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FOREWORD

The Center for Research and Development Manual of Operation was designed to provide strategic directions in the conceptualization, planning and development, implementation, documentation, dissemination and utilization by assisting the faculty and student researchers across disciplines in the conduct of relevant and quality research in the university.

The Urdaneta City University that serve as the research arm of the City Government of Urdaneta would work as team collaborators in the conduct of potential research projects towards sustainable development of Urdaneta in the maximization and efficient utilization of government resources, operations and services, modernization in all sectors of the city.

This manual provides guidance in policy development, information management, capability building, technology resource generation, and dissemination of high quality research, technology transfer and commercialization of research outputs.

On the other hand, to ensure that the implementation of the University's research initiatives/priorities are highly attained through active research collaboration engagement, and articulation of members in the academe and external stakeholders, funding agencies and professional research affiliations which will provide adequate training and resources anchored with the core values of a UCUians integrity.

Moreover, the University through the Center for Research and Development has the primary responsibility of developing a high degree of interest among its faculty and student researchers in conducting quality, high impact, relevant, and responsive research projects that would contribute into the scientific, technological and sustainable economic development of the university and the communities it serves.

The results from the community-based research conducted should serve as a base-line for the Center for Community and Extension Services to conduct a meaningful extension/outreach program that is responsive to the needs of the community.

A HISTORY OF UCU

Urdaneta City University (UCU) started as a concept of Dr. Pedro T. Orata, world renowned educator and a Ramon Magsaysay awardee to establish an educational complex that will provide basic education all the way through higher education in a single compound. Its humble beginning contrasts its current status as a fast growing and pioneer local university in the province of Pangasinan. It started maximizing available resources to provide education to knowledge-hungry youth and young adults, believing on the principle of EDUCATION FOR ALL.

One of the first community colleges in the Philippines, UCU, formerly known as Urdaneta Community College (UCC) and City Colleges of Urdaneta (CCU), is a concrete and genuine proof of Dr. Orata's solid expression of his great love, faith and concern for the poor but capable and deserving Filipino youth who cannot afford collegiate schooling in the cities. Believing that the rural people are entitled to equal opportunities and access to higher education with those in the cities, he founded Urdaneta Community College in 1966 with Mayor Amadeo R. Perez Jr. and with the strong support of the Sangguniang Bayan using the proceeds of the 1966 town fiesta celebration. Noteworthy was the contribution of Dr. Leoncio Ancheta, first dean of UCC who assisted Dr. Orata in laying the groundwork for the College's formal operations. Patterned after the archetypal community colleges of the United States of America, the College started with an enrollment of one hundred forty-four (144) students, who came from the rural areas. Apparently, most of the first students earned their way through college by driving tricycles before and after classes, working in the farms, and serving as part-time maids and salesladies.

The College commenced its operation with the provisional permit to open a two-year General Education course granted by the Secretary of Education on February 4, 1966. The Secretary further approved the program for Non-formal Education; hence, short-term courses in agriculture and retail business for adults were also offered to assist students in enhancing their earning capabilities.

After two years, the first batch of General Education, 84 members, graduated. This paved the way to the opening of a four-year Education program which was granted in 1968.

Adhering to the philosophy of keeping pace with the changing needs in the academe, UCC offered courses in Midwifery (1973), Nursing (1975), Computer Education (1990), Graduate School (1995), Commerce and Accountancy (1996), and Caregiver Training Program (2002).

While it is a higher learning institution of the Urdaneta City, it remains self-sufficient to a steady growth. During its infancy, the facilities of the Urdaneta Community High School now known as Urdaneta City National High School (UCNHS) were utilized for its operation. This was based on Dr. Orata's principle of resource maximization and not to

wait and stay idle while the government is contemplating on the provision of basic services. Otherwise, school children and public high school students in very remote places all over the country might be waiting until doomsday for a chance to go to school or to continue their schooling.

As the College grew and gained wide acceptance not only among the people of Urdaneta but even in neighboring towns, provinces, and cities, it survived supremely well so that it was able to acquire and build its own facilities.

UCC proved its worth despite its limited resources. Many times, the College managed to be one of the top performing higher learning institutions in the field of education, nursing and midwifery not to mention the high rate of board passers for the past few years. With this, it continues to attract students as far as Abra, Aurora, Isabela, Ilocos, Nueva Vizcaya, Tarlac, Quezon, Mt. Province, Pampanga, and other neighboring provinces.

When Urdaneta became a city on March 21, 1998, UCC likewise recognized the need to adopt a new name. Consequently, in 2001, Mayor Amadeo R. Perez, Jr. broadened the school's educational services and changed its name to City College of Urdaneta by virtue of Sangguniang Panlungsod Resolution No. 61 which took effect in November 2001. In 2005, the name was further amended as the City Colleges of Urdaneta. On January 13, 2004, the institution became the first Character School in Region I, inculcating in its students the need, not just for academic excellence, but more importantly, for character transformation.

To further reflect its commitment to quality higher education, CCU was declared as Urdaneta City University by virtue of BOR Resolution No. 154, s. 2006 and was confirmed as such by the Sangguniang Panglungsod of Urdaneta on May 8, 2006 by virtue of Sangguniang Panlungsod Resolution No. 234-06-A and City Ordinance No. 98 s. 2006 on September 4, 2006.

This change of status as an academic institution ushered in an era of unprecedented growth for the institution in terms of programs offered, facilities built, local and international linkages established, strengthened research capabilities, and student enrolment. During this time, courses in Engineering and Architecture, Criminology, Mass Communication, Social Work, Pharmacy, Library and Information Science, Psychology, Tourism, Hotel and Restaurant Management, Political Science, post-graduate and additional graduate degrees, and special programs in foreign languages were included in the roster of its academic programs. The College of Law was likewise established offering the degree Juris Doctor. To date, there are 12 graduate school programs, 32 baccalaureate degrees, and 6 diploma courses offered in the university.

From the borrowed classrooms, the university has now expanded to 28 buildings. A newly-refurbished library, student centers, an audio-visual room, a multi-media library, an amphitheater, a gymnasium, fitness centers, a wellness center, moot court and

renovated rooms are just some of the features that UCU could now lay claim to. Simulation rooms, mock hotels, and specialized laboratories for various courses provide meaningful activities that equip students with the requisite skills in their profession.

As the only local university accredited by ALCU-COA in the province where people can avail an affordable tertiary education, the University is located in San Vicente West, Urdaneta City. It originally occupied 1.5 hectares but later expanded to three hectares of land which continues to develop with newly-built and refurbished academic buildings catering to varied curricular programs of 19 colleges, schools, and departments. As a local university, it continues to serve significantly as a potent source for the labor market.

From the time of its birth up to the present, the university continues to serve as a reservoir and source of manpower needs for the city, nearby towns, and neighboring provinces, and has now expanded its sights to global perspectives.

UCU VISION

A leading university that transforms individuals into morally upright and globally competitive professionals through quality and practical education for all

UCU MISSION

To provide exemplary outcome-based and advanced instructions; socially relevant and innovative researches; and inclusive extension services, partnerships and/or linkages

UCU Goals

Instruction

1. Instill formation of knowledge, abilities, skills, and attitudes necessary to make an individual a responsible member of the society, enhance the development of instruction to produce high-level professionals, and harness the productive capacity of the country's human resource base toward international competitiveness.

Research

2. Mold individuals who will conduct scientific, innovative, and advanced researches in the quest for new knowledge, provide leadership in various fields toward dynamic and self-sustaining economy, and enrich historical and cultural heritage

Community Services



3. Undertake participatory and inclusive extension services which are relevant and responsive, accessible and equitable, through efficient and effective community development programs, and broaden symbiotic partnerships and linkages to establish intergenerational responsibility for the common good.

UCU Objectives

1. To provide professional, technical, and expert instruction in arts, sciences, humanities, and technology
2. To conduct systematic investigations geared toward the establishment and discovery of novel facts, solve present or existing problems, provide new ideas or develop new theories, satisfy curiosity, and mastery of nature
3. To establish sustainable livelihood projects that will uplift the quality of life of the members of the community, and to expand transnational collaborations that will have socio-economic benefits to the present and future generations

The UCU CORE VALUES

Integrity

True UCUians imbued with the spirit of nobility live their lives guided by the ideals of honesty and authenticity. Their words and actions consistently reveal their commitment to decency and honor. They pursue the path of truth even if this were the less popular choice.

Competence

Passion for excellence drives noble persons to shine in their chosen craft. They do not settle for mediocrity, and capacitate themselves with the requisite know-how and skills to establish their expertise and credibility in their discipline. They continue the pioneering character of Dr. Pedro Orata by spearheading innovations while building on traditions of excellence.

Teamwork

The spirit of nobility moves UCUians to cooperate with other members of the university in realizing a common goal. With humility, they accept that each member of the UCU community brings his or her own capabilities to actualize the university's vision. Noble UCUians seek and pursue to achieve unity in any area or situation, understanding that the best outcomes almost always happen in the spirit of cooperation.

Transcendence

Noble UCUians are selfless stewards of goodness and compassion to their fellow human beings, to the school, to the community, and to those in need - prioritizing the cause of others, before theirs, willing to accept, do, and get the job done without expecting recompense. Going beyond self-actualization, they aim to reach their full potential to best serve noble causes beyond the self.

CENTER FOR RESEARCH AND DEVELOPMENT (CRD)

The Urdaneta City University Center for Research and Development (CRD) is a distinctive management body in the university that is governed by the institutional research policies legislated by the University Academic and Administrative Council. It translates these policies into operational procedures that are implemented in the different programs of the university.

Vision

A Center that serves as the University's operational unit in the development of innovative and socially relevant researches

Mission

To conduct quality research that will contribute to the enrichment of arts, sciences, and humanities for the development of the University and its surrounding communities.

1. Create innovative, quality, socially relevant researches geared towards the advancement of Arts, Sciences, Humanities and for Community Development
2. Apply produced researches in the form of a policy, patent, product, people services, or places and publish results in the improvement of the quality of life
3. Continue empowering Faculty-researchers through research capability training.

Objectives

1. To generate new knowledge in the development of scholarly research work.
2. To implement policy, use products, execute plans and projects and disseminate research findings that promote quality life.
3. To conduct continuing research capability training, dissemination and utilization.

The Urdaneta City University Research Agenda

In line with the University Vision and Mission, the Urdaneta City University through the Center for Research and Development, identifies the areas wherein research endeavors are harmonized with the National Research Agenda (NHRA- 3), Department

of Science and Technology (DOST), Department of Education (DepEd), Ilocos Agriculture, Aquatic and Natural Resources Research and Development (ILAARRDEC), Region 1 Health Research and Development (R1HRD), and Ilocos Council for Industry, Energy and Emerging Technology in Research & Development (ICIEERD). Research is maximized through the multidisciplinary approach, cooperation, collaboration and external linkage to cope up with fast changing development and innovation.

The Urdaneta City University Research Priorities and Themes

In pursuit to quality and excellence through the Urdaneta City University trifocal function on the delivery of services along instruction, research and extension, hence, the knowledge, expertise and capability of its faculty members will contribute to the enrichment of research culture and attainment of the institution’s vision, mission, goals and objectives.

Being a local university, Urdaneta City University serves as the research arm of the Local Government of Urdaneta in the implementation of the research and development initiatives through collaboration, partnership and networking among stakeholders in sharing their resources in the areas: a) Good governance, b) Infrastructure Facilities, c) Agriculture, d) Education, e) Basic Social Services, f) Health, and g) Environment in support to the City’s commitment towards a sustainable Urdaneta.

The following are the priority research areas and themes:

Priority Areas and Themes	
<p>1. Management, Governance, Productivity and Financing</p>	<ul style="list-style-type: none"> ● Researches on internal efficiency and effectiveness of the program such as organizational culture, System, Productivity, and Financing ● Effective and efficient utilization of government resources through innovative planning, progressive programming and prudent spending ● E-governance in support to infrastructural development and human resources improvement



	<ul style="list-style-type: none"> ● Fiscal Management Innovation, Peace and Order and Leadership ● Ethics and Accountability
<p>2. Teaching, Learning, Curricular Studies and Evaluation</p>	<ul style="list-style-type: none"> ● Studies on teaching-learning strategies and innovation, developmental, social and behavioral, best practices, assessment tools and resources, in various areas of instruction.
<p>3. Program Evaluation and Impact Studies</p>	<ul style="list-style-type: none"> ● Program evaluation studies on different programs: a) governance and administration, curriculum and instruction, faculty, research, extension, student development, library, laboratories and plant facilities to improve the delivery of services ● Evaluation and Impact studies on various projects and programs implemented such as Solid Waste Management, Tulongan sa Purok Program, Sustainable livelihood Projects, Traffic Management and Transport system, Health and Social Services. ● Impact assessment on the Mobility Program, Community Extension programs,
<p>4. Policy –Oriented Researches</p>	<ul style="list-style-type: none"> ● Research that focuses along the areas of: a) quality and excellence, b) relevance and responsiveness, c) access and equity and d) efficiency and effectiveness
<p>5. Information Communication Technology, Product and Innovation</p>	<ul style="list-style-type: none"> ● Research for the advancement of technology and development of software applications, engineering design, concepts and social impact to the society ● Development and validation of instructional materials such as modules, work-text, media resources across disciplines to support and improve instruction



	<ul style="list-style-type: none"> ● Discovery and development of drugs for the prevention, diagnosis, mitigation and treatment of diseases ● Development of technologies for health care and delivery of services ● Design and development of appropriated equipment and technologies for business and industry ● Digitization and modernization of various operations and services for an effective and efficient delivery of services
<p>6. Health Management, Control, System and Nutrition</p>	<ul style="list-style-type: none"> ● Delivery of basic services to rural health areas and its impact to community ● Local and public health systems ● Health concerns on biomedical and environmental to promote a healthy and wellness living ● Community Health Management ● Maternal, Reproductive Health and Nutrition ● Disease Control and Prevention
<p>7. Environmental, Climate Change and Disaster Risk Management</p>	<ul style="list-style-type: none"> ● Water conservation and management, development of cost-effective technologies to prevent, control and monitor environmental concerns , climate change and impact
<p>8. Gender and Development and Inclusive Education</p>	<ul style="list-style-type: none"> ● Awareness, sensitivity, opportunities, protection and rights of individual ● Gender diversity, equality, equity and inclusion in the workplace
<p>9. Social Researches</p>	<ul style="list-style-type: none"> ● Studies that focused on Children & Youth, Senior Citizens and PWDs concerns ● Care of elderly, rights and protection, intervention programs and opportunities, monitoring and evaluation, behavioral patterns, parenting, and other social issues



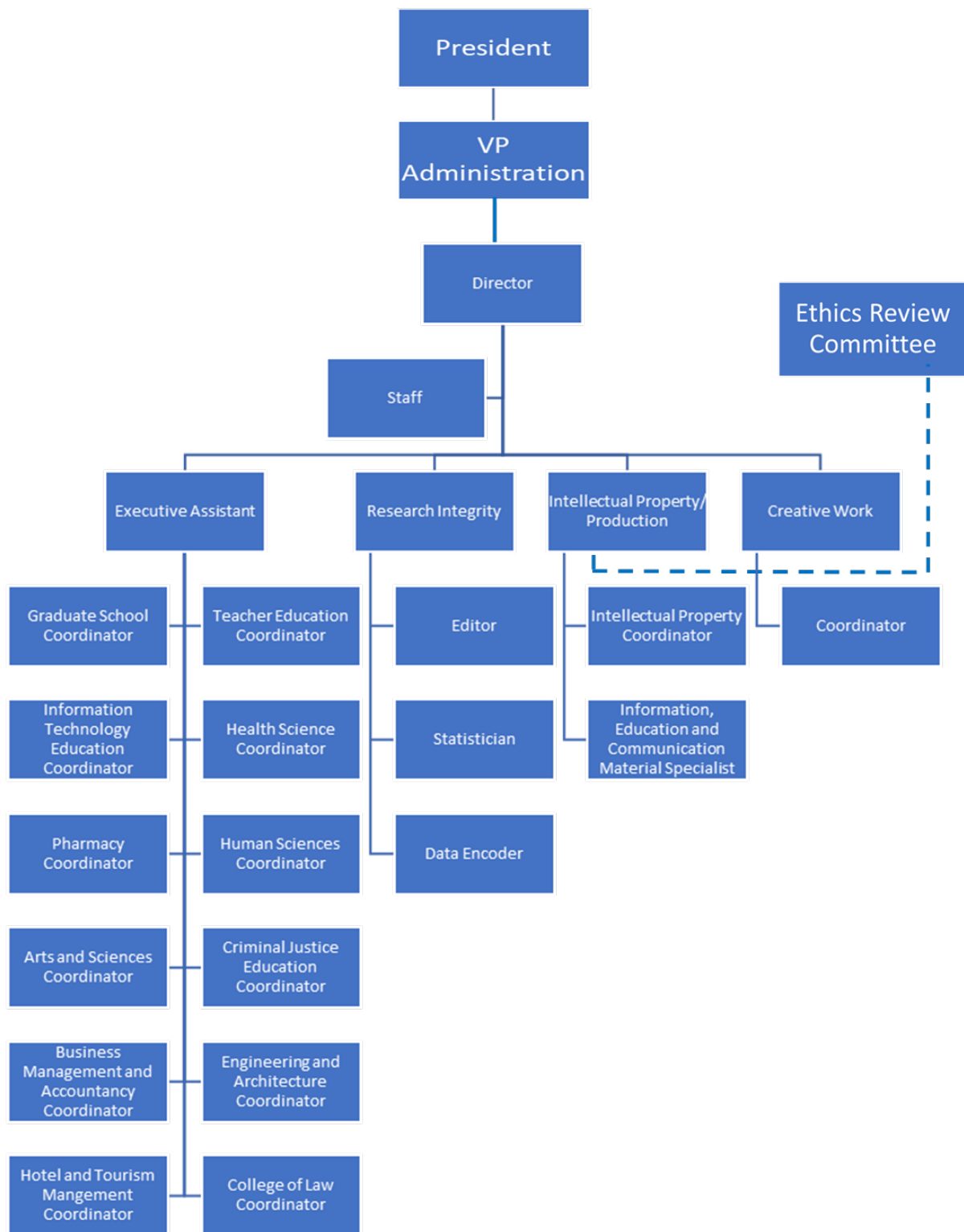
	<ul style="list-style-type: none"> ● Child protection, welfare and crime prevention ● Mass media, community participation and leadership ● Social identity, disorder, depression, violence and aggression
<p>10. Heritage Conservation</p>	<ul style="list-style-type: none"> ● Studies on local culture, tradition, customs and preservation ● Protection, Architectural Conservation, and Promotion of nation’s cultural heritage ● Studies on Heritage Restoration, Heritage management and Sustainability
<p>11. Business Education, Operation and Performance</p>	<ul style="list-style-type: none"> ● Policy implementation in the operation of business enterprise ● Feasibility studies that include industrial products, services, manufacturing and production, food processing, franchising, E-center and other business concerns ● Research on Risk Management, Digital marketing, Corporate Social Responsibility, Economic issues, Consumer Behavior
<p>12. Employability of Graduates</p>	<ul style="list-style-type: none"> ● Tracer studies and employability of graduates ● Performance assessment and demand of the labor market analysis
<p>13. Legal and Paralegal Researches</p>	<ul style="list-style-type: none"> ● Legal studies on Human rights, Public safety and Governance, welfare, Penology and Criminal Law, Economy, International Law, Contracts , Disputes Resolution and Corporate Laws, Constitutional studies and other legal issues and concerns
<p>14. Integrative Research with the University’s extension programs in line with the Project: SHEAL (Sustainable Health,</p>	<ul style="list-style-type: none"> ● Health and wellness, literacy, people empowerment, human rights, disaster management, arts appreciation and cultural preservation, sustainability and project impact evaluation studies.



<p>Education, Arts, and Livelihood)</p>	
<p>15. Creative Works</p>	<ul style="list-style-type: none"> ● Exploring the Evolution of Digital Art: How technology has transformed traditional art forms into digital mediums. ● The Role of Art Therapy in Mental Health: Analyzing the effectiveness of creative expression as a therapeutic tool. ● The Impact of Cultural Heritage on Contemporary Art: How traditional practices influence modern creative works. ● Creative Writing as a Tool for Social Change: Examining the influence of literature on public opinion and social movements. ● The Intersection of Music and Visual Art: How musicians collaborate with visual artists to create multimedia experiences. ● The Influence of Postmodernism on Graphic Design: A study of how postmodern principles have shaped contemporary graphic design. ● Gender Representation in Video Games: Analyzing how creative works in gaming depict gender roles and stereotypes. ● Sustainable Art Practices: Exploring how artists incorporate environmental sustainability into their creative processes. ● Creative Placemaking in Urban Development: How art and creativity contribute to the revitalization of urban spaces. ● The Role of Storytelling in Virtual Reality (VR): Investigating how VR is being used to create immersive narrative experiences.



ORGANIZATIONAL STRUCTURE



COMPOSITION AND FUNCTION

Director for Research and Development

- a. Direct the planning, implementation, coordination, monitoring and evaluation of research development thrust and programs of the University to ensure attainment of human advancement through relevant researches in the University;
- b. Coordinate and promote interdisciplinary collaboration in research and development of various colleges/departments in accordance with the thrust and priorities of the University as well as that of the community and stakeholders;
- c. Screen and evaluate studies and proposals in research intended for funding by the University and other agencies before endorsement to the University President;
- d. Plan programs for research and development activities which are geared toward the growth and development of research culture in every college/departments and implement such upon the approval of the University President;
- e. Recommend, revise and/or develop policies and guidelines governing research and development in the University in coordination with the different colleges/departments and implement such upon the approval of the University President;
- f. Coordinate, monitor and appraise the performance of the various researches conducted/sponsored by the University and establish University-wide research which can be affiliated/attached to various local and national agencies and institutions;
- g. Encourage and evaluate faculty and staff research proposals and recommend funding support thereof by the University or other agencies through and upon approval of the University President and recommend worthwhile researches for publication in the University research journals and other publications;
- h. Collect, collate, analyze, synthesize and communicate research and development data and information to different colleges/departments/units of the University;
- i. Initiate the establishment of strong linkages with other public and private, domestic and foreign research agencies and organizations upon consultation and approval from the University President;



- j. Prepare and submit action plans, accomplishment reports and other compliance reports/documents for the semester to the Office or the Vice-President for Academic Affairs or the Office of the Vice-President for Administration, as the case maybe, and the Office of the University President with due observance of the protocol of the issuing office or authority; and
- k. Perform such other functions which are necessary for the success of research programs and activities and such other functions which the University President may assign.

Executive Assistant to the Director of Research and Development

- a. Adjoin with the Director of Research and Development in the planning, implementation, coordination, monitoring and evaluation or research programs of the University to ensure attainment of human advancement through relevant researches, programs and projects among the different colleges/department of the University;
- b. Coordinate and promote interdisciplinary collaboration in research programs and projects and various colleges/departments in accordance with the thrust and priorities of the University as well as that of the community;
- c. Conduct, compile, and/or consolidate researches from different colleges, departments or units;
- d. Propose programs and activities to disseminate research outputs and spearhead the conduct of research symposia and research publication;
- e. Recommend, revise and/or develop policies and guidelines governing research upon proper coordination with the different colleges/departments and implement such upon the approval of the University President;
- f. Coordinate, monitor and appraise the performance of the various research programs of the different colleges/departments and units of the university and established university wide research program which can be affiliated/attached to various local and national agencies and institutions;
- g. Adjoin with the Director of Research and Development in encouraging and evaluating faculty, employees and students research proposals and recommend worthwhile researches for publication in the University research journals and other publications;



- h. Initiate the establishment of strong linkages with other public and private, domestic and foreign research agencies and organizations upon consultation and approval from the University President; and
- i. Perform such other functions which are necessary for the success of research programs and activities and such other functions which the University President may assign.

The technical staff shall assist the Center for Research and Development in the processing of research data, analysis, registration and production that composed of:

Research Integrity Unit

Research Editor

- a. Performs grammar checking and plagiarism detection;
- b. Provides guidelines to researchers for preparing and submitting of manuscripts
- c. Protects the confidentiality of every researcher's work
- d. Establish a system for effective and rapid peer review of the paper
- e. Make editorial decisions with reasonable speed

Statistician

- a. Undertakes review of methodology and statistical procedures indicated in the research proposals;
- b. Recommends appropriate research design and statistical techniques to be used by the researchers in the study;
- c. Assist in the statistical analysis and interpretation of data;
- d. Perform such other functions which are necessary for the success of research programs and activities and such other functions which the University President may assign.

Data Encoder

- a. Accurately and efficiently encode all data that needs organizing and recording.
- b. Confirm that entered data accurately aligns with original documentation
- c. Organize and maintain original paper evidence
- d. Assure files are properly prepared and saved to backup drives



- e. Transcribe, scan or photocopy documents and forms as needed
- f. Organize files in a logical and manageable form
- g. Adhere to and meet set schedules and deadlines
- h. Input, track, and maintain all encoded data and records
- i. Perform any other office tasks that the management requires assistance with such as sending emails, answering phones etc.
- j. Maintain report logs of in-progress and/or completed work

Research and Creative Work

Creative work is a non-traditional research output/s that has been produced through writing, making, composing, designing, recording, performing or curating. This involved the creation of new knowledge or the use of existing knowledge in new and creative ways. The unit assists the university in the promotion of research and creative work, scholarly publications and linkages pertaining to scholarly work. It is dedicated to support faculty members, students and staff in the scholarly work, pursuits and activities.

- a. Collates data or information on all externally – funded researches.
- b. Prepares reports for various agencies which have recently provided our researches with funding support such as CHED, DOST-PCIEERD and other funding agencies.
- c. Develops a more organized updated documentation system that will contain all the relevant information about research and creative work that can be used by the various colleges and offices.
- d. Assist the Center for Research and Development in overseeing research projects funded by the university that are being carried out by our faculty in terms of documentation, budgeting, etc.
- e. Assist the CRD in the preparation of the Research Compendium, Conference participation Compendium, Publication Compendium and other reports needed.
- f. Assist the CRD in the preparation of research proposals of budget reports for externally funded projects.
- g. Performs other related work as may be required by the office of the President.

Ethics Review Committee

The Center for Research and Development shall coordinate with the University Ethics Review Committee in the evaluation of the research proposals or protocols

submitted by the faculty researchers requiring ethics clearance for a project if it adheres to the ethical guidelines to protect potential subjects/participants in the research.

Intellectual Property/Information, Education and Communication Materials Unit

The units shall composed of:

Intellectual Property Rights Coordinator

- a. Evaluates applications for patent/registration and copyrights.
- b. Determines the patentability or copyright ability which include receiving of patent disclosures, undertaking patent search and completing applications for patents and copyrights.
- c. Applies for patent at IP office the Philippines and registration of copyrights at the National Library.
- d. Assist in the conduct of the preliminary assessment of completed researches (products and/or technology) by faculty and/or students.
- e. Leads and coordinates with the committee who will evaluate the assessment of the product/s and/or technology in terms of its capability and function, novelty, impacts, competitiveness and commercialization.
- f. Identifies research products and/or technology ready for commercialization.
- g. Supervises the creation of information education campaign materials of products and/or technology for commercialization and promotion materials for all types of media.
- h. Coordinates with exhibits, conferences and other events that provide avenues for commercialization of product/s and/or technology.
- i. Coordinate with the Community Extension Services of the university in information dissemination campaigns of product/s and or technology for commercialization and promotion upon technology transfer
- j. Perform such other functions which are necessary for the success of research programs and activities and such other functions which the University President may assign

Information Education Communication Materials (IECM) Production Specialist



- a. Assist the administrator of the CRD Facebook page in the creation, editing and modifying content.
- b. Design, develop and generate IEC materials in print and digital format
- c. Train college/department coordinators/staff in IEC development for their respective colleges/department's perusal
- d. Coordinate with the Committee on Publications and communication Affairs on dissemination of IEC materials
- e. Summarize IEC potential studies in collaboration with College Coordinators and the Executive Assistant for CRD.
- f. Assist and coordinate with the Committee on Publication and Communication Affairs on research publication.
- g. Perform such other functions which are necessary for the success of research programs and activities and such other functions which the University President may assign

Colleges' Research Coordinator

- a. Assists the College in the planning, implementation, monitoring and evaluation of colleges' research activities and programs;
- b. Leads in the undertaking of researches either collaborative or multidisciplinary in coordination with or other colleges/department;
- c. Conduct a preliminary review of research proposals and endorse to the Center for Research and Development.
- d. Coordinate and communicates to the Center for the Research and Development progress on faculty researches;
- e. Prepare and submit status and accomplishment reports relative to research activities and programs implemented by the college;
- f. Conduct, collate and maintain an electronic data-based of researches of the college and furnish list of faculty researchers every semester of the academic school year.
- g. Assist the college/department in the publication of Research Journal.
- h. Perform such other functions which are necessary for the success of research programs and activities and such other functions which the University President may assign.

Research Policies, Guidelines, Procedures and Incentives

I. General Policies



1. Faculty member whether full time or part-time shall be required to conduct a research as a one of the tri-focal functions in the university either collaboratively, interdisciplinary or multidisciplinary. (CMO. No. 52, s. 2016, CMO 30, s. 2010, CMO 32, s. 2008)
2. The university shall have a Research Review Committee composed of at least 3 to 5 members. The members shall comprise the Dean, Director for research and development and an expert on the field of study for at least one (1) depending on the technicality of the study and availability of experts.
3. The Colleges/Department/Units shall have a research coordinator recommended by the Dean/Chair/Head to the Director for Research and Development and recommended by the VP for administration to the University President for approval.
4. The college/Department/Unit shall furnish through the Assistant Director of the CRD list of faculty researchers every semester of the academic school year.
5. Designated Director for Center for Research and Development shall have a maximum teaching load of nine (9) **units** every semester of the academic year and is allowed to have a part-time load not more than 6 units provided it is beyond official time or during Saturdays and Sundays only. However, as designated official in the discharge of his/her function, he/she is entitled to 15 days of vacation leave, 15 days of sick leave and 3 days of special leave as per CSC rules and policies on leave credits.
6. Designated Assistant Director or Research assistant/Researchers shall have a maximum teaching load of twelve 12 **units** every semester of the academic year and is allowed to have a part-time load not more than 6 units provided it is beyond official time or during Saturdays and Sundays only. However, as designated official in the discharge of his/her function, is entitled to 15 days of vacation leave, 15 days of sick leave and 3 days of special leave as per CSC rules and policies on leave credits.
7. Designated College Research Coordinator shall have a maximum teaching load of fifteen (**15**) **units** every semester of the academic year and is allowed to have a part-time load not more than 6 units provided it is beyond official time or during Saturdays and Sundays only. However, as designated official in the discharge of his/her function, he/she is entitled to 15 days of vacation leave, 15 days of sick leave and 3 days of special leave as per CSC rules and policies on leave credits.

II. Other Provisions

The Center for Research and Development through the university research units (colleges/departments) at the start of the academic year shall issue a call for the

submission of research proposals. Proposals submitted will be reviewed and evaluated for the first semester of the academic year and once the proposal is approved, the conduct of research shall commence on the succeeding semester of the academic year.

1. The proponent will submit the project proposal following the format prescribed by the university CRD. The applicant will submit the proposal to the college research unit for pre-evaluation.
2. The College Research Coordinator transmits the research proposals to the Center for Research and Development for endorsement to the Evaluation Committee for review. The reviewed and accepted proposals will be endorsed to the academic and administrative council for deliberation and to be recommended by the University President to the Board of Regents for approval.
3. Researchers should possess the capability to undertake and complete research projects. Approval of a research proposal submitted by the proponent who has an ongoing research will be deferred until such time that the earlier study is completed.
4. The care and safety of the subjects/respondents for research work shall be the responsibility of the researcher. An informed Parental Consent should be secured by the researcher when the subjects/respondents of the study involve students and children below 18 years old. The university will not be responsible for any liability incurred in the conduct of research by a member of the faculty with respect to accidents or injuries suffered by the subjects/respondents. However, If students will serve as subjects of the study, it is imperative that the time spent in the conduct of the research will not encroach on the time that is scheduled for class work, unless the research is part of the learning process for the particular class involved.
5. In case of negligence on the part of the researcher is made evident in the use of university facilities and equipment resulting to malfunctioning or damage to equipment and facilities utilized for approved research work, the concerned faculty member shall in general, not be made accountable however, should in exceptional cases, as determined through legal procedures, an accountability be incurred by a researcher, such accountability shall be assumed by him/her.
6. The researcher should purchase or use supplies, equipment, facilities and services that are available in the university (IT Center, library, laboratory). Request for supplies, use of equipment facilities and services shall be made by filling out appropriate forms endorsed by the college research unit. Purchases of items not available in the university should be submitted to the director for research for endorsement to the Vice President for Administration. If the processing of the request cannot be accomplished in two-week time, the researcher has the option to request for cash advance. Books may be purchased provided the total cost will



not exceed Php 6000 and these should be turned over to the library upon completion of the research project. Permission for the purchase of books should be approved by the office of the VP for administration following the purchase protocols.

7. Should the implementation of the research project entail the hiring of personnel, the process will conform to the hiring policies of the University.

III. Guidelines and procedures in the conduct of research

FACULTY RESEARCH

Qualifications

1. Research work and assistance extended are awarded to academic teaching faculty with priority given to full-time faculty members.
2. Part-time members of the faculty upon recommendation of the dean/chair may be considered as co-proponent and in meritorious cases, they may be considered as principal proponents, provided that they must have taught at the UCU for at least one (1) year.
3. Faculty members below the rank of assistant professor are eligible to become proponents provided that the assistance extended shall be limited to de-loading and not overloading.
4. Retiring faculty members may qualify as research proponents provided that the duration of any grant extended should not go beyond their date of retirement.
5. Visiting or exchange faculty may qualify as proponents but only for the duration of their approved appointment period of their service.

IV. Criteria for Evaluating Research Proposals

The proposals should be submitted with the approval of the Center for Research and Development of the University through the college research unit. All proposals should be evaluated by the research committee in coordination with the colleges/department. The following evaluative criteria shall be applied on the research proposal:

1. Scientific merit (*contribution to the advancement of knowledge; the research is at par with the existing studies, cutting edge; sound scientific basis to generate knowledge*)
2. Methodology (*the procedures are clear, well organized, well described and based on a sound rationale; the proposed methods and results are valid, replicable and reliable; the proposed activities are reasonable to attain its expected outputs*)



3. Soundness of the proposal (*addresses relevant sectoral need; solution provided is most effective; the proposed budget is reasonable; expense items sought are appropriate and necessary; adequate counterpart resources are available*)
4. Suitability of the output (*the duration of the projects and its activities are reasonable; the work-plan is doable in a given time frame; risk management plan was established to avoid delays in the implementation; the output is cost-effective; has identified partners to adopt the technology; Output can be commercialized and the utilization is timely*)
5. Other issues (*compliance to regulatory requirements necessary in the conduct of research; Ethical issues*)
6. Research final output has potential for publication, policy adoption, patent application, product development and community utilization for people, places and services.
7. Development of urgently needed materials for a new course or program where no local materials are available
8. Evaluation of a research project as to the Socio-economic Impact, Environmental Impact, Plans for Research/Project Results Utilization, and Marketability

V. Monitoring of Research Projects

1. Researchers are expected to submit a progress as well as a financial report. A progress report shall be submitted every three months and the financial report at the end of the project. Whenever applicable, an audited report on supplies, chemical/reagent shall be included as part of the progress report.
2. Long overdue research projects may be terminated upon the recommendation of the Director for Research, noted by the VP for Academic Affairs and VP administration and to be approved by the University President. Terminated projects may be taken over by interested faculty members who will enjoy the same benefits given but not availed by the original proponent.
3. The honorarium of the faculty member who takes over a terminated project will be computed on the basis of rank and teaching rate at the time of the turnover.
4. Additional operational funds to continue the project are discouraged unless justified.
5. If a researcher fails to complete the research project, he/she shall pay back the following;
 - a. Research de-loading/overload honorarium through overload without pay

- b. Direct expenses such as:
 - i. Personnel fees (research assistants, encoder, illustrator, fabricator, technician, consultant and others)
 - ii. Supplies, materials chemicals and other consumable items used in the project
 - iii. Cost of left-over supplies and materials which cannot be used
 - iv. Reproduction of materials
 - v. Communication, transportation and travel expenses related to the project
 - vi. Unused supplies and materials that can be utilized for other purposes should be turned over or the proper office or department
 - vii. Other project related expenses
6. The researcher of a terminated project is given a period of one year, starting from the date of termination, to pay back the expenses incurred in the project. Repayment shall be made through salary deduction. If the researcher resigns from the university, an automatic deduction shall be made from the last payment to be received shall be made. If the sum of the last payment is less than the liability incurred by the researcher, an appropriate procedure for settlement shall be made.
7. As a general rule, the request for extension of deadlines and additional funds are discouraged. However, should there be a need for a request, the researcher should submit a letter addressed to the director for research attaching supporting documents to justify the request. Additional funding shall not exceed 10% of the original cost of the research project.
8. Research projects whose implementation is delayed due to circumstances not attributed to the proponent (such as delay in the procurement of equipment) is allowed with an extension up to one year. A project will automatically be terminated if the proponent fails to complete and submit the final report within the approved extension period.

VI. Evaluation and Dissemination of Research Output

1. All final report/s of the research outputs/projects should be submitted to the university's center for research and development through the research coordinator and noted by the dean of the college.
2. The final report submitted shall be endorsed and pass the double blind review of experts to evaluate the research manuscript as to its content quality, validity and integrity. Technical comments and suggestions should be included on the final form and the RRC will certify and endorse the research study for publication.
3. Strict confidentiality in the evaluation of research reports shall be observed by keeping the identities of the proponent(s) and the evaluator(s) unknown to the parties involved.

Any interaction to the researcher(s) and evaluator(s) regarding the research output is discouraged

4. All recommendations or revisions by evaluators, when applicable, should be incorporated in the financial report before the research projects can be considered as completed. If the researcher finds it necessary to be clarified on certain aspects of the evaluator's report, he/she may write the evaluator through the assistant director who will refer the matter to the Vice President for administration in coordination with the VP for Academic Affairs.
5. Materials development projects will be subjected to a one-year trial application, after which any feedback given that may serve to improve/update the contents will be incorporated with the assistance and cooperation of the researcher.
6. The researcher upon completion of the project is expected to disseminate the findings to his/her colleagues in the department and where appropriate to a larger forum/conference.
7. The completed research shall be published in the Urdaneta City University research journal or any local, national and international level of publication.
8. Intellectual property rights shall be applied and protected by the university in the research work of faculty members. In cases where research output is produced by two or more individuals, they will jointly own the copyright and their respective rights shall be governed by the rules of the civil code on co-ownerships and all other provisions of law. Ownership of university-funded research projects shall be jointly owned by the author(s) and the Urdaneta City University.
9. For completed research on the development of instructional/learning materials, upon adoption of the said materials, royalties derived from the research-based materials, such as on the sale of books and learning materials that are exclusively used at the university shall go to the author(s). However, the university has the first option to the publishing and printing of all research studies and materials development projects such as module/s (print or digital), manuals, workbook, work-text, worksheets, and other forms of learning materials.

VII. Research Funding and Incentives

The Urdaneta City University supports the research initiatives and activities in terms of faculty development grant, research presentations in conferences and in the publication of research outputs either in the local, national and international level.

Potential Sources of research Funds

1. Internal

- a. University Faculty Development Grant for research
- b. Three (3) unit load credit for research

2. External

- a. Local government units
- b. Government agencies (e.g. DOST, PCIEERD, ICIEERD, ILAARRDEC, R1HDC, DOH, CHED, DTI, DOT, etc.)
- c. Private organizations (non-government organizations, corporations) either national and international level

A. Faculty Development Grant for research

The following policies and conditions shall be observed in the approval of research proposals submitted by faculty/researcher through the Faculty Development Grant

1. Urdaneta City University through the Center for Research and Development shall fund the approved research proposal. The approved budget of the proposal is the basis for the initial release of 50% in a form of cash advance, which will be charged to the Research and Development fund. The faculty/researcher as the principal proponent can only avail of a grant **once** to give opportunity to other faculty
2. The approved research project has not been conducted or funded by another source as indicated in the proposal when submitted for review.
3. The researcher is required to secure all necessary permission as part of the proposal such as the research instrument, secondary data, photos or other documents, copyrights, or any fees that may be involved in the use of materials before the conduct of the study.
4. The research must be conducted according to the methods stated in the approved proposal and has to be completed within the period or duration as reflected in the research plan or Gantt chart. If in cases, there are modifications in the method used in the conduct of the study, after the funds have been released, the researcher shall notify the research director into writing the reasons of whatever changes or modifications taken.



5. The researcher is required to submit into writing to the Director for Research and Development the status or progress of the research project as part of the monitoring. If in cases, the project requires an extension due to uncontrollable event/s, a written request of the researcher stating the reasons as basis for extension.
6. Upon completion of the research project, the researcher is expected to present the paper in research fora, colloquium co-sponsored by the University CRD or in any of the university's consortium where a panel of reviewers will be assigned to comment and offer suggestions to improve the paper.
7. The researcher should revise the paper integrating all the comments and suggestions during the oral presentation and submit the final paper based on the requirements of a chosen refereed journal. The researcher has the option to decide what refereed journal the article will be submitted for publication. The researcher is required to acknowledge in the article the source of funding of the research project.
8. The remaining 50% of the budget will only be paid to the researcher after the final paper has been submitted and reviewed. The Research Director shall forward/indorse to the office of the VP for academic affairs and VP for administration for recommendation to the University President for the approval of payment.
9. In cases of a failure to complete the research project, the researcher is obliged to pay back to Urdaneta City University the actual cost or released budget in accordance with the policy of the University.

B. Guidelines for Assigning Research Unit Equivalence

1. As a general rule, the maximum workload of a regular/full-time faculty member is 24 units while a de-loading scheme is observed for designated faculty (Art. ____ sec. ____, faculty manual ____). However, Sec. __ on specific activities, that the conduct of research is included as part of the faculty workload.
2. Any full time member of the faculty who undertakes research may apply for a **reduction in teaching load by a six (6) units lecture subject** for one



- semester or two (2) terms provided the following requirements are satisfied.
- The research to be undertaken is not a requirement of a course or degree.
3. The research topic is aligned with the University's research agenda and with the Regional, National research agenda and the Sustainable Development Goals.
 4. If the area of interest is in scientific or in applied research, the applicant shall commit to demonstrate the outcome of his project.
 5. If it is found after evaluation, that the actual conduct of the research will require more time, the period of de-loading shall be extended up to one additional semester only.
 6. If the researcher does not complete his research within the period agreed upon, he/she shall pay back the project cost to the university in terms of salaries equivalent to one (1) subject per term, and the money equivalent of materials and services used.
 7. The completed research and any equipment acquired in the process of research shall be the property of the university.
 8. A researcher who is funded by an outside organization may still apply for this grant.
 9. The maximum research unit equivalence for materials development projects is six (6) units.
 10. A faculty member who is involved in a collaborative research project in partnership with other Higher Education Institutions (HEIs), shall be granted a **six (6) units** research equivalent.
 11. No research unit equivalence is granted to thesis or dissertation, project/s that involve simple compilation or revision of existing materials and a sabbatical research project.
 12. In cases where these are several researchers involved in a project, the distribution of research units among members will depend on the workload and



number of hours which each proponent will devote to the project. **Once the research project is approved the de-loading scheme shall apply.**

De-loading of faculty involved in a research project

A faculty member of the university involved in the conduct of approved research project shall be entitled with “de-loading” following the teaching unit equivalence to the research workload is presented below:

Specific assignment in the research activity	Recommended teaching unit-equivalence to research
Project leader/Proponent	9 units
Study leader/Co proponent	6 units
Research collaborator/Member	3 units

3. Guidelines governing the awarding for Faculty grant/incentive for research

To guide the process of availing and securing the cash incentive for research presentation and scholarly publication, the following guidelines shall be observed:

c.1 Research Presentation

1. The research paper must be aligned with the thrusts and priorities of the University, field of specialization and/or nature of work (i.e. designation, special assignment) of the faculty/personnel researcher(s) applying for the grant or incentive.
2. For research presentation, the applicant shall provide the following as evidences for the financial support as follows:
 - a. Letter of acceptance of the research
 - b. Letter of invitation for the research presentation
 - c. Tentative Program of activities
 - d. Itinerary of the travel

For Local, Regional, National and International research paper presentation

1. Full-time faculty members and personnel are eligible to receive financial support and incentive for presenting his/her paper/poster in any conferences either in the local, regional, national and international level.

Type of Conference	Inclusions	Cash Incentive
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		Paper	Poster
Local/Regional/National level	<ul style="list-style-type: none"> • Registration fee • Transportation • Hotel Accommodation (for the duration of the conference) 	P 8,000	P8,000
International level	<ul style="list-style-type: none"> • Registration fee • Airfare (Round trip Ticket) • Hotel Accommodation for the duration of the conference 	P 25,000	P 25,000

Research awards for Best Presenter, Paper/Poster Presentation

Research award is given to a faculty-author(s) of an outstanding paper presented in local, national or international conference.

Awards Received	Cash Incentive + certificate of Recognition			
	Institutional	Local	National	International
Best Oral Presenter	5,000	10,000	15,000	20,000
Best Research Paper	5,000	10,000	15,000	20,000
Best in Poster	5,000	10,000	15,000	20,000

c.2 Research Authorship and Publication

Full-time faculty members and personnel are eligible to receive financial support and incentive for research publication either in the local, regional, national and international level as a requirement in the promotion in rank.

Academic Rank	Number of Publications and Conference Papers Required



Instructor	None
Assistant Professor	1 publication + 1 conference paper presented
Associate Professor	2-4 publications + 1 conference paper presented
Full Professor	5 or more publications + 1 conference paper presented

1. Cash Incentives for Authorship/Publication in Peer Reviewed Journals

Cash incentive for publication in scholarly journals or peer reviewed and internationally recognized is one way to motivate and promote the culture of research and publication in a university. Faculty members are encouraged to discover and produce research for new knowledge and to level –up their status as to professional growth and promotion in the academic rank.

The Urdaneta City University provides cash incentives and certificate of recognition for published research article in recognized Journals as follows:

Type of Refereed Journal Publication	Cash Incentive
University Journal	P 5,000.00
Professional Journal (Regional, National)	
• Category A*	10,000.00
• No accreditation	5,000.00
International Journal/Scientific Journal	
• Thomson Scientific/ISI/SCOPUS/A-Category/ High Impact Factor Indexed Journal	30,000.00
• Other international Journal not listed in high indexed journal	15,000.00

*All Journals that are listed as active and indexed by Thomson Reuters Master Journal/Scopus shall automatically be classified as Category A

2. Authorship of a book or a chapter in a book of International and local circulation



Authorship provides credit for an individual’s contributions to a study and carries accountability. Cash incentive shall be given for the authorship of a book or a chapter in a book of international circulation, and for an article published in a non ISI journal that is also of international circulation and in the Institution Journal.

Authorship	Cash Incentive
International circulation	P 20,000
Local/national circulation	10,000

3. Patents and Copyright

Patent is a set of exclusive rights granted by a national government to an investor or assignee for a limited period of time in exchange for the public disclosure of an invention. Patented inventions include:

- a. New product
- b. New process of manufacturing
- c. Improvement to an existing products or process
- d. New chemical compounds and;
- e. New methods or process

A cash incentive be given to UCU employee who were able to patent their technologies and register utility models as shown below:

Patent	Cash Incentive
Patented technology	P 80,000+ plaque + certificate
Registered utility models	30,000 + plaque+ certificate

Ownership of Patent and/or Copyright

The Urdaneta City University owns the research product but the researcher grantee reserves the right to ownership. Ownership of the patent and/or copyright shall be in the name of the author(s) and/or inventor(s). In case the research and/or invention is published and/or manufactured and sold, the royalties ensuing therefrom shall be shared 60%-40% between the project grantee and the host unit.

The host unit shall have the first two-year option to publish/fabricate the report/manuscript of the project output.

RESEARCH AND CREATIVE WORK

Creative work is a non-traditional research output/s that has been produced through writing, making, composing, designing, recording, performing or curating. This involved the creation of new knowledge or the use of existing knowledge in new and creative ways.

A cash incentive and certificate of recognition shall be given to a faculty in due recognition to our artists as part of the University's commitment for attaining the VMGO.

Creative arts include the following categories:

- a. *Visual arts*: painting, sculpture, graphic arts, installation art, performance art, computer art, exhibition design, film, video, illustration, animation, architecture, interior design, advertising, editorial design, industrial design, product design, fashion design.
- b. *Performing arts*: music and dance forms and theatre arts
- c. *Literary works*: poetry, compilations of data or other literary subject matter, secure tests, online works, advertising copy, games, automated databases, computer programs.

The incentive award for creative works is presented below.

Creative Works	Cash Incentive + Certificate of Recognition			
	Institutional	Local	National	International
Visual arts	5,000	10,000	15,000	20,000
Performing Arts	5,000	10,000	15,000	20,000
Literary works	5,000	10,000	15,000	20,000

* *In case of a group of artists, the award shall be divided equally among them .*

Category for the determination of the Incentive award for Journal Publication



The amount of monetary incentives shall be based on the category of the refereed journal either it is published in the local, national and international.

Refereed local journals are those published and circulated locally within the region. If a local journal is accredited by the Commission on Higher Education (CHED) then it is automatically considered as a national journal.

Refereed National journals are those published and circulated outside the region. National journals that are indexed in ISI (Thomson Reuters) and Scopus are automatically considered as refereed international journals.

Refereed International journals are those published and circulated outside the country whether in Europe, United States, Asia Pacific, or other continent. Only those journals indexed in ISI, Scopus and other legitimate indexing bodies are considered. In cases when the journal is not yet indexed, the reputation of the publisher shall be used as an indicator of quality.

4. Guidelines for Cash Incentive for Journal Publication

1. All faculty/personnel researcher(s) requesting for a research incentive shall submit an **Application Form for Research Publication Incentive**. The form can be secured from the Office of the Center for Research and Development.
2. Pertinent and supporting documents shall be submitted or attached to the application form as indicated :
 - a. A hard copy of the research journal for print journal and printed copy of the research journal for on-line journals shall be provided
 - b. Photocopy of the table of contents bearing the title of the research paper published with the corresponding name of the author(s)
 - c. Photocopy of the pages where the actual paper/article was printed (i.e. the name of the author(s) and university
 - d. Certificate of acceptance for publication or any similar documents pertaining to.
 - e. Proof that a peer review process was done prior to publication (i.e. proceedings of the process, comments/suggestions of the reviewers)
 - f. If availing for publication support, an official receipt(s) or notice of payment for refereeing fee should be attached



3. The applicant shall provide relevant and accurate information about the research journal for evaluation as follows:
 - a. Title of the Journal
 - b. Volume, issue number
 - c. ISI/ISSN/ISBN
 - d. Digital Object Identifier (DOI) for e-journals
 - e. Publisher
 - f. Editors
 - g. Type of publication
 - h. Website or Email address
4. Based on the documents submitted to the office of the Director, Center for Research and Development, director of CRD shall endorse to the Awards and Evaluation Committee the qualified articles for review and deliberation. After the review, the VP for academic affairs and VP for administration shall endorse and recommend to the University President for approval.
5. The author (s) will be notified in writing or by e-mail about the status of their submitted published article/paper if this had qualified or not of the cash incentive. The cash incentive for qualified articles/papers shall be directly deposited to the account of the author or authors as part of the monthly payroll.
6. The author(s) should take the collective responsibility for the integrity of the submitted and published work
7. There is no limit on the number of faculty and number of published research articles/papers per faculty that can qualify for the incentive award per year. These research articles/papers have to be submitted up to the last day of office in December of the awarding year.
8. A faculty or personnel researcher may request for publication incentive only ONCE on same research /article regardless of the level of publication
9. In terms of authorship, the incentive shall be based on the amount indicated under the Cash Incentive for Publication.



- a. **For joint authorship**, where both are affiliated with the institution, equal sharing of the cash incentive shall be given. In case that the other author is not part of the Urdaneta City University, 50% of the incentive shall be given to the UCU author.

- b. **For multiple authorship**, where other author(s) are not part of the Urdaneta City University, only the corresponding UCU author(s) can avail of the incentive with the following conditions that:
 - *If the authors are faculty/researchers of the UCU, the cash incentive of 100% shall be divided among the authors*

 - *If there is only one author from UCU, he/she can claim 50% of the cash incentive*

 - *If there are two (2) or more authors from UCU, they can claim the proportionate amount of the incentive*

10. For published research whose author(s) bear the name of UCU and are separated from the service at the time of publication, the cash incentive cannot be claimed.

11. A report of the number of faculty and articles/papers awarded every year will be submitted to the Vice President for Administration, Budget Officer as input of the incentive award allocation for the succeeding year.

5. Other Publication that may be provided by monetary incentive

The University may decide, on the basis of separate criteria and /or process to grant monetary award to:

- a. Those who publish an article from a peer reviewed book compiled by an editor(s) and published by a reputable publishing house

- b. Those who publish an article on a topic of primary importance to the University but not accepted for publication in journals indexed and/or listed in ISI, Scopus and other legitimated indexing bodies. The University President shall have the authority to decide in granting monetary incentive for this type of publication.

6. Procedure for the Granting of Award

- a. The faculty shall inform the Center for Research and Development about the kind of award in writing and it shall be supported by pertinent documents.
- b. The office of the center for research and development shall conduct the initial review and endorse to the VP for Academic Affairs and VP for administration.
- c. The vice presidents shall conduct the necessary review and make appropriate recommendations to the University President
- d. The honorarium or research incentive shall be subject to applicable income tax liabilities

7. Form of Monetary Incentive

The university through the Office of the center for research and development and with the endorsement of the vice presidents to the office of the University President may provide needed financial support to faculty-researchers in the conduct of research, research presentation and research publication.

8. Effectivity Clause

The guideline shall take effect on _____ and shall remain in force until duly amended.

APPENDICES

FORMAT OF A PROPOSAL FOR FACULTY GRANT FOR RESEARCH

RESEARCH & DEVELOPMENT PROJECT PROPOSAL (To be accomplished by the researcher)

(1) PROJECT PROFILE Project Title: Project Leader/Sex: College/Department Address/Telephone/Fax/Email:	
(2) COOPERATING Colleges/Department	
(3) SITE(S) OF IMPLEMENTATION (Municipality / District / Province / Region) Base Station: Other Site(s) of Implementation:	
(4) TYPE OF RESEARCH <input type="checkbox"/> Basic <input type="checkbox"/> Applied	(5) R&D PRIORITY AREA & PROGRAM (UCU Research Agenda, consortium & NHERA-3) _____
(6) RATIONALE (not to exceed one page)	
(7) REVIEW OF LITERATURE (not to exceed three pages)	
(8) OBJECTIVES	
(9) METHODOLOGY	



(10) TARGET ACCOMPLISHMENTS AND EXPECTED OUTPUTS

(11) TARGET BENEFICIARIES

(12) GENDER AND DEVELOPMENT (GAD) SCORE (based on the Harmonized Gender and Development Guidelines)

(13) LIMITATIONS OF THE PROJECT

(14) LITERATURE CITED

(15) Appendix (Instruments to be used and other needed information for research

(16) PERSONNEL REQUIREMENT

Position	Percent Time Devoted to the Project	Responsibilities

(17) BUDGET BY SITE OF IMPLEMENTATION

Site of Implementation	PS	MOOE	EO	Total
Year 1				
Site 1				
Site 2				
Year 2				
Site 1				
Site 2				
TOTAL				



(18) OTHER ONGOING PROJECTS BEING HANDLED BY THE PROJECT LEADER: _____ (number)		
Title of the Project	Funding Agency	Involvement in the Project

I hereby certify the truth of the foregoing. Any willful omission/false statement shall be a basis of disapproval and cancellation of the project.

(19)	SUBMITTED BY (Project Leader)	ENDORSED BY (Head of the College/Department)
Signature		
Printed Name		
Designation/Title		
Date		

*Adopted from the DOST format

FORMAT OF A PROPOSAL FOR FACULTY DEVELOPMENT GRANT

Title of the proposal

Proponent

College/Department

Contact Information

Introduction (describe how the research problem evolved, the rationale , relevance or significance of the study)

Research problems/objectives (formulate clearly the statement of the problems and include hypothesis if any)

Review of related literature (the review should show related researches that have been conducted,

And identify the gaps to validate and reconcile with the existing situation, present scientific basis/ theoretical framework and results of related research conducted.

Methods (describe/discuss the setting, respondents or materials, sampling procedure, research instrument, data collection, & data analysis)

Expected Outcomes (should demonstrate or explain how research project has contributions or relevance to the community/end users, target accomplishment)

Time Table of the Study (use Gantt Chart)

Activities	Months											
	Ja n	Feb	Mar	April	Ma y	Jun e	Jul y	Au g	Se pt	Oc t	No v	De c

Budgetary Requirement (itemized line budget of the research project that include the personnel expenses, Maintenance and other operating expenses and equipment outlay)

References (use APA format)

Appendix (instruments to be used for research)

SUGGESTED FORMAT OF MANUSCRIPT (IMRAD)

Title

Author(s)

Abstract (briefly presents the major or salient points of the paper for 150-200 words)

Introduction (contains the background and rationale, significance, objectives/problems, hypotheses if applicable)

Theoretical Framework or considerations (discuss the theory or theories that guide the investigation and analysis of data and supported by related literature)

Methods and Procedures (describes the setting, respondents or subjects, sampling, data gathering tools, data analysis)

Results (presents the findings according to the research problems arranged by sub-topics)

Discussion (interprets the data guided by theoretical considerations and implications)

Conclusion (briefly shows the salient findings that answer the research objectives/problems and with recommendations)

References (use APA format)

Appendices (if necessary)



APPLICATION FORM FOR RESEARCH PUBLICATION INCENTIVE

I. Personal Profile

Name of the Applicant: _____

Academic Rank: _____ Employment status: _____

College/Department: _____ Field of Specialization: _____

No. of years in the University: _____

II. Details of Research Publication(s) in Refereed Journals for the last two years

Title of Research Paper	Title of Journal where the paper was Published (Vol./Issue/No.	Publisher	Support given by the University (in Php)

III. Details of the Journal where your paper was published

Title of the Paper: _____

Co-Authors (if any): _____

Title of Journal: _____

Volume/Issue/No. _____

ISSN/ISBN _____

DOI (for e-journal)

Publisher:

Editors:

Publication: (please check one)

Category of Publication

___ Regional/local

___ National

___ International

Type of Publication

___ Print Journal

___ On line Journal

Indexed Reference Journal

Note: The research journal must be published by a reputable organization, has a competitive peer-review process for paper selection and is properly indexed by indexing bodies

IV. Details of the Assistance to be requested from the University (please write N/A if not applicable)

Particulars	Amount
TOTAL AMOUNT	

Please attach the following documents:

- c. Hard copy of the journal (for print journal) and printed copy of the research journal (for on-line journal)



- d. Photocopy of the table of contents bearing the title of the research paper published with and name of authors(s)
- e. Photocopy of the pages where the actual paper was printed (the name of the author, school and article)
- f. Certificate of acceptance for publication or similar documents
- g. Proof that a peer review process took place prior to publication, including the proceeding of the process and the comments and suggestions of the reviewers
- h. Official receipt(s) or notice of payment for the refereeing fee and entry fee

I hereby declare that all the details in this application form are accurate. I have not hidden any relevant information as must be necessarily brought to the attention of the University. I will satisfy all the terms and conditions prescribed in the guidelines of the University for Research paper publication

Signed:

Signature over Printed Name of the Applicant

Date

Noted:

Director, Center for Research Development

Date

Recommending Approval:

VP for Academic Affairs

Date

VP for Administration

Date



Approved:

University President

Date



INFORMED PARENTAL CONSENT FORM

We invite you and your child to take part in a research study being conducted by [*Project Leader's name*] who is a faculty at Urdaneta City University, Urdaneta City, Pangasinan, Philippines, as part of his/her [*name of research project*]. The study, as well as your rights as a participant, are described below.

Description: (*This study will examine children's reactions to a story in which two children argue over possession of a toy. Children will watch the videotaped story and then answer questions posed by the investigator about how they would resolve the situation depicted in the story and how they think each of the depicted characters feels in the story. Your child's interview will be videotaped for use in standard research procedures (e.g. analysis of responses, presentation at professional conferences, etc.) Your child's identity will not be revealed to anyone but the principal investigator(s) and her designated research associates.*)

Confidentiality: (*Children's answers will not be associated with their name. Rather, each child will be given an identification number on the interviewer's sheet. The videotape of your child's participation will be destroyed after it has been transcribed.*)

I agree with the researchers using my child's real name in this research and any publications the results from the research.

Signature

I agree to have you audio/videotape my child during this study. I understand this audio/video will only be used for the purposes of research (e.g. analysis of responses, transcriptions of responses, etc.) and will not be available to anyone aside from the researcher: (as the need arises)

Signature

Risks & Benefits: (*There are no risks to your child's safety. You may opt to preview the videotape or watch it with your child. The story raises no sensitive or controversial issues and does not contain elements typically frightening to children. Nevertheless, a copy of the videotape has been reviewed by the Ethics Review Board and approved for use in this research. Because the interview engages children in thinking about non-violent*

conflict resolution, there are potential benefits to your child’s ability to handle real-life situations of conflict.)

Freedom to Withdraw or Refuse Participation: I understand that my child has the right to stop watching the tape at any time, or to refuse to answer any of the interviewer’s questions without prejudice from the investigator.

Grievance Procedure: If I have any concerns or am dissatisfied with any aspect of this study I may report my grievances anonymously if desired to the Center for Research and Development, Urdaneta City University, San Vicente West, Urdaneta City, Pangasinan 2426. ucurdo@gmail.com/crd@ucu.edu.ph

Questions? Please feel free to ask the project leader any questions before signing the consent form or at any time during or after the study.

Project Leader: [Faculty Name], [College/Department of _____], Urdaneta City University;

Study Leader: [Faculty Name], [College/Department of _____], Urdaneta City University;

Collaborator(s): [Faculty Name], [College/Department of _____], Urdaneta City University;

College Dean/Department Head: [Faculty Name], [School of YYYY], [College/Department of _____], Urdaneta City University.

Informed Consent Statement

I, _____, give permission for my child, _____ to participate in the research project entitled, “[Project Title].” The study has been explained to me and my questions answered to my satisfaction. I understand that my child’s right to withdraw from participating or refuse to participate will be respected and that his/her responses and identity will be kept confidential. I give this consent voluntarily.

Parent/Guardian Signature:

Signature	Date
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Project Leader:

Signature _____ Date _____

Study Leader:

Signature _____ Date _____

Collaborator(s):

Signature _____ Date _____

References:

1. <http://research.Addu.edu.ph/wp-content/uploads/2016/5/Guidelines-for-journal-publication-monetary-incentives-1.docx>.
2. <https://www.dlsu.edu.ph/wp-content/uploads/pdf/vcri/research-manual/science-foundation/categories-for-science-foundaton-Journal-Publication-Incentives.pdf>
3. Manual of Research Policies and Procedures Siliman University.
<http://su.edu.ph/wp-content/uploads/2017/06/RDC-Manual-Procedures.pdf>.
4. UCU Research Manual series 2013
5. PCIEERD Management Team (PMT) Evaluation Criteria, Indicators and Guide Questions 2020