



SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

OFFICE OF RESEARCH SERVICES

200060

Southern Luzon State University	
Office of the President	
Received	
Date :	SEP 09 2010
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Program Title:

Strengthening Research and Development Management Processes in SLSU

Rationale

SLSU is expected to deliver its four-fold functions, namely: instruction, research, extension and production. This is further supported by the stipulations in the Republic Act 9395, which identifies SLSU as an institution of higher learning that is also mandated to undertake research.

Relative thereto, the DBM-CHED Joint Circular NO. 1-2016 had clearly manifested research initiatives as one of the major contributory factors in the Key Result Areas (KRAs) which serve as the yardstick for the performance of each university. Thus, to attain the desired organizational outcomes for the research performance of the University, the relevant programs that must be implemented must be in line with the aim to develop a pool of competent researchers and capacitate them to produce quality research outputs that shall prove to be beneficial to the society.

Thus, to address the aforementioned need, the Office of Research Services (ORS) hereby proposes the conduct of a virtual writeshop on developing and packaging research proposal and a virtual workshop on publication writing, as detailed hereunder.

I. Writeshop on Developing and Packaging Research Proposals

The research capability and output of SLSU at present is at an acceptable level (KRA 2 score=10/14). With the aim of achieving significant growth and transformation higher than our present status, there is a need to enhance both the quantity and quality of our research projects; as well as, address the gaps in the identified Harmonized R&D Agenda for science and technology, social sciences, development and other cross-cutting concerns.

Over the years, it became apparent that other than the problem in resources, the inability of some of the faculty members and employees to develop an acceptable and fund-worthy project proposal must be attended to, in order to narrow the existing gap with the research deliverables of SLSU. It is of great concern that knowledge and skills on proposal preparation be given priority in favor of the faculty and personnel involved in RDE. The learnings that they will acquire related to the designing and packaging of research project shall be very useful when seeking both internal and external funding or grants.

With the matters stated above, it is therefore imperative for the ORS to host a virtual writeshop on developing and packaging research proposals.

Objectives:

After the implementation of the said writeshop, the pre-identified participants shall be able to:

1. Gain additional knowledge and skills in proposal preparation;
2. Write a preliminary proposal for an acceptable and viable research project; and,
3. Contribute on the sustainability and productivity of the university's RDE



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Participants:

This writeshop is designed for faculty and personnel of SLSU Lucban and its external campuses. A total of 35 participants composed of Research Coordinators and at least one (1) faculty per college/campus are expected to participate in this activity. It is a must that each participant already has a concept paper ready for development into a full-blown proposal.

Resource Speaker/s:

The ORS shall outsource a speaker to deliver a lecture on proposal writing and to evaluate draft proposals that will be produced as outputs from the workshop. During the output evaluation, the members of the Institutional Research Screening Committee shall also be invited to give their insights on the matter. Ms. Geri Mae Tolentino, Director of PPAS, shall also be invited to discuss on the topic on working with scientific literatures.

Proposed Budget: P 40,260.00, to be charged against other Office Materials and Supplies and Professional Services under ORS PPMP (*please see attached proposed activities with budgetary requirements for details and copy of PPMP*)

Date: November 9-13, 2020

Venue:

The writeshop shall be facilitated remotely from the University Library of the SLSU Main Campus in Lucban, Quezon. The attendees shall participate via videoconferencing tool which shall be identified by the ORS.

Methodology:

This activity is participative in nature and shall involve the following:

1. Lecture-discussion
2. Workshop and learning exercises
3. Presentation of outputs and critiquing

II. Writing for Publication Workshop

One of the ultimate goals in conducting research is to have it published in reputable journals for it to be contributory to the body of knowledge in the scientific community. However, a number of SLSU researchers still often fail to produce publishable papers due to lack of readiness and exposure to the how-tos of writing for publication. Thus, ORS aims to provide the SLSU faculty and personnel – both the experienced and novice researchers – an opportunity to learn about the techniques, processes, helpful tips, and motivation in writing and submitting a paper for publication.

Specifically, the sessions for the proposed workshop for publication writing shall cover topics on research publication overview and repackaging or extracting articles from research outputs.



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Objectives:

By the end of the entire workshop, all participants are expected to:

1. Acquire practical strategies and skills that shall support the process of writing for publication;
2. Be familiar with both the general and specific requirements in publishing in reputable journals; and,
3. Write an article for submission to peer-reviewed journals in their respective area of research.

Participants:

This workshop will be participated by the university faculty and personnel with completed research projects, including those nearing completion of around 80% or higher.

Resource Speaker/s:

The ORS shall invite Dr. Aprillette Devanadera from the College of Arts and Science to deliver a lecture on writing for publication. The SLSU Alumni Regent, Mr. Joel Erandio, shall also be invited to discuss the topic on research Design with statistical tools and analysis.

Proposed Budget: P 17,380.00, to be charged against other Office Materials and Supplies and Professional Services under ORS PPMP (*please see attached proposed activities with budgetary requirements for details and copy of PPMP*)

Venue:

The writeshop shall be facilitated remotely from the University Library of the SLSU Main Campus in Lucban, Quezon. The attendees shall participate via videoconferencing tool which shall be identified by the ORS.

Methodology:

This activity is participative in nature and shall involve the following:

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Table 1. Program of Activities with Budgetary Requirements for the Writeshop on Developing and Packaging Research Proposals

Date	Activities	Particulars	Unit Cost	Estimated Cost
Day 1 (November 9)	AM - Opening Program (Invocation, etc.) - Overview of Activities, HRDA, etc.	<ul style="list-style-type: none"> - Equipment (LCD, Laptop, extension) - E-Program - Registration documents - Load (Internet Connection) - Licensed Zoom Account/ Messenger Room - Food <ul style="list-style-type: none"> • AM Snacks • Lunch - E-certificate - Documentation (camera, recorder, battery) 	<ul style="list-style-type: none"> - 1 pax @ P200/pax - 20pax @ P40.00/pax - 5pax @ P80.00/pax 	<ul style="list-style-type: none"> 200.00 800.00 400.00
Day 2 (November 10)	AM - Session 1: Developing project title and general writing tips - Session 2: Logical framework for RDE projects PM - Workshop from home (Project Title and Logical Framework)	<ul style="list-style-type: none"> - Equipment (LCD, Laptop, extension) - E-Program - Registration and evaluation documents - Load (Internet Connection) - Licensed Zoom Account/ Messenger Room - Food <ul style="list-style-type: none"> • Snacks AM • Lunch - Documentation (camera, recorder, battery) 	<ul style="list-style-type: none"> - 20pax @ P40.00/pax - 5pax @ P80.00/pax 	<ul style="list-style-type: none"> 800.00 400.00
Day 3	AM	<ul style="list-style-type: none"> - Equipment (LCD, Laptop, extension) - E-Program 		



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(November 11)	<ul style="list-style-type: none"> - Session 3: Working with scientific literatures - Session 4: How to prepare project proposals <p>PM</p> <ul style="list-style-type: none"> - Workshop from home (Research Proposal) 	<ul style="list-style-type: none"> - Registration and evaluation documents - Load (Internet Connection) - Licensed Zoom Account/ Messenger Room - Food <ul style="list-style-type: none"> • Snacks AM • Lunch - Documentation (camera, recorder, battery) 	<ul style="list-style-type: none"> - 20pax @ P40.00/pax - 5pax @ P80.00/pax 	<ul style="list-style-type: none"> - 800.00 - 400.00
(November 12)	<ul style="list-style-type: none"> - Session 4: How to prepare budget and write an executive summary - Session 5: Sourcing out grants for RDE proposals <p>PM</p> <ul style="list-style-type: none"> - Workshop from home (Research Proposal) 	<ul style="list-style-type: none"> - Equipment (LCD, Laptop, extension) - Registration and evaluation documents - Load (Internet Connection) - Licensed Zoom Account/ Messenger Room - Food <ul style="list-style-type: none"> • Snacks • Lunch - Documentation (camera, recorder, battery) 	<ul style="list-style-type: none"> - 20pax @ P40.00/pax - 5pax @ P80.00/pax 	<ul style="list-style-type: none"> - 800.00 - 400.00
(November 13)	<ul style="list-style-type: none"> - Presentation of research proposals and critiquing - Closing Program 	<ul style="list-style-type: none"> - Equipment (LCD, Laptop, extension) - E-certificates (participants, awardees, & evaluators) - Registration and evaluation documents - Load (Internet Connection) - Licensed Zoom Account/ Messenger Room 		



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	<ul style="list-style-type: none"> - Honorarium ¹(Evaluator for 5 days) - Food <ul style="list-style-type: none"> • Snacks • Lunch - Documentation (camera, recorder, battery) - Commemoratives 	<ul style="list-style-type: none"> - 5 pax @ P1,400.00 per hour/pax² - 20 pax @ P40.00/pax - 10 pax @ P80.00 - 4 pax @ P500.00 	28,000.00 800.00 800.00 2,000.00
	- Contingency	Sub-Total	36,600.00
		10%	3,660.00
		GRAND TOTAL	40,260.00

¹ See DOST Memorandum Circular No 001 series of 2009

² Four hours of engagement in the program



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Table 1. Program of Activities with Budgetary Requirements for Writing for Publication Workshop

Date	Activities	Particulars	Unit Cost	Estimated Cost
Day 1 (November 23)	AM - Opening Program (Invocation, etc.) - Topic 1: Research Publication Overview	<ul style="list-style-type: none"> - Equipment (LCD, Laptop, extension) - E-Program - Registration documents - Load (Internet Connection) - Licensed Zoom Account/ Messenger Room - Food <ul style="list-style-type: none"> • AM Snacks • Lunch - E-certificate - Documentation (camera, recorder, battery) 	<ul style="list-style-type: none"> - 1 pax @ P200/pax - 20pax @ P40.00/pax - 20pax @ P80.00/pax 	<ul style="list-style-type: none"> 200.00 800.00 1,600.00
Day 2 (November 24)	AM - Topic 1: Research Publication Overview (continuation) PM - Topic 2: Research Design with Statistical Tools and Analysis	<ul style="list-style-type: none"> - Equipment (LCD, Laptop, extension) - E-Program - Registration and evaluation documents - Load (Internet Connection) - Licensed Zoom Account/ Messenger Room - Food <ul style="list-style-type: none"> • Snacks AM & PM • Lunch - Documentation (camera, recorder, battery) - Honorarium³ 	<ul style="list-style-type: none"> - 40pax @ P40.00/pax - 20pax @ P80.00/pax - 1 pax @ P1,400.00 per hour⁴ 	<ul style="list-style-type: none"> 1,600.00 1,600.00 5,600.00
Day 3 (November 25)	AM - Topic 3: Research Design with Statistical Tools and Analysis	<ul style="list-style-type: none"> - Equipment (LCD, Laptop, extension) - E-Program 		

³ See DOST Memorandum Circular No 001 series of 2009

⁴ Four hours of engagement in the program



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(November 25)	<ul style="list-style-type: none"> - Topic 3: Workshop on how to repackaging thesis/dissertation/ research of faculty into a publishable paper and how to start writing from scratch <ul style="list-style-type: none"> • Extracting article from thesis/dissertation - Closing Program 	<ul style="list-style-type: none"> - Registration and evaluation documents - Load (Internet Connection) - Licensed Zoom Account/ Messenger Room - Food <ul style="list-style-type: none"> • Snacks AM • Lunch - Documentation (camera, recorder, battery) - Commemorative (for 2 days) - 	<ul style="list-style-type: none"> - 20pax @ P40.00/pax - 20pax @ P80.00/pax - 2 pax @ P1,000.00/pax 	800.00 1,600.00 2,000.00
			Sub-Total	15,800.00
			10%	1,580.00
			GRAND TOTAL	17,380.00

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