SLIIT Research Handbook

Office of Pro Vice-Chancellor (R&I)
January 2024

Content

1. SLIIT RESEARCH GRANTS

(Updated and Approved at MCC in January 2018)

1.1 Introduction

SLIIT is committed to fostering and actively promoting the research activities of its students and faculty. It expects research to enhance/update subject knowledge and other associated skills.

The SLIIT research grant scheme has been introduced to provide funds for nurturing a vibrant research culture at SLIIT. The grants act as a scheme to provide seed funds to support researchers seeking further funding from national and international organizations.

It is essential to ensure that funds provided under this scheme are used primarily to foster the development of a research culture and enhance research outputs of SLIIT. Accordingly, guidelines given in Section 1 of Annex–A are followed in disbursing research grants.

1.2 Using Research Grants

Funds available through research grants can be used in various ways to enhance SLIIT's research outputs. Individual researchers are expected to plan and utilize funds given through research grants to gain the best and most meaningful research outputs. Information given in Table A.1 of Annex-A provides necessary guidelines in this regard. Some suggestions on the way that the funds of a research grant can be used are given below for the benefit of primarily young researchers.

1.2.1. Research Grants

The Research grants of LKR 400,000 could be received by any academic staff member per year through the approved process of awarding research grants, However, in order to support MPhil/PhD programs offered at SLIIT, the amount can be increased to a maximum of LKR 800,000 to support MPhil/PhD research students registered with SLIIT but up to a maximum of 02 such grants will be awarded per faculty per year.

1.2.2. Hiring research personnel

Research grants can be used to hire research assistants. The payments recommended for hiring research assistants are given in Table 2 of Annex–A.

In longer-term hiring, the funds provided through a research grant may not be adequate to pay full monthly salaries of research personnel. In such situations, funds from SLIIT research grants may be used to pay a part of the monthly salary. Additionally, part-time teaching, consultancy or any other form of academic assignments may be arranged in consultation with the academic department or faculty to enhance the monthly income.

1.2.3. Enhancing capacities of research laboratory

Research grants can support the purchasing of modern equipment and software for research. Researchers are expected to pay greater attention to the utilization factor of equipment/items to be purchased before deciding to invest. In situations when the utilization is expected to be excessively low, research funds can be used to support alternative approaches such as renting equipment or paying access fees for external facilities for a limited period etc., as long as the alternative is more economical.

1.2.4. Literature required for research.

Research grants can be used to purchase literature such as books, research publications, standards and data. It is recommended to check the availability at SLIIT library before such purchases are made. Grantees are expected to register all literature purchased through research grants with the SLIIT Library.

1.3   Dissemination of Research Findings – The Role of Research Grants

The dissemination of research findings is also a vital aspect of research capacity building. It is frequently done through publishing papers in journals, presenting papers at conferences, and conducting seminars/ webinars and workshops. Limited funds will be made available through research grants for dissemination activities that requires travel and attending conferences, as given in Table1 in Annex-A.

Publishing in reputed journals is greatly encouraged. Therefore, journal publications are supported as described in Section 3 of Annex-A.

A separate conference grants is also made available as described in Section 4 of Annex-A.

However, before submitting papers to conferences, paying attention to the adequacy of funds that SLIIT conference grants provide to cover the actual cost, is highly recommended.

Dissemination through seminars, workshops and webinars can be supported by a research grant since the cost involved is usually relatively small compared to the total grant. In fact, dissemination through these modes has the potential to generate income on some occasions.

1.4 Grant Approval, Procurement and Payment Approval Procedure

For the smooth operation of SLIIT research grant disbursement, following the institutional procedures is important. Grantees are requested to follow procedures set out in Annex-B when requesting payments, procurements, etc.

Any changes to the budget after the approval of a grant, would require prior approval of PVCRI. Request for such changes should be submitted through Head and Dean of the relevant faculty to PVCRI.

1.5 Grantees Obligations

The Principal Investigator (PI) has the main responsibility of administering the research grant and project to ensure a successful completion. Among other things, PI is responsible for:
- Effective management of the total project
- Ensuring proper and timely use of funds
- Timely delivery of expected outcomes
- Submitting quarterly progress reports
- Submitting a final report at the end of the project period
- Presenting achievements at the end of the project period

2 JOURNAL & CONFERENCE PUBLICATIONS

Publication with SLIT affiliation in reputed journals is strongly encouraged, and publication costs up to a certain limit may be reimbursed based on the conference's/journal's reputation.

All eligible academic staff members are strongly requested to explore the possibilities of publishing in high-ranked Scopus journals where no publication fees are required as opposed to non-indexed open-access journals and obtaining the concessionary rates applicable to countries like Sri Lanka whenever possible.

Newly recruited staff members must change their affiliation to SLIT. As databases such as Scopus take some time to update the author profiles, the cost of initial publications they make with SLIT affiliation are eligible for reimbursement.

2.3 Reimbursement of Journal Publication Cost (till 2024.03.31)
(Approved at 205th MCC on 25th of April 2019)

2.1.1. Reputed publication in indexing databases
Examples:

Science Citation Index (SCI), Science Citation Index Expanded (SCIE), Social Science Citation Index (SSCI) of Clarivate Analytics, SCImago Journal Ranking (SJR) of Scopus indexing database.

H-Index	Limit (USD)
10-20	350
21-40	425
>41	500

Note: for h-index lower than 10, PVC (R&I) is to be delegated by an appropriate amount

2.1.2. Publications in non-indexed journals

Upto a max of USD 100; PVC(R&I) to be delegated by an appropriate amount within the maximum.

Note: The amounts are to be reimbursements based on evidence of actual amounts incurred.

2.4 Reimbursement of Journal Publication Cost: (effective from 2024.04.01)

(Approved at 260th MCC on 23rd November 2023)

2.2.1. Staff publications in indexing databases

Publication in the following journal indexing databases/platforms is required for the reimbursement:

i. Science Citation Index (SCI), Emerging Sources Citation Index (ESCI), Science Citation Index Expanded (SCIE), Social Science Citation Index (SSCI), Arts and Humanities Citation Index (AHCI) of Clarivate Analytics.
Scopus or Scimago Journal Ranking (SJR) databases.

ii. ABDC-ranked journals in the Scimago Journal Ranking (SJR) or Clarivate Analytics (Approved mapping done by SLIIT Business School can be applied).

The limits of amounts:

SJR/JCR Quartile	New Limits (USD)
Scopus top 10%	1000
Q1	800
Q2	500
Q3, Q4	0

Note: All regular and contract (who served more than a year at SLIIT) academic staff members are eligible to apply as per the Institutional SCI journal publication requirements (two publications for Senior Lecturer (HG) and one publication for Senior Lecturer and below categories).

The amounts will be reimbursed based on the fees mentioned in the original receipts.

2.3 Publications in International & National Conferences

(Approved at 205th MCC on 25th of April 2019)

a. High-end Conferences

H5-index	Amounts (LKR)
25-40	230,000
41- 50	350,000
>50	400,000

Category Limits:

Item	Upper Limit (LKR)
Conference registration	100,000
Travel reimbursement	250,000
Visa and living expenses	100,000

b. Normal Conferences

H5-index	Amounts (LKR)
10-15	100,000
16-24	150,000

Category Limits

Item	Upper Limit (LKR)
Conference registration	75,000
Travel reimbursement	110,000
Visa and living expenses	75,000

Note:

- h5 index is to be drawn from Google Scholar Metrics
- Normally, amounts to be on Prior Approval Basis
- Only ONE Travel Grant per year per person. However multiple requests can be accommodated up to 100,000 per year per person.
- h5 index 5-9 to be given only to Assistant Lecturer and Lecturer grade academic staff and also only once as per the current scheme, h5 index less than 5 will not be accommodated.

Limit Based on the Quality of Conference

Amount	Condition
Full payment subjected to the limits imposed above	The conference satisfies the ranking Requirements approved by the Senate and a full paper is accepted for publication.

Full payment or 40% of the limits imposed above whichever is lesser.	The conference does not satisfy the Ranking requirements approved by the Senate but full paper has been accepted for publication in a peer reviewed conference.
Full payment or 20% of the limits imposed above whichever is lesser.	If an oral presentation is made without the submission of a full paper.

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3. SLIIT RESEARCH METRICS (SRM)

(Approved by SLIIT Council, August 2023)

The key objective of SRM is to measure and quantify the influence or impact of scholarly work made by SLIIT academic staff members/faculties within a given year. All the faculties are required to present their research position at the end of each year according to the measures given in the SRM.

Staff members Only for regular staff including Lecturer (Tenure- Track)	H-Index		Total Citations		Total amount of Research Fundings/Grants (last 3		Number of research students supervised (MPhil & PhDs).				Number of non-research students' projects supervised (MSc, MBA, BSc, BBA..).			
							Completed		On-Going		Completed		On-going	
	Scopus	Google*	Scopus	Google*	Industry/Business	External	PhD	MPhil	PhD	MPhil	MSc, MBA…	BSc, BBA…	MSc, MBA…	BSc, BBA…
Staff member 1														
Staff member 2														
Staff member 3														
….														
….														
Faculty Total														
Faculty Average														
Faculty Median														

*Google Scholar statistics will be considered here only for the years 2023 and 2024.

4. INSTITUTIONAL RESEARCH BOARD (IRB)
(Approved by MCC and SLIIT Council April/May 2023)

4.1 Introduction to IRB

The Institutional Research Board is the body that oversees matters related to all research activities at the institute and plans and implements the relevant initiatives identified in the SLIIT Strategic Plan. This includes Faculty/School level research progress, standards of staff publications, national and international research collaborations, engagement of honorary professor network for research and publications, research networking and funding, research awards and recognitions, research infrastructure at SLIIT, research-related innovation and entrepreneurship, online resources for research and attending all components of SLIIT Research Metrics(SRM): International Co-authorship Publication Rate, Staff Research Score (Impact Score and annual research intensity score), Industry Supported Research Index, Commercialization-oriented Research Index, Research Continuation Rate, Research Grants Rate, National Economic Development/Societal Impact Rate etc. The board is chaired and led by SLIIT PVC(R&I).

4.2 Objectives

To guide and drive all Faculties/Schools of SLIIT towards the research strategy of the Institute Strategic Plan.

To create a supportive, efficient and effective research environment at SLIIT and to provide assistance via PVC(R&I) Office to the faculties/schools.

4.3 Composition

Pro Vice-Chancellor (R&I) chairs the board, and each faculty or school not reporting to a dean has a representative. The faculty representative should be an Associate Dean or a faculty-nominated senior staff member with a strong research record. In addition, the Pro Vice-Chancellor (Academic) and Director/SLIIT Innovate are members of the board. Two external members representing the industry are also included as members. Director/Research Enterprise & International Relations convenes the board.

4.4 Advisors

The Chancellor, Vice-Chancellor, and Senior Deputy Vice-Chancellor & Provost, Deputy Vice-Chancellor (International, Research & Innovation) are the advisors for the board.

4.5 Scope and Responsibilities:

- Overseeing and guiding the directions and initiatives to achieve the research-related goals of the SLIIT Strategic Plan.

- Formulating and recommending research-related support and incentives to the senior management to create a dynamic research environment.

- Working collaboratively with faculties/schools and external parties to enhance the visibility of SLIIT Research and support the institute to reach the top of the international ranking.

- Assessing and recommending solutions for staff and students' research-related issues, concerns, suggestions, etc. and ensuring that SLIIT PVC(R&I) Office address and implement solutions that improve the staff and student satisfaction.

- Overseeing the honorary professor network and its outcomes.

- Assessing the research infrastructure needs and developing plans to improve the overall research infrastructure at SLIIT.

- Promoting innovation and entrepreneurship at SLIIT, setting targets, and guiding SLIIT Innovate to achieve the expectations outlined in the Strategic Plan.

- Nominating staff members for the SLIIT Research Awards, national and international awards on behalf of SLIIT and organizing the Annual Research Review of the institute.

- Identifying, promoting and creating opportunities for internal or external/national or international research funding and collaborations, opportunities for contracts and consultations, and attracting reputed national /international researchers to the institute for collaboration and employment.

- Overseeing and formulating policies, protocols and guidelines on intellectual property, research contracts, research space, compliance, ethics, safety and research integrity.

- Conducting research-related investigations and recommending actions to senior management.

- Promoting and auditing undergraduate/graduate level research outcomes in collaboration with Pro Vice-Chancellor (Academic) and Dean/ Academic Development and Quality Assurance to ensure high quality and impact.

- Analyzing and strategizing research-related metrics annually to elevate the international ranking of SLIT and identifying and implementing the related strategies and initiatives.
- Overseeing the research-related entries of the SLIIT website.

4.6 Meetings Every month, physical / online

5. SLIIT RESEARCH ALLOWANCE
(Updated & Approved November 2023)

SLIIT uses both Google Scholar and Scopus h-indices to determine the Research Performance Allowance (RPA) introduced in April 2023. As the main goals of RPA are to increase the number of SLIIT-based high-quality indexed journal papers and raise SLIIT's THE and QS rankings, it is proposed to determine RPA solely based on the Scopus h-index starting in 2026. To manage the transition to a Scopus-based RPA equitably, a 2-year transition window is given for academic staff to plan and strengthen their Scopus performance. In addition, the threshold values for 4 and 4* tiers will be slightly raised effective 2026 to boost SLIIT's research competitiveness and productivity.

5.1 Current Scheme (2023~)

Table 5.1: SLIIT Research Tier Classification Based on Google and Scopus *h*-indices.

Faculties/Disciplines	Minimum h-index to qualify for the tier				
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 4*
Indigenous Medicine, Medical and Dental Sciences	0	2	7	13	20
Pure Sciences	0	2	6	11	17
Agriculture, Allied Health Sciences, Applied Sciences, Engineering, IT and Computing, Mathematics, Quantity Surveying, Veterinary Sciences	0	2	5	9	14
Architecture, Arts, Design, Fine Art, Social Sciences and Humanities, Law, Management, Town and Country Planning	0	1	4	7	11

5.2 Proposed Scheme Starting April 2026

To strengthen the overall research productivity and align our research performance closely with the research metrics of THE and QS, the RPA will be based only on the Scopus Research Tier starting the performance year 2025. This will motivate nearly

60% of the academic staff currently in Scopus Tier 1 to pursue Scopus-indexed publications to qualify for RPA. In addition, there is merit in increasing the threshold for tiers 4 and 4* every three years to drive research excellence by recognizing that h-indices are dynamic quantities and productive researchers will naturally increase their indices with time. Furthermore, SLIIT should aim to have at least 2-3% of its staff recognized in the top 2% researcher ranking published by Elsevier-Stanford. Therefore, starting April 2026, only the Scopus index will be to determine the RPA using the research tier classification shown in Table 5.2.

Table 5.2: SLIIT Research Tier Classification Based on Scopus h-index Starting April 2026.

Faculties/Disciplines	Minimum h-index to qualify for the tier				
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 4*
Indigenous Medicine, Medical and Dental Sciences	0	2	7	14	23
Pure Sciences	0	2	6	12	20
Agriculture, Allied Health Sciences, Applied Sciences, Engineering, IT and Computing, Mathematics, Quantity Surveying, Veterinary Sciences	0	2	5	10	16
Architecture, Arts, Design, Fine Art, Social Sciences and Humanities, Law, Management, Town and Country Planning	0	2	4	8	13

Any staff member affected by the increases to the minimum h-index values will retain their existing tier.

Table 5.3 shows the current RPA distribution as per the Google and Scopus tiers. Table 5.4 shows the Scopus tiers and relevant RPA to be introduced from April 2026.

Table 5.3: RPA distribution from April 2023 to April 2025

Google-Tiers	Google-based monthly RPA	Scopus Tiers	Scopus-based monthly RPA
1	0	1	0
2	10,000/=	2	20,000/=
3	30,000/=	3	60,000/=
4	50,000/=	4	100,000/=
4*	75,000/=	4*	150,000/=

Table 5.4: RPA distribution from April 2026

Scopus Tiers	Monthly RPA from 2026
1	0
2	Rs. 30,000.00/=
3	Rs. 90,000.00/=
4	Rs.150,000.00/=
4*	Rs. 225,000.00/=

5.3 Minimum Publication Requirement

A minimum publication requirement has been attached to RPA since 2023, although it was relaxed in the first year of implementation. To receive RPA, the staff must satisfy the following journal paper publication requirements stipulated by the Workload Guidelines established by the institute.

1. Two SCI journal papers for senior lecturer (Higher Grade) and above ranks.
2. One SCI Journal paper for senior lecturer and below ranks.

To support the staff publication required above, SLIIT has implemented the following Journal paper publication fee reimbursement plan as a separate scheme. The amounts are effective from 1st of April, 2024. Kindly note that this is to support the publication requirement above.

The limits of amounts:

SJR/JCR Quartile	Limits (USD)
Scopus top 10%	1000
Q1	800
Q2	500
Q3, Q4	0

5.4 Consideration of Papers with Multiple SLIIT Authors Starting April 2024

If two or more RPA-eligible SLIIT academic staff members appear in a given paper as co-authors, their pro-rated contributions must be counted towards the minimum journal publication requirement. The total percentage credited for SLIIT staff must equal 100 on a given paper. Staff can add pro-rated contributions from different Scopus-indexed journal papers published during the performance year to meet the minimum paper requirement. Multiple SLIIT co-authors counting a single paper entirely towards their minimum requirement will not be accepted.

6.   ANNUAL RESEARCH REVIEW
(Institutionally approved annual event)

6.1 Introduction

As per the guidance of the Vice Chancellor, the Office of Pro Vice-Chancellor (Research & International) conducts "Research Review" event annually. This event is conducted as a physical gathering of all the staff members, including the Chancellor, Vice-Chancellor, Senior Deputy Vice-Chancellor, PVCs, and Deans in SLIIT. Usually, the SLIIT main auditorium is used. The order of the proceedings is as follows.

- Welcome by Pro Vice-Chancellor (Research & International)
- Opening Remark by Vice-Chancellor or his delegate
- Research Presentations by staff members
- Research Progress of the year by the Dean of each faculty
- Reviewing Speech by Senior Deputy Vice-Chancellor
- Closing Remarks

6.2 Research Presentations by Staff Members

Each faculty of SLIIT is invited to present the top three research they have conducted within the previous year. The principal investigator or a co-investigator will make a brief presentation (5-6 minutes) on their research and achievement. A powerpoint presentation or pre-recorded presentation can be used. After the presentation, a QA session/feedback session will be conducted for each presentation (3-4 minutes). An attractive presentation which clearly shows the research conducted is expected from staff members. The Institutional Research Board (IRB) representative of each faculty can pre-review each presentation.

6.3 Research Progress of the Previous Year by the Dean

All the Deans are invited to make a brief presentation on the research progress of the faculty with the relevant statistics. Especially, on the Institutional Research Metrics (IRM) and other important details on research or research achievements of the faculty.

7. RESEARCH AWARDS
(Institutionally approved annual event)

The Office of Pro Vice-Chancellor (Research & International) conducts the SLIIT Research Awards Ceremony as an official event in each academic year. The Chancellor, Vice Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellors, and Deans usually grace the ceremony. Academic staff members who performed extremely well in the previous year on research are recognized here. The awards are given in two key categories. Staff members are not required to apply for these as the awardees are identified from the openly available information on the internet (Google scholar and Scopus). The awards are presented under the following categories.

1. High-end publications made in the previous year.
2. Citations obtained within the previous year.

7.1 High-End publications made in the previous year

Based on the information in the Scopus database and Google scholar database, top journal publications made by the academic staff members made in the previous year are identified and recognized here. The awards will be given as follows.

1. Q1 publication (Top 10%) – Plaque & Certificate with a cash price of Rs.100,000/-
2. Q1 publication (Top 25%) – Plaque & Certificate
3. Q2 publication (Top 25%) – Plaque & Certificate

7.2 Citations obtained within the previous year

Based on the number of citations received in Scopus and Google Scholar, staff members will be recognized with the following awards.

	Google Scholar citations	Scopus citations
Citation Award 1	50	-
Citation Award 2	100	-
Citation Award 4	100	50
Citation Award 5	150	100
Citation Award 6	200	150
Citation Award 7	500	400

Citation Award 8	600<	500<
Citation Award 9	750<	600<
Citation Award 10	1000<	1000<

Other than above awards, staff members are awarded at the "SLIIT Staff Awards" each year for "Outstanding Researchers" in three categories:

1. Assistant lecturers/lecturers,
2. Senior lecturers/Senior lecturers (Higher Grade)/Assistant Professors, and
3. Associate Professors and above ranks.

Staff members are invited to apply via the HODs or HODs are invited to nominate suitable candidates for these awards based on their annual performance. An experienced panel of judges evaluate and interview the candidates to identify the winners. This event is usually conducted by the HR department of SLIIT.

8. RESEARCH WORKLOAD OF THE STAFF

Guidelines for academic staff workload and scholarly contribution
(updated & approved July 2023)

Rank (T-S-A % for annual evaluations)	Teaching Load/Teaching semester (T)	Scholarly Work /Year (S)	Administrative Service/Year (A)
Professor (30-45-25)	Six classroom hrs./week or equivalent, student office hours and test/examination-related work	Two SCI* journal papers, two graduate research students, five undergraduate projects and research grants/contracts/one IP filing/consultancy work worth Rs. 750,000/yr.	Assigned by the Dean/Dept. Head. The duties may include chairing committees, external service roles, examination supervision, etc.
Associate Professor (30-45-25)	Eight classroom hrs./week or equivalent, student office hours and test/examination-related work	Two SCI* journal papers, two graduate research students, five undergraduate projects and research grants/contracts/one IP filing/ consultancy work worth Rs. 500,000/yr.	Assigned by the Dean/Dept. Head. The duties may include chairing committees, external service roles, examination supervision, etc.
Assistant Professor (40-40-20)	Twelve classroom hrs./week or equivalent, student office hours and test/examination-related work	Two SCI* journal papers, one graduate research student, eight undergraduate projects and research grants/contracts/consultancy work worth Rs. 300,000/yr.	Assigned by the Dean/Dept. Head. The duties may include chairing committees, external service roles, examination supervision, etc.
Senior Lecturer (HG) (40-40-20)	Twelve classroom hrs./week or equivalent, student office hours and test/examination-related work	Two SCI* journal papers, one graduate research student, ten undergraduate projects and research grants/contracts/consultancy work worth Rs. 200,000/yr.	Assigned by the Dean/Dept. Head. The duties may include chairing committees, external roles, examination supervision, etc.
Senior Lecturer (50-30-20)	Thirteen classroom hrs./week or equivalent, student office hours and test/examination-related work	One SCI* journal paper and one indexed international conference paper, twelve undergraduate projects	Assigned by the Dean/Dept. Head. The duties may include committees, examination supervision, year coordination, etc.

Instructor (regular/fixed term) (70-10-20)	Fifteen classroom hrs./week or equivalent, student office hours and test/examination-related work	Supervision of undergraduate projects/reviewing project reports as required/reviewing and editing student research reports according to the teaching requirements of the unit	Assigned by the Dean/Dept. Head. The duties may include committees, year coordinator roles, examination supervision, etc.
Lecturer (tenure-track) (60-20-20)	Fifteen classroom hrs./week or equivalent, student office hours and test/examination-related work (classroom hours may be reduced for 3 yrs. for those registered for MPhil/PhD degrees and making good progress)	One SCI* journal paper every two years, one indexed international conference paper and four undergraduate projects	Assigned by the Dean/Dept. Head. The duties may include committees, year coordinator roles, examination invigilation/ supervision, etc.
Temporary Assistant Lecturer (70-10-20)	Eighteen classroom hours or equivalent, student office hours and lab/test/examination-related work	One conference paper and co-supervision of twelve undergraduate projects	Assigned by the Dean/Dept. Head. The duties include departmental committees, assisting program and year coordinators, exam Invigilation, etc.
Temporary Instructor (75-10-15)	Instructing labs, grading assignments and reports equivalent to twenty classroom hrs. per week	One conference paper and supporting twelve undergraduate projects	Assigned by the Dean/Dept. Head. The duties include departmental committees, assisting program and year coordinators, exam Invigilation, etc.
Other attributes to be considered in giving salary increases and bonuses	- Student feedback - Class size - Special teaching initiatives	- Research Tier grade (h-index based) – - Research mentoring of junior staff - Editorial duties - Conference organization - External stature	- Internal leadership roles - External leadership roles - International work - Special consulting

9. HONORARY PROFESSOR NETWORK (HPN)
(Updated and approved in April 2020)

9.1 Preamble

Since its inception in 1999, SLIIT has been a leader in the higher education sector in Sri Lanka and delivers innovative undergraduate degree programs in Engineering, Information Technology, Business Management, Humanities and Sciences. SLIIT has developed productive collaborations with leading international universities such as Curtin University in Australia, Liverpool John Moores University in UK to offer franchised and transfer programs at the undergraduate level. As part of its vision and evolution, SLIIT aspires to become a research-intensive university and further expands its international collaborations to offer graduate programs at the MSc, MBA, MPhil and PhD levels that would substantially strengthen the research profile. SLIIT's international vision is achieved through three strategies: conduct internationally recognized research that are acceptable to leading journals of the world; offer undergraduate and postgraduate programs that are internationally enriched and engaged; and attract internationally acclaimed academics to mentor academic staff and students and engage in collaborative teaching and research. To support these strategies, SLIIT has established an Honorary Professor Network (HPN) Program which would attract internationally acclaimed researchers from foreign academic institutions to visit SLIIT.

9.2 Objectives of the Program

- Nurture and sustain research through active collaborations between SLIIT academic staff and internationally recognized academics from foreign institutions;
- Offer internationally recognized postgraduate programs (M.Sc., M.B.A., M.Phil. and Ph.D.) through the participation of foreign academic supervisors for all PhD students and a majority of M. Sc. M.B.A. and M.Phil. students;
- Assist SLIIT with accreditation reviews and advice on international best practices in curriculum design and pedagogy, and international accreditation standards;
- Offer undergraduate and graduate courses co-taught by visiting academics from foreign institutions;
- Provide SLIIT academic staff with opportunities to access advanced research infrastructure available at foreign institutions;

- Provide opportunities for joint research publications and intellectual property creation with foreign academics;
- Offer short courses/workshops to industry and business professionals and engage in innovation and knowledge translation in collaboration with SLIIT academic staff; and
- Serve as an advocacy group to raise the international stature of SLIIT and strengthen its student and academic staff recruitment.

9.3 Qualifications of Honorary Professors

The appointments are very selective and aim to attract internationally recognized academics to SLIIT for periods of one week to a few months. The appointments are normally made for 4 years. The minimum qualifications are:

- Ph.D. degree in a discipline of interest to SLIIT from a recognized foreign university;
- tenured or a continuing faculty appointment at the rank of Full or Associate Professor (or equivalent) at a foreign university. Professor emeriti are also eligible for appointment; and
- excellent scholarly, research record as demonstrated by publications in reputable international journals and conferences; strong citations; awards/honours for research and teaching; supervision of graduate students; sustained research funding; and evidence of successful international collaboration.

9.4 Appointment/Entitlement

The appointments should serve the strategic interests of SLIIT and lead to close collaboration with a research group/laboratory or an academic program at SLIIT. The Dean of Graduate Studies and Research shall initiate the nomination of an Honorary Professor in consultation with the relevant Dean to the Vice-Chancellor/CEO through the Deputy Vice-Chancellor. Alternatively, a Dean shall make a recommendation to the PVC (Research & International) or the Vice-Chancellor/CEO shall invite distinguished foreign academics for appointment. The Honorary Professors shall be listed on the SLIIT website.

The nomination dossier shall include the curriculum vitae of the nominee, a brief description of the agreed duties, duration of appointment and entitlement, and a rationale for the appointment. The Vice-Chancellor/CEO shall make the final decision on the appointment of Honorary Professors including the duration and terms of entitlement. A letter of appointment shall be issued to the nominee who shall formally agree to the terms of appointment. An appointed Honorary Professor shall normally be entitled for a round-trip air-ticket and a daily honorarium at 2-year intervals. The Vice-Chancellor/CEO may terminate an appointment with or without cause by giving one week notice to the appointee and the relevant Deans. Questions, interpretations and disputes involving the appointment shall be referred to the Vice-Chancellor/CEO, whose decision shall be final.

9.5 Duties and Responsibilities

The appointments are expected to result in long-term benefits to SLIIT as a result of research outcomes achieved over several years. The Honorary Professors shall be bound by the regulations and policies of SLIIT during their stay at SLIIT. They shall inform their home institutions of their affiliation with SLIIT and fulfill responsibilities at the home institution. The Honorary Professors shall contribute to SLIIT by:

- Serving as a co-advisor of at least one post-graduate student preferably at the PhD level in collaboration with SLIIT academic staff;
- Engaging in at least one collaborative research project with SLIIT academic staff that will lead to minimum of two international journal publications over two years (SCI-indexed);
- Offering guest lectures in or co-teaching a graduate or undergraduate course of their choice in collaboration with SLIIT academic staff; and
- Contributing to other activities (e.g. curriculum development, short courses, industrial collaboration, innovation and knowledge translation, etc.) as agreed with the Vice-Chancellor/CEO or Dean of the Faculty.

It is expected that the honorary professors shall contribute to at least two or more areas of the above list. A brief progress report summarizing the contributions of the Honorary Professor shall be submitted by the Faculty Dean to the VC/CEO, DVC and PVC (Research & International) at 2-year intervals during the appointment.

10. SLIIT CONFERENCES & JOURNALS

SLIIT started its first Research Symposium in 2007 and continued for 6 years. After the 6th Research Symposium, SLIIT introduced a national conference in 2013 named "National Conference on Technology and Management". This conference successfully continued for five years. Then, from 2018 onwards, SLIIT decided to introduce discipline-specific international conferences via each faculty. Accordingly, the following annual international conferences were introduced. At the same time, faculties launched their journals too. The commencement year, the faculty which is organizing, the conference name and its URL are mentioned below.

2018 Faculty of Computing – International Conference on Advancement in Computing (ICAC)
https://icac.lk

2019 Faculty of Engineering – SLIIT International Conference on Engineering & Technology (SICET)
https://sicet.sliit.lk

2021 Faculty of Humanities & Sciences – SLIIT International Conference on Advancements in Science & Humanities (SICASH)
https://sicash.sliit.lk

2022 SLIIT Business School – International Conference on Sustainability & Digital Business (ICSDB)
https://icsdb.lk

In addition, students also organize students' symposiums and students' conferences. The faculty of Computing conducts "Students Research Symposium" to showcase especially the final year research projects, while SLIIT Business School organize "Business Management Students Conference" to showcase student research work and discussions with business leaders in the country.

SLIIT Journals

SLIIT Business Review (Commenced in 2022)

https://www.sliit.lk/sbs-journal/

SLIIT Journal of Humanities & Sciences

https://sjhs.sljol.info

The Journal of Advances in Engineering and Technology

http://jaet.sliit.lk

Annex - A

Disbursement Guidelines

A.1. Research Grants

the guidelines for allocating funds to different components of a research project.

Table A1. Allocations Permitted with a Research grant

Category	Maximum % of Total Grant
1. Purchase Capital items/ Equipment/ Software	90%
2. Purchase consumables/materials	90%
2. Purchase Literature	90%
3. Conduct surveys	90%
4. Travel local	10%
5. Travel Foreign	10%
6. Conference registration fee	10%
7. Publishing	30%
8. Salaries	90%
9. Other (needs specifying)	20%
10. Unforeseen	10%

i. The upper limit of a single grant is LKR 400,000.00 per year.

ii. The Principal Investigator should be a Senior Lecturer or above. They are eligible to have only one grant at a given moment.

iii. Grants will be disbursed in the month of April of each year. In case funds are available after April disbursement, subsequent disbursements will be considered.

iv. The grant period will be until the end of fiscal year; i.e. the 31st of March in the following year.

v. Each proposal will be reviewed by 2 independent reviewers.

Reviewers' Comments will be considered in selecting a proposal for funding.

A.2. Paying research personnel

Payments for research personnel should be made upon receiving approval from the PVC (R & I) Office on the recommendation of IRB to employ such people. To obtain the approval, a CV of the person concerned, together with a justification and work to be assigned to the selected person should be submitted to PVC (R&I) Office through Head and Dean of relevant faculty. Research personnel should be appointed for six months or less. If the research personnel is appointed more than six months the payments should include EPF/ETF.

The payments for research personnel are based on the following scheme.

Table A2. Payments allowed for research personnel

Category	Maximum payment per working day (LKR)
Graduate	2000
Undergraduate	1000

A.3. Grants to Publish in journals and conferences

Refer to the information available in Section 02 of this manual.

Annex-B

Grant Approval, Procurement and Payment Approval Procedures

B.1.1. Research grants

Research proposals for funding should be submitted in the prescribed forms by the deadline stipulated by PVC (R&I) Office. No late submission is accepted without any valid reason. The complete proposal consists of the following documents.

- Research proposal application (downloadable in Word format)
- Budget + Activity Plan + Summary of Deliverables + Disbursement plan (downloadable in excel format)
- CVs of Principal Investigator and Co-Investigator
- CVs of research assistants (only if applicable)

Each proposal is reviewed by two independent reviewers. Based on the assessment , a proposal may be recommended for funding. Proposals recommended for funding will be submitted to the Senate for its approval and then to MCC for budget approval.

The Board of FGSR or the Senate has the right to reject or suggest modifications to a proposal based on its judgment of the potential of the proposal to produce meaningful outcomes.

The IRB or MCC has the right to request proposers to revise the budget submitted along with research proposals.

B.1.2. Conference grants

All requests for funds to attend conferences to present papers will be reviewed by a committee appointed by the PVC (R&I) Office. Based on the recommendation of the committee, the IRB will recommend such requests to MCC for approval. Prior approval is essential for conference grants.

Requests for conference grants should be submitted in the prescribed form together with a copy of the paper (hard copy and soft copy) and acceptance

letter.

B.1.3. Journal publication fee

All requests for funds to publish research findings will be reviewed by a committee appointed by PVC (R&I). Based on the recommendation of the committee, the IRB will recommend such requests to MCC for approval.

Requests for journal publication fees should be submitted in the prescribed form together with other required documents in the check list.

A.3. Procurement from research grants

Procurements from research grants should follow the procurement procedures of SLIIT. All Purchase Requests (PR) and requests to obtain cash advances should be submitted through the Head of the Department, the Dean of the relevant Faculty. Researchers are requested to liaise with the Procurement Department of SLIIT for all matters related to procurements through research grants. The draft procurement manual is available for download for your reference.

A.4. Payment Approval Procedure

B.1.4. Capital items and consumables

The approval to release payments from a research grant will be granted by PVC (R&I). Payment requests should accompany goods acceptance certificates (and subsequently a quality report on the goods) and/or goods received notes.

B.1.5. Research personnel

The payments for research personnel from a research grant will be approved by PVC (R&I) upon receiving a request through the Head and Dean together with attendance and a list of work done during the period of payment, certified by the principal investigator.

The should be sections on ethics approval, research ethics and plagiarism, conflict of interest, IP/licenses, collaboration with external parties, NDA for research, etc.

Download links for Applications and Forms:

SLIIT Research Grants Application (Form SGR 01)

Research Proposal (Form SGR 02)

Budget, Deliverables and Activities (Form SGR 03)

Research Grants Progress Reporting Form

Research Grants Review Form

Agreement on Acceptance of Research Grants

Research Assistant-Payment Claim Form

Conference Paper Publication Fee-Reimbursement Application

Indexed Journal Paper Publication Fee-Reimbursement Application

END OF THE RESEARCH HANDBOOK