



ATENEO DE DAVAO UNIVERSITY

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In Consortium with Ateneo de Zamboanga University and Xavier University

University Research Council

Memorandum No. 2016-2017-01
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MEMORANDUM TO: UNIVERSITY COMMUNITY

FROM: LOURDESITA S. CHAN
CHAIR
UNIVERSITY RESEARCH COUNCIL (URC)

RE: CALL FOR PROPOSALS (SY 2016-2017)

The University Research Council is now accepting research proposals for funding support for SY 2016-2017.

All full-time faculty members, administrators and regular members of the non-teaching personnel are invited to submit a research proposal for review and approval of the University Research Council. Please refer to attached document for details.

For your information and guidance.

CALL FOR RESEARCH PROPOSAL (SY 2016-2017)

Goal 1: Increased number of quality research that are relevant in a manner where its analysis and recommendation proceeds from a standpoint aimed at protecting the weakest members of society and promotion of true social development.

Research Thrust/Theme

Research Theme	Strategic Action
1. Good governance	1.8
2. Social Justice (Development Plans & Policies)	2.5
3. Belief & Non-Belief a. Monitoring of intervention on Belief & Non-belief	3.5
4. Peace & Culture Resilience	4.7
5. Local Knowledge	4.7
6. Environmental Protection	5.7
a. Community Resilience in times of disaster	
b. Renewable energy and appropriate technology	
c. Environmentally sustainable development planning (Region XI & D.C.) d. Industrial environmental practices	
7. Creation and Equitable Distribution of Wealth	6.8
8. Protection of vulnerable communities (children, women, elderly, and the differently-abled) use rights-based and gender-responsive framework	7.4
9. Local Church and parishes	8.4
10. Baseline studies in <i>Bangsamoro</i> and IP areas identified for intervention in Basic Education	9.7
11. Monitoring of quality basic education in Mindanao	9.7

Other Research Thrust	Strategic Action
1. Strengthen City-wide Social Survey	1.8
2. Strengthen Blue-vote poll	1.8

All are encouraged to undertake research on any of the above suggested topics but not to be restricted by it.

General Norm

“It is strongly encouraged that the research when applicable should adopt **culture and gender sensitivity and rights-based framework, and environmental protection** as cross-cutting themes. The pursuit of collaborative research in **disciplinal, inter-disciplinary and multi-disciplinary manner** and conscious desire for its **result to be utilized** must likewise be given serious consideration.”

Review and Approval of Research Proposals

1. Generally, there are two options in the submission of the proposal. One may choose the two-phase submission. This involves the submission of a one/two page concept paper (sort of a capsule proposal) to be followed by the submission of a full blown proposal upon receipt of a favorable remark. The second option will be for those who prefer to submit a full-blown proposal at the onset.
2. The one or two page concept paper (capsule proposal) shall contain, Title, Objectives, and Significance of the Study, Methodology, Time table in months, and Tentative Budget. The proponent shall likewise indicate the University research thrust that the study seeks to address and significance relative to the University Vision/Mission. **(Please refer to Form A)**

The capsule proposal shall be accompanied by a background data of the proponents to include: a) Full Name of Principal Proponent and of other proponents (if there are); b) Official Designation in the University if occupying an administrative post, please indicate term of office; c) Highest Academic Degree; d) List of research experience/s; and/ or, e) List of experience and/or involvement that would indicate the proponent/s’ familiarity with or ability to undertake the chosen research topic, this may include membership in Professional Societies; f) List of Special Skills Crucial for the research; and g) Certification of the immediate academic supervisor and the Unit Head on the

relevance of the topic to the research agenda of the Unit. **(Please refer to Form B)**

The criteria for assessment of the capsule proposal include: Significance to University Vision/Mission, Timeliness, Relevance (specifically to the research agenda of the Unit), and Appropriateness of Methods.

- 3.** The one/two page concept paper (capsule proposal) shall be submitted on or before **July 4, 2016**. Announcement of the Approval of Capsule Proposal, will be on **July 22, 2016**. Those who will be required to submit a full-blown proposal as a follow-up shall do so on or before **August 23, 2016**.
- 4.** The following are the basic parts to be included in the full blown proposal **(Please refer to Form C)**, Title, Introduction, Statement of the Problem/Research Objectives, Theoretical and Conceptual Framework (if needed), Hypotheses (if any), Significance of the Study, Scope and Limitation, Review of Related Literature, Methodology, References/Bibliography, Timetable **(Please refer to Form D)**, Budget **(Please refer to Form E)** and Research Instrument/Materials. In addition, the following documents shall be submitted, Executive Summary, Disclosure (other possible source of fund, research load arrangements, e.g. loading equivalence, research leave, declaration that one is not currently pursuing a graduate degree, intended use of the research, and other related information) and Facilities and Special Resources needed. The proposal shall likewise be accompanied by the certification of immediate academic supervisor with notation from the Unit Head/ or from the Director of HRMDO for the Non-teaching personnel pertinent to the availability of the concerned proponent to undertake the research. **Certification of the immediate academic supervisor and the Unit Head on the relevance of the topic to the research agenda of the Unit (if submitted a straight full-blown proposal)**
- 5.** The criteria for assessment of the full-blown research proposal include: technical soundness, compliance with ethical norms, relevance to the University's research thrusts and priorities, and/or research agenda of the Unit, reasonability of budget and capacity to accomplish research.
- 6.** Those who prefer to submit a full-blown proposal may do so on or before **August 23, 2016**.
- 7.** The URC is scheduled to meet every Wednesday of the week (9:00-12:00). Proposal deliberation may be scheduled in any of these meetings. Please note that topics beyond specific competence of URC members and those that would require ethical reviews will be referred to rightful person/s or body for review.
- 8.** The URC shall officially communicate to concerned persons outcome of deliberations on **September 26, 2016** in time for awarding of research grants. Awarded research grants shall be covered by a corresponding contract.

Execution of such shall be initiated by the URC with the terms and conditions contained therein to be mutually agreed upon by parties involved. Contract negotiation and review of the provisions of the Professional Service Contract (PSC) will be within the period inclusive **September 29-October 3, 2016**. Schedule for the awarding of the research grant shall be within the period **October 10-14, 2016**.

- 9.** All submitted proposals whether of the capsule form or the full-blown one shall be used solely for URC deliberation for the purpose of awarding research grants for the SY 2016-2017.
- 10.** In case of need for clarification on how to proceed with the requirements, please feel free to approach the Office of the University Research Services (OURS).
- 11.** All proposal/s shall be submitted to the URC both in soft and hard copy (duplicate). The soft copy shall be forwarded to the research@addu.edu.ph
- 12.** The hard copy shall be submitted to OURS, located at the 8th Floor (Xavier Hall) of the Community Center of the First Companions, Ateneo de Davao University, Roxas Avenue, Davao City.

Form A

Format of Capsule Proposal

Title: _____

Research Thrust _____

Proposed Study:

Brief Background

Objectives of the Study/Statement of the Problem

Significance of the Study

Methodology

Time table (in months)

Estimate of Budget (Php)

Form B

Background of Proponent

Title of Proposed Research _____

Name of Proponent _____
(Family Name ,Middle Name, First Name)

Indicate by Checking Appropriate Blank Whether

(1) Main Proponent _____ (2) Co-Proponent _____

If Holding Position/s Other than Teaching Please Indicate the

Position/s _____ Term of Office (mo. &
yr.) _____

Please indicate special skills/competence useful for the proposed research _____

List of Research Experience in the Last Five years. Please use the following Table 1 for your answer

Table 1
List of Research Experience

Title	Role Performed Relative to Research	Period

List of Experience/s other than Research in the Last Five years that would indicate your familiarity with or ability to undertake the chosen research topic. Please use the following Table 2 for your answer

Table 2

List of Experiences Crucial to Research

Activity*	Role Performed	Period

***this may include membership in Professional Organization, in such case please indicate name of the organization**

Note: Proponent may use additional form if needed

Form C

Parts of the Full-Blown Proposal

Title: _____

Research Thrust _____

Introduction

Objectives of the Study/Statement of the Problem

Theoretical and Conceptual Framework (if needed)

Significance of the Study

Scope and Limitation

Review of Related Literature

Methodology

Research Design

Target Population and Sampling Procedures (if applicable)

Data Collection

Data Processing and Data Analysis Plan

Bibliography/References

Appendices

Research Instrument/Materials (List of Facilities and Special Resources Needed)

Relevant Communication

Timetable

Proposed Budget

Form D

Schedule of Activities

Activities	Time Frame (In days)	In-Charge	Deliverables to URC
Preparation of the Revised, Edited, Finalized Project Report and Research Paper			Final Project Report

Form E

Format of Proposed Budget

Budget Items*	Rate	Period/Quantity	Sub-total	Grand Total
I. Administrative				
A. Honorarium** Principal Researcher (PR) Research Associate (RAS) Research Assistants (RA) Field Supervisor (FS)				
B. Communication				
C. Supplies				
D. Coordination Activities				
E. Insurance				
II. Pre-field & Pre-Test Activities				
A. Training Meals Transportation				
B. Materials				
C. Training Fee (good only for pre-testing)				
III. Field Activities				
A. Meal Allowance				
B. Transportation				
C. Insurance				
D. Interviewer's Fee				
E. Facilitator's Fee				
F. Documentor's Fee				
G. Laboratory/Technical Assistant (if covered by RA above don't include here)				
IV. Data-Processing & Analysis				
A. Encoder				
B. Transcriber				
V. Report Writing				
VI. Research Validation				

A. Meals				
B. Transportation				
C. Supplies				
VII. Research Dissemination (c/o URC)				
V111. Special Materials & Equipment				
IX. Editor (c/o URC)				
X. Consultant (c/o URC)				
XI. Reproduction Cost				
Sub-total				
Contingency				
Over-all Total				

*Configure budget only for items needed by the Research, in turn, please include what was remised in this format

** If asking for a Research DE-load instead of Honorarium, please indicate cost of de-load (by entering rate of de-load, number of units and period)

Form F
Certification of Availability and Relevance to Research Agenda

This is to certify that _____ is
available to conduct the study.

The identified topic/subject of inquiry is in line with the research agenda of the
Unit, _____.