

A. APPLICATION AND NOMINATION FORMS

**APPLICATION FORM  
UP MODERNIZATION PROGRAM—DOCTORAL STUDIES FUND  
FULL-TIME LOCAL OR FOREIGN FELLOWSHIP**

*Please follow this format and supply all required information. Submit complete application to the Office of the Vice President for Academic Affairs, through channels. The OVPAA will process only applications endorsed by the Chancellor.*

Category:     Local Fellowship                       Foreign Fellowship

1. Name
2. Position and rank
3. Employment status (permanent or temporary) and years in UP service
4. Department/Institute, College, and CU
5. Postal, e-mail addresses and telephone number, fax
6. Date of birth
7. Education (degree completed, school, and inclusive dates; honors and awards received; if currently enrolled in PhD program, status and number of units completed)
8. Previous academic positions and/or relevant experience
9. Publications/creative work. Supply full bibliographic information (or equivalent information for creative work).
10. Other relevant completed research, creative, and scholarly work
11. PhD program (or equivalent terminal degree) being applied for. Give a brief description of program and intended specialization (indicate name of degree program, school, and period of study). Note: acceptance is required before grant of fellowship.
12. Brief statement on the reasons for your choice of the program and school; how it relates to your unit and CU's thrusts and focus; its relevance to your previous graduate and other studies; and why your application should be supported.
13. Attach the following:
  - a. True copy of grades/transcript of undergraduate and graduate records; include grades in current studies, if any
  - b. Recommendation letters from Department/Institute Head and Dean (recommendations from MS/MA advisor or senior professor may also be included)
  - c. Letter of acceptance into doctoral program
  - d. For foreign fellowship applicants: Itemized annual budget (tuition and other school fees, board and lodging, books and supplies, airfare) and basis for proposed rates (from school catalog, airline quotations, etc.)

*This is to certify the correctness of the information presented above.*

\_\_\_\_\_  
Applicant's signature and date

## APPLICATION FORM PH.D. INCENTIVE GRANT OR ALTERNATE STUDY GRANT

*Please follow this format and supply all required information. Submit complete application to the Office of the Vice President for Academic Affairs, through channels. The OVPA will process only applications endorsed by the Chancellor.*

Category:      PhD Incentive Grant                      Alternate Study Program

1. Name
2. Position and rank
3. Employment status (permanent or temporary) and years in UP service
4. Department/Institute, College, and CU
5. Postal, e-mail address and telephone number, fax
6. Date of birth
7. Education (degree completed, school, and inclusive dates; honors and awards received)
8. Previous academic positions and/or relevant experience
9. Publications/creative work. Supply full bibliographic information (or equivalent information for creative work).
10. Other relevant and completed research, creative, and scholarly work
11. For PhD Incentive Grant: (a) brief description of current doctoral program and research topic, (b) detailed status of graduate studies, (c) description of work still to be completed and expected date of graduation, and (d) previous and/or current funding sources, if any, and reasons why grant was stopped, or is insufficient.  
For alternate study program: (a) brief description of current doctoral program and research topic, (b) detailed status of graduate studies, (c) research plan during the proposed stay abroad and reasons for choice of foreign advisor and school, and (d) previous and/or current funding sources, if any.
12. Statement on why your application should be supported.
13. Attach the following:
  - a. True copy of grades/transcript of undergraduate and graduate records, including current doctoral program
  - b. Recommendation letters from Department/Institute Head and Dean
  - c. For PhD incentive grant: recommendation letter from current PhD supervisor indicating work that needs to be completed
  - d. For alternate study program: letter of acceptance from foreign supervisor/university/laboratory
  - e. Itemized budget (tuition and other school fees, board and lodging, books and supplies, airfare) and basis for proposed rates (from school catalog, certification from supervisor, airline quotations, etc.). Note: the grant shall cover a period of up to twelve months.

*This is to certify the correctness of the information presented above.*

\_\_\_\_\_  
Applicant's signature and date

## APPLICATION FORM POSTDOCTORAL RESEARCH GRANT

*Please follow this format and supply all required information. Submit complete application to the Office of the Vice President for Academic Affairs, through channels. The OVPAA will process only applications endorsed by the Chancellor.*

1. Name
2. Position and rank
3. Employment status (permanent or temporary) and years in UP service
4. Department/Institute, College, and CU
5. Postal, e-mail address and telephone number, fax
6. Date of birth
7. Education (degree completed, school, and inclusive dates; honors and awards received; indicate foreign training, if any)
8. Previous academic positions and/or relevant experience
9. Publications/creative work. Supply full bibliographic information (or equivalent information for creative work).
10. Other relevant and completed research, creative and scholarly work
11. Description of proposed postdoctoral program; objectives and other work you intend to accomplish; suitability of host institution, etc.
12. Brief statement on the reasons for your choice of the research project/program and the host institution; how it relates to your unit and CU's thrusts and focus; its relevance to your PhD dissertation; and why your application should be supported.
13. List all other sources and amounts of funding for the postdoctoral program, if any.
14. Attach the following:
  - a. True copy of grades/transcript of graduate records
  - b. Recommendation letters from Department/Institute Head and Dean (may include recommendation letter from PhD advisor)
  - c. Letter of acceptance from foreign supervisor/university/laboratory
  - d. Itemized budget (school fees, board and lodging, books and supplies, airfare) and basis for proposed rates (from school catalog, certification from supervisor, airline quotations, etc.). Note: the grant shall cover a period of up to twelve months.
  - e. Additional details of research/work plan, if any.

*This is to certify the correctness of the information presented above.*

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Applicant's signature and date

## APPLICATION FORM RESEARCH AND CREATIVE WORK GRANT

*Please follow this format and supply all required information. Submit complete application to the Office of the Vice President for Academic Affairs, through channels. There are two System deadlines each year: April 30 and October 31. The OVPA will process only applications endorsed by the Chancellor and received by the OVPA on or before the above deadlines.*

Category:     Research                     Creative Work

1. Name (list all proponents if applying as a group)
2. Position and rank
3. Employment status (permanent or temporary) and years in UP service
4. Department/Institute, College, and CU
5. Postal, e-mail address and telephone number, fax
6. Date of birth
7. Education (degree completed, school, and inclusive dates; honors and awards received; include current graduate program enrolled in, if any, and number of units completed)
8. Previous academic positions and/or relevant experience
9. List of relevant publications/creative work in the last five years. Supply full bibliographic information (or equivalent information for creative work).
10. List of previous research/creative grants funded by System, if any; status of these projects; publications or other output arising from the grants
11. Other relevant publications (not listed in above)
12. Other relevant and completed research, creative, and scholarly work

### Details of Proposed Research or Creative Work:

13. Capsule description and significance of proposed work (minimize jargon; explain how topic/subject matter fits into unit/CU's thrusts and focus; how it relates to your other current and previous work; why work should be supported; if work is part of larger project or program)
14. Duration of project and expected output
15. List of other funded research/creative projects in progress; amount and source of funding.
16. Attach detailed proposal (follow acceptable format for projects in the discipline, such as: Title, Abstract, Significance, Background, Objectives, Theoretical Framework and Methodology, Work Plan; format may be modified depending on project and intended output)

*This is to certify the correctness of the information presented above.*

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Applicant's signature and date

## APPLICATION FORM INTER-CAMPUS LECTURE SERIES

### Applicant

Name \_\_\_\_\_  
Unit \_\_\_\_\_ (Department/Institute)  
\_\_\_\_\_ (College)  
\_\_\_\_\_ (CU)  
Fax no. \_\_\_\_\_  
E-mail address \_\_\_\_\_

2. Professor to be invited (list all if a team); may be left blank provided subject, date and hours are indicated

Professor/ Affiliation	Subject/Title of Lecture	Lecture Date	Total Hours

3. Expected audience

From own dept/institute: No. of Faculty \_\_\_\_\_  
REPS \_\_\_\_\_  
Graduate students \_\_\_\_\_

From other dept/institute/college (if any): \_\_\_\_\_  
\_\_\_\_\_

Outsiders (if any): No. of Faculty \_\_\_\_\_  
Indicate from what university \_\_\_\_\_  
\_\_\_\_\_

4. Explain why the lectures you propose to have are important in light of your unit's academic activities, needs, and thrust.
5. Budget for board and lodging (indicate where lecturer will stay) and airfare

\_\_\_\_\_  
Applicant's signature and date

\_\_\_\_\_  
Endorsed by Dean (signature and date)

\_\_\_\_\_  
Endorsed by Chancellor (signature and date)

## B. NOTE ON WRITING PROPOSALS

In "The Art of Writing Proposals: Some Candid Suggestions for Applicants to Social Science Research Council Competitions," Adam Przeworski and Frank Salomon advise applicants to address three basic questions:

- ▶ What are we going to learn as a result of the proposed project that we do not know now?
- ▶ Why is it worth knowing?
- ▶ How will we know that the conclusions are valid?

Thus, when a proposal is said to have scholarly or artistic merit, this means that it ably answers the questions above. Reviewers of proposals recognize the varied nature of knowledge and therefore do not expect pat responses to the standard elements of a research proposal. Simply put, all that reviewers want to see is a demonstration of clarity of purpose, the significance of the expected contribution of the proposed work (rationale, relevance to the discipline, or impact on related studies), and how results will be arrived at and validated (methodology).

Over the years, the UP System Committee on Research, Creative Work, and Textbook Writing Grants has found that the proposals they eventually endorse for support are those which contribute something new or add to our fund of knowledge, or which expand the boundaries of their discipline. Hence, these proposals may suggest new areas for research, different perspectives or ways of looking at existing problems, or anticipate problem areas, or apply innovative methods to examine existing problems.

In this sense, proposals which are eventually supported are those that possess originality—in the conceptualization, identification and formulation of the problem, or the approach, or the framework for interpretation. Originality is important because it reveals the proponent's familiarity with the field, including recent developments; the grasp of existing theories and concepts as well as new techniques; and hence the ability to identify knowledge gaps that need to be investigated. Proposals which simply replicate or validate well accepted conclusions, or extend previous researches or studies (albeit in new geographic areas or samples), or employ traditional or over-used approaches and methods, may not be supported or at the least, are accorded less priority. The exception here would be if a strong case is made affirming the value of such a study, in terms of establishing generalizability or providing impressive support for previous conclusions. Otherwise, priority will be given those which explore new ground.

In the same manner, proposals that do not clearly and convincingly argue their significance (why is it worth supporting or knowing?) will not make the cut. The sheer joy of discovery must be matched by a lucid explanation of what the study could contribute to the discipline, add to the current stock of knowledge, or help solve a societal problem or more generally improve the quality of life.

Very often, it is the proponent's inability to state the merits of the study and justify why it must be supported that weakens its case. While the proposal might be internally cohesive and impressive in its technical aspects, if it fails to convince the reviewers regarding its potential or intended contribution or application, the proposal may not win support.

As for textbook-writing proposals, those which have been supported:

- ▶ Clearly explain how the proposed work differs significantly from those already in use or which are available on the market. This is important especially for textbooks proposed for basic courses, particularly in popular subjects or degree programs that enjoy an abundance of texts. Arguments that available textbooks are priced beyond the means of our students may not be sufficient cause for support.
- ▶ Highlight distinguishing features of the proposed text. It is not enough to include the proposed table of contents; what the committee looks for are those substantial entries which indicate the proponent's experience with the course and familiarity with the needs of students so that he or she is able to design a more appropriate text.
- ▶ Where applicable, indicate the infusion of local concepts, examples, contextualization of general theories and concepts, among others, which are, after all, the strongest reason for developing the textbook. Simply arguing that available textbooks are foreign-authored or produced and hence contain alien concepts and examples is not enough. A case must be made that these concepts are inapplicable locally and therefore need to be recast or entirely redone.

Some textbook proposals state that the proposed work will build on extensive lecture notes or reflections which have been prepared for classes over time. As a general rule, lower priority is given to proposals where much of the data or material has already been produced and disseminated (often in the form of photocopied handouts) and need only to be polished or integrated, as against (new) work which will commence when the grant is approved.

Finally, the track record and credentials of the proponent are carefully scrutinized since these suggest the likelihood that the project will be completed on time and provide some evidence of the quality of the proponent's work. Guidelines on the minimum qualifications of proponents require a respectable body of completed researches as well as a minimum number of publications within a specified period of time. The System grants are intended for serious, committed scholars, by whose efforts the culture of scholarship will take root.