

DETAILED RESEARCH & DEVELOPMENT PROJECT PROPOSAL

(For the Component Project)

(To be accomplished by the researcher)

(1) Title/Leader/Gender/Agency/Address/Telephone/Fax/Email	
Program Title: Project Title: Leader/Gender: Agency/Address: _____ Telephone/Fax/Email _____	
(2) Cooperating Agencies	(3) Research & Development Station
(4) Site of Implementation/Municipality/District/Province/Region	
(5) Classification	(6) Mode of Implementation
Research: _____ Development: _____ Basic Alternative Energy Applied Environment	_____ Single Agency _____ Multi Agency
(7) Priority Areas/STAND Classification	(8) Sector/Commodity
	(9) Discipline
(10) Significance	(State the reseach problem and significance of the project to the current needs of the country. The proposal should justify resource expenditure. A typical justification would include a brief introduction, a general statement concerning the historical basis for R & D, utilization of the expected output and the impact the information generated will have on science, the target users and the country.)
(11) Objectives	(Statement of the specific purpose to address the problem areas of the project.)
(12) Review of Literature	(Related researches/activities which have been conducted. State-of-the-art of current technology/information form which the project proposal will take off).
(13) Scientific Basis/Theoretical Framework	(Include concepts, theories and variables that indicate relevant relationships to be tested).
(14) Methology	(Detailes such as: a) variables to be measured and evaluated; b) treatments to be used and their layout; c) experimental procedures and design; d) statistical analysis; e) evaluation method and observations to be made, strategies for implementation).
(15) Major Activities/Workplan	(Enumerate in chronological order the tasks to be undertaken. Used gantt chart. See Form 2B-1. Indicate post project sustainability plans, if needed).
(16) Expected Output	(Indicate the specific products, processes or services which the project is expected to produce; quantify when possible; economic benefits to be derived form the project based on ex-ante analysis).
(17) Target Beneficiaries	(Who the clienteles are and what are the expected outcome/effects of the use of the project outputs).
(18) Personnel Requirement	Percent time devoted to the Project
Program/Project Leader:	_____
Others: _____	_____
_____	_____
_____	_____
(19) Budget	(See form 2B-2)
(20) Literature Cited	
(21) Capsule Curriculum Vitae	(One-page brief C.V. only)
(22) Certificate of incorporation (if applicable)	

Note: If the project is part of a program, this form should be submitted together with detailed R & D proposal summary sheet. See guidelines/definitions at the back

DOST Form No. 2B
DETAILED R & D PROPOSAL
(For the Component Project)

General Instruction:

A. Submit 6 copies of detailed R & D proposal summary sheet for the whole program together with the detailed proposal of the component projects.

B. Use separate sheets following the appropriate sequence of items.

Operational Definition of Terms

1. Title – the identification of the program and the component projects.

Program - consists of interrelated or complementing R & D projects on a multi-disciplinary approach to meet established goals within a specific time frame.

Project – a set of interrelated studies to meet pre-determined objective within a specific time frame.

Leader –the one in charge to take the lead in project implementation.

Agency(ies) – the institution(s) of the coordinator/leader.

2. Cooperating Agencies – agencies participating in the R & D work.

3. R & D Station – station or unit where R & D will be actually conducted.

4. Site of Implementation – site where the project will be conducted. Indicate municipality, district, province and region.

5. Classification – indicates whether the program/project is research or development.

Basic research is an experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular or specific application or use in view.

Applied research is an original investigation undertaken in order to acquire new knowledge directed primarily towards a specific aim or objective.

Developmental research is a systematic work, drawing on existing knowledge gained from research and/or practical experience that is directed to producing new materials, products or devices, installing new processes, systems and services and improving substantially those already produced or installed.

Pilot Testing is an innovative work to confirm and demonstrate the feasibility of actually using a technology; gauging end user's reaction to introduction of improved technologies and identifying potential problems related to wider dissemination, utilization and adoption so that these can be fed back to researchers.

Technology promotion/commercialization is an activity involving application of technologies on a commercial scale by an identified entrepreneur or user primarily to increase his income/profits and productivity; technologies utilized/produced on a pre-commercial scale including market testing jointly undertaken with a client.

6. Mode of Implementation – indicate whether the R & D will be undertaken by one or more than one agency.

7. Sector – indicate whether crops, livestock, forestry, agricultural resources or socio-economics; fisheries or aquatic resources; biotechnical, pharmaceutical, or health services; biotechnology, information technology, material science, photonics or space technology; industry, energy, utilities or infrastructure.

8. Discipline – the specific field to be studied (e.g. plant breeding, taxonomy, communicable and degenerative diseases, drug formulation, maternal and child health, process, food and feed, metals and engineering, etc.).

Nos. 9, 10, 11, 12, 13, 14, 15, 16 constitute the technical description of the R & D proposal. They should be written in separate sheets. Guidelines are indicated in the form.

17. Target Beneficiaries – outputs who the clientele are and what are the expected outcome/effects of the use of the project

18. Personnel Requirement – personnel requirement of the project indicating designation and percent time devoted to the project.

19. Budget Breakdown – itemized budgetary requirement per quarter for the first year of implementation and annual budget in the succeeding years. Form should be accomplished for each source and for total.

20. Literature Cited – an alphabetical list of reference materials (books, journals and others) reviewed. Use standard system for citation.

21. Capsule Curriculum Vitae – one-page researcher's information sheet indicating, among others relevant experiences in R & D activities

DOST Form No. 2B - 1
Workplan

Program Title: _____

Project Title: _____

Total Duration (in months): _____

Planned Start: Month _____ **Year** _____

Planned End: Month _____ **Year** _____

Objectives	Expected Output *	Activities or Workplan	Y1				Y2				Y3				Y4				Y5			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

* Quantify if possible, eg. improved yield (quantify/volume/unit area). Compare with existing technologies.

DOST Form No. 2B - 2

Budget Breakdown By Source of Fund (use separate sheet for each source and for total)

Program Title:

Project Title:

Source of Fund	Implementing Agency					Research & Development Station				
	Year 1					Year 2	Year 3	Year 4	Year 5	Total
ITEM	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total					
I. Personal Services										
A. Direct Cost										
1 Salaries/Wages (Indicate no., designation and rate)										
2 Year-end Bonus										
3 Other benefits (specify)										
4 Honoraria										
Program Coordinator/Leader										
Project Leader										
B. Indirect Cost a/ (Separate amounts for implementing agency and coordinating agency)										
1 Honoraria										
Sub-Total										
II. Maintenance and Operating Expenses										
A. Direct Cost										
1 Travel										
2 Supplies & Materials										
3 Communications										
4 Other Services										
B. Indirect Cost a/ (Separate amounts for implementing agency and coordinating agency)										
1 Travel										
2 Supplies & Materials										
3 Communications										
4 Other Services										
Sub-Total										
III. Equipment/Capital Outlay	(Identify equipment/capital item. Use separate sheet for description no. of units of equipment and capital item.)									
Sub-Total										
Total										

a/ This refers to the administrative cost representing 15% of the total project cost (excluding equipment) of which 7.5% goes to the implementing agency and the other 7.5% to the coordinating agency.

DOST Form No. 2B-3

**DEPARTMENT OF SCIENCE AND TECHNOLOGY
Project Line-Item Budget
CY 200__**

Period Covered :
Project Title :
Proponent :

I. PERSONAL SERVICES

	Counterpart Funding		DOST-GIA Funding	
<u>Direct Cost</u>	P	0	P	0
Salaries				
Honoraria				
Indirect Cost				
Total for PS		0		0

II. MAINTENANCE AND OTHER OPERATING EXPENSES

<u>Direct Cost</u>	P	0	P	0
Travelling Expenses				
Local and Foreign (Please indicate)				
Communication Expenses (Shall be itemized based on NGAS)				
Postage and Deliveries, Telephone Expenses, Internet Expense, etc.				
Repairs and Maintenance of Facilities (Shall be itemized based on NGAS)				
Office Buildings, Office Equipment, Furniture and Fixtures, IT				
Equipment and Software, Machineries and Equipment, etc.				
Repairs and Maintenance of Vehicles				
Transportation and Delivery Expenses				
Supplies and Materials Expenses (Shall be itemized based on NGAS)				
Office Supplies Expenses, Gasoline, Oil and Lubricants Expenses				
Agricultural Supplies Expenses, etc.				
Utility Expenses (Please indicate)				
Water, Electricity and Cooking Gas Expenses				
Training and Scholarship Expenses (Please indicate)				
Membership Dues and Contributions to Organizations				
Advertising Expenses				
Printing and Binding Expenses				
Rent Expenses				
Representation Expenses (e.g. food for meetings, etc.)				
Subscription Expenses				
Survey Expenses				
Professional Services				
Legal Services, Auditing Services, Consultancy Services,				
Other Profesional Services, etc.				
Taxes, Insurance Premiums and Other Fees				
Other Maintenance and Operating Expenses (Please itemize)				
<u>Indirect Cost</u>				
Total for MOOE	P	0	P	0

III. EQUIPMENT OUTLAY

Detailed List/Breakdown of Equipment				
Total for EO	P	0	P	0
GRAND TOTAL	P	0	P	0