

2025 GUIDELINES FOR THE UPV RESEARCHERS' MENTORING INITIATIVE

The Office of the Vice Chancellor for Research and Extension (OVCRE) Mentored Research funding window is designed to support the development of high-quality, collaborative research outputs by pairing early-career faculty and researchers with experienced mentors. Through this mechanism, UP Visayas aims to institutionalize mentorship as a strategic approach to research capacity building, while encouraging cross-generational collaboration and academic stewardship.

Objectives

1. To support mentored research engagements that lead to the development of publishable manuscripts, patentable innovations, or creative knowledge products.
2. To provide a structured platform for early-career researchers to gain hands-on experience in proposal development, research implementation, and scholarly dissemination.
3. To encourage experienced faculty to serve as research mentors, guiding mentees through the technical, ethical, and institutional dimensions of research.
4. To promote interdisciplinary collaboration and strengthen the culture of research across academic units.

Eligibility and Requirements for Mentees

1. This funding window is open to early-career and junior researchers at UP Visayas who are committed to strengthening their research competencies through structured mentorship and collaborative scholarly engagement.
2. Applicants must be faculty members or REPS affiliated with UP Visayas, with no more than five (5) years of cumulative research experience.
3. Applicants must have fully complied with all requirements and deliverables of any previously awarded research grant, whether funded internally or externally.
4. Priority shall be given to applicants who have not previously received a Mentored Research Grant, to ensure broader capacity building and equitable access.

Qualifications of Mentors

Mentors shall include all tenured UPV faculty members and Research, Extension, and Professional Staff (REPS) who meet the following criteria:

- a. Proven Research Track Record: At least three (3) publications in Web of Science or Scopus-indexed journals as primary or corresponding author within the last five (5) years.
- b. Leadership in Research Projects: Served as Principal Investigator or Project Leader in at least two (2) completed research projects within the last five (5) years.
- c. Commitment to Mentorship: Willing and able to provide sustained guidance, including constructive feedback, technical support, and career advice.

Responsibilities of a Mentor

1. Each qualified mentor may guide up to two (2) mentees per fiscal year.
2. Mentors are expected to:
 - a. Provide regular consultations to support the mentee's research progress
 - b. Encourage mentee participation in relevant research proposal and/or publication workshops and assist in refining the proposal and implementing the research activities.

Responsibilities of a Mentee

A mentee shall:

1. Prepare a proposal on a topic of personal research interest, which may be aligned with the discipline of the preferred mentor.
2. Incorporate mentor feedback into a revised version of the proposal. This version shall be presented during at least one proposal-making workshop session organized by the OVCRE or submitted directly to the OVCRE for review if no workshop is scheduled within the applicable timeline.

3. Take full charge in implementing the approved in-house grant, in coordination with the mentor and in accordance with UPV policies, ethical standards and protocols.
4. Ensure timely execution of activities, proper documentation, and compliance with reporting requirements set by the OVCRE.
5. Maintain regular consultations with the mentor throughout the duration of the grant to ensure technical guidance and progress monitoring.

Mentor–Mentee Agreement

A formal Mentorship Partnership Agreement shall be signed by both mentor and mentee prior to the start of the engagement. This document shall establish clear expectations, roles, and responsibilities throughout the duration of the mentorship. A duly notarized copy of the signed agreement must be submitted to the OVCRE for documentation and monitoring purposes.

Conflict Resolution

In case of misunderstandings or disagreements between mentor and mentee, the OVCRE shall serve as mediator to facilitate resolution. Both parties are expected to engage in the process in good faith, with the goal of maintaining a productive and respectful mentoring relationship.

Mechanics

Unless otherwise specified in this document, the mechanics, project duration, proposal submission, review process, implementation protocols, monitoring and evaluation procedures, and termination policy for the Mentored Research Grant shall follow the provisions outlined in the Regular In-house Research (RIR) Guidelines. Specific timelines and evaluation protocols shall be coordinated by the OVCRE to ensure consistency, transparency, and timely processing.

Funding, Remunerations, and Other Support

1. The Mentored Research (MR) Fund provides financial support of up to PhP 500,000.00 per approved project. The allocation shall be distributed across the following categories:
 - 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.
 - The designated mentor shall receive a one-time honorarium of PhP 50,000.00, to be released only upon successful completion of the project, as evidenced by the submission of all required outputs.
 - 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. 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.
3. Conference attendance is not covered under this funding, as separate financial support is available through the UP System RDG or UPV's RDS program.
4. Faculty member mentees with approved projects under this funding window are eligible to apply for Research Load Credit (RLC) in accordance with UPV guidelines. Faculty member mentors, however, may be considered for RLC only upon formal request and subject to OVCRE evaluation, based on the extent and nature of their mentorship responsibilities. Final approval shall depend on the documentation of mentorship activities and alignment with existing RLC policies.

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 Mentored Research Fund of the Office of the Vice Chancellor for Research and Extension (Project Code: SPXX-XX)."*

Authorship of Publications

1. All publications shall be co-authored by both the mentee and the mentor, reflecting the collaborative nature of the research engagement.
2. The mentee shall be listed as the first author. The corresponding author may be either the mentee or the mentor, depending on the nature of the submission and journal requirements.
3. Any awards, recognition, or derivable benefits resulting from the collaboration shall be equally shared by both parties, in accordance with principles of academic fairness and institutional stewardship.

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.