



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

CHED MEMORANDUM ORDER (CMO)

No. 30
Series of 1998

SUBJECT : **IMPLEMENTING GUIDELINES FOR**
CHED RESEARCH GRANTS

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," and for the purpose of optimizing and rationalizing grants for research under the CHED-Higher Education Development Fund (HEDF), with the end in view of achieving the goals for research in higher education as spelled out in the National Higher Education Research Agenda (NHERA:1998-2007), the following policies, rules and guidelines for CHED research grants are hereby promulgated.

Pasig City, Philippines April 30, 1998

FOR THE COMMISSION:


ANGEL C. ALCALA
Chairman

IMPLEMENTING GUIDELINES FOR RESEARCH GRANTS IN HIGHER EDUCATION

Section I **Statement of Purpose**

The Commission on Higher Education awards various research grants to both public and private higher education institutions in recognition of the important role of research in the development of higher education. Research grants are provided in the following categories: Block Grants, Grants-in-Aids, Commissioned Research and Grants for Research Professorial Chairs. These Implementing Guidelines are promulgated by the Commission to clarify the details of the National Higher Education Research Agenda.

Section 2 **Qualifications and Eligibility Requirements**

a. Block Grants

Block grants shall be made available on a competitive basis to all public and private universities with proven track record in research. These institutions must have at least 5% of the total faculty force holding Ph.D. degrees, have an existing research center or unit with updated computing facilities and a collection of research journals housed in either the research unit or library.

b. Grants-In-Aid

Grants-In-Aid shall be awarded to higher education institutions which demonstrate a potential for research. These grants are provided primarily to encourage research undertaking among the developing higher education institutions.

c. Commissioned Research

Commissioned research shall be awarded to either an individual or an institution with proven track record and has demonstrated leadership in the scientific and academic community.

d. Grants for Research Professorial Chairs

Grants for professorial chairs shall be awarded to an outstanding research professor in a higher education institution who is actively engaged in research. The outstanding research professor must be nominated by the higher education institution. A pool of experts shall be commissioned by CHED to review the qualifications of all nominees for professorial chairs.

Section 3
Institutional Support

1. Higher education institutions availing of any of these grants shall provide the necessary support such as, but not limited to:
 - 1.1 deloading and release time for faculty researchers
 - 1.2 use of institutional facilities
 - 1.3 provide other forms of incentives to the faculty researchers

Section 4
Time Frame

1. For the initial implementation, CY 1998, all proposals shall be entertained until June 30. For the succeeding years, proposals under the Block Grants and Grants-in-Aid shall be entertained from January 1 to March 31 of every calendar year. No proposal shall be considered after this period.
2. Proposals under the grants for Commissioned Research shall be entertained at any time the CHED requires the conduct of such research necessary in the pursuit of its mandates.
3. Nominations for Professorial Chairs shall begin on January 1 and end on March 31 of every calendar year. No nominations shall be entertained after this period.

Section 5
Criteria for Evaluation

1. Block Grants shall be awarded on the basis of the following criteria: quality, volume and institutional support as defined in the National Higher Education Research Agenda (NHERA).

2. Grants-In-Aid shall be awarded on the basis of the criteria identified in the NHERA such as, but not limited to conformity of the proposal to the Commission's research priorities as well as the regional and national development thrusts of the government.
3. Commissioned Research shall be awarded to the proponent who can best respond to the needs of CHED for a particular research topic.
4. Grants for Professorial Chair shall be awarded on the basis of the following criteria:
 - 4.1 at least five years of continuous conduct of research in a specialized field
 - 4.2 evidence of publication in referred journals
 - 4.3 presented research along his area of expertise in a national or international forum
 - 4.4 such other criteria as may be promulgated by the Commission.

Section 6
Evaluation Mechanism for Research Proposals

1. Equity, quality and impartiality shall serve as guiding principles in the evaluation of research proposals.
2. All proposals shall be submitted in five (5) copies containing all the essential information indicated in the CHED Research Proposal Application Guide to the Office of the Executive Director of the Commission at this address:

The Executive Director
Commission on Higher Education
5/F DAP Building, San Miguel Avenue
Ortigas Center, Pasig City

3. Additional documents other than main proposal package sent by fax (or any other means) shall not be entertained.
4. All research proposals shall be referred to the Research Division, Office of Policy, Planning, Research and Information [RD-OPPRI] for eligibility check/intial review.

5. All research proposals not considered favorably by the RD-OPPRI during the eligibility check, shall be returned to the proponent.
6. Proposals favorably considered by the RD-OPPRI shall be submitted to the Technical Experts (TEs) for review. The TEs shall be responsible for the confidentiality of the evaluation results.
7. The results of the review shall be officially communicated to the proponent by the Director of OPPRI.
8. Once the proposals have been favorably endorsed by the TEs, and funds certified to be available by the HEDF Director, these shall be submitted to the Commission en banc for approval. The Commission decision is final.
9. If approved, a Memorandum of Agreement (MOA) shall be signed by the CHED and the proponent.

Section 7
Financial Aspects

1. Administrative cost of the proposed budget shall range from 3.5% of the total cost for projects amounting to P 1M and above, and 5% for grants below P 1M.
2. Personal services should not exceed 40% of the total project cost. Grants for personal services for research shall be covered by a contract for services in accordance with existing rules and regulations.
2. Contingency cost shall not exceed 10% of the total field operations cost (MOOE). This amount shall be paid/released on the basis of evidence of expenses incurred.

Section 8
Project Monitoring and Reporting System

1. The CHED-Research Division shall conduct periodic monitoring of all the researches with grants from the Commission on Higher Education. The monitoring schedule shall be clearly stated in the MOA.

2. The proponent shall submit progress report regularly as stipulated in the MOA.

Section 9

Assessment of Research Output

1. All research outputs shall undergo assessment or review by the same technical experts who evaluated the proposal.
2. A research is considered finally completed upon submission of a revised version of the research report/output.

Section 10

Release, Utilization and Liquidation of Funds

1. The OPPRI Director shall endorse the approved research project to the HEDF Secretariat for release of funds.
2. Documentation to support payment shall be in accordance with the Checklist of Required Documents for HEDF Financial Transaction.
3. Release of payment shall be under the name of the grantee, in the manner stated in the MOA, subject to usual accounting and auditing rules and regulations.
4. Grant shall be utilized in accordance with the provision in the MOA and financial plan as approved. Any realignment of budget items shall be approved by the OPPRI Director in consultation with the HEDF Director.
5. The grantee shall submit a financial report with supporting documents in accordance with the checklist as cited in item 2.
6. Unexpended balances shall be returned or refunded to the HEDF Secretariat of CHED.

Section 11
Ownership, Authorship and Publication

1. The research output under Block Grants, Grants-In-Aid and the Research Professorial Chair Grant shall be jointly owned by the grantee and CHED.
2. The research output under the Commissioned Research shall be the sole property of the CHED.
3. Grantees under the Block Grants, Grants-In-Aid and Professorial Chair Grant shall enjoy sole authorship.
4. CHED shall retain authorship of Commissioned Research Projects.
5. CHED's permission shall be needed for the publication of all research outputs.
6. CHED support shall be acknowledged by all the grantees in their final research reports.