APPLICATION FOR GRANT
DLSU Science Foundation Incentive Program for Web of Science ((SI) and Scopus Indexed Journal Publications

Faculty member:

a) downloads form from http://www.dlsu.edu.ph/research/research-manual/vcri-b-forms/WS-ISI-scopus-indexed-journal-publications.pdf
b) checks if s/he is qualified
c) fills up pertinent info

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Faculty member submits to OVCRI:

a) Completed application form with **NO** erasures
b) Original or photocopy of published work
c) Receipts of expenses (if claiming expenses) – indicate inclusive date of research activity and accomplished the Summary of Receipts Form

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OVCRI staff

a) Verifies if attachments are complete.
b) Stamps date of receipt on original application form, initials form, and logs entry in log book
c) Photocopies application form and first page of published article (1 copy)
d) Retains original form

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OVCRI staff verifies from website if journal is an ISI listed journal.

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VC-Research and Innovation acts on application.

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Approved

OVCRI sends original form and copy of first page of article and receipts to SF (SF issues PRS).
OVCRI informs faculty of approval thru email.
OVCRI files copy of application form and article.
OVCRI updates records.

Disapproved

OVCRI communicates with applicant (verbally).
OVCRI files copy of application form and article.
OVCRI updates records.