

Faculty of Science Research Equipment Repair Fund Guidelines

Objective:

The Research Equipment Repair Fund, established by the Research and Services Center (RSC) of the Faculty of Science, aims to support the maintenance and repair of research equipment already purchased by the faculty. This fund is designed to ensure the continuous functionality of essential research tools and promote the seamless progress of academic activities within the faculty.

Eligibility: Faculty permanent academic members may apply for the Research Equipment Repair Fund. Requests must be submitted through the Head of the respective department and endorsed by the Dean of the Faculty of Science.

Application Process:

1. Applications should be submitted using the designated form available on the RSC website.
2. Applicants may request a maximum of Rs. 200,000 for each repair project.
3. The requested amount should be justified based on the nature and complexity of the repair, including the estimated costs for replacement parts, labor, and any additional expenses.
4. Applicants must submit a minimum of three quotations obtained recently to support the financial aid needed for equipment repair. In cases where obtaining three quotations is not feasible, such as when the equipment must be sent to the specific manufacturer/service provider for repair, applicants must submit an estimated cost along with a justification for the inability to obtain multiple quotations.
5. All applications should be addressed to the Director of RSC/Faculty of Science.
6. Endorsement by the Head of the department and the Dean of the Faculty of Science is mandatory for each application.
7. Individuals who have received funds from the Research Equipment Repair Fund may reapply after a minimum period of one year from the date of their previous approval.
8. Fund applications will be accepted within three months from the official advertisement on the RSC website. Late applications will not be considered.

Funding Criteria:

1. The total amount available for the Research Equipment Repair Fund will be determined based on the funds earned by the RSC/Faculty of Science in the previous fiscal year.
2. The upper limit for the total allocation for all repair requests will be calculated for each year, and individual requests will be considered within this limit.
3. Applications will be evaluated by the RSC. This will consider the urgency of the repair, the impact on ongoing research projects, and the overall benefit to the academic community.
4. Priority will be given to equipment essential for ongoing research and teaching activities.

5. The fund may cover repair costs, replacement parts, and associated labor charges.

Evaluation Process:

1. Each application will be assessed based on the criteria mentioned above.
2. The evaluation will be done by an advisory board member with expertise in the relevant discipline, appointed by the advisory board.
3. The evaluator may request additional information or clarification from applicants if necessary.
4. The decisions will be communicated to applicants in a timely manner.

Post-Allocation Reporting:

1. Successful applicants must provide a detailed report on the repair activities funded by the Research Equipment Repair Fund within three months of completing the repairs.
2. The report should include invoices, receipts, and a description of the completed repairs.
3. Failure to submit a post-allocation report may affect future eligibility for the fund.
4. All publications resulting from research utilizing equipment repaired by the RSC fund must include an acknowledgment statement.

Example: "The authors acknowledge the support of the Research Equipment Repair Fund, Faculty of Science, University of Kelaniya, for the repair and maintenance of [specific equipment used]."

General Guidelines:

1. The fund is intended solely for the repair of existing research equipment and not for the purchase of new equipment.
2. Only equipment listed in the official inventory of the department/faculty/unit will be considered for funding. The applicant is requested to submit a copy of the inventory with the completed application.
3. All repaired equipment funded by the RSC must be cataloged and made publicly accessible, encouraging collaborative use.
4. All repair activities must adhere to the ethical and legal standards of the University of Kelaniya.
5. Funds allocated but not utilized within a period of 6 months may be subject to reallocation.
6. All the procurement guidelines will adhere to the established guidelines by the University of Kelaniya.

Review and Amendments:

- These guidelines are subject to periodic review and may be amended by the RSC as deemed necessary. Any changes will be communicated to the faculty promptly.
- These guidelines provide a comprehensive framework for the application, evaluation, and utilization of the Research Equipment Repair Fund, ensuring transparency, fairness, and the effective use of resources within the Faculty of Science.