



DEPARTMENT  
*of* RESEARCH

**RESEARCH MANUAL  
A.Y. 2018-2023**

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## Introduction

As a graduate school in the Wesleyan-holiness tradition that “prepares men and women for Christ-like leadership and excellence in ministries” (mission statement), Asia-Pacific Nazarene Theological Seminary (APNTS) is committed to conducting research that equip our faculty, staff, students, and ministerial audiences. Our vision to equip “new generation of leaders to disseminate the Gospel of Jesus Christ throughout Asia, the Pacific and the world” is holistic. APNTS is not only a graduate-producing institution; it is also a knowledge-generating seminary. Our instruction and guidance to our students do not end at graduation; we are committed to their continuing education by providing them relevant research outputs that may have significant ramifications in their specific field of expertise and practice.

APNTS’s Research Agenda defines APNTS’s research direction and serves as a blueprint for all its research undertakings. Through this, it is hoped that APNTS will produce innovative, contextual, and forward-looking research that are relevant to Christian ministries and contributory to Christian scholarship. Our goal is to contribute to both local and global pool of knowledge. In addressing issues from a biblical-theological perspective, we hope to provide a different angle and look at issues, and therefore make unique contributions to pertinent discussions.

## The Research Office

To advance institutional research, APNTS maintains a Research Office that creates initiatives, monitors development, and oversees everything related to research conducted by faculty and students. The Research Office

- a. Establishes and maintains a database of policies and significant issues facing the Asia-Pacific region’s education and research systems.
- b. Establishes and maintains a database of policies and significant issues related to research in biblical, historical, doctrinal, and practical theologies, particularly those that affect the Philippines and Asia-Pacific.
- c. Coordinates with the library in gathering and cataloguing current research conducted by other theological institutions in the Philippines and Asia-Pacific and make these available to APNTS’s constituencies.
- d. Creates a list of current trends and important developments in biblical and theological studies throughout the world, especially those in Asia-Pacific and the Church of the Nazarene.
- e. Provides a systematic dissemination of research outputs of faculty, staff, students, alumni, and others in all possible media so to reach a wide and global audience. The APNTS website is one of the good vehicles for this.
- f. Shares research expertise and outputs with other theological institutions throughout the country, Asia-Pacific, and the world, especially those belonging to evangelical Christianity.
- g. Coordinates and partners with other research agencies to enable possible co-research endeavors and funding support.

- h. Links to journals of which APNTS is a partner. These include *Didache*, an online journal of the Church of the Nazarene, *Journal of Asian Mission*, a journal of the Asia-Graduate School of Theology and *Journal of Asian Evangelical Theology*.
- i. Assists the faculty and administration in important data and surveys that have important bearings in classroom experiences, curriculum planning, and enrollment.
- j. Gives grants and contracts to research proposals submitted by faculty and students, as approved by the Academic Dean, and monitors their developments and deadlines.
- k. The Research Office establishes guidelines and monitors practice pertaining to human subjects of research.

### Goals and Objectives

The goal is to strengthen the culture of research among faculty, staff, students, and other key figures. The research objectives are to:

- a. Set the research directions across different disciplines at APNTS.
- b. Conduct research that will improve the quality of the educational system, administration, and curriculum of theological schools.
- c. Develop innovative ideas in biblical, historical, doctrinal, and practical theologies that will give APNTS local and global distinction.
- d. Lead in the development of theories and practical applications in the areas of theological instruction and ministerial preparation.
- e. Share expertise and competence in theological research to the community of ministry practitioners and academic scholars.
- f. Provide data and relevant survey results to the Church of the Nazarene and the evangelical tradition that will help improve the scholarly community and the practice of ministry.
- g. Afford the administration, including Board of Trustees, with research data to serve as bases of formulation of policies and improvement.
- h. Disseminate timely research outputs to interested parties by making it available in all sorts of modalities and delivery systems.
- i. Offer appropriate allocation of funds and other related resources to ensure efficient and timely implementation of research projects.
- j. Provide research incentives to faculty whose outstanding research skills and exemplary research outputs provide significant contribution to theological scholarship and ministerial practice.
- k. Organize the publication and distribution of APNTS's academic journal, *The Mediator*.

## Research Agenda, 2018-2023

In general, APNTS conforms to the general principles of the National Higher Education Research Agenda-2 (NHERA-2) towards enhancing the capacity of Higher Education Institutions such as the seminary to produce innovative and creative research studies that are locally responsive and globally relevant. Furthermore, APNTS's Research Agenda are grounded in the seminary's vision and mission statements to equip and serve leaders and churches in the Philippines and the rest of the Asia-Pacific region. APNTS research outputs must aim to strengthen the seminary's stakeholders and constituencies in their intellectual, spiritual, moral, ministerial, and professional developments. APNTS is a dialogical institution, conversing with other scholars, theological traditions, and institutions—local and international—on topics that pertain to biblical, historical, theological, ethical, and pastoral studies.

### **Agendum 1: To improve the research capability of APNTS.**

APNTS's capability to initiate, organize, conduct, and bring to completion research outputs is dependent on its research infrastructure. The library already holds over 48,000 volumes of books pertinent to the course offerings of the seminary. Faculty and students also have access to thousands of online and downloadable academic journals in religion, theology, education, and the social sciences through its subscription to EBSCOHost Databases.

Nevertheless, to improve the seminary's research facility and program, the following are strategies and initiatives:

- a. *Establish a Research Committee with an appointed Director to lead in establishing a culture of research that fosters intellectual thriving.* The Research Committee is composed of the Director of Research, Program Directors of APNTS, the Academic Dean, the Librarian, and the editor of *Mediator*.
- b. *Establish a Research Office.* The Research Director will facilitate the production of research out-puts, produce up-loadable content for the school's website, and help with the workflow of publications from theology conferences to hard copy.
- c. *Creating a research-dedicated space.* In the library, carrels are allocated to researchers approved by the Librarian. Within the Library are the Research Office and the Institutional Research Archives. The Research Office is the meeting place of researchers doing group projects for interaction and brainstorming. All research output will be catalogued and displayed in the Library.

### **Agendum 2: To enhance the research productivity of APNTS.**

The academic success of a Higher Education Institution such as APNTS requires capacity to influence and impact the knowledge economy (quality) as well as high levels of productivity (quantity). Initiatives like the following are important to ensure research productivity:

- a. *Grant scholarships and bursaries.* Faculty and students whose research studies are approved by the Research Committee will be funded accordingly from the allocated annual budget based on APNTS's income from tuition.
- b. *Institutionalize a system of rewards and incentives.* Research outputs of faculty and students are rewarded according to the defined benchmarks of achievement to assure their continued vitality and productivity in research. Incentives can also be given to faculty members and students for presentation of research papers in national and international conferences.

### **Agendum 3: To conduct research that will generate new knowledge in biblical, historical, doctrinal, and practical theologies.**

APNTS has extremely qualified faculty members, most with doctoral degrees in their own special fields of study. Most of them have published books and journal articles in peer-reviewed local and international journals, and the intent is for them to continue doing so. To properly maximize their scholarly expertise, the following strategies and initiatives will be employed:

- a. *Publication of the seminary's annual journal, "The Mediator."* Faculty, alumni, and current students will be encouraged to submit scholarly articles for possible inclusion in the journal. The journal will be made available for download at APNTS's website and Resource Center.
- b. *Supervision of theses and dissertations in relation to the course offerings of APNTS.* Master of Arts, Master of Science in Theology, and Doctor of Philosophy students at APNTS write theses and dissertations. These thesis writers are paired to the appropriate faculty member as their adviser. Finished theses and dissertations are catalogued and made accessible at the library.
- c. *Provision of incentives to faculty members who publish books and/or journal articles.* To encourage faculty members to write and publish, incentives in the form of monetary rewards (as funds allow) or less teaching loads will be awarded to faculty members who are working on publishing a book or three journal articles in the current academic year.
- d. *Allocation of a month per academic year for faculty to conduct research.* In the modular system at APNTS, the Academic Dean will make sure that each faculty member will be given a month of non-teaching responsibility, which will enable the faculty to conduct research and write one journal article per academic year. For other bigger projects such as those with book contracts, three months of research may be granted (during the summer break).

### **Agendum 4: To promote and facilitate dissemination and utilization of research that will benefit the stakeholders both in the areas of practical ministry and academic teaching of APNTS.**

As an academic institution, APNTS seeks to be more involved in the dissemination of knowledge in all means possible. To expand the possibility of research subjects that equally incorporate the enrolled and non-enrolled students, the following initiatives will be made:

- a. *Organization of seminars, workshops, and conferences.* Over the last few years, APNTS has been involved in organizing these things, including the nation-wide *Wesleyan Theology Conference*. These seminars, workshops, and conferences aim to address a wider audience

composed of scholars, ministers, and ecclesial leaders for their continuing education. Faculty members and staff are resource speakers for these gatherings. Also, conference papers are published either as edited books or in *The Mediator*.

- b. *Improvement of APNTS's online Ministry Resource Center.* The Ministry Resource Center will seek to expand its database by including more academic resources. Research outputs will be placed there, along with other resources that will help education and ministry practitioners become more effective in their fields.
- c. *Partnership with churches, para-church, government, and non-government organizations.* In partnering with other entities, APNTS will not only improve its research database and subjects of research but will also be able to assist other groups in their areas of work.

## Research Priorities

APNTS will prioritize research along the lines enumerated in the Research Agenda. In particular, the following criteria will be given priority:

1. *Social Relevance.* APNTS is a higher education institution that is also committed to generate knowledge that is relevant to the current issues in the Philippines. Research that further the understanding and dialogue about the Filipino culture, society, and even government from the perspective of biblical-theological studies are welcome.
2. *Academe.* Research that can contribute to the debates involving biblical-theological issues in the academic arena, and/or provide important nuances or perspectives that can make discussions more meaningful, are welcome. Advances in theological studies, new research methodologies, and innovative approaches are some of the seminary's goals as it seeks to be heard both locally and internationally.
3. *Missions and Ministry.* As an ecclesial institution, the seminary is committed to produce resources that are helpful in the missions and ministries of churches, especially those in the Philippines and the rest of the Asia-Pacific region.
4. *Curriculum and Instruction.* These are surveys, polls, and other research that can guide the program directors in creating, assessing, and revising the curricula. As an education institution, research for faculty members to effectively teach, inside and outside the classroom, are also extremely helpful.
5. *Communication.* Research that produce media materials that are helpful both to the academe and the church to effectively communicate the gospel in the twenty-first century are encouraged by the institution.
6. *Administration.* Feasibility studies and surveys that help in making and implementing policies, planning developments, and fostering effective institutional leadership are always welcome.

7. *Multidisciplinary Approach.* For instance, projects initiated by faculty members of the biblical studies and doctrinal theology would be appreciated. Moreover, research projects in collaboration with entities and organizations outside of APNTS—religious or non-religious—are greatly appreciated.
8. *Collaboration.* Personal research and projects conducted by faculty members and other research are always welcome, but collaborative endeavors are preferred. Research projects that are class-based, as they are research shared by faculty and students, will produce interesting results.

## Research Budget

In compliance with CHED Memorandum Order # 20 (2011), Article III, Section 8, APNTS's Research Budget will be at the fixed rate of ten percent of tuition fees collected. The Research Committee can enlarge the budget by partnering with other entities and applying research grants from other grant-awarding bodies.

The Research Committee will have prerogative on how the budget will be spent, including how much research grant and scholarship will be awarded, what infrastructural materials need to be purchased and developed, and other managerial decisions involving funds.

Financial incentives for research outputs will be made available pending budgetary concerns.

## Research Grants: Categories

The Research Office provides several types of funding assistance. Researchers—whether faculty members, students, or related APNTS entities—can avail grants under one of the categories.

1. *Grant-in-Aid.* This grant is awarded to researchers doing research that fall under the research priorities enumerated above. Priority will be given to research spearheaded by a faculty member or staff.
2. *Commissioned Research.* This grant is awarded to individuals or groups commissioned by the institution to conduct research on a specific topic. Research under this category can come from the Board of Trustees, the President, the Administrative Council of APNTS, or from the Research Department.
3. *Faculty Research Fellowship.* This grant is awarded to a full-time member of the faculty wishing to engage in research on a topic within his or her specialized area or field. Depending on the availability of funding, the grant can be awarded toward the publication of a journal article or an academic book.
4. *Conference Grant.* Administrators, faculty members, staff, and students wishing to attend conferences, seminars, workshops, or colloquia locally or internationally. Priority will be given to those who are presenting papers at said events.



## Research Grants: Proposals

Researchers wishing to apply for grants should submit a written proposal to the Research Committee through the Director. Guidelines in writing the proposal are as follows:

1. The proposal must have a letter of intent as its cover and must contain the following:
  - a. Brief introduction of the research
  - b. Summary of the study's relevance to APNTS research agenda and priorities
2. The proposal must correspond with two or more of the listed research priorities.
3. The proposal must be significant to the problems and needs of the institution, or of the academia, or of the Philippines and Asia-Pacific region.
4. The proposal must be no more than five pages and must contain the following elements:
  - a. Clear objectives
  - b. Justified and research sound methodology
  - c. Enough survey of related literature
  - d. Well-defined expected outputs, impacts, or derivations
  - e. Comprehensive work plan and timetable until the expected date of completion
  - f. Detailed complete and justifiable financial plan and budgetary outlay
5. The researcher(s) must be able to show the following:
  - a. Academic qualification (relevant degree in hand or in process)
  - b. Research and writing experience
  - c. Capability of research team members (if applicable)
6. A letter of reference from the thesis/dissertation adviser (if applicable).

Research proposals shall be screened by the director and the committee. Also, the department agreed to remove the deadline of submission, receive proposals all academic year, and approve so long as allocation is available.

## APNTS Research Committee

### *Director*

Ms. Marie Joy D. Pring, Director of Research

### *Members*

Dr. Dick Eugenio, Academic Dean

Dr. Nativity Petallar, Asst. Academic Dean and Director of Ph.D. Holistic Child Development

Dr. Darin Land, Asst. Academic Dean and the Editor of *The Mediator*

Dr. Mitchel Modine, Master of Science in Theology Program Director

Ms. Noreen del Rosario, Head Librarian

# Appendix A

## APNTS Journal: *The Mediator*

*The Mediator*, APNTS' official academic journal publication, was launched in 1996. The title comes from the seminary's theme verse, "For there is one God, and there is one mediator between God and humanity, the man Jesus Christ" (1 Tim 2:5). In the first issue of the journal, the editor's note included: "*The Mediator* seeks to be one more means of carrying forth APNTS' stated goal of "bridging cultures for Christ." The task of mediation is that of finding common ground, creating and enhancing community, overcoming obstacles to shared growth. It is what APNTS instructors seek to accomplish in their classroom, and what should animate every seminary conversation" (vol 1, issue 1, January 1996).

Over the years, the journal published submissions from faculty, students, and other writers. Given that APNTS is a theological institution, articles discussed topics related to the history of the Christian church, especially in Asia and the Pacific, biblical scholarship, theological and doctrinal matters, and missions. These topics roughly represent the specialty of faculty members and the seminary emphases over the years.

*The Mediator* is published twice a year in April and November. As of the last issue of 2015 all articles will be peer-reviewed: they are sent out to an editorial board to evaluate prior to publication. Editorial board members are being contacted.

## ***The Mediator* Guidelines for Submissions**

*The Mediator* provides a forum for dialogue about theological issues related to ministry in Asian and Pacific contexts. In keeping with this purpose, the editorial committee seeks quality papers related to Bible, theology, missions, evangelism, and church growth. Also welcome are reviews of publications, including books and music. Faculty members are encouraged to submit articles for publication, and students who submit excellent papers in classes are encouraged to submit as well. Missions practitioners are also encouraged to submit articles for consideration.

Articles submitted to *The Mediator* should:

1. Be of any length, though papers of 3,000 to 8,000 words in length are preferred. Authors may be asked to condense longer papers.
2. Written in standard international English.
3. In electronic form, Microsoft Word format.
4. Left-justified and double-spaced.
5. Have documentation according to the format of Turabian, 6th edition. Footnotes are preferred over endnotes.
6. Include page numbers.
7. Begin with an abstract of 100-200 words.
8. End with References Cited.
9. Include an author's biographical statement in the following format:  
Name, terminal academic degree (email address), current position or school. An additional sentence or two about previous experience that qualifies the author to write the article.
10. (See "Guidelines for Book Reviews.")

11. Submissions of a more creative nature (e.g., poems or artwork) are also encouraged, so long as they advance the purpose of the journal as described above. Naturally, creative works may not necessarily conform to the above guidelines for didactic works.

Articles should be sent to the editor: Dr. Darin H. Land at [mediator@apnts.edu.ph](mailto:mediator@apnts.edu.ph).

There is normally a period (between 4 months to a year) between submission of an article to the editor and its publication in *The Mediator*.

## ***The Mediator* Guidelines for Book Reviews**

*The Mediator* will consider publishing unsolicited reviews of books related to ministry in the Asian and Pacific contexts.

The total review should be 2000 words or less. Most reviews will fall between 1000 and 1500 words. It should be double spaced in 12-point Times Roman Type in Microsoft Word format and left justified. Reviews should be sent to: [mediator@apnts.edu.ph](mailto:mediator@apnts.edu.ph).

1. The review should begin with the following information in this format:  
Name of the book italicized. Author or Editors. City and U.S. State or Country: Publisher, year of publication. Roman numeral pages + text pages, index noted if there is one. ISBN number, cost in which currency.
2. The introductory paragraph should describe why the author is qualified to write the book.
3. The second paragraph should offer an overview of the book and its organization.
4. Additional paragraphs should note specifics that the book covers and its strengths and weaknesses in covering those topics.
5. If this is a revised edition, note the differences in this edition.
6. If appropriate, compare it to other books on similar subjects.
7. Concluding comments should note why this book is useful or helpful in the Asia-Pacific context or limited in usefulness.
8. The end of the review should include the reviewer's information in the following format:  
Name, terminal academic degree  
Title  
Institution or organization  
City and U.S. State or Country

Reviews of works of other genres should conform to the above guidelines to the degree appropriate to the genre.

## The Mediator Evaluation Form

Submitted articles for possible publication will be peer-reviewed. Articles will be sent to two scholars (one internal and one external) who are experts in the field which the author is writing about. The review will be anonymous. The following will be used in evaluating the submissions.

Article title				
Type of article	<input type="checkbox"/> Research Article <input type="checkbox"/> Book Review <input type="checkbox"/> Other (Specify):			
Category	Detailed criteria	Total points	Comments (including suggestions for revisions, if needed)	Grade (pts)
<b>Organization &amp; Style</b>	Is the writing style of this paper acceptable for international academic readership?	10		
	Is the paper topic relevant to the life of the contemporary church in the Asia-Pacific context?	10		
	Does the title fit its overall content?	10		
	Does the paper succeed in presenting a coherent and cohesive argument?	10		
<b>Research &amp; Content</b>	Does the paper present a clear thesis?	10		
	Does the paper demonstrate good academic research from past and current sources?	10		
	Does the paper's research method cohere with its content?	10		
	Does the paper demonstrate critical engagement with its topic and sources?	10		

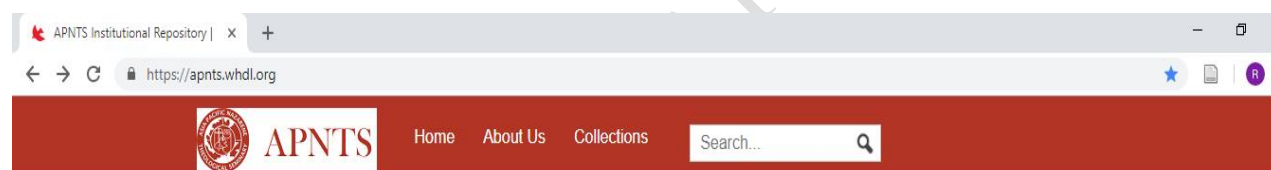
	Does the paper clearly state its conclusions?	10		
	Does this paper contribute significantly to its field?	10		
<b>Total Score</b>		100		
<b>Comments</b>				
<b>*Mediator Editors' Use Only</b>	Accepted (over 90 points)			(Confirmed)
	Accepted with revision (80-90 points)			
	Reevaluation after substantial revision (70-79 points)			
	Declined for publication (less than 70 points)			
<b>Evaluator</b>	Name: _____ Signature: _____ Date: _____			

# Appendix B

## The APNTS Institutional Repository

The Asia-Pacific Nazarene Theological Seminary Repository contains scholarly materials created and produced by a broad range of scholars: seminary faculty, staff, students, and alumni. The materials encompass a broad scope of scholarly output that take many forms: articles, audio files, conference proceedings, data files, musical scores, performances, posters, presentations, research papers (published and unpublished), slide presentations, theses and dissertations, and video files. As access is provided through the Internet, researchers and scholars from anywhere in the world may access the materials contained within the APNTS Repository. In this way, the Repository is designed to: (1) increase discovery of research by allowing indexing by Google and other major Internet search engines, (2) make important research and historical items available to a wider audience, and (3) help assure the long-term preservation of the seminary's scholarship. Finally, the APNTS Repository adheres to the principles of open access publishing, in which the materials it contains are freely available to any interested researcher, scholar, or other party.

Visit: <https://apnts.whdl.org/>



## APNTS Institutional Repository

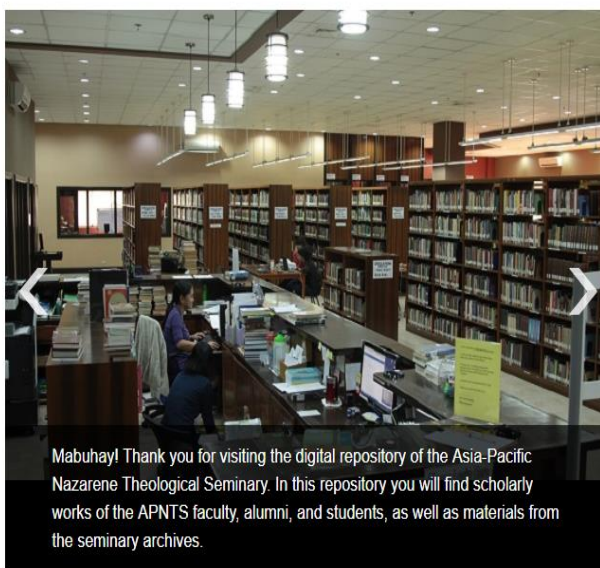
Donate FAQ Login / Register

Site Language  
English

Search...

### Most Popular Resources

- Absolute thou as the ground of intersubjectivity in the philosophy of Gabriel Marcel
- The Holy Spirit in Irenaeus's doctrine of recapitulation.
- An analysis of the effect of Visayan Nazarene Bible College (VNBC) elementary school upon the development of its selected students from a holistic developmental perspective





## Appendix C

### DoR Form A-1 Research Project Proposal Form

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#### BASIC INFORMATION

Proponent's name:

Proponent's department:

Proponent's mobile phone number and e-mail:

[Include the basic information for each proponent if there is more than one proponent.]

---

#### TITLE OF THE STUDY

[Provide the title of the proposed research project.]

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#### BACKGROUND OF THE STUDY

[Provide the background of the proposed research project.]

---

#### PROBLEM ADDRESSED

[For basic research projects, state the research question or problem in a concise form.]

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#### SIGNIFICANCE OF THE STUDY

[Explain why the proposed research project is important. Indicate what part of the Seminary Research Agenda and Priorities, it addresses.]

---

#### OBJECTIVES

[State clearly the objectives of the proposed research project.]

---

#### REVIEW OF LITERATURE

[Discuss the known works related to the proposed research project.]

---

#### CONCEPTUAL FRAMEWORK

[Discuss the conceptual framework used in the proposed research project.]

---

#### METHODOLOGY

[Discuss the proposed research strategy and methods, what is already well established and known about the research matter, and what interpretive and analytic tools are to be employed.]

---

#### LINE ITEM BUDGET

[Include the research project cost, the honoraria for personnel (such as research assistants and guides), the operational expenses (such as those for supplies, transportation, communications, and contingency), and any capital expenditures. Note that capital expenditures become the property of the university after the completion of the proposed research project.]

---

#### TIME TABLE

[Use a chart to describe when each major activity related to the proposed research project begins and ends.]



## DoR Form A-2 Recommendation for Research Grant Applicant

Name of the Applicant:

Title of the Study: \_\_\_\_\_

Name of the Writer of the Recommendation:

This form is to be completed by a faculty member in support of a student's application for APNTS Research Grants. The grant funds cover expenses associated with research projects that meet the APNTS Research Agenda.

Note: Please return promptly to M. Joy Pring, e-mail: [research@apnts.edu.ph](mailto:research@apnts.edu.ph)

1) How familiar are you with the work for which this student is requesting funding?

- Not familiar at all
- Slightly familiar
- Moderately familiar
- Very familiar
- Extremely familiar

2) Have you reviewed the student's proposal (project description & budget)?

- Yes
- No

3) Please assess the quality of the student's work on this project:

- Good
- Very Good
- Excellent
- Exceptional

4) Please evaluate the importance of the student receiving funds for achieving the goals outlined in the proposal:



- Student could accomplish the goals without funding (e.g., other sources of funds, using library resources, etc.)
- Student could accomplish some but not all goals without funding
- Student would not be able to engage in the proposed project without funding

5) Recommendation: Please briefly state why you believe the student deserves to receive the grant:

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Signature:

Downloaded from



## **DoR Form A-3 Research Grant Terms and Conditions**

### **A. Research Governance**

The Research Committee expects the research to be conducted in accordance with the highest standards of research integrity and research methodology. The researcher must ensure that the study is organized and undertaken within a framework of best practice that recognizes the various factors that may influence or impact on a research project. Also, it is expected that the researcher must secure all necessary permissions or waiver forms before the research begins. If the research is a collaboration, clarity of roles and responsibilities among the research team must be established at the beginning.

### **B. Research Ethics**

The researcher/research team must assume full responsibility to ensure that ethical issues relating to the research project are identified and resolved. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, and the use of sensitive economic, social or personal data.

The researcher/research team must also be responsible to ensure that a safe working environment is provided for all individuals associated with a research project. Appropriate care must be taken where researcher/s are working off-site. The Research Committee reserves the right to require the researcher/research team to undertake a safety risk assessment and to monitor and audit the actual arrangements made.

### **C. Changes in Research Project**

The Research Committee must be consulted in the event of any major change in the proposed research. If appropriate, revised proposals may be required. The Research committee reserves the right to make a new grant in place of the existing grant, or to revise, retain or terminate the existing grant.

### **D. Research Monitoring and Evaluation**

The researcher/research team must submit a progress report every six months. Furthermore, the Research Committee reserves the right to call for periodic information on the ongoing study. The Grant Holder may also be asked to attend meetings to exchange information and ideas with others undertaking research in the same or similar fields

### **E. Use of Funds**

Only direct costs or expenses that can be specifically and easily identified with the research project are allowable under the grant. Furthermore, all grant payments shall be through reimbursement transactions, and shall only start on the day the Research Committee has formally awarded the grant to the researcher/research team. Expenditure may be incurred

prior to the start of the grant and be subsequently charged if it does not precede the date of the grant awarding.

The researcher/research team must be guided by following list of acceptable costs:

<b>DIRECT COSTS (ALLOWABLE AS BUDGETED ITEMS)</b>
<p><b>Travel and Refreshment Expenses for Researcher/s (Field Work):</b> Travel expenses for the researcher/s field work (excluding business class airfare/ ferry fare/ bus fare). Refreshment expenses must be within the field work period. Lodging expenses of the researcher/s are NOT included in the allowable budgeted items.</p>
<p><b>Fees for Professional or Technical Services:</b> Consultancy costs for a specific piece of work where appropriately justified. This may include paying an individual who is not a co-investigator or ongoing contributor to perform technical services (e.g. Statistician, Grammarian etc.).</p>
<p><b>Materials and Supplies:</b> Project related research supplies. This may include stationery materials (pens, papers, toner, etc.), under the condition that those will be directly used for the project.</p>
<p><b>Facilities:</b> Project specific rental of specialized equipment from a third party for which there is a commonly applied charge</p>
<p><b>Subject and Volunteer Expenses:</b> Reasonable refreshment costs for subjects and volunteers in population studies. Incentives (such as cash or gift vouchers) for participation are not eligible costs.</p>
<p><b>Books, Academic Journals, and Reproduction Costs:</b> Project specific and project related. Copying included only when charges can be tracked.</p>

#### **F. Duration of Research Grants**

The duration of the research grant is for the academic year wherein it was awarded. It is the responsibility of the researcher/research team to prudently allocate and schedule the research expenses. Nonetheless, should the APNTS President decide to freeze the account of the Research Committee or of the Research Grants, the grant holder is not allowed use the endowment awarded until further notice.

#### **G. Expenditure Statement**

The researcher/ research team must submit financial report every six months to evidence that expenditure has been incurred in accordance with the grant conditions. No further payments will be made until the statement has been received and accepted by the Research Committee. The final expenditure report must be given three months after the expiration of the grant.

**H. Inspection**

The Research Committee reserves the right to have reasonable access to inspect the records and financial procedures associated with grants or to appoint any other body or individual for such inspection.

**I. Sanctions**

The Research Committee reserves the right to impose financial sanctions where they identify areas of noncompliance in relation to the terms and conditions of grants. If the final report or the financial expenditure statement is not received within the period allowed, the Research Committee may recover 10% of expenditure incurred on the grant. All payments may be recovered if the final report or expenditure statement is not received within 6 months of the end of the grant.

**J. Public Engagement**

It is the responsibility of the researcher/research team to communicate the research to the public at both local and national level, and to raise awareness of the role the research in any related issues of public interest. The Research Committee may request the grant holder to organize a public presentation of the research in the APNTS academic community.

**K. Intellectual Property and Publication**

The Research Committee recognizes that the researcher/research team are the owners of the data and copyrights resulting from the study conducted. Hence, the researcher/research team is free to publish results arising from the study. The Research Committee's support may be acknowledged in publications upon written approval of the committee. Otherwise, neither party will use the name of the other party in publicity, advertising, or news release (except in publications as noted above) without prior written approval of the other party.

**L. Disclaimer**

The Research Committee accepts no liability, financial or otherwise, for expenditure or liability arising from the research funded by the grant, except as set out in these terms and conditions, or otherwise agreed in writing. Furthermore, the Research Committee reserves the right to terminate the grant at any time, subject to reasonable notice and to any payment that may be necessary to cover outstanding and unavoidable commitments.

**M. Final Report on the Research**

The final report on the conduct and outcome of the project must be submitted to the Research Committee no more than 24 months after the grant has been awarded for studies lead by students at the graduate level, and 36 months for students at the post-graduate level.

If there are exceptional reasons that will prevent submission of the final report within the period allowed, a written request may be made before the due date passes for the submission period to be extended. In the event that the researcher/research team fail to comply with this provision, the grant must be returned to the committee in full amount.

### **Research Grant Agreement Clause**

*I acknowledge that I have read, understand, and fully accept the terms and conditions of the Asia-Pacific Nazarene Theological Seminary Research Grant Terms. I unconditionally and voluntarily accept same and have chosen of my own free will to sign this agreement.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Noted by:

Marie Joy D. Pring  
Director of Research  
Asia-Pacific Nazarene Theological Seminary

Dr. Dick O. Eugenio  
Academic Dean  
Asia-Pacific Nazarene Theological Seminary



# Appendix D

## DoR Form B-1 APPLICATION FOR INITIAL REVIEW OF HUMAN SUBJECTS RESEARCH

OFFICE USE

DATE RECEIVED:	DATE VERIFIED COMPLETE	APNTS PROTOCOL NUMBER

### 1. PROJECT TITLE

### 2. PRINCIPAL INVESTIGATOR

Last Name:		First Name:	
Dept. or Unit:		Phone:	E-mail:
Affiliation:	APNTS Affiliate: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Visiting Scholar, or Non-APNTS Affiliate <input type="checkbox"/> Associate of (Institution):		

### 3. CO-INVESTIGATOR(S) (or Advisor)

Last Name:		First Name:	
Dept. or Unit:		Phone:	E-mail:
Affiliation:	APNTS Affiliate: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Visiting Scholar, or Non-APNTS Affiliate <input type="checkbox"/> Associate of (Institution):		

Last Name:		First Name:	
Dept. or Unit:		Phone:	E-mail:
Affiliation:	APNTS Affiliate: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Visiting Scholar, or Non-APNTS Affiliate <input type="checkbox"/> Associate of (Institution):		

Last Name:		First Name:	
Dept. or Unit:		Phone:	E-mail:
Affiliation:	APNTS Affiliate: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Visiting Scholar, or Non-APNTS Affiliate <input type="checkbox"/> Associate of (Institution):		

### 4. TIME FRAME

Proposed Start Date:	Anticipated Completion:
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### 5. EXEMPT/EXPEDITED REVIEW

Are you requesting **Exempt or Expedited Review**?

- Yes, Exempt Review (Application reviewed by one IRB member)
- Yes, Expedited Review (Application reviewed by at least two IRB member)
- No, Full Review (Application reviewed by full IRB)

### 6. CONFLICT OF INTEREST

Does any **investigator** or any other person responsible for the design, conduct, or reporting of this research have any perceived or potential conflicts of interest that may impact the integrity of the data?

**Yes**   **No**     

If **Yes**, explain:

### 7. SUMMARY OF THE RESEARCH (Lay Language)

Provide a brief description of the background and purpose of research using *non-technical* language that can be readily understood by someone outside of the discipline. *Use complete sentences (limit 200 words).*

### 8. RESEARCH OBJECTIVES

List the specific aims of the research study, including hypotheses and/or research questions.

### 9. LOCATION OF THE RESEARCH

List the specific site(s) at which the APNTS research will be conducted.

LOCATION NAME	STREET ADDRESS	CITY, STATE OR COUNTRY

*Please attach letters of support/agreement showing that you have permission to conduct research at each location.*

### 10. RESEARCH METHODS AND PROCEDURES

- A. Describe completely the study design/methodology and all the procedures to which human subjects will be subjected. Be sure to estimate the time required from each participant. If more than

one visit/session will be required, described the time commitment in detail. Also outline specifically how data will be collected. Note if audio, video, etc. will be used.

- B. The IRB must approve all measures that will be administered to subjects (e.g., interview schedules, surveys, psychological measures). List all measures here and attach copies to this application:

<b>Measure 1</b>		<input type="checkbox"/> Attached	<input type="checkbox"/> Will Follow
<b>Measure 2</b>		<input type="checkbox"/> Attached	<input type="checkbox"/> Will Follow
<b>Measure 3</b>		<input type="checkbox"/> Attached	<input type="checkbox"/> Will Follow

### 11. SUBJECT POPULATION

- A. Provide the total number of subject (e.g., number of subject records, number of specimens) needed to reach the enrollment goal of the study.

**MALES:**

**FEMALES:**

- B. Specify the age range of the population(s) to be studied. Mark all that apply.

-7 years     7 years    18  years    65+  ars

- C. Specify the population(s) to be studied. Mark all that apply.

- Children (18 years) — complete sections 12 d, e, f, and g  
 Impaired to make decisions — complete sections 12 d, e, f, and g  
 Non-English Speakers — complete sections 12 d, e, f, and g  
 Pregnant Women — complete sections 12 d, e, f, and g  
 Prisoners — complete sections 12 d, e, f, and g  
 Healthy volunteers  
 APNTS Students, faculty, or employees  
 Unknown (e.g. non-targeted surveys)

- D. State the rationale for selecting a specific vulnerable population.
- E. Describe the expertise of project personnel for dealing with the specific vulnerable population.
- F. Explain the suitability of the facilities for the special needs of the vulnerable population.
- G. State how the number of subjects is enough to generate meaningful results.

### 12. SUBJECT SELECTION, IDENTIFICATION AND RECRUITMENT



A. Describe the step-by-step method(s) that will be used to select subjects (i.e., sampling strategy). State who (investigators and/or key personnel) will recruit subjects and what procedures will be used to determine subject eligibility. Specifically, what are the criteria for inclusion and exclusion?

B. Attach copies of proposed recruitment materials (e.g., ads, flyers, website postings, recruitment letters, oral/written scripts), and explain how and from where recruitment will take place.

Are attachments included? Yes  No

C. Explain how you will assure that selection and recruitment of subjects is equitable.

### 13. USE OF DECEPTION

Will subjects be deceived about the purpose of the research study or any of the study's elements? **If Yes**, describe how and when deception will occur, as well as your plans for debriefing the subject. Yes No

### 14. INCENTIVES TO PARTICIPATE

Will subjects receive compensation or other inducement (e.g., free services, cash payments, gift certificates, parking, classroom credit, travel reimbursement) to participate in the research study? **If Yes**, describe the inducement. *Note that compensation should be pro-rated (e.g., per visit) and not contingent upon study completion.* Yes No

### 15. INFORMED CONSENT PROCESS

A. Indicate type(s) of consent processes to be used in the research study. Provide copies of all recruitment materials.

- Informed Consent Document  
 Informed Consent-Addendum  
 Assent Form  
 Verbal Assent (script)

- Parental Permission Form  
 Permission Form, Legally Authorized Representative

B. Explain the steps that will be taken to avoid coercion or undue influence. If any of the researchers have an association with the subject (e.g. students, employees), what special safeguards are in place? N/A

### 16. PRIVACY AND CONFIDENTIALITY

A. Does the research require access to personal-identifiable private information? **If Yes**, describe the steps you will take to ensure protection of the subjects' privacy. Include a discussion of how and where the data will be kept, for how long and who will have access to the data. Yes No

B. Will personal or sensitive information (e.g., relating to illegal behaviors, alcohol or drug use, sexual attitudes, mental health) be accessed or collected from subjects? Yes No

**If Yes**, list type(s) of information:

C. Explain how you will protect the confidentiality of identifiable data. Be sure to outline how and where the data will be kept, for how long, and who will have access to the data.

D. Will you be obtaining a *Certificate of Confidentiality*?

- Yes, — Provide a copy to the IRB before you begin the research  
 No

E. Explain any circumstances where it would be necessary to break confidentiality.

- N/A

F. Indicate point at which identifiers will be separated or permanently removed from the data.

- N/A

G. Indicate what will happen to the data at the end of the study. Check all that apply:

- Documents will be shredded/tapes or files erased. How long will data be kept?  
 Data will be archived  
 Other, specify:

H. Indicate how study results might be disseminated. Check all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Classroom Presentation      | <input type="checkbox"/> Sharing with Industry of Agency |
| <input type="checkbox"/> Thesis                      | <input type="checkbox"/> Conferences/Presentation        |
| <input type="checkbox"/> Publication/Journal article | <input type="checkbox"/> Other, specify:                 |

## 17. RISKS, HARMS, AND DISCOMFORTS

N/A

A. Indicate all risks/harms/discomforts that may apply to the research study:

- Breach of confidentiality  
 Discovery of previously unknown condition (e.g. disease, suicidal intentions, depression, genetic predisposition)
- Economic risk
- Invasion of privacy (subjects or other individuals)
- Physical injury or discomfort
- Psychological stress
- Risk to reputation
- Social or legal risk
- Other, specify:

- B. For each category of risk checked above, describe the specific risk and include the frequency/likelihood of occurrence, potential severity of the harm/discomfort and the possible (long-term) consequences.
- C. Will participants in your study be asked to increase their level of physical or psychological performance beyond that ordinary encountered in daily life or during the performance of routine physical or psychological tests? **If Yes**, explain: Yes No

**18. MINIMIZING RISKS** N/A

Describe the steps you will take to minimize the risks or harms identified.

**19. REASONABLY ANTICIPATED BENEFITS**

List the potential direct or indirect benefits that subjects and/or society may expect as a result of this research study. *Compensation is not be considered a benefit.*

**20. ASSESSMENT OF RISKS AND BENEFITS**

Weigh the potential risks with regard to the potential benefits. Provide evidence that benefits outweigh risks.

_____	_____	_____	_____
<b>Principal Investigator</b>	<b>Date</b>	<b>Co-Investigator</b>	<b>Date</b>
_____	_____	_____	_____
<b>Co-Investigator</b>	<b>Date</b>	<b>Co-Investigator</b>	<b>Date</b>

**IMPORTANT NOTE:** Please check to make sure that the following are included: site permission letter, verbal script, letter, informing subject or parent/guardian, and informed consent form. Also, please make sure that the copies of the measurement tools match the description of information being sought in description and/or abstract.