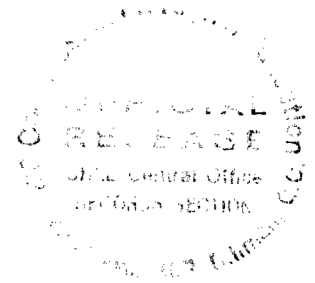




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED Memorandum Order

No. 25

Series 2013

**SUBJECT: GUIDELINES FOR GRANTS AND PROPOSALS OF CENTERS OF EXCELLENCE /
CENTERS OF DEVELOPMENT IN POLITICAL SCIENCE**

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", CMO Nos. 19, 20 and 39, Series of 2012, which provides the implementing guidelines for the identification, support and development of Centers of Excellence (COEs) and Centers of Development (CODs) for the Political Science Programs, respectively, and CEB Resolution No. 549-2013 dated July 24, 2013, the following are the proposed guidelines of the Technical Committee for Political Science in relation to the submission by COEs and CODs of their proposals for grants/funding support in the field of Political Science.

**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 national development.

**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 local, regional and national 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 Political Science may apply for grants/awards in any of the following areas, or any combination thereof, provided that each COE/COD include an extension activity in its proposals.

Table 1 List of COE/COD Grants/Awards

Award Categories	Qualifications	Activities
FACULTY DEVELOPMENT <ul style="list-style-type: none"> Activities must aim to upgrade faculty competencies needed in the advancement of Political Science 	Full-time faculty of the COE/COD	<ol style="list-style-type: none"> Paper presentation in national and/or international conferences (funds may cover, fully or partially, travel expenses, accommodations and conference fees) Participation in continuing professional education seminars, workshops and/or similar non-degree training
RESEARCH <ul style="list-style-type: none"> Topics must be aligned with research agenda submitted by COEs/CODs to the CHED during the COE/COD selection process <ol style="list-style-type: none"> Thesis/Dissertation Grants Faculty Research Grants 	<p>COEs/CODs fulltime faculty on a tenured track, currently enrolled, with approved thesis/dissertation proposals</p> <p>Tenured faculty of the COE/COD with a research proposal endorsed by the unit head</p>	<ol style="list-style-type: none"> Thesis/dissertation activities related to data collection, data analysis, and thesis/dissertation writing (must be defended and approved within the COE/COD award period) Output is a publishable manuscript <ol style="list-style-type: none"> Basic or applied research (funds may cover, fully or partially, data gathering expenses, research materials/equipment, and/or research assistants) Output is a publishable manuscript
INSTRUCTIONAL MATERIALS, EQUIPMENT AND LIBRARY HOLDINGS	COEs / CODs and / or their tenured faculty members who are currently teaching and /or conducting research.	<ol style="list-style-type: none"> Development of instructional materials (including books, laboratory manuals and teaching modules) relevant to the teaching of the discipline



Award Categories	Qualifications	Activities
		2. Acquisition/upgrading of teaching/research related equipment and facilities, audiovisual equipment, computers, computer software, among others 3. Library upgrading, including printed and digital library collections
EXTENSION AND LINKAGES <ul style="list-style-type: none"> COEs/CODs must assist relevant stakeholders and communities and/or promote the discipline thru linkages with other HEIs, GOs and NGOs. 	COEs/CODs and/or their fulltime faculty	1. Lectures/seminars/workshops/trainings to improve teaching and research competencies in Political Science in other HEIs 2. Development of teaching modules and materials for Political Science related-courses

Section 2. Funding Support. All 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 per project proposal, except for thesis/dissertation grants as specified above. Allowable costs shall follow pertinent CHED and other government rules (e.g. presentation of proof of expenditures).

The approval of an application for a grant shall be on a competitive basis. Further, the amount of grant shall be determined by the financial standing of CHED during the fiscal year when a project is to be implemented.

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 or a consolidated proposal consisting of more than one project
- Must include the original signed proposal(s) and three photocopies
- Must be addressed to

The Chair, Technical Committee for Political Science
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 head of the unit 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:

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 Political Science 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

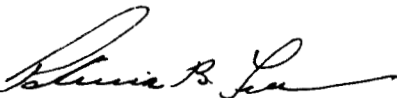


- In general, a grantee institution is awarded the title to possession of property(ies) acquired through the COE/COD grant, for purposes established in the grant, as manifested by a Memorandum Receipt (MR) issued according to the existing policies of the Higher Education Development Fund (HEDF)

**ARTICLE VII
EFFECTIVITY**

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

Issued this 1st day of August 2013.



PATRICIA B. LICUANAN, Ph.D.
Chairperson

