

## ITUM Research Grant (ITUMRG)

### TERMS AND CONDITIONS ITUMRG

- After collecting the BoM approved documents relating to your research project from the Deputy Registrar, ITUM, appointment letters should be issued to Research Assistant (RA) using the specified form with the signature of the Principal Investigator (PI). Further, PI should take the sole responsibility to verify and confirm the qualifications claimed by the RA employed under ITUM funded research grants. Issuing the appointment letter on time is solely responsible of the principal investigator to prevent any delay in paying the stipend.
- Correspondence and progress reports regarding the Grant may not go through the Head of the Division unless in matters where Head of the Department should be aware of. All such correspondence should be forwarded to Director/ ITUM through RU. Final Report should be submitted to Director/ITUM through Head of the Division and RU.

#### A. Commencement of Research Activities

The date of the commencement of the research activity should be informed through Head of the Division to Research Unit. Research Unit will inform this to SAB to release funds.

##### A.1 Utilization of the Funds

- Your approved budget is as follows

Budget Summary		
	Budget Item	Amount (LKR)
1	Subtotal of allowances & travelling expenses	
2	Subtotal for chemicals/consumables and equipment	
3	Subtotal for other expenses	
	<b>Total Expenditure</b>	

A.1.1. No transfer should be made within the grant from one category to another. If a purchase should be made other than what is stated in the project proposal under each category, prior permission should be requested from Director through ITUM Research Unit (RU).

A.1.2. In unlikely circumstances where the investigator requests a fund transfer from one category to another, the request letter should provide a strong justification for the fund transfer. Further, a revised budget should be submitted to be approved by the RU.

A.1.3. The PI is entitled to obtain a sum of Rs.100,000.00 as an advance payment from the approved research grant. When obtaining this advance payment, two copies of duly completed vouchers should be sent to the Director through the SAB of ITUM. It is a pre-requisite to complete the requirements of the first advance payment before requesting the second advance payment. Advance payments should not be utilized to make the payments for the research assistants. Further advanced payments should not be utilized to procure equipment. It is the responsibility of the principal investigator to adhere to the prevailing financial procedures stipulated by the government.

A.1.4. The principal investigator is responsible to ensure that the advance payments are properly utilized for the said research.

A.1.5. The principal investigator is responsible to maintain the attendance registers of the Research Assistants. A copy of the attendance registers for the respective month should be attached to payment vouchers.

The qualifications and other particulars of the prospective research assistants should be approved by the RU and forwarded to the DR and Director for acknowledgement. Monthly payment vouchers of the research assistants approved by the Principal Investigator (submitted with a certified copy of the attendance of the said Research Assistant) should be submitted to the SAB through the Head of the Division. The payment vouchers should be submitted on the last day of the month. The payments will be given according to the stipulated dates by the financial Division in every month.

A.1.6. Strictly follow the government procurement guidelines when purchasing equipment.

A.1.7. Please be informed that all the payments in relation to the research grant are made under the financial regulations of the University and are subjected to auditing.

A.1.8. Conditions laid down here may subject to change and it is the responsibility of the principal investigator to adhere to the prevailing rules and regulations specified by the RU/ITUM.

A.1.9. Direct purchasing of chemicals and consumables worth Rs. 100,000/= or less could be purchased directly from the University Registered Suppliers with prior approval of the Director. In such circumstances, a strong justification is needed.

A.1.10. Travelling can be claimed by the PI or Co Investigator within the limits of the approved budget.

## **A.2 Progress Review**

A.2.1. A technical progress report (Progress Report -Form 1) inclusive of an interim financial report (Interim Financial Report-Form 2) should be submitted through the RU and by 15th of June and 15th of December of the year irrespective of the date of the commencement of the project.

A.2.2. Reporting periods should be from Dec 16th –June 15th and June 16th – December 15th.

A.2.3. Research grant advance payments will be stopped when the relevant progress reports are not received by the RU on its July and January meetings respectively.

A.2.4. All publications and conference proceedings pertaining to the grant during the reporting period have to be informed along with the progress report.

A.2.5. All publications should have the ITUM email address as the corresponding authors email address. The ITUM Research Grant number and the Institute of Technology should be acknowledged as the funding agency.

Institute of Technology University of Moratuwa (with correct spelling) should appear as the corresponding author's institutional affiliation.

All conference proceedings should at least have the Institute of Technology University of Moratuwa (with correct spelling) as author's institutional affiliation.

Example 1: This research was funded/ funded in part by the Institute of Technology, University of Moratuwa Research Unit ITUM RU grant number ITUM-RG-2021-01.

### **A.3 Final Research Report and Completion of the Grant**

A.3.1. It is mandatory that you have to complete your research on stipulated time period. If you are unable to complete your research due to an unavoidable reason, and a time extension is required for the completion of the research project, PI should write a letter of request to the ITUM RU; your request will be taken up at the next available RU meeting. If there is a delay in making the request, stipend will also be withheld for which PI is solely responsible.

If a budget revision is required for the completion of the research project, PI should submit the revised budget to the RU; your request will be taken up at the next available RU meeting. If there is a delay in making the request, stipend will also be withheld for which PI is solely responsible.

A.3.2. Final research report inclusive of the financial report should be submitted to the Research Unit in 02 copies through the Head of the Division within two months of the completion of the research.

A.3.3. Final Research Report will be evaluated by a reviewer.

A.3.4. The PI should submit evidence of scientific publications/communications.

The evidence of above has to be submitted within 2 years of completion of the project. The principal investigators who are unable to fulfill the above criteria will be penalized when applying for future university grants.