

(Applications should be filled in conjunction with the UGC Circular No. 05/2014, 05/2014 (i), 05/2014 (ii) and University approved guidelines attached as Annex II)

To be filled by the Applicant				
1	Name			
	Designation			
	Department			
	Year for which the Research Allowance is requested			
	Whether the Research Allowance is paid for the previous year	Yes	<input type="checkbox"/>	No
	Category under which Research Allowance is requested (As per the guidelines given in Annex II) (Place a '✓' mark(s) in the relevant cage(s))	A1 (i)		
		A1 (ii)		
		A1 (iii)		
		A1 (iv)		
		A1 (v)		
		A2		
		A3		
A4				
B(i)				
B(ii)				
B(iii)				
Whether relevant documents are attached	Yes	<input type="checkbox"/>	No	
Signature of the Applicant		Date		
To be filled by the Head of the Department				
3	Application for Research Allowance is recommended/not recommended*.			
Signature of the Head of the Department		Date		
To be filled by the Registrar/Dean of the Faculty of Architecture/Engineering/IT/Graduate Studies, Librarian				
Application for Research Allowance is recommended/not recommended*.				
Signature of the Registrar/ Dean of the Faculty/Librarian		Date		
To be certified by SAR/Establishment and submitted to the Chairman/Research Management Committee through the Office of the Deputy Registrar (Academic & Publications)				
5	Name			
	Designation			
	Current employment status #			
	#Indicate whether staff member is presently in full time service/study leave (paid or no pay leave) /sabbatical leave/temporary release etc.			
	If on leave	Commencement date		
		End date		
	If the staff member is/was on Sabbatical/Study leave during the part of the year 2017 leave category or if the staff member has been recruited during the year (2017) please indicate the details.			
Senior Assistant Registrar/Academic Establishments		Date		
*Strike through inapplicable words.				

A. For staff who are not on Sabbatical/Study leave

- A1. Publication for the year for which the Research Allowance (RA) is being requested, satisfying one of following conditions as appropriate and as acceptable to the Research Management Committee:
- (i). Copy of a research article published during the year for which RA is applied for.
 - (ii). Evidence of acceptance of a research article for publication by the Publisher/Session Organizer indicating that the said publication [A1 (i)] shall take/had taken place during the year for which RA is applied for, together with the submitted manuscript.
 - (iii). Copy of an abstract (together with the cover page and contents page of the document where the abstract is published) in a conference/symposium/technical session held during the year for which RA is applied for, together with the copy of the corresponding full research article/manuscript.
 - (iv). Evidence of Presentation of research results in a conference/symposium/technical session during the year for which RA is applied for, indicating the acceptance by the conference/symposium/technical session organizers for such presentation, together with the conference details.
 - (v). Copy of a Research Report/Monograph/Academic Publication/Proposed Publication done during the year for which RA is applied for.
- A2. Evidence of fulfilling the obligations of the RA received during the previous year with reference to a research proposal that had been made by the applicant, by submitting an Academic Publication in a form similar to above A1 (i), A1 (ii), A1 (iii), A1 (iv) or A1 (v) applicable for the previous year or a Detailed Progress Report indicating the evidence of current results/status with a description of work carried out and the plan of the remaining work.
- A3. Evidence of research results to demonstrate active continuing involvement, in the form of a research article published during the previous year.
- A4. A new research proposal (Annex III) in the format provided with a clear indication of the research objectives, the duration and the output by the applicants requesting RA for the first time or for the applicants who have met the obligations of RA received during previous years.

B. For staff who are on Sabbatical/Study leave

- (i). Copy of a research article published during the year for which RA is applied for.
- (ii). Evidence of acceptance of a research article for publication by the Publisher/Session Organizer indicating that the said publication shall take/had taken place during the year for which RA is applied for, together with the submitted manuscript.
- (iii). Copy of an abstract (together with the cover page and contents page of the document where the abstract is published) in a conference/symposium/technical session held during the year for which RA is applied for, together with the copy of the corresponding full research article/manuscript.