



Publication Award and Publication Fee Grant Guidelines

Updated as of March 2026

I. Purpose

The UP Manila Publication Award and Publication Fee Grant aims to support the publication of faculty's research outputs.

II. Eligibility

For the **Publication Award**, the applicant must be:

- A. A faculty/research faculty member (full-time or part-time, with or without tenure)
- B. The principal or co-author of the original research article in reputable, peer-reviewed, national/international journals during the last two (2) years from year of publication

For the **Publication Fee Grant**, the applicant must be:

- A. A 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
- B. The principal or co-author of the original research article

The following are excluded for the fund grants:

- A. Faculty who are teaching in other schools without MOA with UP
- B. Full-time faculty members without approved application for limited practice of profession
- C. Faculty who are given the Research Development Grant shall not qualify for the Publication Award nor the Publication Fee Grant in the same fiscal year

III. Responsibilities of the Grantee

- A. The grantee shall ensure that the reimbursement and/or liquidation of expenses is processed in accordance with existing government accounting and auditing rules and regulations, with the assistance of the administrative officers of the department, college, or institute.
- B. For the **Publication Fee Grant**, the grantee shall submit a post-publication report to the OVCRE within 10 days after publication of the research paper.

IV. Responsibilities of the Endorsing Unit

- A. The Department Chair/Unit Head shall review the application.
- B. The administrative officers of the department, college, or institute shall assist the grantee in processing the reimbursement and/or liquidation of expenses.

V. Entitlements

For the **Publication Award**, the maximum award given is **Php 30,000**. In the case of co-authorship, the award shall be divided as follows:

Primary Author – 50% of the total monetary award

Co-author/s – 50% divided equally among the number of co-authors, local and foreign. Only UP-affiliated authors eligible for the award shall receive it, provided the article is published while they are on active service or before their retirement or resignation from the University.

For the **Publication Fee Grant**, the maximum grant given is **USD 500**. Only one (1) grant will be given to a publication/journal article with multiple authors.

VI. Submission period

Submissions are accepted year-round, subject to the availability of funds. Each applicant may submit a **maximum of two (2) articles** per year.

VII. Documentary Requirements

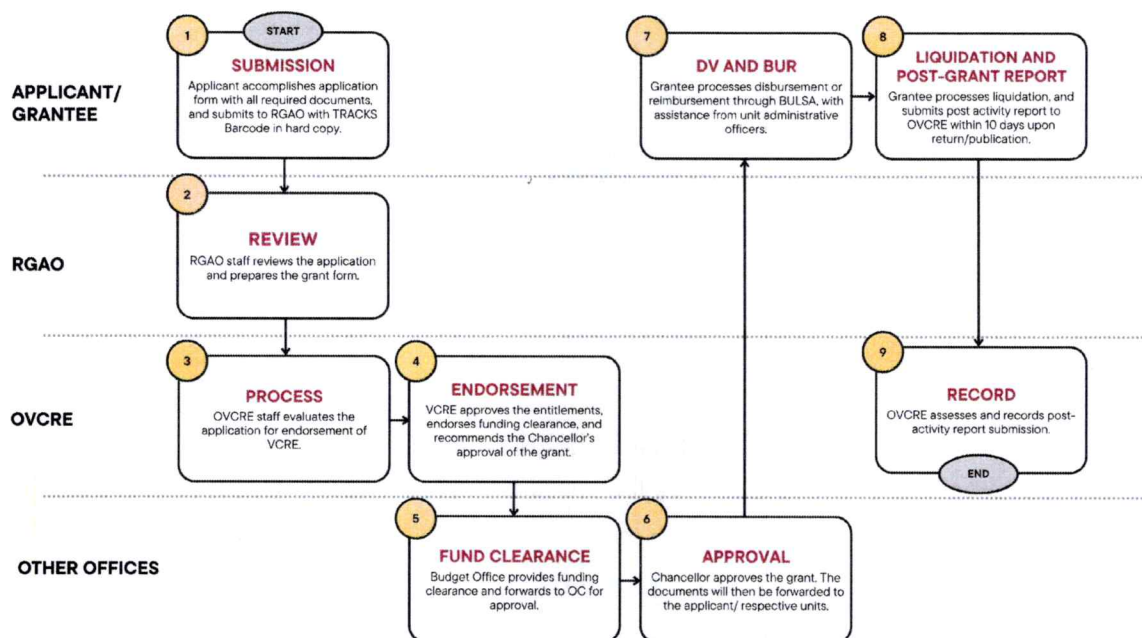
For **Publication Award**, the following should be submitted:

- A. Copy of the journal article reflecting affiliation with UP Manila and proof that the journal is international/national and peer-reviewed
- B. 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
- C. Certificate of Registration of research/study from the Research Grants and Administration Office (RGAO)
- D. Approval of research protocol from the UP Manila Research Ethics Board (UPM-REB), Institutional Animal Care and Use Committee (UPM-IACUC), and/or Institutional Biosafety and Biosecurity Committee Approval (UPM-IBBC), as applicable

For **Publication Fee Grant**, the following should be submitted:

- A. Letter of acceptance, which indicates that payment of publication fee is necessary to publish the accepted paper and the amount of publication fee.
- B. Copy of proposed article which indicates affiliation with UP Manila
- C. Proof that the journal is a Thomson Reuters (formerly ISI) or SCOPUS-indexed journal
- D. Certificate of Registration of research/study from the Research Grants and Administration Office (RGAO)
- E. Approval of research protocol from the UP Manila Research Ethics Board (UPM-REB), Institutional Animal Care and Use Committee (UPM-IACUC), and/or Institutional Biosafety and Biosecurity Committee Approval (UPM-IBBC), as applicable

RESEARCH DISSEMINATION GRANT (RDG), PUBLICATION AWARD (PA), AND PUBLICATION FEE GRANT (PF) APPLICATION PROCESS FLOWCHART



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