

UP RESEARCH DISSEMINATION GRANT
Support for Paper Presentation in International Conferences
(CY 2013)

In the University, there are many faculty members and researchers who are prolific in research and publication. Unfortunately, they cannot present their research output to the international research community due to lack of funds. The Faculty/Administrative Development Fund of their respective CUs cannot always fully cover expenses that would be incurred at international conferences.

To fill in the gap, the Board of Regents established the UP Research Dissemination Grant (RDG) in its November 24, 2011 meeting and subsequently approved the inclusion of researchers from the REPS sector on September 20, 2012. The RDG is an award to outstanding faculty and REPS researchers who receive invitations or gain acceptance to present their research papers in prestigious international conferences.

With the RDG, faculty and REPS researchers are encouraged to conduct and publicize high quality research that would make the University more visible in the international research community. Participation in international conferences would also expose our faculty and REPS researchers to cutting edge research, and could provide opportunities to forge collaborations with leading researchers in the world.

Following are the implementation guidelines of the UP Research Dissemination Grant:

1. Call for applications:
 - 1.1 The call for applications is quarterly.
 - 1.2 Duly endorsed applications (in hard copy) should be submitted to the Office of the Vice President for Academic Affairs during the following application periods only:
February 10-15, May 10-15, Aug 10-15 and Nov 10-15
 - 1.3 No application will be received prior to or after the scheduled application period.
 - 1.4 All applications for each quarter will be evaluated and results will be released one month after the deadline of each application period.¹

2. Amount of the grant:
 - 2.1 The amount of the grant is fixed based on the location of the international conference.
 - 2.1.1 P25,000 for Asia (excluding South Asia) and the Pacific Islands
 - 2.1.2 P45,000 for North and South America, Europe, Russia, Africa, Middle East, Australia and India

3. Eligibility:

The grant is intended as additional support for all faculty and REPS researchers who will present their papers for oral or poster presentation in international conferences.²

 - 3.1 For junior faculty (instructors, assistant professors) /REPS (university researchers/associates 1 and 2) the paper for oral or poster presentation should be related to a completed or on-going research with publishable results.
 - 3.2 For senior faculty (associate and full professors) /and senior REPS (university researchers 3 and 4) the paper for oral or poster presentation should include results from the applicant's research recently published in an ISI-listed journal or equivalent.³

¹ Since the RDG has limited funds, applications will be evaluated and prioritized per quarter.

² Maximum of two grantees per unit, per conference, each with separate paper

³ It is understood that all papers presented at international conferences must contain new results. The UP System RDG provides support to senior faculty and senior REPS researchers, particularly to those who are establishing their expertise in a research field through continuous publications, and would like to showcase their current work in an international conference in relation to previously published work. The senior faculty and senior REPS researchers would contribute significantly to enhancing the academic reputation of UP in the international research community.

4. Application form (see attached OVPAA-RDG Form 6.0)
The application must include the following as attachments:
 - 4.1 Official invitation or acceptance letter from the conference organizers which indicates the title of the invited lecture or accepted paper
 - 4.2 Official information about the conference and organizers (i.e., track record; publication)
 - 4.3 Abstract of the paper (For senior faculty/REPS, this must include the citation of the applicant's recently published research in an ISI-listed publication or its equivalent.)
 - 4.4 Applications must be submitted to the OVPAA within the designated application period per quarter.
 - 4.5 The applicant should ensure completeness of the document. All applications received within the application period will be evaluated as submitted.

5. Notification of grant:
 - 5.1 Notification of results of the application is one month after the deadline of each application period and will be sent to the applicants by e-mail.

6. Disbursement of funds:
 - 6.1 The award will be formalized with the signing of a conformé form by the grantee.
 - 6.2 The grantee is advised to prepare to advance funds for the conference in case the grant from the university is not made available in time for his/her departure (for cases where the conference date is close to the date of grant notification and processing).

7. Report (see attached OVPAA-RDG Form 6.1 Conference Report):
The grantee is required to submit a concise report, to include the following:
 - 7.1 write-up about the conference
 - 7.2 photocopy of the cover of the conference book, conference program and abstract of the presented paper
 - 7.3 feedback on paper presented
 - 7.4 future directions of research presented
 - 7.5 potential foreign collaborators
 - 7.6 other important contacts and insights
 - 7.7 photos of the conference
 - 7.8 short write-up of one's participation (to be used to feature/publicize the grantee's participation in the conference)

The report should be submitted to the OVPAA within one (1) month after the conference. An electronic copy of the report (MS Word format) should be emailed to rdg.ovpaa@up.edu.ph.