

## **GUIDELINES FOR THE REGISTRATION OF STUDY GROUPS**

### **I. RATIONALE**

The National Institutes of Health (NIH) was established by virtue of Republic Act No. 8503, otherwise known as the Health and Research Development Act of 1998. The objectives of NIH are as follows:

- A. To promote science and technology research and development in the field of health;
- B. To promote the development of study groups and research programs;
- C. To establish mechanisms for the dissemination and utilization of research outputs;
- D. To complement graduate programs and faculty research human resource training in UP Manila.

### **II. DEFINITION OF A STUDY GROUP**

A study group is a multidisciplinary, multi-institutional collaborative group of researchers with a common research agenda, addressing a particular health problem

### **III. GUIDELINES FOR REGISTRATION OF STUDY GROUPS**

#### **A. Registration of Study Groups**

The registration of a study group will depend on its objectives, the qualifications of the convenor, and the submission of documentary requirements.

1. Objectives of Study Groups
  - a. The objectives of the study group should be consistent with the objectives of the National Institutes of Health.
  - b. The objectives should be unique to the particular study group, and clarification should be made when there is overlap with existing study groups or institute within UP Manila.
2. Qualifications for convenors / members of the study group:
  - a. The convenor of the study group should have a research track record, as supported by the publication of at least one research paper in a peer-reviewed journal;
  - b. There should be at least three (3) members of the study group, which includes the convenor, and at least one member is a UP Manila faculty member or researcher. At least one other member, aside from the convenor, should have been a principal investigator and completed a research project. Members from other institutions outside UP Manila are highly encouraged to participate. The members should come from at least two (2) units of UP Manila or two (2) institutions.
3. Documentary Requirements
  - a. Letter of request addressed to the Chancellor of the University of the Philippines Manila through the Executive Director of the National Institutes of Health; and
  - b. Concept paper about the study group which includes the following information:
    - 1) Proposed Study Group's Name and proponents (convenor and founding members)
    - 2) Rationale / Justification
    - 3) Objectives
    - 4) Research Agenda for the next three (3) years

- 5) List of affiliate institutions and proposed role of each
- 6) Appendices:
  - a) Convenor's curriculum vitae
  - b) List of members and their curriculum vitae
- 7) A copy of at least one project proposal ready for submission to an identified funding agency and/or (if funding is already available) for implementation.

### **B. Processing of Request for Registration**

The Research Management Committee (RMC), as the designated body within the NIH for study group stewardship, will review the requirements submitted. A recommendation to approve or disapprove the application will be submitted to the Chancellor's Office through the NIH Executive Director within 1 month of submission. If approved, a certification of registration will be issued by the Chancellor's Office, through the Office of the NIH Executive Director, within 8 weeks of submission. If the study group's application for registration is disapproved, a letter of explanation will be given to the proponents.

### **C. Evaluation Process for Study Groups**

1. Each study group shall be evaluated every two (2) years in order for the group to be continually registered with the NIH. This will be done by a study group review sub-committee created within the RMC. Appropriate recommendations to the NIH Executive Committee will be made based on the accomplishment reports and publications submitted by the study groups to the RMC.
2. Continuing registration will be based on submission of a list of publication and activities of the study group or member/s of the study group, and their research products or outputs.
3. There are two stages of study group evaluation at NIH:
  - a. Renewal of Registration Process – renewal of registration will be done every two (2) years, and the study group should have at least two (2) publications over a period of two (2) years for renewal;
  - b. Recognition Process - a yearly recognition process will be given to exemplary study groups. Study group recognition will be conferred during the anniversary celebration of the NIH. The study group review sub-committee will evaluate the study groups for recognition based on the following:
    - 1) Publication track;
    - 2) Symposia / workshops / trainings participated/ conducted;
    - 3) Research dissemination and utilization;
    - 4) Collaboration with stakeholders;
    - 5) Impact of projects / programs at the national, regional or global levels;
    - 6) Capacity building; and
    - 7) Productivity in generating projects and funds for the study group.

**D. Other relevant information for the study group is attached as *Annex*.**

### **IV. BENEFITS / INCENTIVES OF BEING A REGISTERED STUDY GROUP OF NIH**

- A. Inclusion in the roster of study groups (e.g. the study group's name will be included in NIH publications, website, flyer, etc.); and
- B. Free usage of NIH conference room once a month for fora or meeting purposes.
- C. Prioritization for research funding and commissioned researches channeled thru NIH.

### **V. RESPONSIBILITIES OF STUDY GROUPS**

- A. Implement the research agenda of the study group;
- B. All researches of the study group should adhere to the local and international health research ethics guidelines;
- C. The study group shall submit an annual report of all its accomplishments and ongoing projects for the calendar year on or before December 15; and

D. The study group should inform the RMC of any changes in their organizational structure and research agenda.

*We have read and agreed to abide and comply with the guidelines and responsibilities for study groups.*

*Signature:*

	_____	
	<b>Convenor</b>	
_____	_____	_____
<b>Member</b>	<b>Member</b>	<b>Member</b>
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## VI. REFERENCES

1. NIH Research Manual. (2000). 1<sup>st</sup> edition
2. NIH Research Manual. (2005). 3<sup>rd</sup> edition
3. Workshop on Research Study Groups (2006)
4. Meetings in the sub-committee and RCS/RMD (2006-2009)

## FUNCTIONS OF THE NATIONAL INSTITUTES OF HEALTH

1. To ensure that the results of health research and development activities are utilized to improve the health of the people.
2. To integrate and coordinate the development and scope of operation of each institute, research programs and component units
3. **To organize teams and establish programs that will provide research and development innovations for the improvement of existing technologies, medicines, vaccines and other health products and instruments.**
4. To establish research programs on health promotion, disease prevention and control

The IRR clarified the following definitions:

1. Researcher – A person with scientific or technological training who is engaged in professional work in S&T activities
2. Component program / institute – An administrative sub-unit of NIH
3. **Study group – A multidisciplinary, multi-institutional collaborative group of researchers with a common research agenda, addressing a particular health problem**
4. Research program – A mission-oriented, problem-directed research agenda of a component program/institute, study group, or researcher

## PREMISES AND RELATIONSHIPS

(Relationships within the research organizational structure are envisioned to be flexible rather than structured. These will be guided by general premises but which, operationally can have a variety of scenarios.)

A researcher in UP Manila may be initiated through the following:

1. Institute
2. Study group
3. Program
4. Personal Agenda

## SCENARIOS

- A. Institutes / programs prepare a research agenda and prioritize problem solution which will provide the maximum impact towards improving the health status of the country and / or gain international stature/ competitiveness for the Philippines. They solicit / commission research project proposals from the study groups / researchers pool of research proposals. Acceptable are supported via:
  1. UPM research fund
  2. Institute / program sourced fund
- B. A researcher affiliates with a study group. He participates in the formulation of the study group's research agenda. As a study group member, he is assigned to pursue a component of the agenda. He then generates a research project proposal and sources funding for the project via various options:
  1. Institute research funding
  2. College funding
  3. Study group sourced funding
  4. Personally sourced funding
- C. A researcher prepares a research proposal based on a personal research agenda. He/ she personally sources financial support for the project from outside UP Manila through NIH, entitled to:
  1. Credit as a personal service accomplishment

2. Possible credit loading
3. Use of UPM research facilities
4. Use of UPM Development Foundation (UPDMF) for financial / administrative management

## **PREMISES**

The researchers are the critical factors in research effectiveness. The study groups, which are problem directed, shall provide the directional framework to attain impact of a research program.

The Institute / Programs, which are mission oriented, shall provide the continuity and directional framework to make an impact on the health status of the country and / or gain international stature / competitiveness for the Philippines.