

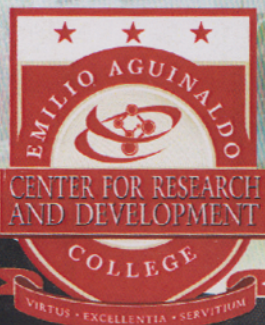
EMILIO AGUINALDO COLLEGE

Congressional East Avenue, Brgy. Burol Main,
City of Dasmariñas, Cavite, Philippines

046-4164342 loc. 148

www.eac.edu.ph/cavite

RESEARCH MANUAL



2017 Edition

**EMILIO AGUINALDO EDUCATIONAL CORPORATION
BOARD OF DIRECTORS
A.Y. 2017-2018**

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EMILIO AGUNALDO COLLEGE

PHILOSOPHY

Emilio Aguinaldo College is a private, non-sectarian institution of learning that fosters equal and fair opportunities for the holistic development of persons conscious of their national identity and their roles in the global community.

VISION

Emilio Aguinaldo College envisions itself as an internationally recognized autonomous academic institution rooted in its nationalist tradition that consistently pursues advancement and welfare of humanity.

MISSION

Emilio Aguinaldo College provides an outcomes-based education with relevant curricula geared towards excellent research, active industry cooperation and sustainable community extension.

EDUCATIONAL OBJECTIVES

The objectives of Emilio Aguinaldo College are to:

- offer opportunities for quality and relevant education to all;
- cultivate the intellectual, spiritual, moral, social and physical aspects of a person;
- instill appreciation and pride for one's national identity; and
- produce graduates of global quality equipped with competencies in their field of expertise.

QUALITY POLICY

Emilio Aguinaldo College commits to the continuous improvement of quality standards with emphasis on instruction, research and community service to benefit its stakeholders.

QUALITY OBJECTIVES

The objectives of the Emilio Aguinaldo College are to:

Adhere to all statutory and regulatory standards;

Provide consistent quality service to the students, parents and other stakeholders; and

Respond to periodic system review for continual improvement on quality standards.

CORE VALUES

Virtue

Emilio Aguinaldo College integrates knowledge and understanding among Emilians equipping them with wisdom to choose to do only the right thing.

Excellence

Emilio Aguinaldo College inculcates among Emilians the habit of doing only the best in all undertakings.

Service

Emilio Aguinaldo College develops among Emilians a strong sense of duty and responsibility of helping others for the school, community, country and Mother Nature.

INTRODUCTION

The beginnings of the Emilio Aguinaldo College Cavite are attributed to Dr. Paulo C. Campos, then President of the University Physicians Services Incorporated (UPSI), which acquired the Marian College in Manila in 1973. Eventually, the school became Emilio Aguinaldo College (*EAC Faculty Manual, 2016*).

In its quest to achieve academic excellence and standards, the Research and Development Office (RDO) has become an innate function of the College. Created by the Board of Trustees in August 22, 1994 with Dr. Cecilia P. Reyes as its founding Director, it aims to utilize its human resource in formulating and conducting research programs and projects within the priority areas of the institution and of the national government.

Research is one of the three key functions of Higher Educational Institutions (HEIs), along with instruction and community extension. The College strives to keep up with the challenges and demands brought about by changes in the socio-economic conditions of the country. The RDO serves as a core for the generation of new knowledge and center for innovative researches. It mobilizes and evaluates research outputs, publishes researches, develops the research capacity and capability of the faculty and the students, establishes the research culture in the institution, and encourages researches to establish collaboration with students and researches in other institutions.

This Research Manual will serve as reference to administrators, faculty members and staff researchers in the conduct of their studies in various disciplines. This Manual will also standardize the entire research process of Emilio Aguinaldo College-Cavite.

THE RESEARCH AND DEVELOPMENT OFFICE

VISION

The Research and Development Office (RDO) envisions itself as the center of research excellence equipped with the capacity to strategically influence its intellectual assets and knowledge resources to pro-actively respond to the needs of the changing landscape of the institutional, regional, national, and global environments.

MISSION

The RDO promotes inter and multidisciplinary collaborations and external linkages, recognizes, publishes and, utilizes research outputs that answer the development needs of the academe and human communities.

RESEARCH CORE VALUES

Research values are the core values of Emilio Aguinaldo College. EAC commits itself to propagate and instill the following core values in all its undertakings:

VIRTUE

integrates knowledge and understanding among Emilians equipping them with wisdom to choose to do only the right thing.

SERVICE

develops among Emilians a strong sense of duty and responsibility of helping others for the school, community, country and Mother Nature.

EXCELLENCE

inculcates among Emilians the habit of doing only the best in all undertakings.

RESEARCH OBJECTIVES

1. Nurture the capabilities of EAC to undertake research by
 - a. Coordinating and monitoring research activities in the campus;
 - b. Disseminating research activities through colloquiums, symposia, and publications;
 - c. Seeking technical assistance and services of external research reviewers, specialists and experts; and
 - d. Attending local and international conferences, seminars and workshops that enhance capabilities in research and planning.
2. Assist in the preparation of the research plan for the different Schools, Departments and Offices to ensure research productivity; and
3. Develop and establish linkages with outside research agencies.

ORGANIZATIONAL STRUCTURE

The Research and Development Office (RDO) is under the Office of the Vice President for Academic Affairs and is composed of the Research Director (RD), Research Coordinators (RC), Institutional Review Board (IRB), and Ethical Review Board (ERB).

A. Research Director (RD)

The Research Director supervises the entire research process of the College. He/she performs the following specific functions:

1. Is responsible for all matters pertaining to research
2. Plans, supervises, coordinates and implements research programs and activities
3. Monitors research projects in the whole College
4. Disseminates research findings through publications
5. Promotes research activities and programs
6. Prepares and submits annual research budget and reports to the top management
7. Establishes linkages with governmental and non-governmental agencies for research
8. Reviews progress reports of researchers
9. Represents the institution in meetings called by external agencies and other member agencies, i.e. DOST, CHED and others
10. Facilitates the review of the research proposals
11. Recommends the awarding of research grants for the faculty members whose research proposals have been recommended for approval by the IRB

B. Research Coordinators (RC)

The Research Coordinators (RC) are the anchored researchers coming from the different Schools and Departments of EAC. Basically, the members serve the following functions:

1. Review, formulate, recommend and monitor the implementation of research policies and guidelines;
2. Identify potential researchers and facilitate conceptualization of students, teaching and non-teaching research projects;
3. Screen research proposals and evaluate outputs; and
4. Coordinate the task and activities of RDO with the different Schools and Departments.

C. Technical Review Board (TRB)

The Technical Review Board assesses the quality of submitted research proposals. The Board is divided into Institutional Review Panel and Ethical Review Panel.

Institutional Review Panel (IRP)

1. Reviews and recommends research proposals and protocols endorsed by the Deans to RDO
2. Examines progress reports submitted to the RDO
3. Recommends to the RDO the termination or continuation of financing of the projects
4. Reviews and recommends funding of research projects, thesis or dissertation of faculty and staff
5. Recommends institutional fees for studies initiated by external companies and other funding agencies
6. Recommends the final research manuscript for publication

Ethical Review Panel (ERP)

1. Reviews research proposals and protocols endorsed by the Deans/Heads of the different Schools and Departments
2. Ensures that ethics in research is adhered to

D. Research Clerk

1. Undertakes the clerical work in the RDO
2. Maintains RDO records
3. Assists in implementing RDO programs

The Researchers

The administrative staff and the members of academic and non-academic services shall be considered part of the research system being the primordial source of ideas and implementer of projects.

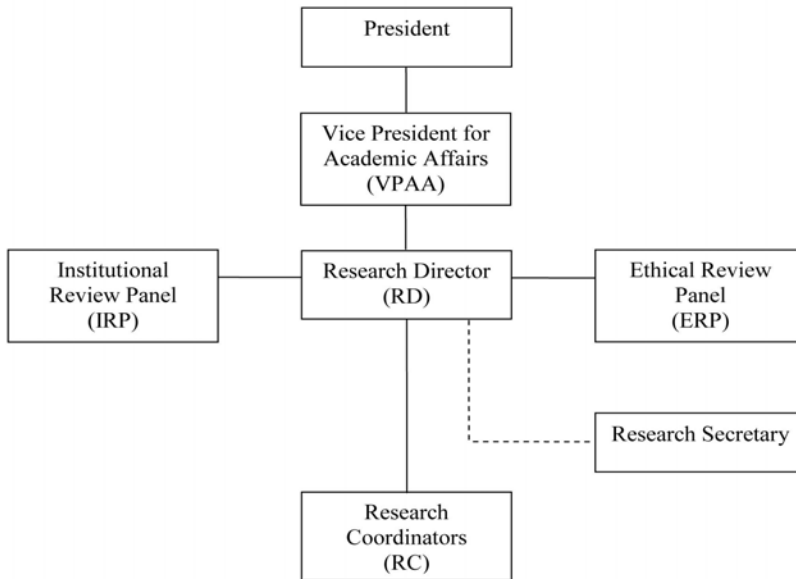


Figure 1 The Organizational Structure

THE RESEARCH MANUAL

This Manual describes the operational system in the implementation of the research projects and programs of the College. It states the policies on allocating research resources, and the guidelines and procedures for researchers.

Specifically, the Manual focuses on:

1. Scope and criteria for determining research agenda and priorities;
2. Administrative and organizational components of their respective functions;
3. Guidelines for developing and processing research proposals;
4. System for implementing approved research proposals;
5. Means of gathering, storing and sharing research results; and
6. Incentives and other mechanisms for promoting research.

Research Priorities

The EAC Research Agenda and its priorities are consistent with those of the following agencies:

1. Commission on Higher Education (CHED) Research Agenda;
2. National Higher Education Research Agenda (NHRA-2 2009-2018);
3. Department of Science and Technology (DOST) Research Agenda;
4. National Health Unified Research Agenda (NHURA);
5. National Research Council of the Philippines (NRCP); and
6. Department of Education (DepEd)

The EAC through the Research and Development Office (RDO) shall endeavour to undertake the following research undertakings:

1. Basic research that generates new knowledge and advances the frontiers in the various disciplines;
2. Research in aid of policy and development programs that can be implemented to solve problems, issues and challenges faced by the College as well as the nearby community;
3. Research aimed at producing technology-based modules and programs;
4. Research that identify technologies generated, inventions, innovations and discovery and software development ready for copyright/patent;
5. Health research producing herbal medicine, improve diagnostic technique, physical therapy for special group of people; and
6. Action researches that adhere to the current needs, issues and programs not only of the institution but the society as a whole.

THE INSTITUTIONAL RESEARCH AGENDA

The EAC institutional research agenda for 2015 - 2020 are as follows:

1. Food Security and Functional Foods
2. Alternative Energy Sources
3. Climate Change, Environment, Disaster Risk Reduction and Management
4. Smart System and Application Development
5. Lifestyle and Infectious Diseases
6. Alternative and Complementary Medicine
7. Environmental and Occupational Health
8. Health Information Technology
9. Community Development
10. Culture, Gender and New Media
11. Human Security
12. Educational Development
13. Institutional Service Improvement
14. Incubation House for Products Development
15. Alumni Graduate Tracer Studies

RESEARCH ASSISTANCE

The RDO currently provides several forms of assistance exclusively to EAC employees. This includes, but is not limited to:

Research Grants

For basic research, applied research, social involvement research and formation research (*Research Project Proposals*)

Conference Attendance Grants

For participation in research conferences, trainings and workshops and symposia.

Research Publication Grants

For publication charges for a book or an article in an indexed journal

Incentive Awards for Publication

For authors or works published in indexed journals or by reputable publishers

BASIC REQUIREMENTS AND CONDITIONS

The basic requirements and conditions a researcher should comply with are as follows:

1. A research grant can be awarded to any administrator, faculty or staff who wishes to undertake research on any research priorities of the College.
2. Research applicants, whether individual or team research applicants, shall be duly recommended and endorsed by the respective Dean and Heads of their respective Schools and Departments. In case a research applicant is an administrator, endorsement shall be made by the Head of the office.
3. A faculty member who is due for retirement may undertake research provided that the duration of the research project shall not go beyond the date of the retirement.
4. Part-time faculty member may also undertake research provided that a full-time faculty member or any member of the research community shall be his/her co-researcher to ensure that the research shall be pursued even if his /her contract is not renewed during the succeeding semester.

GUIDELINES AND POLICIES

Call for Research Proposal

A month before the start of every semester, the RDO shall issue a memorandum announcing the Call for Research Proposal. The memorandum shall be addressed to the academic and office heads. The deadline for the submission of the concept paper will be incorporated in the announcement.

Research Proposals may be submitted by administrators, faculty members, staff or team researchers where topic requires collaborative work between and among the disciplines in one School or in two or more Schools. The researchers shall submit the research proposal to the Dean/Head of the Department for recommendation to the RDO on or before the deadline set, following the prescribed format. There should only be a maximum of at least three members per research proposal composed of the Principal Author and Co-Authors.

The research proposal shall include the following format which was adapted from the Commission on Higher Education (CHED):

- I. Research Title
 - a. Name of Proponent(s)
 - b. Address
- II. Introduction
 - a. Background of the Study
 - b. Review/Survey of Related Literature
 - c. Statement of the Problem/Objectives of the Study
 - a) General
 - b) Specific
 - d. Conceptual/Theoretical Framework of the Study
 - e. Significance of the Study
 - f. Definition of Terms
 - g. Scope and Limitation
- III. Methodology
 - a. Instrumentation
 - b. Data Analysis (Statistical Tool and Treatment of Data)
- IV. Bibliography
- V. Work Plan (Schedule of Activities in Gantt Chart Format)
- VI. Budgetary Requirements / Line Item Budget
- VII. Expected Outputs and Derivations
- VIII. Credentials of Key Personnel and Staff including their Terms of Reference.

The RDO initially screens the research proposal endorsed by the Dean/Head of the Department. For a proposal to be initially accepted, it shall embody the following:

- a. Alignment with the EAC's and CHED's Research Thrusts;
- b. Congruence with the Institution's Mission-Vision;
- c. Novelty;
- d. Relevance; and
- e. Correct format

Research Proposal Evaluation

A research proposal submitted by the administrator, faculty members, staff and team of researchers shall be evaluated based on the following criteria:

1. The nature of research must be:
 - a. Useful and relevant to EAC or any sector of academic community;
 - b. In line with EAC's Mission-Vision or research priorities;
 - c. A contribution to EAC as well as society;
 - d. An addition on production of new knowledge to different fields of specialization; and
 - e. Beneficial to the sector for which the research intends.
2. The research proposal is by nature part of any departmental or administrative function such as evaluation of an existing program, system, process or policy.
3. The research proposal is useful for community development and/or with national and international implications.
4. The research proposal is useful in business or public policy formulation.
5. Team research is based on the scope and nature of the proposal, which could either be:
 - a. multidisciplinary, and/or
 - b. employing a combination of research designs and methodologies.

As such, the function of each team member shall be clearly specified and delineated in the work plan.

Processing of Research Proposal for Funding

Upon evaluation of the submitted research proposal, the RDO immediately convenes the Technical Review Board. The researcher with an approved research proposal will be given a go-signal to proceed with his/her research while those with major recommendations shall be advised to revise it. The Deans and Heads shall be notified of the results of the proposal. Likewise, the Notice of Approved Research Grant shall be signed by the researchers before funds shall be released for the research. This notice shall state the policies and schedule for the release of research fund in tranche.

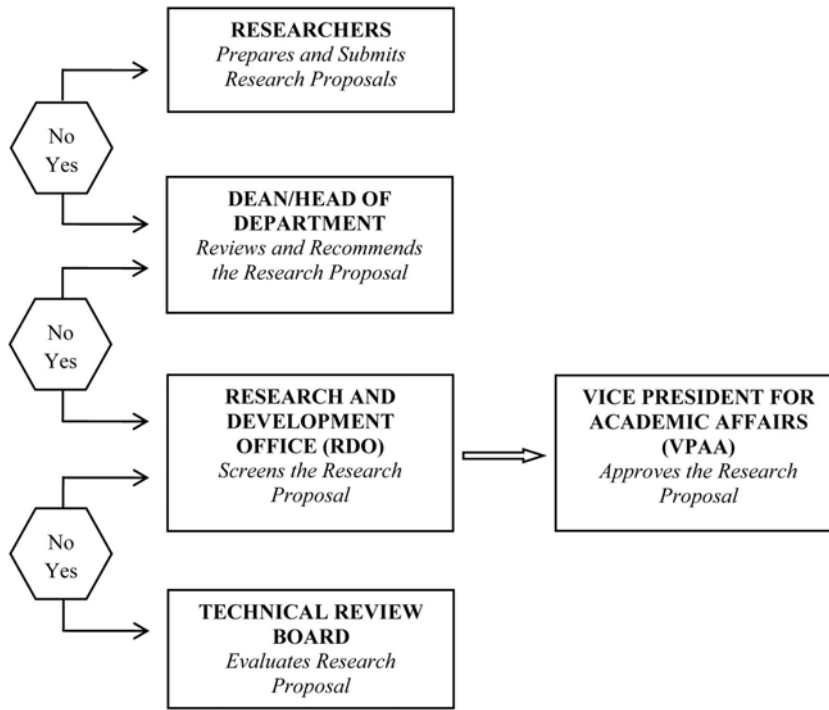


Figure 2 A Call for Research Proposal, Evaluation and Funding

Monitoring of the Research Progress and Unfinished Research

To monitor the progress of the research conducted, the following requirements shall be submitted by the researcher/s:

1. A Progress Report shall be submitted to the RDO after each chapter of the research is finished.
2. The report shall include activities accomplished during the period of time covered as well as the partial reports of the studies conducted.
3. The final research report shall be in accordance with the prescribed format.
4. Proponent/s of the research who is/are delayed beyond the specified and approved timetable as provided in the Research Grant Contract shall be issued a Notice of Reminder and shall be given a maximum of thirty (30) calendar days to submit a research report. Otherwise, the research shall be considered unfinished and thus, proper reimbursements shall be required from the proponent/s.
5. A request for extension of the timetable shall be made in writing. The RDO shall deliberate and recommend the allowable extension. Request for extension shall only be made once.
6. The proponent/s of the unfinished or terminated research shall be given thirty (30) calendar days from the approved date of research termination, to return the payment incurred for the undertaking of the research. Otherwise, the proponent shall remain accountable and thus a certain percentage of the salary shall be withheld until such period that the amount is returned and paid. Furthermore, the proponent/s shall not be entitled to apply for research assistance until after one academic year.

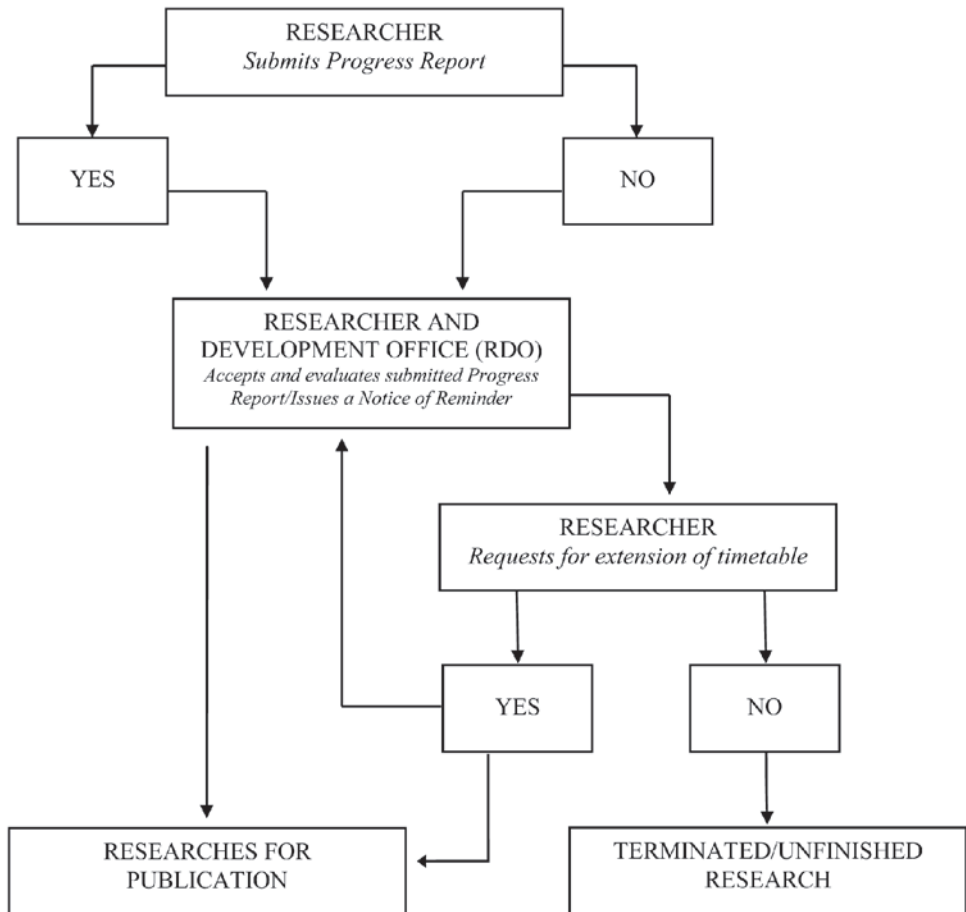


Figure 3 Monitoring of Progress Report

Research Report Presentation

The finished research paper shall be submitted in journal form to the RDO on or before the agreed date specified in the Research Grant Contract. Thereafter, the proponent/s shall present the final output to the Research Faculty Colloquium organized by the RDO, scheduled after the receipt of the final research reports.

Submission of the Final Research Reports

After the final research reports have been assessed and approved and suggestions of the examiners incorporated, proponent/s shall be advised to produce and submit the clean final paper in hard bound copy and an electronic copy to the RDO. Conversely, proponent/s with major recommendations shall closely coordinate with the RDO in coming up with the final manuscript.

The completion of the research paper shall be evidenced by the submission of the final paper in hard bound copy together with the publishable article. The researcher is advised to follow the template/format for publishable article for EAC Research Bulletin.

Publication of Research Outputs in EAC Research Bulletin

The research undertaking could not address the concern for which it is intended if not disseminated and shared. The usefulness of the results and findings is the primary function of research to improve the quality of human life. Publication plays a very significant role in research dissemination, conduct of colloquia and fora and paper presentation, both in local and in international arena.

Researches of the administrators, faculty members, staff and students done in the College shall be published in the EAC Research Bulletin, a multi-disciplinary research journal that shall be published annually by the Emilio Aguinaldo College through the Research and Development Office.

In the evaluation of the researches submitted for publication in the EAC Research Bulletin, the following guidelines should be observed:

1. Referees shall assess the contents of the article and shall decide whether it is publishable material or not.
2. Comments, suggestions and recommendations shall be written in Evaluation Report Form that shall be provided to the referee by RDO.
3. The accomplished Evaluation Report Form, together with the edited article shall be returned to RDO within two (2) weeks upon receipt of the copy of the article.

4. The identities of the author, writer, researcher and the referees shall be kept confidential.
5. Consultations between the author, writer, researcher and the referees shall be discouraged.
6. Each referee shall be paid an honorarium of P 1, 000.00 per evaluated research article for publication.
7. RDO shall provide a photocopy of the Evaluation Report to the author, writer, and researcher to incorporate the comments, suggestions and recommendations in the final article before the RDO formally accepts the paper for publication.
8. In case clarifications pertaining to the comments, suggestions and recommendations are necessary, the author, writer, and researcher may write a letter to the referee through RDO.
9. When a portion of the research output is accepted for publication in other refereed journals, Yaman - Lahi Foundation Inc. (YLFI) should be acknowledged as the funding agency in the paper.
10. Outputs of researches funded by external agencies shall be submitted to the funding agencies.
11. The regular review fee (P10,000.00) or the expedited fee (P15,000.00) shall be made payable to EAC account since this fee will be paid to the reviewers, while the administrative fee of 10% of the total research work cost (P20,000.00), whichever is higher, is payable to the EAC account.

Writers of research articles not funded by the EAC but are intended for publication in the EAC Research Bulletin shall observe the following guidelines:

1. The research article must be converted to the format indicated for EAC Research Bulletin.
2. It must not have been published in any journal or publication.
3. If funded by another agency or institution, the writer must seek authorization to publish the article in the EAC Research Bulletin.
4. Academic thesis and dissertation must be converted following the format intended for research publication.

Format of the Research Article for Publication

Researches intended for publication in the EAC Research Bulletin shall be written in a publishable form with proper citations. The following parts shall appear:

1. Title
The title is the concise description of the research article and shall include the author/s full name/s and other relevant information.
2. Abstract
It provides brief and concise information on the salient features of the article. It provides reader an overview of why and how the study was conducted and includes the significant findings. The abstract should have no more than 250 words.
3. Key words
These are the important words or phrases that are used for search engines and referencing.

The main body shall include:

4. Introduction
A brief presentation of the purpose and significance of the article. This section should not have more than 1,000 words.
5. Method.
A brief description of research design, the population and how the samples were selected, how the data were collected and generated. Mathematical equations and statistics formula should be extensively discussed. A good discussion of the method is essential to allow the other researchers to adopt or replicate it. This section should have no more than 1,200 words.
6. Results and Discussion.
This section presents the findings and analysis of the findings of the study. Tables and graphical representations should be used sparingly in this section. Analysis of the findings should be supported by literatures and studies written by other authors related to the study.

7. Conclusions

This section is drawn by the author or researcher out of the findings of the study.

8. Recommendations

This section is drawn out of the conclusions of the study.

9. References

This section provides the list of all the references cited by the author and researcher in the article.

Copyright

A paper submitted to the Emilio Aguinaldo College Research Bulletin is assumed to be an original and unpublished work and is not under evaluation for publication elsewhere. A copyright assignment form will be sent to the authors upon acceptance of the paper. This should be completed and returned to the Editor-in-Chief. The copyright covers the exclusive rights to reproduce and distribute the study, including reprints, photographic, reproductions, or any form of reproduction.

Mechanisms for Promoting Research

Incentives shall be given to those who are directly involved in the institutional research. This is to motivate and encourage members of academic and non-academic community to conduct researches. The incentives are as follows:

1. Honoraria

Researchers with approved researches will receive honoraria as determined by funding agencies, if applicable.

2. Teaching Load

Full time faculty researchers with approved research will be given research hours credit equivalent to 3 to 6 teaching units on their basic teaching load. Thus, the teaching pay of the faculty researcher, normally equivalent to 12 units teaching overload is maintained. The Lead Researcher/Team Leader can request for up to 6 units Research Load per project.

2.1 Research Study:

- | | | |
|------------------|---|---|
| 3 units credit | - | for Research Study Leader
(Primary Author) |
| 1.5 units credit | - | for Research Study Members
(2 Co-Authors) |

2.2 Research Project

- | | | |
|----------------|---|---|
| 6 units credit | - | for the Research Project Leader
(Primary Author) |
| 3 units credit | - | for Project Team Members
(2 Co-Authors) |

The Primary Author, however, is given a prerogative to recommend the unit credits distribution among his/her research members upon approval of the Dean.

3. Travel Grants

Faculty researchers can avail of travel grants to enable them to present their research outputs in national or international conferences. The grant may cover all the travel expenses to be incurred by the researcher or a fraction of it such as transportation expenses, accommodation, or registration fees.

4. Publication of Research Outputs

Authors of research papers accepted and published in any Research publication will receive the following:

- | | | |
|---|---|---------------|
| 4.1 EAC Research Bulletin | - | PhP 2,000.00 |
| 4.2 National Publication | - | PhP 10,000.00 |
| 4.3 Publication in highly refereed Journals
(ISI Abstracted International Journal) | - | PhP 30,000.00 |

5. Promotion in Rank

EAC's ranking system allots certain points for publication. No instructor, for example, will be promoted to Assistant Professor position unless he/she has proofs to show that he/she is capable of doing research work.

6. Awards

Publications of researches will be judged by the members of the Technical Review Board (TRB). Researchers with Outstanding Publications will be recognized during the Annual Research Review and will be awarded plaques of recognition and cash prizes to be recommended to and determined by the Board of Trustees through the President.

7. Trainings

Faculty researchers may be allowed to go on study leave with pay to enable them to take advanced training in their field of specialization or to acquire skills needed to conduct their research.

REFERENCES

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Institutional Research Manual (2015). Manila, Philippines: San Beda College.

Research and writing manual for master's thesis (2013). School of Education and Human Development: University of Asia and the Pacific.

University research manual. (2014). Ateneo de Naga University, Philippines.

APPENDICES

**CONCEPT PAPER FORMAT
(Research Proposal)**

I. Research Title: _____
Name of Proponent(s): _____
Address: _____

II. Introduction
Background of the Study

Review/Survey of Related Literature

Statement of the Problem/Objectives of the Study
General

Specific

- 1.
- 2.
- 3.

Conceptual/Theoretical Framework of the Study

Significance of the Study

Definition of Terms

Scope and Limitation

III. Methodology

Instrumentation

Data Analysis (Statistical Tool and Treatment of Data)

IV. Bibliography

V. Work Plan (Schedule of Activities in Gantt Chart Format)

Date Started	Date Finished	Proposed Activities	Expected Outputs

Gantt Chart

Activity	Months											
	Aug	Sept.	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July

VI. Budgetary Requirements / Line Item Budget

Items/Particulars	Amount
Maintenance and Other Operating Expenses:	
Travel and Transportation Expenses:	
1.	
2.	
Supplies and Materials:	
1.	
2.	
Communication Expenses:	
1.	
2.	
Other Expenses:	
1.	
2.	

VII. Expected Outputs and Derivations

VIII. Credentials of Key Personnel and Staff including their Terms of Reference.

Submitted by:

Printed Name and Signature of Team Leader/Date

Reviewed and Endorsed by:

Printed Name and Signature of Dean/Head/Date



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046-4164342 loc. 148

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Research and Development Office

EVALUATION FORM

INSTITUTIONAL REVIEW BOARD RESEARCH PROPOSAL

Research Title:

--

Comments/Suggestions/Recommendations

Comments/Suggestions (include the pages)	Action Taken (include the pages)	Revisions (include the pages)

IRB Signature Over Printed Name

Date

WRITTEN REPORT RUBRIC

CRITERIA	LEVELS				SCORE
	Advance (4)	Proficient (3)	Developing (2)	Beginning (1)	
CONTENT Important topics are covered, relevant, updated and with accurate facts	Topic is significantly focused and highly relevant; contains no factual error	Topic is amply focused and relevant; facts are accurate and complete in general	Topic has minimal relevance and partially focused; some facts are not properly supported.	Report topic lacks relevance or direction. Focuses on definition only; multiple factual omissions	
COMPLETENESS Level of detail, depth, development of ideas, appropriate length	Text provides good depth and details, ideas are well developed, report is of appropriate length	Text provides adequate depth, major ideas are adequately developed and requires minor reinforcement; report is in proper length	Requires additional depth in some parts, lacks some important details; report may be short.	Text does not provide adequate depth; unclear or underdeveloped; report is too short or unnecessarily long	
ORGANIZATION/CLARITY Logical ordering of ideas, transitions between paragraphs, coherence, conciseness	Ideas are presented in logical order with effective transitions between paragraphs; text is clear and concise.	Majority of ideas in logical order with adequate transitions between most paragraphs; text is generally clear and understandable	Some ideas are not presented in proper order; paragraph transition needed in places; some text wordy and unclear.	Ideas are not presented in order. no outline provided; text lacks transition between ideas; text is too wordy or unclear.	
USE OF LITERATURE AND PERMANENT RESOURCES Follows accepted format conventions (APA, MSA, IEEE, etc.)	Literatures are taken from various updated types of resources; follows the acceptable format.	Literatures are taken from various types or resources; follows the acceptable format.	Some sources from relevant internet sites; some resources are properly formatted.	All resources taken from the internet. does not observe proper referencing format.	
GRAMMAR/MECHANICS Correct usage, spelling, proper sentence/paragraph structure, formatting	Text contains no spelling, grammar or punctuation errors; clear sentence structure	Text has no serious spelling, grammar or punctuation errors; adequate word selection and phrasing. Most tables and figures are properly labelled and cited.	Text may contain spelling, grammar, punctuation errors; phrasing may be improved; tables and figures improperly labelled or cited	Text contains several spelling, grammar or punctuation errors; use of fragments; poor phrasing. tables and figures not labelled and cited.	
CREATIVITY AND PRESENTATION Unique or original presentation of ideas	Report addresses a unique or original topic; innovative approach is used; excellent use of tables, charts and graphs.	Report may address a unique or original topic; creative and well-planned effort is evident; significant use of tables, charts and graphs.	Report contains some original ideas; attempts to use some tables, charts and graphs.	Little support provided to major ideas; inadequate use of tables, charts and graphs.	
ON TIME SUBMISSION	Document was submitted before the start of the presentation.	Document was submitted during the presentation.	Document was submitted after the presentation.	No document was submitted.	



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Research and Development Office

NOTICE OF APPROVED RESEARCH GRANT

DR./MR./MS. _____
Faculty Researcher
School of Arts and Sciences

Dear Dr./Mr./Ms. _____:

Congratulations!

Your research proposal entitled “_____” after having been reviewed and endorsed by the Institutional Review Panel, was approved by the President; hence, this Notice of Approved Research Grant.

As Faculty Researcher, you are hereby awarded a research grant equivalent to _____ units teaching load as Principal Researcher for a period of two (2) semesters from October 20__ to June 20__.

A. Enclosed are the Terms and Conditions of the Research Grant:

1. Faculty Researcher shall perform the research work in accordance with the proposed work plan. In the event that the Faculty Researcher is unable to perform the research activities, he/she shall notify the Research and Development Office (RDO).
2. The Faculty Researcher shall submit a progress report to RDO which details the percentage of compliance to the proposed work plan, the reasons for the delay, if any, and the future events which might prevent the timely completion of the project.
3. In the event that the Faculty Researcher fails to complete the Research Paper, he/she shall refund the amount released for the research grant.
4. The Emilio Aguinaldo College - Yaman - Lahi Foundation Incorporated (EAC-YLFI) shall become the owner of the research paper. The Faculty Researcher shall, however, retain authorship of the research paper.

B. Schedule of Release of Research Tranche

First Tranche	Equivalent to two (2) months pay for a two (2) unit teaching load based on rank	Upon approval of proposal and submission of acceptable first progress report for Chapters 1, 2 and 3
Second Tranche	Equivalent to two (2) months pay for a two (2) unit teaching load based on rank	Submission of acceptable second progress report for Chapters 4 and 5 based on the proposed work plan of activities (Gantt Chart)
Third Tranche	Equivalent to two (2) months pay for a two (2) unit teaching load based on rank	Submission of acceptable Final Report in publishable article
Fourth Tranche	Equivalent to two (2) months pay for a two (2) unit teaching load based on rank	Submission of acceptable Final Report in publishable article

FREDERICK A. ANDAL, LPT., MS.
OIC, Director for Research

Noted by:

GEORGINA B. PALMARIO, DMD., PhD.
Vice President for Academic Affairs

Conforme: _____



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