

# OVCRD Conference RDG Guidelines<sup>1</sup>

## I. Objective

Provide financial support to enable UP Diliman Colleges/Units to host conference which is in line with the University's vision and mission

## II. Coverage of the Grant

- Materials and Other Operating Expenses (MOOE)-type of expenses
- Maximum grant of PhP100,000.00; co-funding from College/Unit or other agency/organization

## III. Application Procedure

- Applications must be submitted in the prescribed format (i.e., using the OVCRD Conference RDG Form #1) and should reach the OVCRD during the scheduled semi-annual application periods: 1<sup>st</sup> week of January and 1<sup>st</sup> week of June.
- 3 sets of the following documents should be submitted with the application:
  - Conference proposal
  - Estimated conference line item budget
  - Tentative schedule of activities

## IV. Conditions

1. Provide OVCRD a brief report on the hosting experience (including results and possible next steps) 30 days after implementation of the conference.
2. Provide OVCRD the liquidation of expenses 30 days after implementation of the conference.

---

<sup>1</sup> Guidelines, application form, and sample budget are patterned after the OVPAA-OIL Constituent Unit Hosted International Conference dated September 2014.