General Instruction:

A. Submit 6 copies of capsule R & D proposal summary sheet for the whole program together with the capsule proposal of the component projects.

B. Use separate sheet following the appropriate sequence of items.

Operational Definition of Terms

1. **Title** – The definition of the program and the components projects.

   **Program** – Consists of interrelated or complementing R & D projects on a multi-disciplinary approach to meet established goals within a specific time frame.

   **Project** – A set of interrelated studies or a component of a program to meet pre-determined objectives within a specific time frame.

   **Coordinator/Leader** – The overall R & D coordinator (whether multi-agency or single Agency R & D) or the program/project leader. Program leader is the overall coordinator while serving also as project leader.

   **Agency (ies)** – The institution(s) of the coordinator/leader.

2. **Executive Summary** – Overview of the program including the significance, objective, methodology, major activities and expected output of the program.

3. **Budget Summary** – Personal services (PS), maintenance and other operating expenses (MOE), and capital outlay (CO) requirement of the whole program by source.

   **Duration** - Number of months the program will implement.

   **PS** - Requirement for wages, salaries, honoraria, additional hire and other personal benefits.

   **MOE** - Requirement for supplies and materials, travel expenses, communication, and other services.

   **CO** - Requirement for facilities and equipment needed by the program.

4. **Endorsed by** – Authorized representative (e.g. agency head, consortium director) who recommends the program.
DOST Form No. 1A
CAPSULE RESEARCH & DEVELOPMENT PROPOSAL
(For the Whole Program)
(To be accomplished by the Researcher)

(1) Title/Coordinator/Leader/Gender/Agency/Address/Telephone/Fax/E-mail:

| Program Title: __________________________________________________________ | Total Duration: ________ |
| Coordinator/Gender: | |
| Agency/Address: | |
| Telephone/Fax/E-mail: | |

| Project Title: | Duration: |
| 1. | |
| 2. | |
| 3. | |
| 4. | |

(1) Title/Coordinator/Leader/Gender/Agency/Address/Telephone/Fax/E-mail: (use separate sheet if necessary)

2. Executive Summary (Significance, objective, expected, output and methodology)

3) Budget Summary for the Whole Program

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>PS</th>
<th>MOOE</th>
<th>CO</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAND TOTAL ➔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>PS</th>
<th>MOOE</th>
<th>CO</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 Budget ➔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>PS</th>
<th>MOOE</th>
<th>CO</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year n Budget ➔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>PS</th>
<th>MOOE</th>
<th>CO</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL ➔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) Title/Coordinator/Leader/Gender/Agency/Address/Telephone/Fax/E-mail: (use separate sheet if necessary)

4) Submitted by                                                Endorsed by

| Signature | |
| Name | |
| Designation/Title | |
| Date | |

Note: To be submitted together with the capsule R&D proposals for the component projects. See guidelines/definition.
DOST FORM NO. 2A
DETAILED R & D PROPOSAL SUMMARY

General Instruction:

A. Submit 6 copies of detailed R & D proposal summary sheets for the whole program together with the detailed proposals of the component projects.

B. Use separate sheets following the appropriate sequence of items.

Operational Definition of Terms

1. **Title** – The identification of the program and the components projects.

   **Program** – Consist of interrelated of complementing R & D projects on a multi-disciplinary approach to meet established goals within a specific time frame.

   **Project** – A set of interrelated studies to meet predetermined objective within a specific time frame.

   **Coordinator** – The overall in-charge of the program.

   **Leader** – The one in charge to take the lead in project implementation.

   **Agency(ies)** – the institution(s) of the coordinator/leader.

2. **Executive Summary** – Brief overview of the program including the significance, objectives, methodology, major activities and expected output.

3. **Budget Summary** – Personal services (PS), maintenance and other operating expenses (MOE), and capital outlay (CO) requirement of the whole program by source of year 1 and for the whole duration of the program.

   **Duration** – Number of months the program will be implemented.

   **PS** – Total requirement for wages, salaries, honoraria, additional hire and other personnel benefits.

   **MOE** – Total requirements for supplies and materials, travel expenses, communication and other services.

   **CO** – Total requirement for facilities and equipment needed by the program.

4. **Personnel Requirement** – Number of full time and part time personnel to be involved in the program.

5. **Equipment** – Existing equipment in the agency and equipment to be purchased by the program.

6. **Endorsed by** – Authorized representative (e.g. agency head, consortium director) who recommends program.
DOST Form No. 2A
DETAILED RESEARCH & DEVELOPMENT PROPOSAL SUMMARY SHEET
(For the Whole Program)
(To be accomplished by the Researcher)

(1) Title/Coordinator/Leader/Gender/Agency/Address/Telephone/Fax/E-mail:

Program Title:
Coordinator/Gender: 
Agency/Address: 
Telephone/Fax/E-mail:

Project Title:
1. 
2. 
3. 
nth. 

(2) Executive Summary

(3) Budget Summary for the whole program

<table>
<thead>
<tr>
<th>Source Of funds</th>
<th>PS</th>
<th>MOOE</th>
<th>CO</th>
<th>TOTAL</th>
<th>PS</th>
<th>MOOE</th>
<th>CO</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL ➔

(4) Summary of personnel requirement

<table>
<thead>
<tr>
<th>Number</th>
</tr>
</thead>
</table>
| Full-Time: 
| Part-Time: 
| Total: |

(5) Summary of Equipment

<table>
<thead>
<tr>
<th>Existing Equipment</th>
<th>No. of Units</th>
<th>To be purchased</th>
<th>No. of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(6) Submitted by

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Designation/Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

Note: To be submitted together with the capsule R&D proposals for the component projects. See guidelines/definition.
DOST Form No. 1B
CAPSULE R & D PROJECT PROPOSAL

General Instruction:

A. Submit 6 copies of the capsule R & D proposal for each of the component projects.

B. Use separate sheets following the appropriate sequence of the items.

Operational Definition of Terms

1. **Title** – The identification of the program and the components projects.

   **Program** – Consists of interrelated or complementing R & D projects on multi-disciplinary approach to meet established goals within a specific time frame.

   **Project** – A set of the interrelated studies or a component of the program to meet predetermined the objective within a specific time frame.

   **Leader** – The name of project coordinator (whether multi-agency or single agency R &D).

2. **Cooperating Agency(ies)** – The agency(ies) participating in the R & D work.

3. **R & D Station** – The station or unit where R & D will actually conducted.

4. **Classification** – Indicate whether the project is research or development.

   **Basic research** is an experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular or specific application or use in new view.

   **Applied research** is an original undertaken in order to acquire new knowledge directed primary toward to specific aim or objective.

   **Development research** is a systematic work, drawing on existing knowledge gained from research and/or practical experience that is directed to producing new materials, and products or devices, to installing new processes, system and services and to improving substantially those already produced or installed.

   **Pilot testing** is an innovative work to confirm and demonstrate the feasibility of actual using a technology; gauging end user’s reaction to introduction of improved technologies, and identifying potential problems related to wider dissemination, utilization, and adoption so that these can be fed back to researchers.

   **Technology promotion/commercialization** is an activity involving application of technologies on a commercial scale by an identified entrepreneur or user primarily to increase his income/profits and productivity; technologies utilized/produced on a pre-commercial scale including market testing jointly undertaken with a client.

5. **Mode of Implementation** - Indicate whether the R & D will be undertaken by one or more than one agency.
6. **Priority Areas / STAND Classification** - Identify the classification of the R & D proposal in the S & T Agenda for National Development.

7. **Sector** - Indicate whether crops, livestock, forestry, agricultural resources management or socio-economics.

8. **Discipline** - The specific field to be studied (e.g. plant breeding, taxonomy). Nos. 9, 10, 11, 12, 13 constitute the technical description of the R&D proposal. They should be written in separate sheets. Guidelines are indicated in the form.

14. **Target Beneficiaries** - Indicate the group of clientele e.g. farmers, fisher folks, women, and how they will benefit from the results of the program / project.

15. **Implementing Schedule** - The duration of the project in months including planned start date and expected completion date.

16. **Estimated Annual Budget** - The budget requirement for personal service (PS), Maintenance and other operating expenses (MOOE), capital outlay (CO) for the first year of implementation and the total budget requirement by source of fund.
DOST Form No. 1B
CAPSULE RESEARCH & DEVELOPMENT PROPOSAL
(For the Component Project)
(To be accomplished by the researcher)

(1) Title/Leader/Gender/Agency/Address/Telephone/Fax/Email

Program Title:
Project Title:
Leader/Gender:
Agency/Address:

Telephone/Fax/Email:

(2) Cooperating Agencies

(3) Research & Development Station

(4) Classification

Research: Development:
___ Basic ___ Pilot Testing
___ Applied ___ Tech. Promotion/
___ Commercialization

(5) Mode of Implementation

___ Single Agency
___ Multi Agency

(6) Priority Areas/STAND Classification

___STAND ___ Coconut Industry
___ Export Winners ___ Other Priority Areas
___ Support Industries

(7) Sector/Commodity

(8) Discipline

(9) Significance (State the research problem and significance of the project to the current needs of the country. The proposal should justify resource expenditure. A typical justification would include a brief introduction, a general statement concerning the historical basis for R&D, utilization of the expected output and the impact the information generated will have on science, the target users and the country).

(10) Objectives (Statement of the specific purpose to address the problem areas of the project).

(11) Methodology (Brief description of how the projects will be implemented).

(12) Major Activities (Enumerate in chronological order the tasks to be undertaken. Use gantt chart).

(13) Expected Output (Indicate the specific products, processes, or services which the project is expected to produce and how these can be used; quantify when possible).

(14) Target Beneficiaries (Who the clienteles are and what are the expected outcomes/effects of the use of the project outputs).

(15) Implementing Schedules

Duration: Planned start Date
(In months) Planned Completion Date

Month Year

(16) Estimated Budget by Source

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Of funds</td>
<td>PS</td>
</tr>
<tr>
<td>---------</td>
<td>-----</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

Note: If the project is part of a program, this form should be submitted together with the capsule R&D proposal summary sheet. See guidelines / definitions.
DOST Form No. 2B
DETAILED R & D PROJECT PROPOSAL
(For the components projects)

General Instruction:

A. Submit 6 copies of the capsule R & D proposal for each of the component projects.

B. Use separate sheets following the appropriate sequence of the items.

Operational Definition of Terms

1. **Title** – The identification of the program and the components projects.

   **Program** – Consists of interrelated or complementing R & D projects on multi-disciplinary approach to meet established goals within a specific time frame.

   **Project** – A set of the interrelated studies or a component of the program to meet predetermined the objective within a specific time frame.

   **Leader** – The name of project coordinator (whether multi-agency or single agency R &D).

   **Agency(ies)** – the institution(s) of the coordinator/leader.

2. **Cooperating Agency(ies)** – The agency(ies) participating in the R & D work.

3. **R & D Station** – The station or unit where R & D will actually conducted.

4. **Site of Implementation** – site where the project will be conducted. Indicate municipality, district, province and region.

5. **Classification** – Indicates whether the program/project is research or development.

   **Basic research** is an experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular or specific application or use in new view.

   **Applied research** is an original undertaken in order to acquire new knowledge directed primary toward to specific aim or objective.

   **Developmental research** is a systematic work, drawing on existing knowledge gained from research and/or practical experience that is directed to producing new materials, and products or devices, to installing new processes, system and services and to improving substantially those already produced or installed.

   **Pilot testing** is an innovative work to confirm and demonstrate the feasibility of actual using a technology; gauging end user’s reaction to introduction of improved technologies, and identifying potential problems related to wider dissemination, utilization, and adoption so that these can be fed back to researchers.
Technology promotion/commercialization is an activity involving application of technologies on a commercial scale by an identified entrepreneur or user primarily to increase his income/profits and productivity; technologies utilized/produced on a pre-commercial scale including market testing jointly undertaken with a client.

6. Mode of Implementation - Indicate whether the R & D will be undertaken by one or more than one agency.

7. Priority Areas / STAND Classification - Identify the classification of the R & D proposal in the S & T Agenda for National Development.

8. Sector - Indicate whether crops, livestock, forestry, agricultural resources management or socio-economics.

9. Discipline - The specific field to be studied (e.g. plant breeding, taxonomy). Nos. 10, 11, 12, 13, 14, 15 and 16 constitute the technical description of the R&D proposal. They should be written in separate sheets. Guidelines are indicated in the form.

17. Target Beneficiaries – who the clienteles are and what are the expected outcome/effects of the use of the project outputs.

18. Personnel Requirement – personnel requirement of the project indicating designation and percent time devoted to the project.

19. Budget Breakdown – itemized budgetary requirement per quarter for the first year of implementation and annual budget in the succeeding years. Form should be accomplished for each source and for total.

20. Literature Cited – an alphabetical list of reference materials (books, journals and others) reviewed. Use standard system for citation.

21. Capsule Curriculum Vitae – one-page researcher’s information sheet indicating, among others, relevant experiences in R&D activities.
DOST Form No. 2B
DETAILED RESEARCH & DEVELOPMENT PROJECT PROPOSAL
(For the Component Project)
(To be accomplished by the researcher)

(1) Title/Leader/Gender/Agency/Address/Telephone/fax/E-mail
Program Title:
Project Title:
Leader/Gender:
Agency/Address: Telephone/Fax/E-mail:

(2) Cooperating Agencies

(3) Research & Development Station

(4) Site of implementation/Municipality/District/Province/Region

(5) Classification
<table>
<thead>
<tr>
<th>Research:</th>
<th>Development:</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ Basic</td>
<td>____ Pilot Testing</td>
</tr>
<tr>
<td>____ Applied</td>
<td>____ Tech. Promotion/Commercialization</td>
</tr>
</tbody>
</table>

(6) Mode of Implementation
| ____ Single Agency |
| ____ Multi Agency |

(7) Priority Areas/STAND Classification
| ____ STAND | ____ Others Priority Areas |
| ____ Export Winner |
| ____ Basic Domestic Needs |
| ____ Support Industries |
| ____ Coconut Industries |

(8) Sector/Commodity

(9) Discipline

(10) Significance (State the research problem and significance of the project to the current needs of the country. The proposal should justify resource expenditure. A typical justification would include a brief introduction, a general statement concerning the historical basis for R & D, utilization of the expected output and the impact information generated will have on science, the target users and the country.)

(11) Objectives (Statement of the specific purpose to address the problem areas of the project.)

(12) Review of Literature (Related researchers/activities that have been conducted. State-of-the-art of current technology/information from which the project proposal will take-off).

(13) Scientific Basis/Theoretical Framework (Include concepts, theories and variables that indicate relevant relationships to be tested.

(14) Methodology (Details such as; a) variables to be measured and evaluated; b) treatments to be used and their layout; c) experimental procedures and design; d) statistical analysis; e) evaluation method and observations to be made, strategies for implementation.)

(15) Major Activities/Work plan (Enumerate in chronological order the task to be undertaken. Use gantt chart. See Form 2B-1).

(16) Expected Output (Indicate the specific products, processes or services which the project is expected to produce; quantify when possible)

(17) Targets Beneficiaries (Who the clienteles are and what are the expected outcome/effects of the use of the projects output).

(18) Personnel Requirement

<table>
<thead>
<tr>
<th>Program/Project Leader:</th>
<th>Percent time devoted to the Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Others:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(19) Budget (See form 2B-2)

(20) Literature Cited

(21) Capsule Curriculum Vitae (One-page brief C.V. only)

(22) Certificate of incorporation (if applicable)

Note: If the project is part of a program, this form should be submitted together with detailed R & D proposal summary sheet. See guidelines/definitions.
### Program Title:

_____________________________________________________________________________________________________________________________

### Project Title:

_____________________________________________________________________________________________________

Total Duration (in months): __________

Planned Start: Month _______ Year ______

Planned End: Month _______ Year ______

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Expected Output *</th>
<th>Activities or Workplan</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
</tr>
</tbody>
</table>

* Quantify if possible, e.g. Improved yield (quantify/volume/ unit/area). Compare with existing technologies.
### DOST Form No. 2B-2

Budget Breakdown By Source of Fund (use separate sheet for each source and for total)

**Program Title:**

**Project Title:**

<table>
<thead>
<tr>
<th>Source of Funds:</th>
<th>Implementing Agency:</th>
<th>Research &amp; Development Station:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td></td>
<td>1st Quarter</td>
<td>2nd Quarter</td>
</tr>
<tr>
<td>I. Personal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Direct Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Salaries, Wages</td>
<td>(Indicate number, designation and rate)</td>
<td></td>
</tr>
<tr>
<td>2. Year-end Bonus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Other Benefits (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Honoraria Program Coordinator /Leader Project Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Indirect Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a/ (Separate amounts for implementing agency and coordinating agency)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Honoraria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Maintenance and Other Operating Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Direct Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Supplies &amp; Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Other Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Indirect Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a/ (Separate amounts for implementing agency and coordinating agency)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Supplies &amp; Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Other Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. Equipment/Capital Outlay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Identify equipment / capital item. Use separate sheet for description no. of units of equipment and capital item.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

a/ This refers to the administrative cost representing 15% of the total project cost (including equipment) of which 7.5% goes to the implementing agency and the other 7.5% to the coordinating agency.
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Project Line-Item Budget
CY 20___

Project Title : 

Project Duration : 

Coordinating agency: 

Proponent : 

<table>
<thead>
<tr>
<th></th>
<th>* Counterpart Funding</th>
<th>DOST Funding</th>
</tr>
</thead>
</table>

I. PERSONAL SERVICES
DIRECT COST
- Honoraria
- Salaries
- Year-End Bonus and Cash Gift

INDIRECT COST
- Honoraria
- Salaries

TOTAL FOR PS

II. MAINTENANCE AND OPERATING EXPENSES
DIRECT COST
- Supplies and Materials
- Travel
- Communication/Photocopying/Contract Labor
- Other Services
- Repair and Maintenance of equipment/vehicle

INDIRECT COST
- Implementing Agency:
  - Utilities and Maintenance Bill
  - Supplies and Materials
  - Monitoring Agency
  - Communication/Meeting/workshop Expenses
  - Traveling

TOTAL FOR MOE

III. CAPITAL OUTLAY
(Specify equipment)

TOTAL FOR CO

GRAND TOTAL

* From Implementing Agency or Other Fund Sources.
DOST Form No. 3A
QUARTER PROGRESS REPORT

General Instructions:

A. Submit 6 copies of quarter progress report of the program and the component projects.
B. Use separate sheets (if necessary) following the appropriate sequence of items.

Operational Definitions of Terms

1. **Program Title** - the approved title of the program.

2. **Project Title** – the approved title(s) of component project(s) under the program. Indicate project number and dates from actual start to approved completion of the project in month and year.

3. **Coordinator/Leader** - the name of the program coordinator *(in case of multi-agency research)* or the program leader *(single agency research)*.

4. **Agency** – agency involved in coordinating/implementing the program. Please indicate address.

5. **Cooperating Agencies** – agencies participating in the R & D work.

6. **Quarter Target** – specific, measurable, and tangible (if applicable) outputs to be expected to be accomplished quarterly by the project.

7. **Actual Accomplishment** - summary of outputs/significant findings achieved by the project for the period under review. This should relate to the target activities for the period (2B-1) and Memorandum of Agreement (MOA).

8. **Percentage Accomplishment**
   a) **Quarterly** – actual percentage completion vis-à-vis quarter target.
   b) **Cumulative** – actual percentage completion from the start of the project.

9. **Project Expenditure** – total expenditures of the project for the period under review.

10. **Remarks** – obstacles met during project implementation, explanatory notes for deviation in target from accomplishments *(administrative and/or technical)*, change in date of implementation, other problem encountered and remedies undertaken.
DOST Form No. 3A
QUARTERLY PROGRESS REPORT

For the Period: Yr_________ Qtrs_________ (From _____________ to ______________)
(To be submitted by the researcher within one week after each quarter)

<table>
<thead>
<tr>
<th>(1) PROGRAM TITLE</th>
<th>(2) PROJECT TITLE/DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(3) COORDINATOR/ LEADER</th>
<th>(4) AGENCY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(5) COOPERATING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(6) TARGET ACTIVITIES FOR THE PERIOD (Related to Form 2B-1)</th>
<th>(7) ACTUAL ACCOMPLISHMENT</th>
<th>(8) PERCENTAGE ACCOMPLISHMENT FOR THE PERIOD</th>
<th>(9) PROJECT EXPENDITURES FOR THE PERIOD</th>
<th>(10) REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I CERTIFY, ON MY HONOR, TO THE CORRECTNESS OF THE ABOVE INFORMATION:

____________________________________
Coordinator /Leader

_____________________________________________________________________
Date

Attested:
Agency Head or Authorized Representatives
DOST FORM NO. 3B
ANNUAL PROGRESS REPORT

General Instructions:

A. Submit 6 copies of annual progress report for each of the component project and for the whole
program together with the DOST Form No.5, 6 and 7.

B. Use separate sheets following the appropriate sequence of items.

Operational Definition of Terms

1. Title – the approved title of the program and the components projects.

   Coordinator/Leader – the name of the overall R & D coordinator (whether multi-agency or single
   agency R & D) or the program /project/leader. Program leader is the overall coordinator while serving
   also as project leader.

   Agency – the institution of the coordinator.

2. Cooperating Agencies – the agencies participating in the R & D work.

3. Site of Implementation – place where the project is implemented. Indicate municipality, district,
   province and region.

4. Actual Start Date – the day, month, and year when the project actually started.

5. Expected Completion Date – the day, month, and year the project is expected to be completed.

6. Duration – the number of months the project will be implemented.

7. Financial Status – includes the amount approved, amount released and the amount spent by quarter
   by source of fund.

8. Accomplishments – summary of outputs achieved by the R & D work for the period under review.
   This should relate to the target activities.

9. Summary of Findings – the highlights of research results generated by the project.

10. R & D Breakthrough – significant improvement over an existing product, practice, procedure or
    method in terms of cost, speed, efficiency, skills and acceptability; advances in knowledge; solutions
    to major problem.

11. Plans of the year – the activities to be undertaken for the following year on a quarterly basis.

12. Proposed Budget – quarterly PS, MOE and CO requirement for the following year by source.

13. Problems Met /Suggested Solution – obstacles met during project implementation, issues raised
    during field visits, explanatory notes for deviation in target from accomplishments, changes in dates of
    implementation and actions to solve the problem/issues.

14. Personnel complement – the existing full time and part time personnel of the project by gender.

15. Equipment Purchased – specific description and number of units of each item/tool acquired through
    the project.

16. Report of Generated Income – the amount of money received from sales of R & D products,
    services and others.
# DOST Form No. 3B
## ANNUAL PROGRESS REPORT

(To be submitted by the researcher within one month after end of project year)

### (1) Title/coordinator/Leader/gender/Agency/Address/telephone/Fax/Email
- **Program Title:**
- **Project Title:**
- **Coordinator/Leader/Gender:**
- **Agency/Address:**
- **Telephone/Fax/Email:**

### (2) Cooperating Agencies

### (3) Site of Implementation/Municipality/District/Province/Region

### (4) Actual Start Date

### (5) Expected Completion Date

### (6) Duration (in months)

### (7) Financial Status

<table>
<thead>
<tr>
<th>Source of Fund</th>
<th>Amt Approved</th>
<th>Amt Released</th>
<th>Amount Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qtr 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qtr 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qtr 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qtr 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### (8) Accomplishments

<table>
<thead>
<tr>
<th>Target Activities</th>
<th>Actual Accomplishments</th>
<th>% Accomplishments</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### (9) Brief Summary Of Findings (Use separate sheet)

### (10) Brief description of the Research and Development Breakthrough (if any). (Use separate sheet).

### (11) Plans for the Succeeding Year Activity

<table>
<thead>
<tr>
<th>Qtr1</th>
<th>Qtr2</th>
<th>Qtr3</th>
<th>Qtr4</th>
</tr>
</thead>
</table>

### (12) Proposed Budget for the Succeeding Year

(Specify Source)

<table>
<thead>
<tr>
<th>Source I</th>
<th>PS</th>
<th>MOOE</th>
<th>CO</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source n</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grand TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### (13) Problems Met/Suggested Solutions

### (14) Personnel Complement (use DOST Form No. 5)

### (15) Equipment Purchased (use DOST Form No. 6)

### (16) Generated Income (use DOST Form No. 7)

**Note:** To be accomplished on a per project basis and for the whole program; see guidelines/definition.
DOST FORM NO. 3C–1
PROGRAM MONITORING AND FIELD EVALUATION REPORT
FOR ONGOING PROJECT

General Instructions:

A. To be accomplished in 6 copies by the monitoring TRDs for each of the component projects.

B. Use separate sheets (if necessary) following the appropriate sequence of items.

Operational Definition of Terms

1. **Program Title** – the approved title of the program. Indicate actual start to completion in month and year.

2. **Coordinator /Leader** - the name of the overall R & D coordinator (whether multi-agency or single agency R & D ) or the program/project leader. Program leader is the overall coordinator while serving also as project leader.

3. **Agency** – the institution of the coordinator/leader.

4. **Cooperating Agencies** – agencies participating in the R & D work.

5. **Project Title** – the title(s) of component project(s) under the program. Indicate project number.

6. **Expected Output** – indicate the specific, measurable and tangible (if applicable) outputs expected to be accomplished by the project for specified period for each objective.

7. **Accomplishment** – summary of output/ breakthrough/ significant findings achieved by the project for the period under review. This should relate to the target outputs and activities.

8. **Issues/Problems and recommendations** – obstacles met during project implementation, issued raised during field visits, explanatory notes for deviation in target from accomplishment (administrative or technical), change in date of implementation, etc and actions to solve the problems / issues.

9. **Budget** – indicate the total allocated program/project budget by source.

10. **Personnel Complement** – number of part time (coordinator, leader, project management staff, others) and for time research staff of the program/project by gender.

11. **Persons Interviewed** – the person(s) who provided the above information.

12. **Evaluators** – the members of the monitoring and field evaluation committee.
DOST Form No. 3C-1

For the Period: Yr ____________ Qrts ___________ (From _____________ to ______________)
(To be accomplished by MONITORING COUNCIL/AGENCY)

<table>
<thead>
<tr>
<th>(1) PROGRAM TITLE /DURATION</th>
<th>(2) COORDINATOR/LEADER</th>
<th>(3) AGENCY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>:_________________________</td>
<td>:_____________________</td>
<td>:____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(4) CORPERARING AGENCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>:_____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(5) Project Title/Leaders/Objectives/Duration</th>
<th>(6) Expected Output</th>
<th>(7) Current Year Activities</th>
<th>(8) Accomplishment/Output</th>
<th>(9) Workplan for Succeeding Year</th>
<th>(10) Issue/Problems and Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
</tr>
</tbody>
</table>

Previous Year’s Comments/Recommendation : ____________________________________________________________
Action Taken on Recommendation: ________________________________________________________________

<table>
<thead>
<tr>
<th>(11) Budget by source</th>
<th>(12) Personal Complement</th>
<th>(13) Persons Interviewed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Allocation</td>
<td>Male</td>
<td>Designation:</td>
</tr>
<tr>
<td>Current Year</td>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Succeeding Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(14) Evaluators:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Place Visited:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Persons Interviewed:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(13) Persons Interviewed:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(11) Budget by source</th>
<th>(12) Personal Complement</th>
<th>(13) Persons Interviewed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Allocation</td>
<td>Male</td>
<td>Designation:</td>
</tr>
<tr>
<td>Current Year</td>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Succeeding Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DOST FORM NO. 3C– 2
PROGRAM MONITORING AND FIELD EVALUATION REPORT
FOR COMPLETED PROJECT

General Instructions:

A. To be accomplished in 6 copies by the monitoring TRDs for each of the component projects.

B. Use separate sheets (if necessary) following the appropriate sequence of items.

Operational Definition of Terms

1. **Program Title** – the approved title of the program. Indicate actual start to completion in month and year.

2. **Coordinator /Leader** - the name of the overall R & D coordinator (whether multi-agency or single agency R & D) or the program/project leader. Program leader is the overall coordinator while serving also as project leader.

3. **Agency** – the institution of the coordinator/leader.

4. **Cooperating Agencies** – agencies participating in the R & D work.

5. **Project Title** – the title(s) of component project(s) under the program. Indicate project number.

6. **Expected Output** – indicate the specific, measurable and tangible (if applicable) outputs expected to be accomplished by the project for specified period for each objective.

7. **Accomplishment** – summary of output/breakthrough/significant findings achieved by the project for the period under review. This should relate to the target outputs and activities.

8. **Issues/Problems and Recommendations** – obstacles met during project implementation, issues raised during field visits, explanatory notes for deviation in target from accomplishment (administrative or technical), change in date of implementation, etc and actions to solve the problems/issues.

9. **Budget** – indicate the total allocated program/project budget by source.

10. **Personnel Complement** – number of part time (coordinator, leader, project management staff, others) and for time research staff of the program/project by gender.

11. **Persons Interviewed** – the person(s) who provided the above information.

12. **Evaluators** – the members of the monitoring and field evaluation committee.
DOST Form No. 3C- 2

PROJECT MONITORING AND FIELD EVALUATION REPORT FOR COMPLETED R&D PROJECTS

For the Period: Yr_______ Qtrs _____(from__________ to __________)

(To be accomplished by MONITORING COUNCIL AGENCY)

| (1) PROGRAM TITLE/DURATION | : __________________________________________________________________________ |
| (2) COORDINATOR/LEADER     | : __________________________________________________________________________ |
| (3) AGENCY                 | : __________________________________________________________________________ |

| (4) COOPERATING AGENCIES   | : __________________________________________________________________________ |

<table>
<thead>
<tr>
<th>(5) Project Title/Leaders / Objectives Duration</th>
<th>(6) Expected Output</th>
<th>(7) Accomplishment</th>
<th>(8) Issues/Problems and Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(9) Budget by Source</th>
<th>Total Allocation</th>
<th>(10) Personnel Complement</th>
<th>(11) Persons Interviewed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency (Specify)</td>
<td>_____________</td>
<td>Male Full Time Female</td>
<td>Designations:</td>
</tr>
<tr>
<td></td>
<td>_____________</td>
<td>Part Time Full Time</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(12) Evaluators:</th>
<th>Place Visited:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DOST FORM NO. 4
QUARTERLY FINANCIAL REPORT

General Instruction:

A. Submit 6 copies of the quarterly financial report for each of the components projects within one month after due date (See specific instruction in the transmittal letter).

B. Use the year of implementation rather than the calendar year as the basis for the quarterly financial report.

C. Every financial report shall be certified by the accountant and noted by both the coordinator/leader and the agency head or authorized representative.

D. For private institutions, receipts shall support the financial reports.


Operational Definition of Terms

1. Program Title – the approved title of the program.

2. Project Title – the title of the component project under the program. Indicate project number.

3. Coordinator Leader – name of the overall R & D coordinator (whether multi-agency or single agency R & D) or the program/project leader. Program leader is the overall coordinator while serving also as project leader.

4. Period Covered - month and year covered by the financial report.

5. Date – month, day, and year when the fund for the quarter being reported was received by the implementing agency and by the coordinator/leader.

6. Implementing Agency / Station/ Unit – the agency of the coordinator /leader R & D Station/Unit is the center or place where R & D is actually conducted. In some cases the implementing agency and research station/unit may be the same.

7. Particulars – this is a listing of the particular items in the line- item budget.

8. Total Approved Budget – the total amount approved for the particular year of program/project implementation.

9. Releases – amounts received by the implementing agency within a particular year of implementation which include the amount received in previous quarters; the amount received for the current quarter being reported; and the total amount received to date since the beginning of the particular year of implementation.

10. Disbursements – amounts actually disbursed and paid from the fund within a particular year of implementation which includes the amount disbursed in previous quarters; the amount disbursed in the current quarter being reported; and the total disbursements to date since the beginning of the particular year of implementation.

11. Accounts Payable to Date – accounts/claims which are still to be paid from the research fund.

12. Total Expenditures to Date – expenditures to date, both actually disbursed and payable.

13. Unreleased Budget to Date – the remaining amount to be released for the particular year of implementation.

14. Unexpected Budget to Date – the unspent amount remaining for the particular year of implementation.
### DOST Form No. 4
**QUARTERLY FINANCIAL REPORT**
(Should include Dost Form No. 8)
(To be summated by accountant and researcher within one month after due date)

<table>
<thead>
<tr>
<th>(1) Title</th>
<th>(2) Coordinator/Leader</th>
<th>Source of Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(3) Period Covered</th>
<th>(4) Date when fund on quarter was received by implementing Agency</th>
<th>(5) Implementing Agency/Research and Development Station</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(6) Particulars</th>
<th>(7) Total Approved Budget for the Year</th>
<th>(8) Releases Year of Implementation</th>
<th>(9) Disbursement Year of Implementation</th>
<th>(10) Accounts Payable to Date</th>
<th>(11) Total Expenditure To Date</th>
<th>(12) Unreleased Budget To Date</th>
<th>(13) Unexpended Budget To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Previous Quarter</td>
<td>Total this Quarter</td>
<td>Total to Date</td>
<td>Total Previous Quarter</td>
<td>Total this Quarter</td>
<td>Total to Date</td>
<td>Accounts Payable to Date</td>
</tr>
</tbody>
</table>

**I. Personal Services**

**A. Direct Cost**
1. Salaries/Wages
2. Year-end Bonus
3. Honoraria

**B. Indirect Cost** (Separate amount for coordinating agency and implementing agency)
1. Honoraria

**Sub-Total**

**II. Maintenance and Other Operating Expenses**

**A. Direct Cost**
1. Travel
2. Supplies & Materials
3. Communications
4. Other Services

**B. Indirect Cost** (Separate amount for coordinating agency and Implementing agency)
1. Travel
2. Supplies & Materials
3. Communications
4. Other Services

**Sub-Total**

**III. Equipment/Capital Outlay**

**Sub-Total**

**TOTAL**

**CERTIFIED CORRECT:**

___________________________

___________________________

___________________________

Chief Accountant  Research Coordinator/Leader  Agency Head or Authorized Representative
DOST Form No. 5
LIST OF PERSONNEL INVOLVED

General Instructions

1. Submit 6 copies of list of personnel involved for each of the projects.

2. This should accompany the Annual Progress Report (DOST Form No. 3B).

3. Upon completion of the program/project, this shall accompany the Terminal Technical and Audited Financial Reports.

Operational Definitions of Terms

1. **Coordinator/Leader** – The name of overall R& D coordinator (whether multi-agency or single agency) or program/project leader. Program leader is the coordinator while serving also as the project leader.

2. **Implementing Agency/Station/ Unit** - The agency of the coordinator/leader. Station/Unit is the center or place where R& D is actually conducted.

3. **Personnel** – The name of the staff hired/recruited for the program indicating the gender whether a Male “M” or Female “F”.

4. **Designation** – The official position/title of each staff in the agency/office and in the particular program/project.

5. **Remuneration** – The salary/compensation of each staff in the office and in the particular program/project.

6. **Percent Time in R & D** – The proportion of the working time devoted to the particular program/project.

7. **Highest Education Attainment** – The highest degree earned including filed of specialization of each staff.
## DOST Form No. 5
### LIST OF PERSONNEL INVOLVED
(To be accomplished by the researcher for submission together with DOST Form No. 3B)

<table>
<thead>
<tr>
<th>(1) Title</th>
<th>(2) Coordinator/Leader/Gender</th>
<th>(3) Implementing Agency/R&amp;D/Station/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(4) Personnel/Gender</th>
<th>(5) Designation</th>
<th>(6) Remuneration</th>
<th>(7) Percent Time in R&amp;D</th>
<th>(8) Highest Educational Attainment/Discipline (Field of Specialization)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                      |                 |                  | (a) This project        |                                                                     |
|                      |                 |                  |                         | (b) Other R&D Project                                               |

|                      |                 |                  |                         |                                                                     |

|                      |                 |                  |                         |                                                                     |

**CERTIFIED CORRECT:**

**NOTED:**

______________________________
Coordinator /Leader

______________________________
Agency Head or Authorized Representative
DOST Form No. 6
LIST OF EQUIPMENT PURCHASED

General Instructions

1. Submit 6 copies of list of equipment out of the program/project fund duly supported by a copy of Memorandum of Receipts.

2. This should accompany the Quarterly Financial Report and Annual Progress Report to include purchases made during the period being reported.

3. Upon completion of the program/project, the list form shall also accompany the Terminal Technical and Audited Financial Report to summarize all equipment purchases made during the entire life of the program/project.

Operational Definitions of Terms

2. Implementing Agency/Station/Unit - The institution of the coordinator/leader. R & D Station/Unit is the station or unit where R & D is actually conducted.

3. Coordinator/Leader – The name of overall R & D coordinator (whether multi-agency or single agency) or the program/project leader. Program leader is the coordinator while serving also as the project leader.

4. Report for – The specific quarter(s) and year of implementation of the program/project covered by the report.

5. Name of Equipment – The approved and the actual type of equipment purchased e.g. typewriter, microscope, computer and others.

6. Specification – The description (e.g. brand name/model) of the type of equipment purchased.

7. Quantity – The number of units of the equipment purchased.

8. Serial Number – The distinctive number which identifies the specific equipment purchased.

9. Source of Fund – Indicate where the budget for the equipment come from

10. Unit Cost – The purchase value per unit of equipment purchased

11. Total Cost – The total purchase value of equipment purchased

12. Date Acquired – The period when a particular equipment was purchased

13. Location – The name of office, division or unit where the equipment can be found or located

14. Condition – the state or condition of the equipment at the time of reporting. It may be any of the following conditions:

   a. good and in running condition
   b. not functioning (indicate reason why)
   c. missing some parts/needs repair
   d. not yet installed (indicate reason why)
15. **Total Purchase For This Period** – The total cost of all the equipment purchased for the period under review

16. **Total As of Previous Report** – The total value of equipment purchased as a previous report

17. **Total To Date** - The cumulative total cost of equipment purchased arrived at by adding the total previous report and the total purchases for the period under review.
# LIST OF EQUIPMENT PURCHASED

(To be accomplished by accountant and researcher together with DOST Form No. 3B)

<table>
<thead>
<tr>
<th>(1) Title:</th>
<th>(2) Implementing Agency/Research and Development Station/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td></td>
</tr>
<tr>
<td>Project:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(3) Coordinator/Leader</th>
<th>(4) Report for:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yr. _____ Qtr _____ Period Covered __________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(5) Name of Equipment</th>
<th>(6) Specification</th>
<th>(7) Quantity</th>
<th>(8) Serial No.</th>
<th>(9) Source of Fund</th>
<th>(10) Unit Cost</th>
<th>(11) Total Cost</th>
<th>(12) Date Acquired</th>
<th>(13) Location</th>
<th>(14) Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Actual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(15) Total Purchase for this Period</th>
<th>(16) Total as of Previous report</th>
<th>(17) Total to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(mmddyy)</td>
<td>(mmddyy)</td>
</tr>
</tbody>
</table>

*A copy of Memorandum Receipt (MR) must support this report.

**CERTIFIED CORRECT:**

__________________________________  ____________________________

Accountant                                          Coordinator/Leader

**NOTE:**

__________________________________  ____________________________

Head of Agency or Authorize Representative
DOST FORM NO. 7
REPORT OF INCOME GENERATED

General Instructions

1. This form should be accomplished for each project and the whole program that generates income.

2. Submit 6 copies of report of income generated together with the Quarterly Financial Report.

3. Upon completion of the program/project this shall also accompany the terminal technical and financial report in which case report of income generated for the whole duration should be made.
DOST From No. 7
REPORT OF INCOME GENERATED
For the year starting _________ up to ________(date)
(To be submitted by accountant and researcher together with DOST Form No. 4)

(1) Title
   Program:
   Project:

(2) Implementing Agency/research and Development Station/Unit

(3) Coordinator/Leader

(4) Beginning Balance of Income as of (date) ___________ P _______________

(5) Income for this period

1. From Operation
   P _______________

2. Others (Specify)
   P _______________

   Total Income for the Period P _______________

Total Available Income (beginning balance plus total income for the period) P _______________

(6) Expenses (from the generated Income of the project as approved by DOST)

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ___________________________</td>
<td>P _______________</td>
</tr>
<tr>
<td>2. ___________________________</td>
<td>P _______________</td>
</tr>
<tr>
<td>3. ___________________________</td>
<td>P _______________</td>
</tr>
</tbody>
</table>

   Total expenses P _______________

(7) Ending Balance as of (date) ________ (Total available income less total expenses) P _______________

PREPARED BY: ____________________________
Accountant ____________________________

CERTIFIED CORRECT: _______________________
Coordinator/Leader _______________________

NOTED: ____________________________
Agency Head ____________________________
General Instructions

A. To be prepared for each project and for the whole program.

B. Submit six (6) copies of Schedule of Accounts Payable together with the Quarterly Financial Report.

Operational Definitions of Terms

1. **Title Program/Project** - the approved title of the program and the components projects.

2. **Coordinator/Leader** – the name overall coordinator/leader.

3. **Agency** – the institution of the coordinator/leader.

4. **Payee** – the list of individuals or companies with whom the project has outstanding credit to be paid.

5. **Particulars** – the specifics items of expense to be paid.

6. **Remarks** – explain why such amounts are still payable.
DOST Form No.8

SCHEDULE OF ACCOUNTS PAYABLE

As of ___________________
(To be submitted by accountant and researcher together with DOST Form No.4)

<table>
<thead>
<tr>
<th>(1) Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
</tr>
<tr>
<td>Project:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(2) Coordinator/Leader</th>
</tr>
</thead>
</table>

| (3) Implementing Agency      |

<table>
<thead>
<tr>
<th>(4) Payee</th>
<th>(5) Particulars</th>
<th>(6) Amount</th>
<th>(7) Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFIED CORRECT:                  APPROVED:

____________________________   _______________________
Chief Accountant                  Coordinator/Leader
DOST Form No. 9A-1
GUIDELINES FOR PREPARING R&D TERMINAL REPORT

General Instruction

A. Submit 6 copies for the R&D terminal report for the whole

B. Program and component projects at the end of the program/project implementation.

Specific Instruction

A. Preliminary pages

1. **Title page**- should contain R&D title, names, of coordinator/leader, implementing and funding agencies and years of TR completion.

2. **Summary sheet**- should include title, project leader implementing and cooperating agencies duration of the project source of fund and total budget.

3. **Acknowledgment** – indicate key persons, institution, And the other entitles which contributed to completion of R&D.

4. **Table of contents**- outline of major topics covered and corresponding pages.

5. **List** of table, figure, graph illustration, and acronyms/abbreviation (if any).

6. **Abstract**- one page, single space, not more than 350-word summary encompassing the highlight of results of the program/project.

B. Text

1. **Introduction** – present an overview of the state of the art regarding the R&D undertaken, the significance and the objectives of the program/project.

2. **Review of literature**- cite relevant literature other technical works related to the research.

3. **Scientific basis/Frameworks**- state –of –the-art of technology/ information from which the project takes-off.

4. **Methodology**- state the procedures involved, the materials used, sampling procedures, statistical analysis, and other including scope and limitation, time, (seasonality) and place study.

5. **Discussion of Result and Findings**- present data gathered, analysis, and interpretation of result supported by tables, graphs, pictures, maps, etc. Including the comparison of targeted actual research and development output.

6. **Summary conclusion**- present the result in brief and give the generalization derived the investigation based on evidence shown.
7. **Recommendation for future R&D work based on research result.**

   a) Mature technologies for dissemination
   b) Researched & development breakthrough
   c) Technologies that need further verification
   d) Result that can be to formulated solution to specific problem
   e) Result for policy, planning, formulation and implementation

8. **Literature Cited** - references listed alphabetically by author. Each source shall follow the Following format, author, year, title, edition (if source is a book), place of publication, public (name of journal, if article), page number (if it an article).

9. ** Appendices** - should include:

   a) Statistical formula & analysis
   b) Sample questioner/survey form/interview schedule
   c) Terminal Audited Financial Report
   d) List of Personnel Involved
   e) List of Equipment
   f) Report of income generated

C. **Problems** - cite all technical/administrative problems and recommended solution.

D. **Raw data** (to be submitted upon request of funding agency).
DOST Form No. 9A-2
GUIDELINES FOR PREPARING PUBLISHABLE REPORT/ARTICLE


Specific Instruction (the article should at least contain the following: )

1. Title

2. Authors-full name of authors

3. Abstract- highlights of results of the program/project.

4. Introduction – present an overview of the state of the art regarding the R&D undertaken, and the statement of the problem.

5. Conceptual framework

6. Objectives

7. Materials and Methods

8. Results and Discussions

9. Summary and Conclusion

10. Implications and Recommendations

11. Literature Cited – references listed alphabetically by author. Each source shall follow the following format: author, year, title, edition 9 if source is a book), place of publication, publisher (or name of journal, if article), page number (if it is an article).

12. Acknowledgement
# DOST Form No. 9B
## TERMINAL AUDITED FINANCIAL REPORT

(To be submitted by accountant and researcher together with personnel complement, equipment purchased and income generated using DOST Form Nos. 5, 6 and 7)

<table>
<thead>
<tr>
<th>(1) Title</th>
<th>(2) Coordinator/Leader/Gender</th>
<th>(3) Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(4) Start Date</th>
<th>(5) Completion Date</th>
<th>(6) Implementing Agency/Research &amp; Development Station</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(7)</th>
<th>(8) Total Approved Budget</th>
<th>(9) Total Releases</th>
<th>(10) Total Expenditure</th>
<th>(11) Total Unreleased Budget</th>
<th>(12) Unexpected Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## I. Personal Services

A. **Direct Cost**
   1. Salaries /Wages
   2. Year-end bonus
   3. Honoraria
   4. Indirect Cost
      (Separate amounts for coordinating agency and implementing agency)
      1. Honoraria

Sub-Total

## II. Maintenance and Operating Expenses

A. **Direct Cost**
   1. Travel
   2. Supplies & Materials
   3. Communications
   4. Other Services

B. **Indirect Cost**
   (Separate amounts for coordinating agency and implementing agency)
   1. Travel
   2. Supplies & Materials
   3. Communications
   4. Other Services

Sub-Total

## III. Equipment/Capital outlay

Sub-Total

TOTAL

CERTIFIED CORRECT: ___________________________  VERIFIED: ___________________________  NOTED: ___________________________

Chief Accountant  Auditor  Coordinator/Leader  Agency Head or Authorized Representative