



Office of the Vice President for Academic Affairs

20 August 2021

OVPAA Memorandum No. 2021-114

**For: Vice-Chancellors for Research and Extension/Research and Development  
Vice-Chancellors for Academic Affairs**

*CIAT*

**From: Maria Cynthia Rose Banzon Bautista  
Vice-President for Academic Affairs**

**Subject: Endorsement and Eligibility Requirements of International Publication  
Award Applications**

---

To ensure the smooth and streamlined processing of applications to the International Publication Award (IPA), we wish to reiterate the following eligibility criteria based on the existing guidelines approved by the UP Board of Regents:

**1. Eligibility of Applicants**

Only UP faculty, REPS, project personnel and students who are in active service, and with existing appointments or enrolled **at the time of application** may receive the IPA. All applicants are required to submit proof that they are affiliated with UP when they submit their IPA application.

Acceptable proof of affiliation are as follows: Notice of Temporary/Permanent Appointment of a UP-employed author, Job Contract or Contract of Service of a UP-affiliated but Non-UP Employed Author, valid and verified Form 5 for enrolled undergraduate or graduate students. Kindly note that students who have already graduated when the IPA application is submitted are **no longer eligible** to receive the award.

*“At the time of application” refers to the date when the application is received by the OVCRD/OVCRE/OVCAA. In this case, respective offices are enjoined to write the receiving date on the application forms.*

**2. Eligibility of Publication**

**Indexing & Quality:** Only articles published in journals that are presently indexed in the Web of Science (SCIE, AHCI, SSCI, CPCI) and/or listed in Scopus are eligible for the award. In addition, journal articles published in the Philippine Science Letters are eligible for the IPA as endorsed by the System Publication Committee.

All articles must be a complete, solid piece of research i.e. containing all elements of a full scientific research article or creative work. Furthermore, certain articles such as tributes or testimonials, book reviews, letters to the editor, editorials and commentaries do **not** qualify.

Books and book chapters must be published by recognized international academic book publishers, prestigious university presses and other highly regarded international publishers. Books published by foundations, government agencies, NGOs,

professional societies, international commissions, and non-academic bodies do **not** qualify.

Publications which do not merit such qualifications based on your assessment should **not** be endorsed to our Office.

**Validity:** Journal articles, books, and book chapters may only be applied within **one year** of its publication date or assigning of a DOI. Although our office will still accept applications submitted beyond the one year prescribed period, the monetary award shall be reduced by 20% for every month in excess (only up to 5 months).

Applications which were submitted with an expired period of submission (more than one year and 5 months from the date of publication) **should not be endorsed** to our Office.

Your Offices are enjoined to carefully check and verify all applications submitted by the CU faculty against the above provisions of the IPA. Should your Office, upon its review of an application, deems it ineligible for the award, please return the application to the faculty with a note about its ineligibility. We strongly discourage your Office from submitting ineligible applications through the online submission portal. Your endorsement and submission of an application to the portal presupposes that all the above provisions are met. As mentioned in the Academic Affairs Committee meetings, the OVPAA had previously been sampled for audit by the Commission on Audit which formally reminded us to strictly comply with the BOR-approved provisions of our research grants and awards.

For any concerns related to IPA applications, kindly send an email at [ipa.ovpaa@up.edu.ph](mailto:ipa.ovpaa@up.edu.ph).

Thank you for your invaluable assistance and usual cooperation.