**Documents to be submitted pertaining to University Research Grants**

* Research committee meetings are held every 4th Wednesday of each month. Please see the link below for 2025 committee meeting dates and deadlines for submission of correspondence.

<https://medical.sjp.ac.lk/research-committee/>

* All correspondence should be addressed to the Chairperson, Research Council, USJ and forwarded through the Head of the Department, Chairperson of the Research Committee/FMS, and the Dean/FMS.
* All correspondence should be handed over to the **Demonstrators’ Room in the Department of Pathology**, on or before the deadlines listed in the link above in order to be tabled at the next research committee meeting.

**Relevant correspondence**

**1. Final reports**

* 2 bound copies of the final report (A4 paper, font 12) with the covering letter signed by all co-investigators and forwarded through the head of the department.
* Relevant publications arising from the grant should be attached.
* The final financial report from the Senior Assistant Bursar (SAB) of the faculty.
* Please refer to <http://research.sjp.ac.lk/rersearch-grant/> on how to compile the final report.

**2. Progress reports**

* Progress reports should be submitted by **15th June** and **15th December** of each year (irrespective of starting date of the project).
* The format for research grant progress reports can be downloaded here. <http://research.sjp.ac.lk/rersearch-grant/>.

Documents:

* Progress report duly signed by the principal investigator.
* Interim financial report authorized by SAB.
* Any publications/conference proceedings relevant to the grant.
* A copy of the letter from research council approving the previous progress report.
* If it is the first progress report, a copy of the letter from Research Council approving the commencement of the study.
* The following table format should be included in the covering letter.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Department** | **Research Grant No** | **Progress Report** | **Financial Report** | **Expected outcome (PhD/MPhil)** |
|  |  |  |  |  |  |  |

**3. Extension of research grants**

Requests to extend the research grant should include:

* A covering letter justifying the extension, which extension, and the period of extension requested.
* An interim financial report authorized by SAB.
* A copy of the letter from Research Council approving the previous progress report.
* The following table format should be included in the covering letter.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name & Grant No./**  **Outcome (MPhil/PhD/MD)** | **Department & Faculty** | **Reason** | **Duration** | **Date of Commencement** | **Recommendation of**  **the Faculty Research Committee** |
|  |  |  |  |  |  |  |

**4. Requests to revise budget allocations within the budget**

**(including category transfers/ major deviations within the category)**

Requests to revise budget allocations should include:

* A covering letter justifying the budget revision.
* Clearly state the category from which the funds should be transferred and the category to which they should be allocated.
* An interim financial report authorized by the SAB.
* The following table format should be included in the covering letter.

| **No.** | **Name, Grant No. Dept. Faculty & Outcome (MPhil/PhD/MD)** | **Present Category** | | **Requested Category** | | **Research Committee Recommendation** |
| --- | --- | --- | --- | --- | --- | --- |
| **Category & Amount (Rs.)** | **Justifications for availability** | **Category & Amount (Rs.)** | **Justifications for the Requested Category** |
|  |  |  |  |  |  |  |

**5. Other correspondence**

**i) Commencement of research grant activities**

**ii) Any title changes**

All other correspondence should include:

* A covering letter stating the start date of the project.