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# Romblon State University

## *Research Manual*

Research, Extension, and Training Office

# **The RSU Research Manual**

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# ***Research Manual***

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## **I. INTRODUCTION**

### **A. Background and Rationale**

The University Research Center (URC) of Romblon State University (RSU) is the official arm of the institution in carrying out the University's second function as a Higher Education Institution (HEI). The University aims an interdependent approach on the three functions of HEIs namely: Instruction, Research and Extension; to make these three (3) functions responsive to the social, cultural, economic, and development needs at the local, regional, and national levels.

As a State University, RSU envisions to continuously quest for information, knowledge generation, and development of new and excellent ideas essential for the betterment of the Romblon province, our nation in particular and the world in general. It employs strategic solutions to create a research climate conducive for learning, foster research interest and confidence and sustain the enthusiasm of faculty members through varied research capability-building seminars, workshops, presentations, and publications.

The URC serves as the university's clearing house for research and development and facilitates formulation of research agenda and themes, implementation, monitoring, assessment and evaluation. It also provides direction in carrying out research programs guided with intellectual and moral principles, scientific and technological values, respect to cultural differences, encouragement of multi and inter-disciplinary collaboration, and promotion of scholarship and service to community.

The University Research and Extension Center (UREC) was established in 2009 by virtue of Republic Act No. 9721 that mandated to undertake research and extension services and to provide progressive leadership in its areas of specialization. The institution made a breakthrough and provided an impetus in consolidating research activities of the different colleges and in formulating the University Research Guidelines and Research Agenda.

Creation of the University Research Center (URC) generates research programs that help enhance the competency of faculty and staff to conduct valuable researches, application of findings, dissemination of information and technologies, publications, and benefit to communities. The programs and services of the URC include institutional researches, external research programs, research education and implementation assistance, research disseminations, and policy formulation and implementation. Successful implementation of capability-building programs increases faculty involvement in research. Research outputs were disseminated through the internet, brochures, newsletters, research journals, and symposia. Technologies generated in R&D programs were utilized by local communities. The students and teachers collaborations help improve laboratory facilities, development of instructional materials, and improvement of university services.

## **B. The Legal Bases**

The Republic Act No. 9721 or an Act converting the Romblon State College into Romblon State University is mandating the university to provide advanced education, higher technological, professional instruction and training in agriculture and fishery, forestry, science and technology, education, arts and sciences, and other relevant fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

Article XIV, Section 1, of the Philippine Constitution, provides that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make accessible to all. Likewise, Republic Act 7722 or the Higher Education Act of 1994 (RA 7722) has the following mandates for the Commission on Higher Education (CHED):

- Promote quality education;
- Take appropriate steps to ensure that education shall be accessible to all; and
- Ensure and protect academic freedom for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high level professionals, and the enrichment of historical and cultural heritage.

CHED's mandate suggest that all Higher Education Institutions (HEIs) in the Philippines shall serve as key players in the education and integral formation of professionally competent, service-oriented, principled and productive citizens. Through its quadratic functions of teaching, research extension and production services, it is important for HEIs to be prime movers of the nation's socio-economic growth and sustainable development.

## **II. PROGRAM MANAGEMENT**

The University Research Center (URC) is a unit of the University under the Office of the Vice President for Research, Extension and Production (VPREP) is responsible for implementing the research program of the university and monitoring and evaluating its implementation. Its main task is to coordinate the research activities of the different colleges/units of the University and to convene and facilitate the affairs of the University Research Committee (URESCOM). The VPREP appointed by the University President heads the URC and serves as the Chairperson of the URESCOM. Appointed as members

of the URESCOM are faculty and Staff members recommended by their respective Deans/Campus Directors/Unit Heads.

## **A. The University Research Committee (URESCOM)**

### 1. Purpose

The University Research Committee (URESCOM) under the office of the Vice-President for Research Extension and production is responsible for the implementation, monitoring and evaluation of the research programs of the University. It is also responsible for making proper recommendations to the University Administration for the continual improvement of the University's research programs.

### 2. Scope of Concern

The issues addressed by URESCOM include but not limited to the following:

- a. Formulating Research agenda, strategies and policies formulation;
- b. Training and assisting faculty and staff members in research proposal and research report preparation;
- c. Evaluating research proposals;
- d. Assisting and monitoring research implementation;
- e. Disseminating Research results;
- f. Implementing programs and activities that will strengthen research capability of faculty, staff and students;
- g. Implementing programs and activities related to authorship and publication of journals, manuals, books and textbooks; and,
- h. Establishing collaborative and cooperative relationship with the Office for External Affairs and Student Affairs respectively.
- i. Convene the members of the technical panel to evaluate the research proposal

### 3. Membership

Faculty members recommended by the Deans or Campus Directors are appointed as members of URESCOM. Committee and sub-committee membership are both for one academic year with a maximum of three consecutive terms. The Chairperson of the committee is the VPREP. Members of the sub-committees are selected by members of the URESCOM based on their areas of expertise.

#### 4. Classification and Schedule of Meetings

The following are the classifications of URESCOM meetings and their corresponding schedule:

- a. Regular Meeting shall be held once in every month on a date decided upon by members.
- b. Special Meetings shall be held when needed, and shall be decided upon by the Chairperson.
- c. Sub-committee Meetings shall be held if there are concerns and issues that need immediate action. Date of meeting shall be decided upon by the Chairperson of the sub-committee.

#### **B. The Sub-Committees**

To ensure effective implementation of programs and activities of URC, the following sub-committees were also created.

1. Evaluation and Monitoring
2. Ethics
3. Training and Education
4. Data Processing
5. Editing and Dissemination
6. External Linkages and Resource Generation

In order to maximize the participation of faculty members in the research program of the University, membership in sub-committees is open to non-members of the **URESCOM**.

#### **C. Office Staff**

The University Research Center (URC) has a full-time Office Secretary and two Student Assistants who can provide assistance to faculty and students who are doing research.

### III.ORGANIZATIONAL CHART

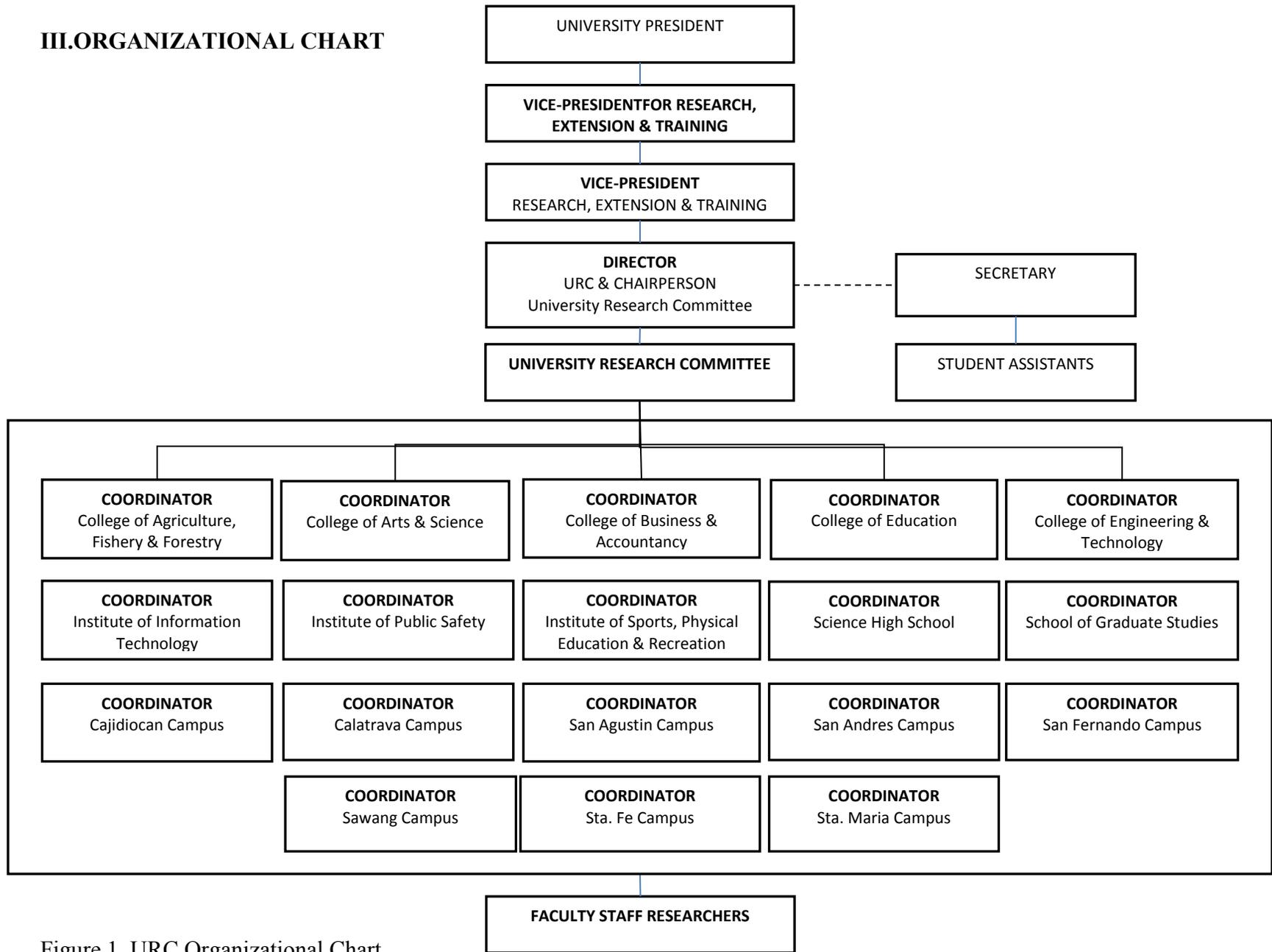


Figure 1. URC Organizational Chart

## **IV. VISION, MISSION, OBJECTIVES AND MAJOR PROGRAMS**

### **A. Vision**

A University Research Center leading in the discovery, dissemination and application of new knowledge and technology for the enhancement of man's quality of life

### **B. Mission**

A dynamic research center of a Higher Education Institution (HEI) to promote a culture of research among the faculty, staff and students by enhancing their competency to conduct studies, apply and disseminate information and findings for the benefit of the province of Romblon, the Region and the Country.

### **C. Objectives**

The University Research Center aims to achieve the following:

1. Faculty members are actively involved in the research program of the University;
2. Institutional and externally funded research outputs every academic year;
3. All research outputs of the university are disseminated to the public;
4. Publish at least one refereed research journal per year; and,
5. RSU research outputs are used as bases or inputs to instruction, extension programs and further studies by faculty members and students; and as basis for planning by the Administration.

### **D. Major Programs**

#### **1. Institutional Research**

The University has an Internal Research Program (IRP), which provides faculty members and staff with research opportunities for personal and intellectual growth. The program enables faculty members to obtain funds for their research or instructional material development projects and at the same time be compensated in terms of Teaching Load Incentive (TLI) equivalent to three (3) units academic load for one semester or a cash incentive equivalent to one month basic salary. Research projects may be basic or applied. Materials development may take the form of developing or evaluating textbooks and instructional materials.

#### **2. Externally Funded Research**

Apart from administering the IRP, URC also coordinates the activities of and disseminates information related to the externally funded research activities. These

projects include: (a) projects which are officially endorsed by and awarded to the university; (b) researches contracted by an external organization to RSU, specifically through the department or college; and (c) projects for which funds are directly channeled through different Research Centers (RCs) of the University. Mechanisms aimed to facilitate the involvement of faculty members in externally funded projects are also provided by URC.

### **3. Research Dissemination**

URC serves as a clearinghouse of research-related information and disseminates salient findings of completed researches. The center spearheads the holding of annual University Research Symposium (URS), which is held at least, once a year. The URS is participated in by faculty researchers and students of the University. Apart from the holding of URS, the URC is also responsible for publishing the RSU Research Newsletter and Research Journal, and for maintaining a Web Page, which features the activities and accomplishments of URC.

### **4. Research Education and Implementation Assistance**

The center sponsors seminars and workshops on research proposal preparation; data processing and analysis; and report writing. Seminars and workshops are held at least once a year and participated in by faculty members who intend to submit research proposals to URC. All technical assistance needed during the conduct of approved proposals is also extended by the center to the concerned faculty researcher.

As a service unit of the University, the center also sponsors similar activities for other academic institutions, government or non-government organizations for the purpose of strengthening the research capabilities of their staff.

### **5. Policy**

The URC assists in the formulation, review and amendment of guidelines and policies governing research in the University. The center also ensures uniform implementation of policies across colleges/campuses/ units.

## **V. RESEARCH AGENDA**

Romblon State University is committed to support individual and collaborative research in all areas of faculty endeavor. Despite the diversity of the research activity of the different colleges, particular themes have been identified as strategic research directions for the University.

**These are as follows:**

<b>AGENDA</b>	<b>RESEARCH AREAS</b>
Agriculture, Natural Resources and the Environment	<ul style="list-style-type: none"> <li>• Botanical pesticides, Biomass processing and utilization</li> <li>• Indigenous species production and processing (e.g. native chicken, native catfish, lacatan, etc.), post-harvest technology</li> <li>• Biodiversity studies</li> </ul>
Social sciences, Literature, Language, Humanities, Culture and the Arts	<ul style="list-style-type: none"> <li>• Multi-disciplinary research on literature (preferably Visayan literature), arts and sociology,</li> <li>• Policy-oriented research on governance</li> </ul>
Physical, Chemical, Biological Sciences and Mathematics	<ul style="list-style-type: none"> <li>• Multi-disciplinary research aimed to advance the frontiers of science and mathematics</li> <li>• Use of scientific principles in responding to the development needs of the country</li> </ul>
Business and Industry	<ul style="list-style-type: none"> <li>• Policy-oriented researches leading to improvement in Philippine business and economic sectors</li> <li>• Multidisciplinary research on Philippine economics, industry, business and tourism</li> </ul>
Engineering and Information Technology	<ul style="list-style-type: none"> <li>• Multidisciplinary research on the improvement of engineering designs and concepts, alternative energy</li> <li>• Environmental Impact Assessment</li> <li>• Advancement of Philippine Information Technology (IT)</li> <li>• Utilization of IT in Instruction, Breakthrough and Pioneering Researches</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Policy-oriented researches focused on quality and excellence, relevance and responsiveness and equity in higher education</li> <li>• Development of teaching competencies and Instructional practices</li> <li>• Assessment and development of strategies for improving student performance</li> </ul>
Health, Wellness and Sanitation	Water sanitation, health, fitness, lifestyle management, and alternative medicine
Food Technology	Food processing and preservation and recipe development

Institutional System and Process Assessment	<ul style="list-style-type: none"> <li>• Studies on the Projects, Programs, and Processes of the University (e.g. satisfaction survey, policy improvement)</li> <li>• Outreach Areas Baseline and Impact Studies</li> </ul>
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## VI. INSTITUTIONAL RESEARCH PROCESS

Implementation of the Research Program at Romblon State University is guided by the following processes:

### A. AGENDA FORMULATION

1. University Research Committee (URESCOM) members gather and submit possible topics to be included in the Research Agenda.
2. VP Research, Extension & Production convenes URESCOM.
3. Presentation and discussion of topics submitted by URESCOM members, Research Agenda of government agencies (Commission on Higher Education, Department of Science and Technology, the CHED Zonal Research Center) and regional priorities of the National Economic Development Authority.
4. Assessment of capabilities and expertise of each college or unit.
5. Selection and Finalization of the Research Agenda.

### B. PROPOSAL PREPARATION

1. URESCOM disseminates Research Agenda through the college/campus/unit research coordinators.
2. University Research Center (URC) issues ‘Call for Proposals’ and disseminates number of slots allotted per college, campus or unit and informs faculty members of the deadline and to whom Research Proposals shall be submitted.
3. Sub-committee on Training and Symposium conducts Training on Research Proposal Preparation for faculty and staff who do not have enough background on proposal writing.
4. Faculty and staff prepares research proposal with the guidance of their respective college, campus or unit research coordinators. (Refer to RSU-URC PR-01: Institutional Research Guidelines, RSU-URC Form-02: Research Proposal Format in Appendix)

5. Proponent submits three (3) copies of research proposal to college, campus or unit research coordinators.
6. Coordinator endorses proposal to URC.

### **C. SCREENING & APPROVAL**

1. URC endorses submitted proposals to Sub-committee on Evaluation, Ethics and Monitoring.
2. URC schedules screening/evaluation of submitted research proposals.
3. Proponent presents proposal to the panel of evaluators who give comments and suggestions. (Refer to RSU-URC PR-02: Criteria for Technical Evaluation of Research Proposal, RSU-URC PR-03: Guidelines and Criteria for Ethics Review, and RSU-URC Form-03: Research Suggestions/Recommendation Form in Appendix)
4. Proponent revises proposal based on the comments and suggestions of evaluators.
5. Proponent submits two (2) copies of revised proposal to URC.
6. Research Director endorses proposal to Vice President for Research, Extension & Production (VP-REP) for notation and submits it to the University President for approval.
7. URC sends 'Notice to Proceed' to proponents with approved proposals. (Refer to RSU-URC Form-04: Notice to Proceed in Appendix)
8. Schedule of fund releases, Terms and Conditions is agreed by the Research Director and Proponent noted by the VP-REP. (Refer to RSU-URC Form-05: Research Agreement in the Appendix)
9. URC requests for the first release of research budget (35 percent of approved budget).

### **D. IMPLEMENTATION**

1. Proponent starts data collection (design and construction for technical studies).
2. Sub-committee on Training and Symposium conducts Training on Data Processing and Interpretation.
3. URC extends needed technical assistance to faculty/staff researcher. (Refer to RSU-URC Form-06: Request for Data Processing, and RSU-URC PR-04: Data Processing Guidelines in the Appendix)

## **E. MONITORING**

1. URC regularly checks on the status of the research implementation. This is done by sending a progress report form to researcher and actual inspection /visit to the area where research is being conducted. (Refer to RSU-URC Form-07: Progress Report Form in the Appendix)
2. Necessary technical assistance is extended by URC to researcher based on the result of monitoring.
3. Researcher submits copies of collected data (tabulated or graphical) to URC.
4. URC request for the second release of research budget (35 percent of approved budget).

## **F. REPORT WRITING**

1. Researcher interprets and analyzes collected data based on study objectives, theoretical and conceptual framework.
2. Researcher writes the report based on the prescribed format and submits draft report to URC. (Refer to RSU-URC Form-08: Research Report Form and Style in the Appendix)
3. URC submits draft report to Sub-committee on Editing and requests for the third release of research budget (15 percent of approved budget).
4. Sub-committee on Editing edits the draft report and gives comments and suggestions. (Refer to RSU-URC Form-09: Editing Referral Form, and RSU-URC PR-05: Research Report Editing Guidelines in the Appendix)
5. Researcher revises the report based on the comments and suggestions of the Sub-committee on Editing.
6. Researcher submits three copies of Final Report to URC and URC requests for the last release of the research budget (15 percent of approved budget).
7. URC reviews and approves final report and requests for the release of research incentive.

## **G. RESEARCH DISSEMINATION AND UTILIZATION**

1. RSU Research Newsletter

- a. Sub-committee on Research Publication prepares articles regarding the programs and projects of URC.
- b. Sub-committee on Research Publication selects research reports where its title and abstract will be featured in the newsletter.
- c. URC submits the newsletter articles to printing press for printing.
- d. URC distributes the newsletter to the RSU community and to government agencies and higher educational institutions in Region IV-B.

## 2. University Research Journal is a Refereed Multi-disciplinary Research Journal

- a. Sub-committee on Research and Publication requests selected faculty/staff researcher to summarize their research report. (Refer to RSU-URC Form-10: Authorization for Journal Publication and RSU-URC PR-06: Research Journal Guidelines in the Appendix)
- b. Summarized research reports are submitted to Sub-committee on Editing and to external referees for comments. (Refer to RSU-URC PR 07: Instruction to Journal Reviewers in the Appendix)
- c. Sub-committee on Research Publication and the faculty/staff researcher revises the report.
- d. URC requests for the release of publication incentive of faculty/staff researcher.
- e. URC submits the journal articles to printing press for printing.

## 3. Internet Website

- a. Sub-committee on Internet Website publishes the Vision, Mission, Objectives, Programs, Research agenda, Title and Abstract of completed researches in the RSU Research Website.
- b. Sub-committee on Internet Website regularly updates content of the site.

## 4. Symposia

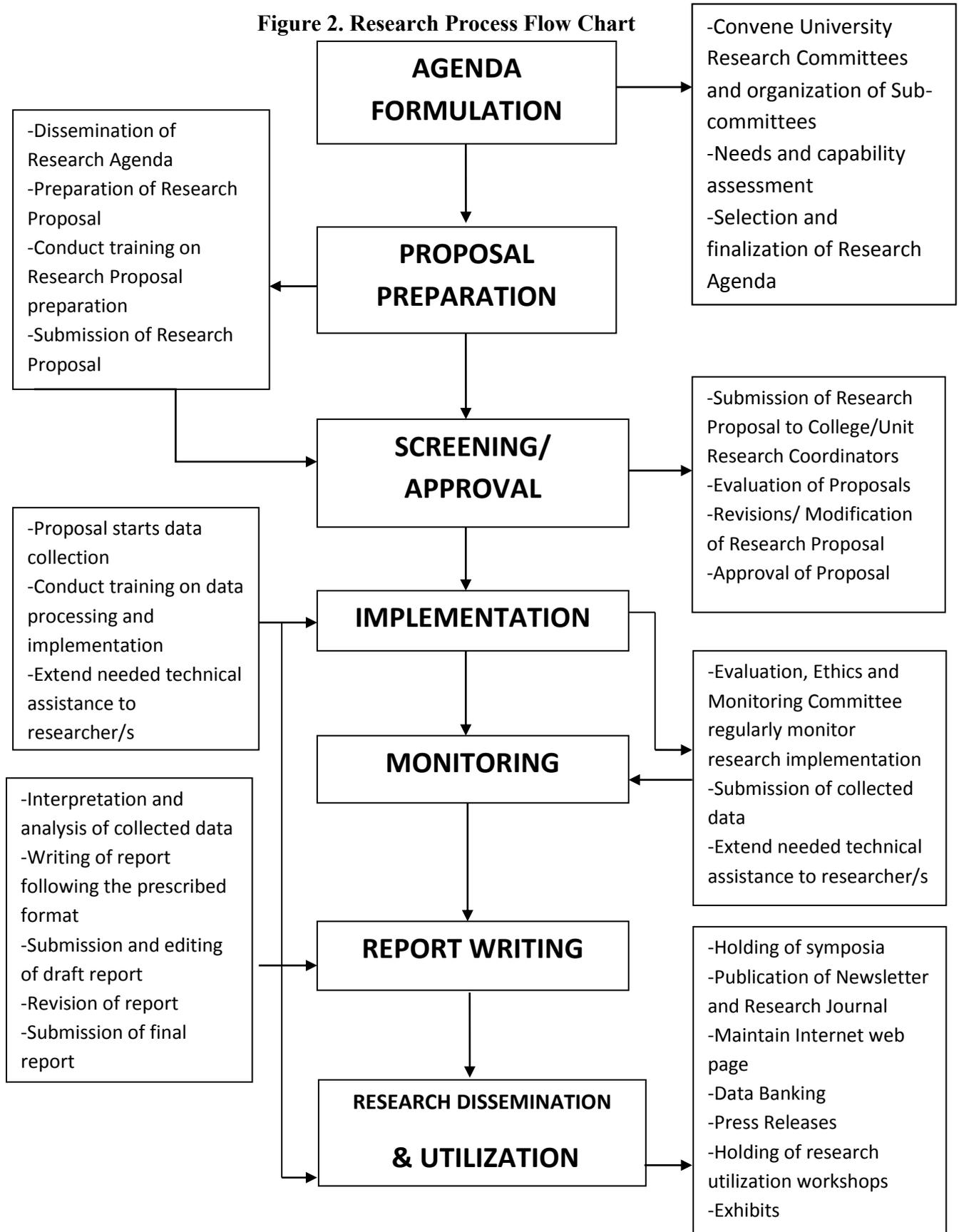
- a. URC schedules an annual research symposium for students and faculty/staff researchers. (Refer to RSU-URC PR-08: Symposium

Guidelines for Students, RSU-URC PR-09: Symposium Guidelines for Faculty and Staff, RSU-URC Form-11: Intention to Present a Research Paper, and RSU-URC Form-12: Intention to Display a Research Poster in the Appendix)

- b. The Sub-committee on Training and Symposium spearheads the holding of the symposium.
- c. URC invites researchers to present their papers in the symposium.
- d. Best papers and posters are given awards during the symposium. (Refer to RSU-URC PR-10: Criteria for Evaluating Research Presentation and RSU-URC PR-11: Guidelines and Criteria for Evaluating Research Poster in the Appendix)

The Research Process at RSU is summarized in Figure 2.

**Figure 2. Research Process Flow Chart**



## **VII. EXTERNALLY FUNDED RESEARCH**

Externally funded researches include research projects which are officially awarded to the University/research centers/colleges/departments/campuses contracted by an external organization to RSU.

All Full-time Regular University faculty/staff members who are actively involved in the Institutional Research Program of the University or have previously conducted externally funded research are eligible to conduct externally funded research and are encouraged to submit research proposals to funding agencies. Faculty members who are eligible to conduct externally funded research must have a teaching over load of not more than 9 units.

The Memorandum of Agreement (MOA) Memorandum of University (MOU) shall be initiated by the funding agency and shall be reviewed by the implementing unit of the University (Ex. URC, College/Department/campus). The draft MOA/MOU shall be submitted to the University Legal Counsel through the Office of the President for comments and recommendations before it shall be finalized by the funding agency. The MOA/MOU must be signed by representatives of funding agency, the study team leader, and the University President prior to the conduct of the research. (Refer to RSU-URC PR-12: Externally Funded Research Guidelines in the Appendix)

## **VIII. INTELLECTUAL PROPERTY**

The Intellectual Property Guidelines of the University defines the procedure, responsibilities and governing rules and regulations for the protection of intellectual property. Since RSU faculty members are engaged in the publication of instructional materials/books and design/fabrication/constructions of machineries/devices, these guidelines focus only on COPYRIGHT of published works and PATENTS of invented/ designed devices.

The Office of the Vice-President for Research, Extension & Production shall ensure the effective implementation of these guidelines. The University Research Center shall facilitate the application for copyright and patent while the Office of the Vice-President for Administration and Support Services shall assist in the production and marketing of copyrighted and patented products. (Refer to RSU-URC PR-13 Intellectual Property Guidelines in the Appendix)

### **A. Eligibility**

1. All full-time regular University Faculty members are eligible for the Institutional Research Program (IRP) of the University and are encouraged to submit research proposals. A regular faculty member is one who has completed his/her Master's Degree. Research Projects may be basic or applied and shall be based on the University Research Agenda.

2. Full-time regular university staff members are also eligible for the Institutional Research Program provided there is prior approval from their respective unit heads to conduct a study.
3. Upon the recommendation of the Vice-President for Research, Extension & Production, a full-time faculty or staff member who is doing his/her special paper, thesis or dissertation is allowed to seek additional financial assistance from the University Research Center (URC) if the thesis assistance granted by the University is not enough in conducting the study. The research approval process of the URC shall be followed.
4. Full time probationary and part-time faculty members are eligible as co-author of a full-time regular faculty member.
5. A faculty or staff member is only eligible for a maximum of one research proposal per term.

#### **B. Research Budget Ceiling and Allocation per Unit**

1. A research budget ceiling of not more than fifty-thousand pesos (P50,000.00) is allocated for each research project. Research proposals with budget higher than the ceiling will be referred to the President for reconsideration or to outside funding sources.
2. The total available slots will be proportionately allocated to each of the Colleges/Campus/Units of the University. However, after the deadline of the submission of proposals and some slots were not taken, these slots will be awarded to ready proponents on a first come first serve basis.

#### **C. Research Proposals Approval Process**

1. All research proposals should be accomplished in three (3) copies following the prescribed format.
2. Title and objectives of the proposed study should be first submitted to the Research Committee of the College/Unit where the proponent belongs for preliminary review and evaluation.
3. All research proposals that were evaluated favorably by the College/ Unit Research Committee should be submitted to the University Research Center, which is turn,

will submit the proposal to the Sub-Committee on Evaluation and Monitoring for further review and evaluation. The proposal should include the following:

#### CHAPTERS

INTRODUCTION- to include background, rationale and related literature; objectives; hypotheses, theoretical and conceptual framework, operational definition of variables (if applicable); significance of the study; scope and limitation of the study

#### METHODOLOGY

#### REFERENCES

#### WORK PLAN

#### PROPOSED BUDGET

4. All research proposals that were evaluated favorably by the Sub-Committee on Evaluation and Monitoring will then be submitted to the University Research Director for review and recommendation for approval.
5. All research proposals recommended for approval by the University Research Director will be forwarded to the Vice-President for Research, Extension & Production for Notation.
6. Noted research proposals will be submitted to the University President for APPROVAL.
7. All approved research proposals will be returned to the University Research Center. The Proponent will then be notified by the URC through the issuance of a Notice to Proceed (RSU-URC FORM 04).
8. A proponent with more than one approved proposal will not be issued a 'Notice to Proceed' with his second study unless a draft report of the previous study is submitted.

#### **D. Requisition and Liquidation of Research Funds**

1. A Research Agreement will be signed by the Principal Investigator, the Research Director and the Vice-President for Research, Extension & Production. Releases of research funds shall be based on the following schedule and conditions stipulated in the agreement:
  - 35% (maybe increased based on the actual need to start the research) At the start of the research ( Contract of Agreement signed and evidences of readiness to start are presented)

- 35% after data collection
  - 15% after presentation of first data to peer evaluators
  - 15% after presentation/ submission of final report ( 3 copies of hard copy and a soft copy with the publishable article )
2. The University Research Director will recommend all requisitions for approval.
  3. The submission and approval and the final output shall serve as clearance for the financial obligation of the principal researcher or the main proponent.
  4. In case the study is not completed, the proponent shall refund the full amount released through salary deduction.

### **E. Monitoring and Evaluation**

1. All University funded researches and all other researches supported by the University are subject to monitoring and evaluation.
2. For this purpose, the College/Unit Research Committee is tasked to monitor and evaluate research projects in their respective colleges/campus/units.
3. The University Research Center Sub-committee on Evaluation and Monitoring, the University Research Director as well as the Deans/Campus/Unit heads may also conduct monitoring activities.

### **F. Incentives**

#### **1. Equivalent Unit Load/De-loading in Research**

- a. Faculty members engaged in research are entitled to de-loading incentives. Equivalent unit load per semester are as follows: Study leader, 3 units/study; Project leader, 6 Units/project; Program leader, 9 Units/program
- b. A faculty member shall only be allowed either two (2) research studies or one (1) research project or program in addition to teaching load assignment. In cases of several researchers involved, de-loading shall be divided proportionately based on the degree of involvement or participation. He or she also entitled to points for promotion.
- c. De-loading will be done during the semester the research proposal has been approved and endorsed by the University Research Center. An

appropriate contract shall be signed by the proponent with the University President and VP for REP with the Research Director as witness after which a letter of award shall be issued. Periodic monitoring through submission of progress and final reports through the college Research Unit shall be required upon the termination. Non-submission of progress or failure to conduct the research during prescribed period shall deprive from de-loading in the following semester. He/she will be given full teaching load to offset the privilege enjoyed in the previous semester.

## **2. Granting of Monetary Incentives**

- a. The granting of monetary incentives to faculty members who have presented research results in academic conferences or published in acceptable /reputable/refereed journals shall be categorized as follows:

Paper Presented:

- International Conference - Php 7,000.00
- National Conference - Php 5,000.00
- Institutional/Regional Conference - Php 2,000.00

Publication:

- International Research Journal - Php 15,000.00
- National Journal - Php 10,000
- Institutional and Regional Research Journal - Php 5,000.00

- b. Granting of monetary incentives per study/project/program is based on prescribed categories. Allocation of incentives shall be submitted/channeled to VP-RET for approval. Monetary incentives can be claimed only once regardless the number of times a research is presented or published. This package is also applied to externally-funded or non-funded research made by the faculty provided it is registered to URC. Application for allocation of incentives shall be secured from the URC.

## **G. Other Conditions**

1. Completed researches shall be presented in the University Research Symposium (URS) conducted by the URC before the end of each academic year. Researchers of completed researches are expected to write research papers for publication to the Research Journal in and outside of the University.



Romblon State University Odiongan, Romblon	<b>Form Title: INTERNALLY FUNDED RESEARCH PROPOSAL FORMAT</b>	
	<b>Form No.: RSU-URC FORM-03</b>	<b>Rev. No.: 1</b>
	<b>Effectivity Date: June 15.2010</b>	<b>Page 1 of 1</b>

## 1. TITLE PAGE

## 2. INTRODUCTION

The Introduction provides a background and the rationale of the problem and gives the justification of the study. Summarized or synthesized review of related studies is presented according to topics. Similar findings as well as conflicting findings are also presented and the information gaps are pointed out. The Introduction shall include the following:

- a. Background and Rationale ( Overview of the Current State for IT studies);
- b. Review of Related Studies/Literature;
- c. Objectives ;
- d. Hypothesis (if applicable);
- e. Theoretical and Conceptual Framework (if applicable);
- f. Operational Definition of Variables and Key Terms ( if applicable);
- g. Significance of the Study; and,
- h. Scope and Limitation of the Study

## 3. METHODOLOGY/MATERIALS AND METHODS/METHODS AND PROCEDURES

This section of the proposal identifies and describes the detailed technical/ scientific activities which include the research design, sampling plan, data collection and instrumentation, statistical tool and treatment of data. Shown below are the suggested contents of the Methodology:

For Social Sciences, Physical and Biological Sciences, Health, Population, Business and Agricultural Studies	For Design and Development Studies (Engineering, IT, Ag. Eng.g)
a. Research Design/Experimental treatments	a. Design Criteria or Design Basis
b. Sampling	c. Design Plan Preparation or Process Flow
c. Data Collection	c. Fabrication/Construction or Installation
d. Data Processing and Analysis	d. Data to be gathered, Instrumentation and Analysis

## 4. REFERENCES

(FOLLOW APA 5<sup>TH</sup> EDITION FORMAT IN PRESENTING REFERENCES)

- 5. WORK PLAN**
- 6. PROPOSED BUDGET**
- 7. ATTACHMENTS (QUESTIONNAIRE, DUMMY TABLES, DRAWINGS, ETC)**

**NOTE:** *The Research and Publication Committee will not accept any proposal which is incomplete.*

Romblon State University Odiongan, Romblon	<b>PR. Title: CRITERIA FOR TECHNICAL EVALUATION OF RESEARCH PROPOSAL</b>	
	<b>PR. NO.: RSU-URC PR-02</b>	Rev. No.:2
	<b>Effectivity Date: June, 2010</b>	Page 1 of 1

<b>CRITERIA</b>	<b>POINTS</b>
1.Clarity of the problems/objectives, Novelty of the study (5 points)	
2.Development impact/contribution to discipline (10 points)	
3.Methodology (8 points)	
4.Comprehensiveness of the review/scanning of literature and empirical studies, exhaustiveness and appropriateness of Related Studies (7 points)	
<b>TOTAL POINTS</b>	

#### **Explanation**

<b>Category</b>	<b>Range</b>	<b>Interpretation</b>
<b>A</b>	<b>26-30</b>	<b>Very Good-</b> the proposal is considered very meritorious and will receive full funding support.
<b>B</b>	<b>21-25</b>	<b>Good Proposal-</b> full funding support will be granted if minor revisions and improvements are made.
<b>C</b>	<b>15-20</b>	<b>Fair Proposal-</b> full funding will be granted if major revisions and improvements are made in order to be reconsidered.

Distribution List: URPC File, Faculty/Staff Researcher

Romblon State University Odiongan, Romblon	<b>PR. Title: GUIDELINES AND CRITERIA FOR ETHICS REVIEW</b>	
	<b>PR. No.: RSU-URC PR-03</b>	<b>Rev. No.: 1</b>
	<b>Effectivity Date: June 15,2010</b>	<b>Page 1 of 6</b>

## A. MORAL PRINCIPLES

Four well-known moral principles constitute the basis for ethics in research:

1. ***Principle of Non-maleficance:*** Research must not cause any harm to the participants or to the general public.
2. ***Principle of Beneficence:*** Research should make a positive contribution towards the welfare of people.
3. ***Principle of Autonomy:*** Research must respect and protect the rights and dignity of the participants.
4. ***Principle of Justice:*** The benefits and risks should be fairly distributed among people or there must be equitable benefit-sharing.

## B. ETHICAL PRINCIPLES FOR SOCIAL SCIENCE RESEARCH AND OTHER RELATED DISCIPLINES:

1. ***Essentiality.*** For undertaking research it is necessary to make all possible efforts to get and give adequate consideration to existing literature/knowledge and its relevance, and the alternatives available on the subject/issue under the study.
2. ***Maximization of Public interest and of social justice:*** Research is a social activity, carried out for the benefit of society. It should be undertaken with the motive of maximization of public interest and social justice.
3. ***Knowledge, ability and commitment to do research:*** Sincere commitment to research in general and to the relevant subject in particular and readiness to acquire adequate knowledge, ability and skill for undertaking particular research are essential prerequisites for good and ethical research.
4. ***Respect and protection of autonomy, rights and dignity of participants:*** Research involving participation of individual(s) must not only respect, but also protect the autonomy, the rights and the dignity participants. The participation of the individual(s) must be voluntary and based on informed consent.
5. ***Privacy, anonymity and confidentiality:*** All information and records provided by participants or obtained directly or indirectly on/about the participants are confidential. For revealing or sharing any information that may identify participants, permission of the participants is essential.
6. ***Precaution and risk minimization:*** All researches carry some risk to the participants and to the society. Taking adequate precautions and minimizing and mitigating risks is therefore, essential.

7. ***Non-Exploitation:*** Research must not unnecessarily consume the time of participants or make them incur undue loss of resources and income. It should not expose them to risks due to participation in the research. The relationship within the research team, including student and junior members, should be based on the principle of non-exploitation. Contribution of each member of the research team should be properly acknowledged and recognized.
8. ***Public domain:*** All persons and organizations connected to research should make adequate efforts to make public in appropriate manner and form, and at appropriate time, information on the research undertaken, and the relevant results and implications of completed research.
9. ***Accountability and transparency:*** The conduct of research must be fair, honest and transparent. It is desirable that institutions and researchers are amenable to social and financial review of their research by an appropriate and responsible social body. They should also make appropriate arrangements for the preservation of research records for a reasonable period of time.
10. ***Totality of responsibility:*** The responsibility for due observance of all principles of ethics and guidelines devolves on all those directly or indirectly connected with the research. They include institution(s) where the research is conducted, researcher(s), sponsors/funding agency and those who publish material generated from research.

## **C. ETHICAL GUIDELINESS FOR BIOMEDICAL RESEARCH INVOLVING HUMAN SUBJECTS**

### **1. INDIVIDUAL INFORMED CONSENT**

- a) Essential information for prospective research participants is voluntary. One is free to refuse or withdraw.
- b) Researchers should refrain from deception. There should be no undue influence or intimidation. The researcher/s should seek consent from respondents after understanding the process and due consideration should be given them. A consent form should be signed before a research commences.
- c) Researchers should not employ undue inducement (like reimbursement for lost earning, travel costs and other expenses, medical services or compensations. Love-gifts, if any, should not be large or medical services so extensive to cause “undue inducement”. These must be approved first by the Ethical Review Committee.
- d) Participants have rights to treatment and compensation. They are entitled to free medical treatment for injury and financial assistance that would compensate them equitably. In case of death as a result of participation, the dependents are entitled to compensation.
- e) External sponsors have the ethical obligation to provide health care services. Health care services are essential to the safe conduct of researches; treatment of

subject/s who suffers injuries; and services that are a necessary part of commitment of a sponsor - to make intervention/s must be available.

## 2. CONFIDENTIALITY & ANONYMITY OF DATA

- a) The researcher must establish secure safeguards. Participants must be told the limits, legal considerations of the researcher's inability to safeguard confidentiality and the possible consequences of the breaches of confidentiality.
- b) Data shall not be used other than for the specified purpose for which the subject gave consent and shall not be made public or available to others.

## 3. PARTICIPANTS/SUBJECTS/RESPONDENTS

### a) Children

- (1) Permission from parents or legal representative
- (2) Obtain knowledge relevant to the health and social needs
- (3) Only children who agree according to their capabilities
- (4) Children should be accompanied by parents, guardian/s or representatives, informants
- (5) Respect their refusal to participate

### b) Women

- (1) All women who can make a rational decision to participate can be included.
- (2) Pregnant women maybe involved if the study is relevant to their health needs.

### c) Mentally Disordered

- (1) Patients with behavioral and mental disorders can in no way be subjected to study.
- (2) Data about them from service statistics can be used.

### d) Vulnerable Persons

- (Mentally ill, legally incompetent, unconscious patient, minor children and elderly)
- (1) Research involving vulnerable persons requires special justification and the means of protecting their rights & welfare must be strictly applied.

## 4. BENEFITS & RISKS

- a) Researchers must ensure that potential benefits are reasonable and risks are minimal.
- b) When researchers are involved with individuals who are not capable of giving informed consent, direct benefit should not be greater than those who are directly involved with the research.
- c) Research in population and communities with limited resources should ensure that resource is responsive to the health needs & priorities of the population or community and will be made reasonably available for their benefit.
- d) Equitable distribution of burdens and benefits in the selection of groups of subject in research must be employed. Groups or communities to be invited are to be selected in such a way that the burdens and benefits of the research will be equitably distributed.

## 5. CLINICAL TRIALS

### a) **Choice of control of clinical trials.**

As a general rule, subjects should receive effective interventions. Placebo maybe used when there are no established effective interventions or when effective intervention would not yield scientific reliable results.

## **D. ETHICS REVIEW COMMITTEE**

### **1. Ethical Review Committee**

All proposals must be submitted to the committee for review of their scientific merit and ethical acceptability to one or more scientific review.

### **2. Strengthening the capacity for the ethical & scientific review and biomedical research.**

The URC will take steps in establishing and strengthening independent and competent ethical review process/committee; strengthening research capacity; developing technologies; training of researchers and health care staff; and educating communities.

### **3. Roles of the Ethics Committee**

- a) Protect the dignity, rights, safety and well-being of all actual or potential research participants: justice and respect for dignity of persons and animals.
- b) Provide independent, competent and timely review of the ethics of proposed studies
- c) Review of submitted proposed researches.
- d) Regular monitoring and evaluation on the ethics of ongoing studies.
- e) Act in the full interest of potential research participants and concerned communities.

#### **4. Functions**

- a) To evaluate the conduct of research in accordance with the provision of International and Local Ethical Guidelines and Philippine Council for Health Research and Development (PCHRD).
- b) To determine the acceptability of research proposals based on organization commitments, regulation and local laws, standards of professional conduct and practices and community mores, values and needs.
- c) To promote research integrity by the identification and resolution of conflicts of interest.
- d) To establish appropriate mechanisms in all stages of the research project in order to ensure prompt reporting of changes in the protocol and unanticipated problems and ensure proper documentation and adherence to the confidentiality rule and policy of informal consent.

Romblon State University Odiongan, Romblon	<b>CHECKLIST FOR ETHICS REVIEW</b>	
	<b>PR. No.: RSU-URC PR-03</b>	<b>Rev. No.: 1</b>
	<b>Effectivity Date: June 15,2010</b>	<b>Page 5 of 6</b>

**CHECKLIST FOR ETHICS REVIEW**

1. TITLE OF RESEARCH

---



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2. INVESTIGATORS

NAME	DEGREE	PREVIOUS RESEARCH UNDERTAKEN
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

3. Children, prisoners, psychiatric patients, others

4. Written informed consent submitted to ERC ( ) Yes ( ) No

Check whether the informed consent contains the following:

- ( ) Statement that the study involves research (purpose of the study)
- ( ) Description of procedures
- ( ) Duration of subject/s' involvement
- ( ) Availability of appropriate treatment/s
- ( ) Benefits reasonably expected
- ( ) Statement that participation is voluntary
- ( ) Statement that participant is free to withdraw without penalty
- ( ) Statement describing confidentiality
- ( ) Statement of compensation for treatment of an adverse experience
- ( ) Understandable language and in no way coercive

5. Evaluations of Risk and Benefits

- ( ) Are both the proposed research question and protocol scientifically valid?
- ( ) Is the use of human subjects necessary?
- ( ) What are the identification and potential risks of the research?
- ( ) Will health insurance be obtained for subject to cover hospitality of accident that may occur during or as an immediate result of the research?
- ( ) What are the potential benefits of the proposed research?  
Specify \_\_\_\_\_

- ( ) To whom will the benefits accrue?
- ( ) Are there factors that diminish the ability of the proposed group of subjects to give consent? Specify \_\_\_\_\_

#### 6. Evaluation for Clinical Trials

- ( ) Is the proposed treatment safe and therefore unlikely to bring adverse/ill effects to the patient
- ( ) Was treatment ethically withheld from any patient in the doctor's care (for controlled trial)?
- ( ) Which patients were brought into controlled trial and allocated randomly to different treatments?
- ( ) Was placebo treatment used?
- ( ) Was the controlled trial double blind?

Romblon State University Odiongan, Romblon	<b>Title: RESEARCH SUGGESTIONS/ RECOMMENDATIONS FORM</b>	
	<b>Form No.: RSU-URC PR-03</b>	<b>Rev. No.: 2</b>
	<b>Effectivity Date: June 15,2009</b>	<b>Page 1 of 1</b>

*(To be accomplished in two (2) copies, 1 for researchers, 1 for URC)*

Date:	Place:
Name of Proponent:	College/Unit:
Suggestions/Recommendations	
Chapter I	
Chapter II	
Chapter III	

---

Evaluator's Name and Signature

*Distribution List: URPC File, Faculty/ Staff Researcher*

Romblon State University Odiongan, Romblon	<b>PR. Title: NOTICE TO PROCEED</b>	
	<b>Form No.: RSU-URC PR-04</b>	<b>Rev. No.: 3</b>
	<b>Effectivity Date: June 15,2009</b>	<b>Page 1 of 1</b>

Date:

To:

Congratulations!

This is to inform you that your research proposal entitled, “\_\_\_\_\_” was approved for funding by the University in the amount of \_\_\_\_\_. You may now proceed with the conduct of the research stipulated in your proposal and with due consideration to the suggestions of the University Research Committee. Please be guided also by the University Research Guidelines.

Please see me as soon as possible.

---

Director, Research

*Distribution List: URPC File, Faculty/Staff Researcher*

Romblon State University Odiongan, Romblon	<b>Form Title: RESEARCH AGREEMENT</b>	
	<b>Form No.: RSU-URC FORM-05</b>	<b>Rev. No.: 4</b>
	<b>Effectivity Date: June 15, 2009</b>	<b>Page 1 of 1</b>

**WITNESSETH:**

In consideration of the mutual Covenants herein contained, the parties agree as follows:

1. GRANT

Your research proposal entitled, \_\_\_\_\_

With a total budget of \_\_\_\_\_ (P\_\_\_\_\_), was approved for funding by the University. The said funds will be used in the conduct of the research as stipulated in the approved research budget.

2. RELEASE OF FUNDS

Release of funds will be based on the following schedule and requirements:

<b>Releases</b>	<b>Budget Proportion</b>	<b>Amount</b>	<b>Requirements</b>
First Release	35%		Signed, contract, instruments confirmed and validated
Second Release	35%		Presentation of collected data
Third Release	15%		Presentation of draft report to peer evaluation
Fourth Release	15 %		Presentation of final report
Research Incentive		Php 5,000.00	Approval of final report

3. RESPONSIBILITIES OF THE RESEARCHER/S

- a. To conduct research based on the approved proposal and modifications duly agreed upon by the researcher and University through the URC.
- b. To provide the University through the URC the necessary requirements as basis for release of funds.
- c. To prepare the final report based on the standard of his/her discipline and the formats agreed upon by the URC.
- d. To provide his/her college/ unit a copy of the final report and three copies for the URC.
- e. To prepare a paper out of his/her research for presentation and publication.
- f. To seek for approval from the URC for any plans to commercialize the research output.

- g. To reimburse the University of All Cash Advances made in the event of failure to conduct the research within three (3) months after the First Release and or failure to submit the approved final report within six (6) months after the Second Release.

4. ALTERATION

This agreement may not be modified, altered or change except by an instrument in writing signed by the Principal Researcher and the University.

IN WITNESS WHEREOF, the parties hereto have set their signatures on this \_\_\_\_\_ day of \_\_\_\_\_ 2011 at the Romblon State University, Odiongan, Romblon, Philippines.

<b>X</b>	<b>X</b>
<b>PRINCIPAL RESEARCHER</b>	<b>Witness for the Principal Researcher</b>

<b>X</b>	<b>X</b>
<b>UNIVERSITY</b>	<b>Witness for the University</b>

*Distribution List: URPC File, Faculty/Staff Researcher*

Romblon State University Odiongan, Romblon	<b>Form Title: REQUEST FOR DATA PROCESSING</b>	
	<b>Form No.: RSU-URC FORM-06</b>	<b>Rev. No: 0</b>
	<b>Effectivity Date: June 15, 2009</b>	<b>Page 1 of 1</b>

Control Number \_\_\_\_\_

Research Title: \_\_\_\_\_  
\_\_\_\_\_

Proponent: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Due: \_\_\_\_\_

Data Processing Charges:

<b>Description</b>	<b>Unit</b>	<b>Amount</b>
<b>Computer use</b>		
Data Coding/ Encoding		
Processing/ Generation of tables		
Printing		
Statistician Fee		
Total		
Less: Down Payment		
Total Amount Due		

Prepared by:  
\_\_\_\_\_

Noted:  
\_\_\_\_\_

Romblon State University Odiongan, Romblon	PR. Title: <b>DATA PROCESSING GUIDELINES</b>	
	PR. No.: RSU-URC PR-04	Rev. No.: 2
	Effectivity Date: December 2008	Page 1 of 2

## I. PROCEDURE

1. The researcher should submit the research questionnaires together with dummy tables to the URC office.
2. He / She then fills-up the request form for data processing from the URC office.
3. The URC office will check the filled-up request form and advice the researcher to pay the business office a minimum amount of P1,000.00 as down payment for data processing. The official receipt should be submitted to the URC Office for record keeping.
4. The URC office will assign the data processing job to the encoder/processor.
5. The data encoder/processor will do the data processing in coordination with the researcher and statistician.
6. The data encoder/processor will submit the generated tables with sample statistical interpretation to the URC office.
7. The URC office will inform the researcher about the status of his/her data.
8. The researcher will pay the remaining data processing fees to the business office and present the receipt to the URC office.
9. The URC office will release the generated statistical report together with the sample interpretation to the researcher.
10. In cases where the researcher will request for additional tables, request should be done to the URC office.

## II. DATA PROCESSING FEE

### a. Encoding

25 or less variables	P	2/respondent
26-50		5/respondent
51-75		7/respondent
76 and above		10/respondent

### b. Analysis

Tables and variables defined by research:		
Descriptive (mean, standard deviation)	P	1/variable
Frequencies		3/table
T-test or Z-test		5/test
X-tabs w/stat result		20/table

### c. General Tables (minimum of 3 tables/page)

Saved in word	P	5/page
---------------	---	--------

E-mailing attached as word document  
Printing

5/page

5/page

d. **Computer Use**

P

15/hour

e. **Consultation** (By arrangement and by appointment)

Statistics consultation will include:

1. Determination of statistical tools
2. Interpretation of data
3. Redefinition of variables

Suggested consultation rate:

P

200/hr

*Distribution List: VPREP, ISO, Document Control, URPC File*

Romblon State University Odiongan, Romblon	<b>Form Title: PROGRESS REPORT</b>	
	<b>Form No.: RSU-URC FORM-07</b>	<b>Rev. No.:0</b>
	<b>Effectivity Date: June 15, 2009</b>	<b>Page 1 of 1</b>

\_\_\_\_\_

Date

The University Research Committee  
Romblon State University  
Odiongan, Romblon

My research, “ \_\_\_\_\_  
\_\_\_\_\_”, (research title) is presently  
on the (state present stage) \_\_\_\_\_  
We will try our best to submit our final report on \_\_\_\_\_  
(Target date of completion)

Problem Encountered:

\_\_\_\_\_

\_\_\_\_\_

Assistance Needed:

\_\_\_\_\_

\_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
(Print Name and Signature of the Researcher/s)

*Distribution List: URC File*

Romblon State University Odiongan, Romblon	<b>Form. Title: RESEARCH REPORT FORM &amp; STYLE</b>	
	<b>Form No.: RSU-URC FORM-08</b>	<b>Rev. No.:2</b>
	<b>Effectivity Date:</b>	<b>Page 1 of 20</b>

## 1. General Document Guidelines

- A. *Paper*: Substance 20, 8½” x 11” white, one side only
- B. *Margins*: 1½ left, one inch right, top and bottom margins
- C. *Font Size and Type*: ~~Times New Roman~~ **Arial**, 12-pt Font
- D. *Spacing*:  
 Body- double space  
 Headings- between level 5 and level 1, 3 spaces; level 1 and level 2, 3  
 Spaces; end of paragraph and level 3, 3 spaces; last line of paragraph  
 And level 4 (paragraph heading), 2 spaces
- E. *Alignment*: Flush left (~~un~~justified)
- F. *Paragraph Indention*: ½ inch
- G. *Pagination*: Preliminary pages are numbered in small roman numerals in the lower part at the center. The page number of the chapter pages up to the appendices appears in the upper right-hand. The only pages that are not numbered are Figures and the first page of all preliminary sections and chapters.
- H. *Order of Topics*: Order the presentation of topics as follows:
1. For undergraduate research, project report, master’s thesis and doctoral dissertation:

### PRELIMINARY PAGES

Title Page, Approval Page, Acknowledgement, Table of Contents, List of Tables, List of Figures, Abstract

### CHAPTERS

#### I INTRODUCTION

**II REVIEW OF RELATED LITERATURE**

**III METHODOLOGY/MATERIALS AND METHODS/METHODS AND PROCEDURES**

**IV RESULTS AND DISCUSSION**

- a. Findings
- b. Discussion

**V SUMMARY, CONCLUSIONS, IMPLICATIONS** (for theory, Practice, and policy if applicable) and Recommendations

**REFERENCES**

**APPENDICES**

2. For URC funded researches:

**PRELIMINARY PAGES**

Title Page: Acknowledgements, Table of Contents, List of Tables, List Of Figures, Abstract

**CHAPTERS**

**I INTRODUCTION-** to include background, rationale and related Literature; objectives; hypothesis, theoretical and conceptual Framework, operational definition of variables (if applicable); Significance of the study; scope and limitation of the study

**II METHODOLOGY/MATERIALS AND METHODS/METHODS AND PROCEDURES**

**III RESULTS AND DISCUSSION**

- a. Findings
- b. Discussion

**IV SUMMARY, CONCLUSIONS, IMPLICATIONS, RECOMMENDATIONS** (for theory, practice, and Policy if applicable)

## REFERENCES

## APPENDICES

### Title Page

- A. *Key Elements*: Paper Title, author (s), institutional affiliation (s), date completed
- B. *Paper Title*: UPPER CASE, centered, inverted pyramid
- C. *Author (s)*: Title Case, centered
- D. *Institutional affiliation*: Title case, centered
- E. *Example of RSU- suggested Title Page*: **Appendix A** (for Dissertation, Thesis, Special Paper, and Project Report), **Appendix B** (for URC-funded researches)

### ABSTRACT

The abstract is a one-paragraph, self-contained summary of the most important elements of the paper.

- A. *Pagination*: The abstract begins on a new page
- B. *Key Elements*: Paper Title, author (s)
- C. *Paper Title*: Upper letters, double space, centered
- D. *Author (s)*: Uppercase and lowercase letters, centered, 3 single spaces below the title.
- E. *Heading*: ABSTRACT (Uppercase letters, centered, 3 single spaces below the author.
- F. *Format*: The abstract begins on the line following the Abstract heading. The abstract should not exceed 250 words. It contains the objectives, the methods used, the results and conclusions (no recommendation). Sample ABSTRACT is shown in **Appendix C**.

### Body

- A. *Pagination*: Each chapter of the paper begins on a new page. Page Number shall be in Arabic numbers. Page number is not written on the first page of each chapter. Subsections of the body of the paper do *not* begin on new pages.
- B. *Title*: The chapter number and the title of each chapter (in uppercase bold letters) are centered.
- C. *The Headings and Subheadings*: Headings and subheadings are necessary to help organize the different sections of the paper. Headings act similar to an outline. Articles in APA journals use from one to five levels of headings.

### APA Headings

Level 5:

**CENTERED UPPERCASE HEADING**

Level 1:  
Centered Title Case Heading

Level 2:  
*Centered, Italicized, Title Case Heading*

Level 3:  
*Flush Left, Italicized, Title Case Heading*

Level 4:  
*Indented, italicized, lowercase paragraph heading ending with a period.*

For many papers in **APA** style, two levels of headings meet the requirements (use levels 3 & 4). When three levels of headings are needed, use levels 2, 3, & 4. Example of **APA** headings and subheadings is shown in **Appendix D**.

**D. *On the Use of Abbreviations:*** In general, avoid the use of abbreviation and symbols in the text. However, abbreviation of units of measure is allowed if it follows an exact number. An abbreviated unit of measure does not have a plural form and not punctuated with a period. A period after an abbreviation is required for words which have equivalent in the English language such as: in. for inches, gal. for gallons.

**E. *On numbers:***

- e. 1.** Spell out stand-alone fractions but write in numerals fractions followed by a unit of measure (Example: one-fourth of the class, but  $\frac{1}{4}$  in.).
- e.2.** Spell out numbers at the beginning of a sentence.
- e.3.** Spell out numbers below 10 but write in numerals in a series even if they are below 10 (three apples but 3 apples, 4 bananas, and 2 oranges).
- e.4.** Use numerals for lower numbers grouped with numbers 10 and above (for example, from 6 to 12 hours of sleep).
- e.5.** To make plurals out of numbers, add *s* only, with no apostrophe (the 1950s). back modifiers (five 4-point scales) and for large sums (over 3 million people).
- e.7.** Use percent symbol (%) only with figures (5%) not with written numbers (five percent).

**F. *Tables and Figures:*** Tables shall have open sides without column lines (except where there are many columns) and without row lines (except on the heading and bottom part). Table entries shall be printed in 10-12 pt font size. Figures to present graphs, photographs, or other illustrations (other than tables) shall be centered. Figure caption(s) is centered at the first line (double space) below the figure and

type Figure 1. (or 2 Or 3, etc.) followed by the caption for the figure, capitalizing only the first letter of the first word and any proper nouns.

**G.** Examples of URC tables and figures are shown in **Appendix E**.

**H. Text Citations:** The citations that appear throughout the body of the text are necessary because they give credit to the original author. Both direct quotes and paraphrasing require citation. Citations include the author's last name and the year of publication (for quoted material, a page number is included). If an author is not available, use the title of the work. The punctuation for the end of the sentence ALWAYS follows the last parenthesis (See **Appendix F**). A direct quotation consisting of more than three lines should be written single space, indented let and right, separated from the main paragraph by three spaces, and enclosed in quotation (top and below).

## **References**

All sources included in the References section are those cited in Chapters 1 and 2.

**A. Pagination:** The list of references begins on a new page.

**B. Heading:** The word References (in Title Case) should be centered at the top of the page and typed in regular font.

**C. Format:** Example of APA style of presenting different types of sources is shown in **Appendix G**.

Examples:

**APA** 5<sup>th</sup> edition guidelines. Retrieved February 18, 2003, from <http://www.uca.edu/divisions/academic/writing/OWL/LINKS/OnlineHandouts/apabasics.PDF>.

**APA** research style crib sheet. Retrieved July 25, 2003, from <http://www.wooster.edu/psychology/apa-crib.html>.

**APA** style essentials. Retrieved October 13, 2003, from [http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc\\_id=796](http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc_id=796)

**APPENDIX A**

(2 inches from the top)

**DESIGN, CONSTRUCTION AND PERFORMANCE TESTING OF A  
LOW-COST GRAIN MOISTURE METER**

(6 single spaces)

**A Special Paper**

**Presented to**

**The faculty of the School of Graduate Studies**

**Romblon State University**

(6 single spaces)

**In Partial Fulfillment**

**Of the Requirements for the Degree**

**Master in Engineering**

**By**

**Juan D. Cruz**

**March 2007 (1 inch from the bottom)**

**APPENDIX B**

**(2 inches from the top)**

**ACCEPTABILITY AND SHELF LIFE OF INSTANT “GINATAANNG DARAG”  
NATIVE CHICKEN TREATED WITH DIFFERENT  
FOOD PRESERVATIVES**

**A Research Report**

**Submitted to**

**The University Research Center**

**Romblon State University**

Centered between  
last lines of  
the title and “BY”

**By**

**Jaime C. Cabarles**

**December 2006 (1 inch from the bottom)**

## APPENDIX C

### BASELINE SURVEY ON THE WORK – LIFE ISSUES AND NEEDS OF THE WORK- LIFE ISSUES AND NEEDS OF THE FACULTY AND STAFF OF CENTRAL PHILIPPINES UNIVERSITY

<b>Randy A. V. Pabulayan</b>	}	<b>3 spaces</b>
<b>ABSTRACT</b>	}	<b>3 spaces</b>

This study was conducted to know the work-life issues and needs of the faculty and staff of the University. Descriptive analysis was employed and utilized the one-shot survey design. From a total of 630 employees, a sample of 239 was obtained using the sampling formula with a margin of error of 0.05. A self-administrated questionnaire served as the main tool for data collection. Results of the study showed that the majority of the respondent female, married, with a mean age of 41.8 years old and have been working with the University for 12.3 years. There are employees who admitted that their personal life responsibilities occasionally impede their job performance. They have been late for work more than once per month and could not concentrate with their job. Common reasons are financial concerns, family care, and child care. The employees believed that the University has existing work-life programs that have availed of it. Some employees reported that they have enjoyed a flexible work schedule, have availed of the University program employee health and well-being, and benefited from the University's financial assistance program. Among the work-life programs, financial assistance and family care are considered as very important. The employee health and well-being and personal convenience services are also regarded as important programs that could be implemented.

## APPENDIX D

### *Operational Definition of Terms (Level 3 sub-heading)*

To avoid and ensure a better understanding of the topics discussed, the important terms were defined conceptually and operationally.

*Age.* Refer to the length of the time in year a person has lived since he/she was born. In this study, it refers to the age of a respondent on his/her last birthday. In this study, it will be taken from medical records of Asilo de Molo. *(Level 4 sub-heading)*

*Gender.* Whether the older adult (OA) is male or female by birth. This will be taken from medical records of Asilo de Molo. *(Level 4 sub-heading)*

*Educational Attainment.* Refer to the level of education an individual has attained. In the study of refers to the highest grade/year completed by respondent. This was taken from medical records of Asilo de Molo. *(Level 4 sub-heading).*

## APPENDIX E-1

### SAMPLE TABLES

Table 1. Distributed respondent According to Sex, Age, and Marital Status (N=239)

<u>Personal Characteristics</u>		<u>Frequency</u>	<u>Percent</u>
<b>Sex</b>	Male	80	33.5
	Female	159	66.5
	<b>Total</b>	<b>239</b>	<b>100.0</b>
<b>Civil Status</b>			
	Single	54	22.6
	Married	171	71.5
	Separated	3	1.3
	Widowed	9	3.8
	No Answer	2	0.8
	<b>Total</b>	<b>239</b>	<b>100.0</b>
<b>Age</b>	<31 y.o	42	17.6
	<31-40 y.o	61	25.5
	<41-50 y.o	53	22.2
	<51 y.o	53	22.2
	No Answer	30	12.6
	<b>Total</b>	<b>239</b>	<b>100.0</b>

**Mean Age=41.8 years old**

Table 2. Distribution of Potential Clients According to whether or not they are Alumni of RSU and whether or not they have Relatives who are RSU Alumni (N=77)

Connection with RSU Alumni	Frequency	Percent
Yes	29	37.7
No	48	72.3
<b>Total</b>	<b>77</b>	<b>100.00</b>
<b>With Relatives who are Alumni</b>		
Yes	56	72.7
None	21	27.3
<b>Total</b>	<b>77</b>	<b>100.0</b>

**APPENDIX E-2**

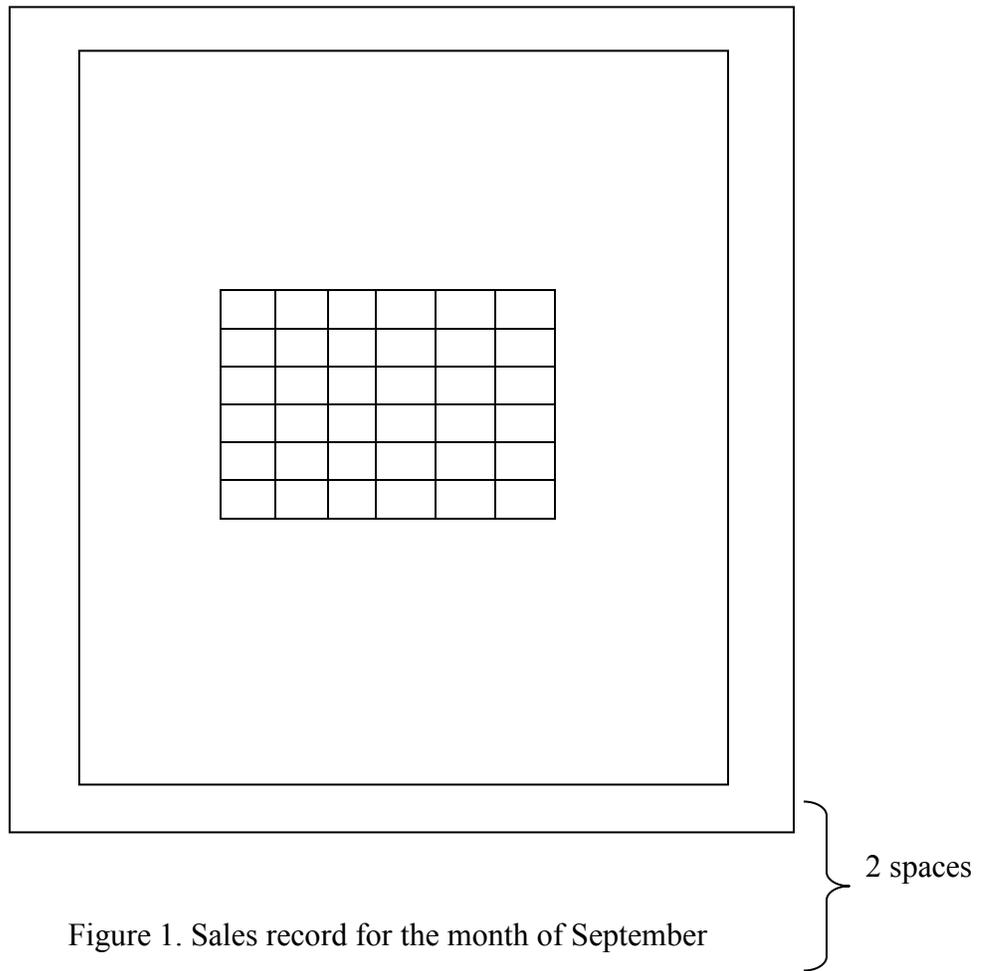


Figure 1. Sales record for the month of September

## APPENDIX F

### CITATION

- A direct quote (verbatim). . . (David, 1998, p. 276).
- Paraphrased text with one author. . . (David, 1998).
- Paraphrased text with two authors. . . (David & Pabulayan, 1998).
- . . . with three to five authors(first time only). . (David, Dusaran, Jaco & Patricio, 1998)
- . . . with three to five authors(following the first time). .(David et al.,1998).
- . . . with six or more authors. . . . (David et al., 1998).
- With no author, use the first identifying words of the title. . . (“The Quest,” 1998).
- Citation from Internet source, no author. . . (from specific URL of a web page)
- Secondary citation. . . . . (Frondoza, 2003 in Reyes, 2005)

## APPENDIX G

### Samples of APA Formatted References

#### 1. JOURNALS, MAGAZINES, NEWSPAPERS, ETC. (PERIODICALS)

General Form – Periodicals [Published in Print Format]:

**Author, A. A., Author, B. B., & Author, C. C., (1999). Title of Article. Title of *Periodicals*, xx, xxx-xxx.**

a. One Author

Importance, F. (2004). Self-concept related to scholastic achievement and selected Variables of high school students at Central Philippine University, SY 2001-2002. *Patubas: Multidisciplinary Research Journal of Central Philippine University* 2(1),58-74.

b. Two to Six Authors+Journal Paginated by Issue

Dusaran , R. and R. Pabulayan. 2005. Impact survey in the rural microfinance project of Taytay Sa Kauswagan, Inc. (TSKI) in the province of Antique. *Patubas: Multidisciplinary Research Journal of Central Philippine University*, 2(1), 89-102.

c. Six or More Authors

Wolchik, S. A., S.G. West, I.N. Sandler, J. Tein, D. Coatsworth, L. Lengua, et al. (2000). An experimental evaluation of theory-based mother and mother-child program for children of divorce. *Journal of Consulting and Clinical Psychology* 68,843-856.

d. Magazine Article

Belonio, A. (October 2006). Rice husk quasi gasifier stove with side-in steam injector for household use developed. *Agriculture Magazine*, 10(10), 59-60.

e. Review of a Book

Carmody, T.P. (1982). A new look at medicine from the social perspective [Review of the book *Social contexts of health, illness, and patient care*]. *Contemporary*

*Psychology*, 27,208-209.

f. Daily Newspaper Article + No Author + Discontinuous Pages

Generic Prozac debuts. (2001, August 3). *The Washington Post*, pp. E1, E4.

g. Newspaper Editorial

Stress, cops and suicide [Editorial]. (1993, December 1). *New York Times*, p. A22.

h. Editor + Entire Issue or Special Section

Bautista, M.L.S (1989). Code –switching studies in the Philippines. In B.P Sibayan & Gonzales, FCS (Eds), [special issue on sociolinguistic Studies in the Philippines]. *International Journal of Sociology of Languages*, 88, 19-32.

## 2. BOOKS, REPORT, BROCHURES, AV MEDIA, ETC (NONPERIODICALS)

General Form – Non-periodicals [Published in Print Format]:

**Author, A. A. (1999). *Title of work*. Location: Publisher.**

a. By a Single Author

David, F.P (2002). *Understanding and doing research: A handbook for beginners*. Iloilo City, Philippines: Panorama Printing, Inc.

b. By a Corporate Author + Published by Author

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental Disorder* (4<sup>th</sup> ed.). Washington, DC: Author.

c. By Anonymous Author

*Guidelines and application form for directors, 1990 summer seminar for school teachers* (1988). Washington, DC: National Endowment for the Humanities

d. Article in a Book

Burghardt, G.M. (1984). On the origins of play. In P.K Smith (Ed.), *Play in animals and human* (pp. 5-42). Oxford, England: Basil Blackwell.

e. Report + Government Printing Office (GPO)

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

f. Television Broadcast

Crystal, L. (Executive Producer). (1993, October 11). The MacNeil/Lehrer news hour. [Television Broadcast]. New York and Washington, DC: Public Broadcasting Service.

g. Videotape

National Geographic Society (Producer). (1987). In the shadow of Vesuvius. [Videotape]. Washington, D.C: National Geographic Society

### 3. ONLINE JOURNALS, MAGAZINES, NEWSPAPERS, ETC. (PERIODICALS)

General Form- Online Periodicals:

**Author, A. A., Author, B. B., & Author, C. C. (1999). Title of article. *Title of Periodical*, xx, xxx-xxx. Retrieve month day, year, from source.**

a. Full- Text Article Retrieved from an Online Database

Second, B. (1997). Team roles and team performance: is there really a link? *Journal of Occupational and Organizational Psychology*, 70, 241-258. Retrieve June 6, 2001 from ABI/INFORM Global (Proquest) database.

Dykeman, B. F. (1994). The effect of motivational orientation, self- efficacy, and feedback condition on test anxiety. *Journal of Instructional Psychology*, 21 (2), 114-120. Retrieve June 4, 2001 from EBSSCOHost Academic Search Elite database.

Garza, A. (1999, March 17). Siesta put to rest: Mexican tradition under siege. *Boston Globe*, p. A2. Retrieve June 3, 2001 from Newsstand (Proquest) database.

Stevenson, W., K.I. Maton and D.M. Teti. (1999). Social support, relationship quality, and well-being among pregnant adolescents. *Journal of Adolescence*, 22(1), 109- 121. Retrieve June 3, 2001 from IDEAL database.

b. Article from E- journal website

Lodewijkx, H. F. M. (2001, May 23 ). Individual-group continuity in cooperation and competition under varying communication conditions. *Current Issues in Social Psychology*, 6 (12), 166-182. Retrieve September 14, 2001 from [http:// www.uiowa.edu/~grpproc/ crisp. 6. 12. Htm](http://www.uiowa.edu/~grpproc/crisp.6.12.Htm)

Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience: science working group on facilitated communication. *American Psychologist*, 50, 750-765. Retrieve June 6, 2001 from [http:// www.apa.org/journals/jacobson.html](http://www.apa.org/journals/jacobson.html)

**4. ONLINE DOCUMENTS-** Here are examples of APA style reference citations for other, non-periodical online documents retrieve from websites, Internet newsgroup, e-mail-based discussion groups, etc.

**Author, A. A. (1999). *Title of work*. Retrieved month day, year, from source.**

a. Stand-alone Online Document

NAACP (1999, February 25). *NAACP calls for Presidential order to halt police brutality crisis*. Retrieved June 3, 2001 from [http:// www.naacp.org/president/releases/police brutality.htm](http://www.naacp.org/president/releases/police_brutality.htm)

b. Stand-alone Online Document + No Author Identified + No Date

*Philippine Council for Agriculture, Forestry, and Natural Resources Research and Development. (2003)*. Retrieved July 20, 2004 from [http://www. Pacarrd.dost.gov.ph/news/press%20release/apr%2020003/pr7apr03html](http://www.Pacarrd.dost.gov.ph/news/press%20release/apr%2020003/pr7apr03html).

**5. UNPUBLISHED DOCTORAL DISSERTATION**

David, F.P. (1996). *Gender differentials in work responsibilities and decision-making participation at home and at work among college faculty members in the four universities in Iloilo City*. Unpublished doctoral dissertation, Central Philippine University, Iloilo City. Philippines.

Seneres, N. (1997). *Conflict management style of deans in the state universities and colleges in Region VI: Its relationship to job satisfaction and performance of faculty members*. Unpublished doctoral dissertation, Central Philippine University, Iloilo City, Philippines.

## **6. UNPUBLISHED MASTERS' THESIS**

Calibjo, Mylene S. (2005). *Reading comprehension and other related factors as predictors of problem solving performance in college algebra*. Unpublished master's thesis, Central Philippine University, Iloilo City, Philippines.

Ordaniel, L. (2002). *Mathematics anxiety and achievement of marine engineering students of John B. Lacson Colleges Foundation, Molo-Inc.* Unpublished master's thesis, Central Philippine University, Iloilo City, Philippines.



Romblon State University Odiongan, Romblon	<b>Doc. Title: RESEARCH REPORT EDITING GUIDELINES</b>	
	PR. No.: RSU-URC PR-05	Rev. No.: 3
	Effectivity date: June , 2010	Page 1 of 1

## A. Editing Procedure

1. College/Unit Research Coordinator guides faculty/staff researcher in preparing research report.
2. Faculty/ Staff researcher prepares research report and submits it to the University Research center (URC). Research Directors review the completed manuscript as to prescribed format and substance.
3. Research directors submit the research reports to technical editor for editing. (Use **URC Form 07** for the Editing Referral )
4. Technical editor reviews the completed manuscript, writes comments and suggestions and returns the same to the Research Director. Maximum number of days for technical editing shall be five days.
5. Research Director then returns the manuscript to the faculty/staff researcher.
6. Faculty/Staff researcher revises the manuscript based on comments and suggestions.
7. Faculty/ Staff researcher submits the revised manuscript to the technical editor through the Research Director.
8. Technical editor reviews the revised manuscript. If there are no more additions or modifications, it is then submitted to the Style Editor. (Number of days for reviewing the manuscript shall be less than the first technical editing)
9. Style editor reviews manuscript as to prescribed format, and mechanics of style. Maximum number of days for style editing shall be five days.
10. Style editors return the manuscript with comments and suggestions to the faculty/staff researcher through the Research Director.
11. Faculty/Staff researcher revises manuscript based on comments and suggestions of the style editor.
12. Faculty/Staff researcher returns the manuscript to the Style Editor thru the Research Director.
13. Style editor reviews the revised manuscript and recommends for final typing. Number of days for final review shall be less than the first style editing.
14. Faculty/Staff researcher prepares manuscript for final typing and binding.

**NOTE:** Maximum number of days for editing, revising and finalizing the research report is one (1) month. The process can be shortened if the technical editor also acts as the style editor.

## II. Editing Fee

Suggested fee for technical /style editing is shown below:

No. of Pages	Technical Editing fee (Php)	Style Editing (Php)
<100	750.00	750.00
100-200	1,000.00	1,000.00
>200	2,000.00	2,000.00

\_\_\_\_\_ Date

The Vice-President for Research, Extension, Production  
Romblon State University  
Odiongan, Romblon, Philippines

I hereby allow the University Research Center to publish my research report for the study

\_\_\_\_\_  
\_\_\_\_\_ in  
the \_\_\_\_\_ issue of the RSU Research Journal.

I will be responsible for summarizing my research report

I am waiving my P2, 000.00 publication incentives and I am authorizing the University Research Committee to summarize my research report.

\_\_\_\_\_  
(Signature over printed name)

*Travesia* is a refereed multi-disciplinary research journal that aims to provide a source of information in the areas of agriculture, natural resources and the environment; social science, humanities and the arts; physical and biological sciences; business and management; engineering, information and communication technology; education; health, nursing and medical education; alternative medicine; theology and medical studies; institutional system and process assessment; and community baseline or impact studies. The objective of the journal is to help educators and decision-makers disseminate information and learn from each other's work.

The *Travesia* submission guidelines are as follows:

1. Accepts articles on institutionally funded research of University faculty and staff.
2. Manuscript submitted shall be related to areas specified above. It shall be written either in English or Filipino.
3. Publishes descriptive, relational, and experimental research studies.
4. The American Psychological Association 5<sup>th</sup> edition Publication Manual of the Romblon State University Research Report Form and style should be followed in the manuscript preparation. The manuscript shall include the following:
  - a. Title and Name of Author/s
  - b. Abstract (150 words or not more than one page)
  - c. Introduction
    - c.1. Background/Rationale, Related /literature and Significance of the Study
    - c.2. Objectives
    - c.3. Theoretical/ Conceptual Framework and Hypotheses( if applicable)
    - c.4. Scope and Limitation of the Study
  - d. Methodology
  - e. Results and Discussion (the result section shall present the findings in descriptive text; the discussion section is where the analysis of data or result, connections, comparisons and contrasts between the findings and the reviewed literature shall be made)
  - f. Conclusion and recommendations
  - g. Acknowledgement
  - h. References
5. Manuscripts submitted will be reviewed by the editorial Board and External Referees
6. Manuscripts accepted automatically become a copyright of the University unless otherwise specifically agreed upon. Articles can only be reproduced with a written permission from the URC.

Manuscripts may be submitted to: **Editorial Board**  
*University Research Journal*  
 University Research Center, RSU Main Campus Odiongan,  
 Romblon, Philippines

Romblon State University Odiongan, Romblon	PR. Title: <b>INSTRUCTION TO JOURNAL REVIEWERS</b>	
	PR. No.: RSU-URC PR-07	Rev. No.: 0
	Effectivity Date: June 15, 2010	Page 1 of 1

The enclosed manuscript had been submitted to UNIVERSITY RESEARCH JOURNAL, our in-house paper for publication. I would very much appreciate your constructive criticism and opinion and opinion as to its suitability for publication.

Criteria for evaluation are the following:

Technical Soundness	- 30 pts
Quality or Usefulness of Illustrations/Tabular Materials	- 30 pts
Relevance/Significance of the study	- 20 pts
Organization of the paper	- 10 pts
Length	- 10 pts
<b>TOTAL</b>	<b>- 100 pts</b>

Confidential comments will not be sent to author(s), but general, comments will. Unless you indicate to the contrary, you will remain anonymous. If you choose to mark the manuscript, please return it with your review. If you prefer an email review, it is fine.

I thank in advance for your time and effort in furthering research and helping to maintain high standards of publication.

Yours Sincerely,

PROF. X  
 Chairperson, Editorial Board

Paper Title:

---

---

Author(s): \_\_\_\_\_

Evaluation

Criteria	Points
Technical Soundness	30
Quality or Usefulness of Illustrations/Tabular Materials	30
Relevance/Significance of the study	20
Organization of the paper	10
Length	10
<b>TOTAL</b>	<b>100</b>

Recommendation (Please Check):

Accept without revision

with major revision

Accept with minor revision

Reject

Remark (You may use extra sheet/s):

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\_\_\_\_\_  
Reviewer's Printed Name and Signature

Date \_\_\_\_\_

Romblon State University Odiongan, Romblon	PR. Title: <b>SYMPOSIUM GUIDELINES FOR STUDENTS</b>	
	PR. No.: <b>RSU-URC Form-07</b>	Rev. No.: 2
	Effectivity Date: <b>JUNE, 2010</b>	Page 1 of 1

The BEST PAPER AWARDS are being arranged by the Research Symposium Committee to be given for each subject matter category:

Subject matter categories are:

- (1) Agriculture, Environment and Related Studies,
- (2) Health, Medicine, Biological, Physical Sciences and related studies,
- (3) Engineering, Information Communication Technology and Related Studies,
- (4) Education, Library Science, and other Social Science Studies.

For the Student Research Symposium, there will be a separate category for the HS Special Science Class Students.

Final determination of subject matter categories will be made on-the-basis of papers submitted for presentation and related factors to ensue a well-balanced program.

- (1) To qualify for presentation and for awards, research paper must be based on original research conducted in RSU and completed within the past two years by a faculty or staff (within a year for students), unpublished in a periodical, nor in the process for publication, and non-winners if previously presented in other competitions
- (2) To qualify for an award, the speaker must be one of the actual researchers directly responsible for the work being reported. Care must be exercised that each research paper is free from suspicious similarities to the literature and to past and present research reports. The Research Symposiums Committee may disqualify papers which have copied sections or otherwise anomalous.
- (3) The paper must be based on research for which he/she was primarily responsible.

Those competing for **BEST PAPER AWARDS** must submit:

- a. One properly accomplished copy of **INTENTION TO PRESENT A RESEARCH PAPER and ABSTRACT**. This should be received by the Research symposium Committee **on or before** \_\_\_\_\_.

- b. **Four copies** of the **entire research paper** should be received by the Research Symposium Committee **on or before** \_\_\_\_\_.
- c. Abstracts must not exceed **150** words.
- d. **Texts** of papers for BEST PAPER AWARDS must not exceed 5 pages, exclusive of necessary charts and tables. A penalty of 1 point will be deducted from the “organization/composition” (section II part 1 of the criteria) for every page in excess of 5.
- e. Time allowed for each speaker is 30 minutes, with no more than 20 minutes for actual presentation, including visuals, and the remainder of the time for questions and discussion. It is intended that time limitations will be strictly enforced. A penalty 1 point will be deducted from the “delivery” (section III part I of the criteria) for every 2- minutes in excess of 20.
- f. The use of good visual aids is encouraged. Facilities will be available for presenting posters, charts, 2 x 2 slides, overhead projections and power point presentation. Details of visual must be clearly legible for an audience of 100 participants. Speakers are responsible for preparing their own visual aids.
- g. There is no limit on the number of contest papers from any college/unit. However, no student may present more than two contest papers.

Romblon State University Odiongan, Romblon	PR. Title: SYMPOSIUM GUIDELINES FOR FACULTY AND STAFF	
	PR. No.: RSU-URC PR-09	Rev. No.: 2
	Effectivity Date: June, 2010	Page 1 of 1

The **BEST PAPER AWARDS** are being arranged by the Research Symposium Committee to be given for each subject matter category.

Subject matter categories are:

- (1) Agriculture, Environment and Related Studies,
- (2) Health, Biological, Physical Sciences and Related Studies,
- (3) Engineering, Information and Communications Technology and Related Studies,
- (4) Education, Library Science, Social Sciences and Related Studies, and
- (5) Business Management and Related Studies. There will also a presentation of papers by RSU Graduate School Students.

Final determination of subject matter categories will be made on-the-basis of papers submitted for presentation and related factors to ensure a well-balanced program.

1. To qualify for presentation and for awards, research papers must be based on original research conducted in RSU and completed within the past two years by a faculty or staff (within a year for students), unpublished in a periodical, nor in the process for publication, and non-winners if previously presented in other competitions.
2. To qualify for an award, the speaker must be one of the actual researchers directly is free of suspicious similarities to the literature and to past and present research reports. The Research Symposium Committee may disqualify papers which have copied sections or otherwise anomalous.
3. The paper must be based on research for which he/she was primarily responsible.

Those competing for **BEST PAPER AWARDS** must submit:

- a. One properly accomplished copy of **INTENTION TO PRESENT A RESEARCH PAPER**. This should be received by the Research symposium Committee **on or before** \_\_\_\_\_.
- b. **Four copies** of **the abstract** and **four copies** of **the entire research paper** should be received by the Research Symposium Committee **on or before** \_\_\_\_\_.
- c. Abstracts must not exceed **300** words.
- d. **Texts** of papers for BEST PAPER AWARDS **must not exceed 10 pages**, exclusive of necessary charts and tables. A penalty of 1 point will be deducted from the

“organization/composition” (section II part I of the criteria) for every page in excess of 10.

e. Time allowed for each speaker 15 minutes, with no more than 5 minutes for actual presentation, including visuals, and the remainder of the time for questions and discussion. It is intended that time limitations will be strictly enforced. A penalty of 1 point will be deducted from the “delivery” (section III part I of the criteria) for every 2 minutes in excess of 15.

g. The use of good visual aids is encouraged. Facilities will be available for presenting posters, charts, 2 x 2 slides, overhead projections and power point presentation. Details of visuals must be clearly legible for an audience of 100 participants. Speakers are responsible for preparing their own visual aids.

h. There is no limit on the number of contest papers from any college/unit. However, no faculty or staff may present no more than two contest papers.

Romblon State University Odiongan, Romblon	Form. Title: INTENTION TO PRESENT A RESEARCH PAPER	
	Form No.: RSU-URC FORM-11	Rev. No.: 2
	Effectivity Date: June, 2010	Page 1 of 1

(Note: This form must be received by the Research Symposium Committee on or before \_\_\_\_\_ while **FOUR** copies of the **ABSTRACT** and **TEXT** must be received not later than \_\_\_\_\_ to enter the **BEST PAPERS** competition).

Category (please check): \_\_\_\_\_ Student \_\_\_\_\_ Faculty/Staff

Names of Researchers (encircle the name of the speaker)

	<u>Researcher</u>	<u>Title/Position</u>	<u>Dept. /College</u>
First Author	_____	_____	_____
Second Author	_____	_____	_____
Third Author	_____	_____	_____
Fourth Author	_____	_____	_____

Title of Paper

\_\_\_\_\_

Where was the research conducted? \_\_\_\_\_  
City/Municipality

\_\_\_\_\_  
(Province)

Date research was completed \_\_\_\_\_ (for Faculty/Staff: not more than two years before the date of the symposium; for students: not more than one year)

Graduation Date of Student/Researcher : \_\_\_\_\_ (if graduated already)

Department/College of Student/Researcher: \_\_\_\_\_ (if currently studying)

\_\_\_\_\_  
Signature of First Author of his/her representative

\_\_\_\_\_  
Printed Name of First Author or his/her representative

Data Received \_\_\_\_\_

*(NOTE: This document can be reproduced)*

Romblon State University Odiongan, Romblon	<b>Form. Title: INTENTION TO DISPLAY A RESEARCH POSTER</b>	
	<b>Form No.: RSU-URC FORM 12</b>	<b>Rev. No.: 2</b>
	<b>Effectivity Date: June, 2010</b>	<b>Page 1 of 1</b>

Note: This form must be received by the Research Symposium Committee on or before \_\_\_\_\_ while the **RESEARCH POSTER** must be set-up on or before \_\_\_\_\_ on \_\_\_\_\_.

Names of Researchers:

	<u>Researcher</u>	<u>Title/Position</u>	<u>Dept. /College</u>
First Author	_____	_____	_____
Second Author	_____	_____	_____
Third Author	_____	_____	_____
Fourth Author	_____	_____	_____

Title of Paper

\_\_\_\_\_

\_\_\_\_\_

Where was the research conducted? \_\_\_\_\_  
City/Municipality  
\_\_\_\_\_  
(Province)

Date research was completed \_\_\_\_\_ (for Faculty/Staff: not more than two years before the date of the symposium; for students: not more than one year)

Graduation Date of Student/Researcher : \_\_\_\_\_ ( if graduated already)

Department/College of Student/Researcher : \_\_\_\_\_ ( if currently studying)

\_\_\_\_\_  
Signature of First Author of his/her representative

\_\_\_\_\_  
Printed Name of First Author or his/her representative

Data Received \_\_\_\_\_

***(NOTE: This document can be reproduced)***

Romblon State University Odiongan, Romblon	<b>Form. Title: CRITERIA FOR EVALUATING RESEARCH PRESENTATIONS</b>	
	<b>Form No.: RSU-URC PR-10</b>	<b>Rev. No.: 2</b>
	<b>Effectivity Date: June, 2010</b>	<b>Page 1 of 2</b>

**I. RELEVANCE AND TIMELINESS ..... 15 pts**

1. Refers to title, objectives and importance of the paper and timeliness in general.
2. The paper addresses an important specific need of region.
3. The subject and findings are timely and have wide regional application.

**II. QUALITY OF THE RESEARCH AND PAPER ..... 55 pts**

**(The Body of the Paper must not exceed 5 pages for Students, 10 pages for Faculty/Staff exclusive of necessary charts and tables)**

1. Organization and Style ..... 10 pts  
This includes:
  - a. Form, style and quality of expression
  - b. Adequate sequencing of the components of the entire paper
  - c. Consistency and continuity of the components of the paper
2. Methodology ..... 15 pts
  - a. Research Design
  - b. Sampling
  - c. Data Collection Technique
3. Data Interpretation and Analysis ..... 15 pts
  - a. Data/information must be legible, clear and easy to understand
  - b. Must be adequate in relation to the data/information and in consonance with the objectives of the research
  - c. Must conform to and be supported by applicable statistical analysis
4. Conclusions/Recommendations ..... 10 pts
  - a. Must be supported by the data/information
  - b. Must be conforming to the objectives of the research
  - c. Conclusion/recommendations must relate to social and/or economic concerns
  - d. Must adequately recognize the need for further study in an important area or subject
5. Review of Related Studies and Literature ..... 5pts
  - a. Use findings of others to support his research and authenticate his findings

- and conclusions
- b. Listings of cited literature should be adequate and in good form

**III. QUALITY OF PRESENTATION. .... 30 pts**

- 1. Delivery. ....10 pts
  - a. Delivery should be clear and easily understood
  - b. Speaker should be well poised and sensitive to the audience
  - c. The presentation should cover the content of the study concisely and in a logical sequence
  
- 2. Use of Visual Aids. ....10pts
  - a. To include quality of presentations of the visual aids rather than the quality and character of the visual aids themselves
  - b. The essential points of importance should be stressed by the speaker
  
- 3. Response to questions and discussions ..... 10 points
  - a. The speaker should easily relate responses of the audience to his findings
  - b. The speaker should demonstrate intimate familiarity with, and knowledge of his study and related subjects
  - c. The speaker should give good responses to questions and comments from the audience

**TOTAL**

\_\_\_\_\_ **100 pts**

A special area will be reserved for poster displays. Members of the University Research Committee will assist the presenters in registration, board assignment, assigned poster to answer questions and clarifications. All poster materials must be set up on the first day of the week (Monday) before 10:00 AM and must be removed by Friday (within the week), not earlier than 4:00pm.

## I. POSTER FORMAT

**1. Size and Material.** The size of the poster shall be 2.0 feet. Use of tarpaulin is preferred. Poster presenters are encouraged to include their 1”x 1” photograph on the poster in order to help identify them from the other presenters. Poster presenters should also have one page-letter size (8.5”x11”) copies of abstract or poster miniature on hand for interested delegates. These handouts shall be placed in a box found underneath the poster board.

**2. Contents.** The content of the poster will include the following sections:

<p><b>Title</b>  <b>Author(s)</b>  <b>Department and College</b>  <b>Brief Introduction and Objectives</b>  <b>Materials and Methods</b>  <b>Highlights of Results and Discussion</b>  <b>Conclusion</b>  <b>References/Literature Cited</b> (selected, at least 3 recent literature)</p>
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These data shall be submitted to the Research Poster Committee on or before (date).

### 3. Specifications

**Title:** Arial or Tahoma in Word Art

**Authors, Department/College and Other Texts:** Arial or Tahoma

**Background Color:** Any background as long as texts and figures  
 Are clear or prominent

**Font Size:** Shall be readable within 2-meters

## II. CRITERIA FOR JUDGING

1. Content (completeness of data) _____	25.0%
2. Relevance/Timeliness (applicability) _____	15.0%
3. Visual Impact (creativity) _____	25.0%
4. Clarity of Presentation (organization) _____	35.0%
<b>TOTAL</b> _____	<b>100.0%</b>

Romblon State University Odiongán, Romblon	<b>Form. Title: EXTERNALLY FUNDED RESEARCH GUIDELINES</b>	
	<b>Form No.: RSU-URC PR-12</b>	<b>Rev. No.: 0</b>
	<b>Effectivity Date: June, 2010</b>	<b>Page 2 of 4</b>

**APPROVAL:**

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Vice-President for Research, Extension, Training

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University President

**I. Eligibility**

- a. All full-time regular University faculty/staff members who are actively involved in the Institutional Research Program of the University or have previously conducted externally funded research are eligible to conduct externally funded research and are encouraged to submit research proposals to funding agencies.
- b. Faculty members who are eligible to conduct externally funded research must have a teaching over load of not more than 9 units and must be a master's degree holder.
- c. The primary responsibility of the faculty member is instruction. In case the research load is too big, the researcher shall give up a certain number of teaching load equivalent to the estimated research load.

**II. Implementation Procedure**

- a. Externally funded research includes research projects which are officially awarded to the University/research centers/colleges/department and contracted by an external organization.
- b. Faculty and staff members who will be involved in the externally funded research should have prior consent from their respective academic/unit head to submit research proposals to funding agencies and to conduct the study.

- c. A Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU) shall be initiated by the funding agency and shall be reviewed by the implementing unit of the University (Ex. URC, Colleges/Department). The draft (MOA/MOU) shall be submitted to the University Legal Counsel through the Office of the President for comments and recommendations before it shall be finalized by the funding agency.
- d. The MOA/MOU must be signed by representatives of funding agency, the study team leader, and the University President prior to the conduct of the research.
- e. Once the MOA/MOU is signed, the study leader shall consult the department/unit head and the Dean of the faculty/staff members in the selecting faculty members who will be involved in the research project. Selection of faculty/staff shall be based on their job performance. The study leader shall prepare a work plan such that classes will not be adversely affected during data collection and/or during the performance of research related activities.
- f. In case absences will be incurred, the faculty member/s involved in the project shall submit the schedule of make-up class or request a substitute (for three or more absences as provided in the Academic Manual) from the Department Head/Dean who shall ensure that make-up class or classes by the substitute teacher are actually conducted. A faculty member shall not miss 6 consecutive sessions for MWF classes and 4 sessions for TTH class at one time. This arrangement may be done a maximum of twice a semester. However, the gap between both engagements should not be less than a month in semester.

### **III. Budget Preparation, Requisition, and Liquidation of Research Funds**

- a. The research team shall prepare the budget based on the guidelines of the funding agency. At least 10 percent of the budget, however, shall be allocated as administrative cost of the University.
- b. The request fund shall be deposited in the University. The study leader shall request the University Accountant to create an account where the fund shall be deposited and where all the requisitions shall be charged.
- c. The VP for Research will recommend all requisitions for approval.
- d. Cash advances shall be liquidated following the University policy. All receipts/requisitions, however, shall be photocopied and shall be certified by the University Accountant/Treasurer as true copies. If the original receipts/requisitions

are required in the submission of financial report to the funding agency, the photocopied receipts/requisitions shall serve as the copy of the University.

#### **IV. Monitoring**

- a. All externally funded research is subject to monitoring by the University.
- b. For this purpose, the Sub-Committee on Evaluation and Monitoring of the University Research Center shall be tasked to monitor all projects and shall extend technical assistance when needed.

#### **V. Submission of Report**

- a. The study leader shall inform the University Research Center that the team is now ready to submit the final report to the funding agency.
- b. The University Research Center shall be provided one hard copy and one soft copy of the final report.

#### **VI. Publication**

- a. Research articles that are outputs University funded researches shall preferably be submitted to the University Research Journal for publication.
- b. It shall be submitted in electronic copy following the APA format for journal publication. A hard copy of the article of not more than 10 pages is also required printed in 8.5" x 11" bond paper. Text should be font 12, Times New Roman or Courier New.
- c. All submitted articles whether published or not shall become the property of the University Research Center.
- d. If the research study has been commissioned or has received funding from an external source, a permit to allow publication from the grantor shall be secured before its submission for publication.
- e. Authors of articles accepted for publication may secure a written permit from the University Research Journal Managing Editor if the researcher has plans to submit his articles for publication to another journal.

- f. The published article may be presented orally or in poster form in research forums. A copy of the Certificate of Presentation duly authenticated shall be submitted to the University Research Center for purposes of recording and monitoring.
- g. Names of multiple authors should appear in paper presentation even if only one member will be present.
- h. Acknowledgement of a funding agency whether external or the University per se shall be made in the submitted articles or presentations.