



# OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND EXTENSION

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

## GUIDELINES FOR THE PREPARATION OF STUDY PROPOSALS FOR FUNDING UNDER THE UPLB BASIC RESEARCH PROGRAM

(Revised, 2017)

### OBJECTIVES:

The UPLB Basic Research Program provides financial assistance for basic studies in the natural sciences and mathematics, social sciences and the humanities. The research program also supports UPLB's teaching function and is responsive to national development needs.

### A. NATURE OF THE STUDY

1. The proposed research study should fall within the appointed theme to be able to come up with a stronger output (multidisciplinary).
2. Higher priority shall be accorded to basic studies which are mission oriented, i.e. with long-range development goals but are still within the appointed theme.
3. The proposal should be prepared following the prescribed format.

### B. PROPONENT

1. The proponent must be a full-time faculty member or researcher of UPLB and must have at least an MS or MA degree.
2. Priority shall be given to proponents who have no other research study/project and/or have recently received their MS or PhD degrees and wish to do follow-up studies on their thesis or dissertation.
3. To facilitate research mentoring, the proponent depending on his/her qualification, will partner with either a senior researcher (faculty and REPS with rank Assistant Professor 3/University Researcher II/University Extension Specialist II and up) or a junior researcher (faculty and REPS with ranks Assistant Professor 2/ University Researcher I/University Extension Specialist I and below) as study co-proponent. The proponents should identify who will be the mentor and mentee in the proposal.
4. Proponents are encouraged to enjoin other relevant agencies or researcher(s) to participate in the study. Aside from the possibility of cost and personnel sharing, such alliances simplify inter-agency arrangement often required in the conduct of the study, as well as strengthen capability for addressing research problems.
5. Maximum number of team members, including the study leader, co-study leader, mentor and mentee is three (3). Likewise, the maximum research load per study is six (6) points. However, if the team will involve students for the conduct of the latter's thesis, both the mentor or mentee should be adviser and/or co-adviser of the students' committee.

### C. BUDGET/FUNDING

1. Any reasonable amount may be requested as financial assistance. In general, however, the requested funding for any single year must be kept below **P100,000.00** for non-laboratory studies and **P150,000.00** for laboratory studies.
2. The line-item-budget (LIB) must be sufficiently detailed, keeping in mind that actual expenditure shall be subjected to government accounting and auditing rules and thus, should be properly documented.
3. The hiring of full-time study personnel is discouraged. Instead, existing research personnel may be tapped for additional duties and corresponding incentives.

4. Under this program, there is no provision for honoraria of study leaders, equipment and capital outlay. However, the proponent may charge salaries of contracted labor, e.g. editor, enumerator, lab assistant.
5. Funds shall be released on a **yearly** basis. Expenses for the operation of the study shall be disbursed as indicated in the approved Procurement Management Plan (PPMP) and shall be subjected to existing accounting and auditing rules.
6. Succeeding releases shall depend on the recommendations of the evaluators during the annual review. The said study shall be reviewed based on the accomplishments according to the proposed activities and objectives.
7. Acquisition of equipment facilities is not allowed under the program.
8. The approved budget shall also allow the charging of travel, registration fees and per diem expenses during the presentation of research output in local scientific journal conference but not to exceed 20% of the total budget. However, only the paper presenter shall be allowed to charge.

#### **D. DURATION**

1. Studies with expected substantial results obtained within one year are preferred.
2. The duration limit for any single proposal is two (2) years. This does not preclude sequel work which builds upon previously completed work by the proponent.
3. The OVCRE reserves the right to discontinue the study or the granting of financial assistance upon recommendation of the technical review committee that decides if the results obtained or expected for the study do not justify further investigation or activity. The proponent shall be notified at least one (1) month prior to termination of the study.

#### **E. REPLACEMENT OF STUDY LEADER**

In case of change in study leadership, the study leader shall communicate in writing with the OVCRE his/her recommended replacement, attaching the bio-data and conforme of the new study leader. A study staff which will be replaced by reason of resignation/transfer shall submit his/her recommendation/transfer letter to OVCRE.

#### **F. SUBMISSION OF REPORTS**

1. The researcher shall submit four (4) copies of the annual progress report as a basis for the renewal or extension of the study in accordance with the prescribed format. Upon completion of the study, the researcher is required to submit one (1) printed and one (1) electronic copy of the terminal report based on the results of the study, and at least one publishable journal article in an ISI-Indexed journal or its equivalent.
2. All reports, articles, and similar materials intended for publication must be submitted to OVCRE. The UPLB Basic Research Program should be properly acknowledged as provider of financial and other assistance.
3. Final/terminal reports are due within two months after the termination of the study.
4. OVCRE should be provided a copy of Journal articles accepted for publication within two years after the official end date or completion of the study.

#### **G. DISCOVERIES/INVENTIONS**

Patents arising from discoveries or inventions resulting from the basic research study shall be governed by existing IPR policies of UPLB.