




20 May 2021

TO : ALL CONCERNED

THROUGH: Deans/Directors/Department Chairs

FROM :   
**ARMANDO C. CRISOSTOMO, MD, MHPed**  
Vice Chancellor for Research, UP Manila *mark*

SUBJECT : **Reiteration of the OVPAA IPA Guidelines**

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Due to the current COVID-19 situation and in line with the OVPAA's new guidelines regarding online submission, all UP Manila applications should be coursed through the **Research Grants Administration Office (RGAO)** via email. Hard copies will not be entertained.

Submit the complete requirements via email to [rgao.upm@up.edu.ph](mailto:rgao.upm@up.edu.ph) with subject: **ATTN: Sheila Cosino\_IPA Application.**

Journal article application

1. Accomplished and signed IPA forms 4.1, 4.2 and 4.3
2. Latest copy the applicant/s appointment paper/contract/Form 5
3. Copy of the full journal article

Book/book chapter application

1. Accomplished and signed IPA forms 4.4 and 4.3
2. Latest copy the applicant/s appointment paper/contract/Form 5
3. Copy of the book/book chapter, Book cover, Copyright page, Table of contents, Preface, List of Contributors or Notes on Contributors and Evidence that the publication has undergone a blind peer-review process such as comments/communication from the reviewer(s) and/or editor or Certification from the Editor

**Please ensure completeness of forms and attachments before submission. Otherwise, it will not be processed by the OVPAA. Please send the complete requirements per application/email.**

Further, please be reminded of the following IPA guidelines:

1. Journals must be currently indexed in the Web of Science (i.e SCIE, SSCI, AHCI, CPCI) and/or listed in Scopus. Please note that **editorials, short notes, commentaries, book reviews etc. are not eligible for the award.** Only refereed, full scientific and research papers are accepted.



2. There must be only **one IPA application per publication**. Hence, all UP Manila authors, whether in the same unit (department/institute) or not, who wish to apply for IPA for the same published work should accomplish and submit only one application form 4.1 certified by the Department Head of the main author-applicant. If authors belong to various departments, a Form 4.3 (Notice of Award) must also be accomplished separately by each UPM-affiliate unit.

In the event that the main author-applicant is affiliated with other UP CU, the UP Manila author-applicant/s should submit their forms through the main author-applicant for processing of the UP CU where the main author-applicant is affiliated.

3. Only applicants who are **affiliated with UP Manila at the time of submission to RGAO** are eligible for the IPA. Proof of affiliation should cover the date you have emailed your application forms.
4. The units/departments are expected to process the release of the monetary awards to the awarded authors.

For questions and concerns regarding the IPA, you may contact Ms. Sheila Bolante Cosino through [rgao.upm@up.edu.ph](mailto:rgao.upm@up.edu.ph) with subject: **ATTN: Sheila Cosino\_IPA Application**.

For your compliance and cooperation.