

Terms of Reference (TOR) for the Research Allowance

1. Background

These terms of reference to pay the research allowance for the staff of National Institute of Education (NIE) are presented as per the directives given by the Council at its meeting No-449 held on 26th November 2020 in accordance with the management service circular No -02 of 2014 dated on 11.02.2014 and the best practices adopted from other national level institutes granting such research allowance.

2. Objective of the ToR

- I. To streamline the process of granting research allowance for the staff of the NIE who are eligible for a research allowance.
- II. To provide technical guidance for the NIE staff to establish a research culture.

3. Principles

The following principles are followed in granting the research allowance for staff who are not on long duration leave.

- I. All academic officers should be motivated to engage in fruitful research activities in addition to the existing responsibilities, to enhance their professionalism in order to become effective and efficient employees of the institute.
- II. Research work undertaken by the officers should link with the development of education and in turn the national development of the country.
- III. All research studies should adhere to the education policy focusing national development through education considering the concepts of 21st century skills/4th industrial revolution/ curriculum/ pedagogy/ assessment etc. and areas where there is a knowledge gap that limits policy level decision making in education.
- IV. Applicants are encouraged to select a research area based on the subject specialty/ area of research interest of the applicant or the needs of the department where they work at present.
- V. Research proposals should be prepared in English and prepare the research report in English facilitating the publication in reputed international / national level journals. In case, research is produced in other language, a summary should be given in English.

4. Requirements to be fulfilled by applicants for Research Allowance

Any **one** of the following requirements (A, B or C) to be fulfilled by the applicant for the entitlement of Research Allowance for a particular year.

(A)

- I. Submitting a copy of the publication during the year for which the allowance is applied for [Under this category research allowance cannot be claimed for more than once for the same publication]
- II. Evidence of publication or acceptance of publication of a research paper in an internationally or nationally accepted journal

OR

- III. Publication or acceptance of submission of a conference paper/manuscript in a relevant symposium

(B) Submission of a research proposal in the given form (Given in Annexure 2) to the Research Management Committee (RMC). The allowance is paid once the RMC approves the proposal after a review, subject to the following conditions.

- I. The research allowance can be claimed under this category is only for maximum of two (2) years in which a progress report must be submitted at the end of first year showing evidence of current results/ status with a description of work carried out and the plan of the remaining work should be ratified by the RMC. If progress is unsatisfactory, research allowance can be terminated for the following year.

AND

- II. Submit a Final Research Report that is acceptable to the RMC at the end of the period of research. Submission of the full report (10,000 – 15,000 words) is compulsory and the final report should be comprehensive and should include all relevant sections mentioned in the research proposal. (No one can continuously claim research allowance beyond the duration of the previous research, without submitting an acceptable final research report).

(C)

Evidence of publication OR acceptance for publication of a research based academic paper / research-based book, or book chapter/s by a publisher in the year of claiming the research allowance.

5. Relevant conditions

- I. A Research Proposal including the nature of the research, action plan, time frame of the research and the methodology as mentioned in Annexures 1 & 2 should be submitted by the officers who are entitled to obtain the research allowance. Subsequently, research allowance is paid for a period of 12 months with effect from a date decided by the RMC based on the timeframe given in the proposal. If the research study involves a group of researchers the group should not consist of more than three members. To maintain quality and diversity of the research study it is encouraged to have interdisciplinary members. However, in the case of collaborative research, the researchers should testify that the same research is not funded by any other source.

- II. An interim report of the ongoing research study including its progress against the action plan of the proposal should be submitted to the RMC within a period of six (06) months from the date of commencement of the research and annually in case the applicant wishes to continue the research for a second year (Refer Para - B of Section 4). Continuity of granting research allowance is subject to the satisfaction of the RMC on the progress of the research work. If the committee is not satisfied with the progress of the research work /academic work an additional period of - THREE months can be granted by the RMC to report progress to the committee and the committee should determine the continuation of the payment.

6. Payment of research allowance

Officers in the category of Academic and Research (AR), Manager (MM and higher-level posts) as defined in the Management Services Circular NO.30 who are serving in the permanent cadre of the institution are eligible to apply for a research allowance.

Eligible officers are paid 35% of their basic monthly salary and this allowance does not entail any right to any other statutory allowance that could monthly be paid to the officer.

7. Committees for Research Management and Supervision

(I) Research Management Committee (RMC).

The responsibility of this committee is to forward the Terms of Reference for research evaluation to the Research Supervision Committee (RSC). Further, this committee is responsible for evaluation of research proposals and determination of the duration to grant the research allowance subject to a maximum time period of two (2) years.

(II) Research Supervision Committee (RSC)

The main task of this committee is to guide and consult on research management. The Terms of Reference (TOR) for evaluation of research proposals forwarded by the Research Management Committee mentioned above should be approved by this committee. The decision of the committee will be the final.

(III) Payments for Research Management and Research supervision

An honorarium of Rs. 1000/= (One thousand) for RMC member and Rs 2000/= (Two thousand) per RSC member per sitting will be paid in this regard.

8. Publication

It is highly recommended that the research work carried out under this scheme is published in an internationally or nationally accepted journals and /or submission of the same to a relevant symposium. Internationally accepted Journals can be found in the following websites.

<https://www.scimagojr.com/journalrank.php>),

<https://www.scopusjournals.info/2018/04/scopus-indexed-journals-in-social.html>

9. Unpublished, discontinued or withdrawn research proposals

- I.** Where a researcher wishes to cease claiming research allowance from an ongoing research in order to claim it through an alternative research, this shall be done within the first 6 months with the approval of the RMC, after the justifications for the change has been presented to the RMC.
- II.** Where the researcher is unable to publish or to continue the research within the given period due to administrative, personal or other reasons, it should be immediately informed to the RMC for necessary rescheduling. The assessment will be carried out by the RMC on case by case basis and the maximum re-scheduling duration will be 2 years.
- III.** In any case of discontinuation of the research or withdrawal from the research during the period the research is being carried out, the NIE takes action to recover the amount paid to the researcher from his/her salary within a maximum period of 6 months. However, he/she will be permitted to make an application for a new research project.
- IV.** In case of failure to publish the research after completion, permission for the submission of a new research proposal shall not be allowed for 2 years. Furthermore, RMC will decide whether or not to recover research allowance already paid.

10. Submission process for research allowances

- I.** Completed application form for research allowance together with all relevant documents should be handed over to DDG office (Admin/Fin) in 03 hard copies and one soft copy should be uploaded to NIE website (<http://www.nieresearch.lk/>).

The application form for a research allowance can be found in **Annexure-1** or can be downloaded from the from the NIE website (Link: <http://www.nieresearch.lk/>)

- II.** As per the Management Service Circular No: 44 dated 10.03.2011, research allowances will be granted for research conducted after 01.01.2021 and research

allowance will not be paid in respect of research studies conducted prior to 01.01.2021.

11. Research proposal evaluation

The criteria which will be used in evaluating the research proposal are presented in the annexure-4 of this document. **A minimum of 50 marks** should be obtained by the applicant at the research proposal evaluation to be eligible for granting the research allowance.

Annexure -1

Application to Obtain Research Allowance for Officers in National Institute of Education

(Based on Ministry of Higher Education Circular No 1/2011 and Management Service Circular No 02/2014)

1. Name of the Investigator:
2. Designation
3. Department of Study/Faculty:
4. Names of the co-investigators if any(Refer section 5.1 above):

	Co-investigator-1	Co-investigator-2
Name		
Designation		
Institute/ Department		
Telephone No.		
Email		
EPF No.		

5. Research Allowance Application for the year:
6. Criteria under which you become eligible: *(Refer Page 2 & 3 of the ToR under the section 4 : Requirements to be fulfilled for Research Allowance)*

Notes: Those applying under research proposal category must submit the relevant form along with this application and the research proposal or Annual Progress Report as relevant. For other categories, relevant evidence must be submitted.

Signature of Investigator Date:

Coinvestigator-1 Date:

Co-investigator-2..... Date:

7. Recommendation:

Recommended/Not Recommended to the Research Management Committee (if not recommended give reasons)

Director/ Head

Department of

Date.....

Recommended/Not Recommended (if not recommended give reasons)

Chairperson -

Research Management Committee

Date.....

Annexure-2

Technical information for research proposals

The research proposal shall contain (Annexure 1):

1. Title of the research
2. Introduction (up to 400 words)
 - 2.1 Background information
 - 2.2 Justification
 - 2.3 Objectives and research question(s)
 - 2.3.1 General objectives
 - 2.3.3 Specific objectives
 - 2.3.3 Research question(s)
3. Literature review (up to 200 words)
4. Methodology (up to 400 words) including:
 - 4.1 Study design
 - 4.2 Sample size/Sampling method
 - 4.3 Method of data collection and instrument development
 - 4.4 Data Analysis
 - 4.5 Ethical consideration
5. Expected results (up to 100 words)

Output, outcome, impact, publication, commercial values
6. Plan of action/time frame with Gantt chart
7. Estimated budget of the research (including funding source).
8. References, adhering APA style
9. Format of the proposal:

Font: Times New Roman; Font size 12; 1.5 spacing, page numbering bottom centre;

Margins top and left 1.5” and bottom and right 1” with spacing 1.5.

The research proposal preferably should not have a word count greater than **1500 words**

Annexure-3

Request for Research Allowance under the Management Services Circular – No. 45

Name of the Investigator

Designation

Working place

Address

.....

Date...../...../.....

Director General,

National Institute of Education

Dear Sir,

Request for Research Allowance under the Management Services Circular – No. 45

Title of the research

I would like to forward the above titled research proposal for the research allowance under the Management Services Circular No: 45 for your kind consideration, which I commenced

on/...../.....

Date of completion of 6 months:/...../.....

Date of completion of one year:/...../.....

Please be kind enough to do the needful for this request.

.....

(Signature of the Investigator)

Annexure-4

Research proposal evaluation criteria

No	Evaluation criteria	Marks
1	Title is clear unambiguous and researchable	10
2	Literature review is comprehensive, relevant to the present research and is presented logically and analytically	10
3	Research objectives/questions/hypotheses are clear, relevant and adequate for the study	10
4	Research methodology is appropriate and there is a strong justification to the proposed research design	10
5	Sample is adequate and the proposed sampling techniques are justified	10
6	Methods of data analysis are presented clearly and are appropriate to the types of data collected	10
7	Has a good understanding of the major ethical considerations to be dealt with during the research project	05
8	Activity schedule, time frame and budget are well thought and present logically	20
9	Follows prescribed referencing style(APA)	05
10	Proposed research links to the education policy focusing national development through education by addressing a significant knowledge gap that limits policy level decision making in education.	10
	Total Marks	100

A minimum of 50 marks should be obtained by the applicant at the research proposal evaluation to be eligible for granting the research allowance.

