

DEPARTMENTAL ACTION

(For Creative Works Grant, there will be once a year call for Filipino language projects and English language projects for the whole university)

A. Title of Creative Work _____

B. Proponent _____

Department/College _____

C. Creative Work Appraisal

(Comments of the department chairperson and/or senior faculty on the proposed work)

D. University's strategic research area(s)

The proposal is consistent with the following University's strategic research areas. (Please tick the appropriate box below to indicate the area).

- Food, Nutrition, and Health (e.g., biochemistry of food products, science and engineering of potable water, cancer risks and cure from food, sensory labs, economic impact studies of nutrition programs in schools)
- Sustainability, the Environment, and Energy (e.g., climate change, eco-design of houses and urban centers, industrial ecology, nano-carbon tubes, solar-powered tricycles and sheds)
- Women, Children, and Family (e.g., studies on gender, OFW families, micro-finance, laws for the protection of human rights, impact of globalization on the average Filipino family)
- Living Culture and Contemporary Societies (e.g., history, digital art, languages, comparative literature, human-computer interfaces, study on social networks on the Web, impact of globalization on the mobility of students and workers)
- Learners and Learning Innovations (e.g., impact studies on K to 12, ICT-based-learning, transformative learning, software gadgets for learning, assessment of public school system)

E. Degree of department's/college's need for the proposed project

Is the proposal in line with the department's/college's research thrusts?

- Yes
- No

F. Recommendation

- For Approval

Recommended Number of Deload Units for the Creative Work:

(For guidance, please refer to Policies and Guidelines for Faculty Deloading for Research at website:

<http://intranet.dlsu.edu.ph/policy/vpar/urco/ifrp>).

- Deloading
- Research Honorarium
- For conditional approval (specify conditions):

Recommended by:

Chair, Department

Date

CRC Representative

Date

For Part-Time Faculty Member:

Dean

Date

CREATIVE WORK PROPOSAL

Disclaimer: This endorsement from the Department Chair and/or Dean shall solely be for the merit of the project proposal. Any decision regarding the faculty member's status (hiring/renewal) shall supersede this endorsement.

DEPARTMENTAL ACTION

A. Title of Creative Work _____

B. Co-proponent _____

Department/College _____

C. Creative Work Appraisal

(Comments of the department chairperson and/or senior faculty on the proposed work)

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- Food, Nutrition, and Health (e.g., biochemistry of food products, science and engineering of potable water, cancer risks and cure from food, sensory labs, economic impact studies of nutrition programs in schools)
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Dean








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UN Sustainable Development Goals (To be filled out by the Faculty Proponent/s)

In support of the University research initiatives of mapping a research portfolio vis-a-vis the UN Sustainable Development Goals (SDGs) for better tracking of research impact, **please tick the appropriate box below to indicate the SDG which your proposal seeks to address:**



-  Goal 1: End poverty in all its forms everywhere
-  Goal 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture
-  Goal 3: Ensure healthy lives and promote well-being for all at all ages
-  Goal 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities
-  Goal 5: Achieve gender equality and empower all women and girls
-  Goal 6: Ensure availability and sustainable management of water and sanitation for all
-  Goal 7: Ensure access to affordable, reliable, sustainable and modern energy for all
-  Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
-  Goal 9: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
-  Goal 10: Reduce inequality within and among countries
-  Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable

UN Sustainable Development Goals (To be filled out by the Faculty Proponent/s) (Continued)

-  Goal 12: Ensure sustainable consumption and production patterns
-  Goal 13: Take urgent action to combat climate change and its impacts
-  Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development
-  Goal 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
-  Goal 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
-  Goal 17: Strengthen the means of implementation and revitalize the global partnership for all sustainable development

Proponent _____

- Department _____

- Status:

Full-time faculty:

- Full time permanent
- Full time visiting professor
- Full time probationary
 - 1st year of probation 3rd year of probation
 - 2nd year of probation
- Full-time contractual/full-time fixed term contract
- Half-time

Academic Service Faculty (ASF):

- Full time permanent
- Full time probationary
 - 1st year of probation
 - 2nd year of probation
 - 3rd year of probation
- Full-time contractual/full-time fixed term contract
- Half-time

Part-time faculty:

- Rank: _____ Teaching Units: _____
- Involvement in another research project
 - Yes College Others _____
 - No

Please indicate the title of research project and source of funding:

- Deloading from the Faculty Development Program
 - Yes No

BIO-DATA (not less than 50 words)

(FACULTY IS REQUIRED TO INCLUDE ACADEMIC AND NON ACADEMIC EXPERIENCES RELATED TO THE RESEARCH BEING PROPOSED) You may use another sheet if necessary.

Co-proponent _____

- Department _____

- Status:

Full-time faculty:

- Full time permanent
- Full time visiting professor
- Full time probationary
 - 1st year of probation
 - 2nd year of probation
 - 3rd year of probation
- Full-time contractual/full-time fixed term contract
- Half-time

Academic Service Faculty (ASF):

- Full time permanent
- Full time probationary
 - 1st year of probation
 - 2nd year of probation
 - 3rd year of probation
- Full-time contractual/full-time fixed term contract
- Half-time

Part-time faculty:

- Rank: _____ Teaching Units: _____
- Involvement in another research project
 - Yes
 - No
 - College
 - Others _____

Please indicate the title of research project and source of funding:

- Deloading from the Faculty Development Program
 - Yes
 - No

BIO-DATA (not less than 50 words)

(FACULTY IS REQUIRED TO INCLUDE ACADEMIC AND NON ACADEMIC EXPERIENCES RELATED TO THE RESEARCH BEING PROPOSED) You may use another sheet if necessary.

CREATIVE WORK PROPOSAL

Nature of the Project

Is the proposed Creative Work/Project

- part of a larger program? Yes No
- a dissertation or a thesis? Yes No
If yes, was this proposal submitted to and approved
by the dean or the department chair and the adviser? Yes No
(Please attach a copy of the approval of the research topic)
- getting funds from other sources? Yes No
If yes, _____
Other sources of funds
will still apply for funding
- intended for a sabbatical leave project? Yes No
- expected output _____
(e.g., fiction/nonfiction (novel/short stories), play, screenplay, teleplay, film, epic poem, collection of poems)

Signature of Proponent(s):

Printed name/Date

Printed name/Date

Printed name/Date

Printed name/Date

FORMAT for the BODY of the CREATIVE WORK PROPOSAL

Research and Grants Management Office

(attach to the first 7 pages above)

I. Title of Creative Work

II. Proposal Abstract (50-100 words)

- What do you intend to do? What is the creative work all about? Briefly discuss the creative project, specify the literary/artistic form/genre, and talk about your vision for this project.

III. Introduction (some parts may be deleted but at minimum should contain the overview of the project, your artistic vision, and the theme of the work.)

- Overview of the Project (What is the project all about? For fiction, nonfiction, play, screenplay, teleplay, and film, what is the tentative plot, or what are the narrative threads? For poetry, what is the unifying thread— theme, image, narrative, technique?)
- The Rationale for the Project (Why embark on this creative project?)
- The Artistic Vision/Aim, or the Artistic Concern/s Addressed by the Project (What is your artistic goal for this project? Or is the project your way of addressing technical questions/issues specific to your chosen genre?)
- The Theme/s of the Proposed Creative Work
- Specific Details about the Project (e.g., How many poems? How many stories? How many pages, and in which mode/s and language?)

IV. The Existing Literature (This does not need to be long.)

- Is your project similar to existing creative texts (say, in terms of theme, technique, mode, or form)? If yes, how similar is yours to these texts and how different will it be from them?

V. The Proposed Project and Your Body of Work

- How is this project related to your previous work/s and/or to your development as a writer/artist?

VI. Sample Work

- You must append sample work/s which may become part of the proposed project: at least a chapter, a story, a scene, an essay, or a poem.

RESOURCE PLAN

I. Workplan

- Duration of the entire project (number of terms) _____
- Number of hours per week proponent(s) expect to work on the project and research units:
 Note: Research units are computed as 56 hours of actual research work per term of 14 weeks for one research unit (meaning 4 hours/week equals 1 research unit). However, the decision on what constitutes a reasonable number of hours for work on the project rests upon the College Research Council.

	Check arrangement for Research units		Recommended no. of units
• Proponent 1: _____ hrs./week	<input type="checkbox"/> Deloading	<input type="checkbox"/> Honorarium	_____
• Proponent 2: _____ hrs./week	<input type="checkbox"/> Deloading	<input type="checkbox"/> Honorarium	_____
• Proponent 3: _____ hrs./week	<input type="checkbox"/> Deloading	<input type="checkbox"/> Honorarium	_____
• Proponent 4: _____ hrs./week	<input type="checkbox"/> Deloading	<input type="checkbox"/> Honorarium	_____
• Proponent 5: _____ hrs./week	<input type="checkbox"/> Deloading	<input type="checkbox"/> Honorarium	_____
Total _____ hrs./week			

- Number of weeks/months needed for each activity, **including report writing.**
 (Please provide a Gantt chart, use 8.5 x 11 size paper).

II. Financial Plan (Include details of the items; Refer to attachment for the current rates)

Amount

- A. Personnel: P _____
 (research honorarium, research assistant/s, transcriber, fabricator, consultant, artist, etc. Please provide a detailed job description for each position)

- Faculty Research Honorarium
- Proponent 1: Honorarium P _____
 - Proponent 2: Honorarium P _____
 - Proponent 3: Honorarium P _____
 - Proponent 4: Honorarium P _____
 - Proponent 5: Honorarium P _____
- Total P _____

Research Assistant/s P _____

Consultant/s P _____

Fabricator/s P _____

Artist/s P _____

Others (please specify) P _____

- B. Materials and Supplies: _____
 (Common amount is P4,000 per project. If greater than P4,000.00, justification with itemized list must be provided)

CREATIVE WORK PROPOSAL

C. Related Travel and Transportation: _____

(Travel and transportation: Specify destination, no. of visits to site/destination, mode of transportation, no. of persons; Accommodation: Specify name of hotel/venue, no. of days/nights of stay, no. of persons)

D. Materials Reproduction: _____

(Specify number of pages to be reproduced for final report/reference materials and the cost)

E. Others (specify): _____

(library fee; analysis/testing fee; estimate of 30% of total project cost per item for the brokerage fee/ processing fee for application for tax exemption/ delivery charge/freight charge; insurance, etc.)

F. Evaluation Fee (standard rate):

4,000.00

TOTAL FOR FACULTY HONORARIUM P _____

TOTAL FOR DIRECT EXPENSES P _____

(Less Faculty Honorarium)

III. Publication Plan

Actual submission for publication is a requirement for the closure of the project.

Provide publication details (i.e. intent to publish in peer-reviewed journal/s preferably in ISI, Scopus or ACI, and AGPCI-listed journals, name of journal/s to which you intend to submit your paper/manuscript and target date of submission for publication.)

**CURRENT RATES
(AY2022-2023)**

A. Salaries of Personnel

1. **Research Assistant**

Classification	Rate/Hour
RA I (Undergraduate student)	₱ 70.00/hour
RA II (Graduate student)	
BA/BS degree holder	₱ 90.00/hour
MA/MS student	₱ 122.00/hour
Ph.D. student	₱ 144.00/hour

Ex. for RA II (graduate student w/ BA/BS degree) who works 4 hours a day for 30 days:
 P90.00/hour x 4 hours/day x 30 days = P 10,800.00

2. **Other Personnel**

2.1. *Consultant* — P 7,000.00 maximum per project

2.2. *Artist/Draftsman/Illustrator*

Graphics	Cost
Charts, diagrams, graphs Drawings, cover design	₱ 10.00 - 50.00 @ 10.00 - 60.00 @

2.3. *Carpenter & Fabricator, etc.* — based on current rates used and amount of workload

2.4. *Laboratory Technician* — based on overtime rate (for DLSU Lab Technician)

2.5. *Transcriber*

₱ 1,500.00 (60 min. /1 hr. tape)

₱ 2,250.00 (90 min. /1 ½ hrs. tape)

B. Reproduction of Materials

1. *Photocopying of materials*

Paper	Rate/Page (liquid)
Short	.65
Long	.75

Ex. for short liquid copy, 50 pages of final report, RGMO-funded,
 P.65/page x 50 pages x 2 copies = P 65.00

2. *Mimeographing*

paper	one-side		back-to-back	
	short	long	short	long
groundwood	0.37	0.40	0.45	0.48
white	0.52	0.55	0.68	0.75
colored	0.55	0.60	0.70	0.77
Additional charged of P20.00 in every original copies				

Ex. for short, groundwood, one-side regular stencil
 1,000 copies x P.52/sheet plus P20.00 (master stencil) = P540.00

C. Materials and Supplies

Common amount of P4,000 per project for office supplies. If greater than P4,000.00, justification with itemized list must be provided.

D. Research-Related Travel and Transportation

1. Travel and Transportation: Specify the cost, destination, no. of visits to site/destination, mode of transportation, no. of persons

2. Accommodation: Specify name of hotel/venue, no. of days/nights of stay, no. of persons

E. Others (specify): (library fee; analysis/testing fee; estimate of 30% of total project cost per item for the brokerage fee/ processing fee for application for tax exemption/ delivery charge/freight charge; insurance, etc.)

F. Evaluation fee

P 4,000.00 (standard rate)