# **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 SOURCE OF SOLUTIONS GRANTS

###  (SPECIAL GRANTS)

 Proposal to Address Dimensions (refer to Annex): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Proposal Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Proposed Budget: PhP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **ABOUT THE PROPONENT**

 **(PROJECT LEADER/PROJECT TEAM POINT OF CONTACT)**

 Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Residence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Nos.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Direct Web Page Link: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 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. DETAILS OF THE PROPOSAL**

* 1. **Title of proposal**
	2. **Keywords to describe the subject area of the study** (maximum of 5)
	3. **Duration of the study (in months)**
	4. **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. **Proposed Approach**

Responses shall be a three (3)-page executive summary of the proposal containing the following:

Objectives of the study

Level of conceptual maturity (new or continuation of previous project)

Clear description of methodology to attain objectives

Availability of data

Realism of proposed plan, deliverables, budget and timeline

Potential for proprietary position (IP disclosure)

Potential socio-economic impact

Proponent/team capabilities and related experience\*

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\* Attach curriculum vitae of Proponent (Project Leader/Project Team Point of Contact) as supporting document.

* 1. **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.

|  |  |  |
| --- | --- | --- |
| 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 |  |  |

SUBMISSION TERMS

By placing an “X” in the box below, I verify that the submitted response does not contain any confidential information of any kind whatsoever.

|  |  |
| --- | --- |
| **I agree to OVCRD’s submission terms** |  |

**PART 2. 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.

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

#  *Signature of Proponent Date*

**PART 3. 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*

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

# *Date Date*