



DE LA SALLE UNIVERSITY-DASMARINAS

City of Dasmariñas, Cavite

FACULTY RESEARCH MANUAL

2024-2029



UNIVERSITY RESEARCH OFFICE

Office of the Deputy Provost for Research

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PREFACE

Welcome to the Faculty Research Manual of De La Salle University-Dasmariñas (DLSU-D), a testament to DLSU-D's dedication to fostering a vibrant and dynamic research culture.

This manual serves as the definitive guide for conducting scholarly work at DLSUD. As a policy document, it establishes the standards and expectations for research and creative work, ensuring that all investigations align with the university's commitment to academic excellence and ethical integrity.

It is meticulously designed to assist individuals at all stages of their scholarly journey, providing clear and comprehensive instructions on the various policies, procedures, and protocols necessary for undertaking research and creative projects. It is an invaluable resource, offering detailed guidelines that uphold the highest standards of research integrity and excellence for both seasoned and emerging researchers.

Through this manual, we ensure that everyone in the academic community is well-informed with the knowledge needed to navigate the administrative and compliance aspects of scholarly work. This is aimed at empowering the academic community, stimulating intellectual curiosity, and driving innovative discoveries that contribute to the wellbeing of the nation.

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LIST OF ACRONYMS

AARO	-	Advancement and Alumni Relations Office
ASF	-	Academic Service Faculty
CAO	-	Chief Academic Officer
CDRP	-	Cavite Development Research Program
CHED	-	Commission on Higher Education
CPGS	-	College of Professional and Graduate Studies
CRC	-	College Research Committee
CSC	-	Cavite Studies Center
DERC	-	DLSU-D Ethics Review Committee
DLSU-D	-	De La Salle University-Dasmariñas
DOST	-	Department of Science and Technology
DRC	-	Department Research Committee
GS	-	Graduate Studies
IALU	-	International Association of Lasallian Universities
IP	-	Intellectual Property
IPCSC	-	Institutional Professorial Chair Selection Committee
IPOD	-	Intellectual Property Office of DLSU-D
IPOPIL	-	Intellectual Property Office of the Philippines
IRC	-	Institutional Research Committee
IRT	-	Institutional Research Thrusts
ITSO	-	Innovation and Technology Support Office
LCDC	-	Lasallian Community Development Center
LGU	-	Local Government Units
LLD	-	Languages and Literature Department
MOA	-	Memorandum of Agreement
MOOE	-	Maintenance and Other Operating Expense
MOU	-	Memorandum of Understanding

MSD	-	Mathematics and Statistics Department
NGO	-	Non-Governmental Organization
NOCEI	-	Network of CALABARZON Educational Institutions
NRCP	-	National Research Council of the Philippines
NTP	-	Notice to Proceed
OUP	-	Office of the University Provost
ODPR	-	Office of the Deputy Provost for Research
PC	-	Professorial Chair
PEMSEA	-	Partnerships in Environmental Management for the Seas of East Asia
PHILARM	-	Philippine Association of Research Managers
RAC	-	Research Agreement Contract
RCDU	-	Research Communications, Dissemination, and Utilization
RIME	-	Research Implementation, Monitoring and Evaluation
RPF	-	Request for Payment Form
RTEN	-	Research Training, Events and Network
SCO	-	Strategic Communications Office
SDAF	-	Salary Deduction Authorization Form
SME	-	Small and Medium Enterprises
STAARRDEC	-	Southern Tagalog Agriculture, Aquatic and Resources Research, Development and Extension Consortium
TOR	-	Terms of Reference
URO	-	University Research Office
URC	-	University Research Council
WOS	-	Web of Science

PART I

GENERAL PROVISIONS

Section 1

INTRODUCTION

De La Salle University-Dasmariñas (DLSU-D) is a Catholic institution committed to social transformation through collaborative research on critical societal issues. Our goal is to provide scientific evidence to inform policymakers and address the developmental needs of Cavite and the nation. DLSU-D prides itself on research that adheres to core principles of integrity, social consciousness, innovation, and moral responsibility. We believe that research is not just the product of scholarly work but a part of the ongoing cycle of innovation to meet societal needs.

1.1 Our Identity

DLSU-D, inspired by the charism of St. John Baptist De La Salle, is a Catholic Lasallian institution of learning, committed to provide a human and Christian education to the young, especially the poor and the marginalized.

1.2 Educational Philosophy

DLSU-D promotes inclusive, human and Christian education that fosters transformative learning through lifelong engagement and social responsibility. By instilling the Lasallian values of faith, zeal for service and communion in mission, it empowers students to become catalysts for positive change. The university's learner-centered pedagogy cultivates introspection and responsible citizenship, preparing students to contribute to society's sustainable development.

1.3 University Vision-Mission

Vision

A leading Catholic University that inspires excellence and drives innovation towards a just, peaceful, and sustainable society.

Mission

To champion the Human and Christian Education of lifelong learners who value history and culture through responsive and inclusive academic, research, and extension programs.

1.4 Core Principles in Research

In all its research endeavors, DLSU-D is guided by the following core principles:

- *Support and Funding*

The University fosters research initiatives that align with its rigorous standards and those set by external partners and funding agencies.

- *Research Capability*

The University equips its academic community with the necessary skills and expertise to undertake research that adheres to the highest standards of peer-reviewed scrutiny.

- *Publication Integrity*

The University ensures all research is published in high-quality journals that adhere to ethical standards, including fairness in authorship and proper attribution.

- *Ethical Standards*

The University safeguards the welfare of research stakeholders through thorough ethical review processes.

- *Intellectual Property Rights*

The University protects its intellectual property rights while ensuring fair distribution of rights and responsibilities among all parties involved.

- *Social Transformation*

The University upholds its mission to lead social transformation through impactful research endeavors.

1.5 Academic Freedom Policy

Policy Statement on Research Freedom, Information Responsibility, and Knowledge Utilization

De La Salle University-Dasmariñas (DLSU-D) is committed to fostering a research environment grounded in academic freedom, ethical integrity, and societal responsibility. We uphold the right of researchers to pursue inquiry and generate knowledge without undue interference, recognizing research freedom as a cornerstone of innovation and progress.

We affirm that the responsible use, management, and dissemination of information are critical to maintaining public trust, research integrity, and long-term impact. All research activities must comply with the highest standards of ethics, transparency, and accountability, ensuring that information is used appropriately and respectfully, in line with legal, institutional, and societal expectations.

The organization promotes the active translation of research-generated knowledge into innovative practices, sustainable solutions, and inclusive development outcomes. We believe that knowledge must serve the public good—driving technological advancement, informing policy, empowering communities, and contributing to a just and sustainable future.

This policy commits DLSU-D to:

- Safeguard research freedom as a fundamental right essential to knowledge-generation and innovation.
- Ensure the ethical and responsible use of data and information, respecting confidentiality, intellectual property, and societal norms.
- Promote the application of research findings to address local and global challenges in line with principles of sustainability, equity, and development.
- Encourage interdisciplinary collaboration and innovation, facilitating the generation of transformative knowledge and scalable solutions.
- Support sustainable development goals (SDGs) through research that is socially relevant, environmentally conscious, and economically viable.

- This policy applies to all researchers, staff, collaborators, and stakeholders engaged in research under the auspices of the university, and it serves as a guiding framework for decision-making, partnerships, and the responsible advancement of knowledge.

Section 2

UNIVERSITY RESEARCH AGENDA

The Office of the Deputy Provost for Research (ODPR), under the Office of the University Provost (Chief Academic Officer), oversees key operations of the University Research Office (URO) and the Cavite Studies Center (CSC). These offices spearhead research initiatives to establish DLSU-D as a leading advocate for social development through scholarly work.

DLSU-D promotes research across various disciplines and subfields through its eight (8) colleges. The areas of interest are guided by the Institutional Research Thrusts (IRT), the research themes of the International Association of Lasallian Universities (IALU) (Appendix A: Research Themes of the IALU Research Agenda), and the topics outlined in the Cavite Development Research Program (CDRP).

9.1 Strategic Goals

DLSU-D is committed to fostering a significant positive social impact through its research endeavors. The goals focus on four pivotal areas:

- *Publication Excellence*
Enhance the quality and quantity of scholarly work and publications to contribute significantly to academic knowledge and discourse.
- *Community Extension*
Develop and implement research initiatives that directly benefit local communities, fostering positive social change and community development.
- *Policy Development*
Influence and shape public policies through research, ensuring that findings are utilized to improve governance and societal well-being.
- *Research Commercialization*
Transform research outcomes into commercially viable products and services that address societal needs, thereby generating economic benefits and promoting innovation.

The said goals align with key output domains recognized by leading research organizations. These domains encompass social and economic

impacts, scholarly publication, intellectual property rights, tangible products or services that benefit society, initiatives targeting specific locales or communities, collaborative efforts, and influential policies.

Success in these areas reflects DLSU-D's commitment to generating and disseminating valuable knowledge that extends beyond quality instruction. The success lies in how research enhances the lives of individuals and communities through practical application and utilization of its findings.

9.2 Research Thrusts

The research thrusts provide a strategic focus for research initiatives toward areas of significant impact and innovation. These thrusts reflect the university's commitment to addressing pressing societal challenges, advancing knowledge, and fostering interdisciplinary collaboration.

2.2.1 Cavite Development Research Program

In 2023, the research thrust of DLSU-D was revised through a series of comprehensive workshops and consultations. This initiative ensured that the university's research activities consistently align with priority areas for sustainable development.

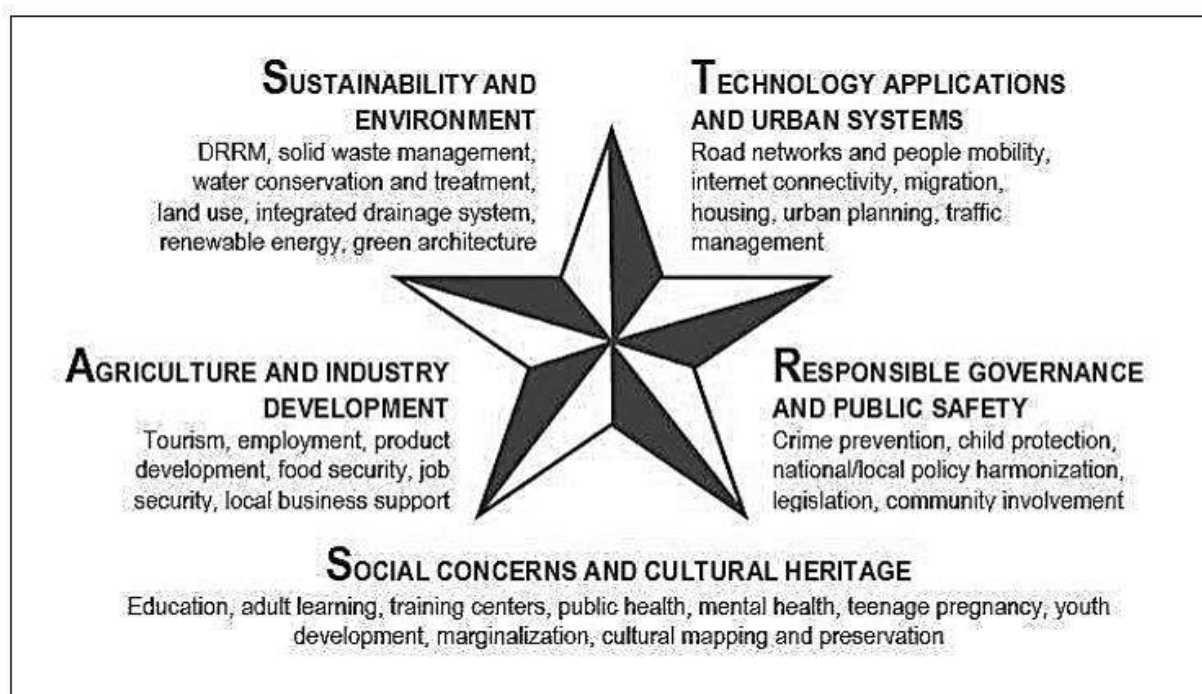


Figure 1. The Framework of the Cavite Development Research Program and the Institutional Research Thrusts

The result of this thorough process is the identification of key research strands, which are integrated into what is now known as the DLSU-D STARS program. These areas reflect the university's commitment to addressing critical issues and fostering research that promotes long-term, sustainable growth and development.

Derived from the aspirations of Br. Gus Boquer, FSC, the President and Chancellor of DLSU-D from 2007 to 2022, the CDRP is a comprehensive model to address the rapid growing concerns of the province of Cavite.

2.2.2 Institutional Research Thrusts

As Catholic educational institution with a diverse range of stakeholders, DLSU-D is committed to its philosophy of social transformation. This commitment is particularly evident in its research endeavors, which aim to establish the university as an institution with significant social impact.

Through its eight (8) colleges, the university promotes research across various disciplines and their subfields. These areas of interest encompass the topics enshrined in CDRP and the research priorities of the IALU, of which the university is a member institution.

Topics for inquiry and/or innovation extend beyond the province of Cavite and CALABARZON region. The topics may include, but not limited to, the following research areas:

Sustainability and Environment (SDG 6, 11, 12, 13, 14, 15, 17)

Climate Change Adaptation

- Region-specific climate change impacts
- Develop adaptive, mitigative, and preventive strategies
- Resilient infrastructure, disaster risk reduction, and community-based approaches

Biodiversity Conservation

- Local ecosystems, endangered species, and habitat restoration
- Sustainable land use practices

Circular Economy

- Waste management systems, recycling, and resource efficiency
- Circular economy principles at the regional and national levels

Technology Applications and Urban Systems (SDG 7, 9, 11, 17)

Smart Cities and Digital Connectivity

- Smart city solutions to other urban areas
- Connectivity, digital infrastructure, and data-driven decision-making
- Big data analytics

Affordable Housing

- Housing shortages and affordability issues
- Innovative housing models

Traffic and Mobility

- Mass transport system and Road safety
- Road congestion
- Transportation planning

Agriculture and Industry Development (SDG 1, 2, 8, 9, 12, 17)

Food Security and Agricultural Innovation

- Food supply chains, distribution networks, and food access
o Food security for all segments of the population
- Sustainable agriculture practices
- Technology for efficient food production and distribution

Product Development

- Innovation in agricultural products, value-added processing, and agribusiness
- Local industry collaboration to enhance product quality and marketability

Employment

- Employment trends, job creation, and workforce development
- Skills gaps and inclusive employment opportunities

Local Business Support

- Small and medium enterprises (SMEs) in agricultural and related sectors
- Business training, access to financing, and market linkages

Responsible Governance and Public Safety (SDG 10, 16, 17)

Policy Harmonization

- Local and national policies for coherence and effectiveness
- Evidence-based policy decisions.

Crime Prevention and Community Safety

- Law enforcement and communities
- Effective crime prevention strategies

Child Protection and Family Support

- Child protection systems
- Support for vulnerable families

Social Concerns and Cultural Heritage (SDG 3, 4, 5, 10, 17)

Inclusive Education

- Develop inclusive curricula that celebrate cultural diversity and address marginalized groups
- Explore lifelong learning opportunities for all ages

Mental Health and Well-Being

- Investigate mental health challenges and interventions
- Promote community well-being and resilience

Heritage Preservation

- Cultural heritage
- Engage local communities in heritage conservation efforts

Tourism

- Sustainable tourism practices, community-based tourism, and cultural heritage preservation initiatives
- Eco-tourism
- Economic impact of tourism on local communities

2.3 Research Operational Levels

Research programs in the university operate at various levels, each contributing to the advancement of knowledge and innovation. These programs form a dynamic ecosystem that drives scientific progress and societal impact.

- *International*

International research programs foster global collaboration, enabling researchers from different countries to address shared challenges. DLSU-D adheres to the International Association of La Salle Universities (IALU) that has a well-defined research agenda aimed at addressing critical global issues through focused academic inquiry and collaboration among member institutions.

It fosters interdisciplinary collaboration among Lasallian universities to leverage collective expertise in addressing strategic themes on:

- a. Food, Nutrition, and Health
- b. Sustainability and the Environment, and
- c. Education and Learning Innovations.

The collaborative approach not only enhances the quality and impact of research but also aligns with the Lasallian mission of education, service, and social justice.

- *National*

National programs focus on national priorities, supporting local researchers. DLSU-D national research initiatives cover diverse topics aligned with national development to address various national challenges and develop practical solutions to support sustainable development. These research projects involve collaborations with industries and government agencies, such as, but not limited to, the DOST-National Research Council of the Philippines (NRCP), the Department of Science and Technology (DOST), Commission on Higher Education (CHED), Philippine Association of Research Managers, Inc. (PHILARM), and other higher educational institutions. These partnerships are essential for pursuing research initiatives, generating knowledge, disseminating information, and developing innovative solutions to national issues.

- *Regional*

Regional programs promote cooperation within specific geographic areas, tackling common issues. DLSU-D is committed to addressing regional challenges through identified research projects that enhance the quality of life for local communities and contribute to sustainable development. These research initiatives are initiated with various research centers, government agencies, organizations, and higher educational institutions that provide technical and analytical services, promote interdisciplinary collaboration, and foster innovation for regional development. These research projects involve collaborations with industries and government agencies, such as, but not limited to, the STAARRDEC and NOCEI.

Section 3

RESEARCH INSTITUTIONS

Several institutions support the conduct of scholarly work in DLSU-D (Appendix B: DLSU-D Research Organizational Structure). These institutions refer to the research office, research center, research council, and committees that work together to achieve the university's research goals and objectives. These institutions, founded on the values of moral responsibility, social consciousness, creativity, and integrity, collaborate to provide guidance and direction to address Cavite's and the country's overall development needs.

3.1 Office of the Deputy Provost for Research

The Office of the Deputy Provost for Research (ODPR) provides strategic leadership direction, resources, and administrative oversight to the university's research vision-mission by formulation of compliance entities and implementation of policies, procedures, systems and educational programs that support research-related activities.

ODPR supervises the University Research Office (URO), Cavite Studies Center (CSC), Intellectual Property Office of DLSU-D (IPOD), and the DLSU-D Ethics Review Committee (DERC).

Functions

- Ensures and maintains the excellence, integrity, and compliance of all research process by providing strategic application support and protecting the safety and welfare of employees and research participants
- Promotes adherence to all governmental regulations and to the policies and procedures of the university and partner institutions governing research process by supervising, monitoring and maintaining communications with the research offices under its supervision
- Establishes recognized international reputation and networks by representing the university to local and international regulatory and sponsoring institutions and agencies
- Directs and oversees the formulation, development, and implementation of institutional policies by creating venues for review and discussions of policies and procedures related to research activities

- Oversees and ensures that budget proposals are developed and submitted in accordance with the university's policies and procedures by providing directions in its preparation and use to maximize their effects on research activities including research incentives, subsidies, and grants
- Enhances research center and develop new research areas by identifying and cultivating innovative research programs that result in new research opportunities with reference to the overarching interdisciplinary research centers
- Supports collaborative research initiatives of the college and department by working with faculty researchers, college deans and department chairs in commitment to research excellence across all sectors and disciplines
- Ensures that research and related activities are conducted ethically, objectively and in accordance with established policies and procedures by overseeing the implementations of policies and guidelines of the DLSU-D Ethics Review Committee
- Ensures that patentable research outputs and products are protected by overseeing the implementations of policies and guidelines of the Intellectual Property Office of DLSU-D (IPOD)
- Keeps positive office status by keeping the academic community abreast of the University research activities and accomplishing through its publication and/or information dissemination activities.
- Contributes to the total administrative efforts by performing other duties and responsibilities related to the ones enumerated above.

3.2 University Research Office

The University Research Office (URO) manages the university's research efforts and reports directly to the ODPR. It primarily fosters a supportive environment for research and skill development.

URO's responsibilities include guiding faculty to achieve the Institutional Strategic Goals by supporting the creation of relevant, publishable, useful, and pioneering research that benefits society. It serves as the university's research arm in maintaining a vibrant culture of research in the academic community.

a. Composition

- URO Director
- URO Associate Director
- Research Implementation, Monitoring and Evaluation (RIME) Coordinator
- Research Training, Events and Network (RTEN) Coordinator
- Research Communication, Dissemination and Utilization (RCDU) Coordinator
- URO Secretary

b. Functions

As DLSU-D strives to become a leading institution in advancing interdisciplinary research with national and global relevance, URO aims to:

- *Enhance Faculty Involvement*
Increase faculty participation in research by promoting awareness of the University's core research areas through seminars, training, and workshops.
- *Establish Research Network*
Build research alliances and networks with other institutions to engage faculty in collaborative research activities.
- *Coordinate Research Activities*
Monitor and coordinate the University's research operations and activities to ensure efficiency and alignment with institutional goals.
- *Ensure Objective Evaluation*
Conduct objective assessments and evaluations of scholarly research to determine funding eligibility.
- *Sustain Research Culture*
Maintain and foster a culture of research within the University by continuously disseminating relevant research information to all concerned offices.

9.3 Cavite Studies Center

The Cavite Studies Center (CSC) plays a pivotal role in local research. It fosters interdisciplinary collaboration and supports inter-departmental and cross-faculty studies related to the province of Cavite. Working closely with URO, CSC actively promotes research on Cavite's history, culture, and development.

CSC oversees the implementation of CDRP in coordination with URO in terms of research proposal deliberation, implementation, monitoring, and evaluation.

a. Composition

- CSC Director
- Program, Events and Network (PEN) Coordinator
- Communication, Collections and Publication (CCP) Coordinator
- Resident Writer
- CSC Secretary

b. Functions

- Acquires materials, in any format, on Cavite and its environs through photo duplication, purchase, gift, loan, and donations
- Promotes awareness and interest in Cavite history and culture by sponsoring events inside and outside the University
- Plans programs involving faculty and students in conducting research on Cavite
- Establishes and maintains linkages with local, national, and foreign agencies and institutions

9.4 Intellectual Property Office of DLSU-D

The Intellectual Property Office of DLSU-D (IPOD) is a service unit under the ODPR and is registered and recognized by the Intellectual Property Office of the Philippines (IPOPHIL) as Innovation and Technology Support Office (ITSO).

IPOD is tasked with the protection of the University's trademarks, copyrights, and other intellectual property (IP) matters.

a. Composition

- IP Officer
- ITSO Manager
- Technical Experts (Mechanical/ Chemical)
- IP Core Group Members
- Technology Business Incubator Manager
- Industry Liaison/ Technology Transfer Officer

b. Functions

- Assists in the filing of patents, utility models (UM), industrial designs (ID), and trademarks (TM) at IPOPHIL
- Conducts IP trainings and seminars within the university
- Assists in the formulation of contracts involving IP rights
- Assists in the filing of grants for DLSU-D research outputs
- Formulates and implements the IP policy of the institution
- Assists in the development and commercialization of DLSU-D innovations
- Assists in matters related to IP protection such as copyright
- Disseminates IP matters within the university
- Performs other matters related to IP

9.5 DLSU-D Ethics Review Committee

The DLSU-D Ethics Review Committee (DERC) is an independent unit under ODPR that assesses the ethical soundness of approved research proposals of both the faculty and students.

The study protocol and informed consent of all research involving human participants shall undergo ethics review by the DERC to safeguard the dignity, rights, safety, and well-being of all actual or potential research participants.

a. Composition

- DERC Chair
- DERC Staff
 - DERC Members/Reviewers

b. Functions

- Reviews research protocol to ensure it meets ethical standard
- Assesses the protocol for potential risk and benefits of the research
- Reviews consent forms and procedures to ensure they are clear and appropriate
- Evaluates all aspects of the research for potential risks to participants to minimize risks
- Ensures that researchers have adequate plans to protect the confidentiality of participants' data and that data handling procedures are secure

9.6 University Research Council

The University Research Council (URC) serves as a policy-making body at the university level, directing research and coordinating research programs and activities. It also serves as an advisory council to ODPR.

a. Composition

- Deputy Provost for Research (presiding officer)
- URO Director
- URO Associate Director
- CSC Director
- DERC Chair
- IPOD Officer/ITSO Manager
- Two CRC Representatives
- Representative from the Mission and Formation division
- Representative from the Global Engagement and External Relations division

b. Functions

- Directs and oversees the university's research programs
 - Determines and establishes policies, standards, and norms for planning, implementing, and evaluating research initiatives
 - Examines the University's research priorities and directions
- Communicates between university units regarding significant research advances

- Reviews and recommends policies for researchers
- Provides a venue for discussing research topics
- Establishes official networks and collaborations with local governments, non-governmental organizations/institutions, and communities
- Advises the University administration on research-related choices or actions

9.7 Institutional Research Committee

The Institutional Research Committee (IRC) is an institutional coordinating and deliberating body that implements research direction and coordinates all information concerning the University's research programs and activities.

The committee also guarantees that each college actively participates in the University's research-related events, such as research conferences, symposia, and series of training. It supports and promotes the IRT and CDRP by encouraging faculty members to submit relevant research ideas. IRC also serves as an advisory committee for URC.

a. Composition

- URO Director (presiding officer)
- URO Associate Director
- RIME Coordinator
- RTEN Coordinator
- RCDU Coordinator
- CSC Director
- DERC Chair
- IPOD Officer
- 8 College Research Committee Coordinators
- CPGS Representative
- OSS Representative
- ASF Representative

b. Functions

- Oversees institutional research activities

- Schedules quarterly institutional-level deliberations for submitted college research proposals
- Approves the funding of CRC-endorsed research proposals
- Monitors ongoing research projects from implementation to utilization
- Assists in the verification of the legitimacy of journals and conferences before publication and presentation

9.8 College Research Committee

The College Research Committee (CRC) is a collegiate body that oversees research activities in the entire college, which includes but is not limited to organizing research events, coordinating interdisciplinary efforts, and promoting research collaboration.

a. Composition

- CRC Coordinator (one of DRC chairs)
- All DRC Chairs
- Department Chair concerned (for proposal deliberation)
- Internal Evaluator (for proposal deliberation)
- IPOD Officer, when applicable

b. Functions

- Oversees collegiate research activities
- Schedules deliberations for submitted research proposals in accordance with collegiate research agenda
- Invites representative expert to serve as a panel during proposal deliberations
- Provides pool of evaluators based on specialization to review research output
- Submits the research protocol to DERC for approval and verify the projected patentable research output/innovation with ITSO-IPO
- Endorses the proposal to IRC for approval based on novelty and significance

9.9 Department Research Committee

The Department Research Committee (DRC) is a body that oversees research activities in the department, which include but not limited to organizing research events, deliberating research proposals, and promoting research culture in the department.

a. Composition

- DRC Chair
- Department Chair
- Senior/selected faculty member
- Section Head concerned (for proposal deliberation)

b. Functions

- Oversees department research activities
- Accepts research proposals from faculty members.
- Schedules deliberation for submitted research proposals.
- Invites evaluator of research proposals.
- Screens the qualifications of proponent/s
- Checks the completeness and appropriateness of documents
- Offers recommendations to improve the proposal
- Endorses the approved proposal to CRC

Section 4

CLASSIFICATION OF RESEARCH

Research involves ingenious investigation, inquiry, or experimentation aimed at discovering and understanding essential facts. It also drives innovation by challenging accepted theories or laws based on new information or by applying existing theories and laws in practical ways.

All research projects are aligned with the flagship programs of the University specified in the IRT and CDRP. These programs contribute to the diversity, responsiveness, and comprehensiveness of research. The varied research endeavors are classified according to the following:

4.1 As to Funding

a. Internally Funded Research

It is a program/project fully financed by the University through the URO. This includes research proposed by the faculty, research project for sabbatical leave, and commissioned research.

b. Externally Funded Research

It is a program/project fully or partially financed by external entities and/or individuals. This includes research for academic endowment programs, professorial chair research, and any research contracted or awarded to DLSU-D.

4.2 As to Nature

a. Basic Research

It is an experimental or theoretical work undertaken to acquire new knowledge without particular or specific application in use.

b. Applied Research

It is an original investigation undertaken to acquire new knowledge toward a particular aim or objective.

c. Action Research

It is the application of fact-finding techniques to practical problem-solving to enhance the quality of actions. It requires collaboration and co-operation of researchers, practitioners, and laymen.

d. Creative Work

It is a non-traditional research output generated through scholarly activities such as writing, composing, designing, recording, or performing. It encompasses a wide range of authorship, including written documents, spreadsheets, graphics, designs, algorithms, computer programs and applications, protocols, formulas, photographs, music compositions, and compilations. These works may be eligible for protection under patent, copyright, trademark, or other relevant domestic and international laws applications.

4.3 As to Type

a. Research Program

It is a set of interrelated or complementing projects usually requiring a heterogeneous collaborative approach to meet established goal/s. It is composed of at least two research projects.

b. Research Project

It is a set of interrelated studies/activities or a component of a program with predetermined objective/s to be accomplished. It is composed of at least two studies or activities.

c. Research Study

It is the basic unit in the investigation of a specific problem using scientific methods to describe, explain, predict, or control observed phenomena. It aims to explore new problem areas or discover facts about a subject.

4.4 As to Scope

a. Individual Research

It is conducted by a lone proponent focusing on one academic discipline.

b. Collaborative Research

It is conducted by two or more individuals working together in research. It could be classified into:

i. Unidisciplinary Research

It focuses solely on a single discipline or field of study done by two or more proponents. This type of research relies exclusively

on methods, concepts, and theories associated with the specific discipline.

ii. Multidisciplinary Research

It draws on knowledge from multiple disciplines or fields of study done by two or more proponents. The research relies on different fields and methods involving parallel contributions from various disciplines.

4.5 As to Focus

a. Commodity

It refers to research that focuses on product development of specific commodities like natural products, economic products, or certain research fields like culture, breeding, etc.

b. Community (non-commodity)

It refers to research that focuses on socio-economic aspects or interdisciplinary research with policy implications to environment, land use and urban planning, eco-tourism, etc.

4.6 As to Setting or Source of Data

a. Laboratory

It is conducted either on-campus using available laboratory facilities and equipment or off-campus using the laboratories of other private and government accredited laboratories or testing centers.

b. Field

It is conducted in a natural setting or in the physical environment.

c. Library/online

It is research conducted using secondary data available from information repositories.

4.7 As to Special Categories

a. Commissioned Research

It refers to a project that is initiated and recommended by any office, duly endorsed by the Deputy Provost for Research, and approved by the University Provost.

b. Research for Sabbatical Leave

It refers to a project that is conducted by faculty members during a period of paid leave from their regular teaching or administrative duties.

c. Research for Professorial Chair

It refers to a project that is conducted by a faculty member who holds a prestigious professional chair position. This is funded by endowments or donations that advance knowledge and contribute significantly to a particular field of study.

Section 5

RESEARCH PROPOSAL DEVELOPMENT AND DELIBERATION

URO facilitates the approval and funding of research proposals submitted by faculty through a system of procedures for the research process.

5.1 Development of Proposal

Research proposal emanates from the faculty in the department/office. The development of research topic should be in line with the IRT and/or CDRP. This research may fall in any of the different types of research enumerated in Section 4 (Classification of Research).

Proponents from one department/unit may collaborate with other departments/units for unidisciplinary or multidisciplinary research project or research program (Guideline 1: Research Proposal Submission).

Proposals may be submitted anytime during the school year.

5.2 Deliberation Process

Evaluation of research proposals is conducted immediately, and implementation starts the following semester or within the semester as deemed necessary (Guideline 2: Research Deliberation).

The flow of research proposal deliberation is presented below:

- Proponent/s submit his/her/their proposal to DRC concerned.
- DRC deliberates on the merit and relevance of the proposal, checks on the qualification of the proponents, and the completeness of documents. Upon its approval, DRC endorses the proposal to the CRC.
- CRC, together with a representative expert in the field acting as an evaluator, checks on the novelty and significance of the proposal and its alignment to IRT and/or CDRP. Upon its approval, CRC endorses the proposal to IRC.
- IRC, together with the URO, reviews the proposal for compliance and budget allocation. The proposal shall then be recorded for monitoring purposes.
- The proponent/s then sign/s the Research Agreement Contract (RAC) of the approved proposal.

- RAC contains the equivalent units of the approved research as teaching deloading or research overload (Guideline 3: Research Compensation)
- URO issues Notice to Proceed (NTP) to the proponent/s to commence the study as the budget is processed for release.

Section 6

RESEARCH IMPLEMENTATION, MONITORING, AND EVALUATION

Once a research proposal is approved, it undergoes implementation, monitoring, and evaluation facilitated by the Research Implementation, Monitoring and Evaluation (RIME) Coordinator under the supervision of the URO Director.

6.1 Research Implementation

Upon the release of the NTP to the proponent/s, the URO processes the amount (cash advance) equivalent to 100% of the budget in Maintenance and Other Operating Expense (MOOE) of approved proposal, except for the supplies and materials.

Proponents, however, may request for the deferment of an approved proposal for a maximum period of one year, after which it shall be implemented. Otherwise, it shall be cancelled.

For externally funded research, implementation begins after the signing of a Memorandum of Agreement (MOA), Terms of Reference (TOR), or its equivalent between DLSU-D and the funding organization, as well as the Research Agreement Contract between DLSU-D and the proponent/s.

As soon as the external organization transmits the funds to the University, the budget for the MOOE shall be processed by the URO for release. Expenses for the operation of the research should be disbursed by the proponent in accordance with the existing accounting and auditing policies of the University and of the funding agency.

6.2 Research Monitoring

During implementation phase, the RIME Coordinator monitors both the financial and technical areas of research. The proponents are responsible for managing and disbursing expenses for the operation of the research in accordance with the proposal. The RIME Coordinator ensures that the research is conducted according to the established timetable (Guideline 4: Research Budget Monitoring).

A progress report must be submitted by the proponent at the end of every semester from implementation up to completion of the research.

6.3 Research Evaluation

All research outputs follow a rigorous evaluation process. Proponent/s may submit the output for blind review or journal publication (Guideline 5: Research Output Evaluation).

Section 7

RESEARCH COMPLETION, EXTENSION, OR TERMINATION

Approved research must be completed within the stipulated duration of the proposal. Otherwise, the proponent may request for an extension. After the maximum extension, the research will be terminated.

7.1 Research Completion

Internally funded research is considered completed upon satisfying any of the following conditions (Guideline 6: Research Completion):

- a. Passed blind review evaluation
- b. Accepted and published in URO-certified indexed journals

The complete final research output and liquidation report must also be submitted to the RIME Coordinator.

Upon meeting any of these conditions, the URO shall issue a certificate of completion to the proponent/s.

Externally funded research, on the other hand, is considered completed when it is issued certificate of completion by the funding agency subject to the terms of reference.

7.2 Research Extension

A request for extension of deadline addressed to URO must be expressed in writing by the main proponent and endorsed by the CRC Coordinator/ASF Representative, the Department Chair / Unit Head, and the College Dean.

A maximum of 24 months may be given as an extension to complete the research. The period when the manuscript is for blind and/or journal review shall not be considered part of the extended duration of the research.

7.3 Research Termination

Research is considered terminated under any of the following conditions (Guideline 7: Research Termination):

- a. Adverse events, including but not limited to violation in the approved ethics protocol during the conduct of research,

- b. Failure to complete after the approved extension,
- c. Severance of the proponents from the University.

If terminated, the proponent/s shall pay the university the amount released for the study, subject to the existing guidelines of the Accounting Office.

Section 8

RESEARCH DISSEMINATION, PATENT, PUBLICATION AND UTILIZATION

The quality of research output reflects the research capability and scientific productivity of the university. Research is geared to produce output disseminated through various channels through which the scholarly work reaches its intended audience. These channels include publication in journals, securing patents, and utilization of research findings.

8.1 Dissemination, Patent, and Publication

Upon completion of the research project, the RCDU Coordinator shall assist the proponents in the dissemination, publication, and utilization of the research output and/or in its IP application.

Dissemination may be through forum or conference presentation, print media, broadcast, or reputable online platforms. The RCDU Coordinator may also help edit the research output to be submitted as an article for journal publication.

RCDU Coordinator collaborates with the Strategic Communications Office (SCO) to promote research output through broadcast and social media channels.

8.2 Other Means of Utilization

Research outputs can also be utilized as basis of community development program/project and/or of policy formulation or revision. The RCDU Coordinator shall coordinate with the Lasallian Community Development Center (LCDC) or other concerned non-governmental organizations (NGOs), local government units (LGUs), or other civil society organizations for such forms of utilization.

Section 9

RESEARCH INCENTIVES, AWARDS, AND PROMOTIONS

Research incentives, awards, and promotions play a crucial role in recognizing and motivating researchers. These mechanisms acknowledge outstanding contributions, encourage continued excellence, and foster a culture of research in the university.

11.1 Incentives

Faculty receives incentives for accomplishments such as publishing research in a reputable journal, obtaining IP certifications, showcasing creative works, and holding professorial chair (Guideline 8: Research Incentives).

9.2 Awards

Research awards take various forms, including plaques, certificates of recognition, trophies, and cash prizes. These awards are given to deserving researchers during the annual recognition. Their purpose is to recognize outstanding researchers in diverse fields and disciplines to foster a vibrant research spirit, enhance enthusiasm, and create an environment conducive to meaningful and impactful research.

9.3 Promotions

Research plays a pivotal role in determining rank promotions. Research outputs, such as journal publications, IP certifications, and creative works, serve as significant sources of credits for promotion (refer to the Faculty Manual).

Section 10

GRANTS AND SUBSIDIES

Grants and subsidies are financial assistance provided by the university to support the scholarly work of researchers. The availment of this financial support is subject to relevant criteria and guidelines.

10.1 Research Grant for Dissertation

Research grant or dissertation grant is a financial assistance to support the completion of doctoral dissertation in any academic discipline in line with the IRT and/or CDRP.

A maximum of eight (8) grants shall be given per school year to regular faculty and/or GS students (Guideline 10: Research Grants for Dissertation).

10.2 Research Subsidy for Presentation

Research presentation subsidy is a financial assistance to support the research presentation in international conferences, symposia, or fora.

This subsidy offers opportunities to engage or exchange ideas with fellow researchers, to acquire additional knowledge, and to facilitate potential collaborations with leading experts in their respective fields (Guideline 10: Research Subsidy for Presentation).

Section 11

TRANSITORY PROVISIONS

11.1 Non-diminution Clause

Nothing in this manual shall be construed to diminish or reduce any benefit and other privileges enjoyed by the faculty related to conducting research under existing laws, decrees, executive orders, university policy, or any existing agreement between the University and the faculty.

11.2 Repealing Clause

All administrative orders or parts thereof inconsistent with the provisions of this Manual are hereby repealed, amended, or modified accordingly.

11.3 Separability Clause

If any provision of this Manual is held invalid or unconstitutional, other provisions not affected thereby shall continue to be in full force and effect.

11.4 Effectivity Clause

This Manual shall take effect from August 1, 2024, to July 31, 2029 upon its dissemination.

Amendments may be introduced after two years of implementation subject to the deliberation of the Technical Panel for Research Manual Revision and the approval of the Academic Council.

Clarification on the interpretation of the provisions indicated herein may be referred to the Technical Panel for Research Manual Revision through the URC.

PART 2

IMPLEMENTING GUIDELINES

Guideline 1

RESEARCH PROPOSAL SUBMISSION

1.1 URO-Funded Research Proposal

- 1.1.1 Only regular faculty can serve as the main proponent of a research proposal. Part-time and probationary faculty may serve only as co-proponents alongside the regular faculty. The duration of the research for probationary full-time and part-time faculty should align with the terms of their employment contract.
- 1.1.2 The main proponent may submit the proposal to DRC any time within the semester prior to the proposed start of the research. For Academic Service Faculty (ASF), the proposal shall be submitted directly to their IRC representative.
- 1.1.3 Regular research proposals are deliberated with the IRC every August and November for the first semester and February and May for the second semester.
- 1.1.4 Research proposals must be submitted with the following attachments:
 - a. Accomplished Research Endorsement Form
 - b. Minute of Meetings with DRC and CRC

1.2 Externally Funded Research

- 1.2.1 Research proponent/s must prepare the proposal or its equivalent, in accordance with the objectives specified by the funding agencies.
- 1.2.2 Research proponent/s must abide by the format, template, or other standard policies of the funding agencies.
- 1.2.3 Research proponent/s must submit the external agency-approved proposal to URO for records and monitoring purposes.

Guideline 2

RESEARCH PROPOSAL DELIBERATION

2.1 All proposals for URO funding shall follow the same deliberation process in accordance with the following levels (Table 1):

- Departmental (DRC)
- Collegiate (CRC)
- Institutional (IRC)

Table 1. Composition and Tasks of Research Institutions in the Deliberation Process

Level	Composition	Tasks	Forms for submission to the next level
DRC	DRC Chair Members (at least one faculty member from the same discipline) Department Chair Proponent/s as deemed necessary	Screens the qualification of the proponent/s Checks completeness of documents Offers recommendations to improve the proposal Endorses the proposal to CRC	Research Proposal Form
CRC	CRC Chair* Department Chair** Representative expert in the field IPOD Officer (if patentable) Proponent/s as deemed necessary <i>*ASF representative to IRC</i> <i>**Immediate head of the ASF as proponent</i>	Checks the novelty, significance, and alignment to IRT and/or CDRP Endorses the proposal to IRC	Research Proposal Form Research Endorsement Form
IRC	URO Director RIME Coordinator DERC Chair CRC Coordinator Proponent/s as deemed necessary CSC Director (if under CDRP)	Checks the budget Approves the proposal Prioritizes research proposals (if budget for SY is limited)	Research Proposal Form Research Endorsement Form Research Contract Notice to Proceed Form Notice of Deferment (if budget for SY is limited)

- 2.1 For proposals submitted by ASF, their IRC representative shall facilitate the deliberation process equivalent to the collegiate level.
- 2.2 The proposal must be presented and deliberated at the department and collegiate levels. Minutes of the meetings should be submitted to the RIME Coordinator.
- 2.3 If the IRC receives more research proposals than can be supported by the URO's allocated research budget, it shall evaluate, rank, and prioritize the proposals based on the following criteria:
 - alignment to the IRT and/or CDRP
 - number of proponents/disciplines involved
 - total requested budget
- 2.5 Research proposals that cannot be funded within the current school year shall be deferred to the following school year.

Guideline 3

RESEARCH COMPENSATION

- 3.1 Researchers are compensated in terms of teaching deloading, research overloading, or a combination thereof. However, for ASF and part-time faculty, the compensation is only in terms of research overloading.
- 3.2 The compensation for research overloading shall be based on three factors (Table 2 A-C):
- the base rate
 - the role in research
 - the equivalent rank of faculty concerned
 -

Table 2A. Base Rate in Research Compensation

Equivalent Unit	Base Rate (PhP)
3	24,300
4	32,400
5	40,500
6	48,600
7	56,700

Table 2B. Role Premium in Research Compensation

Role	Premium (PhP)
Lead (3-4 members)	10,000
Lead (5-6 members)	20,000
Lead (7-8 members)	30,000
Lead (9+ members) *	40,000
Co-lead (5-6 members)	10,000
Co-lead (7-8 members)	15,000
Co-lead (9+ members) *	20,000

**For externally funded research*

Table 2C. Rank Premium in Research Compensation

Rank	Premium (PhP)
Instructor	-
Assistant Professor	5,000
Associate Professor	10,000
Full Professor	15,000

- 3.3 An additional research incentive, using 1.25 as multiplier, shall be given if the research is completed within the allotted period (no extension).
- 3.4 The determination of equivalent research units will be based on the scope, nature, and source of data/setting of research (Table 3).

Table 3. Table for determining the teaching deloading/research overloading equivalent unit per proponent

Composition	Base unit	Nature	Unit	Source of data	Unit	Total equivalent units <i>per</i> proponent
Single/ Collaborative (Unidisciplinary or Multidisciplinary)	1.0	Action / Creative works	1.0	Library	1.0	3.0
				Field or Lab	2.0	4.0
				Field and Lab	3.0	5.0
		Basic	2.0	Library	1.0	4.0
				Field or Lab	2.0	5.0
				Field and Lab	3.0	6.0
		Applied	3.0	Library	1.0	5.0
				Field or Lab	2.0	6.0
				Field and Lab	3.0	7.0

3.5 Except for externally funded research, the maximum number of proponents depends on the setting and scope of study (Table 4).

Table 4. Maximum number of proponents per research for URO-funded research

Setting	Scope	Maximum number of proponents
Institutional	Unidisciplinary	2
	Multidisciplinary	4
Municipal / Provincial	Unidisciplinary	4
	Multidisciplinary	6
Regional / National / International	Unidisciplinary	6
	Multidisciplinary	8

**Maximum proponents may exceed for externally funded research*

Guideline 4**RESEARCH BUDGET MONITORING**

- 4.1 Upon issuance of NTP, URO shall process the Request for Payment Form (RPF) amounting to 100% of the total MOOE, except for supplies and materials and contingency fund, of the approved budget.
- 4.2 Payment for supplies and materials, equipment outlay, and personnel services (i.e., editor, statistician, evaluator, ethics reviewer, others) shall be coursed through URO.
- 4.3 Expenses for the operation of the research should not exceed the approved budget. However, the proponents may request for re-alignment of the budget allocated to certain items, subject to the approval of the URO Director.
- 4.4 Expenses for the operation of the research should be disbursed in accordance with the existing accounting and auditing policies of the University.
- 4.5 Upon completion of the research, all equipment purchased shall be turned over by the URO to the department/college concerned.

Guideline 5

RESEARCH EVALUATION AND COMPLETION

5.1 For regular URO-funded research, the research output may be subjected to any of the following evaluation processes:

5.1.1 Blind Review

- a. The research output must be submitted to URO on or before the deadline of the research project.
- b. The RIME Coordinator shall assign the evaluator from a pool of evaluators provided by the CRC based on specialization.
- c. Proponents should submit the revised research output within the given period as agreed upon by the proponent and the RIME Coordinator.
- d. If the revisions are satisfactory, the evaluator certifies the output as approved. If it is rated poor, it shall be submitted to a second evaluator for another review.
- e. The period when the manuscript is with the evaluator for review shall not be considered part of the official duration of the research.

5.1.2 Journal Publication

- a. The research output may be submitted to a URO-certified indexed journal on or before the deadline of the research project.
- b. A proof of submission must be furnished to the URO.
- c. If the paper was not accepted for publication, the proponent may choose either to submit the research output to another journal or submit for blind review evaluation.
- d. The period when the manuscript is with the journal for review shall not be considered part of the official duration of the research.

5.2 For commissioned research, the research output must be submitted to the commissioning office through the URO, on or before the deadline of the research project.

- a. The output of a commissioned research conducted by researchers from the commissioning office shall be subjected to a blind review evaluation.

- b. The output of a commissioned research conducted by researchers from other units shall be evaluated by the commissioning office.
 - c. The commissioning office may also require publication of the research output prior to issuance of certificate of completion.
 - d. The URO shall request a clearance / certificate of completion from the commissioning office
- 5.3 For externally funded research, the research output must be submitted to the funding agency, through the URO, on or before the deadline of the research project.
 - a. The URO shall subscribe to the evaluation process of the funding agency.
 - b. The URO shall request a clearance / certificate of completion from the funding agency.
- 5.4. Upon receipt of the certification from the assigned reviewer or acceptance for publication from the selected journal, the proponent/s must submit a copy of the completed research to URO.
- 5.5. Completed research may undergo language editing from the Languages and Literature Department (LLD). The language editor issues a certification to URO certifying that all recommendations/comments were followed.
- 5.6. The URO will issue a Certificate of Completion to the researcher.

Guideline 6

RESEARCH TERMINATION

- 6.1 The proponent/s with terminated research shall not be allowed to submit a research proposal for funding of URO for two years from date of termination. For the same period, they shall be ineligible for research incentives, research presentation subsidies and dissertation grants.
- 6.2 Payback for all expenses incurred can be done either in cash or through a salary deduction.
- 6.3 Teaching de-loading is paid back either in the form of paying the amount equal to the number of research units granted to the research or teaching the equivalent overload courses or units without pay.
- 6.4 The proponent who opts to pay in cash should pay the full amount to the Accounting Office.
- 6.5 The proponent who opts to pay through salary deduction shall fill out the Salary Deduction Authorization Form (SDAF). The URO Director shall endorse the SDAF to the Accounting Office. The proponent is given a maximum of 12 months to return all direct expenses incurred through salary deduction.
- 6.6 In case of separation from the University, all direct expenses incurred including de-loading shall be automatically deducted from the proponent's last salary and benefits from DLSU-D.

Guideline 7

RESEARCH INCENTIVES

- 7.1 Researchers are entitled to cash incentives for journal publication, IP certification, or presentation/exhibition of creative works.
- 7.2 To be eligible for incentive the researcher must:
- have indicated DLSU-D as his/her institutional affiliation,
 - be currently employed in the university at the time of application for incentive.
 - not on sabbatical leave and other long-term leaves.

The amount of cash incentives would depend on the number of authors. A multiplier will be used for this purpose. Table 5 shows the distribution of incentive in case of co-authorship.

Table 5. Distribution of Incentives based on co-authorship

Authorship	Multiplier of incentives	Distribution of incentives
Solo DLSU-D faculty	1.0	The sole author receives the incentive
DLSU-D faculty members with students	1.25 (2 to 4 authors)	All faculty authors receive the pro-rated amount by the number of authors; student authors receive a maximum of PhP5,000 each
	1.50 (5 to 8 authors)	
	1.75 (9 or more authors)	
DLSU-D faculty members with co-authors from other institutions	1.25 (2 to 4 authors)	Only DLSU-D authors receive the pro-rated amount by the number of authors
	1.50 (5 to 8 authors)	
	1.75 (9 or more authors)	

7.3 Journal Publication

To ensure that the article meets the publication criteria set by the University, the research article intended for publication may be submitted to URO for checking of the legitimacy of the journal before submission.

Publication incentives shall be based on the following journal categories:

Table 6. Categories of Journal and Its Equivalent Incentives

Journal category	Description	Publication incentives
Category 1	Journals included in Web of Science most recent Science Citation Index Expanded (SCIE), Social Science Citation Index (SSCI) and Arts and Humanities Citation Index (AHCI) Journal belonging to the upper 50% of the Scientific Journal Ranking by Scopus	P40,000
Category 2	Journals included in Web of Science master list that are not included in the most recent SCIE, SSCI, and AHCI Journals belonging to the lower 50% of the Scientific Journal Ranking by Scopus	P20,000
Category 3	Peer-reviewed journals that are indexed or listed in high quality abstracting and indexing services other than WOS and Scopus; Research articles published in conference proceedings listed in the latest Proceedings List of Web of Science and Scopus; Research published as book chapters by recognized book publishers	P15,000
Category 4	Peer-reviewed journals with good evaluation using the following criteria (adopted from CHED CMO 13 s. 2009): (a) Composition and qualifications of the Editorial Board members, (b) Recruitment and qualifications of the peer reviewers/external referees, (c) Type of refereeing system adopted, (d) Over-all appearance, timeliness, and regularity of release of the journal	P10,000*

In cases of multiple authorship, the main author or the first listed author, shall receive an additional P10,000 if the application for the incentive for Category 1 and P5,000 for Category 2.

Published journal articles submitted for incentives shall be categorized by URO based on the approved guidelines implemented during the date of their publication.

The category of the journal shall be determined based on its standing at the time when the submitted article for incentive was published.

7.4 IP Certification

To qualify for research incentive, the researcher-inventor must receive an IP certificate issued by the Intellectual Property Office of the Philippines (IPOPHIL).

IP certificate incentives shall be based on the following categories:

Table 7. IP Certification Categories and Its Equivalent Incentives

IP Certificate Category	Description	Incentives
Category 1	Patent certificate	P40,000
Category 2	Utility Model (UM) certificate	P20,000
Category 3	Industrial Design (ID) certificate	P10,000

7.5 Research Utilization

To qualify for the utilization incentive (except those commissioned by the funding agency), the proponent must submit to the URO proof of such utilization.

Research utilization incentives shall be based on the following categories:

Table 8. Research Utilization Categories and Its Equivalent Incentives

Proof of Utilization Category	Description	Incentives
Category 1	International utilization	P40,000
Category 2	National utilization	P20,000
Category 3	Local or Regional utilization	P10,000

7.6 Creative Works

The creative works, written or non-written, must be within the discipline/field of the applicant.

Written creative works (except for textbooks) should be reviewed by at least two external evaluators from the same field or juried; non-written creative works should either be juried or competitively selected for exhibition.

Incentives are to be given for successful publication (for written) or exhibition (for non-written) of creative works in the following levels.

Table 9. Categories of Creative Works and Its Equivalent Incentives

Presentation of Exhibition Level	Description	Incentives
Category 1	International recognition	P40,000
Category 2	National recognition	P20,000
Category 3	Local or Regional recognition	P10,000

Guideline 8

RESEARCH GRANT FOR SABBATICAL LEAVE

- 8.1 The Research Grant for Sabbatical Leave is available to solo researchers.
- 8.2 The sabbatical research grant shall follow the existing guidelines for regular research of the URO.
- 8.3 The URO shall send a copy of Certificate of Approved Research to HRMO, copy furnished researchers.
- 8.4 Upon approval of the sabbatical leave by the HRMO, the URO shall coordinate with the researcher to schedule the contract signing.
- 8.5 The Sabbatical Research Grant is valid only for one year, with no extensions allowed.
- 8.6 The researcher shall be responsible for submitting the completed sabbatical research to the URO on or before the end date of the approved sabbatical leave.
- 8.7 The University Research Office (URO) may issue a conditional clearance certificate to a researcher whose sabbatical research is either undergoing publication or currently under blind peer review by the end of the approved sabbatical leave.
- 8.8 The URO shall issue a Certificate of Completion to the researcher upon successful publication or external review of the sabbatical research paper.

Guideline 9

GRANTS FOR DISSERTATION

- 9.1 The research grant or dissertation grant aims to provide financial assistance in the completion of PhD dissertation of DLSU-D full-time faculty and/or GS students enrolled in first doctoral program.
- 9.2 A maximum of eight (8) grants will be given annually to support dissertation in any academic discipline in line with the IRT and/or CDRP.
- 9.3 An amount equivalent to PhP50,000 shall be given to qualified applicants for the grant. It shall be released in full upon signing of the contract.
- 9.4 The following documents should be submitted to URO within the preceding semester prior to the intended availment of the grant:
 - a. Filled out application form
 - b. Certification that the proposal has been approved by the Graduate School/College
 - c. Certificate of Registration or Certificate of Enrollment
- 9.5 Preferably, applicants must not have availed of any scholarship or grant from other funding institutions.
- 9.6 For faculty applicant, the grant is only for the first doctoral degree and/or he/she must not have availed of the dissertation combo leave.
- 9.7 IRC shall review all applications and announce qualified applicants.
- 9.8 The dissertation must be completed within the year of availment and may be extended for up to two (2) additional semesters, subject to the approval of the URO.
- 9.9 The dissertation must be published in a reputable journal. (Internationally/nationally indexed journals or juried creative work).
- 9.10 A contract for this purpose is required.

Guideline 10

GRANTS FOR COMMISSIONED RESEARCH

- 10.1 Commissioned research refers to research which has been initiated and recommended by any office/institution/organization, endorsed by the head concerned, upon the approval of the division head (Provost, CAO, CLMO) prior to submission to the ODPR through URO.
- 10.2 The commissioning office shall inform the URO through a letter of request indicating the details of the research, i.e., title, nature, duration, and significance or application and utilization.
- 10.3 The commissioning office can directly assign a faculty/a group of faculty members to do commissioned research or open it for application depending on the requirements of the research project.
- 10.4 Assigned faculty or interested faculty shall prepare and submit the research proposal as required by the commissioning office.
- 10.5 The URO shall form an ad hoc committee, composed of the URO Director, URO Associate Director, RIME Coordinator, and two (2) representatives from the commissioning office, to deliberate and evaluate submitted research proposal for the commissioned research.
- 10.6 The implementation, monitoring, and compensation of an approved commissioned research shall follow the existing guidelines set by URO.
- 10.7 The output of a commissioned research conducted by researchers from the commissioning office shall be subjected to a blind review evaluation.
- 10.8 The output of a commissioned research conducted by researchers from other units shall be evaluated by the commissioning office.
- 10.9 Budget allocation for approved commissioned research may come solely from the commissioning office or shared by both the office and URO.

Guideline 11

RESEARCH GRANTS FOR PROFESSORIAL CHAIR

Professorial Chair Endowments are considered the highest academic award that a university can bestow on a faculty member. It is both an honor to the named holder of the appointment and an enduring tribute to the donor who establishes it.

At DLSU-D, these begin with the endowed principal amount of the donor that is intended for specific field of scholarly research or scholarly lectures as identified by the donor. It is the policy of the University to only use the earnings of the principal amount as honorarium of the holder. A percentage of the earnings shall also be added to the principal to help the endowment grow.

11.1 Eligibility Standards

To qualify for Professorial Chair (PC) Award, the applicant must meet the following prerequisites:

- a. Regular faculty with at least an academic rank of Associate Professor
- b. Presented a research paper in his/her field of specialization in a national or international conference within the last three years prior to the award
- c. Published a research paper in an international-indexed journal within the last three years prior to the award
- d. Actively involved in research engagements and collaborations, e.g., served as research adviser in thesis or dissertation of undergraduate and/or graduate students, research consultant and trainer in the field, external adviser or panel in other institutions, within the last three years prior to the award
- e. At least very satisfactorily total performance evaluation within the year prior to the award
- f. Rendered at least seven (7) consecutive years of credited service to DLSU-D
- g. No administrative offenses

A copy of certificate as presenter in a research conference, and the title page of published research paper indicating journal, the faculty as author/co-author and DLSU-D as affiliation must be submitted by the applicant.

11.2 Duties of the Holder

The PC holder is expected to continue outstanding scholarly activity throughout his/her term as the holder. Unless otherwise specified in the MOA or at the donor's request, the holder shall comply with the following obligations.

- a. Lead a collaborative research project, either unidisciplinary or multidisciplinary, that is aligned with the academic discipline or specific focus area of the PC.
- b. The topic of research shall align with the research thrust of DLSU-D, make meaningful impact, and create opportunities for research and development.
- c. The holder will be awarded the teaching deloading or overloading of units based on the nature of the approved URO-funded research.
- d. The research for PC shall follow the existing guidelines set by URO for its implementation, monitoring, compensation, completion, and utilization.
- e. Present the completed research in a public scholarly lecture.
- f. Participate as resource person in research-related training program for emerging faculty-researchers.

11.3 Privileges of the Holder

The PC holder shall enjoy the following privileges:

- a. The PC holder shall receive equivalent units of teaching deloading or research overload
- b. An honorarium of forty thousand (P40,000) shall be given to the PC holder to support his/her contribution to academic and research work.
- c. The PC holder shall receive a subsidy for paper presentations at an international conference in accordance with existing provisions of the University Research Manual.

11.4 Frequency and Duration of Conferment

The frequency of conferment of endowed PC award depends on the principal amount of the endowment.

- For principal amount of >P1M – every two (2) years
- For principal amount of P500,000 to P1M – every three (3) years
- For principal amount of <P500k – every four (4) years

The duration of appointment shall be two (2) years. During this period, the PC holder is expected to fulfill the set of duties.

11.5 Procedure from Selection to Lecture Presentation

- a. The call for PC holder shall be initiated by the URO to the academic community using the qualifications and guidelines agreed by the University and the donor as stipulated in the MOA.
- b. Interested faculty member shall submit his/her research proposal to URO endorsed by the Department Chair and College Dean concerned.
- c. The URO shall convene the Institutional Professorial Chair Selection Committee (IPCSC), compose of the Deputy Provost for Research, URO Director, URO Associate Director, RIME Coordinator, an expert from the field, and donor/AARO representative, to deliberate on the submitted research proposals or completed/published research.
- d. After deliberation, the IPCSC, through the URO, shall prepare and submit the certificate of appointment to the University President as endorsed by the University Provost.
- e. The URO shall notify the recommended PC holder of his/her appointment, and a formal announcement of the appointment shall be made to the academic community by the URO.
- f. PC holders shall submit periodic reports to the URO detailing the research progress.
- g. The URO, through AARO, shall provide donors with written progress reports highlighting the status of the research.
- h. The PC holder shall provide the IPCSC with a copy of the completed research, submitted through the URO.
- i. The URO, in coordination with the College concerned, shall organize the program for the conferment of the PC Award and lecture presentation. The AARO shall liaise with the benefactors or their representatives for the event.

- j. In the event there is no qualified recipient from the full-time faculty, the IPCSC may extend the invitation to part-time faculty members. As a final option, the committee may also identify potential external PC holders.
- k. An honorarium of forty thousand (P40,000) shall be given to the holder upon conferment to acknowledge his/her contribution to the academic discipline and support further research and academic endeavors.

11.6 Criteria for Selection of PC Holder

The qualifications of the PC applicant (40%) and quality of research (60%) will be evaluated to ensure that the position is held by someone who is not only academically and professionally accomplished but also capable of advancing meaningful and high-impact research.

The criteria for selection of PC holder shall be based on the table of points below:

A. Qualifications (40 points)	Level	Score
Total performance evaluation	O	10
	VS	8
Performance in research and publications based on H-index	16+	10
	13-15	9
	10-12	8
	7-9	7
	4-6	6
	1-3	5
Research awards and recognitions	International	10
	National	8
	Regional	6
	Institutional	4
Contributions to the Field (Material development, program development, policy papers, training workshop)	4+	10
	3	8
	2	6
	1	4
B. Research proposal or completed research for presentation (60 points)		Score

Originality and Innovation (Novelty and likelihood of successful implementation)	
Exceptional - The proposal introduces a completely new concept, approach, or methodology that has not been explored before in the field.	10
Above average - The proposal presents a significant variation or improvement on existing ideas, contributing something distinctly new to the field.	8
Average - The proposal offers a modest modification to existing concepts or methods, with some innovative aspects.	6
Below average - The proposal replicates existing work with minimal changes or additions, offering limited originality.	3
Poor - The proposal lacks novelty and merely repeats well-established ideas without any innovative elements.	1
Methodological Rigor (Validity, reliability, and clarity of research methods and design)	Score
Exceptional - The research methodology is exemplary, with meticulous data collection, and rigorous analysis. The study demonstrates innovation, controls for bias effectively, and provides clear, well-supported conclusions	15
Above average - The research methodology is strong, with a well-designed approach and thorough execution. Minor issues may be present, but they do not significantly impact the validity or reliability of the findings	12
Average - The research methodology is adequate and meets basic standards. The findings are generally reliable, but the study might benefit from improvements in certain areas.	10
Below average - The research methodology has noticeable weaknesses that compromise the reliability and validity of the findings.	6
Poor - The research methodology is fundamentally flawed, with serious issues that render the findings unreliable.	2
Impact Potential (Potential of the research to significantly advance the field, with broad applications and implications)	Score
Exceptional - The research has the potential to significantly advance the field, influence future research, or lead to groundbreaking applications.	25
Above average - The research has strong potential to contribute meaningfully to the field.	20
Average - The research has a moderate impact potential, with the possibility of contributing to the field, but is unlikely to lead to major changes or innovations.	16
Below average - The research has limited impact potential and is unlikely to make significant contributions to the field.	10
Poor - The research has minimal to no impact potential.	4
Clarity and Presentation (Completeness, organization, structure, and clarity of writing)	Score

Exceptional - The presentation is exceptionally clear, well-organized, and visually appealing.	10
Above average - The presentation is easy to understand, with well-organized content that effectively communicates the research objectives, methods, and findings.	8
Average - The presentation is adequate, though there may be some inconsistencies in clarity or organization.	6
Below average - The presentation has notable issues with clarity, organization, or coherence.	3
Poor - The presentation is poorly organized and unclear, making it difficult to understand the research objectives, methods, or findings.	1
Total	100%

11.7 Documents to be submitted for the scoring:

a. Research and Publications

- Profile from Google scholar, Scopus, or Web of Science indicating H-index
- Certificates of research awards received

b. Contributions to the Field of Expertise

Certification from the unit/organization/institution, indicating the contribution made as expert in the field. Period of professional service should be within the last three years prior to award.

c. Research proposal endorsed by the college concerned

Guideline 12

RESEARCH SUBSIDY FOR PRESENTATION

- 12.1 The subsidy aims to provide financial assistance to regular faculty who intend to present their research papers (orally) only in international conferences/ symposia/ fora with proceedings that are indexed in WOS or Scopus.
- 12.2 The subsidy shall cover registration fee, transportation and accommodation expenses and presentation allowance depending on the venue of the conferences/symposia/ forums (Table 10).

Table 10. Maximum Research Presentation Subsidy

Venue	Registration, Transportation and Accommodation*	Allowance	Maximum Subsidy
North America, Europe, Africa, Australia, Middle East, India, Russia	USD600	USD400	USD1,000
Asia (except Middle East, India, and Russia)	USD300	USD200	USD500
Philippines	USD200 (PhP10,000)	PhP10,000	USD400 (PhP20,000)

**Subject for liquidation following the existing accounting policies and procedures.*

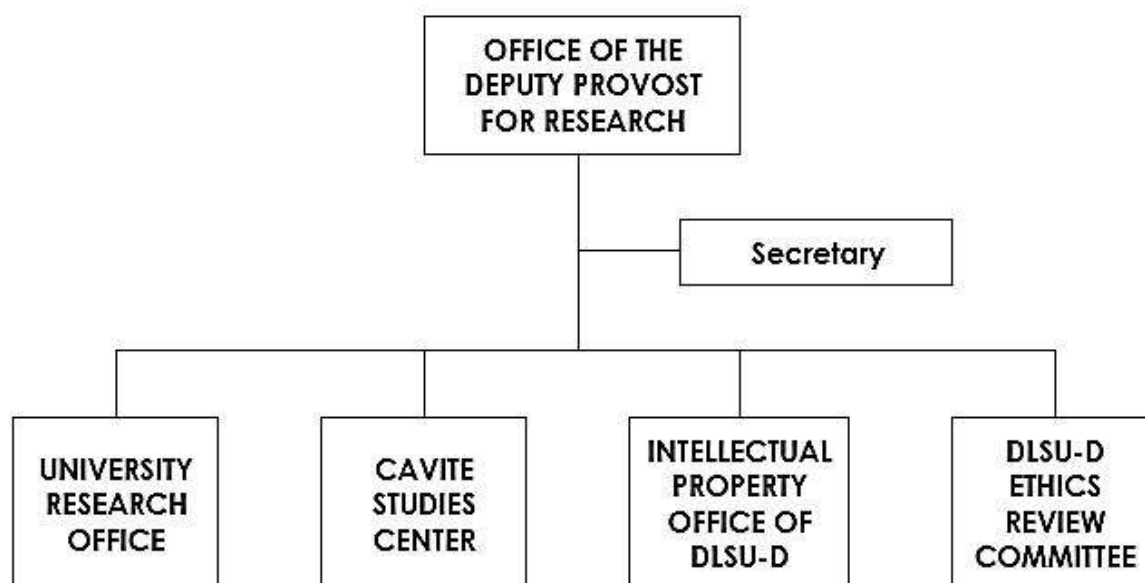
- 12.3 The subsidy shall be granted only once per research paper.
- 12.4 Full-time faculty members in active service may avail of the subsidy once per school year.
- 12.5 Full-time faculty members on sabbatical leave and other long-term leaves are ineligible to avail of the subsidy.
- 12.6 A maximum of two different papers shall be given subsidies per event or conference.
- 12.7 The following documents should be submitted to URO before the event:
- Filled out application form
 - Call for papers or invitation for the event
 - Proof of acceptance
 - Full paper to be presented

- 12.7 URO shall review applications for subsidy and announce qualified applicants.
- 12.8 A contract for this purpose is required.

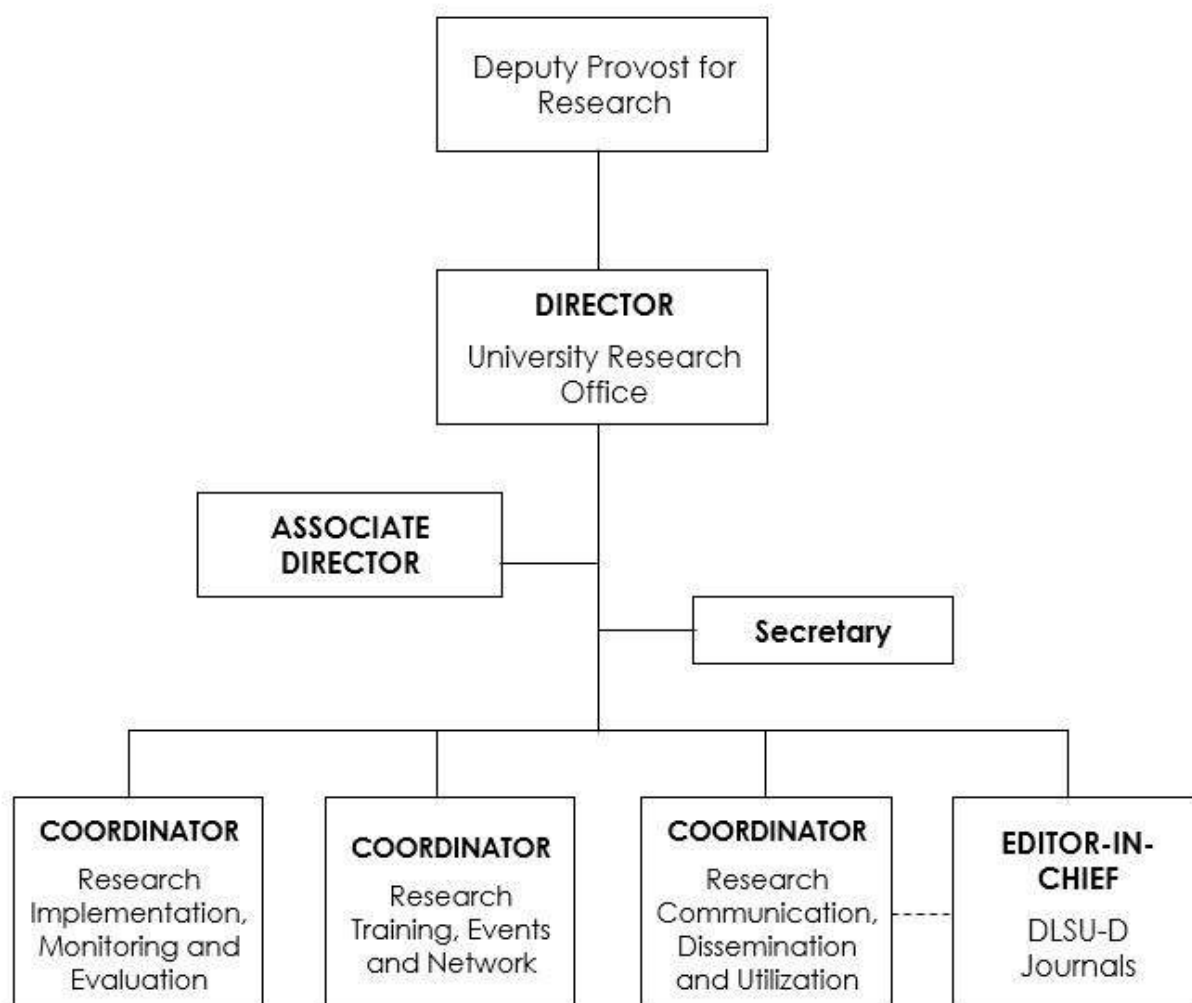
APPENDICES

Appendix A

DLSU-D RESEARCH ORGANIZATIONAL STRUCTURE



Office of the Deputy Provost for Research



University Research Office

Appendix B

RESEARCH THEMES OF THE INTERNATIONAL ASSOCIATION OF LA SALLE UNIVERSITIES (IALU)

IALU shall promote and foster research collaboration among Lasallian researchers in a few, focused research themes. These strategic research themes certainly must not preclude the pursuit of other lines of research according to the individual missions and visions of the IALU member institutions. For the period 2013 to 2018, these are the following:

1. Food, Nutrition and Health (e.g., biochemistry of food products, science and engineering of potable water, cancer risks and cure from food, economic impact studies of nutrition programs in schools)
2. Sustainability and the Environment (e.g., dealing with climate change, eco-design of houses and urban centers, industrial ecology, air and water quality monitoring in mega-cities)
3. Education and Learning Innovations (e.g., access to education among the poor, impact of use of tablets for learning math and science, coping mechanisms among children with learning disabilities, predicting the academic emotions of young learners based on physiological signals)

Of course, IALU always values and supports research on the life and heritage of John Baptist de La Salle and on modern educational practices and the evangelization of the young.

Towards positive, meaningful, lasting and inclusive growth in society, strategic research of IALU can take various forms, including:

1. studies that are meant to gather data and information in order to understand and characterize a phenomenon (e.g., a food substance, an attitude, a social occurrence, current or past event);
2. studies and experiments designed to explore, analyze, and elucidate the dynamics and particularities of some system (e.g., groups of persons, ecosystems, organizations, entire nation) using some framework, method, or scientific approach;
3. impact studies that evaluate and assess the effect of any kind of measure, policy, or intervention, as they apply, for example, to schools, communities, business organizations, and even society at large;

4. research and development projects that build procedures, processes, and systems as well as physical contraptions, gadgets, apparatus, and even infrastructural elements.
5. creative work in various forms, such as film and documentaries, literary work, and visual art, that celebrate humanity, reflect society, or ponder into what is left unsaid, unstudied, and unattended; and
6. policy recommendations that may improve governance in government and nongovernment institutions.

Appendix C

COLLEGE RESEARCH AGENDA



College of Business Administration and Accountancy

These research thrusts incorporate key areas of interest within the fields of business administration and accountancy, providing a comprehensive and interdisciplinary approach to addressing contemporary challenges and opportunities.

Here are 11 research agenda or thrusts for the CBAA:

1. Integration of Advanced Financial Accounting and Reporting with Accounting Information Systems
 - Explore how integrating advanced financial accounting and reporting practices with modern accounting information systems can enhance the accuracy, efficiency, and transparency of financial reporting.
2. Ethical Standards and Corporate Governance on Auditing Effectiveness
 - Investigate the influence of robust ethical standards and corporate governance frameworks on the effectiveness and reliability of auditing practices in detecting and preventing financial irregularities.
3. Implementing Sustainable Business Practices
 - The integration and advancement of sustainability principles within business operations to promote environmental stewardship, social responsibility, and economic viability. This thrust seeks to investigate, develop, and assess methods and strategies businesses can adopt to achieve sustainability goals, ensuring long term success and a positive impact on society and the environment.
4. Data Analytics and Business Intelligence Integration
 - Examine the application of data analytics and business intelligence tools in improving the accuracy, timeliness, and relevance of financial accounting and reporting processes.
5. Regulatory Framework and Risk Management in Business Transactions
 - Study the role of regulatory frameworks in mitigating financial and operational risks in business transactions, focusing on compliance, risk assessment, and strategic planning.
6. Marketing and Consumer Behavior Insights through Behavioral Economics and Data Analytics

- Analyze how behavioral economics and data analytics can provide deeper insights into consumer behavior, optimizing marketing strategies and enhancing customer engagement and satisfaction.

7. Consumer Experience Segmentation and Journey Mapping

- This agenda aims to enhance consumer engagement and satisfaction by comprehensively understanding the customer journey, effective market segmentation, and insightful consumer sentiment analysis. By mapping the customer journey through qualitative research, marketers can identify key touchpoints and opportunities for targeted interventions, improving overall satisfaction. Leveraging demographic, psychographic, and behavioral data for market segmentation enables tailored marketing strategies that resonate with specific consumer groups.

8. Entrepreneurship and Innovation in Driving Economic and Management Dynamics

- Explore the impact of entrepreneurial activities and innovative business models on the dynamics of economics and management, including market entry strategies, scaling businesses, and fostering innovation ecosystems.

9. Leadership Development and Talent Management for Organizational Change and Performance Improvement

- Investigate the effectiveness of leadership development and talent management programs in driving organizational change, improving performance, and fostering a culture of continuous learning and development.

10. Diversity, Equity, and Inclusion in Enhancing Employee Engagement and Well-being

- Assess the impact of diversity, equity, and inclusion initiatives on employee engagement, well-being, and overall organizational performance, with a focus on best practices and strategic implementation.

11. Strategic Human Resource Development and Technology Transformation in HR

- Explore the role of strategic HRD and the adoption of advanced technologies in transforming human resource practices, enhancing data-driven



College of Liberal Arts and Communication

The College of Liberal Arts and Communication (CLAC) is committed to the conduct, dissemination, publication, and utilization of research for new knowledge, and for rediscovery and re-interpretation of recognized concepts for the upliftment of Filipino society and for the College's continued service to the Church. CLAC dynamically and collaboratively pursues research activities guided by its Lasallian identity and the University's research agenda. Aside from areas and methods distinct to the social sciences and the humanities, CLAC shall continue to explore and implement transdisciplinary approaches to further and sustain its desire to be at the forefront of research.

The revised research thrusts of the College as reflected in the table below shall serve as its guide in the prioritization of research proposal endorsements.

Research Thrusts	Research Topics
Sustainable Development	Gender and development Holistic well-being Disaster and risk reduction and management Communication in the ASEAN Context Children in conflict with the law
Environmental Sustainability	Environmental protection and conservation Climate change and disaster risk management Science Communication and Journalism
History, Culture, and the Arts	Local history and Cultural mapping Cross-cultural communication Knowledge management Film
Politics and Governance	Persuasion, propaganda, and promotion Crisis communication and management Human resource management and work in the new normal

Critical discourse and Discourse Analysis	
Philosophy, Religion, and Spirituality	Religiosity and spirituality in well-being Social Communication Church and society
Education, Communication, and Media	Development communication Social media and citizen journalism Online communication and learning
Language and Literature	Bilingualism and Multilingualism Language Identity and Obsolescence Language problems and intervention Classic and emerging literatures



College of Criminal Justice Education

The College of Criminal Justice Education (CCJE) research activities are geared towards finding solutions to the issues related to responsible governance and public safety in society. The CCJE research agenda, composed of values, principles and research thrusts, guides CCJE researchers in initiating different research activities in the field of criminal justice system.

Challenge

The CCJE researches are the results of the faculty members, support staff and students' desire in seeking new knowledge, conduct dissemination, coordination and application, which are imperative to build a just and humane society.

Research Thrusts

Research endeavors of CCJE is to establish strong collaboration with local and international agencies are anchored on Social Concerns, Responsible Governance and Community Development.

CCJEs research initiatives are geared towards the development of both legal and wellbeing of the people of Cavite and nearby provinces that would lead to morally upright citizenry and more peaceful community to live:

1. Creation of new policies and systems that will influence community development.
2. Innovative ideas on law enforcement and public safety that support the holistic transformation of Cavite citizens, especially on crime prevention, child protection, national/local policy harmonization, legislation, and community involvement.
3. Impose a strong law enforcement for peace and order without diminishing the very essence of responsible governance and public safety.



College of Education

The College of Education (COED) offers a broad educational program that encompasses the holistic development of educators for the K+12 program of the Philippine education system. The college is composed of the Professional Education Department (PED), Physical Education Department (PED), Religious Education Department (RED) and the Graduate Studies in Education (GSE).

Challenge

The COED research thrust focuses on basic issues in education in the light of the many changes that are happening in the province of Cavite brought about by radical developments in the area. These educational issues include: (1) innovations in teaching and learning (2) curriculum and instruction, including assessment and evaluation; (3) quality of teacher education; (4) inclusivity and managing of diversity; (5) promotion of human and Christian education; (6) integrating gospel ideals of justice and peace towards personal conversion leading to social transformation; (7) holistic development of an individual; and (8) promotion and preservation of cultural identity and heritage.

Research Thrusts

1. What innovations in education can we develop and introduce to enhance student learning, collaboration and leadership skills, and formation of values?
2. How can we further develop education and the educational system to address issues brought about by internationalization and technological advancements? These issues may include the use of artificial intelligence in education, learner diversity and individual differences, exceptionalities inside the classrooms and the needs of adult learners.
3. How can we explore and utilize innovative and interdisciplinary pedagogical approaches to promote and integrate Christian Lasallian values in the curricula?
4. How can we nurture the human condition in the aspects of emotional wellness and physical fitness?
5. How can we assess the impact of our curricular programs on an individual's personal and social identity, physical and social as well as faith and moral developments, and engagement in religious, civic, and community activities?



College of Engineering, Architecture and Technology

The College of Engineering, Architecture and Technology (CEAT) aims to be a leading institution in Engineering, Architecture, Technology and Graphics Design and Multimedia education through offering relevant academic programs, research

activities, creative works and community extension services. With the laboratory equipment and facilities at their access, faculty members, students, and staff can carry out both basic and applied research that is direct at improving current needs in academia, government, business, and the community. By producing significant research output, the College positions itself as a potential partner with the national and local government to address current issues in environmental preservation and conservation, economic development, and improving the quality of life for the benefit of future generations.

Challenge

Keeping in line with the College mission, vision, and the Institutional Research Thrust, the primary objective of the research activities is to address through research and innovation, the specific needs of the community and industry primarily in the province of Cavite.

Research Thrusts

CEAT research activities focus on answering the following questions that summarize the research interest areas of the College.

- What are the innovative ways to manage all types of waste that the province of Cavite produces?
- How can we ensure that Cavite would still be able to supply itself with clean and sufficient water?
- What systems and technologies can be developed to better manage the risks posed by natural and man-made disasters as well as those brought by climate change?
- How to develop and implement traffic management systems in improving traffic flow and roadway capacity as well as utilizing sustainable infrastructure construction?
- How can we develop modern sustainable cities with permeable design considering existing cultural heritage and modern generation amenities?
- How can we develop and implement emerging technologies such as artificial intelligence, machine learning, etc. in the government, agriculture, and industries without sacrificing the value of manual operations in their systems and processes?
- How can integrated systems of people, money, knowledge, information, and technology be developed, enhanced, and put into practice to optimize complex processes, systems, and organizations?

- In what other ways can we collaborate with local government, communities, and industries to identify their technological needs and cocreate solutions?
- How can we develop a mechanical system integrated with new emerging technologies efficiently using the principle of conversion of energy with the objective of meeting challenges such as sustainability and the impact on the environment?
- How can we be more innovative and creative in various fields of storytelling and public engagement, cultural preservation through multimedia technologies and film production?



College of Science

The College of Science (COS) takes pride in its impact on the institution and on the much larger community regarding the scientific field of research. The COS faculty have accomplished various research in their fields of expertise. Most of these research works have been presented in various institutional, regional, national, and international fora and published in professional refereed journals. More importantly, these research outputs have been disseminated to the stakeholders through a university-sponsored extension program that has benefited the community in need and therefore realizing the University's mission of creating possibilities.

The Challenge

The College pursues to further strengthen its linkage programs with different national and international organizations to concretize and enhance the research interests and capabilities of the faculty. To build the College as the premier research institution, it is but imperative that specific research agenda for each of the undergraduate and graduate programs of the College is advanced to meet the new criteria of excellence for the College of Science.

The College's goal is also to benchmark on the advances of basic and applied scientific research. Further, it aims to take part in revitalizing education through transfer of productive learning, and in directing the local communities to discover the resources that will improve their livelihood without sacrificing the natural environment and well-preserved cultures.

Research Thrusts

Anchored to the institutional research thrusts, Cavite Development Research Program (CDRP) which is aligned with the Sustainable Development Goals (SDGs), and the International Association of Lasallian Universities (IALU) research thrusts, realizing the vital role of the College in mapping out a direction towards transformation research that will be conducted to promote the latest trends in health and biological sciences, environmental and physical sciences, and mathematics and their appropriate applications on:

Energy, Resource, and Waste Management

- What alternative ways can we offer to conserve energy and natural resources?
- What research can be done in relation to water conservation and treatment?
- How can we improve the system of waste management?
- How to optimize energy consumption, resource utilization, and waste management practices in industrial and urban settings?
- How can data analytics be utilized to optimize energy consumption and resource management practices in a manufacturing plant to reduce waste and improve sustainability initiatives?
- How can innovative solutions be developed to address solid waste management challenges in urban areas, with focus on waste reduction, recycling initiatives, and sustainable waste disposal practices?
- What advanced technologies can be implemented for waste segregation, composting, and waste-to-energy conversion to minimize environmental impact and promote circular economy principles?

Sustainable use of Resources, Biodiversity, Environment, and Health and Safety

- What is the status of the remaining biological diversity in the country? How can we protect, conserve, and restore it for future generations? Which emerging technologies can help us better monitor, predict, and manage biodiversity processes and resource resilience and sustainability.
- How can we explore wild and native flora and fauna diversity as added options to contribute to food development and food security?
- What research can be done in functional food and their impact on health?
- How does climate change affect the social, political, geographical, economic, environmental, cultural, and educational realms of human society?
- How can we enhance disaster risk reduction management?
- What are the causes and effects of some leading disorders in the community?
- How can we improve our health conditions using traditional/complementary and alternative medicines? Identifying secondary metabolites with bioactivity from the ten “halamang gamot” identified by DOST.
- What research can be done in promoting green architecture?

- How does the level of biodiversity in an environment impact the health and safety of organisms within that ecosystem, and what statistical methods can be used to measure this relationship?
- How can mathematical models be used to optimize biodiversity conservation efforts to ensure a safe and healthy environment for humans and wildlife?
- How can data analytics be utilized to uncover patterns and trends in the relationship between biodiversity, environmental health, and safety measures, and how can this information be used to inform conservation and sustainable development efforts?
- What are the most effective ways to promote sustainable agriculture practices and enhance food security through the adoption of precision farming techniques, organic farming methods, and efficient water management strategies?
- How can innovative agricultural technologies and practices be developed to increase crop yields, conserve water resources, and mitigate the impact of climate change on agricultural productivity?
- How can community-based education and healthcare centers be established to provide counseling and support services for vulnerable populations, while preserving cultural heritage through documentation and digital archiving initiatives?

Community Development

- How can we help create a healthy and livable environment through research that involves mathematical models in rural and urban planning and management?
- How does the implementation of a community development program impact the economic growth and social cohesion of a community, as measured by changes in income levels and rates of participation in community activities?
- How can mathematical models and analysis be used to effectively plan, implement, and evaluate community development projects and initiatives?
- How can data analytics be used to assess the impact of community development initiatives and guide future decision-making for sustainable growth and well-being of residents?

Science and Mathematics Education

- How can we improve science and mathematics curriculum using quantitative and qualitative analysis leading to sustainable development in science and mathematics programs?

- How can we improve the quality of science and mathematics education that targets and addresses the diversity among learners and their needs?
- What innovations can be implemented to enhance learning among students in science and mathematics?
- What new mathematical theorems can be formulated or derived from existing studies that would enrich various fields of mathematics?
- How can mathematical principles and concepts be utilized to address existing problems in education, community, and environment?



College of Information and Computer Studies

The College of Information and Computer Studies (CICS) serves as a dynamic center for pioneering research at the intersection of technology and societal advancement. Harnessing the latest innovations in Information Technology (IT) and Computer Science (CS), we address pressing challenges and prepare our students to excel as future leaders in these evolving disciplines. Our faculty fosters an environment of academic excellence and professional growth. Our research initiatives align with global sustainability goals, including SDG 9 - Industry, Innovation, and Infrastructure, focusing on building resilient, inclusive technological foundations and promoting innovation. Moreover, our dedication to SDG 4 - Quality Education ensures accessible, high-quality learning experiences for all. Through collaborative efforts supporting SDG 17 - Partnerships for the Goals, we engage with diverse stakeholders to enhance global sustainability and drive meaningful societal impact.

Core Values

- **University Alignment:** Our research aligns with the broader goals of the university, prioritizing solutions for pressing societal challenges.
- **Community Focus:** We champion research initiatives that directly address the needs of local, national, and international communities.
- **Interdisciplinary Collaboration:** We actively seek partnerships with other academic disciplines to enrich our research endeavors and foster a culture of innovation.
- **Thriving Research Culture:** We nurture a research-driven environment by providing faculty and students with the resources, mentorship, and guidance to excel in their scholarly pursuits.

Priority Research Areas

- a. **Data Analytics for a Connected World:**
 - Network infrastructure optimization to enhance urban mobility and support smart city initiatives.
 - Utilizing blockchain technology to bolster data security and transparency in network transactions.

- Leveraging network technology to support remote work, online learning environments, and e-governance.
 - Developing data-driven solutions for public safety, emergency response, and proactive crime prevention strategies.
 - Enhancing environmental sustainability through data analytics in urban planning and resource management.
- b. AI and Software Development for Societal Impact:
- Natural Language Processing (NLP) applications for advanced machine translation, information retrieval, and chatbot development.
 - Empathic computing to improve human-computer interaction in education, healthcare, and other domains.
 - Applying Machine Learning algorithms to solve complex problems in diverse fields, including computer vision, healthcare analytics, and intelligent systems.
 - Prioritizing secure and inclusive web development practices that cater to a wide range of user needs and abilities.
 - Mobile application development for innovative solutions across various industries.
- c. Exploring the Frontiers of Computing:
- Investigating the ethical implications and societal impact of emerging technologies like Artificial Intelligence.
 - Theoretical foundations of computing, focusing on algorithms, data structures, and computational complexity analysis.
 - Cybersecurity research to protect information systems and networks from cyberattacks.
 - Human-computer interaction research to improve the usability and accessibility of computing systems for users with diverse needs and abilities.

Envisioned Outcomes

Through this research focus, CICS aspires to achieve the following:

- Generate high-quality research publications that contribute significantly to the advancement of knowledge in IT, CS, and related fields.
- Develop innovative solutions to address real-world issues and enhance the quality of life for individuals and communities.
- Equip our graduates with critical thinking, problem-solving skills, and leadership qualities to excel in the IT and CS industries.
- Foster a collaborative research environment that promotes interdisciplinary learning and knowledge exchange.

By actively pursuing these research priorities, CICS strives to be a leading center for IT and CS research and innovation, driving positive change on a local and global scale.



College of Tourism and Hospitality Management

The College of Tourism and Hospitality Management (CTHM) aspires to be the leading institution in producing meaningful research for the tourism and hospitality industry and its stakeholders. The CTHM's two departments, Hospitality Management Department (HMD) and the Tourism Management Department

(TMD), shall maintain and promote a culture of research, both for its faculty and students.

This collegiate and programmatic research agenda shall be anchored on the De La Salle University- Dasmariñas' Institutional Research Thrusts, with special consideration on the Cavite Development Research Program (CDRP). Moreover, the CTHM's research thrusts shall strive to contribute to the research and development priorities of the Department of Tourism (DOT) and the United Nations World Tourism Organization (UNWTO).

Research activities of CTHM shall be assessed based on its contribution to knowledge, impact to the community and policy development, and commercialization potential. In terms of knowledge contribution, the college aims to publish among high impact journals. Hence, the research thrusts shall consider the aims and scope of the global top ranked journals in the field of tourism and hospitality studies. CTHM research shall also aim to be impactful to the community and policy development through active participation in commissioned research, externally funded studies, and consultative works for the private, public, and civil service sectors. Lastly, CTHM shall also strive towards product development research in culinary arts through the promotion of patentable food products. Such patentable products are positioned for commercialization, in coordination with the DLSU-D Intellectual Property Office (IPO).

Research Thrusts

Below are identified research thrusts in the field of Tourism and Hospitality Industry which includes the private sector, government, and the civil service organizations.

Sustainable Development

- Tourism and Hospitality for the Sustainable Development Goals
- Ecotourism

- Hotel Energy Solutions
- Global Tourism Plastics Initiative
- Sustainable Tourism planning and development

Innovation, Investment, and Internationalization

- Smart tourism and hospitality
- Food patent
- Service innovations
- Green Investments
- ASEAN MRA
- Globalization in Tourism and Hospitality
- Artificial Intelligence in Tourism
- Future of Tourism and Hospitality

Competitiveness, Quality Assurance, and Marketing

- Policies and programs for global competitiveness
- Tourism arrival, receipts, employment, occupancy
- Tourism and hospitality marketing and promotions
- Travel motivations, satisfaction, loyalty, and revisit intentions
- Key tourism product development including SCUBA diving, festivals, MICE, and other forms of tourism
- Risk management including safety and security
- Accreditations and certifications
- Image and branding

Culture, Ethics, and Social Responsibility

- Global Code of Ethics for Tourism
- Accessible and Inclusive Tourism and Hospitality
- Women Empowerment and Gender Studies in Tourism and Hospitality
- Culture and Heritage

Tourism and Hospitality Education

- Educational tourism, including educational tours
- Student-organized events, including MICE
- Online, blended, and distance learning in tourism and hospitality education
- Training and Development in the Tourism and Hospitality Industry



College of Professional and Graduate Studies

The College of Professional and Graduate Studies (CPGS) is the hub for postgraduate programs at the University, offering professional, master's, and doctorate degrees for one's academic and professional advancement.

It underscores learning among faculty and students emphasizing collaboration and multidisciplinary engagements. All programs are geared towards making one a specialist in a field of study through theoretical and practical knowledge, rigorous training, and relevant extension. Students are to become leaders, innovators, and generators of new knowledge.

CPGS Research Thrusts

The College of Professional and Graduate Studies (CPGS) is committed to utilizing research in the creation of new knowledge, development of transformative policies, and promotion of innovations that address the pressing needs of the academe and the society, putting emphasis on responsible leadership, social responsibility, sustainability, and environmental stewardship. The research thrusts are driven by the belief that interdisciplinary collaboration is vital to solving complex challenges. By integrating diverse perspectives and expertise across a wide array of disciplines, CPGS aims to foster innovative solutions that benefit both local and global communities.

Guided by the Lasallian identity and the university's research agenda along with the goal of addressing sustainable development goals, the CPGS focuses on the following research areas:

Architecture and Engineering

- waste management, water resources, flood control, earthquake hazards, disaster risk management, climate change mitigation, renewable energy, community planning, cultural heritage preservation, traffic management, innovative building materials and construction, green building technology, natural products, applied technology, production and quality systems, occupational safety and health, smart and resilient infrastructure, sustainable transportation systems, circular economy in construction

Business

- new business models, corporate social responsibility, law and ethics, product development, entrepreneurship, finance, marketing, public policy, stakeholder analysis, supply chain resilience, and international strategy, impact of business on environmental sustainability, social entrepreneurship, digital marketing ethics

Criminal Justice

- criminology, green criminology, environmental consciousness and climate change, criminal justice education, criminal justice trends, issues and challenges, social responsibility, good governance, community development and engagement, law enforcement, policies and practices on public safety and management, crime causation and prevention, child protection, policy and legislation alignment, gender crimes, prison and jail management, crime and justice, political crimes, police administration and management, crisis and disaster management, national and human security, contemporary crimes and AI application in criminology and criminal justice

Education

- innovations in teaching and learning, curriculum, instruction, and assessment, teacher education and preparation, promoting Christian education, harmonizing diverse cultures, integrating gospel ideals for social transformation, and holistic individual development, educational management, intervention and counseling programs, advance methods and techniques of assessment, lifelong learning and adult education, inclusive education practices, technology integration in education

Information Technology

- advancing cloud computing, cybersecurity, AI, data analytics, IT governance, and enterprise systems to drive digital transformation and optimize community operations, developing innovative solutions that streamline processes, enhance monitoring, and improve efficiency in healthcare, education, business, and governance, interdisciplinary collaboration and sustainable IT practices, and other secure, scalable, and transformative technologies that address vital societal needs

Mathematics and Sciences

- use of mathematical/statistical models to analyze phenomena, factors affecting mathematics learning, discovery of new mathematical theorems, data science and analytics, alternative ways to conserve energy and natural resources, protection of biological species, climate change and its effects on society,

environment, economy and geography, disaster risk reduction management, improving health conditions, discovery of traditional and alternative medicines, rural and urban planning, waste management, exploration of wild and native flora and fauna, biodiversity and its impact on health and safety of organisms in an ecosystem, sustainable agricultural practices, biotechnology and conservation, genetic engineering

Social Sciences, Psychology, and Languages

- development communication, social media and citizen journalism, online communication and learning, bilingualism, multilingualism, language identity and obsolescence, language problems and intervention, literacy and language development, technology-enhanced language learning classic and emerging literatures, cultural heritage preservation, cross-cultural communication, crisis communication and management, human resource management, work in the new normal, persuasion, propaganda and promotion, local history and cultural mapping, mental health and wellbeing, intercultural relations and conflict resolution.



Office of Student Services

The DLSU-D Office of Student Services (OSS) prioritizes research as the engine for impactful youth development, aligning with Cavite's Development Research Program (CDRP) and the Sustainable Development Goals (SDGs). The office's research fosters responsible leaders, mental health awareness, and empowers students to address Cavite's challenges. This collaborative approach, focused on youth, contributes not only to Cavite's sustainable future but also generates knowledge applicable nationally. OSS research drives positive change for Cavite's youth and the Philippines, aligning with well-being, leadership, and responsible citizenship goals.

Challenges

The Office of Student Services faces critical challenges in youth development. These mirror national concerns and align with the CDRP. OSS research must address the growing mental health crisis among youth specifically in Cavite, equip them with leadership skills to tackle sustainability challenges and foster responsible citizenship in the digital age and the current generation of youth. Bridging the education-employment gap and ensuring equitable access to opportunities are also crucial to empowering the youth to become well-rounded leaders and active participants in a sustainable future.

Research Thrusts of Offices under the OSS

Student Wellness Center (SWC)

- Student Wellness Program and Services
- Wellness and wellbeing
- Psychological Crisis Intervention Strategies
- Mental Health
- Counselling Strategies

Student Development and Activities Office (SDAO)

- Effective Student/Youth Leadership Development programs
- Student/Youth Leadership and Community Engagement
- Leadership Skills and Career Readiness
- Effect of Extracurricular Participation and Academic Performance
- Impact of Student Development Programs
- Role of Academe to the Youth's Cultural Awareness and Preservation
- Student Government and governance
- Effective Student Activities Strategies
- Student Leadership and Employability Skills
- Role of Student Organizations/Activities on Environmental Sustainability
- Youth Empowerment through Student Leadership
- Innovative Student Activities addressing global challenges
- Student Leadership and Global Citizenship and Intercultural understanding

Student Welfare and Formation Office (SWAFO)

- Character Formation of Youth/Students
- Student Discipline and Career Preparedness
- Effective Student Formation programs of SWAFO
- Values Education and Student Discipline
- Campus Discipline and Student Rights
- Campus Safety and Bullying
- Promoting Peaceful Campus and Society
- Student Discipline and Academic Performance

National Service Training Program – Civic Welfare and Training Service

- Community-based DRRM
 - Youth Participation in Community Services
- NSTP Status, Challenges, and Impact

Impact of Student Community Engagement Programs

- Capacity-building of Partner Communities
- Youth's Civic Consciousness and Patriotism through NSTP-CWTS
- Role of the Academe in forming Socially Responsible Citizens
- NSTP-CWTS and Environmental Sustainability
- NSTP-CWTS and Community Health and Well-being
- NSTP-CWTS and Social Entrepreneurship
- NSTP-CWTS and Community Literacy
- NSTP-CWTS and Pastoral Ministry
- Role of NSTP-CWTS in Community Peacebuilding and Conflict Resolution
- Responsible Citizenship in the Digital Age
- Children and Youth Empowerment
- Social Responsibility
- Social Justice

National Service Training Program – Reserve Officers Training Corps

- Leadership Development in ROTC
- Youth's Civic Consciousness and Patriotism through NSTP-ROTC
- ROTC and Active Citizenship
- Impact of ROTC programs
- DRRM and ROTC
- Youth Formation and Development through ROTC programs
- ROTC and Academic performance

Student Publications

- Role of Student Publications in Campus Advocacies
- Freedom of Expression
- Campus Journalism and social media
- Fake news and Fact-checking
- Responsible Journalism

- Role of Campus Journalism on Climate Action
- Student Publication and Career readiness
- Campus Journalism and the promotion of transparency and accountability
- Youth Empowerment and Civic Engagement through Campus Journalists
- Effectiveness of Student Development programs for Campus Journalists

The thrusts above are expected to be articulated through the following:

Student Wellness Center (SWC)

1. How effective are current wellness programs and services in meeting the diverse needs of students and the youth?
2. What specific mental health concerns are most prevalent among DLSU-D students?
3. What early intervention strategies can be offered by the Academe to help prevent the escalation of mental health issues among students?
4. What are the effective counseling strategies applicable to the generation of students/youth today?
5. What is the status of wellness and well-being of students/youth?

Student Development and Activities Office (SDAO)

1. What student leadership development programs are most effective in equipping students with the skills to address Cavite's sustainability challenges?
2. How can student leadership programs be designed to encourage and empower students to actively engage with the community?
3. Do student leadership opportunities contribute to improved career readiness and job placement for graduates?
4. How do extracurricular activities, such as organizations and governments, impact student academic performance and cultural awareness?
5. Can student development programs effectively foster global citizenship and intercultural understanding among DLSU-D students?
6. How can the SDAO ensure that extracurricular activities cater to diverse student interests and complement their academic studies?
7. What kind of initiatives would allow students and the youth to engage with global issues and develop their intercultural understanding?

Student Welfare and Formation Office (SWAFO)

1. What methods are most effective in promoting positive character development in students?
2. How can education programs be strengthened to address current student discipline challenges and prepare them for future careers?
3. What are the most effective strategies for preventing bullying and promoting a safe and peaceful campus environment?
4. How can SWAFO programs equip students with the skills to be responsible citizens in the digital age?
5. Can restorative justice practices be integrated into the student discipline system to promote accountability and positive behavior change?

National Service Training Program

1. How well do NSTP-CWTS programs align with the most pressing needs of Cavite communities?
2. Do NSTP-CWTS programs effectively cultivate civic consciousness, patriotism, and a sense of social responsibility among students?
3. Can NSTP programs be designed to incorporate more projects focused on addressing sustainability issues and concerns such as those affecting community health and well-being, quality education, livelihood, equality, peace, and justice?
4. How can NSTP-CWTS programs be strengthened to empower both students and partner communities through social entrepreneurship and capacity building initiatives?
5. How can NSTP-CWTS programs best equip students with leadership, communication, and conflict resolution skills, and exemplify values that contribute to helping promote peaceful, just, and strong communities?

Student Publications

1. How effective are student publications in raising awareness and promoting social change on key campus issues?
2. What strategies can be implemented to enhance students' media literacy skills and combat the spread of fake news on campus?
3. Can student journalism play a more significant role in promoting transparency and accountability within the DLSU-D community?
4. How can student journalists be equipped with the necessary skills and experience to pursue careers in journalism after graduation?

5. Can student publications empower student journalists to become active civic participants through their work?

Appendix D**RESEARCH FORMS AND CONTRACTS**

RESEARCH PROPOSAL FORM

Timetable (Gantt chart)

[illegible]

Research Proposal Form (page 2)

	RESEARCH PROPOSAL FORM	
	Document Reference: EOMS-URO-FRM-001	Revision Number: 001
	Confidentiality Level: Internal Use	Approval Date: August 1, 2024
	Review Cycle:	Effectivity Date: August 1, 2024

Submitted by:

Name and signature of main proponent

Date submitted

Checked by:

Name and signature of DRC / CRC

Date

Proposed Budgetary Requirements

Activities /Items	Amount (PhP)		Remarks**
	Proposed	Approved**	
Personnel services (PS)* (check if needed)			
Ethics review			
Data analysis			
External evaluation			
Language editing			
Research assistant/s			
Others: _____			
Maintenance and Other Operating Expenses (MOOE)*			
Supplies and materials			
Transportation and communication expenses			
Representation (Meals and tokens)			
Others			
Equipment Outlay (EO)*			
Contingency			
Total			

*Please attached itemized budget; **To be filled up by URO

Research Proposal Form *(page 3)*

	RESEARCH PROPOSAL FORM	
	Document Reference: EOMS-URO-FRM-001	Revision Number: 001
	Confidentiality Level: Internal Use	Approval Date: August 1, 2024
	Review Cycle:	Effectivity Date: August 1, 2024

Prepared by:

Name and signature of main proponent

Date submitted

Budget approved by IRC:

URO Director

Date approved

Research Endorsement Form for Regular URO-Funded Research

	RESEARCH ENDORSEMENT FORM	
	Document Reference: EOMS-URO-FRM-002	Revision Number: 001
	Confidentiality Level: Internal Use	Approval Date: August 1, 2024
	Review Cycle:	Effectivity Date: August 1, 2024

RESEARCH ENDORSEMENT FORM FOR REGULAR URO-FUNDED RESEARCH

Title of Proposed Research			
Main Proponent		College/Department	FT/PT/Academic Rank
Co-proponents			
Equivalent Research Units	Deloading	Overloading	Combination
Research Duration	From	To	
Evaluation process	Blind review	Publication	Patent certification
Actual utilization			
General comments / Minutes of deliberation meeting			

Endorsed by the College Research Committee (CRC):

Name and signature of CRC Coordinator

Name and signature of Invited Evaluator

Name and signature of Department Chair

Name and signature of IPOD Officer

Name and signature of Dean

Date endorsed

Received by:

RIME Coordinator

Date received

Research Endorsement Form for Commissioned Research

	COMMISSIONED RESEARCH ENDORSEMENT FORM	
	Document Reference: EOMS-URO-FRM-003	Revision Number: 001
	Confidentiality Level: Internal Use	Approval Date: August 1, 2024
	Review Cycle:	Effectivity Date: August 1, 2024

RESEARCH ENDORSEMENT FORM FOR COMMISSIONED RESEARCH

Title of Proposed Research			
Main Proponent		College/Department	FT/PT/Academic Rank
Co-proponents			
Equivalent Research Units*	Deloading	Overloading	Combination
Research Duration	From	To	
Evaluation process	Blind review	Publication	Patent certification
			Actual utilization

**To be filled up by URO*

Certification

This certifies that this research, focused on _____
is formally commissioned by _____ to generate
actionable insights that will address the following *[explain how the findings will be used]*:

Head of Commissioning Office

Date

Endorsed by:

Immediate Head/VP of Commissioning Office

Department Chair concerned

CRC Coordinator concerned

Dean concerned

Received by:

RIME Coordinator

Date received

Progress Report Form

 URO De La Salle University – Dasmariñas University Research Office (+632) 8779-5180 / (+6346) 481-1900 loc. 3103 https://www.dlsud.edu.ph/research/	PROGRESS REPORT FORM	
	Document Reference: EOMS-URO-FRM-006	Revision Number: 00
	Confidentiality Level: Internal Use	Approval Date: August 1, 2024
	Review Cycle: 000	Effectivity Date: August 1, 2024

PROGRESS REPORT FORM

Title of Research		Research No.	
Main Proponent		College/Department	Email address
Co-proponents			
Research Duration	From	To	
Progress report for	SY	First semester	Second semester
			Special term
Summary of outcomes of the reporting semester			
Problems/constraints encountered			
Summary of remaining works for the next semester			

Submitted by:

Name and signature of Main Proponent

Date submitted

Received by:

RIME Coordinator

Date received

Sample Contract for Regular-Funded Research



De La Salle University
D A S M A R I Ñ A S



UNIVERSITY RESEARCH OFFICE
Office of the Deputy Provost for Research
(02) 8779-5180 / (046) 481-1900 loc. 3103
<https://www.dlsud.edu.ph/research/>

RESEARCH AGREEMENT / CONTRACT

Title of Research:	
Duration:	Research No.:
Name of Grantees:	College/Department/Unit:
Equivalent research units:	Budget:

I agree to the following terms and conditions:

- (1) *that the final report of my research shall be submitted for final evaluation or publication based on existing URO policies and guidelines;*
- (2) *that URO shall be properly acknowledged in my final report and in any publication or research presentation;*
- (3) *that my research overload pay shall be released only upon submission of the final report both in hard and soft copies after final evaluation and/or publication;*
- (4) *that upon completion of my research all equipment purchased using research funds will be turned over to concerned department thru URO;*
- (5) *that I should be willing to participate in any research symposium/seminar sponsored by URO in which the results of my research work will be presented;*
- (6) *that failure to complete and submit the final report within the approved duration shall lead to the forfeiture of the 1.25 research incentive in the computation of my research overload pay;*
- (7) *that failure to complete and submit the final report within the approved duration shall lead to automatic termination of the research unless a written extension is granted by URO;*
- (8) *that if my research is granted with an extension, it is not entitled to any additional research funding, teaching deloading, or research overloading;*
- (9) *that failure to complete my research within the period granted (extension included) would mean paying back the research overloading or teaching deloading which I enjoyed, and the direct expenses incurred for the research;*
- (10) *that I am the sole owner of my research project, but I am obliged to share the royalties and other income earned from this project with the De La Salle University- Dasmariñas, finally,*
- (11) *That I need to publish my completed research paper in at least a refereed journal, otherwise I will not be allowed to apply for another URO research funding or subsidy;*

I completely understand the terms and conditions mentioned above and I agree to abide by the policies and guidelines of URO and that such agreement takes effect upon signing this contract.

Conforme:

Signature of Grantees/Date

Sample Contract for Sabbatical Research



De La Salle University
DASMARIÑAS



UNIVERSITY RESEARCH OFFICE
Office of the Deputy Provost for Research
(02) 8779-5180 / (046) 481-1900 loc. 3103
<https://www.dlsud.edu.ph/research/>

RESEARCH AGREEMENT / CONTRACT

Title of Research	
Duration:	Research No.:
Name of Grantee	College/Department/Unit
Equivalent research units: Sabbatical leave	Budget:

I agree to the following terms and conditions:

- (1) that the final report of my research shall be submitted for final evaluation or publication based on existing URO policies and guidelines;
- (2) that URO shall be properly acknowledged in my final report and in any publication or research presentation;
- (3) that upon completion of my research all equipment purchased using research funds will be turned over to concerned department thru URO;
- (4) that I should be willing to participate in any research symposium/seminar sponsored by URO in which the results of my research work will be presented;
- (5) that failure to complete and submit the final report within the approved duration shall lead to automatic termination of the research unless a written extension is granted by URO;
- (6) that if my research is granted with an extension, it is not entitled to any additional research funding, teaching deloading, or research overloading;
- (7) that failure to complete my research within the period granted would mean paying back the research overloading or teaching deloading which I enjoyed, and the direct expenses incurred for the research;
- (8) that I am the sole owner of my research project, but I am obliged to share the royalties and other income earned from this project with the De La Salle University- Dasmariñas, finally,
- (9) That I need to publish my completed research paper in at least a refereed journal, otherwise I will not be allowed to apply for another URO research funding or subsidy;

I completely understand the terms and conditions mentioned above and I agree to abide by the policies and guidelines of URO and that such agreement takes effect upon signing this contract.

Conforme:

Signature of Grantees/Date

Witness:

Sample Contract for Externally-Funded Research



De La Salle University
DASMARIÑAS



UNIVERSITY RESEARCH OFFICE
Office of the Deputy Provost for Research
(02) 8779-5180 / (046) 481-1900 loc. 3103
<https://www.dlsud.edu.ph/research/>

EXTERNALLY-FUNDED RESEARCH AGREEMENT CONTRACT

Title of Research:	
Duration:	Research No.:
Research Site:	Equivalent research units:
Funding Agency:	Evaluation Type:
Name of Grantees (Team Leaders):	College/Department/Unit:
Allocated budget:	

We agree to the following terms and conditions:

- (1) that the final report of our research shall be submitted for final evaluation of the funding agency;
- (2) that our research honorarium/incentive shall be released only upon submission of the final report and after clearance is issued by the funding agency;
- (3) that upon completion of my research, all expenses must be liquidated based on existing accounting and auditing policies of the University and all equipment purchased using research funds will be turned over to concerned department thru URO;
- (4) that we should be willing to participate in any research symposium/seminar sponsored by the funding agency or URO in which the results of my research work will be presented;
- (5) that failure to complete and submit the final report within the approved duration shall lead to automatic termination of the research unless a written extension is granted by URO;
- (6) that if our research is granted with an extension, it is not entitled to any additional research funding and/or research honorarium/incentive;
- (7) that failure to complete our research within the period granted (extension included) would mean paying back the all direct expenses incurred for the research;
- (8) that the funding agency is the sole owner of the research and we need to seek permission and approval from the funding agency thru URO before submission for publication or research presentation;
- (9) that DLSU-D/URO and the funding agency shall be properly acknowledged in our final report and in any publication or research presentation.

We completely understand the terms and conditions mentioned above and we agree to abide by the policies and guidelines of URO and the funding agency that such agreement takes effect upon signing this contract.

Sample Contract for Commissioned Research



De La Salle University
DASMARIÑAS



UNIVERSITY RESEARCH OFFICE
Office of the Deputy Provost for Research
(02) 8779-5180 / (046) 481-1900 loc. 3103
<https://www.dlsud.edu.ph/research/>

COMMISSIONED RESEARCH AGREEMENT CONTRACT

Title of Research:	
Duration:	Research No.:
Commissioning Office:	Evaluation Type:
Name of Grantee/s:	College/Department/Unit:
Equivalent research units:	Budget:

I agree to the following terms and conditions:

- (1) *that the final report of my research shall be submitted for final evaluation of the commissioning office or through regular external evaluation process or publication based on existing URO policies and guidelines;*
- (2) *that my research overload pay shall be released only upon submission of the final report both in hard and soft copies after clearance is issued by the commissioning office;*
- (3) *that upon completion of my research all equipment purchased using research funds will be turned over to concerned department thru URO;*
- (4) *that I should be willing to participate in any research symposium/seminar sponsored by the commissioning office or URO in which the results of my research work will be presented;*
- (5) *that failure to complete and submit the final report within the approved duration shall lead to the forfeiture of the 1.25 research incentive in the computation of my research overload pay;*
- (6) *that failure to complete and submit the final report within the approved duration shall lead to automatic termination of the research unless a written extension is granted by URO;*
- (7) *that if my research is granted with an extension, it is not entitled to any additional research funding, teaching deloading, or research overloading;*
- (8) *that failure to complete my research within the period granted (extension included) would mean paying back the research overloading or teaching deloading which I enjoyed, and the direct expenses incurred for the research;*
- (9) *that the commissioning office is the sole owner of the research and I need to seek permission and approval from the commissioning office thru URO before submission for publication or research presentation;*
- (10) *that DLSU-D / URO and the commissioning office shall be properly acknowledged in my final report and in any publication or research presentation.*

I completely understand the terms and conditions mentioned above and I agree to abide by the policies and guidelines of URO and that such agreement takes effect upon signing this contract.

