**RESEARCH TITLE**

Proponent(s)

Institution

1. **BASIC INFORMATION**

**Research Title** :

**Proponent(s) and Institution**

Name :

Designation :

Agency & Address :

Telephone & Fax No. :

Cellphone No. :

E-mail Address :

**Implementing Agency/ies**

Lead Agency :

Collaborating Agency :

**Research Components**

Program :

Project :

Study :

**Project Duration** :

**Total Budget Requested** :

1. **TECHNICAL DESCRIPTION**

**Rationale**

**Objectives**

**Expected Output**

**Significance**

**Review of Related Literature**

**Theoretical and Conceptual Framework**

Definition of Terms

Scope and Limitations

**Methodology**

Research Site

Unit of Analysis/Respondent of the Study

Data Analysis

Research Instrument

Major Activities

**Bibliography/Literature Cited**

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| Prepared by: |  |
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|  |  |
| **NAME OF PROPONENT** |  |
| Name of Institution |  |
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|  |  |
| Endorsed by: | Approved by: |
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| **ARNULFO M. MASCARIÑAS, Ph. D.** | **JEAN C. TAYAG, Ph. D.** |
| Director, CHED-BU ZRC | Director, OPPRI |

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| **Attachment 1** |
| **LOG FRAME** |
|  |
| **Research Title** | **:** |  |
| **Name of Institution** | **:** |  |
| **Project Duration** | **:** |  |
| **Monitoring ZRC** | **:** | CHED-BU Zonal Research Center |
| **Proposed Budget** | **:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| NARRATIVE SUMMARY | VERIFIABLE INDICATORS | MEANS OF VERIFICATION | IMPORTANT ASSUMPTION |
| Goal: |  |  |  |
| Purpose: |  |  |  |
| Outputs: |  |  |  |
| Activities: |  |  |  |

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| Prepared by: |  |
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| **NAME OF PROPONENT** |  |
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| Director, CHED-BU ZRC | Director, OPPRI |

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| **Attachment 2** |
| **WORK PLAN** |
|  |
| **Research Title** | **:** |  |
| **Name of Institution** | **:** |  |
| **Project Duration** | **:** |  |
| **Monitoring ZRC** | **:** | CHED-BU Zonal Research Center |
| **Proposed Budget** | **:** |  |

|  |  |  |
| --- | --- | --- |
| **Activities of the Project** | **Outputs/ Deliverables** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |

Gant Chart

|  |  |
| --- | --- |
| ACTIVITIES | Month/ Duration |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- |
| Prepared by: |  |
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| **NAME OF PROPONENT** |  |
| Name of Institution |  |
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| Endorsed by: | Approved by: |
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| Director, CHED-BU ZRC | Director, OPPRI |

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| **Attachment 3** |
| **FINANCIAL PLAN** |
|  |
| **Research Title** | : |  |
| **Name of Institution** | : |  |
| **Project Duration** | : |  |
| **Monitoring ZRC** | : | CHED-BU Zonal Research Center |
| **Proposed Budget** | : |  |

SAMPLE

|  |  |  |
| --- | --- | --- |
| **MAINTENANCE AND OPERATING EXPENSES** |  | **AMOUNT** |
|  |  |  |
| 1. Other Services
 |  |  |
| Honoraria |  |  |
| Project Leader (4, 000.00/month) or Study Leader (2, 000.00/month) |  |  |
| Research Assistant (300.00/day) |  |  |
| Mentor |  | 10, 000.00 |
| Presentation of Draft Report for Critiquing |  | 10, 000.00 |
| **Sub-total** |  |  |
| 1. Travel Expenses
 |  | 20, 000.00 |
| 1. Communications
 |  | 5, 000.00 |
| 1. Supplies and Materials
 |  | 20, 000.00 |
| **Sub-total** |  | **45, 000.00** |
| **TOTAL** |  |  |
| 1. Administrative Cost (3.5%)
 |  |  |
| **GRAND TOTAL** |  |  |

|  |  |
| --- | --- |
| Prepared by: |  |
|  |  |
|  |  |
|  |  |
| **NAME OF PROPONENT** |  |
| Name of Institution |  |
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| Endorsed by: | Approved by: |
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|  |  |
| **ARNULFO M. MASCARIÑAS, Ph. D.** | **JEAN C. TAYAG, Ph. D.** |
| Director, CHED-BU ZRC | Director, OPPRI |

GIA Form 1: SDTR

**SCHEDULE OF DELIVERABLES AND TRANCHE RELEASES**

|  |  |  |
| --- | --- | --- |
| Program/ Project Title  | : |  |
| Name of the Lead Institution | : |  |
| Name of the Project Leader | : |  |
| Name of Cooperating/networkInstitution(s) | : |  |
| Period Covered (in months) | : |  |
| Total Project Cost | : |  |

|  |  |  |
| --- | --- | --- |
| Tranche Release | Tranche Release | Deliverables / Outputs |
| 80% |  | *80% of the approved budget will be released upon complete submission of the following:* Signed MOA Approved Research Proposal with Attachment |
| 20% |  | *20% of the approved budget will be released upon complete submission of the following:* 6 copies of Final Report Publishable Paper Audited Financial Report |

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| Prepared by: |  |
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|  |  |
| **NAME OF PROPONENT** |  |
| Name of Institution |  |
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| Endorsed by: | Approved by: |
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| **ARNULFO M. MASCARIÑAS, Ph. D.** | **JEAN C. TAYAG, Ph. D.** |
| Director, CHED-BU ZRC | Director, OPPRI |

GIA Form 2: TOR

**TERMS OF REFERENCE**

|  |  |  |
| --- | --- | --- |
| Program/ Project Title  | : |  |
| Name of the Lead Institution | : |  |
| Name of the Project Leader | : |  |
| Name of Cooperating/networkInstitution(s) | : |  |
| Period Covered (in months) | : |  |
| Total Project Cost | : |  |

Objectives:

Scope:

Research Method: (Sampling, Research Design and Data Treatment)

Activities:

Gantt chart:

|  |  |
| --- | --- |
| ACTIVITIES | Month/ Duration |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

*Note: Number of Months depends on the project duration*

Personnel Requirements/ Team Composition

|  |
| --- |
| The Research team may include |
| 1. Project Leader:
 |
| 1. Project Member/s
 |
| 1. Project technical/ Support Staff:
 |

Modus Operandi (Including delineation of assignments, coordination/ networking arrangements

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Person Involved/ Institution | Responsibility | Duration of Involvement/ Time Frame |
|  |  |  |  |
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| Name of Institution |  |
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| **Attachment 4** |
| **PROFILE OF THE PROPONENT** |

**GENERAL GUIDELINES FOR GIA PROPOSALS**

**PAPER FORMATTING**

|  |  |
| --- | --- |
| Paper: | 8.5” x 11” (Letter Size) white substance 20 coupon bond |
| Margin: | Top | Bottom | Left | Right |
|  | 1” | 1” | 1.5” | 1” |
| Font: | Times New Roman |
| Font Size: | 12 |
| Line Spacing | Single Spaced |
| Paragraph Spacing: | Double spaced |
| Paragraph Alignment: | Justified |