

IMPLEMENTING GUIDELINES FOR THE UPV STRATEGIC COUNTERPART RESEARCH GRANT

(A Proposed New Funding Window under the UPV OVCRE)

The UPV Strategic Counterpart Research Grant is a newly established funding mechanism under the Office of the Vice Chancellor for Research and Extension (OVCRE). It is designed to support externally funded research initiatives by providing institutional counterpart support that expands the range of supported activities and ensures alignment with UPV's strategic priorities.

This grant serves as an enhanced and streamlined alternative to the previously conceptualized Leveraged Research Funding Window, which is currently placed on hold for further review and alignment. The Strategic Counterpart Grant reflects UPV's commitment to responsive, performance-linked research support by integrating UPV resources into externally initiated projects. It also enables the formal accounting and inclusion of externally funded research engagements in UPV's Performance-Based Bonus (PBB) reporting through documented institutional contributions and value-added deliverables.

Objectives

1. To provide institutional counterpart support that expands the scope and implementation of externally funded research projects.
2. To strengthen UPV's engagement in strategic, multi-sectoral collaborations by complementing external research initiatives with university resources.
3. To optimize resource use and support complementary activities that enhance project impact and academic relevance across UPV units.

Eligibility

1. Open to UPV faculty members and REPS serving as project leaders in newly approved external research proposals.
2. A proponent must be a full-time, tenured faculty/REPS with at least a master's degree.
3. If the main proponent is not tenured but holds an MS/MA degree, at least one co-proponent must be tenured.
4. Faculty members without tenure and an MS/MA degree may serve as co-proponents.
5. The roles and responsibilities of the main proponent and/or co-proponent should be clearly and explicitly defined to ensure accountability and collaboration.

Scope of Support

1. The Strategic Counterpart Grant may provide institutional support of up to PhP 50,000.00, subject to fund availability and OVCRE validation of the counterpart request.
2. Funds may be used for activities chargeable to Maintenance and Other Operating Expenses (MOOE), including:
 - Local travel
 - Additional laboratory supplies and reagents
 - Student assistantship (e.g., thesis support), hired labor
 - Software subscriptions and analytical services
 - Documentation and dissemination activities
3. Personnel salaries, honoraria, and equipment purchases are not covered.
4. Projects must demonstrate clear value addition, such as expanded field site coverage, student engagement, or enhanced dissemination.

Requirements and Mechanics

1. All proposals for submission to external funding agencies must secure UPV endorsement through the appropriate channels, including the OVCRE. The request for endorsement must be accompanied by a Detailed Line-Item Budget, prepared using the prescribed OVCRE form, and must specify the proposed allocation of the requested counterpart fund.
2. Applicants with newly approved external research projects must submit the following to the OVCRE:

- a. Cover letter for the counterpart fund request, endorsed through proper channels
 - b. Copy of the external grant agreement or MOA, indicating funding source, duration, and scope
 - c. Copy of the approved external proposal and accompanying LIB, to serve as reference for counterpart validation and documentation
 - d. Detailed Line-Item Budget, using the prescribed OVCRE form, specifying the proposed allocation of the requested counterpart fund
 - e. One-page justification of institutional value addition, outlining how the counterpart support will enhance the implementation and impact of the externally funded project
3. Requests that meet the documentation requirements will be endorsed by the OVCRE and forwarded to the Chancellor for approval.
 4. The OVCRE shall facilitate pre-implementation meetings with project leaders to discuss the terms of counterpart support, including timelines, budget allocations, compliance requirements, and deliverables as committed in the approved proposal submitted to the external funding agency.
 5. Project leaders must register the approved project with the Research Administrative Section of the OVCRE within two (2) weeks of signing the project contract. Additionally, they must submit an interim Project Procurement and Management Plan (PPMP) covering at least 90% of all MOOE items within four (4) weeks from the start of the project's implementation.

Note: The PPMP for the externally funded project is distinct from the PPMP for the Strategic Counterpart Research Grant. The counterpart fund is sourced from RCWPPS, hence each must be prepared and submitted separately.

6. The counterpart fund will be released in accordance with existing University procedures. All purchases, liquidations, and disbursements must comply with the applicable government procurement, accounting, and auditing rules and regulations.
7. Realignment of items within the approved counterpart fund budget is subject to approval from the Chancellor.
8. Approved counterpart fund requests shall be implemented concurrently with the externally funded project and strictly within its approved duration, ensuring timely institutional support and alignment with project timelines.
 - If the externally funded project is granted an official extension, the Project Leader must submit a written request to OVCRE for counterpart fund extension. This must be filed at least two (2) months before the end of the original project duration and include supporting documents, such as the approved extension from the funding agency and the latest progress report.
 - Requests submitted beyond this period will not be entertained. The Project Leader is expected to anticipate the need for extension and initiate the request within the prescribed timeframe. Late action or delayed approval from the funding agency shall not be accepted as justification for non-compliance.
9. Implementation protocols, monitoring and evaluation procedures, and completion requirements shall primarily follow the provisions and timelines set by the external funding agency, as reflected in the approved project proposal. UPV's role through the Strategic Counterpart Research Grant is limited to institutional support. Accordingly, the issuance of the Certificate of Completion and processing of project clearance shall be coordinated by the Office of the Vice Chancellor for Research and Extension (OVCRE), based on documentation submitted by the Project Leader.
10. Completion and clearance requirements for the counterpart fund include the submission of a final progress report, financial liquidation report specific to the counterpart fund, and a copy of the completion documentation submitted to the external funding agency. These documents shall serve as the basis for institutional validation and issuance of clearance.
11. If the externally funded project is terminated prior to its approved completion date, the counterpart grant shall likewise be discontinued. The Project Leader must promptly notify OVCRE in writing and provide relevant documentation from the funding agency.
12. Unutilized counterpart funds shall be reverted to the source (RCWPPS), and no further disbursements shall be processed.

Reporting and Attribution

1. Deliverables supported by counterpart funds must be clearly documented and aligned with the external project's outputs.
2. Publications and reports must include the following acknowledgment:
"This work was primarily supported by [Name of External Funding Agency] under [Grant Number or Project Title], and in part by the University of the Philippines Visayas through the Strategic Counterpart Research Grant of the Office of the Vice Chancellor for Research and Extension (Project Code: SPXX-XX)."
3. Project outputs and other institutional indicators must be tagged accordingly for PBB accounting.