

**PROPOSED GUIDELINES FOR THE
FUNDING OF RESEARCH BY THE
JOINT COMMITTEE ON RESEARCH & RESEARCH EDUCATION**

1. Research proposals will be accepted on a bi-annual basis: 1st week of June & January
2. Approval of research proposals submitted to the Committee on Research will be based on scientific merits according to the set criteria (Appendix 1).
3. All research proposals submitted should have at least the following:
 - a. Proposed Title
 - b. Authors including Co-Authors
 - c. Study Site / Institution
 - d. Objectives
 - e. Significance of the Study
 - f. Methodology
 - g. Timeline for the study
 - h. Proposed Budget
 - i. IRB/Ethics committee approval (or proof of submission with a follow-up report on approval)
 - j. Letter of Request for Funding addressed to the Committee on research duly endorsed by the Training Officer of the Institution

Incomplete documents / proposals will not be accepted and will be returned without evaluation / recommendation.

4. If one of the authors / Co-authors is a member of the evaluation team, he/she will automatically be inhibited from the evaluation process.
5. Funding support will be categorized into Full or Partial Support. This will depend on the amount of budget that is stated in the proposal. This will be decided upon by the research committee.
6. The recommendation of the Research Committee will be presented to the Board of the Philippine Society of Gastroenterology for final approval.
7. The proponents of the different research proposals shall be informed in writing of the Boards' decision on a biannual basis which falls on the last week of the following months: July and February.
8. All funded papers once finished are required to be submitted to the Philippine Journal of Gastroenterology for publication.
9. Any amendments to these guidelines shall be the responsibility of the Research committee and must be submitted to the board for final approval. Recommendations for amendments from the different training institutions are welcome.

10. The Committee on Research will decide on other issues not covered by these guidelines.
11. Any violation of the above guidelines will be subject to termination of funding.
12. The decision of the Board is final.
13. The Funding support will be deposited into the account of the Training Officer who shall serve as the custodian of the money.
14. At the end of the study, a breakdown of the funding (together with receipts) shall be submitted to the Committee on Research for auditing purposes.

APPENDIX 1

CRITERIA FOR APPROVAL OF RESEARCH PROPOSALS

- I. Research proposals shall be evaluated by all the members of the Research Committee and should get an average score of at least 15 based on the criteria below, for approval.

	Maximum points (total of 20)	Points
1. Significance/Impact/Relevance	5	
2. Study deals with a common medical problem	3	
3. Feasibility	3	
4. Design / Methodology	7	
5. Novelty	2	

TOTAL SCORE: _____

II. Funding

1. Budget Needed / Proposed: _____

2. Budget Suggested:

Full

Partial (Amount / Percentage) _____