

Fact Sheet of the Applicant Requesting for the 35% Research Allowance

as per Management Circular No.02/2014

1. **Submitting Organization:**

2. **Name, Designation, Official Address, Contact Numbers of the Applicant:**

3. **Staff Category:**

4. **Period of Service and if Confirmed in the Current Post:**

5. **Period for which the research allowance is requested (Please state the year and duration in months clearly)**

6. **Title of the Research :**

7. **Has the research committee/Board approval of the Institute given? If so attach a copy of the approval:**

8. **Date of Commencement and Duration of the Project**

9. **Time Based Activity Chart:(Gantt Chart, please indicate the year clearly and not as year 1,2,3.)**

10. **Research Commitment of individual Team Member (Please state clearly the commitment of Individual Team member)**

11. Present Status of the Project (Attach evidence of progress):

12. Funding Source: (Provide a copy of letter of Award /Agreement with the donor agency specifying purpose of funding, details of financial commitment annually against each activity)

13. Budget:

Activity	Item of Expenditure	Specific Year	Specific Year	Specific Year
Total Budget				

14. Research Output: (Provide in point form)

15. Research Outcome: (Provide in point form):

16. Has the research allowance been approved for you earlier?

Title of Research Project/s for which the research allowance was approved	Particular Year/s and the duration in months

1. Declaration of the Applicant:

I certify that the information provided by me, is true and accurate to the best of my knowledge and I confirm that I understand if any of the information I have provided is later found to be false or misleading, it renders me ineligible for obtaining the research allowance.

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Date

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Signature of applicant

Official seal

2. Declaration of the Head of the Institution:

I have read the application of Dr. Mrs. Ms. Mr. _____ and I certify that the above researcher is meeting the eligibility criteria as stated in Circular 2/2014 of the MSD, and the research proposal submitted herewith is in accordance with the institutional mandate, approved by the research committee/board, conducted without utilizing consolidated funds and not impeding the duties of the permanent post.

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Date

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Signature & Official seal of the Head of the Institution

Official seal of the head