



EARIST

RESEARCH

MANUAL

2015

Eulogio "Amang" Rodriguez
Institute of Science and Technology

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**Research, Extension and Information Services
Eulogio "Amang" Rodriguez
Institute of Science and Technology
Nagtahan, Sampaloc, Manila**

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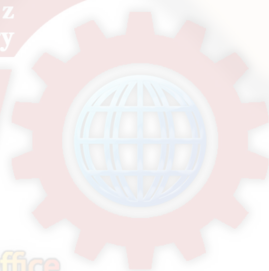
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Republic of the Philippines
**EULOGIO "AMANG" RODRIGUEZ
INSTITUTE OF SCIENCE & TECHNOLOGY**
Nagtahan, Sampaloc, Manila

November 23, 2015

EARIST

CERTIFICATE OF RESOLUTION

This is to certify that the Board of Trustees in its Fourth Regular Meeting held on, October 8, 2015 at the VIP Lounge-Function Room of Midas Hotel & Casino, 2702 Roxas Boulevard, Pasay City approved the following resolution, viz:

Board Resolution No. 46-2015

APPROVING the EARIST Research Manual subject to revision, incorporating the recent comments by the Board; subject to update from time to time to conform with the current trend; and subject to the strict compliance of all pertinent rules and regulations of the Government, including COA rules and regulations regarding the grant of monetary incentives.


Certified true and correct:

Eulogio "Amang" Rodriguez
Institute of Science and Technology


GILDA S. FAMILARA
Acting Board Secretary

ATTESTED BY:

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EDITHA V. PILLO, Ed.D.
President, EARIST
Vice-Chairperson

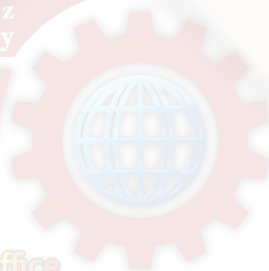
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FOREWORD

Research is a vital function of higher educational institutions. With its mandate to pursue and undertake research, EARIST strives for excellence in research by its progressive advancement and expansion of scientific and technological knowledge for improvement of people's quality of life. Through relevant and responsive research programs and projects, the Institute serves as an instrument in the attainment of the collective aspiration for national development.

This revised Research Manual will serve as the definitive guide in fostering a vibrant research culture in the Institute. It is an accessible reference to faculty and other researchers regarding standard policies and procedures for their individual and collaborative research initiative and efforts. More importantly, it provides direction to the major aspects in research such as management of research and development, project development and implementation, research incentive program, guidelines for research dissemination, and code of research ethics.

It is hoped that this revised Research Manual will be of service to faculty researchers, research coordinators, and research enthusiasts for the effective and efficient implementation of the research and development programs of the Institute.

ERIC C. MENDOZA, Ed.D.

VP for Research, Extension and
Information Services (2009-2015)

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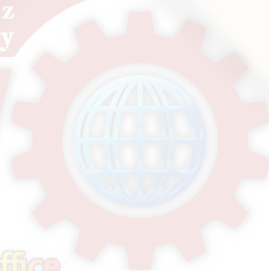


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1. Brief History of the Eulogio “Amang” Rodriguez Institute of Science and Technology

The Eulogio “Amang” Rodriguez Institute of Science and Technology (EARIST) was established after the liberation of Manila in 1945. It started as a vocational high school with only one room at the second floor of the V. Mapa High School, nine teachers, a clerk, and 147 students under Mr. Pantaleon Regala, its principal. Its former name was Eulogio Rodriguez Vocational High School (ERVHS).

On July 1, 1946, EARIST acquired its present site at Nagtahan, Sampaloc, Manila. Apolinario Apilado was appointed principal and this was followed by Dr. Hilario G. Nudas in 1949.

EARIST developments were made possible via three Republic Acts and a Presidential Decree:

- RA 4072, jointly sponsored by Congressman Ramon D. Bagatsing and Sali Ututalum in 1964, authorized the establishment of the Technical Education Department without changing the name of the school. It was headed by a vocational director.
- RA 5088, sponsored by Congressman Sergio Loyola in 1967, authorized the renaming of ERVHS to Eulogio “Amang” Rodriguez Memorial School of Arts and Trades

(EARMSAT) and signaled its separation from the Division of City Schools, Manila. It was headed by a Superintendent.

- RA 6595, sponsored by Congressman Joaquin R. Roces in 1972, converted EARMSAT to EARIST with a president as its head but without any governing board. This made EARIST into a full-fledged college and authorized the establishment of vocational-technical school branches in each congressional district of Manila.
- PD 1524, signed by President Ferdinand E. Marcos on June 11, 1978, converted Eulogio “Amang” Rodriguez Institute of Science and Technology (EARIST) into a chartered state college with a Board of Trustees as its governing body and Dr. Hilario G. Nudas, as its first college president.

2. Brief History of Research Services

Cognizant of the EARIST Mission-Vision-Goal-Objectives and the mandate to implement the research, extension and information services of the Institute, the Office of the Vice President for Planning, Research, and Extension (now, the Office of the Vice President for Research, Extension and Information Services) was established in AY 2007-2008 under the leadership of the following Vice Presidents:

Dr. Grant B. Cornell (current VPREIS)
Dr. Eric C. Mendoza (VPREIS)
Dr. Herculano V. Sabas (VPPRE)
Dr. Diosdado A. Amante (VPPRE)

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Likewise, the Office of Research Services (ORS) has continually sustained the research initiatives and efforts of the Institute through the stewardship of these distinguished men and women who served as Director:

Engr. Rogelio Mamaradlo (current Director)
Dr. Grant B. Cornell
Dr. Jose A. Morales
Dr. Esteban T. Robiso
Dr. Herculano V. Sabas
Dr. Diosdado A. Amante
Dr. Quintin M. Estrada, Jr.
Dr. Emillie D. Guevarra
Dr. Juanito B. Cacapit
Dr. Purification F. Kanoy

3. EARIST Mandate

The primary purpose of the Institute is to provide professional, scientific, technological and vocational instruction and training in trades, business, arts, sciences and technology and other specified thereof in Section 2, R.A 6595 and section 6, P.D. 1524, and for special purposes promote research, advance studies and progressive leadership in the stated field of study. In pursuance of these objectives, the sanctity of the Institute shall be duly respected and its academic freedom shall be duly enjoined. (Section 8 and 2, Article XIV, Constitution of the Philippines).

4. EARIST Philosophy

As a state college, Eulogio “Amang” Rodriguez Institute of Science and Technology (EARIST) believes that the education is

not an area of knowledge that can be arrogated unto neither itself by one profession, nor it is a division separate and distinct from the society and the times in which it flourishes. It is a plexus of knowledge and skill applied to the economic, social and moral development of a self-actualized and productive citizenry.

5. EARIST Vision

EARIST is envisioned to be a Center of Excellence in trades, business, arts, sciences and technology education.

6. EARIST Mission

Turn out vocationally, technically, technologically, and scientifically trained graduates who will be economically productive, self-sufficient, effective, responsible, and disciplined citizens of the Philippines.

7. EARIST Goals

Provide professional, scientific, technological, technical, and vocational instruction and training in trades, business, arts, sciences, and technology and for special purposes promote research, advanced studies, and progressive leadership.

8. EARIST Objectives

- 8.1 Strive for academic excellence in instruction, research, extension and production through accreditation.
- 8.2 Provide appropriate and continuing faculty and staff development programs.

8.3 Provide and maintain appropriate technologies, instructional facilities, materials and equipment.

8.4 Produce quality graduates who are globally competitive to man needs of business and industry.

8.5 Attain university status through Unity, Solidarity and Teamwork.

9. Mission-Goals-Objectives-Core Values of the Extension Services

Mission of OVPREIS

Enhance institutional effectiveness through relevant research, responsive extension and updated information in support to institutional development.

Goals of OVPREIS

1. Lead strategic efforts for institutional development
2. Generate new and applied knowledge in science and technology
3. Transform lives in communities through extension
4. Enhance the Institute's image

Objectives of OVPREIS

1. Strengthen research expertise of faculty researchers through capability building.
2. Improve instructional processes through utilization of research driven teaching methodologies.
3. Invent/innovate prototypes, gadgets, and facilities in science and technology which are needed by the academe, industry, and community.

4. Transfer generated technology to the community for empowerment and improvement of the quality of life.
5. Establish linkages and collaboration with other College/Universities, GOs and NGOs for funding support and assistance.
6. Support publication and dissemination of researchers in referred journals, paper presentation, and in-house reviews.

Core Values of OVPREIS



Veracity
Professionalism
Responsiveness
Excellence
Integrity
Synergy

10. Mission –Goals – Objectives- Core Values of the Office of Research Services (ORS)

Mission of ORS

Enhance basic and applied research projects and activities aimed at solving education, industrial and community problems, innovation and inventions.

Goals of ORS

1. Develop and maintain an effective mechanism of forecasting, planning, policy-making, financing,

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management, and evaluation of RS activities of the Institute.

2. Develop a self-generating and independent core of RS manpower thru relevant and responsive capacity building activities to serve the needs of science, technology and technological education research.
3. Establish an efficient, effective, and functional collection of physical resources that are highly relevant and appropriate in attaining the goals and objectives of RS projects.
4. Generate high quality research outputs that are useful and acceptable to the industrial and education sectors

Objectives of ORS

1. Search and discover through specific research, relevant and updated information that will serve as input for academic and administrative planning, policy formulation and discussion making.
2. Provide relevant and responsive capacity building activities for upgrading or retooling research competencies of researchers.
3. Conduct quality research and development studies in: (a) science and technology education; (b) Institute policy research; (c) current technologies in the educational and industrial sectors in terms of products, processes, and services.
4. Develop, maintain, enrich and provide a general databank, readily available to colleges/sectors/units of the institute and to outside clientele.

Core Values of ORS

Public Info Responsive and Scientific Thinking



The pursuit of research in EARIST is guided by the Institute Research Agenda, College Research Agenda and national government thrusts.

I. Institute Research Agenda

The Institute's research thrusts are based on the EARIST vision-mission and are in line with the Commission on Higher Education's National Higher Education Research Agenda 2 (NHRA 2 2009-2018) and the National Science and Technology Plan 2002-2020. Priority areas of research in EARIST are:

- Agendum 1. Research in science and technology for institutional and national development
- Agendum 2. Research to promote productivity and competitiveness of EARIST
- Agendum 3. Research to enhance capability building and management in the Institute
- Agendum 4. Research to improve instruction in the various disciplines
- Agendum 5. Research to promote institutional image

II. College Research Thrusts and Priorities

1. Disciplinary studies in the degree programs
2. Curriculum review and assessment of programs vis-à-vis industry standards and benchmarks
3. Evaluation studies on institutional systems and procedures
4. Investigations on the teacher-learner dynamics and effective pedagogy
5. Analysis of performance and competencies in government examinations
6. Renewable energy, gadget development and automation, food production, safety and security;
7. Project impact studies;
8. Tracer studies on EARIST graduates
9. Creative works and instructional materials development.
10. Patents, copyrights and trademarks

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I. Institutional Management of Research

A. Vice President for Research, Extension and Information Services(VPREIS)

Duties and responsibilities:

1. Assist the President in formulating policies, plans, strategies and activities pertaining to the effective and efficient planning, research and extension programs and agenda of the Institute;
2. Exercises general supervision and coordination of all programs, projects, and activities of the various units under his Office;
3. Coordinate, monitors, and appraises the performance of the various Planning, Research and Extension units of the College/Institute and other affiliate research agencies/institutions;
4. Consolidates annual reports submitted by all units, departments and satellite campus of the Institute towards the preparation of the Annual Report of the Institute.
5. Conducts meetings and conferences with Directors and Deans of the different units of the Institute;
6. Plans and promotes linkages and consortium with appropriate government agencies and non-government organization;

7. Recommends research projects initiated by the Colleges and the Research and Development Center;
8. Coordinates the preparation of reports that require statistical data and other information about the Institute;
9. Supervises the publication of the Institute's Research Journal, school newsletter, and assist the Colleges in preparing their local research journals;
10. Makes budget recommendations for the sector; and
11. Performs related work as may be assigned by the President and other higher authorities.

B. Director, Office of Research Services

Duties and responsibilities:

1. Assist the Vice President for Research, Extension and Information Services in the general supervision over the entire research program of the Institute and record the progress periodically;
2. Prepares the EARIST Research Journal and assist in the publication or researches in other refereed journals;
3. Monitors and approved research undertakings of faculty and personnel;
4. Prepares statistical bulletin and other related databases for decision making;
5. Coordinates with all college research coordinators for respective research programs, projects and activities;

6. Assist researchers (faculty, non-teaching staff and students) in their participation in local, regional or international research competitions, exhibits or contest;
7. Conducts surveys and studies in the community as part of the research services for use in educational planning and management;
8. Supervises the functions and services of the Innovations and Technology Support Office (ITSO)
9. Coordinates with local and national agencies in their approved research undertakings;
10. Participates under/or render cooperative or consultative services in meetings, conferences, seminars, workshops, research or development projects and activities
11. Serves as administrator of the EARIST Research website and social media account; and
12. Performs related work as may be assigned by the Vice President for Research, Extension and Information Services and other higher authorities.

C .College Research Coordinator

Duties and responsibilities:

1. Assist the Dean/Campus Director and the Heads of the different departments in the supervision and monitoring of researches conducted by the academic staff of the college;
2. Coordinates the research activities of his/her college with the Office of Research Services;

3. Review and evaluates the proposals submitted by the faculty researchers within their college;
4. Monitor researches conducted within the area of concern and submit progress reports;
5. Coordinates with other groups or units in the campus in the conduct of research projects;
6. Submits properly documented periodic and terminal reports to the Office of Research Services;
7. Review research reports within the area of concern and identify those for possible presentation, publication and printing;
8. Does related work that may be assigned by the Dean/Campus Director and Office of Research.

II. ***Institutional Research Bodies***

A. **EARIST Research and Extension Advisory Council (EREAC)** **Composition:**

Pursuant to EARIST Memorandum Order No. 018, dated August 20, 2010, there shall be an EARIST Research and Extension Advisory Council (EREAC) composed of the following:

Chairman:	President
Vice-Chairman:	VP for Research, Extension and Information Services
Members:	VP for Academic Affairs
	VP for Administration and Finance
	College Deans
	Director, Research Services

Director, Extension Services
Director, Instruction Services
Director, Financial Management Services
Director, Administrative Services
Director, Business Development Center
Director, EARIST Cavite Campus
College and Board Secretary

Secretary:

Functions:

1. Lead in the formulation of research agenda and the policies for research and extension programs, projects and activities;
2. Generate research interest and strengthen research and extension capabilities of faculty members;
3. Requires the submission of properly documented periodic and terminal reports.

B. EARIST Research Evaluation Committee (EREC)

Composition:

Chairman: VP for Research, Extension and Information Services

Members: VP for Academic Affairs

VP for Administration and Finance

Director, Instructional Services

Director, Financial Management Services

College Dean (of the researcher)

Specialist (internal)

Specialist (external)

Secretariat: Director, Research Services

Functions:

1. Review, evaluate, and endorse research proposals for the approval of the EARIST President;
2. Monitor the conduct of approved proposals through review of research reports;
3. Approve the final report on the project;
4. Endorse the grant of incentives.

C. College Research Evaluation Committee (CREC)

Composition:

Chairman: Dean

Members: Area Chairmen

College Research Coordinator

Faculty President

Functions:

1. Review the college research agenda of the college and identify priority area/s of concerns of the college and disseminate the same to its constituents;
2. Assess the research capabilities of the college in terms of human and facilities resources;
3. Evaluate research proposals in the college and calendar the conduct of research hearings;
4. Encourage faculty members to conduct researches that will generate income for the college/Institute.

I. The Researcher

1. All regular faculty members, regardless of academic rank, shall undertake research either individually or collaboratively. Non-teaching personnel who are interested in undertaking a research project shall collaborate with a faculty member.
2. Researchers are technically under the Director, Office of Research Services (ORS) and administratively under their respective College Deans or Service Directors.
3. Research can be implemented either as a team to be headed by the Project Leader or as an independent study conducted by a Study Leader. For systematic classification, the researchers in the Institute are categorized as:

3.1 Project Leader. A researcher who submits a research proposal consisting of two or more studies which are related to the main project. He/she must handle at least one study under his/her project. The research project leader must have the competency to serve as research manager as well as a researcher of the project.

3.2 Study Leader. A researcher who submits one research proposal at a time and serves as principal investigator. He/she must show competency to conduct an independent study.

3.3 Project/Study Co-researcher. A researcher who assists the Project/Study Leader in carrying out the project.

3.4 Project support staff. He/she provides clerical or technical assistance to the Project Leader.

II. Classification of Research Activities

A. By Research Proponent

1. Faculty-Initiated Research Project. Under this category are projects proposed by tenured faculty of the Institute who have the necessary skills and competence and who want to do research work along the specific discipline or area of specialization.

2. Non-Faculty Initiated Research Project. Under this category are projects proposed by qualified non-faculty employees of the Institute who want to do a project along their specific area of specialization or expertise.

B. By Scope of Activity

1. Program. A unified system of interrelated research projects or activities approved, implemented and monitored by the Institute and has a well-defined central focus of goal in

support of the Institute's research agenda/thrust/mandate. It usually involves multi-disciplinary approaches; two or more projects answering the same problem; and more than one implementing unit.

2. **Project.** A set of interrelated studies/activities or a component of a program with predetermined objective(s) to be accomplished within a specific time frame. It is composed of at least two (2) studies.

3. **Study.** A basic unit in the investigation of a specific problem identified under a research project or a unit extension activity under an extension project.

C. By Area of Specialization/Discipline

1. **Science and Technology.** This includes research in science and technology disciplines.

2. **Social/Behavioral Research.** This covers research works on the social sciences, languages, humanities and other related disciplines.

III. Criteria for Identification and Prioritization of Research Project

1. EARIST and College Research Agenda and Priority Research Areas of the Institute/College.
2. National thrusts and priorities (CHED/DOST).
3. Regional Needs and Development Thrusts (MMIERDC).

4. Utility for production and consumption.
5. Originality, novelty, and applicability.
6. Feedbacks from end-users/stakeholders.
7. Reasonable time and cost.
8. Feasibility and marketability of the research project.
9. Proponent's qualification/expertise and availability.
10. Availability of outside fund, facilities and other resources.

IV. Research Funding

1. Institute research funds shall be taken from the Institute budgetary allocation for research.
2. Institute research funds and all other forms of research support and incentives shall be granted by the President after a review and endorsement of the research proposals by the EARIST Research Evaluation Committee (EREC).
3. All research proposals must be accomplished with the itemized budget and the bio-data of the researcher/s which shall form the basis in determining the amount and approval of the research fund.
4. The release of funds will be in the form of cash advance to the researcher according to the following schedules of release:

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First Release - **50%** after approval by the President and upon start of actual research;

Second Release - **30%** after presentation of evidence to the EREC through a progress report that the project is 75% complete and liquidation report of cash advance.

Final Release - **20%** after presentation of evidence to the EREC through a progress report that the project is 100% complete and liquidation report of cash advance.

5. Approved researches may be submitted to funding institutions such as the DOST, CHED, and others. Researches not submitted to funding agencies will be submitted to the Institute for funding.

6. Researches not approved for funding but fall within the priority area of the Institute may be given assistance in the form of supplies or materials and the use of the Institute equipment and facilities.

V. Schedule of Submission for Proposals

The deadline for submission of research proposals will be third Monday of June. Generally, research projects should be completed in one year. Progress reports are due midway through each project.

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VI. Research Procedures

STEP	ACTIVITY
1	Proponent submits capsule research proposal (Appendix B/C) to the College Dean thru the College Research Coordinator. Research proposals on innovations/inventions must undergo patent search at the EARIST Innovation Technology Support Office (ITSO).
2	College Dean convenes the College Research Evaluation Committee (CREC) for evaluation of the research proposal (Appendix D).
3	The College Research Evaluation Committee (CREC) endorses the research proposal to the Director, Office of Research Services (ORS).
4	The Director, ORS consolidates all proposals and submits to VPREIS.
5	The VPREIS convenes the EARIST Research Evaluation Committee (EREC) for evaluation of the research proposals in a Research Forum (Appendix D).
6	The EREC recommends approval/revision/disapproval of the research proposal to the President.
7	Budget Office clears availability of funds for the research project.
8	VPPRE informs proponent thru the Dean.
9	Grantee and President sign the MEMORANDUM OF RESEARCH UNDERTAKING (Appendix H).
10	Grantee undertakes the research project.
11	Grantee submits a RESEARCH PROGRESS REPORT (Appendix E) midway through the research project.

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- 12 Grantee submits the draft of the RESEARCH TERMINAL REPORT (Appendix F/G) to the EREC for review.
- 13 Grantee revises the research report, if required.
- 14 Grantee submits the bound copy and cd copy of the RESEARCH TERMINAL REPORT.

VII. Implementation, Monitoring and Evaluation of Research

1. Upon approval of the proposal, the researcher/s implements and completes the research project or study within the approved time frame.

2. For Institute funded researches, a Memorandum of Research Undertaking shall be made between the contracting parties; the President as grantor and the faculty researcher/s as grantee/s. (See Appendix H).

3. For researches funded by external agencies, the researcher/s shall also enter a contract or a Memorandum of Agreement with the funding agencies before funds shall be released for the project implementation.

4. Non-compliance with any of the provision in the agreement shall be ground for:

1.1 Modification or termination of research subsidy;

1.2 Suspension of the research project; and

1.3 If warranted, after investigation, the researchers may be required to reimburse honorarium that has already been granted.

5. Any major deviation from the recommended process must be approved by the VP for Research, Extension and Information Services (VPREIS) upon the recommendation of the Director, Office for Research Services.

6. All materials and equipment for use of the project or study shall be receipted by the researcher/s.

7. The researcher/s shall turn over to the OVPREIS the equipment/s that would be purchased using research funds for the conduct of the research after the researcher/s had completed their study. It will be the prerogative of the OVPREIS to keep the equipment/s or to turn it over to another unit of the Institute for use.

8. The College/Campus Research Coordinator and the Director, Office for Research Services shall monitor the progress and problems encountered by the researcher/s anytime during the conduct of the research. A progress report shall be submitted to OVPREIS. (See Appendix E).

9. Upon completion of the project, the researcher/s shall submit a Terminal Report of project results in the prescribed format. All research reports are accomplished and submitted in five (5) copies to the ORS for evaluation.

10. All completed researches shall be presented in a Research Colloquium organized by the OVPREIS. The purpose is to improve the quality of the report before they are published in the EARIST Research Journal.

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11. All data, information and reports arising from the research activity shall acknowledge the contribution of the university as host institution.

12. In case of failure to meet the required output within the prescribed deadline or time frame, a strong justification must be submitted in writing at least one (1) month before the due date. The proponent may file a request for extension stating the reasons for the delay of project completion addressed to the OVPREIS.

13. Researchers who fail to submit their terminal reports are disqualified from applying for new grants. Also, they cannot be cleared upon retirement or resignation from EARIST.

VIII. Production, Marketing and Distribution of Research Outputs

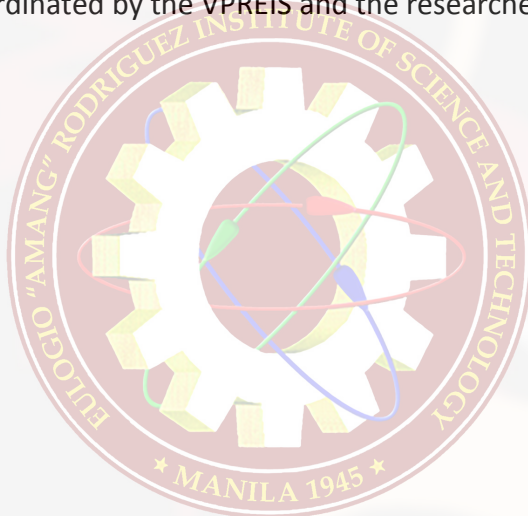
1. Research outputs shall be packaged for information dissemination and for utilization for the improvement of instruction and enhancement of extension services.

2. The Business Development Center will finance the mass production, marketing and distribution of research outputs. A Memorandum of Agreement shall stipulate the profit sharing scheme between the Institute and the research proponent/s under the Research Royalty Incentive Scheme.

3. Any research project that was directly funded by the Institute or was provided with manpower or facilities support will make the Institute a co-owner of the research project.

4. Any commercialization of research output in which EARIST is a co-owner requires approval of the President upon the recommendation of the VPREIS.

5. Research outputs with potential technological and industrial application are marketed to entities with capability to provide capital and produce such outputs commercially through contracts and license agreements. Interested adopters shall write a letter of intent to the President to adopt the technology. This shall be coordinated by the VPREIS and the researcher concerned.



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• THE RESEARCH INCENTIVE PROGRAM

The Research Incentive Program is the Institute's response to the growing need to provide evidence of support and motivation to the research initiatives of the faculty, academic support personnel, non-teaching personnel and administrators.

I. REDUCED TEACHING LOAD INCENTIVE (RTL)

1. Faculty member who is designated/assigned in the Research Office or College Research Coordinator shall be entitled to reduction of teaching load as follows:

Designation/Position	Required Teaching Load/Semester (Units or Hours)
Director	6 units
College Research Coordinator	12 units

2. Fulltime Professors are not qualified for the Reduced Teaching Load Incentive.
3. Regular Instructors, Assistant and Associate Professors with approved research project are entitled to 3-unit reduction of teaching load. However, for failure to complete the research within the prescribed period, the faculty member will be given 3-unit extra teaching load the following semester without pay.
4. Reduction of teaching load will disqualify the faculty member from availing of honorarium incentive.

5. Faculty members with temporary status are not qualified to avail of the RTLI. They may, however, collaborate with regular faculty members for their research undertaking.

II. RESEARCH HONORARIUM AND INCENTIVE (RHI)

Honoraria are granted upon completion of projects/study which have passed thorough evaluation and approved for implementation. The researcher must first meet the full time equivalent load, including designations, and must be issued special order by the President. The VPREIS reserves the right to recommend the disallowance of honoraria if the researcher/worker fails to effectively implement the research targets/objectives. Honoraria are released subject to the existing provisions/guidelines from government.

Matrix on Honorarium Schedule

Research Project/Activity	Honorarium
1. Science & Technology Research	Program Leader Php12,000.00
Inventions and innovations	Project Leader 10,000.00
Development and testing of	Project co-researcher 8,000.00
gadget/device/ equipment	Project support staff 2,000.00
2. Social/Behavioral Research	
• Within Manila	Php 5,000.00
• Regional	7,000.00
• National	10,000.00
• International	20,000.00

III. RESEARCH ROYALTY INCENTIVE (RRI)

Proponents of commercialized research outputs or authors of creative works such as instructional materials which are approved by the Instructional Materials Development and Evaluation Committee (IMDEC) and published/funded by the Institute shall be entitled to royalties as indicated below:

Net Income	Recipient
50%	Inventor/Author
25%	Institute
15%	College/department where the inventor/author belongs
10%	ITSO

IV. PAPER PRESENTATION INCENTIVE (PPI)

1. Rationale and Objectives

Dissemination of research output is an integral part of the research activity. Through regional, national, and international conferences, researchers have the excellent opportunity for dissemination of research results and at the same time exposure to latest developments in their fields of specialization. The Institute shall provide financial assistance to enable local researchers to participate in regional/national/international conferences and disseminate their research findings, exchange ideas with peers and learn from the experts from other parts of the world.

2. Eligibility. The grant is open to any regular EARIST faculty whose paper has been accepted for oral/poster presentation in a regional/national/ international conference, provided that the said paper has not been presented in any forum.

3. Subject of Accepted Paper. Priority is given to paper which is aligned to the Institute research agenda, college research thrusts and priority research areas, and line of specialization.

4. Grant. The Grant shall cover:

4.1 For international conference, the amount of conference funding support shall not exceed thirty thousand pesos (Php30,000.00) for a conference held within the ASEAN countries and shall not exceed fifty thousand pesos (Php50,000.00) for conference held outside the ASEAN.

4.2 For regional/national/international conferences (held in the Philippines), the usual financial assistance allowed by circulars/guidelines by the Department of Budget and Management and the Commission on Audit shall apply.

5. Application and Processing. Application must be submitted in the prescribed format and should reach the Institute at least two months before the date of the conference. Three sets of the following documents should be submitted with the application:

5.1 The full text of the paper to be presented at the conference;

5.2 Photocopy of the Letter of Invitation and Letter of Acceptance;

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5.3 Photocopy of the brochure about the conference, (e.g., CHED endorsement);

5.4 Letter of endorsement/recommendation from the Dean, Director-Research Services, and VPPRE; and

5.5 Details of financial assistance (e.g. amount, coverage, proposed utilization)

6. Conditions.

6.1 EARIST shall nominate only one application for a specific conference, except for paper presentations by different authors. If there are two or more applications of the same author for the same conference, only one paper should be endorsed considering the field of specialization, theme of conference, and others. In the case of co-authored papers, only one author should be endorsed by the institution for the grant.

6.2 Yearly slots shall be allotted and priority shall be given to first time applicants. Those who have already availed of the grant may re-apply if presenting an original paper.

6.3 EARIST shall not be responsible for applications received late due to postal delay or loss in postal transit, and others.

6.4 The financial assistance shall be provided directly to the applicant beneficiary.

6.5 Immediately after getting the approval of the support, the applicant shall sign a contract with EARIST stipulating the terms and conditions of the grant.

6.6 It will be the applicant's responsibility to make his/her travel arrangements, i.e., visa, ticket, etc. A photocopy of the travel documents must, however, be submitted to EARIST.

6.7 Within 10 days after the return from the conference/seminar, the grantee shall submit:

6.7.1 Certification or proof that the grantee presented the approved paper during the conference;

6.7.2 A travel report containing highlights of the conference, observations, learning and recommended follow thru actions; original receipt of the registration fee, and plane ticket.

6.8 Within a year after the conference, the grantee shall present the paper in the EARIST Research Colloquium, the school's official research forum for paper presentation.

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V. RESEARCH PUBLICATION INCENTIVE (RPI)

1. Rationale and Scope

Cognizant of the importance of research and publication in higher education institutions, there is a need to give due recognition of faculty and staff of the Institute who are able to publish research papers in high quality impact journals. The University world ranking system demands publication of research to Institutional Scientific Indexing (ISI) and Scopus listed journals.

The Research Publication Incentive shall be given to regular faculty and staff of the Institute who were able to publish research paper in ISI-listed, Scopus-listed, CHED-Accredited, and other International Refereed Journals.

A faculty member will be awarded with the incentive for every published research paper within the last three years.

2. Minimum Requirements for Eligibility

2.1 All administrative officials, regular faculty and staff are eligible for the incentive.

2.2 There is no limit for the number of published paper to which an incentive is given except for repetition of papers in various journals.

2.3 In cases of double or multiple authorships, the incentive to be given will be divided with the number

of authors. Co-author from other institution is not eligible for the incentive.

2.4 All papers published within the last three years from the date of the application are eligible for the incentive.

3. Application Procedure

3.1 Faculty and staff who have published their research paper in a referred journal shall secure the Research Publication Incentive Form available from the Office of Research Services (ORS).

3.2 The applicant(s) for the incentive shall submit the completed form with the required supporting documents to the (ORS). ORS shall provide checklist of required documents.

3.3 The ORS evaluates the completeness and accuracy of the completed form and supporting documents and recommend qualified application to the OVPREIS.

3.4 The VPREIS shall evaluate and recommend applications to the Office of the President which shall approve the awarding of incentives.

4. Criteria

4.1 Only papers published when the faculty is already in the Institute as a regular faculty or staff shall be recognized.

4.2 Only papers published where EARIST is acknowledged as the sole affiliation of the faculty or staff (the faculty of staff as an author or co-author of the publication is not representing a university for organization other than EARIST) shall be recognized.

4.3 Only research paper published in ISI journals, SCOPUS journals, other international refereed journals, or CHED-JAS – accredited Philippine refereed journals shall be eligible for the incentive.

4.4 The following publication are not eligible for the awards:

- 4.4.1 Papers published in national or international conference proceeding
- 4.4.2 Papers published in non-refereed journals
- 4.4.3 Papers that are not empirical research (e.g. literature review, critique, concept paper)
- 4.4.4 Papers published in EARIST Research Journal (except if the journal is ISI-listed)

5. Award and Incentives

5.1 The *Research Publication Incentive* shall be awarded in January during the In Institute Foundation Anniversary celebration.

5.2 The awardee will receive a plaque of recognition and a cash incentive commensurate to the type of publication.

5.3 The awardee may be required to deliver a paper presentation of the published research to which the incentive is awarded.

5.4 The cash incentive for the published paper shall be as follows:

5.4.1	ISI / Scopus listed Journal	Php 15,000.00
5.4.2	CHED-accredited Journal	10,000.00
5.4.3	National/International refereed Journal	5,000.00

VI. OUTSTANDING RESEARCHER AWARD (ORA)

1. Rationale and Scope

The **Outstanding Researcher Award** will be given annually to one (1) faculty member who has shown excellence in the area of research as evidenced by the following publication in ISI journals, plenary talks or paper presentations in national or international conference, national or international research-related award, leadership significant role in externally-funded research projects, and scientific invention or creative work with strong and practical impact to the society.

The award will cover research outputs and accomplishments for the last three years.

2. Criteria for Eligibility

- 2.1** All faculty members and administrative official, with exclusions of the President, Vice Presidents, Research Director and Researchers (plantilla item) are eligible for nomination for the award.
- 2.2** During the evaluation period, the faculty should have a research paper published in a refereed journal with national or international circulation.
- 2.3** During the evaluation period, faculty should have at least one of the following:
 - 2.3.1** Plenary talk or research paper presentation in a national or international conference
 - 2.3.2** Research-related award given by a national or international organization
 - 2.3.3** Involvement in an externally-funded research project as project Head/Directors, Lead Researcher/Principal Investigator, and Co-Researcher/Co-Investigator
 - 2.3.4** Science invention or creative work with societal impact and recognition by the community.

3. Nomination

- 3.1** Faculty and staff may nominate a faculty member for the award.
- 3.2** Only faculty members who have permanent status (tenured) are eligible for nomination for the award.

3.3 Administrative officials from the President, Vice Presidents and Research Director are not allowed to nominate or be nominated for the award.

3.4 A faculty member who has won the award is no longer eligible for nomination.

3.5 The nominated faculty must accept the nomination.

3.6 Nomination must adhere to the approved guidelines and schedules of the nomination process.

4. Selection

4.1 All nomination must be submitted to the Office of Research Services (ORS)

4.2 The ORS is tasked to conduct preliminary screening and evaluation of the nominations.

4.3 Nomination that did not meet the minimum requirements and/or minimum criteria, or did not adhere to the prescribed guidelines and schedules of the nomination process may be removed from the list of nominees that will be submitted to the Institute Committee on Research Awards (ICRA).

4.4 The Institute Committee on Research Awards shall be composed of the following:

Chair:	VP for the Research, Extension and Information Services
Members:	VP for Academic Affairs VP for Administration Director, Instruction Services One Full Professor (non-applicant)
Public Secretary:	Director, Research Services

4.5 All nominations recommended for evaluation by the ORS shall be evaluated by the ICRA based on quantitative and qualitative appreciation of research outputs and accomplishments.

4.6 A quantitative scoring sheet to be decided by the ICRA will be used to rate the nominees in terms of the following criteria and components per criteria:

4.6.1 Research Publication

- Publication in ISI Journals
- Publication in Scopus journal
- Publication in Other International Refereed Journals
- Publication in Editing Books with International Circulation (non-Textbook)
- Publication in CHED-JAS -Accredited Philippine Refereed Journals
- Publication in Edited Books with National Circulation (Non-Textbook)

4.6.2 Editorial and Reviewer in Publication

- Editor, Associate Editor, Guest Editor, or Reviewer in ISI Journals
- Editor, Associate Editor, Guest Editor, or Reviewer in Scopus Journals
- Editor, Associate Editor, Guest Editor, or Reviewer in Other International Refereed Journals

- Editor of Edited Books with International Circulation (Non-Textbook)
- Editor, Associate Editor, Guest Editor, or Reviewer in CHED -Other Accredited Refereed Journals
- Editor Associate Editor, Guest Editor, or Review in the Other Philippine Refereed Journals
- Editor of Edited Books with National Circulation (Non-Textbook)

4.6.3 Research Presentation

- Plenary Talk in International Conference
- Plenary Talk in National Conference
- Invited Lecture in International Meeting
- Invited Lecture in National Meeting
- Paper Presentation in International Conference/Meeting
- Paper Presentation in National Conference/Meeting

4.6.4 Research Award

- Award given by an International Organization
- Award given by a (Non-Filipino) National Organization
- Award given a Philippine Organization
- Research Fellowship Awarded by an International Organization or by a Higher Education Institution outside of the Philippines

- Research Scholarship Awarded by an International Organization or by a Higher Education Institution outside of the Philippines

4.6.5 Involvement in an Externally-Funded Research Project

- As Project Director/Project Head/Project Coordinator
- As Lead Researcher or Co-Researcher
- As Researcher Assistant, Data Analyst, or Statistician
- As Field Researcher and Other Significant Support Role
- As Research Consultant

4.6.6 Invention and Creative Work

- Invention develop and/or patented (with evidences of acceptance or recognition from the government scientific community)
- Creative Work develop and/or patented (with evidence of acceptance or recognition from the government or community where the works belong)

4.6.7 The Institute Committee on Research Award may conduct a panel interview of all the nominees, if needed.

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- 4.6.8** The Institute Committee on Research Awards shall select one awardee for the *Distinguished Research Award* and shall submit their recommendation to the President for approval.

5. Awarding and Incentives

- 5.1** The *Outstanding Researcher Award* shall be awarded during the Foundation Celebration (January).

- 5.2** The awardee will receive a plaque of recognition and a cash prize of twenty-thousand pesos (Php 20,000.00).

- 5.3** The awardee is required to deliver a plenary talk or paper presentation on one of the following: (a) current or recently completed research project, invention, or creative work; or (b) most recent research publication.

VII. ANNUAL OUTSTANDING RESEARCH AWARD (AORA)

1. Purpose

The Outstanding Research Award is given to recognized innovative research with substantial contribution in the advancement of academic disciplines and has visible potential application to educational policy development.

2. Guidelines

- 2.1 All regular faculty member, administrative staff, and officials with academic rank and non- academic rank are qualified for the award.
- 2.2 The research must be in any/or a combination of the topics in the *EARIST or College Research Agenda*.
- 2.3 The study should be completed within the last two years by the time of the call for nomination/application, and must have been presented in any forum, symposium or conference prior to the granting of the award.
- 2.4 The award will be given yearly; the ceremony of which will be in January to coincide with the Foundation Anniversary.
- 2.5 The award will be in the form of cash amounting to Php 20,000.00 and a plaque of recognition.
- 2.6 The winner/awardee should garner the total points between 90 to 100 points.
Ranking will be done to determine the finalist. No award will be given if no entry meets this rating.
- 2.7 Important dates:

Activity	Deadlines
Paper submission, both abstract and full paper (in APA format)	Third Tuesday of October
Short-listing by internal reviewers	First Tuesday of November
Judging of short- listed entries by external judges	Second Tuesday of November to First Tuesday of December
Awarding Ceremony	Foundation Celebration, January of the subsequent year

2.8 Exclusions:

2.8.1 Theses, Dissertations, or paper done in fulfillment of course requirements

2.8.2 Book review and review of literature

2.9 Research conducted could be by individual or team. In the case of team research, the cash award will be divided proportionately among the researchers. Whatever the case, only one entry is accepted from the contenders.

2.10 Faculty and officials submitting entries will not be part of the internal reviewers.

2.11 The committee for the final evaluation will include judges from other institutions.

2.12 The awardee shall present the paper during the awarding ceremony.

3. Criteria

3.1 Overall quality of the research (20%)

- The problem was addressed appropriate;
- The conceptual framework is suitable to anchor the study;
- The research design, data gathering tools, techniques and data analysis are appropriate for the given research problems; and

- Conclusions and recommendations were aligned with the research problems.

3.2 Impact and Relevance (20%)

- The research is in line with the EARIST and College Research Agenda;
- The finding of the research have visible potential usefulness and application; it has potential use for policy development or contribution to social, economical and ecological impact; and
- The research addresses current issues and concern in the discipline or in education in general.

3.3 Organization and Coherence (40%)

- The research exhibits the logical and systematic arrangement of information and ideas, choice of words, the use of correct grammar, good English or Filipino, and clarify of the presentation; and
- Findings are credible as a result of rigors in research design, instrumentation, and analysis of data.

3.4 Originality, Novelty, Applicability, and Marketability (20%)

- The research has a substantial contribution to the advancement of the body of knowledge in the academic disciplines in the Institute;
- The research has originality, uniqueness and innovativeness;
- The research is commercially viable.

VIII. RESEARCH CITATION AWARDS (RCA)

1. Rationale and Scope

This incentive aims to inspire the faculty by providing them an incentive recognizing their contribution to research production and contribution to the state of the art. The award will cover every research cited in the current year of application.

2. Criteria for Eligibility

2.1 The applicant must be a full- time faculty member or administration official who has a permanent status and with a length of service of at least three years.

2.2 The research findings/model/theory developed by the researcher have been cited or utilized by at least ten (10) research scholars or educational practitioners.

3. Application Procedure

3.1 The applicant should write a letter of application addressed to the President through channels and must be submitted to the Director, ORS.

3.2 The letter should be accompanied by documents showing proof that the research findings/ model/ theory of the faculty have been cited or utilized by at least ten(10) research scholars or practitioners. These documents may be a copy of the section of the research report where the applicant paradigm/ model/ theory or research finding were cited or adapted and copy of the references of the research report that used or cited applicants' research result/ model/theory.

3.3 The ORS is tasked to conduct preliminary screening and evaluation of the application.

3.4 The application will be endorsed to the VPREIS to be deliberated by the Institute Committee on Research Awards (ICRA).

3.5 The Institute Committee on Research Awards (ICRA) shall have the following composition:

Chair:	VP for Research Extension and Information Services
Members:	VP for Academic Affairs
	VP for Administration

and Finance
Director, Instructional
Services and NBC 461
One Full Professor (with
research citation)
Secretary: Director, Research Services

4. Awards

A plaque of recognition and a cash incentive of Php 20,000.00 will be awarded to the faculty during the Institute Foundation celebration.

5. Special Provision / Exclusion

- 5.1 The researches completed should be in the disciplines of the Institute.
- 5.2 Citation of one's own work is not included.

IX. SPECIAL RESEARCH AWARDS

- III. **Best Research Paper and Winners Incentives.** These are incentives given to winners or awardees in regional, national or international research competitions. The awardee shall receive a plaque of recognition and cash awards. To receive the incentive, the researcher shall submit the criteria for selection and other documentary evidences.

Regional Level

First Place	Php15,000.00
Runner Up	10,000.00
Finalist	5,000.00

National Level

First Place	Php20,000.00
Runner Up	15,000.00
Finalist	10,000.00

International Level

First Place	Php25,000.00
Runner Up	20,000.00
Finalist	15,000.00

- IV. **Student Research Competition Incentives.** These incentives are given to student winners in inter-university/college, regional, national or international research competitions. *(Source: Student Affairs Fund)*

Local

First Prize	Php5,000.00
Runner Up	3,000.00
Finalist	2,000.00

Regional

First Prize	Php15,000.00
Runner Up	10,000.00
Finalist	5,000.00

National

First Prize	Php20,000.00
Runner Up	15,000.00
Finalist	10,000.00

International

First Prize	Php25,000.00
Runner Up	20,000.00
Finalist	15,000.00

X. OTHER INCENTIVES

I. Service Credits – Service Credits shall be granted to faculty for services rendered beyond their official time and during non-working days as may be governed by existing policies. These credits can offset absences during school days. Opting for service credits shall no longer entitle to honorarium and vice-versa.

II. Advisorship of winners in regional, national or international research competitions. An incentive of Php 2,000.00 will be given the faculty member who served as adviser for every winning project.

III. Transportation/Food Allowance – This assistance is given to faculty advisers/research coordinators and students (per entry/group) for their participation as contestants/exhibitors in regional/national/international invention contests and exhibits, subject to accounting and auditing rules and regulations.

Local	-	Php 200.00 per day/person
Regional	-	Php 500.00 per day/person
National	-	Php 800.00 per day/person
International	-	\$ 100.00 per day/person (subject to UNDP/UN Daily Subsistence Allowance (DSA) Rates)

- I. The EARIST Research Journal is a refereed journal of pure and applied researches contributed by the faculty. Considered for publication are researches presented during the EARIST Research Colloquium or published in refereed journals. In all cases, the research paper should present new and previously unpublished materials.
- II. Contributions should not have been submitted for publication elsewhere.
- III. The manuscript should observe the following:
 - 3.1 Author/s must submit two copies (a hard copy and soft copy in Microsoft Word, Courier New 12) of the article/s.
 - 3.2 The paper should be organized as follows:

Abstract

Introduction

Statement of the Problem/Objectives of the Study

Method

Results and Discussion

Conclusions and Recommendations

References (APA style)

The Research Code

- I. In general, it is a policy of EARIST that faculty and staff will pursue their research activities in a manner that is consistent with the highest standard of ethical and scientific practice. The Institute expects from its members to have high standard of professional conduct and that their duty is to ensure/gain outstanding reputation in the profession in which they belong.
- II. The Research Code applies to all individuals or groups who will engage in research activities within the framework of the Institute.
- III. All researches must preserve the rights, safety and dignity of the subjects of research such as:
 - 3.1 All researches must maintain the highest standards of academic integrity.
 - 3.2 Fraud, falsification of data, plagiarism and other forms of academic dishonesty shall not be condoned and serve as cause for disciplinary action;
 - 3.3 All laboratory works must be well defined and be carried out in accordance with laboratory code of practice.

- IV. Data and research materials to be gathered should be consistent with the highest standard of ethical and scientific practice with appropriate references. Original data should be held in trust for the scientific and academic community, and should normally be scrutinized and analyzed subsequent to publication.
- V. For collaborative research, any person who participated in and have made significant intellectual contribution to the research activity should be included as author of its publication. The authors should vouch for the quality and integrity of their contribution to the work. All assistance in the research, including the gathering of data, should be appropriately acknowledged.
- VI. External researchers must accomplish Memorandum of Agreement – Guidelines for External Researchers (OVPREIS Form No. 12)

Intellectual Property

- I. All research outputs funded or subsidized by the Institute through the Research Incentive Program shall be the property of the Institute.
- II. Student/s should be listed as principal or first author/s on any multiple authored publication that substantially derives from the students' project feasibility study, thesis or dissertation.

III. All approved research projects for production must secure registration or patent with the Intellectual Property Office of the Philippines thru the EARIST Innovations and Technology Support Office (ITSO). The school shall be the owner of the patent.

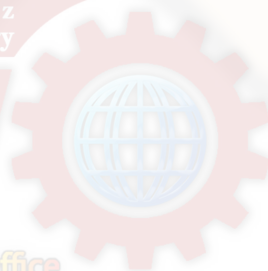
IV. Specific provisions on Intellectual Property rights are contained in the Policy Guidelines (dated March 17, 2008) by the Intellectual Property coordinating Unit, Technology Licensing Office.



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I. Effectivity

The Research Manual shall take effect immediately upon the approval of the Board of Trustees.

II. Amendments

Amendments, modifications or changes in any provision in this Manual shall only be done upon presentation and adoption of the EARIST Research and Extension Advisory Council (EREAC) and upon approval of the Board of Trustees.

III. Savings Clause

Any existing orders promulgated prior to the approval of this Manual that are inconsistent with any provision hereof shall be deemed superseded by this Manual unless, otherwise, contrary to any existing government laws or statutes governing such.

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APPENDIX A

• COLLEGE RESEARCH AGENDA



Graduate School (GS)

1. Policy oriented researches focused on quality and excellence, relevance and responsiveness and equity in education
2. Policy oriented research leading to improvements in Philippine business and economics sector, academe-industry linkages
3. Strategic management studies (financial, human resource and other specialization fields)
4. Good governance and civil society
5. Behavioral researches on industrial and educational settings
6. Innovative pedagogies in science, mathematics and technology areas
7. Instructional materials development and creative works
8. Evaluating special education interventions, guidance counseling programs and psychological services in school and industrial settings
9. New paradigms in business and education
10. Multidisciplinary teacher education research
11. Tracer studies of graduates



College of Arts and Sciences (CAS)

1. Disciplinary studies on mathematics, applied physics, computer science, industrial psychology, humanities, language, and general education.
2. Curriculum review and assessment of programs vis-à-vis industry standards and benchmarks

3. Investigations on the teacher-learner dynamics and effective pedagogy
4. Analysis of performance and competencies in government examinations
5. Renewable energy and gadget development and automation
6. Project impact studies;
7. Creative works and instructional materials development.



College of Education (CED)

1. Trends and innovation in effective pedagogy/ teaching strategies
2. Disciplinary studies in Physical sciences, Mathematics, Technology and livelihood education, Special education, and Filipino
3. Analysis of LET performance and competencies
4. Learning styles of students and teaching styles of teachers
5. Renewable energy, food production, safety and security, gadget development and automation;
6. Tracer studies on EARIST graduates, focusing on employability and career patterns;
7. Project impact studies;
8. Creative works and instructional materials development.



College of Business Administration (CBA)

1. Competency-based assessment of students versus industry needs
2. Effectiveness of immersion programs and on-the-job trainings

3. Studies on the business environment
4. Disciplinary studies in marketing, business management, entrepreneurship, human resource management
5. Tracer studies on EARIST graduates, focusing on employability and career patterns;
6. Project impact studies;
7. Analysis of performance and competencies in government examinations
8. Creative works and instructional materials development.



College of Hospitality Management (CHM)

1. Disciplinary studies in hospitality management and tourism
2. Competency-based assessment of students versus the tourism industry needs, hotel and food service industry needs
3. Innovative teaching methods in tourism and hotel management
4. Food production, safety and security, gadget development and automation
5. Tracer studies on EARIST graduates, focusing on employability and career patterns
6. Project impact studies
7. Analysis of performance and competencies in government examinations
8. Creative works and instructional materials development.



College of Architecture and Fine Arts (CAFA)

1. Disciplinary studies in architecture and fine arts
2. Competency-based assessment of students in the industry

3. Innovative teaching methods in architecture and fine arts
4. Tracer studies on EARIST graduates, focusing on employability and career patterns;
5. Analysis of performance and competencies in government examinations
6. Creative works and instructional materials development.



College of Engineering (CEN)

1. Design and development of cost-effective technologies and processes, new and emerging products in materials science and engineering, renewable energy and environmental impact studies
2. Disciplinary studies in engineering
3. Analysis of performance and competencies in government examinations
4. Innovative teaching methods in engineering
5. Environment and renewable sources of energy, food production, safety and security, gadget development and automation;
6. Tracer studies on EARIST graduates, focusing on employability and career patterns;
7. Project impact studies;
8. Creative works and instructional materials development.



College of Industrial Technology (CIT)

1. Disciplinary studies in industrial technology
2. Research on renewal energy, foods production, security and safety, gadget development and automation

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3. Analysis of performance and competencies in government examinations
4. Studies on ICT-enabled instruction
5. Competency-based assessment of students' performance in the industry
6. Innovative teaching methods in industrial technology
7. Tracer studies on EARIST graduates, focusing on employability and career patterns;
8. Project impact studies;
9. Creative works and instructional materials development.



College of Public Administration and Criminology (CPAC)

1. Disciplinary studies in public administration, governance and criminology
2. Evaluation studies on institutional systems and procedures
3. Analysis of performance and competencies in government examinations
4. Curriculum review and assessment of programs vis-à-vis industry standards and benchmarks
5. Innovative teaching methods in industrial technology
6. Tracer studies on EARIST graduates, focusing on employability and career patterns;
7. Project impact studies;
8. Creative works and instructional materials development.

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RESEARCH PROPOSAL (Science/Technology)

Date: _____

I. PROJECT TITLE:

II. PROPONENT/S:

A. PROJECT LEADER

Name _____

(Print Name & Signature)

College/Department _____

Position _____

B. CO-RESEARCHER/S

Name _____

(Print Name & Signature)

College/Department _____

Position _____
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Institute of Science and Technology

III. INTRODUCTION (This section contains a brief summary of the background information relevant to the study design and protocol methodology. Sufficient information includes description of condition of interest and present knowledge of the subject matter of the research. This information is necessary in order to understand the rationale of the study.)

IV. OBJECTIVES (Statement of general and specific objectives of the proposed research, e.g. what the proponent aims to discover or establish.)

V. REVIEW OF PRIOR ARTS (c/o ITSO patent search)

VI. TECHNICAL ASPECT (Fabrication drawing with complete specifications indicating the materials used for each part; Identify features and operating conditions that are new and innovative; (if applicable))

VII. MARKETING/ECONOMIC ASPECT (Discuss associated cost and/or construction techniques. Estimate the selling price of the eventual product and compare the price with existing competitive products).

VIII. ENVIRONMENTAL/SOCIAL ASPECT (Consider that the project will favor sustainable environmental development and no potentially permanent immediate and long-term hazards on the environment as well as in health and safety).

IX. RESEARCH UTILIZATION (This section indicates the strategies to be used in disseminating and ensuring utilization of the expected research results. For product-based researches, "proposal" should include the prospective technology user, as well as, plans for technology transfer.)

X. EXISTING EQUIPMENT USED

XI. PROPOSED VOLUME OF PRODUCTION PER PROJECT

Public Information and Web Office

XII. PROPOSED SKILLS/TRAINING NEEDS, SCHEDULE OF TRAINING, RESOURCE PERSON/S

XIII. OTHER COOPERATING AGENCIES/INSTITUTIONS AND ITS ROLE/COUNTERPART SUPPORT

X. WORK PLAN/GANTT CHART OF ACTIVITIES

XI. BUDGETARY REQUIREMENTS

- A. Personal Services _____
- B. Maintenance & Other Operating Expenses _____
 - 1. Travel _____
 - 2. Supplies and Materials _____
 - 3. Miscellaneous _____
- C. Equipment _____
- TOTAL _____

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Institute of Science and Technology

PIWO
Public Information and Web Office

RESEARCH PROPOSAL (Social/Behavioral)

Date: _____

I. RESEARCH PROJECT TITLE:

II. RESEARCHER/S

A. STUDY LEADER

Name _____

(Print Name & Signature)

College/Department _____

Position _____

B. CO-RESEACHER(S)

Name _____

(Print Name & Signature)

College/Department _____

Position _____

III. CONTENT

Introduction

Statement of the Problem

Hypothesis

Theoretical and Conceptual Framework

Significance of the Study

Review of Related Literature and Studies

Methodology
Research Method Used
Population and Sampling
Participants/Subjects
Research Instrument
Data Gathering Procedures
Statistical Data Analysis
References (APA Style)

III. PROPOSED TIMETABLE/GANTT CHART OF ACTIVITIES

XI. CERTIFICATION OF ORIGINALITY BY THE DIRECTOR, ORS AND VPREIS

Eulogio “Amang” Rodriguez
Institute of Science and Technology

PIWO
Public Information and Web Office

**APPENDIX
D**

• OVPREIS Form No. 3

RESEARCH PROPOSAL EVALUATION CRITERIA

Title of Research Proposal: _____

Proponents (s): _____

EVALUATION CRITERIA	WEIGHT (%)	RATING
1. Contribution to the body of knowledge/ practice	20	
2. Soundness of research proposal/design	20	
3. Applicability/Marketability of the research output	30	
4. Capability of proponent to carry out research project	10	
5. Aligned with the EARIST and College Research Agenda	10	
6. Conformity to national research thrusts (DOST/CHED)	10	
Total		

SUGGESTIONS/RECOMMENDATIONS:

Date: _____ Evaluator: _____
(Signature over Printed Name)

APPENDIX
E

• OVPREIS Form No. 4

RESEARCH PROGRESS REPORT

(To be accomplished by the Researcher in two (2) copies and validated by Director, Office for Research Services based on the target indicated).

Progress Report No.: _____

Title of the Project: _____

Source of Fund(s): _____

Date Project Started: _____

Period Covered by the Report: _____

Objectives of the Project/Study: _____

Brief Summary of Accomplishments/Highlights of the Study:
(Work accomplished on the basis of the total work programmed for the period covered): _____

Administrative, Technical and Other Problems Encountered:

Action Taken: _____

Public Information and Web Office

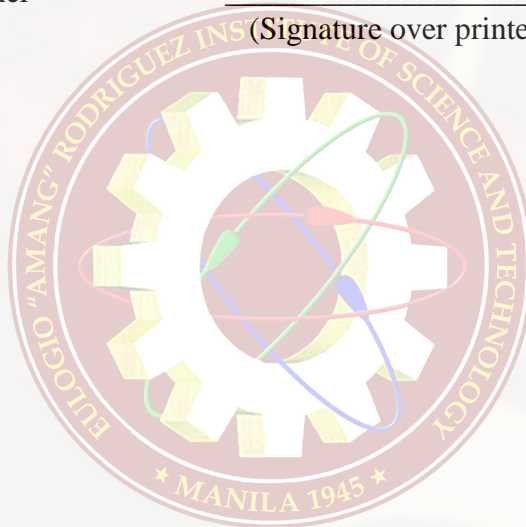
Recommendations: _____

Project Leader/Grantee

(Signature over printed name)

Co-Researcher

(Signature over printed name)



Eulogio "Amang" Rodriguez
Institute of Science and Technology

PIWO

Public Information and Web Office



RESEARCH TERMINAL REPORT (Science/Technology)

Date: _____

I. RESEARCH PROJECT TITLE:

II. RESEARCHER/S

C. PROJECT LEADER

Name _____
(Print Name & Signature) _____
College/Department _____
Position _____

D. CO-RESEACHER/S

Name _____
(Print Name & Signature) _____
College/Department _____
Position _____

Eulmang" Rodriguez
Institute of Science and Technology

III. CONTENT

Abstract
Introduction
Statement of the Problem/Objectives

Public Information and Web Office

Economic Significance of the Study

- Product Marketability
- Raw Materials Availability
- Technical Justification

Background of the Invention/Utility Model

- Detailed Description & Claims of the Invention/Utility Model
- Prior Arts

Methodology

Results and Discussion

Conclusions and Recommendations

References

Appendix (Documentation)



Eulogio "Amang" Rodriguez
Institute of Science and Technology

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Public Information and Web Office

RESEARCH TERMINAL REPORT (Social/Behavioral)

Date: _____

I. RESEARCH PROJECT TITLE:

II. RESEARCHER/S

A. STUDY LEADER

Name _____

College/Department _____

Position _____

B. CO-RESEACHER/S

Name _____

College/Department _____

Position _____

III. CONTENT

Abstract

Introduction

Statement of the Problem

Methodology

Results and Discussion

Conclusions and Recommendations

References

Appendix (Documentation)

MEMORANDUM OF RESEARCH UNDERTAKING
(Sample Only)

KNOW ALL MEN AND WOMEN BY THESE PRESENTS:

This Contract made and entered into this _____ day of April 2011 in Manila, Philippines by and between:

Dr./Prof. _____, faculty member of EARIST, hereinafter referred to as the GRANTEES:

-and-

The EULOGIO “AMANG” RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY (EARIST), with official address at Nagtahan St., Sampaloc, Manila, herein after referred to as the GRANTOR:

WITNESSETH

That the GRANTOR hereby allows the GRANTEES to conduct a research project on _____ for a period of _____ effective _____ until _____ in the amount of “Amang” Rodriguez _____ pursuant to its research functions; EARIST as an institution of higher learning as mandated to engage in research relevant to its distinctive competence in science and technology; that research output is expected to improve instruction and well-being.

NOW THEREFORE, for and in consideration of the above premises, the parties agree as follows: Office

1. GRANTOR shall:

1.1 Provide the GRANTEES the following:

1.1.1 Honorarium for Proponent/s;

1.1.2 Supplies, materials and equipment as provided in the project proposal;

1.1.3 If necessary, official travel related to the conduct of the study.

2 GRANTEES shall:

2.1 Implement and finish the project as scheduled;

2.2 Submit to the Research Offices (OVPPRE. ORS) a monthly progress report which includes its accomplishment with relevant documentation;

2.3 Adhere with the rules and policies of the Institute especially on matters related to claims of fund, which must be subjected to proper accounting and auditing procedures;

2.4 Be evaluated by a technical panel on the performance of the fabricated equipment;

2.5 Receive the last payment of honorarium upon completion of the project;

2.6 Prepare and submit final/terminal report in five (5) copies;

2.7 Present the research study to the academic community during research forum/colloquium or in-house review;

2.8 Return to the OVPPRE whatever equipment would be purchased for the project using research funds;

2.9 Abide by the relevant conditions stipulated in the EARIST Research Manual or by the GRANTOR; and

2.10 Present completed research in the Institute Research Colloquium.

This Contract shall be effective this January 2011, valid and binding for twelve (12) months from the date of its signing by both parties without prejudice to the revisions or modifications of any or some of the provisions which may herein after be agreed upon by the contracting parties provided that such revisions or modifications are consistent with the original interest and purpose of this agreement.

President/Grantor

Project Leader/Grantee

Signed in the Presence of:

Co-Researcher

VP for Planning, Research
and Extension

VP for Administration
and Finance

Chief, HRDD

OK as to Funds: Eulogio "Amang" Rodriguez
of Science and Technology

Director, FMS

Public Information and Web Office

ACKNOWLEDGEMENT

Republic of the Philippines) S.S.
Manila)

BEFORE ME, a Notary Public for and in the above jurisdiction,
personally appeared the following:

Name _____ Co. Tax.Cert. No. _____ Date/Place Issued _____

All known to me to be the same person who executed the
foregoing instrument and acknowledged to me that the same is
their own free and voluntary act and deed.

WITNESS MY HAND AND SEAL, this _____ day of
_____ 2011 at _____, Philippines.

NOTARY PUBLIC

Doc No. _____

Page No. login "Amang" Rodriguez

Book No. stitute of Science and Technology

Series of 2011

APPENDIX I

• OVPREIS Form No. 8

CRITERIA FOR OUTSTANDING RESEARCH AWARD

I. RESEARCH PROJECT TITLE:

II. RESEARCHER(S)

A. PROJECT/STUDY LEADER

Name _____

College/Department _____

Position _____

B. CO-RESEACHER/S

Name _____

College/Department _____

Position _____

EVALUATION CRITERIA	WEIGHT (%)	RATING
1. Originality, Novelty, Applicability, and Market Potential	20	
1. Impact and Relevance	20	
2. Organization and Coherence	40	
3. Overall quality of research report	20	
TOTAL	100	

Date: _____

Evaluator: _____

(Signature over Printed Name)

RESEARCH NON-DISCLOSURE AGREEMENT

THIS AGREEMENT (the “Agreement”) is entered into on this ___ day of ___ by between _____ located at _____ (the “**Disclosure Party**” and _____ with and address at _____ (the “**Recipient**” or the “**Receiving Party**”).

The Recipient hereto desires to participate in discussion regarding _____ (the “Transaction”) During these discussion discussions, disclosing part may of the mutual promises and covenants contained in this Agreement, and other good acknowledged, the parties hereto agree as follows:

1. Definition of Confidential Information
2. Disclosure of Confidential Information
3. Use of Confidential Information
4. Compelled Disclosure of Confidential Information
5. Term
6. Remedies
7. Return of Confidential Information
8. Notice of Breach
9. No Binding Agreement for Transaction
10. Warranty
11. Miscellaneous

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Disclose

By _____
Name:
Title:

Receiving Party

By _____
Name:
Title:

Note: Complete copy of this form is available at the Research office.



Eulogio "Amang" Rodriguez
Institute of Science and Technology

PIWO
Public Information and Web Office

APPLICATION FOR RESEARCH PUBLICATION INCENTIVE

Name: _____

College: _____

Mobile No.: _____

Title of Research: _____

Title of Journal (APA format, include ISSN no.)

Submitted by:

(Name & Signature)

Eulogio "Amang" Rodriguez
Institute of Science and Technology

Recommending Approval:

Dean

Public Information and Web Office

*Attach supporting documents.

APPENDIX L

• OVPREIS Form No. 11

CRITERIA FOR OUTSTANDING RESEARCHER AWARD

CRITERIA	POINTS	RATING
1. Approved research project	10	
1.1 Institutional		
1.1.1 Individual	7	
1.1.2 Collaborative	5	
1.2 Regional/National Level		
1.2.1 Individual	9	
1.2.2 Collaborative	7	
1.3 International		
1.3.1 Individual	10	
1.3.2 Collaborative	8	
2. Research Presentation	20	
2.1 Plenary Talk/Lecture in International Conference/Meeting	20	
2.2 Plenary Talk/Lecture in Regional/National Conference/Meeting	15	
2.3 Paper Presentation in International Conference/Meeting	15	
2.4 Paper Presentation in National Conference/Meeting	10	
3. Research Publication	20	
3.1 Publication in ISI Journals	20	
3.2 Publication in Scopus Journals	20	
3.3 Publication in other international refereed journals	15	

3.4 Publication in edited books with international circulation (non-textbook)	15	
3.5 Publication in CHED-accredited Philippine refereed journals	15	
3.6 Publication in edited books with national circulation (non-textbook)	10	
4. Editor and Reviewer in Publication	10	
4.1 Editor/associate editor/guest editor/reviewer in ISI Journals	10	
4.2 Editor/associate editor/guest editor/reviewer in Scopus Journals	10	
4.3 Editor/associate editor/guest editor/reviewer in other international refereed journals	5	
4.4 Editor/associate editor/guest editor/reviewer in edited books with international circulation (non-textbook)	5	
4.5 Editor/associate editor/guest editor/reviewer in CHED-accredited Philippine refereed journals	5	
4.6 Editor/associate editor/guest editor/reviewer in edited books with national circulation (non-textbook)	5	
5. Research Award	10	
5.1 Award given by an international organization	10	
5.2 Award given by a regional/national organization	10	
5.3 Award given by a local organization (e.g., university, LGU)	5	

6. Involvement in an Externally-Funded Research Project		
	10	
6.1 As Project Leader	10	
6.2 As Study Leader	8	
6.3 As Project/Study Co-researcher	6	
6.4 As Project Support Staff	4	
6.5 As Research Consultant	5	
7. Invention and Creative Work	20	
7.1 Patented work	10	
7.2 Creative Work (e.g., copyright)	10	
TOTAL	100	

Name & Signature

Name & Signature

Eulogio "Amang" Rodriguez
Institute of Science and Technology

PIWO
Public Information and Web Office

APPENDIX
M

• OVPREIS Form No. 12

EARIST

RESEARCH GUIDELINES FOR
EXTERNAL RESEARCHERS
MEMORANDUM OF AGREEMENT

Date: _____

The Researcher hereby agrees to observe the following guidelines in the conduct of the research study:

- Compliance to the ethics of research study;
- Compliance to the policies and rules of the Institute;
- Adherence to the requested and permitted parameter of the research study;
- No Institute, college or unit undertaking shall be interrupted in the course of data gathering;
- Soft and hard copies of the final research study output shall be furnished to the Institute through the Office of the Research Services;
- The goodwill of the Institute, college, or unit shall not be tarnished in any circumstance by the conduct of the said study.

I understand that the Institute reserves the right to hold or stop my research anytime and hold in case of no compliance to the guidelines.

Researcher Signature over Printed Name

Eulogio "Amang" Rodriguez
Institute of Science and Technology

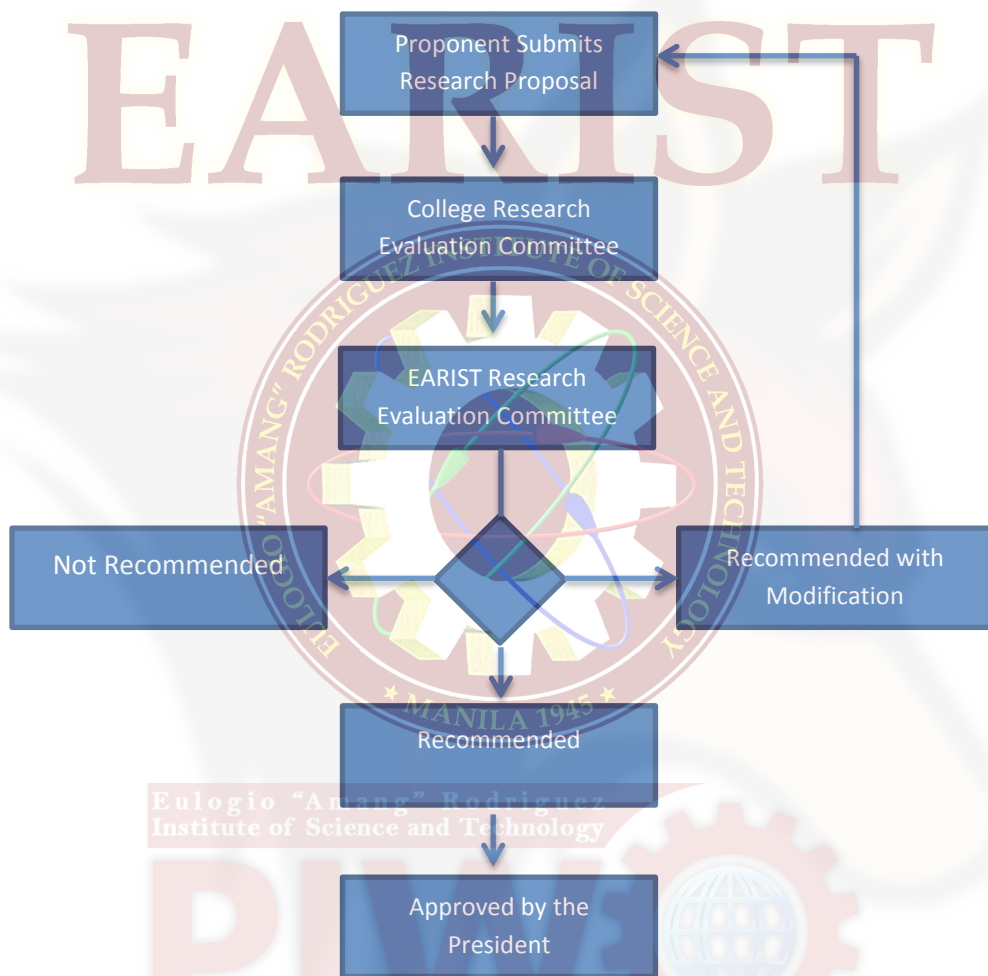
Noted:

Director, Office of Research Services

VP for Research, Extension and Information Services

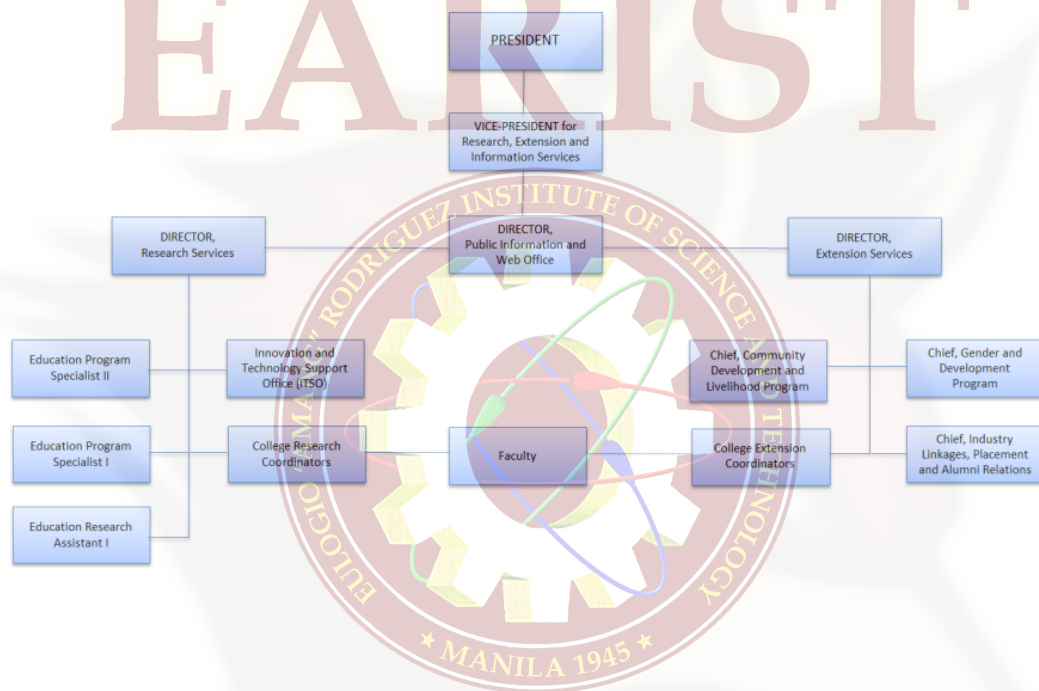
APPENDIX
N

• Flowchart of Processing of Research Proposal



APPENDIX O

• Organizational Structure



Eulogio "Amang" Rodriguez
Institute of Science and Technology

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Public Information and Web Office

GLOSSARY

AORA	Annual Outstanding Research Award
APA	American Psychological Association
CHED-JAS	Commission on Higher Education Journal Accreditation Services
CREC	College Research Evaluation Committee
DOST	Department of Science and Technology
EREAC	EARIST Research and Extension Advisory Council
EREC	EARIST Research Evaluation Committee
GO	Government Organization
IMDEC	Instructional Material Development Evaluation Committee
ICRA	Institute Committee on Research Awards
ISI	Institutional Scientific Indexing
ITSO	Innovations and Technology Support Office
MMIERDC	Metro Manila Industry and Energy Research and Development Consortium
NGO	Non-Government Organization
ORA	Outstanding Research Award
ORS	Office of Research Services
OVPREIS	Office of the Vice President for Research, Extension and Information Services
PPI	Paper Presentation Incentives
RCA	Research Citation Award
RHI	Research Honorarium and Incentive
RPI	Research Publication Incentive
RRI	Research Royalty Incentive
RTL	Reduced Teaching Load Incentive

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Prof. SHEILA MARIE M. MATIAS	Director, Public Information & Web Office
Dr. MELBA S. ASUNCION	Director, Management Internal Control Audit Services
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Mr. ROSALITO MIJARES	Director, NSTP EARIST Cavite Campus



Eulogio "Amang" Rodriguez
Institute of Science and Technology

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