

DOST Form No. 2A
DETAILED RESEARCH & DEVELOPMENT PROJECT PROPOSAL
 (For the Whole Program)
 (To be accomplished by the researcher)

(1) Title/Leader/Gender/Agency/Address/Telephone/Fax/Email

Program Title:
 Coordinator/ Gender:
 Agency/Address: Telephone/Fax/Email:

Project Title:
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(2) Executive Summary

(3) Budget Summary for the whole program
 Duration (in months): _____

Source of Fund	Y1				TOTAL			
	PS	MOE	EO	TOTAL	PS	MOE	EO	TOTAL
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
TOTAL								

(4) summary of Personnel Requirement

Number
 Full-Time: _____
 Part-time: _____
 Total: _____

(5) Summary of Equipment

Existing Equipment	No. of Units	To be purchased	No. of Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(6)	Submitted by	Endorsed by
Signature		
Name		
Designation/Title:		
Date		

Note: To be submitted together with the detailed R & D Proposals of the component projects. See guidelines/definitions at the back

DOST Form No. 2A
DETAILED R & D PROPOSAL
(For the Whole Program)

General Instruction:

A. Submit 6 copies of capsule R & D proposal 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 - A set of interrelated studies to meet pre-determined objectives within a specific time frame.

Coordinator - The overall in-charge of the program.

Leader - The one in-charge to take the lead in project implementation.

Agency - The institution(s) of the coordinator/leader.

2. Executive Summary - Brief overview of the program including the significance, objectives methodology, major activities and expected output.

3. Budget Summary - Personal Services (PS), maintenance and other operating expenses (MOE), and equipment outlay (EO) requirement of the whole program by source for 1 year and for the whole duration of the program.

Duration - Number of months the program will be implemented.

PS - Total requirement for wages, salaries, honoraria, additional hire and other personnel benefits.

MOE - Total requirement for supplies materials, travel expenses, communication and other services.

EO - Total requirement for facilities and equipment needed by the program.

4. Personal Requirement - Number of full-time and part-time personnel to be involved in the program.

5. Equipment - Existing equipment in the agency and equipment to be purchased by the program.

6. Endorsed by - Authorized representative(eg. Agency head, consortium director) who recommends the program.

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

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
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** – who the clientele are and what are the expected outcome/effects of the use of the project outputs

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																				

* 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				
ITEM	Year 1					Year 2	Year 3	Year 4	Year 5	Total
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total					
I. Personal Services										
A. Direct Cost										
1. Salaries (Indicate no., designation and rate)										
2. 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 (Shall be itemized based on NGAS)										
A. Direct Cost										
1. Travel										
2. Supplies & Materials										
3. Communications										
4. Other MOOE (Please itemize)										
B. Indirect Cost a/ (Separate amounts for implementing agency and coordinating agency)										
1. Travel										
2. Supplies & Materials										
3. Communications										
Sub-Total										
III. Equipment Outlay (Identify equipment 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.