



RESEARCH MANUAL

University Research Center



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PREFACE

Over the past decades, the faculty and staff of the Universidad de Manila (UDM) have actively engaged in a wide range of research projects at both national and international levels. Their consistent participation demonstrates the knowledge and skills required to meet the challenges of research and respond effectively to the information needs of various stakeholders. To further strengthen the culture of research within the university, there is a need for a more coherent research policy and clear guidelines that support researchers throughout the process—from conceptualization and funding to publication and dissemination of results.

In response to this need, UDM has consolidated essential information, administrative procedures, and guidelines into a single, comprehensive document. This Research Manual serves as a valuable reference for administrators, faculty, staff, and students involved in research-related endeavors. It is the product of collaborative efforts by Research Coordinators, College Deans, and University Administrators, under the guidance of the Research Office.

The manual outlines key components of the research process, including the classification of research, proposal development and processing, monitoring and evaluation, and publication. To further promote a vibrant research culture, it also features provisions on research incentives. This manual reflects UDM's unwavering commitment to becoming a premier local university that effectively addresses regional and national information needs through research excellence.

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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

UDM's research activities aim to foster a scholarly, relevant, and sustainable research environment by generating, protecting, disseminating, and applying knowledge in accordance with its guiding Research Principles—**Ethics, Universality, Developmental, and Meaningful (E-UDM)**.

1. **Ethics** refers to the moral principles that govern individual and institutional behavior. At UDM, professional growth, academic development, and the advancement of knowledge must occur within a framework of strict adherence to universally accepted ethical standards. These principles apply to all members of the University community and underpin all research activities.



2. **Universality** is the quality of being shared by all people, transcending individual disciplines and boundaries. UDM is committed to leading the way in conducting discipline-based, policy-oriented, and innovative research that addresses the needs of the broader community and the Manila ecosystem while remaining globally competitive.
3. **Developmental** pertains to the process of fostering growth, progress, and positive change across physical, economic, environmental, social, and demographic dimensions. UDM's research initiatives are designed to contribute to sustainable development and nation-building.
4. **Meaningful** signifies having purpose, value, and significance. The University's research programs aim to be useful, impactful, and relevant to its stakeholders and the community it serves.



THE UNIVERSITY RESEARCH AGENDA, THRUSTS, AND PRIORITIES (2022-2026)

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 2022–2026** 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 that aim to translate UDM’s research outputs into practical academic applications, always keeping in mind the best interests of stakeholders and industry partners.

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.

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 and continues to serve as a critical foundation for sustainable development in today’s highly technological environment. Consequently, many universities are confronted with the dual challenge of cultivating highly skilled human



capital engaged in research 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 4.0**, 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 capability and productivity, producing quality and 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 through the generation, protection, dissemination, and application of knowledge. These efforts are integral to the University's intellectual, technological, health, social, environmental, cultural, and economic contributions to society.

RESEARCH AGENDA

1. Knowledge Powerhouse of the City of Manila
2. Safety, Security, and Justice
3. Science and Emerging Technologies
4. Responsive Health Systems
5. Education and Industry Training
6. Business and Economic Advancement
7. Public Governance and Policy Development
8. Environmental Management and Disaster Risk Reduction
9. Manila Heritage, Culture and the Arts
10. Gender and Development Studies



The Universidad De Manila Research Thrusts and Priorities (2022-2026)

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 & II)**, the **National Higher Education Research Agenda (NHURA)**, and the **National Integrated Basic Research Agenda (NIBRA)**.

The **UDM Research Thrusts and Priorities (2022–2026)** 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 in the formulation of research proposals and as the basis for granting University research support. The **Research Thrusts and Priorities (2022–2026)** will be reviewed and updated periodically in response to emerging research directions and opportunities.



Table 1. The Alignment of UDM Research Agenda

International Alignment	National Alignment	Institutional Research Agenda	Priority Areas
SDG No. 11 <i>Sustainable Cities and Communities</i>	- 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 No. 11 <i>Sustainable Cities and Communities</i> SDG No. 16 <i>Peace, Justice and Strong Institutions</i>	- 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 No. 9 <i>Industry Innovation and infrastructure</i> Agenda 2030 <i>Addis Ababa Action Agenda</i> Lima Declaration	- 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



International Alignment	National Alignment	Institutional Research Agenda	Priority Areas
SDG No. 3 <i>Good Health and Wellbeing</i>	- NEDA “Ambisyon Natin 2040” - DOST-Harmonized National Research and Development Agenda - National Unified Health Research Agenda (NUHRA)	4. Responsive Health System	- Health Data Analysis - Health Service Delivery - Health and Safety of UDM Community in the New Normal - Mental Health - Covid 19 Contact Tracing Efforts - Telehealth and Telemedicine - Health Education Challenges in the New Normal - Vaccination and Social Determinants of Hesitancy - Wearable Technology for Health Monitoring
SDG No. 4 <i>Quality Education</i>	- 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	- Educational Access in the New Normal - Innovative Pedagogies - Curriculum & Instruction Trends - Blended/Hybrid Learning - EdTech and VLE Applications - Digital Tools and Solutions - Digital Divide - Student Engagement and Performance in the New Normal 21st Century Skill - Food & Beverage Services - Web and Graphic Design Trends - Photography Innovations - Technical Career and Marketability - Apprenticeship System Trends
SDG No. 8 <i>Decent Work and Economic Growth</i>	- 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	- Development of Local Industries and MSMEs - Commercialization and Utilization of Technologies - Agile Supply Chain Management - Digitization of Business - Logistic Challenges - Collaborative Logistics - Connected Vehicles - Resilient Business Models - Business Start -ups



International Alignment	National Alignment	Institutional Research Agenda	Priority Areas
SDG No. 11 <i>Sustainable Cities and Communities</i>	- NEDA “Ambisyon Natin 2040” - DOST-Harmonized National Research and Development Agenda	7. Public Governance and Policy Development	- Government Initiatives and Challenges - Public Policy and Global Inter-dependency - Public Accountability - Multi-stakeholder Engagement 21st Century Governance and - Performance
SDG No. 13 <i>Climate Action</i>	- NEDA “Ambisyon Natin 2040” - DOST-Harmonized National Research and Development Agenda - Disaster Risk Reduction - Climate Change Adaption - Research Agenda	8. Environmental Management and Disaster Risk Reduction	- Environmental Protection and Management - Climate Change Mitigation and Adaptation - Natural Hazard Risk Assessment - Disaster and Emergency Preparedness - Impact of Gas Emissions
SDG No. 4 <i>Quality Education</i> SDG No. 8 <i>Decent Work & Economic Growth</i> SDG No. 10 <i>Reduce Inequalities</i> SDG No. 11 <i>Sustainable Cities & Communities</i>	- 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	- Divergence and Pluralism - Social and Inter - cultural Skills - Heritage Tours and Hospitality - Manila Cultural Tourism - Manila Virtual Tourism - Street Food Tourism - Coffee Tourism - Urban Regeneration Recovery of Local Tourism
SDG No. 5 <i>Gender Equality</i>	- 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	- Gender Sensitivity - Transgender Studies - Women Issues - Work Equality - Gender-based Violence



UNIVERSITY RESEARCH, EXTENSION LINKAGES, AND INTERNATIONAL AFFAIRS**Functions of URELIA****1. University Research Unit**

1. **Promote Research Culture.** Fosters a research-driven academic environment by encouraging faculty and students to engage in relevant, ethical, and innovative research projects.
2. **Support Research Development.** Provides assistance in proposal development, funding acquisition, ethical clearance, and capacity-building workshops to enhance research competencies.
3. **Monitor and Evaluate Research Outputs.** Implements monitoring systems for research activities, evaluates outcomes, and ensures alignment with institutional, national, and global research priorities.
4. **Produce Research for Institutional and Local Impact.** Generates high-impact research at the University level and contributes to addressing the developmental priorities of the City of Manila through data-driven and policy-relevant studies.

2. Extension Linkages Unit

1. **Develop Community-Based Programs.** Designs and implements extension projects that address the needs of local communities, particularly in areas such as education, health, and livelihood.
2. **Strengthen Institutional Partnerships.** Builds linkages with government agencies, NGOs, and private institutions to co-develop and sustain impactful community programs.
3. **Document and Assess Extension Initiatives.** Conducts regular documentation, impact assessments, and reporting of extension programs to ensure continuous improvement and relevance.
4. **Translate Research into Community Solutions.** Aligns research initiatives with extension activities to create sustainable programs that benefit both the University and the communities of Manila City.

3. International Affairs Unit

1. **Facilitate Global Academic Partnerships.** Establishes international collaborations through Memoranda of Understanding (MOUs) with universities and institutions abroad for research, faculty, and student exchanges.
2. **Coordinate Mobility and Exchange Programs.** Manages outbound and inbound mobility programs, including scholarships, internships, and international conferences for students and faculty.
3. **Promote Global Competence and Cultural Exchange.** Organizes cross-cultural activities, global forums, and training sessions to expose stakeholders to international best practices and perspectives.



4. **Promote Research Visibility and Global Collaboration.** Encourages and supports research projects with global relevance, increasing the international visibility of studies originating from UDM and the City of Manila.

General Functions of the Office

- Attends to internal and external invitations and other local, national, and international concerns of the Office, as well as those delegated by the University President.
- Performs other tasks that may be assigned by the University President.

TYPES OF RESEARCH

1. Type 1 – Individual Research

Purpose. This aims to provide academic and administrative personnel with valuable research experience while completing their academic requirements. It applies to faculty members and administrative staff who are pursuing a master's or doctoral degree, provided that their thesis or dissertation proposal has been approved by their respective graduate school panel. The research may focus on any area that contributes to the advancement of the College, the University, or the wider community.

Eligibility. This type of research may be conducted by the following:

1. A faculty member on full-time or part time appointment
2. Administrative personnel on regular appointment.

2. Type 2 – Team Research

Purpose. Type 2 Research consists of academic and administrative personnel working collaboratively toward a common research goal, utilizing complementary knowledge and diverse research methods. The research may focus on any area that benefits the College, the University, or the community.

Eligibility. Type 2 Research may be conducted by two or more of the following individuals working as a team:

1. A faculty member with a regular appointment and a teaching load of at least 12 units per semester.
2. An administrative personnel with a regular appointment.
3. A faculty member or staff from another university may be included as a member of the research team, provided that he/she does not receive any monetary compensation from the University.



Type 3 – College-Based Team Research

Purpose. Type 3 Research aims to promote the development of a strong research culture within the University by encouraging not only faculty participation but also the active involvement of students enrolled in the research course of their respective academic programs.

This research type encourages faculty members teaching the research course to systematically design their course syllabus and student requirements to support meaningful research engagement. The research team shall be led by the faculty member in charge of the course and composed of students officially enrolled in the class.

Eligibility. Type 3 Research may be conducted by a faculty member with a regular appointment and a teaching load of at least 12 units per semester, who is currently handling a research course within their respective college. The research must be implementable or have practical applications that benefit the College, the University, or the community. The implementation or utilization of the research shall take place within the duration of the course.



THE UDM RESEARCH PROPOSAL REVIEW, EVALUATION, AND APPROVAL PROCESS

Faculty members and non-teaching staff at UDM are strongly encouraged to submit research proposals for University funding. The **University Research Evaluation Committee (UREC)** is responsible for evaluating submitted proposals based on their alignment with the priority research program areas outlined in the UDM Research Agenda.

Below is the composition of the UREC:

Chair : The Director for URELIA or any of his/her designated representative

Co-Chair : To be assigned Head among the team of University Researchers

Members : College Deans or duly authorized representative relevant to the discipline

Program Head/s and one faculty expert relevant to the proposal's under consideration

Two (2) industry experts relevant to the proposal/s under consideration

Given that each research program area requires a specific level of academic expertise, the **University Research Evaluation Committee (UREC)** include **two (2) faculty specialists** who possess the necessary competencies relevant to the research proposal under review. These faculty experts shall be selected by the University Research, Extension Linkages, and International Affairs (URELIA). Additionally, the Committee may include industry professionals, as recommended by the respective college deans, to provide external insights and ensure relevance to real-world applications.

The **UREC Secretariat** shall be composed of designated staff from the Research Unit, as appointed by the **Director of URELIA**.

Research proposals that meet the standards set by UREC—based on the approved evaluation criteria (refer to **Appendix A – Evaluation Guide for Research Proposals**)—shall be recommended by the URELIA Director for University funding.

In addition to proposal evaluation, the UREC is also responsible for reviewing the final research reports of completed projects. Committee members are required to submit their evaluation of the final reports within two weeks of the proponent's submission. UREC approval of the final report is a prerequisite for the release of the corresponding research funds to the researcher(s).



SUBMISSION OF RESEARCH PROPOSALS

Faculty members or non-teaching personnel who wish to submit a research proposal must follow the prescribed format outlined in **Appendix B – Research Project Proposal for UREC Evaluation**. In addition to the standard format, the proposal must also include the following:

- Terms of Reference (Appendix C – Form 1.1)
- Line Item Budget (Appendix D – Form 1.2)
- Schedule of Tranche Releases and Deliverables (Appendix E - Form 1.3)
- Work Plan (See Appendix F – Form 1.4)
- Research Protocol (See Appendix G – Form 2)

The proponent(s) must submit **three (3) copies** of their research proposal to their **Department Chair** for initial evaluation, ensuring adherence to the prescribed format. The Department Chair will review the proposal and, if deemed compliant, forward all three copies to the College Dean for further evaluation. If the proposal qualifies for endorsement, the College Dean will then submit it to the URELIA for categorization by research program area and technical evaluation.

The URELIA will conduct a thorough technical evaluation of the proposal based on its compliance with the prescribed format and its alignment with the University Research Agenda. Proposals that do not meet the required format or standards will be returned to the proponent(s) for revision.

Proponent(s) must ensure full adherence to ethical research standards (refer to Chapter 7: Research Ethics and Compliance). URELIA shall also facilitate the ethical review process through the UDM Research Ethics Board (UREB) prior to the proposal's endorsement to the University Research Evaluation Committee (UREC) for final review and approval.

REVIEW AND EVALUATION

Proposals that fall within the scope of the University Research Agenda and have successfully passed the ethical review will be categorized based on their corresponding research program area. Each proposal will then undergo review and evaluation by the appropriate UDM Research Evaluation Committee (UREC) assigned to that area. As part of the process, the proponent(s) will be required to present their proposal to the Committee.

Following the presentation, the UREC will evaluate the proposal and determine whether it meets the required standards. Based on the evaluation, the Committee may approve the proposal, recommend revisions, or defer approval pending further clarification. The UREC may also request the presence of the proponent(s) for a second time to address any



unresolved issues or questions raised during the proceedings.

Once all concerns have been addressed and the proposal has been thoroughly evaluated, the Committee will issue a final decision. The possible outcomes are as follows:

- Accepted for endorsement without revisions
- Accepted for endorsement with minor revisions
- Accepted for endorsement with major revisions
- Revise and resubmit

Proponent(s) will be notified of the evaluation results within seven (7) working days following the UREC evaluation meeting. All communications regarding the proposal will be handled with strict confidentiality.

For proposals requiring revisions, the UREC will return the documents to the proponent(s) along with specific comments and suggestions. Revised proposals must be resubmitted to the UREC through the URELIA within thirty (30) days from the date of receiving the evaluation results.

In cases where the University is unable to support the proposed study due to funding limitations or other constraints, URELIA will actively search for, negotiate, and mobilize alternative research funding from local and international agencies and institutions. Once potential funding sources are identified, the proponent(s) will be provided with the relevant research guidelines and application procedures.

The proponent(s) must ensure compliance with the minimum requirements set by the external funding agency. Prior to final endorsement, URELIA shall conduct a technical evaluation of the revised proposal to ensure quality and alignment with the agency's standards before submitting it to the University for approval of external funding support.

ENDORSEMENT APPROVAL

Proposals that successfully pass the UREC review will be forwarded to the University Executive Committee for final approval and inclusion in the University Research Funding Program or the proposed University budget. The University may request the proponent(s) to appear for clarification or further discussion of points related to the proposal.

To be eligible for new University research funding or endorsement for external funding, the proponent(s) must have completed any previously approved University-funded research projects. Completion includes submission of the final report and necessary documentation, as prescribed by URELIA and the UREC.

The University reserves the right to reject a proposal and may request the UREC



to reconsider or reevaluate it based on specific comments or recommendations from committee members.

Before the release of funds and the implementation of the research project, the proponent(s) shall be required to sign a Research Contract or Memorandum of Agreement (MOA) with the Universidad de Manila. This agreement, executed after final approval from the University Executive Committee, shall serve as the official basis for the project's implementation.



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 in the form of 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 the field of research and innovation.

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 types**:

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

INTERNALLY FUNDED RESEARCH

Internally-funded research refers to University-sponsored projects that will be 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.

EXTERNALLY FUNDED RESEARCH

Funding Agency-supported Research

If a research project is considered suitable for external financing based on the screening and recommendation of the University Research Evaluation Committee (UREC), the University shall endorse the proposal to appropriate external agencies for potential funding.

To attract potential sponsors, URELIA may publish project titles and summaries online. URELIA may also recommend qualified proposals to relevant agencies or authorities based on their needs and aligned research priorities.

While URELIA is responsible for project oversight, proponents are not prohibited from maintaining direct communication with the funding agency, as required. The use and management of funds from external sources shall be mutually agreed upon by the research proponents and the funding agency, as detailed in the Memorandum of Understanding (MOU) between the University and the external funder.



Commissioned Research

A faculty member, administrative staff member, or a group of faculty and/or administrative personnel may be commissioned by the University or by external entities through the University to conduct research on a specific topic. The research proposal must be prepared by the designated faculty member(s) and/or administrative personnel and submitted to the University Research Evaluation Committee (UREC) for review and endorsement prior to submission to the commissioning institution.

In cases where a faculty member or an academic unit is invited or commissioned to undertake research, such engagement must be formally reported to and coordinated through URELIA. A Memorandum of Agreement (MOA) must be signed by the heads of both the University and the commissioning agency—or their authorized representatives—clearly outlining the roles, responsibilities, and obligations of both parties.

URELIA shall be responsible for monitoring and oversight of the project. However, proponents are not restricted from maintaining direct communication with the commissioning agency as required. The disbursement of funds for commissioned research shall remain subject to the accounting and auditing policies of both the University and the Local Government Unit (LGU).

PROJECT BUDGET ALLOCATION

Unless expressly authorized by the designated finance officers, no budget allotment for one item may be reallocated to another. Additionally, no supplementary funding beyond the amount specified in the Memorandum of Agreement (MOA) shall be granted to the proponent.

For all externally sponsored research projects, the University shall receive at least ten percent (10%) of the total project cost to cover administrative and overhead expenses associated with the implementation and management of the research.

BUDGET SUPPORT AND INCENTIVES

Subject to the availability of University resources, the following forms of support and incentives may be granted to eligible researchers:

1. Honoraria

An honorarium is a monetary reward granted to researchers for services rendered beyond their regular workload, intended to encourage research productivity—subject to the availability of funds.



Research-related responsibilities that may qualify for honoraria include:

- Research conceptualization
- Implementation and management of research and development activities
- Execution of fieldwork, analysis, and reporting
- Other duties necessary for the successful completion of the project

A separate guideline on the provision and computation of honoraria will be issued by the Office of the Vice President for Administration (VPA).

2. Salary

Depending on the scope and complexity of the project, the hiring of research assistants on a project basis may be allowed. These individuals must not be full-time University employees.

- Full-time faculty members and full-time University personnel are not entitled to additional salaries beyond their existing compensation but may still qualify for honoraria, subject to fund availability.
- Student assistants may also be engaged for research support on a case-by-case basis, depending on the nature of the research. Students shall be compensated in accordance with the University's Honorarium Policies and Regulations.

3. Operating Expenses

Operating expenses include costs related to the implementation of the research, such as:

- Travel expenses for data collection, fieldwork, or collaboration
- Supplies and materials needed for research execution
- Miscellaneous expenses, such as telephone calls, postage, and documentation

Only the main project proponent or project leader is allowed to request cash advances for operating expenses.

All cash advance requests must be:

- Approved by the University President,
- Recommended by the Vice President for Academic Affairs (VPAA), and
- Countersigned by the URELIA Director.

A new cash advance shall only be granted after the complete liquidation of the previous one. The maximum allowable operating expenses for each research project shall be determined based on the following categories:

Type of Research Project	Maximum Amount
Research with Laboratory	Php 70,000
Research without Laboratory	Php 50,000



When a research project is completed or terminated, all books and equipment purchased for the study become the property of the University and should be properly turned over to the appropriate office/s.

Reduction of Teaching Load

All permanent Plantilla faculty members with at least 15 units regular teaching load (RL) in a semester who will engage in research production shall be given a 3-unit research load. The research load will be given in four (4) terms or semesters with the following deliverable or research output per term:

Term/Semester	Deliverables/Research Output
First Term - (1st or 2nd Semester)	Research concept/proposal
Second Term - (1st or 2nd Semester)	Complete research paper
Third term - (1st or 2nd Semester)	Presentation in National or International conference
Fourth term - (1st or 2nd Semester)	Publication in a reputable journal

Contractual Agreement

A contract shall be executed between the University and the researcher(s) to clearly define the deliverables, timeline, and other essential terms related to the implementation of the research project.

Merit Promotion

To encourage and reinforce a culture of research productivity, faculty members may be considered for merit promotion based on their research outputs, particularly those that result in scholarly publication.

This merit-based promotion scheme applies to permanent, regular faculty members who hold at least a master's degree. Promotions will be evaluated using a credit-based matrix, with points assigned according to the type, quality, and publication level of the research output.

The tables below outline the matrix for assigning credits toward promotion based on research publication:



Matrix for Assigning Credits for Faculty Promotions Based on Research Publication in WoS/Scopus-indexed Journals and CHED-Recognized Journals

Publication in Refereed Journal			
Types of Authorship	CHED-Recognized/JIP	Scopus/WoS Indexed	Total points to be earned to get a sub-rank or rank promotion
Sole	5pts.	15pts.	Instructor 20pts
Multiple	The points shall be divided among the number of authors of the publication.		Assistant Professor 30pts
			Associate Professor 40pts
			Professor 50pts

Conference Funding

Faculty members, including part-time and non-teaching employees, who are scheduled to present research papers bearing the name of the Universidad de Manila at national or international conferences shall be eligible to apply for travel grants.

These grants may cover the following expenses:

- Round-trip transportation fares
- Conference registration fees
- Per diem allowance

All travel grants shall be subject to availability of funds and must comply with existing government accounting and auditing rules, including any applicable national laws or regulations governing travel and representation expenses.

Publication Financial Support and Incentives

The University shall provide the following support and incentives for every qualified research publication, including empirical research essays, policy papers, and theoretical papers, authored by faculty members—including part-time and non-teaching personnel.

This support applies to publications in local, national, or international refereed journals and is granted in addition to publication financial assistance provided by the University.

To qualify for these incentives, the published work must clearly indicate the affiliation with Universidad de Manila.



Type of Publication	Amount
SCOPUS/WoS - indexed article/book/proceedings	PhP 20,000.00
CHED - Recognized Journal article	PhP 15,000.00
NILAD and The Professional (Faculty Journal)	PhP 10,000.00

Please refer to the implementing guidelines for more information.

National and International Recognition Incentives

Faculty members or non-teaching personnel whose research publications receive recognition from major national or international bodies, research organizations, or academic institutions shall be granted incentives by the University.

These recognition incentives apply to both national and international awards, and serve to acknowledge and reward outstanding scholarly contributions that bring prestige to the Universidad de Manila.

The nature and amount of incentives shall be determined based on the level and significance of the recognition received, subject to the availability of funds and compliance with University guidelines.

Eligibility

The following individuals are eligible to apply for publication incentives:

1. Regular faculty members, whether full-time or part-time, regardless of academic rank.
2. Regular administrative employees of the University.
3. Faculty members (full-time or part-time) and/or regular administrative employees collaborating with researchers from other universities or external agencies.
4. Faculty members (full-time or part-time) and/or regular administrative employees collaborating with student researchers from the University.

Application Process and Documentary Requirements

Applicants for publication incentives must submit the following documents to the Vice President for Academic Affairs (VPAA), through the Director of University Research, Extension Linkages, and International Affairs (URELIA), with proper endorsement:

1. Letter of Application

- Addressed to the Vice President for Academic Affairs (VPAA)
- Endorsed by the Dean/Director/Head of Office
- Routed through the Director of URELIA



2. Proof of Publication

The following details must be clearly indicated and attached to the application:

- Date of publication
- ISSN (International Standard Serial Number)
- Publisher name
- Domain and address of the publisher
- Website or online reference, if available
- Names of peer reviewers, if disclosed
- Printed copy of the published work

3. Co-Authorship Agreement (if applicable)

- Must be submitted using URELIA Form No. 007
- Should specify the name of the applicant-author designated to receive the incentive
- Must include the agreed-upon division of incentives among co-authors
- Must be duly signed and notarized

Availability and Priority of Fund Disbursement

Incentives shall be granted based on the availability of funds duly appropriated for this purpose. As the budget for publication incentives is finite, the maximum number of grantees per fiscal year shall be determined by the available budget allocation. Priority may be given to applicants based on the quality, impact, and level of publication, as assessed by URELIA and the VPAA.

Scope of Support and Incentives

Incentives shall only be granted for research articles published within one (1) year prior to the date of application. Articles published beyond this timeframe shall no longer be eligible for support under this policy.

RESEARCH AWARDS AND RECOGNITIONS

Plaque of Recognition

The Universidad de Manila (UDM) shall confer a Plaque of Recognition to faculty members and non-teaching employees whose research work has made a significant impact in their respective fields and has contributed meaningfully to the vision and mission of the University.

Eligibility for this recognition is based on:

- Publications and citations in refereed or indexed journals
- Recognition or awards bestowed by prestigious academic or professional bodies



This award serves to honor research that demonstrates excellence, relevance, and scholarly contribution aligned with the University's core values and strategic goals.

Best Researcher Awards

UDM shall grant the Best Researcher Award to selected faculty members and non-teaching personnel who have demonstrated outstanding contributions through completed research published or accepted for publication in:

- CHED-recognized national refereed journals
- Scopus-indexed or Web of Science (WoS) journals
- ASEAN Citation-Indexed refereed journals

Awards shall be given based on academic merit, originality, and research impact across the following fields:

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

Criteria for Evaluation

The Best Researcher Awardee shall be selected by a Board of Judges designated by the University. The Board shall formulate specific guidelines for the judging process, based on the following criteria:

- Creativity and originality of the research work
- Suitability and appropriateness of the methodology
- Substance and robustness of data
- Clarity of presentation, including:
 - Conciseness
 - Proper use of labels, figures, and tables
 - Technical accuracy of language
 - Definition of key terms
- Interpretation and analysis of results
- Overall impact of the research, including:
 - Immediate or potential contribution to socio-economic development
 - Advancement of scientific knowledge
 - Influence on policy initiatives aligned with the University's vision and mission



Recognition and Prizes

The awardee(s) shall receive a medal or plaque of recognition and a monetary prize, the amount of which shall be determined by the University Executive Committee.

In the case of co-authored works, the monetary prize shall be equitably divided among the authors.

A separate implementing guideline shall be issued by the University detailing the nomination, screening, and awarding procedures for the Best Researcher Award.

Thesis and Dissertation Grant

Upon approval by the University administration, and in accordance with existing rules and regulations, a plantilla/regular faculty member or permanent administrative employee may be granted financial assistance to support the writing of a thesis or dissertation as part of the completion of their graduate degree.

The amount of the grant shall be determined based on the level of the graduate program, as outlined below:

Master's Thesis with No Laboratory	Php 20,000.00
Master's Thesis with Laboratory	Php 30,000.00
Dissertation with No Laboratory	Php 40,000.00
Dissertation with Laboratory	Php 50,000.00

Master's Thesis Grant

To be eligible for the grant, the researcher must, within one (1) year from the date of graduation, either:

- Present the thesis at a reputable national or international conference, or
- Publish the thesis in a WoS/Scopus/ACI-indexed publication, a CHED-recognized journal, or any other reputable peer-reviewed journal.

Note: A grantee of the Master's Thesis Grant is no longer eligible for the Publication Financial Support and Incentives Grant for the same research work.

Doctoral Dissertation Grant

To be eligible for the grant, the researcher must, within one (1) year from the date of graduation:

- Present the dissertation at a reputable national or international conference, and
- Publish the dissertation in a WoS/Scopus/ACI-indexed publication, a CHED-recognized journal, or any other reputable peer-reviewed journal.



Note: A grantee of the Dissertation Grant is likewise not eligible for the Publication Financial Support and Incentives Grant for the same research output.

Patents

A faculty member, non-teaching employee, or student whose research output has been patented or has resulted in the registration of a utility model or industrial design shall be entitled to appropriate incentives, the amount and form of which shall be determined by the University through the University Research, Extension Linkages, and International Affairs (URELIA).

Details regarding the grant of incentives shall be governed by a separate implementing guideline to be issued by the University.

Intellectual Property Rights

Unless otherwise stated in a specific contract or agreement, the research proponent retains authorship of the work and shall share copyright ownership with the Universidad de Manila.

Furthermore, the proponent(s) shall be entitled to a share in any royalties generated from copyrights, patents, or other intellectual property rights arising from the research output, as provided in the provisions of the UDM Intellectual Property Policy.

GENERAL CONDITIONS AND PROVISIONS

1. The researcher(s) must comply with all requirements stipulated in the UDM Research Manual to be eligible for any of the monetary and non-monetary support and incentives outlined in this chapter.

2. Any of the aforementioned support and incentives shall be granted on the condition that the research output is presented at a national or international conference and/or published in a refereed national or international journal.

3. The name of the Universidad de Manila must be explicitly stated as the institutional affiliation of the author(s) in all conference programs, proceedings, and/or journal publications.

4. The implementation of this policy shall be in strict adherence to the BOR-approved Implementing Guidelines.

5. The following individuals within the University may apply as research proponents and be eligible for University research support and incentives:

- An academic department, college, administrative office, or research center within the University.
- A duly recognized faculty and/or administrative organization of the University.
- An individual or group of full-time faculty members (plantilla or contract of



service) of the University.

- An individual or group of full-time administrative employees (plantilla or contract of service) of the University.
- A part-time faculty member, provided they collaborate with a plantilla or contract of service faculty member of the University.
- A bona fide student, under the supervision and collaboration of a plantilla or full-time contract of service faculty member of the University.
- A regular faculty member of the University, in collaboration with researchers from other universities and/or external agencies.

RELEASE OF APPROVED RESEARCH FUND

Upon the **signing of the Memorandum of Agreement (MOA)**, the approved research fund shall be released to the **project proponent** in **three tranches** as follows:

- **50%** upon commencement of the project
- **30%** upon submission and approval of the progress report
- **20%** upon submission and approval of the terminal report

For the duration of the project, the Project Team Leader/Main Proponent shall be designated as the Financial Disbursement Officer. It is the responsibility of the proponent to coordinate with the appropriate offices and make the necessary arrangements for the appointment and accountability of fund disbursement in accordance with University policies and government financial regulations.



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, allowing the University to fully realize the value and impact of its investments in research.

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 general 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.

IMPLEMENTATION

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 the conduct of the research. Following approval, a Memorandum of Agreement (MOA) between Universidad de Manila (UDM) and the proponent(s) shall be drafted, outlining 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.



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.

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 his or her role, the co-proponents may take over 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 only serve 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 upon 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-to-case basis, subject to the approval of the University 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.

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.



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.

TRANSFER OF PROJECT LEADERSHIP

In the event that 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.

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:

1. **Midway through the implementation phase**, and
2. **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.

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.

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.



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.

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.

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 results of the research. 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 plays a vital role in tenure and promotion decisions within the University.



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 possesses global significance, 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: **I**ntroduction, **M**ethods, **R**esults, and **D**iscussion.

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



which publishes original researches of 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, **M**ethods, **R**esults, and **D**iscussion.

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

A 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:
 - 1.1. Does not cite UDM as the institutional affiliation in the manuscript.
 - 1.2. 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:

1. A completely filled-out Application for Publication (AP) Form No. 006
 - The form is available at the URELIA or may be requested electronically.
 - (See *Attachment A* for a sample copy)
2. Printed and electronic copies of the full research or creative work
 - The printed copy must be professionally bound or securely compiled.
 - The soft copy must be submitted via flash drive or emailed in editable format (e.g., Word or PDF).
3. A Co-Authorship Agreement
 - This must be signed by all contributing authors and submitted with the application.
 - The agreement should clearly identify the corresponding author and distribution of authorship responsibilities.
 - This must comply with the University's authorship and ethical standards.

All submissions will undergo editorial screening and peer review as per 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.

College Student Research Journals

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

	Journal	Unit Affiliation	Journal Registration
1	Research Compendium	Institute of Graduate & Professional Studies (IGPS)	ISSN (Print) 2961-3248
2	The Glimpse	College of Business Administration	ISSN (Print) 2961-3345
3	Wizards: Educator's Research Journal	College of Education	ISSN (Print) 2961-3361
4	CHS College Journal	College of Health Sciences	ISSN (Print) 2961-337X
5	Ad Sapientiam	College of Arts and Sciences (CAS)	ISSN (Print) 2961-3418
6	GazCET	College of Engineering	ISSN (Print) 2961-3450
7	Student Journal for Criminological Research	College of Criminal Justice	In process

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 the months of June and December.

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.

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 general 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 done with prior approval from 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.

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 in aid of legislation or in 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.



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 not only upholds academic excellence but also respects the dignity, rights, and welfare of all participants involved.

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.

A. 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 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.



B. General Ethical Standards for Researchers

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

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.

C. 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.

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 researches.

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.

3. 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 planning phase of the project.

4. 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.

5. 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 or 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.

6. 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 related to data collection, statistical analysis, typographical mistakes, or misspellings. Such unintentional errors do not reflect dishonesty on the part of 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 reputation of the researchers, an erratum must be issued to acknowledge and correct the mistake.

If it is determined that the results of the study 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 rectification procedures for 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.

D. 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 in a way that ensures ethical integrity and complies 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.
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 respected at all times.

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 in the course of 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.

E. 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 the research has the potential to cause harm if it violates a participant’s right to privacy or leads to unauthorized disclosure of personal information (UCI Office of Research, n.d.).

It is the responsibility of the researcher to implement measures that 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
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 experience, address any emotional impact, and ensure their well-being after participation in the study.

The University emphasizes the protection of human subjects as a cornerstone of ethical research and mandates all researchers to 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:
 - 1.1. Testing new pharmaceuticals;
 - 1.2. Serving as instructional and teaching tools;
 - 1.3. Product testing, such as for food, cosmetics, and agrochemicals;
 - 1.4. Experimental trials for new surgical procedures; and
 - 1.5. 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 to be 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.
 - 4.1. 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.
 - 4.2. 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.
 - 4.3. 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.
 - 4.4. 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.

- 4.5. 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.

F. Data Management

1. Ownership

- 1.1. 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.
- 1.2. 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.
- 1.3. 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

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.
- 2.4. 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.
- 2.5. The researcher must actively implement safeguards to prevent unauthorized

access to raw data, files, and related research records.

- 2.6. 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.
- 2.7. 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 the identity of participants, 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

- 3.1. 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 allowed only if there are no existing agreements or obligations that contradict this practice.
- 3.2. 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, ensuring full compliance with data privacy regulations.
- 3.3. 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

- 4.1. 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.
- 4.2. 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.

G. Safety and Environment Protection

1. Throughout the conduct of their research, investigators must remain vigilant about their own safety, the safety of fellow researchers and participants, and the well-being

of the general public. In addition, researchers have a responsibility to minimize any negative environmental impact resulting from their activities. The following guidelines must be observed:

- 1.1. Researchers must receive adequate training in the proper handling of equipment and research materials to avoid accidents or mishandling.
- 1.2. Researchers must be trained in the proper disposal or storage of waste products, ensuring that procedures comply with environmental regulations and institutional safety protocols.
- 1.3. 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.
- 1.4. Researchers must also be conscious of the environmental consequences of their research activities and strive to minimize any adverse effects on the environment through responsible planning, implementation, and waste management.

2. Laboratory Practices

- 2.1. A comprehensive safety manual must be available in every laboratory within the University, under the supervision of their respective academic departments.
- 2.2. Departments or designated laboratory supervisors must provide Safety Data Sheets (SDS) for all materials used in laboratory activities.
- 2.3. Appropriate warning signs must be clearly displayed in areas involving the following:
 - 2.3.1. Equipment operating at high voltage
 - 2.3.2. Equipment used to handle toxic and hazardous substances
 - 2.3.3. Storage facilities for radioactive materials and hazardous substances
 - 2.3.4. Entrances to laboratories containing high voltage, radioactive, toxic, or other hazardous substances or materials
- 2.4. Departments or persons-in-charge of University laboratories must regularly assess laboratory safety conditions and ensure full compliance with all applicable regulatory requirements.
- 2.5. 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).
- 2.6. Prior to handling any hazardous materials or equipment, all personnel and researchers must undergo safety training, as certified by the supervising department.
- 2.7. Laboratories must be equipped with adequate safety devices and emergency equipment designed to mitigate risks associated with high voltage, radioactive, toxic, or hazardous materials.
- 2.8. 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.
- 2.9. 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.

3. Safety Equipment and Facility Design

- 3.1. Researchers must wear appropriate personal protective equipment (PPE) at all times. 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.
- 3.2. 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.

H. Completion, Dissemination, and Utilization of Research

1. 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.
2. 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:
 - 2.1. All research reports must comply with University standards for referencing, acknowledgment, and attribution.
 - 2.2. 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.
 - 2.3. Research results may be disseminated in full or in part, depending on what is most appropriate for the content and target audience.
 - 2.4. Researchers must clearly identify the target audience for dissemination and indicate the timing of publication or public presentation.
 - 2.5. Dissemination must take place within a reasonable period to ensure

- that the findings remain timely, relevant, and impactful.
- 2.6. Dissemination should occur both within and beyond the University, regardless of the platform, and must be conducted with integrity and transparency.
 - 2.7. All dissemination and utilization of research outputs must strictly adhere to the guidelines outlined in this manual.
3. 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.

I. Authorship and Ownership

1. 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.
2. 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 each individual. The following criteria serve as guidelines in determining authorship eligibility:
 - 2.1. 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
 - 2.2. 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)
- 2.3. 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 each individual before listing them as authors. No person should be named as a co-author without their express permission.
- 2.4. 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.
- 2.5. 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.
- 2.6. 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.
- 2.7. 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).

- 2.8. Authorship disputes must first be resolved internally among the researchers. If the researchers belong to the same department, the department chairperson shall mediate. 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.

J. 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.

1. 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

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.

- 1.1. The UREB is also entrusted with the responsibility of preserving the reputation of the University as a leading higher education institution and a key academic component within the Manila City Government ecosystem.
- 1.2. 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.
- 1.3. The UREB is responsible for reviewing and approving research proposals that may pose significant ethical considerations, including but not limited to:
 - 1.3.1. Research projects that may be potentially hazardous to humans, animals, or the environment, or that carry serious health or safety risks
 - 1.3.2. Research involving human participants, particularly those considered part of vulnerable groups
 - 1.3.3. Research that addresses politically, socially, or culturally sensitive issues
- 1.4. The UREB must review all research proposals seeking internal or external funding, and determine their ethical acceptability based on prescribed guidelines and policies.
- 1.5. The UREB shall convene as needed to address concerns, issues, or grievances related to research ethics, including the investigation of alleged violations or misconduct.
- 1.6. 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.

1.7. 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.

1.8. 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

1.9. 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.

1.10. 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.

References

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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

Name of Evaluator:

Position:

Signature:

Date:

-

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 researches, 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:

Reviewed and endorsed by:

Approved by:

Research Project Proponent

Director, URELIA

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 of previously release fund (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 of previously release fund • Copy of complete data, including transcript of interviews, if applicable (printed and electronic copies) • Final research report (with all attachments, printed and hard bind copy, and electronic copies in 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>

<i>D. Instrumentation (including validity and reliability testing)</i> <i>E. Data Collection Procedure</i> <i>F. Data Analysis Procedure</i>
9. Safety and Monitoring Plan (if applicable example below) <i>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.</i> <i>The PL and the UDM Research Ethics Board (UREB) has the authority to stop or suspend the study or require modifications. This protocol presents minimal risks to subjects, and adverse events or other problems are not 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.</i>
10. Limitations of the Study
11. Ethical Considerations <i>A. Informed Consent (Applies to studies using human subjects - Provide a description of the Informed Consent Process)</i> <i>B. Risks and Side Effects (Applies to studies using human subject – Indicate Potential Risks (include medical, psychological, legal, financial, social)</i> <i>C. Benefits to Subjects (Applies to studies using human subjects)</i> <i>D. Costs to Subject (Applies to studies using human subjects)</i> <i>E. Compensation to Subject (Applies to studies using human subjects)</i> <i>F. Provisions for vulnerable subjects (Applies to studies using human subjects)</i> <i>G. Subject Privacy and Data Confidentiality (Applies to studies using human subjects)</i>
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 <i>Include the instrument, informed consent form, letter of invitation to participants</i>
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 is the research project at present</i>	
Significant Findings and Implications	
Challenges Encountered and Strategies Employed to Cope with the Problems	
Adjustments <i>Indicate whether any adjustments of 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) publishable research report following 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:	
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Received by:		Date	
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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

Name of Evaluator: _____
 Position: _____

Signature: _____
 Date: _____

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 _____



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