## Northwestern Visayan Colleges
**CENTER FOR RESEARCH AND CREATIVE WORKS**
2nd Floor RSQ Building, Capitol Site, Kalibo, Aklan
036-268-4045

**ANNUAL ACTIVITY PLAN**
**2024-2025**

| Goals | Specific Activities | Exact Outputs | Objectives | Risks | Risk Mitigation | Person in Charge | Target Date | Budget |
|---|---|---|---|---|---|---|---|---|
| **A.Capability Building** | | | | | | | | |
| A.1. Provide support to faculty/staff to encourage them to participate in research activities<br><br>A.2. Increase the quantity and improve the quality of research outputs | Conduct institutional trainings/seminars/ workshops | 7 institutional trainings/seminars/ workshops conducted | Enhance capability of faculty/staff in doing research | Refusal of faculty/staff to engage in research<br><br>Lack of skill in doing research | Provide assistance in the form of trainings<br><br>Encourage faculty/staff to do collaborative research | Research Head Dean Research Coordinators Faculty Staff | | 19,000 |
| | Send faculty/staff to attend external trainings/ conferences | 2 faculty/staff per college/department attend external trainings/ conferences | Enhance capability of faculty/staff in doing research | Refusal of faculty/staff to engage in research<br><br>Lack of skill in doing research | Provide assistance in the form of trainings<br><br>Encourage faculty/staff to do collaborative research | Research Head Dean Faculty Staff | Year round | 110,000 |
| | Provide budget for the purchase of plagiarism software (turnitin) | Purchase plagiarism (turnitin) software | Instill the observance of research ethics among faculty/staff and students | Lack of interest and awareness on research ethical principles | Conduct training on research ethics | President Financial | 2024 per semester | 200,000 |

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|  |  |  |  |  |  | Analyst Research Head Dean Faculty Staff |  |  |
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| **B. Research Incentives** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| B.1. Encourage faculty and staff to engage in research through awards and incentives | Revise the Research Operation Manual to include awards and incentives | Approval of Research Operation Manual by Board of Directors | Provide policy to guide research operation | Refusal to cooperate due to lack of interest or skill | Do collaborative research | President VPA Deans Research Coordinators | 2024 | 1,000 (Supplies) |
|  | Provide awards and incentives to faculty and staff with completed research outputs | 40% of faculty/staff per college/department with completed research outputs | Increase research outputs |  |  | Dean | 2024 | 30,000 |

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| C. Research Evaluation | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| C.1. Ensure quality of research outputs | Conduct In-House Review in Research | 40% of faculty/staff per college/department participate in In-House Review | Provide mechanism to help researchers improve research outputs | Fear of critiquing | Assist in preparation of powerpoint | Research Head Deans Program Chairs Research Coordinators Faculty Staff | November 2023 | |
| **D. Research Dissemination** | | | | | | | | |
| D.1. Initiate the dissemination of research outputs | Conduct institutional research symposium | Hold 1 research symposium | Provide venue for dissemination of research outputs | Lack of confidence | Assist in preparation of powerpoint | Research Head Deans Program Chairs Research Coordinators | May 2024 | |

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| | | | | | | | Faculty Staff | | |
|---|---|---|---|---|---|---|---|---|---|
| | Support financially faculty and staff research presentation in provincial, regional, national or international conferences | 1 faculty/staff per college/department present research paper outside NVC | Increase the number of paper presentation outside NVC | Lack of confidence | Boost morale Provide assistance | Research Head Deans Program Chairs Research Coordinators Faculty Staff | Year round | | 30,000 |
| | Encourage presentation of research outputs of faculty/staff and students to concerned stakeholders in collaboration with Extension | 1 research output presented per college/department | Increase number of faculty/staff who collaborate with Extension (presentation of research outputs) | Lack of confidence | Provide assistance | Research Head Deans Program Chairs Research Coordinators | Year round | | 5,000 |

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| | | | | | | Faculty Staff | | |
|---|---|---|---|---|---|---|---|---|
| | Use mass media to disseminate research outputs | 1 research output disseminated through student publication per college/department | Increase awareness of students on value of research | Refusal to cooperate | Provide assistance | Research Head Deans Program Chairs Research Coordinators Faculty Staff | Year round | 2,000 |
| **E. Research Publication** | | | | | | | | |
| E.1. Encourage publication of research outputs | Provide financial incentives to faculty/staff and students with published research in reputable journals/books | 1 research output published per college/department | Increase number of research papers published | Lack of confidence | Provide assistance | Dean Program Chairs Research Head Research Coordi | Year round | 30,000 |

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|---|---|---|---|---|---|---|---|---|
| | Establish a refereed online journal publication with ISSN per college/ department | 1 refereed journal published per college/department | Provide a refereed online journal where research papers can be published | Lack of expertise Time consuming | Seek professional help from experts | Research Head Deans Program Chairs Research Coordinators | Year round | 10,000 |
| **F. Creative Works** | | | | | | | | |
| F.1. | Assist faculty/staff and students to come up with creative works such as dances from cultural practices | 1 creative output per college/department | Collaborate with faculty who have talent to introduce innovative and creative works | Time consuming | Boost morale Provide assistance Meet concerned faculty | Deans Program Chairs Research Head Research Coordinators | Year round | 5,000 |
| **G. Research Utilization** | | | | | | | | |
| G.1. Follow | Monitor and | 1 research report per | Provide feedback or | Lack of expertise | Provide assistance | Deans | Year round | 2,000 |

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| up research utilization of results by stakeholders | evaluate research utilization by stakeholders in collaboration with Extension | college/department | information on status of research results presented | | | Program Chairs Research Head Extension Research Coordinators | | |
|---|---|---|---|---|---|---|---|---|
| **H. Research Linkages** | | | | | | | | |
| H.1. Expand research network through collaboration with academic or research institutions | Link with institutions engaged in research through Memorandum of Agreement or Memorandum of Understanding | 2 institutions with signed MOA/MOU | Collaborate with other institutions to improve research practices | Failure to find organizations to link with | Contact colleagues in the academe through networking | President VPA Deans Program Chairs Research Head Research Coordi | Year round | 5,000 |

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|---|---|---|---|---|---|---|---|---|
| **I.Monitoring and Evaluation** | | | | | | | | |
| I.1. Ensure that research activities are aligned with the targets | Monitor and evaluate the research activities of the college/ department | Conduct 5 meetings with Research Coordinators per annum | Provide mechanism to monitor research activities/needs of faculty/staff | Conflict with class schedule | Engage in group chat for constant reminders | Research Head Research Coordinators | Year round | 5,000 |
| **J.Accreditation** | | | | | | | | |
| J.1. Support accreditation of the identified programs | Assist the Research Coordinators in preparing the documents required during accreditation | Conduct pre-survey in Research to determine the status of compliance to the accreditation instrument | Review compliance based on accreditation instrument/ recommendations of accreditors | Conflict with class schedule | Engage in group chat for constant reminders | President VPA Quality Assurance Deans Research Head Program Chairs | Year round | 2,000 |

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Prepared by:                                              Approved by:


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Research  Head                                            President