**GUIDELINES FOR PROPOSAL AND**

**BUDGET FOR AY 2022-2023**

For purposes of Productivity and Monitoring of Outputs, the approval of the number of research load units and budget is subject to a clear stipulation of the foreseen cost of doing the project. To assist the researcher in including this in the proposal, the following policies are being added as part of our research guidelines:

1. **Project Schedule and Work Activities:**
	1. During this quarantine period, all researchers are held responsible for the allocated time devoted for the completion of their own research within the 10-month period. The office must be informed if there are constraints that will lead to delay in the submission of the research output.
	2. Each project must have at least 2 milestones or deliverables to be submitted to the Center for monitoring purposes. E.g. a project should have the following milestones/deliverables:
		1. **Midyear Progress Report** – Dec. 15, 2022
		2. **Research Terminal Report** (publishable format of the paper and publication plan) – June 15, 2023
	3. The deliverables as stated above must be submitted to the Center via email to **rcssed@ust.edu.ph** on or before the specified dates.
	4. The Research Progress Report should be presented at the RCSSED Research Progress Presentation (RPP) in January 2021 for further enhancement. Researches that are in advanced stages can be presented in the Research Fortnight or in any local, national and international conferences, as deemed appropriate.
2. **Budget**
	1. Each researcher is allowed to request for a maximum of **P30,000** research budget (for a one year project) subject to evaluation and approval.
	2. The nature of research shall be the basis for budget allocation. Budget allocation should be evident in the research proposal’s method section (subjects and study site) and data gathering procedure.
	3. All research-related expenses may be charged to research fund if there is an official receipt. However, only expenses specified in the budget can be included in the liquidation. Otherwise, request for budget line-item realignment should be submitted for approval.
	4. Researcher may request for cash advance once every term. They must liquidate all releases first before the next tranche can be released. Inability to do so will forfeit the release of the remaining budget.
	5. For purposes of standardization, the following rates shall be used for computing the research budget:
		1. **Transportation** –
			1. **P300/day** within Metro Manila and Provincial Cities. For those opting to use their personal vehicle for field purposes, the maximum allowable gas expense that can be charged is **P600** **per week.**
			2. Travel from Metro Manila to an out-of-town destination and vice/versa is based on actual expense.
			3. Travel between the home and the campus is considered personal expenses and therefore is **not reimbursable**.
		2. **Food –** Researchers and research assistants can only charge meal (lunch) expense when on field work. For those staying overnight, you can charge the other two (2) meals. The maximum expense per person per meal is P150.00
		3. **Lodging** – A cap of **P1,200 day** for an overnight stay outside Metro Manila.
		4. **Printing and Photocopy**
			1. Since printing cannot be done in the Center while in quarantine, therefore, printer cartridges charge may be allowed up to P1,000.
			2. Photocopying materials above 10 pages should be included in the budget.
		5. **Books and publications** – These materials will become properties of the Center when they are charged in the budget.
		6. **Supplies** – research supplies that are available in the office such as recording tapes, CDs, copy paper, pencils, folders are to be requested from the office staff and should not be included in the budget. If these are not available in the office, they should be charged as part of the 10% contingency allocation in the budget or they can be requested two (2) weeks in advance.
		7. Any **electronic equipment** such as headphones, tape/digital recorders bought from the project budget should be considered as office property. One (1) USB costing **P500 or less can be purchased and becomes personal property of the researcher.**
		8. **Honorarium** –
			1. *Research Assistants* – **P400/day** or **P50/hour** (maximum) exclusive of meals and transportation allowance (specify number of days)
			2. *Transcriber* – **P1,000 per 90-minute** recording.

 *Encoder* – **P30 per instrument** (up to 4 pages)

 *Data Processor* – **P3,000** per processing to a maximum of

 **P6,000** depending on the statistical tool used.

Kindly secure services of our accredited statisticians.

 *Editorial Fees* – **P3,000** per research project

*Ethics Certification* - P3,000 to 5,000 per research project

1. Any planned expenses not indicated in the budget guidelines must be in the proposed budget for approval.
2. Any expenses charged to the budget but not part of submitted budget will not be considered in the liquidation report.
3. Registration support in virtual conferences (during quarantine period) for AY 2022-2023 will have a maximum amount of **P10,000 for national conferences** and **P15,000 for international conferences** (not part of 30k research fund).