



UNIVERSITY RESEARCH AND DEVELOPMENT OFFICE

RESEARCH MANUAL

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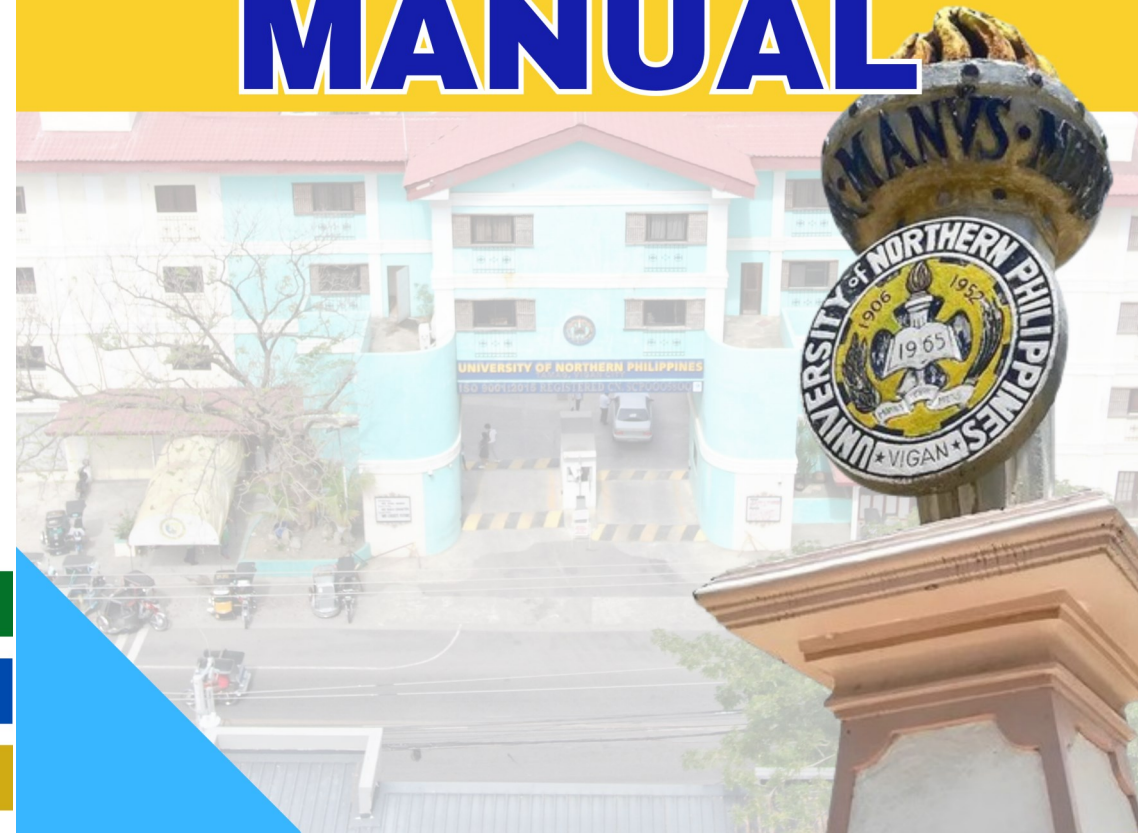
**University Research and Development Office
University of Northern Philippines
Vigan City**



Together We Build Character

Together We Soar Higher

Together We Create Future



QUALITY POLICY

We are committed to provide excellent instruction, research, and extension services toward the development of globally skilled and morally upright graduates instilled with rich cultural values and total satisfaction of stakeholders.

We abide by applicable requirements and continuously review and proactively improve our quality management system for value creation and protection.

**“DEKALIDAD A SERBISYO ISAGUTMI
KADAKAYO, ADAL NGA INKAM IPAAY
MANGTUBAY KINATAO A MANGITUNDA TI
BALLIGI ITI SADINO MAN A DISSO.”**

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Budget for Research.

In accordance to CMO 20, S 2011, budget allocation for the second major function of the SUC, the research function, shall be set at a fixed rate of ten percent (10%) of free Higher Education Fund after deducting allowance for college wide common administrative costs. Said allocation shall be used for objects of expenditure related to the formulation or implementation of programs, projects and activities, such as but not limited to honoraria and incentives of researchers, lecturers, or research presenters, research assistants (with contract of employment) and wages of other personnel, office and IT equipment, facilities, supplies and materials, training and travel expenses, in-house research review, research presentation in appropriate forum and other research activities or undertaking that is geared towards producing research outputs that would be beneficial for the development of the community or locality where the SUC is located. Additional budget may be provided by the University subject for approval by the Board in accordance with budget, accounting and auditing rules and regulations.

Moreover, it shall include the dissemination and utilization of developed technologies through extension activities, as well as the generation of income for the University. The Center shall be headed by a Center Chief appointed by the President and shall be assisted by Coordinators along Mushroom Production Technology Development, Postharvest and Processing, and Technology Transfer And Management, Research Assistants, and Administrative Staff.

- c) **Governance and Policy Research Center (GPRC).** The Center shall facilitate knowledge-creation along policy researches and studies in governance and administration and the monitoring of approved researches. It shall facilitate the smooth implementation of programs, projects and activities related to policy studies. The Center shall be headed by a Center Chief.
- d) **Center for Ilocano Studies (CIS).** The center which houses a repository of tangible and intangible cultural heritage, shall aim to preserve and promote the Ilokano culture, identity, society, and history primarily through the conduct and monitoring of research undertakings. It, likewise, engages in programs, activities, and projects that highlights continuing cultural dialogue, discourages or exchanges. The Center shall be headed by a Chief, who is assisted by two coordinators, and a Curator.



Republic of the Philippines
UNIVERSITY OF NORTHERN PHILIPPINES
 Tamao, Vigan City
 2700 Ilocos Sur

EXCERPTS FROM THE MINUTES OF THE SECOND REGULAR BOR MEETING (HYBRID) FOR 2023 OF THE UNP BOARD OF REGENTS HELD AT CHED, CENTRAL OFFICE, DILIMAN, QUEZON CITY ON JUNE 29, 2023

RESOLUTION NO. 43, S. 2023

A RESOLUTION APPROVING THE PROPOSED REVISION OF THE RESEARCH MANUAL.

WHEREAS, Research Manual currently used in the University is taken from the University Code of 2015 approved through Br. No. 99, s. 2014;

WHEREAS, the changes in the organizational structure and the existing operation of the establishment of the research centers prompt a revision of the manual is proposed;

WHEREAS, proposed revision in the manual will also help to address the lacking of the university along with research on the different accreditations conducted;

WHEREAS, after thorough deliberation, and upon motion, the proposed revision of the research manual be approved;


NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, the UNP Board of Regents approves the proposed revision of the research manual;

Adopted during the Second Regular Board Meeting of the UNP Board of Regents held at CHED Central Office, Diliman, Quezon City on June 29, 2023.

Certified True and Correct:

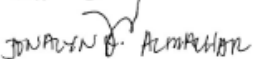
ATTY. JONALYN R. ALMACHAR
 University and Board Secretary

Attested:


HON. ERWIN F. CADORNA
 Vice Chairperson, UNP BOR
 President, UNP

Board Resolution No. 43, Series of 2023

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2nd Regular Board Meeting on June 29, 2023


Proposed Revision of the Research Manual

- The old manual and the proposed revision of the research manual were presented by the Director for URDO, Dr. Edelyn Cadorna.
- The following comments were given:
 - Delete the provision for service credits.
 - a.1.5.3: It should be seen in the PRAISE manual. If incentives are given, base it on the PRAISE manual.
 - "The regular faculty and personnel may be granted a monetary incentive through the PRAISE based on BOR 116,s. 2020 subject to COA rules and regulations."
 - a.4: Funds cannot be taken from the research fund to give to the student; to strike out
 - b) Awards: University Researcher of the Year; Add "...as part of the PRAISE program", but check the PRAISE manual first if this award is included unless the PRAISE is revised; Any incentive should be included in the PRAISE manual to be approved by the BOR.
 - Budget for Research: "...10% of free Higher Education Fund" not tuition fee
 - University Research Agenda: Include in the policies and guidelines of the manual that the agenda is updated from time to time based on the agenda of the region and the National Research Agenda.
- It was agreed that a copy of the revised manual before printing should be submitted.
- The Board passed –

BOARD RESOLUTION NO. 43, S. 2023
 A RESOLUTION APPROVING THE PROPOSED REVISION OF THE RESEARCH
 MANUAL

University Research Chair Lecture

- a) The University shall encourage and support faculty researchers to look for sponsors/ resources in the realization of the Research Chair Lecture. The said research recipients shall be entitled to monetary benefits upon submission of research outputs.
- b) The completed research output shall be presented to an academic forum in the University or any venue requested by the sponsor with due acknowledgement of the sponsor of the said research.

Development Centers under the University Research and Development Office.

The following are Centers of Research under the University Research and Development Office:

- a) **Aqua-Marine Resources Research and Development Center (AMRRDC).** The center shall focus on the conduct of functional and innovative researches along aqua-marine and related areas. The Center shall spearhead the planning, coordination, conduct/ implementation, monitoring and evaluation of various research and development activities including extension and production endeavors. The Center shall be headed by a Center Chief appointed by the President, and shall be assisted by Coordinators along three areas: Aqua-Tech Development and Innovation; Production and Post-harvest Management; and Socio-Economics and Policy Development; Research Assistants, and Administrative Staff.
- b) **Mushroom Research and Development Center (MRDC).** The center shall be geared towards the generation of relevant and significant researches along the different aspects of mushroom production and value-adding. The Center shall spearhead the planning, coordination, implementation and monitoring, and evaluation of the different programs, projects and activities related to the commodity.

Presentation (Oral or Poster) of Outputs in Scientific Meetings and Fora. The University shall provide financial support to technical presentations of outputs in scientific meetings, locally and internationally, provided the paper has been reviewed and recommended by the In-House Review Committee of the University Research and Development Office.

UNP Research Publication. There shall be a research publication categorized as refereed and multidisciplinary that seeks to further the discussion, advancement, and dissemination of research and development concerns and knowledge along socio-economics, education, industry and energy, agri-business and cooperatives agrarian studies and local governance, natural science, health nutrition, vocational and technological matters. The Research Publication shall be headed by a Coordinator. The editorial board shall be composed of the following:

- a. Editor-in-Chief
- b. Associate editors;
- c. External (from the Philippines & other countries) and Internal (UNP) referees;
- d. Language Editor
- e. Managing Editor; and
- f. Consultants

The Coordinator for Publication and Editorial Board shall be supported by a technical staff.

- a. Encoders;
- b. Lay-out artist; and
- c. Webmaster.

UNIVERSITY VISION

A globally recognized university in a Heritage City by 2030.

UNIVERSITY MISSION

To produce globally skilled and morally upright professionals instilled with rich cultural values

CORE VALUES

The UNP holds a set of core values that are fundamental to the university's identity and operations:

Selfless Service. We put the welfare of our stakeholders and the university before our own by placing our loyalty to the values of the university personal gain.

Excellence. We are committed to deliver the level of expectations of our stakeholders based on global standards of academic and service. We strive to develop competence and skills among the students, faculty and staff so that they can help in the growth and development of the country.

Respect and Righteousness. A manifestation of how we treat other people and situations. We are doing what is right in the eyes of God.

InnoVation. We continuously improve and be responsive to the changing times.

Altruism. We value people. We set ourselves as model of sincerity and unselfishness to others.

INtegrity. We are honest, fair and we will do right to everybody at all times.

Transparency and Teamwork. We build a culture of transparency by creating a clear communication channels, a visible action and by building a team of engaged employees.

UNIVERSITY RESEARCH AND DEVELOPMENT OFFICE VISION

A globally recognized office of excellence for relevant and functional researches

UNIVERSITY RESEARCH AND DEVELOPMENT OFFICE MISSION

To produce and disseminate quality researches for the generation, adaptation, and transfer of knowledge and technology for local, national, and global development

GOALS AND OBJECTIVES OF THE UNIVERSITY RESEARCH AND DEVELOPMENT OFFICE

Objectives of the University Research and Development Office

General:

The University Research and Development Office (URDO) spearheads the conduct of researches along the University's agenda geared towards the quest for new knowledge. It aims to address societal issues and concerns, and to develop and innovate technologies for sustainable development and improved quality of life.

Specific:

1. To conduct researches along agriculture, fisheries, forestry and natural resources; education; social sciences; health and nutrition; and science & technology and industry & energy;
2. To initiate and implement research capability program for the university personnel and students;
3. To forge and strengthen partnerships with local and international institutions;

Research Outputs

- a) Completed researches shall be disseminated to target beneficiaries in the form of extension service.
- b) The URDO shall assist the research author/s in the application of their research outputs for IP registration.
- c) The URDO shall evaluate and recommend research outputs for possible utilization for IP registration.
- d) All completed manuscripts shall be endorsed for presentation and/or publication upon compliance to prescribed requirements and processes.
 - a.1 Quarterly progress report of research activities;
 - a.2 Financial report with supporting documents for externally funded research;
 - a.3 Accomplishment Form 48 of designated data collectors; and
 - a.4 Final manuscript of the study
- e) If the proponent fails to complete the study on the approved time frame, he/she is given a grace period of four months. If he fails to submit the final report after the grace period, he shall reimburse all his expenses subject to the terms and conditions of the contract entered to. Failure of the proponent to conduct the study shall be the basis for non-granting him of the opportunity to propose another research for the following calendar year unless he gives valid reasons for its non-completion subject to the condition of the contract within the specified time.

a.1.5.3 The regular faculty and personnel may be granted a monetary incentive, through the PRAISE, based on BOR 116, S. 2020 subject to COA rules and regulations.

a.2 For foreign/outside funded researches/projects, honoraria of research/project staff such as consultants, project manager, and other project staff shall come from the programmed honoraria of the project staff but not to exceed the rate as embodied in Memo Circular # 001, s. 1995, re: Implementing Guidelines on the Granting of Honoraria for DOST and NARD System and the AAMRO.

a.3 If the research/project proposal is not included in the R & D program of the University, but certified as exceptional and urgent by the Area Research Coordinator and the Director for Research, the proponent/s shall be entitled for benefits similar to benefits given for regular funded researches.

(b) Awards

University Researcher of the Year Award (URYA)

b.1 University Researcher of the Year Award shall be conferred to UNP researchers who have strived for excellence in research.

b.2 Selection of the University Researcher of the Year from the full-time faculty and personnel shall be based on a set of criteria prepared by the Review Committee on Awards of University Research and Extension Council (URECO) and the University Research and Development Office subject to rules and regulations of PRAISE. The members of URECO shall be designated by the President.

b.3 The University Researcher of the Year shall be awarded P10,000.00 and a Plaque of Recognition.

4. To assist researchers in securing registration of intellectual properties;
5. To present and disseminate results of studies to target beneficiaries;
6. To transfer technologies for adoption and utilization by target clients; and
7. To publish research articles in reputable journals, CHED recognized, and peer-reviewed journals.

Mandate

The University Research and Development Office (URDO) upholds the conduct of functional researches along identified commodity areas: Agriculture, Fishery, Forestry & Natural Resources; Science & Technology and Industry & Energy; Education; Social Science; and Health & Nutrition. The office shall coordinate, undertake, monitor and evaluate various researches and other related activities.

THE UNIVERSITY RESEARCH AND DEVELOPMENT OFFICE

A. THE UNIVERSITY RESEARCH AND DEVELOPMENT OFFICE.

Composition. The Office shall be headed by a Director appointed by the President. The Director shall be assisted by Center Chiefs, Area Research Coordinators, Coordinator for In-House Review, Coordinator for Publication, Coordinator for Statistical Services, and Coordinator for Intellectual Property, designated by the President. He or she shall also be assisted by Unit Research Coordinators and Administrative Staff.

Policy Statement. The University Research and Development Office (URDO) upholds the conduct of functional researches along identified commodity areas: Agriculture, Fishery, Forestry & Natural Resources; Science & Technology, Industry & Energy; Education; Social Science; and Health & Nutrition. The office shall coordinate, undertake, monitor, and evaluate various research and other related activities.

Functions. The Office shall:

- a) Spearhead planning, implementation, and evaluation of research and development programs and activities to ensure the effective development of packages of technologies to help respond to local/regional/national, and even global needs.
- b) Coordinate with the academic units of the University, Ethics Review Committee (ERC) to ensure that principles of ethical research are observed by faculty and students engaged in research at all stages of the research process, Institutional Animal Care and Use Committee (IACUC) to ensure adherence to appropriate University and national and international policies and regulations, Center for Gender and Development (CGAD) for HGDG review, and related agencies to bring about inter-program/agency complementation in the conduct of research and efficient utilization through functional management system; and

a.1.3 Wages for hired contractual laborers as caretakers, in the case of a project, at the rate set in the contract and programmed in the proposals.

a.1.4 Equipment, supplies, materials, and services as indicated in the Operational Plan

a.1.5 In addition to the above-mentioned assistance extended:

a.1.5.1 Regular full-time faculty proponent can avail one of the following privileges to be granted by the University as additional incentive:

i. Additional reduction of the teaching load of three (3) units after the research has been presented successfully in related colloquium or conference and/or published in an internationally refereed journal or CHED Accredited Journal and disseminated through approved Operational Plan. The giving of incentive shall take effect on the semester after presentation and/or publication of the research. If the research has more than one (1) author, the units should be divided between or among the authors based on their amount of contribution in its realization. Recommendation for the reduction in teaching load shall be made only by the Director for Research, approval recommended by Dean/Director of the researcher/s and the Vice President for Research and Extension and the Vice President for Academic Affairs, and finally approved by the President.

a.1.5.2 Faculty with Administrative Function can avail also one of the additional incentives as provided in a.1.5.1.i under the title Benefits and Privileges.

Conduct of Research

- a) After all the forms and documents pertinent to the research/project shall have been prepared, the proponent/s shall proceed with the gathering of data.
- b) After gathering all data and information needed, the proponent/s shall consult with the Coordinator for Statistical Services for proper assistance on data management, computation, analysis, and interpretation of data. The proponent/s shall prepare a final draft of the completed research to be forwarded to the University Research and Development Office.
- c) The completed research shall undergo In-House Review by the same review committee as that in the proposal stage using criteria points developed by the Committee. After which, the research will go through internal-and external-peer reviews. All suggestions/recommendations made by the committee must be incorporated in the final draft before the issuance of Certificate of Presentation and/or Publication.
- d) All researches for presentation and/or publication must passed through the review process and the author/s must comply with research policies and guidelines.

Benefits/Privileges and Awards**(a) Benefits/Privileges**

- a.1 When a project/research is funded from the regular fund and other sources of the University, personnel involved can avail of the following assistance:
 - a.1.1 Traveling expenses and per diems related to the conduct of the study but subject to usual accounting and auditing rules.
 - a.1.2 Wages for designated data collectors.

- c) Represent the University in appropriate bodies/offices in meetings, and resolve problems based on established policies and sound management practices of research activities.

Functions. The **Center Chiefs** shall spearhead the planning, coordination, implementation, monitoring, and evaluation of research and development activities of their respective research centers.

Functions. There shall be **Area Research Coordinators** for the different areas who shall take charge of the different research activities along their specific areas.

Functions. The **Coordinator for In-House Review** shall facilitate the review of researches submitted to the University Research and Development Office.

Functions. The **Coordinator for Publication** shall facilitate the refereeing and publication of the research journals of the University and shall endorse manuscripts for possible publication in other peer-reviewed journals.

Functions. The **Coordinator for Statistical Services** shall provide statistical assistance to students, faculty researchers, and other clients inside and outside the university.

Functions. The **Unit Research Coordinators** shall be designated by the deans and shall take charge of the research activities in their respective units. He or she shall also act as a liaison officer between the unit and the University Research and Development Office towards the conduct of research and dissemination, and utilization of research outputs.

B. GENERAL POLICIES AND GUIDELINES ON RESEARCH

Proponent/s of Research/Research Projects. All teaching, non-teaching personnel and students are qualified and encouraged to conduct researches to be funded from the regular budget allocation for research by the University.

- a) Regular faculty members, individual or team, shall be required to conduct and submit at least one research/project output every other academic evaluation year
- b) A faculty member on thesis/dissertation writing may propose and conduct a research provided that the proponent shall follow all the guidelines prescribed by the University Research and Development Office.
- c) A student may propose and conduct a study programmed under the Research Agenda of the University, subject to approval by the President upon the recommendation of the Director for Research provided that the proponent shall follow all the guidelines set by the University Research and Development Office.

Proposal Preparation, Presentation and Submission.

- a) Priority shall be given to project/research proposals based on the Research Agenda of the University pursuant to National Higher Education Research Agenda (NHERA), the Presidential Coordinating Council on Research and Development (PCCRD), the National Agenda for Sustainable Development for the 21st Century, Philippine Agenda 21 of the Philippine Council for Sustainable Development (PCSD), National Unified Health Research Agenda, and those of other leading government institutions. The research agenda of the university shall be updated from time to time based on the regional and national research agenda.
- b) Research proposals must follow the format prescribed by URDO and the clearing and funding agencies, as the case may be.

- c) The research proposal should be submitted to the University Research and Development Office through the Dean on or before the deadline set by the URDO. The proposals shall be reviewed immediately by the In-House Review Committee composed of the following:

Director for Research
In-House Review Coordinator
Concerned Area Coordinator
CGAD representative
Unit Representative
Internal Reviewer/s
Research Statistician
External Reviewer/s, if necessary

- d) After the incorporation of all suggestions and recommendations of the In-House Review Committee, the enhanced research proposal shall be submitted to URDO, through the Area Research Coordinator for the issuance of Certificate of Review and for Ethics review.
- e) Copies of all research proposal for possible funding by outside agencies like Dept. of Science and Technology (DOST), National Research Council of the Philippines (NRCP), Commission on Higher Education, National Economic Development Authority (NEDA), and other funding agencies shall be submitted to the URDO for filing before they are submitted to the funding institution for review and issuance of clearances.
- f) A detailed research operational plan shall be prepared by the proponent/s and submitted with other required documents to URDO for endorsement. Upon approval, the proponent/s will be notified through his Dean/Director and/or Unit Research Coordinator.