



ATENEIO DE MANILA UNIVERSITY

LOYOLA SCHOOLS SCHOLARLY WORK MANUAL

FOR STUDENTS

2020

**LOYOLA SCHOOLS
SCHOLARLY WORK MANUAL
FOR STUDENTS
(2020 EDITION)**

Please send inquiries to the
Office of the Associate Dean for Research and Creative Work
email: oadrcw.ls@ateneo.edu

Ateneo de Manila University
Loyola Schools Scholarly Work Manual for Students

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Introduction

This manual has been compiled to assist students of the Ateneo de Manila University Loyola Schools in their scholarly work endeavors. It provides a repository of information consisting of guidelines and processes pertaining to various aspects of scholarly work involving students. This manual is meant to be an “active” document – i.e., it is subject to update as new procedures are put in place.

I. Scholarly Work in the Loyola Schools (LS)

Scholarly Work

Scholarly work may be defined as the deliberative and orderly pursuit of truth in all its forms. They aim at opening new paths of intellectual exploration and pursuing scholarly investigation using the appropriate methodologies of one's discipline and compliant with the highest ethical standards. Their goal is to contribute to knowledge. As defined, scholarly work encompasses the following activities: the discovery of new knowledge and original insight that expand human understanding; the application of existing knowledge to address social and practical problems; the development of new and better means for facilitating the learning or understanding of what is already known; and creative work that includes artistic creation or expression.

The vision of scholarly work in the Loyola Schools is that our body of work should influence or inform policy, mindsets and identity, and or contribute to advancement of the field. The goal is to generate research that i) contributes to the nation's development and makes a difference in the lives of the marginalized and ii) addresses issues that contribute to the development of a just and peaceful Asia-Pacific region.

Scholarly Work Output

The output of scholarly work can be seen concretely in published books or articles, research reports, lectures, scholarly translations, or creative work in the appropriate field. Scholarly work must undergo the refining trial of critical review by the scholar's discerning peers and obtain their approval for its public circulation.

Peer-reviewed and well-referenced textbooks that make a novel contribution to the discipline in terms of content and or/methodology are also considered important forms of scholarly work.

II. Scholarly Work Priority Areas

University Scholarly Work Priority Areas

The University scholarly work priority areas as articulated by the University Research Council (URC) are as follows:

- Risk Assessment and Reduction (disaster science and policy, governance, social vulnerability)
- Public Education Reform (curriculum innovation, teacher education, education leadership, learning, system reform, technological innovation)

- Health Systems Development (health leadership, finance, governance, universal health care, technological innovation, service delivery, health communication)
- Sustainability (sustainable livelihood, systems innovation, livable communities, clean energy, sustainable transport, materials)
- Creativity, Innovation and Culture (identity, nationhood, social innovation)

School Scholarly Work Priority Areas

The scholarly work priority areas of each of the four schools in the Loyola Schools are:

School of Humanities

Thrust. Conscientious and creative leadership in culture and the arts for a just society

- National and Popular Cultures
- Philippine Literature
- Colonial Studies
- Political Philosophy
- Interreligious Dialogue
- Ethical Perspectives on Environmental Issues
- World Englishes
- English Language Education
- Filipino Cultural Heritage

School of Science and Engineering

Thrust. Innovative leadership in science and technology in response to social, environmental, and health challenges

- Health
- Disaster Science and Mitigation
- Environment
- Science and Mathematics Education

School of Social Sciences

Thrust. Transformative leadership in service towards inclusive societal and human development

- Culture, Memory, and Nationhood
- Environment, Society, and Sustainable Development
- Family, Youth and Education

- Global Flows, Regional Integration
- Knowledge and Social Innovation and other Economic Issues
- Peace, Justice, and Democratic Governance
- Knowledge and Social Innovation

John Gokongwei School of Management

Thrust. Business leadership emboldening stewardship, sustainability, transformative service

- Family Business
- Social Entrepreneurship
- Sustainability

III. Administrative Bodies for Scholarly Work

University Research Council (URC)

The University Research Council (URC) under the Office of the President of the Ateneo de Manila University takes on the vital functions needed to advance research excellence in the University. It is in charge of setting direction, policy, strategy, and review of research. The University President appoints the members of the URC.

The Council performs the following functions:

- Serves in an advisory role to the University President
- Recommends policies, strategies, and priorities that advance research in the University
- Evaluates and reviews proposals and grant applications funded by the University
- Recognizes research excellence among the faculty and staff of the University

Office of the Associate Dean for Research and Creative Work (OADRCW)

The Office of the Associate Dean for Research and Creative Work (OADRCW) under the Office of the Vice President of the Loyola Schools has the main responsibility of promoting research and creative work in the Ateneo de Manila University Loyola Schools and establishing linkages pertaining to scholarly work. It is dedicated to supporting faculty members, students, and staff in their scholarly work pursuits and activities.

The OADRCW provides the administrative support to the URC.

The Associate Dean for Research and Creative Work (ADRCW) implements the directions of the Loyola Schools for scholarly work, as articulated by the School Council, Vice President's Council, the University Research Council, the University President, and/or the Board of Trustees.

The ADRCW collaborates with the Research Coordinators of each of the four schools, School of Humanities, School of Science and Engineering, School of Social Sciences and the John Gokongwei School of Management in promoting and supporting research, innovation, and creative work in the Loyola Schools; nurturing a framework and culture of research and creative work in the Loyola Schools, and overseeing the recognition of excellence through reward systems that highlight the fundamental and social impact of the scholarly work of the Loyola Schools faculty members.

The School Research Coordinator exercises the functions as delegated by the School Dean; and is mainly responsible for the promotion of research and creative work in his/her respective School, which includes the promotion of scholarly publications and linkages pertaining to scholarly work.

LS Scholarly Work Committee

The LS Scholarly Work Committee is one of the standing committees of the School Council in the Loyola Schools. The Committee carries out the following:

- Reviews and develops policies and guidelines pertaining to faculty scholarly work in the Loyola Schools;
- Screens and recommends the Loyola Schools Scholarly Publication Awards recipients; and
- Performs other functions as the School Council may deem necessary for the improvement of scholarly work in the Loyola Schools.

Ateneo de Manila University (ADMU) Journals Office

The ADMU Journals Office supports the marketing and operational requirements of the Loyola Schools and other University journals: *Budhi: A Journal of Ideas and Culture*; *Journal of Management for Global Sustainability*; *Katipunan*, *Kritika Kultura*, *Landas: Journal of Loyola School of Theology*, *Perspectives in the Arts and Humanities Asia*, *Social Transformations: Journal of the Global, Asia Pacific Mission Studies* (a journal of the East Asian Pastoral Institute). It is responsible for increasing readership and citations through consistent online presence and indexing with established databases, e.g. Scopus and Web of Science; generating, expanding, and maintaining journal subscriptions; ensuring timely and continuous release of eight LS journals and four other serial publications (Ateneo Chinese Studies Program Lecture Series, Ateneo Korean Studies Program Conference Proceedings, State of the Mangrove Summit); as well as promoting the journals and their events through active participation in conferences and book fairs, and actively engaging the public via social media platforms.

University Research Ethics Office (UREO)

The University Research Ethics Office (UREO) is mandated to implement the policies of the University Research Council (URC) in matters pertaining to research ethics. The code of ethics in research exhorts faculty members, students and staff to promote and safeguard principles of ethical conduct in research, namely integrity and honesty, justice and fairness, safety, respect for human rights and dignity. The UREO also serves as the administrative office that supports the University Research Ethics Committee (UREC).

University Research Ethics Committee

The University Research Ethics Committee (UREC) reviews and evaluates research studies involving human participants that are conducted by faculty, staff, and students under the auspices of the University. The UREC ensures that the research is conducted in a humane and ethical manner, and complies with national, international and institutional principles and guidelines on ethical behavior towards human research participants.

IV. Internally-funded Scholarly Work Grants available for Students: Policies and Guidelines

A. University Research Council Conference Support for Attendance in a Conference with Scopus Indexed Proceedings

This is a grant from the University Research Council (URC) meant to provide financial support to attend a conference, present a paper or papers, and submit them to the conference proceedings, which are covered by Scopus citation index.

Amount of the Grant

- Up to \$2,500.00 for an applicant who will present at least two papers in the same conference and both papers will appear in the Scopus-indexed conference proceedings
- Up to \$1,500.00 for an applicant who will present one conference paper only and the paper will appear in the Scopus-indexed conference proceedings

Eligibility

- Faculty members, professionals, research staff, and students of the Ateneo de Manila University may apply, subject to availability of funds.
- An applicant who intends to make a poster presentation at a conference is not eligible.

Application Procedure and Requirements

The paper presenter must apply with the URC (urc@ateneo.edu) and submit the following:

- the details of the conference, including its URL
- a digital copy of the paper or papers to be presented
- evidence that the applicant's paper has/papers have been accepted for presentation in the said conference
- evidence that the applicant's paper has/papers have been included to the conference proceedings
- the accomplished application form which provides the following:
 - a breakdown of expenses (denominated in US dollars)
 - all sources of funds to be tapped by the applicant
 - the endorsement of the unit head and dean of the school with which the applicant is affiliated

Other guidelines

- In the case of a conference paper with multiple authors, only one of the authors of the paper is entitled to URC Conference Support.

- A grantee is expected to abide by the University’s standard accounting principles and procedures in the liquidation or reimbursement of expenses incurred in attending the conference.
- A grantee is required to indicate “Ateneo de Manila University” as his or her institutional affiliation in the conference proceedings.
- A grantee is required to submit evidence of the acceptance of the presenter’s paper or papers for inclusion in the conference proceedings and the form in which the paper or papers will appear.
- A grantee of URC Conference Support may apply for another URC Conference Support within the same academic year as long as condition above has been satisfied.

B. Conference Grant for Graduate Students

This is a competitive grant meant to support the scholarly work of deserving graduate students of the Loyola Schools particularly in presenting their research in local or international conferences.

Amount of the Grant and Number of Grants per School Year

A limited number of grants (based on the availability of funds) of a maximum of \$300.00 (for international conferences) and ₱15,000.00 (for local conferences) will be released per school year.

Expected Output

- Copy of the paper, conference presentation, conference programme and/or conference proceedings containing the abstract of the presentation should be submitted to oadrcw.ls@ateneo.edu.
- The paper presentation should clearly indicate “Ateneo de Manila University” as the affiliation of the faculty member.
- Abstracts in the conference programme and conference proceedings should clearly indicate “Ateneo de Manila University” as the affiliation of the faculty member.
- The Ateneo logo should be prominently displayed in the template for presentation or poster.
- The grantee should acknowledge the funding support of the Ateneo de Manila University in the presentation.

Eligibility

- Main author or presenter of an oral/paper presentation
- A graduate student can avail of the subsidy once for the entire duration of his/her graduate study in one program.
- Must have fulfilled the following conditions at the time of application for the subsidy:

- Currently enrolled
- Has completed at least two thirds (2/3) of the coursework and is preferably at the thesis stage
- Does not have conference presentation funding from his/her scholarship or an existing research grant

Call for Applications

Applications for conference subsidies must be submitted within the first month of the semester or not less than two (2) months before the actual event.

Application Requirements

The following are to be submitted:

- Completed application form endorsed by the teacher of the course/thesis adviser, program coordinator/ chair of the department and dean of the school
- A short description of the conference
- Abstract of the paper presentation
- Notification of acceptance of abstract for paper or poster

Procedures for Review

- The student submits all documents to the Office of the Associate Dean for Graduate Programs (OADGP) (oadgp.ls@ateneo.edu) and then to the Office of the Associate Dean for Research and Creative Work (OADRCW) (oadrcw.ls@ateneo.edu) for endorsement.
- The documents are then forwarded to the Office of the Vice President for the Loyola Schools (OVPLS).
- The OVPLS notifies the student in writing of the final decision.

Submission of Liquidation Report and Output

The following are to be submitted to the OADRCW (oadrcw.ls@ateneo.edu)

- A liquidation report of expenses
- Copy of the paper and presentation
- A copy of the conference programme or proceedings showing the abstract of the paper presented

University (Risk assessment and reduction, Public education reform, Health systems and governance, Sustainability, Creativity, innovation, and culture) or School.

- Not eligible for the grant are articles that are published in predatory journals, such as those found in Cabell's Blacklist. (Please make sure that you carefully check the background of the journal in which you intend to publish your work.)
- A grantee is expected to acknowledge the Rizal Library Open Access Journal Publication Grant in the publication.
- A grantee is expected to abide by the University's standard accounting principles and procedures in the liquidation or reimbursement of expenses incurred in the publication
- Should a work that has received a journal subsidy later be withdrawn or retracted by the publisher or the author owing to a breach of research and/or publication ethics, the author or authors shall return the full amount of the grant, without prejudice to the University's imposition of other sanctions.

D. LS Research Assistant (RA) Scheme

The LS Research Assistant (RA) Scheme is meant to provide faculty members of the Loyola Schools with manpower support in the conduct of their scholarly work through student research assistants. This grant also serves as an opportunity for junior researchers to undergo training in a specific area of research and/or creative work as part of their academic requirements.

Amount of the Grant and Number of Grants Per School Year

- The grant will provide the student research assistant with an assistantship that covers full tuition and fees and a monthly allowance of ₱15,000.00 during the academic term of the research assistant's engagement.
- There are ten (10) grants available per school year.

Timeframe

The period of appointment can be on a semestral basis up to one year (renewable for another year.) By the end of the appointment period, the proponent/faculty member is expected to submit a letter of recommendation to the OADRCW for renewal/termination of the contract of the student research assistant.

Output

Research projects are expected to result in a publishable output preferably in a peer-reviewed indexed publication (Scopus or Web of Science).

Tasks of the Student Research Assistant

- A student research assistant performs work that is particular to his/her field of study.

week of January

Application Requirements

- Application form which includes a 100-word summary of the proposed project
- Detailed assessment of the application by the Chair and Dean of the proponent
- A detailed research plan. The project (or a specific component) can be used as a thesis or part of a thesis provided this should be made clear in the application.
- Approved proposal for the funded project (external or internal)
- Proponent's Curriculum Vitae
- Terms of Reference (TOR) and/or Job Description (JD) of the research assistant

Evaluation Criteria

- The project must include a detailed research work plan showing how deliverables will be attained.
- Priority is given to a project that is part of an interdisciplinary Research and Creative Work (RCW) group.
- Expected Output

Procedures for Review

The review process follows the following procedures:

- The complete application for the LS Research Assistant Scheme (digital files) should be submitted by the proponent to oadrcw.ls@ateneo.edu
- The LS Scholarly Work Committee deliberates on the application and its recommendations are presented to the Vice President, Loyola Schools for final approval.
- Once an application is approved, the recipient is informed of the decision and signs a Conformé Form.
- The faculty proponent nominates the student research assistant and submits the application form, the approved research proposal, Terms of Reference (TOR) and Job Description (JD) of the research assistant to the Office of the Associate Dean for Research and Creative Work (OADRCW) (oadrcw.ls@ateneo.edu)
- The Associate Dean for Research and Creative Work reviews the application for the student research assistant and informs the proponent of the results.

E. University Research Council Postdoctoral Fellowship Grant

The University Research Council (URC) Postdoctoral Fellowship Grant provides scholars in residence at the Ateneo de Manila University the opportunity to pursue advanced studies beyond the doctoral level. Postdoctoral fellows are regarded as resident scholars affiliated with the

- A student research assistant is expected to perform part-time work for twenty (20) hours a week. However, depending on certain requirements of the research project, upon endorsement of the faculty member proponent and the approval of the department chair, a student research assistant may be granted an exception to conduct prolonged hours of field research beyond twenty (20) hours especially if the research is aligned with the student's thesis or dissertation
- The general tasks of a research assistant may include any of, but not be limited to, the following:
 - Assist in the planning, conceptualization or design of the project
 - Conduct field/lab activities and other scientific procedures
 - Provide technical assistance and maintenance services
 - Do literature review and/or search for materials relevant to the project
 - Conduct surveys, interviews, focused group discussions, information-dissemination campaigns, etc. that are needed for the research project
 - Analyze data, prepare documentation, manage database related to project
 - Handle budget preparation, financial reporting, supply management, and other auxiliary services
 - Assist the faculty proponent in the drafting of proposals and/or manuscripts for publication related to the project
 - Coordinate with internal and external offices and/or agencies in relation to the research project
 - Do representation for the project, e.g. attendance in meetings, conferences, workshops, etc.
 - Conduct immersions or field research work that is related to the research project
 - Perform other tasks that are related to the research project that may be assigned by the faculty proponent

Eligibility

Proponent

- Full-time faculty members of the Loyola Schools with research track record and minimum rank of Assistant Professor (with PhD, DSc, EdD or equivalent)
- Main proponents of funded (external or internal) projects without research assistants

Student Research Assistant

- Currently enrolled graduate students of the Loyola Schools
- Research assistants must demonstrate capability to do graduate level research.

Call for Proposals

- The first call shall be made in June with a deadline in the third week of August
- The second call shall be made in November with a deadline in the third

University who are appointed for a limited period. Their appointment at the University is for the purpose of advanced studies, research, and training under the sponsorship of a faculty member of the University.

This grant is a competitive award of financial support to a qualified individual to assist the fellow in his or her professional training and development.

Timeframe

- Six months to one-year timeframe
- A reappointment is possible based on outstanding performance, but the total period cannot exceed two years.

The grant may start and end on dates that do not coincide with the University's academic calendar.

Amount of the Grant

A stipend of ₱60,000.00 per month, which includes provision for health insurance.

Expected Output

At least one journal article manuscript submission to a Scopus or a Web of Science indexed journal for an appointment period of six months; two journal article manuscripts submitted to Scopus or Web of Science indexed journals for an appointment period of twelve months.

Eligibility

Graduates of a PhD degree or equivalent, MD degree, or Juris Doctorate within the last five years at the time of application.

Application Procedure and Requirements

- Interested individuals should inquire about postdoctoral fellowships directly with the appropriate academic department or faculty member. Once a sponsoring faculty member has been identified and the terms and conditions of the postdoctoral fellowship have been agreed upon, the prospective postdoctoral fellow shall lodge a formal application with the support of the faculty sponsor.
- An applicant must submit the following to URC (urc@ateneo.edu)
 - an accomplished application form, which includes the confirmation by the faculty sponsor;
 - a research proposal;
 - a complete curriculum vitae, which includes a list of publications; a transcript of records, which also indicates the highest degree earned by the applicant;
 - letter of recommendation from the applicant's PhD/MD/JD advisor or supervisor and one other academic who is qualified to provide well-founded comments on the applicant's eligibility, preferably someone not working at the applicant's own

institution.

- The application will need the approval of the head of the department or program and the dean of the school as well as the approval of the Vice President of the Loyola Schools or the Vice President of the Ateneo Professional Schools, as the case may be.
- The application will then be submitted for final approval to the Office of the President through the URC.
- Once the application is approved, an offer of a postdoctoral fellowship is communicated to the applicant. The faculty sponsor is also informed about the approval.

In case of an application for reappointment, the postdoctoral fellow shall submit a formal request, explaining the need for an extension of appointment. The request should identify the research goals and expected output of the reappointment. The letter of endorsement of the faculty sponsor should also be submitted.

Guidelines for the Faculty Sponsor

The faculty sponsor works with the prospective postdoctoral fellow to develop a plan of research to achieve specific goals during the period of appointment. They shall agree on the degree of mentorship or supervision required by the fellow, including the regularity of meetings to discuss research progress and the completion of research milestones.

The faculty sponsor may also encourage the postdoctoral fellow to attend talks, workshops, conferences, and similar events that will advance the fellow's research program.

At the end of a postdoctoral fellow's appointment period, the faculty sponsor shall submit to the URC a brief report on the achievements of the postdoctoral fellow. This report must be endorsed by the head of the department or program and the dean of the school.

A faculty sponsor shall receive an honorarium equivalent to that of a graduate thesis adviser, prorated based on the postdoctoral fellow's period of appointment.

Guidelines for the Postdoctoral fellow

The postdoctoral fellow is expected to carry out the research plan agreed upon with the faculty sponsor, to communicate regularly with the faculty sponsor on the status of the research, and to notify the faculty sponsor of any change in plans.

The postdoctoral fellow is not expected to handle administrative duties for the faculty sponsor or the principal investigator of a research project in which they may be involved.

Postdoctoral fellows shall ensure that all publications from the postdoctoral fellowship should identify the Ateneo de Manila University as their institutional affiliation.

Postdoctoral fellows are responsible for ensuring that they do not submit manuscripts to predatory journals, such as those included in Cabell's Blacklist, even if these journals are peer-reviewed and

indexed in Scopus or Web of Science.

At the conclusion of the appointment period, postdoctoral fellows shall go through an exit interview with the head of the department or program and the dean of the school to discuss their postdoctoral fellowship experiences, future research trajectories, and possible opportunities or plans for research collaboration.

V. Research Ethics Guidelines Pertaining to Internally-funded Scholarly Work Grants

Recipients of the scholarly work grants of the University 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 scholarly work grant of the University 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.

VI. Scholarly Work Awards

A. University Scholarly Publication Awards

The University Scholarly Publication Awards is intended to provide incentives for knowledge production in ways that allow the Ateneo de Manila University to be recognized as a thought leader in given fields and in ways that increase the number of peer-reviewed publications, motivate members of the university community to publish regularly, and improve the quality of publications.

The University Scholarly Publication Awards recognize scholarly works that are of high quality and are compliant with ethical standards. A basic requirement is that scholarly work must undergo the refining trial of critical review by the scholar's discerning peers and obtain their approval for its public circulation. Thus, only peer-reviewed publications are eligible for these publication awards.

Eligibility

- The following are eligible to receive the University Scholarly Publication Awards:
 - Full-time and part time faculty members of the Ateneo de Manila University across all of its units
 - Administrators, professionals, and research staff of the Ateneo de Manila University
 - Faculty members, administrators, professionals, and research staff who are pursuing graduate studies or research fellowships (irrespective of tenure status) and who, based on agreement with his or her unit, retain affiliation with the Ateneo de Manila University
 - Adjunct professors and holders of other types of professorships who indicate affiliation with the Ateneo de Manila University
 - Students enrolled at the Ateneo de Manila University during the conduct of the research on which a publication is based
- To be eligible for the University Scholarly Publication Awards, the author should indicate the "Ateneo de Manila University" as his or her affiliation. It should be noted that affiliation

does not necessarily imply an employer- employee relationship. It also does not imply exclusivity, as an author may have other institutional affiliations. An author who is not identified in the publication as affiliated with the Ateneo de Manila University will not be eligible for this award.

Scope of the Awards

Category A

- Peer-reviewed research article or literary work published in a journal indexed in Scopus (Elsevier) or Web of Science (ISI/Clarivate Analytics)
- Peer-reviewed book-length literary or research work or single-authored collection of research papers or literary works published by an academic publisher included in Scopus or Web of Science

Category B

- Peer-reviewed book published by an academic publisher not included in Scopus or Web of Science but recognized by the School with which the author (or at least one of the authors of a multi-authored work) is affiliated
- Peer-reviewed paper included in a Scopus-indexed conference proceeding
- Peer-reviewed essays, research notes, and other works that are not full research articles or literary works published in a Scopus-indexed journal

Category C

- Reviewed research article in a journal indexed by services other than Scopus and Web of Science or in a journal included in a list of acceptable journals drawn up by the School with which the author (or at least one of the authors of a multi-authored work) is affiliated
- Peer-reviewed book chapter or literary work included in a book published by an academic publisher not included in Scopus or Web of Science but recognized by the School with which the author (or at least one of the authors of a multi-authored work) is affiliated
- Editing a special issue of a peer-reviewed journal indexed in Scopus or editing a peer-reviewed book published by an academic publisher included in Scopus

Additional Guidelines

- An author eligible for the University Scholarly Publication Awards may receive it as often as he or she publishes a qualified work.
- Included in the coverage of the University Scholarly Publication Awards, subject to the conditions specified in the categories above, are:
 - Peer-reviewed and well-referenced textbooks, which make a novel contribution, for use in advanced undergraduate or graduate research courses
 - Peer-reviewed, research-based, and well documented reference works
 - Peer-reviewed translation of literary or scholarly works or documents that is

- o accompanied by a well-referenced, scholarly commentary
 - o Revision and updating of a previously published book, subject to evidence of a new contribution to knowledge not found in its earlier edition
- Not included in the coverage of the University Scholarly Publication Awards are:
 - o Published works that do not fall under any of the categories above. Documents that are not peer reviewed even if they are included in Scopus, Web of Science, or other indexing services or in publication outlets recognized by a School
 - o Trade books and other nonacademic works that are not peer reviewed, even if these are published by an indexed publisher
 - o Published works whose authors are not identified as affiliated with the “Ateneo de Manila University”
 - o Works accepted for publication that are still in press and/or without a DOI (Document Object Identifier)
 - o Articles published in predatory journals, such as those found in Cabell’s Blacklist
- Should a work that has received a publication award later be revealed to not have undergone peer review, the author or authors shall return the full amount of the publication award.
- Should a work that has received a publication award later be withdrawn or retracted by the publisher or the author owing to a breach of research and/or publication ethics, the author or authors shall return the full amount of the publication award, without prejudice to the University’s imposition of other sanctions.

Monetary Aspects of the Award

- The amounts for the University Scholarly Publication Awards differ based on the categories specified in item C, “Scope of the Awards”:
 - o Category A: ₱ 65,000.00
 - o Category B: ₱ 45,000.00
 - o Category C: ₱ 30,000.00
- For scholarly work with two authors, each eligible author shall receive 50 percent of the award money in the relevant category. For works with three or more authors, each eligible author shall receive one-third of the award money in the relevant category.
- Students eligible for the University Scholarly Publication Awards shall receive 50 percent of the award money to which a faculty member is entitled.
- The monetary aspect of the University Scholarly Publication Awards may be reviewed from time to time.

Procedures for the Award

- The University Scholarly Publication Awards are given on an annual basis. All scholarly work eligible for the awards must have been published during the period from 1 January to 31 December of the previous year. This period shall be referred to as the “publication year.”
- By 30 June every year, a School shall have drawn up a list of journals, indexing services,

and academic publishers it deems acceptable. This list will be reviewed annually, but the list existing as of 30 June in the publication year shall be the basis for the annual University Scholarly Publication Awards; no list can be altered retrospectively.

- To claim a University Scholarly Publication Award, an application must be lodged. Authors are required to submit the requisite information such as those in the AIFIS of the Loyola Schools, otherwise there is no guarantee that the award can be given in the publication year. Authors must declare (a) if their published works underwent peer review and (b) if their works are included in Scopus or other indexing service or appear in a publication outlet deemed acceptable by a School. Digital copies of published works must be submitted. If required, evidence of peer review must also be submitted.
- In the case of adjunct faculty, students, and holders of other types of professorships eligible for the awards, the application may be lodged by the author or any member of the unit, subject to the endorsement of the head of the unit with which the author has been directly associated.
- A University Scholarly Publication Awards Committee shall be formed and it shall include nine representatives from the Loyola Schools and four representatives from the Ateneo Professional Schools. These representatives shall be nominated by the respective Vice Presidents of the Loyola Schools and the Ateneo Professional Schools.
- Should there be an eligible author from a unit other than these two Schools, the University Scholarly Publication Awards Committee shall liaise with the unit head of the eligible author for appropriate action.
- The University President shall appoint the chair and members of the University Scholarly Publication Awards Committee on an annual basis.

B. John Gokongwei School of Management (JGSOM) Outstanding Graduate Research Awards

The JGSOM Outstanding Graduate Research Awards recognize the research work done by Master's and Doctoral students in the John Gokongwei School of Management.

Scope of the Awards

- Outstanding Masteral Thesis Award
- Outstanding Doctoral Dissertation Award.

Eligibility

To be qualified for a given school year, the student must be cleared by the Associate Dean for Graduate Programs as eligible for graduation, and that a student would have submitted his/her work twenty-one (21) days preceding the Loyola Schools' end of school year graduation.

Description of Award

Winning works shall be given due recognition in public, a certification of Outstanding Research Award, and monetary incentives.

Procedures and Requirements for the Award

- Advisers nominate the Outstanding Masters Research Award and Outstanding Doctoral Research Award from successfully defended theses and dissertations
- The nominated graduate-student-author submits the following:
 - manuscript based on respective thesis or dissertation in a format ready for submission to a peer-reviewed journal
 - letter of nomination to the Dean of JGSOM endorsed by the Thesis/Dissertation adviser/s
 - abstract of the work not exceeding 200 words and containing a list of exactly 5 keywords
 - the repository of data used in the research work
- Nominations must be sent to the Office of the Dean of the John Gokongwei School of Management and to the Research Coordinator with subject heading “Outstanding Research Award Submission

Criteria

The research works will be evaluated by a Committee of Reviewers based on the following:

- Novelty of findings or discourse (10%)
- Soundness of the research design including clarity of the problem (25%)
- Appropriateness of the framework and methodology (10%)
- Quality of the findings and discussion (25%)
- Value and contribution of the study (15%)
- Journal readiness (15%)

C. Manny Dy Outstanding Thesis and Ramon Reyes Outstanding Dissertation Awards of the School of Humanities

Criteria for the Awards

- **Command of the Literature of the Subject** -This considers the originality and innovation in the study as shown in positioning the thesis within existing scholarly research. It includes critical thinking brought to bear on that scholarship, and consideration of alternative positions and objections; it also considers the purpose or objective of the study, and the research problem/questions.
- **Originality of the Research/Topic** -This considers the strength of the argument/

thesis, scholarly excellence understood as breadth of research, and the capacity to engage this in a clear way in answering the problematic/question/issue being treated. This includes linking the status of the project to the field of study, the accuracy and complexity of defining concepts, the examination and consideration of theoretical approaches, and the justification of the theoretical/conceptual framework used.

- **Mastery of Method Used in Research** -This refers to methodological sophistication and suitability, accuracy of data and its use, sufficiency of materials, research ethics concerns, clarity and transparency of analysis, and when necessary validity and reliability of data.
- **Style**- This considers the coherence of argumentation, evidence of analysis, discussion and conclusion according to the set goals/aims of the research, demonstration of scientific and creative imagination and skills in the different stages of the research and in the output, unexpected and new findings as well as their significance, the use of appropriate language and general presentation, i.e., grammatical correctness, mastery of academic writing conventions, correct use sources/citation, over-all layout.

Additional criteria for the Ramon Reyes Outstanding Dissertation Award

- **Interdisciplinarity** -This criterion considers cross-disciplinary conversations and engagements, and depth of rootedness in one's discipline.
- **Relevance to Department, School, and University Vision** -This considers how the dissertation fits into the priority research areas of the university as a whole, namely, the designated fields of institutional identity.

Procedures and Requirements for the Award

- Theses and dissertations which garner a grade of A are automatically in the running.
- An ad hoc committee is convened to evaluate the theses and dissertations.
- The members refer to the criteria to make their selection.

D. School of Science and Engineering (SOSE) Awards for Outstanding Student Research and Innovation

The SOSE Awards for Outstanding Student Research and Innovation in Science and Technology seek to recognize research and innovative work undertaken by Ateneo de Manila University students in the areas of science & technology.

Scope of the Awards

Categories

- Basic Research

- Undergraduate level
 - Graduate level
- Innovation
 - Undergraduate level
 - Graduate level

Eligibility

- All entries must be nominated by a SoSE Department or Program.
- All departments with graduate programs may nominate six (6) entries in any or all of the categories while departments without graduate programs may nominate three (3) entries in the undergraduate categories.
- All entries must have been carried out during the given school year by students who were enrolled for at least one term during the given school year.
- Majority of the work on the project must have been done in Ateneo.
- Project teams may involve Ateneo students outside SoSE.
- Entries whose project teams include graduate students will be in the graduate category.

Description of the award

A certificate and cash prize will be given to the First Prize and Second Prize winners of each category in an awarding ceremony organized by the School

Requirements for the Award

- An extended abstract with the following specifications:
 - The maximum number of pages is three (3) including figures and references
 - Paper must be A4 in size with at least 1-inch margin on all sides
 - Font is Times New Roman, 11 pt, single-spaced.
- A 150-word summary also on A4, single-spaced with 11 pt Times New Roman font, shall include the significance of the work.
- Entries for the innovation category should include essential technical information, applications and value-added proposition
- The filled-out nomination form, endorsed by the Chair.
- A poster (90 cm wide and 140 cm high) giving essential information on the project. Specifications for the poster will be strictly followed.

Procedures for the Award

- All requirements for submission (except the poster) must be submitted to the Dean's office
- Poster Presentation: All participants are required to set up their posters in a venue that will be announced. During the poster presentation the participants will present their projects to the board of judges. The Board of Judges will select two finalists from each

category after the poster presentation. The results will be announced to the department chairs and participants by email shortly after.

- Oral Presentation: The participants who will qualify for the finals will be given ten (10) minutes to present their research work or innovation to the board of judges. There will be parallel presentations by the undergraduate basic research finalists, undergraduate innovation finalists and graduate finalists. The board of judges may ask questions and clarifications after each presentation.

Criteria for the awards

Category: Basic Research

- Overall
 - Scientific and/or technical quality of the work in terms of the depth and breadth. (25%)
 - Significance of the work to the discipline. (25%)
- Poster Presentation and Q/A
 - Quality of poster. (15%)
 - Ability of the author/s to discuss and answer questions. (10%)
- Oral Presentation and Q/A
 - Ability to answer questions. (10%)
 - Organization and clarity of oral presentation. (15%)

Category: Innovation

- Overall
 - Scientific and/or technical quality of the work in terms of the depth and breadth. (25%)
 - Innovativeness of work; value proposition. (25%)
- Poster Presentation and Q/A
 - Quality of poster. (15%)
 - Ability of the author/s to discuss and answer questions. (10%)
- Oral Presentation and Q/A
 - Ability to answer questions. (10%)
 - Organization and clarity of oral presentation. (15%)

E. School of Social Sciences (SOSS) Outstanding Graduate Research Awards

The SoSS Outstanding Graduate Research Awards seek to recognize research undertaken by graduate students in the School of Social Sciences. The work may be part of the student's graduate thesis or dissertation, or a graduate research paper.

Scope of the Awards

- Best MA Paper
- Best PhD Paper

Eligibility

- The SoSS Outstanding Graduate Research Awards are open to all graduate students in the School of Social Sciences whose MA theses, PhD dissertations, or graduate research papers were submitted to the Ateneo Office of the Associate Dean for Graduate Programs or the home department within the period January to December of the given school year.
- Each department or program may nominate a maximum of three entries.

Description of the Award

A certificate of recognition and monetary award will be given at the end of the Graduate Research Colloquium

Application Procedure and Requirements

- Graduate students must submit a manuscript based on their respective thesis, dissertation, or research paper in a format ready for submission to a peer-reviewed journal in the graduate student's field of study. Only single-authored papers will be considered. Papers which have already been submitted to journals are still eligible.
- Each entry should be accompanied by:
 - A letter of nomination endorsed by the Department Chair or Program Director that describes the outstanding qualities of the work.
 - A hard and soft copy of the journal-ready manuscript.
 - An abstract of the research work (which should include the research problem, methodology, and significant results) in not more than 200 words and a list of five keywords.
- Nominations should be sent to the Office of the Dean of the School of Social Sciences and addressed to the School Research Coordinator.

Criteria for the awards

- The research works will be evaluated by a Board of Judges based on the following criteria:
 - theoretical framework
 - the scientific rigor and soundness of the research,
 - substantive contribution of the research to theory or field of study, and the quality of writing.
- The finalists will present their papers at the Graduate Research Colloquium scheduled in April of the school year.

VII. References

Memo on Postdoctoral Fellowship Program, December 17, 2019

Memo on The Rizal Library Open Access Journal Publication Grant, October 21, 2019

Memo on URC Conference Support, August 16, 2019

Memo on New Guidelines for Research Assistants effective August 1, 2019, July 15, 2019

Memo on University Scholarly Publication Awards: Policies and Guidelines, May 29, 2019

Memo on Conference Subsidy for Graduate Students: Policies and Guidelines, September 24, 2016

Guidelines for the Postdoctoral Fellowship Program, December 2019

Guidelines for the URC Scopus Conference Support, August 2019

Revised Guidelines for Applications for LS-RCW Assistance via Research Assistants (RAs), June 2, 2015 version

LS Scholarly Work Manual 2019

LS Faculty Manual 2013

Appendix A.

Guidelines for Research Assistants

The Research Assistantship is a research-training program ideally for graduate students under the supervision and mentorship of a faculty member who is undertaking research or scholarly work.

1. Types of Research Assistants

There are two kinds of research assistant: (1) the student research assistant and (2) the professional research assistant.

Student Research Assistant

- The student research assistant performs research work for a faculty member/faculty Proponent with an approved research project. He/she must demonstrate capability to do graduate level research.
- The student research assistant is granted an assistantship that covers full tuition and fees during the academic term of his engagement plus a monthly living allowance of ₱15,000.00. This is given through a nomination submitted by a faculty member with an approved LS Research Assistant Scheme (see Section IV E) to the Office of the Associate Dean for Research and Creative Work. Only currently enrolled graduate students of the Loyola Schools may be nominated for a student research assistantship.
- The student research assistant performs work that is particular to his/her field of study. He/she renders part-time work for twenty (20) hours a week. However, depending on certain requirements of the research project, upon the endorsement of the faculty mentor and the approval of the Department Chair, a student research assistant may be granted an exception to conduct prolonged hours of field research work beyond twenty (20) hours especially if the research is aligned with the student's thesis or dissertation.

Professional Research Assistant

- A professional research assistant is contracted or hired to perform work for a specific research project that is spearheaded by a faculty member or a Department, center, or research group with a faculty project leader. He/she may be engaged either on a part-time or a full-time basis (forty (40) hours a week), according to the terms and conditions of the engagement.
- For projects covered by an external grant
 - A professional research assistant's engagement is governed by the terms and conditions of a memorandum of agreement (MOA); his/her scope of duties and responsibilities is specified in a Terms of Reference document.
 - The professional research assistant is compensated by the grant's allocation for salary or honorarium.

- For projects covered by an internal grant
 - The professional research assistant is compensated by the grant's allocation for salary or honorarium. A professional research assistant is engaged for internally funded projects approved by the University Research Council (URC), such as the URC Grant or the Loyola Schools Scholarly Work Grant, and is paid a salary following the Loyola Schools Prescribed Monthly Compensation Rates shown in Appendix B.
 - A professional research assistant who is admitted to a Loyola Schools graduate program or is a graduate student of the Loyola Schools may be granted a 50% discount on tuition and fees.
 - A professional research assistant may be contracted as an independent contractor, or hired as a project employee, depending on the terms and conditions of the project's MOA or on the conditions of the internal grant. He/she must report to and be supervised by a faculty project leader, or by the Department chair or center director.
 - The professional research assistant under project employment is expected to abide by all university policies, guidelines, and procedures applicable to all Ateneo employees. He/she will also enjoy government-mandated benefits, such as, 13th month pay and contributions to SSS, Philhealth, and Pag-ibig.

Professional Research Assistant who is a Graduate Student

- Graduate students of the Loyola Schools, whether currently enrolled or not, may be engaged as a professional research assistant.
- Currently enrolled graduate students must be hired under a part-time project employment only and shall observe a work schedule of twenty (20) hours a week. However, depending on certain requirements of the research project, upon the endorsement of the faculty Project Leader and the approval of the Department Chair, a student professional research assistant may be granted an exception to conduct prolonged hours of field research work beyond twenty
 - (20) hours especially if the research is aligned with the student's thesis or
 - dissertation.
- Those not currently enrolled may be hired or contracted either as a full-time or part-time professional research assistant.

2. General Tasks of a Research Assistant

The general tasks of a research assistant (see p. 19) may include any of, but not be limited to, the following:

- Assist in the planning, conceptualization, or design of the project
- Conduct field/lab activities and other scientific procedures
- Provide technical assistance and maintenance services

- Do literature review and/or search for materials relevant to the project
- Conduct surveys, interviews, focused group discussions, information-dissemination campaigns, etc. that are needed for the research project
- Analyze data, prepare documentation, manage database related to project
- Handle budget preparation, financial reporting, supply management, and other auxiliary services
- Assist the faculty Proponent in the drafting of proposals and/or manuscripts for publication related to the project
- Coordinate with internal and external offices and/or agencies in relation to the research project
- Do representation for the project, e.g., attendance in meetings, conferences, workshops, etc.
- Conduct immersions or field research work that is related to the research project
- Perform other tasks that are related to the research project that may be assigned by the faculty Proponent

3. Procedures for Application

Student Research Assistant

- The faculty Proponent applies for a student research assistant with the OADRCW and submits the application form, the approved research proposal, Terms of Reference (TOR) and Job Description (JD) of the research assistant.
- The Associate Dean for Research and Creative Work reviews the application for the student research assistant and informs the Proponent of the result.
- The OADRCW prepares the waiver form for tuition and fees and the Order- for-a-Check for the monthly living allowances and coordinates these with the student research assistant. The monthly living allowances are released by the Central Accounting Office in checks payable to the student research assistant at the end of every month.
- A student research assistant may be engaged anytime during a semester. If the he/she is engaged any time after enrollment period, the tuition and fees will be reimbursed to the student (provided that the student presents the original official receipt of payment) and he/she will receive the monthly living allowances starting the month of the assistantship; allowances will not be given retroactively to the start of the semester.

Professional Research Assistant

The requesting department/center or faculty Proponent follows the University procedures for the project employment or engagement of a professional research assistant, whether full-time or part-time.

- For projects covered by an external grant
 - The faculty Proponent or concerned office prepares the hiring requirements (for project employment) or the Standard Agreement with Independent Contractors (for independent contractors) and submits to the Office of Human Resource Management and Organization Development (OHRMOD) for processing and implementation.
 - The faculty Proponent or concerned office submits a copy of the MOA to the OADRCW for monitoring purposes.
- For projects covered by an internal grant
 - The faculty Proponent or concerned office prepares the hiring requirements and submits to the OADRCW for processing and coordination with the OHRMOD.

Appendix B. Prescribed Rates for Professional Research Assistants

The prescribed rates for professional research assistants are shown in the table below.

Categories	Description	Full-time Rates	Part-time Rates
RA 1	With AB/BS degree	₱ 17,000.00	₱ 8,500.00
RA 2	With Master's units	₱ 18,000.00	₱ 9,000.00
RA 3	With MS/MA degree	₱ 20,000.00	₱ 10,000.00
RA 4	With PhD units	₱ 24,000.00	₱ 12,000.00
RA 5	With PhD degree	₱ 32,000.00	₱ 16,000.00

APPENDIX C. FORMS

LS RESEARCH ASSISTANT (RA) SCHEME APPLICATION FORM

Total Proposed Budget: Details Tuition and Fees: Monthly Allowance: (P11,000 per month)	Proposed Beginning Date of RA:	Proposed Completion Date of RA:			
PROPONENT(S):					
Name(s) (project leader first)	Rank	Department/ Program	School	Email address	Contact number
Title of Project			Project Duration		
100-word Project Summary:					
Has this proposal been submitted to another agency for support? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please indicate:					
Status:		Agency:			
Amount:		Number of RAs involved in project, if any.			
Please list the titles of University/LS/School-funded research projects in the last three years and indicate their status:					
Titles of Internally-funded Research Projects		Duration	Budget	Status	
Please list externally-funded research projects in the last three years and their status:					
Titles of Externally-funded Research Projects		Duration	Budget	Status	
School/Department research and creative work thrust to which the study fits <input type="checkbox"/> <input type="checkbox"/>					
Name of RA	Year level	Part of thesis? No Yes		Describe the nature of student's contribution:	
Scholarship, if any:					
Expected output: Tentative title of manuscript(s) and target publication outlet(s) [list complete name of target indexed journal/serial or name and address of book publisher]				For each publication outlet, indicate if it is indexed by Scopus, ISI/Web of Science, or other indexing service.	

Additional information or comment pertinent to the project (e.g., relationship of proposed project to career development):	
Signature of Proponent(s): [type in name and email address and affix e-signature of	Date

each proponent]	
-----------------	--

TO BE ACCOMPLISHED BY THE DEPARTMENT/PROGRAM CHAIR:

Please comment extensively and candidly on the proposal: (a) proponent’s need for RA; (b) significance of project to the department’s research thrusts; (c) significance to the development goals of the proponent(s); (c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the LS Scholarly Work Committee evaluate the proposal.

Signature of Department/Program Chair [type in name and email address and affix e-signature]	Date
---	-------------

TO BE ACCOMPLISHED BY THE DEAN:

Please comment extensively and candidly on the proposal in terms of the: (a) significance of the project to the school’s research thrusts; (b) significance to the development goals of the proponent(s); (c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the LS Scholarly Work Committee evaluate the proposal.

Signature of DEAN: [type in name and email address and affix e-signature]	Date
--	-------------

SUBMISSION REQUIREMENTS:

The complete application packet shall include the following (please check items submitted):

- Completed Application Form (this form; downloadable from aifis.ateneo.edu/AIFIS/downloads) Terms of Reference and Job Description of RA
- Two-page curriculum vitae of each 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)
- Supporting documents that provide information on need of RA (e.g., project proposal) Budget
- Template (downloadable from aifis.ateneo.edu/AIFIS/downloads)

Please submit the electronic copies of the required documents to **urc@ateneo.edu** (attention: Ian Bondoc).



ATENEO DE MANILA UNIVERSITY

1" x 1"
ID Picture

Loyola Schools

Office of the Associate Dean for Research and Creative Work

Application for a Student Research Assistantship

School Year _____ Intersession First Semester Second Semester

For: Name of Faculty Project Leader _____ Department _____

Instructions for Applicant and Faculty Project Leader:

- Applicant: fill out this form carefully. Print or type all information requested. Submit to the Faculty Project Leader for nomination and other supporting documents.
- Faculty Project Leader: fill out the nomination portion and attach the following documents: (a) Copy of the research proposal; (b) Terms of Reference; and (c) Job description of the Student RA.
- Applicant: submit the complete documents to the Office of the Associate Dean for Research and Creative Work, Rm. FH 307, Faber Hall.

PERSONAL INFORMATION

Name of Student in ADMU ID / Acceptance Letter				Degree Program			ID Number
Last Name	First Name	Middle Initial					
Permanent address	Unit/Building/Street #	Street	Subdivision / Barangay	City / Municipality	Province	Country	Zip Code
Current address <i>(If not the same as above)</i>	Unit/Building/Street #	Street	Subdivision / Barangay	City / Municipality	Province	Country	Zip Code
E-mail & Mobile	Email:			Mobile:			
Present Employment or Immediate past Employment <i>(if leaving job to study)</i>	Employed	Self-Employed	Not Employed	Job Title:			
	Employer (company / school / private individual)					Full-time Regular	Part-time Contractual
	Address						
	Government Others _____	Private	Non-Government		Nature of Business / Institution / Org.		
Date of birth	Day /	Month /	Year	Age	Citizenship		
Civil Status	Single	Married	Widowed	Legally Separated	No. of Dependents		
Currently in a scholarship?	No	Yes	Name of Scholarship				

Reason for applying for a Student Research Assistantship:

I hereby certify that all information written in this application is complete and accurate. I authorize ADMU to process the same in order to act on my application and for other legitimate and lawful purposes. I understand that it shall be governed by the applicable Privacy Policy of the University. I have read and understood the general conditions of the Student Research Assistantship as written in the second page of this form and hereby agree to be bound by them should my application be approved.

PROJECT LEADER NOMINATION

APPLICANT'S SIGNATURE _____ DATE _____

I nominate the applicant for a Student Research Assistantship in the _____ Intersession _____ First Semester _____ Second Semester of _____ of _____ SY _____. I have reviewed his/her application and find him/her qualified and suitable to by my research assistant.

Faculty Member's SIGNATURE OVER PRINTED NAME _____
DATE _____

GENERAL CONDITIONS OF THE STUDENT RESEARCH ASSISTANTSHIP

Eligibility

Currently-enrolled graduate students with the Loyola Schools who meet the following criteria:

1. Enrolled within the residency period
2. Satisfactory academic performance as determined by the faculty Project Leader
3. Applicant's field of study that is relevant to the project research
4. Good disciplinary standing (i.e., no disciplinary record of either a minor or major offense)
5. Not a current scholar

Benefits

1. 100% waiver on tuition and fees
2. Monthly allowance of Php15,000.00

Terms and Conditions

1. A Student Research Assistant performs research work for a faculty member who is a Project Leader for an approved research project. The Student Research Assistant must demonstrate capability to do graduate level research and performs work that is particular to his/her field of study.
2. A Student Research Assistant is granted an assistantship through a nomination submitted by a faculty Project Leader to the Office of the Associate Dean for Research and Creative Work for final approval.
3. A Student Research Assistant is expected to perform part-time work only for 20 hours a week. However, depending on certain requirements of the research project, upon the endorsement of the faculty Project Leader and the approval of the Department Chair, a Student Research Assistant may be granted an exception to conduct prolonged hours of field research work beyond 20 hours especially if the research is aligned with the student's thesis or dissertation.
4. A Student Research Assistant may be engaged anytime during a semester. If the Student Research Assistant is engaged any time after enrollment period, the tuition and fees will be reimbursed to the student (provided that the student presents the original official receipt of payment) and he/she will receive the monthly living allowances starting the month of the assistantship; allowances will not be given retroactively to the start of the semester.

Scope of Duties

The tasks of a Student Research Assistant may include any, but not be limited to, the following:

1. Assist in the planning, conceptualization, or design of the project
2. Conduct field/lab activities and other scientific procedures
3. Provide technical assistance and maintenance services
4. Do literature review and/or search for materials relevant to the project
5. Conduct surveys, interviews, focused group discussions, information-dissemination campaigns, etc. that are needed for the research project
6. Analyze data, prepare documentation, manage database related to project
7. Handle budget preparation, financial reporting, supply management, and other auxiliary services
8. Assist the faculty Project Leader in the drafting of proposals and/or manuscripts for publication related to the project

- 9. Coordinate with internal and external offices and/or agencies in relation to the research project
- 10. Do representation for the project, e.g., attendance in meetings, conferences, workshops, etc.
- 11. Conduct immersions or field research work that is related to the research project
- 12. Perform other tasks that are related to the research project that may be assigned by the Project Leader

RESULT OF APPLICATION

Approved Disapproved

Comments:

Associate Dean for Research and Creative Work

Date



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE VICE PRESIDENT
FOR THE LOYOLA SCHOOLS

APPLICATION FORM for CONFERENCE SUBSIDY for GRADUATE STUDENTS

(Please attach additional sheets to this form if necessary.)

PROPONENT(S):		
Please list the name/s and details of the paper author and co-authors (if applicable), beginning with the primary author:		
Name (surname first, given names)	Degree Program	Department & School
Title of the Paper to be presented:		
Title of the Conference:		
Inclusive Dates: From _____ to _____		
Conference Venue (Provide complete address and contact details) :		
Explain the significance of your presentation to the overall research or creative work strategy of the department/school/university:		
Will you still attend the conference even if your request for an LS Conference Subsidy is denied? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Name and Signature of Student **Date**

Endorsed by: _____
Name & Signature/ Rank or Position Date

TO BE ACCOMPLISHED BY THE DEPARTMENT CHAIR:

Please comment on the application with respect to its significance to the program/department's research and/or creative work priority thrusts, and other information that you deem relevant in the evaluation of this application.)

CHECKLIST OF SUBMISSION REQUIREMENTS (For submission to the Office of the Associate Dean for Graduate Programs (Groundfloor, Kostka Hall, Katipunan Ave., Loyola Heights, 1108 Quezon City, Philippines).

- The applicant has prepared a hard copy of the completed application form duly signed by the Teacher of the course/Thesis Adviser, Program Director/Department Chair, and the Dean of the School.
- The applicant has prepared a hard copy of the conference description.
- The applicant has prepared a hard copy of the Acceptance Letter from the conference organizer/s.
- The applicant has prepared a hard copy of the presentation abstract

Applicant is currently enrolled as a graduate student	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant has completed at least 2/3 of all his/her coursework (preferably thesis stage)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks: <input type="checkbox"/> Endorsed <input type="checkbox"/> Not Endorsed	
Name & Signature of Department Chair/Program Director:	Date
Name & Signature of the Dean:	Date

----- PLEASE DO NOT WRITE ANYTHING BELOW -----

TO BE ACCOMPLISHED BY THE ASSOCIATE DEAN FOR GRADUATE PROGRAMS:

Applicant does not enjoy a full scholarship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks: <input type="checkbox"/> Endorsed <input type="checkbox"/> Not Endorsed	
Name & Signature of the Associate Dean for Graduate Programs:	Date

TO BE ACCOMPLISHED BY THE ASSOCIATE DEAN FOR RESEARCH AND CREATIVE WORK:

Applicant has NO previous applications for conference subsidy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Endorsed for Subsidy: Php/\$ _____ Not Endorsed for Subsidy _____	
Name & Signature of Associate Dean for Research & Creative Work:	Date

TO BE ACCOMPLISHED BY THE VICE PRESIDENT FOR LOYOLA SCHOOLS:

Approved for Subsidy of Php/\$ _____	
Name & Signature of the Vice President for the Loyola Schools:	Date

UNIVERSITY RESEARCH COUNCIL (URC)
POSTDOCTORAL FELLOWSHIP PROGRAM APPLICATION FORM

Name of Applicant:	Current Affiliation	Email Address	Contact No.		
Seeking affiliation with: Department		School			
Start Date of Postdoctoral Program:		End Date of Postdoctoral Program:			
Title of Doctoral Dissertation/Thesis:					
Month/Year PhD Degree Obtained:		If applicable, funding agency of doctoral research:			
University that conferred PhD degree:		Department Affiliation as PhD student:			
Title of Research for Postdoctoral Fellowship:					
100-word summary of research program:					
Is there new research you need to undertake beyond what you have completed for your doctoral work? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, please explain the extent of research work you expect to undertake:					
Expected output: Tentative title of manuscript(s):	Target publication outlet(s) [list complete name of target indexed journal/serial or name and address of book publisher]	For each publication outlet, indicate if it is indexed by Scopus, ISI/Web of Science, or other indexing service.			
Name of Sponsoring Faculty:	Rank/Position	Department/Program	School	Email Address	Contact No.
Have you discussed the terms and conditions of your postdoctoral fellowship program with your Sponsoring Faculty? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, please indicate below those terms and conditions:					
Support expected from the Sponsoring Faculty:			Support expected from the Department of the Sponsoring Faculty:		
Signature of Applicant: [type in name and email address and affix e-signature]				Date	

TO BE ACCOMPLISHED BY THE SPONSORING FACULTY:

Please state (a) the reasons for your sponsorship of the applicant. Kindly also state (b) the terms and conditions that you have agreed with the applicant and (c) your assessment of the likelihood of successful completion.

Signature of Sponsoring Faculty: [type in name and email address and affix e-signature]

Date

TO BE ACCOMPLISHED BY THE DEPARTMENT/UNIT HEAD:

Please comment on the support that your unit can extend to the applicant, the impact on your unit, and other pertinent information that can help the URC evaluate this application.

Signature of Department/Unit Head: [type in name and email address and affix e-signature]

Date

TO BE ACCOMPLISHED BY THE DEAN:

Please comment on this application, particularly in terms of its impact on your School.

Signature of Dean(s): [type in name and email address and affix e-signature]

Date

TO BE ACCOMPLISHED BY THE VICE PRESIDENT:

Do you endorse this postdoctoral application? Yes No

SUBMISSION REQUIREMENTS:

The complete application package shall include the following (please check items submitted):

- Completed Application Form (this form; downloadable from <http://rcw.ateneo.edu/>)
- Complete Research Proposal
- Two-page Curriculum Vitae of the applicant, including list of publications
- Transcript of Records
- Two letters of recommendation (PhD advisor/supervisor and another academic who is qualified to provide well-founded comments on the applicant's eligibility, preferably someone not working at the applicant's own institution)

Please submit the electronic copies of the required documents to **urc@ateneo.edu**.

RIZAL LIBRARY OPEN ACCESS JOURNAL PUBLICATION GRANT APPLICATION FORM

Name of Faculty Member/ Professional/Research Staff/ Student:	Rank/Year/ Level	Department/ Program/ Office	School	Email Address	Contact No.
Please provide details of the publication:					
Title of Paper:					
Abstract of Paper (Limit to 100 words):					
Please list your coauthors:					
Name of Coauthors	Rank (If graduate student, indicate level)	Department/Program /Office	School	Email Address	Contact No.
Title of Journal:		Publisher:		Website:	
		Impact Factor:		Target Date of Publication:	
URC Priority Areas to which the paper fits:					
<input type="checkbox"/> Risk assessment and reduction <input type="checkbox"/> Public education reform <input type="checkbox"/> Health systems and governance <input type="checkbox"/> Sustainability <input type="checkbox"/> Creativity, innovation, and culture					
School Research Priority Area:					
Are you tapping funding sources other than the Rizal Library? <input type="checkbox"/> Yes (Please indicate below) <input type="checkbox"/> No					
Other funding sources:					
<input type="checkbox"/> Research grant Specify: <input type="checkbox"/> School/Unit support Specify: <input type="checkbox"/> Personal funds <input type="checkbox"/> Others Specify:					
Total Journal Fee for Open Access: \$					
Signature of Applicant: [type in name and email address and affix e-signature]				Date	
TO BE ACCOMPLISHED BY THE DEPARTMENT/UNIT HEAD:					
Please comment extensively and candidly in terms of the: (a) quality of the work/s to be presented; (b) significance to the development goals of the applicant; (c) status of applicant: permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the OADRCW and RL evaluate this application.					
Signature of Department/Unit Head: [type in name and email address and affix e-signature]				Date	
TO BE ACCOMPLISHED BY THE DEAN:					
Please comment extensively and candidly in terms of the: (a) quality of the work/s to be presented; (b) significance to the development goals of the applicant; (c) status of applicant: permanent or non-permanent? (If the latter,					

indicate chances of permanency); (d) other information that can help the OADRCW and RL evaluate this application.

Signature of Dean(s): [type in name and email address and affix e-signature]	Date
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SUBMISSION REQUIREMENTS:
 The complete application package shall include the following (please check items submitted):

- Completed Application Form (this form; downloadable from <http://ateneo.edu/research/university-research-council>)
- Digital copy of the paper
- Evidence of acceptance of applicant’s paper/s in Scopus Journal

Please submit the electronic copies of the required documents to **oadrcw.ls@ateneo.edu**.

----- PLEASE DO NOT WRITE ANYTHING BELOW -----

TO BE ACCOMPLISHED BY THE ASSOCIATE DEAN FOR RESEARCH AND CREATIVE WORK

Remarks:

- Endorsed
- Not Endorsed

Name & Signature of the Associate Dean for Research and Creative Work:	Date
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TO BE ACCOMPLISHED BY THE RIZAL LIBRARY DIRECTOR

Remarks:

- Endorsed
- Not Endorsed

Endorsed for Subsidy: PHP/USD _____

Name & Signature of the Rizal Library Director:	Date
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**UNIVERSITY RESEARCH COUNCIL (URC)
CONFERENCE SUPPORT APPLICATION FORM**

Status of Applicant <input type="checkbox"/> Faculty <input type="checkbox"/> Professional <input type="checkbox"/> Research Staff <input type="checkbox"/> Student						
Name of Applicant:		Rank/Position/Year Level	Department/Program	School	Email Address	Contact No.
Title of Conference:						
Start Date of Conference:				End Date of Conference:		
Location of Conference (City/Country):						
Conference Organizer:						
Conference Website (URL):						
Are the conference proceedings indexed by Scopus? <input type="checkbox"/> Yes <input type="checkbox"/> No			In applying to the conference organizers, did you indicate "Ateneo de Manila University" as your institutional affiliation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How many papers will you present at this conference? <input type="checkbox"/> One <input type="checkbox"/> Two						
Have you received official acceptance of your paper/s for presentation? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Have you received official confirmation of the inclusion of your paper/s in the proceedings? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Please provide details of the paper you will present:						
Title of Paper 1:						
Abstract of Paper 1 (Limit to 100 words):						
For Paper 1, how many coauthors do you have? <input type="checkbox"/> None <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Others: Specify						
Please list your coauthors of Paper 1:						
Name of Coauthors	Rank (If student, indicate level)	Department/Program	School	Email Address	Contact No.	
Who is the lead author of Paper 1?			Who among your coauthors will attend the conference?			
Title of Paper 2:						
If you are presenting a second paper, please provide details below:						
Abstract of Paper 2 (Limit to 100 words):						
For Paper 2, how many coauthors do you have? <input type="checkbox"/> None <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Others: Specify						
Please list your coauthors of Paper 2:						
Name of Coauthors	Rank (If student, indicate level)	Department/Program	School	Email Address	Contact No.	
Who is the lead author of Paper 2?			Who among your coauthors will attend the conference?			
Are you tapping funding sources other than the URC? <input type="checkbox"/> Yes (Please indicate below) <input type="checkbox"/> No						
Other funding sources:						
<input type="checkbox"/> Research grant Specify:			<input type="checkbox"/> School/Unit support Specify:			
<input type="checkbox"/> Personal funds			<input type="checkbox"/> Others Specify:			
Please indicate your conference expenses and how much you will draw from each funding source (in US dollars):						
	Research Grant	School/Unit	Personal Funds	Other funding	URC Conference Support	Total

				sources		
Conference Fees						
Travel and Transportation						
Hotel Accommodation						
Meals						
Membership Fee						
Others (specify)						
Total						

Signature of Applicant: [type in name and email address and affix e-signature]	Date
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TO BE ACCOMPLISHED BY THE DEPARTMENT/UNIT HEAD:

Please comment extensively and candidly in terms of the: (a) quality of the work/s to be presented; (b) significance to the development goals of the applicant; (c) status of applicant: permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the URC evaluate this application.

Signature of Department/Unit Head: [type in name and email address and affix e-signature]	Date
--	-------------

TO BE ACCOMPLISHED BY THE DEAN:

Please comment extensively and candidly in terms of the: (a) quality of the work/s to be presented; (b) significance to the development goals of the applicant; (c) status of applicant: permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the URC evaluate this application.

Signature of Dean(s): [type in name and email address and affix e-signature]	Date
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SUBMISSION REQUIREMENTS:

- The complete application package shall include the following (please check items submitted):
- Completed Application Form (this form; downloadable from <http://ateneo.edu/research/university-research-council>)
 - Digital copy of the paper/s to be presented
 - Evidence of acceptance of applicant's paper/s for conference presentation
 - For Loyola Schools: Copy of approved short-term leave
 - If available only: Evidence of acceptance of applicant's paper/s in the conference proceedings

Please submit the electronic copies of the required documents to **urc@ateneo.edu**.

Please send inquiries to the
Office of the Associate Dean for Research and Creative Work
email: oadrcw.ls@ateneo.edu