



UNIVERSITY OF THE PHILIPPINES

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Office of the Vice President for Academic Affairs

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To: UP Faculty and Researchers

Through: Chancellors, Deans, Institute Directors

cc: Vice-Chancellors for Research and Extension/Research and Development
Vice-Chancellors for Academic Affairs

CIRT

From: MARIA CYNTHIA ROSE BANZON BAUTISTA
Vice-President for Academic Affairs

Subject: Reiteration of Existing Guidelines of the International Publication Award

This is to reiterate the pertinent provisions of the implementing guidelines of the International Publication Award (IPA).

A. Eligibility of Publication

Consistent with the BOR-approved IPA guidelines, only articles published in journals that are presently indexed in the Web of Science (SCIE, AHCI, SSCI, CPCI) and/or listed in Scopus are eligible for the award.

IPA applications for scientific papers or research articles which have been published online or have been assigned with a DOI (digital object identifier) may already be submitted.

Only books or chapters of books published by recognized international academic book publishers, prestigious university presses and other highly regarded international publishers shall receive an award.

B. Eligibility of Applicants

Only UP faculty, REPS or students who are in active service or with existing appointments or enrolled **at the time of application** may receive the IPA. All applicants are required to submit proof that they were affiliated with UP when they submitted their IPA application. "At the time of application" refers to the date when the application was received by the OVCRD/OVCRE/OVCAA.

Acceptable proof of affiliation are as follows: Notice of Appointment of a Permanent or Temporary UP-employed Author, Job Contract or Contract of Service of a UP-affiliated but Non-UP Employed Author. For undergraduate or graduate students, they must be enrolled **at the time of application**. A valid Form 5 must be submitted. Students who

have already graduated when the IPA application is submitted are no longer eligible to receive the award.

C. Submission of Application

Revised forms (February 2021) are already available on the OVPAA website. **Applicants are advised to make use of the latest revised forms in submitting their applications. IPA applications that make use of old forms will not be processed.**

Note that all forms must be properly accomplished and signed. Specifically, IPA Form 4.3 (Notice of Award) must be submitted together with the application as the author share and unit share awards are processed simultaneously. **Incomplete applications shall not be processed.**

IPA applications must be submitted within one year of the publication date or issuance of the DOI. Otherwise, the monetary award shall be reduced by 20% for every month beyond the one-year prescriptive period.

Submission of complete documents must be done using the IPA portal:

- a. Journal Article: <http://bit.ly/IPA4-1>
- b. Book/ Book Chapter: <http://bit.ly/IPA4-4>

Email and hard copy submissions are no longer advised.

D. Additional Guidelines

For scientific papers or research articles with authors coming from different CUs, only one IPA Application Form (IPA Form 4.1 or IPA Form 4.4) must be submitted together with all the Notice of Award Forms (IPA Form 4.3) from affiliate-units claiming their unit share.

We also wish to inform you that our office has had recent staff changes that have caused delays in processing IPA applications. At the moment, our staff is working on our backlog of applications from last year. We assure you that we are doing our best to get back on track.

For any concerns related to IPA application, kindly contact us at ipa.ovpaa@up.edu.ph.

Please be guided accordingly.

Thank you.