



Management
System
ISO 9001:2015
www.tuv.com
ID 9108634167

USM RESEARCH, DEVELOPMENT, AND EXTENSION (RDE)

MANUAL

2024

**Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
9407 Philippines**



The USM Research, Development and Extension (RDE) Manual
Revised 2024

Approved by the USM Board of Regents (BOR) by virtue of Resolution No. 106, s. 2023
Revisions approved by the USM Board of Regents by virtue of Resolution No. 119, s. 2024

CONSULTANT

Francisco Gil N. Garcia

EDITORS

Ma. Teodora N. Cabasan
Debbie Marie B. Verzosa
Bryan Lloyd P. Bretaña
Glyn G. Magbanua
Jennifer E. Sinco

PUBLISHED BY

Office of the Vice President for Research, Development and Extension
and
Research Publication Services Office

COPYRIGHT © 2024

For inquiries, requests for copies, comments, and suggestions, please email
usmvprde@usm.edu.ph

Table of Contents

1. USM RESEARCH, DEVELOPMENT AND EXTENSION.....	7
1.1 USM RDE Vision, Mission, and Goals.....	8
1.2 RDE Structure.....	8
1.3 RDE Agenda (BOR Resolution No. 69, series 2021).....	10
2. RESEARCH, DEVELOPMENT AND EXTENSION PROCESSES.....	12
2.1 Resources for RDE.....	12
2.2 Faculty and Researchers RDE Process.....	17
2.3 Student Research Process.....	21
2.4 Research Writing.....	29
3. ETHICS IN RESEARCH.....	31
3.1 Code of Ethics in Research.....	31
3.2 Guiding Principles.....	31
3.3 Elements of Research Ethics.....	31
3.4 Data Privacy Act of 2012.....	33
3.5 Research Ethics Committee (REC).....	34
3.6. Institutional Animal Care and Use Committee (IACUC) Protocol Review Workflow.....	36
3.7 Institutional Bio-risk Committee.....	37
3.8 Ethics in Academic Writing and Publication.....	37
4. COMMUNITY ENGAGEMENT AND OUTREACH.....	44
4.1 The Extension Services Office.....	44
4.2 Community Engagements.....	44
4.3 Community Outreach.....	45
4.4 Student Volunteerism.....	46
4.5 Collaborations.....	46
4.6 Training Development and Implementation.....	47
5. INTELLECTUAL PROPERTY.....	49
5.1 Intellectual Property/ Intellectual Property Rights/ Ownership.....	49
5.2 Incentives on IP Assets.....	51
5.3 Disclosure and Protection of Intellectual Property.....	53
5.4 Technology Transfer.....	53
5.5 Commercialization.....	54
6. PUBLICATION.....	58
6.1 University Research Journals.....	58
6.2 Guidelines for Publication.....	64
7. POLICIES AND GUIDELINES.....	65
7.1 Student Theses.....	65
7.2 Statistical Guidelines.....	79
7.3 Thesis Honorarium.....	80
7.4 Publication Incentives.....	81
7.5 Financial Assistance for Publication Fees.....	82
7.6 Research, Development and Extension (RDE) with Limited Funding.....	82

<i>7.7 Paper Presentation Policy and Guidelines</i>	<i>84</i>
<i>7.8 Classification of R&D programs/projects (DOST, 2020)</i>	<i>86</i>
<i>7.9 Guidelines and Criteria for Paper and Poster Presentation in the in-house Review.....</i>	<i>86</i>
<i>7.10 Entitlement for the benefits stipulated on the Magna Carta for Scientists, Engineers, Researchers, and Other Science and Technology (S & T) Personnel</i>	<i>89</i>
<i>7.11 Research Contract.....</i>	<i>94</i>

List of Figures

Figure 1. The organizational structure of the USM Research, Development and Extension....	9
Figure 2. Flow of the RDE proposal processing for internal funding.....	18
Figure 3. Processing of undergraduate thesis outline/manuscript.....	25
Figure 4. Processing of graduate thesis outline/manuscript	28
Figure 5. Training development and implementation flowchart	47
Figure 6. Journal submission flow-chart	63

APPENDICES

Appendix 1. Quarterly Report and Monitoring Form	96
Appendix 2. Terminal Report Template	100
Appendix 3. Publishable output template	108
Appendix 4. RDE Capsule Proposal Format.....	110
Appendix 5. RDE Detailed Proposal Format	112
Appendix 6. Workplan.....	115
Appendix 7. Narrative Report for the Quarterly Monitoring	116
Appendix 8. Application for Research Adviser	119
Appendix 9. Application for Change of Thesis Adviser	119
Appendix 10. Application for Research Title.....	120
Appendix 11. Application for Change of Research Title.....	121
Appendix 12. Application for Thesis Outline Defense.....	122
Appendix 13. Application for Thesis Manuscript Defense	124
Appendix 14. Outline Defense Comment Form.....	125
Appendix 15. Final Defense Comment Form	126
Appendix 16. Application for Outline or Final Defense for Graduate Student	127
Appendix 17. Scoring Sheet for Graduate Student Outline Defense	128
Appendix 18. Thesis Outline Approval Sheet for Masteral Thesis.....	129
Appendix 19. Dissertation Outline Approval Sheet for Doctoral Thesis.....	130
Appendix 20. Scoring Sheet for Graduate Student Final defense	131
Appendix 21. Thesis Manuscript Approval Sheet for Masteral Thesis	132
Appendix 22. Dissertation Approval Sheet for Doctoral Thesis	133
Appendix 23. Certificate of Non-Similarity	134
Appendix 24. Application for Ethics Review of a New Protocol	135
Appendix 25. Resubmission Form	137
Appendix 26. Application for Ethics Review of Amendments	138
Appendix 27. Application for Continuing Review	139
Appendix 28. USM IACUC Form 1	140
Appendix 29. Co-member's Evaluation Form.....	144
Appendix 30. Application Form for Intent to Publish.....	145
Appendix 31. Requirement for Application for Intent to Publish	146
Appendix 32. Research Contract.....	147

1.3 RDE Agenda (BOR Resolution No. 69, series 2021)

In support to the national agenda and in consultations with stakeholders, the RDE themes are as follows:

RDE Themes	RDE Priority Areas
Quality Learning, Skills Development, and Literacy	Innovative teaching strategies; development and evaluation of functional education materials and modalities, and teaching strategies/approaches, motivation, and engagement; school climate; school and knowledge management; special education; remedial education; curriculum development and implementation; alternative learning system; assessment studies; soft skills; practical skills; adult education; language literacy; numerical literacy; data literacy; computer literacy; international studies; tracer studies; livelihood programs;; capacity building; capability building
Social Development, and Strong Institutions	Gender and development GAD; peace initiatives; community development; human security; justice; public policy and legislations; social rehabilitation; governance; organizational studies; behavioral studies; social institutions; ethics and public accountability; programs/project assessment; community needs assessment and interventions; partnerships and linkages; technology adoption; Institutional development; upgrading of laboratory and lecture facilities
Preservation of Culture	Multicultural studies; educational materials for IPs; indigenous knowledge systems and practices; development of materials for cultural knowledge and promotion; arts; language and literature studies; traditional dance, sports and music; halal studies
Environmental Protection, Conservation, and Risk Reduction	Environment rehabilitation studies; biodiversity; climate change adaptation; risk, hazard and mitigation; biosafety; natural resources conservation and management; bioremediation; flood control; waste management; ecological preservation and care; environmental impact assessment; tourism; agroecology; natural farming
Food Security and Poverty Reduction	Agricultural and fisheries research; biotechnology; innovations; quality food product development; technology development; halal food production; sustainable production; responsible consumption; organic agriculture; food testing; smart agriculture; precision farming; farm machineries; post-harvest facilities; vertical farming; indigenous food; food tourism; development of new breeds and varieties

RDE Themes	RDE Priority Areas
Good Health and Wellbeing	Nutrition; nutraceuticals; sports, physical education; physical fitness; sports psychology; health resiliency; psycho-social health; medical and medicinal studies; hygiene and sanitation; functional foods; food and water quality and safety; mental and emotional health; therapy; coping mechanism; preventive measures; emerging diseases; health management; traditional and alternative medicine; community health; risk assessment and mitigation; health informatics, regenerative medicine, emergency response medicine
Innovations in Science, Engineering, and Technology	Innovations and futures thinking; product and technology development; energy; materials science; nanotechnologies; robotics; artificial intelligence; internet of things; Science, Engineering, Communication, and Technologies (SECT) 4.0; biotechnology and OMIC technologies; inventions and discoveries; basic research; information technologies; electronics; drug discovery; mathematics; emerging technologies; fabrication; transport system; waste management; infrastructure; water systems; simulation studies; industrial and allied technology, Data Science and Analytics, GIS, Remote sensing, machine learning; quantum technology; smart cities
Sustainable Entrepreneurship and Management	Economics; micro and macro scale business; product development; marketing; commercialization; networking; franchising; financial management; business feasibility studies; risk and opportunities; value adding; value chain analysis; organizational management; quality service assessment; human resource management; production management; sustainable cooperative studies; Entrepreneurial studies

