

Mountain Province State Polytechnic College

Research and Development Unit

Bontoc, Mountain Province

Implementing Rules and Regulations on Research Presentations and Publications

Rationale

Recognizing that research is an integral function of any state university, the Mountain Province State Polytechnic College has endeavored to develop policies that will encourage faculty researchers to conduct researches that are aligned to the emerging thrusts of the college, and its oversight agencies. The RDE unit has fully implemented the incentivization scheme in the hope of motivating the faculty to be more research-oriented. For the past two years, there has been an observable surge in the research engagement of the faculty from last year's 46% faculty research participation rate and still increasing. The faculty-researchers have presented and published their papers in various fora and conference at the regional, national and international levels. Concomitant to this positive trend are some drawbacks affecting research management because of the absence of implementing rules and regulations concerning incentives for publication and additional guidelines on research presentation. These proposed policies are formulated to provide clarity and a legal basis for management actions of the Research Unit.

Research Presentations and Publications

To allocate research resources judiciously and equitably among the faculty researchers, the following should be observed:

1. The Research Unit shall receive invitations of call for paper presentations, screens the faculty researches to be sent for national and international fora and conferences, and facilitates the processing of the papers of the faculty for research presentations. For faculty members who receive personal invitations from organizations, they are required to submit the invitation letters to the Office of the RDE for review and endorsement to the Office of the President for his approval.
2. Faculty research presentation either in national or international settings shall be accorded funding support from the RDE. Owing to budget limitations, international presentations held in the country shall be restricted to a maximum of three presentations per faculty per academic year; however, in case a research has been accepted for presentation abroad, the RDE sector shall finance only once per academic year the international travel, following a cost-sharing scheme. The faculty concerned shall be solely responsible for the airfare inclusive of travel tax and insurance fee while the RDE unit shall shoulder the Registration fee, Daily Subsistence Allowance (DSA), and publication fee.
3. Only completed researches within the last three years are allowed to be presented for both national and international presentations.

4. For researches with multiple authors, the presenter shall enjoy financial support to defray travel expenses, per diems and registration fees. Either one or two-co-authors may enjoy the same privilege, if budget warrants, and subject to the endorsement of the VP RDE, and the approval of the college President. The authors are also entitled to receive the corresponding incentives, the distribution of which shall be determined by and among the parties involved based on the extent of contribution of each faculty in the realization of the study.

5. Prior to international presentation outside the country, the qualified faculty must seek first the consent of the Board of Trustees for the approval of the Authority to Travel.

6. Thesis or dissertation of the faculty are allowed to be presented and/or published provided that:

a. The faculty submits a letter of intent to have his paper be presented and/or published outside the agency. A copy of the research manuscript shall also be given to the RDE for filing; and

b. A certification from the College Review Council waiving the evaluation process and allowing the research to be presented and/or published in a reputable research journal

7. Publication fees of a research paper to any CHED accredited research journal and indexed international journals shall be charged to Research funds, but should not exceed P7, 000 per publication. A faculty can avail of funding support for a maximum of three (3) research publication per year. The name of MPSPC should be appended after the researcher's name in the research article that was published.

To claim for this incentive, the researcher should attach the following supporting documents:

a. Letter to the VPRDE requesting for the publication fee reimbursement

b. copy of the research article that was published

c. communication from the organizer or publisher indicating the amount of publication fee

d. Certification from the RDE Office justifying the need for such publication

Should the research organization offer publication of the presented research papers, the researcher is allowed to cash advance the registration fee; provided that the following supporting documents are submitted :

a. Letter to the VP RDE stating the interest of the researcher to avail of publication fee cash advance and a promissory note to submit a copy of the article upon its publication

b. Communication from the organization stating the amount of publication fee

c. Endorsement from the RDE office allowing the researcher to have cash advance for publication fee inclusive of travel expenses of the researcher.

Research Presentation Incentives

Research presentation which includes oral and poster are to be given the following incentives:

International/ National/ Regional – P2, 500 (non-awardee)

5,000 – Awardee in a competitive paper, international

3, 500 – awardee in a competitive paper, national

Publication Incentives

Since research publications to any reputable refereed journal add credence to the quality of the institution, these additional guidelines on research incentives are crafted specifically on research publications.

Faculty members whose papers qualify for national and international publications are entitled to cash incentives depending on the nature of research participation of the faculty:

Authorship of a research paper in a CHED recognized journal (national in scope)

– P8, 500

Authorship of ISI International Refereed Publication - P30, 000

Authorship of a book of international circulation - P20, 000

Authorship of a chapter in a book of international circulation – P10, 000

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