



DOST Form 1

DETAILED RESEARCH & DEVELOPMENT PROGRAM PROPOSAL

(For the Whole Program)

(To be accomplished by the researcher)

(1) PROGRAM PROFILE

Program Title:

Program Leader/Sex:

Program Duration (number of months):

Program Start Date:

Program End Date:

Implementing Agency (Name of University-College-Institute, Department/Organization or Company):

Address/Telephone/Fax/Email (Barangay, Municipality, District, Province, Region):

Title of Component Projects:	Project Duration (number of months):	Project Start Date:	Project End Date:
1.			
2.			
.			
n.			

(2) PROGRAM SUMMARY (Not to exceed two (2) (pages)

Objectives of the Program:

General

Specific

Significance/Impact to knowledge advancement and to the society:

Methodology:

Conceptual Framework (how the projects are interrelated)

Discussion of possible complementation or utilization of related DOST-GIA funded Programs/projects previously handled by the same Program Leader (if any)

Gender Sensitivity/Responsiveness [based on the Harmonized Gender and Development Guidelines (HGDG)]. See attached GAD Checklist. Indicate the GAD Score of component projects.

(3) BUDGET SUMMARY FOR THE WHOLE PROGRAM (include Counterpart Funds)				
Total Budget:				
SOURCE OF FUND	PS	MOOE	EO	TOTAL
DOST				
Counterpart Fund				
Total				
Y1 Budget:				
SOURCE OF FUND	PS	MOOE	EO	TOTAL
DOST				
Counterpart Fund				
Total				
Yn Budget:				
SOURCE OF FUND	PS	MOOE	EO	TOTAL
DOST				
Counterpart Fund				
Total				

(4) NUMBER OF PERSONNEL REQUIREMENT		
Full-time	Part-Time	Total

(5) SUMMARY OF EQUIPMENT RELEVANT TO THE PROGRAM (include equipment as provided in the program line-item budget)				
Name of Equipment	Existing Equipment in the	Existing Equipment from Other	To Be Purchased (number)	Justification for the Purchase

	Implementing Agency (number)	Collaborating Agency/ies (Local and Abroad) (number)		

(6) OTHER ONGOING PROGRAMS BEING HANDLED BY THE PROGRAM LEADER: \_\_\_\_\_ (number)

Title of the Program	Implementation Period (mm/dd/yy)	Funding Agency	Involvement in the Program

I hereby certify the truth of the foregoing and have no pending financial and/or technical obligations from the DOST and its attached Agencies. I further certify that the programs/projects being handled is within the prescribed number as stipulated in the DOST-GIA Guidelines. Any willful omission/false statement shall be a basis of disapproval and cancellation of the Program.

(7)	SUBMITTED BY (Program Leader)	ENDORSED BY (Head of the Agency)
Signature		
Printed Name		
Designation/Title		
Date		

**Note:** See guidelines/definitions at the back.

**DOST Form 1**  
**DETAILED R & D PROGRAM PROPOSAL**

**I. General Instruction:** Submit through the DOST Project Management Information System (DPMIS), <http://dpmis.dost.gov.ph>, the detailed R&D proposal for the whole Program together with the detailed proposal of the component projects and a 1-page curriculum vitae of the Program Leader. Also, submit four (4) copies of the proposal together with its supporting documents. Use Arial font, 11 font size.

**II. Operational Definition of Terms:**

**1. Program-** refers to a group of interrelated or complementing S&T projects that require an interdisciplinary or multidisciplinary approach to meet established goal(s) within a specific time frame.

**Title-** the identification of the Program and the component projects.

**Program Leader-** refers to the person who plans, organizes and supervises the overall activities of a program and is a Project Leader of at least one (1) of the projects under a program.

**Program/Project Duration-** refers to the grant period or timeframe that covers the approved start and completion dates of the program/project, and the number of months the program/project will be implemented.

**Implementing Agency-** the primary organization involved in the execution of a program/project which can be a public or private entity

**Project-** refers to the basic unit in the investigation of specific S&T problem/s with predetermined objective(s) to be accomplished within a specific time frame.

**2. Program Summary-** brief overview of the Program, include discussions on the objectives, significance/impact of the study to the advancement of knowledge and to the society, methodology, and results of related Programs/projects previously handled by the same Program Leader, if any.

**3. Budget Summary-** personnel services (PS), maintenance and other operating expenses (MOOE), and equipment outlay (EO) requirement of the whole program by source (including Counterpart Funds) for Year 1 and for the whole duration of the Program. Please refer to the DOST-GIA Guidelines for the details (Section IX.B of DOST Administrative Order (A.O.) 011, s. 2020).

**a. PS-** total requirement for wages, salaries, honoraria, additional hire and other personnel benefits.

**b. MOOE-** total requirement for supplies and materials, travel expenses, communication, and other services.

**c. EO-** total requirement for facilities and equipment needed by the Program. Include existing equipment that are critical project components from other collaborating agency/ies.

**4. Number of Personnel Requirement-** number of full time and part time personnel to be involved in the Program.

**5. Equipment Relevant to the Program-** existing equipment in the agency to be used in the Program and additional units to be purchased, if needed, and new equipment. Include equipment as provided in the program line-item budget.

**6. Other Ongoing Programs Being Handled by the Program Leader-** list of ongoing Programs/projects being handled by the Program Leader funded by the DOST-GIA Program and other sources, and the accompanying responsibilities relevant to the Program/project.

**7. Endorsed By-** Head of the Agency or authorized representative who recommends the Program.