**Office of the Vice Chancellor for Research and Development**

**University of the Philippines Diliman**

**General Guidelines**

**UP Diliman Extension Grants**

1. **Introduction**

The UC Committee on Extension Services (UC CES) started in 2012 a series of activities to promote extension programs and activities of faculty and REPS, as follows:

1. **Survey in 2012** to determine the actual practice, scope and extent of extension services in UP Diliman.
2. **Roundtable Discussions in 2013** to discuss the range of extension practices of various units; to recognize and appreciate contributions of these extension practices and programs to academic programs, curricular, research, and professional growth; to explore the connections of this extension work to the overall thrust of public service of the University; to identify and discuss implications to existing policies and procedures of these extension work and programs;
3. **Extension Colloquium in 2014** to harmonize the basic definitions of extension services in connection to the public service thrust of the university; to identify and firm up recommendations for future actions; and to promote the extension services of UP Diliman operating units among its stakeholders;
4. **Proposed to University Council the following re-definition of extension work** (*134th UC meeting, 16 February 2015)*:

*“Extension is public service work by an academic unit, faculty, staff, and students, individually or as a group. This function of the University is a contribution to achieving excellence in social and public service, specially the underserved sectors. Extension generates, validates, and applies knowledge that can enrich instruction and research.*

*“Extension includes services utilizing expertise and talent related to one’s discipline, such as technical assistance, extramural programs, advocacy and community mobilization, and, organizing symposia, public fora, exhibits, performances and conferences. It may also include activities related to service-learning that complement course instruction.*

*“Each College or Unit shall have an extension office / committee to oversee extension activities and assist the faculty involved. Extension activities shall be considered and credited in the faculty and staff promotion, using college-determined criteria/ guidelines through an extension operations manual.*

*“Each College or Unit, through the College Extension Office / Committee and in consultation with the faculty of the institutes, departments, and divisions, shall adopt and annually update its extension agenda, to be used together with this manual and the detailed guidelines of the College or Unit on Extension Load Credit (ELC).*

*“The Dean and College Executive Board (or equivalent body) may assign credit for extension activities subject to the detailed guidelines of the college or unit. In no case shall the ELC of a faculty member exceed 3 units per semester.”*

**Categories of Extension Work**

 The following activities, but not limited to, can be considered as extension work (Proceedings of the UP Diliman-wide Extension Colloquium 2015, p. 125):

* Technical assistance to government agencies, non-government agencies, industry partners, people’s organizations, other educational institutions, international organizations and communities, specially marginalized and underserved communities (in the form of trainings, commissioned studies, members of technical panels of government agencies, technical services);
* Extramural programs;
* Service learning programs;
* Organizing symposium, forums, conferences, exhibits, performances;
* Advocacy and Community mobilizations;
* Service to the University (without administrative load credit)

The new definition of extension allows for consultancy to be credited as extension work of the faculty, which can be recognized in the faculty promotion scheme in their respective units.

There are however faculty, REPS and administrative staff who perform their extension activities with minimal or at times without funding support from any organization, specially if they work with marginalized communities and sectors of society, such as farmers, fisherfolks, urban poor or indigenous peoples. In implementing the activities, the faculty/REPS/ administrative staff use their own personal funds for transportation, meals, and supplies if the communities can not support the expenses. While there are mechanisms within the organizations to raise funds, these are usually not enough to support the expenses of the faculty/ REPS/administrative staff.

During the Executive Committee meeting on May 23, 2016, the proposal to offer extension grants to UP faculty, REPS and Administrative staff in active service was approved. This will be called the **UP Diliman Extension Grants**.

1. **Purpose**

The grant amount is up to a maximum of one hundred thousand pesos (P100,000.00) per application. It is provided primarily to support extension activities which receive minimal or no funding support from any organization. The support will mainly be for MOOE expenses, such as transportation, supplies and materials, and meals.

**3. Eligibility**

The proponent shall be a regular Faculty Member or Research, Extension, and Professional Staff (REPS) or Administrative staff 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).

**4. Contract Rate**

The maximum extension grant is PhP 100,000.00. In no case shall additional funding be granted to the same grantee for the same project.

**5. Scope of Grant**

5.1. The grant shall be for a maximum duration of one (1) year.

5.2. The grant may be utilized for Maintenance and Other Operating

Expenses (MOOE) such as supplies and materials, travel expenses, equipment rental, sundry (reproduction, communication, internet services) and honoraria for non-UP personnel to be hired for the extension project.

5.3. Co-funding may be allowed. Relevant information shall be cited in the appropriate section in the Extension Grant application form.

**6. Release of Funds**

The approved grant amount shall be released following the schedule below:

70 percent upon signing of the Memorandum of Agreement;

20 percent upon submission of the mid-project progress report;

10 percent balance upon submission of the final output described in the Obligations of the 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.

**7. Obligations of the Grantee**

7.1. The grantee shall submit a mid-project progress report.

7.2. The grantee shall settle all obligations at the end of the grant in accordance with

University policies.

7.3. The grantee shall, one month 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 relation to the following proofs of output, where applicable:

7.3.1. Copy of thesis/dissertation of advisee/s (proof of mentoring activity);

7.3.2. Proof of exhibition or equivalent in visual and/or performing arts;

7.3.3. Software or computer program developed from the project;

7.3.4. Full paper in conference or symposium or colloquium proceedings;

7.3.5. Full paper submitted to a reputable peer-reviewed journal and letter of receipt of acknowledgement;

7.3.6. Book or book chapter submitted to a reputable publisher and letter of receipt of acknowledgement; or

7.3.7. Confidential report.

7.4. All submitted proofs of output shall be subjected to verification by OVCRD.

Among the recognizable proofs of extension output described in this section, 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.

**8. Intellectual Property Ownership**

8.1. 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.

8.2. 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.

**9. Sanctions for Failure to Fulfill Obligations of Grantee**

9.1. 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.

9.2. Endorsement of any application for external funding of extension work shall be withheld until all grant obligations are fulfilled.

9.3. The grantee who fails to fulfill his/her obligations shall be ineligible for other

UP grants until all grant obligations are fulfilled.

9.4. The faculty member grantee who fails to fulfill his/her obligations shall be ineligible to apply for RLC/CWLC/ELC.

9.5. 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, until all grant obligations are fulfilled.

**10. Application Process**

10.1. Within the announced deadline, applications duly endorsed by the respective unit heads (Department Chair/Dean/Director) shall be accepted by the OVCRD through the OEC 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 <http://projects.ovcrd.upd.edu.ph>.

10.2. The OVCRD shall approve proposals based on the recommendation of the

Reviewers and on the availability of funds.

10.3. 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.

10.4. The OVCRD shall notify successful applicants and advise them regarding arrangements with the OVCRD for the Memorandum of Agreement and the release of funds.

10.5. 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 the grant. After the evaluation, the OVCRD shall keep one copy for its file, regardless of whether the application is approved for funding or not.