



Research, Extension, Production, Development, & Innovation

MANUAL OF OPERATIONS
2021 Revision

A.INSTITUTIONAL RESEARCH FUNDING ELIGIBILITY CRITERIA

The SLSU provides research grants to allow faculty and staff to pursue basic and applied research projects. It shall also provide funds for research projects in preparation for business or commercial implementation.

The institutional research projects must align with the SLSU Harmonized Research and Development Agenda (HRDA) and the university's research thrusts and priority areas. The Research and Extension Council evaluates the research project proposals on their eligibility for funding endorsement.

1. Characteristics of Research Grants

Research projects approved under grants, either institutional or external, possess the following characteristics:

- a. The research project is designed and controlled by or under the direction of the researcher.
- b. The research project involves no proprietary data protected by the university.

- c. Any patents, inventions, copyrights, or other intellectual property belong to the university and not the funding agency in the case of externally funded projects.
- d. Any patents, inventions, copyrights, or other intellectual property belong to the researcher and the university, as well.
- e. No direct or indirect reimbursement to the researcher shall be facilitated for projects under external funding.
- f. External funding agency may not restrict publication of the research findings by any approval or delay process.
- g. Funding from grants is made available before, not after, actual expenditure (though funding may take place in periodic installments).
- h. Any capital equipment purchased with grant funds belongs to the university.

2. Eligibility Criteria of Research Proponent

Only the permanent faculty members and non-teaching employees of the university may apply for research grants as Project Leaders. However, the non-plantilla faculty members and employees may join a research team as Project Members.

3. Research Proposals

Only full-blown proposals endorsed by the Research and Extension Council are eligible for research grants.

4. Terms and Conditions

- a. Only one proposal per Project Leader shall be granted with institutional funding. Succeeding grant requests shall only be made upon completion of the funded research.
- b. Grant periods vary according to the approved research project duration or time frame.
- c. The amount of grant shall include the following items:
 - Travel

- Supplies and materials
 - Rentals (except for facilities that are already available in the university)
 - Professional/Expert services (detailed)
 - Communication expenses
 - Printing and publication
 - IPR-related expenses
- d. Grant recipient is allowed to purchase materials for use in the research projects subject to the usual accounting and auditing rules and regulations.
- e. Approved proposals shall be covered by a duly notarized Research Contract between the researcher and the university.
- f. Any change in the schedule and manner of the grant requires a written request and justification from the Project Leader. The request is subject to the review of the VP-REPD and the approval of the President.

B. GUIDELINES FOR ACCESS TO RESEARCH FUNDING SUPPORT

1. Financial Resources

Financial resources are generated through grants, donations, and collaborations with government agencies, local and foreign funding institutions, and other research agencies and councils. There are two major fund source classifications for research undertakings, viz:

a. Institutional Funding

The institutional fund comes from the university and covers Maintenance and Other Operating Expenses (MOOE) of research projects. Salaries of researchers are not covered by this fund.

The ORS shall facilitate granting of the institutional funding for research projects with a maximum budget of Two Hundred Thousand Pesos (PHP 200,000.00) for projects covering 12 months or shorter. However, ORS shall refer for external funding

the proposals requiring a budget beyond the maximum allowable amount for university funding.

b. External Funding

The external fund comes from other government agencies [*e.g., Department of Agriculture (DA), Department of Agriculture-Bureau of Agricultural Research (DA-BAR), Department of Science and Technology-Philippine Council for Agriculture and Aquatic Resources Research and Development (DOST-PCAARRD), Commission on Higher Education (CHED)*] as well as foreign, private organizations, and industry partners.

This type of funding may require research in areas specified by the funding agency. It may or may not have a clear counterpart from the university, depending on the requirements of the external funding agency.

C. RESEARCH PROPOSAL DEVELOPMENT, PROCESSING, AND APPROVAL

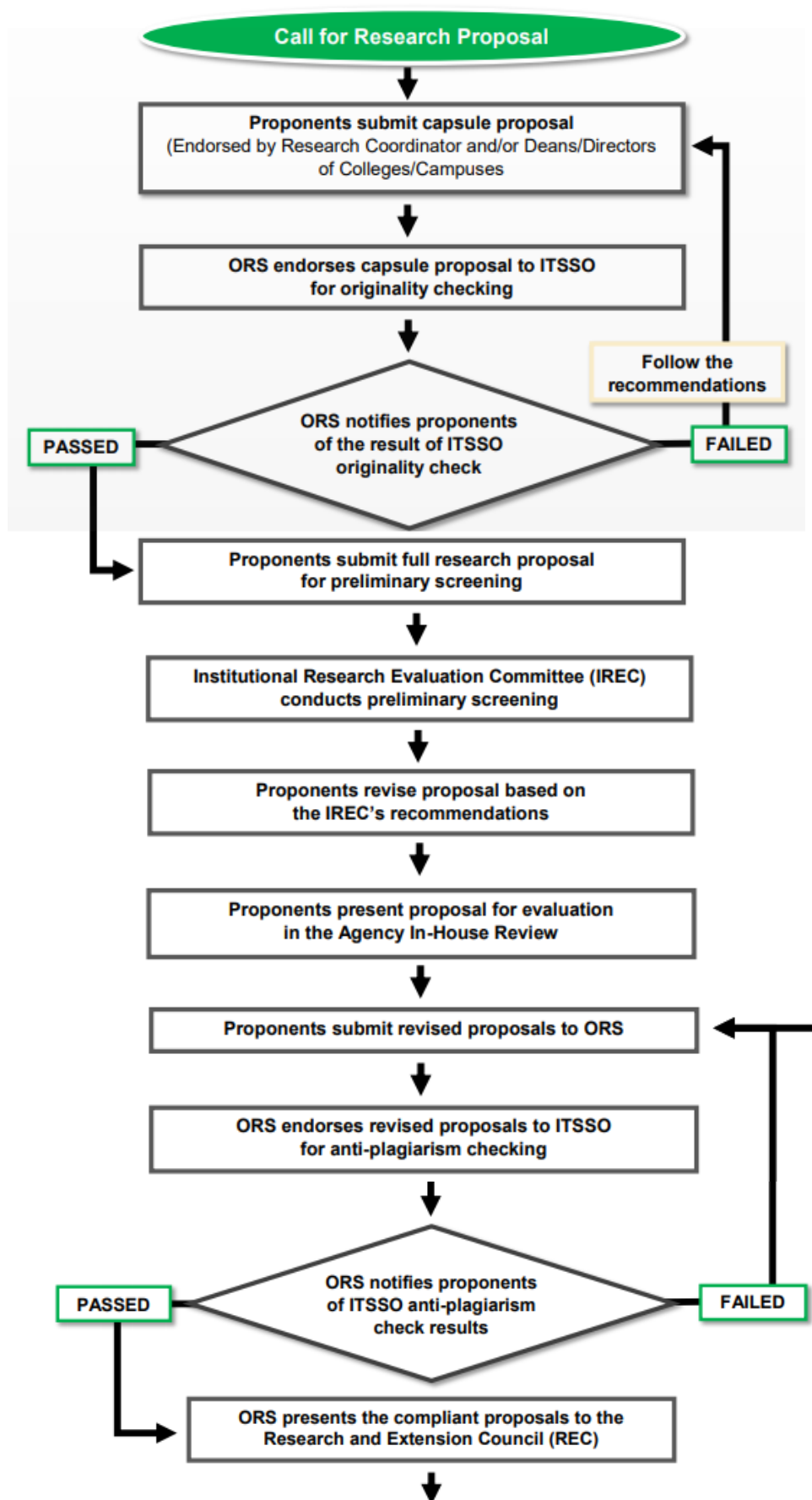
1. Institutional Funding

A faculty member or employee who would like to conduct institutional research shall submit a capsule research proposal (*refer to Annex "A.1" for the template*) in line with SLSU's present research and development agenda. The Dean of the College/Campus Director and the respective Research Coordinator shall endorse in writing the proposal for submission to ORS.

- a. The ORS shall endorse the capsule proposal to ITSSO for Originality Checking. If it passed the checking, the proponent/s shall be notified to proceed with the writing of the full proposal (*refer to Annexes "A.2" to "A.7" for template and other required forms*) for submission on the date to be set by the office. However, in case of failure to meet the minimum passing rate, the proponent/s shall receive recommendations from ITSSO as bases for revision of capsule proposals for re-submission to ORS.
- b. The submitted full proposal shall be subjected to preliminary screening by the Institutional Research Evaluation Committee (IREC) using ORS Form D (*refer to Annex "A.8"*). Should there

be committee recommendations, the ORS shall forward ORS Form E (*refer to Annex "A.9"*) for proponents' compliance and submission together with the revised proposal. If there are no further revisions needed, the proponent/s shall present their proposal for evaluation in the Agency In-House Review (AIHR).

- c. The ORS shall request the proponent/s to revise their proposal according to the consolidated comments of the evaluators during the AIHR. The revised full proposal shall be submitted to the ORS for endorsement to ITSSO for the anti-plagiarism checking. If it passed the checking, the ORS shall notify the proponent/s that their proposals shall be presented in the scheduled meeting of the REC to seek its endorsement to the Board of Regents (BOR). However, in case of failure to meet the minimum passing rate, the proponent/s shall receive recommendations from ITSSO as bases for improvement of proposals for re-submission. It will be subjected to another anti-plagiarism check. Only the compliant proposal shall be endorsed to REC.
- d. The REC-endorsd proposal shall be presented to the BOR for approval. Within two weeks after the granting of the approval, the ORS shall schedule an Inception Meeting and Research Contract signing between the proponent/s and the University President, on behalf of SLSU, stipulating therein the duties and responsibilities of both parties. Once contracts were notarized, the signed Notice to Proceed and the Research Grant Certificate shall be awarded to the Project Leader
- e. The ORS shall guide the proponent/s in the preparation of their PPMP and Purchase Requests (PR) as prerequisites for the budget release.



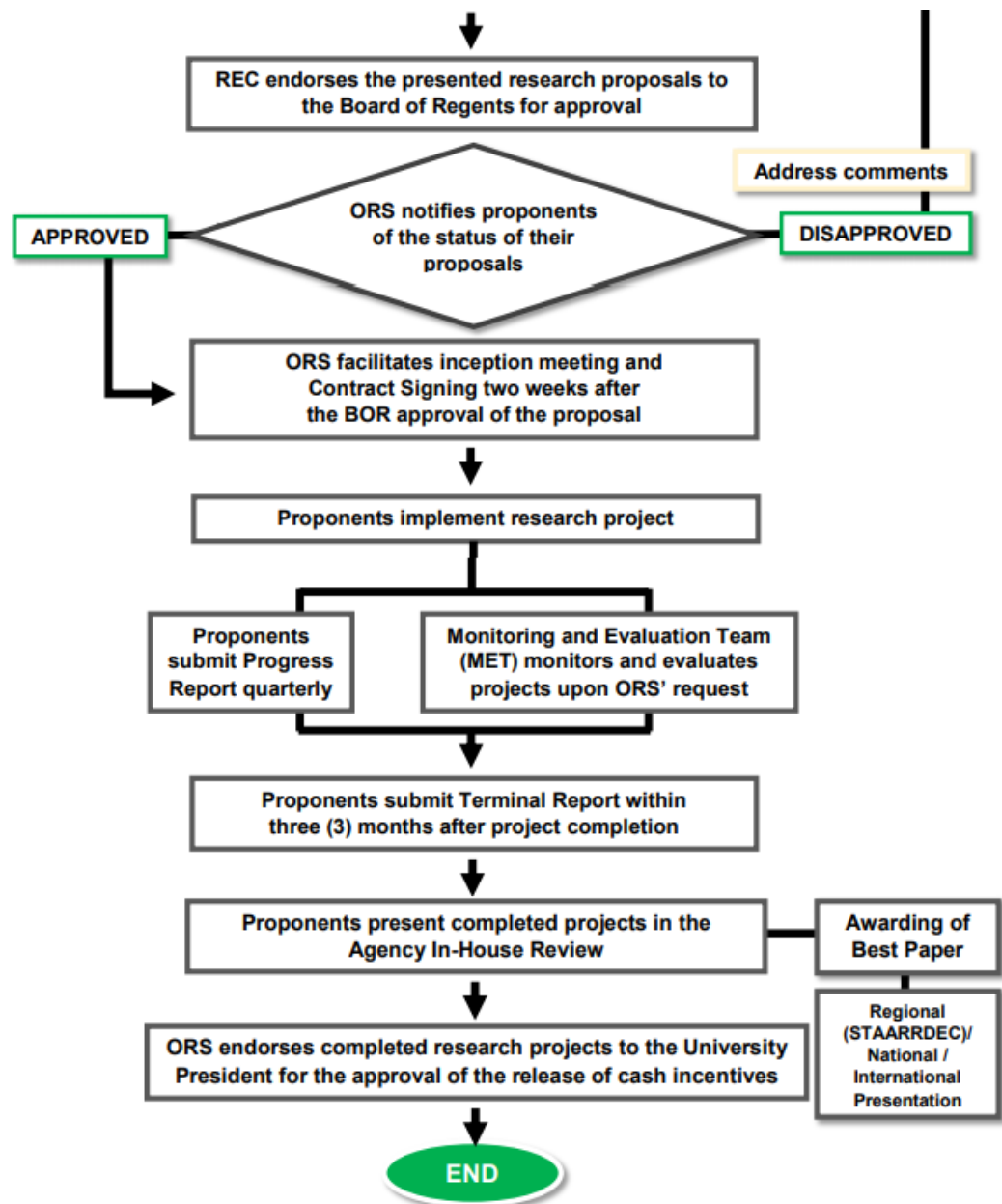


Figure 2.2 Process Flow for Institutionally Funded Research

2. Guidelines for Grants-In-Aid or Externally Funded Research

Any research project that will be proposed for grants-in-aid shall be submitted to the ORS for the preliminary screening of the IREC. The research proposal shall be composed of parts prescribed by the funding agency. If it is worth funding, a certification from the committee shall be issued before the University President endorses the proposal to the funding agency.

