



FAR EASTERN UNIVERSITY

Documented Information:

Policy on Application for Research Assistance Grant

<i>Process Code:</i> FEU/URC.C	<i>Documented Information Code:</i> POL.01	<i>Version Code:</i> VER.01 / EFF.15 FEB 2024	<i>Page:</i> 1 of 6
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INTRODUCTION / DESCRIPTION

Research assistance grants are provided to qualified researchers whose research proposal is vetted and recommended by the designated review committee and approved by the administration. The grant aims to partially defray the expenses and de-load faculty researchers necessary in the conduct of research, subject to the university policies.

The purpose of this policy is to clearly establish rules, guidelines, and principles under which research assistance grants are provided to researchers.

DEFINITION OF TERMS

- AIWP – Aid-In-Writing Program
- DC – Department Chair
- DCD – Disbursement Control Department
- IRRC – Institute Research Review Committee
- RMP – Research Mentoring Program
- SVPA – Senior Vice President for Academic Affairs
- URAG – University Research Assistance Grant
- URC – University Research center
- VPAD – Vice President for Academic Development

SCOPE

This document defines policies and guidelines for the different programs for research assistance grant.

PROVISIONS

1. Grants and Programs
 - 1.1. University Research Assistance Grant (URAG) - The University Research Assistance Grant is available to all eligible faculty members pursuing research projects. The grant aims to promote and support a culture of research excellence. To qualify, faculty must submit a detailed research proposal, outlining the project's objectives, methodology, expected outcomes, and budgetary requirements. The grant committee will assess applications based on their academic merit, feasibility, and potential impact. Successful recipients will receive financial assistance and a reduced teaching load, allowing them to devote more time and effort to their research activities. The grant is subject to annual review, and recipients may be required to submit progress reports to ensure accountability and the effective utilization of funds.
 - 1.2. Aid-in-Writing Program (AIWP) - The Aid-In-Writing assistance is open to all faculty members seeking support for their writing projects within the university. Faculty members can apply for this program when they have a substantial writing task, such as a book, journal article, or significant report, which demands dedicated time and focus. Applicants must provide a clear outline of their writing project and demonstrate how a reduced teaching load will enable them to advance their writing goals. The assistance is typically granted for a limited period, and faculty members are expected to use this opportunity effectively to produce high-quality scholarly work. Recipients will be evaluated based on their writing progress and contributions to the academic community.



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- 1.3. Research Mentoring Program (RMP) - The Research Mentoring program is designed to aid faculty members in fostering professional growth and research expertise. Eligible faculty can express their interest in obtaining a research mentor by submitting a request outlining their research goals and areas of interest. The program committee will then facilitate the matching process, connecting faculty members with experienced and accomplished researchers within the university or wider academic community. The mentorship relationship will be based on mutual respect and a commitment to regular communication and feedback. Faculty mentees are expected to actively engage in the mentoring process, seek guidance on research strategies, publication opportunities, and career development. The program aims to promote collaborative research culture and contribute to the success of faculty members in their academic pursuits.
2. Qualifications and Guidelines for Research Assistance Grants Applicants and Applications
 - 2.1. Regular Full-Time (RFT) faculty members, Lecturer Full-Time under tenure track (LFT Tenure-Track), and academic managers are qualified to apply for the program as the **principal proponent**. Principal 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 qualified as a principal proponent.
 - 2.2. Lecturer Full-Time (LFT) and/or Lecturer Part-Time (LPT) faculty may be considered as co-proponents of any of the qualified principal proponents. LFT faculty may also serve as main proponent if he/she has previously successfully completed and published research project as co-proponent.
 - 2.3. Submission for research proposals must be done a semester prior to the implementation of the research. Proposals submitted beyond the prescribed deadlines shall be considered for deliberation in the following semester.
 - 2.3.1. Proposals with an implementation start date in the first semester must be submitted by the end of May preceding the first semester.
 - 2.3.2. Proposals with an implementation start date in the second semester must be submitted by the end of October preceding the second semester.
 - 2.3.3. Proposals with an implementation start date in the midyear term must be submitted by the end of March preceding the midyear term
 - 2.4. Proponents are only allowed one (1) university-funded research project at a time except when given permission by the university research council.
 - 2.5. Principal proponents and co-proponents with previous research projects under the program can only apply again after completion of required outputs and submission of research article to a reputable journal for publication.
 - 2.6. Proposals for research projects which require more than two consecutive semesters to complete must be prepared and submitted by phases, each phase covering a per-semester or per-year duration. Accordingly, budget for the succeeding phases will only be released upon completion of preceding phases.
 - 2.7. Approval of such continuing research projects under 1.6 shall be done by phase for proper budgeting purposes since budget is allocated per school year. Provisions for succeeding phases are contingent upon availability of funds and progress of preceding phases.
 - 2.8. Requests for extension of research projects may only be granted upon approval of the university research council, if:
 - a. The reasons for the delay in the completion of the 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; and



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- d. A supplementary or carry-over budget is available to cover the previously approved grant.
 - e. The request for an extension is submitted at least 3 months prior to the proposed start date of the extension.
- 2.9. 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 program beyond the set completion date, unless extension is approved by the university research council.
 - 2.10. Research projects under the program which are co-funded by another agency (e.g., 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.
 - 2.11. Any significant deviation from the proposed project shall be considered as a new research proposal and therefore must be reviewed and approved by the Institute Research Review Committee (IRRC) and subject to deadlines set for submission to proposals.
 - 2.12. Deferment of implementation of an approved research project is subject to approval of the respective institute dean, URC director, 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 the institute dean, URC director, VPAD, and SVPAA.
 - 2.13. The PROGRAM includes a budget for research expenses. A line-item-budget in the research proposal must be reviewed and endorsed by the institute research review committee (IRRC), institute dean, URC director, VPAD, and approved by the SVPAA and/or by the university president. Use of the allocated budget is subject to university policies.
 - 2.14. Non-compliance with the signed Research Agreement will result in a deduction from the proponent’s salary (and benefits, when necessary) amounting to the approved grant.

3. Application Process

- 3.1. The main proponent must first [register online](#) for monitoring system.
- 3.2. The main proponent will then receive an email which will give them access to forms and listed below and a [project proposal](#) that must be accomplished before submitting to their respective DC:

FEU.URC.C FRM.01 Application for Research Assistance Grant – Application for Research Assistance Grant Form
 FEU.URC.C FRM.02 Application for Research Assistance Grant – Line-Item-Budget and GANTT Chart

- 3.3. The department chair will convene the IRRC to review the proposal and the research load to see if it is commensurate with the research project suggested by the IRRC being proposed.
- 3.4. The IRRC decides if: (a) application is approved and endorsed to the Institute Dean, or (b) research proposal/workplan/budget needs revisions, or (c) research proposal requires clearance from the Ethics Review Committee and/or the Institutional Animal Care and Use Committee.
- 3.4.1. The IRRC also determines if the research load requested by applicant/s is commensurate to the research project. Depending on their level of participation, academic managers engaged in approved research projects may be given research time or research load in lieu of the extra teaching load that they are allowed for the semester.



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- 3.4.2. For applications that need revisions or require clearance, the IRRC notes the recommendations and returns the application to the researcher through department chair. The researcher revises the proposal and/or justifies the non-revision, and/or secures the necessary clearance.
 - 3.4.3. The researcher submits the revised proposal and/or clearance to the IRRC. If the revised proposal is still within the deadline, it will be included in the IRRC deliberation for the coming semester. If not, it will be considered for the next cycle.
 - 3.5. The IRRC endorses the application to the institute dean who vets the recommendations of the IRRC.
 - 3.6. The institute dean endorses the application to URC. Otherwise, the dean returns the proposal to the IRRC for further review.
 - 3.7. Project managers from URC will assess and verify the application in the URC monitoring system. If all forms are complete, project managers will endorse the application to the URC director. Otherwise, documents will be returned to the applicant for revisions.
 - 3.8. The URC consolidates all applications endorsed by the IRRC and the institute dean. The URC director reviews the consolidated applications and prepares a request for approval of SVPA/President through the VPAD.
 - 3.9. Upon return of the SVPA/President-approved request to the URC, the applicant is informed through the institute dean and asked to sign a Memorandum of Research Undertaking
4. Guidelines for the formulation and disbursement of the PROGRAM budget.
 - 4.1. The PROGRAM shall finance research expenditures itemized in an approved Line-Item-Budget (LIB) following FEU.URC.C FRM.02. The grant aims to defray expenses of the research project, both direct and indirect costs. For additional clarification, the URC or Accounting and Budget Department may be consulted.
 - 4.2. Applicant must fill out FEU.URC.C FRM.02, specifying expenses to be incurred in the conduct of the research.
 - 4.3. Supplies (office, laboratory, or field) are items that are consumable, whereas those that are not consumable are considered as Equipment. Should equipment or software be needed during the study, this must be identified and itemized in the proposed PROGRAM budget. On the other hand, supplies need not be itemized.
 - 4.4. Equipment and software must be turned over to the URC after completion of the research project. Custodianship of the equipment and software shall be coordinated with concerned departments.
 - 4.5. Several methods of procurement are available, including: (1) Netsuite via URC and Purchasing Office, (2) Request for Direct Payment, and (3) Reimbursement. Cash Advances are also permitted for RFT researchers. Official Receipts (OR) are required for every transaction, however, when unavailable, an FEU Acknowledgement Receipt may be submitted.
 - 4.6. The need for language editor shall be coursed through the Language Learning Center Coordinator.
 - 4.7. All expenses to be incurred under personnel services are subject to tax.
 - 4.8. An honorarium for the researcher is not allowed, as well as overhead or venture capital.
 - 4.9. Budget Caps – or more efficient management of resources for research projects, PROGRAM shall be limited to the following:



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Level	Amount	Authorization
1	0 to 100,000	URC Director + VPAD
2	More than 100,000 to 400,000	URC Director + VPAD + Controller
3	More than 400,000 to 2 million	URC Director + VPAD + Controller + SVPAAs + CFO
4	More than 2 million	URC Director + VPAD + Controller + SVPAAs + CFO + President

- 4.10. The Institute Research Review Committee is tasked to thoroughly evaluate the research proposal and recommend the amount of grant it deems commensurate to the project for approval of appropriate authorities based on the following: (a) research objectives and methodology; (b) detailed work plan which should indicate realistic timeline, specific activities like library work, field work, interviews, experiments, tests, etc., (c) budget proposal which should specify projected expenses for every activity and the items that may need to be procured subject to University policies.
- 4.11. In the spirit of equity, high-budget research projects shall have limits, in terms of number of projects and researchers doing such projects, as determined by each Institute depending on its priorities and on the impact of the research projects to FEU and to the immediate community.
- 4.12. Disbursement of the grant shall be subject to existing University policies and guidelines.
- 4.13. In the event that the University Research Center does not have sufficient budget to support the entirety of a project, URC has the right to decide where to allocate funds as needed and necessary.

5. Monitoring Research Progress

- 5.1. Data and results generated from the research project must undertake a validation process endorsed by the department chair and institute dean prior the submission and acceptance of the terminal report. This shall serve as the basis for project completion and clearance of the research proponent from the URC.
- 5.2. For the duration of the project, a research progress report and fund utilization report will be required at the end of each phase, unless it is the end of the project where a terminal report and fund utilization report should be submitted. A grace period of thirty (30) days may be given for the submission of the research progress report/terminal report and fund utilization report.
- 5.3. When deemed necessary, the Research Review Committee of the institute concerned will be asked to evaluate the reports and the research proponent asked to provide additional justification and/or project revisions before notice to proceed may be given. Should the submitted reports not meet requirements, the research proponent will be notified of the closure of the project and consequent sanctions.
- 5.4. Failure or refusal to submit any report after the grace period and repeated notice of non-submission without justifiable cause shall be dealt with administrative sanctions by reimbursing all grants related to the project and the disqualification from future research undertakings.
- 5.5. Approval of the terminal report leads to the clearance of the research proponent of pending requirements from URC and same will be stated in a letter to relevant offices.

6. Publication Requirement

- 6.1. Upon completion of a research project, the proponents are required to publish either a part or the entirety of their research findings in a recognized scholarly journal. This publication should align with the objectives and scope of the project and contribute to the existing body of knowledge.



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- 6.2. Researchers shall be given a maximum of one (1) year from the completion date of the research project to seek out an appropriate journal and submit their manuscript for publication. The one-year timeline allows researchers sufficient time to conduct a thorough review of potential journals and prepare their manuscripts for submission.
- 6.3. Researchers are encouraged to identify and select a scholarly journal that best aligns with the subject matter and focus of their research project. The selected journal should have a reputable standing within the academic community and be recognized for its rigorous peer-review process.
- 6.4. Researchers are advised that the application for publication grants should be pursued separately through the designated program or funding source specifically allocated for this purpose. The publication grant should not be included as a line-item in the original budget for the research project.
- 6.5. In cases where multiple researchers have contributed significantly to the project, collaboration and co-authorship should be considered. Researchers should work collaboratively to determine the appropriate authorship order and ensure that all contributors are acknowledged appropriately.
- 6.6. In exceptional circumstances where researchers encounter unforeseen challenges or difficulties in finding an appropriate journal within the stipulated timeframe, they may request an extension of the publication timeline only once. Such requests should be submitted in writing to the designated research office, providing a detailed explanation and justification for the extension.
- 6.7. Non-compliance with this publication policy may result in disciplinary action, which may include but is not limited to, loss of research privileges or funding restrictions.

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