

## GUIDELINES FOR FOREIGN TRAVEL GRANTS

In order to encourage the staff members to disseminate their research findings at the global level, the Research Council of the University of Kelaniya decided to implement a travel grant scheme to promote participation in the international research symposia. This is in addition to the travel grant scheme already in existence at the Faculty level through Faculty Research Centres. Applicants are advised to seek funding for travel agents initially with the respective Faculty Research Centers prior to forwarding applications to Research Council. The E-journal of the Conference proceeding must be an indexed journal. The Research Council will provide registration fee, visa fee, air fare, cost of accommodation and incidental expenses subject to a maximum of LKR 300,000 for once in 2 years. These guidelines will be made effective from the 01<sup>st</sup> October 2018.

### Terms and conditions

1. The applicants should be the members of the permanent academic staff of the University of Kelaniya.
2. The research paper should have been accepted as an oral or a **poster** presentation at a prestigious international meeting or conference, relevant to the field of study. The same paper should not have been submitted to and/or presented at any other national or international symposium/workshop and the applicant should submit a certificate stating this. In case the applicant is found to breach this condition, he/she has to refund to the university the full travel grant awarded and will not be qualified to apply for future travel grants under this scheme.
3. Eligibility for the foreign travel grants will be based on the criteria stated in the point number 19, 20, and 21.
4. In order to qualify for the award, the University address should appear below the name of the author and the corresponding author should be the applicant. If the paper does not contain the words "University of Kelaniya" in the address, the travel grant will not be awarded.
5. The e-mail address of the presenting author should be the university of **Kelaniya** e-mail (i.e., username followed by @kln.ac.lk).
6. The applicants should have Google Scholar and ResearchGate profiles which have been made public in University **of Kelaniya** domain and university of Kelaniya email address (username@kln.ac.lk) should appear.

7. When there are co-authors, only the presenter will be awarded the grant. If the student is the presenter, Corresponding author should be the supervisor, affiliated to the University of Kelaniya and the cost of participation (Registration fee, travel cost and other cost) for the presenting author should be applied by the supervisor and the travel grant is awarded to the supervisor with regard to the travel requirement of the student.

Therefore, the condition mentioned in the point no 18 will be applicable to the supervisor.

8. **Only one grant will be made in relation to any one symposium.**
9. Applications prepared as per the format given should be sent to the Chairman of the Research Council with the recommendation of the Director/FRC, Head of the Department and Dean of the Faculty.
10. A hard copy of the abstract/extended abstract that **has** been accepted for presentation should be submitted with the application.
11. The PDF version of the abstract/extended abstract that had been accepted for presentation should be submitted with the application to be published in the University of Kelaniya e-repository
12. An individual staff member will be awarded not more than maximum of **Rs. 300,000.00** on any one occasion.
13. Foreign travel grant requests should be first submitted to faculty grants scheme. If there are no funds available in FRC, travel grant request should be forwarded to **the** Research Council.
14. A report should be submitted within 2 weeks of returning from the meeting. The report should be made according to the format given **Annex 4b.**
15. After returning to the Country, the applicant must make a presentation to the Faculty Board on the research he/she had presented at the international forum.
16. Directors/FRCs should keep track whether the presentations are made after returning to the country and report to Research Council.

17. **Failing to comply with the Guidelines 13 and 14 above** and also **failing to** publish the abstract in Google Scholar and ResearchGate profile will disqualify the staff member for future awards.
18. Once an award has been made to a staff member, he/she is not eligible for another award from the Research Council until at least two years have lapsed from the date of first award.
19. **Applicants applying for the first time:** any peer-reviewed conference in which the conference proceedings are published in the form of abstract or full research paper will be considered.
20. **Applicants applying for the second and third time:** the conferences **co-hosted or hosted by Times Higher Education top 1000 universities** or the **reputed International conference held in a foreign country which is accepted as one of the three Faculty recommended premiere conferences in the subject area accepted by the Research Council-or Scopus indexed conference proceedings/included in Scopus conference list** will be considered.
21. **Applicants applying after their third time:** only accepted one of the three Faculty recommended premiere conferences in the subject area accepted by the Research Council-or Scopus indexed conference proceedings/included in Scopus conference list will be considered.