



Philippine Institute for
Development Studies

PROCEDURE MANUAL

Department: Research
Division/Section:
Title: Conduct of Research

Ref. Code: RES-PM-01
Rev. No.: 00
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Date: January 15, 2017

1. Purpose

This procedure ensures that the research projects that have been identified will be conducted systematically to achieve sound and credible research evidence.

2. Scope


This covers procedure from the preparation of the inception report up to the submission of Discussion Paper and/or Policy Notes.

3. References

- 3.1. Approved Annual Research Workplan Template
- 3.2. Fellow's Performance Commitment
- 3.3. PSD-PS-QF-06 Inception Report Template
- 3.4. PSD-PS-PM-03 Project Monitoring and Reporting
- 3.5. RES-WI-01 Conducting Primary Data Collection – Survey
- 3.6. RES-WI-02 Conducting Primary Data Collection – FGD and KII
- 3.7. RES-WI-03 Conducting Secondary Data Collection
- 3.8. PSD-PS-WI-10 Facilitating the Review of Research Outputs
- 3.9. RID-PC/PU-GL-03 PIDS Publication Style
- 3.10. RES-GL-01 Data Management
- 3.11. RID-PC/PU-GL-04 Preparation of a Policy Note


4. Records

- 4.1. Data (primary, secondary)
- 4.2. Inception Report
- 4.3. Draft Reports
- 4.4. Final Reports

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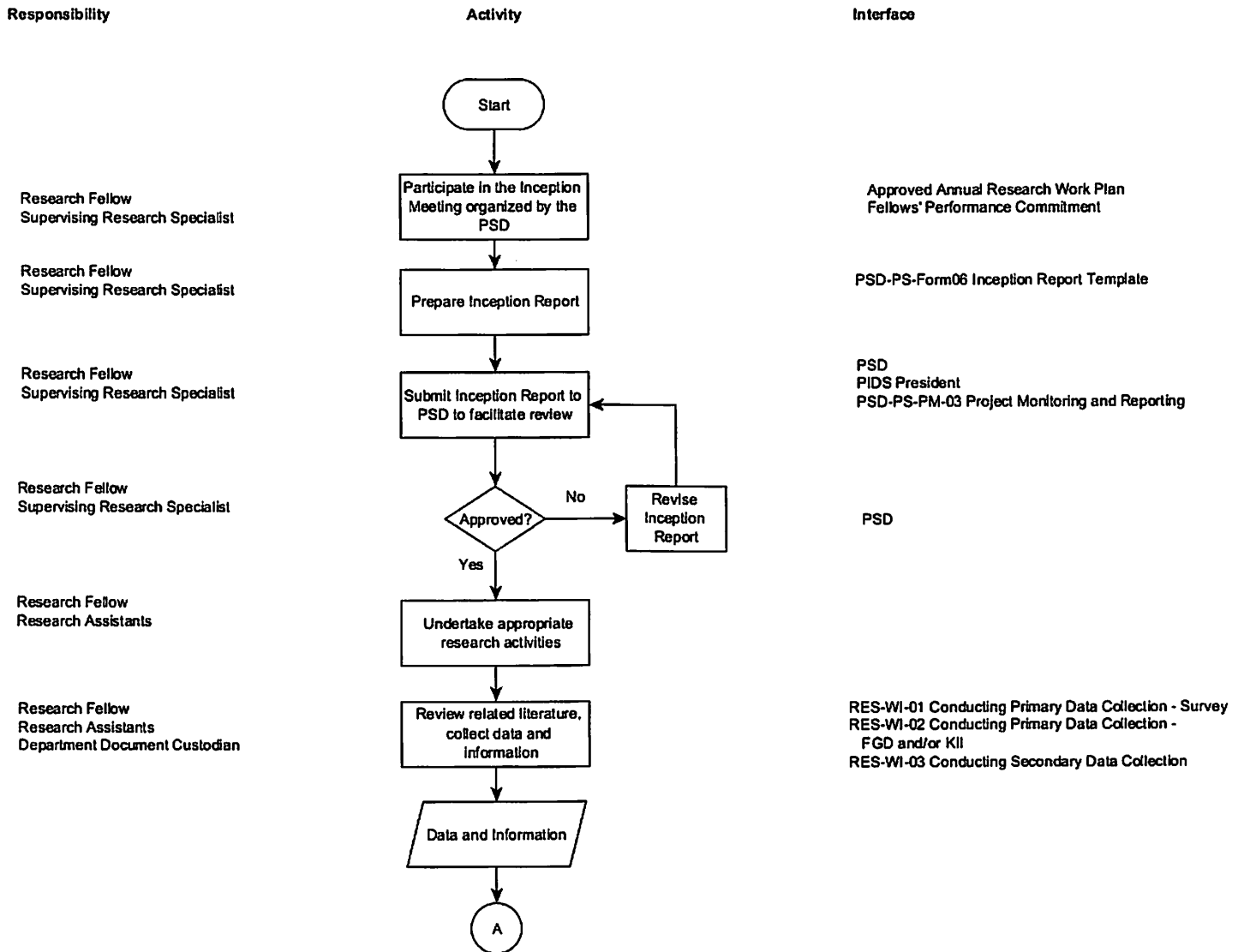
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5. Procedures



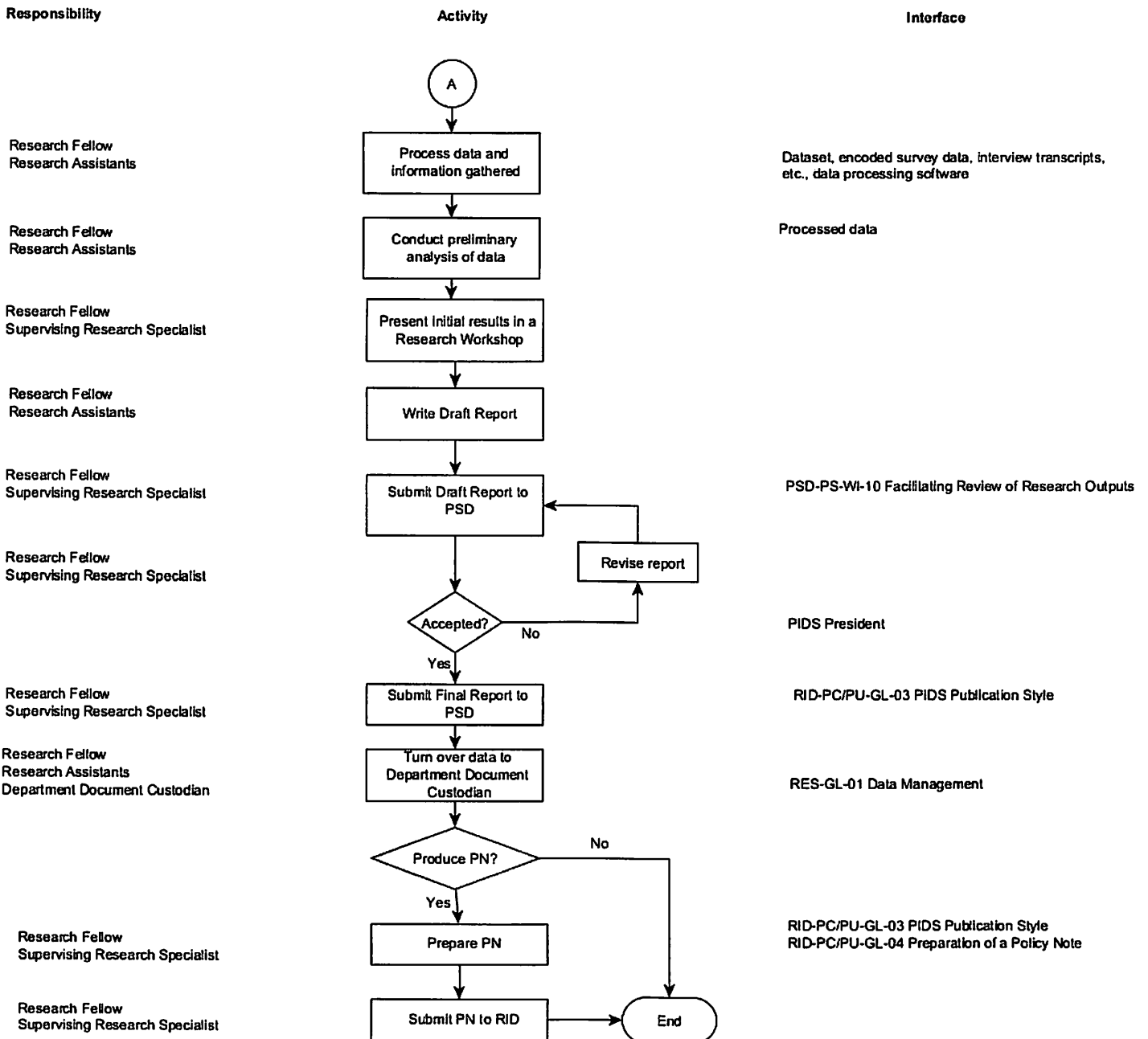


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WORK INSTRUCTIONS

Department: Research
Division/Section:
Title: Conducting Primary Data Collection – Survey

Ref. Code: RES-WI-01
Rev. No.: 00
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Date: January 15, 2017

1. Scope

This instruction applies to research projects that have identified primary data collection using surveys as one of the methodologies. This will cover instructions from survey questionnaire preparation up to encoding of collected data.

2. Materials/Equipment/Tools

- 2.1. Computer
- 2.2. Tablet
- 2.3. Microsoft Office Software/Stata

3. Instructions

3.1. Preparing for the survey

- 3.1.1. Determine the sample size and the target location for the survey based on the Inception Report.
- 3.1.2. Develop the survey questionnaire/s.
- 3.1.3. Develop the survey's Enumerator's Manual or Manual of Instructions using manuals from previous surveys as guide and outline.
- 3.1.4. Draft an Informed Consent form (when applicable).
- 3.1.5. If the conduct of survey will be outsourced, request for hiring of research consultant to PSD.

3.2. Securing clearance

- 3.2.1. Submit the survey questionnaire/s to Philippine Statistics Authority (PSA) for review and clearance. Information on other requirements can be obtained through Statistical Standards Division, PSA, or through <http://www.psa.gov.ph/ssrcs>.
- 3.2.2. Submit the questionnaire/s and Informed Consent form for Ethics Review and secure clearance (when applicable).

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WORK INSTRUCTIONS

Department: Research

Division/Section:

Title: Conducting Primary Data Collection – Survey

Ref. Code: RES-WI-04

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Date: January 15, 2017

3.3. Before conducting the survey

- 3.3.1. Conduct pre-testing of the survey tool.
- 3.3.2. Conduct pre-deployment orientation for enumerators and field supervisors.
- 3.3.3. Finalize the survey tool.
- 3.3.4. Develop a codebook for the data processors.

3.4. Conducting the survey

- 3.4.1. If the survey will be conducted in-house, request for Local Travel Order for responsible staff through OFS and Use of Equipment (tablet, etc.) through MIS.
- 3.4.2. Ask the respondents to sign the Informed Consent Form (when applicable).

3.5. After conducting the survey

- 3.5.1. Conduct debriefing session with the enumerators, field supervisors and research staff. Time and venue will be determined by the Research Fellow.
- 3.5.2. Encode and/or organize the data collected.
- 3.5.3. Turnover Dataset, Manual of Instruction and Codebook (in electronic form) to the Research Department Document Custodian.
- 3.5.4. Refer to Guidelines for Data Management (RES-GL-01) for information on turnover and archiving of collected data.

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