

**CCC RESEARCH MANUAL**

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# Chapter 1

# THE CITY COLLEGE OF CALAMBA

## **CCC BRIEF HISTORY**

The City College of Calamba (CCC) upon declaration is a non-partisan educational Institution funded by the City Government of Calamba. CCC was established for the exclusive benefit of legitimate residents of the City of Calamba. Gradually, it shall evolve into a self-sustaining autonomous educational institution performing as a local economic enterprise of the city government of Calamba.

It is the CCC policy to ensure academic freedom and religious freedom under the 1987 Constitution. Moreover, except for the requirement of residency, completion of basic education in the City subject to reasonable exceptions, and admission thru competitive examination, no student shall be denied acceptance to CCC by reason solely of age, gender, civil status, religious belief, economic status, ethnicity, physical disability, or political opinion or affiliation.

The CCC shall also maintain an inclusive education system responsive to the industry and community's needs and demands. The College shall promote academic freedom and pursue academic excellence. Continuous alignment of the curricular offerings, acquiring and sustaining accreditation, establishing retention policies and maximum residency rule, and enhancing its academic standards in delivering instruction, research and extension, and community service.

## **CCC Vision**

The City College of Calamba envisions itself as an Accredited Premiere Academic institution in the region, providing quality learning opportunities to financially challenged but deserving students to produce competent, conscientious, committed, and compassionate global professionals.

## **CCC Mission**

We, the faculty, staff, and students of City College of Calamba, recognize our vital roles in collaboratively honing the professionals by promoting social responsibility, moral uprightness, and national servitude, guided by the ideals, philosophies, and values of our national hero, Dr. Jose Rizal.

# Chapter 2

# CCC RESEARCH AND INNOVATION VISION,

# MISSION, CORE VALUES

**In Brief**

The CCC Research and Innovation is programmed to adopt and adhere into the United Nations Development Plan’s recommendation to allocate five percent of the total institutional capitalization and budget into research and development activities. This research and innovation investment number is one way to secure humanity's survivability and sustainability into the future.

This mandate is to be operationalized in the City College of Calamba by popularizing research and innovation as an opportunity for institutional growth and development. The operations aspect will be grounded as a tempered vision translatable into institutional core values.

## **Research and Innovation Vision**

To engage inclusive research, scholarly, and creative works to empower faculty and staff, create opportunities for students, inspire and nucleate the City of Calamba as a research and innovation driven community; responsive to local realities and focused on global aspirations.

## **Research and Innovation Mission**

The CCC Research and Innovation is committed to capacitate CCC faculty, staff, and students. To produce research outputs responsive to the needs, trends, and demands of local and global standards through creating an atmosphere of research and innovation, capitalizing on empowered and connected communities, and catalyzing change locally, and beyond.

## **Core Values**

***1. Creating an atmosphere of research and innovation***

The Calamba City College will devote its ideas and resources to enhance innovation; generate new research opportunities; engage with community partners; mobilize knowledge in society, policy and professional practice; and support entrepreneurship.

Infrastructural and human resources investments will establish immersive spaces as avenues for augmented and mixed realties, automation, life-computer interfaces geared towards a highly stimulating creative environment. Creative sandboxes would reflect the CCC’s core potential, strengths and aspirations for research and innovation with major divisions as basic and applied sandboxes. The basic and applied sandboxes would contain computational resources, a “wet” laboratory, and a creative play space aimed to interrogate the natural resources found within the City of Calamba. These interrogative cycles will establish the baselines of ideas for technology and innovation.

***2. Capitalizing on empowered and connected communities***

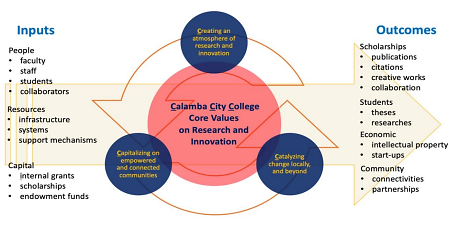
The Calamba City College will support integrating research and educational programs to create learning opportunities inspired by the City of Calamba’s historical significance, pivotal geo political and economic role in nation building.

Empowerment of the community starts with self-awareness and understanding. Information and data will be generated and analyzed leading to highly in-depth understanding of the City of Calamba, its people and ecosystem. With these information sets available; it would identify potentials and strengths anchored to community needs and experiences.

Collaborations and expanded partnerships to local, regional, national and global institutions allow connectivity and integrated approaches to emerging challenges. Projects are aimed to be developed through these stratified partnerships to maximize significant impacts of researches. In the end, these efforts would drive business growths and create start-ups.

***3. Catalyzing change locally, and beyond***

The City of Calamba would be working catalysts of change through research and creative outputs impacting the immediate local community, and beyond. Major events and challenges affect most the local communities, including health and well-being, quality education, social integration, and environmental changes. Research and creativities will shape solutions anchored to these issues and translate them into outputs synchronous to global aspirations.

**Figure 1-1. The CCC Research and Innovation Framework**

**IN BRIEF**

As an academic institution, the City College of Calamba has to fulfill three functions: instruction, research, and extension. While the CCC consistently makes its reputation for its instruction, both research and extension are its newest institutional growth points. Since its founding in 2006, the CCC remains committed to these three functions. Currently, CCC the research and innovation activities are focused mainly on education qualitative assessments and policy formulation. While limited in research focal points, the themes are consistent in enabling research and innovation as transformational tools for the academe and society. The sixteen-year history of the CCC would have the following research themes identified as the most common:

1) Institutional and local community-based research (focused on school-based development programs, systems improvement)

2) Education tools, strategies, and pedagogy

3) Action research

However, under the new CCC Charter, its research foci would move toward the following classifications:

1) **Basic Research** – as the core investments, would explore new knowledge of the underlying foundations of phenomena and observable facts, without any technological and commercial value as stated objectives.

2) **Applied Research** – any investigations to explore and acquire new knowledge on the idea that something practical, technological, or commercial value as motivations for the undertaking.

These research classifications could fall into three scopes:

1) **Research program** – a group of interrelated or complementing projects undertaken through interdisciplinary or multidisciplinary approaches to achieving established goal(s) within a specific time frame. It is composed of at least two projects.

2) **Research project** – a set of interrelated studies/activities or a program component with predetermined objective(s) to be accomplished within a specific time frame. It is composed of at least two studies or activities.

3) **Research study** – A basic unit in the investigation of a specific problem identified under a research project.

**Directions and alignments**

The institution’s research agenda is in consonance with institutional, regional and national priorities concerned such as DOST Harmonized National Research and Development Agenda (HNRDA) 2022-2028, CHED-National Higher Education Research Agenda 2 (NHERA 2), NEDA, etc.

*Note:* The College must update the priorities parallel to the development and update of the mentioned agenda.

1. DOST Harmonized National Research and Development Agenda (HNRDA) 2022-2028, has five major sections:



*Source: DOST (2022). Harmonized National R&D Agenda 2022-2028.[ July 21, 2022]. https://www.dost.gov.ph/knowledge-resources/downloads/file/5669-harmonized-national-r-d-agenda-2022-2028.html*

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**Section 2**

**HEALTH RESEARCH AND DEVELOPMENT AGENDA**

**Section 1**

**NATIONAL INTEGRATED BASIC RESEARCH AGENDA**

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**Section 4**

**INDUSTRY, ENERGY AND EMERGING TECHNOLOGY**

**Section 3**

**AGRICULTURE, AQUATIC AND NATURAL RESOURCES (AANR)**

**HNRDA**

**2022-2028**

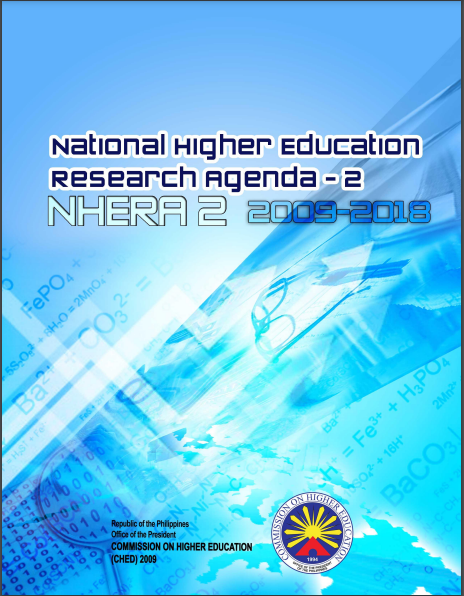
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**Section 5**

**DISASTER RISK REDUCTION AND CLIMATE CHANGE**

**Figure 1-2. HNRDA 2022-2028 Five Major Section**

1. National Higher Education Research Agenda 2 (NHERA2) CHED Research Development and Extension



*Source: National Higher Education Research Agenda 2 (NHERA2) CHED Research Development and Extension. Retrieved from: https://planipolis.iiep.unesco.org/sites/default/files/ressources/philippines\_national\_higher\_education\_research\_agenda.pdf. [March 20, 2023]*

**Priority**

**Areas in**

**Education**

**and**

**Education**

**Management**

1. Technology and Education
2. Model building studies
3. Institutional demand and supply studies
4. Manpower demand and supply studies
5. Graduate Tracer Studies
6. Other research topics considered by the Commission in response to emerging needs of the country
7. Program/ curricular studies on higher education
8. Policy oriented studies
9. Research on quality and standards in the context of:
   1. International rankings and global benchmarking
   2. Quality assurance systems
   3. Equivalency
   4. Redefining classifications of HEIs
   5. Food safety and security
   6. Enhancing indigenous renewable energy sources in the domestic mix
   7. Development of vaccines and diagnostic kits using indigenous materials
   8. Disaster Risk management
   9. Pollution control
   10. Climate change specifically on the issue of global warming
   11. Future ASEAN
   12. Peace process and conflict resolution

**Priority**

**Themes**

**for**

**Multi-**

**disciplinary/**

**Multi-**

**sectoral**

**Research**

**Figure 1-3. NHERA 2 Priority Theme**

1. DepEd Order No. 16 s.2021: Basic Continuity Recovery Plan
2. The 17 Sustainable Development Goals (2030 Agenda and SDGs)



*Source: The 17 Sustainable Development Goals. The Global Goals for Sustainable Development. Retrieved.* [*https://sdg.neda.gov.ph/sdgs/[March*](https://sdg.neda.gov.ph/sdgs/%5bMarch) *20, 2023]*

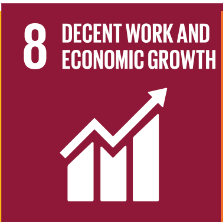


**End poverty in all its forms everywhere**



**Achieve gender equality and empower**

**All women and girls**



**Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all**



**Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all**

**Figure 1-4. SDG-CCC Priority Agenda aligned with the Existing Program Offerings**

1. CCC Research Thrust and Priorities

## **The New CCC Research and Innovation Agenda (2022-2028)**

To guide students, faculty, and staff on what research projects to undertake, the following research agenda was crafted in line with the college's thrust, CHED Research Priorities, Region Research Agenda, DepEd RA, ASEAN Research Priorities, SDGs, and HNRDA. The coverage of the research plan is made broad enough to allow all academic units of the college to be involved. Moreover, the faculty members of different academic units are all encouraged to engage in an interdisciplinary or interdepartmental research project. This will promote productive crossing of disciplinary boundaries as well as maximize the use of human and financial resources from within or outside City College of Calamba.

1. **Improve Teaching and Facilitate Learning**

* Features of Student Learning Teaching Techniques and Approaches
* Training in Teaching and Teaching Styles
* Models of Alternative Education
* Curriculum
* Creation of Learning Resources
* Practices for Learning Assessment

1. **Contribute to Advancement of Knowledge, Specialization or Profession.**

* Theoretical Research/Development of Theories in Various Disciplines
* Product Development / Development of Prototype Models

1. **Help improve the College and Workplace.**

* Assessment and evaluation of a project or program
* Impact Research
* Analysis of Systems and Procedures
* Tracer Research
* Exam results for the licensing board, test scores, and review exercises
* Quality Control Procedures
* Employee Administration
* Management of Data
* Technology and Public Information Management
* Services for Community Extension
* Program/Policy Benchmarking and Comparative Studies

1. **Take action in response to the needs of the local, national, and global community**

* Manufacture of Food
* Reduction of poverty
* Greater Education Access
* Disaster Preparedness
* Environment Protection
* Sound Government
* Harmony and Unity
* Population and Gender Problems
* Protection and Preservation of Cultural Resources
* Problems with Globalization
* Nutrition and Health

1. **Information and Technology**

* Management Information Systems (MIS)
* Complex algorithms of computational analyses
* Affective computing
* Health informatics
* Mobile computing
* High performance computing
* Software engineering and
* programming languages
* Robotics and artificial intelligence
* Security awareness
* Poli-matics
* Computer algorithms and applications for risk reduction and preparedness, climate change mitigation and adaptation
* Modeling and simulation for improvement of monitoring and forecasting
* Warning and risk communication

1. **Business and Accounting**

* Feasibility Studies
* Innovations in business and accounting
* Competitive industries
* Delivery of social services
* IT auditing
* Accounting information systems
* Taxation compliance
* Policy Research

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# Chapter 3

# THE CCC RESEARCH AND INNOVATION ORGANIZATION AND ADMINISTRATION

## **THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND INNOVATION**

The Office of the Vice President for Research and Innovation (OVPRI) is mandated to lead research and innovation activities of the City College of Calamba. Through its mandate, the office will serve as the presiding office and the secretariat of the City College of Calamba Research and Innovation Council (CCCRIC).

The Office is headed by the Vice President for Research and Innovation who shall directly report to the College President regarding Research (R) and Innovation (I) programs of the College.

**THE VICE-PRESIDENT FOR RESEARCH AND INNOVATION (VPRI) shall:**

1) Assists the President in coordinating the R and I programs of the CCC;

2) Oversees the development and implementation of R and I programs of the CCC;

3) Serve as presiding officer of the CCCRIC;

4) Create innovative systems for R and I planning, implementation, performance evaluation, and reporting within the CCC

5) Popularize research and innovation outputs through different media;

6) Coordinate staff development of personnel in research, extension and professional staff categories; and

7) Assist in resource generation and in the establishment of inter-institutional linkages for R and I

8) Orient the Program Directors and Research Facilitators regarding the CCC Research Guidelines

9) Look into the undergraduate research priorities of each department and of the college in general and assess the extent of their implementation

10) Approve or disapprove the recommendations of the Program Directors pertinent to the roster of advisers and panelists, and schedule of oral defense for undergraduate research

11) Monitor and assess the extent of implementation of the Research Guidelines in coordination the Program Directors and Research Facilitators and

12) May exercise jurisdictional function in extraordinary cases (e.g pandemic, acts of God, etc.)

The OVPRI extends its membership provisions to include the:

1) The CCC President as ex-officio chair

2) The VPRI as chair

3) The Office of the VPRI as CCCRIC Secretariat

4) The Vice Presidents for academic affairs, administration, and extension

5) Academic Department Director

6) Research Facilitators per Program

7) Appointed faculty as members of the CCCRIC Administrative Committees

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**THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS (VPAA) shall:**

1. The Vice President for Academic Affairs who is supervising the academic courses in each degree program curriculum offerings in which research courses (Research 1 and 2) are still under the curriculum, he/she serves as the main consultant for thesis topic approval.
2. The VPAA shall be informed to the entire research proceedings including monitoring the implementation of the chosen chairpersons, panel members, advisers, data analysts, language editors, and facilitators if they possess needed qualifications.
3. The VPAA shall monitor the academic duties of the faculty at the same time the internal research consultants if they are not sacrificing both academic and research quality.
4. The VPAA shall monitor the proposal and final defense in which he/she serves as a regular and automatic panel member who may choose to seat or occasionally in the actual thesis defense.
5. The VPAA shall accept the students’ thesis final hardbound as a partial requirement for their degree program.
6. The VPAA works as a consultant of the VPRI in terms of implementing harmoniously the college research agenda through academic integration.

## **THE COLLEGE ACADEMIC DEPARTMENT DEANS**

The College Academic Deans shall assist the VPRI in carrying out the research mandate of the College. They shall take charge of the following:

1. Call for research proposals, technical papers, and creative works

2. Prepare the budget requests and releases for all research activities and projects

3. Conduct periodic monitoring of research projects to ensure proper implementation and timely completion of all funded research projects

4. Recommend the giving of awards and recognition to outstanding research units and researchers of the College

5. Maintain a database of projects conducted in the College to avoid duplication and over commitment to a particular research topic

6. Require the submission of reports from the program under the department

7. Assist the VPRI in establishing linkages with other research organizations

8. Coordinate with the research facilitator regarding research priorities of the department

9. Evaluate research topics based on research priorities of the department or the college

10. In coordination with the Research Facilitator, prepare and submit the recommended list of advisers to the Vice President for Research and Innovation for approval

11.Schedule an orientation meeting with the research advisers on the 4th week of every semester.

12.In coordination with the Research Facilitator, prepare and submit the recommended schedule of undergraduate thesis oral defense and may recommended panelists to the Vice President for Research and Innovation for approval

13.Performs other functions as maybe required by the appropriate authority

## **THE PROGRAM RESEARCH FACILITATORS**

**Qualification Standards**

1. Preferably a full-time faculty of the department

2. Must be a holder of Master’s degree

3. Must have an oral presentation experience in research colloquium or conference/s

4. Must have at least a completed action research preprinted (not yet published) or published (either locally or internationally)

5. Must be committed to provide the best of his/her time and efforts to come up with relevant and quality research outputs

**Research Facilitators Functions**

The Program Research Facilitator shall assist the Academic Department Director in carrying out the research mandate of their Department. The program research facilitators shall take charge of the following:

1. Assist the OVPRI in the conduct of regular Research Colloquium of the College

2. Coordinate with the academic directors the giving of awards and recognition to outstanding research units and researchers of the College

3. Maintain a database of projects conducted in the College to avoid duplication and over commitment to a particular research topic

4. Require the submission of student reports from each program under the department

5. Assist the VPRI in establishing linkages with other research organizations

6. Performs other functions as maybe required by the appropriate authority

7. Orient the students regarding the research policies and guidelines

8. Deliver lectures or topics preparatory to research processes and activities

9. Set timetable or working table and strictly monitor and evaluate the research progress based on such

10. Check and critique topics to avoid duplication

11.Observe regular consultation hours with students thereby assisting them on research related problems and questions

12.Provide research students with a copy of the approved roster of advisers, language editors, and statisticians (if needed) at the start of the first semester of the academic year

13.Coordinate with the Academic Deans regarding with the roster of advisers, language editors, and panelists and schedule of oral defense and panelists

14. Process and submit the research acceptance form not later than the date it was accepted, the adviser’s form 2 weeks after the start of the semester, the data analyst’s form after the week of the midterm examination, the panelist acceptance forms 2-3 weeks before the scheduled defense, and the language editor’s form, on the week of the defense schedule with 3 photocopies leaving the original to the student researchers.

15. Orient the research advisers on the Student Research Guidelines

16.Keep an organized file of the duly accomplished and approved forms for Adviser, Language Editor, Statistician (if needed) and Panelists

17. Disseminate widely and properly the reminders, announcements and updates

18.Coordinate with the Adviser/s regarding problems encountered by the student researchers

19.Work for a systematic schedule and conduct of proposal and final defense

20. Submit a report of student research outputs such as how many groups successfully defended and passed the proposal and final defense.

21. Compute and submit the grades of student researchers

22. Endorse the final proposal to the academic director for thesis writing 1

23. Endorse the 2 completed hardbound theses before the start of the new semester to the respective offices namely: The office of the Quality Assurance, and the Library, while endorsing the completed thesis filed in CDs before the start of the new semester to the respective offices namely: Office of the VPRI, Office of the Academic Director, Library, and Quality Assurance Office.

24. Assist the academic director in the submission of the budget for research personnel who completed the special assignments in advising, paneling, language editing and data analyzing.

## **THE CCC RESEARCH AND INNOVATION COUNCIL**

The CCCRIC is an organically implied provision of the CCC 2020 Charter, which would provide the general direction for research and innovation within the institution, and also coordinate these research activities. The CCCRIC operates at the college level functioning as a policy making body, and as an advisory body to the CCC President and Board of Trustees.

Specifically, CCCRIC:

1) Collegially determines or recommends appropriate, policies, standards, and rules relating to the planning, implementation, and evaluation of institutional research and innovation programs;

2) Periodically reviews institutional research and innovation programs thrusts/ directions;

3) Reviews and recommends policies concerning research and innovation for faculty, staff, students, and CCC as institution;

4) Serves as channel for communication among the different units of the CCC on

5) major developments in research and innovation;

6) Serves as a forum for discussion of issues; and

7) Advises the CCC administration on matters requiring decisions or action.

The CCCRIC Members would be the following:

1) The Vice President for Research and Innovation as chair

2) The Office of the VPRI as CCCRIC Secretariat

3) The Vice Presidents for academic affairs, administration, and extension

4) Program Directors

5) Research Facilitators

6) Appointed faculty as members of the CCCRIC Administrative Committees

By virtue of the administrative positions, the following would be ex-officio members

1) City Mayor Functioning as CCC Chair of the BOT or his authorized delegate

2) The CCC President as Ex-Officio Chair

## **STANDING AND AD HOC COMMITTEES**

The following are the different standing and ad-hoc committees of the CCCRIC and their functions:

**CCCRIC Executive Committee**

1) With the CCC President as ex-officio chair, the Vice-President for Research and Innovation as chair, the committee composed of the Vice-presidents for academic affairs, administration, and extension, program directors, and research facilitators per program

2) It convenes to decide urgent matters for the council when it is impractical to wait for a meeting of the entire council. Such decisions shall be reported to the council at its next meeting.

3) It reviews the items previously acted upon by other CCCRIC committees and determines the agenda of CCCRIC meetings

4) The CCCRIC Executive Committee will also be the ad hoc committee with the following descriptions:

**Committee on Research and Innovation Direction and Utilization**

Reviews policy proposals concerning identification of research thrusts and priorities; piloting and demonstration of college-developed technologies; publications; information systems; and training and other extension activities.

**Committee on Research and Innovation Administration**

This committee reviews and recommends proposals for consideration of the council on matters pertaining to the institution and improvement of fiscal and business procedures; establishment, support, and maintenance of laboratories and other facilities; and the evaluation and monitoring of activities and other administrative matters.

**Committee on Research Personnel and Welfare**

This committee is in charge for the reviews of items addressed to the Office of the VPRI, on matters specifically related to personnel welfare and discipline such as compensation, workload, fringe benefits, working conditions, training and scholarships.

**Other Committees**

When deemed appropriate, the CCCRIC Executive Committee, by majority vote, may form other standing committees. The CCCRIC chair may form ad hoc to study important issues not covered by any of the standing committees.

Upon reaching considerable expansion of the CCC institutional research directions, the Office of the VPRI through the CCCRIC Executive Committee can form Groups and Committees on different research niches and themes. Subject to the over-all coordination and support of the Office of the VPRI, the Committees on Niches and Themes will be formed the to assist in the institutional process of reorienting programs and thrusts in accordance with the emerging research directions. The Niches and Themes groups lead in consolidating faculty and staff talent into formulation and execution of plans, projects and activities related to a unified theme. This also empowers the grouping to formulate and recommend specific proposals for submission to the OVPRI and endorsement by the College to potential funding agencies and institutions. Appointed by their supervisors on a yearly basis, the coordinators, assist their institutional heads in implementing research and extension-related activities. These coordinators are periodically met by the VPRI to discuss pressing issues or for information dissemination.

**CCCRIC Administrative Committees**

The CCCRIC Administrative Committees are the functional components of the OVPRI that ensures research and innovation compliances, protects research interests, as well as communicating research. Therefore, initial administrative committees would be the focused on delivering the above-mentioned activities related to research and innovation.

**Committee on Research Compliance**

The CCC Research Compliance Committee under the VPRI Office is delegated to formulate, recommend, and implement campus policy on research and instructional activities to help ensure compliance with applicable regulations and adoption of appropriate best practices regarding the safety and potential environmental impact of activities conducted in campus laboratories and in field research.

Technical areas covered include biosafety, chemical safety, management of hazardous wastes and unwanted hazardous materials, chemical effluents, hazardous materials management and shipping, and electrical and other hazards not covered by other campus research oversight committees.

This committee is also in charge of standards and statistics, which ensure quality of methods for the CCC research prior, during and after implementation.

Thus, this Research Compliance Committee would have sub-committees which are focused on Ethics, Biosafety, Laboratory Safety, Animal Care and Use, and Statistics and Standards.

**Committee on Technology Transfer**

The CCC Technology Transfer Committee under the OVPRI would be in charge for a variety of activities that move academic discoveries into the public sector. One of which includes leading exploratory steps in the acquisition of intellectual property (IP) rights (e.g., patents and copyrights) and another would focus on processing of commercialization, including the Research and Innovation project development toward commercialization.

**Committee on Research and Innovation Communications**

The CCC Committee on Research and Innovations Communications would be in charge for the general methodologies and process of letting the public know of the CCC research and innovation directions, and outputs.

## **THE CCC RESEARCH AND INNOVATION COMPLIANCE COMMITTEE**

The CCC Research and Innovation Compliance Committee under the VPRI Office is delegated to formulate, recommend, and implement campus policy on research and instructional activities to help ensure compliance with applicable regulations and adoption of appropriate best practices regarding the safety and potential environmental impact of activities conducted in campus laboratories and in field research.

Technical areas covered include biosafety, chemical safety, management of hazardous wastes and unwanted hazardous materials, chemical effluents, hazardous materials management and shipping, and electrical and other hazards not covered by other campus research oversight committees.

This committee is also in charge of standards and statistics, which ensure quality of methods for the CCC research prior, during and after implementation.

Thus, this Research Compliance Committee would have sub-committees which are focused on Biosafety and Ethics, and Statistics and Standards.

**Sub-Committee on Biosafety**

The Sub-Committee on Biosafety will ensure that the CCC complies to international and national biosafety guidelines in the institutional practices of research and innovation.

The OVPRI has a designated sub-committee on Biosafety which ensures biosafety practices are observed to provide safety to health, the environment, and society. This is pursuant to Malacañang’s Executive Order Number 430 creating the National Committee on Biosafety of the Philippines (NCBP) and its mandates.

The Sub-Committee on Biosafety performs the following duties and responsibilities:

1. Periodically reviews research work with identified potential risks or hazards, and implements guidelines to mitigate or eliminate these risks or hazards

2. Formulates and adopts emergency safety and security plans to reduce and control threats and hazards during times of accidents.

3. Coordinates and cooperates with proper authorities in the monitoring, implementation of biosafety measures in times of breach and failures which cause any significant research-related threats, accidents or illnesses.

CCC researchers who may need further clearances and clarifications on biosafety related to their proposed projects may consult the guidelines published by the National Committee on Biosafety of the Philippines (<http://www.ncbp.dost.gov.ph>).

**Sub-Committee on Ethics**

The Sub-Committee on Ethics will ensure that the CCC complies to international and national ethics guidelines in the institutional practices of research and innovation.

The OVPRI has a designated sub-committee on ethics in which approval may be required for certain types of research as deemed fit. The ethics provisions of the CCC were grounded on:

1) For research focused on social sciences, the Philippine Social Science Council’s Social Science Ethics Review Board (SSERB) principles will be followed. (https://pssc.org.ph/sserb/)

2) For research focused on basic and applied sciences using human, and animal subjects, guidelines set by the Philippine Health Research Ethics Board (PHREB), IACUC (Institutional Animal and Care Use Committee), and the National Academy of Science and Technology’s “Ethical Principles and Guidelines for Filipino Scientists”, and other related institutions

3) In addition, the Ethics Policy of the CCC will also be guided by the contents published by the Commission on Higher Education Memorandum Order 52, Series of 2016, which contains “Pathways to Equity, Relevance, and Advancement in Research, Innovation, and Extension in Philippine Higher Education”.

CCC researchers who may need further clearances and clarifications on ethics related to their proposed projects may consult the guidelines stated in the CCC Research Ethics Policy found in the Annexes section of this document.

**Sub-committee on Laboratory Safety**

The purpose of the sub-committee on Laboratory Safety is to ensure the CCC laboratory safety standards with the laboratory safety standards.

**Sub-committee on Animal Care and Use**

This sub-committee deals with the research, teaching or testing of the laboratory animals. The Sub-Committee reviews research works conducted at, or sponsored by CCC which use human, animal, genetically modified organisms as subjects, and may be extended to the genetic modification of organisms.

**Sub-Committee on Standards and Statistics**

The OVPRI has a designated faculty in charge of the Standards and Statistics which reviews the design of experiments and statistical processes applied to relevant research projects. In addition, the standard and statistics sub-committee ensures institutional capacitation and adherence to sound and acceptable practices of data analyses/visualization.

The Sub-Committee on Standards and Statistics perform the following duties and responsibilities:

1. Reviews research designs and data acquisition strategies used in institutional research; and determines design of experiment soundness.

2. Develops and innovates statistical procedures, processes. Issues, and protocols.

3. Acts on a consultancy capacity

4. Ensures institutional compliance to globally acceptable standards and protocols on data acquisition, analytics, visualization and informatics

# The CCC Research and Innovation Organization and Administration

## **THE CCC TECHNOLOGY TRANSFER AND BUSINESS DEVELOPMENT COMMITTEE**

The "Technology Transfer and Business Development Sub-Committee (TTBDSC) will allow the City College of Calamba to be in consonance with current global standards and structures set for most technology transfer offices. The TTBDSC will be under the Office of the Vice President for Research and Innovation.

A Faculty Head manages the TTBDSC, who is reporting directly to the Vice President for Research and Innovation and related groups to act as technology assessment teams or business development teams. The legal counsel on intellectual property and/or corporate law should also be included. The tasks of the TTBDSC will be carried out by the Faculty Head. The technology assessment and business development teams assist the Faculty Head in the performance of these functions, and the Faculty Head may also delegate specific functions of the TTBDSC to the technology assessment and business development teams.

The TTBDSC shall have the following duties and functions:

a. Supervise all works and inventions created and first reduced to practice by CCC personnel;

b. Facilitate agreements, affidavits, applications, complaints, and other documents related to works and inventions necessary to the CCC's intellectual property rights;

c. Coordinate with the appropriate legal representations within CCC or the City Government of Calamba in regard to requests for the filing of cases that would secure and enforce the CCC's intellectual property rights; and

d. Deposit and prosecute intellectual property applications on behalf of the CCC

e. Advise on the best time to out-license a technology or invention. Concerning the CCC's obligation to provide the public with reasonable access to the technology or invention while collecting a reasonable return on investment, this is with full regard to the CCC.

f. Partner with the academe, government, or industry in order to assist them in facilitating licensing agreements, from initial negotiations to finalized contracts

g. Help CCC faculty, staff, and student researchers in securing technologies needed for the commercialization of their ideas and/or the development of new products.

h. Be available to assist CCC faculty, staff, and student researchers in obtaining non-assert agreements, negotiating patent pools, ceiling and floor royalty negotiations, and other business-to-business negotiations

i. Advise the City College of Calamba on the best strategy for marketing a specific technology or invention. Licensees, co-developers, joint venture partners, CCC programs/departments/units, and spin-off companies are a few of the most common forms.

j. After identifying the commercial potential of these technologies, discuss the development of independently owned technologies with CCC faculty, researchers, staff, and students in order to set up registration, licensing, joint ventures, or other technology transfer agreements;

k. Assists in ensuring collaborations in research, innovations, and development with and from commercial enterprises;

l. Assist in researching the best partners for collaborative research, innovations, and development, and conduct due diligence in regard to their expertise, product portfolio, and priorities, as well as their track record and financial standing.

m. Use CCC branding and specialist expertise to secure consultancy contracts for faculty and staff.

n. This follows from this, which is that the TTBDSC must ensure that in order to carry out the mandate of the office, the TTBDSC will engage in other functions, including the creation of primers, frequently asked questions, and other documents to help clients and constituents better understand this policy and other intellectual property issues.

## **THE CCC RESEARCH AND INNOVATION COMMUNICATIONS COMMITTEE**

The CCC Research and Innovations Communications Office would be in charge for the general methodologies and process of letting the public know of the CCC research and innovation directions, and outputs.

Specifically, this office will be in charge of:

1) Management of the official Research Publication Journal (electronic)

2) Promote CCC research and innovation through various media

3) Engage the local community and general public by interactions, promotions, and other activities that narrate CCC research and innovation milestones

4) Assist the OPVRI in organizing programs and events that promote CCC Research and Innovation

5) Help the VRPI organize conferences and events related to the promotions of research and innovations

# The CCC Research and Innovation Organization and Administration

**Faculty Researchers**

**Chairperson**

**College President**

**College Administrator**

**Vice President for Research and Innovation**

**Academic Department Directors**

**Research Facilitators**

**Student Researchers**

**CCCRIC Administrative Committee**

(Compliance, Technology, Transfer, Communication)

**Figure 3-1: THE CCC RESEARCH AND INNOVATION ORGANIZATIONAL CHART**

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# Chapter 4

# THE CCC RESEARCH AND INNOVATION OPPORTUNITIES

## **THE CCC CORE FUNDING FOR RESEARCH AND INNOVATION**

The CCC Core Funding for Research and Innovation is the Grants-in-Aid for Faculty and Staff designed to provide maximum flexibility in implementing research and innovation activities. It is to enhance the Calamba City College’s capacity to support the research of the CCC faculty and staff. Also, this funding will help generate international refereed, Web of Science and SCOPUS-indexed publications.

The fund will subsidize the following:

1) Publication Incentives

2) Approved Faculty Research Projects

3) Conference Organization Allowance

4) Conference Subsidy

5) Student Thesis Subsidy

Specific guidelines for each category are discussed in the following, and will cover the period staring FY 2021 until amended.

1. *Publication Awards*
   * The awards will be given to CCC faculty and staff members, whether full-time or part-time, for ISI and/or SCOPUS-indexed papers published during the covered period only and subject to the availability of funds.
   * Faculty must indicate their ISI and/or SCOPUS-indexed publications in their Annual Activity Report to be considered for the awards.
   * For each paper, faculty authors of the college will receive an appropriate amount indicated below, in addition to existing CCC publication incentives (subject to fund availability)
     + - 1 faculty author – P10,000
       - 2 faculty authors – P5,000 each
       - 3 faculty authors – P3,000 each
       - 4 or more faculty authors – P2,500 each
       - 1 faculty author with external collaborators – P 3, 500
       - 2 faculty authors with external collaborators – P 3, 000 each
       - 3 faculty authors with external collaborators – P2, 500 each
       - 4 or more faculty authors with external collaborators – P2, 000 each
   * To strongly encourage inter-department co-authorships, the following incentives will be awarded for each paper (subject to fund availability)

1 department – P5,000

2 departments – P8,000 each

3 or more departments – P10,000 each

1. *Faculty Research Projects*
   * Any full-ti1me faculty member may apply for funding to conduct research with a high publication potential.
   * The amount of a single grant may be up to a maximum of PhP 2,000,000 for interdisciplinary projects.
   * To encourage the development of multi-disciplinary research initiatives, available funding will depend on the number of departments involved in the project:
     + - 1 department up to PhP 1,000,000
       - 2 departments up to PhP 1,500,000
       - 3 departments or more: PhP 2,000,000
   * For each awarded grant, OVPRI will automatically receive a separate funding equal to 10% of the grant. This amount will be aggregated and will be used for the IP protection and/or commercialization of applicable outputs of all projects under the CCC Core Research and Innovation Fund.
   * Interdisciplinary projects (either aligned with the CCC priority agenda or the United Nations Sustainable Development Goals, UN-SDGs, Unified National Research Agenda of the Philippines), will be prioritized in the case of funds becoming limited.
   * Each grant will be linked to a specific CCC account managed by CCC Foundation.
   * Faculty members who avail of the grant may still apply for research de-loading from the CCC. The utilization of the CCC Core Funding for faculty de-loading IS NOT ALLOWED.

* + The main expected output from projects will be SCOPUS-indexed publications, in the form of journal articles and conference proceedings. It is preferable, although not required, that the project outputs also have commercial potential in order to contribute to the long-term sustainability of CCC Core Funding for Research and Innovation.
  + The publication requirement of a grant will depend on the total funding amount, with the lead proponent signing a conforme. A minimum of one (1) SCOPUS indexed publication is expected for projects with funding up to P500,000. The Review Committee shall determine the reasonable number of deliverables in consultation with the grantee/s for those with larger grants.

1. *Organizing conferences with indexed proceedings*

The following mechanisms for hosting and visiting collaborators for conferences with the aim to publish indexed proceedings, include:

* The lead proponent should provide proof of acceptance of the required number of papers within six (6) months after the project’s scheduled end date.
* Failure to deliver output will preclude the concerned faculty member from accessing the CCC Core Funding for Research and Innovation for any purpose until all publication requirements are met.
* Grant awardees may request for an extension to fulfill the publication requirement. The request must be supported by clear evidence of progress toward publication.
* To apply for a grant, the proponent should submit a completed Application Form, a one- page line-item budget (LIB), and a one-page timetable, all endorsed by the relevant Department Chair(s)/Program Director, to the VPRI Office of the Research Council. (Please refer to the attached forms).

1. *Conference Subsidy*
   * All CCC fulltime faculty may apply for a maximum of P25,000 for a paper presentation in a conference. Priority will be given to those presentations that would be included in a SCOPUS-cited proceeding. A part-time faculty may also be given the same subsidy in case there are no fulltime applicants covering the same application periods.
   * In case of interdisciplinary projects, only one (1) representative from the project may avail of this subsidy. Other faculty members wishing to attend the conference are encouraged to apply funding from other sources.
   * The subsidy may still be received if indexing in SCOPUS occurs after the conference.
   * Applicants for conference subsidy should submit the following:
     + 1-page letter of request to the VPRI with details of the conference;
     + Proof of acceptance of the paper from the conference organizer; and
     + Proof of indexing
2. *Student Thesis Subsidy*

● All CCC thesis students are legible to apply for a thesis subsidy.

\*Adopted with modifications from Ateneo de Manila ARISE Guidelines 2020.

# The CCC Research and Innovation Opportunities

## **GENERAL PROCEDURES FOR CORE FUNDING APPLICATIONS:**

Evaluation of proposals and/or requests for extension must be submitted to the VPRI who will convene a review committee. External reviewers from outside VPRI may be involved in the committee if the need arises.

Deadlines for the submission of applications as well as releasing of results will be posted accordingly.

The CCC Core Research and Innovation Fund budget may then be re-aligned for more expense items on the incidence that projects also receiving additional external funding.

The following documents must be submitted to OVPRI upon completion of the project: 1-page Terminal Report; Financial Report, and copy(ies) of the publication(s).

Any unexpended budget is returned to the CCC Core Research and Innovation Fund.

## **EXTERNAL RESEARCH GRANTS**

Research at CCC is geared towards supporting faculty, staff and students access funds coming from external sources where available. Research projects not usually funded by internal funds are covered by this type of funding which may require research in areas specified by these funding agencies.

## **CONFERENCE AND MEETING ORGANIZATION/ CO-ORGANIZATION**

To maximize institutional and organizational linkages related to research and innovation, the CCC would be open to proposals in organizing meetings and events related to research. The organization may not be limited to the institution but would allow inter-institutional collaborations for the co-organization of such events.

# The CCC Research and Innovation Management

## **IMPLEMENTATION**

Any project proposals to be implemented need approval from the funding agency as well as completion of the set administrative requirements. During the period of implementation, monitoring and periodic evaluation would be conducted by CCRIC oversight committee. This process will ensure proper management of institutional research and innovation activities, especially those receiving external subsidies.

## **LEGAL AGREEMENTS COVERING INSTITUTIONAL COLLABORATIONS**

All legal requirements needing compliance for any project for implementation have to be evaluated and sanctioned by the CCC designated legal representation, whether it is in-house or under the City Government of Calamba Legal Department.

A Memorandum of Agreement/ Memorandum of Understanding (MOU) between the funding agency and the CCC is prepared by the proponent. There are funding agencies that have their own draft MOA/MOU that the proponent can refer to. CCC has its own proforma of a MOA/MOU and is available for adoption and use. Initial Omnibus MOA may be required to initiate research partnerships and collaborations between CCC and other agencies and institutions.

As a set of general procedures, the drafted MOA/MOU will be referred to both parties for comments and revisions. From the funding agency, the MOA/MOU is referred to the CCC Legal Office or the City Government of Calamba Legal Department for review, and sent back to the proponent/ funding agency for revision based on the comments of the VPRI Office and the CCC Legal Office. The Office of the VPRI peruses the terms and conditions and recommends the MOA/MOU to the CCC President who signs the agreement on behalf of the City Mayor. The document is then transmitted to the funding agency which approves and notarizes the MOA/MOU. After notarial, all agencies concerned as well as the collaborators would be provided copies of the agreement. After the MOA is approved, the funding agency issues the notice to proceed to the Office of the VPRI for the attention of the proponent. The funding agency also furnishes the proponent a copy of the notice.

## **PROCESSING RELEASE OF FUNDS**

The research funds awarded in-campus is subject to procedures and guidelines of release, as set by the rules/regulations/guidelines and procurement laws set by the Calamba City Government.

Upon the finalization of the MOA/MOU, the funding agency issues the check for funds of the approved project. Upon receipt of the check, the Office of the VPRI gets an account code from the CCC/ City Government of Calamba Accounting Division, deposits the check to the City Government of Calamba and furnishes the funding agency with the copy of the official receipt.

An Advice of Sub-allotment (ASA) is prepared by the Office of the VPRI, copies of which are furnished to the following: 1.) proponent (original copy), 2.) Accounting Division, 3.) Internal Control Office, and the 4.) funding agency.

Funds are released on a quarterly basis. Expenses for the operation of the project should be disbursed by the proponent in accordance with the ASA and subject to existing accounting and auditing rules.

## **HIRING AND APPOINTING PROJECT PERSONNEL**

The project management should take particular attention on the following when preparing the appointment papers of the project staff:

1) For project related personnel such as project leader/study leader, project staff/administrative support staff who are CCC personnel, NGW personnel such as research assistants, laboratory technician/aide, technicians, laborer etc.

2) Prepare the basic papers for each appointees, submitted and processed through channels (CCC HRDO, City of Calamba HRDO)

3) Only permanent and temporary staff are allowed to be assigned as administrative support staff in the project.

## **POLICIES ON PROCUREMENT OF EQUIPMENT AND SUPPLIES**

By default, the college implements a public bidding system for the procurement of supplies and materials in accordance to the existing rules and regulations being carried out by the local government.

A request of equipment and supplies shall be made by the Office Vice President for Research and Innovation to be forwarded to the Office Vice President for Administration, noted by the College President and approved by the City Mayor. Purchase of the following items including computers, peripherals, software, tools, instruments, equipment and machines, and other related supplies are covered by the College Annual Procurement Plan.

It is thus important for a OVPRI to plan out the needs of the project and understand the procurement guidelines set by the City Bids and Awards Committee (BAC).

# The CCC Research and Innovation Management

## **MANAGING THE PROGRAM/PROJECT/STUDY**

**Requesting change of date of project implementation**

The start and end of the project are specific in the project acceptance form and/or MOA/MOU. Implementation, however, may be reset depending on the release of funds or upon issuance of the notice to proceed.

Proponents may want to defer or decide on when to start the project depending on the need factors such as climate, cropping season, availability of personnel and other justifiable reasons.

When deferring project implementation, the funding agency should be properly informed through an official communication coursed through channels.

**Requesting for program/ project extension**

Requests for extension, renewal, termination of the projects are made through the OVPRI substantiated by written communication, evaluation results and narrative reports. Requests for extension of ongoing research projects, both basic and externally funded shall be deliberated on the regular conduct of in-house review.

All requests for project extension shall be submitted two months prior to the end of the project. Likewise, the status of the funds shall be included in the progress report to aid reviewers in evaluating the necessity of the extension.

## **PROJECT MONITORING**

Research projects are monitored in the financial and technical areas. The OVPRI conducts financial monitoring by providing the status of funds. Also, the OVPRI monitors the finances of the research project as well as the appointments of personnel, requests and advice of sub-allotments, and other pertinent data.

For registration purposes, proponents of research projects shall submit project-related documents such as the proposal, MOA, and reports. These will also serve as proof in crediting personnel workload and other concerns.

## **PROJECT EVALUATION**

Both ongoing and completed research projects under the applied/basic research grants, research trust, and those externally funded are required to be presented in annual in-house review. Based on the findings during the review, evaluators recommend the renewal or extension or even termination of the research projects.

Completed projects, on the other hand, are also evaluated prior to the submission of the terminal report 30 days after the termination of the project. Researchers are also required to present their results.

## **SCHEDULE OF REVIEWS**

The OVPRI coordinates with the funding agency in order to synchronize the schedule of evaluation of CCC with that of the funding agency. As much as possible, a joint evaluation between CCC and funding agency is conducted.

In case a joint evaluation is not possible, the funding agency invites a representative from the CCCRIC to attend the funding agency’s evaluation, and provides the OVPRI, a copy of the summary of evaluation results.

The schedule of CCCRIC evaluation is done quarterly - in the months of February, May, August, and November. For projects due for completion, the evaluation shall be scheduled before the termination of the project:

## **RENEWAL, EXTENSION, AND TERMINATION OF RESEARCH PROJECTS**

Funding of research projects may be renewed or terminated based on the evaluation conducted prior to termination or completion. On the other hand, research projects may also be extended after the termination date stated in the MOA. Requests for extension are made through the OVPRI and these must be substantiated by written communication, evaluation results, and annual reports.

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# Chapter 5

# RESEARCH AND INNOVATION OUTPUTS, PROMOTION AND PUBLICATIONS

## 

## **UNDERGRADUATE THESIS MANUSCRIPTS**

### **I. OVERVIEW**

**Undergraduate Research** is done by bona fide students enrolled in research courses under Department of Business Education, Department of Computer Education, Department of Arts and Sciences, and Department of Teacher Education. It likewise takes place at the third-year level. Research maybe in the form of **Thesis, Project Feasibility Study, Capstone** and **Special Problem**

All student researchers are directed toward these purposes:

a) extension of knowledge,

b) discovery of new facts, and

c) solution of a problem

Basically, research is a scientific method. It relies not on armchair theorizing or making conjecture but on observation and measurement. It is a studied inquiry or examination having for its aim for the discovery of new facts and their correct interpretation, the revision of accepted conclusions, theories or laws in the light of the newly discovered facts or the practical application of such conclusions, theories, or laws.

There has to be a systematic approach to the conduct, process, implementation, and evaluation of research. Thus, these consolidated student research guidelines for the City College of Calamba (CCC).

### **II. OBJECTIVES OF STUDENT RESEARCHES**

**General:**

1. To systematically facilitate the research process and activities of CCC students

2. To upgrade the research capacity and competence of CCC through concerted efforts of stakeholders in the undergraduate research.

**Specific:**

1.To equip and enable the student researchers through orientation, lectures, advice, and guidance towards quality and relevant research

2. To contribute to the extension and expansion of knowledge through relevant researches anchored on the research agenda of the different departments in the college

### **III. ORGANIZATION OF THE MANUSCRIPT**

The existing parts of the manuscript shall follow the prescribed format. (see appendix \_\_, research formatting guidelines) Source: PNU Manila Research Manual Organization of the Manuscript Section

### **IV. COMPOSITION OF THE RESEARCH GROUP**

1. Each research group shall be composed of four students. A group shall, nevertheless be allowed, on a valid ground, to have less than four members or more than 4 unless justified through written form submitted for recommending approval by the academic director, and approval by the VPRI

2. The composition of each research group will be determined and finalized by the Research Facilitator, approved by the Academic Dean.

### **V. ROLES AND RESPONSIBILITIES**

Research process necessitates collaborative effort and guidance of the Vice President for Research and Innovation, Program Director, Research Facilitator, Research Adviser, pool of Language editors and data analysts, and Panel. For the smooth flow of the research process, they are designated with corresponding responsibilities.

## **A. RESEARCH ADVISER**

1. Only an adviser listed in the roster of recommended advisers prepared by the concerned Academic Dean and approved by the Vice president for Research and Innovation shall be recognized by the Research Facilitator

2. An adviser, upon acceptance of thesis advising shall sign the appointment paper

3. The appointment of the adviser shall be subjected to the recommendation of the Academic Dean and approval of the Vice President for Research and Innovation, all returned accomplished appointment forms are the only ones subject for budget allocation and considered official and final.

4. In the case that the adviser withdraw his/her duties, a withdrawal form has to be forwarded in the OVPRI noted by the newly adviser appointed, endorsed by the Dean and approved by the VPRI.

**Qualification Standards**

1. Must be a faculty member of the college
2. Must be a holder of Master’s degree and professional license for Board Programs and at least Master’s degree for non-Board Programs

3. Must have research experience other than his/her master’s thesis such as research outputs or publications

4. With specialization that matches the research topic, research theme, and research discipline.

5. In the event the aforementioned standards have not been met, the Academic Dean shall submit a written recommendation to the OVPRI for approval.

**Functions and Responsibilities of Research Adviser**

1. Attend the orientation meeting scheduled by the Program Director or the Academic Dean

2. Assist the student researchers in the selection of research topics

3. Guide and monitor the student researchers in their work in accordance with the timetable or working table or research Gantt chart.

4. Check and improve the submitted proposals, questionnaires, and all aspects of the research paper

5. Provide and sustain the technical, ethical and moral direction and conduct of the student research

6. Prepare for the advisees for the final oral defense through mock defense

7. Monitor the participation of group members during consultation and in every aspect of research work, and keep a record of consultations conducted

8. Resolve group problem/s arising in the preparation of the research paper

9. Schedule at least one-hour consultation time every week

10. Ensure quality control of the research output of student researchers

11. Endorse for final defense the final manuscript by affixing signature on the prescribed form

12. Be present during the defense although he is not supposed to participate in the defense

13. Assist and supervise the student researchers in the final revision of the manuscript as recommended by the panel

## **B. LANGUAGE EDITOR**

1. A roster of recommended Language editors shall be prepared by the academic directors approved by the Office of the Vice President for Research and Innovation

2. The Language Editor shall be chosen from the approved roster for the student researchers’ preference, documented by the research facilitators, recommended by the academic directors and approved by the VPRI.

**Qualification Standards**

1. Must be a language faculty member of the college

2. Must have proven proficiency in the English language

3. Must have research experience, research outputs, or publications

4. Must be in the approved roster of Language Editors

5. In the event the aforementioned standards have not been met, the academic director shall submit a written recommendation to the OVPRI for approval.

**Functions and Responsibilities**

1. Edit thoroughly the manuscript of the student researchers after the pre-oral defense and after the final oral defense

2. Discuss with the research group/s the corrections, comments, and suggestions made on the manuscript in terms of the prescribed format, correctness of grammar, and clarity and formality of language used

3. Monitor and assure the incorporation of the corrections and revisions made on the manuscript of the student researchers

4. Endorse for softbound or hard bounding the manuscript by providing Grammarian’s Certification.

## **C. DATA ANALYST**

## **C.1. STATISTICIANS/ QUANTITATIVE DATA ANALYST**

Statisticians are professionals who are trained and have a proven track record in the application of statistics in research.

**Qualification Standards**

1. Must be a Mathematics, or an Applied Mathematics, or a Statistics professional

2. Has published at least one (1) quantitative research in a peer-reviewed national or international research journal in the past 5 years;

3. Has completed at least sixty (60) hours of Basic and Advanced Statistics Training in the past 5 years; and

4. In the event the aforementioned standards have not been met, the academic director shall submit a written recommendation to the OVPRI for approval.

**Functions and Responsibilities**

1. Guide the students in choosing the most appropriate statistical tool/s for their study.

2. Guide the students in the preparation of research instruments together with the research adviser.

3. Process the data of the students using the most appropriate statistical tool/s.

4. Assist the students in the preparation of the statistical report (tables and figures) following the APA format.

5. Assist the students in the analysis and interpretation of the results.

## **C.2 QUALITATIVE INTER-CODER**

Qualitative inter-coder are professionals who are experienced researchers in qualitative research and analyze qualitative data.

**Qualification Standards**

1. Has published at least one (1) mixed methods research in a peer-reviewed national or international research journal in the past 5 years;

2. Has completed at least one qualitative research graduate course for the past 5 years; or has attended at least three (24 hours) qualitative seminars in the past 5 years; and

3. In the event the aforementioned standards have not been met, the Academic Dean shall submit a written recommendation to the OVPRI for approval.

**Functions and Responsibilities**

1. Guide the students in finalizing the title of the approved topic in cooperation with the thesis adviser.

2. Guide the students in aligning the purposes of the study and statement of the problem in cooperation with the thesis adviser.

3. Guide the students in the preparation of research instruments together with the research adviser.

4. Guide the student determining the number of participants and in choosing the qualitative data analysis to be used.

5. Guide the students in processing the qualitative data using the appropriate coding/analysis technique.

6. Assist the students in the preparation of the categories/themes/framework following the APA format and formatting guidelines of the institution.

7. Assist the students in the analysis and interpretation of the results.

## **C.3 MIXED METHODS DATA ANALYST**

Qualitative inter-coder are professionals who are experienced researchers in qualitative research.

**Qualification Standards**

1. Has published at least one (1) qualitative research and at least one (1) mixed methods research in a peer-reviewed national or international research journal in the past 5 years;

2. Has completed at least one graduate qualitative research course and one quantitative graduate course;

3. In the event the aforementioned standards have not been met, the academic director shall submit a written recommendation to the OVPRI for approval; and

4. In the event that there is a scarcity of human resource, the academic directors may recommend from the pool of statisticians and qualitative data inter-coder provided that data analyst fee must be divided equally by 2.

**Functions and Responsibilities**

1. Guide the students in finalizing the title of the approved topic in cooperation with the thesis adviser.

2. Guide the students in aligning the purposes of the study and the statement of the problem in cooperation with the thesis adviser.

3. Guide the students in the preparation of research instruments together with the research adviser.

4. Guide the student determining the number of respondents/participants and in choosing the qualitative data analysis/statistical treatment to be used.

5. Guide the students in processing the data collected/gathered in the study.

6. Assist the students in the preparation of the categories/themes/framework and tables or figures following the APA format and formatting guidelines of the institution.

7. Assist the students in the analysis and interpretation of the results.

## **D. CERTIFIED VALIDATORS**

Certified Validators are professionals who are trained and had proven track record in the content validation of survey instruments and/or interview protocols.

**Qualification Standards**

All Certified Validators should possess **at least one** of the following criteria:

1. Has a master’s degree (thesis track) in the same topic to be validated; or

2. Has completed all academic requirements of a master’s degree relevant to the topic to be

validated and is currently enrolled in a thesis writing course;

1. Has published at least two (2) researches in a peer-reviewed national or international

research journal in the past 5 years; and

1. Has completed at least sixty (60) hours of Validation or Survey Development Training in the

past 5 years.

**Duties and Responsibilities**

1. Guide the students in the preparation of their survey instrument and/or interview protocol together with the research adviser.

2. Ensure content validity of the survey instrument and/or interview protocol.

3. Check the alignment of the content of the survey instrument and/or interview protocol with the objective/s of the study.

## **PANEL**

## The panel of the defense shall consist of the chairperson, technical expert and/or field expert and data analyst duly recommended or appointed by the Vice President for Research and Innovation.

## **E.1 Panel Chairperson**

1. Maybe the Academic Director of the program duly appointed by the Vice President for Research and Innovation; or
2. A full-time faculty member who specializes in the program of the students assigned by the Vice President for Research and Innovation upon the recommendation of the Academic Dean shall sit as the chairperson of the panel

The Chairperson of the Panel has the following functions and responsibilities:

1. Lead and direct the proceedings of the defense

2. Moderate the resolution of critical issues and concerns; and

3. Explain to the student researchers the reasons either for revisions or re-defense

4. May recommend a qualified faculty member (from the roster of approved panelists) as his/her replacement in the panel in case/s he/she is not available.

**E.2. Technical expert panel and/or Field Expert**

1. Full-time or part-time faculty members assigned by the Vice President for Research and Innovation upon the recommendation of the Program Director shall sit as internal panelists.

2. An external panel of evaluator may sit in the thesis defense meeting the specific qualifications needed for the paper be it in the academe or industry as approved by the Vice President for Research and Innovation upon the recommendation of the Program Dean.

\*\*\*The members of the panel shall be given an appointment paper duly signed by the Vice President for Research and Innovation.

**E.3. Data Analyst**

1. Full-time or part-time faculty members assigned by the Vice President for Research and Innovation upon the recommendation of the Program Director shall sit as internal panelists satisfying qualification standards of data analyst of Chapter 5, Section 5, letter C.

**Qualification Standards for Members of the Panel**

1. Must be a full-time or part-time faculty member of the department actively engaged in research.

2. At least with Master's degree of Thesis track or with research experience (evidenced by research outputs or publications) in lieu of a thesis and/or a professional license of the program. On the other hand, an industry practitioner should have at least three years of supervisory experience in related industry or direct client of company-based research.

3. With major or specializations that matches the research theme.

## **VI. FEES**

The following schedule of fees shall be shouldered by the institution as reflected in the annual budget for research and innovation. No fees shall be collected from the students. This schedule for fees is subject to availability of funds.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Professional**  **Services** | **Department of Arts Sciences, and**  **Department of Teacher Education** | | **Department of Business and Accountancy** | | **Department of Computing and Informatics** | |
| **Thesis Writing 1** | **Thesis Writing 2** | **Thesis Writing 1** | **Thesis Writing 2** | **Thesis Writing 1** | **Thesis Writing 2** |
| **Adviser** | **1,500** | **1,500** | **1,500** | **1500** | **1,500** | **1500** |
| **Language Editor** | **600** | **600** | **600** | **600** | **600** | **600** |
| **Data Analyst** | **600**  **(if necessary)** | **600** | **600**  **(if necessary)** | **600**  **(if necessary)** | **600**  **(if necessary)** | **600**  **(if necessary)** |
| **Panel Chair** | **700** | **700** | **700** | **700** | **700** | **700** |
| **Panel Member** | **1000**  **(500 x 2)** | **1000**  **(500 x 2)** | **1000**  **(500 x 2)** | **1000**  **(500 x 2)** | **1000**  **(500 x 2)** | **1000**  **(500 x 2)** |
| **Total per semester per group** | **Php 3800-4400** | **Php 4400** | **Php 3800-4400** | **Php 3800-4400** | **Php 3800-4400** | **Php 3800-4400** |
| **Total per year per group** | **Php 8200-8800**  **Per year** | | **Php 7600-8800**  **Per year** | | **Php 7600-8800**  **Per year** | |

## **VIII. CONDUCT OF RESEARCH DEFENSE**

1. The group of Student Researchers shall submit to the concerned Program Director three (3) copies of their manuscript and photocopies of duly accomplished Endorsement Forms from the Adviser, Language Editor, Standards and Statistics committee head, and Ethical committee head.

2. The concerned Program Director assisted by the Research Facilitator shall furnish the Panelists with copies of the manuscript seven (7) days before the scheduled date of defense.

3. Only groups that can submit complete copies of their manuscript and accomplished endorsement forms shall be scheduled for defense.

The Vice President for Academic Affairs who is supervising the academic courses in each degree programs curriculum in which research course is still under the program, he/she serves as the main consultant for topic approval. The Vice president for academic affairs shall be informed to the entire research proceedings including but not limited to (i) monitoring the implementation of the chosen chairpersons, panel members, advisers, data analysts, language editors, and facilitators if they possess needed qualifications, (ii) monitoring on the proposal and final defense in which he/she serves as a regular and automatic panel member who may choose to seat or occasionally in the actual thesis defense, (iii) accept the final hardbound of the thesis as a partial requirement for the degree program

4. The approved schedule of defense shall be disseminated to all concerned students and faculty via notices.

5. Student researchers shall either be in their smart semi-formal or business attire during their oral defense. They should also prepare their individual nameplates for proper identification.

6. The thesis advisers, language editors, and statisticians of the student researchers shall not be allowed to serve as panelists to groups under their tutelage.

7. Each group shall be given a maximum of 20 minutes to present and defend the research work. The entire oral defense session shall last for 40 minutes.

8. The panelists shall exercise tact and professionalism in articulating their questions and comments.

9. All the comments, recommendations, and requirements of the panelists shall be written down on the manuscripts provided to each of the panelists. Moreover, a summary sheets of all comments and suggestions shall be made by the research facilitator. Both the manuscripts and summary sheets shall be given to the student researchers as references in revising their research, and shall be used as reference also by the panel when checking the revised manuscripts.

10. The defense proceedings shall be pushed through if one panelist failed to come. The Vice President for Research and Innovation has the prerogative to replace the absent panelist. The research facilitator may replace the absent panelist.

11. The panelists shall give the student researchers their individual and group grades based on the criteria stipulated in the Rating Sheet provided by the Research Facilitator.

12. The Rating Sheets shall be accomplished by the panelists right after the defense of each group.

13. The result of the defense shall be made known to the student researchers right after the panel deliberation.

14. The Research Facilitator shall take charge of the computation of the grades during the defense.

15. Research students who succeeded in defending their research500 shall finalize their manuscript based on the written comments and recommendations of the panelists and shall submit the final manuscript three (3) weeks after the final defense.

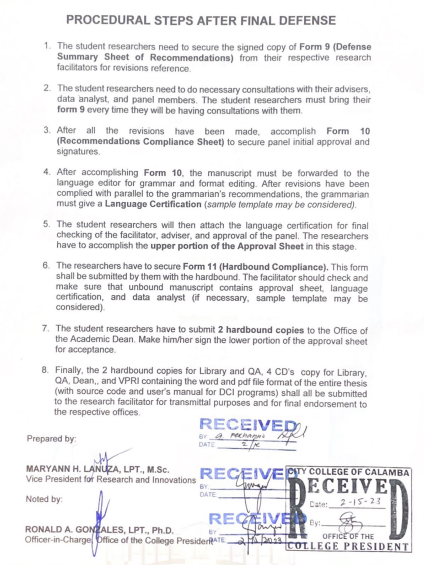
16. Successful student researchers shall submit two (2) hard bound original copies of the final manuscript to the Program Director. Such shall contain the Approval Sheet

signed by the Adviser, Language Editor, Standard and Statistics committee head, ethics committee head, Panelists, Program Director, and Vice President for Research and Innovation. 17. In case of student researchers who need re-defense, such and other requirements shall be accomplished within the grace period set by the Research Facilitator.

18. No student shall graduate without submitting the final manuscript of their paper as an undergraduate requirement even if they have passed the final oral defense.

19. A narrative report of the oral defense must be submitted by the research facilitator to the Office of the Vice President for Research and Innovation a week after for documentation.

**IX. PROCEDURAL STEPS AFTER THE FINAL DEFENSE**



# Research and Innovation Outputs, Promotion and Publications

## **GRADING RUBRICS**

### **Department of Teacher Education**

**Manuscript Chapters**

**See formatting guidelines for undergraduate thesis, project feasibility study, capstone, and feasibility study Section 1: Organization of the Manuscript depending on the type of research the student researchers are doing.**

1. Quantitative Research Design
2. Qualitative Research Design
3. Instructional Material Development
4. Test or Scale Development

Oral Presentation – 30 points (See Appendix Section: Rubric 2: Oral Presentation Rubric)

1. Organization (if the presentation is organized, reflects adequate information in the manuscript.
2. Content (if the group members are able to clearly communicate ideas and with scientific rigor.
3. Visual aids (if the visuals contain essential points, follow educational technology of learning guidelines, and formal choice of designs)
4. Speaking Skills (it includes the eloquence, fluidity, and communication to the audience)
5. Response to questions (If the presenters can respond to questions with in-depth answers.
6. Confidence and personality (if the presenters speak with enthusiasm, poise and assurance)

**Manuscript Grading Rubric – 100 points (See Appendix Section: Rubric 1: Manuscript Evaluation Rubric)**

1. General and Presentation
2. Introduction
3. Methodology
4. Results and Discussion
5. Conclusion and Recommendations
6. Contribution to the Field
7. References.

**Thesis Writing Grading**

All facilitators per program shall have an anonymous decision about the distribution of scores in the entire course, aspects should include this minimum requirements:

Rubric 1: Manuscript Evaluation Rubric

Rubric 2: Manuscript Evaluation Rubric

Rubric 3: Cooperation and Collaboration Rubric.

### **Department of Computing and Informatics**

**(Information Technology/Computer Science)**

**System Proposal**

**Oral Presentation (20%) -** refers to the ability of the researcher to present, discuss, and elaborate the research using presentation materials (e.g. power point, flash, etc.). Ability to Answer (40%) - refers to the ability of the researcher to answer the questions posed by the panelists, it also refers to the ability of the researcher to elucidate, explain, and rationalize of the research to the panelists.

**Content and Research (40%) –** refers to the correctness and completeness of the documents. The panelists should consider the Structure, Analysis, and style of the research.

**Final Defense Criteria**

**1. Researchers and Documents (50%)**

**Oral Presentation (10%) –** refers to the ability of the researcher to present, discuss, and elaborate the research using presentation materials (e.g. Powerpoint, flash, etc.). Ability to **Answer (25%) –** refers to the ability of the researcher to answer the questions posed by the panelists, it also refers to the ability of the researcher to elucidate, explain, and rationalize the research to the panelists.

**Analysis (20%) –** refers to the content of Chapter IV, how the researchers analyze the gathered data and the statistical tool/s used in interpreting the results.

**Software Quality (45%)**

**Usability (15%) –** refers to the ease of which the users can use the software. This means that it should have an appropriate user interface and the presence of online help. Maintainability (15%) – refers to the effort needed to make modifications to the software to meet the changing needs of the organization.

**Applicability (15%) –** refers to the relevance of the software to the problem of the organizations from which it is designed.

**Feasibility Study GRADING RUBRIC**

**Department of Business Education**

|  |  |
| --- | --- |
| **Oral Presentation** | **20%** |
| **Marketing Aspect** | **15%** |
| **Technical Aspect** | **15%** |
| **Financial Aspect** | **20%** |
| **Ability to Answer Question** | **30%** |
| **Total** | **100%** |

**The specific details of this rubric will be provided by the department.**

**Chapter 6**

**THE CCC RESARCH AND INNOVATION OPPORTUNITIES**

## 

## **FACULTY AND NON-TEACHING PERSONNEL MANUSCRIPT**

All teaching and non-teaching personnel of the College are encouraged to conduct research studies.

1. All faculty members and non-teaching personnel, individual or team, are encouraged to conduct and submit at least one research/project output every other academic evaluation year.

2. A faculty member or a non-teaching personnel may propose and conduct a study in line with the aforementioned areas of concern provided that the proponent shall follow all the guidelines prescribed by the OVPRI.

3. A faculty member or a non-teaching personnel may propose and conduct a study programmed under the Research Agenda of the College, subject to approval by the Research Council.

## **PROPOSAL PREPARATION, PRESENTATION AND SUBMISSION**

1. Priority shall be given to project/research proposals based on the Research Agenda of the College.

2. Research proposals must follow the format prescribed by OVPRI

3. A duly endorsed research proposal by the Program Director or the office’s immediate supervisor of the proponent/s should be submitted to the OVPRI the soonest possible time.

4. The proposals will be reviewed immediately by the Research and Innovation Committee 5. After the incorporation of all the suggestions and recommendations of the Committee the corrected approved research proposals will be submitted to the OVPRI.

6. Copies of all research proposals to be funded by outside agencies like Dept. of Science and Technology (DOST), National Research Council of the Philippines (NRCP), Commission on Higher Education, National Economic Development Authority (NEDA) and other funding agencies will be submitted to the office for filing before they are submitted to the concerned funding institution for review and issuance of clearances before the release of funding allotment by the Department of Budget and Management.

7. A detailed operational plan of each regular-funded research proposal will be prepared by the proponent/s and submitted to the Office of the Vice President for Administration and Finance and College President for approval. Upon approval, the proponent/s will be notified through his Program Director and/or the VPRI.

## **CONDUCT OF RESEARCH**

1. After all the forms and documents pertinent to the research/project shall have been prepared, the proponent/s shall proceed with the gathering of data

2. After gathering all data and information needed, the proponent/s shall tally and interpret the results. The proponent/s shall prepare a final draft of the completed research to be forwarded to the OVPRI.

3. The completed research shall undergo In-House Review by the same review committee as that in the proposal stage. After which, the research will go through internal- and external-peer reviews. All suggestions/recommendations made by the committee must be incorporated in the final manuscript before presentation (poster or oral) and publication.

4. Completed studies funded by the regular fund of the College will be given priority for publication in the CCC Research Journal (The Potter), or in a highly refereed and indexed multidisciplinary research journal.

## **REPORTS/DOCUMENTS TO BE SUBMITTED BY RESEARCHERS**

Principal researchers/ investigators of approved projects/studies shall be required to submit the following reports to the OVPRI through the concerned Program Director or Immediate Supervisor:

1. Quarterly progress report of research activities;

2. Financial report with supporting documents;

3. Final report/manuscript of the study

If the proponent fails to complete the study on the time frame approved as provided for in his operational plan of activities, he/she is given a grace period of four months. If he/she fails to submit the final report after the grace period, he/she shall reimburse all his expenses subject to the terms and conditions of the contract entered to. The failure of the proponent to conduct the study, shall be the basis for non-granting him of the opportunity to propose another research for the following calendar year unless he gives valid reasons for its non-completion within the specified time.

## **ORGANIZATION OF THE FINAL RESEARCH MANUSCRIPT**

The existing parts of manuscript shall follow the prescribed format. (see appendix\_\_, the potter style sheet)

Presentation (Oral or Poster) of Outputs in Scientific Meetings and Fora. The OVPRI shall organize a Research Colloquium or host a research conference to showcase the research outputs of the students. The OVPRI may also provide financial support to technical presentations of outputs in scientific meetings, locally and internationally, provided the paper has been reviewed and recommended by the Research Committee.

## **PUBLICATIONS**

Knowledge products such as discoveries, inventions, new methods, and processes are results of the conduct of research. The college is expected to produce numerous knowledge products through its efforts in research, development, and extension.

The amount and quality of research outputs reflect scientific productivity and are among the determinants of the career of faculty and staff, as well as a mirror of the capabilities of an academic institution. But, however numerous such outputs are, these are rendered useless if not promoted and published for public consumption. Hence, the CCC addresses the need to promote and publish these outputs.

Research productivity, in the form of intellectual contributions to the advancement of science and society communicated in written form, is considered to be fundamental to one’s career advancement. Thus, publication is a major output of a faculty, staff or student researcher.

Publication serves two purposes: recognition and reward. Firstly, public awareness that such a research was conducted. Secondly, it contributes to the academic career enhancement of the person(s) involved by earning merit or compensation. Thus, the CCC provides guidelines for in house and external publications support.

## **INSTRUCTIONAL MATERIALS PUBLICATION GRANTS**

Any kind of instructional material development and writing would be supported by the CCC under its core research funds. Potential authors for this grant cover both regular and contract of service fulltime faculty. The following are the instructional materials that can be considered for publication: 1) textbook; 2) laboratory manual; 3) course learning modules, and 4) technical manuals

However, for their production, the faculty needs to explore external funding. The OVPRI would assist the faculty author in the application for external funding. In addition, several offices within CCC need to ensure that all parties and agencies would have proper agreements, especially for copyright and intellectual property.

## **EXTENSION MATERIALS PRODUCTION**

In coordination with the Office of Vice President of Extension and Linkages, all education and information communications used to promote the CCC may be supported by the OVPRI. These may include brochures, information boxes, handbooks, catalogues, media clips, and other forms. Subject to fund availability, their production in desktop and inexpensive forms may be supported.

## **MARKETING, COMMERCIALIZATION AND DIRECT EXTENSION**

Research outputs that have potential applications are promoted and marketed to entities with capacity to infuse funding for their development and eventual commercialization. The OVPRI would be assisting the faculty or staff researcher in securing proper contacts and licenses and agreements. Technical support specifically in the preparation of feasibility studies, technology valuation, and others would be dealt with the OVPRI Technology Transfer Committee. Direct extension is also supported when the research outputs are to benefit supported communities and groups by the CCC

## **IN-HOUSE RESEARCH JOURNAL**

The CCC has its in-house research journal publication. This is known as “The Potter”, where its production and publications would be evolved into a periodic online publication with optional printing. The maintenance of this in-house research journal for its regular online publications would be under the OVPRI Committee on Research Communications in coordination with the CCC MIS. Separate groups of CCC Faculty in-charge will be specifically tasked on the maintenance of the publication webpage, and the content of the research article.

The Potter CCC Official Research Journal is committed to maintaining its standards for journal publication. Hence, authors are advised to subject their paper to plagiarism detection available online or for the time the college purchased a subscription already, grammar checker or proofread by the language department, and readability prior to submission since quality assurance begins with the writer. They should apply the corrections indicated and append the first and final reports.

### **I. QUALIFYING STANDARDS FOR SUBMISSION**

A full research paper should pass the following criteria:

**Criterion 1:** Scope, Newness and Relevance/Applicability to International

Community – 45%

»»The scope (extent of what one intends to cover) of the study is wide-ranging. »» The aspects of the paper such as, but not limited to, methods and results are seemingly new.

»»The entire paper is interesting to read by other nations.

»»The research results have international character and applicability.

»» The quality of academic writing reflects the nature and nuances of the discipline. »»The quality of academic writing is graduate level.

**Criterion 2:** Results of Plagiarism, Grammar and Readability Check – 20%

»» The manuscript obtains the minimum result: plagiarism detection – 90%; grammar check –a certification from the language department that the paper has been checked and proof must be attached.

**Criterion 3:** Quality of References – 20%

»» Sources (journals, books, and other references) are traceable online unless otherwise a justification is made.

»»Journals are internationally refereed and indexed.

»»Articles on Wikis and gray literature (non-scientific sources) must be avoided.

»»Scientific sources cited were published preferably in Year 2010 onwards unless otherwise a justification is given.

**Criterion 4:** Completeness of Parts – 15%

»» Each part of the manuscript contains appropriate and sufficient substance.

»» The paper demonstrates the following parts:

1. HEADING

»» Title

»» Name of the Author(s)

»» Email Address

»» Affiliation

»» Address

»» If multiple authors, write the corresponding author’s email address.

2. ABSTRACT

3. KEYWORDS

4. INTRODUCTION

5. LITERATURE REVIEW (for non-quantitative research design)

6. FRAMEWORK OF THE STUDY

7. OBJECTIVES OF THE STUDY

8. MATERIALS AND METHODS (for experimental researches)

9. METHODOLOGY (for non-experimental researches)

10. RESULTS AND DISCUSSION

11. CONCLUSIONS

12. ACKNOWLEDGMENTS

13. REFERENCES

### **II.FORMATTING GUIDELINES**

Note: The Potter style on abbreviation, word choice, spelling, etc. followthe American English standards, and acknowledges International Association for Scholarly Publisher, Editors, and Peer reviewers (IASPER) journal for the guidelines acceptable for international standards, Scopus-indexed, Web of Science (WoS), Asean Citation Index (ACI) journals.

**Abbreviation**

»» Spell out names, expressions, acronyms or unfamiliar abbreviations for the first time; use the abbreviated equivalent on the subsequent instances.

»» Spell out stand-alone unit of measurement, except for instances when it

comes with a figure (e.g. kg for kilogram; 9 kg for nine kilogram).

»»Spell out any number used as first element of the sentence.

»» Use the word equivalent for numbers 0-9, numerals for numbers 10 and above. »»Do not use full point and a space for abbreviation of titles (e.g. PhD,

»» Write the scientific names of species completely when it is first mentioned in the text. »» Do not use footnotes except for social science and literature. Correct usage

»» Foreign word(s) or expression(s) must have equivalent meaning in English.

»» Use italics to highlight a word (usually foreign) or technical terms when they are first introduced, whether or not it comes within a direct statement in quotation marks. »» Double quotation marks are used to enclose quotes within text which is itself quoted. »» Use letters and close parenthesis for enumeration (e.g. (a) sifting of seeds (b. drying of seeds).

»» Use gender-sensitive language (e.g. fire fighter for fireman).

»» Use slashes if two terms are possible to establish gender sensitivity (e.g. He/She, or simply use They).

»» Use Latin abbreviations such as e.g., i.e., etc., et al. for expressions within parentheses. Elsewhere they should be used using their English equivalents.

»» Spell out the word “and” when used to connect two or more names of authors, phrases or clauses. When these are enclosed in parentheses as in in-text citation, the author should use the ampersand (&) than its spelled out equivalent (and).

»» Use the symbols f (for frequency in italics) and % (for per cent) in tabular presentation of research results. The word equivalent should be used in text except for instances when the word “per cent” comes with a numeral.

»» Use the expression per cent in its spelled out version when used as a stand-alone expression; use its symbol equivalent when it comes with a figure e.g. per cent; 5%.

**Fonts**

»»Palatino Linotype, 12 font size all throughout the manuscript; 10 font size for tables, Italics for foreign words, including scientific name, Uppercase for heads Boldface, sentence case for side-heads

**Indention**

»» All paragraphs must be properly indented by 0.5 inch

**Length**

»» The manuscript must contain 4000 to 5000 words unless justified.

»» Abstract must have 190-200 words unless justified such as pure sciences.

**Margin**

»» 1 inch for all sides

»» Right margin must be justified.

»» Number serially all pages, including tables, appendices and references. Paper size »» 8.5 x 11 inch

»» Single-space for paragraphs

»» Double-space in between paragraphs and subsequent side-heads Spelling preference

»» Use standard American English (e.g. favor not favour).

»» No color fill

»» Table head should be in sentence case.

»» Do not use full point at the end of a table heading.

»» Do not set table head and column labels in boldface.

»» Move each table to the center; table heading should be placed on top of the table it describes flushed to the left.

»» Figure heading should be placed below the figure.

»» Headings do not include capitals for all content words; only the first letter of the first word should be capitalized.

»» Avoid such expressions as “In the following table …” or “As can be seen in the figure above …”. In the printed version, these elements may need to be repositioned due to constraints of page layout. Generally, long tables and/or space-consuming figures are removed when the data presented in this manner are already reported in the text which needlessly repeats the obvious data.

»» Each table should have three horizontal lines only without vertical lines.

»» Tables must not be in jpeg format.

»» Figure heading should be placed below the figure.

»» Graphics or photos must be at 300 dpi resolution to avoid pixelated printout.

»» Present only summary tables of descriptive data, statistical tables with significant results and do not present charts and graphs if data are presented in tabular form as this is redundant.

»» The words, Table and Figure, should be spelled out with the number.

»» Place a zero before the decimal in numbers less than 1 (e.g. 0.25).

»» Title of Table and explanatory note of Figure should be brief as possible and understandable without referring to the text. Note of Figure should be typed double spaced below the figure.

»» Figures should consist only of simple line drawings, computer-generated graphics or good quality black and white photographs.

»» Photographs should be original figures that are not electronically enhanced and submitted in a jpeg or png file.

»» Label of Figures should be of such a size so that these are still legible even after reducing the size by as much as 50%.

»» Use preferably Adobe Photoshop CS, Adobe Indesign CS and/or PDF computer generated graphics.

➢ Use past tense when:

»» discussing the research methodology and reporting the findings

»» referring to a statement(s) of other researchers

»» citing previous research in your article

»» discussing a fact, research results or law that is no longer considered valid and relevant

➢ Use present tense when:

»» discussing the findings, that hold true up to the present, and their implications

»» stating general truths or facts or conclusions supported by scientific findings that are unlikely to change – this may be anything that is universally accepted to be true. To refer to the article, thesis or dissertation itself

»» referring to the research manuscript itself, its contents including illustrations, texts, and the like

»» presenting the conclusions

➢ Use future tense when:

»» stating recommendations

III. The full manuscript should contain the following*: (See Appendix\_\_\_: CCC The Potter Journal Template*

# 

# Chapter 7

# RESEARCH AND INNOVATION MERITS AND INCENTIVES

**IN BRIEF**

All research activities properly documented within the CCC must have its corresponding merits and incentives. This system of merits and incentives is put into place to encourage more CCC constituents to collaborate among themselves to pursue research. The system of merits and incentives emphasizes all the processes within the research activities – from proposal, publication, or to any ends deemed suitable. The OVPRI proposes that merits and incentives in research also exist in several forms namely workload revisions, honoraria, awards, grants, and instruments for promotion. The merits and incentives availment should be well guided and in concordance to prevailing rules and guidelines on compensation, merits, and incentives set by the government.

## **WORKLOAD REVISIONS**

Workload revisions may be given to faculty and staff who are engaged in various stages of research undertakings. The activities may either include one or more activities, including proposal preparation, coordination, actual implementation, and preparation of publications. To further clarify, actual research implementation would have varying workload revision credits dependent on degree of responsibility the faculty or staff (scope, role, etc.).

The workload credits would be distributed as follows:

|  |  |  |
| --- | --- | --- |
| **Research Activity/Process** | **Workload Credit** | **Remarks** |
| Proposals prepared, submitted, and duly accepted by National and International Research Grant Awarding Bodies | One unit per research program/project proposal | 1) All documentary evidences must be completed within a regular academic term  2) The workload will be divided according to the number of research proponents  3) The load division may be assigned by the proponents depending on the scopes covered by the collaborating faculty or staff |
| Manuscript Preparation for Submission to Scopus or ISI Journal | One unit per publication | 1) The faculty intending to publish must accomplish forms to avail this credit loading  2) The writing and publishing load will be divided according to the number of research proponents  3) The load division may be assigned by the proponents depending on the scopes covered by the collaborating faculty or staff 4) At the end of a regular, term, the faculty need to show  documentary evidence  of submission, review, acceptance of the submitted publication |
| Implementation of a Funded Research Project under a National and International Research Grant | One unit per research program/project | 1) All documentary evidences must be completed within a regular academic term  2) The workload will be divided according to the number of research proponents  3) The load division may be assigned by the proponents depending on the scopes covered by the collaborating faculty or staff |

These workload credits may be only applied in one term within a fiscal year. Renewals may only be possible if there were multiple publications happening year in-year out.

## **HONORARIA**

Honoraria is another form of incentive granted to faculty and staff in recognition of their productivity and performances during the conduct of research. The CCC adopts honoraria as a form of renumeration for services rendered beyond the minimum/regular workload of an individual who have technical expertise or professional capacity in a specific field to contribute scientific, technological, innovative, and creative advances within the institution, as well as the society.

The implementing guidelines for the CCC honoraria will based on the provisions of the DBM Budget Circular 2017-5 and Joint DMB-DOST Circular 2013-1. The honoraria matrix will be as follows:

On estimated cost of monthly honoraria for each personnel based on work hours spent beyond the regular work hours, computation -

Estimated Honoraria = [salary/month] [1month/22 days] [1 day/8 hours] [T hours]

Where:

Salary = Step 1 of Salary Grade for the designated position

T = estimated number of work hours spent in the special project

On estimated cost of honoraria for the duration of engagement of a qualified lecturer, resource person, coordinator, or facilitator, within a range of minimum and maximum amounts computed in accordance with the following formula –

|  |  |
| --- | --- |
| Total Minimum Honoraria | = (2) [MSRmin/month] [1month/22 days] [1 day/8 hours] \* 2[T hours]  = (0.023) (MSRmin) (T) |
| Total Minimum Honoraria | = (2) [MSRmin/month] [1month/22 days] [1 day/8 hours] \* 2[T hours]  = (0.023) (MSRmax) (T) |

Where:

|  |  |
| --- | --- |
| MSRmin | = Monthly salary rate of the lecture, resource person coordinator, or facilitator |
| MSRmax | = Monthly salary rate of a Professor VI, Step 1 SG-29 to consider the difficulty and complexity of the subject matter, professional qualifications, and position levels of participants |
| T | = Number of actual lecture/training hours |
| First factor (2) | = As recognition of expertise on the specialized subject, and excellent interpersonal and communication skills required to make quality and effective presentations |
| Second factor (2) | = To consider hours of preparation for such engagement |

Note: The total honoraria that may be paid from government funds for all special projects shall not exceed 25% of the employee’s annual basic salary pursuant to Section 44(e) of R.A. No. 10352 and as may be reiterated in subsequent General Appropriations Acts.

# Research and Innovation Merits and Incentives

## **AWARDS**

The CCC establishes a system to recognize and reward high-quality research outputs and engagements. These awards would be handed-out each year, during a faculty appreciation ceremony.

The disciplinary areas for the research awards are Sciences, Arts and Creative Works, and Teacher Education. Subject to the availability of funds, the set of awards to be presented may vary, and may cover all the disciplines mentioned previously. In cases of budgetary constraints, only one set of awards will be presented regardless of faculty or staff research discipline.

The following awards will be distributed:

**Most Outstanding Faculty/Staff Researcher**

Faculty or staff personnel with the qualifications may be nominated for the Outstanding Faculty/Staff Researcher Award:

1. Any faculty on full-time appointment (temporary or permanent status) who worked on any research during the review period

2. A candidate with at least two (2) years of continuous service immediately preceding the nomination

3. A candidate has not engaged in acts of plagiarism, intellectual dishonesty, and other unprofessional conduct acts.

**Most Outstanding Research Team Award**

For the **Outstanding Research Team Award**, the nominated team should list all the faculty, research, extension and professional staff and/or administrative personnel involved in the project from the time of conceptualization to the planning and implementation stages of the program/project.

The nominated team must have been given due recognition (i.e. award) by the immediate supervising unit/college or by any higher award giving body in the last two (2) years.

Members of the nominated team should also satisfy requirements 1 and 2 of the Most Outstanding Faculty/Staff Researcher. Contractual staff of the team however should satisfy at least the second requirement. A certificate of satisfaction of minimum qualifications is included in the OVPRI Form\_\_ – Nomination Form.

**Most Outstanding Research Engagement**

This award recognizes outstanding research that has significantly influenced academia or the wider community. Impact can be defined as a contribution that research makes to the economy, society, environment or culture that is distinct from its contribution to academic research. Candidates must include a summary about the underlying research, the outcome/s, and a list of corroborating sources.

**Most Outstanding Research Publication**

The purpose of this award is to recognize faculty or non-teaching staff members for a published book, book chapter, or journal article judged as having made substantial contribution to sciences, arts, education, etc. A publication may have multiple authors. The published work must have been released within the previous two years.

## **SELECTION CRITERIA**

**A. Outstanding Researcher and Outstanding Research Team**

The Outstanding Researcher and Outstanding Research Team shall be selected based on the following criteria:

**a. Originality -** the research work should add something new to existing principle, theory, technology, concept, method, technique **(25%).**

**b. Productivity** - shall take into consideration the number of research and development projects initiated and completed as principal investigators/creators. Only those projects that have the approval of the OVPRI will be accepted **(15%).**

**c. Research work, publications, and patents** - assessment shall be based on researches published in the last three years indicating the titles of journals where these works were published; papers presented in international conferences; unpublished reports of completed projects; and intellectual properties **(35%).**

**d. Significance of research findings** - the research findings have the potential to significantly contribute to science, technology, innovation, national development agenda and/or to the cultural and societal well-being of the Philippine population **(25%)**

**B. Outstanding Research Engagement**

The selection criteria for the Outstanding Research Engagement are as follows:

**a. Details of the impact (80%)**

Discuss the influence of this research, particularly how it has affected the economy, society, environment, or culture, in addition to its contribution to academic research.

Evidences of the significance of the impact should be included. Additionally, this should contain descriptions of significant impacts that were achieved because of the public’s involvement with the research (e.g. widespread readership of outputs or through media engagement).

Show how the impact was calculated. In order for the impacts to be realized, describe how the outcomes of your research were delivered to end users.

**b. Contribution to the CCC culture of excellence (20%)**

As a member of the CCC community, staff are expected to uphold the principles of good citizenship, being generous with their help and support to others and to collaborate with everyone in CCC-related endeavors relating to research, learning, teaching, and knowledge transfer.

**C. Outstanding Research Publication**

The Outstanding Research Publication shall be selected based on the following criteria:

a. **Significance (30%):** The issues presented are not obvious and trivial, but interesting, creditable and natural and not chosen because they easy to deal with

b**. Clarity (20%):** Clearly written, content accessible and engaging for a non-specialist audience.

c. **Quality (20%):** Scientific and methodological soundness of the paper and inclusion of details that allow checking the accuracy of the reflections, results and citations.

d. **Originality (20%):** Not necessarily the generation of new knowledge, although that would be novel, but rather the uniqueness of the combination of the issues, techniques and methods in their application to a certain domain.

e. **Presentation (10%):** Well-structured with a coherent and consistent methodological order that ensures intelligibility of what is being said and a logical conclusion.

## **SELECTION PROCEDURE**

An individual or team can only be nominated to one category. The nominees may be interviewed at any level as the need arises. For consistency, selection committees at all levels shall use the same set of criteria in evaluating nominees. However, additional criteria or screeners for selection of nominees at the department/institute and college level can be decided upon by the individual units.

**1. Selection at the Department**

The Department chaired by the Program Director shall shortlist at most two nominees per category from their unit.

**2. Final Selection at the Institutional**

The Academic Personnel Council chaired by the VPAA shall select not more than two (2) nominees per department satisfying the minimum qualifications.

## **INSTRUMENTS FOR CREDIT AND PROMOTIONS**

All research activities of faculty shall be recorded and considered as instruments for credits and promotions.

**Research Outputs Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating** | **Academic Appointment** | | | |
| **Instructor** | **Assistant Professor** | **Associate Professor** | **Professor** |
| 8  Excellent | At least one publication cited and indexed in the ISI or Scopus, co-authorship | At least one publication cited and indexed in the ISI or Scopus, co-lead authorship | At least one publication cited and indexed in the ISI or Scopus, lead authorship | At two publications cited and indexed in the ISI or Scopus, one lead authorship, with succeeding publications in co authorship |
| 7 | Research Publication in category 3 and ongoing Research work grant in category 1 | Research work grants in category 2  OR  Research work grant in category 1+ | Research work grants in category 3  OR  CW in category 2+ Research publications in category 3+ | Research work grants in category 4  OR  CW in category 3+ |
| 6  Superior | At least one peer reviewed Journal (International) | Research Publication in category 3 and ongoing Research work grant in category 1 | Research work grants in category 2  OR  Research work grants in category 1+  Research publication in category 2+ | Research work grant in category 3  OR  Research work grant in category 2+ |
| 5 | Research fellowship | Research work grants in category 3 | Research work grants in category 3 and ongoing Research publication in category 2+ | Research work grants in category 4  OR  Research work grants in category 3+ |
| 4 | At least one peer | Research | Research work | Research work grants |
| Very  Good | reviewed Journal (National) | fellowship | grants in category 3 Research publications in category 2 | in category 4 |
| 3  Good | Ongoing Research | Ongoing  Research | Completion of PhD or Ongoing Research | Ongoing Research |
| 2  Satisfactory | Ongoing Research | Ongoing Research | Ongoing Research | Ongoing Research |
| 1  Unsatisfactory | No Research nor graduate studies | No Research nor doctoral studies | No Research nor doctoral studies | No Research |

RW – Research Work; x+- more than one output in same category, or output in category x plus another or more output in a lower category (e.g. category 2+ can mean two category 2 outputs or one category 2 output and one or more category 3 output)

\* For faculty members with both research (published work including literary) and creative work credit the work, whether research or creative work that gives them the higher rating.

Categories for Creative Work\*

A. Research Publications: Journal Articles, Reviews, Book Chapters

Category 1. Local publication, peer-reviewed; College Journal Publication

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating** | **Academic Appointment** | | | |
| **Instructor** | **Assistant Professor** | **Associate Professor** | **Professor** |
| 8  Excellent | CW in category 3 OR  CW in category 4+ OR  CW Award | CW in category 2  OR  CW in category 3+ OR  CW Award | CW in category 1  OR  CW in category 2+ OR  CW Award | CW in category 1+ OR  CW Award |
| 7 | CW in category 4 and ongoing CW | CW in category 3  OR  CW in category 4+ | CW in category 2  OR  CW in category 3+ | CW in category 1 OR  CW in category 2+ |
| 6  Superior | CW in category 4 | CW in category 4 and ongoing CW | CW in category 3  OR  CW in category 4+ | CW in category 2 OR  CW in category 3+ |
| 5 | CW fellowship | CW in category 4 | CW in category 4 and ongoing CW | CW in category 3 OR  CW in category 4+ |
| 4  Very Good | Ongoing CW OR Completion of PhD | CW fellowship | CW in category 4 | CW in category 4 |
| 3  Good | Ongoing CW | Completion of PhD OR  Ongoing CW | Ongoing CW | Ongoing CW |
| 2  Satisfactory | Ongoing CW | Ongoing CW | Ongoing CW | Ongoing CW |
| 1  Unsatisfactory | No CW nor  graduate studies | No CW nor doctoral studies | No RCW | No CW |

Category 2. Local publication, peer-reviewed; with ISSN or ISBN

Category 3. International publication, peer-reviewed; with ISSN or ISBN or DOI

Category 4. Publication with citations in ISI and/or Scopus

B. Research Work Grants

Category 1. CCC Core funded research

Category 2. City Government Funded Research (Interdepartmental collaboration)

Category 3. National Government Funded Research

Category 4. International Agencies Funded Research

**Creative Works Rubric\***

CW – Creative Work; x+- more than one output in same category, or output in category x plus another or more output in a lower category (e.g. category 2+ can mean two category 2 outputs or one category 2 output and one or more category 3 output)

\* For faculty members with both research (published work including literary) and creative work credit the work, whether research or creative work that gives them the higher rating.

**Categories for Creative Work\***

**A. Performing Arts: (Theater, Music, Dance)**

**1. Theater**

Category 1. Director, Playwright/Librettist, Lead Actor (including alternates), Second Lead (including alternates), Production Designer (for both costumes and set), Sound Engineer, Music Director (for both composition and arrangement), Lights Designer, or Choreographer in a production of a professional theater company or production house, or in a production at an international theater festival

Category 2. Director, Playwright/Librettist, Lead Actor (including alternates), Second Lead (including alternates), Production Designer (for both costume and set), Sound Engineer, Music Director (for both composition and arrangement), Lights Designer, or Choreographer in a production of a college-based theater company or in a production at a national theater festival

Category 3. Assistant Director 1 or 2, Actor in a support role for the lead or second lead in a production of a professional theater company or production house or in a production at an international theater festival

Category 4. Assistant Director 1 or 2, Actor in a support role for the lead or second lead in a production of a college-based theater company or in a production at a national theater festival

Adopted from the Ateneo de Manila College Loyola Schools Creatives Works Rubrics\*

# Research and Innovation Staff Development

**IN BRIEF**

Several Research and Innovation Staff Development programs for faculty and staff are made available by CCC through the OVPRI. These would include support for scholarships in graduate and advanced studies, participation in conferences, seminars, and conventions, trainings and workshops, and limited exercise of profession.

## **SCHOLARSHIPS AND SUBSIDIES FOR GRADUATE AND ADVANCED STUDIES**

The CCC encourages faculty and staff to pursue professional development through advancement of education through graduate school and advanced studies. The Office of the VPRI shall be responsible in channeling network opportunities that the faculty and staff be able to apply for scholarships internationally and locally.

## **THE RESEARCH AND INNOVATION FACULTY**

The Research and Innovation Faculty may be temporarily designated to any fulltime faculty with an appointed rank at least as an Assistant Professor. The nature of appointment will be given on an annual basis after undergoing a selection criteria and process through the Office of the Vice President for Research and Innovation. This opportunity is given to any faculty who would like to devote more time in research, and/or research publications. Guidelines on application are given below:

|  |  |
| --- | --- |
| RIF Load | 30 units/year |
| Teaching Load | 06 units/year |
| Topic | CCC Research Priority |
| Funding | CCC Core Funding Grants/External Funding |
| Minimum Appointment | 1 year |
| Minimum Rank | Assistant Professor |
| Output | · At least three ISI or Scopus-indexed publications/year or equivalent (as main author)  · Average of 1 funding proposal/year or equivalent  · Submission of Year 01 Progress Report and Final Report to the CCC OVPRI  · Delivery of an RIF Lecture on or before the completion of the appointment period |
| Others | Other faculty duties and responsibilities apply, e.g.  · Membership in CCC committees  · Attendance of CCC functions, etc. |

\*The proposal should follow the CCC RI Grant format. The application procedure is due every 30 June of the current year. The appointment will commence in the first term of the succeeding year. In some circumstances where the research grant is externally funded, the date of effectivity should be covered in the research funding agreement and notice to proceed.

The application documents required for hard and soft copies addressed to the are the following:

1. Cover Letter

2. Program Proposal (minimum 2-year time frame)

3. For those with Funding (External or Internal): actual Approved Program/Project Proposals

4. For those without External Funding:

a. CCC Research and Innovation Grant Application Form

b. Detailed First Year Project Proposal including budget (for the first year only. A separate application will be submitted for the second-year budget).

## **PARTICIPATION IN CONFERENCES, CONVENTIONS, AND SEMINARS**

The CCC empowers its faculty, staff and students participate in conferences, conventions, and seminars locally and abroad. Subject to the availability of funds, the CCC through the VPRI is rolling out monetary support to facilitate attendances of CCC constituents to these exposures.

Initially, twenty-five slots of CCC institutional grant support of twenty-five thousand pesos will be given to faculty and staff who would be accepted to present in any local or international conference, convention, and seminars. This would be distributed among the programs, for FY 2021-2022:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department or Program** | **Number of Grants (Internal)** | **Number of Grants (GAD)** | **Amount per**  **Grantee/Project** | **Total**  **Amount** |
| Arts and Sciences | 5 | 1 | PhP 25,000.00 | PhP 150,000.00 |
| Business Education | 5 | 1 | PhP 25,000.00 | PhP 150,000.00 |
| Computing and Informatics | 5 | 1 | PhP 25,000.00 | PhP 150,000.00 |
| Teacher Education | 5 | 1 | PhP 25,000.00 | PhP 150,000.00 |
|  |  |  |  |  |
|  |  |  |  | PhP 600,000.00 |

To allow equitability among faculty and staff, those who have received any form of assistance from the CCC or City Government from 2018-2020 would be given least priority for this grant cycle. First time faculty applicants are given priority to avail of these grants and funds.

# CCC Research and Innovation Intellectual Property

## **RESEARCH AND INNOVATION INTELLECTUAL PROPERTY PROTECTION**

The aim of CCC Research and Innovation policies on the protection of intellectual property rights is to make available research to others for the public benefit, while providing recognition to individual researchers and inventors and encouraging the prompt and open dissemination of research results. As an academic institution, the CCC has human resources.

## **GOVERNING PRINCIPLES ON INTELLECTUAL PROPERTY**

The Governing Principles and Policies on Intellectual Property Rights of the City College were approved by the CCC Board of Trustees in 2021. The CCC IPR Policies have been formulated and are being implemented to promote and support the college’s research function, provide an institutional mechanism for recognition of research output and safeguarding of IPR resources to propagate and sustain research; and to establish a protocol for resolving competing interests among the various constituencies and markets. The “Governing Principles and Policies on Intellectual Property Rights of the City College of Calamba” will be the main provisional document to be followed in the implementation of the institutional IPR.

These policies cover all researches, research contracts, tangible research properties or outputs with or without patent or copyright protection, whether commercial or noncommercial purpose, undertaken by all faculty, researchers, students, research staff and visiting professors participating in any program, project, contract or research activity in the CCC, and including all technology transfer arrangements.

All types of intellectual property rights (IPRs) enumerated under the IP Code (RA 8293), namely, copyright and related rights, patents, trademarks and service marks, geographic indications, industrial designs, layout designs of integrated circuits, protection of undisclosed information and even plant variety protection are also covered by these policies.