


UNIVERSITY OF THE PHILIPPINES
DILIMAN, QUEZON CITY

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

DIRECT LINE: (632) 928-5107
VoIP TRUNKLINE 981-8500 LOCAL: 2583
FAX: (632) 928-5107
E-MAIL: ovcaa@ovcaa.upd.edu.ph

MEMORANDUM NO. OVCAA-ECA 18-211

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS


FROM : PROF ROSELLA M TORRECAMPO
Officer-In Charge (from Sep 4 to 10, 2018)
Vice-Chancellor for Academic Affairs

SUBJECT : Call for Proposals for the Academic Program Improvement (API) Grant 2019

DATE : 5 September 2018

We would like to invite you to submit proposals for funding under the UP System's Academic Program Improvement (API) grant.

The **completed 2015 or 2018 Internal Academic Assessment and Development System (iAADS) of the proponent unit is required** for this API proposal cycle. Academic units that have completed their iAADS can submit proposals specific to and aligned with iAADS' identified gaps and plans for improvement/development of the unit. The following are the priority areas for API funding for 2019:

1. Development and improvement of curricular programs (focus on content, pedagogy and resource material development of GE courses, undergraduate major courses, and postgraduate courses; quality assurance;
2. Planning for massive PhD faculty development within the 2 years of the K to 12 transitions to increase the number of PhDs from 30% to 50% in all UP units vis-à-vis planning of teaching, research, creative work, administrative and public service activities per unit;
3. Planning and training to produce research, creative work, and policy grant proposals
4. Planning and training to produce research, creative work, and policy publications and other new knowledge output;
5. Planning and training to mainstream IT/new technology for enhanced pedagogy;
6. Planning and training to forge linkages with international collaborators, industry, and government agencies, e.g., research collaboration strategies, on-the-job training (OJTs) of students, externships of faculty.

We would like to remind you of the following important guidelines regarding the use of API funds:

1. Each proposed activity/project **must be completed, at the latest, by end of December 2019**. No extension beyond the deadline is allowed by the UP System.
2. The following **cannot** be charged against API funds: Capital Outlay/Equipment Outlay (CO/EO); Personnel Service/s (PS), e.g., compensation such as salaries; and airfare for local/international travel.
3. The enclosed OVPA-API Form 10.3 should be used for proposal preparation. Note that the OVCAA has reiterated some reminders in the form.

Specific guidelines from the OVCAA for each priority area aligned with iAADS findings:

Item 1: Curriculum planning

Proposals for both continuing and new curriculum planning workshops are accepted. Depending on the number of proposals to be submitted, the OVCAA may prioritize and shortlist Item 1 proposals.

- a. API funding support shall be for expenses for meals during the workshop, with maximum allotment of P500 per person per day, ideally already covering 2-3 meals, and is thus divisible (e.g., if only one meal is charged, the cost should be around P250 only).
- b. There will be no budget allocation for honoraria of resource persons. Should resource persons be invited, their honoraria may be paid using other funds that the proponent shall be responsible for sourcing.

Item 2: Planning for PhD faculty development

- a. The activity should preferably be a one-day workshop for faculty development planning.
- c. API funding support shall be for expenses for meals during the workshop, with maximum allotment of P500 per person per day, ideally already covering 2-3 meals, and is thus divisible (e.g., if only one meal is charged, the cost should be around P250 only).
- b. There will be no budget allocation for venue rental. As such, units are encouraged to hold their workshop in UP Diliman. Units that wish to hold their workshop outside the campus would need to tap other sources of funds for payment of venue rental fees.
- c. There will be no budget allocation for honoraria of resource persons. Should resource persons be invited, their honoraria will be paid using other funds that the proponent shall be responsible for sourcing.
- d. Units that will avail themselves of Item 2 funding will submit a detailed PhD faculty development plan containing the following information:
 - i. For department/units with currently less than 50% PhD faculty, strategies for increasing the number of PhD faculty to at least 50% of total faculty within the next three years should be identified. Also, OVPA grants to be tapped, if any, should be specified.
 - ii. For departments/units with currently 50% or more PhD faculty, strategies for the next 3 years for retaining current PhD faculty and/or increasing the proportion of PhD faculty (i.e., strategies for recruitment, renewal, or securing tenure of PhD faculty) should be identified.

Item 3-6: Planning and training activities

- a. Planning workshops under any of Items 3-6 will follow the same guidelines listed for Item 2 (see above).
- b. For training activities, fees for resource persons who are not UP personnel and faculty may be charged against API funds.
- c. The expected output of the planning and/or training activities is a detailed plan for, at the maximum, the next 3 years with respect to the focus of the pertinent API 2019 priority area.

Item 7: Other than Items 1-6, planning activity motivated by the results of iAADS

To reiterate, the activity/project to be proposed must be in line with results of the unit's iAADS.

The deadline for the submission of proposals is on **29 October 2018, 5:00 PM**. All proposals should be submitted as hard and soft copies, and should be accompanied by a cover letter **addressed to the Chancellor through the Vice-Chancellor for Academic Affairs**. Please course hard copy submissions through the Office for the Advancement of Teaching (OAT) c/o Ms. Adel Intervalo and e-mail soft copy submissions to apimonitoring.diliman@gmail.com.

The proposals will undergo review and the shortlisted proposals will be submitted to the OVPA by **31 October 2018**. As such, it is anticipated that the earliest start date of the project is **January 2019**. Proponents whose proposals will be approved for funding will be announced through a general memorandum from the Vice Chancellor for Academic Affairs.

For inquiries, please call Ms. Adel Intervalo at VOIP 2562 or e-mail the API Monitoring Team at apimonitoring.diliman@gmail.com.

Thank you.

Encl: OVPA-API Form 10.3
OVPA-API Form 10.4