



SOH Sanggunian Academic Subsidy Guidelines

The SOH Sanggunian Academic Subsidy Program is a service of the SOH Sanggunian that aims to strengthen the Sanggunian's relations with its constituency and empower them by providing them financial support or the subsidization of their expenses for academic endeavors such as thesis projects, class projects, researches.

Application Process



ELIGIBILITY OF APPLICANTS

All current undergraduate students and student groups of the School of Humanities 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.

NATURE OF ACTIVITIES

The SOH SAS caters to following endeavors:

- a. Thesis/Research (e.g. "Habermas on Modern Law: "An Exposition and a Short Analysis in light of Two Philippine Laws")



- b. Projects (e.g. Freedom of Information Initiative, Social Entrepreneurship, Art Therapy program)

All proposed activities must be completed between the announcement of accepted applicants per cycle and the last week of November, the final date of submission for receipts.

MAXIMUM GRANTS

Due to the limited funds, the SOH Sanggunian can only accommodate proposals up to 50,000 pesos. 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. Applicants may only apply once for the whole school year. However, it is possible to amend applications for less than P30,000 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 SOH Sanggunian.

APPLICATION KIT

All softcopy application kits must include the following documents:

1. A Cover Letter addressed to the SOH Representative, **Bianca Pamfilo**

Cover letter must include:

- a. Intent of the subsidy and why the need for the subsidy
- b. Nature, relevance, and impact of the activity
- c. Brief description of the budget request and where it will be allotted

2. Completed Application Form

*FOR SCHOLARS: A filled out copy of the Confidential Scholars Information Form



3. A Text File listing down the file names and brief description of the accompanying documents (if applicable)

Along with the softcopy application kit, the following hardcopy files must be included in the overall kit submission:

1. Signed Code of Accountability
 - a. This should be signed by all members of the group.

SUBMISSIONS

Individuals or groups must submit BOTH a softcopy and hardcopy of the application kit during the application period of the SAS. Instructions for both are as follows:

SOFTCOPY	HARDCOPY
<p>All documents of the application kit must be in PDF format with the following naming scheme:</p> <p>Cover Letter: SAS_CoverLetter_[Last Name] Application Form: SAS_ApplicationForm_[Last Name] Text File: SAS_AccompanyingDocuments_[Last Name]</p> <p>Submissions must be in a zipped folder with the following file names and email subjects:</p> <p>a. SAS_[School]_[Last Name – ID Number].zip (eg: SAS_SOH_ACOSTA-144755.zip)</p> <p>Do not rename the zipped folder to the required file names. Name the folder with the required file</p>	<p>Submit the hardcopy of the application form, Code of Accountability and from Monday to Fridays, 8AM to 5PM during application periods, at the cabinet of the School of Humanities Sanggunian in MVP 200.</p>



name before zipping. Submit to sanggunian.soh@gmail.com	
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The SOH Sanggunian has the right to reject proposals that have incomplete and improperly labelled kits and content. Rejected proposals due to incomplete kit and improperly labelled files will not be screened by the deliberating committee.

CALENDAR

Application Period – October 9 - 23

Deliberation Period – October 23 - November 3

Release of Results – November 3

Orientation – TBA

Deliberating Committee

1. The School of Humanities Representative, or his designate
2. A representative from the Sanggunian Department of Budget and Management
3. A member of the faculty of the School of Humanities directly related to the applicant's project/thesis/research

CRITERIA

The Criteria for evaluation shall be as follows:

1. Financial Need (40%)
 - Need for Financial Assistance to pursue the research
2. Relevance and Impact (40%)
 - Foreground artistic excellence and encourages growth, technical innovation, and creative expression.
 - Fosters interdisciplinarity
 - Promotes human flourishing and seeks to address a social need.



- Contributes to an understudied area of the humanities or promises to provide new insight into the humanities
- Impact to the Ateneo community or the community outside the university, particularly the marginalized
- Scope of the research

3. Research Plan and Implementation (20%)

- Clarity of objectives, rationale, and strength of study design and methods
- Accessibility of thesis/research findings to target audience
- Value for resources, efficient sourcing, and aptness of budget to planned research

Grading

ADMU grading system will be used. Only proposals with an average grade of B and above will be awarded grants according to the following calibration:

Grade A	Subsidy 100%
Grade B+	Subsidy 75%
Grade B	Subsidy 50%

The percentage of the grant shall be based on the requested amount not exceeding the cap cost of the category type. In the event that the applicant's budget request is beyond the cap cost, the cap cost based on the category by which it falls under shall be the basis of the percentage of grant.

RELEASE OF RESULTS

Results of the deliberation shall be sent through a soft copy letter to all applicants. List of accepted applicants shall be announced to the public within a week after the deliberation period. Grants will be awarded in *cash advance* and *reimbursements* processed by



standard Office of Student Activities (OSA) and Central Accounting Office (CAO) methods.

Steps:

1. Accepted applicants may claim their cash advance from OSA at least 2 weeks after the announcement of accepted applicants per cycle. In a group, only the group leader may claim the cash advance.
2. All **official receipts** (no invoices) should be addressed to **Ateneo de Manila University** in amounts of **Php2,000** or below.
3. Liquidate and return unused cash advance (total cash advance) to the Cashier on or before the last week of November.
Otherwise, the applicant will be given a hold order by the Office of Student Activities.

PREROGATIVES OF THE SANGGUNIAN

The financial assistance of the Sanggunian must be acknowledged in the requirement. In final papers, the SOH Sanggunian should be acknowledged. In other outputs, the SOH 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.

The applicant's requirements shall be subject to the Loyola School's rules and policies on academic requirements. SOH Sanggu 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.