

DEPARTMENTAL ACTION

A. Research Title \_\_\_\_\_

B. Proponent \_\_\_\_\_

(The proponent, or his/her internal or external collaborator must be a full professor, or must have a Scopus H-Index of at least 10.)

Department/College \_\_\_\_\_

C. Research Project Appraisal

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

D. University's strategic research area(s)

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

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

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

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

- Yes
- No

F. Recommendation

For Approval

Recommended Number of Research Units:

**(Maximum of six (6) units research load for the project)**

- 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.**

**DEPARTMENTAL ACTION****A. Research Title** \_\_\_\_\_**B. Co-proponent** \_\_\_\_\_**(The proponent, or his/her internal or external collaborator must be a full professor, or must have a Scopus H-Index of at least 10.)****Department/College** \_\_\_\_\_**C. Research Project Appraisal**

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

**D. University's strategic research area(s)**

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

- Food, Nutrition, and Health (e.g., biochemistry of food products, science and engineering of potable water, cancer risks and cure from food, sensory labs, economic impact studies of nutrition programs in schools)
- Sustainability, the Environment, and Energy (e.g., climate change, eco-design of houses and urban centers, industrial ecology, nano-carbon tubes, solar-powered tricycles and sheds)
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**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:

**(Maximum of six (6) units research load for the project)**

- 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 among countries
-  Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable

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

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

**Proponent** \_\_\_\_\_

Attach 2x2 picture  
black & white/colored

- Department \_\_\_\_\_
- Status:

**Full-time faculty:**

- Full time permanent
- Full time visiting professor
- Full time probationary
  - 1<sup>st</sup> year of probation
  - 2<sup>nd</sup> year of probation
  - 3<sup>rd</sup> year of probation

**Academic Service Faculty (ASF):**

- Full time permanent
- Full time probationary
  - 1<sup>st</sup> year of probation
  - 2<sup>nd</sup> year of probation
  - 3<sup>rd</sup> 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
  - 1<sup>st</sup> year of probation
  - 2<sup>nd</sup> year of probation
  - 3<sup>rd</sup> year of probation

**Academic Service Faculty (ASF):**

- Full time permanent
- Full time probationary
  - 1<sup>st</sup> year of probation
  - 2<sup>nd</sup> year of probation
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**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)**

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Attach 2x2 picture  
black & white/colored

**Nature of the Research Project**

Is the proposed research project

Basic  Applied

- Part of an externally-funded project?  
Yes  No

If yes, please provide information on:

- the Funding Agency: \_\_\_\_\_
- Primary objective of this larger project:

- A dissertation or a thesis?  
Yes  No

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

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

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

If yes, please indicate these other sources: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Please indicate the expected research output (e.g., *journal article, monograph, book, etc.*)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Proponent(s):

\_\_\_\_\_  
Printed name/Date

\_\_\_\_\_  
Printed name/Date

\_\_\_\_\_  
Printed name/Date

\_\_\_\_\_  
Printed name/Date

**FORMAT for the BODY of the REVIEW ARTICLE PROPOSAL**

Research and Grants Management Office  
(attach to the first 7 pages above)

**I. Research Title**

**II. Proposal Abstract (50-100 words)**

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

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

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

**IV. Theoretical/Conceptual Framework (if applicable). Provide working definitions for key constructs/concepts in the review.**

**V. Methodology (Include Data sources, Study selection and Data extraction). Define clearly the inclusion and exclusion criteria, as well as the search strategy to be used. The assessment of the quality of methodology of the reviewed papers/works should also be specified.**

**VI. References (include initial search list)**

**RESOURCE PLAN**

**I. Workplan**

- Duration of the entire project (number of terms) \_\_\_\_\_
- Number of hours per week proponent(s) expect to work on the project and research units:  
 Note: **Maximum of 6 units for the project.** 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	<input type="checkbox"/> Research Load <input type="checkbox"/> Honorarium	_____
• Proponent 2: _____ hrs./week	<input type="checkbox"/> Research Load <input type="checkbox"/> Honorarium	_____
• Proponent 3: _____ hrs./week	<input type="checkbox"/> Research Load <input type="checkbox"/> Honorarium	_____
• Proponent 4: _____ hrs./week	<input type="checkbox"/> Research Load <input type="checkbox"/> Honorarium	_____
• Proponent 5: _____ hrs./week	<input type="checkbox"/> Research Load <input type="checkbox"/> Honorarium	_____
 Total _____ hrs./week		

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

**II. Financial Plan (Include details of the items; refer to attachment for the current rates; **the total direct cost/expenses must not exceed Php 40,000.00**)**

**Amount**

A. Personnel: P \_\_\_\_\_  
 (research honorarium, research assistant/s. Please provide a detailed job description for the research assistant position.)

Faculty Research Honorarium

- Proponent 1: Honorarium P \_\_\_\_\_
- Proponent 2: Honorarium P \_\_\_\_\_
- Proponent 3: Honorarium P \_\_\_\_\_
- Proponent 4: Honorarium P \_\_\_\_\_
- Proponent 5: Honorarium P \_\_\_\_\_

Total P \_\_\_\_\_

Research Assistant/s P \_\_\_\_\_

B. Materials and Supplies: \_\_\_\_\_  
 (Common amount is P4,000 per project. If greater than P4,000.00, justification with itemized list must be provided)

LITERATURE REVIEW ARTICLE PROPOSAL FORM

C. Communication and Transportation: \_\_\_\_\_  
(Transportation: Specify destination, no. of visits to site/destination, mode of transportation, no. of persons)

D. Journal article downloading: \_\_\_\_\_  
(Specify number of pages to be downloaded and the cost)

TOTAL FOR FACULTY HONORARIUM P \_\_\_\_\_

TOTAL FOR DIRECT COST/EXPENSES P \_\_\_\_\_  
(Less Faculty Honorarium)

**III. 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.)



**CURRENT RATES  
(AY2024-2025)**

**A. Salaries of Personnel**

***Research Assistant***

Classification	Rate/Hour
RA I (Undergraduate student)	₱ 81.00/hour
RA II (Graduate student)	
BA/BS degree holder	₱ 104.00/hour
MA/MS student	₱ 141.00/hour
Ph.D. student	₱ 167.00/hour

*Ex.* for RA II (graduate student w/ BA/BS degree) who works 4 hours a day for 30 days:  
 $P104.00/\text{hour} \times 4 \text{ hours/day} \times 30 \text{ days} = P 12,480.00$

**B. Materials and Supplies**

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

**C. Communication and Transportation**

Specify the cost, destination, no. of visits to site/destination, mode of transportation, no. of persons

**D. Journal article downloading**

Specify number of pages to be downloaded and the cost