



**Research Dissemination Grant, Faculty Development Grant, Publication Award & Publication Fee
 APPLICATION FORM**

Name of Applicant		
Academic position		
Year of first appointment		
College/Institute (department)		
Nature of application	<input type="checkbox"/> Research Dissemination __ Oral Presentation __ Poster Presentation <input type="checkbox"/> Publication award <input type="checkbox"/> Publication fee	<input type="checkbox"/> Faculty Development __ Academic presentation __ Attendance to Int'l/Local Conference __ Training, Short Course, Workshop, etc.
Details about request	TITLE OF PAPER TO BE PRESENTED: CONFERENCE: Date & Venue: Organizer:	
	TITLE OF PAPER PUBLISHED (Bibliographic details; Attach copy)	
Title of the research study (presentation/publication is based)		
RGAO registration number		
Additional Source of Funding (if applicable)	AMOUNT: SOURCE:	
SIGNATURE	Name and Signature of the Applicant: Date:	



UNIVERSITY OF THE PHILIPPINES MANILA

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<p>FIRST ENDORSEMENT</p>	<p>I endorse the application of _____ for _____.</p> <p>I certify that the supporting documents pertaining to the application are authentic.</p> <p>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.</p> <p>Name and Signature of the Chairperson: Department/Institute: Date:</p>
<p>SECOND ENDORSEMENT</p>	<p>Name and Signature of the Dean/Director: College/Unit: Date:</p>

Documentary Requirements/Attachments (Please check what you are submitting):

1. FOR CONFERENCES (RDG/FDG)

- 1.1 ___ Letter of invitation from organizer which reflect UPM affiliation, indicating acceptance of paper & entitlements/non-entitlement
- 1.2 ___ Abstract which reflects affiliation with UPM
- 1.3 ___ Document indicating additional financial support
- 1.4 ___ Clearance/Registration from Research Grant Administration Office (RGAO) / OVCR
- 1.5 ___ Copy of program (if available)
- 1.6 ___ Poster/Oral Presentation Guidelines
- 1.7 ___ Registration form where registration fee is indicated
- 1.8 ___ 3 Quotations of Airfare and Hotel Accommodation

2. FOR PUBLICATION AWARD

- 2.1 ___ Copy of journal (Int'l/Nat'l, peer reviewed, non-ISI/non-Scopus). Affiliation with UP Manila stated clearly in the article
- 2.2 ___ Proof that journal is peer reviewed
- 2.3 ___ Clearance/Registration from Research Grant Administration Office (RGAO) / OVCR

3. FOR PUBLICATION FEE

- 3.1 ___ Letter of acceptance for publication from the editor/journal which also includes the amount charged for publication fee
- 3.2 ___ Document which shows that journal (national/international) is peer reviewed and ISI-indexed
- 3.3 ___ Clearance/Registration from Research Grant Administration Office (RGAO) / OVCR

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