



APPLICATION FORM

(Research Dissemination Grant, Faculty Development Grant, Publication Award & Publication Fee)

Previous Grant/s Awarded (check all that applies)	Please indicate the Year(s) the grant was awarded: <input type="checkbox"/> Research Dissemination Grant <input type="checkbox"/> Faculty Development Grant <input type="checkbox"/> Publication Award <input type="checkbox"/> Publication Fee <input type="checkbox"/> None	
Name of Applicant		
Faculty/REPS Rank		
Email Address (please use UP mail)		
Year of First Appointment		
Department/Unit & College/Institute		
Nature of Application	<input type="checkbox"/> Research Dissemination <input type="checkbox"/> Oral Presentation <input type="checkbox"/> Poster Presentation <input type="checkbox"/> Publication Award <input type="checkbox"/> Publication Fee	<input type="checkbox"/> Faculty Development <input type="checkbox"/> Academic Presentation <input type="checkbox"/> Conference Attendance <input type="checkbox"/> Training, Short Course or Workshop
Details about Request	Title of Research* (to be presented/published, if applicable):	
	Conference:	
	Date and Venue:	
	Organizer:	
	Bibliographic details and/or Link to Publication:	

*if Journal Article Title Registered in RGAO and Research Presentation Title differs

Title of the Research* registered in RGAO (if applicable)	
RGAO Registration Number	
Additional Source of Funding	Source: Amount:
Signature	<i>I certify that the above information is true and correct and that I commit to complying with all the requirements of the grant, including timely submission of post-activity liquidation and report.</i> Signature over Printed Name of the Applicant Date:
FIRST ENDORSEMENT	<i>I endorse the application of _____ for _____.</i> <i>I certify that the supporting documents pertaining to the application are authentic.</i> <i>This is to further certify that the applicant has been in active service in the University for ____ years, that the applicant has moral and intellectual integrity, and is not in the faculty roster of other schools where UP has no memorandum of agreement.</i> Signature over Printed Name of the Chairperson Department/Unit: Date:
SECOND ENDORSEMENT	Signature over Printed Name of the Dean/Director College/Institute: Date:

*if Journal Article Title Registered in RGAO and Research Presentation Title differs

CHECKLIST OF REQUIREMENTS (Please check what you are submitting):

1. FOR RESEARCH DISSEMINATION GRANT/FACULTY DEVELOPMENT GRANT

- 1.1 Letter of application
- 1.2 Letter of invitation from organizer which reflects UPM affiliation, indicating acceptance of paper & entitlements/non-entitlement

- 1.3. Abstract which reflects the applicant's affiliation with UPM
- 1.4. Registration form where registration fee is indicated
- 1.5. Clearance/Registration from Research Grant Administration Office (RGAO) / OVCR
- 1.6. Copy of program (if available)

2. FOR PUBLICATION AWARD

- 2.1. Letter of application
- 2.2. Copy of journal article (peer-reviewed, non-Scopus/WoS); Affiliation with UP Manila stated clearly in the article
- 2.3. Portion of the journal which indicates that it is peer-reviewed, or any proof of peer-review process
- 2.4. Clearance/Registration from Research Grant Administration Office (RGAO) / OVCR

3. FOR PUBLICATION FEE

- 3.1. Letter of application
- 3.2. Letter of acceptance for publication from the editor which also includes the amount charged for the publication fee
- 3.3. Document which shows that the international journal is WoS or peer-reviewed
- 3.4. Clearance/Registration from Research Grant Administration Office (RGAO) / OVCR

Please note that a Post Activity/Publication Report should be submitted within 10 days after return from the conference/symposia (or the like) [through this Google Form \(bit.ly/GrantsReport\)](https://bit.ly/GrantsReport).