

**UNIVERSITY OF JAFFNA, SRI LANKA**

**Application to obtain Research Allowance for the Year \_\_\_\_\_\_\_\_\_\_
in terms of Budget Proposal 2011**

1. Name of the Applicant:
2. Designation:
3. Department/Unit of Study:
4. i. Whether research allowance obtained last year: Yes / No

ii. If yes, under which provision of the Higher Education Circular No. 1/2011:
(Please encircle the appropriate number)

3 (i) Proof of published / accepted research results

3 (ii) Evidence that research activities have been commenced and being continued under research grants

3 (iii) Research proposal containing the nature of the research, the time frame and methodology

3 (iv) Copies of the research papers presented by the academic staff on study leave or sabbatical leave

3 (v) Proposed publications

1. i. Under which provision of the Higher Education Circular No. 1/2011 of 20.04.2011, the application is made for Research Allowance for this year:

3 (i) Proof of published / accepted research results

3 (ii) Evidence that research activities have been commenced and being continued under research grants

3 (iii) Research proposal containing the nature of the research, the time frame and methodology

3 (iv) Copies of the research papers presented by the academic staff on study leave or sabbatical leave

3 (v) Proposed publications

ii. Documents Annexed (please tick the appropriate one)

 Evidence of publication

 Evidence of presentation

 Evidence of acceptance of publication/presentation

 Proposed academic/research publication

 Evidence of research activity commenced earlier and continued last year under research grants

 Research Proposal

 Progress Report

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Applicant Date

1. **Recommendations / Observations**

|  |
| --- |
|  **a. Observation of the Head of the Department:**       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Head / Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  **b. Approval of the Faculty Research Committee.** 1. Application for research allowance of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the year \_\_\_\_\_\_\_ was considered at the FRC meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. The committee recommended to pay the allowance for the year \_\_\_\_\_\_\_\_\_ under provision 3(i) / 3(ii) / 3(iii) / 3(iv) / 3(v) of the Higher Education Circular No. 1/2011 of 20.04.2011. (Please encircle the appropriate number).
2. The committee **did not recommend** the payment of research allowance for the year \_\_\_\_\_\_\_\_\_ having considered the facts that

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Special notes (if any):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairperson of FRC/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  **c. Endorsement by the Dean of the Faculty.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dean / Faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Approval**

Approved / Not Approved

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice – Chancellor Date