MEMORANDUM NO. FRN 14–015

TO: DEANS AND HEADS OF UNITS
ALL FACULTY

FROM: FIDEL R. NEMENZO, D.Sc.
Vice-Chancellor for Research and Development

SUBJECT: Call for Submission of RLC/CWLC Applications for 2nd Semester, A.Y. 2014-2015

DATE: 28 November 2014

We are now accepting applications for Research Load Credit/Creative Work Load Credit (RLC/CWLC) for the 2nd Semester AY2014-2015. We encourage early submission of the applications, preferably before the end of the 1st semester.

In light of the new academic calendar, please be reminded of the following deadlines:

a) 12 December 2014. Online applications for RLC/CWLC (personally funded);

The OVCRD would like to reiterate that applications duly approved by the unit for RLC/CWLC (personally funded) will only be accepted online, followed by submission of the original signed hard copy of the RLC/CWLC Grant application form. Revised guidelines and application forms can be downloaded from [http://projects.ovcrd.upd.edu.ph/ovcrd/](http://projects.ovcrd.upd.edu.ph/ovcrd/).

b) 15 December 2014. Submission to OVCRD of complete applications (by batch) for RLC/CWLC (with project funding) from each College/ Unit, using UP Form 67-C1a,b,c Revised November 2014 as appropriate, in one original signed hard copy (please see enclosed).

Please note that applications not completely filled up or missing the following supporting documents shall be returned to the Colleges/Units unprocessed:

a. Capsule proposal in case of research project on proposal stage to a funding agency;
b. Actual Grant Contract/ MOA with LIB (line item budget) in case of approved/ongoing project;
c. Progress/Final report of the latest grant of RLC/CWLC; and
d. Proof of Extension for project extending beyond the date of completion per actual contract/ MOA.

Likewise, please note that applications from Colleges/ Units who did not submit their research agenda, or from faculty members with overdue accountabilities with OVCRD, shall be returned unprocessed.

OVCRD would like to reiterate that applications without proper reports (please use UP Form 67-C1d) shall be returned unprocessed. (Excerpts from the UPD Faculty Manual including 2005 Updates and 2011 Updates pertaining to research, creative work, and extension):

4.3.3.b In no case shall an application, whether new or renewal, for any number of credit units, be processed when all properly filled in and recommended reports of accomplishment or progress reports have not been received by the OVCRD from the applicant. The Department Chair, Institute Director or Division Head, together with the Dean, shall certify that the faculty member previously granted with RLC/ CWLC has duly submitted the reports. A final report or proof of output shall be submitted to the OVCRD at the end of the project period indicated in the timetable.
OVCROD will return the approved RLC/CWLC Application Forms on or before 12 January 2015. These forms are to be annexed to the Faculty Service Records [Form 67 (FSR)].

As in the previous semester, we encourage more faculty members to apply for RLC/CWLC and devote time to do research and creative work. We look forward to receiving your applications.

Thank you very much.

Enclosed: Revised Form 67-C1 (word file)
1. UP Form 67-C1a (3.0 units or less)
2. UP Form 67-C1b (more than 3.0 units)
3. UP Form 67-C1c (for additional project/s only)
4. UP Form 67-C1d (progress/final report)
(all forms can be downloaded from http://projects.ovcrd.upd.edu.ph/ovcrd/)

cc: Chancellor Michael L. Tan
Vice-Chancellor for Academic Affairs Benito M. Pacheco
APPLICATION FOR RLC/ CWLC 3.0 UNITS OR LESS

(FUNDING IS EXPECTED; IF NOT FUNDED, PLEASE APPLY FOR RLC/ CWLC GRANT AT http://projects.ovcrd.upd.edu.ph/ovcrd/)

Date Accomplished (MM-DD-YY):

Academic Year (YY-YY):

Semester:

Notes:
1. Please submit an original typed/printed and signed copy. Handwritten forms will NOT be accepted.
2. Accomplish one page per project. For additional project/s, kindly fill-up and attach UP form 67-10.
3. Applications that are not completely filled up or missing the right attachments or from faculty members with overdue accountabilities with OVCRD will be returned unprocessed.

I. FACULTY INFORMATION

a. Name:

b. College/Unit:

Inst./Dept./Div.:

c. Designation:

1. Instructor *
2. Asst. Prof.
3. Assoc. Prof.
4. Full Prof.

*May only be eligible if WITHOUT Study Load Credit

d. Nature of Involvement:

1. Proj. Leader
2. Proj. Leader
3. Co-Proj. Leader
4. Artist
5. Author

II. RESEARCH/CREATIVE WORK/TEXTBOOK WRITING INFORMATION

a. Project Type:

1. Research Program
2. Research Project
3. Creative Work
4. Textbook Writing

b. RLC/ CWLC

** For NEW application, please enclose the proper document(s):

c. Captive Proposal in case of project on proposal stage to a funding agency;

b. Actual Grant Contract/ MOA with LB (line item budget) in case of approved/ongoing project; and

c. Proof of Extension for project extending beyond the date of completion per actual contract/MOA.

c. Project Title:

d. Research/ Creative Work Agenda Theme or Topic (of the College/Unit) that is most associated:

e. Date Started:

Date of Expected Completion:

f. Expected Output:

1. research project with corresponding technical report
2. accepted, peer-reviewed article in a national/international journal
3. national/policy/regulation bill, or law with public acknowledgment
4. creative output in a national/international forum or presentation
5. other, please specify:

(h. Percent of Work Accomplished:

III. FUNDING INFORMATION

a. Funding Institution's Full Name:

b. Funding Institution's Classification:

1. UP Diliman
2. UP System
3. DOST
4. Phil. Gov't (except UP&DOST)

5. NGO
6. Private
7. Foreign (please indicate if gov't, NGO, private)

c. Major Equipment Purchased from Proj. Funds (greater than Php100,000.00):

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<tr>
<th>Type</th>
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* I certify that all information/data in this form are true to the best of my knowledge. I understand that a report or proof of outcome is to be submitted to the OVCRD at the end of the semester or term for each RLC/CWLC is granted and at the end of the project period. I further certify that I have no overdue accountabilities for OVCRD-funded and managed projects.

Signature of Faculty Member

Name and Signature of Inst. Director/Dept. Chair/Div. Head

Name and Signature of Dean

FIDE R. NEMENZO, D.Sc.
Vice Chancellor for Research and Development

RLC/CWLC total units/s requested:

RLC/CWLC total units/s recommended:

RLC/CWLC total units/s approved:

* We certify that we have reviewed this application and that the recommended load credit/units were pre-assigned based on the College/Unit's approved Research/ Creative Work Agenda for the Academic Year. We further certify that this application concurred with the College/Unit's detailed guidelines.

Application forms can be downloaded from http://projects.ovcrd.upd.edu.ph/ovcrd/
APPLICATION FOR RLC/ CWLC MORE THAN 3.0 UNITS (FUNDING IS REQUIRED; MUST BE ACCOMPANIED BY AN ENDORSEMENT LETTER)

Date Accomplished (MM-DD-YY):___________________________
Academic Year (YY-YY):___________________________
Semester:___________________________

Notes: 1) Please submit one original typewritten and signed copy. Handwritten forms will NOT be accepted.
2) Accomplish one page per project. For additional project/s, kindly fill-up and attach UP Form 67 – C1d.
3) Applications that are not completely filled up or missing the right attachments from faculty members with overdue accountabilities with OVCORD will be returned unprocessed.

I. FACULTY INFORMATION

a. Name:________________________________________________________

b. College/Unit:____________________________________________________

Inst./Dept./Div.:____________________________________________________

c. Designation: □ 1 Instructor * □ 2 Asst. Prof 3 Assoc. Prof 4 Full Prof

*May only be eligible if WITHOUT Study Load Credit

d. Nature of Involvement: □ 1 Proj. Leader □ 2 Proj. Leader □ 3 Co-Proj. Leader □ 4 Artist □ 5 Author

II. RESEARCH/ CREATIVE WORK/ TEXTBOOK WRITING INFORMATION

a. Project Type: □ 1 Research Program □ 2 Research Project □ 3 Creative Work □ 4 Textbook Writing

b. RLC/ CWLC: □

** For NEW application, please enclose the proper document/s:

1. Capsule Proposal in case of project on proposal stage to a funding agency;

2. Actual Grant Contract/ MOA with LB [line item budget] in case of approved/ongoing project; and

3. Proof of Extension for project extending beyond the date of completion per actual contract/ MOA.

Application Status: □ 1 New** □ 2 Renewal

c. Project Title:____________________________________________________

d. Research/ Creative Work Agenda Theme or Topic (of the College/ Unit) that is most associated:

____________________________________________________

e. Date Started: ________________________________________________

f. Date of Expected Completion: ______________________________________

g. Expected Output: □ 1 research project with corresponding technical report □ 2 creative work with corresponding permanent documentation □ 3 accepted, peer-reviewed article in a national/international journal □ 4 creative output in a national/international forum or presentation □ 5 national policy, regulation, bill, or law w/ public acknowledgment □ 6 new patent claim □ 7 others, please specify:

[h. Percent of Work Accomplished: □: %] (If continuing)

III. FUNDING INFORMATION

a. Funding Institution’s Full Name:____________________________________

b. Funding Institution’s Classification:

院: □ 1 UP Diliman □ 2 UP System □ 3 DOST □ 4 Phil Gov’t (except UP/DOST)

Classification: □ 5 NGO □ 6 Private □ 7 Foreign [please indicate if gov’t/ NGO, private]

c. Major Equipment Purchased from Proj. Funds (greater than P500,000.00):

c.1)_____________________________________________________________

c.2)_____________________________________________________________

c.3)_____________________________________________________________

c.4)_____________________________________________________________

I certify that all information/data in this form are true to the best of my knowledge. I understand that a report of output is to be submitted to the OVCORD at the end of the semester or term for which RLC/CWLC is granted and at the end of the project period. I further certify that I have no overdue accountabilities for OVCORD funded and managed projects.

____________________________________________________
Signature of Faculty Member

RLC/ CWLC total unit/s requested: □

We certify that we have reviewed this application and that the recommended load and/or salary were pre-estimated based on the College/ Unit’s approved Research/ Creative Work Agenda for the Academic Year. We further certify that this application complied with the College/ Unit’s detailed guidelines and was evaluated by the College Executive Board or equivalent body.

Signature of Inst. Director/ Dept. Chair/ Div. Head

Name and Signature of Dean

This application form is sample only. Application forms can be downloaded from http://projects.ovecord.upd.edu.ph/ovecord/
APPLICATION FOR RLC/ CWLC (FOR ADDITIONAL PROJECT/S)
(MUST ACCOMPLISH ONE PAGE PER PROJECT)

I. FACULTY INFORMATION

a. Name:

b. Nature of Involvement:
   □ 1 Proj. Leader  □ 2 Proj. Leader  □ 3 Co-Proc. Leader  □ 4 Artist  □ 5 Author

c. Project Title:

d. Research / Creative Work Agenda Theme or Topic (of the College/ Unit) that is most associated:

f. Date Started: ____________________________  f. Date of Expected Completion: ____________________________

g. Expected Output: □ 1 Research Program □ 2 Research Project □ 3 Creative Work □ 4 Textbook Writing

(If continuing) h. Percent of Work Accomplished: □ □ %

1. research project with corresponding technical report
2. creative work with corresponding permanent documentation
3. accepted, peer-reviewed article in a national/international journal
4. creative output in a national/international forum or presentation
5. national policy, regulation, bill, or law w/ public acknowledgment
6. other, please specify:
7. new patent/claim

III. FUNDING INFORMATION

a. Funding Institution: Full Name:

b. Funding Institution's Classification:
   □ 1 UP Diliman □ 2 UP System □ 3 DOST □ 4 Phil-Gov't (NSPCP/UP/DOST)
   □ 5 NGO □ 6 Private □ 7 Foreign (please indicate if gov't, NGO, private)

c. Major Equipment Purchased from Proj. Funds (greater than PhP100,000.00):
   c.1) ____________________________________________________________________________ c.3)
   c.2) ____________________________________________________________________________ c.4)

* I certify that all information/data in this Form are true to the best of my knowledge. I understand that a report or proof of output is to be submitted to the CORD at the end of the semester or term for which the RLC/CWLC is granted and at the end of the project period. Further, I certify that I have no co-creative accountability for CORD-funded and managed projects.

Signature of Faculty Member

SEE FIRST PAGE

SAMPLE ONLY

Application forms can be downloaded from: http://projects.ypcord.upd.edu.ph/cord/
**REPORT**

**PROGRESS / FINAL REPORT**

(ACCOMPANY ONE PAGE PER PROJECT)

**Report on Research / Creative Work / Textbook Writing**

Date Accomplished (MM-DD-YY):

Academic Year (for which load credit is granted):

Sem:

Notes:
1. For FUNDED project, please submit one original typewritten and signed copy.
2. For PERSONALLY-FUNDED project, please submit online at [http://projects.ovcrd.umd.edu/prf/ovcrd/](http://projects.ovcrd.umd.edu/prf/ovcrd/).
3. Only reports with the signed endorsement of Unit Heads will be accepted.

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**I. FACULTY INFORMATION**

a. Name: ____________________________

b. College/ Unit: ___________________ Inst./ Dept./ Div.: ___________________

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**II. RESEARCH/ CREATIVE WORK/ TEXTBOOK WRITING INFORMATION**

- **Report Type:**
  - [ ] 1. Progress Report
  - [ ] 2. Final Report

- **Project Title:** ____________________________

- **Date Started:** ____________________________

- **Date of Expected Completion:** ____________________________

- **Expected Output:**
  - [ ] 1. Research project with corresponding technical report
  - [ ] 2. Accepted, peer-reviewed article in a national/international journal
  - [ ] 3. National policy, regulation, bill, or law w/ public acknowledgment
  - [ ] 4. Creative output in a national/international forum or presentation
  - [ ] 5. New patent claim

- **Percent of Work Accomplished:** [ ] _____%

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**III. FUNDING INFORMATION**

- **Funding Institution’s Full Name:** ____________________________

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**IV. BRIEF DESCRIPTION OF ACCOMPLISHMENT:**

(You may enclose together with this form the latest report submitted to the funding institution)

- Actual activities undertaken compared to the project objective/s.
- Sample pictures or any proof of creative work, where applicable.
- Activities not accomplished, if any, and the reasons why these were not done.

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**V. OVCRD has the right to subject the report to peer evaluation.**

Prepared by: ____________________________

Noted by: ____________________________

Signature of Faculty Member: ____________________________

Name and Signature of Inst. Director/ Dept. Chair/ Div. Head: ____________________________

Date: __________

Date: __________

**SAMPLE ONLY**

Application forms can be downloaded from [http://projects.ovcrd.umd.edu/prf/ovcrd/](http://projects.ovcrd.umd.edu/prf/ovcrd/)