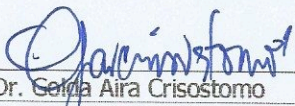


Procedure No:	ACA-PROC-LRC-0001
Procedure Title:	Research Deloading Procedure
Related Policy:	ACA-PROC-LRC-0011 Research Deloading Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Letran Research Center
"Supersedes" Notification:	
Procedure Description:	This procedure aims to regulate application, approval and monitoring of all research deloading applications.
Areas of Responsibility:	Letran Research Center
Procedure Details:	<p>Step 1. Faculty Members who are interested over to avail of the Research Deloading program should submit the following documents to the Research Center</p> <ol style="list-style-type: none"> 1.1 Letter of application addressed to the Research Director 1.2 Letter of Endorsement from the Dean / Principal 1.3 Printed copy of the research proposal 1.4 Timetable of the study 1.5 Budget proposal <p>Step 2. The Research Center evaluates the merit of the research proposal.</p> <p>Step 3. If the research proposal is not approved by the Center, the Faculty applicant shall be informed through a letter. Faculty applicants with approved research proposals shall be endorsed to the Vice Rector for Academic Affairs.</p> <p>Step 4. Endorsed research proposals shall be forwarded to the Office of the Rector and President. The Rector holds the final decision of whether to approve the research deloading application.</p> <p>Step 5. A Memorandum of Agreement (MOA) shall be signed by the Faculty Member and the Research Center. The Office of the Dean and the Financial Affairs Division shall be furnished with a copy of the MOA.</p> <p>Step 6. The Center monitors the progress of the Faculty Member's application based on the approved timetable of the study.</p> <p>Step 7. Expected research outputs should be submitted within the approved deadline. The research output shall serve as one the requisite for the Faculty Member's clearance. Hence, unfinished research works shall compel the Colegio to withhold the Faculty Member's salary.</p>
Procedure Approval Authority:	Director of the Research Center
References:	
Definition:	
Help Page:	Letran Research Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Gerda Aira Crisostomo
Date of Approval:	

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