



10 September 2024

OVCAA MEMORANDUM NO. 2024-21

TO : **THE COLLEGES AND ACADEMIC UNITS**

THROUGH : **THE DEANS, DIRECTORS, AND HEADS OF ACADEMIC UNITS**

FROM: : PROF. BERNADETTE HEIZEL M. REYES, MD, MHPEd
Vice Chancellor for Academic Affairs

SUBJECT : **Revised Application Form & Submission of Post-Activity/Publication Report for UPM-OVCAA Implemented Grants**

Please be guided by the following developments in our implementation of the various UPM Grants – Faculty Development Grant, Research Dissemination Grant, Publication Fee, Publication Award:

1. Revised Application Form

Effective **16 September 2024**, the revised application form (UPM-VAA-OP-01F1, Rev 1) shall be used by all applicants for the grants.

The list of requirements for the various grants has been included in the form for easy reference. We wish to emphasize that the endorsement of the Department Chair/Unit Head and the Dean presupposes that the application is complete and has been carefully vetted by the unit or college.

The form can be downloaded from our website: <https://bit.ly/GrantsApplicationForm>

2. Post-Activity/Publication Report

In order to rationalize the utilization of funds given for the continuous implementation of the various grants implemented by our Office, we reiterate that all grantees are required to submit post-activity/publication reports.

Submission of post-activity/publication reports must be made **within two (2) weeks** upon return from the conference/symposia (or equivalent) through the following form: bit.ly/GrantsReport.

The submission of the reports through this form is also required for previous grantees who are applying for another grant this year.

The information placed on the report will be used by our Office in submitting its annual report for the implemented grants.

Further, we would like to carefully remind the grantees to ensure timely liquidation of the funds, and to comply diligently with usual accounting deadlines (i.e. 15 days for local travel, 30 days for foreign travel) and procedures to prevent negative audit observations.

For your information and compliance.

Thank you.

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