# APPLICATION FOR GRANT
# DLSU Science Foundation Visiting Scholar Subsidy

**Faculty member**:

a) downloads from VCRI downloadable forms http://www.dlsu.edu.ph/research/research-manual/vcri-b-forms/visiting-scholar-subsidy.pdf

b) checks if s/he is qualified

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**Faculty member** gets endorsement from Chair and Dean.
**Faculty member** gets official permission to attend conference from VCA.

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**Faculty member** submits to OVCRI:

a) Completed application form with NO erasures.
b) Approval letter from VCA giving permission to travel.
c) Copies of correspondence with prospective collaborator.
d) Description of proposed trip and purpose.

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**OVCRI staff**

a) Verifies if attachments are complete.
b) Stamps date of receipt on original application form, initials form, and logs entry in log book
c) Photocopies application form and first page of published article (2 copies)
d) Retains original form; gives faculty member a receiving copy.

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**VC-Research and Innovation** acts on application.

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Approved

**OVCRI** sends original form and copy of first page of proposal (SF issues PRS).
**OVCRI** files copy of application form and proposal.
**OVCRI** updates records.

Disapproved

**OVCRI** communicates with applicant (verbally).
**OVCRI** files copy of application form and proposal.
**OCVRI** updates records.