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Office of the Vice President for Academic Affairs

**21 July 2022**

**REQUESTED BOR ACTION: APPROVAL OF REVISED GUIDELINES FOR THE TRAVEL GRANT PROGRAM**

**BACKGROUND AND RATIONALE:**

The Research/Creative Work Presentation in International Conferences or the Travel Grant Program, established by the Office of International Linkages and approved through the 1313th BOR Meeting in 2015, aims to support researchers and graduate students for paper presentations at international conferences and colloquiums. Through this program, UP researchers and graduate students could disseminate their research findings and develop their areas of interest through collaborations during these meetings.

In its eight years of implementation, the Travel Grant Program faced challenges in properly supporting its grantees. The original grant amounts were PHP 40,000.00 for those presenting papers in Asia (excluding South Asia and the Pacific Islands) and PhP 80,000.00 for those going to North and South America, Europe, Russia, the Middle East, Africa, India, and Australia. Since it does not consider yearly inflation, the current financial assistance mechanism has proven inadequate. Changes in the prevailing monetary amounts afforded should be made, reflecting current commodity costs.

In terms of eligibility, regular Faculty, REPS, and permanent Administrative Staff should be allowed to apply for the grant to provide equal opportunity among UP community members. This will also help improve the number of grantees supported by the program annually. In addition, the program should also adapt to the current times, providing financial assistance for participation in international virtual conferences and events, which has become quite significant during the COVID-19 pandemic.

The OIL-OVPAA proposes changes mainly in three areas: the grant amounts, eligibility, and the application process. The revisions will not only streamline and improve the application and liquidation process, but it will also lessen the burden of the UP community members in searching for supplemental finances to add to the Travel Grant support, to be able to participate in various international conferences and events.

**UP Travel Grant Program Revisions**

FROM	TO
ELIGIBILITY: The Grant shall only be offered to currently enrolled graduate students (Master's, PhD, Faculty, REPS, and Administrative Staff).	1. Enrolled graduate students 2. Regular faculty members 3. REPS 4. Permanent administrative staff Number of representatives per international conference or event will be at the discretion of the Chancellor.

**Action of the Board of Regents  
 at its 1372<sup>nd</sup> Meeting on**  
**APPROVAL**  
 JUL 28 2022  
 ROBERTO M. J. LARA  
 Secretary of the University  
 and of the Board of Regents

FROM	TO
<p><b>FINANCIAL SUPPORT:</b> The Grant shall provide financial assistance amounting to <b>Php40,000</b> for countries in Asia (excluding South Asia and Pacific Islands) and <b>Php80,000</b> for Europe/USA/Russia/India/Africa/Middle East/Australia/New Zealand. Applicants are encouraged to apply for waiver of registration fee and obtain counterpart funding from other sources e.g. Constituent Unit (CU) funding, etc.</p>	<p><b>For in-person presentation:</b> The Grant shall provide financial assistance based on actual costs:</p> <ul style="list-style-type: none"> <li>• Roundtrip economy airfare</li> <li>• <b>DSA good for 3 days*</b>(based on E.O. Number 77 of 2019, Prescribing Rules, Regulations, and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel)</li> <li>• Registration fees</li> </ul> <p><small>*The BOR amended the grant of DSA to cover the period of the conference, including travel time to and from the same.</small></p> <p><b>For online presentation:</b> The Grant shall provide financial assistance according to the guidelines stipulated in the 1358th BOR approved UP Virtual Internationalization Program (UP-VIP) Guidelines of 2021, which includes conference fees, internet subsidy, and proceedings or publication fees. The amount provided will be based on the submitted line-item-budget reflecting actual conference costs.</p>
<p><b>CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1. The Grantee must be enrolled during the time of application and the time of the conference. For applications during the 1<sup>st</sup> and 2<sup>nd</sup> semesters, kindly submit a copy of your latest Form 5 and for those during the midyear, please submit a Certification from your Graduate Office stating that you are currently admitted in a graduate program.</li> <li>2. The CU shall nominate only one application for a specific conference. If there are two or more applications from the same institution for the same conference, only one candidate shall be endorsed by the CU to OIL/OVPAA considering the specialization, theme of the conference, etc. In the case of co-authored papers, only one author shall be endorsed by the CU for the grant.</li> <li>3. The financial assistance shall be provided and released directly to the Grantee. However, if the Grantee cannot personally get the financial assistance, his/her representative should submit a duly-signed authorization letter with 1 photocopy of the Grantee's valid government-issued ID and 1 photocopy of his/her representative's valid government-issued ID. The originals of the photocopies of the IDs submitted must also be presented. UP shall be free from any</li> </ol>	<ol style="list-style-type: none"> <li>1. The Grantee must sign the compliance to liquidate clause included in the application form of the Travel Grant Program based on COA regulations. (COA Circular No. 2012-001, Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions)</li> <li>2. Graduate student Grantees must be enrolled during the time of application and the time of the conference. In the midterm, graduate student applicants may submit a certification from the department or college, in lieu of a Form 5, stating that they are in the graduate program and will still be enrolling in the coming term. For faculty, REPS and administrative staff, a valid appointment or Certificate of Employment (COE) from the HRDO may be submitted.</li> <li>3. The Grantee is responsible for processing necessary travel documents such as travel authority, visa, foreign exchange permit, and others. They are also responsible for their travel arrangements.</li> <li>4. Number of representatives per conference or event nominated by the CU will be based on the discretion of the Chancellor.</li> </ol>

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FROM	TO
<p>liabilities or damages in connection with the release of the financial assistance to the Grantee or Grantee's representative.</p> <p>4. It will be the Grantee's responsibility to make his/her travel grant arrangements i.e., travel authority, visa, foreign exchange permit, ticket, etc.</p> <p>5. The Grantee shall sign a contract with UP concerning their and abide by its conditions.</p>	<p>5. The financial assistance shall be provided and released directly to the Grantee. However, if the Grantee cannot personally receive the financial assistance, a representative may collect bearing a duly signed authorization letter with a photocopy of the Grantee's valid government-issued ID and a photocopy of the representative's valid government-issued ID. UP shall be free of any liabilities or damages in connection with the release of financial assistance to the Grantee or Grantee's representative.</p> <p>6. The grantee must attend the pre-departure orientation and the post-travel grant liquidation session.</p> <p>7. Unexpended funds must be returned to the UP-System Cash Office located in the basement of Quezon Hall. Information on how to return the unexpended funds will be provided after the review of the liquidation report.</p> <p>8. Grantees who fail to submit required liquidation documents will be tagged by the UP CU Office of the University Registrar (OUR), and the Office of International Linkages (OIL) as a Grantee with accountabilities. Grantees with accountabilities cannot re-apply to the grant, and students with accountabilities will not be cleared by the OUR.</p> <p>9. Successful grantees can re-apply after a year if they are cleared with the previously received grant and have no pending liquidation reports for submission from any of the other OIL or OVPAA programs.</p>

**PROCESS**

Submit a duly signed application form. Applications must be submitted during the scheduled submission period below.

Schedule of the International Conference	Submission Period and Deadline	Schedule of Evaluation Meeting
January to March	August to October of the previous year	November

1. Applications for in-person presentations must be submitted according to this schedule shown in the table below:

Schedule of the International Conference	Submission Period and Deadline	Schedule of Evaluation Meeting
January to March	August to October of the previous year	November

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*[Signature]*

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FROM			TO		
	Deadline: Last working day of October			Deadline: Last working day of October	
April to June	November to January Deadline: Last working day of January	February	April to June	November to January Deadline: Last working day of January	February
July to September	February to April Deadline: Last working day of April	May	July to September	February to April Deadline: Last working day of April	May
October to December	May to July Deadline: Last working day of July	June	October to December	May to July Deadline: Last working day of July	June

The funds shall be released to the applicant depending on the duration of the submission of his/her application, compliance with the requirements, and fund availability.

Applications for virtual / online conferences are accepted year-round.

2. Applicants must accomplish the Travel Grant Application Package. The PDF file is available in the OIL Portal, which can be accessed through the OIL website or requested through the TG official email.
3. The applicant must secure the certifications or signatures required in the certification page of the application form, except for the Chancellor's endorsement, which will be processed by OIL-System.
4. Application evaluation is done by the OIL-System Travel Grant Program staff. Qualified applications are forwarded to the UP CU OIL/OVCAA Linkage Office to facilitate endorsement of the Chancellor.
5. Applicants will be informed of the result through email.
6. Grantees must attend the pre- and post-travel orientation sessions.
7. The Grant will be released in the form of a check or through direct deposit to the grantee's Landbank account.

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