

Faculty Research Committee, Faculty of Allied Health Sciences, University
of Peradeniya
Standard Operating Procedures

1.0 Composition of Faculty Research Committee (FRC)

1.1 The membership of the FRC is constituted as follows.

Dean of the faculty

Head of each department of study

Chairperson/Faculty Higher Degree Committee

Faculty representative to the Senate Research Committee (SRC)

One representative from each department of study

Two outside members (who are knowledgeable in the fields of study relevant to the faculty)

1.2 Terms of Appointment

Terms of appointment should be as follows.

The Chairperson of the committee shall be appointed by the Faculty Board.

Appointments of FRC members is made by the Faculty board.

Other than the Dean, the other members of the FRC shall hold office for a period of three years reckoned from the date of his/her appointment.

2.0 Responsibilities of Faculty Research Committee (FRC)

2.1 The FRC shall sit at least once a month (second Monday).

2.2 Corrected minutes of all FRC meetings should be tabled at the Faculty Board.

2.3 Processing, evaluation and selection of research grant application received by the Dean, each year for the award of University Research Grants shall be the primary responsibility of the FRC.

2.3.1 University Research Grants

The research grants are internally advertised annually subjected to availability of funds. The FRC declares a “closing date” for grants and the duly completed applications have to be handed over to the SRC on or before the declared closing date. The applicant must be a permanent staff member or a probationary member of the academic staff. If the

applicant is a probationary member, a permanent member from the faculty should be in the research team.

Hard copies of the application and the duly formulated project proposal should be submitted to the Dean of the faculty through the respective Head of the department and Faculty Research Committee. Incomplete applications shall be rejected.

2.3.2 Review Process

The Faculty Research Committees is deemed responsible to review and evaluate the forwarded research proposals. The FRC shall thoroughly evaluate the research grant proposals by sending such to two reviewers who are experts in the relevant field. The evaluation criteria include the scientific merit of the study, the relevance of the study to national development and its contribution to strengthening the capacity of science and technology in the country. In instances where a decision cannot be made according to comments of the two reviewers (for an example: One reviewer has rejected, other reviewer has accepted with minor modifications), it is advised to send the proposal to a third reviewer.

The evaluated project proposals should be revised according to the reviewers' comments. The principal investigator is responsible to address all reviewer comments and re-submit the revised proposal to the FRC within one week of receiving the reviewers' comments. The revised proposals that are not re-submitted within this period will be rejected. Further, the FRC should necessarily evaluate the proposals for appropriateness of budget. The FRC should ensure that they submit the final research proposal with the final research grant application along with the recommendation of the Faculty Research Committee to the Senate Research Committee (SRC).

A prioritized list of accepted high quality research proposals should be recommended and submitted by the Faculty Research Committees through the Dean of the Faculty to the Senate Research Committee (SRC) for the approval of research grants.

The grant will be awarded to the Principal Researcher and he/she will be solely accountable for initiating and carrying out the research project.

Those proposal which have scientific merit but don't have funding based the priority shall be listed by FRC and a record should be kept. This will enable to quickly process the application which University notify that there are avenue for supporting the research through unspent money.

2.2.3. Prioritizing research grants

It is the responsibility of the Faculty Research Committee to prioritize the research projects. Prioritization may be done according to the scientific merit of the study, evaluated by 2 independent reviewers. FRC encourages the areas for research projects based on department's list of research priority which should be in line with national need.

In evaluation of applications, those with publications arising from previous research grants, particularly in local/international journals, should be given priority.

2.3 Terms and conditions

Correspondence and progress reports regarding the Grant may not go through the Head of the Department unless in matters where Head of the Department should be aware of. All such correspondence should be forwarded through the Faculty Research Committee and the Dean. Final Report should be submitted through Head of the Department of the Principal Investigator, Faculty Research Committee and the Dean of the Faculty to the Senate Research Committee (SRC).

FRC shall adhere to all the amendments to the existing regulations governing the awards of University Research Grants by the SRC.

2.4 FRC shall continuously monitor the progress of the work carried out by the grantees of the University Research Grants and table the progress reports at the FRC meetings. FRC shall ensure that grantees submit their progress reports and the final report in time and according to the stipulated time.

2.5 FRC is expected to play an active role in Peradeniya University International Research Sessions (iPURSE) held annually. Processing, evaluation and selection of research papers submitted to the faculty for presentation at iPURSE shall be the responsibility of FRC. The

chairman of the FRC shall work closely with iPURSE committees and the faculty sub committees of iPURSE to ensure smooth and efficient conduct of iPURSE sessions.

2.6 FRC shall be expected to carry out any other responsibility to promote research approved by the Faculty Board.

2.7 FRC is responsible for conducting workshops and research seminars for the staff members.

2.8 FRC is expected to organize the annual “Undergraduate Research Sessions” at the faculty level.

2.9 FRC shall formulate a criteria to award best performing researchers annually and all the research publications (peer reviewed articles) should recognised.

2.10 FRC shall maintain a database of all the publications and keep a repository of all published articles