BOOK/ARTICLE MANUSCRIPT DEVELOPMENT PROPOSAL
DEPARTMENTAL ACTION
(This grant may be availed only by any given faculty member once every three years. Projects that are already finished may not be given this grant.)

A. Title of Work _____

B. Proponent _____
Department/College _____

C. Project Appraisal

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

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

☐ Food, Nutrition, and Health (e.g., biochemistry of food products, science and engineering of potable water, cancer risks and cure from food, sensory labs, economic impact studies of nutrition programs in schools)

☐ Sustainability, the Environment, and Energy (e.g., climate change, eco-design of houses and urban centers, industrial ecology, nano-carbon tubes, solar-powered tricycles and sheds)

☐ Women, Children, and Family (e.g., studies on gender, OFW families, micro-finance, laws for the protection of human rights, impact of globalization on the average Filipino family)

☐ Living Culture and Contemporary Societies (e.g., history, digital art, languages, comparative literature, human-computer interfaces, study on social networks on the Web, impact of globalization on the mobility of students and workers)

☐ Learners and Learning Innovations (e.g., impact studies on K to 12, ICT-based-learning, transformative learning, software gadgets for learning, assessment of public school system)

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

Is the proposal in line with the department's/college's research thrusts?
☐ Yes
☐ No

F. Recommendation

☐ For Approval

Recommended Number of Research Units for the project:
(Maximum of 3 units for journal article and book chapter, 6 units for book, URC Approved July 28, 2020)

☐ Research Load
☐ Research Honorarium

☐ For conditional approval (specify conditions):

Recommended by:

_____   _____
Chair, Department   Date

_____   _____
CRC Representative   Date

For Part-Time Faculty Member:

_____   _____
Dean   Date

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

BOOK/ARTICLE MANUSCRIPT DEVELOPMENT PROPOSAL
DEPARTMENTAL ACTION

A. Title of Work _____

B. Co-proponent _____
Department/College _____

C. Project Appraisal

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

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

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

Is the proposal in line with the department's/college's research thrusts?
  ☐ Yes
  ☐ No

G. Recommendation

  ☐ For Approval

   Recommended Number of Research Units for the project:
   (Maximum of 3 units for journal article and book chapter, 6 units for book, URC Approved July 28, 2020)

     ☐ Research Load
     ☐ Research Honorarium
  ☐ For conditional approval (specify conditions):

Recommended by:

_____   _____
            Chair, Department   Date

_____   _____
            CRC Representative   Date

For Part-Time Faculty Member:

_____   _____
                  Dean   Date

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

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

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

☐ Goal 1: End poverty in all its forms everywhere

☐ Goal 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture

☐ Goal 3: Ensure healthy lives and promote well-being for all at all ages

☐ Goal 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities

☐ Goal 5: Achieve gender equality and empower all women and girls

☐ Goal 6: Ensure availability and sustainable management of water and sanitation for all

☐ Goal 7: Ensure access to affordable, reliable, sustainable and modern energy for all

☐ Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all

☐ Goal 9: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

☐ Goal 10: Reduce inequality within and mong countries

☐ Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable

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

☐ Goal 12: Ensure sustainable consumption and production patterns

☐ Goal 13: Take urgent action to combat climate change and its impacts

☐ Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development

☐ Goal 15: Protect, restore and promote sustainable use of terrestial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

☐ Goal 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

☐ Goal 17: Strengthen the means of implementation and revitalize the global partnership for all sustainable development

Proponent _____

- Department _____

- Status:

Full-time faculty: **Academic Service Faculty (ASF):**
☐ Full time permanent   ☐ Full time permanent
☐ Full time visiting professor   ☐ Full time probationary
☐ Full time probationary   ☐ 1st year of probation
    ☐ 1st year of probation   ☐ 2nd year of probation
    ☐ 2nd year of probation   ☐ 3rd year of probation
    ☐ 3rd year of probation

    Part-time faculty: ☐

- Rank: _____   Teaching Units: _____

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

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

- Research Load from the Faculty Development Program
☐ Yes   ☐ No

BIO-DATA (not less than 50 words)
    (FACULTY IS REQUIRED TO INCLUDE ACADEMIC AND NON ACADEMIC EXPERIENCES RELATED TO THE RESEARCH BEING PROPOSED) You may use another sheet if necessary.

Co-proponent _____

- Department _____

- Status:
  Full-time faculty:
  ☐ Full time permanent
  ☐ Full time visiting professor
  ☐ Full time probationary
    ☐ 1st year of probation
    ☐ 2nd year of probation
    ☐ 3rd year of probation

  Academic Service Faculty (ASF):
  ☐ Full time permanent
  ☐ Full time probationary
    ☐ 1st year of probation
    ☐ 2nd year of probation
    ☐ 3rd year of probation

  Part-time faculty: ☐

- Rank: _____   Teaching Units: _____

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

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

- Research Load from the Faculty Development Program
  ☐ Yes   ☐ No

BIO-DATA (not less than 50 words)
   (FACULTY IS REQUIRED TO INCLUDE ACADEMIC AND NON ACADEMIC EXPERIENCES RELATED TO THE RESEARCH BEING PROPOSED) You may use another sheet if necessary.

Nature of the Project

Is the initial material of the proposed Book/Article Manuscript Development Project

- a product of an RGMO-funded project?   Yes ☐   No ☐
  (RGMO-funded dissertations/theses may qualify for this project, but other RGMO-funded reports are not qualified)
- a product of an externally-funded project?   Yes ☐   No ☐
  (If yes, a letter of clearance for publication from the funding agency must be attached to this proposal)
- of interest to the target journal/press?   Yes ☐   No ☐
  (Evidence of prior communication with the target journal/press must be attached to this proposal)

- expected output ☐ Book   _____
  ☐ Journal Article _____

Signature of Proponent(s):

_____   _____
        Printed name/Date   Printed name/Date

_____   _____
        Printed name/Date   Printed name/Date

FORMAT for the BODY of the BOOK/ARTICLE MANUSCRIPT DEVELOPMENT PROPOSAL
Research and Grants Management Office
(attach to the first 7 pages above)

I.   Title of Book/Article:

II.   Proposal Abstract (50-100 words):

III.   Summary of Introduction:

IV.   Theoretical Framework:

V.   Method:

- Describe the procedures for data collection and analysis, and how possible ethical issues/concerns will be addressed in the conduct of the research. (Provide response whenever applicable)

VI.   References:

VII.   Detailed Plan on How to Revise or Update the Sections of the Initial Material:
(Please submit a copy of the initial material)

RESOURCE PLAN

I.   **Workplan**

- Duration of the entire project (number of terms) _____
(Article Manuscripts must be completed in a term while Book Manuscripts must be completed in two terms).

- Number of hours per week proponent(s) expect to work on the project and research units:
Note: **Maximum of 3 units for journal article and book chapter, 6 units for book.** Research units are computed as 56 hours of actual research work per term of 14 weeks for one research unit (meaning 4 hours/week equals 1 research unit). However, the decision on what constitutes a reasonable number of hours for work on the project rests upon the College Research Council.

		Check arrangement for Research units		Recommended no. of units
Proponent 1: _____ hrs./week	☐ Research Load	☐ Honorarium	_____
Proponent 2: _____ hrs./week	☐ Research Load	☐ Honorarium	_____
Proponent 3: _____ hrs./week	☐ Research Load	☐ Honorarium	_____
Proponent 4: _____ hrs./week	☐ Research Load	☐ Honorarium	_____
Proponent 5: _____ hrs./week	☐ Research Load	☐ Honorarium	_____

Total   _____ hrs./week

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

II.   **Publication Plan**
Actual submission for publication is a requirement for the closure of the project.
Provide publication details (i.e. intent to publish in peer-reviewed journal/s preferably in ISI, Scopus or ACI, and AGPCI-listed journals, name of journal/s to which you intend to submit your paper/manuscript and target date of submission for publication.)

BOOK/ARTICLE MANUSCRIPT DEVELOPMENT PROPOSAL

GANTT CHART

PROJECT TITLE:

ACTIVITY	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12