



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
OFFICE OF THE UNIVERSITY PRESIDENT

📍 Taft Avenue corner Ayala Boulevard, Ermita, Manila

☎ (+63 2) 5317 1768 loc. 715/716

✉ president@pnu.edu.ph

August 19, 2022

UNIVERSITY CIRCULAR

No. 08
Series of 2022



TO: The PNU Community

SUBJECT: Amendments to the Guidelines for Project-Based Research Grants (PBRG)

I. Purpose

Pursuant to PNU BOR Resolution No. U-3406, series of 2022 dated March 28, 2022, this Circular is issued to amend the current University policy on Project-Based Research Grants or PBRG previously approved through BOR Resolution No. U-1635, s. 2011.

II. Rationale and Objectives

Research is one of the core functions of all higher education institutions (HEI) and research production remains one of the key organizational outcomes expected of state universities and colleges (SUC). The number of completed research, in particular, is an important indicator in several external quality assurance systems and demands (e.g., program accreditation, SUC Leveling, Performance-Based Bonus, SUC Budgetary Requirements Reports, etc.). To this end, the provision of PBRG have contributed to the attainment of research productivity with over 80 PBRG projects completed since 2011.

Nevertheless, there is a need to amend certain provisions of the current guidelines on PBRG since there have been many internal and external developments that have occurred in more recent times. These include internal changes in terms of budgetary requirements, accounting procedures, and availability and changes in institutional and external demands on research publications like the growing emphasis on publication in high quality, high impact journals. There is also a need to update the guidelines in terms of highlighting the PNU Research Agenda, the role of the Research and Extension Services Coordinating Council (RESCC), and the responsibilities of project leaders and other members of a collaborative research project.

III. Summary of Key Amendments

1. Elaborated the minimum requirements for eligibility.
2. Provided sections on the application procedure and criteria.



Founder & Permanent Secretariat
Association of Southeast Asian
Teacher Education Network



Lead Convener
National Network
of Normal Schools





PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
OFFICE OF THE UNIVERSITY PRESIDENT

📍 Taft Avenue corner Ayala Boulevard, Ermita, Manila

☎ (+63 2) 5317 1768 loc. 715/716

✉ president@pnu.edu.ph

3. Amended the special provisions, including items referring to operating expenses, honoraria, timeline of the project, submission of completed report, and publication requirement/s.

IV. Scope

the Distinguished Researcher Award are meant to give recognition to PNU faculty members and administrative staff who are able to demonstrate excellence in the area of research as evidenced by the following: publication in high-ranking journals, plenary talks or paper presentations in national or international conference, national or international research-related award, leadership or significant role in externally-funded research projects, and scientific invention or creative work with strong and practical impact to the society. The award will cover research outputs and accomplishments in PNU for the last three years.

These amended guidelines for PBRGs are meant to provide grants through internal funding of research projects of faculty members and administrative staff from across the PNU System.

V. Minimum Requirements for Eligibility

1. The applicant must be a full-time, permanent faculty member or administrative staff of the University. Individual researchers or project leaders of collaborative research projects must have at least a Master's degree.
2. An individual applicant/research team may apply and will be given the grant per research project where the amount may vary depending on the scope and limitations of the study.
3. Faculty members with NT load/s in the Educational Policy Research and Development Center (EPRDC) or other research units may apply for PBRG outside their regular assignment/research indicated in their NTs.
4. Faculty members with Full Professor ranks and those mapped in the College Graduate Studies and Teacher Education Research (CGSTER) may apply for PBRG, which can then serve as their research compliance.

VI. Application Procedure*

1. The Office of the University President (OUP) will issue a memorandum on the call for PBRG proposals.
2. All proposals should follow the prescribed forms with prescribed supporting documents and will be processed by EPRDC, including first-level internal review and ethics review.



Founder & Permanent Secretariat
Association of Southeast Asian
Teacher Education Network



Lead Convener
National Network
of Normal Schools





PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
OFFICE OF THE UNIVERSITY PRESIDENT

📍 Taft Avenue corner Ayala Boulevard, Ermita, Manila

☎ (+63 2) 5317 1768 loc. 715/716

✉ president@pnu.edu.ph

3. PBRG proposals shall require endorsement by the immediate supervisor of the applicant (individual researcher or project leader of a collaborative research) plus endorsement of the Campus Executive Director and Provost, for proposals submitted by those in the regional Campuses.
4. The Research and Extension Services Coordinating Committee (RESCC) shall conduct the final review and approval of all PBRG proposals.

**The complete procedure shall be articulated in the internal procedures of EPRDC as part of its Procedure Manual.*

VII. Criteria

1. The main criteria for the approval of PBRG proposals are alignment of the proposal to the current PNU Research Agenda and congruence with the research priorities of the University for a given year.
2. The specific criteria shall be formulated by EPRDC and will be reflected in the proposal review forms.

VIII. Special Provisions

1. The grant shall be sourced from the University funds for Research and Development and other sources of funds, as applicable. The grant shall cover expenses for the conduct of research in terms of honoraria of personnel and operating expenses based on the approved line-item budget (LIB) of the proposal. Excess expenses will not be shouldered by the University.
2. All PBRGs shall be for a minimum of three (3) months and a maximum of 10 months only and designed to be implemented and completed within one (1) fiscal year. An approved PBRG will be subjected to a signed Memorandum of Agreement (MOA) between the University and the project leader and will require confirmation of the PNU Board of Regents.
3. The amount for operational expenses will be released through tranches in accordance with existing government accounting procedures and guidelines.
4. Only supplies essential to the project shall be purchased from the budget subject to Commission on Audit (COA) rules and regulations. The purchase of equipment like laptops and desktop computers is not allowed.
5. The honoraria of the project leader and other members of the research team will be released



Founder & Permanent Secretariat
Association of Southeast Asian
Teacher Education Network



Lead Convener
National Network
of Normal Schools





PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
OFFICE OF THE UNIVERSITY PRESIDENT

📍 Taft Avenue corner Ayala Boulevard, Ermita, Manila

☎ (+63 2) 5317 1768 loc. 715/716

✉ president@pnu.edu.ph

only after completion of the research project as evidenced by submission of the completed research report and final liquidation report. Exempted to this provision are the honoraria of members of the research team who are from institutions or organizations outside of PNU and have minor roles in the project (e.g., field researchers, instrument validators, workshop resource persons). Their honoraria may be released prior to the completion of the project, subject to certification of service rendered and approval by relevant authorities.

6. In case of a collaborative or team research, the project leader/lead researcher is primarily responsible for all disbursements related to the project and for ensuring the completion of the research project.
7. In case of unforeseen resignation or retirement from service of the project leader of a collaborative or team research that has yet to be completed, either the co-project leader or one of the co-researchers shall be assigned by the University President to continue the research project. The project leader may also be directed to return/pay all expenses incurred in the implementation of the project.
8. In the event that the researcher or research team fails to complete the project within the approved time frame as a result of circumstances beyond his/her control, an extension not exceeding 60 days may be allowed, but the honorarium of the personnel may no longer be released if: (1) the extension extends to the next fiscal year and (2) the funding for the said project is from the General Appropriations Act (GAA).
9. If the researcher or research team still fails to complete the project after the extension period, he/she should return all expenses incurred within the period of one (1) year through a mechanism in accordance with existing government accounting procedures and guidelines.
10. All data generated from PBRGs shall belong exclusively to PNU.
11. The grants are subject to availability of funds and shall be sourced from the University funds for Research and Development and other applicable sources of funds.

IX. Monitoring and Evaluation System

1. EPRDC shall be responsible for the monitoring and evaluation of PBRGs. Project leaders are required to attend meetings organized by EPRDC to check on the status/progress of ongoing PBRGs.
2. A quarterly progress report is required for submission to EPRDC for monitoring purposes.
3. The researcher/project leader should submit the completed research report in journal article



Founder & Permanent Secretariat
Association of Southeast Asian
Teacher Education Network



Lead Convener
National Network
of Normal Schools





PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
OFFICE OF THE UNIVERSITY PRESIDENT

📍 Taft Avenue corner Ayala Boulevard, Ermita, Manila

☎ (+63 2) 5317 1768 loc. 715/716

✉ president@pnu.edu.ph

format (research article) to EPRDC. The submitted research report will be evaluated by EPRDC. If no revision is needed, a clearance certificate will be given to the researcher or research team.

4. All completed PBRG researches are expected to be published in reputable refereed and indexed journals like The Normal Lights and those indexed in the ASEAN Citation Index, Scopus, and Web of Science/Clarivate Analytics. Those who availed of the grant are expected to publish their PBRG research within a year after their completion.
5. In the event that a faculty member or administrative staff has completed two (2) PBRGs (or has completed one and has another ongoing) as an individual researcher or project leader, but has yet to published at least one of the two research projects, he/she cannot apply for another PBRG as an individual researcher or project leader/co-project leader/researcher/co-researcher of a collaborative/team research project.
6. In the event that an individual researcher or project leader has failed to complete a PBRG without valid reasons, he/she cannot apply for another PBRG as an individual researcher or project leader/co-project leader/researcher/co-researcher of a collaborative/team research project for a period of three (3) years.

X. Effectivity

This policy takes effect upon the approval of the PNU Board of Regents on March 28, 2022 and for implementation starting PBRG 12.

Widest dissemination of this information is requested.

Your usual cooperation and support are enjoined.


BERT JAZMIN TUGA, PhD
President



Founder & Permanent Secretariat
Association of Southeast Asian
Teacher Education Network



Lead Convener
National Network
of Normal Schools

