REMINDERS:

1. Please accomplish the **RLC/CWLC Application Form and the Projects List.**

a1) Email the electronic copy of the encoded **RLC/CWLC Application Form and the Projects List**

(as advance copy for efficient processing).

a2) **Print the Application Form and Projects List** for the signatures and for the processing of its recommendation and its approval.

1. Please **attach the Research Contracts or MOA of all the Projects** found in the Projects List

(as proof of the Application).

b1) **Personally-funded projects must also attach corresponding Research Contract** and must be duly endorsed and approved by the College. (Use the OVCRD template, if applicable).

1. Progress Reports for previous semester’s RLC must be submitted to the College for documentation and evaluation of the current RLC/CWLC application