

FORMAT

- (1) PROGRAM/ PROJECT TITLE
- (2) PROGRAM/ PROJECT LEADER
- (3) IMPLEMENTING AGENCY(IES)
- (4) COOPERATING AGENCY(IES)
- (5) SIGNIFICANCE OF THE PROPOSAL
- (6) LITERATURE REVIEW
- (7) OBJECTIVES
- (8) EXPECTED OUTPUT(S)
- (9) END-USERS/ TARGET BENEFICIARIES
- (10) PROJECT DURATION
- (11) METHODOLOGIES
- (12) WORK PLAN SCHEDULE
- (13) ETHICAL/ BIOSAFETY CLEARANCE
- (14) RESEARCH UTILIZATION COMPONENT
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GUIDELINES FOR ACCOMPLISHING RESEARCH PROPOSAL FORMAT

I. GENERAL INSTRUCTIONS

- A. Submit two (2) copies of the research proposal following the given format.
- B. Classify research proposals by program or project depending on the scope. Please note that each project under the program must likewise have a corresponding detailed research proposal.
- C. Please follow the sequence of items in the form.

II. BLOCK DESCRIPTION

1. **PROGRAM/ PROJECT TITLE** - The title is the distinctive name given to the research proposal (program/ project) which describes the work scope in specific, clear and concise terms.

A program is a group of interrelated R & D projects requiring an interdisciplinary or multidisciplinary approach to meet established goal(s) within a specific time frame. A project on the other hand is a basic unit in the investigation of a specific R & D problem with predetermined objectives to be accomplished within a specific time frame.

2. **PROGRAM/PROJECT LEADER** - This indicates the name of the program and/or project leader, his/her designation or title in his/her agency, field of specialization and his/her mailing address, telephone and telefax numbers. Percentage time to be devoted to his/her research should also be indicated.

A Program Leader is one who directly plans, organizes, supervises the over-all activities of an R & D program and is directly responsible for the conduct of one of the projects of said program.

A Project Leader is one who directly plans, organizes, supervises, and conducts the implementation of a basic unit of investigation of a specific R & D problem.

3. **IMPLEMENTING AGENCY(IES)** - This refers to the agency (ies) implementing the research proposal.

4. **COOPERATING AGENCY(IES)** - This refers to the agency(ies) which is/ are expected to cooperate/ contribute to the research work.

5. **SIGNIFICANCE OF THE PROPOSAL** - Statement of justification or rationale for proposing the research indicating specific problems being addressed and expected benefits. A typical justification would include a brief introduction, a general statement concerning the historical basis for this research, a statement of its feasibility, and the possible impact of the research on the community, and country.

6. **LITERATURE REVIEW** - This section should discuss literature relevant and specific to the topic of the research proposal. It should be complete enough so the reader can be convinced that the research proposal being presented is built upon a sound information base, addresses current country health priorities and will contribute something new to health and/ or allied health sciences.

Relevant local information obtained from formal literature, unpublished data or personal communications, should be included. All citations should be reflected in the bibliography.

7. **OBJECTIVES** - Enumerate the goals that the program/ project would attempt to achieve. If possible, delineate the general from the specific objectives. Research objectives should be: **Specific, Measurable, Attainable, Relevant, and Time-bound**. If the proposal is a program, the program objectives as well as specific project objectives should be indicated.

8. **EXPECTED OUTPUT(S)** – This refers to the end results (e.g. production technology or knowledge) expected upon completion of the research. The output(s) needs to be identified to highlight impact/ importance of the research.

9. **END-USERS/ TARGET BENEFICIARIES** – This refers to the probable end-users or beneficiaries of the research output from #8 and the number and locality of beneficiaries, if applicable.

10. **PROJECT DURATION** - This refers to the planned start date, completion date, and duration in months.

11. **METHODOLOGIES** - This section should contain the details of the project activities. Specifically, the following information should be supplied:

11.1 Research Design

- 11.1.1 Type/ Approach (e.g. experimental vs. observational)

11.1.2 Subject Selection

- Definition of eligible population, inclusion/ exclusion criteria
- Sampling design, randomization procedures
- Sample size

11.1.3 Variables to be Investigated

- Identification of dependent, independent, control/ confounding variables and other indicators
- Definitions; criteria to evaluate outcomes

11.1.4 Instrumentation

- Data collection tools (tests, questionnaires, forms, special equipment, etc.)

11.2 Plans for Data Processing and Analysis

- 11.2.1 Computer facilities to be used (if any), software packages

- 11.2.2 Statistical tools/ tests to be applied

- 11.2.3 Dummy tables (if applicable)

11.3 Limitations (Weaknesses, Uncontrolled Biases)

12. WORK PLAN SCHEDULE - This is a brief description in chronological order of each activity to be undertaken. The plan of work of a project should reflect the schedule of the study components. For the program, individual schedules for each of the projects should be supplied.

A Gantt Chart of Activities should be given. This chart will indicate the relative time-frame and schedule of the major activities of the proposal, including plans for Research Utilization (RU).

13. ETHICAL/ BIOSAFETY CLEARANCE - Ethical clearance from the Agency's Institutional Ethics Review Committee (IERC) is required for researches involving the use of human subjects. In the absence of the IERC, the Implementing agency may submit their research proposal for ethical review to the PCHRD's National Ethics Committee.

Likewise, biosafety clearance is needed to ensure that all studies dealing with genetic engineering and pathogenic organisms in the Philippines are conducted under reasonably safe conditions. If the Implementing Agency has no built-in Institutional Biosafety Committee, then the proposal could be submitted for review by the DOST's National Committee on Biosafety of the Philippines.

14. RESEARCH UTILIZATION COMPONENT - This section should indicate the strategies to be used in disseminating and ensuring utilization of the expected research results. For product-based researches, proposal should include the prospective technology user, as well as, plans for technology transfer.

15. ESTIMATED BUDGETARY REQUIREMENTS - Indicate the annual budget of the proposal according to source of funds. For the first year, specify the budget for major expense items. For succeeding years, only the total annual budget is required initially. Details of the financial requirements per expense item and source of funds are illustrated at the end page.

Under the Personnel Services (PS), segregate the number and positions of those who will be receiving salaries from those who will be entitled to honoraria. Salaried personnel will consist of those who will work full time for the project.

Part-time staff to be hired for the research will be entitled to honoraria. Likewise, the Project Leader and the consultants will be recipients of honoraria. Indicate the recommended salaries/ honoraria rates per position, and the coverage of their service periods.

For Maintenance and Other Operating Expenses (MOOE), the traveling expenses include actual and necessary expenses of transportation of one's personal and essential baggage, per diems while in route or away from permanent station, and items necessarily incidental thereto in connection with the research work. The item on supplies and materials will include expenses on consumable and semi-expendable field/ laboratory/ office supplies and materials needed in the course of the study. Budget for sundry will consist of expenses on communications, repairs and maintenance, estimated cost for research utilization (RU) component, computerization, and miscellaneous expenses. Details for each line item should be provided.

The Capital Outlay (CO) details the budgetary requirement of the research for equipment items needed for the project. Indicate the quantity, unit cost and total amount.

An administrative cost equivalent to 7.5% of total costs under PS and MOOE can be included as part of the budget. This item corresponds to the overhead expenses (PS and MOOE) incurred by the implementing agency in managing, evaluating, and monitoring the program/project. The details (e.g. honoraria for accountant, printing/publication or meeting/workshop) under this item should be indicated and included specifically under PS or MOOE.

16. CURRICULUM VITAE - This portion provides relevant information regarding the proponent's research capability.

17. ENDORSEMENT FROM THE AGENCY HEAD - This is indicative of the support of the implementing agency to the research project in terms of use of facilities and equipment, and assistance in undertaking the project.

18. BIBLIOGRAPHY - An alphabetical, numerical list referencing or of source of relevant information or literature as used in referred medical journals or other international journals, should be followed.

LINE-ITEM BUDGET
(Proposed Format)

Particulars	Source of Funds and Amount (PhP)		
	PCHRD Assistance	Agency Counterpart	Other Sources
I. Personal Services			
1. Salaries			
2. Honoraria			
Subtotal for PS			
II. Maintenance and Other Operating Expenses			
1. Traveling			
2. Supplies and Materials			
3. Sundry			
Subtotal for MOOE			
III. Capital Outlay			
Subtotal for CO			
Grand Total			

For more information, call the Research Management and Development Division (RMDD) at Tel. Nos. 837-7535 to 36, 837-2071 to 82 local 2111 or write through Fax Nos. 837-2924, 837-2942, or email rmdd@pchrd.dost.gov.ph

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*RESEARCH
PROPOSAL
FORMAT*

Philippine Council for Health Research and Development

