Office of the Vice Chancellor for Research and Extension
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
8/F Philippine General Hospital Complex, Taft Avenue, Ermita, Manila 1000, Philippines
Tel. (632) 88141.271 | Email: upm-ovcre@up.edu.ph

APPLICATION FORM

(Research Dissemination Grant, Publication Award, & Publication Fee)

Previous Grant/s Awarded (check all that applies)	**Please indicate the year(s) the grant was awarded:** ☐ Research Dissemination Grant: _____ ☐ Publication Award: _____ ☐ Publication Fee: _____ ☐ None
Name of Applicant	(Last Name) (First Name) (Middle Initial)
Faculty/REPS Rank	
Email address (please use UP mail)	
Year of First Appointment	
Department/Unit & College/Institute	
Nature of Application	☐ Oral Presentation ☐ Poster Presentation ☐ Publication Award ☐ Publication Fee
Details about the Request	**Title of Research (to be presented/published):**
	Conference/Training/Workshop Title:
	Date and Venue:
	Organizer:
	Bibliographic details and/or link to publication or Target journal (for Publication Fee):

Office of the Vice Chancellor for Research and Extension
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
8/F Philippine General Hospital Complex, Taft Avenue, Ermita, Manila 1000, Philippines
Tel. (632) 88141.271 | Email: upm-ovcre@up.edu.ph

Title of the Original Research registered in RGAO*	
RGAO Registration Number	
Additional Source of Funding	**Source:** **Amount:** **Entitlements:**
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:**
FIRST ENDORSEMENT	*I endorse the application of* _____ *for* _____. *I certify that (please check as applicable):* ☐ *The work has been reviewed and is deemed worthy of presentation.* ☐ *The supporting documents pertaining to the application are authentic.* ☐ *The applicant has been in active service in the University for ___ years, and possesses moral and intellectual integrity.* **Signature over Printed Name of the Chairperson** **Department/Unit:** **Date:**
SECOND ENDORSEMENT	**Signature over Printed Name of the Dean/Director** **College/Institute** **Date:**

**If the title of research to be presented/published differs from the original research title registered in RGAO*

Office of the Vice Chancellor for Research and Extension
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
8/F Philippine General Hospital Complex, Taft Avenue, Ermita, Manila 1000, Philippines
Tel. (632) 88141.271 | Email: upm-ovcre@up.edu.ph

CHECKLIST OF REQUIREMENTS

A. For Research Dissemination Grant

- ☐ 1. Application form reviewed and endorsed by the Department Chair and Dean/Institute Director/Director, as applicable
- ☐ 2. Letter of invitation from organizer, indicating the acceptance of paper and entitlements/non-entitlement
- ☐ 3. Abstract reflecting the applicant's affiliation with UPM
- ☐ 4. Registration form where registration fee is indicated
- ☐ 5. Certificate of RGAO registration
- ☐ 6. Copy of the conference program
- ☐ 7. At least three (3) quotations for airfare
- ☐ 8. Approval of research protocol from UPM-REB/IACUC/IBBC (as applicable)
- ☐ 9. Document reflecting other sources of funds (if applicable)

B. For Publication Award

- ☐ 1. Application form
- ☐ 2. Copy of journal article (peer-reviewed, non-Scopus/WoS); affiliation with UP Manila stated clearly in the article
- ☐ 3. Portion of the journal indicating that it is peer-reviewed, or any proof of the peer-review process
- ☐ 4. Certificate of RGAO registration
- ☐ 5. Ethics approval of research protocol from UPM-REB/IACUC/IBBC (as applicable)

C. For Publication Fee

- ☐ 1. Application form
- ☐ 2. Letter of acceptance for publication from the editor, which also includes the amount charged for the publication fee
- ☐ 3. Proof that the journal is a WoS- or SCOPUS-indexed journal
- ☐ 4. Certificate of RGAO registration
- ☐ 5. Ethics approval of research protocol from UPM-REB/IACUC/IBBC (as applicable)

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