**INSTRUCTIONS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. This Notice of Award (Form 4.3) must be accomplished individually by each UP-affiliate unit claiming the unit share. **Only eligible authors, affiliated with the UP unit based on the article must be listed on the form.**
2. The accomplished IPA Form/s 4.3 must be submitted together with the IPA Form 4.1 (Application Form), Proofs of UP Affiliation\* and other required documents.

\*Acceptable Proofs of UP Affiliation (which overs date of application):(  ) Notice of Temporary or Permanent Appointment for UP-employed;(  ) Contract of Service or Job Contract of UP-affiliated but non-UP employed;(  ) Form 5 of undergraduate or graduate students.Note: Faculty/Student IDs are **not** accepted.1. The unit is entitled to receive the pro-rated amount (P15,000, divided by the total number of authors multiplied by the number of authors affiliated with the unit claiming the unit share of the IPA).

*Sample Computation:*Juan Dela Cruz1,2, Ma. Juana Santos2*1Institute of Biology, University of the Philippines Diliman**2BIOTECH, University of the Philippines Los Baños*

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Name** | **Total Number of Authors** | **Total Number of Authors Affiliated with the Unit** | **Total Unit Share Amount** |
| Institute of Biology, UP Diliman | 2 | 0.50 | Php3,750.00 |
| BIOTECH, UP Los Baños | 1.50 | Php11,250.00 |

. |

**INTERNATIONAL PUBLICATION AWARD (UNIT SHARE)**

**NOTICE OF AWARD**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a unit/department/institution of the University of the Philippines, hereinafter referred to as “**AWARDEE**” and represented herein by its CHAIR/DIRECTOR/DEAN, NAME OF HEAD OF UNIT/DEPARTMENT/INSTITUTION, is hereby awarded the U.P. International Publication Award-Unit Award for the publication:

1. Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Authors **affiliated with the UP unit** claiming the unit share award, for purposes of computation of the IPA:

(i)
(ii)
(iii)

1. Citation:

(Example) Dela Cruz, J.G., Dela Cruz, A.B., Ramos, I.J., Doe, J.D. and Dela Cruz, X.D. 2019. Investigating the impacts of the Taal volcanic eruption on the communities in Batangas. Philippine Science Journal 52, 124-130.

1. URL link to the publication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Impact factor (only applicable to WoS-indexed journals): \_\_\_\_\_\_\_\_\_\_\_\_
3. Documentary evidence of the official affiliation of the authors with the U.P. Unit such as the Notice of Temporary/Permanent Appointment of a Faculty, Form-5 of an undergraduate or graduate student, Job Contract or Contract of Service of a U.P.-affiliated, non-U.P. employed author.

The AWARDEE is entitled to receive the pro-rated amount (P15,000 divided by the total number of authors multiplied by the number of authors affiliated with the unit claiming the unit share of the IPA).

This Notice of Award is given this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_, in Quezon City, Philippines

**UNIVERSITY OF THE PHILIPPINES**

By:

**MARIA CYNTHIA ROSE B. BAUTISTA, Ph.D.**

VICE PRESIDENT FOR ACADEMIC AFFAIRS

***Acceptance:***

**(AWARDEE UNIT)**

By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF UNIT/DEPT./INSTITUTION HEAD

DESIGNATION OF UNIT/DEPT./INSTITUTION HEAD