



RESEARCH CENTER FOR SOCIAL SCIENCES

**Faculty of Social Sciences,
University of Kelaniya, 11600, Dalugama,
Kelaniya, Sri Lanka.**



GRANT SCHEME -1

GUIDELINES FOR INDIVIDUAL SHORT-TERM RESEARCH GRANT SCHEME

RESEARCH CENTRE FOR SOCIAL SCIENCES (RCSS)

Preamble

The Research Center for Social Sciences (RCSS) has initiated a program to provide financial assistance to members of the academic staff of the Faculty of Social Sciences (FSS) to conduct research and publish articles in refereed, indexed journals. The RCSS proposes two types of grant schemes:

1. Individual Short-term Research Grant
2. Inter-disciplinary Collaborative Research Grant

Suitable candidates will be selected for grant awards after reviewing the grant applications. Information about the research grants, the application process, and other relevant details are summarized below.

Objective of the Research Grant Scheme -1

The main objective of this research grant scheme is to encourage members of the academic staff of the FSS, University of Kelaniya, to carry out research that contributes to the generation and dissemination of new knowledge in their respective fields of study. Research that addresses urgent national and global issues related to cultural, socio-economic, political, environmental, and other sectors hindering Sri Lanka's development will be encouraged.

In addition, the RCSS aims to broaden the research scope of the academic staff and promote positive outcomes. Priority will be given to early-career academics applying for the "Individual Short-term Research Grants." This grant may also support research that forms part of an MPhil or PhD degree program pursued at a local university.

Only five (05) outstanding research proposals selected by the RCSS Reviewing Panel will be awarded the "Individual Short-term Research Grants" in 2025.

Terms and Conditions

1. Permanent academic staff members of the FSS, University of Kelaniya, are eligible to apply for the grant. Special preference will be given to applications submitted by early-career academics with less than eight (08) years of service. Early-career academic(s) are encouraged to carry out their research under the guidance of a senior academic.
2. Grants are strictly for research purposes. Workshops, seminars, and payments such as tokens of appreciation or honoraria will not be considered in the budget.
3. Key Performance Indicators (KPIs) should be clearly mentioned in the proposal, along with a plan to achieve them.
4. Grants will be awarded up to a maximum of LKR 300,000.00 on a competitive basis. Five (05) grants in this category will be awarded in 2025.
5. Projects should aim to produce publications in the form of full papers or review articles in at least SCOPUS-indexed journals, creative works, research-based textbooks, etc., that have a direct impact on university rankings.
6. Applicants must have public Google Scholar, ResearchGate, and ORCID profiles using their “@kln.ac.lk” email address and listing the University of Kelaniya as their affiliation.
7. The duly filled application form for the ‘Individual Short-term Research Grant’ must be submitted accordingly. The application form is available on the RCSS website (<https://ss.kln.ac.lk/depts/RCSS/>).
8. Once the grant is approved through the selection process, two (02) copies of the agreement must be signed by the grantee in front of the Dean, FSS, University of Kelaniya.
9. The duration of the research project is twelve (12) months. If additional time is required, a further three-month period may be granted upon request by the candidate.

The decision to extend the grant period lies solely with the recommendation of the review panel.

10. Progress reports on research and KPIs must be submitted to the RCSS every three (03) months.
11. Applicants are required to submit progress reports as applicable. Failure to do so may result in termination of the agreement. Progress reports will be reviewed by the Internal Review Committee of the RCSS, and failure to demonstrate reasonable advancement according to the proposed timeline may also lead to termination of the agreement.
12. Applicants are kindly requested to adhere to the budget format provided in the application form, available on the Research Council website.
13. The grant policy will end twelve (12) months from the date of signing the agreement.
14. The grant will be disbursed in installments, based on progress made against any one of the KPIs (e.g., submission of research papers, symposium abstracts, or progress presentations). The first installment will be up to LKR 100,000.00. Under no circumstances will the full amount be disbursed at the beginning of the research.
15. The final installment will be released only after a publication based on the research outcomes, as specified in these guidelines, has been produced.
16. Outcomes of the research project will be evaluated by the Internal Review Panel (Annex-01). This process will be linked to the grant recovery mechanism under Grant Scheme-1.
17. The RCSS expects grantees to make meaningful contributions to the development of the RCSS.

* The progress report should include the title of the project, proposed outcomes, progress toward achieving those outcomes supported by appropriate pictures/photographs and data generated, and

a plan for achieving the final outcomes (Do not include the introduction, discussion, etc., in the presentation).

Approval of the Grant:

1. The prescribed application form should be submitted along with the relevant supporting documents,

i.e., a research proposal with a tentative budget.
2. Once received, the application will be reviewed by the Internal Review Panel.
3. If the proposal is accepted by the reviewers, the Administrative Board of the RCSS shall approve the grant.
4. If a proposal is rejected by at least two members of the Internal Review Panel, the applicant will not be eligible to apply for a grant again within the same year. He/she may reapply in the following year.

Requirements for signing the agreement:

1. Report of the Internal Review Panel
2. Letter of Approval of the Grant - issued by the RCSS
3. A duly completed agreement

Issuance of the grant and progress reporting:

1. Each grantee must utilize the grant within the specified period of twelve (12) months. The grant will be released in three (03) installments.
2. The second installment will be released only after a presentation on the progress of the ongoing research.
3. The RCSS reserves the sole authority to terminate the grant if the governing body is not satisfied with the project's progress.

Recoveries:

1. If any grantee is unable or fails to fulfill the requirements and conditions laid down by the RCSS, as mentioned above, the RCSS reserves the right to recover the grant

funds after informing the grantee of the breach and providing a grace period of one (01) month to take remedial or corrective measures.

2. If the grantee fails to fulfill the requirements even after the said grace period, the RCSS may inform the relevant authorities to recover the amount by deducting it from the grantee's salary within a period of twelve (12) months.

ANNEXURE- 01

The Internal Review Panel consists of:

- Dean/Faculty of Social Sciences
- Director RCSS (ex-officio)
- One Senior Member from the RCSS Administrative Board
- At least two (02) Chair Professors from the FSS
- Head of the Department and/or a senior member of the academic staff of the relevant department.