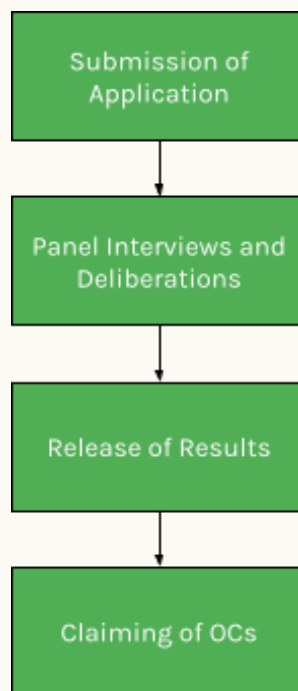




## SOSE Sanggunian Academic Subsidy Guidelines For School Year 2020-2021

The **SOSE Sanggunian Academic Subsidy System** is a service of the SOSE Sanggunian, in cooperation with the SOSE Dean's Office. The subsidy system aims to empower the students by creating an avenue to help them develop their projects, theses, research, or any other major academic requirements through the subsidization of their expenses.

### APPLICATION PROCESS



### APPLICATION REQUIREMENTS

All current undergraduate students and student groups of the School of Science & Engineering are eligible to apply. At the date of application, the applicants must be enrolled in the class where the thesis/project/research is a requirement.

### FOR SCHOLARS

Any applicant who is a scholar of any type, either applying as an individual or as a member of a group of applicants, must also individually fill out the Confidential Scholar Information Form and submit as a hard copy **ONLY** in a sealed envelope with their name, course, and title of project, thesis, or research. This document may be submitted either with the application kit or separately from the kit. **Do NOT email this form.**



## APPLICATION PACKET

Aside from the filled out [SOSE SAS 2020-2021 Wave 2 Application Form](#), the student/group must obtain OTHER pertinent forms from the [Wave 2 Application Packet](#) (also specified in the Application form for easier access)

The application kit must include the following documents:

1. The Code of Accountability signed by all applicants of the subsidy;
2. (FOR SCHOLARS) A filled out copy of the Confidential Scholars Information Form;
3. Line Item Budget
4. (OPTIONAL) Other documents which may clarify/add substance to the application.

It is recommended that before applying for a subsidy that each thesis group first communicate with the different departments in the Loyola Schools and ask if the needed materials, reagents, instruments, software, or viable substitutes are available from the department for procurement.

The applicants must complete a Panel Screening to be scheduled after the receipt of the application. Potential grantees must present their plans in full and entertain questions from the panel. Not all members of a thesis group have to present for the interview. However, please make sure that those who do attend have sufficient knowledge on your research.

## GUIDELINES FOR PANEL SCREENING

The Panel Screening will be held online via Zoom, It will be scheduled according to the available date and times for screening (to be sent after filling out the [Application Form](#)). The duration of Panel Screening will hold for 30 minutes, including in this time frame is the strict 7-minute presentation proper. However, if needed, more time may be needed to fully address all concerns regarding the project.

The slide deck must include the following:

1. A brief Abstract or Introduction to the research
2. Significance of the Study
3. Line Item Budget
  - a. With supporting details regarding:
    - i. Name/Nature of expenses
    - ii. Quantity
    - iii. Cost per piece
    - iv. Source or Supplier
    - v. Rationale for use (which section of the methodology)
    - vi. Total Projected Expenses

**Submit all slide deck through your respective folders in this link:**

<https://bit.ly/SASInfoSOSEWave2>



Please note that to respect the time and schedules of the professors and instructors who will be conducting the interviews, slots for these will be assigned. If any conflicts arise, we request that you try to accommodate the slot given to you.

## APPLICATION EVALUATION

For the evaluators to render a decision on the subsidy request, the students will be assessed by a panel that may be composed of the following members:

1. The School of Science & Engineering Representative and its Finance Unit, or his/her designate,
2. A representative from the Sanggunian Department of Budget and Management or the direct representatives of SOSE Sanggunian to the Department, the Finance Unit of SOSE Sanggunian.
3. The department chair of the applicants or a member of the faculty of the School of Science & Engineering,
4. Mr. Christopher K. Peabody, the Representative of the SOSE Dean,
5. Representative from the SOSE Dean's Office or the SOSE Dean herself/himself.

The panel may opt to invite additional members as it may deem necessary.

The criteria for evaluation shall be as follows:

Criterion	Qualitative Description	Percentage
<b>Financial Need</b>	The applicants must demonstrate that the subsidy is necessary to carry out the requirement.	40%
<b>Relevance and Impact</b>	The requirement addresses an important problem or critical barrier to progress in the field.	40%
<b>Clarity</b>	The students have clearly identified and demonstrated the relevance of their research. They have also sufficiently backed up their need for financial assistance by answering all follow-up questions by the panel during the defense with mastery, showing a complete breakdown of their expenses and ways to efficiently utilize the subsidy that may be given, and elaborating details through the application forms and presentation proper.	10%
<b>Potential</b>	The panelists and SAS committee have seen how this can benefit the School of Science & Engineering and how the research can open new points of interest for research within the Ateneo community.	10%



## DISPOSITION OF FINANCIAL GRANTS

A grant of not more than **Php 30,000** shall be provided for qualified applicants. Should the expenses specified in the request for a grant be lower than the subsidy the proposal qualifies for, the proposal shall receive a grant covering only the expenses provided. The panel has the right to withhold subsidy to any specific items in the subsidy proposal if the panel, after screening the line item budget with the applicant/s, deems that a particular item to be unnecessary, lacks the rationale behind the need or if it's entirely outside the scope of the subsidy.

Applicants may only apply once for the whole school year. However, it is possible to amend applications for less than **Php 30,000** after allocation, if there is a justifiable change or increase in costs, by writing a request letter co-signed by your thesis adviser, and sent to the SOSE Sanggunian Academic Subsidy Committee, through the SOSE Dean's Office. This will be subjected to the resources available, depending on the number of applicants throughout the entire school year.

Qualified applicants are **required to be oriented with the financial procedures** regarding the liquidation of the grants. Note also that failure to liquidate receipts by the deadline will prevent the grantees from graduating.

## PREROGATIVES OF SOSE SANGGUNIAN

The financial assistance of the Sanggunian must be acknowledged in the requirement. In final papers, both the Sanggunian Academic Subsidy System, and SOSE Sanggunian should be acknowledged. In other outputs, the SOSE Sanggunian's logo may be used. The acknowledgement should specify that the Sanggunian Academic Subsidy is derived from funds contributed by the Loyola Schools student body.

Applicants must also be willing to write a brief article (5000 CWS) based on the abstract or relevance of their thesis to be added as an entry in the SOSE Newsletter. Students should also be accommodating when tapped by SOSE Sanggunian for assistance in its projects.

The applicant's requirements shall be subject to the Loyola School's rules and policies on academic requirements. The panel reserves the right to withdraw or withhold assistance should the thesis be proven to have violated the standards of the Loyola Schools for academic submissions.

Each applicant shall send a copy of their final thesis dissertation to the office of the SOSE Dean as part of the requirements.



## CALENDAR FOR THE SECOND WAVE OF APPLICATIONS

Application Period For Wave (SY 2020-2021)	Panel Screenings	Release of Results
February 22 to March 15* (or March 20 if Extension is deemed necessary)	Rolling Panels	First Week of May 2021 (Tentative)

\*Schedule may be subject to change depending on the number of applicants.