

April 11, 2023

**GUIDELINES OF THE RESEARCH FOR SCHOOL IMPROVEMENT TOWARDS EXCELLENCE
(RSITE) PROGRAM AND CALL FOR APPLICATIONS IN SCHOOL YEAR 2023-2024**

1. The Private Education Assistance Committee (PEAC) issues the call for applications and enclosed guidelines of the Research for School Improvement Towards Excellence (RSITE) Program for school year 2023-2024. RSITE is a grants program that supports private school administrators and teachers who are writing their theses and dissertations for their master's or doctoral degree.
2. Application requirements should be submitted online to Ariel Alfonso of the Communications and Research Unit, PEAC National Secretariat at ariel.alfonso@peac.org.ph with "RSITE 2023-2024 Application – [Name of Applicant]" as subject of the email. The deadline of submission of proposals is June 13, 2023.
3. For inquiries, send an email to ariel.alfonso@peac.org.ph or contact 0917-163-1100.
4. The guidelines and call for applications are for immediate dissemination.

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Research for School Improvement Towards Excellence (RSITE)

Application Guidelines for Fiscal Year 2023-2024

Rationale

Today's educators are faced by increasing expectations about their roles as the Philippine education system responds to the demands of a fast-changing global society with new initiatives, policies, and programs. In the private education sector, a number of schools still face the challenge of recruiting and retaining effective school leaders and teachers who are critical to school improvement efforts. Pursuing graduate studies is an opportunity for those in the profession not just to deepen their knowledge and enhance their leadership or pedagogical competence but also to develop their skills for reflective practice and research on-the-job. In supporting the graduate research undertaken by school leaders and teachers in private schools, a school-based approach is adopted wherein individual development is linked to school improvement needs.

Description

The Research for School Improvement Towards Excellence (RSITE) is a program of assistance developed and implemented by PEAC to encourage the development of the private education sector by providing support to school improvement in private schools.

Specifically, the goal of the RSITE is to support school administrators and teachers who are writing their thesis or dissertation that addresses school needs and to build a community of education practitioners who will work towards a research-based improvement of their practice and consequently delivery of private schools in the country.

Grant value

The grant is P40,000 and P80,000 for the writing of the thesis and dissertation, respectively, within the period of up to 12 months.

Research topics

Research topics for the RSITE should be education-related and are preferably, but not exclusively, focused on these areas: 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.

Eligibility criteria

- Must be a Filipino citizen
- Must be a full-time regular school administrator or faculty member of a private educational institution
- Must be enrolled in a graduate/postgraduate program
- Must have completed the academic requirements of a master's or doctoral degree
- Must have a thesis/dissertation proposal that has passed the required thesis/dissertation proposal defense

Application requirements

- Application letter from the applicant and signed by the head of the school where the applicant is employed
- Official school document attesting that the applicant is enrolled in thesis/dissertation writing course at the time of application
- Official school document attesting that the proposal has passed the required thesis/dissertation proposal defense
- Soft copy of the approved thesis/dissertation proposal covering Introduction, Review of Related Literature, and Research Methodology
- Copy of the research timetable showing thesis/dissertation to be completed within the grant period
- Concise curriculum vitae of the applicant

PEAC Data Privacy Statement

By participating in RSITE, the applicants grant the PEAC full rights to collect and process any personal data voluntarily provided which will be used for the sole purpose of your participation in the program and for the National Secretariat to process any necessary service/s you have requested from the PEAC. The PEAC will not share your personal data to anyone or use your data without consent and for purposes other than the ones described in the program implementation guidelines or for purposes indicated at the time your personal information is requested.

For additional information about our Privacy Policy, please go to <https://peac.org.ph/privacy-policy/>

For any questions regarding our privacy policy or the use of your personal information, please contact the Communications and Research Unit at communications@peac.org.ph.

Conditions of the grant

- The grantee shall complete the thesis or dissertation within the one-year grant period.
 - Request for extension, if justified, may be approved on a case-to-case basis, but in no case shall additional funding be granted. The letter should indicate the revised target month of completion and be endorsed by the adviser. The letter should be addressed to the PEAC Executive Director and sent to the PEAC National Secretariat one month before the end of the grant period. The extension period should not exceed six (8) months from the end of the grant period.
 - Refund of the amount received will be required for non-completion of the thesis or dissertation.
- The grantee should acknowledge the PEAC in the final thesis or dissertation.
- The grantee should submit soft copy of the final thesis or dissertation with an abstract to the PEAC National Secretariat. The grantee shall give permission to the PEAC to publish the abstract on the PEAC website.
- The grantee should submit a research article with structured abstract based on the thesis or dissertation to the Philippine Education Research Journal (PERJ). The PERJ Author Guidelines are available at peac.org.ph.
- The grantee shall accomplish a feedback survey on the program after completing his/her thesis/dissertation.

- The grantee shall be responsible in notifying the PEAC National Secretariat in any change in the information submitted in his/her application.

Evaluation criteria

The research proposals will be assessed using the following criteria:

Criteria and Corresponding Weights	
Responsiveness to PEAC priorities (Refer to PEAC vision, mission, and strategic directions at https://peac.org.ph/peac-strategic-plan-for-2021-2024/)	10
Potential to contribute to school improvement/discipline	45
Potential to be published in a research journal	30
Capability to complete research within the grant period	15
Total	10

Submission of Application

Application requirements must be sent to the PEAC National Secretariat no later than June 13, 2023.

Selection Process

All applications submitted within the application period will undergo an initial screening and the research proposal is reviewed by an external evaluator.

1. Applications are subjected to an initial screening by checking the eligibility of the applicant, research topic, and the completeness of documentary requirements. The following applications will not be processed: submitted before the application period; submitted late; those with incomplete requirements; and research proposals that are not education-related. The PEAC National Secretariat will not follow up applications with incomplete requirements.
2. Research proposals of applications that passed the initial screening will undergo an evaluation using the criteria indicated in the guidelines. Based on the ratings, the applications will be short-listed.
3. The PEAC Executive Director approves short-listed applications that will be awarded the grant.
4. The PEAC National Secretariat will notify successful applicants through email.

Execution of grant

The grantee shall receive the agreement for signature. Upon receipt of the signed agreement, the PEAC National Secretariat will process and release the grant.

Disbursement of funds

Funds are disbursed following a schedule of releases below.

- 50% of the grant amount upon signing the letter of agreement
- 25% of the grant upon submission of an official school document attesting that the thesis or dissertation is scheduled for final oral defense
- 25% of the grant amount upon submission of soft copy of the final thesis/dissertation with abstract, PERJ submission based on the thesis/dissertation, and accomplished PERJ Submission Preparation Checklist

Monitoring and Evaluation

Aside from monitoring the compliance of beneficiaries with the conditions of the grant leading to the completion of the master's thesis or doctoral dissertation, the PEAC National Secretariat will also monitor beneficiaries who have successfully earned their respective degrees.

Appendix A: Indicative Schedule of Implementation

FY 2023-2024	Process
April 11-June 13, 2023	Call for applications
June 13, 2023	Deadline of submission of applications
June 2023	Evaluation of applications
	Approval of short-listed applications
July 2023	Release of letter of agreement to successful applicants
August 2023	Processing and release of grants