Procedure No: ADM-PROC-LRC-0004
Procedure Title: Research Grant Application Procedure
Related Policy: ADM-POL-LRC-0003 Research Grants Policy
Date of Issuance: S.Y. 2010 to 2011
Effectivity: S.Y. 2010 to present
Page Number: One (1)
Office of Origin: Letran Research Center

"Supersedes" Notification: [No additional information provided]

Procedure Description: This procedure is designed to detail the application, processing, approval and release of research grant applications.

Areas of Responsibility: Letran Research Center

Procedure Details:

1. Qualified employees who wish to avail of research grant from the Colegio should submit the following to the Research Center:
   - Research Proposal (3 printed copies)
   - Letter of Application
   - Endorsement from the Department Head
   - Detailed Budget Proposal
   - Timetable of the Study
   - Curriculum Vitae.

2. The Center subjects the research to a three-man screening committee for evaluation.

3. The committee shall make recommendations and decide whether the research would be valuable for funding.

4. The applicant shall be informed of the findings and recommendations of the committee.

5. If the research was recommended for funding, the Center endorses the paper to the Rector and President.

6. The Rector and President holds the final decision of whether to approve or disapprove the research application.

7. The Center schedules the Memorandum of Agreement (MOA) signing of the research paper.

8. After the MOA signing, the Center processes the payment request.

9. The Center ensures that the researcher abides by approved timetable of the study. In case the researcher fails to follow the approved timetable of the study, his annual / semestral clearance shall be put on hold. Researchers who fail to comply with the provisions of the MOA, shall be compelled to surrender the full amount of the research grant.

Procedure Approval Authority: Director of the Research Center

References:

Help Page: Letran Research Center
Prepared by: Planning, Funding and Development Office

Approved by: [Signature]
Date of Approval: [No date provided]