



College of Oral and Maxillofacial Surgeons of Sri Lanka

Regulations Governing the Award of COMSSL Research Grant 2026

- The maximum grant amount will be Rs. 150,000/= per year.
- All applications shall go through the Research Committee, which in turn will recommend to the COMSSL Executive Council of its decision. The final decision shall be made by the Executive Council.
- The Executive Council of the COMSSL shall appoint a Chairman and at least two more members to the Research Committee.

1. Eligibility

- 1.1. The applicant shall be
 - 1.1.1 the principal investigator (PI) in the research project
 - 1.1.2 a life member of COMSSL
 - 1.1.3 if the applicant is a trainee member, there should be at least one life member of the COMSSL as a member of the research team
 - 1.1.4 the research field should be relevant to Oral and Maxillofacial Surgery.
 - 1.1.5 applicants with an ongoing grant should not apply for a new grant until the final report of the previous grant is submitted.
 - 1.1.6 there is no restriction in submitting multiple applications as the PI.
- 1.2 The proposed research project should necessarily be an original investigation or continuation of research.
- 1.3 Research proposals which address inter-disciplinary work, require to have expertise from each of the relevant disciplines as Co-investigators or Collaborators. If Collaborators are there, it should be supported with letters of consent(Annex II).
- 1.4 The budget should be reasonable and justified in detail.
- 1.5 A comprehensive literature review should be done and all details should be provided together with the list of reference.

- 1.6 Any member is only entitled for one grant in two years from COMSSL, but he/she may function as a collaborative researcher.
- 1.7 Those who have obtained the COMSSL Research Grant and has not published their research to the satisfaction of the Research Committee shall not be eligible for any more grants.
- 1.8 Applicants should apply prior to the closing date on the prescribed application form giving all the details and must send the application through the Head of the Department or supervising officer approving the application.
- 1.9 All equipment purchased under the budget proposal shall be placed in the inventory of the Department/ Hospital in which the grantee is employed. The name of the Department/ Hospital in which the above items are to be maintained shall be indicated in the original application. All grantees shall make a subsidiary inventory giving details of all items (e.g. consumables, equipment etc.) purchased for the research and wish to reimburse from the Grant and also maintain a ledger for all cash transactions.

2. **Processing of applications**

- 2.1 Calling applications for Research Grant shall be announced by 30th January each year at the latest and applications shall be closed by 15th of March or on a date decided by the Executive Council. The final decision shall be made by 15th of April each year the latest. Application forms and Regulations governing the award of COMSSL Research Grant can be collected from Joint Secretaries of COMSSL or Editor of COMSSL.
- 2.2 Each applicant for Research Grant shall complete the application form and forward the **original plus three (3) photo copies of the application** along with **three copies of research proposal, detailed budget, detailed time-based work plan (Gantt chart) and ethical clearance certificate**, through the Head of the Department or the Supervising consultant concerned, before the closing date by registered post to the 'Editor, College of Oral and Maxillofacial Surgeons of Sri Lanka, C/O Sri Lanka Dental Association, 275/75, Prof. Stanley Wijesundara Mawatha, Off Baudhaloka Mawatha, Colombo 07' .
- 2.3 The Head of the Department or Supervising Consultant shall forward all applications with his/her recommendations.
- 2.4 Chairman and members of Research Committee shall evaluate all applications received. Those in conformity with the objectives of COMSSL shall be placed in order of priority and the priority list shall be given to the Chairman of the Research Committee after evaluation.
- 2.5 The Chairman shall forward all acceptable applications together with a report to the Executive Council. Any application acceptable, subject to corrections or any queries shall be placed before the Executive Council.
- 2.6 The grantee shall be informed of the result of their applications by 30th April each year. Other applicants also will be informed of their failure.

3. **Priority for Research Grant**

- 3.1 Preference shall be given to those applicants who have not previously received any COMSSL Research Grant. Applicants who have not been punctual in submitting proof of publication, in their previous grants may be given the lowest priority.
- 3.2 Priority will be given to the research projects with high economic impact and/or social benefits.

4. **Acceptance and Disbursement of Funds**

- 4.1 Once a decision is made by the Executive Council, the Secretary of the COMSSL will inform the applicant.
- 4.2 The successful applicant should inform the COMSSL of within two weeks from the date of receipt of the letter of allocation, or the date as specified in the award letter, their desire to accept the award. The applicant must make arrangement to sign an agreement with the President of COMSSL in the presence of the Chairman of the Research Subcommittee on a convenient date for both parties prior to the date specified in the award letter. The date of the agreement will be considered as the effective date of the grant for all purposes.
- 4.3 A copy of the signed agreement shall be sent to the respective Head of Department/Supervising Consultant for his information and necessarily follow up action if any.
- 4.4 Funds will be paid on once proof is submitted that the research was published in an indexed journal.

Publishing in reputable, peer-reviewed journals is crucial to maintaining the integrity and impact of research. We strongly encourage all researchers to carefully select their publication venues to uphold high standards of scientific rigor.

For the list of accredited journals recognized by the COMSSL, refer following link at Science Citation Index (SCI) Expanded Link: <https://mjl.clarivate.com/search-results>

To avoid predatory journals, researchers are advised to use the following methods:

4.4.1. Consult Established Directories:

- Directory of Open Access Journals (DOAJ): Journals listed here adhere to strict quality criteria. Visit: www.doaj.org
- COPE (Committee on Publication Ethics): COPE member journals follow high ethical standards in publication practices. Visit: www.publicationethics.org/members
- Journal Citation Reports (JCR): Journals listed in JCR have legitimate impact factors. Visit: <https://mjl.clarivate.com/search-results>
- Regional Journals Online Directories: These directories provide access to peer-reviewed research published within specific regions, making them valuable resources for researchers looking to publish studies with a local or regional focus that includes following but not limited to:
 1. Sri Lanka Journals Online (SLJOL): A directory specifically for Sri Lankan journals, providing access to peer-reviewed research published in Sri Lanka. www.sljol.info
 2. Asian Journals Online: A directory similar to AJOL, focusing on peer-reviewed journals across Asia, suitable

4.4.2. Utilize Assessment Tools:

- Think. Check. Submit.: Provides a checklist for verifying the legitimacy of a journal before submission. Visit: www.thinkchecksubmit.org
- Cabells Predatory Reports: Offers a detailed list of predatory journals and publishers with specific evidence. Visit: www.cabells.com/about-predatory (subscription may be required)
- Ulrichsweb: A global directory with comprehensive information on journals, including peer review status. Visit: www.ulrichsweb.serialssolutions.com (institutional access may be required)

4.4.3. Check Indexing in Reputable Databases:

- Verify whether the journal is indexed in PubMed, Scopus, Web of Science, MEDLINE, or Embase, which are known for their high standards in quality and peer review.

4.4.4. Verify the Publisher's Reputation: Review the publisher's website for transparency regarding fees, peer review, and editorial processes.

- Ensure clear and verifiable information about the editorial board members.

4.4.5. Seek Advice from Experts: Consult with experienced colleagues, mentors, or institutional librarians who can provide guidance on reputable journals.

4.4.6. Check Beall's List for Potential Predatory Journals: Beall's List provides a compilation of potentially predatory journals and publishers. Presence of journal or its publisher in this list indicates it's a potential predatory journal and those should be avoided. Visit: www.beallslist.net

5. **Other Considerations**

5.1 Any request for extension of the approved period to complete the research project should be made to the President of COMSSL well ahead of lapsing of such period.

5.2 All correspondence regarding research projects shall be done through his/ her Supervising officer in case of trainees.

5.3 When expenses for research exceed the amount advertised by COMSSL, an explanatory letter should be forwarded to the Chairman, Research Committee COMSSL, through the President, COMSSL as to how the balance money will be obtained. The source from which they claim the balance money should be aware of the amount of funding from COMSSL and the Regulations governing COMSSL Research Grant. Under no circumstances, the funding from multiple sources should exceed the amount required for the research and, if malpractice is detected COMSSL Research Grant to him/her will be terminated.

5.4 COMSSL research Grant money shall always be sent through the Supervising Consultant in case of trainees. At all times receipt of the grant money should be acknowledged by the recipient and counter signed by the Supervising Officer (For trainees) as received or handed over as per situation. The cheque will be written in the name of the grantee and shall be an 'Account Payee Only' cheque. Under no circumstances shall cash be paid.

END



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Recommendation of Research Committee

- (a) Project is recommended / Not recommended
- (b) This project is placed No.....of priority list this year
- (c) Total amount recommended
- (d) Amount recommended for the :

1st Installment:

2nd Installment:

3rd Installment:

Any other observation/ recommendations:...

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Date:

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Chairman Research Committee, COMSSL