



# FAR EASTERN UNIVERSITY

Documented Information:

## Procedure for Submission of Research Progress Report

<i>Process Code:</i> <b>FEU/URC.D</b>	<i>Documented Information Code:</i> <b>PRO.01</b>	<i>Version Code:</i> <b>VER.01 / EFF.01 AUG 2023</b>	<i>Page:</i> <b>1 of 2</b>
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### INTRODUCTION / DESCRIPTION

This procedure enumerates the steps on submitting a research progress report for faculty members who avail of research assistance grants.

This procedure makes use of the following 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 and grants.

### PROCEDURE

ACTIVITIES	PERSON RESPONSIBLE	FLOWCHART
<p>1. Applicant accomplishes form below and uploads the form to the online registration form thru the link <a href="https://forms.office.com/r/dkdwecGrB1">https://forms.office.com/r/dkdwecGrB1</a>.</p> <ul style="list-style-type: none"> <li>• <a href="#">FEU.URC.D FRM.01 Research Progress Report</a></li> </ul> <p>The department chair, institute dean, and URC will receive an automated email containing an access link and informing them that the proponents have submitted a progress report.</p>	Applicant	<pre> graph TD     Start([Start]) --&gt; Process[Applicant accomplishes form and uploads to online registration form]     Process --&gt; End[/End/] </pre>

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