must result in at least one publication in a **journal indexed in SCI Expanded or an equivalent refereed journal**, and/or a **patent filed under PGIS affiliation**, within one year of project completion. Additionally, at least one abstract must be published in the **RESCON proceedings**. Failure to meet these requirements shall disqualify the grantee from applying for future PGIS Research Grants.

**Postgraduate Institute of Science (PGIS)
University of Peradeniya
Peradeniya**

Annexure II

LETTER OF AGREEMENT (Bond)

Title of Research Project:

Grant No.:

Name of Research Assistant (RA):

Registration No.:

Degree Registered: MPhil / PhD

Monthly Allowance: Rs. 40,000/- (Forty Thousand only)

Duration of Appointment: (months/years)

This Letter of Agreement is made and entered into between the **Postgraduate Institute of Science (PGIS), University of Peradeniya** (hereinafter referred to as the *Institute*) and **Mr./Ms.** (hereinafter referred to as the *Research Assistant*).

1. Purpose

The Research Assistant (RA) has been appointed under the PGIS Research Grant to assist in the above-mentioned project while pursuing a higher degree (MPhil/PhD).

2. Duties & Responsibilities

The RA shall:

- a) Devote full-time engagement to the assigned research project and related academic work.
- b) Carry out research diligently under the supervision of the Principal Investigator (PI).
- c) Abide by all rules and regulations of the University of Peradeniya and PGIS.
- d) Submit progress reports, thesis drafts, and any other documents required by the PI, PGIS, or the granting agency.
- e) Acknowledge PGIS and the Research Grant in all publications arising from the research.

3. Financial Support

- a) The RA will be paid a monthly allowance of Rs. 40,000/- during the approved period, subject to satisfactory performance and the availability of funds.
- b) This allowance shall be considered a stipend in support of postgraduate studies and not a salary.
- c) Payments may be withheld in cases of non-performance, misconduct, or breach of agreement.

Dispute Resolution:

Any disputes arising from this Agreement shall first be addressed through mediation

involving the Director/PGIS, the PI, and the RA. If unresolved, the matter shall be referred to a committee appointed by the PGIS Research Grant Committee.

4. Bond and Obligations

- a) The RA agrees to serve on the project for the full duration of the appointment or until completion of the MPhil/PhD programme, whichever occurs earlier.
- b) In the event the RA discontinues studies or resigns from the project without valid reasons (such as documented serious illness or a family emergency approved by the PGIS Board), he/she shall refund the total amount of stipend already received, either in full or as determined by the Institute.
- c) The RA shall not engage in any other full-time or part-time employment during the period of this Agreement without prior written approval from PGIS.
- d) To ensure recovery of the amount paid, **two sureties** shall co-sign this Agreement, undertaking joint and several responsibility for repayment of the total stipend amount should the RA fail to fulfill the obligations under this Bond.

5. Intellectual Property and Publications

- a) All research outputs, data, and intellectual property generated under the project shall remain the property of PGIS/University of Peradeniya.
- b) Publications and presentations arising from the research shall include due acknowledgement of PGIS and the funding source, and shall be made jointly with the PI, in accordance with academic and ethical standards.

6. Termination

This Agreement may be terminated by:

- a) The Institute, with **one month's notice**, if the RA fails to comply with the stipulated conditions, rules, or progress requirements.
- b) The RA, with **one month's written notice**, subject to **refund of stipends** received as per Clause 4(b).

7. Governing Law

This Agreement shall be governed by the **Statutes, By-Laws, and Regulations of the University of Peradeniya**, and the **laws of the Democratic Socialist Republic of Sri Lanka**.

8. Signatures

For and on behalf of the Postgraduate Institute of Science

.....
 Director, PGIS
 University of Peradeniya
 Date:

Research Assistant

I,, having read and understood the above terms and conditions, hereby agree to abide by them and execute this Bond voluntarily.

Signature:

Date:

Witnesses:

1. The Principal Investigator (PI)

Name:
 Designation:
 NIC No.:
 Signature:

2. The Co-Investigator / Academic Staff

Name:
 Designation:
 NIC No.:
 Signature:

Eligible Sureties

(To ensure recovery of the stipend paid to the Research Assistant in case of breach of this Agreement)

- a) Each surety shall undertake joint and several liability with the Research Assistant for refunding the total amount of stipend received, in the event of a breach of this Agreement.
- b) Eligible sureties may include:
- i. Permanent employees of a government institution, university, or recognized organization, with a minimum of **five (05) years of service remaining**, or
 - ii. Individuals who are **taxpayers with a minimum annual income of Rs. 1,000,000**, as evidenced by recent tax returns.

1. Surety 1

Name:

Address:

Designation:

NIC No.:

Signature:

Date:

2. Surety 2

Name:

Address:

Designation:

NIC No.:

Signature:

Date:

Note:

Both sureties shall be jointly and severally liable for refunding the total amount of stipend paid to the RA, in case of breach of this Agreement by the RA.