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SUBJECT	PROVISION OF PROJECT FUND		

1.0 OBJECTIVE

To provide a guide on implementing S&T projects in the region, specifically, in providing *i-Fund* and *local GIA*.

2.0 SCOPE

This will cover all processes involved in providing *i-Fund* and *local GIA* from the preparation and signing of MOA up to the release/*withdrawal* of project fund including the risks and opportunities associated with the process.

3.0 ACCESS

This procedures manual has been uploaded to the DOST IX Document Management System (DMS) and is accessible to all DOST IX personnel. The original copy of this document is managed by the Document Custodian.

4.0 DEFINITION OF TERMS


iFund	- also referred to as innovation-enabling fund to acquire technology in order to increase production capacity, improve productivity, adopt innovation, enhance product quality or facilitate product and process development to address market and regulatory requirements.
MOA	- Memorandum of Agreement is a document that legally binds the fund provider, project implementer, and project beneficiaries to achieve the objectives of the project. Specific roles and responsibilities of the implementers and beneficiaries are defined and stated in the MOA.
Local GIA	- refers to Grants-in-Aid sourced from DOST-IX local fund
Cooperator	- refers to the recipient of iFund
Beneficiaries	- refers to the recipient of local GIA non-R&D funding assistance
Proponent	- refers to the recipient of local GIA R&D funding assistance
ORS/DV	- refers to Obligation Request and Status and Disbursements Voucher
SETUP	- Small Enterprise Technology Upgrading Program
RPMO	- Regional Program Management Office
FASTS	- Finance, Administrative Support and Technical Services
PSTD	- Provincial Science and Technology Director
CSTD	- City Science and Technology Director
PM	- Program Manager
ARD for FOS	- Assistant Regional Director for Field Operations Services
RD	- Regional Director


5.0 RECORD

- Memorandum of Agreement (MOA), notarized

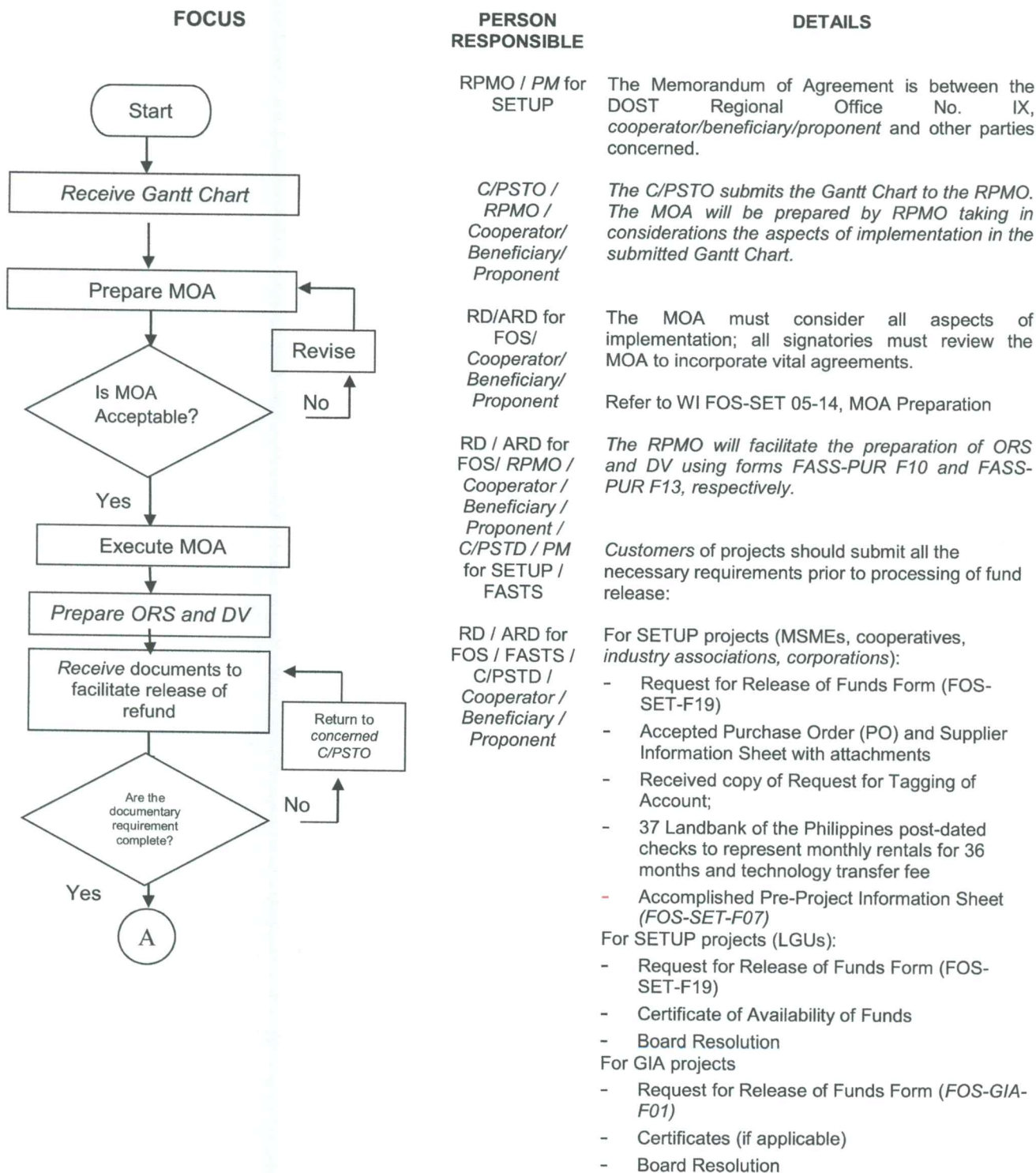
6.0 REFERENCE

- WI FOS-SET 05-14, MOA Preparation

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




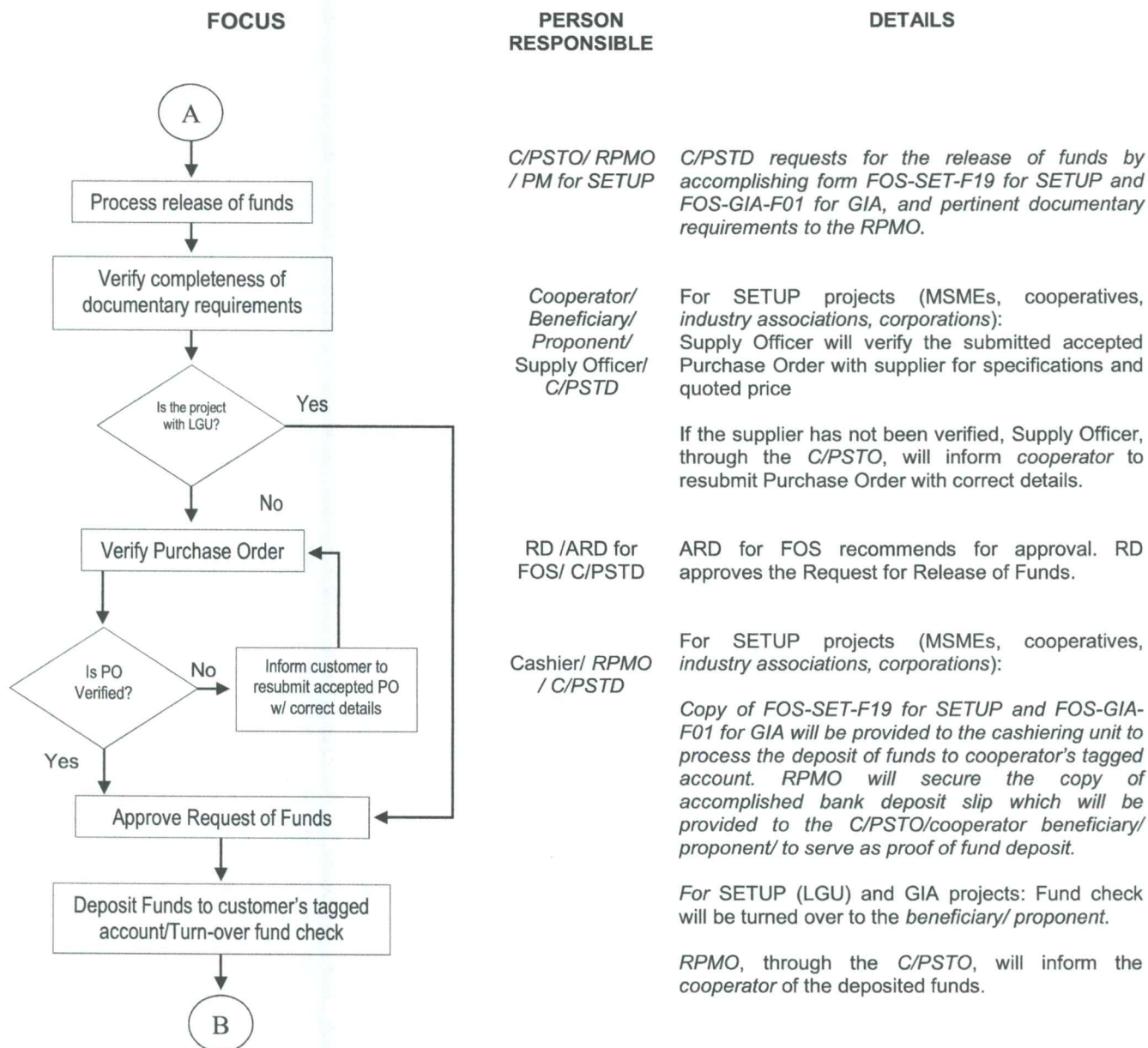
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ARD for Field Operations Services


Approved by:

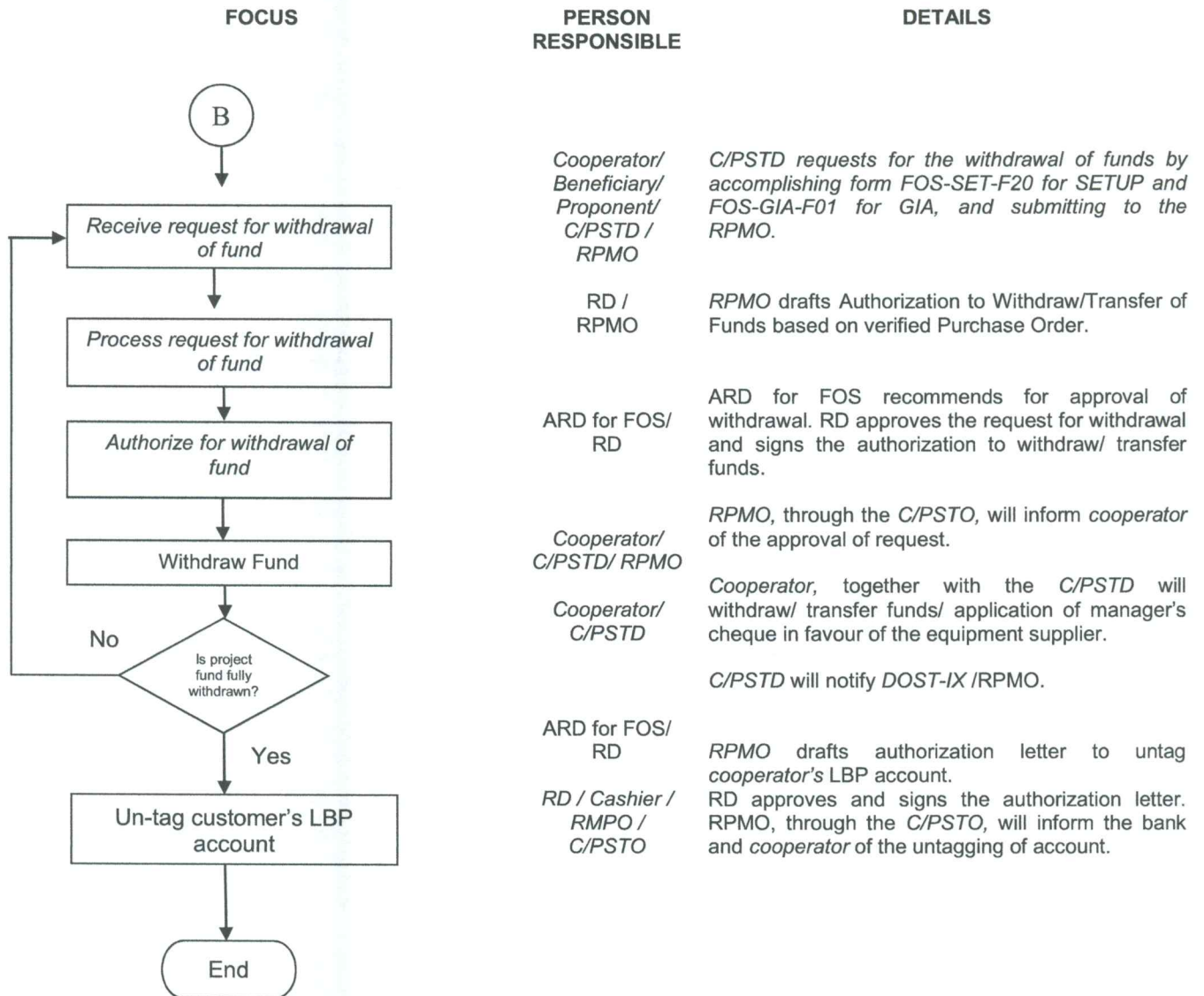
Quality Management Representative



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 ARD for Field Operations Services	 Quality Management Representative