

OVPAE-EIDR Form 3.8
EMERGING INTERDISCIPLINARY RESEARCH GRANT
Full Proposal Guidelines

Guidelines on completing the entire proposal. Most of the information required will be the same as that of the capsule proposal. Shaded sections ask for more detail than the capsule concept proposal or are new sections.

(Please use font size 12, Times New Roman. Submit all required information and in the sequence and format indicated in these guidelines.) The full proposal must reflect the exchange of ideas on the capsule concept proposal between the reviewers and the proponent.

1. Research proposal title and executive summary.

- *Descriptive but concise, indicating the significance, general strategy and methods, and expected outcomes of the proposal.*

2. General and Specific aims.

- *The General aims pertain to the entire program or project and not just to its component projects (or subprojects). They summarize the expected outcome(s) and the impact that the results of the proposed research will exert on the field(s) and on society.*
- *Specific aims pertain to projects of a program (or subprojects of a project), e.g., to test a stated hypothesis, create a novel design, solve a specific problem, address a critical barrier to progress in the field, develop new technology and/or business model, make a product.*

3. Research/ Artistic Strategy. *For EVERY project in a multi-project proposal,* organize the Research/ Artistic Strategy in the order specified below. There is no limit to the length of this section. The interactive relationship of projects should be clear.

a. INTRODUCTION

(a) Significance and broad impacts

For research:

- *Describe the importance of the problem that the proposed project addresses.*
- *Explain how the proposed project will improve scientific knowledge, technical capability, culture, and practices or solve a problem in society when the aims are achieved.*
- *Describe how the concepts, methods, or practices that drive this field or market segment will be changed if the proposed aims are achieved.*

For non-written creative work:

- *Explain the significance of the artistic issue or cultural gap that the proposed project seeks to address, highlighting its relevance to the community or society at large.*
- *Discuss how the proposed project will enhance cultural knowledge, artistic practices, and community engagement, as well as its potential to address social issues through creativity, innovation, and artistic expression.*

- *Detail how the project will influence existing artistic concepts, techniques, or practices within the creative field or market segment, illustrating how achieving the project's aims will lead to innovation and evolution in the arts.*

(b) Innovation and intellectual merit

For research:

- *Explain how the application challenges and seeks to shift current paradigms and practices.*
- *Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.*
- *Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.*

For non-written creative work:

- *Discuss how the proposed creative work challenges existing artistic conventions and seeks to shift current practices in the arts, promoting new perspectives and approaches that foster innovation.*
- *Outline any original artistic concepts, methods, or techniques that will be developed or employed in the project, elaborating on how these innovations provide an advantage over traditional artistic practices or tools.*
- *Describe any enhancements or new applications of existing artistic theories, approaches, or methods that the project will introduce, highlighting improvements that can elevate the quality and impact of creative work within the field.*

b. STRATEGY AND METHODOLOGIES

- *Describe the overall strategy and the methodologies (with references) to be used to accomplish the specific aims of the project. Where applicable, include how data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.*
- *Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.*
- *Describe any strategy to establish feasibility (to complete the project within the proposed period), and address the management of any high-risk aspects of the proposed work, especially if the project is in the early stages of development.*
- *Describe clearly the role and functions of the program operations manager in relation to the Main proponent, co-proponents, and various aspects of the proposal.*
- *Indicate any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised. Indicate ethics reviews and all permits required to pursue the projects.*
- *Describe how the project's results will be leveraged to obtain financing for the project's continuation beyond the duration of the grant.*

c. GANTT CHART (1 Organizational Chart for a multi-project program proposal where the output of one project is the input of another should appear clearly in the Chart.)

- *Include other types of relational diagrams, organizational and process charts, if necessary. Show clearly the activities and responsibilities of project proponents and time-lines.*

4. Yearly Expected Results/Output of Project/Program. List and describe in detail all the expected results/outputs of the project/program.

For research:

- a. Yearly expected technical results, e.g., prototype, products, processes, protocols, policies, etc.*
- b. Plans for yearly public dissemination of results, e.g., academic publications (in high-quality international peer-reviewed journals), patent/utility model application, copyright, primers, manuals, popular feature articles, e-learning materials (videos, audios), and community-based initiatives to disseminate important findings and breakthroughs to the public*

For non-written creative work:

- a. Yearly expected creative outputs: Outline the anticipated creative products or accomplishments for each year of the project, such as new artworks, performances, design prototypes, or cultural programs. Highlight how these outputs will showcase the evolution of the project's objectives.*
- b. Plans for annual public engagement and dissemination: Describe strategies for publicly sharing results each year, including exhibitions, performances, publications (such as feature articles, catalogs, or books), educational materials (like workshops and instructional videos), and community outreach initiatives to maximize impact and visibility.*

5. Other funding.

- a. List other existing funded projects related to this project: program or project title, proponents and collaborators, funding source, amount of funding, funding period.*
- b. Explain clearly how this proposal relates to the above funded projects.*

6. Bibliography. List of references used in the preparation of this document (including the Review of Literature). (PubMed format)

7. Proponent profiles. Each proponent (main and co-proponents, operations manager) submits a Biosketch (maximum 2 pages) containing the following:

- a. Educational background (BS, MA/MS, PhD, postdoctoral training): degree, major or specialization, university, graduation/completion date*
- b. One paragraph written by each proponent explaining why he/she is competent to be a proponent of this proposal.*
- c. For research, the proponent must have at least five peer-reviewed publications/policy briefs that are adopted or cited, demonstrating the expertise and competence of the proponent to conduct the research/ creative work, indicating at least three (3) of the publications are related to the proposed topics.*

For creative works, the proponent must have at least 3 completed successful gallery exhibitions, performances, and concerts that received external jury approval and achieve recognition.

- d. State any or no personal or group conflicts of interest in conducting this research/creative work.*
- e. Suggest local and international experts who can serve as external reviewers of this proposal; indicate those who should not review the proposal.*

8. Budget. This should not exceed the maximum amount indicated in the EIDR guidelines. The budget must be well planned and refined.

- a. Realistic estimates and justifications for personnel compensation (based on expertise and % effort/time contribution to the projects), equipment and operating expenses must be presented.*
- b. Prepare a list of existing equipment and facilities (in the home unit, other UP units or outside UP) accessible to the research group, allocate rental or user fees, if necessary. This form must be signed and certified by the Director/ Department Chair/ Supervisor of the facility.*
- c. Budget must include expenses for publication, public dissemination and IP protection.*
- d. Administrative costs are not considered and must be borne by the proponent's unit as counterpart funding.*

9. Other project information. Indicate if there is proprietary information on the project, foreign activities and collaborators and a sustainability plan.

10. Attachments

- a. **Thorough Review of Literature (Review for a multi-project proposal organized in sections)***
- b. **Net Present Value/Market Study (for business projects).** A business plan and market study is required for the full proposal.*
- c. **Preliminary Studies as basis for New Applications:** If possible, provide a copy of each of 1 to 3 model papers, articles, or product descriptions made by others that are closest to the proposed idea. Discuss preliminary studies or experiences of the proponent(s) pertinent to this application. Present preliminary data, product diagrams, product designs, software algorithms, etc.*
- d. **Facilities and equipment.** Indicate information on required certifications and list of available facilities and equipment.*

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Title of project:		
1.	Name	Contact information
2.	Affiliation	
3.		
Endorsements:		
_____ Director/Dept. Chair		_____ Dean
_____ Vice Chancellor for Research/Devt/Extension		_____ Chancellor

*should accompany every proposal form

OVPAA-EIDR Form 3.10
EMERGING INTERDISCIPLINARY RESEARCH GRANT
Full Proposal Form

RESEARCH PROJECT TITLE

I. EXECUTIVE SUMMARY (*concise description of the proposed research/ creative work, not more than 1 page*)

II. GENERAL AND SPECIFIC AIMS (*Not more than 1 page*)

III. RESEARCH/ CREATIVE WORK STRATEGY AND METHODOLOGIES (Gantt Charts & Other Schemes)
(There is no limit to the length of this section.)

IV. YEARLY EXPECTED RESULTS/OUTPUT OF PROJECT/PROGRAM (*List down and describe in detail all the expected results/output of the project/program.*)

- Publications • Output with societal impact • Patent application/
- New Artworks • Design Prototypes • Exhibitions • Performances • Cultural Programs
- Other academic output: • public good/public service Intellectual Property
 _____ • private good/private enterprise Assets

Year	Technical Results	Public Dissemination of Results
Year 1		
Year 2		
Year 3		
Year 4		

V. OTHER FUNDING

VI. BIBLIOGRAPHY (*for Introduction and Review of Literature*)

<i>RESEARCH PROJECT TITLE</i>			
Proponent information 2			
<ul style="list-style-type: none"> • Main Proponent • Programs Operations Manager • Co-Proponent 			
Last Name:	First name:	MI:	
Position Title:	Highest Degree:	Specialization:	
CU:	College:	Dept/Inst:	
Address:			
Phone/Fax:		Email:	
Project Role:			
Education			
Degree	Specialization	University	Year of Completion
Biosketch			
<p>Prepare a paragraph to explain why you are the best person <i>for the project</i>. <i>Young proponents (new PhDs) must provide evidence of appropriate experience and training. Experienced proponents must demonstrate a record of ongoing achievement.</i></p>			
List of 5 most relevant publications, patents, or other work.			
List activities and responsibilities in the program/project. Include % time/effort in the program/project including time management in relation to current activities/commitments in UP.			

<i>RESEARCH PROJECT TITLE</i>			
VIII. BUDGET (Expand as needed.)			
Item	Monthly rate	Months in project	Year budget
PERSONNEL (project role) ¹			
Program Leader (Principal investigator)	15,000 ²	12	180,000
Program manager	13,500	12	162,000
Project leaders (x2) ³	12,000	12	144,000
UP Balik Prof/foreign consultants (x2)	50,000 ⁴	2	100,000
Postdoctoral fellows (x2)	42,000	12	504,000
Research associates (x2)	23,000	12	276,000
Aides (x2)	13,000	12	156,000
Personnel Sub-total			1,522,000
EQUIPMENT description			
Equipment Sub-total			3,500,000
OPERATING EXPENSES			
Travel			
Postdoctoral fellows/Balik UP Profs			500,000
MS and PhD stints in foreign labs	420,000	2	840,000
Attendance at int'l conferences	84,000	2	168,000
Other Direct Costs ⁵			2,272,000
Materials and supplies			
Publication costs			

¹ This must be clearly indicated in the Proponent Profiles and Roles (Section VI).
² For EIDR programs, rates indicated for Program Leader (Principal investigator), Program Manager and Project Leaders will be used.
³ For *New PhD research projects*, the principal investigator is considered the Project Leader.
⁴ These are estimated rates; rates may vary depending on the qualification and responsibility of the personnel.
⁵ Provide detailed Line-Item-Budget to the extent possible.

<i>RESEARCH PROJECT TITLE</i>			
Consultant services			
Computer services			
Subawards/Consortium costs/Contractual costs			
Rental/User/outsourcing fees			
Alterations and renovations			
Other item1			
Other item2			
Indirect Costs ⁶			
Project staff			
Operating expenses Sub-total			3,780,000
TOTAL			8,302,000

LINE-ITEM BUDGET

Title of the project:		
Project Duration:		
Main Proponent:		
I. PERSONAL SERVICES	Counterpart Funding⁷	UP System Funding
<u>DIRECT COST</u>		
Honoraria		
Salaries		
Year-End Bonus and Cash Gift		
<u>INDIRECT COST</u>		
Honoraria		
Salaries		
<u>TOTAL FOR PS</u>		
II. MAINTENANCE AND OPERATING EXPENSES		
<u>DIRECT COST</u>		
Supplies and Materials		
Travel		
Communication/Photocopying/Contract Labor		
Other Services		
Repair and Maintenance of equipment/vehicle		
<u>INDIRECT COST</u>		
Implementing Agency:		
Utilities and Maintenance Bill		
Supplies and Materials		

⁶ Administrative costs are not considered; this expense should be the unit's counterpart
⁷ from Implementing Unit or other fund sources

<i>RESEARCH PROJECT TITLE</i>		
Monitoring Agency		
Communication/Meeting/workshop Expenses		
Traveling		
TOTAL FOR MOE		
III. EQUIPMENT OUTLAY⁸		
(Specify equipment)		
TOTAL FOR EO		
GRAND TOTAL	PhP	PhP

IX. OTHER PROJECT INFORMATION (*ensure completeness of this section*)

Is proprietary information/privileged information included in the application?

- Yes
- No

(Patentable ideas, trade secrets, privileged or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in applications only when such information is necessary to convey an understanding of the proposed project. If the application includes such information, check yes and clearly mark each line or paragraph on the pages containing the proprietary/privileged information with a legend similar to: "The following contains proprietary/privileged information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation.")

Does this project involve activities outside the Philippines or foreign collaborators?

- Yes: From where? _____
- No

Sustainability plan. Describe how the project will be sustained beyond the duration of the grant.

Information on the organization, communications, and operations management plans, and documents pertaining to technology transfer, intellectual property and business development may be required in the full proposal. The precise requirements will be determined on a case-to-case basis.

⁸ _____ indicate also equipment available for use of the project

RESEARCH PROJECT TITLE

Facilities and other resources (Attach as Annex D)

(This information is used to assess the capability of the organizational resources available to perform the effort proposed. Identify the facilities to be used: Laboratory, Animal, Computer, Office, Clinical and Other. If appropriate, indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work. Provide any information describing the Other Resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project.)

Certifications required (Attach as Annex E)

- Ethics review for use of human samples, animal testing, etc.
- Permits for bioprospecting activities and sample collection
- Institutional biosafety certificates, PNRI certificates, etc.
- Others: _____

IX. ATTACHMENTS

- Annex A. Thorough Review of Literature (Review of literature for a multi-project proposal)
- Annex B. Net Present Value/Market study (For business projects only)
- Annex C. Preliminary studies (for new applications, see guidelines)
- Annex D. List of facilities and available equipment for the project
- Annex E. Required certifications

GANTT CHART

Project Title: _____																		
Total Duration (in months): _____							Planned Start: Month _____ Year _____				Planned End: Month _____ Year _____							
Objectives	Expected Output *	Activities or Workplan	Year 1				Year 2				Year 3				Year 4			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

* Quantify if possible, e.g. Improved yield (quantify/volume/ unit/area). Compare with existing technologies.

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EMERGING INTERDISCIPLINARY RESEARCH GRANT
Equipment Form

EQUIPMENT

(List major items of equipment already available for this project and, if appropriate identify location and pertinent capabilities.)

	Equipment	Capability	Location/Facility
1.			
2.			
3.			
4.			

CERTIFICATION

This is to certify that the above equipment are available in our unit for use of the (Proponent) for the project (Title). It is understood that rental/user fees may be collected from the researchers.

_____	_____	_____
Name & Signature Supervisor of Facility	Name of Unit/Facility	Date

OVPAA-EIDR Form 3.12
EMERGING INTERDISCIPLINARY RESEARCH GRANT
Full Proposal Checklist*

Title of the project:	OVPAA-EIDR Code:
<p>Documents submitted:</p> <ul style="list-style-type: none"> • OVPAA-EIDR Form 3.9 Full Proposal Cover fully endorsed by the Constituent University • OVPAA-EIDR Form 3.10 Full Proposal Form <ul style="list-style-type: none"> • Executive Summary • General and Specific Aims • Research/ Creative Work Strategy and Methodologies • Gantt /Organizational Chart • Yearly expected results • Budget • Line-item Budget • Other project information • Attachments <ul style="list-style-type: none"> • Thorough Review of Literature • Net Present Value/Market study for business projects only) • Preliminary studies • List of facilities, equipment and certificates • OVPAA-EIDR Form 3.11 Equipment Form 	
<p>Certification:</p> <p style="text-align: center;">I certify to the completeness of the submitted EIDR Full Proposal.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <hr style="width: 200px; border: 0.5px solid black;"/> <p>Name/ Signature of Main Proponent</p> </div> <div style="text-align: center;"> <hr style="width: 150px; border: 0.5px solid black;"/> <p>Date</p> </div> </div>	

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NOTE: Please check the items/documents submitted for the Full Proposal. Please ensure completeness of proposal as this will be evaluated as submitted.