APPLYING FOR RESEARCH & CREATIVE WORK LOAD CREDIT GRANTS
3 UNITS OR LESS WITHOUT PROJECT FUNDING (in lieu of UP Form 67-C1c)

Research/Creative Work Title: ________________________________________________
_____________________________________________________________________________
Project Type: [ ] Research [ ] Creative Work [ ] Textbook Writing
Date of Start: ________________ Date of Expected Completion: ________________
RLC/CWLC units requested (Please check): [ ] 1 unit [ ] 2 units [ ] 3 units
Academic Year: _______________________ Semester: __________________________
Application Status: [ ] New [ ] Renewal from previous semester*

*In case of renewal for the same work, please still fill up the proposal format and indicate the percent of work accomplished when answering Part 1.4.

ABOVE THE PROPOGENT
Nature of Involvement in Project:
[ ] Project Leader [ ] Project Co-Leader [ ] Artist [ ] Author
Last Name: __________________________________________________________________
First Name: __________________________________________________________________
Middle Name: _______________________________________________________________
Contact Nos.: ______________________________ Email Address: __________________
Faculty Position: ______________________________ Rank: _________________________
Nature of Appointment: [ ] Permanent [ ] Temporary
College/Unit: _____________________________ Dept.: _________________________

Regarding the progress report, final report or proof of output of the latest grant of RLC/CWLC, the date of receipt by OVCRD is (MM-DD-YY): _______________________

Recommendig approval:  
(Not a basis for claiming overload honorarium)  
Approved  
(Not a basis for claiming overload honorarium)

Fidel R. Nemenzo, D.Sc.  Benito M. Pacheco, Ph.D.  Michael L. Tan, Ph.D.
Vice- Chancellor for Research and Development  Vice- Chancellor for Academic Affairs  Chancellor

RLC/CWLC total unit/s approved: ________
PROPOSAL FORMAT

PART 1. DETAILS OF THE PROPOSAL (2 or 3 pages, size 12 font, single space)

1.1. Research/Creative Work Agenda Theme or Topic (of the College/Unit) that is most Associated
   - Please refer to the College/Unit research/creative work agenda submitted to the OVCRD

1.2. Objectives
   - Please include the general and specific objectives addressed by the proposed research/creative work.

1.3. Methodology
   - Research/Creative work design describes the systematic plan to obtain the expected output.

1.4. Workplan and Schedule of Activities
   - Critical activities to be undertaken in chronological order for every major research/creative work phase, e.g.:
     ➢ Preparatory/Conceptualization/Development of ideas
     ➢ Data collection/Exploration/Pre-writing/Pre-production
     ➢ Data analysis/Construction/Production/Revision
     ➢ Report writing/ Post-production /Publication /Exhibition/Distribution
   - Kindly indicate the PERCENT OF WORK ACCOMPLISHED (%) in case of renewal (for the same work).

1.5. Expected Output
   - Output may be any of the following:
     ➢ Research project with corresponding technical report
     ➢ Creative work with corresponding permanent documentation
     ➢ Accepted, peer-reviewed article in a national/international journal
     ➢ Creative output in a national/international forum or presentation
     ➢ National policy, regulation, bill, or law with public acknowledgment
     ➢ New patent claim
     ➢ Other, please specify

PART 2. CERTIFICATION

I certify that all information/data in this proposal are true to the best of my knowledge. I understand that a report or proof of output is to be submitted to the OVCRD at the end of the semester or term for which RLC/CWLC is granted and at the end of the project period. I further certify that I have no overdue accountabilities for OVCRD-funded and managed projects.

Signature of Project Leader and Date

PART 3. ENDORSEMENTS

We certify that we have reviewed this application and that the recommended load credit/s was/were pre-assigned based on the College/Unit’s approved Research/Creative Work Agenda for the Academic Year. We further certify that this application complied with the College/Unit’s detailed guidelines and was evaluated by the College Executive Board or equivalent body.

Name and Signature of Dept. Chair/Director and Date    Name and Signature of Dean of College and Date