

	Programme Brief Support Scheme for Scientific Meetings and Events (SSSME)	Issue No: SSSME-1.1
		Date of BoM approval:
		Revision No.: 04
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RATIONALE

The NSF is mandated to extend its support for communication of research data and results to a wider audience nationally and internationally.

Effectiveness and impact of scientific research can be enhanced through communication and dissemination and getting exposure to current research and findings presented at scientific meetings, research symposia, workshops and conferences. Through communications, scientists can exchange and share the latest insights relevant to their research. These events work best when attended by like-minded researchers, professionals and important stakeholders. Considering such, the “Support Scheme for Scientific Meetings and Events” is managed by the NSF to provide support to the research scientists to organize conferences, workshops, symposia, and scientific meetings for effective communication of their ongoing research and research results and facilitate powerful partnerships.

OBJECTIVES

- To enhance opportunities for Sri Lankan research scientists and academia to share their research results with the national and international scientific community.

CORPORATE PLAN REFERENCE: 1.4.9 Support research scientists to share research results with the national and international scientific community.

Eligibility Criteria

- Eligible host institutions
 1. State and non-state sector (UGC recognized) universities,
 2. State and non-state sector research institutes, and
 3. Professional scientific bodies incorporated by an Act of Parliament or registered according to the prevailing laws of the country
- Support only includes the following:
 - Meeting the costs of designing, type-setting & printing of proceedings/conference related scientific publications.
 - Meeting the costs of audio visuals directly linked to scientific information dissemination (only up to 25% of the total grant).

Important

- The costs involving souvenirs, bags, dockets, file covers, invitations, name tags, certificates, photocopies, handouts, course material, venue costs, refreshment costs, advertising costs, local transportation costs, accommodation costs, payment of honoraria etc. are **not covered** under this grant scheme.

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Program Guidelines

- The fund support would be up to a **maximum of LKR 500,000/-**.
- The NSF logo should be displayed on the event website, backdrop of the event and printed in the conference/workshop proceedings, customized course material and other relevant documents.
- The NSF banner should be displayed at the event.
- The NSF should be acknowledged in all official announcements and reports.
- Wider publicity for the event should be given using all possible means.
- Conference/workshop proceedings should also be published online (conference or institution website) with Open Access.
- It is mandatory for the applicant to do a presentation on the event to the Evaluation Committee, if requested (the format of the presentation is given by NSF).
- 5-10 free registrations should be given to NSF participants, if requested.
- Free advertising will be provided for the event by the NSF via the STMIS.

Application Process

- The applications are invited twice a year in March (for events in June to December in the current year) and October (for events in January to May of the succeeding year).
- Applications must be prepared according to the format specified by the NSF. This is a mandatory requirement to initiate evaluation process.
- A tentative but a detailed programme of the event together with the names of invited speakers should be attached to the application. Confirmation of the key speakers will be an advantage. Relevant proofs should be enclosed with the application.
- The organizers can collaborate with other organizations for extended support. However, the relevant details of such collaborations must be indicated in the relevant section of the application with proofs.
- Only one grant will be awarded to one institution/university/professional scientific body per call.
- Applications will be entertained in electronic format only. However, if the NSF requests a hardcopy of the application at any point, it should be identical to the softcopy submitted. Any discrepancies will result in rejection of the application.
- Softcopies of duly filled and signed applications (pages with signatures must be scanned and attached) are to be sent via email to dg@nsf.gov.lk.
- **Completion of all fields in the application is mandatory. Incomplete applications will be rejected at screening.**
- **Applications submitted after deadline will not be entertained.**

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Criteria for Evaluation

- Applications will be evaluated against the collaborations, national and global significance of the theme, relevance to SDGs, outcomes of the event other than publications, number of the disciplines covered, number and nature of resource persons and beneficiaries, secured partial funding from other institutions, and track records of previous events where applicable.
- Applications should clearly identify up to five significant issues and challenges, Medium-Term Targets, Key Strategies, and/or Investment Priority Areas outlined in the *Public Investment Programme 2026–2030* of the Department of National Planning (https://npd.treasury.gov.lk/files/PIP%202026-2030%20final_new.pdf), which the proposed event intends to address.
- The Board of Management of NSF will make the final decision regarding all the applications received subjected to availability of funding.
- At the event of approval of the grant, the institution/university/professional scientific body must sign a contractual agreement with the NSF regarding the funding and other conditions.
- 50 % of the grant will be released prior to the event.
- The grantee should submit the event report, a copy of proceedings, URL of proceedings published online with Open Access, certified true copies of bills and the detailed financial statement certified by the **Accountant/Bursar/Treasurer** of the institution/university/organization, **within 03 weeks after the completion of the event**.
- The event report should include the following;
 1. Introduction to the event
 2. Final agenda and detailed programme
 3. Outputs
 4. Outcomes achieved
 5. List of resource person/s
 6. Number of participants
 7. Collaborations initiated/consolidated
 8. A report on the feedback of the participants and resource persons
 9. Any other important information
- NSF will release balance funds considering the actual expenses incurred for items agreed upon in the contractual agreement.
- Delay in submitting the required documents to the NSF within the stipulated time period may result in defaulting the institution and grantee will not be eligible to receive **any** NSF grant for a minimum 05-year period.
- At any event of breach of agreement, submission of false/misleading information, non-conformity with NSF regulations, financial discrepancies or unethical conduct, the event will not be funded by the NSF and, the organization will not be entertained during further calls of NSF. In such instances, following the final decision of the Board of Management of the NSF, funds already released by the NSF will be recalled.
- After 06 months of the completion of the event, the grantee is required to respond to a post-event questionnaire on the outcomes of the event.