

1. Name (Last, First, Middle)					
15. Supporting documents attached as: <input type="checkbox"/> Attachment 1: Official invitation or acceptance letter from the conference organizers which indicates the title of the invited lecture or accepted paper <input type="checkbox"/> Attachment 2: Official information about the conference <input type="checkbox"/> Attachment 3: Abstract of the paper (For senior faculty/REPS, this must include the citation of a recent research published in an ISI-listed publication or its equivalent) <input type="checkbox"/> Attachment 4: About the Conference Organizers (for Item 11)					
16. Name & Signature of Applicant/Date					
17. Endorsements <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;"> _____ Name & Signature of Chair/Director/Date </td> <td style="width: 50%; text-align: center; border: none;"> _____ Name & Signature of Dean/Date </td> </tr> <tr> <td style="width: 50%; text-align: center; border: none;"> _____ FIDEL R. NEMENZO Vice-Chancellor for Research and Development </td> <td style="width: 50%; text-align: center; border: none;"> _____ MICHAEL L. TAN Chancellor </td> </tr> </table>		_____ Name & Signature of Chair/Director/Date	_____ Name & Signature of Dean/Date	_____ FIDEL R. NEMENZO Vice-Chancellor for Research and Development	_____ MICHAEL L. TAN Chancellor
_____ Name & Signature of Chair/Director/Date	_____ Name & Signature of Dean/Date				
_____ FIDEL R. NEMENZO Vice-Chancellor for Research and Development	_____ MICHAEL L. TAN Chancellor				
18. Recommendation: <div style="text-align: center;"> GISELA P. CONCEPCION Vice President for Academic Affairs </div>	19. Approval: <div style="text-align: center;"> ALFREDO E. PASCUAL President </div>				

REMINDERS:

1. Accomplish OVPAA-RDG Form 6.0 completely and submit with accompanying attachments. The OVPAA will evaluate applications as submitted.
2. Applications must be submitted only during the application periods per quarter: February 10-15; May 10-15; August 10-15 and November 10-15. Applications submitted before and after these dates will not be accepted.

OVPAA-RDG Form 6.1
UP RESEARCH DISSEMINATION GRANT
Conference Report Form

1. Name (Last, First, Middle)		
2. Department/Institute	3. College	4. Constituent university
5. Title of research paper		
6. Name/Title of conference/Inclusive dates and venue		
7. Conference Report		
7.1 Write-up about the conference		
7.2 Photocopy of the cover of the conference book, conference program and abstract of the presented paper (attach as Annex 1)		
7.3 Feedback on paper presented		
7.4 Future directions of research presented		
7.5 Potential foreign collaborators		
7.6 Other important contacts and insights		
7.7 Short write-up of one's participation (to be used to feature/publicize the grantee's participation in the conference)		
7.8 Photos of the conference (attach as Annex 2)		
8. Copies of travel documents (attach scanned copies)		
a. Certificate of attendance/participation (attach as Annex 3) b. Airline ticket (attach as Annex 4) c. Boarding passes (attach as Annex 5)		
9. Submitted by:		Endorsed by:
_____		_____
Name & Signature of Grantee		Name & Signature of Chair/Director
_____		_____
Name & Signature of Dean		Name & Signature of the Vice Chancellor for Research
10. Deadline for submission:		
The report, properly endorsed, should be submitted in hard copy to OVPAA within one (1) month after the conference. An electronic copy of OVPAA-RDG Form 6.1 in MS Word format should be emailed to upsystem.rdg@gmail.com .		