



UNIVERSITY RESEARCH CENTER

University of St. La Salle
Bacolod City



UNIVERSITY RESEARCH PROGRAM

The University Research Center administers and supervises all institutional research requests and internally-funded researches under the Faculty Research Program, as well as the conduct of university-based externally-funded research projects.

Institutional Research

This refers to projects that are recommended or requested by the University Administration and endorsed by the University Research Board.

Faculty Research Program

Under this program, fulltime permanent faculty members may obtain funds for direct research experience and at the same time be compensated in terms of deloading or an honorarium equivalent to the amount of research units allotted for a specific project.

Faculty applicants may submit research proposals for the evaluation for the entire year.

Institutionally-based Externally-funded Research

This refers to research projects which an individual or group of faculty members may submit to external funding agencies, as well as external research requests directly received by the university and conducted by a specially-constituted research team.

The URB reviews all research proposals and the contract of services. The sole contracting party in behalf of the University is the President, with the Project Director as co-signatory. Funds are coursed through the Business Office, following financial regulations of the University. A 15% administrative overhead is allotted to the university for all research contracts.

The URB monitors the progress of all research projects to endure quality and timely completion.

THE FACULTY RESEARCH PROGRAM

Eligibility

- individual fulltime permanent faculty
- teams of permanent faculty headed by a qualified and competent Principal Proponent

Types of Research Proposals

- basic/applied research, including theses and dissertations
- feasibility studies
- evaluation studies
- origin materials development projects



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Application Procedures

- applicant submit research proposals on standard format to the Department Chair and the College Dean for comment and endorsement
- the Department Chair and College Dean endorse the proposed to the URC Director
- the URC Director convenes the University Research Board to evaluate proposals received
- if the research proposals is a thesis or dissertation, an approval sheet signed by the Adviser and Dean must be attached

Deadline

- August 30 for the Faculty Research Program
- None for externally-funded research proposals

EVALUATION OF RESEARCH PROPOSALS

Criteria for Evaluation of Research Proposals

- capability of the applicant to undertake and complete the research project
- for the FRP, the nature of the research should fall within institutional priorities and should be beneficial to a significant sector of the academic community
- priority is given to basic/applied research projects; however, materials development may be pursued on the following conditions:
 - a. the material is urgently needed for a new course or program;
 - b. no local materials are available;
 - c. the project is part of the indigenization program of the department;
 - d. actual laboratory/classroom experiments are done as part of the proposal.
- project proposals which are by nature part of the departmental or administrative function may be pursued on the following conditions:
 - a. the project requires extensive data-gathering;
 - b. the research requires primary or secondary data;
 - c. the data is available within campus or in the field;
 - d. the project is an evaluation of a course or program.
- project proposals for sabbatical research should be submitted one semester prior to the effectivity of the sabbatical leave
- is a proponent has an ongoing project that is not delayed, a new proposal may be conditionally approved pending the timely completion of the earlier project
- a grantee may be involved in only one research project at a time; however exceptional cases may be allowed by the URB if the faculty has a proven track record in research, in which case he may be involved in two simultaneous projects



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Research Unit Equivalence

- the grantee may be compensated in terms of deloading or a research overload equivalent to the number of units allocated for the project.
- as a general rule, maximum deloading for a project is 3 units per semester, or a total of 6 units for the entire project regardless of number of proponents and duration
- the distribution of research units among a team will depend on the number of hours and the workload that each faculty will devote and take on, respectively
- the criteria for determining research unit credits are: scope of the study, scholarly work, type of study, and location of the study
- an original research project is awarded more research units than basic or applied research, and the latter is given more units than materials development projects.

Projects with Research

- if the project is a thesis or dissertation
- if the project is only a compilation
- if the project is only a revision of existing materials
- if the project is a sabbatical research
- if the project is part of a professorial chair
- if the proponent is a writer-in-residence or a writing fellow for which a grant is provided

Approval Procedures

- grantees are informed of approval in writing
- for FRP grantees, a contract is signed by the grantee and the URC Director
- for university-based externally-funded projects, the MOA or contract of services is signed by the University President and the grantor or client

Payment of Project with Direct Costs and/or Research Overloads

- direct costs and research overloads will be paid thus:
 - 30% upon approval and signing of contract
 - 30% upon 2/3 project completion
 - 30% upon submission of draft report
 - 10% upon submission of revised final report and other requirements

Payment of Externally-Funded Projects

- grants and payments shall be payable to the University of St. La Salle
- costs of deloading shall be credited to the proponent's department/college budget whereas the 15% university share will be credited to the University Research Center Depository
- in cases where there is no deloading, payment of research overload/honoraria will be paid to the proponent in accordance with the approved budget schedule



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Expected Output

- 4 copies of revised final report with a one-page abstract
- books, photocopied materials, diskettes and any other equipment/devices bought in relation to the project
- a financial report with supporting receipts for any and expenses incurred and covered by the grant
- any and all requirements as may be stipulated in the MOA or contract of services

USE OF FACILITIES AND SERVICES

Computer Facilities and Equipments

- faculty may avail of designated computers free of charge on a log-in basis at the URC
- materials and supplies are to be defrayed by the proponent

DELAYED PROJECTS

Automatic Review

- any project that is delayed beyond the approved timetable will automatically be reviewed by the URC

Requests for Extension

- a request for extension may be formally applied for in writing prior to the original completion date, and may be approved provided that there is no additional request for project funds or credits in terms of additional or extended deloading, or more research unit equivalent, as the case may be
- as a general rule, an extension may be given ranging from one to three months, depending on the evaluation of the URC

Terminated Projects

- long overdue projects may be terminated by the URC and turn over for completion to other interested faculty members, who will be given appropriate research unit equivalence depending on the extent of work to be completed
- the defaulting faculty is required to pay back the following:
 - a. cost of research deloading or overloading though acceptance of teaching overloads equal to the number of units granted to the project
 - b. direct expenses covered by the grant and actually received by the faculty through cash reimbursement or salary deduction payable within one year
- the defaulting faculty is required to return any material and/or equipment loaned out to him which are not factored into the grant as direct expenses



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EVALUATION/EDITING/PUBLICATION OF RESEARCH REPORTS

Preliminary Complete Report

- preliminary complete reports shall be evaluated by the URC, which may be assisted by persons knowledgeable in the subject matter
- recommended revisions should be incorporated in the final report before the project is considered completed
- reports to be published by the university shall be edited in consultation with the proponent
- materials development projects which may be printed and/or used as texts will be subject to the sharing system specified in the Textbook Writing Program

Externally Published Reports

- university-funded research reports may be published by external agencies on condition that:
 - honoraria from one-time publication of reports in magazines or journals shall be given to the author
 - any royalty from book publication and, in the case of materials development projects which may be published as texts or references, will be subject to the sharing system specified in the Textbook Writing Program
 - university-based externally-funded research reports may not be published either by the university or any external agency, without the express and written consent of the funding agency or client.