RESEARCH EVALUATION AND MONITORING CENTER

**TERMS OF REFERENCE**

FORM 1

|  |  |  |
| --- | --- | --- |
| **Research Project Title** | Web-Based Document Management System for Research Evaluation and Monitoring Center | |
| **Implementing Institution** | Research Evaluation and Monitoring Center | |
| **Collaborating Institution** | Research Evaluation and Monitoring Center | |
| **Name of Project Leader** | Nicole Franzyne Jao | |
| **Project Duration** | 10 months | |
| **Team Members** | Denice Shanley Alemania Regienald Pueblos | |
| **Objectives** | The web-based Document Management System for REMC aims to provide a centralized online system for tracking and monitoring funded research, from application to progress reporting. Additionally, it will manage all GAWAD granted by the office, encompassing both university and external funded research. SPECIFIC OBJECTIVES Specifically, this study aims to: To develop a user-friendly system that digitizes the processes within the Center of Research Evaluation and Monitoring; To create a system that manages the entire lifecycle of funded research, from application submission, to evaluation, and progress reporting; To create a system that effectively monitors and records funded research projects, enabling efficient monitoring of progress, compliance, and overall impact. With the use of this system, information related to the funded research will be easier to capture and manage, resulting in accurate and current data that can be used for reporting and decision-making; To integrate an automated notification feature that reminds and updates researchers and evaluators on deadlines and statuses of the funded applications; To develop a flexible system that can adapt to changes in guidelines in Gawad and other requirements needed, including generating outputs for nominations and creating shortlists of nominated individuals for the Gawad;  To find out how accurate the forecasting of the financial budget is; and To evaluate the user acceptability of the system develop, the researcher will follow the ISO/IEC 25010 criteria to ensure its: Functional Suitability Reliability Performance Efficiency Usability Security Compatibility Maintainability | |
| **Scope** | This study encompasses the development and implementation of a web-based Document Management System for Research Evaluation and Monitoring Center (REMC) to enhance the management of research projects, both university and externally funded research and the newly university funded research load. It will focus on integrating multiple tasks within the Research Management Office (RMO), ensuring that all research progress is monitored and managed effectively. The study covers the lifecycle of university and externally funded research projects and university funded research loads, from application submission to progress reporting. The system enables researchers to submit funding proposals, while evaluators can efficiently analyze and assess these proposals.  The system will include automated notification features to keep researchers and evaluators informed of deadlines and statuses. Furthermore, the system is adaptable to guideline changes, and generates GAWAD shortlists. The key feature is its capability to forecast project status reports, allowing for more effective planning and resource allocation. | |
| **Methodology** | The researcher will use Rapid Application Development as the software development methodology in this study because of its openness in changes and flexibility. This approach will let users experience prototypes of the system and get their quick feedback, and identify possible improvements and apply changes into the system. Furthermore, Rapid Application Development is typically used when the project team is small to medium sized and maintains fast-paced prototype iterations. | |
| **Activities/Step-by-Step Implementation Plan** |  | |
| **Gantt Chart** |  | |
|  | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **ACTIVITIES** | **MONTHS** | | | | | | | | | | | | |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
|  | | |
| **Personnel Requirements/Team Composition** |  | |
| **Modus Operandi (including delineation of assignments, coordination/networking arrangements)** |  | |
| **Prepared and Submitted by:**  *(to be filled up by the project leader)*  **NICOLE FRANZYNE JAO** | **Reviewed by**  (*to be filled up by RMO Director)*  **DR. JACKIE D. URRUTIA** | **Approved by**  (*to be filled up by VPRED)*  **DR. ANNA RUBY P. GAPASIN** |