



UNIVERSITY OF SAN JOSE-RECOLETOS

# RESEARCH MANUAL OF OPERATIONS

CENTER FOR POLICY, RESEARCH  
AND DEVELOPMENT STUDIES



## **VISION**

We envision the University of San Jose-Recoletos to be a premier Gospel and community-oriented educational institution committed to lead in instruction, research, community engagement, and innovation in order to transform Josenians into proactive and compassionate leaders, creators of communion, and dynamic partners of society in the 21st Century.

## **MISSION**

We are a Catholic University imbued with the spirit of “Caritas et Scientia”, committed to providing the highest level of Quality Christian Community-oriented Education and instilling a culture of continuous learning, life-sharing, multi-disciplinary orientation, pioneerism, discovery, and innovation.

## **CORE VALUES (I.N.S.P.I.R.E.)**

<b>Interiority</b>	The enthusiasm to live out one’s life as an authentic witness of God, being maka-Diyos, makatao, makapamilya.
<b>Nationalism</b>	The loyalty to one’s own country by developing a profound sense of national consciousness, appreciation of distinct culture, preservation of the environment, among other endeavors
<b>Service</b>	The willingness, availability, and readiness to share generously one’s time, resources, and expertise to the institution and to the community.
<b>Pioneerism</b>	Being at the forefront in the pursuit of new ideas and better ways of doing things.
<b>Integrity</b>	The living of a virtuous Christian life worthy of emulation.
<b>Reliability</b>	The ability to respond diligently to the expectations in relation to one’s role and tasks using sound judgment.
<b>Excellence</b>	The desire to transcend oneself towards higher levels of achievement.

# Table of Contents

<b>I. CENTER FOR POLICY, RESEARCH, AND DEVELOPMENT STUDIES</b>	<b>1</b>
Introduction	3
CPRDS Vision	3
Goal	4
Logo	4
Objectives	6
Functions of the Center for Policy, Research, and Development Studies	6
University Research Agenda	7
Research Priorities and Scope	10
Organizational Structure	13
<b>II. FACULTY RESEARCH PROGRAM</b>	<b>17</b>
<b>Faculty Research Project</b>	<b>19</b>
The Proponents	19
Classifications of Research Project	20
The Conduct of the Research Project	22
Process Flow / Diagram	22
Application, Acceptance, Approval, and Appeal	23
Evaluation of the Proposal	24
Computation for Research Load, Operational Expenses, and Research Honoraria	25
Guidelines for Faculty De-loading for Research	28
Post-Approval Requirements	30
Conditions for Commissioned / Contract Research	31
<b>Faculty Research Publication Incentive</b>	<b>31</b>
Author	31
Classifications of Research Publication according to Journal Citation Indices	33
Incentive	35
Application Procedure	36
Conditions	37

<b>Faculty Paper Presentation Grant</b>	<b>38</b>	Role of External/Internal Experts in Research	77
Presenter	39	Public Oral Presentations	77
Grant	39	Awards	77
Application Procedure	39		
Conditions	41	<b>IV. INSTRUCTIONAL MATERIALS PRODUCTION UNIT</b>	<b>79</b>
<b>Other Research Incentives and Awards</b>	<b>43</b>	Authorship Routes, Review Process and Activity Timeline	81
<b>Faculty Research Capability Training</b>	<b>43</b>	<b>V. JOURNAL PUBLICATION MANAGEMENT UNIT</b>	<b>89</b>
<b>III. STUDENT RESEARCH PROGRAM</b>	<b>45</b>	Submission to the Recoletos Multidisciplinary Research Journal (RMRJ)	91
CPRDS Support to Student Research	48	Editorial Policy	91
Institutional Research	52	Using the Open Journal System (OJS)	102
Curriculum-based Research	53	RMRJ Publication Process	102
Standard Research Format	53	Continuous Academic Discussion and Utilization	103
Research Instructors and Research Advisers	60	<b>VI. INNOVATION AND TECHNOLOGY SUPPORT OFFICE (ITSO)</b>	<b>105</b>
Technical Panel and Departmental Research Committees (DRC)	62	Intellectual Property Rights Covered	107
Research Ethics	64	Process of Intellectual Property Protection	107
Stages of Research, for Undergraduate and Senior High School	65	Procedure for Patent Application for Utility Model and Industrial Design	107
Rules in the Conduct of Research Defenses	69	Trademarks and Service marks	108
Grading System	69	Copyright	109
Criteria for Research Verdicts	71	Intellectual Property Seminars and/or Workshops	110
Criteria (Suggested) in Evaluating Research Proposals	72	Intellectual Property Ownership	110
Procedures in Accomplishing the Final Manuscripts	72	Copyright of Works	110
Policy for Merging of Research Members	73	Student Thesis/Dissertation	111
Criteria in Evaluating Final Manuscripts	74	Patent, Utility Models, and Industrial Designs	111
Quality Assurance Requirements	74	Trademarks	112
Research Publication	74	<b>Penalty Clause</b>	<b>113</b>
Schedule of Fees for SHS/Undergraduate Research and TQA for External papers	75	<b>Separability Clause</b>	<b>113</b>
Membership to Research Bodies	76	<b>Amendments</b>	<b>113</b>
Academic Integrity	76		
Research Electronic Resources	76		
Research Training	76		
Research Involvement for Merit and Promotion	77		

## List of Tables

Table 1	Point system under scope as per research project classification	24
Table 2	No. of hours per research stage according to the nature of the study	26
Table 3	Research unit loading as per research classification	27
Table 4	Research unit loading as per tracer study classification	30
Table 5	Amount of publication incentive as per journal citation indexing	35
Table 6	Qualification for availment of publication incentive as per research project classification	38
Table 7	Amount of paper presentation grant as per conference venue	39
Table 8	Allocated slots for paper presentation grant as per conference venue	42
Table 9	Standard Research Format	54
Table 9a	Standard Research Format (CAPSTONE PROJECT)	56
Table 9b	Standard Research Format (PUBLISHABLE FORMAT)	58
Table 9c	Standard Research Format (FEASIBILITY STUDY)	58
Table 10	Grading Scheme	70
Table 11	Research Fees	75
Table 12	Textbook/IM Production Timeline	82

## List of Figures

Figure 1	CPRDS Logo	4
Figure 2	University Research Agenda	9
Figure 3	Organizational Structure	12
Figure 4	Flowchart of the Research Project Proposal Process	22
Figure 5	Flowchart of the Research Publication Incentive Process	36
Figure 6	Flowchart of the Grant for Paper Presentation Process	40
Figure 7	How to order textbooks/IMs from USJ-R	87
Figure 8	How to order textbooks from REAP	88
Figure 9	RMRJ Publication Process	103



# The Organization



# **I. CENTER FOR POLICY, RESEARCH AND DEVELOPMENT STUDIES**

## **INTRODUCTION**

Research is of paramount importance to the University of San Jose-Recoletos in promoting its mission as an Augustinian Recollect Institution committed to Quality Christian Community Oriented Education in the country. The advancement of knowledge economy and the study of knowledge systems have generated profound changes in the higher education landscape to which USJ-R belongs. The university has embarked on active research as well as innovative activities and strategically interlinked them with the institutional development plan of the school.

A broad based agenda for research has been established by USJ-R in response to the growing dynamics in higher education influenced by increasing demand, changing lifelong learning needs and enhanced interaction with various sectors of the community. It is within this perspective that the university endeavours to support a creative research environment in which the various components of the school are supported in their investigations and studies. Multidisciplinary and holistic approach to regional, national and international concerns with consideration on the sustainable development goals will be given emphasis. Furthermore, the school through its Research Center designs development programs for students and faculty that strengthen the commitment, competence, work values, research and productivity skills, and community involvement of the teachers, staff and other stakeholders.

## **CPRDS VISION**

The University of San Jose-Recoletos is a vibrant community of higher education research leaders in various disciplines, committed to improve the quality of life of the people. The research community of USJ-R shall be independent, autonomous and visionary thinkers for the furtherance of their respective higher education disciplines inextricably linked with other disciplines in the international and global setting.

The USJ-R Research community shall:

**Revitalize the higher education research landscape in the region;**

Integrate Christian values in each research endeavour through independent and visionary thinking;

Serve as a vehicle for improving the quality of life of the people; and

Emerge as an autonomous and leading force in multidisciplinary, interdisciplinary and transdisciplinary research with particular collaboration of the areas of strengths of the university.

## GOAL

The Christian Centered USJ-R Research community aspires to lead, innovate, and transform the higher education research landscape in the international framework for academics. It shall pursue active engagement in multidisciplinary research in the university's domain of strengths for the generation of new knowledge and improvement of the quality of life of humanity. The university shall establish indexed, discipline-specific and multidisciplinary journals that meet the demands of accreditation, Centers of Development, Autonomous status, and world ranking of universities.

## LOGO



*Figure 1. CPRDS Logo*

### Overview of the Logo Design and Style

The logo design embraces the modern and minimalist approach. Simplicity and clarity are two important characteristics of a modern logo. Visual elements evoke a straightforward and progressive character which CPRDS has manifested to its various clients and

stakeholders in the recent decade. The use of simple geometric shapes (such as bars, circles and heart) and the strong bold texts "CPRDS", stripping the emblem of excess colors and details, make the logo more recognizable. Overall, the logo design and style create a fresh and contemporary appeal to audiences across different sectors and fields.

### Design Elements, Symbols and Meaning

#### COLORS: DARK GREEN, RED

The color dark green features the official university color, which has been associated with the tradition of excellence that USJ-R has kept for almost a century. The red came from the color of the flaming, pierced heart, which is one of the inner elements.

#### THE FLAMING HEART, PIERCED BY AN ARROW, AND A BOOK

This is the emblem of Agustinos Recoletos or the Augustinian Recollects. An Augustinian Recollect teacher, student or researcher always adheres to St. Augustine's inspiration and teachings, encapsulated by the mantra "Caritas et Scientia" or translated as charity and science, love and learning. CPRDS always upholds this Augustinian charism - the restless pursuit for new knowledge, rooted in the desire to achieve quality of life and propagate peace and love in the world.

#### BAR GRAPH

The objects represent data and statistics. CPRDS' unique and indispensable function is to generate, collect and process data that will contribute to the body of knowledge, help in policy development, or provide solutions to prevalent problems in various fields and sectors. CPRDS also extends its research expertise to USJ-R and the external communities in various forms, such as providing research and innovation-related training, statistical assistance and data analyses, publication and presentation grants, etc.



## THE BOLD, BLACK TEXTS “CPRDS”

The office has been widely recognized within the USJ-R community and the external communities as CPRDS, which stands for Center for Policy, Research and Development Studies. The bold, black texts reinforces greater recall and identifiability. This also enables a straightforward communication when the logo is used in various events and occasions, or in posters and written correspondence.

## OBJECTIVES

The Center’s objectives are to:

- Provide Research Capability Program for the faculty, professionals and students;
- Promote interdisciplinary and multidisciplinary research groups within the university;
- Promote quality researches that are recognized by the international community for knowledge generation.
- Develop research partnership with other institutions;
- Establish track record in research to raise the university’s profile.
- Aspire for financial stability to support the various research activities of the university.

## FUNCTIONS OF THE CENTER FOR POLICY, RESEARCH, AND DEVELOPMENT STUDIES

The following are the functions of the Research Center:

1. Administers the University’s research programs;
2. Conducts research writing seminars, training programs, and workshops to encourage faculty and other personnel to engage in research and generate research awareness and interest among the academic ranks of the University;
3. Serves as a clearinghouse for research-related information and facilitate the dissemination of salient findings of completed researches to identified beneficiaries;

4. Facilitates the provision of financial, technical, logistical support, and other incentives for approved research projects based on existing policies; such as but not limited to the implementation of de-loading policies of faculty researchers in collaboration with the respective Colleges/ Departments once endorsed by the Office of the VP-Academics;
5. Monitors research project implementation to ensure an efficient and effective performance;
6. Assists the researchers to conform to the quality assurance standards of the Recoletos Multidisciplinary Research Journal;
7. Initiates linkages with other universities, research centers, funding agencies and other organizations;
8. Establishes units to enhance the financial stability of the center; and
9. Conducts institutional research for the purpose of generating policies that would accrue to the benefit of the university.

## UNIVERSITY RESEARCH AGENDA

Research as a major function in higher education sets higher education apart from basic education. With the thrust of national higher education of promoting research, the University of San Jose – Recoletos being one of the delivering higher education institutions is entrusted to mould the youth at the same time expected to contribute towards continued growth and development of the nation.

In the 2015 Ministerial Conference and Fourth Bologna Policy Forum in Yerevan, Armenia, Armen Ashotyan, RPA Vice President, Chairman of Foreign Relations and Minister of Education and Science mentioned in his welcome note that “education should provide solutions to conflict and emphasized that it is a unique tool for the reconciliation of people to people relations”. Thus, research being a part of the education process should be given priority as it is a way to discover and investigate causes of conflicts, thereby, allowing policymakers to have a basis for the formulation of new policies to resolve these conflicts. Furthermore, the UNESCO World

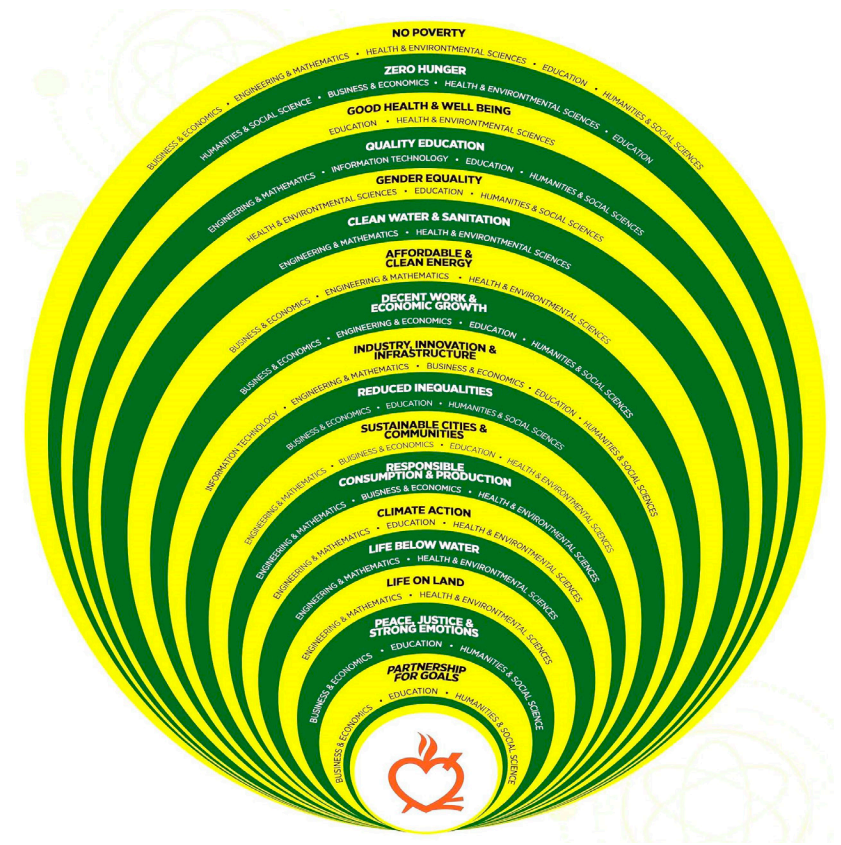
Declaration on Higher Education for the Twenty – first Century accents the important role of research in higher education viz: “State policies must provide and develop research, which is a necessary feature of all higher education systems, in all disciplines, including the human and social sciences and arts, given their relevance for development” (CHED-NHERA 2009 -2018).

Thus, in the pursuit of achieving its vision, mission and goals, the university has identified priority research areas in consideration of the Sustainable Development Goals (SDG). Alternative methods of empirical validation to multidisciplinary research areas on social sciences, health, business and economics, mathematics and engineering, arts, education as well as computing and robotics.

With an existing Institutional Research Council (IRC) composed of the Deans and heads of the support service offices, the university has tapped the colleges and departments known for their research functions and leadership. The IRC is tasked to assist the Research Center in promoting research and building research capabilities of its faculty and staff bringing them closer to the institution’s goal of becoming a premier research university. The departmental research activities are geared towards the production of outputs in the following areas as shown in figure 2.

The University Research Agenda (2019) is mainly anchored on the United Nations 2030 Agenda for Sustainable Development, also known as the Sustainable Development Goals (SDGs), which are a universal call to action to end poverty, protect the planet, and ensure that all people enjoy peace and prosperity by 2030. The 17 concentric circles in the framework (see Fig. 2) represent each of the 17 SDGs, arranged in order of priority with the largest circle representing the first agendum or goal. This model reaffirms that the 17 SDGs are integrated and interconnected—that is, the action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability. Hence, all researches to be made by students, faculty, and academic personnel of the university should be geared towards the realization of any of the 17 SDGs.

Another salient feature of the framework that adds distinction and uniqueness to USJ-R institutional research agenda is the thrust towards multidisciplinary, interdisciplinarity, and transdisciplinarity of research.



**Figure 2.** University Research Agenda

As presented in the framework, each concentric ring also indicates all the various disciplines specialized by the University which have been considered to be relevant and vital to the achievement of each SDG. Furthermore, this framework enables the faculty and/or students from Business and Economics, Engineering and Mathematics, Health and Environmental Sciences, Information Technology, Education, or Humanities and Social Sciences to participate and collaborate within and among themselves in the conduct of researches anchored on the different SDGs using either multidisciplinary, interdisciplinary, or transdisciplinary approach. Multidisciplinary research involves a team from several academic disciplines working together on a topic, issue or problem, each

drawing on their disciplinary knowledge. In contrast, interdisciplinary research entails a researcher or team of collaborators from the same academic discipline integrating the knowledge, methods, and theories from other or different disciplines in approaching a topic, issue or problem. Finally, transdisciplinary research not only integrates across disciplines but includes a set of approaches that can generate new, comprehensive knowledge and an overarching synthesis. This requires the researcher or team of researchers to focus on real world problems, though collaborative work involving academic and non-academic stakeholders during the research process. The University Research Agenda encourages all members of the university who are actively involved in various academic researches or research projects to utilize the said three approaches.

At the core of the University Research Agenda is the emblem of the Agustinos Recoletos or the Augustinian Recollects. This signifies that even in the field of research, the Augustinian charism remains. An Augustinian Recollect teacher, student or researcher always adheres to St. Augustine's inspiration and teachings, encapsulated by the mantra "Caritas et Scientia" or translated as charity and science, love and learning. The restless pursuit for new knowledge must be rooted in the desire to propagate peace and love in the world – such has always been the ultimate goal of the University.

## **RESEARCH PRIORITIES AND SCOPE**

The following research themes are based on the topics encouraged by the Commission on Higher Education and by the international funding agencies and governments offering fellowships and scholarships to the Philippine universities.

### **A. Institutional priorities and scope**

1. Policy studies that would lead to efficient, effective, responsive, and quality education for the university.
2. Interdisciplinary and multidisciplinary research that center on the domains of strength of the university.
3. Translational research that supports the extension function of the university.
4. Feasibility studies that would promote the university's financial stability.

Studies that are institutional in nature are covered by institutional contracts or agreement.

### **B. National priorities and scope**

Policy studies that deal with:

1. Access and Equity, relevance and responsiveness, efficiency and effectiveness, and quality and excellence in higher education; Rationalization studies; and Promoting good governance in higher education.
2. Academic Executive Training and International Linkage
3. Internationalization

All externally funded research shall be covered with Memoranda of Agreement (MOA) made between USJ-R and the funding agency.

### **C. International priorities and scope**

International priorities are set by the international funding agencies. Faculty experts are encouraged to access such information from the World Wide Web, or seek assistance from the staff of the CPRDS.

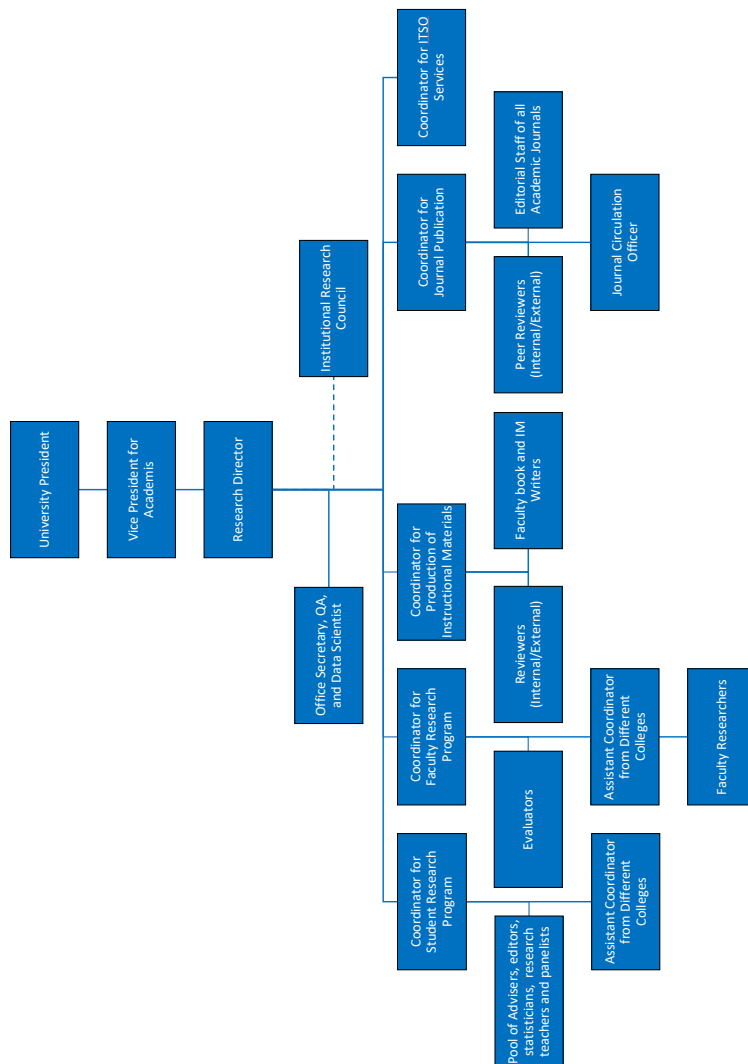


Figure 3. Organizational Structure

## ORGANIZATIONAL STRUCTURE

### Institutional Research Council

The Institutional Research Council (IRC) is a committee chaired by the Director of the Research Center. It is composed of specialists in various fields of disciplines tasked to evaluate research proposals submitted by the faculty and other personnel of the different colleges and departments. The council core group reviews and recommends for approval research and creative project proposals submitted by the faculty and other staff. The IRC will ensure quality research outputs, compliance of the ethical conduct for research and the strengthening of individual and institutional capacities for learning.

### University Data Scientist

With the new Recoletos Educational Apostolate of the Philippines (REAP) mandate, the research center offers the following Data analytic services:

- Instrumentation and instrument validation
- Quantitative Analysis Services
- Qualitative Analysis Services

### Research and Development Quality Assurance Officer

- Assures the Quality and Authenticity of Research outputs of the university's graduate, undergraduate, faculty and non-faculty members in and out of the institution, CPRDS offers its Turnitin (Plagiarism) and Grammarly (Grammar) tests for these purposes.
- Attends to external clients who wish to avail of the quality assurance procedures of the CPRDS services.
- Performs Grammar checking using Grammarly software and Plagiarism Test using Turnitin software with all faculty and students' researches from within the university as well as servicing external clients from other universities.
- Coordinates with participants in all commissioned researches assigned to CPRDS.

#### **Coordinator, Students' Research Program**

- Coordinates with Advisers, Chairs, Deans, Program Coordinators and Principals in the review of all applications for research in consideration of the department's research thrusts.
- Assists the Research Center in the dissemination of research related information to the college/department.
- Meets periodically with the above mentioned faculty advisers in their respective departments/colleges to evaluate the progress of approved researches.
- Recommend and suggest topics or problem areas to be researched by students following the NHERA.

#### **Coordinator, Faculty Research Program**

- Facilitates all research endeavours of the faculty with close coordination with the Deans and Chairpersons.
- Assists the faculty in creating, conceptualizing, planning for research and extension projects of the departments
- Coordinates with the Colleges and Departments in any research related activities deemed necessary to encourage the faculty and students to do research.
- Plans and coordinates the initiation of research study protocol, and the establishment of operating policies and procedures.
- Promotes research capacity building among community-based organizations and student groups.
- Plans, implements, and maintains data collection and analysis systems in support of research protocol; may coordinate in the collection and analysis of research data.
- Monitors the progress of research activities; develops and maintains records of research activities undertaken by the colleges and departments and submits a copy of finished outputs to the CPRDS
- Implements quality assurance processes throughout the conduct of the studies undertaken by the faculty

#### **Coordinator, Production of Instructional Materials**

- To coordinate with Colleges in the university, in the production, quality assurance and branding of USJR publishable instructional materials authored by the faculty of Recoletos schools.
- To ensure that instructional materials for circulation adhere to the ethical standards and academic integrity of the university
- To supervise the printing and production of the instructional materials based on the needs of the internal and external clients of the university
- To come up with the responsive mechanism or intervention for problems arising from the sale and distribution of instructional materials within and outside of the university
- To be in close coordination with the Recoletos Educational Apostolate (REAP) and the authors of instructional materials to the faculty and students
- To perform other tasks as designated by the CPRDS Director

#### **Coordinator, Journal Publication**

- To oversee that the articles produced from the colleges in the University are following the standards set by the Editorial policy of the journal chosen.
- To monitor the peer review process and selection of journal evaluators
- To assist in the creation of the Journal Editorial Board and the publication of each of the journals.
- To ensure the timely circulation of the journals.
- To perform other tasks as designated by the CPRDS Director

#### **Coordinator, Innovation and Technology Support Office (ITSO)**

- As Innovation and Technology Support Officer, he will take charge of providing ITSO Services such as IP Orientation and Patent Services to internal and external clients. Submits report on ITSO related activities and transactions to the ITSO Manager.



# Faculty Research Program



## II. FACULTY RESEARCH PROGRAM

The Faculty Research Program is a unified system of interrelated research projects, training, or activities approved, implemented, and monitored by the Center for Policy Research and Development Studies (CPRDS) and has a central focus or goal of capacitating the members of the faculty towards the fulfillment of USJ-R research agenda, thrust or mandate.

One of USJ-R Strategic Goals for 2019-2024: “a culture of research and innovation” has brought teachers and faculty to the fore. Caritas et Scientia (charity and science) embedded in education is an indelible mark of a Recoleta brand of education. With this high regard towards science, faculty is a crucial factor in propagating research culture in the entirety of its university system. Research-oriented teachers produce research-oriented students. Hence, the University establishes its Faculty Research Program.

The Faculty Research Development Program is designed to address the research needs of the faculty in the University. The program aims to continuously capacitate the faculty to conduct quality and highly relevant research in line with the USJ-R mission and thrusts, and the national and global development agenda. It will also provide a wide range of tools, resources, training, and funding necessary for the conduct, publication, presentation, application, and utilization of their research. The Faculty Research Program enables the University to cultivate a higher level of scholarship among the faculty across all academic levels and fields, thereby fulfilling its commitment to academic excellence.

### A. FACULTY RESEARCH PROJECT

#### 1. The Proponents

*A proponent* must be considered part of the academic personnel of the University of San Jose-Recoletos. Academic personnel is one “formally engaged in actual teaching service or a research assignment, either on a full-time or part-time basis, as well as those who possess certain prescribed academic functions directly supportive of teaching, such as registrars, librarians, guidance counselors, researchers, and other similar persons. They include school officials responsible for academic matters” (Sarmiento, 2009, p. 13).



A **research project** proposal may be conducted by one proponent or a team of proponents. In cases of a team project, a lead proponent must be pre-identified, while the rest of the proponents shall be known as members.

The **lead proponent** must be a full-time, permanent, or regular employee of the University, should not have any pending research project, and must possess a solid research track record. As the lead proponent, he/she takes the major accountability on the overall development or progress of the research project and should be able to give specific and clear delineation of tasks among his/her members.

The **member proponent** may be full-time or part-time, permanent or probationary academic personnel of the University and must have at least finished his/her master's degree with a thesis or has published at least one research paper in a CHED-accredited journal. He/she is expected to fulfill the tasks assigned to him/her by the lead proponent as agreed upon prior to the research project's conduct.

## 2. Classifications of Research Project

A **research project** is a scientific endeavor done to solve a research problem or produce knowledge or invention that has instructional, institutional, or societal impact.

A **research project** proposal is a request for funding of a research project. Funding support can come from the university research fund, external agencies, or linkage partners. Basing on the nature of the research, the research project shall be classified according to:

### Institutional Research

- is any research activity undertaken in a department, college, or University that produces data, information, or knowledge in support of the institution's efforts to measure the effectiveness of its mission, goals, and objectives.
- may be interschool or interdepartmental research, research

showing the integration of research, instruction, and extension, or a college research deemed by the University as institutional research.

### Instructional Research

- research related to instruction, or any research on technical skills and techniques associated with the scholarly inquiry into all aspects of instruction, teaching, and education.
- prioritized by a particular school/department.

### Commissioned / Contract Research

- research performed in response to a need expressed by an external funder.
- funding may come from a private institution or a government agency, and the University's ownership right of the research output may be full, partial, or none.

### Extension Research

- research related to extension programs, or any research that aimed at community development or improvement
- prioritized by the INFECOP.

### Basic & Applied Research

- may be basic or pure/theoretical research that aims at contributing new knowledge to the given discipline or specialization or field of study, or applied research which uses, tests, or evaluates accumulated theories, knowledge, methods, and techniques, for a specific, often state, commercial, or client-driven purposes.
- Basic research may be in the form of analytical, synthesis, philosophical or conceptual paper, term paper, expert essay, literary criticism, professional article, and the like.
- Applied research may be software/hardware development, science experiments, engineering inventions, action research, and the like.



### 3. The Conduct of the Research Project

#### a. Process Flow / Diagram

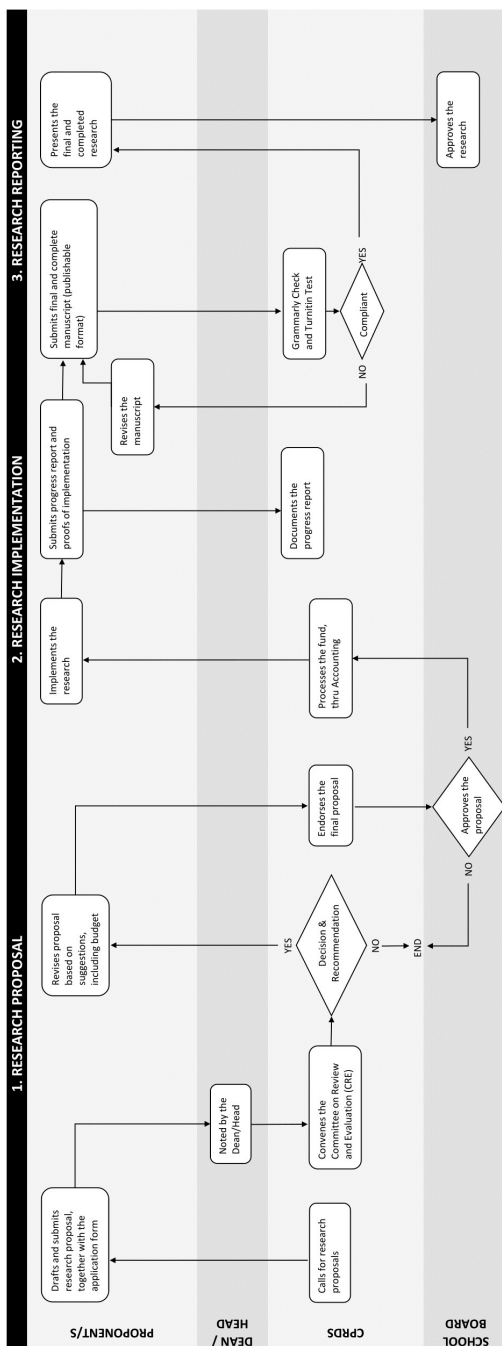


Figure 4. Flowchart of the Research Project Proposal Process

Faculty researchers shall submit their research proposals a semester prior to the target start of the study. Submission of research proposals should not be later than the following months:

- |                     |                                   |
|---------------------|-----------------------------------|
| June or earlier     | - for 1st Semester implementation |
| November or earlier | - for 2nd Semester implementation |

#### b. Application, Acceptance, Approval, and Appeal

The procedures to be accomplished in the application for a research project grant are as follows:

1. The proponent(s) shall fill out the Research Project Proposal Form (Form FRP 1A), Curriculum Vitae (Form FRP 1B), and Request for Research Load (Form FRP 1C) (if applicable) that can be downloaded online via the USJ-R website;
2. The accomplished proposal form shall be endorsed by the respective Dean, Principal, Department/Office Head;
3. The application form and copy of the proposed study shall be submitted to the CPRDS for scheduling of evaluation and proposal hearing in coordination with the Institutional Research Council. The Committee on Review and Evaluation (CRE) evaluates the proposal based on the priorities identified and other relevant technical criteria set by the CPRDS. CRE shall be composed of an external expert of the field, finance/accounting representative, CPRDS representative, and any member of the Institutional Research Council. The main proponent may be requested to be present during the en banc deliberation of the proposed project.
4. The number of research load units, research honoraria, and the research project's operational expenses shall be determined using appropriate formulas and criteria.
5. The CPRDS shall endorse evaluated project proposals to the Office of the VP-Academics for acceptance;
6. Accepted research proposals shall be endorsed by the Office of the VP-Academics to the Office of the President for approval.

7. The researcher(s) shall be notified of the status of their proposals 1-2 months after submission or before the upcoming semester commences.
8. The proponent(s) with the approved proposal has the option to avail of either research load (a de-loading of his/her teaching load) or research honorarium (a professional fee on top of his/her full teaching load salary). If a research honorarium is preferred, the fee shall be released after submission and acceptance by the University of the Final Research Output.
9. In the event that the submitted proposal did not merit the approval of the CRE, the proponent may appeal in writing to the University President, noted by the Dean and CPRDS Director.
10. After final approval, a Memorandum of Agreement (MOA) stipulating the terms and conditions of the research grant shall be signed by the University President and the proponent(s).
11. The CPRDS secretary/administrative assistant shall process the release of funds.

### c. Evaluation of the Proposal

Research proposals shall be initially reviewed by the Department head or Dean and endorsed to the CPRDS. The CPRDS then convenes the Committee on Review and Evaluation (CRE). The CRE will use the following criteria:

#### Criteria for Evaluation

I. Scope 30 pts

**Table 1.** Point system under scope as per research project classification

Institutional	Extension	Instructional	Basic/Applied
Department/ College (10pts)	Single Community (15pts)	Classroom (15pts)	Conceptual (15 pts)

**Table 1.** Continued

Institutional	Extension	Instructional	Basic/Applied
Institutional - not prioritized (20pts)	Multiple Communities (30pts)	Department/ College (30pts)	Output-Based (30 pts)
Institutional - prioritized (30pts)			

II. Technical Quality 30 pts

- 2.1 Clarity of Conceptual Framework (max 10pts)
- 2.2 Appropriateness of Methodology (max 10pts)
- 2.3 Grammaticality (max 5 pts)
- 2.4 Coherence (max 5pts)

III. Benefits /Impact / utilization 30 pts

- 3.1 to the discipline (max 10 pts)
- 3.2 to the quality of life (max 10 pts)
- 3.3 to the institution (max 10 pts)

IV. Potential for Publication 10pts

- 4.1 In an internationally-indexed journal (max 10pts)
- 4.2 In CHED-accredited journal (max 5pts)

Quality Index 100 pts

*\*Minimum Passing Qualification:*

75pts/100pts or 75% (Quality Index) = Instructional and Basic Research  
70pts/100pts or 70% (Quality Index) = Institutional and Extension Research

### d. Computation for Research Load, Operational Expenses, and Research Honoraria

1. To compute the **no. of research load units**,

$$\text{no. of research units} = \frac{(W_1 X_1 + X_2 + X_3 + X_4)}{18 \text{ hours per unit per sem}}$$

**Where:**

**Table 2.** No. of hours per research stage according to the nature of the study

W <sub>1</sub> is the nature of study	Descriptive, Data Mining (1)	Descriptive, Field Work (2)	Experimental Research (3)
X <sub>1</sub> no. of hours corresponding to the nature of study	4 hrs.	20 hrs.	72 hrs.
X <sub>2</sub> no. of hours needed for data gathering	4 hrs.	20 hrs.	72 hrs.
X <sub>3</sub> no. of hours needed for data analysis	8 hrs.	8 hrs.	8 hrs.
X <sub>4</sub> no. of hours needed for synthesis/ report writing	10 hrs.	15 hrs.	10 hrs.

**Computation:**

**Descriptive, Data Mining**

$$\begin{aligned}
 \text{no. of research units} &= \frac{((1 \times 4) + 4 + 8 + 10)}{18 \text{ hours per unit per sem}} \\
 &= \frac{26 \text{ hours}}{18 \text{ hours per unit per sem}} \\
 &= 1.44 \text{ units, round up to } \mathbf{3 \text{ units}}
 \end{aligned}$$

**Descriptive, Field Work**

$$\begin{aligned}
 \text{no. of research units} &= \frac{((2 \times 20) + 20 + 8 + 15)}{18 \text{ hours per unit per sem}} \\
 &= \frac{83 \text{ hours}}{18 \text{ hours per unit per sem}} \\
 &= 4.6 \text{ units, round up to } \mathbf{6 \text{ units}}
 \end{aligned}$$

**Experimental Research**

$$\begin{aligned}
 \text{no. of research units} &= \frac{((3 \times 72) + 72 + 8 + 10)}{18 \text{ hours per unit per sem}} \\
 &= \frac{(216 + 72 + 8 + 10) 83 \text{ hours}}{18 \text{ hours per unit per sem}} \\
 &= \frac{306 \text{ hours}}{18 \text{ hours per unit per sem}} \\
 &= 17 \text{ units, round down to } \mathbf{12 \text{ units}}
 \end{aligned}$$

However, for easier reference, the scheme below shall be followed:

**Table 3.** Research unit loading as per research classification

RESEARCH CLASSIFICATION	SCOPE	MAXIMUM UNIT LOAD (to be divided, upon agreement, among the lead and co-researchers)
Institutional	Institutional (prioritized)	12 units
	Institutional (not prioritized)	9 units
Instructional	College/Departmental	9 units
	Entire college or department	9 units
Commissioned/ Contract	Classroom	6 units
	To be determined by the external funder	To be determined by the external funder
Extension	Multi-communities	12 units
	Single community	6 units
Basic / Applied	Conceptual	6 units
	Output-Based	12 units

2. To compute the **operational expenses** of the research project,

$$\text{research project} = 0.6 \text{ operational expenses} + 0.4 \text{ professional fee}$$

$$\frac{0.6 \text{ operational expenses}}{0.4 \text{ professional fee}} = 1.5$$

$$\text{operational expenses} = 1.5 \text{ professional fee}$$

$$\text{professional fee} = \text{hourly rate} \times \text{research load units} \times 18 \text{ hours per unit per sem}$$

3. To compute the **Teaching Unit Equivalent (TUE)** or research load,

$$\text{TUE} = \text{Quality Index} \times \text{no. of research load units} \times 1.5 \text{ factor}$$

Ex. Quality index = 80% and research load units = 6, then

$$\text{TUE} = .8 \times 6 \times 1.5 \text{ factor} = 7.2 \text{ units}$$

4. To compute the **research honoraria (RH)** (on top of the regular full load),

$$\text{RH} = \text{TUE} \times \text{hourly rate} \times 18 \text{ hours/unit}$$

Ex. TUE = 7.2 units and Hourly Rate = P220.00

$$\text{RH} = 7.2 \text{ units} \times \text{Php } 220 \times 18 \text{ hours} = \text{Php } 28,512$$

#### e. Guidelines for Faculty De-loading for Research

One of the USJ-R strategic goals is to establish and maintain a “culture of research and innovation.” As a way of fulfilling this goal, the University faculty members are encouraged to produce research that is geared towards enhancing their quality of instruction, improving the institutional and departmental systems and policies, and helping the local, national and global community address their various needs. Hence, through its CPRDS Faculty Research Program, the University may grant the faculty members a teaching de-loading for research.

1. De-loading can be availed of by faculty members who wish to conduct tracer studies of the various degree programs under the school or department where they belong or endeavor on a research project with instructional, institutional, or societal impact or significance.
2. De-loading is primarily given to faculty members who needed

time off from their teaching service to pursue meaningful research activities. The University can provide de-loading as much as 12 units depending on the tracer’s scope or the nature of the research project. Since de-loading is intended to give faculty members time to fulfill their research, faculty members availing of de-loading will not be allowed to carry a teaching overload.

3. Faculty proponent(s) shall comply with the application requirements and procedure.
4. The submitted proposal will be subjected to evaluation protocols and assessed using the evaluation criteria.
5. For tracer studies, the faculty proponent(s) shall utilize the standardized USJ-R Graduate Tracer Study form (available in Google Form, prepared by CPRDS). However, in cases where the faculty researcher commissioned to do a tracer study decides to craft a separate survey tool or questionnaire, the researcher should obtain permission from the CPRDS. The faculty proponent(s) shall lead in disseminating the form to the targeted graduates/alumni. Once data come in after a prescribed period, CPRDS will relay all the data to the researchers for data processing and analysis. Hence, the writing of the full report is the responsibility of the faculty researcher(s). They also hold full authorship of their output.
6. The number of units of de-loading and operational expenses of the research project shall be determined or computed using appropriate formulas. However, for Graduate Tracer Studies, the number of units of de-loading shall be determined based on the following schemes:

**Table 4.** Research unit loading as per tracer study classification

Classification	Average No. of Graduates per Batch	Maximum Unit Load (to be divided, upon agreement, among the lead and co-researchers)
Degree Program with single major	Less than 50	3 units
	51 – 150	6 units
	More than 150	9 units
Degree Program with multiple majors	Less than 50	6 units
	51 – 150	9 units
	More than 150	12 units

7. The research grantee(s) must satisfy the post-approval requirements (see next section).

#### **f. Post-Approval Requirements**

1. After the proposal's approval and the release of the fund, the proponent(s) shall ensure the research project has been cleared for implementation by the Institutional Review Board (IRB).
2. If the grantee(s) request changes to the conditions in the MOA during research project implementation, the proponent(s) shall write a letter of request to the CPRDS Director, noted by the Dean. The Director, after consulting the CRE, will have the final say.
3. The research grantee(s) must submit a Monthly Progress Report to the Coordinator for Faculty Research Program on agreed dates. The Monthly Progress Report shall be the basis for continuing support or termination of the contract.
4. The Work Plan timetable submitted by the researcher will serve as a basis for making the follow-up schedule.
5. A research project is considered completed when
  - a. all MOA conditions have been fulfilled by the grantee(s).
  - b. complete liquidation report and other documentary requirements have been submitted.

- c. The technical report has merited the positive recommendation of the Head of the Journal Publication Unit and obtained the final approval of the Vice President for Academics.
6. Upon the request of the proponent(s), CPRDS can issue a certificate of project completion.
7. The researcher(s) shall seek approval from the CPRDS for any intention to present or publish the completed research project. The University of San Jose-Recoletos shall have the full right to refuse public presentation and publication of the funded research project.

#### **g. Conditions for Commissioned/Contract Research**

1. Commissioned or contract research will be conducted only if it:
  - a. is aligned to the mission, goals, and research agenda of the University
  - b. can help propagate a culture of innovation and research among faculty members
  - c. can provide additional funds to further research and development programs and initiatives
  - d. can elevate the prestige and reputation of the University.
2. A Memorandum of Agreement that ensures fair advantages between and among the faculty researchers, the University, and the funding agency or institution must be crafted and fulfilled.
3. Terms regarding full, partial, or no ownership rights of the University shall be indicated in the MOA with a clear justification of all parties' benefits and advantages.

### **B. FACULTY RESEARCH PUBLICATION INCENTIVE**

#### **1. Author**

To qualify for the incentive, the **author** must be considered part of the academic personnel of USJ-R, which covers all teaching faculty, ANTF, and administrators. Since authorship entails serious academic accountability and financial implications, the author must

have made substantive intellectual or scholarly contributions to a paper to be credited as such. Hence, the following criteria, set by International Committee for Medical Journal Editors (ICMJE), for authorship credit are adopted:

- substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
- drafting the work or revising it critically for important intellectual content;
- final approval of the version to be published; AND
- agreement to be accountable for all aspects of the published work

The author must meet all four criteria; otherwise, he/she should be credited for his/her contributions in the acknowledgments. ICMJE also specified “examples of activities that alone (without other contributions) do not qualify a contributor for authorship are the acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading.”

The **principal author** (also, first, lead, primary, or main author) is the author who carried the major work in the whole research process (designing the study, acquiring and analyzing data, and writing and editing of the report) and given the most significant intellectual contribution to the manuscript. Should there be more than one principal author because they contributed equally, shared co-first authorship takes place wherein the authors are called co-first authors.

The **co-author** (also, subsequent or secondary author) is any person who qualifies the criteria for authorship credit and who collaborates with or assists the principal author in the entire research process.

The **corresponding author** is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process. He/she may be the principal author or one of the co-authors.

## 2. Classifications of Research Publication according to Journal Citation Indices

**Research publication** pertains to articles published in a peer-reviewed research journal. Hence, any written manuscripts or scholarly works authored by the faculty and published in conference proceedings and books are not covered in the publication incentive.

As a quality assurance measure and to discourage the author(s) from publishing in predatory journals, the University shall only recognize publications in journals indexed in reputable citation indices:

### a. Web of Science

Web of Science (WoS) (previously known as Web of Knowledge) is a platform that provides access to multiple literature search databases that provide comprehensive citation data for many various academic disciplines and are designed to support scientific and scholarly research. It was originally produced by the Institute for Scientific Information (ISI) and is currently maintained by Clarivate Analytics (previously the Intellectual Property and Science business of Thomson Reuters).

Web of Science Core Collection is a premier resource on the WoS platform and includes over 21,000 peer-reviewed, high-quality scholarly journals published worldwide (including Open Access journals) in over 250 sciences, social sciences, and arts & humanities disciplines. Web of Science Core Collection indices include Science Citation Index Expanded (SCIE), Social Sciences Citation Index (SSCI), Arts & Humanities Citation Index (AHCI), and Emerging Sources Citation Index (ESCI).

Web of Science Specialty Collection pertains to all other indices or listing of journals that are not part of the WoS Core Collection, yet they can be found under the WoS Master Journal List. Some of these include Science Citation Index (SCI), Biological Abstracts, BIOSIS PREVIEWS, Biological Abstracts/RRM, Zoological Record, and Inspec.

### b. Scopus

Scopus is Elsevier's abstract and citation database of peer-reviewed



literature: scientific journals, books and conference proceedings. Scopus covers nearly 36,377 titles from approximately 11,678 publishers, of which 34,346 are peer-reviewed journals. It delivers a comprehensive overview of the world's research output in science, technology, medicine, social sciences, and arts and humanities.

### c. ASEAN Citation Index

The ASEAN Citation Index (ACI) is a central regional database designed and set up to index all the bibliographic records and the citations of all quality ASEAN research outputs in the ASEAN scholarly journals. The member countries of the ACI are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Vietnam.

### d. CHED JIP Recognized Journals

The CHED Journal Incentive Program (JIP) is created to support initiatives of Philippine HEIs and scholarly/scientific organizations to produce high-quality journals as veritable and respectable platforms for building a collective knowledge base in a given scholarly or scientific field. It aims to sustain the initiatives to pursue quality, research integrity, and honesty and ensure adherence to international standards.

The two (2) categories of grants under the CHED Journal Incentive Program:

**1. Journal Challenge (JC)** caters to Scopus/WoS-indexed journals and aims to support activities that will lead to an increase in the scientific citation (excluding self-citation) and promote social media presence and public engagement profiles of scholarly articles in the journal. There are currently 11 JC journals. Asia Pacific Social Science Review, Philippine Journal of Systematic Biology, Philosophia, and Kritika Kultura are few examples.

**2. Journal Incubator (JI)** supports promising Philippine journals towards the path to meet the minimum generally accepted standards for Scopus/WoS-indexability. 16 Philippine

research journals are listed under JI at present. Some of these include The Normal Lights, Prism, Recoletos Multidisciplinary Research Journal, and Philippine Journal of Medicine.

### e. Recoletos Multidisciplinary Research Journal

The Recoletos Multidisciplinary Research Journal (RMRJ) is the official bi-annual journal of the University of San Jose-Recoletos (USJ-R) Center for Policy, Research, and Development Studies (CPRDS). RMRJ is dedicated to the promotion of knowledge through high-quality research publications in various disciplines. It adheres to the policy that all articles contained therein must meet the rigors of an independent double-blind peer-reviewing system and editing to ensure that the publication possesses scientific and academic merit.

## 3. Incentive

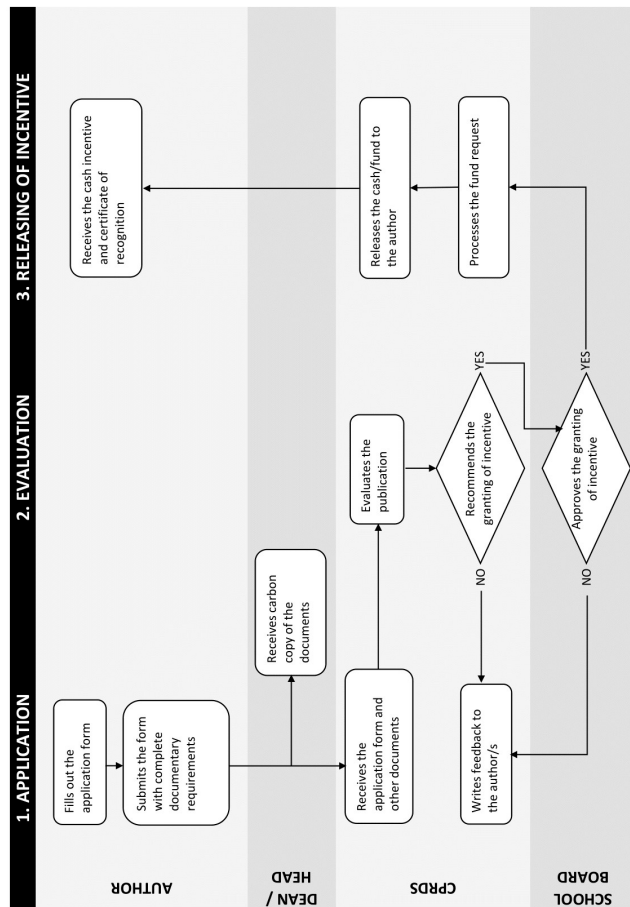
The provisions for faculty research publication incentive in peer-reviewed journals are as follows:

**Table 5.** Amount of publication incentive as per journal citation indexing

JOURNAL CITATION INDICES	TOTAL AMOUNT OF INCENTIVE
Clarivate Analytics'Web of Science (WoS) Core Collection	Php 30,000.00
Elsevier's Scopus	Php 25,000.00
Clarivate Analytics'WoS ESCI and Specialty Collection, ASEAN Citation Index (ACI), and Recoletos Multidisciplinary Journal (RMRJ)	Php 20,000.00
CHED Journal Incubation (JI) Grantee	Php 15,000.00

#### 4. Application Procedure

##### a. Process Flow / Diagram



**Figure 5.** Flowchart of the Research Publication Incentive Process

##### b. Application and Processing

- Applications must be submitted using Form FRP 2A that can be downloaded on the USJ-R website.
- Together with the application form, the following documents should be submitted:
  - Letter of Acceptance for Publication or Certification of Publication
  - Full Published Paper (taken from the Journal)
  - Journal Cover Page and Table of Contents (if available)
  - Journal Metrics Info (if available)
- The journal where the paper is published shall be reviewed and verified by the Coordinator of the Faculty Research Program and the Head of the Journal Publication Unit.
- After verification, the Coordinator for Faculty Research Program shall inform the applicant of the evaluation result. The said Coordinator and the CPRDS Director shall recommend action on the application and forward it to the Vice President for Academics and the University President for final approval of the incentive.

##### 5. Conditions

- For papers with multiple authors, the publication incentive shall be allocated on the following basis among USJ-R academic personnel only:
  - First/Principal Author: 60% of the total incentive
  - Co-authors: Equal allocation of the remaining 40% among USJ-R academic personnel
- For published papers authored by USJ-R undergraduate and graduate school students and USJ-R faculty, which are products of academic research (or research conducted by the students to fulfill their requirements for the conferment of their academic title or degree), the student-authors shall be considered as co-first authors, while the faculty research adviser shall be considered co-author or secondary author only.



3. Academic personnel who have availed of the USJ-R funding support for a research project and have successfully published their papers shall be given incentives, but following the scheme below:

**Table 6.** *Qualification for availment of publication incentive as per research project classification*

RESEARCH CLASSIFICATION	SCOPE	PUBLICATION INCENTIVE
Institutional	Institutional (prioritized)	with
	Institutional (not prioritized)	without
Instructional	College/Departmental	with
	Entire college or department	without
	Classroom	without
Commissioned/ Contract	To be determined by the external funder	with
Extension	Multi-communities	with
	Single community	with
Basic / Applied	Conceptual	without
	Output-Based	without

### C. FACULTY PAPER PRESENTATION GRANT

Exposing the faculty to local and international research conferences can provide them great opportunities to disseminate their research findings, participate in scholarly conversations with peers, and learn the latest advances in their areas of expertise. Hence, the faculty grant for paper presentation aims to provide financial support to enable the faculty to present their research output in legitimate and reputable research conferences.

#### 1. Presenter

The **presenter** must be part of the academic personnel and a full-time, permanent employee whose authored paper has been successfully accepted or invited for oral or virtual presentation in a local or international research conference. The said presenter can be the principal author or co-author of the research paper.

#### 2. Grant

The provisions for faculty grant for paper presentations are as follows:

**Table 7.** *Amount of paper presentation grant as per conference venue*

VENUE OF THE CONFERENCE	AMOUNT OF THE GRANT
Within the country	the full amount of actual expenses
Outside the country	50% of the actual expenses with a ceiling amount of Php 60,000.00

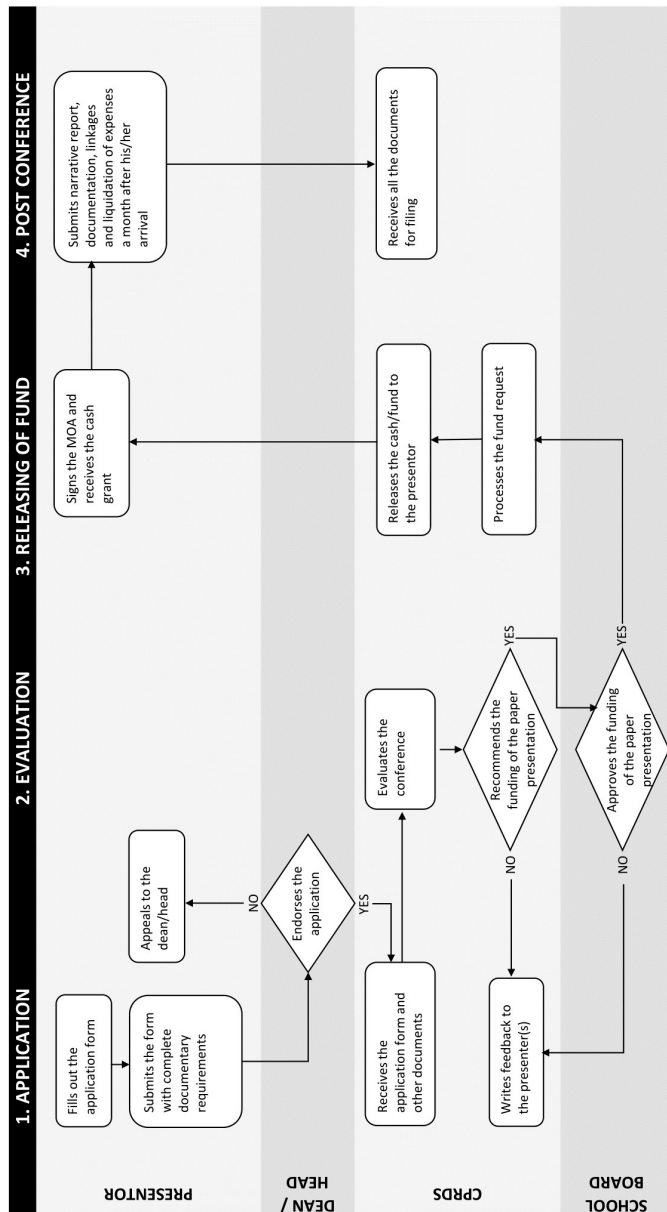
The actual expenses include conference registration fee, transportation charges/fare (e.g., taxi, bus, boat, train, or plane), travel tax, food/meal costs in airports or terminals, food/meal costs during the conference, hotel accommodation/lodging costs, and other official or business-related transaction costs.

Travel expenses, food/meal costs, and hotel charges beyond the conference schedule are not covered. Also, souvenir items, paid tours, passport costs, visa processing fees, personal membership fees to the organization, and the like are considered personal expenses; hence, they should not be included in actual expenses.

#### 3. Application Procedure

##### a. Process Flow / Diagram

The application for the faculty grant for paper presentation will follow the procedures below:



**Figure 6.** Flowchart of the Grant for Paper Presentation Process

## b. Application and Processing

- Applications must be submitted using Form FRP 3A that can be downloaded on the USJ-R website. For the local or national conference, applications should reach CPRDS at least one month before the conference's actual date. For the international conference (or outside the country), the application should be submitted at least two months before the conference date.
- The following documents should be submitted with the application form:
  - The paper (full text) to be presented
  - Letter of Invitation and Acceptance Letter
  - Applicant's Bio-data
  - Brochure/webpage of the conference
  - A complete breakdown of Travel Expenses (including proposed departure and return dates)
- The conference where the paper will be presented shall be reviewed and verified by the Coordinator for Faculty Research Program.
- After verification, the Coordinator for Faculty Research Program shall inform the applicant of the evaluation result. The said Coordinator and the CPRDS Director shall recommend action on the application and forward it to the Vice President for Academics and the University President for final approval of the incentive.
- After the approval of the grant, the application shall sign a Memorandum of Agreement stipulating the terms and conditions.

## 4. Conditions

- For papers with multiple authors, only one of the faculty-authors shall be awarded with the grant. The faculty member who is considered as the first or principal author shall be prioritized.
- Slots are limited. Hence, priority shall be given to first-time applicants and that the grantees shall be equally distributed

among the eleven (11) schools/departments: Grade School, Junior High School, Senior High School, School of Arts and Sciences, School of Education, School of Engineering, School of Business and Management, School of Computer Studies, School of Allied Medical Sciences, School of Law, and Graduate School. The allocated slots per academic year are as follows:

**Table 8.** *Allocated slots for paper presentation grant as per conference venue*

VENUE OF THE CONFERENCE	SLOTS
Within the country	3 per school / department
Outside the country	1 per school / department

- c. For local or national conferences, a faculty member may apply a maximum of 2 times in a year provided that the papers to be presented are different and that the two conferences do not have the same organizing/convening institution. However, the approval of the second application would still be subject to the availability of funds.
- d. For international conferences, the faculty-presenters who have already availed of the grant may re-apply in the subsequent year, subject to the availability of funds.
- e. For every paper presentation, an equivalent of one (1) year return service for international conferences and one (1) semester for local or national conferences.
- f. It will be the grantee's responsibility to make his/her travel arrangements. For online payment of the conference registration fee, airfare, and hotel booking, the grantee can seek assistance from the Accounting.
- g. Within one month after the return from the conference, the grantee shall submit to CPRDS the following documents:
  - i. Copy of conference organizer's certification or proof that the grantee presented the approved paper during the conference

- ii. Contact information of linked or networked peers or organizations
- iii. Copy of the conference proceeding or Book of Abstracts (if available)
- iv. A travel report that includes the highlights of the conference, observations, learnings, and recommended follow thru actions for the paper
- v. Liquidation of expenses

Failure to comply may entail delisting of the faculty for future research presentations.

## **D. OTHER RESEARCH INCENTIVES AND AWARDS**

### **1. Ranking**

Academic personnel who completed their research projects, published their papers in peer-reviewed journals, or presented their papers in academic local/international conferences shall be given credit points in the ranking application.

### **2. Special Awards or Citations**

In meritorious cases where the research project wins a national or international award from a government or duly-recognized reputable award-giving bodies (e.g., Nobel, Fields award, International Statistical Institute, CHED-REPUBLICA, and other similar awards), or the individual faculty researcher is given special award or citation by reputable research institutions or agencies (e.g., Highly Cited Researchers Award by Web of Science), then the University shall provide a cash incentive of Fifty Thousand Pesos (Php 50,000.00) in addition to the aforementioned incentive.

## **E. FACULTY RESEARCH CAPABILITY TRAINING**

CPRDS regularly organizes training delivered by individuals with high expertise (both internal and external) to capacitate faculty with skills necessary to successfully publish their papers and mentor students

in their research undertaking. The training topics may be broad or specific in scope. Some of these include:

- Problem Identification
- Research Design and Methodologies
- Data Instrumentation / Data Collection Techniques
- Statistical Methods (Beginners and Advanced)
- Data Analysis
- Data Visualization
- Research Report Writing & Presentation
- Research Software Utilization
- Extension-Related / Impact Studies
- Qualitative Research
- Ethics in Research



# Student Research Program



### III. STUDENT RESEARCH PROGRAM

The primary purpose of the new provisions of the student research manual is to address our students' needs who are conducting research, from training, research idea conceptualization, research production, publication, and idea promotion (research presentations). These changes are in alignment with the institutional objective to become a research-oriented University.

Support to students can be in terms of providing assistance with data analysis, research tools, laboratories, software, and research instrumentations, increased awareness on the current and new methods of research through research conferences and fora. Further, the student research program shall provide assistance or incentives on publications and research presentations.

1. Student research training and enabling programs shall be the respective Schools' function through their research and project studies. The CPRDS shall provide support through research seminars, fora, and training of research teachers, training of relevant software, and new research methodologies useful for the improvement of research.
2. It shall be the respective Schools' duty to assign research advisers, consultants, experts, technical panels to students conducting research (for a fee as per student research manual). These may also include statisticians or data analysts. On the lack, thereof the CPRDS will help find options.
3. The yearly research agenda shall be established by the IRC and cascaded by the CPRDS to the different Schools. Through its research courses, the Schools shall provide avenues for research problem/idea conceptualization, research production and facilitate the proposal and final oral defense.
4. The recommended minimum requirement of research output is publication. This target is highly encouraged in all degree programs. The CPRDS can provide support in the publications by recommending experts for paper review, conduct thorough Grammarly test, similarity test, provide help in the data analysis, or provide assistance in statistics requirement.
5. To encourage quality outputs and production and in acknowledgment of the individual strengths and capabilities of our learners, the respective Schools are highly encouraged to have diverse outputs

to include; **patents, utility models, creative works copyrights like poetry, literature, arts, photography, culinary, extension projects and impact studies.** It is also highly recommended that the Schools work within their expertise and maintain the right proportion of research outputs to other outputs.

6. To continually improve research quality, the CPRDS will regularly conduct training on research teaching, thesis advising, and panel reviewing. Similarly, it shall qualify experts and maintain a list of experts that can later be endorsed as research consultants.
7. For research and new knowledge promotion and research utilization
  - a. The CPRDS shall facilitate and support the holding of research fora, research conferences, presentations at least once a year to disseminate this new knowledge. These may be done by the Schools, for School-wide fora, or by the CPRDS for University-wide fora.
  - b. The CPRDS shall establish a **Recoletos Tech Transfer and Business Development Hub** that will facilitate University-wide start-up business incubation projects, project demonstrations, pitching, prototype exhibits at least once a year.
  - c. The CPRDS will provide support, grants to papers accepted for conference presentations.
8. The CPRDS shall maintain a repository (data server) for the research outputs and shall take charge of the maintenance of this repository (data server) and its data.
9. Any provisions that may be in conflict with the existing research manual, these new provisions will prevail unless it is decided otherwise by the university president.

## CPRDS SUPPORT TO STUDENT RESEARCH

The success of research is dependent on the ability of the researcher to perform the critical tasks that make research relevant and correct.

### 1. Conceptualization and Incubation

The creation and incubation of new ideas for research make research dynamic. It keeps the studies at pace, current and relevant. The

research agenda for the institution is the task of the CPRDS. The colleges and departments to be relevant must adhere to the instituted agenda. Therefore:

- a. CPRDS, together with school experts, must at least once a year facilitate a research agenda forum to which each school contributes to the new researchable topics and ideas that will make the University productive. The forum may be attended solely by research experts of the college or maybe also be attended by the students. It is important that these agenda be disseminated to the widest audience possible.

## 2. Data Analysis

Data analysis is an essential aspect of research. The correctness of data analysis entails a step to a successful research production. Correct data analysis, interpretation is the responsibility of everyone involved in the research process (i.e., research teachers, advisers, consultants, panel reviewers, and student researchers). Therefore it is imperative on CPRDS to train everyone involved in these fields or develop experts to guide the College in the correct data analysis. To this effect:

- a. CPRDS shall recruit, maintain a pool of experts for Data analysis. These experts include statisticians, big data analytics experts.
- b. CPRDS shall continuously train and maintain faculty members interested in studying data analytics, statistical tools/software, suggested training: Minitab and excel statistics,
- c. The institutional statistician/s on short durations shall be available to students who require immediate consultations on data analysis. On long term engagements may need specific fees based on the table of fees as provided in table #, Schedule of Fees for SHS/Undergraduate Research and TQA for External papers).

## 3. Use and Acquisition of licensed software (Turnitin, Grammarly, Minitab, and Nvivo)

The right software can create an advantage for the user among the research community.

- a. The CPRDS within its capacity will support the Schools in the acquisition of relevant software that is needed for research.

However, this software should be made available to the students (USJR students) for research use, at least at a student-friendly fee (subsidized fee), and to non-USJR clients for a full fee. An excellent example of these software includes:

- i. Grammarly and Turnitin: for USJR students, a subsidized fee of PhP 200.00 per test per paper. A test has a maximum of 3 runs, and for non-USJR clients, a full fee of PhP 750 per test (3 runs).
  - ii. Minitab and Nvivo: for Minitab use, for USJR students PhP 200 per analysis or PhP25/hr of use, and for non-USJR clients PhP 500 per analysis, PhP 75 per hour of use. For Nvivo use, for USJR students PhP25 per hour of use, and PhP 75 per hour of use for non USJR clients.
  - iii. The pricing shall be subject to review every year by the CPRDS and subject to the University President's approval.
- b. The respective Schools are encouraged to have their software and laboratory facilities open for research use at a student-acceptable fee. This is referring to laboratory use other than paid laboratory classes. Software that belongs to the college or department shall remain with the college or department, and the fee shall be paid to the college or department.
  - c. CPRDS shall continuously train new personnel in the new or current software to promote its use and knowledge of the research community.

#### **4. Research Teachers, Advisers, Panel Review Training / Enabling programs**

- a. CPRDS is tasked to qualify oral defense panels from the different colleges and partner industries and institutions to maintain a healthy, productive research environment during oral defenses.
- b. CPRDS shall conduct yearly training; to maintain a pool of experts on the current and relevant field of disciplines that supports the University research thrusts. Training includes research designs and methodologies and methods of assessments. The target recipients of the training and enabling programs will be the representatives from the different departments and schools.
- c. CPRDS shall conduct yearly training and enable research

teachers capable of producing publishable researchers. Training may include software use, new research methodologies, research idea production, conceptualization, or incubation.

#### **5. Recoletos Tech Transfer and Business Development Hub**

To promote technopreneurship and utilization of research outputs, the CPRDS will take the lead in creating a Recoletos Tech Transfer and Business Development Hub. The role of the hub is to provide venues, facilities, consultants, and support to encourage business start-ups. It will also allow students to create their own business out of their research outputs.

#### **6. Student Paper Presentation Grants**

The purpose of the research is for the University to become the source and creator of knowledge. The purpose of research presentations is to show the academic community what new knowledge the University has gained and had contributed to the pool of knowledge. Research presentations, therefore, are as important as doing research. This is how the University will gain recognition and align its status to other performing Universities.

- a. For deserving research papers that gain recognition through acceptance of the research for paper presentations by the different research fora whether local, national, or international, a research presentation grant shall be awarded to support the cost of travel and accommodation during the presentation. The University shall reserve
  - i. PhP 120,000/year for local presentation, equivalent to 20 papers/year or (PhP 6,000/paper)
  - ii. PhP 180,000/year for national presentations, equivalent to 9 papers/year (PhP 20,000/paper)
  - iii. PhP 420,000/year for international presentation, equivalent to 7 papers/yr. (PhP 60,000 maximum ceiling per paper or 50% of the total cost of the international paper presentation).

For equitable distribution, the number of grantees and allocation of funds shall be based on overall percentage of the student population per department or School or a minimum of 1 per school. These provisions shall be subject to review



every year by the CPRDS and subject to the approval of the school board.

- b. The grant shall be fairly distributed among the respective schools of disciplines of the institution. The research papers should be duly registered with the CPRDS research database as the output of a School or department's students, whether published in the RMRJ or another reputable journal. Non-registered researches cannot be endorsed as this may violate copyright concerns since the paper will represent the University.
- c. Deserving students/authors shall include:
  - i. All bonafide students of USJR who are the authors of the paper accepted for presentation, a representative of the group shall present as recommended by the Dean and are subject for verification, and endorsement, by the CPRDS Director and approval of the University President.
  - ii. Students who have graduated, whose papers (undergraduate outputs) were accepted for presentation, a representative of the group shall present as recommended by the Dean and is subject for verification and endorsement by the CPRDS Director and approval of the University President.

## **INSTITUTIONAL RESEARCH**

Institutional research pertains to the research undertakings of the personnel and its partner agencies and stakeholders. This type of research covers the institutional mandate to seek knowledge to address the organization's issues and concerns within the organization and the community. Institutional research shall be participated by both academic and non-academic sectors of the organization.

Institutional research must be of the great interest of the organization of which products of these undertakings will be utilized for institutional decision-making, planning, development, innovation, and community extension.

The school shall encourage non-academics staff to implement interventions to their service problems to enhance customer satisfaction.

## **CURRICULUM-BASED RESEARCH**

These are student research that covers the Senior High School students of the Basic Education and Undergraduate students. This research adheres to the mandate of the respective disciplinary academic programs, governed by the Commission on Higher Education and the Department of Education. As an academic requirement, the CPRDS office shall impose policies that ensure quality outcomes with acceptable research practices that will produce publishable papers qualified to be included in each academic department's online journal.

Research classes shall comply with the following requirements to ensure quality outcomes. These are:

1. Research classes shall be offered in two semesters to provide ample time for students to conduct research; The research class shall only have thirty (30) students;
2. Undergraduate (College) research groups shall comprise of a minimum of three (3) and a maximum of four (4) members, while for SHS, a minimum of five (5) members and a maximum of seven (7) members.
3. Each research group member should substantially contribute to the research paper to be acknowledged as a contributing member and co-author. This may include significant contributions to majority of the following; idea conceptualization, design of the study, data acquisition, data analysis, and interpretation, or implementation of the research.

## **STANDARD RESEARCH FORMAT**

In general, all research undertakings of the institution shall follow the standard sample formats as indicated in this section. Exemptions are allowed to research whose intentions are to publish with specific ISI and Scopus indexed Journals with specific research design requirements.

Research Sections may contain one or more of the listed items per section, depending on the type and nature of research data and analysis needed to conduct the research.

These research formats shall be subject to review every year by the CPRDS to conform to the latest developments of research studies.



**Table 9. Standard Research Format**

section	A. QUANTITATIVE <i>Preliminary Pages:</i>	B EXPERIMENTAL RESEARCH <i>Preliminary Pages:</i>	C. QUALITATIVE <i>Preliminary Pages:</i>	D. CASE STUDY <i>Preliminary Pages:</i>
1	<b>Title Page</b> <i>(unified format with school logo)</i>	<b>Title Page</b> <i>(unified format with school logo)</i>	<b>Title Page</b>	<b>Title Page</b>
2	<b>Approval Sheet</b>	<b>Approval Sheet</b>	<b>Approval Sheet</b>	<b>Approval Sheet</b>
3	<b>Acknowledgement</b>	<b>Acknowledgement</b>	<b>Acknowledgement</b>	<b>Acknowledgement</b>
4	<b>Abstract</b> <i>(190 – 210 words)</i>	<b>Abstract</b> <i>(190 – 210 words)</i>	<b>Abstract</b>	<b>Executive Summary</b>
5	<b>Table of Contents</b>	<b>Table of Contents</b>	<b>Table of Contents</b>	
6	<b>List of Tables</b>	<b>List of Tables</b>	<b>List of Tables</b>	
7	<b>List of Figure</b>	<b>List of Figure</b>	<b>List of Figures</b>	
8	<b>List of Graphs</b>	<b>List of Graphs</b>		
9	<b>1. Chapter 1. The Problem and Its Setting</b> <i>Main Body:</i> a. Introduction i. Background of the Study ii. Rationale iii. Significance of the Study b. Theoretical and Conceptual Framework / Schematic Diagram (as needed) c. Statement of the Problem d. Hypothesis (as needed) e. Scope and Limitations h. Definition of Terms	<b>1. Chapter 1. The Problem and Its Setting</b> <i>Main Body:</i> a. Introduction i. Background of the Study ii. Significance of the Study b. Objectives of the Study c. Hypothetical Statement (as needed) d. Scope and Limitations e. Definition of Terms	<b>1. Chapter I – The Problem and Its Setting</b> a. Introduction b. Purpose of the Study c. Research Questions: The Central Question and Sub-questions d. Philosophical Lens e. Scope and Limitation f. Definition of Terms	<b>1. Chapter I – Introduction</b> a. Background of the Study b. Rationale c. Significance of the Study
10	<b>2. Chapter II – Review of Related Literatures and Related Studies</b>	<b>2. Chapter 2. Review of Related Literature</b>	<b>2. Chapter II – Review of Related Literatures and Studies</b>	<b>2. Chapter II – Review of Related Literature</b>
*	a. Literature of the Study	a. Literature of Study		
*	b. Literature of the Method	b. Literature of Method		
11	<b>3. Chapter 2. Methodology</b> a. Research Design b. Research Locale c. Research Respondents	<b>3. Chapter 3. Methodology</b> a. Materials (Bulleted) b. Procedure (Narrative)	<b>3. Chapter III Research Methodology</b> a. Research Design b. Research Locale c. Informants	<b>3. Chapter III – Methodology</b> a. Research Design b. Research Locale c. Participants

*	d. Ethical standards i. Permission ii. Consent iii. Ethics Protocol iv. Other ethical requirements e. Data Gathering Procedure and Analysis i. Data gathering procedure ii. Research Instruments, iii. sampling technique iv. Statistical Treatment v. Scoring /quantification of data	c. Ethical Standards i. Permission ii. Consent iii. Ethics Protocol iv. Other ethical requirements	i. Research Participants ii. Non-Participant Informants d. Ethical Standards i. Permission ii. Consent iii. Ethics Protocol iv. Other ethical requirements e. Data Collection Procedure i. Sampling Technique ii. Non-Participant Observation iii. Internet and Library Research	d. Ethical Standards i. Permission ii. Consent iii. Ethics Protocol iv. Other ethical requirements e. Data Gathering Procedure
12	<b>4. Chapter 3. Presentation, Analysis and Interpretation of data</b>	<b>4. Chapter 4. Results and Discussions, Findings and Analysis</b>	<b>4. Chapter IV – Results and Discussion</b>	<b>4. Chapter IV – Results and Discussions</b>
13	<b>5. Chapter 4. Summary, Conclusion and Recommendation</b>	<b>5. Chapter 5. Conclusion &amp; Recommendations</b>	<b>5. Chapter V – Summary Findings</b>	<b>5. Chapter V – Conclusions and Recommendations</b>
14	<b>Bibliography</b> <i>(APA format shall be used including content citation/cross-referencing. Double spacing after each reference)</i>	<b>Bibliography</b> <i>(APA format shall be used including content citation/cross-referencing. Double spacing after each reference)</i>	<b>Bibliography</b> <i>(APA format shall be used including content citation/cross-referencing. Double spacing after each reference)</i>	<b>Bibliography</b> <i>(APA format shall be used including content citation/cross-referencing. Double spacing after each reference)</i>
15	<b>Appendices</b> A - Letter of Approval with Certificate of Appearance and Photo B - Instrument with Informed Consent C - Map of the Research Locale D - Curriculum Vitae E - Narrative & Photo Documentation	<b>Appendices</b> A - Tables, Figures and Graphs utilized in Experimental Research B - Experimental Test Results & Certifications C - Map of the Research Locale D - Curriculum Vitae E - Narrative & Photo Documentation	<b>Appendices</b> A - Letter of Approval with Certificate of Appearance and Photo B - Instrument with Informed Consent C - Map of the Research Locale D - Curriculum Vitae E - Narrative & Photo Documentation	<b>Appendices</b> A - Letter of Approval with Certificate of Appearance and Photo B - Interview Guide C - Map of the Research Locale D - Curriculum Vitae E - Narrative & Photo Documentation

**Table 9a. Standard Research Format (CAPSTONE PROJECT)**

E. CAPSTONE PROJECT	
#	Research Sections
	<i>Preliminary Pages:</i>
1	<b>Title Page</b>
2	Approval Sheet
3	Acknowledgement
4	Executive Summary
5	Table of Contents
6	List of Figures and Tables
	<i>Main Body:</i>
7	<b>1. Chapter I – Introduction</b>
	a. Project Context
	b. Purpose and Description
	c. Objectives
	d. Scope and Limitation of the Study
8	<b>2. Chapter II – Review of Related Literature/Study</b>
9	<b>3. Chapter III – Technical Background</b>
10	<b>4. Chapter IV – Methodology</b>
	a. Design and Development
	b. Testing and Implementation
11	<b>5. Chapter V – Conclusion and Recommendation</b>
	<i>Supplementary Pages:</i>
12	<b>Bibliography</b>
	<i>(IEEE format shall be used including content citation/cross-referencing.</i>
	<i>Double spacing after each reference)</i>
13	<b>Appendices:</b>
	A - System Source Code
	B - User's Manual
	C - Certificate of Implementation
	D - End User System Evaluation
	E - Documented Undertakings
	F - Curriculum Vitae

**Table 9b. Standard Research Format (PUBLISHABLE FORMAT)**

F. PUBLISHABLE FORMAT (3,500 - 4,100 words or 10 pages)	
#	Research Sections
1	<b>Title</b>
2	Author(s) and Co-Author(s)
3, 4	ORCID number; Email Address
5	Affiliation
	Affiliation Address
7	<b>Abstract</b>
8	Keywords
9	<b>1. Introduction</b>
	Brief Rationale and Intention of the Study
	Brief Literature Review
	Declaration of the Gap of the Study
	Short Narrative to the intended methodology
10	<b>2. Conceptual Framework (as needed)</b>
11	<b>3. Literature Review</b>
12	<b>4. Research Design and Methodology</b>
	a. Intended Research Design and methods of the study
	b. Compliance to Research Ethical Standards/Protocol (as needed)
	c. Data Gathering Procedure
	d. Statistical Procedure, theoretical bases, mathematical model, simulation, (as needed)
	e. Instrumentation: source, construction, try-out, reliability, validity, and Scoring Procedure (as needed)
	f. Inclusion criteria for respondents, Justification for selecting the research site (as needed)
13	<b>5. Results and Discussion</b>
	a. Data Results Presentation, Analysis, and Discussions
	b. Relevant interpolations of results to the objectives and hypothesis (as needed)
	c. Triangulation, confirmation of analysis with related studies, similar findings and or established facts and information.
14	<b>6. Findings</b>
14	<b>7. Conclusion, Recommendation (as needed)</b>
	a. Judgments derive from the data analysis
	b. Validation of the theory used (as needed)
	c. Recommendations or to improve the research, what to do and what not to do. (As needed)
	d. Recommendations to improve the subject matter, advance the research, (as needed)
	e. Recommendations for policies, programs, actions, to benefit certain sectors. (As needed)
15	<b>Acknowledgments (as needed)</b>
	Funders and technical experts who assisted in the study
16	<b>References</b>
	Bibliographic entries of references cited in the body of the text.
17	<b>Appendix</b>

**Table 9c. Standard Research Format (FEASIBILITY STUDY)**

<b>#</b>	<b>G. Feasibility Study</b>
<b>1</b>	<b>Title Page</b>
<b>2</b>	<b>Approval Sheet</b> <i>(unified format with school logo)</i>
<b>3</b>	<b>Acknowledgement</b>
<b>4</b>	<b>Executive Summary</b>
<b>5</b>	<b>Table of Contents</b>
<b>6</b>	<b>List of Tables</b>
<b>7</b>	<b>List of Figure</b>
<b>8</b>	<b>List of Graphs</b>
	<i>Main Body</i>
<b>9</b>	<b>1. Chapter 1. The Project and its Background</b>
	<ul style="list-style-type: none"> <li>a. Introduction <ul style="list-style-type: none"> <li>i. Background of the Study</li> <li>ii. Rationale</li> </ul> </li> <li>b. Statement of the Problem</li> <li>c. Significance of the Study</li> <li>d. Scope and Limitations of the Study</li> <li>e. Definition of Terms</li> <li>f. Review of Related Literature and Related Studies</li> </ul>
<b>10</b>	<b>2. Chapter 2 – The Marketing Aspect</b>
	<p>Market Feasibility Research, Market assessment is a detailed and objective evaluation of the potential of a new product, new business idea or new investment. It is a comprehensive analysis of environment forces, market trends, entry barriers, competition, risks, opportunities and the company's resources and constraints.</p> <p>Market feasibility studies should include</p> <ul style="list-style-type: none"> <li>a. introduction <ul style="list-style-type: none"> <li>A brief description of the industry, supply and current market trends, goals and scope of market study, target market (people and local environment).</li> </ul> </li> <li>b. market research <ul style="list-style-type: none"> <li>market survey, current market and demand analysis, competition, anticipated future market potential, potential sources of revenue, and sales projections, risks and opportunities vs company's resources and constraints</li> </ul> </li> <li>c. Company marketing plans and strategy <ul style="list-style-type: none"> <li>necessary activities to be employed by the company to have a head start</li> </ul> </li> </ul>
<b>11</b>	<b>3. Chapter 3 – The Operations Management Aspect</b>
	<p>The objective of the management aspect of a feasibility study is to determine the option effectiveness of the organizational setup and qualifications of the individual who will make-up the organization. This aspect will determine the successful realization of the project study.</p> <p>Your organizational feasibility study should include:</p> <ul style="list-style-type: none"> <li>a. Introduction to Management Aspect <ul style="list-style-type: none"> <li>Brief Description of your business structure.</li> <li>Brief Description of your organizational structure (org chart).</li> </ul> </li> <li>b. Internal and external principles and practices of the business, vision mission goals objective</li> <li>c. Roles and functions; process flow chart (decision/ making), Policies,</li> <li>d. Human resources management and recruitment and promotion policies,</li> <li>e. Labor and benefits</li> <li>f. Trainings</li> </ul>
<b>12</b>	<b>4. Chapter 4. The Technical Aspect</b>
	<p>The <b>technical aspect</b> of a <b>feasibility study</b> helps you determine the efficacy of your proposed project by examining the details of your intended process, including materials and labor, logistics and <b>technology</b> related to producing, delivering and tracking the products or services you intend to develop.</p> <p>A technical feasibility study assesses the details of how you intend to deliver a product or service to customers.</p> <ul style="list-style-type: none"> <li>a. introduction to technical aspects; brief background or description of the major considerations, requirements, principles use in the choice of plant location, equipment , process...</li> <li>b. Plant Location, process flow and Plant layout</li> <li>c. Production and Transport equipment</li> </ul>

**Table 9c. Continued**

	<ul style="list-style-type: none"> <li>c. Fixed cost and Operational Cost</li> <li>d. Labour Cost, materials Cost, and Incidental Costs</li> <li>e. Resource management and Supply chain</li> <li>f. ...</li> </ul>
<b>13</b>	<b>5. Chapter 5. Legal and Taxation Aspect</b>
	<ul style="list-style-type: none"> <li>a. Legal Aspect <ul style="list-style-type: none"> <li>i. Registration of Business Name</li> <li>ii. Registration to the Bureau of Internal Revenue</li> <li>iii. Securing Permits and Licenses</li> <li>iv. LTO Registration</li> <li>v. Vehicle Permit</li> <li>vi. Application for Social Security System Membership</li> <li>vii. Application for Philippine Health Insurance Membership</li> <li>viii. Application for Home Development Mutual Fund Membership</li> <li>ix. Registration to the Department of Labor and Employment</li> <li>x. Other relevant legal requirements (for example, Articles of Incorporation and Bylaws if the business is a corporation)</li> </ul> </li> <li>b. Taxation Aspect <ul style="list-style-type: none"> <li>i. Withholding Tax</li> <li>ii. Income Tax</li> <li>iii. Business Taxes</li> <li>iv. Other relevant taxation requirements</li> </ul> </li> </ul>
<b>14</b>	<b>6. Chapter 6. The Financial Aspect</b>
	<ul style="list-style-type: none"> <li>a. Introduction to financial aspect</li> <li>b. Total estimated Project costs <ul style="list-style-type: none"> <li>Details of total estimated project cost with supporting notes</li> </ul> </li> <li>c. Source of Financing</li> <li>d. Financial Assumptions, Accounting Policies and Estimates</li> <li>e. Statement of Financial Position for 5 years</li> <li>f. Statement of Financial Performance for 5 years</li> <li>g. Statement of Changes in Equity for 5 years</li> <li>h. Statement of Cash Flows for 5 years</li> <li>i. Supporting Notes to the Financial Statements</li> <li>j. Financial Ratio Analysis with Interpretation (impact to business) <ul style="list-style-type: none"> <li>1. Liquidity Ratio</li> <li>2. Profitability Ratio</li> <li>3. Solvency Ratio</li> <li>4. Break Even Analysis</li> <li>5. Payback Period</li> </ul> </li> <li>k. Sensitivity Analysis – It will show how the sensitive the company is in the changes of prices and volume of production. <ul style="list-style-type: none"> <li>1. Increase in cost</li> <li>2. Decrease in sales</li> <li>3. Increase in cost and decrease in sales</li> <li>4. Statement of Financial Position in each scenario for 5 years</li> <li>5. Interpretation</li> </ul> </li> </ul>
<b>15</b>	<b>7. Chapter 7. The Socio-Economic Aspect</b>
	<p>The socio-economic study shows the contribution of the study to the government and to the society. This area proves that the business existed not only for profit purposes, but also for the improvement of the welfare of the people.</p>
<b>16</b>	<b>8. Chapter 8. Conclusion, Recommendations</b>
	<i>Supplementary Pages:</i>
<b>17</b>	<b>Bibliography</b>
	<i>(APA format shall be used including content citation/cross-referencing. Double spacing after each reference)</i>
<b>18</b>	<b>Appendices</b>
	<ul style="list-style-type: none"> <li>A - Letter of Approval with Certificate of Appearance and Photo</li> <li>B - Instrument with Informed Consent</li> <li>C - Map of the Research Locale <i>(Include Coordinates)</i></li> <li>D - Curriculum Vitae</li> <li>E - Narrative &amp; Photo Documentation</li> </ul>
Notes:	Suggested Feasibility chapters and sections

## Standard Research Format

The sample report formats intend to guide the users in the report preparations. The report's primary sections and contents, depending on the type of research and research design, will vary according to the necessary information that is significant to the report.

For the Basic Education Senior High School research undertakings, suggested formats are those in **A, B, D, and E**. It is also suggested that ICT – based report shall utilize **Format E**. For those undertaking social research shall use **Formats A, B & F** based on design preference.

Preferred research formats for undergraduate students are **A, C & E**. While ICT – based research uses **Format E**, and **Formats A & C** are used based on Research Design preference.

**Format F** shall be followed upon completing the final research manuscript as part of the final requirement for senior high school and undergraduate students across disciplines.

## Research Instructors and Research Advisers

1. All research teachers and research advisers should have the necessary background and relevant trainings to be one. They should be holders of the certificates of the training and are deputized or certified as articulated in a contract that shall be executed for this purpose and duly registered in the CPRDS.
2. Further, research teachers or advisers should preferably be full-time faculty. They should show proofs that they have attended research ethics training and have one or more of the following qualifications:
  - a. A Master's degree;
  - b. A verified expert in the field of study
  - c. A Professional License of a Discipline (of a reputable licensing agency or organization)
  - d. At least published one (1) research article
  - e. Have significant exposure to research and research training
3. Duties and responsibilities

### Research Instructors:

- a. Guide the students during the preparation of the research study/ thesis/capstone project;

- b. Conduct readability tests to students output to assure the quality of write ups;
- c. Provide relevant, timely, and unique research topics which are aligned to the research agenda of the institution;
- d. Evaluate research titles before submission;
- e. Monitor and coordinate the progress of the research with the research adviser;
- f. Signs necessary forms;
- g. Certify the readiness of the advisee to undergo research defenses;
- h. Meet regularly with the students (classes) for general research lectures and inputs;
- i. Calculate and submit the term grades and final grade;
- j. Facilitate the research requirement compliance and coordinate with the research advisers.

### Research Advisers:

- a. Guide the students during the preparation of the research study/ thesis/capstone project specially on the technical aspects of the study;
- b. Monitor the progress of the research, and coordinate with the research teacher for updating and concerns;
- c. Signs necessary forms as adviser;
- d. Assists the students in the revisions of relevant issues raised during the proceedings of oral defenses (proposal and final);
- e. Certify the readiness of and endorse the advisee to undergo research oral defenses;
- f. Meet with the advisee/students as often as necessary for updates, additional lectures regarding the technical aspect of the research topics;
- g. Submit his own evaluation of the student's performance to the research teacher for grades facilitation.

## **Technical Panel and Departmental Research Committees (DRC)**

The **Technical panel** shall be responsible for the research study evaluations and approval during the proposal and final defense hearings.

The **Departmental Research Committee (DRC)** shall be responsible for the review and endorsement of Research Titles, and assess the risk and safe conduct of research, if necessary, endorse a research adviser or expert, the technical panel, and other research preparatory needs, for both Senior High School students of the Basic Education and the Undergraduate students. The DRC will be composed of the Dean/Principal, Chair, Departmental Research Coordinator, and the Research Teacher.

### **1. Research Activities, DRC, and technical panel involvements:**

#### **a. Research Title Selection and Endorsements**

The DRC shall evaluate and endorse Research Titles submitted by the students for research proposals. The DRC has the prerogative of the process, may propose a boardroom discussion or deliberation as may deem necessary, or route a Title Proposal Form for comments and suggestions. The evaluation should include safety assessment and ethical issues consideration, as may be necessary. The committee can also suggest measures that will guide the students of its choice, recommends or requires safety protocol, endorse possible experts and advisers to guide students in research preparation and performance.

#### **b. Literature Review/Hypothesis Development**

To monitor the progress and development of the research proposal and to assure the quality of concept development, it is highly recommended a weekly presentation or mock proposals should be conducted after the confirmation of the research title. The research teachers should facilitate the process. At least on one occasion, the DRC should be invited to join the proceedings. This is to assure the quality of the proposal and confirm the proponents' readiness before the proposal hearing.

#### **c. Research Ethics Review**

Ethics Review shall follow the established protocol set by the Ethics Review Board.

## **d. Proposal Hearings**

The proceedings shall follow established procedures of the institution or by the department. The technical panel shall review, recommend revisions and, or approve the proposed studies. There shall be three (3) members of the technical panel (per CHED guidelines) composed of designated internal and invited external experts. The research adviser shall sit with the panel as a silent observer unless asked to clarify relevant research issues. The research teacher shall manage the proceedings.

## **e. Final Oral Defense**

The proceedings shall follow established procedures of the institution or department. The same technical panel (proposal hearing) shall review and approve the defended studies. The number of panel members and panel memberships should not change. Panel member substitution may be allowed for acceptable reasons and as approved by the DRC. The research adviser shall sit with the panel as a silent observer unless asked to clarify relevant issues and concerns. The research teacher shall manage the proceedings.

## **2. Duties and Responsibilities of the Technical Panel**

- a. Evaluate the study based on the institutional assessment tools;
- b. Ensure that the study is aligned to the research agenda of the institution;
- c. Write recommendations, suggestions, and comments after each scheduled oral presentation;
- d. Review each suggested change, suggestion, and comment during the compliance process of the research (i.e., manuscripts for Literature review, Proposal, and final manuscript);
- e. Sign pertinent documents or forms to attest to the authenticity and entirety of the recorded information;
- f. An internal expert with his/her concurrence shall sit as the Panel Chair and shall preside in the conduct of the oral defenses and arguments;

- i. The panel chair shall moderate the Q and A portion with the assistance of the Research Teacher;
- ii. Maintain ethical conduct and confidentiality of the Q and A proceedings;
- iii. The panel chair will present the decision of the technical panel during the last part of the defense;
- iv. Endorse research proceedings to the DRC and the CPRDS.

## Research Ethics

The University of San Jose – Recoletos Institutional Ethics Review Committee (USJR-IERC) is the institutional committee that will review and regulate the ethical standards in research for both institutional and curriculum-based research. The committee will adhere to the fundamental principles of research ethics as stipulated in the Belmont Report of 1979, which summarizes ethical principles and research guidelines, particularly human subjects.

The USJR-IERC shall uphold the three core principles; respect for persons, beneficence, and justice. These can be complied with through the presence of informed consent, assessment of risks and benefits, and selection of subjects.

The primary objective of the USJR-IERC is to ensure that all research or research-related undertakings of all academic levels and non-academic areas, be it departmental/curriculum-based or institutional research manifest good research practice. The USJR-IERC shall review all studies conducted by students and faculty.

Members of the USJR-IERC shall undergo training and accreditation by the Philippine Health Research Ethics Board, and the presence of the PHREB approved Standard Operating Procedure (SOP) shall supplement this policy.

The ethics review shall be conducted before the research proposal defense to ensure the proponents' compliance with the ethical standards and re-evaluate compliance therewith before the Final Oral defense.

## Stages of Research, for Undergraduate and Senior High School

Research studies for Senior High School and Undergraduate students shall be two (2) semesters to provide ample time for the researchers to conduct their studies. These include the gathering of data, analysis, and system development and implementation for ITE programs. Course offerings in research shall be based solely on every program's approved curricular content.

### Research Flow:

#### a. Research 1: Phase 1 – RESEARCH TITLE SELECTION and ENDORSEMENTS

Undergraduate students shall submit three (3) titles to be presented to the Departmental Research Committee (DRC), which includes:

- i. Accomplish forms with three (3) Research Titles as an attachment using the Research Title Justification Form
- ii. Accomplished Students & Teacher Assessment of Proposed Titles (STAPT)
- iii. Budget for Research 1 (Phase 2 to 4)

The Recommended Schedule **four (4) weeks after the 1st-day classes;**

#### b. Research 1: Phase 2 – LITERATURE REVIEW / HYPOTHESIS DEVELOPMENT

As a midterm requirement, a mock proposal or a presentation of the **Literature and Hypothesis** shall be conducted; **for this purpose, the DRC shall sit** as a Review Panel and accomplish the Literature Review Student Assessment Form. The procedure should be graded.

The recommended Schedule **four (4) weeks after the 1st day** of the Title Hearing;

#### c. Ethics Review as recommended by the school's Ethics Focal Persons

Research Proposals will initially be reviewed by the school ethics focal person. These papers may be recommended for a full review

by the Institutional Review Board, expedited or exempted. CPRDS shall submit the approved Proposed Research Study to the committee.

**d. Research 1: Phase 3 – RESEARCH PROPOSAL HEARING**

To proceed to a proposal hearing, the proponents shall prepare, obtain and submit the following to the research teacher;

- i. Research Adviser's Endorsement for Proposal Hearing
- ii. Certificate of Technology-Based Quality Assurance (Grammarly and Turnitin)
- iii. Certification from the Statistician on the correctness of sampling design, sample size, quantification of variables, determination of statistical test, reliability, and item analysis for quantitative research.
- iv. Ethics certification
- v. Library certifications on references and resources
- vi. Copies of the Proposal one for each person in the proceeding
- vii. PowerPoint presentation of the proposal.
- viii. Thesis Advising forms
- ix. Adviser-advisee MOA
- x. Panel fees, proof of payment paid through the accounting.

The recommended Schedule **four (4) weeks after the 1st-day** of the Literature Review;

**e. Research 1: Phase 4 – SUBMISSION OF THE REQUIRED DOCUMENTS AFTER THE PROPOSAL HEARING PRIOR TO FINAL GRADING.**

**Note:** Revised proposal must use past tense in the methodology to prepare for the Final Manuscript.

The following shall be submitted to the DRC and the CPRDS:

- i. Approved Revised Proposal Manuscript
- ii. Signed Approval Form (Technical Panel)
- iii. Signed Clearance from Technical Panel and the CPRDS
- iv. Ethics Certification (on research Methods)

- v. Permit for Data Collection & Certificate of Appearance
- vi. Student Evaluation of the Research Process & the Role of the Adviser
- vii. Gantt Chart for Research 2
- viii. Budget for Research 2

The recommended submission of the required documents is **ten (10) working days** upon approval of the final manuscript;

**f. Research 2: Phase 1 - CONDUCT OF RESEARCH PROPER**

These include Data Gathering and Analysis, Results and Discussion, Findings, Conclusion and Recommendations, System Development and Prototype, Construction for Simulation Models and Programming, and Completing the Report.

Perform the indicated Research Methodologies as indicated in the Approved Proposal (data mining, field survey, system development, FGD or experiment with the Research Adviser guidance, follow established security protocols and ethics requirements). Follow the timeline closely as indicated in the submitted Gantt Chart. Secure and accomplish **Student Monitoring Form** from the CPRDS Office.

It is highly recommended as a Midterm requirement, and a graded Mock Oral Defense should be conducted to check the quality of the manuscript and monitor the proponent's readiness for the final defense. The DRC shall sit as the panel.

**g. Research 2: Phase 2 – FINAL RESEARCH QUALITY ASSURANCE PRIOR TO FINAL ORAL DEFENSE HEARING**

To proceed to the Final Oral Defense (FOD); the following requirements must be prepared, accomplished, obtained, and submitted to the research teacher.

- i. Research Adviser's Endorsement for Oral Defense
- ii. Certificate of Technology-Based Quality Assurance (Grammarly and Turnitin)
- iii. Ethics Compliance Certificate (conduct of research)
- iv. Statistician's Certification on Correctness of Statistical



#### Procedures

- v. Copies of the Completed Manuscript (one for each person in the proceedings)
- vi. PowerPoint presentation of the research
- vii. Accomplish Final Oral Defense (FOD) Form
- viii. Thesis Advising forms
- ix. Panel Fees, proof of payment paid through the accounting.

#### **h. Research 2: Phase 3 – FINAL ORAL DEFENSE**

The Schedule of Final Oral Defenses will be based on the submitted approved Gantt Chart and availability of the Technical Panel

#### **i. Research 2: Phase 4 – SUBMISSION OF FINAL MANUSCRIPT**

Researcher(s) shall be able to comply with the following and shall be submitted **ten (10) working days** after the final oral defense proceedings.

- i. Approved Revised Bound Final Manuscript of the Study
- ii. Signed Approval Form (Technical Panel)
- iii. Declaration of Co-authorships
- iv. Signed Clearance:
  - a. Technical Panel,
  - b. Library (submission of final paper soft copy)
  - c. CPRDS (submission of final paper soft copy, and duplicate copies of documents, scanned copies)
- v. Thesis Advising Forms
- vi. Copies of Ethics Certificates ( 2 nos. on methods and conduct of research)
- vii. Copies of Statisticians Certifications ( correctness on methods and correctness on data processing)
- viii. Certification of Bibliographical Entries from the Librarian
- ix. Certification from Professional Grammarian
- x. Publishable Format Paper (for non-publishable formats original manuscript)
- xi. Presentation of Prototypes (For ITE programs and STEM/ICT Track only)
- xii. Accomplish Minutes of the Proceedings.

#### **j. Phase 3: Research Dissemination**

Upon submission of the final requirements, students are required to comply with one or more of the following:

- Participation in a Collegiate Research Competition;
- Online Journal Publication;
- Submission of Thesis Title and Bibliography to the Registrar's office for inclusion in the Transcript of Records;
- Radio Discussion; and
- Presentation of the Research Publication to the Stakeholders during the Cinéma de Recherche

#### **Rules in the Conduct of Research Defenses**

1. Student researchers who pass the Research Title Hearing shall be provided with a Research Adviser whose background or training is aligned to the research discipline. The student shall accomplish the Adviser-advisee MOA form and submit it to the DRC.
2. Student researchers who pass the Research Proposal shall accomplish and be given ten (10) working days to submit the approved manuscript and accomplish the Final Proposal Approval Form.
3. For Final Orals, the students shall be given fifteen (15) working days to submit the hardbound and softcopy of the journal format and video documentation to the DRC.
4. Re-Defenses shall be scheduled within a month after the day of the defense unless the students request for more time of preparation.

#### **Grading System**

Research classes shall follow the grading system for both SHS and Undergraduate students. Students are graded based on the substance/ outcomes, compliance of student research activities, and class performance.

It is highly recommended that the following timelines be moved two or three weeks ahead to sync with the Final Exams and finals grading requirements for students who applied for graduation.

This grading scheme shall be subject to review every year by the CPRDS and duly approved by the VP Academics for implementation.



**Table 10. Grading Scheme**

1. Research 1	percentile	2. Research 2	percentile
<b>Prelim Period</b>		<b>Prelim Period</b>	
a. Class attendance and behaviour	10%	a. Class attendance and behaviour	10%
b. Written Exam	20%	b. Research Teacher's and Adviser's Rating	20%
c. Research Title Selection compliance	20%	c. Compliance to scheduled research study outputs (data gathering, data processing, data analysis, interpretations, R&D, findings and conclusion, write-ups) and weekly presentations	70%
d. Performance Tasks (weekly Presentations, Article Reviews/Readings)	30%		
e. Research Teacher's and Adviser's ratings	20%		
<b>TOTAL</b>	<b>100%</b>	<b>TOTAL</b>	<b>100%</b>
<b>Midterm Period</b>		<b>Midterm Period</b>	
a. Written works, Grammarly and Turnitin Results, weekly presentations	30%	a. Research Teacher's and Adviser's Ratings	30%
b. Research Teacher's and Adviser's Rating	20%	b. Compliance to scheduled research Outputs and weekly presentations	30%
c. Ethics Review Compliance and Library Certificates	10%	c. Ethics Compliance and Library Certificates	
d. Mock Proposal and DRC Quality Assessment	40%	d. Mock Oral Defense and Quality Assessment	40%
<b>TOTAL</b>	<b>100%</b>	<b>TOTAL</b>	<b>100%</b>
<b>Semi-Final Period</b>		<b>Semi-Final Period</b>	
a. Proposal Defense and Technical Panels' Presentation Ratings		a. Final Oral Defense and Technical Panels' Ratings	
• Substantiality of the proposal	40%	• Substantiality of the proposal	40%
• Performance of the research study presentation	30%	• Performance of the research study presentation (i.e. Audio-video presentation, expertise, etc.)	20%
		• Publishability	20%
b. Research Teacher's and Advisers' rating	30%	b. Research Teacher's and Advisers' rating	20%
<b>TOTAL</b>	<b>100%</b>	<b>TOTAL</b>	<b>100%</b>

**Table 10. Continued**

1. Research 1	percentile	2. Research 2	percentile
<b>Final Period</b>		<b>Final Period</b>	
a. Revised Approved Proposals	80%	a. Revised Approved Final Paper	50%
b. Filled Forms and Clearances	20%	b. Filled Forms and Clearances	10%
		c. Implementation/ Presentation of Research outputs to public forum (i.e. interschool research competition) /Cinéma de recherche	20%
		d. Journal Publication	20%
<b>TOTAL</b>	<b>100%</b>	<b>TOTAL</b>	<b>100%</b>

### Grading System Policy

Research Instructors. The Instructor shall compute the final grade after consolidating the grades from the technical panel, and research adviser.

Adviser's Rating. Shall be provided by the research adviser based on individual student's performance using the Student Research Monitoring instrument.

Grades are based on the score sheet/assessment form of which the Research Teacher will consolidate from the Technical Panel duly approved by the Technical Panel Chairman ratings.

### Criteria for Research Verdicts

- 1. Accept without revisions.** This means that the research study is accepted and a verdict of **PASSED**.
- 2. Accept, after minor revisions suggested in this review.** This means the research study is accepted but must comply with the technical panel suggestions and recommendations. The revised manuscript shall only be routed among the technical panel for verification and double-checking of the compliance based on the **Minutes of the Proceedings Form**. Moreover, the verdict of this level is **PASSED**.
- 3. Accept, after major revisions suggested in this review.** This means that the research study partially meets the expectation of the study. Of which, major technical works are needed. A scheduled re-defense

shall be provided to the student researchers to present the research study again. **No verdict** shall be announced as of this proceeding.

4. **Reject, not fit for thesis.** This means that the research study is **not substantial** and is not accepted. The student researcher will be given a **Verdict of FAILED** and shall re-enroll the research subject next semester.

#### Criteria (Suggested) in Evaluating Research Proposals

1. The problem and hypothesis are well stated and appropriate for the study
2. The related literature is pertinent to the particular study and is the basis of the theoretical framework.
3. The research instrument is valid and reliable.
4. The scientific procedure is used in data gathering.
5. The research design is appropriate.
6. The method for data processing and analysis is appropriate.

#### Procedures in Accomplishing the Final Manuscripts

1. During the submission of the final copy of the manuscript, the procedures shall be followed:
  - a. The revised manuscript shall be evaluated first by the **Research Adviser**. Once the revisions are complied with, the **Research Adviser** shall sign the **Endorsement Form**.
  - b. Once endorsed and signed by the **Research Adviser**, the manuscript (one copy only) will be routed to the **Technical Panel** for approval. Papers that do not satisfy the requirements set in the **technical panel's** observations and based on the oral defense minutes shall be revised again as per the adviser's and technical panel's concurrence of the issues concerned.
  - c. Then, the manuscript will undergo the Technology-based Quality Assurance Test, which includes Grammar, Plagiarism, and Readability Test thru the Office of CPRDS.
  - d. The TQA Test result will then be presented to the school **Grammarian** and the soft copy of the result for checking. Once revised, the second round of tests will follow and repeat procedure "c".

- e. Bibliographical references shall be according to preferred Journal, APA, IEEE, MLA, are some. The correctness of the bibliography format shall be the responsibility of the research teachers and advisers. The librarian shall be the principal consultant and authority on the issue and shall sign the certification on the correctness of references on the final manuscript.
  - f. Then the **Chairman** will sign the **Final Paper Approval form** and forward it to the DRC for final confirmation of approval.
2. Note the panel members, grammarians, statisticians, and librarians **MUST NOT SIGN** the compliance form if all the suggested revisions were not complied with.
    - a. Certifications are required for the following:
    - b. Ethics (as needed)
    - c. Librarian
    - d. Professional Grammarian
    - e. Statistician
    - f. Technology-based Quality Assurance Tests

#### Policy for Merging of Research Members

In such cases that one or more student members are not able to continue as a member of the research group, the following guidelines must be followed:

1. Merging or changing of group members are only allowed before the scheduled Proposal Hearing if valid justifications are provided by the requesting and affected member/s. A merging or changing request letter must be made unanimously signed and concurred by the all affected members, endorsed by the research teacher and adviser and approved by the DRC.
2. In such cases where re-grouping of research members is requested after the Proposal Hearing due to valid concerns, the following must be followed:
  - a. A merging or changing requests letter must be made and unanimously signed and concurred by the all affected members, endorsed by the research teacher and adviser and approved by the DRC.
  - b. For a three (3) member group, of which one (1) member fails to

continue, the remaining members shall be assigned to the other groups with three (3) members only.

- c. For a 7-member group, merging shall only be done only if the remaining members of the group is less than four (4).

### Criteria in Evaluating Final Manuscripts

1. Quality Assurance
2. Peer Review Result
3. Research Ethics Protocol
4. Dissemination and Validation of the Results in the Community/School or Department
5. Video Testimony of Acceptance by the Research Beneficiaries

### Quality Assurance Requirements

All studies must comply with the presented Research Formats and shall be required of either signed certifications, ratings, or endorsements from the experts:

1. Technical Panel / Reviewers of the Study;
2. Readability Test Results of 25;
  - a. Grammarly and Turnitin Results;
  - b. Results of Grammarly Test at least 90%;
3. Turnitin test, a similarity index of at most 15%;
4. Librarians for the inclusion in scientific journals;
5. Professional Grammarian/English editor;
6. Digital Presentation.

The ratings shall be subject to review by the CPRDS every year

### Research Publication

1. The CPRDS encourages teachers, staff, and students to publish their articles in the School's journal or a journal of preference with ISI and Scopus indexed.
2. The respective Schools are encouraged to publish journals for each academic course as the repository of studies of teachers, students, and external contributors.
3. These departmental journals shall be made available through open access, peer-reviewed, and online through the Open Journal System

of the School website.

4. The editorial board and the peer reviewers should be invited from outside of the School and shall serve for three years subject to re-appointment.
5. The School shall organize or co-host a research conference to obtain external articles for its journals.

### Schedule of Fees for SHS/Undergraduate Research and TQA for External papers

The Center for Policy, Research, and Development Studies shall impose a schedule of fees for the entire duration per research group (i.e., two semesters) of all research-related activities excluding the Research courses enrolled.

**Table 11. Research Fees**

Particulars	Amount
Adviser's Acceptance Fee (per enrolled research subject)	PhP 1,000.00
Adviser's Hearing Fees	PhP 1,000.00
DRC Panel Fee per member for Research Title Selection/Endorsement	
DRC Mock Proposal and Mock Oral Defense Panel Fee per member.	PhP 250.00
Research Ethics Committee Review per member	as set by the IERB
Internal expert as Technical Panel for Proposal defense and Final Oral defense per pax	700.00/800.00
External Expert as Technical Panel member fee per pax	PhP 700+300 = 1,000.00
Technology-based Quality Assurance (i.e. plagiarism, grammar, readability test). Three (3) times – Faculty and students	PhP 200.00
Technology-based Quality Assurance (i.e. plagiarism, grammar, readability test). Three (3) times – External papers	PhP 800.00
Statistician	PhP 1,000.00
Professional Grammarian	PhP 1,000.00

These rates shall be subject to annual review by the CPRDS and approval by the University President.

### **Membership to Research Bodies**

To access funding sources, the university needs to be a member of research consortia in the region which contribute funds from CHED, the Department of Science and Technology (DOST), and the Department of Health (DOH) and international research funding institutions. It can also seek membership in professional research organizations to access various forms of supports, such as the National Research Council of the Philippines (NRCP).

### **Academic Integrity**

The researchers must execute a signed disclosure statement, "We the researchers, hereby, declare that this manuscript is original and no portions are copied or plagiarized from other print and online sources and that all authors cited in the body of the text are listed in the references."

### **Research Electronic Resources**

1. The school librarians shall be capacitated in electronic and online resources to help trained and assist teachers and students in using open access (free) scientific literature sources.
2. The university shall obtain subscriptions with highly respected, online scientific journals and websites, like the Web of Science, Clarivate Analytics, Philippine Electronic Journals. These subscriptions will give access to literature and articles published in internationally accepted journals to support the academic community research needs.

### **Research Training**

1. The faculty and staff shall be trained in various aspects of the research process, oral presentation, and publication.
2. The students shall be exposed to the training in support of research instruction.

### **Research Involvement for Merit and Promotion**

A system shall be promulgated to provide merits for teachers and staff involvements in the research activities. These will include training, thesis advising, technical panel, research editor, oral presentations, speakership, publications, peer review, and other related activities.

### **Role of External/Internal Experts in Research**

External experts will be qualified and invited during the Proposal Defense and Final Oral Defense to ensure the quality of research outputs. External experts are scientists or non-scientists professionals with significant experience in their field of expertise from the Philippines and overseas. These experts are industry-based practitioners, public/private higher education institutions, government agencies, entrepreneurs, or private individuals.

These experts provide technical reviews, comments, suggestions, recommendations, and signed pertinent documents.

Internal experts are faculty and staff of the institution tasks to provide technical reviews and manuscript tests to ensure quality research outcomes.

### **Public Oral Presentations**

1. All approved revised final research must be presented in a research conference or research forum as part of the final requirement. The School may organize the conference for this purpose.
2. A School Research Competition will be organized to provide an avenue for the students to showcase their research studies with optimum excellence.
3. For Fair Rules, the judges shall all be sourced outside of USJR
4. Participation in regional, national or international research conference is encouraged.

### **Awards**

All studies within the SHS and undergraduate students shall compete for Best publication, Best oral public presentation, and Best digital visual

presentation. The winners representing the school shall compete for the university-wide grand prize. The winning representative shall be endorsed for presentation outside the institution for regional, national and international research conferences.

SHS and undergraduate students shall be awarded the following based on their performance during the conduct of the study by the school:

1. Best in Research documentary film an Audio-Video Presentation during Final oral defense
2. Best Research Implementer of the Year
3. Best Research Study (Disciplinal) / Best Capstone Project for ITE Programs
4. Best Research Presenter
5. Overall Best Research Study
6. Outstanding Researcher of the Year

#### **Student Oral Presentation in Conferences**

See provisions on Student Paper Presentation Grants.

#### **Amendments and repeal clause**

These provisions shall be subject for review every three years for possible addition, amendment, and deletion by the CPRDS, the endorsement of IRC, and the approval of the School Board.



# Instructional Materials Production Unit



## IV. INSTRUCTIONAL MATERIALS PRODUCTION UNIT

The Instructional Materials Production Unit (IMPU) of the Center for Policy, Research and Development Studies (CPRDS) of the university serves as the coordinating center of authors and prospective all activities related directly or indirectly to the processing and production of textbooks, digital media materials and other instructional materials in single or multi-format platforms that are either commissioned by REAP, the University of San Jose-Recoletos and/or its specific school, office or department; or suggested by any author with the permission from the Recoletos Educational Apostolate of the Philippines, Order of the Augustinian Recollects and the administration of the specific university in response to a specific need for information, education and communication materials that may lend support to a lesson, program, course or other sources for print, electronic either offline or online for the assurance of providing uniform, clear, and comprehensive inputs for students and other stakeholders in immersing Josenians into the Recoletos' brand of education.

By and large, the IMPU does the multipronged function of performing coordination work that only involves among others, liaising, sourcing, benchmarking, supervising, conceptualizing, troubleshooting, assisting, innovating, upgrading and facilitating the production, acquisition, or processing of textbooks and other instructional materials in multiformats for a broad range of platforms to enable learners to adjust to the demands of real life, work challenges, and their professions in local and global arena.

The IMPU is under the Center for Policy, Research and Development Studies (CPRDS) that has a coordinator.

### **Authorship Routes, Review Process and Activity Timeline**

**1. Author's Initiative** – Any author who likes to write a textbook or any instructional material may send an Application for Authorship to the CPRDS Director through the Coordinator of the Instructional Materials Production Unit or the author may also send it directly to the VP Academics if the IM is for USJ-R use only or to the REAP President if the IM is for use in all Recollect schools in the country or overseas.

B. USJ-R or REAP's Initiative - USJ-R or REAP may commission some authors or content experts to write textbooks or IM for the exclusive use of USJ-R publics or for the use of all Recollect schools, if necessary.

**2. Review Committee for USJ-R IMs** - For the authorship application for IM for USJ-R use, the review committee tasked to act on the application within 15 days after receipt of the application shall consist of the CPRDS Director, VP Academics & the University President. The committee may request assistance from content expert and other entities it may deem appropriate to protect the academic integrity and ethical standards for the author, the material and USJ-R.

**3. Review Committee for REAP IMs** - For the authorship application for IM for all Recollect schools, the review committee tasked to act on the application within 15 days shall consist of the REAP President, REAP consultant, a content expert and other entities, not exceeding 5 members, that REAP may deem fit to safeguard the ethical and academic integrity of the author, the material and the institution as publisher.

4. Upon approval, the timeline of the following activities shall be observed:

**Table 12. Textbook/IM Production Timeline**

No.	Activity	Days
1	Author submits Manuscript of IM or Script for Digital Media Prod Work to IMPU or VP Academics or REAP [whichever is applicable]	After receipt of Letter of Approval – 7 days
2	IMPU sends Manuscript to Internal QA [0-10 percent errors in grammar & Turnitin Result of [0-15 percent similarity index]	1 day
3	Transmission of Results to Textbook Writer to Resolve Issues in Internal QA Results	1 day
4	IMPU receives Revision from Writers	1 day
5	IMPU reviews Writer's Resubmitted Manuscript	1 day

No.	Activity	Days
6	IMPU forwards Resubmitted Manuscript to Book Reviewer c/o USJ-R CPRDS or REAP	1 day
7	IMPU Forwards Resubmitted Manuscript to Book Reviewer	1 day
8	Book/IM Reviewer returns Resubmitted Manuscript's Review to IMPU	1 day
9	IMPU checks Reviewer's Comments & Sends them to Writer for Action	7 days
10	IMPU processes Honorarium of Reviewer & deposits it to Reviewer's Account	15 days
11	IMPU processes and gives Honorarium to Writer	15 days
12	Writer Incorporates Doable Suggestions & Sends Same to IMPU	7 days
13	IMPU Resends Manuscript to Reviewer	1 day
14	Reviewer Scrutinizes IMPU's Resent Manuscript & Sends Feedback to IMPU anew	4 days
15	IMPU Transmits New Review Results to Writer For Finalization of Manuscript [If everything is ok. Otherwise, the writer shall again revise [so another round of review shall be done ]	2 days
16	IMPU gets Manuscript, if final, and sends it to Layout Artist	30 days
17	IMPU resends Manuscript, if not final, for another round of Review/Revision	15 days
18	Reviewer re-scrutinizes Manuscript and sends his third round of comments to IMPU	5 days
19	IMPU transmits third round of comments to Writer for revision of Manuscript	4 days
20	IMPU receives the Writer's manuscript with third round of comments and sends it to Reviewer [If it is applicable or needed. However, if it is not needed	10 days



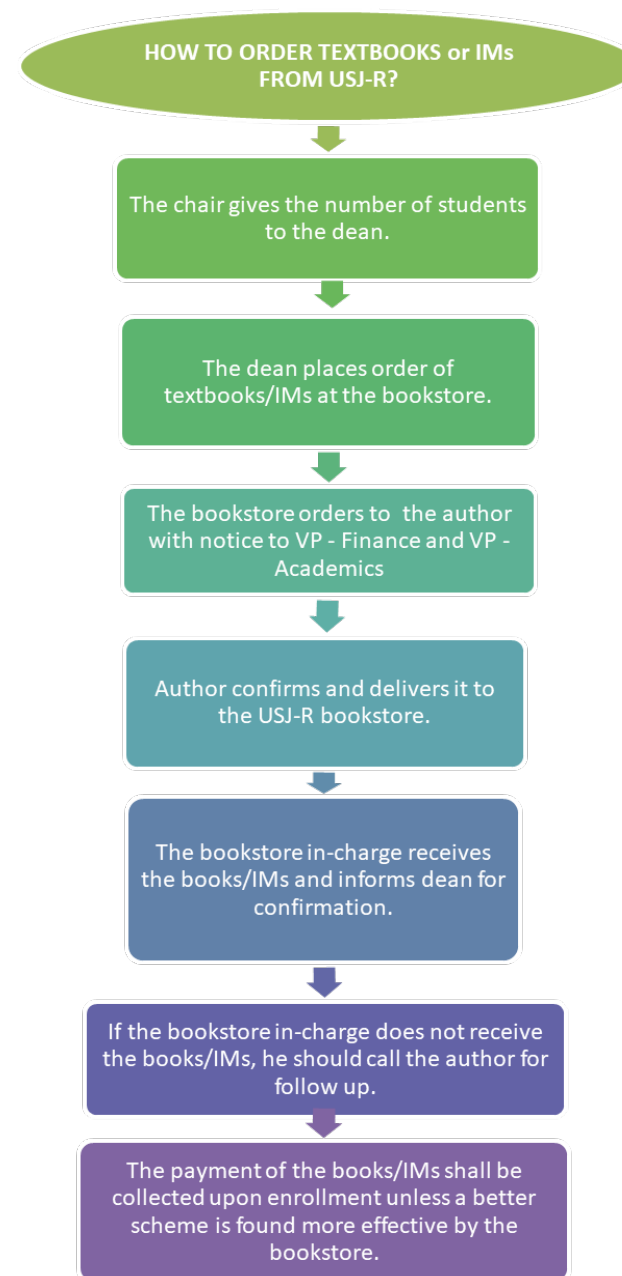
No.	Activity	Days
21	IMPU receives Book Layout from Layout Artist and sends it to Author, CPRDS Director, VP Academics, President of USJ-R, Proofreader, then, IMPU sends it to Layout Artist [For USJ-R IMs]	30 days
22	IMPU receives Book Layout from Layout Artist and sends it to Author, CPRDS Director, VP Academics, President of USJ-R, Proofreader, USJR Chief Librarian, REAP President & Consultant for Comments [For REAP IMs]	15 days
23	IMPU prepares Certificate of Completion for Writer and Certificate of Appreciation for Reviewer [signed by USJ-R VP Academics, CPRDS Director & University President] while for REAP IMs [signatories are REAP President and Consultant & University President of the author] & gives it to parties	3 days
24	IMPU gets Comments from Writer, CPRDS Director, VP Academics, President of USJ-R, USJR Chief Librarian, Proofreader, REAP President & Consultant	1 day
25	IMPU checks if Writer has incorporated suggestions/changes that are in harmony with the Reviewer's comments/suggestions	3 days
26	IMPU sends Writer's Manuscript to Layout Artist for First Revision of Layout	15 days
27	IMPU receives the Layout from the Layout Artist and sends it to Copyeditor for Finalization	5 days
28	IMPU receives the Copyediting result and sends it to Writer for action	5 days

No.	Activity	Days
29	IMPU receives the Revised Manuscript from Writer and subjects it to Final Internal QA Tests for Similarity and Grammar	2 days
30	Layout Artist creates Second Revision of the Textbook Layout & sends to IMPU	1 day
31	IMPU sends it to Copyeditor, Writer, CPRDS Director, REAP President & Consultant for Final Check & Go Signal [to produce en masse]	4 days
32	IMPU retrieves comments from Copyeditor, Writer, CPRDS Director, REAP President & Consultant and them to Layout Artist for Third [Final Allowable Changes] in Layout Revision, if applicable]	5 days
33	IMPU retrieves from Layout Artist the Third [final allowable] Revision and gives it to Copyeditor, Writer, CPRDS Director, VP Academics/University Pres for USJ-R IMs; while for REAP IMs—REAP President & Consultant for Permission to Print and Publish First Copy of the Textbook	5 days
34	IMPU sends First Copy to ITSO for Copyright Registration and ISBN Issuance	20 days
35	IMPU receives the Copyright Registration and ISBN and keeps them in Folders in a Secure Filing Cabinet	1 day
36	IMPU orders the Printing of the Number of Copies of Textbook	5 days
37	IMPU retrieves the textbooks from printer	1 day
38	IMPU processes and gives check payment for Printer and other entities	14 days

No.	Activity	Days
39	IMPU convenes author & USJ-R officials for USJ-R IMs; or REAP Officials for REAP IMs for Material Evaluation and Process Improvement	1 day
	TOTAL	259 days

**Note:**

1. Textbook/IM authorship application once approved is rendered in a public document via a duly notarized Writing Contract that shall guide and bind the author and the publisher while the agreement is in full force and effect. The authors may present an alternative timeline or program of work provided it will not exceed 259 days and that the projected cost are approved by the USJ-R Administration or REAP, whichever commissions or needs the textbook or IM.
2. All review results and submissions shall be in both soft and printed copies for filing in the databank of USJ-R CPRDS-IMPU for both USJ-R and REAP IMs. Excluding USJ-R IMs, all submissions for REAP IMs shall also be forwarded to REAP Headquarters via its email for soft copies and via courier for printed copies.
3. The reviewer's honorarium shall be between Five to Ten thousand pesos per book/IM depending on the scope of work and availability of funds.
4. While authors are not de-loaded, they shall be given One Hundred Thousand Pesos [50 percent shall be paid after the first submission and then the remaining 50 percent shall be paid after completion] as payment for writing a Textbook or IM for the Recollect schools which shall be shared proportionately among authors based on the extent of their contribution. This shall be on top of their royalty which is at 15 percent of net sales to be shared proportionately among the authors if a textbook or IM has more than one author.  
Those writing for USJ-R IMs may be governed by a separate contractual conditions to be prepared by the HRMO Director duly reviewed, understood and signed by the parties.



**Figure 7.** How to order textbooks/IMs from USJ-R



**Figure 8.** How to order textbooks from REAP

## Journal Publication and Management Unit

## V. JOURNAL PUBLICATION MANAGEMENT UNIT

In coordination with the Faculty Research Program and the Students Research Program units, the Journal Publication and Management Unit (JPMU) facilitates disseminating faculty and student research outputs. Besides communicating their findings to the scientific community through conferences and fora, researchers are urged to publish their work. The JPMU shall assist researchers in the following steps to be taken by him/her:

1. Selecting a journal
  - a. It is recommended that faculty researchers choose a journal where they intend to submit their paper for publication at the start of the report writing.
  - b. Submission to a chosen journal is a researcher's discretion, but submission to the following journals is highly encouraged: accredited by CHED or those indexed by ACI, Clarivate Analytics, or Scopus.
2. Familiarizing with the Editorial Policy of the chosen Journal
3. The researcher may have less difficulty writing the paper or report by following the Author guidelines of the selected journal.
4. Submitting the article following the guidelines of the journal chosen
5. Complying with revision requirements

### **Submission to the Recoletos Multidisciplinary Research Journal (RMRJ)**

#### **A. Editorial Policy**

##### **Aims**

RMRJ is dedicated to the promotion of knowledge through high-quality research publications in various disciplines. It adheres to the policy that all articles contained therein must meet the rigors of an independent double-blind peer-reviewing system and editing to ensure that the publication possesses scientific and academic merit.

##### **Scope**

RMRJ welcomes the submission of quality researches in any of the following academic domains:

- Accountancy, Business and Management, and Finance;
- Communication, Humanities, Psychology, and Religion;
- Education and Educational Management;
- Engineering, Mathematics, Statistics, and Technology;
- Environment, Health, and Natural Sciences;
- Philosophical and Mathematical Reviews; and
- Politics and Governance, and Social Sciences.

### **Recruiting Referees**

RMRJ picks its reviewers through its editorial office. When a manuscript arrives, an editor solicits reviews from scholars or other experts to referee the manuscript. The identities of the referees selected by the Editorial Board are kept unknown to research authors. However, the reviewer's identity can be disclosed under some circumstances. Disclosure of Peer Review can be granted under the following grounds: as evidence to prove that the published paper underwent peer review as required by the University for ranking and financial incentives, for regulatory bodies such as the Commission on Higher Education, Accreditation of Academic Programs. Requests for peer review results shall be made in writing.

### **Peer Review Process**

Peer review (also known as refereeing) is the process of subjecting an author's scholarly work, research, or ideas to the scrutiny of others who are experts in the same field. It requires a community of experts in each (and often narrowly defined) field who are qualified and able to perform impartial reviews. Likewise, it also refers to the work done during the screening of submitted manuscripts and funding applications. This normative process encourages authors to meet the accepted standards of their discipline and prevents the dissemination of unwarranted claims, unacceptable interpretations, and personal views. Peer review increases the probability that weaknesses will be identified and fixed. For both grant-funding and publication in a scholarly journal, it is also usually a requirement that the subject is both novel and substantial.

There are two or three referees for a given article. Two are experts

on the topic of research and one is an expert in research and statistics who shall review the technical components of the study. These referees return to the board the evaluation of the work that indicates the observed weaknesses or problems and suggestions for improvement. Thereafter, the committee evaluates the referees' comments and, subsequently, notes on the manuscript its opinion before passing a decision with the referees' comments back to the author(s).

### **Criteria for Acceptance and Rejection**

A manuscript is accepted when it is

1. endorsed for publication by 2 or 3 referees,
2. the instructions of the reviewers are substantially complied with;
3. ethical standards and protocols are complied with for studies involving humans and animals;
4. the manuscript passed the plagiarism detection test with a score of at most 10% or less Similarity Index and a Grammarly Rating of 95% or more. Otherwise, the manuscript is returned to the author(s).

The referees' evaluations include an explicit recommendation of what to do with the manuscript, chosen from the journal's options.

Most recommendations are along the following lines:

- Accept without revisions
- Accept with minor revisions
- Accept with major revisions
- Reject with option to resubmit
- Reject

In situations where the referees disagree about the quality of work, there are several strategies for reaching a decision. When the editor receives incredibly positive and extremely negative reviews for the same manuscript, the board will solicit additional reviews as a tie-breaker. In the case of ties, the board may invite authors to reply to a referee's criticisms and permit a compelling rebuttal to break the deadlock. If the editor does not feel confident to weigh a rebuttal's persuasiveness, the board may solicit a response from the referee

who made the original criticism. In rare instances, the board will convey communications between an author and a referee, thereby allowing them to debate on a point. Even in such a case, however, the board does not allow referees to confer with each other. The goal of the process is not to reach a consensus or convince anyone to change his/ her opinions.

### **Comments**

The RECOLETOS MULTIDISCIPLINARY RESEARCH JOURNAL (RMRJ) welcomes the submission of comments on previous articles. Comments on articles previously published in the journal will generally be reviewed by two reviewers, usually an author of the original article (to assist the editor in evaluating whether the submitted comment represents the previous article's accuracy) and an independent reviewer. If a comment is accepted for publication, the original author will be invited to reply. All other editorial requirements, as enumerated above, apply to the proposed comments.

### **GUIDE FOR AUTHORS**

Authors must strictly adhere to the format and style of the journal to avoid manuscript rejection. Hence, authors are encouraged to read the instructions for authors before submitting their manuscript.

#### **Submission of Manuscripts**

1. Manuscripts currently under the consideration by another journal or publisher should not be submitted.
2. Manuscripts should be submitted through the online portal of the RMRJ <https://rmrj.usjr.edu.ph/>
3. To promote anonymous review, authors should not identify themselves directly or indirectly in the manuscript or in experimental test instruments included in the submission.
4. A continuous line number will be provided in the manuscript for easy review.
5. A cover page will be submitted in a separate file containing the following: title of the paper, authors' names and designation, email addresses, contact numbers, affiliations, and ORCID

numbers. It is not acceptable nor ethical to add another author after the paper is accepted.

6. Author information must be provided in the metadata section of the online portal of the RMRJ upon submission.
7. Necessary supplement files or documentation (e.g. questionnaire, case, interview schedule) are attached as a separate file. All information that might identify the author(s) must be deleted from the instruments. A copy of the research questionnaire or tools is encouraged for submission. The editors and the reviewers need to refer to these tools.
8. Revisions must be submitted within the time frame set by the Editorial Board.
9. Compliance with the Declaration Agreement for original contribution and sole responsibility of the author vs. plagiarism, the hierarchy of authorship (in case of multiple authors) must be declared.

### **Style Guide**

1. Organize the paper following these major headings: Title, Abstract, Keywords, (JEL Classification for entries in Business and Economics), Introduction, Materials and Methods (for experimental study) or Design and Methods for non-experimental research, Results and Discussion, Conclusions, and References.
2. Type the entire manuscript single-spaced on a short white bond paper (8.5x11 in) on one side only with 2.5 cm margins all around using a Times New Roman, Arial, Calibri, or Tahoma font size of 12. References, Acknowledgments, Table Titles, and Figure Legends should be typed single-spaced and numbered consecutively.
3. Leave two spaces before and after the major headings and two spaces before and after the sub-headings.
4. Spell out acronyms or unfamiliar abbreviations when these are mentioned for the first time in the text.
5. Print the scientific names of species completely with author(s) when it is first mentioned in the text and without an author in

succeeding references. Scientific names should be written in italics or bold face.

6. Do not spell out numbers unless they are used to start a sentence.
7. Use the metric system only or the International System of Units. Use abbreviation of units only beside numerals (e.g. 6 m); otherwise, spell out the units (e.g. kilometers from here). Do not use plural forms or periods for abbreviations of units. Use the bar for compound units (e.g. 1 kg/ha/yr.). Place a zero before the decimal in numbers less than 1 (e.g. 0.25).
8. When preparing Tables and Figures, consider the journal's printed page of 5.5 in x 8.5 in and the reduction that will be necessary. Titles of Tables should be found on top of the table itself while Captions of Figures should be found right below the figure. It must be as short as possible and understandable without referring to the text. Figures should consist only of simple line drawings, computer-generated graphics, or superior quality original photographs in a jpeg or png file format that are not enhanced electronically. Label of Figures should be of such a size so that these are still legible even after reducing the size by as much as 50%. Use preferably Adobe Photoshop CS, Adobe InDesign CC, and or PDF computer-generated graphics.
9. All cited sources should consist of articles published in current content-covered or peer-reviewed journals. Use the latest edition of the American Psychological Association (APA) for citation and referencing format and style. Do not use footnotes; instead, use endnotes if required by the discipline
10. The manuscript should be as concise as the subject and research method permit, generally, **4,000 to 6,000 words, for Quantitative studies, single-spaced.**
11. **Numbers.** Spell out numbers from one to ten, except when used in tables and lists, and numerical, statistical, scientific, or technical units and quantities, such as distances, weights, and measures.
12. **Percentage and Decimal Fractions.** In nontechnical copy, use the word percent in the text.

**13. Hyphens.** Use a hyphen to join unit modifiers or to clarify usage. For example: a cross-sectional-equation; re-form. See Webster's for correct usage.

**14. Keywords.** At least five keywords must follow the abstract to assist in indexing the paper and identifying qualified reviewers. Keywords must contain four parts: the study's discipline, concepts investigated, method/process, and geographic location of the review, country, continent.

**15. Precise and Specific Title.** Title by result rather than title by the scope is preferred. The most important discovery in the conclusions/results shall be drafted as the paper's title, so readers will know immediately whether the content is what they need.

### **Abstract/ Introduction**

An abstract of about 100-150 words should be presented in the journal system's metadata section. The Abstract must contain five parts written in one paragraph: Introduction to the topic, chief purpose/ objective, method, results, and conclusion.

The paper's text should start with a section labeled "Introduction," which provides what the article is about, related literature, the gap, and what the author intends to do with the gap. Both the Abstract and the Introduction should be nontechnical yet precise enough for an informed reader to understand the manuscript's contribution.

### **Conclusions**

Conclusions should briefly answer the objectives of the study. They are not repetitions of the discussions but are judgments of the results obtained.

### **References**

Every manuscript must include a "References" section that contains only those works cited within the text. Each entry should contain all information necessary or unambiguous identification of the published work based on APA format. Have accurate and complete entries. It is highly recommended to use sources from online databases.



## Assurance for International Quality of Journal Articles

The titles of the submitted articles should have an international perspective, including specific location names (unless it has significant global impacts). The minimum is the region of a country or continent, with no specific cultural terms which cannot be understood globally (i.e., barangay, Sandiganbayan). The studies must bring in new information the global community needs to know and which novelty and relevance of findings contribute to further knowledge in the discipline.

## Other Helpful Points

1. **Strong email addresses.** Works of researchers using Gmail address containing the full name or the webmail of their institutions are preferred over those that are not. Thus, it can help if the researcher submits the work using the webmail of his/her university or agency (i.e., agnes5sequino@usjr.edu.ph) or a Gmail account bearing his/her full name (i.e., agnes5sequino@gmail.com.) Aliases in the email address are discouraged because scientists are transparent in their advocacy.
2. **ORCID membership.** Researchers with ORCID membership who deposit their research publication in one global database called orcid.org to track their publication online are encouraged.
3. **Get sources from a wide variety of geographic scope of scientific sources.** Have sources/references coming from various continents such as Asia, Europe, Africa, the USA, and Australia. This can be done by using this formula: topic + continent + year (within three years) and search this in Google Scholar. Do this for five continents.
4. **Strong Research Collaboration.** An interdisciplinary research approach is highly encouraged. Faculty and student researchers are urged to establish collaboration, especially with those outside the university.
5. **Provide a critique on the methodology and theoretical limitations.** This should be addressed as the last paragraph in the results and discussion part. The writer cautions the readers

regarding limitations of the methodology and theoretical underpinnings for proper guidance in interpreting and appreciating the findings presented.

6. **Application of Ethics Protocol in Research.** An institutional ethics review board shall clear studies involving humans and animals and that a paragraph description is included in the methodology. A copy of the ethics board clearance shall be attached to the submitted paper as proof of compliance with the ethics protocol.

In the case of ecological, floristic, and faunal studies, a gratuitous permit or its equivalent issued by a government agency be attached and a discussion of its ethics protocol must be included in the methodology for compliance. In the case of studies involving Indigenous peoples and cultures, a certification from a published expert for that culture being studied must also be attached; indicating the correctness of information and ethics protocol. This must also be discussed in the methodology.

RMRJ publication is doing this to guarantee that it does not become a publisher of pseudoscience's and poor-quality researches that fail to meet internationally accepted standards.

7. **Tables without theoretical support.** The table's data must be supported by the authors' statements to give it scientific value. Without these authors, the paper is only an opinion essay.
8. **Include only relevant tables.** Tables, graphs, and charts that show nominal descriptive data shall be deleted if these are already discussed in full on the text. Results of the hypothesis should be included particularly if these contained significant values.
9. **Have conclusions that answer the objectives of the study.** Conclusions are judgments on the findings required to answer each objective of the study. There should be a close fit between the conclusions and objectives so readers would remember with finality what were discovered in the study. Conclusions should validate or negate the study's theory so readers know whether the study affirmed or rejected the theory. There should be

minimal use of numbers since it is expected that the number's judgment will be the one written.

**10. Obtain data only from cited scientific sources.** We may prefer sources that are taken only from scientific databases traceable from the web. After the customary bibliographic entry, paste the URL paste at the end of the bibliography. Without these, it takes to mean that the source is only in print. By putting the URL, the editors and reviewers can click to access the source. If the Digital Object Identifier (DOI) is given, include it also. A URL shortener may be used.

### Policy on Retraction

Retraction is the journal publisher's act to remove a published article from the digital file due to post-publication discovery of fraudulent claims by the research, plagiarism, or severe methodology errors that escaped detection in the quality assurance process. Complaints by third-party researchers on any ground and validated by the editorial office can trigger the retraction. The writer will be notified and allowed to present his side in compliance with due process.

### Policy on Digital Preservation

Digital Preservation systematically stores electronic files in multiple formats such as compact discs, cloud computing, Google drive, email accounts, and external hard drives. This guarantees that in conditions where the website crashes, there is a natural calamity, fire, virus invasions, and other human-made destructions, the files are preserved.

### Policy on Handling Complaints

Suppose the Journal receives a complaint that any contribution to the Journal infringes the copyright or other intellectual property rights or contains material inaccuracies, libelous materials, or otherwise, unlawful materials. In that case, the Journal will investigate the complaint. The investigation may include a request that the parties involved substantiate their claims. The Journal will make a good-faith distribution whether to remove the allegedly unlawful material.

A decision not to remove material should represent the Journal's belief that the complaint is without sufficient foundation, or if well-founded, that a legal defense or exemption may apply, such as fair use in copyright infringement truthfulness of a statement in the case of libel. Journal should document its investigation and decision. After investigation, if an author is found guilty, the article shall be subjected to the retraction policy.

### Policy on Use of Human Subjects in Research

The Journal will only publish research articles involving human subjects after the author(s) have verified that they have followed all laws and regulations concerning the protections afforded to human subjects in research studies within the jurisdiction. The research protocol must have been approved by the appropriate Institutional Review Board (IRB). In the case of exempt research, the IRB must have deemed the research protocol exempt. A Certificate of Approval by the IRB must be submitted along with the manuscript.

### Research Authorization or Permit Requirement

When applicable, the following authorization or permit shall be submitted as an attachment to the manuscript for consideration:

- For Studies that **involved human subjects**: Ethics Clearance and, if applicable National Commission on Indigenous People (NCIP) permit
- For studies that **used biological materials** where genetic manipulation is engaged or the introduction of exotic or imported plants, microorganisms, or animals: Biosafety permit
- For studies **conducted on animals**: Institutional Animal Care and Use Committee (IACUC) Clearance/Bureau of Animal Industry (BAI) authorization
- For studies that **covered the protected areas** of the Department of Environment and Natural Resources (DENR): Gratuitous Permit

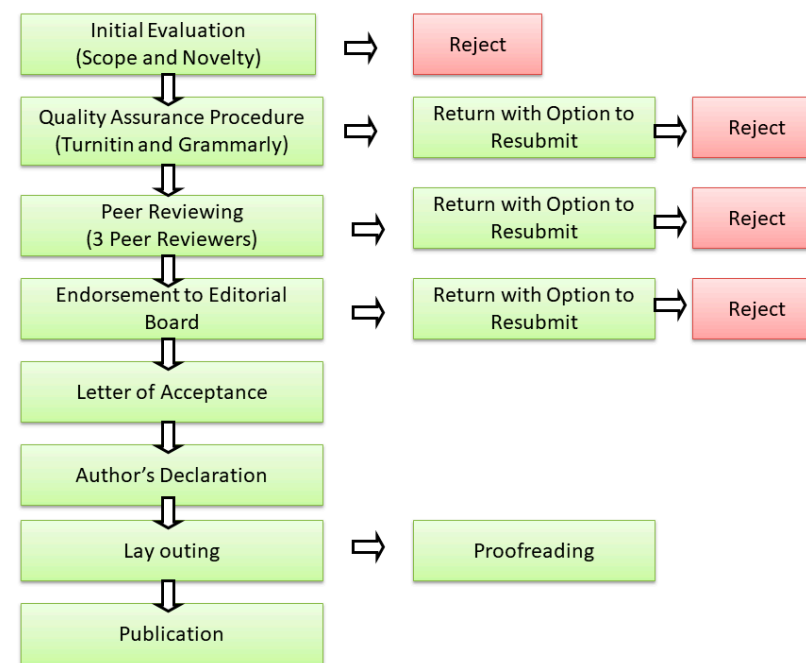
### Policy on Conflicts of Interest

The Journal will only publish articles after the author(s) have confirmed that they have disclosed all potential conflicts of interest.

## Publication Ethics and Publication Malpractice

The RECOLETOS MULTIDISCIPLINARY RESEARCH JOURNAL (RMRJ) is committed to upholding the highest standards of publication ethics and takes all measures against any publication malpractices. All authors submitting their works to the RMRJ for publication as original articles attest that the submitted works represent their authors' contributions and have not been copied or plagiarized in whole or in part from other works. The authors acknowledge that they have disclosed all any actual or potential conflicts of interest in their work or partial benefits associated with it.

Similarly, the RMRJ commits itself to an objective and fair double-blind peer-review of the submitted for publication works and prevents any actual or potential conflict of interests between the editorial and review personnel and the reviewed material. Any departures from the above-defined rules should be reported directly to the Editor-in-Chief, who is unequivocally committed to providing swift resolutions to any of such types of problems. Reviewers and editors are responsible for providing a constructive and prompt evaluation of submitted research papers based on the significance of their contribution and the rigors of analysis and presentation.



**Figure 9.** RMRJ Publication Process

## B. Using the Open Journal System (OJS)

For the broadest dissemination of research results, the online platform of the RMRJ is established. To access the system:

1. Search the journal's url: <https://rmrj.usjr.edu.ph/>
2. Register as user.
3. Click on "About" to access the Editorial Policy's online copy, and the submission process.
4. Click on "Archives" to access previously published papers for inclusion in your Literature Review.

## C. RMRJ Publication Process

Below is the publication process observed by the RMRJ. Journals follow the same publication process as the RMRJ. Journals may differ in one or two phases or the duration of the observance of each stage

## D. Continuous Academic Discussion and Utilization

To continue the conversation on the articles published by USJR researchers, student and faculty researchers are required to:

1. cite relevant papers of the USJR researchers, especially those published by RMRJ;
2. use research findings of relevant papers in curricular offerings and instructional materials;
3. build on previous findings of USJR researchers when undertaking new research or study

Authors, on the other hand, are to disseminate the findings of their study by proactively

1. using it in their curricular preparations and materials;
2. presenting their papers in colloquia and conferences;

3. presenting to proper authorities (ex. LGU, school board, etc.) for utilization;
4. using social media platforms and other avenues of communication; and
5. being an active member in the professional organizations of their discipline.



## Innovation and Technology Support Office



## **VI. INNOVATION AND TECHNOLOGY SUPPORT OFFICE (ITSO)**

The Innovation and Technology Support Office (ITSO) provides Intellectual Property Right services to its clients (internal and external). The unit offers the following services:

- Access to Patent Information
- Patent Search and Drafting Services
- Assistance in Intellectual Property (IP) Application
- IP seminars and workshops within and outside the university

### **Intellectual Property Rights Covered**

The following Intellectual Property Rights are covered:

- Copyright and other related rights;
- Trademarks and service marks;
- Industrial Designs;
- Patents; and
- Utility Models.

### **Process of Intellectual Property Protection**

ITSO ensures that appropriate IP protection is filed by the authors and inventors prior to publication or utilization of their output. Thus, the following steps and procedures shall be followed in filing for IP Protection:

#### **Procedure for Patent Application for Utility Model and Industrial Design**

1. The inventor schedules an appointment with ITSO Technical Staff. For external clients, a consultation fee of Five hundred pesos (Php500) shall be paid to the accounting office.
2. The inventor presents the receipt of payment to ITSO Technical staff and consults him on the possible IP protection.
3. The inventor fills out the Invention Disclosure Form and gives it to the ITSO staff.

4. The Technical Staff of ITSO performs an Initial Patentability assessment based on the disclosure made by the inventor.
5. Based on his analysis and the computer generated output, the ITSO technical staff provides feedback to the inventor on the result of the initial assessment
6. If the initial assessment is positive, the technical staff conducts a thorough patent search on the novelty and inventiveness of the invention. Otherwise, the technical staff suggests appropriate measures to comply with novelty requirement.
7. The inventor (external clients) pays a patent search fee ranging from a minimum of Ten Thousand (Php10,000) Pesos to a maximum of Fifteen Thousand (Php15,000) Pesos.
8. The technical staff prepares a search report showing prior arts related to the applicant's invention and subsequently discusses its patentability merits with the inventor.
9. If the inventor is an external client who decides to file a patent application, he shall pay a patent drafting fee that ranges from 20,000 to 25,000 pesos.
10. The inventor (with the assistance of ITSO personnel) prepares the draft of the application.
11. The ITSO technical staff reviews the inventor's patent draft and submits the same for application to IPOPHIL.
12. The inventor pays the corresponding application fee to IPOPhil. For external clients, a USJ-R receipt showing a Processing fee of five thousand pesos (Php5,000.00) shall be presented to ITSO.

#### **Trademarks and Service marks**

1. The applicant sets an appointment with ITSO to discuss trademark or service registration process; For external clients, a consultation fee of Five hundred pesos (Php500) shall be paid to the accounting office.
2. If the applicant decides to file an application, the applicant will fill out a trademark application form available online at ipophil.gov.ph) or provided by ITSO;

3. The applicant pays a processing fee of five thousand pesos (Php 5,000.00) to the accounting office and present the receipt to ITSO;
4. The applicant provides the Innovation and Technology Support Office a soft copy of the mark to be applied;
5. The ITSO technical staff conducts Trademark Search and provides feedback to the applicant;
6. If search yields positive result, ITSO files the Trademark to IPOPHIL in behalf of the applicant. Otherwise, ITSO suggests appropriate measures to comply with novelty requirement.
7. Applicant pays the corresponding application fee to IPOPHIL.

#### **Copyright**

1. The author schedules an appointment with ITSO technical staff. For external clients, a consultation fee of Five hundred pesos (Php500) shall be paid to the accounting office.
2. If the author decides to file a copyright registration through ITSO, he/she has to pay a processing fee of One Thousand Two Hundred Fifty (php1,250.00) pesos to the Accounting office and presents the payment receipt to ITSO and starts discussing the copyright registration process.
3. Author applicant fills out three (3) copies of application for copyright registration form (available at ipophil.gov.ph) or may be provided by ITSO.
4. The author applicant shall have the form notarized;
5. The author applicant submits the notarized form to ITSO together with the following documents:
  - a. Photocopy of any government issued ID
  - b. Two (2) copies of the material to be copyrighted (soft copies must be in PDF saved inside a CD or USB)
  - c. A photocopy USJ-R receipt showing the amount of one thousand two hundred fifty (php1,250) as processing fee.

- d. A cheque payable to “Intellectual Property Office” (check amount at IPOPHIL website).

### **Intellectual Property Seminars and/or Workshops**

In order to facilitate timely response and processing of request/s related to provision of IP seminars and workshops, the following steps shall be followed:

1. The organizer shall write a letter addressed to the University President through the ITSO Manager stating the nature of the seminar and/or workshop which include but not limited to:
  - a. Title or nature of the Seminar (specify what specific IP is needed)
  - b. Target Audience
  - c. Date, Time, and Venue
2. The letter should be submitted to the office at least a week before the schedule of the event.
3. For external clients, a Memorandum of Agreement shall be executed upon payment of Three thousand (Php3,000.00) pesos.

### **Intellectual Property Ownership**

#### **Copyright of Works**

Copyright ownership of works by USJ-R Personnel or students shall be vested in the creator except under the following circumstances:

1. If the work is created in the course of or in pursuant to an agreement between USJ-R and an external party. Copyright ownership is subject to the terms on IP ownership set out in the relevant agreement, or;
2. If the work is created by a non-academic USJ-R personnel or student in the course of his/her employment with USJ-R, or;
3. If the work is commissioned by USJ-R or is created at the discretion of USJ-R for a specific USJ-R purpose, or;
4. If the work is created using funds provided by or through USJ-R for such purpose.

- a. USJ-R shall also have the right to use, publish and reproduce such works in whatever form: electronic or otherwise for its teaching, research and academic purposes with appropriate notification to the owner.
- b. If the owner of the copyright is other than USJ-R, prior consent is required from the owner before any computation, distribution and sale can be made.

### **Student Thesis/Dissertation**

- I. A student shall own the copyright of his/her thesis/dissertation subject to any agreement with USJ-R or external parties. The student shall grant to USJ-R a royalty free permission to reproduce, publish and publicly distribute copies of the thesis/dissertation in whatever form – electronic or otherwise.
- II. If a thesis/dissertation contains information of an invention that may be patentable, the thesis/dissertation may be required to be governed in accordance with the procedures below:
  - a. The School/Department may withhold public access to the student’s thesis/dissertation containing information or patentable invention until such time a patent application is filed by the ITSO.
  - b. If the TLO or IP unit decides not to pursue a patent in accordance with the provisions in the IP Policy, the thesis/dissertation may be released in accordance with the procedures adopted by USJ-R.

If the Inventor/s request for the return of the IP and wishes to pursue patent protection for the invention by themselves, the inventor/s may request the School/Department to withhold the thesis/dissertation for not more than three (3) months from the date of return of the IP in order that the relevant patent application be filed.

### **Patent, Utility Models, and Industrial Designs**

Rights in IP made or created by USJ-R Personnel or students are owned by USJ-R when either of the following applies:



- I. The IP was developed in the course of or pursuant to USJ-R Research. It includes:
  - a. In the case of USJ-R personnel, all researchers conducted in the course of his/her duties or in fulfilment of his/her contract of employment.
  - b. Researchers made are subsidized by external parties or grant from funds whether or not administered by or through USJ-R; and
  - c. All researches conducted pursuant to research grant agreement between USJ-R and an external party subject to the terms on IP ownership set out in the relevant research agreement.
- II. The IP was developed with substantial use of USJ-R's resources. The following shall be deemed to be substantial use of USJ-R's resources
  - a. When USJ-R funds were used to specifically support the development of the IP;
  - b. Where there has been use of resources at USJ-R that are not ordinarily available to most USJ-R Personnel and students. The use of office, library, computers and storage servers constitutes resources that are ordinarily available to USJ-R Personnel and students and do not constitute substantial use of USJ-R's resources.
- III. All IP developed by USJ-R Personnel and students in their own personal time which are neither connected to USJ-R Research nor developed with substantial use of USJ-R's resources, shall belong to such USJ-R personnel or students as Inventors.

### **Trademarks**

USJ-R shall be the sole owner of USJ-R logo and shall have it registered with the Intellectual Property Office of the Philippines. Any use of the USJ-R logo shall require prior license or permission from USJ-R.

### **Penalty Clause**

Academic Personnel availing of the benefits stated above, who failed to comply with the provisions of the MOA shall be subject to the penalties stipulated under the law for breach of contract.

### **Separability Clause**

Any part of this Research Manual of Operations declared as invalid by the governing board of USJ-R shall not affect the validity of the rest.

### **Amendments**

The Research Manual of Operations shall be reviewed once every three (3) years or supplemented by the provisions of the National Higher Education Research Agenda and the issuances of the Commission on Higher Education of the Philippines and the compatible standards set by world research universities.



## **CORE COMMITTEE**

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