

## **Dissemination Assistance for Research in Education**

### **Application Guidelines 2017-2018**

#### **Rationale:**

Dissemination entails communicating research findings to relevant groups of decision-makers and other stakeholders that will lead to the consideration and use of research in their work. Moreover, the dissemination of research is crucial in ensuring the uptake of research findings in educational policy and practice, and thus contributing to the improvement of Philippine education.

#### **Description:**

The Private Education Assistance Committee (PEAC) supports building a culture of research dissemination in Philippine education through the Dissemination Assistance for Research in Education.

Under the program is the **Paper Presentation Grant**, which provides assistance to full-time regular faculty members of private educational institutions who will present their research papers in international conferences abroad. Presenting a paper in international conferences abroad is also a professional development opportunity for the researchers to exchange ideas, interact with fellow researchers, and contribute to knowledge in a particular field or area.

#### **Who can apply:**

Applicant must be a Filipino citizen who is a full-time regular faculty member of a private educational institution and whose paper has been accepted for presentation in an international conference abroad.

#### **Application requirements:**

- Cover letter from the applicant, including a statement of expenses to be incurred and a declaration of financial assistance received from other sources (if any)
- Endorsement letter from the President or designated representative of the institution where the applicant is a full-time regular faculty member
- Soft (Microsoft Word format) and hard copies of the paper to be presented in the conference
- Acceptance letter from the organizers of the conference
- Concise curriculum vitae of the applicant

#### **Submission of application:**

Application must be submitted at least one month prior to the commencement of the activity for which it is requesting funds.

**Grant value and coverage:**

The grant may cover any of the following items:

- Registration fee
- Round trip economy airfare to the foreign country where the conference will be held
- Accommodation abroad

The amount of the grant will be based on the available funds allocated for the program in the current fiscal year.

**Conditions of the grant:**

- The grantee shall acknowledge the PEAC in the paper, presentation material, and other derivative work.
- The grantee should give permission for the paper, or a derivative work, to be considered for publication in the Philippine Education Research Journal (PERJ).
- If requested by the PEAC National Secretariat, the grantee will present the paper in a forum organized or identified by the PEAC National Secretariat.

**Evaluation criteria:**

Applications submitted will be assessed using the following criteria:

- **Relevance:** Does the paper focus on Philippine education?
- **Validity:** Does the paper describe a study that uses appropriate methods and analyses and has conclusions supported by results?
- **Originality:** Does the paper describe a study that does not duplicate existing research?
- **Ethicality:** Does the paper show no signs of research misconduct?
- **Clarity:** Does the paper use clear, concise, and accurate language?
- **Significance:** Does the paper make a worthy contribution to the existing body of knowledge?

**Selection Process:**

1. The application is subjected to an initial screening by checking and verifying the eligibility requirement and completeness of documentary requirements.
2. The application that passed the initial screening will undergo an evaluation using the criteria indicated in the guidelines.
3. The PEAC Executive Director approves the application.
4. The PEAC National Secretariat will notify the successful applicants by email.

**Execution of the grant:**

The grantee shall receive the agreement for signature immediately after the approval of the grant by the PEAC Executive Director.

**Disbursement of the grant:**

Upon receipt of the signed agreement, the grant is processed and the successful applicant is notified of the release of the grant.

**Reporting of grant utilization:**

The grantee will submit a liquidation report of the grant received, including the supporting documents in accordance with general accounting and auditing policies and procedures, to the PEAC National Secretariat.