APPLICATION FOR GRANT
DLSU Science Foundation Publication Development Grant

Faculty member:

a) downloads form from http://www.dlsu.edu.ph/research/research-manual/vcri-b-forms/publication-development-grant.pdf
b) checks if s/he is qualified

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Faculty member gets endorsement from Chair and Dean

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Faculty member submits to OVCRI:

a) Completed application form with NO erasures
b) Copy of manuscript to be submitted.
c) Original copy of statement of account or receipt

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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 excel file
c) Photocopies application form and first page of published article (1 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 article and receipts to SF (SF issues PRS).
OVCRI informs faculty of approval thru email
OVCRI files copy of application form and article.
OVCRI updates records.

Disapproved

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