

Guidelines to obtain the Research Allowance for Officers under the Ministry of Health as per the Budget Proposals 2014

These guidelines are governed by the Management Services Circular No: 02/2014 dated 11.02.2014. This Circular can be downloaded from the web site of Ministry of Finance:

<https://www.treasury.gov.lk/api/file/e551a70d-ac22-47fd-8de0-a110a1cc3be2>

1. Officers entitled for the research allowance:

- 1.1. Officers in the public service who have been appointed on permanent basis to a "Senior Level" post in accordance with the definition stipulated in the circular No:06/2006 issued by the Ministry of Public Administration.
- 1.2. Officers in the category of Academic and Research (AR), Manager (MM) or higher-level posts as defined in the circular No: 30 issued by the Department of Management Services, the officers serving in the permanent cadre of government corporations, statutory boards and fully owned companies that fall under the purview of the Ministry of Health.
- 1.3. Officers confirmed in the service at the time of submission of the research (If the officer is eligible for confirmation in the service, research allowance will be paid on receipt of the service confirmation letter.)

Officers appointed on contract / casual basis and Medical Officers in the Preliminary Grade are not entitled to apply for the research allowance.

2. Methodology

2.1. Researchers who are entitled to obtain the research allowance should submit the duly completed application form which consists of the following components(AnnexI):

- Part A –To be completed by the Principal Investigator (should be typed.)
- Part B - by each investigator (along with the attachments)
- Part C - by the Principal Investigator
- Part D – by the Principal Investigator as in the application form with attachments
- Research proposal & attachments should be submitted as a soft copy in a CD/ microchip/ pen drive (Name of the researchers should not be included).
- Principal Investigator should submit a covering letter with the check list.

The principal investigator & co - investigators should respect & abide by the Intellectual Property Rights for the research.

2.2. Up to three officers can apply for the research allowance through a single research project. However, the Research Management Committee(RMC) may grant approval for up to five officers to apply for research allowance through a single research project provided that the applicants justify that more than three officers are necessary to carry out the research considering the nature and the scope of the research project.

3. The submitted research proposal will be reviewed by one or more reviewers who are experts in the research subject area and/or research methodology that are appointed by the RMC. All research proposals will be reviewed by a reviewer from the RMC approved reviewer pool. Revisions suggested need to be incorporated in to the research proposal for final approval by the reviewer. Once the research proposal is approved by the reviewer it is submitted for RMC approval.
 - 3.1. If the reviewer/s recommend the research proposal it will be submitted to the RMC for approval
 - 3.2. If the reviewer/s are in the opinion that the research proposal needs any revision/improvement, it will be communicated to the corresponding investigator (nominated by the research team). If modifications are required, Research Unit will facilitate mentoring sessions with the reviewer.
 - 3.3. Final approval for the payment of research allowance will be made at the RMC chaired by the Secretary, Ministry of Health.
 - 3.4. The following aspects of the research proposal will be considered for granting approval:
 - Scientific validity
 - Scope of the study
 - Importance of the research problem addressed
4. Research projects where data collection has already been commenced at the time of submission of the application will not be considered for the payment of research allowance.
5. Applicants should not commence data collection of the proposed research until the RMC approval is granted for the payment of research allowance.
6. The date of commencement of the payment of research allowance will be decided by the RMC.
7. Initially, approval is granted for the payment of research allowance for a period of six months.
8. The applicants should submit an interim progress report in the format given in the Annex II, within a period of six months from the date of commencement of the research. If the progress of the research is satisfactory, RMC will grant approval for the payment of research allowance for another period of six months.
9. If the progress of the research is not satisfactory, a maximum period of another six months will be granted to demonstrate a satisfactory progress. The RMC will determine the commencement date for payment of allowance according to the progress.
10. Delaying of submission of the Progress Report for more than six (06) months from the due date will disqualify researcher/s for further payment and recovery of already paid allowances will be done on the discretion of the Research Management Committee.
11. Based on the nature and the scope of the research, research allowance will be paid for a maximum period of three years during the conduct of the research.
12. On completion of the research, applicants are committed to submit the detailed final report in hard & soft copies according to the format given in the Annex III, within 03

years from the date of first RMC approval obtained for the research allowance payment.

13. Research Management Committee will decide on further payment of research allowance for a period of one year or three years as mentioned below:
 - 13.1. Research allowance will be paid for another one-year period if the final research is published in a nationally or internationally accepted journal and/or submission of the same in a relevant symposium or obtaining the relevant patent license in that respect.
 - 13.2. Research allowance will be paid for another three-year period if the final research published in an accredited journal as a full research paper.
 - 13.3. Once the research is published, publication evidence should be submitted to the Research Unit within 01 year of publishing the research.
14. Any study that is carried out as a part of a post graduate qualification or an institutional Annual Action Plan or as a routine requirement of service delivery are not entitled for research allowance.
15. Research expenses should not be incurred from the provisions granted by the Consolidated Fund (Financing No: 11).
16. The research activities expected by this circular should not impede the duties of the relevant officers.
17. The RMC may decide suspension of the payment of research allowance if;
 - 17.1. The applicant/s failed to submit interim progress reports/ final report
 - 17.2. The progress of the research is not adequate according to the interim progress report/s submitted
 - 17.3. The research is not carried out according to the methodology in the approved research proposal
 - 17.4. The conduct of the research is reported to breach scientific and/or ethical research practices or impede with the routine services of the applicant/s
18. In such an instance, the RMC may decide surcharging the paid research allowance in full from all applicants in the particular research.
19. Thirty-five percent of the basic salary of the applicant during the approved period of the research allowance will be paid to the applicants.
20. There is no objection to any researcher to conduct more than one research simultaneously. However, applicants are entitled only for single payment of research allowance at a given time. If two research are overlapped, at the end of the overlapping period, the applicant is entitled to receive the research allowance for the balance period for which the research allowance is approved by the Research Management Committee.
21. If the salary paying institution is changed during the course of payment of the research allowance, it should be informed to the Research Unit/ ET & R of the Ministry of Health within one month of reporting to the new station.

22. The recommendations of research and contact details of the researchers are shared within the units of the Ministry of Health in order to incorporate the relevant recommendations in policy formulation.
23. If any investigator who has obtained the research allowance intends to leave the Ministry of Health on retirement, resignation, oasis training etc. submission of the detailed final report is compulsory and clearance from the Research Unit needs to be obtained.

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