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29 July 2021

OVCRE MEMORANDUM MCL NO. 21- 034

Series of 2021

TO : All Concerned

FROM :   
MERDELYN C. LILI, PhD  
Vice Chancellor for Research and Extension

SUBJECT : Use of the revised IPA forms and reiteration of existing IPA guidelines

All authors who will apply for the **International Publication Award (IPA)** must use the **revised forms (July 2021) starting 01 August 2021**.

The forms are available on the [OVCRE](#) website, as well as on the website of the Office of the Vice President for Academic Affairs ([OVPA](#)). Applications that use the old forms will be returned to the applicants.

Additionally, we would like to reiterate the following IPA guidelines:

1. Only articles published in journals that are **currently indexed** in the **Web of Science** (SCIE, AHCI, SSCI, CPCI) and/or indexed in **Scopus** are eligible for IPA.

Applications for books or book chapters published by recognized international academic book publishers, prestigious university presses, and other highly regarded international publishers will also be eligible for IPA.

2. Only authors (faculty members, REPS, students) who are affiliated with U.P. at the time of application may receive the IPA. **At the time of application** refers to the date when OVCRE received your application. All applicants must **provide proof of affiliation with U.P. that covers the date of the IPA application**.
3. For publications with authors coming from different UPLB units or U.P. CUs, only one IPA Form 4.1 (for journal articles) or IPA Form 4.4 (for book chapters) must be accomplished. The form may only be certified by the unit/department and OVCRE of the main author.

4. The **IPA Form 4.3 (Notice of Award) must be accomplished separately by each U.P. unit claiming the unit share.** Only eligible authors affiliated with the U.P. unit **based on the article** must be listed on the form. It must be submitted together with the other IPA forms and required documents. The OVPAA staff is in charge of the unit share computations.
5. Please do not alter or revise the IPA forms.
6. **IPA applications with incomplete forms or attachments will not be processed by OVPAA.** Hence, we urge the unit/department of the applicants to check if the documents are complete before forwarding it to our office.
7. Please submit your IPA applications for the certification of the VCRE to [aspalma@up.edu.ph](mailto:aspalma@up.edu.ph). Once signed by the VCRE, you may submit your application to OVPAA thru the following links:
  - a) Journal Article Application Form: <http://bit.ly/IPA4-1>
  - b) Book/Book Chapter Application Form: <http://bit.ly/IPA4-4>

For everyone's guidance, attached in this memo is a .pdf file of IPA Forms 4.1-4.3 with additional guide/reminders on how to fill out the forms. Also attached here is a checklist of documents from OVPAA for IPA applications.

Questions and concerns related to IPAs may be directed to Ms. Ana Margarita Palma ([aspalma@up.edu.ph](mailto:aspalma@up.edu.ph)) or to OVPAA ([ipa.ovpaa@up.edu.ph](mailto:ipa.ovpaa@up.edu.ph)).

For your compliance. Thank you very much.