

GUIDELINES FOR SABBATICAL LEAVE RESEARCH FELLOWSHIP

These guidelines will be made effective from the 01st October 2018.

1. University academics and other staff members entitled for sabbatical leave are eligible to apply.
2. Awarded up to a Maximum of LKR 2 Million.
3. Awarded for research proposals relevant to Sri Lanka which can be carried out either in Sri Lanka or abroad or both during the sabbatical period.
4. Outcome should have the potential to publish at least 2 research articles in indexed journals. (i.e. Scopus, SCI, AHCI, SSCI and other journal lists recommended by the University Research Council) and “University of Kelaniya” should be included in author affiliation.
5. The objectives of the proposed research should address National Development Goals.
6. If the proposed research work is carried out as a collaborative work with an overseas institute, a justification for doing the work in the said overseas institute and the components of the research intended to be carried out in the overseas institute should be provided.
7. In an event of failure to publish 2 research papers in indexed journals from the proposed research, Research Council consider other means of dissemination of research information accepted by the University Grant Commission. (i.e. Scholarly work, Creative work, Patents, Monographs, text books and Scientific and Literary Communications).
8. Applicants should have Google Scholar & ResearchGate accounts which have been made public with a “----@kln.ac.lk” email address and the address of University of Kelaniya.
9. The duly filled application of Sabbatical Leave Research Fellowship which is available in the Research Council website should be submitted accordingly. (units.kln.ac.lk/researchcouncil/)
10. Application should be forwarded to the Chairman/Research Council through proper channels (Director - FRC/HOD/Dean).
11. A Subcommittee will be appointed to evaluate proposals submitted by applicants with two copies and the grant is awarded on the basis of subcommittee recommendation. Subcommittee comprises
 - (i). Chairman/RC and two members from the Research Council.
 - (ii). Two evaluators with descriptive guidelines and checklist.
One internal evaluator from each discipline of submitted applications from the Faculties of Commerce & Management, Computing & Technology, Humanities, Medicine, Science, and Social Sciences and one external evaluator accepted by the University with an honorarium.
12. If the researcher cannot complete the research within the stipulated period, an extension may be given to a maximum of 1 year and in the event the researcher still

fails to complete and submit the report, the awarded amount may be surcharged from the salary according to the existing financial rules and regulations of the University.

13. The grant would be released in portions 3 or 6 monthly/or yearly basis based on the progress of the research and the duration of sabbatical leave period. *The full amount of the grant won't be released at the beginning of the research at any circumstance which will be effective from 02nd May 2018.
14. The applicant should provide the progress reports as applicable and inability to provide progress reports will lead to the termination of the agreement. In addition, the progress reports will be reviewed by the Research & Publications committee and inability to show reasonable advancement according to the time frame will also lead to the termination of the agreement.
15. The applicants are kindly requested to stick to the budget format in the application form.
16. Funding for return air tickets to travel the country where sabbatical work is carried out cannot be included in the research budget since these provisions are already provided to academic staff who obtained sabbatical leave. However, the cost of overseas accommodation and living costs could be included in the grant budget if the applicant's sabbatical stay is not funded by the overseas Institute or the University.
17. If cost of accommodation and/or living cost are requested, the applicant should provide a statement from the overseas institute that they do not provide funds for accommodation and living costs. In addition, the rent agreement indicating the cost of rent and period of stay should be provided. The allocation under accommodation and/or living cost should not exceed 1/3 of the total grant amount.