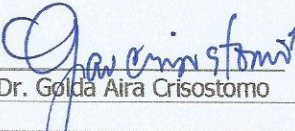


Procedure No:	ADM-PROC-LRC-0011
Procedure Title:	Research Consultations Procedure
Related Policy:	ADM-POL-LRC-0008 Research Consultations Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Letran Research Center
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to regulate and organize the research consultation services provided by the Center.
Areas of Responsibility:	Letran Research Center
Procedure Details:	<p>Step 1. Students and employees who wish to avail of research consultations should secure a Research Assistance Form from the Center.</p> <p>Step 2. The Research Assistance Form should be fully accomplished and submitted to the Research Center. Additional documents such as a copy of the research proposal, survey instrument may be required by the Center.</p> <p>Step 3. The Center schedules the date and time of the research consultation. The student / employee will be informed of the designated schedule.</p> <p>Step 4. The Center follows a strict compliance on the scheduled research consultation date. Hence, students and employees who fail to come on the scheduled date should repeat Steps 1 to 3.</p>
Procedure Approval Authority:	Director of the Research Center
References:	
Definition:	
Help Page:	Letran Research Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Golda Aira Crisostomo
Date of Approval:	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.