

Wayamba University of Sri Lanka
Guidelines for Applicants - Grants for Research (2010)

1. Applications for WUSL research grants must be made on the Research Grant Application Form obtainable from the Research committee.
2. The proposed research projects should necessarily be original investigations.
3. The problem to be tackled or new knowledge to be generated should be clearly identified.
4. The budget should be justified in detail.
5. The period of investigation should be justified.
6. Only well formulated research proposals will be considered.
7. Proposals for research projects between industry and university / state sector research organizations will also be considered.
8. Funding will be decided on the merits of the proposals and in competition through peer-review procedures. *The research proposals submitted by Senior Lecturers to facilitate the research components of the young scientists, especially Lecturers (Probationary), will be given special considerations.*
9. Applicants may suggest names of suitable referees to review the project [up to 5 names] and also indicate persons, that they think should not review the project for reasons of conflict, for consideration by Research Committee.

Three copies of the Completed application form should be sent to: Prof SJBA Jayasekera, / Chairman – Research & Higher Degree Committee, Dept of Horticulture & Landscape Gardening, Faculty of Agriculture & Plantation Management, Wayamba University of Sri Lanka, Makandura, Gonawila (NWP)

An electronic version should also be submitted in a CD.

10. All sections of the form must be filled. Incomplete forms will be returned.

Section 1

Project Title: Should be brief but sufficiently indicative of nature of the project, and intelligible to a scientifically or technically literate reader.

Section 2

Research field: State the field of study, to which the proposed research most closely relates. If multidisciplinary indicate all relevant fields.

Section 3

Principal Investigator: A senior academic / researcher attached to the Wayamba University with postgraduate research qualifications.

Co-investigators:- Other researchers making a significant contribution to the project and assume responsibility for all aspects of the project. Persons without a postgraduate degree or with limited research experience will be considered for award of a grant only if s/he appears as a co-investigator with a senior researcher with a postgraduate degree as the PI.

Section 4

Collaborators:- The names of collaborators, if any, may be stated here.

Section 5 }
Section 6 } [self explanatory]

Section 7

Section 8

Section 9

Project Description: This section [(A) to (E)] should not exceed 8 pages and should include the following:

9 (A) Background and Justification

Highlight the scientific problem the researcher seeks to solve. This section provides the background and justification of your proposed research. In addition to identifying problem to be addressed, this section should also identify the specific stakeholders in the problem. The latter question should be answered in the Research Plan but the importance of the problem should be clearly argued in this section.

In this section, clearly emphasize how the research will generate new knowledge or processes that are not presently available. The applicant/s must provide a literature survey that analyses the key issues relevant to the proposed research. The discussion must not simply cite references but demonstrate the importance of the proposed research

9 (B) Objectives

Objectives must be truly specific and expressed in verifiable terms, for example, using words like "determine" or "identify" rather than "study" or "investigate". The objectives should be directly related to the activities proposed in the project. They should directly respond to the problem identified and the research plan which follows.

9 (C) Research Plan

The research plan is the most important part of the proposal. This section should be aimed at specialists in the area of study.

It may be convenient to divide the project into different phases for purposes of presentation and each phase should address a specific objective. In each phase, the hypothesis to be tested and the research plan with proposed methodologies and activities to be carried out should be clearly stated.

A timeframe for each phase is required.

- a. Hypothesis to be tested - A clear statement of the purpose of the work and what problems/questions will be investigated.
- b. Methodologies to be used - Describe in considerable detail your experimental design (including any statistical issues and research protocols with any special techniques).
- c. Activities to be carried out - For example, the number and purpose of field trips, the important experiments planned, the analytical methods to be used, etc.
- d. Ethical considerations and environmental impact - Ethical considerations when human subjects are involved and any possible adverse impact on the environment resulting from the experimental methods used should be discussed.
An ethical clearance certificate from the appropriate department/institution or a National Committee (if applicable) should be obtained and the certificate of clearance submitted with the application form.
- e. Expected problems - Any problems which you can foresee when undertaking this project and your strategy in overcoming them.

9 (D) **Dissemination of project output**

A clear plan for the dissemination of the project output should be given. [eg: a plan for publication of results of the project, institutions that can benefit from results, any contacts made with industries or other beneficiaries, how the project might contribute to related projects and/or national development etc]

9 (E) **Facilities, Equipment and Other Resources**

Mention available resources of direct relevance to the project.

- a. Major equipment and facilities
- b. Research/Technical assistance and labour provided by the Institution
- c. Other resources and support services available to the project in the institution or outside.

9 (F) **Curriculum Vitae of all investigators.**

(Annex to the project description).

Section 10. **Summary of Budget** :- [Self explanatory]

Section 11. **Budget Justification** :-

(1) **Personnel:**

Requests for personnel (e.g., Technical Assistants, Labourers) for the proposed project are not eligible unless they are absolutely necessary. No personnel expenses are provided for research students' salaries or allowances although involvement of undergraduate or postgraduate students is highly encouraged. The Investigators should indicate and justify the type of personnel required. All payments are determined by the Wayamba University approved rates.

(2) **Laboratory Equipment:**

A complete description of equipment required and a full justification must be given. Prices should be quoted in local currency (SLR). Cost of equipment should not normally exceed 50% of the total budget.

(3) **Consumables:**

Attach a list including complete description of type (eg. Chemicals, glassware etc.), quantity, cost etc.

(4) **Travel & Subsistence:**

As far as possible the grantee should combine field work under the project with his work in the institution. What should be requested for is additional travelling that cannot be carried out in the course of the grantee's other duties. Travel and subsistence will be paid according to the University rates.

(5) **Miscellaneous:**

Eg. Statistical analysis, computer programming, calibration of instruments etc. However, the Investigators are expected to use institutional facilities as far as possible.

Section 12. **Recommendation/s**

Recommendations from the Head / Dean of the respective Department & Faculty must be submitted

(6) **Evaluation and Award:-**

Grant applications will normally be considered once a year. Applications received will be initially reviewed by the Research Committee for conformity with the guidelines. Incomplete applications will be returned to the applicant. Those that meet the application criteria will be subjected to a technical review process by the independent reviewers. The Research Committee may suggest revision, interview the applicants, and recommend/not recommend the proposals for funding. Recommended proposals will be forwarded to the Research

Committee of the Wayamba University. These proposals will be approved for grants based on the recommendations of the reviewers and the availability of funds. The decision of the Research Committee (which is responsible to the Senate of WUSL) will be final and no correspondence on the subject will be entertained after the awards are made. Applicant is required to sign an Agreement with the WUSL once the grant is awarded. Grantees are expected to commence the research work soon after the Agreement is signed. However, the grantee/s may request for suspension / deferment of the award for a given period provided adequate justification, is given.

Any inquiries with respect to the application should be sent to: Prof SJBA Jayasekera, Chairman – Research & Higher Degree Committee, Department of Horticulture & Landscape Gardening, Faculty of Agriculture & Plantation Management, Wayamba University, Makandura, Gonawila (NWP).