

**OFFICE OF THE VICE CHANCELLOR FOR
RESEARCH AND DEVELOPMENT
University of the Philippines Diliman**

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| | | |
|-----------------|------|----|
| RECEIVED | DATE | BY |
| | | |
| PROPOSAL NUMBER | | |

APPLICATION FOR OPEN GRANTS

Research Title: _____

Duration of Research (in months): _____

Proposed Budget: Year 1: PhP _____

Year 2: PhP _____

Year 3: PhP _____

ABOUT THE PROGRAM LEADER

Last Name: _____

First Name: _____

Middle Name: _____

Residence Address: _____

Contact Nos.: _____ Email Address: _____

Faculty/REPS Position: _____ Rank: _____

Nature of Appointment: [] Permanent [] Temporary

College/Unit: _____ Dept.: _____

Highest Educational Attainment: _____

ABOUT THE PROJECT LEADER/S*

Last Name: _____

First Name: _____

Middle Name: _____

Residence Address: _____

Contact Nos.: _____ Email Address: _____

Faculty/REPS Position: _____ Rank: _____

Nature of Appointment: [] Permanent [] Temporary

College/Unit: _____ Dept.: _____

Highest Educational Attainment: _____

*Use another sheet if the research program has several project leaders

Available for interview at OVCRD if required? [] Yes [] No [] Uncertain

Note: An interview may be used in the assessment of a proposal. It does not guarantee approval of the request for funding.

**For PMRGO use only:
ABOUT THE PROPONENT**

Curriculum Vitae of Proponents

1. PROPOSAL SUMMARY

1.1. Title

1.2. Keywords

1.3. Duration

1.4. Budget

1.5. Abstract

2. DETAILS OF THE PROPOSAL

2.1. Significance

2.2. Background

2.3. Statement of the Problem

2.4. Objectives

2.5. Review of Related Lit./ Bibliography

2.6. Framework

2.7. Methodology

2.8. Additional Info

2.9. Workplan

2.10. Proposed Budget

2.11. Patent/Copyright Application

2.12. Cooperating Agencies

2.13. Research Track

3. CERTIFICATION

Signature of Proponent/ Co-Proponents

4. ENDORSEMENTS

Chairperson/Director

Dean

Checked by _____ Date _____

Reviewers' Recommendation:

Approval _____ Date _____

Disapproval _____ Date _____

Others: _____

PROPOSAL FORMAT

PART 1. PROPOSAL SUMMARY

- 1.1. **Title of the study**
- 1.2. **Keywords to describe the subject area of the study** (maximum of 5)
- 1.3. **Duration of the study** (in months)
- 1.4. **Proposed Budget** (for the entire duration of the study with yearly breakdown)
- 1.5. **Abstract**
 - This is a brief summary that reflects the contents of the proposal, intelligible to the lay reader, and not more than 1,000 characters.

PART 2. DETAILS OF THE PROPOSAL

2.1. Significance of the Study

- Explain, in terms intelligible to the lay reader, the importance, contribution or expected utility of this research to contemporary concerns and to the scientific/artistic domain of the field of study.
- The following criteria may be used by the proponent to determine the significance of the proposed research:
 - Significance to current issues/scientific or artistic domain
 - Potential for publication in a technical journal or exhibition/presentation
 - Potential for interdisciplinary/multi-disciplinary/cross-disciplinary approach
 - Contribution to the development of theory, knowledge or practice
 - Contribution to the advancement of methodology
 - Importance to a wide or critical/influential population
 - Evaluation of a specific practice
 - Fills a research gap
 - Originality of the research
 - Contribution to existing knowledge

2.2. Background of the Study

- This is a discussion of the circumstances or conditions, etc. that led to the conceptualization of the proposed research. This states the reasons why the particular research problem is selected for investigation.

2.3. Statement of the Research Problem

- This is a discussion of the research problem/s to be addressed, answered or solved by the proposed research.

2.4. Objectives

- This includes the general and specific objectives addressed by the proposed research. The objectives should describe the goals or expected results of the proposed research.

2.5. Discussion of Literature Related to the Field

- This discusses the literature related to the proposed research. It may include formal literature in local and international publications, relevant personal communications, unpublished materials (e.g. theses and dissertations), and other similarly verifiable sources.
- The review should discuss the following:
 - Status of the problem/topic under study
 - Relation to the general and specific objectives and pertinence to the stated hypotheses
 - Illustrate theoretical approaches to the problem/s and points out inconsistencies in results, data gaps, and methodological inadequacies
 - Relation to other researches in the field
- Include a bibliography after Item 2.7.

2.6. Theoretical Framework

- This evaluates and interprets obtained information. The predicted relationships between/among variables must be illustrated mathematically, graphically or textually. **Research variables to be investigated** include independent, intervening and dependent variables (artistic expressions/materials should be presented as variables). Operational definitions* and indicators should be consistent with those cited in the review of literature and must be consensually acceptable measures of the specific variables of the study.

 * The operational definition assigns meaning to a variable or concept by specifying the activities or "operations" necessary to measure it.

2.7. Methodology

- **Research design** describes the systematic plan to obtain the needed information. It includes, but is not limited to, the following:
 - **Sampling method/Data collection procedures.** It includes a justification for the choice of the sampling method, sampling size, and subjects/respondents. Data collection procedures show how the procedures will help satisfy the research objectives. Includes an enumeration of the expected data outputs. Append data collection materials to be used, e.g., questionnaires, observations forms, etc.
 - **Description of the respondents**
 - **Description of the major/main data to be collected**
 - **Planned analysis.** Illustrates the various ways by which the data gathered would be analyzed and interpreted in relation to the research objectives. Specify the planned measures & statistical tools and confidence levels, if applicable.
 - Necessary permits/consent should be obtained in cases where research would involve human/animal experimentation, genetic engineering, etc. Identify the people or institutions from whom/where the necessary permits/consent will be obtained.

2.8. Additional Information

- Has the study been started? If no, when will it start? If yes, when did it start? What activities have been accomplished?
- Is the study a new initiative?
- Is the study a continuation of a previously funded research? If yes, please attach a copy of the final research report and full project proposal of the previously funded research.
- What is new or novel in the proposed research in relation to previous studies?

2.9. Workplan and Schedule of Activities

- Enumerate the critical activities to be undertaken in chronological order for every major research phase – preparatory, data collection, data analysis and report writing.
- Expected outputs should be specified for each activity.

| Research Phases | Activities | Timetable (in months) | Expected Output |
|-----------------|------------|-----------------------|-----------------|
| | | | |
| | | | |

2.10. Proposed Budget

- The grant may be utilized for the following Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO):
 - Other Services under MOOE such as Project Leader honoraria and other project staff salaries; (Honoraria of project leader and salaries of project staff shall follow UP rates; these shall be taxable.)
 - Maintenance and Other Operating Expenses such as supplies and materials, books, travel expenses, laboratory analytical services, conference attendance expenses, equipment rental, sundry (reproduction, communication, internet services);
 - Capital Outlay such as small laboratory machine, audio-visual equipment, and office machine necessary in the conduct of research or creative work; (The grantee shall accept the responsibility for the equipment; University rules for transfer and disposal of equipment shall apply.)

| | | | |
|------|-------------|------------------|-------|
| Year | | | |
| 1 | Item (MOOE) | Unit cost | Total |
| | | | |
| | | | |
| | | Sub-Total | |
| | Item (CO) | | |
| | | | |
| | | | |
| | | Sub-Total | |
| | | TOTAL FOR YEAR 1 | |
| 2 | | | |
| 3 | | | |

2.11. Potential Patent or Copyright in connection with the proposed study

- Include date of application/approval, if an application has been submitted
- Do you intend to seek assistance in patent or copyright application from the OVCRD?

2.12. Cooperating Agencies

- Are you applying for or receiving support for this study from any other source? If yes, indicate the names of funding sources that you have already applied to or plan to apply to for assistance.
- Indicate preference of cooperating agency about data ownership.

| Funding Organization | Fund Source Classification* | Amount approved/ Amount applied for | Part of study funded | Other forms of assistance | Period of funding |
|----------------------|-----------------------------|-------------------------------------|----------------------|---------------------------|-------------------|
| | | | | | |
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*UPD, UPSys, Gov't, DOST Councils, Foreign, Others

2.13. Research Track Record of Program Leader and Each Project Leader (Please attach updated curriculum vitae of each.)

2.13.1. List all research projects undertaken in the last 5 years, including OVCRD-managed projects

| Title of Research Project | Duration | Funding Agency/ies | Amount of Funding |
|---------------------------|----------|--------------------|-------------------|
| | | | |
| | | | |
| | | | |

2.13.2. Give complete citation for all publications/presentations/exhibitions in the last 5 years

2.13.3. Give complete list of unpublished works in the last 5 years

PART 3. CERTIFICATION

We certify that all information/data in this proposal are true to the best of our knowledge. We understand and agree that the OVCRD will keep all the documents we submitted in connection with our application for a research grant regardless of whether the application was approved for funding or not.

Name and Signature of Program Leader and Date

Name and Signature of Project Leader and Date

Name and Signature of Project Leader and Date

Name and Signature of Project Leader and Date

PART 4. ENDORSEMENTS (Proponents should present endorsements of their respective department chairs/directors and deans.)

I certify that I have reviewed this research proposal and I am recommending it for funding. The proponent has the required capability/expertise to undertake and complete the proposed research. When completed, the research will be a significant contribution to the field of

_____.

Furthermore, considering the overall academic track record and other ongoing commitments of the proponent, I have the highest confidence that the proponent can finish the project within the proposed duration.

Name and Signature of Dept. Chair/Director and Date

Name and Signature of Dean of College and Date