

Guidelines on Creative Work and Research Grant

1. Purpose

The grant aims to encourage faculty and REPS to undertake research that will lead to publications or exhibitions or performances of creative work or other significant output such as patents, new software, and advanced technologies. To ensure the quality of output, work resulting from the grant shall be refereed prior to the full release of the grant.

2. Eligibility

- 2.1. Regular, full-time faculty with the rank of Assistant Professor and higher, and REPS with the rank of University Researcher I and higher, may apply for the grant provided they meet the qualifications stated in table 1.
- 2.2. The track record of applicants in completing creative/research projects (whether UP-funded or not) shall be examined by the screening committees of the CU and the System. Faculty and REPS with poor track record shall not qualify for the grant.
- 2.3. 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.
- 2.4. In highly exceptional cases, instructors and REPS with the rank lower than University Researcher I may be considered for the grant.

3. Scope of Grant

- 3.1. The grant shall support research or creative projects in any field (basic and applied), such as literary work, scientific research, artistic work, invention, software, and so on, 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 this field.
- 3.2. The grant shall be for one year and, in rare cases, may be extended up to six months at most. The request for extension, however, must be justified, including the submission of work thus far completed. No additional amount shall be provided for the extension.

4. Contract Rate

- 4.1. The contract rate is based on the total number of hours (estimated and expected by the OVPAA) to be spent by a grantee on the project multiplied by an “hourly rate” depending on the grantee’s rank.
- 4.2. The grant assumes that a faculty member teaches/works 10.5 months/year, 22 working days/month at 8 hours/day, which is equivalent to 1,848 hours/year. An hourly rate is then obtained by dividing the grantee’s annual salary by the total teaching/working hours. This gives an hourly rate of annual salary/1,848 hours.
- 4.3. It is also assumed that a grantee will work on the project for 3 hours/day, 30 days/month for 12 months. This amounts to 1,080 total hours of project work.
- 4.4. The contract rate, obtained by multiplying the total hours by the hourly rate, shall amount to 1,080 hours x (annual salary/1,848 hours), or approximately 58 percent of the annual salary.

5. Requirements

- 5.1. Applicants shall submit an application (see form) containing their research proposal.
- 5.2. Their project must be one that can be completed in twelve months.
- 5.3. A budget need not be submitted; the applicant may use the contract fee for whatever research purpose he/she deems necessary.
- 5.4. The recommending CU shall ascertain the applicant’s track record in completing research and other projects.

6. Procedure

- 6.1. Applications shall be sent to the CU screening committee for research grants and creative work. The committee shall forward its recommendations to the VPAA, who shall refer the recommendations to the System committee.
- 6.2. The System committee shall rank the CU proposals according to their content and contribution to knowledge, taking into account the applicant’s credentials and track record. The Committee may refer promising proposals back to the proponents for revision.

- 6.3. The VPAA shall review the recommendations of the System committee and send them to the President for appropriate action.
 - 6.4. Approval of the recommendations shall come from the President, the total number of grants approved will depend on the availability of funds.
 - 6.5. The VPAA shall notify successful applicants and advise them to make arrangements with the OVPAA for the contract and release of funds.
 - 6.6. The VPAA shall likewise inform proponents whose proposals were not accepted and suggest improvements for future applications.
7. Release of Funds
- 7.1. 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.
 - 7.2. Fifty percent of the grant shall be paid upon signing the contract and the balance, upon submission of the manuscript or output in acceptable form (i.e., after review).
8. Obligations of Grantees
- 8.1. Grantees shall continue to perform their regular functions as faculty or 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, he/she shall automatically lose the grant and return the unused amount.
 - 8.2. 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 to the VPAA within two months after the grant ends.
 - 8.3. In no case shall the grant be reviewed or an application from the same grantee be entertained for any other grant under the Creative and Research Scholarship Program until the final result is submitted to the VPAA.
 - 8.4. Grantees who fail to comply with the terms of the grant and those whose grants are terminated for cause during the project period shall return the full amount received. Payments to the University shall be made in full in case of resignation or retirement, and through salary deductions in other cases. Grantees shall also be subject to other sanctions prescribed by

pertinent University rules. Furthermore, they shall be disqualified from all University grants.

9. Review of Output

9.1. Grant results shall be reviewed by referees selected by the VPAA. If the referees find the output acceptable, the VPAA shall release the balance of the grant.

9.2. If the referees suggest substantial revision, however, or raise serious doubts about the quality of the work, the VPAA shall pass on the comments to the grantee and withhold the balance of the grant until the necessary revisions are made.

9.3. Referees shall receive compensation for their work as follows:

- ▶ P2,500 for journal article-length manuscripts
- ▶ A maximum of P5,000 for manuscripts of up to 200 pages
- ▶ A maximum of P7,500 for manuscripts from 200 to 400 pages
- ▶ A maximum of P10,000 for manuscripts longer than 400 pages

10. Intellectual Property Rights

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

10.2. 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 rights shall likewise be implemented.

OVPAA-CWRG/SRG Table1. Minimum Qualifications of Applicants for Grants for Research, Creative Work, and Textbook Writing

Natural and Social Sciences			Arts and Humanities		
Status	With PhD	With MA/MS	With PhD	With MA/MS	With PhD
<u>Junior</u> (Asst. Prof. or University Researcher I-III)	Author or co-author of at least one article in a refereed journal or equivalent chapter or monograph in the last five years	Author or co-author of at least two articles in a refereed journal or the equivalent in book or monograph form, the latest of which was published in the last five years	Author or co-author of at least one article in a refereed journal or its equivalent in an anthology or book in the last five years	Author or co-author of at least two articles in a refereed journal or the equivalent in anthology or book form, the latest of which was published in the last five years	Artistic contribution or outstanding achievement (solo exhibition or equivalent in performing arts) in the last five years
<u>Senior</u> (Higher ranks)	Author or co-author of at least two articles in a refereed journal or their equivalent in book or monograph form, the latest of which was published in the last five years	Author or co-author of at least four articles in a refereed journal or their equivalent in book or monograph form, the latest of which was published in the last five years	Author or co-author of at least two articles in a refereed journal or the equivalent in an anthology or book, the latest of which was published in the last five years	Author or co-author of at least four articles in a refereed journal or their equivalent in anthology or book form, the latest of which was published in the last five years	Artistic contribution or outstanding achievement (solo exhibition or equivalent in performing arts) in the last five years