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| **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 |