**DEPARTMENTAL ACTION**

**A. Proposal Title**

**B. Proponent**

**Department/College**

**C. Research Project Appraisal**

(Comments of the department chairperson and/or senior faculty on the proposed project)

**D. University’s strategic research area(s)**

The proposal is consistent with the following University’s strategic research areas. (Please tick the

appropriate box below to indicate the area).

□ Food, Nutrition, and Health (e.g., biochemistry of food products, science and engineering of potable water,

cancer risks and cure from food, sensory labs, economic impact studies of nutrition programs in schools)

□ Sustainability, the Environment, and Energy (e.g., climate change, eco-design of houses and urban centers,

industrial ecology, nano-carbon tubes, solar-powered tricycles and sheds)

□ Women, Children, and Family (e.g., studies on gender, OFW families, micro-finance, laws for the protection of

human rights, impact of globalization on the average Filipino family)

□ Living Culture and Contemporary Societies (e.g., history, digital art, languages, comparative literature, human-

computer interfaces, study on social networks on the Web, impact of globalization on the mobility of students

and workers)

□ Learners and Learning Innovations (e.g., impact studies on K to 12, ICT-based-learning, transformative

learning, software gadgets for learning, assessment of public school system)

**E. Degree of department’s/college’s need for the proposed project**

Is the proposal in line with the department’s/college’s research thrusts?

Yes

No

1. **Recommendation**

For Approval

Recommended Number of Research Units:

***(Maximum number of research units is three (3) for the project, URC Approved July 28, 2020)***

Deloading

Research Honorarium

For conditional approval (specify conditions):

**Recommended by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, Department Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CRC Representative Date

**For Part-Time Faculty Member:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean Date

**Disclaimer:   This endorsement from the Department Chair and/or Dean shall solely be for the merit of the project proposal.  Any decision regarding the faculty member’s status (hiring/renewal) shall supersede this endorsement**

**DEPARTMENTAL ACTION**

**A. Proposal Title**

**B. Co-proponent**

**Department/College**

**C. Research Project Appraisal**

(Comments of the department chairperson and/or senior faculty on the proposed project)

**D. University’s strategic research area(s)**

The proposal is consistent with the following University’s strategic research areas. (Please tick the

appropriate box below to indicate the area).

□ Food, Nutrition, and Health (e.g., biochemistry of food products, science and engineering of potable water,

cancer risks and cure from food, sensory labs, economic impact studies of nutrition programs in schools)

□ Sustainability, the Environment, and Energy (e.g., climate change, eco-design of houses and urban centers,

industrial ecology, nano-carbon tubes, solar-powered tricycles and sheds)

□ Women, Children, and Family (e.g., studies on gender, OFW families, micro-finance, laws for the protection of

human rights, impact of globalization on the average Filipino family)

□ Living Culture and Contemporary Societies (e.g., history, digital art, languages, comparative literature, human-

computer interfaces, study on social networks on the Web, impact of globalization on the mobility of students

and workers)

□ Learners and Learning Innovations (e.g., impact studies on K to 12, ICT-based-learning, transformative

learning, software gadgets for learning, assessment of public school system)

**E. Degree of department’s/college’s need for the proposed project**

Is the proposal in line with the department’s/college’s research thrusts?

Yes

No

1. **Recommendation**

For Approval

Recommended Number of Research Units:

***(Maximum number of research units is three (3) for the project, URC Approved July 28, 2020)***

Deloading

Research Honorarium

For conditional approval (specify conditions):

**Recommended by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, Department Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CRC Representative Date

**For Part-Time Faculty Member:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean Date

**Disclaimer:   This endorsement from the Department Chair and/or Dean shall solely be for the merit of the project proposal.  Any decision regarding the faculty member’s status (hiring/renewal) shall supersede this endorsement.**

**UN Sustainable Development Goals (To be filled out by the Faculty Proponent/s)**

In support of the University research initiatives of mapping a research portfolio vis-a-vis the UN Sustainable Development Goals (SDGs) for better tracking of research impact, **please tick the appropriate box below to indicate the SDG which your proposal seeks to address:**



*  Goal 1: End poverty in all its forms everywhere
*  Goal 2: End hunger, achieve food security and improved nutrition and promote sustainable

agriculture

*  Goal 3: Ensure healthy lives and promote well-being for all at all ages
*  Goal 4: Ensure inclusive and equitable quality education and promote lifelong learning

opportunities

*  Goal 5: Achieve gender equality and empower all women and girls
*  Goal 6: Ensure availability and sustainable management of water and sanitation for all
*  Goal 7: Ensure access to affordable, reliable, sustainable and modern energy for all
*  Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive

employment and decent work for all

*  Goal 9: Build resilient infrastructure, promote inclusive and sustainable industrialization and

foster innovation

*  Goal 10: Reduce inequality within and mong countries
*  Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable

**UN Sustainable Development Goals (To be filled out by the Faculty Proponent/s) (Continued)**

*  Goal 12: Ensure sustainable consumption and production patterns
*  Goal 13: Take urgent action to combat climate change and its impacts
*  Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable

development

*  Goal 15: Protect, restore and promote sustainable use of terrestial ecosystems, sustainably

manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

*  Goal 16: Promote peaceful and inclusive societies for sustainable development, provide

access to justice for all and build effective, accountable and inclusive institutions at all levels

*  Goal 17: Strengthen the means of implementation and revitalize the global partnership for all

sustainable development

University Research Coordination Office

3/F HSSH \* Locals 164/257

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach 2x2 picture black & white/colored

**Proponent**

1. Department
2. Status:

**Full-time faculty: Academic Service Faculty (ASF):**

Full time permanent  Full time permanent

Full time visiting professor  Full time probationary

Full time probationary  1st year of probation

1st year of probation  3rd year of probation  2nd year of probation

2nd year of probation  3rd year of probation

Full-time contractual/full-time fixed term contract  Full-time contractual/full-time fixed term contract

Half-time  Half-time

**Part-time faculty:**

* Rank:       Teaching Units:

1. Involvement in another research project

Yes  College  Others

No

1. Deloading from the Faculty Development Program

Yes  No

**BIO-DATA (not less than 50 words)**

**(FACULTY IS REQUIRED TO INCLUDE ACADEMIC AND NON ACADEMIC EXPERIENCES RELATED TO THE RESEARCH BEING PROPOSED)** **You may use another sheet if necessary.**

University Research Coordination Office

3/F HSSH \* Locals 164/257

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Attach 2x2 picture black & white/colored

**Co-proponent**

1. Department
2. Status:

**Full-time faculty: Academic Service Faculty (ASF):**

Full time permanent  Full time permanent

Full time visiting professor  Full time probationary

Full time probationary  1st year of probation

1st year of probation  3rd year of probation  2nd year of probation

2nd year of probation  3rd year of probation

Full-time contractual/full-time fixed term contract  Full-time contractual/full-time fixed term contract

Half-time  Half-time

**Part-time faculty:**

* Rank:       Teaching Units:

1. Involvement in another research project

Yes  College  Others

No

1. Deloading from the Faculty Development Program

Yes  No

**BIO-DATA (not less than 50 words)**

**(FACULTY IS REQUIRED TO INCLUDE ACADEMIC AND NON ACADEMIC EXPERIENCES RELATED TO THE RESEARCH BEING PROPOSED)** **You may use another sheet if necessary.**

**MATERIALS DEVELOPMENT PROPOSAL FORM**

University Research Coordination Office

(attach to the first 6 pages above)

1. Proposal Title
2. Project Objectives

(What do you intend to do in your project?) *Please attach extra sheet*.

1. Description and Rationale of the Proposed Project

(What is the proposed project and why the need for such material?) *Please attach extra sheet*

1. Theoretical Framework
2. Methodology

* Describe the procedures for data collection and analysis, and how possible ethical issues/concerns will be addressed in the conduct of the research. (Provide response whenever applicable)
* Attach a copy of the proposed/piloted data gathering instrument (e.g., survey/questionnaire,

interview/FGD guide, checklists, etc.). (Provide response whenever applicable)

1. Proposed Table of Contents

**RESOURCE PLAN**

1. **Workplan**

* Duration of the entire project (number of terms) \_\_\_\_\_\_\_
  + Number of hours per week proponent(s) expect to work on the projectand research units:

Note: **Maximum number of research units is three (3) for the project.** Research units are computed as 56 hours of actual research work per term of 14 weeks for one research unit (meaning 4 hours/week equals 1 research unit). However, the decision on what constitutes a reasonable number of hours for work on the project rests upon the College Research Council.

Check arrangement for Recommended

Research units no. of units

* Proponent 1: \_\_\_\_\_\_ hrs./week  Deloading  Honorarium \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Proponent 2: \_\_\_\_\_\_ hrs./week  Deloading  Honorarium \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Proponent 3: \_\_\_\_\_\_ hrs./week  Deloading  Honorarium \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Proponent 4: \_\_\_\_\_\_ hrs./week  Deloading  Honorarium \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Proponent 5: \_\_\_\_\_\_ hrs./week  Deloading  Honorarium \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total**  \_\_\_\_\_\_ hrs./week

* Number of weeks/months needed for each activity, **including report writing**.

*(Please provide a Gantt chart, use 8.5 x 11 size paper).*

1. **Financial Plan (**Include **details** of the items; refer to attachment for the current rates; **the total direct**

**cost/expenses must not exceed Php 20,000.00)**

**Amount**

1. Personnel: P

*(research assistant/s, transcriber, fabricator, consultant, artist, etc. Please provide a detailed job description*

*for each position)*

Faculty Research Honorarium

* Proponent 1: Honorarium P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Proponent 2: Honorarium P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Proponent 3: Honorarium P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Proponent 4: Honorarium P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Proponent 5: Honorarium P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Assistant/s P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant/s P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fabricator/s P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Artist/s P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Others (please specify) P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Materials and Supplies:

*(Common amount is P4,000 per project. If greater than P4,000.00, justification with itemized list must be provided)*

*(Include quotations/canvass rates for equipment, chemicals, reagents, glasswares, plasticwares, etc.)*

1. Research-related Travel and Transportation:

*(Travel and transportation: Specify destination, no. of visits to site/destination, mode of transportation, no. of*

*persons; Accommodation: Specify name of hotel/venue, no. of days/nights of stay, no. of persons)*

1. Materials Reproduction:

*(Specify number of pages to be reproduced for final report/reference materials and the cost)*

1. Others (specify):

*(e.g., library fee; analysis/testing fee; estimate of 30% of total project cost per item for the brokerage fee/*

*processing fee for application for tax exemption/ delivery charge/freight charge; insurance, etc.)*

F. Evaluation Fee (standard rate): 4,000.00

TOTAL FOR FACULTY HONORARIUM P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL FOR DIRECT EXPENSES P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Less Faculty Honorarium)

**GANTT CHART**

**PROJECT TITLE:**

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| ACTIVITY | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
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Attachment

**CURRENT RATES**

**(AY2020-2021)**

**A. Salaries of Personnel**

1. ***Research Assistant***

|  |  |
| --- | --- |
| Classification | Rate/Hour |
| RA I (Undergraduate student) | ~~P~~ 70.00/hour |
| RA II (Graduate student) |  |
| BA/BS degree holder | ~~P~~ 90.00/hour |
| MA/MS student | ~~P~~ 122.00/hour |
| Ph.D. student | ~~P~~ 144.00/hour |

*Ex.* for RA II (graduate student w/ BA/BS degree) who works 4 hours a day for 30 days:

P90.00/hour x 4 hours/day x 30 days = P 10,800.00

2. ***Other Personnel***

2.1. *Consultant* — P 7,000.00 maximum per project

2.2. *Artist/Draftsman/Illustrator*

|  |  |
| --- | --- |
| **Graphics** | **Cost** |
|  |  |
| Charts, diagrams, graphs | ~~P~~ 10.00 - 50.00 @ |
| Drawings, cover design | 10.00 - 60.00 @ |

2.3. *Carpenter & Fabricator, etc.* — based on current rates used and amount of workload

2.4. *Laboratory Technician* — based on overtime rate (for DLSU Lab Technician)

* 1. *Transcriber*

P 1,500.00 (60 min. /1 hr. tape)

P 2,250.00 (90 min. /1 ½ hrs. tape)

**B. Reproduction of Materials**

1. *Photocopying of materials*

|  |  |
| --- | --- |
| Paper | Rate/Page (liquid) |
| Short | .65 |
| Long | .75 |

*Ex.* for short liquid copy, 50 pages of final report, URCO-funded,

P.65/page x 50 pages x 2 copies = P 65.00

2. *Mimeographing*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **one-side** | | **back-to-back** | |
| paper | short | long | short | long |
| groundwood | 0.37 | 0.40 | 0.45 | 0.48 |
| white | 0.52 | 0.55 | 0.68 | 0.75 |
| colored | 0.55 | 0.60 | 0.70 | 0.77 |
| Additional charged of P20.00 in every original copies | | | | |

*Ex.* for short, groundwood, one-side regular stencil

1,000 copies x P.52/sheet plus P20.00 (master stencil) = P540.00

1. **Materials and Supplies**

Common amount of P4,000 per project for office supplies. If greater than P4,000.00, justification with itemized list must be

provided.

**D. Research-Related Travel and Transportation**

1. Travel and Transportation: Specify the cost, destination, no. of visits to site/destination, mode of transportation, no. of

persons

2. Accommodation: Specify name of hotel/venue, no. of days/nights of stay, no. of persons

**E. Others** (specify): *(library fee; analysis/testing fee; estimate of 30% of total project cost per item for the brokerage fee/*

*processing fee for application for tax exemption/ delivery charge/freight charge; insurance, etc.)*

1. **Evaluation fee**

P 4,000.00 (standard rate)