



UGC International Conference
Supporting Grant Scheme
2026

**Call for Proposals, Application Format, and Evaluation
Framework**

CONTENTS

Item	Page
1. Call for Proposals	1
2. Application Format	4
3. Reporting Requirements	15

UGC International Conference Supporting Grant Scheme

1. Call for Proposals

1. Aim and Scope

The University Grants Commission Sri Lanka invites proposals from **UGC-approved state universities** to organize **International Academic Conferences** aimed at strengthening research collaboration, addressing national policies, national development priorities, and enhancing global engagement of Sri Lankan academia. The initiative expects to strengthen the visibility of the conference, International academic engagement, and the support for early-career researchers and students.

This grant scheme supports conferences that:

- Demonstrate **long-term continuity and stability**
- Promote **international research collaboration**
- Address **nationally important issues**
- Encourage **participation of emerging and young scientists, and students**
- Contribute to the **Sustainable Development Goals** of the **United Nations**

2. Funding Conditions

- The maximum UGC contribution **shall not exceed Rs. 500,000 per event.**
- The host university must provide the remaining funding through institutional support, registration fees, external sponsorship, and collaborative partners.

3. Eligibility Criteria

Proposals must satisfy the following conditions:

1. The conference must be organized by **universities under the purview of the UGC.**
2. The conference must have **a minimum history of five consecutive years.**
3. The conference must involve **both national and international participation.**
4. The conference must demonstrate minimum 20% of foreign keynote speakers and 15% international research paper submissions.
5. **The conference theme shall be aligned with national development priorities and Sustainable Development Goals (SDGs).**

4. Application Process

- Proposals submitted will be evaluated **biannually** each year in two cycles.
- **Only one proposal from each university will be accepted in each cycle.**
- Priority will be given to a university which has not received funds through this in the applicable year.

Proposals prepared considering the given format should be submitted via Online Portal with the relevant documentary evidence to the UGC for the first cycle by **15th November 2026.**

5. Post-Approval Funding Conditions

5.1 Contractual agreement

Upon approval, the university must sign a contractual agreement with the UGC regarding funding and other conditions.

5.2 Initial release

Ninety percent (90%) of the grant shall be released prior to the event.

5.3 Reporting obligations

Within three (01) month after completion of the event, the university must submit:

- Introduction to the event
- Final agenda and detailed programme
- Outputs and outcomes achieved
- List of resource persons
- Number of participants
- Collaborations initiated or consolidated
- Report on feedback from participants
- Any other relevant information
- Copy of proceedings, URL of proceedings published online with Open Access
- Certified true copies of bills
- Detailed financial statement certified by the Bursar of the university

5.4 Final release

The balance funds shall be released after consideration of actual expenses incurred for items agreed upon in the contractual agreement.

5.5 Default and penalties

Failure to submit the required documents within the stipulated time shall result in default. The grantee shall not be eligible to receive any UGC grant for a minimum period of five (05) years.

5.6 Breach of agreement

In the event of breach of agreement, submission of false or misleading information, non-conformity with UGC regulations, financial discrepancies, or unethical conduct:

- The event shall not be funded.
- The university shall not be entertained in future calls.
- Funds already released shall be recalled, subject to the final decision of the Commission.

6. Evaluation and Funding Policy

6.1 Review Panel

The UGC shall appoint a Review Panel to evaluate all applications submitted by state universities for conference funding.

6.2 Selection Criteria

The Review Panel shall assess each proposal in accordance with the Commission approved marking scheme.

Proposals shall be ranked based on their aggregate scores, and conferences shall be recommended for funding based on their ranking and the availability of funds.

The number of conferences to be funded in each calendar year shall be determined by the Commission, subject to the availability of funds and the approved allocation for the Scheme.

Priority shall be given to conferences conducted in a physical format, where appropriate, to facilitate meaningful academic interaction, networking, and research collaboration. Virtual or Hybrid participation is also encouraged to enhance international engagement and accessibility.

6.3 Tie-Breaker Provisions

In the event of a tie in aggregate scores, preference shall be granted to:

- Conferences demonstrating higher international participation, or
- Conferences aligned with priority national research areas.
- Universities that have not received or been considered for the same grant during the current or previous years.

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2. Application Format

1. Conference Information

1.1. Title

.....

1.2. Theme and subthemes

.....

1.3. Organizing Institute (University, Faculty, Department)

.....

1.4. Proposed dates

.....

1.5. Proposed venue

.....

1.6. Expected Number of local papers

.....

1.7. Number of foreign papers expected

.....

1.8. Mode (physical/hybrid/virtual)

.....

1.9. Type of Conference

International ☐

Regional (Asian/SAARC) ☐

1.10. Tentative agenda (mandatory) (Please attach.)

.....

1.11. Details of the responsible officer

Name:	
Designation:	
Official address:	
Telephone:	Mobile:
Fax:	E-mail:

1.12. Details of keynote speakers

Name	Current designation and institution	Country	Short biography (100–200 words)	Proposed keynote title	Confirmation of participation(attach proof of confirmation, if already confirmed)

1.13. Details of paper/abstracts to be presented

Expected number of full papers	Expected number of abstracts/extended abstracts	Type of review (double-blind, single-blind, or open review).

1.14. Details of the Organizing Committee of the event

No.	Title	Name	Designation	Contact No. (mobile)	E-mail

2. Evidence of Continuity

2.1. Provide data for the **past 5 years**. (Attach a copy of the conference report)

Year	Venue	No. of Days	No. of Participants		No. of Foreign Papers	No. of Total Keynote Speakers	No. of Foreign Keynotes
			Foreign	Local			

1.1. Details of publications of immediate previous event (Attach a copy of the conference publication)

Name of the conference proceedings.	Publisher (if any)	Whether proceedings have an ISBN or ISSN. If yes, mention the relevant number	Whether proceedings receive a DOI. If yes mention the relevant number	Publication timeline.	Whether the proceedings are indexed in recognized databases, if so the name of the database and link

1.2. Number of paper and abstract published at the immediate previous event

Full papers

No. of Foreign Authors	Number of citations

No. of Local Authors	Number of citations

Abstracts

No. of Foreign Authors	Number of citations

No. of Local Authors	Number of citations

1.3. What are the new research/international collaborations, institutional linkages or industry-academia partnerships initiates as a result of the immediate previous event? Attach evidence. (E.g.: Report Submitted/Agreement signed)

- 1.
- 2.
- 3.
- 4.
- 5.

1.4. Did the event contribute to the development of new technologies, prototypes, patents, or commercialization pathways? Please list them below and attach evidence.

- 1.
- 2.
- 3.
- 4.
- 5.

2. Academic Involvement and importance

Include a brief description on the academic involvement and the importance of the proposed international conference including relevance and significance of the conference theme and subthemes (Max: 500 words).

3. Alignment with National Priorities

Explain how the conference contributes to the National development and how it aligns with National priorities. (Max: 500 words)

4. Alignment with SDGs and global priorities

Indicate the SDGs to which the conference is aligned and explain (Max: 500 words)

5. Areas focused on

Agriculture	
Environment and Disaster Management	
Food	
Natural Resources	
Industry related	
Policy Formulation	
Power & Energy	
Health	
Water	
Transport and Logistics	
Social Sciences	
Others (Please specify)	

6. Indicate details with evidence on dedicated young scientist / emerging researcher, student sessions, awards, activities included in the conference.

- 1.
- 2.
- 3.
- 4.

7. Outreach activities

Indicate how the organizers plan to address a wider visibility of the conference. (Max: 500 words)

8. How does the event outcomes relate with the Public Investment Programme 2026–2030 of the Department of National Planning

(https://npd.treasury.gov.lk/files/PIP%202026-2030%20final_new.pdf); You may relate up to five significant issues and challenges, Medium-Term Targets, Key Strategies, and/or Investment Priority Areas)

- 1.
- 2.
- 3.
- 4.

9. Approved Budget Plan

Clearly indicate the following in the table below:

- **Total budget**
- **Amount requested from UGC**
- **Other sponsors/sources of funding with conditions**
- **Registration fee (local, abroad, student, staff, etc.)**

Attach the budget proposal approved by the University.

9.1 Approved Budget Plan

9.1.1 Summary of Funding Sources

No.	Source of Funding	Confirmed (LKR)	Pending (LKR)	Total Expected (LKR)	Conditions / Remarks
1	Host University / Institution				Institutional contribution
2	Local Sources / Sponsors – specify				Sponsorship conditions, if any
3	Foreign Sources / International Partners – specify				Sponsorship/grant conditions, if any
4	Registration Fees – Local Participants				LKR ____ × ____ participants
5	Registration Fees – Foreign Participants				LKR ____ × ____ participants
6	Registration Fees – Student Participants				LKR ____ × ____ participants
7	Registration Fees – University/Academic Staff				LKR ____ × ____ participants
8	UGC Supporting Grant Requested			≤ 500,000	Subject to UGC approval
	TOTAL AVAILABLE FUNDING	LKR	LKR	LKR	

9.1.2 Registration Fee Calculation

Participant Category	Registration Fee per Participant (LKR)	Expected No. of Participants	Expected Income (LKR)
Local Participants			
Foreign Participants			
Students			
University/Academic Staff			
Total Registration Income			LKR

9.1.3 Expected Expenditure

No.	Expenditure Item	Total Cost (LKR)	Amount Requested from UGC (LKR)	Other Funding Sources (LKR)	Remarks
1	Audio-visual and technical support				
2	Conference proceedings / conference-related publications				
3	Venue and conference facilities				
4	Printing and conference materials				
5	International keynote speaker support / academic engagement				
6	Online/hybrid participation and digital platform support				

7	Young researcher / student sessions and awards				
8	Industrial sessions / industry-academia engagement				
9	Conference website, publicity and outreach				
10	Accommodation / local hospitality for invited resource persons				
11	Transportation / local travel for invited resource persons				
12	Other conference-related expenditure – specify				
	TOTAL EXPECTED EXPENDITURE	LKR	LKR	LKR	

9.1.4 Budget Reconciliation

Description	Amount (LKR)
A. Total Available Funding	
Host Institution	
Local Sources / Sponsors	
Foreign Sources / Partners	
Registration Fees	
UGC Grant Requested	≤ 500,000
B. Total Expected Expenditure	
C. Surplus / (Deficit) = A – B	0.00

10. Sources of other financial support with conditions:

No.	Source of funding	Funding amount	Conditions

11. Declaration**1. Specify previous grants awarded by the UGC to this organization for the conference during the past five years, if applicable.**

Year	Title	Name of the Applicant	UGC Support (LKR)

2. Please check each box relating to ALL following statements truthfully and confirm with your signature and rubber stamp.

I confirm that I am in agreement with the UGC policies and guidelines on the grant scheme* ☐

I confirm that, if the grant is awarded, the UGC Logo will be displayed on the website, the program and proceedings of the event* ☐

All proceedings/Abstracts/Full articles will be made visible *via* web with Open Access at the link given below * ☐

.....

I confirm that a report will be submitted to the UGC together with a copy of the conference proceedings.

☐

I confirm that all above information given is true to the best of my knowledge *

☐

.....
Signature and Rubber Stamp of the Principal Organizer/Coordinator/Chair *

.....
Date *

(* mandatory)

3. Recommendation of the Head of organizing institution/university/faculty

Institution/Faculty:

I confirm that I have read the application and that the above given information is true to the best of my knowledge. The application is recommended and forwarded.

.....
Signature and Rubber Stamp of the Head of the Institution/faculty/university *

.....
Date *

University:

I confirm that I have read the application and that the above given information is true to the best of my knowledge. The application is recommended and forwarded.

.....
Signature and Rubber Stamp of the Vice Chancellor *

.....
Date *

(* mandatory)

3. Reporting Requirements

Successful applicants must submit reports on following points to the **University Grants Commission Sri Lanka**:

Before the Conference

- Final program
- Confirmed keynote speakers
- Foreign papers
- Updated budget

After the Conference (within 1 month)

- Financial statement

After the Conference (within 3 months)

- Conference report
- Participant statistics
- Proceedings or publication evidence