

**Annex A**  
**CLARIFICATORY NOTE ON THE ISSUANCE OF OVPAA MEMO 2021-41**

**1. IPA Forms**

All IPA applications must use the IPA forms (Revised February 2021) that are currently available in our website starting **01 April 2021**. **Beyond this date, our office will no longer accept applications that make use of the old IPA forms.**

Offices are enjoined to check the authenticity of the forms used and ensure that these forms do not have any alterations or additional signatories. Forms which have been altered or revised will not be evaluated.

**2. Publications Reflecting Inter-CU Collaboration**

For publications with authors coming from different CUs, only one application form (IPA Form 4.1 or 4.4) must be accomplished. The application form may be certified by the unit/department and the CU of the corresponding or main author-applicant.

**3. Unit Share Award**

The pro-rated unit share amount (Php 15,000.00) shall be divided among each UP unit claiming the unit share award. The unit share will be credited to the unit based on each author's affiliation as indicated on the publication.

Each affiliate unit claiming the unit share must accomplish IPA Form 4.3 (Notice of Award) separately. Only eligible authors, affiliated with the UP unit based on the article, must be listed on the form. The OVPAA staff shall be in charge of the unit share computations.

These forms must be submitted together with IPA Form 4.1 or 4.4 and all other required documents. Otherwise, the application will not be evaluated and processed. Please note that since February 2021, our Office has begun processing unit share awards simultaneously with the author share awards for a more timely downloading of funds to the CUs. Hence, it is important that applications are complete to prevent delays in the processing of the IPA.

**4. Proof of Author's Affiliation**

To reiterate, only authors affiliated with UP **at the time of application** shall be eligible for the IPA. "At the time of application" refers to the date when the application and supporting documents were received by the OVCRD/OVCRE (or its equivalent). Authors must provide proof of affiliation with UP that covers the date of the IPA application. Acceptable documents are as follows:

- a. Notice of Temporary or Permanent Appointment for UP-employed authors;
- b. Job Contract or Contract of Service for UP-affiliated but non-UP employed authors;
- c. Form 5 of undergraduate or graduate students.

**Note: Faculty/Student IDs are not acceptable.**

**5. Eligibility of Publication**

Journals must be currently indexed in the Web of Science (SCIE, SSCI, AHCI, CPCI) and/or listed in Scopus. Likewise, book/book chapters must be published by recognized international academic book publishers, prestigious university presses and other highly regarded international publishers.

Journal articles, books, and book chapters must be applied for IPA within one year from the date of publication or assigning of a DOI. Otherwise, monetary award shall be reduced by 20% for every month beyond the prescription period.

**6. Release of FCMs**

An awarded author will only receive a copy of the FCM and the IPA certificates. **The units/departments are expected to provide assistance to the awarded author for the release of the monetary award.**

OVCRD/OVCRE (or its equivalent) will be furnished copies of the FCM and the Transfer of Fund Request.

**Annex B**  
**RESUBMISSION OF INCOMPLETE APPLICATIONS**

**Procedure:**

1. OVCRD/RE (or equivalent) shall inform the concerned author about his/her application's deficiencies.
2. Applicant accomplishes all forms and completes all required documents.
3. The unit/department shall check the completeness of the application. The head of the unit/department should also certify that the applicants are affiliated with the unit at the time of application. Proofs of affiliation must be provided. Kindly refer to the checklist provided below.
4. The OVCRD (or its equivalent) should verify the eligibility of the publication for IPA. The VCRD/RE (or its equivalent) signs the application form or issues an endorsement slip in lieu of the signature.

Journals must be currently indexed in the Web of Science (SCIE, SSCI, AHCI, CPCI) and/or listed in Scopus.

Book/book chapters must be published by recognized international academic book publishers, prestigious university presses and other highly regarded international publishers.

Please note that only **refereed, full scientific and research papers** are accepted for IPA. Editorials, short notes, commentaries, book reviews, etc. are not eligible for the award.

5. Resubmit applications through our online portal:
  - a. Journal Article: <http://bit.ly/IPA4-1>
  - b. Book/Book Chapter: <http://bit.ly/IPA4-1>

Only for this purpose, the original date of application will still be regarded as the time of application even after resubmission.

**Note: Only complete and fully endorsed applications shall be processed.**

**JOURNAL ARTICLE CHAPTER APPLICATION  
Checklist**

	<b>Requirements</b>	<b>Attachments</b>	<b>Instructions</b>
()	<b>IPA Form 4.1 (Journal Article Application Form)</b>	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>
()	<b>IPA Form 4.2 (Layman's Summary)</b>		<p>a. Must provide a Laymanized description of the publication along with 1-2 high resolution figures or photos.</p>
()	<b>IPA Form 4.3 (Notice of Award)</b>	<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>
()	<b>Copy of the Journal Article</b>		

**BOOK/BOOK CHAPTER APPLICATION**

**Checklist**

<b>Requirements</b>		<b>Attachments</b>	<b>Instructions</b>
()	<b>IPA Form 4.4 (Book/ Book Chapter Application Form)</b>	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>
()	<b>IPA Form 4.3 (Notice of Award)</b>	<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>
()	<b>Copy of Book/ Book Chapter</b>		
()	<b>Book Cover</b>		
()	<b>Copyright Page</b>		
()	<b>Preface</b>		
()	<b>Table of Contents</b>		
()	<b>List of Contributors or Contributors Notes</b>		
()	<b>Proof of Peer Review Process</b>		