

Implementing Guidelines for the UPV REPS Seed Research Grant (A Proposed New Funding Window under the UPV OVCRE)

Rationale

The UPV Office of the Vice Chancellor for Research and Extension establishes the REPS Seed Research Grant to support returning Research, Extension, and Professional Staff (REPS) who have recently earned doctoral or equivalent graduate degrees. Recognizing the need for continuous professional development and expertise enhancement, this grant also serves as an incentive for REPS to pursue higher studies, contribute to the mentoring of future scholars, and sustain long-term engagement with UPV's research and public service agenda. It affirms UPV's commitment to cultivating a dynamic academic environment where graduate-level expertise drives research excellence and public service impact. Through this grant, returning REPS are empowered to apply their advanced training to research and extension initiatives aligned with the University's strategic thrusts.

Objectives

This funding window aims to:

1. Facilitate the reintegration of returning REPS by providing institutional seed funding for research and extension initiatives with potential for scale-up or external support;
2. Encourage REPS to pursue and apply their advanced graduate training and specialization in fields aligned with UPV's research thrusts; and
3. Recognize returning REPS as core contributors to the university's research leadership through collaborative and scholarly engagement

Eligibility

1. The grant is open to REPS in active service, whether permanent or temporary, who have earned MS or PhD degree within the last twelve (12) months from their date of return to UPV. Those who completed postdoctoral training or who are returning from graduate studies abroad are highly encouraged to apply.
2. Proponents must propose a research or extension initiative that demonstrates intellectual merit, innovation, and alignment with UPV's thematic areas.

Grant Scope and Duration

1. Each grantee may receive funding of up to PhP 300,000.00 for holders of MS/MA degrees and up to PhP 500,000.00 for holders of PhD or equivalent degrees, with the project duration not exceeding twelve (12) months.
2. An extension of six (6) to twelve (12) months may be granted upon written request by the proponent(s), citing meritorious reasons.
3. The request for extension must be submitted two (2) to six (6) months before the project's end date and must be accompanied by relevant supporting documents, including a progress report.
4. Failure to submit the final report and/or output within the approved extension period will result in automatic project termination. A formal project termination letter is issued to the proponent(s), with copies furnished to the relevant unit heads.
5. Eligible expenditures include Miscellaneous and Other Operating Expenses (MOOE) such as:
 - Procurement of laboratory or field materials and supplies
 - Contracted services, analytical services, or laboratory fees
 - Transportation and communication costs, representation allowances
6. The REPS Seed Research Grant does not cover honoraria for proponents, salaries for project personnel, major equipment outlay or items valued at PhP 15,000 and above, conference attendance, or publication and intellectual property (IP) application costs. Support for conference participation may be accessed separately through the UP System RDG or UPV's RDS program. Proponent/s are expected to secure access to necessary equipment through their home unit or through institutional partnerships.

Expected Outputs

1. Grantees are expected to deliver one or more of the following by the end of the grant period:
 - A manuscript submitted to a reputable, peer-reviewed journal
 - An intellectual property (IP) disclosure or utility model (UM) draft, if applicable
 - A community-validated extension output or policy-oriented deliverable
2. Projects are not required to lead to commercialization but should demonstrate impact through scholarly advancement, institutional development, or the application of knowledge in policy and practice.

Application and Evaluation Process

1. Applicants must complete the UPV REPS Seed Research Grant Proposal Form and submit the full application to the Office of the Vice Chancellor for Research and Extension (OVCRE), through their respective academic units. The application must include:
 - A letter of intent addressed to the OVCRE
 - An updated curriculum vitae highlighting relevant research or extension experience
 - Accomplished UPV REPS Seed Research Grant Proposal Form
 - Proof of ethics review clearance or appropriate endorsement, if applicable
2. The complete application must be endorsed by the Division/Department Chair or Institute Director, and the Dean prior to submission to the OVCRE.
3. Proposals shall be evaluated based on the following criteria:
 - Relevance to UPV's research, academic, or extension priorities
 - Degree of innovation and feasibility within the timeframe and budget
 - Potential to generate new knowledge, inform policy, or strengthen institutional partnerships
 - Clarity and coherence of the research design and implementation plan
 - Potential for publication, scalability, or sustained application
4. The OVCRE facilitates the review process of the proposals. Proposals will undergo technical evaluation by external referees with relevant expertise. Proponents may suggest qualified referees, subject to conflict-of-interest considerations. Where external reviewers are unavailable, internal experts from outside the proponent's unit may be considered.
5. Referees are given four (4) weeks to submit their assessments. Depending on the complexity of the feedback, proponents will have two (2) weeks for minor revisions or four (4) weeks for major revisions. Presentations may be requested for clarification.
6. Proposals that meet the criteria will be endorsed by the OVCRE and forwarded to the Chancellor for approval. Approved projects will begin implementation at the earliest feasible time, subject to fund availability.
7. The OVCRE shall conduct a pre-implementation meeting prior to contract signing and fund release to discuss project deliverables, budget allocations, and compliance requirements prior to fund release.

Project Implementation

1. Proponents must register their approved project with the OVCRE Research Administrative Section within two (2) weeks of signing the project contract, and submit a Project Procurement and Management Plan (PPMP) covering at least 90% of MOOE items within four (4) weeks of start of project implementation.
2. Disbursement of funds shall follow university financial procedures, with strict adherence to government procurement, accounting, and auditing regulations. Any realignment of budget items must be approved by the Chancellor.
3. Grantees are required to:
 - Implement the project in accordance with the approved objectives, timeline, and budget;
 - Submit a mid-year progress report and a final terminal report, including documentation of outputs, as part of the grant's monitoring and evaluation framework;
 - Acknowledge UPV and OVCRE support in all project-related outputs (e.g., publications, presentations, extension materials);

- Engage in mentoring activities, such as serving on a thesis or dissertation committee or collaborating with students on research-related activities, where applicable;
- Participate in dissemination activities or stakeholder engagement events as may be requested by the OVCRE;
- Ensure compliance with institutional research ethics and intellectual property guidelines throughout project implementation.

Monitoring and Evaluation

1. A progress report must be submitted six (6) months from project start, detailing implementation milestones, challenges, and next steps.
2. Grantees are required to present their progress during the OVCRE's annual in-house review.
3. Upon completion, a final technical and financial report must be submitted using OVCRE-prescribed formats.

Certificate of Completion

1. A Certificate of Completion shall be issued once the grantee fulfills at least one of the following, directly drawn from the expected outputs:
 - a. Publication of a full research article in a peer-reviewed WoS or Scopus-indexed journal.
 - If publication in such journals is unsuccessful after three (3) documented attempts, publication in a credible, non-indexed peer-reviewed journal may be considered, upon submission of editorial correspondence.
 - Grantees must submit one (1) hard and one (1) soft copy of the published article to OVCRE.
 - b. Submission of a patent application within six (6) months of project completion, with supporting documentation. Proponents must provide a copy of the complete application documents to OVCRE. The status of application shall be considered in determining equivalency with publication acceptance. The OVCRE, through the UPV TTBD, shall assess application level and technological maturity to determine equivalency. If the grantee opts for Intellectual Property protection, a prior art search report shall be included in the proposal coupled with technology transfer roadmap, regardless of the mode of transfer (i.e. deployment/extension or commercialization). The grantee shall assign the ownership of the patent or utility model to UPV in accordance with the University of the Philippines Intellectual Property Rights Policy.
 - c. Production of a community-tested extension or policy-oriented output, accompanied by process documentation and stakeholder validation.

Intellectual Property

1. All intellectual outputs developed during or as a result of the grant shall be subject to the University's Governing Principles and Policies on Intellectual Property Rights (IPR).
2. Any publications resulting from the project must acknowledge institutional support with the following statement: *"This work was supported by the University of the Philippines Visayas through the REPS Seed Research Grant of the Office of the Vice Chancellor for Research and Extension (Project Code: SPXX-XX)."*

Project Termination and Sanctions

1. The University reserves the right to terminate the project through written notice under the following conditions:
 - The proponent abandons or withdraws from the grant;
 - Fails to complete the technical paper within the approved duration;
 - Resigns, retires, or is separated from the University for reasons attributable to them, prior to approval of the project's terminal output.
2. The following sanctions shall apply to terminated projects:
 - a. Immediate suspension of all funding and disbursements.
 - b. Full return of all released funds, including cash advances and reimbursed amounts, whether liquidated or not. Additional sanctions may be imposed in accordance with University rules.

- c. Disqualification from future funding opportunities until all contractual obligations have been fulfilled.
 - d. Proponents who are set to retire, resign, or are dismissed from the University will not be issued a clearance unless all contractual obligations are fully met.
3. A clearance certificate will be issued once all deliverables have been submitted and verified, serving as official confirmation that the proponent(s) are cleared of all grant-related obligations, even in cases of termination.