

UPLB OUTSTANDING RESEARCHER AWARD AND OUTSTANDING RESEARCH TEAM AWARD

SELECTION GUIDELINES

(Revised, 2021)

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 and REPS belonging in the following disciplinary areas:

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

Each disciplinary area <u>may have two awardees</u> – 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.
- 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.

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

		Faculty	Assistant Professor 2 or lower
HINKOR	Social Sciences and Humanities	REPS	University Researcher I or lower; University Extension Specialist I or lower
JUNIOR		Faculty	Assistant Professor 2 or lower
	Natural Sciences	REPS	University Researcher I or lower; University Extension Specialist I or lower
	Social Sciences and Humanities ENIOR Natural Sciences	Faculty	Assistant Professor 3 or higher; Research Assistant Professor 1 or higher
CENHOR		REPS	University Researcher II or higher; University Extension Specialist II or higher
SENIOR		Faculty	Assistant Professor 3 or higher; Research Assistant Professor 1 or higher
		REPS	University Researcher II or higher; University Extension Specialist II or higher

One award shall also be given to the Outstanding Research Team.

The recipients of the awards shall receive the following prizes:

- Plaque of recognition
- Cash award of at least P 75,000 for individual and at least P100,000 for team categories.

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

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 renominated on the following year.

III. MINIMUM QUALIFICATIONS

A Faculty 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. 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.

For the **Outstanding Research Team Award**, the nominated team should list all the faculty, 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 program/project.

The nominated team 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.

Members of the nominated team should also satisfy the following requirements:

- 1. On regular appointment (temporary or permanent status) and Individual Contract of Service (ICS) during the period under review;
- 2. Has substantial contributions to the project;
- 3. Has not been found guilty of plagiarism, intellectual dishonesty and other acts of unprofessionalism.

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

IV. NEEDED SUPPORTING DOCUMENTS

The nomination set should contain the following duly accomplished forms:

	INDIVIDUAL	TEAM
1	ORA Form 1a - Nomination Form	ORA Form 1b - Nomination Form
2	ORA Form 2 - Justification Form	
3	ORA Form 3a - Summary of Accomplishments	ORA Form 3b - Summary of Accomplishments
4	Comprehensive Curriculum Vitae	Comprehensive Curriculum Vitae (Program Leader/Project Leader)
5	Portfolio	Portfolio

The portfolio should contain photo copies 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 ORA Form 3 - Summary of Accomplishments.

One (1) nomination set and an electronic copy of all the documents are required to be submitted.

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 (ORA Form 3a).
- 3. Kindly use the file name format below for your forms and proofs:
 - ORA Form1a_JS Dela Cruz/ ORA Form1b_Name of the Team
 - ORA Form 2_JS Dela Cruz/ ORA Form 2_Name of the Team
 - ORA Form 3a_Category_JS Dela Cruz/ ORA Form 3b_Category_Name of the Team
 - 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%
0.	Productivity - shall consider the number of research and development projects completed and undertaken as principal investigators/creators. Only those projects which have registered at the UPLB Office of the Vice-Chancellor for Research and Extension and the UPLB Foundation, Inc. shall be considered.	10%
c.	Research work, publications, and patents - assessment shall be based on researches published in the last three five years indicating the titles of journals where these works were published; papers presented in international conferences; unpublished reports of completed projects; and intellectual properties.	30%
d.	Significance of research findings - the research findings should have significant contribution to science, technology generation, national development policies and programs or to the culture and well-being of Philippine society	20%
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 researches. 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 (national and international) 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 which have registered at the UPLB Office of the Vice-Chancellor for Research and Extension and the UPLB Foundation, Inc. shall be considered.	15%
c.	Research work, publications, and patents - assessment shall be based on researches published in the last three-five-years indicating the titles of journals where these works were published; papers presented in international conferences; unpublished reports of completed projects; and intellectual properties.	35%
d.	Significance of research findings - the research findings should have significant contribution to science, technology generation, national development policies and programs or to the culture and well-being of Philippine society.	25%

C. Outstanding Research Team

The Outstanding Research Team 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, concept, approach, interdisciplinarity, 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 which have registered at the UPLB Office of the Vice-Chancellor for Research and Extension 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 three five years indicating the titles of journals where these works were published; papers presented in international conferences; unpublished reports of completed projects; policy and research briefs; intellectual properties and other unintended results	30%
d. Significance of research findings - the research findings should have significant contribution to science, technology generation, national development policies and programs or to the culture and well-being of Philippine society	
e. Contribution to institutional development - the research work should have contributed to the development of the University or furtherance of its	10%

objectives as a host institution of the researches. 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.

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' (specially those nominated the first-time) research track record.

VI. SELECTION PROCEDURE

An individual or team can only be nominated to one category. 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.

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 that 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

- e. One (1) representative of the REPS sector
- f. One (1) Professor Emeritus

From among the members, discipline chairs will be appointed to facilitate scoring and deliberations.

Individual committee members shall rate the nominees using the percentage scale (up to 100). During deliberation, each committee member will rank the nominees according to their given percentage scale (1 being the highest).

After obtaining the average rank, the University Committee shall identify one Outstanding Researcher for each discipline, each category, and each sector; and only one Outstanding Research Team.

A minimum score of 80 is required for a nominee to win the award.

The result shall remain confidential until the approval of the Chancellor.

The selection of the awardees is final upon approval of the Chancellor.