



Office of the Board Secretary

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521 A

Philippines

**EXCERPTS OF APPROVED MINUTES OF THE
3rd LSU Board of Regents Meeting
8 February 2002 * LNU, Tacloban City**

Proposed Guidelines for R&D Project Implementation

Board Resolution No. 12, s. 2002

Approving the proposed Guidelines for R&D Project Implementation as modified.

Guidelines for R&D Project Implementation

1. All contracts for R and D projects/studies involving staff and facilities of LSU should be entered into only by the Office of the President.
2. All R&D projects whose implementation involves LSU staff or facilities regardless of source of funds should be registered at the Office of the Vice President for Research and Extension (OVPRE).
3. LSU staff should be allowed to implement any R&D project/study only when approval and written appointment from the University President is obtained. This includes conduct of studies parallel to approved/ongoing researches.
4. OVPRE should be furnished with a copy of the approved research proposal and signed MOA, MOU or Grant Letter of its equivalent of any non-LSU funded R and D project/study for reference.
5. OVPRE should be furnished with an update, through submission of periodic reports, on the development of all R and D projects that involve LSU staff and facilities. Reports on project's expenditures may also be required. In case on non-submission of periodic reports, the workload credit for the staff during the period may be withheld and travels disallowed.
6. The concerned researcher should send letter request (in 3 copies) addressed to the Vice President for R&E for any modification of projects such as:
 - change of the title, objectives, duration, and budgetary requirements
 - suspending or phasing of the conduct of studies
 - change of leadership in the project

If studies within a project are to be implemented by phase, the OVPRE should also be properly informed of the actual dates of implementation of the different studies. This is to avoid giving workload credits to researchers for non-implemented studies.

7. R and D project highlights/results of projects/studies conducted for at least one year should be presented in the university's review and symposium unless confidentially agreement of IPR laws prohibit public disclosure of results. In such cases, written disclosure of findings submitted to home unit and OVPRE will be required.

8. Terminal reports of completed R&D projects should be submitted to OVPRE (in 4 copies for LUS-funded projects/studies and two copies for externally funded projects) within three months after the termination date. Any researcher who fails to submit terminal report of completed project will not be allowed to implement new R&D projects.
9. Extension of duration of the implemented projects are highly discouraged. In case projects are considered for extension due to strong justifications, awarding of workload shall be first be evaluated by (VPRE). Report on accomplishments during the duration of the conduct of the project may also be required prior to granting of extension of project life.
10. Leaders of completed projects/studies shall be required to present the outputs of the project in a college wide seminar, submit bound terminal report and submit at least a technical paper in publishable format.
11. Equipment/materials/facilities used for research which are to be turned over to the university after completion of an externally funded project/study should be handed to the university unit where the researcher belongs and not to the researcher.

BOARD ACTION: APPROVED

Date: 08 February 2002

ATTACHMENT: Q

Certified True and Correct:

DANIEL M. TUDTUD JR.

Board Secretary

Cc: OVPR&E
OVPAA
ODR
ODEx