

*please don't change font-style and size.

Approval Checklist for Research Publication and Presentation for Support and Recognition

ORAL/POSTER PRESENTATION FOR RESEARCH OR RESEARCH CONTEST AWARDS

Title of Entry/Paper											
Authors											
Name of Presenter		Permission from the main author?				Yes		No		NA	
Conference Title											
Conference Venue											
Main Organizer(s)											
Co-Organizer											
Organizer(s) Member of the following Respected Organizations? Note: Beware of predatory conference venue. Refer to the latest R&E manual for revised regulations for guidance.		Professional Organizations in the Philippines (i.e. PICE, GEP, IIEE, etc.)									
		Specialized Society in the Philippines (i.e. Physics Society, etc.)									
		Phil. SUC		Other HEIs in the Phil		HEI Abroad					
		For HEI abroad: Is the HEI/University belongs to top 1000 worldwide?									
		Yes		No		World Rank		QS		THE	
		Government Agencies (i.e. CHED, DTI, DOT, TESDA, DOH, etc.)									
		NGO, specify:									
		Other Organization, name:									
Conference endorsed by						Endorsement No. & Date					
Fill this section if claiming for Incentives for Research/Innovation Award											
The paper was entered for competition		Yes		No, I've learned of the competition at the venue							
Level of competition		Regional		National		International, Philippines Venue				Abroad	
Competition Category		Poster		Oral		Multi-Disciplined?		Yes		No	
How many competition clusters there are		1, Plenary only		2-5 cluster		6-10 cluster		More than 11			
(refer to manual for definition)		Received Award				First/Champion/Most Outstanding Overall		2 nd overall/1 st runner up/Outstanding			
						3 rd overall/2 nd runner up		4 th overall/3 rd runner up			
		First in a cluster		Second in a cluster		Third in a cluster					
How many times this paper has been presented in		Regional		Nat'l		Int'l/Phil		Abroad			
The paper has been published in refereed journal?		Yes/Online		Yes/Printed		No					
What Journal, Vol/Issue No. and date?											
Is there Patentable technology in the paper presented?		Yes		No							
If yes, what is it?		IP Applied for Protection				Yes		No			
I attest to the veracity of the above information											
NAME LASTNAME											
Paper Presenter/Contestant											

RECO REVIEW RECOMMENDATION AND INCENTIVE APPROVAL SHEET											
NAME LASTNAME Dean of College/Campus	Paper is aligned to Presenter's Expertise				Yes		No				
	Presentation will enhance reputation of the College				Yes		No				
	College/Campus Recommendation				Approved		Not Approved				
	Reasons for non-approval:										
NAME LAST NAME Accountant III	Availability of Funds for Incentives/Support				Yes		No				
	Finance Office Recommendation:				Approved		Not Approved				
	Reasons for non-approval:										
	Has complied with SSU submission protocol				Yes		No				
NAME LAST NAME Director, Center	Recommendation for incentive				Approved		Not Approved				
	Reasons for non-approval:										
	Paper matches conference themes				Yes		No				
	Recommendation for Incentives				Approved		Not Approved				
NAME LAST NAME Executive Director for Research	Conference is reputable/legitimate				Yes		No				
	Recommendation for Incentives				Approved		Not Approved				
	Reasons for non-approval:										
	Contributes to the body of knowledge				Yes		No				
NAME LAST NAME VP for Research and Extension	Recommendation for Incentives				Approved		Not Approved				
	Reasons for non-approval:										
	Completeness of supporting documents				Yes		No				

NAME LAST NAME VP for Administration and Finance	Recommendation for Incentive Reasons for non-approval:		Approved Not Approved Note to Cashier's Office: Please do not release payment unless stamped RELEASED by OVPRES.
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Approved:

REDENTOR S. PALENCIA, Ed.D.
University President