

Table of Contents

Introduction	3
Vision	3
Mission	4
Research and Publication Operations	5
Responsibilities of the University	7
Administrative and Organizational Components and their Respective Functions	7
University President	8
VP-RDEL	8
Institutional Research Director	8
University Research Council	10
College/IS Research Council	11
Statistician	11
Responsibilities of the Researchers	12
Funding	12
Faculty Research Program	12
Research Schemes and Incentives	13
Research Scheme A	13
Research Scheme B	15

Externally Funded Studies	15
Internally Funded Studies	17
Research Scheme C	19
Research Scheme D	21
Awards	23
Best Research	23
Outstanding Researcher	23
Institutional Research Office Vision	24
Thrust of the Research Office	24

Introduction

La Salle University, Ozamiz upholds its three-pronged functions, namely, instruction, research and extension. In its continuing quest for excellence, the university has made research a requirement for every full time faculty. Each faculty is obliged to submit research output every end of the school year. Such effort is directed not just for excellence of the institution but also directed toward helping build a better nation through a sound research culture.

This manual describes the operational system in the implementation of the university's function in the area of research. It states the policies and guidelines pertaining to the allocation of research resources and details researchers' responsibilities and benefits.

Specifically, the manual focuses on the:

- Vision of the university
- Mission of the university Research and Publication operations
- Responsibilities of the university
- Administrative and organizational components and their respective functions
- Responsibilities of researchers
- Funding
- Faculty Research Program
- Institutional Research Office Vision and
- Thrust of the research office

Vision

La Salle University is a member of a system of Lasallian institutions providing, in the words of St. John Baptist de La Salle, a human and Christian education to the young, especially the poor.

As a Catholic educational institution in the Archdiocese of Ozamiz, La Salle University serves as a center of excellence in its three (3) major functions of teaching, research and extension and at the same time a resource of the Church in its ministry of evangelization and social transformation.

As a Filipino school, it promotes whatever is best in Philippine culture.

As a Lasallian institution, La Salle University seeks to develop among its members the values of competence, commitment, confidence and compassion.

All these, towards the realization of making La Salle University a community at the service of God and nation.

Mission

To realize this Vision, we commit ourselves to:

The pursuit of an excellent and socially relevant education centered on the young, poor, and the youth-at-risk;

The building of Christian academic community in light of the teachings of the Church and inspiration of St. John Baptist de La Salle;

The promotion of the Filipino spirit of solidarity by upholding justice and human dignity and an appreciation of Filipino culture; and,

The inculcation of Lasallian values and the development of a critical social awareness that result in responsible action in the service of God and nation.

Research and Publication Operations

The operations include the following steps:

1. *Submission of Research Proposals and Preliminary Hearing by College/Department/Office*
 - Call for proposals are announced early on in the beginning of a school year.
 - Deadline for submission of research/project proposals to the Institutional Research Office is towards the end of the first month of the school year.

2. *Proposal Deliberation*
 - The College Research Council of the unit where the proponent/s belong/s will convene to review, evaluate and give recommendations to improve the proposal.
 - Deliberations are scheduled first week of July.

3. *Project Implementation*
 - Research Director sends CRC's approval letter to proponent/s and copy of CRC's recommendation to be incorporated in his/her study.
 - Research/project duration is August to February of the current school year.

4. *Submission of the final paper*
 - Papers are expected to be submitted to the Institutional Research Office two weeks before the end of the current school year.

5. *Evaluation*
 - Submitted papers will be evaluated and edited.

6. *Final presentation through Colloquium*

- The researcher presents the result of his/her study to an audience.

7. *Publication*

- The study will be published in the The Lasallian Research Forum. Publication is done only after the paper has been presented in a colloquium and after incorporating recommendations and comments possibly given by the audience during the colloquium.

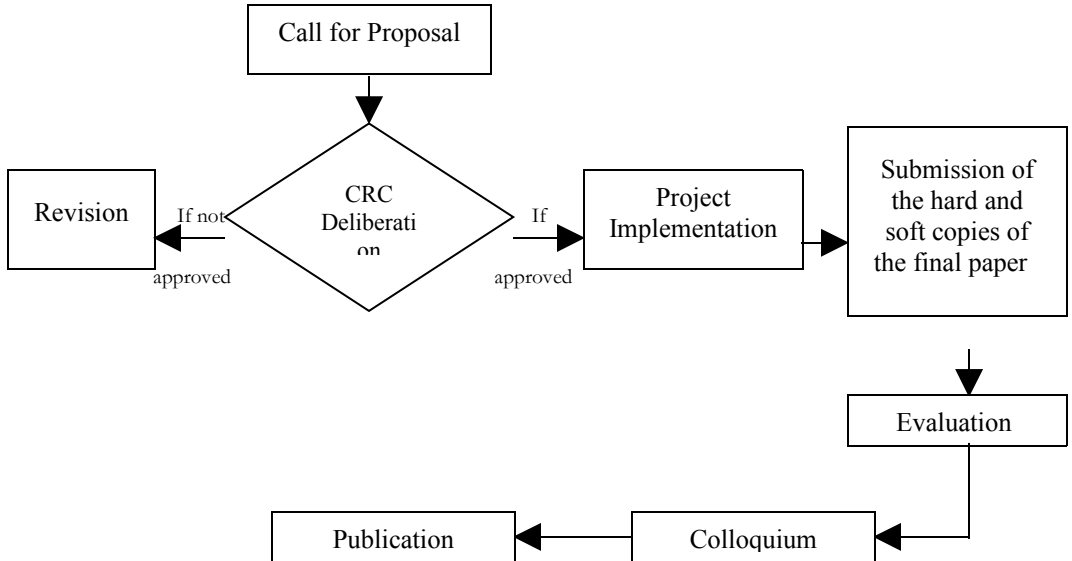


Figure 1. Research Operation's Flow Chart

Responsibilities of the University

To attain the thrusts of the research office, making LSU organizational members embrace their research duty, and making them skilled in the field of research, the university

- assures the researchers that approved studies are adequately supported
- assists the researchers in securing funds from external sources
- aids the timely procurement of necessary supplies and materials for the conduct of research
- encourages sharing of research amenities, competencies and other reading resources
- designs incentives to facilitate research excellence of faculty in various fields
- gives the necessary support in terms of capability building to the faculty
- adheres to the best research practice.

Administrative and organizational components and their respective functions

Figure 2 shows the structure depicting the administrative and organizational components involving research operations projects, the relationships of various individuals in their different positions, and persons responsible for various research functions.

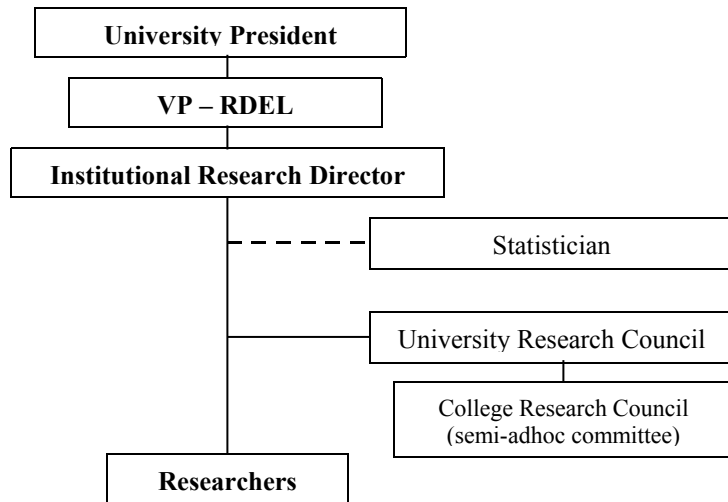


Figure 2. Research Office Structure

University President

- Appoints the VP-RDEL and the Institutional Research Director
- Encourages and supervises all plans of the research office through the VP-RDEL.
- Approves budget and financial/material requisitions made by the research office.
- Sits in the University Research Council being the presiding officer.

VP - RDEL

- Supports and oversees the physical and human resources management of the research office.

- Supports the Research Director in creating a culture of research in the institution by getting involved in any research activity.
- Supervises the Research Director in the publication of the research outputs of the faculty.
- Collaborates closely with the research office on available local/international research grants.
- Sits as a member of the University Research Council.

Institutional Research Director

- Formulates the objectives and activities of the research office through meetings and coordination with the VP-RDEL, VP-Academics, College Deans, Integrated School Principal, Department Coordinators and heads of some selected offices (guidance, library and clinic).
- Designs/plans out seminars/in-service trainings for the research skill enhancement of the faculty in coordination with the TLC, VP-RDEL, VP-Academics, College Deans, Integrated School Principal and Department Coordinators.
- Confers with the College Deans as to their respective college's research activities.
- Coordinates with the College Deans, Integrated School Principal, Department Coordinators and the Research Council researches made by faculty through meetings/conferences, consultation and follow ups.
- Collates all research agenda of all colleges and all faculty outputs.
- Publishes research outputs by coming up with the Lasallian Research Forum journals
- Reads and evaluates research outputs in coordination with the college/integrated school research councils
- Facilitates research consultation and colloquia sessions
- Invites an audience for each colloquium
- Prepares research office annual budget and makes necessary requisitions for any research activity.

- Makes his/her self available for faculty research consultation
- Sets research timetable for all faculty to observe
- Helps the faculty in looking for opportunities to present their studies in national and international conferences
- Foster an atmosphere of research culture

University Research Council Members

Automatic membership to the URC is given to the following by virtue of their administrative positions:

- The LSU president as ex-officio chair
 - The Vice-President for Research, Development, Extension and Linkages
 - The Vice-President for Academic
 - The Institutional Research Director as URC secretary
 - Principal of Integrated School
 - Deans of the college units and graduate school
 - Research consultant
-
- Sets a 3-year research thrusts as part of the university's strategic decision
 - Convenes at least once every school year to set and/or review policies that govern research related activities
 - Reviews university research thrusts and directions at the start of each school year
 - Approves nominees for holders of professorial chairs and subsequent research grants for each chair holder.
 - Formulates policy/guidelines for all research-related activities.
 - Recommends annual commissioned research and short lists names of experts to undertake tasks
 - Outlines strategies in raising research development fund.
 - Meets every semester end for progress/status report on research output of the faculty by college.

College/IS Research Council Members

The College Research Council is a semi-adhoc committee which is composed of representatives from the different academic units.

By virtue of the given positions, the Institutional Research Director who shall serve as the Chair of the College Research Council and the University's Statistician are given automatic membership.

CRC Membership Qualifications:

- At least a Master's Degree Holder
- With at least one journal article published
- Known to be an expert in their area of specialization and has established credentials in the field of research.
- Recommended by the Dean of the College with the approval of the VP-RDEL
 - Implements policies set by the University Research Council
 - Deliberates project proposals/research of the faculty in their college
 - Suggests revisions for the improvement of the proposal
 - Recommends to the URC:
 - ✓ Nominees for holders of professorial chairs
 - ✓ Guidelines pertaining to research incentives beneficial to both faculty and staff.

Statistician

- Sits as a member of the College/Integrated School Research Council
- Advises/recommends appropriate statistical treatment for data gathering

Responsibilities of the Researchers

- Observe ethical standards of sound research.
- Conscious, punctual and adhere to the research timetable
- Prepare budget proposal subject for approval and follow the usual liquidation procedures.
- Consult credible persons, inside and outside the university, who can critique their work.
- Submit themselves for critiquing of general audience (research council, peer and students) in the form of colloquia and take into account the comments that will be raised.

Funding

It is from this allocation where all operational expenditures of the research office are taken. The institutional research office operational budget includes office supplies and consumables, journal publication, honoraria (colloquists, resource speakers, journal editor, and statistician), in-service trainings expenses, on-going research expenses, and incentives for researchers.

Faculty Research Program

This is a program of the whole institution managed by the office of the Institutional Research Director.

Research Schemes & Incentives

All research papers conducted and submitted may fall under the following research schemes:

Research Scheme A (Required Research)

These are the required papers which the faculty are obliged to do as part of their research function in the university. Those who are obliged include those employees in the university with faculty status.

Researcher/s' Eligibility

- Individual full-time faculty.
However, the university does not deter staff and part-timers to do research. In case a part-timer or a staff wishes to write, he/she shall enjoy the same incentives as that of a full-time faculty under this scheme.
- Team/group of 3 full-time faculty members headed by a Principal Proponent. A principal proponent is an experienced researcher with a track record who is considered competent by the group.

Deadline of Submission. A timetable is laid to be used for follow-up which hopefully guides the faculty to make on-time submission.

Submission Time	Activities
3 rd week of June	Deadline for the submission of proposal
whole month of July	Launching of proposal deliberation
August-February	Implementation phase

October	Submission of 1 st progress report
January	Submission of 2 nd progress report
March	Submission of completed research project
April-May	Revision time
May	Submission of revised research project

Incentive

Any full time faculty member/group of faculty members who seeks to conduct an inquiry in a particular area or interest of specialization of his/her college or department is given a cash incentive. The cash incentive is given after the completed research output has been presented in a colloquium and published in the Lasallian Research Forum. The researchers' cash incentive is sourced from the budgetary allocation of the Institutional Research Office.

In cases where a faculty presents to the Institutional Research Office an excerpt from his/her own dissertation or thesis, the faculty will not be entitled to receive any cash incentive. However, he will be given the opportunity to present it in a colloquium and have it published in the Lasallian Research Forum journal.

Use of Facilities and Equipment

- Grantee or any faculty making a research may avail of the use of a designated school computer free of charge.
- Materials and supplies (like bond paper, computer ribbon) may be provided by the Institutional Research Office.
- For science research projects, chemicals which are needed by the researcher in small amounts of not more than 2 grams and which are not available locally may be provided by the school. Likewise, the researcher may avail of the use of any needed scientific apparatus/equipment available in the laboratory provided that in case of loss or damage to the apparatus, the

grantee will have to replace the said apparatus or pay the cost of purchase.

- The grantee may be issued an entry permit and be allowed to stay in the school up to 10:00 p.m. only while in the process of doing or writing his/her research.

Research Scheme B (Commissioned Research)

Scheme B.1 (Externally Funded Studies)

These are studies conducted by any bonafide faculty or group of faculty contracted by a funding agency. This is a paper over and above the required research of the faculty.

Under this scheme:

Procedure

1. Funding agency coordinates with the Institutional Research Office through the Research Director regarding the commissioned research.
2. The research director identifies the researcher/research team who shall be commissioned to do the research.
3. The Dean of the College shall endorse the researcher/s of the project.
4. The researcher/research team submit/s project proposal on a standard format to the Institutional Research Office with the endorsement of the funding agency/administration.
5. Members of the College/Integrated School Research Council deliberate on the proposal.

Criteria for Evaluation

- Research project should be in consonance with the vision-mission of the university.

Proponent

- Should have the capability to undertake and complete the research project
- Should have established a track record in doing research.

Approval Procedure

- Grantee is informed of the proposal approval in writing.
- A contract is signed by the grantee and the Chair of the Research Council wherein the date of completion of the project and date of submission of the final report and other terms/conditions are clearly stated.

Timeframe

- The researcher/research team is obliged to complete the project on the schedule set by the funding agency commissioning the study which will be stipulated in the contract.

Incentive

- The grantee shall receive 80% of the commission given by the funding agency, 15% of which will be allotted for the administrative cost and 5% for the college research budget
- Upon the completion and submission of the final paper, the researcher is entitled to a 100% rating under the research dimension of the faculty evaluation.

- The study will be published in the Lasallian Research Forum journal as a way of recognizing the project.

Payment Schedule of Commissioned Research

- 20% upon approval of the project and signing of the contract
- 20% upon project completion/submission of report
- 30% upon results presentation/colloquium
- 30% upon publication

Scheme B.2 (Internally Funded Studies)

These are studies conducted by any bonafide faculty or group of faculty appointed by Administration for a specific project for and on behalf of the university. This is over and above the required research of the faculty. In case the researcher/ research team commissioned to do the internally funded study fails to comply with the required research as detailed in Research Scheme A, his/her/their output under Research Scheme B.2 will automatically become their required research, thereby forfeiting any benefits that they should have enjoyed under this scheme.

Under this scheme:

Procedure

1. Proponent submits project proposal and a budget on a standard format to the Institutional Research Office with the endorsement of the university.
2. Members of the College/Integrated School Research Council deliberate on the proposal.

Criteria for Evaluation

- Research project should be in consonance with the vision-mission of the university.

Proponent

- Should have the capability to undertake and complete the research project for a particular semester.
- Should have established a track record in doing research.

Approval Procedure

- Grantee is informed of the approval in writing
- A contract is signed by the grantee and the Chair of the Research Council wherein the date of completion of the project and date of submission of the final report and other terms/conditions are clearly stated.

Incentive

- The grantee may be given a deloading or given a fixed amount equivalent to the granted units for deloading which will be determined by College/Integrated School Research Council and approved by the University Research Council. The units to be deloaded shall be dependent on the scope of the study and based on the deliberation of the University Research Council. It should be determined before the start of the semester. In case where the research is commissioned by the university at the middle of the semester, the amount equivalent to the granted deloading will be given to the researcher/research team instead.

Timeframe

- The researcher/research team may be given one semester or two semesters to complete the project depending on the scope of the study.

Grantee's Responsibility

- The grantee is expected to submit a completed research project at the end of the semester. Failure of the grantee to submit an output at a specified deadline of submission will compel him to pay the school the amount equivalent to the deloaded units granted to him/her.

Research Scheme C (Professorial Chairs)

Professorial chairs are positions supported by special endowments and awarded to members of the faculty who have distinguished themselves in their fields of discipline. A professorial chair is a form of recognition for achievement in the academe.

Nominations

Nominations for appointment to a professorial chair shall be initiated by the College Research Council. On the basis of the screening by the council, the Institutional Research Director shall submit to the University Research Council the appropriate recommendations for appointment of the nominees.

Qualifications:

- Must be a full-time faculty member with permanent status
- Must at least be a Ph D holder
- Must have conducted at least one research output a year (single authorship) for the last 3 years which has

been presented in a forum and published in a research journal

- Must have an evaluation rating of at least an average of 20 points for his/her research outputs for the last 3 years
- Must have a performance rating of at least very satisfactory from the students and the supervisor(s)
- Must have no pending administrative case and is not a respondent in any criminal or civil case.

Terms & Conditions

- No person may hold more than one professorial chair
- Each professorial chair appointment has a term of one year without prejudice to a renewal unless otherwise stipulated in the donation establishing the chair.
- A faculty may be reappointed to a chair for a term of one year, without limit to the number of times or renewal/reappointment, provided she/he competes with all other qualified candidates for the chair.
- The decision on whether to renew the appointment of a chair holder or to award the chair instead to another faculty member shall be based strictly on merit and compliance with the obligations including timely submission of grades.
- An output of the chair awardee should be presented during the school year not beyond March and should be published in the journal.
- An appointment to a chair automatically terminates under any of the following circumstances:
 - Upon termination of faculty appointment in the college where the professorial chair is allocated.

- At the start of a secondment or any form of leave (except sabbatical) beyond 3 months.
- Upon failure to meet the obligations of the chair as spelled out in the contract.

Incentives

- A professorial chair awardee is paid an honorarium of at least Php 10, 000.00 per annum which is given at the end of the term.

Research Scheme D (Work text/Textbook Writing/Instructional Materials)

These are those written by the faculty either as a fulfillment for their required paper for the year or a second paper done within the school year.

Under this scheme:

Procedure

1. Proponent submits a project proposal/outline of his/her work text/textbook/instructional materials on a standard format to the Institutional Research Office.
2. A pool of evaluators identified by the research office and URC will deliberate on the preliminaries of the project.

Criteria for Evaluation

- The purpose of writing a worktext or textbook shall be for the ultimate use as instructional materials in the classroom.
- Worktext or textbook or instructional materials should be in consonance with the vision-mission of

the university or the thrust of the college and the curriculum pacing guide of the course for which it is intended to be used.

- Worktext or textbook or instructional materials should be research-based.

Proponent

- Should have the capability to undertake and complete the worktext or textbook or instructional material.
- Should have the required specialization for the course.
- Should have gone through textbook writing training

Approval Procedure

- Grantee is informed of the approval in writing
- A contract is signed by the grantee and the Chair of the Research Council/Evaluators wherein the date of completion of the project and date of submission of the final report and other terms/conditions are clearly stated.

Timeframe

- The faculty is given two semesters to complete the project in case a worktext/textbook/instructional material is done as a required research.

Incentive

- The school shall shoulder all expenses incurred in the making of the project like printing, binding and reproduction of the completed project.
- The author shall be given a royalty of 10% of the total sales of the worktext or textbook or instructional material while used by students in a specific course.

- In case where the faculty is doing a project under this scheme in fulfillment of his/her required paper within the school year, he/she is entitled to a cash incentive as provided in Research Scheme A.

Awards

Awards such as Best Research and Outstanding Researcher are given by the University through the University Research Council to deserving faculty members at the end of the school year.

Best Research

Candidates for best research should be endorsed by the deans. The awardees are given a cash incentive and a certificate of recognition.

Criteria

Originality/Novelty	30 points
Publication	
Journal (local, regional, national & foreign journals)	30 points
Conferences (local, regional, national & international fora)	10 points
Contribution to knowledge, improvement of curriculum and quality of life	30 points
TOTAL	100 points

Outstanding Researcher

The Outstanding Researcher award is given to a faculty member who is able to produce more than two quality outputs in a year. The outstanding researcher should be recommended by the

Institutional Research Director and Vice President for Research, Development, Extension and Linkages.

Institutional Research Office Vision

The Institutional Research Office aims to make all faculty get involved in doing worthwhile research and publications. Its effort is directed towards helping the academe improve curriculum by contributing new knowledge and contributing to society's improvement of the quality of life by addressing issues and concerns of the people in the community. Hence, the office commits itself to serve as a means for local and national development.

Thrusts of the Research Office

The Research Office of La Salle University assists the faculty in making them embrace research as one of their major functions. It hopes to develop faculty members to become competent researchers in their field of specialization and to produce quality research output to be published in the university's official journal "*The Lasallian Research Forum*". Further, it aspires to aid instruction and help improve quality of life in the community.

Particularly, the office aims to:

- strengthen faculty members' research capability to improve productivity
- coordinate and monitor research activities on campus
- evaluate and formulate intervention, developmental and enhancement programs based on research outputs
- encourage faculty to write instructional materials in their field of specialization
- produce applied science researches
- publish faculty researches in the local and refereed journals

- assist faculty in presenting studies in local, regional, national, and international conferences.