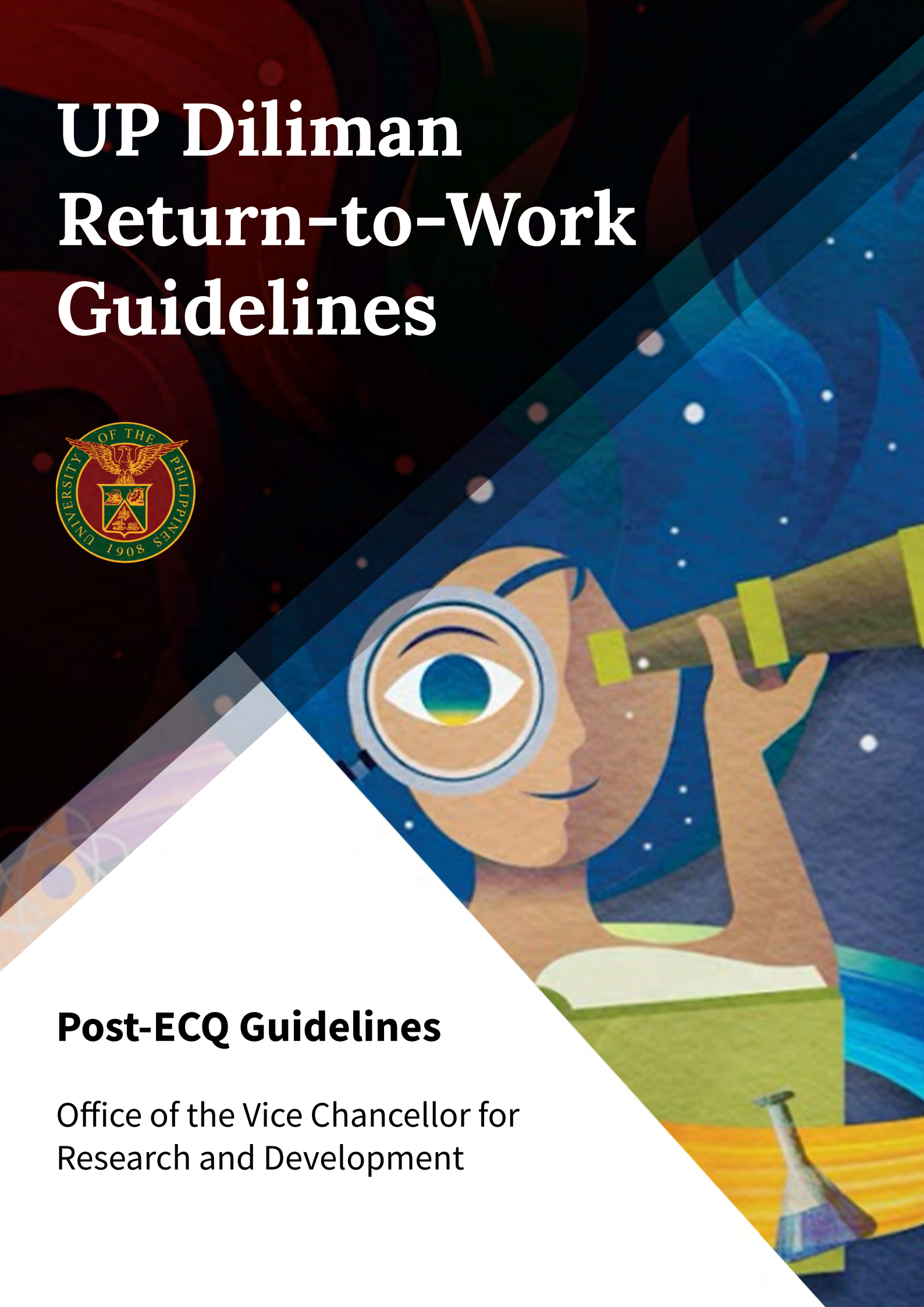


UP Diliman Return-to-Work Guidelines



Post-ECQ Guidelines

Office of the Vice Chancellor for
Research and Development



Quick Navigation

<u>On Research Load Credit (RLC) and Creative Work Load Credit (CWLC)</u>	3
<u>On Extension Load Credit (ELC)</u>	4
<u>On the UP Diliman Research Dissemination Grant (RDG)</u>	5
<u>On matters involving Technology Transfer and Business Development</u>	5
<u>On the OVCRD-Managed Journals</u>	7

On Research Load Credit (RLC) and Creative Work Load Credit (CWLC)

A UP Diliman (UPD) faculty member applying for RLC/CWLC must use the official OVCRD application form downloadable at <http://www.ovcrd.upd.edu.ph/grants/rcwlc/>. The application must include a list of research projects or creative works completed by the faculty. If additional assignment was given to the faculty or a research contract has been granted to the faculty, copy of the contract or assignment must also be attached to the application form. Accomplished application form (.xls) and all its attachments (.pdf) must be submitted via email to Research Management Office (RMO) email address (rmo.ovcrd@up.edu.ph) for advance processing. The same must be submitted simultaneously to respective Department or Institute for evaluation and assignment of recommended RLC/CWLC unit/s. The Department or Institute endorses the application to its respective College.

RLC/CWLC applications are evaluated based on the research agenda and research/creative work guidelines of the Department (Dept.) or Institute (Inst.). Respective Dept. or Inst., after its own evaluation, assigns a recommended number of RLC/CWLC unit/s to each application and submits a summary of all RLC/CWLC applications to the College. The accomplished and duly signed Dept./Inst. summary for those with 3.0 units or less and for those with more than 3.0 units of load credit must be prepared and submitted separately. The summary and all application forms (.pdf) including respective attachments (.pdf) must be submitted to its College for endorsement.

The College evaluates all RLC/CWLC applications and endorses electronically-signed applications, together with summary and attachments, to the RMO email address.

The RMO-OVCRD checks all RLC/CWLC applications, summary and attachments for compliance and completeness. For load credits of 3.0 units or less, the Vice Chancellor for Research and Development (VCRD) approves the application. For those with more than 3.0 units, applications are recommended by both the OVCRD and UP Office of the Vice President for Academic Affairs (OVPA) for the approval of the Chancellor.

OVCRD, through its RMO, issues a call for RLC/CWLC application before the beginning of the semester (usually on the last day of the previous semester). Templates and forms are available at the OVCRD website (<http://www.ovcrd.upd.edu.ph/grants/rcwlc/>).

Submissions of requirements/documents to the RMO are done electronically (i.e., sent via email). In-person consultations and hard copy submissions are discouraged.

On Extension Load Credit (ELC)

Extension work in UPD is public service work done individually or as a group. This function of the University is a contribution to achieving excellence in social and public service, specially the underserved sectors. Extension generates, validates and applies knowledge that can enrich instruction and research. Extension includes services utilizing expertise and talent related to one's discipline, such as technical assistance, extramural programs, advocacy and community mobilization, and organizing symposia, public fora, exhibits, performances and conferences. It can also include activities related to service-learning that complement course instruction. Service learning programs and service to the University (without academic load credit) are also considered extension work.

Faculty members doing extension work can apply for ELC which may partially satisfy their required load of 12 units per semester. Instructors, doing extension work without Study Load Credit (SLC), are also qualified to apply.

Application form can be downloaded at <http://www.ovcrd.upd.edu.ph/grants/extension-load-credits/>.

The requirements in applying for ELC are:

- College/Unit's Extension Agenda
- College/Unit's Guidelines for ELC
- Fully accomplished and signed ELC application form
- Progress report (for renewal applications)

ELC ordinarily ranges from one to three units per semester.

There is no limit on the number of faculty members applying for the same project during the same semester, however, each of them are required to submit their respective report at the end of that semester.

All applications and attachments, for the time being, are coursed through the Department/

Institution/Division and the College Dean/Unit Director. The Dean or Director is requested to send to oece.updiliman@up.edu.ph a summary list of faculty members whom they recommend to be granted ELC for that semester.

All ELC applications and requirements, regardless of number of units being applied for, must be submitted by the Institute/College to the OVCRD through the Office of Extension Coordination (OEC) before the beginning of the semester. The OEC, however, accepts applications until two weeks after the first day of regular registration.

Previous accountabilities such as failure to submit a final report or proof of output can affect subsequent ELC applications.

On the UP Diliman Research Dissemination Grant (RDG)

All UPD faculty members are qualified to apply, but in the meantime, as per UPD Policies on Travels and Events in Relation to COVID-19 Situation, “all official travels of faculty members, REPS, staff and students are suspended. As such the Chancellor will not sign any authority to travel until further notice.” National Budget Circular No. 580 issued by the Department of Budget and Management also stipulates discontinuance of foreign and local travels that are not “urgently necessary.”

Procedures in applying for RDG are as follows:

- Download application form at <http://www.ovcrd.upd.edu.ph/grants/research-dissemination-grants/>
- Submit application to HRDO for personnel clearance via hrdo.updiliman@up.edu.ph.
- HRDO forwards the cleared application to OVCRD.
- Once verified and all documents are found in order, OVCRD endorses it to the Office of the Chancellor.
- Approval is then forwarded to the applicant’s unit.

RDG application requires a letter addressed to the Chancellor through Channels (Dept. Chair, Director, Dean); copy of invitation letter/acceptance of paper/poster for presentation from the conference organizers/hosts; copy of Abstract of paper for presentation; and an accomplished RDG form, endorsed by Heads of Units. Application should include a Document Tracking System (DTS) Tracking Number.

The Conference Hosting under the UPD RDG is also on hold. As per UP Diliman Policies on Travels and Events in Relation to COVID-19 Situation, “effective immediately, all scheduled local and international events in UP Diliman are cancelled, postponed or transformed to virtual meetings.”

On matters involving Technology Transfer and Business Development

The Technology Transfer and Business Development Office (TTBDO) provides the following services:

- a. Intellectual Property (IP) consultation
- b. Memorandum of Agreement (MOA) drafting and review
- c. Patent assistance
- d. Trademark assistance
- e. Copyright assistance
- f. IP licensing and commercialization
- g. IP webinars
- h. IP protection and technology transfer grants

The TTBDO, at this time, is operating on limited capacity. Administrative staff are on a staggered work schedule while IP and Technology Transfer Officers are on a work-from-home (WFH) arrangement. All queries and submission of documents are coursed through a client’s TTBDO contact or TTBDO’s email address (techtransfer.ovcrd@up.edu.ph).

For urgent concerns, you may reach the OVCRD landline (8981-8763) or Facebook Messenger at <http://www.facebook.com/upd.ttbd>. You may also reach the staff through their personal mobile numbers or Google Hangouts (using their @up.edu.ph email account). OVCRD requests everyone to be mindful of the staff’s work hours (8:30 am - 5:30 pm), as well as mealtimes, weekends and holidays.

Likewise, visits to the OVCRD are only allowed when absolutely necessary. Visitors must strictly follow the University guidelines on entering the campus and the OVCRD protocols for guests. Please schedule a visit at least one week in advance.

Documents can still be submitted at the TTBDO office with the OVCRD protocols on receiving documents strictly followed. However, OVCRD encourages everyone to send a soft copy of documents to techtransfer.ovcrd@up.edu.ph.

For those requesting IP webinars, kindly address your request letter to TTBD0 director Prof. Magdaleno Vasquez, Jr., DrEng, and send it to techtransfer.ovcrd@up.edu.ph. Please include in the request the list of topics that you would like TTBD0 to cover, proposed date and time, and length of the webinar.

The UPD TTBD0 is still accepting application for patent assistance. Disclosures can be submitted through e-mail at techtransfer.ovcrd@up.edu.ph with a DTS number or barcode and with the appropriate subject heading. However, please note that TTBD0 is prioritizing COVID-19-related disclosures. Since IP and Technology Transfer Officers are on WFH arrangement until further notice, the Office might experience a delay in processing the requests. TTBD0, however, is assuring applicants they are informed throughout the process.

If the patenting of the disclosure is approved, the application shall be done through Intellectual Property Office of the Philippines' (IPOP HL) eInventionFile (<https://onlineservices.ipophil.gov.ph/EInventionfile/FAQs.aspx>).

For those applying for trademark assistance, you can submit your request through e-mail at techtransfer.ovcrd@up.edu.ph with a DTS number or barcode and with the appropriate subject heading. If trademark request is approved, the application shall be done through IPOP HL's eTMFile (<https://www.ipophil.gov.ph/advisory-for-etmfile-pay-to-cashier/>).

For copyright assistance, you can submit your request through e-mail at techtransfer.ovcrd@up.edu.ph with a DTS number or barcode and with the appropriate subject heading. Please indicate if you need to obtain a certificate of copyright registration or not.

Copyright is automatic from the moment of creation and registering is optional. If your objective is to disclose and assign to the University, TTBD0 will process it accordingly. However, if you wish to obtain a certificate or proof of your copyright, it needs to be registered.

Copyright registration requires depositing the copies of the work at the National Library directly or through the IPOP HL. For those who wish to register their copyright, be advised of the following measures the TTBD0 is undertaking:

- a. The requester delivers copies of the work to OVCRD. Please follow the Document Receiving procedures and follow the protocols.
- b. To limit the trips to either agencies, deposits and registrations shall only be scheduled by the TTBD0 once a month.
- c. A scanned copy of the registration certificate is sent via email. Original copies are the property of the University.

All forms and requirements for requests for assistance on IPR protection may be obtained in this link, <https://bit.ly/UPD-IPforms>, using your @up.edu.ph account. Duly accomplished forms require complete signatures of all proponents and the Head of Unit. E-signatures are accepted.

Requests are submitted through e-mail at techtransfer.ovcrd@up.edu.ph with a DTS number or barcode and with the appropriate subject heading. Kindly wait for an acknowledgement of receipt.

For requests for assistance on IPR protection, the acknowledgement e-mail should contain a Reference Number corresponding to your submission.

For those who are planning to commercialize their work, please send an e-mail to techtransfer.ovcrd@up.edu.ph with the details of the proposed commercialization so the TTBD0 can schedule an online meeting with you to better assess your work.

For current beneficiaries of the "IP Protection and Technology Transfer Grants Program," the release of the remaining grant amount is subject to the approval of the Chancellor following the release of the National Budget Circular No. 580. Please submit a letter of request addressed to the Chancellor through the VCRD with the documentary requirements (e.g., progress report). Send the documents with a DTS number or barcode to techtransfer.ovcrd@up.edu.ph for proper endorsement.

Present or current beneficiaries of the above-mentioned grants who were not able to deliver their outputs on time due to the pandemic must submit a letter of request for extension, addressed to TTBD0 director Prof. Magdaleno Vasquez, Jr., DrEng. Request must include a justification for the extension, a progress report, a revised workplan and a fund utilization report. Please note that requests are evaluated on a case-to-case basis.

E-mail the request to techtransfer.ovcrd@up.edu.ph with a DTS number or barcode. You may also submit a hard copy of the request at the OVCRD, following the protocols for receiving of documents. TTBD0 is requesting the request letter be submitted at least one month before the completion/end date.

Grant extension depends on the additional time needed by the proponent to deliver the project outputs. All requests are subject to the evaluation and approval of the TTBD0. Please note that if grant extension is approved, no additional funding shall be granted.

Due to restrictions of the current situation, TTBD0 has decided to postpone the next call for IP Protection and Technology Transfer Grants Program so funding may be channeled to responding to the pandemic.

For non-UP companies and/or government agencies who intend to license an IP from UP Diliman, please submit a letter of intent addressed to TTBD0 director Prof. Magdaleno Vasquez, Jr., DrEng. Kindly include in the request your company background and proposed commercialization plan for the University IP, including license terms and the business model canvas. Send letter of intent to techtransfer.ovcrd@up.edu.ph.

On the OVCRD-Managed Journals

OVCRD still accepts manuscripts for the Humanities Diliman, Science Diliman and Social Science Diliman for publication consideration. Expect some delays though since the editorial board members and referees are all in a work-from-home arrangement and may be still adjusting to the present work arrangement.

For more information, please visit Diliman Journals Online website at <https://journals.upd.edu.ph/>.