

## Conference Subsidy Graduate Students<sup>1</sup>

The Office of the Vice-Chancellor for Research and Innovation is now offering subsidy for Graduate Students (who are not doctoral apprentices or part-time faculty) with existing ISI/SCOPUS-indexed or CHED-listed journal publication/s intending to present papers or posters with full papers in national or international conferences. Graduate students without these publications may still apply provided the conference they intend to present in is ISI- or SCOPUS-abstracted, or whose proceedings are ISI- or SCOPUS-indexed. Students who have already graduated may still apply if the conference they intend to attend is scheduled within a year from the end of their last term in DLSU. A maximum of two authors with the same paper may apply for the subsidy. For multiple-authored paper with more than two authors, all the authors must choose from among themselves the two applicants who best qualify for the subsidy and appoint them as the primary presentors of the co-authored paper. In this case, the successful applicants are responsible for dividing the combined subsidies among his or her co-authors.

Twenty or more slots are available for each academic year, depending on the usage of the fund. At least one grant will be given to a qualified applicant from each college per year. Graduate students who are awarded the subsidy in any given term in an academic year may not apply again within the same academic year. Only a maximum of four (4) grants will be given for the same conference. Procedure:

Qualified Graduate students intending to avail of the said conference subsidy must submit the following to the office of the Vice-Chancellor for Research and Innovation upon receiving notice of the conference to at least four (4) weeks before the conference commences.

1. Application form endorsed by the GS Coordinator of his or her department and the Director for Research and Advanced Studies of his or her college, detailing the conference he or she intends to participate in (title of conference, theme, date, place) and the student's progress in course work, thesis or dissertation, to show that the conference dates fall within the graduate student's stay at DLSU or within a year after his or her graduation from DLSU. The end of the student's last term of enrollment will be considered as the starting date of the year.
2. A copy of his or her current EAF as proof of enrollment or diploma, transcript of records or other documents showing date of graduation from DLSU Graduate Programs.
3. A copy of the invitation letter, if available.

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<sup>1</sup>This excludes apprentices of the VCRI's Doctoral Apprenticeship Program and part-time faculty members who are also graduate students, who have other funding programs available to them. In exceptional cases, an undergraduate student who is able to comply with the requirements listed above may apply for a conference subsidy, with an additional requirement of submitting a recommendation letter from his or her mentor. In this case, however, the student has to still be enrolled in DLSU at the time of the conference.

4. Proof that the conference is ISI/SCOPUS-abstracted or its proceedings are ISI/SCOPUS-indexed, or a copy or copies of the student's ISI/SCOPUS-indexed or CHED-listed journal publication/s.
5. A copy of the student's curriculum vitae.
6. For those with ISI/SCOPUS-indexed or CHED-listed journal publications, an abstract of the proposed paper to be presented or, if available, a copy of the full paper. For those without these publications, a copy of the full paper is required.
7. Breakdown of projected expenses: visa application fees, airfare or transportation fees, conference fees, board and lodging.
8. An official acceptance letter from the conference organizers, if available. (To be submitted later on if this document is not available at the time of application.)
9. If available, the conference program showing the name of the applicant/s as paper presenter/s.

For those who qualify, the following amounts will be given, based on the place of the conference:

- A. Local: up to P15,000
- B. International: up to P30,000

Applications will be reviewed and decided upon by the Vice-Chancellor for Research and Innovation within a week after the complete application documents have been submitted to the Office of the VCRI.

Approved applications will be processed and the applicant will be informed when the cheque is available for pick-up at the Accounting Office. Liquidation of the grant follows the usual Accounting Office procedure.

Within two weeks after the conference, the grantee is required to submit to the Office of the VCRI, copying his or her department GS Coordinator and College RASD, a short report on his or her conference-related activity and a copy of the completed liquidation form submitted to the Accounting Office, together with the certificate of participation and, if not submitted beforehand, a copy of the full or revised paper presented and presentation slides.

Those who have been awarded the subsidy but, for some reason, failed to participate in the conference for which he or she applied for the subsidy, must return the funds to the Office of the VCRI, with an accompanying explanation, copying the College RASD and his or her department GS Coordinator. Re-applications from these grantees within the same year, if any, will be decided upon on a case-to-case basis.