

E. Guidelines for International Travel Grant Scheme for OUSL staff - For presenting Research Papers in International Conferences

Eligibility: All permanent Academic Staff Members, Administrative & Finance officers (U-Ex 2 above), and Technical Officers (Grade 1 and above)

Criteria of Eligibility for funding: Following criteria will be followed in making the decision for eligibility for funding.

- a) The applicant for the grant shall be a co-author or the sole author of the paper and should have substantially contributed to the research and development of the research paper (a letter from other co-authors shall be submitted to this effect)
- b) The subject area of the paper must belong to the area of specialization discipline of the author.
- c) Papers shall be presented only in conference where the papers are reviewed, edited and are compiled into a conference Proceeding (hard copy or electronic) document.
- d) Extended abstracts that are not published in a conference proceedings document shall not qualify for funding (it shall be the responsibility of the applicant to prove that the conference papers are reviewed and published in proceedings).
- e) The paper presented shall be an original unpublished paper which has not been presented or which has not proposed to be presented in any other conferences, including the Annual Academic Sessions of the OUSL

Procedure to be Followed:

The applicant, along with the application for funding shall submit the accepted full paper which is being planned to be at the conference through proper channels to the Vice Chancellor.

The Research Division of the University will be responsible for the evaluation of the paper by an internal subject expert to ascertain the quality of the papers to be published in an international forum. It is proposed that the Research Division submit its recommendations with in two-weeks of submission of the application.

Amount of funding:

- a) Funding will be provided only for registration (Early Bird registration is encouraged), an economy class air ticket via the cheapest possible route and the visa fee
- b) It shall be the responsibility of the applicant to finance the accommodation and other incidental express during the stay of the conference, including any travel/medical insurance.

- c) For those applicants who are not eligible for the Research allowance with their salary, a nominal incidental allowance of **US\$40/-** per day shall be provided for the duration of the conference only.
- d) An applicant may be granted an amount not exceeding **LKR150,000/-** year to **LKR300,000/-** once in two years.
- e) However, an applicant may be granted an amount not exceeding **LKR 300,000/-** once a year if the candidate has published research paper in a journal indexed in one of the following in the current or previous year.

Web of science, SCOPUS, Russian Science Citation Index, Chinese Science Citation Database, Korea Citation Index, JSTOR, ACADEMIC SEARCH COMPLETE, ANNUAL REVIEWS, PROQUEST, SAGE JOURNALS, SOCIAL EXPLORER, SOCIAL SCIENCE CITATION INDEX, SPRINGER LINK

Frequency and conditions for funding:

- a) Funding will be made available for each staff member either once a calendar year or once in two calendar years.
- b) Applicants who are applying for the second and subsequent time for funding shall meet the following requirements
 - i. Applicant should have published a full research paper in a referred journal during the year in which the funding is requested.
 - ii. Paper thus published may be an upgraded version of the paper presented in the previous conference or an entirely new paper.
 - iii. Applicant shall be a co-author of the paper and should have substantially contribute to the research and development of the research paper thus published in the referred journal (letters from other co-authors shall be submitted to this effect).
 - iv. The other co-authors of the paper published cannot use the same paper for their application of funds.
 - v. A report previous visit should have been submitted to the SAR/Establishment.
 - vi. Teachers who obtained funds for presenting papers in the AAOU conference shall be also be required to comply with the above conditions (i to v) when applying for funding in future.
 - vii. Teachers applying for funds shall show evidence of course development at the time of application. (The following guidelines may be used for this purpose: Number of lessons developed/revised/edited during the service period of the academic; Any online/video/audio/interactive multimedia material developed by

the teacher would qualify as lesson material developed. The course material thus developed must have been given to the students.)

- viii. Administrative officers applying for funds to present papers overseas should have at least presented/published one full paper or two abstracts in local conferences/journals.
- ix. Technical officers applying for funds to present papers overseas should have obtained a minimum of 25 marks from sections (i),(ii),(iii) and (iv) in the marking scheme for candidates for promotion to the post of Senior Staff Officer circular 922) and have at least presented /published one full paper or two abstracts in local conferences/journals.
- x. A staff member who had applied for funding under this scheme will not be eligible to apply for funding under the “Bond Violation Fund” allocation in the same year for publishing or presenting papers.
- xi. In cases where the funding has already been disbursed by the University (conference fee, air ticket and visa fee) and after which if the staff member fails to attend the conference, other than due to very special reasons (serious illness or a death in the family), if the university is not in a position to obtain a refund from the conference organizers/travel agent, the staff member is liable to reimburse the expenses incurred by the University, including the visa fee.

