

Policies and Guidelines for Externally-Funded Research Projects

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Definition of Terms

Institutionally-based externally-funded projects include the following:

1. institutional researches contracted by an external funding organization to DLSU, specifically through the department and/or college;
2. projects which are officially endorsed by and awarded to the University;
3. those for which the memoranda of agreement are made between DLSU and the funding organization; and
4. those for which funds are directly channeled through DLSU.

Commissioned Research Projects are projects that are recommended or initiated by any of the following: Office of the President, Office of the Executive Vice President, and/or the Office of the Vice President for Academics and Research.

Professional Fee represents the amount of honorarium or salary stipulated in a project proposal, which is approved by the funding organization.

Faculty Researcher refers to a faculty member who prepares and submits a proposal for external funding; and/or a faculty member who implements the same once approved by the funding organization.

Project Staff refers to project personnel with a non-faculty status.

Research Activities are those which

1. involve a “team” of individuals to undertake the collection, analysis and interpretation of data, aside from producing a written report;
2. have grants for components other than the professional fee for faculty researchers (i.e., honoraria/salaries for project staff, data gathering expenses, and other research-related expenses); or
3. involve a working agreement between the funding organization and the University.

Negotiation, Monitoring and Supervision of Externally-Funded Projects include, among others,

1. following up the status of proposals submitted and projects being implemented;
2. handling of contract negotiations;
3. administering all externally-funded projects based in the specific college (e.g., providing administrative support/services in the hiring of personnel, handling of project funds, preparation of budget performance and other financial reports); and
4. the establishment and maintenance of direct linkages with funding agencies.

Research Output refers to the output/product of a research undertaking. It may take the form of a written report, a published article, a software developed, or a chemical formulation.

Intellectual Property Rights consist of the exclusive right to make use of/have any disposition regarding a research work/output consistent with University policies and applicable Philippine laws.

Basic Requirements/Conditions

Faculty Qualification

1. Project proponents must be full-time academic teaching faculty members;
2. All faculty members fully deloaded for administrative work are allowed to undertake externally-funded research, **provided that** their research involvement does not exceed eight (8) hours of the 40-hours per week requirement;
3. Part-time faculty members may qualify as associate project directors upon the recommendation of the dean **and** the department chair. In meritorious cases, they may be considered as principal investigators. **However**, part-time faculty researchers must have taught at DLSU for at least two (2) consecutive terms, and must have a proven capability to conduct research.

Minimum Teaching Requirements

As a general rule, a full-time faculty member involved in an externally-funded research project **must teach for at least two (2) terms and for a minimum of nine (9) units per school year.**

Maximum Number of Simultaneous Projects Allowable

1. A faculty member **may be** involved in two (2) different URCO-administered externally-funded projects at one time. In such cases,
 - a. he/she will be deloaded for one project and given an overload for the other;
 - b. **however**, for meritorious cases, and based on the performance record of the faculty researcher concerned, the overload arrangement **may be allowed** for two (2) simultaneous short-term projects (i.e., project with a duration of one to three months).
2. In cases where a faculty member has an ongoing internally-funded project, he/she may be involved in only one URCO-administered externally-funded research project.

3. In meritorious cases, as may be allowed by the dean, and provided that the faculty has exhibited a favorable performance in research (i.e., prompt completion of reports required by the funding agency; the funding agency has specified the faculty concerned to handle the project), he/she may be involved in two (2) or more simultaneous externally-funded projects.

General Guidelines & Policies

Project Development

1. The University will have preference for projects which are in line with its (a) Mission Statement or (b) research thrust as embodied in its Strategic Decisions and the research agenda of its various colleges for a given period.
2. Faculty members *may not be compensated* for the preparation of a research proposal. In some cases, however, the dean, the department chair, and/or the college research director, may commission a faculty member to prepare a research proposal, for which an honorarium will be paid or a deloading be given.
3. The honorarium for the preparation of the commissioned research proposal will be built into the project proposal or be taken from the College Research Fund.
4. Identifying Possible Sources of External Funds
 - a. The college will be responsible for establishing and maintaining linkages with external agencies, specifically for project development purposes.
 - b. The college will be responsible for the proper selection of funding agencies.
5. The proposed budget should include the following: professional fees of faculty members involved in research, provision for a withholding tax based on allocated honoraria, other personnel compensation and benefits (i.e., SSS, MEDICARE, PAG-IBIG, 13th month pay, insurance, particularly if the staff are to do fieldwork). The budget may also include accounting fees for projects requiring formats and documents for financial reports. If necessary, provisions for hospitalization (e.g., Philamcare) of field personnel, may likewise be included.
6. As a general rule, all projects will include a component for a 15% overhead cost for the use of University electricity, space and other facilities in the conduct of the external project. This requirement may, however, be waived by the VPA for meritorious reasons.

The 15% overhead cost will be distributed as follows:

13% will go to the appropriate account of the University; while
2% will go to the research center/institute.

7. A 5% management fee/mobilization fee/development fee will be also incorporated in the total project cost.
8. Rates for research assistants, per diem, interviewers' or coders' fees, etc., may be provided by URCO based on existing rates, upon request.
9. The URCO may provide sample/pro-forma proposals and contracts/memoranda of agreement, upon request.
10. The URCO may assist the project directors in the preparation of project proposals, upon request.
11. Review of preliminary draft of project proposals:
 - a. The college/research center will see to it that proposals are properly reviewed, prior to their submission to a prospective funding agency.
 - b. The project directors may also request the URCO Director to review the preliminary draft of the project proposal prior to its submission to the funding agency concerned.
12. It will be the responsibility of the college concerned, through the proponent, to handle the negotiations for the approval of the project proposal with a prospective funding agency.
13. Upon approval of the project proposal by the funding agency, the necessary contract or memorandum of agreement (MOA) should be prepared. The procedure for the signing of the contract or MOA is as follows (*See Appendix 7: Flowchart for the Signing of MOA or Contract*).
 - a. The proponent/project director submits the MOA accompanied by the approved proposal and budget to his/her department chair/research center director for endorsement to the dean..
 - b. The chair/center director endorses the MOA/contract to the dean.
 - c. The dean endorses the document to the Vice President for Academics and Research (VPAR).
 - d. The VPAR, in turn, refers the contract to the University's Legal Counsel.
 - e. Assuming everything is in order, the Legal Counsel returns the document to the VPAR.
 - f. The VPAR finally endorses the document to the Executive Vice President/President (EVP) for the final approval and signature.

- g. The Office of the EVP/President
 - returns the document to the proponent/project director.
 - sends a copy to URCO.

Project Implementation

1. Upon approval of the project proposal by the funding agency and after the necessary contracts have been signed by the parties concerned, the URCO will request for a copy of the MOA and the approved project proposal and budget, in line with its verification function.
2. As much as possible, the faculty researcher who prepared/submitted the proposal for funding will also be the one to implement the approved project.
3. If not stipulated in the contract/MOA, the project director is advised to determine whether the funding agency will require any specific format/supporting documents for the project's periodic financial reports. Proper arrangements with the Controller should be made for projects requiring specific format for financial reports, other than those periodically generated by the Accounting Office.
4. The project director should advise the funding agency of his/her approved research project to make checks representing partial/full releases of grants, payable to DE LA SALLE UNIVERSITY (Attn: Name of Project Director).
5. The URCO **may** assist in the opening of accounts with the Accounting Office for newly-approved institutionally-based externally-funded projects.
 - a. The account name will bear the title of the project, the college where the project will be based, the project director/s, and the complete name of the funding agency.
 - b. The validated white or original receipt will be obtained and sent to the project director for his/her file. The yellow copy of the same document will be kept in the URCO file of the project concerned.

6. The project director or his/her research assistant should keep all the evidences of receipts and disbursements to monitor the project fund balances as the need arises. He/She may request for a periodic financial report from the Accounting Office to reconcile his/her records.

The dean may also request for periodic financial reports of pertinent external projects under his/her college from the Controller.

7. When necessary, the Office of the Vice President for Academics and Research, through the URCO, will make arrangements with the Controller's Office for the transfer of funds for overhead cost from the project account to the appropriate University account.
8. A memo transferring the 5% management fee/mobilization fee/development fee to the University External Research Fund will be sent to the Controller signed by the URCO Director, through the Vice President for Academics and Research. The project director, the research center director (where applicable), and the dean will be furnished with a copy of the memo. The transfer is done upon implementation of the project.
9. Disbursement Procedure (*See Appendix 2: Disbursement of Project Funds*).
10. Corresponding adjustments in honorarium or deloading incentive as a result of faculty promotion is allowed, provided that the project funds are sufficient. In cases where the project director is promoted and therefore, his/her monthly salary increases, his/her monthly salary at the effectivity of the promotion will apply as the new ceiling.
11. Hiring of Project Personnel (*See Appendix 3: Hiring of Project Personnel*).
12. Monitoring and Supervision of Institutionally-Based Externally-Funded Projects
 - a. The monitoring and supervision of the project personnel as well as the progress of the project will be handled by the project director.
 - b. In cases where the project director of an ongoing project resigns from the University, he/she should:
 - 1) have already made the necessary arrangements with the research center director or dean, whichever is applicable, for the turn over of his/her project to a qualified faculty.

- 2) submit a memo addressed to the URCO Director, noted by the dean or research center director; stating that the faculty assigned agrees to take over the project. The VPAR should be furnished with a copy of the memo.

12. Revision of Preliminary Draft of Research Report

- a. **Provided that** the funds are sufficient, direct expenses to be incurred as a result of revisions of the preliminary draft of the research report will be charged against the project funds.
- b. No honorarium beyond that which has been originally stipulated in the approved budget will be paid to the project director and/or his/her associate project director/s for the period within which the revision of the report is undertaken.

However, if the funding agency awards a supplementary budget for the purpose, honorarium will then be provided. Furthermore, any increase in honorarium should have been stipulated in the supplementary budget.

- c. The services of project staff (e.g., research assistant, clerk typist) may be employed provided that the project funds are sufficient to cover for their remuneration. (It should be noted that the computation of the 13th month pay and other benefits will be adjusted according to the period for which their employment is extended).

Project Completion

1. The project director/research center director will certify the completion of a project and furnish URCO with a copy of the report for documentation purposes. One year after the certified completion date, the URCO will facilitate the transfer of the University share in the project savings to the appropriate accounts of the University.

Any request for reconsideration, exemption, etc. should be addressed to the Vice President for Academics and Research.

2. Allocation of Professional Fee, Project Savings

- a. Savings or unspent money from an institutionally-based externally-funded project will be distributed as follows:
90% will go to the college
10% will go to the Office of the VPAR

The 90% college share will be redistributed as follows:

40% will go to the college research fund

60% will go to the research center/institute

3. Turn Over of Project Property to the Department/College
 - a. The department implementing the project will have priority over non-cash savings (i.e., equipment from external projects).
 - b. Within one year after the certified completion date of the project, the project director will officially (in writing) turn over the non-cash project savings to the department concerned .

A copy of the memo should be sent to the Office of the Vice President for Academics and Research, the URCO Director, and the Assistant Vice President for Administrative Services for inventory purposes.

4. Publication of Research Output (*See Appendix 4: Publication Policies*)

Individual/Personal External Funded Project

1. Faculty members with personal newly-approved Externally-Funded project are required to submit a copy of the project memorandum of agreement to URCO for the University file copy.
2. Upon completion of the project, faculty proponent submits a copy of the abstract and final report to URCO.
3. Reported project will be included in the URCO Master list of Externally-Funded projects of the current year and URCO Annual Report.
4. Faculty members with completed project will be recognized in the Annual Faculty Research Recognition Program.

Structure of Compensation

Faculty members involved in research may opt for an overload or a deloading arrangement.

Overload Scheme (See Appendix 5: Sample Computation: Overload Scheme)

1. The gross monthly honorarium will be 100% of the professional fee inclusive of the withholding tax. It will not exceed the faculty researcher's gross monthly salary.
2. A professorial chairholder can receive 100% of the professional fee as stipulated above, provided that the resulting output of such project will be different from his/her professorial chair lecture paper.

Deloading Scheme (See Appendix 6: Sample Computation: Deloading Scheme)

1. The deloading scheme will be similar to the overload scheme, except that the faculty researcher's pay for deloading will be factored in.
2. The payment for the faculty researcher's deloading will be drawn from the project funds and computed based on his/her rank, the amount of which will be equivalent to the proportion of the number of deloaded units to the total 12-unit load. For example, a 3-unit deloading will be equivalent to 1/4 or 25% of the faculty researcher's monthly salary.
3. In certain cases, mentoring of thesis/dissertation writers is considered as teaching load to cover part of the full 12-unit load (e.g., in the graduate school). In such cases, the faculty researcher who opts to be deloaded for research will give up part of his/her teaching load rather than his/her mentoring load.
4. Deloading for External Projects Without or With Inadequate Professional Fees:
 - a. A departmental/college may be allowed to deload a faculty researcher provided that the project funds can shoulder the expenses for the faculty's deloading and such deloading will not interfere with the teaching efficiency in his/her college.

b. For projects where there is no provision for professional fee or such fee is inadequate to shoulder the deloading pay of a faculty researcher, **and** a donation in the form of equipment is being extended to the University, the project director may request for a deloading from the VPA following this procedure:

- 1) the project director will write to the college research director through the department chair to request for a deloading, indicating the reason/s for the request;
- 2) the college research director may convene the college research council (CRC) or form a committee which will include the department chair and the dean to deliberate on the request;
- 3) if the request is granted at the CRC/committee level, the college research director will write a letter of recommendation to the Vice President for Academics and Research through the dean for the final approval of the deloading; a copy of the letter will be sent to the project proponent, the CRC/committee members, and the URCO Director;
- 4) the VPAR will act on the recommendation and send a memo/reply to the college research director; a copy of the memo/reply will be sent to the project director, the CRC/committee members, and the URCO Director;

Approved deloading will be charged to the department teaching budget.

Appendix 1
University Research Council

Composition

The University Research Council is composed of the following:

1. Vice President for Academics and Research/Executive Vice President,
2. the deans and college research directors/chairs of the research councils for the Colleges of Business and Economics, Education, Engineering, Liberal Arts, and Science, and
4. the URCO Director who automatically chairs the URC.

Functions

1. The URC
 - a. initiates the formulation, review and amendment of policies governing Faculty Research Program (FRP)-funded and URCO-administered externally-funded projects;
 - b. reviews the annual allocation of the FRP funds for each college;
 - c. encourages the conduct of research activities in the University; and
 - d. acts as advisory/recommendatory body to the Council of Deans, and President's Council in setting research thrusts and directions for the University.
2. The Chair of the URC
 - a. convenes and preside over the meetings of the Council;
 - b. ensures that University policies and standards governing FRP and URCO-administered externally-funded projects are implemented uniformly across colleges;

Voting Powers

Each college has two (2) votes on any deliberation. The Vice President for Academics and Research/Executive Vice President is voting member. The URCO Director who presides over the Council meetings, votes only to break a tie.

Meetings

Regular URC meeting is held once a year, during the third term. Special meetings may be called as the need arises.

Appendix 2

Disbursement of Project Funds

1. All requests for disbursements of funds should be made through a Payment Requisition Slip (PRS). PRS booklets may be obtained from the Accounting Office free of charge.
2. The PRS should always be completely filled out and supported by computations/documents/explanations whenever appropriate.
3. The signatories to the Payment Requisition Slips (PRS) should be the
 - a. project director
 - b. CRC chair or research center director (if project is under a center)
 - c. dean
 - d. the Vice President for Academics and Research (the final approving officer for PRS amounts P1,001 to less than P250,000)
 - e. the Executive Vice President (the final approving officer for PRS amounts P250,001 to less than P500,000), and
 - f. the President (the final approving officer for PRS amounts P500,001 and over)

The URCO Director verifies the requests for project funds before these are forwarded to the Office of the VPAR for signature.

4. Requests for Cash Advances

Cash advances (e.g., for fieldwork expenses, seminars) should indicate the duration of project or activity.

- a. Requests for cash advances or reimbursements for the direct purchase of equipment, materials and supplies, chemicals, gadgets and similar items will not be processed unless prior approval has been obtained from the EVP.
- b. Cash advances for accommodations should preferably be payable to the institution or entity concerned and should indicate the duration, specific venue of activity and names of all the people/participants involved.
- c. Cash advances for plane fare are discouraged. Project personnel are enjoined to avail of the services of the University's duly authorized travel agency.

Travel Order (TO) forms may be issued by the URCO following receipt of a TO Request Form duly signed by the project director. TO Request Forms are available at URCO.

- d. Cash advances to pay for resource persons/facilitators are discouraged. The PRS should be payable directly to the resource persons/facilitators.
- e. As a general rule, all cash advances should be liquidated within five (5) calendar days after the completion of the activity for which it was obtained.

However, on certain cases, the cash advance may remain outstanding for the duration of the project, but not exceeding six (6) months. In this case, the cash advance must be liquidated before the expiration of the six-month period; and if necessary, a new cash advance may be obtained for the uncompleted portion of the project.

Anyone who avails of a cash advance does so with the understanding that he/she must liquidate the amount advanced in accordance with the rules stipulated in these guidelines.

- 1) The University is implicitly given the authority to deduct unliquidated cash advances from the salary of anyone who avails of the same, after sufficient notice has been served.
 - 2) No one may obtain a cash advance while he/she has an unliquidated cash advance.
- f. Liquidation of cash advances should (a) show a summary of expenses per item (e.g., breakdown of transportation expenses and total, breakdown of supplies expenses and total); (b) have all supporting documents arranged in the order that they appear in the summary; and (c) be accomplished in duplicate copies, signed by the person who prepared them, noted by the person to whom the cash advance was paid.

The dates of the supporting documents/official receipts (ORs) should be within the activity period and should be signed by the person submitting them over his/her printed name.

The cash advance should be used only for the purpose it was obtained.

The original copy of the liquidation should be submitted to the staff in charge at the Accounting Office who should acknowledge the receipt of the original documents on the duplicate copy. The project director or his/her assistant should keep the duplicate on file to serve as reference for reconciling fund balances in the future.

5. Requests for Reimbursements
 - a. The PRS should also be accompanied by supporting documents (e.g., BIR registered receipts).
 - b. Whenever applicable, requests for reimbursement should follow the procedure for liquidation of cash advances (see item 4.c, this section).
6. Payment for Research-Related Services
 - a. Payment for research-related services (e.g., honorarium/deloading incentive, honorarium/salary for research assistant, consultant's fee, fee for technical services, illustrator's fee) should be made via Payment Requisition Slip payable to the person concerned. It should not be advanced by the project director from his/her personal money nor from the proceeds of a previous cash advance not drawn for the purpose.
 - b. If the payee is not from DLSU, the PRS should always indicate his/her Tax Identification Number and office/home address.
 - c. The PRS should reflect the gross honoraria/payment due to the payee.
7. Purchase/acquisition of equipment/chemicals

If the request for fund involves the purchase or acquisition of materials (e.g., computer, camera, recorder), a Materials Requisition Form (MRF) should be filled out. The signatories to the MRF should follow the order specified in item 3, this section.

After the Purchasing Office has canvassed the materials being requested, it will send back the MRF to the requesting office. Requesting office will prepare and attach a PRS. The post-canvass portion of the MRF should likewise be signed by the parties concerned. The PRS and MRF should then be forwarded to the Accounting Office for budget verification.

Appendix 3

Hiring of Project Personnel

1. The monitoring and supervision of the project personnel as well as the progress of the project will be handled by the project director, the research unit concerned and the dean in that order.
2. The scope of responsibility, the working conditions/terms, the remuneration, and the employment duration should be clearly stipulated in the Employment Contract which can be obtained from URCO upon submission of the Form Requesting for Employment Contract.
3. In certain cases, a project staff who is hired to do research may be invited to teach in the department. In such instances, the guiding rule will be:
 - a. if the researcher teaches within office hours, he/she will not receive extra pay. **However**, he/she will be given a teaching equivalent for the research load.
 - b. if the researcher's teaching involvement is outside of his/her working hours as researcher, then he/she will be paid accordingly.
4. Hiring of project personnel will follow University policies and procedures.
 - a. Hiring of Academic Personnel
 - 1) Hiring is done in consultation with the department chair/vice chair/dean, particularly when a faculty is to be hired on a deloaded arrangement.
 - 2) The project director or the dean determines, at the outset, the deloading and/or overload arrangements, as well as the amount of honorarium to be given to a hired academic personnel. The VPAR approves the remuneration arrangement.
 - b. Hiring Full-Time Non-Teaching Personnel
 - 1) through the Human Resources Development Office (HRDO)
 - a) Two copies of the Personnel Requisition Form (PRF) which can be obtained from HRDO are filled out.
 - b) The PRF should be signed by the project director, the department chair, the dean, and the Vice President for Academics and Research.
 - c) After the VPAR has signed the forms, his/her staff will forward the same to the HRDO Director for signature and appropriate action.

- d) Assuming that everything is in order, HRDO will send an applicant to the unit/project director or department chair for interview and assessment.

If applicant meets the requirements of the unit/project director, the latter informs the applicant of the effectivity of his/her employment. The Project Director should also inform the HRDO of the details of the hiring for proper billing by the agency that has facilitated the application, and for the issuance of an identification card.

- 2) through the research unit/project of the college
 - a) Two copies of the Request for Employment Contract (REC) should be obtained from URCO. These should be filled out and signed by the project director. These forms should be submitted to URCO at least three days before the personnel is to begin reporting for work.
 - b) Upon receipt of the REC, URCO prepares five copies of the Employment Contract. The hiree is then notified to sign the contract.

Once signed by the HRDO Director, copies will be distributed to: HRDO Director, project director, and the newly-hired personnel. The fourth copy is kept at URCO while the fifth copy is attached to the PRS requesting for the initial salary of the newly-hired personnel. The Accounting Office will not prepare any payment for project staff honoraria/salaries unless it is provided with a copy of the contract.

- c) When necessary (e.g., when personnel is not a DLSU student), the staff should provide URCO with two (2) ID pictures—one to be attached to the contract, the other to the identification card which will be issued to him/her.
 - d) If staff is to be rehired, the project director should fill out a new REC following the procedure outlined above.
- 3) on a Part-time Basis (piece rate, hourly rate, overtime rate, or packaged scheme)
 - a) The project director will be responsible for identifying and coordinating with the staff concerned for the work to be done.

Using Hourly Rate. This rate is generally used as basis for computing honoraria paid for researchers. Computation of hourly rate will be as follows:

(Gross Monthly Rate x 12 months/314 days = Daily Rate

For DLSU regular personnel:

Daily Rate/7.5 Hours = Hourly Rate

No. of Hours rendered x hourly rate = Honorarium

For Contracted/Agency Personnel:

Daily Rate/8 Hours = Hourly Rate

No. of Hours rendered x hourly rate = Honorarium

Using Overtime Rate. Computation of overtime rate will still be based on the staff's hourly rate factored by the percentages used by HRDO.

Overtime work should always be authorized by the project director/unit head concerned. Unauthorized overtime work will not be compensated.

Per Page Rate. In some cases, secretaries/typists are paid on a per page basis. Rates will be as follows:

Text - P10.00 per page

Tables/Equations/Formulas - P10.50 per page

5. Official Work Hours

a. Academic Personnel

The working hours of the faculty researchers will be determined by the arrangement made between the faculty concerned and the project director.

b. Project Staff

Project personnel who occupy a plantilla position must render 41.5 hours of work per week; project contractuals, on the other hand, must render 44 hours a week (Based on the July 14, 1992 Memo of SRO (now HRDO) re: Work Hours of Employees).

Appendix 4
Publication Policies

1. Publication of Research Output
 - a. Research output **may be** published in book form, and the author will be entitled to royalties in accordance with related DLSU Press, Inc. policies.
 - b. Research output **may be** published in department/college/university journals without any additional stipend for the author. They may be used for purposes of prospective promotion in rank.
 - c. The DLSU Press, Inc. has first option to all publishing and printing of research and materials development (e.g., textbooks, manuals, books, etc.), provided, however, that the Press accepts the jobs at prices equal to or lower than the lowest of third-party bids gathered by DLSU's Purchasing Office for such jobs (based on the DLSU Press, Inc. Manual of Operations).
2. Copyright/Ownership

The project director/author of the research output and the University will own the copyright to his/her work, **unless otherwise stipulated by the funding agency.**

Appendix 5
Sample Computation: Overload Scheme

Case #1: Computed gross honorarium is greater than the faculty researcher's monthly salary

Given:

<i>Monthly Professional Fee</i>	=	P20,000
<i>Gross Monthly Salary</i>	=	P15,000
<i>Gross Honorarium</i>	=	P20,000

Since Gross Honorarium is greater than the faculty researcher's Gross Monthly Salary, he/she will only receive P15,000. The P5,000 difference between the Gross Honorarium and the Gross Monthly Salary will form part of the project's savings.

Case #2: Computed honorarium is less than the faculty researcher's monthly salary.

Given:

<i>Monthly Professional Fee</i>	=	P16,000
<i>Gross Monthly Salary</i>	=	P20,000
<i>Gross Honorarium</i>	=	P16,000

Since Gross Honorarium is less than the faculty researcher's Gross Monthly Salary, he/she will receive P16,000.

Appendix 6
Sample Computation: Deloading Scheme

Case #1: Computed deloading incentive (net of tax) is greater than the faculty researcher's monthly salary.

Given:

<i>Monthly Professional Fee</i>	=	P40,000
<i>Gross Monthly Salary</i>	=	25,000
<i>No. of Units Deloaded</i>	=	3 units (or 25% of the 12-unit load)

$$\begin{aligned}\text{Computed Gross Deloading Incentive} &= (\text{Professional Fee} - \text{deloading pay}) \\ &= [\text{P}40,000 - (25\% \times \text{P}25,000)] \\ &= (\text{P}40,000 - 6,250) \\ &= \text{P}33,750 \\ &=====\end{aligned}$$

Since Computed Gross Deloading Incentive is greater than the faculty researcher's Gross Monthly Salary, he/she will only receive P25,000. The P8,750 difference between the Computed Gross Deloading Incentive and the Gross Monthly Salary will form part of the project's savings.

Case #2: Computed Gross Deloading Incentive is less than the faculty researcher's Monthly Salary.

Given:

<i>Monthly Professional Fee</i>	=	P22,000
<i>Gross Monthly Salary</i>	=	P18,000
<i>No. of Units Deloaded</i>	=	3 units (or 25% of the 12-unit teaching load)

$$\begin{aligned}\text{Computed Gross Deloading Incentive} &= (\text{Professional Fee} - \text{deloading pay}) \\ &= [\text{P}22,000 - (25\% \times \text{P}18,000)] \\ &= (\text{P}22,000 - 4,500) \\ &= \text{P}17,500 \\ &=====\end{aligned}$$

Since the Computed Gross Deloading Incentive is less than the faculty researcher's Gross Monthly Salary, he/she will receive P17,500.

Appendix 7
Flowchart for the Signing of the Memorandum of Agreement/Contract

