

REVISED
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UDM RESEARCH MANUAL



UNIVERSIDAD DE MANILA



PREFACE

Research is one of the fundamental functions of the **Universidad de Manila (UDM)**, serving as a cornerstone of academic excellence, innovation, and community development. As a public higher education institution, the University recognizes its responsibility to generate knowledge that informs policy, advances professional practice, addresses societal challenges, and contributes to the sustainable development of the City of Manila and the nation. Through the collective efforts of its faculty members, non-teaching personnel, and students, UDM continues to strengthen its position as a center for research, scholarship, and innovation.

In response to the evolving landscape of higher education and the increasing emphasis on research quality, integrity, and impact, the University has developed this **Universidad de Manila Research Manual** as the official policy and procedural framework governing research across the institution. This Manual establishes a coherent and standardized system for the planning, implementation, monitoring, evaluation, dissemination, and utilization of research while ensuring compliance with applicable national policies, ethical standards, and quality assurance requirements.

The Manual reflects the University's commitment to cultivating a dynamic research culture founded on excellence, collaboration, innovation, accountability, and social responsibility. It provides comprehensive policies and guidelines on research agenda alignment, proposal development, ethical review, funding mechanisms, project implementation, monitoring, publication, intellectual property, research incentives, and knowledge dissemination. These provisions are intended to support faculty members, administrative personnel, and students in producing scholarly work that is relevant, rigorous, and responsive to local, national, and global development priorities.

The preparation of this Manual is the result of extensive consultation and collaboration among university administrators, college deans, research coordinators, faculty members, and other key stakeholders under the leadership of the **University Research, Extension, Linkages and International Affairs (URELIA)**. It embodies the University's shared aspiration to institutionalize research excellence by promoting interdisciplinary collaboration, strengthening research capability, expanding local and international partnerships, and encouraging the translation of research findings into policies, programs, technologies, and community interventions.

Furthermore, this Manual aligns the University's research initiatives with the priorities of the Commission on Higher Education, the Department of Science and Technology, the National Economic and Development Authority, and the United Nations Sustainable Development Goals. By integrating these strategic directions into institutional research planning, UDM seeks to ensure that its scholarly endeavors remain responsive to emerging societal needs while contributing meaningfully to national development and global knowledge generation.

As the University's official reference for research governance, this Manual serves not only as a guide for researchers but also as a manifestation of UDM's continuing pursuit of academic distinction, research integrity, and innovation. It is envisioned to strengthen research productivity, enhance institutional competitiveness, foster evidence-based decision making, and reinforce the University's role as a leading local university committed to transforming lives and communities through quality research.



It is our hope that this Research Manual will inspire every member of the Universidad de Manila community to embrace research as a lifelong pursuit of discovery, service, and excellence, thereby advancing the University's vision of becoming a nationally recognized institution distinguished by relevant, ethical, and impactful research.

Dr. REJAN L. TADEO

Vice-President for Academic Affairs
Universidad De Manila

MESSAGE

From the University President
MA. FELMA CARLOS-TRIA, Ed.D.

As an educational institution, the Universidad de Manila (UDM) is committed to addressing the needs of its students within the halls of the University, preparing them not only for entry into the workforce of the city and the nation but also for participation on the global stage. To achieve this, UDM prioritizes quality education, responsive infrastructure, modern facilities and equipment, and a well-developed curriculum focused on competency and employability.

To deliver the kind of education the youth of Manila deserve, the University must emphasize and critically assess key performance indicators that reflect its academic standing.

Among the most telling indicators are the passing rates of students enrolled in board programs and the employment and employability of our alumni. These metrics reveal whether the University is fulfilling its mandate and mission as an educational institution. By closely monitoring these indicators, we can better understand both the needs of our students and the areas where the University must improve. Our focus will not only be on academic excellence but also on cultivating a strong sense of mission and purpose among our students.



To support this vision, clear and objective evaluation standards must be established and implemented to ensure that faculty members consistently deliver quality education. Existing curricula must be further enhanced to align with the highest educational standards and to ensure competitiveness and relevance in today's dynamic landscape.

Quality management standards will also be implemented to guide and document the University's progress toward these goals. This will help recalibrate institutional practices, foster a culture of continuous improvement, and ensure sustainable development—regardless of changes in leadership or management. Through these measures, the efforts, outputs, insights, and work of every unit and individual will be harmonized to align with shared goals, set expectations, and most importantly, the needs of our students—the foremost stakeholders of any educational institution.

These aspirations are easier said than done. But together, as one unit, as one family, we can build a better UDM—a true second home that our Merlions can be proud of.



THE UNIVERSIDAD DE MANILA RESEARCH MANUAL

The Universidad de Manila (UDM), through the University Research, Extension Linkages, and International Affairs (URELIA) and in coordination with its Academic Heads, actively monitors and supports the research activities of both faculty and students in the undergraduate and graduate programs. Faculty research is carried out as a core academic function, while student research is an essential component of their academic requirements. The University strongly promotes interdisciplinary and collaborative research, encouraging diversity in the design and implementation of projects across various fields. Through this approach, both faculty and students develop their collaborative skills and learn to integrate key ideas, methods, and techniques that enhance the quality of their research outputs and contribute meaningfully to knowledge production.

In today's modern society, research plays a critical role in generating and advancing knowledge. In recognition of this, higher education institutions are mandated to engage in research as one of their fundamental functions. Aligned with this mandate, UDM has made it a priority to establish clear policies, guidelines, and procedures that support research efforts. These frameworks aim to harmonize institutional initiatives and maximize research productivity.

Research Policy Statement

One of the core functions and objectives of the University is “to participate in the discovery, transmission, and preservation of knowledge, and to stimulate the cultural and intellectual life of society.” In line with this, the Universidad de Manila promotes research and allocates financial resources and facilities to support it within the University. To fulfill this mandate, UDM—through this Research Policy—empowers its faculty and staff to fully utilize the University's resources, fostering a research culture that aligns with the national development goals of the Philippines.

Research Principles

The research endeavors of the Universidad de Manila (UDM) are guided by the **SCALE Research Principles**, which embody the University's commitment to producing research that is socially responsive, collaborative, accountable, lifelong in perspective, and ethically grounded. These principles serve as the foundation for all research activities undertaken by faculty members, non-teaching personnel, and students, ensuring that research contributes meaningfully to knowledge generation, innovation, public service, and sustainable development.

S – Social Relevance. Research shall address the needs and aspirations of society by generating knowledge that responds to local, national, and global issues. UDM promotes research that contributes to evidence-based policies, community development, innovation, environmental sustainability, public service, and the attainment of the United Nations Sustainable Development Goals. Research outputs are expected to create measurable social, economic, cultural, environmental, and educational impact.

C – Collaboration. Research excellence is strengthened through collaboration and interdisciplinary engagement. UDM encourages partnerships among faculty members, students, government agencies, industries, professional organizations, local government units, civil society organizations, and international institutions. Collaborative research promotes knowledge exchange, resource sharing, innovation, and the development of solutions to complex societal challenges.



A – Accountability. Researchers are accountable for maintaining the highest standards of academic integrity, scientific rigor, transparency, and responsible stewardship of research resources. UDM upholds accountability in every stage of the research process, including planning, implementation, data management, financial utilization, publication, dissemination, and utilization of research findings. Researchers are expected to produce outputs that are accurate, credible, reproducible, and beneficial to stakeholders.

L – Lifelong Learning. Research is a continuous process of inquiry, discovery, innovation, and professional development. UDM fosters a culture of lifelong learning by encouraging faculty members, staff, and students to continually strengthen their research competencies, embrace emerging methodologies and technologies, engage in scholarly collaboration, and contribute to the advancement of knowledge throughout their professional careers. Continuous capability building and research mentorship are integral components of the University's research ecosystem.

E – Ethics. Ethics is the cornerstone of all research activities undertaken by the University. UDM requires strict adherence to universally accepted ethical principles governing research involving humans, animals, communities, and the environment. Researchers shall uphold honesty, objectivity, fairness, respect, confidentiality, accountability, and integrity throughout the conduct of research. Compliance with institutional, national, and international ethical standards safeguards the rights, welfare, dignity, and interests of research participants while ensuring the credibility and trustworthiness of research outputs.

Collectively, the **SCALE Research Principles** guide the Universidad de Manila in building a research culture that is responsible, collaborative, innovative, and responsive to the evolving needs of society. These principles reinforce the University's vision of producing high-quality research that advances knowledge, informs policy and practice, promotes sustainable development, and contributes to national and global progress.

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CHAPTER 1

THE UNIVERSITY RESEARCH AGENDA

1.1 The University Research Agenda, Thrusts, and Priorities (2026-2030)

The Universidad de Manila (UDM), a local university of the City of Manila established under Ordinance No. 7885 (initially known as the City College of Manila or CCM), and reconstituted as UDM through City Ordinance No. 8120, is driven to make a meaningful difference through research and development by generating projects with societal impact. The University recognizes research as a vital pillar of its core functions, alongside high-quality instruction and meaningful social engagement.

The **UDM Research Agenda 2026–2030** serves as a strategic guide for the University’s research initiatives and for stakeholders involved in research and development activities over the next five years. It is founded on broad engagement and consultations with university leaders and experts and is aligned with the University’s program offerings and the national research agenda set by key agencies such as the National Economic and Development Authority (NEDA), the Department of Science and Technology (DOST), and the Commission on Higher Education (CHED).

This agenda aims to propel UDM towards research excellence and to position the University as a premier research hub, contributing significantly to the City of Manila and the nation. It highlights the University’s research strengths, identifies priority areas, and outlines strategic objectives to translate UDM’s research output into practical academic applications, always keeping the best interests of stakeholders and industry partners in mind.

The University is committed to cultivating a research culture that fosters creativity, innovation, and productivity. It seeks to provide leadership and support for campus-wide research efforts, promote capacity-building initiatives, and design a dynamic and responsive curriculum that reflects the holistic integration of research and development. These goals are directed toward crafting solutions to local challenges while addressing the global impact of emerging trends in education, technology, and society. Furthermore, the agenda envisions stronger partnerships and broader opportunities across research and academic domains, ultimately enhancing UDM’s competitiveness in the local and global arenas.

1.2 Rationale

The advent of the Educational Revolution in the 21st century has elevated research to a fundamental function of universities, advancing knowledge and discovery across academia. Research conducted by higher education institutions remains a primary source of innovation and knowledge creation, serving as a critical foundation for sustainable development in today’s highly technological environment. Consequently, many universities face the dual challenge of cultivating highly skilled research-engaged human capital while also securing sufficient investment in advanced research initiatives and teaching reforms.



Amid the rapid transformation of the educational and technological landscape, the University Research, Extension Linkages, and International Affairs (URELIA) must act decisively to stay aligned with the demands of **Education and Industry 5.0**, which calls for innovation-driven education responsive to the global knowledge economy. The institutionalization of a clear research agenda at UDM is a strategic move to meet these evolving standards. This includes fostering a culture of excellence-driven research, enhancing research capacity and productivity, producing high-quality, relevant publications, and building collaborative networks.

The **Commission on Higher Education (CHED) Memorandum Order No. 46, Series of 2012**, further underscores the need for enhanced quality assurance in Philippine higher education through an outcomes-based and typology-based framework. It outlines five key areas of institutional performance: governance and management; quality of teaching and learning; quality of professional exposure, research, and creative work; student support; and community relations. UDM's compliance with this framework is essential for its recognition and credibility as a Higher Education Institution (HEI). Under the **National Higher Education Research Agenda 2 (NHERA)**, research is identified as one of the primary functions of HEIs. As such, UDM is mandated to institutionalize the development and implementation of a research framework and agenda. CHED is likewise authorized to monitor and evaluate the compliance of HEIs and local universities and colleges (LUCs), with provisions for incentives or sanctions as necessary.

Ultimately, research at UDM is not just an academic requirement but a guiding principle. It enables the University to engage in scholarly, relevant, and sustainable pursuits by generating, protecting, disseminating, and applying knowledge. These efforts are integral to the University's intellectual, technological, health, social, environmental, cultural, and economic contributions to society.

1.3 UDM Research Agenda (2026-2030)

The UDM Research Agenda (2026–2030) provides the University's strategic research directions for generating knowledge, fostering innovation, informing public policy, and producing evidence-based solutions that contribute to the sustainable development of the City of Manila and the nation. It serves as the framework for research planning, funding, collaboration, and dissemination across all academic and administrative units.

- [1] Knowledge Powerhouse of the City of Manila. This research priority focuses on generating interdisciplinary knowledge that strengthens Universidad de Manila as the primary source of evidence-based research supporting the development of the City of Manila. Studies under this area shall contribute to institutional improvement, urban development, social innovation, and community transformation.

Priority Research Areas

- Institutional research and university development
- Urban studies and metropolitan development
- Community needs assessment
- Social innovation
- Evidence-based local planning
- Smart city initiatives
- Quality assurance and institutional effectiveness

- Higher education development

[2] **Safety, Security, and Justice.** This thematic area supports research that promotes safer communities, effective public safety systems, crime prevention, disaster preparedness, emergency response, and access to justice.

Priority Research Areas

- Community safety
- Public security
- Disaster preparedness
- Crime prevention
- Digital security
- Human rights
- Emergency management
- Justice administration

[3] **Science and Emerging Technologies.** Research under this area encourages scientific discovery, technological innovation, digital transformation, and the responsible application of emerging technologies that contribute to societal advancement.

Priority Research Areas

- Artificial Intelligence
- Data Science
- Robotics and Automation
- Internet of Things
- Biotechnology
- Information Systems
- Educational Technology
- Smart Technologies
- Innovation and Product Development

[4] **Responsive Health Systems.** This agenda promotes research that improves health services, public health programs, healthcare education, disease prevention, nutrition, mental health, and community wellness.

Priority Research Areas

- Public Health
- Community Health
- Mental Health
- Nutrition
- Health Promotion
- Health Education
- Healthcare Management
- Disease Prevention

- Occupational Health

- [5] Education and Industry Training. Recognizing education as the University's core mandate, this priority supports research that enhances teaching, learning, curriculum innovation, teacher education, workforce development, lifelong learning, and industry-responsive education.

Priority Research Areas

- Teaching and Learning
- Curriculum Development
- Teacher Education
- Educational Leadership
- Learning Assessment
- Educational Technology
- Technical and Vocational Education
- Graduate Education
- Workforce Development
- Lifelong Learning

- [6] Business and Economic Advancement. This thematic area promotes research that strengthens entrepreneurship, business innovation, local industries, financial inclusion, economic resilience, tourism, and sustainable enterprise development.

Priority Research Areas

- Entrepreneurship
- Small and Medium Enterprises
- Innovation Management
- Financial Literacy
- Digital Business
- Tourism Development
- Creative Economy
- Marketing
- Human Resource Development
- Local Economic Development

- [7] Public Governance and Policy Development. Research under this priority contributes to improving governance systems, public administration, local government performance, policy formulation, public service delivery, and institutional accountability.

Priority Research Areas

- Public Administration
- Local Governance
- Policy Analysis
- Public Finance
- Digital Governance

- Good Governance
- Public Service Innovation
- Organizational Development
- Evidence-Based Policymaking

[8] Environmental Management and Disaster Risk Reduction. This agenda supports research promoting environmental sustainability, climate resilience, resource conservation, urban ecology, and disaster risk reduction to enhance the resilience of Manila's communities.

Priority Research Areas

- Climate Change Adaptation
- Environmental Sustainability
- Waste Management
- Water Resources
- Urban Ecology
- Biodiversity
- Disaster Risk Reduction
- Renewable Energy
- Environmental Education

[9] Manila Heritage, Culture, and the Arts. This thematic area promotes research on the preservation, promotion, and revitalization of Manila's historical, cultural, artistic, and creative heritage while strengthening cultural identity and tourism.

Priority Research Areas

- Cultural Heritage Preservation
- History of Manila
- Indigenous Knowledge
- Literature
- Language Studies
- Performing Arts
- Visual Arts
- Cultural Tourism
- Creative Industries

[10] Gender and Development Studies. This agenda encourages research that advances gender equality, social inclusion, diversity, human rights, and equitable access to education, employment, health, leadership, and public services.

Priority Research Areas

- Gender Equality
- Women's Empowerment
- Social Inclusion
- Diversity Studies

- Gender Mainstreaming
- Inclusive Education
- Human Rights
- Youth Development
- Family Studies
- Vulnerable Populations

Cross-Cutting Research Priorities

Across all thematic areas, the University shall encourage research that:

- Advances the United Nations Sustainable Development Goals (SDGs).
- Supports the Philippine Development Plan and national research priorities.
- Responds to the developmental needs of the City Government of Manila.
- Promotes interdisciplinary and multidisciplinary collaboration.
- Strengthens innovation, digital transformation, and evidence-based policymaking.
- Generates technologies, publications, policy recommendations, and community-based solutions.
- Encourages international collaboration and contributes to global scholarship while maintaining local relevance.

These ten thematic areas constitute the official **UDM Research Agenda (2026–2030)** and shall guide the prioritization of university-funded research, faculty and student research initiatives, institutional research projects, extension-related studies, collaborative research, and external grant applications. All research proposals submitted for university funding shall demonstrate clear alignment with at least one of these priority areas while contributing to the University's mission of producing relevant, innovative, ethical, and socially responsive research.

1.4 The Universidad De Manila Research Thrusts and Priorities (2026-2030)

The University's Research Agenda—grounded in interdisciplinary and cross-disciplinary approaches—is focused on both academic advancement and social development. Its thrusts and priorities are aligned with the country's long-term vision, **AMBISYON Natin 2040**, the **Philippine Development Plan (Agenda 2030)**, and the **United Nations 2030 Agenda for Sustainable Development Goals (SDGs)**. These priorities are also framed within the context of **CHED's National Higher Education Research Agenda I and II (NHERA I and II)**, the **National Higher Education Research Agenda (NHURA)**, and the **National Integrated Basic Research Agenda (NIBRA)**.

The **UDM Research Thrusts and Priorities (2026–2030)** have been developed through consultation with university stakeholders—particularly faculty members and students—and in direct response to the needs of local communities and industry partners.

The following represent the University's priority interdisciplinary research programs:

- Criminal Justice
- Health
- Education
- Engineering and Technology

- Arts and Sciences
- Business, Accounting, and Entrepreneurship
- Public Administration
- Law
- Micro-Credentialing and Industry Training
- Technical Education and Skills Development Authority (TESDA)

These research programs, designed with built-in flexibility, will serve as a strategic guide for formulating research proposals and as the basis for granting University research support. The **Research Thrusts and Priorities (2026–2030)** will be reviewed and updated periodically in response to emerging research directions and opportunities.

International Alignment	National Alignment	Institutional Research Agenda	Priority Areas
SDG 1 No Poverty SDG 2 Zero Hunger SDG 3 Good Health and Well-Being SDG 8 Decent Work and Economic Word SDG 9 Industry, Innovation and Infrastructure SDG 11 Sustainable Cities and Communities SDG 13 Climate Action SDG 16 Peace, Justice and Strong Institutions SDG 17 Partnerships for the Goals	• NEDA “Ambisyon Natin 2040” • DOST- ▪ Harmonized National Research and Development Agenda	[1] Knowledge Powerhouse of the City of Manila	[1] Poverty Solution [2] Jobs and Income [3] Sustainable Communities [4] Green Environment [5] Smart and Sustainable City [6] Emergency Preparedness [7] Health Empowerment [8] Governance, Politics, and Trade

SDG 2 Zero Hunger SDG 3 Good Health and Well-Being SDG 6 Clean Water and Sanitation SDG 9 Industry, Innovation and Infrastructure SDG 10 Reduced Inequalities SDG 11 Sustainable Cities and Communities SDG 16 Peace, Justice and Strong Institutions SDG 17 Partnerships for the Goals	▪ NEDA “Ambisyon Natin 2040” ▪ DOST-Harmonized National Research and Development Agenda	2. Safety, Security, and Justice	[1] Urban Planning [2] Transport Systems [3] Water and Sanitation [4] Food Supply [5] Waste Management [6] Physical Security [7] Works Spaces [8] Information Access [9] Physical Security [10] Data Security [11] Cyber Crimes [12] Organized Crimes and Extremism [13] Drug Trafficking [14] Dynamic Security and Technology [15] Humanitarian Plan for New Prison Model [16] The Interplay of Technology, Ethics, and Human Rights [17] Inequalities to Basic Services [18] Forensic Issues and Legal Medicine [19] Challenges of the Criminal Justice System
SDG 4 Quality Education SDG 7 Affordable and Clean Energy SDG 8 Decent Work and Economic Growth SDG 9 Industry, Innovation and Infrastructure SDG 11 Sustainable Cities and Communities SDG 12 Responsible Consumption and Production	▪ NEDA “Ambisyon Natin 2040” ▪ DOST-Harmonized National Research and Development Agenda	3. Science and Emerging Technologies	[1] Green Technologies [2] General Innovative Technologies [3] Big Data Management [4] Digital Tech Solutions [5] Advanced Computer Programming [6] Electronic Innovations [7] Technological Capacity-building Initiatives [8] Resilient Recovery Models Scientific Collaborations

SDG 13 Climate Action SDG 17 Partnerships for the Goals			
SDG 3 Good Health and Well Being SDG 4 Quality Education SDG 9 Industry, Innovation and Infrastructure SDG 10 Reduced Inequalities SDG 11 Sustainable Cities and Communities SDG 17 Partnerships for the Goals	▪ NEDA “Ambisyon Natin 2040” ▪ DOST- Harmonized National Research and Development Agenda ▪ National Unified Health Research Agenda (NUHRA)	4. Responsive Health System	[1] Health Data Analysis [2] Health Service Delivery [3] Health and Safety of UDM Community in the New Normal [4] Mental Health [5] Covid 19 Contact Tracing Efforts [6] Telehealth and Telemedicine [7] Health Education Challenges in the New Normal [8] Vaccination and Social Determinants of Hesitancy [9] Wearable Technology for Health Monitoring
SDG No. 1 No Poverty SDG No. 4 Quality Education SDG No. 5 Gender Equality SDG No. 8 Decent Work and Economic Growth SDG No. 9 Industry, Innovation and Infrastructure SDG No. 10 Reduced Inequalities	▪ NEDA “Ambisyon Natin 2040” ▪ DOST- Harmonized National Research and Development Agenda ▪ National Integrated Basic Research Agenda (NIBRA) ▪ National Higher Education Research Agenda (NHERA)	5. Education and Industry Training	[1] Educational Access in the New Normal [2] Normal [3] Innovative Pedagogies [4] Curriculum C Instruction Trends [5] Blended/Hybrid Learning [6] EdTech and VLE Applications [7] Digital Tools and Solutions [8] Digital Divide [9] Student Engagement and Performance in the New Normal [10] 21st Century Skill [11] Food C Beverage Services [12] Web and Graphic Design Trends [13] Photography Innovations [14] Technical Career and Marketability

SDG No. 17 Partnerships for the Goals			[15] Apprenticeship System Trends
SDG No. 1 No Poverty SDG No. 8 Decent Work and Economic Growth SDG No. 9 Industry, Innovation and Infrastructure SDG No. 11 Sustainable Cities and Communities SDG No. 12 Responsible Consumption and Production SDG No. 17 Partnerships for the Goals	▪ NEDA “Ambisyon Natin 2040” ▪ DOST-Harmonized National Research and Development Agenda ▪ National Integrated Basic Research Agenda (NIBRA) ▪ National Higher Education Research Agenda (NHERA)	6. Business and Economic Advancement	[1] Development of Local Industries [2] and MSMEs [3] Commercialization and Utilization of Technologies [4] Agile Supply Chain Management [5] Digitization of Business [6] Logistic Challenges [7] Collaborative Logistics [8] Connected Vehicles [9] Resilient Business Models Business Start -ups
SDG No. 10 Reduced Inequalities SDG No. 11 Sustainable Cities and Communities SDG No. 16 Peace, Justice and Strong Institutions SDG No. 17 Partnerships for the Goals	▪ NEDA “Ambisyon Natin 2040” ▪ DOST-Harmonized National Research and Development Agenda	7. Public Governance and Policy Development	[1] Government Initiatives and Challenges [2] Public Policy and Global Inter-dependency [3] Public Accountability [4] Multi-stakeholder Engagement [5] 21st Century Governance and Performance [6] [7]

SDG No. 6 Clean Water and Sanitation SDG No. 11 Sustainable Cities and Communities SDG No. 13 Climate Action SDG No. 15 Life on Land SDG No. 17 Partnerships for the Goals	▪ NEDA “Ambisyon Natin 2040” ▪ DOST-Harmonized National Research and Development Agenda ▪ Disaster Risk Reduction on Climate Change Adaption Research Agenda	8. Environmental Management and Disaster Risk Reduction	[1] Environmental Protection and Management [2] Climate Change Mitigation and Adaptation [3] Natural Hazard Risk Assessment [4] Disaster and Emergency Preparedness [5] Impact of Gas Emissions
SDG No. 4 Quality Education SDG No. 8 Decent Work and Economic Growth SDG No. 9 Industry, Innovation and Infrastructure SDG No. 10 Reduced Inequalities SDG No. 11 Sustainable Cities and Communities SDG No. 12 Responsible Consumption and Production SDG No. 17 Partnerships for the Goals	▪ DOST-NRCP RD Leadership program ▪ CHED CMO’s and PSG’s ▪ National Integrated Basic Research Agenda (NIBRA) ▪ National Higher Education Research Agenda (NHERA)	9. Manila Heritage, Culture, and the Arts	[1] Divergence and Pluralism [2] Social and Inter - cultural Skills [3] Heritage Tours and Hospitality [4] Manila Cultural Tourism [5] Manila Virtual Tourism [6] Street Food Tourism [7] Coffee Tourism [8] Urban Regeneration Recovery of Local Tourism

SDG No. 3 Good Health and Well Being SDG No. 5 Gender Equality SDG No. 8 Decent Work and Economic Growth SDG No. 10 Reduced Inequalities SDG No. 16 Peace, Justice and Strong Institutions SDG No. 17 Partnerships for the Goals	▪ NEDA “Ambisyon Natin 2040” ▪ DOST-Harmonized National Research and Development Agenda ▪ RA 9710 CSC MC No. 48, s.2013 MC No. 201-01 CSC MC No. 12, s. 2005	10. Gender and Development Studies	[1] Gender Sensitivity [2] Transgender Studies [3] Women Issues [4] Work Equality [5] Gender-based Violence
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1.5 College Research Thrusts and Priorities (2026-2023)

To complement the University Research Agenda, each college shall establish its own **College Research Thrusts and Priorities** that reflect its academic discipline, professional expertise, and strategic direction. These research priorities shall guide faculty members, researchers, and students in developing scholarly works that address discipline-specific issues while contributing to the University's mission and the developmental needs of the City of Manila. All College Research Thrusts shall be aligned with the **UDM Research Agenda (2026–2030)** and support national development priorities, the Sustainable Development Goals (SDGs), and emerging local and global challenges. The College Research Thrusts shall serve as the basis for prioritizing research proposals, allocating research resources, fostering interdisciplinary collaboration, and generating impactful research outputs that advance knowledge, innovation, and community development.

1.5.1 College of Education (CED)

The **College of Education** shall pursue research that advances inclusive, evidence-based, technology-enabled, and socially responsive education. Its agenda aligns with the UDM Research Manual, particularly the University research thrust on **Education and Industry Training**, which includes educational access, innovative pedagogies, curriculum and instruction, blended learning, digital tools, student engagement, twenty first century skills, technical career development, and apprenticeship trends.

Table 2: College of Education (CED) Research Agenda and Priorities

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Inclusive and Equitable Education	Educational access, learning gaps, inclusive education, gender responsive pedagogy, support for disadvantaged learners, equity in public higher education	Education and Industry Training; Gender and Development Studies	SDG 4, SDG 5, SDG 10	Ambisyon Natin 2040; Philippine Development Plan; CHED Research Agenda on access, equity, and quality
Teacher Education and Professional Development	Preservice teacher preparation, teaching competence, licensure examination performance, mentoring, faculty development, teacher identity and professional ethics	Education and Industry Training	SDG 4, SDG 8	Human capital development; lifelong learning; professional standards for teacher education
Curriculum, Instruction, and Assessment	Outcomes based education, curriculum alignment, competency-based education, authentic assessment, performance-based assessment, classroom innovation	Education and Industry Training	SDG 4, SDG 8	Quality education; workforce readiness; CHED quality assurance and PSG alignment
Educational Technology and Digital Learning	Blended learning, virtual learning environments, AI in education, learning analytics, digital divide, technology assisted instruction	Science and Emerging Technologies; Education and Industry Training	SDG 4, SDG 9, SDG 10	Digital transformation; Industry 4.0 readiness; innovation driven education
Science, Mathematics, Language, and Literacy Education	STEM education, scientific literacy, numeracy, reading proficiency, language learning, inquiry-based learning, laboratory and simulation-based teaching	Education and Industry Training; Science and Emerging Technologies	SDG 4, SDG 9	Knowledge economy; improved learning outcomes; research-based instruction

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Educational Leadership, Governance, and Policy	School leadership, education policy, quality assurance, institutional effectiveness, data driven decision making, public education governance	Public Governance and Policy Development; Education and Industry Training	SDG 4, SDG 16, SDG 17	Good governance; education reform; CHED institutional quality assurance
Learner Well Being and Mental Health	Student motivation, socio emotional learning, academic resilience, school climate, guidance support, teacher and learner well being	Responsive Health System; Education and Industry Training	SDG 3, SDG 4	Human development; safe and supportive learning environments
Action Research and Community Based Education	Classroom based action research, school improvement, community literacy, extension linked education projects, local education problem solving	Knowledge Powerhouse of the City of Manila; Education and Industry Training	SDG 4, SDG 11, SDG 17	Community development; evidence based local solutions; Agenda 2030
Industry Training, Internship, and Employability	Practice teaching, internship readiness, employability skills, technical and vocational education, work integrated learning, career preparation	Education and Industry Training; Business and Economic Advancement	SDG 4, SDG 8, SDG 17	Ambisyon Natin 2040; decent work; skills matching; graduate employability

1.5.2 College of Health Sciences (CHS)

The **College of Health Sciences (CHS)** shall pursue interdisciplinary, evidence based, and community responsive health research that advances health promotion, disease prevention, healthcare innovation, environmental health, and public health policy.

Table 3. College of Health Sciences (CHS) Research Agenda and Priorities

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Public Health and Health Promotion	Health promotion, disease prevention, community health assessment, health education, lifestyle interventions, health behavior, urban health	Responsive Health System; Knowledge Powerhouse of the City of Manila	SDG 3, SDG 11, SDG 17	NUHRA; PDP Healthy Philippines; Ambisyon Natin 2040; CHED Research Agenda

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Health Systems and Health Service Delivery	Universal Health Care implementation, primary healthcare, healthcare accessibility, patient safety, quality improvement, health financing, healthcare management	Responsive Health System; Public Governance and Policy Development	SDG 3, SDG 10, SDG 16	Universal Health Care Act; NUHRA; PDP Governance and Human Development
Digital Health and Health Technologies	Telemedicine, telehealth, health information systems, artificial intelligence in healthcare, wearable technologies, electronic medical records, health data analytics	Responsive Health System; Science and Emerging Technologies	SDG 3, SDG 9, SDG 17	DOST HNRDA; NUHRA; Philippine Digital Health Strategy
Environmental and Occupational Health	Food safety, water quality, sanitation, waste management, environmental pollution, occupational safety, workplace health, climate related health risks	Environmental Management and Disaster Risk Reduction; Responsive Health System	SDG 3, SDG 6, SDG 8, SDG 13	PDP Environmental Sustainability; DOST HNRDA
Nutrition and Food Security	Nutrition status, maternal and child nutrition, food safety, food security, dietary behavior, community nutrition, nutritional epidemiology	Responsive Health System; Knowledge Powerhouse of the City of Manila	SDG 2, SDG 3, SDG 12	Philippine Plan of Action for Nutrition; NUHRA
Mental Health and Psychosocial Well Being	Mental health literacy, stress management, resilience, psychological wellbeing, substance abuse prevention, school and workplace mental health	Responsive Health System	SDG 3, SDG 4, SDG 10	Philippine Mental Health Act; NUHRA; PDP Human Development
Disaster Preparedness and Emergency Health	Emergency preparedness, disaster medicine, humanitarian response, community resilience, emergency medical services, climate related health emergencies	Environmental Management and Disaster Risk Reduction; Responsive Health System	SDG 3, SDG 11, SDG 13	National Disaster Risk Reduction and Management Plan; Climate Change Action Plan

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Maternal, Child, and Family Health	Maternal care, reproductive health, adolescent health, child development, immunization, family planning, women's health	Responsive Health System; Gender and Development Studies	SDG 3, SDG 5, SDG 10	Responsible Parenthood and Reproductive Health Act; NUHRA
Health Policy, Ethics, and Governance	Health policy analysis, health equity, ethics in healthcare, governance, public health legislation, healthcare regulation, health economics	Public Governance and Policy Development; Responsive Health System	SDG 3, SDG 10, SDG 16	Philippine Development Plan; Universal Health Care Act; CHED Research Agenda
Community Based Health Research and Extension	Community diagnosis, participatory action research, health extension programs, local health interventions, indigenous health practices, health literacy	Knowledge Powerhouse of the City of Manila; Responsive Health System	SDG 3, SDG 11, SDG 17	Ambisyon Natin 2040; NUHRA; CHED Extension and Research Agenda

1.5.3 College of Arts and Sciences (CAS)

The **College of Arts and Sciences (CAS)** shall pursue interdisciplinary, innovative, and socially responsive research that advances knowledge in the natural sciences, social sciences, humanities, mathematics, communication, psychology, environmental studies, and public policy. The College shall serve as a catalyst for scientific discovery, cultural preservation, evidence-based policymaking, and community transformation through research that addresses local, national, and global challenges.

Table 4. College of Arts and Sciences (CAS) Research Agenda and Priorities

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Environmental Sustainability and Climate Resilience	Climate change adaptation, urban ecosystems, pollution monitoring, biodiversity conservation, waste management, environmental education, disaster resilience	Environmental Management and Disaster Risk Reduction	SDG 6, SDG 11, SDG 13, SDG 15	Climate Change Action Plan; NDRRMP; DOST HNRDA

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Social Sciences and Public Policy	Sociology, economics, political science, public administration, governance, public policy evaluation, social protection, urban development	Public Governance and Policy Development; Knowledge Powerhouse of the City of Manila	SDG 10, SDG 11, SDG 16, SDG 17	Philippine Development Plan; Ambisyon Natin 2040
Psychology and Behavioral Sciences	Mental health, psychological wellbeing, human behavior, organizational psychology, educational psychology, community resilience, social cognition	Responsive Health System; Gender and Development Studies	SDG 3, SDG 4, SDG 10	NUHRA; Philippine Mental Health Act
Communication, Media, and Digital Society	Digital communication, media literacy, journalism, misinformation, social media behavior, digital citizenship, communication technologies	Science and Emerging Technologies; Public Governance and Policy Development	SDG 4, SDG 9, SDG 16	PDP Digital Transformation; CHED Research Agenda
Culture, Heritage, Languages, and the Arts	Manila heritage preservation, Philippine history, linguistics, literature, creative industries, cultural identity, performing and visual arts, tourism culture	Manila Heritage, Culture, and the Arts	SDG 4, SDG 8, SDG 11, SDG 17	National Tourism Development Plan; NHERA
Gender, Diversity, and Social Inclusion	Gender equality, women's studies, LGBTQIA+ studies, diversity, human rights, inclusive development, social equity	Gender and Development Studies	SDG 5, SDG 10, SDG 16	RA 9710; Philippine Commission on Women GAD Agenda
Urban Studies and Community Development	Urban poverty, housing, migration, local governance, smart cities, community resilience, participatory development, social innovation	Knowledge Powerhouse of the City of Manila; Public Governance and Policy Development	SDG 1, SDG 11, SDG 16, SDG 17	Ambisyon Natin 2040; Philippine Development Plan

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Data Analytics, Statistics, and Computational Social Science	Big data analytics, predictive modeling, GIS applications, statistical modeling, artificial intelligence applications, evidence-based decision making	Science and Emerging Technologies	SDG 9, SDG 16, SDG 17	DOST HNRDA; Digital Philippines initiatives
Community Based and Interdisciplinary Research	Participatory action research, citizen science, interdisciplinary research, extension-based research, policy-oriented studies, sustainable development	Knowledge Powerhouse of the City of Manila; Public Governance and Policy Development	SDG 11, SDG 17	CHED Research Agenda; NHERA; Ambisyon Natin 2040

1.5.4 College of Business Management (CBM)

The **College of Business Management (CBM)** shall pursue research that promotes entrepreneurship, innovation, digital transformation, sustainable enterprise development, financial resilience, and responsible business practices. The College shall generate evidence-based research that enhances organizational competitiveness, strengthens Micro, Small, and Medium Enterprises (MSMEs), supports economic development, and contributes to policy formulation and business innovation in the City of Manila and the Philippines.

Table 5. College of Business Management (CBM) Research Agenda and Priorities

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Entrepreneurship and MSME Development	Entrepreneurship, start-up ecosystems, MSME competitiveness, family businesses, social entrepreneurship, innovation ecosystems, livelihood development	Business and Economic Advancement	SDG 1, SDG 8, SDG 9, SDG 17	Ambisyon Natin 2040; PDP on Economic Transformation; CHED Research Agenda

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Business Innovation and Digital Transformation	Artificial intelligence in business, digital marketing, e-commerce, fintech, digital entrepreneurship, business analytics, Industry 4.0, digital business models	Business and Economic Advancement; Science and Emerging Technologies	SDG 8, SDG 9, SDG 12	DOST HNRDA; Digital Economy Framework; Philippine Innovation Act
Financial Management and Inclusive Finance	Financial literacy, investment behavior, corporate finance, banking, financial technology, risk management, inclusive finance, sustainable finance	Business and Economic Advancement	SDG 1, SDG 8, SDG 10	Bangko Sentral ng Pilipinas Financial Inclusion Framework; PDP
Marketing, Consumer Behavior, and Service Excellence	Consumer behavior, branding, customer satisfaction, digital marketing, retail management, service quality, customer experience, tourism marketing	Business and Economic Advancement; Manila Heritage, Culture, and the Arts	SDG 8, SDG 9, SDG 12	National Tourism Development Plan; CHED Research Agenda
Supply Chain, Logistics, and Operations Management	Supply chain resilience, logistics optimization, procurement, inventory management, smart logistics, transport systems, business continuity planning	Business and Economic Advancement; Knowledge Powerhouse of the City of Manila	SDG 8, SDG 9, SDG 11	Philippine Development Plan; Logistics Industry Roadmap
Human Resource Management and Organizational Development	Employee engagement, leadership, organizational behavior, talent management, diversity and inclusion, workforce well-being, future of work	Business and Economic Advancement; Gender and Development Studies	SDG 5, SDG 8, SDG 10	Ambisyon Natin 2040; Philippine Labor and Employment Agenda

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Corporate Governance, Business Ethics, and Sustainability	Corporate governance, ESG practices, corporate social responsibility, ethical leadership, regulatory compliance, sustainable business practices	Public Governance and Policy Development; Business and Economic Advancement	SDG 8, SDG 12, SDG 16	Securities and Exchange Commission Sustainability Reporting Framework; PDP Governance
Tourism, Hospitality, and Creative Economy	Sustainable tourism, hospitality management, culinary entrepreneurship, cultural tourism, tourism destination management, events management	Manila Heritage, Culture, and the Arts; Business and Economic Advancement	SDG 8, SDG 11, SDG 12	National Tourism Development Plan; Ambisyon Natin 2040
Business Intelligence, Analytics, and Decision Science	Business analytics, predictive analytics, big data, market intelligence, decision support systems, artificial intelligence for management	Science and Emerging Technologies; Business and Economic Advancement	SDG 9, SDG 16, SDG 17	DOST HNRDA; Digital Transformation Strategy
Community Enterprise and Inclusive Local Economic Development	Community enterprises, cooperative development, informal economy, urban livelihood, local business resilience, social innovation, poverty reduction	Knowledge Powerhouse of the City of Manila; Business and Economic Advancement	SDG 1, SDG 8, SDG 11, SDG 17	Ambisyon Natin 2040; Philippine Development Plan; Local Economic Development Framework

1.5.5 College of Criminal Justice (CCJ)

The **College of Criminal Justice (CCJ)** shall pursue multidisciplinary, policy-responsive, technology-driven, and community-engaged research that strengthens crime prevention, public safety, law enforcement, forensic sciences, corrections, criminal justice administration, cybersecurity, and public security governance. The College shall generate evidence-based research that contributes to safer communities, effective justice systems, ethical law enforcement, and sustainable public governance in the City of Manila and the Philippines.

Table 6. College of Criminal Justice (CCJ) Research Agenda and Priorities

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Crime Prevention and Community Safety	Crime prevention strategies, community policing, crime mapping, crime trends, urban safety, neighborhood security, fear of crime, situational crime prevention	Safety, Security, and Justice; Knowledge Powerhouse of the City of Manila	SDG 11, SDG 16, SDG 17	Ambisyon Natin 2040; PDP on Public Order and Safety; CHED Research Agenda
Law Enforcement and Police Administration	Police leadership, operational effectiveness, organizational development, ethical policing, police accountability, public trust, law enforcement innovations	Safety, Security, and Justice; Public Governance and Policy Development	SDG 16, SDG 17	Philippine National Police Reform Agenda; PDP Good Governance
Criminal Investigation and Forensic Sciences	Forensic science, forensic biology, forensic chemistry, DNA analysis, fingerprint examination, digital forensics, forensic psychology, medico legal investigation	Safety, Security, and Justice; Science and Emerging Technologies	SDG 9, SDG 16	DOST HNRDA; National Forensic Science Development Initiatives
Cybersecurity and Digital Crime	Cybercrime, digital evidence, cyber fraud, artificial intelligence in policing, digital investigations, cyber resilience, online safety, information security	Safety, Security, and Justice; Science and Emerging Technologies	SDG 9, SDG 16, SDG 17	National Cybersecurity Plan; DOST HNRDA; Philippine Development Plan Digital Transformation
Corrections and Rehabilitation	Correctional administration, inmate rehabilitation, restorative justice, correctional health, reintegration, juvenile justice, prison management	Safety, Security, and Justice; Responsive Health System	SDG 3, SDG 10, SDG 16	Bureau of Jail Management and Penology modernization initiatives; PDP Human Development

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Disaster Risk Reduction and Public Safety	Emergency management, disaster preparedness, crisis management, humanitarian response, emergency operations, public safety planning	Environmental Management and Disaster Risk Reduction; Safety, Security, and Justice	SDG 11, SDG 13, SDG 16	National Disaster Risk Reduction and Management Plan
Criminal Justice Policy and Governance	Criminal justice reforms, justice administration, prosecution, judicial processes, public policy evaluation, criminological policy research	Public Governance and Policy Development; Safety, Security, and Justice	SDG 10, SDG 16, SDG 17	Philippine Development Plan; Justice Sector Reform Program
Human Rights, Ethics, and Social Justice	Human rights protection, police ethics, correctional ethics, vulnerable populations, gender responsive policing, victimology, restorative justice	Gender and Development Studies; Public Governance and Policy Development	SDG 5, SDG 10, SDG 16	RA 9710; Human Rights Action Plan; Ambisyon Natin 2040
Substance Abuse, Juvenile Delinquency, and Crime Prevention	Drug prevention, juvenile delinquency, youth offending, diversion programs, school safety, behavioral interventions, community resilience	Responsive Health System; Safety, Security, and Justice	SDG 3, SDG 4, SDG 16	Dangerous Drugs Board National Drug Strategy; Philippine Youth Development Plan
Intelligence, Security Management, and Emerging Security Technologies	Intelligence analysis, security risk assessment, critical infrastructure protection, artificial intelligence in security, surveillance systems, predictive policing, border and transportation security	Safety, Security, and Justice; Science and Emerging Technologies	SDG 9, SDG 11, SDG 16, SDG 17	National Security Policy; DOST HNRDA; Philippine Development Plan

7.5.6 College of Computing Studies (CCS)

The **College of Computing Studies (CCS)** shall pursue innovative, interdisciplinary, and industry-responsive research that advances computing, information technology, software engineering, cybersecurity, artificial intelligence, data science, and digital transformation. The College shall generate research that addresses societal challenges through technology-enabled solutions, promotes smart

governance, strengthens digital infrastructure, and supports sustainable socio-economic development in the City of Manila and the Philippines.

Table 7. College of Computing Studies (CCS) Research Agenda and Priorities

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Artificial Intelligence and Machine Learning	Artificial intelligence, machine learning, deep learning, natural language processing, computer vision, intelligent decision support systems, generative AI, explainable AI	Science and Emerging Technologies	SDG 4, SDG 8, SDG 9, SDG 17	DOST HNRDA; National AI Strategy Roadmap; PDP Digital Transformation
Data Science and Business Analytics	Big data analytics, predictive analytics, data mining, business intelligence, learning analytics, visualization, open data, data driven governance	Science and Emerging Technologies; Business and Economic Advancement	SDG 9, SDG 16, SDG 17	DOST HNRDA; Philippine Digital Strategy
Software Engineering and Systems Development	Software engineering, agile development, cloud computing, mobile application development, enterprise systems, quality assurance, DevOps, systems integration	Science and Emerging Technologies	SDG 8, SDG 9	DOST HNRDA; CHED Research Agenda
Cybersecurity and Information Assurance	Cybersecurity, cybercrime prevention, ethical hacking, digital forensics, blockchain security, network security, information assurance, privacy protection	Safety, Security, and Justice; Science and Emerging Technologies	SDG 9, SDG 16, SDG 17	National Cybersecurity Plan; PDP Governance
Smart Cities and Digital Governance	Smart city technologies, e-government, digital public services, intelligent transportation systems, GIS applications, urban informatics, digital governance	Knowledge Powerhouse of the City of Manila; Public Governance and Policy Development	SDG 9, SDG 11, SDG 16, SDG 17	Ambisyon Natin 2040; PDP Governance; Smart City initiatives

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Health Informatics and Digital Health	Electronic health records, telemedicine systems, health information systems, wearable technologies, AI in healthcare, health analytics	Responsive Health System; Science and Emerging Technologies	SDG 3, SDG 9, SDG 17	NUHRA; Philippine Digital Health Strategy
Educational Technology and Learning Analytics	Learning management systems, virtual learning environments, adaptive learning, educational software, digital assessment, AI assisted learning, educational data mining	Education and Industry Training; Science and Emerging Technologies	SDG 4, SDG 9	CHED Digital Education initiatives; NHERA
Internet of Things and Intelligent Systems	Internet of Things, embedded systems, robotics, automation, sensor technologies, smart agriculture, smart environment, intelligent monitoring systems	Science and Emerging Technologies; Environmental Management and Disaster Risk Reduction	SDG 9, SDG 11, SDG 13	DOST HNRDA; Philippine Innovation Agenda
Digital Entrepreneurship and Financial Technologies	FinTech, e-commerce, blockchain applications, digital payments, startup technologies, technology commercialization, innovation ecosystems	Business and Economic Advancement	SDG 8, SDG 9, SDG 17	Philippine Innovation Act; Startup Development Program
Human Computer Interaction and Emerging Computing Technologies	User experience, accessibility, human computer interaction, augmented reality, virtual reality, mixed reality, quantum computing awareness, digital inclusion	Science and Emerging Technologies	SDG 9, SDG 10, SDG 17	CHED Research Agenda; Digital Philippines initiatives

1.5.7 College of Public Policy and Governance (CPPG)

The **College of Public Policy and Governance (CPPG)** shall pursue interdisciplinary, policy-driven, evidence-based, and socially responsive research that strengthens public administration, governance, local government, public policy, leadership, sustainable development, and citizen participation. The College shall generate scholarly work that informs policymaking, improves public sector performance, enhances institutional accountability, and promotes responsive governance for the City of Manila and the Philippines.

Table 8. College of Public Policy and Governance (CPPG) Research Agenda and Priorities

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Public Administration and Governance	Public administration reforms, governance innovation, organizational effectiveness, strategic management, public service delivery, institutional performance	Public Governance and Policy Development	SDG 16, SDG 17	Ambisyon Natin 2040; Philippine Development Plan; CHED Research Agenda
Public Policy Analysis and Evaluation	Policy formulation, policy implementation, policy impact assessment, regulatory governance, evidence-based policymaking, legislative studies	Public Governance and Policy Development	SDG 10, SDG 16, SDG 17	Philippine Development Plan; NEDA Policy Framework
Local Governance and Urban Development	Local government performance, decentralization, barangay governance, metropolitan governance, urban resilience, participatory governance, local autonomy	Public Governance and Policy Development; Knowledge Powerhouse of the City of Manila	SDG 11, SDG 16, SDG 17	Local Government Code; PDP Regional Development
Public Financial Management and Fiscal Governance	Budgeting, fiscal accountability, public procurement, taxation, local revenue generation, public expenditure management, transparency	Public Governance and Policy Development; Business and Economic Advancement	SDG 8, SDG 16	Philippine Public Financial Management Reform Roadmap
Digital Government and Smart Governance	Electronic governance, digital public services, artificial intelligence in government, open government, data governance, digital transformation, smart cities	Science and Emerging Technologies; Public Governance and Policy Development	SDG 9, SDG 11, SDG 16, SDG 17	Philippine Digital Transformation Strategy; DOST HNRDA

Research Priority Area	Suggested Research Themes	UDM Research Agenda Alignment	SDG Alignment	National Alignment
Leadership and Public Sector Innovation	Leadership development, organizational change, innovation in government, public sector productivity, collaborative governance, change management	Public Governance and Policy Development	SDG 8, SDG 16	Ambisyon Natin 2040; Civil Service Commission Strategic Agenda
Citizen Participation and Social Accountability	Participatory governance, civic engagement, public consultation, transparency, accountability, social innovation, public trust, stakeholder engagement	Public Governance and Policy Development; Knowledge Powerhouse of the City of Manila	SDG 10, SDG 11, SDG 16, SDG 17	Philippine Development Plan; Open Government Partnership
Disaster Governance and Urban Resilience	Disaster governance, risk communication, climate governance, emergency management, resilient local governance, humanitarian policy	Environmental Management and Disaster Risk Reduction; Public Governance and Policy Development	SDG 11, SDG 13, SDG 16	National Disaster Risk Reduction and Management Plan; National Climate Change Action Plan
Gender Responsive Governance and Social Inclusion	Gender mainstreaming, inclusive governance, women in leadership, disability inclusion, youth participation, social equity, diversity in public administration	Gender and Development Studies; Public Governance and Policy Development	SDG 5, SDG 10, SDG 16	RA 9710; Philippine Commission on Women GAD Framework
Public Sector Ethics, Integrity, and Anti-Corruption	Ethical leadership, integrity systems, anti-corruption initiatives, organizational ethics, accountability mechanisms, public sector values	Public Governance and Policy Development	SDG 16, SDG 17	Philippine Development Plan; Anti Red Tape Act; Ease of Doing Business Act

CHAPTER 2

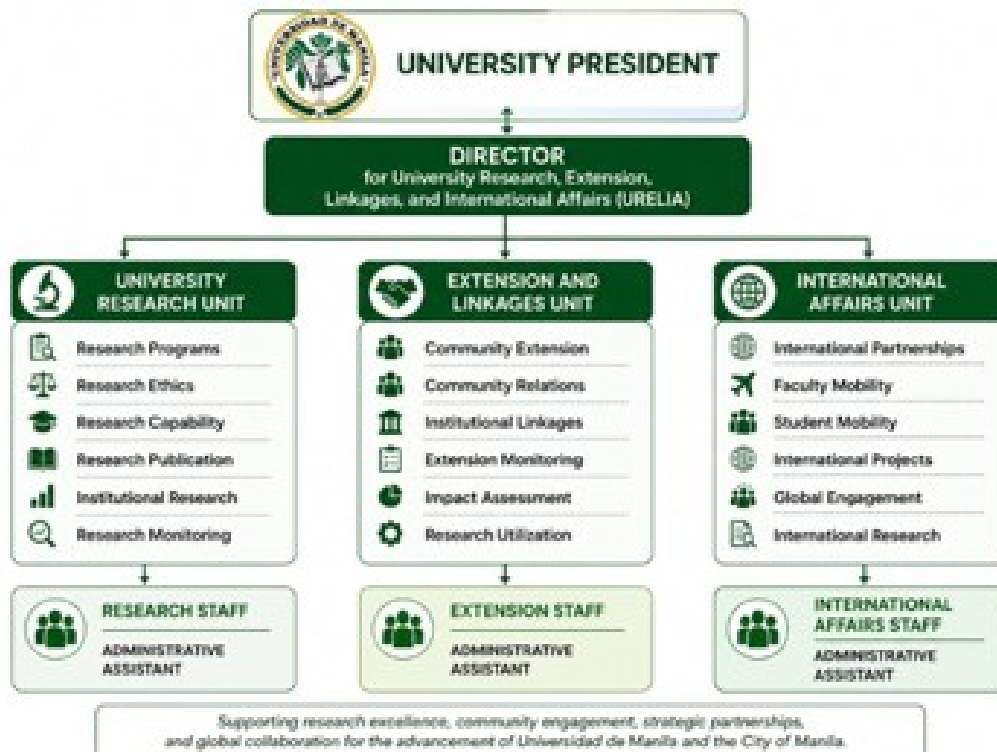
UNIVERSITY RESEARCH, EXTENSION LINKAGES, AND INTERNATIONAL AFFAIRS

2.1 Functions of URELIA

The **University Research, Extension, Linkages, and International Affairs** (URELIA) serves as the University's central coordinating office for research, extension, institutional partnerships, and internationalization initiatives. It is responsible for formulating policies, implementing strategic programs, and coordinating activities that strengthen the University's research productivity, community engagement, collaborative partnerships, and global presence.

URELIA operates under the direct supervision of the **University President** and is headed by the **Director**. The Office comprises three major operational units: the **University Research Unit**, the **Extension and Linkages Unit**, and the **International Affairs Unit**. Each unit is headed by a Coordinator who supervises designated personnel and implements programs aligned with the University's strategic directions.

The Office adopts a collaborative management structure that promotes interdisciplinary coordination among academic colleges, administrative offices, government agencies, industry partners, local communities, and international institutions. Through this organizational arrangement, URELIA ensures that research, extension, linkages, and internationalization initiatives are integrated and mutually reinforcing, thereby maximizing their contribution to institutional development and community impact.



2.2 General Functions of URELIA

In addition to the specific functions of its operational units, the Office shall:

- Formulate and recommend policies, plans, and strategic initiatives related to research, extension, linkages, and international affairs.
- Coordinate institutional compliance with national and international policies governing research, extension, partnerships, and internationalization.
- Prepare annual operational plans, budget proposals, accomplishment reports, and performance evaluations for the Office.
- Represent the University in local, national, and international meetings, conferences, and collaborative engagements related to the Office's mandate.
- Attend to internal and external invitations, communications, and concerns involving research, extension, institutional linkages, and international affairs, as well as assignments delegated by the University President.
- Establish and maintain partnerships with government agencies, higher education institutions, industries, professional organizations, non-government organizations, and international partners in support of the University's strategic goals.
- Perform such other duties and responsibilities as may be assigned by the University President or as may be necessary to achieve the objectives of the Office.

2.3 Functions of the University Research Unit

The University Research Unit serves as the University's lead office for planning, coordinating, implementing, monitoring, and evaluating research activities that contribute to academic excellence, institutional development, innovation, and evidence-based decision-making.

Specifically, the Unit shall:

[1] **Promote Research Culture**

Develop and implement programs that cultivate a research-oriented academic environment by encouraging faculty members, students, and administrative personnel to actively engage in relevant, ethical, interdisciplinary, and innovative research aligned with the University's research agenda.

[2] **Support Research Development**

Provide technical assistance throughout the research process, including proposal development, capability-building programs, mentoring, funding opportunities, research ethics review, statistical consultation, publication preparation, and dissemination activities.

[3] **Monitor and Evaluate Research Outputs**

Establish and implement mechanisms to monitor research implementation, evaluate research productivity, assess research quality and impact, and ensure alignment with institutional priorities, national research agendas, and global development goals.

[4] **Produce Research for Institutional and Local Impact**

Initiate and coordinate institutional research projects that support evidence-based governance, policy formulation, organizational improvement, and community development, particularly addressing the developmental priorities of the City of Manila.

2.4 Functions of the Extension and Linkages Unit

The Extension and Linkages Unit serves as the University's coordinating office for community engagement and institutional collaboration, ensuring that academic expertise and research outputs are translated into sustainable extension programs and mutually beneficial partnerships.

Specifically, the Unit shall:

[1] **Develop Community-Based Programs**

Design, implement, and evaluate extension programs and community development initiatives that address the identified needs of partner communities, with an emphasis on education, health, livelihoods, environmental sustainability, and social development.

[2] **Strengthen Institutional Partnerships**

Develop and maintain collaborative relationships with government agencies, local government units, private organizations, professional associations, industries, civil society organizations, and other higher education institutions to expand opportunities for extension and collaborative projects.

[3] **Document and Assess Extension Initiatives**

Maintain comprehensive documentation of extension activities, conduct monitoring and impact assessments, prepare accomplishment reports, and recommend strategies for continuous improvement and sustainability.

[4] **Translate Research into Community**

Solutions facilitate the utilization of research findings in designing evidence-based extension programs that contribute to solving community problems, improving public services, and enhancing the quality of life of the citizens of Manila.



2.5 Functions of the International Affairs Unit

The International Affairs Unit leads the University's internationalization initiatives by promoting global academic engagement, international collaboration, and cross-cultural learning opportunities for faculty members, students, and administrative personnel.

Specifically, the Unit shall:

[1] **Facilitate Global Academic Partnerships**

Establish, maintain, and strengthen international collaborations through Memoranda of Understanding (MOUs), Memoranda of Agreement (MOAs), and other partnership mechanisms with universities, research institutions, industries, and international organizations.

[2] **Coordinate Mobility and Exchange Programs**

Administer faculty, student, researcher, and staff mobility programs, including international exchanges, scholarships, internships, study visits, collaborative research activities, and participation in international conferences and training programs.

[3] **Promote Global Competence and Cultural Exchange**

Develop and implement programs that enhance global awareness, intercultural competence, and international engagement through seminars, forums, exchange activities, visiting scholars, and international academic events.

[4] **Promote Research Visibility and Global Collaboration**

Support international collaborative research, encourage publication in internationally indexed journals, facilitate participation in global research networks, and strengthen the international visibility and impact of research conducted by Universidad de Manila.

CHAPTER 3

THE UDM RESEARCH PROPOSAL REVIEW, EVALUATION, AND APPROVAL PROCESS

The **University Research Proposal Review, Evaluation, and Approval Process** establishes the policies and procedures governing the submission, technical review, ethical evaluation, approval, and funding of research proposals under the Universidad de Manila (UDM) Research Program. It aims to ensure that all University-supported research is scientifically sound, ethically compliant, responsive to institutional and national development priorities, and capable of generating meaningful academic, institutional, and societal impact.

The University encourages all faculty members and non-teaching personnel to undertake scholarly research that contributes to knowledge generation, evidence-based decision-making, instructional improvement, community development, innovation, and public policy. Research proposals seeking University funding shall undergo a rigorous technical and ethical evaluation prior to approval.

3.1 University Research Evaluation Committee (UREC)

The University Research Evaluation Committee (UREC) shall serve as the University's official technical review body responsible for evaluating research proposals and completed research projects submitted for university funding or institutional endorsement.

The Committee shall determine whether proposed research complies with the standards of scientific rigor, ethical integrity, technical feasibility, financial viability, and alignment with the University's Research Agenda.

Composition of the UREC

The Committee shall be composed of the following:

Position	Composition
Chairperson	Director, University Research, Extension, Linkages, and International Affairs (URELIA), or his/her duly designated representative
Vice Chairperson	Head of the University Research Unit or a designated University Researcher
Members	College Dean concerned or duly authorized representative
	Program Chair or Program Head relevant to the discipline
	One faculty expert with recognized expertise related to the research proposal
	Two external technical or industry experts, when necessary

Recognizing the multidisciplinary nature of research, the Director of URELIA shall appoint faculty experts possessing demonstrated competence in the specific discipline covered by the research proposal. Whenever appropriate, external specialists from industry, government agencies, research institutions, or professional organizations may be invited to serve as technical evaluators to strengthen the quality, relevance, and applicability of the proposed study.



The **UREC Secretariat** shall consist of designated personnel from the University Research Unit who shall facilitate documentation, scheduling, communications, records management, and other administrative functions of the Committee.

Powers and Functions of the UREC

The University Research Evaluation Committee shall:

- [1] Evaluate research proposals submitted for university funding or institutional endorsement.
- [2] Assess the scientific merit, originality, methodological rigor, feasibility, budget justification, and institutional relevance of proposed research.
- [3] Determine the alignment of research proposals with the University Research Agenda and national research priorities.
- [4] Review compliance with research ethics requirements prior to recommendation for approval.
- [5] Recommend proposals for university funding or endorsement for external funding.
- [6] Review completed research reports and determined compliance with approved objectives, deliverables, and contractual obligations.
- [7] Recommend acceptance of completed research outputs as a prerequisite for the release of the final tranche of research funds.
- [8] Recommend improvements to research policies, evaluation procedures, and funding priorities.

3.2 Submission of Research Proposals

Faculty members and non-teaching personnel intending to conduct University-funded research shall prepare their proposals using the prescribed format provided by URELIA.

Each proposal shall include the following supporting documents:

- Research Project Proposal
- Terms of Reference
- Line-Item Budget
- Schedule of Tranche Releases and Deliverables
- Work Plan
- Research Protocol
- Other supporting documents required by URELIA

All forms shall conform to the prescribed templates contained in the Appendices of this Manual.

The proponent shall submit **three (3) signed copies** together with an electronic copy of the proposal to the Department Chair or immediate supervisor.

3.3 Initial Department and College Evaluation

The Department Chair shall conduct the initial evaluation to determine whether the proposal:

- conforms to the prescribed format;
- addresses an identified research problem;

- aligns with departmental priorities; and
- demonstrates technical completeness.

Proposals endorsed by the Department Chair shall be forwarded to the College Dean for further evaluation. The College Dean shall determine whether the proposal aligns with the College Research Agenda and institutional priorities. Upon endorsement, the proposal shall be transmitted to URELIA for technical processing.

3.4 Technical Screening by URELIA

Upon receipt of the proposal, URELIA shall conduct an administrative and technical review to determine compliance with submission requirements, formatting standards, and alignment with the University's Research Agenda.

Incomplete submissions or proposals that fail to comply with prescribed requirements shall be returned to the proponent with written comments for revision.

Only proposals that satisfactorily pass the technical screening shall proceed to ethical review.

3.5 Ethical Review

Prior to technical evaluation by UREC, all proposals involving human participants, personal information, communities, biological materials, or other ethically sensitive activities shall undergo ethical review by the **University Research Ethics Board (UREB)** in accordance with the provisions of Chapter VII of this Manual.

No proposal shall proceed to technical evaluation or funding consideration without obtaining the appropriate ethics clearance or exemption issued by UREB.

3.6 Technical Review and Proposal Defense

Research proposals that have successfully completed the technical screening and ethical review shall be referred to the appropriate UREC.

The proponent shall present and defend the proposal before the Committee. During the presentation, the Committee may seek clarification regarding the significance of the study, methodology, ethical considerations, work plan, expected outputs, budget, and institutional relevance. Following deliberation, the Committee may require revisions or invite the proponent for additional presentations if further clarification is necessary.

3.7 Evaluation Results

After evaluation, the Committee shall issue one of the following decisions:

- Approved for Endorsement
- Approved for Endorsement Subject to Minor Revisions
- Approved for Endorsement Subject to Major Revisions

- 
- Deferred Pending Compliance
 - Revise and Resubmit
 - Not Recommended for Funding

The official evaluation results shall be communicated to the proponent within **seven (7) working days** following the Committee meeting.

All deliberations and evaluation documents shall remain confidential.

3.8 Revision and Resubmission

When revisions are required, URELIA shall provide the proponent with the Committee's consolidated comments.

The revised proposal shall be resubmitted within **thirty (30) calendar days** from receipt of the evaluation.

Failure to resubmit within the prescribed period shall result in automatic closure of the application unless an extension is approved by the Director of URELIA.

3.9 External Research Funding

Research proposals that cannot be accommodated under the University's research budget may be endorsed for funding to government agencies, private foundations, industries, development organizations, or international funding institutions.

URELIA shall assist proponents in identifying funding opportunities, interpreting funding guidelines, improving proposal quality, and preparing the required application documents.

Prior to external submission, all proposals shall undergo a final technical review by URELIA to ensure compliance with the funding agency's requirements.

3.10 Final Approval

Research proposals recommended by the UREC shall be endorsed by the Director of URELIA to the University Executive Committee for final approval.

The University Executive Committee may approve, defer, or return the proposal for further evaluation. Only proposals receiving final approval shall be included in the University's Research Funding Program or endorsed for external funding.

3.11 Research Contract

Prior to the release of research funds, the principal investigator and the University shall execute a **Research Contract or Memorandum of Agreement (MOA)**.



The agreement shall specify, among others:

- approved research objectives;
- project duration;
- budget allocation;
- schedule of fund releases;
- deliverables and milestones;
- intellectual property ownership;
- publication and dissemination provisions;
- monitoring and reporting requirements; and
- obligations of both the researcher and the University.

No research project shall commence until the agreement has been duly executed.

3.12 Completion and Acceptance of Research Projects

Upon completion of the research project, the proponent shall submit the final technical report and all required deliverables to URELIA.

The UREC shall evaluate the completed research to determine whether the approved objectives, deliverables, and contractual obligations have been satisfactorily fulfilled. The Committee shall complete its evaluation within **fifteen (15) working days** from receipt of the complete submission.

Acceptance of the final research report by the UREC shall constitute the basis for the release of the final tranche of research funds, issuance of project completion certification, endorsement for publication or research utilization, and eligibility of the proponent to apply for subsequent University-funded research projects.

CHAPTER 4

RESEARCH BUDGET, FUNDING, AND INCENTIVES

UDM's core commitment to research is realized through the University Research, Extension Linkages, and International Affairs (URELIA), which provides essential institutional support through budget allocation, research funding, and incentives for researchers. These benefits and incentives are designed to enhance both the quantity and quality of research outputs produced by faculty members and non-teaching personnel. Ultimately, they aim to strengthen the University's research culture and solidify its role as a leading higher education institution in research and innovation.

4.1 Research Funding

The University shall allocate funds annually to support institutional and specialized research, including the acquisition of books, project-related equipment, and subscriptions to periodicals, professional journals, and other relevant publications. In addition to the University's own resources, potential funding may also come from grants, donations, bilateral agreements, and collaborative arrangements with government agencies, corporate partners, and both local and international funding institutions.

Research funding at UDM is categorized into **two (2) types**:

- a. **Internally-Funded Research** – supported by the University's institutional budget.
- b. **Externally-Funded Research** – supported by external agencies or organizations.

4.2 Internally Funded Research

Internally funded research refers to University-sponsored projects financed through the institution's own resources. These projects may be included in the annual budget proposal or funded through the existing budget allocation provided by the Local Government Unit (LGU).

When submitting a proposal to the University Research Evaluation Committee (UREC), the proponent(s) must include a detailed budget plan, which must be strictly followed if the proposal is approved.

If a proposal is considered for internal funding, the UREC will conduct an initial interview with the proponent(s), followed by a deliberation and evaluation process. If deemed feasible for university support, the proposal will be endorsed to the University Executive Committee through the recommendation of URELIA.

Once approved, the actual release of funds for the project will be scheduled either in the succeeding fiscal year or as appropriate, in accordance with the rules and regulations set by the local government.

- **Contract signing / Memorandum of Agreement (MOA).** A formal agreement shall be signed between the researcher(s) and the University, outlining the extent of institutional support and the expected project deliverables.
- **Project implementation.** The research project must be conducted and completed within the period stipulated in the signed contract or MOA.

- Progress and terminal reports. The researcher(s) must submit a progress report during the project implementation and a terminal report upon completion, both of which shall be submitted to URELIA.
- Intellectual property filing. The completed research project shall be submitted for patenting or copyrighting, if applicable, prior to its presentation at any conference or publication in a research journal.
- Publication requirement. A publishable copy of the completed research must be submitted for publication in the University's official research journal or in an external refereed journal.

The monitoring of university-funded research projects shall be the responsibility of the University Research, Extension Linkages, and International Affairs (URELIA). The disbursement of research funds shall be carried out in accordance with the existing accounting and auditing rules and regulations of the University.

4.2.1 Project Budget Allocation for Internally Funded Research

The Universidad de Manila recognizes that the successful implementation of research projects requires adequate financial support to facilitate scholarly activities, ensure timely completion of approved deliverables, and promote a sustainable culture of research productivity. Subject to the availability of university funds and applicable government accounting and auditing rules, internally funded research projects may receive financial support covering honoraria, personnel services, operating expenses, and other approved research-related expenditures.

All budget allocations shall be utilized solely for the approved purposes specified in the research proposal and shall be administered in accordance with university financial policies, procurement regulations, and applicable government accounting and auditing guidelines. The release of research funds shall be subject to the approved work plan, project milestones, and submission of required reports and supporting documents.

4.2.2 Honoraria

Honoraria may be granted to researchers as compensation for services rendered beyond their regular workload in recognition of their contribution to research and development activities. The grant of honoraria is intended to encourage research productivity and scholarly engagement and shall be subject to the availability of university funds and existing government rules and regulations.

Research activities that may qualify for honoraria include, but are not limited to:

- Research conceptualization and proposal development;
- Research implementation and project management;
- Data collection, fieldwork, laboratory work, data analysis, interpretation, and report writing;
- Preparation of technical reports, policy papers, publications, and presentations; and
- Other research-related responsibilities necessary for the successful completion of the approved project.

The rates, computation, eligibility requirements, and procedures governing the payment of honoraria shall be prescribed in a separate policy issued by the Office of the Vice President for Administration (VPA), subject to existing government compensation laws, budgeting policies, and auditing regulations.

4.2.3 Personnel Services

Depending on the nature, scope, duration, and technical requirements of the research project, the engagement of research personnel on a project basis may be authorized.

Eligible personnel may include:

- Project-based Research Assistants;
- Technical Assistants;
- Field Enumerators;
- Laboratory Assistants;
- Student Assistants; and
- Other support personnel approved by URELIA.

Research personnel hired under the project shall not be regular full-time employees of the Universidad de Manila.

Permanent faculty members, administrative personnel, and other regular University employees shall not receive additional salaries from internally funded research projects beyond their authorized compensation. However, they may receive honoraria in accordance with approved University policies and subject to the availability of research funds.

Student assistants may likewise be engaged to provide research support depending on the nature and requirements of the project. Their compensation shall be governed by existing University policies on student employment and honoraria.

4.2.4 Operating Expenses

Operating expenses refer to expenditures directly necessary for the conduct and completion of the approved research project.

Allowable operating expenses may include, but are not limited to:

- Transportation and travel expenses related to fieldwork, data gathering, stakeholder consultations, or collaborative activities;
- Laboratory supplies, chemicals, consumables, and research materials;
- Office supplies and printing expenses;
- Communication expenses, including internet, postage, courier services, and official telephone charges;
- Data processing, transcription, statistical consultation, software licensing, and documentation expenses;
- Publication, presentation, and dissemination expenses, when approved; and
- Other research-related expenditures deemed necessary by URELIA.

Cash advances for approved operating expenses shall be requested only by the Principal Investigator or Project Leader.

All requests for cash advances shall require:

- Approval of the University President;
- Recommendation of the Vice President for Academic Affairs; and
- Endorsement by the Director of the University Research, Extension, Linkages, and International Affairs (URELIA).

No additional cash advance shall be released until the previous cash advance has been fully liquidated in accordance with university accounting procedures and Commission on Audit (COA) regulations.

The maximum allowable operating expenses per internally funded research project shall be as follows:

Type of Research Project	Maximum Operating Expenses
Research involving laboratory work	Php 70,000.00
Research not requiring laboratory work	Php 50,000.00

URELIA may recommend adjustments to these ceilings subject to the complexity of the project, funding availability, and approval by the appropriate University authorities.

4.2.5 Research Equipment and Property

All books, laboratory equipment, instruments, software, furniture, and other tangible assets procured using University research funds shall remain the exclusive property of the Universidad de Manila.

Upon completion, suspension, or termination of the research project, all acquired equipment and materials shall be properly inventoried and turned over to the appropriate University office in accordance with existing property management policies.

Researchers shall be accountable for the proper use, maintenance, safekeeping, and turnover of all University-owned research property during the project's implementation.

4.2.6 Research Load Reduction

To encourage faculty participation in research while maintaining instructional quality, permanent faculty members with a regular teaching load of at least fifteen (15) units per semester may be granted a three (3)-unit research load, subject to the approval of the University President upon the recommendation of the Vice President for Academic Affairs and the Director of URELIA.

The research load shall be granted over a maximum period of four (4) consecutive academic terms or semesters, provided that the faculty member satisfactorily completes the prescribed research deliverables.

Term/Semester	Required Deliverable
First Term	Approved research concept paper or research proposal
Second Term	Completed research manuscript
Third Term	Presentation of the research paper in a national or international conference
Fourth Term	Publication of the research in a reputable peer-reviewed journal

Continuation of the research load in succeeding terms shall be contingent upon satisfactory accomplishment of the required deliverables for the preceding term, as evaluated by URELIA.

Failure to meet the required outputs without justifiable cause may result in the withdrawal of the research load privilege.

4.2.7 Research Contract

Prior to the release of research funds, the Principal Investigator and the Universidad de Manila shall execute a **Research Contract or Memorandum of Agreement (MOA)**.

The agreement shall define the rights, obligations, approved budget, project timeline, deliverables, intellectual property provisions, monitoring requirements, reporting schedule, fund release mechanisms, and conditions governing project implementation.

The research project shall commence only upon execution of the agreement and completion of all required institutional approvals.

4.2.8 Merit Promotion Through Research Productivity

The Universidad de Manila recognizes outstanding research productivity as a significant component of faculty professional advancement. Faculty members who publish scholarly works in reputable peer-reviewed journals may be considered for merit promotion, subject to existing Civil Service Commission regulations, CHED policies, University promotion guidelines, and the availability of plantilla positions.

This merit-based promotion scheme shall apply to permanent faculty members holding at least a master's degree and shall utilize a credit-based system that recognizes the quality, impact, and authorship of published research.

Credit Matrix for Research Publications

Type of Publication	Authorship	Credit Points
CHED-Recognized Journal / Journal Incentive Program (JIP)	Sole Author	5 points
Scopus or Web of Science Indexed Journal	Sole Author	15 points
Multiple Authors	Shared proportionately among all authors based on institutional guidelines	Corresponding proportional credit

Minimum Points Required for Merit Promotion

Academic Rank	Required Research Points
Instructor	20 points
Assistant Professor	30 points
Associate Professor	40 points
Professor	50 points

Research publication credits earned under this policy shall form part of the overall evaluation for merit promotion and shall be considered together with teaching effectiveness, extension services, administrative functions, and other criteria established under existing University promotion policies. The awarding of promotion shall remain subject to compliance with applicable qualification standards and evaluation procedures, and to the availability of authorized Plantilla positions.

4.2.9 Release of Approved Research Funds

Upon execution of the Research Contract or Memorandum of Agreement between the Universidad de Manila and the Project Team Leader or Principal Investigator, the approved budget for an internally funded research project shall be released in tranches. Fund release shall be subject to the availability of appropriated funds, completion of documentary requirements, achievement of prescribed project milestones, and compliance with university accounting and auditing procedures.

The approved research fund shall be released according to the following schedule:

Tranche	Percentage	Basis for Release
First Tranche	50%	Upon execution of the Research Contract or MOA, approval of the work and financial plan, and commencement of the project
Second Tranche	30%	Upon submission and approval of the progress report, accomplishment of the required project milestone, and liquidation of the required portion of the first tranche
Final Tranche	20%	Upon submission and approval of the terminal technical report, complete research manuscript, financial report, and other required project outputs

The release of each succeeding tranche shall not be automatic. It shall be contingent upon the satisfactory evaluation of the submitted technical and financial reports by URELIA and the appropriate University offices. URELIA may recommend the deferment, reduction, suspension, or withholding of a succeeding tranche when the project has not achieved the required milestones, when previous funds have not been properly accounted for, or when the proponent has failed to comply with the provisions of the Research Contract, approved proposal, work and financial plan, or applicable University policies.

For the duration of the project, the Project Team Leader or Principal Investigator shall serve as the designated accountable officer for the proper utilization of the approved research fund. The designation shall not authorize the proponent to disburse funds outside established University financial procedures. All payments, cash advances, reimbursements, procurements, and other financial transactions shall be processed through the appropriate University offices and shall comply with applicable budgeting, procurement, accounting, taxation, and auditing rules.

The Project Team Leader or Principal Investigator shall be responsible for:

- Ensuring that all expenditures are necessary, reasonable, and directly related to the approved research activities;
- Using the research fund only for the approved budget items and purposes;

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- Coordinating with URELIA, the accounting office, budget office, procurement office, cashier, and other units concerned;
 - Safeguarding all funds, supplies, equipment, and property acquired for the project;
 - Maintaining complete financial records and original supporting documents;
 - Submitting liquidation reports within the prescribed period;
 - Securing prior approval for any authorized budget realignment or modification; and
 - Returning any unexpended balance upon project completion, termination, or expiration of the approved implementation period.

No transfer or realignment of funds from one approved budget category to another shall be permitted without prior written approval from URELIA and the appropriate finance authorities. Any proposed budget modification shall remain within the total approved project cost and shall not substantially alter the objectives, methodology, deliverables, or scope of the approved research.

Cash advances shall be granted only to the Project Team Leader or Principal Investigator and shall be subject to existing University and government regulations. No new cash advance or succeeding tranche shall be released unless the previous cash advance has been liquidated to the extent required by the accounting office. Unliquidated cash advances, unsupported expenses, and disallowances shall be the personal accountability of the recipient, without prejudice to appropriate administrative or legal action.

All research funds shall be utilized within the approved project duration. Any unutilized or unliquidated balance at the end of the project shall be returned to the University in accordance with prescribed financial procedures. Expenses incurred before the effectivity of the Research Contract or after the approved project period shall not be charged against the project unless expressly authorized in writing by the University.

In cases of project delay, suspension, termination, withdrawal of the proponent, or failure to complete the required outputs, the release of the remaining funds shall be suspended. URELIA shall evaluate the circumstances and recommend the appropriate action, which may include extension of the project period, reassignment of project leadership, recovery of unutilized or improperly used funds, termination of the project, or imposition of other measures provided under the Research Manual and its implementing guidelines.

4.3 Externally Funded Research

Externally funded research refers to research projects that receive financial support from government agencies, local government units, private organizations, industries, foundations, international organizations, development partners, or other external funding institutions. Such projects are intended to expand the University's research capability, promote innovation, strengthen collaborative partnerships, and generate research outputs that contribute to national development and the strategic priorities of the Universidad de Manila.

All externally funded research shall be administered in accordance with the policies of the funding agency, the provisions of the Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), or other legally binding agreements, and the applicable financial, procurement, accounting, and auditing regulations of the University and relevant government agencies.

4.3.1 Funding Agency-supported Research

Research proposals that demonstrate scientific merit, technical feasibility, and alignment with the UDM Research Agenda may be recommended by the University Research Evaluation Committee (UREC) for submission to external funding agencies.

Following endorsement by the UREC and approval of the appropriate University authorities, the University Research, Extension, Linkages, and International Affairs (URELIA) shall coordinate the submission of proposals to prospective funding agencies and shall serve as the University's official coordinating office throughout the funding application process.

To increase opportunities for external funding, URELIA may:

- Identify and disseminate available research funding opportunities;
- Publish approved research concepts, project titles, or executive summaries through appropriate University communication platforms, subject to intellectual property and confidentiality requirements;
- Recommend qualified research proposals to government agencies, industries, private organizations, and international funding institutions whose research priorities align with the proposed study;
- Facilitate networking activities between university researchers and potential funding partners; and
- Provide technical assistance in proposal enhancement, budget preparation, and compliance with funding agency requirements.

While URELIA shall exercise institutional oversight over externally funded projects, the Principal Investigator and members of the research team may maintain direct communication with the funding agency on technical, scientific, or administrative matters, provided that such communications are consistent with the provisions of the funding agreement and do not compromise the University's institutional commitments.

The implementation, utilization, and financial management of externally funded research shall be governed by the approved budget, project work plan, and conditions specified in the grant agreement, MOA, MOU, or other funding instrument executed between the Universidad de Manila and the sponsoring agency.

URELIA shall monitor project implementation, ensure compliance with contractual obligations, coordinate institutional reporting requirements, and facilitate the submission of technical and financial reports required by the funding agency.

4.3.2 Commissioned Research

Commissioned research refers to research projects formally requested and financially supported by government agencies, local government units, private corporations, industries, non-government organizations, international institutions, or other organizations requiring the specialized expertise of the Universidad de Manila.

Faculty members, administrative personnel, research teams, academic departments, colleges, or University research centers may undertake commissioned research through the University.



Prior to acceptance of any commissioned research project, the proposed study shall be submitted to URELIA for institutional review and endorsement. The research proposal shall undergo technical evaluation by the University Research Evaluation Committee (UREC) to determine its scientific quality, feasibility, ethical compliance, resource requirements, and consistency with the University's mission and research priorities.

Upon favorable recommendation by the UREC, the University shall enter into a Memorandum of Agreement (MOA) or other appropriate legal instrument with the commissioning institution. The agreement shall be signed by the University President or the duly authorized University representative and the authorized representative of the commissioning agency.

The agreement shall clearly define, among others:

- The scope and objectives of the research;
- Project duration and implementation schedule;
- Financial arrangements and approved project budget;
- Counterpart responsibilities of both parties;
- Ownership of research data, intellectual property, and research outputs;
- Publication and dissemination rights;
- Confidentiality provisions;
- Reporting requirements;
- Monitoring and evaluation mechanisms; and
- Procedures for project completion, amendment, suspension, or termination.

URELIA shall serve as the University's coordinating and monitoring office for all commissioned research projects. It shall monitor project implementation, ensure compliance with contractual obligations, facilitate institutional reporting, and coordinate communication among the researchers, University officials, and the commissioning agency.

The Principal Investigator may maintain direct communication with the commissioning institution regarding technical matters, project implementation, deliverables, and other operational concerns, provided that such communication remains consistent with the approved agreement and institutional policies.

The financial management, utilization, liquidation, and auditing of commissioned research funds shall comply with the terms of the funding agreement, the accounting and auditing policies of the Universidad de Manila, the Commission on Audit (COA), applicable procurement regulations, and, where applicable, the financial policies of the Local Government Unit or other sponsoring organization.

All research outputs generated through commissioned research shall be subject to the provisions of the executed agreement concerning ownership, publication, intellectual property rights, confidentiality, and utilization of research results. Unless otherwise stipulated in the agreement, the University reserves the right to recognize the research as part of its institutional scholarly outputs while respecting the contractual rights and proprietary interests of the commissioning agency.

4.3.3 Project Budget Allocation for Externally Funded Research

Research projects funded by external agencies shall be implemented in accordance with the approved budget stipulated in the grant agreement, Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), or other legally binding funding instrument executed between the funding agency and the Universidad de Manila. All project expenditures shall be charged solely against the approved budget provided by the external funding agency and shall be administered in accordance with the funding agency's financial policies, University accounting procedures, and applicable government auditing rules and regulations.

Unless expressly authorized in writing by both the funding agency and the designated University finance authorities, no budget allocation for one expenditure item shall be transferred or reallocated to another budget category. Likewise, the University shall not provide supplementary financial support beyond the amount approved under the external funding agreement, unless such additional funding has been expressly authorized by the University through a separate approval.

Where the University agrees to provide a counterpart contribution, such commitment shall be clearly specified in the approved Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or other institutional agreement and shall require prior approval from the appropriate University authorities. As a general policy, the University's counterpart contribution shall be limited to **in kind institutional support**, which may include, but shall not be limited to, administrative assistance, office or laboratory space, use of University facilities and equipment, faculty or staff time consistent with approved workload assignments, technical and logistical support, access to institutional resources, and other non-monetary contributions necessary for the successful implementation of the project. Direct financial counterpart funding shall not be provided unless specifically authorized by the University.

To support institutional administration, monitoring, financial management, and other indirect costs associated with externally funded research projects, the Universidad de Manila shall receive **an administrative and overhead fee equivalent to at least ten percent (10%) of the total approved project cost**, unless a different rate is prescribed by the funding agency or mutually agreed upon by the parties in the funding agreement. This administrative and overhead fee shall be utilized in accordance with existing University financial policies to strengthen research management services, project monitoring, compliance activities, and institutional research support.

4.4 Other Budgetary Support and Incentives

The Universidad de Manila may provide additional financial assistance and incentives to support the dissemination, publication, recognition, and utilization of qualified research outputs. Such support is intended to encourage research productivity, increase the visibility of University-generated knowledge, promote participation in legitimate scholarly activities, and recognize research contributions that enhance the University's academic standing.

All financial assistance and incentives under this section shall be subject to the availability of duly appropriated funds, prior approval by the appropriate University authorities, and compliance with applicable University policies, Commission on Audit regulations, Department of Budget and Management issuances, taxation requirements, procurement rules, and other relevant government laws and regulations.



The granting of assistance or incentives shall not be automatic upon application. URELIA shall evaluate the legitimacy, relevance, quality, institutional affiliation, and documentary completeness of each application before recommending approval.

4.4.1 Conference Funding and Research Presentation Assistance

The Universidad de Manila recognizes scholarly conferences, scientific meetings, research congresses, and professional forums as important platforms for disseminating research findings, receiving scholarly feedback, developing professional networks, and increasing the University's visibility.

Faculty members, whether full-time or part-time, non-teaching personnel, and duly authorized University researchers whose papers have been accepted for oral or poster presentation may apply for conference funding and research presentation assistance through the University Research, Extension, Linkages, and International Affairs (URELIA).

The research paper must have been completed under the affiliation of the Universidad de Manila and must clearly identify the University in the paper, conference program, presentation materials, and other official documents.

Allowable Conference Expenses

Subject to the approved budget and applicable government regulations, the University may provide financial assistance for the following:

Allowable Expense	Maximum Financial Assistance
Round-trip transportation, including airfare, land transportation, or sea travel	Up to Php 50,000.00
Conference registration fee	Up to Php 25,000.00
Accommodation and per diem	Based on existing DBM, COA, and University regulations
Visa fees and travel insurance for international conferences	Subject to fund availability and prior University approval

The approved amount shall be based on actual and reasonable expenses, the location and duration of the conference, the availability of funds, and the limits prescribed under government travel and accounting regulations.

Where conference organizers provide accommodation, meals, transportation, registration waivers, travel grants, or similar support, the corresponding expense shall not be claimed from the University. The applicant shall disclose all financial assistance received from the conference organizer or any other sponsoring institution to prevent duplicate funding.

Research Presentation Financial Assistance

In addition to allowable conference expenses, a qualified presenter may be granted research presentation financial assistance as follows:

Conference Category	Maximum Financial Assistance
Local conference conducted within the Philippines	Php 10,000.00 per accepted paper
International conference conducted within the Philippines	Php 20,000.00 per accepted paper
International conference conducted outside the Philippines	Php 50,000.00 per accepted paper

The amount granted shall be determined based on the category and academic significance of the conference, the quality and relevance of the research paper, available institutional resources, and the recommendation of URELIA, subject to the approval of the University President.

Only one research presentation assistance grant shall ordinarily be provided for each accepted paper. In the case of multiple authors, the research team shall identify the official presenter and designated recipient of the assistance. Attendance by additional coauthors shall be at their own expense unless separately authorized by the University.

Eligibility Requirements

An applicant shall satisfy the following conditions:

- The research paper has been officially accepted for oral or poster presentation.
- The applicant is identified by the conference organizer as the official presenter.
- The paper and presentation materials indicate the affiliation with Universidad de Manila.
- The conference is organized by a recognized higher education institution, professional association, government agency, research institution, scholarly organization, or reputable international body.
- The conference has a clearly identified academic or scientific program, review process, organizing institution, and official communication platform.
- The applicant has obtained the required travel authority, institutional endorsement, and University approval before registration or participation.
- The applicant has no outstanding financial liquidation, conference report, research deliverable, or other accountability with the University.
- The applicant has submitted all documentary requirements prescribed by URELIA.

Conferences that demonstrate characteristics associated with deceptive, predatory, commercially exploitative, or academically questionable practices shall not qualify for university funding.

Application Requirements

The applicant shall submit the following documents within the period prescribed by URELIA:

- Letter of application endorsed by the Dean, Director, or Head of Office;
- Official notice or letter of paper acceptance;
- Copy of the submitted abstract or full paper;
- Conference program or official conference announcement;
- Profile of the conference organizer;

- Detailed budget proposal;
- Travel itinerary, when applicable;
- Proof of conference registration fees and estimated travel expenses;
- Certification that the paper has not received duplicate funding from another source; and
- Other documents required by URELIA, the Vice President for Academic Affairs, or the University President.

Applications submitted after participation in the conference shall not ordinarily be considered, except under exceptional circumstances approved by the University President.

Post-Conference Requirements

Within fifteen working days after the conference, the recipient shall submit the following to URELIA:

- Conference Completion Report;
- Copy of the final conference program;
- Certificate of Presentation or equivalent proof;
- Certificate of Participation, when separately issued;
- Copy of the presentation slides, poster, or other presentation materials;
- Photographic documentation;
- Proof that Universidad de Manila was properly identified as the institutional affiliation;
- Liquidation documents and official receipts in accordance with government accounting and auditing rules; and
- Research dissemination or echo seminar plan, when required.
- Failure to submit the required documents and liquidation within the prescribed period may disqualify the recipient from receiving future research assistance until all accountabilities have been settled.

4.4.2 Publication Financial Support and Incentives

The University may provide financial support and incentives for publication to recognize qualified scholarly works authored by faculty members, whether full-time or part-time, and regular non-teaching personnel.

Qualified outputs may include empirical research articles, theoretical papers, policy studies, systematic reviews, scholarly book chapters, refereed conference proceedings, and other research outputs approved under the implementing guidelines.

The publication must clearly indicate Universidad de Manila as the applicant's institutional affiliation. The affiliation shall appear in the published article, author information, or official publication metadata.

Publication Incentive Rates

Type of Publication	Maximum Incentive
Article, scholarly book, book chapter, or proceedings indexed in Scopus or Web of Science	Php 20,000.00
Article published in a CHED recognized journal or publication under a CHED recognized journal program	Php 15,000.00
Article published in NILAD Research Journal or <i>The Professional Faculty Journal</i>	Php 10,000.00



Article published in NILAD Research Journal or The Professional Faculty Journal Php 10,000.00

The applicable incentive shall be based on the indexing or recognition status of the journal or publisher at the time of publication or application, as verified by URELIA.

A publication shall qualify under only one category. When a journal is covered by more than one category, the highest applicable category may be used, subject to verification and approval.

The incentive rates may be reviewed periodically and adjusted through separate implementing guidelines, subject to budget availability and approval by the University.

Conditions for Granting Publication Incentives

To qualify, the publication must meet the following conditions:

- It has undergone a legitimate peer review or editorial evaluation process.
- It has been formally published and assigned complete bibliographic information.
- The applicant is identified as an author of the publication.
- Universidad de Manila is clearly indicated as the applicant's institutional affiliation.
- The journal, publisher, or proceedings is legitimate and verifiable.
- The publication is not issued by a journal or publisher found to engage in deceptive or predatory practices.
- The same publication has not previously received a publication incentive from the University.
- The work complies with research ethics, publication ethics, intellectual property, and authorship policies.
- The publication was released within one year before the date of application.
- The applicant has no outstanding research or financial accountability with the University.

Publication incentive shall not be granted solely based on an acceptance letter, advance online notice without complete publication information, or payment receipt for publication charges.

Eligibility

The following may apply for publication incentives:

- Regular full-time or part-time faculty members, regardless of academic rank;
- Regular administrative and non-teaching personnel of the University;
- Eligible faculty members or administrative personnel who coauthor with researchers from other universities, government agencies, industries, or external institutions; and
- Eligible faculty members or administrative personnel who co-author with duly enrolled student researchers of Universidad de Manila.

Visiting lecturers, consultants, and personnel without an active institutional engagement at the time of publication shall not qualify unless expressly authorized under a University-approved agreement.



Application Process and Documentary Requirements

Applicants shall submit their request to the Vice President for Academic Affairs, through the Director of URELIA, with endorsement from the concerned Dean, Director, or Head of Office.

The application shall include the following:

Letter of Application

The letter shall:

- Be addressed to the Vice President for Academic Affairs;
- State the title, type, journal, publication date, and authorship of the work;
- Identify the category of incentive being requested;
- Be endorsed by the concerned Dean, Director, or Head of Office; and
- Be routed through the Director of URELIA.

Proof of Publication

The applicant shall submit a complete copy of the publication and evidence showing the following:

- Title of the published work;
- Names and affiliations of all authors;
- Date, volume, issue, and page numbers or article number;
- International Standard Serial Number or International Standard Book Number, as applicable;
- Digital Object Identifier, when available;
- Name and address of the publisher;
- Official journal or publisher website;
- Evidence of Scopus, Web of Science, CHED, or other recognized indexing status;
- Printed or authenticated electronic copy of the publication; and
- Other evidence required to establish the legitimacy and publication status of the work.

The names of peer reviewers shall not be required when the journal follows anonymous peer review and does not publicly disclose reviewer identities.

Co-authorship Agreement

For publications with multiple authors, a notarized co-authorship agreement using URELIA Form No. 007 shall be submitted.

The agreement shall indicate:

- The name of the author designated to receive the incentive on behalf of the research team;
- The agreed distribution of the incentive among eligible UDM coauthors;
- The consent and signatures of the coauthors;
- The authors' institutional affiliations; and
- A declaration that the publication has not been submitted for duplicate incentive claims.



Unless otherwise provided in the implementing guidelines, the University shall release only one incentive per publication. The division of the incentive among coauthors shall be governed by their submitted agreement.

Publication Assistance

The University may provide financial assistance for the payment of an **Article Processing Charge (APC)** or equivalent publication fee imposed by a reputable peer reviewed journal.

The amount of publication assistance shall be based on the actual APC charged by the journal. However, the maximum amount that may be granted for each qualified article shall not exceed **Php 30,000.00**, subject to URELIA's evaluation and endorsement and the availability of funds.

Publication assistance may be granted only when:

- The manuscript has been formally accepted for publication;
- The journal has issued an official invoice, billing statement, or equivalent proof of the APC;
- The journal is legitimate, peer-reviewed, and verifiable;
- The journal is indexed in Scopus, Web of Science, or included in a recognized CHED journal category, unless otherwise approved under a university publication program;
- Universidad de Manila is clearly indicated as the institutional affiliation of the applicant;
- The publication complies with applicable research ethics, authorship, intellectual property, and publication policies;
- The applicant has disclosed all publication grants, discounts, waivers, and other financial assistance received or applied for; and
- The same APC has not been paid or reimbursed by another institution, funding agency, sponsor, or research grant.

URELIA shall evaluate the journal's legitimacy, indexing status, peer review process, APC amount, relevance to the applicant's discipline, and compliance with University publication standards before recommending approval.

The amount to be granted shall not exceed the actual APC stated in the official invoice. When the APC exceeds **Php 30,000.00**, the applicant or research team shall be responsible for the remaining balance, unless additional assistance is expressly approved by the University through a separate funding authority.

Publication assistance shall not ordinarily cover:

- manuscript submission fees without assurance of publication;
- language editing or translation services;
- expedited review charges;
- printed reprints or additional copies;
- color reproduction fees that are not essential to the research;
- optional open access charges when a no-cost publication option is available;
- membership fees;
- bank charges, penalties, or late payment fees; and
- fees charged by deceptive, predatory, or unverifiable journals and publishers.



Whenever practicable, payment shall be made directly by the University to the journal or publisher. Reimbursement may be allowed only upon prior approval and submission of complete official receipts and supporting documents, subject to applicable accounting and auditing rules.

4.5 Guidelines on Predatory Journals, Publishers, and Conferences

The Universidad de Manila is committed to ensuring that research outputs bearing the name and institutional affiliation of the University are disseminated through legitimate, credible, and academically responsible publication and conference venues. Faculty members, non-teaching personnel, students, and other University-affiliated researchers shall exercise reasonable scholarly judgment and due diligence when selecting journals, publishers, conferences, research congresses, and other venues for research dissemination.

The University shall not provide financial assistance, publication incentives, conference funding, institutional endorsement, or research recognition for outputs published or presented through journals, publishers, conferences, or organizations determined to engage in deceptive, predatory, commercially exploitative, or academically questionable practices.

Predatory or Deceptive Publication Practices

A predatory or deceptive journal or publisher is an entity that presents itself as a legitimate scholarly publication venue but substantially fails to observe accepted academic, editorial, peer-review, ethical, or publication standards, particularly when such representation is used primarily to obtain publication fees or other financial benefits from researchers.

The determination that a journal or publisher may be questionable shall not be based on a single characteristic alone. URELIA shall consider the totality of available evidence.

Indicators that warrant further verification may include:

- absence of a clearly identifiable publisher, editorial office, or institutional address;
- false, misleading, or unverifiable claims regarding journal indexing, accreditation, impact factors, citation metrics, or institutional affiliation;
- use of fabricated or unauthorized names of editors, reviewers, universities, professional organizations, or indexing services;
- lack of a transparent and credible peer review process;
- unusually rapid acceptance or guaranteed publication without substantive editorial or peer review;
- aggressive and repeated solicitation of manuscripts unrelated to the researcher's expertise;
- unclear, hidden, or unexpectedly imposed publication charges;
- unusually broad or scientifically unrelated journal scope;
- absence of clearly stated policies on publication ethics, plagiarism, corrections, retractions, authorship, conflicts of interest, and copyright;
- misleading imitation of the title, website, or identity of an established scholarly journal;
- incomplete or unverifiable bibliographic information, including ISSN and publisher information;
- poor transparency regarding ownership and editorial governance;

- publication of articles with consistently evident deficiencies in scholarly review or editorial quality; and
- other practices that reasonably indicate misrepresentation of legitimate scholarly publishing.

The mere imposition of an article processing charge or open access publication fee shall not by itself constitute evidence that a journal is predatory.

Predatory or Deceptive Conferences

A predatory or deceptive conference is an event represented as an academic, professional, or scientific conference primarily for commercial gain, yet that substantially lacks legitimate scholarly review, appropriate academic organization, credible resource persons, or meaningful research dissemination.

Indicators that may warrant further verification include:

- unsolicited and persistent invitations using exaggerated or misleading claims;
- guaranteed acceptance of papers without clear academic review;
- acceptance of papers shortly after submission without evidence of evaluation;
- excessively broad or unrelated disciplines presented within a single conference without academic justification;
- unclear identity, qualifications, or affiliation of conference organizers;
- false claims regarding sponsoring universities, professional organizations, government agencies, indexing services, or international institutions;
- unauthorized listing of scholars as keynote speakers, committee members, reviewers, or partners;
- lack of a clear academic program, presentation schedule, or review process;
- simultaneous conduct of numerous unrelated conferences by the same organizer primarily for fee collection;
- conference fees that are disproportionate to the academic services provided and are not transparently disclosed;
- conference websites containing unverifiable addresses, fabricated contact information, or misleading organizational affiliations;
- claims that conference proceedings will automatically be indexed in reputable databases without verifiable arrangements;
- absence of evidence of previous legitimate scholarly conferences or proceedings; and
- other circumstances indicating that the event is designed primarily to obtain registration fees rather than facilitate legitimate scholarly exchange.

Responsibilities of Researchers

Before submitting a manuscript, paying publication charges, registering for a conference, or applying for university financial assistance, researchers are expected to conduct reasonable verification of the selected venue.



Researchers should examine, as applicable:

- the identity and reputation of the journal, publisher, or conference organizer;
- editorial board membership and institutional affiliations;
- peer review and editorial procedures;
- publication ethics policies;
- ISSN, DOI, publisher details, and journal history;
- claims of indexing or database inclusion;
- conference history and previous programs;
- affiliations of organizing institutions;
- qualifications of keynote speakers or scientific committee members;
- transparency of publication, registration, and other fees; and
- consistency of the venue with the researcher's discipline and the nature of the submitted work.

Researchers shall not knowingly submit University affiliated research to a deceptive or predatory venue.

Verification by URELIA

URELIA shall conduct verification before endorsing applications for conference funding, publication assistance, incentives, awards, or other University support.

Verification may include:

- examination of the official journal, publisher, or conference website;
- validation of the publisher and editorial board;
- confirmation of conference organizers and institutional affiliations;
- verification of indexing or recognition claims directly through the relevant database or accrediting body;
- review of peer review and publication policies;
- verification of ISSN, DOI, or other bibliographic information;
- examination of previous journal issues, conference programs, or proceedings;
- assessment of publication or conference fees;
- review of complaints, notices, or documented concerns regarding deceptive scholarly practices; and
- consultation with subject specialists, librarians, research evaluators, journal editors, or other qualified experts when necessary.

No single commercial or noncommercial list of journals, publishers, or conferences shall serve as the sole basis for determining legitimacy. URELIA shall make its determination using multiple verifiable indicators and the totality of available evidence.



Verification of Indexing Claims

Claims that a journal or conference proceeding is indexed in a recognized bibliographic database shall be verified directly through the official database or indexing service whenever such verification is relevant to University funding, incentives, recognition, promotion, or other institutional purposes.

The display of an indexing logo or statement on a journal or conference website shall not, by itself, constitute sufficient evidence of indexing.

The status of the journal or proceedings at the time the article was published, or the application was submitted, shall be considered in the evaluation.

University Funding, Incentives, and Recognition

Research outputs associated with journals, publishers, or conferences determined by URELIA to be deceptive, predatory, or unverifiable shall not qualify for:

- conference travel or presentation assistance;
- publication financial assistance;
- publication incentives;
- research awards and recognitions;
- research productivity credits where institutional verification is required;
- institutional endorsement; or
- other research-related financial support provided by the University.

Payment already made by a researcher to a questionable journal, publisher, or conference shall not automatically create an obligation for the University to reimburse the expense.

Questionable or Uncertain Cases

When the legitimacy of a publication or conference venue cannot be readily determined, URELIA may defer the application and require additional documentation from the researcher.

The applicant shall be given the opportunity to submit evidence supporting the legitimacy of the journal, publisher, or conference.

When necessary, URELIA may refer the matter to an appropriate University research evaluation body or qualified external expert for technical assessment before issuing a recommendation.

Good Faith Publication or Participation

A researcher who unknowingly publishes in or participates in a venue subsequently determined to be predatory shall not automatically be deemed to have committed research misconduct.



The circumstances shall be evaluated based on available evidence, including whether the researcher exercised reasonable due diligence, whether deception by the publisher or organizer was involved, and whether University funds, incentives, or representations were affected.

However, deliberate misrepresentation of journal indexing, conference legitimacy, publication status, peer review, institutional affiliation, or related information for the purpose of obtaining University funding, incentives, promotion, recognition, or other benefits may constitute research misconduct and shall be subject to the applicable investigation procedures of this Manual.

Researcher Education and Prevention

URELIA shall periodically provide research capability building activities, advisories, or guidance materials to assist faculty members, staff, and students in identifying credible journals and conferences and recognizing deceptive scholarly practices.

The University encourages researchers to consult URELIA before submitting manuscripts or paying substantial publication or conference fees whenever the legitimacy of the intended venue is uncertain.

4.6 Research Awards and Recognitions

Faculty members and non-teaching personnel whose research outputs receive a distinguished award, citation, commendation, or formal recognition from a reputable national or international academic institution, government agency, professional association, research organization, or recognized awarding body may be considered for a research recognition incentive.

The recognition must be directly attributable to a research publication, presentation, innovation, policy contribution, creative research output, or other scholarly work affiliated with Universidad de Manila.

The nature and amount of the incentive shall be determined based on:

- The national or international scope of the recognition;
- The reputation and legitimacy of the awarding institution;
- The competitiveness of the selection process;
- The academic, scientific, institutional, or social significance of the award;
- The contribution of the recognition to the reputation of the University; and
- The availability of funds.

Recognition issued solely based on attendance, membership, payment, sponsorship, nomination without competitive evaluation, or participation shall not qualify as a research recognition award.

Separate implementing guidelines shall prescribe the categories, documentary requirements, incentive rates, review process, and approval procedures.

4.6.1 Research Awards

The Universidad de Manila recognizes that excellence in research contributes significantly to knowledge creation, innovation, evidence-based decision making, institutional reputation, and national development.



To cultivate a strong culture of research excellence and scholarly productivity, the University shall confer institutional research awards upon faculty members and non-teaching personnel who have demonstrated exceptional achievements in research, publication, innovation, and the utilization of research.

Research awards are intended to recognize individuals whose scholarly contributions have enhanced the reputation of the Universidad de Manila, advanced their respective disciplines, influenced public policy or professional practice, generated societal impact, or strengthened the University's research and innovation agenda.

The conferment of research awards shall be based on merit and shall be governed by separate implementing guidelines issued by the University. The granting of awards shall be subject to the recommendation of URELIA and the approval of the appropriate University authorities.

4.6.2 Plaque of Research Excellence

The University shall confer a Plaque of Research Excellence upon faculty members and non-teaching personnel whose research accomplishments demonstrate sustained scholarly excellence and have significantly contributed to the University's research mission, institutional development, and academic reputation.

The award recognizes individuals whose research outputs have attained high standards of quality, visibility, relevance, and impact at the national or international level.

Eligibility for the award may be based on one or more of the following achievements:

- Publication of research articles, scholarly books, book chapters, or refereed conference proceedings in reputable peer-reviewed journals or publishers;
- Research publications indexed in recognized international databases such as Scopus or Web of Science, or published in CHED-recognized journals;
- Demonstrated citation impact based on recognized scholarly databases;
- Receipt of research awards or distinctions from reputable national or international academic institutions, professional organizations, government agencies, or scientific societies;
- Research outputs that have resulted in policy adoption, technology transfer, community utilization, or measurable societal impact;
- Outstanding contribution to the advancement of knowledge within the applicant's discipline; and
- Other scholarly accomplishments deemed by the University to be of exceptional academic significance.

Recipients shall receive a Plaque of Research Excellence during an official University recognition program or other institutional ceremony.

4.6.3 Best Researcher Award

The Best Researcher Award is the University's highest institutional recognition for research excellence. It shall be conferred upon faculty members and non-teaching personnel who have demonstrated exceptional scholarly productivity, originality, research quality, publication record, and academic impact during the evaluation period.



Eligible research outputs shall include completed research studies that have been published or formally accepted for publication in:

- CHED recognized refereed journals;
- Scopus indexed journals;
- Web of Science indexed journals;
- ASEAN Citation Index journals; or
- Other journals and scholarly publications recognized by the University through its implementing guidelines.

Awards may be conferred in the following disciplinary categories:

- Arts and Sciences;
- Business and Management;
- Criminal Justice;
- Education;
- Engineering and Technology;
- Health Sciences;
- Law;
- Public Administration; and
- Other academic disciplines established by the University as institutional needs evolve.

The University reserves the right not to confer an award in any category when no nominee satisfies the prescribed standards of excellence.

Selection and Evaluation

Recipients of the Best Researcher Award shall be selected by a University Research Awards Committee constituted by the University President upon the recommendation of URELIA.

The Committee may consist of distinguished researchers, senior faculty members, external experts, journal editors, research administrators, or subject specialists with demonstrated competence in research evaluation.

The Committee shall evaluate nominees using criteria prescribed in the implementing guidelines, which may include the following:

Criterion	Description
Originality and Creativity	Degree of innovation, novelty, and scholarly contribution of the research.
Research Design and Methodological Rigor	Appropriateness, validity, reliability, and overall quality of the research methodology.
Quality of Evidence	Robustness of data, analysis, interpretation, and conclusions.
Presentation and Scholarly Writing	Organization, clarity, technical accuracy, use of tables and figures, citation quality, and academic writing standards.
Research Impact	Contribution to scientific knowledge, professional practice,

	policy development, innovation, technology transfer, community development, or institutional advancement.
Publication Quality	Reputation, indexing status, peer review standards, and academic standing of the publishing journal or publisher.
Research Productivity	Overall scholarly output during the evaluation period, including publications, presentations, citations, grants, and research leadership.

The Committee may establish corresponding percentage weights, scoring rubrics, minimum qualifying scores, and additional evaluation indicators through separate implementing guidelines.

The decision of the University Research Awards Committee, once approved by the University President, shall be final.

Recognition and Prizes

Recipients of institutional research awards shall receive appropriate recognition from the University, which may include:

- Plaque or medal of recognition;
- Certificate of Recognition;
- Monetary prize, subject to the availability of funds and approval of the University Executive Committee.
- Recognition during University academic ceremonies or institutional celebrations; and
- Other forms of institutional recognition as may be approved by the University.

The amount of the monetary prize shall be determined periodically by the University Executive Committee based on the annual budget appropriated for research incentives.

Where the recognized research output is authored by multiple eligible University researchers, the monetary award shall be divided among the qualified coauthors in accordance with a duly executed co-authorship agreement or other applicable University policy. The conferment of plaques or certificates may be made individually to all eligible coauthors.

Nomination and Implementing Guidelines

URELIA shall administer the University's Research Awards Program and shall issue detailed implementing guidelines governing the nomination, screening, evaluation, selection, and conferment of institutional research awards.

The implementing guidelines shall prescribe, among others:

- Eligibility requirements;
- Nomination procedures and timelines;
- Documentary requirements;
- Evaluation criteria and scoring system;
- Composition and functions of the University Research Awards Committee;

- Conflict of interest and confidentiality provisions;
- Grounds for disqualification;
- Award categories and frequency of conferment;
- Monetary incentives, if applicable; and
- Other administrative procedures are necessary to ensure a transparent, objective, and merit-based selection process.

The University may periodically review and expand the Research Awards Program to recognize additional categories of scholarly excellence, including research innovation, research utilization, interdisciplinary research, international collaboration, community-engaged research, outstanding young researcher, and lifetime achievement in research, consistent with institutional priorities and available resources.

4.7. Thesis and Dissertation Grant

The Universidad de Manila recognizes graduate education as an important avenue for developing advanced research competencies among its faculty members and administrative personnel. To encourage the completion of graduate studies and increase the production of high-quality scholarly research, the University may provide financial assistance to support the conduct and completion of master's theses and doctoral dissertations.

The grant shall be available to qualified permanent (plantilla) faculty members and regular administrative employees pursuing graduate studies in recognized higher education institutions, subject to the availability of funds, compliance with university policies, and approval by the appropriate University authorities.

The grant shall be used solely for expenses directly related to the conduct of the approved thesis or dissertation, including data collection, laboratory analysis, research materials, fieldwork, technical services, and other legitimate research expenses. The utilization and liquidation of grant funds shall comply with existing University accounting procedures and applicable government auditing rules.

The maximum grant that may be awarded shall be as follows:

Graduate Research	Maximum Grant
Master's Thesis without Laboratory Work	Php 20,000.00
Master's Thesis with Laboratory Work	Php 30,000.00
Doctoral Dissertation without Laboratory Work	Php 40,000.00
Doctoral Dissertation with Laboratory Work	Php 50,000.00

The classification of research as laboratory-based or non-laboratory-based shall be determined by URELIA based on the approved research proposal and the nature of the research activities.

The release of grant funds shall be subject to the submission of documentary requirements prescribed by URELIA, including proof of enrollment in the thesis or dissertation course, an approved research proposal, institutional ethics clearance when applicable, and other documents required under the implementing guidelines.

4.7.1 Master's Thesis Grant

Recipients of the Master's Thesis Grant shall complete the approved thesis in accordance with the requirements of their graduate institution and the conditions of the grant.

Within one (1) year from the date of graduation, the grantee shall accomplish at least one of the following scholarly dissemination requirements:

Present the thesis in a reputable national or international academic or scientific conference; or publish the thesis, in whole or in part, in a reputable peer-reviewed journal indexed in Web of Science (WoS), Scopus, ASEAN Citation Index (ACI), a CHED-recognized journal, or another journal approved by URELIA.

Failure to satisfy the required dissemination requirement within the prescribed period, without justifiable reason approved by the University, may result in the grantee being required to refund the grant, either wholly or partially, or becoming ineligible for future University research grants and incentives until the obligation has been fulfilled.

A recipient of the Master's Thesis Grant shall not be entitled to a separate Publication Financial Support and Incentive for the same research output that served as the basis for the grant.

4.7.2 Doctoral Dissertation Grant

Recipients of the Doctoral Dissertation Grant shall complete the approved dissertation and satisfy both scholarly dissemination requirements within one (1) year from the date of graduation.

The grantee shall:

- Present the dissertation at a reputable national or international academic or scientific conference; and
- Publish the dissertation, in whole or in part, in a reputable peer reviewed journal indexed in Web of Science (WoS), Scopus, ASEAN Citation Index (ACI), a CHED recognized journal, or another journal approved by URELIA.

These requirements recognize the University's expectation that doctoral research shall contribute significantly to the advancement of knowledge and achieve broad scholarly dissemination.

Failure to comply with these requirements without an approved extension or justifiable reason may result in suspension of future research privileges, recovery of grant funds when warranted, or other administrative actions prescribed under the implementing guidelines.

A recipient of the Doctoral Dissertation Grant shall likewise not be eligible to receive a separate Publication Financial Support and Incentive for the same research output.

4.8 Patent, Utility Model, and Industrial Design Incentives

The Universidad de Manila encourages innovation, technology development, and the protection of intellectual property arising from research conducted by its faculty members, administrative personnel, and students.

Faculty members, non-teaching personnel, or students whose research outputs result in the successful registration or grant of a:

- Patent;
- Utility Model;
- Industrial Design;
- Plant Variety Protection;
- Copyrighted software or digital innovation; or
- Other registrable intellectual property recognized under Philippine law,

may be granted appropriate institutional incentives, subject to the recommendation of URELIA, the University's Intellectual Property Office or equivalent office, and the approval of the appropriate University authorities.

The amount, nature, eligibility requirements, documentary requirements, and procedures governing these incentives shall be prescribed in separate implementing guidelines issued by the University.

The granting of incentives shall not prejudice the ownership, licensing, commercialization, or royalty provisions set forth in the University's Intellectual Property Policy and applicable Philippine laws.

4.8.1 Intellectual Property Rights

Ownership, protection, commercialization, and utilization of intellectual property arising from research conducted under the auspices of the Universidad de Manila shall be governed by the UDM Intellectual Property Policy, Republic Act No. 8293 (The Intellectual Property Code of the Philippines), as amended, and other applicable laws and regulations.

Unless otherwise provided in a Memorandum of Agreement, research contract, grant agreement, sponsored research agreement, or other legally binding instrument, the researcher shall retain authorship of the scholarly work while the corresponding intellectual property rights shall be governed by the University's Intellectual Property Policy.

Where research is supported through University funding, externally funded grants, commissioned research, collaborative research, or other institutional arrangements, ownership of research outputs, patents, copyrights, software, databases, educational materials, and other intellectual property shall be determined in accordance with the applicable agreement and the University's Intellectual Property Policy.

Researchers who generate income from patents, copyrights, licensing agreements, technology transfer, commercialization, or other forms of intellectual property shall be entitled to an equitable share of royalties or financial benefits in accordance with the University's Intellectual Property Policy and existing laws.



4.8.2 Verification and Evaluation

URELIA shall verify all applications before endorsement. Verification may include:

- Confirmation of acceptance and presentation;
- Validation of the conference organizer and scholarly program;
- Verification of journal indexing or recognition status;
- Review of the publication's authorship and institutional affiliation;
- Screening for possible deceptive or predatory practices;
- Confirmation that the output has not previously received the same University incentive;
- Review of compliance with research ethics and authorship policies; and
- Assessment of the completeness and authenticity of submitted documents.

URELIA may seek the assistance of subject specialists, librarians, journal editors, research evaluators, or other qualified personnel when technical verification is necessary.

Submission of falsified, altered, misleading, or incomplete information shall constitute grounds for denial, recovery of improperly released funds, disqualification from future assistance, and the imposition of appropriate administrative action.

4.9 Availability and Priority of Funds

All conference assistance, publication incentives, and recognition incentives shall be charged against funds duly appropriated for research support and incentives.

When the number of qualified applications exceeds the available budget, priority may be given based on:

- Quality and significance of the research output;
- Level and legitimacy of the conference, journal, publisher, or recognition;
- Relevance to the UDM Research Agenda;
- Contribution to the City of Manila and institutional priorities;
- Potential for research utilization, publication impact, or external collaboration;
- Previous research productivity and compliance of the applicant;
- First presentation or publication of the research output; and
- Availability of alternative funding or sponsorship.

The University may establish an annual maximum number of grants or a cumulative ceiling per applicant through separate implementing guidelines.

Approval in one fiscal year shall not create an entitlement to similar support in succeeding years.

CHAPTER 5

PROJECT IMPLEMENTATION, MONITORING, EVALUATION, AND COMPLETION

Effective management, monitoring, and evaluation procedures shall be employed to ensure the smooth implementation and successful completion of all research projects approved by the University Executive Committee. These processes are designed to uphold the quality, accountability, and integrity of research activities, enabling the University to fully realize the value and impact of its research investments.

5.1 Responsibilities of the Researcher/s

The project or research proponent shall be responsible for the overall conduct and completion of the research project, with the following specific duties:

- Assume full responsibility for the systematic implementation of the study, including accurate data collection and analysis.
- Ensure that the project is completed within the timeline specified in the contract/MOA.
- Comply with the conditions stated in the MOA and implement the project according to the approved proposal.
- Align all activities with the research objectives and within the institutional policies and processes.
- Report and seek approval from the UREC for any changes or deviations from the approved research objectives.
- Submit quarterly progress reports to URELIA, following the prescribed format (See Appendix D.1 – Progress Report Form) for projects with a 12-month duration.
- Submit a liquidation report before requesting any subsequent cash advances.
- Submit a terminal research report within two weeks after project completion, using the prescribed format (See Appendix D.2 – Terminal Research Report Form). Proponents are responsible for ensuring the quality and completeness of the report. Any required revisions shall be at the proponent's expense.
- Ensure the proper turnover of all books and equipment acquired through the project. As a rule, these shall be turned over to the proponent's department or college. If not needed, URELIA will determine the appropriate recipient office within the University.

After submission of the terminal research report, the proponent(s) shall be required to present their research at a conference organized by the University through the URELIA Office.

Within one month after the research conference, the proponent(s) must submit a shortened, publishable version of the research report. This manuscript will be endorsed by URELIA to the Editorial Board of the appropriate University journal for review and evaluation. The Editorial Board will determine its suitability for publication based on established editorial standards.

All responsibilities of the proponent(s), including those stated above, along with other stipulations mutually agreed upon, shall be included in the Contract/Memorandum of Agreement (MOA) between the University and the researcher(s).



Failure to comply with any of the provisions outlined in the Contract/Memorandum of Agreement (MOA) shall be grounds for the following actions:

- Modification or termination of the research subsidy;
- Suspension of the research project;
- If warranted and after due investigation, the proponent(s) may be required to reimburse any honoraria or incentives already granted.

Furthermore, if a project is canceled prior to completion due to a valid cause or reason, the proponent(s) shall reimburse the University for all benefits received, such as:

- Deloading of teaching responsibilities; and/or
- Honorarium or other financial support.

In such cases, the proponent(s) shall also be rendered ineligible for future University research grants and incentives.

5.2 Implementation

5.2.1 Internally Funded Project

Once a university-funded research project has been approved, the URELIA shall issue a Notice to Proceed, which serves as the official signal to begin conducting the research. Following approval, a Memorandum of Agreement (MOA) between Universidad de Manila (UDM) and the proponent(s) shall be drafted to outline the terms, responsibilities, and deliverables of the research project.

The draft MOA will be circulated to both parties for review and comment. Upon finalization and notarization, official copies of the signed agreement shall be provided to:

- The URELIA Office
- The Legal Office
- The Project Proponent(s)

This agreement serves as the formal basis for project implementation, funding disbursement, and accountability.

5.2.2 Externally Funded Project

The implementation of research projects funded by external agencies shall commence only after a Memorandum of Agreement (MOA) between the Universidad de Manila (UDM) and the funding organization has been executed and signed.

The draft MOA from the funding agency shall be:

- [1] Referred to the UDM Legal Office for legal review and
- [2] Evaluated by URELIA for alignment with University policies and research guidelines.



If revisions are necessary, the MOA will be returned to the proponent and/or funding agency with comments and recommendations. If found compliant, the MOA will be signed by both parties and notarized.

Once finalized, official copies of the signed MOA shall be provided to:

- The URELIA Office
- The Legal Office
- The Project Proponent(s)

This finalized agreement authorizes the official start of the project and outlines the responsibilities, funding terms, and reporting obligations of all involved parties.

5.3 The Project Team Members

The following members can compose a research project team:

Project Leader / Main Proponent

The Project Leader or Main Proponent must be a full-time faculty member or employee of the University who assumes primary responsibility for the overall management and successful completion of the research project, regardless of the number of co-proponents or collaborators. The Project Leader is responsible for:

- Overseeing the implementation of the approved research activities;
- Delegating tasks appropriately among team members;
- Clearly defining the roles and responsibilities of all co-researchers and support staff;
- Ensuring timely submission of deliverables, reports, and compliance with contractual obligations.

Co-Proponents and Other Researchers

In the absence of the Project Leader, co-proponents and other researchers shall assume accountability for managing the research project. If the Project Leader officially relinquishes their role, the co-proponents may assume project leadership responsibilities with formal approval from the University.

In such cases, the designated co-proponent may also be entitled to the benefits and responsibilities previously granted to the main proponent. Co-proponents may be full-time or part-time faculty members or employees of the University.

Project Staff

Administrative and technical support staff for the project may include plantilla or contract-of-service non-teaching personnel, who may serve only in the capacity of consultants. Key provisions include:

- Engagements must be for services rendered outside official working hours;
- The standard engagement period is six (6) months, extendable by one (1) additional month at the discretion of the Project Leader and depending on project needs;
- Compensation shall be based on the approved project budget and subject to university financial guidelines.



Student Research Assistants

Students may be hired as research assistants on a case-by-case basis, subject to University approval and in accordance with established University policies. They shall be compensated in line with the University's guidelines for honoraria and student engagement in research activities.

5.4 Adjustments in the Project Timeline

The start and end dates of the research project shall be specified in the Memorandum of Agreement (MOA). However, the implementation timeline may be adjusted or rescheduled depending on factors such as the release of funds or the issuance of the Notice to Proceed.

In certain cases—such as inclement weather, workforce availability, or other justifiable circumstances—the proponent(s) may request a postponement or delay in the project's commencement.

For externally funded research projects, any proposed adjustments to the timeline must be formally communicated in writing to the funding agency through the URELIA Office.

Requests for project extensions must adhere to the following conditions:

- Must be submitted at least two (2) months prior to the project's scheduled completion date;
- Must include a detailed explanation and justification for the extension;
- Must be accompanied by the latest progress report;
- The status of fund utilization must be clearly stated in the report.

All requests will be reviewed by URELIA and subject to approval by the appropriate University authority and, if applicable, the external funding agency.

5.5 Submission of Financial Reports

For both internally and externally funded projects, the research team is required to prepare and submit a financial report for each tranche of released funds. The release of subsequent tranches is contingent upon the submission and approval of the financial report corresponding to the prior fund disbursement. All reports must follow University accounting procedures and comply with relevant financial policies.

5.6 Transfer of Project Leadership

If the Project Team Leader/Main Proponent of either an internally or externally funded project withdraws or resigns, a written notice must be submitted to the URELIA at least 15 days prior to the effective date of withdrawal. The notice must clearly indicate the recommended successor to assume project leadership. The transfer of leadership shall only take effect upon URELIA's approval and after proper endorsement and documentation.

5.7 Periodic Conferences and Submission of Reports

The URELIA shall coordinate with researchers through their College Deans or Department Chairpersons to conduct periodic monitoring conferences. These shall be scheduled at least twice during the project life cycle:

- Midway through the implementation phase, and
- At the conclusion of the research project.

These conferences are intended to ensure progress tracking, identify challenges, and provide technical or administrative support when necessary.

5.8 Submission of Reports Prior to Monitoring Conferences

Proponents are required to submit the following reports to the URELIA in preparation for the scheduled periodic monitoring conferences:

During Project Implementation

- Progress Report (following the prescribed format – see Appendix D.1)
- Financial Report corresponding to the tranche of funds released
- Initial Outputs/Data, if applicable to the current stage of the research

Before Project Termination

- Complete Terminal Research Report (following the prescribed format – see Appendix D.2)
- Complete Financial Report with supporting official receipts for all released funds
- Five (5) hard copies and one (1) electronic copy (in flash drive) of the completed research report/manuscript and executive summary
- Five (5) hard copies and one (1) electronic copy (in flash drive) of the publishable version of the research report, formatted in accordance with the requirements of the appropriate University journal
- Electronic copy of raw data (dataset), including transcripts of interviews or survey responses, saved in a flash drive

These submissions are mandatory and shall be reviewed during monitoring and evaluation conferences to assess project progress and compliance.

5.9 Handling of Data

Proponent(s) must adhere to general ethical standards as outlined in Chapter 7 of this manual, as well as the provisions of the Philippine Data Privacy Act of 2012 (R.A. 10173).

All personal and sensitive information provided by research respondents or participants must be treated with strict confidentiality and must not be disclosed in any of the reports submitted to the University. This includes, but is not limited to, names, addresses, identification numbers, or any other data that could directly or indirectly identify individuals.

Further guidance on ethical data handling, consent procedures, and secure data storage can be found in Chapter 7: Research Ethics and Compliance.



CHAPTER 6

RESEARCH DISSEMINATION AND UTILIZATION

The Universidad de Manila (UDM) firmly believes that the true value and impact of research are realized through its dissemination, publication, and practical utilization. Research must go beyond completion; it must be shared, applied, and communicated to inform practice, influence policy, and contribute to knowledge creation.

As such, UDM and its researchers embrace a shared responsibility to ensure that research outputs reach a broader audience. This commitment shall be fulfilled through various dissemination channels, including but not limited to:

- Conference presentations
- Scholarly publications
- Community engagement initiatives
- Social media and digital platforms

This chapter outlines the policies and procedures for promoting research visibility, ensuring accessibility, and fostering the meaningful application of research in academic, professional, and community settings.

6.1 Research Presentation

The first step in research dissemination is the presentation of findings through both formal and informal platforms. The University strongly encourages its researchers—and requires those who have received University funding or support—to present their research projects in appropriate academic settings.

Formal presentation avenues include:

- University-level research conferences or symposia
- National and international conferences, forums, and academic gatherings

Informal avenues may include:

- Seminars and colloquiums
- Roundtable discussions
- “Brown bag sessions”, where faculty members, non-teaching personnel, and students are invited to engage with ongoing research through presentations of initial findings and progress updates (David, 2016)

These informal sessions serve as valuable opportunities for constructive feedback, peer evaluation, and knowledge exchange. They allow fellow researchers and stakeholders to offer insights and suggestions, ultimately contributing to the refinement and strengthening of the final research outputs.

Formal research presentations may be delivered orally or through poster sessions, conducted either in-person or virtually. These presentations may take place in the following venues:

- National or international research conferences or fora organized by recognized scientific or professional organizations
- University-level, national, or international conferences hosted by the Universidad de Manila
- College-level research forums and colloquia organized within the University

Participation in these venues allows researchers to engage with peers and experts from related disciplines, who can offer valuable feedback, comments, and suggestions to further enhance the quality of their research work.

Moreover, conference participation provides researchers with opportunities to:

- Expand their professional networks
- Establish connections with other scholars and practitioners
- Explore potential collaborations for future research projects

To support this, UDM offers travel grants to qualified faculty researchers and non-teaching employees who are presenting their work at conferences held in the provinces or abroad, as detailed in Chapter IV: Budget Support and Incentives.

6.2 Research Publication

The Universidad de Manila (UDM) strongly supports the publication of research outputs in refereed journals or books at the University, national, or international level. As outlined in Chapter IV, the University provides grants and incentives to encourage faculty members and non-teaching staff to disseminate their scholarly work.

For research projects that have received funding, support, or incentives from UDM, the University shall have the first option to publish the research results. Proponents are encouraged to submit their work to the appropriate University journal within one (1) year of project completion.

If, after one year, the research has not been published in any of the University's journals, the proponent(s) may seek publication in external refereed journals—whether electronic or printed—with the explicit approval of the University.

While the proponent(s) retain authorship, all forms of publication must clearly acknowledge the Universidad de Manila and/or the funding institution(s) as project partners. This requirement is subject to the provisions outlined in the UDM Intellectual Property (IP) Policy. Faculty members are strongly encouraged to publish their research consistently throughout their careers. Publication in reputable, refereed journals contributes not only to academic advancement and institutional recognition but also to tenure and promotion decisions within the University.

6.2.1 NILAD Journal

NILAD is the interdisciplinary, peer-reviewed journal of the Universidad de Manila (UDM). It is dedicated to the development and dissemination of new knowledge and innovations across a broad range of academic



fields, including Arts and Sciences, Business and Management, Criminal Justice, Education, Engineering and Technology, Health Sciences, Graduate Studies and Law.

The journal seeks to highlight research that is locally grounded yet globally significant, contributing to the advancement of theory, practice, and policy within and across disciplines.

NILAD welcomes a diversity of perspectives, research methodologies, and philosophical approaches. It encourages the submission of:

- Empirical studies utilizing qualitative, quantitative, or mixed-methods research designs
- Systematic reviews and meta-analyses of high scholarly quality

By providing a platform for rigorous and impactful scholarship, NILAD aims to foster academic discourse and promote the University's role as a center for intellectual and societal advancement.

Aims and Scope of the NILAD Journal

NILAD publishes original research articles, systematic reviews, policy briefs, and meta-analyses in the following areas:

- Arts and Sciences
- Business and Management
- Criminal Justice
- Education
- Engineering and Technology
- Health Sciences
- Law
- Public Administration

The publishable form of the research produced by researchers who have received funding, support, or incentives from the University must follow the “IMRaD” format. The “IMRaD” format is divided into four main sections: Introduction, Methods, Results, and Discussion.

6.2.2 The Professionals (Inter-Disciplinary Research Journal)

The Professionals (Inter-Disciplinary Research Journal) is the University Research, Extension Linkages, and International Affairs interdisciplinary, peer-reviewed publication that publishes original research by teaching and non-teaching staff throughout the disciplines of Arts and Sciences, Business and Management, Criminal Justice, Education, Engineering and Technology, Health Sciences, Graduate Studies, and Law.

The publishable form of the research produced by researchers must follow the “IMRaD” format. The “IMRaD” format is divided into four main sections: Introduction, Methods, Results, and Discussion.



Publication in NILAD and in The Professionals Publication Eligibility

A research or creative work may be considered for publication in any of the institutionalized journals of the Universidad de Manila, including NILAD and The Professionals, if the author meets any of the following eligibility criteria:

- [1] A regular faculty member with either full-time or part-time status, regardless of academic rank.
- [2] A regular administrative employee of the University.
- [3] A faculty member (full-time or part-time) or a regular administrative employee of the University collaborating with a researcher from another university or external agency.
- [4] A faculty member (full-time or part-time) or a regular administrative employee of the University collaborating with student researchers from the University.
- [5] A bona fide student enrolled in the University, carrying at least nine (9) units in a graduate program or a full academic load in an undergraduate program.

This inclusive eligibility ensures a vibrant and diverse body of contributors, supporting the University's commitment to interdisciplinary knowledge generation and dissemination.

Disqualification

Research or creative work shall be disqualified from publication in the institutional journals of the Universidad de Manila (e.g., NILAD and The Professionals) under any of the following conditions:

1. Authorship-Related Disqualifications:

The author—whether a regular faculty member, regular administrative employee, or student researcher fails to meet either of the following requirements:

- a. Does not cite UDM as the institutional affiliation in the manuscript.
 - b. Does not have a formal, written co-authorship agreement, as required by institutional policy.
2. The research or creative work has been previously published in another journal (i.e., duplicate publication is not permitted).
 3. The submission is a Type 3 Research project in which the main authors are students enrolled in a research course under their academic program and the work is headed only by the faculty-in-charge or research adviser. These works are considered academic requirements rather than original contributions for institutional publication, unless further developed and co-authored with proper endorsement and formatting.

Application For Publication and Documentary Requirements

Authors seeking to publish their research or creative work in the institutional journals of the Universidad de Manila must submit the following documents to the URELIA Office:

- Printed and electronic copies of the full research or creative work
- A Co-Authorship Agreement

All submissions will undergo editorial screening and peer review in accordance with the guidelines of the target journal (e.g., NILAD or The Professionals).

Editorial Policy

All research and creative works submitted for publication in the institutional journals of the Universidad de Manila are subject to a rigorous double-blind peer review process and must meet the highest standards of academic integrity and quality.

Editorial Workflow for Peer Review Process

- [1] **Plagiarism Screening.** All submitted manuscripts undergo a plagiarism scan. Only manuscripts that pass this initial screening will proceed to the next stage.
- [2] **Initial Editorial Review.** The assigned editor reviews the manuscript for relevance, formatting, and scope. All author(s)' personal and contact information is removed to ensure anonymity during peer review.
- [3] **Double-Blind Peer Review.** The editor sends the anonymized manuscript to two independent reviewers with expertise in the relevant field. Reviewers provide constructive comments and recommendations regarding the manuscript's quality, originality, and contribution to the field.
- [4] **Editorial Decision.** Based on the reviewers' feedback, the editor makes a final decision to:
 - Accept the manuscript
 - Request revisions before acceptance
 - Reject the manuscript
- [5] **Notification of Acceptance.** If the manuscript is accepted, the author(s) will receive an official letter of acceptance via email.
- [6] **Final Revisions and Publication Preparation.** The author(s) must incorporate all editorial and peer-suggested revisions. Final edits must be completed and submitted within the prescribed timeline to ensure the manuscript's inclusion in the publication.

6.2.3 College Student Research Journals

The College Student Research Journals of the Universidad de Manila are officially registered and recognized with their respective **International Standard Serial Numbers (ISSN).

The regular and continuous publication of the College Student Research Journal shall be the sole responsibility of each college. The journal shall be issued twice a year, specifically in June and December.

6.2.4 Social Media and Online Dissemination

The Universidad de Manila (UDM) actively promotes the use of social media and digital platforms to communicate the results of research conducted by its faculty members, non-teaching personnel, and students. In today's digital age, researchers are encouraged to maximize online channels to reach broader audiences, increase engagement, and enhance the visibility and impact of their work.

To support this initiative, researchers may produce the following formats for online dissemination:

- Infographics – Graphic representations that present research results in a quick, accessible, and visually engaging manner.
- Visual Abstracts – A visual summary of key findings, designed to generate interest and improve reader engagement with the full research article (CDC, n.d.).

- Research Briefs – Concise, non-technical summaries that provide an overview of the study's objectives, methodology, and key findings.

To further support dissemination efforts, UDM shall provide training programs and technical assistance to faculty members and non-teaching staff. The University will also distribute approved research content through its official social media accounts and online platforms, ensuring greater visibility and public engagement.

6.2.5 Other Forms of Research Dissemination

In addition to academic and online platforms, traditional media—such as television, radio, and newspapers—can be powerful tools for disseminating research findings to the public. Researchers must be able to deliver a clear, concise, and accessible summary of their study, including its implications for society, in a format that is understandable to non-specialist audiences.

Researchers may engage in:

- Media interviews
- Public talks and press briefings
- News releases and feature articles

However, participation in such activities must be approved in advance by the URELIA Office. Faculty members and non-teaching personnel interested in these dissemination avenues are encouraged to undergo training and receive technical support from the University to ensure effective and responsible public communication of research.

6.3 Utilization of Research Outputs

The University reserves the right to utilize the results and outputs of research projects that have received funding, support, or incentives from the University and the Local Government of the City of Manila, in accordance with the UDM Intellectual Property (IP) Policy. This may include, but is not limited to, use for:

- Instructional and curricular development
- Technology commercialization and income generation
- Public service initiatives

Furthermore, research findings may be used to aid legislation or the formulation of local or national policies. In such cases, the proponent(s) must ensure that the utilization is properly documented and formally reported to the University through URELIA.

CHAPTER 7

RESEARCH ETHICS

The Universidad de Manila (UDM) is deeply committed to upholding the highest ethical standards in all aspects of academic and institutional research. As an institution striving to be the number one local university producing employable graduates, UDM recognizes that research must be conducted with honesty, integrity, and accountability to maintain its credibility and ensure meaningful societal contributions.

This research ethics policy applies to all members of the University, including students, faculty members, non-teaching personnel, and affiliated researchers. It governs both funded and unfunded studies, such as undergraduate and graduate theses and dissertations submitted in partial fulfillment of degree requirements, as well as research and surveys undertaken by UDM offices for policy formulation and service enhancement.

All research conducted within UDM must be implemented in accordance with institutional policies on research ethics, intellectual property, copyright, and applicable laws related to conflict of interest and the involvement of human or non-human subjects. Compliance with these standards ensures that every research activity upholds academic excellence and respects the dignity, rights, and welfare of all participants.

Researchers are expected to demonstrate ethical responsibility from the initial design of the study through data collection, analysis, dissemination, and even post-publication activities. Where applicable, proposals must undergo ethical review and clearance by the University Research Ethics Board (UREB) prior to implementation. The University's emphasis on research integrity reflects its broader commitment to responsible knowledge production and public trust.

7.1 Rights of Researchers

Researchers in UDM are free to:

- Choose their subject of the research project;
- Seek the resources necessary to conduct such a project;
- Exercise control over those resources;
- Initiate and conduct such a research project; and
- Disseminate the results of their research project appropriately, following the guidelines set by the University.

Furthermore, UDM researchers are expected to:

- Maintain professional and intellectual honesty and integrity within and outside to the University; and
- Honor and comply with the professional obligations and responsibilities to the University and, if applicable, to external funding organizations.

7.2 General Ethical Standards for Researchers

Researchers must strictly adhere to general ethical standards in the performance of their duties and responsibilities. Every researcher must avoid committing any form of serious academic and professional misconduct:

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- [1] Project Team Leaders/Main Proponents and Co-Proponents must comply with all internal and external requirements for protecting and ensuring the safety of human subjects and members of their project team.
 - [2] Researchers must adhere to recognized professional norms when planning, implementing, documenting, and reporting their research activities. The collection, processing, storage, and eventual deletion of primary data and personal information of human participants must be conducted with utmost care and ethical consideration.
 - [3] Researchers must avoid any intentional or negligent actions that could result in violations of the law; dishonesty or fraud; fabrication, falsification, or misrepresentation of data; or plagiarism.
 - [4] Collaboration in research demands a shared commitment to academic integrity. Each author or proponent claiming shared credit must be mindful of the responsibilities and the potential for shared consequences in cases of misconduct.
 - [5] Senior researchers and project team leaders must protect junior colleagues, co-proponents, and students from exploitation and abuse. Authorship and credit must accurately reflect genuine participation, mutual accountability, and true collaborative effort.
 - [6] Proposed research projects and collaborations that may pose conflicts of interest, compromise objectivity, suggest personal financial gain, or entail commitments that are not in the best interest of the University must be disclosed and approved by the UDM Research Ethics Board (UREB) and the University Research Evaluation Committee (UREC) prior to engagement.

The responsibilities listed above apply to all researchers engaged in both internally and externally funded projects of the University. To reinforce ethical research practices, the University is committed to offering relevant training programs on the responsible conduct of research, which all project proponents and researchers are required to attend.

7.3 Academic and Scientific Integrity

For the purposes of this manual, the following definitions and clarifications are provided:

- [1] Research misconduct refers to any act in which an individual fabricates, falsifies, or plagiarizes information, credentials, or data. This includes, but is not limited to, misrepresentation in the proposal, conduct, or reporting of research results. Such acts constitute a violation of academic and scientific integrity and are subject to sanctions to be imposed by the University and/or the relevant funding institution or agency.
- [2] All forms of research misconduct and academic dishonesty are regarded as serious offenses. These include, but are not limited to, the following:
 - 2.1. Fabrication – Fabrication refers to the intentional act of making up data or results and recording or reporting them (The University of Melbourne, n.d.). Researchers must never publish data they know to be fabricated or that are the result of deliberate falsification. Such actions severely compromise the integrity of the research process and are grounds for disciplinary action.
 - 2.2. Falsification – Falsification is the act of manipulating research materials, equipment, or processes, or altering, omitting, or suppressing data or results without scientific or statistical justification, resulting in the misrepresentation of the research in any report (The

University of Melbourne, n.d.). Researchers must not deliberately manipulate data or misrepresent findings in any stage of their research.

2.3. Plagiarism – Plagiarism is the act of representing another person's creative work or ideas as one's own, without appropriate acknowledgment of the original author or source (The University of Melbourne, n.d.). It is considered a serious breach of academic integrity and an act of intellectual theft. Researchers must never knowingly present the published or unpublished work of another as their own. All borrowed ideas, text, or visual materials must be properly cited using appropriate academic referencing.

To discourage plagiarism among faculty members, non-teaching personnel, students, and other researchers within the University, UDM shall institutionalize the use of plagiarism-detection software.

All researchers are required to undergo Turnitin checking prior to:

- The submission of final research outputs,
- Oral defense (for students), and
- University presentation (for internally- and externally funded researchers).

Penalties for plagiarism in theses, dissertations, and research project submissions shall be strictly imposed based on the University's academic policies and guidelines. The severity of the penalty shall correspond to the degree of the offense, as assessed by the University Research Ethics Board and relevant academic authorities.

Table 9: Penalties for Plagiarism in Theses, Dissertations, and Research Project Submissions

Level	Indicators	1 st Offense	2 nd Offense
Level 0	Similarities up to 10%	Minor similarities, no penalty.	N/A
Level 1	Similarities between 11% to 40%	Verbal warning. Researcher/s will be asked to submit a revised manuscript or report within a given period	Written warning. Researcher/s will be asked to submit a revised manuscript or report within a given period
Level 2	Similarities between 41% to 60%	Written Warning. Researcher/s or student/s will be asked to submit a written explanation and a revised copy of the manuscript.	Researcher/s will be prohibited from submitting a revised manuscript for one year and shall be asked to present a written explanation to the research ethics committee. For students, they shall get a failing mark in their subject, unless otherwise rectified. For funded researchers, an investigation will be carried out by the University Research Ethics Board (UREB), and appropriate penalties will be discharged.

Level 3	Similarities above 60%	Written Warning. Researcher/s or student/s will be asked to submit a written explanation and a revised copy of the manuscript.	For students, they shall undergo appropriate disciplinary action and will automatically get a failing mark in their subject. For funded researchers, an investigation will be carried out by the UREB to deliberate for appropriate penalties. They will be barred from submitting and/or getting financial support/grants for future research.
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The following are additional situations considered as research misconduct:

- The researcher was aware that the representation was likely false, misleading, fabricated, or plagiarized and failed to take reasonable steps to investigate or correct it.
- The researcher entertained serious doubts about the truth, accuracy, or origin of the representation and failed to act with due diligence in verifying or dispelling those doubts.
- There were clear and apparent reasons to question the accuracy or source of the information, and the researcher failed to take appropriate action.
- The extent, frequency, and substance of deviations from standard research practices, including the time period over which they occurred, indicate an indifference to the integrity of research data and materials, thus rendering the representation unreliable.

7.4 Conflict of Interest

A conflict of interest arises when professional judgment or actions related to a primary responsibility—such as conducting objective and ethical research—may be compromised or unduly influenced by a secondary interest, such as financial gain, personal relationships, or career advancement (Romain, 2015). Researchers must disclose in writing any actual or potential conflict of interest to their immediate superior, to the URELIA, and to all other relevant individuals or bodies. Such disclosure must be made as early as possible, ideally during the project's planning phase.

7.5 Misuse of Research Funds

Researchers are expected to manage all project funds responsibly and in strict accordance with the approved budget, contract, or Memorandum of Agreement (MOA). Misuse of research funds is considered a serious form of misconduct. Prohibited acts include, but are not limited to, the following:

- Diverting research funds for personal use, unless explicitly allowed in the contract or MOA.
- Receiving compensation based on fabricated or falsified attendance records or the use of fictitious identities (e.g., assigning a nonexistent research assistant, student, or consultant).
- Submitting false or inflated claims for travel expenses.
- Engaging in fraudulent transactions, such as altering the names or descriptions of suppliers, materials, or services for personal or unauthorized benefit.

7.6 Investigation Procedures for Suspected Research Misconduct

The Universidad de Manila shall ensure that all allegations of research misconduct are assessed and investigated fairly, objectively, confidentially, and within a reasonable period. The investigation process shall



protect the rights and reputation of both the complainant and the respondent while safeguarding the integrity of the research record and the interests of the University.

Research misconduct may include, but is not limited to, fabrication, falsification, plagiarism, misrepresentation of research data or findings, unauthorized use or manipulation of data, serious violations of approved research protocols, misuse of research funds, unethical authorship practices, deliberate violation of research ethics requirements, and other acts that materially compromise the integrity of research.

Filing and Receipt of Complaint

Any person who has reasonable grounds to suspect research misconduct may submit a written complaint or report to the University Research, Extension, Linkages and International Affairs (URELIA). The complaint should contain sufficient information concerning the alleged misconduct, including the identity of the respondent, nature of the allegation, research project or output involved, relevant dates or circumstances, and available supporting documents or evidence.

URELIA shall formally record the complaint and maintain the confidentiality of all documents and information received. The identity of the complainant shall be protected to the extent permitted by university policies and applicable laws.

Preliminary Assessment

Upon receipt of the complaint, URELIA shall conduct a preliminary assessment to determine whether the allegation falls within the scope of research misconduct and whether sufficient information exists to warrant further inquiry.

Allegations involving matters outside research misconduct shall be referred to the appropriate University office in accordance with existing University rules and regulations.

When the allegation presents sufficient basis for further examination, URELIA shall endorse the matter to the University Research Ethics Board (UREB) for appropriate action.

Constitution of an Investigation Committee

When a formal investigation is warranted, the UREB shall constitute or recommend the constitution of an Investigation Committee composed of qualified and impartial members with appropriate expertise relevant to the nature of the allegation.

No person who has an actual, potential, or perceived conflict of interest with the complainant, respondent, research project, or subject matter of the investigation shall participate in the investigation or deliberation.

When necessary, the University may engage an external expert to provide independent technical or professional advice.



Notice to the Respondent

The respondent shall be informed in writing of the allegations and shall be provided sufficient information concerning the matters under investigation.

The respondent shall be given a reasonable opportunity to submit a written explanation, supporting documents, research records, data, or other evidence relevant to the allegation. The respondent shall likewise be afforded the opportunity to respond to material evidence considered during the investigation, consistent with due process and applicable University regulations.

Preservation and Examination of Evidence

URELIA and the Investigation Committee may require the preservation and submission of research records and other materials necessary for the investigation, including research protocols, raw data, laboratory or field records, survey instruments, electronic files, correspondence, financial documents, authorship records, manuscripts, publications, and other relevant documentation.

Research records shall be secured and handled to protect their integrity, confidentiality, and evidentiary value.

Conduct of the Investigation

The Investigation Committee shall objectively examine the available evidence and may interview the complainant, respondent, research collaborators, witnesses, or other persons who may provide information relevant to the allegation.

The investigation shall determine whether the alleged act occurred and whether the available evidence supports a finding of research misconduct. The Committee shall distinguish deliberate or reckless misconduct from honest error, legitimate differences in scientific or scholarly interpretation, and other circumstances that do not constitute research misconduct.

Investigation Report

Upon completion of the investigation, the Investigation Committee shall prepare a written report containing the allegations examined, procedures undertaken, evidence considered, findings for each allegation, conclusions, and recommended actions.

The findings shall be based on documented evidence gathered during the investigation. The report shall be submitted to the UREB for review and appropriate recommendation to the University authorities.

Decision and Appropriate Action

The appropriate University authority shall act on the findings and recommendations in accordance with existing University policies, applicable civil service rules, academic regulations, contractual obligations, and relevant laws and government regulations.



When research misconduct is established, appropriate corrective or disciplinary measures may include correction or retraction of research outputs, withdrawal of University research support, suspension of eligibility for research funding or incentives, return or restitution of improperly utilized research funds when applicable, notification of funding agencies or publishers, and referral to the appropriate University office or government authority when warranted.

The nature and severity of the action shall be proportionate to the seriousness of the misconduct and shall take into consideration applicable University rules and the respondent's right to due process.

Notification of Parties

The complainant and respondent shall be formally informed of the disposition of the case to the extent permitted by applicable confidentiality, privacy, and personnel regulations.

When the allegation involves externally funded research, collaborative research, published research, or research conducted pursuant to an agreement with another institution, the University may notify the concerned funding agency, collaborating institution, publisher, regulatory authority, or other appropriate body when required by law, contract, policy, or research ethics standards.

Confidentiality and Protection Against Retaliation

All proceedings, records, evidence, deliberations, and reports related to allegations of research misconduct shall be treated with appropriate confidentiality.

No person shall be subjected to retaliation for reporting suspected research misconduct or participating in an investigation in good faith. A complaint deliberately made with knowledge that the allegation is false may itself be subject to appropriate University action.

Records of Investigation

URELIA shall maintain the official records of research misconduct proceedings in accordance with the University's records management, data privacy, and retention policies. Access to such records shall be limited to authorized University officials and other persons or institutions legally entitled to receive them.

7.7. Reporting Suspected Misconduct

All members of the UDM community share a collective responsibility to report any suspected research misconduct involving researchers, plantilla personnel, full-time and part-time faculty, administrative employees, and students. This applies to both internally and externally funded research projects, as well as non-funded academic works.

Suspected cases of misconduct must be formally reported to the URELIA and will be handled in accordance with the procedures set by the UDM Research Ethics Board (UREB). All reports will be treated with the strictest confidentiality.



In principle, individuals reporting misconduct are expected to identify themselves, but whistleblowers will be protected under the policies of the University, the Local Government, and existing State regulations. No retaliatory action shall be taken against individuals who report misconduct in good faith.

However, if it is determined that a report was filed in bad faith—for example, to harass or discredit another individual—disciplinary action may be taken against the reporter. This could include internal sanctions and, if warranted, the filing of criminal charges as recommended by the UREB.

7.8. Rectification of Errors

Not all errors in research constitute misconduct. While intentional errors—such as fabrication, falsification, or plagiarism—are considered serious violations, some mistakes may arise unintentionally. These include errors in data collection, statistical analysis, typographical errors, or misspellings. Such unintentional errors do not reflect dishonesty by the researcher, publisher, or funding institution and generally do not compromise the overall integrity of the research.

In cases where the error is significant and may affect the validity of the findings or the researchers' reputation, an erratum must be issued to acknowledge and correct the error.

If it is determined that the study's results are invalid, the researchers must submit a formal retraction explaining the nature of the error and how it affected the research findings and conclusions.

In instances where serious misconduct, such as plagiarism or falsification, is discovered after publication, the researcher is required to submit a correction and/or retraction in accordance with the editorial policies of the journal or publication in which the work appeared. The University will issue a definitive guideline outlining the procedures for rectifying the records of researchers who have received funding support or publication incentives.

For externally funded projects, researchers must also comply with the ethical guidelines and corrective procedures prescribed by the funding agency.

7.9 Human Research Ethics

When a research project involves human subjects or participants, researchers are required to uphold and protect the rights, welfare, and dignity of the individuals involved. Research must be designed and conducted to ensure ethical integrity and comply with both institutional and international standards for human research.

Researchers must observe the following ethical principles in planning and conducting studies involving human participants:

- [1] Research participants must voluntarily provide informed consent to participate in the project.
- [2] The research must aim to contribute to the benefit of society, offering potential value in terms of knowledge, policy, or practice.
- [3] The research must be grounded in a sound theoretical framework, supported by valid scientific reasoning.

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- [4] The research must avoid unnecessary risks and ensure minimal exposure to physical, psychological, social, economic, or legal harm for both participants and researchers.
 - [5] No research project may proceed if there is a foreseeable risk of serious injury or death to participants.
 - [6] The dignity and autonomy of all research participants must be always respected.
 - [7] The level of risk involved must not exceed the anticipated benefits of the research.
 - [8] Human participants must have the freedom to withdraw from the research at any time without fear of harm or consequence.
 - [9] Experiments and studies must be conducted by scientifically and ethically qualified researchers.
 - [10] Researchers must demonstrate transparency in declaring all sources of funding and any potential conflicts of interest.
 - [11] Proper acknowledgment must be given for any form of assistance, support, or collaboration received during the research.
 - [12] The publication, dissemination, and presentation of research results must be done ethically and accurately, reflecting the findings without manipulation or misrepresentation.

All participants involved in human research must voluntarily sign an informed consent form. Informed consent ensures that individuals understand the nature, purpose, procedures, risks, and benefits of the study before agreeing to participate (Nijhawan, 2013). Participants must never be coerced, manipulated, or misled into taking part in a study. Consent must be given freely, knowingly, and willingly, with full understanding of what their participation entails.

7.9 Protection of Student Researchers from Exploitation

The Universidad de Manila recognizes students as legitimate members of the academic and research community whose rights, intellectual contributions, academic freedom, welfare, and professional development must be protected. The University shall not tolerate the exploitation, coercion, intimidation, misrepresentation, or unauthorized appropriation of the research work of students by faculty members, research advisers, administrators, fellow researchers, external collaborators, or any other person involved in University-affiliated research.

The relationship between a student researcher and a faculty member, research adviser, research supervisor, or principal investigator involves an inherent difference in academic authority. All persons exercising supervisory authority shall ensure that such authority is not used to obtain improper academic, professional, financial, or personal benefit from students.

Voluntary Participation in Faculty and Institutional Research

Student participation in faculty-led, institutionally funded, externally funded, commissioned, or collaborative research shall be voluntary unless the research activity is an expressly identified and approved component of an academic course, internship, practicum, assistantship, scholarship, or other formal academic requirement.



Students shall not be compelled to participate in a faculty member's personal or professional research as a condition for:

- receiving a passing grade;
- obtaining favorable academic evaluation;
- receiving approval of a thesis, dissertation, capstone project, or research requirement;
- receiving recommendation, endorsement, certification, or academic opportunity;
- maintaining access to ordinary academic services;
- receiving preferential treatment; or
- avoiding adverse academic consequences.

When participation relates to an academic requirement, the nature and extent of the student's research responsibilities shall be clearly communicated and shall be appropriate to the stated learning outcomes of the course or program.

Protection of Student Research Ownership and Intellectual Contributions

Research proposals, theses, dissertations, capstone projects, datasets, instruments, software, designs, creative works, manuscripts, and other scholarly outputs substantially developed by students shall not be appropriated, reproduced, published, presented, commercialized, or represented as the work of another person without proper authorization, attribution, and compliance with the University's policies on authorship and intellectual property.

Faculty advisers and supervisors shall not claim ownership or authorship solely on the basis of their position, supervisory responsibility, academic rank, administrative authority, or provision of routine academic guidance.

Intellectual property rights arising from student research shall be governed by the University's Intellectual Property Policy and applicable laws.

Authorship and Publication Rights

Authorship shall reflect actual and substantial scholarly contribution.

For publications substantially derived from a student's thesis, dissertation, capstone project, or academic research, the student shall ordinarily be designated as the principal or first author, consistent with the authorship provisions of this Manual.

A faculty adviser, research supervisor, panel member, administrator, or other individual shall not require inclusion as an author solely because of supervisory, advisory, administrative, or institutional authority.

No student shall be required to surrender authorship, change the order of authorship, or assign scholarly credit as a condition for approval, graduation, academic evaluation, recommendation, employment, funding, or other institutional benefit.



Any departure from the prescribed authorship arrangement shall require a written coauthorship agreement consistent with the provisions of this Manual.

Use of Student Data and Research Outputs

Student-generated data, research instruments, manuscripts, research reports, and other research materials shall not be used for purposes beyond the original academic or research activity without appropriate authorization.

Faculty members or other researchers who intend to conduct secondary analysis, further publication, presentation, commercialization, or subsequent research using substantial student-generated research materials shall comply with applicable requirements regarding authorship, acknowledgment, intellectual property, research ethics, data privacy, and institutional approval.

Removal of a student's name from a research output does not automatically authorize another researcher to claim or reuse the student's intellectual contribution.

Research Work and Compensation

Students shall not be used as unpaid research labor for activities unrelated to their academic requirements without clear disclosure and voluntary agreement.

Where students are formally engaged as research assistants, project personnel, enumerators, data processors, laboratory assistants, technical staff, or other project workers under funded research, their responsibilities, expected outputs, period of engagement, supervision, and applicable compensation or benefits shall be clearly established before commencement of the work.

Compensation, when provided under an approved research project, shall conform to the approved project budget and applicable University and government rules.

Voluntary participation in research shall not be misrepresented as a requirement when the activity primarily benefits a faculty member, research team, or externally funded project.

Financial Protection

Students shall not be required to personally shoulder expenses properly chargeable to an approved faculty, institutional, externally funded, or commissioned research project unless such expenses form part of a clearly established academic requirement applicable to all similarly situated students.

Faculty members, advisers, and project leaders shall not collect unauthorized research fees, publication fees, conference fees, data processing charges, professional fees, or other payments from students in connection with research supervision or participation.

Any authorized research-related fee shall comply with University policies and applicable government accounting and auditing regulations.



Protection Against Coercion and Undue Influence

Faculty members, advisers, supervisors, and administrators shall avoid circumstances in which their academic authority may improperly influence a student's research decisions.

Students shall be free to raise legitimate questions regarding research methodology, ethics, authorship, data interpretation, publication, and other scholarly matters without intimidation or retaliation.

A student's refusal to participate in research activities that are not part of an established academic obligation shall not adversely affect the student's grades, academic standing, access to university services, recommendations, or other legitimate academic opportunities.

Protection Against Retaliation

No student shall be subjected to retaliation for:

- declining voluntary research participation;
 - raising concerns regarding research ethics or integrity;
 - questioning authorship or intellectual property arrangements;
 - reporting suspected research misconduct or exploitation;
 - refusing to fabricate, falsify, manipulate, conceal, or improperly alter research data;
 - declining to participate in activities inconsistent with an approved research protocol; or
 - cooperating in an authorized research ethics or misconduct investigation.
- Retaliatory actions may themselves constitute a violation of university research ethics and shall be subject to appropriate review.

Responsibilities of Faculty Advisers and Research Supervisors

Faculty advisers, supervisors, and principal investigators working with student researchers shall:

- provide appropriate academic and methodological guidance;
- clearly communicate research roles and responsibilities;
- maintain professional boundaries;
- recognize student intellectual contributions fairly;
- discuss authorship and publication expectations at an appropriate stage of the research;
- ensure that students understand relevant research ethics and integrity requirements;
- avoid conflicts of interest and abuse of supervisory authority;
- ensure appropriate acknowledgment or authorship for qualifying contributions;
- protect confidential student research information; and
- support the student's development as an independent researcher.

Research supervision shall primarily serve legitimate educational, scholarly, and professional development purposes and shall not be used to obtain improper personal, academic, financial, or professional advantage.

Reporting Student Research Exploitation



A student who believes that exploitation, coercion, inappropriate authorship, unauthorized use of research, financial abuse, retaliation, or another violation of this section has occurred may report the matter to the College Research Ethics Board, URELIA, or the University Research Ethics Board, as appropriate.

Students shall be permitted to raise concerns without being required to initially report the matter directly to the faculty member or adviser who is the subject of the complaint.

Reports shall be treated with appropriate confidentiality and shall be evaluated in accordance with the applicable research ethics, grievance, or research misconduct procedures of the University.

Where the allegation involves a faculty adviser or another person who would ordinarily participate in reviewing the student's research, that individual shall not participate in the evaluation, investigation, or resolution of the complaint.

Institutional Responsibility

URELIA, the College Research Ethics Boards, College Deans, research coordinators, and the University Research Ethics Board shall promote research environments in which student researchers are treated fairly and their academic and intellectual contributions are protected.

The University may issue additional implementing guidelines, forms, orientation materials, and procedures necessary to operationalize these protections.

7.10 Privacy and Confidentiality

Privacy and confidentiality are fundamental ethical principles in research involving human subjects. Researchers must recognize that participants—especially in quantitative studies where respondents provide personal information—have the right to protect themselves and their identities. Any data collected during research can cause harm if it violates a participant's right to privacy or results in unauthorized disclosure of personal information (UCI Office of Research, n.d.).

It is the researcher's responsibility to implement measures to ensure the confidential handling, storage, and eventual disposal of any data that could identify participants. Research protocols must clearly outline how participant anonymity will be preserved and how sensitive information will be protected from misuse or exposure.

Certain individuals or communities may be considered particularly vulnerable and thus require special ethical safeguards during the research process. These include, but are not limited to:

- [1] Minority, ethnic, or indigenous groups
- [2] Mentally impaired individuals
- [3] Persons with disabilities
- [4] Children under the age of eighteen
- [5] People with learning difficulties or cognitive impairments
- [6] Financially disadvantaged individuals, including those living in poverty
- [7] Prisoners and individuals in detention

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- [8] Educationally disadvantaged individuals or those with limited understanding of the research language
 - [9] Other marginalized populations, such as women in vulnerable situations, sex workers, and individuals engaged in substance abuse

When research participation may cause psychological discomfort, anxiety, or distress, researchers are required to provide an appropriate debriefing program. This program should help participants process their experiences, address any emotional impact, and support their well-being after participating in the study.

The University emphasizes the protection of human subjects as a cornerstone of ethical research and mandates that all researchers incorporate these principles into their research design and practice.

- [1] The University recognizes the important role that animals play in scientific research. Animal subjects may be used by researchers in a variety of ways, including but not limited to:
 - a. Testing new pharmaceuticals;
 - b. Serving as instructional and teaching tools;
 - c. Product testing, such as for food, cosmetics, and agrochemicals;
 - d. Experimental trials for new surgical procedures; and
 - e. Laboratory-based experimental research in psychology and related fields.
- [2] All research involving animal subjects must aim to eliminate unnecessary harm, suffering, stress, or pain. Researchers are required to follow existing ethical guidelines and regulatory standards that safeguard animal welfare throughout the research process.
- [3] Any research project that proposes the use of animals must undergo careful ethical review. Experts appointed by the University Research Ethics Board (UREB) will evaluate the project to assess the scientific merit, ethical justification, and the balance of risks and benefits associated with the use of animals.
- [4] In line with its commitment to animal welfare, the University adheres to the Animal Welfare Act of 1998 and its Implementing Guidelines under the Department of Agriculture Administrative Order No. 40. Furthermore, the use of animals in research must comply with the standards set by the Philippine Association for Laboratory Animal Science (PALAS), as specified in the Code of Practice for the Care and Use of Laboratory Animals.
 - a. Animals should only be used in research when their involvement is essential to advance scientific knowledge, ensure the integrity of the study, and produce outcomes that offer meaningful societal benefits.
 - b. Prior findings from mathematical modeling, computer simulations, or in vitro research must be considered and utilized to support the design and justification of any research involving animals.
 - c. Throughout the research process, all unnecessary pain, injury, and distress to animal subjects must be avoided. If at any point the continuation of the study poses a risk of unnecessary harm, researchers are ethically obligated to halt the project immediately.
 - d. After the conclusion of the research, researchers remain responsible for the post-study care of animal subjects, ensuring that any discomfort or disability resulting from the study is minimized. Appropriate veterinary practices must be followed in providing continued care.
 - e. If euthanasia is deemed necessary by the project team leader, it must be conducted humanely, using approved and compassionate methods, and must ensure a rapid and



painless death. Euthanasia should not be performed unless the animal's death is confirmed and justified under ethical and veterinary guidelines.

- [5] Researchers are also required to comply with all additional rules, protocols, and procedures set forth by the University, as well as by external funding agencies or partner institutions supporting the research.

7.11 Data Management

1. Ownership

- a. All documented information gathered and used in the conduct of research—whether quantitative, narrative, verbal, or visual in nature—is considered research data. This includes physical and electronic records, videos, films, photographs, audio recordings, digital files, and any other data stored in any medium.
- b. Unless otherwise specified through a written agreement, the University retains ownership of all data generated by research projects conducted within the institution, whether funded or non-funded.
- c. No research project requiring data collection from any University office, or involving participation of its employees or students, may proceed without prior written consent from the University administration.

2. Storage

- a. Complete and accurate records of the research project must be properly stored and made accessible only when necessary. Researchers are responsible for ensuring that data is safely preserved and for regulating data access, including access granted to collaborators and other individuals involved in the research.
- b. Data must be securely stored in a manner that allows for a retrospective audit, if needed. Responsible research conduct requires that results be retained in a properly documented and retrievable form—not only to demonstrate adherence to sound research practices but also to address any questions or issues that may arise after project completion.
- c. Digital files must be routinely backed up, with backup copies stored separately from the original data in a secure location. Access to these files must be restricted solely to authorized researchers.
- d. Laboratory data must be recorded in indexed laboratory notebooks, which should be regularly reviewed and certified by the research supervisor to ensure that records are both accurate and complete.
- e. The researcher must actively implement safeguards to prevent unauthorized access to raw data, files, and related research records.
- f. Safety measures must be in place to protect research data from threats such as fire, flooding, or other catastrophic events that may compromise the integrity of the research.
- g. Data that include personal and sensitive information must be stored in a secure and restricted-access location. Only authorized personnel may access such data. To protect participants' identities, names must be replaced with randomly assigned codes. The primary responsibility for securing this data rests with the researcher who collected or used it.

3. Data Sharing

- a. Researchers must not release preliminary data that has not been thoroughly vetted and validated. While validated data may be withheld until the study has been formally published, such withholding is permitted only if no existing agreements or obligations conflict with this practice.

- b. However, as part of the preliminary reporting requirements for funded research projects, researchers are required to submit initial data in digital format to the URELIA Office. Such data submissions must exclude personal identifiers and sensitive information to ensure full compliance with data privacy regulations.
- c. The University encourages the sharing of primary data, research samples, physical collections, and other research-generated materials or inventions, provided such sharing is done at minimal additional cost and within a reasonable timeframe. This exchange should occur between and among researchers and must strictly adhere to university policies on intellectual property rights, privacy, and confidentiality.

4. Data Retention

- a. Research data must be stored in secure formats and retained for a reasonable period of time to enable validation, replication, or further scholarly use. If an external funding agency has specific requirements regarding the duration or location of data retention—such as storage in designated archives—those requirements shall take precedence over internal policies.
- b. Researchers who intend to leave the University and wish to retain copies of any research data that are owned by the University or considered its intellectual property must submit a formal written request to the Office of the University President. Approval must be granted before any transfer or continued possession of such data is permitted.

7.12. Safety and Environment Protection

- [1] Throughout their research, investigators must remain vigilant about their own safety, the safety of fellow researchers and participants, and the well-being of the public. In addition, researchers have a responsibility to minimize any negative environmental impact resulting from their activities. The following guidelines must be observed:
- [2] Researchers must receive adequate training in the proper handling of equipment and research materials to avoid accidents or mishandling.
- [3] Researchers must be trained in the proper disposal or storage of waste products to ensure that procedures comply with environmental regulations and institutional safety protocols.
- [4] Researchers conducting studies either in laboratories or field settings must be fully aware of potential risks—both to themselves and to those they work with—and must take proactive measures to prevent harm.
- [5] Researchers must also be conscious of the environmental consequences of their research activities and strive to minimize adverse effects through responsible planning, implementation, and waste management.

Laboratory Practices

- 1. A comprehensive safety manual must be available in every laboratory within the University, under the supervision of their respective academic departments.
- 2. Departments or designated laboratory supervisors must provide Safety Data Sheets (SDS) for all materials used in laboratory activities.
- 3. Appropriate warning signs must be clearly displayed in areas involving the following:
 - a. Equipment operating at high voltage
 - b. Equipment used to handle toxic and hazardous substances
 - c. Storage facilities for radioactive materials and hazardous substances

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- d. Entrances to laboratories containing high voltage, radioactive, toxic, or other hazardous substances or materials
 4. Departments or persons-in-charge of university laboratories must regularly assess laboratory safety conditions and ensure full compliance with all applicable regulatory requirements.
 5. All personnel and researchers handling high-voltage equipment, radioactive materials, or toxic and hazardous substances must be well-trained and equipped with the appropriate personal protective equipment (PPE).
 6. Prior to handling any hazardous materials or equipment, all personnel and researchers must undergo safety training, as certified by the supervising department.
 7. Laboratories must be equipped with adequate safety devices and emergency equipment designed to mitigate risks associated with high voltage, radioactive, toxic, or hazardous materials.
 8. Departments or laboratory supervisors must work closely with the Physical Facilities Office to establish effective safety protocols and emergency response procedures for laboratory-related accidents.

Researchers are expected to fully comply with all laboratory rules, safety policies, and departmental guidelines. They must strictly follow approved procedures for the handling, disposal, and storage of toxic and hazardous substances. In all research activities, whether conducted inside or outside the University, researchers must prioritize safety and take proactive steps to minimize or eliminate risks to themselves, their colleagues, participants, and the environment.

7.13 Safety Equipment and Facility Design

Researchers must always wear appropriate personal protective equipment (PPE). This includes, but is not limited to, gloves, lab coats or gowns, shoe covers or boots, and safety glasses or goggles. Where applicable, engineering controls such as fume hoods, biosafety cabinets, or exhaust systems must also be used to minimize or eliminate exposure to toxic and hazardous substances or materials.

Facility design and engineering features must be appropriate to the type of research being conducted and should support and reinforce laboratory safety practices. These structural and mechanical safeguards must work in conjunction with trained personnel and established safety procedures to provide a safe research environment.

Completion, Dissemination, and Utilization of Research

The Universidad de Manila (UDM) is committed to ensuring the successful completion of all research projects undertaken by its researchers. Completion refers to the submission, acceptance, and approval of finalized research reports by funding agencies (for externally funded projects), the liquidation of all financial resources received for the project, and the dissemination of findings through the most appropriate academic or public platforms.

Researchers are strongly encouraged to disseminate the results of completed studies, particularly through refereed journals and other recognized dissemination formats as outlined in Chapter VI of this manual. All dissemination activities must be carried out responsibly and ethically, in accordance with the highest academic standards. The following guidelines must be strictly observed in the dissemination of research:

- All research reports must comply with university standards for referencing, acknowledgment, and attribution.
- Research reports must appropriately recognize the contributions of all research participants. The involvement of students, research assistants, and support staff must be duly acknowledged in all publications resulting from the project.
- Research results may be disseminated in full or in part, depending on what is most appropriate for the content and target audience.
- Researchers must clearly identify the target audience for dissemination and indicate the timing of publication or public presentation.
- Dissemination must take place within a reasonable period to ensure that the findings remain timely, relevant, and impactful.
- Dissemination should occur both within and beyond the University, regardless of the platform, and must be conducted with integrity and transparency.
- All dissemination and utilization of research outputs must strictly adhere to the guidelines outlined in this manual.

Non-completion of a research project is only permitted under exceptional circumstances, such as when the study becomes impractical, irrelevant, or is disrupted by factors beyond the control of the researcher(s). The University commits to offering all feasible forms of support and guidance to facilitate the completion of research initiatives.

7.14 Authorship and Ownership

Authorship confers both credit and responsibility for an individual's contributions to a research project. Decisions regarding authorship of a research publication, article, or output must be made by the researchers directly involved in the work. In cases where research is conducted collaboratively, authorship must be distributed fairly and proportionally based on each member's contribution to the research output.

Authorship is not limited to those who wrote the final report or manuscript. It also includes individuals who made significant intellectual contributions to the research project. The order of authors should reflect the relative level of contribution made by everyone. The following criteria serve as guidelines in determining authorship eligibility:

- An individual may be considered an author if they have made substantial contributions to one or more of the following:
 - Conceptualization and design of the research
 - Development of sampling design and/or specimen collection methods
 - Data processing, analysis, and interpretation
 - Development or customization of equipment or instruments used for data collection
 - Formulation of theoretical models, frameworks, or explanations
 - Design and development of prototypes
 - Deductive reasoning or formulation of conclusions
 - Drafting significant portions of the research report
 - Performing critical reviews and revisions of the manuscript or report

The following contributions, when made in isolation, do not qualify for authorship:

- Soliciting or providing funding, materials, or logistical support for the project
- Collecting data or samples without contributing to the analysis or interpretation
- Offering technical assistance, such as repairing or maintaining equipment
- Performing tasks such as typesetting, text editing, copyediting, proofreading, word processing, or preparing tables and charts
- Designing or formatting the report layout, questionnaires, or other project-related materials
- Supplying raw technical data without engaging in substantive analysis or interpretation
- Providing administrative oversight or general supervision of the research team or project (e.g., serving as a department chair)

All researchers, including research assistants, who meet the authorship criteria outlined in Section 2.1 must be included as authors or co-authors. Explicit consent must be obtained from everyone before listing them as authors. No person should be named as a co-author without their express permission.

The practice of assigning or accepting “honorary authorship”—where an individual is credited as an author despite not meeting the established criteria—is considered unethical and unacceptable.

Individuals who contributed to the research project but do not meet the criteria for authorship may be acknowledged in the acknowledgment section of the research output. Their contributions, while appreciated, do not justify co-authorship.

The order of authorship must be decided by the research team. The first author should be the individual who contributed the most to the research project and is typically designated as the corresponding author, responsible for communication with journal editors or publishers.

For works derived primarily from a student's thesis, dissertation, or academic research project, the student must be designated as the principal author, unless sole authorship is deemed inappropriate. The research adviser must continue to provide academic guidance during the writing and publication process, even when the student is the sole author.

If the student and adviser agree that the student will not be the first author, a co-authorship agreement must be executed and approved by the University Research Ethics Board (UREB).

Authorship disputes must first be resolved internally among the researchers. If the researchers belong to the same department, the department chairperson shall serve as mediator. If they belong to different departments within a college, the college dean shall lead the mediation.

In cases where the researchers are from different colleges, the URELIA shall facilitate the mediation. If external collaborators are involved, the URELIA or a designated representative shall lead the process. Should the dispute remain unresolved, it shall be elevated to the UREB for investigation and final resolution.

7.15 Compliance with Republic Act No. 10173 and Data Privacy Requirements

All research conducted under the auspices of the Universidad de Manila involving the collection, recording, organization, storage, retrieval, consultation, use, processing, sharing, disclosure, transfer, retention, or disposal of personal data shall comply with Republic Act No. 10173, otherwise known as the



Data Privacy Act of 2012, its Implementing Rules and Regulations, relevant issuances of the National Privacy Commission, and applicable University data privacy policies.

Researchers shall uphold the principles of transparency, legitimate purpose, and proportionality throughout the research data life cycle.

7.16 UDM Research Ethics Board

The overall responsibility for formulating and overseeing the implementation of ethical guidelines in research is entrusted to the University Research Ethics Board (UREB). While faculty members, non-teaching personnel, and academic departments are expected to ensure that research projects undergo the appropriate ethical review, matters requiring higher-level intervention or complex ethical concerns may be elevated to the UREB for resolution.

The UREB serves as the highest institutional body tasked with safeguarding:

- The rights, safety, dignity, and well-being of human research participants
 - The welfare of animals used in research
 - The integrity of the environment affected by research activities
 - The rights, safety, and academic freedom of all researchers
- [1] The UREB ensures that all research conducted under the auspices of the University aligns with national and international ethical standards, promotes responsible conduct of research, and upholds the University's core values of ethics, integrity, and social responsibility.
 - [2] The UREB is also entrusted with the responsibility for preserving the University's reputation as a leading higher education institution and a key academic component within the Manila City Government ecosystem.
 - [3] The UREB must define and establish protocols for the ethical conduct of research involving human subjects. This includes evaluating the degree of risk involved, identifying potential violations of accepted ethical standards, and ensuring compliance with existing laws and national or international research regulations.
 - [4] The UREB is responsible for reviewing and approving research proposals that may pose significant ethical considerations, including but not limited to:
 - Research projects that may be potentially hazardous to humans, animals, or the environment, or that carry serious health or safety risks
 - Research involving human participants, particularly those considered part of vulnerable groups
 - Research that addresses politically, socially, or culturally sensitive issues
 - [5] The UREB must review all research proposals seeking internal or external funding, and determine their ethical acceptability based on prescribed guidelines and policies.
 - [6] The UREB shall convene as needed to address concerns, issues, or grievances related to research ethics, including the investigation of alleged violations or misconduct.
 - [7] The UREB is responsible for conducting periodic reviews and assessments of the University's ethical policies to ensure continuous improvement and relevance in response to evolving academic and research contexts.
 - [8] The UREB is authorized to formulate additional rules, guidelines, and procedures for securing ethical review and clearance. It may also seek external expert advice on specialized topics or on



complex proposals, provided that no conflict of interest exists between the expert and the research under review.

The composition of the UREB shall include the following members:

Chair:	Vice President for Academic Affairs
Co-Chair:	Director of University Research, Extension Linkages, and International Affairs
Members:	Dean of the concerned College University Legal Counsel or his/her designated representative Program Head of the concerned discipline Research Coordinator of the Concerned Discipline Faculty Expert on the research discipline/area

The initial stage of ethical review must be conducted at the college level. All non-funded research proposals, including undergraduate and graduate student theses, shall be reviewed by the College Research Ethics Board (CREB). These proposals will be considered ethically approved only when the CREB determines that no significant ethical concerns are present and that the research adheres to the ethical standards prescribed by the University.

The CREB shall be composed of the following:

Chair:	Dean of College
Vice-Chair:	Program Chair of the concerned discipline
Members:	Research Coordinator of the Concerned Discipline Two (2) Faculty experts on the research discipline/area

Proposals that carry significant ethical implications and/or present substantial ethical concerns shall be elevated to the University Research Ethics Board (UREB) for further review and final decision.

If a member of the UREB is directly involved in a research project submitted for ethical evaluation—either by the UREB or any College Research Ethics Board (CREB)—that member must recuse himself/herself from participating in the review, deliberation, or decision-making process concerning the said research.



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APPENDIX A

Form 3: TECHNICAL EVALUATION FORM FOR RESEARCH PROPOSALS SUBMITTED FOR UNIVERSITY FUNDING

Research Project Number (to be filled up by URELIA)	
Research Project Title:	
Research Project Leader:	
College/ Department/ Office	
University Research Agenda	

Criteria	Points	Remarks
Proponent/s qualifications and competence based on the proposed research (20 points) - Academic Qualification - Research Experience and Specialization		
Technical Quality of the Proposal (50 points) - Well-defined Problem and Objectives - Strength and Appropriateness of Research Design and Methodologies - Comprehensiveness of Literature Review - Feasibility of Work and Financial Plan - Clarity of Ethical Considerations		
Relevance of the Proposal and Possible Findings (30 points) - Significance and Rationale of the Study - Potential Impact of the Study - Relevance of the Study to the University		
Key questions to ponder: <i>Is the proposed study relevant to the University Research Agenda?</i> <i>How will the University be represented in the study and related publications?</i> <i>Will the study be adequately disseminated</i>		
TOTAL POINTS		
Category	Range of scores	Remarks
A	90 – 100	The proposal is highly recommended for full funding support.
B	75 – 89	The proposal is recommended for full funding or partial funding depending on the revisions required.
C	74 below	The proposal needs major revisions to be considered for funding



Evaluation

Major Strengths

Major Weaknesses

Kindly indicate your Overall Evaluation of the Paper:

- ☐ Accepted for UREC Overall Consideration without revisions
- ☐ Accepted for UREC Overall Consideration with minor revisions
- ☐ Accepted for UREC Overall Consideration with major revisions
- ☐ Revise and resubmit

APPENDIX B

Research Project Proposal for UREC Evaluation

Research Project Proposal Number (to be filled by URELIA)	
Title of Research Proposal	
Research Project Leader/Main Proponent	
Proponent College and Department or Office	
I. Proposal Summary	
Complete Title of the Research Project	
Name/s and Position/s of Project Proponent/s, Co-Proponent/s, Other Researchers (put N/A if not applicable)	
Proponent/s' Department/College/Office	
Research Program Area based on the University Research Agenda	The proposal is consistent with the following strategic research areas based on the University Research Agenda (Please tick the appropriate box below to indicate the area). ☐ Accelerating Human Potentials for Impact ☐ Safety, Security, and Justice ☐ Science and Emerging Technologies ☐ Responsive Health Systems ☐ Education and Industry Training ☐ Business and Economic Advancement ☐ Public Governance and Policy Development ☐ Environmental Management and Disaster Risk ☐ Manila Heritage, Culture and the Arts ☐ Gender and Development Studies

Collaborating Agency/ies if any (put N/A if not applicable)	
--	--

Brief Description and Background of the Project (include study objectives, significance of the study, expected output and major activities envisioned under the project)	
Project Duration (how many months, specify)	
Total Estimated Project Cost / Amount Applied For (in PHP)	
II. Technical Description	
Background of the Study and Project Objectives (statement of the problem, specific objectives, purpose of the study)	
Expected Output at the End of the Project:	
Hypothesis (if any)	
Theoretical and Conceptual Framework (For theory-building research, this part may constitute a whole chapter.)	
Definition of Terms	
Literature Review	
Methodology including plan of analysis	
III. Plan of Work	
<i>Schedule of Activities (estimated time to be spent for the study in terms of weeks for the various phases of the study)</i>	
<i>Personnel requirements (information on the number of personnel including tasks and responsibilities and qualifications)</i>	
Checklist of Annexes	
<i>Annex A - List of References Cited (APA 7th Edition Format)</i>	
<i>Annex B - Short Bio-note of Researchers, Project Proponents, and Co-Proponents, emphasizing their qualifications relevant to the project being proposed</i>	
<i>Annex C - Terms of Reference</i>	
Annex D – Line-Item Budget	
Annex E – Schedule of Tranche Releases and Deliverables	
Annex F – Work Plan	
Annex G – Research Protocol	
Budget Proposal (Financial Plan)	

Budgetary Items	Total Cost	*UDM Share	*External Funding Agency/ies Share (put N/A if not applicable)
I. Honoraria			
A. Project Proponent (Amount x No. of Months)			
B. Co-Proponent/s (Amount x No. of Months)			
C. Other Researchers (considered as co-authors) (Amount x No. of Months x No. of Other Researchers)			
Subtotal			
II. Salaries and Wages			
A. Research Assistant/s (Amount x No. of Months x No. of Research Assistant/s)			
B. Student Assistant/s (Amount x No. of Months x No. of Research Assistant/s)			
Subtotal			
III. Operating Expenses			
A. Transportation			
B. Communication			
C. Books			
D. Office Supplies and Other Materials			
E. Materials Reproduction (ex. printing, photocopying)			
Other Expenses (ex. library fee, delivery charges, postage)			
Subtotal			
Equipment			
Subtotal			
TOTAL(S)			
<i>*If you cannot determine how much to ask from QCU and other funding agencies, just leave this column blank, but fill in the previous column, "Cost of Item."</i>			
Remarks (to be filled up by URELIA):			
Prepared by:		Recommended by:	
Researcher Proponent/s Date:		Department Chairperson/Direct Supervisor Date:	
Endorsed by:		Validated and Endorsed for UREC Evaluation by:	
College Dean/Department Head Date:		Director of URELIA Date:	

APPENDIX C

Annex C – Form 1.1. – Terms of Reference

Research Project Title:		
Implementing Institution:	UNIVERSIDAD de MANILA	
Research Project Leader/Main Proponent:		
Project Duration:		
Team Members/Position:		Assistant Project Leader
		Co-Proponent
		Co-Proponent
		Co-Proponent
Study Objectives:		
Research Program Area Based on the University Research Agenda:		
Scope of the Study		

Step-by-step Implementation Plan/List of Major Activities by Phase (example below)

- Phase 1
 - Writing the Research Paper/Literature Review
 - Designing the Research Instrument
 - Validation of Instrument/Pre-testing
- Phase 2
 - Data Gathering
 - Data Reviewing and Processing
 - Data Analysis
- Phase 3
 - Writing of the Research Report
 - Presentation of Research Report
 - Finalizing the Research Report and Publishable Format
 - **Gantt Chart**



ACTIVITY <i>(as indicated in the List of Major Activities)</i>			MONTH								
1 st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th

Personnel Requirement/ Team Composition (with short bionote)

Project Team Leader:
Assistant Project Team Leader:
Co-Proponents



Task and Responsibilities (delineation of assignments)
Project Team Leader:
Assistant Project Team Leader:
Co-Proponents:

Submitted by:

Research Project Proponent

Reviewed and endorsed by:

Director, URELIA

Approved by:

President, UDM

Date Submitted:

APPENDIX D

Form 1.2 - Line-Item Budget

Research Project Title:	
College/Department/Office:	
Project Duration:	
Total Project Cost	

BUDGETARY ITEMS	COST OF ITEMS
Honoraria A. Research Project Leader/Main Proponent (Amount x No. of Months) B. Co-Proponent/s/Asst. Project Leader (Amount x No. of Months) C. Other Researchers/Members (considered as co-authors) (Amount x No. of Months x No. of Other Researchers)	
Sub Total	
Salaries and Wages C. Research Assistant/s (Amount x No. of Months x No. of Research Assistant/s) D. Student Assistant/s (Amount x No. of Months x No. of Research Assistant/s)	
Sub Total	
Maintenance and Other Operational Expenses A. Communication (amount x no. of months x no. of researchers to be provided with communication allowance) B. Transportation (if applicable) C. Books (if applicable) D. Supplies and Materials E. Software and other equipment (if applicable) F. Materials Reproduction (ex., printing, photocopying) G. Other Expenses (ex., library fee, delivery charges, postage)	
Sub Total	
GRAND TOTAL	

Submitted by:

Reviewed and endorsed by:

Approved by:

Research Project Proponent

Director, URELIA

President, UDM

Date Submitted:

APPENDIX E

Form 1.3 - Schedule of Tranche Releases and Deliverables

Research Project Title:	
College/Department/Office:	
Project Duration:	
Total Project Cost	
Research Project Leader:	
Team Members/Co-Proponents:	

Tranche Release	Amount	Deliverables/Output	Due Month
50%		50% of the approved budget will be released upon complete submission of the following: • Signed Contract/MoA • Approved Line-Item Budget • Work Plan • Schedule of Tranche Release and Deliverables • Terms of Reference	
30%		30% of the approved budget will be released upon complete submission of the following: • Progress report • Financial report on previously released funds (Liquidation report) • Copy of available data, including transcript of interviews, if applicable (printed and electronic copies) • Documentation report of data gathering with photos • Preliminary Research Report	
20%		20% of the approved budget, including the honoraria, will be released upon complete submission of the following: • Terminal report • Final financial report on previously released funds • Copy of complete data, including transcript of interviews, if applicable (printed and electronic copies) • Final research report (with all attachments, printed and hard-bound copy, and electronic copies on a flash drive) • Publishable research article	

Submitted by:

Reviewed and endorsed by:

Approved by:

Research Project Proponent

Director, URELIA

President, UDM

Date Submitted:

APPENDIX F

Form 1.4 – Work Plan

Research Project Title:	
College/Department/Office:	
Project Duration:	
Total Project Cost	

Activities (as indicated in the Terms of Reference)	Deliverables/Output	Due Month
Writing the Research Paper/Literature Review	• Terms of Reference, Line-Item Budget, Schedule of Deliverables, Work Plan, Research Protocol • Literature Review • Finalized proposal	
Designing the Research Instrument	• Research Instrument (ex. survey questionnaire, interview guide, observation checklist)	
Validation of Instrument/Pre- testing	• Validated instrument • Reliability Test results	
Data Gathering	• Completed Questionnaire • Recording of interviews or focus groups • Accomplished observation checklist • Documentation Report	
Data Reviewing and Processing	• Transcript of interviews • Coded survey responses • Tabulated data and matrices	
Data Analysis	• Processed and analyzed data with initial report • Summary of findings	
Writing of the Research Report	• Draft Research Report	
Presentation of Research Report	• Research Presentation and Evaluation Report	
Finalizing the Research Report and Publishable Research Article	• Final Research Report • Terminal Report • Publishable Research Article	

Submitted by:

Reviewed and endorsed by:

Approved by:

Research Project Proponent

Director, URELIA

President, UDM

Date Submitted:

APPENDIX G

Form 2 – Research Protocol

1. Research Protocol Number (to be filled up by URELIA):
2. Research Project Title
3. Research Project Team Leader / Main Proponent Name: Gender: Academic Rank/Position: Office/Department/College: Contact Number: Email Address:
4. Project Co-Proponent/s <i>Name, Gender, Rank, Office/Department/College, Agency, Contact Number, Email address</i>
5. Proponent's Department/College/Office
6. Background of the Study and Rationale <i>The rationale or justification for conducting the research. This will comprise a brief introduction, the problem/need being addressed, the historical background for R&D, the usage of the predicted output, socioeconomic benefits, and the potential impact on health / allied health science, users, beneficiaries, and country.</i>
7. Objectives <i>Statement of the problem and specific objectives.</i>
8. Materials and Methods <i>A. Study design and method</i> <i>B. Population and/or Sample of Respondents / Criteria of Participants / Inclusion Criteria</i> <i>C. Assessment of Human Resources (capability and tasks of relevant researchers)</i>

D. Instrumentation (including validity and reliability testing)

E. Data Collection Procedure

F. Data Analysis Procedure

G. Safety and Monitoring Plan (if applicable | example below)

The Project Leader (PL) is responsible for monitoring the data, assuring protocol compliance and conducting safety reviews on a weekly basis during the data gathering period. During the review process, the PL will evaluate whether the study should continue unchanged, requires modification/amendment or should close to enrollment.

The PL and the UDM Research Ethics Board (UREB) have the authority to stop or suspend the study or require modifications. This protocol poses minimal risk to subjects, and no adverse events or other problems are anticipated. In the unlikely event that such events occur, the PL is responsible for reporting to the UREB any serious, unanticipated, and related adverse events or unanticipated problems involving risks to subjects or others. The investigator will apprise fellow investigators and study personnel of all adverse events that occur during the conduct of this research project, through regular meetings, and via email as they are reviewed by the researchers. The study's Research team and the UREB will be informed of any adverse events that must be reported within the required days after the event has been identified.

10. Limitations of the Study

11. Ethical Considerations

- A. Informed Consent (Applies to studies using human subjects - Provide a description of the Informed Consent Process)*
- B. Risks and Side Effects (Applies to studies using human subjects – Indicate Potential Risks (include medical, psychological, legal, financial, social))*
- C. Benefits to Subjects (Applies to studies using human subjects)*
- D. Costs to Subjects (Applies to studies using human subjects)*
- E. Compensation to Subjects (Applies to studies using human subjects)*
- F. Provisions for vulnerable subjects (Applies to studies using human subjects)*
- G. Subject Privacy and Data Confidentiality (Applies to studies using human subjects)*

12. Plan for Research Dissemination

Explain how you plan to disseminate the findings (ex., presentation, publication, online dissemination, and other forms of traditional communications).

13. List of References

14. Appendices

Include the instrument, informed consent form, letter of invitation to participants

15. Remarks

(To be filled up by URELIA)

Submitted by:	Endorsed by:	Recommended for Approval:
 _____	 _____	 _____
Research Project Proponent	College Dean/ Department Head	Director, URELIA
Approved by on behalf of the University Research Ethics Board:		
Vice-President for Academic Affairs		
Date Submitted:		

APPENDIX H

Form 3 – Progress Report Form

Research Project Number:	
Research Project Title:	
Research Project Leader:	
Co-Proponents/Team Members:	
College/Department/Office	
Program Area according to the University Research Agenda:	
Project Duration:	
Total Project Cost:	
Source of Fund:	
Cooperation Agencies:	

Project Details

Brief Description and Background of the Project <i>Include study objectives, significance of the study, expected output, and major activities envisioned under the project</i>	
Accomplishments <i>Discuss what has been accomplished and in what phase/stage the research project is at present</i>	
Significant Findings and Implications	
Challenges Encountered and Strategies Employed to Cope with the Problems	
Adjustments <i>Indicate whether any adjustments or changes have been made or will be made based on the Challenges Encountered</i>	
Next Activities and Deliverables <i>Based on the Project Schedule</i>	
Other Remarks <i>Please attach the documentation report and other relevant information</i>	

Submitted by:		Date:	
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Received by:		Date	
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APPENDIX I

Form 4 – Terminal Research Report Form

Research Project Number:	
Research Project Title:	
Research Project Leader:	
Co-Proponents/Team Members:	
College/Department/Office	
Program Area according to the University Research Agenda:	
Project Duration:	
Total Project Cost:	
Source of Fund:	
Cooperation Agencies:	

Completion Details	
Research Title	
Brief Description and Background of the Project <i>Include study objectives, significance of the study, output and major activities achieved under the project</i>	
Accomplishments <i>Discuss the milestones and accomplishments vis-a-vis the work plan and schedule of tranche releases and deliverables</i>	
Significant Findings and Implications	
Challenges Encountered and Strategies Employed to cope with the Problems	
Adjustments and Lessons Learned <i>Indicate whether any adjustments of changes have been made or will be made based on the Challenges Encountered</i>	
Attachment Checklist • Complete Financial Report of all funds released with complete receipts • Five (5) hard copies and an electronic copy (in flash drive) of the completed research project report/manuscript and executive summary • Five (5) copies and an electronic copy (in flash drive) of the publishable research report following the prescribed format of the appropriate University journal • Electronic copy of the raw data (dataset) including the transcript of interviews in a flash drive	

Submitted by:		Date:	
Received by:		Date	

APPENDIX J

Form 5 – Evaluation Form for Terminal Research Reports

Research Project Number:	
Research Project Title:	
Research Project Leader:	
College/ Department/Office:	
Program Area according to the University Research Agenda:	

Criteria	Comments	Suggestions
Research Title		
Abstract		
Introduction and the Research Problem		
Literature Review		
Methodology		
Results and Discussion		
Summary of Findings, Conclusions and Recommendations		
References		
Writing Style and Language		
Financial Report		
Appendices		
Others Remarks		

Kindly indicate your Overall Evaluation of the Terminal Research Report:

- ☐ The report is acceptable without any need for revisions or improvement
- ☐ The report is acceptable pending minor revisions
- ☐ The report needs further major revisions

APPENDIX K

Form 6 – Application for Publication

APPLICATION FOR PUBLICATION

NILAD ☐ College Faculty Journal ☐

Instructions:

1. This page shall serve as the cover page of the research paper applied for publication.
2. Provide all information required.
3. Attach the manuscript.

Research Title:

ABOUT THE AUTHOR/CO-AUTHOR/S

Last Name:

First Name:

Middle Name:

Highest Educational Attainment:

Faculty/Admin Position:

Rank:

College/Department:

Contact Number/s:

E-mail Address

