ATENEO DE MANILA UNIVERSITY

OFFICE OF THE PRESIDENT

University Research Council

University Research Council (URC) Grant Policies and Guidelines

1. Amounts of URC Grants

The University Research Council Grants are of two types: the URC Big Project Grant can be awarded a maximum ₱1,600,000.00; the URC Standard Grant can be awarded a maximum of ₱600,000.00.

2. Priority Areas

The University Research Council Grants support interdisciplinary scholarly work of faculty members, professionals, and staff of the Ateneo de Manila University, which may be either theoretical or applied research that contributes to the University's mission of providing intellectual leadership in higher education and in creating positive social impact in the following four priority areas:

> *Education Reform and Transformation*

> *Integral Ecology*

> *Universal Health and Well-being*

> *Bridging Cultural Divides*

Proposals that do not have a high interdisciplinary component may be considered as long as they are framed according to one of these priority areas.

However, the URC Big Project Grant is intended primarily to support interdisciplinary research.

3. Research Ethics

Recipients of URC Grants are expected to abide by the highest level of ethical standards. They must comply with the principles and guidelines as set out by the University Research Ethics Committee (UREC).

Should it be known that a recipient of a URC Grant breached research ethics, he or she shall be made to return the full amount of the grant, without prejudice to the University's imposition of other sanctions.

4. Timeframe

a. Research projects supported by URC Grants may have a one-year or two-year timeframe.

b. Projects may commence at the start of the academic year or at a later time that is best suited to the particularities of the project.

c. Projects are expected to be completed as proposed. An extension of project completion date must be requested in writing; a project cannot be extended without the expressed approval of the University Research Council.

5. Expected Output

a. Research projects supported by URC Grants are expected to result in Scopus-indexed publications.

b. In addition to publications, the expected output may also come in other forms, such as an application for patent, training, a community plan or facility, or a policy document, but a grant must produce at least one Scopus-indexed publication.

c. As a general rule, the bigger the grant amount, the greater the number of Scopus-indexed publications are expected from a project supported by funds of the University.

d. If a research project supported by the URC is also supported by another internal grant from within the University, the expected output from the URC-supported project must be distinct from the output of the other grant. This rule does not apply when the other internal grant is a RCW Faculty grant.

e. The grantee is expected to acknowledge the funding support of the Ateneo de Manila University, specifying the name of the grant, for output that shall be published and/or presented in meetings or conferences.

6. Eligibility

a. Only employees of the Ateneo de Manila University may apply as proponents of a research project.

b. *For Faculty Members and Professionals of the Loyola Schools (LS)*:

All faculty members and professionals of the Loyola Schools are eligible to apply for URC Grants. However, only full-time faculty members or professionals can be project leaders. Part-time faculty members can be involved if they collaborate with full-time faculty members or professionals. Non-permanent (probationary) faculty members or professionals can apply provided that the period of the project does not exceed the appointment period.

c. *For Faculty Members and Professionals of the Ateneo Professional Schools (APS)*:

All full-time faculty members and professionals of the Ateneo Professional Schools are eligible to apply for URC Grants. Adjunct and part-time faculty members of the APS can also apply for grants with their Dean's endorsement.

d. *For all proponents*:

An award is contingent on the progress of the proponent's projects that have been previously funded by the University, particularly on whether these projects have been completed and the expected output delivered. An unfinished project may affect a proponent's eligibility.

e. Proponents whose internally funded grants have not been completed cannot normally apply for a new grant, unless prior permission is sought from the Council.

7. Call for Proposals

Two calls for proposals will be made in one academic year. The first call shall be made in June and have a deadline in the third week of August, while the second call shall be made in November and shall have a deadline in the third week of January. The specific dates are determined from year to year.

8. Application Requirements

To apply for any of the grants, the proponent(s) should accomplish and submit the following:
1. A detailed project proposal with the following essential components (please use the template in Appendix A)
    (a) Description of the Project:
        - *Background*
        - *Objectives and/or research problem*
        - *Explanation of the interdisciplinary component*
        - *Significance and potential impact in any of the priority areas*
    (b) Conceptual/Theoretical Framework and Review of Related Literature
        A concise review of current and related works published in the literature and a discussion of the contribution of the proposed project to the discipline
    (c) Methodology
        A clear exposition of the methodology and how it will accomplish the target goals, including data sources; field sites where the study will be conducted, if applicable; memorandum of agreement with third parties, if applicable; and protocols to ensure compliance with ethical standards of research
    (d) Expected Output
        The proponent should describe and justify the expected output. Include a tentative title of the manuscript(s) the project will generate and the target Scopus-indexed journal(s) or academic publisher(s)
    (e) Justification for the Project
        Consistency with the research priority area(s) of the university
    (f) Timetable
        Please use the accompanying template in Appendix B .
    (g) Budget for project expenses
        This shall be accomplished online in RCW portal
2. Application Form, which includes a 100-word summary of the proposed project, shall be accomplished online in the RCW portal.
3. Proponents' Curriculum Vitae
    Limit to two pages per proponent.
    The CV should indicate the proponent's educational attainment; research output relevant to the proposed project; research output on other topics; and any other training undergone relevant to the proposed project. Also indicate if listed publications are indexed in Scopus or Web of Science/ISI.

The URC shall obtain a detailed assessment of the proposal from the Chair or Unit Head as well as the Dean of the lead proponent.

The URC considers for deliberation only those proposals that are complete and have been thoroughly prepared. Incomplete proposals will not be included in a particular round of Council deliberations.

9. Evaluation Criteria

Project proposals are reviewed based on the following criteria:
   a. Relevance to the priority themes
   b. Interdisciplinarity
   c. New contribution to knowledge
   d. Strength of the project concept, design, and methodology
   e. Expected output
   f. Desired social impact

10. Procedures for Review

The review process follows the following procedures:

   a. The complete application should be submitted online through the Research Grants Portal.

   b. The URC may send the proposal for prescreening evaluation to:
      For LS: LS Committee on Scholarly Work
      For APS: APS Research Committee
      If necessary, the URC may send the proposal to an external reviewer.

   c. The URC makes the final evaluation of proposals and reaches a consensus on the Council's recommendations. While the URC evaluation is made mainly on the scholarly merits and potential social impact of the proposed project, other kinds of input such as the prescreening evaluation, comments made by the chair and/or unit head of the lead proponent, and the proponent's professional development goals will also be taken into consideration. To assist the URC in the review process, it may request the proponent(s) to provide answers to clarificatory questions, either in writing or in a ten-minute presentation to the URC.

   d. The URC's recommendations are presented to the President for finalapproval.

   e. Once an application has been approved, the lead proponent is informed of the decision through a letter signed by the University President. The lead proponent signs a Conformé Form, together with other project proponents.

   f. Proposals that do not hurdle the URC's review shall be given feedback for improvement and may be submitted in the next call for proposals.

11. Guidelines on Honoraria

For LS:
- Grants to full-time LS faculty members and professionals cannot be used for honorarium, stipend, or similar type of compensation.

- Part-time faculty members who are not co-proponents of a project may receive an honorarium at a rate that is less than or equal to the value of the corresponding research load for the work done on a project.

For APS:
- The grants to APS full-time, part-time, and adjunct faculty members can be used for honorarium or stipend.
- The computation of the honorarium will be based on the hourly rates for APS faculty members. This should be done in consultation with the Dean.
- Honoraria are subject to tax.

12. Guidelines on Research Loads

For LS:
- For LS faculty proponents, a maximum of 6 units of research load per semester (up to two semesters) and 3 units for the intersession can be charged to the grant per proponent per academic year, with costs to be pegged based on average rates for part-time teacher replacement.
- The cost of research loads is ₱150,000 per 3 units in a regular semester; of this amount two-thirds or ₱100,000 shall be charged to the URC's budget and the remainder to the Loyola School's budget. For the computation of the project budget in an application for a URC grant, the amount of ₱100,000 per 3 units will be used. This figure may be reviewed from time-to-time.
- For professionals, time off for research can come in the form of a research leave, which shall be calculated in terms of an equivalent to a research load of faculty members.

For APS
- The grants to APS full-time, part-time, and adjunct faculty members can be used for research and teaching load as long as it does not exceed the cost of a full-time load.
- Proponents from APS should consult with their Deans regarding the cost of deloading before submitting their proposals to the URC.

For all proponents:
a. As a general rule, the number of Scoups-indexed publications increases in proportion to the number of units of research load (teaching deload) required by a research project, regardless of the number of proponents who may share the units of the research load.

b. The table below serves as a guide to the minimum expected output in terms of Scopus-indexed publications based on the total number of research loads granted to a research project:

Units of Research Loads	Number of Scopus-indexed Publications
<24	1
24–35	2
36–47	3
48–60	4

c. Proponents who cannot meet the expected number of Scopus-indexed publications are enjoined to provide a convincing explanation, such as the generation of other types of expected output as mentioned in 5b above.

d. Research projects that do not apply for any research load are expected to generate at

least one Scopus-indexed publication, subject to the general rule that the bigger the grant amount, the greater the number of Scopus-indexed publications are expected.

13. Other Budgetary Guidelines

a. The budget request for a proposed project can subsidize research loads; salaries of research assistants; and expenses for equipment, materials and supplies, travel, access to services (e.g., data access and storage, photocopying, catering), and other expenses.

b. The proposed budget must be submitted using the URC budget template.

c. For two-year projects, the research funds shall be released on the first year of the project.

d. The purchase of an equipment must be accompanied by a sustainability plan.

e. Conference-related expenses are allowable for proponents and research staff.

f. A budget request that serves as counterpart for an externally funded project is allowed, subject to URC regulations. However, URC funds cannot be released unless the external funding is confirmed.

g. Specific guidelines on access to and use of funds are detailed in a Conformé Form that the grant awardee(s) shall sign when the project grant is awarded.

h. URC grants cannot be used for projects that contribute to the proponent's thesis or dissertation. However, a portion of the URC grant may be used to support the thesis of a graduate student involved in the research project, but the student's thesis cannot be the only expected output of the URC grant.

i. Requests for realignment of budget items should be addressed to the URC and must be fully justified. A realignment amounting to 35 percent or more of the total approved project budget shall require the full deliberation of the URC.

14. Progress and Terminal Reports

a. Proponents must submit to the URC a midterm progress report and a terminal report at the time of project completion. These reports must be submitted online through the Research Grants Portal.

b. If after project completion the project funds have not been completely expended, the proponent may write to the URC to request the use of the remaining funds for any research-related activities that will result in a Scopus-indexed publication other than the original expected output. The request shall specify a timeframe at the end of which the proponent shall submit a terminal report.

15. Submission of Project Output

a. Upon completion of the project, the grantee shall submit a digital copy of the project output, including the manuscript and proof of submission to a Scopus-indexed journal or

book publisher. Once published, a digital copy of the publication shall be submitted to the URC.

b. In case a work is not accepted by a particular journal or academic book publisher, this outcome shall be reported to the URC. The lead proponent shall then endeavor to find another suitable Scopus-indexed outlet and submit to it, again furnishing the URC a copy of this submission and the revised manuscript. The process is repeated until the expected output of the project is finally published.

Appendix A (The Word.docx may be downloaded from this link: detailed proposal template)

Ateneo de Manila University
University Research Council Grant

DETAILED PROPOSAL TEMPLATE
(version 6/28/2021)

Title:	
Project leader:	
Description of the Project: ▪ Background ▪ Objectives and/or research problem ▪ Explanation of the interdisciplinary component ▪ Significance and potential impact in any of the University priority Areas	
Conceptual/Theoretical Framework and Review of Related Literature ▪ A concise review of current and related works published in the literature and a discussion of the contribution of the proposed project to the discipline	
Methodology ▪ A clear exposition of the methodology and how it will accomplish the target goals, including data sources; field sites where the study will be conducted, if applicable; memorandum of agreement with third parties, if applicable; and protocols to ensure compliance with ethical standards of research	
Expected Output ▪ A clear description and justification of the expected output, including a tentative title of the manuscript and the target Scopus-indexed journal or academic publisher	
Justification for the Project ▪ Consistency with the scholarly work priority area(s) of the University LS Scholarly Work Manual	
Timetable ▪ Please use the *URC Workplan Template,* this includes a proposed schedule of mid-year project monitoring schedule wherein the project leader/team will be requested to make a short presentation of current outputs and overall progress of the project.	
Line-Item budget for projected costs (including research load) ▪ Please see URC's *budget template* and include a short description or justification for each item	

Appendix B (The Word.docx may be downloaded from this link: detailed proposal template)

URC Grant Workplan
(version 6/28/2021)

Project Title:	
Project Leader:	
Project Staff:	
Start Date:	End Date:

Objectives	Activities and Expected Accomplishments*	Timetable (12-month period) x = 1 mo.				To filled up by URC monitoring team	
		Q1 xxx	Q2 xxx	Q3 xxx	Q4 xxx	Mid-year % Output	End-of-year % Output
1.							

*Please identify accomplishments or outputs as something quantifiable (for example: data collected from survey, results from a defined experiment, or number of chapters written for a book, etc.)