



**GUIDELINES FOR THE PREPARATION OF STUDY PROPOSALS  
FOR FUNDING UNDER THE UPLB BASIC RESEARCH PROGRAM  
(Revised, 2024)**

**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**

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].

1. The proposed research study be aligned with the UPLB AGORA focus areas: (1) Food Security and Sovereignty; (2) One Health; (3) Resilience and Sustainability; (4) Future Communities and Communities; and (5) Social Justice and Cultural Flourishing (<https://agora.uplb.edu.ph/>).
2. Higher priority shall be accorded to basic studies that will serve as a proof of concept of subsequent research work.
3. 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:
  - a. 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;
  - b. 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 four (4) only: three (3) Faculty and/or REPS and one (1) Administrative Staff. The designation and assigned research load per engagement is:

Proposed Designation (Basic Paper Item No. 6)	Credit Units
Study Leader	3 points*
Technical Consultant (Mentor)	0.5 point*
URA charged to the Unit/Department	4 points or 1 point under PS L1*
Project Support Staff (Administrative Staff only)	1 point

\*UPLB Research, Extension, and Professional Service Workload Crediting

#### Guidelines

#### 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 per year for non- laboratory study is P200,000 and P250,000 for a laboratory study, respectively.
3. Under this program, there is no provision for personnel services (PS) for honoraria, equipment, and capital outlay. The hiring of full-time study personnel is not allowed. However, the proponent may contract other non-UPLB staff for labor charged to MOOE (e.g. enumerator, analyst, laborer). The payment for the UPLB laboratory services availed must be coursed through UPLB account.
4. The rates and qualification standards for the hiring of contract labor/services shall be based on the Civil Service Equivalent Positions for Contracts of Services (UP System).<sup>1</sup> However, in the absence of similar positions, the *latest* Prescribed Salary Rates for DOST Grants-in-Aid (GIA) Personnel shall be followed.
5. 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,

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<sup>1</sup> 1366th BOR Meeting on 25 November 2021

and a team member will present on his/her behalf, strong justification should be made.

6. Budget reprogramming/realignment is allowed once a year. The submission of requests to amend the PPMP is from May to August only of the current implementation year. The Study Leader is required to submit a letter request addressed to the Bids and Awards Committee (BAC) Research Chair endorsed through channels (up to OVCRE).
7. 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.

#### **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 grounds 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. DEFERMENT OF IMPLEMENTATION**

1. Requests for deferment should be made one (1) month prior to the start date of implementation. The study leader is required to submit a letter request with justification for such request.
2. The maximum period that can be applied for deferment is one (1) year only.

3. If the request is approved, the budget allocation for the year will be forfeited; the Study Leader cannot register the study at OVCRE; and cannot claim workload credit while deferment is in effect.
4. A letter for resumption of implementation should be submitted to OVCRE no later than August 31 of the following year for budget/fund allocation consideration.
5. Failure to comply with the resumption date will be grounds to deny the application for the next round of call for proposals under the UPLB Basic Research Program or any grants provided by the Office of the Vice Chancellor for Research and Extension.

#### **F. REPLACEMENT OF STUDY LEADER AND STUDY PERSONNEL**

1. Requests 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 conforme of the recommended replacement or new team member, and with justification for such changes.
2. In case of study leave or resignation of Study Leader, a letter request must be submitted with the conforme of the recommended replacement. The intellectual property rights in relation to the study must be transferred and clearly stated in the letter.

#### **G. CHANGE IN MINOR DETAILS OF THE STUDY**

Requests 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.

#### **H. 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.
2. 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.
3. 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.

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

#### **I. 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)