



Office of the Vice Chancellor for
Research and Development
University of the Philippines in Diliman

HANDBOOK *for* Researchers

OVCRD-Administered Grants

September 2008

ADMINISTRATION OF EXTERNALLY-FUNDED RESEARCHES

Can I have my externally-supported project administered by the OVCRD?

Yes. The OVCRD administers funds of projects supported by non-UP funds, government or private. A MOA (Memorandum of Agreement) is required between the funding agency and UP.

How are external funds administered?

Administration of external funds is the same as OVCRD funds except when specified otherwise by the funding agency.

Does UP charge Administrative Overhead Cost?

Yes. In accordance with UP Policy and Guidelines, a percentage of all project funds shall be allocated for University administrative overhead cost in accordance with the following schedule:*

Amount of Funding	Administrative Cost
Less than P100,000	minimum of 5%
P100,001-200,000	minimum of 7%
P200,001 and above	minimum of 10%

How does UP allocate Administrative Overhead Cost?

The administrative fund shall be used for the following purposes:

- To help shoulder the utilities and maintenance bills.
- To provide assistance to academic programs, such as the acquisition of equipment and supplies and materials in support of such programs.
- To help upgrade the library collection of the University.
- To grant salaries/honoraria/incentive pay to deserving personnel and/or offices providing service to the project/program.

The amount to be allocated as salaries/honoraria/incentive pay to deserving personnel shall in no case exceed fifty percent (50%) of the share of the administration per project/program and in no case shall any part or portion of that honoraria be paid to any personnel of the University who is not involved in providing administrative support to the projects as approved by the appropriate University official. *

*Policy and Guidelines on the Use of University Administrative Overhead Funds as amended by the Board of Regents at its 1037th meeting, Jan. 31, 1991