

Documents to be submitted pertaining to university research grants

All correspondence should be addressed to chairperson, Research council and forwarded through the head of the department, through chairperson of the Research committee/FMS and through Dean/FMS.

Research committee meetings are held on every **first Thursday** of the month.

Please visit <http://research.sjp.ac.lk/rersearch-grant/> for more details.

All correspondence should be handed over to Dr Nilanka Perera (Department of Medicine, 0718021350), Secretary of Research Committee/FMS **on or before 25th of current month** 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)
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

Refer <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)

Format for research grant progress reports can be downloaded from <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

3. Extension of research grants

Requests to extend the research grant should include,

- A covering letter justifying the extension and the period of extension requested
- An interim financial report authorized by SAB
- A copy of the letter from Research Council approving the final progress report

4. Requests to revise budget allocations within or outside the budget

- A covering letter justifying the budget revision. Clearly state from which category to which category the fund transfer is needed
- An interim financial report authorized by SAB

5. Commencement of research grant activities

- A covering letter stating the start date of the project