



OFFICE OF EXTENSION COORDINATION  
Lower Ground Floor, PHIVOLCS Bldg.  
C.P. Garcia Ave.  
University of the Philippines  
Diliman, Quezon City 1101  
Philippines

VoIP Trunkline: (+63-2) 981-8500 local 2621  
E-mail: exchange@oec.upd.edu.ph

## General Guidelines UP Diliman Extension Grants 2018

### 1. Purpose

The UP Diliman Extension Grant is an outright grant administered by the OVCRD to support extension projects of faculty and staff that receive minimal or no funding support from any organization. It aims to promote and encourage faculty, REPS and staff to contribute to achieving excellence in social and public service, especially with the underserved sectors and communities.

The extension work must be consistent with the UP Diliman definition of extension as follows:

*"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." (134th UC meeting, 16 February 2015)*

### 2. Eligibility of Proponents

- 2.1. Regular faculty members, Research, Extension and Professional staff (REPS) and Administrative staff in active service in UP Diliman or in the UP Diliman Extension Program in Pampanga, regardless of the status of employment whether permanent or temporary, are eligible to apply for the grant (but excluding Lecturers, Professor Emeriti and those on sabbatical leave).
- 2.2. A faculty member may be granted both Extension Grant and Extension Load Credit (ELC) for his/ her extension project following the specific policies and procedures of the ELC and Extension Grant.
- 2.3. Applicants with ongoing OVCRD grants or with accountability for previous OVCRD grants will not be given priority.

### **3. Extension Projects Eligible for the Grant**

To qualify for the grant, the extension project must meet the following requirements:

- 3.1. The extension work must fall within the approved Extension Agenda of the college/ unit;
- 3.2. The grant application must be duly endorsed by the respective heads of unit (i.e., Department Chairperson/ Dean / Director);
- 3.3. The extension work does not receive funding or has minimal funding support from UP and other agencies;
- 3.4. All proposals will be reviewed and evaluated based on the following: quality of project design; impact on partner community/ organization/ university served; linkages and support for extension advocacy; and proponent's track record.

### **4. Grant Amount and Scope**

The grant amount is up to a maximum of one hundred thousand pesos (P100,000.00) per application. In no case shall additional funding be granted to the same grantee for the same project.

- 4.1. The grant shall be for a maximum duration of one (1) year;
- 4.2. The grant may be utilized for Maintenance and Other Operating Expenses (MOOE) such as supplies and materials, meals, transportation and travel expenses, equipment rental, sundry (reproduction, communication, internet services) and honoraria for non-UP personnel to be hired for the extension project;
- 4.3. Co-funding may be allowed. Relevant information shall be cited in the appropriate section in the Extension Grant application form.

### **5. Release of Funds**

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

- 5.1. 70 percent - upon signing of the Memorandum of Agreement;
- 5.2. 20 percent - upon submission of the mid-project progress report; and
- 5.3. 10 percent - balance upon submission of the final output/s 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.

### **6. Obligations of the 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 Final Report at the end of the grant period but not later than two (2) months after the end date of the grant. In addition, s/he shall submit any of the following proofs of extension work output, whichever is applicable:
  - 6.3.1. Training modules or manual developed;
  - 6.3.2. Full proceedings / documentation of the extension project;
  - 6.3.3. Full paper in conference / symposium / colloquium proceedings;
  - 6.3.4. Proof of exhibition or equivalent in visual and/or performing arts;
  - 6.3.5. Software or computer program developed from the project;
  - 6.3.6. Full paper submitted to a reputable peer-reviewed journal and letter of receipt of acknowledgement.
- 6.4. All submitted proofs of output shall be subjected to verification by OVCRD;
- 6.5. The grantee shall, in undertaking the extension project, uphold and ensure adherence to acceptable ethical standards of extension work, especially pertaining to consensual disclosure to the participants or community to be involved in the project, transparency, and proper use of funds only for the approved budget of the grant.

## **7. Intellectual Property Ownership**

- 7.1. 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 exhibition to the OVCRD;
- 7.2. Whenever applicable, 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 (IPTT-RDU) of 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 extension 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 other UP grants until all grant obligations are fulfilled;
- 8.4. The faculty member grantee who fails to fulfill his/ her obligations shall be ineligible to apply for ELC/ RLC/ CWLC until all grant obligations are fulfilled;
- 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, until all grant obligations are fulfilled.

## 9. Application Process

- 9.1. Within the announced deadline, applications shall be accepted by the OVCRD through the OEC and evaluated by the Reviewers according to merit;
- 9.2. Applicants shall submit an electronic copy of their full application to *oec.updiliman@up.edu.ph* or *oec.upd@gmail.com*;
- 9.3. The OVCRD shall approve proposals based on the recommendation of the Reviewers and on the availability of funds;
- 9.4. 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;
- 9.5. The OVCRD shall notify successful applicants and advise them regarding arrangements with the OVCRD for the Memorandum of Agreement and the release of funds;
- 9.6. 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.