

GUIDELINES FOR THE RESEARCH RESOURCE GENERATION INCENTIVE

Definition

The resource generation incentive is given to a faculty or staff of the Cagayan State University who generated an amount to finance an externally funded research and development project. He/she is awarded an amount in accordance with the resource generation incentive.

Who may Qualify

Faculty member or staff of CSU who is responsible in proposing (preparing the proposal), applying, defending, revising/finalizing and caused the approval of the proposal.

Supporting Documents

- Letter and Filled-up Application Form
- Approved Proposal (including the line item budget)
- Certification from the Cashier of the amount generated
- Duly signed and notarized Memorandum of Agreement by parties
- Special Order to conduct the study

For succeeding tranches:

Letter of request for the incentive

Progress report

Certificate from the Cashier of the downloaded amount of the tranche applied for

Lack of any of the above documents shall disqualify from the incentive.

Amount of Incentive

One percent base on tranche only that is received by University.

When to Award

Upon submission of the required documents indicated above during the implementation of the project for the first tranche.

Source of Fund

Subject to accounting rules and regulations, the incentive may come from the administrative cost of the project, GAA fund or Fund 164

Approved:

URDUJAH A. TEJADA, PhD, CESO II
President





R e p u b l i c o f t h e P h i l i p p i n e s
CAGAYAN STATE UNIVERSITY
 Caritan, Tuguegarao City, Cagayan

Application Form
RESOURCE GENERATION INCENTIVE

Applicant's Name:		College/Office/Unit/ Campus:	
Position:		Status of Appointment:	
Title of Program/Project/Study :			
Position in the Program/Project/Study:			
Co-Researchers (please indicate if project/study leader) and Field of Specialization:			
Date Approved:		Type of Research: ___ Basic ___ Applied ___ Developmental	
Generated Fund Information:			
Source of Fund:			
Total Amount Approved for the Project		Amount transferred for the Project/tranche:	
		Date: _____ Tranche: _____	
Number of Tranches: _____			
Amount: First tranche: _____ Third tranche: _____			
Second tranche: _____ TOTAL: _____			
Attachments: <i>(Please submit in duplicate copies)</i> <input type="checkbox"/> Letter request for incentive noted by the immediate supervisor and Budget Officer <input type="checkbox"/> Filled-up Application Form <input type="checkbox"/> Proposal (including the line item budget) <input type="checkbox"/> Certification from the Cashier of the amount generated <input type="checkbox"/> Memorandum of Agreement <input type="checkbox"/> Special order to conduct the study			

Applicant's signature			
For RDE use			
Amount of Incentive		Remarks	
Reviewed by:			
_____		_____	
Director of Research		Director of Extension	
Budget Officer			
Recommended by			
JUNEL B. GUZMAN, Ph.D. Vice President for RDE			
Approved:			
URDUJAH A. TEJADA, Ph.D., CESO II University President			