

SMALL BUDGET IN-HOUSE RESEARCH (SBIR) GRANT GUIDELINES

The Small Budget In-House Research (SBIR) Grant seeks to bridge the gap in resources and funding for undergraduate students engaged in research courses like Special Problem and Undergraduate Thesis. By offering financial support and fostering collaboration with faculty mentors, this funding window aims to elevate the quality and impact of undergraduate research.

Objectives

1. Enable undergraduate students to access resources necessary for innovative and meaningful research projects,
2. Support faculty mentors in providing effective guidance through adequate funding,
3. Strengthen mentorship and collaboration between faculty and students through research initiatives,
4. Cultivate a research-oriented academic culture within the institution

Eligibility

1. The SBIR Grant is available to faculty members who are actively serving as research advisers for undergraduate students.
2. Eligible students must be enrolled in courses such as Special Problem, Undergraduate Thesis, or other similarly designated courses that involve research-based outputs.
3. Collaborative research projects that actively involve both students and faculty are highly encouraged. Priority may be given to research proposals that align with UPV's research priorities or thematic areas.
4. This funding cannot be used for activities that are considered mandatory requirements of regular courses.

Fund Allocation and Management

1. Faculty members can apply for up to PhP 100,000.00 per academic year, funding 2–3 related studies assigned to at least two students. Academic units must ensure proper student assignments.
2. Each student can use up to PhP 15,000.00, with a total cap of PhP 45,000.00 for the research project. Funds shall be primarily allocated for the following:
 - Transportation during field work and procurement of supplies
 - Supplies and materials
 - Labor costs for fabricating experimental setups
 - Equipment rental
3. Funds cannot be used to pay enumerators.
4. Fieldwork
 - All fieldwork activities must be supported by comprehensive travel insurance that includes coverage for medical emergencies and accidents.
 - A conforme signed by the students' parents or guardians must be submitted, outlining their consent and acknowledgment of the fieldwork requirements.
5. The grant also includes an allocation of PhP 50,000.00 for the faculty member, subject to liquidation of previously released funds. This amount may be utilized under either of the following conditions:
 - As Honoraria: If the research output results in an accepted peer-reviewed publication, patented technology, or copyrighted software; or
 - As Financial Support for Dissemination: Covering transportation expenses, travel allowances, or registration fees for an accepted oral or poster presentation in a national or international conference
6. An additional contingency fund of up to PhP 5,000.00 may be granted to support unforeseen expenses for supplemental data gathering, subject to approval. Requests must include a detailed justification of the need, along with supporting documentation, to ensure transparency and alignment with project objectives.
7. Fund releases shall be made on a per-activity basis, upon request. To ensure effective

monitoring, a detailed summary of expenses, along with copies of all receipts for purchases or services, must be submitted to the OVCRE. Subsequent fund requests will only be processed upon verification of these documents.

Proposal Submission and Review

1. Proposals for this funding window shall be submitted to the OVCRE at any time throughout the year. Specific timelines for review and approval cycles will be communicated by the OVCRE to ensure timely evaluation and processing.
2. The faculty (research adviser) shall establish a technical review panel to assess the scientific merit, feasibility, and institutional alignment of student proposals submitted for SBIRG application.
3. The composition of the panel must be formalized through an official document signed by all members and approved by the Division/Department Chair/Institute Director.
4. The committee will collaboratively ensure that proposals adhere to the standards set forth by the OVCRE.
5. The faculty (research adviser) shall determine the date and time for the student proposal presentation, and notify the OVCRE at least one week prior to the scheduled presentation. The Vice Chancellor for Research and Extension (VCRE), or a designated OVCRE representative shall attend the evaluation meeting to provide insights and feedback.
6. 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 of faculty research adviser
7. Proposals that meet the prescribed standards will be endorsed by the OVCRE, and forwarded to the Chancellor for approval.
8. Upon completion of the evaluation process, the OVCRE shall issue a certificate to each member of the technical review panel, formally recognizing their role as reviewers for the SBIRG application.

Research Outputs and Intellectual Property

1. Any outputs or publications resulting from this grant shall be jointly authored by the adviser and the advisees. Student/s who do not make significant contributions to the research shall not be included as co-authors.
2. 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.
3. 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 Small Budget In-House Research (SBIR) Grant of the Office of the Vice Chancellor for Research and Extension (Project Code: SPXX-XX)."*

Completion and Certification

1. A Certificate of Completion will be awarded only upon fulfilment of the following requirements:
 - a. Successful completion of mentored students' projects, as verified by the faculty research adviser
 - b. Achievement of at least one of the following milestones:
 - Peer-reviewed publication:
For faculty advisers, acceptance of a manuscript in a peer-reviewed journal (preferably PJNS or PJSSH) or inclusion in the proceedings of a national or international conference.
For students, submission of a publishable manuscript to a recognized journal, accompanied by a certification of submission.
 - Innovation: Submission of a Patent application. Proponents must provide a copy of

the complete application documents to OVCRE. 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.

- Creative output: Creation of a copyrighted product, such as software, accompanied by a comprehensive operations manual and documentation of intended use or deployment.
2. Students who fail to meet the completion requirements shall be subject to institutional sanctions, including withholding of their Transcript of Records until compliance is verified.
 3. The OVCRE shall issue a Certificate of Mentorship to faculty advisers upon verification of their role in guiding the student through the SBIRG process and achieving the required outputs.

Termination Policy

1. The University may terminate the project through written notice if the proponent abandons or withdraws from the grant, fails to complete the required outputs within the agreed period, resigns, or is removed from employment with the University for reasons attributable to them before UPV approves their outputs.
2. The faculty (research adviser), as the main proponent, shall bear full responsibility for securing all data collected under this grant. Any data loss due to oversight will not be accepted as a justification for their failure to produce the required outputs associated with this grant.
3. 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 faculty (research adviser) 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 faculty 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 the contract are fully complied with.
4. 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 projects.

Other Terms and Conditions

1. The policy on honorarium for undergraduate student thesis advisers (160th BOR Meeting, 23 May 2002) shall be deemed waived when this grant is awarded.
2. A faculty member is eligible to apply for an International Publication Award for any qualified output derived from this grant.
3. A faculty member remains eligible to apply for UPV's Research Dissemination Grant (RDG), provided the research paper submitted for the RDG application is not derived from the outputs of this grant.
4. Faculty members may not use approved project/s granted through this funding window to apply for Research Load Credits.

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.