

The ORS shall also conduct an Agency-In-House Review for completed research projects (*refer to Annex “K” for the Guide to Authors*) at least once every year. Only the completed studies presented in the AIHR will be eligible for endorsement for presentation in various conferences and publications in journals.

## **J. GUIDELINES FOR HOLDING RESEARCH CONGRESS**

The Research Congress serves as an avenue to disseminate information, knowledge, and technology. The ORS shall conduct it regularly to encourage university personnel to be actively involved in research works within the SLSU’s thrusts. The Congress shall be done annually before the Annual PRAISE.

The conduct of the University Research Congress shall be with the utmost publicity and circulation to encourage massive participation. The papers of completed research programs, projects, and studies that garnered 80 points and above in the preceding AIHR qualify in the Research Congress. The ORS may invite external evaluators during the said event.

The recognition of the best papers from the Research Congress shall be done during SLSU’s Annual PRAISE awarding ceremony.

## **K. INCENTIVES, AWARDS, AND ASSISTANCE**

Since it has been acknowledged that research has provided significant contributions in the development and advancement of a specific field, it is just equally important to emphasize the potential incentives, awards, and assistance that researchers could gain in researching.

**Table 1.1** Types of research incentives

<b>Type of Incentive</b>	<b>Brief Description and Basis</b>
1. Faculty Deloading of Teaching Units	ETL is computed according to the designated % of the research function

2. Workload Credits/ Equivalent Teaching Load (ETL)	ETL is computed according to the designated % of the research function
3. Proposal Preparation	Credits per submitted proposal
4. Term Insurance	This covers both accidental and death insurance for the security of the research personnel while in the actual conduct of the research.
5. Research Awards	Given to the researchers in various disciplines. This may be in the form of plaques, trophies, grants, and/or cash incentives.
6. Research Grants	This may be in the form of post-document research, textbook writing, research, and creative work awarded through contracts.
7. Credits for promotion	Research output, creative work, and extension activities are major credits for promotion.

## 1. Research Incentives

### a. Credits for Project/Research Proposal Submission

Each proposal prepared and submitted within six (6) months or one (1) semester (one evaluation period) will correspond to one (1) credit. However, credits must not exceed two (2) and four (4) for faculty and RDE personnel, respectively. Proposals not completed in the evaluation period will not be credited. Credits will be given in the next evaluation period or when the proposal is already approved for institutional funding or external funding. For projects under external funding, the proponents must submit a copy of the approved proposal as proof of their eligibility for the credits.

### b. Workload Credits (per week)

Faculty members engaged in research undertakings are given workload credits<sup>1</sup> depending on their involvement in the different stages of research and the scope of their responsibility in each project (*Refer to Annex "A.19"*).

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<sup>1</sup> SLSU Manual of Operations (Research, Extension, Production, & Development) 2013, p.26

### **c. Honorarium**

The honorarium shall only apply for externally funded programs/projects. The funding agencies' guidelines concerning the honoraria of R&D personnel shall be observed. In cases where the funding agency does not provide an honorarium for the researcher, the existing provisions for research overload shall apply subject to the issuance of appropriate Special Order (SO) from the Office of the President.

### **d. Term Insurance**

Each member of a program/project team shall be entitled to term insurance for accident and death during the entire project duration, chargeable against the program/project fund.

## **2. Awards**

Awards may come in the form of plaques of recognition, trophies, as well as cash prizes. The ORS facilitates the awarding of duly recognized research outputs in various disciplines to heighten the proponents' research spirit and enthusiasm, resulting in more productive and efficient resources.

### **a. Research Completion Award**

A cash incentive amounting to Ten Thousand Pesos (PHP 10,000.00)<sup>2</sup> will be granted to the group of researchers upon completion of the project, as evidenced by the submission of the Terminal Report and its presentation in the annual AIHR. However, only the research projects with a minimum of six months duration shall be eligible for the award.

### **b. Best Paper Awards**

The R&D grantees of completed research projects qualified for presentation in the Research Congress shall be eligible for Best Paper Awards. The Office of the President, upon the recommendation of the VP-REPD, shall constitute a committee to evaluate the papers. The awards are as follows:

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<sup>2</sup> SLSU Manual of Operations (Research, Extension, Production, & Development) 2013, p.28

**Table 1.2** Award category and corresponding cash prize

<b>Award Category/Cash Prize<sup>3</sup></b>	<b>(PHP)</b>
1. Most Outstanding Research	50,000.00
2. Outstanding Paper (Research Category)	30,000.00
3. Outstanding Paper (Development Category)	30,000.00
4. Commendable Research	20,000.00

In the case of collaborative research, each team member will receive a plaque of recognition, but they will share the cash incentive equally among them. The researcher/s will be honored in an appropriate ceremony.

### **3. Financial Assistance and Other Support**

Researchers may request assistance for paper presentation and publication according to the guidelines and requirements of the ORS (*refer to Annex “M”*).

#### **a. Research Paper Presentation**

- **General Provisions**

Only the following research outputs may be allowed for oral presentations in local, regional, and international fora, congresses, and conferences:

- 1) Institutional and externally funded research completed within the last three years;
- 2) Masteral thesis and dissertation of faculty members who graduated from other universities or colleges and completed within the last three years; and,
- 3) For Masteral and Dissertation, if Faculty Advisers are to present the paper of their advisees, they should secure the written consent from the original author before its approval. The Faculty Adviser may be allowed to present on official time only.

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<sup>3</sup> SLSU Manual of Operations (Research, Extension, Production, & Development) 2013, p.28

- **Specific Guidelines in Research Paper Presentation**

- 1) Research paper for presentation shall be composed of parts prescribed by the organizer of the congress and conference.
- 2) The research paper shall undergo peer evaluation during the annual Agency In-House Review (AIHR) of completed research projects before it is endorsed by the President to the conference organizing body of recognized and reputable organizations. However, there shall be an exception in cases where such papers (e.g., dissertation or thesis) had been peer-reviewed by other recognized peer review systems of the university, like the oral examination committee and others.
- 3) Only research papers duly recognized by the university shall be allowed to be presented.
- 4) If a researcher presents (even at personal expense) in the regional, national, and international congress and conferences without the endorsement of the President, the university has the right to recall the paper, and it shall not earn any credit for the proponent.

- **Equity Share**

The knowledge, skills, efforts, and time of the researcher(s) in the conceptualization, conduct, and report preparation of research shall be accounted as the equity share of the faculty.

The conduct, including materials, generations, and output dissemination of significant findings through oral presentations, shall be credited as the university's equity.

- **Logistic Support**

The university shall shoulder the cost incurred in the approved attendance of the researcher(s) in the oral presentation broken down as follows:

- 1) All accepted papers for oral presentation at a given time shall be given financial support, which shall include

registration fee, travel allowance, accommodations, land/sea/airfare, traveling insurance, printing expenses, and other authorized fees.

- 2) If the university cannot fully support the expenses (for local and international presentations), the university may assist the researcher when looking for potential sponsors.
- 3) Logistical support will be given once only to each presenter. However, a co-author may also avail the same support when presenting the same paper in other forums/conferences.
- 4) Logistical support for international presentations will be based on national policies and guidelines and the approval of the University Board of Regents.

- **Participant Involvement**

Only the Project Leader or the authorized representative of a research team will receive financial support for the paper presentation in the local, regional, national, and international fora, congresses, and conferences. However, all authors may be allowed to attend the conference/forum if the budget warrants, or if they want to shoulder the expenses.

- **Cash Incentive**

Presented papers shall receive incentives<sup>4</sup>, as seen in Table 3.

**Table 1.3** Incentives for research presenters

<b>Presentation Level</b>	<b>Amount of Incentives</b>
Level A National	PHP 5,000.00
Level B International	
- Within the country	PHP 10,000.00
- Outside the country	PHP 20,000.00

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<sup>4</sup> URS Research Operations Manual (2014) approved by virtue of BOR Resolution No.049-481-14

- 1) Even the university granted the authors the PHP 5,000.00 incentive for presenting a paper at the National Level (Level A), they can still receive a maximum allowable incentive of PHP 5,000.00 if they present at the International Level within the country and PHP 15,000.00 if outside the country. For the Level B presentation, if the authors present at an international forum within the country, they will receive the PHP 10,000 incentive. They can still present receive the PHP 10,000.00 incentive. Further, they can still present the same paper in an international conference presentation outside the country for a maximum of PHP 10,000.00 incentive.
- 2) On the other hand, co-authors, if any, may present the same article in a different research forum, but the university will no longer grant monetary incentives once it previously granted such for the same presentation level. If a team qualified for either the PHP 10,000.00 or the PHP 20,000.00 for their presentation at Level B, they can still present in any venue. However, they will present on official time only and with no corresponding incentive and assistance, such as travel, registration, accommodation. There will also be no retroactive effect.

- **Travel Report**

The researcher(s) shall submit a travel report to the Office of Research Services with appropriate attachments concerning the oral presentation.

## **b. Research Paper Publication**

- **General Provisions**

The publication is a major research output of researchers that intellectually contribute to the advancement of science and is communicated in written form. It serves two purposes: recognition and reward. The public is made aware of the conduct of such kind of research. It also contributes to the academic career enhancement of the personnel involved by

earning merit or compensation. The publication comes in different forms:

- 1) **Journal** is a periodical that an institution or a professional society publishes. It contains original reports of work in a particular field, news, or proceedings. It usually carries copyright or an ISBN/ISSN. A journal that requires critical review by peers is called a refereed journal. Each journal has its respective guidelines and requirements to be followed when submitting an article. Research results published in a refereed journal as regular articles are given the most weight or bearing among the publication venues. Researchers who publish articles in a refereed journal receive a monetary incentive from SLSU.
  - 2) **Pamphlet or brochure** is a non-periodical publication (at least five pages as defined by UNESCO) covering any field of interest. It showcases the overview and highlight of a project.
  - 3) **Leaflet** is a highly illustrated publication dealing with a single topic and comes in a single sheet folded at times to make several pages.
- **Specific Guidelines in Research Paper Publication**
    - 1) Only the SLSU-funded and externally funded research completed within the last three years shall be allowed for publication in refereed journals with existing valid (unexpired) CHED Accreditation (Reference: CHED Memoranda), as well as in Scopus, ISI, and other indexed publications.
    - 2) Only research papers duly recognized by the university shall be allowed to be published with credits to the proponent/s in terms of financial support and incentives.
    - 3) The authors shall format the article for publication according to the prescribed guidelines of the accredited or recognized publishing body.



- **Financial Support**

- 1) The authors of the eligible papers for publication shall be entitled to appropriate financial assistance, given that the papers were accepted for publication in refereed journals with existing valid (unexpired) CHED Accreditation, as well as in Scopus, ISI, and other indexed publications.
- 2) The requesting party should submit pertinent documents to ORS to facilitate the requested publication support. However, the provision of financial assistance is not retroactive. They must forward the request before the actual publication of the paper.

- **Cash Incentives**

- 1) Once the researchers submitted to the ORS their proof of paper publication, the said office shall forward an endorsement to release cash incentive<sup>5</sup> subject to the approval of the University President. The amount of cash incentives shall be based on the conditions in Table 1.4.

**Table 1.4** Incentives for publishing research

<b>Publication</b>	<b>Amount of Incentives</b>	<b>Conditions</b>
Level A - National	PHP 20,000.00	Refereed Journal with existing valid (unexpired) CHED Accreditation (Reference: CHED Memoranda)
Level B - International (ISI and other Indexed Publications)	PHP 35,000.00	Requires Verification Certificate Issued by the REPD Office as endorsed by the Screening Committee

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<sup>5</sup> URS Research Operations Manual (2014) approved by virtue of BOR Resolution No.049-481-14

- 2) Researchers may opt to publish their output in SIYASIG, the official SLSU Research Journal. The team will receive PHP 5,000.00 per article published.

### **c. Other University Support**

Study time may be used to undertake a variety of research-related activities. Applicants must provide evidence that the proposed sabbatical activity has the potential to result in one or more of the following:

- 1) Development of high-quality research proposal;
- 2) Production of a research publication or other high-quality research output;
- 3) Enhancing the presence and reputation of the university's research externally; and/or,
- 4) Development of a high-quality research culture within the university, thus increasing its capacity to produce high-quality research grant proposals through research training

## **L. STUDENT RESEARCH (GRADUATE AND UNDERGRADUATE)**

Colleges and campuses require students to conduct research as a requisite for their graduation. Students shall adhere to the required thesis format (*refer to Annex "N"*).

The faculty adviser and the student researcher can be a partner in a research project, provided that they will accomplish a document indicating the ownership of the study before its implementation. In such a case, the faculty adviser shall serve as the Project Leader and the students as study leader. Moreover, it shall undergo the usual process if the project will request funding support from the university.

**Note:** All research projects, both the undergraduate and graduate thesis, must be checked in the Plagiarism Checker Software stationed at the ITSSO.