APPLICATION FOR Ph.D. INCENTIVE AWARDS

Proposal Title: ______________________________________________________________________
_________________________________________________________________________________

Duration of Project (in months): ______________________________________________________

Proposed Budget: Year 1: PhP ___________________________________________________________
Year 2: PhP ____________________________________________________________

ABOUT THE PROPODUCT

Last Name: _________________________________________________________________________

First Name: _______________________________________________________________________

Middle Name: ____________________________________________________________________

Residence Address: __________________________________________________________________

Contact Nos.: __________________________ Email Address: ____________________________

Faculty/REPS Position: __________________________________________________________________ Rank: ______________

Nature of Appointment: [ ] Permanent [ ] Temporary

College/Unit: __________________________ Dept.: ______________________________

Ph.D. degree in (discipline/field): ___________________________________________________

Where obtained: ___________________________________________________________________

When obtained: ____________________________________________________________________

Available for interview at OVC RD 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

1.1. Title of the proposal
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
1.5. Brief description of the work
   - Please describe how the proposed work will help establish the proponent’s research/creative endeavors in the University.
1.6. 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)

2.1. 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

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/creative work. This states the reasons why the particular research problem/creative concept is selected/explored for investigation.

2.3. 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.

2.4. Objectives
   - This includes the general and specific objectives addressed by the proposed work. The objectives should describe the goals or expected results.

2.5. 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.
2.6. 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.

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

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2.7. Methodology

- Research/Creative design describes 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.

2.8. 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.

2.9. 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.

<table>
<thead>
<tr>
<th>Item (MOOE)</th>
<th>Unit cost</th>
<th>Total</th>
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<tbody>
<tr>
<td>Project Leader honorarium</td>
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<td>Project Staff salary</td>
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<td>Supplies and materials</td>
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<td>Sundry</td>
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<td>Sub-Total</td>
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<table>
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<tr>
<th>Item (CO)</th>
<th>Unit cost</th>
<th>Total</th>
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<tr>
<td>Equipment 1</td>
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<tr>
<td>Equipment 2</td>
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<tr>
<td>Sub-Total</td>
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<td>TOTAL</td>
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2.10. 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.
2.11. Cooperating Agencies

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

<table>
<thead>
<tr>
<th>Funding Organization</th>
<th>Fund Source Classification*</th>
<th>Amount approved/Amount applied for</th>
<th>Part of study/LIB funded</th>
<th>Other forms of assistance</th>
<th>Period of funding</th>
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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.

2.12. 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 Ph.D. Incentive Award, 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

Date

____________________________________
Name and Signature of Dean of College

Date

PART 5. SUPPORTING DOCUMENTS

Please attach the following to your application:

a. Transcript of graduate records (if pending release, may submit first a Certificate of Graduation)
b. Updated Curriculum Vitae