**PUBLIC SERVICE WRITING FELLOWSHIP**

APPLICATION FORM

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| **APPLICANT INFORMATION** | | | |
| Name *(Last Name, First Name, Middle Name)* |  | | |
| Present Address |  | | |
| Contact Number |  | | |
| Email Address |  | | |
| Date of Birth *(MM/DD/YY)* |  | | |
| Highest Educational Attainment |  | | |
| Constituent University |  | | |
| College/Unit |  | Department |  |
| Previous Academic Positions and/or Relevant Experiences |  | | |

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| **EMPLOYMENT INFORMATION** | |
| Faculty Rank/REPS Position |  |
| Nature of Appointment |  |

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| **LIST OF PREVIOUS RESEARCH /EXTENSION GRANTS** | | | |
| Project | Source of Fund | Status | Publication arising from Grant (if applicable) |
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**RESEARCH WRITING PROPOSAL**

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| **INFORMATION ABOUT THE PUBLIC SERVICE PROJECT** | |
| Title of the Public Service Project |  |
| Name of Project Leader |  |
| Co-proponents (if applicable) |  |
| Significance of the Project |  |
| Duration of the Project |  |
| Awards/Recognition Received |  |

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| **RESEARCH WRITING PROPOSAL** | | | | | | | | | | | | |
| *Part 1: Summary of the Proposal* | | | | | | | | | | | | |
| * 1. Title of Research Proposal |  | | | | | | | | | | | |
| 1.2 Abstract  *This is a summary of the project describing its rationale, objectives, and implementation, with not more than 300 words* | | | | | | | | | | | | |
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| *Part 2: Introduction* | | | | | | | | | | | | |
| 2.1. Significance of the Study  *This should reflect the importance of the proposed research to the literature of public service in higher education institutions.* | | | | | | | | | | | | |
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| 2.2. Background of the Study  *This is a discussion of the circumstances that led to the proposed research, e.g. motivations for doing the public service project, etc.* | | | | | | | | | | | | |
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| 2.3. Statement of the Research Problem  *Discuss the problem that must be addressed, answered, or solved by the proposed research.* | | | | | | | | | | | | |
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| 2.4. Objectives  *Enumerate objectives that describe the goals and expected results of the research.* | | | | | | | | | | | | |
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| Part 3: Methodology  *Must include a systematic plan of obtaining necessary information to accomplish the research objectives and should highlight ethical considerations in conducting the research* | | | | | | | | | | | | |
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| Part 4: Workplan and Schedule of Activities  *Must include a list and schedule of important activities and outputs to be accomplished per activity. Must be shown in a Gantt chart.* | | | | | | | | | | | | |
| Key Activities | Timeframe (In Months) | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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| **CERTIFICATION** | | |
| I hereby certify that all information and data in this application form and research writing proposal are deemed true to the best of my knowledge. I understand and permit the UP Padayon Public Service Office to keep all documents that I have submitted in connection to my application for the Public Service Writing Fellowship Grant and use it for purposes related to the Fellowship, whether the Fellowship is granted to me or not. | | |
|  |  |  |
| *Printed Name and Signature of Applicant* |  | *Date* |

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| **ENDORSEMENTS** | | |
| I hereby certify that I have reviewed this research writing proposal entitled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” and I am recommending its proponent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the Public Service Writing Fellowship. The proponent has the required capability/expertise to undertake and complete the proposed project. When completed, the research on public service/extension work will be a significant contribution to the fulfillment of the University’s public service mandate.  Considering the track record and other ongoing/concurrent commitments of the applicant, I have the highest confidence that the proponent can finish the project within the duration specified in the Public Service Writing Fellowship Guidelines. | | |
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| *Printed Name and Signature of*  *Department Chair or Immediate Supervisor* |  | *Printed Name and Signature of*  *College Dean/Vice Chancellor* |
|  |  |  |
| *Date* |  | *Date* |
|  |  |  |
| *Printed Name and Signature of the*  *Member of the System Committee on Public Service Monitoring and Reporting* |  |  |
|  |  |  |
| *Date* |  |  |