SURP RESEARCH LOAD CREDIT GUIDELINES 2020


In line with the University’s mission to contribute to the stock of human knowledge and forms of expression, UP Diliman encourages and supports undertakings of its faculty members in research and creative work. The University believes that research or creative work is an essential part of the faculty’s functions as it also results to enhanced teaching.

The School of Urban and Regional Planning (SURP), through its Research and Publication Division (RPD) and in consultation with the faculty of the School, shall adopt and annually update its research agenda, to be used together with the guidelines on Research Load Credit (RLC).

Faculty members doing research may apply for RLC, which may partially satisfy the faculty members’ required load of 12 units per semester or 24 units per academic year.

Faculty members may be granted RLC as well as research funding, including Maintenance and Other Operating Expenses (MOOE) internal to the University or from external funding source, following the specific policies and procedures of such funds.

Faculty members may be granted RLC as well as research dissemination grant, invitation to present in public research forum organized by the University, or invitation to submit an article to be reviewed and published by the University. The University shall endeavor to disseminate and utilize those outputs by faculty members granted RLC after appropriate review and acceptance, subject to the revised intellectual property right policy of the University.

GRANTING OF LOAD CREDITS

I. Research Load Credit (RLC) of 3.0 units or less

Load credit for research shall ordinarily range from 1 to 3 units per semester.

In principle, 3 units RLC per semester shall correspond to one-fourth (1/4) of a full-time workload of 40 hours/week for 16 weeks.

For reference in practice, 3 units RLC per semester may correspond to any of the following outputs:

- An externally funded or University-funded original research or creative work project with 4 to 6 months duration, with the RLC applicant as the project leader, duly reviewed and accepted by the funding agency, with corresponding technical report or permanent documentation;
A national policy, regulation, bill or law by a national government agency with the RLC applicant as a publicly acknowledged author, major contributor or major resource person;
A master’s graduate or doctoral candidate who has been mentored by the RLC applicant as the adviser; and

Another equivalent research or creative work output, such as new patent claim, as may be allowed by the detailed guidelines of the School as pre-approved by the Chancellor.

RLC for a project that is to be completed in the middle of the semester may not be granted full but shall be pro-rated based on the portion of the semester when the project is to be completed. 1, 2 or 3 units may be recommended as appropriate for the project. RLC of 3 units or less shall be evaluated by the RPD Director and endorsed by the Dean.

II. Research Load Credit (RLC) of more than 3.0 units

RLC in excess of 3 units per semester may be requested from the Chancellor in very meritorious cases. Such applications for a load credit shall be evaluated by the School Executive Board and endorsed by the Dean through the Vice Chancellor for Research and Development and Vice Chancellor for Academic Affairs.

The faculty shall apply for 9 units of RLC subject to the pre-approved detailed guidelines. Such applications for a load credit shall be evaluated by the School Executive Board (SEB) and endorsed by the Dean through the Vice Chancellors.

III. Personally-Funded Research

Personally-funded research may not ordinarily be granted RLC; instead it is recommended that the faculty member applies for external funding or University funding. The University shall secure or provide partial or full funding for the research, provided that it is part of the SURP research agenda and has been properly endorsed by the School.

RLC may not be given for module/textbook writing if personally funded. Instead it is recommended that the faculty member applies for external funding or University funding for the module/textbook writing

RLC is not granted for editing of printed work and for thesis/dissertation work.

IV. Submission of RLC Application

All applications for RLC must be accompanied with a description of the work, timetable/duration of the project and funding information. At the minimum, each application shall follow the capsule research proposal form of the University, or enclose the actual grant or contract that has been pre-approved.

The applications must be recommended by the RPD Director and pre-assigned by the SURP Dean with the recommended load credit units, following the process described in I and II.
All RLC applications regardless of number of units, complete with all requirements, shall be submitted to the RPD on or before the internal deadline of submission for review and recommendation of RPD Director and the Dean. The Division will submit all received RLC applications to the Office of the Chancellor (OC) through the Office of the Vice Chancellor for Research and Development (OVCRD) on or before the deadline of submission set by the OVCRD.

V. Submission of Progress/Final Report for Granted RLC

Whenever load credit is claimed for research work, the faculty member shall submit to the RPD a progress report or a final report at the end of the semester when load credit is claimed and at the renewal of application. An evaluation of the research output will be made by the Dean and the RPD Director recommending the renewal or non-renewal of the load credit, which will be submitted to the OVCRD.

In no case shall an application, whether new or renewal, for any number of credit units, be processed when all properly filled in and recommended progress reports or final report have not been received by the Division from the applicant and duly endorsed through the Office of the Dean to the OVCRD. The RPD Director, together with the Dean, shall certify that the faculty member previously granted with RLC has duly submitted the reports.

Faculty Members with Research Work in Addition to Teaching


The Research Load Credit (RLC) that is given to a faculty member shall not be counted in determining overload if the faculty member receives financial grant (regardless of the source) for the research work for which the RLC was granted.

However, if the faculty member does not receive financial grant from any source (UP or outside UP) for such research, and the faculty member makes a special appeal to the Chancellor through the Vice Chancellors for Research and Development and for Academic Affairs, then an RLC, up to a maximum of three (3) units per semester, may be granted in highly meritorious cases and may be considered as basis for overload honorarium; Provided that:

1. the research is officially recognized and very favorably endorsed by the School of Urban and Regional Planning and
2. progress or final report on the research has been submitted by the faculty member and accepted by the proper authorities or bodies BEFORE the overload honorarium payment is made.

Provided further that, no RLC may be considered as basis for overload honorarium if any member of the faculty in the same department, institute or division is underloaded during the same semester.
The School, through the RPD Director and the Specialization Cluster Chairs, will update the Research Agenda and RLC Guidelines at the start of each academic year.

The Cluster Chairs are in charge of collecting the inputs of the faculty in their respective clusters. These will be consolidated by the RPD and transmitted to the School Executive Board (SEB) for review. Upon review of the documents, if the same is in order, these will be transmitted to the Dean for approval. In case there are amendments from the SEB, these will be incorporated in the documents and routed to the faculty for review prior to submission to the Dean for approval.

The updated Research Agenda and RLC Guidelines will be submitted to Office of the Chancellor (OC) through Office of the Vice Chancellor for Research and Development (OVCRD) and Office of the Vice Chancellor for...
Academic Affairs (OVCAA) for approval. Once approved, the School shall disseminate the information to the SURP faculty for implementation.

**RESEARCH LOAD CREDIT (RLC) APPLICATION**

**I. Application Requirements for RLC**

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<thead>
<tr>
<th>Required Documents</th>
<th>New application</th>
<th>Application Renewal</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Funded Projects</td>
<td>Personally- Funded</td>
<td></td>
</tr>
<tr>
<td>Accomplished and signed Application Form UP Form 67-C (revised 28 June 2017)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Accomplished and signed Project List Form UP Form 67-CPL</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Research proposal/ contract/ MOA of the research project <em>Show description of the work, timetable, or duration of the project, and funding information (if any)</em></td>
<td>✓</td>
<td>✓</td>
<td>Shall serve as attachment to the application form; to be reviewed by the RPD Director.</td>
</tr>
<tr>
<td>Signed Research Contract Agreement between the Faculty and the School (represented by the Director of Research and Publication Division as signatory and dean as witness)</td>
<td>✓</td>
<td>✓</td>
<td>Shall serve as attachment to the application form; to be signed by the RPD Director and the Dean.</td>
</tr>
<tr>
<td>Progress/Final Report <em>Indicate percentage of work accomplished</em></td>
<td></td>
<td>✓</td>
<td>Shall serve as the basis for renewal of application</td>
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II. Research Load Credit (RLC) Application Flowchart

Office of the Vice Chancellor for Research and Development (OVCARD) 

Surf Research and Publication Division (RPD) 

SURF Faculty 

SURF RPD Director 

SURF School Executive Board (SEB) 

SURF Dean 

Releases Call for RLC/VRIC application indicating date of submission deadline 

Disseminates information to SURF Faculty via email with attached required forms 

Accomplishes and signs forms and attaches supporting documents (proposal, MOA, contract, report, etc.) 

Submits soft copy to RPD through email 

Sends soft copies (in batches) to OVCARD through email 

Collects the signed forms with necessary attachments 

Checks, reviews, and signs application forms with attachments (project list, proposal, contract, report, etc.) 

Verifies if the application is consistent with the RLC Guidelines of the School for applications of more than 3 units 

1.0 units or less 

More than 1.0 units 

Verifies if the application is consistent with SURF’s Research Agenda 

Endorses application to the Chancellor through OVCAA for approval (for personally-funded and applications with more than 3 units and with project funding) 

Verifies if the application is consistent with RLC Guidelines of the School 

Recommends RLC application of the Faculty 

Transmits RLC applications of SURF Faculty to OVCARD 

Approves the application not exceeding 3 units (with project funding) 

Informs SURF of approved applications 

Sends final signed approval of RLC to SURF Faculty