

I.B. Technology Transfer and Commercialization: LOCAL GRANTS-IN-AID (LGIA) UNIT

The LGIA program provides grants for the implementation of programs/projects identified in the Department of Science and Technology (DOST) priorities and thrusts, and supports Science and Technology (S&T) activities particularly in Research and Development, Technology Transfer and Utilization, Human Resource Development, S&T Promotion, Advocacy and Linkages.	
Office or Division:	Provincial Science and Technology Centers/ Regional Office-LGIA Unit
Classification:	Highly Technical
Type of Transaction:	G2C - for services whose client is the transacting public G2B - for services whose client is a business entity G2G - for services whose client is another government agency, government employee or official
Who may avail:	1.Community Based Projects -Any registered organization, association, federation, and cooperative; - Local Government Units (LGUs), State Universities and Colleges (SUCs), and other stakeholders of DOST 2. Other Local GIA Projects - Regional Line Agencies (RLAs); - Non-Government Organizations (NGOs); - Higher Education Institutes (HEIs)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Proponents' letter of interest	
2. Project Proposal following the Regional GIA proposal format	Provincial Science and Technology Centers or Regional Office
3. Board Resolution (if applicable)	SUCs, LGUs, Cooperatives
4. Certificate of Registration from authorized institution	SEC, CDA, DOLE, DSWD, DA, DAR
5. Endorsement Letter from the Concerned Provincial Science and Technology Director	Provincial Science and Technology Centers
6. Endorsement of Local Chief Executive, who may be the mayor or governor or barangay captain, if LGU has involvement (e.g. counterpart, project identification, proposal preparation and coordination)	LGU
7. Three (3) price quotation/canvass for the equipment from competent suppliers - Minimum requirement is at least three RFQs duly signed by competent suppliers - The quotation must contain the complete technical specifications and length of validity of the quotation (at least 3 months) - Brochure, pictures or technical drawings maybe attached - Quotation/canvass through on line/internet or phone call should be documented including the contact person and contact details	Suppliers/ Fabricators
8. SB or SP resolution if LGU-municipal or LGU-provincial is signatory to the MOA, respectively - This resolution provides authority to the LCE to enter into a contract with DOST-CAR	LGU Municipality or Province
9. In case SB or SP resolution could not be secured, Barangay Resolution is sufficient, supported by a certification from the PSTD that all efforts were exhausted in securing the SB or SP resolution. The Barangay Captain is the signatory to the MOA.	LGU Barangay

10. All documentary requirements prescribed in COA Circular No. 2012-001, Dated June 14, 2012, pages 7-9 (Fund transfers to Non-Government Organizations/Peoples' Organizations) if PLGU, MLGU, BLGU Resolution could not be secured, and if cooperator is considered NGO.	
11. List of officers and members categorized into gender, age, and differently-abled and 4Ps.	Beneficiary Organization
12. Memorandum of Agreement if with the partner agency (LGU, SUC, NGO, and other stakeholders) of DOST-CAR, upon approval of the project proposal by the Regional Director.	

A. LGIA Proposal Request				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent	1. Conduct of TNA	None	1 working day	Provincial Science and Technology Director and Staff
	2. Proposal preparation with complete documentary requirements		10 working days	
	3. Review and endorsement of project proposal		1 working day	Provincial Science and Technology Director
	4. Packaging of project proposal		2 hours	Provincial Science and Technology Center Staff
	5 Submission to the Regional Office through courier/bus		2 working days	

B. Proposal Evaluation and Regional Director’s Appropriate Action				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Project proposal with complete documents	1. Technical Assessment Committee (TAC) Evaluation	None	3 working days	TAC Members
	2. Preparation of 1st Evaluation of Project Proposal		4 hours	TAC Secretariat
	3. Compliance to comments of TAC evaluators		3 working days	Provincial Science and Technology Center Staff
	4. Endorsement and submission to Regional Office		1 working day	Provincial Science and Technology Director
	5. Preparation and recommendation of Final TAC Report		1 working day	TAC Secretariat and TAC Members
	6. Regional Director’s (RD’s) Appropriate Action		1 working day	Regional Director
	7. Inform customer on the RD’s final action		1 working day	TAC Secretariat and Provincial Science and Technology Director