# **OFFICE OF THE VICE CHANCELLOR FOR**

### RESEARCH AND DEVELOPMENT

# **University of the Philippines Diliman**

# *Lower Ground Floor PHIVOLCS Bldg., C.P. Garcia Ave., UP Diliman, Quezon City*

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###  APPLICATION FOR OPEN GRANTS

 Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Project Title (for component project): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Duration of Project (in months): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Proposed Budget: Year 1: PhP **\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year 2: PhP **\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year 3: PhP **\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **ABOUT THE PROPONENT**

 **□ PROGRAM LEADER □ PROJECT 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 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.*

### PROPOSAL FORMAT

**PART 1. PROPOSAL SUMMARY**

* 1. **Title of the proposal**
	2. **Keywords to describe the subject area of the study** (maximum of 5)
	3. **Duration of the study** (in months)
	4. **Proposed Budget** (for the entire duration of the study with yearly breakdown)
	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.
	1. **Possible journal/ publisher/ conference/ visual or performing arts exhibition where outputs may be submitted for dissemination**

##### PART 2. DETAILS OF THE PROPOSAL (Use size 12 font, single space and limit file size to < 10MB)

# **Significance of the Study**

* Explain, in terms intelligible to the lay reader, the importance, contribution or expected utility of this research/creative work 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 work:
* 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, where applicable
* Originality of the project

# **Background of the Study**

* This is a discussion of the circumstances or conditions, etc. that led to the conceptualization of the proposed research/creative work. This states the reasons why the particular research problem/creative concept is selected/explored for investigation.
	1. **Statement of the Research Problem/Creative Concept**
* This is a discussion of the research problem(s)/creative concept(s) to be addressed, answered or solved by the proposed work.
	1. **Objectives**
* This includes the general and specific objectives addressed by the proposed work. The objectives should describe the goals or expected results.
	1. **Discussion of Literature Related to the Field, where applicable**
* This discusses the literature related to the proposed work. It may include formal literature in local and international publications, relevant personal communication, unpublished materials (e.g. theses and dissertations), and other similarly verifiable sources.
* Discussion may include the following:
* Status of the problem/topic under study
* Relation to the general and specific objectives and pertinence to the stated hypotheses
* Illustration of theoretical approaches to the problem/s and demonstration of inconsistencies in results, data gaps, and methodological inadequacies
* Relation to other researches in the field

# Include a bibliography*.*

# **Theoretical/Conceptual Framework, where applicable**

* FOR PROJECT IN HUMANITIES & SOCIAL SCIENCES. This outlines the theory, model, or perspective that will be used to achieve the objectives or prove/disprove the hypothesis. Definition of terms may be included.
* FOR PROJECT IN THE SCIENCES & ENGINEERING. 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 (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.

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

# **Methodology**

* Research/Creative designdescribes the systematic plan to obtain the needed information to attain the research objectives or bring to fruition the creative concept.
* Necessary permits/consent should be obtained from institutional committees in cases where activities would involve human participation or experimentation, animal experimentation, genetic engineering, etc.

# **Workplan and Schedule of Activities (to be shown in a Gantt Chart)**

* Enumerate the critical activities to be undertaken for every major phase and specify expected outputs for each activity.

# **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/salaries shall follow UP rates and COA guidelines; these shall be taxable);
	+ MOOE such as supplies and materials, books, travel expenses, laboratory analytical services, conference attendance expenses, equipment rental, sundry (reproduction, communication, internet services);
	+ CO such as small laboratory machine, audio-visual equipment, and office machine necessary in the conduct of research or creative work.

|  |  |  |  |
| --- | --- | --- | --- |
| YEAR |  |  |  |
| 1 | Item (MOOE) | Unit cost | Total |
|  | Project Leader honorarium |  |  |
|  | Project Staff salary |  |  |
|  | Supplies and materials |  |  |
|  | Sundry |  |  |
|  | Sub-Total |  |  |
|  | Item (CO) |  |  |
|  | Equipment 1 |  |  |
|  | Equipment 2 |  |  |
|  | Sub-Total |  |  |
|  | TOTAL FOR YEAR 1 |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

# **Potential Intellectual Property Rights (IPRs) in connection with the proposed study (if applicable)**

* Proponent should seek advice regarding IP protection policies of the University through the Intellectual Property and Technology Transfer Section, Research Dissemination and Utilization Office of the OVCRD. Provide a short account of the initial consultation.

# **Cooperating Agencies**

* Are you applying for or receiving support for this study from any other source? If yes, supply information on the following:

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

* Please provide a draft/copy of existing MOA with cooperating agencies for review of IP ownership.

# **Track Record of the Proponent (Please attach updated curriculum vitae.)**

* List all research/creative projects undertaken in the last 5 years.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title | Year Implemented, Funding Agency, Amount of Funding | Outputs generated from Project | Work Cited (at most three) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **Additional Information**

* Is the study a new initiative or a continuation of a previous project? If a continuation, what is new or novel in the proposed work?

**PART 3. CERTIFICATION**

# I certify that all information/data in this proposal are true to the best of my knowledge. I understand and agree that the OVCRD will keep all the documents I submitted in connection with my application for a research/creative work grant, whether the application is approved for funding or not.

#  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#  *Signature of Proponent Date*

**PART 4. ENDORSEMENTS**

I certify that I have reviewed this project proposal entitled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” and I am recommending it for funding. The proponent has the required capability/expertise to undertake and complete the proposed project. When completed, the research/creative work 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 Name and Signature of Dean of College*

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#  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# *Date Date*