INTRODUCTION

Rationale

The Mariano Marcos State University (MMSU) has been pursuing various research activities since it was established as a university 45 years ago. Firmly anchored to its seven-point agenda, MMSU envisions implementing more creative, responsive, and relevant research and development projects and programs. MMSU encourages and supports the conduct of research and the utilization and dissemination of research outputs by target clientele to improve their quality of life.

The MMSU Agency In-house Research Review (AIHRR) of ongoing and completed researches is an annual activity of the Research Directorate under the supervision of the Vice President for Research, Development and Innovation, designed to evaluate the progress, quality, and impact of research projects undertaken by the agency. The AIHR is an essential process that aims to assess whether ongoing projects are on track to meet their objectives, timelines, and deliverables, and to evaluate the extent to which completed projects have achieved their goals. This review ensures the quality of research by scrutinizing methodologies, data integrity, and scientific rigor, maintaining high standards, and identifying areas for improvement. Additionally, the AIHR facilitates knowledge sharing and collaboration among researchers, fostering a collaborative environment for constructive feedback and interdisciplinary partnerships. By assessing the practical applications, societal benefits, and contributions to the field, the review helps understand the impact of research, including publications, patents, and policy implications. Strategically, the AIHR aligns research activities with the agency's goals, identifying gaps and informing future research directions and funding allocations. This process promotes accountability, transparency, and continuous improvement within the agency, ensuring effective resource optimization and enhancing the agency's credibility. Engaging stakeholders through the AIHR demonstrates the value and impact of the agency's research, fostering trust and support. Ultimately, the AIHR supports the agency's mission to advance knowledge, drive innovation, and contribute to societal well-being, ensuring it remains at the forefront of scientific excellence.

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Guidelines for the 2025 Agency In-House Research Review for On-going and Completed Research Projects

A. Objectives:

Aiming to continue nurturing a vibrant research culture in the university, the 2025 Agency In-House Research Review (AIHRR) for On-going and Completed Research Projects provides faculty and full-time researchers from the different colleges and centers a platform where they can present their ongoing and completed researches for further evaluation. The AIHRR specifically purports to:

1. present accomplishments and significant findings of completed and on- going researches from various colleges and the Research Directorate; and
2. serve as venue to determine possible complementation and integration of research findings of related studies

B. Mode of Conduct

The 2025 Agency In-House Research Review is a face-to-face presentation and evaluation of on-going and completed research projects and studies. This will be held in three (2) parallel sessions at the NBERIC Auditorium and Conference Room.

C. Submission of Paper

A progress/terminal report of the on-going and completed research projects and studies for presentation must be prepared and submitted through the Research Directorate Management Information System (RDMIS) no later than **July 18, 2025 (Friday), 5:00 PM**. GAA-funded projects should use the RD-Temp-004 Progress/RD-Temp-005 Terminal Report templates, while GIA-funded projects will use the terminal report template prescribed by the funding agency.

In submitting the reports to the RDMIS, the following filename format must be followed: **Session Code (S1 or S2) - Last Name of Main Proponent - Abridged Title (e.g. S1 - Vallente - Global Citizenship Education).** A printed copy of the report shall be provided by the researcher to each of the evaluators on the scheduled presentation.

D. Presenter's Guidelines

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1. <u>Composition of Presenters</u>. The number of presenters per research work varies depending on the level of research. For program level research, the Program Leader and his/her Project Leaders shall present during the in- house review. In terms of project level research, the Project Leader, together with his/her Study Leaders, shall present. If the research is a standalone study, only the Project Leader will be allowed to present in the review. In case a leader will not be available during the scheduled date and time of presentation, he/she may designate a research staff to assume his/her role during the in-house review. The complete name of the presenter should be indicated upon registration through https://www.rdevents.dpdns.org/.

2. <u>Scope of Presentation</u>. The presentation should highlight the accomplishments of the research study/project/program, and it should be systematically presented according to the prescribed contents. Component projects/studies of a program/project shall be presented consecutively.

3. <u>Length of Presentation</u>. The lead proponent shall give a brief overview of the program/project before the presentation of its component studies. As indicated in the 2025 AIHRR Program, each component project in program level research is given 30 minutes - 15 minutes is allotted for the presentation and 15 minutes is dedicated for the question and answer (Q&A) portion. For a standalone study, a shorter period of presentation time is given, which is 20 minutes (10-minute presentation and 10-minute Q&A). For a newly implemented research, an even shorter presentation period is given, totalling 15 minutes (10-minute presentation and 5-minute Q&A). Such time limits will be strictly monitored and adhered to using a digital timer to alert each presenter, as well as the panelists, during the presentation.

4. <u>Parts of the Presentation</u>. The number of slides for the presentation shall be flexible, depending on the scope and nature of the research. However, the time limit should be considered in preparing the presentation.
Programs and projects with more than one presenter are advised to consolidate the presentation into one file to avoid delays caused by transitioning from one presenter to the next. The recommended parts of the presentation, excluding the title slide, for every research level are as follows:

   For Project Level:
   a. Brief Overview of the Project
      a.1. Rationale & Objectives (In Bullet Form)
      a.2 Conceptual/Theoretical Framework
      a.3. Methodology

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a.4. Results & Discussions

a.5. Summary, Conclusions, & Recommendations

For Standalone Study:

   a. Rationale & Objectives (in Bullet Form)

   b. Conceptual/ Theoretical Framework

   c. Methodology

   d. Results & Discussions

   e. Summary, Conclusions, & Recommendations

5. <u>Presentation Format</u>. Presentations should be as concise as possible, highlighting the title, brief rationale, objectives, conceptual/theoretical framework, methodology, results and discussions, and summary, conclusions, and recommendations. The prescribed presentation template shall be provided by the AIHRR Technical Audio-Visual Committee and shall be disseminated by the Secretariat to faculty and full-time researchers who will be presenting in the in- house review. The use of key points rather than whole paragraphs in the slides is highly encouraged. If applicable, please follow the 7 by 7 rule of presentation (no more than 7 lines of text or bullet points and no more than 7 words in a line per slide). Also, the methodology should be presented for each component study even if these are similar. It is recommended that the prescribed template be used to maintain uniformity across all presentations during the review.

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6. <u>Submission of Presentation</u>. To allow ample time for the AIHRR Secretariat to check the completeness of the presentation, concerned faculty and full- time researchers are expected to send their presentations' electronic copies in Microsoft PowerPoint Presentation file type (.pptx) on or before **July 22, 2025 (Tuesday), 5:00PM** through the registration form provided at https://www.rdevents.dpdns.org/. In submitting the presentation, the following filename format must be followed: **Session Code (S1 or S2) - Last Name of Main Proponent - Abridged Title (e.g. S1 - Vallente - Global Citizenship Education).** The submitted presentation shall be considered as the final copy. During the AIHRR, designated presenters should coordinate with the Documentation and Technical & Multimedia Committee before the start of their sessions to check if the presentations are chronologically arranged based on the schedule in the 2025 AIHRR program to avoid delays of presentation.

7. <u>Preparation and Attendance</u>: Presenters are encouraged to attend the opening Program on the first day and the Closing Program on the last day of the AIHRR, which will be held at the NBERIC Auditorium. During the parallel sessions, the presenters should be at their assigned venue on the date scheduled for their presentation, at least 15 minutes before the official start of the research review sessions. Presenters will only be allowed to exit from the venue after the presentation and review of their research. Such a mechanism will ensure that the schedules indicated in the program will be followed, and that unnecessary delays will be avoided.

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E. Panelist's Guidelines

1. <u>Composition and Attendance of the Panel</u>. The panel of evaluators will come from the pool of experts in the university and will be assigned to researches related to their field of specialization. The evaluators are encouraged to attend the Opening Program on the first day and the Closing Program on the last day of the AIHRR, which will be held at the NBERIC Auditorium. During the parallel sessions, the evaluators are requested to be at their assigned venue on their scheduled dates, at least 15 minutes before the official start of the research review sessions.

2. <u>Evaluation Criteria</u>. In evaluating the researches, the panelists shall use the RD-FRM-014 or the "MMSU In-House Evaluation Form", which will be provided by the AIHRR Secretariat in print or electronically, depending on the preference of the evaluators. Evaluations for each research shall be collected by the AIHRR Secretariat after each presentation. The panel of evaluators should come up with general recommendations for the researches presented within the specific cluster/sector/discipline.

3. <u>Research Paper and Oral Presentation Awards</u>. Using the major criteria in evaluating R&D Papers, indicated in RD-FRM-014, the winners for "Best Paper" award shall be determined by the panel of evaluators. Only completed studies/projects/programs shall be subjected to the selection of the "Best Paper" award. Since there will be four categories in the AIHRR and each represents a cluster of research belonging to relatively related fields, one "Best Paper" award will be given to deserving researchers for each category. The decision of the panel of evaluators is final and irrevocable.

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