



FAR EASTERN UNIVERSITY

Documented Information:

Procedure for Application for Research Assistance Grant

<i>Process Code:</i> FEU/URC.C	<i>Documented Information Code:</i> PRO.01	<i>Version Code:</i> VER.01 / EFF.01 AUG 2023	<i>Page:</i> 1 of 3
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INTRODUCTION / DESCRIPTION

This procedure enumerates the steps on applying for research assistance grant for URAG, AIWP, and RMP. This procedure makes use of the following forms:

- FEU.URC.C FRM.01 Application for Research Assistance Grant – Proponent(s) Information and Proposal
- FEU.URC.C FRM.02 Application for Research Assistance Grant – Line-Item-Budget and GANTT Chart

DEFINITION OF TERMS

URAG – University Research Assistance Grant
AIWP – Aid-In-Writing Program
RMP – Research Mentoring Program
URC – University Research center
IRRC – Institute Research Review Committee
VPAD – Vice President for Academic Development
SVPAA – Senior Vice President for Academic Affairs
EC – Executive Committee

SCOPE

This procedure shall apply to all FEU teaching and non-teaching staff who are availing of the research assistance grant.



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PROCEDURE

ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
1. Applicant registers online, accomplishes forms specified below, and submits to department chair: <ul style="list-style-type: none"> Link to online registration: https://forms.office.com/r/Np0g2YZNXw FEU.URC.C FRM.01 Application for Research Assistance Grant – Proponent(s) Information and Proposal FEU.URC.C FRM.02 Application for Research Assistance Grant – Line-Item-Budget and GANTT Chart 	Applicant	<pre> graph TD Start([Start]) --> A[Applicant registers online] A --> B[Applicant accomplishes the application form and submits to department chair] </pre>
2. Department chair convenes the IRRC and endorses the application to IRRC.	Department Chair	<pre> graph TD B --> C[Department chair convenes the IRRC and endorses the application form to IRRC] </pre>
3. IRRC reviews the application by accomplishing the form below which is then submitted to the institute dean for endorsement: <ul style="list-style-type: none"> IRRC section of FEU.URC.C FRM.01 Application for Research Assistance Grant – Proponent(s) Information and Proposal If approved, the application is endorsed to the dean. Otherwise, it is returned to the applicant for revision.	IRRC	<pre> graph TD C --> D[IRRC reviews the application by accomplishing the IRRC section of the application form.] D --> E[Approved] D --> F[Disapproved] E --> G[Endorse to URC] F --> H[Return to applicant for revision] </pre>
4. Institute dean endorses the application form to URC.	Institute dean	<pre> graph TD G --> I[Institute dean endorses to URC] I --> B{{B}} </pre>



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ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
5. URC project managers conducts a technical review and verifies if the documents are complete and properly filled out and if registered in the monitoring system. <ul style="list-style-type: none"> a. If approved, the application will be forwarded to the URC director for endorsement. b. If disapproved, the application is returned the applicant for revision and/or to supply missing information and/or documents. 	URC project manager/coordinator	<pre> graph TD B{B} --> URCTE[URC conducts a technical review] URCTE --> Approved[Approved] URCTE --> Disapproved[Disapproved] Approved --> Endorse[Endorse to URC] Disapproved --> Return[Return to applicant for revision] </pre>
6. URC director endorses the application form to VPAD	URC director	<pre> graph TD URCTE[URC conducts a technical review] </pre>
7. VPAD endorses the application form to SVPAA	VPAD	<pre> graph TD VPAD[VPAD endorses to SVPAA] </pre>
8. SVPAA approves the application form. In the event that the proposal budget is more than 100,000 PhP, the university president and CFO's approval is further needed. In the event that the proposal budget is more than 500,000 PhP, the EC's approval is further needed.	SVPAA/President/CFO/EC	<pre> graph TD SVPAA[SVPAA/President/CFO/EC approves or disapproves] </pre>
9. URC communicates the decision to the proponents. If approved, the applicant must submit a soft copy of the finalized LIB. If the decision was "disapproved", the application is returned to the proponent(s) for revisions.	URC coordinator	<pre> graph TD URC[URC communicates decision to proponents] --> End([End]) </pre>

Prepared By	Reviewed By	Approved By
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