

DEPARTMENTAL ACTION

A. Research Title _____

B. Proponent _____

College/Department _____

C. Research Project Appraisal

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

D. University and GCOE's strategic research area(s)

The proposal is consistent with the following strategic research areas. (Please tick the appropriate box below to indicate the area).

- Smart Cities (e.g., smart homes, sustainable buildings, sustainable built environment, smart energy solutions, mobility and the internet-of-things, applied artificial intelligence)
- 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)
- Data Analytics (e.g., data-driven renewable power generation forecasting, data analytics for engineering applications, data driven urban management, complex network analysis)
- Innovations (e.g., innovation and digitalization, knowledge-based economy, digital manufacturing, additive manufacturing, eco-innovation)
- Disaster Risk Reduction and Management (e.g., modelling urban resilience, models for coping with disasters, disasters associated with climate change, emerging risks, resilience against disasters, vulnerability analysis and vulnerability trends, development of disaster risk reduction strategies and techniques)

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

F. Recommendation

For Approval

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 among 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 terrestrial 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

GCOE Dean's Office

9/F Br. Andrew Building * Locals 217

Proponent _____

Attach 2x2 picture
black & white/colored

- Department _____
- Status:

Full-time faculty:

- Full time permanent
- Full time visiting professor
- Full time probationary
 - 1st year of probation 3rd year of probation
 - 2nd year of probation
- Full-time contractual/full-time fixed term contract
- Half-time

Academic Service Faculty (ASF):

- Full time permanent
- Full time probationary
 - 1st year of probation
 - 2nd year of probation
 - 3rd year of probation
- Full-time contractual/full-time fixed term contract
- Half-time

Part-time faculty:

- Rank: _____ Teaching Units: _____
- Involvement in another research project
 - Yes College Others _____
 - No

Please indicate the title of research project and source of funding:

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.

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Co-proponent _____

Attach 2x2 picture
black & white/colored

- Department _____
- Status:

Full-time faculty:

- Full time permanent
- Full time visiting professor
- Full time probationary
 - 1st year of probation 3rd year of probation
 - 2nd year of probation
- Full-time contractual/full-time fixed term contract
- Half-time

Academic Service Faculty (ASF):

- Full time permanent
- Full time probationary
 - 1st year of probation
 - 2nd year of probation
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- Full-time contractual/full-time fixed term contract
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Part-time faculty:

- Rank: _____ Teaching Units: _____
- Involvement in another research project
 - Yes College Others _____
 - No

Please indicate the title of research project and source of funding:

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.

Nature of the Research Project

Is the proposed research project

Basic Applied

- Part of an externally-funded project?
Yes No

If yes, please provide information on:

- the Funding Agency: _____
- Primary objective of this larger project:

- A dissertation or a thesis?
Yes No

If yes, was this proposal submitted to and approved by the dean or the department chair and the adviser?
Yes No

Please attach a copy of the approval of the research topic/research proposal

Are there other sources of funds for writing the dissertation or thesis?
Yes No

If yes, please indicate these other sources: _____

- Intended for a sabbatical leave project?
Yes No

- Please indicate the expected research output (e.g., *journal article, monograph, book, etc.*)

Signature of Proponent(s):

Printed name/Date

Printed name/Date

Printed name/Date

Printed name/Date

FORMAT for the BODY of the RESEARCH PROPOSAL

(attach to the first 7 pages above)

I. Research Title

II. Proposal Abstract (50-100 words)

(What do you intend to do? Briefly discuss the problem statement, general and specific objectives, and methodology.)

III. Introduction (some parts may be deleted but at minimum should contain the significance and objectives of the study)

Background of the Study/Review of Related Literature
Significance of the Study
Statement of the Problem/Objectives
Assumptions, Scope and Limitations

IV. Theoretical Framework

V. 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.).

VI. References

RESOURCE PLAN

I. Workplan

- Duration of the entire project (number of terms) _____
- Number of weeks/months needed for each activity, **including report writing**.
(Please provide a Gantt chart, use 8.5 x 11 size paper).

II. Financial Plan (Include **details** of the items; Refer to attachment for the current rates)

Amount

- A. Personnel: P _____
(research honorarium, 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 _____

- B. 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.)

- C. 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)

RESEARCH PROPOSAL FORM (adapted from URCO Research Proposal Form)

D. Materials Reproduction: _____

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

E. 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.)

III. Budget summary for projects with co-funding

Total Budget:				
SOURCE OF FUND	Personnel Services	Maintenance and Other Operating Expenses	Equipment Outlay	TOTAL
Gokongwei Brother's Foundation				
Total				

IV. Publication Plan (e.g., intent to publish in peer-reviewed journal/s preferably in ISI, Scopus or CHED listed journals. Please indicate name of journal/s to which you intend to submit your paper/manuscript and target date of submission for publication.)

**CURRENT RATES
(AY2019-2020)**

A. Salaries of Personnel1. **Research Assistant**

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

Ex. for RA II (graduate student w/ BA/BS degree) who works 4 hours a day for 30 days:
 $P90.00/\text{hour} \times 4 \text{ hours/day} \times 30 \text{ days} = P 10,800.00$

2. **Other Personnel**

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

2.2. *Artist/Draftsman/Illustrator*

Graphics	Cost
Charts, diagrams, graphs	₱ 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)

2.5. *Transcriber*

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

P 2,250.00 (90 min. /1 ½ hrs. tape)

B. Reproduction of Materials1. *Photocopying of materials*

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

Ex. for short liquid copy, 50 pages of final report, URCO-funded,
 $P.65/\text{page} \times 50 \text{ pages} \times 2 \text{ copies} = P 65.00$

2. *Mimeographing*

paper	one-side		back-to-back	
	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
 $1,000 \text{ copies} \times P.52/\text{sheet} \text{ plus } P20.00 \text{ (master stencil)} = P540.00$

C. 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.*)