

Documented Information:				
Procedure for Application of Thesis or Dissertation Incentive				
Process Code: FEU/URC.H	Documented Information Code: PRO.01	Version Code: VER.01 / EFF.01 AUG 2023	<i>Page:</i> 1 of 3	

INTRODUCTION / DESCRIPTION

This procedure enumerates the steps on applying for thesis or dissertation incentive. This procedure makes use of the following forms:

• FEU.URC.H FRM.01 Application for Thesis or Dissertation Incentive

DEFINITION OF TERMS

ATDI – Application for Thesis or Dissertation Incentive URC – University Research center VPAD – Vice President for Academic Development

SCOPE

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

PROCEDURE

ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
 Applicant accomplishes the ATDI form and submits the accomplished form together with the requirements (as listed in the ATDI) form to the URC. Related document: FEU.URC.H FRM.01 Application for Thesis or Dissertation Incentive Applicant submits the accomplished form of the approved and signed thesis or dissertation manuscript for endorsement to his/her respective Department Chair and Dean. 	RESPONSIBLE Applicant Department Chair Dean	Start Accomplishes and submits the ATDI form and requirements Department Chair endorses to the Dean Dean endorses to URC A

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ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
 3. Project managers review and verify the documents are complete and properly filled out. 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. 	URC Project Managers URC Director	A Review and verify documents Approve URC Director endorses approved ATDI Return to Applicant for revision
4. The VPAD approves the request.	VPAD	VPAD URC Staff process Direct Payment request
5. The URC staff accomplishes the Request for Direct Payment Form upon endorsement.6. Upon approval from the Budget	URC Staff URC Coordinator	DCD Process the Direct Payment Approve Disapprove
and Disbursement Office, the URC Coordinator will notify the researcher on the status of his/her thesis or dissertation incentive.		URC Coordinator notifies the researcher upon approval



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