**EVALUATION FORM IN RATING THE RESEARCH COORDINATOR**

**(To be Accomplished by Student-Clients)**

**Raters/Evaluators: Student-Research Teams**

**Direction.** This form intends to gather feedback on the accomplishment of your Research Coordinator in relation to your research work.

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| **Indicators (The Research Chair….)** | **Yes** | **No** |
| 1. Checks alignment of topic proposals to the School Research Agenda |  |  |
| 1. Suggests topic proposals that are aligned to the School Research Agenda |  |  |
| 1. Distributes the Research Writing Manuals and Research Itinerary; |  |  |
| 1. Monitors participation of the research teams in various R&D activities |  |  |
| 1. Informs research teams of the general requirements of Research 1 and 2 courses |  |  |
| 1. Notifies research teams about important activities to be undertaken; |  |  |
| 1. Keeps research teams posted about important research itinerary (schedules) |  |  |
| 1. Conduct an orientation on School Agenda, itinerary and the writing guide |  |  |
| 1. Mentors research teams on the mechanics of writing and doing research |  |  |
| 1. Monitors research teams on their topic proposal writing |  |  |
| 1. Receives manuscript and review its readiness for proposal and oral defenses |  |  |
| 1. Reviews the manuscript for needed certifications and clearances |  |  |
| 1. Organizes capability trainings and seminar-workshops for students |  |  |
| 1. Monitors research teams in developing their topic proposals |  |  |
| 1. Critics the paper and note necessary suggestions and corrections |  |  |
| 1. Endorses the manuscript together with the promoter to the instructor for review |  |  |
| 1. Directs the research teams to seek for preliminary clearances |  |  |
| 1. Instructs the research teams to seek for UREB review after the proposal defense |  |  |
| 1. Checks if the UREB suggestions are incorporated in the protocol document |  |  |
| 1. Instructs research teams about how to proceed to data analysis and interpretation |  |  |
| 1. Monitors research teams’ progress in consolidating the full paper |  |  |
| 1. Checks submission of required full manuscripts, IMRAD and CDs |  |  |

**Notes for Improvement:**

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**Signature over Printed Name of Student-Proponents:**

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| \_\_\_\_${Student1}\_\_\_\_ |  | \_\_\_\_${Student4}\_\_\_\_ |
| \_\_\_\_${Student2}\_\_\_\_ |  | \_\_\_\_\_\_\_${Student5}\_\_ |
| \_\_\_\_${Student3}\_\_\_\_ |  | Date Rated: \_\_­${Date}\_\_\_ |