General Guidelines

Research & Creative Work Load Credit Grants
(Without Project Funding)

1. Purpose

This grant aims to support UP Diliman/ UPDEPP faculty members doing research/ creative work, without project funding, by only reducing the required teaching load of 12 units per semester or 24 units per academic year.

2. Eligibility

Instead of using UP Form 67-C1c, applicant for RLC/ CWLC without project funding may apply for this grant. RLC/ CWLC applicant must be a regular Faculty Member 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, Professor Emeritus, and Faculty Member on sabbatical leave). In exceptional cases, Instructor without Study Load Credit may be considered for the grant.

3. Research and Creative Work Load Credit Units

Load credits for research and creative work without project funding may be granted for 1, 2, or 3 units per semester.

4. Obligations of Grantee

4.1. The grantee shall submit a proper progress report or final report certified by the Dean/Head of units at the end of the semester or term for which RLC/ CWLC is granted.

4.2. The grantee shall submit any of the following as proof of output at the end of the project period:

4.2.1. Research project with corresponding technical report

4.2.2. Creative work with corresponding permanent documentation

4.2.3. Accepted, peer-reviewed article in a national/international journal

4.2.4. Creative output in a national/international forum/presentation

4.2.5. National policy, regulation, bill, or law with public acknowledgment

4.2.6. New patent claim

5. Intellectual Property Ownership

5.1 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 (as approved by the BOR during its 1269th meeting on 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.

5.2 The OVCRD shall have the right to first publication of any output arising from the project. The grantee, however, has the right to select the publisher should the OVCRD through Humanities Diliman, Science Diliman or Social Science Diliman (a) decline to publish or fail to review the paper within three (3) months upon submission of full manuscript and corresponding Manuscript Submission Form, or (b) fail to publish his/her work within six (6) months after acceptance of the peer reviewed and duly revised full paper.

5.3 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 publication or program of exhibition to the OVCRD.

6. Sanctions for Failure to Fulfill Obligations of Grantee

6.1. Endorsement of any application for external funding of research shall be withheld until all grant obligations are fulfilled.

6.2. The grantee who fails to fulfill his/her obligations shall be ineligible for all UP grants.

6.3. University clearance of the grantee who fails to fulfill his/her obligations shall be withheld should s/he apply for leave, resign or retire from UP Diliman, unless he/she pays the University the cash equivalent of the RLC/ CWLC granted to him/her.

7. Application Process

7.1. Within the announced deadline, applications shall be accepted by the OVCRD through the PMRGO and evaluated by the Reviewer(s) according to merit.

7.2. The OVCRD shall endorse proposals based on the recommendation of the Reviewer(s).

7.3. The OVCRD shall inform applicants whose applications could not be granted during the particular round of proposals. The comments, suggestions, and other relevant points raised by the Reviewer(s) shall be relayed to the proponents. They shall be allowed to reapply for the next semester.

7.4. The OVCRD shall return approved applications through the Dean/Head of units.

8. Application Requirements

8.1. Applicants shall submit the prescribed application form containing the proposal (except yet the original signatures), with the necessary endorsements, in one hard copy.

8.2. Applicants shall submit an electronic copy of their full application using OVCRD’s new system for online submission of project proposals at http://projects.ovcrd.upd.edu.ph/ovcrd/.