



FACULTY DEVELOPMENT GRANT APPLICATION FORM

Previous Grant/s Awarded (check all that applies)	Please indicate the most recent year the grant was awarded: ☐ Research Dissemination Grant: _____ ☐ Faculty Development Grant: _____ ☐ None		
Name of Applicant			
Faculty Rank		Appointment Status	☐ Permanent Indicate year of first appointment: ☐ Contractual, _____ ☐ Lecturer, _____
Department/Unit & College/Institute			
Email Address (please use UP mail)			
Nature of Application	☐ Academic Presentation/Lecture ☐ Attendance ☐ Training, Short Course, or Workshop		
Details about Request	Conference/Training:		
	Date and Venue:		
	Organizer:		
Additional Source of Funding	Source: Amount: Entitlements:		
Signature	<i>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.</i> Signature over Printed Name of the Applicant Date:		
FIRST ENDORSEMENT	<i>I endorse the application of _____ for _____.</i> <i>I certify that the supporting documents pertaining to the application are authentic.</i>		

	<i>This is to further certify that the applicant has been in active service in the University for ____ years, that the applicant has moral and intellectual integrity, and is not in the faculty roster of other schools where UP has no memorandum of agreement.</i> Signature over Printed Name of the Chairperson Department/Unit: Date:
SECOND ENDORSEMENT	Signature over Printed Name of the Dean/Director College/Institute: Date:

CHECKLIST OF REQUIREMENTS (Please check what you are submitting):

- ☐ Letter of invitation from the organizer, which reflects UPM affiliation, indicating acceptance of paper and entitlements/non-entitlements;
- ☐ Proof of Registration Fee Cost;
- ☐ Copy of Program (if available);
- ☐ Three (3) Quotations for Economy Airfare;

Note: In compliance with existing government rules and regulations, entitlements for airfare shall be based on arrival and departure, up to one (1) day prior to the start of the activity, and one (1) day after its conclusion. Please use USD currency for activities held abroad.

Please note that a Post Activity Report should be submitted within 10 days after return from the conference/symposia (or the like) [through this Google Form: bit.ly/4tLB6X1](https://bit.ly/4tLB6X1).