

DEPARTMENTAL ACTION

A. Research Title _____

B. Proponent _____

Adviser (*for Thesis/Dissertation only*) _____

College/University _____

C. Research Project Appraisal

(Comments of the department chairperson and/or senior faculty on the proposed project)

D. University's strategic research area(s)

The proposal is consistent with the following University's strategic research areas. (Please tick the appropriate box below to indicate the area).

- ☐ Food, Nutrition, and Health (e.g., biochemistry of food products, science and engineering of potable water, cancer risks and cure from food, sensory labs, economic impact studies of nutrition programs in schools)
- ☐ Sustainability, the Environment, and Energy (e.g., climate change, eco-design of houses and urban centers, industrial ecology, nano-carbon tubes, solar-powered tricycles and sheds)
- ☐ Women, Children, and Family (e.g., studies on gender, OFW families, micro-finance, laws for the protection of human rights, impact of globalization on the average Filipino family)
- ☐ Living Culture and Contemporary Societies (e.g., history, digital art, languages, comparative literature, human-computer interfaces, study on social networks on the Web, impact of globalization on the mobility of students and workers)
- ☐ Learners and Learning Innovations (e.g., impact studies on K to 12, ICT-based-learning, transformative learning, software gadgets for learning, assessment of public school system)

E. Degree of department's/college's need for the proposed project

Is the proposal in line with the department's/college's research thrusts?

- ☐ Yes
☐ No

F. Recommendation

- ☐ For Approval

Recommended Number of Research Units:

(For guidance, please refer to Policies and Guidelines for Faculty Deloading for Research at website:
<http://intranet.dlsu.edu.ph/policy/vpar/urco/ifrp>).

- ☐ Deloading
☐ Research Honorarium

- ☐ For conditional approval (specify conditions): _____

Recommended by:

Chair, Department_____
Date_____
CRC Representative_____
Date

For Part-Time Faculty Member:

Dean_____
Date

RESEARCH PROPOSAL FORM

Disclaimer: This endorsement from the Department Chair and/or Dean shall solely be for the merit of the project proposal. Any decision regarding the faculty member's status (hiring/renewal) shall supersede this endorsement.

DEPARTMENTAL ACTION

A. Research Title _____

B. Co-proponent _____

College/University _____

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(Comments of the department chairperson and/or senior faculty on the proposed project)

D. University's strategic research area(s)

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- ☐ Research Honorarium

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Chair, Department

Date

CRC Representative

Date

For Part-Time Faculty Member:

Dean

Date












RESEARCH PROPOSAL FORM

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UN Sustainable Development Goals (To be filled out by the Faculty Proponent/s)

In support of the University research initiatives of mapping a research portfolio vis-a-vis the UN Sustainable Development Goals (SDGs) for better tracking of research impact, **please tick the appropriate box below to indicate the SDG which your proposal seeks to address:**



- ☐  Goal 1: End poverty in all its forms everywhere
- ☐  Goal 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture
- ☐  Goal 3: Ensure healthy lives and promote well-being for all at all ages
- ☐  Goal 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities
- ☐  Goal 5: Achieve gender equality and empower all women and girls
- ☐  Goal 6: Ensure availability and sustainable management of water and sanitation for all
- ☐  Goal 7: Ensure access to affordable, reliable, sustainable and modern energy for all
- ☐  Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
- ☐  Goal 9: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
- ☐  Goal 10: Reduce inequality within and among countries
- ☐  Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable

UN Sustainable Development Goals (To be filled out by the Faculty Proponent/s) (Continued)

- ☐  Goal 12: Ensure sustainable consumption and production patterns
- ☐  Goal 13: Take urgent action to combat climate change and its impacts
- ☐  Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development
- ☐  Goal 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
- ☐  Goal 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
- ☐  Goal 17: Strengthen the means of implementation and revitalize the global partnership for all sustainable development

Proponent _____

Attach 2x2 picture
black & white/colored

- Department _____

- Status:

Full-time faculty:

- ☐ Full time permanent
- ☐ Full time visiting professor
- ☐ Full time probationary
 - ☐ 1st year of probation ☐ 3rd year of probation
 - ☐ 2nd year of probation
- ☐ Full-time contractual/full-time fixed term contract
- ☐ Half-time

Academic Service Faculty (ASF):

- ☐ Full time permanent
- ☐ Full time probationary
 - ☐ 1st year of probation
 - ☐ 2nd year of probation
 - ☐ 3rd year of probation
- ☐ Full-time contractual/full-time fixed term contract
- ☐ Half-time

Part-time faculty: ☐

- Rank: _____ Teaching Units: _____

- Involvement in another research project
 - ☐ Yes ☐ College ☐ Others _____
 - ☐ No

Please indicate the title of research project and source of funding:

- Deloading from the Faculty Development Program
 - ☐ Yes ☐ No

BIO-DATA (not less than 50 words)

(FACULTY IS REQUIRED TO INCLUDE ACADEMIC AND NON ACADEMIC EXPERIENCES RELATED TO THE RESEARCH BEING PROPOSED) You may use another sheet if necessary.

Co-proponent _____

- Department _____

- Status:

Full-time faculty:

- ☐ Full time permanent
- ☐ Full time visiting professor
- ☐ Full time probationary
 - ☐ 1st year of probation ☐ 3rd year of probation
 - ☐ 2nd year of probation
- ☐ Full-time contractual/full-time fixed term contract
- ☐ Half-time

Part-time faculty: ☐

Academic Service Faculty (ASF):

- ☐ Full time permanent
- ☐ Full time probationary
 - ☐ 1st year of probation
 - ☐ 2nd year of probation
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- ☐ Full-time contractual/full-time fixed term contract
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- Rank: _____ Teaching Units: _____

- Involvement in another research project

- ☐ Yes ☐ College ☐ Others _____
- ☐ No

Please indicate the title of research project and source of funding:

- Deloading from the Faculty Development Program

- ☐ Yes ☐ No

BIO-DATA (not less than 50 words)

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RESEARCH PROPOSAL FORM
Nature of the Research Project

Is the proposed research project

Basic ☐ Applied ☐

- Part of an externally-funded project?
Yes ☐ No ☐

If yes, please provide information on:

- the Funding Agency: _____
- Primary objective of this larger project:

- A dissertation or a thesis?
Yes ☐ No ☐

If yes, was this proposal submitted to and approved by the dean or the department chair and the adviser?
Yes ☐ No ☐

Please attach a copy of the approval of the research topic/research proposal

Are there other sources of funds for writing the dissertation or thesis?
Yes ☐ No ☐

If yes, please indicate these other sources: _____

- Intended for a sabbatical leave project?
Yes ☐ No ☐
- Please indicate the expected research output (e.g., *journal article, monograph, book, etc.*)

Signature of Proponent(s):

Printed name/Date

Printed name/Date

Printed name/Date

Printed name/Date

FORMAT for the BODY of the RESEARCH PROPOSAL

University Research Coordination Office
(attach to the first 7 pages above)

I. Research Title

II. Proposal Abstract (50-100 words)

(What do you intend to do? Briefly discuss the problem statement, general and specific objectives, and methodology.)

III. Introduction (some parts may be deleted but at minimum should contain the significance and objectives of the study)

Background of the Study/Review of Related Literature
Significance of the Study
Statement of the Problem/Objectives
Assumptions, Scope and Limitations

IV. Theoretical Framework

V. Methodology

- Describe the procedures for data collection and analysis, and how possible ethical issues/concerns will be addressed in the conduct of the research. (Provide response whenever applicable)
- Attach a copy of the proposed/piloted data gathering instrument (e.g., survey/questionnaire, interview/FGD guide, checklists, etc.).

VI. References

RESOURCE PLAN

I. Workplan

- Duration of the entire project (number of terms) _____
- Number of hours per week proponent(s) expect to work on the project and research units:
(Number of person-hrs/week = sum of number of hrs per week per person)

	Check arrangement for Research units	Recommended no. of units
• Proponent 1: _____ hrs./week	<input type="checkbox"/> Deloading <input type="checkbox"/> Honorarium	_____
• Proponent 2: _____ hrs./week	<input type="checkbox"/> Deloading <input type="checkbox"/> Honorarium	_____
• Proponent 3: _____ hrs./week	<input type="checkbox"/> Deloading <input type="checkbox"/> Honorarium	_____
• Proponent 4: _____ hrs./week	<input type="checkbox"/> Deloading <input type="checkbox"/> Honorarium	_____
• Proponent 5: _____ hrs./week	<input type="checkbox"/> Deloading <input type="checkbox"/> Honorarium	_____
Total _____ hrs./week		

- Number of weeks/months needed for each activity, **including report writing**.
(Please provide a Gantt chart, use 8.5 x 11 size paper).

II. Financial Plan (Include **details** of the items; Refer to attachment for the current rates)

Amount

- A. Personnel: P _____
(research honorarium, research assistant/s, transcriber, fabricator, consultant, artist, etc. Please provide a detailed job description for each position)

Faculty Research Honorarium

- Proponent 1: Honorarium P _____
- Proponent 2: Honorarium P _____
- Proponent 3: Honorarium P _____
- Proponent 4: Honorarium P _____
- Proponent 5: Honorarium P _____
- Total P _____

Research Assistant/s P _____

Consultant/s P _____

Fabricator/s P _____

Artist/s P _____

Others (please specify) P _____

RESEARCH PROPOSAL FORM

B. Materials and Supplies:

*(Common amount is P4,000 per project. If greater than P4,000.00, justification with itemized list must be provided)
(Include quotations/canvass rates for equipment, chemicals, reagents, glasswares, plasticwares, etc.)*

C. Research-related Travel and Transportation:

(Travel and transportation: Specify destination, no. of visits to site/destination, mode of transportation, no. of persons; Accommodation: Specify name of hotel/venue, no. of days/nights of stay, no. of persons)

D. Materials Reproduction:

(Specify number of pages to be reproduced for final report/reference materials and the cost)

E. Others (specify):

(e.g., library fee; analysis/testing fee; estimate of 30% of total project cost per item for the brokerage fee/ processing fee for application for tax exemption/ delivery charge/freight charge; insurance, etc.)

F. Evaluation Fee (standard rate):

4,000.00

TOTAL FOR FACULTY HONORARIUM P _____

TOTAL FOR DIRECT EXPENSES P _____
(Less Faculty Honorarium)

- I. Publication Plan** (e.g., intent to publish in peer-reviewed journal/s preferably in ISI, Scopus or CHED listed journals. Please indicate name of journal/s to which you intend to submit your paper/manuscript and target date of submission for publication.)

RESEARCH PROPOSAL FORM

GANTT CHART

PROJECT TITLE:

[illegible]

**CURRENT RATES
(AY2019-2020)**

A. Salaries of Personnel1. **Research Assistant**

Classification	Rate/Hour
RA I (Undergraduate student)	₱ 70.00/hour
RA II (Graduate student)	
BA/BS degree holder	₱ 90.00/hour
MA/MS student	₱ 122.00/hour
Ph.D. student	₱ 144.00/hour

Ex. for RA II (graduate student w/ BA/BS degree) who works 4 hours a day for 30 days:
 $P90.00/\text{hour} \times 4 \text{ hours/day} \times 30 \text{ days} = P 10,800.00$

2. **Other Personnel**

2.1. *Consultant* — P 7,000.00 maximum per project

2.2. *Artist/Draftsman/Illustrator*

Graphics	Cost
Charts, diagrams, graphs	₱ 10.00 - 50.00 @
Drawings, cover design	10.00 - 60.00 @

2.3. *Carpenter & Fabricator, etc.* — based on current rates used and amount of workload

2.4. *Laboratory Technician* — based on overtime rate (for DLSU Lab Technician)

2.5. *Transcriber*

P 1,500.00 (60 min. /1 hr. tape)

P 2,250.00 (90 min. /1 ½ hrs. tape)

B. Reproduction of Materials1. *Photocopying of materials*

Paper	Rate/Page (liquid)
Short	.65
Long	.75

Ex. for short liquid copy, 50 pages of final report, URCO-funded,
 $P.65/\text{page} \times 50 \text{ pages} \times 2 \text{ copies} = P 65.00$

2. *Mimeographing*

paper	one-side		back-to-back	
	short	long	short	long
groundwood	0.37	0.40	0.45	0.48
white	0.52	0.55	0.68	0.75
colored	0.55	0.60	0.70	0.77
Additional charged of P20.00 in every original copies				

Ex. for short, groundwood, one-side regular stencil
 $1,000 \text{ copies} \times P.52/\text{sheet} \text{ plus } P20.00 \text{ (master stencil)} = P540.00$

C. Materials and Supplies

Common amount of P4,000 per project for office supplies. If greater than P4,000.00, justification with itemized list must be provided.

D. Research-Related Travel and Transportation

- Travel and Transportation: Specify the cost, destination, no. of visits to site/destination, mode of transportation, no. of persons
- Accommodation: Specify name of hotel/venue, no. of days/nights of stay, no. of persons

E. Others (specify): (library fee; analysis/testing fee; estimate of 30% of total project cost per item for the brokerage fee/ processing fee for application for tax exemption/ delivery charge/freight charge; insurance, etc.)**F. Evaluation fee**

P 4,000.00 (standard rate)