

**DE LA SALLE UNIVERSITY  
UNIVERSITY RESEARCH COORDINATION OFFICE**

**GUIDELINES FOR FACULTY DELOADING IN EXTERNALLY FUNDED  
RESEARCH<sup>1</sup>**

- I. These guidelines are to apply to research teams composed of faculty members who are involved in externally-funded research projects and who are not able to avail of any deloading from their teaching units because of budgetary constraints, or requirements imposed by the external funding agency.
  
- 2- An entire research team can avail of deloading through the conduct of an URCO-funded research that corresponds to a well-defined phase, a component of, or a study from, the larger externally-funded project. The proposed component, phase or study should be completed within a maximum period of one academic year. The URCO project from which the faculty is able to receive deloading may be declared as the University's counterpart to the externally funded project.
  
3. The research proposals to be submitted to the URCO shall indicate the involvement of a team consisting of the faculty research proponent(s), and graduate students or junior faculty members. Involvement in the URCO project through which deloading is received will provide opportunities for students or faculty to further sharpen their research skills.
  
4. The research team can apply for a maximum of a 9-unit deloading within three terms or within a single academic year. The research team is to decide collectively how the 9-unit deloading can be equitably distributed among the faculty members of the research team within a given <sup>3</sup>-term period, in cases when no team is involved in the conduct of the research, the individual faculty can avail of the 9-unit deloading for the entire academic year. However, the involvement of graduate students or junior faculty members is still required.
  
5. The application for as well as the review and approval of proposals shall be done in accordance with URCO procedures, policies and standards for internally funded research.

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<sup>1</sup> Approved by the University Research Council on November 25, 2009