



FAR EASTERN UNIVERSITY

Documented Information:

Procedure for Application for Publication Incentive

<i>Process Code:</i> FEU/URC.G	<i>Documented Information Code:</i> PRO.01	<i>Version Code:</i> VER.01 / EFF.01 AUG 2023	<i>Page:</i> 1 of 4
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INTRODUCTION / DESCRIPTION

This procedure enumerates the steps on applying for Publication Incentive.
This procedure makes use of the following forms:

- FEU.URC.G FRM.01 Application for Publication Incentive

DEFINITION OF TERMS

API – Application for Publication Incentive
DC – Department Chair
URC – University Research center
PSC- Publication Standards Committee
VPAD – Vice President for Academic Development
SVPAA – Senior Vice President for Academic Affairs

SCOPE

This procedure shall apply to all FEU teaching and non-teaching staff.

PROCEDURE

ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
1. Applicant accomplishes and submits the API form together with the requirements (specified in the API form) to the Department Chair for endorsement. • FEU.URC.G FRM.01 Application for Publication Incentive	Applicant	<pre> graph TD Start([Start]) --> Step1[Accomplishes and submits API form and requirements] Step1 --> Step2[Department Chair endorses to the Dean] Step2 --> Step3[Dean endorses to URC] Step3 --> End[/A/] </pre>
2. The DC endorsed the application to the Dean.	Department Chair	
3. The Dean then forwards the recommended application to the URC.	Dean	



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ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
<p>4. URC project managers conducts a technical review and verifies if the documents are complete and properly filled out.</p> <ul style="list-style-type: none"> a. If approved, the application will be forwarded to the URC Director b. If disapproved, the application is returned to the applicant for revision and/or to supply missing information and/or documents. 	<p>URC project managers</p>	<pre> graph TD A{{A}} --> D{Review and verify documents} D -- Approve --> F[Forward to PSC] D -- Disapprove --> R[Return to Applicant for revision] </pre>
<p>5. PSC vets the application and documents submitted, identifies category, the amount of incentive the publication fits and endorses the recommended application to the URC director.</p>	<p>Publication Standards Committee</p>	<pre> graph TD F[Forward to PSC] --> D{vets and recommends documents} D -- Approve --> E[Endorses to URC Director] D -- Disapprove --> End(()) </pre>



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ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
6. The URC Director endorses recommendations to the VPAD.	URC Director	<pre>graph TD; A[URC Director endorses to VPAD] --> B[VPAD Approves the API]; B --> C{B};</pre>
7. VPAD endorses the application for publication incentive form to SVPAA.	VPAD	



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ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
<p>8. The URC staff accomplishes the Request for Direct Payment Form upon endorsement.</p> <p>9. Upon approval from the Budget and Disbursement Office, the URC Director/URC Coordinator will notify the researcher on the status of his/her API.</p>	<p>URC Staff</p> <p>URC Coordinator</p>	<pre> graph TD B([B]) --> A[URC Staff process Direct Payment request] A --> D{DCD Process the Direct Payment} D --> AP[Approve] D --> DI[Disapprove] AP --> N[URC Coordinator notifies the researcher upon approval] N --> E[End] </pre>

Prepared By	Reviewed By	Approved By
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