

**MSIRC Form No. 001**

**v.02-2024**



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**APPLICATION FOR TRAVEL GRANT FOR RESEARCH DISSEMINATION**

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

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