OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines
Tel: (632) 88141.271 | Email: upm-ovcr@up.edu.ph

APPLICATION FORM

REPS Development and Research Dissemination Grant

Name of Applicant	(Last Name) (First Name) (Middle Initial)	
REPS Rank		
Email address (please use UP mail)		
Year of First Appointment		
Department/Unit & College/Institute		
Nature of Application	▢ **Research Dissemination** ▢ Oral Presentation ▢ Poster Presentation ▢ Publication Fee	▢ **REPS Development** ▢ Conference Attendance ▢ Training, Short Course, or Workshop
Details about the Request	**Title of Research (to be presented/published, if applicable):**	
	Conference/Training/Workshop Title:	
	Date and Venue:	
	Organizer:	
	Bibliographic details and/or link to publication:	

Title of the Research registered in RGAO (if applicable)	
RGAO Registration Number (if applicable)	
Additional Source of Funding	**Source:** **Amount:**
Signature	*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.* _____ **Signature over Printed Name of the Applicant** _____ **Date**
Unit Endorsement	*I endorse the application of* _____ *for* _____. *I certify that the supporting documents pertaining to the application are authentic.* *This is to further certify that the applicant has been in active service in the University for ___ years, and that the applicant has moral and intellectual integrity.* _____ **Signature over Printed Name of the Supervisor** _____ **Date** _____ **Signature over Printed Name of the Dean/Director** _____ **Date**

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Approval	*The Office of the Vice Chancellor for Research hereby approves the application of* _____ *for the REPS Development and Research Dissemination Grant.* _____ **Leslie Michelle M. Dalmacio, PhD** Vice Chancellor for Research _____ **Date**

CHECKLIST OF REQUIREMENTS

A. RESEARCH DISSEMINATION

1. For Conference (Oral/Paper) Presentation

1.1. Application form
1.2. Letter of invitation from organizer, indicating the acceptance of paper and entitlements/non-entitlement
1.3. Abstract reflecting the applicant's affiliation with UPM
1.4. Conference registration fee
1.5. Certificate of RGAO registration (if applicable)
1.6. Copy of the conference program

2. For Publication Fee

2.1. Application form
2.2. Proof of acceptance - affiliation with UPM should be stated clearly in the article
2.3. Portion of the journal indicating that it is peer-reviewed, or any proof of the peer-review process
2.4. Proof of non-predatory journal
2.5. Document reflecting publication fee
2.6. Certificate of RGAO registration

B. REPS Development

1. For Conference Attendance

1.1. Application form
1.2. Letter of invitation from organizer, reflecting the applicant's affiliation with UPM and the registration entitlements/non-entitlement
1.3. Conference registration fee
1.4. Copy of the conference program

2. For Training/Short-course/Workshop

2.1. Application form
2.2. Letter of invitation from organizer, reflecting the applicant's affiliation with UPM and the registration entitlements/non-entitlement
2.3. Training/Short-course/Workshop fee
2.4. Copy of the program