



ERDT APPLICATION FOR FACULTY RESEARCH DISSEMINATION GRANT

Family Name (Surname)	First Name	Middle Name
Department/ Institute	Rank Designation	Contact
		Home:
Name of ERDT Advisee		Mobile:
		E-mail:

CONFERENCE: Paper ☐ Poster ☐

Name of Conference: _____

Title of Paper/ Poster: _____

Presenting Author: Yes ☐ No ☐

Date: _____

Venue: _____

Amount Requested: _____

JOURNAL PUBLICATION:

Name of Journal: _____

Title of Paper: _____

Peer Reviewed:

Yes ☐ No ☐

Cost of Publication: _____

Please Attach The Following Documents:

1. Cover letter
2. Letter of Invitation or Acceptance Letter
3. Abstract of Paper
4. Line Item Budget (attach 3 canvasses of rountrip airfare)
5. Itinerary of Travel
6. Co-author/s consent for paper presentation
7. Certification as Adviser of ERDT Scholar (from Graduate office)
8. *If the application is approved please submit **Travel Authority**

Date and Time of Arrival in the country of destination _____

Date and Time of Departure in the country of destination _____

Date:	Requested by:
	Signature of Applicant
Date:	Endorsed by:
	Name and Signature Department Chairman/institute Director

Sample Line-Item Budget (LIB) for ERDT Research Dissemination Grant

	Item/Description	Quantity	Unit Cost (PHP)	Total Cost (PHP)	Source of Quotation (Website/Email Printout)
1	Conference Registration Fee (e.g., Registration Fee for [Conference Name])	1	[Cost]	[Cost]	(Website/Email Printout)
2	Roundtrip Airfare (e.g., Manila to [City], [Airline Name])	1	[Cost]	[Cost]	(Website/Email Printout)
3	Accommodation (e.g., Hotel room, [Hotel Name], [Number] nights)	[Nights]	[Cost/Night]	[Cost]	(Website/Email Printout)
4	Food and Transportation Allowance (e.g., Per Diem allowance for [Number] days)	[Days]	[Cost/Day]	[Cost]	(Website/Email Printout)
Total Amount Requested				[Grand Total]	