## 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 at scientific meetings, research symposia, workshops and conferences. Through communication scientists can exchange and share the latest insights relevant to their research. These events work best when attended by likeminded researchers, professionals and important stakeholders. However, the scientists, researchers, their institutes as well as professional scientific bodies do not have adequate means to organize such events with wider participation by relevant personnel in the field. With this intention, the "Support Scheme for Scientific Meetings and Events" was established at 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 organize scientific events, conferences, workshops and symposia for better interaction with other scientists nationally and globally by providing financial assistance.

## SUPPORT SCHEMES

NSF supports organizing scientific events under two schemes:

***Scheme A.*** *NSF NOT being a co-organizer of the event*

Support includes the following ;
- Printing of proceedings
- Costs involved in providing course material and handouts to participants
- Meeting costs of audio visuals

Hosting resource persons if required will be supported by the scheme "International Partnership for Science and Technology" (IPSAT). A separate application needs to be submitted for this purpose. A different set of guidelines are applicable under IPSAT scheme. Please refer to http://www.nsf.ac.lk/index.php/researchers-a-academics/ipsat for guidelines.

***Important***
- The costs involving bags, dockets, file covers, printing of invitations, name tags and certificates are not covered under Scheme A.
- The fund support would be up to a **maximum of LKR 400,000/-**
- The NSF logo must be printed in the conference/workshop proceedings and other relevant documents.

| | | Issue No: SSSME-1.1 |
| :---: | :---: | :--- |
| NATIONAL SCIENCE FOUNDATION | **Programme Brief** | Date of BoM approval: 23/07/2018 |
| | | Revision No.: 01 |
| | **PROGRAMME : Support Scheme for** | Next review : 1/12/2018 |
| | **Scientific Meetings and Events (SSSME)** | Implementing Division : DGO/NSF |
| | | Pages : 03 |

***Scheme B.*** *The applicant/s can provide expression/s of interest (EOIs) inviting the NSF to be a co-organizer of the event.*

Support includes the following:
- Printing of proceedings
- Costs involved in providing course material and handouts to participants
- Meeting costs of audio visuals
- Venue charges including refreshments
- Other costs allowed under the scheme (please specify)

  Hosting resource persons if required will be supported by the scheme "International Partnership for Science and Technology" (IPSAT). A separate application needs to be submitted for this purpose. A different set of guidelines are applicable under IPSAT scheme. Please refer to http://www.nsf.ac.lk/index.php/researchers-a-academics/ipsat for guidelines.

  ***Important***
- The financial support would be up to a maximum of **LKR 2,000,000/-** based on number of participants, extent, scope, relevance and reputation of the event.
- It is mandatory for the President / Secretary of the organizing committee to have prior discussions with the NSF management about the event and the details of the support expected.
- No funds will be accommodated for local or foreign participants who are not resource persons.
- The support requested for venue charges including refreshments should not exceed 40% of the total amount requested from the NSF.
- NSF corporate video should be played at the inaugural event.
- 5-10 free registrations should be given to the NSF participants.
- The NSF banner should be displayed at the event and the NSF logo should be displayed in the backdrop.
- The NSF logo should be printed on the cover page of conference/workshop proceedings and other relevant documents.
- NSF should be represented on the organizing committee.

**Releasing of funds for approved grants and obligations of grantee (Both Scheme A and B)**
1. The Applications are invited twice a year in January and June.
   - Scheme A -  at least 02 months prior to the event
   - Scheme B -  at least 03 months prior to the event
2. Both State and Non State sector organizations are eligible to seek support under this scheme.
3. Application must be prepared according to the format given for Scheme A and Scheme B (*http://www.nsf.ac.lk/index.php/component/content/article/179.html*).This is a requirement to initiate evaluation process.

4. 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.
5. Full responsibility of the organization of the event lies with the Organizing institution.
6. Justification for funds requested should be provided taking into consideration that the NSF supported activities under the SSSME cannot be extended for advertising, local transportation, accommodation, and payment of honoraria.
7. The support requested for audio visuals should not exceed 25% of the total amount requested from the NSF.
8. Support will be provided only once for one organization/faculty per year.
9. Each application will be evaluated under the following criteria by a special committee of Board of Management.
10. The Board of Management of the NSF will finally evaluate all the applications received on scientific merit.
11. The decision of the Board of Management on the finances provided will be final. No requests will be entertained once the decision is made.
12. Wider publicity for the event should be given using all possible means. The NSF should be acknowledged in all official announcements and reports.
13. 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.
14. 80 % of the grant will be released prior to the event.
15. The remaining funds (20%) will be released upon receipt of the event report, a copy of proceedings and the financial statement certified by the Bursar / Treasurer of the organization. The report should include the following;
    - Introduction to the event
    - Final program
    - Outcomes achieved
    - List of resource person/s
    - Number of participants
    - A report on the feedback of the participants
    - Any other important information
16. A detailed financial statement should be submitted on how NSF funds were used together with certified photocopies of receipts. NSF will have the discretion to decline any expenses not approved in the original budget and not included in permissible expenses.
17. All required documents should be submitted to the NSF within 2 months after the event.
18. Delay in submitting the required documents to the NSF after the event may result in blacklisting of the organization.