



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

08 May 2023

MEMORANDUM NO. CCDP-2023-123

TO : All Concerned

THROUGH : The Deans / Directors / Heads of Offices

SUBJECT : Research Requires RGAO Registration (RRRR)

All researches undertaken by the UP Manila faculty, staff, and students should be registered with the UPM Research Grants and Administration Office (RGAO). This can be done electronically through: <https://rgao.upm.edu.ph/registration/>.

The registration of research proposals and projects with RGAO can be done at any stage – whether it is in the proposal stage, midway into its implementation, after its completion, or after publication or presentation. There is no penalty for late registration.

The table below provides checkpoints at which UPM researchers can be reminded to register their researches:

UPM constituent	What is the research submitted for?	Checkpoint
Student	Course requirement	Course Instructor
Resident/Fellow	Training requirement	Training Officer
Faculty	Faculty Merit Promotion	Department Chair
Faculty	One UP Professorial Chair/One UP Faculty Grant	Department Chair
Faculty	UP Scientific Productivity System	Vice Chancellor for Research
Faculty	UPM-NIH Regular Faculty Research Grant	NIH Executive Director
Student	UPM-NIH Student Research Grant	NIH Executive Director
All	PGH Research Grant	PGH EHRO Head
Faculty	UPS ECWRG / EIDR program	Asst. Vice President for Research

Faculty	OVCAA Publication Fee Grant / Research Dissemination Grant/ Faculty Development Grant / Publication Award	Vice Chancellor for Academic Affairs
All	OIL Travel Grant	Office of International Linkages (OIL) Director
Faculty	OVPA Research Dissemination Grant	RGAO
All	OVPA International Publication Award (Journal/Book Chapter)	RGAO
All	Research Awards from UPS, UPM, Colleges and Units	Committee Chair / Unit Heads / Deans
All	Clearance from Research Ethics Board/Institutional Animal Care Use Committee/Institutional Biosafety and Biosecurity Committee	UPM-REB / IACUC / IBBC Head
All	Endorsement of Chancellor for Application of Research Grant	RGAO
All	Presentation in Department/Colleges/ UPM Research Forum	Unit Hosting Research Forum / Department Chair
All	Application to IMS for REDCap Service	UPM Information Management Service (IMS)

Benefits of RGAO registration to the researcher:

1. prerequisite for ethical review of research proposal by REB, IACUC or IBBC
2. eligibility of research proposal for research grants
3. assurance that research is officially listed as a scientific and intellectual output of the UP
4. eligibility of output for research dissemination grants and publication awards
5. eligibility of output for intellectual property applications
6. researcher eligibility for promotion, awards, One UP Professorial Chair, One UP Faculty Grant, Scientific Productivity System and performance-based bonuses


Benefits of RGAO registration to the University:

1. maintenance of a complete and official UPM repository of research data
2. assurance that all research of UPM constituents is accounted for
3. identification of personnel and units involved in research
4. accurate accounting of UPM research income
5. qualitative and quantitative overview of research productivity of UPM constituents and units (e.g. topics, alignment with National Unified Health Research Agenda and UN Sustainable Development Goals)
6. access to performance-based bonus (PBB)
7. timely and complete submissions for evaluation of University compliance, ranking, and competitiveness by both local and international monitoring agencies

Only RGAO registered researches should be accepted for:

- course and training requirement compliance;
- staff promotion, award nominations, and grant applications.

For the information, guidance, and compliance of all concerned.


Carmencita D. Padilla, MD, MAHPS
 Professor and Chancellor 