



Office of the Vice President for Academic Affairs

19 October 2021

OVPAA Memorandum No. 2021-144

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

Through the **CHANCELLORS**

CAUT

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

Subject: **REVIEW OF PROPOSALS SUBMITTED TO CHED**

Following the instruction of the Chair of the Commission on Higher Education who also chairs the UP Board of Regents, all proposals and/or requests submitted to CHED through the Board of Regents (BOR) must go through a UP System Review Committee constituted for the purpose of subjecting proposals for CHED funding to a technical and financial review as well as a review of their alignment with UP's research thrust. Accordingly, such review applies even to projects that are solicited by CHED or pre-reviewed by its technical working groups.

To expedite the review of the submitted proposals for CHED and their endorsement to the BOR, the Vice-Chancellors for Research and Development/Extension or Vice-Chancellors for Academic Affairs, are enjoined to do the following before asking the Chancellors to recommend the proposal to the UP System:

- a. Check the CHED's list of requirements for the program (e.g. IDIG, RECPE, DARETO, SALIKHA, etc.) to which the proposal and/or requests (e.g. for extension, for realignment) will be submitted;
- b. Ensure that the proposal/requests and the required supporting documents are complete and correct as per CHED's list of requirements;
- c. Ensure that the proposal/request and the required supporting documents use CHED's prescribed format/template;
- d. Remind faculty members and staff to provide in the UIS Research Information Module (RIM) the complete information about the funded project or grant (e.g. project start and end date, details of the proponent and other project team, etc.) and the financial details (e.g. grant amount, schedule of releases, timelines/milestones) at the time the proposal is approved for funding and after the signing of the MOA/contract and the release of CHED funds to the UP System or CU.

All requests and proposals with complete supporting documents for CHED funding must be submitted to the OVPAA **at least two (2) months** prior to the BOR meeting which is usually scheduled on the last Thursday of the month. This is to give the System Committee ample time to review the proposal/request, return it to the proponents for revision, if necessary, and endorse the same to the BOR, which requires at least three weeks prior notice for inclusion in the BOR agenda.



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Submission of proposals and requests which are incomplete and/or do not use the correct format/template will be returned to the CU for completion/correction and will not be referred to the System Committee for review until its resubmission. In line with the BOR policy, proposals and requests that are not reviewed by the System Committee will not be endorsed to the BOR for approval in its meeting on the month initially targeted by the proponent/s/CU.

Thank you for your continued cooperation and support.