

**UP Manila Research Dissemination/Academic Presentation, Faculty/Staff
Development Grant and Publication Award *
(2017)**

1. RESEARCH DISSEMINATION/ACADEMIC PRESENTATION GRANT (RDG)

1.1 For what is it given?

- Oral Presentation of Research/Study Outputs in international/national conferences
- Qualified Poster Presentation in international /national conferences

1.2 Who can qualify to receive the grant?

- Faculty/Research faculty, fulltime, part-time, with or without tenure, university researchers who have served UPM for at least two (2) years for attendance in international conferences and at least one (1) year for local and foreign conferences held in the Philippines; Clinical faculty and lecturers who have been teaching for the last 5 years, carrying 6 units per semester and not appointed as regular faculty because of lack of items.

1.3 What items are supported by the RDG?

- Grant covers full or partial amount of round trip airfare (economy fare, most economical cost), conference registration fee and hotel accommodation. The total amount of funding support will vary and depend on the location of the event.

Note: Faculty can avail of grant only once a year for conferences, subject to availability of funds. Priority will be given to first-time applicants if funds are not sufficient.

1.4 What are the requirements?

- Duly accomplished Application form endorsed by Department Chair and Dean or by Institute Director and NIH Executive Director.
- Letter of invitation which reflects acceptance of paper, all entitlements and affiliation with UP Manila
- Registration of research/study with the Research Grants and Administration Office (RGAO)
- Ethics approval of research protocol from the UP Manila Research Ethics Board (UPM-REB) for researches involving human participants
- Approval of research/study from the Office of the Vice Chancellor for Research (OVCR)
- Abstract which reflects UP Manila affiliation
- Poster presentation shall include "Poster Guidelines" which include other activities besides the poster presentation (i.e. *presentation during poster visitation times, mini-presentation with discussion*)
- Other source of funds for conferences is strongly encouraged and should be declared
- Document which reflects the cost of registration

- At least 3 quotations for airfare and hotel accommodation
- If previous recipient of grant, faculty/research faculty/university researcher must have submitted reports and receipts; has submitted paper for publication/has published paper; and has shown proof that s/he has echoed what was learned to colleagues in the unit/department

2. FACULTY DEVELOPMENT GRANT (FDG)

2.1 For what is it given?

- Academic presentation in international/national conferences/conventions
- Attendance in conferences held in the Philippines but not presenting. Each college is allowed to send up to a maximum of **three (3) faculty members per conference**.
- Short courses/training programs overseas included in a 5-year faculty development plan submitted and accepted by OVCAA. Each college is allowed to send up to a **maximum of two (2) faculty members per course/program**.

2.2 Who can qualify to receive the grant?

- Faculty/Research faculty, fulltime, part-time, with or without tenure, who have served UPM for at least two (2) years for attendance in international conferences and at least one (1) year for local and foreign conferences held in the Philippines; Clinical faculty and lecturers who have been teaching for the last 5 years, carrying 6 units per semester and not appointed as regular faculty because of lack of items.

2.3 What items are supported by the FDG?

- Grant covers full or partial amount of round trip airfare (economy fare, most economical cost), conference registration fee and hotel accommodation. The total amount of funding support will vary and depend on the location of the event.

Note: **Faculty can avail of grant only once a year for conferences, subject to availability of funds. Priority will be given to first-time applicants if funds are not sufficient.**

2.4 What are the requirements?

- Duly accomplished Application form endorsed by Department Chair and Dean or by Institute Director and NIH Executive Director.
- Letter of invitation which reflects acceptance of paper, all entitlements and affiliation with UP Manila
- Registration of research/study (if applicable) with the Research Grants and Administration Office (RGAO)
- Ethics approval of research protocol from the UP Manila Research Ethics Board (UPM-REB) for researches involving human participants
- Approval of research/study from the Office of the Vice Chancellor for Research (OVCR)
- Abstract which reflects UP Manila affiliation
- Poster presentation shall include "Poster Guidelines" which include other activities

besides the poster presentation (i.e. *presentation during poster visitation times, mini-presentation with discussion*)

- Other source of funds for conferences is strongly encouraged and should be declared
- Document which reflects the cost of registration
- At least 3 quotations for airfare and hotel accommodation
- If previous recipient of grant, faculty/university researcher must have submitted reports and receipts; has submitted paper for publication/has published paper; and has shown proof that s/he has echoed what was learned to colleagues in the unit/department

3. PUBLICATION AWARD

3.1 For what is it given?

- Award given to faculty/research faculty, fulltime, part-time, with or without tenure, as principal or co-author of original research articles published in reputable, peer-reviewed national/international journals during the last two years from year of publication.

3.2 What are the requirements?

- Copy of the journal article reflecting affiliation with UP Manila and proof that the journal is international/national and peer-reviewed
- For local/national journals, there should be submission of document on peer review process and example of how the paper submitted was peer-reviewed
- There is no limit as to number of articles per year, subject to availability of funds
- Registration of research/study with RGAO
- Ethics approval of research protocol from the UPM-REB for researches involving human participants
- Approval of research/study from OVCR

4. PUBLICATION FEE

4.1 For what is it given?

- Given to 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.

4.2 What are the requirements?

- Letter of acceptance which indicates that payment of publication fee is necessary to publish accepted paper and the amount of publication fee. The maximum publication fee given is US\$500.
- Copy of proposed article which indicates affiliation with UP Manila
- Proof that journal is a Thomson Reuters (formerly ISI) or SCOPUS- indexed journal
- Registration of research/study with the RGAO
- Ethics approval of research protocol from the UPM-REB for researches involving human participants
- Approval of research/study from OVCR

5. WHO ARE EXCLUDED FOR THE FUND-GRANTS?

- Faculty/University Researchers who are teaching in other schools **without** MOA with UP
- Full time faculty members without approved application for limited practice of profession
- Faculty members who have not served UPM for at least two (2) years for attendance in international conferences and at least one (1) year for attendance in conferences held in the Philippines.
- Letter of invitation does not reflect affiliation with UP Manila
- Faculty members who have received grants but have not submitted the necessary documents required for grantees
- Faculty members who were given publication fee shall not qualify for publication awards for the same paper
- Faculty/University Researchers who come from college/department not paying administrative fee for non-degree Continuing Education activity
- Faculty members travelling outside the country without authority to travel

6. WHAT IS THE PROCESS OF APPLICATION FOR THE GRANTS?

- Submit Letter of Application using prescribed form and with the endorsements of the Department Chair/Unit Head and Dean, to the OVCAA, **at least one month prior to activity.**
- Attach all pertinent documents/requirements.

7. HOW WILL FUNDS/GRANTS BE RELEASED?

- Check will be addressed to faculty/applicant. The currency of funds to be given will be in Philippine Peso

For Conferences (national or international)

- 100% of approved award

For Publication Award

- 100% of approved award

For Publication Fee

- 80% of Publication Fee upon approval of application
- 20% upon submission of copy of journal where the paper was published, with receipt of payment

8. RESPONSIBILITIES OF GRANTEES

Faculty/Research Faculty/University Researcher who has received the grant shall have the following responsibilities:

- Submission of report, including receipts, copy of program, abstract as printed in

program and copy of poster/powerpoint with name of presenter and title

- Liquidation of expenses, including official receipts, boarding passes, etc.
- Publication of paper
- Echo to unit/department

UP MANILA RESEARCH DISEMINATION, FACULTY DEVELOPMENT AND STAFF DEVELOPMENT GRANTS FINANCIAL AND OTHER ENTITLEMENTS (2017) *

GENERAL RULES

1. Entitlements and Responsibilities of Award/Grant Recipients:

1.1 For all presentors:

- Special details only for the duration of the conference/training/short course plus travel time
- Registration fee up to maximum as indicated, with official receipt for those whose registration fee is not waived
- All air transport should be through economy fare, most economical cost, with official receipt, if there is no other source of funding

1.2 Overseas presentors:

- Permit/authority to travel
- 3 days accommodation on twin sharing basis, if possible and if accommodation is not provided, official receipt to be submitted.

1.3 For conferences to be done in the Philippines, as covered by CSC rule

2. Faculty development for non-presentors/participants

2.1 For all

- Special detail only for the duration of the conference/training/short course plus travel time
- All air transport should be through economy fare, most economical cost, with official receipt, if there is no other source of funding

2.2 For local conferences

- Maximum of three (3) participants per college
- Entitlement for accommodation and subsistence as covered by CSC rule

	LOCAL	ASEAN Region	The Rest of Asia	The Rest of the World
FOR SPEAKERS/PRESENTORS				
Registration	Actual cost not exceeding Php 5,000.00	Actual cost not to exceed US \$500.00	Actual cost not to exceed US \$500.00	Actual cost not to exceed US \$500.00
Accommodation expense, etc.	Maximum of Php 800.00 per day (Maximum of 4 days	Actual cost not to exceed US \$300.00	Actual cost not to exceed US \$300.00	Actual cost not to exceed US \$500.00

	or PhP 3,200)			
Airfare including terminal fees	Actual cost not to exceed Php 8,000.00	Actual cost not to exceed US \$400.00	Actual cost not to exceed US \$1,000.00	Actual cost not to exceed US \$1,500.00
MAXIMUM TOTAL	Php16,200.00	US \$1,200.00	US \$1,800.00	US \$2,500.00

Publication Award:

Php 30,000.00 per **original paper** published in a reputable international/national peer reviewed journal to be divided according to number of authors. For 2 authors, 50% for each author; For more than 2 authors: 50% for principal author and the rest will be divided among the co-authors.

ALLOTMENT: TO ENSURE THERE WILL BE FUNDS AVAILABLE THROUGH OUT THE YEAR, ALLOCATION WILL BE AS FOLLOWS:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
Research dissemination grant	Php500,000.00	Php500,000.00	Php500,000.00	Php500,000.00	Php2,000,000.00
Academic Presentation/ Faculty grant	Php500,000.00	Php500,000.00	Php500,000.00	Php500,000.00	Php2,000,000.00
Staff development grant	Php250,000.00	Php250,000.00	Php250,000.00	Php250,000.00	Php1,000,000.00

*Approved by the Chancellor's Advisory Council (CAC) on June 5, 2017