



Office of the Vice President for Academic Affairs

5 November 2021

OVPAA Memorandum No. 2021-148

To: **VICE-CHANCELLORS FOR RESEARCH AND DEVELOPMENT/EXTENSION
VICE-CHANCELLORS FOR ACADEMIC AFFAIRS,**

Through the **CHANCELLORS**

CILT

From: Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

Subject: **REITERATION OF TIMELINE FOR THE SUBMISSION OF ALL REQUESTS
RELATED TO THE IMPLEMENTATION OF ECWRG, EIDR AND BPhD
PROJECTS**

Our Office has been implementing the EIDR, ECWRG, and BPhD programs as approved by the UP Board of Regents. As you are all aware, these University-funded programs support creative works and research projects that aim to strengthen the research culture of the University and enhance the productivity of our faculty and staff, UP being the country's national research university.

Since the start of the COVID-19 pandemic, we have been striving to mitigate the impact of the ongoing public health crisis on the research projects in our Programs by adjusting academic and administrative systems and processes. Our Office has been more open to requests for extensions, realignments, and the facilitation of procurement, among others, as a response to the adverse effects of COVID-19 on project implementation, especially for those dependent on laboratory experiments and fieldwork.

While OVPAA considers the situation of our researchers on a case-to-case basis, it is imperative that all requests related to the implementation of the projects be submitted to our Office **at least two (2) months** before the end of the current period of implementation and/or proposed effective date. As AVP Carla Dimalanta informed the grantees during the grants orientation and as regularly reminded by our staff, requested changes in project implementation can **only** take effect **upon our approval**. The two-month allowance before the end of the project will not only give our Office ample time to review and consider the circumstances presented to us but, equally important, ensure that there will be no detrimental effects on project implementation and fund releases.

Please note that last minute requests flag the Commission on Audit of project monitoring issues on the part of OVPAA. Requests made after the end of a project are also impossible to grant because they are violative of the BOR-approved guidelines and research contract. As you may be also aware, our research projects were previously sampled for COA audit, and the auditor sternly warned us to strictly adhere to the guidelines and terms of contracts.

Against this backdrop, requests received after two months before the end of the project—unless caused by a catastrophic event that could not possibly be anticipated by the researcher—**will no longer be accepted.**

Under the circumstances, kindly share this Memorandum with the EIDR, ECWRG and Balik PhD grantees of your respective units and reiterate our request for them to re-evaluate their project activities and craft their plans carefully to enable the continuation of their project and the completion of their deliverables. While we understand their multiple responsibilities as teachers, administrators, faculty engaged in extension/public service work and/or researchers with externally funded projects, the obligations encapsulated in the research grants/contracts signed with the University of the Philippines beg to be attended to with the same level of commitment and mindfulness as other responsibilities and project/research contracts with external agencies.

Thank you for your consideration.