**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)