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## PROJECT PROPOSAL

**I. Program/ Project Title:** \_\_\_\_\_

Project Components:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**II. Project Staff**

Name of Principal Researcher (PR) : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Name of Institution : \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Principal Researcher's Contact Details : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Institution's Contact Details : \_\_\_\_\_  
 Name of the Head of the Institution : \_\_\_\_\_

**Name(s) and Details of Researchers and Members:**

Name(s)	Contact Details (email and mobile)	Designation	Field of Expertise/ Specialization/ Background
1.			
2.			
3.			


**III. Curriculum Vitae of Principal Researchers, Co-Researchers, and Members of the Team**

*(Please place as Attachment 1)*

**IV. Project Proposal**

**A. Project Summary**

The proposal must contain a summary of the proposed activity. This should not be more than one page in length (Arial 11, single space). The Project Summary is a brief description of the proposed project and should the proposal be funded. It should

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include a statement of objectives, methods to be employed and expected output and outcomes.

## V. WORK PLAN

*This includes a brief description in chronological order of each activity undertaken in the conduct of the project. The starting and planned completion date are indicated in year and month and they may be presented via Gantt Chart.*


### A. Work Plan

Activities	Output	Due Date

List of all expected outputs of each activity

### B. Gantt Chart

Activity	Year 1											
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Activity 1	X	X	X	X								
Activity 2					X	X	X	X	X	X		
Activity 3											X	X
Activity 4												
Activity 5												

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Activity	Year 2											
	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
Activity 1												
Activity 2												
Activity 3	X	X	X	X								
Activity 4					X	X	X	X	X	X		
Activity 5											X	X

## VI. Risk Management Plan

*What are the risks associated with each activity of the project? Is there anything that will prevent the project from being successfully completed? What are the mitigation strategies for overcoming these risks (risk management, back-up plans)?*

Activity	Hazard / Risks	Possible Courses of Action

## VII. Summary of Proposed Budget (This includes counterparts and source/s of funds).


Items	Budget (X years) (requested from DOE)	Counterpart Funding (specify source of funding)	Total
MOOE (including personnel)	xxx.xx	xxx.xx	xxx.xx
Capital Outlay (Equipment)	xxx.xx	xxx.xx	xxx.xx
<b>TOTAL</b>	<b>xxx.xx</b>	<b>xxx.xx</b>	<b>xxx.xx</b>

*Please provide a description and details of in-kind contribution provided by the Principal Researchers' Institutions and Associated Partners (ie. Use of laboratory facilities, equipment and utilities)*

*Please provide justifications for these costs (MOOE and Equipment), including value for money and confirmation that a fair procurement process will be carried out. For SUCs, please ensure that procurement is compliant with the provisions of RA 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations*

## VIII. Target Beneficiaries of Project Results

Who and how many are the direct/indirect beneficiaries of the study, what are the benefits that are likely to accrue in the short or long term? Please include no. of undergraduate, graduate students and faculty members mentored through the project

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Target Beneficiaries	Total	Expected Benefits from the Program/ Project
1.		
2.		
3.		
4.		
5.		
<b>TOTAL</b>		

*\*please add additional rows, if needed*


#### IX. Results from Prior Research/Extension Grant Support for the Past Ten (10) Years

Provide us your ten (10) year research & extension grant portfolio. List down all the grants received and provide the following information: (A) grant amount and period covered, (B) title of project, (C) brief summary of work completed, (D) list of publications and patents from the research grant, (E) results of the final M&E activity by the grantor – was the project completed successfully? Were the funds liquidated on time? Was the project terminated prematurely or the request for project extension denied? If so, what was the reason(s)?

Research/ Extension Grant Portfolio of Dr./Engr. Xxx (Principal Investigator)	
Grant received from	XX
Grant amount and period covered	XX
Title of project	
Brief summary of work completed	
List of publications and patents from the project grant	
Results of the final M&E activity by the grantor – was the project completed successfully? Were the funds liquidated on time? Was the project terminated prematurely or the request for project extension denied?	

Grant received from	XX
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Grant amount and period covered	XX
Title of project	
Brief summary of work completed	
List of publications and patents from the project grant	
Results of the final M&E activity by the grantor – was the project completed successfully? Were the funds liquidated on time? Was the project terminated prematurely or the request for project extension denied?	

*\* add more rows as needed*

**SUBMITTED BY:**

\_\_\_\_\_  
**Printed Name over Signature**

Principal Researcher

**APPROVED AND ENDORSED BY:**

\_\_\_\_\_  
**Name of Head of CARE Institution**

CARE Name