

RESEARCH DISSEMINATION SUPPORT (RDS) GUIDELINES

(Formerly Expanded Research Dissemination Grant – ERDG)

The Research Dissemination Support (RDS) is a funding mechanism administered by the Office of the Vice Chancellor for Research and Extension (OVCRE) to promote the visibility and scholarly impact of UPV research. It provides institutional financial support for the dissemination of research outputs in international conferences, enabling faculty and researchers to engage with global academic communities, foster collaborations, and contribute to the advancement of knowledge in their respective fields.

This support window complements externally and internally funded research projects by enabling the presentation of completed studies or substantial preliminary findings. While previously referred to as a "grant," the RDS requires liquidation and documentation of expenses and is thus more accurately described as institutional support.

Objectives

1. To facilitate the international dissemination of UPV research outputs through conference presentations
2. Strengthen UPV's visibility and engagement in global academic and research networks
3. Support professional development and scholarly exchange, particularly among junior faculty and REPS

Eligibility of Applicants

1. Faculty members and REPS who are involved in an OVCRE-registered project, either as program, project, or study leaders, or as staff actively implementing or who have completed a research project, may apply for RDS.
2. A maximum of two applications may be approved per project, provided that each application pertains to a distinct topic derived from the project.
3. Members of a graduate thesis or dissertation panel may apply for RDS, provided they secure written authorization from the student whose work will be presented.
4. Project-based personnel may apply if they hold a valid contract with a Terms of Reference that explicitly includes research dissemination or conference presentation as part of their assigned responsibilities.
5. Undergraduate students are not eligible to apply. However, graduate students who are currently enrolled or within six (6) months after graduation may be considered, subject to accounting requirements and mentoring justification.
6. SBIRG-funded projects are not eligible for separate RDS applications, as dissemination support is already included in the SBIRG funding package.
7. Applications may be submitted once annually and will be evaluated based on prioritization criteria and the availability of institutional funds.

Prioritization Criteria

To ensure equitable distribution and strategic impact, the following prioritization will apply:

- a. Junior faculty (Instructor, Assistant Professor) and REPS
- b. First-time applicants
- c. Units with limited prior access to RDS

Amount of Support

The total amount of support shall depend on the destination of the conference:

Conference Destination	Maximum Support
International conferences within the Philippines	PhP 20,000.00
Southeast Asia	PhP 40,000.00
Other Asian countries, Australia, New Zealand, Pacific Island nations	PhP 50,000.00
Americas, Europe, Africa	PhP 60,000.00

These amounts reflect updated cost considerations and are patterned after comparable support mechanisms such as UP OIL and UP OVPAA RDG rates.

Application Requirements and Process

1. Applicants must submit the following at least two (2) months prior to the conference date:
 - a. Cover letter addressed to the Chancellor, endorsed through the appropriate channels
 - b. Duly accomplished OVCRE RDS Application Form
 - c. Proof of abstract submission
 - d. Conference announcement and description
2. Upon approval, up to 80% of the support may be availed as cash advance upon submission of:
 - a. Acceptance letter from the conference organizers
 - b. Copy of the conference program
3. While publication is encouraged, it is no longer a mandatory requirement for RDS release.
4. The remaining twenty percent (20%) shall be released upon submission of the following post-conference documents:
 - a. Certificate of presentation or participation issued by the conference organizers
 - b. Brief travel/conference report summarizing key insights and relevance to UPV research
5. Applications shall be evaluated quarterly, with submission deadlines on February 15, May 15, August 15, and November 15 of each calendar year. Exceptions may be considered for conferences scheduled outside the evaluation cycle, subject to availability of funds.
6. The OVCRE shall exercise due diligence in screening applications prior to recommending approval. If the conference is later found to be predatory, the recipient shall reimburse the full amount of financial support received.