



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

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August 18, 2022

UNIVERSITY CIRCULAR

No. 09
Series of 2022



TO: The PNU Community

SUBJECT: Guidelines for Approval of Internally-Funded Research Projects (Non-PBRG)

I. Purpose

Pursuant to PNU BOR Resolution No. U-3407, series of 2022 dated March 28, 2022, this Circular is issued to provide guidelines for the approval of PNU-funded research projects that are not under the Project-Based Research Grants (PBRG).

II. Rationale and Objectives

Research projects in the University can also be carried out by respective units and offices that have allotted research funds as per their annual Projects, Activities, and Programs (PAP). Since the respective offices could fill-in the research gaps, most especially in terms of policy formulation relevant to the functions of the said office of unit, it is deemed necessary to standardize the approval of such research activities.

III. Scope

To provide grants through internal funding of research projects of faculty members and administrative staff from across the PNU System through their respective PAPs.

IV. Minimum Requirements for Eligibility

The applicant must be an administrative official with full-time and permanent status who is a current head of an office or unit which, for the current fiscal year had proposed allotment for research projects which were eventually approved and part of the unit or office's PAPs.

V. Application Procedure*

1. Considering the amount approved as per the unit's current PAPs, the head shall prepare a research proposal in accordance with the topics under the current University Research Agenda and with the unit's mandates and functions.



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2. The research proposal shall be reviewed internally and approved initially by the unit's respective Office of the Vice President (OVP) or Campus Executive Director and Provost for the regional Campuses.
3. The proposal approved by the corresponding Vice President shall be forwarded to EPRDC for evaluation. The proposals from the Campuses will be submitted to EPRDC for ethics review and for information purposes only.
4. EPRDC shall evaluate the merits of the proposal including compliance with ethics review and recommends the approval, if found in order, to the Research and Extension Services Coordinating Committee (RESCC) through the Vice President for Research, Planning, and Quality Assurance (VPRPQA). Approved proposals from the Campuses will be presented to RESCC, for information purposes only.
5. The VPRPQA recommends the approval of the proposal to RESCC for final review and deliberation. If found in order, RESCC approves the research proposal.
6. If necessary, a Memorandum of Agreement (MOA) shall then be prepared by EPRDC and signed by the Project Leader and the University President. The approved proposals and MOA, if applicable, will then be presented to the Administrative Council, for information only, and submitted to the PNU Board of Regents for confirmation.

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

VI. Criteria

1. The main criteria for the approval of internally-funded research projects are alignment of the proposal to the current University Research Agenda and congruence with the research thrusts of the unit/office.
2. Specific criteria shall be formulated by EPRDC and will be reflected in the proposal review forms.

VII. Special Provisions

1. Funding for the research shall be sourced from the funds of the unit/office or from the funds of the relevant OVP and should be reflected in the unit's PAPs for the year the research will be conducted.
2. Funding shall cover expenses for the conduct of research in terms of honoraria of personnel



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and operating expenses based on the approved line-item budget (LIB) of the proposal. Excess expenses will not be shouldered by the University.

3. Unless longitudinal in nature, all internally-funded research projects shall be for a maximum of 12 months only and designed to be implemented and completed within one (1) fiscal year. An approved internally-funded research project may be subject to a signed Memorandum of Agreement (MOA) between the University, through the President, and the project leader (unit/office head) and will require confirmation of the PNU Board of Regents.
4. The amount for operational expenses will be released through tranches in accordance with existing government accounting procedures and guidelines.
5. Only supplies essential to the project should be purchased from the budget subject to Commission on Audit (COA) rules and regulations. The purchase of equipment like laptops and desktop computers is not allowed.
6. The honoraria of the project leader and other members of the research team will be released only after completion of the research project as evidenced by submission of the completed research report and final liquidation report. Exempted to this provision are the honoraria of members of the research team who are from institutions or organizations outside of PNU and have minor roles in the project (e.g., field researchers, instrument validators, workshop resource persons). Their honoraria may be released prior to the completion of the project, subject to certification of service rendered and approval by relevant authorities.
7. The unit head, who is the project leader/lead researcher, is primarily responsible for all disbursements related to the project and for ensuring the completion of the research project.
8. In case of unforeseen resignation or retirement from service of the project leader of a collaborative or team research that has yet to be completed, either the co-project leader or one of the co-researchers shall be assigned by the University President to continue the research project. The project leader may also be directed to return/pay all expenses incurred in the implementation of the project.
9. In the event that the researcher or research team fails to complete the project within the approved time frame as a result of circumstances beyond his/her control, an extension not exceeding 60 days may be allowed, but the honorarium of the personnel may no longer be released if: (1) the extension extends to the next fiscal year and (2) the funding for the said project is from the General Appropriations Act (GAA).
10. If the researcher or research team still fails to complete the project after the extension period, he/she should return all expenses incurred within the period of one (1) year through



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a mechanism in accordance with existing government accounting procedures and guidelines.

11. All data generated from internally-funded research shall belong exclusively to PNU.
12. Funding is subject to availability of funds and shall be sourced from the funds allotted for each unit/office and other applicable sources of funds.

VIII. Monitoring and Evaluation System

1. EPRDC shall be responsible for the monitoring and evaluation of internally-funded research projects. Project leaders are required to attend meetings organized by EPRDC to check on the status/progress of ongoing research projects.
2. A quarterly progress report is required for submission to EPRDC for monitoring purposes.
3. The researcher/project leader should submit the completed research report in journal article format (research article) to the EPRDC. The submitted research report will be evaluated by EPRDC. If no revision is needed, a clearance certificate will be given to the researcher or research team.
4. All completed internally-funded research are expected to be published in reputable refereed and indexed journals like The Normal Lights and those indexed in the ASEAN Citation Index, Scopus, and Web of Science/Clarivate Analytics. Completed research are expected to be published within a year after their completion.
5. In the event that a unit/office has failed to complete an internally-funded research project without valid reasons, the office/unit cannot apply for another internally-funded research.

IX. Effectivity

This policy takes effect upon the approval of the PNU Board of Regents on March 28, 2022 and for implementation starting FY 2023.

Widest dissemination of this information is requested.

Your usual cooperation and support are enjoined.


BERT JAZMIN TUGA, PhD
President



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