



GUIDELINES

Research Dissemination Grant, Faculty Development Grant, Publication Award, and Publication Fee*

Updated as of January __ 2024

1. RESEARCH DISSEMINATION GRANT (RDG)

1.1 For what is it given?

- Oral presentation of research/study outputs in international/national conferences
- Qualified poster presentation in international/national conferences

1.2 Who can qualify to receive the grant?

- Faculty/research faculty (full-time or part-time, with or without tenure) and university researchers who have served UP Manila 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; or
- 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.

1.3 What items are supported by the RDG?

- The grant covers full or partial amount of round trip airfare (economy fare with the most economical cost), conference registration fee, and hotel accommodation. The total amount of funding support will vary and depend on the location of the event.

Note: *Faculty can avail of the grant only once a year for conferences, subject to the availability of funds. Priority will be given to first-time applicants if funds are not sufficient.*

1.4 What are the requirements?

- Duly accomplished application form endorsed by the Department Chair and Dean or by the Institute Director and NIH Executive Director, as applicable
- Letter of invitation which indicates the acceptance of paper, all entitlements, and affiliation with UP Manila

- Certificate of Registration of research/study from the Research Grants and Administration Office (RGAO)/Approval of research/study from the Office of the Vice Chancellor for Research (OVCR)
- Ethics approval of research protocol from the UP Manila Research Ethics Board (UPM- REB) for researches involving human participants (e.g. human data, material, biospecimen) and that are for future publication.
- Abstract which reflects affiliation with UP Manila
- Poster presentation shall include guidelines/program which comprises other activities apart from the poster presentation (*i.e. presentation during poster visitation times, mini-presentation with discussion*)
- Other source of funds for conferences is strongly encouraged and should be declared
- A document which reflects the cost of registration
- At least three (3) quotations for airfare and hotel accommodation
- If a previous recipient of the grant, the faculty/university researcher should:
 - submit reports and receipts;
 - preferably submit an article for publication; and
 - preferably show proof that the recipient has echoed what was learned to colleagues in the unit/department.

2. FACULTY DEVELOPMENT GRANT (FDG)

2.1 For what is it given?

- Academic presentation in international/national conferences/conventions
- Attendance in conferences held abroad but not presenting, where each college is allowed to send up to a maximum of **two (2) faculty members per conference**
- Attendance in national/international conferences held in the Philippines but not presenting, where each college is allowed to send up to a maximum of **three (3) faculty members per conference**
- Short courses/training programs overseas, preferably included in a 5-year faculty development plan submitted to and accepted by the OVCAA, where each college is allowed to send up to a **maximum of two (2) faculty members per course/program**

2.2 Who can qualify to receive the grant?

- Faculty/research faculty (full-time or part-time, with or without tenure), who have served UP Manila 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; or

- 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.

2.3 What items are supported by the FDG?

- The grant covers full or partial amount of round trip airfare (economy fare with the most economical cost), conference registration fee, and hotel accommodation. The total amount of funding support will vary and depend on the location of the event.

Note: Faculty can avail of the grant only once a year for conferences, subject to the availability of funds. Priority will be given to first-time applicants if funds are not sufficient.

2.4 What are the requirements?

- Duly accomplished application form endorsed by the Department Chair and Dean or by the Institute Director and NIH Executive Director, as applicable
- Letter of invitation which indicates all entitlements and affiliation with UP Manila
- Other source of funds for conferences is strongly encouraged and should be declared
- Document which reflects the cost of registration
- At least three (3) quotations for airfare and hotel accommodation
- If a previous recipient of the grant, faculty/university researcher should:
 - submit reports and receipts; and
 - preferably show proof that the recipient has echoed what was learned to colleagues in the unit/department.

3. PUBLICATION AWARD

3.1 For what is it given?

- Given to 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 year of publication

3.2 What are the requirements?

- Copy of the journal article reflecting affiliation with UP Manila and proof that

the journal is international/national and peer-reviewed

- For local/national journals, there should be submission of document on the peer review process and example of how the paper submitted was peer-reviewed
- Certificate of Registration of research/study from the Research Grants and Administration Office (RGAO)/Approval of research/study from the OVCR
- Ethics approval of research protocol from the UPM-REB for researches involving human participants (e.g. human data, material, biospecimen) and that are for future publication.

Note: *There is no limit as to the number of articles per year, subject to the availability of funds.*

4. PUBLICATION FEE

4.1 For what is it given?

- Given to faculty/research faculty whose original research articles have been accepted for publication in Thomson Reuters (formerly ISI) or Scopus-indexed journals requiring payment of publication fee
- Only one (1) Publication Fee will be given to a publication/journal article with multiple authors

4.2 What are the requirements?

- Letter of acceptance, which indicates that payment of publication fee is necessary to publish the accepted paper and the amount of publication fee. The maximum publication fee given is US\$500.
- Copy of proposed article which indicates affiliation with UP Manila
- Proof that the journal is a Thomson Reuters (formerly ISI) or SCOPUS-indexed journal
- Certificate of Registration of research/study from the Research Grants and Administration Office (RGAO)/Approval of research/study from the OVCR
- Ethics approval of research protocol from the UPM-REB for researches involving human participants (e.g. human data, material, biospecimen) and that are for future publication.

5. WHO IS EXCLUDED FOR THE FUND-GRANTS?

- Faculty/University Researchers who are teaching in other schools **without** MOA with UP
- Full-time faculty members without approved application for limited practice of profession
- Faculty members who have not served UP Manila for at least two (2) years for attendance in international conferences and at least one (1) year for attendance in conferences held in the Philippines
- Faculty/University Researchers with letter of invitation that does not reflect affiliation with UP Manila
- Faculty/University Researchers who were given publication fee shall not qualify for publication awards for the same paper

6. WHAT IS THE PROCESS OF APPLICATION FOR THE GRANTS?

- Submit Letter of Application using prescribed form and with the endorsements of the Department Chair/Unit Head and Dean, to the OVCAA, **at least one month prior to activity.**
- Please refer to the RDG/FDG/PA/PF application flowchart below.

RDG, FDG, PA AND PF PROCESS FLOWCHART

1. SUBMISSION OF APPLICATION FORM

- Applicant shall submit fully accomplished application form with complete documentary requirements to the OVCAA.
- The OVCAA shall prepare its grant form to be forwarded to the OVCR for endorsement.



2. ENDORSEMENT AND REVIEW OF APPLICATION

- The VCR shall sign the grant form for endorsement which needs to be sent back to the OVCAA, together with its attachments.
- The VCAA shall review the application and indicate/identify the amount of grant based on the UPM RDG/FDG/PA/PF financial entitlements.



3. FUNDING CLEARANCE AND APPROVAL

- The OVCAA shall forward the grant form and its attachments to the Budget Office for funding clearance.
- The Budget Office shall send the grant form and its attachment to the OC for approval.
- The Chancellor shall approve the grant and OC will return the documents to the OVCAA.



4. PREPARATION OF BUR AND DV

- The OVCAA shall prepare the Budget Utilization Request (BUR) Form for the VCAA's signature.
- The approved and signed BUR shall be returned to the applicant.
- The applicant/college/unit shall create/prepare the Disbursement Voucher (DV) through the UIS.



5. PROCESSING OF DV AND ADA

- The DV with BUR shall be forwarded to the Budget Office. The BUR shall then be signed by the Budget Office Chief.
- The DV shall be approved and signed by the Chief Accountant and VCA.
- The approved DV shall be forwarded to the Cash Office for Automatic Debit Account (ADA) preparation.
- The ADA shall be signed by the VCA/VCAA/VCPD.
- Once signed, the ADA will be forwarded to the Cash Office, then the same shall be forwarded to the bank for crediting to the recipient's bank account.



APPLICATION FORMS CAN BE
DOWNLOADED FROM THE
[UPM-OVCAA PORTAL](#)

FOR INQUIRIES AND SUBMISSION:

Tel. No: (632) 8-814-1210

upm-ovcaa@up.edu.ph

7. HOW WILL THE FUNDS/GRANTS BE RELEASED?

Note: The currency of funds to be given will be in Philippine Peso.

For Conferences (national or international)

- 100% of the approved award

For Publication Award

- 100% of the approved award

For Publication Fee

- 80% of the publication fee upon approval of application
- 20% upon submission of the copy of journal where the paper was published, with receipt of payment

8. RESPONSIBILITIES OF GRANTEES

Faculty/Research Faculty/University Researchers who have received the grant shall have the following responsibilities:

- Submission of report, including receipts; copy of the program; abstract as printed in the program; and copy of the poster/powerpoint with the name of the presenter and title
- Liquidation of expenses, including official receipts, boarding passes, etc.
- Publication of paper, as applicable
- Preferably show proof that the grantee has echoed what was learned to colleagues in the unit/department.

FINANCIAL AND OTHER ENTITLEMENTS

General Rules

1. Entitlements and responsibilities of award/grant recipients:

1.1 For all presenters:

- Special detail shall only be for the duration of the conference/training/short course plus travel time
- Registration fee up to a maximum as indicated, with official receipt for those whose registration fee is not waived
- All air transport should be through economy fare with the most economical cost, with official receipt, if there is no other source of funding

1.2 Overseas presenters:

- Permit/authority to travel
- Three (3) days accommodation on twin sharing basis, if possible and if accommodation is not provided; official receipt to be submitted

1.3 For conferences to be done in the Philippines, as covered by the CSC rule

2. Faculty development for non-presenters/participants

2.1 For all

- Special detail shall only be for the duration of the conference/training/short course plus travel time
- All air transport should be through economy fare with the most economical cost, with official receipt, if there is no other source of funding

2.2 For local conferences

- Maximum of three (3) participants per college
- Entitlement for accommodation and subsistence as covered by the CSC rule

	Local	ASEAN Region	The Rest of Asia	The Rest of the World
FOR SPEAKERS/PRESENTERS				
Registration	Actual cost not exceeding Php 5,000.00	Actual cost not to exceed US \$500.00	Actual cost not to exceed US \$500.00	Actual cost not to exceed US \$500.00
Accommodation expenses, etc.	Maximum of Php 800.00 per day (Maximum of 4 days or Php 3,200)	Actual cost not to exceed US \$300.00	Actual cost not to exceed US \$300.00	Actual cost not to exceed US \$500.00
Airfare (including terminal fees)	Actual cost not to exceed Php 8,000.00	Actual cost not to exceed US \$400.00	Actual cost not to exceed US \$1,000.00	Actual cost not to exceed US \$1,500.00
MAXIMUM TOTAL	Php16,200.00	US \$1,200.00	US \$1,800.00	US \$2,500.00
FOR ATTENDANCE/NON-PRESENTERS				
Registration	Actual cost not exceeding Php 5,000.00	Actual cost not to exceed US \$200.00	Actual cost not to exceed US \$200.00	Actual cost not to exceed US \$200.00
Accommodation expenses, etc.	Maximum of Php 800.00 per day (Maximum of 4 days or Php 3,200)	Actual cost not to exceed US \$120.00	Actual cost not to exceed US \$120.00	Actual cost not to exceed US \$200.00
Airfare (including terminal fees)	Actual cost not to exceed Php 8,000.00	Actual cost not to exceed US \$160.00	Actual cost not to exceed US \$400.00	Actual cost not to exceed US \$600.00
MAXIMUM TOTAL	Php16,200.00	US \$480.00	US \$720.00	US \$1,000.00

Publication Award:

PhP 30,000.00 per **original paper** published in a reputable international/national, peer reviewed journal to be divided according to the number of authors. For two (2) authors, 50% for each author; for more than two (2) authors, 50% for the principal author and the rest will be divided among the co- authors.

To ensure there will be funds available throughout the year, the allocation will be as follows:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
Research Dissemination Grant	Php500,000.00	Php500,000.00	Php500,000.00	Php500,000.00	Php2,000,000.00
Academic Presentation/ Faculty Grant	Php500,000.00	Php500,000.00	Php500,000.00	Php500,000.00	Php2,000,000.00
Publication Award	Php 175,000.00	Php 175,000.00	Php 175,000.00	Php 175,000.00	Php700,000.00
Publication Fee	Php75,000.00	Php75,000.00	Php75,000.00	Php75,000.00	Php300,000.00

**Revised as of 6 June 2022 (Chancellor's Advisory Council Meeting)*