Co-authors who want to avail of the registration fee subsidy
must first obtain y 0 Tdgae90 0 T6etiec,Msan(s ofhtashr20zpTw133959211 Tcc 73.6844 -14.4 Td 1.67496 Td (pres of the p)d -00337431 T5199 0 Td (a)o

Mindanao State University
ILIGAN INSTITUTE OF TECHNOLOGY
Office of the Vice Chancellor for Research & Extension

MANUAL ON RESEARCH
AND EXTENSION

Olga M. Nuñeza
and
Franco G. Teves

with contributions from the MSU-IIT Institute
Research & Extension Committee (IREC, AY 2010-2011) Members;

Alagao, Feliciano B.
Bokingo, Julita J.
Bornales, Jinky B.
Clar, Nora A.
Empig, Ernesto E.
Evasco, Santiago R, Jr.
Jondonero, Clowe D.
Mangorsi, Alongan A
Orejudos, Jerson N.
Sedurifa, Esmar N.

and the MSU System

7.5 Implementing Guidelines

1. The Department of Research of the OVCRE shall receive and process all applications for the Incentive Awards.
2. Approved applications shall be forwarded to the Office of the Chancellor for the issuance of Authority to Travel, Special Order, and for fund allocation by the Budget Office.
3. Paper presenters must be on active service at MSU-IIT at the time of application and paper presentation, which exclude those on sabbatical leave, on leave without pay, on study leave, and on lecture status.
4. Research papers to be read in international conferences held in the Philippines shall receive the same merit as those held abroad as long as full proof and certification of being international in nature are submitted.
5. A maximum of three different research papers per year to be read by the same faculty researcher in international conferences may qualify for the incentive award.
6. The recipient faculty shall submit proof of travel and presentation of the paper upon return to the campus.
7. Breach in any provisions of the implementing guidelines and requirements, including intellectual property rights and non-return to the Institute, shall be grounds for revocation of the award, its refund when already released, and imposition of other penalties as may be deemed lawful.

26

Authors
Olga M. Nuñeza
Franco G. Teves

Editorial St

Table of Contents

7.1. *De-loading*

A faculty member of the University involved in the conduct of an approved research/extension project shall enjoy "de-loading" following the teaching units equivalence to the research workload given below (as amended by B.O.R. Res. No. 20, S.2004):

Specific Designation in the Research or Extension Activity	Recommended Teaching Units Equivalence to Research Workload
Program Leader/Project Leader Study Leader Research Collaborator	6-9 units 4-5 units 2-3 units

Implementing Guidelines

Faculty members conducting research or extension should carry a minimum teaching load with equivalent contact hours per week (CHW) of 6 units per semester. The normal workload is 12-15 units (B.O.R. Res. No. 6, S.1993).

Those academic personnel who have not met the minimum required workload should request from their immediate supervisor additional assignment or conduct research with equivalent teaching workload to attain the normal load.

7.2. Term Insurance

Each member of a project team shall be entitled to a minimum term insurance coverage of P25,000 chargeable against the project fund.

Preface

The MSU-Iligan Institute of Technology is recognized by the Commission on Higher Education (CHED) as a Center of Excellence (COE) and Center of Development (COD) in several disciplines. It is also one of the leading HEIs in the country. A significant result of its aggressive faculty development program through the years is the quantity and quality of the research and extension outputs from its faculty, staff, and students. The ensuing birth and growth of a research culture in the Institute sparked major research undert

- responsibilities of MSU-IIT to researchers and extension workers, and generally to the provision of R and E service;
- expectations of MSU-IIT from researchers and extension workers, and from the R and E service provided;
- administrative and organizational components of MSU-IIT's R and E program, and their respective functions;
- guidelines for developing and processing R and E proposals;
- classification of R and E activities/grants;
- system for implementing approved R and E proposals;
- means of gathering, storing and sharing R and E results; and
- incentives and other mechanisms for promoting R and E.

1.1 Scope And Priority Areas Of Research And Extension Activities

The research and extension priorities of MSU-IIT are in line with its vision to sustain its operational mandate towards national integration and greater contribution to the national agenda on food security, poverty alleviation and rapid economic growth for Mindanao in particular.

MSU-IIT defines the scope of its research and extension activities based on its thrusts. Allocation of research and extension resources is based on its research and extension priorities that may vary among academic units, thus a set of criteria for determining priorities is indicated**.**

Scope of Research and Extension Programs

The MSU-IIT considers for evaluation or funding, project proposals in the areas of:

Research

- Physical Sciences of the branches of learning which deal with inanimate matters such as Chemistry, Physics, Engineering, etc.

- The responsibilities of the host institution subject to the provisions of the MOA include:

  - Approval and support of the participation and involvement of the researcher and extension worker;
  - Providing technical, manpower, facilities and logistical support to the research as needed and within the limits of their respective institutional capacities and discretion;
  - Ensuring that the designated assignment of their staff is fulfilled in the most professional and efficient manner, in accordance with the objectives of the project; and
  - Ensuring the wise use of financial resources and other resources entrusted to the researchers/ extension workers by the funding agency in accordance with officially accepted accounting and auditing scheme.

- Among the responsibilities of the Project Coordinator/ Leader are:

  - submission of at least five (5) copies of his/her final project output to the Research/ Extension office;
  - acknowledgment of MSU-IIT for the use of its facilities for the conduct of the project;
  - submission of research output to OVCRE 30 days after the project's completion;

6.4.3.2.2 Purchase of Supplies and Equipment

Purchase of supplies & equipment is subject
to the Bids & Awards Committee
(BAC) Guidelines

6.4.3.3   6 12InxGuidelines

- Mathematical Sciences
- Biological Sciences
- Humanities and Philosophy
- Social Sciences
- Business and Economics
- Languages and Related Sciences
- Policy Research
- Relevant Integrative Studies which bring together the experts from several disciplines
- Biomedical and Health Sciences
- Computing
- Education

Extension

- Community Resource Assessment and Management
- Community Organizing
- Technology, Generation, Packaging and Transfer
- Human Resource Development
- Peace and Development
- Environment
- Local Governance
- Impact Assessment

1.2 Criteria for Determining Research and Extension Priorities

Subject to campus periodic reviews and consequent decisions demanded by changing conditions, the MSU-IIT adopts the following set of criteria for establishing research and extension priorities:

- MSU Charter / Code of governance;
- Direct support for the needs of the community;
- Basic and/or new promising problem areas;

3

- Local, national and global issues and needs;
- Availability of funds and adequacy of facilities and other resources;
- Availability of experts.

2.0   Institute's Research and Development Agenda

2. 1 Background

The formulation of the Institute's Research and Development Agenda was based on several key factors: mission and vision of the Institute; track record of faculty in specific areas in research; strength of graduate faculty; international refereed publications; recognized centers of excellence; convergence of research and development agenda of

management; Sustainable agriculture; Al Khalifa (Islamic concept of environmental management); Maximizing customer skills; Public service excellence program; Public service ethics and accountability; Promoting anti-corruption efforts; Preparation of executive-legislative agenda, Socio-economic profile, Comprehensive land use plan and forest land use plan; Sustainable integrated area development.

c. PEACE & DEVELOPMENT: Barangay justice for peace; Inter-faith dialogue; Conflict resolution; Islamic forum.

d. TECHNOLOGY

- promotes sharing of research and extension facilities, expertise and   other resources;
- implements a system of monitoring and evaluation of ongoing projects; and
- develops a system of providing incentives to promote excellence in research and extension.

4.0 Research and Extension Committees of MSU-IIT

4.1   Institute Research & Extension Committee (IREC)

Functions:

- Recommends research and extension priorities of the Institute in accordance with its thrusts and directions and those of the Department of Science and Technology (DOST) and the Commission on Higher Education (CHED) and other national agencies of the government;
- Formulates policies and guidelines on the effective conduct of research and extension projects and programs;
- Provides measures for the effective utilization and dissemination of research/extension project outputs as well as for the production, technology transfer and commercialization of the same;
- Determines the annual budgetary ceiling for identified R and D priority areas;
- Designs effective strategies for the establishment of linkages with

The IREC shall meet regularly every month, or quarterly whenever there are no pressing matters to takes up.

The IREC may be convened for special meetings by the Chair whenever necessary (S.O. No. 00670—IIT, S. 2010).

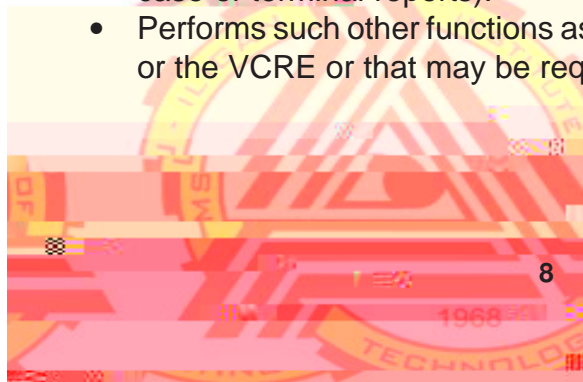### 4.2   College Research and Extension Committee (CREC)

Functions:

- Evaluates research and extension project proposals in accordance with existing research and extension policies of the Institute and other funding agencies and submit recommendations to appropriate bodies;
- Determines the viability of proposed budget requirements in relation to the projected activities of the project proposals;
- Recommends the teaching unit equivalences to be assigned as research workload of the faculty members to be involved in the project;
- Recommends policies and guidelines to the IREC on the preparation and evaluation of project proposals;
- Reviews research/extension project terminal reports and submit findings to appropriate entities;
- Recommends project proposals and terminal reports for approval by the IREC; for funding and/or endorsement to outside funding agencies (in the case of proposals) and possible publication (in the case of terminal reports).
- Performs such other functions as may be directed by the Chancellor or the VCRE or that may be requested by the IREC.

6.4   Implementation of Approved Project Proposals

6.4.1   Authority to Appoint or Contract Personnel Services

Upon the approval by proper authority of a project, the duly appointed project coordinator/leader is *ipso facto* authorized to appoint or contract the services of personnel required to conduct and complete the project, and to pay their salaries for services rendered from his/her cash advances to the project; *provided* that the terms, conditions and salary rates of such personnel are strictly in accordance with the project budget as approved by proper authorities and *provided* that in addition to other supporting papers required by existing accounting and auditing regulations, the voucher for liquidation or replenishment of the Cash Advance is properly supported by receipts of payment and, with the exception of personnel to be paid on a work-piece or *pakyaw* basis, the Daily Time Records duly certified by1ed

6.3 Processing of Project Proposals:

To facilitate the processing of project proposals, the following system is henceforth adopted:

1. The proposal shall follow the prescribed/appropriate format for project proposals (*Appendix 1*) which can be obtained from the Department of Research;

2.

The CREC shall meet *en banc* to review project proposals endorsed to them for evaluation as the need arises (S.O. No. 1168—IIT, S.2010).

4.3. Department Research and Extension Committee (DREC)

Functions:
- Evaluates research and extension projects in accordance with existing research and extension policies of the Institute and other funding agencies and submit recommendations to their respective CRECs, or directly to the Institute Research and Extension Committee (IREC) in the absence of the CREC;
- Determines the viability of proposed budget requirements in relation to the projected activities of the project proposals;
- Recommends the teaching unit equivalences to be assigned as research workload of the faculty members to be involved in the project to their respective CRECs, or directly to the IREC in the absence of the CREC;
- Recommends policies and guidelines on the preparation and evaluation of project proposals to their respective CRECs or directly to the IREC in the absence of the CREC;
- Reviews research or extension project terminal reports and submit findings to their respective CRECs or directly to the IREC in the absence of the CREC;
- Recommends project proposals for funding and/or for endorsement to outside funding agencies, and terminal reports for possible publication for approval by their respective CRECs or directly to the IREC in the absence of the CREC;
- Performs such other functions as may be directed by their respective CRECs or by the IREC, Vice Chancellor for Research and Extension, or Chancellor.

(One member of the DREC should be a member of the CREC)

[DREC members shall serve for one year without prejudice to renewal.
They shall meet *en banc*