



**GUIDELINES FOR THE PREPARATION OF STUDY PROPOSALS
FOR FUNDING UNDER THE UPLB BASIC RESEARCH PROGRAM
(Revised, 2021)**

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 instruction, research and extension function and is responsive to national development needs.

A. NATURE OF THE STUDY

1. The research support shall aid to finance research aimed at developing new scientific knowledge either without specific application (fundamental research) or geared to come up with basic information toward the solution of a specific problem that has not been solved before (oriented basic research) [Reference: DOST Guidelines/HNRDA Agenda 2017-2022].
2. The proposed research study should fall within the appointed discipline to be able to come up with a stronger scholarly output.
3. Higher priority shall be accorded to basic studies that will serve as a proof of concept of subsequent research work.
4. Studies with expected substantial results obtained within one year are preferred.

B. PROPONENT

1. The proponent must be a regular Research, Extension, and Professional Staff (REPS) or a full-time faculty member of UPLB; and must have completed at least 18 units of graduate study.
2. Priority shall be given to the following:
 - i) First-time basic research applicants who have at least completed 18 units of graduate study or have recently received their MS or PhD degrees within the last 3 years;
 - ii) Proponents who have no other research study/project.

3. To facilitate research mentoring, the proponent may identify an experienced research mentor (faculty or REPS) with a proven track record of publication and/or completed research projects.
4. Proponents are encouraged to collaborate with other agencies doing related studies. Aside from the possibility of cost and personnel sharing, such alliances simplify inter-agency arrangements often required in the conduct of the study, as well as strengthen capability for addressing research problems.
5. The maximum number of team members is three (3). The assigned research load per engagement is:
 - Study Leader – 3 points
 - Mentor – 1 point
 - URA charged to the Unit/Department – 4 points or 1 point under PS L1

C. BUDGET/FUNDING

1. All fund releases of the study shall be subject to existing government accounting and auditing rules. The budget for the study shall be released on a yearly basis. In the course of the implementation of the study, disbursement of the funds shall be in accordance with the approved Study/Project Procurement Management Plan (PPMP).
2. The allocated fund for non- laboratory study is P100,000.00 and P150,000.00 for a laboratory study.
3. The hiring of full-time study personnel is not allowed. Instead, existing Research, Extension, and Professional Staff (REPS) and faculty may be tapped for additional duties with corresponding research load.
4. Under this program, there is no provision for personnel services (PS) for honoraria, equipment, and capital outlay. However, the proponent may contract other labor/services charged to MOOE (e.g. enumerator, analyst, laborer).
5. Succeeding releases shall depend on the recommendations of the Technical Review Committee (TRC) during the annual review. The studies shall be reviewed based on the accomplishments according to the approved objectives and activities of the study.
6. The approved budget shall also allow the charging of local travel, registration fees, and per diem expenses during the presentation of research output in a scientific conference held in the country but not to exceed 20% of the total budget. However, only the main paper presenter shall be allowed to charge provided that proof of invitation or program for the conference is presented/submitted to OVCRE. The main paper presenter should be the study leader (SL) but in case the SL is not available and a team member will present on his/her behalf, strong justification should be made.

D. DURATION

1. For an approved one (1) year study, the grant of an extension is subject to technical review and evaluation of the Technical Review Committee (TRC). The request for extension should be submitted not later than three (3) months before the expected date of completion.
2. For an approved two (2) year study, the renewal of the 2nd year implementation and grant of an extension is subject to technical review and evaluation of the TRC. The request for extension should be submitted not later than three (3) months before the expected date of completion.
3. The maximum extension period allowed for a single study is six (6) months without additional funds. However, another extension of six (6) months can be requested but must be supported with strong justification. The request for a second extension should be submitted one (1) month before the completion date of the first extension.
4. The OVCRE reserves the right to discontinue the study or the grant of research funding support upon the recommendation of the TRC. The study leader shall be notified in writing at least one (1) month before the date of termination of the study.
5. Premature termination by the study leader will be a ground to deny the application under the Basic Research Program or any grants provided by the Office of the Vice Chancellor for Research and Extension.
6. Terminated studies are required to submit Terminal and Financial Reports not later than one (1) month after the date of termination.

E. REPLACEMENT OF STUDY LEADER AND STUDY PERSONNEL

Request to change study leadership and/or study personnel shall be approved by the OVCRE. The study leader is required to submit a letter request with his/her recommended replacement with conforme of the new study leader or personnel, and with justification for such changes.

F. CHANGE IN MINOR DETAILS OF THE STUDY

Request for minor changes in project details shall be approved by the OVCRE. The study leader is required to submit a letter request with justification for such change/s.

G. SUBMISSION OF REQUIREMENTS

1. The study leader shall submit periodic accomplishment reports duly endorsed by the Unit/Director Head and Dean.
 - i) An electronic copy of the annual progress report and financial report shall be submitted using the prescribed format not later than September 30 of the current year. This will serve as a basis for the renewal or extension of the study.
 - ii) Upon completion of the study, an electronic copy of the Terminal Report and Financial Report shall be submitted using the prescribed format not later than three (3) months after the date of completion.

1. The study leader shall submit at least one (1) published journal article in a Web of Science and/or Scopus indexed journal or its equivalent of scholarly output/s (Reference: MMQS Equivalencies for Scholarly Outputs) within one (1) year after the date of completion.

2. A copy of published reports, articles and similar materials must be submitted to OVCRE. All outputs generated from the study must duly acknowledge UPLB Basic Research Program as the source of research funding support and other assistance.

3. Non-submission of any of the above requirements will be a ground to deny the application under the Basic Research Program or any grants provided by the Office of the Vice Chancellor for Research and Extension.

H. INTELLECTUAL PROPERTY RIGHTS

In the case of intellectual property generated from the study, the same shall be governed by the provisions of UP Intellectual Property Rights Policies. The study leader should coordinate and seek guidance from the UPLB Technology Transfer and Business Development Office (UPLB TTBD0).