

C.1 ENHANCED CREATIVE WORK AND RESEARCH GRANT (ECWRG)

C.1.1 Checklist for Application and Requirements for Clearing in Case of Retirement, Resignation or non-Renewal

| ECWRG APPLICATION AND CLEARING | | | | |
|---|--|--------------------|--|--|
| | Requirements | Attachments | | Instructions to the OVCRD/OVCRE or OVCAA |
| Application | | | | |
| () | ECWRG Application Forms 5.1 and 5.2 | | | OVCRD/ OVCRE (or its equivalent) must check the following upon receipt of application: () No pending report or output in an OVCAA-funded research project () No pending contractual obligations with the CUs |
| Clearing in case of retirement, resignation or non-renewal | | | | |
| () | Letter from the unit to the VPAA endorsed by the Chancellor on the retirement, resignation or non-renewal of the Balik PhD grantee | | | () No pending report or output in an OVCAA-funded research project |

C. 2.2 Checklist for Extension

| ECWRG: REQUEST FOR EXTENSION | | |
|-------------------------------------|---|---|
| | Requirements | Instructions |
| () | Cover Letter addressed to VPAA with strong justification | Must include the following: <ol style="list-style-type: none"> 1. Strong justification 2. Number of months of the extension period 3. Must include the status of publication and what journal will the draft manuscripts be published |
| () | Project Risk Analysis | Must follow the format and be more comprehensive as possible (Identify all the risks and mitigating actions to ensure that the deliverables will be submitted as scheduled) |
| () | Gantt Chart | For the extension period |
| () | Draft output | For Research <ol style="list-style-type: none"> 1. Attach the copy of the draft manuscripts and must show the proper acknowledgement to OVCAA ECWRG For Creative Work <ol style="list-style-type: none"> 1. Attach draft creative work/output and the jurying bodies that will critique the creative work |

Once received, the request and the supporting documents will be referred to AVP Dimalanta and VP Bautista for appropriate action.