

## Instructions on how to use **UP System Budget Office Research Projects Data Collection Form**

1. If your **PC** has no installation of **Microsoft Access 2003 or a higher version**, install **MSOffice 2003 or higher** (full version) before proceeding.
2. Create a folder on the **My Documents** folder and name it as **UPSBO\_Research\_2012**
3. Download the file **UPC\_Research\_2012\_1.mdb** from the **fmo.up.edu.ph** website and copy to the **UPSBO\_Research\_2012** folder.
4. Go to **UPSBO\_Research\_2012** folder and open the file by double clicking on the file named **UPC\_Research\_2012\_1.mdb**
5. A security warning similar to Figure 1 will be displayed on screen. Click **Open** to start using **UPC\_Research\_2012\_1.mdb**. If you are using a newer version of **Microsoft Access** (e.g. MSOffice 2010) you should **Enable Content** before beginning to use the database program.

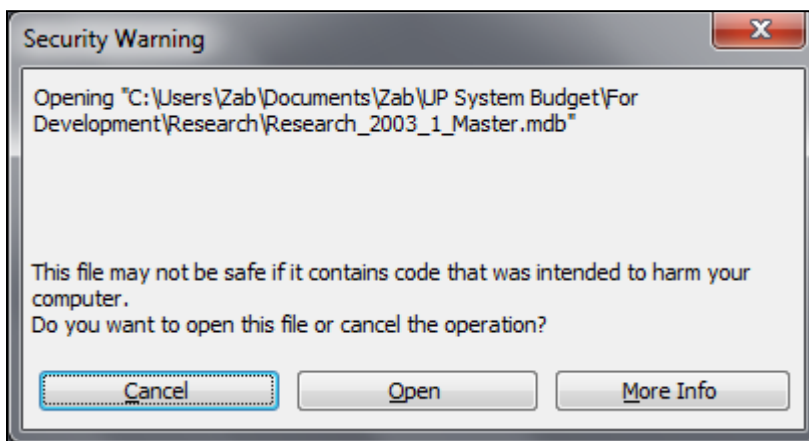


Figure 1

6. A dialog box will appear similar to Figure 2



Figure 2

7. Clicking **Input Current Research Projects** an input area similar to Figure 3 will appear. In **Research Status** *Origination and Initiation* refers to **New Projects**. *Planning, Execution and Control* refers to **Ongoing Projects** while *Closeout* refers to **Completed Projects**. In **Research Duration** make sure the **Start Date** and/or **End Date** fall within the **Year Covered**. Make sure to input all required information (one with asterisks) on the given spaces before clicking on **Add Record**. Please check all records using the navigation button. Upon closing this window all information inputted will now be part of the permanent records stored on the database and will no longer be available for editing on this window. To edit/delete/update records click **Edit Delete or Update Records** on the Main Menu

Figure 3

8. **Past Research Projects** refers to Research Projects of past years that where not previously encoded.

Click this button to start encoding Past Research Projects

Click this button to Edit Del~~e~~te or Update Research Projects

Figure 4

9. Clicking on **Edit Delete or Update Records** a dialog box similar to Figure 5 will appear. Clicking on the **Update Status and End Date of Research Program** a datasheet form similar to Figure 6 appears. Here you could update the previous year's **Research Status** (e.g. *from Execution and Control to Closeout*) and **End Date** of the Research Program.

Figure 5

Title:	Status:	StartDate:	EndDate:
Komodipikasyon ng Kalusugan sa Radyo at Telebisyon	Execution and Control	1/1/2011	12/31/2011
Ayunan at Balintuan - Ang ugnayan at media at lipunang Pilipino	Origination	1/1/2011	12/31/2011
Crime rates and labor market opportunities in the Philippines: 1970-2008.	Initiation	1/1/2011	12/31/2011
Organization and individual determinants of career success of MBA students	Planning	1/1/2011	12/31/2011
Regime-switching market risk: Evidence from the Philippines. Philippine	Execution and Control	1/1/2011	12/31/2011
International liquidity, monetary spillovers and asset prices. Philippine	Closeout	1/1/2011	12/31/2011
A measure of Value-at-risk for fat-tailed distributed Philippine stock index	Execution and Control	1/1/2011	12/31/2011
Multisectoral Collaboration and Initiating Corporate Governance in Two Levels	Execution and Control	11/1/2010	12/31/2011
"Making Regulation Work for Global Learning Communities"	Execution and Control	1/1/2011	12/31/2011
The American and Philippine Administrative Traditions: Profiling Context	Execution and Control	1/1/2011	12/31/2011
"Performance Management Reform in the Philippines" (co-author w/ Dr. ...)	Execution and Control	1/1/2011	12/31/2011

Figure 6

10. When all records have already been inputted return the file **UPC\_Research\_2012\_1.mdb** by using **fmo.up.edu.ph/uploadFiles.php** or by sending it through our email address [sysbudget@gmail.com](mailto:sysbudget@gmail.com) and CC: [zbarokz@yahoo.ca](mailto:zbarokz@yahoo.ca), [zbarokz@hotmail.com](mailto:zbarokz@hotmail.com)