

Management of University Research Grants

Faculty Research Committee
Faculty of Medicine
University of Peradeniya

Topics to be covered



OVERVIEW AND
GENERAL RULES AND
REGULATIONS



PROCUREMENT
PROCEDURES



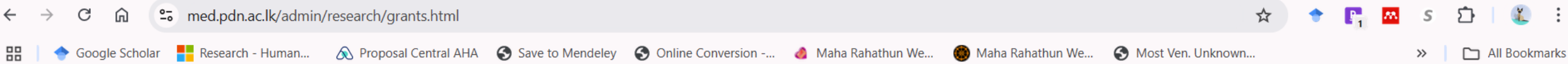
HANDLING FINANCES



SHARING EXPERIENCES

Overview and Rules and Regulations

Dr. Damsara Nandadeva
Secretary/FRC



Faculty Research Committee
Faculty of Medicine - University of Peradeniya



Faculty Research Grants

- University Research Grants & Postgraduate Research Fellowships >>>
- Application form for a URG >>>
- Grant Accepting Letter (to be filled by the Grantee) >>>
- Submission of Progress Reports >>>
- Submission of the Final Report >>>
- Requesting budget revision/fund transfer >>>
- Requesting grant period extension >>>
- Regulations governing the award of University Research Grants >>>

<https://med.pdn.ac.lk/admin/research/grants.html>

<https://www.pdn.ac.lk/>

University Research Grants

- **Composition and responsibilities of the FRC**
- **Regulations governing the award of University Research Grants**

Grant call and fund availability

- Applications are called for once a year
 - towards the end of the previous year or beginning of grant awarding year
 - Closing date ~ one to two months
- Amount of funding
 - Faculty allocation
 - based on the academic staff cadre
 - informed by Council and Academic Division

Eligibility

- Only permanent academic staff
- Can hold only one University Research grant at a time as PI*
 - Can function as a collaborator in other grants
- Collaborative studies (between departments)
 - All equipment purchased from the grant should be taken into inventory in the PI's department

Duration of the grant

- A bit of a grey area!
- Generally, one year
- Continuing grants
 - Can apply for additional funding in a subsequent year for the same project
 - Clearly mention in a cover letter that you are applying for a continuing grant.

Submission of Grant Application

<https://docs.google.com/document/d/1nDhSoA9g3FnyWff7ssSBTzjJrHvUANL8/edit?tab=t.0>

- Application
 - Project proposal
 - Budget – in detail
-
- Three copies to be submitted to FRC (Ms Shanika- Deans Office) after completing the application and obtaining the signature from the Head of the Department of the PI

Processing the application

- Reviewers appointed by FRC → Applications sent to reviewers → comments received → back to applicant if necessary
- Budget revision may be requested by FRC if total requested amount exceeds total faculty allocation
- Finalized at FRC meeting → sent to Senate Research Committee
 - FRC will decide order of priority
- Grants are awarded by the Senate Research Committee

Award of the grant

- Grantee will be informed by Council and Academic Division through email
- Grantee must accept the grant (<https://med.pdn.ac.lk/admin/research/grants.html>)

Progress reports, Budget revisions, Request for Extensions

- According to the stipulated format
- Submitted in duplicate to the FRC together with a covering letter
- Will be evaluated by the FRC and forwarded to the SRC
- SRC meetings are held every 3 months

Progress reports

- **MUST BE SUBMITTED EVERY SIX MONTHS!**
 - Dates will be noted in the award letter
- <https://docs.google.com/document/d/1JZF-MEQsKaanyenIBu0WHa9LiMJq278Q/edit?tab=t.0>
- Submit in duplicate to FRC with the signature of the Head of the Department
- With covering letter addressed to **SAR, Council and Academic Division**

Ref. No. : AC/02

Date : 07.07.2023

To

Reg. : University Research Grant Year 2023
New Project - Grant No. URG/2023/25/M

Dear Dr.

This refers to the application submitted by you requesting a University Research Grant for the year 2023 to carry out research on "Cardiac autonomic function and blood pressure variability in individuals with a family history of hypertension" for a period of 01 year.

I have the pleasure in informing you that the 195th Meeting of the Senate Research Committee (SRC) held on 01st Feb. 2023 decided to allocate Rs. 800,000.00 for the said research project.

Names & Affiliations of Local Collaborators :

Names & Affiliations of Foreign Collaborators : None

1. This grant will be effective from **01.03.2023 to 28.02.2024**
2. The estimated budget allocation approved by the SRC is as follows:

Category	Amount (Rs)
Equipment	
• Ambulatory blood pressure monitor (1Nos)	450,000.00
• Aneroid sphygmomanometer (1Nos)	20,000.00
Consumables	
• Disposable ECG electrodes	30,000.00
Participant compensation	300,000.00
Total	800,000.00

3. Please note that it is **compulsory** that you submit the following reports on time through the Head of the Department, Chairman/Faculty Research Committee and the Dean of the Faculty to the Senate Research Committee for its consideration.

- a). Progress Report (at the end of 6 months) due on
 - 1st Progress Report due on - 31.08.2023
 - 2nd Progress Report due on - 28.02.2024
- b). Final Report due on or before - 31.05.2024

Request for Extension

- If project is not likely to finish during the given period, can request for an extension (usually given for 6 months at a time)
- **SUBMIT AT LEAST 3 MONTHS BEFORE GRANT PERIOD IS OVER**
- <https://med.pdn.ac.lk/admin/research/grants.html>
- Submit in duplicate to FRC with the signature of the Head of the Department
- With covering letter addressed to **SAR, Council and Academic Division**

Budget revisions

- If the allocated budget for one category is not adequate, can request for a budget revision – transfer funds from another category
- Will not approve a budget increase
- <https://docs.google.com/document/d/1j6byByp2JuTLSmCsmANgtt63HOXEHMtU/edit?tab=t.0>

Final report

- Should be submitted within 3 months of the last progress report
- Stipulated format
- <https://docs.google.com/document/d/1pSF4fAFfIXlvKotvYs0cABveFqRUICXQ/edit?tab=t.0>
- PI needs to suggest names of 3 external reviewers (Outside UoP)
- Submit in **triplicate** to FRC after obtaining signature from **Bursar and HoD** with covering letter
- Attach publications/conference presentations

Evaluation of Final reports

- Internal review by FRC
- Sent back to researcher if revisions suggested
- Final version sent to SRC → sends for external review
- Review reports will be sent to FRC and grantee
- Final approval will be given by the SRC according to the reviewer report

General rules

- Correspondence to SRC should always be through the HoD, chairperson FRC, and Dean
- Must follow administrative and financial regulations of the University
- If a grantee is taking leave work on the project must be arranged – grant maybe handed over to another academic for the leave period but the responsibility lies with the grantee
- At the end of the projects all advances and financial matters must be settled, and all equipment and excess chemicals must be handed over to the department
- Mandatory to present findings at iPURSE

General rules

- Grantee shall be responsible for any legal, audit and other implications that may arise due to non-compliance with these approved university regulations and the university shall not be liable to pay any compensation, reimbursement of any fines imposed or for any financial and other losses

10.8 If the Grantee leaves the university without settling the advances taken by him/her from the research grant or if the Grantee has not properly handed-over all the items purchased under the Grant to the Head of the Department or if any items purchased under the grant are found to be lost, missing or damaged owing to the negligence of the Grantee, the cost of such losses and damages sustained by the university shall be recovered from his/her University Provident Fund as per Section 94 of the University Act No.16 of 1978 or subsequent amendment/s made thereto.

Go through the rules and regulations document thoroughly!!

Thank you!