

RESEARCH AND CREATIVE WORKS QUALITY ASSURANCE MANUAL

Contents

1. Background	2
2. Guiding Principles	3
3. Developing a Research Project	4
4. Ethics Review	13
5. Monitoring Research.....	13
6. Measuring Success.....	13

1. Background

The university firmly believes in the role of research and creative works as a respond to the demands of 4IR, moving towards the 5IR, and the 21st century global society. Hence, the move to create and disseminate the university's concrete directions in research and creative works will drive our scholarly works for the next five years. With the aim of further increasing our yield and to produce and publish more research and creative works that align with international and national agenda.

At present, it is the goal of the university to push all of us, faculty members, employees, and students to publish in high impact and reputable journals so that whatever knowledge or innovations we have generated can be utilized by a wider audience either as references, sources of information, or basis or program implementation.

A. FEU University Research Center

The University Research Center (URC) oversees the research engagements of the faculty members and the employees of FEU. Specifically, it provides support to the 6 institutes and several units to strengthen the university's research culture through its programs and projects. To ensure that URC is abreast with the changes in the educational landscape and the requirements of various ranking metrics and international assessments, the unit regularly revisits and updates its vision, mission, and objectives.

Vision

By 2028, the University Research Center (URC) will be recognized as one of the research hubs in the country that nurtures a culture of support for researchers and leads studies in achieving seven (7) the UN Sustainable Development Goals.

Mission

The University Research (URC) is the unit that oversees research and creative-works programs and projects, coordinates with research partners, and strengthen culture in research and creative works which generates knowledge and innovation that contribute to local, national, and global development.

Objectives

1. Implement the university research agenda, policies, and guidelines that will strengthen research and creative-works culture through increased productivity.
2. Manage research and creative works centers and committees that regulate productivity and quality of projects.
3. Organize interdisciplinary research teams addressing the UN, DOST HNRDA, and PDP priority areas.

4. Collaborate with the institutes, offices, and units in actualizing the university and institutes' research agenda.
5. Establish, expand, and sustain external partnerships and resources.
6. Strengthen the capacity of researchers and scholars through capacity-building programs and other research-related activities.
7. Provide support and opportunities that allow for discussion, dissemination, and/or commercialization of research outcomes and innovations.

B. Definition of Terminologies

Definition of Research

Research refers to scholarly works that have undergone systematic process of generating knowledge, insights, or solutions by gathering, analyzing, and interpreting information. It encompasses a wide range of activities aimed at advancing understanding and contributing to the advancement of knowledge.

Definition of Creative Works

Creative works encompass original artistic, literary, and design creations that express imagination, emotions, and ideas. These works may include visual arts, literature, music, films, performances, and other forms of creative expression.

Quality Assurance Systems

The Quality Assurance Systems of the University Research Center (URC) refers to the structured processes, policies, and practices designed to ensure that research and creative works activities are conducted consistently, ethically, and with rigor. Further, it ensures that activities are aligned with the university research agenda and the unit's vision, mission, and objectives. These systems encompass all stages of research, from conceptualization to dissemination.

Quality Assurance Culture

A Quality Assurance Culture emphasizes the importance of maintaining high standards in research and creative works activities. It promotes a shared commitment to ethical conduct, accuracy, transparency, and continuous improvement within and beyond the research community.

2. Guiding Principles

Relevance and Impact

Research and creative works should be relevant to addressing real-world problems, foster cultural understanding and have the potential to create positive impacts on society, industries, and academe.

Excellence

Strive for excellence in research and creative works design, methodology, analysis, artistic expression, and dissemination to ensure the credibility and validity of research findings and creative outcomes. It also includes publishing in high impact, wider scope, and peer reviewed journals and forums.

Integrity

Maintain the highest levels of integrity in all research and creative activities, including accurate data collection, processing, and disposal, transparent reporting, and honest communication of results and artistic intent. Part of maintaining integrity is undergoing the vetting process to ensure that quality of work has been screened by experts on the field.

Freedom from Conflict of Interest

Mitigate and manage conflicts of interest between authors and respondents that could compromise the objectivity, impartiality, or artistic integrity of research and creative outcomes. The use of consent forms, Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) ensures that all parties involved in a project are protected.

Adherence to Ethics Guidelines and Legal Agreements

Adhere to relevant ethical guidelines, codes of conduct, and legal agreements governing research, creative expression, and collaboration, ensuring the protection of participants' rights and ethical treatment of subjects. The projects are required to undergo ethics review from Philippine Health Research Ethics Board (PHREB) accredited Ethics Review Board (ERB), National Commission on Indigenous Peoples (NCIPs), Institutional Animal Care and Use Committee (IACUC), or whichever is applicable and necessary to ensure adherence to ethical guidelines.

Intellectual Property

Respect for intellectual property rights is strictly reinforced. Clear guidelines on ownership, sharing, and protection of research-related intellectual property are stipulated in the Research Manual. Submitted research and creative works are subject for evaluation for plagiarism.

Research Capacity Development

Promote, develop and implement ongoing professional development and capacity-building activities among researchers and creatives to enhance their skills, knowledge, and artistic expression which translates to quality outputs with realistic impact.

3. Developing a Research Project

In the development of a research project, the unit is guided by the following process which ensures adherence to the standards set forth by the university. These guidelines cover all applications for research and creative works grants, publication incentives, and thesis and dissertation grants.

A. Research Assistance Grants

a.1. University Research Assistance Grant

The URAG is a financial assistance provided to qualified researchers whose research proposal is duly-vetted and recommended by the designated review committee and approved by administration. The grant aims to partially defray the expenses necessary in the conduct of research subject to University policies.

- Regular full-time (RFT) faculty members, lecturer full-time under tenure track, and academic managers are qualified to apply for the University Research Assistance Grant as the main proponent. Main proponent should possess adequate capability to do research. For high budget-complex research projects, a considerable research and publication track record is required to be main proponent.
- Lecturer full-time (LFT) and/or lecturer part-time (LPT) faculty may be considered as co-proponent of any of the qualified main proponents. LFT faculty may also serve as main proponent if he/she has previously successfully completed and published a research project as co-proponent.
- There are three deadlines for the submission of research proposals: April 30, August 30, and February 30 for projects starting in the first, second, and summer semesters, respectively. Deadlines will be strictly followed, since approved research projects have a bearing on faculty academic loading. Research proposals submitted beyond the prescribed deadline shall be considered for deliberation in the following semester.
- Proponents are only allowed one (1) University-funded research project at a time except when given permission by the University Research Council.
- Proponents and co-proponents with previous research projects under URAG can only apply after completion of required outputs and submission of research article to a reputable journal for publication.
- The research proposal shall cover a period of one (1) semester or a maximum of two (2) consecutive semesters, unless otherwise approved by the University Research Council.
- Proposals for research projects, which require more than two consecutive semesters to complete must be prepared and submitted by phases – eg. Phase 1 covers first and second semester of current school year, Phase 2 covers first semester of the succeeding school year. Achieved results for Phase 1 should justify application for phase 2.
- Approval of such continuing research projects under shall be done by phase for proper budgeting purposes since budget is allocated per school year.
- Provision of support/ budget for the succeeding school year is contingent upon the availability of funds and progress of research for Phase 1.
- Requests for extension of research projects may only be granted, upon approval of the Institute Research Review Committee (IRRC), if:
 - a. the reasons for the delay in the completion of research project are justified and valid,
 - b. progress of research justifies further extension and support,

- c. no additional expense is necessary to complete the research project during the extension, or
 - d. a supplementary or carry over budget is available to cover the previously-approved grant.
- Incentives and benefits are not extended to a research project if not completed within the stipulated time frame. No expenditures can be charged against the URAG beyond the set completion date, unless extension is duly-approved by the (IRRC).
 - Research projects under URAG, which are co-funded by another agency (DOST-PCHRD, CHED, partner HEI or partner industry, professional organizations etc.), shall be subjected to the policies of FEU and the said co-funding agency.
 - Any significant revision to the approved proposal shall be considered as a new research proposal and therefore must be reviewed and approved by the Institute Research Review Committee subject to the deadlines set for submission of proposals.
 - Deferment of implementation of an approved research project is subject to approval of the respective Institute Dean, URC Director and VPAD and SVPAA. Otherwise, inaction on the project is grounds for cancellation of the study and will mean the barring of the researcher(s) from participating in any future FEU-sponsored research projects and disqualifies the researcher(s) from availing of FEU conference-subsidy grants, unless extenuating circumstances are deemed justifiable according to Dean, URC Director, VPAD and SVPAA.
 - The URAG includes a budget for research expenses. A Line Item Budget in the research proposal must be reviewed and endorsed by the Research Review Committee, the Dean, URC Director, VPAD and approved by the SVPAA/ President. Use of the allocated budget is subject to University policies. Guidelines are in 1.3 Guidelines for formulation and disbursement of URAG budget as provided below.
 - Non-compliance to the signed Research Agreement will result in a deduction from the proponent's salary (and benefits, when necessary) amounting to the approved grant.

a.2. Aid-in-Writing Program

The Aid-in-Writing Program is specifically for researchers with existing research articles/ papers but need time to write a publishable manuscript.

- The program is open to faculty members (RFT, LFT, LPT), staff, and academic managers.
- The researcher must present evidence of existing research article/ paper to be used in the drafting of a publishable manuscript. The peer-reviewed journal (preferably ISI/Scopus/WOS-indexed) to which the manuscript is to be submitted must also be identified.
- Application to the AIWP must be evaluated by the Institute Research Review Committee (IRRC), which shall make necessary recommendations to the Dean.
- The URC will review the application and process the application for approval of SVPAA/ President.
- This program is for a single semester where the researcher will be assigned a maximum of six (6) research units.

- Final publishable manuscript and proof of submission to the identified journal is the required output for this program.
- The researcher must sign a Memorandum of Research Undertaking. Failure to comply with the terms specified will mean the barring of the researcher from participating in any future FEU-sponsored research projects and disqualifies the researcher from availing of FEU conference-subsidy grants, unless extenuating circumstances are deemed justifiable according to the Dean, URC Director, VPAD and SVPAA.

a.3. Research Mentoring Program

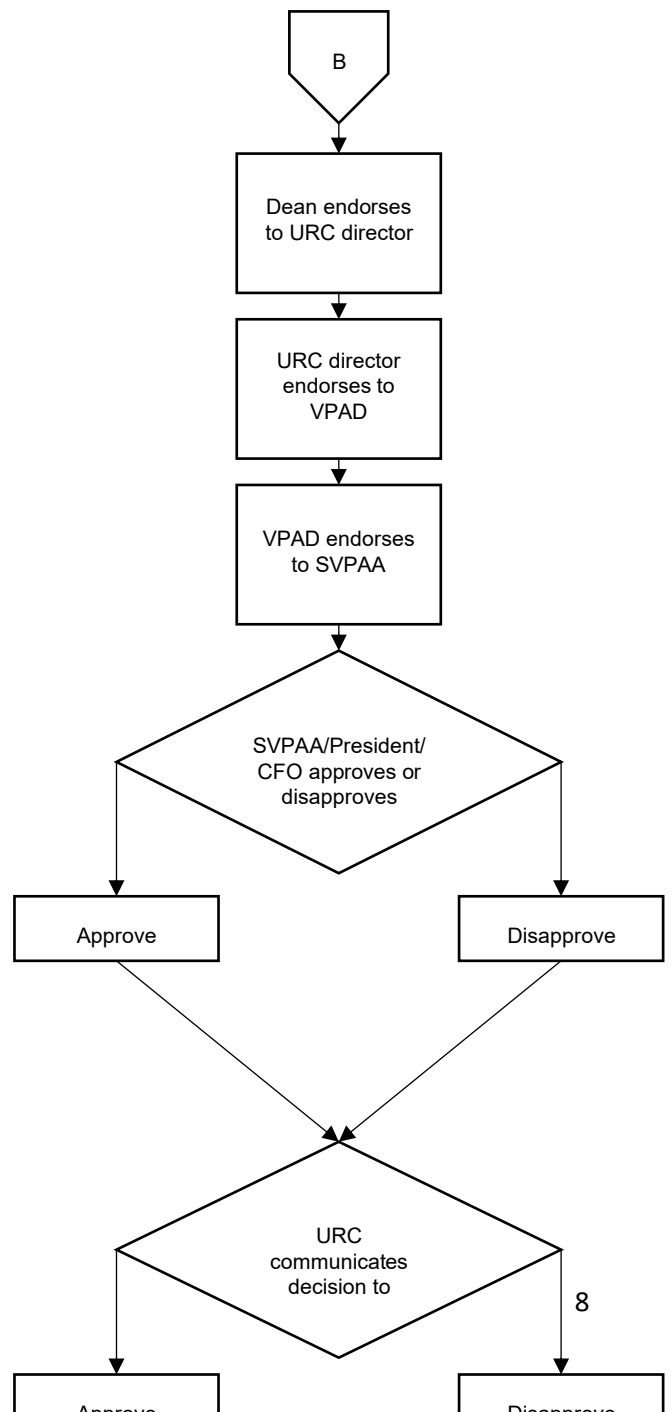
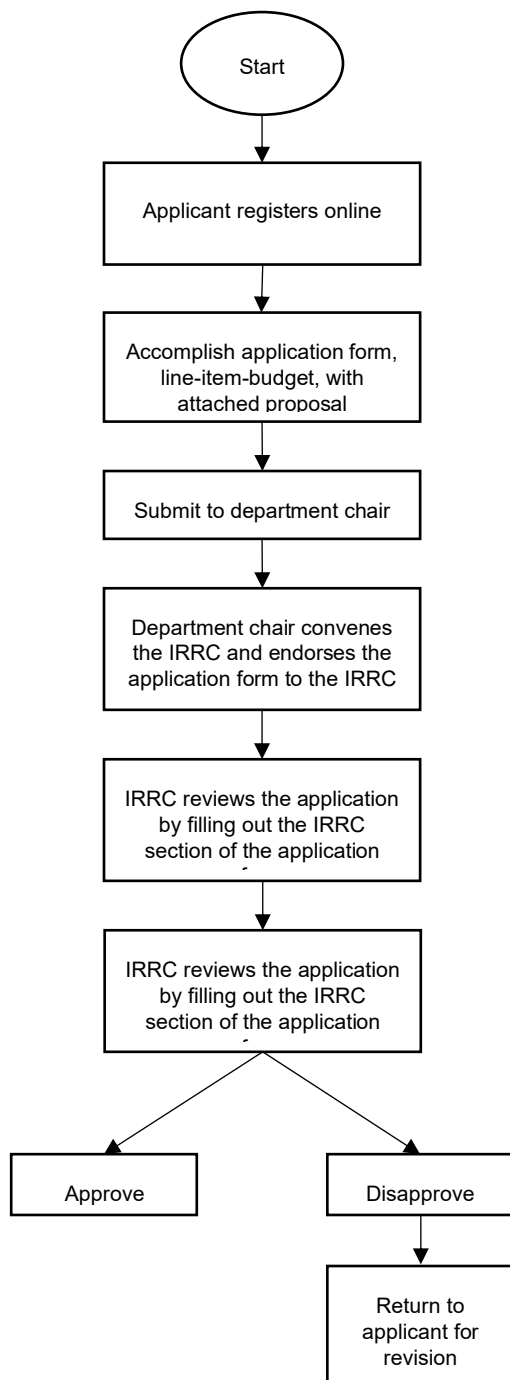
This is a one-semester research training and writing workshop which will include:

- (a) seminars on writing coherent, organized and critical research article following the IMRAD format and proper referencing/ citation with the target journal/s in mind, and, as application of what the participants learn from the seminars,
- (b) writeshops wherein participants will go through the entire process of writing a research article.

The program will involve a maximum of 25 participants composed of faculty with zero to little experience in writing publishable research articles. The participants shall come from the different Institutes.

Interested faculty should apply for the program by submitting an accomplished application form with the necessary attachments. Facilitators-mentors will select mentees based on the concept paper submitted by applicants. Each facilitator-mentor can handle up to two mentees or pair of mentees.

The diagrams below illustrate the URAG, AIWP and RMP application process:



B. Incentives

B.1. Publication Incentives

Far Eastern University gives incentives to its faculty, staff, and academic managers who publish in journals, anthologies, collections, and books published by respected scholarly publishers, according to the guidelines stated below or as otherwise determined by the URC Director, VPAD, and SVPAA.

- A faculty member on full-time or part-time appointment (RFT, LFT, LPT), academic managers, administrative officials, and staff may avail themselves of the research publication incentive.
- The author/s must indicate Far Eastern University – Manila as his/her institutional affiliation in the publication.

The amount of incentive is as follows:

- Ten thousand pesos (Php 10,000 – gross) for: Reviews published in a reputable journal
- Twenty thousand pesos (Php 20,000 – gross) for: An article published in a respected, refereed journal indexed in Philippine scholarly journal indexes such as PhilJOL or the CHED index;
- Thirty thousand pesos (Php 30,000 – gross) for: An anthology, reader, or collection considered as scholarly work, containing a substantial introduction, published by one of the respected university or scholarly presses (Ateneo de Manila University Press, UP Press, etc.) A chapter(s) in a book published by one of the respected university or scholarly presses (Ateneo de Manila University Press, UP Press, etc.)
- Fifty thousand pesos (Php 50,000 – gross) for: An article published in a respected refereed journal indexed in international scholarly journal indexes such as Arts and Humanities Citation Index, Social Sciences Citation Index, Science Citation Index Expanded, Emerging Sources Citation Index, Scopus, Science Citation Index Expanded, MLA International Bibliography, Thomas-Reuter Web of Knowledge or by respected scholarly publication houses such as Routledge, Verso, Zed, or one of the respected university publication presses; A whole book of scholarly research, creative work or translation published by one of the respected university presses or scholarly presses (Ateneo de Manila University Press, UP Press, etc.)

Publications that do not qualify for the Publication Incentive:

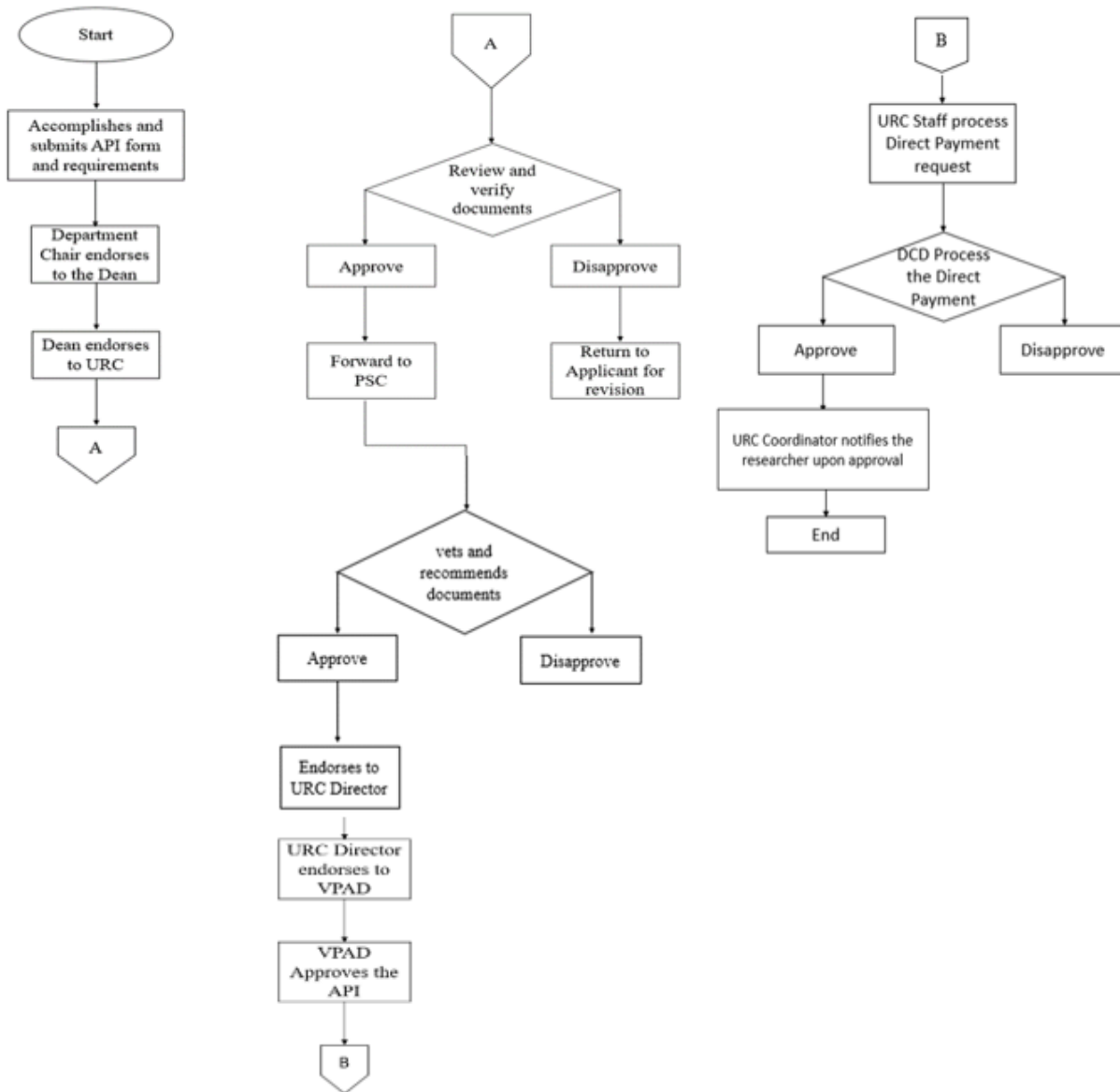
- Textbooks, as it is understood that they carry with them their own monetary rewards;
- Newspaper or magazine articles;

- Published poems, personal essays, and short stories in newspapers and magazines.

In the case of shared authorship, the publication incentive amount is split equally between/among all co-authors, but only FEU-affiliated co-authors will receive the incentive.

Author/s may apply for the publication incentive within one year of its publication.

The diagrams below illustrate the application process for Publication Incentives:



b.2. Thesis and Dissertation Grant

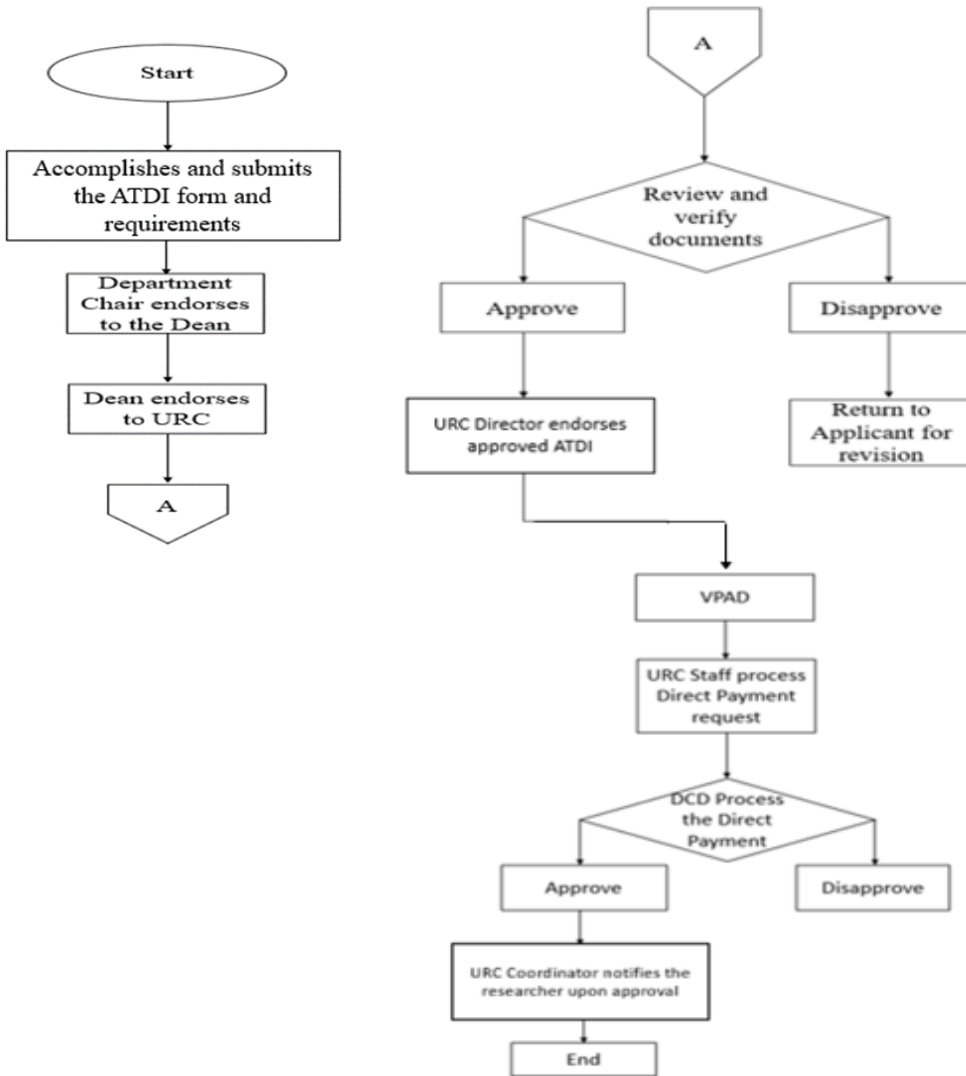
The University awards thesis and dissertation incentives to full-time (RFT and LFT) faculty members and regular University non-teaching personnel who have successfully defended their thesis/dissertation. The incentive for a master's thesis is P15,000 and for doctoral dissertation is P25,000.

The applicant must contribute an article based on the thesis/dissertation for publication in an FEU Research Journal or present a paper in a Research Conference or Faculty Colloquium.

b.3. Conference Grant

- Applicants register online. URC will be automatically notified via email once a submission is completed.
- Applicant receives an email and fill out the form provided.
- URC generates an approval request to respective department chair, institute dean, and URC director, in that order, via Teams Approval.
- Department Chair approves the request via Teams Approval.
- Institute Dean approves the request via Teams Approval.
- URC Director approves the request via Teams Approval.
- URC Coordinator prints the approval sheet and the application form and forwards the documents to SVPAA.
- Office of the SVPAA approves the application with the indicated approved amount. Otherwise, disapproved. Application form is then returned to URC.
- URC informs the applicant of the result of the application via email.

The diagrams below illustrate the application process for Thesis and Dissertation Grant:



4. Ethics Review

Conduct thorough ethical reviews of research projects involving human subjects, animals, sensitive data, or potentially harmful interventions. Ensure compliance with applicable ethical standards and regulations.

5. Monitoring Research

Committees and mechanisms are established to ensure that research and creative works activities are monitored by the unit. In the institute level

Implement a robust monitoring system to oversee the progress of research projects, track milestones, address challenges, and ensure alignment with research goals.

6. Measuring Success

Define key performance indicators (KPIs) to measure the success of research projects, such as publication impact, societal contributions, and adherence to ethical standards. Regularly assess and report on these KPIs.

This Research Quality Assurance Manual serves as a framework to ensure the highest standards of quality, ethics, and integrity in all research endeavors. Adherence to these guidelines will contribute to the advancement of knowledge and positive societal impact.