



QUEZON CITY UNIVERSITY

RESEARCH MANUAL

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Republic of the Philippines

QUEZON CITY UNIVERSITY

RESEARCH MANUAL





Written and Compiled by:
Angelito P. Bautista Jr., MCM

Edited by:
Racidon P. Bernarte, DEM
Angelito P. Bautista Jr., MCM
Janet R. Valdez, Ph.D.

Coordinator:
Candice Erika J. Rudi

Layout and Design by:
Bernard F. Gaya

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PREFACE

The Quezon City University (QCU) believes that cultivating a culture of research is a critical element in achieving its vision of becoming the number one Local University in the country. As a CHED-recognized institution, QCU is expected to make a substantial contribution to the wider community, on local, national, or international scales, by producing and sharing new knowledge and putting them to practical use.

To ensure that QCU is achieving its goal of developing a strong research community, this research manual was developed. This manual contains valuable policies, descriptions, and explanations in the conduct of research projects within the University. This manual also contains a brief description of the processes in the submission of research proposals for University funding, the financial incentives, and support that the University provides to its researchers, as well as the relevant implementing guidelines and policies in funding researches. This manual ends with a detailed discussion on the ethical guidelines that guide our research lifeblood as an institution.

The QCU Research Manual is intended for use by all researchers within the University, including faculty members, administrative and non-teaching employees, and students. The research manuals produced by different local and international learning institutions have served as guiding references for this work. Thus, we are assured that this manual is aligned with universally accepted standards in the conduct of academic research.

The Office of the Vice President for Research, Extension, Planning, and Linkages would like to thank our University Officials, Vice Presidents, Deans, and Chairpersons, and all other members of the academic community who have helped shaped this manual. We acknowledge that this manual is a work in progress, and we are open to any suggestions and comments to help make this manual more meaningful and useful to our University.

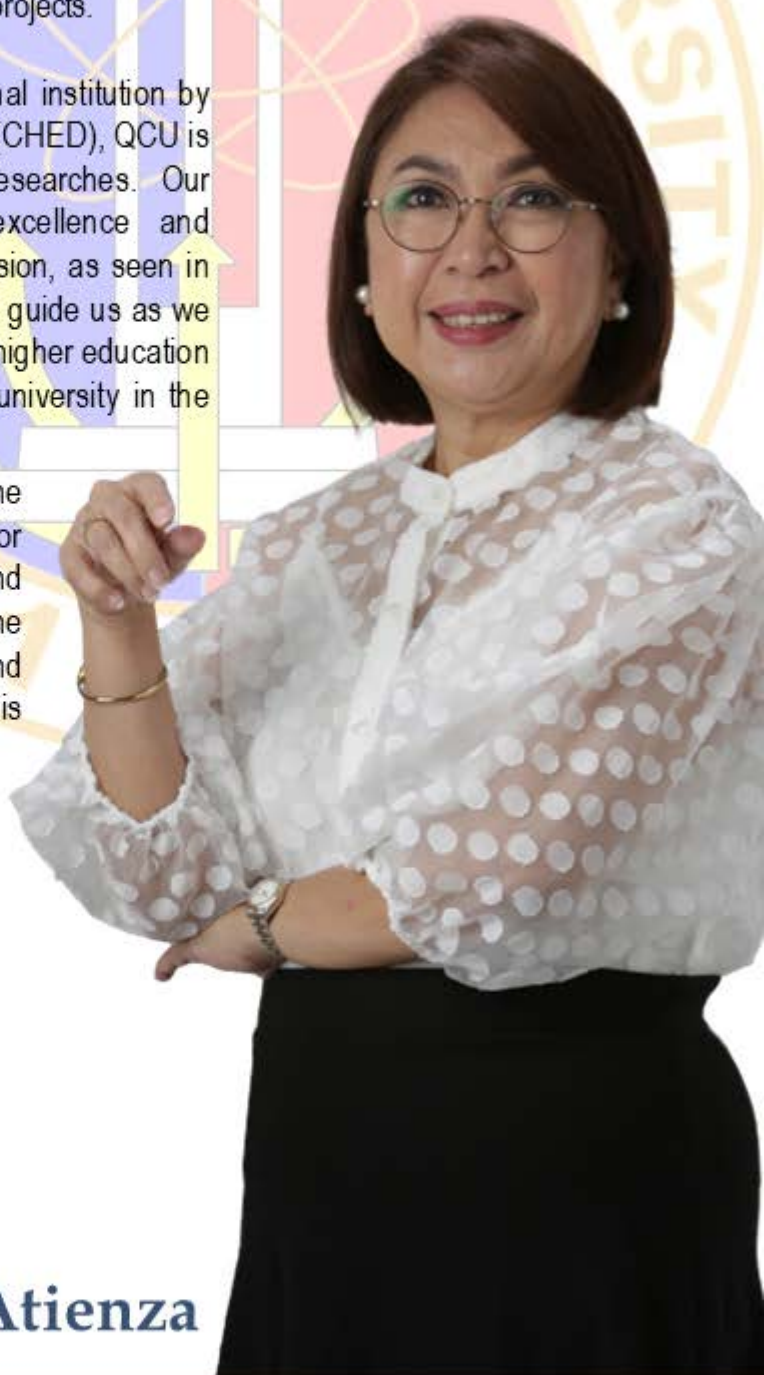
It is my honor to present to the members of our academic community the QCU Research Manual, which outlines our commitment to provide and deliver quality and socially relevant research projects.

As a recognized higher educational institution by the Commission on Higher Education (CHED), QCU is expected to produce high-quality researches. Our unrelenting pledge to research excellence and innovation will help us achieve this vision, as seen in this manual. Likewise, this manual will guide us as we strive to become a research-intensive higher education institution and the number one local university in the country.

I would like to congratulate the Office of the Vice President for Research, Extension, Planning, and Linkages Offices for spearheading the collaborative effort of our research and academic sectors in developing this manual.

Whether you are a faculty member, an administrative employee, or a student, I invite you to review and strictly adhere to the policies and instructions indicated in this manual. Let us all work together to grow and succeed in our mission to educate our students and provide service to Quezon City and beyond through a strong research culture.

Dr. Theresita V. Atienza



MESSAGE FROM THE UNIVERSITY PRESIDENT

INTRODUCTION

THE QUEZON CITY UNIVERSITY RESEARCH MANUAL

The Quezon City University, or QCU, an institutionally recognized local university, firmly believes that research is critical to its success and development as a higher learning institution. Therefore, apart from providing high-quality instruction and engaging the community, research and development are pillars of the university's primary functions.

A strong research culture that maximizes the capability and productivity of its faculty members and students is emphasized heavily as a critical component of the university's strategic directions toward its vision of being the "Number One Local University of Employable Graduates."

The focus of QCU's research program is multi-, inter-, and trans-disciplinary, and collaborative, emphasizing the role the university plays at the center of the ecosystem of the Quezon City government. The University's research program complements the research and development, innovation, transformation, and commercialization policies and programs of the local government and the wider academic community.

Research Policy Statement

Research is one of the significant and most essential functions of higher education. To ensure QCU's continuing growth and development as a first-class higher education institution and a local university in the country, the university encourages its faculty members, non-teaching personnel, and students to participate actively in various research activities.

Research Principles

QCU's research and development activities aim to foster a scholarly, relevant, and sustainable research environment by generating, protecting, disseminating, and applying knowledge following the research principles of Ethics, Quality, Collaboration, and Universality (E-QCU).

1. Ethics refers to the moral principles that govern one's behavior. QCU's primary institutional objectives, which apply to all of its members, include professional growth and academic development, as well as the advancement of knowledge and research in an environment that is governed by strict adherence to universally accepted ethical principles.
2. Quality is the lifeblood of QCU as a research-based institution. QCU policies shall enhance the institution's and individual's potential to undertake quality research in an environment that promotes and supports research talent.
3. Collaboration is critical in pursuing worthwhile research initiatives since research thrives in an environment that allows for the free flow of information and the analytical interchange of ideas among various backgrounds and experiences. Therefore, QCU policies must encourage its faculty members, non-teaching personnel, and students to perform collaborative and productive researches.
4. Universality is the quality of involving or being shared by all people. QCU is expected to lead the way in doing discipline-based, policy-based, and innovative research that is responsive to the larger community's needs and the entire QC ecosystem while also being globally competitive.

Research Objectives:

- To develop relevant researches that respond to the needs of the University stakeholders, the Quezon City local government, and surrounding communities;
- To support a high-performance research culture through effective training, mentoring, support, and promotion processes;
- To support and promote our existing research talent;
- To ensure our researches are translated for impact, including in the human, social, and industrial development levels;
- To develop productive academe-industry partnerships and external funding agency support leveraging our research capabilities and expertise;
- To foster institutional research alliances with local and international priority partners in the development and improvement of our research agenda, program, and priorities;
- To support and initiate further inter-, trans-, multi-disciplinary research collaborations; and
- To effectively disseminate, promote, and communicate our research outputs.

The University Research Agenda, Thrusts, and Priorities (2021-2025)



CHAPTER I

CHAPTER I

The University Research Agenda, Thrusts, and Priorities (2021-2025)

The University's goal in institutionalizing this research agenda is to increase research productivity, enhance research capability, maintain quality, and promote a quality- and excellence-driven research environment.

The University's research agenda and its thrusts and priorities are anchored in the country's long-term vision - Ambisyon Natin 2040 - and in the country's long-term development agenda Agenda 2030, in conjunction with the United Nations 2030 Agenda for Sustainable Development Goals.

The QCU Research Thrusts and Priorities (2021-2025) have been developed with input from its stakeholders, particularly faculty and students, and in response to the community's and partners' needs.

The following are the University's priority interdisciplinary research programs, organized by Colleges and Departments:

- Accounting and Finance
- Business and Entrepreneurship
- Education
- Engineering and Technology
- Public Management and Governance

The following research programs will be guided by the QCU Research Thrusts and Priorities (2021-2025).

- ***As a Smart and Competitive City, Quezon City.*** As a local university, QCU is an integral part of the Quezon City local government's program implementation. As a result, one of the university's research priorities is to assist Quezon City in becoming a smart city and promoting its competitiveness. The adoption of information technology is critical to the creation of a smart, competitive city. This research program's core components are focused on applying technology to provide services and solve urban problems. Additionally, the program includes research that highlights Quezon City's competitiveness. The following research topics are proposed and identified:
 - *Digital Transformation*
 - *Big and Open Data*
 - *Urbanization*
 - *Cybersecurity and Privacy*
 - *Interoperability Testing*
 - *Biometrics*
 - *Health Information Technology*
 - *Voting Systems*
 - *E-commerce and Mobile Payments*
 - *Management Information Systems*
 - *Transportation Technology*
 - *Automation and Decentralization of Government Services*
 - *Universal QC ID System*
 - *Data-Driven Governance*

- *Development of Prototype Smart Farms (urban farming) via an Integrated Use of Data Analytics, Weather, Heat, and Water Sensors, Information Communication and Phone Applications*
 - *Application of Data Analytics in the Development of Urban Systems*
 - *Utilization of Data Analytics by Health Care Providers for Disease Surveillance*
- **Accelerate Human Capital Development.** The digitalization and automation brought by the fourth industrial revolution, or Industry 4.0, will have a long-term evolutionary effect on occupations and job profiles, changes in employment forms, and a more significant role for the platform economy. This research program aims to conduct empirical studies that will help youth adjust to this new era. Additionally, the program emphasizes achieving educational objectives, acquiring necessary skills, and honing communication and social skills. The following research topics are proposed and identified:
 - *Labor and Employment Dimension*
 - *Human Capital Accumulation*
 - *Employment and Industrial Reforms and Development*
 - *Human Resource Management*
 - *Business, Cooperative, and Management Dimension*
 - *Agrarian Reform and Industrialization*
 - *Business Processing and Outsourcing*
 - *Entrepreneurship/Technopreneurship/ Social Enterprise*
 - *Development and Testing of Techno-entrepreneurship Programs in Formal and Non-formal Education Settings*
 - *Industry Needs Analysis*
 - *Investments and Banking System and Operations*
 - *Livelihood, Startup and Business Development*
 - *Micro-financing and Micro-Lending*

- *MSMEs, Cooperatives, and Social Enterprises*
 - *Quality Management*
 - *Resource Management*
 - *Supply Chain Management*
 - *Lean Six Sigma*
 - *Design Sprint and Product Design and Development*
 - *Operation Management and Productivity Tools*
- *Educational Dimension*
- *Educational Reforms and Policy Studies*
 - *Academe-Industry Partnership*
 - *Alternative Learning System*
 - *Open Education*
 - *Distance Learning*
 - *Graduate Tracer Studies*
 - *Outcome-based Education*
 - *Faculty Development*
 - *Quality Assurance*
 - *Student Support*
 - *Student Demography*
 - *Educational Technology*
 - *Technical Vocation*
 - *Case Studies and Other Innovations in STEAM education from Pre-K through University*
 - *Impact Assessment of STEAM Programs on Student Learning*
 - *Lifelong learning on STEAM*
 - *Women and STEAM*

- **Ensuring Safe, Secure, and Peaceful Community.** The 21st century is more complex, intricate, and technologically dependent than any previous century. A safe community embraces a methodology and infrastructure that encourages collaboration among all community sectors to safeguard citizens' well-being and property. This research program aims to generate studies, research, and possibly even technologies and processes to improve safety, risk management, and overall peace and community engagement. The following research topics are proposed and identified:

- | | |
|--|---|
| ○ <i>Children and Armed Conflict</i> | ○ <i>Responsible Innovation</i> |
| ○ <i>Human Rights and Rule of Law</i> | ○ <i>Peace and Development</i> |
| ○ <i>Democratization</i> | ○ <i>Human Security</i> |
| ○ <i>Intergovernmental and Institutional Relations</i> | ○ <i>Conflict-related Sexual Violence</i> |
| ○ <i>Peace and Conflict Resolution</i> | ○ <i>Women, Peace, and Security</i> |
| ○ <i>Organized Violence</i> | ○ <i>Peacebuilding Technologies</i> |
| ○ <i>Digital Hate Crimes</i> | ○ <i>Mediation and Peaceful Settlements</i> |
| ○ <i>Peace Innovation</i> | ○ <i>Police and Public Order</i> |
| ○ <i>Conflict Prevention</i> | ○ <i>Gender and Development</i> |
| ○ <i>International relations</i> | ○ <i>Child's rights</i> |
| ○ <i>Internationalization</i> | ○ <i>Right to Equality and Non-discrimination</i> |
| ○ <i>Pandemic, Peace, and Conflict</i> | |
| ○ <i>Emerging Technologies in Peace and Conflict</i> | |

- **Clean and Healthy Environment.** The 2030 Agenda for Sustainable Development emphasizes the critical connections between development, the environment, human well-being, and full enjoyment of a broad range of human rights, including life, health, food, water, and sanitation. This research program focuses on studies and researchers that examine the relationships between environmental quality and human health and well-being. Additionally, it will address the broader drivers of these connections, such as inequality, unplanned urbanization, migration, unhealthy and wasteful lifestyles, and unsustainable consumption and production patterns. The following research topics are proposed and identified:

- *Housing and Development*
- *Transportation*
- *Isolated Communities*
- *Health Access and Disparities*
- *Sustainable Communities*
- *Migration*
- *Food Service and Development*
- *Climate Change Adaptation and Mitigation*
- *Disaster and Risk Management*
- *Urban Planning*
- *Sustainable Production Technologies*
- *Assessment and Management of Landscapes and Seascapes*
- *Prevention, Monitoring, and Risk Assessment of Water, Air, and Soil Pollution*
- *Environmental Policy Studies*
- *Environmental Health Management*
- *Energy Conservation*
- *Alternative Energy Sources*
- *Urban Ecology*
- *Food Security, Sufficiency, and Productivity*
- *Structural Engineering*
- *Urban Gardening/Farming*
- *Water Supply and Treatment*
- *Sustainable Utilization of Bio-resources*

- **Effective and Efficient Governance.** Effective and efficient governance is critical to the well-being of any country. Governance is the exercise of political, economic, administrative, or other authority or power to manage a country's resources and affairs. This research program examines the mechanisms, processes, and institutions by which citizens and groups express their interests, exercise their legal rights, fulfill their obligations, and resolve their conflicts. Additionally, the program emphasizes empirical evidence of effective and efficient governance in relation to the functioning of the public sector, emphasizing accountability and oversight. It is concerned with the public sector's performance in terms of the link between policy and implementation. The following research topics are proposed and identified:
 - *Good Governance*
 - *Local Government Studies*
 - *Public Accountability and Transparency*
 - *Risk Management in Public Organizations*
 - *E-Government and Democracy*
 - *Local Economic Growth and Development*
 - *Demographics*
 - *Public Policy*
 - *Leadership*
 - *Lobbying*
 - *Health Management*
 - *Human Resource Management and Development in Public Office*
 - *Public-Private Partnership*
 - *Critical Infrastructure*
 - *Change Management*
 - *Performance-based and Meritocratic Management System*

- **Promotion of the Philippine Culture, Arts and Values.** Enhancing the social fabric entails increasing cultural awareness, identifying and instilling values for the common good, cultivating creativity, and incorporating cultural sensitivity into governance and development efforts. This research program focuses on preserving Quezon City's intangible cultural heritage, increasing public access to cultural resources, preserving living traditions, and promoting the corpus of Filipino values. The following research topics are proposed and identified:
 - *Cultural Mapping*
 - *Digitization of Cultural Properties*
 - *Access to Cultural Services through Technologies*
 - *Development Planning in Culture*
 - *Data Auditing in Cultural Agencies*
 - *Social Protection and Human Resource Development among Cultural Workers*
 - *Policy Reviews*
 - *Creative Industries and Creative Economy*
 - *Needs of Creative Economy Workforce*
 - *Culture for Development*
 - *Natural Heritage Preservation*
 - *Historical Demography*
 - *Enhancing Cultural Education*

- ***Innovation Stimulation and Technology Adoption.*** Advancing science, technology, and innovation (STI) by increasing the use of scientific and technological breakthroughs will institutionalize improvements in business, health, education, government, and infrastructure systems, among other areas. This research program is focused on promoting and accelerating the adoption of new technologies and on stimulating innovation. The following research topics are proposed and identified:
 - *Hard Infrastructure*
 - *Communications Infrastructure and Facilities*
 - *Wireless Electricity*
 - *Power Generation, Transmission, and Distribution*
 - *Microelectronics and Nanoelectronics*
 - *Telecommunications*
 - *New Energy Technology and Energy-saving Technology*
 - *Planning, Design and Evaluation of Energy Systems from Energy Production to Energy Utilization, and Safety Counter-measures for Environmental Protection*
 - *Soft Infrastructure*
 - *Cloud Computing and Virtualization*
 - *Mobile Testing*
 - *Systems and Networking*
 - *Wireless Systems*
 - *Data Science*
 - *Data Management and Visualization*
 - *Machine Learning*
 - *Computer Graphics and Game Science*
 - *Internet of Things*
 - *Artificial Intelligence*
 - *Data Engineering*
 - *Incubation*

CHAPTER II

THE QUEZON CITY UNIVERSITY RESEARCH, EXTENSION, PLANNING, AND LINKAGES ORGANIZATION

The Office of the Vice President for Research, Extension, Planning, and Linkages (OVPREPL) exercises general supervision of all the units and offices under which services and concerns about research, extension, planning, and institutional development.

Specifically, the OVPREPL performs the following functions:

- a. manages and supervises all the offices, units, and programs in the implementation of the University research and extension policies and agenda;
- b. participates in the policy review, formulation, and revision as may be necessary to ensure relevance, responsiveness, and quality of research and extension programs and provision of research support services and incentives;
- c. recommend programs, projects, and policies needed to improve university linkages and partnerships;
- d. ensures coordination and harmonious functioning of all offices and units under the OVPREPL;
- e. attends to internal and external invitations, and other local, national, and international concerns of the Office, as well as those which may be delegated by the President;
- f. recommends qualified personnel when needed, evaluates their performances, and recommends disciplinary action as may be warranted;
- g. submits regular/periodic reports required by higher authorities and/or external bodies; and
- h. performs other tasks that the President may assign from time to time.

Offices, Units, and Centers under the OVPREPL

Research Management Office

The Research Management Office has the following duties and responsibilities.

- a. recommends plans, programs, projects, and policies relative to research planning and program/project development to the Vice President for Research, Extension, Planning, and Linkages;
- b. implements policies on research and development programs of the University;
- c. provides administrative and technical support to University researchers and faculty members to harness their research capability and skills;
- d. establishes and maintains linkages with national institutions with similar educational goals to facilitate the conduct of various researches;
- e. monitors the implementation of the approved internal and external research projects;
- f. conducts fund-sourcing for research projects;
- g. conducts research dissemination through national and international conferences; and
- h. performs other functions as may be assigned by the President.
- i. popularize the university extension through various information, education, and communication (IEC) materials;
- j. coordinates the extension activities of colleges and branches.

Intellectual Property Unit

The unit tasked to manage the intellectual property rights of the University and other inventors/authors/creators within the academic community shall have the following duties and responsibilities:

- a. provides assistance and advice to the stakeholders on intellectual property rights and ensures that these rights are protected and promoted in the manner that will be beneficial for both the creator/author/inventor and the University;
- b. formulates plans, programs, and implementing strategies for providing intellectual property management expertise through the following units and/or centers focused on:
 - Innovation and Technology Support Services
 - Intellectual Property and Enterprise Development

- c. facilitates and promotes university-industry partnerships through technology transfer, and generates income for the university through the commercialization of products and services derived from its R & D processes;
- d. recommends effective support for inventors through various incentive mechanisms to fast-track technology processes in the University;
- e. coordinates/collaborates with the various institutes and colleges to facilitate the execution of agreements, affidavits, applications, and other documents relating to works and inventions; and
- f. performs such other functions as may be assigned by the President.

Publications Unit

The unit devoted in providing publication-related services shall have the following duties and responsibilities:

- a. prepares layout, performs technical editing, prepares for publication and/or prints the University research journals, reports, newsletters, and other printed materials;
- b. manages the QCU research journal;
- c. performs other functions as maybe assigned by the President.

Center for Quezon City Studies

The unit devoted to Quezon City research has the following duties and responsibilities.

- a. formulates plans, programs, and implementing strategies for studies and researchers of the rich history and culture of Quezon City;
- b. submit research proposals related to history, culture, people, and programs of Quezon City for funding by the local government;
- c. invites external partners including foreign scholars/ lecturers/researchers who will work in partnership with the Center in giving lectures and discourses on the discipline;
- d. publishes books and journals and contemporary literary pieces to add to the knowledge about Quezon City.
- e. disseminates research outputs and findings through local and national fora;
- f. creates local and national networks in the academe and development agencies, both public and private.

- g. establishes professorial chairs and fellowship grants.

Extension Management Office

The extension management office has the following duties and responsibilities:

- a. recommends extension plans, programs, projects, and policies to the Vice President for Research, Extension, Planning, and Linkages;
- b. implements policies on extension programs of the University;
- c. establishes and maintains linkages with national institutions with similar educational goals to facilitate the conduct of various extension programs;
- d. monitors the implementation of the approved extension projects;
- e. conducts fund-sourcing for extension projects;
- f. conducts extension capability building program;

Community Engagement Unit

The community engagement unit has the following duties and responsibilities:

- a. implements programs, projects, and activities related to community relations of the University;
- b. establishes and maintains linkages with various communities of the university and its branches;
- c. conducts outreach program;

Institutional Planning Office

The institutional planning unit has the following duties and responsibilities:

- a. coordinates with the academic and administrative support units about short and medium-term program planning, review, and plan integration processes of the University;
- b. serves as a representative of the University on matters relating to data exchange and data reporting to other government agencies;
- c. provides technical assistance in planning and program development to the various operating units in the University;
- d. utilizes the institutional data as policy inputs or basis for improved systems and processes.

University Linkages Office

The university linkages office has the following duties and responsibilities:

- a. explores, establishes, and administers the forging of linkages with universities and other academic-related institutions and organizations both locally and abroad;
- b. ensures the smooth and efficient implementation and execution of QCU's responsibilities as specified in agreements/understandings entered with national and international institutions/agencies;
- c. provides information and assists grantees/recipients of grants for national and international academic exchanges, study tours, paper presentations, researches, and other similar fora;
- d. manages local and international student and faculty exchange programs in coordination with concerned offices inside and outside QCU;
- e. coordinates and assists local and international visits to the campus and other program-relevant places of interest;
- f. prepares a report on academe-industry-government partnership programs of the university.

THE QCU RESEARCH PROPOSAL REVIEW, EVALUATION, AND APPROVAL PROCESS



CHAPTER III

CHAPTER III

THE QCU RESEARCH PROPOSAL REVIEW, EVALUATION, AND APPROVAL PROCESS

Faculty and non-teaching staff at QCU are strongly encouraged to submit research proposals for university funding. The QCU Research Evaluation Committee (QREC) will evaluate research proposals based on the research program areas to which they belong, as specified in the QCU Research Agenda. Below is the composition of the QREC:

Chair:	The Vice President for Research, Extension, Planning, and Linkages or any of his designated representative
Co-chair:	The Director of Research Management
Members:	College Deans or their duly authorized representative relevant to the discipline Program Head/s and one faculty expert relevant to the proposal's under consideration Two (2) industry experts relevant to the proposal/s under consideration

Because each research program area requires a particular level of academic competence, the Committee will include two (2) QREC faculty specialists. The VPREPL will choose these faculty experts based on the recommendations of the concerned college deans. Only the VPREPL and the Director of Research Management shall attend all UREC meetings regularly. The Committee will also include industry professionals as recommended by the college deans. The secretariat of the Committee will be made up of the staff of the Research Management Office as appointed by the Director of Research Management.

The VPREPL shall recommend to the University Executive Committee for University Funding the research proposals that have met the QREC standards based on the approved criteria (Appendix A –Evaluation Guide for Research Proposals).

The QREC is also in charge of reviewing the project's final research reports. Members of the QREC must give their report evaluations within two weeks of the proponent's submission. The QREC approval is one of the conditions before the researcher/s receive their honoraria.

Submission of Research Proposals

Faculty members or non-teaching personnel who would like to submit a research proposal must follow the prescribed format (Appendix B –Research Project Proposal for QREC Evaluation). In addition, the proposal must also include the following:

- Terms of Reference (Appendix B.1 – Form 1.1)
- Line Item Budget (Appendix B.2 – Form 1.2)
- Schedule of Tranche Releases and Deliverables (Appendix B.3 - Form 1.3)
- Work Plan (See Appendix B.4 – Form 1.4)
- Research Protocol (See Appendix C – Form 2)

The proponent/s must submit three copies of their proposal to their department chair for approval, who will evaluate it according to the prescribed format. Once approved at the department level, the department chair shall submit the three copies to the College Dean for further evaluation. If found worth endorsement, the proposal will be forwarded by the College Dean to the Research Management Office for categorization by program area, and technical evaluation.

RMO will conduct a technical evaluation of the submitted proposals based on the prescribed format and alignment with the University Research Agenda before its endorsement to the QREC. If found not in compliance with the prescribed format, the proposal will be returned to the proponent/s for revision.

The proponent/s must ensure that they adhere to strict research ethics (Refer to Chapter 7: Research Ethics and Compliance). The RMO shall also facilitate the ethical review process through the QCU Research Ethics Board (QREB)

Review and Evaluation

Proposals that fall within the scope of the University Research Agenda and have passed the ethical review will be classified according to which research program area they belong. Specific The proposal will be reviewed and evaluated by a QCU Research Evaluation Committee for each program area, with the proponent/s presenting their proposal to the Committee. Following the presentation, the proposal will be evaluated, and members of the QREC will decide whether or not to approve it, as well as whether or not to request any adjustments from the proponents. The QREC may summon the proponent(s) again to clarify points raised during the proceedings. After that, once all issues have been cleared and examined, a final decision will be taken. The following are the different types of decisions:

- Accepted for endorsement without revisions
- Accepted for endorsement with minor revisions
- Accepted for endorsement with major revisions
- Revise and resubmit

Proponent/s will be notified of the evaluation results within seven working days after the QREC's evaluation meeting. All communications will be made with strict confidentiality.

Proposals that require revisions will be sent back to the proponent/s with suggestions from the QREC. Revised drafts must be resubmitted to the QREC through the Research Management Office within 30 days after the receipt of the QREC's evaluation.

If the University is unable to support the proposed study for any reason, the RMO will purposefully search, negotiate, and mobilize sources of research funds from local and international agencies and institutions. The proponent/s will be given the specific research guidelines of potential funding sources as soon as they become available.

The proponent/s must ensure that they shall meet the minimum requirements set by the external funding agency. The RMO shall conduct a technical evaluation of the revised proposal before endorsing it to the University Executive Committee for approval for external funding.



Endorsement and Approval

Proposals that pass the QREC review will be forwarded to the University Executive Committee for final approval and inclusion into the University Research Funding program or the proposed University budget. The University Executive Committee may request that the proponent/s come before them on occasion to explain points related to the proposal/s.

A proponent/s completion of any previously approved University research project is a requirement for approval of any new application for University financing and/or endorsement for external financing. The University Executive Committee has the authority to reject the proposal and may request that the QREC reconsider and reevaluate it based on the comments of the committee members.

Before funds are released and the research project is implemented, the proponent/s will sign a research contract or Memorandum of Agreement with QCU once the proposal has obtained final approval from the University Executive Committee. The agreement will serve as the foundation for the research project's implementation.

RESEARCH BUDGET, FUNDING, AND INCENTIVES



CHAPTER IV

CHAPTER IV

RESEARCH BUDGET, FUNDING, AND INCENTIVES

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- c. recommend programs, projects, and policies needed to improve university linkages and partnerships;
- d. ensures coordination and harmonious functioning of all offices and units under the OVPREPL;
- e. attends to internal and external invitations, and other local, national, and international concerns of the Office, as well as those which may be delegated by the President;
- f. recommends qualified personnel when needed, evaluates their performances, and recommends disciplinary action as may be warranted;
- g. submits regular/periodic reports required by higher authorities and/or external bodies; and
- h. performs other tasks that the President may assign from time to time.

QCU's core commitment to research is concretized through the Office of the Vice President for Research, Extension, Planning, and Linkages, which provides the essential institutional budget support, funding, and incentives for researchers. These benefits and incentives for researchers are intended to increase the quantity and quality of research outputs produced by faculty members and non-teaching employees in the University to strengthen our research culture as a higher education institution.

Research Funding

The University, through the support of the Quezon City Government, will set aside funds each year for institutional and specialized researches, the purchase of books and project-related equipment, as well as subscriptions to periodicals, professional journals, and other publications. Grants, contributions, bilateral agreements, cooperation with the government and corporate entities, and other local and international financing institutions are all possible sources of funding. There are two types of funding for researches: internally-funded and externally-funded researches.

1. Internally-Funded Research

Internally funded researches are university-sponsored projects that will be funded by the University. These projects can be incorporated either in the budget proposal for a given year or the existing University funding allocation provided by the LGU. When submitting a proposal to the QREC, it must be accompanied by a precise budget that must be adhered to if the proposal is approved.

If considered for university funding, the QREC will meet and conduct an initial interview with the proponent/s, which will be followed by deliberation and decision-making. If found feasible for university support or sponsorship, the proposal will be forwarded to the University Executive Committee for approval.

Upon approval of the University Executive Committee, through the recommendation of the VPREPL, the actual funding for the approved project proposals will be provided on the fiscal year that follows or as appropriate, following the rules and regulations prescribed by the local government:

- a. Contract signing/Signing of the Memorandum of Agreement between the researcher/s and the University containing the extent of support granted to the researcher/s and the project deliverables expected from the proponent.
- b. The research project is then implemented/conducted and completed within the given period as stipulated in the contract/MOA
- c. A progress report and a terminal report must be submitted to the RMO

- c. The completed research project will be submitted for patenting/copyrighting to the Intellectual Property Office before its presentation at a conference or publication in any research journal
- d. A publishable copy of the completed research project must be submitted for publication in the University journal or an external refereed journal.

Monitoring of University-funded researches rests on the Research Management Office. Disbursement of the fund is subject to existing University accounting and auditing rules.

1. Externally-Funded Research

2.1 Funding Agency-supported Research

If the research project is considered for external funding (through the screening of the QREC), the University will endorse the proposal to external agencies for funding.

To attract potential sponsors, the RMO may post project titles and details on the internet. The RMO can also recommend qualified applications to the appropriate authorities, based on their needs and research goals. The RMO is in charge of project oversight, while proponents are not prohibited from reporting directly to their funding agency. The use of funds from external sources will be decided by both the research proponents and the funding agency, as outlined in the Memorandum of Understanding between the University and the funding agency.

2.2 Commissioned Research

A faculty member, an administrative staff member, or a group of faculty members/administrative staff may be commissioned by the University or by outside entities through the University to research a specific subject. The proposal should be written by the faculty member/s and/or administrative personnel/s that have been tasked with conducting the research. The proposal must be submitted to the QREC for review and endorsement by the commissioning institution.

If a faculty member or a college is invited and commissioned to do research, this should be reported and coordinated by the RMO. The heads of both the University and the commissioning agency, or their authorized agents, must sign a Memorandum of Understanding (MOA) outlining the parties' responsibilities.

The RMO is in charge of project oversight, while proponents are not prohibited from reporting directly to the commissioning agency. The fund's disbursement is still governed by the University's and the LGU's accounting and auditing policies.

Project Budget Allocation

Unless allowed by the authorized finance officers, no allotment for one item may be reassigned to another item. Additional funding above what is specified in the MOA may not be supplied to the proponent. For all externally sponsored projects, the University receives at least ten percent (10%) of the overall project cost to cover administrative costs.

Budget Support and Incentives

Subject to the availability of resources, the following support and incentives may be granted by the University:

1. Honoraria

The honorarium is a monetary reward given to researchers for services done above their ordinary workload to encourage productivity. The researchers' responsibilities include conceptualization of research, implementation of research and development activities, the conduct of research and development activities, and other management duties in the implementation of research and development activities. A separate guideline on honorarium shall be published by the University through the Office of the Vice President for Administration and Finance (VPAF).

2. Salary

Depending on the scope of the project, the proponent/s may hire research assistants on a project basis who are not full-time University employees. Full-time faculty members and full-time University employees are not entitled to any additional salaries or pay than those they are currently getting as University workers. However, they may be eligible for honoraria.

Moreover, depending on the sort of research study conducted, the hiring of students as research assistants may be permitted on a case-to-case basis. Students will be compensated following the University's Honorarium/Student Assistant Allowance rules and regulations.

3. Operating Expenses

These funds cover travel expenses, supplies and materials, and miscellaneous expenses (e.g. telephone calls, postage, etc.). Cash advances for operating expenses can only be requested by the main project proponent or project leader. Requests for cash advances must be approved by the University President, upon the recommendation of the VPAF, and countersigned by the VPREPL. A succeeding cash advance shall be allowed only after liquidation of the previous cash advance.

When a research project is completed or terminated, all **books and equipment** purchased for the study become the property of the University and should be properly turned over to the appropriate office/s.

4. Reduction of Teaching Load

Permanent faculty members and contract of service (COS) faculty with at least an 18-unit teaching load in a semester who will engage in research production shall be given a research load. The research load will be given in four (4) terms or semesters with the following deliverable or research output per term/semester (for COS faculty, deliverables shall be per semester):

Term/Semester	Deliverables/Research Output
First Term (1 st or 2 nd Semester)	Research concept/proposal
Second Term (1 st or 2 nd Semester)	Complete research paper
Third term (1 st or 2 nd Semester)	Presentation in National or International conference / University Colloquium
Fourth term (1 st or 2 nd Semester)	Publication in a reputable journal

5. Promotion

Faculty members will be promoted based on their research outputs to encourage and reinforce research productivity.

6. Conference Funding

Faculty members or non-teaching employees who will present their papers at national and international conferences will be eligible for travel grants that cover round-trip transportation fares, conference fees, and per diem allowance, according to appropriate existing government laws.

7. Publication Financial Support and Incentives

The University shall provide the following support and incentives for every publication (including empirical research essays, policy papers, theoretical papers) in local, national, and international refereed publication, on top of publication support:

Web of Science-/Scopus-indexed article/book/proceedings	Php30,000.00
ASEAN Citation indexed article/book/proceedings	Php20,000.00
CHED-recognized journal article	Php10,000.00

Please refer to the implementing guidelines for more information.

7.1 Citation Incentives

For each citation, researchers shall receive the following incentives. Each paper/article is entitled to receive not more than ten (10) citations incentives.

Web of Science-/Scopus-indexed article/book/proceedings	Php2,000.00
ASEAN Citation indexed article/book/proceedings	Php1,500.00
CHED-recognized journal article	Php1,000.00

Please refer to the implementing guidelines for more information.

7.2 National and International Recognition Incentives

For a research publication acknowledged and acknowledged by a major national or international body of research organization/institution, the University will grant incentives for both national and international level awards.

8. Research Awards and Recognitions

8.1 Plaque of Recognition

A plaque of recognition will be given by QCU to faculty members and non-teaching employees whose researches have made a significant impact in their respective fields and has contributed to the vision of the University of becoming a center of Quezon City's ecosystem, as evidenced by publications and citations in refereed journals, as well as recognition bestowed upon the work by prestigious award-giving bodies.

8.2 Best Researcher Awards

QCU will give the Best Researcher Award to selected faculty members and non-teaching employees who have made an outstanding contribution through completed research that has been published or refereed for publication in a CHED-recognized National Journal or an international refereed journal. Five types of awards will be given according to the following fields:

1. Accounting and Finance
2. Business and Entrepreneurship
3. Education
4. Engineering and Technology
5. Public Management and Governance

Criteria for Evaluation

The Best Researcher awardee will be chosen by a Board of Judges, who shall formulate guidelines of judging based on the following criteria:

- Creativity and originality of research work
- Suitability and appropriateness of methodology
- Substantiveness of data
- Clarity of presentation (conciseness, appropriate use of labels and figures, technical accuracy of language, definition of terms)
- Interpretation of results
- The overall impact of the research (immediate or potential) on socio-economic development, contribution to scientific knowledge, in line with the vision and mission of the University

The awardees shall receive a medal and monetary prizes, which shall be determined by the University Executive Committee. In the case of multiple authors, the prize shall be divided equitably among authors.

9. Thesis and Dissertation Grant

Upon approval of the University administration, and following existing rules and regulations, a full-time faculty member or permanent administrative employee may be provided a grant to assist them in their thesis/dissertation writing to complete a graduate degree. The amount shall depend on the graduate level completed which is as follows:

- | | |
|---------------------------------------|--------------|
| ➤ Master's Thesis with No Laboratory: | Php50,000.00 |
| ➤ Master's Thesis with Laboratory: | Php60,000.00 |
| ➤ Dissertation with No Laboratory: | Php70,000.00 |
| ➤ Dissertation with Laboratory: | Php80,000.00 |

For an MA Thesis grant, the researcher must present his/her paper at any reputable national or international conference **OR** published in any WoS/Scopus/ACI-indexed publication/CHED-recognized journal or any reputable journal within three (3) years from the date of graduation before the grant will be awarded.

For a Dissertation grant, the researcher must present his/her paper at any reputable national or international conference **AND** published in any WoS/Scopus/ACI-indexed publication/CHED-recognized journal or any reputable journal within three (3) years from the date of graduation before the grant will be awarded.

Please refer to the implementing guidelines for more information.

10. Patents

A faculty member, non-teaching employee, or a student whose work has been patented and applied for a utility model and industrial design will be given appropriate incentives to be determined by the University Executive Committee through the VPREPL.

11. Intellectual Property Rights

Unless otherwise specified in the contract or agreement, the research proponent owns the authorship and shares copyright ownership with the University. The proponent/s will share in royalties from copyrights, patents, or other intellectual property rights derived from the research output as stated in the QCU Intellectual Property Policy.

General Conditions and Provisions

1. The researcher/s must comply with the requirements stipulated in the QCU Research Manual to be eligible for any of the monetary and non-monetary support and incentives indicated in this chapter.
2. Any of the aforementioned support and incentives shall be granted on the condition that the research output shall be presented in a national or international conference, and/or published in a refereed national or international journal.
3. The name of the Quezon City University as the author/s' institutional affiliation be explicitly stated in any conference program/proceedings and/or journal publication.
4. The implementation of this policy shall strictly adhere to the BOR-approved Implementing Guidelines.
5. Any of the following individuals within our University may apply as a research proponent and be eligible for University support and incentives:
 - An academic department, college, administrative office, or research center in our University;
 - A duly recognized faculty and/or administrative organization in our University;
 - An individual or a group of full-time (regular and temporary) faculty members of our University;
 - An individual or a group of permanent administrative employees of our University;
 - A part-time faculty member, in collaboration with a regular faculty member of our University;
 - A bonafided\student under the supervision and in collaboration with a regular faculty member of our University; and
 - A regular faculty member of our University in collaboration with researchers from other universities and/or external agencies.



Release of Approved Research Fund

After the MoA has been signed, the approved research fund will be released to the project proponent in three tranches: 50%, 30%, and 20%. For the term of the project, the project team leader/main proponent will be designated as the financial disbursement officer. It is the proponent's responsibility to make the necessary arrangements for such an appointment.

PROJECT IMPLEMENTATION, MONITORING, EVALUATION, AND COMPLETION



CHAPTER V

CHAPTER V

PROJECT IMPLEMENTATION, MONITORING, EVALUATION, AND COMPLETION

Effective management and monitoring procedures will be used to ensure the smooth implementation and successful completion of research projects approved by the University Executive Committee, allowing the institution to reap the benefits of its investment in the project.

Responsibilities of the Researcher/s

The following are the responsibilities of the Project/Research Proponent:

- Assume full responsibility for the systematic conduct of the study, accurate data collection, and analysis
- Ensure that the project runs well until it is completed within the specified time range, as indicated in the contract/MOA
- Abide by the conditions of the MOA and carry out the project according to the approved proposal.
- The proponent must be guided by the research project's aims as well as the institutional processes' limitations.
- Report to the QREC for discussion and approval of any changes or deviations from the original objectives of the approved research project.
- Submit a progress report to the Research Management Office, following the format prescribed by this Manual (See Appendix D.1 - Progress Report Form).
 - For projects running for ten months or more - every three months.
 - For projects running for less than ten months - every two months.
- The project proponents shall also submit a liquidation report before requesting another cash advance.
- Submit a terminal research report within two weeks after the completion and termination of the project (See Appendix D.2 - Terminal Research Report Form.) The proponents must ensure the quality of writing of the terminal research report. Should the research report require some revision, the proponents will be responsible for the additional expense.
- Ensure the proper turnover of all books and equipment purchased for the project to the University. As a general rule, the equipment should be turned over to the project leader's department or college. If the department or college does not need the equipment, the University, through the OVPREPL, will determine to which office the equipment will be assigned.

After the submission of the terminal research report, the proponent/s shall present the paper at a research conference to be organized by the University through the OVPREPL.

The proponent/s must also submit a shortened, publishable version of the research report within one month after the holding of the research conference, which the RMO will endorse to the Editorial Board of the relevant University journal. The article will be reviewed and evaluated by the Editorial Board if appropriate for publication.

The responsibilities of the proponent/s indicated above, together with other agreements forged by the University and the proponent/s, shall be included in the Contract/MOA to be drawn.

Non-compliance with any of the provisions in the contract/MoA shall be ground for:

- a. Modification or termination of research subsidy;
- b. Suspension of the research projects
- c. If warranted, after investigation, the proponent/s shall be required to reimburse any honorariums and incentives that have already been granted.

Likewise, if the project is canceled before it is completed due to a valid reason or cause, the proponent/s must reimburse the University for all benefits received, such as the deloading of teaching responsibilities and/or award of honorarium. In addition, said proponent/s will be ineligible for any University grants.

Implementation

Internally-Funded Project

The OVPREPL, through the RMO, shall release a notification to proceed to a university-funded research project that has been approved. A notice to proceed signifies approval of the research project's conduct.

Once a research project is approved for implementation, a Memorandum of Agreement (MOA) between QCU and the proponent/s will be drafted.

The drafted MOA is referred to both parties for comments. After notarizations, the OVPREPL, RMO, the Legal Office, IPO, IPMO, and the proponent are provided copies of the agreement.

Implementation – Externally-Funded Project

Implementation of projects funded by external funding organizations begins after a Memorandum of Agreement (MOA) between QCU and the funding organization is executed and signed.

From the funding agency, the MOA is referred to the QCU Legal Office for review and sent back to the proponent/funding agency for revision (if any) based on the comments of the OVPREPL and the QCU Legal Office (otherwise, signed and then transmitted to the funding agency which approves and notarizes the MOA). Copies of the agreement will be provided to the OVPREPL, RMO, Legal Office, the Intellectual Property Office, and the proponent/s.

Project Team Members

The following members can compose a research project team:

Research Project Leader/Main Proponent

The project/research main proponent has the primary responsibility for the entire project regardless of the number of co-researchers/co-proponents. The project leader shall make the appropriate delegation of tasks among the group members, with clearly defined responsibilities.

Co-Proponents and Other Researchers

In the absence of the project leader, the project co-proponents and other researchers will be accountable for the management of the project. They may take over the entire project with the approval of the University if the project leader/main proponent relinquishes his or her job, and so claim the benefits provided to the project leader/the main proponent.

Project Staff

Administrative support workers for the project might be assigned to both permanent and temporary non-teaching personnel, provided that they can only engage as consultants. The period of project staff's work is limited to six months, although it may be extended for an additional month at the project leader's discretion and as needed in the project, and whatever remunerations they will get from the project will be paid for services done outside official time.

Students can be hired as research assistants on a case-to-case basis and must be compensated following the University's Honorarium/Student Assistant Allowance rules and regulations as stated in Chapter 4.

Adjustments in the Project Timeline

The start and end dates of the project are specified in the MoA. The project's implementation may be reset or rescheduled based on the release of funding or the issuance of the notice to proceed. Based on different circumstances such as climate, workforce availability, and other justifiable reasons, proponents may desire to postpone or delay the project's launch.

For the externally-funded research project, the funding agency should be properly informed in writing of the project's postponement or any adjustment in the timeline through the RMO.

Any project extension request must go through the OVPREPL through the RMO and be supported by progress reports. All requests for project extensions must be made two months before the project's completion date and must include a detailed explanation and justifiable reasons. Similarly, the funds' status must be stated in the progress report.

Submission of Financial Reports

For both internally- or externally-funded projects, the research team must prepare a financial report for every tranche of released funds. The disbursement of subsequent tranches of funds is contingent on the submission of the prior releases' financial reports.

Transfer of Project leadership


For both internally- or externally-funded projects, if the project team leader/main proponent withdraws from the research project, they must submit a written notice to the OVPREPL through the RMO, 15 days before the effectivity date of their withdrawal or resignation. The letter must also include to whom the project leadership will be transferred, which will take effect upon approval of the OVPREPL.

Periodic Conference and Submission of Reports

The RMO shall contact the researchers through the College Dean or department chairpersons for periodic monitoring conferences, which should be conducted at least twice: during the implementation, and at the end of the research project.

Proponents are also required to submit the following reports to the RMO, before the periodic monitoring conference:

- **During the Implementation:**
 - Progress Report
 - Financial Report
 - Initial Output/Data (if applicable)
- **Before the Termination of the Project:**
 - Complete Terminal Report
 - Complete Financial Report of all funds released with complete receipts
 - Five (5) hard copies and an electronic copy (in flash drive) of the completed research project report/manuscript and executive summary
 - Five (5) copies and an electronic copy (in flash drive) publishable research report following the prescribed format of the appropriate University journal
 - The electronic copy of the raw data (dataset) including the transcript of interviews in a flash drive



Handling of Data

The proponent/s must abide by the general ethical standards as discussed in Chapter 7 and the Philippine Data Privacy Act of 2012. Any personal information supplied by the research respondents or participants must remain confidential and should be excluded from the reports submitted by the proponent/s. More details on data management can be found in Chapter 7.

RESEARCH DISSEMINATION AND UTILIZATION



CHAPTER VI

CHAPTER VI

RESEARCH DISSEMINATION AND UTILIZATION

QCU firmly believes that the paramount use and benefits of any research are judged through its dissemination, publication, and utilization. Thus, QCU and its researchers commit to a shared responsibility of disseminating and distributing the research outputs to a wider audience in various ways, specifically through the presentation, publication, and social media communications.

Research Presentation

The first step in research dissemination is its presentation in formal and informal seminars, colloquiums, roundtable discussions, and conferences. QCU encourages its researchers, and requires those who have received funding or support from the University, to present their researches in formal avenues such as University-level, national or international conferences; or in informal avenues such as “brown bag sessions” where fellow faculty members, non-teaching employees, and students can listen to the initial findings of and updates regarding the research project (David, 2016). Participants of these informal sessions can provide feedback to the proponents and share important ideas to improve the final papers.

Formal research presentation may be done orally or through poster presentations, either in-person or virtually, in the following avenues:

- National or international research conferences or fora organized by legitimate, scientific, or professional organizations
- University-level, national, or international conferences organized by the University
- Research forum and colloquium organized at the college level

Researchers can learn a lot from participating in conferences, where the audience, who come from a similar area of disciplines, may provide comments, suggestions, and feedback to improve the researches presented. Furthermore, researchers will be able to widen their professional networks and be able to find possible collaborators for future research projects.

To ensure that faculty researchers and non-teaching employees can present their research and participate in conferences in the provinces or abroad, QCU provides travel grants as stated in Chapter IV.

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To ensure that faculty researchers and non-teaching employees can present their research and participate in conferences in the provinces or abroad, QCU provides travel grants as stated in Chapter IV.

Research Publication

QCU firmly supports the publication of research in refereed journals or books at the University, national or international levels by providing grants and incentives as stated in Chapter IV.

For research projects that have received funding, support, or incentive from QCU, the University has the first option to publish the results of the research project.

With the explicit approval of the University, the proponents can disseminate their works in various ways. This requirement, however, is only in force for one year after the research project is completed and if it has not been published in any of the University journals. The proponents may submit their study for publication in electronic or printed publications once the one-year period has expired.

While the proponent/s retain/s the authorship of the research, the name of the University and/or the funding institution/s as project partner/s must appear in all forms of the publication. Provided, however, that this does not counter to the provisions of the QCU Intellectual Property (IP) Policy.

Faculty members are encouraged to publish valuable researches throughout their careers. Publication in refereed journals also affects the granting of tenure and promotion to faculty members of the University.

QCU Journals

QCU has three refereed University research journals where research articles, book reviews, literature reviews, and other reports can be published, namely:

- QCU Star: Journal of Science and Technology
- QCU Gavel: Journal of Social Sciences
- QCU Lamp: Journal of Education

These refereed University journals are published in print and online, twice a year. Contributors must observe the prescribed format and style as specified in the editorial policies of these journals.

The publishable form of the research produced by researchers who have received funding, support, or incentives from the University must follow the "IMRaD" format. The "IMRaD" format is divided into four main sections: **I**ntroduction, **M**ethods, **R**esults, and **D**iscussion

Social Media and Online Dissemination

QCU also promotes the use of social media and online channels in communicating the results of any research conducted by its faculty members, non-teaching personnel, and students. In today's technologically advanced society, researchers need to maximize the potential of social media and the online platform in disseminating results to a wider audience. Researchers may produce the following for social media and online dissemination:

- Infographics – a graphic representation of research to present its results quickly and clearly;
- Visual abstracts - a visual summary of the key findings of a research article that can help generate readers' interest in the whole study (CDC, n.d.); and
- Research brief - a short, non-technical summary of a research paper that gives an overview or impression of the whole study;

QCU shall provide its faculty members and non-teaching personnel support through training programs, providing technical advice and distribution of these materials in its official social media networks and online handles.

Other Forms of Research Dissemination

Traditional media such as television, radio, and newspapers can also be used to disseminate research findings. Researchers must be able to communicate a concise, clear, and plain summary of their opinions on the study and its societal consequences in a meaningful way. Researchers can participate in media interviews, talks, and press briefings, as well as produce news releases and other similar forms, only if with permission from the OVREPL. Faculty members or non-teaching employees who will engage in the above-mentioned types of research dissemination should receive training and technical advice from QCU.

Utilization of Research Outputs

The University can utilize the research results or output of the researches that have received funding, support, or incentives from and through the University and the Local Government of Quezon City in generating income subject to the provisions of the University IP Policy.

Results can also be used in aid of legislation and policy formulation of the local government and/or the National government, which must be properly documented and reported to the University by the proponent/s.

RESEARCH ETHICS



CHAPTER VII

CHAPTER VII

RESEARCH ETHICS

QCU firmly believes in protecting its reputation as a higher learning institution that aims to become the number one local university in the country. Thus, the University, its faculty members, non-teaching employees, and students, are expected to abide by the ethical standards to research, and the principles of honesty, integrity, and accountability. Research ethics sets out the standards and responsibilities that all researchers must possess to ensure the research projects are conducted with integrity and excellence.

This policy applies to all members of the community, students, faculty members, researchers, and non-teaching employees who conduct studies, researches, and all other forms of academic works at QCU. The policy applies to both funded researches as well as unfunded studies such as the undergraduate and graduate theses and dissertations submitted by students in partial fulfillment of an academic degree, as well as researches and surveys conducted by the various offices of QCU for policy formulation, and service improvement.

All research projects within the QCU system must be conducted, implemented, and managed with careful consideration of the University policies on research ethics, intellectual property, copyright, and other applicable regulations on conflict of interest and researches involving human and non-human subjects.

A. Rights of Researchers

Researchers in QCU are free to:

- Choose their subject of the research project;
- Seek the resources necessary to conduct such a project
- Exercise control over those resources;
- Initiate and conduct such research project;
- Disseminate the results of their research project appropriately, following the guidelines set by the University.


Furthermore, QCU researchers are expected to:

- Maintain professional and intellectually honest and integrity within and outside to the University;
- Honor and comply with the professional obligations and responsibilities to the University and, if applicable, to external funding organizations.

B. General Ethical Standards for Researchers

Researchers must strictly adhere to and comply with following general ethical standards in the performance of their duties and responsibilities. Every researcher must avoid committing any serious academic and professional misconduct:

1. Project Team Leaders/Main Proponent and Co-Proponents must comply with all internal and external requirements for protecting and ensuring the safety of human subjects and their project team members.
2. Researchers must adhere to recognized professional norms when planning, implementing, documenting, and reporting their research activities. The collection and storage of primary data and personal information of human participants must be carefully collected, processed, retained, and, eventually, deleted.
3. Researchers must avoid any intentional and negligent behavior which may result in violation of the law; dishonesty or fraud; fabrication, falsification, or misrepresentation of data; or plagiarism.
4. Collaboration necessitates a shared commitment to the integrity of the academic processes involved in any research. Each author/proponent claiming shared credit must be mindful of the possibility of shared dishonor.
5. Senior researchers and project team leaders must protect their junior colleagues, co-proponents, and students against exploitation and abuse. Genuine participation, accountability, and true joint effort must be represented in credit and co-authorship claims.
6. Proposed research projects and collaborations that may create a conflict of interest, compromise research objectivity, appear to be motivated by private financial gain, or entail unacceptable commitments for the researcher/s or the University must be disclosed and approved at the QCU Research Ethics Board (QREB) and QCU Research Evaluation Committee (QREC) levels before a commitment to or in the project can be made.



The abovementioned responsibilities apply to all internally- and externally-funded researchers of the University. The University is committed to formulating relevant training programs on the responsible conduct of research that must be attended by all project proponents or researchers.

A. Academic and Scientific Integrity

For this manual, the following definitions are provided:

1. Research misconduct refers to an act where an individual makes a fabricated, false, or plagiarized representation of any information, credentials, or data, such as in the reporting of results, or in proposing or in the conduct of research. Such actions merit sanctions to be imposed by the University and/or the funding institution or agency.
2. Any forms of research misconduct and academic dishonesty are considered as a serious offense, which included, but not limited to the following:
 1. **Fabrication** – The intentional act of making up data or results and recording or reporting them (the University of Melbourne, n.d.). Researchers should never publish data that they know to be fabricated or results of deliberate acts of fabrication.
 2. **Falsification** – The act of manipulating research materials, equipment, or processes, or changing or omitting/suppressing data or results without scientific or statistical justification, which results in the research not accurately represented in the report (The University of Melbourne, n.d.). Researchers should never deliberately or intentionally change or manipulate data or results, or misrepresent them in any report.

3. Plagiarism - Plagiarism refers to the act of representing as one's original work the creative works of another, without appropriate acknowledgment of the author or source (The University of Melbourne, n.d.), which is considered an act of theft. Researchers must not knowingly represent any published or unpublished work of another author as their own. Any works or ideas taken from another source must be appropriately acknowledged.

- i. To discourage faculty members, non-teaching personnel, students, and other researchers within the University from committing any forms of plagiarism, the University shall institutionalize the use of software to detect plagiarism.
- ii. For this purpose, all researchers are required to undergo Turnitin checking upon submission of final research output, and before oral defense (for students), and University presentation (for internally- and externally-funded researchers).
- iii. Penalties in case of plagiarism in the submission of the thesis, dissertations, and research projects are as follows:

Level	Indicators	1 st Offense	2 nd Offense
Level 0	Similarities up to 10%	Minor similarities, no penalty.	N/A
Level 1	Similarities between 11% to 40%	Verbal warning. Researcher/s will be asked to submit a revised manuscript or report within a given period	Written warning. Researcher/s will be asked to submit a revised manuscript or report within a given period
Level 2	Similarities between 41% to 60%	Written Warning. Researcher/s or student/s will be asked to submit a written explanation and a revised copy of the manuscript.	Researcher/s will be prohibited from submitting a revised manuscript for one year and shall be asked to present a written explanation to the research ethics committee. For students, they shall get a failing mark in their subject, unless otherwise rectified. For funded researchers, an investigation will be carried out by the QCU Research Ethics Board (QREB), and appropriate penalties will be discharged.
Level 3	Similarities above 60%	Written Warning. Researcher/s or student/s will be asked to submit a written explanation and a revised copy of the manuscript.	For students, they shall undergo appropriate disciplinary action, and will automatically get a failing mark in their subject. For funded researchers, an investigation will be carried out by the QREB to deliberate for appropriate penalties. They will be barred from submitting and/or getting financial support/grants for future researches.

3. The following are other situations that are considered as research misconduct:

- a. The researcher was aware of the probable falsity, misleading nature, fabrication, or source of the representation, and the individual failed to take reasonable steps to investigate and correct the false, misleading, fabricated, or plagiarized representation;
- b. The researcher entertained serious doubts as to the truth, accuracy, or sources of the representation, and the researcher failed to act reasonably in dispelling those doubts;

- c. There were obvious reasons to doubt the truth, accuracy, or source of the representation, and the individual failed to act reasonably in dispelling those doubts;
 - d. The quantity and substance of irregularities or departures from standard practice in the research community by the individual, including the period over which they occurred, or the individual's indifference for the integrity of the research data and images, demonstrate the unreliability of the representation.
- 4. **Conflict of interest** represents circumstances in which professional judgments or actions regarding a primary interest, such as the responsibilities of a researcher, may be at risk of being unduly influenced by a secondary interest such as financial gain or career advancement (Romain, 2015). Researchers should disclose in writing to their superior, to the VPREPL through the RMO, and to all other persons to whom it should be disclosed, any potential conflict of interest arising in their research project.
- 5. **Misuse of Research Funds** is another particular act that researchers must be aware of. Researchers must pay particular attention to the proper use, management, and disbursement of funds allocated for any project. Prohibited acts include but not limited to the following:
 - a. Diverting research funds for any personal use except otherwise stated in the contract or MoA.
 - b. Receiving payment based on fabricated or falsified attendance records, or fictitious identity of a research assistant, student, or consultant
 - c. Receiving payment based on false claims for travel expenses or padding of travel expense claims
 - d. False business transactions such as changing the name of supplies and materials

6. Reporting Suspected Misconduct

All members of the QCU community have a shared responsibility to report any suspected research misconduct among its researchers, full-time and part-time faculty members, regular, contractual, or casual non-teaching personnel, and students, for both internally- or externally-funded researches, as well as non-funded research projects. Suspected misconduct must be reported to the Office of the VPREPL through the RMO, and will be handled by and under procedures prepared by the QCU Research Ethics Board.

All reports will be treated confidentially. In principle, people who report possible misconduct must provide their names but whistleblowers will not receive any disadvantageous treatment, and their protection will be guaranteed under policies both of the University, the Local Government, and the State regulations.

However, if a report is found to have been made in bad faith, necessary measures will be taken such as disciplinary action against the person and filing of criminal charges, as recommended by the University Research Ethics Board.

7. Rectification of Errors

While intentional errors constitute academic or research misconduct, as previously discussed, some errors are classified as unintentional. These unintentional errors include but are not limited to those associated with data collection, statistical analysis, typographical errors, and misspellings. These mistakes are not willful on the part of the researcher, the publisher, or the University and/or funding agencies, and do not compromise the outcomes of the research.

For errors that are of significant nature that may affect the work or reputation of the researchers, an **erratum** must be released.

If the results are found invalid, the researchers must sign a **retraction** explaining the error and how it affected the paper and the conclusions of the study.

If serious misconduct, dishonesty, or plagiarism is discovered, the researcher must submit a correction and/or retraction of his/her paper or article, following the prescribed procedures of the editor of the publication where the paper has been published. The University will also provide a definitive guideline for researchers who have been provided with funding support or incentives. The researchers must also submit to the guidelines of the funding agency for externally-funded research projects.

D. Human Research Ethics

When a research project involves human subjects or participants, researchers are required to research in a manner that respects the rights of the persons involved. Researchers must abide by the following principles in planning and conducting research involving human subjects:

1. Research participants must voluntarily consent to participate in the research project;
2. The research must contribute to the benefit of the society;
3. The research must be anchored on a sound theory;
4. The research must avoid unnecessarily or ensure minimal risk of physical, psychological, social, economic, or legal harm to both participants and researchers;
5. No research projects must proceed where serious injury and/or death are potential outcomes;
6. Respect for the dignity of the research participants;
7. The degree of risks taken with research participants must not exceed the anticipated benefits of the research;
8. Human participants must be allowed to discontinue their participation in any research at any given time without harm;
9. Experiments should only be conducted by scientifically qualified researchers
10. Transparency in declaring funding sources and any potential conflict of interests;
11. Acknowledgment of assistance and any form of support of help; and
12. Appropriate publication, dissemination, and presentation of research results

All research participants must voluntarily sign an **informed consent form**. Informed consent ensures that all research involving human subjects allows for voluntary participation by subjects who understand what participation in the research entails (Nijhawan, 2013). Primarily, the human subjects must know what they are getting involved with before they commit to participating in the project; should not be forced, coerced, or manipulated into participating in the study; and must provide consent to participate as a subject of the study.

Privacy and confidentiality are other two important components for research involving human subjects. Researchers must remember that their participants (or respondents in the case of quantitative studies) have the right to protect themselves, and any information gathered during the research could harm the subject by violating their right to keep the information about themselves private ().

Participants who are particularly vulnerable to harm and may require special safeguards during the conduct of research may include the following:

1. Minority, ethnic, or indigenous groups;
2. Mentally impaired individuals;
3. Persons with disabilities;
4. Children under the age of eighteen;
5. People with learning difficulties or disabilities;
6. Financially disadvantaged people including those living in extreme poverty;
7. Prisoners
8. Educationally disadvantage people or those with hardly a basic knowledge of the language of the researchers;
9. Other vulnerable groups such women, sex workers, and people who are into substance abuse, among others.

If participation in research will lead to potential psychological discomfort or anxiety, the researcher/s must provide a debriefing program to counter and/or minimize these effects on the human subjects.

E. Research with Animals

1. The University recognizes the significant role that animals play in research. Animals may be used in a variety of ways by researchers such as the following:
 - 1.1 testing new pharmaceuticals;
 - 1.2 instruction and teaching tools;
 - 1.3 product testing, such as in food, cosmetics, and agrochemicals;
 - 1.4 as experimental subjects for new surgical procedures; and
 - 1.5 as subjects in experimental psychology laboratory research.
2. Research must ensure to eliminate unnecessary harm, suffering, stress, or pain that may happen to any animal subject following existing regulations and ethical guidelines in the conduct of research involving animals.
3. Research projects that will use animals have to be carefully reviewed by experts to be appointed by the University Research Ethics Board, who shall assess the risks and benefits of using animals in research.
4. In general, to ensure the proper ethical treatment of animals, the University adheres to the rules and regulations indicated by the Animal Welfare Act of 1998 with implementing guidelines contained in the Department of Agriculture Administrative Order No. 40, while the use of animals in research is covered by the Philippine Association for Laboratory Animal Science (PALAS) Code of Practice for the Care and Use of Laboratory Animals.
 - 4.1 Animals should only be used in the study when it is required to further knowledge, ensure the research's integrity, and produce results that will benefit society.
 - 4.2 Previous results from mathematical modeling or simulation, as well as in vitro research, must be used to assist the design of animal research programs.
 - 4.3 During the research procedure, all unnecessary pain and injury to animals must be avoided. When a project's continuation could result in unnecessary pain and injury to animals, researchers must stop working on it.

- 4.4 After the study project is over, researchers must continue to care for animal subjects, taking steps to minimize discomfort and the effects of any disability caused by the study process, following accepted veterinary practice.
 - 4.5 If the study team leader determines that euthanasia is essential, it must be carried out in a compassionate manner using appropriate techniques, and quick death must be secured. No animal should be euthanized until its death has been determined.
5. Researchers must also abide by other rules and procedures to be set by the University and the funding agencies or institutions

A. Data Management

1. Ownership

- 1.1 All documented quantitative, narrative, verbal, and/or visual elements gathered and used in the conduct of research are considered research data. Physical and electronic records, video, film, or pictures, audiotape, digital, or any other medium may include this information.
- 1.2 Unless otherwise specified by any written agreement, the University owns all data generated by research projects done at the university, whether sponsored or not.
- 1.3 Without the consent of the University administration, no research that requires the collection of data or information from any office of the University, or the participation of its employees and students, may be done.

2. Storage

- 2.1 Complete records of the study project must be appropriately kept and only made accessible when necessary. The researcher must ensure that data is properly saved and maintained, as well as restrict data access and sharing with collaborators and others participating in the research effort.
- 2.2 Data must be securely stored that will allow for a retrospective audit if needed. The responsible conduct of research necessitates the retention of properly recorded and retrievable results. This is required not only as a method of exhibiting proper research practice but also in cases where issues regarding the research or the data collected are later asked.
- 2.3 Computer files should be backed up, and the backup data should be stored separately from the original data in a secure location, only accessible to the researchers themselves
- 2.4 Laboratory data must be kept in indexed laboratory books, and research supervisors should check and certify such laboratory books regularly to ensure that research records are comprehensive and accurate.
- 2.5 The researcher must ensure to secure data from unauthorized access to raw data, files, and other relevant records.
- 2.6 Fire, flood, and other catastrophic occurrences pose a threat to research data, thus safety precautions must be made.
- 2.7 Data that are subject to privacy limitations, such as personal information and details, must be kept in a safe, secure location where only authorized people can access it. Instead of utilizing names, random codes should be used to identify each subject. The researcher who gathers or utilizes the data is ultimately responsible for its security.

3. Data Sharing

- 3.1 Researchers must not release preliminary data that has not been thoroughly vetted and validated. Researchers can withhold confirmed or validated data until the study has been published, for as long as no contradicting agreements have been signed.
- 3.2 However, as part of the preliminary reporting on the progress of funded researches, researchers must provide initial data to the VPREPL through the RMO in a digital file, provided that no personal data and identifiable information are included.
- 3.3 QCU encourages the sharing of primary data, samples, physical collections, and other supporting materials obtained or inventions developed in the course of the research, at little more than additional cost and within an acceptable period, between and among researchers, provided that it adheres to prescribed rules and regulations about intellectual property, privacy, and confidentiality.

4. Data Retention


- 4.1 Data must be saved in secured formats and should be kept for a reasonable amount of time to allow other researchers to double-check the results or use the data for other reasons. These regulations should prevail if external funding institutions have special requirements governing the length of data retention or the site of data retention (e.g., specific archives).
- 4.2 Researchers who will leave the University and who want to keep any research data they have collected and are owned by the University or are the intellectual property of the University must submit a written request from the OVPREPL through the RMO.

G. Safety and Environment Protection

1. During their study, researchers must be aware of their personal safety as well as the safety of their fellow researchers, research participants, and the general public. The following are important guidelines:
 1. Researchers are trained to properly handle equipment and materials;
 2. Researchers are trained to properly dispose or store waste products;
 3. Researchers, whether in the lab or out in the field, are aware of the potential threats to themselves and those with whom they work; and
 4. Researchers are aware of the potential negative impact of what they are doing on the environment.

2. Laboratory Practices

- 2.1 There should be a safety manual for each laboratory within the University, under the supervision of their respective academic departments;
- 2.2 Departments or persons-in-charge of the University laboratories must provide safety data for all materials used in the laboratories;
- 2.3 There should be warning signs on the following:
 - 2.3.1 Equipment operating at high voltage;
 - 2.3.2 Equipment used to handle toxic and hazardous substances;
 - 2.3.3 Storage facilities for any radioactive materials and toxic and hazardous substances; and
 - 2.3.4 The doors of laboratories with high voltage, radioactive, toxic, and other hazardous substances or materials
- 2.4 Departments or persons-in-charge of the University laboratories must assess the laboratories safety and compliance with all regulatory requirements
- 2.5 All personnel and researchers dealing with high voltage, radioactive materials, toxic and hazardous substances are well-trained and have proper protective equipment;
- 2.6 All personnel and researchers undergo safety training before being allowed to handle the high voltage, radioactive materials, toxic and hazardous substances, and materials

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- 2.7 There should be safety equipment and devices to mitigate the risks arising from high voltage, radioactive materials, toxic and hazardous substances, and materials
 - 2.8 Departments or persons-in-charge of the University laboratories must work with the Physical Facilities Office in establishing safety mechanisms and procedures in dealing with accidents in laboratories
 - 2.9 Researchers must at all times abide by the rules, guidelines, and policies set forth by the respective departments or persons in charge of the University laboratories. They must strictly adhere to the established plans for handling, disposal, and storage of any toxic and hazardous substances and materials. They need to ensure to minimize or eliminate danger to themselves, their fellow researchers, the human participants, and the environment in the conduct of any research whether inside or outside the University.

3. Safety Equipment and Facility Design

- 3.1 Researchers must wear appropriate safety apparel and safety equipment such as gloves, coats, gowns, shoe covers, boots, safety glasses or goggles, and other engineering controls designed to remove or minimize exposures to toxic and hazardous substances or materials
- 3.2 Appropriate facility design and engineering features must be considered and should supplement laboratory personnel, safety practices, and techniques.

H. Completion, Dissemination, and Utilization of Research

1. QCU is committed to the completion of research projects conducted by its researchers. Completion refers to the acceptance and approval of the accomplished research reports by the funding institutions for externally-funded researches, the liquidation of all funding provided for any research projects, and the dissemination of the results in the most appropriate venues and forms.
2. Researchers are encouraged to disseminate their completed researches, specifically in refereed journals or other forms as stated in Chapter VI of this manual, provided that these are carried out responsibly and in line with the highest ethical standards. The following general guidelines should be strictly followed in the responsible dissemination of research:
 1. All research reports must observe the University standards in referencing, acknowledgment, and attribution.
 2. All research reports should contain appropriate references to the contributions made by all research participants. Furthermore, the contribution of research students, assistants, and support staff must be recognized in all publications out of the research project
 3. Results can be disseminated in part or wholly, as deemed appropriate by the researchers
 4. The researchers/s must state clearly to which public the research is to be disseminated, and as to when the research might be published or disseminated
 5. Dissemination of results must be conducted within a period in which the findings remain timely, useful, and relevant
 6. Dissemination of research should be conducted within and outside the University, without prejudice to the platform or avenue, and should be done with the utmost integrity
 7. Dissemination and utilization of research reports must adhere to the guideline outlined in this manual
3. Non-completion of a project is only permissible if it has become difficult, impractical, or irrelevant to continue the study; or if it has been discontinued by forces beyond the control of the researcher/s. The University pledges to provide all feasible aid in completing research initiatives.

I. Authorship and Ownership

1. Authorship confers credit and accountability for an individual's contributions to a study. Decisions about who should be the author of a research publication, article, or output are made by the researchers who did the work described in the publication. When research is conducted by a group of people, the authorship of the research output must be distributed appropriately and proportionally among the members of the team.
2. Authorship does not have to be confined to the people who wrote the output. IT also includes anyone who has contributed significantly to the research project's intellectual output. Their positions in the list of writers are determined by the number of contributions they have made. The following serve as a guideline or criteria that must be considered before including an individual as an author:

2.1 Authorship must be based on the contribution of an individual in the following aspects:

- Research conceptualization and design;
- Development of sampling design and/or specimen collection process;
- Processing, analysis, and interpretation of data;
- Development of equipment or instruments to collect data;
- Formulation of a theory, a model, or an explanation;
- Development of prototypes;
- Reasoning, deductions, or explanations;
- Drafting significant parts of the final report; and
- Critical revisions and review of the draft.

2.2 The following contributions on their own do not merit any rights to authorship

- Soliciting or providing funds or any material support for the project;
- Collection of data or samples;
- Providing technical support such as repairing equipment or materials;
- Typesetting, text-editing, copyediting, proofreading, word-processing, and preparing tables and charts;

- Designing or preparing the lay-out of the report, the questionnaire, or any other materials in the project;
- Supplying technical data without providing substantial analysis and interpretation
- Administrative supervision of the researchers or the research project(Ex. Being the chair of the department involved);

2.3 All researchers, including research assistants, who meet the criteria set in 2.1 must be included. Consent to be included as authors must be first obtained from all the authors. A contributing author should not be included as a co-author within his or her permission.

2.4 Listing or receiving an "honorary authorship" even if the individual did meet the prescribed criteria for authorship, is unethical and unacceptable.

2.5 People who do not meet the criteria set in 2.1 but have contributions to the research project, albeit not significant enough to merit authorship, may be included in the acknowledgment section of the research

2.6 The order of authorship should be decided by the authors of the project. The person who contributed the most to the research is also granted first authorship (first of the list). This author is also usually designated as the corresponding author who is responsible for communicating with the editor or publisher of a journal.

2.7 For works produced primarily from a student's project, thesis, dissertation, or any other work for which the student received credit for an academic degree, the student must be designated as the principal author, if sole authorship is not appropriate. However, the research adviser must continue to guide the student through the writing process even if sole authorship is granted to the student.

If the student and the research adviser agree that the student will not be the first author for the work produced from the student's project, thesis, dissertation, or any other work, a co-authorship agreement must be executed with the approval of the QCU Research Ethics Board (QREB).

2.8 Disputes arising from issues on authorship and co-authorship must be first resolved by the group of researchers through the mediation of the department chairperson if the researchers belong to the same department. If researchers belong to different departments within a college, the college dean must lead the mediation. If the researchers belong to different colleges, the RMO shall lead the mediation.

If the dispute also includes researchers outside the University, the VPREPL or his/her designated representative shall lead in the mediation. If a resolution is not reached during the mediation process, the dispute can be elevated to the QREB for proper investigation and resolution.

J. QCU Research Ethics Board

The overall responsibility for establishing the specific procedures for implementing the ethical guidelines in the conduct of research is entrusted to the QCU Research Ethics Board (QREB). While ensuring that research projects are subject to appropriate ethics review and approval is entrusted to the faculty members, non-teaching personnel, and departments of the University, certain issues and concerns that require higher intervention can be elevated to the QREB.

1. QREB is the highest body tasked to safeguard the rights, safety, dignity, and well-being of human subjects, the welfare of animals, the integrity of the environment, and upholding the safety, rights, and academic freedom of researchers.
 - 1.1 QREB is also tasked to preserve the reputation of the University as a higher learning institution at the core of the ecosystem of the Quezon City Government.
 - 2.1 QREB must define and determine the protocols of the conduct of research involving human subjects, the risks involved, and potential violation of accepted ethical procedures, as well as existing laws and regulations concerning the practice of research.
 - 3.1 QREB is responsible for reviewing and approving researches that may have important ethical implications on the following, but not limited to:
 - i. Researches may be potentially hazardous to humans, animals, or the environment, or has serious health or safety implications
 - ii. Researches that involves human subjects, specifically those belonging to the vulnerable groups
 - iii. Researches that are politically or socially sensitive
 - 4.1 QREB must review all proposed research projects for internal or external funding, and recommend their acceptability based on the prescribed ethical guidelines

5.1 QREB shall convene and address concerns, issues, and grievances concerning research ethics, including potential violations

6.1 QREB must conduct periodic reviews and assessments to improve the provisions indicated in this policy.

7.1 QREB has the right to formulate further rules, guidelines, and procedures for securing ethical review and clearance. In addition, the committee may seek advice from experts on specific issues and consider particular research proposals, provided that no conflict of interest will arise.

8.1 QREB is to be composed of the following

Chair: Vice President for Research, Extension, Planning, and Linkages, or his/her designated representative

Co-Chair: Director of Research Management or his/her designated representative


Members: Dean of the concerned college

University Legal Counsel or his/her designated representative

Program Head of the concerned discipline

Research coordinator of the concerned discipline

Faculty expert on the research discipline/area

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- 9.1 The first stage of ethical review should be done at the college level. All non-funded research proposals, including student theses, should undergo the review of the College Research Ethics Board (CREB). These proposals are only considered approved when ethical considerations have been examined as posing no concerns by the CREB.

The CREB shall be composed of the following:

Chair: Dean of the College

Vice-Chair: Program head of the concerned discipline

Members: Research coordinator of the concerned discipline

Two faculty experts on the research discipline/area

Proposals with important implications and/or may present vital ethical considerations shall be elevated to the QREB.

10. If a member of the QREB or the CREB is involved in research submitted for evaluation by either committee, the member must inhibit himself/herself from sitting as a member of the committee.

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APPENDICES

APPENDIX A

Evaluation Guide for Research Proposals

APPENDIX B

Research Project Proposal for QREC Evaluation

APPENDIX B.1

Terms of Reference

APPENDIX B.2

Line Item Budget

APPENDIX B.3

Schedule of Tranche Releases and Deliverables

APPENDIX B.4

Work Plan

APPENDIX C

Research Protocol

APPENDIX D.1

Progress Report Form

APPENDIX D.2

Terminal Research Report Form

APPENDIX E.

Evaluation Form for Terminal Research Reports

APPENDIX F.

Application for Copyright Registration Form

APPENDIX G

Request for Grant of a Philippine Patent



**TECHNICAL EVALUATION FORM FOR RESEARCH PROPOSALS
 SUBMITTED FOR UNIVERSITY FUNDING**

Research Project Number: _____
 (to be filled up by RMO)

Research Project Title: _____

Research Project Leader: _____

College/Department / Office: _____

University Research Agenda: _____

Criteria	Points	Remarks
Proponent/s qualifications and competence based on the proposed research (20 points) <ul style="list-style-type: none"> Academic Qualification Research Experience and Specialization 		
Technical Quality of the Proposal (50 points) <ul style="list-style-type: none"> Well-defined Problem and Objectives Strength and Appropriateness of Research Design and Methodologies Comprehensiveness of Literature Review Feasibility of Work and Financial Plan Clarity of Ethical Considerations 		
Relevance of the Proposal and Possible Findings (30 points) <ul style="list-style-type: none"> Significance and Rationale of the Study Potential Impact of the Study Relevance of the Study to the University <p>Key questions to ponder:</p> <ul style="list-style-type: none"> Is the proposed study relevant to the University Research Agenda? How will the University be represented in the study and related publications? Will the study be adequately disseminated? 		
TOTAL POINTS		

Category	Range of scores	Remarks
A	90 – 100	The proposal is highly recommended for full-funding support.
B	75 – 89	The proposal is recommended for full-funding or partial funding depending on the revisions required.
C	74 below	The proposal needs major revisions to be considered for funding.

EVALUATION

Major Strengths

Major Weaknesses

KINDLY INDICATE YOUR OVERALL EVALUATION OF THE PAPER :

- ☐ Accepted for QREC Overall Consideration without revisions
- ☐ Accepted for QREC Overall Consideration with minor revisions
- ☐ Accepted for QREC Overall Consideration with major revisions
- ☐ Revise and resubmit

Name of Evaluator : _____

Signature : _____

Position : _____

Date : _____



Research Project Proposal for QREC Evaluation

Research Project Proposal Number <i>(to be filled by RMO)</i>															
Title of Research Proposal															
Research Project Leader/Main Proponent															
Proponent College and Department or Office															
I. Proposal Summary															
Complete Title of the Research Project															
Name/s and Position/s of Project Proponent/s, Co-Proponent/s, Other Researchers <i>(put N/A if not applicable)</i>															
Proponent/s' Department/College/Office															
Research Program Area based on the University Research Agenda	<p>The proposal is consistent with the following strategic research areas based on the University Research Agenda (Please tick the appropriate box below to indicate the area)</p> <table border="0"><tr><td><input type="checkbox"/></td><td>As a Smart and Competitive City, Quezon City</td></tr><tr><td><input type="checkbox"/></td><td>Accelerate Human Capital Development</td></tr><tr><td><input type="checkbox"/></td><td>Ensuring Safe, Secure, and Peaceful Community</td></tr><tr><td><input type="checkbox"/></td><td>Clean and Healthy Environment</td></tr><tr><td><input type="checkbox"/></td><td>Effective and Efficient Governance</td></tr><tr><td><input type="checkbox"/></td><td>Promotion of the Philippine Culture and Values</td></tr><tr><td><input type="checkbox"/></td><td>Innovation Stimulation and Technology Adoption</td></tr></table>	<input type="checkbox"/>	As a Smart and Competitive City, Quezon City	<input type="checkbox"/>	Accelerate Human Capital Development	<input type="checkbox"/>	Ensuring Safe, Secure, and Peaceful Community	<input type="checkbox"/>	Clean and Healthy Environment	<input type="checkbox"/>	Effective and Efficient Governance	<input type="checkbox"/>	Promotion of the Philippine Culture and Values	<input type="checkbox"/>	Innovation Stimulation and Technology Adoption
<input type="checkbox"/>	As a Smart and Competitive City, Quezon City														
<input type="checkbox"/>	Accelerate Human Capital Development														
<input type="checkbox"/>	Ensuring Safe, Secure, and Peaceful Community														
<input type="checkbox"/>	Clean and Healthy Environment														
<input type="checkbox"/>	Effective and Efficient Governance														
<input type="checkbox"/>	Promotion of the Philippine Culture and Values														
<input type="checkbox"/>	Innovation Stimulation and Technology Adoption														
Collaborating Agency/ies if any <i>(put N/A if not applicable)</i>															
Brief Description and Background of the Project (include study objectives, significance of the study, expected output and major activities envisioned under the project)															
Project Duration (how many months, specify)															
Total Estimated Project Cost / Amount Applied For (in PHP)															
II. Technical Description															
Background of the Study and Project Objectives (statement of the problem, specific objectives, purpose of the study)															



Expected Output at the End of the Project:	
Hypothesis (if any)	
Theoretical and Conceptual Framework (For theory-building researches, this part may constitute a whole chapter)	
Definition of Terms	
Literature Review	
Methodology including plan of analysis	
III. Plan of Work	
Schedule of Activities (estimated time to be spent for the study in terms of weeks for the various phases of the study)	
Personnel requirements (information on the number of personnel including tasks and responsibilities and qualifications)	
Checklist of Annexes	
Annex A - List of References Cited (APA 7 th Edition Format)	
Annex B - Short Biotope of Researchers, Project Proponents, and Co-Proponents, emphasizing their qualifications relevant to the project being proposed	
Annex C - Terms of Reference	
Annex D - Line Item Budget	
Annex E - Schedule of Tranche Releases and Deliverables	
Annex F - Work Plan	
Annex G - Research Protocol	
Budget Proposal (Financial Plan)	



Republic of the Philippines
QUEZON CITY UNIVERSITY
 Office of the Vice President for Research, Extension, Planning and Linkages
RESEARCH MANAGEMENT OFFICE

Budgetary Items	Total Cost	*QCU Share	*External Funding Agency/ies Share (put N/A if not applicable)
I. Honoraria			
A. Project Proponent (Amount x No. of Months)			
B. Co-Proponent/s (Amount x No. of Months)			
C. Other Researchers (considered as co-authors) (Amount x No. of Months x No. of Other Researchers)			
Subtotal			
II. Salaries and Wages			
A. Research Assistant/s (Amount x No. of Months x No. of Research Assistant/s)			
B. Student Assistant/s (Amount x No. of Months x No. of Research Assistant/s)			
Subtotal			
III. Operating Expenses			
A. Transportation			
B. Communication			
C. Books			
D. Office Supplies and Other Materials			
E. Materials Reproduction (ex. printing, photocopying)			
F. Other Expenses (ex. library fee, delivery charges, postage)			
Subtotal			
II. Equipment			
Subtotal			
TOTAL(S)			
*If you cannot determine how much to ask from QCU and other funding agencies, just leave this column blank, but fill in the previous column, "Cost of Item."			
Remarks (to be filed up by RMO):			



APPENDIX B

Research Project Proposal for QREC Evaluation



TERMS OF REFERENCE

Research Project Title: _____

Implementing Institution: QUEZON CITY UNIVERSITY

Research Project Leader/Main Proponent: _____

Project Duration: _____

Team Members/Position: _____, Assistant Project Leader
_____, Co-Proponent
_____, Co-Proponent
_____, Co-Proponent

Study Objectives:

Research Program Area Based on the University Research Agenda:



Scope of the Study:

Step-by-step Implementation Plan/List of Major Activities by Phase (*example below*)

- Phase 1
 - Writing the Research Paper/Literature Review
 - Designing the Research Instrument
 - Validation of Instrument/Pre-testing
- Phase 2
 - Data Gathering
 - Data Reviewing and Processing
 - Data Analysis
- Phase 3
 - Writing of the Research Report
 - Presentation of Research Report
 - Finalizing the Research Report and Publishable Format

Gantt Chart

ACTIVITY (as indicated in the List of Major Activities)	MONTH											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th



Republic of the Philippines
QUEZON CITY UNIVERSITY
Office of the Vice President for Research, Extension, Planning and Linkages
RESEARCH MANAGEMENT OFFICE

Personnel Requirement/Team Composition (with short bionote)

Project Team Leader:

Assistant Project Team Leader:

Co-Proponents:

Tasks and Responsibilities (delineation of assignments)

Project Team Leader:

Assistant Project Team Leader:

Co-Proponents:



Republic of the Philippines
QUEZON CITY UNIVERSITY
Office of the Vice President for Research, Extension, Planning and Linkages
RESEARCH MANAGEMENT OFFICE

Submitted by:

Reviewed and Endorsed by:

Approved by:

Research Project Proponent

DR. RACIDON P. BERNARTE
VPREPL

DR. THERESITA V. ATIENZA
President

Date Submitted: _____



Republic of the Philippines
QUEZON CITY UNIVERSITY
 Office of the Vice President for Research, Extension, Planning and Linkages
RESEARCH MANAGEMENT OFFICE

ANNEX D - FORM L2

LINE ITEM BUDGET

Research Project Title: _____

 College/Department / Office: _____
 Project Duration: _____
 Total Project Cost: _____

BUDGETARY ITEMS	COST OF ITEMS
Honoraria	
A. Research Project Leader/Main Proponent (Amount x No. of Months)	
B. Co-Proponent/s/Asst. Project Leader (Amount x No. of Months)	
C. Other Researchers/Members (considered as co-authors) (Amount x No. of Months x No. of Other Researchers)	
Sub Total	
Salaries and Wages	
A. Research Assistant/s (Amount x No. of Months x No. of Research Assistant/s)	
B. Student Assistant/s (Amount x No. of Months x No. of Research Assistant/s)	
Sub Total	
Maintenance and Other Operational Expenses	
A. Communication (amount x no. of months x no. of researchers to be provided with communication allowance)	
B. Transportation (if applicable)	
C. Books (if applicable)	
D. Supplies and Materials	
E. Software and other equipment (if applicable)	
F. Materials Reproduction (ex. printing, photocopying)	
G. Other Expenses (ex. library fee, delivery charges, postage)	
Sub Total	
GRAND TOTAL	

Submitted by:

Reviewed and Endorsed by:

Approved by:

 Research Project Proponent

DR. RACIDON P. BERNARTE
 VPREPL

DR. THERESITA V. ATIENZA
 President

Date Submitted: _____



SCHEDULE OF TRANCHE RELEASES AND DELIVERABLES

Research Project Title: _____

 College/Department / Office: _____
 Project Duration: _____
 Total Project Cost: _____
 Research Project Leader: _____
 Team Members/Co-Proponents: _____

Tranche Release	Amount	Deliverables/Output	Due Month
50%		<p>50% of the approved budget will be released upon complete submission of the following:</p> <ul style="list-style-type: none"> • Signed Contract/MoA • Approved Line Item Budget • Work Plan • Schedule of Tranche Release and Deliverables • Terms of Reference 	
30%		<p>30% of the approved budget will be released upon complete submission of the following:</p> <ul style="list-style-type: none"> • Progress report • Financial report of previously release fund (Liquidation report) • Copy of available data, including transcript of interviews, if applicable (printed and electronic copies) • Documentation report of data gathering with photos • Preliminary Research Report 	
20%		<p>20% of the approved budget including the honoraria will be released upon complete submission of the following:</p> <ul style="list-style-type: none"> • Terminal report • Final financial report of previously release fund • Copy of complete data, including transcript of interviews, if applicable (printed and electronic copies) • Final research report (with all attachments, printed and hard bind copy, and electronic copies in flash drive) • Publishable research article 	

Submitted by: _____ Reviewed and Endorsed by: _____ Approved by: _____

Research Project Proponent DR. RACIDON P. BERNARTE DR. THERESITA V. ATIENZA
VPREPL President

Date Submitted:



WORK PLAN

Research Project Title: _____

 College/Department / Office: _____
 Project Duration: _____
 Total Project Cost: _____

Activities (as indicated in the Term of Reference)	Deliverables/Output	Due Month
Writing the Research Paper/Literature Review	<ul style="list-style-type: none"> Terms of Reference, Line Item Budget, Schedule of Deliverables, Work Plan, Research Protocol Literature Review Finalized proposal 	
Designing the Research Instrument	<ul style="list-style-type: none"> Research Instrument (ex. survey questionnaire, interview guide, observation checklist) 	
Validation of Instrument/Pre-testing	<ul style="list-style-type: none"> Validated instrument Reliability Test results 	
Data Gathering	<ul style="list-style-type: none"> Completed Questionnaire Recording of interviews or focus groups Accomplished observation checklist Documentation Report 	
Data Reviewing and Processing	<ul style="list-style-type: none"> Transcript of interviews Coded survey responses Tabulated data and matrices 	
Data Analysis	<ul style="list-style-type: none"> Processed and analyzed data with initial report Summary of findings 	
Writing of the Research Report	<ul style="list-style-type: none"> Draft Research Report 	
Presentation of Research Report	<ul style="list-style-type: none"> Research Presentation and Evaluation Report 	
Finalizing the Research Report and Publishable Research Article	<ul style="list-style-type: none"> Final Research Report Terminal Report Publishable Research Article 	

Submitted by: _____ Reviewed and Endorsed by: _____ Approved by: _____

Research Project Proponent

DR. RACIDON P. BERNARTE
VPREPL

DR. THERESITA V. ATIENZA
President

Date Submitted: _____



RESEARCH PROTOCOL

1	Research Protocol Number (to be filled up by RMO):
2	Research Project Title
3	Research Project Team Leader / Main Proponent Name: _____ Gender: _____ Academic Rank/Position: _____ Office/Department/College: _____ Contact Number: _____ Email address: _____
4	Project Co-proponent/s Name, Gender, Rank, Office/Department/College/Agency, Contact Number, Email address
5	Proponent's Department/College/Office
6	Background of the Study and Rationale <i>The rationale or justification for conducting the research. This will comprise a brief introduction, the problem/need being addressed, the historical background for the study, the scope of the predicted output, socioeconomic benefits, and the potential impact on health-related health science, users, beneficiaries, and country.</i>
7	Objectives <i>Statement of the problem and specific objectives.</i>



8	Materials and Methods <i>A. Study design and method.</i> <i>B. Population and/or Sample of Respondents / Criteria of Participants / Inclusion Criteria</i> <i>C. Assessment of Human Resources (capability and tasks of relevant researchers)</i> <i>D. Instrumentation (including validity and reliability testing)</i> <i>E. Data Collection Procedure</i> <i>F. Data Analysis Procedure</i>
9	Safety and Monitoring Plan (if applicable example below) <i>The Project Leader (PL) is responsible for monitoring the data, assuring protocol compliance and conducting safety reviews on a weekly basis during the data gathering period. During the review process, the PL will evaluate whether the study should continue unchanged, requires modification/amendment or should close to enrollment.</i> <i>The PL and the QCU Research Ethics Board (QREB) has the authority to stop or suspend the study or require modification. This protocol presents minimal risks to subjects, and adverse events or other problems are not anticipated. In the unlikely event that such events occur, the PL is responsible for reporting to the QREB any serious, unanticipated and related adverse events or unanticipated problems involving risks to subjects or others. The investigator will apprise fellow investigators and study personnel of all adverse events that occur during the conduct of this research project, through regular meetings, and via email as they are reviewed by the researchers. The study's Research team and the QREB will be informed of any adverse events that must be reported within the required time after the event has been identified.</i>
10	Limitations of the study
11	Ethical Considerations <i>A. Informed Consent (Applies to studies using human subjects - Provide a description of the Informed Consent Process)</i> <i>B. Risks and Side Effects (Applies to studies using human subject - Indicate Potential Risks (include medical, psychological, legal, financial, social))</i> <i>C. Benefits to Subjects (Applies to studies using human subjects)</i> <i>D. Costs to Subject (Applies to studies using human subjects)</i> <i>E. Compensation to Subject (Applies to studies using human subjects)</i> <i>F. Provisions for vulnerable subjects (Applies to studies using human subjects)</i> <i>G. Subject Privacy and Data Confidentiality (Applies to studies using human subjects)</i>
12	Plan for Research Dissemination <i>Explain how you plan to disseminate the findings (ex. Presentation, publication, online dissemination, and other forms of traditional communications).</i>
13	List of References
14	Appendices <i>Include the instrument, informed consent form, letter of invitation to participants</i>
15	Remarks <i>(To be filled up by RMO)</i>



Republic of the Philippines
QUEZON CITY UNIVERSITY
Office of the Vice President for Research, Extension, Planning and Linkages
RESEARCH MANAGEMENT OFFICE

Submitted by:

Endorsed by:

Recommended for Approval:

Research Project Proponent

College Dean/Department Head

Director of RMO

Approved by on behalf of the QCU Research Ethics Board:

Dr. RACIDON P. BERNARTE

Vice President for Research, Extension, Linkages, and Planning

Chair, QCU Research Ethics Board

Date Submitted: _____



PROGRESS REPORT

FORM 3

Research Project Number: _____
Research Project Title: _____
Research Project Leader: _____
Co-Proponents/Team Members: _____
College/Department / Office: _____
Program Area According to the University Research Agenda: _____
Project Duration: _____
Total Project Cost: _____
Source of Fund: _____
Cooperating Agencies: _____

Progress Details	
Brief Description and Background of the Project <i>Include study objectives, significance of the study, expected output and major activities envisioned under the project.</i>	
Accomplishments <i>Discuss what has been accomplished and in what phase/stage is the research project at present.</i>	
Significant Findings and Implications	
Challenges Encountered and Strategies Employed to cope with the Problems	
Adjustments <i>Indicate whether any adjustments of changes have been made or will be made based on the Challenges Encountered.</i>	
Next Activities and Deliverables <i>Based on the Project Schedule</i>	
Other Remarks <i>Please attach the documentation report and other relevant information.</i>	

Submitted by : _____ Date : _____

Received by : _____ Date : _____



TERMINAL RESEARCH REPORT

Research Project Number: _____
Research Project Title: _____
Research Project Leader: _____
Co-Proponents/Team Members: _____
College/Department / Office: _____
Program Area According to the University Research Agenda: _____
Project Duration: _____
Total Project Cost: _____
Source of Fund: _____
Cooperating Agencies: _____

Completion Details	
Research Title	
Brief Description and Background of the Project <i>Include study objectives, significance of the study, output and major activities achieved under the project</i>	
Accomplishments <i>Discuss the milestones and accomplishments vis-a-vis the work plan and schedule of tranche releases and deliverables</i>	
Significant Findings and Implications	
Challenges Encountered and Strategies Employed to cope with the Problems	
Adjustments and Lessons Learned <i>Indicate whether any adjustments of changes have been made or will be made based on the Challenges Encountered</i>	
Attachment Checklist	
<ul style="list-style-type: none">• Complete Financial Report of all funds released with complete receipts• Five (5) hard copies and an electronic copy (in flash drive) of the completed research project report/manuscript and executive summary• Five (5) copies and an electronic copy (in flash drive) publishable research report following prescribed format of the appropriate University journal• Electronic copy of the raw data (dataset) including the transcript of interviews in a flash drive	

Submitted by : _____ Date : _____

Received by : _____ Date : _____



EVALUATION FORM FOR TERMINAL RESEARCH REPORTS

Research Project Number: _____
Research Project Title: _____
Research Project Leader: _____
College/Department / Office: _____
Program Area According to the University Research Agenda: _____

Criteria	Comments	Suggestions
Research Title		
Abstract		
Introduction and the Research Problem		
Literature Review		
Methodology		
Results and Discussion		
Summary of Findings, Conclusions and Recommendations		
References		
Writing Style and Language		
Financial Report		
Appendices		
Others Remarks		

KINDLY INDICATE YOUR OVERALL EVALUATION OF THE TERMINAL RESEARCH REPORT:

- _____ The report is acceptable without any need for revisions or improvement
_____ The report is acceptable pending minor revisions
_____ The report needs further major revisionst

Name of Evaluator: _____ Signature: _____
Position: _____ Date: _____



NATIONAL LIBRARY OF THE PHILIPPINES
T.M. Kalaw Street, Ermita, Manila, 1000 Philippines

____ (Published)
____ (Unpublished)

FILING DATE
PAPER NO. _____

The Director, *The National Library of the Philippines*

Date _____

SIR: I have the honor to apply for the copyright registration of the (a) unpublished (b) Published work named herein of which **Two (2) complete copies** are herewith deposited compliance with the provisions of REPUBLIC ACT 8293. The amount of P200.00 for the registration fee and thirty pesos worth of documentary stamp to be affixed to the certificate and application form are also enclosed. The data required by the rules and regulations of that office are the following:

1. Name and address of copyright owner: _____
(Claimants full legal name)

(Street number, municipality and province)
2. Name of author: _____
3. Country of which the author is a citizen: _____
(Country)
4. If alien author, state Alien Certificate No. and where domiciled in the Philippines: _____
5. Title of the Work: _____
(Title as it appears on the front part of the title page of the work followed by the edition number, if any)
6. Class to which the work belongs: _____
7. If copyright is claimed upon a new matter in a reissued work, state new matter specifically: _____
(Additional chapters by numbers followed by inclusive pages in parenthesis, other more or less short but material situation)
8. (d) Completed (e) Printed or Reproduced in copies on the _____ day of _____
(Date when the work or its printing was completed)
at _____ by _____
(Municipality, Province) (Person or Establishment making the printing or reproduction in copies)
9. First published or sold to the public in the Philippines on the _____ day of _____
(Day the work was placed on sale, sold or publicly distributed)

(Municipality, Province) by _____
(Person or Establishment)
10. Send certificate of registration to: _____
(Name and address)
11. Unit price if reproduced in copies for sale: P _____

Very Respectfully,

(Signature of Applicant)

Deposit received on _____	Certificate issued on _____
Application received on _____	Signed by _____
Affidavit received on _____	Certificate mailed by _____
Fee received P _____ O.R. _____	Certificate received by _____ (Signature of receiver)
Date of Registration _____	XXc _____

(Please Read Instructions Carefully Before Filling Blanks)

- * Of the lines marked (a) to (e) use the ones which apply and cross out the lines not used
- ** The word author includes a translator, a composer, painter, sculptor or other artists, or a photographer or a producer of a cinematographic film or publisher of a periodical, or an editor of work without known authors.
- + In case of periodicals, the title should include the volume and number as well as the date of each issue separately registered e.g. Philippine Magazine Vol. XXX No. 2, July 1933.
- ++ See class designations at the bottom of the reverse or back side hereof. A representative may sign the application under the name of the claimant. Accomplish this form in duplicate.

FORM SHOULD BE FILLED UP LEGIBLY
(THIS FORM IS NOT FOR SALE AND MAYBE REPRODUCED)
AFFIDAVIT

NLP-034

Application for Copyright Registration 1 of 2

Rev. 1



NATIONAL LIBRARY OF THE PHILIPPINES
T.M. Kalaw Street, Ermita, Manila, 1000 Philippines

(IMPORTANT- This affidavit must be executed by individual (an official of a corporation or firm may act) and must be under the seal of an officer authorized to administer oaths within the Philippines. In case of published works, the execution must be subsequent to the date of publication. The affiant must fill in the required statements to accord with the fact concerning the work named, and draw pen through statements not intended to be made.)

REPUBLIC OF THE PHILIPPINES

Municipality of _____
Province or City of _____ S.S.

I _____ being duly sworn, depose do solemnly affirm and say:

That I am the (a) person claiming copyright (b) printer who printed (c) duly authorized agent or representative residing in the Philippines of the claimant of copyright in the Work named herein;

That (d) I am a resident of the municipality of _____ Province of _____ and
(e) _____ of _____ claim/s

(name of claimant if other than affiant) (municipality, province)
ownership of copyright in the said work (f) as (g) by assignment (h) by inheritance from the author hereof, that said work is (i) original, not copied from any work whether published or unpublished (j) a work falling under Sec. 172 of R.A. 8293 of which consent of the copyright owner has been secured of which 2 complete copies have been deposited, is entitled _____

(Title as it appears on the front part or title page (if back))

(of the work, edition number if any, author's name if he is different from claimant)

and have been (k) completed (l) printed or reproduced in copies at _____

(Municipality, Province)

by _____, the work or its printing or reproduction having been completed on the _____ day of _____, and the said work was first published or sold to the public in the Philippines on the _____ day of _____,

(same date given in the application)

at _____ by _____
(Municipality, Province) (Name of person in the application)

(Signature of person making affidavit)

Subscribed and sworn to before me this _____ day of _____. The deponent in the foregoing affidavit exhibited to me his Community Tax Certificate No. _____ Issued at the Municipality of _____, Province of _____, Philippines, on _____.

NOTARIAL
P15.00
Documentary
Stamp
SEAL

Notary Public
My commission expires on _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

1. Of the lines number (a) to (l) use the ones which apply and cross out lines not used.
2. See footnote** on the reverse back side hereof.
3. In case of periodicals the title includes the volume and number as well as the date of which issue separately registered. For example: Philippine Magazine, Vol. XXX, No. 2 July 1933.
4. In case of manuscripts or unpublished works, data regarding publication are not required and the corresponding blank spaces should be crossed out.

CLASS DESIGNATIONS OF COPYRIGHTABLE WORKS UNDER R.A. 8293

(a) Books, pamphlets, articles and other writings; (b) Periodicals and newspaper; (c) Lectures, sermons, addresses, dissertations for oral delivery, whether or not reduced in writing or other material form; (d) Letters; (e) Dramatic or dramatic-musical compositions; choreographic works or entertainment in dumb shows; (f) Musical compositions with or without words; (g) Works of drawing, painting, architecture, sculpture, engraving, lithography or other works of arts, model or design for works of arts; (h) Original ornamental designs, or models for articles of manufacture, whether or not registrable as an industrial designs and other works of applied art; (i) Illustrations maps, plans, sketches, charts and three-dimensional works relative to geography, topography, architecture or science; (j) Drawings or plastic works of a scientific or technical character; (k) Photographic works including works produced by a process analogous to photography; lantern slide; (l) Audiovisual works and cinematographic works produced by a process analogous to cinematography or any process for making audio-visual recordings; (m) Pictorial illustrations and advertisements; (n) Computer Programs; (o) Other literary, scholarly, scientific and artistic works; (p) Sound recordings, and (q) Broadcast recordings

REQUEST FOR GRANT OF A PHILIPPINE PATENT

THE UNDERSIGNED HEREBY REQUEST GRANT OF A
PHILIPPINE PATENT FOR THE SUBJECT APPLICATION.

(The following is to be filled in by the Intellectual
Property Office)

APPLICATION No.:

FILING DATE:

Date of Receipt:

Box No. I TITLE OF THE INVENTION

Box No. II APPLICANT (WHETHER OR NOT ALSO INVENTOR). Use this box for indicating the applicant or, if there are several applicants, one of them. If more than one person (include, where applicable, a legal entity) is involved, continue in supplemental box.

The person in this box is (check one only): applicant and inventor ☐ applicant only ☐

Name and address:

Telephone number: (including area code) Fax Number: E-mail address:

Country of Nationality: Country of residence:

Box No. III INVENTORS. A separate sub-box has to be filled in respect of each person. If the following two sub-boxes are insufficient, continue in the "Supplemental Box". (giving therein for each additional person the same indications as those requested in the following two sub-boxes) or by using a "continuation sheet."

The person in this box/button is (check one only): applicant and inventor ☐ inventor only ☐

Name and address:

If the person identified in this sub-box is applicant (or applicant and inventor), indicate also:

Country of nationality: Country of residence:

The person in this sub-box is (check one only): applicant and inventor ☐ inventor only ☐

Name and address:

If the person identified in this sub-box is applicant (or applicant and inventor), indicate also:

Country of nationality: Country of residence:

Request Form 1 (Revision 01) (March 2015)

Sheet 1 of 2

*The applicant/agent shall inform the office of any change in the address/es indicated to ensure receipt of communications.

Box No. IV AGENT(IF ANY) OR COMMON REPRESENTATIVE(IF ANY). ADDRESS FOR NOTIFICATIONS (IN CERTAIN CASES) A common representative may be appointed only if there are several applicants and if no agent is or has been appointed. The common representative must be one of the applicants. The following person (include, where applicable, a legal entity) is hereby/has been appointed as agent or common representative to act on behalf of the applicant(s) before the Intellectual Property Office.

Name and address, including postal codes:

[Redacted]

Telephone number:
(including area code)

[Redacted]

Fax No.:

[Redacted]

E-mail address:

[Redacted]

Box No. V PRIORITY CLAIM (IF ANY). The priority of the following earlier application(s) is hereby claimed:

Country in which it was filed:	Filing date (month, day, year)	Application No.
(1) [Redacted]	[Redacted]	[Redacted]
(2) [Redacted]	[Redacted]	[Redacted]
(3) [Redacted]	[Redacted]	[Redacted]

Box No. VI SIGNATURE OF APPLICANT(S) OR AGENT OVER PRINTED NAME(S)

[Redacted]

Box No. VII CHECKLIST (To be filled in by the applicant)

This application contains the following number of sheets:

1. Request sheets
 2. Description sheets
 3. Claims sheets
 4. Abstract sheets
 5. Drawing(s) sheets
 6. ☐ Sequence Listing
 (Paper) sheets
 ☐ Sequence Listing
 (PDF OCR) sheets
Total: 0 sheets

Figure number [Redacted] of the drawing (if any)
is suggested to accompany the abstract for publication

This application as filed is accompanied by the items checked below:

- ☐ Separate notarized power of attorney
☐ Copy of general power of attorney
☐ Priority document(s) (see Box No. V)
☐ Cheques for the payment of fees
☐ Physical data carrier containing Sequence Listing in PDF OCR
☐ Other documents (specify)
 [Redacted]

Sheet Number 3

Supplemental Box. Use this box in the following cases:

- i. if more than three persons are involved as applicants and/or inventors: in such case, write "Continuation of Box No. III" and indicate for each additional person the same type of information as required in Box No. III;
- ii. if there are more than three earlier applications whose priority is claimed; in such case, indicate "continuation of Box No. V" and indicate for each additional earlier application the same type of information as required in Box No. V;
- iii. if, in any of the Boxes, the space is insufficient to furnish the information; in such case, write "continuation of Box No..." (indicate the number of the box) and furnish the information in the same manner as required according to the captions of the Box in which the space was insufficient.

If this supplemental Box is not used, this sheet need not be included in the Request.

Request Form 1 (Revision 01) (March 2015)

IPO-BP Form 1C



Vision:

**To be recognized as
the #1 local university of
employable graduates**

Mission:

**To provide a comprehensive
education that enhances the
lives of QCU students for
nation building and as world
citizens.**

