

Non-ISI Conference Subsidy Graduate Students¹

The Office of the Vice-Chancellor for Research and Innovation is now offering subsidy for Graduate Students (who are not doctoral apprentices or part-time faculty) without journal publication/s intending to present papers or posters with full papers in national or international conferences, which are not ISI/SCOPUS indexed. Applicants must have attended any research seminar or workshop prior to application to the non-ISI conference subsidy. Only one author may apply for subsidy. For a multiple-authored paper, all the authors must choose from among themselves the applicant who best qualify for the subsidy and appoint him or her as the primary presenter of the co-authored paper. In this case, the successful applicant is responsible for dividing the combined subsidies among his or her co-authors.

Only three slots are available per term. At least one grant will be given to a qualified applicant from each college per year. Graduate students who are awarded the subsidy in any given term in an academic year may not apply again within the same academic year. Only one grant will be given per conference.

Procedure:

Qualified Graduate students intending to avail of the said conference subsidy must submit the following to the office of the Vice-Chancellor for Research and Innovation at least four (4) weeks before the conference commences.

1. Application form endorsed by the GS Coordinator of his or her department and the Director for Research and Advanced Studies of his or her college, detailing the conference he or she intends to participate in (title of conference, theme, date, place) and the student's progress in course work, thesis or dissertation, to show that the conference dates fall within the graduate student's stay at DLSU .
2. A copy of his or her current EAF as proof of enrollment or diploma, transcript of records or other documents showing date of graduation from DLSU Graduate Programs.
3. A copy of the invitation letter, if available.
4. A copy of the student's curriculum vitae.
5. A copy of certificate of attendance in a research seminar or workshop.
6. Breakdown of projected expenses: visa application fees, airfare or transportation fees, conference fees, board and lodging.

¹This excludes apprentices of the VCRI's Doctoral Apprenticeship Program and part-time faculty members who are also graduate students, who have other funding programs available to them. In exceptional cases, an undergraduate student who is able to comply with the requirements listed above may apply for a conference subsidy, with an additional requirement of submitting a recommendation letter from his or her mentor. In this case, however, the student has to still be enrolled in DLSU at the time of the conference.

7. An official acceptance letter from the conference organizers, if available. (To be submitted later on if this document is not available at the time of application.)
8. If available, the conference program showing the name of the applicant/s as paper presenter/s.

For those who qualify, the following amounts will be given, based on the place of the conference:

- A. Local: up to P4,000
- B. International: up to P8,000

Applications will be reviewed and decided upon by the Vice-Chancellor for Research and Innovation within a week after the complete application documents have been submitted to the Office of the VCRI.

Approved applications will be processed and the applicant will be informed when the cheque is available for pick-up at the Accounting Office. Liquidation of the grant follows the usual Accounting Office procedure.

Within two weeks after the conference, the grantee is required to submit to the Office of the VCRI, copying his or her department GS Coordinator and College RASD, a short report on his or her conference-related activity and a copy of the completed liquidation form submitted to the Accounting Office, together with the certificate of participation and, if not submitted beforehand, a copy of the full or revised paper presented and presentation slides.

Those awarded the grant must submit proof, within 6 months after the conference, that the paper he/she presented has been revised and submitted for publication in a journal.

Those who have been awarded the subsidy but, for some reason, failed to participate in the conference for which he or she applied for the subsidy, must return the funds to the Office of the VCRI, with an accompanying explanation, copying the College RASD and his or her department GS Coordinator. Re-applications from these grantees within the same year, if any, will be decided upon on a case-to-case basis.