


OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT

UPDATED

MEMORANDUM NO. GAC 21-004

TO : DEANS, DIRECTORS AND HEADS OF ACADEMIC UNITS
ALL FACULTY MEMBERS

FROM : 
GONZALO A. CAMPOAMOR II, Ph.D.
Vice Chancellor for Research and Development

SUBJECT: Call for RLC/CWLC Applications, 2nd Semester AY 2020-2021

DATE : 22 February 2021

We are now accepting applications for Research Load Credit/Creative Work Load Credit (RLC/CWLC) for the 2nd semester AY 2020-2021. The deadline for submission of applications to College/Institute/School is **Friday, 19 March 2021.** The deadline for submission of applications to OVCRD is **Friday, 26 March 2021.**

In connection with this, please take note of the following reminders:

- a) RLC/CWLC guidelines and application forms may be downloaded from the OVCRD website <http://www.ovcrd.upd.edu.ph/grants/rcwlc/>
 - RLC/CWLC application form for funded and personally-funded projects (UP Form 67-C, Revised 1 July 2020)
Please accomplish Application Form (sheet 1) and Projects List (sheet 2).
 - Sample Research/Creative Work Contract (for personally-funded projects)
 - Transmittal Letter template for RLC/CWLC (more than 3 units) personally-funded or not
 - Transmittal Letter template for RLC/CWLC (maximum 3 units) personally-funded or not
- b) For funded projects, please attach a copy of proposal (for proposals under review) or a copy of Memorandum of Agreement or Notice of Approval. For projects without funding (personally-funded), please submit accomplished and signed Research/Creative Work Contract.
- c) We will accept fully accomplished and endorsed application forms by the Faculty and the Dept. Head/Chair in **one PDF file per individual** submitted only by the College. Individual applications from faculty members will not be processed. The Dean will only sign on the Transmittal Letter. Colleges are to submit endorsed applications with Transmittal Letter to rlc.cwlc.upd@up.edu.ph
- d) Accomplished applications from Colleges/Units will be initialed by the Director of the Research Management Office and endorsed by the Vice Chancellor for Research and Development.
- e) The Research Management Office will endorse the Transmittal Letter to the Office of the Vice Chancellor for Academic Affairs and to the Chancellor's Office for approval.

For further inquiries, you may get in touch with Ms. Sofia Belen A. Sarte at the email address mentioned above.

We look forward to receiving your RLC/CWLC applications.

Thank you.

cc: Chancellor Fidel R. Nemenzo, D.Sc.
Vice Chancellor for Academic Affairs Ma. Theresa T. Payongayong, Ph.D.