ATENEO DE MANILA UNIVERSITY

LOYOLA SCHOOLS SCHOLARLY WORK MANUAL

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LOYOLA SCHOOLS
SCHOLARLY WORK MANUAL
(AUGUST 2019 EDITION)

Please send inquiries to the
Office of the Associate Dean for Research and Creative Work
email: oadrcw.ls@ateneo.edu
# Ateneo de Manila University
## Loyola Schools Scholarly Work Manual

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Introduction

This manual has been compiled to assist faculty members, professionals, and staff of the Ateneo de Manila University Loyola Schools in their scholarly work endeavors. It provides a repository of information consisting of guidelines and processes pertaining to various aspects of scholarly work. It also contains the various forms to fill out and the procedures required when one is undertaking research projects in the Loyola Schools. This manual is meant to be an “active” document – i.e., it is subject to update as new procedures are put in place.
I. Scholarly Work in the Loyola Schools (LS)

**Scholarly Work**

Scholarly work may be defined as the deliberative and orderly pursuit of truth in all its forms. They aim at opening new paths of intellectual exploration and pursuing scholarly investigation using the appropriate methodologies of one’s discipline and compliant with the highest ethical standards. Their ultimate goal is to contribute to knowledge. As defined, scholarly work encompasses the following activities: the discovery of new knowledge and original insight that expand human understanding; the application of existing knowledge to address social and practical problems; the development of new and better means for facilitating the learning or understanding of what is already known; and creative work that includes artistic creation or expression.

The vision of scholarly work in the Loyola Schools is that our body of work should influence or inform policy, mindsets and identity, and or contribute to advancement of the field. The goal is to generate research that i) contributes to the nation’s development and makes a difference in the lives of the marginalized as well as ii) addresses issues that contribute to the development of a just and peaceful Asia-Pacific region.

**Scholarly Work Output**

The output of scholarly work can be seen concretely in published books or articles, research reports, lectures, scholarly translations, or creative work in the appropriate field. Scholarly work must undergo the refining trial of critical review by the scholar’s discerning peers and obtain their approval for its public circulation.

Peer-reviewed and well-referenced textbooks that make a novel contribution to the discipline in terms of content and or/methodology are also considered important forms of scholarly work.

II. Scholarly Work Priority Areas

**University Scholarly Work Priority Areas**

The University scholarly work priority areas as articulated by the University Research Council (URC) are as follows:

- Risk Assessment and Reduction (disaster science and policy, governance, social vulnerability)
- Public Education Reform (curriculum innovation, teacher education, education leadership, learning, system reform, technological innovation)
• Health Systems Development (health leadership, finance, governance, universal health care, technological innovation, service delivery, health communication)
• Sustainability (sustainable livelihood, systems innovation, livable communities, clean energy, sustainable transport, materials)
• Creativity, Innovation and Culture (identity, nationhood, social innovation)

**School Scholarly Work Priority Areas**

The scholarly work priority areas of each of the four schools in the Loyola Schools are:

**School of Humanities**
*Thrust.* Conscientious and creative leadership in culture and the arts for a just society
- National and Popular Cultures
- Philippine Literature
- Colonial Studies
- Political Philosophy
- Interreligious Dialogue
- Ethical Perspectives on Environmental Issues
- World Englishes
- English Language Education
- Filipino Cultural Heritage

**School of Science and Engineering**
*Thrust.* Innovative leadership in science and technology in response to social, environmental, and health challenges
- Health
- Disaster Science and Mitigation
- Environment
- Science and Mathematics Education

**School of Social Sciences**
*Thrust.* Transformative leadership in service towards inclusive societal and human development
- Culture, Memory, and Nationhood
- Environment, Society, and Sustainable Development
- Family, Youth and Education
- Global Flows, Regional Integration
- Knowledge and Social Innovation and other Economic Issues
- Peace, Justice, and Democratic Governance
- Knowledge and Social Innovation

**John Gokongwei School of Management**
*Thrust.* Business leadership emboldening stewardship, sustainability, transformative service
- Family Business
- Social Entrepreneurship
- Sustainability
III. Administrative Bodies for Scholarly Work

University Research Council (URC)

The University Research Council (URC) under the Office of the President of the Ateneo de Manila University takes on the vital functions needed to advance research excellence in the University. It is in charge of setting direction, policy, strategy, and review of research. The University President appoints the members of the URC.

The Council performs the following functions:

- Serves in an advisory role to the University President
- Recommends policies, strategies, and priorities that advance research in the University
- Evaluates and reviews proposals and grant applications funded by the University
- Recognizes research excellence among the faculty and staff of the University

Office of the Associate Dean for Research and Creative Work (OADRCW)

The Office of the Associate Dean for Research and Creative Work (OADRCW) under the Office of the Vice President of the Loyola Schools has the main responsibility of promoting research and creative work in the Ateneo de Manila University Loyola Schools and establishing linkages pertaining to scholarly work. It is dedicated to supporting faculty members, students, and staff in their scholarly work pursuits and activities.

The OADRCW provides the administrative support to the URC.

The Associate Dean for Research and Creative Work (ADRCW) implements the directions of the Loyola Schools for scholarly work, as articulated by the School Council, Vice President’s Council, the University Research Council, the University President, and/or the Board of Trustees.

The ADRCW collaborates with the Research Coordinators of each of the four schools, School of Humanities, School of Science and Engineering, School of Social Sciences and the John Gokongwei School of Management in promoting and supporting research, innovation, and creative work in the Loyola Schools; nurturing a framework and culture of research and creative work in the Loyola Schools, and overseeing the recognition of excellence through reward systems that highlight the fundamental and social impact of the scholarly work of the Loyola Schools faculty members.

The School Research Coordinator exercises the functions as delegated by the School Dean; and is responsible mainly for the promotion of research and creative work in his/her respective School, which includes the promotion of scholarly publications and linkages pertaining to scholarly work.
**LS Scholarly Work Committee**

The LS Scholarly Work Committee is one of the standing committees of the School Council in the Loyola Schools. The Committee carries out the following:

- Reviews and develops policies and guidelines pertaining to faculty scholarly work in the Loyola Schools;
- Screens and recommends the Loyola Schools Scholarly Publication Awards recipients; and
- Performs other functions as the School Council may deem necessary for the improvement of scholarly work in the Loyola Schools.

**Ateneo de Manila University (ADMU) Journals Office**

The ADMU Journals Office supports the marketing and operational requirements of the Loyola Schools and other University journals: Budhi: A Journal of Ideas and Culture; Journal of Management for Global Sustainability; Katipunan, Kritika Kultura, Landas: Journal of Loyola School of Theology, Perspectives in the Arts and Humanities Asia, Social Transformations: Journal of the Global, Asia Pacific Mission Studies (a journal of the East Asian Pastoral Institute). It is responsible for increasing readership and citations through consistent online presence and indexing with established databases, e.g. Scopus and Web of Science; generating, expanding, and maintaining journal subscriptions; ensuring timely and continuous release of eight LS journals and four other serial publications (Ateneo Chinese Studies Program Lecture Series, Ateneo Korean Studies Program Conference Proceedings, State of the Mangrove Summit); as well as promoting the journals and their events through active participation in conferences and book fairs, and actively engaging the public via social media platforms.

**University Research Ethics Office (UREO)**

The University Research Ethics Office (UREO) is mandated to implement the policies of the University Research Council (URC) in matters pertaining to research ethics. The code of ethics in research exhorts faculty members, students and staff to promote and safeguard principles of ethical conduct in research, namely integrity and honesty, justice and fairness, safety, respect for human rights and dignity. The UREO also serves as the administrative office that supports the University Research Ethics Committee (UREC).

**University Research Ethics Committee**

The University Research Ethics Committee (UREC) reviews and evaluates research studies involving human participants that are conducted by faculty, staff, and students under the auspices of the University. The UREC ensures that the research is conducted in a humane and ethical manner, and complies with national, international and institutional principles and guidelines on ethical behavior towards human research participants.
IV. Internally-funded Scholarly Work Grants: Policies and Guidelines

A. University Research Council (URC) Grant

The University Research Council (URC) Grant supports the interdisciplinary scholarly work of the faculty members, professionals and staff of the Ateneo de Manila University which may be either theoretical or applied research that contributes to the University’s mission of providing intellectual leadership in higher education and creating positive social impact in the University’s research priority areas. Proposals that do not have a high interdisciplinary component may still be considered as long as they are framed according to one of the priority areas. The URC Big Project Grant is intended primarily to support interdisciplinary research.

1. Amounts of URC Grants
   - The URC Big Project Grant can be awarded a maximum of ₱1,500,000.00.
   - The URC Standard Grant can be awarded a maximum of ₱500,000.00.

2. Timeframe
   - Research projects may have a one-year or two-year timeframe.
   - Projects may commence at the start of the academic year or at a later time that is best suited to the particularities of the project.
   - Projects are expected to be completed as proposed. An extension of project completion date must be requested in writing; a project cannot be extended without the expressed approval of the URC.

3. Expected Output
   - Research projects are expected to result in Scopus-indexed publications.
   - In addition to publications, output may be in the form of an application for a patent, training, a community plan or facility, or a policy document.
   - As a general rule, the bigger the grant amount, the greater the number of Scopus-indexed publications are expected.
   - If a research project supported by the URC is also supported by another internal grant from within the University, the expected output from the URC-supported project must be distinct from the output of the other grant. This rule does not apply when the other internal grant is a RCW Faculty grant.
   - The grantee is expected to acknowledge the funding support of the Ateneo de Manila University, specifying the name of the grant, for output that shall be published and/or presented in meetings or conferences.
4. Eligibility

- Full-time faculty members, professionals and staff of the University
- Part-time faculty members collaborating with full-time faculty members or professionals of the University
- Non-permanent (probationary) faculty members or professionals provided that the period of the project does not exceed the appointment period
- Only full-time faculty members or professionals can be project leaders.
- An award is contingent on the progress of the proponent’s projects that have been previously funded by the University, particularly on whether these projects have been completed and the expected output delivered. Proponents whose internally funded grants have not been completed cannot normally apply for a new grant, unless prior permission is sought from the URC.

5. Call for Proposals

- The first call shall be made in June with a deadline in the third week of August
- The second call shall be made in November with a deadline in the third week of January

6. Application Requirements

- Detailed project proposal with the following essential components:
  - Description of the Project:
    - Background
    - Objectives and/or research problem
    - Explanation of the interdisciplinary component
    - Significance and potential impact in any of the University priority areas
  - Conceptual/Theoretical Framework and Review of Related Literature
    - A concise review of current and related works published in the literature and a discussion of the contribution of the proposed project to the discipline
  - Methodology
    - A clear exposition of the methodology and how it will accomplish the target goals, including protocols to ensure compliance with ethical standards of research
  - Expected Output
    - A clear description and justification of the expected output, including a tentative title of the manuscript and the target Scopus-indexed journal or academic publisher
  - Justification for the Project
    - Consistency with the scholarly work priority area(s) of the University
7. Timetable
- Gantt chart or other visual representation of time-specific project activities
- Line-Item budget for projected costs (including research load)
  - Follow the URC’s budget template and include a short description or justification for each item

- Application form which includes a 100-word summary of the proposed project
- Detailed assessment of the proposal by the Chair or Unit Head as well as the Dean of the lead proponent
- Proponents’ Curriculum Vitae (limit to two (2) pages per proponent)
  - This should indicate the proponent’s educational attainment; research output relevant to the proposed project; research output on other topics; and any other training undergone relevant to the proposed project. Also indicate if listed publications are indexed in Scopus or Web of Science.

7. Evaluation Criteria
Project proposals are reviewed based on the following
- Relevance to the scholarly work priority themes
- Interdisciplinarity
- New contribution to knowledge
- Strength of the project concept, design, and methodology
- Expected output
- Desired social impact

8. Procedures for Review
The review process follows the following procedures:
- The complete application (digital files) should be submitted to urc@ateneo.edu.
- The URC may send the proposal for prescreening evaluation to the LS Scholarly Work Committee.
- The URC makes the final evaluation of proposals and reaches a consensus on the URC’s recommendations. While the URC evaluation is made mainly on the scholarly merits and potential social impact of the proposed project, other kinds of input are considered: pre-screening evaluation, Chair or Dean’s comments and proponent’s professional development goals. The URC may request the proponent(s) to provide answers to clarificatory questions whether in writing or in ten-minute presentation to URC.
- The URC’s recommendations are presented to the University President for final approval.
• Once an application is approved, the lead proponent is informed of the decision and signs a Conforme Form, together with other project proponents.

• Proposals that do not hurdle the URC’s review shall be given feedback for improvement and may be submitted in the next call for proposals.

9. **Guidelines on Honoraria**

• Grants to faculty members and professionals cannot be used for honoraria, stipend, or similar type of compensation.

10. **Guidelines on Research Loads**

• For faculty members who are proponents, a maximum of six (6) units of research load per semester (up to two semesters) and three (3) units for the intersession can be charged to the grant per proponent per academic year, with costs to be pegged based on average rates for part-time teacher replacement.

• For computation of the project budget, the cost of the research load is ₱60,000.00 per three (3) units in the semester and ₱48,000.00 per three (3) units in the intersession. These figures may be reviewed from time-to-time.

• For professionals, time off for research can come in the form of a research leave, which shall be calculated in terms of an equivalent to a research load of faculty members.

• As a general rule, the number of Scopus-indexed publications increases in proportion to the number of units of research load (teaching deload) required by a research project, regardless of the number of proponents who may share the units of the research load.

<table>
<thead>
<tr>
<th>Units of Research Loads</th>
<th>Number of Scopus-Indexed Publications</th>
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<tr>
<td>&lt;24</td>
<td>1</td>
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<tr>
<td>24-35</td>
<td>2</td>
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<tr>
<td>36-47</td>
<td>3</td>
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<tr>
<td>48-60</td>
<td>4</td>
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Proponents who cannot meet the expected number of Scopus-indexed publications are enjoined to provide a convincing explanation, such as the generation of other types of expected output as mentioned above.

• Research projects that do not apply for any research load are expected to generate at least one Scopus-indexed publication, subject to the general rule that the bigger the grant amount, the greater the number of Scopus-indexed publications are expected.
11. **Other Budgetary Guidelines**

- The grants can be used to subsidize research loads, salaries of research assistants (see prescribed rates in Appendix B), and expenses for equipment, materials and supplies, travel, access to services (e.g. data access and storage, photocopying, catering) and other expenses.
- The proposed budget must be submitted using the URC budget template.
- For two-year projects, the research funds shall be released on the first year.
- The purchase of equipment must be accompanied by a sustainability plan.
- Conference-related expenses are allowable for proponents and research staff.
- A budget request that serves as counterpart for an externally funded project is allowed, subject to URC regulations. However, URC funds cannot be released unless the external funding is confirmed.
- Specific guidelines on access to and use of funds are detailed in a Conformé Form that the grant awardee(s) shall sign when the project grant is awarded.
- URC grants cannot be used for projects that contribute to the proponent’s thesis or dissertation. However, a portion of the URC grant may be used to support the thesis of a graduate student involved in the research project, but the student’s thesis cannot be the only expected output of the URC grant.
- Requests for realignment of budget items should be addressed to the URC and must be fully justified. A realignment amounting to thirty-five (35) percent or more of the total approved project budget shall require the full deliberation of the URC.

12. **Progress and Terminal Reports**

- Proponents must submit to the URC a midterm progress report and a terminal report at the time of project completion. The official form for these reports must be used.
- If after project completion the project funds have not been completely expended, the proponent may write to the URC to request the use of the remaining funds for any research-related activities that will result in a Scopus-indexed publication other than the original expected output. The request shall specify a timeframe at the end of which the proponent shall submit a terminal report.

13. **Submission of Project Output**

- Upon completion of the project, the grantee shall submit a digital copy of the project output, including the manuscript and proof of submission to a Scopus-indexed journal or book publisher. Once published, a digital copy of the publication shall be submitted to the URC.
- In case a work is not accepted by a particular journal or academic book published, this outcome shall be reported to the URC. The lead proponent shall then endeavor to find another suitable Scopus-indexed journal and submit it again, furnishing the URC a copy of this submission and the revised manuscript. The process is repeated until the expected output of the project is finally published.
B. LS Scholarly Work Faculty Grant

The LS Scholarly Work Faculty Grant supports the scholarly work of the faculty members of the Loyola Schools that contributes to the School or Department’s scholarly work priority areas.

1. Amount of the Grant
   - The grant can be awarded a maximum of ₱300,000.00.

2. Timeframe
   - Research projects have a timeframe of a maximum of one year.
   - Projects are expected to be completed as proposed. An extension of project completion date must be requested in writing; a project cannot be extended without the expressed approval of the URC.

3. Expected Output
   - Research: journal article submission preferably to a Scopus or Web of Science indexed journal
   - Creative Work: literary work preferably submitted to a Scopus or Web of Science indexed journal or book-length literary work submitted to a reputable academic publisher or work in the performing, visual or screen arts submitted for production or exhibition
   - If a research project supported by the LS Scholarly work grant is also supported by another internal grant from within the University, the expected output from the LS Scholarly work grant must be distinct from the output of the other grant. This rule does not apply when the other internal grant is a RCW Faculty grant.
   - The grantee is expected to acknowledge the funding support of the Ateneo de Manila University, specifying the name of the grant, for output that shall be published and/or presented in meetings or conferences.

4. Eligibility
   - Full-time faculty members of the Loyola Schools
   - An award is contingent on the progress of the proponent’s projects that have been previously funded by the University, particularly on whether these projects have been completed and the expected output delivered. An unfinished project may affect a proponent’s eligibility.

5. Call for Proposals
   - The first call shall be made in June with a deadline in the third week of August
   - The second call shall be made in November with a deadline in the third week of January
6. Application Requirements

- Detailed project proposal with the following essential components:
  - Description of the Project:
    - Background
    - Objectives and/or research problem
    - Significance
  - Conceptual/Theoretical Framework and Review of Related Literature
    - For research, a concise review of current and related works in the literature and a discussion of the contribution of the proposed project to the discipline
    - For creative work (such as a novel, an anthology of short stories or poetry, or a play):
      i. an excerpt equivalent to 10% of the final output should be submitted, and
      ii. a discussion of the overarching conceptual themes, structure, and/or direction of the work so as to provide a view of the creative process and the end product
  - Methodology
    A clear exposition of the methodology and how this will accomplish the target goals, including protocols to ensure compliance with ethical standards of research
  - Expected Output
    A clear description and justification of the expected output, including a tentative title of the manuscript and the target Scopus or Web of Science-indexed journal or academic publisher
  - Justification for the Project
    Consistency with the research priority area(s) of the School or Department
  - Timetable
    Gantt chart or other visual representation of time-specific project activities
  - Budget for project expenses (including research load)
    Follow the URC's budget template and include a short description or justification for each item
- Application form which includes a 100-word summary of the proposed project
- Detailed assessment of the proposal by the Chair as well as the Dean of the lead proponent
- Proponents’ Curriculum Vitae (limit to two (2) pages)
  - Indicate the proponent’s educational attainment; research output relevant to the proposed project; research output on other topics; training undergone relevant to the proposed project; indicate if listed publications are indexed in Scopus or Web of Science
7. **Evaluation Criteria**

Project proposals are reviewed based on the following criteria:

- Relevance to the Department or School scholarly work priority areas
- Significance and contribution to the specific discipline
- Expected output
- Interdisciplinarity
- Desired social impact

8. **Procedures for Review**

The review process follows the following procedures:

- The complete application (digital files) should be submitted to urc@ateneo.edu.
- The URC makes the final evaluation of proposals and reaches a consensus on the URC’s recommendations. While the URC evaluation is made mainly on the scholarly merits and potential social impact of the proposed project, other kinds of input are considered: pre-screening evaluation, Chair or Dean’s comments and proponent’s professional development goals.
- The URC’s recommendations are presented to the University President for final approval.
- Once an application is approved, the lead proponent is informed of the decision and signs a Conformé Form, together with other project proponents.

9. **Guidelines on Honoraria**

- Grants to faculty members cannot be used for honoraria, stipend, or similar type of compensation.

10. **Guidelines on Research Loads**

- For faculty proponents, a maximum of six (6) units of research load per semester (up to two semesters) and three (3) units for the intersession can be charged to the grant per proponent per academic year, with costs to be pegged based on average rates for part-time teacher replacement.
- For computation of the project budget, the cost of the research load is ₱60,000.00 per three (3) units in the semester and ₱48,000.00 per three (3) units in the intersession. These figures may be reviewed from time-to-time.

11. **Other Budgetary Guidelines**

- The grants can be used to subsidize research loads, salaries of research assistants (see prescribed rates in Appendix B), and expenses for equipment, materials and supplies, travel, access to services (e.g. data access and storage, photocopying, catering) and other expenses.
- The proposed budget must be submitted using the URC budget template.
• The purchase of equipment must be accompanied by a sustainability plan.
• Specific guidelines on access to and use of funds are detailed in a Conformé Form that the grant awardee(s) shall sign when the project grant is awarded.
• The grant cannot be used for projects that contribute to the proponent’s thesis or dissertation.

12. Progress and Terminal Reports
• See URC grant guidelines p. 9.

13. Submission of Project Output
• See URC grant guidelines p. 9.

C. Early Career Publication Support

The Early Career Publication Support Scheme supports faculty members of the Ateneo de Manila University who are fresh degree holders to generate publications out of their doctoral dissertation or postdoctoral research.

1. Timeframe
• One-year timeframe
• Upon successful completion of the first year, the recipient may apply for an extension of up to one year, but with a different set of output where quantity may vary depending on the length of the extension.

2. Expected Output
• For research: (a) two journal article manuscripts submitted to Scopus or Web of Science indexed journals; or (b) one journal article manuscript submitted to a Scopus or Web of Science indexed journal and a book-length manuscript submitted to a reputable academic publisher
• For creative work: (a) two literary works submitted to Scopus or Web of Science indexed journals; or (b) two book-length literary works submitted to reputable academic publishers; or (c) one literary work submitted to a Scopus /Web of Science indexed journal and one book-length literary work submitted to a reputable academic publisher; or (d) one literary work or research article submitted to a Scopus or Web of Science indexed journal and one work in the performing, visual, or screen arts that is submitted for production, exhibition, or screening at an international venue, or (e) one book-length literary work submitted to a reputable academic publisher and one work in the performing, visual, or screen arts that is submitted for production, exhibition, or screening at an international venue
• At least one of the two minimum expected manuscript submissions should have been accepted for publication by the end of the period of the Early Career Publication Support.
• The grantee is expected to acknowledge the funding support of the Ateneo de Manila University, specifying the name of the grant, for outputs that shall be published and/or presented in meetings or conferences.

3. Eligibility

• Current and incoming full-time faculty members of Ateneo de Manila University who have received their doctoral degrees (PhD, DSc, EdD, or equivalent) within the past five years at the time of application. Equivalent qualifications from the Arts and Management fields may be considered.

4. Call for Proposals

• The first call shall be made in June with a deadline in the third week of August.
• The second call shall be made in November with a deadline in the third week of January.

5. Application Requirements

• Detailed description of the doctoral (or postdoctoral) research project that includes:
  o Description of the Project:
    ▪ Background
    ▪ Objectives and/or research problems
    ▪ Overview of the findings and their significance
  o Review of Related Literature and Conceptual/Theoretical Framework
    ▪ For research, a concise review of current and related works in the literature and a discussion of the contribution to the discipline of the applicant’s doctoral (or postdoctoral) research
    ▪ For creative work (such as a novel, an anthology of short stories or poetry, or a play):
      i. an excerpt equivalent to roughly 10% of the final output
      ii. a discussion of the overarching conceptual themes, structure, and/or direction of the work, so as to provide a view of the creative process and the end product
  o Methodology
  o Any additional research to be made
    An explanation for the need for additional research and that it will not affect the completion of the minimum expected output.
  o Expected Output
    Identify the title of the manuscripts the applicant will produce and, for each manuscript identify the target journal indexed in Scopus or Web of Science or target academic publisher. For a play identify target venue for the production.
  o Justification for the Project
    Consistency with the research priorities of the Department, School, University.
• Timetable (including proposed schedule of distribution of twenty-four (24) RCW units and six (6) units of teaching load)
• Application form which includes a 100-word summary of the proposed project
• Detailed assessment of the proposal by the Chair and Dean
• Applicant’s Curriculum Vitae; identify clearly the highest degree obtained and when and where it was earned (limit to two (2) pages only)

6. Procedures for Review
The review process follows the following procedures:
• The complete application (digital files) should be submitted to urc@ateneo.edu.
• The URC deliberates on the application and its recommendations are presented to the University President for final approval.
• Once an application is approved, the recipient is informed of the decision and signs a Conformé Form.

7. Guidelines on Research and Teaching Loads
• Up to twenty-four (24) units out of the total full-time teaching load of thirty (30) units for the year may be granted to awardees as research load; a minimum teaching load will be equivalent to the remaining six (6) units of the total full-time annual teaching load.

8. Other Budgetary Guidelines
• Support for publication fees may be obtained from the URC.

9. Limitations
• A recipient of an Early Career Publication Support is expected not to hold an administrative position during the tenure of the award. He/she cannot apply for other forms of research load; neither can he/she accept teaching positions or other commitments outside the university that may interfere with the fulfilment of the objectives of this award.
• Non-fulfilment of the expected minimum output will be registered in the recipient’s service record, which will be considered in the faculty member’s performance appraisal in the short and long term.

10. Progress and Terminal Reports
• See URC grant guidelines p.9.

11. Submission of Project Output
• See URC grant guidelines p.9.
D. Research and Creative Work (RCW) Faculty Grant

The Research and Creative Work (RCW) Grant is meant to support faculty members of the Loyola Schools in generating publications through a minimal teaching load scheme.

1. **Timeframe**
   - Two-year timeframe

2. **Expected Output**
   - Two journal manuscripts a year submitted to Scopus or Web of Science indexed journals or equivalent
   - One funding proposal each year or its equivalent
   - Delivery of RCW Faculty lecture on or before completion of the appointment period
   - The grantee is expected to acknowledge the funding support of the Ateneo de Manila University, specifying the name of the grant, for outputs that shall be published and/or presented in meetings or conferences.

3. **Eligibility**
   - Current and incoming full-time faculty members with research track record and minimum rank of Assistant Professor (with PhD, DSc, EdD or equivalent)

4. **Call for Proposals**
   - The first call shall be made in June with a deadline in the third week of August
   - The second call shall be made in November with a deadline in the third week of January

5. **Application Requirements**
   - Detailed Program Proposal for two years that includes:
     - Description of the Project:
       - Background
       - Objectives and/or research problems
       - Significance and impact in any of the Department, School or University research priority areas
     - Review of Related Literature and Conceptual/Theoretical Framework
     - Methodology
- Expected Output
  Identify the titles of the manuscripts the applicant will produce and, for each manuscript, identify the target journal indexed in Scopus or Web of Science
- Justification for the Project
  Consistency with the scholarly work priority areas of the Department, School or University
- Timetable (including proposed schedule of distribution of 24 unit RCW units and 6 units of teaching load in the two years)

- Application form which includes a 100-word summary of the proposed project
- Detailed assessment of the proposal by the Chair and Dean
- For those with a funded project (external or internal), include approved project proposal
- For those without existing funded projects, there is an option to apply for a LS Scholarly work grant. In this case, include the LS Scholarly work proposal and application form in the application packet.
- Applicant’s Curriculum Vitae; this should indicate the proponent’s educational attainment; research output relevant to the proposed project; research output on other topics; and any other training undergone relevant to the proposed project. Also indicate if listed publications are indexed in Scopus or Web of Science (limit to two (2) pages only).

6. Procedures for Review
The review process follows the following procedures:

- The complete application (digital files) should be submitted to urc@ateneo.edu
- The URC deliberates on the application and its recommendations are presented to the University President for final approval.
- Once an application is approved, the recipient is informed of the decision and signs a Conformé Form.

7. Guidelines on Research and Teaching Loads

- Up to twenty-four (24) units out of the total full-time teaching load of thirty (30) units for the year may be granted to awardees as research load; a minimum teaching load will be equivalent to the remaining six (6) units of the total full-time annual teaching load.
- A Research and Creative Work faculty member on Third Summer Leave (TSL) will still be required to render a six (6)-unit teaching load during the school year when the leave is availed of, thus, reducing the research load from twenty-four (24) units to eighteen (18) units. The RCW faculty member’s deliverables during the year of the TSL remains the same. The RCW faculty member may opt to defer his/her TSL entitlement or request for its cash conversion following the Loyola School’s administrative guidelines and procedures for the TSL.
8. Other Budgetary Guidelines

- Support for publication fees may be obtained from the URC.

9. Progress and Terminal Reports

- See URC grant guidelines p.9.

10. Submission of Project Output

- See URC grant guidelines p. 9.

11. Other Responsibilities

- A Research and Creative Work faculty member is expected to carry out such duties and responsibilities as attendance in the school forum and membership in Loyola Schools committees.

E. LS Research Assistant (RA) Scheme

The LS Research Assistant (RA) Scheme is meant to provide faculty members of the Loyola Schools with manpower support in the conduct of their scholarly work through student research assistants. This grant also serves as an opportunity for junior researchers to undergo training in a specific area of research and/or creative work as part of their academic requirements.

1. Amount of the Grant and Number of Grants Per School Year

- The grant will provide the student research assistant with an assistantship that covers full tuition and fees and a monthly allowance of ₱15,000.00 during the academic term of the research assistant’s engagement.
- There are ten (10) grants available per school year.

2. Timeframe

- The period of appointment can be on a semestral basis up to one year (renewable for another year.) By the end of the appointment period, the Proponent/faculty member is expected to submit a letter of recommendation to the OADRCW for renewal/termination of the contract of the student research assistant.

3. Expected Output

- Research projects are expected to result in a publishable output preferably in a peer-reviewed indexed publication (Scopus or Web of Science).
4. **Tasks of the Student Research Assistant**

- A student research assistant performs work that is particular to his/her field of study.
- A student research assistant is expected to perform part-time work for twenty (20) hours a week. However, depending on certain requirements of the research project, upon endorsement of the faculty member proponent and the approval of the Department Chair, a student research assistant may be granted an exception to conduct prolonged hours of field research beyond twenty (20) hours especially if the research is aligned with the student’s thesis or dissertation.
- The general tasks of a research assistant may include any of, but not be limited to, the following:
  - Assist in the planning, conceptualization or design of the project
  - Conduct field/lab activities and other scientific procedures
  - Provide technical assistance and maintenance services
  - Do literature review and/or search for materials relevant to the project
  - Conduct surveys, interviews, focused group discussions, information-dissemination campaigns, etc. that are needed for the research project
  - Analyze data, prepare documentation, manage database related to project
  - Handle budget preparation, financial reporting, supply management, and other auxiliary services
  - Assist the faculty Proponent in the drafting of proposals and/or manuscripts for publication related to the project
  - Coordinate with internal and external offices and/or agencies in relation to the research project
  - Do representation for the project, e.g. attendance in meetings, conferences, workshops, etc.
  - Conduct immersions or field research work that is related to the research project
  - Perform other tasks that are related to the research project that may be assigned by the faculty Proponent

5. **Eligibility**

Proponent

- Full-time faculty members of the Loyola Schools with research track record and minimum rank of Assistant Professor (with PhD, DSc, EdD or equivalent)
- Main proponents of funded (external or internal) projects without research assistants

Student Research Assistant

- Currently-enrolled graduate students of the Loyola Schools
- Not a recipient of a government scholarship or any other form of subsidy
- Research assistants must demonstrate capability to do graduate level research.
6. Call for Proposals

- The first call shall be made in June with a deadline in the third week of August
- The second call shall be made in November with a deadline in the third week of January

7. Application Requirements

- Application form which includes a 100-word summary of the proposed project
- Detailed assessment of the application by the Chair and Dean of the proponent
- A detailed research plan. The project (or a specific component) can be used as a thesis or part of a thesis provided this should be made clear in the application.
- Approved proposal for the funded project (external or internal)
- Proponent’s Curriculum Vitae
- Terms of Reference (TOR) and/or Job Description (JD) of the research assistant

8. Evaluation Criteria

- The project must include a detailed research work plan showing how deliverables will be attained.
- Priority is given to a project that is part of an interdisciplinary Research and Creative Work (RCW) group.
- Expected Output

9. Procedures for Review

The review process follows the following procedures:

- The complete application for the LS Research Assistant Scheme (digital files) should be submitted by the Proponent to urc@ateneo.edu.
- The LS Scholarly Work Committee deliberates on the application and its recommendations are presented to the Vice President, Loyola Schools for final approval.
- Once an application is approved, the recipient is informed of the decision and signs a Conformé Form.
- The Proponent nominates the student research assistant and submits the application form, the approved research proposal, Terms of Reference (TOR) and Job Description (JD) of the research assistant to the Office of the Associate Dean for Research and Creative Work (OADRCW).
- The Associate Dean for Research and Creative Work reviews the application for the student research assistant and informs the Proponent of the result.
F. Textbook Development and Teaching Deload Grant

The Textbook Development and Teaching Deload Grant supports faculty members of the Loyola Schools in writing textbooks.

1. Incentives from the Grant
   - An approved load is credited to the faculty member’s workload in the school year of textbook development and/or writing or completion of the publishable manuscript.
   - Faculty members with approved textbook development/writing load will enjoy the following incentives from the Ateneo de Manila University Press:
     - A one-time development fee determined by the Ateneo de Manila University Press of at most ₱30,000.00 to cover expenses during the development and writing stages
     - A 15% royalty on book sales

2. Timeframe
   - One semester or one-year timeframe

3. Expected Output
   - Single-authored or co-authored: new or major revision of an existing textbook or textbook series; new or major revision of a workbook/skill book/activity book, or teacher’s resource manual/guide; new digital interactive book
   - The proposed textbook is not limited to the use of Loyola Schools but preferably for the use of a wider public (i.e., elementary up to graduate levels of the Ateneo and of other schools, public or private).
   - The author/s, the Loyola Schools, and the Ateneo de Manila University Press share the copyrights to the book.

4. Eligibility
   - Full time faculty members of the Loyola Schools
   - Co-authorship with a faculty member of another school unit (i.e., Basic Education, Ateneo Professional Schools) is allowed but only the Loyola Schools faculty member is granted a load.
   - Application is limited to one application per school year. A succeeding application is allowed only after submission of the printed copy of the first textbook.
   - The grant is exclusive for textbook projects without external funding.
   - The grant is for faculty members who agree to submit their manuscripts to the Ateneo de Manila University Press for publication.
5. **Call for Proposals**

- The call shall be made in November with a deadline in early February of the next year, and a March announcement of the accepted proposals.

6. **Application Requirements**

- Textbook development and/or writing de-load application form
- Textbook proposal

7. **Guidelines on the Teaching De-load**

- The faculty load may be granted for the expected output based on the following table of load equivalents:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeline</th>
<th>Principal Author</th>
<th>Co-Author</th>
<th>Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook Development – New *</td>
<td>1 semester</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Textbook Writing – New</td>
<td>1-2 semesters</td>
<td>6</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Textbook Writing – Major revision, i.e., 30% or more of content</td>
<td>1 semester</td>
<td>3</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Final Editing of Manuscript</td>
<td>1 semester</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Digital Interactive Book – New</td>
<td>1 semester</td>
<td>6</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Other Instructional Materials – New or major revision, i.e., 30% or more of content of any of the following:</td>
<td>1 semester</td>
<td>3</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>- Teacher’s resource manual/guide</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* A Coordinator for a textbook series may be given three (3) units in the semester of the development stage.

8. **Procedures for Review**

The review process follows the following procedures:

- The Ateneo de Manila Institute for the Science and Art of Learning and Teaching (Ateneo SALT Institute) is responsible for screening applications that have been endorsed by the Department Chair or Program Director.
- The Ateneo SALT Institute consults the following during the screening process:
  - A faculty member of the School whose discipline or area of specialization covers the proposed content of the book.
One (1) to two (2) senior faculty members from any of the four Schools who has/have a track record of published textbooks ideally in the discipline/area of specialization of the proposed textbook.

A faculty member from the Ateneo Grade School or the Ateneo Junior or Senior High School if the proposed textbook is intended for elementary or secondary levels; a faculty member from a school unit of the Ateneo Professional Schools if the proposed textbook is for the professional schools

- The Ateneo SALT Institute convenes the textbook committee for oral presentations of the faculty-proponent/s; this is where committee members may ask further details about the textbook.
- The Ateneo SALT Institute submits its recommendations to the Dean for final approval no later than two months before the second semester ends. The Vice President for the Loyola Schools concurrently approves the application.
- The Ateneo SALT Institute informs the author/s and the Ateneo de Manila University Press of the results of the screening process.

G. LS Conference Grant and/or LS Journal Publication Grant

The LS Conference Grant and/or LS Journal Publication Grant support faculty members of the Loyola Schools in respectively, the presentation of their papers in conferences and/or publication of their papers in reputable and high impact journals.

1. Amount of the Grant and Number of Allowable Subsidies

- The number and type of publications awarded during the past two University Scholarly Work Publication Awards will be used as a basis for the maximum amount of a conference and/or publication grant that one can apply for in the given school year.
- Faculty members may apply for a combination of conference and publication assistance up to the maximum number of allowed subsidies for the school year.
- The table in the next page shows the two options within the ambit of the rest of the guidelines (i.e., no. of publications vs maximum no. of subsidies; amount of subsidy vis-a-vis conference locations).

2. Eligibility

- Full time faculty members of the Loyola Schools
<table>
<thead>
<tr>
<th>Number of Publications in the last two University Scholarly Work Publication Awards</th>
<th>0</th>
<th>1*</th>
<th>1+</th>
<th>2+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Number of Subsidies for the given School Year (may be conference and publication fees combined)</td>
<td>2 Maximum of 1 International</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**Option 1: If intended for a Conference Presentation (on a per conference basis):**

| Philippines | ₱ 15,000.00 | ₱ 15,000.00 | ₱ 17,000.00 | ₱20,000.00 |
| Rest of South East Asia (Including HK & Macau) | $ 400.00 | $ 400.00 | $ 500.00 | $ 600.00 |
| Rest of Asia | $ 500.00 | $ 500.00 | $ 600.00 | $ 800.00 |
| Rest of World | $ 650.00 | $ 650.00 | $ 750.00 | $ 1,000.00 |

**Option 2: If intended for Payment of Publication Charges (on a per publication basis):**

| International Journal or Publishing House (Maximum Amount) | $ 500.00 | $ 600.00 | $ 700.00 | $ 1,000.00 |

+ Publications in Scopus or Web of Science indexed journals or peer-reviewed internationally published books
* Publication in other categories of publication awards (not included in +)

### 3. Expected Output

**Conference grant**

- Copy of the conference presentation and brief report to be submitted through aifs.ateneo.edu
- The paper/poster presentation should clearly indicate “Ateneo de Manila University” as the affiliation of the faculty member.
- Abstracts in the Conference Programme and Conference Proceedings should clearly indicate “Ateneo de Manila University” as the affiliation of the faculty member.
- The Ateneo de Manila University logo should be prominently displayed in the template for presentation or poster.
- The grantee should acknowledge the funding support of the Ateneo de Manila University in the presentation.

**Journal Publication Grant**

- Copy of the published work to be submitted through oadrcw.ls@ateneo.edu. “Ateneo de Manila University” should be indicated as affiliation in the publication.
4. **Application Requirements**

The following are to be submitted through aifis.ateneo.edu:

For Conference Grant:
- Completed application form
- Notification of acceptance of abstract for paper or poster presentation
- Short term leave form with signature of Chair and Dean
- Certification of other approved grants

For Journal Publication Grant:
- Completed application form
- Notification of acceptance of paper for journal

5. **Procedures for Review**

The review process follows the following procedures:

- The faculty member applies through aifis.ateneo.edu
- The Associate Dean for Research and Creative Work (ADRCW) reviews the application for allowable number of subsidies and the amount of subsidy.
- Upon endorsement of the ADRCW, the Department Chair reviews the application.
- The recommendation of the Chair is then forwarded to the Dean for final approval.

6. **Submission of Liquidation Report and Output**

- The grantee must submit a liquidation report to his/her respective Department.
- The conference report/copy of the presentation or copy of the published work must be submitted through aifis.ateneo.edu.

**H. LS Special Conference Grant**

The LS Special Conference Grant is a competitive grant meant to support faculty members of the Loyola Schools in the presentation of their papers in international conferences.

1. **Amount of the Grant and Number of Grants per School Year**
   - Eight (8) grants of a maximum of $1,500.00 will be released per school year

2. **Expected Output**
   - Same as the expected output stated in G. LS Conference Grant p. 24.
3. **Eligibility**

- Full-time faculty members of the Loyola Schools
- Faculty members who receive other grants for the conference are not eligible to apply for this grant.
- Oral presenters in a significant or major conference, i.e. those attended by established scholars in the field of interest and/or those with themes and topics relevant to the Department’s priority research fields.

4. **Call for Applications**

- There will be four calls for applications in one school year. Applications must be received by the Office of the Associate Dean for Research and Creative Work by 31st of August, 30th of November, 28th of February and 15th of May. Considering that conference dates are variable and it is sometimes difficult to time conference attendance with these dates, one can apply for the fund to reimburse expenses. The grant applied for pertain to a conference that is held within the current school year.

5. **Application Requirements**

The following are to be submitted through aifis.ateneo.edu:

- Completed application form
- Notification of acceptance of abstract for paper presentation
- Short term leave form with signature of Chair and Dean

6. **Evaluation Criteria**

Applications are reviewed based on the following:

- Importance of the paper in the conference (e.g. if read in plenary sessions or in a panel where the paper could contribute new perspectives or methodology, etc.)
- Presentation in a conference where audience is one the Department or School (where applicant is affiliated) wishes to make themselves known because of the presence of important experts and key persons in their field

7. **Procedures for Review**

The review process follows the following procedures:

- The faculty member applies through aifis.ateneo.edu.
- The Associate Dean for Research and Creative Work (ADRCW) and the Research Coordinators evaluate the applications. The review process begins shortly after applications are received by 31st of August, 30th of November, 28th of February.
Recommendations are presented to the Vice President of the Loyola Schools for final approval.

8. Submission of Liquidation Report and Output
- Process same as LS Conference Grant p. 25.

I. LS Conference Grant for Part-time Faculty Members

This is a competitive grant meant to support part-time faculty members of the Loyola Schools in the presentation of their papers in local or international conferences.

1. Amount of the Grant and Number of Grants per School Year
- A limited number of grants of a maximum of $300.00 (for international conferences) and ₱15,000.00 (for local conferences) will be released per school year.

2. Expected Output
- Same as the Expected Output for LS Conference Grant p. 24.

3. Eligibility
- Part-time faculty members of the Loyola Schools
- Faculty members who receive other grants for the conference are not eligible. The faculty member should be currently teaching and has taught at least twelve (12) units in the past two (2) years, excluding the present semester Oral presenters in a significant or major conference, i.e. those attended by established scholars in the field of interest and/or those with themes and topics relevant to the Department’s priority research fields.

4. Call for Applications
- There will be four calls for applications in one school year. Applications must be received by the Office of the Associate Dean for Research and Creative Work by 31st of August, 30th of November, 28th of February and 15th of May. Considering that conference dates are variable and it is sometimes difficult to time conference attendance with these dates, one can apply for the fund to reimburse expenses. The grant applied for pertain to a conference that is held within the current school year.

5. Application Requirements
- The following are to be submitted through aifis.ateneo.edu:
- Completed application form
• Notification of acceptance of abstract for paper or poster
• Short term leave form with signature of Chair and Dean

6. **Evaluation Criteria**
• The criteria for the grant are similar to that for special conference grants for full-time faculty members, p. 26.

7. **Procedures for Review**
• The procedures for review for the grant follow that for the Special Conference Grants for full-time faculty members, pp. 26-27.

8. **Submission of Liquidation Report and Output**
• See p. 25; same as for the LS Conference Grants for full-time faculty members

J. **Conference Grant for Graduate Students**

This is a competitive grant meant to support the scholarly work of deserving graduate students of the Loyola Schools particularly in presenting their research in local or international conferences.

1. **Amount of the Grant and Number of Grants per School Year**
• A limited number of grants (based on the availability of funds) of a maximum of $300.00 (for international conferences) and ₱15,000.00 (for local conferences) will be released per school year.

2. **Expected Output**

• Copy of the paper, conference presentation, Conference Programme and/or Conference Proceedings containing the abstract of the presentation should be submitted to oadrcw.ls@ateneo.edu.
• The paper presentation should clearly indicate “Ateneo de Manila University” as the affiliation of the faculty member.
• Abstracts in the Conference Programme and Conference Proceedings should clearly indicate “Ateneo de Manila University” as the affiliation of the faculty member.
• The Ateneo logo should be prominently displayed in the template for presentation or poster.
• The grantee should acknowledge the funding support of the Ateneo de Manila University in the presentation.
3. Eligibility

- Main author or presenter of an oral/paper presentation
- A graduate student can avail of the subsidy once for the entire duration of his/her graduate study in one program.
- Must have fulfilled the following conditions at the time of application for the subsidy:
  - Currently enrolled
  - Has completed at least two thirds (2/3) of the coursework and is preferably at the thesis stage
  - Does not have conference presentation funding from his/her scholarship or an existing research grant

4. Call for Applications

- Applications for conference subsidies must be submitted within the first month of the semester or not less than two (2) months before the actual event.

5. Application Requirements

The following are to be submitted:

- Completed application form endorsed by the Teacher of the course/Thesis Adviser, Program Coordinator/Chair of the Department and Dean of the School
- A short description of the conference
- Abstract of the paper presentation
- Notification of acceptance of abstract for paper or poster

6. Procedures for Review

- The student submits all documents to the Office of the Associate Dean for Graduate Programs (OADGP) and then to the Office of the Associate Dean for Research and Creative Work (OADRCW) for endorsement.
- The documents are then forwarded to the Office of the Vice President for the Loyola Schools (OVPLS).
- The OVPLS notifies the student in writing of the final decision.

7. Submission of Liquidation Report and Output

The following are to be submitted to the OADRCW:

- A liquidation report of expenses
- Copy of the paper and presentation
- A copy of the Conference Program or Proceedings showing the abstract of the paper presented
V. Research Ethics Guidelines Pertaining to Internally-funded Scholarly Work Grants

Recipients of the scholarly work grants of the University are expected to abide by the highest level of ethical standards. They must comply with the principles and guidelines as set out by the University Research Ethics Committee (UREC).

Should it be known that a recipient of a scholarly work grant of the University breached research ethics, he or she shall be made to return the full amount of the grant, without prejudice to the University’s imposition of other sanctions.

VI. Scholarly Work Awards

A. Professorial Chair Award

The Professorial Chair Award is a financial award to a faculty member financed from earnings of endowments.

1. Eligibility

- Permanent full-time faculty members with the rank of Professor and Professor Emeritus
- Permanent full-time faculty members with the rank of Associate Professor, based on the availability of funds

2. Procedures for the Award

- To claim the Professorial Chair award, faculty members are required to submit to the Office of the Associate Dean for Research and Creative Work the title and abstract of their scholarly work in the given year, which can be any of the following:
  - Published work (journal article, book, book chapter, etc.)
  - Presentation/lecture at a conference, workshop, or seminar
  - Thesis/dissertation advised
  - Projects/commissioned work
- Eligible faculty members are nominated for the Professorial Chair awards by the Vice President for the Loyola Schools and recommended to the Committee on Faculty Chairs and Other Awards of the Board of Trustees for approval.
- The University President writes a letter to the approved recipients of the award indicating the amount and donor.
B. University Scholarly Publication Awards

The University Scholarly Publication Awards is intended to provide incentives for knowledge production in ways that allow the Ateneo de Manila University to be recognized as a thought leader in given fields and in ways that increase the number of peer-reviewed publications, motivate members of the university community to publish regularly, and improve the quality of publications.

The University Scholarly Publication Awards recognize scholarly works that are of high quality and are compliant with ethical standards. A basic requirement is that scholarly work must undergo the refining trial of critical review by the scholar’s discerning peers and obtain their approval for its public circulation. Thus, only peer-reviewed publications are eligible for these publication awards.

1. Eligibility

- The following are eligible to receive the University Scholarly Publication Awards:
  - Full-time and part time faculty members of the Ateneo de Manila University across all of its units
  - Administrators, professionals, and research staff of the Ateneo de Manila University
  - Faculty members, administrators, professionals, and research staff who are pursuing graduate studies or research fellowships (irrespective of tenure status) and who, based on agreement with his or her unit, retain affiliation with the Ateneo de Manila University
  - Adjunct professors and holders of other types of professorships who indicate affiliation with the Ateneo de Manila University
  - Students enrolled at the Ateneo de Manila University during the conduct of the research on which a publication is based

- To be eligible for the University Scholarly Publication Awards, the author should indicate the “Ateneo de Manila University” as his or her affiliation. It should be noted that affiliation does not necessarily imply an employer-employee relationship. It also does not imply exclusivity, as an author may have other institutional affiliations. An author who is not identified in the publication as affiliated with the Ateneo de Manila University will not be eligible for this award.

2. Scope of the Awards

Category A

- Peer-reviewed research article or literary work published in a journal indexed in Scopus (Elsevier) or Web of Science (ISI/Clarivate Analytics)
• Peer-reviewed book-length literary or research work or single-authored collection of research papers or literary works published by an academic publisher included in Scopus or Web of Science

Category B
• Peer-reviewed book published by an academic publisher not included in Scopus or Web of Science but recognized by the School with which the author (or at least one of the authors of a multiauthored work) is affiliated
• Peer-reviewed paper included in a Scopus-indexed conference proceeding
• Peer-reviewed essays, research notes, and other works that are not full research articles or literary works published in a Scopus-indexed journal

Category C
• Reviewed research article in a journal indexed by services other than Scopus and Web of Science or in a journal included in a list of acceptable journals drawn up by the School with which the author (or at least one of the authors of a multiauthored work) is affiliated
• Peer-reviewed book chapter or literary work included in a book published by an academic publisher not included in Scopus or Web of Science but recognized by the School with which the author (or at least one of the authors of a multiauthored work) is affiliated
• Editing a special issue of a peer-reviewed journal indexed in Scopus or editing a peer-reviewed book published by an academic publisher included in Scopus

2. Additional Guidelines
• An author eligible for the University Scholarly Publication Awards may receive it as often as he or she publishes a qualified work.
• Included in the coverage of the University Scholarly Publication Awards, subject to the conditions specified in the categories above, are:
  ○ Peer-reviewed and well-referenced textbooks, which make a novel contribution, for use in advanced undergraduate or graduate research courses
  ○ Peer-reviewed, research-based, and well documented reference works
  ○ Peer-reviewed translation of literary or scholarly works or documents that is accompanied by a well-referenced, scholarly commentary
  ○ Revision and updating of a previously published book, subject to evidence of a new contribution to knowledge not found in its earlier edition
• Not included in the coverage of the University Scholarly Publication Awards are:
  ○ Published works that do not fall under any of the categories above
• Documents that are not peer reviewed even if they are included in Scopus, Web of Science, or other indexing services or in publication outlets recognized by a School
• Trade books and other nonacademic works that are not peer reviewed, even if these are published by an indexed publisher
• Published works whose authors are not identified as affiliated with the “Ateneo de Manila University”
• Works accepted for publication that are still in press and/or without a DOI (Document Object Identifier)
• Articles published in predatory journals, such as those found in Cabell’s Blacklist

• Should a work that has received a publication award later be revealed to not have undergone peer review, the author or authors shall return the full amount of the publication award.
• Should a work that has received a publication award later be withdrawn or retracted by the publisher or the author owing to a breach of research and/or publication ethics, the author or authors shall return the full amount of the publication award, without prejudice to the University’s imposition of other sanctions.

3. Monetary Aspects of the Award
• The amounts for the University Scholarly Publication Awards differ based on the categories specified in item C, “Scope of the Awards”:
  o Category A: ₱ 65,000.00
  o Category B: ₱ 45,000.00
  o Category C: ₱ 30,000.00
• For scholarly work with two authors, each eligible author shall receive 50 percent of the award money in the relevant category. For works with three or more authors, each eligible author shall receive one-third of the award money in the relevant category.
• Students eligible for the University Scholarly Publication Awards shall receive 50 percent of the award money to which a faculty member is entitled.
• The monetary aspect of the University Scholarly Publication Awards may be reviewed from time to time.

4. Procedures for the Award
• The University Scholarly Publication Awards are given on an annual basis. All scholarly work eligible for the awards must have been published during the period from 1 January to 31 December of the previous year. This period shall be referred to as the “publication year.”
• By 30 June every year, a School shall have drawn up a list of journals, indexing services, and academic publishers it deems acceptable. This list will be reviewed annually, but the list existing as of 30 June in the publication year
shall be the basis for the annual University Scholarly Publication Awards; no list can be altered retrospectively.

- To claim a University Scholarly Publication Award, an application must be lodged. Authors are required to submit the requisite information such as those in the AIFIS of the Loyola Schools, otherwise there is no guarantee that the award can be given in the publication year. Authors must declare (a) if their published works underwent peer review and (b) if their works are included in Scopus or other indexing service or appear in a publication outlet deemed acceptable by a School. Digital copies of published works must be submitted. If required, evidence of peer review must also be submitted.

- In the case of adjunct faculty, students, and holders of other types of professorships eligible for the awards, the application may be lodged by the author or any member of the unit, subject to the endorsement of the head of the unit with which the author has been directly associated.

- A University Scholarly Publication Awards Committee shall be formed and it shall include nine representatives from the Loyola Schools and four representatives from the Ateneo Professional Schools. These representatives shall be nominated by the respective Vice Presidents of the Loyola Schools and the Ateneo Professional Schools.

- Should there be an eligible author from a unit other than these two Schools, the University Scholarly Publication Awards Committee shall liaise with the unit head of the eligible author for appropriate action.

- The University President shall appoint the chair and members of the University Scholarly Publication Awards Committee on an annual basis.

C. The Loyola Schools Outstanding Scholarly Work Award

The Loyola Schools Outstanding Scholarly Work Award is a special recognition to work of such quality that contributes significantly to the discipline, is novel or innovative, and/or meets high standards of excellence, e.g., an article in a Web of Science or Scopus journal or a book published by a reputable publishing house. Each School chooses an outstanding scholarly work award for the year.

1. **Eligibility**

   - Papers eligible for the University Scholarly Publication Awards for the given year may be nominated for this award.

2. **Procedures for the Award**

   - The nominator (author, colleague etc.) submits electronic copies of the following to oadrcw.ls@ateneo.edu.
3. Selection Process

- Papers eligible for the University Scholarly Publication Awards for the given year may be nominated for this award.
- The Dean forms a selection committee composed of faculty members from the School and/or non-faculty members who are experts in the field to select the awardee. The criteria for selection are determined by the Dean, or by the committee.
- The committee evaluates the submissions and presents a ranked shortlist for consideration by the Dean, who then makes the final decision.
- The selection committee submits the recommendations to the Office of the Associate Dean for Research and Creative Work. The Associate Dean for Research and Creative Work presents the recommendations of the committee to the President, the Vice President for the Loyola Schools, and the Deans of the Loyola Schools.
- The nominator is informed a week before the awarding ceremony of the status of his/her nomination.

D. The Loyola Schools Scholarly Work Award with Most Social Impact

The Loyola Schools Scholarly Work Award with Most Social Impact recognizes scholarly work that makes a distinct difference in addressing socio-civic and national development concerns, and at the same time demonstrates sound scholarship (i.e., the discovery of new knowledge and original insights that expand human understanding; the application of existing knowledge to address social and practical problems; the development of new and better means for facilitating the learning or understanding of what is already known; or creative work that includes artistic creation or expression).

1. Eligibility

- The author is a full-time faculty member of the Loyola Schools at the time of the nomination and evaluation of the work, and the awards ceremony
- Aside from the publications stated as Categories A, B and C in the University Scholarly Publication Awards, the following are eligible if they meet the qualifications: textbooks, applied research, creative works, and publications written for professionals and/or the lay audience
• There is no particular time frame for the conduct or publication of the scholarly work; however, the work can only be granted the award once.

• Nominated works that do not receive the award in a given year may be reconsidered in the subsequent years (without having to be resubmitted).

2. **Amount of the Award**

• The amount of the award for a single author is ₱50,000.00.

• For co-authored work, the amount of the award is pro-rated for each co-author based on the number of co-authors, using the schedule given in the table that follows

<table>
<thead>
<tr>
<th>Number of co-authors</th>
<th>Amount per co-author ((n) is the number of authors)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>₱ 50,000.00 ÷ (n)</td>
</tr>
<tr>
<td>4-5</td>
<td>₱ 15,000.00</td>
</tr>
<tr>
<td>6 or more</td>
<td>₱ 75,000.00 ÷ (n)</td>
</tr>
</tbody>
</table>

3. **Procedures for the Award**

• The nominator (author, colleague etc.) submits electronic copies of the following to oadrcw.ls@ateneo.edu:
  o Completed nomination form
  o Copy of the nominated work
  o Relevant testimonials from individuals or groups outside Ateneo de Manila University who can attest to the social impact of the work

• The Office of the Associate Dean for Research and Creative Work forwards the nominations to the Office of the Dean.

4. **Selection Process**

• The Standing Committee on Social Involvement evaluates the submissions and presents a ranked shortlist for consideration by the President, the Vice President and Deans of the Loyola Schools who then make the final decision.

• In some cases, the author may be requested to clarify the nature of the scholarship involved in the project (e.g., that a community program developed was based on some theoretical framework or scientific methodology, for example), as such details may not be given in the final report (particularly if unpublished).

• The nominator is informed a week before the awarding ceremony of the status of his/her nomination.
E. Loyola Schools Award for Scholarly Work in Sustainability

The Loyola Schools Scholarly Work Award in Sustainability is given to the most outstanding multi- or interdisciplinary scholarly work on sustainability that has been published and/or implemented within the last five years. It can be about new knowledge or methodologies that affect the way we understand sustainability and disaster risk; multi-disciplinary solutions to sustainable development problems or disaster risk management; or effective information, education, and communication strategies that change habits and lifestyles.

1. Eligibility

- The author is a full-time faculty member of the Loyola Schools at the time of the nomination and evaluation of the work, and the awards ceremony.
- The scholarly work has to involve at least two disciplines. The Director and Program Managers of the Ateneo Institute of Sustainability (AIS) and the members of the Committee on the Scholarly Work Award for Sustainability are not eligible as lead researchers or project heads.
- The work must have been published or implemented within the past five years.
- It must be submitted to the Office of the Vice President for the Loyola Schools before or on the specified deadline.
- Faculty members of the Loyola Schools who are members of the evaluating committee are not eligible for the monetary award.
- A work can be granted the award only once.
- Nominated works that do not receive the award may be reconsidered in the subsequent years, as long as the work was published or implemented not more than five years earlier.

2. Amount of the Award

The amount is the same as that awarded to the Loyola Schools Award for Scholarly Work with Most Social Impact, p. 36.

3. Procedures for the Award

- The nominator (author, colleague etc.) submits electronic copies of the following to oadrcw.ls@ateneo.edu:
  - Completed nomination form
  - Copy of the nominated work including abstract
  - Supporting documents (photos, testimonials, videos)
- The Office of the Associate Dean for Research and Creative Work forwards the nominations to the Office of the Dean.
4. Selection Process

- The Associate Dean for Research and Creative Work convenes the Committee on the Award for Scholarly Work in Sustainability. It is composed of three (3) members from AIS and two (2) from LS Scholarly Work Committee. The committee chooses its Chair.

- The committee will evaluate the submissions and present a ranked shortlist for consideration by the Vice President, Loyola Schools and the Deans of the Loyola Schools, who then make the final decision.

- The committee may opt to interview nominees to clarify points not detailed in the nomination form and supporting documents.

- The faculty members will be informed of the status of their nomination, a week before the awarding ceremony.

5. Evaluation Criteria

Nominations have to garner at least ninety (90) points from the items in the table that follows to be included in the shortlist.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triple Bottom Line (Environment, Economy, Society)</td>
<td>15</td>
</tr>
<tr>
<td>▪ All three pillars included (15 pts)</td>
<td></td>
</tr>
<tr>
<td>▪ Only two pillars included (10 pts)</td>
<td></td>
</tr>
<tr>
<td>▪ Only one pillar included (5 pts)</td>
<td></td>
</tr>
<tr>
<td>Insights</td>
<td>15</td>
</tr>
<tr>
<td>Relevance / Urgency</td>
<td>15</td>
</tr>
<tr>
<td>Scholarly Rigor (review of related and current literature, framework, methodology)</td>
<td>15</td>
</tr>
<tr>
<td>Accomplishments and Evidence of Impact on Intended Stakeholder Groups</td>
<td>30</td>
</tr>
<tr>
<td>▪ All objectives were met (15 pts)</td>
<td></td>
</tr>
<tr>
<td>▪ Most objectives were met (10 pts)</td>
<td></td>
</tr>
<tr>
<td>▪ Some objectives met (5 pts)</td>
<td></td>
</tr>
<tr>
<td>▪ Potential to be used by stakeholders (5 pts)</td>
<td></td>
</tr>
<tr>
<td>▪ Fully used by stakeholders (15 pts)</td>
<td></td>
</tr>
<tr>
<td>▪ Partially used by stakeholders (10 pts)</td>
<td></td>
</tr>
<tr>
<td>Creativity / Innovation</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>
F. Loyola Schools Awards for Creative Work

Creative work is associated with the values of novelty and originality that stem from a specific cultural and social tradition. It involves specific ways of presenting, executing, and performing that attest to both the artists’ mooring in and departure from their tradition.

In this section, “creative work” refers to works of art or activities other than the literary (the valuation for which is included in the University Scholarly Publication Awards. p.32). Creative work encompasses varieties of performing arts, screen arts, and visual arts. The medium of art varies from one art form to the next, and hence so does the way of assessing the quality of the artist’s appropriation of the medium of his or her art. There are internationally observed processes of evaluation per art form—the equivalent of peer review in research publications—that are accepted in art communities or institutions that sponsor art. They include the audition, portfolio evaluation, and the pitch meeting. These processes moderate subjectivism and may be as rigorous as the double blind review. While the equivalences between the academic peer review and the appraisal processes observed in the arts may not be exact, both rely on the informed opinion of experts (the “referees”), who decide whether a manuscript is worth publishing or whether a creative work is worth producing or exhibiting. At bottom, creative works may be said to be peer reviewed when there is a possibility of their being prevented from presentation or public exhibition—in a word, rejected.

Just as the quality of research or literary publications is ranked, by reference (fairly or not) to indexing services, so also is the quality of creative works. In these guidelines, the venue of exhibition (i.e., national or international), the status of the production company (i.e., professional or university-based), and the role (i.e., lead or support) serve as proxies of the ranking by indexing service. The assumption is that it is more difficult for creative works to be produced or exhibited at international venues than it is in national or local ones. The competition for slots at international venues is stiffer, and the criteria for inclusion more varied.

It is the responsibility of those seeking recognition of their creative work to provide the Office of the Associate Dean for Research and Creative Work evidence that their work has been peer reviewed—i.e., that it has gone through a process which could have resulted in its being rejected for exhibition or performance. Such evidence could include an approval to exhibit from a festival jury, a letter announcing approval of the production of a proposed play, dance, or composition, which may come with a copy of the comments on a study (i.e., the equivalent of the referee’s report), or a letter of acceptance from a museum board or museum curator. An award from a body recognized in the field may be considered commendatory peer review.
1. Categories of the Creative Works

Performing Arts: (Theater, Dance, Music)¹

- Theater²
  - Category 1: ₱ 50,000.00
    For work as 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 house⁶ or in a production at an international theater festival.⁷
  - Category 2: ₱ 35,000.00
    For work as 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 university-based theater company⁸ or in a production at a national theater festival.
  - Category 3: ₱ 20,000.00
    For work as 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.

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¹ “Peer review” in the performing arts (theater, music, and dance) refers to the process by which (a) companies decide which works to produce or (b) a festival decides which works qualify for competition or are approved for public performance. Companies use the audition to decide on performers (actors, dancers, or musicians). Directors are invited by the company on the strength of their portfolio and barring any conflict of interest qualify for the awards. In the case of writers/librettists, designers, choreographers, and (for stage shows) musicians, companies either commission or select from applications to an open call. In the former case (i.e., commissioning), the artists are disqualified. Applicants are usually evaluated based on the quality of the artists’ portfolio, an interview, or a pitch or treatment. Acceptance into a festival depends on the decision of a selection committee consisting of experts in the art.

² No distinction is made between full-length plays and one-act plays. A production qualifies for the awards only on its first run. Restagings are not considered except those cases that are covered by footnote 7.

³ The guidelines applying to publications are followed in the case of a published but unperformed play or collection of plays.

⁴ “Production Design” consists of both sets and costumes. An artist is given half the cash award if he or she designed only either the sets or the costumes.

⁵ “Music Direction” refers to both composition and arrangement. The monetary award is prorated depending on the scope of the work.

⁶ “Professional theater company or production house” here refers to local SEC-registered companies or houses (like Tanghalang Pilipino and PETA) and to international theater companies.

⁷ A festival is considered “international” if the production team, artistic team, and performers are made up of talents of different nationalities, similar to how an editorial board of a journal is considered “international” when it is made up of scholars based in various universities outside the Philippines even though the journal itself is published in the Philippines, or by a Filipino entity like the Ateneo de Manila University. Otherwise, the festival is considered “national.” In case a work that was previously staged at a national venue is restaged at an international theater festival, the artists pertinent to the awards shall be given the difference accruing from their work’s being reappraised as “international.” Its subsequent restagings at other international theater festivals will no longer be considered for the awards. This principle parallels that observed in the publication awards for works that eventually get indexed in Scopus after they have been previously rewarded.

⁸ “University-based theater company” refers to companies or houses accredited as such by a university. They are not professional companies.
- Music\textsuperscript{9} or Dance
  - Category 1: ₱ 50,000.00
    - Involvement as conductor, composer, arranger, or lyricist, lead instrumentalist/singer, dance choreographer,\textsuperscript{10} or lead dancer in a production of a professional\textsuperscript{11} production company or in a production at an international dance or music festival.\textsuperscript{12}
  - Category 2: ₱ 35,000.00
    - Involvement as conductor, composer, arranger, or lyricist, lead musician/singer, dance choreographer, or lead dancer in a production of a university-based\textsuperscript{13} production company or in a production at a national music or dance festival.
  - Category 3: ₱ 20,000.00
    - Involvement as support musician/singer or support dancer in a production of a professional production company or in a production at an international music or dance festival
  - Category 4: ₱ 10,000.00
    - Involvement as support musician/singer or support dancer in a production of a university-based production company or in a production at a national music or dance festival

- Visual Arts: (Painting, Sculpture, Illustration, Installation, Performance Art, Print, and Photography)\textsuperscript{14}
  - Category 1: ₱ 50,000.00
    - Solo exhibition in an art gallery or exhibition space abroad, at an international arts festival,\textsuperscript{15} or in a museum.\textsuperscript{16}

\textsuperscript{9}The guidelines applying to publications are followed in the case of published scores and lyrics.
\textsuperscript{10}A choreographer who performs in a dance that he or she has choreographed is awarded only for the choreography.
\textsuperscript{11}“Professional Production Company” here refers to local SEC-registered companies and international companies.
\textsuperscript{12}See footnote 7 for the definition of “international.”
\textsuperscript{13}See footnote 8 for the definition of “university-based.”
\textsuperscript{14}“Peer review” in the visual arts refers to the process by which a museum or gallery board or a festival decides to exhibit the works of an artist. Similar to the guidelines on reprints, retrospectives are excluded if the works exhibited were included in previously awarded solo or group exhibitions. When visual art is reproduced in a publication, the guidelines for publications apply (i.e., whether the work is published in a Scopus-indexed journal, a peer-reviewed book published by an academic publisher recognized by the School, etc.). Excluded is publication in exhibition flyers or promotional materials, or reproduction as citation in reviews, scholarly articles, and the like. Reproduction of several works in one issue of a serial or in one book will be treated as one publication. Following the same principle regarding restaging, works of visual art are awarded only once, but the difference accruing from the works’ being reappraised as international (or Scopus-indexed when it is published) is given to the artist (see footnote 7).
\textsuperscript{15}“International art festivals” can include the numerous biennials and triennials all over the world. An example is the Venice Biennale.
\textsuperscript{16}“Museums” refers to venues or spaces for non-selling shows. This would include Ayala Museum, Pinto Museum, etc.
o Category 2: ₱ 35,000.00
Solo exhibition in an art gallery or exhibition space, at national arts
festival, or university-based exhibition space

Curatorship\(^1\) of an exhibition in an art gallery or exhibition space abroad,
at an international arts festival, or in a museum, or university-based
exhibition space

o Category 3: ₱ 20,000.00
Non-solo exhibition at an international arts festival\(^2\)

o Category 4: ₱ 10,000.00
Non-solo exhibition at a national arts festival or university-based
exhibition space

• Screen Arts\(^3\)
  o Category 1: ₱ 50,000.00
Involvement as director, screenwriter, lead actor, cinematographer,
production designer (sets and costumes), sound engineer, or music
director (both composition and arrangement)\(^4\) in a film screened\(^5\) at an
international film festival

  o Category 2: ₱ 35,000.00
Involvement as director, screenwriter, lead actor, cinematographer,
production designer, sound engineer, or music director (both
composition and arrangement) in a film screened at a national film
festival

  o Category 3: ₱ 20,000.00
Involvement as actor in a support role in a film screened at an
international film festival

  o Category 4: ₱ 10,000.00
Involvement as actor in a support role in a film screened at a national
film festival

\(^1\) Examples of “university-based exhibition spaces” are the Ateneo Art Gallery and the Jorge B. Vargas Museum and Filippiniana Research Center, University of the Philippines.

\(^2\) The show curator is selected by the museum board or an equivalent body in the museum on the basis of the strength of his/her portfolio. This excludes resident curators. If a show has more than one curator, the award is divided among the curators.

\(^3\) Examples of national arts festivals are the Philippine Visual Arts Festival and VIVA EsCon.

\(^4\) “Peer review” in the screen arts falls under the domain of the festival. A festival has a selection committee consisting of experts that decide whether a film may be screened or not. No distinction is made among feature-length films, short films, and documentaries. Films are considered for the awards only once, after the first instance of their screening (i.e., premiere gala). The subsequent screening of a film is no longer considered except when the venue is an international film festival. Further screenings, whether on a national or an international platform, are no longer considered (see footnote 7).

\(^5\) “Musical direction” here refers to both composition and arrangement. The monetary award is prorated depending on the scope of the work.

\(^6\) No distinction is made between screenings for competition and screenings for exhibition, or between screenings for main competition.

\(^7\) See Footnote 7 for the definition of “international.”

\(^8\) “National film festival” here refers to festivals open only to Filipino films in their main and other competition sections. Examples of national film festivals are Cinemalaya and MMFF.
2. Eligibility

- For a work to be eligible for an award, the following minimum criteria must be met:
  - The “Ateneo de Manila University” is clearly indicated as the institutional affiliation of the artist whenever collaterals exist (e.g., a playbill, an exhibition catalogue)
  - The required information of the creative work was entered in aifs.ateneo.edu
  - The artist is a full-time or part-time faculty member of the Loyola Schools during the conduct of the creative work
  - The creative work awards must have been exhibited or produced between 01 January to 31 December of the previous year

- Not eligible for an award are the following:
  - Work that is not entered in aifs.ateneo.edu
  - Commissioned Work
  - Work that does not have any indication of the artist’s affiliation with the Ateneo except in instances when there are no avenues for identifying one’s affiliation
  - Work that is not peer-reviewed (e.g., performances of resident artists)
  - Previously awarded work except those falling under the condition described in footnotes 7, 14, and 20

3. Procedures for the Award

- The Loyola Schools Awards for Creative Work are given on an annual basis. Faculty members must submit evidence of peer review particular to the art form to the Office of the Associate Dean for Research and Creative Work (OADRCW).

- A Loyola Schools Creative Work Awards Committee shall be formed by the Vice President of the Loyola Schools to deliberate on the entrees for the awards. When doubtful cases arise, the School of Humanities Scholarly Work Committee may be called upon to deliberate on them.
The rank-based guide in the tables that follow is used for evaluating the faculty’s research and creative work, which is one of the components of the annual faculty performance review. The Research and Creative Work Peer Evaluation Guide (RCWPEG) indicates the minimum criteria per rating (expressed in qualitative and quantitative terms) for each rank, e.g., Assistant Instructor, Instructor, Assistant Professor, Associate Professor, and Professor.

### VII. Research and Creative Work Peer Evaluation Guide (RCWPEG)

#### Assistant Instructor

<table>
<thead>
<tr>
<th>Rating</th>
<th>Numerical Rating</th>
<th>Assistant Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory, Satisfactory or Good</td>
<td>1, 2, or 3</td>
<td>Graduate studies</td>
</tr>
<tr>
<td>Very Good</td>
<td>4</td>
<td>Graduate studies AND ongoing RCW</td>
</tr>
<tr>
<td></td>
<td>4.5</td>
<td>Paper presentation in a local conference</td>
</tr>
<tr>
<td>Superior</td>
<td>5</td>
<td>Paper presentation in an international conference</td>
</tr>
<tr>
<td></td>
<td>5.5</td>
<td>One (1) manuscript submission cat. 5 (national journal article)</td>
</tr>
<tr>
<td>Excellent</td>
<td>6</td>
<td>One (1) publication cat. 5 (national journal article) OR any national/international RCW awards including fellowships OR external funding</td>
</tr>
</tbody>
</table>

#### Instructor

<table>
<thead>
<tr>
<th>Rating</th>
<th>Numerical Rating</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory, Satisfactory or Good</td>
<td>1, 2 or 3</td>
<td>PhD studies OR ongoing RCW</td>
</tr>
<tr>
<td>Very Good</td>
<td>4</td>
<td>PhD studies AND ongoing RCW</td>
</tr>
<tr>
<td></td>
<td>4.5</td>
<td>Paper presentation in a local conference</td>
</tr>
<tr>
<td>Superior</td>
<td>5</td>
<td>Paper presentation in an international conference</td>
</tr>
<tr>
<td></td>
<td>5.5</td>
<td>One (1) manuscript submission cat. 3,4 (national book, International journal article) OR one (1) publication cat. 5 (national journal article)</td>
</tr>
<tr>
<td>Excellent</td>
<td>6</td>
<td>One (1) publication cat. 3,4 (national book, International journal article) OR any national/international RCW awards including fellowships OR external funding</td>
</tr>
</tbody>
</table>
### Assistant Professor

<table>
<thead>
<tr>
<th>Rating</th>
<th>Numerical Rating</th>
<th>Assistant Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory, Satisfactory or Good</td>
<td>1, 2, or 3</td>
<td>Ongoing RCW, PhD studies</td>
</tr>
<tr>
<td>Very Good</td>
<td>4</td>
<td>Paper presentation in a local conference</td>
</tr>
<tr>
<td></td>
<td>4.5</td>
<td>Paper presentation in an international conference OR One (1) manuscript submission cat. 3,4,5 (national book, International, national journal article)</td>
</tr>
<tr>
<td>Superior</td>
<td>5</td>
<td>One (1) publication cat. 5 (national journal article) AND/OR mentoring of faculty OR external funding</td>
</tr>
<tr>
<td></td>
<td>5.5</td>
<td>One (1) publication cat. 3,4 (national book, international journal article) OR One (1) manuscript submission cat. 1-2 (Web of Science/Scopus journal article, internationally published book)</td>
</tr>
<tr>
<td>Excellent</td>
<td>6</td>
<td>One (1) publication cat. 1-2 (Web of Science/Scopus journal article, internationally published book) OR any national or international RCW award</td>
</tr>
</tbody>
</table>

### Associate Professor

<table>
<thead>
<tr>
<th>Rating</th>
<th>Numerical Rating</th>
<th>Associate Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory, Satisfactory or Good</td>
<td>1, 2, or 3</td>
<td>Part of a research group, paper presentation in a local conference</td>
</tr>
<tr>
<td>Very Good</td>
<td>4</td>
<td>Leads ongoing RCW AND paper presentation in an international conference</td>
</tr>
<tr>
<td></td>
<td>4.5</td>
<td>One (1) manuscript submission cat. 3,4,5 (national book, international/national journal article) AND/OR mentoring of faculty OR One (1) external funding/grant research proposal submission OR One (1) publication cat 5 (national journal article)</td>
</tr>
<tr>
<td>Superior</td>
<td>5</td>
<td>One (1) manuscript submission cat. 1-2 (Web of Science/Scopus journal article, internationally published book) OR external funding AND/OR mentoring of faculty OR setting up local RCW linkages</td>
</tr>
<tr>
<td></td>
<td>5.5</td>
<td>1 publication cat. 3,4 OR 2 manuscript submissions cat 3,4</td>
</tr>
<tr>
<td>Excellent</td>
<td>6</td>
<td>1 publication cat. 1-2 AND another publication in any category OR any national or international RCW awards OR setting up local RCW linkages</td>
</tr>
<tr>
<td>Rating</td>
<td>Numerical Rating</td>
<td>Professor</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Unsatisfactory,</td>
<td>1, 2, or 3</td>
<td>Leads ongoing RCW</td>
</tr>
<tr>
<td>Satisfactory or</td>
<td></td>
<td>Paper presentation in an international conference</td>
</tr>
<tr>
<td>Good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very Good</td>
<td>4</td>
<td>One (1) external funding/grant RCW proposal submission</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR One (1) manuscript submission cat. 3, 4, 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(national book, international, national journal article)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR setting up local RCW linkages</td>
</tr>
<tr>
<td></td>
<td>4.5</td>
<td>One (1) manuscript submission cat. 1-2 (Web of Science/Scopus journal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>article, internationally published book) OR external funding AND/OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>mentoring of faculty OR 1 publication cat 5 (national journal article)</td>
</tr>
<tr>
<td>Superior</td>
<td>5</td>
<td>One (1) publication cat. 3-4 OR Two (2) manuscript submissions cat. 3-4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR setting up international RCW linkages</td>
</tr>
<tr>
<td></td>
<td>5.5</td>
<td>One (1) publication cat. 1-2 AND another publication in any category</td>
</tr>
<tr>
<td>Excellent</td>
<td>6</td>
<td>Two (2) publications cat 1-2 OR any national or international RCW award</td>
</tr>
</tbody>
</table>
VIII. References

Memo on New Guidelines for Research Assistants effective August 1, 2019, July 15, 2019
Memo on Guidelines for the Loyola Schools Awards for Creative Work, June 7, 2019
University Research Council (URC) Grants: Revised Policies and Guidelines, June 2019 version
Memo on University Scholarly Publication Awards: Policies and Guidelines, May 29, 2019
Call for Applications for a Textbook Development and/or Writing De-load in School Year 2019-2020, November 5, 2018
Early Career Publication Support: Policies and Guidelines, November 2018 version
Memo on Revised Guidelines: Conference Subsidy and/or Journal Publication Subsidy, January 11, 2018
Scholarly Work Faculty Grants: Policies and Guidelines, June 8, 2016 version
Memo on Increase in Special Conference Grant for Full-time Faculty Effective SY 2016-2017, May 26, 2016
Call for Applications: Research and Creative Work (RCW) Faculty, June 5, 2015
Revised Guidelines for Applications for LS-RCW Assistance via Research Assistants (RAs), June 2, 2015 version
LS Faculty Manual 2013
Appendix A. Guidelines for Research Assistants

The Research Assistantship is a research-training program ideally for graduate students under the supervision and mentorship of a faculty member who is undertaking research or scholarly work.

1. Types of Research Assistants
There are two kinds of research assistant: (1) the student research assistant and (2) the professional research assistant.

Student Research Assistant
- The student research assistant performs research work for a faculty member/faculty Proponent with an approved research project. He/she must demonstrate capability to do graduate level research.
- The student research assistant is granted an assistantship that covers full tuition and fees during the academic term of his engagement plus a monthly living allowance of ₱15,000.00. This is given through a nomination submitted by a faculty member with an approved LS Research Assistant Scheme (see Section IV E) to the Office of the Associate Dean for Research and Creative Work. Only currently enrolled graduate students of the Loyola Schools may be nominated for a student research assistantship.
- The student research assistant performs work that is particular to his/her field of study. He/she renders part-time work for twenty (20) hours a week. However, depending on certain requirements of the research project, upon the endorsement of the faculty mentor and the approval of the Department Chair, a student research assistant may be granted an exception to conduct prolonged hours of field research work beyond twenty (20) hours especially if the research is aligned with the student’s thesis or dissertation.

Professional Research Assistant
- A professional research assistant is contracted or hired to perform work for a specific research project that is spearheaded by a faculty member or a Department, center, or research group with a faculty project leader. He/she may be engaged either on a part-time or a full-time basis (forty (40) hours a week), according to the terms and conditions of the engagement.
- For projects covered by an external grant
  - A professional research assistant’s engagement is governed by the terms and conditions of a memorandum of agreement (MOA); his/her scope of duties and responsibilities is specified in a Terms of Reference document.
  - The professional research assistant is compensated by the grant’s allocation for salary or honorarium.
• For projects covered by an internal grant
  o The professional research assistant is compensated by the grant’s allocation for salary or honorarium. A professional research assistant is engaged for internally funded projects approved by the University Research Council (URC), such as the URC Grant or the Loyola Schools Scholarly Work Grant, and is paid a salary following the Loyola Schools Prescribed Monthly Compensation Rates shown in Appendix B.
  o A professional research assistant who is admitted to a Loyola Schools graduate program or is a graduate student of the Loyola Schools may be granted a 50% discount on tuition and fees.
  o A professional research assistant may be contracted as an independent contractor, or hired as a project employee, depending on the terms and conditions of the project’s MOA or on the conditions of the internal grant. He/she must report to and be supervised by a faculty project leader, or by the Department chair or center director.
  o The professional research assistant under project employment is expected to abide by all university policies, guidelines, and procedures applicable to all Ateneo employees. He/she will also enjoy government-mandated benefits, such as, 13th month pay and contributions to SSS, Philhealth, and Pag-ibig.

Professional Research Assistant who is a Graduate Student

• Graduate students of the Loyola Schools, whether currently enrolled or not, may be engaged as a professional research assistant.

• Currently enrolled graduate students must be hired under a part-time project employment only and shall observe a work schedule of twenty (20) hours a week. However, depending on certain requirements of the research project, upon the endorsement of the faculty Project Leader and the approval of the Department Chair, a student professional research assistant may be granted an exception to conduct prolonged hours of field research work beyond twenty (20) hours especially if the research is aligned with the student’s thesis or dissertation.

• Those not currently enrolled may be hired or contracted either as a full-time or part-time professional research assistant.

2. General Tasks of a Research Assistant
The general tasks of a research assistant (see p. 19) may include any of, but not be limited to, the following:

• Assist in the planning, conceptualization, or design of the project
• Conduct field/lab activities and other scientific procedures
• Provide technical assistance and maintenance services
• Do literature review and/or search for materials relevant to the project
• Conduct surveys, interviews, focused group discussions, information-dissemination campaigns, etc. that are needed for the research project
• Analyze data, prepare documentation, manage database related to project
• Handle budget preparation, financial reporting, supply management, and other auxiliary services
• Assist the faculty Proponent in the drafting of proposals and/or manuscripts for publication related to the project
• Coordinate with internal and external offices and/or agencies in relation to the research project
• Do representation for the project, e.g., attendance in meetings, conferences, workshops, etc.
• Conduct immersions or field research work that is related to the research project
• Perform other tasks that are related to the research project that may be assigned by the faculty Proponent

3. Procedures for Application

Student Research Assistant

• The faculty Proponent applies for a student research assistant with the OADRCW and submits the application form, the approved research proposal, Terms of Reference (TOR) and Job Description (JD) of the research assistant.
• The Associate Dean for Research and Creative Work reviews the application for the student research assistant and informs the Proponent of the result.
• The OADRCW prepares the waiver form for tuition and fees and the Order-for-a-Check for the monthly living allowances and coordinates these with the student research assistant. The monthly living allowances are released by the Central Accounting Office in checks payable to the student research assistant at the end of every month.
• A student research assistant may be engaged anytime during a semester. If the he/she is engaged any time after enrollment period, the tuition and fees will be reimbursed to the student (provided that the student presents the original official receipt of payment) and he/she will receive the monthly living allowances starting the month of the assistantship; allowances will not be given retroactively to the start of the semester.

Professional Research Assistant

The requesting department/center or faculty Proponent follows the University procedures for the project employment or engagement of a professional research assistant, whether full-time or part-time.
• For projects covered by an external grant
  o The faculty Proponent or concerned office prepares the hiring requirements (for project employment) or the Standard Agreement with Independent Contractors (for independent contractors) and submits to the Office of Human Resource Management and Organization Development (OHRMOD) for processing and implementation.
  o The faculty Proponent or concerned office submits a copy of the MOA to the OADRCW for monitoring purposes.
• For projects covered by an internal grant
  o The faculty Proponent or concerned office prepares the hiring requirements and submits to the OADRCW for processing and coordination with the OHRMOD.

Appendix B. Prescribed Rates for Professional Research Assistants

The prescribed rates for professional research assistants are shown in the table below.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Description</th>
<th>Full-time Rates</th>
<th>Part-time Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA 1</td>
<td>With AB/BS degree</td>
<td>₱ 17,000.00</td>
<td>₱ 8,500.00</td>
</tr>
<tr>
<td>RA 2</td>
<td>With Master’s units</td>
<td>₱ 18,000.00</td>
<td>₱ 9,000.00</td>
</tr>
<tr>
<td>RA 3</td>
<td>With MS/MA degree</td>
<td>₱ 20,000.00</td>
<td>₱ 10,000.00</td>
</tr>
<tr>
<td>RA 4</td>
<td>With PhD units</td>
<td>₱ 24,000.00</td>
<td>₱ 12,000.00</td>
</tr>
<tr>
<td>RA 5</td>
<td>With PhD degree</td>
<td>₱ 32,000.00</td>
<td>₱ 16,000.00</td>
</tr>
</tbody>
</table>
APPENDIX C. FORMS

UNIVERSITY RESEARCH COUNCIL (URC) GRANTS
APPLICATION FORM

<table>
<thead>
<tr>
<th>Total Proposed Budget:</th>
<th>Proposed Beginning Date:</th>
<th>Proposed Completion Date:</th>
</tr>
</thead>
</table>

Type of URC Grant Applied for: [ ] URC Big Project Grant [ ] URC Standard Grant

**PROPONENT(S):**

<table>
<thead>
<tr>
<th>Name(s) (project leader first)</th>
<th>Rank</th>
<th>Department/Program</th>
<th>School</th>
<th>Email Address</th>
<th>Contact No.</th>
</tr>
</thead>
</table>

Title of Project:

100-word Project Summary:

Is similar work being carried out elsewhere? If yes, please give details. [ ] Yes [ ] No

Is there an individual or group aside from the proponent(s) who is collaborating in this project? [ ] Yes [ ] No

If yes, please specify and indicate the type of collaboration or expected contribution of the other party to this work.

Has this proposal been submitted to another agency for support? [ ] Yes [ ] No

If yes, please indicate:

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Amount:</th>
<th>To what extent is this proposed project different from the one proposed to the other agency?</th>
</tr>
</thead>
</table>

Please list the titles of University/LS/School-funded research projects in the last three years and indicate their status:

<table>
<thead>
<tr>
<th>Titles of Internally-funded Research Projects</th>
<th>Duration</th>
<th>Budget</th>
<th>Status</th>
</tr>
</thead>
</table>

Please list non-university-funded research projects in the last three years and their status:

<table>
<thead>
<tr>
<th>Titles of Externally-funded Research Projects</th>
<th>Duration</th>
<th>Budget</th>
<th>Status</th>
</tr>
</thead>
</table>
During the period of the proposed project, what are your other commitments? List for all proponents.

<table>
<thead>
<tr>
<th>Teaching (hours per week)</th>
<th>Studying (class hours per week)</th>
<th>Other employment/consultancy (hours per week)</th>
</tr>
</thead>
</table>

During the period of the proposed project, list the (expected) number of units of teaching and research per semester/intersession (for all proponents)

<table>
<thead>
<tr>
<th>Y1: Intersession</th>
<th>Sem 1</th>
<th>Sem 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y2: Intersession</td>
<td>Sem 1</td>
<td>Sem 2</td>
</tr>
</tbody>
</table>

URC Priority Areas to which the study fits:  
- Risk assessment and reduction  
- Public education reform  
- Sustainability  
- Health systems and governance  
- Creativity, innovation, and culture  
- Sustainability

Are students going to be involved in this project?  
Yes  
No

If yes, please indicate the following:

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Year level</th>
<th>Part of thesis?</th>
<th>Describe the nature of their contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes  No</td>
<td></td>
</tr>
</tbody>
</table>

Expected output: Tentative title of manuscript(s) and target publication outlet(s)  
[List complete name of target indexed journal/serial or name and address of book publisher]

For each publication outlet, indicate if it is indexed by Scopus, ISI/Web of Science, or other indexing service.

Additional information or comment pertinent to the project (e.g., relationship of proposed project to career development):

Signature of Proponent(s): [type in name and email address and affix e-signature of each proponent]

Date

TO BE ACCOMPLISHED BY THE DEPARTMENT/PROGRAM CHAIR:

Please comment extensively and candidly on the proposed project in terms of the: (a) quality of the work proposal; (b) significance to the development goals of the proponent(s); (c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the URC evaluate the proposal.
Signature of Department/Program Chair(s): [type in name and email address and affix e-signature]  

TO BE ACCOMPLISHED BY THE DEAN:

Please comment extensively and candidly on the proposed project in terms of the: (a) quality of the work proposal; (b) significance to the development goals of the proponent(s); (c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the URC evaluate the proposal.

Signature of Dean(s): [type in name and email address and affix e-signature]  

SUBMISSION REQUIREMENTS:

The complete application package shall include the following (please check items submitted):

- Completed Application Form (this form; downloadable from aifis.ateneo.edu/AIFIS/downloads)
- Complete, detailed project proposal (see guidelines posted on aifis.ateneo.edu/AIFIS/downloads)
- Two-page curriculum vitae of each proponent (The CV should indicate the proponent’s educational attainment; research output relevant to the proposed project; research output on other topics; and any other training undergone relevant to the proposed project. Also indicate if listed publications are indexed in Scopus or Web of Science/ISI)
- Budget Template (downloadable from aifis.ateneo.edu/AIFIS/downloads)

Please submit the electronic copies of the required documents to urc@ateneo.edu.
**LS SCHOLARLY WORK GRANT APPLICATION FORM**

<table>
<thead>
<tr>
<th>Total Proposed Budget:</th>
<th>Proposed Beginning Date:</th>
<th>Proposed Completion Date:</th>
</tr>
</thead>
</table>

**PROponent(s):**

<table>
<thead>
<tr>
<th>Name(s) (project leader first)</th>
<th>Rank</th>
<th>Department/Program</th>
<th>School</th>
<th>Email Address</th>
<th>Contact No.</th>
</tr>
</thead>
</table>

Title of Project:

100-word Project Summary:

Is similar work being carried out elsewhere? If yes, please give details.  
☐ Yes  ☐ No

Is there an individual or group aside from the proponent(s) who is collaborating in this project?  
☐ Yes  ☐ No  
If yes, please specify and indicate the type of collaboration or expected contribution of the other party to this work.

Has this proposal been submitted to another agency for support?  
☐ Yes  ☐ No  
If yes, please indicate:

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Amount:</th>
<th>To what extent is this proposed project different from the one proposed to the other agency?</th>
</tr>
</thead>
</table>

Please list the titles of University/LS/School-funded research projects in the last three years and indicate their status:

<table>
<thead>
<tr>
<th>Titles of Internally-funded Research Projects</th>
<th>Duration</th>
<th>Budget</th>
<th>Status</th>
</tr>
</thead>
</table>

Please list externally-funded research projects in the last three years and their status:

<table>
<thead>
<tr>
<th>Titles of Externally-funded Research Projects</th>
<th>Duration</th>
<th>Budget</th>
<th>Status</th>
</tr>
</thead>
</table>

During the period of the proposed project, what are your other commitments? List for all proponents:
<table>
<thead>
<tr>
<th>Teaching (hours per week)</th>
<th>Studying (class hours per week)</th>
<th>Other employment/consultancy (hours per week)</th>
</tr>
</thead>
</table>

If applying for research load, indicate proposed distribution of load per semester and per proponent (not to exceed 15 units per proponent per year)

<table>
<thead>
<tr>
<th>Intersession</th>
<th>Sem 1</th>
<th>Sem 2</th>
</tr>
</thead>
</table>

School/Department research and creative work thrust to which the study fits

Are students going to be involved in this project?
If yes, please indicate the following:

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Year level</th>
<th>Part of thesis?</th>
<th>Yes</th>
<th>No</th>
<th>Describe the nature of their contribution:</th>
</tr>
</thead>
</table>

Expected output: Tentative title of manuscript(s) and target publication outlet(s) [list complete name of target indexed journal/serial or name and address of book publisher]

For each publication outlet, indicate if it is indexed by Scopus, ISI/Web of Science, or other indexing service.

Additional information or comment pertinent to the project (e.g., relationship of proposed project to career development):

Signature of Proponent(s): [type in name and email address and affix e-signature of each proponent] Date

TO BE ACCOMPLISHED BY THE DEPARTMENT/PROGRAM CHAIR:
Please comment extensively and candidly on the proposed project in terms of the: (a) quality of the work proposal; (b) significance to the development goals of the proponent(s); (c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the URC evaluate the proposal.

Signature of Department/Program Chair(s): [type in name and email address and affix e-signature] Date

TO BE ACCOMPLISHED BY THE DEAN:
Please comment extensively and candidly on the proposed project in terms of the: (a) quality of the work proposal; (b) significance to the development goals of the proponent(s); (c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the URC evaluate the proposal.
<table>
<thead>
<tr>
<th><strong>Signature of Dean(s):</strong> [type in name and email address and affix e-signature]</th>
<th><strong>Date</strong></th>
</tr>
</thead>
</table>

**SUBMISSION REQUIREMENTS:**

The complete application package shall include the following (please check items submitted):

- [ ] Completed Application Form (this form; downloadable from aifis.ateneo.edu/AIFIS/downloads)
- [ ] Complete, detailed project proposal (see guidelines posted on aifis.ateneo.edu/AIFIS/downloads)
- [ ] Two-page curriculum vitae of each proponent (The CV should indicate the proponent’s educational attainment; research output relevant to the proposed project; research output on other topics; and any other training undergone relevant to the proposed project. Also indicate if listed publications are indexed in Scopus or Web of Science/ISI)
- [ ] Budget Template (downloadable from aifis.ateneo.edu/AIFIS/downloads)

Please submit the electronic copies of the required documents to urc@ateneo.edu (attention: Ian Bondoc).
# EARLY CAREER PUBLICATION SUPPORT

**APPLICATION FORM**

Proposed Beginning Date: 
Proposed Completion Date: 

<table>
<thead>
<tr>
<th>APPLICANT:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Rank</td>
</tr>
<tr>
<td>Department/Program</td>
<td>School</td>
</tr>
<tr>
<td>E-mail address</td>
<td>Contact number</td>
</tr>
<tr>
<td>Highest degree obtained:</td>
<td>When obtained (month/year):</td>
</tr>
<tr>
<td>Where obtained:</td>
<td></td>
</tr>
</tbody>
</table>

Title of study: 

100-word summary of the study: 

Titles of proposed manuscripts and target publication outlets: 
1. 
2. 

Where applicable, list the titles of any LS/URC grants received in the last three years and indicate their status: 

<table>
<thead>
<tr>
<th>Titles of Past ADMU Grants</th>
<th>Duration</th>
<th>Budget</th>
<th>Status</th>
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</thead>
</table>

List non-university-funded research projects in the last three years and their status: 

<table>
<thead>
<tr>
<th>Titles of External Grants</th>
<th>Duration</th>
<th>Budget</th>
<th>Status</th>
</tr>
</thead>
</table>

School/Department research and creative work thrust to which the study fits 

Will any students be involved in this study? 
 □ Yes □ No 

If yes, please indicate the following: 

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Year level</th>
<th>Nature of involvement</th>
<th>Justification</th>
</tr>
</thead>
</table>

**Applicant’s Signatures:** [for electronic submission, please type name and e-mail] 

**Date** 

**TO BE ACCOMPLISHED BY THE DEPARTMENT /PROGRAM CHAIR:**

Please comment extensively and candidly on this application in terms of: (a) the likelihood that the applicant will meet the expected minimum output; (b) the applicant’s employment status and the chances and desirability of his or her permanency; (c) the impact on the department; and (d) other information that will help the URC evaluate the proposal.
**Signature of Department Chair/Program Director:**
[for electronic submission, please type name and e-mail]  

**Date**

**TO BE ACCOMPLISHED BY THE DEAN:**
Please comment extensively and candidly on this application in terms of: (a) the likelihood that the applicant will meet the expected minimum output; (b) the applicant’s employment status and the chances and desirability of his or her permanency; (c) the impact on the school; and (d) other information that will help the URC evaluate the proposal.

**Signature of DEAN of the Applicant’s School:**  
[for electronic submission, please type name and e-mail]  

**Date**

**Brief Comments and Signature of ASSOCIATE DEAN FOR RESEARCH AND CREATIVE WORK:**
[for electronic submission, please type name and e-mail]  

**Date**

**Brief Comments and Signature of the VICE PRESIDENT FOR THE LOYOLA SCHOOLS:**
[for electronic submission, please type name and e-mail]  

**Date**

**SUBMISSION REQUIREMENTS:**
The complete application packet shall include the following (please check items submitted):

- The completed Application Form (this form; downloadable from aifis.ateneo.edu/AIFIS/downloads)
- The complete, detailed description of the study
- Curriculum Vitae of the applicant (one to two-pages only. The CV should indicate the applicant’s educational attainment; research output relevant to the proposed project; research output on other topics; and any other training undergone relevant to the proposed project. Also indicate if listed publications are indexed in Scopus or Web of Science/ISI)
- Budget Template (downloadable from aifis.ateneo.edu/AIFIS/downloads)

Please submit the electronic copies of the required documents to urc@ateneo.edu (attention: Ian Bondoc).
# RESEARCH AND CREATIVE WORK (RCW) FACULTY GRANT APPLICATION FORM

<table>
<thead>
<tr>
<th>Total Research Load Requested:</th>
<th>Proposed Beginning Date:</th>
<th>Proposed Completion Date:</th>
</tr>
</thead>
</table>

**PROONENT:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Department/Program</th>
<th>School</th>
<th>Email Address</th>
<th>Contact No.</th>
</tr>
</thead>
</table>

**Title of Research Project/Program:**

**100-word Project Summary:**

**Expected output:** Tentative title of manuscripts and target publication outlets [list complete name of target indexed journal/serial or name and address of book publisher]

| For each publication outlet, indicate if it is indexed by Scopus, ISI/Web of Science, or other indexing service. |
|---|---|---|

**How innovative is your research program or the expected output?**

**Is there any individual or group collaborating with you on this project?**

- [ ] Yes  
- [ ] No  

If yes, please specify and indicate the type of collaboration or expected contribution of the other party to this work.

**Has any part of your research program been submitted to a funding agency?**

- [ ] Yes  
- [ ] No  

If yes, please indicate:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount</th>
<th>What proportion of your research program is supported by a funding agency?</th>
</tr>
</thead>
</table>

**Please list the titles of University/LS/School-funded research projects in the last three years and indicate their status:**

<table>
<thead>
<tr>
<th>Titles of Internally-funded Research Projects</th>
<th>Duration</th>
<th>Budget</th>
<th>Status</th>
</tr>
</thead>
</table>
Please list externally-funded research projects in the last three years and their status:

<table>
<thead>
<tr>
<th>Titles of Externally-funded Research Projects</th>
<th>Duration</th>
<th>Budget</th>
<th>Status</th>
</tr>
</thead>
</table>

During the period applied for as RCW Faculty, list the (projected) number of units of teaching and research per semester/intersession.

<table>
<thead>
<tr>
<th>Y1: Intersession</th>
<th>Sem 1</th>
<th>Sem 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y2: Intersession</td>
<td>Sem 1</td>
<td>Sem 2</td>
</tr>
</tbody>
</table>

School/Department research and creative work thrust to which the study fits

Are students going to be involved in your research project/program?  
Yes  No

If yes, please indicate the following:

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Year level</th>
<th>Part of thesis?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

Describe the nature of their contribution:

Additional information or comment pertinent to the project (e.g., relationship of proposed project to career development):

Proponent’s Signature: [type in name and email address and affix e-signature]  Date

TO BE ACCOMPLISHED BY THE DEPARTMENT/PROGRAM CHAIR:

Please comment extensively and candidly on the proposed project in terms of the: (a) quality of the work proposal; (b) significance to the development goals of the proponent(s); (c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the URC evaluate the proposal.

Signature of Department/Program Chair [type in name and email address and affix e-signature]  Date

TO BE ACCOMPLISHED BY THE DEAN:

Please comment extensively and candidly on the proposed project in terms of the: (a) quality of the work proposal; (b) significance to the development goals of the proponent(s); (c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the URC evaluate the proposal.
<table>
<thead>
<tr>
<th><strong>Sign of Dean:</strong> [type in name and email address and affix e-signature]</th>
<th><strong>Date</strong></th>
</tr>
</thead>
</table>

**SUBMISSION REQUIREMENTS:**

The complete application package shall include the following (please check items submitted):

- Completed Application Form (this form; downloadable from aifis.ateneo.edu/AIFIS/downloads)
- Complete and detailed research program proposal
- Completed LS Scholarly Work grant proposal (if proponent is also applying for this grant) (see guidelines posted on aifis.ateneo.edu/AIFIS/downloads)
- Two-page curriculum vitae of the proponent (The CV should indicate the proponent’s educational attainment; research output relevant to the proposed project; research output on other topics; and any other training undergone relevant to the proposed project. Also indicate if listed publications are indexed in Scopus or Web of Science/ISI)
- Budget Template (downloadable from aifis.ateneo.edu/AIFIS/downloads)

Please submit the electronic copies of the required documents to urc@ateneo.edu (attention: Ian Bondoc).
LS RESEARCH ASSISTANT (RA) SCHEME
APPLICATION FORM

<table>
<thead>
<tr>
<th>Total Proposed Budget: Details</th>
<th>Proposed Beginning Date of RA:</th>
<th>Proposed Completion Date of RA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees: Monthly Allowance: (P11,000 per month)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROONENT(S):**

<table>
<thead>
<tr>
<th>Name(s) (project leader first)</th>
<th>Rank</th>
<th>Department/Program</th>
<th>School</th>
<th>Email address</th>
<th>Contact number</th>
</tr>
</thead>
</table>

Title of Project

Project Duration

100-word Project Summary:

Has this proposal been submitted to another agency for support? ☐ Yes ☐ No
If yes please indicate:

<table>
<thead>
<tr>
<th>Status:</th>
<th>Agency:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount:</th>
<th>Number of RAs involved in project, if any.</th>
</tr>
</thead>
</table>

Please list the titles of University/LS/School-funded research projects in the last three years and indicate their status:

<table>
<thead>
<tr>
<th>Titles of Internally-funded Research Projects</th>
<th>Duration</th>
<th>Budget</th>
<th>Status</th>
</tr>
</thead>
</table>

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<thead>
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<th>Duration</th>
<th>Budget</th>
<th>Status</th>
</tr>
</thead>
</table>

School/Department research and creative work thrust to which the study fits

<table>
<thead>
<tr>
<th>Name of RA</th>
<th>Year level</th>
<th>Part of thesis?</th>
<th>Describe the nature of student’s contribution:</th>
</tr>
</thead>
</table>

Scholarship, if any:

Expected output: Tentative title of manuscript(s) and target publication outlet(s) [list complete name of target indexed journal/serial or name and address of book publisher]

For each publication outlet, indicate if it is indexed by Scopus, ISI/Web of Science, or other indexing service.

Additional information or comment pertinent to the project (e.g., relationship of proposed project to career development):

Signature of Proponent(s): [type in name and email address and affix e-signature of Date]
TO BE ACCOMPLISHED BY THE DEPARTMENT/PROGRAM CHAIR:

Please comment extensively and candidly on the proposal: (a) proponent's need for RA; (b) significance of project to the department's research thrusts; (c) significance to the development goals of the proponent(s); (c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the LS Scholarly Work Committee evaluate the proposal.

**Signature of Department/Program Chair** [type in name and email address and affix e-signature]  
**Date**

TO BE ACCOMPLISHED BY THE DEAN:

Please comment extensively and candidly on the proposal in terms of the: (a) significance of the project to the school’s research thrusts; (b) significance to the development goals of the proponent(s); c) status of proponent(s): permanent or non-permanent? (If the latter, indicate chances of permanency); (d) other information that can help the LS Scholarly Work Committee evaluate the proposal.

**Signature of DEAN:** [type in name and email address and affix e-signature]  
**Date**

SUBMISSION REQUIREMENTS:

The complete application packet shall include the following (please check items submitted):

- Completed Application Form (this form; downloadable from aifis.ateneo.edu/AIFIS/downloads)
- Terms of Reference and Job Description of RA
- Two-page curriculum vitae of each proponent (The CV should indicate the proponent's educational attainment; research output relevant to the proposed project; research output on other topics; and any other training undergone relevant to the proposed project. Also indicate if listed publications are indexed in Scopus or Web of Science/ISI)
- Supporting documents that provide information on need of RA (e.g., project proposal)
- Budget Template (downloadable from aifis.ateneo.edu/AIFIS/downloads)

Please submit the electronic copies of the required documents to urc@ateneo.edu (attention: Ian Bondoc).
Application for a Student Research Assistantship

Instructions for Applicant and Faculty Project Leader:
1. **Applicant**: fill out this form carefully. Print or type all information requested. Submit to the Faculty Project Leader for nomination and other supporting documents.
2. **Faculty Project Leader**: fill out the nomination portion and attach the following documents: (a) Copy of the research proposal; (b) Terms of Reference; and (c) Job description of the Student RA.
3. **Applicant**: submit the complete documents to the Office of the Associate Dean for Research and Creative Work, Rm. FH 307, Faber Hall.

**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Degree Program</th>
<th>ID Number</th>
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</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Permanent address</th>
<th>Unit/Building/Street #</th>
<th>Street</th>
<th>Subdivision / Barangay</th>
<th>City / Municipality</th>
<th>Province</th>
<th>Country</th>
<th>Zip Code</th>
</tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Current address (If not the same as above)</th>
<th>Unit/Building/Street #</th>
<th>Street</th>
<th>Subdivision / Barangay</th>
<th>City / Municipality</th>
<th>Province</th>
<th>Country</th>
<th>Zip Code</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail &amp; Mobile</th>
<th>Email:</th>
<th>Mobile:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Present Employment or Immediate past Employment (if leaving job to study)</th>
<th>Employed</th>
<th>Self-Employed</th>
<th>Not Employed</th>
<th>Job Title:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>Part-time</td>
<td>Regular</td>
<td>Contractual</td>
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<tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
<th>Age</th>
<th>Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Civil Status</th>
<th>Single</th>
<th>Married</th>
<th>Widowed</th>
<th>Legally Separated</th>
<th>No. of Dependents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Currently in a scholarship?</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for applying for a Student Research Assistantship:
I hereby certify that all information written in this application is complete and accurate. I authorize ADMU to process the same in order to act on my application and for other legitimate and lawful purposes. I understand that it shall be governed by the applicable Privacy Policy of the University. I have read and understood the general conditions of the Student Research Assistantship as written in the second page of this form and hereby agree to be bound by them should my application be approved.

**PROJECT LEADER NOMINATION**

<table>
<thead>
<tr>
<th>APPLICANT’S SIGNATURE</th>
<th>_______________________________</th>
<th>DATE</th>
<th>_________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>I nominate the applicant for a Student Research Assistantship in the</td>
<td>Intersession</td>
<td>First Semester</td>
<td>Second Semester</td>
</tr>
<tr>
<td>of SY _________________. I have reviewed his/her application and find him/her qualified and suitable to be my research assistant.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Member’s SIGNATURE OVER PRINTED NAME</th>
<th>_______________________________</th>
<th>DATE</th>
<th>_________________________</th>
</tr>
</thead>
</table>

**GENERAL CONDITIONS OF THE STUDENT RESEARCH ASSISTANTSHIP**

**Eligibility**
Currently-enrolled graduate students with the Loyola Schools who meet the following criteria:
1. Enrolled within the residency period
2. Satisfactory academic performance as determined by the faculty Project Leader
3. Applicant’s field of study that is relevant to the project research
4. Good disciplinary standing (i.e., no disciplinary record of either a minor or major offense)
5. Not a current scholar

**Benefits**
1. 100% waiver on tuition and fees
2. Monthly allowance of Php15,000.00

**Terms and Conditions**
1. A Student Research Assistant performs research work for a faculty member who is a Project Leader for an approved research project. The Student Research Assistant must demonstrate capability to do graduate level research and performs work that is particular to his/her field of study.
2. A Student Research Assistant is granted an assistantship through a nomination submitted by a faculty Project Leader to the Office of the Associate Dean for Research and Creative Work for final approval.
3. A Student Research Assistant is expected to perform part-time work only for 20 hours a week. However, depending on certain requirements of the research project, upon the endorsement of the faculty Project Leader and the approval of the Department Chair, a Student Research Assistant may be granted an exception to conduct prolonged hours of field research work beyond 20 hours especially if the research is aligned with the student’s thesis or dissertation.
4. A Student Research Assistant may be engaged anytime during a semester. If the Student Research Assistant is engaged any time after enrollment period, the tuition and fees will be reimbursed to the student (provided that the student presents the original official receipt of payment) and he/she will receive the monthly living allowances starting the month of the assistantship; allowances will not be given retroactively to the start of the semester.

**Scope of Duties**
The tasks of a Student Research Assistant may include any, but not be limited to, the following:
1. Assist in the planning, conceptualization, or design of the project
2. Conduct field/lab activities and other scientific procedures
3. Provide technical assistance and maintenance services
4. Do literature review and/or search for materials relevant to the project
5. Conduct surveys, interviews, focused group discussions, information-dissemination campaigns, etc. that are needed for the research project
6. Analyze data, prepare documentation, manage database related to project
7. Handle budget preparation, financial reporting, supply management, and other auxiliary services
8. Assist the faculty Project Leader in the drafting of proposals and/or manuscripts for publication related to the project
9. Coordinate with internal and external offices and/or agencies in relation to the research project
10. Do representation for the project, e.g., attendance in meetings, conferences, workshops, etc.
11. Conduct immersions or field research work that is related to the research project
12. Perform other tasks that are related to the research project that may be assigned by the Project Leader

RESULT OF APPLICATION

Approved ☐ Disapprove ☐ Comments:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

__________________________
Associate Dean for Research and Creative Work

__________________________
Date
ATENEO DE MANILA UNIVERSITY
Loyola Schools

Application for a Textbook Development and/or Writing Load

For School Year 2019-2020

Principal author or editor (must be a full-time faculty) accomplishes a joint application with co-author/s and co-editor and submits to the Department Chair or Program Director for endorsement (please shade or mark X in boxes).

<table>
<thead>
<tr>
<th>Single-Authored</th>
<th>Co-Authored</th>
<th>Please fill-out this section if Co-Authored, with Editor or Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Principal Author</td>
<td>Name of Co-author/Editor</td>
<td>1. Name of Co-author/Editor</td>
</tr>
<tr>
<td>Rank</td>
<td>Rank</td>
<td>1. Rank</td>
</tr>
<tr>
<td>LS Department/Program</td>
<td>LS Dept/Program or ADMU Unit</td>
<td>1. LS Dept/Program or ADMU Unit</td>
</tr>
<tr>
<td>The application is for</td>
<td>New TB</td>
<td>Revision of an existing TB</td>
</tr>
<tr>
<td>Others: For a new or revision of an existing:</td>
<td>Workbook/Activity Book</td>
<td>Teacher’s Manual/Guide</td>
</tr>
<tr>
<td></td>
<td>Textbook Series</td>
<td>Digital Interactive Book</td>
</tr>
<tr>
<td>The application is for</td>
<td>Development and/or Writing</td>
<td>Writing</td>
</tr>
<tr>
<td>No. units applied for: Development and/or Writing</td>
<td></td>
<td>2. Name of Co-author/Editor/Coordinator</td>
</tr>
<tr>
<td>For credit of load in</td>
<td>intersession</td>
<td>no. of units</td>
</tr>
<tr>
<td></td>
<td>1st sem</td>
<td>no. of units</td>
</tr>
<tr>
<td></td>
<td>2nd sem</td>
<td>no. of units</td>
</tr>
<tr>
<td>No. units applied for each co-author/editor/coordinator (applicable for LS faculty only): Development and/or Writing</td>
<td>for the Editor</td>
<td>for the Coordinator</td>
</tr>
<tr>
<td>For credit of load in</td>
<td>intersession</td>
<td>1st sem</td>
</tr>
</tbody>
</table>

Projected teaching and non-teaching load for SY 2019-2020 (specify courses/administrative load):
<table>
<thead>
<tr>
<th>Proposed Title of Textbook (or learning material)</th>
</tr>
</thead>
</table>

**Discipline**

For use in  
- [ ] GS level  
- [ ] HS level  
- [ ] UGrad  
- [ ] Grad  
- [ ] Professional Schools  
- [ ] in Ateneo  
- [ ] in other SCUs public or private

If for UG, G or PS, for  
- [ ] Core  
- [ ] Major  
- [ ] Elective course

**Content of the TB**  
- [ ] Text  
- [ ] Illustrations  
- [ ] Tables/Charts  
- [ ] Formulas  
- [ ] Chapter Summaries  
- [ ] Exercises

- [ ] Science/Math Problem-Solving Exercises/Task  
- [ ] Others

Number of chapters  
Number of sections per chapter  
(Est.) total number of pages

On a separate sheet of paper, please describe or explain:

1. the framework, rationale, and benefits of the textbook or learning material,
2. the content of the textbook/learning material (i.e. chapter titles and short descriptions of what will be discussed in those chapters), and
3. author’s or authors’ experience or track-record in textbook writing.

What is the timetable and scope of work for the following stages?

**Development (please indicate actual months):**

**Writing (please indicate actual months):**

**Editing and completion of manuscript (please indicate actual months):**

Please provide a budget summary of your projected expenses (append any supporting documents):
### I. Development stage

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount PhP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professional fees, services (e.g., assistant)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Supplies (co department)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Others <em>(pls. specify)</em></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** PhP

### II. Writing stage/editing/completion of manuscript

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount PhP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>3</td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Others <em>(pls. specify)</em></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** PhP

---

**Submitted by:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Principal Author</td>
<td>Signature of Co-Author</td>
<td>Signature of Co-Author</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Recommendation/Endorsement of Department Chair/Program Director**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature over printed name of Chair/Director</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

*Note to the Applicant/s: Upon endorsement of the Chair/Director, submit the application form to the OVPLS on or before 2 February 2018.*

**Recommendation/Endorsement of the Textbook Committee**
<table>
<thead>
<tr>
<th>Final Decision</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved, as requested</td>
<td></td>
</tr>
<tr>
<td>☐ Approved with revisions: Units for: Dev't Writing</td>
<td></td>
</tr>
<tr>
<td>For credit in (sem)____________</td>
<td></td>
</tr>
<tr>
<td>Load charged to ☐ School's load budget ☐ LS</td>
<td></td>
</tr>
<tr>
<td>☐ Disapproved. Comments:___________________________________________________</td>
<td></td>
</tr>
</tbody>
</table>

Approved, in concurrence with the Dean's decision.

☐ Load charged to the School's load budget

☐ Load to be allocated by the VPLS

Charge to: ________________________________

☐ Other charging arrangement

Load charged to: ________________________________

Signature of Dean ______________________ Date ________

Signature of VPLS ______________________ Date ________

Note to the Dean: forward to the VPLS approved applications only.
# BUDGET TEMPLATE

## First tab

### BUDGET LINE ITEMS

#### A. Salaries and Wages
Research assistant (indicate number of months per person)
e.g., Research assistant, field supervisor
*Compute subtotal

A2. HONORARIA Technical Staff (preparing reports, liquidation and accounting requirements; and other clerical tasks)
e.g., Bookkeeper
*Compute subtotal

A3. HONORARIA Technical Consultant
e.g., Field interviewer, translator, data analyst, field coach, “consultant” (specify)
*Compute subtotal

#### B. Deloading
Specify number of units per semester per person

#### C. Equipment
C1. Purchase of equipment (specify ownership and maintenance after the project)
C2. Rental of equipment (specify rate)

#### D. Materials and Supplies
D1. Office supplies specifically for project
D2. Communications
D3. Laboratory supplies
D4. Tokens for research participants
D5. Other materials and supplies

#### E. Travel
E1. Local transportation (including vehicle rental)
E2. Long-distance transportation
E3. Subsistence/per diem
E4. Accommodation

#### F. Representation
(expenses during meetings)

#### G. Services (specify mode of contracting services)
G1. Data access/storage
G2. Data analysis
G3. Photographic/graphic design and related services
G4. Training services
G5. Editorial services
| G6. Printing/reproduction costs |
| G7. Catering services (for workshops or meetings, provide breakdown) |
| G8. Other services |

**H. Other expenses**

- H1. Office space rental
- H2. Meeting space and other event-related rentals
- H3. Purchase of data
- H4. Other expenses

*Please note that the following items are not allowed:*

1. Honorarium or stipend for LS faculty
2. Management fees
3. Overhead costs
4. Contingency
### BUDGET TEMPLATE

**Second tab**

#### A. PERSONAL SERVICES

<table>
<thead>
<tr>
<th>NO. OF MONTHS</th>
<th>SALARY</th>
<th>TOTAL</th>
<th>JUSTIFICATION FOR THE PERSONNEL (Credentials and tasks)</th>
<th>ACTIVITIES TO BE PURSUED</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**A1. SALARIES Research Assistant (indicate level) (e.g. involved in field work, data gathering etc.)**

<table>
<thead>
<tr>
<th>NO. OF MONTHS</th>
<th>SALARY</th>
<th>TOTAL</th>
<th>JUSTIFICATION FOR THE PERSONNEL (Credentials and tasks)</th>
<th>ACTIVITIES TO BE PURSUED</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Sub total for Full-time Staff**

**A2. HONORARIA Technical Staff (preparing reports, liquidation and accounting requirements; and other clerical tasks)**

<table>
<thead>
<tr>
<th>NO. OF MONTHS</th>
<th>SALARY</th>
<th>TOTAL</th>
<th>JUSTIFICATION FOR THE PERSONNEL (Credentials and tasks)</th>
<th>ACTIVITIES TO BE PURSUED</th>
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</thead>
<tbody>
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</table>

**Sub total for Part-time Staff**

**A3. HONORARIA Technical Consultant**

<table>
<thead>
<tr>
<th>NO. OF MONTHS</th>
<th>SALARY</th>
<th>TOTAL</th>
<th>JUSTIFICATION FOR THE PERSONNEL (Credentials and tasks)</th>
<th>ACTIVITIES TO BE PURSUED</th>
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</table>

**Sub total for Hourly/Contract-based staff**

**TOTAL FOR SALARIES AND WAGES**

<table>
<thead>
<tr>
<th>NO. OF UNITS</th>
<th>PRICE</th>
<th>TOTAL</th>
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<tbody>
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</table>

#### B. Deloading (Name of Faculty and Department)

<table>
<thead>
<tr>
<th>NO. OF UNITS</th>
<th>PRICE</th>
<th>TOTAL</th>
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<tbody>
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<td></td>
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</tbody>
</table>

**TOTAL FOR TEACHING REPLACEMENT**

#### C. Equipment (please fill out the Equipment Sustainability Plan)

<table>
<thead>
<tr>
<th>No. of Units</th>
<th>Price per unit</th>
<th>TOTAL</th>
<th>OWNERSHIP AND MAINTENANCE AFTER THE PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

LS Scholarly Work Manual
### C2. Rental of equipment (specify rate)

<table>
<thead>
<tr>
<th>No. of days</th>
<th>Rental rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**TOTAL FOR EQUIPMENT**

### D. Materials and Supplies

<table>
<thead>
<tr>
<th>NO. OF UNITS</th>
<th>PRICE PER UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

#### D1. Office supplies specifically for project

#### D2. Communications

- Mobile/Internet Network Connection

#### D3. Laboratory supplies

#### D4. Tokens for research participants

#### D5. Other materials and supplies

**TOTAL FOR MATERIALS AND EQUIPMENT**

### E. Travel

<table>
<thead>
<tr>
<th>NO. OF UNITS/DAYS</th>
<th>PRICE PER UNIT/DAY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

#### E1. Local transportation (including vehicle rental)

#### E2. Long-distance transportation
<table>
<thead>
<tr>
<th>E3. Subsistence/per diem</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E4. Accommodation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Applicable</td>
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<td></td>
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</tbody>
</table>

**TOTAL FOR TRAVEL**

<table>
<thead>
<tr>
<th>F. Representation Expenses</th>
<th>NO. OF UNITS/OUTPUTS</th>
<th>PRICE PER UNIT/OUTPUT</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

**TOTAL FOR REPRESENTATION**

<table>
<thead>
<tr>
<th>G. Services (specify mode of contracting services)</th>
<th>NO. OF UNITS/OUTPUTS</th>
<th>PRICE PER UNIT/OUTPUT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1. Data access/storage</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>G2. Data analysis</td>
<td></td>
<td></td>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>NO. OF DAYS/UNITS/ETC.</th>
<th>PRICE PER DAY/UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1. Office space rental (Outside Ateneo)</td>
<td></td>
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<tr>
<td>H2. Meeting space and other event-related rentals (Outside Ateneo)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H3. Purchase of data</td>
<td></td>
<td></td>
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<tr>
<td>H4. Other expenses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL FOR SERVICES |   |   |
| TOTAL FOR OTHER EXPENSES |   |   |
| TOTAL EXPENSES |   |   |
## BUDGET TEMPLATE
Third tab

<table>
<thead>
<tr>
<th>NAME OF PROONENT</th>
<th>TITLE OF PROJECT</th>
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<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Salaries and Wages</td>
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</tr>
<tr>
<td>B. Teaching replacement</td>
<td></td>
</tr>
<tr>
<td>C. Equipment</td>
<td></td>
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<tr>
<td>D. Materials and Supplies</td>
<td></td>
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<tr>
<td>E. Travel</td>
<td></td>
</tr>
<tr>
<td>F. Representation</td>
<td></td>
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<td>G. Services</td>
<td></td>
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<tr>
<td>H. Other expenses</td>
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<tr>
<td><strong>TOTAL AMOUNT</strong></td>
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# EQUIPMENT SUSTAINABILITY PLAN

<table>
<thead>
<tr>
<th>Project Title:</th>
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<tbody>
<tr>
<td>Project Leader:</td>
<td></td>
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<tr>
<td>Department/School:</td>
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<tr>
<td>Project Duration:</td>
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<tr>
<td>Equipment:</td>
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<td>Date of Acquisition:</td>
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<tr>
<td>Property Serial Number:</td>
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**Sustainability Plan**  
(*Please indicate the maintenance, repair, ownership, and protection plan for the equipment, during and after the termination of the project*)

Submitted by:  
(Project Leader)  

Endorsed by:  
(Dean, School)
PROGRESS REPORT  TERMINAL REPORT

☐ URC Grant  ☐ LS Scholarly Work Faculty Grant  ☐ Instructional Materials Development Grant  ☐ RCW Faculty Grant  ☐ Early Career Publication Support

(Please check)

Instructions:
Not later than a month after the completion of the project, please submit a hard copy of the Project Technical Report (or journal article) AND the Terminal Report form to the Office of the Associate Dean for Research and Creative Work at Faber Hall Room 307 AND email the electronic versions to dandres@ateneo.edu. This form may be downloaded through IFIS under the Downloads section.

Title: _____________________________________________________________________________

_______________________________________________________________________________________

Project Duration: ________________________________ Approved Budget: __________________________________ Control Number:_______

Coordinator/Principal Investigator: ____________________________________________________________________________________________________

Department/School: _______________________________________________________________________________________________________________________

Cooperating Agency (ies)/Department: ________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Main Activity/ies</th>
<th>Accomplishment/s</th>
<th>Remarks</th>
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<td>(as indicated in the approved Gantt Chart)</td>
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</table>

I certify to the correctness of the above information. Attested by:

Principal Investigator _________________________________  Department Chairman _________________________________  Dean _________________________________

Date _________________________________  Date _________________________________  Date _________________________________
APPLICATION FORM for CONFERENCE SUBSIDY for GRADUATE STUDENTS

(Please attach additional sheets to this form if necessary.)

PROONENT(S):

Please list the name/s and details of the paper author and co-authors (if applicable), beginning with the primary author:

<table>
<thead>
<tr>
<th>Name (surname first, given names)</th>
<th>Degree Program</th>
<th>Department &amp; School</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Title of the Paper to be presented:

Title of the Conference:

Inclusive Dates: From _______ to _______

Conference Venue (Provide complete address and contact details):

Explain the significance of your presentation to the overall research or creative work strategy of the department/school/university:

Will you still attend the conference even if your request for an LS Conference Subsidy is denied? □ Yes □ No

Name and Signature of Student ___________________________ Date ______________

Endorsed by: ___________________________

Name & Signature/ Rank or Position ___________________________ Date ______________
### TO BE ACCOMPLISHED BY THE DEPARTMENT CHAIR:

Please comment on the application with respect to its significance to the program/department’s research and/or creative work priority thrusts, and other information that you deem relevant in the evaluation of this application.

### CHECKLIST OF SUBMISSION REQUIREMENTS

For submission to the Office of the Associate Dean for Graduate Programs (Groundfloor, Kostka Hall, Katipunan Ave., Loyola Heights, 1108 Quezon City, Philippines).

- [ ] The applicant has prepared a hard copy of the completed application form duly signed by the Teacher of the course/Thesis Adviser, Program Director/Department Chair, and the Dean of the School.
- [ ] The applicant has prepared a hard copy of the conference description.
- [ ] The applicant has prepared a hard copy of the Acceptance Letter from the conference organizer/s.
- [ ] The applicant has prepared a hard copy of the presentation abstract

<table>
<thead>
<tr>
<th>Applicant is currently enrolled as a graduate student</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant has completed at least 2/3 of all his/her coursework (preferably thesis stage)</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Remarks:**
- [ ] Endorsed
- [ ] Not Endorsed

**Name & Signature of Department Chair/Program Director:**

**Date**

**Name & Signature of the Dean:**

**Date**

---

**PLEASE DO NOT WRITE ANYTHING BELOW**

### TO BE ACCOMPLISHED BY THE ASSOCIATE DEAN FOR GRADUATE PROGRAMS:

Applicant does not enjoy a full scholarship.

- [ ] Yes
- [ ] No

**Remarks:**
- [ ] Endorsed
- [ ] Not Endorsed

**Name & Signature of the Associate Dean for Graduate Programs:**

**Date**

### TO BE ACCOMPLISHED BY THE ASSOCIATE DEAN FOR RESEARCH AND CREATIVE WORK:

Applicant has NO previous applications for conference subsidy.

- [ ] Yes
- [ ] No

**Endorsed for Subsidy:** Php/$  

**Not Endorsed for Subsidy**  

**Name & Signature of Associate Dean for Research & Creative Work:**

**Date**

### TO BE ACCOMPLISHED BY THE VICE PRESIDENT FOR LOYOLA SCHOOLS:

**Approved for Subsidy of Php/$**  

**Name & Signature of the Vice President for the Loyola Schools:**

**Date**
LOYOLA SCHOOLS OUTSTANDING SCHOLARLY WORK AWARDS

NOMINATION FORM

The Outstanding Scholarly Work Award is a special recognition to work of such quality that contributes significantly to the discipline, is novel or innovative, and/or meets high standards of excellence, e.g., an article in a Scopus journal or a book published by a reputable publishing house.

I hereby nominate the following scholarly work for the Loyola Schools Outstanding Scholarly Work Award (please give full citation details: authors, title of work, journal or publisher, year, volume and number, pages):

The scholarly work is outstanding because:
LOYOLA SCHOOLS SCHOLARLY WORK WITH MOST SOCIAL IMPACT

NOMINATION FORM

I hereby nominate the following scholarly work for the Loyola Schools Scholarly Work with Most Social Impact: (Please give full citation details: author/s, title, year, journal or publication with volume and pages (if published); if unpublished, indicate the sponsoring organization)

I believe the scholarly work has significant social impact because:

(In addition, please attach relevant testimonials from individuals or groups outside the Ateneo who can attest to the social impact of the work.)
LOYOLA SCHOOLS AWARD FOR SCHOLARLY WORK IN SUSTAINABILITY

NOMINATION FORM

I hereby nominate the following scholarly work for the Loyola Schools Award for Scholarly Work in Sustainability: *(Please give full citation details: author/s, title, year, journal or publication with volume and pages (if published); if unpublished, indicate when and where implemented. Mention any new projects arising from the work as well as other awards obtained.)*

_________________________________________________________________________________

_________________________________________________________________________________

I believe the scholarly work has made significant contributions to sustainable development because:

*(In addition, please attach relevant testimonials from individuals or groups outside the Ateneo who can attest to the social impact of the work.)*
Please send inquiries to the
Office of the Associate Dean for Research and Creative Work
email: oadrcw.ls@ateneo.edu