**GUIDELINES FOR GAD RESEARCH**

1. All research proposals must have a gender-perspective and must be aligned with National Agenda, Philippine Plan for Gender-Responsive Governance, Regional Agenda, Tarlac State University Agenda and TSU Gender Studies Research Agenda.
2. The University Research Office will arrange a GAD Research Colloquium, wherein research proposals of the faculty members may be presented for approval. However, the research proposals shall still undergo the process of the University Research Office. Hence, all research proposals will undergo **university research evaluation** and **ethical review**. Faculty research proposals presented in any of the college level colloquium or colloquium arranged within the University may be considered as GAD research and may be funded by GAD, provided that it will pass the evaluation conducted by the Office of Gender and Development and upon submission of the required documents.
3. All the research proposal are required to use to the Harmonized Gender and Development Guidelines (HGDG) tool (TSU-GAD-SF-30) the Gender and Development Checklist for Research and Development agenda, program or project, upon submission for evaluation.
4. The **prescribed forms of URO must be used** (**TSU-ORD-SF-01** for proposals to be presented in the Colloquium level and **TSU-ORD-SF-24** for the Revised). The **Researcher’s Profile (TSU-ORD-SF-03)** must be submitted to the Office of Gender and Development along with the **Revised Research Proposal (SF24)** **and Research Revision Report (SF 24)** **a WEEK after the Colloquium**. The researchers will also be asked to fill out the **Authenticity of Authorship and Commitment to Revise Form (SF 07)** during the Colloquium.
5. The URO shall record all the comments and suggestions of the evaluators and shall provide the **researcher a copy of such not later than 4 days after the colloquium**. The comments and suggestions must be reflected in the Research Revision Report (SF-24).

1. After the Colloquium, researchers are given **ONE WEEK** to revise their Capsule Proposals. **Three copies of the Revised Research Proposal (SF32) along with the Researchers’ Profile (SF07)** must be sent to the Gender and Development Office **a week after the Colloquium.**
2. Research proposal must be presented by the **lead researcher or any of the co-researchers only.** Powerpoint presentation must not exceed 12 slides. Researchers will be given **15 minutes** to present their research proposals.
3. All research proposals with a grade of 75% and below will not be endorsed to UREC as per university policy.
4. Upon the approval of UREC, the Office of Gender and Development will return a copy of the research proposals approved by UREC. Researchers will be asked to apply for Ethical Review. The researchers must obtain an Ethical Clearance from the TSU RERC and provide the Database and Monitoring Unit with a copy of the said clearance. Only after the submission of an ethical clearance will the Office of Gender and Development endorse the research proposals to the University President.
5. Upon the approval of research proposals by the University President, researchers will be given a Notice to Proceed and will be invited for a MOA Signing. **The researchers may not proceed with the conduct of their research without a Notice to Proceed and MOA**.
6. All GAD research will be funded by the Office of Gender and Development, unless funded by an external-funding agency or URO.
7. All research proposals are subject to the policies and procedure of URO and the University.