



**POINTERS IN THE IMPLEMENTATION  
OF BASIC/APPLIED RESEARCH**

# TYPES OF RESEARCH FUND SOURCES

## BASIC RESEARCH

- Internally funded from the university budget, and from the interest of the endowment fund managed by OVCRE
- Funds are released by OVCRE

## APPLIED RESEARCH

- Externally funded by government agencies, private companies and foreign funds
- Funds are released thru OVCRE and Cash Division

# TYPES OF RESEARCH FUND SOURCES

## BASIC RESEARCH

- UPLB staff who are recent graduates of masteral and postdoc degrees get first priority
- Proposals are submitted at Q4 and implemented at Q1 of succeeding year

## APPLIED RESEARCH

- For all researchers
- Proposals are submitted anytime to the funding agencies thru proper channels

# WHAT TO DO AT THE START OF IMPLEMENTATION....

## Basic Research

- Proponent must submit a letter to OVCRE stating the actual implementation date of the study
- An accounting code will be assigned to individual researches
  - Important in disbursing project expenses and in transactions with the Accounting Office
- Funds for Q1 and Q2 of the study are released upon approval of the study
- Funds for Q3 and Q4 of the study are released upon submission of semi-annual report
- Advice of sub-allotment will be prepared as proof of available funds and will be distributed to the proponent, the Accounting Office, and the Internal Audit Office

# WHAT TO DO AT THE START OF IMPLEMENTATION....

## Applied Research

- Proponent must submit two (2) copies of both the Memorandum of Agreement and the approved research proposal to OVCRE
- For changes in the actual starting date of the project the researcher must submit a request letter to the funding agency recommended by the Vice-Chancellor for Research and Extension
- An accounting code will be assigned to individual researches
  - Important in disbursing project expenses and in transactions with the Accounting Office
- An advice of sub-allotment will be prepared as proof of available funds and will be distributed to the proponent, the Accounting Office, the Internal Audit Office and the funding agency

**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND EXTENSION**

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ADVICE OF SUB-ALLOTMENT NO. \_\_\_\_  
FOR THE PERIOD \_\_\_\_ UNTIL \_\_\_\_  
ACCOUNTING CODE: \_\_\_\_\_

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FOR THE PERIOD \_\_\_\_ UNTIL \_\_\_\_  
ACCOUNTING CODE: \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_ Year of \_\_\_\_ Years

Date: \_\_\_\_\_  
\_\_\_\_ Year of \_\_\_\_ Years

Director/Dean  
UPLB, College, Laguna

Director/Dean  
UPLB, College, Laguna

ATTENTION: \_\_\_\_\_  
Study Leader

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Study Leader

The following sub-allotments have been made available for the operational expenses of UPLB-Basic Research Project entitled " \_\_\_\_\_ " for the period indicated above. You are reminded that it is your responsibility to keep your expenditures within the limit of your allocations.

The following sub-allotments have been made available for the operational expenses of UPLB- \_\_\_\_\_ Research Project entitled " \_\_\_\_\_ " for the period indicated above. You are reminded that it is your responsibility to keep your expenditures within the limit of your allocations.

PARTICULARS	APPROVED BUDGET P	PREVIOUS ALLOTMENT P	CURRENT ALLOTMENT P	TOTAL ALLOTMENT P	BALANCE P
MAINTENANCE AND OTHER OPERATING EXPENSES (Supplies and Materials Travel and Sundry Expenses)					
<b>TOTAL</b>					

PARTICULARS	APPROVED BUDGET P	PREVIOUS ALLOTMENT P	CURRENT ALLOTMENT P	TOTAL ALLOTMENT P	BALANCE P
PERSONAL SERVICES					
Salaries					
Honoraria					
MAINTENANCE AND OTHER OPERATING EXPENSES					
Supplies and Materials					
Laboratory					
Chemicals					
Agricultural					
Office					
Gasoline					
Travel					
Communication					
Sundry					
Repair and Maintenance					
Other Prof. Services					
Equipment					
Indirect/Admin Cost					
Supplies and Materials					
Electricity					
Utilities					
<b>TOTAL</b>					

**ENRICO P. SUPANGCO**  
Vice-Chancellor for Research and  
Extension

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## USING RELEASED FUNDS...

- **Basic research funds for MOOE only**
- **Applied research funds for personal services and MOOE, equipment and administrative cost**
- Proponent may reprogram approved budget at least once a year

## USING RELEASED FUNDS...

- Released funds can be used until the end of the fiscal year
- **Unexpended balance**
  - Maybe requested to be used while awaiting released of the current budget
  - May be requested to be used as additional budget for the current year



# APPOINTMENTS

## Non-Government Workers (NGWs)

- Types:

1. Regular full time – charge under personal services with maximum appointment period of six (6) months as approved by the Dean.
2. Contract labor – charge under other professional services with maximum appointment period of three (3) months; request-to-hire letter should be submitted to and approved by the dean.

# APPOINTMENTS

- **Researchers doing basic research must prepare their own appointment even if without compensation**
  - For Study Leader
  - Important in crediting workload (3 units)
  - Workload units will be equally divided among all proponents of the study
- **Researchers doing applied research must prepare their own appointment with due honoraria**
  - For Program/Project Leader/Project Staff

# APPOINTMENTS

## Non-UPLB Staff

- May be hired as Project Staff or Consultant
- Project Leader needs to get approval from the head of the agency/office to which the person belongs
- Project Leader needs to request approval from the Chancellor
  - Attachments: approval letter from the agency/office and C.V. of Project Staff/Consultant
  - Approved request letter will serve as appointment

## REQUESTING FOR EXTENSION...

- **Must be made 2 to 3 months before termination date**
- **Researcher must submit annual technical report**
- **Project must be evaluated by technical committee for endorsement to funding agency**
- **Budget savings will be requested for used during extension without additional funds**

*Thank you!*