

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI FOS-SET 05-04
	WORK INSTRUCTIONS	REVISION NUMBER	1
SECTION	PRODUCT REALIZATION	PAGE NUMBER	1 of 1
SUBJECT	PREPARATION OF PROJECT PROPOSAL		

PERSON RESPONSIBLE:

*Program Managers
City/Provincial Science and Technology Technical Personnel
City/Provincial Science and Technology Director (C/PSTD)*

STEPS:

- 1.0 *As soon as a specific group/sector has been identified for technology assistance by the C/PSTO, a project proposal is prepared for the following: GIA, TCSILI and other Funding Agencies*
- 2.0 *Gather, consolidate, and analyze the data that resulted from the Technology Needs Assessment, Focused-group discussions/dialogues and/or Situational Analysis.*
- 3.0 *Determine the type of technology intervention needed by the group/sector and identify the funding institutions/agencies concerned.*
- 4.0 *Assist/facilitate in the preparation of the project proposal highlighting the management, technical, financial, marketing and socio-economic aspects as well as risks and opportunities associated to the project as indicated in the project proposal format, DOST Forms 1 and 2 (FOS-GIA-F02 and F03) for GIA R&D, and DOST Form 3 (FOS-GIA-F04) for GIA non-R&D projects, whichever is applicable.*
- 5.0 *Furnish copies of the project proposal to enable reviewing of the content by all parties concerned. If all parties agree with the content of the project proposal, print final copy of the proposal. Otherwise, the proposal is revised to incorporate vital corrections/enhancements.*
- 6.0 *Submit project proposal to funding institutions/ agencies.*
- 7.0 *Provide a copy of the project proposal to all parties concerned.*

Prepared by:  ARD for Field Operations Services	Approved by  Quality Management Representative
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