

## Faculty of Medicine, University of Kelaniya

### GUIDELINES FOR SPONSORING STUDENT RESEARCH PRESENTATIONS

In order to encourage students of the Faculty of Medicine to engage in research and disseminate their research findings, the Faculty of Medicine has introduced a scheme for sponsoring student presentations at local and international research conferences. These guidelines are in addition to the existing scheme for Foreign Travel Grants and Guidelines for Providing Registration fees for local symposia to encourage the undergraduate students to present their research articles in Scopus listed journals provided by the Research Council, University of Kelaniya. The Faculty of Medicine will disburse a maximum of Rs 1,000,000 per year, depending on availability of funds, from generated income under the funds allocated to student activities. This will be distributed as Rs 500,000 in the first half of the year and Rs 500,000 in the second half of the year. Registration fees for the presenting student/s will be provided by the Faculty of Medicine on a first-come-first-serve basis, subject to the following terms and conditions.

#### TERMS & CONDITIONS

1. The applicants should be students currently registered for undergraduate programmes at the Faculty of Medicine, University of Kelaniya.
2. The presentation under consideration should be based on a research project carried out by a group of students or an individual student as part of the study programme followed at the Faculty of Medicine (Eg: MBBS programme, BSc Speech & Hearing Sciences programme, BSc Occupational Therapy programme).
3. The research paper should have been accepted as an oral or a poster presentation at a reputed national or international or international meeting/ symposium/ conference, relevant to the field of study (attach proof). The same paper should not have been submitted to and/or presented at any other national or international symposium/conference/ meeting and the applicant should submit a certificate stating this.
4. Applicants should request for funds from the Dean, Faculty of Medicine through their research supervisor/s using the specimen application form (Annexure 1) with evidence of abstract being accepted for either poster or oral presentation at a reputed national or international meeting/symposium/ conference, along with the PDF version of the abstract/extended abstract that had been accepted for presentation.
5. Once the application is approved by the Dean and Management Committee of the Faculty of Medicine, applicants are expected to register using own funds, which will be reimbursed once the receipts and proof of presenting and attending the relevant symposium/ conference/

meeting are forwarded to the Dean. Proof of evidence of presenting and attending needs to be submitted along with the claim form. (Annexure 2)

6. Reputed national symposium meeting/ symposium/ conference includes annual research sessions of professional health care associations and colleges relevant to the field of study.
7. Reputed international meetings or conferences include SCOPUS indexed conferences, conferences organized by universities or professional societies that are regular.
8. When in doubt about the quality and legitimacy of the symposium/ conference/meeting applied to, the Dean, Faculty of Medicine, will appoint a committee of three members from among the academic staff to determine the acceptability of the meeting/ symposium/ conference under consideration.
9. In order to qualify for the award, the University address should appear below the name of the author and the corresponding author should be the applicant. If the paper does not contain the words "University of Kelaniya" in the address, the grant will not be awarded.
10. The applicant/s should not have already received a grant for the same paper under the scheme for providing registration fees for local symposia to encourage the undergraduate students to present their research articles in Scopus listed journals provided by the Research Council, University of Kelaniya or any other university fund.
11. The e-mail address of the presenting author should be the university of Kelaniya e- mail (i.e., username followed by @kln.ac.lk).
12. A maximum of Rs 75,000 per paper will be considered for an international meeting/ symposium/ conference. The registration free for the presenting student along with registration fee for any other student/s in the group will be considered depending on the availability of funds, provided it is within the stipulated maximum limit per paper.
13. A maximum of Rs 30,000 per paper will be considered for a local meeting/ symposium/ conference. The registration free for the presenting student along with registration fee for any other student/s in the group will be considered depending on the availability of funds, provided it meets the stipulated maximum limit per paper.
14. The funds will be allocated on a first-come-first-serve basis. However, if the allocated funds are not used up during the first half of the year, it may be carried over to the second half of the year and disbursed at the discretion of the Dean, Faculty of Medicine.
15. Only one grant will be made in relation to any one symposium for the same student/ student research group.
16. The student/ students should present evidence of having presented at the meeting/ symposium/ conference along with proof of payment in order to get the pre-approved sponsorship grant.
17. The maximum amount allocated overall will be subject to the availability of funds according to the generated income of the faculty

**Annexure 1**

**Faculty of Medicine, University of Kelaniya**

**APPLICATION FOR GRANTS FOR REGISTERING AT LOCAL & INTERNATIONAL RESEARCH SYMPOSIA/  
CONFERENCE FOR UNDERGRADUATE STUDENTS**

<b>1. Name of the Student or Students if Research Group</b>	1. 2. 3. 4. 5. 6.		
<b>2. Student Registration Number/s</b>	1. 2. 3. 4. 5. 6.		
<b>3. Study Programme</b>			
<b>4. Academic year which the research project carried out</b>			
<b>5. Title of the research for which grant is applied</b>			
<b>6. Name/s of the Research supervisor/s with affiliation</b>			
<b>7. Name of the presenting student</b>			
<b>8. Email Address of the presenting student (Should be .....@kln.ac.lk)</b>		<b>Mobile no of presenting author:</b>	
<b>9. Details of the symposium/ conference/ meeting (please attach evidence of abstract being accepted for either oral or poster presentation)</b>	Name of symposium/ conference/ research meeting:	Type of conference ( <i>Please underline</i> )  National/ International	Type of presentation ( <i>Please underline</i> )  Oral/ Poster
	Date & Venue of Conference:	Mode of presentation: Online / In-person	

<b>10. Amount applied for and budget breakdown</b>	<i>Estimated budget</i>	
	Description	Amount (LKR)
	<b>Total Amount Requested</b>	

***We hereby certify that the above mentioned research paper has not been presented at any other local or international symposium/ conference/ meeting and that no other University of Kelaniya grants for registering and presenting at a local or international symposium/ conference/ meeting have been awarded to the applicant/s for the same paper.***

***We hereby declare the above information is true and correct. We are aware that the relevant applicant/s will have to refund the full amount to the Faculty of Medicine, University of Kelaniya in the case of having found to have breached the above conditions.***

***Signature/s of applicant:***

  
  

***Signature of research supervisor/s:***

  
  

***Date:***

Please submit this application along with evidence of acceptance of abstract for oral/ poster presentation as well as the PDF of the accepted and corrected abstract/ extended abstract to the Dean’s Office to be submitted to the Management Committee of the Faculty of Medicine.

**Please note, if application is not approved by the Dean and Management Committee, there is no guarantee of registration fee being reimbursed. Therefore, applicants are strongly advised to check the status of approval before registering using own funds.**

<p><b>For Office Use Only</b></p> <p>Ref No:</p> <p>Approved by Management Committee: Yes/ No</p> <p>Date:</p>
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**Annexure 2**

**Faculty of Medicine, University of Kelaniya**

**CLAIM FORM FOR GRANTS FOR REGISTERING AT LOCAL & INTERNATIONAL RESEARCH SYMPOSIA/  
CONFERENCE FOR UNDERGRADUATE STUDENTS**

<b>Title of Research Project:</b>
<b>Authors:</b>
<b>Conference:</b>
<b>Total amount being claimed: Breakdown of claim amount:</b>
<b>Evidence attached (please attach certificates of participation and/or receipts of registering or copies of abstract books): Yes/ No</b>
<b>Name and Signature of Supervisor/s:</b>
<b>Date:</b>

<b>For Office Use Only</b>
Ref No:
Claim approved: Yes/ No
Date: