

Chapter 4

UNIVERSITY RESEARCH FUNDING AND INSTITUTIONAL SUPPORTS

The University, through the OVPRD, concretizes its fundamental commitment to research by providing the necessary institutional supports in the forms of funding and rewards for researchers. These benefits and incentives for researchers are designed to attract the faculty and non-teaching research personnel to seriously engage in research and, in the process, make them realize that research is central to their careers as academics. It is only through this that the University can host a faculty and non-teaching staff endowed with a "culture of research." Culture is a taken-for-granted fact of social life, but in this case, research is second nature for faculty members whose involvement in it is part of their "being" as faculty members and academics.

Allocation and Sourcing of Research Funds

The University shall annually allocate funds for the conduct of institutional and specialized researches, acquisition of books and project-related equipment, subscription to periodicals, professional journals and other similar publications. Since internal budget allocations are often tight, the University must use its institutional networks to identify and link up with national and international funding institutions.

There are three types of university researches, based on their fund sources and terms of support given.

1. **University-funded Research.** University-funded researches are those research projects that have been incorporated in the budget proposal for the year. To be eligible for direct University funding, research proposals have to be submitted to UREC on the **first week of December** of the year prior to the preparation of the budget proposal and should have passed the UREC screening. The actual funding for the approved project proposals will be provided on the following fiscal year. Monitoring of University-funded researches rests on the

Research Management Office (RMO). Fund management is subject to existing University accounting and auditing rules.

2. **Externally funded, University-supported Research.** Proposals submitted to the RMO that have passed peer or internal review, will be endorsed by the University to outside agencies for possible funding. In addition, RMO shall post announcements and even proposals, in the internet to attract would-be sponsors.

The RMO will endorse eligible proposals to the proper agencies in accordance with their requirements and research priorities. Project monitoring rests on the RMO, although the proponents are not barred from reporting directly to their funding agency. Fund management of externally funded researches will be decided by both the research proponent/s and the funding agency to be stipulated in the Memorandum of Agreement between the parties concerned.

3. **Commissioned/Directed Research.** The University, or outside agencies through the University, may commission/direct a faculty member, an administrative staff member, or a group of faculty members/administrative staff to conduct research on a particular problem. Commissioned/directed faculty member/s and/or administrative staff should prepare the necessary proposal and submit the same to the UREC for evaluation and recommendation to the commissioning institution. Project monitoring rests on the RMO, although the proponents are not barred from reporting directly to the commissioning party. Fund management for University-commissioned researches is subject to University accounting and auditing rules.

Who are eligible for university research funding?

Any of the following parties may apply as a project proponent for university research funding:

- An academic department or college in the University
- An administrative office or research center in the University
- A duly recognized faculty and/or administrative organization in the University
- A full-time (regular or temporary) or a part-time faculty member of the University (Section 4, Appendix G – University Policy and Guidelines on Individual and Team Research Grants of BOR Resolution No.520 Series of 2007)
- A group of full-time (regular or temporary) and/or part-time faculty members of the University
- An administrative personnel on permanent status (Section 4, Appendix G – University Policy and Guidelines on Individual and Team Research Grants of BOR Resolution No.520 Series of 2007)
- A group of administrative personnel on permanent status.

Project Budget Allocation

A research proposal submitted to the UREC should be accompanied by a detailed budget. (*See Appendix D. PUP Research Proposal Guide.*) Upon approval of the proposal, the budget allocation for it will be strictly followed. No allotment for one item may be moved to another item, unless otherwise approved by the authorized finance officers. In like manner, there is hardly any chance for the proponent/s to ask for additional budget stipulated in the Memorandum of Agreement (MOA).

Subject to the availability of resources, the following general items may be eligible for University support:

- **Honoraria.** The honorarium allowed by the COA (Commission on Audit) ranges from P500 to P 3,500 per month for the duration of the project. The proponent, co-proponent, lead researcher, and/or co-researcher may be

eligible for honoraria and/or a reduction of nine (9) units from the 15 unit-regular teaching load without prejudice to extra load (Section 5.1, *University Policy and Guidelines on Individual and Team Research Grants of the BOR Resolution No. 520 Series of 2007*).

Honoraria will be paid monthly provided the proponent continues to keep his or her end of the agreement by submitting progress reports and liquidation reports regularly as stipulated in the MOA. Payment of honoraria for the last two months of the project will be deferred, subject to the fulfillment of the terminal requirements, i.e., submission of the terminal research report, holding of the research conference, and submission of a publishable version of the terminal research report.

- **Salaries/Wages.** Depending on the magnitude of the project, project proponent/s may hire research assistants who are not full-time employees of the University on a project basis. When full-time faculty members or full-time employees of the University are taken into the project, they shall not be entitled to salaries/wages other than those they are currently receiving as employees of the University. They may, however, be entitled to honoraria.

The hiring of student assistants as research aides may be allowed on a case-to-case basis depending on the type of research project conducted. Student assistants will be paid the regular student rate and subject to the rules and regulations governing student assistants of the University.

- **Operating Expenses.** These cover travel costs, supplies and materials, and sundries (e.g., telephone calls, faxes, etc). Only the main project proponent or project leader may request for cash advances for operating expenses. Requests for cash advances have to be countersigned by the VPRD and forwarded to the proper finance office (accounting or cashier). A succeeding cash advance shall be allowed only after liquidation of the previous cash advance.
- **Books and Equipment.** These may be provided subject to the availability of funds. All books and equipment purchased

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 st & 3 rd weeks of January	1 st week of December of the previous year
1 st & 3 rd weeks of April	1 st week of March of the same year
1 st & 3 rd weeks of July	1 st week of June of the same year
1 st & 3 rd weeks of October	1 st 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: