

**Office of the Vice Chancellor for Research and Development
University of the Philippines Diliman**

**General Guidelines
Thesis and Dissertation Grants**

1. Purpose

The grant aims to assist in the completion of MA/MS thesis or doctoral dissertation of UP Diliman faculty and REPS that will lead to a graduate degree. The grant supports thesis and dissertation work in any academic discipline.

2. Eligibility

The proponent shall be a regular Faculty Member, or a Teaching Associate, or a Teaching Fellow, or Research, Extension, and Professional Staff (REPS) in active service in the University of the Philippines Diliman or in the UP Diliman Extension Program in Pampanga, regardless of the status of employment whether permanent or temporary (but excluding Lecturer and Faculty Member on sabbatical leave), enrolled in either campus and whose thesis or dissertation proposal has been approved by the appropriate College Graduate Committee.

3. Contract Rate

The maximum grant is PhP 30,000 for master's thesis or PhP 60,000 for doctoral dissertation. Treatment of the grant shall be in accordance with the BOR approval in its 1285th meeting dated 24 January 2013 (visit <http://www.ovcrd.upd.edu.ph/research-and-publication-resources/research-publication-resources/> for reference). In no case shall additional funding be granted.

4. Scope of Grant

- 4.1. The grant shall be for a maximum duration of one year. The implementation of the thesis or dissertation may commence at the date of approval by the thesis or dissertation panel as cited in the Approval Sheet, provided that the start date is within the year the proposal is approved by OVCRD.
- 4.2. The grant may be utilized for the following Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO):
 - 4.2.1. Other services under MOOE such as honoraria and project staff salaries (honoraria/salaries shall follow UP rates and COA guidelines; these shall be taxable);
 - 4.2.2. MOOE such as supplies and materials, books, travel expenses, laboratory analytical services, conference attendance expenses, equipment rental, sundry (reproduction, communication, internet services);
 - 4.2.3. CO such as small laboratory machine, audio-visual equipment, and office machine necessary in the conduct of research or creative work.

- 4.3. Co-funding may be allowed. Relevant information shall be cited in the appropriate section in the application form.

5. Release of Funds

The thesis or dissertation funds shall be released in full upon signing of the Memorandum of Agreement.

6. Obligations of Grantee

- 6.1. The grantee shall submit a mid-project progress report.
- 6.2. The grantee shall settle all obligations at the end of the grant in accordance with University policies.
- 6.3. The grantee shall submit the following:
 - 6.3.1. Approval/Signature Sheet of the MA/MS thesis or doctoral dissertation as issued by the College that is granting the graduate degree; and
 - 6.3.2. Copy of the thesis or dissertation.In addition, s/he shall, one month before the end of the grant, submit a duly accomplished **UPD Invention Disclosure Form** and/or **UPD Copyright Information Form before prejudicial disclosure of intellectual property**, in relation to the following proofs of research or creative work output, where applicable:
 - 6.3.3. Proof of exhibition or equivalent in visual and/or performing arts;
 - 6.3.4. Software or computer program developed from the project;
 - 6.3.5. Full paper in conference proceedings;
 - 6.3.6. Full paper submitted to a reputable peer-reviewed journal and letter of receipt of acknowledgement;
 - 6.3.7. Book or book chapter submitted to a reputable publisher and letter of receipt of acknowledgement.
- 6.4. All submitted proofs of output shall be subjected to verification by OVCRD.

7. Intellectual Property Ownership

- 7.1. The grantee should seek advice regarding intellectual property protection policies of the University, in accordance with the Revised Intellectual Property Rights Policy of the University of the Philippines System (3 June 2011), through the Intellectual Property and Technology Transfer Section, Research Dissemination and Utilization Office of the OVCRD.
- 7.2. Should the result of the project be published or publicly presented or exhibited, UP Diliman shall be acknowledged as the source of the grant. The grantee shall provide a copy of any publications or program of exhibitions to the OVCRD.

8. Sanctions for Failure to Fulfill Obligations of Grantee

- 8.1. For failure to fulfill all obligations of the grant, the grantee shall be required to return all the released funds. For purposes of this section, removal from his/her employment with the University or resignation from the University shall be considered failure to fulfill all obligations of the grant.
- 8.2. Endorsement of any application for external funding of research/creative work shall be withheld until all grant obligations are fulfilled.

- 8.3. The grantee who fails to fulfill his/her obligations shall be ineligible for all UP grants.
- 8.4. The faculty member grantee who fails to fulfill his/her obligations shall be ineligible to apply for Research Load Credit or Creative Work Load Credit.
- 8.5. University clearance of the grantee who fails to fulfill his/her obligations shall be withheld should s/he apply for leave, resign or retire from UP Diliman.

9. Application Process

- 9.1 Within the announced deadline, duly endorsed applications shall be accepted by the OVCRD through the RMO and evaluated by the Reviewers according to merit. Applicants shall submit an electronic copy of their full application using OVCRD's system for online submission of project proposals at projects.ovcrd.upd.edu.ph.
- 9.2 The OVCRD shall approve proposals based on the recommendation of the Reviewers and on the availability of funds.
- 9.3 The OVCRD shall inform applicants whose applications for funding could not be granted during the particular round of proposals. The comments, suggestions, and other relevant points raised by the Reviewers shall be relayed to the proponents. They shall be allowed to reapply in the next call for proposals.
- 9.4 The OVCRD shall notify successful applicants and advise them regarding arrangements with the OVCRD for the Memorandum of Agreement and the release of funds.
- 9.5 Each proponent shall keep a complete copy of his/her proposal and other documents submitted to the OVCRD in connection with his/her application for grant. After the evaluation, the OVCRD shall keep one copy only for its file, regardless of whether the application was approved for funding or not.