

## **Guidelines for sponsorship fee for conferences leading to SCOPUS indexing**

The Research Council of the University of Kelaniya decided to provide a sponsorship fee for indexing conferences organized by the university leading to SCOPUS full conference papers.

### **Terms and Conditions**

1. The sponsorship fee is provided for conferences that publish conference papers as full papers and not as abstracts.
2. Funds are provided only for conferences organized by the university, faculties, departments and units.
3. Funds are also provided for symposia, conferences, and colloquia organized solely by the university, faculties, departments and units leading to SCOPUS indexing.
4. The maximum amount of funds will be provided depending on the minimum number of research papers with the address of the University of Kelaniya as follows.
  - Up to 15 research papers affiliated with the University of Kelaniya = up to US \$ 1,500
  - Above 15 research papers affiliated with the University of Kelaniya = up to US \$ 2,000
5. Details of the research papers affiliated with the University of Kelaniya should be provided with the application.
6. The documentary evidence of Scopus indexing of conference full papers provided by Scopus or any affiliated body to Scopus (i.e. IEEE) should be provided with the application.
7. Three hard copies of the proceedings should be handed over to the main library of the University within one week from the last day of the symposium. This is applicable only for conferences that publish hard copies.
8. The soft copy of the conference proceeding should be submitted to the Research Council within one month from the last day of such conference.
9. When proceedings are submitted to the Research Council within one month, the coordinator/organizer/responsible person should indicate whether the proceedings are to be uploaded immediately or wait for any changes.
10. The proof for SCOPUS indexing of particular papers should be submitted within six months of the conference.
11. Research Council will not consider funding conferences for subsequent occasions if conditions in (7), (8), (9), and (10) have not been satisfied.

12. When applying for sponsorship fees for indexing conferences leading to SCOPUS full conference papers, the applicant should submit a declaration that the funding for the same purpose has not been applied from other sources. In the case the applicant is found to breach this condition, the applicant has to refund the sponsorship fees awarded to the university, and in such instances, this symposium will not qualify for funding for sponsorship fees in the future.
13. The applicants are advised to check the waiver policy of indexing the conferences. If full waivers or partial waivers are applicable, such waivers have to be received by the applicant and the remaining charges will be provided by the Research Council.
14. Application should be submitted to the Chairman / Research Council at least four months before the event by the coordinator of the symposium through the Director/ Faculty Research Centers, Head of the Department, and Dean as applicable. The applications from Interdisciplinary study centers should be submitted directly to the Chairman / Research Council with a copy to the Vice Chancellor.