

A. Title of Creative Work _____

B. Proponent _____

Co-proponent(s) _____

Adviser (for Thesis/
Dissertation only) _____

College/University _____

C. Creative Work Appraisal

(Comments of the department chairperson and/or senior faculty on the proposed work)

D. Degree of department's/college's need for the proposed project

Is the proposal in line with the department's/college's research thrusts?

☐ Yes

☐ No

E. Recommendation

☐ For Approval

Recommended Number of Deload Units for the Creative Work:

(For guidance, please refer to Policies and Guidelines for Faculty Deloading for Research at website:

<http://intranet.dlsu.edu.ph/policy/vpar/urco/ifrp>).

☐ Deloading

☐ Research Honorarium

☐ For conditional approval (specify conditions):

Recommended by:

Chair, Department

Date

CRC Representative

Date

For Part-Time Faculty Member:

Dean

Date

University Research Coordination Office

3/F HSSH * Locals 164/257

Proponent _____

- Department _____

- Status:

Full-time faculty:

- ☐ Full time permanent
- ☐ Full time visiting professor
- ☐ Full time probationary
 - ☐ 1st year of probation ☐ 3rd year of probation
 - ☐ 2nd year of probation
- ☐ Full-time contractual/full-time fixed term contract
- ☐ Half-time

Academic Service Faculty (ASF):

- ☐ Full time permanent
- ☐ Full time probationary
 - ☐ 1st year of probation
 - ☐ 2nd year of probation
 - ☐ 3rd year of probation
- ☐ Full-time contractual/full-time fixed term contract
- ☐ Half-time

Part-time faculty: ☐

- Rank: _____ Teaching Units: _____
- Involvement in another research project
 - ☐ Yes ☐ College ☐ Others _____
 - ☐ No

Please indicate the title of research project and source of funding:

- Deloading from the Faculty Development Program
 - ☐ Yes ☐ No

BIO-DATA (not less than 50 words)

(FACULTY IS REQUIRED TO INCLUDE ACADEMIC AND NON ACADEMIC EXPERIENCES RELATED TO THE RESEARCH BEING PROPOSED) You may use another sheet if necessary.

CREATIVE WORK PROPOSAL

Nature of the Project

Is the proposed Creative Work/Project

- part of a larger program? Yes ☐ No ☐
- a dissertation or a thesis? Yes ☐ No ☐
If yes, was this proposal submitted to and approved
by the dean or the department chair and the adviser? Yes ☐ No ☐
(Please attach a copy of the approval of the research topic)
- getting funds from other sources? Yes ☐ No ☐
If yes, _____
Other sources of funds
will still apply for funding
- intended for a sabbatical leave project? Yes ☐ No ☐
- expected output _____
(e.g., fiction/nonfiction (novel/short stories), play, screenplay, teleplay, film, epic poem, collection of poems)

Signature of Proponent(s):

Printed name/Date

Printed name/Date

Printed name/Date

Printed name/Date

FORMAT for the BODY of the CREATIVE WORK PROPOSAL

University Research Coordination Office
(attach to the first 2 pages above)

I. Title of Creative Work

II. Proposal Abstract (50-100 words)

- What do you intend to do? What is the creative work all about? Briefly discuss the creative project, specify the literary/artistic form/genre, and talk about your vision for this project.

III. Introduction (some parts may be deleted but at minimum should contain the overview of the project, your artistic vision, and the theme of the work.)

- Overview of the Project (What is the project all about? For fiction, nonfiction, play, screenplay, teleplay, and film, what is the tentative plot, or what are the narrative threads? For poetry, what is the unifying thread—theme, image, narrative, technique?)
- The Rationale for the Project (Why embark on this creative project?)
- The Artistic Vision/Aim, or the Artistic Concern/s Addressed by the Project (What is your artistic goal for this project? Or is the project your way of addressing technical questions/issues specific to your chosen genre?)
- The Theme/s of the Proposed Creative Work
- Specific Details about the Project (e.g., How many poems? How many stories? How many pages, and in which mode/s and language?)

IV. The Existing Literature (This does not need to be long.)

- Is your project similar to existing creative texts (say, in terms of theme, technique, mode, or form)? If yes, how similar is yours to these texts and how different will it be from them?

V. The Proposed Project and Your Body of Work

- How is this project related to your previous work/s and/or to your development as a writer/artist?

VI. Sample Work

- You must append sample work/s which may become part of the proposed project: at least a chapter, a story, a scene, an essay, or a poem.

RESOURCE PLAN

I. Workplan

- Duration of the entire project (number of terms) _____
- Number of hours per week proponent(s) expect to work on the project and research units:
(Number of person-hrs/week = sum of number of hrs per week per person)

	Check arrangement for Research units		Recommended no. of units
• Proponent 1: _____ hrs./week	<input type="checkbox"/> Deloading	<input type="checkbox"/> Honorarium	_____
• Proponent 2: _____ hrs./week	<input type="checkbox"/> Deloading	<input type="checkbox"/> Honorarium	_____
• Proponent 3: _____ hrs./week	<input type="checkbox"/> Deloading	<input type="checkbox"/> Honorarium	_____
• Proponent 4: _____ hrs./week	<input type="checkbox"/> Deloading	<input type="checkbox"/> Honorarium	_____
• Proponent 5: _____ hrs./week	<input type="checkbox"/> Deloading	<input type="checkbox"/> Honorarium	_____
Total _____ hrs./week			

- Number of weeks/months needed for each activity, **including report writing.**
(Please provide a Gantt chart, use 8.5 x 11 size paper).

II. Financial Plan (Include **details** of the items; Refer to attachment for the current rates)

Amount

- A. Personnel: P _____
(research honorarium, research assistant/s, transcriber, fabricator, consultant, artist, etc. Please provide a detailed job description for each position)

Faculty Research Honorarium

- Proponent 1: Honorarium P _____
- Proponent 2: Honorarium P _____
- Proponent 3: Honorarium P _____
- Proponent 4: Honorarium P _____
- Proponent 5: Honorarium P _____
- Total P _____

Research Assistant/s P _____

Consultant/s P _____

Fabricator/s P _____

Artist/s P _____

Others (please specify) P _____

- B. Materials and Supplies:

(Common amount is P4,000 per project. If greater than P4,000.00, justification with itemized list must be provided)

(Include quotations/canvass rates for equipment, chemicals, reagents, glasswares, plasticwares, etc.)

CREATIVE WORK PROPOSAL

C. Related Travel and Transportation: _____

(Travel and transportation: Specify destination, no. of visits to site/destination, mode of transportation, no. of persons; Accommodation: Specify name of hotel/venue, no. of days/nights of stay, no. of persons)

D. Materials Reproduction: _____

(Specify number of pages to be reproduced for final report/reference materials and the cost)

E. Others (specify): _____

(library fee; analysis/testing fee; estimate of 30% of total project cost per item for the brokerage fee/ processing fee for application for tax exemption/ delivery charge/freight charge; insurance, etc.)

F. Evaluation Fee (standard rate):

4,000.00

TOTAL FOR FACULTY HONORARIUM P _____

TOTAL FOR DIRECT EXPENSES P _____

(Less Faculty Honorarium)

- III. **Publication Plan** (e.g., intent to publish in peer-reviewed journal/s preferably in ISI, Scopus or CHED listed journals. Please indicate name of journal/s to which you intend to submit your paper/manuscript and target date of submission for publication.

CREATIVE WORK PROPOSAL

GANTT CHART

CREATIVE WORK TITLE:

[illegible]

CURRENT RATES (AY2018-2019)

A. Salaries of Personnel

1. *Research Assistant*

Classification	Rate/Hour
RA I (Undergraduate student)	₱ 70.00/hour
RA II (Graduate student)	
BA/BS degree holder	₱ 90.00/hour
MA/MS student	₱ 122.00/hour
Ph.D. student	₱ 144.00/hour

Ex. for RA II (graduate student w/ BA/BS degree) who works 4 hours a day for 30 days:
 $P90.00/\text{hour} \times 4 \text{ hours/day} \times 30 \text{ days} = P 10,800.00$

2. *Other Personnel*

2.1. *Consultant* — P 7,000.00 maximum per project

2.2. *Artist/Draftsman/Illustrator*

Graphics	Cost
Charts, diagrams, graphs	₱ 10.00 - 50.00 @
Drawings, cover design	10.00 - 60.00 @

2.3. *Carpenter & Fabricator, etc.* — based on current rates used and amount of workload

2.4. *Laboratory Technician* — based on overtime rate (for DLSU Lab Technician)

2.5. *Transcriber*

P 1,500.00 (60 min. /1 hr. tape)

P 2,250.00 (90 min. /1 ½ hrs. tape)

B. Reproduction of Materials

1. *Photocopying of materials*

Paper	Rate/Page (liquid)
Short	.65
Long	.75

Ex. for short liquid copy, 50 pages of final report, URCO-funded,
 $P.65/\text{page} \times 50 \text{ pages} \times 2 \text{ copies} = P 65.00$

2. *Mimeographing*

paper	one-side		back-to-back	
	short	long	short	long
groundwood	0.37	0.40	0.45	0.48
white	0.52	0.55	0.68	0.75
colored	0.55	0.60	0.70	0.77
Additional charged of P20.00 in every original copies				

Ex. for short, groundwood, one-side regular stencil
 $1,000 \text{ copies} \times P.52/\text{sheet} \text{ plus } P20.00 \text{ (master stencil)} = P540.00$

C. Materials and Supplies

Common amount of P4,000 per project for office supplies. If greater than P4,000.00, justification with itemized list must be provided.

D. Research-Related Travel and Transportation

- Travel and Transportation: Specify the cost, destination, no. of visits to site/destination, mode of transportation, no. of persons
- Accommodation: Specify name of hotel/venue, no. of days/nights of stay, no. of persons

E. Others (specify): (library fee; analysis/testing fee; estimate of 30% of total project cost per item for the brokerage fee/ processing fee for application for tax exemption/ delivery charge/freight charge; insurance, etc.)

F. Evaluation fee

P 4,000.00 (standard rate)