



Date: 07-08-2019

Time: 1:33 PM

No.

OFFICE OF THE UNIVERSITY PRESIDENT

By: *[Signature]*

**MEMORANDUM**

**OP-5004-MEMO-2019-07-113**

**TO :** All Campus Executive Officers  
This University

**Attention :** Campus Research Coordinators  
Faculty Researchers

**SUBJECT :** Guidelines on Modifications of Researches from the Approved Research Proposals

**DATE :** July 4, 2019

For the smooth implementation and management of researches and in line with the approved RDE Manual of Operations, attached is the guidelines for the modifications of research from the approved research proposals for your reference.

Please be guided accordingly.

**URDUJAH A. TEJADA**  
President

For the University President:

(SGD) **FR. RAÑHILIO C. AQUINO. SJD.**  
Vice President for Admin & Finance  
OIC, Office of the University President



**VISION**  
Transforming lives  
by educating for the best

**MISSION**  
CSU is committed to transform the lives  
of people and communities through high  
quality instruction and innovative research,  
development, production and extension.



matatag, maginhawa at panatag na buhay

## **GUIDELINES on MODIFICATIONS OF RESEARCH FROM THE APPROVED RESEARCH PROPOSAL**

### **A. Request for Extension**

These are projects/studies that were started on time but require extension as continuing without additional funding. Request for extension of project implemented without additional funding shall be submitted together with the following:

- a) Latest financial report from the Budget Office
- b) Proposed line item budget
- c) Gantt Chart of activities for the proposed extension period
- d) Technical Report of accomplishment
- e) Justification for extension

Extension of project shall only be allowed only if the project is on its terminal stage of implementation. The request should be made two months before the expected date of completion except for extension as a result of force majeure.

### **B. Continuing Assistance and Project Funding**

Refers to projects/studies where CSU agrees to provide support and fund initially with the intent to support for the succeeding year. The request for continuing assistance and funding of an on-going of more than a year project shall be submitted one month before the end of the active period of implementation. If the request is not sought before the end of the active period, it shall be automatically considered as suspended and the use of the remaining project fund is not authorized. The request for continued funding shall be supported by the following:

- a) Technical and financial report
- b) Activities undertaken and proposed Work plan
- c) Proposed LIB for the succeeding period requested
- d) Inventory report of any tools and equipment purchased
- e) List of faculty/personnel involved

### **C. Deferment/Suspension/Change in Implementation Date**

Project duration – refers to the study period or timeframe that covers the approved start and completion dates of the project/studies. Projects/studies shall commence at the date of release of fund or issuance of Special Order authorizing the conduct of the research whichever comes later. Projects with deferred implementation due to the delay in the release of funds shall commence within a month after the release of fund. The request for deferment for start of implementation should be made within the first month after the release of fund. If the research has not commence within this period, a request shall be made together with the following:

- a) New proposed Plan of Activities
- b) Justification for not started on time

Request to suspend the implementation of an on-going project/study shall be approved for two months only. The decision shall be based on justification whether to approve for extension of suspension or cancelation of the project. The request for suspnesion should include the following in addition to a and b above

- a) Accomplishments
- b) Technical and Financial report

#### D. Budget Realignment/Reprogramming

This refers to the transfer or reapplication of funds within the project between or among the line item budget or account class. The disbursement of the fund shall be in accordance with the approved line item budget. Budget reprogramming or realignment should be made not later than two months before the targeted completion date or not earlier than six months after the start of implementation. The request for reprogramming shall be supported by the following:

- a) Latest financial report
- b) Work plan/Accomplishment and progress report
- c) Proposed budget re-alignment/reprogramming (see attached forma)
- d) Revised reprogramming of LIB from the original LIB.

Reprogrammed budget should not be more than 30% of the approved LIB.

#### E. Change in Title/Objective/Activities and Design

Change in project title and activities/work plan/design or methods which affect or do not affect the project deliverables shall be reviewed and must be supported by the following:

- a) Comments made during the review of the proposal
- b) Justification
- c) Proposed title, activities/design, deliverables and objectives.
- d) line item budget, if this will change

#### F. Change in Project Leadership

Change in project leadership maybe made upon request due to incapacity of the incumbent or where management deems it necessary when outputs are sacrificed, sudden death or incapacity of the project leader. The project leader shall seek clearance rpior to complete relief from duties, responsibilities and accountabilities supported by the following:

- a) Letter of request for transfer of leadership
- b) List of purchased materials and supplies entrusted to the project leader
- c) Status report of the project including all raw data gathered
- d) Letter of acceptance of the incoming project leader

CSU-R&D Form No.

**REQUEST FOR MODIFICATIONS OF RESEARCH FROM THE RESEARCH PROPOSAL**

Date Requested: \_\_\_\_\_

This format is to be filled-out by the researcher (principal investigator) for any modification, deviation or change from the approved research proposal.

Research Title: \_\_\_\_\_  
\_\_\_\_\_

Project/Study Leader: \_\_\_\_\_

Co-researcher(s): \_\_\_\_\_

Original date of implementation: Start: \_\_\_\_\_ Completion: \_\_\_\_\_

Modification/Changes Requested (Please tick)

- Project/Study Extension
- Continuing Assistance and Project Funding
- Deferment/Suspension/Change in Implementation Date
- Budget realignment/Reprogramming
- Change in Title/Objective/Activities and Design
- Transfer of Project Leadership
- Others, please specify: \_\_\_\_\_

Attachment (refer to Guidelines on Modifications of Research from Research Proposal of required attachments)

- Latest financial report from the Budget Office
- Proposed line item budget
- New proposed plan of activities (in Gantt Chart)
- Technical Report/result
- Justification
- Technical and financial report
- Activities undertaken
- Inventory report of any tools and equipment purchased
- List of faculty/personnel involved
- New proposed Plan of Activities

Requested by

Reviewed by

\_\_\_\_\_  
Research Leader/Date

\_\_\_\_\_  
Campus Research Coordinator/Date

Endorsed by

\_\_\_\_\_  
Campus Executive Officer

*(This should be forwarded to the Research and Development Office to be reviewed by the R&D-TWG for endorsement and approval)*