**MSIRC Form No. 001**

**v.02-2024**

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**v.02-2024**

**APPLICATION FOR TRAVEL GRANT FOR RESEARCH DISSEMINATION**

**(BOR Res. No. 222, s. 2024)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Designation** | *(Faculty, Student, Staff)* |
| **College/Unit:** |  | **Department:** |  |
| **Destination:** |  | **Dates:** |  |
| **Name of Conference:** |  |
| **Title of Research:** |  |
|  |  |

|  |  |
| --- | --- |
| **Step 1. Department (1st Endorsement)** | Checklist |
| **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department Chairperson | * Full Manuscript
* Acceptance Letter
* Request Letter
 |
| **Step 2. Research Coordinator** | Checklist |
| **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Research Coordinator | * REC
* IACUC
 | * IBC
* None
 |
| *Note: Check which clearance is applicable.* |
| **Step 3. College/Unit (2nd Endorsement)** | Checklist |
| **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dean | * Travel Order
* Itinerary of Travel
* 4 copies of ORS and DV
 |
| **Step 4. Mamitua Saber Institute of Research & Creation** | Checklist |
| **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Special Assistant | * S.O. Draft
* In-house Research Review
 |
| **Step 5. Endorsement to OVCRED**  | Recommendation |
| **Date:****MAHID M. MANGONTARUM, EdD**Institute Director | * On official time only
* With financial assistance

Chargeable against: * College Funds
* Research Funds
 |

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