

### **Process: Contract for Thesis/Dissertation Research**

1. Check documents:
  - a. Letter of request
  - b. Endorsement by Dean / Head of Unit
  - c. Duly Accomplished Thesis / Dissertation Aid Contract
  - d. Endorsement and certification of Thesis / Dissertation Adviser
  - e. Approved Thesis / Dissertation proposal by panel
  - f. Projected Line Item Budget
2. Record documents received
3. Check and process application; indicate funding source (FDF / ADF) and initial documents for signature of the Director.
4. Record and forward basic paper and contract to OVCAA (for faculty) and OVCA (for Reps and Admin staff) then to OC for payment and send to grantee for signature.
5. Check and initial voucher for signature of OVCAA and / or OVCA
6. Record and forward voucher / ALOBS / Accounting / Cash Office or call up unit to pick up papers.