HANDBOOK for Researchers

OVCRD-Administered Grants

September 2008
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The Office of the Vice Chancellor for Research and Development

In line with the University's thrust towards the promotion of a strong research and development (R&D) culture, the Office of the Vice Chancellor for Research and Development (OVCRD) encourages and supports the University of the Philippines Diliman research community by: a) extending funding and technical assistance to research activities; b) exploring other possible sources of funding; c) establishing linkages with other research institutions and individuals; d) facilitating the dissemination of research outputs to the public; e) monitoring the University's research activities; and f) addressing emerging issues concerning R&D. Mindful of the benefits that the country will derive from research, the OVCRD encourages R&D initiatives in all academic fields.

To effectively carry out its functions, the OVCRD has two principal units, each of which is headed by a Director.

Project Management and Resource Generation Office (PMRGO)

The PMRGO assists in project development, institutional or otherwise; identification of local and foreign support sources of fund and related negotiations as well as overall project management. The PMRGO has three sub-units: the Research Coordination Section, the Resource Generation Section, and the Data Center Section. OVCRD-funded researches as well as externally funded researches are administered by the Research Coordination Section.

Research Dissemination and Utilization Office (RDUO)

The RDUO disseminates research results by publishing books and refereed journals and by assisting UP Diliman faculty and researchers in protecting their intellectual property. The RDUO has two sub-units: the Publication Section, and the Intellectual Property Section.
Applying for a Research Grant

What are the available OVCRD research grants?

The OVCRD offers Outright Research Grants for: a) research programs, b) research projects, c) theses, and d) dissertations. It also administers the UF System Grants, namely: a) Research and Creative Work Grant, b) Textbook Writing Grant, c) Postdoctoral Research Grant, d) Ph.D. Incentive Grant, e) Sabbatical Research Grant, and f) Emerging S&T Fields Grant (with two components, the Institutional Development Grant and the Emerging S&T Research Grant). The OVCRD administers as well the Ph.D. Incentive Award and the Open Grant.

Who are qualified to receive grants?

Faculty members and Research, Extension, and Professional Staff (REPS) of UP Diliman (UPD) and UF Extension Program in Pampanga (UPEPP) are qualified to receive grants.

For outright research grants, applicants must meet the following requirements:

Research Program/Project

The proponent must be a regular Faculty Member or REPS in active service in UPD or UPEPP, regardless of the status of employment (excluding Lecturers, Professors Emeriti, and Faculty Members on sabbatical leave). S/he must have knowledge and/or experience in the formulation and implementation of field or laboratory researches and must devote at least 10 hours a week to research and development, and research implementation and administration.

Thesis/Dissertation Grant

The proponent must be a temporary or regular Faculty Member, Teaching Assistant (MA/MS student), Teaching Fellow (Ph.D. student), or REPS in active service in UPD or UPEPP, enrolled in either campus, and whose thesis/dissertation proposal has been approved by his/her College Graduate Committee.

Please see Annexes 1 to 6 for details of the implementing guidelines of the different grants.
Can I still apply for a grant if I have an ongoing project funded by the OVCRD?

No. Your proposal cannot be considered for evaluation by the office until you have completed your project, submitted your final report and settled all financial/property accountabilities with the OVCRD.

When can I apply?

Below is the schedule of deadlines for proposal submission:

<table>
<thead>
<tr>
<th>TYPE OF GRANT</th>
<th>CALL FOR PROPOSALS</th>
<th>SUBMISSION DEADLINE</th>
<th>CALL FOR PROPOSALS</th>
<th>SUBMISSION DEADLINE</th>
</tr>
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<tbody>
<tr>
<td>OVCRD Outreach Grants</td>
<td>PCA</td>
<td>Dec 15</td>
<td>PCA</td>
<td>Dec 15</td>
</tr>
<tr>
<td>Initial Research Grants</td>
<td>PCA</td>
<td>Jan 15</td>
<td>PCA</td>
<td>Jan 15</td>
</tr>
<tr>
<td>Events and Dissemination Grants</td>
<td>exterminator</td>
<td>April 1</td>
<td>exterminator</td>
<td>April 1</td>
</tr>
<tr>
<td>System Grants</td>
<td>exterminator</td>
<td>Dec 15</td>
<td>exterminator</td>
<td>Dec 15</td>
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<tr>
<td>Externally Funded Work</td>
<td>exterminator</td>
<td>Dec 15</td>
<td>exterminator</td>
<td>Dec 15</td>
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<tr>
<td>Reduced, Willing, and Incentives</td>
<td>exterminator</td>
<td>Dec 15</td>
<td>exterminator</td>
<td>Dec 15</td>
</tr>
<tr>
<td>Emerging IM Research</td>
<td>exterminator</td>
<td>Dec 15</td>
<td>exterminator</td>
<td>Dec 15</td>
</tr>
<tr>
<td>Pimental Grants</td>
<td>exterminator</td>
<td>Dec 15</td>
<td>exterminator</td>
<td>Dec 15</td>
</tr>
<tr>
<td>NIH, NSF, Incentive Grants</td>
<td>exterminator</td>
<td>Dec 15</td>
<td>exterminator</td>
<td>Dec 15</td>
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<tr>
<td>OVCRD, Ph.D. Incentive Award</td>
<td>exterminator</td>
<td>Dec 15</td>
<td>exterminator</td>
<td>Dec 15</td>
</tr>
<tr>
<td>Open Grant</td>
<td>exterminator</td>
<td>Dec 15</td>
<td>exterminator</td>
<td>Dec 15</td>
</tr>
</tbody>
</table>

Application forms, formats and guidelines may be obtained at the Dean's Office of your college or downloaded from the OVCRD website (www.ovcrd.upd.edu.ph). Please see copies of application forms in Annexes 8 to 15.

How much financial assistance can I avail of?

The funding provided is subject to the recommendation of the evaluation committee based on the project's needs of the applicant in completing the research. Here are specific funding costs for some grants:

<table>
<thead>
<tr>
<th>TYPE OF GRANT</th>
<th>MAXIMUM FINANCIAL ASSISTANCE</th>
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<tbody>
<tr>
<td>OVCRD Outreach Grants</td>
<td>P 200,000</td>
</tr>
<tr>
<td>Initial Research Grants</td>
<td>P 200,000</td>
</tr>
<tr>
<td>System Grants</td>
<td>P 200,000</td>
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<tr>
<td>Externally Funded Work</td>
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<tr>
<td>OVCRD, Ph.D. Incentive Award</td>
<td>P 200,000</td>
</tr>
<tr>
<td>Open Grant</td>
<td>P 200,000</td>
</tr>
</tbody>
</table>

How are research funds managed?

All research funds are administered in accordance with government accounting and Commission on Audit (COA) rules as well as UP rules.

For OVCRD outright research grants:

A. **Thesis/Dissertation grants** shall be governed by a contract between the UPD represented by the Chancellor and the grantee stipulating provisions regarding obligations and outputs, among others. The full amount of the grant shall be released to the grantee after the Chancellor has signed the implementing Order (IO) and the IO has been notationed.

B. **Research grants for programs/projects** are governed by a contract between the UPD represented by the Chancellor and the project leader. This contract outlines the provisions for obligations, outputs and Intellectual Property Rights (IPR), among other stipulations.

The project funds shall be released as follows:

- **75% of the total amount** shall be released upon approval of the grant and upon signing the Memorandum of Agreement (MOA).
- **25% of the total amount** shall be released upon submission of the progress report and settlement of the 75% total funds released.
- **10% of the total amount** shall be released upon submission of the final report and publishable article derived from the project, and settlement of the 25% total fund released.

For other grants, these are covered by their respective MOAs or contracts.

What other assistance can I avail of?

The OVCRD maintains a database of completed and/or ongoing UPD research studies that may be of help in the review of related literature. A directory of funding agencies is also available to interested researchers who are looking for research funding outside the University. OVCRD also conducts seminars/workshops on research proposal writing and Intellectual Property Rights (IPR).

Is co-funding allowed?

Yes, co-funding may be allowed. The proponent, however, should inform the OVCRD which component/activities of the project will be funded by the OVCRD and which component activities are supported by other funding agencies. Furthermore, the proponent should also furnish the OVCRD with a copy of the MOA with the co-funding agency containing IPR agreements, among other stipulations.
EVALUATION OF RESEARCH PROPOSALS

The outright research grant proposal is evaluated by a committee of experts to determine whether the research is suitable for funding by the OVCORD. For other grants, please refer to Annexes 1 to 8.

How are proposals evaluated?

Research proposals go through a series of steps:

A. The PMRGO staff conducts a preliminary evaluation of all the submitted proposals to check for the following:

1. Conformity to the prescribed format;
2. Endorsement of the department chairperson and dean;
3. Plagiarism of the proposal;
4. In the case of a thesis/dissertation proposal, the following should be included:
   a. a copy of the approved thesis/dissertation proposal;
   b. panel defense sheet which contains the signatures of the panel chairperson and members, action of the panel, comments/suggestions for revisions and;
   c. endorsement of the adviser with information on the current status of the thesis/dissertation.

Proposants may be requested by the PMRGO to clarify or explain some details of the proposal (e.g., breakdown of requested budget) whenever necessary.

B. After the preliminary evaluation, all submitted proposals undergo the actual evaluation by the appropriate evaluation committee.

To screen research proposals for possible funding, the OVCORD has two evaluation committees—the Natural Sciences and Engineering Research Evaluation Committee, and the Social Sciences and Humanities Research Evaluation Committee. The Director of PMRGO or the Vice Chancellor for Research and Development (VCRD) serves as chairperson of these evaluation committees.

The committees meet separately to evaluate research proposals within their areas of concern. The number of evaluation meetings may vary depending on the quality and number of the proposals being evaluated.

These committees evaluate the research proposal based on the following criteria:

1. Quality of Proposal - originality/creativity of ideas; scientific or artistic merit and soundness of methodology;
2. Timeliness and Relevance - significance to current issues/scientific or artistic domain;
3. Consonance of proposed budget with the research activities and expected output;
4. Status of proposant with the University;
5. Track record of proposant;
6. Potential of publishing a manuscript; policy and programmatic implications; technology innovation with commercial possibilities.

The evaluation committee submits their recommendation to the PMRGO Director. The PMRGO Director makes the final decision regarding approval of proposals for funding. The number of proposals that will be approved will depend on the technical merit of proposals submitted, as well as the total amount of available research funds.

C. The proposants will then be informed in writing by the PMRGO Director of the evaluation results. The proposants of approved proposals will also be advised of the implementation date and procedures of the project/grant.

Prior to the grant implementation, the new project leaders/grantees are required to attend an orientation on policies and guidelines governing the grant on a date set by the OVCORD.
D. In some cases, there are other requirements that need to be provided by the proponent before the implementation of the project. These include permits that signify compliance with the following:

1. Statistical Survey and Clearance System - Survey proponents are required to secure clearance from the National Statistical Coordination Board (NSCB) at least 45 days before the scheduled conduct of the survey.

2. Philippine Biosecurity Guidelines - A permit from the National Committee on Biosafety of the Philippines (NCBP) is required for research involving genetic engineering, as well as importation or introduction and/or breeding of plant pests and potentially harmful micro-organisms.

3. Comprehensive Dangerous Drugs Act of 2002 (RA 9165) - To conduct research involving dangerous or controlled substances, a license from the Philippine Drug Enforcement Agency (PDEA) is required.

4. Wildlife Resources Conservation and Protection Act (RA 9147) - For purposes of thesis/dissertation of students affiliated with local government institutions, including those government-initiated or -implemented research or scientific projects, a Gratitude Permit (GP) issued by the DENR (Department of Environment and Natural Resources) Regional Executive Director, who has management jurisdiction over the study sites/areas, is required. If the proposed study will be undertaken in areas covered by two or more regions, the GP shall be issued by the Director of the Protected Areas and Wildlife Bureau (PAWB).

PROJECT IMPLEMENTATION

The PMREST shall set the official starting date for the Outright Research Grant (for Research Project), Ph.D. Incentive Award, and the Open Grant.

The implementation of the thesis/dissertation grant, which is also under OVCRD's Outright Research Grant, may commence at the date of approval of the thesis/dissertation proposal by the Thesis/Dissertation Panel of the Department where the grantee is enrolled or cited in the approval sheet. If the year of the Panel's approval of the thesis/dissertation proposal is earlier than the year when OVCRD approved the grant, then commencement date for the thesis/dissertation grant will be set in the year when OVCRD approved the thesis/dissertation grant so that funding will fall within the occupancy's fiscal year.

The Office of the Vice President for Academic Affairs (OVPA) sets the commencement date for the System Grants.

Can I defer the implementation of my research grant?

The proponent may request that the project implementation be deferred for a minimum of 1 month to a maximum of 6 months. However, the start of the actual implementation should be in the same calendar year (also the fiscal year) as the original implementation date. If the research is not undertaken within this period, the proponent forfeits his/her right to the grant.

How are implementation papers processed?

Implementation papers are prepared when research proposals are approved for funding by the committees. For program and project grants, the Memorandum of Agreement (MOA) is required for the official implementation of the research and the disbursement of research funds, while the Implementation Order (IO) is needed for thesis and dissertation grants. The IO and the MOA contain all of the provisions for implementation.
DUTIES AND RESPONSIBILITIES OF PROGRAM/PROJECT/CO-PROJECT/STUDY LEADER

What are my tasks and responsibilities as Program/Project/Co-Project Leader/Grantee?

Program Leader

1. Provides overall direction of the project in terms of setting up common research objectives for separate research projects under the program.
2. Plans the schedule of activities of the various projects to ensure synchrony and coordination in research efforts and that outputs are achieved.
3. Determines ways and means by which separate projects can complement and supplement individual data collection efforts.
4. Ensures that all project leaders comply with the provisions of the MOA such as submission of reports or financial settlement.

Since the Program Leader is concurrently the Project Leader of a component research project, she must also accomplish the duties expected of a Project Leader. Furthermore, when planning to go out of the country for more than 30 days, the Program Leader must notify the PMRGO and recommend a competent Officer-in-Charge (OC) from among the project leaders of the program.

Project Leader/Co-Project Leader

1. Plans the research procedures and directs operations necessary to meet the objectives of the research.
2. Hires research personnel and prepares the necessary paperwork for their services.
3. Plans, organizes, and coordinates the duties and tasks of research personnel through the different stages of the research process.
4. Takes charge of the financial settlement and is responsible for proper accountability.
5. Writes and submits all written outputs of the project and
6. Complies with the provisions of the Memorandum of Agreement.
When planning to go out of the country, the Project Leader notifies the PMRGO and recommends a competent OIC. In case s/he has a Co-Project Leader, the Co-Project Leader is automatically appointed as OIC. On the other hand, a Thesis/Dissertation Grantee, because of the nature of his/her research, cannot assign an OIC.

Study Leader

1. Assists the Project Leader in planning and managing research operations;
2. Plans and supervises the work of lower level personnel in the implementation of the research aspects assigned to him/her by the Project Leader;
3. Reviews the findings, analyses, and research interpretations arrived at by the research personnel and;
4. May initiate and supervise data collection, processing, and report writing.

Am I entitled to receive honorarium as Program/Project/Co-Project Leader?

Yes, Program, Project, Co-Project and Study Leaders are entitled to receive honorarium. The rates are as follows:

<table>
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<tr>
<th>Position</th>
<th>Honorarium</th>
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</thead>
<tbody>
<tr>
<td>Program Leader</td>
<td>PHP 3,500/month</td>
</tr>
<tr>
<td>Project Leader</td>
<td>PHP 3,000/month*</td>
</tr>
<tr>
<td>Study Leader</td>
<td>PHP 1,500/month</td>
</tr>
</tbody>
</table>

*The honorarium will be equally divided among the Project Leader and his/her Co-Project Leader(s) unless they indicated a different honorarium schedule in their proposal.

Thesis/Dissertation grantees are not entitled to honorarium.


can I hire project personnel?

Yes, the Project Leader may hire technical staff on a full-time, part-time, or straight fee basis. The plantilla of project personnel must conform to the approved research line-item budget. Changes in Personnel Services (e.g., status, salary, or hiring of additional personnel) can be effected through the submission of a formal request subject to the approval by the PMRGO Director.

What should be their qualifications?

Criteria for qualifications should conform to the requirements of the Human Resources Development Office (HRDO) of the University. Below are some positions of personnel that may be hired to work for an OVCRO-funded research.

University Research Associate I

The applicant must possess a baccalaureate degree relevant to the field of research.

Duties

Since research activities require advanced knowledge and skills in mid-level research operations, the applicant must possess the ability to carry out the following tasks:

1. Institute laboratory controls and set-ups;
2. Assist in the construction of questionnaires, interview schedules, and observation guides;
3. Supervise data collection activities in field or laboratory settings;
4. Code/abulate/encode and enter data;
5. Conduct qualitative/quantitative data analyses and;
6. Write the initial report on research results.
Moreover, the research associate is also expected to carry out other project-related activities assigned to him/her by the project leader.

**Statistician**

The applicant must have a baccalaureate degree relevant to the nature of work.

**Duties**

1. Performs computations using relevant statistical software;
2. Prepares statistical reports, tables, charts, and graphs;
3. Provides assistance in statistical analysis.

**Translator**

The person to be hired must have the appropriate educational background or professional experience in translation work.

**Duty**

Translate manuscripts, literary work, questionnaires, transcripts of interviews, and other documents.

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**What are the procedures for hiring project personnel and paying salaries and fees?**

**Hiring Procedure**

1. **Project Leader (PL) screens and selects applicants**
2. Personnel submits required documents (min. req.: transcript, CV and TN)
3. PL prepares contract (see Annex 20 for format)
4. PL and personnel sign contract
5. Personnel submits IRR form 2305 to OVCORO (see Annex 21)

**Procedure for Payment of Salaries and Fees**

1. PL pays salaries of the personnel as stipulated in the contract
2. PL deducts monthly withholding tax
3. Personnel signs receipt of payment (see Annex 22 for format)
4. PL remits withheld tax to the Accounting Office, Tax Section
5. PL furnishes OVCORO Administrative Section with Acknowledgment Receipt of remitted withholding tax together with the accomplished Tax Withheld Transmittal Sheet (see Annex 23 for format)
How much is to be deducted for withholding tax?

For program/project/co-project/study leader, 20% of the honorarium shall be deducted as withholding tax. Twenty percent (20%) withholding tax will likewise be charged from part-time work salaries of straight tens of UP employees hired for a project. The project leader should remit withheld tax to the Accounting Office. Tax Section furnishing OVCRD Administrative Section with (1) Acknowledgment Receipt of remitted withholding tax and (2) the accomplished Tax Withheld Transmittal Sheet (see Annex 23 for format).

A 10% withholding tax will be deducted from the straight ten of research personnel who are not UP employees while for project personnel hired on a full-time basis, it will be computed based on their income bracket.

How much do I have to pay the research personnel?

Recommended Salary Rate for Research Personnel
(UP Revised Salary Scale, National Budget Circular 674, July 2001)

<table>
<thead>
<tr>
<th>Position</th>
<th>Basic Rate</th>
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</thead>
<tbody>
<tr>
<td>Graduate Assistant</td>
<td>20,902/mo</td>
</tr>
<tr>
<td>Student Assistant</td>
<td>20,902/mo</td>
</tr>
<tr>
<td>Univ. Research Associate I</td>
<td>20,902/mo</td>
</tr>
</tbody>
</table>

Disbursement of Research Funds

What should I keep in mind in purchasing materials or spending research funds?

The Project Leader and Thesis and Dissertation Grantees are accountable and in charge of the proper documentation of fund expenditure. Project Leaders may delegate the compilation of these requirements to project staff, but who shall be responsible for their validity.

1. Only expenses detailed in the approved line-item budget (UB) should be charged to project funds. Any realignment must be supported by a justification of such a change and approved by the PANGCO director.

2. Only original official receipts dated within the approved project duration, including approved extension periods, shall be acceptable to charge against the project funds.

3. Receipts must have official receipt (OR) numbers and tax identification numbers (TIN), and bear the signatures of any of the following: Official Receipt, Cash Invoice, or Cash-Sales Invoice. Taped receipts with the words "the serves as your official receipt" are also acceptable.

4. The date of the receipt and other particulars should be complete and legibly written.

5. Certification or affidavit of loss shall not be considered as appropriate replacement for the required receipts.

6. The OVCRD reserves the right to question the validity of receipts and may conduct inquiries in order to determine receipt authenticity. The OVCRD may also review receipts that questionable.

7. When purchasing materials, the Project Leader is encouraged to maximize his/her funding by getting the best possible purchasing deal within a reasonable time.
What are the requirements in making purchases/expenses?

Research fund expenditures should be in accordance with the approved line-item budget of the grant and should be within the duration of the grant.

1. Supplies and Materials

These include field, laboratory and office supplies and materials essential to the research.

- Supplies and materials usually include expendable commodities for immediate use in research, or items consumed within a year after being put to use or converted in the process of manufacturing or construction.
- Laboratory animals are also classified as research materials.

Determine the unit costs of supplies and materials and the required quantities for each of the various commodities. Prevalent prices may be used as the basis of computations. The list of supplies and materials with corresponding estimated unit and total cost should be attached to the LUB.

Three quotations are required for supplies and materials costing P10,000.00 and above. All purchases shall be supported by original, official receipts payable to the Project Leader.

Receipts should bear the name of the Project Leader and the date of purchase. The date of purchase should be within the duration of the project.

2. Books

As much as possible, the titles of the books the proponent plans to charge against project funds must be specified in his/her proposal, and these should not be available in the University Libraries. Original, official receipts must bear the name of the Project Leader and the date of purchase.

Books may also be purchased abroad provided these are not locally available.

3. Equipment, Peripherals and Accessories

These include items which when used, do not suffer any material or substantial change or alteration in size or form, or whose life expectancy is more than one year.

These commodities also include semi-expendable supplies which are not readily consumable but are more or less permanently useful or non-expendable.

The following supporting documents are required:

a. At least three quotations with the same specifications, or a certification of sole distributorship from the supplier for purchases over P10,000.00
b. Acknowledgement Receipt for Equipment (ARE) to be accomplished by OVCRD for purchases over P2,000.00 (see Annex 24)
c. Inventory Custodian Slip (ICS) to be accomplished by OVCRD for purchases equal to P2,000.00 or less (see Annex 24)
d. Original, official receipt and sales invoice/delivery receipt. In cases wherein the Project Leader will need to keep the original receipt for warranty purposes, a reproduction of the official receipt may be submitted in the financial report provided the Project Leader presents the original receipt to the OVCRD. The original official receipt will be submitted during the last financial report.

The following are required for purchases abroad:

a. Request for authority to purchase abroad from the Vice Chancellor for Research and Development/OVCRD-PMAGO Director
b. Purchase Order
c. Statement of Account when credit cards are used to purchase equipment, peripherals or accessories abroad
4. Reproduction of Materials

The OVCRD allows the reproduction of project-related materials of a reasonable quantity. This must be supported with the following information:

a. An original, official receipt, bearing the name of the project leader and the date of purchase which is within the approved duration of the grant.

b. The project leader/grantee must ensure that the number of copies and cost per copy, in addition to the total photocopying cost, are indicated in the receipt.

c. The title of the photocopied document must be specified on the page where the OR is attached. This page must also bear the signature of the project leader/grantee.

d. Any corrections to the entries in the OR should be signed by all authorized sales clerk.

5. Travel

This includes expenses incurred in the movement of persons, whether employed in the government or not, such as transportation, subsistence, lodging and travel per diem, hiring of guides or patrol, transportation of personal luggage or household effects, railroad, airline and steamship fares, taxis, transfers, etc., while traveling: charter of boats, launches, automobiles, etc.; non-commutable transportation allowances, road tolls, parking fees, and all other similar expenses.

Only project-related travel specified in the approved line-item budget is chargeable to project funds.

Within Metro Manila

Project leaders and staff whose permanent official station is within the Metro Manila area shall not be allowed the authorized travel expenses for their travel assignments within Metro Manila. The same restriction shall also apply to those whose official station is outside Metro Manila when assigned to places where their official station is located. Only the cost of transportation may be reimbursed or paid from the MOOE (Maintenance and Other Operating Expenses). The following are required for payment of cost of transportation:

c. Itinerary of Travel

An itinerary of travel (IT) should be prepared for each trip regardless of the number of days (See Annex 26 for format). The IT should bear the date of travel, places of origin and destination, the public conveyance used, the cost of transport, and the trip's purpose. The project leader or his/her staff that prepared the IT must sign it.

b. Bus Tickets, or Reimbursement Expense Receipt (RFR) for taxicab (see Annex 27)

Expenses incurred during travel for research purposes include the actual cost of transportation (as supported by tickets or receipts), or unescorted fares at prevailing rates (e.g., jeepney fares) from the research station to the place of field assignment and back.

c. Official receipts for gasoline (for government vehicles)

d. Trip ticket (for government vehicles)
Outside Metro Manila

The OVCROD complies with the guidelines defined by Executive Order 298 for travel allowances. Thus, a project leader/personnel or grantee shall be entitled to P600 per diem rate. This includes travel allowance of P240 (30% of the total) covering the cost of subsistence/meals; P140 (23%) air or land transportation and other incidental expenses; and hotel/boarding allowance of P460 (50%).

Actual expenses for lodging shall likewise be allowed provided they are within the established range. Expenses incurred in four-star hotels shall not be allowed except in most unusual cases. Reimbursement shall be supported with check invoices or official receipt.

In addition, a full per diem is given only for trips covering one whole day (i.e., before 7:00 a.m. and after 12 midnight).

For every trip/travel, only one mode of claiming subsistence shall be allowed, either actual expense or per diem, but in no case shall it be a mixed claim.

Actual expense shall be supported with check invoices or official receipts.

Requirements for trips outside Metro Manila:
- A Travel Order (TO) form (see Annex 28) must be accomplished for provincial travel.
- One TO must be accomplished per project staff.
- The TO must detail the date/time of travel, the destination, and purpose. The form should also bear the name, designation, and signature of a certifying officer from the place visited, and the signature of the Project Leader certifying for travel completed.

Allowable Travel Expenses

- The grantee may reimburse the actual fare for an authorized mode of transportation, at the prevailing rates. This shall start from the permanent official station up to the destination or place of work, and back.

- Only the ordinary public conveyances or customary modes of transportation shall be used, unless transport of research-related materials is involved, such as using public service in transferring bundles of supplies or heavy equipment to a research location, or transporting baggage and research materials to and from out-of-town sites. This must be supported by a detailed Reimbursement Expense Receipt or RER (see Annex 27) and a justification for the service.

- Using privately owned motor vehicles for official trips must be justified and supported by a contract. In the absence of a contract, only the equivalent costs of the customary mode of transportation are chargeable against the project.

- Gasoline costs are chargeable against project funds when a government vehicle is used for the trip. A copy of the trip ticket and the gas receipt must be submitted to support this.

6. Laboratory Fees

Original official receipts should be presented with details of the services (e.g., no. of samples analyzed, cost per sample).

7. Meetings/FGDs

Food expenses for project-related meetings, focus group discussions, etc., specified in the project's methodology are allowed. These should be supported by Attendance Sheets bearing the date, venue and the purpose of the meeting, and the list of attendees and their signatures.

Official receipts are required for these food expenses.
8. Tokens

These should be given for a purpose related to the approved methodology. Original official receipts and the purpose for which the tokens are given should be indicated on the page where the QR is attached. This page should also bear the project leader's signature.

9. sundry

This covers maintenance and operating expenses not included in the cost of travel or supplies such as:

- communications which may include the cost of all services for transmitting messages (i.e., telephones, cellular phones, telegrams, cables, postal charges, telegraphy/express messenger services)
- library/museum fees

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**Monitoring of Grants**

How does the OVCRD monitor my progress?

**Progress Report**

The principal mechanism for monitoring the progress of ongoing research is called the Progress Report (PR). Two (2) copies of the PR is submitted within 15 days after the end of the first half of project implementation (e.g., sixth month for a one-year project, third month for a six-month project).

The PR should contain the following information:

1. Activities
   a. Actual activities undertaken
   b. Activities not accomplished, if any, and reasons why these were not done
   c. Activities done ahead of schedule, if any
   d. Additional activities, if any

2. Preliminary processing of data; findings
3. Preliminary analysis: discussion of findings and interpretations
4. Samples of output of research material (i.e., questionnaires, test materials, observation forms used for data gathering)
5. Financial status: settlement of cash fund release (see Annex 29 for format)
6. Summary of problems encountered; including those encountered in research administration and implementation
7. Proposed changes, if any, and rationale for changes; substantial changes particularly in the objectives and methods will be submitted to the appropriate evaluation committee
8. Endorsement of Adviser (for thesis/dissertation)

Proposed changes and problems encountered in the research can be communicated to the OVCRD anytime as deemed necessary to expedite appropriate action on these matters.

In addition to the PR, a research monitor may visit an on-going project at the Project Leader/Grantee's official station and/or research site, after notice is sent to the Project Leader/Grantee.
FINAL OBLIGATIONS

Option A: Submitted/Accepted/Published Article

The OVCRED shall have the right to first publication of any output arising from the project. The Program/Project Leader/Grantee, however, has the right to select the publisher through Science Direct, Humanities Direct or Social Science Direct. If a manuscript is not accepted within six (6) months of submission, the manuscript or the manuscript is rejected for publication or fails to review the paper within three (3) months, the Program/Project Leader/Grantee may submit the manuscript to a SCI-accredited journal, or to a publisher that does not require a formal review process.

For articles submitted to a publisher by journal/publishers other than OVCRED, the Program/Project Leader/Grantee shall furnish OVCRED with an article submitted to a publisher or published in a peer-reviewed conference or journal derived from the project (two hard copies and one CD copy), within sixty (60) days after the approved termination date of the project.

Option B: Final Program/Project Report

The Program/Project Leader/Grantee may submit a final report in lieu of an article described in Option A. Two (2) copies of the draft final report should be submitted to the OVCRED within 60 days from the completion of the research project. The final report should follow the format outlined as follows:

1. Research abstract, keywords (maximum of 5)
2. Introduction, objectives, and significance
3. Literature review
4. Methodology, sampling design, variables, materials, and procedures
5. Presentation of results, including figures, tables, & photos, if necessary
6. Discussion and interpretations
7. Conclusion and recommendations
8. References/bibliography
9. Appendices
10. Short note about the author

One hard copy (paginated) and one CD copy (in MS Word, PDF, or Open Office formats) of the final report shall be submitted after the report has been revised based on the evaluation.

Who will evaluate my final report?

Upon receipt, the final report is reviewed by an evaluator/reader who reviews the report using the following guidelines:

1. Were the study objectives accomplished?
2. What do you see as the major contributions of the research?
3. What kind of publication (i.e., technical, research, or others) do you recommend for the report?
4. Do you have any comments on the content or format of the report?
5. Additional comments on other aspects of the study or report that you think are relevant.

Additional conditions of OVCRED research grants include the following:

1. The University may only require the Program/Project Leader/Grantee to submit an annual research report on the project.
2. Final reports and bound copies of theses and dissertations submitted by the Program/Project Leader/Grantee are considered property of the OVCRED.

The Program/Project Leader/Grantee may submit the final report to a publisher if they desire. Experts are expected to complete the final report within six (6) weeks. If the final report is considered satisfactory, it is returned to the Program/Project Leader for revision.

Is there a prescribed format for the final report of a thesis/dissertation?

The OVCRED has no prescribed format for the final report of a thesis or dissertation since each college/unit has its own format. The OVCRED instead requires that a thesis/dissertation be submitted within 60 days of the completion of the report. The OVCRED also requires that a bound copy of the final report be submitted to the Program/Project Leader for review.

In the Acknowledgments part of the thesis/dissertation, the Grantee should cite the financial support given by the OVCRED.
Are thesis/dissertation report evaluated?

No, the PMRGO does not evaluate thesis/dissertation reports because these have already been evaluated and approved by thesis/dissertation panels and accepted by the college.

What else do I have to settle before I can be cleared of my accountabilities?

In addition to the published articles, financial accountability with the OVCRD not later than one (1) month after the termination of the project. Likewise, you can request from OVCRD that all non-refundable items and equipment purchased out of project funds (issued in the name of the University) in addition to the expense accounts, or the University's purchase order, between you and the OVCRD, be assigned to you under the account for as long as you are in good standing with the University. University rules for transfer and disposal of equipment will apply.

If I was not able to finish the project on time, would I be allowed to extend the duration of my research?

There is a grace period of two (2) months granted to a project from the date of its expected completion to allow the Project Leader/Grantee to comply with OVCRD requirement(s), for example, completion of final report. It is important to note that the grace period is not equivalent to an extension of the grant. The Project Leader/Grantee can no longer use the unexpended funds during this time unless the grant has been officially extended.

If more time is needed to complete the project, the Project/Project Leader/Grantee may request an extension of one to six (1-6) months, without additional funding. The Project Leader may also request permission to use unexpended funds during the extension period. The request should be made in writing not later than one month before the termination of the grant. The letter should describe the status of the research, the length of time needed and the activities to be undertaken.

How many times can I request for an extension?

The project leader may request for a second extension provided this does not exceed the total six (6) months' maximum extension allowed. Thus, if the project leader realized that the two-month extension s/he requested earlier is not enough, s/he may request for another four-month extension, at most.

What happens to the unclaimed unexpended funds?

Fund balances that are not claimed within two (2) months after the termination date will revert to the OVCRD research funds. Failure to meet the deadline for submission of project-related expenses will mean the loss of the Program/Project Leader/Grantee's right to charge the expenses against project funds.

When is a grant withdrawn or suspended?

The project shall be suspended and fund release shall cease when the Program/Project Leader or Grantee:

1. Leaves the country without properly informing the PMRGO;
2. Is suspended from UPD for any offense; and,
3. Fails to produce promised outputs midway through the project without justifiable cause.

After the suspension is lifted, the continuation of the existing project will be subject to the review of the Executive Committee of the OVCRD. In case of indefinite suspension, the project will be automatically terminated.

What happens if I'm not able to submit the expected output?

In case a project leader fails to submit the expected output within one year from the original termination date, it shall relinquish the OVCRD all fund releases, unless such failure is due to meritorious reasons beyond his/her control.
Intellectual Property Rights

All OVC RD-funded researches are subject to the Governing Principles and Policies in Intellectual Property Rights approved by the Board of Regents in its 1171st meeting held on May 30, 2003 (System Guidelines).

All grantees and their staff are encouraged to seek the assistance of RDUO for any copyrightable or patentable materials arising from their work. Please fill out and submit either a Copyright Information Form (see Annex 30) or an Invention Disclosure Form (see Annex 31) to facilitate the process.

OVC RD Journals

The Office of the Vice Chancellor for Research and Development (OVC RD) publishes three (3) journals, namely, Humanities Diliman, Science Diliman, and Social Science Diliman. These are all refereed.

Manuscripts must have a high degree of scholarship. Manuscripts are selected for publication according to editorial assessment of their suitability and reviews of independent referees. They will be sent to two or three reviewers, chosen for their expertise. Contributors may suggest reviewers.

Humanities Diliman (ISSN 1655-1524) is a journal for the humanities. It is bilingual (English and Filipino) and both disciplinary and multi-disciplinary. Articles may be on any aspect of the social sciences and their applications. Book reviews may also be submitted.

What is a refereed journal?

A refereed journal contains articles that have been reviewed by persons considered experts in their field of study prior to publication.

Persons requested to referee articles for the journals are independent of the editorial board of each journal. Articles are reviewed both by national and international referees.

The Review Process

Humanities Diliman, Science Diliman, and Social Science Diliman follow the double blind review process. This means that the identity of the author of the manuscript is not known by the reviewers during the review process. The identity of the reviewers is not known by the authors as well. OVC RD ensures that the names of the authors are removed from the manuscript before sending the manuscript for review.

All authors of articles submitted to Humanities Diliman, Science Diliman, and Social Science Diliman should comply with the requirements for their manuscript to be considered for publication. Authors/contributors may visit the OVC RD website, www.oecd.upd.edu.ph, for the list of the requirements. All the necessary forms and guidelines in preparing the manuscript for each journal can also be downloaded from the OVC RD website.
Administration of Externally-Funded Researches

Can I have my externally-supported project administered by the OVCRD?

Yes. The OVCRD administers funds of projects supported by non-UP funds, government or private. A MOA (Memorandum of Agreement) is required between the funding agency and UP.

How are external funds administered?

Administration of external funds is the same as OVCRD funds except when specified otherwise by the funding agency.

Does UP charge Administrative Overhead Cost?

Yes. In accordance with UP Policy and Guidelines, a percentage of all project funds shall be allocated for University administrative overhead cost in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Amount of Funding</th>
<th>Administrative Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than P100,000</td>
<td>minimum of 5%</td>
</tr>
<tr>
<td>P100,001-200,000</td>
<td>minimum of 7%</td>
</tr>
<tr>
<td>P200,001 and above</td>
<td>minimum of 10%</td>
</tr>
</tbody>
</table>

How does UP allocate Administrative Overhead Cost?

The administrative fund shall be used for the following purposes:

a. To help shoulder the utilities and maintenance bills,
b. To provide assistance to academic programs, such as the acquisition of equipment and supplies and materials in support of such programs,
c. To help upgrade the library collection of the University,
d. To grant salaries/honoraria/incentive pay to deserving personnel and/or offices providing service to the project/program.

The amount to be allocated as salaries/honoraria/incentive pay to deserving personnel shall in no case exceed fifty percent (50%) of the share of the administration per project/program and in no case shall any part or portion of that honoraria be paid to any personnel of the University who is not involved in providing administrative support to the project as approved by the appropriate University official.

*Policy and Guidelines on the Use of University Administrative Overhead Funds as amended by the Board of Regents at its 1507th meeting, Jan. 31, 1991.
DEFINITION OF TERMS

EXTERNAL FUNDING AGENCY refers to institution, both local or foreign, which provides financial assistance to the University for the conduct of research, training, or other projects/programs.

FINAL REPORT – the last report submitted for a research project. This is submitted within 60 days after the termination of the project.

GRANTEE – faculty or RERs of UPD and UP Extension Program in Pampanga who is a graduate student enrolled in UPD whose thesis or dissertation was approved for funding.

HONORARIUM – a form of remuneration for the services of the program/project/ study leader whose broad and superior knowledge, expertise, or professional standing in specific fields contribute significantly to scientific and technological research and development.

IMPLEMENTING ORDER – a document that states the date of effectiveness of the research, the total amount of grant, and the conditions for implementation. This is prepared upon approval of a thesis/dissertation for funding. The Chancellor and the graduate sign the document. The thesis/dissertation advisor and the VGRD sign as witnesses.

MEMORANDUM OF AGREEMENT – a document that states the date of effectiveness of the research, the total amount of the grant, and the conditions for implementation. This is prepared upon approval of the project for funding. The approved line-item budget form part of the Memorandum of Agreement. The Chancellor and the Project Leader sign the document. The VGRD and the PMRGO Director sign as witnesses.

NATURAL SCIENCES AND ENGINEERING RESEARCH EVALUATION COMMITTEE (NSERECC) – composed of 4-5 faculty members coming from different fields of the natural sciences and engineering who are appointed by the Chancellor. The VGRD or the PMRGO Director serves as Chairperson. The NSERECC evaluates research proposals submitted for funding, helps in the formulation of policies for OVRD-funded research projects and serves as resource persons in research-related seminars/tours sponsored by the OVRD.

PROJECT PROGRESS REPORT – a report on the progress of the project submitted within 15 days after the end of the first half of implementation.

PROJECT LEADER – faculty or RERs of UPD and UP Extension Program in Pampanga whose research projects were approved for funding.

RESEARCH – involves a series of planned activities undertaken to obtain valid and reliable answers to verifiable research problems, using the methods of observation, documentation, and inquiry or other less direct approaches which are acceptable in the scientific tradition.

RESEARCH PERSONNEL – those engaged in basic, applied, or development researches.

RESEARCH PROGRAM – a comprehensive interdisciplinary and multi-disciplinary research activity that seeks answers to multidimensional problems through the conduct of two (2) or more interrelated research projects. This is headed by a Program Leader.

RESEARCH PROJECT – a planned investigation headed by a Project Leader usually involving no more than two (2) disciplines, to obtain valid and reliable information pertinent to a set of interrelated research objectives. A research project may be a component of a program.

RESEARCH STUDY – a planned investigation of a specific problem identified under a project undertaken by a Study Leader within a single discipline or area of study identified under a project, to obtain valid and reliable information concerning simple research objectives.

SOCIAL SCIENCES AND HUMANITIES RESEARCH EVALUATION COMMITTEE (SSHREC) – composed of 4-5 faculty members from different fields of the social sciences and humanities appointed by the Chancellor. The VGRD or the PMRGO Director serves as Chairperson of the committee. The SSHREC has the same functions as those of the NSERECC.

UNIVERSITY ADMINISTRATIVE OVERHEAD COST – refers to expenses incurred by the University for accounting and bookkeeping, personnel support services, maintenance of facilities, utilities, etc., which are not provided for in the itemized budget of a project/program. These are indirect costs of a project/ program born by external funding agencies.
ANNEXES
Annex 1

Implementing Guidelines of Grant for Research and Creative Work

1. The grant shall support research or creative projects in any field (basic and applied) provided the proposed project is within the discipline/field of the applicant. (For example, an application to write poetry shall not be entertained if proposed by faculty outside the field.)

2. Regular, full-time faculty and REPS, except faculty on sabatical and those on secondment to other agencies, may apply for the grant provided they meet the qualifications stated in Annex 1.

3. The grant shall not support research relating to the General Education program for which a separate GE Fund shall be established.

4. Applicants may apply individually or as a group. In the case of a group, the total amount of the grant shall be proportioned according to the rank of the applicants and the proportion of work to be done by each.

5. The schedule of contract rates for faculty shall proceed from the assumption that UP faculty (a) work 10.5 months a year (minus semester and summer break), 22 working days per month, and 8 hours per working day; and (b) will spend about 400 hours per semester (4.5 months) on the project. For REPS, the hourly fee shall be reckoned from the assumption that they work 12 months a year, at 22 working days per month, and 8 hours per working day. The hourly and annual contract fees shall then be set according to rank.

6. The track record of applicants in completing creative/research projects (whether IPP-funded or not) shall be examined by the screening committees of the constituent university (CU) and the System. Faculty and REPS with poor track record shall not qualify for the grant.

7. The grant shall be for one year and, in exceptional cases, may be extended up to six months at most, which extension must be justified. Proof of work thus far completed must also be presented.
8. Applications shall be sent to the CU screening committee for research grants and creative work. Said committee shall forward its recommendations to the System Committee, ranking them according to the strength of the proposal and the value and contribution of the proposed project.

9. The System Committee on Research Grants and Creative Work shall evaluate the recommendations of the CUs and rank the best according to merit. The President shall approve the recommendations, the total number of grants depending on the availability of funds.

10. The grant shall be awarded in the form of a research contract indicating the purpose, expected output, and intellectual property rights of the parties involved. Fifty percent (50%) of the grant shall be paid upon signing the contract.

11. Grantees shall continue to perform the functions of faculty/REPS during the grant period. In no case shall the faculty be given overload pay for the research. Should the recipient resign before completing the project, s/he shall automatically lose the grant and return the amount unused.

12. Grantees shall submit a mid-term report to the Chancellor six months after the award commences and the final output (manuscript, invention, artistic work) in acceptable form within two months after the grant ends. The Chancellor shall regularly provide the VPAA with a brief status report on each grantee.

13. The final installment of the grant shall be released after the result of the project has passed a blind review by two referees. In no case shall the grant be renewed or an application from the same grantee be entertained for any other grant under the Creative and Research Scholarship Fund until the final result is submitted to the Chancellor.

14. Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the grant. The provisions on intellectual property rights shall likewise be implemented.

15. Grantees who fail to comply with the terms of the grant and whose grants are terminated for cause during the project period shall return the full amount received. Furthermore, they shall be disqualified from all University grants.
ANNEX 2

IMPLEMENTING GUIDELINES OF TEXTBOOK WRITING GRANT

1. Regular full-time faculty, except those on sabbatical and on reassignment to other agencies, may apply for this grant. EPS who engage or assist in teaching functions may also apply.

2. The grant shall support the writing of textbooks of core courses of undergraduate degree programs, including reference books, workbooks, and laboratory manuals. In print or other media, in whatever language the course is taught.

3. Applicants shall state the number of years they have taught the course for which they plan to write a textbook and their publications in that particular area, if any.

4. The grant shall not cover proposals for: (a) GE courses for which a separate GE fund shall be established; (b) Open University courses, for which a separate budget exists; and (c) non-degree (informal) and graduate programs.

5. Neither shall the grant provide for publication costs.

6. Current recipients of a textbook writing grant (including grants to translate textbooks) from any center, institute or unit at UF may not apply for this grant.

7. Priority shall be given to courses in core courses with high student enrollment and courses for which no good foreign or local textbooks are available.

8. Applicants may apply individually or as a group. In the case of a group, the total amount of the grant shall be prorated according to the rank of the applicants and the proportion of work to be done by each.

9. The schedule of contract rates for faculty shall proceed from the assumption that UF faculty (a) work 10.5 months a year (minus semester and summer break), 22 working days per month, and 8 hours per working day, and (b) will spend about 400 hours per semester (45 months) on the project. For EPS, the hourly fee shall be reckoned from the assumption that they work 12 months a year, 22 working days per month, and 8 hours per working day. The hourly and annual contract fees shall then be set according to rank.

10. The grant shall be for one year and, in exceptional cases, may be extended up to six months at most, which extension must be justified. Proof of work thus far completed must also be presented.

11. The track record of applicants in completing creative/research projects (whether the grant is or not) shall be examined by the screening committees at the constituent university (CU) and the System. Faculty and EPS with poor track record shall not qualify for the grant.

12. Applications shall be sent to the CU screening committee for textbook grants. Said committee shall forward its recommendations to the System Committees, ranking them according to the content and contribution of the proposal and other relevant criteria.

13. The System Committee on Textbook Writing Grants shall evaluate the recommendations of the CUs and rank the proposal according to merit. The President shall approve the recommendations, the total number of grants depending on the availability of funds.

14. The grant shall be awarded in the form of a research contract indicating the purpose, expected output and intellectual property rights of the portion involved. Fifty percent (50%) of the grant shall be paid upon signing the contract.

15. Grantees shall continue to perform the functions of faculty/EPS during the grant period. In no case shall the faculty be given overload pay for the research. Should the recipient resign before completing the project, the grant shall automatically lose the grant and return the amount unused.

16. Grantees shall submit a mid-year report to the Chancellor six months after the award commences and an acceptable manuscript within two months after the grant ends. The Chancellor has regularly provided the VPA with a brief status report on each grantee.

17. The final installment of the grant shall be released after the manuscript has passed a blind review by two referees. In no case shall the grant be renewed on an application from the same grantee being entertained for any other grant under the Creative and Research Scholarship Fund until the final manuscript in print or multimedia is submitted to the Chancellor.

18. Should the manuscript be published or produced, the University shall be acknowledged as the source of the grant. The provisions on intellectual property rights shall likewise be implemented.

19. Grantees who fail to comply with the terms of the grant and whose grants are terminated for cause during the project period shall return the full amount received. Furthermore, they shall be disqualified from all University grants.

*Adapted from "In pursuit of a culture of innovation and excellence: Faculty Development Grants," Office of the Vice President for Academic Affairs, University of Florida, 1999
10. The CU committee shall forward its recommendations to the System Committee on Postdoctoral Grant, which shall select the best applications from among all the CUs and rank them accordingly.

11. The VPAA (Vice President for Academic Affairs) and the VPPF (Vice President for Planning and Finance) shall finalize the individual budgets of applications, recommended by the System Committee and shall make adjustments, if necessary, so as to ensure that the costs are justified and the rates for travel, accommodation) are reasonable.

12. Once approved, grantees may apply for pre-travel and clothing allowances from their respective CUs.

13. Grantees shall sign a contract with the University upon acceptance of the award and shall be bound by University laws on tenuring fellows.

14. Grantees shall commence their research within a year from the notice of the award.

15. Grantees shall submit a mid-term report to the Chancellor through the VCRD (Vice Chancellor for Research and Development) and turn in the final report within a month after the grant ends. Any publication resulting from the postdoctoral research shall be attached to the report and acknowledge the support of UP. Comments of the supervisor at the collaborating university, institution or laboratory shall likewise be attached. The Chancellor shall regularly provide the VPPA with a brief status report on each grantee.

16. Grant recipients who do not leave for study shall return the entire sum received, or return the balance if they shorten their stay abroad.

17. Those whose grants are terminated for cause during the period of study shall return the full amount received.

18. Payments to the University shall be made directly in case of resignation or retirement, or through salary deductions in other cases.

19. Failure to comply with the terms of the grant shall disqualify the recipient from all UP grants and open them to such sanctions as may apply to tenuring fellows and violations of pertinent University regulations.

*Adapted from "Support of a Culture of Scholarship and Professional Faculty Development Grants" and elements of "在职" (Visiting Scholar) Office of the Vice President for Academic Affairs, University of the Philippines, 2004.
ANNEX 4
IMPLEMENTING GUIDELINES OF PH.D. INCENTIVE GRANT

1. The Ph.D. Incentive Grant is designed for UP faculty on the Ph.D. pipeline, that is, faculty about to finish their degree in a foreign university who need financial support. Rather than lose the time, effort, and resources already spent on graduate study, the grant aims to enable the faculty member to complete the Ph.D. program.

2. Faculty members in the final year of their Ph.D. program abroad (proof of which must be submitted), who do not enjoy any other grant or support except for their salary, may apply for the grant. In most cases where a master's degree or its equivalent is the highest degree offered in a particular field (because the field is a pioneering one or is highly technical), a faculty member enrolled in such a program abroad may apply for the grant, provided he/she meets the conditions above. Full justification must be supplied.

3. The grant shall cover full-time Ph.D. study or dissertation research and writing for a period of up to twelve months.

4. The grant shall cover tuition (or equivalent) and living expenses (excluding the applicant's family). For this purpose, applicants shall submit an itemized budget along with their application.

5. Applications shall be sent to the constituent university (CU) screening body of the Office of the Vice Chancellor for Research and Development (OVCRD) created for this purpose, which shall select the best applicants and prioritize them according to merit.

6. The CU shall submit the applicant's track record: (1) performance in graduate school and likelihood of completing the degree; (2) previous or current research projects and publications or creative work and other intellectual outputs; and (3) If the applicant previously has been a grant, why it was stopped.

7. The CU shall also describe the applicant's potential contribution to higher education and indicate if the applicant is tenured or on tenure track.

8. The applicant must state his/her commitment to complete the program within one year at most and indicate the expected date of completion.

9. The CU shall prioritize the eligible faculty according to the needs of the campus: which type of expertise is most needed at the moment and is set to bring.

10. The following documents shall be attached to the priority list of the CU: (1) itemized budget of each applicant and basis for proposed amounts; and (2) proof of applicant's program status (must indicate what remains to be done e.g., how many chapters, if any, have been written up, etc.) certified by advisor, copy of grades, letter of recommendation from advisor.

11. The CU committee shall forward its recommendations to the System Committee on Ph.D. Incentive Grant (C/V) to the Office of the Vice President for Academic Affairs (OVPAA), which shall select the best applications from among the CUs and rank them accordingly.

12. The VPAA (Vice President for Academic Affairs) and the VPPI (Vice President for Planning and Finance) shall finalize the individual budgets of applications recommended by the System Committee, and shall make adjustments, if necessary, so as to ensure that the costs are justified and the rates (for travel, accommodation) are reasonable.

13. Once approved, grantees may apply for pre-travel and clothing allowances from their respective CUs.

14. Grantees shall sign a contract with the University upon acceptance of the award and shall be bound by University rules on remaining fellows.

15. Grantees shall commence their research within a year from the notice of the award.

16. Grantees shall submit a mid-term report to the Chancellor through the VC/RD (Vice Chancellor for Research and Development) and turn in the final report within a month after the grant ends. The UP RU shall have the option of the manuscript should the author wish to publish it. Publications and other outputs produced in the course of or as a result of the Ph.D. study or dissertation research and writing shall be bound by the University policy on Intellectual Property Rights.

17. Any publication resulting from the Ph.D. study or dissertation research and writing shall be submitted to the report and acknowledge the support of UP. Comments of the supervisor of the collaborating university's solicitation shall be attached.

18. Faculty supported by the Fund shall be bound by University rules on study leave with pay.

19. At the end of the grant period, grantees shall submit to the VPAA proof of completion of their degree program.

20. Grant recipients who do not leave for study shall retain the entire sum received, or return the balance if they shorten their stay abroad.

21. Those whose grants are terminated for cause during the period of study shall return the full amount received.

22. Permanently to the University shall be made direct in case of resignation or retirement, or through salary deductions in other cases.

23. Failure to comply with the terms of the grant shall disqualify the recipient from all UP grants and open them to such actions as may apply to regaining fellows and violations of pertinent University regulations.

*Adapted from "The support of a culture of scholarship and research: the University of the Philippines, University of the Philippines, System Office, 2007."
ANNEX 5

IMPLEMENTING GUIDELINES OF GRANT FOR SABBATICAL RESEARCH

1. The grant is intended for faculty members on sabbatical who will undertake research or creative work during their period of leave from teaching and other duties.

2. Regular, full-time faculty members applying for sabbatical for the purpose of research or creative work (including the writing of textbooks/chapters of textbooks) in their discipline may apply for the grant.

3. Applicants applying for sabbatical for the first time whose projects are not funded from other sources shall be given priority.

4. The grant shall be in the form of a research/creative work contract in the amount of P33,000 net of tax (equivalent in monetary value to a Professional Chair award). The grant shall be released upon signing of contract provided the application for sabbatical has been approved.

5. A total of five awards shall be available annually.

6. Applicants should submit to the Chancellor through the VCO (Vice Chancellor for Research and Development) a description of the proposed work and intended output. The scope of the project is expected to be commensurate to the grant amount.

7. The CUs (Constituent Universities) shall prioritize all applications.

8. The System Committee on Research Grants and Creative Work shall evaluate the recommendations of the CUs and rank the best three based on merit. The President shall have final approval.

9. The OVPA deadline for all completed applications shall be April 30 of the sabbatical year (irrespective of the period of sabbatical).

10. A grantee shall submit the final output to the OVPA through channels (e.g., the Chancellor and VCO) upon receipt of the grant.

11. Grantee to comply with the terms of the grant shall return the full amount received. Furthermore, they shall be disqualified from all University grants.

12. The UP Press shall have last option on the manuscript should the author wish to publish it.

13. Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the grant. University provisions on intellectual property right shall likewise be implemented.

ANNEX 6

IMPLEMENTING GUIDELINES OF EMERGING S&T FIELDS GRANT

1. This Grant shall support inter/multi-disciplinary research programs/projects related to the EOR-approved list of emerging fields in S&T.

2. The components of the "Emerging S&T Grant" are the following:

   a. Institutional Development Grant - for the acquisition of equipment and for maintenance and operating costs to be used by existing as well as proposed R&D programs

   b. Emerging S&T Research Grant - for undertaking research projects in support of the emerging S&T Research programs. The guidelines shall be patterned generally on the existing UP System Research and Creative Work Grant.

3. Regular faculty with the rank of Assistant Professor and higher, and RPPS with the rank of University Researcher I and higher, may apply for the Grant, individually or as a group.

4. The following application process shall be followed:

   a. Proposers shall submit 6 copies of research proposals using OVPAA Emerging S&T Form-01 and/or Form-12.

   b. Preliminary screening shall be done at the CU level, the proposals shall be endorsed through channels to the System Committee on Emerging S&T Fields, c/o OVPA.

   c. After a preliminary evaluation by the System Committee, the proposers, together with the Vice Chancellor for Research (or the equivalent) of all CUs involved in case of research programs shall be invited for interview and requested to present (PowerPoint presentation) their proposals before the System Committee. The latter shall assist the proposers improve the proposals, if necessary.

   d. The proposers shall revise the proposals as agreed upon during the presentation/interview.

5. The System Committee shall recommend to the President the research programs/projects to be funded.

6. The number of grants to be awarded shall be subject to availability.
of funds. Research programs which require big amounts of funding may be submitted as a UP proposal to other funding agencies like DOST, with substantial UP counterpart.

7. The CU Offices of the Vice Chancellor for Research (or the equivalent) shall be responsible for monitoring the progress of the research programs/projects. An annual report shall be submitted to the OVPAAA.

8. Should results of the research programs/projects be published or publicly presented, the funding support from the University shall be acknowledged. The provisions of the University’s intellectual property rights shall be followed.

9. The provisions of the contract particularly the terms of reference and the contractual obligations shall be discussed with the grantee(s) prior to execution of the contract.

10. Additional guidelines shall be set as need arises.

LIST OF EMERGING FIELDS IN S&T TO BE DEVELOPED IN U.P.

MATERIALS
bio-materials; bio-fuels; pharmaceutically/nutraceuticals; nano materials; molecular medicines

BIO TECHNOLOGY
nanotechnology; food sufficiency (robust crops, yield enhancement); bioinformatics; disease characterization and DNA sequencing (diagnosis, vaccine development); drug discovery and drug delivery; bio-materials; biodiversity; bio-monitoring

PERVASIVE COMPUTING
advanced microelectronics and computational algorithms; “systems on a chip”, reconfigurable, cognitive and software-defined radio; machine vision and new user interfaces; environmental monitoring and habitat protection (disaster mitigation and early warning systems; energy efficient sensors and instrumentation); precision agriculture and aquaculture; next generation networks and Internet/Network algorithms and quality of service; distributed computing; optical communications in wired, wireless; cost-effective rural connectivity and distance learning; pervasive healthcare (telemedicine)

MEASUREMENT AND INSTRUMENTATION
(in support of Materials, Biotechnology and Pervasive Computing)
nonmeter (10^-6 meter) scale; nanoscale (10^-9 seconds) events; phonotronics; separation science; mechanics (macro/nano scale)

ANNEX 7
IMPLEMENTING GUIDELINES OF PH.D. INCENTIVE AWARD

Rationale
The PhD Incentive Grant aims to provide the necessary incentive and support to faculty members of UP Diliman who recently obtained their PhD to start their research/creative work in UP Diliman. It also aims to serve as an incentive for new PhDs to publish their dissertation work in a reputable, refereed journal. In this way, the grantee can begin establishing a publication record that will strengthen the faculty's chances of obtaining future grants for further academic work.

Implementing Guidelines

1. Regular faculty members who obtained their PhD from 2005 onwards may apply. Applicants must have received their PhD within twelve (12) months of application. (Note: For the first year of implementation, all regular faculty members who received their PhD in 2005 may apply.)

2. The grant may be used to support any research/creative work related activity such as but not limited to the following: initial set up of a research laboratory, purchase of equipment, books, materials needed for future research endeavors, conducting preliminary research activity, a research project, artistic work, etc.

3. Proponents can avail of funding support for a maximum of two years but funding release will be on a yearly basis subject to submission of reports.

4. Research/creative work related activities that will last for more than a year should be programmed in such a way that each year is a self-contained phase with specific outputs. After the requirement and outputs of the previous year have been completed, the proponent may submit a proposal for renewal for possible funding. Approval of the first year does not guarantee funding for subsequent years.

5. The maximum financial assistance per year is P300,000.
6. Grantees shall sign a contract with the University indicating the purpose, expected output, and intellectual property rights of the parties involved upon acceptance of the award.

The project funds shall be released as follows:

50% of the total amount shall be released upon approval of the grant and upon signing of the Memorandum of Agreement

25% of the total amount shall be released upon submission of the mid-project progress report and settlement of the 50% total funds released

25% of the total amount upon submission of the final report and settlement of the 25% total funds released

7. Grantees shall submit a mid-term report to the Chancellor six months after the start or renewal of the grant. A final report shall be submitted within three (3) months of the end of the grant. The mid-term and final report shall be submitted to the Chancellor through OVCRD. A manuscript must also be submitted within nine (9) months of the start of the grant. Grantees should submit within nine (9) months of the start of their grant, a manuscript based on their PhD dissertation along with proof that such manuscript was submitted to a reputable, refereed journal for publication therein. Grantees who have published their work in refereed journals even prior to graduation may submit copies of such articles in fulfillment of this obligation. Non-fulfillment of this obligation may be a ground for non-renewal.

8. Grantees shall continue to perform the functions of faculty during the grant period.

9. Grantees will no longer be considered for other OVCRD grants for the same year. The same may still apply for other System grants.

10. Grantees who fail to comply with the terms of the grant for any malicious reason and those whose grants are terminated for cause during the project period, shall return the full amount received. Furthermore, they will be disqualified from all University grants for a period of two (2) years. Should the recipient resign or be terminated from UP before completing the project, s/he shall automatically lose the grant and should return the amount unused. In either case, s/he shall be disqualified from all other University grants.

ANNEX 8

IMPLEMENTING GUIDELINES OF OPEN GRANT

Rationale
The Open Grant Research Scheme is in line with the University's thrust towards the promotion of a strong research and development culture. The Open Grant supports well-defined research programs of highest quality and standards that will lead to significant advances in the research thrusts of UP Diliman. The Open Grant shall be awarded to ground-breaking, innovative collaborative researches such as cutting edge basic research projects that promote advanced study in the social sciences or humanities; applied research with policy and programmatic implications; and technology innovation with commercial possibilities.

Implementing Guidelines

1. Projects involving multidisciplinary/interdisciplinary collaborations will be given clear preference. The collaboration between all team members must be clearly established and necessary to achieve the aims of the project. The number of collaborators should normally be 2-4 and no more than 4 unless an increase in the number of members is clearly critical for the multidisciplinary/interdisciplinary nature of the project.

2. All proponents must be regular faculty members of REPS in active service in UP Diliman or in UP Extension Program in Pampanga. The Program Leader must have an excellent track record in the completion of research projects and significant experience in administering a research program. The publication and research record of all the proponents will be considered. In lieu of publications, approved patent applications and other similar research outputs may be considered, when relevant to the proposed program.

3. A Research Program proposal should be submitted in the format prescribed by the OVCRD. The proposal shall consist of separate chapters for the individual projects/studies comprising the program, but must include comprehensive introductory chapters.

4. Research collaboration with other institutions here and abroad should also be clearly explained in the proposal. Existing infrastructure and equipment that can be used to successfully implement the proposal should also be indicated.
5. The Grant shall be for a minimum of one (1) year and generally for a maximum of three (3) years. Release of funds will be on a yearly basis subject to submission of progress reports and technical evaluation of such reports.

6. The Grant shall support a research program that is implemented through component research projects/studies. Honoraria for personnel, equipment purchase, and infrastructure development may be included in the budget in addition to the MOOE-Budget. Budget may be allocated for patent application, publication or dissemination of research output, provided that such allocation shall not exceed 5% of the total amount of the Grant.

7. A maximum of two project leaders for each component research project is allowed. The honorarium, however, will be divided equally between them.

8. The rate of honorarium of Program Leader, Project Leader and salary rates of the project staff will follow UP rates.

9. If the program is receiving funding from elsewhere (outside UP), such funding must be clearly indicated in the proposal, and the contribution of the OVC-RD Open Grant relative to the other funding sources, and the activities to be funded by the Open Grant.

10. Upon termination of the Grant, equipment purchased and infrastructure developed pursuant to the Grant shall be the property of the College where these are located during the term of the Grant, unless there is a request from the Program Proposants, sourced through their College/Unit, that the Chancellor award such equipment to a different unit.

11. The Grant shall be governed by a contract indicating the purpose and expected output. It shall be administered subject to accounting and COM rules.

12. The proponent will be informed of the results of the proposal evaluation through a letter. Comments, suggestions, and other relevant points raised by the Evaluation Committee will be relayed to the proponent. If the proposal was not considered for funding, the OVC-RD will not provide additional information other than what is written in the letter to the proponent. The decision of OVC-RD is final. No appeals will be considered. After the evaluation, the OVC-RD will send all the documents submitted except 1 copy for its file, regardless of whether these were approved for funding or not.
# Proposal Format

## Part 1: Proposal Summary

1. Title of the Study
2. Purpose of the Study
3. Significance of the Study
4. Description of the Study
5. Objectives of the Study
6. Literature Review
7. Methodology
8. Proposed Work
9. Timeline
10. Budget

## Part 2: Current Research

1. Introduction
2. Literature Review
3. Methodology
4. Description of the Study
5. Objectives
6. Materials and Methods
7. Results
8. Conclusion

## Part 3: Budget

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<th>Category</th>
<th>Amount</th>
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</thead>
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<tr>
<td>Personnel</td>
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<tr>
<td>Materials</td>
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<tr>
<td>Travel</td>
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<tr>
<td>Total</td>
<td>$16,500</td>
</tr>
</tbody>
</table>

**Note:** This budget is preliminary and subject to change. Final costs will be determined after a detailed cost analysis is conducted.

---

**Author:** John Doe

**Date:** January 1, 2023
### Table 1: Summary of Project Data

<table>
<thead>
<tr>
<th>Date of Receipt</th>
<th>Date of Approval</th>
<th>Project Title</th>
<th>Funding Agency</th>
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<tbody>
<tr>
<td>01/01/2023</td>
<td>02/01/2023</td>
<td>Research on Climate Change</td>
<td>NSF</td>
</tr>
<tr>
<td>03/01/2023</td>
<td>04/01/2023</td>
<td>Development of Sustainable Energy Systems</td>
<td>DOE</td>
</tr>
</tbody>
</table>

### Table 2: Project Details

<table>
<thead>
<tr>
<th>Objective</th>
<th>Milestone</th>
<th>Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase public awareness</td>
<td>Reach 10,000 participants</td>
<td>95% satisfaction rate</td>
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</table>

### Table 3: Budget Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Personnel</td>
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<td>Equipment</td>
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<tr>
<td>Travel</td>
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<tr>
<td>Total</td>
<td>$65,000</td>
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### Table 4: Project Timeline

<table>
<thead>
<tr>
<th>Phase</th>
<th>Start Date</th>
<th>End Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td>05/01/2023</td>
<td>06/01/2023</td>
<td>Project planning and feasibility study</td>
</tr>
<tr>
<td>Design</td>
<td>07/01/2023</td>
<td>09/01/2023</td>
<td>Design of research infrastructure</td>
</tr>
<tr>
<td>Build</td>
<td>10/01/2023</td>
<td>12/01/2023</td>
<td>Construction and equipment setup</td>
</tr>
<tr>
<td>Test</td>
<td>01/01/2024</td>
<td>03/01/2024</td>
<td>Preliminary testing and evaluation</td>
</tr>
<tr>
<td>Final</td>
<td>04/01/2024</td>
<td>05/01/2024</td>
<td>Final testing and report preparation</td>
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</table>

### Table 5: Project Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Smith</td>
<td>Principal Investigator</td>
<td>123-456-7890</td>
</tr>
<tr>
<td>Mr. Johnson</td>
<td>Co-Investigator</td>
<td>098-765-4321</td>
</tr>
<tr>
<td>Ms. Brown</td>
<td>Researcher</td>
<td>111-222-3333</td>
</tr>
</tbody>
</table>

### Table 6: Project Report

- **Objective:** To investigate the impact of renewable energy sources on local economies.
- **Milestones:** Complete data collection by June 2023.
- **Indicators:** Increase in local employment by 10%.

---

**Signature:**

[Signature]

Date: [Date]
# Curriculum Vitae

## 1. Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
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</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

## 2. Educational Background

<table>
<thead>
<tr>
<th>Year</th>
<th>Institution</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
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<td>BS</td>
</tr>
<tr>
<td>2002</td>
<td>Institute</td>
<td>MS</td>
</tr>
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</table>

## 3. Work Experience

<table>
<thead>
<tr>
<th>Company</th>
<th>Position</th>
<th>Duration</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Company</td>
<td>Manager</td>
<td>2005-2010</td>
<td>Supervise team</td>
</tr>
<tr>
<td>XYZ Corporation</td>
<td>Analyst</td>
<td>2010-2015</td>
<td>Analyze data</td>
</tr>
</tbody>
</table>

## 4. Research Interests/Fields of Specialization

- Interest 1
- Interest 2

## 5. Publications

- Paper 1
- Paper 2

## 6. Proposals Submitted to the Oxford

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Proposal Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Project</td>
<td>2016-01-01</td>
<td>Accepted</td>
</tr>
<tr>
<td>Proposal 2</td>
<td>2017-02-02</td>
<td>Submitted</td>
</tr>
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</table>

Date: ____________
ANNEX 10

UNIVERSITY OF THE PHILIPPINES
SYSTEM GRANT
RESEARCH AND CREATIVE WORK GRANT

Application for Research and Creative Work Grant under the Creative and Research Scholarship Fund

Full Name: ____________________________
Institution: ____________________________
Department/Unit: ______________________

I hereby certify that I am not currently engaged in any research work or creative work funded by the University.

Signature: ______________________________
Date: ________________________________

Please attach a copy of your completed curriculum vitae and a detailed proposal outlining:

1. Title of Project
2. Description
3. Abstract (A brief summary of the project to be submitted to the Research Council)
4. Significance
5. Objectives
6. Conceptual Framework
7. Methodology
8. Equipment
9. Methodology
10. Work Plan

Signed: ________________________________
Date: ________________________________

Note: The application for grant shall be submitted to the Research Council. The approved budgets shall be allocated to the accounts specified by the research council.

ANNEX 11

UNIVERSITY OF THE PHILIPPINES
SYSTEM GRANT
TEXTBOOK WRITING GRANT

Application for Textbook Writing Grant under the Creative and Research Scholarship Fund

Full Name: ____________________________
Institution: ____________________________
Department/Unit: ______________________

I hereby certify that I am not currently engaged in any textbook writing project funded by the University.

Signature: ______________________________
Date: ________________________________

Please attach a copy of your completed curriculum vitae and a detailed proposal outlining:

1. Title of Project
2. Description
3. Abstract (A brief summary of the project to be submitted to the Research Council)
4. Significance
5. Objectives
6. Conceptual Framework
7. Methodology
8. Equipment
9. Methodology
10. Work Plan

Signed: ________________________________
Date: ________________________________

Note: The application for grant shall be submitted to the Research Council. The approved budgets shall be allocated to the accounts specified by the research council.
ANNEX 12

UNIVERSITY OF THE PHILIPPINES
SYSTEM GRANT
POSTDOCTORAL RESEARCH GRANT

Applicant for Postdoctoral Research Grant under the Creative and Research Scholarship Grant

Name: [Name]
Student No. [Student No.]
Naturalization: [Naturalization]
Department/Institute: [Department/Institute]
College: [College]
Length of Service: [Length of Service]
Qualification: [Qualification]
When awarded: [When awarded]
Title of Dissertation: [Title of Dissertation]
Novelty of Work: [Novelty of Work]
Brief list of previously published work (and publications currently being prepared): [Brief list of previously published work (and publications currently being prepared)]
Proposed period of study: [Proposed period of study]

Signature: [Signature]
Date: [Date]

I hereby certify that:

[ ] I have not applied for a grant from any other agency in the Philippines or overseas.

(Attach budget proposal).

[ ] I have applied for a partial grant from...

In order to cover the cost of...

I estimate that I will need...

(Attach budget of both grant applications).

Signature: [Signature]
Date: [Date]

Please attach the following to your application:

1. Field of Assistance by the University/Institution
2. Budget Proposal
3. Two (2) formal references from Senior Colleagues
4. Copy of updated Curriculum Vitae that includes a list of all publications
5. Letter of recommendation from the Department Chair/Institute Director and the College Dean

(Attachments of Expert Panel's Technical and Financial Qualifications, Faculty Development, Center, and Institutes of the System, Dean's Office or the Vice President for Academic Affairs, University of the Philippines, 1996.)
Annex 14

APPLICATION FORM FOR EMERGING RESEARCH PROJECT

I. GENERAL INFORMATION

INSTITUTIONAL DEVELOPMENT GRANT
(Proposed and Funding Requested)

A. RESEARCH PROGRAM

B. RESEARCH INFRASTRUCTURAL APPLICATIONS

<table>
<thead>
<tr>
<th>MANUFACTURING COST</th>
<th>HUMAN CAPACITY</th>
<th>INSTITUTIONAL ABILITY</th>
<th>AGENDA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. BUDGET DESCRIPTION (INDIVIDUAL PROJECTS)

D. EXECUTIVE SUMMARY

E. BUDGET JUSTIFICATION

F. INSTRUMENTATION AND EQUIPMENT

G. SPECIAL EQUIPMENT

H. SUMMARY SHEET

I. SPENDABLE INCOME AND EXPENDITURE

J. SUMMARY SHEET WITH APPROPRIATION

K. BUDGET JUSTIFICATION FOR SPENDABLE INCOME AND EXPENDITURE

L. APPROPRIATION SHEET
### Annex 15

**APPLICATION FORM FOR EMERGENCY RESEARCH GRANT**

**EMERGENCY RESEARCH GRANT**

1. **PROPOSAL TITLE**
   - Briefly describe the purpose and objectives of the proposed research.

2. **PROPOSAL HISTORICAL ANTICIPATION**
   - Name
   - Degree obtained, degree, major, year, school, college
   - Institution/University/College

3. **PROJECT/RESEARCH (not more than 200 words)**
   - Description of research program
   - Current research program is a major component of the
   - proposed plan/strategy
   - Training program

4. **Expected results (not more than 300 words)**
   - Project
   - Academic
   - Economic
   - Other benefits (not more than 300 words)

5. **HISTORICAL RESEARCH INSTITUTIONS/AGENCIES GRANTING THE PROJECT**

<table>
<thead>
<tr>
<th>Title</th>
<th>FUNDING AGENCY</th>
<th>URGENCY</th>
<th>DEGREE</th>
<th>SIMULATION PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SESSIONS AND DEADLINES**

- Sessions and deadlines requested if any
- Sessions and deadlines include the following:
  - Proposal/Thesis Proposal
  - Final report copy and submission
- Degree proposal or major research dissertation and final report
- Deadlines and deadlines
- Exact deadlines and deadlines

**ESTIMATED DURATION**

- Exact duration
- Estimated duration

**SIGNATURES**

- [Signature]
- [Signature]
- [Signature]
ANNEX 16

Office of the Vice Chancellor for Research and Development
University of the Philippines
W育

NEGOTIATING AWARD
Application Form

1. ABOUT THE PROPOSAL
   Last Name
   First Name
   Middle Name
   Residential Address
   Contact No.
   Email Address
   Position
   Gender
   Department/Unit
   College
   Degree/Field of Study
   Date of Birth

2. DESCRIPTION OF THE PROPOSED RESEARCH/CREATIVE WORK RELATED ACTIVITY
   A. Nature of proposed research/creative work.
   B. Objectives of the work. Details to key proposed methods and expected outcomes.
   C. Nature of proposed research/creative work and specific research/creative work.
   D. Expected Impact
   E. Support/Justification

3. CERTIFICATION
   I hereby certify that the information on this application is true and correct as my knowledge and
code. I understand that any false representation of facts or omission to state any significant fact
will result in the rejection of my application. A falsifying statement required to be submitted in this
application may be penalized under any provision of the law.

[Signature of Proposer and Date]
ANNEX 19

REPORT ON ANNUAL/QUARTERLY
WORK/TALENT BONDING

CONFIRMATION

DATE: ______________________

Section

1. Name: ______________________
2. Position: ______________________
3. Date of Bonding: ______________________
4. Type of Bond: ______________________
5. Period of Bonding: ______________________

ANNEX 20

STATEMENT OF ACCOUNTANCY FOR RESEARCH MANAGEMENT

DATE: ______________________

DATA

In accordance with the University's regulations, the accountancy for research management is hereby submitted for your information.

The accountancy for the DOST-FRMI Fund, totaling ______________________, is subject to the following conditions:

1. __________
2. __________
3. __________
4. __________

The accountancy is hereby submitted for your information. Please refer to the Office of the Vice Chancellor for Research and Development, University of the Philippines for the details.

Vice Chancellor

Approval/Endorsement:

Sponsor of Accountancy