



FAR EASTERN UNIVERSITY

Documented Information:

Procedure for Research Assistance Grant Extension Request

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

This procedure enumerates the steps on applying for extension of research assistance grant.

This procedure makes use of the form:

- FEU.URC.D FRM.01 Research Progress Report

DEFINITION OF TERMS

URC – University Research Center

SCOPE

This procedure shall apply to all FEU teaching and non-teaching staff who availed the research assistance grants.

PROCEDURE

ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
1. Applicant submits an accomplished and signed research progress report. This includes the following forms: <ul style="list-style-type: none"> • FEU.URC.D FRM.01 Research Progress Report Refer to FEU.URC.D PRO.01 Procedure for Submission of Research Progress Report.	Applicant, department chair, institute dean, URC director.	<pre> graph TD Start([Start]) --> Step1[Accomplish the procedure for submitting a research progress report] Step1 --> A{{A}} </pre>
2. Together with the documents accomplished above, applicant accomplishes the form below and submits to URC project managers: <ul style="list-style-type: none"> • FEU.URC.E Research Assistance Grant Extension Request Form 	Applicant	<pre> graph TD Step2[Together with the research progress report, accomplish and submit forms to URC project managers] --> A{{A}} </pre>



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ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
<p>3. URC project managers conduct a technical review and verifies if the documents are completely and properly filled out.</p> <p style="margin-left: 20px;">a. If approved, the application will be forwarded to the home department and the URC project manager updates the monitoring system.</p> <p style="margin-left: 20px;">b. If disapproved, the application is returned the applicant for revision and/or to supply missing information and/or documents.</p>	<p style="text-align: center;">URC project manager</p>	<pre> graph TD A[A] --> TR{Technical Review} TR -- Approve --> UMS[Update monitoring system] TR -- Disapprove --> RA[Return to applicant] UMS --> FHD[Forward to home department] </pre>
<p>4. Department chair endorses the application to institute dean.</p>	<p style="text-align: center;">Department Chair</p>	<pre> graph TD FHD --> DCE[Department Chair endorses to IRRC] </pre>
<p>5. Institute dean endorses the application to URC director.</p>	<p style="text-align: center;">Institute</p>	<pre> graph TD DCE --> DE[Dean endorses to URC director] </pre>
<p>6. URC director endorses application form to VPAD.</p>	<p style="text-align: center;">URC director</p>	<pre> graph TD DE --> URE[URC director endorses to VPAD] </pre>
<p>7. VPAD approves or disapproves the application</p>	<p style="text-align: center;">VP for Academic Development</p>	<pre> graph TD URE --> VPA{VPAD approves/disapproves} VPA -- Approve --> E[End] VPA -- Disapprove --> RA[Return to applicant] </pre>

