



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



CHED Memorandum Order

No. 24

Series 2013

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

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", and CHED CMO No. 16, Series of 2012, which provides the implementing guidelines for the identification of Centers of Excellence (COEs) and Centers of Development (CODs) for the Anthropology Program and CEB Resolution No. 548-2013 dated July 24, 2013, the following are the proposed guidelines of the Technical Committee for Anthropology (TCA) in relation to the submission by COEs/CODs of their proposals for grants/funding support in the area of Anthropology.

**ARTICLE I
POLICY**

The Center of Excellence 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 national development.

**ARTICLE II
ROLE OF COEs/CODs**

COEs are expected to continuously enhance the capabilities and involvement of their faculty in teaching and research in order to serve as innovative leaders in their disciplines in the local, regional and national community, to strengthen their graduate programs, as well as to share developmental programs and provide technical expertise and assistance to other agencies/institutions.

Both COEs and CODs are expected to accelerate disciplinary growth through the upgrading of facilities, equipment and library holdings, faculty development programs, the conduct of relevant basic and applied research, and the creation of linkages through regional, national and international agreements.

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

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

These grants and awards are provided as support for activities meant to enhance the capabilities of COEs/CODs as providers of high quality education in Anthropology to help achieve national development goals.

Section 1. TYPES OF GRANTS/AWARDS. COEs/CODs in Anthropology may apply for grants/awards in any of the following areas:

A. Institutional Development

- Program Evaluation - Workshops for review and evaluation of existing programs
- Upgrading of Facilities, Equipment and Library Collection - Acquisition of state-of-the-art facilities and equipment, printed and digital library collection including online reference materials
- Instructional Materials Development - Development of modules, teaching guides and manuals including those for distance education

B. Extension and Linkages

- Curricular Benchmarking - Workshops on best practices, harmonization with global standards, among others
- Capacity Building - Seminars, workshops, conferences for continuing education related and relevant to the Anthropology discipline
- Faculty Exchange
- Collaborative Research

C. Faculty Development

- Scholarship
- Thesis/Dissertation Research
- Faculty Research

Each institution is encouraged to utilize their strengths for extension and linkages and address their weaknesses through institutional development, faculty development, and student support. The COE/COD may choose any of the above but extension work should be included in the proposal. The extension work will enable the COE/COD to serve as a resource center for other HEIs offering Anthropology programs.

The following guidelines will apply for each of these areas.

A. Institutional Development

1. Workshops

- Workshops should focus on reviewing and updating curriculum of existing program(s), developing new program(s), and/or developing instructional materials
- Proposals should include the proposed objectives, design, number of participants, and budget of each workshop
- Funds may be used for transportation, accommodation/venue, honoraria of facilitators, and food and materials of participants

2. Equipment

- Funds may be used for the purchase of teaching or research related equipment and software (e.g., audiovisual equipment, computers, quantitative and qualitative analysis software)

3. Library Collection

- Funds may be used for the purchase of books and other instructional materials (e.g., printed/digital collection of Anthropology classics and the latest publications in Anthropology and related fields, films, printed/digital collection of Anthropology and Anthropology-related journals and other online reference materials)



4. Instructional Materials Development

- Funds may be used to support the development of textbooks and other instructional materials (e.g., honoraria of author(s), layout/editing of manuscripts, workshops)

B. Extension and Linkages

1. Curricular Benchmarking

- Funds may be used to conduct workshops on best practices and harmonization with global standards; development/enhancement of curricula; sponsorship for academic visits of faculty members from HEIs offering Anthropology degree courses

2. Capacity Building

- Funds may be allocated for seminars, workshops, conferences of faculty and graduate students for continuing education and networking that is related and relevant to the advancement of the discipline

3. Faculty Exchange

- Faculty members from COE/COD and those from other HEIs offering Anthropology courses may be sponsored by COE/COD as faculty exchange fellows covering transportation, accommodation, and monthly stipend; the procedures, duration and costs to be identified by COE/COD

4. Collaborative Research

- The COE/COD may propose collaborative research in partnership with faculty members or researchers including students, from HEIs or other institutions involved in Anthropology-related work.

C. Faculty Development

1. Scholarship

- A COE/COD faculty member who is studying for a master's or PhD degree in any COE/COD may apply for a scholarship to cover tuition, books and other expenses related to the completion of the degree
- A faculty member can avail of the grant only once

2. Thesis/Dissertation Research

- A COE/COD faculty member enrolled in any of the graduate programs of a COE/COD whose thesis or dissertation proposal has been approved may apply for a research grant during the COE/COD period
- The grant may cover costs of data gathering and materials

3. Faculty Research

- Faculty members may apply for a grant to support independent research projects (i.e., not a thesis, dissertation, or project funded under item II.4) which may or may not have other external funding
- The grant may cover costs of data gathering, materials, and data analysis.

4. Conference grant

- A faculty member of the COE/COD whose paper has been accepted for presentation in a reputable local or international conference can avail of a conference grant during the COE/COD period



- Grants may cover conference registration fees, transportation, accommodation, and food subsidy

Section 2. FUNDING SUPPORT. Proposals, regardless of grant/award category should include an itemized budget on which the extent of funding support will be based. There is no maximum amount of funding support except where 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 APPLICATIONS FOR COE/COD GRANTS/AWARDS

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

- A potential grantee institution may submit several proposals separately or a consolidated application with more than one proposal
- Deadline for submission of applications is on **August 31, 2013.**
- The application should include the original signed proposal(s) and five photocopies and sent to:

Chair, CHED Technical Committee for Anthropology
Higher Education Development Center (HEDC) Bldg.
C.P. Garcia Ave., U.P. Diliman, Quezon City

Section 3. CONTENT REQUIREMENTS OF PROPOSAL

1. Name and Address of Institution
2. Type of Grant/Award requested
3. Title of proposed project
4. Requested total funding support
5. Proposed starting date and expected date of project completion (if 6 months or more)
Proposed starting date and expected duration of project (if 30 days or more) or inclusive dates of project (if less than 30 days)
6. Project Summary
 - a. Rationale or the purpose/objectives of the project and expected impact
 - b. Details of activities (e.g. title, date, location of conference/workshop, names and number of faculty/facilitators/participants)
 - c. Details of acquisition items, if applicable
 - d. Work Plan and Timetable of specific activities with expected outputs per period (for projects lasting 6 months or more)
 - e. Itemized list of expenses/costs
 - f. Total budget
7. Name and signature of Proponent, with contact number, email address, FAX number and date signed
8. Endorsement by Department Chair and date signed



Section 4. PROPOSAL FORMAT. All proposals must conform to the specifications below.

- Paper size A4 paper
- Font typeface Times New Roman 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

Proponents must bear in mind that the merits of a proposal to be funded by CHED will be examined within the context of budget availability and program priorities;

General criteria:

1. Technical and intellectual value
 - Is the proposal original?
 - How important is the proposal in the generation and furtherance of new and existing knowledge in the discipline?
 - Does the proposal present a plan that includes well-conceived and organized activities?
2. Budget and duration
 - Is the requested budget reasonable to achieve intended goals?
 - Are the line item costs specified in the budget reasonable?
 - Is the duration sufficient to complete all proposed activities?

ARTICLE VI GRANT ADMINISTRATION

The grantee is a COE/COD in Anthropology 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.

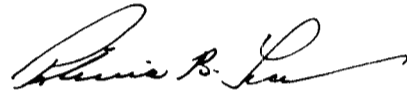
- The acquisition of goods and services and other expenditures using CHED grants shall be subject to the procurement procedures consistent with existing government accounting and auditing rules
- Existing Philippine laws regarding Intellectual Property (IP) shall apply to CHED funded projects, but specific 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 Anthropology shall follow the herein guidelines accordingly.

Issued this 1st day of August 2013.



PATRICIA B. LICUANAN, Ph.D.
Chairperson

