

REGULAR IN-HOUSE RESEARCH (RIR) GUIDELINES

The UPV Regular In-House Research (RIR) Fund provides financial assistance to faculty and REPS who wish to undertake research projects.

Scope

1. RIR will support project proposals that align with the research thrusts of UP Visayas – Fisheries and Aquatic Sciences. Priority will be given to proposals that focus on the following thematic areas:
 - a. Blue Economy & Coastal Resilience
 - Integrated Coastal Management
 - Marine Biotechnology & Blue Innovation
 - Coastal Disaster Risk Reduction & Management
 - Psychosocial Well-Being In Coastal Communities
 - Fisheries Conservation & Ecology
 - b. Sustainable Environment & Resource Management
 - Climate Change Adaptation & Mitigation
 - Biodiversity & Natural Capital
 - Circular Economy & Waste Management
 - Renewable Energy & Green Technologies
 - Environmental Governance & Sustainable Financing
 - c. Food Security, Health, & Nutrition
 - Food Science & Value Addition
 - Public Health & Community Nutrition
 - Sustainable Aquaculture And Food Systems
 - d. Governance & Policy Development
 - Public Management & Governance
 - Evidence-Based Policy Formulation
 - Institutional Assessment & Reform
 - e. Industry, Innovation, & Economic Development
 - Smart Aquaculture & Precision Fisheries
 - Inclusive Economic Growth
 - Business Intelligence & Analytics
 - Technology Transfer & Knowledge Management
 - Smart & Digital Technologies
 - Community Media And Development Cinema
 - f. Society, Culture, & Human Capital
 - History, Cultural Heritage, Arts, & Identity
 - Human Capital Development & Education
 - Civic Engagement & Social Dynamics
 - Urban Affairs & Spatial Development
 - Literacy & Language Studies
 - Mental Health & Well-Being

Eligibility

1. A proponent must be a full-time, tenured faculty/REPS with at least a master's degree.
2. If the main proponent is not tenured but holds an MS/MA degree, at least one co-proponent must be tenured.
3. Faculty members without tenure and an MS/MA degree may serve as co-proponents.
4. The roles and responsibilities of the main proponent and/or co-proponent should be clearly and explicitly defined to ensure accountability and collaboration.
5. Faculty and REPS are eligible for only one (1) RIR grant from the UPV internal fund at a time.

Project Duration

1. The duration of the study is one (1) year.
2. An extension of six (6) to twelve (12) months may be granted upon the proponent(s)' request, provided there are meritorious reasons.
3. A written request for extension shall be made two (2) to six (6) months before the end of the project. Supporting documents including the progress report should be attached.
4. Failure to complete and submit the final report and/or output within the extension period will result in the automatic termination of the project. A formal project termination letter is issued to the proponent(s), with copies sent to the relevant unit heads to which the proponents belong.

Budget Allocation

1. The RIR fund, with a limit ranging from PhP 300,000.00 to PhP 500,000.00 should be allocated for the following:
 - a. Personal Services (PS)
 - The honorarium for the proponent(s) is at PhP 8,800 per month.
 - Only faculty proponents are eligible to receive the honorarium, while REPS, due to the nature of their work, are not entitled to it.
 - b. Miscellaneous and Other Operating Expenses (MOOE)
 - The MOOE may cover expenses for chemicals and laboratory supplies, hiring of research assistant(s) (with rates determined by the proponent), contracted services, analytical services or laboratory fees, software subscription fees, transportation and communication costs, and representation allowances.
2. Equipment Outlay is not supported by the RIR fund.
3. The proponent must ensure that all the equipment necessary to conduct the proposed study is accessible either at the proponent's home unit or through a local institution where it can be rented or outsourced for the necessary services.
4. Conference attendance is not covered under this funding, as separate financial support is available through the UP System RDG or UPV's RDS program.

Proposal Submission and Review

1. The OVCRE announces calls for proposals and invites proponents to submit their project proposals.
2. Proposals must be prepared using the Research Grant Application Form, and must be endorsed by the Division/Department Chair/Institute Director and the Dean before submission to the OVCRE on or before the designated deadline.
3. The OVCRE facilitates the review process of the proposals. Proposals are initially screened by the OVCRE.
4. Shortlisted proposals are evaluated by external referees with expertise in the field or a closely related area of the proposed study. Proponents may suggest qualified individuals as external referees for the technical review process. In exceptional cases where external referees cannot be secured, referees from the same college may be engaged, provided they are not affiliated with the proponents' unit, institute, or division.
5. Evaluation of the proposal is based on the following criteria:
 - Relevance to UPV's core thrust
 - Innovation, Contribution, and Impact
 - Feasibility (technical viability, timeline)
 - Budget Justification (i.e., appropriate allocation of resources)
 - Compliance with ethical standards
 - Experience and Capability
6. In instances where further clarification is required, proponents may be requested to present their projects to the external referees. This presentation will provide an opportunity to address any outstanding questions, explain critical aspects of the project, and ensure comprehensive evaluation.
7. External reviewers are given 4 weeks to submit their evaluations to OVCRE. Following this, proponents are provided with a timeline for revisions, depending on the complexity of the

- feedback i.e., 2 weeks for minor revisions, ensuring prompt adjustments, or 4 weeks for major revisions, allowing sufficient time to address substantial changes.
8. Proposals that satisfy the outlined criteria will be endorsed by the OVCRE, and forwarded to the Chancellor for approval.
 9. Approved proposals will be implemented in the following year, ensuring alignment with institutional priorities and project timelines.
 10. The OVCRE shall facilitate pre-implementation meetings with the proponents to thoroughly discuss the contract's terms, including deliverables, timelines, budget allocations, and compliance requirements.
 11. Faculty members with approved projects are eligible to apply for Research Load Credit (RLC).

Project Implementation

1. Proponent(s) must register the approved project with the Research Administrative Section of the OVCRE within 2 weeks of signing the project contract. Additionally, they must submit an interim Project Procurement and Management Plan (PPMP) covering 90% of all MOOE items within 4 weeks from the start of the project's implementation.
2. The grant amount will be released in accordance with existing University procedures. All purchases, liquidations, and disbursements must comply with the applicable government procurement, accounting, and auditing rules and regulations.
3. Realignment of items within the approved budget by the proponent is subject to approval from the Chancellor.

Monitoring and Evaluation

1. After six (6) months from the start of implementation, the proponent(s) must submit a progress report. This report will undergo evaluation to assess milestones achieved, challenges encountered, and the project's overall trajectory.
2. The proponent is required to present the progress of his/her project during the OVCRE's annual in-house review of research projects.
3. Upon project completion, the proponent must submit a terminal technical and financial report following the prescribed format set by the OVCRE.

Certificate of Completion

1. A Certificate of Completion will only be granted upon fulfilling either of the following criteria:
 - a. Publication of at least one (1) full research article in a peer-reviewed WoS (Web of Science) or Scopus-indexed journal
 - If publication in a WoS or Scopus-indexed journal proves unsuccessful after three (3) attempts, publication in peer-reviewed non-WoS or non-Scopus indexed journals may be accepted. Documentation of the unsuccessful attempts is required in the form of correspondence with the journal editor(s).
 - Proponent(s) must provide one (1) hard and one (1) soft copy of the published article to OVCRE.
 - b. Submission of a Patent application
 - If submission of a patent application is appropriate for the research output, the proponent(s) will have six (6) months from the completion of the research to submit a copy of the patent application documents. The status of application shall be considered in determining equivalency with publication acceptance. The OVCRE, through the UPV TTBD, shall assess application level and technological maturity to determine equivalency. If the grantee opts for Intellectual Property protection, a prior art search report shall be included in the proposal coupled with technology transfer roadmap, regardless of the mode of transfer (i.e. deployment/extension or commercialization). The grantee shall assign the ownership of the patent or utility model to UPV in accordance with the University of the Philippines Intellectual Property Rights Policy.

Note: This RIR grant does not cover the cost of publication and/or IP application.

Intellectual Property

1. All intellectual outputs produced during or as a result of this grant shall be bound by the Governing Principles and Policies on Intellectual Property Rights (IPR) of the University.
2. Publications resulting from the outputs must acknowledge the University's support and contribution with the following statement: *"This work was supported by the University of the Philippines Visayas through the Regular In-House Research (RIR) Fund of the Office of the Vice Chancellor for Research and Extension (Project Code: SPXX-XX)."*

Termination Policy

1. The University may terminate the project through written notice if the proponent abandons or withdraws from the grant, fails to complete their technical paper within the agreed period, resigns, or is removed from employment with the University for reasons attributable to them before UPV approves their technical paper.
2. Sanctions for Terminated Projects:
 - a. All funding and disbursements for terminated projects shall be immediately suspended.
 - b. Proponents must return the full amount released including both reimbursed funds and cash advances, regardless of whether they have been liquidated or remain unliquidated. They may face additional sanctions in accordance with University rules, and without prejudice to the settlement of their contractual obligations with the University. Failure to return funds may result in legal action, subject to UPV's policies.
 - c. The proponents will be disqualified from this funding window until all required deliverables, as stipulated in the contract, have been duly complied with. In severe cases, long-term or permanent disqualification from all UPV funding opportunities may be imposed.
 - d. If the proponent is set to retire, resign, or is terminated from the University, a CLEARANCE shall not be issued unless all obligations under the terms and conditions of this contract are fully complied with.
3. Clearance of deliverables of terminated projects
 - a. Upon completion of the deliverables, a clearance certificate will be issued to the proponent(s). This certificate serves as confirmation that the proponent(s) is/are cleared of all obligations related to the terminated project.

Guideline Updates

These revised guidelines apply to projects implemented from January 2026. A review and evaluation of these guidelines for potential revisions will be conducted every three (3) years.