



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)

No. 21

Series of 2016

SUBJECT: GUIDELINES FOR CHED SUPPORT FOR THE GRANTS-IN-AID TO UNDERGRADUATE FILIPINO STUDENTS PARTICIPATING IN INTERNATIONAL CONFERENCES AND/OR SEMINARS (GIA-UFSPIC/S)

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as "Higher Education Act of 1994", and by virtue of Commission en banc Resolution No. 750-2015 dated December 14-15, 2015, the Commission hereby adopts and promulgates these Guidelines for CHED support for the Grants-in-Aid to Undergraduate Students Participating in International Conferences and/or Seminars (GIA-UFSPIC/S).

Article I
Rationale and Objectives

The Commission on Higher Education (CHED) recognizes that international exposure and worldwide access to education create opportunities for our students to be globally competitive and have the ability to cope with the rapid demands of the changing world. With the continuing increase in students' participation in cross border education, international conferences and/or seminars have become instruments in our students' learning process. They provide excellent training grounds for students to enhance their skills, access to cross-cultural learning environments and avenues to foster friendships and networks. The Commission recognizes its role in ensuring that the same are available to all deserving Filipino students.

The dissemination of knowledge on a global scale has the potential to transform students' lives in significant ways. International conferences and/or seminars facilitate access to knowledge without the constraints by the traditional methods. Progressive universities and countries are reaping the benefits of globalization, which is the most important and game-changing trend in higher education today.

International conferences and/or seminars allow students to socialize with students from institutions in other countries and provide them with the opportunity to exchange ideas, share resources, participate in debates, develop friendships, and increase their awareness of new trends happening in their areas of interest.

International conferences and/or seminars entail expenses for plane tickets, accommodation, registration fees, among others. This is the reason why not all students can afford to attend international conferences and/or seminars.

The CHED has the mandate to develop and promote policies, systems, procedures and programs that help widen access of undergraduate students to international conferences and seminars. The same is parallel with the directive of the Office of Student Development and Services (OSDS) to set up a system of grants and other incentives which shall be accessible to deserving students in public and private higher education institutions. Thus, this CHED Memorandum Order aims to:

1. provide guidelines for the processing of applications for undergraduate Filipino students' participation in international conferences and/or seminars;
2. provide financial assistance to enable undergraduate students to participate in international conferences and/or seminars;
3. provide opportunities for undergraduate students to be exposed to international perspectives; and
4. ensure the safety and compliance with legal processes of undergraduate students participating in international conferences and/or seminars.

Article II Definition of Terms

1. **Accommodation** refers to the lodging or temporary sleeping quarters of the grantee during the international conference and/or seminar, including food and water expenses.
2. **Applicant** is a natural born Filipino citizen who is currently enrolled in a Philippine Higher Education Institution (HEI) and endorsed by his/her respective HEI.
3. **Certificate of Attendance/Participation** refers to the document attesting that the undergraduate student officially attended and participated in the international conference and/or seminar.
4. **Cross-border Education** *refers to the movement of people, programmes, providers, curricula, projects, research and services in tertiary (or higher) education across national jurisdictional borders.* It is a subset of educational internationalisation and can be part of development cooperation projects, academic exchange programmes and commercial initiatives. (OECD AND IBRD/THE WORLD BANK 2007)
5. **Grantee** is a qualified applicant permitted to receive CHED subsidy for his/her participation in international conferences and/or seminars.
6. **Grantor** refers to the Commission on Higher Education with allotted budget for the grants of the qualified undergraduate students participating in international conferences and/or seminars.
7. **International Conference and/or Seminar** is an international formal event with topics aimed at enriching knowledge, skills, attitudes and values of students from diverse countries.

8. **Participation** is the involvement, association, or contribution of students in international conferences and/or seminars.
9. **Registration Fee** is the payment collected by the legitimate, academic/professional/civic organization to cover their expenses in organizing the international conferences and/or seminars.
10. **Sending Higher Education Institution** is a school duly recognized to offer tertiary education programs wherein the grantee is enrolled.
11. **Transportation** refers to public vehicles used by the grantee in moving from one place to another such as, but not limited to, taxi cabs, buses, airplanes and ferry boats.
12. **Transportation allowance** refers to the expenses incurred from the grantee's origin to the venue of the international conference and back via an aircraft, boat/ship, bus, taxi or jeepney subject to liquidation required by the Commission on Audit.

Article III Scope and Coverage

This CMO shall cover Filipino undergraduate students currently enrolled in public and private Philippine HEIs with duly recognized/authorized programs.

To be qualified for grant of financial assistance for international conferences and/or seminars, the undergraduate student must be:

1. 18-30 years old;
2. Currently enrolled in a Philippine HEI;
3. With good moral character and academic standing;
4. Endorsed by the concerned HEI President or his/her duly authorized representative;
5. Insured for international travel; and
6. Fit to travel as certified by a medical doctor of the HEI.

Article IV Implementing Guidelines and Procedures

Application and Processing

1. Applicant undergraduate student must submit an application to his/her respective HEI.



2. The HEI will screen and endorse their nominees to OSDS through a CHED Regional Office (CHEDRO) three (3) months before the scheduled event together with the following requirements:
 - a. Duly accomplished application form (*see "Annex A" – Application Form*);
 - b. Letter of endorsement/recommendation by the head of the institution or authorized representative where applicant is enrolled including a statement that the concerned undergraduate student is covered by insurance for international travel;
 - c. Details of the International Conference and/or Seminar that must enhance academic/leadership skills of the concerned applicant (brochure);
 - d. Photocopy of the application to the international conference and proof of acceptance;
 - e. Photocopy of the paper to be presented at the international conference (if applicable);
 - f. Details of estimated financial assistance to cover registration, transportation and accommodation;
 - g. Medical Certificate; and
 - h. Copy of the Contract between the CHED, HEI, Parent/Guardian, and Undergraduate Student Applicant duly signed by the applicant, parent of the applicant and HEI; (*see "Annex B" – Contract*).
3. The CHEDRO will review the submitted documents and upon satisfaction that the same comply with the requirements, shall endorse the same to OSDS; (*see "Annex C" - Checklist of Documentary Requirements*).
4. OSDS will review the application and check the legitimacy of the conference and/or seminar in coordination with International Affairs Staff (IAS) and, if found in order, will submit a request for the *Approval of Malacañang*.
5. Upon approval of Malacañang, OSDS will process the release of grants and transfer funds to the CHEDRO;
6. The CHEDRO will release the approved amount to the grantee;
7. OSDS will endorse the grantee to the Bureau of Immigration for clearance, copy furnished the DFA and the CHEDRO.

Article V Responsibilities of the Parties

Applicant/Grantee must:

1. Strictly follow the deadline for submission of application documents specified in Article IV, to give CHED ample time to process the application;
2. Prepare plans on how to fund the rest of the expenses and obtain counterpart funding from other sources in the event that the grant is not sufficient;
3. Submit an application with complete documentary requirements to his/her HEI;
4. Attend the sessions diligently; and
5. Return to the Philippines after completion of the conference and/or seminar attended;

6. Submit to the CHEDRO through his/her sending HEI, within thirty (30) days upon return from the activity, the following documents in both hard and electronic copy, for liquidation:
 - a. Proof of his/her participation or Photocopy of Conference and/or Seminar Organizer's Certification or Certificate of Attendance/Participation from the organizer given to the concerned grantee;
 - b. Original tickets, boarding passes and bills/receipts (no substitute for the original boarding passes);
 - c. Itinerary of travel and Certification of Travel Completed;
 - d. A travel report containing observations, learning experiences, highlight of the conference, and seminar group photos, evaluation/recommendation as to the benefits derived from attending the international conference/seminar, etc.; and
 - e. Contract;
7. Re-echo the international conference and/or seminar learnings to his/her HEI; and
8. Reimburse CHED the total assistance released to him/her in case he/she fails to attend the conference.

Parent/Guardian/Spouse must:

1. Give full support to the attendance of the grantee in the international conference and/or seminar;
2. Co-sign the contract to manifest approval or consent to the participation of their child/spouse;
3. Reimburse the amount of assistance released by the grantor in the event that the student fails to liquidate the expenses;
4. Reimburse the assistance released to the grantee in case of breach of the contract; and
5. Reimburse the outstanding unliquidated report and required official receipts within one (1) month after the conference.

Higher Education Institution (HEI) must:

1. Nominate and endorse qualified applicant to CHEDRO together with the appropriate documents required;
2. Determine the legitimacy of the international conference and/or seminar;
3. Not charge any application fee for the processing of the documents;
4. Provide the appropriate student services such as but not limited to screening of the applicants, providing copy of insurance coverage of the undergraduate students, assurance for the completeness of the undergraduate student's application together with the health condition of the undergraduate student;
5. Assist undergraduate students for the travel arrangements, e.g. ticket, hotel reservation, VISA requirements, and pre-departure orientation, among others;
6. Provide support for the undergraduate student's paper presentation (if applicable);

7. Monitor the participating undergraduate students with regard to their itinerary;
8. Be responsible for the submission of grantee's complete documents, travel report and report in the re-echoing of the international conference and/or seminar attended to his/her HEI (The supporting documents should not be limited to pictures and attendance sheet. These should be submitted within thirty (30) days upon return from the conference to CHEDRO);
9. Ensure the return of the undergraduate student to the Philippines after completion of the seminar attended; and
10. Ensure that the grantee re-echo the international conference and/or seminar learnings attended to his/her HEI's students and submit a report thereof to CHED Regional Office.

CHED Regional Office shall:

1. Conduct a regional orientation on the provisions of these guidelines for the HEIs;
2. Ensure that the sending HEI submits complete documentary requirements of the grantee on time;
3. Not be responsible for the late receipt of application due to postal delay or loss in postal transit, etc.;
4. Submit the complete application to OSDS for the processing of fund transfer;
5. Release the subsidy directly to the applicant/grantee;
6. Require the grantee through his/her HEI to submit documents and travel report within 30 days upon return from the conference; and
7. Submit report to the Executive Office and HEDF through the OSDS on the status of fund transfer.

CHED, through the Office of Student Development and Services, shall:

1. Review the documents submitted;
2. Check and validate the legitimacy of the conference and its suitability to the program wherein the undergraduate student is enrolled in coordination with the International Affairs Staff (IAS);
3. Endorse the application and other supporting documents to Malacañang for approval;
4. Process the approval of the grant and transfer the same including supporting documents to the concerned CHEDRO; and
5. Endorse the grantee to the Bureau of Immigration.



Article VI Funding

Slot Allocation

1. For the initial year of implementation, the Commission shall allocate Two Million Four Hundred Thousand Pesos (PhP2,400,000.00) at One Hundred Fifty Thousand Pesos (PhP150,000.00) per Region covering sixteen (16) regions. Each applicant will be given a maximum of Seventy-Five Thousand Pesos (PhP 75,000.00) based on the following:
 - a) Registration (exclusive of Daily Subsistence Allowance) fee not to exceed PhP 15,000.00
 - b) Daily subsistence allowance based on UNDP rates
 - c) Roundtrip economy airfare not to exceed PhP 50,000.00
 - d) Pre-travel allowance of PhP 1,500.00
2. Each allocation per region must be utilized before the end of August. However, unutilized slot allocations beyond the said period will be reallocated to other regions with high numbers of applications;
3. An annual slot of P150,000.00 per region shall be given to the most deserving undergraduate students, based on the following:
 - a) Type of institution;
 - b) Seminar's impact on economic growth;
 - c) Venue of the conference and/or seminar preferably in a country with a bilateral agreement with the Philippines;
 - d) Relevance of the seminar and/or conference to the degree program of the undergraduate student;
 - e) Academic and co-curricular performance of the undergraduate student as certified by the HEI;
 - f) Accreditation of the program where the undergraduate student is enrolled or CHED equivalent; and
 - g) Student population.

Article VII Liquidation

The grantee and HEI concerned shall comply with the existing accounting and auditing rules and regulations.



Article VIII Violations

Any HEI and Grantee that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Article IX.

1. Higher Education Institutions

- Submission of fabricated documents;
- Endorsing the undergraduate student in invalid/unrelated/inappropriate conference and/or seminar;
- Failure to provide assistance to undergraduate students who will attend the international conference and/or seminar;
- Failure to monitor welfare of participating undergraduate student; and/or
- Failure to submit the required reports/documents of the undergraduate students for liquidation.

2. Grantees

- Submission of fabricated documents;
- Non-attendance in or Non-completion of the conference and/or seminar;
- Failure to return within the authorized itinerary without prior approval;
- Violation of the rules, regulations and/or law of the host country; and/or
- Failure to comply with the liquidation requirements.

Article IX Sanctions

In order to ensure compliance with the policies and guidelines stated in this CMO, the Commission en Banc (CEB) may, upon recommendation of the CHED Legal and Legislative Service (LLS), impose the following sanctions on HEIs depending on the nature and seriousness of any violation that they have committed under Article VIII.

1. Written reprimand, with a warning that repeated or persistent violations of these regulations and guidelines may result in the suspension of HEI's right to send qualified students to participate in international conferences and/or seminars;
2. Downgrading of Government Recognition to permit status or grant of Autonomous to Deregulated status, COE to COD status;
3. Filing of appropriate administrative and criminal case.
4. Any student applicant/grantee found guilty of committing violations specified in Article VIII of these guidelines may be subjected to sanctions in accordance with the concerned HEI's rules and regulations.

**Article X
Provision on Due Process**

Any violation shall be dealt with, with observance of due process before imposition of sanctions upon recommendation of the CHEDROs and CHED Legal and Legislative Service (LLS).

1. Upon receipt by CHEDROs/OSDS CHED Central Office of complaints or reports of violations, the same shall be immediately referred to the CHED Chairperson, through the Executive Director, who shall then order the CHED LLS and other concerned offices to conduct an investigation on said complaints/reports for appropriate action, following prescribed procedures.
2. The HEI, while under investigation for alleged violations of these guidelines, may be suspended from sending students to participate in international conferences and/or seminars by the CHED Chairperson.

**Article XII
Effectivity**

These guidelines shall take effect fifteen (15) days after publication in a newspaper of general circulation or the Official Gazette and Office of National Registrar, U.P. Law Center, and should be observed by all HEIs starting Academic Year (AY) 2016-2017. These guidelines shall remain in force and effect until revoked or amended.

Immediate dissemination of this CMO is hereby enjoined.

Issued this 19 of April 2016, Quezon City, Philippines.



PATRICIA B. LICUANAN, Ph.D.
Chairperson



Republic of the Philippines
Office of the President
Commission on Higher Education
Office of Student Development and Services

"Annex A"

**Grants-in-Aid to Undergraduate Students Participating in International
Conferences and/or Seminars (GIA-UFSPIC/S)**



Application Form

_____ **Last Name** _____ **Given Name** _____ **Middle Name** _____

Gender: _____ Age: _____ Date of Birth: _____ e-mail address: _____

Postal /Home Address: _____

Telephone or Mobile Phone Number/s: _____

University / College: _____ Program (Area of Study): _____ Year of Study: _____

Professor or Academic Advisor who can provide a reference:
e-mail address: _____ Contact Number: _____

Name of International Conference and/or Seminar: _____

Theme: _____

Location (complete address of the conference): _____

Inclusive dates: _____

Sponsors (if applicable): _____ Relationship: _____ Amount: _____

FINANCIAL PROPOSAL

Estimated Expenses:

Registration Fees: _____	Transportation	By Land	_____
Accommodation: _____		By Sea	_____
		By Air	_____

Estimated Total Expenses: _____

Applicant Signature: _____ Date: _____

Recommending Approval:
(name and signature of Adviser / Dean) _____ Date: _____

Contact person in case of emergency

Name: _____ Relationship: _____

Contact Numbers: _____

Address: _____

Please answer briefly:

- 1.) How will the conference enhance your academic/leadership strength or develop your skills and abilities to be a globally competitive person you envision?
- 2.) Describe your past and current extra curricular activities, including community service and other involvement.
- 3.) List of membership in organizations (please indicate position)

(Please use the back sheet or provide extra sheet for your answer)



SAMPLE CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This Contract for CHED SUPPORT FOR THE GRANTS-IN-AID TO UNDERGRADUATE FILIPINO STUDENTS PARTICIPATING IN INTERNATIONAL CONFERENCES AND/OR SEMINARS (GIA-UFSPIC/S) entered (date) at Quezon City, Philippines between:

The Commission on Higher Education (CHED), a government agency created pursuant to R.A. 7722 with principal address at Higher Education Development Center Bldg., C.P. Garcia Avenue, UP-Diliman, Quezon City, represented herein by its Chairperson, DR. PATRICIA B. LICUANAN and herein referred to as the 'GRANTOR';

- and -

Name of Student, of legal age, Filipino and residing at, Philippines, herein referred to as the "GRANTEE";

- and -

Name of HEI, a higher education institution duly authorized to offer tertiary education, with principal address at, represented herein by its President, hereinafter referred to as the "SENDING INSTITUTION"

WITNESSETH, that:

WHEREAS, Section 8 R.A. No. 7722 otherwise known as the Higher Education Act mandates the Commission on Higher Education (CHED) to take appropriate steps to ensure that education shall be accessible to all and ensure and protect academic freedom for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high level professionals and the enrichment of historical and cultural heritage.

WHEREAS, CHED Memorandum Order No. __, series 201_ provides guidelines for the processing of the application for students' participation international conferences and/or seminars;

WHEREAS, CHED allotted (P_____) from the Higher Education Development Fund (HEDF) for this program;

WHEREAS, the Grantee must apply through the Higher Education Institution where they are currently enrolled;

WHEREAS, the Higher Education Institution must immediately screen and evaluate the applications and send the same to CHED Regional Office;



WHEREAS, ~~CHED~~ after having considered the merits of the application, CHED is committed to provide financial support as part of its development programs to nurture/enhance our students;

WHEREAS, the HIGHER EDUCATION INSTITUTION having been supportive to this commitment of CHED, is ready, able and willing to send its students to the international conference and/or seminars through this program, subject to the terms and conditions specified in the Contract;

NOW, THEREFORE, for and in consideration of the foregoing and the stipulations herein set forth, the parties hereby agree on the following:

Section 1. CHED RESPONSIBILITIES:

- 1.1 CHED shall ensure that all the appropriate documents under CMO No. ____, s. ____ must be submitted by the grantee through his/her HEI for the processing of the amount needed for his/her participation to the international conference and/or seminar together with the following:
 - 1.1.1 Duly accomplished application form;
 - 1.1.2 Letter of endorsement/recommendation by the head of the institution or authorized representative where applicant is enrolled including statement that the concerned student is covered by insurance for international travel;
 - 1.1.3 Details of the International Conference and/or Seminar that must enhance academic/leadership skills of concerned applicant (brochure);
 - 1.1.4 Photocopy of the application to the international conference and proof of acceptance;
 - 1.1.5 Photocopy of the paper to be presented at the international conference (if available);
 - 1.1.6 Details of estimated financial assistance to cover registration, transportation and accommodation);
 - 1.1.7 Medical Certificate.
- 1.2 CHED ensures that the conference and/or seminar to be attended by the student is legitimate;
- 1.3 CHED guarantees the validity of the travel of the students through the approval of the Malacañang;
- 1.4 CHED commits to release a total of _____ or _____ to the GRANTEE for the following expenses:

- breakdown of expenses-



- 1.5 CHED shall require the GRANTEE to submit to CHEDRO through his/her sending HEI within 30 days upon return from the activity, the following documents both in hard and electronic copy for liquidation:
 - 1.5.1 Proof of his/her participation or Photocopy of Conference and/or Seminar Organizer's Certification or Certificate of Attendance/Participation from the organizer given to the concerned grantee;
 - 1.5.2 Original tickets, boarding passes and bills/receipts (no substitute for the original boarding passes);
 - 1.5.3 Itinerary of travel and Certification of Travel Completed;
 - 1.5.4 A travel report containing observations, learning experiences, highlight of the conference, and seminar group photos, evaluation/recommendation as to the benefits derived from attending the international conference/seminar, etc.; and
 - 1.5.5 Contract
- 1.4 CHED shall monitor compliance by the GRANTEE to the terms and conditions of this Contract.

Section 2. HIGHER EDUCATION INSTITUTION (HEI) RESPONSIBILITIES

The HEI has the following responsibilities:

- 2.1 Nominates and endorses qualified applicant to CHED Regional Office together with the appropriate documents required stipulated in CMO No. __, s. _____;
- 2.2 Determines the legitimacy of the international conference and/or seminar;
- 2.3 Not charge any application fee for the processing of documents;
- 2.4 Provides the appropriate student services such as but not limited to screening of the applicants, providing copy of insurance coverage of the students, assistance in preparing travel documents and assurance for the completeness of the students applications together with the health condition of the student;
- 2.5 Assists students for the travel arrangements, e.g. ticket, hotel reservation, VISA requirements, and pre-departure orientation, among others;
- 2.6 Provides support on the student's paper presentation (if applicable);
- 2.7 Monitors the participating students with regard to their itinerary;
- 2.8 Submits complete documents and travel report of the grantee within 30 days upon return from the conference to CHEDRO;
- 2.9 Ensures the return of the student to the Philippines after completion of the seminar attended; and
- 2.10 Ensures that the grantee re-echo the international conference and/or seminar learnings attended to his/her HEI's students.



Section 3. PARENT OR GUARDIAN RESPONSIBILITIES

The concerned parent or guardian has the following responsibilities:

- 3.1 Gives full support to the attendance of the grantee to the international conference and/or seminar;
- 3.2 Guarantees the return of the student to the Philippines after completion of the seminar attended;
- 3.2 Reimburses the amount of assistance released by the GRANTOR in the event that the student fails to liquidate the expenses as specified in Section 1.4 of this contract;
- 3.3 Reimburse the assistance released to the grantee in case of breach under Section 4.4 of this contract
- 3.4 Reimburse the outstanding unliquidated report and required official receipts within one (1) month after the conference.

Section 4. GRANTEE'S OBLIGATION/RESPONSIBILITIES

The grantee has the following responsibilities:

- 4.1 Represents and warrants that he/she will attend the international conference and/or seminar: (title of the conference) to be held in (address/location) on (date).
- 4.2 Submits to CHED through his/her HEI the appropriate documents required as stipulated in CMO No. __ , s. ____ for the processing of the application and the amount needed for his participation to the conference specified under Section 1.4 of this Contract.
- 4.3 Arranges and performs booking for his travel and coordinates with the conference organizers and his/her HEI;
- 4.4 Returns to the Philippines after completion of the seminar attended;
- 4.5 Submits to CHED Regional Office through his/her HEI within 30 days upon his return from the conference proofs/documents relative to his travel grant as indicated in Section 1.4 of this Contract;
- 4.6 Re-echoes international conference and/or seminar learnings to his/her HEI; and
- 4.7 Reimburses CHED the total assistance released to him in case he fails to attend the conference.

Section 5. GRANT USE

- 5.1 The amount granted shall be spent only for the expenses covered by this Contract.
- 5.2 The GRANTEE must understand that the GRANTOR is not liable for any amount in excess of the Grant. Thus, any and all expenses in excess of the Grant relative to his/her participation in the international conference and/or seminar shall be shouldered by the GRANTEE.

Section 6. AMENDMENTS

The parties hereto, upon mutual consent, may amend or modify this Contract by or through an addendum signed by all parties which shall form an integral part hereof.

IN WITNESS WHEREOF, the parties hereto have signed this Contract this _____ day of _____ at _____.

COMMISSION ON HIGHER EDUCATION
By:

SENDING INSTITUTION
By:

PATRICIA B. LICUANAN, Ph.D.
Chairperson

President of HEI

Student/Grantee

Signed in the Presence of:

ENGR. RONALDO A. LIVETA, CESE
Director

(Parent or Guardian of Grantee)

CERTIFIED FUNDS AVAILABLE:

Accountant



"Annex C"

Per CMO No. __, s. 2015, Guidelines for CHed Support For The Grants-In-Aid To Undergraduate Filipino Students Participating In International Conferences and/or Seminars (GIA-UFSPIC/S)

Check List of Documentary Requirements for GIA-UFSPIC/S

Documentary Requirements	Complied	Remarks
1. Letter of endorsement/ recommendation by the head of the institution or authorized representative where applicant is enrolled		
2. Original Copy of the Contract between CHED, HEI and Student Applicant duly signed by the applicant, parent of the applicant and HEI		
3. Duly accomplished application form		
4. Details of the International Conference and/or Seminar or brochure		
5. Photocopy of the application to the international conference and proof of acceptance		
6. Photocopy of the paper to be presented at the international conference (if applicable)		
7. Copy of insurance		
8. Medical Certificate		

Evaluated by:

Reviewed by:

Recommended for approval:

_____ Position

_____ Position

_____ Position



Process Flow

Grants-in-Aid to Undergraduate Students Participating in International Conferences and/or Seminars (GIA-UFSPIC/S) per CMO No. __ s. 2015

