

**IMPLEMENTING RULES AND REGULATIONS FOR
PERSONALLY FUNDED RESEARCH PROJECTS**

Prior to applying for RLC, faculty members planning a personally funded research project must establish a notarized contract between themselves and the Institute. This contract should be witnessed by the Dean of the College of Science and the Vice Chancellor for Research and Development.

A. New PhD Faculty Members

New PhD faculty members are automatically given 3 units of Research Load Credit (RLC) in their first semester of active teaching service. This RLC is classified as a personally funded research project. The deliverable for this RLC is a complete research proposal at the end of the semester that is ready for submission for funding.

B. Other PhD Faculty Members

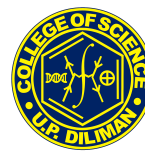
1. Applicants for personally funded projects must submit a new research proposal that includes the following:
 - a. Project Title and Objectives
 - b. Significance and Expected Output
 - c. Procedure/Methodology
 - d. Schedule of Activities
 - e. Funding Information/Breakdown of BudgetThe personally funded project should not have been previously supported by the university, or by any other funding agency. However, data from previous research activities may be used provided that the objectives of the new proposal should be different from the previously funded research.
2. Research proposals for personally funded projects will be reviewed and approved by the Institute Research Committee¹ or a designated body² and endorsed by the Director of the Institute, the Dean of the College of Science, and the Vice Chancellor for Research and Development.

¹ The members of the Research Committee may vary among Institutes.

² In the absence of the Research Committee, a similar designated body may be formed by the Institute.



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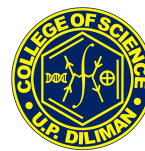
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3. The project duration is one year. An extension of up to six months may be requested, subject to approval by the Institute Research Committee or a similar designated body.
4. An approved personally funded research project is eligible for at most 3 units of RLC per semester.
5. A progress or terminal report must be submitted to the Institute Research Committee at the end of each semester. A full paper submitted to a reputable peer-reviewed journal with proof of receipt is considered a terminal report.
6. The deliverable for a personally funded research project is the publication of a research article in a reputable peer-reviewed journal. A letter of acceptance from the journal or a copy of the publication must be submitted to the Institute Research Committee and the Office of the Vice Chancellor for Research and Development for approval. Faculty members can apply for a new personally funded research project only after their manuscript has been accepted or published.
7. A personally funded project together with a funded project may be considered for 6 units of RLC.
8. Two or more simultaneous personally funded projects will not be allowed.
9. Timeline of application process

	1st Semester	2nd Semester
Submission of research proposals and filled out contracts	1st Monday of Midyear	1st Monday of January
Release of results of evaluation by the Institute Research Committee	3rd Monday of Midyear	2nd Monday of January
Response to comments/Approval/Notarization of contract	1st Monday of First Semester	1st Monday of 2nd Semester



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10. Institutes may have a stricter policy regarding personally-funded projects in addition to the guidelines set by the College.