Name of Scholar (Last Name, First Name, Middle Name)**: _____**

Degree/Program: _____

Complete Home Address: _____

Contact Number/s: _____

Email address: _____

CONFERENCE: ☐ **Oral Presentation** ☐ **Poster Presentation**

Name of Conference:

_____

_____

Title of Paper:

_____

_____

Host Organization: _____

Date: _____ Venue: _____

Amount Requesting: _____

JOURNAL PUBLICATION:

Name of Journal:

_____

_____

Title of Paper:

_____

_____

Host Organization: _____

Peer Reviewed: ☐ **Yes** ☐ **No**

Cost of Publication: _____

PLEASE ATTACH THE FOLLOWING DOCUMENTS:
1. Letter of Invitation or Acceptance Letter
2. Abstract of Paper
3. Line-Item Budget (LIB)/Breakdown of Expenses in Pesos (Conference Registration Fee, Roundtrip Airfare, Accommodation, Food and Transportation Allowance)
4. Reference of the LIB (print-out from website)

Date: _____   **Requested by:** _____

Name and Signature of Scholar

Date: _____   **Endorsed by:** _____

Name and Signature of Thesis/Dissertation Adviser

Date: _____   **Endorsed by:** _____

Name and Signature of Dept.Chair/Program Coordinator

📋 Compliance Checklist for Scholars

1. Required Documents

- ☐ Request letter addressed to Project Director/Leader
- ☐ Accomplished application form with pertinent information
- ☐ Detailed budgetary requirement
- ☐ Official endorsement from thesis/dissertation adviser
- ☐ Acceptance letter as presenter OR paper publication confirmation from conference organizer/journal/publisher
- ☐ Copy of abstract of research paper to be presented/published
- ☐ Conference brochure or official document showing program of activities and registration fee
- ☐ Canvass of airfare from at least three (3) travel agencies/airline companies
- ☐ Canvass of at least three (3) hotels (maximum rate of a 3-star hotel in the destination)
- ☐ Proof of registration/publication fee
- ☐ Certificate of Legitimate and Non-Predatory Conference/Journal/Publisher
- ☐ Certificate of Liquidation for previously approved SRSF Dissemination Grant (if applicable)

2. Policy References

- ☐ Request for financial assistance must be made **at least one month prior** to the conference (exceptions allowed for justifiable reasons like late notice of acceptance).
- ☐ MS scholars: allowed **1 local + 1 international conference**.
- ☐ PhD scholars: allowed **1 local + 1 international conference + 1 additional (local or international)** if funds remain.
- ☐ Scholars may request assistance for publication fees in refereed technical journals (within scholarship period or up to 1 year after graduation).
- ☐ Certificate of Liquidation must be submitted before succeeding applications.

3. Other Conditions

- ☐ Requests made less than a month before the event must include justification (e.g., late acceptance notice).
- ☐ Applications with incomplete documents or non-compliance with guidelines will be returned without action.
- ☐ Scholars under **non-complying status** are not eligible for the grant.

	Item/Description	Quantity	Unit Cost (PHP)	Total Cost (PHP)	Source of Quotation (Website/Email Printout)
	Sample Line-Item Budget (LIB) for ERDT Research Dissemination Grant				
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)
5	**Other Costs (if applicable)**				
	(e.g., Visa application fee)				
	Total Amount Requested			**[Grand Total]**	