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| **Checklist for requesting fund** |

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| --- | --- | --- | --- |
| **Applicant’s Name** |  | **Date** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | | **Specialization of Faculty Member** | **Title of Research** | **No.** |
| **□ Yes □ No** | **Research is linked to Faculty’s Specialization** |  |  | **1** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | | **Name of co-researcher (s)** | **No.** |
| **□ Yes □ No** | **Is (are) co-researcher (s) members of the institution?** | a | **2** |

|  |  |  |
| --- | --- | --- |
| **Criteria** | | **No.** |
| **□ Attached**  **□ Not attached** | **The research proposal is attached?** | **3** |

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Cost-estimate** | **No.** |
| **□ Yes**  **□ No** | **A detailed estimate of the expanses is provided** | **4** |

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Students involvement** | **No.** |
| **□ Yes**  **□ No** | **Will the research involve students (provide details)?** | **5** |

|  |  |  |
| --- | --- | --- |
| **Criteria** | **External fund** | **No.** |
| **□ Yes**  **□ No** | **The research is NOT externally funded (provide details)** | **6** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** |  | **Signature** |  | **HOD** |