



RGAO10005367

UNIVERSITY OF THE PHILIPPINES MANILA
8th Floor, Central Block, PGH Taft Building, Taft Avenue, Manila
The Health Sciences Center

Office of the Chancellor

14 February 2018

MEMORANDUM NO. CCDP 2018- 028

TO : College Deans, NIH Directors, PGH Director, and Heads of Offices

FROM : *MD*
CARMENCITA D. PADILLA, MD, MAHPS
Chancellor *md*

SUBJECT : REGISTRATION OF RESEARCHES IN UP MANILA

In reiteration of the UPM-OVCAA Memorandum (re *Registration of all research projects of faculty, REPS in RGAO*), dated 22 July 2015, we remind all University constituents to register their researches with the Research Grants Administration Office (RGAO). This will facilitate the centralized reporting of research outputs for each unit's MFO 3 for the Performance-Based Bonus (PBB) and other reporting requirements of external agencies.

Please be guided on the following process for registration of research to the OVCR-RGAO :

1. All researches conducted/ to be conducted in the University and/or by University staff (including faculty, students, REPS, and PGH employees, residents/ fellows) should be registered. These include all research regardless of area or topic, design or methodology, or funding source (e.g. case reports, meta-analysis, systematic review, creative work, etc).
2. Researches may be registered at any point in the research process and they only need to register a research study ONCE:
 - a. Research protocol is ready for review;
 - b. Research is to be started;
 - c. Ongoing research;
 - d. Research is completed and the report is final;
 - e. Research has been accepted for presentation in a local or international meeting;
 - f. Research has been accepted for publication/ is published; and
 - g. Research work results in a patentable product.
3. To register, kindly complete the online form at <http://rgao.upm.edu.ph/registration>. The registration certificate with RGAO reference number will be sent to you via email after One (1) working day. A printed copy can be made available at RGAO upon request.

Thank you for your usual support and compliance.



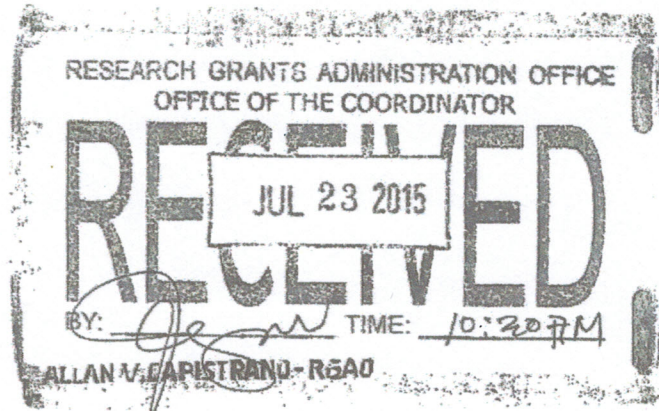
UNIVERSITY OF THE PHILIPPINES MANILA

8/F Central Block, Philippine General Hospital
Taft Avenue, Manila

OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS

July 22, 2015

MEMORANDUM



TO : All Deans, Directors / Heads of Institutes/Offices
UP Manila

FROM : *Nymia P. Simbulan*
NYMIA P. SIMBULAN, MPH, DrPH
Vice Chancellor for Academic Affairs

SUBJECT : Registration of all research projects of faculty, REPs in RGAO

Efforts are being taken to further improve and update the research database of UPM. This explains why University constituents, particularly the faculty and REPS, are asked to register their research projects with the Research Grants Administration Office (RGAO).

In this light, we strongly urge all Deans and/or Directors to once again remind their respective faculty and/or REPS to register their research projects, preferably at the start of the project, with Research Grants Administration Office (RGAO) of UP Manila.

We would like to inform everyone that effective **October 1, 2015**, any application for faculty grant, e.g. Research Dissemination, Faculty Development and Staff Grants, submitted at the OVCAA will not be entertained without proof/certification that the research or study has been registered with RGAO.

Thank you for your usual support and compliance.