

RESEARCH AND DEVELOPMENT OFFICE REVISED GUIDELINES

Description

Steer and guide the conduct of innovative and competitive researches that positively contribute to local and global transformation.

Guidelines in the Conduct of Research

In line with the department's objective of enhancing the quality of researches the institution is producing, RDO shall implement the following guidelines in the conduct of research-the process of selection, the time table in the conduct, the incentives to be granted to the researchers, as well as in the functionalities of the office and of the institution as a whole.

The Research Office

1. The research office shall function as the office of the Research Director and his Research Associate.
2. The Office shall be used by institutional and student researchers provided they sought approval from the research associate.
3. All researchers who want to stay at the R&D office must log in and out at the office log-book.
4. The research office shall provide the researchers access to computers with internet access, free journal sites, and assistance relevant to research.

Selection of Researchers

1. For Institutional researches, the College Department Heads will identify areas in relevance to their department's research thrust and will choose the appropriate teacher/person to do the research.
2. For Local, Provincial, Regional and National researches, the Research Director will provide the agenda and possible topics for research. Volunteers to do research shall be accepted.
3. In cases of institutional requirements (ie Accreditation and Publication needs), the Director will ask permission from the Department Head that their capable teacher will be tapped to do research.

Research Capability Building

1. The institution will regularly organize activities that will build the research capability of the faculty.
2. The Research Development office shall conduct at least 2 to 3 seminars and workshops yearly. The objective of this is to equip the faculty researchers with technical know.
3. In cases of invitational seminars and workshops, the Office shall select the appropriate person to attend the seminar. Approval shall come from the VP for Administration and Corporate Affairs.

Research Dissemination

1. The institution shall have 2 research fora and symposia. One will be done at the end of the first semester while the other will be at the end of the second semester. Researchers will present and defend the findings of their studies here.
2. A research colloquium shall also be held once a year. The final results of the study and appropriate recommendation for utilization will be discussed during this exercise.
3. Paper/Poster presentation will also be made during the colloquium.
4. The institution will publish research outputs in the Institutional Research Journal.
5. The RDO will likewise attempt to submit publishable outputs in refereed journals.

Guideline for the Preparation of the Schedule of Critical/Research activities

The faculty proponent/s is/are expected to include in the critical activities the submission of his/her/their final report and revised report to Research Development Office within the specified duration of the project. They are also expected to submit mid-term report and progress reports, two progress reports for long term projects with funding of 20,000 or more.

Schedules	Deadline of Submission	Examples	
Institutional and Local Researches			
Conceptualization and Pre-Oral Examination	4 weeks	Conceptualization and Pre-Oral Examination	July 1-August 1
Final Report	14 weeks	Final report	August 1- November 1
Revised Final Report plus Copy for Publication	4 weeks	Revised Final Report plus Copy for Publication	November 1- December 1
Regional and National Researches			
Conceptualization and Pre-Oral Examination	4 weeks	Conceptualization and Pre-Oral Examination	July 1-August 1
Final Report	28 weeks	Final report	March 1, 2013
Revised Final Report plus Copy for Publication	4 weeks	Revised Final Report plus Copy for Publication	April 1, 2013

Research Incentives

Research Incentives also known as researcher salary shall be provided to the selected researcher/s for each semester. The amount of incentives shall vary depending upon the scope and nature of research. Furthermore additional incentive shall be given to the researcher/s upon publication of their study. As an addition, the researcher will also receive a fixed monetary amount for his printing and photocopy expenses.

Agreement and Tranche Releases

1. Each researcher must sign a Memorandum of Agreement (contract) containing the research grant and their responsibilities to submit the research paper on time together with other deliverables.
2. Fifty (50%) of the Salary allotted for research shall be released together with the signed Memorandum of Agreement and the Approved Research Proposal with attachments. An approved research proposal is that which have passed pre-oral examination.
3. The remaining 50% shall be released after the final research paper and the publishable research paper has been submitted.
4. Each researcher must submit the deliverables on time. Failure to submit the deliverables within a given period of time will mean a forfeiture of the remaining 50% of the salary for research and disbursement of the initial 50% released.

Use of the additional Researcher Honorarium

1. An additional honorarium shall be granted to the apart from the researcher's salary as a form of honorarium. This is applicable only for one study regardless of the number of researchers involved in the aforesaid study.

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2. In exchange of the honorarium, each researcher must report and stay for three hours per week at the Research and Development Office. The aforesaid three hours must be spent doing the research and utilizing the available materials and sets of equipments for research. This is also the proper time that he/she can consult the Research Director for further directions relevant to his/her research. The researcher must log in and log out at the RDO log book. His/Her attendance will also be checked by the institutional checker at the R&D office. His/ Her failure to comply be present at the R&D office during the allotted time for his/her research shall mean an absence for that particular hour and such absence will be deducted from his or her official salary.

Research Agenda

Research agenda shall be driven from the following:

1. The National Higher Education Research Agenda (NHERA) for 2007-2016.
2. The Regional Research Agenda provided by the Calabarzon Research Council and the CHED UPLB Zonal Research Center.
3. Research Agenda of Department of Science and Technology and private organizations.
4. Departmental research agenda as based from department's thrusts