

**EMILIO
AGUINALDO
COLLEGE
CAVITE**

INSTITUTIONAL RESEARCH AND CREATIVE WORKS MANUAL

2025 EDITION



EMILIO AGUINALDO COLLEGE CAVITE

INSTITUTIONAL RESEARCH AND CREATIVE WORKS MANUAL

2025 Edition

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 a learner-centered, inquiry-based, and socially relevant academic community.

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

We, the employees of Emilio Aguinaldo College are committed to:

Provide our students an exceptional educational experience delivered within all statutory and regulatory standards.

Provide consistent quality service to our students, parents, and other stakeholders.

Develop responsible students through relevant and quality education, able to independently lead and enhance their lives, and contribute to the development of our country and humanity.

Continuously improve the educational experience of our students and other stakeholders by communicating the needs of our students and stakeholders to the entire organization, standardizing our institutions' processes, enhancing our employees' competence, periodically reviewing, and continually improving the institutions' systems, and providing our students an exceptional educational experience.

QUALITY OBJECTIVES

The objectives of Emilio Aguinaldo College are to:

- offer opportunities for quality and relevant education to all qualified students;
- cultivate the intellectual, spiritual, moral, social, and physical aspects of our students;
- instill an appreciation and pride in our students of their national identity; and
- prepare graduates of global quality equipped with world class competencies in their fields of expertise.

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 research. It mobilizes and evaluates research outputs, publishes researches, develops the research capacity and capability of the faculty and the learners, establishes the research culture in the institution, and encourages research to establish collaboration with learners and research in other institutions.

This Research and Creative Works 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 EACC to undertake research by
 - a. Coordinating and monitoring research and creative works activities in the campus.
 - b. Disseminating research and creative works activities through colloquiums, symposia, intellectual property applications, and publications.

- c. Seeking technical assistance and services of external research and IP 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 and intellectual property productivity; and
- 3. Develop and establish linkages with outside research agencies.

RESEARCH AND DEVELOPMENT OFFICE (RDO)

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), Technical Review Committee (TRC), and Ethics Review Committee (ERC).

A. Research Director

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, IPOPHL, 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 learners, 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. Institutional Review Board (IRB)

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

Technical Review Committee (TRC)

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 possibility of applying the research project to IPOPHL through the RDO
7. Recommends the final research manuscript for publication

Ethics Review Committee (ERC)

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 Office Assistant

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

E. Ad hoc committee

1. Verifies, reviews and updates the policies and guidelines in the research manual;
2. Recommends and standardizes the incentive schemes for research presentations and publications; and
3. Recommends scholarly papers/projects for exemplary awards.

Main functions for an ad hoc committee focused on **research capacity development**:

1. **Assessment of Current Research Infrastructure.** Evaluate existing research resources, facilities, and capabilities. Identify strengths, weaknesses, and areas that require investment to improve the overall research environment.
2. **Strategic Planning for Capacity Building.** Develop a comprehensive strategic plan that outlines short-term and long-term goals for strengthening research capacity. This includes setting priorities, defining measurable outcomes, and aligning initiatives with the institution's or region's research objectives.
3. **Training, Professional Development, and Collaboration.** Organize skill-building programs, workshops, and mentorship opportunities to enhance the abilities of researchers. Promote interdisciplinary and international collaborations to increase research impact and foster knowledge exchange.

Main functions for an ad hoc committee focused on **research dissemination**:

1. **Organizing Knowledge-Sharing Events.** Coordinate events such as research presentations, colloquia, and conferences to facilitate knowledge exchange among researchers, practitioners, and the public. These events help engage stakeholders and raise awareness about the research findings.
2. **Enhancing Accessibility of Research.** Ensure research findings are presented in formats that are accessible to different audiences. This includes creating simplified summaries, or infographics for non-expert audiences while maintaining academic rigor for scholarly publications such as posters, proceedings, and journals.
3. **Building Partnerships for Broader Outreach.** Foster partnerships with external organizations, media outlets, and community groups to extend the reach of the research.

This could involve collaboration with universities, think tanks, NGOs, and other stakeholders to amplify the impact of the dissemination efforts.

Main functions for an ad hoc committee focused on **research grants and awards**:

1. **Review and Evaluation of Grant Applications.** Assess and review research grant applications, ensuring that the proposals meet the criteria for funding and align with the institution's or organization's research priorities. This includes evaluating the scientific quality, feasibility, and potential impact of the proposed research.
2. **Establishing and Updating Grant Guidelines.** Develop clear guidelines and criteria for research grants and awards, ensuring transparency and fairness in the application process. Periodically review and update these guidelines to reflect changes in research priorities, funding availability, and best practices.
3. **Promoting Research Grants and Awards.** Raise awareness of available research grants and awards by actively promoting opportunities through relevant channels (e.g., institutional websites, memorandums, social media, academic council meetings). Ensure researchers are informed about new and ongoing funding options.

Main functions for an ad hoc committee focused on **research innovation and creative works**:

1. **Evaluation and Selection of Innovative Proposals.** Review and assess proposals for innovative research and creative works, focusing on their novelty, originality, potential impact, and alignment with institutional or organizational priorities. This includes evaluating both scientific innovation and creative contributions across various fields (e.g., arts, design, technology).
2. **Promoting a Culture of Innovation and Creativity.** Foster an environment that encourages innovation and creativity within the research community. The committee should organize events, workshops, and collaborative initiatives that inspire and support new ideas, literary work, and creative thinking.
3. **Supporting the Protection and Commercialization of Innovations.** Advise researchers and creators on how to protect their intellectual property (e.g., patents, copyrights) and help facilitate the commercialization of innovative products, technologies, or creative works.

The Researchers

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

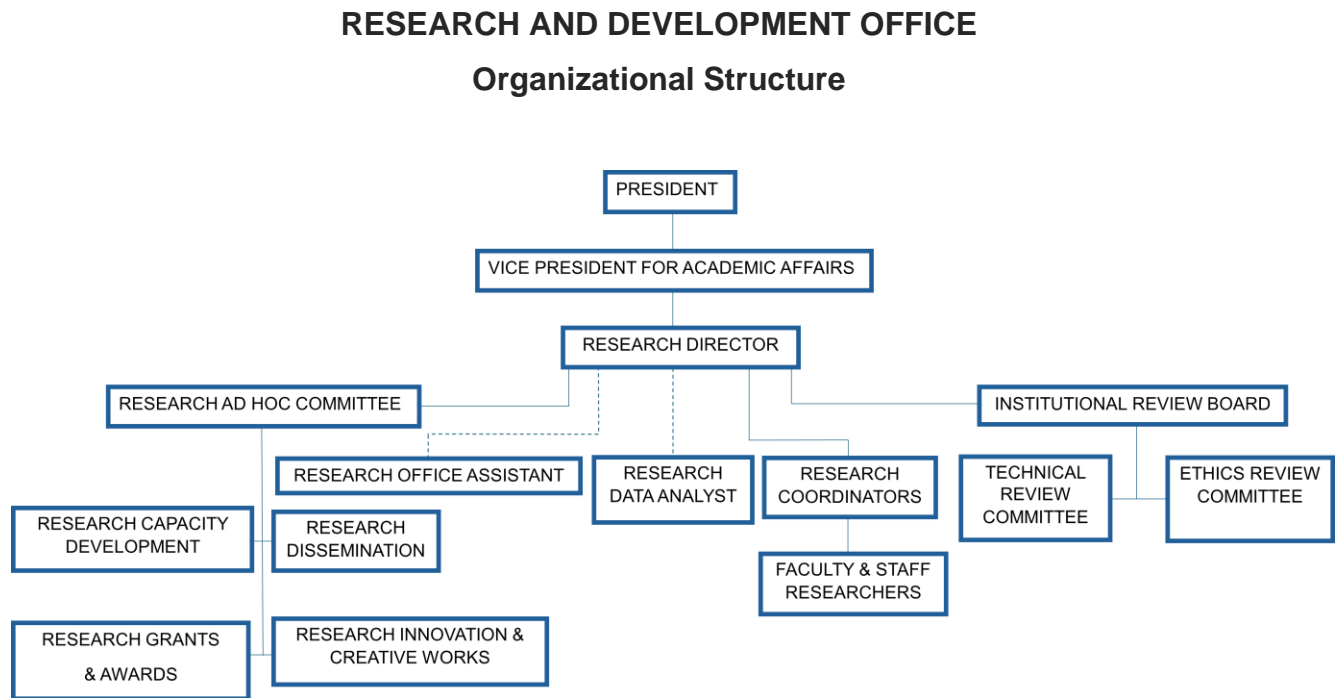


Figure 1 The Organizational Structure

THE RESEARCH AND CREATIVE WORKS 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.
6. Submission of the Creative Works for IP Registration.
7. Incentives and other mechanisms for promoting research.
8. Provision for the Acceptable Similarity Index for preventing plagiarism.
9. Provisions to ensure the effective implementation of the AI tool into Research Writing Procedures.

Research Priorities

The EACC Research and Creative Works Agenda and its priorities are based on the following:

1. UNESCO Sustainable Development Goals Agenda (2015 – 2030) and
2. DOST National Harmonized Research and Development Agenda (2023-2028).

The EACC through the Research and Development Office (RDO) shall endeavor 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 identifies 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.
6. Action research that adheres to the current needs, issues, and programs not only of the institution but the society.

THE INSTITUTIONAL RESEARCH AND CREATIVE WORKS AGENDA



RESEARCH ASSISTANCE

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

Research Grants	For basic research, applied research, social involvement research and formation research (<i>Research Project Proposals</i>)
Creative Works Support	IP registration fees for a novel research project that earned approval from the technical panel following the final oral presentation (<i>Experimental / Developmental Projects</i>).
Literary Works Aid	For publication fees for a book (with ISBN) or an article (with ISSN) in a reputable publishing organization.
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 scientific-refereed journal (ISI / Scopus).
Incentive Awards for Publication	For authors or works published in ISI/Scopus indexed journals.

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.

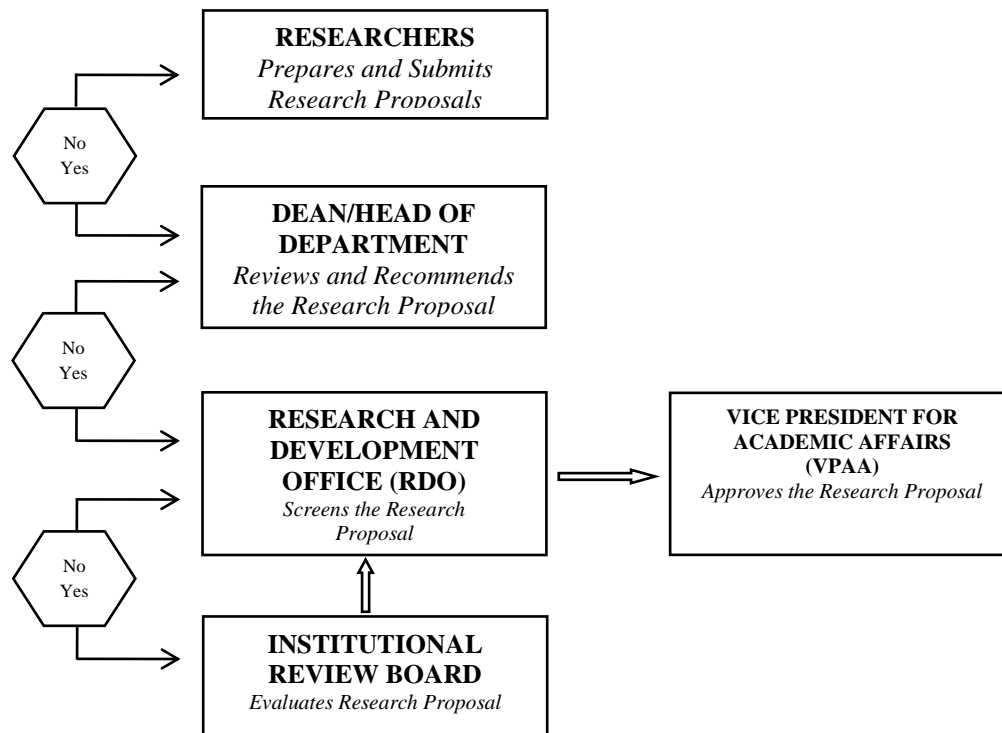


Figure 2 A Call for Research Proposal, Evaluation and Funding

Implementing A Utilization Research Project/Study

As researchers progress in research practice in general and in specific discipline, they must all be engaged in individual, organizational, and professional efforts to use research as basis for practice decisions. Several models (e.g., Stettler Model, Iowa Model, etc.) for research utilization offer guidelines for designing and implementing a utilization project in a practice setting. Most utilization models include the following steps (Polit, 2004):

- Select a topic or problem in need of solution
- Assemble and evaluate the evidence by searching the research evidence (e.g., literature reviews, integrative reviews) and making conclusions about the value of the body of evidence.
- Assess the implementation potential of an evidence-based innovation.
- Develop or identify evidence-based innovation.
- Evaluate the outcomes in terms of process, effectiveness, and cost effectiveness.
- Decide to adopt or modify the innovation or revert to prior practice.
- Register the project as an intellectual property at the IPOPHL thru the EACC-RDO.

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 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.

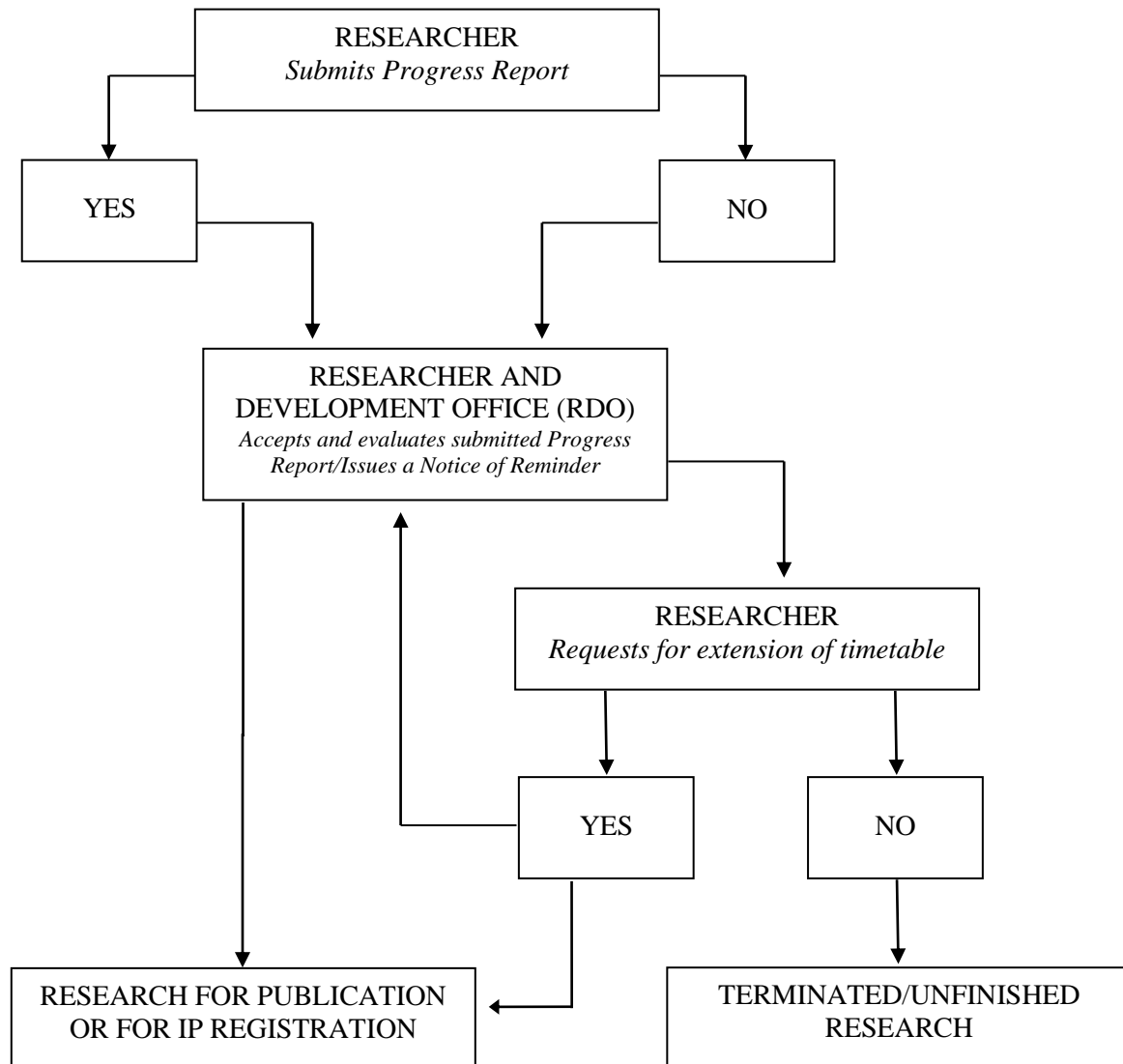


Figure 3. Monitoring of Progress Report

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.

Submission of the Creative Works for IP Registration

Novel Research Projects that earned approval from the technical panel following the final oral presentation (for Experimental / Developmental Research Projects), may apply for its Intellectual Property Registration at the Intellectual Property Office of the Philippines through the assistance of the EACC Research and Development Office for possible IP recognition.

Publication of Research Outputs in EACC Journal of Multidisciplinary Research

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.

Research of the administrators, faculty members, staff, graduate and undergraduate learners done in the College shall be published in the EACC Faculty/Student Journal, a multi-

disciplinary research journal that shall be published annually by the Emilio Aguinaldo College Cavite through the Research and Development Office.

In the evaluation of the research submitted for publication in the EAC Journal of Multidisciplinary Research, 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 research funded by external agencies shall be submitted to the funding agencies.

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

1. The research article must be converted to the format indicated for EAC Journal of Multidisciplinary Research.

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 Journal of Multidisciplinary Research.
4. Academic thesis and dissertation must be converted following the format intended for research publication.

Format of the Research Article for Publication

Research intended for publication in the EAC Journal of Multidisciplinary Research 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 research. The incentives are as follows:

1. Honoraria

Researchers with approved research 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. Maximum of two research is allowed per faculty per Academic Year.

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 projects accepted and published in the following: National/International Peer-Reviewed Publication and other Literary Works including the Faculty Research Journal, Highly Scientific-Refereed Publication (ISI/Scopus Indexed), or Creative Works (IP Works Recognized by the IPOPHL) will receive an equivalent incentive based on the latest EACC Publication Incentives Policy.

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 can do research work. A separate ranking system courtesy of the Human Resource Department is used for re-ranking of the non-teaching personnel.

6. Awards

Publications of research will be judged by the members of the Institutional Review Board (IRB). 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.

Collaborative Research Agreements

1. Collaborative research involves a continuum of activities ranging in scale from simple discussions through to significant long-term partnerships. Formal documents should be used to record all understandings between the collaborating parties. In most cases there will be a need to address matters between the Institution and a learner, adjunct, associate, clinical title holder, and/or third party such as a collaborator, funder, or sponsor.
2. Examples of the types of collaborations requiring formal documentation include (but are not limited to) research involving:
 - a) external funding;
 - b) use of a party's existing IP, creation of new IP, and/or use of new IP, including licensing, research, teaching and commercialization;
 - c) co-funded higher degree by research (HDR) stipends;
 - d) material or data transfers; and
 - e) non-funded collaborations.
3. In respect of the type of formal documentation required:
 - a) a high-level memorandum of understanding or exchange of letters, which is not legally binding, may be appropriate when the parties wish to set out the intention to enter a collaboration for research purposes. However, the terms and conditions which govern the collaborative research should be set out in a separate written agreement which is legally binding. See clauses 4 and 5 for the requirements of such collaborative research agreements; and

b) a written collaborative research agreement is also required where the research meets the threshold for notification in accordance with risk-based assessment. Risks associated with the research collaboration should be evaluated in accordance with the Risk Management Procedure, including application of the Risk Rating Matrix and review of the Risk Appetite Statements. Where the residual risk is moderate or higher, a written collaborative research agreement is required.

4. When developing collaborative research agreements, the following should be considered:

- a) the expectations of each party in terms of their respective roles and responsibilities, designating the institutions or individuals that will take the lead in reporting to funders, considering regulatory bodies;
- b) the involvement of research trainees, including early career researchers;
- c) governance of the project, including managing significant changes such as partners leaving or joining the collaboration;
- d) the use, management, sharing, and ownership of research data, primary materials, and IP (including copyright and pre-existing IP belonging to individual parties that is shared during the collaborative research), including:
 - i. where practical, the ongoing ownership, stewardship or control of research data and primary materials in the event a researcher or institution leaves the collaboration during the project; and
 - ii. any plans to commercialize research outputs and any entitlements to commercial returns,
- e) access to research data, primary material, IP, other assets or items that are retained at the end of the project, including open access requirements;
- f) the requirements for the disclosure and management of conflicts of interest;
- g) the allocation of responsibilities in relation to ethics and governance approval and safety clearances;
- h) the protocols for the dissemination of research outputs;

- i) the protocols for authorship and acknowledgement of research outputs, including data outputs;
- j) funding arrangements (with funding sources declared transparently);
- k) the designation of which party or parties are entitled to communicate on behalf of the collaboration;
- l) dispute resolution procedures to facilitate the just, efficient, timely and cost-effective resolution of any issues in dispute;
- m) the procedures for managing and investigating potential breaches of the Code, including provisions for the disclosure, where necessary, of researchers' personal information to other collaborative institutions and, where relevant, funders, to facilitate the management and investigation of potential breaches of the Code; and
- n) the deliverables (e.g., research outputs) and stipulated timelines.

5. Where the first named researcher on a collaborative research project is affiliated with the EACC, the Institution will normally have primary reporting responsibilities. For any externally administered project/s where EACC is a collaborating organization, but not the primary lead, any associated reporting responsibilities will be negotiated and if applicable factored into contractual agreements.

Provision for the Acceptable Similarity Index for preventing plagiarism

1. **Threshold for Acceptable Similarity Index.** The acceptable similarity index for all submitted research papers within the EACC shall not exceed 15% (for the faculty and graduate research) and 20% (for the undergraduate research) as determined by the plagiarism detection software employed by the institution. (Eg.. Turnitin Feedback Studio).
2. **Definition of Similarity Index.** The similarity index refers to the percentage of text within a research paper that matches existing sources, including but not limited to published literature, online content, and other academic works.

3. **Exclusions from Similarity Index.** Commonly accepted phrases, bibliographic references, properly cited quotations, and material from publicly available databases shall be excluded from the calculation of the similarity index.
4. **Regular Monitoring and Review.** EACC through the Research and Development Office shall regularly monitor and review the effectiveness of these provisions to ensure alignment with academic integrity standards and may revise them as necessary to uphold the integrity of scholarly research and publication.

This provision serves to establish clear guidelines for acceptable similarity indices while emphasizing the importance of academic integrity and providing mechanisms for oversight and accountability.

Provisions to ensure the effective implementation of the AI tool into research writing procedures

To promote the adoption and utilization of Artificial Intelligence through an AI Writing Report tool within Emilio Aguinaldo College Cavite, specific provisions can be implemented. These provisions aim to encourage awareness, facilitate accessibility, and ensure effective integration of the tool into research writing practices. The following are the provisions to consider:

1. **Accessibility and Availability.** Ensure that the AI Writing Report tool is readily accessible to all members of the academic community, including researchers, faculty, and learners. Provide access through institutional licenses, subscriptions, or dedicated software platforms accessible from campus computers and personal devices.
2. **Support Services.** Offer tutorials to familiarize users with the features and functionalities of the AI Writing Report tool. Provide technical support services, user guides, and online

resources to assist users in effectively utilizing the tool for their research writing endeavors.

3. **Determining the Research Paper's Allowed AI Percentage.** The percentage shown in the AI writing detection indicator and in the AI writing report is the amount of qualifying text within the submission that AI writing detection tool (Eg. Turnitin's AI writing detection) model determines was generated by Artificial Intelligence. For the research work to be considered acceptable, the article should ideally contain no more than 19% AI Detection Report. The reviewer/instructor, however, has the final decision of whether misconduct has taken place.

By implementing these provisions, Emilio Aguinaldo College Cavite can effectively promote the adoption and utilization of an AI Writing Report tool, fostering a culture of excellence in research writing and scholarship within the EACC research community.

Research Quality Forms

All quality forms related to research shall be requested and secured at the Research and Development Office with the permission of the immediate supervisor / subject research-teacher for faculty and learner, respectively.

REFERENCES

Department of Science and Technology (2022). National Harmonized Research and Development Agenda (2022 – 2028). https://ovcre.uplb.edu.ph/images/pdfs/HNRDA_2022-2028.pdf

Faculty manual. (2017). City of Dasmariñas, Cavite: Emilio Aguinaldo College Cavite.

Inductivo, I.B..L (2012). *Guide to student research*. General Trias, Cavite, Philippines: Lyceum of the Philippines University.

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

Polit, D, and Beck, C. (2004), *Nursing Research; Principles and Methods*, Baltimore, MD: Lippincott, Williams, and Wilkins.

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

United Nations Educational, Scientific and Cultural Organization (2015). Sustainable Development Goals (2015 - 2030), <https://en.unesco.org/sustainabledevelopmentgoals>

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

**INSTITUTIONAL RESEARCH
AND CREATIVE WORKS MANUAL
(Undergraduate and Graduate Programs)**

2025 Edition

Authors

Brandon G. Sibbaluca, PhD
Danica Anna R. Villanueva
Research and Development Office
Emilio Aguinaldo College Cavite



Gov. D. Mangubat Ave., Brgy. Burol Main, City of Dasmariñas, Cavite 4114, Philippines
Tel. Nos. (046) 416-4339/41 www.eac.edu.ph