



**Postgraduate Institute of Agriculture
University of Peradeniya**

Guidelines for Application for the Research Facilitation Fund (RFF)

1. Selection of Awardees

The following procedure shall be followed for the selection of RFF awardees:

- i. Applications will be invited annually through an open advertisement.
- ii. Download the RFF application form and submit the duly completed application to the Director, PGIA. Please note the funding limits: (a) M.Phil. – up to Rs. 500,000.00; (b) Ph.D. – up to Rs. 750,000.00; (c) M.Sc. – applications will be considered subject to fund availability, with a maximum limit below Rs. 500,000.00.
- iii. Submitted applications will be forwarded to the relevant Board of Study.
- iv. The respective Board of Study will review and recommend eligible applicants as per standard procedures and forward their recommendations to the Director, PGIA.
- v. The Director will convene the RFF Committee, which will make the final selection of awardees.

2. Surety Bond

The supervisor of the student shall sign a surety bond with the Director of PGIA prior to the release of funds.

3. General Conditions

3.1 Budget Revisions: If changes to the approved budget are required (within the total allocation), the student must submit a written justification to the Director, PGIA, through the Supervisor and the Secretary/Chairperson of the respective Board of Study. The RFF Committee will review the request and make a recommendation to the Board of Management (BoM), which will make the final decision.

3.2. Full-Time Registration Requirement: Research assistants must be registered as full-time students. If employed, they must obtain formal leave from their employers.

3.3. Research Progress: Students must maintain satisfactory progress in their research work. Progress reports must be submitted every six months to the Director, PGIA, through the Supervisor and the Secretary of the Board of Study.

3.4. Progress Evaluation: Students are required to present their research progress every six months for evaluation by the RFF Committee. The progress will also be formally reported to the Board of Management.

4. Adherence to University Regulations: During the grant period, students are required to comply with all rules and regulations of the PGIA and University of Peradeniya.

5. Discontinuation of Grant

If the student fails to comply with guidelines, performs unsatisfactorily, or becomes unable to continue due to valid reasons (e.g., medical), the matter will be referred to the Board of Management, whose decision shall be final.

6. Disclosure of Research Outcomes

Any new process, technique, or formula developed during the research must be disclosed to the Director, PGIA.

7. Final Research Report

Within three months of completing the project, the student must submit a comprehensive final report to the Director, PGIA, summarizing the knowledge and contributions gained, for submission to the Board of Management.

8. Ownership and Utilization of Research Outputs

All inventions, findings, patents, products (hard or soft), protocols, and hypotheses generated from the research shall be the property of PGIA. Any development, dissemination, or commercialization must receive prior written approval from the Board of Management. The following distribution conditions apply:

8.1. If of national importance (not co-funded): Outputs should be distributed free of charge to the agricultural community and industry and formally acknowledged as an RFF grant outcome.

8.2. If of national importance (co-funded): Outputs may be distributed under patent or intellectual property rights in accordance with agreed terms between PGIA and the co-funding party.

8.3. Other cases: Outputs may be distributed under patent or rights with PGIA as the beneficiary, based on case-by-case agreements, including financial arrangements.

Application Form and Selection Procedure

- Applicants must meet all PGIA admission requirements and be registered as full-time M.Phil., Ph.D., M.Sc. (SLQF Level 10), or MBA (Coursework & Research) students.

- Research proposals must be approved by the relevant Board of Study in accordance with its specific requirements.

Monitoring of Research

- The RFF Committee will evaluate research progress every six months.
- Students must submit regular progress reports.
- Based on the RFF Committee's recommendation, the SAB will release funds as needed.