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|  | **Guidelines** | **Item 1** | **Item 2** | **Item 3** | **Item 4** | **Item 5** | **Item 6** | **Item 7** |
|  | The 2018 iAADS score of the unit should be indicated in the revised OVPAA-API Form 10.3. | / | / | / | / | / | / | / |
|  | The output/s per proposed meeting and workshop should be indicated in the “Expected Output/s” (see revised OVPAA-API Form 10.3). The proponent can also attach/include a Gantt Chart, if s/he prefers. | / | / | / | / | / | / | / |
|  | The line item budget must be as specific as possible. (e.g., avoid putting items such “transportation and communication expenses.” Separate the transportation expenses and communication expenses, and specify the type of transportation and communication) | / | / | / | / | / | / | / |
|  | The itinerary, type of transportation, starting point and destination of the estimated trips should be indicated in the “Resource Requirements” when transportation is included in the line item budget. | / | / | / | / | / | / | / |
|  | Do not use “tokens” in the line item budget (i.e., Tokens are not allowed by COA) | / | / | / | / | / | / | / |
|  | Maximum allocation for Incidental expenses or supplies is ₱10,000.00 | / | / | / | / | / | / | / |
|  | Expenses for **meals only** during a one-day workshop (~ 8 hours), with maximum allotment of **₱500 per person per day, ideally already covering 2-3 meals**, and is thus divisible (e.g., if the workshop is half-day, the cost should be around ₱250 per person only). | / | / | / | / | / | / | / |
|  | Expenses for a three-day workshop, with maximum allotment of **₱2,000.00 per person**, **ideally already** **covering 2-3 meals/snacks, venue and accommodation** and is thus divisible (e.g., if only one-day workshop is charged, the cost should be around ₱667 per person only). | / | / | / | / | / | / | / |
|  | Personnel services (PS: honoraria, salaries, etc.), Equipment Outlay (EO) / Capital Outlay (CO) expenditures, and expenses related to foreign travel **cannot be charged to API funds.** These items will be paid using other funds that the proponent shall be responsible for sourcing. | / | / | / | / | / | / | / |
|  | Payment of services for personnel who are not employed under the University (i.e. non-UP personnel) may be charged against API funds.   1. Indicate the qualifications, duties and responsibilities of the project assistant. 2. Provide basis for the rates of resource person/ project staff. | / | / | / | / | / | / | / |
|  | The activity should preferably be a one-day workshop. | / | N/A | / | / | / | / | N/A |
|  | 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. | / | N/A | / | / | / | / | N/A |
|  | Submit a detailed PhD faculty development plan containing the following information:   * 1. 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, OVPAA grants to be tapped, if any, should be specified.   2. 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. | / | N/A | N/A | N/A | N/A | N/A | N/A |