



**De La Salle University
University Research Coordination Office**

URCO Guidelines for Research Program Workshops¹

Introduction

De La Salle University continues to move on to establish its leadership in research in the various fields in the natural, social and human sciences. This leadership is motivated by the desire to meaningfully contribute to, and have impact on, societal and human development in the country. This progress in research will be further advanced through the development of Centers of Research Excellence in each of the seven Colleges in the University. The goal of supporting the growth of Centers of Research Excellence constitutes one of the leading strategies initiated by the Office of the Associate Vice Chancellor for Research and Learning for further enhancing research productivity and excellence among members of the University community. The URCO shall play a supportive role in achieving this goal by funding Research Program Workshops (RPWs) facilitated by a team of faculty members for an entire academic year. Each RPW will consist of three phases, with each phase corresponding to a term of an academic year: 1) an organized discussion on the fundamental issues and key literature in the research area, 2) the crafting of research problems and designs to pursue multi-disciplinary or interdisciplinary studies, and 3) the preparation and submission of grant proposals to external funding agencies. These College-based Research Program Workshops to be funded through URCO shall be based on a thematic area that is of priority for research in the University and in the College.

Objectives

The Research Program Workshops are intended to:

1. Enhance collaboration among faculty and graduate students in the priority areas for research in the Colleges and in the University,
2. Provide opportunities for quality scholarly exchange among University community members,
3. Facilitate the development of research agendas and plans that have both theoretical and applied significance, and
4. Provide the resources and support for the writing and submission of external grant proposals.

¹ These guidelines were approved by the University Research Council on November 24, 2010. The following revisions have been made since the approval:

- These guidelines are being implemented under the supervision of the Office of Vice Chancellor of Research, not the Office of the Associate Vice Chancellor for Research and Learning.
- The RPW Committee shall consist of at least, not at most, 3 members. If the Committee should have more than 3 members, the Committee shall decide on how the 21-unit-deloading will be distributed among them.
- The RPW Committee should have members possessing a research track record in the chosen area of research.



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Guidelines

1. A core group of at least three faculty members shall plan for a Research Program Workshop. Participation in the Workshop will include faculty and graduate students from within the College and from other Colleges.
2. This core group shall submit an application for a Research Program Workshop to the URCO by filling out an on-line application form containing the following details:
 - a. Description of RPW Theme, including its significance and scope
 - b. Justification for conducting the RPW at the present time
 - c. List of Topics covered during the first term of the RPW and a brief description for each
 - d. Description of Long-term Research Program Plans
 - e. A preliminary listing of external grants that may be obtained

3. Applications for Workshops shall include a budget proposing how the grant of P200,000 per RPW will be spent. Budget items can include honorarium for a research assistant, cost for the purchase of books and journal articles, workshop meeting expenses, registration and travel expenses for participation in conferences, tokens, travel and accommodation expenses for invited speakers.

Participation in research conferences shall be supported with RPW funds only when papers are to be presented by any of the RPW core committee members and their research collaborators. It goes without saying that the papers to be presented shall be directly related to the research area for which proposals are to be developed by the RPW core committee. The paper to be presented shall be attached to the request for the release of funds for conference participation submitted to the URCO.

4. Applications for Workshops shall be deliberated and approved by the College Research Council. Only one RPW shall be approved per College in every academic year.

The core group of faculty proponents of approved RPWs shall constitute the Workshop Committee. Upon application for the RPW, the Workshop Committee shall consist of a chair and two co-chairs. The RPW chair and co-chairs should be full-time faculty members of the University (CLA). The two co-chairs may be part-time faculty members upon the endorsement of the Department Chair and the College Dean. The RPW Committee shall consist of members who established research track records in the RPW research focus.

Aside from receiving a P200,000 URCO grant, the chair of a Workshop Committee shall receive a 9-unit deloading across three terms, while each of the co-chairs shall receive a 6-unit deloading across three terms. If the RPW Committee should consist of more than 3 members, the Committee shall inform the URCO about how the 21-unit deloading will be distributed among its members. After approval and selection of an RPW by the College Research Council, the Workshop Committee may later be expanded to include faculty members from other Colleges.

5. The Workshop Committee shall be tasked with the following:
 - a. Organizing the discussion and research planning meetings for at least twice a month in a given academic year,



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- b. Leading in the planning of research proposals for external grants
 - c. Submitting discussion summaries and minutes of core group meetings
 - d. Organizing the presentation of the RPW discussion highlights to the academic community
6. Approved activities of the RPWs shall be monitored by URCO. The list of Workshop discussion sessions during the first term will be advertised by the URCO to open further participation to interested faculty and graduate students, subject to the size and entry requirements of the Workshop Committee. The URCO shall also assist the Workshop Committee in arranging for venues for the workshop discussions.



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Procedure

1. Faculty members in each College who wish to apply a Grant for a Research Program Workshop shall fill out and submit to URCO an on-line application form.
2. The RPW applications are submitted by URCO to the respective Research Councils of each College (CRC) for deliberation. One RPW is selected to be awarded P200,000 grant from URCO. Selection will be guided by the following criteria:
 - a. The lead proponent of the proposed RPW, i.e., the RPW Core Committee Chair has published and/or has presented papers directly related to the area for which an RPW is being proposed.
 - b. The RPW is consistent with the research agenda the College would like to prioritize for the academic year.
 - c. Funding opportunities for the Program are available. It is of particular importance that the RPW proponents demonstrate the Program's viability for international grant agency support by presenting the list of possible external funding agencies to which proposals may be submitted.
3. RPW discussion meetings and participation from faculty and graduate students are organized for the first term. Discussions center on key literature, inputs from invited resource persons, or presentations of works-in-progress. First term activities may also include attendance and participation in funding agencies/institution meetings.
4. A report summarizing the highlights of the discussions is submitted to URCO and presented to the CRC at the end of the first RPW term. A presentation of these highlights is also organized by the Workshop Committee in coordination with the URCO.(Please refer to Guideline 5d)
5. In the second term, research/study teams are organized for the preparation of research plans for grant proposals. Learning programs for capacity building in the use of research tools and relevant research paradigms, as well as meetings with external agencies and representatives of prospective grant institutions may be organized during this phase. The research plans are submitted to URCO and presented to the CRC at the end of the second RPW term.
6. In the third term, research plans are refined into grant proposals. The writing of proposals, the identification of key research funding institutions, and the submission of these proposals will be facilitated by the Office of the Vice Chancellor for Research. Updates on these proposals are presented in the CRC meetings in the consecutive terms. The URCO policies for externally-funded research will apply for the funded projects.
7. The RPW is completed when the following have been submitted:
 - a. A documentation of RPW activities for every term
 - b. Notification of proposal receipt from external funding agency or agencies.