

**IN SUPPORT OF A CULTURE OF
SCHOLARSHIP AND EXCELLENCE:
FACULTY DEVELOPMENT, GRANTS, AND AWARDS**

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**IN SUPPORT OF A CULTURE OF
SCHOLARSHIP AND EXCELLENCE:
FACULTY DEVELOPMENT, GRANTS, AND AWARDS**

UP SYSTEM MANUAL SERIES 1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

UNIVERSITY OF THE PHILIPPINES

2004

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FOREWORD

This manual is one of a series prepared by the Office of the Vice President for Academic Affairs to guide University administrators and faculty members in matters of professional development, such as recruitment, promotion, and tenure, as well as grants and other incentives.

There is need to harmonize our policies, procedures, and standards in these areas across the System, to make sure that all our faculty members are treated fairly and equitably, particularly where their professional well-being is concerned. They should also be made aware of their rights and responsibilities as members of a special corps of teachers and researchers in the Philippines' national university.

The standards set or implied in these guidelines are high, and well they should be; our considerable investments in modernizing our laboratories and libraries would be wasted if we did not expect and promote excellence in our most vital resource as a university, our faculty.

I enjoin all University administrators and faculty members to study these manuals thoroughly and, beyond merely implementing their contents, to adapt and to improve on them as far as the rules allow and as changing situations may require. The banishment of mediocrity and the promotion of excellence cannot simply be a matter of promulgating from above, but of commitment and initiative on the level of departments and colleges.

May these manuals help each of us build a more progressive and more dynamic university, at par with the best of the region and the world.

Francisco Nemenzo
President

INTRODUCTION

Within three months of assuming office in 1999, President Francisco Nemenzo presented to the Board of Regents a package of awards and incentives with a singular purpose: to steer the University away from the path of the unexceptional and direct it toward ever higher standards of performance in publications and creative work, teaching, and the production of scientific and other innovations. That package has since grown and the guidelines that initially accompanied its establishment have been refined over the years. This manual compiles the programs and their implementing guidelines,¹ which supersede those approved earlier.

The package of incentives and awards are broadly divided into four groups: Faculty Development Program, Inter-Campus Program, Creative and Research Scholarship Program, and Academic Distinction Program. Although each has its own objective, all are designed to encourage and recognize high academic achievement—from publications in English and Filipino to teaching and scientific innovations—in all fields, basic and applied, in the arts and the sciences.

One philosophy runs through the entire package: the philosophy of excellence. Not just any published article is awarded but one that undergoes rigorous blind review in journals accredited by the Institute for Scientific Information (ISI). A year may pass without a recipient of the International Award for the Arts because of its stringent requirement that the work be juried and receive public acclaim. The teaching innovation must not only be an impressive departure from the usual teaching methods but one that has been shown to stimulate learning. The recipient of a postdoctoral grant is required to publish before the end of the grant period or present a pre-print resulting from the research stint abroad.

Part of this philosophy also means that excellence is well rewarded. Excellent research proposals by faculty with proven track record receive support equivalent to 60 percent of the proponent's annual salary, without the ugly bureaucratic requirements that impede scholarly and creative work. The International Publication Award, which academic staff receive as often as they publish in ISI-accredited journals, has a value of P55,000 per article. The Teaching Innovation Award is P75,000, and so on. The awards are purposely hefty to show that the Nemenzo administration means what it says when it talks about excellence in the academe.

Some of these programs received criticism when they were instituted. Doesn't the International Publication Award privilege English language publications? And what about good local journals—don't they deserve recognition, too? These comments were well received. The

¹ The revised guidelines were approved by the Board of Regents on 29 January 2004 (1178th meeting), and authority was given the President to further refine the guidelines as necessary. The guidelines contained here supersede those approved by the Board in previous meetings. The original dates of approval are nonetheless indicated in the pertinent sections.

Gawad sa Natatanging Publikasyon sa Filipino was one response to faculty feedback. Authors of excellent publications in local journals have received awards from their constituent universities, which the System need not replicate. But until the Nemenzo administration highlighted the value of reputable, international refereed journals, little attention had been given them except in the basic sciences.

Today that is thankfully no longer the case. The practice of blind peer review is now accepted in all disciplines, and professional colleges are seeing the importance of publications in addition to the practice of their professions. Above all, Filipino—more particularly, UP—scholarship is becoming more and more visible in the global academic community. Long held as “natural” venues for mathematics and science research (because these are universal fields of knowledge), international journals are (or can be) just as much a home to social science and humanities research on the Philippines. Only one rule prevails in any case, and that is the standard of scholarship, whatever the discipline or subject and whoever the author. Indeed, contributions of UP academics in the social sciences and humanities to international refereed publications are especially important because they demonstrate our knowledge of ourselves and the mastery of our craft in keeping with international standards of scholarship. Embracing these standards is no easy task—and we, no doubt, have a long way to go—but the first necessary steps have been taken, aided by attractive financial, merit-based incentives.

The time will hopefully come when UP faculty will continue to publish even without these awards, when the philosophy behind these various programs will be so internalized that academic publications and creative work are undertaken as part of our regular work alongside teaching and extension service, without the anxious debate over the worth of one vis-à-vis the other.

The second hope is that the University will, in the future, hire only faculty with the necessary advanced degrees so that the mark of excellence can go beyond the faculty’s degree profile and into the more substantive elements of academic life. For now, such support is recognizably necessary; hence the System Faculty Development Program for master’s and PhD study. But both these programs are costly and have limited time span. Notwithstanding the risk of losing faculty whose studies we support, the Faculty Development Program is unquestionable proof of the administration’s commitment to keep its most promising faculty.

In another sense, then, the awards and incentives have a common perspective—the perspective of the future. Programs are not built to resurrect the past, even the most glorious parts of the past, but to create a future in part by capitalizing on the best of the past. The programs described here provide support for a future in which UP will not lag behind but will lead in the fields it so chooses. The lament that there is not enough money for research or for writing textbooks is a thing of the past. Faculty who avail of these programs and receive awards of distinction are making a firm commitment to our future.

Maria Serena I. Dickno
Vice President for Academic Affairs

I. SYSTEM FACULTY DEVELOPMENT PROGRAM

There are three grants that support doctoral studies of faculty members and, in certain cases, REPS (Research and Extension Personnel), namely:

- ▶ Full-time local or foreign faculty fellowship under the UP Modernization Program–Doctoral Studies Fund (1152nd BOR meeting, 26 July 2001)
- ▶ PhD Incentive grant (1142nd BOR meeting, 26 May 2000)
- ▶ Alternate Study ("sandwich") grant (1152nd BOR meeting, 26 July 2001)

In addition, faculty members and REPS holding doctoral degrees may also apply for a:

- ▶ Postdoctoral research grant (1137th BOR meeting 25 November 1999)

At the instructor level, qualified faculty members may apply for a:

- ▶ Master's Fellowship (1180th BOR Meeting, 25 March 2004)

These programs aim to improve the UP faculty profile and develop a strong research orientation. The master's fellowship and doctoral studies programs deliberately have a limited time frame not only because of the cost but also to send a signal that in the future, faculty recruitment should require at least a master's degree and increasingly higher.

A. UP Modernization Program–Doctoral Studies Fund

1. Purpose

Established under the UP Modernization Program and its vision of a twenty-first century university, the Doctoral Studies program aims to develop 100 PhD faculty members across the UP System. Once the number of slots has been filled, the program shall no longer accept applicants but will continue to support the grantees for a period of three years.

2. Eligibility

- 2.1. Only regular faculty with MA/MS (and equivalent) degrees may apply for doctoral support.

- 2.2. The applicant must have a good track record and display a potential for contributing to the field.
 - 2.3. His/her rank may not be higher than Assistant Professor and his/her age must be below forty-five at the time of application.
 - 2.4. The grant may be awarded only if the candidate has been admitted into a reputable doctoral program.
 - 2.5. The doctoral program must belong to a discipline/field in which the campus needs to develop expertise. For this reason, the constituent university (CU) shall submit the profile of faculty in the field/discipline it recommends to be developed, specifying the areas of concentration to be developed and why.
- 3 Scope of Fellowship
 - 3.1. Full-time local and foreign doctoral studies are supported.
 - 3.2. The length of the fellowship is three years, beyond which period the grantee must seek support from his/her CU or some other source.
- 4 Local Fellowship Benefits
 - 4.1. The Doctoral Studies Fund shall provide the following:
 - ▶ Salary of the substitute faculty (Instructor 1 rank)
 - ▶ Monthly stipend of P5,000 for twelve months of the year for fellows studying in their home university and P10,000 for those studying in another CU (to cover relocation costs)
 - ▶ Book allowance of P5,000 per semester
 - 4.2. The CU shall provide the following:
 - ▶ Fellow's salary and other entitlements attached to the position
 - ▶ Dissertation allowance
- 5 Foreign Fellowship Benefits
 - 5.1. The Doctoral Studies Fund shall provide the following:
 - ▶ Pre-travel and clothing allowances
 - ▶ Tuition and related fees
 - ▶ Foreign travel

- ▶ Living allowance for grantee excluding family (amount depends on place of study)
- ▶ Other fees that may be required (subject to availability of funds and evaluation by the Vice President for Academic Affairs [VPAA])

5.2. The CU shall provide the following:

- ▶ Fellow's salary and other entitlements attached to the position
- ▶ Salary of substitute faculty or overload pay of remaining faculty

6 Application Requirements

6.1. The CU shall submit the applicant's track record.

- ▶ Performance in graduate school and likelihood of completing the degree
- ▶ Papers read in conferences, completed research projects and publications or creative work and other intellectual outputs
- ▶ If the applicant previously enjoyed a grant, why it was stopped

6.2. The CU shall also present the applicant's potential contribution to his/her unit and indicate if the applicant is tenured or on tenure track.

6.3. Applicants for a foreign fellowship shall submit the following:

- ▶ Budget, including tuition and other school fees, estimated living and other expenses
- ▶ Basis for the proposed amounts (see application form)

6.4. Applicants (for either type of fellowship) shall inform the VPAA if they have applied for and/or will receive funding from other sources (e.g., DOST grant, private grant, teaching assistantship). If external funds are insufficient, proof of this must be supplied; the amount of the fellowship shall then cover the balance needed.

7 Procedure

7.1. The CU shall review applications and with the Chancellor's endorsement, address its recommendations to the President through the VPAA.

7.2. The VPAA shall review the applications, including the budget, and revise the latter if necessary. The VPAA shall send his/her recommendations to the President for final action.

7.3. Once approved by the President, the Office of the Vice President for Academic Affairs (OVPA) shall prepare the contract and arrange the release of funds.

8 Release of Funds

- 8.1. The Fund shall support three years of fellowship but releases shall be computed annually, subject to satisfactory progress and submission of all requirements.
- 8.2. At least 50 percent of the grant amount of the first year shall be paid upon signing the contract. The release of the balance shall be determined by the OVPA in consultation with the grantee.

9 Obligations of Fellows

- 9.1. Faculty supported by the Fund shall be bound by University rules on study leave with pay.
- 9.2. The fellow shall carry a full study load or undertake dissertation research. Fellows are expected to enroll during the summer. If suitable courses are not available, the fellow shall undertake a research or study plan endorsed by the adviser and submitted to the OVPA.
- 9.3. Local fellows shall submit their grades to the OVPA at the end of each semester. Foreign fellows shall submit mid- and end-year reports, including their grades, and reports from their foreign adviser.
- 9.4. Should the fellow obtain funding from other sources during the course of the fellowship (e.g., DOST grant, private grant, teaching assistantship, etc.), he/she shall inform the VPAA so that the amount of the fellowship can be adjusted to cover the balance needed.
- 9.5. Recipients who fail to comply with the terms of the fellowship and those whose grants are terminated for cause during the grant period shall return the full amount received. Payments to the University shall be made in full in case of resignation, and through salary deductions in other cases. Grantees shall also be subject to such other sanctions as are prescribed by pertinent University rules. Furthermore, they shall be disqualified from all university grants.

10. Intellectual Property Rights

- 10.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 10.2. Publications and other outputs produced in the course of or as a result of the fellowships shall be bound by the University policy on Intellectual Property Rights.¹

¹ Approved by the Board of Regents on 30 May 2003, 1171st meeting.

B PhD Incentive Grant

1 Purpose

The PhD Incentive grant is designed for UP faculty on the PhD pipeline, that is, faculty about to finish their degree in a foreign university who need financial support. Rather than lose the time, effort, and resources already spent on graduate study, the grant aims to enable the faculty member to complete the PhD program.

2 Eligibility

- 2.1. Faculty members in the final year of their PhD program abroad (proof of which must be submitted), who do not enjoy any other grant or support except for their salary, may apply for the grant.
- 2.2. In meritorious cases where a master's degree or its equivalent is the highest degree offered in a particular field (because the field is a pioneering one or is highly technical), a faculty member enrolled in such a program abroad may apply for the grant, provided he/she meets the conditions above. Full justification must be supplied.

3 Scope of Grant

The grant shall cover full-time PhD study or dissertation research and writing for a period of up to twelve months.

4 Benefits

4.1. From the UP System:

- ▶ Pre-travel and clothing allowances
- ▶ Foreign travel
- ▶ Living allowance excluding family (amount depends on place of study)
- ▶ Other fees that may be required (subject to availability of funds and evaluation by the VPAA)

4.2. From the CU:

- ▶ Faculty fellow's salary and other entitlements attached to the position
- ▶ Salary of substitute faculty or overload pay of remaining faculty

5 Application Requirements

5.1. The CU shall submit the applicant's track record:

- ▶ Performance in graduate school and likelihood of completing the degree
- ▶ Papers read in conferences, completed research projects and publications or creative work and other intellectual outputs
- ▶ If the applicant previously enjoyed a grant, why it was stopped

5.2. The CU shall also describe the applicant's potential contribution to his/her unit and indicate if the applicant is tenured or on tenure tract.

5.3. The applicant must state his/her commitment to complete the program within one year at most and indicate the expected date of completion.

5.4. The CU shall prioritize the eligible faculty according to the needs of the campus: which type of expertise is most needed at the moment and/or fits its thrust.

5.5. The following documents shall be attached to the priority list of the CU:

- ▶ Itemized budget of each applicant and basis for proposed amounts
- ▶ Proof of applicant's program status (must indicate what remains to be done—e.g., how many chapters, if any, have been written up, etc.) certified by adviser, copy of grades, letter of recommendation from adviser

6 Procedure

6.1. The CU shall review applications and with the Chancellor's endorsement, address its recommendations to the President through the VPAA.

6.2. The VPAA shall review the applications, including the budget, and revise the latter if necessary. The VPAA shall send his/her recommendations to the President for final action.

6.3. Once approved by the President, the OVPAA shall prepare the contract and arrange the release of funds.

7 Release of Funds

At least 50 percent of the grant amount shall be paid upon signing the contract. The release of the balance shall be determined by the OVPAA in consultation with the grantee.

8 Obligations of Grantees

- 8.1. Faculty supported by the Fund shall be bound by University rules on study leave with pay.
- 8.2. At the end of the grant period, grantees shall submit to the VPAA proof of completion of their degree program.
- 8.3. Recipients who fail to comply with the terms of the grant and those whose grants are terminated for cause during the grant period shall return the full amount received. Payments to the University shall be made in full in case of resignation, and through salary deductions in other cases. Grantees shall also be subject to such other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all university grants.

9 Intellectual Property Rights

- 9.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 9.2. Publications and other outputs produced in the course of or as a result of the fellowships shall be bound by the University policy on Intellectual Property Rights.

C. Alternate Study ("Sandwich") Grant

1 Purpose

The Alternate Study grant enables a faculty member enrolled in a doctoral program in UP to study or research in a reputable foreign university for up to a year and thereby gain exposure to a different academic environment. The grant is especially useful in highly technical areas that require the latest technologies and in new fields of study. Under the alternate study arrangement, the faculty member shall obtain his/her PhD degree from UP.

2 Eligibility

Faculty enrolled in a PhD program in UP who have been accepted for one year of study or research in a recognized university abroad may apply for the grant.

3 Scope of Grant

- 3.1. The grant shall cover full-time PhD study or research for a period of up to twelve months. A grantee who requires additional time shall seek support from his/her CU or some other source.
- 3.2. In exceptional cases where a master's degree or its equivalent is the highest degree offered in a particular field (because the field is a pioneering one or is highly technical), a faculty member enrolled in such a program abroad may apply for the Alternate Study grant, provided he/she meets the conditions above. Full justification must be supplied.

4 Benefits

4.1. From the UP System:

- ▶ Pre-travel and clothing allowances
- ▶ Foreign travel
- ▶ Living allowance excluding family (amount depends on place of study)
- ▶ Other fees that may be required (subject to availability of funds and evaluation by the VPAA)

4.2. From the CU:

- ▶ Faculty fellow's salary and other entitlements attached to the position
- ▶ Salary of substitute faculty or overload pay of remaining faculty

5 Application Requirements

5.1. The CU shall submit the applicant's track record.

- ▶ Performance in graduate school and likelihood of completing the degree
- ▶ Papers read in conferences, completed research projects and publications or creative work and other intellectual outputs
- ▶ If the applicant previously enjoyed a grant, why it was stopped

5.2. The CU shall also present the applicant's potential contribution to his/her unit and indicate if the applicant is tenured or on tenure track.

5.3. The CU shall prioritize the eligible faculty according to the needs of the campus: which type of expertise is most needed at the moment and/or fits its thrust.

5.4. The following documents shall be attached to the priority list of the CU:

- ▶ Itemized budget of each applicant and basis for proposed amounts
- ▶ Proof of applicant's program status (must indicate what remains to be done—e.g., how many chapters, if any, have been written up, etc.) certified by adviser, copy of grades, letter of recommendation from adviser
- ▶ Justification for study abroad, work/research plan, letter of acceptance from host supervisor, and recommendation from local adviser

6 Procedure

- 6.1. The CU shall review applications and with the Chancellor's endorsement, address its recommendations to the President through the VPAA.
- 6.2. The VPAA shall review the applications, including the budget, and revise the latter if necessary. The VPAA shall send his/her recommendations to the President for final action.
- 6.3. Once approved by the President, the OVPAA shall prepare the contract and arrange the release of funds.

7 Release of Funds

At least 50 percent of the grant amount shall be paid upon signing the contract. The release of the balance shall be determined by the OVPAA in consultation with the grantee.

8 Obligations of Grantees

- 8.1. Faculty supported by the Fund shall be bound by University rules on study leave with pay.
- 8.2. Grantees shall submit their reports to the VPAA at the end of the grant period, including their grades and reports from their foreign adviser.
- 8.3. Recipients who fail to comply with the terms of the grant and those whose grants are terminated for cause during the grant period shall return the full amount received. Payments to the University shall be made in full in case of resignation, and through salary deductions in other cases. Grantees shall also be subject to such other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all university grants.

9 Intellectual Property Rights

- 9.1. The UP Press shall have first option on the manuscript should the author wish to publish it.

- 9.2. Publications and other outputs produced in the course of or as a result of the fellowships shall be bound by the University policy on Intellectual Property Rights.

D. Postdoctoral Research Grant

1 Purpose

The test of the ability of a PhD faculty to research and publish on his/her own (i.e., without an adviser) comes after he/she obtains the doctoral degree. The postdoctoral grant is intended to provide the new PhD holder with an opportunity to publish independently by exposing him/her to an international academic environment. The grant also aims to minimize in-breeding in the University.

2 Eligibility

- 2.1. Faculty and REPS who obtained their PhD in the last three to five years preceding the grant may apply.
- 2.2. Priority shall be given to those who obtained their PhD in UP or a Philippine university in order to expose them to another academic environment.
- 2.3. Priority shall also be given to applicants below the age of forty-five.
- 2.4. Those who receive funding elsewhere may not apply for the grant, unless their funds are clearly insufficient, proof of which shall be required. In such a case, and upon the recommendation of the CU and System screening committees and approval by the President, the grant shall cover only the balance needed.

3 Scope of Grant

- 3.1. The grant shall cover research in a foreign university, research institute, laboratory, teaching hospital, museum, gallery or art institute, provided the foreign institution is recognized in the field.
- 3.2. The length of the grant shall be a minimum of six to a maximum of twelve months.

4 Benefits

- 4.1. The grant shall provide the following:
 - ▶ Pre-travel and clothing allowances

- ▶ Tuition and related fees
- ▶ Foreign travel
- ▶ Living allowance excluding family (amount depends on place of study)
- ▶ Other fees that may be required (subject to availability of funds and evaluation by the VPAA)

4.2. In addition, the CU shall provide the following:

- ▶ Salary and other entitlements attached to the position
- ▶ Salary of substitute faculty or overload pay of remaining faculty

5 Application Requirements

- 5.1. Applicants shall present proof of acceptance by the foreign institution where they intend to carry out their research, along with their research plan and an itemized budget.
- 5.2. Applicants who have published in reputable journals or have been published by recognized publishers shall rate higher than those who have not.
- 5.3. Applicants shall submit two sealed references from senior colleagues familiar with their work, who shall assess the applicant's potential to contribute to the growth of their discipline and generate new knowledge.

6 Procedure

- 6.1. The CU shall review applications and with the Chancellor's endorsement, address its recommendations to the President through the VPAA.
- 6.2. The VPAA shall review the applications, including the budget, and revise the latter if necessary. The VPAA shall send his/her recommendations to the President for final action.
- 6.3. Once approved by the President, the OVPAA shall prepare the contract and arrange the release of funds.

7 Release of Funds

At least 50 percent of the grant amount shall be paid upon signing the contract. The release of the balance shall be determined by the OVPAA in consultation with the grantee.

8 Obligations of Grantees

- 8.1. Grant recipients shall be bound by University rules on study leave with pay.
- 8.2. Grantees shall submit their reports to the VPAA at the end of the grant period, including publications resulting from their stint abroad. In the absence of published work, a preprint of a technical paper resulting from the postdoctoral research shall be required. Comments of the collaborator at the foreign institution shall likewise be attached.
- 8.3. Grant recipients who fail to leave for study shall return the entire sum received, or return the balance if they shorten their stay abroad. In the case of the latter, prior consent from the VPAA shall be obtained.
- 8.4. Recipients who fail to comply with the terms of the grants and those whose grants are terminated for cause during the grant period shall return the full amount received. Payments to the University shall be made in full in case of resignation, and through salary deductions in other cases. Grantees shall also be subject to such other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all university grants.

9 Intellectual Property Rights

- 9.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 9.2. Publications and other outputs produced in the course of or as a result of the grant shall be bound by the University policy on Intellectual Property Rights.

E Master's Fellowship

1 Purpose

Constrained by heavy teaching loads, unavailability of faculty items, and insufficient graduate programs, faculty members of regional CUs—particularly Baguio, Visayas, and Mindanao—face considerable difficulty pursuing even master's programs. While each CU allocates parts of its internal budget for faculty development, the fund can support only a very limited number of faculty. The local master's degree fellowship therefore aims to assist the (above) regional CUs in developing their junior faculty by providing the CUs with supplementary funds for a period of five years, starting 2004. The program may be extended for another three to five years, provided progress has been exemplary and funds are available.

2 Eligibility

- 2.1. Regular faculty members with at least one year of highly satisfactory teaching experience, a good track record, and who display potential for contributing to the field may apply.
- 2.2. The applicant's rank must not be higher than Assistant Professor and his/her age must preferably be below thirty at the time of application.
- 2.3. The grant may be awarded only if the candidate has been admitted into a master's program in UP or, if the program is not offered by UP, in a leading university in the country. Requests to study in a university outside UP shall require prior approval by the VPAA.
- 2.4. The study area should be within the unit's approved faculty development plan and recommended by the CU's Academic Personnel and Fellowship Committee or an equivalent body.

3 Scope

- 3.1. The fellowship shall apply only to UP Baguio, Visayas, and Mindanao.
- 3.2. The length of the fellowship shall be two years of full-time study, beyond which period the grantee must seek support from his/her CU or some other source.
- 3.3. The fellowship shall be funded by an annual supplementary allocation to the CUs for five years starting 2004, in the following amounts:

▶ UP Baguio	P 2,000,000
▶ UP Visayas	P 2,000,000
▶ UP Mindanao	P 1,200,000

4 Benefits

- 4.1. The fellowship shall provide the following:
 - ▶ Free UP tuition and all other authorized school fees (except student fund fee); if not studying in UP, the amount equivalent to UP Diliman tuition, balance of which is to be paid by the fellow
 - ▶ Monthly stipend of P5,000 for twelve months of the year for a maximum period of two years
 - ▶ Book allowance of P2,500 per semester
 - ▶ Two round-trip economy fare tickets per year for fellows studying in another campus

- ▶ Thesis support of P15,000, given once when the fellow is at the thesis stage as certified by the Graduate Committee

4.2. The CU shall provide the following:

- ▶ Fellow's salary and other entitlements attached to the position
- ▶ Salary and other entitlements of substitute faculty

5 Program Implementation

- 5.1. The CU shall follow the usual application procedure for local faculty fellowship. In the case of studies in a university outside UP, item 2.3 shall apply.
- 5.2. The CU shall apply for the release of funds, attaching the list of fellows, their programs and universities, and the corresponding budget. The request shall be sent to the Vice President for Academic Affairs, who shall review the list of fellows and then forward the request to the Vice President for Planning and Finance. The President shall approve all requests from the CUs.
- 5.3. The CU shall administer the fellowship program, release the stipends and other benefits, monitor the progress of fellows, and render an annual report to the VPAA.

6 Obligations of Fellows

- 6.1. Faculty supported by the Fund shall be bound by University rules on study leave with pay.
- 6.2. The fellow shall carry a full study load or undertake thesis research. Fellows may enroll during the summer if authorized courses are available; otherwise, the fellow shall undertake a research or study plan approved by the adviser.
- 6.3. Recipients who fail to comply with the terms of the fellowship and those whose grants are terminated for cause during the grant period shall return the full amount received. Payments to the University shall be made in full in case of resignation, and through salary deductions in other cases. Grantees shall also be subject to such other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all university grants.

7 Intellectual Property Rights

- 7.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 7.2. Publications and other outputs produced in the course of or as a result of the fellowships shall be bound by University policy on Intellectual Property Rights.

II. INTER-CAMPUS PROGRAM

To complement the System Faculty Development Program, the Inter-Campus Program was established to provide support for the exchange of faculty among campuses through a short lecture series or for a longer academic period of teaching. Its components are the following:

- ▶ Inter-Campus Lecture Series (1148th BOR meeting, 22 February 2001)
- ▶ Internal Faculty Exchange Program (1034th BOR meeting, 30 August 1990)

A. Inter-Campus Lecture Series

1. Purpose

The grant is directed at regional campuses that wish to avail of expertise from other constituent universities for short but intensive lecture series on new theories, methods, and developments in selected disciplines. As part of the faculty development program, the lecture series is intended for academic staff.

2. Eligibility

A unit (department, institute, division, or college) or group of units may apply for the grant to enable it to invite individual faculty or a team of faculty members from another constituent university to lecture on topics identified by the unit. A team shall consist of a pair of lecturers.

3. Scope of Grant

The grant shall cover expenses entailed in the delivery of one week of intensive lectures in keeping with the CU's faculty development thrust.

4. Benefits

- 4.1. The grant shall provide for the lecturer's travel, honorarium, board and lodging.
- 4.2. The contract fees (excluding travel) shall be pegged at P1,000 per hour for Professors, P900 per hour for Associate Professors, and P800 per hour for Assistant Professors.
- 4.3. If lectures are co-taught, the lecture hours shall be prorated accordingly.

5 Requirements

- 5.1. The faculty member(s) to be invited must have proven track record in the field/discipline as evidenced by solid teaching experience, publications, and other academic contributions.
- 5.2. As the lecture series are intended for faculty development, the audience shall largely consist of UP faculty and the lectures may not be used as the host unit's extension activity. Should the host unit find it necessary to invite outsiders, the lecturer's consent must be obtained; and if outsiders will be asked to pay fees, prior consent of the VPAA must be obtained.
- 5.3. As much as possible, the lectures shall be scheduled during the summer or semestral break. The minimum number of lecture/workshop hours is twelve. The program will support lecture series of at most fifteen hours in the case of a single lecturer, and eighteen hours for a team of lecturers.
- 5.4. If a lecture series lasts longer than fifteen lecture/workshop hours (in the case of a single lecturer), or eighteen hours (in the case of a team of lecturers), the CU shall be responsible for the payment of additional contract fees and other costs.
- 5.5. The applicant unit shall also submit a budget for the lecturer's board, lodging, and travel.

6 Procedure

- 6.1. The applicant unit shall submit its request (see form) to the VPAA for evaluation and approval. If a campus submits applications for several lecture series, it shall prioritize its requests based on need.
- 6.2. Applications shall be made at least two months in advance; earlier, if lecturers have not been contacted or identified.
- 6.3. If the host unit has a particular faculty member in mind, it shall be responsible for informing said person of the grant application. The applicant unit may also opt to identify the subject of the lectures rather than the expert(s), in which case the VPAA shall help identify possible lecturers.
- 6.4. Once the application is approved, the lecturer shall enter into a contract with the host unit, indicating the topic, date, and number of lecture hours. The lecturer shall also attach to the contract a one-page summary of the lectures he/she intends to give.

7 Release of Funds

- 7.1. The host unit shall charge the cost of board, lodging, and travel to the OVPA (under the name of the Program) .
- 7.2. The OVPA shall remit, in full, the lecturer(s)' contract fees to the host CU for the host to release to the lecturer(s) .

8 Obligations of Grantee

- 8.1. The host unit, for its part, shall make all the necessary travel arrangements and other arrangements and provide the venue and facilities for the lecture series.
- 8.2. The host unit shall house the lecturer at the campus guesthouse whenever possible.
- 8.3. The host unit shall provide the VPAA with written feedback on the lecture series along with the lecturer's own observations and other relevant information. These reports may be used to weigh future requests from the unit.

B Internal Faculty Exchange Program

1 Purpose

The Internal Faculty Exchange Program enables a campus to avail of the expertise of a faculty member from another constituent university for a longer period of one semester up to two years. The exchange faculty shall teach in the host university and participate in its research and extension activities.

2 Eligibility

- 2.1. Departments interested in hosting a visiting professor may apply for support under the Internal Faculty Exchange Program.
- 2.2. A regular faculty member who has taught at least two years in a CU may apply for inclusion in the internal faculty exchange pool.

3 Scope of Grant

The assignment to another CU shall cover a minimum of one semester to a maximum of two years' teaching.

4 Benefits

As incentive to the home unit of the faculty exchange member, the amount of P30,000 per year shall be added by the System to the budget of the home unit.

5 Requirements

- 5.1. Faculty included in the exchange pool shall be among the best of the University's teaching staff.
- 5.2. The applicant unit shall justify its request for the faculty's expertise.
- 5.3. Prior consent of the home unit shall be obtained, a statement of which is to be attached to the applicant unit's letter of request.

6 Procedure

- 6.1. The applicant unit shall obtain the consent of the exchange faculty's home unit before sending an application to the System.
- 6.2. The unit shall apply to a System committee consisting of the Vice President for Academic Affairs as chair and the Vice Chancellors for Academic Affairs as members.

7 Obligations of Host and Home Universities

- 7.1. The host university shall provide the exchange faculty member with the following:
 - ▶ Salary appropriate to his rank in his home unit
 - ▶ Incentive allowance equivalent to 30 percent of the faculty's salary
 - ▶ Living allowance of P3,000 per month
 - ▶ Actual rent not exceeding P3,000 a month provided the host CU does not have a guesthouse or other accommodation
 - ▶ Round-trip plane ticket per semester
 - ▶ Baggage allowance of P500 per semester
- 7.2. The host unit shall, in addition, perform the following duties:
 - ▶ Orient the exchange faculty regarding the host campus
 - ▶ Provide access to and/or procure the necessary instructional materials/aids
 - ▶ Submit a report to the home unit of the exchange professor on his/her teaching performance at the end of every semester

7.3. The home unit shall, likewise, perform the following duties:

- ▶ Assume responsibility for the substitute instructor
- ▶ Consider the exchange faculty member's service in the other CU as part of his/her service in the home unit following the guidelines for the promotion of affiliate faculty and faculty on temporary second appointment²

² Guidelines for promotion of affiliate faculty and faculty on temporary second assignment, 176th PAC (President's Advisory Committee) meeting, 29 November 2000. See also UP System Manual Series 2 on faculty tenure, rank, and promotion.

III. CREATIVE AND RESEARCH SCHOLARSHIP PROGRAM

The Creative and Research Scholarship Program, which was established in late 1999, consists of a broad range of measures generally aimed at raising the level and quality of scholarly and creative work by faculty and REPS. The grants are competitive and research results are submitted to review. For this reason, the grants are relatively generous and are free of bureaucratic requirements that stand in the way of scholarly work. The components of the Creative and Research Scholarship Program are the following:

- ▶ Research and Creative Work Grant (1137th BOR meeting, 25 November 1999)
- ▶ Textbook Writing Grant (1137th BOR meeting, 25 November 1999)
- ▶ System Support for International Publication of Literary Works by UP Faculty (1150th BOR meeting, 26 May 2000)
- ▶ Research Incentive for Lateral Entrants (1152nd BOR meeting, 26 July 2001)
- ▶ Sabbatical Research Grant (1180th BOR meeting, 25 March 2004)

A. Creative Work and Research Grant

1. Purpose

The grant aims to encourage faculty and REPS to undertake research that will lead to publications or exhibitions or performances of creative work or other significant output such as patents, new software, and advanced technologies. To ensure the quality of output, work resulting from the grant shall be refereed prior to the full release of the grant.

2. Eligibility

- 2.1. Regular, full-time faculty with the rank of Assistant Professor and higher, and REPS with the rank of University Researcher I and higher, may apply for the grant provided they meet the qualifications stated in table 1.
- 2.2. The track record of applicants in completing creative/research projects (whether UP-funded or not) shall be examined by the screening committees of the CU and the System. Faculty and REPS with poor track record shall not qualify for the grant.

TABLE 1. MINIMUM QUALIFICATIONS OF APPLICANTS FOR GRANTS FOR RESEARCH, CREATIVE WORK, AND TEXTBOOK WRITING

STATUS	NATURAL AND SOCIAL SCIENCES			ARTS AND HUMANITIES		
	WITH PHD	WITH MA/M/S	WITH PHD	WITH MA/M/S	WITH PHD	WITH PHD
<u>JUNIOR</u> (ASST. PROF. AND BELOW OR UNIVERSITY RESEARCHER I-III)	AUTHOR OR CO-AUTHOR OF AT LEAST ONE ARTICLE IN A REFEREED JOURNAL OR EQUIVALENT CHAPTER OR MONOGRAPH IN THE LAST FIVE YEARS	AUTHOR OR CO-AUTHOR OF AT LEAST TWO ARTICLES IN A REFEREED JOURNAL OR THE EQUIVALENT IN BOOK OR MONOGRAPH FORM, THE LATEST OF WHICH WAS PUBLISHED IN THE LAST FIVE YEARS	AUTHOR OR CO-AUTHOR OF AT LEAST ONE ARTICLE IN A REFEREED JOURNAL OR ITS EQUIVALENT IN AN ANTHOLOGY OR BOOK IN THE LAST FIVE YEARS	AUTHOR OR CO-AUTHOR OF AT LEAST TWO ARTICLES IN A REFEREED JOURNAL OR THE EQUIVALENT IN ANTHOLOGY OR BOOK FORM, THE LATEST OF WHICH WAS PUBLISHED IN THE LAST FIVE YEARS	AUTHOR OR CO-AUTHOR OF AT LEAST TWO ARTICLES IN A REFEREED JOURNAL OR THE EQUIVALENT IN ANTHOLOGY OR BOOK FORM, THE LATEST OF WHICH WAS PUBLISHED IN THE LAST FIVE YEARS	ARTISTIC CONTRIBUTION OR OUTSTANDING ACHIEVEMENT (SOLO EXHIBITION OR EQUIVALENT IN PERFORMING ARTS) IN THE LAST FIVE YEARS
<u>SENIOR</u> (HIGHER RANKS)	AUTHOR OR CO-AUTHOR OF AT LEAST TWO ARTICLES IN A REFEREED JOURNAL OR THEIR EQUIVALENT IN BOOK OR MONOGRAPH FORM, THE LATEST OF WHICH WAS PUBLISHED IN THE LAST FIVE YEARS	AUTHOR OR CO-AUTHOR OF AT LEAST FOUR ARTICLES IN A REFEREED JOURNAL OR THEIR EQUIVALENT IN BOOK OR MONOGRAPH FORM, THE LATEST OF WHICH WAS PUBLISHED IN THE LAST FIVE YEARS	AUTHOR OR CO-AUTHOR OF AT LEAST TWO ARTICLES IN A REFEREED JOURNAL OR THE EQUIVALENT IN AN ANTHOLOGY OR BOOK, THE LATEST OF WHICH WAS PUBLISHED IN THE LAST FIVE YEARS	AUTHOR OR CO-AUTHOR OF AT LEAST FOUR ARTICLES IN A REFEREED JOURNAL OR THEIR EQUIVALENT IN ANTHOLOGY OR BOOK FORM, THE LATEST OF WHICH WAS PUBLISHED IN THE LAST FIVE YEARS	AUTHOR OR CO-AUTHOR OF AT LEAST FOUR ARTICLES IN A REFEREED JOURNAL OR THEIR EQUIVALENT IN ANTHOLOGY OR BOOK FORM, THE LATEST OF WHICH WAS PUBLISHED IN THE LAST FIVE YEARS	ARTISTIC CONTRIBUTION OR OUTSTANDING ACHIEVEMENT (SOLO EXHIBITION OR EQUIVALENT IN PERFORMING ARTS) IN THE LAST FIVE YEARS

- 2.3. Applicants may apply individually or as a group. In the case of a group, the total amount of the grant shall be prorated according to the rank of the applicants and the proportion of work to be done by each.
- 2.4. In highly exceptional cases, instructors and REPS with the rank lower than University Researcher I may be considered for the grant.

3 Scope of Grant

- 3.1. The grant shall support research or creative projects in any field (basic and applied), such as literary work, scientific research, artistic work, invention, software, and so on, provided the proposed project is within the discipline/field of the applicant. For example, an application to write poetry shall not be entertained if proposed by faculty outside this field.
- 3.2. The grant shall be for one year and, in rare cases, may be extended up to six months at most. The request for extension, however, must be justified, including the submission of work thus far completed. No additional amount shall be provided for the extension.

4 Contract Rate

- 4.1. The contract rate is based on the total number of hours (estimated and expected by the OVPA) to be spent by a grantee on the project multiplied by an "hourly rate" depending on the grantee's rank.
- 4.2. The grant assumes that a faculty member teaches/works 10.5 months/year, 22 working days/month at 8 hours/day, which is equivalent to 1,848 hours/year. An hourly rate is then obtained by dividing the grantee's annual salary by the total teaching/working hours. This gives an hourly rate of annual salary/1,848 hours.
- 4.3. It is also assumed that a grantee will work on the project for 3 hours/day, 30 days/month for 12 months. This amounts to 1,080 total hours of project work.
- 4.4. The contract rate, obtained by multiplying the total hours by the hourly rate, shall amount to 1,080 hours x (annual salary/1,848 hours), or approximately 58 percent of the annual salary.

5 Requirements

- 5.1. Applicants shall submit an application (see form) containing their research proposal.
- 5.2. Their project must be one that can be completed in twelve months.

- 5.3. A budget need not be submitted; the applicant may use the contract fee for whatever research purpose he/she deems necessary.
- 5.4. The recommending CU shall ascertain the applicant's track record in completing research and other projects.

6 Procedure

- 6.1. Applications shall be sent to the CU screening committee for research grants and creative work. The committee shall forward its recommendations to the VPAA, who shall refer the recommendations to the System committee.
- 6.2. The System committee shall rank the CU proposals according to their content and contribution to knowledge, taking into account the applicant's credentials and track record. The Committee may refer promising proposals back to the proponents for revision.
- 6.3. The VPAA shall review the recommendations of the System committee and send them to the President for appropriate action.
- 6.4. Approval of the recommendations shall come from the President, the total number of grants approved will depend on the availability of funds.
- 6.5. The VPAA shall notify successful applicants and advise them to make arrangements with the OVPAA for the contract and release of funds.
- 6.6. The VPAA shall likewise inform proponents whose proposals were not accepted and suggest improvements for future applications.

7 Release of Funds

- 7.1. The grant shall be awarded in the form of a research contract indicating the purpose, expected output, and intellectual property rights of the parties involved.
- 7.2. Fifty percent of the grant shall be paid upon signing the contract and the balance, upon submission of the manuscript or output in acceptable form (i.e., after review).

8 Obligations of Grantees

- 8.1. Grantees shall continue to perform their regular functions as faculty or REPS during the grant period. In no case shall the faculty be given overload pay for the research. Should the recipient resign before completing the project, he/she shall automatically lose the grant and return the unused amount.

- 8.2. Grantees shall submit a mid-term report to the Chancellor six months after the award commences and the final output (manuscript, invention, artistic work) in acceptable form to the VPAA within two months after the grant ends.
- 8.3. In no case shall the grant be reviewed or an application from the same grantee be entertained for any other grant under the Creative and Research Scholarship Program until the final result is submitted to the VPAA.
- 8.4. Grantees who fail to comply with the terms of the grant and those whose grants are terminated for cause during the project period shall return the full amount received. Payments to the University shall be made in full in case of resignation or retirement, and through salary deductions in other cases. Grantees shall also be subject to other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all University grants.

9 Review of Output

- 9.1. Grant results shall be reviewed by referees selected by the VPAA. If the referees find the output acceptable, the VPAA shall release the balance of the grant.
- 9.2. If the referees suggest substantial revision, however, or raise serious doubts about the quality of the work, the VPAA shall pass on the comments to the grantee and withhold the balance of the grant until the necessary revisions are made.
- 9.3. Referees shall receive compensation for their work as follows:
 - ▶ P2,500 for journal article-length manuscripts
 - ▶ A maximum of P5,000 for manuscripts of up to 200 pages
 - ▶ A maximum of P7,500 for manuscripts from 200 to 400 pages
 - ▶ A maximum of P10,000 for manuscripts longer than 400 pages

10. Intellectual Property Rights

- 10.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 10.2. Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the grant. University provisions on intellectual property rights shall likewise be implemented.

B Textbook Writing Grant

1 Purpose

The grant aims to encourage faculty and REPS faculty to write textbooks in support of the University's teaching and research functions.

2 Eligibility

- 2.1. Regular, full-time faculty, with the rank of Assistant Professor and higher, and REPS with the rank of University Researcher I and higher who engage or assist in teaching, may apply for the grant, provided they meet the qualifications stated in table 1.
- 2.2. The track record of applicants in completing creative/research projects (whether UP-funded or not) shall be examined by the screening committees of the CU and the System. Faculty and REPS with poor track record shall not qualify for the grant.
- 2.3. In highly meritorious cases, instructors and REPS faculty below the rank of University Researcher 1 may be considered for the grant.
- 2.4. Current recipients of a textbook writing grant (including grants to translate textbooks) from any center, institute, or unit of UP may not apply for this grant.
- 2.5. Applicants may apply individually or as a group. In the case of a group, the total amount of the grant shall be prorated according to the rank of the applicants and the proportion of work to be done by each.

3 Scope of Grant

- 3.1. The grant shall support the writing of textbooks including reference books, workbooks, and laboratory manuals, in print or other media, in whatever language the course is taught.
- 3.2. The grant shall not cover proposals for non-degree (informal) programs.
- 3.3. Neither shall the grant provide for publication costs.
- 3.4. Priority shall be given to textbooks for core courses of undergraduate programs, difficult courses and/or courses with high student enrollment, and courses for which no good (foreign or local) textbooks are available.

- 3.5. The grant shall be for one year and, in exceptional cases, may be extended up to six months at most, which extension must be justified and proof of work thus far completed, presented. No additional funds shall be provided for the extension.

4 Contract Rate

- 4.1. The contract rate is based on the total number of hours (estimated and expected by the OVPAA) to be spent by a grantee on the project multiplied by an "hourly rate" that depends on the grantee's rank.
- 4.2. The grant assumes that a faculty member teaches/works 10.5 months/year, 22 working days/month at 8 hours/day, which is equivalent to 1,848 hours/year. An hourly rate is then obtained by dividing the grantee's annual salary by total teaching/working hours. This gives an hourly rate of annual salary/1,848 hours.
- 4.3. It is also assumed that a grantee will work on the project for 3 hours/day, 30 days/month for 12 months. This amounts to 1,080 total hours of project work.
- 4.4. The contract rate, obtained by multiplying the total hours by the hourly rate, shall amount to 1,080 hours x (annual salary/1,848 hrs), or approximately 58 percent of the annual salary.

5 Requirements

- 5.1. Applicants shall submit an application (see form) containing their research proposal.
- 5.2. They shall also state the number of years they have taught the course for which they plan to write a textbook and their publications in that particular area, if any.
- 5.3. Their project must be one that can be completed in twelve months.
- 5.4. A budget need not be submitted; the applicant may use the contract fee for whatever research purpose he/she deems necessary.
- 5.5. The recommending CU shall ascertain the applicant's track record in completing research and other projects.

6 Procedure

- 6.1. Applications shall be sent to the CU screening committee for textbook grants. The committee shall forward its recommendations to the VPAA, ranking them according to the content and contribution of the proposal and other relevant criteria.

- 6.2. The VPAA shall refer the CU proposals to the System committee, which shall evaluate the recommendations of the CUs and rank the best according to merit. The Committee may refer promising proposals to the proponents for revision.
 - 6.3. Approval of the recommendations shall come from the President, the total number of grants approved depending on the availability of funds.
 - 6.4. The VPAA shall notify successful applicants and advise them to make arrangements with the OVPAA for the contract and release of funds.
 - 6.5. The VPAA shall likewise inform proponents whose proposals were not accepted and suggest improvements for future applications.
7. Release of Funds
- 7.1. The grant shall be awarded in the form of a research contract indicating the purpose, expected output, and intellectual property rights of the parties involved.
 - 7.2. Fifty percent of the grant shall be paid upon signing the contract.
 - 7.3. The final installment of the grant shall be released after the manuscript has passed a blind review by two referees.
8. Obligations of Grantees
- 8.1. Grantees shall continue to perform their regular functions as faculty or REPS during the grant period. In no case shall the faculty be given overload pay for the research. Should the recipient resign before completing the project, he/she shall automatically lose the grant and return the amount unused.
 - 8.2. Grantees shall submit a mid-term report to the Chancellor six months after the award commences and an acceptable manuscript to the VPAA within two months after the grant ends.
 - 8.3. In no case shall the grant be renewed or an application from the same grantee be entertained for any other grant under the Creative and Research Scholarship Program until the final manuscript in print or multimedia is submitted to the VPAA.
 - 8.4. Grantees who fail to comply with the terms of the grant and those whose grants are terminated for cause during the project period shall return the full amount received. Payments to the University shall be made in full in case of resignation or retirement, and through salary deductions in other cases. Grantees shall also be subject to other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all University grants.

9 Review of Output

- 9.1. Textbook manuscripts shall be reviewed by referees selected by the VPAA. If the referees find the output acceptable, the VPAA shall release the balance of the grant.
- 9.2. If the referees suggest substantial revision, however, or raise serious doubts about the quality of the work, the VPAA shall pass on the comments to the grantee and withhold the balance of the grant until the necessary revisions are made.
- 9.3. Referees shall receive compensation for their work as follows:
 - ▶ P2,500 for journal article-length manuscripts
 - ▶ A maximum of P5,000 for manuscripts of up to 200 pages
 - ▶ A maximum of P7,500 for manuscripts from 200 to 400 pages
 - ▶ A maximum of P10,000 for manuscripts longer than 400 pages

10. Intellectual Property Rights

- 10.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 10.2. Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the grant. University provisions on intellectual property rights shall likewise be implemented.

C. System Support for International Publication of Literary Works by UP Faculty

1 Purpose

To enable outstanding works authored by UP faculty to gain international recognition, the System shall provide support, including the translation of works, for their publication by established international literary publishing houses.

2 Eligibility

UP faculty whose literary work meets the criteria below may apply for the grant.

- 2.1. The literary work should be in book form.
- 2.2. The work should either be written in English or the author should be willing to have the work translated into English.

- 2.3. The work should have been published by a reputable local publisher at least a year prior to submission for the grant. Original unpublished works and works published less than a year before submission will not be accepted except in cases where the author's track record warrants an exception.

3 Scope of Grant

The grant shall cover the translation, editing, and review of literary works (e.g., novels, plays, short stories, poems, literary essays, and other types of creative nonfiction) in book form.

4 Benefits

Financial support from the System may come in the following forms: translation fees, editing fees, and fees of external reviewers.

5 Application Requirements

- 5.1. The applicant shall submit both the published and the manuscript versions of their submission and a synopsis of the submission.
- 5.2. The applicant shall also submit his/her biodata, including contact information.
- 5.3. The applicant shall also state his/her willingness, in writing, to submit the work to international editing standards.

6 Criteria

Literary manuscripts by UP faculty that will be sent out to foreign publishers shall be selected on the following bases:

- 6.1. The quality of the work is outstanding; it has received national acclaim or recognition from the local literary community.
- 6.2. The work is potentially marketable to an international audience, as determined by the external reviewer.
- 6.3. The work meets international standards of editing or the author is willing to submit his/her work to such standards.

7 Procedure

- 7.1. Faculty whose works meet all the criteria above shall submit the requirements to the VPAA.
- 7.2. A special committee, consisting of known literary writers, shall be formed to evaluate the applications. Members of the committee may be drawn from the Institute of Creative Writing.
- 7.3. The VPAA shall recommend the outstanding applications to the President for appropriate action.
- 7.4. Once approved, the OVPAA shall process the contract and necessary vouchers, after consulting the committee regarding the choice of editors, translators and/or reviewers.

8 Intellectual Property Rights

Should the work be accepted for international publication, the University of the Philippines shall be acknowledged and the policy on intellectual property rights, followed.

D. Research Incentive for Lateral Entrants

1 Purpose

The research incentive aims to attract highly qualified PhDs to the UP faculty through a financial package that includes a research contract and budget for equipment and materials. The grant is a less costly alternative to supporting full doctoral study for present academic staff.

2 Eligibility

- 2.1. Only faculty hired through lateral recruitment at the rank of Associate and full Professor, with a doctoral degree from a reputable university, and an outstanding record of research and publication or equivalent creative and other scholarly work, may be recommended for the grant of the incentive.
- 2.2. Faculty whose doctoral study was supported by the University in any way, including the grant of salary, shall not be eligible for the incentive.

3 Scope of Grant

The grant shall cover a period of two years, during which period the recipient is expected to complete the research project.

4 Benefits

- 4.1. The recipient shall receive research incentive in the form of an annual research or creative work grant for two years.
- 4.2. The yearly grant amount shall be 58 percent of the faculty member's annual salary (following the usual contract rate for system grants for research, creative work, and textbook writing).
- 4.3. The recipient may also propose a budget for laboratory, computer, and other equipment and materials, provided the full financial package does not exceed P500,000 a year.

5 Requirements

- 5.1. The applicant shall present a two-year project he/she intends to undertake.
- 5.2. A detailed budget for equipment/materials shall also be presented, if warranted, with the necessary justification.
- 5.3. The CU shall present the applicant's outstanding track record in teaching and scholarship as justification for the grant.

6 Procedure

- 6.1. The recommendation for the grant of the incentive shall emanate from the department. Strong justification shall be provided by the College and the CU.
- 6.2. The Chancellor shall send the recommendation to the President. A special committee may be formed by the President to evaluate the recommendation prior to the President's decision. The budget may be revised in the course of the review.

7 Release of Funds

Fifty percent of the grant amount in the first year shall be paid upon signing the contract; the release of the balance shall be arranged by the OVPAA.

8 Obligations of Grantees

- 8.1. The grantee is expected to complete the research project at the end of two years.
- 8.2. During the two-year period, the recipient may not compete for other research grants offered by the University. He/she, however, shall be eligible for the International Publication Award and other System awards subject to the implementing guidelines.

9 Intellectual Property Rights

- 9.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 9.2. Publications and other outputs produced in the course of or as a result of the grant shall be bound by University policy on Intellectual Property Rights.

E Sabbatical Research Grant

1 Purpose

The grant is intended for faculty members on sabbatical who will undertake research or creative work during their period of leave from teaching and other duties.

2 Eligibility

- 2.1. Faculty members applying for sabbatical for the purpose of research or creative work (including the writing of textbooks/chapters of textbooks) in their discipline may apply for the grant.
- 2.2. Applicants applying for sabbatical for the first time whose projects are not funded from other sources shall be given priority.

3 Scope of Grant and Contract Rate

- 3.1. The grant shall be in the form of a research/creative work contract in the amount of P30,000 net of tax (equivalent in monetary value to a Professorial Chair award). The grant shall be released upon signing of contract, provided the application for sabbatical has been approved.
- 3.2. A total of three awards shall be available annually.

4 Requirements and Procedure

- 4.1. Applicants shall submit through channels a description of the proposed work and intended output. The scope of the project is expected to be commensurate to the grant amount.
- 4.2. The CUs shall prioritize all applications.
- 4.3. The System Committee on Research Grants and Creative Work shall evaluate the recommendations of the CUs and rank the best three based on merit. The President shall have final approval.
- 4.4. The OVPAA deadline for all endorsed applications shall be April 30 of the sabbatical year (regardless of the period of sabbatical).

5 Obligations of Grantees

- 5.1. A grantee shall submit the final output to the OVPAA upon report to duty after the sabbatical.
- 5.2. Grantees who fail to comply with the terms of the grant shall return the full amount received. Furthermore, they shall be disqualified from all University grants.

6 Intellectual Property Rights

- 6.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 6.2. Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the grant. University provisions on intellectual property rights shall likewise be implemented.

IV. ACADEMIC DISTINCTION PROGRAM

Established in November 1999, the Academic Distinction Program aims to award outstanding academics and works of scholarship through a system of merit-based incentives. By so doing, the Program hopes to raise the level of scholarship to internationally accepted standards and improve the visibility of the University in the academic community worldwide. Over the years, the components of the Program have increased to cover as wide a reach as possible of scholarly and creative work. The Program consists of the following:

- ▶ University Professors Grant (1137th BOR meeting, 25 November 1999)
- ▶ International Publication Award (1137th BOR meeting, 25 November 1999)
- ▶ International Award for the Arts (1143rd BOR meeting, 29 June 2000)
- ▶ Gawad sa Natatanging Publikasyon sa Filipino (1147th BOR meeting, 21 December 2000)
- ▶ Institutional Performance Award (1148th BOR meeting, 22 February 2001)
- ▶ President's Award for Innovation in Teaching (1150th BOR meeting, 24 May 2001)
- ▶ Advanced Technology Award (1178th BOR meeting, 29 January 2004)

A. University Professors Grant

1. Purpose

In recognition of their outstanding scholarship and achievement in their respective fields, University Professors in active service shall receive an annual grant to support their research or creative work.

2. Value of Grant

The grant shall amount to P200,000 in the form of a research contract. Fifty percent of the contract fee shall be paid upon submission of the project proposal and the balance, upon submission of the manuscript or creative work.

3. Requirements and Procedure

- 3.1. The University Professor shall submit the project proposal to the President through the VPAA.

- 3.2. Once approved by the President, the OVPAA shall process the contract and voucher for the release of the grant.
- 3.3. Upon completion and submission of the project result, the University Professor may submit another proposal to renew the grant.

4 Intellectual Property Rights

Publications and other outputs produced in the course of or as a result of the fellowships shall be bound by University policy on Intellectual Property Rights.

B International Publication Award for Journal Articles

1 Purpose

The purpose of the award is to encourage faculty and REPS to contribute to the body of knowledge in their respective field/discipline by publishing in internationally respected journals that are peer-reviewed and adhere to high standards of scholarship.

2 Eligibility

Regular faculty, including those on sabbatical and secondment to other agencies, regular REPS³ in active service, clinical faculty and emeritus professors are eligible for the award.

3 Scope of Award

Only those articles published in journals listed as of the date of publication in the Institute for Scientific Information (ISI) Master Journal List of selected journals may qualify for the award. The database lists some 8,000 international journals in the natural sciences, social sciences, arts and humanities chosen on the basis of the following:

- 3.1. Publication on time, which implies the journal is well stocked with manuscripts and is thus able to come out on schedule, a sign of viability
- 3.2. Editorial content, meaning the journal enriches existing coverage rather than simply takes up topics already adequately covered

³ Includes regular UP contractual and casual employees as defined in the "Matrix of Regulations on Contractual Employment in the University," Memorandum No. MVG-03-065, from Vice President for Administration Martin V. Gregorio, 18 June 2003. Non-UP contractual and externally-funded project staff are not regular UP employees.

- 3.3. International diversity of authors of both source articles and cited articles
- 3.4. Peer (and blind) review
- 3.5. Citation analysis, which varies according to the nature of the discipline but in general includes citation rate, impact factor and immediacy index; and for new journals, the publishing record of authors and of editorial board members, where they are published and their citation index

(Each year the ISI editorial staff reviews close to 2,000 new journals, of which 10-20 percent qualify for inclusion in the database. More information about ISI journals is available at www.isinet.com.)

4 Value of Award

- 4.1. Sole authors of journal articles that meet the requirements set in these guidelines shall receive an award of P55,000 per article. This amount may be increased from time to time.
- 4.2. In the case of co-authorship, the award shall be divided equally among the number of authors, local and foreign. Only UP authors eligible for the award shall receive it, provided the article is published while they are on active service or before their retirement or resignation from the University.

5 Requirements

- 5.1. The author(s) must clearly be identified as belonging to UP. If the article was produced while on sabbatical abroad or as a result of a joint project with foreign scholars, proper acknowledgment must be given the foreign institution that accommodated the faculty or supported the project; the UP address/affiliation of the author(s) must nonetheless be indicated in the publication (either in a footnote or as a byline).
- 5.2. The article must fall within the discipline or related field of the author. For example, a work of poetry shall not be entertained if authored by faculty or REPS outside the field of creative writing, unless there is sufficient proof of prior recognition of the author as a serious practitioner in the field of creative writing as determined by the VPAA, upon consultation with known literary figures.
- 5.3. The article must be a complete, solid piece of research. If one's work (e.g. poem) is included or cited in an article authored by another, the cited portion shall not qualify for the award. In addition, certain articles (e.g. tribute/testimonial to a known figure, book review, letter to the editor, editorial, commentary) shall not qualify. The VPAA shall evaluate all articles as to their eligibility.

- 5.4. Authors eligible for the award may receive it as often as they publish in an ISI journal. However, an article may be awarded only once.
- 5.5. An article for which an International Publication Award (IPA) was granted shall not qualify again for an IPA if it appears as a chapter in a book published by a reputable international publisher. However, if an article for which the author was awarded an IPA is subsequently developed by the author into a book that is published by a reputable international publisher, the author may be eligible for an IPA in the book category.

6 Procedure

- 6.1. The faculty or REPS shall send a copy of the published article to the VPAA. Evidence of the author's identification with UP shall also be attached.
- 6.2. No prior screening at the campus level is necessary.
- 6.3. Should a publication for which a faculty or REPS was awarded later be withdrawn or retracted by the publisher owing to misrepresentation of data or authorship, plagiarism or some unethical act, the author(s) shall return the full amount of the award, without prejudice to the application of other University sanctions.
- 6.4. The OVPAA shall process the voucher for the award and inform the faculty/REPS of the award.

C. International Publication Award for Books/Chapters of Books

1 Purpose

Like the award for ISI journal articles, this award aims to reinforce scholarly publications by faculty and REPS and project the University in the global community of academic institutions.

2 Eligibility

Regular faculty, including those on sabbatical and secondment to other agencies, regular REPS⁴ in active service, clinical faculty, and emeritus professors are eligible for the award.

⁴ Including regular UP contractual and casual employees as defined in "Matrix of Regulations on Contractual Employment in the university," Memorandum No. MVG-03-065, from Vice President for Administration Martin V. Gregorio, 18 June 2003. Non-UP contractual and externally funded project staff are not regular UP employees.

3 Scope of Award

Only books or chapters of books published by recognized international academic book publishers, prestigious university presses and other highly regarded international publishers (e.g., Macmillan, Random House, Blackwell, Routledge, Harcourt, Brace & Co., Elsevier, and Garland) shall be covered by the award.

4 Value of Award

- 4.1. Sole authors of books or book chapters that meet the standards set in these guidelines shall receive an award of P55,000 per chapter and P110,000 for a book. These amounts may be raised from time to time.
- 4.2. In the case of co-authorship, the award shall be divided equally among the number of authors, local and foreign. Only UP authors eligible for the award shall receive it, provided the book/chapter is published while they are on active service or before their retirement or resignation from the University.

5 Requirements

- 5.1. The author(s) of the chapter or book must clearly be identified as belonging to UP. If the chapter or book was produced while on sabbatical abroad or as a result of a joint project with foreign scholars, proper acknowledgment must be given the foreign institution that accommodated the faculty or supported the project; the UP address/affiliation of the author(s) must nonetheless be indicated in the publication (either in a footnote, as a byline, or in the book's author information).
- 5.2. The chapter or book must fall within the discipline or related field of the author. For example, a work of poetry shall not be entertained if authored by faculty or REPS outside the field of creative writing, unless there is sufficient proof of prior recognition of the author as a serious practitioner in the field of creative writing as determined by the VPAA, upon consultation with known literary figures.
- 5.3. The chapter must be a complete, solid piece of research or creative work. If one's work (e.g. poem) is included or cited in a chapter or book authored by another, the cited portion shall not qualify for the award. In addition, certain articles (e.g. tribute/testimonial to a known figure, filler between chapters) shall not qualify. The VPAA shall evaluate all articles as to their eligibility upon consultation with experts in the field.

- 5.4. Books or chapters of books published by international publishers must have gone through a rigid blind referee or review process. Evidence that the publication has undergone a review process, such as comments/communication from the reviewer(s) and/or editor, shall be submitted along with the required documents.
- 5.5. Books published by foundations, government agencies, NGOs, professional societies, international commissions, and non-academic bodies shall not qualify.
- 5.6. To qualify, a recently updated book must contain new contributions to knowledge. Books published before the start of the award (1999) shall not qualify.
- 5.7. Authors eligible for the award may receive it as often as they publish. However, a book/chapter may be awarded only once.
- 5.8. An article for which an IPA was granted shall not qualify again for an IPA if it appears as a chapter in another book or in an ISI-indexed journal. However, if a chapter for which the author was awarded is subsequently developed by the author into a book published by a reputable international publisher, the author may be eligible for an IPA in the book category.

6 Procedure

- 6.1. The author shall submit a copy of the book (to be returned to the author) or the book chapter to the VPAA for evaluation. Copyright pages, table of contents, prefaces, list of authors, evidence of author(s)' identification with UP, and other pertinent pages shall accompany the copy of the book/chapter.
- 6.2. Evidence that the publication has undergone a review process, such as comments/communication from the reviewer(s) and/or editor, shall also be submitted. Additional information from the publisher regarding review policies, and other relevant information that will assist the evaluation of the publication may also accompany the application for the award.
- 6.3. The VPAA shall evaluate all applications for the award and consult specialists whenever necessary, who can provide additional information on the reputation of the publisher and the quality of its publications.
- 6.4. Should a publication for which a faculty or REPS was awarded later be withdrawn or retracted by the publisher owing to misrepresentation of data or authorship, plagiarism, or some unethical act, the author(s) shall return the full amount of the award, without prejudice to the application of other University sanctions.

D. International Award for the Arts

1 Purpose

Creative work is a significant contribution to knowledge and enriches the quality of human life. The International Award for the Arts recognizes faculty members in the visual and performing arts who have distinguished themselves through acclaimed international performances, exhibits, and productions.

2 Eligibility

Regular faculty, individually or as a group, in the field of visual and performing arts, whose work received international exposure in the year preceding the award, may be nominated for this award.

3 Scope of Award

The International Award for the Arts has two divisions; there shall be one award per division.

3.1. Visual Arts: painting, sculpture, graphic arts, installation art, performance art, computer art, exhibition design, film, video, illustration, animation, architecture, interior design, advertising design, editorial design, industrial design, product design, and fashion design

3.2. Performing Arts: all music and dance forms and theater arts

4 Value of Award

The award shall be given annually during the Academic Distinction ceremony, in the amount of P55,000 per division, to be divided equally in the case of a group of artists.

5 Requirements

5.1. The nominee shall submit his/her curriculum vitae in the case of individual artists and a record of their performance in the case of performing groups.

5.2. Relevant documentation shall also be submitted with the nomination, including, but not limited to, the following:

- ▶ Slides, still photographs or reproductions for Painting, Sculpture, Graphic Arts, Illustration, Animation, Advertising Design, Editorial Design, Computer Art, Installation, Architecture, and Interior Design
 - ▶ Architectural plans and illustrations for Architecture and Interior Design in addition to slides and/or still photographs
 - ▶ Illustrations for Industrial Design, Product Design and Fashion Design in addition to slides and/or photographs of finished products
 - ▶ Full-length copies of nominated works including musical scores, where necessary, for Film and Video
 - ▶ Video-documentation of Performance Art along with the concept paper of the work
 - ▶ Lighting design, lay-out for theater and film sets, designs for scenery, props and costumes for Theater Arts in addition to slides and/or photographs
 - ▶ Librettos, arrangements for instruments and the orchestra as well as for choral ensembles for Music Performances
 - ▶ Dance notations and choreography for Music Performances
 - ▶ Film/video documentation and sound recording for Music and Dance Performances, as well as for Stage Plays
- 5.3. Announcements of exhibitions and copies of commendations, citations, or testimonials shall be provided. Press releases may also be submitted.

6 Criteria

- 6.1. The nominee's artistic output must have had international exposure in a public performance and/or exhibition, or through commissioned works for public places or for important public and private collections outside the Philippines in the year immediately preceding the deadline for nominations.
- 6.2. The nominee must have earned commendations, citations, or testimonials for excellence and distinction.
- 6.3. The nominee must be endorsed by a panel of experts/referees appointed by the UP President for the purpose of evaluating the nominations.

7 Procedure

There shall be two levels of review in the selection process.

- 7.1. The preliminary review shall be conducted by the Committee on Culture and the Arts (CCA) of each CU. The CCAs shall receive nominations, ensure that the nominations comply with the guidelines, and recommend to their respective Chancellors those who qualify for the final review. The Chancellors shall submit their recommendations to the VPAA.

- 7.2. The final review shall be conducted by a group of experts appointed by the President from the various fields represented in the list of nominees.
- 7.3. The President's Committee on Culture and the Arts shall facilitate the selection process in coordination with the OVPAA.

8 Deadline for Nominations

The deadline for submitting nominations to the VPAA shall be the last working day of November of every year. The award shall be given in March of the following year along with all other Academic Distinction awards.

E Gawad sa Natatanging Publikasyon sa Filipino

1 Layunin

Alinsund sa patakaran sa wika ng Unibersidad, inaasahan na lalong huhusay ang mga publikasyon sa Filipino ng mga fakulti at REPS sa pamamagitan ng pagkilalang idudulot ng gawad.

2 Elijbiliti

Puwedeng inomina ang regular na fakulti o REPS na may publikasyon na sakop ng gawad.

3 Saklaw ng Gawad

3.1. Dalawa ang kategorya ng gawad at isa ang gantimpala sa bawat kategorya:

- ▶ Gawad para sa Malikhaing Panulat
- ▶ Gawad para sa Publikasyon ng Orihinal na Pananaliksik (sa anumang disiplina maliban sa malikhaing panulat)

3.2. Dapat inilathala ng prestihyoso at respetadong publisher o lumabas sa refereed at kilalang dyornal ang nominadong publikasyon sa nakaraang taon. Halimbawa, kwalipikado para sa Gawad 2004 ang mga publikasyon sa 2003.

3.3. Hindi kasama ang mga publikasyon na inedit o isinalin mula sa ibang wika. Orihinal na akda lamang ang kwalipikado.

4 Halaga ng Gawad

Bawat gawad ay may halagang P110,000 kung ang pinakatanging publikasyon ay buong aklat, o P55,000 kung ito ay kabanata ng aklat o artikulo sa dyornal. Hahatiin ang gawad nang pantay-pantay sa mga may-akda. Ibibigay ang gawad tuwing taunang seremonya ng Academic Distinction.

5 Rekwayrment

Ang mga malikhain at orihinal na publikasyon ay isusumite sa OVPAA.

6 Kriteria

- 6.1. Dapat taga-UP ang awtor ng chapter o ng aklat.
- 6.2. Kailangang sakop ng disiplina o nasa larangan ng awtor ang chapter o aklat. Halimbawa, hindi tatanggapin ang isang tula kung sinulat ng faculty o REPS na wala sa larangan ng malikhaing pagsulat, maliban kung may sapat na katurayang dati nang seryosong praktisyoner ang awtor sa larangang ito ayon sa kapasyahan ng VPAA matapos ang konsultasyon sa mga kilalang literary figure.
- 6.3. Kailangang isang buong research o literary work ang chapter. Kung ang akda (hal., tula) ay sinipi sa o bahagi ng isang chapter o aklat na sinulat ng ibang awtor, hindi kwalipikado sa gawad ang siniping bahagi. Hindi rin kwalipikado ang ilang artikulo (hal., tribute sa isang kilalang tao, filler sa pagitan ng mga chapter). Ang VPAA ang susuri sa kwalipikasyon ng lahat ng artikulo ayon sa konsultasyon sa mga dalubhasa sa larangan.
- 6.4. Kailangang dumaan sa referee o review process ang chapter o aklat. Isasabmit kasama ng iba pang kailangang dokumento ang mga katibayan na dumaan sa review process ang publikasyon, tulad ng komento o komunikasyon mula sa (mga) reviewer at/o editor.
- 6.5. Hindi kwalipikado sa gawad ang mga aklat na inilathala ng mga foundation, ahensya ng gobyerno, NGO, professional society, international commission, at di akademikong publisher.
- 6.6. Para sa bagong update na aklat, ang magiging batayan ng petsa ng publikasyon ay ang petsa ng unang pagkalathala nito. Ito ay dahil sa ang layunin ng gawad ay kilalanin ang mga bagong kontribusyon sa karunungan.

7. Proseso

- 7.1. Ang mga malikhain at orihinal na publikasyon ay isusumite sa VPAA.
- 7.2. Magbubuo ang Presidente ng komite upang suriin at piliin ang pinakatanging publikasyon sa bawat kategorya na siyang irerekomenda sa Presidente. Magtatakda ang komite ng nararapat na kriterya para sa ebalwasyon ng mga akda.

8. Dedlayn

Ang huling araw ng pagtanggap ng mga nominasyon sa OVPAA ay 31 Oktubre ng bawat taon.

F Institutional Performance Award

In addition to individual awards provided by the Academic Distinction Program, an institutional award recognizes departments and institutes that exhibit a high degree of scholarship, teaching performance, and professional growth as faculty and academics. The Institutional Performance Award shall be based in large part on the results of the Academic Assessment instrument (UP System Manual Series 3) for measuring the performance of degree-granting units and from qualitative data gathered on the intellectual productivity of members of the unit.

G. President's Award for Innovation in Teaching

1. Purpose

The President's Award for Innovation in Teaching aims to recognize excellent pedagogical innovations that capture student interest in learning and advance the learning process.

2. Eligibility

- 2.1. The award is open to regular full-time UP faculty who are able to demonstrate the effectiveness of their teaching innovation in achieving the course objectives and more generally, in enabling the students to learn in the best and most interesting way.

- 2.2. Not eligible for the award are faculty with a poor track record in teaching (e.g., frequently absent, consistently late in class, late in submitting grades, the subject of complaints regarding unfairness in treatment of students or unethical teaching practices).

3 Scope of Award

- 3.1. A teaching innovation may be a novel teaching style, strategy, approach as reflected in class exercises, activities, active/interactive learning materials, etc. The purpose of the innovation is as follows:

- ▶ To facilitate the understanding especially of difficult concepts, theories, or methodologies
- ▶ To stimulate learning by either making the learning process more effective and/or infusing students with a desire to learn

- 3.2. Awards shall be given to the different learning domains.

- ▶ One award each for the arts and humanities cluster and the social sciences (including philosophy, law, economics, and management)
- ▶ Two awards for the natural sciences and mathematics (because these fields have the largest number of faculty system-wide)

4 Value of Award

The value of each award shall be P75,000. The awards shall be given out during the annual Academic Distinction ceremony.

5 Requirements

- 5.1. The candidate must submit a statement of his/her philosophy and practice of teaching, including his/her views on teaching in general, perspective on classroom pedagogy, and reflections on his/her teaching experience.

- 5.2. The candidate shall also present an explanation of the teaching innovation.

- ▶ What it is
- ▶ How it meets the learning objectives
- ▶ How it compares with the usual way of teaching the course

The candidate shall also submit the teaching/learning materials, activity sheets, exam questions, class exercises, etc.

- 5.3. Background information is also useful, such as the course syllabus (including reading list and requirements), and information on how many semesters the candidate has taught the course, when the innovation was introduced and why, and improvements made after initial use.
- 5.4. To demonstrate the effect of the innovation, candidates shall also present the following:
 - ▶ Feedback from students, including special instruments devised to gauge the effectiveness of the teaching innovation
 - ▶ Report on student performance
- 5.5. The candidate shall also provide information on previous awards received, if any.

6 Criteria

- 6.1. The substance and form of the innovation must demonstrate that the activity or approach under review is different from and an improvement over existing teaching methods in the discipline or field.
- 6.2. The innovation serves the objectives of the course.
- 6.3. The innovation is effective as a pedagogical tool, that is, it stimulates learning, explains the course content clearly, and invites students to engage actively in class discussions and activities.

7 Selection Process

- 7.1. Faculty who believe they qualify for the award shall send the information above to the Chancellor. The screening process shall be two-tiered. At the campus level, the Chancellor shall form a committee to do the following:
 - ▶ Screen out faculty who do not qualify for the award, either because their track record is poor or their innovation, dull or ineffective
 - ▶ Prioritize all the rest
- 7.2. The President shall create a System committee to recommend the recipients of the award. The committee (and the President) may interview the candidates and ask them to demonstrate their innovations. In addition, the candidates' peers and former students may also be interviewed.
- 7.3. Faculty may be awarded only once for the same innovation but may qualify for another innovation.

8 Deadline for Nominations

The Chancellor shall forward to the VPAA the list of candidates and the necessary documentation by 30 November.

H. Advanced Technology Award

1 Purpose

In addition to excellent teaching innovations, outstanding publications in English and Filipino, and acclaimed works in the visual and performing arts, pioneering technological inventions are valued intellectual products of the University. Not only do they constitute proof of a vibrant intellectual life; their applications have the potential to improve the quality of life in general. The Advanced Technology Award recognizes achievement in the field of technology.

2 Eligibility

Full-time faculty, REPS and staff, individually or as a group, may be nominated for the award.

3 Scope of Award

A maximum of two awards shall be given for a technological innovation completed in the year preceding the award. Broadly defined, technological innovation includes any new or improved product, material, process, equipment or system of scientific or technical origin.

4 Value of Award

The award shall be given annually in the amount of P55,000, to be divided equally in the case of a group. In the case of co-developed output, only UP faculty, REPS and staff eligible for the award shall receive it. The award will be given during the annual Academic Distinction ceremony.

5 Requirements

5.1 The candidates must submit a description of the entry, explaining its primary function and features.

- ▶ What it is, what it does, how it works
- ▶ Principles and theories involved
- ▶ How it compares with or improves on other current products/processes
- ▶ Current or possible future applications and potential impact on end-user

The write-up, while intended for a technically literate audience, should maintain a readable style such as that of the *Scientific American*, *Technology Review* or similar publications.

- 5.2 Documentary evidence to support the entry must be included, e.g., citations, testimonials from users, recommendations from experts, patents, patent applications, relevant publications.

6 Criteria

The basic criteria for evaluating entries include scientific features and technical merit, pioneering nature, and applications and potential impact on end-user.

7 Selection Process

- 7.1 Departments shall send their nominations to the Chancellor. The screening process shall be two-tiered. At the campus level, the Chancellor shall form a committee to do the following:

- ▶ Screen out nominees whose innovations are weak or lacking in technical merit
- ▶ Prioritize all the rest

- 7.2 The President shall create a System committee to recommend the recipients of the award. The committee (and the President) may interview the candidates and ask them to demonstrate their innovations.

- 7.3 Faculty may be awarded only once for the same innovation but may qualify for another innovation.

8 Deadline for Nominations

The Chancellor shall forward to the VPAA the list of candidates and the necessary documentation by 30 November.

ANNEX

A. APPLICATION AND NOMINATION FORMS

APPLICATION FORM
UP MODERNIZATION PROGRAM—DOCTORAL STUDIES FUND
FULL-TIME LOCAL OR FOREIGN FELLOWSHIP

Please follow this format and supply all required information. Submit complete application to the Office of the Vice President for Academic Affairs, through channels. The OVPAA will process only applications endorsed by the Chancellor.

Category: Local Fellowship Foreign Fellowship

1. Name
2. Position and rank
3. Employment status (permanent or temporary) and years in UP service
4. Department/Institute, College, and CU
5. Postal, e-mail addresses and telephone number, fax
6. Date of birth
7. Education (degree completed, school, and inclusive dates; honors and awards received; if currently enrolled in PhD program, status and number of units completed)
8. Previous academic positions and/or relevant experience
9. Publications/creative work. Supply full bibliographic information (or equivalent information for creative work).
10. Other relevant completed research, creative, and scholarly work
11. PhD program (or equivalent terminal degree) being applied for. Give a brief description of program and intended specialization (indicate name of degree program, school, and period of study). Note: acceptance is required before grant of fellowship.
12. Brief statement on the reasons for your choice of the program and school; how it relates to your unit and CU's thrusts and focus; its relevance to your previous graduate and other studies; and why your application should be supported.
13. Attach the following:
 - a. True copy of grades/transcript of undergraduate and graduate records; include grades in current studies, if any
 - b. Recommendation letters from Department/Institute Head and Dean (recommendations from MS/MA advisor or senior professor may also be included)
 - c. Letter of acceptance into doctoral program
 - d. For foreign fellowship applicants: Itemized annual budget (tuition and other school fees, board and lodging, books and supplies, airfare) and basis for proposed rates (from school catalog, airline quotations, etc.)

This is to certify the correctness of the information presented above.

Applicant's signature and date

APPLICATION FORM
PH.D. INCENTIVE GRANT OR ALTERNATE STUDY GRANT

Please follow this format and supply all required information. Submit complete application to the Office of the Vice President for Academic Affairs, through channels. The OVPAA will process only applications endorsed by the Chancellor.

Category: PhD Incentive Grant Alternate Study Program

1. Name
2. Position and rank
3. Employment status (permanent or temporary) and years in UP service
4. Department/Institute, College, and CU
5. Postal, e-mail address and telephone number, fax
6. Date of birth
7. Education (degree completed, school, and inclusive dates; honors and awards received)
8. Previous academic positions and/or relevant experience
9. Publications/creative work. Supply full bibliographic information (or equivalent information for creative work).
10. Other relevant and completed research, creative, and scholarly work
11. **For PhD Incentive Grant:** (a) brief description of current doctoral program and research topic, (b) detailed status of graduate studies, (c) description of work still to be completed and expected date of graduation, and (d) previous and/or current funding sources, if any, and reasons why grant was stopped, or is insufficient.
For alternate study program: (a) brief description of current doctoral program and research topic, (b) detailed status of graduate studies, (c) research plan during the proposed stay abroad and reasons for choice of foreign advisor and school, and (d) previous and/or current funding sources, if any.
12. Statement on why your application should be supported.
13. Attach the following:
 - a. True copy of grades/transcript of undergraduate and graduate records, including current doctoral program
 - b. Recommendation letters from Department/Institute Head and Dean
 - c. For PhD incentive grant: recommendation letter from current PhD supervisor indicating work that needs to be completed
 - d. For alternate study program: letter of acceptance from foreign supervisor/university/laboratory
 - e. Itemized budget (tuition and other school fees, board and lodging, books and supplies, airfare) and basis for proposed rates (from school catalog, certification from supervisor, airline quotations, etc.). Note: the grant shall cover a period of up to twelve months.

This is to certify the correctness of the information presented above.

Applicant's signature and date

APPLICATION FORM
POSTDOCTORAL RESEARCH GRANT

Please follow this format and supply all required information. Submit complete application to the Office of the Vice President for Academic Affairs, through channels. The OVPAA will process only applications endorsed by the Chancellor.

1. Name
2. Position and rank
3. Employment status (permanent or temporary) and years in UP service
4. Department/Institute, College, and CU
5. Postal, e-mail address and telephone number, fax
6. Date of birth
7. Education (degree completed, school, and inclusive dates; honors and awards received; indicate foreign training, if any)
8. Previous academic positions and/or relevant experience
9. Publications/creative work. Supply full bibliographic information (or equivalent information for creative work).
10. Other relevant and completed research, creative and scholarly work
11. Description of proposed postdoctoral program; objectives and other work you intend to accomplish; suitability of host institution, etc.
12. Brief statement on the reasons for your choice of the research project/program and the host institution; how it relates to your unit and CU's thrusts and focus; its relevance to your PhD dissertation; and why your application should be supported.
13. List all other sources and amounts of funding for the postdoctoral program, if any.
14. Attach the following:
 - a. True copy of grades/transcript of graduate records
 - b. Recommendation letters from Department/Institute Head and Dean (may include recommendation letter from PhD advisor)
 - c. Letter of acceptance from foreign supervisor/university/laboratory
 - d. Itemized budget (school fees, board and lodging, books and supplies, airfare) and basis for proposed rates (from school catalog, certification from supervisor, airline quotations, etc.). Note: the grant shall cover a period of up to twelve months.
 - e. Additional details of research/work plan, if any.

This is to certify the correctness of the information presented above.

Applicant's signature and date

APPLICATION FORM INTER-CAMPUS LECTURE SERIES

1 Applicant

Name _____
 Unit _____ (Department/Institute)
 _____ (College)
 _____ (CU)
 Fax no. _____
 E-mail address _____

2 Professor to be invited (list all if a team) ; may be left blank provided subject, date and hours are indicated

Professor/ Affiliation	Subject/Title of Lecture	Lecture Date	Total Hours

3 Expected audience

From own dept/institute: No. of Faculty _____
 REPS _____
 Graduate students _____

From other dept/institute/college (if any): _____

Outsiders (if any): No. of Faculty _____
 Indicate from what university _____

4 Explain why the lectures you propose to have are important in light of your unit's academic activities, needs, and thrust.

5 Budget for board and lodging (indicate where lecturer will stay) and airfare

 Applicant's signature and date

 Endorsed by Dean (signature and date)

 Endorsed by Chancellor (signature and date)

APPLICATION FORM
RESEARCH AND CREATIVE WORK GRANT

*Please follow this format and supply all required information. Submit complete application to the Office of the Vice President for Academic Affairs, through channels. There are two System deadlines each year: **April 30** and **October 31**. The OVPAA will process only applications endorsed by the Chancellor and received by the OVPAA on or before the above deadlines.*

Category: Research Creative Work

1. Name (list all proponents if applying as a group)
2. Position and rank
3. Employment status (permanent or temporary) and years in UP service
4. Department/Institute, College, and CU
5. Postal, e-mail address and telephone number, fax
6. Date of birth
7. Education (degree completed, school, and inclusive dates; honors and awards received; include current graduate program enrolled in, if any, and number of units completed)
8. Previous academic positions and/or relevant experience
9. List of relevant publications/creative work in the last five years. Supply full bibliographic information (or equivalent information for creative work).
10. List of previous research/creative grants funded by System, if any; status of these projects; publications or other output arising from the grants
11. Other relevant publications (not listed in above)
12. Other relevant and completed research, creative, and scholarly work

Details of Proposed Research or Creative Work:

13. Capsule description and significance of proposed work (minimize jargon; explain how topic/subject matter fits into unit/CU's thrusts and focus; how it relates to your other current and previous work; why work should be supported; if work is part of larger project or program)
14. Duration of project and expected output
15. List of other funded research/creative projects in progress; amount and source of funding.
16. Attach detailed proposal (follow acceptable format for projects in the discipline, such as: Title, Abstract, Significance, Background, Objectives, Theoretical Framework and Methodology, Work Plan; format may be modified depending on project and intended output)

This is to certify the correctness of the information presented above.

Applicant's signature and date

APPLICATION FORM TEXTBOOK WRITING GRANT

*Please follow this format and supply all required information. Submit complete application to the Office of the Vice President for Academic Affairs, through channels. There are two System deadlines each year: **April 30** and **October 31**. The OVPAA will process only applications endorsed by the Chancellor and received by the OVPAA on or before the above deadlines.*

1. Name (list all authors if applying as a group)
2. Position and rank
3. Employment status (permanent or temporary) and years in UP service
4. Department/Institute, College, and CU
5. Postal, e-mail address and telephone number, fax
6. Date of birth
7. Education (degree completed, school, and inclusive dates; honors and awards received; include current graduate program enrolled in, if any, and number of units completed)
8. Previous academic positions and/or relevant experience
9. List of relevant publications/creative work in the last five years. Supply full bibliographic information (or equivalent information for creative work).
10. Other relevant publications (not listed in above)
11. Other relevant and completed research, creative, and scholarly work

Details of Proposed Textbook:

12. Description and significance of proposed textbook: why and how the proposed work differs significantly from those already in use or are available; distinguishing features; why work should be supported.
13. Course where proposed textbook will be used
14. Number of years proponent has taught course
15. Average number of students in the course (give most recent figures)
16. Other courses which could use the textbook (if any)
17. Textbook currently being used for the course (if any)
18. Attach the following:
 - a. Chapter/section outline of proposed book, preferably with brief description of chapters
 - b. Sample/draft chapters, any sample writing

I attest to the correctness of the information presented above. I also certify that I am not currently receiving any textbook-writing grant from the University.

Applicant's signature and date

B. NOTE ON WRITING PROPOSALS

In "The Art of Writing Proposals: Some Candid Suggestions for Applicants to Social Science Research Council Competitions," Adam Przeworski and Frank Salomon advise applicants to address three basic questions:

- ▶ What are we going to learn as a result of the proposed project that we do not know now?
- ▶ Why is it worth knowing?
- ▶ How will we know that the conclusions are valid?

Thus, when a proposal is said to have scholarly or artistic merit, this means that it ably answers the questions above. Reviewers of proposals recognize the varied nature of knowledge and therefore do not expect pat responses to the standard elements of a research proposal. Simply put, all that reviewers want to see is a demonstration of clarity of purpose, the significance of the expected contribution of the proposed work (rationale, relevance to the discipline, or impact on related studies), and how results will be arrived at and validated (methodology).

Over the years, the UP System Committee on Research, Creative Work, and Textbook Writing Grants has found that the proposals they eventually endorse for support are those which contribute something new or add to our fund of knowledge, or which expand the boundaries of their discipline. Hence, these proposals may suggest new areas for research, different perspectives or ways of looking at existing problems, or anticipate problem areas, or apply innovative methods to examine existing problems.

In this sense, proposals which are eventually supported are those that possess originality—in the conceptualization, identification and formulation of the problem, or the approach, or the framework for interpretation. Originality is important because it reveals the proponent's familiarity with the field, including recent developments; the grasp of existing theories and concepts as well as new techniques; and hence the ability to identify knowledge gaps that need to be investigated. Proposals which simply replicate or validate well accepted conclusions, or extend previous researches or studies (albeit in new geographic areas or samples), or employ traditional or over-used approaches and methods, may not be supported or at the least, are accorded less priority. The exception here would be if a strong case is made affirming the value of such a study, in terms of establishing generalizability or providing impressive support for previous conclusions. Otherwise, priority will be given those which explore new ground.

In the same manner, proposals that do not clearly and convincingly argue their significance (why is it worth supporting or knowing?) will not make the cut. The sheer joy of discovery must be matched by a lucid explanation of what the study could contribute to the discipline, add to the current stock of knowledge, or help solve a societal problem or more generally improve the quality of life.

Very often, it is the proponent's inability to state the merits of the study and justify why it must be supported that weakens its case. While the proposal might be internally cohesive and impressive in its technical aspects, if it fails to convince the reviewers regarding its potential or intended contribution or application, the proposal may not win support.

As for textbook-writing proposals, those which have been supported:

- ▶ Clearly explain how the proposed work differs significantly from those already in use or which are available on the market. This is important especially for textbooks proposed for basic courses, particularly in popular subjects or degree programs that enjoy an abundance of texts. Arguments that available textbooks are priced beyond the means of our students may not be sufficient cause for support.
- ▶ Highlight distinguishing features of the proposed text. It is not enough to include the proposed table of contents; what the committee looks for are those substantial entries which indicate the proponent's experience with the course and familiarity with the needs of students so that he or she is able to design a more appropriate text.
- ▶ Where applicable, indicate the infusion of local concepts, examples, contextualization of general theories and concepts, among others, which are, after all, the strongest reason for developing the textbook. Simply arguing that available textbooks are foreign-authored or produced and hence contain alien concepts and examples is not enough. A case must be made that these concepts are inapplicable locally and therefore need to be recast or entirely redone.

Some textbook proposals state that the proposed work will build on extensive lecture notes or reflections which have been prepared for classes over time. As a general rule, lower priority is given to proposals where much of the data or material has already been produced and disseminated (often in the form of photocopied handouts) and need only to be polished or integrated, as against (new) work which will commence when the grant is approved.

Finally, the track record and credentials of the proponent are carefully scrutinized since these suggest the likelihood that the project will be completed on time and provide some evidence of the quality of the proponent's work. Guidelines on the minimum qualifications of proponents require a respectable body of completed researches as well as a minimum number of publications within a specified period of time. The System grants are intended for serious, committed scholars, by whose efforts the culture of scholarship will take root.