

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

**GUIDELINES FOR THE RESTRUCTURING OF DELAYED AND EXTENDED  
URCO PROJECTS<sup>1</sup>**

- I. These guidelines will apply to proponents whose University supported projects through URCO have been extended or delayed for a period of three (3) or more years. The faculty may apply for a restructuring scheme only within the academic year 2010-2011. It should be noted that this scheme for restructuring allows the faculty amnesty from paying back deloading or overload expenses. However, direct research expenses (i.e., supplies, transportation/communication, research assistant honoraria, etc.) shall be paid back to the University in terms that be easy on the faculty.
2. The restructuring of delayed and extended URCO projects is an option that will be given to the faculty members who would want:
  - a. To be waived of the sanction of not submitting a new proposal for URCO support if he or she has an uncompleted URCO project.
  - b. An end to the regular URCO reminders for the submission of project progress reports.
3. Restructuring of delayed or extended projects for three or more years can take one of the following forms:
  - a. The proponent submits a published research report or a paper read in a national or international conference which was partly produced from the support provided through URCO for the collection and analysis of data. The report should be thematically related to the research originally proposed and supported through URCO, and should have been published or presented within five (5) years after the due date of project completion. The publication or presentation of the research should have entailed a review process. The University through the URCO should be acknowledged as the funding source of the research from which the paper was developed.
  - c. The proponent requests for the termination of the project by paying back all research expenses spent in carrying out the delayed or extended project, e.g., research assistants' honoraria, materials, transportation, and communication. Paying back expended research funds can be made through any of the following options:
    - i. Through a salary deduction arrangement that will be easy on the faculty, or
    - ii. Through a return of spent direct research expenses by the faculty upon retirement or separation from the University.

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

4. Applications for restructuring may only be submitted after the faculty has undergone at least one year suspension from any form of support from URCO.
5. Applications for a restructuring option for a delayed or extended URCO project will be submitted to the AVCREL through the College Research Director and URCO Director during the first month of a given term within the academic year 2010-2011.
6. Decisions and necessary documents for the fulfillment of a restructuring option should be made or submitted within the term in which the faculty applies for restructuring.