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**GUIDELINES FOR CONDUCTING**

**GENDER AND DEVELOPMENT RESEARCH**

The Tarlac State University – Center for Gender and Development -- Research (TSU-CGAD) has been envisioned as a concrete response to the Gender-Responsive Research Program (GRRP) stipulated by CHED Memorandum Oder No.1 (series of 2015), entitled “Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions (HEIs).

The following guidelines were formulated following the Center for Gender and Development Manual and the University Research Office Guidelines for Conducting Research:

I. GUIDELINES IN CONDUCTING GAD RESEARCH

1. CGAD encourages the conduct of researches aligned with the priority research areas of the National Higher Education Research Agenda (NHERA), specifically Women’s Studies in all academic disciplines, Social Issues raised by the Magna Carta of Women (MCW), Indigenous Women and Girls and other marginalized sectors in education (*Section 7.4, Gender and Development Manual, Users Guide, Revised 2016*). The following are the research priority areas approved by the University.
* GAD research program for GAD Planning and Budgeting;
* Gender research and Women’s Studies as areas of studies in all disciplines;
* Specific topics for gender research, in light of social issues raised by the MCW;
* Gender in Power and Decision-making: citizenship classes and Community Extension work;
* Mapping and strengthening Economic Empowerment: livelihood skills required in the entire process of running a business, not only production (e.g., accounting, bookkeeping, product-branding);
* Counting the unaccounted: Indigenous Women and Girls and other marginalized sectors in education;
* Matching mismatches: Career-Tracking of Women;
* Deepening the disciplines with gender (e.g., Women in History).
* Emerging gender issus such as but not limited to Sexual Orientation and Gender Identities
1. If research is GAD-related, research proposal is prepared and approved by concerned authorities. Both the researcher/s and duration of the study must be identified. Materials and budgetary requirement are also estimated. If research-proposal gets approved, funding for its conduct is prepared by concerned authorities. Mandatory periodic submission of updates is required of the researcher/s, depending on the duration of the study. Accounting of resources is necessary for liquidation/reimbursement. Post-evaluation of the project comes afterwards. However if research is not GAD-related, URO will take care of the project. (Section 9.2, Gender and Development Manual, Users Guide, Revised 2016).
2. GAD Research Proposals can be categorized into two: Technology Generated and Information Dissemination.
3. Only research proposals written in English or Filipino will be accepted.
4. Completed and or presented Researches of faculty members and personnel may be submitted as GAD research, given that it incorporates gender perspective in the research process and are aligned with the CGAD priority areas of research.

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1. Researches conducted by students as thesis or research paper in a particular course and co-authored by faculty advisers are not qualified for presentation.
2. Paper entries should be original researches authored by faculty or personnel of Tarlac State University. A certification to this effect shall be submitted.
3. Research articles should follow the prescribed publishable format not to exceed 5 pages, including graphs, tables and bibliography, Times New Roman font on 8.5”x 11 white bond paper. The prescribed format of the research proposal can be secured from the Center for Gender and Development.
4. It is the responsibility of the author to secure permit from owners for use of copyrighted photos, figure, and the like. A written permit shall be submitted to this effect.
5. Using the Harmonized GAD Checklist, (a tool for integrating gender concerns into development programs and projects) research proposals and completed researches will be evaluated by the CGAD.
6. The following criteria will be considered by the CGAD in evaluating research proposals.
	* + - Gender Perspective
			- Novelty/Originality of Work
			- Methodology (Gender Analysis from Sex Disaggregated data)
			- Impact on practices or policies
7. Proposed and Completed GAD Researches should be presented in College GAD Research Colloquiums and will undergo an Ethics Review by the TSU Ethics Review Committee and Gender Studies expert.
8. Proposed GAD Researches will be submitted to the University Research Office for approval and possible funding.
9. Incentives will be given to the researchers subject to the policies and guidelines of the University Research Office.