

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

**General Guidelines
Ph.D. Incentive Awards**

1. Purpose

This grant aims to provide the necessary incentive and support to Faculty Members and Research, Extension, and Professional Staff (REPS) of UP Diliman who recently obtained their Ph.D. or equivalent to establish their research or creative work in UP Diliman. It also aims to serve as an incentive for these new doctoral degree holders to publish their dissertation works in reputable, refereed journals or exhibit their creations in prestigious venues or events. In this way, the grantee can begin establishing a publication record or exhibition record that will strengthen his/her chances of obtaining future grants for further research or creative work.

2. Eligibility

The proponent shall have received his/her Ph.D. or equivalent within twenty-four (24) months prior to the application. An exception to this rule may be allowed for: (a) proponent who immediately undertook postdoctoral research after getting his/her Ph.D. or equivalent; and (b) proponent who has a current application for postdoctoral position. The latter may defer the effectivity of his/her application for the grant; s/he shall apply and may remain eligible upon completion of the postdoctoral stint. The proponent shall be a regular Faculty Member or Research, Extension, and Professional Staff (REPS) in active service in the University of the Philippines Diliman or in the UP Diliman Extension Program in Pampanga, regardless of the status of employment whether permanent or temporary (but excluding Lecturer, Professor Emeritus, and Faculty Member on sabbatical leave).

3. Contract Rate

The maximum Ph.D. incentive grant is PhP 300,000 per year for two (2) years. Treatment of the grant shall be in accordance with the BOR approval in its 1285th meeting dated 24 January 2013 (visit <http://www.ovcrd.upd.edu.ph/research-and-publication-resources/research-publication-resources/> for reference). In no case shall additional funding be granted.

4. Scope of Grant

- 4.1. The grant shall be for a maximum duration of two (2) contiguous years but fund releases will be on a yearly basis, subject to submission of requirements. Research or creative work-related activities that will last for more than a year must be programmed in such a way that each year is a self-contained phase with specific outputs. Approval of the first year does not guarantee funding for the second year.
- 4.2. The grant shall support any research or creative work-related activity such as, but not limited to, the initial set-up of a research laboratory/art studio, conduct of preliminary research/creative activity, a research project, or a creative/artistic work.

The grant may be utilized for the following Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO):

- 4.2.1. Other services under MOOE such as Project Leader honoraria and other project staff salaries (honoraria/salaries shall follow UP rates and COA guidelines; these shall be taxable);
 - 4.2.2. MOOE such as supplies and materials, books, travel expenses, laboratory analytical services, conference attendance expenses, equipment rental, sundry (reproduction, communication, internet services);
 - 4.2.3. CO such as small laboratory machine, audio-visual equipment, and office machine necessary in the conduct of research or creative work.
- 4.3. Co-funding may be allowed. Relevant information shall be cited in the appropriate section in the application form.

5. Release of Funds

- 5.1. 70% of the yearly budget upon signing of the Memorandum of Agreement;
- 5.2. 20% of the yearly budget upon submission of the mid-project progress report;
- 5.3. 10% balance for the year upon submission of the final output described in the Obligations of Grantee, provided that all the obligations are complied with not later than two (2) months after the end date of the yearly grant; otherwise, the final release of the budget is forfeited.

6. Obligations of Grantee

- 6.1. The grantee shall submit a mid-project progress report.
- 6.2. The grantee shall settle all obligations at the end of the grant in accordance with University policies.
- 6.3. The grantee shall, by the end of the first-year grant, submit a final report. In the second year, the grantee shall, one month before the end of the grant, submit a duly accomplished **UPD Invention Disclosure Form** and/or **UPD Copyright Information Form before prejudicial disclosure of intellectual property**, in relation to the following proofs of research or creative work output, where applicable:
 - 6.3.1. Copy of thesis/dissertation of advisee/s (proof of mentoring activity);
 - 6.3.2. Proof of exhibition or equivalent in visual and/or performing arts;
 - 6.3.3. Software or computer program developed from the project;
 - 6.3.4. Full paper in conference proceedings;
 - 6.3.5. Full paper submitted to a reputable peer-reviewed journal and letter of receipt of acknowledgement;
 - 6.3.6. Book or book chapter submitted to a reputable publisher and letter of receipt of acknowledgement; or
 - 6.3.7. Confidential report.
- 6.4. All submitted proofs of output shall be subjected to verification by OVCRD. Among the recognizable proofs of research or creative work output described in Obligations of Grantee, only the confidential report shall be subjected by OVCRD to a blind independent review; the grantee shall consider the comments and/or suggestions of the Reviewers in the final report.

7. Intellectual Property Ownership

- 7.1. The grantee should seek advice regarding intellectual property protection policies of the University, in accordance with the Revised Intellectual Property Rights Policy of the University of the Philippines System (3 June 2011), through the Intellectual Property and Technology Transfer Section, Research Dissemination and Utilization Office of the OVCRD.
- 7.2. Should the result of the project be published or publicly presented or exhibited, UP Diliman shall be acknowledged as the source of the grant. The grantee shall provide a copy of any publications or program of exhibitions to the OVCRD.

8. Sanctions for Failure to Fulfill Obligations of Grantee

- 8.1. For failure to fulfill all obligations of the grant, the grantee shall be required to return all the released funds. For purposes of this section, removal from his/her employment with the University or resignation from the University shall be considered failure to fulfill all obligations of the grant.
- 8.2. Endorsement of any application for external funding of research/creative work shall be withheld until all grant obligations are fulfilled.
- 8.3. The grantee who fails to fulfill his/her obligations shall be ineligible for all UP grants.
- 8.4. The faculty member grantee who fails to fulfill his/her obligations shall be ineligible to apply for Research Load Credit or Creative Work Load Credit.
- 8.5. University clearance of the grantee who fails to fulfill his/her obligations shall be withheld should s/he apply for leave, resign or retire from UP Diliman.

9. Application Process

- 9.1 Within the announced deadline, duly endorsed applications shall be accepted by the OVCRD through the PMRGO and evaluated by the Reviewers according to merit. Applicants shall submit an electronic copy of their full application using OVCRD's system for online submission of project proposals at projects.ovcrd.upd.edu.ph.
- 9.2 The OVCRD shall approve proposals based on the recommendation of the Reviewers and on the availability of funds.
- 9.3 The OVCRD shall inform applicants whose applications for funding could not be granted during the particular round of proposals. The comments, suggestions, and other relevant points raised by the Reviewers shall be relayed to the proponents. They shall be allowed to reapply in the next call for proposals.
- 9.4 The OVCRD shall notify successful applicants and advise them regarding arrangements with the OVCRD for the Memorandum of Agreement and the release of funds.
- 9.5 Each proponent shall keep a complete copy of his/her proposal and other documents submitted to the OVCRD in connection with his/her application for grant. After the evaluation, the OVCRD shall keep one copy only for its file, regardless of whether the application was approved for funding or not.