

GUIDELINES FOR PROVIDING FUNDING FOR RESEARCH SYMPOSIA

In order to enhance the research culture within the university and improve collaboration with international researchers, the University of Kelaniya has decided to provide funding to conduct research symposia at the Departmental level and Faculty levels in addition to the University level.

The main objectives of this funding scheme are to improve the awareness of research carried out within the university among the staff and students, provide a platform to exchange ideas and disseminate research findings, and encourage research collaboration with other universities and institutions both within Sri Lanka and abroad. Funding for symposia will be awarded once only per year. Provided there are more than one university-level symposia, the decision will be taken by the Research Council on a case-by-case basis. These guidelines will be made effective from the 01st of September 2018.

Terms and Conditions:

1. The maximum amounts of funding provided are as follows.

- I. **Departmental level: LKR 100,000.00:** Should be organized and contributed by the relevant department
- II. **Faculty level: LKR 500,000.00**
 - a) At least 70% of the subject disciplines of the faculty should be covered in the symposium. Therefore, the presented abstracts should cover at least 70 % of the subject disciplines of the faculty.
 - b) The Dean or a member of academic staff appointed by the Faculty Board should be the overall coordinator/chief organizer/chief advisor/chairperson of the organizing committee
 - c) There should be coordinators and an organizing committee representing the majority of the departments of the faculty.
 - d) Only one award per year will be provided to a faculty. Therefore, the Dean should approve that the said conference is the faculty conference.
 - e) A designated coordinator should be proposed by the Dean of the faculty to communicate with the Research Council to obtain symposium abstracts.
- III. **International Postgraduate Research Conference (IPRC) organized by Faculty of Graduate Studies /Golden jubilee/silver jubilee: LKR 1,000,000.00**
- IV. **Library: LKR 500,000.00:** Should be an interdisciplinary conference
- V. **Centre level: LKR 100,000.00:** Centres conducting researches in the discipline covered by more than one faculty
- VI. **Student symposium:** The Research Council decided to grant funds based on the number of abstracts published in the student research symposium organized by the Department/ Departments.

No. of abstracts published	Proposed Amount (LKR) of financial support per Annum
At least 25	50,000.00
At least 40	75,000.00
50 or above	100,000.00

2. The detailed account of the estimated budget should be submitted with the application.
3. When the funds are approved, an advance will be provided to the Coordinator. The advance should be spent and settled as per the university's financial regulations.
4. Participation of foreign researchers in the symposium should be encouraged.
5. The abstracts submitted to the symposium should be refereed by eminent persons in the relevant field.
6. The referees of the abstracts may be remunerated with honoraria.
7. Proceedings of the symposium containing the abstracts that are accepted for presentation should be printed before the symposium to be distributed among participants.
8. The proceedings should contain the University vision and mission statements.
9. Three 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.
10. The soft copies of conference proceedings of all research symposia should be submitted to the Research Council within one month from the last day of such symposia.
11. 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.
12. If any changes are expected to the submitted proceedings in (11), a new version of the proceedings should be submitted within three months of the last day of the symposium.
13. If there is no indication of the condition mentioned in (12), the proceedings will be uploaded immediately.
14. The Research Council will not consider funding conferences for subsequent occasions if conditions in (11) and (12) have not been satisfied.
15. A conference in any category will be considered for funding only one time per year.
16. The organizers are encouraged to send copies of the proceedings containing the abstracts to other universities and relevant institutions.
17. Additional funding, if required, may be sought from other sources.
18. Members of the organizing Committee are not entitled to any payment.
19. All the applications should be submitted to the Chairman Research Council at least four months before the event by the Coordinator of the symposium through the recommendations of the Director/FRC, Head of the Department, and Dean/ Librarian as applicable. The applications from Interdisciplinary study centers should be submitted directly to the Chairman Research Council with a copy to the Vice Chancellor.
20. The International Symposia are expected to comprise adequate international participants.

- 21.** Joint symposia are encouraged and can be approved if the publications of proceedings will be added to the University of Kelaniya e-repository.
- 22.** If there are parallel sessions, the organizers may consider bridging sessions for publicity.