

Implementing Rules and Regulations for Personally Funded Projects of Faculty Members at the Institute of Biology (IB), UP Diliman for the Purpose of Research Load Credit/ Creative Work Load Credit (RLC/CWLC)

1. A Notarized CONTRACT (For Personally Funded Research/Creative Work) must be established between the faculty and the Department prior to application of RLC/CWLC. The contract must be witnessed by the College Dean and Vice Chancellor for Research and Development. The implementation date (Period/Duration) of the Contract should start from the first day of the semester class until the end of the semester up to a maximum of 1 year (an extension may be requested from the IB Research Committee for approval). The Contract should include an IB project code assigned by the IB Research Committee.
2. Personally funded projects must be approved by the IB Research Committee and endorsed by the IB Director, College Dean, and Vice Chancellor for Research and Development.
3. IB Faculty interested in applying for a personally funded project must submit a PROPOSAL which includes the (a) Project title, (b) Research/Creative Work Activities, and (c) Deliverables of the project to the IB Research Committee. *[Please follow the NSRI format]*
4. The following are considered acceptable deliverables with corresponding RLC/CWLC units:
 (A) Submission of a proposal for funding (for new faculty only) = 3 RLC units, or
 (B) Publication of a research article in a reputable journal = 3 RLC units per semester (up to a maximum of 1 year). The manuscript must be submitted to a journal for publication one (1) year after the end of the contract. The manuscript must be accepted/published in a reputable journal prior to applying for a new personally funded project. A letter of acceptance from the journal must be submitted to the IB Research Committee and OVCRD for approval.
5. A progress report must be submitted to the IB Research Committee at the end of each semester.
6. A research article accepted for publication in a reputable journal is considered a terminal report. The manuscript must include in the acknowledgements section that “part of the project was supported by UP Diliman Research Load Credit/Creative Work Load Credit (RLC/CWLC) with the IB project code #”. The Institute of Biology must also be indicated as affiliation of the Principal Investigator.
7. Personally funded plus other funded projects can be considered as 6 units in RLC. For two personally funded projects, the applicant should have a strong justification letter endorsed by the College of Science Dean.
8. Timeline will be as follows:

	For 1st semester	For 2nd semester
Submission of proposal applications and filled out contracts	1 st Monday of Jun	1 st Monday of Nov
Review by committee	Last Monday of Jun	Last Monday of Nov
Response to comments / Approval / Notarization of Contract	1 st Monday of July	1 st Monday of Dec