



University of the Philippines Manila
The Health Sciences Center

Office of the Chancellor

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OVCA10001041

09 March 2017

MEMORANDUM ORDER No. CCDP-2017-033

TO : ALL CONCERNED

SUBJECT : FLOWCHART FOR AVAILING THE UPM RESEARCH BRIDGING EFFORT FUNDS
(BRIEF) PROGRAM

Please be informed that the Board of Regents (BOR) in its 1323rd meeting dated 16 December 2016 has approved the UPM proposal to set aside P20 million for the Research Bridging Effort Funds Program.

The UPM Research Bridging Effort Funds (BRIEF) program shall provide short-term (brief) limited financial support for faculty research projects during periods when an externally funded research program/project have no funds available yet or have experienced a temporary funding gap. Funds will be used to initiate or maintain research programs/projects at a minimum "essential" level for a limited time to facilitate success in implementation.

The funding criteria shall be based on the evidence of unavailability of funds at the start of the project date or funding gap in an existing program; commitment by the unit and college to return the bridging funds as soon as funds become available, and the potential for success in re-attracting external research funding to sustain the research and scholarly activities in the future.

Attached is a flowchart of the process for availing the research BRIEF, which include the documents required for submission.

For your guidance.


CARMENCITA D. PADILLA, MD. MAHPS

Chancellor 

FLOWCHART FOR AVAILING RESEARCH BRIDGING EFFORT (BRIEF) FUND

UNIT (Project Leader)

Prepares letter request availing the Bridging Fund endorsed by the Dean addressed to the Chancellor through Vice Chancellor for Administration and Vice Chancellor for Research.

1. Letter request to be appointed as Special Disbursing Officer of the project.
2. Line Item Budget clearly indicating the purpose of the bridging fund.
3. Approved MOA / Contract/ Letter that the proposal has been approved.
4. Approved Line Item Budget of the Project Research



BUDGET OFFICE

Reviews and provides funding clearance.



OFFICE OF THE VICE CHANCELLOR FOR RESEARCH

Reviews and endorses the letter request of availing bridging fund.



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

Reviews and endorses the letter request of availing bridging fund.



OFFICE OF THE CHANCELLOR

Approves / Disapproves the request of availing bridging fund.

**FLOWCHART FOR THE RELEASE OF FUND
Though CASH ADVANCE**

UNIT

Prepares Disbursement Voucher in FMIS.

1. Administrative Order as SDO
2. Approved Letter Request of Bridging Fund
3. Certificate of Bond Payment



RESEARCH GRANT ADMINISTRATIVE OFFICE

Reviews the attachment of DV.



OFFICE OF THE VICE CHANCELLOR FOR RESEARCH

Initials the DV.



ACCOUNTING OFFICE

Pre-audits and Initiates DV in FMIS.



UNIT

Approves DV in FMIS.



BUDGET OFFICE

Processes funding clearance and approves DV in FMIS.



ACCOUNTING OFFICE

Prepares journal entry and
validates DV in FMIS



Signs and approves DV in FMIS.



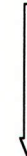
OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

Signs and approves DV in FMIS



CASH OFFICE

Approves DV in FMIS and
prepares check.



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

Signs the check



**OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS / PLANNING AND DEVELOPMENT**

Signs the check



CASH OFFICE

Releases the check.

FLOW CHART FOR THE PAYMENT OF BRIDGING FUND

UNIT (Project Leader)

Informs RGAO that money has been released



RESEARCH GRANT ADMINISTRATIVE OFFICE

Coordinates with the Accounting Office for the transfer of fund



ACCOUNTING OFFICE

Prepares journal entry for the transfer of fund and transfer order.