



Management
System
ISO 9001:2015
www.tuv.com
ID 9109633846

CATANDUANES STATE UNIVERSITY
Virac, Catanduanes

RESEARCH MANUAL

2019 EDITION

Approved per Board of Regents Resolution No. 57,s. 2019
dated October 29, 2019

CATANDUANES STATE UNIVERSITY



PROCEDURE MANUAL

Title: Research Manual

CSU-PM-06

TABLE OF CONTENTS

	Page
TITLE PAGE	i
FOREWORD	ii
ACKNOWLEDGMENT	iii
TABLE OF CONTENTS	iv
I. GENERAL INFORMATION	1
Introduction	1
Institutional Mandate, Vision, Mission, And Core Values	2
The University Research and Development Program	2
The University Research Agenda	3
The University Research Operational Plan	3
II. ORGANIZATION AND MANAGEMENT	4
University Research And Extension Council (UREC)	5
The University Intellectual Property Rights and Commercialization Office (UIPRCO)	6
The Research Function of the University	6
Research and Development Services	7
College Research and Development Services Coordinator	12
Technical Working Groups	13
The Research Team	14



PROCEDURE MANUAL

CSU-PM-06

Title: Research Manual

III. GUIDELINES	15
Types of Research Undertakings	15
General Provisions	16
Internally-Funded Researches	18
Externally-Funded Researches	22
Workload of Faculty Researchers and Compensation of Research Work	24
Evaluation of Research Output	26
Dissemination and Publication	27
Awards and Incentives	28
Intellectual Property Rights and Research Ethics	29
REFERENCES	31
ANNEXES	32
A. Organizational Structure of Research and Development Services	33
B. Technology Commercialization Process	34
C. The Research Process	35
D-1 Format for Research Proposal (Study)	37
D-2 Format for Research Proposal (Project)	40
D-3 Format for Research Proposal (Program)	42
D-4 Matrix for the Evaluation of Research Proposal	44
D-5 Matrix to Determine Faculty Teaching Equivalent (FTE) of Research Proposal	45
E-1 Format for Terminal Report	47
E-2 Format for Project Summary Report	49
E-3 Format for Program Summary Report	50



PROCEDURE MANUAL

CSU-PM-06

Title: Research Manual

F. Independent Research Registration Form	51
G. Presentation of Papers in Conference	53
H. Publication in the CSU Research Digest	54
I. Advisory Regarding Submission of Articles to External Journals	55
J. Guidelines for Awards and Incentives	57
K. Policies and Guidelines on Intellectual Property at the Catanduanes State University	62
L. Code of Ethics for Research and Development	69
M. Cycle of Research and Its Application	71