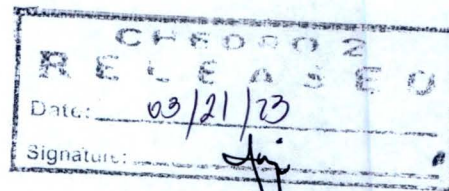




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
Region 02



**REGIONAL MEMORANDUM**

**No. 060, Series of 2023**

**FOR : ALL PRESIDENTS/ OFFICERS-IN-CHARGE/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS IN REGION 02**

**SUBJECT : CALL FOR RESEARCH PROPOSALS: ACSDSD RESEARCH STUDY GRANT**

**DATE : March 21, 2023**

Attached is a copy of the memorandum issued by **DR. J. PROSPERO E. DE VERA III**, Chairperson, Commission on Higher Education, informing all interested parties of the call for proposals for the **Research Study Grant from the ASEAN Centre for Sustainable Development Studies and Dialogue (ACSDSD) at the College of Management, Mahidol University (CMMU)** amounting to 1,000,000.00 THB, as relayed by the National Commission for Culture and the Arts' International Affairs Office.

This research grant aims to promote studies focused on sustainable development in ASEAN that complements the region's efforts to progress towards the Sustainable Development Goals (SDGs), and support the implementation of the ASEAN Community Vision 2025 and the Sustainable Development Agenda 2023 of the United Nations.

Applicants must be affiliated with a private or public higher education institution based in ASEAN. They must submit all required documents to **cm\_acsdscd@mahidol.ac.th** with the subject line "Submit a Proposal for the ACSDSD Research Project" on or before **March 31, 2023**.

Digitally signed by Atty.  
Marco Cicero F. Domingo  
Date: 2023.03.21 16:11:48  
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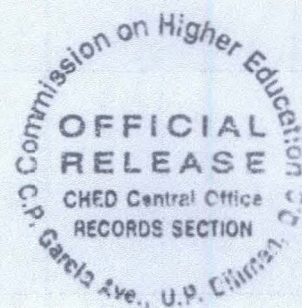
**ATTY. MARCO CICERO F. DOMINGO**  
OIC-Director IV

Encl: as stated

:JPC3212023#21245 E-RDO



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



Ref. No.: IASCTS23-I-678

**MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON**

**FOR :** REGIONAL OFFICE DIRECTORS  
HEADS OF PHILIPPINE HIGHER EDUCATION INSTITUTIONS

**SUBJECT :** CALL FOR RESEARCH PROPOSALS: ACSDSD RESEARCH STUDY GRANT

**DATE :** 07 March 2023



The Commission wishes to announce the call for proposals for the **Research Study Grant from the ASEAN Centre for Sustainable Development Studies and Dialogue (ACSDSD) at the College of Management, Mahidol University (CMMU)** amounting to 1,000,000 THB, as relayed by the National Commission for Culture and the Arts' International Affairs Office.

This research grant aims to promote studies focused on sustainable development in ASEAN that complements the region's efforts to progress towards the Sustainable Development Goals (SDGs), and support the implementation of the ASEAN Community Vision 2025 and the Sustainable Development Agenda 2023 of the United Nations.

In terms of scope, the proposed research project must cover the priority areas of: 1) poverty eradication, 2) infrastructure and connectivity, 3) sustainable management of natural resources, 4) sustainable consumption and production, and 5) resilience in line with the ASEAN Complementarities Roadmap 2020-2025. Special consideration will be given to research proposals that highlight accelerating inclusive digital transformation and advancing towards a more sustainable and resilient future, per the ASEAN Comprehensive Recovery Framework. Given the foregoing, proponents are requested to review both documents.

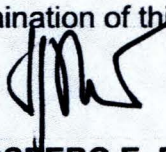
Applicants must be affiliated with a private or public higher education institution based in ASEAN. They must submit all required documents to [cm\\_acsdspd@mahidol.ac.th](mailto:cm_acsdspd@mahidol.ac.th) with the subject line "Submit a Proposal for the ACSDSD Research Project" before the deadline.

Please note that per the announcement webpage, the deadline for the submission of research proposals has been **extended to 31 March 2023**.

Attached herewith is the full announcement from CMMU with further details on required qualifications, application documents for submission, research proposal criteria, grant disbursement process, and other necessary information.

For queries, you may reach the committee via email at [tanyanun.var@mahidol.ac.th](mailto:tanyanun.var@mahidol.ac.th) or by scanning the QR code found in the e-poster.

Dissemination of this memorandum is desired.

  
**J. PROSPERO E. DE VERA III, DPA**  
Chairman



## **Announcement**

### **College of Management, Mahidol University**

#### **Research Study Grant**

#### **The ASEAN Centre for Sustainable Development Studies and Dialogue (ACSDSD), College of Management, Mahidol University**

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To fulfill the objective of sustainable development studies for ASEAN and to progress towards the Sustainable Development Goals (SDGs) of the United Nations, the ASEAN Centre for Sustainable Development and Studies Dialogue (ACSDSD) at the College of Management, Mahidol University (CMMU) announces the granting of a research study in the amount of 1 million Baht (approximately USD 27,000). To fulfill this objective, the CMMU shall appoint a *Committee for granting the Doctoral study and Research Grant* of the ACSDSD. This announcement pertains to the Research Grant only.

#### **1. Objective**

To promote research on sustainable development in ASEAN that complement's the region's efforts to progress towards the Sustainable Development Goals (SDGs) and to support the implementation of the ASEAN Community Vision 2025 and the Sustainable Development Agenda 2030 of the United Nations.

#### **2. Project Scope**

The research project should cover the following broad Priority Areas in line with the ASEAN Complementarities Roadmap (2020-2025)<sup>1</sup>.

1. Poverty Eradication
2. Infrastructure and Connectivity
3. Sustainable Management of Natural Resources
4. Sustainable Consumption and Production
5. Resilience

Due to the impact of COVID-19, special consideration will be given to research proposals that emphasize accelerating inclusive digital transformation and advancing towards a more sustainable and resilient future, as detailed in the ASEAN Comprehensive Recovery Framework<sup>2</sup>.

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<sup>1</sup> Complementarities Roadmap (2020-2025) [hyperlink](#)

<sup>2</sup> ASEAN Comprehensive Recovery Framework (ACRF) [hyperlink](#)

- Applicants for this research grant are requested to review both the ASEAN Complementarities Roadmap (2025-2030) and the ASEAN Comprehensive Recovery Framework (ACRF) linked in the footnote below in developing their proposals.
- The research must not duplicate any research grant from other granting sources.
- The research must include an executive summary and a final report 10 months from the announcement of the successful applicant.
- Collaborative research between two ASEAN member countries shall receive special consideration.

### 3. Qualifications of the applicant

Applicants must be personnel affiliated with a private or public higher educational institution.

- 3.1 The project leader must be a regular lecturer or professor at a higher education institution certified by the Office of Higher Education Commission of an ASEAN member country.
- 3.2 A current Ph.D. student is to be attached to the project leader to assist the project leader in the implementation of the project.
- 3.3 The project leader has demonstrated knowledge and competence in the research.
- 3.4 The project leader is expected to supervise the research throughout its duration and complete the research within the specified time period.
- 3.5 The Dean of CMMU or equivalent position is to approve and sign off on the project application.
- 3.6 In the event of any situation beyond the aforementioned qualifications, it shall be at the discretion of the Dean of CMMU.

Applicants for this research scholarship must not be a member of the CMMU selection committee.

### 4. Grant Procedures

Applicants must submit the following documents.

- 4.1 A proposal as detailed in clause 9 of this document of 1 copy which is not to exceed 15 pages in MS Word and PDF file format.
- 4.2 Profile of the project leader, and/or project researcher, and doctoral degree student, which will be the assistant researcher of 1 copy.
- 4.3 Letter of submission of the research proposal addressed with attention to the Dean of CMMU. The letter is to be signed by the highest supervisor of the agency with which the project leader is affiliated.
- 4.4 Interested applicants are to send documents to [cm\\_acsdsd@mahidol.ac.th](mailto:cm_acsdsd@mahidol.ac.th) specifying the title: **Submit a proposal for the ACSDS research project**. The Center will record the date and time of submission.

## **5. Submission date of the project proposal**

The research proposal can be submitted from **3 January 2023 to 1 March 2023**, and the announcement of the successful proposal within 31 March 2023.

## **6. Criteria for Research Proposal Consideration**

6.1 The criteria for the proposal consideration and assessment are as follows:

- 6.1.1 Qualifications of the applicant as specified in Clause 3 of this agreement.
- 6.1.2 Comprehensive and clear objectives and attributes as specified in clauses 1 and 2.
- 6.1.3 Complete documentation as specified in Clause 4.
- 6.1.4 The applicant's demonstrated knowledge and ability in project implementation.
- 6.1.5 After project completion, a clear demonstration of how this can be replicated in other ASEAN member countries.

6.2 Scoring Criteria (100 points)

- 6.2.1 Objectives of the proposal as it relates to sustainable development and/or its theoretical concept (15 points).
- 6.2.2 The research scope as it relates to achieving the sustainable development goals in ASEAN and/or the ASEAN Complementarities Roadmap (15 points).
- 6.2.3 Previous experience and expertise of the research team. (20 points)
- 6.2.4 Research design and methodology used throughout the project. (20 points)
- 6.2.5 The expected social and economic benefits from the research, both at the national level and in the ASEAN context as well as demonstrated direct benefits and policy implications. (30 points).

## **7. Procedures for consideration and notification of results**

- 7.1 Upon receiving the application, the Centre will verify the application according to Clauses 2 and 3. Once verified, the proposal will be sent to the *Committee for granting the Doctoral study and Research Grant* as specified in Clauses 6.1 and 6.2. The recommendation will be sent to the Dean for final and complete approval. All processes involved are confidential.
- 7.2 The successful applicant will be informed by email, and procedures for contract signing will be undertaken according to the legal requirements of CMMU.
- 7.3 Unsuccessful applicants will also be informed by email.
- 7.4 If, during the application process, it is found that the application lacks one or more qualifications or provides false information, the Centre will recommend to the Selection Committee to disqualify the application.

## 8. Project Timeline and Deliverables

8.1 Project period of 10 months

8.2 Project deliverables divided into 3 installments (as detailed below)

Installment	Disbursed amount	Date of approval	Delivery of work
1 <sup>st</sup> installment	1 <sup>st</sup> installment of 30% (Inception report recommended by the <i>Committee for granting the Doctoral study and Research Grant</i> and approved by the Dean of CMMU)	Within 1 month after acknowledgment of selection	4 sets of Inception reports submitted in MS Word and PDF file format consisting of the following: -Introduction specifying the rationale, objectives, scope of the study, research methods, expected benefits, and project implementation.  -Relevant analytical literature review. -Research methodology relevant to the scope and objectives of the study. – further research studies that are needed.
2 <sup>nd</sup> Installment	2 <sup>nd</sup> Installment of 30% (Interim report recommended by the <i>Committee for granting the Doctoral study and Research Grant</i> and approved by the Dean of CMMU)	Within 5 months after acknowledgment of selection	1. 4 Sets of Interim reports, including preliminary research report in MS Word and PDF file format consisting of: -A Progress report on the research undertaken, including any secondary data analysis and primary data collection. 2. Presentation of the Interim report
3 <sup>rd</sup> Installment	3 <sup>rd</sup> Installment of 40% of the grant (Final report recommended by the <i>Committee for granting the Doctoral study and Research Grant</i> and approved by the Dean of CMMU)	Within 10 months after acknowledgment of the selection	1. Final report that consists of: 1.1 Full report of 4 sets that include: Abstract and Executive Summary. 1.2 Complete the final report in both MS Word and PDF file format that includes: the research and its implementation, the scope of study and research methods

			used, and complete research results. 2. Presentation of study.
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9. The research proposal should have the following topics: project name; the name of the project leader and team member(s), principles and rationale, objectives, conceptual framework, the scope of operation, research methods used, expected results, implementation plan, expected benefits and full budget details.

#### 10. Conditions and procedure for Grant Disbursement

10.1 The successful applicant must sign the prepared contract that stipulates the period of project completion, including its delivery of the work schedule.

10.2 The approved grant will receive the grant allocation for the first installment in the amount of 30 percent of the research project grant. This first installment will be provided after the inception Report is recommended by the *Committee for granting the Doctoral study and Research Grant* and approved by the Dean of CMMU.

10.3 The approved grant will receive the grant allocation for the 2<sup>nd</sup> installment in the amount of 30 percent of the research project grant. This 2<sup>nd</sup> installment will be provided after the Interim Report is recommended by the *Committee for granting the Doctoral study and Research Grant* and approved by the Dean of CMMU.

10.4 The approved grant will receive the grant allocation for the 3<sup>rd</sup> installment in the amount of 40 percent of the research grant. This 3<sup>rd</sup> installment will be provided after the Final Report is recommended by the Selection Committee and approved by the Dean of CMMU.

10.5 If the *Committee for granting the Doctoral study and Research Grant* considers that the grantee has not made any significant progress or is not able to complete the project according to the time period, that the grantee has not submitted a progress report according to the timeline or violated any conditions of this contract, the CMMU reserves the right to immediately terminate this contract. The grantee must compensate all received grants to CMMU in the full amount that has been allocated within 30 days from the date the grantee receives notice from CMMU.

10.6 The CMMU shall disburse all amounts through its Finance and Supplies Unit only.

10.7 The disbursement will have a payment slip and receipt that can be checked and verified.

#### 11. Expenses that are supported in this announced contract include the following:

11.1 Remuneration for the principal researcher and/or co-researcher

11.2 Remuneration for a research assistant and/or project coordinator

11.3 Other remunerations such as key informants and advisers as appropriate.

11.4 Other expenses such as data collection equipment and travel expenses for data collection as appropriate.

Expenses incurred in 11.1 and 11.2 should be paid in accordance with the approved research project. Expenses incurred in 11.3 and 11.4 shall be paid in accordance with the approved research project or as appropriate.

12. In the case of any misunderstanding or disagreement on any item in this contract, the Dean of CMMU will have the final decision.

This shall be effective onwards.

Announced on 22 December 2022