



# **UPLB-CHED Zonal Research Center**



## **GUIDELINES FOR CHED VISITING RESEARCH FELLOWSHIPS**

Cognizant of the importance of collaboration and expertise sharing between and among Higher Education Institutions in promoting and developing capability for research, the Commission on Higher Education initiated the CHED VISITING RESEARCH FELLOWSHIPS.

### **OBJECTIVES**

The objectives of the CHED Visiting Research Fellowships are:

1. To serve as mechanism for sharing/transfer of research knowledge/expertise among institutions and between research experts and developing;
2. To promote and facilitate collaborative research;
3. To provide support for the conduct of research in priority areas

### **THE FELLOWSHIPS**

The Fellowships are offered under two categories: Senior Visiting Research Fellowship and Junior Visiting Research Fellowship.

#### *A. Senior Visiting Research Fellowship*

The Senior Visiting Research Fellowship shall be awarded to a research expert professor who shall visit with a selected host institution to teach and conduct research in any priority discipline identified by CHED.

#### *B. Junior Visiting Research Fellowship*

The Junior Visiting Research Fellowship shall be awarded to a qualified faculty who shall be given opportunity to acquire hands-on experience in research or other professional endeavors by working with the senior researcher/adviser in a selected host institution.

## **ELIGIBILITY REQUIREMENTS**

Applicants for both Senior and Junior Research Fellowship must be:

1. Filipino Citizen
2. In good health
3. With no pending administrative or criminal case

*In addition, applicants for Senior Visiting Research Fellowship must be:*

1. Not more than 63 years old;
2. With good track record in research as evidenced by completed papers in his/her area of expertise and published in refereed research journals or other scholarly publications; and
3. Doctoral degree holder in the discipline applied for; and
4. At least Associate Professor of permanent status in an accredited program.

*Applicants for Junior Visiting Research Fellowship must be;*

1. Not more than 45 years old;
2. With research experience;
3. Doctoral degree holder in the discipline applied for; and
4. At least Assistant Professor of permanent status in an accredited program.

*For Senior Visiting Research Fellow,*

1. The sending HEI must have a Level III accredited program or one that is designated as COE or COD in the Fellow's area of specialization; and be willing to provide counterpart support to the candidate/appointee while on assignment.
2. The host HEI must have a graduate program in the Fellow's area of specialization and be willing to provide counterpart support to the candidate/appointee while on assignment.

*For Junior Visiting Research Fellow,*

1. The sending HEI must have a graduate program in the Fellow's area of specialization and be willing to provide counterpart support to the candidate/appointee while on assignment.
2. The host HEI must have a Level III accredited program or one that is designated as a COE or COD in the Fellow's area of specialization; and be willing to provide counterpart support to the candidate/appointee while on assignment.

## THE FELLOWSHIP GRANTS

The Senior Visiting Research Fellowship grant includes:

1. Salary and allowances of substitute in the sending HEI – equivalent to the Fellow's salary not to exceed the salary plus other allowances and incentives of SG 30 level provided by law
2. Travel allowance of P 12,000.00
3. Stipend of P 10,000.00 per month
4. Research fund net of withholding tax, maximum of
  - P 200,000.00 for research with laboratory
  - P 175,000.00 for research without laboratory

The Junior Visiting Research Fellowship grant includes:

1. Salary and allowances of substitute in the sending HEI – equivalent to the Fellow's salary but not to exceed the salary plus other allowances and incentives of SG 25 level provided by law.
2. Travel allowance of P 12,000.00
3. Stipend of P 10,000.00 per month
4. Research fund net of withholding tax, maximum of
  - P150,000.00 for research with laboratory
  - P100,000.00 for research without laboratory

Research funds shall be released in accordance with the following schedule

- 50% upon acceptance of the Research proposal
- 25% upon submission of the midterm research report
- 25% upon submission of the terminal research report

5. Honorarium for the host adviser of P 2,500 per month

## OBLIGATIONS

### A. Grantee

#### Senior Visiting Research Fellow

- ⊕ Conduct a study on a topic identified by CHED and the host institution as priority
- ⊕ Act as project leader of research team to conduct research and professional activity with the faculty members/graduate students of host institutions as members;
- ⊕ Undertake the research for a consecutive period of between five (5) to ten (10) months
- ⊕ Teach one subject or serve as thesis adviser in his area of specialization in the graduate program of the host institution for at least one semester; and

- ✚ Submit copies of the research output to CHED not later than 30 days from the expiration of the grant period.

#### Junior Visiting Research Fellow

- ✖ Conduct a study on topic approved by both CHED and the host adviser;
- ✖ Acts as member of a research project/team headed by the host adviser and as study leader of at least one specific study component of the research project;
- ✖ Undertake the research for a consecutive period of ten (10) months
- ✖ Teach one subject in his/her area of specialization in the undergraduate or graduate program of the host institution for at least one semester; and
- ✖ Submit copies of the research output to CHED not later than 30 days from the expiration of the grant period.

#### B. Host HEI

- 📁 Closely coordinate with CHED, for approval, the visiting research fellow's activities, teaching load and other assignments;
- 📁 Provide support needed by the Fellows:
  - For the Senior Research Fellow – accommodation, office space, staff and co-researchers, research facilities and equipment
  - For Junior Research Fellow – Research Adviser, co-workers, research facilities and equipment

#### C. Sending HEI

- ✚ Pay the fixed salary and all other incentives/allowances of the Fellow while on assignment

### **DISCIPLINES COVERED**

Senior Visiting Research Fellow/Junior Visiting Research Fellow shall be made available annually among faculty members whose expertise and research proposal fall under any of the following clusters of discipline:

- 🌸 Science and Mathematics
- 🌸 Engineering
- 🌸 Humanities, Social Sciences and Communication
- 🌸 Higher Education
- 🌸 Information Technology
- 🌸 Business and Industry

## PROCEDURE

- ④ Invitation shall be circulated to the heads of HEIs through the CHED Regional Offices (CHEDROs)
- ④ All application/nomination shall be received by the Research Division, Office of Policy, Planning, Research and Information (RD-OPPRI) of CHED two months before the start of the semester applied for.
- ④ The application shall be accompanied by the following documents:
  1. Application letter
  2. Research Proposal
  3. Two copies of duly accomplished CHED application form with 2 recent photograph of the applicant (passport style, taken within the year)
  4. Certificate of Employment or Service Record
  5. Abstract of completed researches and/or copies of published articles (for Senior Visiting Research Fellow applicant) or list of research involvement (for Junior Visiting Research Fellow applicant)
  6. Invitation/recommendation or acceptance letter from the host institution indicating considerations/incentives provided to the Grantee
  7. Endorsement letter from the President of the sending institution indicating considerations/incentives provided to the faculty candidate while on appointments/assignment
  8. Birth Certificate
  9. Medical Certificate
  10. Certificate of no pending administrative or criminal case
- ④ The OPPRI-Research Division shall review the application/nomination. The assistance of Technical Experts (TEs) shall be tapped if deemed necessary.
- ④ Provided that the conditions set herein are fulfilled, the Research Division – Office of Policy, Planning, Research and Information (RD-OPPRI) shall endorse to the Commission en banc for approval the recommended list of candidates.
- ④ RD-OPPRI shall notify the applicant in writing of the decision within one month after the Commission en banc, decision.