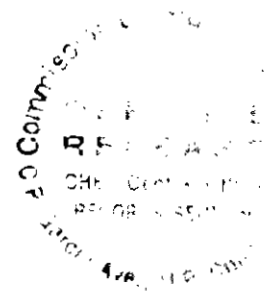




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED Memorandum Order
No. 06, s. 2014

SUBJECT: GUIDELINES FOR GRANTS AND PROPOSALS OF CENTER OF EXCELLENCE / CENTER OF DEVELOPMENT IN LITERATURE

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", CMO No. 18, s. 2013, (Centers of Excellence (COEs) and Centers of Development (CODs) for the Philosophy, Music, Literature, Foreign Language, Filipino and English Programs, and CEB Resolution No. 287-2013 dated November 25, 2013, the following are the guidelines of the Technical Committee for Literature in relation to the submission by COEs and CODs of their proposals for grants/funding support in the area of Literature.

**ARTICLE I
POLICY**

The Center of Excellence and Center of Development program, as provided by RA 7722, aims to sustain/develop excellence of higher education institutions (HEIs) by enhancing their teaching, research and service programs to further nation building and internationalization.

**ARTICLE II
ROLE OF COEs and CODs**

COEs and CODs are expected to continuously enhance the capabilities and involvement of their faculty in teaching, research and extension in order to: (a) serve as innovative leaders in their disciplines in the regional, national, and international community; (b) strengthen their graduate programs; (c) pursue higher order research; and (d) extend developmental programs and provide technical expertise and assistance to other agencies/institutions.

Both COEs and CODs are expected to (a) accelerate disciplinary growth through the upgrading of facilities, equipment and library holdings, faculty development programs; (b) conduct relevant basic and applied research, including policy research; and (c) establish linkages through regional, national, and international agreements.

**ARTICLE III
COE/COD GRANTS AND AWARDS**

In recognition of the exemplary performance of COEs and the potential of CODs in accordance with CHED standards, HEIs selected as such are entitled to request for funding support from CHED in the form of institutional and/or individual financial support.

Section 1. Types of Grants/Awards. COEs/CODs in Literature may apply for grants/awards in any of the following areas.

Table 1 List of COE/COD Grants/Awards

<i>Award Categories</i>	<i>Research Load/ Subsidy from the University and other Sources</i>	<i>Qualifications</i>	<i>Activities</i>
<p>RESEARCH</p> <p>1. Faculty Research Grants</p> <p>1.1 Faculty with Research Load/Subsidy from the University</p> <p>1.2 Faculty members without research load/Subsidy from the University</p> <p>2. Conference Sponsorship</p> <p>2.1. International Plenary Speaker's Honorarium</p> <p>2.2 National Plenary Speaker's Honorarium</p> <p>2.3 Conference kit</p> <p>3. Research workshop</p> <p>3.1 Honorarium per speaker/lecturer</p>		<p>1.1 Tenured faculty of the COE/COD with publications</p> <p>1.2 Non-tenured faculty of the COE/COD with publications</p>	<p>1. Copy of the publishable manuscript must be submitted to CHED; manuscripts in a local language should be accompanied by a full abstract in English</p> <p>2.1 Copy of the speaker's presentation must be submitted</p> <p>2.2 Copy of the speaker's presentation must be submitted.</p> <p>2.3 Liquidation report and two copies of conference kit must be submitted.</p> <p>3. Post-workshop report must be submitted.</p> <p>3.1 Copy of the speaker's presentation must be</p>



Award Categories	Research Load/ Subsidy from the University and other Sources	Qualifications	Activities
<p>3.2 Workshop Materials</p> <p>4. Publication</p> <p>4.1 Research Publication Grant</p> <p>4.1.1 Book Development (scholarship)</p> <p>4.1.2 Book Development (creative writing)</p> <p>4.2 Research Publication Award</p> <p>4.2.1 Research Article (ISI-cited)</p> <p>4.2.2 Research Article cited in other international indices like Scopus and MLA International Bibliography –</p> <p>4.2.3 Published Book</p> <p>4.2.4 Published Book (Creative writing)</p>		<p>3.2 For COEs and CODs: Institutions proposing to conduct a workshop on research and development for Institutions, regional networks/consortia</p> <p>4.1.1 Applicant may indicate the prospective academic press</p> <p>4.1.2 Book Manuscript to be submitted to a reputable University Press, local or international</p>	<p>submitted.</p> <p>3.1 Liquidation report and two sets of conference materials must be submitted.</p> <p>4.1.1 Copy of the book manuscript must be submitted.</p> <p>4.1.2 Copy of the book manuscript must be submitted.</p> <p>4.2.1 Copy of the article must be submitted.</p> <p>4.2.2 Copy of the article must be submitted.</p> <p>4.2.3 Copy of the published book must be submitted.</p>



Award Categories	Research Load/ Subsidy from the University and other Sources	Qualifications	Activities
4.3 Journal Development 4.3.1 Development of and financial support for peer-reviewed, double-blind journal, online or in print, with an international editorial board			4.3.1 Copy of the journal development proposal.

Section 2. Funding Support. Proposals, regardless of grant/award category, must include an itemized budget on which the extent of funding support will be based. There is no maximum amount of funding support except when indicated.

Allowable costs shall follow pertinent CHED and other government rules (e.g. presentation of proof of expenditures). Proposals may include an allocation for project administration and/or coordination of project activities.

It should be noted that the approval of an application for a grant shall eventually be determined by the financial standing of CHED during the fiscal year when a project is to be implemented. Further, because of limited funds, awards will be on a competitive basis.

ARTICLE IV APPLICATION FOR COE/COD GRANTS/AWARDS

An application for funding support from CHED under the COE/COD program requires the submission of a proposal. COEs/CODs

- May submit several proposals separately
- Must include the original signed proposal(s) and three photocopies
- Must attach proponent's updated curriculum vitae
- Must be addressed to

PATRICIA B. LICUANAN, Ph.D.
Chairperson

Attention:

DR. AMELIA A. BIGLETE, CESO III
Director IV
Office of programs and Standards (OPS)
Commission on Higher Education
Higher Education Development Center (HEDC) Bldg.
C.P. Garcia Ave., U.P. Diliman, Quezon City



Section 3. Content Requirements of Proposal

1. The cover page of the proposal shall include the following information:
 - a. Name and address of institution
 - b. Type of grant/award requested
 - c. Title of proposed project
 - d. Requested total funding support
 - e. Proposed starting date and expected date of project completion
2. Project proposal
 - a. Rationale, purpose/objectives, and expected impact of the project
 - b. Details of activities
 - c. Details of equipment/facilities to be purchased
 - d. Work plan and timetable of specific activities with expected outputs
 - e. Itemized list of expenses/costs
 - f. Total budget
3. Name and signature of proponent, with contact number, email address, and date signed
4. Endorsement by Academic Director/Coordinator or any equivalent position and date signed

Section 4. Proposal Format. All proposals must conform to the specifications below.

- Paper size A4 paper
- Font typeface Calibri or similar typefaces
- Font size 12 but may be smaller for tables and figures but not less than 8
- Line spacing Single
- Paper margins 1.25" left and bottom, 1" right and top
- No pasted materials

ARTICLE V PROPOSAL EVALUATION CRITERIA

Each proposal must be aligned with the objectives and standards of the COE/COD program and must manifest the potential benefits to higher education and national development. Specifically, the approval of proposals will be based on the following general criteria: (See Annex A for the detailed evaluation criteria)

1. Alignment with objectives and standards of the COE/COD program
2. Potential benefits to higher education and national development

ARTICLE VI GRANT ADMINISTRATION

The grantee is a COE/COD in Literature which receives a grant from the CHED. The grant is a formal contract or a Memorandum of Agreement (MOA) between the CHED and the grantee regarding the implementation of its projects.



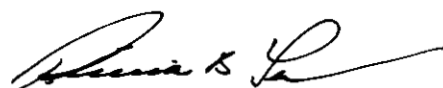
The grantee has overall responsibility for the management of the project and its activities, ensuring full adherence to the conditions of the grant as well as compliance with existing government rules.

- The acquisition of goods and services and other expenditures using CHED grants shall be subject to the procurement procedures consistent with existing government accounting and auditing rules
- Existing Philippine laws regarding Intellectual Property (IP) shall apply to CHED funded projects, but specific IP rules of the COE/COD must be stated as conditions in the MOA to be signed with CHED
- In general, a grantee institution is awarded the title to possession of property(ies) acquired through the COE/COD grant, for purposes established in the grant, as manifested by a Memorandum Receipt (MR) issued according to the existing policies of the Higher Education Development Fund (HEDF)

ARTICLE VII EFFECTIVITY

This order shall take effect immediately. All higher education institutions identified as centers of excellence and centers of development in Literature shall follow the herein guidelines accordingly.

Issued this 14th day of January 2014.



PATRICIA B. LICUANAN, Ph.D.
Chairperson



TECHNICAL COMMITTEES FOR LITERATURE

Proposal Evaluation Criteria¹

Relevance to the Objectives and Standards of the COE/COD Program (25%)

The project benefits not only the proponent but other higher education institutions in the Philippines especially in literature discipline.

The project contributes in projecting the image of the Philippines as a “center of excellence” in literature education and scholarship in the Asia-Pacific Region.

A mechanism for sharing of project results/outputs to stakeholders is in place.

Project Management (25%)

A distinct project management team is created to ensure responsible and accountable project planning and management.

Individuals with needed competencies (expertise and experience) are assigned or made available to the project (i.e., given authority, time credit).

Adequate counterpart resources are provided to ensure efficient project implementation.

A comprehensive work plan inclusive of time line and monitoring and evaluation indicators is submitted.

Potential Benefits/Impact (25%)

The project generates new information/knowledge (inclusive of paradigms, models, theories, strategies, and practices) for the growth of the literature discipline.

The project enhances the delivery of any or all of the functions of higher education – instruction, research and extension.

The project includes mechanisms for sustainability, scaling up and replication.

Greater community impact.

¹

Only project proposals with weighted average score of 80% shall receive CHED grant



Annex A

Budget (25%)

The budget requested is reasonable to achieve project objectives.

The project ensures transparent, accountable and responsible use of funds.

The line item costs specified in the budget proposal shall be reasonable and allowable.

The identified line item costs are relevant or appropriate to intended project activities.

Submission of midterm project reports including liquidation of expenses is provided.

