**Instructions for Prof. V.K. Samaranayake Research Grants**

**Conferences/Workshops and Journal Publication Grants**

Type : Open to all **full time** post-graduate students registered at a university in Sri Lanka.

Applicant : Student

Description :

If an applicant is an author/co-author of a paper accepted for publication in a reputed local or international conference or open access journal, the relevant registration or publication fee and travel expenses may be paid through the grant.

This Grant available will cover the following expenses:

For full paper presentations, the cost including registration, airfare, airport transfer, accommodation, insurance and visa fees are payable. For local conferences the registration fee will be paid. Registration for pre or post conference workshops in addition to the paper presentation may also be payable within the overall limit stipulated below. Special justification may be requested if the total costs are higher than average.

The applicant should submit a soft copy of the paper to be presented at the conference.

NB: In all cases, applicants are expected to practice good research ethics and adhere to the following in order that their own reputation as well as that of LK Domain Registry is not adversely affected.

* + 1. Refrain from submitting a paper that has been already accepted and/or published in one conference to another conference.
    2. Withdraw a paper that is accepted by a conference if another accepts it concurrently.
    3. Avoid registering for a conference as presenter and then refraining from attending. If so, the applicant must refund all payments made by the registry.
    4. All presentations should carry an acknowledgment of the LK Domain Registry Grant. If possible, it should also be acknowledged in the paper. The text may be worded as follows

*“The author acknowledges the support received from the LK Domain Registry in publishing this paper.”*

Requirements:

1. The applicant should be registered as a full time postgraduate student in an accepted tertiary education institute in Sri Lanka.
2. All applications should include formal acceptance of the paper or its outline for presentation by the conference organizers.
3. A specific declaration that the contents of the submission is his/her work except for the material of others which have been formally acknowledged and required permission obtained (or its equivalent in meaning to avoid acts of plagiarism).
4. If any other funding sources are available or are/will be applied for, they should be divulged. The Registry will only fund expenses which are not paid by any other agency. If any duplicate funding is received, such amounts should be refunded to the Registry.

Amount of Award:

1. Conferences and Journals should have a Google Scholar H-index ≥ 20 OR WoS Impact Factor (IF) ≥ 1 OR SJR Score ≥ 0.5. Grant will only include lowest economy return airfare, visa fee, insurance, registration fees and accommodation with a maximum limit of USD 2000.
   1. Funding for participation at conferences with an H index, IF or SJR **less than the above** may be considered by the panel, but will be granted a maximum of the equivalent of USD 1000.
   2. The final amount awarded will be determined by the committee, and may include:

* Conference registration fee at the “early bird” rate.
* Lowest cost return airfare from Colombo to the destination and train/bus fare from airport to conference city.
* Train/bus fare to/from airport.
* Accommodation cost at a 3-star hotel a reasonable distance from the venue. The Registry may not cover the full cost of staying at the conference venue.
* Visa fees.
* Travel insurance.
* The Registry will not pay any incidental expenses.
* If the amount awarded by the registry is less than the total cost, the applicant should confirm that he/she has sufficient funds to cover all the expenses.

**Application for Prof. V.K. Samaranayake**

**Conferences/Workshops and Journal Publication Grant**

1. ***Grant being applied for (choose one)***
   * Conference / workshop grant [ ]
   * Journal publication grant [ ]
2. ***Applicant Details***

|  |  |
| --- | --- |
| **Name**: | **Designation**: |
| **Contact number**:  **Mobile number**:  **Current Address:**  **e-mail address**: | **Organization**:  **Degree Registered for : Full time [ ] Part time [ ]**  **Official address**: |
| **Qualifications**: | **Paper Role:**    **Author [ ]**  **Co-Author [ ]** |

1. ***Supervisor/s details*** (please provide your supervisors details, a letter of confirmation from your supervisor should be included as part of the application)

|  |  |
| --- | --- |
| **Name/s**: | **Designation/s**: |
| **Organization**:  **Official address**: | **Contact number/s** :  **Mobile number/s :**  **e-mail address/es:** |

1. ***Conference/workshop details*** (skip this section for journal publications)

|  |  |
| --- | --- |
| **Conference name:** | **Location**: |
| **Purpose for attending:** | |
| **Start date:** | **End date**: |
| **Conference details/URL:** | |

1. ***Publication details***

|  |  |
| --- | --- |
| **Open Access Journal name**: | **Names of co-authors**: |
| **Title of article and paper Abstract:** | |
| Expected publishing date: |  |
| Will you include an acknowledgement of LK Domain Registry in your paper? Yes[ ] No [ ]  Will you include an acknowledgement of LK Domain Registry in your presentation? Yes[ ] No [ ]  Do you agree to make the paper freely available if permitted by the publisher? Yes [ ] No [ ] | |

1. ***Expense details and requested budget*** (Fill applicable)

|  |  |
| --- | --- |
| **Conference Registration** **Fee:**  **Article publishing cost:** |  |
| **Air Ticket** **Amount:**  **(please attach itinerary and quotation)** |  |
| **Travel Insurance:** |  |
| **Visa Fees:** |  |
| **Accommodation** \_\_\_\_ Days **X**  \_\_\_\_\_\_\_\_ Rate/Day |  |
| **Airport Transfer (Bus / Train )**: |  |
| **Total** **Cost** **Estimate** (should be in Sri Lankan Rs.) |  |
|  |  |

I hereby acknowledge that I have read, understood and agreed to the terms and requirements of this application.

Applicant Signature:  Date:

Checklist

|  |  |
| --- | --- |
| Application form | [ ] |
| Letter from supervisor | [ ] |
| Cost estimates/quotations for all the expenses | [ ] |
| Details of any other funding | [ ] |
| Acceptance letter from the conference | [ ] |

***Office use only***

**Approved / Not Approved.**

Grant Coordinator’s Signature: Date: