

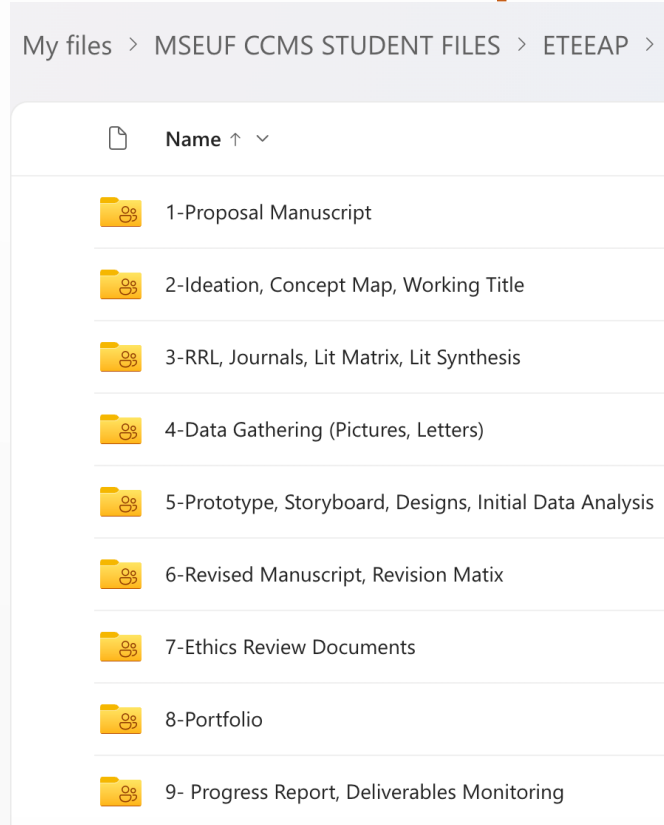


## Deliverables: Capstone 1

### Guidelines for the formatting of OneDrive folder

1. Use your assigned OneDrive folder to individually upload the documents for capstone 1.

**Create folders as seen in sample below.**



- 01- Proposal Manuscript
- 02- Ideation/Concept Maps/Working Title
- 03-RRl, Journals, Lit Matrix, Working Title
- 04-Data Gathering (Pictures, Letters)
- 05-Prototype/ Storyboard/Design/ Initial Data Analysis
- 06-Revised Manuscript/ Revision Matrix
- 07-Ethics Review Documents
- 08-Portfolio
- 09-Deliverables (Deliverable Monitoring, Progress Report, Signed Endorsement Form)
- 10-Evaluation/Proof-of-concept demonstration to client/ Answered Questionnaire/ Informed Consent Forms/ PIA forms
- 11-Final Manuscript/ PowerPoint Presentation/ Video
- 12-Revision Matrix/ Revised Manuscript v1.0
- 13-Revised Manuscript v2.0- Grammar Checked
- 14-Final Requirement (Revised Manuscript v2.0- Grammar Checked, Approval Sheet, Revised System, Certificate of Grammar Check, Turnitin, and Originality, Signed Recommendation Sheets- Revision Matrix)
- 15- Publishable Paper

**From Number 12-15: These will be submitted after final defense-capstone 2**

2. Upload necessary documents on those folders.
3. Keep your folder tidy.
4. Update and submit needed requirements within the deadlines. (Please refer to Hyflex Schedule)



### Guidelines After Successful Proposal Defense:

1. Accomplish the **revision matrix** and answer the action taken.
2. Ask the adviser to check and sign the revision matrix.
3. You will individually message your panel for them to check the action taken and sign the revision matrix.
4. **Submission of Manuscript, PIA, Informed Consent for Ethics Review after Accomplishment of Revision Matrix and Edited Proposal Manuscript**

### Guidelines for Ethics Review – [after successful proposal defense]



#### 1. Format the manuscript as follows:

- a. Accomplish Privacy Impact Assessment (PIA) form and Informed Consent (template uploaded in the Onedrive folder assigned to you-retrieve via OneDrive folder **TEMPLATES**) form and include in the appendix of the revised manuscript
- b. Convert Manuscript, PIA and Informed Consent into .pdf file. Filename: **Ethics Review-Program-[Surname1]-[Surname2]-[ [Surname3]-[Initials of the Adviser]**




Eg.

Ethics Review-BSIT-Maano-Almanza-Cabacungan-RCBellezaJr.

2. For **ethics review folder**, one file will be uploaded in the folder (revised manuscript including PIA and informed consent). Please refer to the figure below.

Name ↓	Owner
.....	.....
 Ethics Review-BSCS-Maano-Almanza-Cabacungan-RAMaano.pdf 	me

3. **[FOR ALL PROGRAMS] Add #8 Portfolio and #9 Deliverables Monitoring and Progress Report.** Portfolio must be accomplished individually.

 8- Portfolio
 9- Deliverables (Deliverable Monitoring, Progress Report, Signed Endorse... 

4. All necessary documents must be submitted on or before **MAY 31, 2024**.

Prepared by RAMCCMS