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| 1. **Title of the Research Work** |

{{ProjectTitle}}

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| **(2) \*Team Leader**  **Gender/Delivery Unit/Mobile Number/Email/\*\*Academic Rank**  *Team Leader-* *They directly plan, organize, supervise, and conduct the implementation of a basic unit of*  *investigation of a specific research work.*  *\** *Per DOST MC No. 001, s. 1993; CHEC CO No. 02, s. 2011; CHED-NCCA JC No. 2017-5, s. 2017, DBM-DOST JC No. 1 s. 2013*  *\*\*Please attach certification from Human Resource Management Department* |

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| NAME | GENDER | DELIVERY UNIT | MOBILE NO. | EMAIL | RANK |
| {{ProjectLead}} |  |  |  | {{LeadEmail}} |  |

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| 1. **\*Project Staff**   **Gender/Delivery Unit/Agency/Mobile Number/Email/\*\*Academic Rank**  *Those who are not qualified as research team leader may qualify as research project staff (senior and junior).*  *Senior Project Staff- They perform professional, technical, and scientific positions which involve professional,*  *technical, or scientific work in a non-supervisory or supervisory capacity requiring at least four years of collegiate*  *work.*  *Junior Project Staff- They perform research/technical related clerical, trades, crafts, and custodial service positions which*  *involve non-professional or sub-professional work in a non-supervisory capacity requiring less than four years of college studies.*  *\* Per DOST MC No. 001, s. 1993; CHEC CO No. 02, s. 2011; CHED-NCCA JC No. 2017-5, s. 2017, DBM-DOST JC No. 1 s. 2013*  *\*\*Please attach certification from Human Resource Management Department* |

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| NAME | GENDER | DELIVERY UNIT | MOBILE NO. | EMAIL | RANK |
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| 1. **Research Team’s Department/College/Office**   *Department/College/Office that will spearhead the implementation of the research proposal* |

{{ImplementInsti}}

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| **(5) Collaborating Agency(cies)**  *Agency(ies) that will collaborate in the research work preferably external. Discuss its extent of collaboration.* |

{{CollabInsti}}

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| 1. **Research and Development Station**   Station or unit where the research work will be conducted (district, municipality, province, region). |

<Insert text here>

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| 1. **Research Thrusts and Priorities (please check)**   *The University adopts a clear, practical, and realizable University Research Agenda (URA), to wit:*  *1. be aligned with the strategic plan of the University; unify the direction and framework of the research activities of the University;*  *2. align the research efforts of the University with the thrusts and priorities of national government agencies; and*  *3. generate research works and publications which promote economic, social, cultural, and technological development.*  *The URA has identified five (5) specific research thrusts. As the research team, kindly identify a specific research priority that addresses a specific research thrust.* |

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| Thrusts | Priorities *(please specify)* |
| Poverty Reduction, Peace and Security |  |
| Accelerating Infrastructure Development through Science and Technology |  |
| Competitive Industry and Entrepreneurship |  |
| Social and Cultural Development |  |
| Environmental Conservation, Protection, and Rehabilitation Towards Sustainable Development |  |

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| **(8) Significance**  *Justification or rationale for doing the research. This will include a brief introduction, the problem/need being addressed, the historical basis for R&D, utilization of the expected output, socioeconomic benefits, and the possible impact on health / allied health science, the users, beneficiaries, and country* |

<Insert text here>

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| **(9) Objectives**  *Statement of general and specific objectives of the proposed research.* |

{{Objectives}}

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| **(10) Expected Output**  *Results to be expected from the conduct of research – what particular product, technology, process, knowledge, etc.* |

<Insert text here>

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| **(11) Target Beneficiaries**  *End-users or beneficiaries of the research output and the number and locality of beneficiaries, if applicable.* |

<Insert text here>

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| **(12) Methodology**  *Brief information on how the research will be conducted (research design, participants, data collection and analysis). This portion may include a conceptual framework/theoretical framework.* |

{{Methodology}}

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| **(13) Safety and Monitoring Plan (if applicable)**  *Describe any provision for monitoring the data for safety.* |

<Insert text here>

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| **(14) Limitations**  *This refers to the potential limitations of procedures.* |

<Insert text here>

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| **(15) Ethical Considerations** | |
| A. Informed Consent (Applies to studies using human subjects)  1. Provide a description of the Informed Consent Process  2. If requesting waiver or alteration of consent, explain why it is needed to complete the study  B. Risks and Side Effects (Applies to studies using human subjects)  1. Potential Risks (include medical, psychological, legal, financial, social)  2. Adverse events (define)  3. Compensation for Injuries  C. Benefits to Subjects (Applies to studies using human subjects)   * Explain the expected benefits in relation to the subjects. If there are none, then state this. Explain the benefit to general science or others if applicable.   D. Costs to Subject (Applies to studies using human subjects)  1. Clearly describe the financial costs that the subject may incur (if there are none, state as much).  E. Compensation to Subject (Applies to studies using human subjects)   * Describe any compensation that is received by the subjects, whether monetary or otherwise. When determining compensation, keep in mind what is reasonable based on the time and effort required of the subject. The use of benefits to offset the burden due to participation in the research should be incremental and not based on study completion. | F. Provisions for vulnerable subjects (Applies to studies using human subjects)   * Indicate whether there will be vulnerable subjects in the study * Describe additional protections provided to these subjects to protect their rights and welfare   G. Subject Privacy and Data Confidentiality (Applies to studies using human subjects)  1. Privacy of Participants  a) Describe appropriate provisions to protect the privacy of the subjects.  2. Confidentiality of Data  a) Provide a clear description of how the data will be disseminated. Outline the sharing of data with others outside of the institution, and include provisions for maintaining confidentiality. Additionally, describe how the results of the data will be used (i.e. presentations at professional organizations, submission to professional journals).  3. Plan for Record Retention and Disposal  4. Limits to Confidentiality |

<Insert text here>

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| **(16) Plan for Dissemination of Findings**  *This refers to the explanation of your dissemination plans.* |

<Insert text here>

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| **(17) Plan of Work**  *Schedule of Activities (show the estimated time to be spent for the study in terms of weeks or months for the various phases of the study)* |

|  |  |
| --- | --- |
| MONTH | ACTIVITY |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
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| **(18) Estimated Budget by Source** |

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| **Budgetary Items** | **Cost of Item** | **\*\*PUP Share** | **\*\*\*Other Funding Agency/ies Share** |
| **I. \*Honoraria (Personnel Services)** |  |  |  |
| 1. **Team Leader (Php 8,800 X No. of Months)** |  |  |  |
| 1. **Senior Project Staff (Php 7,500 X No. of Months)** |  |  |  |
| 1. **Junior Project Staff (Php 4,800 X No. of Months)** |  |  |  |
| **Subtotal** |  |  |  |
| **III. Maintenance and Other Operating Expenses** |  |  |  |
| 1. **Local Travel** (Php 50,000.00) |  |  |  |
| 1. **Communication through Mobile Phones** (Php 28,800.00) |  |  |  |
| 1. **Office Supplies** (Php 10,000.00) |  |  |  |
| 1. **Laboratory Supplies** (Php 50,000.00) |  |  |  |
| 1. **Textbooks** (Php 25,000.00) |  |  |  |
| 1. **Semi-Expendable: ICT equipment**   (Php 100,000.00) |  |  |  |
| 1. **Semi-Expendable: Other Machinery**   (Php 25,000.00) |  |  |  |
| 1. **Food and Representation** (Php 50,000.00) |  |  |  |
| 1. **Laboratory Analysis** (Php 150,000.00) |  |  |  |
| 1. **Domain Hosting Subscription**   (Php 50,000.00) |  |  |  |
| **Subtotal** |  |  |  |
| **TOTAL** |  |  |  |

*\*Must comply with the DBM Budget Circular No. 2007-2 and shall not exceed 25% of the annual basic salary as per the PUP R&D Manual page 38, DOST Memorandum 001 series of 2009, and CHED Order No. 002 series of 2011.*

*\*\*If you cannot determine how much to ask from PUP and other funding agencies, just leave this column blank, but fill in the previous column, “Cost of Item.”*

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| **(19) References (APA format)**  **Please use Mendeley to assist you with referencing.** |

<Insert text here>

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|  | **(20) Prepared by** | **(21) Endorsed by** |
| **Signature** |  |  |
| **Name of the team leader** | {{ProjectLeaderCaps}} |  |
| **Designation/position** |  |  |
| **Date** |  |  |