

## **GRANT MANAGEMENT FOR HUBS**

### **1. Each call for papers must include:**

Each hub will receive the materials and documents that will serve as a base for the call for papers. Based on the global call, each **hub will make modifications and adaptations for their region**, which should be included in the Regional Annex document. Every regional call must include:

- Global Call (see document 1)
- Regional Annex.
  - Who is invited to participate, that may include:
    - a) a category for teams of trained researchers, and
    - b) another category for student teams (with teaching direction-accompaniment) and community partners.
  - Grant amounts (if previously decided) and eligible expenses.
  - Deadlines for presentation, evaluation, and communication of results-Regional.
    - Call for papers: [July 1 – Aug. 15, 2023](#)
    - Papers review: [Aug. 16 – Sept. 24, 2023](#)
    - Final decisions announcement: [Sept. 25 – 30, 2023](#)
    - Research project Implementation: [Oct. 1, 2023 – June 30, 2024](#)
    - Final report's deadline: [July 1 – 31, 2023](#)

Regional call may include Jury members' names, if already appointed.

### **2. Constitution of the Jury<sup>1</sup>**

Each hub will select the members of the jury, but the constitution of the jury must be approved by *Uniservitate*. Each jury should include:

- **Two members from the hub;**
  1. [Dr. Fides Del Castillo](#)
  2. [Dr. Ma. Lourdes Meleggrito](#)
  3. [Dr. Mitzie Conchada](#)
  4. [Dr. Maria Paquita Diongon-Bonnet](#)
  5. [Dr. Mary Jane Flores](#)

---

<sup>1</sup> The suggested jury members' names in this document do not imply their automatic selection or acceptance. Everyone's consent is required before they can serve as jury members. A separate letter of invitation will be sent for this purpose.

- Two members of the *Uniservitate* Academic Sounding Board that are part of the region;
  1. Dr. Carol Ma Hok Ka
  2. Dr. Mercy Pushpalatha
- Up to three specialists from the region aligned with the theme: IARSLCE, Global Compact members, SL/USR/Engagement regional networks. In cases where a Jury member has a personal or professional connection to an application under review, they will recuse themselves from evaluating it to maintain impartiality.
  1. Ms. Marietta Guanzon
  2. Mr. Froilan Alipao

### 3. Financing

*Uniservitate* will allocate the sum of €10,000 for each region, and the region will propose **how** to distribute that amount. An agreement from *Uniservitate* is required regarding this decision.

1. 3-4 Small research grants
2. €2,500 per grant, more or less
3. The universities that host the work have the authority to adhere to their individual research grant policies in order to effectively manage the distribution and oversee the advancement of the grant.

**Execution Agreement:** The Beneficiary Entity (that is, the universities that host the work teams) will sign a **Project Execution Agreement** with the hub. These signed agreements must be sent to *Uniservitate's* team. The agreement sample is attached as an Annex.

### 4. Final reports

At the conclusion of the research project, both a Final Technical Report and a Financial Report must be submitted to *Uniservitate* by the **Project Director**. The model for the final report will be sent as an attachment in due course.

- The Final Technical Report should include, in less than ten pages, a clear, synthesis of the main findings and results of the project.
- The Final Financial Report documents the accountability of expenses on funds received.

### 5. Ownership of the results

It will be a non-negotiable condition that the results of the research must be socialized to all the regional nodes under **open access codes**, respecting the due authorship rights.

The authors will keep the ownership of the intellectual property rights derived from the project financed by *Uniservitate*.

*Uniservitate* strongly advocates for the independent nature of research, emphasizing the need for impartiality and freedom from external influences or biases during its conduction.

**Ethics clause:** the use of any information in the final reports and of the compiled data and images must be authorized. Institutional review board approvals should be presented if



UNISERVITATE

SERVICE-LEARNING IN CATHOLIC HIGHER EDUCATION  
APRENDIZAJE-SERVICIO SOLIDARIO EN LA EDUCACIÓN SUPERIOR  
CATÓLICA  
APPRENTISSAGE-SERVICE DANS L'ENSEIGNEMENT SUPÉRIEUR  
CATHOLIQUE

those are required by the submitting institution(s). Selected projects will be required to comply with the necessary requirements for result communication, privacy protection, and safeguarding vulnerable individuals.

## **6. Dissemination and publications**

In every public event of dissemination and in every publication in any printed or electronic medium, **the beneficiaries shall be obliged to mention the grant awarded by Uniservitate**, relating to the promoted project and its results.

The results of selected research projects **may be presented** at the V Global Symposium of Uniservitate (Rome, November 2024), at the International Seminar on Service-Learning of CLAYSS (including the Researchers' Day - JIAS), in the RIDAS publication, and in other events promoted by CLAYSS - Uniservitate and/or associated institutions.