

RDG Process

1. Check supporting documents
2. Records received documents
3. For lacking documents, call up unit to complete requirements
4. Check designation and appointment status
5. Check RDG information, indicate Chair and Dean's recommended grant if RDG is to be charged against unit's funds.
6. If amount requested is to be charged against the Chancellor's fund, forward to OVCAA for referral to OC
7. If request is from the REPS and administrative staff, check supporting documents; call up unit for lacking documents, table for the nearest Administrative Personnel and Fellowship Committee (AdPFC)
8. Upon receipt of approval of faculty's RDG from OC, prepare voucher and BUR for the initial 80% claim and photocopy supporting documents as attachments.
9. Upon the approval of AdPFC of the Reps/Admin staff's request for RDG, prepare voucher and BUR for the initial 80% claim and photocopy supporting documents as attachments.
10. Forward/send or call up unit to pick up voucher and ALOBS for signature of the claimant on the promissory note indicated in the voucher.
11. After receipt of signed voucher and ALOBS from the applicant/unit, record, documents
12. Check the initial papers for signature of the Director
13. Upon the receipt of the claim of the last 20%, prepare voucher and ALOBS for release of final 2
14. Photocopy the following supporting documents for attachment to voucher
15. Check voucher entries and supporting documents, initial, record and forward for signature of the Director
16. After signature of the Director, record and forward voucher to OVCAA if charged against the Faculty Development Fund and / or OC if charged vs. Chancellor's Funds.
17. If charged vs. REPS or Administrative Development Fund, record, initial and forward documents for signature of Director.
18. Call up unit to pick voucher for forwarding to DBO
19. Encode pertinent data and file papers after receipt from party concerned.