

General Circular No. 01-06/2012 (1)

Ministry of Health  
"Suwasiripaya"  
385, Deans Road  
Colombo 10.

30.03.2012

To All

Provincial /Regional Directors of Health Services  
Directors of Teaching Hospitals/Provincial General Hospitals  
Medical Superintendents of District General Hospitals/Base Hospitals  
Directors/Heads of NIHS and all specialized campaigns

**Guidelines for Research Allowance Payments as per the Management Services Circular No. 44**

In accordance with the budget proposals 2011 a monthly research allowance of 25% of the basic salary excluding allowances is to be paid to university lecturers and senior level officers in public sector. Following guidelines has been revised and proceeded for research allowance claims.

- 1.0 The research proposal should include
  - 1.1 Title of the research
  - 1.2 Introduction
    - 1.2.1 Background information
    - 1.2.2 Justification
    - 1.2.3 General objectives
    - 1.2.4 Specific objectives
  - 1.3 Literature review
  - 1.4 Methodology
    - 1.4.1 Study design
    - 1.4.2 Study setting
    - 1.4.3 Criteria for eligibility
    - 1.4.4 Sampling method
    - 1.4.5 Sampling size
    - 1.4.6 Exclusion and inclusion criteria
    - 1.4.7 Study instrument
    - 1.4.8 Method of data collection
    - 1.4.9 Interviewers selection and training
    - 1.4.10 Data Analysis
    - 1.4.11 Ethical clearance
  - 1.5 References-adhere to either Harvard or Vancure methods
  - 1.6 Time frame and budget estimate.
  - 1.7 Research proposal should be not more than 2500 words. The final report should be wihin10000 to 15000 words.

- 1.8 Font should be Times New Romans, page numbering bottom centre, margins top and left 1.5” and bottom and right 1”with double spacing.
- 2.0 The number of investigators per research should not exceed more than 05 and one investigator should be nominated by the principle investigator to correspond on behalf of the research team, if needed.
- 3.0 Research proposal should be handed over to the relevant Technical Review Sub Committee (TRSC) in 03 hard copies and one soft copy with an application by research investigator and a copy of ethical review committee approval. If such committee is not available DDG (ET&R) will forward to relevant expert committee.
- 4.0 On approval by the TRSC the principal investigator should provide a hard copy and a soft copy of the research proposal to DDG (ET&R), the chairperson of the Research Management Subcommittee (RMSC).
- 5.0 On approval of the pre-proposal by the Secretary of Health the research investigator is entitled for a research allowance of 25% of the basic salary.
- 6.0 The continuation of the research allowance will require interim progress report in 6 months and that interim progress report should be produced to relevant Technical Review Sub Committee for recommendations for continuation of research allowance.
- 7.0 Continuity of granting the research allowance at the end of two years will depend on the satisfaction of the council/committee with regard to publication of final report in an internationally or Nationally accepted scientific publication or submission of the final report to a relevant Symposium within the period of two years.

**Dr. Ravindra Ruberu**  
**Secretary Health**



<b>2.13 Current Post</b>	.....
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<b>2.14 Current Grade</b>	.....
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**3.0 Declaration of researcher**

I declare that the above facts are true and correct. This is not full or part of official duty or not a copy of or alerted version of a previous research by me or another person and research expenses are not be incurred from the provisions granted to the institutions from the Consolidated Fund.

I am aware that if any fault in facts of my declaration I am subject to departmental disciplinary action.

.....  
**Signature**

.....  
**Date**

**4.0 Observation and Recommendation of the Head of Institution / Decentralized Unit / Specialised Campaign.**

I certify the particulars furnished by the medical officer, are correct. (State any incorrect information, if furnished by the applicant)

.....  
**Signature of head of institution  
campaign**

.....  
**Signature of head of decentralized unit / special**

.....  
**Date**

.....  
**Date**

**Observation and Recommendation of the Regional Director of Health Services.**

.....  
**Signature**

.....  
**Date**

**Please attach,**

**a) certified copies of the following documents**

- 1.National Identity Card**
- 2.SLMC Registration**
- 3.Salary slip of the previous month**

**b) one soft copy and 3 hard copies of pre proposal**

**c) Ethical clearance**

**d) If the research is already started, date of commencement and the progress/ interim report**

**Research allowance for Senior Level Officers in Ministry of Health**

**Application - Form B**

**1.0 Details of co-researchers**

<b>Name of co-researchers</b>	<b>NIC Number</b>	<b>Current working station</b>	<b>Date to current institution</b>	<b>Contact No</b>
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			

**2.0 Check list**

<b>Items</b>	<b>submitted</b>
<b>Introduction and justification</b>	<input type="checkbox"/>
<b>Objectives</b>	<input type="checkbox"/>
<b>Literature review</b>	<input type="checkbox"/>
<b>Methodology</b>	<input type="checkbox"/>
<b>Time line / Gantt Chat</b>	<input type="checkbox"/>

**3. Type of Research (mark the relevant cage only)**

<b>Type of Research</b>	√
Basic research	<input type="checkbox"/>
Clinical trials	<input type="checkbox"/>
<b>Epidemiological research</b>	<input type="checkbox"/>
<b>Evaluation research</b>	<input type="checkbox"/>
<b>Qualitative research</b>	<input type="checkbox"/>
<b>Quantitative research</b>	<input type="checkbox"/>
<b>Service or program monitoring and evaluation</b>	<input type="checkbox"/>
<b>Other .....</b>	<input type="checkbox"/>

**4.0 Declaration of researcher**

**I declare that the above facts are true and correct.**

.....

**Signature**

.....

**Date**