



The Ministry of Higher Education jointly with University Grants Commission has launched an Innovative Research Grant Scheme (IRGS) to promote research and development initiatives of Higher Education Institutions for regional and national development. The IRGS provide assistance to supplement the resources in Universities/HEIs by supporting basic, applied and adaptive research while promoting human resources development through postgraduate research training leading to postgraduate qualifications, preferably Doctoral degrees.

The objective of the IRGS is to focus the research and development thrust of Universities/HEIs so as to mobilize their resources for addressing R&D issues and problems faced by diverse regions of the country and the country while promoting the Universities/HEIs commitment to train postgraduate level trained human resources required to spearhead the science and technology drive of the country.

Check List	
Section A	Information about the University/ HEIs & Applicant(s), Coworkers & Collaborators/Industry Partners
Section B	Project summary
Section C	Research Proposal & the Detailed Budget
Section D	Information of Collaborative Institution/ Collaborator(s)/Industry Partners and their concurrence
Section E	Project Implementation Schedule / Gantt Chart

Mailing address for submission of Grant Application

Assistant Secretary/ Senior Assistant Secretary
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SECTION A: Information of the University/ HEI & Applicant(s)

1. Institution	
a). Name of the University/ HEI:	Contact Information Telephone: Fax: Website:
b). Name of the Faculty:	Contact Information Telephone: Fax: Website:
c). Name of the Department/ Research Unit:	Contact Information Telephone: Fax:
2. Investigators	
<i>Full CV of the principle investigator along with brief CVs (approximately 2 pages) should be attached.</i>	
Principle Investigator Name: Mailing address: CV – Attached	Contact Information Tele: Land: Mobile: E-mail:
Co-Investigator - 1 Name: Mailing address: CV – Attached	Contact Information Tele: Land: Mobile: E-mail:
Co-Investigator - 2 Name: Mailing address: CV – Attached	Contact Information Tele: Land: Mobile: E-mail:
Co-Investigator - 3 Name:	Contact Information Tele: Land:



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Mailing address:	Mobile: E-mail:
3. Collaborators	
Collaborator - 1 Name of the Institution: Name of the Collaborator: Mailing address:	Contact Information Tele: Land: Mobile: E-mail:
Collaborator - 2 Name of the Institution: Name of the Collaborator: Mailing address:	Contact Information Tele: Land: Mobile: E-mail:
4. Industrial Partners	
Industrial Partner - 1 Name of the Industry: Name of the Liaison Officer Mailing address:	Contact Information Tele: Land: Mobile: E-mail:
Industrial Partner - 2 Name of the Industry: Name of the Liaison Officer Mailing address:	Contact Information Tele: Land: Mobile: E-mail:



SECTION B: Project Summary

1. Project title:

2. Research area

Agricultural Science ☐

Biological & Physical Science ☐

Engineering Science ☐

Health Science ☐

Information Science ☐

Management & Accountancy ☐

Social Science & humanities ☐

Other (Specify ☐

3. Project Summary:

(Describe in brief (less than 200 word) the justification of the proposed study, Procedure(s)/ hypothesis to be addressed, experimental/ research design, analytical and statistical methods and expected outcomes/outputs)



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4. Project Duration

Projects reading more than 3 years need strong justification

- ☐ 1 Year
 ☐ 2 Years
☐ 3 Years
 ☐ __ Years

Justification for project needing more than 3 years:

(need to be filled only by applications for projects of more than 3 years).

5. Budget Summary

Component	Year 1	Year 2	Year	Total
a) Personal				
b) Equipment				
c) Consumables				
d) Laboratory series & analysis				
e) Travel & subsistence				
f) Miscelleneuos				
Total				

6. Expected outputs/ outcomes and their relevance to regional and national development

(pl.specfy the expected outcome/output in qualitative/qunatatively, as approriate)

a) New Knowledge	
b) Research publication (s)	
c) Postgraduate degree (s)	
d) Relevance of output/ outcome to regional & related development	
e) Other (Specify)	



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SECTION C: Research Proposal & the Detailed Budget

1. Justification of the proposed research project

This section should include a comprehensive write up on the issue/problems, existing knowledge based on local and international published literature and/or on-going preliminary findings or scientific revelations which merit further investigations. All statements must be adequately back by published literature. All publication cited in the text must be listed under references.

(Attach additional sheets if necessary)

a) Text:

b) Reference List:



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2. Originality & innovativeness of the proposed work

[If your proposed work is claimed as original and innovative, pl. qualify it by presenting evidences for your claim and the argument (s)]

3. General and specific objectives of the proposed work

3.1 General Objective/s



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3.2 Specific Objective/s

4. Methodology

(Attach additional sheets if necessary)

Pl. Describe in sufficient details of the Methodology of the proposed study

4.1 Experiential Layout and Design (If applicable)



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4.2) Methodology in details, where applicable

Please complete relevant sections

a) Data/Sample collection

b) Study group vs. controls

c) Other methods used to create data

d) Validation and quality control of methods

e) Cost effectiveness of proposed methodology with regard to applications/developments



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4.3) Details and cost of outsourcing of laboratory testing, if applicable):

If laboratory testing of samples are to be done through an overseas laboratory or through testing service provider, please provide the details of such arrangement and approximate cost for such services

4.4) Statistical /data Analysis

5. Feasibility

a Identify the human resources requirement for the project with respect to the areas of expertise by each member of the research team on the following.

a.1 Principal Investigator

Names and affiliations should not be mentioned

Knowledge



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Training										
Research experience										
Research experience in the area related to the project work										
How many hours per week the Principal Investigator could contribute to this project? (Please tick the appropriate box)										
<table border="1"><tr><td>< 5 hours</td><td>5 – 10 hours</td><td>10-15 hours</td><td>15-20 hours</td><td>20 hours <</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	< 5 hours	5 – 10 hours	10-15 hours	15-20 hours	20 hours <					
< 5 hours	5 – 10 hours	10-15 hours	15-20 hours	20 hours <						
Other commitments of the Principal Investigator (PI) Teaching (No. of hours per week)										
Training Programmes										
Leave abroad (Study Leave, Sabbatical Leave, etc.)										
If the PI is planning to take leave (> 2 weeks) during the grant period, state the responsible person for the project										
a.2 Co-investigator - 1 <i>Names and affiliations should not be mentioned</i>										



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Knowledge

Training

Research experience

Research experience in the area related to the project work

How many hours per week the Co-investigator – 1 could contribute to this project?
(Please tick the appropriate box)

< 5 hours	5 – 10 hours	10-15 hours	15-20 hours	20 hours <

a.3 Co-investigator – 2

Names and affiliations should not be mentioned

Knowledge

Training

Research experience

Research experience in the area related to the project work



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How many hours per week the Co-investigator – 2 could contribute to this project?
(Please tick the appropriate box)

< 5 hours	5 – 10 hours	10-15 hours	15-20 hours	20 hours <

a.4 Co-investigator – 3

Names and affiliations should not be mentioned

Knowledge

Training

Research experience

Research experience in the area related to the project work

How many hours per week the Co-investigator – 3 could contribute to this project?
(Please tick the appropriate box)

< 5 hours	5 – 10 hours	10-15 hours	15-20 hours	20 hours <

b Work plan

Please attach the Gantt chart to cover the proposed study

Example:

Duration Vs Activities	Year 1		Year 2		Year 3	
	Jan - June	July - Dec	Jan - June	July – Dec	Jan - June	July - Dec
Activity 1	X	X	X			
Activity 2			X	X		
Activity 3					X	
Activity 4					X	X
Activity 5					X	X



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c Indicators & milestones of progress

Please list the milestones and indicators that will be used to measure the progress of the proposed study

6. Ethical consideration

Relevancy to the project

Relevant ☐ Not relevant ☐

If relevant, Ethical clearance obtained

Yes ☐ No ☐

If Yes, attach copy to application

If no, applied for Ethical clearance

Yes ☐ No ☐

7. Indicate the human & environmental safety issues related to the project and how they are being addressed

8. Budget

a Financial support

Is the proposed research currently being supported by any other grant/considered by any other source for funding?

Yes ☐ No ☐

If yes, please give details.



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Summary of Budget

(1) Personnel	1 st Year	2 nd Year	3 rd Year	Total
(i) Research Scientist*				
(ii) Research Student**				
(iii) Technical Assistant				
(iv) Labour/Other				
Sub Total (Personnel)				
(2) Equipment***				
Sub Total (Equipment)				
(3) Consumables				
(4) Laboratory services and sample analysis				
(5) Statistical analysis				
(6) Calibration of instruments				
(7) Postgraduate registration fees				
(8) Travel & Subsistence				
(9) Miscellaneous				
GRAND TOTAL ****				

* Research Scientist should have a postgraduate research degree (MPhil/PhD) and work full time with the Principal Investigator.

** Full-time Research Students should read for a research degree, preferably for a doctoral level qualification.

*** List all the items of equipment in this cage.



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9. Budget justification

1 Personnel

Requests for personnel for the proposed project should not be made unless they are absolutely necessary. The Investigators should indicate and justify the type of personnel required.

* *Research Scientist should have a postgraduate research degree (MPhil/PhD) and work full time with the Principal Investigator.*

** *Full-time Research Student should register and read for a research degree, preferably for doctoral level qualification.*

(i) Research Scientist*

a. Full time for years/months

b. Description of work to be carried out by the Research Scientist:-

(ii) Research Student**

a. Full time for years/months

b. Description of work to be carried out by the Research Student:-

c. Research Student will be registering for a postgraduate degree:- ☐ Yes ☐ No

(iii) Technical Assistant

a. Full time/part time for years/months

b. Description of work to be carried out by the Technical Assistant:-

(iv) Labourers

a. No. of labourers required for days/months

b. Description of work to be performed:-

2. Laboratory equipment

A complete description of equipment required and a full justification must be given. Indicate the make, type, model No., supplier, quantity etc. Also attach brochures if available.

Prices should be quoted in foreign currency where relevant, giving the rupee equivalent (calculated at current exchange rate + 20%).

Cost of equipment should not normally exceed 50% of the total budget. Equipment costing more than Rs 500,000 will only be considered only exceptional circumstances and requires very strong justification.

Type/Model/Supplier	Qty	Estimated Cost	
		USD (\$)	Rs.
TOTAL			

Justification:



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3 Consumables

Attach the list and give a complete description of type (e.g. Chemicals, glassware etc), quantity (justify the quantity and type) and cost

4 Laboratory services and sample analysis

Institution/Department, Type of services, No of samples, Cost

1st Year

2nd Year

3rd Year

5 Statistical analysis

Justification

1st Year

2nd Year

3rd Year



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6 Calibration of instruments
1 st Year
2 nd Year
3 rd Year
7 Postgraduate Registration Fees <i>During the course of the project, the PG registration fees of only one Research Student can be reimbursed</i>
1 st Year
2 nd Year
3 rd Year
8 Travel & Subsistence <i>As far as possible the grantee should combine field work under the project with his/her 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.</i> <i>Give a <u>detailed breakdown for each year</u> with justifications of the cost figures given in summary budget. Indicate no. of field visits, places to be visited and any other relevant details.</i>
1 st Year

2nd Year

3rd Year

9 Miscellaneous

Give complete breakdown with cost

The funds for miscellaneous, should not exceed 10% of the total cost of the project

Items	Estimated Cost			
	1 st Year	2 nd Year	3 rd Year	Total
TOTAL				

10 Available equipment and other facilities

Mention whether the required equipment are available in the Principal Investigator's Institution or outside, which is of direct relevance to the project.



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1 Major equipment and facilities

2 Research/Technical assistance and labour provided by the Institution

3 Other resources and support services available to the project in the Institution or outside

11. How do you propose to utilize the research output for regional and/or national development?

12. How do you propose to protect and exploit Intellectual Property (IP)?
(Indicate if applicable)



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13. Signature of Investigators

(a)

(b)

(c)

(d)

.....

Date

14. Recommendations

When forwarding applications the Heads of Institutions are expected to consider the following aspects – that there is no duplication in funding for the project and that the applicant will be able to devote sufficient time to carry-out the project. (If the applicants are from different institutions, recommendations from each institution should be submitted)

Percentage of time the Principal Investigator could contribute to this project (please tick the appropriate box)

10%	20%	30%	40%	Other

I confirm that I have read the application and that the facilities will be made available for this project. The project proposal is recommended.

.....
Signature of Head of the Department

.....
Date

I recommend and forward the project proposal.

.....
Signature of Dean of the Faculty

.....
Date



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I approve and forward the application.

.....
Signature of the Vice Chancellor

.....
Date



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SECTION D: Information of Collaborating Institution/Industry Partner and Collaborator (s) and their concurrence

(A formal agreement between the UGC, Principle Investigators' Institution and with the collaborator/industry partner, as the case may be needs to be signed, if the proposal is approved for funding)

1. Collaborating Institute /Industry partner and Collaborator/	
Name of the Institute/Industry Partner:	Name of the Collaborator - I:
Address:	Name of the Collaborator - II:
Contact Information:	
Expected contribution towards the project:	
By Cash (specify):	In kind (Specify):
Facilities that can be made available for the research project	
Space: Equipment: Other:	
2. Consent	
We are hereby agreed to collaborate with the principle investigator of the project and provide all facilities and services mentioned above.	
Date:	Signature of the Collaborator/ Industry Partner
	Signature of the Head of the Collaborating Institute/Industry Partner