

DOT Tourism Research Grant Mechanics

I. Nature of the DOT Tourism Research Grant

The DOT-Tourism Research Grant refers to the financial assistance that maybe provided by the Philippine Department of Tourism to finance an individual's (i.e. students enrolled in masters and doctoral degree programs, faculty members, and tourism practitioners currently enrolled or affiliated with any academic institution) research in tourism in the Philippines.

The grant aims to stimulate a culture of research in the Philippine tourism industry. By nurturing evidence-based research, the DOT seeks to improve decision-making processes, policy formulation and planning programs by stakeholders especially in relation to achieving the goals set under the National Tourism Development Plan 2016-2022.

The grant is valid for a period of three (3) months. The maximum amount for the grant per research is Php 200,000.

II. Research Themes for 2018

The research proposals must be aligned with the DOT Secretary's policy direction. Under the grant year of 2018, the research themes are:

1. Farm Tourism
2. Culinary

In relation to these themes, the DOT is interested in the following research areas:

- Product definition and scope, setting baseline indicators and data
- Role of the product in destination marketing
- Understanding market profile, motivations and preferences
- Forecasting future demand
- Sustainable practices for sustainable destinations
- Measuring impacts (i.e. economic, socio-cultural, environmental)
- Role of media

III. Application and Research Timeline

Deadline of Application: July 31, 2018 (Tuesday)

- July 2 – July 31, 2018: Call for Proposals / Application Period
- August 1-17, 2018: Screening / Evaluation of application documents and research proposals
- August 20 - 31, 2018: Notification of grantees
- September - November: Research Period
- December 3, 2018: Submission of Research Output and Budget Liquidation Report

IV. Eligibility and Application Requirements

- A. Students enrolled in masters or doctoral degree programs, faculty members and tourism practitioners currently enrolled or affiliated with any academic institution or tourism organization in the Philippines are eligible to apply.
- B. The following are **NOT** eligible to participate in this call for proposals:
 - 1. Institutions, societies, universities, NGOs, and civil society groups and the like;
 - 2. Members of the Tourism Research Board, officials and staff of the Department of Tourism and its attached agencies namely: Tourism Promotions Board, Tourism Infrastructure Enterprise Zone Authority, Duty-Free Corporation, Intramuros Administration, National Parks and Wildlife Commission;
 - 3. Officials and staff of other national agencies (e.g. NEDA, BSP, PSA) and local government units
- C. An applicant is eligible to receive only one grant per period.
- D. Requirements
 - 1. Duly Accomplished Application Form (**Attachment 1**)
 - 2. Research Abstract (**Attachment 2**)
 - 3. Research Proposal (**Attachment 3**)
 - 4. Budget Proposal (**Attachment 4**)
 - 5. For students only:
 - a. Accomplished Recommendation form from the thesis/dissertation/research adviser or Department Chair (**Attachment 5**), and
 - b. Certificate of Enrollment from the University of Academic Institution
 - 6. For faculty members, Certificate of Employment from the University or Academic Institution
 - 7. For Tourism Practitioners, Certificate of Employment or Affiliation from the Organization of Institutions

*For the certification requirements, please use the format of the respective University or Academic Institution

V. Technical Guidelines for the Preparation of the Research Proposal

- A. General Guidelines
 - 1. Microsoft Word (.doc or.docx)
 - 2. Arial font size 12
 - 3. 8.3" x 11.7" (A4) size paper
 - 4. 1-inch margins
 - 5. Text Alignment: Justified
 - 6. Spacing: Single Space
 - 7. Reference Style: American Psychological Association (APA) Citation Style.
- B. Sequence and Format of Content
 - 1. Research Abstract of not more than 500 words using the prescribed format and guidelines (**Attachment 2**)
 - 2. Research Proposal of not more than 2000 words using the prescribed format and guidelines (**Attachment 3**)
- C. Budget Proposal Format (**Attachment 4**)

The budget proposal must contain a list of specific expenditures. Logistics must be itemized and must be limited to the following allowable research expenses:

1. Travel Expenses (30%)
 2. Supplies and Materials (10%)
 3. Communications (10%)
 4. Representation Expenses (20%)
 5. Key Informants Interviews / Survey / Focus Group Discussion Expenses (30%)
- D. Recommendation Form (**Attachment 5**) and all certifications (enrollment, employment, and affiliation) as stated in Section III-D

VI. Application Procedure

- A. The application period will commence on July 2, 2018 (Monday). Complete documents must be sent to the Philippine Department of Tourism through: dottourismresearchgrant@gmail.com on or before July 31, 2018 (Tuesday) at the close of business hours (5 PM). The following subject line should be used in the submission:

Surname – Research Theme (i.e. Farm Tourism or Culinary)

- B. Late and/or incomplete submission of requirements will automatically be disqualified.
- C. Successful applicants or grantees will be notified through email not later than August 31, 2018.
- D. The DOT reserves the right to disqualify incomplete submission and non-compliance with the procedure.
- E. For more inquiries, you may contact:

Mr. Warner Andrada

Office of Tourism Development Planning, Research and Information Management

Philippine Department of Tourism

5th Floor, New DOT Building, 351 Sen. Gil Puyat Ave., Makati City

Trunk line: 4595200, Local: 506 or 512

Email: dottourismresearchgrant@gmail.com

*** For emails, use the subject line:

DOT Tourism Research Grant_Surname – Subject

VII. Evaluation of Application / Criteria for Funding

- A. Applications will be reviewed on August 1-17, 2018 by the Tourism Research Board
- B. The research must be completed within a three (3) month research period, from September - November 2018.
- C. The selection of the research proposals will be based on the following criteria with corresponding percentage:

- | | |
|---|-------|
| 1. Contribution to Tourism Development | (30%) |
| 2. Relevance to the Theme | (20%) |
| 3. Overall Approach and Conceptual Framework | (20%) |
| 4. Technical Soundness of the Paper | (20%) |
| 5. Reasonability/Justifiability of the Budget | (10%) |

- D. The number of research grants shall depend on the budget allocated for the grant funding year. The grant amount on the other hand, will be diverged depending on the category/level and scope of research.

VIII. Release of Funds

- A. Release of funds shall be made in two tranches:
 - 1. First Tranche (50%): 2 weeks upon notification of research acceptance
 - 2. Second Tranche (50%): 2 weeks upon completion and submission of the research study and budget liquidation report
- B. Budget liquidation report must be submitted with the research study.
- C. Grantees who fail to complete or submit the research work on the prescribed timeline shall be required to refund in full to the DOT the initial funds released and shall be banned from receiving future grants. A contract or written agreement will be executed for this purpose.

IX. Submission of Final Research Outputs

- A. Grantees are required to submit their final output and budget liquidation report to the Philippine Department of Tourism on or before December 3, 2018. They shall provide three (3) hard copies of the research study, hard bound, and a soft copy emailed to dottourismresearchgrant@gmail.com.
- B. Grantees must also acknowledge the Philippine Department of Tourism as a sponsor or co-founder (multiple funding) in the research paper (language shall be provided by the DOT).

X. Research Publication

- A. Completed research may be subject for publication or may be uploaded to the DOT Website for public consumption. Raw data gathered / utilized un the research must be made available for DOT use.
- B. In the case of multiple funding, the research shall be subject to technical evaluation before commencing with any publication.