**CALL FOR PROPOSALS**

**GRANTS-IN-AID UNDER THE K TO 12 TRANSITION PROGRAM**

**Discovery-Applied Research and Extension for Trans/Inter-disciplinary Opportunities (DARE TO)**

1. **Background**

Pursuant to Republic Act 7722 or “An Act Creating the Commission on Higher Education”, it is within the mandate of the Commission “to inspire and enable Philippine higher education institutions (HEIs) become platforms for research and development, innovation and extension in pursuit of inclusive social and economic development”.

The K to 12 Transition Program was established by the Commission through Commission En Banc (CEB) Resolution No. 210-2015, offering a series of grants through which higher education institutions and personnel can receive grants to advance content knowledge, promote knowledge production, and build research capability as individual institutions or collaboratively with other HEIs, thereby creating synergies and supporting the education ecosystem, and contributing to knowledge creation for local, regional and national development.

For the K to 12 Transition, the initiative to upgrade research will be best served by engaging displaced[[1]](#footnote-0) and deloaded[[2]](#footnote-1) faculty and non-teaching personnel in collaborative research directed towards solving real world problems.

Further, the role of Research and Development as a necessary component of national development and progress is articulated in Republic Act No. 10055, or the Philippine Technology Transfer Act of 2009. Through this Act, the State commits to “facilitate the transfer and promote the utilization of intellectual property for the national benefit”, through public or private organizations, association, partnership, joint venture, higher education institutions, or corporations”, otherwise known as Research and Development Institute or Institutions (RDIs).

As such, the Commission hereby issues the call for the Grants-in-Aid under the K to 12 Transition Program, also entitled the “Discovery-Applied Research and Extension for Trans/Inter-disciplinary Opportunities” (DARE TO) Grants.

1. **Platforms Covered**

Proposals are requested for transdisciplinary research, development, extension, and innovation projects focusing on any of the areas outlined in the Omnibus Policy for Research and Extension or CHED Memorandum Order No. 52, s. 2016,also entitled “Pathways to Equity, Relevance, and Advancement in Research, Innovation, and Extension in Philippine Higher Education”. All submissions must be in the form of a proposal for new research led by a team of HEI researchers.

These projects must be trans-disciplinary or multidisciplinary (of at least three disciplines) that are aligned to the following research areas:

*1.) Food Production and Security*

*2.) Environment, Disaster Risk Reduction, Climate Change and Energy*

*3.) Terrestrial and Marine Resources: Economy, Biodiversity and Conservation*

*4.) Smart Analytics and Engineering Innovations*

*5.) Health Systems*

*6.) Education for STEAM*

1. **Application Instructions**
2. All proponents must submit a project proposal (Refer to Appendix 1: Research Proposal Form). The project proposal must resonate with the terms and goals articulated in the Omnibus Policy for Research and Extension or CHED Memorandum Order No. 52, s. 2016,also entitled “Pathways to Equity, Relevance, and Advancement in Research, Innovation, and Extension in Philippine Higher Education”. All proposal submissions must be aligned with the research goals elaborated in the same, and must be for transdisciplinary research, or be multidisciplinary, involving at least three (3) separate departments and program units of HEIs involved.
3. HEIs that seek to take the lead are required to propose in collaboration with at least one (1) other HEI, together with its researchers. HEIs may tap member HEIs of any research consortium it is a member of. The Commission encourages greater partnerships with other HEIs, particularly between institutions of different specializations and levels of sophistication in terms of research output.
4. The project proposal must be accomplished in English and should be typewritten. All submissions must not exceed five (5) pages, excluding the attachments.
5. Attachments required are as follows:
   1. HEI Endorsement Form (Refer to Appendix 2: HEI Endorsement Form)
   2. Curriculum vitae of all researchers, with a maximum of ten (10) members (Refer to Appendix 3: Researcher Curriculum Vitae)
   3. Gantt Chart of the project
   4. Any other necessary documentation in support of the research (e.g. University Research Board (URB) and/or Institutional Research Council (IRC) approval, budget, etc.)
6. **The deadline for all proposals will be on October 21, 2016, Friday.**
7. All signed proposals with attachments must be submitted via e-mail, in .PDF file format. Please address all submissions to Mr. Raphael G. Doval-Santos, via [k12research@ched.gov.ph](mailto:k12research@ched.gov.ph).
8. Three (3) hard copies of these proposals must be sent, upon request, to:

**Commission on Higher Education**

Higher Education Development Center (HEDC) Building,

C.P. Garcia Avenue, UP Campus, Diliman, Quezon City 1101.

1. Only accepted proposals will be contacted for further consideration. This will be followed by a request for a full inception report after awarding of the grant and as a requirement for the disbursement.
2. As the goal of the grant is to encourage the growth of multidisciplinary and transdisciplinary research, it must be ensured that:
   1. All submissions must resonate with the identified Multidisciplinary Platforms for research outlined in the Omnibus Policy for Research and Extension or CHED Memorandum Order No. 52, s. 2016,also entitled “Pathways to Equity, Relevance, and Advancement in Research, Innovation, and Extension in Philippine Higher Education”.
   2. All research teams must comprise of HEI personnel directly affected by the K to 12 Transition Period. This includes faculty with diminished teaching load (fully or partially), as well as faculty displaced and no longer affiliated with any HEI.
   3. HEIs may submit any number of proposals, but the number of grants the HEI will be awarded will depend on a parameters of partnerships the HEI engages with other institutions, in service of the research. As such, the Commission encourages HEIs to submit with as many departments from different HEIs and other institutions collaborating in one joint project as possible.

1. **Eligibility**

The Commission has established the following minimum eligibility requirements in order to ensure that the highest quality of research paper outputs shall be produced through these Research Grants. As such, exceptions to these minimum eligibility requirements shall not be entertained by the Commission.

1. General Eligibility
2. Research Grants are open to all State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), as well as to private HEIs who meet the following requirements:
   1. Must be a CHED-recognized HEI;
   2. Must not have any pending financial obligations to the Commission[[3]](#footnote-2);
   3. Must have functioning University Research Boards (URBs) and Institutional Research Councils (IRCs).
3. The research projects must be proposed by an HEI engaged in a partnership or consortium of HEIs. In order to promote synergies between HEIs, the Commission encourages the implementation of the following strategies in as far as they meet the objectives of the program:
   1. Formation of a consortium of researchers from different HEIs;
   2. Partnerships of researchers between public and private HEIs;
   3. Partnerships of researchers from big and small HEIs; and
   4. Good working balance between male and female researchers.
4. For research proposed by a partnership or consortium of HEIs, the consortium must apply for the grant as one unit through a lead HEI, identified according to the internal arrangement between partners or among members. The lead HEI shall coordinate with the Commission throughout the whole application process and the conduct of the grant and shall be responsible for disseminating all pertinent information with the other members of the consortia.
5. The proposed project may also be initiated by a department, office or unit within the HEI or by the faculty and non-teaching personnel themselves, provided, the research proposal is endorsed by the president of the HEI, or the equivalent.
6. Members of the Philippine Higher Education Research Network (PHERNet) and are designated as Higher Education Regional Research Centers (HERRC), as bodies convened by the Commission for the advancement of research, are given priority in accessing funds, provided, that the research proposed:
   1. Involves a partnership with a non-PHERNet / HERRC school, to allow for the transfer of best practices, and institutional capacity building; and
   2. Involves faculty and/or non-teaching personnel deloaded or displaced due to the K to 12 Transition Period.
   3. Has a proposal with merits deemed acceptable to the standards set for this grant.
7. Research Eligibility
8. The research proposal must be based on one unifying theme or research area from at least three (3) disciplines aligned with either of the following:
   1. The institution’s choice of research niche and research agenda;
   2. The six (6) multidisciplinary and transdisciplinary research platforms; or
   3. The various national and international research agenda as identified by National Government Agencies (i.e. National Higher Education Research Agenda, Basic Education Research Agenda, Regional Development Research Agenda).
9. The research proposal must list the outputs that the research targets to accomplish, including, but not limited to, papers for publication, patents, trademarks, books, public engagements established, and others. It is understood that the researchers will strive to maximize the grant provided, and will produce outputs proportional to the funding provided.
10. The research proposal must have the prior approval and endorsement of the HEI’s URB or IRC.
11. The research proposed must run for a maximum period of two (2) years. The validity of the funding will likewise be for this duration. No-cost project extensions may be requested by the HEI in writing and shall be subject to the approval of the Commission, based on the preliminary evaluation of the progress of the project. Requests for extension must be submitted at least one (1) month prior to the end of the project duration. Provided, the HEI shall not receive additional privileges and incentives, during the period of the approved project extensions.
12. In meritorious cases; however, additional funding may be requested for the continuation of the project beyond its original scope. This is treated as a new phase for the project, and thus will require a separate research proposal.
13. Research Team Eligibility

A Research Teamshall be composed of a maximum of ten (10) researchers, composed of teaching and/or non-teaching staff, inclusive of a **Research Team Manager** that will be appointed to lead the project.

1. For **Research Team Members**, the minimum eligibility requirements are as follows:
   1. Is a Filipino citizen;
   2. Is in good health;
   3. Holds at least a bachelor's degree relevant to his/her teaching discipline or work specialization, and the area of research being proposed;
   4. Has at least two (2) years of experience in teaching or has already participated in and completed two (2) research projects such as but not limited to undergraduate thesis, graduate level thesis/dissertation, or any other participation in a completed research study; and
   5. Must be displaced or be fully or partially deloaded from teaching or have reduced workload due to the K to 12 Transition Program during the period of the grant. For partial deloading, must teach only a maximum of 12 units per term, or a maximum of 20 work hours per week.
2. The **Research Team Manager** must hold the following minimum eligibility requirements:
   1. Is a Filipino citizen;
   2. Is in good health;
   3. Holds a doctorate degree relevant to his/her teaching discipline or work specialization, and the area of research being proposed;
   4. Has completed at least two (2) research projects, while being designated as Program / Project Leader; and
   5. Must have published a refereed research paper in a CHED-accredited or internationally indexed journal, either as a sole or co-author, within the last three (3) years.
3. In the event of third-party, non-HEI partner organizations that seek to collaborate with the research as resource people, or co-researchers, a **Partner Collaborator** may be part of the research team who may represent these organizations as a form of counterpart support. These partner collaborators must meet the same eligibility as Research Team Members. However, they will not be eligible to receive any honoraria or salaries from the grant fund.

1. To build long-term research capacity, the research team should have a balance of Early Career, Established and Leading Researchers, as defined in the Omnibus Policy for Research and Extension or CHED Memorandum Order No. 52, s. 2016,also entitled “Pathways to Equity, Relevance, and Advancement in Research, Innovation, and Extension in Philippine Higher Education”.
2. Following CHED Memorandum Order No. 1, s. 2015, entitled “Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions (HEIs)”, priority will be given to gender-diverse research teams and gender-responsive research projects.

1. The Commission strongly encourages all participating displaced and deloaded HEI personnel to be part of a registry of researchers co-developed by CHED. Researchers who are not yet a part of this registry may contact CHED via email at [k12research@ched.gov.ph](mailto:k12research@ched.gov.ph) in order to apply. They must submit their CV and their Open Researcher and Contributor ID (ORCID) numbers, if available.

**Appendix 1: Research Proposal Form**

Office of the President of the Philippines **COMMISSION ON HIGHER EDUCATION**HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City **K to 12 Transition Project Management Unit**

|  |  |
| --- | --- |
| **Project Title** | Enter project title here |
| **Research Classification** | ☐ Laboratory  ☐ Non-Laboratory |
| **Research Area/Topic** | ☐ Food Production and Security  ☐ Environment, Disaster Prevention, Climate Change and Energy  ☐ Terrestrial and Marine Economy: Biodiversity and Conservation  ☐ Smart Analytics and Engineering Innovations  ☐ Health Systems  ☐ Education for STEAM  ☐ Others, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Project Discipline Cluster *(check all that apply)*** | |  |  | | --- | --- | | * Education Science And Teacher Training * Fine and Applied Arts * Humanities * Religion And Theology * Social And Behavioral Sciences * Business Administration And Related * Law And Jurisprudence * Natural Science * Mathematics * IT-Related * Mass Communication And Documentation | * Medical And Allied * Trade, Craft And Industrial * Engineering * Architectural And Town-Planning * Agricultural, Forestry, And Fisheries * Home Economics * Service Trades * Other Disciplines * Maritime * General | |
| **Abstract *(maximum of 2,000 words)*** | - What is the problem the research is trying to answer?  - How does your proposed study connect to the research agenda of: (1) CHED; (2) participating HEI; and (3) local and international community (e.g., Sustainable Development Goals)  - How can you summarize previous research that has been done on any of the disciplines involved in the research? - How does it build upon and develop research already conducted on these disciplines?  - What makes it multidisciplinary or transdisciplinary?  - What types of research output will you be producing? Please specify.  - What specific framework or perspective will you use for the research?  - Briefly describe the study design and study setting / data sources (clearly indicate where the study will be conducted and include settings for primary data collection, and specific sources of secondary data, if applicable)  - Describe the supporting / mentoring activities that will be provided for the research team members who are in their early careers.  - Who are the direct / indirect beneficiaries of the study, what are the benefits that they are likely to accrue in the short or long term?  - Specify the activities and timeline plan for (a) writing and publications and patenting – indicate number of publications, patent applications, and acquisitions – and (b) sharing / communicating research results to different stakeholders and possible beneficiaries |
| **Duration** | Enter project duration here (with funding from the grant to be set for a maximum of 2 years). |
| **Summary of Outcomes** | |  |  |  |  | | --- | --- | --- | --- | | **Activity** | **Number** | **Schedule** | **Beneficiary** | | Local Conference Presentations |  |  |  | | Publication |  |  |  | | Copyright / Patent |  |  |  | | Prototype of New Technology |  |  |  | | Others: (specify) \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | |

1. **Institutional Information**

|  |  |
| --- | --- |
| **A. Lead HEI** | |
| **HEI Name** |  |
| **HEI Type** |  |
| **Address** |  |
| **Contact person** |  |
| **Designation** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Bank Details (Bank, Branch, Account Number for Grant Deposit)**  *\*Preferably Landbank Account* |  |
| **Institutional Research Agenda**  *Briefly describe the institution’s research agenda or envisioned research niche / area of expertise* |  |

|  |  |
| --- | --- |
| **B. Collaborating HEI(s)***(Fill up if engaging in collaborative research; add duplicates of the following table as necessary)* | |
| **HEI Name** |  |
| **HEI Type** |  |
| **Address** |  |
| **Contact person** |  |
| **Designation** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Institutional Research Agenda**  *Briefly describe the institution’s research agenda or envisioned research niche / area of expertise* |  |

1. **Research Team Composition.**

|  |  |  |
| --- | --- | --- |
| **Full Name**  **(Last Name, First Name, Middle Name)** | **Institutional Affiliation**  **(Full institutional name, no abbreviations)** | **Highest Educational Attainment and Discipline**  **(e.g. MS Marine Biology)** |
| **RESEARCH TEAM MANAGER** | | |
| **1.** |  |  |
| **RESEARCH TEAM MEMBERS** | | |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |
| **7.** |  |  |
| **8.** |  |  |
| **9.** |  |  |
| **10.** |  |  |

1. **Project Details.** *Please state your objectives following the principle of SMART (Specific, Measurable, Attainable, Relevant, and Time-bound)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Logical Framework** | | | | | |
| **Objectives** | **Activities** | **Outputs** | **Verifiable Indicators** | **Means of Verification** | **Assumptions** |
| What are the objectives that the project will contribute to? | What are the activities needed to be undertaken to achieve the objectives? | What are the concrete visible results that will contribute to the realization of the project? What changes and improvements will be achieved by the project? | What indicators will show whether the expected results have been achieved? | What are the information sources for these indicators? | What are the factors and conditions not under direct project control but are necessary to achieve the project objectives? |

1. **Work Plan.**

|  |  |  |
| --- | --- | --- |
| **ACTIVITIES** | **IMPLEMENTATION DATE** | **OUTPUT** |
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|  |  |  |
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Provide a **Gantt Chart** presenting the schedule of activities for the proposed project and the research team member(s) responsible for each activity. Use a separate sheet for this portion. Include in this chart names of individuals and the tasks they will be required to with deadlines of their tasks.

1. **Financial Plan** *(Provide additional sheets if necessary)*

|  |  |  |
| --- | --- | --- |
| **Items** *(Please provide all requested information)* | **COUNTERPART FUNDING\*** | **CHED FUNDING (PHP)** |
|
| **Honorarium for Research Team Manager**  *Php 8,800 per month[[4]](#footnote-3)* |  |  |
| **Salary for Research Team Member**  *Add row per team member.*  *Allowable amounts***[[5]](#footnote-4)** *are\*:*  *(SG - 18) - Php 33,452 per month (max)*  *(SG - 16) - Php 28,417 per month*  *(SG - 12) - Php 20,651 per month*  \*For team members from Private HEIs, whichever is the equivalent SG. |  |  |
| **Venue Rentals** *Specify type*  (per day x ## days) |  |  |
| **Accommodations** *Specify type*  (per person x ## days) |  |  |
| **Food** (per person x ## days) |  |  |
| **Transportation** (per person x ## days) |  |  |
| **Materials**  Supplies  Printing and reproduction  Others *Specify* |  |  |
| **Communications** |  |  |
| **Research**  Books  Journals  Others *Specify* |  |  |
| **Miscellaneous** *Specify* |  |  |
| **TOTAL** |  |  |

\*Include all funding support from participating HEIs or other external sources

*By signing this document, I certify that the details specified in this document are correct. Moreover, I certify that the persons detailed in this project proposal are capable of the undertaking, are cognizant and are accepting the commitment, and are of good moral character. Additionally, the researchers involved in the project are deloaded due to K to 12, and will not have teaching load beyond 12 units per term for faculty, or have workload beyond 20 hours per week for staff.*

|  |  |
| --- | --- |
| **SUBMITTED BY:** | **REVIEWED AND ENDORSED BY:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Research Team Manager)*  Date: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Lead HEI Head)*  Date: |

**Conforme:**

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Research*  *Team Member)*  Date:        **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Research*  *Team Member)*  Date:        **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Research*  *Team Member)*  Date:        **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Research*  *Team Member)*  Date:        **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Research*  *Team Member)*  Date: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Research*  *Team Member)*  Date:        **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Research*  *Team Member)*  Date:        **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Research*  *Team Member)*  Date:        **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Research*  *Team Member)*  Date:        **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Signature over printed name of Research*  *Team Member)*  Date: |

**Appendix 2: HEI Endorsement Form**

*(One per HEI involved in the project)*

By signing this Endorsement Form, I certify to the following:

1. The information indicated in this Endorsement Form, together with all documents attached therein, are true and correct based on my own personal knowledge and based on documents in my possession; and
2. The Research Team Members detailed in this project proposal are:
3. compliant with the minimum eligibility requirements of the grant;
4. of good moral character;
5. able and willing to undertake the research;
6. cognizant and are accepting the commitment;
7. deloaded due to the K to 12 Transition;
8. HEI personnel that do not have teaching loads beyond 12 units per term, or workloads beyond 20 hours per week per researcher; and
9. HEI personnel that will fulfill all the terms and conditions of the grant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature over Printed Name of HEI Representative**

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 3: Researcher Curriculum Vitae**

**Designation:** ☐ Research Team Manager ☐ Research Team Member

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Personal Information** | | |  |
| Last Name | Click here to enter text. | |  |
| First Name | Click here to enter text. | |  |
| Middle Name | Click here to enter text. | |  |
| Mailing Address | Click here to enter text. | |  |
| Telephone No. | Click here to enter text. | |  |
| Mobile No. | Click here to enter text. | |  |
| E-mail Address (further communications will be coursed via e-mail) | Click here to enter text. | |  |
| Date of Birth (mm/dd/yyyy) | Click here to enter text. | |  |
| **II. Educational Attainment *(add rows if necessary)*** | | | |
| Bachelor's Degree Attained | | Click here to enter text. | |
| Course | | Click here to enter text. | |
| Field of Specialization | | Click here to enter text. | |
| Date Graduated  (mm/yyyy) | | Click here to enter text. | |
| Honors/Awards Received | | Click here to enter text. | |
| School / Institution | | Click here to enter text. | |
|  | |  | |
| Degree Obtained  (Master’s Degree / Doctoral Degree) | | Choose an item. | |
| Course / Degree | | Click here to enter text. | |
| Field of Specialization | | Click here to enter text. | |
| Date Graduated  (mm/yyyy) | | Click here to enter text. | |
| Honors/Awards Received | | Click here to enter text. | |
| School / Institution | | Click here to enter text. | |
|  | |  | |
| Degree Obtained  (Master’s Degree / Doctoral Degree) | | Choose an item. | |
| Course / Degree | | Click here to enter text. | |
| Field of Specialization | | Click here to enter text. | |
| Date Graduated  (mm/yyyy) | | Click here to enter text. | |
| Honors/Awards Received | | Click here to enter text. | |
| School / Institution | | Click here to enter text. | |
| **III. Work Experience *(add rows if necessary; start from the most recent)*** | | | |
| Position | | Click here to enter text. | |
| Company | | Click here to enter text. | |
| Period Covered | | Click here to enter text. | |
| General Job Description | | Click here to enter text. | |
|  | |  | |
| Position | | Click here to enter text. | |
| Company | | Click here to enter text. | |
| Period Covered | | Click here to enter text. | |
| General Job Description | | Click here to enter text. | |
| **IV. Publications *(add rows if necessary; start from the most recent)*** | | | |
| Publication Type  (Book, Journal, Commissioned Report) | | Click here to enter text. | |
| Name of Publication | | Click here to enter text. | |
| Title | | Click here to enter text. | |
| Short Description of Work | | Click here to enter text. | |
| Date Published | | Click here to enter text. | |
| **V. Academic Paper Presentations *(add rows if necessary; start from the most recent)*** | | | |
| Title | | Click here to enter text. | |
| Short Description of Paper | | Click here to enter text. | |
| Name of Conference | | Click here to enter text. | |
| Date of Presentation | | Click here to enter text. | |
|  | |  | |
| **VI. Research Project Conducted *(add rows if necessary; start from the most recent)*** | | | |
| Research Title | | Click here to enter text. | |
| Short Description of Research Project | | Click here to enter text. | |
| Research Output | | Click here to enter text. | |
| Role/Tasks | | Click here to enter text. | |
| Date Completed | | Click here to enter text. | |
| **VII. Social Work and/or Community Extension Activities *(add rows if necessary; start***  ***from the most recent)*** | | | |
| Institutional Affiliation | | Click here to enter text. | |
| Position Held | | Click here to enter text. | |
| Brief Description of Position | | Click here to enter text. | |
| Period Covered | | Click here to enter text. | |
| **VIII. Training Programs Attended *(add rows if necessary, start from the most recent)*** | | | |
| Title of Training | | Click here to enter text. | |
| Inclusive Dates of Attendance | | Click here to enter text. | |
| Number of Hours | | Click here to enter text. | |
| Conducted / Sponsored by | | Click here to enter text. | |
| **IX. Professional Licenses and Certification** | | | |
| License Type  (e.g. Professional Teacher, Registered Nurse) | | Click here to enter text. | |
| Date of First Issuance  (mm/yyyy) | | Click here to enter text. | |
| Expiry Date | | Click here to enter text. | |
| **X. Other Information** | | | |
| Special Skills | | Click here to enter text. | |
| Non-Academic Distinctions *(write in full)* | | Click here to enter text. | |
| Membership in Association *(write in full)* | | Click here to enter text. | |
| **XI. Character References** |  |  |  |
| **Name** |  | **Address** | **Contact Number** |
| 1. | |  | |
| 2. | |  | |
| 3. | |  | |

*I certify that the information provided herein is true and correct.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature Date

**Appendix 4: Frequently Asked Questions (FAQs)**

**Am I eligible to apply for a Grant?**

The grant is open to all CHED-recognized HEIs. The grant will be disbursed to the institution, not the individual. Please refer to Section IV: Eligibility.

**Will there be another round of call for proposals?**

Depending on the availability of the funding for research during this K to 12 Transition Period, there may or may not be another round of call for proposals. As such, all HEIs are encouraged to take advantage of this current opportunity.

**What is the duration of the grant?**

The grant is intended to fund projects of up to two (2) years.

**Will I receive my entire budget request?**

The entire amount will be disbursed upon awarding of the grant and signing of the MOA. This must be liquidated sixty (60) days after the submission of the final outputs.

**How will my institution receive the budget request?**

The HEI will be asked to create a Landbank account, or provide details of its existing account, where the grant will be disbursed.

**Can overheads be charged?**

We will not allow budget for attendance to conferences or foreign travel. However, travel directly relevant to the award, such as to a research training project, is acceptable. Everything should be outlined in the budget and in the Financial Plan when the full proposal is submitted.

**My research project will run for more than 24 months?**

The research proposed must run for a maximum period of two (2) years. The validity of the funding will likewise be for this duration. No-cost project extensions may be requested by the HEI in writing and shall be subject to the approval of the Commission, based on the preliminary evaluation of the progress of the project. Requests for extension must be submitted at least one (1) month prior to the end of the project duration. Provided, the HEI shall not receive additional privileges and incentives, during the period of the approved project extensions. In meritorious cases; however, additional funding may be requested for the continuation of the project beyond its original scope. This is treated as a new phase for the project, and thus will require a separate research proposal. The awarding of the grant will still be subject to the availability of funds for the said period.

**What reports am I required to submit?**

The HEI must submit the final paper and other outputs as indicated in the approved proposal.

**Do I need University Research Board (URB) and/or Institutional Research Council (IRC) approval before I apply for a grant or later, when I receive a grant?**

As a requirement for the disbursement of the grant, the HEI must submit the URB and/or IRC approval and other documentation that can provide a declaration that the research does not involve undue risks to human subjects, or create damaging impact on the environment.

**How do you describe a deloaded or displaced?**

From CMO No. 51, s. 2016, entitled “Guidelines of Eligibility of Displaced HEI Personnel To Grants Under the K to 12 Transition Program”, Article III, Section C: “Displaced HEI personnel refers to a former higher education personnel, whether teaching or non-teaching, who is separated from employment with the HEI due to the implementation of the K to 12 Basic Education Program, regardless of manner of displacement (i.e., retrenchment, redundancy, non-renewal of contract, or other analogous circumstances of displacement).” From the same CMO, Article III, Section B: “Deloaded HEI personnel refers to a higher education personnel, whether teaching or non-teaching, who is retained as an employee in the HEI but received reduced or no workload due to the implementation of the K to 12 Basic Education Program.”

**If I feel that my application was turned down unreasonably, is there an Appeals Procedure?**

The decision of the Commission is final.

**Can the private industry or non-profit handle the Grant?**

No, the grant is awarded to the HEI only, and the funding will be disbursed to the lead HEI of the program. Other entities will need to work closely with an HEI and have their research targets align with the HEI’s own proposal.

**What qualities should my idea possess to be chosen for the Grant?**

Proposals are requested for transdisciplinary research, development, extension, and innovation projects focusing on any of the areas outlined in the Omnibus Policy for Research and Extension or CHED Memorandum Order No. 52, s. 2016, also entitled “Pathways to Equity, Relevance, and Advancement in Research, Innovation, and Extension in Philippine Higher Education”. Please refer to IV. Eligibility.

**Can I patent my invention as a result of the Grant?**

Yes. The Commission encourages researchers to submit new patents from their work with this grant. Arrangements to be set for patent applications will be done in partnership with the Intellectual Property Office of the Philippines (IPOPHIL).

**How much time is permitted for me to submit a FULL PROPOSAL after the announcement of the Grantees?**

The HEI is asked to submit an Inception Report, at most a month after awarding, as a requirement for disbursement.

**How many awards will be funded for this year?**

For the year 2016, a maximum of sixty (60) funded projects is budgeted to be supported by the grant, but this will also depend on the availability of funds used.

**Are there items that I am not allowed to spend for using the DARE TO grant? What guidelines should I use for salaries and honoraria?**

There are a number of documents that outline the rules for funding salaries, honoraria, and other expenditures that will be used for the research grant. They include: CHED Administrative Order No. 1, s. 2011, CHED Order No. 2, s. 2011, and the Commission on Audit Circular 2012-003. A full set of the documents may be found online.

CHED will require all expenses to be justified per item, in order to approve the work and financial plan submitted.

**How many papers or patents do I need to produce?**

DARE TO grant-supported projects are expected to produce at least one (1) scholarly paper (i.e. full paper, short communication, review paper or data in brief) and/or patent filing per one (1) million pesos worth of research grant. The scholarly paper should be submitted or accepted in World of Science/ISI- and/or Scopus-indexed journals or in any CHED-endorsed Philippine journal.

CHED does not allow publishing in predatory or ‘hi-jacked’ journals. The blacklisted journals can be found in Beall’s list (www.scholarlyoa.com). Authors who will publish in predatory journals studies funded by CHED will be penalized and be requested to retract the paper.

**Are there other requirements for the call?**

All research articles that received support from the DARE TO grant should have a funding acknowledgment statement. The funding agency, Commission on Higher Education (Philippines) should be written out in full, followed by the “DARE TO grant # \_\_\_\_ ” in square brackets, see following example:

***This work was supported by the Commission on Higher Education (Philippines) [DARE TO grant # 001].***

Where the research was supported by more than one agency, the different agencies should be separated by a semi-colon.

**Can an industry partner be a proponent?**

Yes, CHED encourages the grant to be a tool to forge partnerships. However, CHED also understands there is a need to properly safeguard HEIs from third-party arrangements that will not yield beneficial results.

All Industry, Civil Society, or Government partnerships set between HEIs under this research grant-in-aid must either:

1. Be an approved partner of the K to 12 Transition Sectoral Engagement (SE) Grants program; or
2. Have established between the HEIs involved a Memorandum of Agreement (MoA) that denotes clear terms of reference between the HEI and the partner organization.

**What if I am unable to deliver the project outputs?**

The grant is expected to be good for a maximum of two (2) years. Grantee institutions may request for an extension of the grant, for the purpose of fulfillment of the grant deliverables. No additional funding will be provided in this extension. Failure further may result in the institution no longer being eligible to receive grants from CHED.

**Can I create a start-up company based on my research output?**

Yes. Under Republic Act No. 10055 (or Philippine Technology Transfer Act of 2009), scientists are allowed to create, manage or serve as consultants to companies that can commercially exploit technology arising from government-funded research, such as CHED’s DARE TO grant. This is provided that all necessary conditions outlined in RA 10055 are present and adhered to.

**Appendix 5: Evaluation Criteria**

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| --- | --- | --- |
| **Evaluation Criteria** | **Indicators** | **Weight** |
| *Relevance and Developmental Nature of the proposed research project* | * The research project is aligned with regional, national, sectoral, and/or institutional research agenda and identified priority areas. * The objectives of the proposed projects are clear, relevant, and well-defined. * The research project promotes the development of the institutions and personnel involved, and the benefits and key outcomes to other stakeholders that may be involved. * The outputs resulting from the research will be of high-impact and show *value for money.* * The research is able to produce valuable new knowledge and innovations, and/or is able to address gaps in existing literature. | 40% |
| *Technical Merit of the Proposal* | * The research proposal is clearly supported by a conceptual framework or demonstrates a systematic bottom-up approach in creating a conceptual framework. * The research proposal does not involve any participants or topics that may have ethical considerations, or the research proposal addresses these concerns. * The research methodology is clearly stated. * The methodology and design are clear, sound, and are able to outline the concrete outcomes of the research. * The timeline of activities, and the work and financial plan are reasonable and feasible. * The self-monitoring and evaluation scheme is robust and well-designed | 40% |
| *Demonstrated Capacity of the HEI/s to Deliver* | * The researcher/s demonstrate strong orientation toward research and other avenues of professional development. * Allocation and availability of institutional support is adequate and clearly defined. | 20% |

1. From the CHED Memorandum Order (CMO) 51, s. 2016, on “*Guidelines of Eligibility of Displaced HEI Personnel To Grants Under the K to 12 Transition Program*”, Article III, Section C: “**Displaced HEI personnel** refers to a former higher education personnel, whether teaching or non-teaching, who is separated from employment with the HEI due to the implementation of the K to 12 Basic Education Program, regardless of manner of displacement (i.e., retrenchment, redundancy, non-renewal of contract, or other analogous circumstances of displacement).” [↑](#footnote-ref-0)
2. From the same CMO, Article III, Section B: “**Deloaded HEI personnel** refers to a higher education personnel, whether teaching or non-teaching, who is retained as an employee in the HEI but received reduced or no workload due to the implementation of the K to 12 Basic Education Program.” [↑](#footnote-ref-1)
3. HEIs and proponents are strongly advised to check with the Commission regarding any pending financial obligations prior to the submission of the research proposal, and are likewise strongly encouraged to settle any outstanding accounts, if any. [↑](#footnote-ref-2)
4. CHED Order (CO) No. 2, s. 2011: Implementing Guidelines on the Grant of Honoraria for CHED-Funded Programs and Projects [↑](#footnote-ref-3)
5. Executive Order 201, s. 2016 - First Tranche of Salary Standardization [↑](#footnote-ref-4)