

I. SYSTEM FACULTY DEVELOPMENT PROGRAM

There are three grants that support doctoral studies of faculty members and, in certain cases, REPS (Research and Extension Personnel), namely:

- ▶ Full-time local or foreign faculty fellowship under the UP Modernization Program—Doctoral Studies Fund (1152nd BOR meeting, 26 July 2001)
- ▶ PhD Incentive grant (1142nd BOR meeting, 26 May 2000)
- ▶ Alternate Study (“sandwich”) grant (1152nd BOR meeting, 26 July 2001)

In addition, faculty members and REPS holding doctoral degrees may also apply for a:

- ▶ Postdoctoral research grant (1137th BOR meeting 25 November 1999)

At the instructor level, qualified faculty members may apply for a:

- ▶ Master's Fellowship (1180th BOR Meeting, 25 March 2004)

These programs aim to improve the UP faculty profile and develop a strong research orientation. The master's fellowship and doctoral studies programs deliberately have a limited time frame not only because of the cost but also to send a signal that in the future, faculty recruitment should require at least a master's degree and increasingly higher.

A. UP Modernization Program—Doctoral Studies Fund

1. Purpose

Established under the UP Modernization Program and its vision of a twenty-first century university, the Doctoral Studies program aims to develop 100 PhD faculty members across the UP System. Once the number of slots has been filled, the program shall no longer accept applicants but will continue to support the grantees for a period of three years.

2. Eligibility

2.1. Only regular faculty with MA/MS (and equivalent) degrees may apply for doctoral support.

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- 2.2. The applicant must have a good track record and display a potential for contributing to the field.
 - 2.3. His/her rank may not be higher than Assistant Professor and his/her age must be below forty-five at the time of application.
 - 2.4. The grant may be awarded only if the candidate has been admitted into a reputable doctoral program.
 - 2.5. The doctoral program must belong to a discipline/field in which the campus needs to develop expertise. For this reason, the constituent university (CU) shall submit the profile of faculty in the field/discipline it recommends to be developed, specifying the areas of concentration to be developed and why.
3. Scope of Fellowship
 - 3.1. Full-time local and foreign doctoral studies are supported.
 - 3.2. The length of the fellowship is three years, beyond which period the grantee must seek support from his/her CU or some other source.
 4. Local Fellowship Benefits
 - 4.1. The Doctoral Studies Fund shall provide the following:
 - ▶ Salary of the substitute faculty (Instructor 1 rank)
 - ▶ Monthly stipend of P5,000 for twelve months of the year for fellows studying in their home university and P10,000 for those studying in another CU (to cover relocation costs)
 - ▶ Book allowance of P5,000 per semester
 - 4.2. The CU shall provide the following:
 - ▶ Fellow's salary and other entitlements attached to the position
 - ▶ Dissertation allowance
 5. Foreign Fellowship Benefits
 - 5.1. The Doctoral Studies Fund shall provide the following:
 - ▶ Pre-travel and clothing allowances
 - ▶ Tuition and related fees
 - ▶ Foreign travel

- ▶ Living allowance for grantee excluding family (amount depends on place of study)
- ▶ Other fees that may be required (subject to availability of funds and evaluation by the Vice President for Academic Affairs [VPAA])

5.2. The CU shall provide the following:

- ▶ Fellow's salary and other entitlements attached to the position
- ▶ Salary of substitute faculty or overload pay of remaining faculty

6. Application Requirements

6.1. The CU shall submit the applicant's track record.

- ▶ Performance in graduate school and likelihood of completing the degree
- ▶ Papers read in conferences, completed research projects and publications or creative work and other intellectual outputs
- ▶ If the applicant previously enjoyed a grant, why it was stopped

6.2. The CU shall also present the applicant's potential contribution to his/her unit and indicate if the applicant is tenured or on tenure track.

6.3. Applicants for a foreign fellowship shall submit the following:

- ▶ Budget, including tuition and other school fees, estimated living and other expenses
- ▶ Basis for the proposed amounts (see application form)

6.4. Applicants (for either type of fellowship) shall inform the VPAA if they have applied for and/or will receive funding from other sources (e.g., DOST grant, private grant, teaching assistantship). If external funds are insufficient, proof of this must be supplied; the amount of the fellowship shall then cover the balance needed.

7. Procedure

7.1. The CU shall review applications and with the Chancellor's endorsement, address its recommendations to the President through the VPAA.

7.2. The VPAA shall review the applications, including the budget, and revise the latter if necessary. The VPAA shall send his/her recommendations to the President for final action.

7.3. Once approved by the President, the Office of the Vice President for Academic Affairs (OVPA) shall prepare the contract and arrange the release of funds.

8. Release of Funds

- 8.1. The Fund shall support three years of fellowship but releases shall be computed annually, subject to satisfactory progress and submission of all requirements.
- 8.2. At least 50 percent of the grant amount of the first year shall be paid upon signing the contract. The release of the balance shall be determined by the OVPAA in consultation with the grantee.

9. Obligations of Fellows

- 9.1. Faculty supported by the Fund shall be bound by University rules on study leave with pay.
- 9.2. The fellow shall carry a full study load or undertake dissertation research. Fellows are expected to enroll during the summer. If suitable courses are not available, the fellow shall undertake a research or study plan endorsed by the adviser and submitted to the OVPAA.
- 9.3. Local fellows shall submit their grades to the OVPAA at the end of each semester. Foreign fellows shall submit mid- and end-year reports, including their grades, and reports from their foreign adviser.
- 9.4. Should the fellow obtain funding from other sources during the course of the fellowship (e.g., DOST grant, private grant, teaching assistantship, etc.), he/she shall inform the VPAA so that the amount of the fellowship can be adjusted to cover the balance needed.
- 9.5. Recipients who fail to comply with the terms of the fellowship and those whose grants are terminated for cause during the grant period shall return the full amount received. Payments to the University shall be made in full in case of resignation, and through salary deductions in other cases. Grantees shall also be subject to such other sanctions as are prescribed by pertinent University rules. Furthermore, they shall be disqualified from all university grants.

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. Publications and other outputs produced in the course of or as a result of the fellowships shall be bound by the University policy on Intellectual Property Rights.¹

¹ Approved by the Board of Regents on 30 May 2003, 1171st meeting.

PhD Incentive Grant

1. Purpose

The PhD Incentive grant is designed for UP faculty on the PhD pipeline, that is, faculty about to finish their degree in a foreign university who need financial support. Rather than lose the time, effort, and resources already spent on graduate study, the grant aims to enable the faculty member to complete the PhD program.

2. Eligibility

2.1. Faculty members in the final year of their PhD program abroad (proof of which must be submitted), who do not enjoy any other grant or support except for their salary, may apply for the grant.

2.2. In meritorious cases where a master's degree or its equivalent is the highest degree offered in a particular field (because the field is a pioneering one or is highly technical), a faculty member enrolled in such a program abroad may apply for the grant, provided he/she meets the conditions above. Full justification must be supplied.

3. Scope of Grant

The grant shall cover full-time PhD study or dissertation research and writing for a period of up to twelve months.

4. Benefits

4.1. From the UP System:

- ▶ Pre-travel and clothing allowances
- ▶ Foreign travel
- ▶ Living allowance excluding family (amount depends on place of study)
- ▶ Other fees that may be required (subject to availability of funds and evaluation by the VPAA)

4.2. From the CU:

- ▶ Faculty fellow's salary and other entitlements attached to the position
- ▶ Salary of substitute faculty or overload pay of remaining faculty

5. Application Requirements

5.1. The CU shall submit the applicant's track record:

- ▶ Performance in graduate school and likelihood of completing the degree
- ▶ Papers read in conferences, completed research projects and publications or creative work and other intellectual outputs
- ▶ If the applicant previously enjoyed a grant, why it was stopped

5.2. The CU shall also describe the applicant's potential contribution to his/her unit and indicate if the applicant is tenured or on tenure tract.

5.3. The applicant must state his/her commitment to complete the program within one year at most and indicate the expected date of completion.

5.4. The CU shall prioritize the eligible faculty according to the needs of the campus: which type of expertise is most needed at the moment and/or fits its thrust.

5.5. The following documents shall be attached to the priority list of the CU:

- ▶ Itemized budget of each applicant and basis for proposed amounts
- ▶ Proof of applicant's program status (must indicate what remains to be done—e.g., how many chapters, if any, have been written up, etc.) certified by adviser, copy of grades, letter of recommendation from adviser

6. Procedure

6.1. The CU shall review applications and with the Chancellor's endorsement, address its recommendations to the President through the VPAA.

6.2. The VPAA shall review the applications, including the budget, and revise the latter if necessary. The VPAA shall send his/her recommendations to the President for final action.

6.3. Once approved by the President, the OVPAA shall prepare the contract and arrange the release of funds.

7. Release of Funds

At least 50 percent of the grant amount shall be paid upon signing the contract. The release of the balance shall be determined by the OVPAA in consultation with the grantee.

8. Obligations of Grantees

- 8.1. Faculty supported by the Fund shall be bound by University rules on study leave with pay.
- 8.2. At the end of the grant period, grantees shall submit to the VPAA proof of completion of their degree program.
- 8.3. Recipients who fail to comply with the terms of the grant and those whose grants are terminated for cause during the grant period shall return the full amount received. Payments to the University shall be made in full in case of resignation, and through salary deductions in other cases. Grantees shall also be subject to such other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all university grants.

9. Intellectual Property Rights

- 9.1. The UP Press shall have first option on the manuscript should the author wish to publish it.
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Alternate Study ("Sandwich") Grant

1. Purpose

The Alternate Study grant enables a faculty member enrolled in a doctoral program in UP to study or research in a reputable foreign university for up to a year and thereby gain exposure to a different academic environment. The grant is especially useful in highly technical areas that require the latest technologies and in new fields of study. Under the alternate study arrangement, the faculty member shall obtain his/her PhD degree from UP.

2. Eligibility

Faculty enrolled in a PhD program in UP who have been accepted for one year of study or research in a recognized university abroad may apply for the grant.

3. Scope of Grant

- 3.1. The grant shall cover full-time PhD study or research for a period of up to twelve months. A grantee who requires additional time shall seek support from his/her CU or some other source.
- 3.2. In exceptional cases where a master's degree or its equivalent is the highest degree offered in a particular field (because the field is a pioneering one or is highly technical), a faculty member enrolled in such a program abroad may apply for the Alternate Study grant, provided he/she meets the conditions above. Full justification must be supplied.

4. Benefits

4.1. From the UP System:

- ▶ Pre-travel and clothing allowances
- ▶ Foreign travel
- ▶ Living allowance excluding family (amount depends on place of study)
- ▶ Other fees that may be required (subject to availability of funds and evaluation by the VPAA)

4.2. From the CU:

- ▶ Faculty fellow's salary and other entitlements attached to the position
- ▶ Salary of substitute faculty or overload pay of remaining faculty

5. Application Requirements

5.1. The CU shall submit the applicant's track record.

- ▶ Performance in graduate school and likelihood of completing the degree
- ▶ Papers read in conferences, completed research projects and publications or creative work and other intellectual outputs
- ▶ If the applicant previously enjoyed a grant, why it was stopped

5.2. The CU shall also present the applicant's potential contribution to his/her unit and indicate if the applicant is tenured or on tenure track.

5.3. The CU shall prioritize the eligible faculty according to the needs of the campus: which type of expertise is most needed at the moment and/or fits its thrust.

5.4. The following documents shall be attached to the priority list of the CU:

- ▶ Itemized budget of each applicant and basis for proposed amounts
- ▶ Proof of applicant's program status (must indicate what remains to be done—e.g., how many chapters, if any, have been written up, etc.) certified by adviser, copy of grades, letter of recommendation from adviser
- ▶ Justification for study abroad, work/research plan, letter of acceptance from host supervisor, and recommendation from local adviser

6. Procedure

6.1. The CU shall review applications and with the Chancellor's endorsement, address its recommendations to the President through the VPAA.

6.2. The VPAA shall review the applications, including the budget, and revise the latter if necessary. The VPAA shall send his/her recommendations to the President for final action.

6.3. Once approved by the President, the OVPAA shall prepare the contract and arrange the release of funds.

7. Release of Funds

At least 50 percent of the grant amount shall be paid upon signing the contract. The release of the balance shall be determined by the OVPAA in consultation with the grantee.

8. Obligations of Grantees

8.1. Faculty supported by the Fund shall be bound by University rules on study leave with pay.

8.2. Grantees shall submit their reports to the VPAA at the end of the grant period, including their grades and reports from their foreign adviser.

8.3. Recipients who fail to comply with the terms of the grant and those whose grants are terminated for cause during the grant period shall return the full amount received. Payments to the University shall be made in full in case of resignation, and through salary deductions in other cases. Grantees shall also be subject to such other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all university grants.

9. Intellectual Property Rights

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D. Postdoctoral Research Grant

1. Purpose

The test of the ability of a PhD faculty to research and publish on his/her own (i.e., without an adviser) comes after he/she obtains the doctoral degree. The postdoctoral grant is intended to provide the new PhD holder with an opportunity to publish independently by exposing him/her to an international academic environment. The grant also aims to minimize in-breeding in the University.

2. Eligibility

- 2.1. Faculty and REPS who obtained their PhD in the last three to five years preceding the grant may apply.
- 2.2. Priority shall be given to those who obtained their PhD in UP or a Philippine university in order to expose them to another academic environment.
- 2.3. Priority shall also be given to applicants below the age of forty-five.
- 2.4. Those who receive funding elsewhere may not apply for the grant, unless their funds are clearly insufficient, proof of which shall be required. In such a case, and upon the recommendation of the CU and System screening committees and approval by the President, the grant shall cover only the balance needed.

3. Scope of Grant

- 3.1. The grant shall cover research in a foreign university, research institute, laboratory, teaching hospital, museum, gallery or art institute, provided the foreign institution is recognized in the field.
- 3.2. The length of the grant shall be a minimum of six to a maximum of twelve months.

4. Benefits

- 4.1. The grant shall provide the following:
 - ▶ Pre-travel and clothing allowances

- ▶ Tuition and related fees
- ▶ Foreign travel
- ▶ Living allowance excluding family (amount depends on place of study)
- ▶ Other fees that may be required (subject to availability of funds and evaluation by the VPAA)

4.2. In addition, the CU shall provide the following:

- ▶ Salary and other entitlements attached to the position
- ▶ Salary of substitute faculty or overload pay of remaining faculty

5. Application Requirements

- 5.1. Applicants shall present proof of acceptance by the foreign institution where they intend to carry out their research, along with their research plan and an itemized budget.
- 5.2. Applicants who have published in reputable journals or have been published by recognized publishers shall rate higher than those who have not.
- 5.3. Applicants shall submit two sealed references from senior colleagues familiar with their work, who shall assess the applicant's potential to contribute to the growth of their discipline and generate new knowledge.

6. Procedure

- 6.1. The CU shall review applications and with the Chancellor's endorsement, address its recommendations to the President through the VPAA.
- 6.2. The VPAA shall review the applications, including the budget, and revise the latter if necessary. The VPAA shall send his/her recommendations to the President for final action.
- 6.3. Once approved by the President, the OVPAA shall prepare the contract and arrange the release of funds.

7. Release of Funds

At least 50 percent of the grant amount shall be paid upon signing the contract. The release of the balance shall be determined by the OVPAA in consultation with the grantee.

8. Obligations of Grantees

- 8.1. Grant recipients shall be bound by University rules on study leave with pay.
- 8.2. Grantees shall submit their reports to the VPAA at the end of the grant period, including publications resulting from their stint abroad. In the absence of published work, a preprint of a technical paper resulting from the postdoctoral research shall be required. Comments of the collaborator at the foreign institution shall likewise be attached.
- 8.3. Grant recipients who fail to leave for study shall return the entire sum received, or return the balance if they shorten their stay abroad. In the case of the latter, prior consent from the VPAA shall be obtained.
- 8.4. Recipients who fail to comply with the terms of the grants and those whose grants are terminated for cause during the grant period shall return the full amount received. Payments to the University shall be made in full in case of resignation, and through salary deductions in other cases. Grantees shall also be subject to such other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all university grants.

9. Intellectual Property Rights

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E. Master's Fellowship

1. Purpose

Constrained by heavy teaching loads, unavailability of faculty items, and insufficient graduate programs, faculty members of regional CUs—particularly Baguio, Visayas, and Mindanao—face considerable difficulty pursuing even master's programs. While each CU allocates parts of its internal budget for faculty development, the fund can support only a very limited number of faculty. The local master's degree fellowship therefore aims to assist the (above) regional CUs in developing their junior faculty by providing the CUs with supplementary funds for a period of five years, starting 2004. The program may be extended for another three to five years, provided progress has been exemplary and funds are available.

2. Eligibility

- 2.1. Regular faculty members with at least one year of highly satisfactory teaching experience, a good track record, and who display potential for contributing to the field may apply.
- 2.2. The applicant's rank must not be higher than Assistant Professor and his/her age must preferably be below thirty at the time of application.
- 2.3. The grant may be awarded only if the candidate has been admitted into a master's program in UP or, if the program is not offered by UP, in a leading university in the country. Requests to study in a university outside UP shall require prior approval by the VPAA.
- 2.4. The study area should be within the unit's approved faculty development plan and recommended by the CU's Academic Personnel and Fellowship Committee or an equivalent body.

3. Scope

- 3.1. The fellowship shall apply only to UP Baguio, Visayas, and Mindanao.
- 3.2. The length of the fellowship shall be two years of full-time study, beyond which period the grantee must seek support from his/her CU or some other source.
- 3.3. The fellowship shall be funded by an annual supplementary allocation to the CUs for five years starting 2004, in the following amounts:

▶ UP Baguio	P 2,000,000
▶ UP Visayas	P 2,000,000
▶ UP Mindanao	P 1,200,000

4. Benefits

- 4.1. The fellowship shall provide the following:
 - ▶ Free UP tuition and all other authorized school fees (except student fund fee); if not studying in UP, the amount equivalent to UP Diliman tuition, balance of which is to be paid by the fellow
 - ▶ Monthly stipend of P5,000 for twelve months of the year for a maximum period of two years
 - ▶ Book allowance of P2,500 per semester
 - ▶ Two round-trip economy fare tickets per year for fellows studying in another campus

- ▶ Thesis support of P15,000, given once when the fellow is at the thesis stage as certified by the Graduate Committee

4.2. The CU shall provide the following:

- ▶ Fellow's salary and other entitlements attached to the position
- ▶ Salary and other entitlements of substitute faculty

5. Program Implementation

- 5.1. The CU shall follow the usual application procedure for local faculty fellowship. In the case of studies in a university outside UP, item 2.3 shall apply.
- 5.2. The CU shall apply for the release of funds, attaching the list of fellows, their programs and universities, and the corresponding budget. The request shall be sent to the Vice President for Academic Affairs, who shall review the list of fellows and then forward the request to the Vice President for Planning and Finance. The President shall approve all requests from the CUs.
- 5.3. The CU shall administer the fellowship program, release the stipends and other benefits, monitor the progress of fellows, and render an annual report to the VPAA.

6. Obligations of Fellows

- 6.1. Faculty supported by the Fund shall be bound by University rules on study leave with pay.
- 6.2. The fellow shall carry a full study load or undertake thesis research. Fellows may enroll during the summer if authorized courses are available; otherwise, the fellow shall undertake a research or study plan approved by the adviser.
- 6.3. Recipients who fail to comply with the terms of the fellowship and those whose grants are terminated for cause during the grant period shall return the full amount received. Payments to the University shall be made in full in case of resignation, and through salary deductions in other cases. Grantees shall also be subject to such other sanctions prescribed by pertinent University rules. Furthermore, they shall be disqualified from all university grants.

7. Intellectual Property Rights

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- 7.2. Publications and other outputs produced in the course of or as a result of the fellowships shall be bound by University policy on Intellectual Property Rights.