Faculty of Science

Undergraduate Research Funding

Guidelines for Fund Disbursement and Reimbursement

I. Fund Allocation Process

The following procedure governs the allocation of research funds to eligible undergraduate students:

1. **Initiation:** The process commences upon the announcement of the Faculty's annual research fund allocation by the Bursar of the University of Peradeniya. The Faculty's allocation is generally based on the student population enrolled in Honours Degree programmes.
2. **Identification of Eligible Students:** Heads of Departments are expected to prepare and submit a comprehensive list of students who require financial support for their final-year research projects. The list should be submitted to the Faculty Financial Division (Bursar) through Faculty Research Committee (Chairperson/FRC).
3. **Allocation of Fund:** The FRC will assess all requests and determine the amount to be allocated to each student, based on the available budget.

II. Reimbursement Procedure

All undergraduate students registered for a final-year research project course are eligible to claim reimbursement for research-related expenses, subject to the following conditions.

a. **Eligibility**

- The allocated amount represents the maximum reimbursable sum for the research project.
- Reimbursement is limited exclusively to expenses incurred directly related to the research project.
- Claims for chemicals, consumable and other research related items that are available within the Departments of the Faculty need stronger justification from the student, supervisor and the Head of the Department.
- Reimbursements shall be made in accordance with the University financial regulations. Expenses related to food, refreshments, accommodation, and other personal expenses are strictly not eligible for reimbursement.

b. **Documentation and Submission Requirements**
A complete reimbursement claim must include the following and be submitted as a single package:

1. **Mandatory Documents:**
    - A formal request letter from the student addressed to the Busar/Science, submitted through the main Supervisor, the Head of the Department and the Dean/Science.
    - A duly completed claim voucher.

2. **Financial Supporting Documents:**
    - Original invoices or tax receipts must be submitted (photocopies are not accepted). Each invoice or receipt must clearly indicate:
        - Vendor details and the date of issue
        - Itemized description of the goods, services, quantities, and total amount
        - VAT registration number where applicable
    - All invoices must be endorsed by the main supervisor of the student.
    - Supporting documents such as purchase orders, proof of delivery must be attached where applicable.
3. **Approval:**
    - The completed documents must be submitted for approval through the main supervisor of the student, the Head of Department and the Dean/Science.
    - The submission must be made to the Faculty Finance Division (Bursar) on or before the specified deadline. Late submissions will not be accepted.

c. **Processing**

- Reimbursement claims are processed by the Finance Division of the Faculty of Science only after verifying full compliance with all university financial regulations and procedures.