



## **National Institute of Social Development Policy on Guidelines for Research Allowance**

**Policy Title:** Policy on Guidelines for Research Allowance

**Policy Number:** 27

**Functional Area:** Academic Staff

**Effective Date:** 11.07.2024

**Approving Authority:** The Governing Council and Research Division

### **27.1. Rationale and Purpose**

These policy guidelines for research allowance at the National Institute of Social Development (NISD) are prepared following/adhering to the Higher Education Circular No: 1/2011, Establishment Circular Letter No. 05/2014, and Commission Circular No. 1000. In terms of the Budget Proposals of the Government for the year 2011, a research allowance of 35% of the basic salary (without allowances) should be paid monthly to the NISD academic staff adhering to the following guidelines and approval of the NISD Research Grants Committee.

### **Section 01: Eligible Academic/Other Staff to Receive the Research Allowance**

**Members of the academic staff who are in the permanent cadre in the NISD system, including:**

1. All Academic staff members
2. Lecturer
3. Senior Lecturer
4. Associate Professor
5. Professor/Senior Professor
6. The other academic supportive staff members

## **Section 02: Application Procedure**

### **1. Submission:**

- The staff members are required to submit the research allowance application (ANNEX 1) through the respective Head of the Department to the Director of the Research Division along with supportive documents as explained in Section 03.
- Every academic/other staff member is ethically bound to apply through the attached application within the year for which the research allowance is claimed.

## **Section 03: Requirements and Supportive Documents**

To be eligible to receive the Research Allowance for the relevant year, at least one of the following requirements must be fulfilled:

### **1. Evidence of Publications:**

- Full paper (published/in press/accepted/under review/submitted) of the self/group in an international/local scientific journal, books, book chapters (published/in press), presented at Symposium/Conference or Technical Session, and published in the year under consideration or previous year. Only already published materials are considered when previous year publications are used. The research allowance cannot be claimed more than once for the same work (should not be repeated the same work). Evidence of the publication should meet one or more of the following criteria:
  - Research Paper: Full paper already published in the current year or previous year in an accepted local or international research journal. As per Management Service Circular No. 02/2014, papers published in accredited journals (Science Citation Index, Science Citation Index Expanded, Social Science Citation Index, Art and Humanities Citation Index) can claim the research allowance for three consecutive years. For other accredited journals in the Master journal list, the research allowance can be claimed for two consecutive years.
  - Submitted Paper: Full paper submitted for publication in the current year with an acknowledgment from the editor/editorial staff of the relevant journal.
  - Paper Under Review: Full paper under review of a research journal in the current year with appropriate evidence of the review process from the relevant journal authority.
  - Published Abstract: Research abstract already published in a national/international conference proceeding in the current year or previous year, or accepted to be published in the current year.
  - Conference Presentation: Evidence of the presentation of a research abstract in a

national/international conference in the current year or previous year, supported with a certificate or appreciation letter.

- Book/Book Chapters: Published in the current year or previous year, or scheduled to be published in the current year with relevant supporting documents from the publisher or authorizing agency (faculty research committee/external research institute/authorized national or international agency).
- Intellectual Property: Any form of intellectual property documents endorsed by the UBLC of NISD, published in the current year or previous year, submitted with all relevant evidence/s.
- Keynote/Plenary Speech: Scientific research-based keynote/plenary speech delivered/published in a reputed international/national conference/proceeding in the current year or previous year with evidence including a certificate/letter of appreciation.
- Other Research/Publication: Any other research/publication or commission reports published in the current year or previous year or submitted to authorize research institutes/policymaking bodies/development agencies/authorized governmental and non-governmental organizations with evidence (acceptance/appreciation letter).

## **2. Postgraduate Supervision:**

- Research allowance can be claimed for a maximum of three years for supervising postgraduate students. The submission of the progress report is required.

## **3. Ongoing Research:**

- By producing evidence such as progress reports, submitted papers with proof of submission. This research activity should have commenced already and be actively continued during the year for which the research allowance is claimed. The progress report of a minimum of 2000 words should meet the following criteria:
  - Status of research in the current year.
  - Status of the research project under the postgraduate degree program.
  - Status of post-doctoral research/any other type of research for lecturers on sabbatical leave.

#### **4. Research Proposals:**

- Academic staff members who have not commenced research under the above categories should submit a fresh research proposal within the first six months of the considered year containing the following sections:
  - Title
  - Background
  - Problem Statement
  - Research Questions and/or Hypothesis
  - Aims and Objectives
  - Significance of the Study
  - Literature Review
  - Methodology
  - Time Frame
  - Expected Outcomes
  - References (minimum 10)

#### **5. Academics on Study/Sabbatical Leave:**

- Academic staff on study/sabbatical leave engaged in research work locally or abroad should submit copies of research papers presented at Symposium/Conference as per the above criteria or progress of the research.

#### **6. Other:**

- Submission of academic publications or proposed publications or a proposal regarding an academic publication to the Institute Research Committees and the Faculty Research Committees.

#### **Section 04: Multi-authorship Allowance**

- The research allowance shall be paid for multi-authorship, and the relevant academic must submit such requests for the approval of the Institute Research Committee/NISD Research Division.