

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/research-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/research-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 or outside 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.