



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

03 October 2022

MEMORANDUM NO. CCDP-2022- 320

TO: PROJECT LEADERS AND STAFF OF RESEARCH PROJECTS WITH  
GRANTS MANAGED BY THE RESEARCH GRANTS  
ADMINISTRATION OFFICE (RGAO)

THRU: Vice Chancellor for Research  
Vice Chancellor for Administration  
All Deans, NIH Executive Director, PGH Director, and Heads of Offices

FROM: CARMENCITA D. PADILLA, MD, MAHPS  
Chancellor *man* *EHU*

SUBJECT: PROMPT SUBMISSION OF DOCUMENTS RELATED TO LIQUIDATION  
OF RESEARCH GRANTS

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Please be reminded to submit the documents related to the liquidation of your research grants as early as you can (i.e. as soon as the expense was made) to the RGAO staff in charge of your project. Do not wait for the end of the project duration to submit these.

All documents related to the liquidation of your grant must be submitted to RGAO within 15 days from the end date of the project duration as stated in the Memorandum of Agreement or similar legal document. This is to ensure timely preparation and submission of the Financial Report to the funding agency.

Documents related to liquidation not submitted to RGAO within 15 days of the end of the project duration will not be included anymore in the preparation of the Financial Report. This means that any amount for reimbursement or liquidation cannot be charged to the research grant anymore and would be the personal responsibility of the project leader.

The RGAO staff in charge of your project is tasked to orient you with regards to what documents are needed depending on the nature of the expense.