

# *University Research Grant: A Personal Experience*

*Dr. Warunie Kosgallana  
Department of Anatomy,  
Faculty of Medicine,  
University of Peradeniya*



1. Application

2. Progress reports

3. Keeping records

4. Purchasing items

5. Revisions/extension/final report

# 1. Application

## Call for application



### FACULTY OF MEDICINE University of Peradeniya

P. O. Box 34, Galaha Road, Peradeniya 20400, Sri Lanka  
Tel: +94(81) 2388840, Fax: +94(81) 2389106, Web: med.pdn.ac.lk

Date : 6<sup>th</sup> of January 2025  
To : All Academic Staff Members  
Faculty of Medicine  
Subject : UNIVERSITY RESEARCH GRANTS - 2025

Dear Academic Staff members,


I have the pleasure of informing you that the approved allocations for University Research Grants for the Faculty of Medicine is Rs. 4,969,602.90 to carry out research for the year 2025 including 5% of the allocation for the "Undergraduate Research Symposium and regular FRC's Research Forum" in the faculty. As informed by the Council & Academic Division (email dated 03.01.2025), we have decided to allocate funding for suitable research projects to be carried out by academic staff.

The applications for these grants are available at <https://sites.google.com/gs.pdn.ac.lk/cadiv/research-fellowships?authuser=0> (from the University web) and the closing date for submitting a duly completed application with the research proposal is **20.01.2025 before 12 noon** as informed by the URC. All Deans have requested the Vice Chancellor to extend the closing dated and awaiting a response. Please make sure that the amount of the grant requested is in the range of Rs. 250,000 – 400,000. (May be required to revise after compiling the revised application). We will entertain applications received from researchers for evaluation and then send the compiled applications to the Senet Research Council (SRC).

Researchers that are holding a University Research Grant for the proposed research are not eligible to apply for funding based on the SRC regulations unless the intention is given for a continuous grant from the proposal approved last year.

Please note that it is mandatory that the application for funding with the proposal must be submitted through the Head of the Department to the Chairperson / Faculty Research Committee by the due date.

Thank you.  
Yours sincerely,

  
Prof. Saman Nanayakkara  
Dean/ Faculty of Medicine

Dean  
Faculty of Medicine  
University of Peradeniya  
Peradeniya  
Sri Lanka

Prof. Saman Nanayakkara

MD (Anaes), MBBS, MA (Archaeology), B. Ac., MScF, Postgraduate Diploma in Sociology  
Professor in Anaesthesiology, Department of Anaesthesiology & Critical Care, Consultant Anaesthetist, Teaching Hospital, Peradeniya

Dean, Faculty of Medicine

Office Tel: +94(81) 2390296, Mobile: +94 771601212  
e-mail: dean.medicine@med.pdn.ac.lk (Official), nsaman@y7mail.com (Personal)

## Important Read carefully. Respect deadlines.





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பேராதனைப் பல்கலைக்கழகம்  
UNIVERSITY OF PERADENIYA

English

Directory | Webmail | Login | Emergency | Online F

ABOUT ▾

ACADEMIC ▾

ADMINISTRATION ▾

STUDENTS ▾

PUBLICATIONS ▾

RESEARCH

CENTERS & UNITS

ALUMNI

VACANCIES

Administrative Divisions >

Financial Administration >

Services >

Others >

Academic Establishments

Capital Works

Corporate Management

Council & Academic

General Service

Legal & Documentation

Non-Academic Estab.

Student Registration

Student Service





## SUBCOMMITTEES OF THE SENATE



Senate Research  
Committee



Academic  
Development and  
Planning



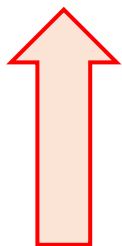
English Language  
Teaching

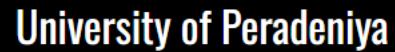


Senate Library  
Committee



Senate Publication  
Committee







Application for University Research Grants

Year.....

RC

ADPC

ELTC

SLC

SPC

Staff

Contacts



Closing Date:

**Note: All applicants should submit three copies of the Completed Application Form to the respective Faculty through the Faculty Research Committee.**

Part I

1. Name of Applicant: Rev

2. Department & Faculty...

**Part II- Project Proposal**

(Attach a separate, typed document giving the following details)

1. Title of the Project
2. Background/justification/rationale of the project
3. Research problem /research question
4. State the hypothesis to be tested
5. List the Objectives of the research
6. Describe the Methodology to be used
7. List the Data you plan to collect

.....  
Date

.....  
Signature of Applicant

**III Official Recommendations**

1. Observations/Recommendations of the Head of the Department.....

.....

.....

.....

Date

.....

Signature

2. Observations/Recommendations of the Faculty Research Committee

for University Research

or Progress Report

Template for Final

# You will receive a letter of approval

Date : 18.05.2022

To : Dr. EW Kosgallana  
Department of Anatomy  
Faculty of Medicine

Reg. : University Research Grant Year 2022  
New Project - Grant No. Ref.No.

Dear Dr. Kosgallana,

This refers to the application submitted by you requesting a University Research Grant for the year 2022 to carry out research on "DNA Mismatch Repair Defect in Colorectal Cancers and Correlation of Clinicopathological Findings in Sri Lanka" for a period of 03 Years.

I have the pleasure in informing you that the 100<sup>th</sup> Meeting of the Senate Research Committee (SRC) held on 04<sup>th</sup> May, 2022 decided to allocate Rs. for the said research project.

Important

Go through carefully. There may be errors which can be corrected.





Research Grant Regulations

Application for University Research Grant

Letter of Acceptance

Template for Progress Report

Template for Budget Revision/Fund Transfer

Template for Final Report

Assistant Registrar/Council & Academic  
University of Peradeniya

**Letter of Acceptance  
University Research Grants**

**Title of the Research Project:**

**Grant No:**

**Name of the Grantee:**



1. Application

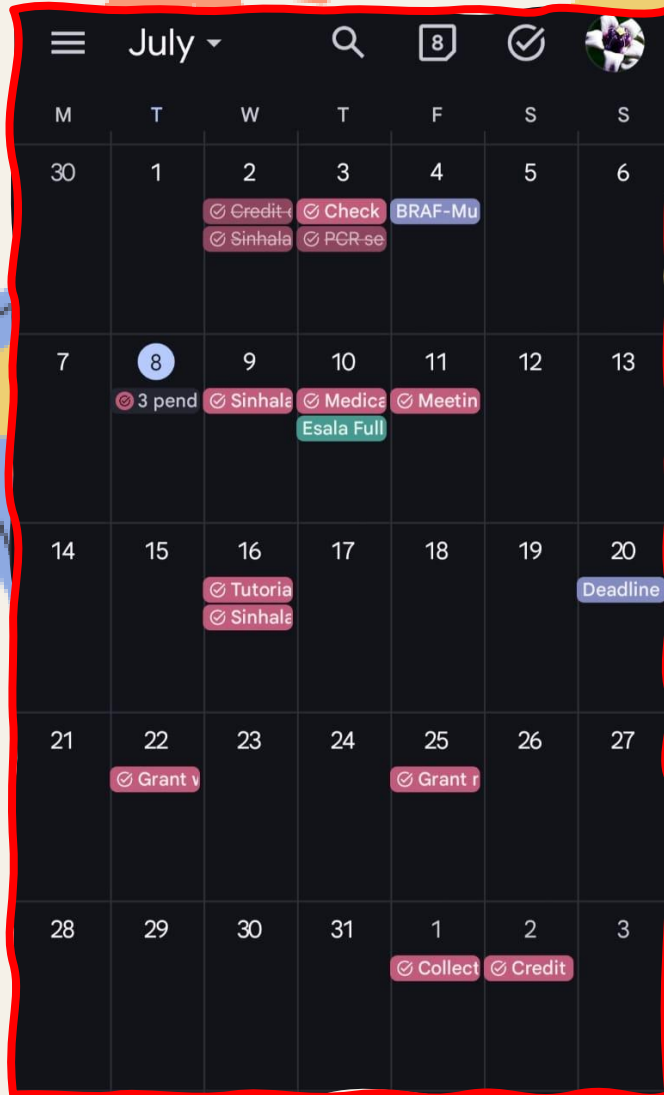
2. Progress reports

3. Keeping records

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## 2. Progress reports



Important  
Respect deadlines: keep reminders!

Final report		Submitted	Accepted
* URG - Peradeniya	1. 17.11.2022	✓	✓
① May, Nov	2. 17.05.2023	✓	✓
	3. 17.11.2023	✓	✓
	4. 17.05.2024	✓	✓
	5. 17.07.2024	✓	✓
	6. 17.05.2025	✓	
Final report	7. 17.08.2025		



## Research Grant Regulations

Form RG/PR

### University of Peradeniya - University Research Grants

#### Progress Report

It is mandatory for Recipients of University Research Grants to submit Progress Reports (PR) biannually (or by 30<sup>th</sup> June and 30<sup>th</sup> December of each year) during the grant period. The Final Report (FR) should be submitted three months after the submission of the last Progress Report.

Two copies of the duly completed Progress Report should be sent to the Senior Assistant Registrar Council & Academic through the Head of Department, Chairperson of the Faculty Research Committee (FRC) and the Dean of the Faculty.

1. Research Grant No. ....
2. Title of Research Project.....  
.....  
.....

Application for University Research Grant

Template for Progress Report

Template for Request of Extension





1. Application

2. Progress reports

3. Keeping records

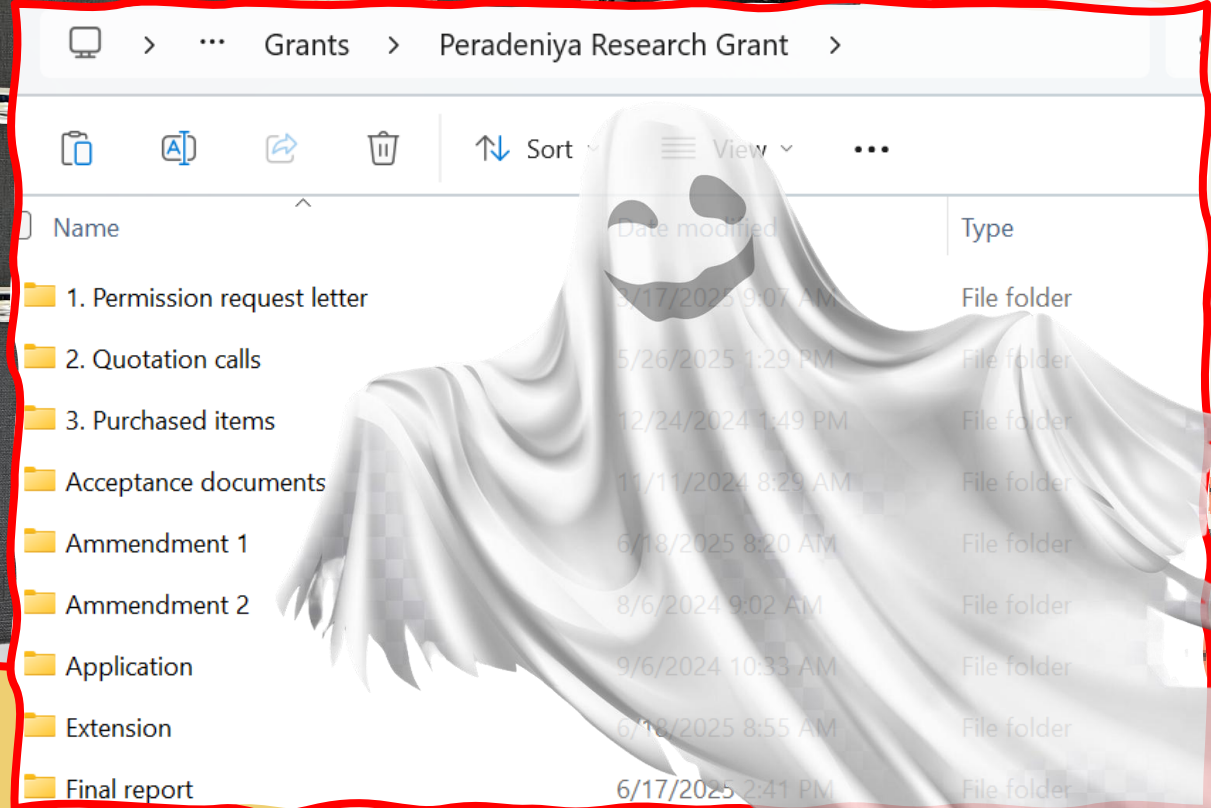
4. Purchasing items

5. Revisions/extension/final report

# 3. Keeping records

## Important

**Keep records!**  
Hard copies - file  
Soft copies - folders  
Excel sheet



Grants > Peradeniya Research Grant >		
Sort View ...		
Name	Date modified	Type
1. Permission request letter	3/17/2025 9:07 AM	File folder
2. Quotation calls	5/26/2025 1:29 PM	File folder
3. Purchased items	12/24/2024 1:49 PM	File folder
Acceptance documents	11/11/2024 8:29 AM	File folder
Ammendment 1	6/18/2025 8:20 AM	File folder
Ammendment 2	8/6/2024 9:02 AM	File folder
Application	9/6/2024 10:33 AM	File folder
Extension	6/18/2025 8:55 AM	File folder
Final report	6/17/2025 2:41 PM	File folder



1. Application

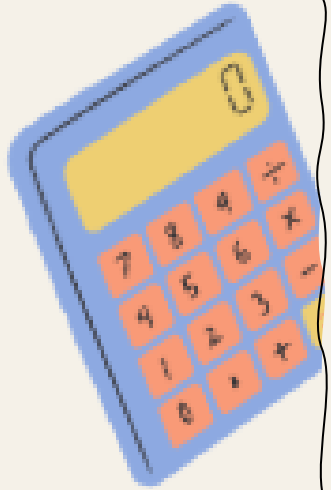
2. Progress reports

3. Keeping records

4. Purchasing items

5. Revisions/extension/final report

# 4. Purchasing items

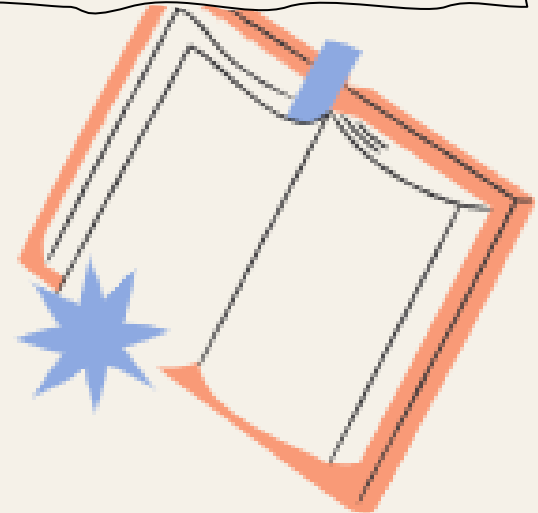
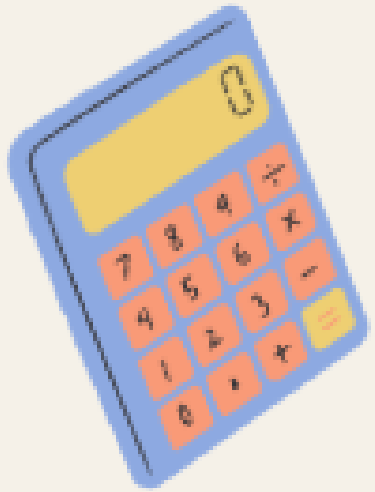


1. Requesting approval for calling quotations (form available).
2. Call for quotations (list of approved companies).
3. Appointment of Technical Evaluation Committee (TEC).
4. Prepare schedule and obtain report of TEC.
5. Approval of Regional Procurement Committee (RPC).
6. Receive the indent.
7. Send purchase order (form available).
8. Receive item → Goods acceptance committee.
9. Enter to inventory.
10. Send payment voucher.



# Request for advance

1. Letter of request for advance with 'payment of advance request form': items and cost.
2. Collect check from the accounts branch.
3. Purchase items.
4. Letter of settlement with the bills.





1. Application

2. Progress reports

3. Keeping records

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5. Revisions/extension/final report



# *5. Revisions/extension/final report*



Research Grant Regulations

Letter of Acceptance

Template for Budget Revision/Fund Transfer

Application for University Research

Form: URG/BR

UNIVERSITY RESEARCH GRANTS

REQUEST FOR BUDGET REVISION

Name of the Grantee:		
Grant No.		
Category	Originally approved budget	Revised budget
Literature Survey		
Stationery		
Postage		
Equipment		
Chemicals		
Consumables		
Travel		
Date Processing		

Tips

No need to go the extra mile! 😊

Only if changing amounts allocated to each category.





## Research Grant Regulations

## Application for University Research Grant

Form: URG/EXT

### UNIVERSITY RESEARCH GRANTS

#### REQUEST FOR AN EXTENSION OF THE GRANT PERIOD

Name of the Grantee	Extensions already granted	No. of progress reports submitted	Extension required
Grant No.			
Period			

#### Justification for the request:

(Attach a separate sheet if the space given is inadequate.)

## Template for Progress Report

## Template for Request of Extension



Research Grant Regulations

Application for University Research Grant

Letter of Acceptance

Template for Budget Revision/Fund Transfer

Template for Final Report

## University of Peradeniya

### University Research Grant- Final Report

**It is mandatory for Recipients of University Research Grants to submit the Final Report (FR) three months after the submission of the last/final Progress Report (PR).**

1. Research Grant No: .....

2. Title of the Research Project: .....

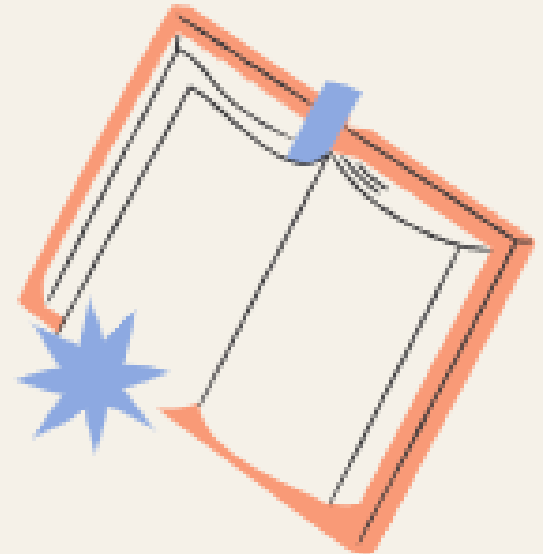
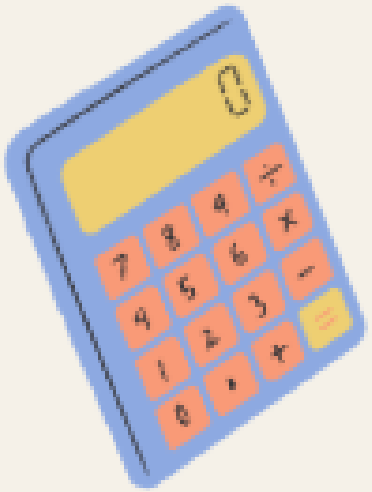
3. Name of Grantee: .....

4. Grantee's Faculty/ Department .....

5. Names and Affiliations of Collaborators (in any)


# Continuous grants

1. *Same application: mention that you are applying for a continuous grant (no special place to mention).*





# THANK YOU!



*Rules, regulations, procedures may change!  
Check regularly with the relevant authorities.*