FAR EASTERN UNIVERSITY

INTRODUCTION / DESCRIPTION
This policy outlines the guidelines and procedures for providing conference grants to faculty members of the Far Eastern University. The objective of this grant is to support faculty members in their professional development, foster academic networking, and encourage knowledge exchange by attending conferences, workshops, seminars, and similar events related to their respective fields of expertise.

DEFINITION OF TERMS
RFT – Regular Full Time
LFT (Tenure Track) – Lecturer Full Time

SCOPE
This policy applies to all full-time faculty members of FEU who meet the eligibility criteria stated in the provisions.

PROVISIONS
1. Eligibility
    a. Faculty members eligible for the conference grant must be full-time employees, RFT and LFT (Tenure Track), of FEU.
        i. LFT (Tenure Track) faculty members must have served FEU for at least the year before becoming eligible for the grant.
    b. The faculty member must be actively engaged in teaching, research, or other scholarly activities.
    c. The applicant must have an accepted paper, presentation, poster, or an active role in the event (e.g., keynote speaker, panelist, oral presenter, poster presenter, etc.).
    d. Faculty members who have received a conference grant from FEU are subject to a one-presentation eligibility requirement. This means that unless the paper or research presented at the conference has been successfully published in a reputable journal or press, the faculty member is not eligible to avail of another presentation grant from the university.
2. Grant Coverage
    a. The conference grant shall cover expenses related to conference registration fees, travel, accommodation, and meals, subject to budget availability and adherence to university guidelines.
    b. To promote responsible use of conference grants and ensure effective dissemination of research findings, FEU enforces a restriction on conference hopping for the same study. Conference hopping refers to presenting the same research or study at multiple conferences without substantial updates or significant advancements in the findings.
3. Application Process – Faculty members interested in applying for a conference grant should follow the application process outlined below:
    a. Register online thru: https://forms.office.com/r/nLvmMqjMQS for monitoring process. Once the registration is completed, the applicant will receive the Conference Grant Application Form, which includes details about the conference.
    b. Provide supporting documents, such as an official acceptance letter from the conference organizers, proof of registration fee, and any additional relevant information.
    c. The Conference Application Grant form must be attached to the Request for Off-Campus Engagement (ROCE) form, signed by the department chair and dean.

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Documented Information:			
Policy on Application for Conference Grant			
Process Code: **FEU/URC.I**	*Documented Information Code:* **POL.01**	*Version Code:* **VER.01 / EFF.01 FEB 2024**	*Page:* **2** of **3**

    d. Applications, with the above-mentioned attachments, must be submitted to URC, and then to SVPAA for final approval.

4. Funding Limit
    a. The university will set an annual budget for conference grants. The funding limit per faculty member may be determined based on available resources and the overall demand for grants. The decision regarding the grant amount will be made by the review committee, taking into consideration the conference's significance and the potential benefits to the faculty member's professional growth and the university's reputation.

5. Notification of Decision
    a. Faculty members will be notified of the decision regarding their conference grant application within a reasonable timeframe. If approved, the faculty member will receive details of the awarded amount and any further instructions.

6. Acknowledgement of University Funding
    a. Faculty members who receive a conference grant from FEU are required to acknowledge the funding support in any relevant presentation, publication, or dissemination of outcomes resulting from their participation in the conference. This acknowledgement should clearly state that the project was funded, in whole or in part, by FEU.
    b. The acknowledgment statement should be in a prominent and appropriate place, depending on the medium of presentation or publication. Examples of suitable formats for acknowledging the university's support include, but are not limited to:
        i. Oral Presentation: During the introduction or conclusion of the presentation, the faculty member should verbally acknowledge the financial support received from FEU.
        ii. Written Publications: In any academic paper, research article, book chapter, or similar written work related to the conference, the faculty member should include a footnote, endnote, or an acknowledgment section, stating the following: "This work was supported by a conference grant from FEU."
        iii. Digital Media: In the case of digital media such as websites, blogs, or social media posts related to the conference, the faculty member should include a statement acknowledging the financial support received from FEU.
        iv. Visual Aids: For posters, slides, or other visual aids used during presentations, the acknowledgment of FEU funding should be displayed in a legible and noticeable manner.
    c. The faculty member should ensure that the acknowledgment is accurate and properly represents the support provided by FEU. Failure to comply with this requirement may impact future eligibility for conference grants and other funding opportunities.
    d. By accepting the conference grant, the faculty member agrees to adhere to this clause and acknowledges that it is their responsibility to appropriately acknowledge the university's support in all relevant professional communications related to the conference.

7. Post-Conference Reporting
    a. Upon return from the conference, faculty members who received a conference grant are required to submit a post-conference report to the university. This report should include a summary of the conference proceedings, the faculty member's participation, and the outcomes or insights gained. The report will serve as a record of the faculty member's engagement and knowledge sharing.

8. Financial Management

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    a. The university's finance department will be responsible for managing the disbursement of conference grant funds to approved faculty members. Appropriate financial documentation, such as receipts and invoices, may be required for record-keeping purposes.

9. Policy Review

    a. This policy will be subject to periodic review to ensure its effectiveness and alignment with the university's goals and resources.

Prepared By (Name, Signature, and Date)	Reviewed By (Name, Signature, and Date)	Approved By (Name, Signature, and Date)
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