

**Office of the Vice Chancellor for Research and Development  
University of the Philippines Diliman**

**General Guidelines  
Thesis and Dissertation Grants**

**1. Purpose**

The grant aims to assist in the completion of MA/MS thesis or PhD dissertation of UP Diliman personnel that will lead to a graduate degree. The grant supports thesis and dissertation work in any academic discipline.

**2. Eligibility**

The proponent shall be a regular Faculty Member, Teaching Associate, Teaching Fellow, or Research, Extension, and Professional Staff (REPS) in active service in the University of the Philippines Diliman or in the UP Diliman Extension Program in Pampanga, regardless of the status of employment whether permanent or temporary (but excluding Lecturer and Faculty Member on sabbatical leave), enrolled in either campus and whose thesis or dissertation proposal has been approved by the appropriate College Graduate Committee.

**3. Contract Rate**

The maximum grant is PhP30,000.00 for master's thesis or P60,000.00 for doctoral dissertation. In no case shall additional funding be subsequently granted beyond the approved grant duration.

**4. Scope of Grant**

- 4.1. The grant shall be for a maximum duration of one year. The implementation of the thesis or dissertation may commence at the date of approval by the thesis or dissertation panel as cited in the Approval Sheet, provided that the completion date is within the year the proposal is approved for by OVCRD.
- 4.2. The grant may be utilized for the following Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO):
  - 4.2.1. Other Services under MOOE such as project staff salaries; (Salaries of project staff shall follow UP rates; these shall be taxable.)
  - 4.2.2. Maintenance and Other Operating Expenses such as supplies and materials, books, travel expenses, laboratory analytical services, conference attendance expenses, equipment rental, sundry (reproduction, communication, internet services);
  - 4.2.3. Capital Outlay such as small laboratory machine, audio-visual equipment, and office machine necessary in the conduct of research or creative work;
- 4.3. Co-funding may be allowed. Relevant information shall be cited in the appropriate section in the application form.

## 5. Release of Funds

The thesis or dissertation funds shall be released in full upon signing of the Memorandum of Agreement.

## 6. Obligations of Grantee

- 6.1. The grantee shall submit a final Summary of Expenses.
- 6.2. The grantee shall, before the end of the grant, submit a duly accomplished UPD **Invention Disclosure Form** and/or UPD **Copyright Information Form before prejudicial disclosure of intellectual property**. In addition, he/she shall submit the following proofs of output:
  - 6.2.1. Approval/Signature Sheet of the MA/MS thesis or PhD dissertation as issued by the College that is granting the graduate degree; and
  - 6.2.2. Electronic copy of the thesis or dissertation in PDF in a CD or USB drive, or through email.
- 6.3. All submitted proofs of output shall be subjected to verification by OVCRD.

## 7. Intellectual Property Ownership

- 7.1. Research inventions, copyrights, trademarks and other intellectual property rights conceived, discovered and reduced to practice by its employees, agents or students in the course or as a result of the grant will be owned by the University in accordance with the Revised Intellectual Property Rights Policy of the University of the Philippines System (3 June 2011). The said IPR Policy provides that shares in royalty and other payments that may be earned from such IP will be shared among the author/inventor/creator, the University, and the System.
- 7.2. The OVCRD shall have the right to first publication of any output arising from this project. The Grantee, however, has the right to select the publisher should the OVCRD through *Humanities Diliman*, *Social Science Diliman* or *Science Diliman* fail to publish his/her work within six (6) months from the date of submission of the manuscript, or declines to publish or fails to review the paper within three (3) months. Grantees who submit their output within the grant period to ISI-accredited journals or similarly indexed citations and the output is accepted, may be exempted from this six-month first publication rule.
- 7.3. Should the result of the project be published or publicly presented or exhibited, UP Diliman shall be acknowledged as the source of the grant. The grantee shall provide a copy of any publications or program of exhibitions to the OVCRD.

## 8. Sanctions for Failure to Fulfill Obligations of Grantee

- 8.1. For failure to fulfill all obligations of the grant, the grantee shall be required to return all the released funds. For purposes of this section, removal from his/her employment with the University or resignation from the University shall be considered failure to fulfill all obligations of the grant.
- 8.2. Endorsement of any application for external funding of research shall be withheld until all grant obligations are fulfilled.
- 8.3. The grantee who fails to fulfill his/her obligations shall be ineligible for all UP grants.

- 8.4. The faculty member grantee who fails to fulfill his/her obligations shall be ineligible to apply for Research Load Credit or Creative Work Load Credit.
- 8.5. University clearance of the grantee who fails to fulfill his/her obligations shall be withheld should he/she apply for leave, resign or retire from UP Diliman.

## **9. Application Process**

- 9.1. Within the announced deadline, applications shall be accepted by the OVCRD through the PMRGO and evaluated by the Reviewers according to merit.
- 9.2. The OVCRD shall approve proposals based on the recommendation of the Reviewers and on the availability of funds.
- 9.3. The OVCRD shall inform applicants whose applications for funding could not be granted during the particular round of proposals. The comments, suggestions, and other relevant points raised by the Reviewers shall be relayed to the proponents. They shall be allowed to reapply in the next call for proposals.
- 9.4. The OVCRD shall notify successful applicants and advise them regarding arrangements with the OVCRD for the Memorandum of Agreement and the release of funds.
- 9.5. Each proponent shall keep a complete copy of his/her proposal and other documents submitted to the OVCRD in connection with his/her application for grant. After the evaluation, the OVCRD shall keep one copy only for its file, regardless of whether the application was approved for funding or not.

## **10. Application Requirements**

- 10.1. Applicants shall submit the prescribed application form containing the proposal, with the necessary endorsements, in 3 hard copies.
- 10.2. Applicants shall submit an electronic copy of their full application in PDF in a CD or USB drive, or through email.