



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED Memorandum Order

No. 04

Series of 2003

SUBJECT : GUIDELINES FOR CHED DISSERTATION GRANT

DATE : March 6, 2003

In consonance with Section 8 of Republic Act (R.A.) No. 7722, mandating the Commission on Higher Education (CHED) to enhance the research function of higher education institutions (HEIs) in the Philippines, CHED hereby issues the attached CHED Dissertation Grant Guidelines for immediate dissemination and implementation to all concerned.

Pasig City, Philippines March 11, 2003

ESTER A. GARCIA
Chairperson

GUIDELINES FOR CHED DISSERTATION GRANT

The Program

The CHED Dissertation Grant Program is a subcomponent of the National Higher Education Research Agenda 1998-2007 which is aimed at upgrading the research manpower capability of higher education institutions (HEIs) while supporting the conduct of research on identified priority areas.

CHED shall provide financial assistance to faculty members who are completing their dissertation work in any of the following clusters of discipline:

- Science and Mathematics
- Engineering, Maritime Studies and Architecture
- Humanities, Social Science and Communication
- Agriculture, Fisheries and Forestry
- Business and Industry
- Health and Health Related Discipline
- Information Technology
- Teacher Education
- Industrial Technology

Eligibility

The grant shall be open to nominees of HEIs in the Philippines that are offering programs in the disciplines applied for by the candidates who meet the following requirements:

- Not more than 50 years of age
- Full time faculty member of a HEI and in a discipline recognized as either COE or COD or rated at least good under the FAPE evaluation
- Must have completed the coursework and passed the comprehensive examination in an accredited Graduate Program
- Must have an approved dissertation proposal on an identified priority research area
- Must have a general average of at least 1.75 or equivalent in the required courses leading to the Ph.D. degree applied for.

Procedure

1. All applications shall be received by the Research Division-Office of Policy, Planning, Research and Information (RD-OPPR) of CHED not later than 31 March in time for successful applicants to avail of the grant in June at the start of the Academic Year.
2. Applicants shall submit two (2) copies of the following documents:

- a) Accomplished application form

- b) The approved dissertation proposal including a one page abstract
 - c) Letter of recommendation from the dissertation adviser
 - d) Endorsement letter from the applicant's mother institution
 - e) Photocopy of the enrollment/registration form
3. The OPPRI - Research Division, with the assistance of Technical Experts if deemed necessary, shall review the applications and dissertation proposals to ensure relevance of the study to the priority concerns in higher education research.
 4. Upon approval by the Commission en Banc, the list of successful applications shall be announced in May before the start of the School Year.

Entitlement and Obligations

1. Amount of grant shall not exceed

- P50,000.00 for dissertation without laboratory experiment
- P 70,000.00 for dissertation with laboratory experiment

to cover the following:

- conduct of research – 80%
- preparation/reproduction of manuscript – 20%

and shall be released according to the following schedule:

- 50% upon grantee's acceptance of the terms and conditions of the grant and an approved Work and Financial Plan.
 - 25% upon submission of the draft dissertation duly attested by the grantee's dissertation adviser as ready for presentation and defense.
 - 25% upon submission of the bound copy of approved dissertation (with proper acknowledgement) and an electronic file
2. Grantees shall sign a Contract with the Commission.
 3. Grantees shall assume all the expenses in excess of the grant.
 4. Grantees shall render return service equivalent to one year in their respective mother institutions.
 5. Grantees are allowed an extension of *only one year* beyond the original project deadline. Non-submission of the final dissertation one year beyond the original deadline without approved request (by CHED and the mother institution) for an extension will mean an *automatic reversion of the remaining balance of the grant to the CHED-Higher Education Development Fund (CHED-HEDF)*.
 6. Grantees who are unable to finish their research during the approved period will *be obliged to reimburse all expenses incurred by CHED* in relation to the grant.
 7. If requested by the Commission, the grantee must present a paper based on the dissertation in a colloquium

Format
(Please follow this format)

2x2
Picture

CHED DISSERTATION GRANT

1. Name nominee/applicant: _____
(First) (Middle) (Last)
2. Date and place of birth
3. Mailing/Office address and telephone/fax number
4. Residence and telephone number
5. E-mail address
6. Civil status (If married, please indicate spouse and children)
7. Educational background (Indicate school/university address, degree and year obtained, inclusive dates of attendance, honors/awards received)
8. Present position
9. Previous positions in chronological order
10. Title of Dissertation Proposal
11. Discipline of Study
12. Degree Program
13. Name and Address of University/College where the candidate grantee is enrolled
14. Name of Dissertation Adviser
15. Work Plan/Time Table

Activities	Expected Date of Completion
Approval of Dissertation Proposal	
Data Collection and Encoding	
Data Analysis	
Dissertation Writing	
Expected Date of Defense	
Expected Completion Date of Doctoral Program	

16. Total Amount and Detailed Budget of Financial Assistance sought from CHED Dissertation Grant

Item	Amount

17. Dissertation Panel/Committee Members
18. Awards received (Indicate year received and name of awarding institution/organization)
19. GPA in the Course leading to the Program Applied for
20. Research Publications (Give complete citation and include manuscript in press)
21. Research papers and studies completed or in progress (indicate where or when conducted, date completed or expected date of completion, and include only those not listed in item 20)
22. Membership in professional organizations (Indicate position/nature of involvement)
23. Conferences/seminars and extent of participation, i.e. whether as chairperson, resource person, convenor, participant, etc.)

This is to certify the correctness of the information presented above.

Name & Signature of the Faculty Applicant

Date: _____

Name & Signature of the School Head

Date: _____

Note: Please submit two (2) copies of the accomplished application form including copies of (a) approved dissertation proposal including a one page abstract (b) two 2" x 2" photographs, (c) letter of recommendation from the dissertation adviser (d) endorsement letter from the applicant's mother institution (e) photocopy of the latest enrollment/registration form.