



# ATENEO DE DAVAO UNIVERSITY

E. Jacinto St., P.O. Box 80113, 8016 Davao City, Philippines  
Tel. No. (63 82) 221 2411 local 8261 | Fax No. (63 82) 221 2411 local 8416  
E-mail: [research@addu.edu.ph](mailto:research@addu.edu.ph) | [www.addu.edu.ph](http://www.addu.edu.ph)

In Consortium with Ateneo de Zamboanga University and Xavier University

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University Research Council

**Memorandum No. 2022-2023-01**  
**June 13, 2022**

**MEMORANDUM TO: UNIVERSITY COMMUNITY**

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

**RE: CALL FOR PROPOSALS (SY 2022-2023)**

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The University Research Council is now accepting research proposals for funding support for SY 2022 - 2023, **THE ONLY CALL FOR THIS SCHOOL YEAR, except those submitted as an office project** coming from the research offices, the Office of the University President, and the Jesuit Community in Davao.

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

For the information and guidance of all.

**CALL FOR RESEARCH PROPOSAL (SY 2022-2023)**

**Research Thrust/Theme**

<b>University Mission</b>	<b>Research Thrust/Theme</b>	<b>Goal No.</b>
1. Reconciliation by the Father of Humanity with Himself	Good Governance	
	University Administration	1.3
	Development of the Sui Generis Leadership	5.0
	Strengthening of the Faith	
	Within the University	1.1
	Outside the University	1.2
2. Reconciliation by the Father of Human Beings with one another (humane humanity)		
2.1 Promoted social justice	Problematization & Responses to Social Justice Needs of Bangsamoro, Lumad, Farmers, Urban poor ( <i>Families in Need in Parishes of the City, workers and OFW Families</i> )	2.1.1 - 2.1.4
2.2 Promoted Inter-cultural dialogue	Dynamics of Inter-cultural dialogue between and among Christians, Bangsamoro, and Lumad	2.2.1 -2.2.2
2.3 Promoted Inter-religious dialogue	Dynamics of Inter-cultural dialogue between and among Christians, Bangsamoro, and Lumad	2.3.1-2.3.2
2.4 Promoted inter-ideological dialogue	Dynamics of Inter-ideological dialogue: challenges and modalities	2.4
2.5 Promoted the creation of wealth and its equitable distribution.	Creation and Innovation	2.8.7
	Circular Economies and Local	

	Innovation Ecosystem	
	Development Framework on Wealth Distribution	
	Best Practices on Equitable Distribution of Wealth	
2.6 Strengthened its Science & Technology Research	Teaching Pedagogy in Science & Technology	2.6.2
	Internet Connectivity	
	Renewable Energy for Sustainable Development	
	Climate Change: Resilience, Adaptation & Mitigation Measures	
	Science & Agriculture for Food Security, and Economic Growth: Resilience, Adaptation & Mitigation amidst Changing Climate Pattern	
	Innovative Local Initiatives in Technology: High-Value Cash Crops & Traditional Medicine	
	Food Processing	
	Innovation in Traditional Medicine	
2.8 Promoted cultural understanding and friendship with its Asian neighbors.		2.8
2.8.1 Local Knowledge	Mindanao Culture & Arts	2.8.1
	Mindanao languages, esp. "Davao Bisaya"	2.8.2
2.8.2 Knowledge of Asian Neighbors	Languages of Asian neighbors (Indonesia, China, Japanese)	2.8.3
2.9 Promoted humane culture of learning	Education (Pedagogy, Disciplinary Content, Monitoring & Evaluation, Classroom Management, Student Discipline, <b>Online Delivery of Teaching</b> )	2.9

	Lifelong Learning	4.1 -4.2
	Mental Health, <b>COVID-related concerns</b>	2.9.1.1 - 2.9.1.2
2.10 Promoted culture of the safety of children ( <i>abandoned children</i> ), women ( <i>victims of sexual violence and gender-related violence</i> ), and other vulnerable adults ( <i>differently-abled, Person with AIDS, Drug Dependents &amp; Co-dependents</i> )	Safe and Friendly Spaces for Children, Women, Differently-abled, and other vulnerable adults: Challenges and Best Practices	2.10
	Gerontology ( <i>abandoned elderly</i> )  Empowerment of Children, Women, Differently-abled, and other vulnerable adults: Challenges and Best Practices	2.10  2.10
3. The University has participated in reconciliation by the Father of humanity with the environment as “our common home.”	Physical & social categories of mining, agriculture, and urban growth	3
	Water Security for Consumption, Agriculture and Urban Growth	
	Energy Security for Consumption, and sustainable economic growth	

\*Italicized words are of the University Research Council for emphasis

### General Norm

It is strongly encouraged that the research, when applicable, should adopt a **culture and gender-responsive and rights-based framework and environmental protection** as cross-cutting themes. The pursuit of collaborative research in the **disciplinal, inter-disciplinary, or multi-disciplinary manner** must seriously consider **the utilization of its result**.

More specifically, the University Research Council requires all institutional research, whether funded by the University or External partners, to use gender-fair language effective Second Semester (SY 2021-2022). The norm applies to research proposals, communication, research instruments, research report, and other pertinent research-related documents, including publications, presentations, and other materials that may result therefrom." (**University Research Council Memorandum No. 2021-2022-05 November 29, 2021**).

The regular faculty member/s (as leading researcher/s) may involve part-time faculty members/personnel (who are competent in the research topic) and students as part of their research team, with the former having solidary obligations over the project. The student's involvement in the research is upon the instance of the faculty member/personnel with the relationship guided by the norms of the University Guidelines for Ethics in Research (research.addu.edu.ph). Where all the leading proponents are regular faculty members/personnel, all have solidary obligations over the project.

In addition to the submitted research report, the proponents are strongly encouraged to specify in their submission the direction for utilization of research, which may include publication, innovation with corresponding intended Intellectual Property Protection, and Artistic Expressions.

### **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/Indicative 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 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 the 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 30, 2022**. Announcement of the Approval of Capsule Proposal will be on **August 12, 2022**. Those who will be required to submit a full-blown proposal as a follow-up shall do so on or before **September 12, 2022**.
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 (that includes research output and deliverables, **please refer to Form F**), 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/faculty development scholar, 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 an 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. The **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) is also required.**
5. The criteria for the assessment of the full-blown research proposal include technical soundness, compliance with ethical norms, relevance to the University's research thrusts and priorities, and research agenda of the Unit, reasonability of budget and capacity to accomplish research. **For this school year (SY 2022-2023), the Council**

**may accommodate only those research proposals that are workable under the existing government regulations concerning the Global Health Pandemic brought about by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2).**

6. Those who prefer to submit a full-blown proposal may do so on or before **September 12, 2022**.
7. The URC is scheduled to meet virtually every **First and Third Friday of the month (9:00 AM -11:30 AM)**. Proposal Review will be done online and 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 person outcome of deliberations on **September 26, 2022**, in time for awarding of research grants. A contract governs the awarded research grant. 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 review and negotiation on the provisions of the Professional Service Contract (PSC) will be within the period **October 7 - 12, 2022**. The research grant will be awarded on **October 15, 2022**.
9. All submitted proposals whether of the capsule form or the full-blown one shall be used solely for URC deliberation to award research grants for the SY 2022-2023.
10. In case of need for clarification on how to proceed with the requirements, please feel free to email [research@addu.edu.ph](mailto:research@addu.edu.ph)
11. All proposal/s shall be forwarded to the [research@addu.edu.ph](mailto:research@addu.edu.ph)

**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)**

**The estimate of Budget/Indicative 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**

<b>Title</b>	<b>Role Performed Relative to Research</b>	<b>Period</b>

**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**

<b>Activity*</b>	<b>Role Performed</b>	<b>Period</b>

**\*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**

<b>Activities</b>	<b>Time Frame (In days)</b>	<b>In-Charge</b>	<b>Deliverables to URC</b>

Preparation of the Revised, Edited, Finalized Project Report and Research Paper			Final Project Report

**Form E**

**Format of Proposed Budget**

<b>Budget Items*</b>	<b>Rate</b>	<b>Period/Quantity</b>	<b>Sub-total</b>	<b>Grand Total</b>
<b>I. Administrative</b>				
A. Honorarium** Principal Researcher				

(PR) Research Associate (RAS) Research Assistants (RA) Field Supervisor (FS)				
B. Communication				
C. Supplies				
D. Coordination Activities				
E. Insurance				
<b>II. Pre-field &amp; Pre-Test Activities</b>				
A. Training Meals Transportation				
B. Materials				
C. Training Fee (good only for pre-testing)				
<b>III. Field Activities</b>				
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)				
<b>IV. Data-Processing &amp; Analysis</b>				
A. Encoder				
B. Transcriber				
<b>V. Report Writing</b>				
<b>VI. Research Validation</b>				
A. Meals				
B. Transportation				
C. Supplies				
<b>VII. Research Dissemination (c/o URC)</b>				
<b>V111. Special Materials &amp; Equipment</b>				
<b>IX. Editor (c/o URC)</b>				



<b>X. Consultant (c/o URC)</b>				
<b>XI. Reproduction Cost</b>				
<b>Sub-total</b>				
<b>Contingency</b>				
<b>Over-all Total</b>				

\*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**  
**Summary of Research Output and Deliverables**

<b>Research Output<sup>1</sup></b>	<b>Research Deliverables<sup>2</sup></b>

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<sup>1</sup> Research Output refers to what the research seeks to attain, as guided by the objective/s of the study, e.g. "Answer to the Objectives of the study."

<sup>2</sup> Research Deliverables refer to items for submission, e.g. "Narrative Report," "Prototype"

### Summary of Dates Pertinent to the Call for Submission of Research Proposal

<b>Date</b>	<b>Deliverables</b>
<b>August 2, 2021</b>	Submission of Capsule Proposal
<b>August 9, 2021</b>	Announcement of Approval of Capsule Proposal
<b>September 3, 2021</b>	Submission of Full-blown Proposal
<b>September 27, 2021</b>	Announcement of the Result of Full-blown Proposal
<b>October 4-11, 2021</b>	Review of contract
<b>October 22, 2021</b>	Awarding of Research Grants