

**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**  
College, Laguna

**REPS Development Fund**  
**Travel Assistance/Research Dissemination Grant**

\_\_\_\_\_ Date

1. Name of Applicant: \_\_\_\_\_ Appointment Status: \_\_\_\_\_
2. Unit: \_\_\_\_\_
3. Designation: \_\_\_\_\_
4. Original Date of Appointment: \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Contact Number(s): \_\_\_\_\_
7. Role in the event/activity:
   
 a. Presenter                       b. Participant
8. Name of Event: \_\_\_\_\_
9. Date of Event: \_\_\_\_\_
10. Location/Venue of Event: \_\_\_\_\_
11. Estimated Budgetary Requirement: \_\_\_\_\_

<p>Recommended by:</p> <p>If not permanent, will his/her appointment be renewed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes? For what period?</p> <p>_____</p> <p>_____</p> <p>Immediate Supervisor                      _____ Date</p>	<p>Endorsed by:</p> <p>_____</p> <p>Head of Unit                                      _____ Date</p> <p>_____</p> <p>Dean    _____ Date</p>
<p>Action of the REPS Development Fund Committee:</p> <p>Recommending Approval/Disapproval Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>NATHANIEL C. BANTAYAN</b>                      _____ Date RDFC Chair Vice Chancellor for Research &amp; Extension</p>	<p><b>APPROVED/DISAPPROVED:</b></p> <p>_____</p> <p><b>JOSE V. CAMACHO JR.</b> Chancellor</p> <p>_____ Date</p>

**Requirements:**

1. Letter of request for funding indicating relevance of the presentation/participation to the unit's mandate and the applicant's professional development
2. Letter of invitation/notice of acceptance of paper/poster (for presenter)
3. Letter of invitation or announcement indicating the title of the conference/seminar/workshop/training course, date, place, and time, sponsoring agency and event/course description (for participant)
4. Copy of accepted abstract (for presenter)
5. Copy of program
6. Itemized budget for travel, including other sources and/or financial counterpart of the organizers, if any