



UNIVERSITY OF THE PHILIPPINES MANILA
 (Research Dissemination, Academic Presentation and Faculty Development Grants)

APPLICATION FORM

Name of Applicant		
Academic position		
Year of first appointment		
College/Institute (department)		
Nature of application	<input type="checkbox"/> Research Dissemination <input type="checkbox"/> Oral Presentation <input type="checkbox"/> Poster Presentation <input type="checkbox"/> Publication award <input type="checkbox"/> Publication fee	<input type="checkbox"/> Faculty Development/Staff Dev't <input type="checkbox"/> Academic presentation <input type="checkbox"/> Attendance to Int'l/Local Conf. <input type="checkbox"/> Unit/College workshop
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	AMOUNT: SOURCE:	
SIGNATURE	NAME AND SIGNATURE OF APPLICANT: DATE :	

FIRST ENDORSEMENT	<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>Chairperson/Director: (Signature over printed name)</p> <p>Department/Institute:</p> <p>Date:</p>
SECOND ENDORSEMENT	<p>Dean/Executive Director (Signature over printed name)</p> <p>College/Unit:</p> <p>Date:</p>

ENCLOSURES (Please check what you are submitting) :

1. FOR CONFERENCES

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

2. FOR PUBLICATION AWARD

- 2.1 ___ Letter of application (Use form)
- 2.2 ___ Copy of journal (International/national, peer reviewed, non ISI). Affiliation with UP Manila stated clearly in the article
- 2.3 ___ Portion of journal which indicates that it is peer reviewed
- 2.4 ___ Clearance/Registration from Research Grant Administration Office (RGAO) / OVCR

3. FOR PUBLICATION FEE

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