

for the purpose of the research project become University property and should be properly turned over to the appropriate office upon the completion/termination of the project.

## Chapter 5

### RESEARCH PROPOSAL REVIEW AND EVALUATION

#### Call for Research Proposals

The OVPRD shall make a periodic announcement of the acceptance of research proposals for university funding and/or external funding. Colleges, departments, and other offices shall be invited to submit research proposals.

Researchers who wish to avail themselves of university research support must have their proposals evaluated at the department/college level and endorsed by the department chair/college dean to the Research Management Office (RMO). The schedule for submission of proposals to the RMO is shown in the following table:

UREC Regular Meeting	Deadline for Submission
1 <sup>st</sup> & 3 <sup>rd</sup> weeks of January	1 <sup>st</sup> week of December of the previous year
1 <sup>st</sup> & 3 <sup>rd</sup> weeks of April	1 <sup>st</sup> week of March of the same year
1 <sup>st</sup> & 3 <sup>rd</sup> weeks of July	1 <sup>st</sup> week of June of the same year
1 <sup>st</sup> & 3 <sup>rd</sup> weeks of October	1 <sup>st</sup> week of September of the same year

Research proposals that are intended for inclusion in the Proposed PUP Budget for a given year must be submitted on or before the first week of December of the year previous to the preparation of the said budget.

While the project proponent/s is/are free to use any currently accepted format, the following features/parts should be included in the research proposal:



## **I. Project Identification**

- Contains information such as the project title, project proponent/ co-proponent/other researchers, position and department/college/office of the proponent/s, program area of the research (according to the classification in the University Research Agenda), cooperating agency/ies, project duration, total project cost, sources of funds and other support

## **II. The Research Problem**

- Contains a detailed statement or description of the research problem, objectives, hypothesis (if any), brief background, theoretical/conceptual framework (for theory-building researches), definition of terms

## **III. Review of Related Literature**

## **IV. Methodology (or Methods and Materials)**

## **V. Plan for Analysis (incl. expected results)**

## **VI. Working Bibliography**

## **VII. Proposed Budget**

## **VIII. Phasing of the Project/Timetable**

## **IX. Biodata/Profile of the Project Proponent/s, Researchers, and Research Assistants**

Proposals that are intended for external funding must follow the format prescribed by the potential funding institution.

## **Review and Evaluation**

Proposals that fall within the scope of the University Research Agenda, will be classified according to which research program area they belong. A University Research Evaluation Committee (UREC) specific for each program area will be formed to review and evaluate the proposals submitted. After studying the proposals individually, the UREC members convene for deliberations. A final decision will be made when all issues relating to the proposal being evaluated have been discussed and resolved. The project proponent/s may be

summoned by the UREC, if necessary, to clarify points that may be raised in the deliberations.

Proposals that require revisions will be sent back to the proponents with suggestions from the UREC. Revised drafts must be submitted to the UREC not later than one month after the proponent's receipt of the UREC's evaluation.

The project proponent/s shall be notified of the evaluation results at least a week after the UREC's quarterly meeting. All communications from the UREC regarding evaluation results shall be made with strict confidentiality.

If, for some reasons, the University cannot finance the proposed research, it shall, through the RMO, purposely search, negotiate and mobilize sources of research funds from both local and foreign institutions. Whenever available, the particular research guidelines of prospective funding agency/ies will be provided to the proponent/s.

It is the OVPRD-RMO's responsibility to ensure that the proponent/s have satisfied the minimum requirements set by the external funding agency/institution before the University President endorses the proposal.

## **Endorsement by the UREC**

Proposals applied for University funding and have passed UREC screening will be endorsed to the University Executive Committee for final approval and inclusion in the proposed University budget. On some occasions, the University Executive Committee may ask the project proponent/s to appear before them to clarify points pertinent to the proposal/s.

As a general policy, the completion of any previously approved University research project by a proponent is a requirement for the approval of any new application for University funding and/or endorsement for external funding by the same.