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|  | Republic of the Philippines  University of Southeastern Philippines  Iñigo St., Bo. Obrero, Davao City 8000  Telephone: (082) 227-8192  Website: [www.usep.edu.ph](http://www.usep.edu.ph)  Email: president@usep.edu.ph | Form No. | FM-USeP-MRDI-01 |
| Issue Status | 01 |
| Revision No. | 00 |
| Date Effective | 01 April 2024 |
| Approved by | President |
| **RESEARCH PROPOSAL FORM** | | | |

**WHY WE NEED YOUR DATA (R.A. 10173):** The Division needs your personal data below to provide verifiable evidence in support of this endeavor and that you participated therein. We will include your data in our printed and electronic reports that we will send through secured channels. By signing herein, we will continuously keep your data and under lock and key and will limit their use to authorized staff. If you do not agree, please inform us and we will permanently destroy your data after we have sent our reports.

**I. PROGRAM/PROJECT/STUDY TITLE:** *[R&D INITIATIVE TITLE]*

*General note: In case of multiple studies under a research program or project, a per study proposal should be prepared with the following components: A. Background Information and Statement of the Problem; B. Objectives; C. Review of Literature; D. Theoretical and/or Conceptual Framework; E. Methodology; F. Sex-disaggregated data; G. Component Projects (if applicable); H. Expected Output and Gains; I. Detailed Work Plan; J. Budgetary Requirements; K. Scholarly Connection; L. Plan to conduct impact and sustainability assessment/study; M. List of References; and N. Attachments.* ***Please remove the texts in blue font after providing the necessary information.***

1. **Implementer: University of Southeastern Philippines (USeP)**
2. **Research Management Team**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role and Task Assignments** | **Field of Specialization** | **Academic Program** | **Academic/ Delivery Unit** |
| *Ex. Dr. Juan B. Dela Cruz* | *Program Leader; Project 2 Leader; Study 6 Leader* | *Development Communication* | *Development Communication* | *College of Development Management* |
| *Ex. Dr. Gregoria C. Catacutan* | *Project 3 Leader; Study 1 Leader* | *Electrical Engineering* | *Electrical Engineering* | *College of Engineering* |
| *Ex. Mr. Basiliso F. Delos Reyes* | *Project Staff* | *Accounting* | *N/A* | *Non-Teaching Personnel* |
| *(add more rows, if needed)* |  |  |  |  |

1. **Cooperating Agency** *(if applicable)*

|  |  |  |
| --- | --- | --- |
| **Name of Cooperating Agency/ Industry/ Institution** | **Cooperating Agency Classification** | **Address** |
| *Ex. DOST XI* | *National Government Agency* | *cor. Friendship and Dumanlas Rds, Bajada Flyover, Davao City, Davao del Sur* |
|  |  |  |

1. **Research Duration:** *Specify the duration of the research in months.*
2. **Budgetary Requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_**

*If applicable, this is the estimated or projected total expenditures of the research for the duration of its implementation. Please indicate the counterpart fund of the cooperating agency.*

1. **Research Area and R&D Initiative Classification:***Select whether the research to be conducted is basic, applied, or development research and call-driven or institutionally driven R&D initiative*

|  |  |
| --- | --- |
| **Research Area** | Basic Research Applied Research Development Research |
| **R&D Initiative Classification** | Call-Driven R&D Institutionally Driven R&D Externally Funded R&D |

1. **Alignment:** *Provide the respective academic program alignment, College/ School RDE Agenda alignment, University RDE Agenda alignment, and SDG Alignment*

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Program Alignment** | **College/ School RDE Agenda Alignment** | **University RDE Agenda Alignment** | **SDG Alignment** |
| *(add more rows, if needed)* |  |  |  |
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**II. PROGRAM/PROJECT/STUDY DETAILS**

1. **Background Information and Statement of the Problem**

*This part refers to the overview of the research discussing the factors and conditions that led to its conceptualization and the outcome which the research intends to achieve. This is also the statement of the situation, information, or gaps identified leading to the establishment of its framework. Hence, the activities identified in the research are designed to address the problem. Literature review as basis in coming up with the appropriate methodology or strategy and its complementation to the academic program or curriculum where the research is anchored and the involvement of students should be stated. This should tackle discussions about the usefulness of the expected results of the study, its output and gains.*

*In addition, it is important that possible linkages that will be forged in its implementation be mentioned in this part.*

1. **Objectives**

*The research should indicate its overall goal or objective to address the identified problem. If a program is proposed, each of the projects should indicate a general objective to ensure their contribution to the attainment of the program goal. The specific objectives should support the general objectives.*

**Program Objective:** *if applicable*

**Project Objectives:** *If applicable*

* 1. *To (for Pro 1)*
  2. *To (for Proj 2)*
  3. *To (for Proj 3)*
  4. *To (for Proj 4)*
  5. *To (for Proj 5)*
  6. *Add more based on the number of projects*

**Study Objective**: (per study) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Review of Literature**

*A thorough review of researches/ literature related to the proposed program/ project/ study should be done. This will provide idea on some existing concepts, findings, technologies, methodologies, etc. related topics to the proposed research which will help persuade the reader that the study/research is not a duplication. Several sources of literature should be used and written in a well-organized manner to include subtopics that will provide clearer understanding and information of the research topic.*

1. **Theoretical and/or Conceptual Framework**

*The program/project/study should adopt a conceptual/theoretical framework which should be illustrated in this item.*

*This shows the overall picture of the concept, theories, principles and laws that serve as the foundation of the program/project/study. This includes discussion of the relationship of variables under the study, hence, necessary in the interpretation of results.*

Figure 1. Theoretical/Conceptual Framework

1. **Methodology**

*This narrates or enumerates the step-by-step procedure in the implementation of the research including its location and duration. The procedure should be well-studied to ensure that the identified objectives will be achieved. This also includes sampling, experimental design and the most appropriate statistical tool to analyze the data. The methodology will help the proponent and the evaluators determine if the accuracy, time frame, the budget of the study is practical and realistic.*

1. **Sex-disaggregated data**

*Identify and indicate the sexes involved in the research program/ project/ study.*

|  |  |  |
| --- | --- | --- |
| No. | Name | Sex |
|  |  |  |
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|  | *(add more rows, if needed)* |  |

1. **Component Projects (if applicable)**

*List down the title of each project component indicating the expected outcome/s and the period covering its full implementation. The duration should be based on the identified schedule of activities required until project completion.*

Table 1. Project Information

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Component Projects | Outcome/s | Duration (months) | Estimated Budget |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. *Add rows, if necessary* |  |  |  |
| Total | |  |  |

1. **Expected Output and Gains** *This should be identified by the study, project or program, whichever is applicable*

|  |  |  |
| --- | --- | --- |
| DOST 7Ps | Please Check | Description *(include the number)* |
| Publication |  |  |
| Patent |  |  |
| Product |  |  |
| People Services |  |  |
| Places and Partnerships |  |  |
| Policies |  |  |

|  |  |  |
| --- | --- | --- |
| Perceived Gains (3 Impacts) | Please Check | Description |
| Social |  |  |
| Economic |  |  |
| Environment |  |  |

1. **Detailed Work Plan** *A separate workplan should be prepared per component project of a program, if applicable.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Major Activities** | **Objectively Verifiable Indicators** | **Deliverables/**  **Target Output** | **Person Responsible** | **Year 1** | | | | | | | | | | | | **Expected Outcome** | **Budget** |
| M1 | M2 | M  3 | M 4 | M  5 | M  6 | M 7 | M 8 | M 9 | M 10 | M 11 | M12 |  |  |
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| Publication |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Packaging of Research Output(s) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| IEC Material Deveelopment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dissemination Activities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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*Note: Add separate sheets for Year 2 and Year 3, and succeeding years, if applicable.*

1. **Budgetary Requirements**

Table 2. Program/Project/Study budgetary requirement for the duration *(if applicable).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component/Project** |  | **Budget** | | | **TOTAL** |
|  | **Year 1** | **Year 2** | **Year 3** |
| **Program Coordination and Management** |  |  |  |  |  |
| **Project 1. Title**  *(Start-end date)* |  |  |  |  |  |
| **/Project 2. Title**  *(Start-end date)* |  |  |  |  |  |
| **Project 3. Title**  *(Start-end date)* |  |  |  |  |  |
| **Project 4. Title**  *(Start-end date)* |  |  |  |  |  |
| **Project 5. Title**  *(Start-end date)* |  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |

Table 3. Program/Project/Study Line-Item Budget (to be supported with WFP and PPMP)

| **Item** | **Year 1** | **Year 2** | **Year 3** | **TOTAL** |
| --- | --- | --- | --- | --- |
| **Personnel Services (PS)** |  |  |  |  |
| Honorarium |  |  |  |  |
| *Program Leader (\_\_\_ /month)* |  |  |  |  |
| *Project Leader (\_\_\_/month)* |  |  |  |  |
| Salary |  |  |  |  |
| Subtotal |  |  |  |  |
| **Maintenance and Other Operating Expenses (MOOE)** |  |  |  |  |
| Communication |  |  |  |  |
| Supplies and Materials |  |  |  |  |
| Training Expense |  |  |  |  |
| Travel |  |  |  |  |
| Gasoline |  |  |  |  |
| Food and Venue |  |  |  |  |
| Other Professional Services (include the Research Ethics Review, IPR processing, Publication Assistance, IEC materials reproduction) |  |  |  |  |
| **Contingency Fund** (10% of PS and MOOE) |  |  |  |  |
| **TOTAL** |  |  |  |  |

1. **Scholarly Connection**

*This pertains to the contribution of the program in the advancement of knowledge. Generally, some of the significant program outputs include submission for journal publication, packaging into modules/ IEC materials to include S&T-based interventions and presentation to fora/conferences aside from its dissemination to the concerned community. In addition, results of the program implementation should provide feedback or information for the enhancement of instruction and/or other future extension programs. Hence, proper documentation is a basic requirement in program implementation.*

1. **Plan to conduct impact and sustainability assessment/study**

*If applicable, this includes the information on the research program/ project/ study for any possibility of conducting an impact and sustainability assessment/ study after a given period of time.*

1. **List of References**

*These are the authoritative sources of information used to ascertain the claims that were stated in the Background and Statement of the Problem.*

1. **Attachments**

*This includes the details for each program component (if applicable) to include Project and Study Details with Appendix Tables which shall form part of the full proposal package. Hence, each project should fill-out the Project Details including appendices. Use the PROGRAM COMPONENT FORMS in each of the component project and each study under the project. Thus, if there are 3 studies per project, there shall be 3 attached component forms to that specific project and so on.*

**Prepared by: Reviewed and Endorsed:**

**[SIGNATURE OVER PRINTED NAME]** **[SIGNATURE OVER PRINTED NAME]**

Program/Project/Study Leader R&D Division Director

**Recommending Approval: Approved:**

**[SIGNATURE OVER PRINTED NAME]** **[SIGNATURE OVER PRINTED NAME]**

Vice President for RDE University President

**PROGRAM COMPONENT A** *(if applicable)*

**PROGRAM COORDINATION AND MANAGEMENT**

*(This part should be completed or filled-in by the Program Leader)*

**Program Coordination and Management**

*This includes coordination meetings, courtesy calls, MOU signing, program orientation, team meetings, community meetings, and other program related activities*.

Appendix Table 1. Program Coordination and Management Activities

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| **Major Activities** | **Objectively Verifiable Indicators** | **Deliverables/**  **Target Output** | **Person Responsible** | **Year 1** | | | | | | | | | | | | **Expected Outcome** | **Budget** |
| J | F | M | A | M | J | J | A | S | O | N | D |  |  |
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*Note: Add separate sheets for Year 2 and Year 3, and succeeding years, if applicable.*

**Line-Item Budget**

Appendix Table 2. Program Coordination and Management Line-Item Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Year 1** | **Year 2** | **Year 3** | **TOTAL** |
| **Personnel Services (PS)** |  |  |  |  |
| Honorarium |  |  |  |  |
| *Program Leader* |  |  |  |  |
| Salary |  |  |  |  |
| *Subtotal* |  |  |  |  |
| **Maintenance and Other Operating Expenses (MOOE)** |  |  |  |  |
| Communication |  |  |  |  |
| Supplies and Materials |  |  |  |  |
| Travel |  |  |  |  |
| Gasoline |  |  |  |  |
| Food and Venue |  |  |  |  |
| Other Professional Services |  |  |  |  |
| *Subtotal* |  |  |  |  |
| **Contingency Fund** (10% of PS and MOOE) |  |  |  |  |
| **TOTAL** |  |  |  |  |

Prepared by:

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

PROGRAM LEADER

**PROGRAM COMPONENT B** *(if applicable)*

**PROJECT/STUDY TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Name of Project/Study Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*(This part should be completed or filled-in by the Project Leader)*

Appendix Table 1. Project Management Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Team Members | | Field of Specialization | Home Unit | | |
| College | Program | Others, specify |
| Project Leader |  |  |  |  |  |
| Study Leader/s |  |  |  |  |  |
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1. **Rationale of the Project:**

*Describe in at least two paragraphs the significance of the project, its contribution to the achievement of the program goal including the nature of the methodology or activities. Indicate the relevance of the methodology to the achievement of the project’s general objective by listing down a specific objective and its complementation to the academic program where the research project is anchored including the possible involvement of students and administrative or non-teaching staff in its implementation.*

1. **Specific Objectives:**
2. *……..*
3. *……*
4. *……*
5. *…….*
6. *…..*
7. **Expected Output and Gains:**

|  |  |  |
| --- | --- | --- |
| DOST 6Ps | Please Check | Description (include the number) |
| Publication |  |  |
| Patent |  |  |
| Product |  |  |
| People Services |  |  |
| Places and Partnerships |  |  |
| Policies |  |  |

|  |  |  |
| --- | --- | --- |
| Perceived Gains (3 Impacts) | Please Check | Description (Alignment to SDG) |
| Social |  |  |
| Economic |  |  |
| Environment |  |  |

1. **Project Duration:** *From – to*
2. **Detailed Work Plan**

Appendix Table 2. Project Activities

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Major Activities** | **Objectively Verifiable Indicators** | **Deliverables/**  **Target Output** | **Person Responsible** | **Year 1** | | | | | | | | | | | | **Expected Outcome** | **Budget** |
| J | F | M | A | M | J | J | A | S | O | N | D |  |  |
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*Note: Add separate sheets for Year 2 and Year 3, and succeeding years, if applicable.*

1. **Assessment Plan**

Appendix Table 3. Collection of Data for Project Assessment

| **Outcome** | **Indicator** | **Data Collection Method** | **Frequency** |
| --- | --- | --- | --- |
|  |  |  |  |
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1. **Line-Item Budget**

Appendix Table 4. Project Line-item Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Year 1** | **Year 2** | **Year 3** | **TOTAL** |
| **Personnel Services (PS)** |  |  |  |  |
| Honorarium |  |  |  |  |
| *Program Leader* |  |  |  |  |
| Salary |  |  |  |  |
| *Subtotal* |  |  |  |  |
| **Maintenance and Other Operating Expenses (MOOE)** |  |  |  |  |
| Communication |  |  |  |  |
| Supplies and Materials |  |  |  |  |
| Travel |  |  |  |  |
| Gasoline |  |  |  |  |
| Food and Venue |  |  |  |  |
| Other Professional Services |  |  |  |  |
| *Subtotal* |  |  |  |  |
| **Contingency Fund** (10% of PS and MOOE) |  |  |  |  |
| **TOTAL** |  |  |  |  |

Prepared by:

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

PROJECT LEADER or STUDY LEADER, for studies

**PROGRAM COMPONENT C** *(if applicable)*

**PROJECT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Name of Project Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*(This part should be completed or filled-in by the Project Leader)*

Appendix Table 1. Project Management Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Team Members | | Field of Specialization | Home Unit | | |
| College | Program | Others, specify |
| Project Leader |  |  |  |  |  |
| Activity Member/s |  |  |  |  |  |
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1. **Rationale:**

*Describe in at least two paragraphs the significance of the project, its contribution to the achievement of the program goal including the nature of the intervention or activities. Indicate the relevance of the activity to the achievement of the project’s general objective by listing down a specific objective per identified activity and its complementation to the academic program where the extension project is anchored including the possible involvement of students and administrative or non-teaching staff.*

1. **Specific Objectives:**
2. *……..*
3. *……*
4. *……*
5. *…….*
6. *…..*
7. **Expected Output and Gains:**

|  |  |  |
| --- | --- | --- |
| DOST 6Ps | Please Check | Description *(include the number)* |
| Publication |  |  |
| Patent |  |  |
| Product |  |  |
| People Services |  |  |
| Places and Partnerships |  |  |
| Policies |  |  |

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| --- | --- | --- |
| Perceived Gains (3 Impacts) | Please Check | Description (Alignment to SDG) |
| Social |  |  |
| Economic |  |  |
| Environment |  |  |

1. **Project Duration:** *From – to*
2. **Detailed Activity Plan**

Appendix Table 2. Project Activities or Intervention

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Major Activities** | **Objectively Verifiable Indicators** | **Deliverables/**  **Target Output** | **Person Responsible** | **Year 1** | | | | | | | | | | | | **Expected Outcome** | **Budget** |
| J | F | M | A | M | J | J | A | S | O | N | D |  |  |
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*Note: Add separate sheets for Year 2 and Year 3, and succeeding years, if applicable.*

1. **Assessment Plan:**

Appendix Table 3. Collection of Data for Project Assessment

| **Outcome** | **Indicator** | **Data Collection Method** | **Frequency** |
| --- | --- | --- | --- |
|  |  |  |  |
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1. **Line-Item Budget**

Appendix Table 4. Project Line-item Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Year 1** | **Year 2** | **Year 3** | **TOTAL** |
| **Personnel Services (PS)** |  |  |  |  |
| Honorarium |  |  |  |  |
| *Project Leader* |  |  |  |  |
| Salary |  |  |  |  |
| *Subtotal* |  |  |  |  |
| **Maintenance and Other Operating Expenses (MOOE)** |  |  |  |  |
| Communication |  |  |  |  |
| Supplies and Materials |  |  |  |  |
| Travel |  |  |  |  |
| Gasoline |  |  |  |  |
| Food and Venue |  |  |  |  |
| Other Professional Services |  |  |  |  |
| *Subtotal* |  |  |  |  |
| **Contingency Fund** (10% of PS and MOOE) |  |  |  |  |
| **TOTAL** |  |  |  |  |

Prepared by:

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PROJECT LEADER or STUDY LEADER, for studies