



ATENEO DE DAVAO UNIVERSITY

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In Consortium with Ateneo de Zamboanga University and Xavier University

Office of the President

Memorandum No. 2014-82
18 August 2014

MEMO TO: THE UNIVERSITY COMMUNITY

FROM: FR. JOEL E. TABORA, S.J.
PRESIDENT

A handwritten signature in black ink, appearing to read "Joel Tabora", is written over the printed name of the President.

RE: GUIDELINES FOR PROVISION OF SUPPORT TO
RESEARCH PRESENTATION IN CONFERENCES

At the recommendation of the University Research Council, and the subsequent endorsement of the President's Council last 13 August 2014, I hereby approve the Guidelines for Provision of Support to Research Presentation in Conferences effective immediately:

GUIDELINES FOR PROVISION OF SUPPORT TO RESEARCH PRESENTATION IN CONFERENCES

I. Rationale

The Ateneo de Davao University (ADDU) extends research grants to its members in its efforts toward promoting robust research. In support of the knowledge generation and promotion that propel the initiative to engage in research, university researchers are likewise extended the opportunity to share their research results with fellow academics, practitioners of the field and other stakeholders in settings such as conferences and fora. This is done in recognition of the enriching contribution that exchanges and/or discourses in such occasions bring to the intellectual pursuit as well as the search for truth that goes with research. Moreover, the possibility of meeting individuals whose research interest conforms to one's own may afford opportunity for possible networking or partnership that could advance one's research interest and that of the institution as well. Hence, the travel grant in support of paper presentation in research-related conferences/fora/symposia.

However, the referred travel grant shall not be regarded as an entitlement of the university faculty and other personnel on full-time or regular status. Instead, it is a grant awarded to an applicant whose research is of distinguished excellence in one's discipline and is of significant contribution to the whole body of knowledge that informs the university's pursuit of its mission.

Henceforth, it is in this context that the support of the university for attendance to such conferences/fora/symposia must be viewed.

II. Persons Qualified to Avail of Support

- A. Full-time faculty or other personnel of the university on regular status whose paper for presentation is an off-shoot of an institutional research (internally/externally funded) or an off-shoot of a thesis/dissertation. The paper has not yet been presented in another national/international conference, and;
- B. The concerned faculty or personnel of the university has expressed interest to publish the paper in *Tambara*, or two other journals of the university, or in Indexed journals, or other reputable journals.

III. Component of Travel Grant

The university travel grant shall be comprised of the following:

- A. Registration fee
- B. Transportation for inter- and inner-city travel
- C. Accommodation, applicable for out-of-town venue (for the entire duration of the conference plus one night)
- D. Meals (for the entire duration of the conference plus one night)
- E. Travel insurance
- F. Travel tax
- G. Airport fees
- H. Travel allowance, applicable for international conference (for laundry, medicine, communications, and meals as needed)
- I. *Per diem*, applicable for national conference

The following Table 1 shall serve as guide in determining the actual travel grant to be extended to the qualified applicant.

Table 1

**Guide for Determining Financial Support for Paper Presentation in
Research-Related Conferences**

Items	Asia (1) SEA	Asia (2) South & East Asia	Africa	Europe	USA/Latin, Central & South America	Middle East & Others
Registration	Actual	Actual	Actual	Actual	Actual	Actual
Terminal Fee	Actual	Actual	Actual	Actual	Actual	Actual
Travel Tax	Actual	Actual	Actual	Actual	Actual	Actual
Inner-City Travel (land/sea)	Actual	Actual	Actual	Actual	Actual	Actual
Inter-City Travel (Land, Air* &/or Sea)	Actual	Actual	Actual	Actual	Actual	Actual
Accommodation**	Actual	Actual	Actual	Actual	Actual	Actual
Meals***	Standard	Standard	Standard	Standard	Standard	Standard
Allowance****	\$50	\$50	\$100	\$100	\$100	\$100

* Air Travel should be on standard economy rate.

** Choice of accommodation shall be drawn from the accredited list of the University Finance Office. But if this is not available, the choice especially for foreign venues shall be drawn from the recommended facilities of the conference organizer(s). The overriding consideration in the selection of place of accommodation shall be safety and cost control.

*** For conferences held in the country, the corresponding norm of the Finance Office for meal allowance shall apply. For conferences held outside of the country, standard rate applies (i.e., breakfast - USD 10, lunch - USD 15, and dinner - USD 15; any of the meals covered in the registration/accommodation shall be deducted from the allocation).

**** For conferences held within the country, the corresponding norm of the Finance Office for per diem shall apply. For conferences held outside of the country, the norm on allowance applies. Allowance is intended for contingencies such as medicine, laundry, meals (outside what is covered in the regular item meals) and communication.

Note: All items are subject to liquidation.

IV. Procedures of Availment of Travel Grant

- A. The applicant should submit the following to the University Research Council (URC):
 1. Letter of application for support with endorsement from the unit/school head;
 2. Copy of the final research report;
 3. Copy of the abstract of the paper;
 4. Notice of acceptance of the paper for oral presentation (applicable for international conference to be held outside the country);
 5. Notice of acceptance of the paper for oral and/or poster/e-presentation (applicable for conference located within the country);
 6. Notice of acceptance of paper for publication and/or evidence of action in support of intention for publication from any of the university journals, Indexed journals, or journals from other reputable institutions;
 7. Copy of conference announcement;
 8. Written disclosure of support or no support received from other organizations/persons.

- B. The applicant may be invited by the URC to present before the council the accepted presentation.

- C. The URC shall review the application for support under the following terms:
 1. Should it find the request meritorious and the items included in the request without cause for question, it shall immediately forward the recommendation for approval of the request to the Office of the University President. The applicant shall then be notified of the outcome of the recommendation;
 2. Should it find cause for question, it shall communicate such to the applicant. Once the question(s) are addressed and the URC has arrived at a favorable decision, it shall immediately forward the recommendation for approval of the request to the Office of the University President. The applicant shall then be notified of the outcome of the recommendation;
 3. Should it decide not to grant the request, it shall immediately communicate the decision to the applicant.

V. Return Requirements

The recipient of the travel grant shall submit to the URC a *brief report* upon return that includes the following:

1. *Copy of the presentation in .pdf file;*
2. *Learning and/or insights gained* from the participation that would be useful for the university;
3. *List of individuals and their respective institutions* with whom contacts were made; and,
4. *Summary of liquidation of grant* received (i.e., photocopy of what was submitted to the Finance Office).

The brief report, together with the other return requirements, shall be submitted within fifteen (15) days from the day of arrival.

VI. Penalties and Liabilities

- A. Once the travel grant contract has been executed, and/or necessary payments pertinent to travel has already been made, a cancellation of travel by the grantee for *reasons other than* serious illness and/or untimely demise of the concerned or any member of the grantee's immediate family, and/or force majeure, will result to full indemnification by the grantee of all the advances made by the university pertinent to the approved travel grant;
- B. Failure to present in the appointed conference for *reasons other than* serious illness, untimely demise of the concerned or any member of the grantee's immediate family, and/or force majeure, will result to full indemnification by the grantee of the travel grant, including the cost of the conference registration;
- C. Failure to comply with the return requirements will result to disqualification from availing of future research/publication travel grant;
- D. Failure to return to the university to resume service will result to full indemnification by the grantee of the travel grant including the cost of the conference registration, in addition to whatever liabilities that may be imposed by the university.

VII. Contract

In case of foreign travel, a contract covering the travel grant shall be executed. This shall be signed by the grantee and the University President. The Office of the University Research Services (OURS) shall initiate the preparation of the needed contract.

VIII. Limitations

- A. The URC will give preference to presentation of institutional researches in granting support;
- B. The main proponent/researcher reserves the right to first application for a travel grant for the presentation of the research results. Should the research team decide otherwise such that the co-researcher is allowed first to apply for a travel grant, the main proponent/researcher shall make a written presentation to the URC to this effect;
- C. In the interest of equity in the allocation of resource, no faculty/personnel may apply for foreign travel grant support more than once in an academic year except when so required by the university on account of its mission. Under such case a special mandate from the University President shall be required.

IX. Effectivity Clause

This guideline was approved on the thirteenth (13th) of August Two Thousand Fourteen and shall take effect effective the eighteen (18th) of August Two Thousand Fourteen.

For your information and guidance.

