



FAR EASTERN UNIVERSITY

Documented Information:

Procedure for Application for Conference Grant

<i>Process Code:</i> FEU/URC.I	<i>Documented Information Code:</i> PRO.01	<i>Version Code:</i> VER.01 / EFF.1 FEB 2024	<i>Page:</i> 1 of 2
--	--	--	-------------------------------

INTRODUCTION / DESCRIPTION

This procedure enumerates the steps on applying for a conference grant.

DEFINITION OF TERMS

ACG – Application for Conference Grant

URC – University Research Center

SVPAA – Senior Vice President for Academic Affairs

SCOPE

This procedure shall apply to all FEU teaching and non-teaching staff who are applying for conference and publication grant.

PROCEDURE

ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
1. Applicant registers online. URC will be automatically notified via email once a submission is completed.	Applicant	<pre> graph TD A[Applicant registers online] --> B[Applicant fills out forms and submits to URC] B --> C[URC reviews the application and endorses to SVPAA] </pre>
2. Applicant receives an email and fill out the form provided. FEU.URC.I FRM.01 Application for Conference Grant	Applicant	
3. Applicant must also fill out a Request for Off-Campus Engagement (ROCE) form. 4. Attach the ACG form to the signed ROCE form and submit to URC.	Applicant	
5. URC reviews application.	URC	<pre> graph TD C --> D[SVPAA approves and returns application to URC] D --> E[Approve] D --> F[Disapprove] </pre>
6. URC Directors endorse the application to SVPAA	URC Director	
7. Office of the SVPAA approves the application with indicated approved amount. Otherwise, disapproved. Application form is then returned respective departments	SVPAA	<pre> graph TD E --> G[Department prepares ROCA/RRE] F --> H[Department informs applicant] </pre>
8. Departments prepare the request for cash advance or reimbursement if approved. Otherwise, the applicant is informed of the application result.	Department	



FAR EASTERN UNIVERSITY

Documented Information:

Procedure for Application for Conference Grant

<i>Process Code:</i> FEU/URC.I	<i>Documented Information Code:</i> PRO.01	<i>Version Code:</i> VER.01 / EFF.1 FEB 2024	<i>Page:</i> 2 of 2
--	--	--	-------------------------------

Prepared By (Name, Signature, and Date)	Reviewed By (Name, Signature, and Date)	Approved By (Name, Signature, and Date)
Errol Matthew C. Garcia URC Coordinator	Dr. Aisa P. Arlos URC Director	Dr. Evangeline P. Bautista VP for Academic Development