

**JOURNAL ARTICLE CHAPTER APPLICATION
Checklist**

	Requirements	Attachments	Instructions
()	IPA Form 4.1 (Journal Article Application Form)	OVCRD/OVCRE (or its equivalent) endorsement slip (only applicable for CUs who do not put the VC's signature on the form)	<p>a. Must fully provide details of the publication</p> <p>b. Must be signed by unit/department head</p> <p>c. Must be certified by OVCRD/OVCRE (or its equivalent)</p> <p>Note: Only one application form for publications with multiple authors coming from various CUs. Must be signed by unit/department and verified by OVCRD of the corresponding or main author-applicant.</p>
()	IPA Form 4.2 (Layman's Summary)		<p>a. Must provide a Laymanized description of the publication along with 1-2 high resolution figures or photos.</p>
()	IPA Form 4.3 (Notice of Award)	<p>Proof of affiliation (which covers date of application):</p> <p>a. Notice of Temporary or Permanent Appointment for UP-employed;</p> <p>b. Contract of Service or Job Contract of UP-affiliated but non-UP employed;</p> <p>c. Form 5 of undergraduate or graduate student.</p> <p>Note: Faculty/Student IDs are not accepted.</p>	<p>a. Must be based on the author's affiliation as indicated in the publication;</p> <p>b. Must be signed by the unit/department head;</p> <p>Note: For inter-CU collaborations, Form 4.3 must be accomplished separately by each UP unit claiming the unit share award.</p>
()	Copy of the Journal Article		

BOOK/BOOK CHAPTER APPLICATION

Checklist

Requirements		Attachments	Instructions
()	IPA Form 4.4 (Book/ Book Chapter Application Form)	OVCRD/OVCRE (or its equivalent) endorsement slip (only applicable for CUs who do not put the VC's signature on the form)	<p>a. Must provide complete details of the publication</p> <p>b. Must be signed by unit/department head</p> <p>c. Must be certified by OVCRD/OVCRE (or its equivalent)</p> <p>Note: Only one application form for publications with multiple authors coming from various CUs. Must be signed by unit/department and verified by OVCRD of the corresponding or main author-applicant.</p>
()	IPA Form 4.3 (Notice of Award)	<p>Proof of affiliation (which covers date of application):</p> <p>a. Notice of Temporary or Permanent Appointment for UP-employed;</p> <p>b. Contract of Service or Job Contract of UP-affiliated but non-UP employed;</p> <p>c. Form 5 of undergraduate or graduate student.</p> <p>Note: Faculty/Student IDs are not accepted.</p>	<p>a. Must be based on the author's affiliation on the publication;</p> <p>b. Must be signed by the unit/department head;</p> <p>Note: For inter-CU collaborations, Form 4.3 must be accomplished separately by each UP unit claiming the unit share award.</p>
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