



# **MCU RESEARCH MANUAL**

## **2024 Edition**

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# Manila Central University

## PURPOSE

Empower More People Through Innovative Education

## VISION

A Leading Filipino University Sharing Talents To The World

## MISSION

Nurture Transformative Learning Experiences

## VALUES

Integrity

Nurturing

Prudence

Resilience

Perseverance

## **Institutional Research Office**

### **INTRODUCTION**

At Manila Central University, 'Research' is the systematic and disciplined activity undertaken to create and advance knowledge. It may take many forms across the University's discipline base, including scientific investigation and discovery, developing or refining concepts and theories, techniques or compositions, or extending current understanding through critical analysis.

The standard features of research in all its forms are the systematic and disciplined methodology and the commitment to the publication of the outcomes and their peer review. The publication element of research also varies with discipline and can range from the publication of results in learned journals or monographs to the performance of creative compositions. It also includes the appropriate transfer of the outcomes for the betterment of society.

This Research Manual aims to identify the key research areas or themes where the University has the potential to be engaged and to develop policies and implementation strategies for enhancing and supporting research consistent with the University's Strategic Plan.

In addition, it shall:

- Detail the existing and intended administrative infrastructures designed to support and encourage research and
- Provide direction, policy, and support for the planning and developing of research activity.

### **HISTORICAL CONTEXT**

Established in 1904, Manila Central University is one of the Philippines' oldest post-revolution schools of higher learning. It started with the organization of the first school of Pharmacy, established and run by Filipinos. From Pharmacy, the University has since established seven disciplines of study: Dentistry, Optometry, Medical Technology, Arts and Sciences, Nursing, Physical Therapy, and Graduate Studies. The demonstrated success of these programs of study proves the unquestioned capacity and ability of Filipinos to manage their affairs in the educational field, as well as the soundness of policies laid down by its founders, which are being pursued up to the present time, namely:

- 1) Pride in the capacity of the Filipino to excel in the practice of their profession;

- 2) Religious tolerance to develop independent thinking and a well-balanced sense of morality;
- 3) Spirit of Nationalism;
- 4) Continuous self-improvement and
- 5) Upholding the principle of liberty and academic freedom to develop sound thinking along democratic lines.

### **VISION STATEMENT**

Our vision is to empower our institution, staff, graduates, and communities to produce scientific discoveries through research that shall be of universal importance, affecting as it does the welfare of the Filipino people and humanity.

### **MISSION STATEMENT**

The mission is "to sustain the leadership of MCU as an institutional education in the health science and professional programs whose graduates are exposed to holistic education and technology-based instruction and research."

### **POLICY CONTEXT**

The policy that directs and influences the University's research activities is primarily derived from the University's Vision, Mission, and Goals, which more than aptly recognize the vital role of research in the existence and operation of the institution. This is in line with the three essential and universally recognized roles of the University: teaching, community service, and research. The University's Mission states that "as an educational institution, we develop well-rounded individuals through competent instruction and research in the acquisition of desirable personal traits and adequate knowledge and skills that will enable them to practice intelligently in community and national development efforts and imbue them with the love of country and a sense of public service."

## 1. Organizational Functions and Objectives

# Institutional Research Office Functions

Administrative	Developmental
Student Research Management	Institutional Research Agenda and Initiatives
Faculty/Staff Research Management	Program-based Research Agenda and Initiatives
Publication to Commercialization	Training and Development
Awards and Recognition	Research Colloquia and Presentations
Network and Linkages	Inter-Professional Education
Records and Documentation	Inter-Disciplinary Research
Accreditation	Action Researches
Research Productivity and Performance	

Function: Two primary functions of the Institutional Research Office (IRO) are research and innovation administration and development.

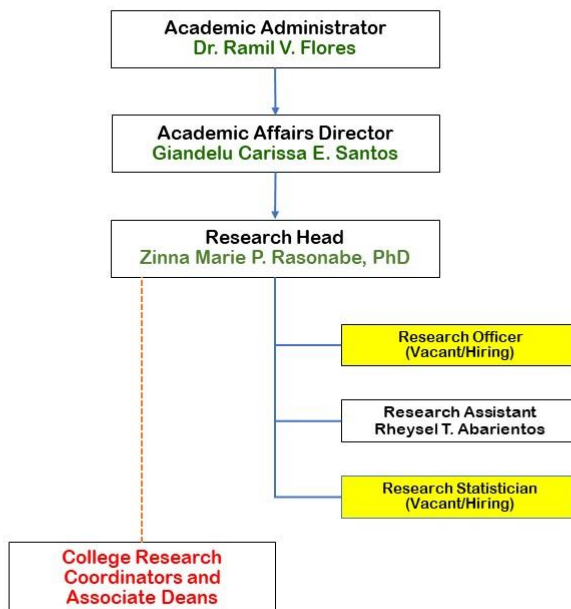
### A. *Administrative:*

- Establish professional standards and consistency in research management across the College and ensure institutional governance duties and commitments are fulfilled.
- Deliver value as a support service by providing technical advice, developing systems, and implementing specific information and governance policies.
- Provide a central portal for support, information, and guidance for our internal research and support services and funding, external research funders, and local and international linkages.
- Form the University's research database
- Process, review, and endorse reports, thesis, research, clearances, and other pertinent documents of faculty, students, and staff

### B. *Development*

- Increase the number of patentable, copyrighted, and peer-reviewed research outputs
- Provide research outputs that contribute to the socioeconomic status of the community and industry development via technology innovation, adoption, and product commercialization
- Disseminates information and aligns with various colleges concerning research priority areas on the R&D agenda and thrusts of national, regional, and local agencies
- Plan and deliver workshops, seminars, and training regularly to improve research skills and capability
- support and conduct initiatives that foster Interprofessional/interdisciplinary collaboration in clinical practice, teaching, and research

## 2. Research Organizational Structure



The Academic Affairs Department oversees the Institutional Research Office, supervised by a Head. IRO is efficiently staffed by a Research Officer, a Research Assistant, and a Research Statistician to perform its functions. Each College's research coordinators or associate deans coordinate and collaborate directly with IRO.

The Head of the Institutional Research Office is tasked to provide leadership, advocacy, and promotion of research activities, innovations, publication, and commercialization of intellectual contributions. The Head is responsible for developing and implementing best practices in research strategy and mobilization, policies, processes, and procedures to aid and improve all approved academic programs' operational performance and research productivity. The Head ensures the effective operation of the office by approved governance policies and procedures.

The Research Officer is responsible for assisting in formulating plans and programs in areas like improvement of services, work schedule, training and development, management of resources, policies, and procedures for operations. Leads research activities and participates in technical assessments, meetings/briefings, and public events.

The Research Assistant is primarily responsible for providing efficient administrative and development support to ensure operational objectives are successfully executed.

The Research Statistician's role is to review and give inputs to the statistical analysis of the student's and faculty's research. Review statistical analysis of research papers to be published and prepare statistical certification.

### 3. Classification of Research

Research is a creative analysis, investigation, or experiment that aims to uncover and comprehend important facts, develop established theories or laws based on recently discovered evidence, or wisely apply such concepts or rules.

Flagship programs across different colleges determine the variety of research initiatives.

The following classifications are provided:

*By Nature:*

- Basic Research- any systematic and inventive attempt to acquire new information about specific and observable facts or occurrences without regard to their use or direct application.
- Applied Research- an innovative analysis to obtain new knowledge geared toward a particular use

*By Fund Source:*

- Institutional research- any comprehensive study or research funded by Manila Central University
- Commissioned research (without ownership limits)- research financed by external sources. Funding may come from either public or private organizations.
- Commissioned research (with ownership limits)- Externally funded research in which the funding agency has complete influence over the research outcome. The faculty researchers and the University have no ownership rights over the data, and their duty is restricted to collecting and analyzing the data. The MOA should detail how the university and faculty researchers will benefit from conducting this research.

*By Research Highlight:*

- Product Development- a research project that focuses on creating a particular product across multiple disciplines, indicating that the Research study presents novel concepts that go well beyond what is currently accessible and is not merely a revision of the same product
- Research on non-products- a systematic or research endeavor focusing on socioeconomic issues or any other interdisciplinary research having policy implications for the University's flagship programs
- Technology Development- refers to a study that focuses on a specific factor that impacts the productivity of a particular good.
- Technology Validation- refers to a study that compares the performance of an enhanced technology to that of an existing technology or practice in the current context.



#### **4. Institutional Research Agenda**

In line with the University's Mission of establishing a vibrant research culture within its ranks, faculty and staff-based clinical, applied, and basic research will be encouraged towards focus areas built upon current strengths or identified as emerging areas and linkages with solid programs in the University. The research agenda was primarily anchored on the Sustainable Development Goals (SDG) of the United Nations and also based on the research priorities outlined in the National Unified Health Research Agenda (NUHRA), the Harmonized National Research and Development Agenda (HNRDA), and the National Higher Education Research Agenda (NHERA).

Areas of focus will include:

- 1) Health
- 2) Education
- 3) Business and Entrepreneurship

#### **5. Institutional Research Funding Eligibility Criteria and Application**

The University supports research and encourages its faculty members, as well as qualified non-academic personnel, to continue their studies by pursuing a Master's or Doctoral degree in their respective fields and by engaging in research to ensure their professional growth.

Research funding enables faculty and employees to perform basic and applied research. It shall also give support for studies relating to business or commercial implementation.

The following qualifications shall be considered for the research proponents:

1. Full-time faculty members or academic/non-academic personnel (regular/probationary) with a Master's or Doctoral Degree; or
2. Full-time regular faculty members with professional licenses and proven research track (must be supported by copies of previously published research).
3. The principal proponent of an individual or group research project should be a permanent full-time faculty member or academic/non-academic personnel. A probationary full-time faculty member may be accepted as the principal proponent of the research project. However, the duration of the research grant should align with their contract and upon recommendation of the department heads.

For internal funding, a call for proposals will include MCU faculty and staff. It should be aligned with research using the Institutional Research Agenda and the Sustainable Development Goals of the United Nations.

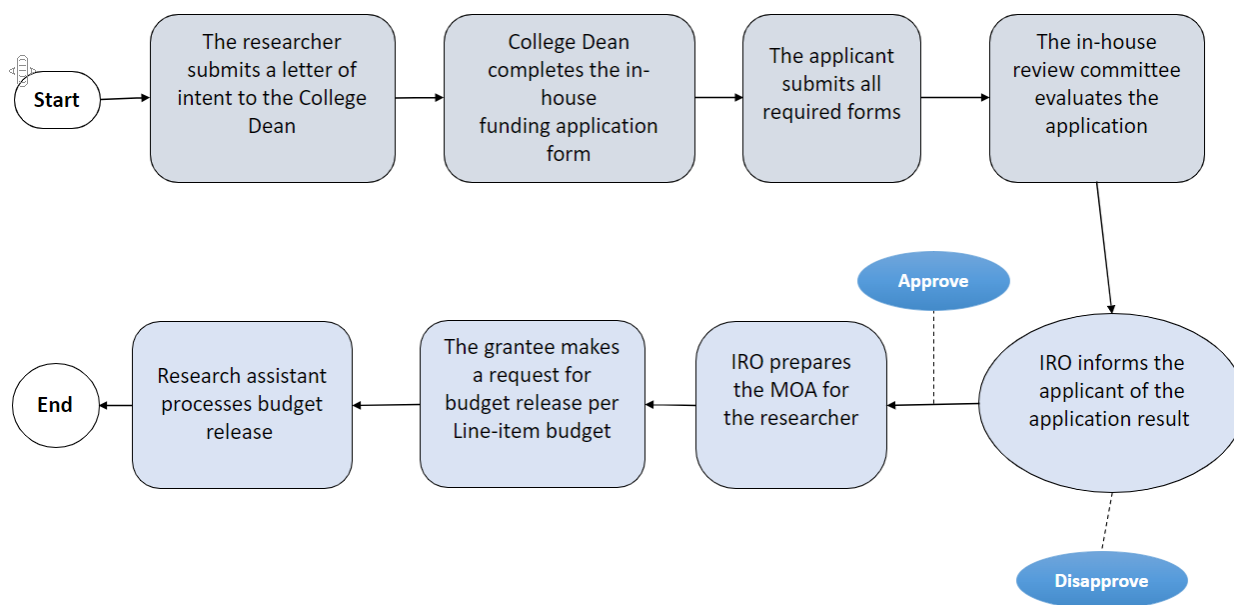
The following factors shall be considered in the formulation of research proposals:

1. Timetable within which to complete the research project;
2. Availability of research funds, facilities, and equipment;
3. Usefulness and relevance to the school community, the school's mission and vision, the immediate outside community, industry, government environment, and society in general;
4. Research proposals shall preferably focus on health sciences, education, business, and innovation and align with the MCU Research agenda.

5. Research topics shall preferably be relevant, creative, and innovative.
6. Relevance means that the outputs should contribute to solving existing problems in the school community, immediate outside community, industry, government, environment, and society in general.
7. Creativity and innovativeness infers that research topics should also explore practical possibilities that “stare one in the eye” but heretofore are untapped or, at the other extreme, consider options that go “outside the box.”
8. Closer linkages shall be made with community, industry, and government that may be tapped as sources of or references for research topics and eventually as possible sources of both research topics and funding.
9. Research topics should not be part of any thesis or dissertation or any form of school research work in the Master's or Doctoral studies in another school. Students shall not be involved in faculty research. There shall be other avenues for student research. Plagiarism, failure to acknowledge or cite sources, and other forms of dishonesty in research and academic work are subject to sanction according to the Revised General Disciplinary Sanctions (GDS).
10. Integrated and interdisciplinary research across colleges is allowed. For example, Dentistry and Optometry can have a collaborative research effort, in which case, each shall be credited with one (1) research output.

The written proposal can be submitted to IRO along with the other requirements and completed forms. The review committee enables the endorsement of the research proposal for funding approval. The procedures for the Research grant are outlined below:

## Research Proposal Grant Process



- The researcher submits a letter of intent to the College Dean for initial review.

- The College Dean completes the in-house funding application form (Form-05 RES -14- OP04- Part 1)
- The applicant sends all required forms to the IRO through email.
- The internal review committee reviews the application (Form-05 RES-14-OP04-Part 2) , and the evaluation report is forwarded to the Vice-President of Academics and MCU President for approval.
- IRO informs the applicant of the application result by email communication.
- IRO prepares the MOU for the researcher, who returns the signed and agreed terms and conditions.
- The grantee submits a budget line item-specific request. As needed for the project, the budget is requested.
- The research assistant processes the researcher's budget release requests to the finance office.

The IRO will perform an internal review of proposed research programs. Expert external reviewers in the field of research will be invited to serve as panel members during the internal evaluation. The review report will be endorsed and approved by the Vice-President of Academic and the President of MCU.

#### A. *In-House Review Committee*

The in-house review committee shall be composed of the following:

- Two internal reviewers
- One external reviewer

#### B. *Evaluation of Research Proposals*

Research proposals submitted to IRO for funding shall be evaluated as follows:

Evaluation criteria	Percentage
The Soundness of Research Design	20
Adequacy of Research Problem Conceptualization	20
Contribution to Knowledge	20
Capability of Proponent/s to Carry Out Research	20
Conformity with the University Research Agenda	20
T O T A L	100

The decision of the IRO in approving or disapproving the funding for the proposed research shall be based on the following:

96 – 100 %	High Priority, Strongly Recommended
91 - 95 %	High Priority, Recommended
86 - 90 %	Priority, Strongly Recommended

80 – 85 %                      Priority, Recommended

below 80%                      Not Recommended

*C. Contract for Research Grant:*

Once the Research Proposal has been approved, a contract for the research grant shall be signed by the proponent/s.

*D. Terms and Conditions:*

- Only full-blown proposals reviewed and approved are eligible for a research grant.
- The principal proponent designs and directs or supervises the research work.
- The principal proponent delivers quarterly and final technical and financial research reports.
- The project leader must provide a formal request and justification for any changes to the grant's timeline or conditions. The amendment in the proposal is subject to evaluation by the IRO and the President's approval.
- Failure to complete the research by the required date, unless explicitly permitted by the circumstances, shall cause the affected faculty members to reimburse the total sum allotted and used for the research project through salary deductions within the same timeframe as the duration of the research project. Implementation is governed by the provision specified in the contract.
- The University owns any patents, inventions, copyrights, or other intellectual property resulting from the research.

The IRO will assist with any proposal applying for external funding.

## **6. Equivalent teaching units/ workload for research-related projects of Faculty and Academic/non-academic personnel**

To determine the equivalent workload units for research-related activities. The faculty or staff shall submit a work plan with the total number of hours to be devoted by a faculty or staff member per semester.

All action plans and corresponding and equivalent teaching/workload units are subject to the Human Resource Department's review and the Academic Affairs Department and President's final approval. All approved research-related workloads are placed under the oversight of the IRO.

**Persons Qualified to Apply:**

1. Full-time faculty members or academic/non-academic personnel (regular/probationary) with a Master's or Doctoral Degree; or
2. Full-time regular faculty members with professional licenses and proven research track (must be supported by copies of previously published research).

## **7. Research Project Continuity and Sustainability**

IRO requires the researcher (Project leader) to submit a quarterly financial and progress report as stipulated in the MOA. In addition, the Research Project must undergo a mid-implementation evaluation to evaluate whether or not it may be continued. Therefore, a Project Monitoring and Evaluation Committee will oversee and evaluate the project. The committee shall comprise the Director of Research and two other members, preferably from other programs.

## **8. Statistical Services**

All undergraduate research or thesis from all colleges, graduate theses, and dissertations from Master's and Ph.D. programs are eligible to request statistical analysis support from IRO. The service aims to assist researchers in determining the appropriate statistical methods/tools (i.e., sampling, sample size, random allocation, descriptive statistics, and inferential statistics), analysis, and interpreting statistical results. The service can be arranged by submission of the completed statistician consultation form, endorsement letter from the Program research coordinator, and all other required documents.

## **9. Thesis Guidelines for Undergraduate and Graduate**

### *A. Format and content of a thesis/research*

Technically, a thesis is a lengthy experimental, design, or theoretical study having a problem-method-results-discussion framework. Each college/program may have its own set of thesis format requirements. The thesis must adhere to a department-specific format.

In general, it should have the following content:

Start content

- Title page- has a title that should be informative, include relevant keywords, and reveal the thesis's topic. It includes the title, author, adviser, location, and date.
- Abstract- concisely describe the research problem, methods, main findings, and conclusion. Abstracts are typically between 100 and 150 words or around 5-10 sentences.
- Table of contents- include the page numbers for the thesis's main subject headings and subheadings. In addition, include the acknowledgments, appendices, and bibliography in the list.
- The list of figures includes the figure numbers, titles, and page numbers.
- The list of tables includes table numbers, titles, and page numbers.
- Nomenclature- include the definitions of unknown terminology, symbols, and acronyms.

Body

- Introduction - describe the study's objective, the topic being investigated, the background (context and significance) of the problem (referencing prior findings by others), the thesis and general methodology, and the success criteria for your study.

- Review of related literature (RRL)- a thorough review of existing research on a thesis or dissertation subject. In an RRL, you discuss important information and findings from the literature relevant to the topic.
- Material, equipment, and methods- list and describe important materials and equipment. Then, describe the technique in precise detail for duplication by others. This portion of design studies involves the component design, production, assembly, and testing methods. Use illustrations. Specify any statistical approach.
- Results- results are presented with tables and graphs. Assess the precision and correctness of the results and estimate their accuracy and precision. The appendix contains detailed data. Utilize analytical diagrams
- Discussion- discuss the significance of the results and their importance in detail. Compare the results to theoretical expectations and account for the unexpected.
- Conclusions- examine the results of the original statement of the problem. Evaluate the study's success based on the criteria you outlined in the introduction.
- Recommendations- if applicable, suggest future work directions.

#### End Content

- Acknowledgments- acknowledge the contribution of mentors, sponsors, funding agencies, colleagues, technicians, etc.
- Appendixes- provide detailed calculations, procedures, and data in separate appendixes. Include a title, letter (Appendix A, B, C), and introductory paragraph for each appendix.
- Bibliography- list all works cited in your research. Follow the department's bibliographical and footnote formats.

#### *B. Adviser, Panelist, and Statistician*

Each level of defense (Proposal and Final thesis) requires a minimum of three (3) panelists, preferably two (2) internal panelists, and one (1) external expert or industry practitioner. Each will earn an honorarium. In addition, the adviser and statisticians are also compensated with an honorarium proportional to the extent of their services.

#### Qualification Requirements of Research Adviser:

- Preferably a full-time faculty member or institution staff;
- Master's degree in Thesis track or research experience (as demonstrated by research outputs or publications)
- Must be an expert in the topic of study in which the student-researchers are engaged.

#### Role of Research Adviser:

- Assist the students in selecting topics/titles for their research;
- Assist students in the proper conduct (via regular and attentive monitoring) of research work following the established schedule to assure the output's integrity and high quality;
- Review/check submitted proposals, questionnaires, chapters, and other applicable elements of the study output;

- Provide students with both technical expertise and moral advice;
- Attend the defense of their advisee or advisees

Qualification Requirements of Internal or External Panelists:

- Full-time or part-time academic member, institution employee, or industry practitioner;
- Master's degree in Thesis track or research experience (as demonstrated by research outputs or publications).
- A practitioner in the industry should have at least three years of experience as a supervisor in a relevant industry or as a direct client of company-based research.

Role of Panelist:

- Evaluate the student researchers' proposals and final research output. The comment sheet is to be used as a resource by student researchers. Only written comments or suggestions will be accepted as justification for the paper's ultimate clearance. Panelists must provide detailed feedback (i.e., identify what and how to revise).
- Serving as chair during the defense could be possible. The chair shall have the following responsibilities: to lead or direct the group during the defense, to mediate the discussion of crucial topics or questions, and to explain or debate the rationale for modifications with the students.
- Sign the approval sheet once the student researchers have complied with the panelists' comprehensive and written criticisms, suggestions, and recommendations on the comment sheet.

*Optional: The student may request an editor from their college faculty. However, students should pay the fees separately.*

Qualification Requirements of Editor:

- Preferably a full-time English or Language faculty member or institution employee (or an employee of another respectable school);
- With appropriate professional and grammarian experience

Role of Editor:

- Assist the student researchers in maintaining a high standard of research output by closely monitoring the corrections and revisions made by the students

*C. Research/thesis programs*

IRO oversees undergraduate and graduate students' research/thesis programs, including proposal and final oral thesis defense. The aim is to institutionalize the execution of research activities across the University, to enhance the quality and relevance of student research by directing it toward the institution's research agenda, and to provide guidance to all parties participating in the research process.

General Quality Operations:



- An activity schedule shall be drafted before the beginning of the academic year to ensure that students may finish the course requirements within one year.
- The students are required to enroll in a research course. They will get a series of classroom lecture presentations and exercises designed to provide them with the necessary theories, methodologies, and strategies for conducting and producing research. In addition, faculty members, practitioners, research instructors, and IRO may give seminar-style lecture presentations.
- The department shall set the format and substance of research papers required by degree programs.
- All research should undergo a review process and be submitted to IRO.
- The College assigned research adviser, panel members, and the proposal/ thesis defense schedule shall be coordinated and submitted to IRO. Only students who have met the established conditions can take the defense. Before proceeding with their research projects, the students must effectively justify their study proposals.
- The research coordinator/adviser must regularly check the student's research outputs.
- The adviser shall assist students in creating and carrying out research projects following the established schedule of activities. In addition, the research adviser must allocate at least one (1) hour weekly for consultation.
- The student researchers can have a research editor based on suggestions forwarded by the individual departments. The editor will aid the students with their research publications' grammar, structure, and coherence corrections.
- The student researchers must successfully justify the results of their research. In addition, they must present their research outcomes and submit a written thesis as a condition for receiving their final grade.

#### *D. Ethics Review*

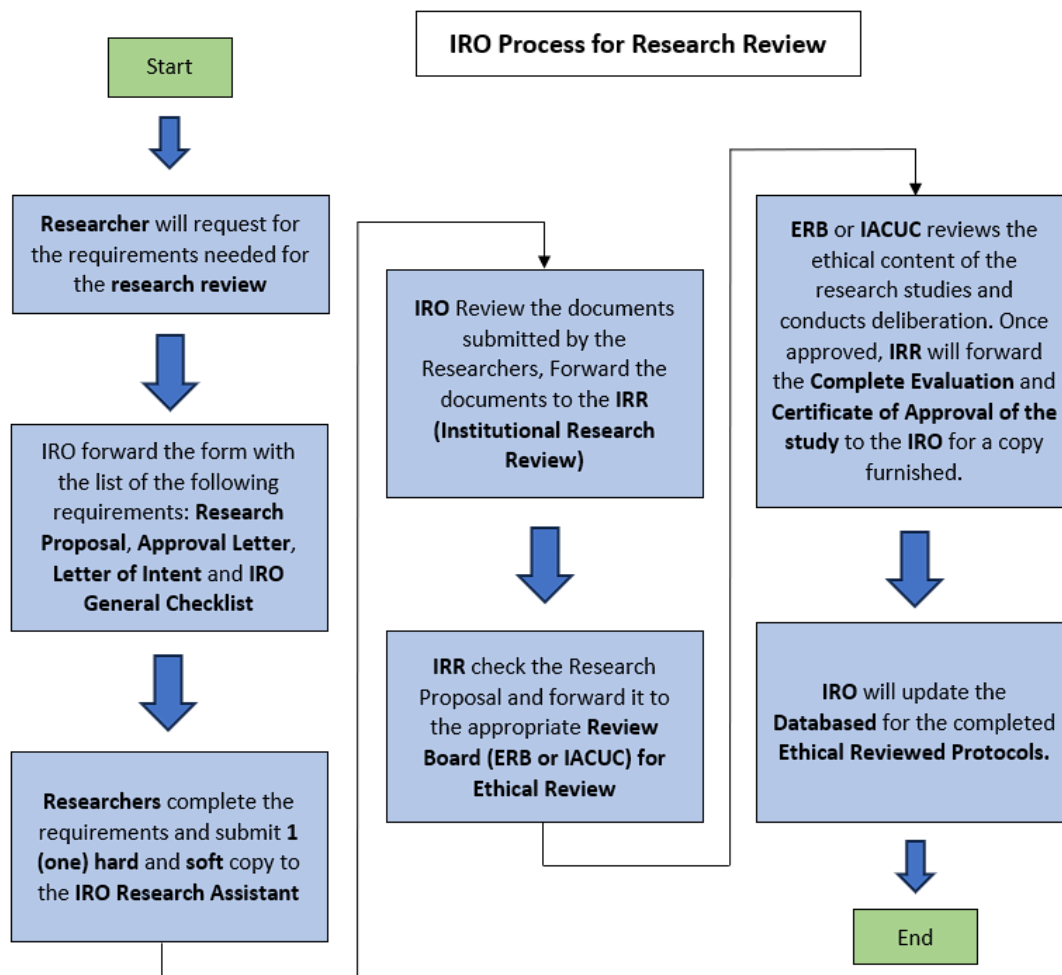
The University ensures that MCU's research/thesis/course-related activity (i.e., data collection and gathering) for faculty, staff, and students are subject to appropriate ethical review and approval. The research review board develops policies and procedures that ensure and uphold ethical and safety standards. The policies and procedures must, at a minimum, adhere to the ethical standards of the national scientific and professional organizations that govern research in a particular field.

Research that has significant ethical implications and may require intervention from the University Ethics Committee include:

- research involves human subjects, especially children and vulnerable adults;
- the research uses human data or human material;
- there are serious health and safety implications;
- animal experiments are involved;
- there is a risk of damage to the environment;
- the impact of the research may be emotionally damaging;
- the research is politically or socially sensitive;
- microorganisms or genetic materials are utilized



All research/thesis/course-related activity (i.e., data collection and gathering) must be forwarded to the IRO for ethical review. The IRO workflow for review consists of the following steps:



- The researcher will request the requirements for the research review to the IRO (Institutional Research Office) Research Assistant's email address or walk-in.
- The IRO Research Assistant will forward the list of the following requirements: *Research Proposal, Approval Letter, Letter of Intent, and IRO General Checklist* to the researcher
- Researchers complete the requirements and submit 1 (one) hard and soft copy to the IRO – Research Assistant email address.
- IRO reviews the documents the researchers submit and forwards the papers to the IRR (Institutional Research Review).
- IRR checks the Research Proposal and forwards it to the appropriate Review Committee: the Ethics Review Board (ERB) or the Institutional Animal Care and Use Committee (IACUC).
- ERB or IACUC reviews the ethical content of the research studies and conducts deliberation. Once approved, IRR will forward the complete evaluation and certificate of approval to the IRO for a copy furnished of the study.
- IRO updated the database for the completed research ethical proposal of the students.

## 10. Research Paper Presentation

The following research outputs may be presented orally or in poster format at local, regional, and international forums, congresses, and conferences:

- Institutionally or externally funded faculty research completed within one year
- Master's theses and dissertations completed within one year by faculty members who attended any graduate programs offered by MCU or other universities or colleges.

If the Faculty Advisor intends to present the paper of their advisee, explicit permission from the original author must be obtained. The Faculty Advisor may provide a presentation if it passes the IRO's assessment. A committee is formed to evaluate the paper presentation's eligibility.

Each oral or poster presentation is eligible to apply for support to cover the costs of registration, transportation, and accommodations, and it is subject to approval.

## 11. Authorship and Publication

### A. *Authorship*

When research is conducted by a research team or a group of people, the research output must be appropriately and proportionally attributed to each member. The authorship of a scholarly or creative work is simultaneously a recognition of the significant intellectual contribution of individuals involved in the project and an acknowledgment of their responsibility for the aspects of the work to which their contributions are attributed. Therefore, it is necessary to include all qualified individuals in authorship considerations, statements, and acknowledgments. In contrast, all identified authors must have given their permission to be listed as authors.

When attributing authorship to a research output or publication, researchers are advised to consider the following authorship guidelines. An individual's intellectual contribution to a research project must be substantial enough to assume public responsibility for the following aspects of research:

- conception and design of the work or investigation;
- development of data collection equipment or instruments;
- innovation in sampling design, sample production, and specimen collection;
- use of exceptional skill in sampling design, sample production, or specimen collection; composing computer programs to collect and process data or to calculate, model, or simulate;
- processing, interpretation, and analysis of data; the creation of prototypes;
- formulation of a hypothesis, fundamental principle, central concept, theory, model, or explanation;
- giving insights that lead to the resolution of the research issue;
- analyzing the logic, deductions, or reasons;
- drafting significant sections of the final report and revising the draft extensively

The following individual contributions do not merit authorship rights:

- mechanical collection of samples or data;

- obtaining funding for the project, giving material or financial help;
- contributing technical support, including assembling, maintaining, or mending equipment;
- provision of technical data by merely operating a machine without providing in-depth analysis;
- text editing, drafting diagrams and tables, and word processing, designing, or typesetting of the research output;
- administrative supervision of the researchers, such as serving as the Head of the academic unit involved;
- administrative oversight of the research facilities, such as serving as the laboratory coordinator/supervisor

#### Student-Adviser co-authorship

The research adviser's intellectual contribution to the conduct and production of student research is recognized. To be formally recognized as a co-author of the research paper, the research advisor and the student-researchers must sign the declaration of co-authorship, which attests to the considerable contribution of the adviser, who will, therefore, be credited as a co-author of the research article. In addition, under the following conditions, the research adviser may deliver the work at local or international conferences and publish it in local or international journals:

- When published as a research work in a journal, the research adviser is credited as a co-author of the student researchers;
- The student researchers are the primary authors and the research adviser is the secondary author;
- The research adviser may credit the published work to his/her name (i.e., the adviser may declare it as his/her publication), provided the adviser has invested sufficient time and technical support.

#### *B. Publication*

The research procedure's distribution of research findings to the right stakeholders or community is crucial. Through dissemination, the benefits derived from the research findings are made available to other researchers and the general public. In addition, dissemination allows researchers and research organizations to review their work with peers in the same field. This can also establish a new ground for study when evaluated by researchers both within and outside the researcher's area of expertise.

The study process is complete once all parties and the community have been appropriately informed. Reporting is typically accomplished by publication in peer-reviewed journals, books, or portions thereof.

The University uses two main strategies to support the academic publication. First, to promote the conduct and publication of research, the University provides incentives. The University releases peer-reviewed journals that cover a range of subject areas. These publications serve as both a vehicle to advertise the University's standing as a research university and as training tools for the academic community to improve its publishing abilities.

Each publication can apply for support to cover the Journal publication processing fee, which is subject to approval.

The publication standards include the following:

- Researchers promptly communicate their findings following the conclusion of a study endeavor. However, suppose confidentiality agreements do not constrain them. In that case, they should aim to publish these in abstracted peer-reviewed journals. This is the best approach to examining the research by peers and making the complete research conclusions accessible to as many individuals as possible.
- Researchers describe their work as comprehensively as possible, subject to restrictions imposed by confidentiality agreements with funders and research participants, intellectual property concerns, or when some information involves sensitive societal subjects.
- Researchers must accurately and truthfully present their research and reveal the process as completely as feasible.
- Researchers must include all findings, even if they contradict their ideas, assumptions, or hypotheses.
- Researchers appropriately cite the work of others and avoid portraying the outcome or results of others as their own.
- When researchers repeat something they've claimed in a previous work, the assertion is no longer unique; therefore, the earlier work must be mentioned.
- Researchers must get permission from the copyright owners for any borrowed photographs, graphs, diagrams, tables, or data included in their research.
- Researchers must recognize all sources of funding or other material assistance, host institutions, and other researchers whose contributions are insufficient to warrant co-authorship.

## **12. Publication and Presentation Incentives**

By granting Publication/Presentation Awards, Manila Central University recognizes the high-quality scholarly works of its faculty that have significantly impacted the development of various disciplines. This award provides monetary incentives to full-time, regular faculty members who have published scholarly works within a given time frame. The amount of the incentives in every category is based on the Honorarium and Incentive Policy provided by the Finance Department.

### **A. Eligibility**

- The author(s) is/are a full-time, regular faculty member(s) of MCU University at the time of research and publication or presentation (although the research or creative work may have been done elsewhere).
- MCU must be the author's affiliation in the publication.
- Regular full-time faculty members on sabbatical leave may be eligible for the publication award; however, they must sign a legally binding agreement to return to MCU and render service.
- The award-eligible scholarly work must have been published or presented within the past twelve (12) months. On a case-by-case basis, scholarly works published within the past two years may be considered if they have not received an MCU Publication Award.

**Note:**

1. A reputable conference is where academic work should be presented. Whether conducted locally or overseas, the intended audience for an international conference is worldwide.
2. A reputable Journal is where academic work should be published. Maintaining research integrity and ensuring it reaches a reputable audience and is not published in a predatory journal.
3. A scholarly work is considered peer-reviewed when evaluated and critiqued by a panel of experts/scholars before its acceptance for publication.
4. A publication is considered international if it satisfies the following criteria:
  - the editorial board is composed of an international team;
  - the articles undergo an international peer-review process;
  - the articles and the journal's target audience are international. Otherwise, the publication is regarded as either local or national (including publications in another country that do not meet the international criteria).
5. The academic work must have been published in a journal listed in the Web of Science (WoS)/ Institute for Scientific Information (ISI) or Scopus at the time of publication for the international category.
6. The academic work must have been published in a peer-reviewed journal accredited by the Commission on Higher Education (CHED) for the national category.

**13. Guidelines for Holding Research Congress/Colloquia**

The Research Congress facilitates the diffusion of knowledge, information, and technology. It shall be held regularly to encourage university workers to actively engage in research projects aligned with the thrust of the institution and the priority demands of diverse stakeholders.

The University Research Congress shall be held annually.

The papers presented at the University Research Congress will be given maximum publicity and transmission to encourage large attendance.

Papers of finished research programs, projects, and studies that passed the University's internal review must be presented at the University's annual Research Congress.