



Republic of the Philippines
Department of Science and Technology

Science Education Institute

Shaping the Future Now

6 August 2014

DR. AURA C. MATIAS
Dean, UP College of Engineering and
Program Leader, ERDT
University of the Philippines
Diliman, Quezon City


Dear Dr. Matias:

We are pleased to inform you that the Implementing Guidelines on the Faculty Research Grant for Thesis/Dissertation under the Engineering Research and Development for Technology (ERDT) Program was approved by the DOST Secretary per Memorandum dated 23 July 2014.

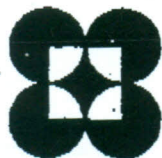
Transmitted herewith for your appropriate action is a copy of the approved guidelines.

Thank you.

Very truly yours,


RUBY R. CRISTOBAL
Officer-In-Charge
Office of the Director, SEI

Encl.: a/s



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

DOST Administrative Order No. 004
Series of 2014

AUG 07 2014

Subject: Implementing Guidelines on the Faculty Research Grant for Thesis/Dissertation

The purpose of this component of the human resource development of the ERDT program is to help the faculty members who are currently enrolled in the ERDT supported graduate programs in an ERDT member University to complete all their requirements leading to a successful thesis/dissertation defense. The grantee shall be considered (counted as) an ERDT scholar (lateral entry) and shall be awarded research grant for a period of one year for Master's or two years for PhD.

1. Eligibility

- a. The applicant must be a full time faculty member of one of the departments/institutes of College of Engineering of an ERDT member University.
- b. The applicant must be enrolled in an ERDT supported engineering graduate program in an ERDT member University and is not supported by any other scholarship program.
- c. The applicant must have a thesis/dissertation proposal as approved by the adviser or panel and has started in the implementation of the research.
- d. The applicant has already completed all of his/her academic courses (except thesis/dissertation and seminars) prescribed in the program of study.

2. Application Procedure

The eligible applicant availing the Faculty Research Grant shall submit in writing his/her research grant application addressed to the ERDT Program Leader (or ERDT Project Leader in case of universities other than UP Diliman). Attached with the application letter are the following documents:

- Duly accomplished ERDT-RG Form.
- Approved thesis/dissertation proposal duly certified by his/her primary adviser and the chairman of his/her department. The approved thesis/dissertation proposal must include the research plan and schedule of research activities (GANTT Chart), leading to the completion of the program of study. In case of Master's program where defense of the thesis proposal may not be required, a thesis proposal duly approved and endorsed by the faculty adviser must still be submitted to the ERDT office. The following serves as a guide in the thesis/dissertation proposal:

Details of the Research

A. SIGNIFICANCE OF THE STUDY - Provide a brief description of the research. Explain the importance and expected contribution of this research to contemporary concerns and to the priority area of study

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RECORDS OFFICER
DEPARTMENT OF SCIENCE AND TECHNOLOGY

B. BACKGROUND OF THE STUDY - Discuss briefly the conditions that led to the conceptualization of the proposed

C. STATEMENT OF THE RESEARCH PROBLEM - Discuss the research problem/s to be addressed or solved by the proposed research.

D. OBJECTIVES - This includes the general and specific objectives addressed by the research and should describe the goals or expected results.

E. DISCUSSION OF LITERATURE RELATED TO THE FIELD - Provide a brief literature review and discuss inadequacies, gaps, inconsistencies, etc. of previous research to the problem being addressed.

F. THEORETICAL FRAMEWORK - This is a guide in the evaluation and interpretation of obtained information. The predicted relationships between/among variables must be illustrated mathematically, graphically or textually.

G. METHODOLOGY - It describes a systematic plan to obtain the needed information. It includes sampling method, data collection procedures, etc.

H. Expected Output

- Line Item Budget (LIB) showing the cost of equipment, experiment expenses and other expenses related to research, required for funding for 12 months (MS) or 24 months (PhD)
- Work Plan and Timetable

A. Enumerate the critical activities to be undertaken in chronological order for every major research phase – preparatory, data collection, data analysis & report writing.

B. Expected outputs should be specified for each activity.

The application shall be evaluated based on merit by the Fellowship and Scholarship Screening Committee (or equivalent body in universities other than UP Diliman), recommending the approval (or disapproval) of the application for the Research Grant to the Program Leader. The ERDT Program Leader shall endorse to DOST SEI of the list of the awarded faculty members for final approval of the Secretary of the Department of Science and Technology. The faculty applicant and his/her adviser shall be notified in writing of the approval/disapproval of his/her application by the Program Leader.

3. Entitlements

A faculty research grantee is entitled to a Faculty Research Grant up to a maximum of P114,000.00 for a Master's student and P228,000.00 for a PhD student.

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4. Release of Grant

Once the requested research grant is approved, the faculty is advised to coordinate immediately with the ERDT office for the purchase of the items in the Line Item Budget.

When changes in the LIB is needed due to unforeseen circumstances, the scholar shall request in writing the budget realignment of his research grant whose approval is subject to the decision of the FSSC.

Funding will not be released to the faculty (or his/her adviser). Republic Act 9064 (and Implementing Rules and Regulations) shall be the basis of all purchases or procurement of equipment and related items listed in the line item budget (purchase of equipment, consumables, fieldwork, transportation, e.g., airfare, van rental etc.). The following are the different modes of procurement used by the ERDT program.

- Bidding
- Alternative Mode (Small Value Procurement, Shopping mode, Reimbursement)

5. Extension

In case that the faculty could not complete the research within the prescribed time, he/she can still request for an extension for a period of six months, especially when there is an unexpended budget for him/her to use the said research grant


6. Obligations

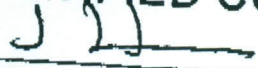
The faculty shall sign a conformer:

- a. That he/she shall be counted as ERDT scholar
- b. That he/she shall complete all the requirements leading to the graduate program degree within the prescribed time period
- c. That he/she renders service to the department he/she belongs for a period of one year for MS and 2 years for PhD

If the faculty fails to satisfy the above conditions, he/she shall refund the total amount of the research grant he/she has received with an addition of twelve percent (12%) of the total amount received to cover the administration costs.

The ERDT Program shall provide assistance to ensure that the Research Grantee graduates on time. The ERDT Program shall release the grants in a timely manner.


MARIO G. MONTEJO
Secretary, DOST

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