

GUIDELINES FOR CHED RESEARCH GRANT-IN-AID (GIA)

The **Research Grant-in-Aid** is intended to enhance the support environment for research in higher education by stimulating research among the developing Higher Education Institutions (HEIs). This Grant is afforded to research proposals submitted by public and private HEIs, subject to CHED approval.

Each proposal is evaluated on the following criteria.

1. *Conformity with the priority areas of the USC Zonal Research Program*, which are:
 - a) Poverty Alleviation and Reduction of Income Inequality;
 - b) Addressing Urban-Industrial Spatial Imbalances; and
 - c) Promoting a Globally-Competitive Service Industry in Central Visayas.
2. *Feasibility of the Work and Financial plan*. A Work Plan with clearly defined tasks, quantifiable and verifiable objectives and a timetable for milestones and outputs should be described. The roles and terms of reference of the research team in carrying out the tasks should be clear. A feasible work schedule is essential.
3. *Capacity of the Proponent to Carry out the Work Plan*. The proponent should demonstrate knowledge of the current state of the art in his/her professional field. Further, s/he should provide evidence that s/he is able to carry out his/her tasks as described in the Proposal.
4. *Clear and well-defined expected outputs and impacts*. The Proposal should indicate any foreseeable impact on the development and problems of regional significance. It should contribute to sustainable development. The participation of industry is highly desirable, as it can signify relevance to industry and ensure dissemination beyond academic circles.
5. *Sound Methodology*. The proponent should ensure the soundness of the methodology. The methodology shall consist of, but not limited to research design, sampling plan and techniques, and treatment of data. These elements should be clearly described and defined to facilitate easy understanding of the entire design and objectives of the research project.

Procedure for the Processing of Research GIA for Funding.

1. USC ZRC announces the Call for Proposals, based on the USC Zonal Research Program (USC ZRP). The proponent submits a copy of the detailed Research Proposal following the CHED required format to the USC ZRC Director.
2. USC ZRC conducts a preliminary screening on all proposals before the technical evaluation of Technical Experts to ensure that proposals conform with the eligibility requirements specified in the Application Guide and in accordance with the USC ZRP. The USC ZRC Director serves as facilitator and the ZRC support staff as Secretariat. A Proposal can only undergo two reviews (including the presentation) by the Technical Experts.
3. The Proponent is required to undergo a presentation to be facilitated by the USC ZRC where the Proponent personally presents his/her Proposal before the Technical Experts, USC ZRC Director and CHED Regional Office representative.
4. The USC ZRC staff prepares a Summary of Evaluation Result to be reviewed and signed by the USC ZRC Director before sending it to the Proponent for action.
 - In case the Proposal is not recommended favorably by the Technical Experts, the procedure ends.
 - In case the Proposal is for revision, the Proponent shall submit a Revised Proposal incorporating the suggestions and recommendations of the Technical Experts.
 - In case the Proposal is favorably endorsed by the Technical Experts, proceed to Step 5.
5. A deliberation is made by the Technical Experts whether to endorse or not the Proposal to CHED. The USC ZRC Secretariat prepares a Summary of the Deliberation Proceedings to be noted by the USC ZRC Director before sending it to CHED-OPPRI. A copy of the result should be furnished the Proponent.

6. For a Proposal recommended by the Technical Experts and endorsed by the USC ZRC for funding, CHED-OPPRI conducts an in-house review of the budgetary requirements of the Proposal. The reviewed budget is sent back to the Proponent through the USC ZRC for necessary adjustment, until agreement is reached, after which the Proposal is now submitted to the Commission for *en banc* decision whether approved/disapproved.
 - For proposals involving less than P 1 Million, OPPRI and HEDF staff facilitate the processing of documents for fund release.
 - For proposals involving P 1 Million, OPPRI through the Director, recommends the Proposal to the Commission *en banc* for approval.
7. Upon approval, CHED-OPPRI prepares the Contract of Service and facilitates the signing of the document/release of the fund based on the schedule of payments.
8. USC ZRC monitors the conduct of the research and submits to CHED-OPPRI a Progress Report as may be required by the CHED-OPPRI.
9. Both USC ZRC and CHED-OPPRI ensure that the processing and subsequent releases of payments shall be in accordance with the approved Work Plan and Deliverables attached in the Terms of Reference (TOR) and Contract of Service. Releases of payments shall only be made after approval and satisfactory acceptance by CHED, made in writing, of the deliverables by the Project Grantees.
10. CHED-OPPRI implements/enforces strictly the Implementing Guideline.