



**INTERNATIONAL LABOUR ORGANIZATION
and
MINISTRY OF LABOUR-INVALIDS AND SOCIAL AFFAIRS**

LABOUR RESEARCH CONTEST

**Research for exploring Industrial Relations practices and its reflections
toward better policies**

FREQUENTLY ASKED QUESTIONS

Regarding the eligibility of application

- Q. Is it eligible for an independent researcher, who is not working or employed by any organization/agency, to apply for this Contest?*
- A. The Call for Application of 2018 Research Contest (hereinafter referred to as the Contest) regulates that "...The contest accepts applications from individuals of Vietnamese nationality (post-graduate students and independent researchers are encouraged)...". Therefore, the applicant, who is an independent researcher and does not represent any organization/agency, is eligible to apply for this Contest in the category of independent researchers.
- Q. Is it eligible for an applicant to receive awards in case that person, at the time of application, was an independent research and then employed by an organization/agency?*
- A. Once an applicant applies as an independent researcher, this status will reserve for all Contest-related activities conducted by he/she.
So, if such applicant is granted award(s), implementation of research proposal will be considered as Contest-related activities undertaken by his/her status as an independent researcher, regardless that fact that he/she, after the application time, becomes an employee of any organization/agency. Please note that, in this particular case, the research proposal and research findings

produced by such applicant will not bear a value representing the organization/agency that, later on, he/she works for.

*Q. As an individual researcher, am I eligible to apply? And if it is possible, may I – an **undergraduate** student - represent my school/university?*

A. Applicants, who are individual/independent researchers, are eligible. All researchers are encouraged to apply without any restrictions regarding ages or educational levels. Thus, your current educational level will not limit your chance for applying for the Contest.

Once the applicant participates in the Contest as an independent researcher, he/she will not represent the organization/agency/school that he/she works for and studies at.

Q. Is there any restriction regarding number of members in a research team? Do the Organizers require that the team members must have similar technical level, gender, capacity or educational level?

A. The Organizers set no limitations in term of quantity as well as quality (regarding technical level, gender, capacity or educational level) of member in research team. In the application, applicants, who are applying as research team, are required to describe the skills, roles and responsibilities of each member in the research team in the implementation of their proposal.

Applications from female and male researchers and mixed-sex research teams are strongly encouraged and a focus will be placed during selection on ensuring that a balance of female and male researchers benefit from the support provided by these grants.

Q. In case independent researchers would like to apply as a research team, who does not hold a legal entity, do the Organizers accept this type of applicant?

A. The Call for Application stated that “ The Contest accepts ... legally operated Vietnamese organizations in form of research teams (including, but not limited to, non-profit, for-profit and governmental and non-governmental entities)”.

However, the Organizers recognize that in reality, research teams comprised of independent researchers (who does not hold an legal entity) have strong demand of applying for the Contest. Responding to this fact, the Organizers accept the application registered by team leader of such research team. The application will be considered as status of independent researcher of that

team leader. The team lead should refer to the participation of other independent researchers in the research team.

Please note that, all financial issues relating to the applicants who are research teams of independent researchers will be treated as of applicants the independent researchers. Only the costs arising from the participation of team leader will be counted for consideration of award(s) granting.

Q. In page 17 of the Call for Application, it states that “In case applicants are research teams from organisation entities, please provide the scanned copy of the application with the authorized signatures and seals of organizations.” Does it mean that it is compulsory for applicants who are research teams to provide authorized signatures and seals of organization/school/unit?

A. The applications of independent researchers or of research teams of independent researchers (who do not hold legal entities) will fall into category of independent researchers (as answered in question number 5 of this session).

The applications of research teams of legally operated Vietnamese organizations will be considered as eligible only when authorized signatures and seals of representing person(s) of such organizations are provided. The scanned version is acceptable.

Q. May I apply for the Contest as research team with my lecturers in the University, who will be team members)? May I represent my school/university?

A. In this case, there are two options for you to apply for the Contest with your lecturers or others:

- Option 1: You and your research team might submit application as research team of legally operated Vietnamese organization (including, but not limited to, non-profit, for-profit and governmental and non-governmental entities). If it is the case, applicants shall represent your organizations/agencies/schools/universities.
- Option 2: You and your research team might submit application as research team of independent researchers (as the case in question number 5 of this session). In this case, applicants will participate in the Contest as status of independent researchers who do not represent your organizations/agencies/schools/universities.

Q. The Call for Application states that “The Contest accepts applications from individuals of Vietnamese nationality (post-graduate students and

independent researchers are encouraged) or legally operated Vietnamese organizations in form of research teams. If my research team has foreign students, is it ineligible?

- A. Your question is about subject of research team. If your research team is of legally operated Vietnamese organizations, your team is not ineligible to have foreign students.
- Alongside that regulation, the Call for Application stipulates that “Partnering with international organizations or international consultants are acceptable, yet the local ownership should be anticipated and clearly described in the proposal.” The research proposal must be product of Vietnamese team and contribute to development of Vietnam.

Q. Is it possible for applicants who are not having sufficient proven research experience, especially in case applicants are undergraduate students?

- A. In any contests with opened scope as this Contest, it should expect competitiveness between young researchers and experienced ones as a certainty. If the applicants are undergraduate students, it is advisable that all research experiences earned from studying process should be recorded in the CV, such as assignments, student’s research projects or other research assistant activities, etc.

The research experience is merely one among other evaluation criteria. This regulation does not mean to exclude or reject the applications of young researchers.

Q. Please further discern the regulation about “Applications from female and male researchers and mixed-sex research teams are strongly encouraged and a focus will be placed during selection on ensuring that a balance of female and male researchers benefit from the support provided by these grants.”

- A. This regulation show one of guiding principles of the Organizers. It should be seen as an promotional criterium, without the meaning of excluding or rejecting the applications of research teams who do not have gender diversity.

Regarding the contents of research proposal

Q. How long should research paper be?

- A. The Organizers set a limitation on the length of research proposal. Please see detailed regulations in the Application Form. The Organizers place no restriction on the length of research paper.

Q. Is it advisable from Organizers to do research at one enterprise or at larger scale with a number of enterprises in certain industry and location?

A. This Contest is aiming at evidence-based approach without any limitation on research scope or methodology.

Q. Is it possible to utilize only secondary database for analysis?

A. The applicants might use secondary data for the research. Regarding research proposals having not field research to obtaining primary data, the applicants shall not entitled the grants for undertaking field research (up to VND 20,000,000).

Q. Session 2 of Part II in Application Form requires to write about research methodology while in the Session 6 repeats again this requirement. Is it overlapping?

A. The part on research methodology placing in these two sessions bears different purpose.

While in Session2 – the Introduction, it means that the research proposal will be presented briefly as a whole, including the type of research methodology that applies in the research. This part does not require applicants to provide details on the chosen methodology and how it should be applied but to name the method(s).

The Session 6 – Methodology is designed for applicants to describe thoroughly research methodology(-ies) selected and its application in the research. For example, if the in-depth interview is selected, the applicants will need to clarify the targeted group(s), (structural/semi-structural) interview technique(s), interview protocol, types of questions that might be used in the in-depth interviews, coding, and how the information/data collected from interviews should be processed and analyzed, etc. Hence the required substance of Session 2 and Session 6 are not overlapping.

Q. Session 6 requires “clear description of sample size, selection criteria and explain why this will produce valid data” which is very suitable for quantitative research. Regarding qualitative research, is it necessary to provide these details?

A. This Contest is aiming at the evidence-based approach, it is preferable if applicants tend to use this approach to answer research questions.

The Organizers do not set restrictions on applying qualitative or quantitative methods for research. In case of using qualitative research, it is necessary for applicants to provide clear description on research methodology(-ies) selection and utilization. For example, if the in-depth interview is selected, the applicants will need to clarify the targeted group(s), (structural/semi-structural) interview technique(s), interview protocol, types of questions that might be used in the in-depth interviews, coding, and how the information/data collected from interviews should be processed and analyzed, etc.

Regarding grand awards and its evaluation criteria

Q. If applicants only want to apply for Category 2 on the best papers, is it necessary to submit application on 25 June?

A. Category 2 is grant award(s) for the best papers. All the applicants to the contest are automatically considered in category 2 if their research proposals and research papers are submitted on time and confirmed by the Organizers. Hence, if applicants expect to be considered for Category 2, please submit application no later than 17h30, 25 June 2018 and send research paper no later than 17h30, 31 December 2018 to the Organizers via mailbox of Contest at han_contest@ilo.org.

Q. What are evaluation criteria?

A. The Board of Jurors will evaluate the Research and Budget Proposals which have highest feasibility and shall have influential impact towards policy-making process. In particular, The Board of Jurors, consisting of national experts and ILO specialists, uses five following criteria:

- Relevance;
- Rigour;
- Feasibility;
- Contributions; and
- Budget and cost-effectiveness.

To explore about these five criteria, please see Session on Evaluation Criteria in the Call for Application.

Regarding the copyright

Q. Is it possible to use a part of results in available research to include in research proposal? And is it acceptable to develop new research proposal based on

other research proposal developed in the past with the consensus of author of such research or proposal?

- A. The applicant might use a part (but not all) results in available research to include in research proposal.

Please note that the research proposal in Application Form must be the author's original work and be produced after 1 January 2017. Research activities can only start after the signing of financial agreement between the selected grantees and Organizers.

Q. Can the research findings be used in publications in international journals or, for students, be used in their final thesis for graduation?

- A. The applicants shall utilize the research findings in their publications in international journals, in which is necessary to recognize that the research project has been undertaken with support of the ILO and Ministry of Labour-Invalids and Social Affairs.

About undergraduate students, if the students participate in the Contest as an independent researchers, then the research findings might be used in the final thesis after submitting the final research papers to Organizers.

If the students are members of research team, the research findings are of the whole research team, then the utilization of all or a part of research findings in the final thesis (as an individual research project) after the submission of research papers will be under the consideration of research team, and the decision will be made based on the contributions of such students in the research project.

The final thesis and research papers that used database and research findings of research projects undertaking in the framework of this Contest will need to recognize that the final thesis has been undertaken with support of the ILO and Ministry of Labour-Invalids and Social Affairs.

Q. Do researchers/Research team own copyright for their research proposals, database collected and research papers conducted under the grant awards of the Contest or not?

- A. Commonly, the copyright for research proposals, database collected and research papers conducted under the grant awards of the Contest will be owned by authors who are researchers/research teams. Alongside with that, the Organizers (the ILO and Ministry of Labour-Invalids and Social Affairs) reserve the right to publicize the research findings, database collected in the

process of implementing research projects, after these organizations inform with authors who are researchers/research teams.

Please note that when the authors quote and/or announce a publication, it's necessary to recognize that the research project has been undertaken with support of the ILO and Ministry of Labour-Invalids and Social Affairs.

Q. Do the researchers/research teams have right to use the database collected from survey/research under grand awards of this Contest for other independent research projects?

A. The applicants shall use the database collected from survey/research under grant awards of this Contest for other independent research projects. Please note that when the authors quote and/or announce a new publication, it's necessary to recognize that the research project has been undertaken with support of the ILO and Ministry of Labour-Invalids and Social Affairs.

Regarding supports provided by Organizers

Q. What can the Organizers support applicants in the process of developing research proposal?

A. In the process of developing research proposal, the Organizers provide answers to inquiries of applicants. Applicants shall participate in Information Session organizes in Ho Chi Minh Law University, Ton Duc Thang University and Hanoi Law University to directly pose questions or send those to Organizers via official email address of the Contest at han_contest@ilo.org. Regarding shortlisted candidates, the applicants will be informed and invited to a one-on-one clinic (online or face-to-face meetings) with international and national experts to refine the proposals. Shortlisted candidates will be required to submit a revised proposal, workplan and detailed budget accordingly for final approval

Q. Will the Organizers support in the process of implementing research project, for example connecting with local units that the researchers/research teams undertake the field research?

A. Once the applications are awarded for Category 1, the Organizers will provide their support, in their ultimate capacity, to implement research projects by connecting and introducing researchers/research team to relevant individuals, organizations, agencies, as well as technical advice in the progress if requested in details by such applicants. In the request, the applicants need to describe

clearly the localities, targeted informants and specific plan of field work in such localities.

Regarding financial procedures and issues

Q. What are the total amount for field work? Do the Organizers have requirements on number of provinces, firms to survey?

A. The field work will be financially support up to VND 20,000,000. The Organizers do not have requirements on number of provinces as well as firms to survey.

Q. In the sample, there are a number of costs for consultancy, how can the amount can be calculated? Do we need to submit invoice to prove the transactions?

A. Based on the *UN-EU Guidelines for Financing of Local Costs of ODA Projects in Viet Nam 2017*, the applicants must propose an appropriate daily rate (based on the capacity, experience and scope of work), and total number of working days to fulfill the research work. The Organizers will require applicant to sign Implementation Agreement in which clearly describe activities that need to be conducted to complete the research.

Q. What financial procedures must the researchers who are the awardees of the Contest follow? Are there requirement about invoices, supporting documents for implementation of research (for example data process and analysis) and the field research?

A. The costs are those costs that conform to the *UN-EU Guidelines for Financing of Local Costs of ODA Projects in Viet Nam 2017*. Once the researchers/research teams receive the grant award(s) under Category 1, the Organizers will provide further information regarding financial procedures.

Q. In the budget proposal, what items should applicants raise? And how much (maximum) the awards can be?

A. In the Call for Application, there are two categories of grant awards: one is for implementation of research proposal (up to VND 60,000,000) and one is for best research papers (up to VND 40,000,000).

The budget proposal might include but not limited to the items mentioned in the Sample for Budget Proposal. This budget proposal is aiming to realizing

the technical research proposal that applicants design in the Application Form. Therefore, the budget proposal will be maximum VND 60,000,000.

Q. In case of funding for my research proposal coming from multiply donors besides the financial support of the Contests, how should I inform the Organizers?

A. The Organizers do not require the applicants to list out of the financial sources supporting for research, but it should be stated clearly in the proposal that there are other funding and the applicant needs to point out which component(s) need support of the Organizers.

Others

Q. Can the Organizers hold an Information Session to introduce this Contest and how to apply in my organization/agency/university?

A. The Organizers may organize Information Session in organization/agency/university upon the written request of such organization/agency/university with suitable time arrangement of the Contest itself and of the Organizers.

Q. How many research proposals can one application apply? And is it possible for be granted award(s) for more than one research proposal that such applicant submitted in the Contest?

A. The Organizers do not set restriction on number of applications that may be submitted and granted award(s) by one applicant.

Q. I'm planning for a big research project, however the timeframe of the Contest is relatively short. If my research project is granted award, may the implementation duration be extended?

A. Applicants shall submit the application of the larger scope research project. In the proposal, applicants need to inform the Organizers about which component(s) of research that applicants want to get support of the Contest. Please note that such component(s) need to be implemented in the allowed duration of the Contest.

Q. Will the information of applicants and his/her research proposals be disseminated in public?

- A. The Organizers will not publicize information of applicants that are not shortlisted.

Shortlisted candidates will be informed directly by the Organizers. Once the candidates who are granted awards under Categories 1 and 2, information of such person(s)/research team(s) and research proposals will be announced in the Granting Ceremony and Research Seminar.

Q. Do the Organizers reveal information of applicants for Board of Jurors or not?

- A. Information of applicant is an integral part of application. All applications will be sent to Board of Jurors (including national experts and ILO specialists) to evaluate based on the criteria mentioned in the Call for Application.

Q. Do the Organizers require applicants to submit the articles after completing research?

- A. After completing research implementation, the applicants need to submit research papers enclosed with raw database to the Organizers. It's no requirements from Organizers that applicants need to submit articles.