

Dissemination Assistance for Research in Education

Application Guidelines 2018-2019

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 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 conferences 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.

Research topics

Priority is to be given to education-related topics such as school governance and leadership, educational management and systems development, curriculum development, effective teaching and learning, technology in education, assessment and evaluation, and school-based professional development, among others.

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). The letter should be signed by the head of the school where the applicant is employed.
- Certificate of Employment that indicates that the applicant is a full-time regular faculty member
- Soft (Microsoft Word format) copy of the paper to be presented in the conference
- Acceptance letter from the organizers of the conference
- Short write-up on the conference (e.g., organizers, history, participating academic institutions)
- 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.

To ensure that the funding assistance will benefit as many individuals as possible, an individual is allowed to submit one application in a given fiscal year.

Grant value and coverage

The amount of the grant will be based on the available funds allocated for the program in the given fiscal year. The grant may cover any of the following items:

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

Conditions of the grant

- The grantee shall acknowledge the PEAC in the [paper and presentation material](#).
- The grantee should give permission for the paper, or a derivative work, to be considered for publication in the Philippine Education Research Journal (PERJ).

In cases when the research article has co-authorship, the grantee is responsible for securing the permission of the other author/s.

In cases when the paper presented has already been published or submitted for publication, the grantee is responsible for preparing a derivative work for submission to PERJ. The grantee is advised to read the PERJ Author Guidelines at peac.org.ph.

- The grantee is responsible for informing the PEAC National Secretariat of any change in the plans indicated in the application letter such as the non-participation in the conference. In such case, the grant for paper presentation in the conference is forfeited. The grantee will have to return the assistance if this has already been released.

Evaluation criteria

Applications submitted will be assessed in terms of the paper's quality and responsiveness to the priorities of PEAC.

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

Disbursement of funds

Funds are disbursed following a schedule of releases below.

- 90% of the grant amount upon signing the agreement
- 10% of the grant upon submission of a the liquidation of the grant awarded to the PEAC National Secretariat