RESEARCH GRANTS ADMINISTRATION OFFICE

University of the Philippines Manila

CITIZEN'S CHARTER
2025

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I. Mandate

The Research Grants Administration Office (RGAO) was established to be a central research office that will streamline the research funding process for UP Manila and its component units. This initiative aligned with UP Manila’s strategic vision to strengthen its global research footprint. The RGAO was designed to:

1. Centralize and streamline research funding processes across the university’s units;
2. Enhance partnerships with external funding agencies and sponsors; and
3. Optimize resource allocation, ensuring direct benefits to UP CM and PGH.

Since its inception, RGAO has evolved into a cornerstone of UP Manila’s research ecosystem. With formal approval from the Chancellor, its mandate now includes registering and overseeing all research projects conducted by university employees and trainees, further solidifying institutional accountability and transparency.

II. Vision

To be recognized by research stakeholders as an invaluable and dependable provider of vital administrative support for the successful implementation of research in UP Manila

III. Mission

To provide the highest level of administrative support to research investigators for the successful implementation of UP Manila research while ensuring compliance to regulatory and funding agencies

IV. Goals and Objectives

1. To rationalize the processing of grants and/or financial support for research in UP Manila; and
2. To promote UP Manila as a national and international research collaborating center

V. List of Services

REGISTRATION OF UP MANILA RESEARCH AND RESEARCH OUTPUTS (PRESENTATIONS AND PUBLICATIONS)

1. Issuance of RGAO Registration Certificate for UP Manila Research
2. Issuance of RGAO Registration Certificate for UP Manila Research Presentations and Research Publications
3. Issuance of Revised RGAO Registration Certificate

SCREENING OF RESEARCH AGREEMENTS FOR LEGAL REVIEW AND APPROVAL

COLLECTION OF INSTITUTIONAL FEES

1. Issuance of Reference Slip for Administrative Overhead Cost (AOC) of Government Funded Research
2. Issuance of Statement of Account (SOA) for Administrative Overhead Cost (AOC) of Private/Industry-Sponsored Research
3. Issuance of Statement of Account for UPMREB Review Fee
4. Receiving Payment for Administrative Overhead Cost (AOC) and UPMREB Review Fee

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1. Review and Endorsement of Project Procurement Management Plan (PPMP)
2. Review and Endorsement of Purchase Request (PR)
3. Facilitation of Request for Quotation (RFQ)
4. Facilitation of PhilGEPS Posting
5. Processing of Notice of Award (NOA), Purchase Order (PO), and Notice to Proceed (NTP)

CLOSURE OF THE RESEARCH PROJECT

APPLICATION FOR RESEARCH DISSEMINATION GRANTS

1. Processing of Application for OVCAA Research Dissemination Grant (RDG) for Research Presentation
2. Processing of Application for OVCAA Publication Fee Grant
3. Processing of Application for OVCAA Publication Award
4. Processing of Application for OVPAA International Publication Award (IPA)

ISSUANCE OF CERTIFICATE OF EVALUATION FOR PUBLISHED PAPERS

REGISTRATION OF UP MANILA RESEARCH AND RESEARCH OUTPUTS (PRESENTATIONS AND PUBLICATIONS)

<table>
<tr><td colspan="5">1. Issuance of RGAO Registration Certificate for UP Manila Research</td></tr>
<tr><td>Office or Division:</td><td colspan="4">RGAO - Grants Application and Protocol Development Unit (GAPDU)</td></tr>
<tr><td>Classification:</td><td colspan="4">Simple</td></tr>
<tr><td>Type of Transaction:</td><td colspan="4">Government-to-Government (G2G)</td></tr>
<tr><td>Who may avail:</td><td colspan="4">UP Manila Faculty, Students, REPS, PGH Residents and Fellows</td></tr>
<tr><td colspan="5"></td></tr>
<tr><td colspan="2">CHECKLIST OF REQUIREMENTS</td><td colspan="3">WHERE TO SECURE</td></tr>
<tr><td colspan="2">Certificate of Completion from the VLE Online Module Course on Research Integrity (or its equivalent Certificate of Attendance from the Research Integrity Education Caravan)</td><td colspan="3">OVCR Office of Research Integrity (ORI)
(Memo No. CMLT-2024-262 (VLE Online Module Course on Research Integrity (RI))</td></tr>
<tr><td colspan="2">Line-Item Budget
(Note: This is required only for research projects with external sources of funding.)</td><td colspan="3">Funding agency</td></tr>
<tr><td colspan="5"></td></tr>
<tr><td>CLIENT STEPS</td><td>AGENCY ACTION</td><td>FEES TO BE PAID</td><td>PROCESSING TIME</td><td>PERSON RESPONSIBLE</td></tr>
<tr><td>1. Fills out and submits the RGAO Registration Form at the RGAO website.</td><td>1. Screens research versus non-research; checks investigators if UP Manila-affiliated; checks if not yet previously registered with RGAO; checks for complete information</td><td rowspan="3">None</td><td rowspan="3">Within 2 working days (batch processing of requests)</td><td rowspan="3">RGAO-GAPDU Staff-in-charge</td></tr>
<tr><td></td><td>2. Assigns unique RGAO reference number and inputs registration details in the RGAO research database</td></tr>
<tr><td></td><td>3. Generates RGAO Registration Certificate containing the research title, name of research investigators and, RGAO Reference Number. Sends RGAO Registration Certificate to research investigators via email.</td></tr>
<tr><td></td><td></td><td>Total</td><td>2 working days</td><td></td></tr>
<tr><td colspan="5">Note:
1. Requests received during weekends, holidays, or beyond 5:00 PM on weekdays will be registered on the next working day.</td></tr>
</table>

<table>
<tr><td colspan="2">2. Issuance of RGAO Registration Certificate for UP Manila Research Presentations and Research Publications</td></tr>
<tr><td>Office or Division:</td><td>RGAO - Grants Application and Protocol Development Unit (GAPDU)</td></tr>
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<tr><td>CHECKLIST OF REQUIREMENTS</td><td>WHERE TO SECURE</td></tr>
</table>

RGAO reference number of the original research	Research Grants Administration Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out and submits the RGAO Registration Form at the RGAO website.	1. Screens presentation/publication if research versus non-research; checks presenters/authors if UP Manila-affiliated; checks if not yet previously registered with RGAO; checks for complete information	None	Within 2 working days (batch processing of requests)	RGAO-GAPDU Staff-in-charge
	2. Traces the original research based on RGAO reference number and inputs presentation/ publication details in the RGAO research database			
	3. Generates RGAO Registration Certificate containing the title of presentation/publication, name of presenters/authors, and RGAO Reference Number. Sends RGAO Registration Certificate to presenters/authors via email.			
		Total	2 working days	

Note:
1. Requests received during weekends, holidays, or beyond 5:00 PM on weekdays will be registered on the next working day.

3. Issuance of Revised RGAO Registration Certificate	
Office or Division:	RGAO - Grants Application and Protocol Development Unit (GAPDU)
Classification:	Simple
Type of Transaction:	Government-to-Government (G2G)
Who may avail:	UP Manila Faculty, Students, REPS, PGH Residents and Fellows

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
RGAO reference number of the original research	Research Grants Administration Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out and submits the Revise RGAO Registration Certificate form at the RGAO website.	1. Screens request if valid RGAO reference number	None	Within 2 working days (batch processing of requests)	RGAO-GAPDU Staff-in-charge
	2. Traces the original research based on RGAO reference number and updates details (research title, name of research investigators, objectives) in the			

	RGAO research database			
	3. Generates revised RGAO Registration Certificate containing the updated research title/name of research investigators, with the same RGAO Reference Number. Sends RGAO Registration Certificate to research investigators via email.			
		Total	2 working days	
Note: 1. Requests received during weekends, holidays, or beyond 5:00 PM on weekdays will be registered on the next working day.				

SCREENING OF RESEARCH AGREEMENTS FOR LEGAL REVIEW AND APPROVAL

Facilitation of Review and Approval of Research Collaboration Agreement/Clinical Trial Agreement	
Office or Division:	RGAO - Grants Application and Protocol Development Unit (GAPDU)
Classification:	Simple
Type of Transaction:	Government-to-Government (G2G)
Who may avail:	UP Manila research staff and personnel

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Signed RFQ Specifications Terms and Conditions	Client
Sealing Template	RGAO-GAPDU

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submits Research Collaboration Agreement/Clinical Trial Agreement	1. Checks if the study protocol is registered in the RGAO Database.	None	2 minutes	RGAO-GAPDU Staff-in-charge
	2. Conducts a preliminary review of the provisions of the agreement following the provisions pursuant to Memo CMLT-2024-307.	None	15 minutes	RGAO-GAPDU Staff-in-charge
	3. Screens documentary requirements submitted through email, as required by the UPM Legal Office (listed in the memo CMLT-2024-307).	None	15 minutes	RGAO-GAPDU Staff-in-charge
	4. Assigns tracking number and logs in the Legal Review database for record and documentation	None	5 minutes	RGAO-GAPDU Staff-in-charge

	5. Attaches an endorsement letter signed by the RGAO Head	None	2 minutes	RGAO-GAPDU Staff-in-charge
	6. Creates a Google folder with the tracking number as filename. This folder contains the documentary requirements and will be shared to the UPM Legal Officer for their reference.	None	2 minutes	RGAO-GAPDU Staff-in-charge
	7. Forwards the printed agreement to the UPM Legal Office and sends an e-copy through email.	None	2 minutes	RGAO-GAPDU Staff-in-charge
		Total	43 minutes	

COLLECTION OF INSTITUTIONAL FEES

1. Issuance of Reference Slip for Administrative Overhead Cost (AOC) of Government Funded Projects				
Office or Division:	RGAO - Grants Application and Protocol Development Unit (GAPDU)			
Classification:	Simple			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	UP Manila research staff and personnel			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Approved Line-Item Budget (LIB)			Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submits the approved Line-Item Budget (LIB)	1. Reviews the LIB to ensure the accuracy of the AOC allocation in line with the funding agency's requirements.	None	3 minutes	RGAO-GAPDU Staff-in-charge
	2. Prepares the Reference Slip indicating the distribution of the AOC (as per Memo RLA-10-083).	None	15 minutes	RGAO-GAPDU Staff-in-charge
	3. Issues the Reference Slip to the Client/Implementing Unit for the Principal Investigator's signature.	None	Within the day (depending on the availability of the Principal Investigator)	RGAO-GAPDU Staff-in-charge
2. Returns the Reference Slip with the Principal Investigator's signature.	4. Signs the Reference Slip.	None	Within the day	RGAO Head
	5. Scans the Reference Slip and keeps e-copy for filing.	None	2 minutes	RGAO-GAPDU Staff-in-charge

	6. Forwards the Reference Slip to the Accounting Office for processing.	None	2 minutes	RGAO-GAPDU Staff-in-charge
		Total	1 working day and 22 mins	

2. Issuance of Statement of Account (SOA) for Administrative Overhead Cost (AOC) of Private/Industry-Sponsored Research	
Office or Division:	RGAO - Grants Application and Protocol Development Unit (GAPDU)
Classification:	Simple
Type of Transaction:	Government-to-Client (G2C)
Who may avail:	UP Manila research staff and personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed Research Collaboration Agreement/Clinical Trial Agreement with approved LIB	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for computation and billing of AOC	1. Computes the AOC pursuant to Memo CCDP 2018-116 in which the total amount per patient shall be determined from the Procedural and Non-Procedural budget.	None	30 minutes	RGAO-GAPDU Staff-in-charge
	2. Records the AOC amount in the AOC database.	None	2 minutes	RGAO-GAPDU Staff-in-charge
	3. Generates and prints the Statement of Account indicating the amount of the AOC.	None	2 minutes	RGAO-GAPDU Staff-in-charge
	4. Signs the Statement of Account.	None	Within the day	RGAO Head
	5. Scans the Statement of Account and keeps e-copy for filing.	None	2 minutes	RGAO-GAPDU Staff-in-charge
	6. Issues the Statement of Account to the Client/Implementing Unit.	None	2 minutes	RGAO-GAPDU Staff-in-charge
		Total	1 working day and 38 mins	

3. Issuance of Statement of Account for UPMREB Review Fee	
Office or Division:	RGAO - Grants Application and Protocol Development Unit (GAPDU)
Classification:	Simple
Type of Transaction:	Government-to-Client (G2C)
Who may avail:	UP Manila research staff and personnel

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Approved Line-Item Budget (LIB)	Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Requests for Statement of Account	1. Coordinates with UPMREB for confirmation of submission. Checks research collaboration agreement and LIB (if applicable).	None	2 minutes	RGAO-GAPDU Staff-in-charge
	2. Checks the RGAO reference number and records in the UPMREB collections database.	None	5 minutes	RGAO-GAPDU Staff-in-charge
	3. Generates and prints the Statement of Account indicating the UPMREB review fee.	None	2 minutes	RGAO-GAPDU Staff-in-charge
	4. Signs the Statement of Account.	None	Within the day	RGAO Head
	5. Scans the Statement of Account and keeps e-copy for filing.	None	2 minutes	RGAO-GAPDU Staff-in-charge
	6. Issues the Statement of Account to the Client/Implementing Unit.	None	2 minutes	RGAO-GAPDU Staff-in-charge
		Total	1 working day and 13 mins	

4. Receiving Payment for Administrative Overhead Cost (AOC) and UPMREB Review Fee	
Office or Division:	RGAO - Grants Application and Protocol Development Unit (GAPDU)
Classification:	Simple
Type of Transaction:	Government-to-Client (G2C)
Who may avail:	UP Manila research staff and personnel

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Cash or Cashier’s/Manager’s Check	Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pays AOC or UPMREB review fee in cash or Cashier’s/Manager’s check or through wireless fund transfer.	1. Receives cash/check payment (or proof of payment/deposit slip if fund transfer). Issues a Fund Acceptance Form shall to the payor as acknowledgement receipt in lieu of the Official Receipt.	None	2 minutes	RGAO-GAPDU Staff-in-charge
	2. Records payment in the AOC/UPMREB fee database.	None	2 minutes	RGAO-GAPDU Staff-in-charge

	3. Generates and prints the Order of Payment containing the study details, amount paid, purpose of payment, and a detailed allocation for each department, reflected in their respective subledgers.	None	2 minutes	RGAO-GAPDU Staff-in-charge
	4. Signs the Order of Payment.	None	Within the day	RGAO Head
	5. Scans the Order of Payment and keeps e-copy for filing.	None	2 minutes	RGAO-GAPDU Staff-in-charge
	6. Forwards the Order of Payment with the cash/check/proof of payment to the UPM Cash Office for issuance of Official Receipt.	None	2 minutes	RGAO-GAPDU Staff-in-charge
		Total	1 working day and 10 mins	

DISBURSEMENT OF FUNDS

PROCESSING OF FUND DISBURSEMENT	
Office or Division:	Fund Administration Management Unit (RGAO)
Classification:	Complex
Type of Transaction:	Government to Government
Who may avail:	The Research projects that have an administrative overhead cost collection in place and are registered with the Research Grants Administration Office are required.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Approved Memorandum of Agreement (MOA)	Client
Approved Line-Item-Budget (LIB)	Client
Certificate of Registration (RGAO registration)	Client
List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA)	Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
The Project Leader/Staff will submit their copy of the required documents to FAMU	Review the attachments sent in the email by the project leader/staff	None	Within 3 mins upon receipt in the email	RGAO-FAMU Staff

	Submit the reviewed documents to the Accounting Office through email to generate the Order of Payment	None	Within 5 mins after the review of the documents	RGAO-FAMU Staff
	Once the Order of Payment is received, hard copies of the required documents, together with the order of payment, will be submitted to the Cash Office for the Official Receipt	None	Within 5 mins upon receipt of the order of payment	RGAO-FAMU Staff
	Once the Official Receipt (OR) is available in the Cash Office, the liaison officer of RGAO will drop by the Cash Office to get the OR and forward to the project staff	None	Within the day (depending on the availability of the project staff)	RGAO-FAMU Staff
		Total	1 working day	

Note:
1. For documents received after 1 PM, delivery of the hard copy will be made on the next working day.
2. For documents received through email beyond 4 PM, checking and preparation of the necessary forms shall be done on the next working day.

PROCUREMENT SERVICES

1. Review and Endorsement of Project Procurement Management Plan (PPMP)	
Office or Division:	Procurement Unit (RGAO)
Classification:	Complex
Type of Transaction:	G2G / G2C
Who may avail:	Research Projects registered with Research Grants Administration Office

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Draft PPMP Template	RGAO website
Approved LIB	Funding agency

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submits draft PPMP and LIB to RGAO-Procurement Unit	1. Reviews the draft PPMP submitted by the research project team	None	Within 2 days	RGAO-Procurement Staff-in-charge
	2. Encodes the PPMP into the prescribed system	None	Within 2 days	RGAO-Procurement Staff-in-charge
	3. Endorses the encoded PPMP to the research project team for the Project Leader’s signature	None	1 day	RGAO-Procurement Staff-in-charge

2. Endorses signed PPMP to RGAO-Procurement Unit for approval	1. Endorses the signed PPMP to the RGAO Head for review and initials	None	Within 2 days	RGAO Head
	2.Forwards the signed PPMP to the next approving office	None	1 day	RGAO-Procurement Staff-in-charge
		Total	Within 8 working days	

2. Review and Endorsement of Purchase Request (PR)	
Office or Division:	Procurement Unit (RGAO)
Classification:	Complex
Type of Transaction:	G2G / G2C
Who may avail:	Research Projects registered with Research Grants Administration Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved PPMP	RGAO-Procurement, Project Team
Copy of Approved LIB	Project Team
Other required documents	Project Team

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits draft PR, copy of approved PPMP, LIB, and other required documents to RGAO-Procurement Unit	1. Reviews the draft PR, and other required documents submitted by the research project team	None	Within 2 days	RGAO-Procurement Staff-in-charge
	2. Encodes the PR into the prescribed system	None	Within 2 days	RGAO-Procurement Staff-in-charge
	3. Endorses the encoded PR to the research project team for the Project Leader’s signature	None	1 day	RGAO-Procurement Staff-in-charge
2. Endorses signed PR to RGAO for approval	1.Endorses the signed PR to the RGAO Head for review and initials	None	Within 2 days	RGAO Head
	2. Forwards the signed PR and other required attachments to the next approving office	None	1 day	RGAO-Procurement Staff-in-charge
		Total	Within 8 working days	

3. Facilitation of Request for Quotation (RFQ)	
Office or Division:	Procurement Unit (RGAO)
Classification:	Simple
Type of Transaction:	G2G / G2C
Who may avail:	Research Projects registered with Research Grants Administration Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved Purchase Request	RGAO-Procurement, Project Team
Technical Specifications/ Terms & Conditions	Project Team

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits approved PR to RGAO-Procurement Unit	Encodes RFQ into prescribed system, and return to project team for review and signature of Project Leader or Project Personnel	None	Within the day	RGAO-Procurement Staff-in-charge
2. Sends signed RFQ to RGAO-Procurement Unit for posting (if applicable)	Posts the RFQ to PhilGEPS	None	Within the day	RGAO-Procurement Staff-in-charge
		Total	Within 2 working days	

4. Facilitation of PhilGEPS Posting	
Office or Division:	Procurement Unit (RGAO)
Classification:	Simple
Type of Transaction:	G2G / G2C
Who may avail:	Research Projects registered with Research Grants Administration Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed RFQ	Project Team
Specifications	
Terms and Conditions	
Sealing Template	RGAO-Procurement Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submits signed RFQ and other necessary attachments to RGAO-Procurement Unit	1. Posts the RFQ (Bid Notice) to PhilGEPS and send the posting details to research project team for reference	None	1 day	RGAO-Procurement Staff-in-charge
		Total	1 working day	

5. Processing of Notice of Award (NOA), Purchase Order (PO), and Notice to Proceed (NTP)	
Office or Division:	Procurement Unit (RGAO)
Classification:	Simple
Type of Transaction:	G2G / G2C
Who may avail:	Research Projects registered with Research Grants Administration Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved Abstract of Quotation	Project Team
Quotation/s and eligibility documents	Supplier
Approved RFQ, PR, PPMP and LIB	Project Team

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits approved Abstract of Quotation	1. Creates NOA, and endorse to the RGAO Head for review and initials	None	Within 2 days	RGAO-Procurement Staff-in-charge, RGAO Head
	2. Forwards to the next approving office	None	1 day	RGAO-Procurement Staff-in-charge
	3. Once the NOA is approved, forwards to project team for supplier's signature	None	1 day	RGAO-Procurement Staff-in-charge
2. Sends approved NOA to chosen supplier for signature, then submit to RGAO-Procurement Unit once signed	1. Creates PO & NTP, and endorse to the RGAO Head for review and initials	None	Within 2 days	RGAO-Procurement Staff-in-charge, RGAO Head
	2. Forwards to the next approving office	None	1 day	RGAO-Procurement Staff-in-charge
	3. Informs the research project team of approved documents once signed by approving authorities	None	1 day	RGAO-Procurement Staff-in-charge
		Total	Within 8 working days	

CLOSURE OF THE RESEARCH PROJECT

PROCESSING OF CLOSURE OF THE RESEARCH PROJECT	
Office or Division:	Fund Administration Management Unit (RGAO)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	1. The Research projects registered with the Research Grants Administration Office and/or handled previously by RGAO for those old research projects under the AOM-COA and DOST, tagged as unliquidated 2. Must have no pending financial obligations, such as reimbursement, liquidation, and payment of salary

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Annual Financial Report (FR)	Accounting Office
Letter for return of unexpended balance (RUB)	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The project staff will submit the Annual FR with a stamped receipt by the funder and a signed letter for RUB to RGAO FAMU	Receive and facilitate the approval of the letter of RUB. For the signature of the RGAO Head	None	Within 5 mins upon receipt from the project staff	RGAO-FAMU Staff
	Once signed by the RGAO Head, the letter for RUB will be forwarded to the College Dean/NIH-Executive Director, under recommending approval	None	Within 3 mins upon signing of the RGAO Head	RGAO-FAMU Staff
	Once signed by the College Dean/NIH-Executive Director, the signed letter will be forwarded to the Accounting Office for funding clearance and will be forwarded to OVCAF for final approval by the Accounting Office	None	Within 3 mins upon signing of the College Dean/NIH-Exe cutive Director	RGAO-FAMU Staff

	Once the letter with funding clearance is received, FAMU handler will generate the Disbursement Voucher (DV) for RUB	None	Within 5 mins upon receipt from the Accounting Office	RGAO-FAMU Staff
	The DV for RUB will be initialed by the RGAO Head and will be forwarded to the College Dean/NIH Executive Director.	None	Within 3 mins upon signing of the RGAO Head	RGAO-FAMU Staff
	Once signed by the College Dean/NIH-Executive Director, the signed DV for RUB will be forwarded to the Accounting Office for funding clearance and will be forwarded to the Accounting Office. Afterwards, forward to the Cash Office to generate its cheque	None	Within 3 mins upon signing of the College Dean/NIH-Executive Director	RGAO-FAMU Staff
	Once the cheque in the Cash Office is available, RGAO FAMU will inform the project staff to drop by the Cash Office to personally pick up the cheque	None	Within 5 mins upon receipt of the update for the cheque availability	RGAO-FAMU Staff
The project staff will submit the cheque to the funder in return for the Official Receipt. Original OR will be submitted to the Cash Office, and a copy of OR will be sent via email to RGAO and the Accounting Office		None	An estimated 15 days for the submission of the project staff to the funder.	Project Staff
	Request for a Terminal Financial Report with a Zero balance to the Accounting Office	None	Within 3 mins upon receipt of the copy of OR, RGAO will request FR to Accounting Office	RGAO-FAMU Staff

	Once received the generate Terminal FR with zero balance, project handler will be forwarded to the project team for their final review and signature of the Project Leader	None	Within 3 mins upon receipt of Terminal FR with zero balance	RGAO-FAMU Staff
Project staff will submit the signed Terminal FR with zero balance to the RGAO	Receive and initial the RGAO head before forwarding to the Office or the Vice Chancellor for Research/Executive Director of NIH for signature	None	Within 3 mins upon receipt of signed Terminal FR with zero balance	RGAO-FAMU Staff
	Once received the complete signed Terminal FR with zero balance, the hard copy will be forwarded to COA for their copy and forwarded to the project staff for the final route to the funder	None	Within 3 mins upon receipt of signed Terminal FR with zero balance	RGAO-FAMU Staff
Project staff will submit the signed terminal FR to the funder and submit to the RGAO with the stamped of the funder	RGAO FAMU will keep a copy of the received Terminal FR with zero balance by the funder	None	Within 2 mins upon receipt of stamped Terminal FR with zero balance	RGAO-FAMU Staff
		Total	working day	

Note:
1. Submission of the project to the funder must be within 15 working days
2. The timeline of the documents will vary depending on the time RGAO receives from the respective offices

APPLICATION FOR RESEARCH DISSEMINATION GRANTS

1. Processing of Application for OVCAA Research Dissemination Grant (RDG) for Research Presentation	
Office or Division:	Research Implementation and Support Unit (RGAO)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	A. Faculty/research faculty, full-time or part-time, with or without tenure, and university researchers, who have served UPM for at least two (2) years, for attendance in international conferences, and at least one (1) year for local and foreign conferences held in the Philippines B. Clinical faculty and lecturers, who have been teaching for the last five (5) years, carrying six (6) units per semester, and not appointed as regular faculty because of lack of items.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished application form endorsed by the Department Chair and Dean, or by the Institute Director and NIH Executive Director	OVCAA/RGAO
A letter of invitation, which reflects acceptance of the paper, all entitlements, and affiliation with UP Manila	Client
Registration of the research/study and the presentation with the Research Grants and Administration Office (RGAO)	RGAO
Abstract which reflects UP Manila affiliation	Client
Presentation guidelines/program, which includes other activities besides the presentation	Client
Other source of funds for conferences is strongly encouraged and should be declared	Client
A document which reflects the cost of registration	Client
At least three (3) quotations for airfare and hotel accommodation	Client
If a previous recipient of the grant, the Faculty/university researcher must ● submit reports and receipts; ● preferably submit an article for publication; and ● preferably show proof that s/he has echoed what was learned to colleagues in the unit/department	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sends a copy of the approved paper for presentation	Receives the copy of the approved paper for presentation, checks the application's eligibility	None	Within 3 mins (depending on the number of approved papers received)	RGAO-RISU Staff
	Prepares and sends the pre-filled forms to the applicants along with the list of requirements	None	Within 5 mins (depending on the number of applications being prepared)	RGAO-RISU Staff
Checks and signs the pre-filled forms if they deem all information correct; attaches requirements; and submits to RGAO	Receives application form; checks if with complete requirements attached; and forwards to the department/unit for endorsements by the department chair/institute	None	Within 5 mins (depending on the number of applications being checked)	RGAO-RISU Staff

	director and the dean/executive director			
	Once the unit returns the duly endorsed application to RGAO, RGAO will forward it to the OVCAA.	None	Within the day	RGAO-RISU Staff
		Total	1 working day	

Note:
1. For documents/applications received beyond 1 PM, delivery of the hard copy shall be done on the next working day.
2. For documents/applications received through email beyond 5 PM, checking and preparation of the necessary forms shall be done on the next working day.

2. Processing of Application for OVCAA Publication Fee Grant	
Office or Division:	Research Implementation and Support Unit (RGAO)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	Faculty/research faculty whose original research articles have been accepted for publication in Thomson Reuters (formerly ISI) or Scopus-indexed journals, requiring payment of a publication fee

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished application form endorsed by the Department Chair and Dean, or by the Institute Director and NIH Executive Director	OVCAA/RGAO
A letter of acceptance, which indicates that payment of the publication fee is necessary to publish the accepted paper, and the amount of the publication fee. The maximum publication fee given is US$500.	Client
A copy of the approved manuscript for publication/full article, which indicates affiliation with UP Manila	Client
Proof that the journal is a Thomson Reuters (formerly ISI) or Scopus-indexed journal	Client
Registration of the research/study and the publication with the Research Grants and Administration Office (RGAO)	RGAO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sends a copy of the publication	Receives the copy of the publication, checks the application's eligibility	None	Within 3 mins (depending on the number of publications received)	RGAO-RISU Staff
	Prepares and sends the pre-filled forms to the	None	Within 5 mins (depending on	RGAO-RISU Staff

	applicants along with the list of requirements		the number of applications being prepared)	
Checks and signs the pre-filled forms if they deem all information correct; attaches requirements; and submits to RGAO	Receives application form; checks if with complete requirements attached; and forwards to the department/unit for endorsements by the department chair/institute director and the dean/executive director	None	Within 5 mins (depending on the number of applications being checked)	RGAO-RISU Staff
	Once the unit returns the duly endorsed application to RGAO, RGAO will forward it to the OVCAA.	None	Within the day	RGAO-RISU Staff
		Total	1 working day	

Note:

2. For documents/applications received beyond 1 PM, delivery of the hard copy shall be done on the next working day.
3. For documents/applications received through email beyond 5 PM, checking and preparation of the necessary forms shall be done on the next working day.

3. Processing of Application for OVCAA Publication Award	
Office or Division:	Research Implementation and Support Unit (RGAO)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	Faculty/research faculty, full-time or part-time, with or without tenure, as principal or co-author of original research articles published in reputable, peer-reviewed, national/international journals during the last two (2) years from the year of publication

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Duly accomplished application form endorsed by the Department Chair and Dean, or by the Institute Director and NIH Executive Director	OVCAA/RGAO
A copy of a journal article (peer-reviewed, non-Scopus/WoS); Affiliation with UP Manila stated clearly in the article	Client
Portion of the journal which indicates it is peer-reviewed, or any proof of the peer-review process	Client
Registration of the research/study and the publication with the Research Grants and Administration Office (RGAO)	RGAO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sends a copy of the approved manuscript for publication/full article	Receives the copy of the approved manuscript for publication/full article, checks the application's eligibility	None	Within 3 mins (depending on the number of approved manuscript for publication/full article received)	RGAO-RISU Staff
	Prepares and sends the pre-filled forms to the applicants along with the list of requirements	None	Within 5 mins (depending on the number of applications being prepared)	RGAO-RISU Staff
Checks and signs the pre-filled forms if they deem all information correct; attaches requirements; and submits to RGAO	Receives application form; checks if with complete requirements attached; and forwards to the department/unit for endorsements by the department chair/institute director and the dean/executive director	None	Within 5 mins (depending on the number of applications being checked)	RGAO-RISU Staff
	Once the unit returns the duly endorsed application to RGAO, RGAO will forward it to the OVCAA.	None	Within the day	RGAO-RISU Staff
		Total	1 working day	

Note:
1. For documents/applications received beyond 1 PM, delivery of the hard copy shall be done on the next working day.
2. For documents/applications received through email beyond 5 PM, checking and preparation of the necessary forms shall be done on the next working day.

4. Processing of Application for OVPAA International Publication Award (IPA)	
Office or Division:	Research Implementation and Support Unit (RGAO)
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	Authors who indicate UP as their affiliation in an international publication, are in active service, and affiliated with UP at the time of application: ● Full-time faculty, research faculty, lecturers, clinical faculty, professor emeriti,

	professorial fellows • Those on sabbatical and secondment to other agencies, • Visiting professors, adjunct professors • REPS, administrative/medical personnel, students • Research personnel as supported by a contract between the research personnel and UP, collaborators of the UP research investigator from non-UP entities (e.g. UP Foundations, private organizations, or other government agencies) • UP authors who are no longer affiliated with the University, provided that the article was published within eighteen (18) months from the date of graduation/retirement/resignation/ or end of engagement with the University. A UP unit (institute, department, etc.) indicated as the affiliate institution of the author(s) shall receive an IPA apart from the IPA for the author.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IPA Form 4.1 (Journal Article Application Form) duly signed by the applicants and endorsed by the Department Chair and Dean, or by the Institute Director and NIH Executive Director with the OVCRD/OVCRE endorsement	RGAO via IPA online Application form (RGAO IPA Google Form)
IPA Form 4.2 (Layman's Summary)	Generated by RGAO upon the completion of the IPA Application Form
IPA Form 4.3 (Notice of Award) endorsed by the Department Chair and Dean, or by the Institute Director and NIH Executive Director	Generated by RGAO upon the completion of the IPA Application Form
Annex 1: Copy of the Journal Article	Client

Annex 2: Proof of affiliation
 	
• Notice of Temporary or Permanent Appointment for UP-employed;
• Contract of Service or Job Contract of UP-affiliated but non-UP employed;
• Form 5 for undergraduate or graduate student.
• For those who are no longer with UP:
    ○ Proof of graduation
    ○ Certificate of service
 	
Note: Faculty/Student IDs are not accepted.
	Client

IPA Form 4.4 (Book/ Book Chapter Application Form) duly signed by the applicants and endorsed by the Department Chair and Dean, or by the Institute Director and NIH Executive Director, with the OVCRD/OVCRE endorsement	Generated by RGAO upon the completion of the IPA Application Form
Copy of Book/ Book Chapter	Client
Book Cover	Client
Copyright Page	Client
Preface	Client
Table of Contents	Client
List of Contributors or Contributors Notes	Client
Proof of Peer Review Process	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Completes the online form via the RGAO IPA Google Form	Receives the online application, checks the application's eligibility, and prepares and sends the pre-filled forms	None	Batch processing of applications within 14 working days	RGAO-RISU Staff
Checks and signs the pre-filled forms if they deem all information correct; attaches requirements; and submits to RGAO	Receives application form; checks if with complete requirements attached; and forwards to the department/unit for endorsements by the department chair/institute director or the dean/executive director	None		RGAO-RISU Staff
	Once the unit returns the duly endorsed application, RGAO will forward it to the OVCRE for endorsement and will submit it to the OVPAA once duly endorsed.	None		RGAO-RISU Staff
		Total	14 working days	

Note:
1. For documents/applications received beyond 1 PM, delivery of the hard copy shall be done on the next working day.
2. For documents/applications received through email beyond 5 PM, checking and preparation of the necessary forms shall be done on the next working day.

ISSUANCE OF CERTIFICATE OF EVALUATION FOR PUBLISHED PAPERS

Issuance of Certificate of Evaluation	
Office or Division:	RGAO thru OVCR-PAC
Classification:	Technical
Type of Transaction:	Government-to-Government (G2G)
Who may avail:	Applicants for faculty appointment or reclassification

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Full Name of Faculty/Applicant	Client
RGAO Registration Certificate (Research Publication) Refer to CC for the Issuance of RGAO Registration Certificate for UP Manila Research Presentations and Research Publications	RGAO-GAPDU
Purpose of Certification	Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Requests for Certificate of Evaluation and submits complete information/attachments at rgao.upm@up.edu.ph	Receives request for Certificate of Evaluation.	None	Within the day	OVCR-PAC Staff (University Researcher 1)
2. Receives confirmation email	Checks completeness of information/attachments, verifies registration of research publication/s through the RGAO Database, and notes start of processing	None	1 day	OVCR-PAC Staff (University Researcher 1)
None	Evaluates the research publication/s according to the requirements of APFC and prepares the certificate	None	5 days (depending on the number of publications)	OVCR-PAC Staff (University Researcher 1)
None	Reviews and signs the certificate	None	Within the day (depending on the number of publications)	RGAO Head
None	Forwards/Delivers the certificate to the Office of the Vice Chancellor	None	Within the day	RGAO staff for outgoing documents (Administrative Aide VI)
None	Receives the certificate and signs TRACKS-generated acknowledgement receipt	None	1 min	OVCR staff for incoming documents (Administrative Officer)
None	Signs the certificate	None	5 min	Vice Chancellor for Research and Extension
None	Forwards/Delivers the signed certificate to RGAO	None	1 day	OVCR staff for outgoing documents
None	Receives the reviewed/signed certificate and signs TRACKS-generated acknowledgement receipt	None	1 min	RGAO staff for incoming documents (Senior Office Aide) or University Researcher 1
3. Receives the Certificate of Evaluation	Issues signed certificate	None	Within the day (depending on the time the certificate is delivered to RGAO)	OVCR-PAC Staff (University Researcher 1)
		Total	10 working days	