

# REVISED GUIDELINES ON BATSTATEU SUPPORT FOR RESEARCH PRESENTATIONS IN NATIONAL AND INTERNATIONAL CONFERENCES

As approved by the ExeCom on August 2014

## INTRODUCTION

The Batangas State University has always been supportive of the research activities and initiatives of its researchers, especially in the presentation of research outputs in regional, national and international conferences. This does not only provide opportunity for professional advancement and personal development, but also adds to the University's institutional profile.

The approved Research and Development Manual of the University stipulates the assistance to be given to its researchers for research presentations. In the observance thereof, a rigid review process must be undertaken to ensure the quality of researches being presented in different fora and to effectively manage the limited resources of the University.

These guidelines are primarily based on the Commission on Higher Education's prescribed guidelines in granting funding support to faculty researchers who will present papers in various fora.

## OBJECTIVES

1. To provide support to thenational orinternational research presentations of researchers
2. To provide equal opportunities amongfaculty researchers to disseminate their research findings, exchange ideas with peers, and learn from and contribute to the world's pool of expertise and knowledge
3. To effectively manage the resources of the University in providing support for national and international research presentations
4. To encourage and nurture the development of faculty researchers and enhance the culture of research in the University

## COVERAGE

These guidelines are applicable to oral or poster research presentations in national and international (held either locally or abroad) conferences, fora and symposia .

## ELIGIBILITY

All **full time faculty** members or personnel of Batangas State University who are not on study leave are eligible to receive financial assistance from the University.

## PAPER REVIEW

1. The paper shall be aligned with the thrusts and priorities of the University specified as follows:
  - a. Food
  - b. Energy
  - c. Environment
  - d. Health and Medical Sciences
  - e. Material Science and Engineering
  - f. Information and Communications Technology
  - g. Manufacturing and Process Engineering
  - h. Science and Mathematics

i. Education and Social Sciences

2. The paper that shall be submitted must be aligned to the field of specialization of the presenting faculty researcher.

3. The paper should conform to the following criteria:

**a. Originality and creativity**

The paper or study is not a duplication of any previous studies or published articles and with innovation developed or applied or new discovery.

**b. Methodology**

Study design and methodology are complete and appropriate based on the objectives of the study. (There is an indicated type of study, sampling methods, variables measured, data collection techniques, moral and ethical issues, and with appropriate statistical tests, if applicable.)

**c. Significant contribution to the discipline**

Has significant contribution to the specific body of knowledge, as well as to economic, community, cultural, environmental, or commercial development. It also has socio-economic impact and has contribution to professional advancement and to the specific scientific society.

**d. Writing quality**

Free from glaring grammatical errors, uses correct spelling, properly written facts and concepts, and in accordance to accepted writing styles.

4. The paper should have high potential for publication in a CHED accredited refereed journal or an International Refereed Journal indexed by Thomson Reuters (ISI) and/ or Elsevier's Scopus, and would contribute significantly in establishing the University's good reputation in research and development.

## CONFERENCE REVIEW

1. The Conference should be organized or sponsored by a reputable organization (i.e. track record and publication).

2. The Conference should have a competitive review process for paper selection.

## APPLICATION AND PROCESSING

1. All faculty/ personnel researchers requesting for research presentation support<sup>1</sup> shall submit an **Application Form for National and International Research Presentation Support** (see attached). This form can be secured from the Office of the Research Management Services and must be submitted at least two (2) months before the intended conference.

2. Pertinent documents shall be submitted/ attached to the Application Form:

a. 10 page summary of the research paper for presentation

**b. Result of the evaluation of a CHED- accredited refereed journal or International Refereed Journal indexed by Thomson Reuters (ISI) and/ or Elsevier's Scopus showing the paper's acceptance or recommendation for publication after minor revisions.**

c. Official information about the conference<sup>2</sup> (conference title, organizer, brochure/website, date, and venue).

d. Details of the financial assistance requested (e.g. registration, transportation, and accommodation).

3. Should the research paper and conference meet the abovementioned criteria and the evaluators find merit in granting the paper presentation support, the result of evaluation shall be endorsed to the Research

Council for approval. Otherwise, the applicant shall be informed of the result through a formal correspondence from the Office of the Director for Research Management Services.

4. Notification of the result of the evaluation is three (3) weeks after submission of the application.

## CONDITIONS

1. The faculty/ personnel researcher shall present the paper only once in the same level of presentation (i.e. The same paper may not be presented in two international conferences, regardless of host country).
2. The researcher may receive one (1) international and one (1) national research presentation supports in a year.
3. In the case of co-authored papers, only one author shall be given grant by the University.
4. In the event that a faculty/ personnel researcher had already been granted support for paper presentation in national and/or international conferences, he/she may still present a different paper in a national or international conference in the same fiscal year provided that
  - a. the said paper had passed the University's paper review and evaluation; and
  - b. the researcher will shoulder all the expenses relative to the said presentation.
5. In the event that a faculty/ personnel researcher fails to present the acceptance of his/ her paper for publication in any CHED- accredited refereed journal or in an International Refereed Journal indexed by Thomson Reuters (ISI) and/ or Elsevier's Scopus, his/her application **for full paper presentation support shall not be granted. However, he/she may be allowed to present the paper on Official Time, may avail partial support specifically registration fee for the presentation and may claim an incentive for his/her presentation provided that** the said paper had passed the University's paper review and evaluation.

<sup>1</sup>Research presentation support shall include registration fee, transportation, accommodation, incidental expenses

<sup>2</sup>Conference shall include convention, symposia, summits, scientific meetings and technical meetings, related fora