



Documented Information:

Procedure for Application of Thesis or Dissertation Incentive

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ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
<p>3. Project managers review and verify the documents are complete and properly filled out.</p> <ol style="list-style-type: none"> If approved, the application will be forwarded to the URC Director 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> <p>URC Director</p>	<pre> graph TD A[A] --> B{Review and verify documents} B -- Approve --> C[URC Director endorses approved ATDI] B -- Disapprove --> D[Return to Applicant for revision] </pre>
<p>4. The VPAD approves the request.</p>	<p>VPAD</p>	<pre> graph TD C[URC Director endorses approved ATDI] --> E[VPAD] E --> F[URC Staff process Direct Payment request] </pre>
<p>5. The URC staff accomplishes the Request for Direct Payment Form upon endorsement.</p> <p>6. Upon approval from the Budget and Disbursement Office, the URC Coordinator will notify the researcher on the status of his/her thesis or dissertation incentive.</p>	<p>URC Staff</p> <p>URC Coordinator</p>	<pre> graph TD F[URC Staff process Direct Payment request] --> G{DCD Process the Direct Payment} G -- Approve --> H[URC Coordinator notifies the researcher upon approval] G -- Disapprove --> I[End] H --> I </pre>



FAR EASTERN UNIVERSITY

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Prepared By	Reviewed By	Approved By
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