

## **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 introduces 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 centers. The E-journal of the Conference proceeding must be an indexed journal. The Research Council will provide registration fees, visa fees, air fare, cost of accommodation and incidental expenses subject to a maximum of LKR 300,000.

### **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 (attach proof). 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 must refund the full travel grant awarded and will not be qualified to apply for future travel grants under this scheme.
3. Prestigious international meetings or conferences include SCOPUS indexed conferences, conferences organized by universities or professional societies that are regular and 11th or higher annual events.
4. Application should be submitted with the evidence to prove SCOPUS indexing or the previous conference papers of such conferences are cited in an indexed journal.
5. 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.
6. The e-mail address of the presenting author should be the university of Kelaniya e- mail (i.e., username followed by @kln.ac.lk).
7. 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.
8. When there are co-authors, only the presenter will be awarded the grant.
9. Only one grant will be made in relation to any one symposium for same authors.
10. Applications prepared as per the format given should be sent to the Chairman of the Research Council with the recommendation of the Head of the Department and Dean of the Faculty.
11. A hard copy of the abstract/extended abstract that has been accepted for presentation should be submitted with the application.
12. 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.
13. An academic staff member may apply for one or more grants within a period of two years. However, the maximum of all travel grants should not exceed Rs. 300,000.00.

14. Foreign travel grant requests should be first submitted to faculty grants scheme. If there are no funds available, travel grant request should be forwarded to the Research Council.
15. A report should be submitted within 2 weeks of returning from the meeting.(Report on Foreign Visit)
16. After returning to the Country, the applicant must make a short presentation at the Faculty Board on the research he/she had presented at the international forum.
17. Directors/FRCs should keep track on whether the presentations are made after returning to the country and report to Research Council.
18. Failing to comply with the Guidelines 15 and 16 above and failing to publish the abstract in Google Scholar and ResearchGate profile will disqualify the staff member for future awards.
19. Once an award of Rs 300,000.00 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.