

## About FEU

Far Eastern University started out as a dream, born virtually out of its founder's head, Dr. Nicanor Reyes, in 1928 with the help of a reputable group of educators from the Department of Economics of the University of the Philippines. The University began life as the Institute of Accountancy that initially offered a three-year program designed to meet the minimum requirements for the certified public accountant examination. In order to respond to the needs of the times, the Institute soon branched out to other fields of study. A year after, it became the Institute of Accounts, Business and Finance (IABF)

In November 1933, FEU became the result of the fusion of Far Eastern College– which offered courses in the liberal arts–founded in 1919 and the IABF–which offered courses in accountancy, economics, business administration, and banking and finance–founded in 1929. Being the first President of the University, Dr. Reyes envisioned a school that would promote the teaching of accounting to Filipinos.

The '30s and '40s became the building years of FEU.

When the Pacific War broke out, the FEU campus became the headquarters of the Kempetai, right in the heart of Manila. Aside from burning and destroying the university records and facilities, the enemy forces also took the life of the great founder and some of his family members.

Though bereft of its founding President, the University reopened in 1945, run by eminent educators as Presidents -- Dr. Hermenigildo Reyes, Jaime Hernandez, Dr. Francisco Dalupan, Clemente Uson, Dr. Leoncio Monson, Belen Enrile-Gutierrez, Dr. Vidal Tan, Dr. Teodoro Evangelista and the founder's eldest son, Dr. Nicanor Reyes, Jr.

After embarking on a massive expansion program of physical plant and facilities to accommodate its growing student population and to cope with the demands of modern, relevant education for a developing country during the post-liberation years, FEU also geared towards elevating the level of academic excellence by advanced instruction and professional training to qualified students by establishing the Institute of Graduate Studies. Various curricula were also reviewed which paved the way for new academic programs.

The University is a premiere education institution in the University Belt. It is a university of choice among high school graduates because FEU has had a long and rich history in education, culture, arts and sports. In addition to academic excellence, the University strives to impart a well-rounded education by providing alternatives to students.

With the pronounced effort to upgrade the faculty, the research program, and the physical plant, the University advances further towards quality education. For the past years since its founding, FEU has produced business tycoons, ambassadors, justices of Supreme Court and other judicial bodies, technocrats in private and government sectors, finance experts, acclaimed physicians, nurses, educators, theater and media luminaries and so many others in different fields of expertise.

## **Vision- Mission**

Guided by the core values of Fortitude, Excellence and Uprightness, Far Eastern University aims to be a university of choice in Asia. FEU provides quality higher education through industry-responsive and outcomes-based curricular programs, produces globally competitive graduates, and promotes sustainable and responsive research, extension, heritage and environment stewardship towards national and global development.

## **Core Values**

**Fortitude.** A Tamaraw is characterized by fortitude. Moral courage and strength of character allow Tamaraws to achieve more than is expected of them. FEU provides the academic, social and cultural environment to help develop in its students the strength of mind and spirit to persevere, not give in or give up, to be committed to an ideal, and to pursue it with hard work and courage.

**Excellence.** A Tamaraw is characterized by excellence. Students, faculty, and staff perform rigorous, meticulous, innovative, creative, and relevant endeavors of the highest standards, effectively communicated to stakeholders, and steeped in critical thinking, thus rewarding the FEU community with countless achievements in all fields of endeavor. The FEU community cultivates a campus environment committed to a culture of excellence in academics and beyond.

**Uprightness.** A Tamaraw is characterized by uprightiness. Full development of morality, ethical integrity, selflessness, fairness, and a commitment to the greater good in all members of the FEU community is among the primary purposes of FEU as an educational institution. Thus, FEU steadfastly adheres to a set of principles and a code of conduct which are integrated into the curriculum and academic and management policies. This way, FEU aims to contribute to the moral advancement of Philippine society.

## Section 1. Who We Are

FEU is a private, non-sectarian university that offers professional degree programs through rigorous training in critical thinking and effective communication to students coming from a wide range of academic, cultural, and economic backgrounds.

FEU believes that students who are willing to strive and work hard can achieve the highest levels of intellectual, emotional and ethical development regardless of their academic preparation in their basic education years.

FEU's mission is to provide quality education for all.

## Section 2. The FEU Environment

FEU is nurturing but it demands hard work and rigor. In FEU, logical, critical, and creative thinking, persuasive communication, professionalism, transparency and fairness are valued and experienced within an environment where its members listen to and accept each other, value each other's well-being, and care for each other. FEU encourages the practice of being "firm but affirming" which means that members of the FEU community are sensitive to and supportive of each other but respectful as well of rules, guidelines, standards, and deadlines. We believe that providing this balance to students who persevere will yield the best results.

## Section 3. Graduate, Faculty, Curricular Attributes

Anchored on its vision, mission, and core values, Far Eastern University is committed to providing quality higher education by

**producing graduates** who are capable, good communicators with critical-thinking skills, life-long learners, civic-minded, morally sensitive, socially responsible, brave in handling difficult and challenging situations, able to compete locally and globally with integrity and excellent work ethic and contribute to holistic, sustainable and inclusive national and global development.

**entrusting faculty** who are embodiments of teaching as a vocation, adherents of the principle of student-centered learning, willing mentors who will shepherd students into the professional world, public intellectuals, leading disciplinary experts, active knowledge-generators and disseminators with professional integrity.

**providing curricula** and programs that balance a liberal arts education with professional education programs and that develop the physical, social, cultural, psychological, ethical, and intellectual aspects of the student, foster the development of digital literacy, effective communication, and critical thinking skills.

## Section 4. Our Core Process

Our core process is the creation and maintenance of a teaching and learning environment of **excellence** and **uprightness** where emphasis is placed on *knowledge production through critical thinking*, on the ability to appreciate and ethically gather *sound data and evidence*, on embracing creative tension between existing knowledge and new knowledges, on *taking a stand* that is fair to all concerned, on the *effective communication* of this knowledge, on the safekeeping of this knowledge and the tradition to which it belongs, on the use of this knowledge to propose creative solutions for problems on the personal, community, national, or global levels.

FEU's teaching and learning environment operates through **fortitude**: it is professional and efficient, and functions with transparency, clarity of purpose and direction, and punctuality. It also operates through **nurturance**: it values humility, selflessness, respect for others, self-fulfillment, and strong community ties.

All our policies and practices are guided by and focused on this core process.

## Section 5. The FEU Teaching and Learning Culture

FEU practices, advances, and advocates for a learning culture that is student-centered.

FEU affirms the ability of students to produce valuable reactions to, reflections and questions on, and understandings and appreciations of topics and issues in the classroom. As such, the FEU classroom is set-up in a manner that will best solicit student input and the FEU teacher's responsibility is to ensure that the students participate in the generation of ideas rather than be passive recipients of them. The FEU learning environment is one in which students are seen as co-authors of ideas and the FEU teachers are expected to listen to, encourage, and mentor students and to facilitate in the creation of knowledge and ideas.

FEU's student-centered classroom highly respects not only intellectual differences but also gender identification, sexual orientation, age, creed, socio-economic status, physical and mental condition, ethnic origin, political or other affiliations.

### **Section 6. The Tri-focal Role of the University**

FEU sees its role as having three interrelated focal points: teaching, research, and extension.

Research is defined as the generation of new knowledge using the scientific method (the creation of a hypothesis based on observation, previous knowledge, and verifiable evidence). Research is the core activity in the classroom and as such FEU faculty engage in research (first through graduate studies and then later through their own projects) in order to be effective facilitators of it. FEU faculty and students alike also engage in research in order to generate new insights and knowledge in their fields as these are the bases of innovation and change. Creating sustainable innovation and change in our immediate community that is research-based is the purpose of extension work.

Teaching, research, and extension are thus interconnected. The classroom is the training ground for the research process. Faculty and students pursue research in order to generate new knowledge, the application of which should create more sustainable communities. Although the classroom and the research projects are the natural venues for the practice of scientific data gathering, analysis, critical thinking, persuasive communication, and the proposal of solutions for the problems of society, they are not the usual sites for carrying out programs to address these problems and effect change. This is carried out through other university programs such as the programs of the FEU student organizations, the FEU Volunteerism Office, and the FEU Office of Community Extension.

FEU is committed to this tri-focal role as it sees its role as a university as being a force for sustainable social change in the classroom, in the wider community, in the nation, and in the global arena.

## Article II. The FEU Research Agenda

### Institute of Accounts, Business and Finance

#### Vision

Far Eastern University – Institute of Accounts, Business and Finance (IABF) envisions itself to be the preferred business school in Asia.

#### Mission

The Institute of Accounts, Business and Finance is committed to produce principled and competent business graduates, espousing Fortitude, Excellence and Uprightness. IABF will promote community engaged, service-oriented individuals who will shape and build strong organization in the future.

#### Objectives

To achieve this, we are committed to:

- Fervently incorporate actual business practices in all business professional courses to develop young and proactive business executives;
- Enhance the research skills of business students through exposure in research works;
- Uphold the commitment of producing principled and competent business graduates;
- Implement a comprehensive Student Apprenticeship Program;
- Actively involve and participate in Community Service and Development;
- Build and strengthen the entrepreneurial skills of the students and
- Foster and sustain strong linkages with government and business industries, both local and international.

To situate the following research priorities of IABF:

1. **Green Innovation and Sustainable Business and Enterprise.** Introduction of changes in enterprise models which captures the economic value as well as reduces ecological footprint in a business cycle. Probing sustainability issues to develop programs to address the changing needs of the business landscape is a primordial concern. The role of accounting, business, finance, and economics in the disruption of enterprise growth can lead to the development of action plans to resolve determined gaps.
2. **Digital Transformation.** Focuses on new technological breakthroughs where innovation contributes to the progress of the business ecosystem. New and improved ways shifting to digitalization to contribute to uplifting both the community and environment.
3. **Sharing Economy.** Discovery of collaborative concepts to build a stronger linkage among stakeholders. Trust and inclusivity issues are some revolutionary programs that faculty and students can explore. The issues on sustainable human capital related to circular economy determine the programs.
4. **Commercialization of Research.** Integrating a process through which the knowledge produced by the department and research bureaus is transformed into industrial processes or products that can be offered to the market. Business education shifts to entrepreneurial approach where accounting, finance, marketing and human capital becomes holistic for an action-oriented implementation. Research expands to acceptance of business plan as a research-based thrust.
5. **Contemporary Issues on Accounting, Auditing and Taxation.** The focal point shall be on the problems and issues concerning the four sectors of accounting: Academe, Public Practice, Commerce and Industry, and

Government Accounting. This will cover accounting standards, auditing standards, and information technologies; significant matters pertaining to the improvement of accounting education as well as enhancement of the accounting programs and other accounting-related programs such as internal auditing, management accounting, and accounting information system; emerging technology in accounting education, sustainability and environmental accounting; and topics on ethics and corporate governance. In the area of Taxation, business tax research can investigate new tax laws, its impact, implication and can contribute on recommendation on tax policy and administration. Taxation practice represents a significant part of what can be classified as accounting practice and it is a good source of research area that can be explored in an accounting context.

## **Research Agenda and Content**

Key Points:

- Research thrust of the institute
- Target journals for publication
- Target conferences

### **Area 1: Business Economics and Finance**

#### **Description**

**Sustainable finance generally** refers to the process of taking due account of environmental, social, and governance (ESG) considerations when making investment decisions in the financial sector, leading to increased longer-term investments into sustainable economic activities and projects (European Commission 2016). Research-based studies can be link to the integration of ESG factors into banks' risk management processes, business strategies & investment policies, and into prudential supervision. Findings related to investments on low carbon innovation policy, cost of capital in relation to climate changes, resilient investments and financial support for green transformation.

#### **Scope**

Research focuses areas on sustainable practices related to environmental factors including mitigation of the climate crisis or investment of sustainable resources. Relational studies on cost of capital and governance factors. The impact on the role of financial institutions in implementing green practices. And the challenges of digital banking in the new normal are current finance research endeavors.

### **Area 2: Accounting, Auditing and Taxation**

#### **Description**

The goal is a sustainable economy where businesses want to keep thriving. Accounting research creates value as a strategic partner. Ways of providing better corporate information, independent assurance, assign costs to negative impacts on the environment and rewarding sustainable policies. Taxation research investigates new tax laws and its implication on the sustainability of business and can create a source for the improvement of tax policies and administration.

#### **Scope**

Accounting and auditing best practices for long term wins, creating accounting strategies towards a more sustainable future and measuring the corporate environmental footprint are some key research areas. For Internal Auditing, research interest can include studies on fraud, risk assessment, compliance, corporate good governance, ethics, operations auditing, corporate social responsibility, and emerging technology. Taxation research includes areas on tax planning, new tax laws, corporate tax strategies, and improvement

of current tax practices.

### **Area 3: Marketing**

#### **Description**

Sustainable marketing, as a process of creating and exchanging value, should focus conceptually on value for the client and future generations and the result of exposure and interaction of the product with the environment (Barnes, 2020). A focal point on sustainability and taking part in the natural laws rather than production. It remains essential to any present-day value driven business. The advantage of sustainable marketing is telling the truth instead of attributing it to non-existent properties to a product. Many scale-up businesses are not ready for this at present, but research initiatives will lead the sustainability movement.

#### **Scope**

Research thrusts include sustainable marketing strategies and green marketing. Highlighting the marketing role in encouraging sustainable consumption. Marketing research on idea generation is environmentally friendly. An integral part of marketing is the product life cycle (from idea to a real product), but it also includes external communication towards the market. Primarily, commercialization of these 4 Ps in marketing research is a measure for achievement.

### **Area 4: Entrepreneurial**

#### **Description**

One of the current dominant features of entrepreneurial activity is the emergence of sustainable entrepreneurship. The thrust of IABF research is to understand this distinct subdomain of entrepreneurial action in a business environment. This means that value creation in entrepreneurship shifts from economic and wealth creation to cover non-economic gains. Research end results benefit a community which focuses on entrepreneurial activity and its relationship with environmental problems and solutions.

#### **Scope**

Research domain covers social entrepreneurship, technopreneurship, agripreneurship and women entrepreneurship. Recognition of entrepreneurship as a solution rather than a cause will allow researchers to discover that sustainable entrepreneurship.

### **Area 5: Leadership and Human Capital**

#### **Description**

Sustainable human resources management can be defined as “the adoption of Human Resource Management (HRM) strategies and practices that enable the achievement of financial, social, and ecological goals, with an impact inside and outside of the organization and over a long-term time horizon while controlling for unintended side effects and negative feedback” (Ehnert, Parsa, Roper, Wagner, & Muller-Camen, 2016, p. 90). This concept is referred to as “Green HRM”. IABF research provides a link between appropriate HRM and organizational performance in terms of sustainable development that has been examined in previous studies. Findings suggest that sustainable HRM can influence organizations to become more competitive and effective in their quests to ensure economic prosperity, social well-being and ecological outcomes for their stakeholders.

#### **Scope**

Sustainable HRM includes the constructs of green HRM, socially responsible HRM, triple bottom line HRM, and common good HRM. Another perspective includes use of functional HRM focusing on the five elements of recruitment and selection, HR performance appraisal, compensation, HR training and development, and HR flow. The

H-Classics approach offers an objective method to identify core knowledge under the assumption that core knowledge is presented in the papers which are most frequently cited (Martínez, Herrera, López-Gijón, & Herrera-Viedma, 2014). Social factors include human rights, as well as consumer protection and diverse hiring practices.

## **Area 6: Decision Sciences**

### **Description**

A variety of complex choices involve long-term decision making. Sustainability concepts in decision making need new tools and approaches. Researchers collaborate to evaluate business ideation stages to support the ecosystem. Working together is essential to build a business model for 2030.

### **Scope**

Research focuses on entrepreneurial strategies considered in decision making regarding pollution as well as land and water degradation related to production and operational aspects of enterprises.



# **Institute of Architecture and Fine Arts**

## **Research Thrust of the Institute of Architecture and Fine Arts**

The Research thrust of the Institute of Architecture and Fine Arts is aligned with the National Higher Education Research Agenda-2 (NHERA-2) which aims to develop interdisciplinary, policy-oriented and technology driven researches for sustainable development. It is also united with the career progression and specialization pathways in research, and in creative and innovative works mandated by the Professional Regulation Commission and researches or projects that will support the priority cultural domains outlined by the Creative Economy Council of the Philippines.

The Institute through the help of the FEU University Research Center (URC) is dedicated to promoting research and in building research capacity in the Architecture and Fine Arts Department.

The Institute Research and Working Committee and the academic departments will assist in the formulation of the Institute Research Agenda (IRA) and support the implementation of the Institute/ Department Research Development Plan. The Institute Research Agenda is a product of a series of meetings and discussions within the Institute Research and Working Committee and with the faculty in each academic department. It presents strategies and initiatives to increase the research productivity in the Institute of Architecture and Fine Arts and identifies priority areas for research in the academic departments for the next five years.

The IARFA Institute Research Agenda is directed at four primary stakeholders- the faculty (RFT, LFT, LPT, TA), students, staff, and academic managers.

## **Goals and Objectives**

The Institute shall support the FEU University Research Center in promoting the research productivity in the academic departments.

The following objectives will be pursued by the Institute of Architecture and Fine Arts.

1. Enhance research productivity in the Architecture Department aligned with the program specialization tracks and in Fine Arts department within its academic major.

Strategies and Initiatives for objective 1

- a. Ensure the effective implementation of the FEU University Research Programs and inform the faculty of the system of rewards or incentives for research undertaking to encourage faculty to engage and invest in research.
  - b. Establish and develop the culture of research in the Institute.
  - c. Creation of the thematic areas and research clusters to cater the various aspects and concerns of the University's research thrust.
  - d. Converting faculty thesis or dissertation chapter or portions thereof into a journal article.
2. Enhance instruction and elevate the Architecture and Fine Arts profession through research contributions that are discipline-based, policy-based, and are creative and innovative.

### Strategies and Initiatives for objective 2

- a. Creation of thematic areas that will cover various topics and disciplines in each program's specialization track and academic majors which aims to develop existing and additional knowledge in the field catered specifically for the development of the academic programs and the Institute as a whole.
  - b. Utilization of variety of disciplinary lenses which are significant in the creation of a discipline-based, policy-based, interdisciplinary, and technology-based researches.
3. Generate knowledge on areas that are less explored and need to be addressed that are locally responsive, conscious of the value of cultural heritage and internationally competitive.

### Strategies and Initiatives for objective 3

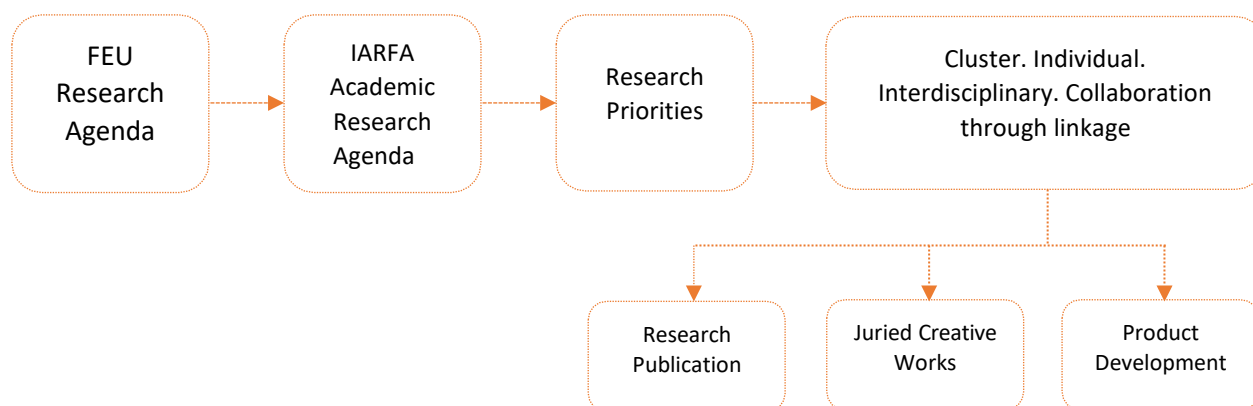
- a. Identification and mapping of critical knowledge within the Institute research priorities/ thematic areas and analyze the existing resources to identify areas of scholarship where data is limited.
  - b. Utilize technology and develop researches in architecture and fine arts aimed at solving practical problem and that would require innovative solutions.
4. Engage faculty and students in research collaborations, product development and design competitions.

### Strategies and Initiatives for objective 4

- a. Engage in project-focused, client-based, market driven, multi-sectoral and post-occupancy research.
- b. Create complex instructional activities in the undergraduate specialization courses and prepare students and staff to participate as faculty's research apprentice.
- c. Further research opportunities in collaboration with other Institutes, HEI's, corporations, communities, allied professions, and government and non-government organizations.
- d. Test concepts, prototypes, and models by participating in review activities such as competitions and exhibitions to improve the standards, performance, and credibility of the creative work or research results before they are published.

## Research Approach

The plan and procedure in the Institute research production and the overall decision is essentially based on the research thrust of the University and the Institute.



## Research Priorities/ Thematic clusters

### 1. Community Planning Development

This involves the study of the environmental physical space of the community. This discipline is concerned with the concept of neighborhood in the morphology of the local community, and how it influences the Filipino and urban planning practices.

This research cluster is dedicated to advancing research writing in the following two sub-clusters:

#### Sub-cluster 1: Urban and Rural Development

Thematically, this includes planning, designing, and improving the built environment, whether it is planned or culturally developed rural and urban communities, aimed at promoting social and economic development.

#### Sub-cluster 2: Housing and Human Settlement

Engages studies involving all forms of human habitation and topics on design aspects, building morphology, typology as well as the economic, social, environmental and governance issues in the urban and rural settlements.

### 2. Architectural Production and Construction Engineering

This focuses on the utilization of building techniques for the development of new products suitable for architectural and engineering applications. This involves how design and development of architectural forms are driven by materiality, manufacturing, and fabrication. Specific works on innovation, prototype production and manufacturing engage design professionals, researchers, partner organizations, developers, manufacturer of construction materials and corporate support in the search for the creation of new knowledge for building applications.

### 3. Cultural Heritage Conservation

This deals with measures aimed at safeguarding the tangible (intangible) Filipino cultural heritage. Conservation research may include topics related to practical and theoretical aspects of preservation of historically significant building and spaces, and art preservation and conservation.

### 4. Studio Arts: Theory and Practice

This relates to the field of study in Fine Arts involving topics relating to painting, drawing, sculpture, art history, practice, materials, traditional arts, and visual culture.

### 5. Visual Communication

Studies will involve topics relating to fields of Fine Arts including but not limited to advertising, graphics and industrial design, photography, creative arts, electronic media, animation, film, and fashion.

This research cluster is dedicated to advancing research writing in the following two sub-clusters:

#### Sub-cluster 1: New Media

Research topics can discuss the forms of cultural practice (print media, broadcast media and support media) that arise concurrently with the technological platforms (social networks, media sharing sites, discussion forums, social shopping networks, and other software application) used in delivering artworks involved, as well as the challenge to preserve artwork beyond the time of its contemporary production.

#### Sub-cluster 2: Visual Marketing

This involves the economic dimension to visual communication. Research topics may include visual perception to critical interpretations of the marketability of a brand that influence consumer buying behavior.

### 6. Integrated Marketing Communication

This covers research topics on the integration of the promotion tool of marketing such as: advertising (broadcast media, print media and support media), public relations (events, exhibits, press release), direct marketing (social media, websites, digital media), marketing strategies for personal selling, crisis promotion, guerilla marketing, B2B, B2C and sales promotion. Research topics can include marketing research focusing on consumer acceptability and resource management.

### 7. Product Innovation and Development

This aims to provide substantial contribution in exploration projects combining

research, art, new media, technology, and innovation. Specific works engages artists, researchers, and corporate support in search of new designs, prototype new ideas and launch real-life projects.

## Institute of Arts and Sciences

As one of the oldest institutes in FEU, the Institute of Arts and Sciences integrates its knowledge production and practice via the intersection of social and physical sciences using an interdisciplinary approach to research. It situates the discourse and praxis in a global world where rapid advancements in technology, the changing urban and rural landscape, and the ever-shifting configuration between international and local relations has brought forth changes in the social, political, economic, environmental, and cultural life of the people.

To this end, with a research agenda centered on engaging in collaborative work within and among various institutions whether local or international and innovating on traditional ideas and approaches to the various disciplines under its wings, IAS aims to produce policy and development-oriented research that focuses on the following key areas:

- 1. Cultural and Environmental Sustainability.** Research on cultural sustainability include studies on the enhancement and preservation of Filipino arts, language and culture in the country whether folk, indigenous, or popular and how it evolves within the framework of local and global politics and influences. Environmental sustainability, on the other hand, looks at the vulnerability of biodiversity and what can be done to address this in the light of changes in the climate and the unpredictability of the natural world due to consumption practices of an ever-expanding population.
- 2. Public Health.** Research in this area examines a broad range of issues concerning the welfare of medical practitioners, the evolution of the concept of health from science to public, social, economic, cultural, and political discourse, the most pressing issues involving health programs and projects in a disaster-prone country like the Philippines, and the documentation and promotion of health-related policies and agenda.
- 3. International Affairs and Policy.** Research in this area includes the concept, and reality of Filipino migration, the dissolution of national borders due to globalization, and the ever-increasing economic, social, and political changes in East Asian region and the rest of the world and its impact on the Philippines. More so, research in this area aims to review the existing diplomatic relations and foreign policies with the view of contributing to a discourse of building a national consciousness with a global mindset.
- 4. Governance.** Research in this area looks at the electoral processes and patterns in a democratic and developing country like the Philippines. It also looks at the different government-related policies that helps drive the economic, social and political life of the nation and on the performance of the branches of national and local government units with a goal of creating policy recommendations that is consistent with the national development efforts.
- 5. Digital Citizenship/ICT and Social Change.** Research in this area describes and analyzes through various approaches such as mapping, theory and model building, the changes in different social institutions brought about by the utilization of information and communications technology (ICT), the social dimensions of adoption of ICT by individuals, organizations, and communities, including a social analysis of virtual communities and interactions. Further, it also looks at studies on (re)construction of identities and social relationships and communities in the offline and online worlds, the role of technology in times of crises and disasters, the development of the digital citizen, the internet as a public sphere, cybercrime and social media literacy issues, studies on regulation and policy-making, utilization of ICT for empowerment,

and its role in the engagement of the Filipino diaspora, and the implications of new media on the professional practice.

- 6. Individual, Families, and Communities in Transition** Research in this area deals with profiling, behavioral-analysis, the processes and interventions involving the development and evolution of individuals, families, and communities. It also locates the concept of Filipino behavior and values in various contexts and looks at how individuals, families, and communities adapt to changes in disaster-prone areas.

## Institute of Education

The research agenda outlined below was anchored on [IE's Strategic Plan](#) that was agreed upon by Institute's academic managers, teaching and non-teaching staff, student leaders, and selected alumni and industry partners during the June 2019 strategic planning session. The team agreed that the Institute must capitalize on its expertise in which the seven (7) Academic Groups (AGs) were conceived. All the faculty members of the Institute are assigned on an AG depending on their research interests and experiences. The following are the Institute's AGs and its descriptions on research and learning.

- 1 Curriculum, Learning, and Teaching (CLT).** This area delves into critical challenges confronting curriculum development, implementation, and innovations brought by changing needs of 21<sup>st</sup>-century learners. This research priority explores trends in curriculum history and reforms, student-centered teaching and learning approach, paradigmatic beliefs in teaching and learning, civics education/social studies education, technology and instructional design, and e-learning and learning management system. Further, research endeavors in this area are not only confined to classroom-based studies but on more critical issues like philosophical, sociological, and policy-related inquiries that shape curriculum development, and implementation, innovation.
- 2 Early Childhood and Special Needs Education (ECSNEd).** This area sets out to understand the current landscape of early childhood education and special needs education. Research areas related to early childhood education argue perspectives about diverse learning contexts and identify best practices to improve early childhood education programs. In terms of special education needs, scholarly attention is focused on the diversity of learners in their access to the curriculum and supporting general education teachers as they transition to becoming inclusive pedagogues. This area provides a platform for the discussion of emerging clinical, theoretical, and practical guidance that concerns early childhood education, special needs education, and school guidance and counseling and how these areas impact learning outcomes, opportunities, and services.
- 3 Educational Leadership and Policy Studies (ELPS).** Priorities in this area are focused on debates about theories and practice of educational leadership and its critical role in attaining curricular goals, promoting effective school management, and improving organizational behaviors. Research in this domain explores educational administration in various educational settings in the local, national, and international context. This area further navigates mechanisms to promote conversations between academic institutions and policy-makers in developing, implementing, evaluating, and innovating frameworks and processes concerning the educational agenda. The core issues examined are educational administration, higher education leadership and governance, educational reform, school leadership, and educational policies.
- 4 Language and Literature Education (LLE).** This research priority explores and builds a body of knowledge focusing on the dynamics of teaching language and literature. This area unravels theory and practice in teaching English as a second language, pedagogy, and assessment of literature studies, literacy in the urban context, early language acquisition, and multilingualism. While research on teaching is central to this



area of study, this focuses mainly on the discussion of the aforementioned topics on a theoretical level, with relation to practice, rather than on a classroom-based level.

5. **Pre-Service Teaching Experience (PSTE).** This is concerned with topics relating to theory, practice, and research in teacher professional development. Mainly, this research priority explores local, national, and global perspectives, curricular policies, and social structures affecting teacher education and professional development. Included in this are the topics of pre-service teacher education curriculum and experience, teacher continuing education, and service-learning. Theory-building on the aforementioned topics is prioritized in exploring this research area.
6. **Sports, Physical, and Wellness Education (SPW).** This focuses on the emerging topics and perspectives in planning, implementation, evaluation, and management of sports and wellness education. This area explores issues on physical education, fitness and wellness literacy, and sports science management. Further, this research priority also unravels new perspectives relating to gender and psychology in sports and trends in e-sports.
7. **Mathematics and Science Education (MSE).** This area examines various trends and issues relating to learning Mathematics and Science. This also explores philosophical and social perspectives in designing instruction and learning of Math and Science content-knowledge, skills, and attitudes. Discussion in this area makes use of interdisciplinary lenses towards Math and Science education as well as exploration of research implications to both theory and practice.

## **PRIORITY RESEARCH AREAS**

These AGs are guide to faculty and students' research. The following are subtopics that are highly relevant to the Institute's directions.

### **1. Curriculum, Learning, and Teaching (CLT)**

- a. Curriculum theory, development, and implementation
  - Curriculum alignment
  - Pedagogical innovations
- b. Curriculum history and reform
- c. Student-Centered Teaching and Learning Approach
  - Problem-based learning
  - Peer-review method
- d. Paradigmatic Beliefs in Teaching and Learning
- e. Critical Theory and Critical Pedagogy
  - Multicultural Education

- Philosophy of Education
- Gender and Education
- Politics in Education
- Sustainable Education
- Sociology in Education
- f. Civics Education/Social Studies Education
  - Indigenous education
  - Peace education
  - Sustainable education
  - Gender equality and social inclusion
  - Education for sustainability
- g. Technology and instructional learning design
  - Instructional models
- h. E-learning and Learning Management System
  - Emergency remote learning
  - Digital literacy
  - Blended learning
  - Education 4.0
  - Virtual reality in the classroom
  - Artificial intelligence
  - ICT in education
  - Seamless learning
  - MOOCs
  - Flexible learning
  - Gamified learning theory
  - Flipped classroom
- i. Educational Assessment, Testing, and Evaluation
  - Assessment literacy
- j. Assessment in Higher Education
  - Students' evaluative judgement
  - Self-assessment

## **2. Early Childhood and Special Needs Education (ECSNEd)**

- a. Early Childhood Education
  - Early literacy and numeracy
  - Socio-emotional learning
- b. Special Needs Education
  - Job coaching and career readiness
  - Transition education
  - Inclusive special education
  - Technological resources for CSN
  - Early intervention
- c. School Guidance and Counselling
  - Career guidance
  - School counseling programs

- School counselling supervision
- d. Educational Psychology

### 3. Educational Leadership and Policy Studies (ELPS)

- a. Educational Administration
  - Total Quality Management
  - Performance benchmarking
  - Accountability
- b. Higher Education Leadership and Governance
- c. Education Reform
- d. School Leadership
  - School-community partnerships
  - Transformational leadership
- e. Education Policy
  - Critical perspectives and policy implementation
  - Discourse analysis and education policy

### 4. Language and Literature Education (LLE)

- a. Language
  - TESOL (Teaching English to Speakers of Other Languages)
  - Language teaching methodology
  - Language teacher education and professional development
  - English for specific purposes (ESP)
  - Language teaching materials design
  - Technology enhanced/mediated language teaching and learning
  - Computer Mediated Communication
  - Mobile-based Assisted Learning
  - Applied linguistics
    - Language pedagogy
    - Language assessment
    - Second language acquisition
    - Bilingualism and multilingualism (e.g., MTB-MLE)
    - Corpus linguistics
    - Sociolinguistics
    - Psycholinguistics
    - Contrastive linguistics
    - Discourse analysis
    - Stylistics
    - World Englishes
- b. Literature
  - Policies for Literature Education
  - Literary Research Methodologies
  - Literature Pedagogy
    - Dynamic Assessment in Literature
    - Strategies in teaching Literature
    - Literature for Language Education
  - Children's Literature
  - Contemporary Literature
  - Literary Criticism

- Localized Literary Theories

**5. Pre-service Teaching Experience (PSTE)**

- a. Teacher as researcher
- b. E-learning
- c. Collaborative learning
- d. Team teaching
- e. Multi-grade teaching
- f. Brain-based teaching

**6. Sports, Physical, and Wellness Education (SPW)**

- a. Evaluation of Sports Performance
- b. Teaching Innovation in Physical Education
- c. Technology Based Assessment in Sports and Wellness Education

**7. Mathematics and Science Education (MSE)**

- a. Scientific argumentation
- b. Scientific modeling
- c. Dialogic inquiry in science education
- d. Epistemic emotions applied to science education
- e. Students' science/STEM identities

**STATEMENT ON ACTION RESEARCH AND RESEARCH METHODOLOGY**

**On Research Methodology**

The Institute values different and competing research paradigms. The Institute recognizes that research approach are based on the researcher's epistemological, ontological, and methodological assumptions on truth, realities, and perspectives. While there may be competing research paradigms, the Institute strongly approach research scientifically with rigor, precision, and accuracy. Regardless of the paradigm, research produced in the Institute of Education are valuable, relevant, and well-thought out.

**On Action Research**

The Institute recognizes the value of Action Research and what it can contribute to the improvement of teaching and learning in the classroom. However, unlike the more formal research studies, such as those typical research conducted by universities published on peer-review journals, Action Research in the Institute of Education may be conducted for coursework assessments. Action Research in the Institute are discouraged as thesis or dissertation for graduate students. Similarly, faculty members of the Institute are encouraged to explore other forms of research other than action research.

## **Institute of Nursing**

The Institute of Nursing embarks on research works that contribute to the nursing profession, its related fields and in the national and international health research and development directions.

The development of the Institute of Nursing Research Agenda (INRA) considered the following as bases and anchors:

- National Unified Health Research Agenda (NUHRA) 2017-2022
- WHO Global Strategic Directions for Nursing and Midwifery (2021-2025)
- International Council of Nursing Strategic Priorities
- Sustainable Development Goals
- Local and culture bound health needs as well as the research priorities of our industry
- Partners and other stakeholders.

### **Vision**

A community who is responsive to national and global health needs through quality nursing research works.

### **Mission**

Guided by FEU core values of Fortitude, Excellence and Uprightness, Institute of Nursing creates and sustain an enabling research environment in addressing current and emerging health problems and issues.

### **Nursing Practice**

To produce evidences for the promotion of good health practices, prevention of diseases as well restoration of well-being.

1. Communicable Disease- research on the prevention on dengue, diarrhea, HIV/AIDS and other STI's, tuberculosis, rabies, neglected tropical diseases and soil transmitted helminthiasis and other communicable diseases.
2. Maternal, newborn and child health – studies towards the improvement of maternal, newborn, and child health.
3. Mental health- research on access, delivery, and effectiveness of mental health programs across various age groups.
4. Non-communicable diseases control and prevention- studies on early detection, prevention and control of non-communicable diseases
5. Reproductive health- studies on acceptability and effectiveness of family planning commodities and STI prevention
6. Care of older persons and those with chronic illnesses- research to map health needs and appropriate health programs, policy and services among elderly population
7. Adult Health – medical, surgical and gerontological health
8. Adolescent Health
9. Emerging-and re-emerging health diseases; COVID 19 and related issues

10. Disaster risk reduction and health emergencies
11. Primary health care
12. Care of families and communities
13. Evidenced based nursing
14. Health resiliency
15. Nursing Informatics - evidences integrating nursing science and information technology with the aim of providing safe and quality nursing care and in improving processes and systems in the different areas of nursing.

### **Nursing Education**

To develop capacities for conducting, managing and utilizing health research in nursing education.

1. Evidence based practices for nursing education
2. Information and communication technologies for health
3. Teaching-learning strategies
4. Critical thinking in nursing education
5. Flexible learning

### **Nursing Administration**

To produce evidences towards efficient, affordable quality health care.

1. Health governance- research in terms of decent workplace, leadership and management within institutions, hospitals, organizations and facilities, both public and private.
2. Health service delivery- studies on how quality health services be accessible, effective, efficient, available and sensitive to cultural diversity.
3. Health human resource-research on human resources for health development

### **Related Fields**

1. Environmental Health
2. Climate Change
3. Culture and Health
4. Social Determinants of Health
5. Health Education

## **Strategies**

1. Continue students and faculty members' capability development on research.
2. Collaboration with existing research organizations, hospital affiliations and other academic institutions
3. Partnership with national and international organizations for research and development.
4. Outsourcing of research funds through grants.
5. Involvement in local and international research activities.

# **Institute of Tourism and Hotel Management**

## **Objectives**

1. Provide guidance to the faculty members on their research focus
2. Maximize the research capability of faculty members
3. Avoid duplication of output

## **Principles of Research Agenda**

1. Utilize research grants offered by URC
2. Increase the publication capability of the Institute
3. Promote collaborations

## **Specific Problem or Topics**

1. Tourism Resilience
2. Tourism Post COVID 19 Recovery
3. Opportunities during Pandemic
4. Health and Safety Protocol in Tourism
5. Tourism Education
6. Employment Readiness of Tourism Graduates
7. Aviation
8. Community-based tourism
9. Sustainable tourism practices
10. Innovation and technology in the tourism Sector
11. Social Media platforms to promote and create awareness in the tourism sector
12. E-Marketing tools used to promote destinations
13. Information Communication Technology (ICT) and the tourism sector
14. Tourist satisfaction and sustainable tourism businesses
15. Perception of service quality and measures of business performance
16. Product development and promotion
17. Tourism and socio-economic development
18. Tourism experience management
19. Tourist segmentation
20. The Public Private Partnership and Tourism growth and development
21. Innovation and competitiveness of destinations
22. Tourism infrastructure, maintenance and development
23. Marketing and communication channels
24. Travel intermediaries and tourism performance
25. Urban regeneration and tourism performance
26. Emerging global trends
27. Niche tourism
28. Tourism Planning and Development
29. Urban Tourism Development
30. Destination Management and Marketing
31. Transformation of Global Tourism



- 32. Sustainable Tourism-Related Businesses
- 33. Tourism Innovation
- 34. Gender Studies and Development
- 35. Information and Communications Technology in Tourism
- 36. Heritage Tourism Preservation
- 37. Risk Reduction
- 38. Green Tourism Practices
- 39. Current Issues in Tourism

## **Article III: The University Research Center**

### **Section 1. Vision-Mission Statement**

The University Research Center (URC) is a coordinating unit of the Far Eastern University dedicated to the creation and advancement of a community of ethical, committed, and professional researchers at the forefront of sustainable and responsive research for national and global development.

To achieve this vision, the URC commits to:

1. Develop policies and guidelines that encourage research and foster interdisciplinary collaboration and collegiality.
2. Nurture a community of researchers and scholars through mentoring programs and capacity-building seminars-workshops, and other research-related endeavors.
3. Build sustainable partnerships and engagements within and outside of FEU through funding and other research-based support and services.
4. Produce outputs that are considered excellent and innovative, ethical, socially-relevant, and responsive.
5. Provide platforms through various fora that allows for dissemination of new knowledge and discussion of various research-based issues and trends, and solutions.
6. Create innovations with the goal of contributing to the advancement of the immediate society and the nation.

### **Section 2. Core Function**

The URC is intended to be the hub of research where all available support to researchers is coursed through. Its core function is to closely work with the Academic Affairs Office, Academic Development Office, different Institutes, and other concerned units in the:

1. Development and application of research policies and processes for the coordination and monitoring of research projects developed under any URC program ensuring strict compliance to the guidelines framing the programs by all involved parties.
2. Implementation of programs and grants such as the (a) Research Capability Building Program (RCBP), (b) University Research Assistance Grant (URAG), (c) Publication Incentive, (d) Thesis and Dissertation Incentive, (e) Juried Creative Work Incentive, among others.
3. Arrangement of trainings and workshops to develop and improve skills among researchers (e.g. proposal writing, statistical analyses, manuscript writing, etc.) to promote the conduct of research and dissemination of research outputs through various fora.
4. Management of Committees such as the Institute Research Review Committee, Publications Standards Committee, Ethics Review Committee (ERC), Institutional Animal Care and Use Committee (IACUC), and Intellectual Property Rights Committee (IPRC).
5. Documentation of all URC-initiated and funded activities pertaining to faculty research for preparation of management reports.

## **Article IV: The University Research Council**

The University Research Council sets and oversees the overall strategic policies, research goals and directions of the University.

It is composed of the University President, Senior Vice President for Academic Affairs (SVPAA), Vice President for Academic Development (VPAD), Vice President for Academic Services (VPAS), Deans of the different Institutes, representative/s from the Research Fellows and Faculty, Director of the Center for Learning Enrichment and Research for Students (CLEARS), and Director of the University Research Center.

### **Functions**

1. Sets the University Research Agenda in consonance with the research agenda of the different Institutes.
2. Oversees the development of research infrastructures of the University as initiated by the different Institutes.
3. Approves research budget caps and allocations for the different Institutes, Research Fellows, and research projects in collaboration with external HEIs and agencies (linkages).
4. Approves research projects of the University Research Fellows and high-budget projects (beyond 200K).
5. Approves policies, plans, programs in line with research, including guidelines governing the procedures to be used in the University for reviewing, approving, and monitoring internally and externally-sponsored projects and awards as recommended by concerned committees and academic units.

## **Article V: The Committees**

### **Section 1. Institute Research Committees**

The University recognizes the pivotal the Institutes and the academic departments under them play in enhancing research capability of faculty, non-teaching staff, and students, increasing the yield of researches and publications, enriching research culture in the University, and in translating knowledge generated from research to student learning.

Two committees support the Institutes in fulfilling this pivotal role: (a) the Institute Research Review Committee, and (b) the Research Working Committee.

#### **A. Institute Research Review Committee**

The Institute Research Review Committee is tasked to review research proposals from faculty, academic managers and non-teaching staff who apply for URC Research Programs and Grants such as the University Research Assistance Grant, Aid-in-Writing Program, Research Capability Building Program, etc.

The committee shall be composed of faculty members with publication track record in their respective fields of expertise. In recognition of diversity of disciplines, the committee may have subcommittees representing different fields of expertise or clusters of related expertise.

#### **Functions**

1. Conducts collegial and constructive review of research proposals (for URAG) and articles (for AIWP) submitted to the University Research Center. The review aims to:
  - Help colleagues fine tune their research proposals/ projects.
  - Provide recommendations as to how the research can be better conducted (work plan).
  - Suggest related literatures, experts etc., if needed.
  - Check how budget can be most-efficiently used.
2. Consults with external experts when necessary.
3. Provides timely feedback to applicants regarding the appraisal of their research proposal, workplan, research and budget.
4. Endorses applications that passed the review for approval through proper channels.
5. Assesses existing criteria, guidelines and policies related to the appraisal of research proposals and feedback mechanism and recommends necessary revisions to the University Research Council.

## Terms of Reference

- a) *Membership.* (1) At least five (5) faculty members make up the Institute Research Review Committee; (2) The Chair of the committee shall be appointed by the Dean to whom the committee reports; (3) The Institute Dean determines the necessary number of subcommittees to be formed if necessary.
- b) *Appointment.* The duration of appointment in the Committee is one academic year for tenured faculty and one semester for lecturer. Reappointments are allowed with approval through proper channels. Research load/ units are accorded to members of the Research Review Committee. Appointment is recommended by the Dean, endorsed by the URC Director and VPAD, and approved by the SVPAA.
- c) *Duties and Responsibilities.* Responsibilities of Committee members include the execution of the functions as stated above and other research-related tasks deemed necessary by the Dean.
- d) *Meetings.* The Review Committee shall convene when applications for grants are already available for vetting. The Review Committee shall also meet with the applicants separately to discuss the results of the review.

## B. Research Working Committee

The Research Working Committee is the designated support unit for the promotion of Research Agenda and implementation of the Research Development Plan at the Institute level. The Committee is responsible for crafting critical objectives to advance research and directing the campaign for the faculty, academic managers, staff, and students of their respective Institutes.

### Functions

1. Formulates the Institute's Research Agenda and updates them as needed.
2. Assists the Institutes/ Departments in formulating and implementing the Institute Research Development Plan (research objectives and appropriate research-related programs/ activities to meet said objectives).
3. Considers existing policies in the context of their respective Institutes and makes necessary recommendations to the University Research Council through proper channels.
4. Acts as a channel of communication between the Institute researchers and University Research Center.
5. Assists the Institutes and the URC in implementing the various research capacity building activities (trainings, workshops, colloquia, conferences etc.) for faculty, non-teaching staff and students.
6. Cultivates relationships via research collaborations with other universities or agencies.

## Terms of Reference

- a) *Membership.* There may be at least five (5) members of the Research Working Committee, comprised of the following: (1) Dean or Associate Dean as Ex-Officio Chair of the Committee, and up to four (4) faculty or academic managers, each with active or recent research involvement, representing a department under the Institute. Where less than four (4) departments exist in an Institute, each department will designate additional representatives to complete at least five members of the Research Working Committee. Where more than four (4) departments exist in an Institute, each department will designate a representative from among whom the Dean will select the representatives.
- b) *Appointment.* The duration of appointment in the Committee is one academic year for tenured faculty and one semester for lecturer. Reappointments are allowed with approval. Research load/ units are accorded to members of Research Working Committee, with the exception of the Dean and Associate Dean. Appointment of RWC members is recommended by the Dean, endorsed by the URC Director and VPAD, and approved by the SVPA.
- c) *Duties and Responsibilities.* Responsibilities of Committee members include the execution of the functions as stated above and other research-related tasks deemed necessary by the Research Working Committee Chair or the Dean.
- d) *Meetings.* The committee shall meet once per month or more frequently if so required. Other faculty may attend meetings upon invitation for specific matters to assist in the attainment of the Research Working Committee's objectives. Minutes of the meeting shall be circulated to the members for noting or discussion.

## Section 2: External Peer Reviewers

In view of Article V Section 1 A-2, the external peer reviewers are consulted by the Institute Research Review Committee especially for research topics where the experts are outside of the present pool of FEU faculty.

The reviewers may come from the networks of the members of the Research Review Committee, academic managers, and faculty members. Composition of reviewers varies depending on the topic of research under review. Institutes shall keep a list of active external peer reviewers with their respective profiles for reference purposes.

## Section 3. Publication Standards Committee

The Publication Standards Committee is specifically tasked with appraising published research outputs and other publications and developing criteria and policies for said appraisal. The committee is composed of faculty members with publication track record in their respective fields of expertise.

## Functions

1. Reviews submitted applications for Publication Incentives.
2. Evaluates research publications as it pertains to ranking or regularization applications.
3. Assesses existing criteria, guidelines and policies related to the appraisal of research publications and if necessary, recommends revisions to the University Research Council.

## Terms of Reference

- a) *Membership.* There may be up to five (5) members of the Publication Standards Committee composed of faculty members with publication track record in their respective fields of expertise.
- b) *Appointment.* The duration of appointment in the Committee is one academic year for tenured faculty and one semester for lecturer. Reappointments are allowed with approval. Research units are accorded to members of the Committee during appointment with the exception of academic managers. Members are recommended by the Institute Deans, endorsed by the URC Director and VPAD, and approved by the SVPAA.
- c) *Duties and Responsibilities.* Responsibilities of Committee members include the execution of the functions as stated above and other research-related tasks deemed necessary by the PSC Chair.
- d) *Meetings.* The PSC shall meet once per month or more frequently if so required.

## Section 4. Juried Creative Work Standards Committee

The Creative Work Standards Committee is specifically tasked with appraising creative work which is published by reputable presses/ organizations or earned recognition or won awards from prestigious/ reputable local and international competitions.

## Functions

1. Reviews submitted applications for award-winning creative works (artwork, music, painting, film, software)
2. Evaluates award-winning creative work as it pertains to ranking or regularization applications.
3. Assesses existing criteria, guidelines and policies related to the appraisal of juried creative work and if necessary, recommends revisions to the University Research Council.

## Terms of Reference

- a) *Membership.* There may be up to five (5) members of the Juried Creative Work Standards Committee composed of faculty members with track record in their respective creative industries. The Executive Director of FEU Center for the Arts is an ex-officio member of the committee.

- b) *Appointment.* The duration of appointment in the Committee is one academic year for tenured faculty and one semester for lecturer. Reappointments are allowed with approval. Research units are accorded to members of the Committee during appointment with the exception of administrators. Members are recommended by the Institute Deans, endorsed by the URC Director and VPAD, and approved by the SVPAA.
- c) *Duties and Responsibilities.* Responsibilities of Committee members include the execution of the functions as stated above and other research-related tasks deemed necessary by the JCWSC Chair.
- d) *Meetings.* The JCWSC shall meet once per month or more frequently if so required.

## **Section 5. Ethics Review Committee**

It is the responsibility of the ERC to ensure the protection of the rights, safety, and well-being of human subjects involved in research and to provide public assurance of that protection.

### **Functions**

1. Approves, requires modifications to, or disapproves research protocols in accordance with applicable national/international regulations and as stipulated in the FEU Ethics Review Manual.
2. Ensures compliance after approval of the study, by monitoring researches involving FEU students and faculty members.
3. Takes the initiative to be informed, as appropriate, by international and national ethics committees.

## **Section 6. Institutional Animal Care and Use Committee**

The humane treatment of animals involved in both teaching and research activities is strictly observed in FEU and is overseen by the Institutional Animal Care and Use Committee (IACUC).

### **Functions**

1. Develops and upholds the policies of FEU on the humane treatment of animals used for teaching and research.
2. Reviews and approves or disapproves requests to use animals in laboratory experiments and in research.



## Section 7. Intellectual Property Rights Committee

The Intellectual Property Rights Committee (IPRC) establishes and implements the policies of FEU on Intellectual Property Rights (IPR), including Copyrights, Patents, Trade Secrets, and Trademarks. As a general rule, ownership of Intellectual Property (IP) generated (a) in the course of the creator's duties and activities of employment, (b) via research grants or agreements for contract research, or (c) with the significant use of University Resources belongs to the University. Moral rights to said IP, however, remains with the creator.

### Terms of Reference

- a) *Membership.* There may be up to five (5) members each of the ERC, IACUC, IPRC, composed of faculty members, non-teaching staff and/ or administrators.
- b) *Appointment.* The duration of appointment in the Committee is one academic year for tenured personnel and one semester for lecturer. Reappointments are allowed with approval. Research units are accorded to members of the Committee, during appointment with the exception of academic managers. Members from non-teaching staff shall be granted official release time to serve the necessary functions. Members are endorsed by the immediate superiors, as endorsed by the URC Director and VPAD (for faculty)/ VP-HRD (for non-teaching staff) and approved by the SVPAA.
- c) *Duties and Responsibilities.* Responsibilities of Committee members include the execution of the functions as stated above and other research-related tasks deemed necessary by the respective Chairs of the Committees.
- d) *Meetings.* The committees shall meet once per month or more frequently if so required.

## **Article VI. Research Capability-Building Programs**

RCBPs are implemented through the URC in coordination with the different Institutes and other units to continuously enhance faculty members and non-teaching personnel's capability in research and publication and intensify the culture of research in the University.

### **Section 1. Research Mentorship Program with External Mentor (RMP-E)**

This program is designed for researchers who may need the assistance of a mentor to guide them in the development, conduct, and eventual publication of their research. This is especially applicable for topics where the experts are outside of the present pool of FEU faculty. The program will have two phases: the first phase is for the creation of a research proposal, while the second phase is for the implementation of the proposed study. RMP can also be done through the initiative of a department/ Institute.

#### **Guidelines for the RMP-E**

1. The program is available for (a) full-time tenured faculty members, staff, and academic managers, (b) full-time lecturers who are under tenure track, and (c) full-time lecturers, with minimal to no research experience, provided they have served the University for at least a year.
2. Application for the RMP-E must be submitted by April 30, August 30, and February 28 for implementation in the first and second semester and midyear term, respectively. Late submissions shall be considered for vetting and approval in the following semester.
3. The researcher must accomplish the application for Research Mentorship Program. The Curriculum Vitae of the proposed mentor or one sample of his/her research work must be attached for reference.
4. The researcher will be assigned a maximum of six (6) units research load in the first phase and the required output for Phase 1 is a research proposal to be recommended by the mentor for implementation in the succeeding semester. Research Progress Report, Draft Manuscript, and Fund Utilization Report are the required outputs.
5. A maximum of twelve (12) units will be assigned for the second phase, where a Terminal Report (hard copy and soft copy), and Fund Utilization Report are required outputs.
6. A Memorandum of Research Undertaking must be signed by the researcher. Failure to comply with the terms specified will mean the deduction of the cost of project expenses from the researcher's salary and/or retirement contributions, 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.
7. Research Mentorship and Consulting Agreement must be signed by the research consultant.
8. Mentor can have maximum of two mentees at the same time. Honorarium for the mentor shall be on a per mentee basis.

#### **Terms of Reference for RMP-E Involved Parties**

1. *Mentor.* The mentor will (a) refine the initial ideas of the researcher based on the research abstract, (b) share his/her research expertise and experiences with the researcher, (c)

provide assessment and constructive feedback during the development and conduct of the research until the final written output, (d) provide opportunities for the faculty to network with other researchers with the same academic interests.

The mentor will receive an honorarium, with 50% to be released after signing the Research Mentorship and Consulting Agreement and the remaining 50% after submission to the University Research Center of the required outputs for Phase 2. The standard amount of the honorarium is P 20,000.00 (exclusive of tax). However, a different amount of the honorarium may be determined based on the workplan for the project.

2. *Researcher.* The researcher shall (a) set and attend a minimum of four (4) consultation meetings with the mentor at each phase. A written report of these meetings will be part of the Research Progress Report to be submitted to the URC every middle and end of a semester; (b) negotiate with the mentor the terms of authorship and ownership of data; (c) for Phase 1, submit to URC a research proposal endorsed by the mentor and the Institute Dean (d) for Phase 2, submit a manuscript and fund utilization report upon completion of the project, and (e) abide by the rules of academic integrity ensuring that the data analysis, presentation, and discussion are either original or properly cited when referenced from other sources.
3. *Department Chair/s and Dean/s.* Academic Managers shall (a) monitor the progress of the project, (b) facilitate requests/ permits related to the program, (c) reflect the research load in the faculty load plan of the researcher (d) coordinate with URC as needed, (e) keep documents for ISO, accreditation and records purposes.
4. *URC.* The URC shall (a) review submitted documents, (b) facilitate the release of the mentor's honoraria and approved project budget, (c) coordinate with the Academic Affairs Office (AAO) and the Disbursement Control Department (DCD) in processing the research load of the mentor and mentees, (d) conduct orientation and meetings to monitor progress of the research projects, (e) coordinate with the Institutes as needed (f) keep documents for ISO, accreditation and records purposes.

### **Procedures for RMP-E**

1. Interested researcher drafts a research abstract which includes a statement of the problem, objectives, proposed data-gathering methods, budget, and timeline for the project.
2. Researcher nominates target mentor/s to the Dean, endorsed by the Department Chair. The research abstract and the CV of the mentor/s or one sample of published research work must be attached to the nomination form.
3. Department Chair and Dean indicate their selected mentor in the nomination form.
4. Researcher contacts the mentor and discusses the research abstract with the mentor.
5. Mentor signifies willingness to engage with the researcher as mentee, through the Research Mentorship Program (RMP).
6. Researcher downloads and accomplishes the RMP form. The CV of the selected mentor or one sample of his/her research work must be attached to the accomplished RMP-E form. Mentor should vet the application before submission through proper channels.
7. Accomplished RMP-E form should be endorsed by the Department Chair and Dean then submitted to the Institute Research Review Committee (IRRC).

Note: Since application has already been vetted by the mentor, only the budget will undergo review by IRRC. For low-budget project, IRRC reviews the budget proposal. For high-budget projects, the University Research Council reviews the budget proposal.

8. After review, IRRC or University Research Council makes the necessary recommendations.
9. Recommended applications shall be forwarded to University Research Center for processing. Applications which need revision of the budget proposal shall be returned to the researcher, through proper channels.
10. URC forwards request for the approval of SVPA / Presidents, through the VPAD.
11. URC informs the Institute / Department about the result of the application.
12. Researcher/Mentee signs the Memorandum of Research Undertaking while mentor signs the Research Mentorship and Consulting Agreement
13. For Phase 1, mentee and mentor on the project submit Research Progress Report, Draft Manuscript, and Fund Utilization Report, as required outputs.
14. For Phase 2, mentee and mentor works on the project then submit a Terminal Report (hard copy and soft copy), and Fund Utilization Report are required outputs.
15. Mentor and mentee are highly-encouraged to submit final research article to a journal for publication.

Note: Requests for disbursements and liquidations in relation to the research project shall be the responsibility of the mentee. Said requests are processed in coordination with URC.

## **Section 2. Research Mentoring Program with Internal Mentor (RMP-I)**

This is a one-semester program for researchers who may need the assistance of a mentor to guide them in the development and conduct of research and writing publishable article. The mentor comes from the pool of FEU senior researchers and Research Fellows who are expected to mentor budding researchers on writing coherent, organized and critical research article following the IMRAD and the proper referencing/ citation format of the target journal/s in mind.

### **Guidelines for RMP-I**

1. The following may apply for the program: (a) full-time tenured faculty members, staff, and academic managers, (b) full-time lecturers who are under tenure track, and (c) full-time lecturers, with minimal to no research experience, provided they have served the University for at least a year.
2. A pair of applicants may collaborate on a single research project.
3. Interested faculty shall submit accomplished application form with necessary attachments. Application shall be endorsed by Department Chair and Institute Dean to URC.
4. Selected applicants will be assigned a maximum of six (6) units research load for one semester. Each of the pair collaborating on one research project will be assigned with three (3) units of research load.
5. The required output is a research article, vetted by the mentor, which should be submitted at the end of the semester.
6. A Memorandum of Research Undertaking must be signed by the mentee. Failure to comply with

the terms specified will mean the deduction of the cost of project expenses from the researcher's salary and/or retirement contributions, 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.

7. Research Mentorship Agreement must be signed by the research mentor.
8. Mentor can handle a maximum of two research projects at the same time. Mentor will be assigned with one (1) unit research load for every research project.

### **Terms of Reference for RMP-I Involved Parties**

1. *Mentor*. The mentor will (a) review the three initial concepts proposed by the mentee (b) discuss with the mentee and decide which of the proposals will be feasible to finish in one semester (c) help the mentee to come up with a work plan which includes the conduct of research and writing the research article (d) provide assessment and constructive feedback during the development and conduct of the research (e) guide the mentee in writing the research article following the IMRAD and the citation/ referencing format of the target journal (f) vet the research article.
2. *Mentee*. The mentee shall (a) set and attend consultation meetings with the mentor (b) discuss with the mentor and decide which of the proposals will be feasible to finish in one semester (c) negotiate with the mentor in terms of authorship (d) submit a research article following the IMRAD and citation/ referencing format of the target journal (e) abide by the rules of academic integrity ensuring that the data analysis, presentation, and discussion are either original or properly cited when referenced from other sources.
3. *Department Chair/s and Dean/s*. Academic Managers shall (a) monitor the progress of the project, (b) reflect the research load in the faculty load plan of the mentors and mentees, (c) coordinate with URC as needed, (d) keep documents for ISO, accreditation and records purposes.
4. *URC*. The URC shall (a) review submitted documents, (b) coordinate with AAO and DCD in processing the research load of the mentor and mentees, (c) conduct orientation and meetings to monitor progress of the research projects, (d) coordinate with the Institutes as needed (e) keep documents for ISO, accreditation and records purposes.

### **Procedures for RMP-I**

1. Interested faculty shall apply for the program by accomplishing the RMP-I form with the following attachments:
  - Concept paper composed of the following: (a) three (3) research topics/ titles with minimum of two-paragraph description; (b) theory/ies to be used as framework/ lens for each research topic (briefly explain how theory is relevant to the topic); (c) brief description of methodology; and (d) Curriculum Vitae of the applicant and the internal mentor.
2. Applicant should forward the accomplished form with the necessary attachments to his / her Department Chairs (PH) for review and endorsement to the Dean.

3. Dean reviews the application and endorses it to URC.
4. URC forwards the application to potential mentor.
5. Mentor vets the applications and selects mentee/s based on the three concept papers submitted by applicants.
6. Criteria for Selecting Concept Papers of Applicants:
  - a. The topic is aligned with the discipline of applicant
  - b. The topic is among those emerging in the discipline (novelty).
  - c. The research is doable in one semester following the IMRAD format.
  - d. The research exhibits potential in being submitted and accepted for publication by a journal.
7. Mentor submits selected applications to URC.
8. URC prepares request for SVPAA approval.
9. URC notifies selected applicants and conducts an orientation.
10. Mentee signs a Memorandum of Research Undertaking while mentor signs a research mentorship agreement.
11. Mentee submits a research article, vetted by the mentor, at the end of the semester.

### **Section 3. Collaborative Research Training Program (CRTP)**

CRTP is a discipline-specific research training program which involves up to 15 participants from the same Department/ Institute. This program is to be initiated by a Department/ Institute in coordination with the URC, to provide training and support to its faculty members through an invited research consultant who is an expert in his/her field. Participants in the program are expected to attend series of lectures/ workshops to develop a collaborative research proposal for submission to the URC. The consultant, guided by a training plan, will monitor the work of each researcher to ensure proper development of a proposed study.

#### **Guidelines for the CRTP Program**

1. The program is available for (a) full-time tenured faculty members, staff, and academic managers, (b) full-time lecturers who are under tenure track, and (c) full-time lecturers (d) teaching assistants with minimal to no research experience, provided they have served the University for at least a year.
2. Plans for CRTP shall have been included in the Institute Research Development Plan and in the approved budget (either Institute or URC) for the School Year when the program will be implemented.
3. The Department Chair and Dean of the Institute who would like to initiate the CRTP Program coordinate with the URC Director for the planning of the program.
4. The Department / Institute submits a request for approval of the CRTP through URC Director, VPAD, and approved by SVPAA/ President.
5. Requests for approval for the CRTP must be submitted by April 30, August 30, and February 28 for implementation in the first, second, and summer semesters, respectively.
6. The Institute's Research Working Committee will coordinate with the Department Chair and the Dean in the implementation of the program.

7. Participants to the CRTP will be assigned a maximum of six (6) research units.
8. The required output is a research proposal developed by a group of no more than three (3) researchers.
9. The researchers shall present their research proposals in a Research Colloquium or Brown Bag Series which shall be organized as part of the CRTP.
10. Final research proposals will be submitted for review, through proper channels, and possible approval for a University Research Assistance Grant (URAG).
11. A Memorandum of Research Undertaking must be signed by each researcher. Failure to comply with the requirements 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 SVPA.
12. Research Mentorship and Consulting Agreement must be signed by the invited research consultant.

### **Terms of Reference for CRTP-Involved Parties**

1. *Research Consultant.* The Research Consultant has the overall responsibility of ensuring the successful initiation, planning, and design of the project. Specifically, the Research Consultant will perform the following tasks: (a) conduct lectures and workshops; (b) ensure (test for) enhancement of research skills in participants (c) provide comments and suggestions for the improvement of the research proposal; (d) arrange consultation hours with the participants; and (e) approve the final version of the research proposal. The research consultant will receive an honorarium, 50% to be released after signing the Research Mentorship and Consulting Agreement and the remaining 50% after submission to the University Research Center of the final proposals of all participating researchers. The amount of the honorarium (inclusive of tax) is to be determined based on the workplan and number of participants.
2. *Researcher.* The researcher shall actively participate in all aspects of the program to develop the skills necessary to conduct research. Specifically, the researcher will: (a) attend lectures, workshops, and project meetings; (b) submit materials required by the Research Consultant; and (c) develop and submit a research proposal.
3. *Institute Research Working Committee.* The responsibilities of the IRWC include: (a) organizing lectures, workshops, and meetings, (b) creating and managing a project management calendar, (c) assist the consultant in evaluating submitted requirements, (d) other tasks that enables the success of the program. The IRWC can assign a Lead Person for the said program who shall take care of processing requests for disbursements and liquidations.
4. *Department Chairs and Dean/s.* Academic Managers shall (a) monitor the progress of the project, (b) facilitate requests/ permits related to the program, (c) coordinate with URC as needed, (d) keep documents for ISO, accreditation and records purposes.
5. *URC.* The URC shall work closely with the IRWC/ CRTP Lead Person to facilitate administrative tasks.

## **Procedures**

1. Project proponent or Department Chair and Dean of the Institute who would like to initiate the CRTP coordinate with the URC Director for the planning of the program (refer to Guideline #2 for CRTP).
2. Proponent or Department Chair, in consultation with the Dean, comes up with a list of researchers (refer to Guideline #1 for CRTP) and identify the research consultant for the CRTP.
3. Department Chair discusses the program with the target faculty researchers, plans the research load, hiring and/or loading. PH gets the commitment of faculty researchers.
4. Dean negotiates with and gets the commitment of the research consultant.
5. The Department/ Institute prepares and submits a request for approval of the CRTP through URC Director, VPAD, and approved by SVPAA / President (refer to Guideline #5 for CRTP).
6. Upon approval of CRTP, faculty researchers sign the Memorandum of Research Undertaking while research consultant signs the Research Mentorship and Consulting Agreement (refer to Guidelines #11 and 12 for CRTP).
7. Department Chair, Dean, and IRWC/ CRTP Lead person in coordination with URC, implement and monitor the program.
8. Researchers submit their respective research proposals to the consultant for review.
9. Researchers present their research proposals in a Faculty Research Colloquium or Brown Bag Series.
10. Researchers submit their final research proposals, endorsed by the research consultant, for possible approval for a URAG (refer to Guideline # 10 for RCBP).

## **Section 4. Writeshop with Senior Researchers Program**

This is a one-semester program of one-on-one paper advising and finetuning sessions between a Research Fellow or seasoned faculty researcher and a faculty participant. The goal of the program is to help faculty members, with the guidance of Research Fellows or seasoned faculty researchers as advisers, develop their existing research papers/articles into publishable articles and submit said articles for publication.

In effect, the RFs / seasoned faculty researchers will serve as internal referees before the papers are submitted to journals. Referees will also help faculty participants to identify the target journal. Advising may also cover revisions required by the journal if in case the article is accepted within the duration of the program.

## **Guidelines for WSRP**

1. The following may apply for the program: (a) full-time tenured faculty members, staff, and academic managers, (b) full-time lecturers who are under tenure track, and (c) full-time lecturers, with minimal to no research publication experience, provided they have served the University for at least a year.
2. Interested faculty shall submit accomplished application form with necessary attachments. Application shall be endorsed by Department Chair and Institute Dean to URC.
3. Selected applicants will be assigned with three (3) units research load for one semester.
4. The required output is a publication-ready research article, vetted by the adviser, which should be submitted at the end of the semester.
5. A Memorandum of Research Undertaking must be signed by the researcher. Failure to comply



with the terms specified will mean the deduction of the cost of project expenses from the researcher's salary and/or retirement contributions, 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.

6. Advisership Agreement must be signed by the RF or senior research faculty.
7. Each adviser can handle a maximum of two advisees at the same time.

### **Terms of Reference for WSRP- Involved Parties**

1. *Adviser.* The adviser will (a) review the research article of the advisee (b) discuss with the advisee the recommendations (c) guide the advisee in doing the revision plan and timetable (d) provide assessment and constructive feedback during revision process (e) vet the polished research article (f) assist the advisee in identifying the target journal.
2. *Advisee.* The advisee shall (a) set and attend consultation meetings with the adviser (b) create a revision plan and timetable based on the recommendations of the adviser (c) revise research paper/ article as necessary (d) submit revisions to the adviser as required (e) identify target journals and follow the citation/ referencing format of the target journal (f) abide by the rules of academic integrity ensuring that the data analysis, presentation, and discussion are either original or properly cited when referenced from other sources (g) submit the polished research article to the target journal.
3. *Department Chair/s and Dean/s.* Academic Managers shall (a) monitor the progress of the project, (b) reflect the research load in the faculty load plan of the mentors and mentees, (c) coordinate with URC as needed, (d) keep documents for ISO, accreditation and records purposes.
4. *URC.* The URC shall (a) review submitted documents, (b) coordinate with AAO and DCD in processing the research load of the advisee and token for the adviser, (c) conduct orientation and meetings to monitor progress of the paper/ article revision, (d) coordinate with the Institutes as needed (e) keep documents for ISO, accreditation and records purposes.

### **Procedures for WSRP**

1. Interested faculty shall submit accomplished application form to URC. Application shall be endorsed by Department Chair and Institute Dean.
2. The following shall be attached to the accomplished application form:
  - a. Research article
  - b. Curriculum Vitae
3. Criteria for Selecting Papers of Applicants:
  - a. Topic is aligned with the discipline of applicant
  - b. Potential of the paper to get accepted by the target journal based on the review of the adviser

4. Accomplished application from and research article will be forwarded to potential adviser.
5. Adviser will review the application and research paper and select advisee.
6. Each adviser can select a maximum of two advisees.
7. Selected applicants will be notified and be required to attend orientation.
8. Participants will sign Memorandum of Research Undertaking.

## **Section 5. 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.

### **Guidelines for the AIWP**

1. This program is open to faculty members (RFT, LFT, LPT), staff, and academic managers.
2. 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.
3. Application to the AIWP must be evaluated by the Research Review Committee (RRC) who shall make necessary recommendations to the Dean.
4. Endorsements from the Dean for the AIWP must be submitted by April 30, August 30, and February 28 for implementation in the first and second semesters, and midyear term, respectively.
5. The URC will review the application and process the application for approval of SVPAA/ President.
6. This program is for a single semester where the researcher will be assigned with three (3) research units.
6. Final publishable manuscript and proof of submission to the identified journal is the required output for this program.
7. A Memorandum of Research Undertaking must be signed by the researcher. 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.

### **Terms of Reference for AIWP-Involved Parties**

1. *Researcher*. The researcher will be responsible for (a) identifying the appropriate journal for submission of manuscript, (b) submission of a Research Progress Report at the middle and end of the semester, and (c) providing proof of submission to a journal to successfully complete the AIWP Program.
2. *Department Chairs and Dean/s*. Academic Managers shall (a) monitor the progress of the project, (b) facilitate requests/ permits related to the program, (c) coordinate with URC as needed, (d) keep documents for ISO, accreditation and records purposes.
3. *URC*. The URC shall (a) review the application and process the application for approval through proper channels, (b) process necessary documents for the program, and (c) monitor the progress of the researcher.

## **Procedures**

1. Applicant downloads and accomplishes the AIWP form. Existing research article / paper must be attached (refer to Guideline #2 for AIWP) to the accomplished application form.
2. Applicant submits accomplished form with necessary attachment to Department Chair who shall review (first level) the application and make the necessary recommendation.
3. Department Chair endorses the application to the Research Review Committee who shall evaluate the application and make the necessary recommendations to the Dean.
4. The IRRC will inform the researcher of the recommendations/ decision.
5. The IRRC endorses the application to the Dean.
6. Dean endorses the application to URC.
7. URC informs the Department Chair about the result of the application. Department Chair informs the applicant.
8. URC prepares request for approval of SVPA/ Presidents approval through the VPAD.
9. Researcher signs a Memorandum of Research Undertaking (refer to Guideline #8 for AIWP).
10. Researcher submits final publishable manuscript and proof of submission to the identified journal as the required output for this program.

## **Article VII – Research Collaborations**

Collaborative research work between and among researchers within and beyond the University allows sharing of available resources and expertise, promotes mutual exchange of knowledge and information and provides opportunities for benchmarking.

### **Section 1. Interdisciplinary Research Program (IRP)**

This research program involves researchers from different disciplines within the University that integrate information, data, techniques, tools, perspectives, concepts, and/or theories from various bodies of specialized knowledge to answer a research problem that is beyond the scope of a single area. This program encourages researchers from various disciplines to take a collaborative interdisciplinary-multidisciplinary approach in the study of a specific topic. This is to be initiated by a lead proponent or a Department or an Institute in coordination with the Departments/ Institute/s, from which the co-proponents come, and the URC.

#### **Guidelines for the IR Program**

1. The program is available for (a) full-time tenured faculty members, staff, and academic managers, (b) full-time lecturers who are under tenure track, and (c) full-time lecturers, with minimal to no research experience, provided they have served the University for at least a year. The lead proponent should be either a Research Fellow, research faculty, tenured researcher or researcher in the tenure track who has strong research and publication background.
2. Plans for IRP shall have been included in the Institute Research Development Plan and in the approved budget (either Institute or URC) for the School Year when the program will be implemented.
3. Lead proponent of projects that involve disciplines from different Institutes will coordinate directly with University Research Center which shall assist the lead proponent in liaising with the other Institutes for the planning of the program. Lead proponent of projects which involve different disciplines from one Institute will coordinate with the Department Chairs and Dean of the Institute for the planning of the program.

Note: A Department or an Institute can initiate the program in coordination with the Departments/ Institute/s, from which the co-proponents come, and the University Research Center.

4. The lead proponent, through Institute/s and Departments, submits a request for approval of the IRP through URC Director, VPAD, and approved by SVPAA/ President.
5. Requests for approval for the IRP must be submitted by April 30, August 30, and February 28 for implementation in the first and second semesters, and midyear term, respectively.
6. The researchers participating in the project will coordinate with the Department Chairs and the Dean/s in the implementation of the program.
7. Participants to the IRP will be assigned from three (3) to 12 units of research load depending on the level of participation in the project.
8. The required output is a full research which shall be presented in a Faculty Research Colloquium or during the Faculty Day.
9. Final research output shall also be submitted to a journal for publication.
10. A Memorandum of Research Undertaking must be signed by each researcher. Failure to comply with the requirements 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.

## **Terms of Reference for IRP Involved Parties**

1. *Lead proponent.* The lead proponent shall (a) ensure the successful initiation, planning, and implementation of the project, (b) monitor the progress of the project and regularly report to the Dean/s regarding the status of the project, (c) take care of the requests for disbursements and liquidations, (d) make sure that the research is submitted to a journal for publication. Terminal Report (hard copy and soft copy), and Fund Utilization Report and proof of submission to a journal are required outputs.
2. *Co-proponent.* Co-proponent shall (a) actively participate in all aspects of the projects and perform the tasks assigned by the lead proponent; (b) submit materials/ outputs on time as required by the lead proponent; (c) perform tasks related to the publication of the final research output. Terminal Report (hard copy and soft copy), and Fund Utilization Report and proof of submission to a journal are required outputs.
3. *Department Chairs and Dean/s.* Academic Managers shall (a) monitor the progress of the project, (b) facilitate requests/ permits related to the program, (c) coordinate with URC as needed (d) keep documents for ISO, accreditation and records purposes.
4. *URC.* The URC shall (a) work closely with the IRP Lead Person, PHs and Deans in facilitating administrative tasks.

## **Procedures:**

1. Lead proponent drafts a project proposal and coordinates with the Dean and URC Director for the planning of the program (refer to Guideline #3 for IRP)
2. Lead proponent, in coordination with the concerned Department Chairs and Dean/s, comes up with a list of researchers as co-proponents.
3. Department Chair/s discuss/es the program with the target faculty researchers, plans the research load, hiring and/or loading. The Department Chair gets the commitment of faculty researchers.
4. Dean/s give/s initial recommendation about the project and approve/s the list of researchers who will be involved with the project.
5. Lead proponent prepares and submits a request for approval of the IRP through Department Chairs, Dean/s URC Director, VPAD, and approved by SVPAA/President (refer to SVPAA/President's approval Guideline #5 for IRP).
6. Upon approval of IRP, faculty researchers sign the Memorandum of Research Undertaking (refer to Guideline 11 for IRP).
7. Lead proponent supervises the implementation of the project and regularly updates the Dean/s and URC about the status of the project.
8. Lead proponent coordinates with Dean/s and URC in facilitating administrative matters.
9. Researchers submit their Terminal Report (hard copy and soft copy), and Fund Utilization Report during the date indicated in the workplan.
10. Lead proponent submits proof of submission of the research output to a journal for publication.
11. Researchers present their final research output in a Faculty Research Colloquium or during the

Faculty Day.

## **Section 2. Research Collaboration through Linkage (RCL)**

This research program involves FEU researcher/s and counterpart researcher/s from other HEIs or industry partner with whom FEU has a linkage agreement. The research collaboration may be with a local or international partner. RCL is part of the University's internationalization initiatives that aim to provide students, faculty and staff with opportunities for exchange, creation and transfer of knowledge and technology. This program is to be initiated by a Department/ Institute in coordination with the University Research Center (URC) and International Relations Office (IRO) in the case of research collaborations through international linkage.

### **Guidelines for the RCL**

1. The program is available for full-time faculty members (tenured/ tenure-track), with strong publication track record in their respective areas of expertise, who shall serve as research collaborators. As an internal arrangement, faculty members with minimal publication experience and staff with minimal to no publication experience may participate as apprentice of the FEU research collaborator.
2. RCL shall be part of a Memorandum of Understanding/ Agreement signed by both FEU and partner local/ international HEI or Institution.
3. Plans for RCL shall have been included in the Institute Research Development Plan and in the approved budget (either Institute or URC) for the School Year when the program will be implemented.
4. Department Chair of the Department and Dean of the Institute who would like to initiate the RCL coordinate with the URC Director and IRO Director (in the case of international linkage) for the planning of the project.
5. The research collaborator submits a request for approval of RCL (endorsed by the Department Chair/s and Dean) through URC Director, VPAD, SVPAA and approved by the President or University Research Council.
6. Requests for approval for the RCBP must be submitted by April 30, August 30, and February 28 for implementation in the first and second semesters, and midyear term, respectively.
7. Collaborator and faculty apprentice shall be assigned research units while non-teaching apprentice shall be given research time (official release time to do research) depending on the level of participation in the project.
8. Terminal Report (hard copy and soft copy), and Fund Utilization Report are required outputs.
9. The researcher collaborator shall present final research output in a Faculty Research Colloquium or during the Faculty Day.
10. A Memorandum of Research Undertaking must be signed by each research collaborator. Failure to comply with the requirements will mean 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.

### **Terms of Reference for RCL Involved Parties**

1. *Research Collaborator*. The RC shall (a) ensure the successful initiation, planning, and implementation of the project, (b) monitor the progress of the project and regularly report to the

Dean/s regarding the status of the project, (c) take care of the requests for disbursements and liquidations, (d) make sure that the research is submitted to a journal for publication (e) submit a Terminal Report (hard copy and soft copy), and Fund Utilization Report and proof of submission to a journal as required outputs.

2. *Apprentice*. Apprentice shall (a) actively participate in some aspects of the projects and perform the tasks assigned by the research collaborator (b) submit materials/ outputs on time as required by the research collaborator (c) perform tasks related to the publication of the final research output. (d) assist research collaborator in doing the Terminal Report (hard copy and soft copy), and Fund Utilization Report and proof of submission to a journal as required outputs.
3. *Department Chairs and Dean/s*. Academic Managers shall (a) monitor the progress of the project, (b) facilitate requests/ permits related to the program, (c) coordinate with URC and IRO as needed (d) keep documents for ISO, accreditation and records purposes.
4. *URC and/or IRO*. The URC and/or IRO shall (a) work closely with the research collaborator, PHs and Deans in facilitating administrative matters

#### **Procedures:**

1. Department Chair/s of the concerned Department/s and Dean of the Institute who would like to initiate the RCL forge partnership with HEI or industry partner through a Memorandum of Agreement / Memorandum of Understanding (refer to guideline #2 for RCL).
2. Department Chair/s of the concerned Department/s and Dean of the Institute explores with partner HEI or industry partner the possibility of matching for a research collaboration.
3. Department Chair/s and Dean identify the research collaborator/s from FEU based on expertise and publication track record.
4. Department Chair/s of the concerned Department/s and Dean of the Institute coordinate with partner HEI or industry partner and connect FEU faculty-research collaborator/s with counterpart/s.
5. All concerned parties coordinate for the planning and crafting of the project proposal.
6. Research collaborators from both parties coordinate to prepare research project proposal and a request for approval of the RCL (endorsed by the Institute Dean/s) through URC Director, VPAD, SVPAA, and approved by President or the University Research Council (refer to guideline #5 for RCL).
7. Upon approval of RCL, researcher collaborator signs the Memorandum of Research Undertaking (refer to Guideline 10 for RCL).
8. On the part of FEU, research collaborator supervises the implementation of the project and regularly updates the Dean/s and URC about the status of the project.
9. Research collaborator coordinates with Dean/s, URC and IRO in facilitating administrative matters.
10. Researcher collaborator submits Terminal Report (hard copy and soft copy), and Fund Utilization Report during the date indicated in the workplan (please click form) (refer to guideline #8).
11. Researcher collaborator submits proof of submission of the research output to a journal for publication.
12. Researchers present their final research output in a Faculty Research Colloquium or during the Faculty Day.

### **Section 3. Research thru Community Extension (CES)**

CES research covers but is not limited to community-based studies that can be used as basis for planning future CES programs. CES research may also include:

1. Community needs assessment
2. Community assets and resources assessment
3. Community concerns surveys
4. Impact assessment
5. Program evaluation
6. SWOT analysis
7. Community final assessment
8. Other research, whether disciplinary or interdisciplinary

### **Guidelines for Community Extension Research**

#### **1. *Researchers with active CES involvement***

CES personnel, project leaders, CES faculty representatives, and staff who have active involvement in any of the CES projects, with proper coordination with CES director, may submit to the University Research Center (URC), a discipline-based or interdisciplinary research proposal that are:

- a. Related to the community extension services they render, and
- b. In line with the timeline of programs implemented in the partner community where they do their CES work.

#### **2. *Researchers with no CES involvement***

FEU faculty, students and staff who are not actively involved in any of the CES programs but intend to conduct research on any of the CES partner communities or institutions may do so provided they follow the procedures for community extension research.

#### **3. *CES Research with units and funding from URC***

In cases when the research will be for funding of URC, its approval will undergo the process as required by URC. It is also the URC, through the Institute Research Review Committee (IRRC), that will weigh the number of research units to be assigned to the researcher/s and budget allocated to the research project based on their submitted research proposal/work plan.

#### **4. *CES Research with units from URC and funding from CES***

In cases wherein URC will just provide research units, but CES will cover the budget for research expenses, URC through the IRRC will approve the units, and CES will approve the budget allocated based on the submitted research proposal/work plan of the researcher/s.

### **Terms of Reference for Community Extension Research Involved Parties**

1. **Researcher/s.** The researcher/s shall be responsible for the following:
  - a) Coordinating with CES director to discuss proposed CES research
  - b) Submitting the CES research proposal to URC, with budget approval from CES if needed



- c) Informing CES once research proposal is approved
- d) Securing all permits related to the CES research
- e) Requesting for research budget from CES (i.e. through request for cash advance or direct payment) if needed, and its liquidation
- f) Coordinating with CES regarding requests for the needed research materials/equipment that will require coordination with Purchasing Department
- g) Submitting a status report to CES at the end of the semester until completion of study
- h) Ensuring completion of the CES research
- i) Submitting a hard and soft copy of publication
- j) Reporting or presenting the results back to the partner community
- k) Coordinating with CES on how the results of their study can be utilized for future programs for the partner community

**2. Deans and Department Chairs.** The academic managers shall handle:

- a) Endorsement of research proposal to URC for evaluation of IRRC
- b) Endorsement of permits or requests related to the research of their faculty
- c) Coordination with URC and CES as needed
- d) Keeping of all documents related to the CES research for use during accreditation, ISO and for records purposes.

### **3. URC and CES**

URC and CES personnel shall coordinate with researcher/s, department chairs, deans, and other units in the University as needed, until the completion of the CES research.

CES will coordinate with the community leaders/authorities in the partner community for requests of researcher/s that will need its endorsement.

**4. Community Leaders/Authorities in the Partner Communities.** The community leaders or authorities in the partner communities shall be responsible for:

- a) Endorsing the requests of the researcher/s to higher authorities or other external agencies as needed.
- b) Coordinating with the community members to relay requests of the researcher/s
- c) Assisting the researcher/s during the actual data gathering in the partner community

### **5. Higher Authorities or External Agencies Associated with the Partner Communities.**

These refer to the authorities or agencies that the partner community must coordinate with as needed, for the granting of permission to conduct the CES research. It may include, but is not necessarily limited to the following:

- a. Bureau of Jail Management and Penology- National Capital Region (BJMP-NCR) Regional Director, for Project HOPE and Project JOInT.
- b. Office of the Mayor of the City of Manila, for Project Barangay 395.
- c. Superiors of the Religious Order of the Director of San Agustin Museum, for Project SAM.
- d. Office of the Mayor of the Municipality of Calatagan, for Project Calatagan.
- e. *Sitio Emok gurangon* and sitio leaders, the National Commission on Indigenous Peoples (NCIP), and/or the Divine Word College of San Jose (DWCSJ), for Project Mangyan.

### **Procedures for Community Extension Research**

1. Inform CES about their intention to conduct a research in the partner community through accomplishing a Research Intent Form that reflects their rationale for pursuing the CES research and their research proposal.
2. Submit a letter of permission addressed to the leaders/authorities in the partner community that is duly noted by CES director.
3. Secure for themselves the permission from the leaders/authorities from the external institutions/agencies associated with the partner communities, namely:
  - a. Manila City Jail Female Dormitory (MCJFD) warden and the Bureau of Jail Management and Penology- National Capital Region (BJMP-NCR) Regional Director for Project HOPE and Project JOInT.
  - b. Barangay Chairman of Barangay 395 for Project Barangay 395 and the Office of the Mayor of the City of Manila, if necessary. – LGU leaders
  - c. Director of the San Agustin Museum for Project SAM.
  - d. Barangay Chairman for Barangay Quilitisan for Project Calatagan and the Office of the Mayor of the Municipality of Calatagan, if necessary.
  - e. *Gurangon* and sitio leaders from Sitio Emok, our indigenous partner community, the National Commission on Indigenous Peoples (NCIP), and/or FEU's partner school in Mindoro for its CES programs, the Divine Word College of San Jose (DWCSJ) for Project Mangyan.
4. Provide CES a copy of the permission granted by the leaders/authorities of the external institutions/agencies linked with the FEU CES partner communities.
5. Follow the process of approval of student research in their respective institute, department, and the Center for Learning Enrichment and Research for Students (CLEARs) or URC's process of approval of faculty research;
6. Secure approval from the FEU Ethics Review Committee (ERC), if needed;
7. Provide CES with a copy of the approved research proposal, including FEU ERC approval if it applies.
8. The researcher/s must work on their CES research within the approved timeline and budget. In case extension is needed, URC approval for its extension is needed and must be applied by the researcher/s.
9. In case additional budget or realignment of budget for the CES funded research is needed, the researcher/s must submit SVPA approval, endorsed by CES director and Vice President for Academic Development (VPAD).
10. Provide CES with a status report at the end of the semester for on-going community extension research.
11. Agree to submit a hard and soft copy of their findings and/or publication to CES upon completion of study.
12. Agree to share the results of their study to the partner community such that the community members will be informed of the outcomes of the research and CES can determine if the findings may be utilized in planning future CES programs.

## **Article VIII. Senior Research Fellows**

A senior research fellow is an external scholar who is a recognized expert in his/ her field. Research fellows are invited to join the University to increase research productivity in certain priority areas (Urban Studies, Heritage etc.) and programs (with COD/COE, high accreditation levels, AUN accreditation etc.), build networks and do collaborative research projects with scholars from partner Universities, government and non-government institutions and industries, and improve quality of scholarship in the University by publishing in high-tiered journals.

### **Guidelines for Inviting RFs**

1. A research fellow must hold a doctorate or equivalent degree, with outstanding research and publication track record in their respective fields, including evidence of research funding and/ or institutional, national or international recognition.
2. Plans for inviting an RF shall be included in the Institute Research Development Plan and in the approved budget (of either Institute or AAO) for the School Year when the Research Fellow is expected to begin his/her engagement with the University.
3. The Deans of the respective Institutes shall take the lead in the search and nomination of Research Fellows with expertise aligned to any of the programs or disciplines under the Institute.
4. The Institute Dean submits a request for Executive Committee approval of appointment of Research Fellow through the SVPAA
5. The SVPAA can also initiate a search and nominate Research Fellows.
6. ExCom approval and hiring process must be done in time for the opening of the semester when the engagement of the Research Fellow will commence.
7. Research fellows appointed in the Institutes and have affiliations with the appropriate departments.
8. Research fellows are non-tenure track positions. An annual contract must be signed by each Research Fellow.
9. Contracts shall be one up to three years in duration. An appraisal or evaluation by the Dean, VPAD, and SVPAA shall serve as basis of renewal of contract.
10. In special cases, after three years or prior to that, the research fellow may signify intention to apply for tenure, in which case, the RF shall be appointed as research-track faculty.

### **Terms of Reference for RFs and Involved Parties**

1. *Research Fellows:* The RFs are expected to (a) obtain external funding or grants for their research projects though they may also apply for University Research Assistance Grant (b) work on research projects either individually, in collaboration with researchers from partner Institutions, or as lead/s of a team tasked to conduct an Institutional research, (c) publish in ISI/Scopus/WOS-indexed journals (d) engage in different research-related activities such as conferences, workshops, mentorships, exchange faculty etc., (e) take part as designated members of a committee as deemed necessary by the Dean or SVPAA, and (f) develop network with reputable local and international HEIs, government and non-government Institutions and industries.
2. *Institute Deans:* The Deans shall oversee the Research Fellows who are appointed in their respective Institutes, in terms of planning and implementation of the RF's deliverables for a certain School Year and the level of engagement of RFs in research-related activities and committee

work.

3. *SVPAA/VPAD*: The SVPAA with the VPAD and respective Institute Deans shall conduct annual performance appraisal of the Research Fellows.

## **Article IX – Research-Track Faculty**

A research-track faculty is a faculty member with a strong research and publication track record whose primary work is to contribute to the research role of University, increase the yield of publications in reputable journals, help build research capability of junior faculty and strengthen research culture in the University.

Research-track faculty members may be assigned with a combination of 15-9 units (research-teaching load) up to 18-6 (research-teaching load) depending on the complexity of the research projects. Research-track faculty must apply for URAG to avail of research funding from the University.

### **Guidelines for Appointing R-t Faculty**

1. Research-track faculty must hold a doctorate or equivalent degree, show strong evidence of productive scholarship and of ability to accomplish research projects promptly.
2. In special cases, a tenured faculty member with the same qualifications may be appointed as research-track faculty as recommended by Program Chair, Dean and SVPAA, and approved by the President.
3. Plans for recruiting/appointing a research-track faculty shall be included in the Institute Research Development Plan and in the approved budget of the Institute for the School Year when the research-track faculty is expected to begin his/her engagement with the University.
4. Department Chairs or Deans of the respective Institutes shall take the lead in the search and recruitment of research-track faculty with expertise aligned to any of the programs or disciplines under the Institute.
5. The SVPAA can also initiate search and nominate research-track faculty
6. The Department Chair, Institute Deans, in coordination with the SVPAA, shall decide on the number of research-track faculty members to be appointed per Program.
7. Recruitment of research-track faculty shall follow the process of appointing tenure-track faculty.
8. Appointment shall be one year up to two years in duration.
9. An appraisal or evaluation by the Department Chair, Dean, and URC Director and/or VPAD shall serve as basis of reappointment.
10. After two years or prior to that, research-track faculty may be recommended for tenure depending on the results of the appraisal or evaluation.

### **Terms of Reference R-t Faculty and Involved Parties**

1. *Research-track faculty*: The R-t faculty members are expected to (a) continuously conduct research projects either individually, in collaboration with FEU faculty members or researchers from partner Institutions, or as part of a team tasked to conduct an Institutional research, (b) publish in reputable journals especially ISI/Scopus/WOS-indexed journals (c) actively engage in different research-related activities, (d) take part as designated members of a committee, (e) teach courses as assigned by the Department Chair (f) exert efforts to apply for research grants whenever possible.
2. *Department Chair*: The Department Chair shall oversee the research-track faculty members

in terms of assigning courses to teach per semester, evaluating teaching performance, and monitoring research projects and other deliverables.

3. *Institute Dean*: The Dean shall plan and decide on the number of research-track faculty members needed per program, evaluate the performance of research-track faculty in terms of research and publication, recommend tenure depending on the overall performance evaluation.
4. *URC Director / VPAD*: The URC Director, VPAD with respective Institute Deans shall evaluate the performance of research-track faculty in terms of research and publication.

## **Article X. Grants and Incentives**

### **Section 1. University Research Assistance Grant (URAG)**

The URAG is a financial assistance provided to qualified researchers whose research proposal is 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.

#### **1.1. Qualifications and Guidelines for URAG Applicants and Applications**

1.1.1. 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 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

Lecturer full-time (LFT) and/or lecturer part-time (LPT) faculty may be considered as co-proponent 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.

1.1.2. There are three deadlines for the submission of research proposals: April 30, August 30, and February 28 for projects starting in the first and second semesters, and midyear term, 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.

1.1.3. Principal 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.

1.1.4. 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.

1.1.5. Proposals for research projects which require more than two consecutive semesters to complete must be prepared and submitted by phases – e.g. Phase 1 covers first and second semester of current school year, Phase 2 covers first semester of the following school year. Achieved results for Phase 1 should justify application for Phase 2.

1.1.6. Proposals for research projects that cover two semesters but go beyond the current school year to complete must also be prepared and submitted by phase – e.g. Phase 1 covers 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.

1.1.7. Approval of such continuing research projects under 1.1.6 and 1.1.7 shall be done by phase

for proper budgeting purposes since budget is allocated per school year. Provision of support / budget for succeeding school year is contingent upon the availability of funds and progress of research for Phase 1.

1.1.8. 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, or
- d. a supplementary or carry-over budget is available to cover the previously-approved grant.

1.1.9. 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 URAG beyond the set completion date, unless extension is approved by the University Research Council.

1.1.10. 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.

1.1.11. 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 and subject to the deadlines set for submission of proposals.

1.1.12. 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 Dean, URC Director, VPAD, and SVPAA.

1.1.13. The URAG 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, 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.

1.1.14. 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.

## **1.2. Application Process for URAG**

1.2.1. Researcher submits the filled Grant Application Form in duplicate copy. (Please click QSF-URC 13).

1.2.2. The Department Chair (DC) assesses if the applicant is qualified, in good professional standing, and the application consistent with the research thrust of the Department/ Institute.



If said criteria are met, DC reviews the research load requested by applicant to see if it is commensurate to the research project being proposed and makes the necessary recommendation.

Department Chair endorses the proposal by forwarding the duplicate copy of the accomplished application form to the Office of the Dean (please see note below). Otherwise, the proposal is returned to the applicant.

**Note:**

- The Institute Research Review Committee initial review of the proposals is double blind.
- The Departments are instructed to keep one of the two copies of the application for reference purposes. Conceal all possible identification of the applicant in the duplicate copy before forwarding it to the Office of the Dean.
- For records purposes, the Department should also keep a master list of all the applications forwarded to the Office of the Dean.

1.2.3. The Office of the Dean collects all applications then forwards them to the Institute Research Review Committee (IRRC) for vetting.

The IRRC reviews the application including research proposal, work plan, budget and research load requested by applicant using the Research Proposal Evaluation Form.

If necessary, the IRRC consults the external peer reviewers.

1.2.4 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.

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.

For application that needs revisions or requires clearance, the IRRC notes the recommendations and returns the application to the researcher thru the URC. The researcher revises the proposal and/or justifies the non-revision, and/or secures the necessary clearance. (Related Document: QSFURC.24)

The researcher submits the revised proposal and/or clearance to the IRRC through the URC. 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.

1.2.5. The IRRC endorses the application to the Institute Dean who vets the recommendations of the IRRC.

1.2.6. The Dean endorses the application to the URC. Otherwise, the Dean returns the proposal to the IRRC for further review.

1.2.7. 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 SVPAA/President through the VPAD.

1.2.8. Upon return of the SVPAA/President-approved request to the URC, the applicant is informed through the Office of the Dean and asked to sign a Memorandum of Research Undertaking (Related Document: FEU/QSF-URC.14)

### **1.3. Guidelines for the formulation and disbursement of the URAG budget**

The URAG endows financial support to researchers to help defray the costs of conducting research. It is recognized that a diverse set of materials, processes, and skills, among others, are essential to various fields of research. Thus, this will serve as a guide as to which items may or may not be included in the research operations budget and the disbursement of approved grants. For additional clarification, the URC may be consulted or contact the Disbursement Control Department (DCD).

1.3.1 . Supplies (office, laboratory, or field) are considered to be 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 URAG budget. On the other hand, supplies need not be itemized.

1.3.2. Equipment and software must be turned over to the URC after completion of the research project. These shall be kept in a common area (The Research and Innovation Hub) and may be accessed and used, only for research purposes, by undergraduate and graduate students, faculty, RFs, academic managers, and non-teaching staff. Permission shall be secured from the appointed custodian/s, concerned Department Chair, and URC Director.

Custodianship of the equipment and software shall be coordinated with concerned departments.

1.3.3. Items to be purchased, especially in bulk or of high value, should be coursed through the URC and the Purchasing Office.

1.3.4. 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.

1.3.5. Services that cannot be provided by the University can be outsourced (e.g. photocopying, binding, mailing, van hire, etc.). This may include the services of a laborer, or other, as is required by the study.

1.3.6. Statistician may be provided with 5,000 honorarium, exclusive of tax, upon submission of proof of engagement signed by the statistician, research proponent, Program Chair and Dean.

1.3.7. Language editor may be contracted, if necessary, after assessment of Language Learning Center Coordinator. Honorarium will be computed per page.

1.3.8. For field-based research, transportation, meals, and accommodations may be budgeted subject to University policies, but not a per diem for the researcher.

1.3.9. Where applicable, representation, tokens, and prizes (for survey participants) are permitted.

1.3.10. An honorarium for the researcher is not allowed, as well as overhead or venture capital.

#### **1.4. Monitoring Research Progress**

1.4.1. Data and results generated from the research project must undertake a validation process prior to the submission and acceptance of the final research paper. This shall serve as the basis for project completion and clearance of the research proponent from the URC.

1.4.2. For the duration of the project, a Research Progress Report and Fund Utilization Report will be required at the middle and end of each semester, unless it is the end of the project where a Terminal Report and Fund Utilization Report should be submitted. A grace period of two (2) months may be given for the submission of the final Terminal Report and Fund Utilization Report only if preliminary reports are submitted at the end of the project.

1.4.3. Terminal reports shall be endorsed to the URC through the Department Chairperson and Institute Dean. A notice to proceed shall be given to the researchers upon approval of the submitted reports.

1.4.4. When deemed necessary, the Research Review Committee of the concerned Institute will be asked to evaluate the reports and the research proponent asked to provide additional justification and/or project revisions before a 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.

1.4.5. 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.

1.4.6. Approval of the Terminal Report leads to the clearance of the research proponent from pending requirements of the URC and same will be stated in a letter to relevant offices.

#### **1.5. Budget Caps**

1.5.1. For more efficient management of resources for research projects, URAG shall be limited to the following:

Range of Amount of Grant	Recommending Authorities	Approving Authority
P 9,000.00 and below	IRRC, Institute Dean, URC Director, VPAD	SVPAA
P 10,000.00 up to P 29,000.00	IRRC, Institute Dean, URC Director, VPAD	SVPAA
P 30,000.00 up to P 49,000.00	IRRC, Institute Dean, URC Director, VPAD	SVPAA
P 50,000.00 to P 99,000.00	IRRC, Institute Dean, URC Director, VPAD, SVPAA	President
P 100,000.00 up to P 200,000.00 (High-Budget Research Project)	IRRC, Institute Dean, URC Director, VPAD, SVPAA, University Research Council	CFO

1.5.2. The applicant shall base the amount of grant applied for 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.

1.5.3. 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.

1.5.4. 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.

1.5.5. Provided that budget is available, research projects that will go beyond the budget cap of P 200,000.00 shall be approved by the University Research Council on a case-to-case basis.

1.5.6. Disbursement of grant shall be subject to existing University policies and guidelines.

## **1.6. Budget Allocation for URAG**

1.6.1. Upon approval of URC budget for the incoming school year, budget for URAG may be allocated to the different Institutes through deliberation and resolution by the University Research Council.

1.6.2. The Institute's Research Development Plan (IDRP) for the incoming school year shall serve as the basis of the amount to be allocated to the respective Institutes. The IRDP, which reflects the research projects that the Institute plans to pursue for the specific school year, shall also determine the number of URAG slots available for every program in the Institute.

1.6.3. All Institutes are prescribed to regularly conduct review and update of its Research Development Plan.

1.6.4. In effect, the Programs / Institutes shall compete for the URAG budget allocation as it is contingent upon the IRDP regardless of the size of the program or the Institute.

1.6.5. Provision of URAG to qualified research proposals shall be on a first come, first serve basis. In special cases such as accreditation, the Institute may give priority to some programs or research areas.

1.6.6. In cases when a Program / Institute will not be able to utilize its URAG allocation, the budget may be assigned to another Program / Institute needing additional grants through a resolution by the University Research Council.

1.6.7. URC budget to be allocated to the different Institutes is for URAG only. Institute-initiated research activities such as the research conference, colloquium, discipline or program-specific research lectures, trainings, and workshops, research collaboration with partner institutions shall be included in the annual budget of the Institutes.

1.6.8. To avail of the allocated budget, proponents of research projects should for Call for Submissions for URAG subject to the review and recommendation of IRRC, Dean, URC Director, and VPAD, and approval of SVPAA / President.

1.6.9. Budget for the implementation of Research Capability Building Program, Interdisciplinary Research Program, Research Collaboration through Linkage shall be covered by URC budget.

## **Section 2. Thesis and Dissertation Incentive**

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.

### **Application Process for Thesis and Dissertation Incentive**

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

2.2. The applicant accomplishes the application form for Thesis / Dissertation Incentive (form may be downloaded from FEU Public Folder).

2.3. Applicant submits the accomplished form together with a copy of the approved and signed Thesis or Dissertation manuscript, hardbound for endorsement to his/her respective Department Chair and Dean. Proof of acceptance to a journal or participation in a Research Conference or Colloquium as presenter must be attached to the application form.

2.4. The URC evaluates the application by validating documents submitted.

2.5. The URC Director recommends the application to the VPAD.

2.6. The application is approved by the VPAD.

2.7. The URC notifies the faculty member on the results of his/her application (Related Document: FEU/QSF-AAP.32)

### **Section 3. 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.

#### **Guidelines for Awarding of Publication Incentives**

3.1. A faculty member on full-time or part-time appointment (RFT, LFT, LPT), academic managers, administrative officials, and non-teaching personnel may avail themselves of the research publication incentive.

3.2. The author/s must indicate Far Eastern University – Manila as his/her institutional affiliation in the publication.

3.3. The amount of incentive is as follows:

- Ten thousand pesos (Php 10,000 - gross) for: (a) Reviews published in a reputable journal;
- Twenty thousand pesos (Php 20,000 – gross) for (a) 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 (a) 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.); (b) 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 (a) 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; (b) 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.

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

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

### **Application Process for Publication Incentive**

1. Applicant accomplishes the application form for publication incentive (Form may be downloaded from FEU Public Folder or may be secured from URC Office; Related Document: FEU/QSF-URC.19).

2. The following should be attached to the application for publication incentive form:

- a. Photocopy of the article
- b. Copy of pages from the Journal (copyright page, table of contents, journal metrics, etc.)
- c. Letter of acceptance of article to journal
- d. Proof of indexing
- e. Popular article (maximum of 250 words, laymanized description of research indicating significance of study to society; include photographs if possible)

3. The accomplished application form must be endorsed by the respective Immediate Head/ Department Chair and recommended by the Dean/ Supervisor.

4. The accomplished form and attachments must then be submitted to the URC.

5. The URC forwards the application to the Publication Standards Committee (PSC) which evaluates the application by validating documents submitted and makes the necessary recommendation. The PSC may call upon the applicant for clarification about the documents submitted. PSC forwards recommendation to URC Director who endorses recommendation to the VPAD.

6. The application is endorsed by the VPAD for SVPAA's approval.

7. The URC notifies the faculty member on the results of his/her application.

## **Section 4: Incentives for Published or Juried Work**

Far Eastern University gives incentives to its faculty, staff, and academic managers whose creative works won recognition or awards from prestigious local and international competitions.

### **Guidelines for Awarding of Published or Juried Work Incentives**

4.1. A faculty member on full-time or part-time appointment (RFT, LFT, LPT), academic managers, administrative officials, and staff may avail themselves of the juried work publication incentive.

4.2. The author/s or creator/s must indicate Far Eastern University – Manila as his/her institutional affiliation in the entry form of the award-winning creative work.

4.3. The amount of incentive is as follows:

- Twenty thousand pesos (Php 20, 000 – gross) for any creative work included in a scholarly anthology published by one of the respected university or scholarly presses (Ateneo de Manila University Press, UP Press); or anthologies published by reputable institutions (CCP, KWF, NCCA) and others as determined by the JCWSC.
- Thirty thousand pesos (Php 30, 000 – gross) for top winners in reputable national competitions (Palanca Awards, Philippine National Book Awards, The Philippine Arts Awards, Ateneo Arts Awards and others as determined by the JCWSC)
- Forty thousand pesos (Php 40,000 – gross) for top winners in international competitions (ASEAN Arts Awards, Cannes Film Festival, The Pulitzer Prize, Fukuoka Prize, and others as determined by the JCWSC).

4.4. In the case of shared authorship, the juried work incentive amount is split equally between/among all major FEU-affiliated co-authors.

4.5. Author/s or creator/s may apply for the juried creative work incentive within one year of conferment of award.

### **Application Process for Published or Juried Creative Work Incentive**

1. Applicant accomplishes the application form for juried creative work incentive.

2. The following should be attached to/ submitted with the application form for juried work incentive:

- Original certificate, plaque, trophy or official letter as valid proof of conferment of award.
- One-page report
- Captioned photos during the competition or awarding ceremony

3. The accomplished application form must be endorsed by the respective Department Chair and recommended by the Dean.

4. The accomplished form and proofs/ attachments must then be submitted to the URC.



5. The person-in-charge at the URC checks the submitted proofs/ documents; validates the original proof of conferment of award; issues certificate of authenticity of proof of conferment of award and returns the original proof to the applicant.
6. The URC forwards the application and other documents to the Juried Creative Work Standards Committee (JCWSC) which evaluates the application by validating documents submitted and makes the necessary recommendation. The JCWSC may call upon the applicant for clarification about the documents submitted.
7. JCWSC forwards recommendation to the URC Director who endorses recommendation to the VPAD.
8. The application is endorsed by the VPAD for SVPAA's approval.
9. The URC notifies the faculty member on the results of his/her application.

## **Section 5: Research Productivity Awards**

Research Productivity Awards is an annual search for the most productive faculty and department/unit in terms of research impact factor. There are two types of awards:

### **1. Individual Award (Faculty Award for Research (FAR))**

This award is given to a researcher who earned the highest impact factor for a specific school year. Recipient of this award will receive a certificate of recognition and P25,000.00 (net of tax). This award will have two categories:

- a. Faculty Recipient for Science / Health Sciences
- b. Faculty Recipient for Social Sciences / Education

#### **Qualifications:**

- a. All faculty members (part-time or full time), academic managers, and non-teaching personnel may apply for the search. Applicant must be currently employed with FEU at the time of application.
- b. Applicant's publications must indicate FEU as the institutional application for research articles to be included in the computation of impact factor.
- c. A lecturer recipient can receive the certificate of recognition and cash reward if he/she is still employed with FEU at the time of recognition. However, if the lecturer recipient is no longer connected with FEU at the time of recognition, he/she can still receive the certificate of recognition.

**Selection Criteria and Procedure:**

These will be determined and formulated by the Selection Committee.

**2. By Department (Departmental Award for Research Engagement (DARE))**

This award is given to a department / unit which (1) has the highest total impact factor of published researches, (2) most dynamic department-initiated research-related programs and activities. The recipient of the award will receive a plaque of recognition and P 100,000.00 (net of tax).

The impact factor is calculated as sum of impact factors of the full-time faculty divided by the number of full-time faculty.

The cash reward shall serve as a bonus budget allocation for research of the department/ unit. As such, it shall only be used for research-related activity or project, which will benefit majority, if not all faculty and non-teaching personnel, of the department. The activity/ project shall be recommended by the Dean, URC Director, VPAD, and approved by the SVPAA / President.

**Qualifications:**

- a) All departments / units may apply for the search.
- b) Publications of lecturers, RFTs, academic managers, and non-teaching personnel of the department / unit must indicate FEU as the institutional affiliation for the research articles to be included in the computation of the total impact factor.

**Selection Criteria and Procedure:**

These will be determined and formulated by the Selection Committee.

## Article XI – The Institute Research Development Plan

Recognizing the pivotal role the Institutes and the academic departments under them play in research, all Institutes must formulate an Institute Research Development Plan (IRDP), which is necessary in setting strategies of the Institutes to enhance research capability of faculty, non-teaching staff, and students, increase the yield of researches and publications, enrich research culture in the University and translate knowledge generated from research to student learning. IRDP must cover three years but must be reviewed and updated annually.

The following should be reflected in the Institute Research Development Plan:

1. Research outputs and engagements of faculty members and non-teaching personnel, per department, which include:
  - Names of faculty members/ non-teaching personnel with research output
  - Names of faculty/ non-teaching personnel with publication
  - Names of faculty/ non-teaching personnel who presented papers in conferences
  - Names of faculty/ non-teaching personnel who participated in research-related activities such as seminars and workshops.
  
2. Research targets for the next three years, which include:
  - Research Capability-Building Programs: Seminar, Training, Workshop, Crash Course, Research Class, etc.
  - Research Culture-Enrichment Activities: Faculty Colloquium, Brown Bag, Research Presentation Series, Sharing of Best Practices, etc.
  - Research Productivity: Research projects, publications
  
3. Research Infrastructure

Infrastructure support, that needs to be procured, in order for faculty, non-teaching personnel and students to do their research effectively - e.g., access to JSTOR, ScienceDirect, Wiley Online, statistical software etc.

## **Article XII – The Research and Innovation Hub**

The Research and Innovation Hub is the repository of all the equipment which were turned over to the URC after completion of the research project. These pieces of equipment may be accessed and used, only for research purposes, by undergraduate and graduate students, faculty, RFs, academic managers, and non-teaching staff. Permission shall be secured from the appointed custodian/s, concerned Department Chair, and URC Director.

Custodianship of the equipment and software shall be coordinated with concerned departments.

## **Article X – Other Provisions**

### **Section 1. Research Load**

Research load is granted to faculty members with approved research projects. The number of units of research load to be given to a research proponent shall be determined by the Institute Research Review Committee and recommended by the Dean.

The rationale of providing research load is for faculty to have more time to do research. Research load can be part of the total 54-unit load, but it cannot part of overload. Overload, in whatever form, defeats the essence of research load. Faculty who is granted research load, through an approved research project, should not be given teaching overload for the duration of the research project.

#### **Guidelines for the Approval of Research Load**

1. Department Chairs / Deans should include in their respective Institute Research Development Plan, the list of faculty members who will do research projects during a particular school year. This can be done by seeking the commitment of faculty members.
2. Faculty members who commit to do research projects for the school year should be made to understand the purpose of research load and commit to the 54-unit maximum load during the duration of the research project.
3. Academic managers with built-in load of more than three units may be granted research load after complying with the three-unit teaching load.
4. Department Chairs should consider the provisions on research load in planning the annual load of faculty members.

### **Section 2. Research Time**

Research time is granted to managers and/ or non-teaching personnel with approved research projects. Research time is provided to academic managers with three-unit built-in load, and non-academic managers/non-teaching personnel since they do not have built-in teaching load.

The rationale of providing research time is for the academic manager/ non-teaching personnel to have time to do research. An academic manager who is granted research time, through an approved research project, should not be given teaching overload for the duration of the research project.

#### **Guidelines for the Approval of Research Time**

1. Department Chairs/ Deans should include in their respective Institute Research Development Plan, the list of academic managers and non-teaching personnel who will do research projects during a particular school year. This can be done by seeking the commitment of faculty members.

2. Academic managers who commit to do research projects for the school year should be made to understand the purpose of research time and commit not to have teaching overload during the duration of the research project.
3. Academic managers and non-teaching personnel should accomplish the research time declaration form, to be endorsed by their respective immediate head and approved by SVPAA (for academic managers) and AVP-HRD (for non-teaching personnel).