

FACULTY RESEARCH GRANT (FRG) GUIDELINES

The Faculty Research Grant intended to encourage research by junior and senior academics of the Faculty of Medicine University of Ruhuna. Grants from the FRG may be to initiate, continue, or to complete research projects.

The Faculty Research Committee is responsible for calling for applications, assessing and recommending applicants for the grant and to monitor the financial and physical progress of the awarded grants.

General guidelines

1. Proposals must be submitted on the application form provided for Faculty Research Grant (FRG), FoM, UoR, a hardcopy can be collected from Dean's office.
2. Four original copies of the duly filled application and the proposal with a cover letter should be forwarded through the Head of the Department/Unit on or before designated deadline.
3. Applications will be called on first week of November the year before and the closing date will be **31st December of the year before**.
4. The maximum grant awarded will depend on the budgetary allocation and the number of eligible applications submitted for the respective year.
5. Obtaining the ethical approval for the study will be a primary requirement for release of funds. If the applicant fails to produce the ethical approval within 3 months after awarding the grant, the faculty Research Committee shall discontinue the award and the allocation will be redistributed or considered for another applicant.
6. The Committee reserves the right to submit any proposal to an outside reviewer for evaluation.
7. Published research results should acknowledge funding by the Faculty Research Grant.

Funding Priorities

When judging the relative merit of proposals, the Committee will look with equal favor upon proposals that seek funds to initiate, continue, or to conclude a research project.

Maximum of 40% of the total grant money available for the respective year will be allocated for proposals submitted by academics who's applications seek funds to initiate, continue, or conclude **higher degree research**.

Rest of the grant money (**minimum of 60%**) will be distributed among the rest of the eligible applicants **for non-higher degree research** as the Faculty Research Committee realizes, that many projects due to their small size, unusual nature or critical approach may have difficulty in obtaining outside funding.

All the percentages allocated for either postgraduate research or other research can be changed according to the quality and the quantity of the proposals submitted. In such situations the Faculty Research Committee has full authority to distribute funds with clear justifications.

If an application is not funded in one year, it can be resubmitted for the next. Grant applications, however, will *not* automatically be rolled over into the next year.

While faculty members may submit proposals in consecutive years, it should be understood that the Faculty Research Committee may give priority to those who have not recently received funding under this program.

In addition, grant proposals that either already have some external support from government or private foundations or which indicate that outside agencies have been or will be approached for support can also be considered for faculty Research Grant.

Progress evaluation

Grant awardees should immediately respond to the FRC whether they are accepting the allocated grant in order to redistribute unaccepted funds among other eligible applicants of the respective year.

Also they should submit a progress report on utilization of grant money in three monthly intervals after awarding the grant. (use the template provided)

A physical progress report of the study should be submitted to the FRC on or before 31st of May on following year and final report on the completion of the study with evidence of publications and presentations. (use the template provided)

Committee reserve the right to reallocate any unutilized grant money to rest of the eligible applicants by October of the year awarded.

Policies have been developed for selected common requests and are presented below:

Equipment – Funded only if it is an integral part of the research programme. When requesting permanent equipment for research, the committee will normally expect the department or some outside funding agent to pay at least 1/3 of the cost if the project benefits only one faculty member, and up to 1/2 if it benefits more than one faculty member. Equipment that is primarily in support of teaching will not be funded. All equipment purchased with Faculty Research Grant monies becomes the property of the Faculty of Medicine. Requests for computer hardware will be considered only if the purchase is clearly and critically related to the research project.

IT Support and Computer Software – Funded if it is an integral part of the proposal. Any grant proposal that requests computer support (hardware or software) must be reviewed by the Head of Information Technology Unit, Faculty of Medicine and a written statement containing her/his recommendations must be included with the application.

Audio Visual – Any proposal that calls for audio-visual equipment must be reviewed by the Head of Learning Material Production Unit (LMPU), Faculty of Medicine and a written statement containing his/her recommendations must be included.

Travel – Funded if it is necessary for the researcher to work at a facility that has a unique piece of equipment that is necessary for the project, or to use resource materials, interview persons, etc., not located near Faculty of Medicine. Travel for other than research purposes will not be funded. Transport facilities should obtain from agency/ices approved by the Faculty of Medicine.

Personnel – Payments can be done for the Research Assistants, Technical Assistants, Data Entry Operators and Labourers according to the University Accepted rates and guidelines.

Sabbaticals – Applications for research support during sabbaticals are considered.

Payment and Reimbursement Procedures

All grants awarded to faculty will be handle in the Finance Department of the Faculty of Medicine under the **awardees name**. Please keep all receipts for expenditures.

All transactions should be made according to the national procurement guidelines.

All reimbursements for cash purchases should have prior approval from the Dean, Faculty of Medicine.

Faculty Research Committee

Faculty of Medicine,
University of Ruhuna.