



FAR EASTERN UNIVERSITY

Documented Information:

Procedure for Submission of Terminal Report

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

This procedure enumerates the steps on submitting a terminal report for faculty members who availed of the research assistance grants. The terminal report serves as the final report upon the completion of the project. This procedure involves the use of a template for the terminal report:

- [Terminal Report Template](#)

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
<ul style="list-style-type: none"> • Applicant writes the terminal report using the template below and uploads the form to the online registration form thru the link https://forms.office.com/r/uE39Wd4ASR. • Terminal Report Template <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 terminal report.</p>	Applicant	<pre> graph TD Start([Start]) --> Process[Applicant writes the terminal report and uploads to online registration form] Process --> End[/End/] </pre>

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