

## APPLICATION FOR GRANT FLOWCHART DLSU Science Foundation Funding for Registration Fees in International Conferences

**Faculty member:**

- a) downloads form from <http://www.dlsu.edu.ph/research/research-manual/science-foundation/ScieFoundation-registration-fees-grant-international-conference.pdf>
- b) checks if s/he is qualified
- c) fills up pertinent info

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

**Faculty member** submits to OVCRI:

- a) Completed application form with NO erasures.
- b) Approval letter from VCA allowing faculty to attend conference.
- c) Letter of acceptance of the paper from conference organizers or secretariat conference material indicating registration fee and other requirements required in the form.

**OVCRI staff**

- a) Verifies if attachments are complete; verifies if faculty is full-time
- b) Stamps date of receipt on original application form, initials form, and logs entry in log book
- c) Photocopies application form, acceptance letter, and conference info (1 copy)

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

Approved

Disapproved

**OVCRI** sends original form and copy of conference info to SF (SF issues PRS).  
**OVCRI** informs faculty of approval thru email  
**OVCRI** files copy of application form and conference info.  
**OVCRI** updates records.

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

Note: If the co-authors who are also DLSU faculty members wish to apply for registration fees in the same conference, the grant will be divided equally among the DLSU co-authors applying for funding. However, even if there are co-authors from DLSU but only one is requesting funding, then the entire grant will be awarded.

Verify that applicant has not received same grant within the Academic Year.