



Form 4.1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

International Publication Award

Journal Article Application and Information Form

(Revised July 2021)

Date Received: _____
(to be filled in by OVCRD/RE or its equivalent)

INSTRUCTIONS

1. For publications with authors coming from different units and/or CUs, only **one** application form (IPA Form 4.1 or 4.4) must be accomplished. Applicant pages shall be accomplished and signed by all UP authors applying for IPA.
2. The application form may only be certified by the unit/department of the designated main author-applicant.
3. This form should be submitted to OVCRD/RE (or its equivalent) with the following documents to secure an endorsement:
 - IPA Form 4.2 (Layman's Summary) in Word file format
 - IPA Form 4.3 (Notice/s of Award) for all UP-affiliate unit/s claiming the unit share award
 - Annex 1 (copy of journal article)
 - Annex 2.1, 2.2, 2.3... (Copies of appointment paper of permanent/temporary UP personnel, Form 5 of student, contract of non-UP personnel, job order)
4. Applicant/s for the IPA (Journal Article) **should submit duly endorsed application through the online portal (<http://bit.ly/IPA4-1>)**. E-mail and hardcopy submissions are **no longer accepted**.

Please note that all forms and documents must be properly accomplished and signed. Incomplete applications will NOT be processed.

Title of article:

Complete citation (title of article, name of journal, volume number, page numbers):

Name of UP author/s and affiliation/s (add rows as needed):

Name (Last Name, First Name, Middle Name)	Constituent University and Unit/Department
a.	
b.	
c.	
d.	
e.	
f.	

Total number of authors (including non-UP):

Name of journal:

Journal indexed in:

- Web of Science Core Collection:
 Arts and Humanities Citation Index (AHCI)
 Science Citation Index Expanded (SCIE)
 Social Sciences Citation Index (SSCI)
 Conference Proceedings Citation Index (CPCI)
- Scopus

Journal Impact Factor (IF) at the time of publication of article: _____ Year: _____

Date of Publication (*mm-dd-yyyy*) :

Name of Publisher:

Funding sources (list all):

- UP System (specify e.g. EIDR, BalikPhD, ECWRG etc.)
 UP CU grant (specify e.g. Outright Research Grant etc.)
 DOST (specify if PCIEERD, PCHRD, PCAARD, NRCP etc.; indicate Project No., if available)
 Others (specify)

APPLICANT #1

Name:	
Constituent University:	
College:	
Department/Institute:	Contact No.
Rank/Position:	
Type of UP affiliation:	
<input type="checkbox"/> UP Personnel <input type="checkbox"/> Faculty <input type="checkbox"/> Research Faculty <input type="checkbox"/> REPS <input type="checkbox"/> Admin Staff	
<input type="checkbox"/> UP-affiliated <input type="checkbox"/> Student <input type="checkbox"/> Project Personnel	
Status of appointment:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> UP-contractual <input type="checkbox"/> Non-UP contractual	
E-mail address:	
Signature of applicant:	

APPLICANT #

Name:	
Constituent University:	
College:	
Department/Institute:	Contact No.
Rank/Position:	
Type of UP affiliation:	
<input type="checkbox"/> UP Personnel <input type="checkbox"/> Faculty <input type="checkbox"/> Research Faculty <input type="checkbox"/> REPS <input type="checkbox"/> Admin Staff	
<input type="checkbox"/> UP-affiliated <input type="checkbox"/> Student <input type="checkbox"/> Project Personnel	
Status of appointment:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> UP-contractual <input type="checkbox"/> Non-UP contractual	
E-mail address:	
Signature of applicant:	

I certify that the applicant/s is/are affiliated with the University of the Philippines.

Name and signature of
Chair/Director

Date:

I further certify that the journal on which the article appeared is indexed in the Web of Science (SCIE, AHCI, SSCI, and CPCI) or Scopus and that it is neither predatory nor hijacked.

Name and signature of
VCRD/VCRE or equivalent

Date: