General Guidelines

Source of Solutions Grants (Special Grants)

1. Purpose

This grant provides funding to support commissioned research or creative work on results-oriented projects or programs, open innovation solutions, or front-end ideation to R&D addressing immediate challenges and pressing concerns of/in UP Diliman. It aims to promote the strategic value of UP Diliman as a microcosm of Philippine society and therefore a great source of solutions (SOS) to many of our most difficult national problems (in education, risk and disaster management, land use, transportation, community safety, etc.).

2. Eligibility

The proponent shall be a regular Faculty Member 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, Professor Emeritus, and Faculty Member on sabbatical leave).

3. Contract Rate

The SOS grant shall be PhP 300,000 total for five (5) to twelve (12) months; this financial requirement of the study may be negotiable for highly meritorious cases. Treatment of the grant shall be in accordance with the BOR approval in its 1285th meeting dated 24 January 2013 (visit http://www.ovcrd.upd.edu.ph/research-and-publication-resources/research-publication-resources/ for reference). In no case shall additional funding be granted.

4. Scope of Grant

4.1. The grant shall be for a maximum duration of one year.
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 Leader honoraria and other project staff salaries (honoraria/salaries shall follow UP rates and COA guidelines; these shall be taxable);
   4.2.2. MOOE such as supplies and materials, books, travel expenses, laboratory analytical services, conference attendance expenses, equipment rental, sundry (reproduction, communication, internet services);
   4.2.3. CO 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

5.1. 70% upon signing of the Memorandum of Agreement;
5.2. 20% upon submission of the mid-project progress report;
5.3. 10% balance upon submission of the final output described in the Obligations of Grantee, provided that all the obligations are complied with not later than two (2) months after the end date of the grant; otherwise, the final release is forfeited.

6. Obligations of Grantee

6.1. The grantee shall submit a mid-project progress report.
6.2. The grantee shall settle all obligations at the end of the grant in accordance with University policies.
6.3. The grantee shall submit a confidential report at the end of the grant. In addition, s/he shall submit a duly accomplished UPD Invention Disclosure Form and/or UPD Copyright Information Form before prejudicial disclosure of intellectual property, in relation to the following proofs of research or creative work output, where applicable:
   6.3.1. Copy of thesis/dissertation of advisee/s (proof of mentoring activity);
   6.3.2. Proof of exhibition or equivalent in visual and/or performing arts;
   6.3.3. Software or computer program developed from the project;
   6.3.4. Full paper in conference proceedings;
   6.3.5. Full paper submitted to a reputable peer-reviewed journal and letter of receipt of acknowledgement;
   6.3.6. Book or book chapter submitted to a reputable publisher and letter of receipt of acknowledgement.

   Prior written consent from OVCRD is required for the dissemination of outputs.
6.4. All submitted proofs of output shall be subjected to verification by OVCRD. Among the recognizable proofs of research or creative work output described in Obligations of Grantee, only the confidential report shall be subjected by OVCRD to a blind independent review; the grantee shall consider the comments and/or suggestions of the Reviewers in the final report.

7. Intellectual Property Ownership

7.1. The grantee should seek advice regarding intellectual property protection policies of the University, in accordance with the Revised Intellectual Property Rights Policy of the University of the Philippines System (3 June 2011), through the Intellectual Property and Technology Transfer Section, Research Dissemination and Utilization Office of the OVCRD.
7.2. 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/creative work 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 s/he apply for leave, resign or retire from UP Diliman.

9. Application Process

9.1. Within the announced deadline, duly endorsed applications shall be accepted by the OVCRD through the PMRGO and evaluated by the Reviewers according to merit. Applicants shall submit an electronic copy of their full application using OVCRD’s system for online submission of project proposals at projects.ovcrd.upd.edu.ph.

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 refer to the request for proposals for commissioned research or creative work on specific problems of/in UP Diliman as disseminated by the OVCRD. Please refer to Annex – List of Dimensions of UP Diliman Problem Areas for Potential SOS Grants. Every proposal shall include TWO (2) OR MORE DIMENSIONS of the UP Diliman problem area that is being addressed.

10.2. The submitted project proposal shall not and will not be deemed to contain any confidential information of any kind whatsoever.
Annex

*List of DIMENSIONS of UP Diliman Problem Areas for Potential SOS Grants as compiled by OVCRD from ExeCom suggestions*

Note: The dimensions of UPD problem areas are NOT mutually exclusive; NEITHER are they listed below in any order of priority or urgency.

Each proposal for SOS Grant shall be required to address TWO OR MORE dimensions of a UP Diliman Problem (e.g. A.2 and B.7; B.8 and D.5; or B.5, C.8 and E.6)

<table>
<thead>
<tr>
<th>A</th>
<th>Administration and Governance</th>
<th>B</th>
<th>Benefits and Welfare</th>
<th>C</th>
<th>Resources</th>
<th>D</th>
<th>Peace, Harmony and Security</th>
<th>E</th>
<th>Environment</th>
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<tbody>
<tr>
<td>A.1</td>
<td>Administrative procedures</td>
<td>B.1</td>
<td>Admission policies</td>
<td>C.1</td>
<td>Scientific culture/ Evidence-based thinking</td>
<td>D.1</td>
<td>National roads at campus</td>
<td>E.1</td>
<td>Disaster risk management</td>
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<td>A.2</td>
<td>Processing of documents and/or proposals</td>
<td>B.2</td>
<td>STFAP</td>
<td>C.2</td>
<td>Creativity</td>
<td>D.2</td>
<td>Vehicular noise</td>
<td>E.2</td>
<td>Occupational safety</td>
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<td>A.3</td>
<td>Accounting</td>
<td>B.3</td>
<td>Fraternities/Sororities</td>
<td>C.3</td>
<td>Communication skills</td>
<td>D.3</td>
<td>Parking</td>
<td>E.3</td>
<td>Waste management</td>
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<td>A.4</td>
<td>Procurement</td>
<td>B.4</td>
<td>Student organizations</td>
<td>C.4</td>
<td>Personal financial management skills</td>
<td>D.4</td>
<td>Police and security guards</td>
<td>E.4</td>
<td>Greening of campus</td>
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<td>A.5</td>
<td>Records/files management</td>
<td>B.5</td>
<td>Student dormitories</td>
<td>C.5</td>
<td>Value of UPD real assets</td>
<td>D.5</td>
<td>Informal settlers</td>
<td>E.5</td>
<td>Food and sanitation</td>
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<td>A.6</td>
<td>Management information system</td>
<td>B.6</td>
<td>Student health</td>
<td>C.6</td>
<td>Land use plan</td>
<td>D.6</td>
<td>Sense of community</td>
<td>E.6</td>
<td>Building maintenance</td>
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<td>A.7</td>
<td>Information dissemination</td>
<td>B.7</td>
<td>Employee benefits e.g. GSIS, Medical plan</td>
<td>C.7</td>
<td>Flora and fauna</td>
<td>D.7</td>
<td>Gender</td>
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<td>A.8</td>
<td>Faculty hiring and retention</td>
<td>B.8</td>
<td>Employee housing</td>
<td>C.8</td>
<td>Solar energy</td>
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<td>A.9</td>
<td>Faculty tenure</td>
<td>B.9</td>
<td>Health and wellness</td>
<td>C.9</td>
<td>Electricity from Meralco</td>
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<td>A.10</td>
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<td>B.10</td>
<td>University Health Service</td>
<td>C.10</td>
<td>Business concessions/commercial establishments</td>
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<td>Organizational structure review</td>
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<td>Staff rotation every 3 years</td>
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<td>Cheating and/or plagiarism</td>
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