



UPLB AGORA OUTSTANDING RESEARCHER AWARD AND OUTSTANDING RESEARCH PROJECT AWARD

SELECTION GUIDELINES

(Revised, 2023)

I. PURPOSE

Research has been defined by the Presidential Committee on Outstanding Researcher Award in October 1984, University of the Philippines, as follows:

"...an investigation which contributes to new knowledge and/or finds solutions to problems whether undertaken within a single discipline or in multi-disciplinary areas."

Echoing this statement, the UPLB Outstanding Research Award is thus, a recognition of exemplary individual performance in the different fields of research in the University. While research in UPLB may be noted as one of the more amply rewarded and recognized financially, it is also a glaring fact that UPLB research/creative work has suffered from a dearth of recognition within the University.

Hence, this special University recognition is envisioned to promote research spirit and enthusiasm. More importantly, this could be the best way by which the researcher will know that his work does not go unappreciated. It may also contribute towards academic excellence in research.

II. NATURE OF AWARD

The Outstanding Researcher Award may be given to qualified Faculty Member/FAC-REPS with teaching load¹ and REPS belonging in the following disciplinary areas:

- a. Social Sciences and Humanities
- b. Natural Sciences

Each disciplinary area may have two awardees – one each for junior and senior researcher category. Each category is defined as follows:

- a. Junior Researchers – personnel with rank Assistant Professor 2 or lower, University Researcher I or lower, University Extension Specialist I or lower.

¹ [1098th BOR Meeting dated 21 June 1996](#)



- b. Senior Researchers – personnel with rank Assistant Professor 3 or higher, University Researcher II or higher, University Extension Specialist II or higher; Research Assistant Professor 1 and higher.

Furthermore, each category shall have two awardees – one from the REPS sector, and another from the Faculty Member/ FAC-REPS with teaching load.

A. OUTSTANDING RESEARCHER

There will be eight (8) awardees for the Outstanding Researcher Award. Please see the table below:

CATEGORY	DISCIPLINE	SECTOR	DESIGNATION and RANK
JUNIOR	Social Sciences and Humanities	Faculty	Assistant Professor 2 or lower
		REPS	University Researcher I or lower; University Extension Specialist I or lower
	Natural Sciences	Faculty	Assistant Professor 2 or lower
		REPS	University Researcher I or lower; University Extension Specialist I or lower
SENIOR	Social Sciences and Humanities	Faculty / FAC- REPS with teaching load	Assistant Professor 3 or higher; Research Assistant Professor 1 or higher/
		REPS	University Researcher II or higher; University Extension Specialist II or higher
	Natural Sciences	Faculty/ FAC- REPS with teaching load	Assistant Professor 3 or higher; Research Assistant Professor 1 or higher
		REPS	University Researcher II or higher; University Extension Specialist II or higher



B. OUTSTANDING RESEARCH PROJECT

There will be two (2) awardees for the Outstanding Research Project. Please see the table below.

CATEGORY	DISCIPLINE
Outstanding Research Project	Social Sciences and Humanities
	Natural Sciences

C. PRIZES

The recipients of the awards shall receive the following prizes:

- Plaque of recognition
- Cash award of at least P75,000.00 for individuals and at least P100,000.00 for project categories.

The prizes shall be announced together with the call for nominations.

D. AWARDING

The awards will be given during the Convocation Program marking the Foundation Anniversary of UP Los Baños in March.

Winners are eligible for re-nomination three (3) years after receiving the awards with new accomplishments. Non-winners can be re-nominated in the following year.

III. MINIMUM QUALIFICATIONS

A. OUTSTANDING RESEARCHER

A Faculty Member/ FAC-REPS with teaching load or REPS personnel who satisfies the following qualifications can be nominated for the **Outstanding Researcher Award**:

1. On regular appointment (temporary or permanent status) during the period under review;
2. Has at least three (3) years continuous active service immediately preceding the nomination;



3. Has not been found guilty of plagiarism, intellectual dishonesty and other acts of unprofessionalism; and
4. For Faculty Members, a nominee must have at least 12 units of teaching load per academic year. For FAC-REPS, a nominee must have at least 6 units² of teaching load per academic year;
5. Except for the Junior Categories, nominees must have been given due recognition (i.e. award) by the immediate supervising unit/college or by any higher award giving body in the last five (5) years.
6. The nominee must not be a member of the University Committee tasked to select the UPLB Outstanding Researchers.

B. OUTSTANDING RESEARCH PROJECT

A project is a set of interrelated studies/activities/components with predetermined objective(s) to be accomplished within a specific time frame.

A project which satisfies the following qualifications can be nominated for the **Outstanding Research Project**:

1. Must have at least 2 studies/activities/components.
2. Must have been given due recognition (i.e. award) by the immediate supervising unit/college or by any higher award giving body in the last five (5) years.
3. The nominated project must have no pending liquidation concerns or demandable project deliverables.
4. Members of the nominated project should also satisfy requirements 4.1-4.4.
 - 4.1. On regular appointment (temporary or permanent status) and Individual Contract of Service (ICS) during the period under review;
 - 4.2. Has substantial contributions to the project;

² Those appointed to the ranks of Assistant Professor (Research/Extension), Associate Professor (Research/Extension), and Professor (Research/Extension) will be required to teach at least one (1) course each year in the discipline from their specialization in any suitable teaching department or unit of the University.



4.3. Has not been found guilty of plagiarism, intellectual dishonesty and other acts of unprofessionalism.

4.4. The Project Leader must not be a member of the University Committee tasked to select the UPLB Outstanding Research Projects.

A certificate of satisfaction of minimum qualifications is included in the ORA Form 1 – Nomination Form.

For the **Outstanding Research Project Award**, the nominated project should list all the Faculty Member, Faculty-REPS, Research, Extension and Professional Staff and/or Administrative personnel involved in the project from the time of conceptualization to the planning and implementation stages of the project.

IV. DOCUMENTS TO BE ACCOMPLISHED AND SUBMITTED

The nomination set should contain the following duly accomplished forms:

	INDIVIDUAL	PROJECT
1	UPLB AGORA ORA Form 1a - Nomination Form	UPLB AGORA ORA Form 1b - Nomination Form
2	UPLB AGORA ORA Form 2 - Justification Form	
3	UPLB AGORA ORA Form 3a - Summary of Accomplishments	UPLB AGORA ORA Form 3b - Summary of Accomplishments
4	Comprehensive <i>Curriculum Vitae</i>	Comprehensive <i>Curriculum Vitae</i> (Project Leader)
5	Portfolio	Portfolio

The portfolio should contain photocopies of the publications including screenshots of the publications being indexed as ISI (Web of Science) or Scopus; presentations; reports; certificates; copies of patents and other IPRs; photographs of activities; and other proofs of all items indicated in UPLB AGORA ORA Form 3 - Summary of Accomplishments.



The complete nomination set must be submitted both in one (1) hard copy (soft bound or hard bound) and an e-copy.

Use of the prescribed format:

1. Forms, Proofs and attachment must be properly and separately labeled.
(For e-copy: DO NOT combine in ONE PDF File)
2. Proof and attachment must be arranged following the order of entries in Summary of Accomplishment (UPLB AGORA ORA Form 3a)
3. Kindly use the file name format below for your forms and proofs:
 - UPLB AGORA ORA Form1a_JS Dela Cruz/ UPLB AGORA ORA Form1b_Project Title
 - UPLB AGORA ORA Form 2_JS Dela Cruz/ UPLB AGORA ORA Form 2_Project Title
 - UPLB AGORA ORA Form 3a_Category_JS Dela Cruz/ UPLB AGORA ORA Form 3b_Category_Name of the Project
 - UPLB AGORA ORA_Entry_JS Dela Cruz (and so on)

V. CRITERIA FOR SELECTION

A. Outstanding Researcher Senior Categories

The Outstanding Researcher Senior Categories shall be selected based on the following criteria:

CRITERIA	
a. Originality - the research work should contribute to a new principle, theory, technology, concept, method, technique.	20%
b. Productivity - shall consider the number of research and development projects completed and undertaken as principal investigators/creators. Only those projects registered at the UPLB Office of the Vice-Chancellor for Research and Extension (Proj.ID) and the UPLB Foundation, Inc. shall be considered.	10%



c. Research work, publications, and patents - assessment shall be based on research published in the last five (5) years indicating the titles of journals where these works were published; papers presented in international, national and local/institutional conferences; terminal reports of completed projects duly endorsed by OVCRE and acknowledged by the funding agencies; and intellectual properties.	20%
d. Significance of research findings - the research findings should have significant contribution to science, technology generation, commercialization, adoption, national development policies and programs or to the culture and well-being of Philippine society.	30%
e. Contribution to institutional development - the research work should have contributed to the development of the University or furtherance of its objectives as a host institution of the research. This can be in the form of promotion/enhancement of academic programs, provision of new or upgraded facilities/equipment for instruction and further research, and recognition for the University as a result of the impact of the research on clients.	10%
f. Recognition given to the research work - citations, awards and other forms of recognition from academic institutions, scientific or learned societies (international, national and local/institutional) given to the research work (or the researcher/creator) shall be taken into account.	10%

B. Outstanding Researcher Junior Categories

The Outstanding Researcher Junior Categories shall be selected based on the following criteria:

CRITERIA	
a. Originality - the research work should contribute to a new principle, theory, technology, concept, method, technique.	25%
b. Productivity - shall consider the number of research and development projects completed and undertaken as principal investigators/creators. Only those projects registered at the UPLB Office of the Vice-Chancellor for Research and Extension (Proj.ID) and the UPLB Foundation, Inc. shall be considered. It shall include professional development such as training attended, short courses, conferences, fellowships related to research conducted.	25%



c. Research work, publications, and patents - assessment shall be based on research published in the last five (5) years indicating the titles of journals where these works were published; papers presented in international, national and local/institutional conferences; terminal reports of completed projects duly endorsed by OVCRE and acknowledged by the funding agencies; and intellectual properties.	25%
d. Significance of research findings - the research findings should have significant contribution to science, technology generation, commercialization, adoption, national development policies and programs or to the culture and well-being of Philippine society.	25%

C. Outstanding Research Project

The Outstanding Research Project shall be selected based on the following criteria:

CRITERIA	
a. Originality - the research work has a new contribution to any of the following: principle, theory, technology, concept, approach, interdisciplinary, technology, method, or technique.	30%
b. Efficiency of Project Management - shall consider the number of research and development program/projects completed and undertaken as principal investigators/creators. Only those projects registered at the UPLB Office of the Vice-Chancellor for Research and Extension (Proj.ID) and the UPLB Foundation, Inc. shall be considered.	10%
c. Productivity (Research work, publications, and patents) – assessment shall be based on researches published in the last five (5) years indicating the titles of journals where these works were published; papers presented in international, national and local/institutional conferences; terminal reports of completed projects duly endorsed by OVCRE and acknowledged by the funding agencies; submitted and acknowledged policy and research briefs; intellectual properties and other unintended results.	20%
d. Significance of research findings - the research findings should have significant contribution to science, technology generation, commercialization, adoption, national development policies and programs or to the culture and well-being of Philippine society.	30%
e. Contribution to institutional development - the research work should have contributed to the development of the University or	10%



furthurance of its objectives as a host institution of the research. This can be in the form of promotion/enhancement of academic programs, provision of new or upgraded facilities/equipment for instruction and further research, and recognition for the University as a result of the impact of the research on clients.	
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Only those accomplishments for the **past five (5) years** will be considered for all categories. However, the comprehensive *vitae* is required from the individual nominees to evaluate the nominees' (especially those nominated the first-time) research track record.

VI. SELECTION PROCEDURE

An individual or project can only be nominated to one category and discipline. The nominees may be *interviewed* at any level as the need arises. For consistency, selection committees at all levels shall use the same set of criteria in evaluating nominees. However, additional criteria or screeners for selection of nominees at the department/institute and college level can be decided upon by the individual units.

1. Selection at the Department/Institute Level

The Academic Personnel Committee chaired by the department/institute chair/director shall select not more than two (2) nominees per category/ discipline/sector satisfying the minimum qualifications. The Department/Institute shall endorse its nominees to the College Selection Committee.

2. Selection at the College Level

The College Academic Personnel Committee chaired by the College Dean shall evaluate the nominees submitted by each unit and select not more than two (2) nominees per category/ discipline/sector. Except for the Junior Categories, these nominees must have been given due recognition by the immediate supervising unit/college or by any higher award giving body in the last five years. The College shall endorse its nominees to the University Selection Committee.

3. Final Selection at the University Level

The University Selection Committee shall evaluate all nominees endorsed by the units. If the University Committee evaluates the field of nominees as lacking in number and depth, it has the option to identify nominees worthy of nomination.



In this case, the name of the nominees will be forwarded by the committee to the concerned unit for evaluation.

The Chancellor shall constitute this committee with the following composition:

- a. Vice Chancellor for Research and Extension, as Chair
- b. Assistant to the Vice Chancellor for Research and Extension, as Co-chair
- c. One (1) previous awardee
- d. One (1) Faculty Member
- e. One (1) representative of the REPS sector
- f. One (1) Professor Emeritus

Each evaluator shall rate the nominees using the percentage scale (0 to 100). A nominee with a score of 80 from any member of the committee will only be considered in the final deliberation. Each evaluator shall rank (1 being the highest) the nominees based on the highest to lowest scores.

The nominee who consistently obtained a rating of 1 from almost all the members of the committee will be recommended as the recipient of the award. The University Committee shall recommend to the Chancellor one Outstanding Researcher for each discipline, each category, and each sector; and an Outstanding Research Project for each discipline.

The outcome of the recommendation shall remain confidential until the Chancellor has granted approval. The decision of the Chancellor regarding the recommendation of the committee is definitive and binding.



UPLB AGORA OUTSTANDING RESEARCHER AWARD NOMINATION FORM

1.	Category/Sector (Choose one)	Junior Senior REPS Faculty	Attach latest passport-sized photo here
2.	Discipline (Choose one)	Social/Humanities Natural Sciences	
3.	Name of Nominee		
4.	Designation and Rank		
5.	Status (Choose one)	Temporary Permanent	
6.	Unit		
7.	College		

8. Abstract

(In 75 words or less, narrate why the nominee deserves to be awarded the Outstanding Researcher Award. This will form part of the citation text to be used for the award.)

Use Palatino 10 text

9. Justification Summary

(300-word summary containing every outstanding achievement of the nominee)

Use Palatino 10 text

10. Certification and Endorsement

(The unit and college APC members should indicate their names and affix their signatures in the boxes below)

10.a. Minimum Qualifications:

A Faculty Member/ FAC-REPS or REPS personnel who satisfies the following qualifications can be nominated for the Outstanding Researcher Award:

1. On regular appointment (temporary or permanent status) during the period under review;
2. Has at least three (3) years continuous active service immediately preceding the nomination;
3. Has not been found guilty of plagiarism, intellectual dishonesty and other acts of unprofessionalism;



UPLB AGORA OUTSTANDING RESEARCHER AWARD NOMINATION FORM

4. For Faculty Members, a nominee must have at least 12 units of teaching load per academic year. For FAC-REPS, a nominee must have at least 6 units of teaching load per academic year;
5. Except for the Junior Categories, nominee must have been given due recognition (i.e. award) by the immediate supervising unit/college or by any higher award giving body in the last five (5) years; and
6. The nominee must not be a member of the University Committee tasked to select the UPLB Outstanding Researchers.

*We hereby certify that the personnel whose name appears above have satisfied the **minimum qualifications*** stipulated in the UPLB Outstanding Researcher Award Selection Guidelines and is eligible for the award.*

10.b. Members, Unit APC		10.c. Members, College APC	
NAME	SIGNATURE	NAME	SIGNATURE

Requirements checklist:

1. UPLB AGORA ORA Form 1a – Nomination Form
2. UPLB AGORA ORA Form 2 – Justification Form
3. UPLB AGORA ORA Form 3a – Accomplishments Summary
4. Comprehensive *curriculum vitae*
5. Portfolio (proof of items declared in the UPLB AGORA ORA Form 3a)



UPLB AGORA OUTSTANDING RESEARCH PROJECT AWARD

NOMINATION FORM

1. Name of Nominee		
2. Base Unit		
3. Base College		
4. Inclusive Dates of Project Implementation		
5. Team Profile		
Name of Member	Involvement in the Team (Project Leader/ Study Leader/ Project Staff/ Consultant/ Lab Technician / Laborer / Others)	Unit/College

Attach latest 4R photo of the team here

6. Justification Summary

(In 75 words or less, narrate why the nominee deserves to be awarded the Outstanding Research Project Award. This will form part of the citation text to be used for the award.)

Use Arial 10 text



UPLB AGORA OUTSTANDING RESEARCH PROJECT AWARD

7. Certification and Endorsement

(The unit and college APC members should indicate their names and affix their signatures in the boxes below)

7.a. Minimum Qualifications:

A project which satisfies the following qualifications can be nominated for the **Outstanding Research Project**:

1. Must have at least 2 studies/activities/components.
2. Must have been given due recognition (i.e. award) by the immediate supervising unit/college or by any higher award giving body in the last five (5) years.
3. The nominated project must have no pending liquidation concerns or demandable project deliverables.
4. Members of the nominated project should also satisfy requirements 4.1-4.4.
 - 4.1 On regular appointment (temporary or permanent status) and Individual Contract of Service (ICS) during the period under review;
 - 4.2. Has substantial contributions to the project;
 - 4.3. Has not been found guilty of plagiarism, intellectual dishonesty and other acts of unprofessionalism.
 - 4.4. The Project Leader must not be a member of the University Committee tasked to select the UPLB Outstanding Research Projects.

*We hereby certify that the personnel whose name appears above have satisfied the **minimum qualifications*** stipulated in the UPLB Outstanding Researcher Award Selection Guidelines and is eligible for the award.*

7.b. Members, Unit APC		7.c. Members, College APC	
NAME	SIGNATURE	NAME	SIGNATURE

Requirements checklist:

1. UPLB AGORA ORA Form 1b – Nomination Form
2. UPLB AGORA ORA Form 2 – Justification Form
3. UPLB AGORA ORA Form 3 – Accomplishments Summary
4. Portfolio (proof of items declared in the UPLB AGORA ORA Form 3)



**UPLB AGORA OUTSTANDING RESEARCHER
UPLB AGORA OUTSTANDING RESEARCH PROJECT AWARD**

JUSTIFICATION FORM

Strict Instructions:

Using only the space provided (3 pages), narrate and justify the accomplishments of the nominee giving consideration to the following criteria: Originality, Productivity, Research Work and Publications, Significance of Findings, Contribution to Institutional Development (For Senior Category and Project Awards) and Recognition Received (For Senior Category and Project Awards)

Use Palatino 10 text



UPLB AGORA OUTSTANDING RESEARCHER AWARD

SUMMARY OF ACCOMPLISHMENTS

DD MM YYYY to DD MM YYYY

(Within the last FIVE (5) years)

I. RESEARCH PROJECTS							
Ongoing (Total no. ____)							
OVCRE Proj.ID	Title	Duration	SDG	AGORA Focused Area	Involvement (Program Leader/ Project Leader/ Study Leader/ Project Staff)	Funding Agency	Budget Received
Completed (Total no. ____)							
OVCRE Proj.ID	Title	Duration	SDG	AGORA Focused Area	Involvement (Program Leader/ Project Leader/ Study Leader/ Project Staff)	Funding Agency	Budget Received

II. PUBLICATIONS				
Type	Complete Citation	IMPACT FACTOR	Involvement (Main Author/ Co- author/ Editor)	Number of Citations (provide if available)
Web of Science/Clarivate Listed/Scopus Journal Articles/Proceedings				



UPLB AGORA OUTSTANDING RESEARCHER AWARD

Non-Web of Science/ Clarivate Listed/Scopus Articles				
Book/Book chapter				
Non-refereed scientific publications/proceedings				
Popular publications (Policy and Research Briefs, other Popular Publications)				

III. SCIENTIFIC PRESENTATIONS

Type	Title	Involvement (Main Author/ Co-author/ Presenter)	Title of Conference	Date and Location
Oral				
International				
National				
Local/ Institutional (Unit/College)				
Poster				
International				
National				
Local/ Institutional (Unit/College)				



UPLB AGORA OUTSTANDING RESEARCHER AWARD

IV. INTELLECTUAL PROPERTIES		
Type	Title/ Description	Status (Registered/ Patented/ Pending/ Commercialized/ Others)
Technologies Developed		
Species Discovered		
Varieties Developed		
Patents/Utility Models/ Trademark/ Copyright		
Creative Commons (games, videos, e educational resources, etc)		

V. ACADEMIC/ RESEARCH LINKAGES DEVELOPED		
Type	Title/ Description of Linkage	Partner Institution
International		
National		
Local/ Institutional (Unit/College)		



UPLB AGORA OUTSTANDING RESEARCHER AWARD

VI. CONTRIBUTION TO INSTITUTIONAL DEVELOPMENT		
Type	Details	Estimated Value
Infrastructure		
Equipment		
Academic and RDE Programs		

VII. PROFESSIONAL AFFILIATIONS		
Type	Details	Involvement (Official/Position/ Member, Other)
Professional Societies		
Editorial Boards		
Scientific and technical committees/ groups		
Others		

VIII. PROFESSIONAL DEVELOPMENT			
Type	Title/ Description	Inclusive Dates	Location
Conferences attended related to research conducted			



UPLB AGORA OUTSTANDING RESEARCHER AWARD

Specialized training attended <i>related to research conducted</i>			
Fellowship and visiting grants received <i>related to research conducted</i>			

IX. RECOGNITION RECEIVED

Type	Description of Award/ Citation	Award-giving Body	Date Received
International			
National			
Local/ Institutional (Unit/College)			

X. UPLB ORA AWARDS RECEIVED

Category	Date Received