**Guidelines for the Utilization of Mini-Research Grants**

**Multi-Disciplinary Research Centre**

**Faculty of Humanities and Social Sciences**

**University of Sri Jayewardenepura**

**Multi-Disciplinary Research Centre of the Faculty of Humanities and Social Sciences call applications for Mini Research Grants for short term research projects to encourage the faculty members to engage in high quality research.**

A duly completed application form with a Research Proposal (not more than 2000 words, including Introduction, Objectives, Methodology and Time frame) should be submitted to the MDRC on or before the **20th January 2019** to the MDRC office.

Research time frame should be 3 months. A published/submitted research paper should be handed over to MDRC within 6 months of granting the money.

Budget (maximum of Rs.200,000.00) has to be submitted according to the following breakdown given. Travelling, accommodation and subsistence has to be calculated according to UGC, USJP criteria.

**Payments for interviewees**

No payment could be made to an interviewee for their participation.

**Payment for Enumerators**

* If any payment should be made to enumerators,\* the following rates should be considered.
* Payments for filling in the questioners;

|  |  |  |
| --- | --- | --- |
| Category | Pages (A4) | Payment per questionnaire (Rs) |
| A | 1 - 2 | 200 |
| B | 2 - 4 | 400 |
| C | above 4 | 500 |

* In depth /focus group discussion

The maximum amount that can be paid to an enumerator for conducting in-depth focus group discussions is Rs.2000 per session\*.

* Travelling

An enumerator is eligible to apply for a travelling allowance at the rate of Rs.1.50 per km. However, enumerators or field assistances are not eligible for accommodation, subsistence and meals.

**Payment for PI, Co-researcher and RA**

PI, Co Researcher may apply for an allowance for accommodation as follows;

* For an overnight stay, maximum up to 4 nights per month;

 PI /CR – Rs. 3000 per night including meals

* If the field visit is limited to one day, PI/CR/RA is eligible for Rs. 500 as subsistence

**Travelling**

Travelling can be claimed by the PI or CR as follows; Rs.40 per km.

**Editing**

If expert assistance is needed in editing the final report manuscript, payments\* can be made as follows;

1.) Rs.500 per page

2.) A4 size/font size 12/ 1.5 space

However, no payments will be made for typesetting.

**Miscellaneous**

The allocation for miscellaneous should not exceed 2% of the total budget.

\*All payments will be made to the relevant individual’s names via cheque written to her/his name.

* This is not to use budgeted items.
* All payments will be made for the bills provided.
* Laptops cannot be purchased from the research budget.
* Journal publication fee cannot be reimbursed from the research grant.
* Strictly follow the government procurement guidelines.