

III. CREATIVE AND RESEARCH SCHOLARSHIP PROGRAM

The Creative and Research Scholarship Program, which was established in late 1999, consists of a broad range of measures generally aimed at raising the level and quality of scholarly and creative work by faculty and REPS. The grants are competitive and research results are submitted to review. For this reason, the grants are relatively generous and are free of bureaucratic requirements that stand in the way of scholarly work. The components of the Creative and Research Scholarship Program are the following:

- ▶ Research and Creative Work Grant (1137th BOR meeting, 25 November 1999)
- ▶ Textbook Writing Grant (1137th BOR meeting, 25 November 1999)
- ▶ System Support for International Publication of Literary Works by UP Faculty (1150th BOR meeting, 26 May 2000)
- ▶ Research Incentive for Lateral Entrants (1152nd BOR meeting, 26 July 2001)
- ▶ Sabbatical Research Grant (1180th BOR meeting, 25 March 2004)

A. Creative Work and Research Grant

1. Purpose

The grant aims to encourage faculty and REPS to undertake research that will lead to publications or exhibitions or performances of creative work or other significant output such as patents, new software, and advanced technologies. To ensure the quality of output, work resulting from the grant shall be refereed prior to the full release of the grant.

2. Eligibility

- 2.1. Regular, full-time faculty with the rank of Assistant Professor and higher, and REPS with the rank of University Researcher I and higher, may apply for the grant provided they meet the qualifications stated in table 1.
- 2.2. The track record of applicants in completing creative/research projects (whether UP-funded or not) shall be examined by the screening committees of the CU and the System. Faculty and REPS with poor track record shall not qualify for the grant.

Table 1. Minimum Qualifications of Applicants for Grants for Research, Creative Work, and Textbook Writing

Status	Natural and Social Sciences		Arts and Humanities	
	With PhD	With MA/MMS	With PhD	With MA/MMS
Junior (Asst. Prof. and below or University Researcher I-III)	Author or co-author of at least one article in a refereed journal or equivalent chapter or monograph in the last five years	Author or co-author of at least two articles in a refereed journal or the equivalent in book or monograph form, the latest of which was published in the last five years	Author or co-author of at least one article in a refereed journal or its equivalent in an anthology or book in the last five years	Author or co-author of at least two articles in a refereed journal or anthology or book form, the latest of which was published in the last five years
	Author or co-author of at least two articles in a refereed journal or their equivalent in book or monograph form, the latest of which was published in the last five years	Author or co-author of at least four articles in a refereed journal or their equivalent in book or monograph form, the latest of which was published in the last five years	Author or co-author of at least two articles in a refereed journal or an anthology or book, the latest of which was published in the last five years	Author or co-author of at least four articles in a refereed journal or their equivalent in anthology or book form, the latest of which was published in the last five years
Senior (Higher ranks)	Author or co-author of at least two articles in a refereed journal or their equivalent in book or monograph form, the latest of which was published in the last five years	Author or co-author of at least four articles in a refereed journal or their equivalent in book or monograph form, the latest of which was published in the last five years	Author or co-author of at least two articles in a refereed journal or an anthology or book, the latest of which was published in the last five years	Author or co-author of at least four articles in a refereed journal or their equivalent in anthology or book form, the latest of which was published in the last five years

- 2.3. Applicants may apply individually or as a group. In the case of a group, the total amount of the grant shall be prorated according to the rank of the applicants and the proportion of work to be done by each.
- 2.4. In highly exceptional cases, instructors and REPS with the rank lower than University Researcher I may be considered for the grant.

3. Scope of Grant

- 3.1. The grant shall support research or creative projects in any field (basic and applied), such as literary work, scientific research, artistic work, invention, software, and so on, provided the proposed project is within the discipline/field of the applicant. For example, an application to write poetry shall not be entertained if proposed by faculty outside this field.
- 3.2. The grant shall be for one year and, in rare cases, may be extended up to six months at most. The request for extension, however, must be justified, including the submission of work thus far completed. No additional amount shall be provided for the extension.

4. Contract Rate

- 4.1. The contract rate is based on the total number of hours (estimated and expected by the OVPAA) to be spent by a grantee on the project multiplied by an "hourly rate" depending on the grantee's rank.
- 4.2. The grant assumes that a faculty member teaches/works 10.5 months/year, 22 working days/month at 8 hours/day, which is equivalent to 1,848 hours/year. An hourly rate is then obtained by dividing the grantee's annual salary by the total teaching/working hours. This gives an hourly rate of annual salary/1,848 hours.
- 4.3. It is also assumed that a grantee will work on the project for 3 hours/day, 30 days/month for 12 months. This amounts to 1,080 total hours of project work.
- 4.4. The contract rate, obtained by multiplying the total hours by the hourly rate, shall amount to 1,080 hours x (annual salary/1,848 hours), or approximately 58 percent of the annual salary.

5. Requirements

- 5.1. Applicants shall submit an application (see form) containing their research proposal.
- 5.2. Their project must be one that can be completed in twelve months.

- 5.3. A budget need not be submitted; the applicant may use the contract fee for whatever research purpose he/she deems necessary.
- 5.4. The recommending CU shall ascertain the applicant's track record in completing research and other projects.

6. Procedure

- 6.1. Applications shall be sent to the CU screening committee for research grants and creative work. The committee shall forward its recommendations to the VPAA, who shall refer the recommendations to the System committee.
- 6.2. The System committee shall rank the CU proposals according to their content and contribution to knowledge, taking into account the applicant's credentials and track record. The Committee may refer promising proposals back to the proponents for revision.
- 6.3. The VPAA shall review the recommendations of the System committee and send them to the President for appropriate action.
- 6.4. Approval of the recommendations shall come from the President, the total number of grants approved will depend on the availability of funds.
- 6.5. The VPAA shall notify successful applicants and advise them to make arrangements with the OVPAA for the contract and release of funds.
- 6.6. The VPAA shall likewise inform proponents whose proposals were not accepted and suggest improvements for future applications.

7. Release of Funds

- 7.1. The grant shall be awarded in the form of a research contract indicating the purpose, expected output, and intellectual property rights of the parties involved.
- 7.2. Fifty percent of the grant shall be paid upon signing the contract and the balance, upon submission of the manuscript or output in acceptable form (i.e., after review).

8. Obligations of Grantees

- 8.1. Grantees shall continue to perform their regular functions as faculty or REPS during the grant period. In no case shall the faculty be given overload pay for the research. Should the recipient resign before completing the project, he/she shall automatically lose the grant and return the unused amount.

- 8.2. Grantees shall submit a mid-term report to the Chancellor six months after the award commences and the final output (manuscript, invention, artistic work) in acceptable form to the VPAA within two months after the grant ends.
- 8.3. In no case shall the grant be reviewed or an application from the same grantee be entertained for any other grant under the Creative and Research Scholarship Program until the final result is submitted to the VPAA.
- 8.4. Grantees who fail to comply with the terms of the grant and those whose grants are terminated for cause during the project period shall return the full amount received. Payments to the University shall be made in full in case of resignation or retirement, and through salary deductions in other cases. Grantees shall also be subject to other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all University grants.

9. Review of Output

- 9.1. Grant results shall be reviewed by referees selected by the VPAA. If the referees find the output acceptable, the VPAA shall release the balance of the grant.
- 9.2. If the referees suggest substantial revision, however, or raise serious doubts about the quality of the work, the VPAA shall pass on the comments to the grantee and withhold the balance of the grant until the necessary revisions are made.
- 9.3. Referees shall receive compensation for their work as follows:
 - ▶ P2,500 for journal article-length manuscripts
 - ▶ A maximum of P5,000 for manuscripts of up to 200 pages
 - ▶ A maximum of P7,500 for manuscripts from 200 to 400 pages
 - ▶ A maximum of P10,000 for manuscripts longer than 400 pages

10. Intellectual Property Rights

- 10.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 10.2. Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the grant. University provisions on intellectual property rights shall likewise be implemented.

Textbook Writing Grant

1. Purpose

The grant aims to encourage faculty and REPS faculty to write textbooks in support of the University's teaching and research functions.

2. Eligibility

- 2.1. Regular, full-time faculty, with the rank of Assistant Professor and higher, and REPS with the rank of University Researcher I and higher who engage or assist in teaching, may apply for the grant, provided they meet the qualifications stated in table 1.
- 2.2. The track record of applicants in completing creative/research projects (whether UP-funded or not) shall be examined by the screening committees of the CU and the System. Faculty and REPS with poor track record shall not qualify for the grant.
- 2.3. In highly meritorious cases, instructors and REPS faculty below the rank of University Researcher 1 may be considered for the grant.
- 2.4. Current recipients of a textbook writing grant (including grants to translate textbooks) from any center, institute, or unit of UP may not apply for this grant.
- 2.5. Applicants may apply individually or as a group. In the case of a group, the total amount of the grant shall be prorated according to the rank of the applicants and the proportion of work to be done by each.

3. Scope of Grant

- 3.1. The grant shall support the writing of textbooks including reference books, workbooks, and laboratory manuals, in print or other media, in whatever language the course is taught.
- 3.2. The grant shall not cover proposals for non-degree (informal) programs.
- 3.3. Neither shall the grant provide for publication costs.
- 3.4. Priority shall be given to textbooks for core courses of undergraduate programs, difficult courses and/or courses with high student enrollment, and courses for which no good (foreign or local) textbooks are available.

3.5. The grant shall be for one year and, in exceptional cases, may be extended up to six months at most, which extension must be justified and proof of work thus far completed, presented. No additional funds shall be provided for the extension.

4. Contract Rate

4.1. The contract rate is based on the total number of hours (estimated and expected by the OVPAA) to be spent by a grantee on the project multiplied by an "hourly rate" that depends on the grantee's rank.

4.2. The grant assumes that a faculty member teaches/works 10.5 months/year, 22 working days/month at 8 hours/day, which is equivalent to 1,848 hours/year. An hourly rate is then obtained by dividing the grantee's annual salary by total teaching/working hours. This gives an hourly rate of annual salary/1,848 hours.

4.3. It is also assumed that a grantee will work on the project for 3 hours/day, 30 days/month for 12 months. This amounts to 1,080 total hours of project work.

4.4. The contract rate, obtained by multiplying the total hours by the hourly rate, shall amount to 1,080 hours x (annual salary/1,848 hrs), or approximately 58 percent of the annual salary.

5. Requirements

5.1. Applicants shall submit an application (see form) containing their research proposal.

5.2. They shall also state the number of years they have taught the course for which they plan to write a textbook and their publications in that particular area, if any.

5.3. Their project must be one that can be completed in twelve months.

5.4. A budget need not be submitted; the applicant may use the contract fee for whatever research purpose he/she deems necessary.

5.5. The recommending CU shall ascertain the applicant's track record in completing research and other projects.

6. Procedure

6.1. Applications shall be sent to the CU screening committee for textbook grants. The committee shall forward its recommendations to the VPAA, ranking them according to the content and contribution of the proposal and other relevant criteria.

- 6.2. The VPAA shall refer the CU proposals to the System committee, which shall evaluate the recommendations of the CUs and rank the best according to merit. The Committee may refer promising proposals to the proponents for revision.
- 6.3. Approval of the recommendations shall come from the President, the total number of grants approved depending on the availability of funds.
- 6.4. The VPAA shall notify successful applicants and advise them to make arrangements with the OVPA for the contract and release of funds.
- 6.5. The VPAA shall likewise inform proponents whose proposals were not accepted and suggest improvements for future applications.

7. Release of Funds

- 7.1. The grant shall be awarded in the form of a research contract indicating the purpose, expected output, and intellectual property rights of the parties involved.
- 7.2. Fifty percent of the grant shall be paid upon signing the contract.
- 7.3. The final installment of the grant shall be released after the manuscript has passed a blind review by two referees.

8. Obligations of Grantees

- 8.1. Grantees shall continue to perform their regular functions as faculty or REPS during the grant period. In no case shall the faculty be given overload pay for the research. Should the recipient resign before completing the project, he/she shall automatically lose the grant and return the amount unused.
- 8.2. Grantees shall submit a mid-term report to the Chancellor six months after the award commences and an acceptable manuscript to the VPAA within two months after the grant ends.
- 8.3. In no case shall the grant be reviewed or an application from the same grantee be entertained for any other grant under the Creative and Research Scholarship Program until the final manuscript in print or multimedia is submitted to the VPAA.
- 8.4. Grantees who fail to comply with the terms of the grant and those whose grants are terminated for cause during the project period shall return the full amount received. Payments to the University shall be made in full in case of resignation or retirement, and through salary deductions in other cases. Grantees shall also be subject to other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all University grants.

9. Review of Output

- 9.1. Textbook manuscripts shall be reviewed by referees selected by the VPAA. If the referees find the output acceptable, the VPAA shall release the balance of the grant.
- 9.2. If the referees suggest substantial revision, however, or raise serious doubts about the quality of the work, the VPAA shall pass on the comments to the grantee and withhold the balance of the grant until the necessary revisions are made.
- 9.3. Referees shall receive compensation for their work as follows:
 - ▶ P2,500 for journal article-length manuscripts
 - ▶ A maximum of P5,000 for manuscripts of up to 200 pages
 - ▶ A maximum of P7,500 for manuscripts from 200 to 400 pages
 - ▶ A maximum of P10,000 for manuscripts longer than 400 pages

10. Intellectual Property Rights

- 10.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 10.2. Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the grant. University provisions on intellectual property rights shall likewise be implemented.

C. System Support for International Publication of Literary Works by UP Faculty

1. Purpose

To enable outstanding works authored by UP faculty to gain international recognition, the System shall provide support, including the translation of works, for their publication by established international literary publishing houses.

2. Eligibility

UP faculty whose literary work meets the criteria below may apply for the grant.

- 2.1. The literary work should be in book form.
- 2.2. The work should either be written in English or the author should be willing to have the work translated into English.

- 2.3. The work should have been published by a reputable local publisher at least a year prior to submission for the grant. Original unpublished works and works published less than a year before submission will not be accepted except in cases where the author's track record warrants an exception.

3. Scope of Grant

The grant shall cover the translation, editing, and review of literary works (e.g., novels, plays, short stories, poems, literary essays, and other types of creative nonfiction) in book form.

4. Benefits

Financial support from the System may come in the following forms: translation fees, editing fees, and fees of external reviewers.

5. Application Requirements

- 5.1. The applicant shall submit both the published and the manuscript versions of their submission and a synopsis of the submission.
- 5.2. The applicant shall also submit his/her biodata, including contact information.
- 5.3. The applicant shall also state his/her willingness, in writing, to submit the work to international editing standards.

6. Criteria

Literary manuscripts by UP faculty that will be sent out to foreign publishers shall be selected on the following bases:

- 6.1. The quality of the work is outstanding; it has received national acclaim or recognition from the local literary community.
- 6.2. The work is potentially marketable to an international audience, as determined by the external reviewer.
- 6.3. The work meets international standards of editing or the author is willing to submit his/her work to such standards.

7. Procedure

- 7.1. Faculty whose works meet all the criteria above shall submit the requirements to the VPAA.
- 7.2. A special committee, consisting of known literary writers, shall be formed to evaluate the applications. Members of the committee may be drawn from the Institute of Creative Writing.
- 7.3. The VPAA shall recommend the outstanding applications to the President for appropriate action.
- 7.4. Once approved, the OVPAA shall process the contract and necessary vouchers, after consulting the committee regarding the choice of editors, translators and/or reviewers.

8. Intellectual Property Rights

Should the work be accepted for international publication, the University of the Philippines shall be acknowledged and the policy on intellectual property rights, followed.

D. Research Incentive for Lateral Entrants

1. Purpose

The research incentive aims to attract highly qualified PhDs to the UP faculty through a financial package that includes a research contract and budget for equipment and materials. The grant is a less costly alternative to supporting full doctoral study for present academic staff.

2. Eligibility

- 2.1. Only faculty hired through lateral recruitment at the rank of Associate and full Professor, with a doctoral degree from a reputable university, and an outstanding record of research and publication or equivalent creative and other scholarly work, may be recommended for the grant of the incentive.
- 2.2. Faculty whose doctoral study was supported by the University in any way, including the grant of salary, shall not be eligible for the incentive.

3. Scope of Grant

The grant shall cover a period of two years, during which period the recipient is expected to complete the research project.

4. Benefits

- 4.1. The recipient shall receive research incentive in the form of an annual research or creative work grant for two years.
- 4.2. The yearly grant amount shall be 58 percent of the faculty member's annual salary (following the usual contract rate for system grants for research, creative work, and textbook writing).
- 4.3. The recipient may also propose a budget for laboratory, computer, and other equipment and materials, provided the full financial package does not exceed P500,000 a year.

5. Requirements

- 5.1. The applicant shall present a two-year project he/she intends to undertake.
- 5.2. A detailed budget for equipment/materials shall also be presented, if warranted, with the necessary justification.
- 5.3. The CU shall present the applicant's outstanding track record in teaching and scholarship as justification for the grant.

6. Procedure

- 6.1. The recommendation for the grant of the incentive shall emanate from the department. Strong justification shall be provided by the College and the CU.
- 6.2. The Chancellor shall send the recommendation to the President. A special committee may be formed by the President to evaluate the recommendation prior to the President's decision. The budget may be revised in the course of the review.

7. Release of Funds

Fifty percent of the grant amount in the first year shall be paid upon signing the contract; the release of the balance shall be arranged by the OVPAA.

8. Obligations of Grantees

- 8.1. The grantee is expected to complete the research project at the end of two years.
- 8.2. During the two-year period, the recipient may not compete for other research grants offered by the University. He/she, however, shall be eligible for the International Publication Award and other System awards subject to the implementing guidelines.

9. Intellectual Property Rights

- 9.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 9.2. Publications and other outputs produced in the course of or as a result of the grant shall be bound by University policy on Intellectual Property Rights.

E. Sabbatical Research Grant

1. Purpose

The grant is intended for faculty members on sabbatical who will undertake research or creative work during their period of leave from teaching and other duties.

2. Eligibility

- 2.1. Faculty members applying for sabbatical for the purpose of research or creative work (including the writing of textbooks/chapters of textbooks) in their discipline may apply for the grant.
- 2.2. Applicants applying for sabbatical for the first time whose projects are not funded from other sources shall be given priority.

3. Scope of Grant and Contract Rate

- 3.1. The grant shall be in the form of a research/creative work contract in the amount of P30,000 net of tax (equivalent in monetary value to a Professorial Chair award). The grant shall be released upon signing of contract, provided the application for sabbatical has been approved.
- 3.2. A total of three awards shall be available annually.

4. Requirements and Procedure

- 4.1. Applicants shall submit through channels a description of the proposed work and intended output. The scope of the project is expected to be commensurate to the grant amount.
- 4.2. The CUs shall prioritize all applications.
- 4.3. The System Committee on Research Grants and Creative Work shall evaluate the recommendations of the CUs and rank the best three based on merit. The President shall have final approval.
- 4.4. The OVPAA deadline for all endorsed applications shall be April 30 of the sabbatical year (regardless of the period of sabbatical).

5. Obligations of Grantees

- 5.1. A grantee shall submit the final output to the OVPAA upon report to duty after the sabbatical.
- 5.2. Grantees who fail to comply with the terms of the grant shall return the full amount received. Furthermore, they shall be disqualified from all University grants.

6. Intellectual Property Rights

- 6.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
- 6.2. Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the grant. University provisions on intellectual property rights shall likewise be implemented.