**Guide lines for Submission of the Applications**

(Researches can submit the research proposal in relation to any subject area. Ex: Management, Social Science etc….)”

* Research projects started and/ or completed before applying for the Research Allowances are not eligible for Research Allowances.

**RESEARCH praposal**

1. The duly filled application as per the format in the **Annex 1,** which is comprising of following parts, should be forwarded to the Secretary of the Ministry incharge of Science, Technology and Research, through head of the organization where the researcher employed.
	1. Part A : To be completed by the Researcher/s
	2. Part B : To be completed by the Researcher/s
	3. Part C : To be completed by the Researcher/s
	4. Part D: To be completed by the Researcher/s, Head of the Collaboration Institution/s and Head of the Institution where the research will be carried out
2. Research proposal should be prepared only according to the format in the Annex 1.
3. Research Team Should consist maximum 3 members only (including Principle Researcher)
4. Application should be submitted in triplicate.
5. A soft copy of the application in pdf form should be submitted to the Science and Research Development Division of the Ministry by e-mail at srd.mostr@gmail.com.
6. Maximum project period should be limited to 03 (three) years.
7. The decision of the Research Supervision Committee would be the final.

**INTERIM RESEARCH REPORT**

1. Within six (6) months of being informed of the approval of the Research project, Researcher/ Research team should submit an interim progress report of the research against action plan as per the format In **Annex 2** to Sectary incharge of the Ministry of Science, Technology & Research
2. Progress report should be submitted in triplicate.
3. A soft copy of the report in pdf form should be submitted to the Science and Research Development Division of this Ministry by e-mail at srd.mostr@gmail.com.
4. The decision of the Research Supervision Committee would be the final.

**FINAL RESEARCH REPORT**

1. The Researcher/ Research team should submit the Final Research Report to the Secretary of the Ministry incharge of Science, Technology and Research through Head of the organization where the researcher employed as per the format in the **Annex 3**
2. Final project report should be submitted triplicate.
3. A soft copy of the report in pdf form should be submitted to the Science and Research Development Division of this Ministry by e-mail at srd.mostr@gmail.com.
4. The decision of the Research Supervision Committee would be the final.