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1.0 Objective

The DOST Grants-In-Aid (DOST-GIA) Program is aimed at harnessing the country's scientific and technological capabilities for sustained economic growth and development. It encourages participation of various sectors in science and technology (S&T) particularly in research and development, S&T promotion and utilization through the provision of funding assistance for priority activities.

The DOST-GIA Program provides grants for implementation of programs/projects identified in the current priorities and thrusts of the Department and supports the various science and technology activities classified in the General Appropriations Act.

2.0 Scope

The DOST-GIA Program's support to S&T activities is in the form of financial grants to programs and projects which shall be released to an implementing agency or through a coordinating/monitoring agency of DOST.

3.0 Definition of Terms

Project Proposal – document submitted by the proponent requesting for financial assistance in line with the current priorities and thrusts of the DOST.

Proponent/Implementing Agency – person or agency which prepares a project proposal for its implementation and submits said proposal for DOST's approval and assistance.

Executive Committee (EXECOM) – the highest approving body consisting of the Secretary, Undersecretaries, Assistant Secretaries and representatives of the Sectoral Councils, R&D Institutes, S&T Institutes and Regional Offices authorized to approve submitted project proposals for DOST-GIA funding.

Sectoral Councils – DOST Councils (namely PCARRD, PCAMRD, PCASTRD, PCIERD and PCHRD) tasked to evaluate project proposal and monitor approved R&D projects.

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Monitoring Agency – refers to the agency(ies) which evaluates/reviews the project proposal based on its feasibility, relevance and technical merits, among other criteria and provides technical assistance to the implementing agency(ies) to ensure that the implementation is in accordance with the approved project proposal, line-item budget and other legal documents.

Line-Item Budget – a detailed breakdown of the assistance requested according to expenditure items under Personal Services (PS), Maintenance and Other Operating Expenses (MOOE), and Equipment Outlay (EO) reflecting the counterpart funding of the proponent as well as the assistance of other agencies cooperating in the project, subject to existing rules and regulations.

Memorandum of Agreement (MOA) – an agreement on the terms and conditions of the DOST grant entered into and executed by and between DOST and proponent for new projects being implemented outside of the DOST System.

Memorandum of Instructions (MOI) – an agreement on the terms and conditions of the DOST grant entered into and executed by and between DOST and concerned DOST-Agency and/or DOST-CO Division / Units for DOST-Implemented Projects.

Conforme Letter – an agreement letter prepared for continuing projects executed between DOST and the Sectoral Council / Agency concerned and the Proponent.

Disbursement Voucher (DV) – document prepared to facilitate fund release based on available funds.

Allotment and Obligation Slip (ALOBS) – form prepared as basis in recording the allotments received and amount of obligations incurred.

DOST Form No. 3A – form accomplished to submit periodic accomplishment reports of Council Monitored Projects to DOST, through the councils.

DOST Form No. 3C-1 – form accomplished/submitted for periodic field evaluation by the Sectoral council/agency concerned to monitor progress of the project.

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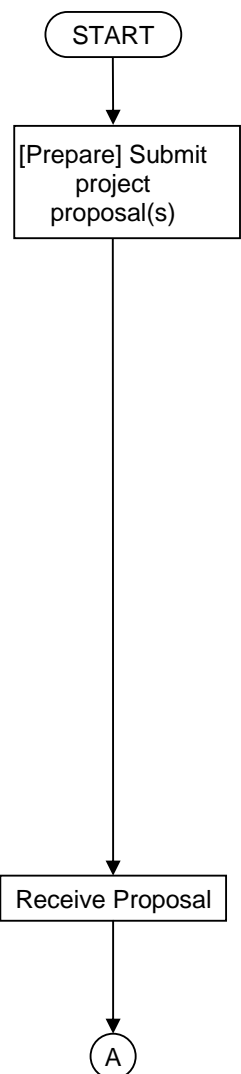
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4.0

FLOW

[PERSON/UNIT
RESPONSIBLE]

DETAILS



← Submit project proposal(s) using the prescribed format

Proponents
(If we are to define proponent to be the same as the program/project leader, then the need to qualify the two in the definition of terms is no longer necessary. Therefore, how are we to differentiate the two?)

- A proponent shall be determined based on (a) credentials; (b) track record and capability; and (c) support {can we define support?} of his/her institution.

Submits the following:
a) complete project proposal following Forms I (General Outline) and IA, IB, IIA, IIB (for R&D programs/projects); b) detailed breakdown of the required fund (Form 2B-2); c) SEC registration and other related legal documents {if applicable and for 1st time clients}; d) resume of project leader and other major researchers; e) accomplishment reports of previous grants (Form C (general), Form 3B), if there is any; and f) audited financial reports of previous grants (Form 9B), if there is any. The project proposal should be in line with the current priorities and thrusts of DOST.

Office of the Secretary/
Office of the Undersecretaries /
Sectoral Councils
concerned

- Receives project proposals duly endorsed by the Agency Head. {Proponent's agency if Council's GIA & Council's head if DOST GIA}

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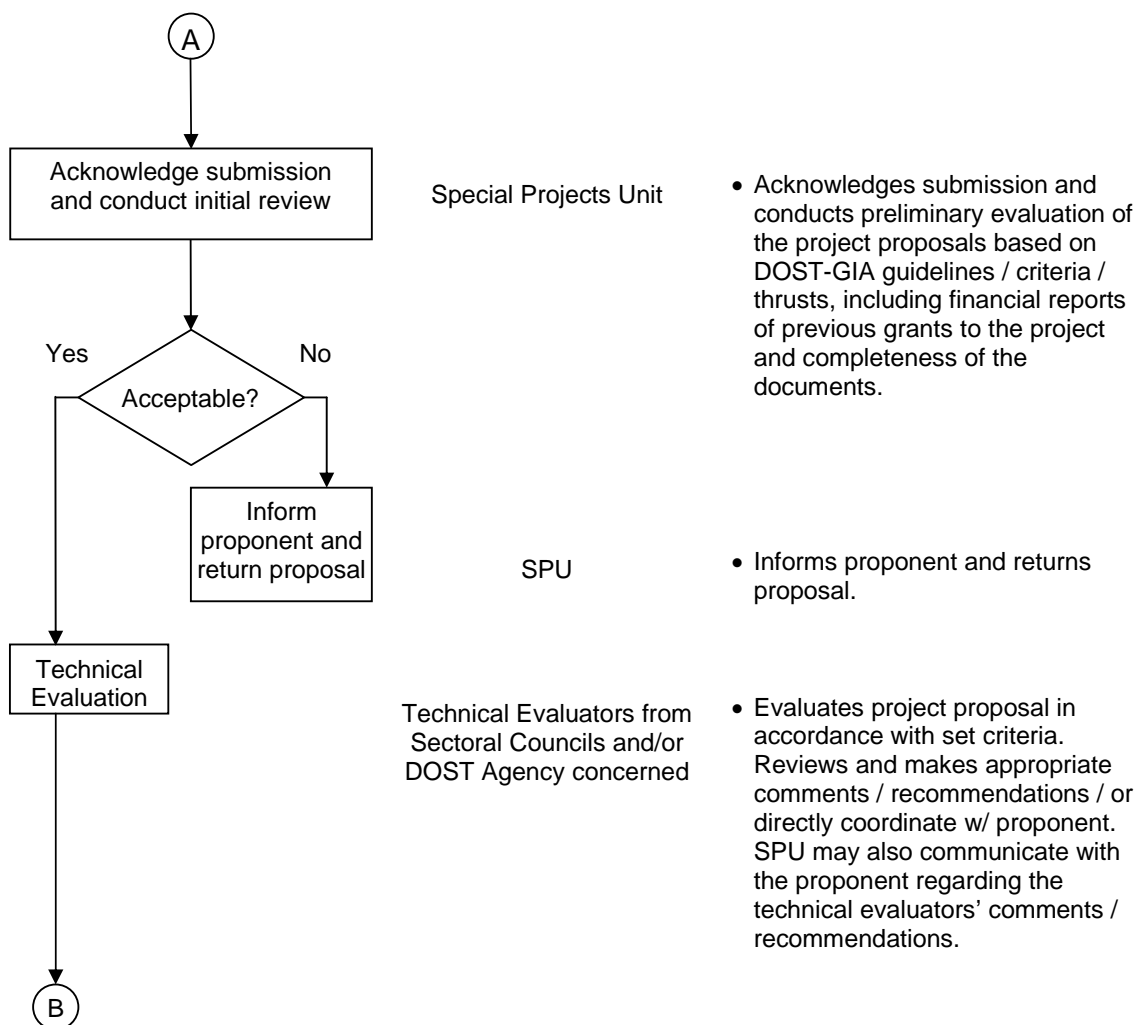
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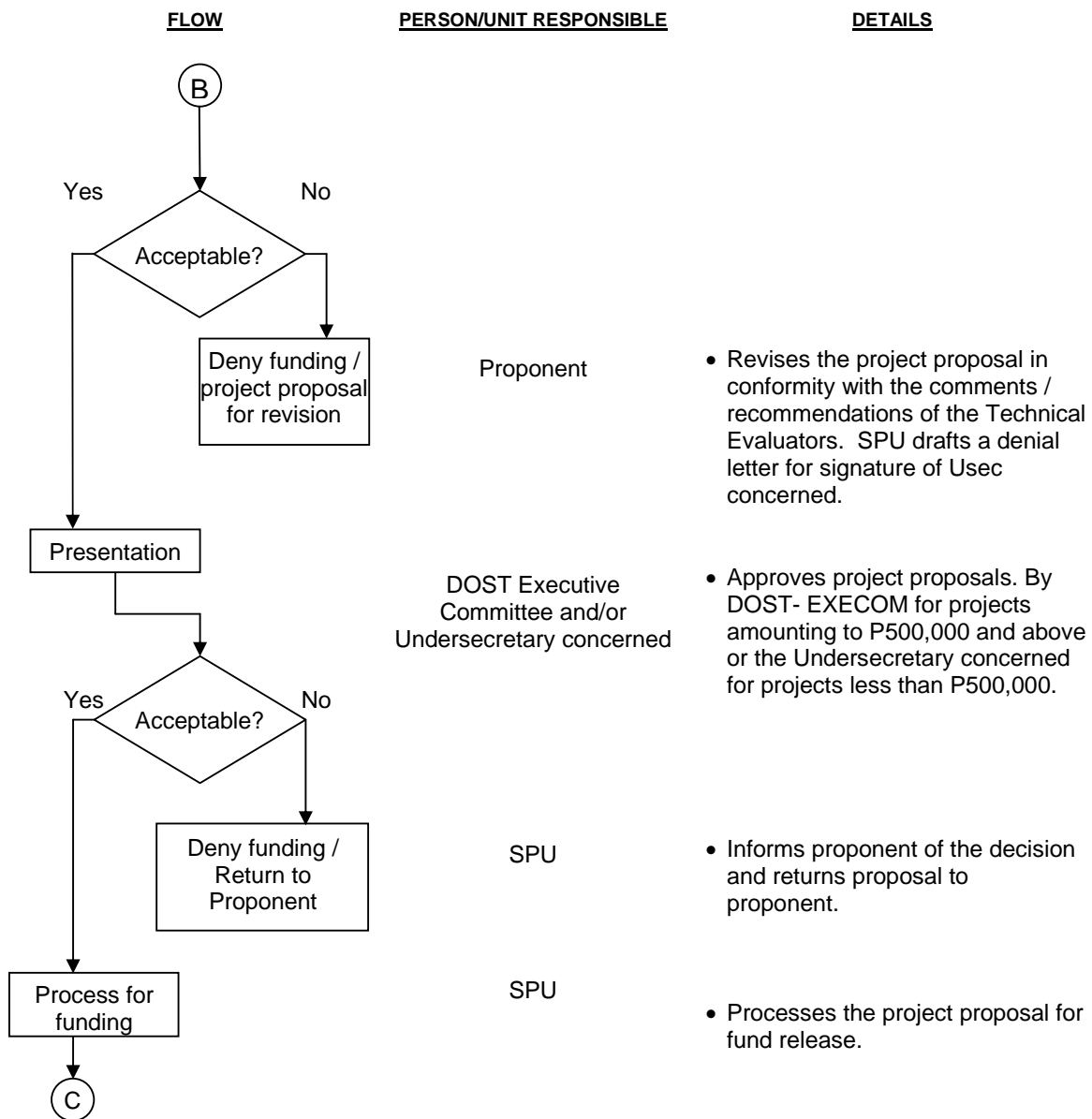
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Prepare Project Documents

SPU

- Prepares all documents necessary for fund release such as memorandum, letter of approval for signature of Secretary or USEC concerned, Line Item Budget (LIB) and MOA (for new projects being implemented outside of the DOST System); MOI (for DOST-Agency and DOST-CO implemented projects and Conforme Letter (for continuing projects) and forwards to signatories and clearing bodies concerned.

Signing of:
a. Approval Letter /
Conforme Letter
b. LIB
c. MOA/MOI

SPU

- a. Clears and forwards Approval Letter and Conforme Letter for signature of USEC for R&D (if grant is P10 M & below provided said grant of more than P500,000 have prior approval of EXECOM) or to the Secretary for grants of more than P10M.
- b. Sends LIB to Budget Division and FMS for clearance and for signature/approval of ASEC for FM.
- c. Refers MOA and MOI to Legal Division for clearance before the signature of the Secretary/USEC concerned.

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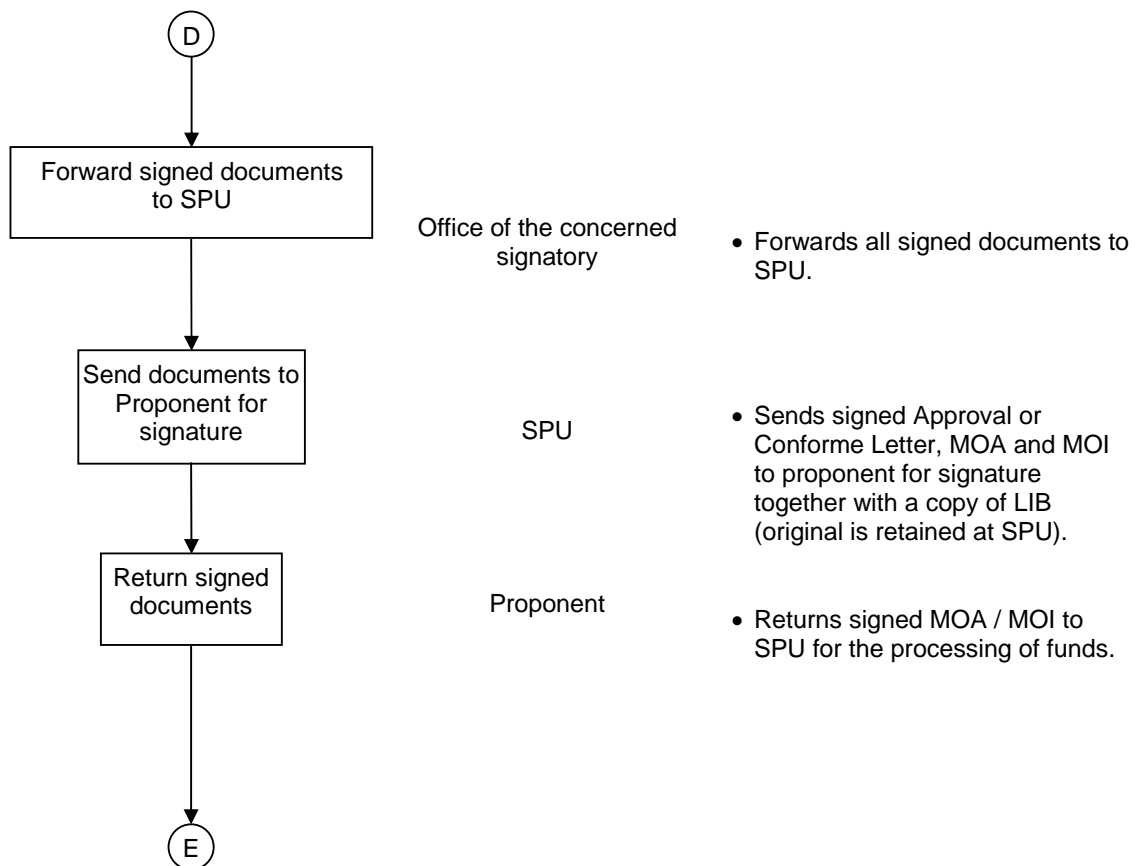
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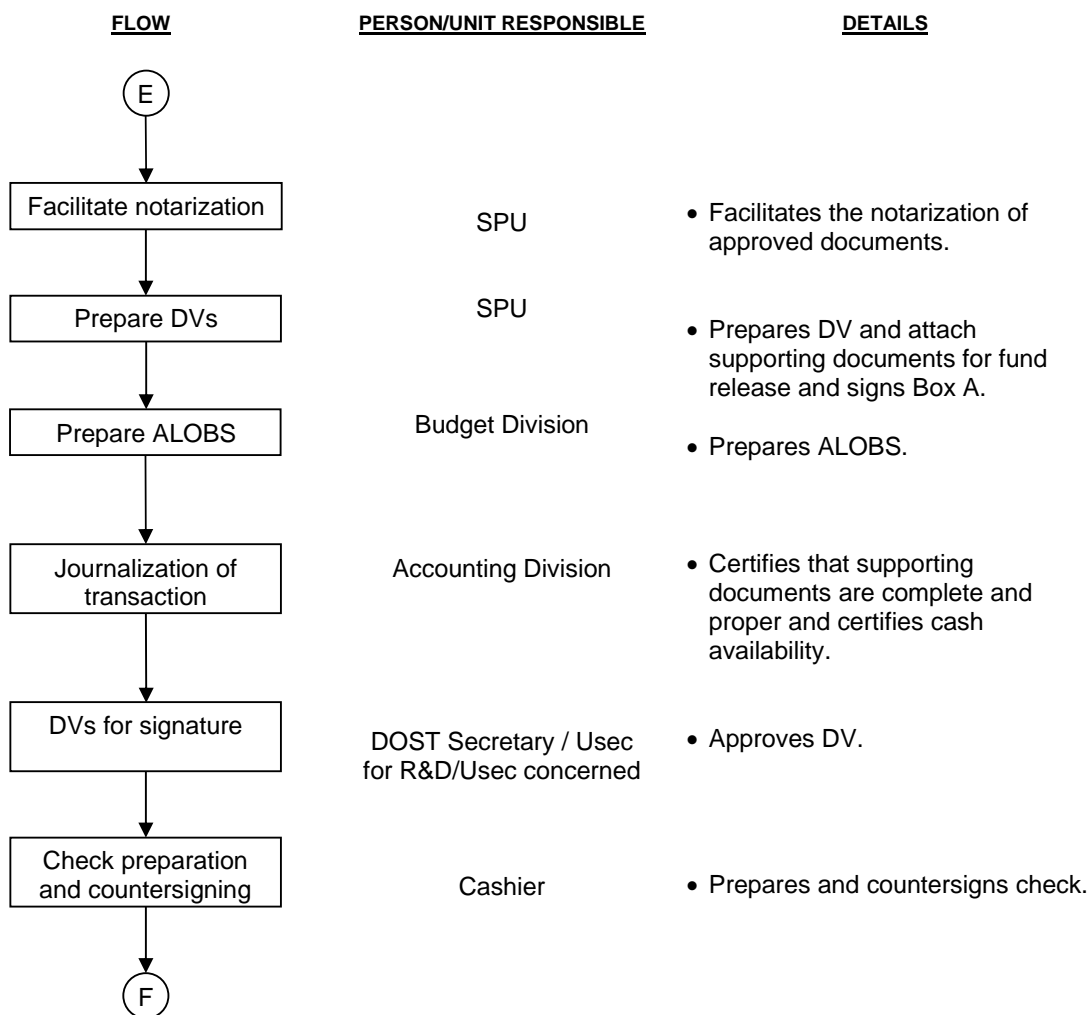
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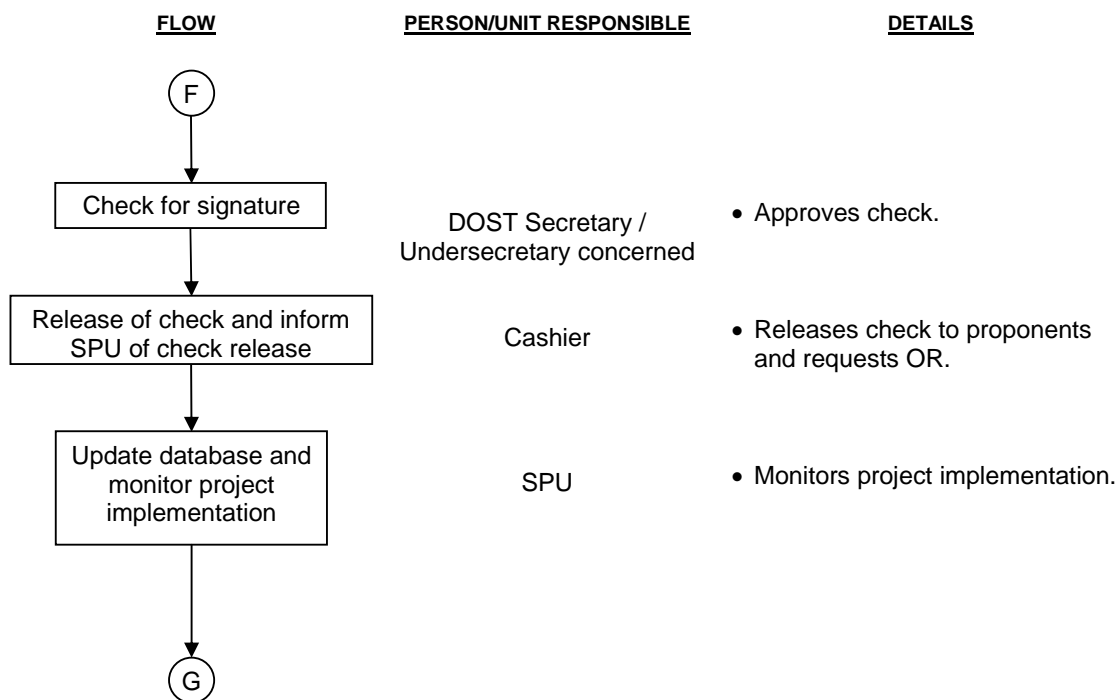
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Implement
the project

Proponent

- Submits periodic accomplishment reports (DOST Form No. 3A/3B) and financial report (DOST Form 4) of Council monitored projects to DOST through the Councils and directly to DOST in case of DOST-monitored/coordinated projects.

Monitor project

SPU / Monitoring Agency

- Coordinates with the proponent periodically on project implementation (by SPU). Conducts periodic field evaluation (DOST Form No. 3C-1) by the Sectoral Council / Agency concerned to monitor progress of the project and to resolve problems, if any.

Request for reprogramming

Proponent

- Requests for reprogramming.

Receive request

SPU/Sectoral Council/
Agency concerned

- Receives request and prepares endorsement to be submitted to the office of the Secretary / Usec concerned.

H

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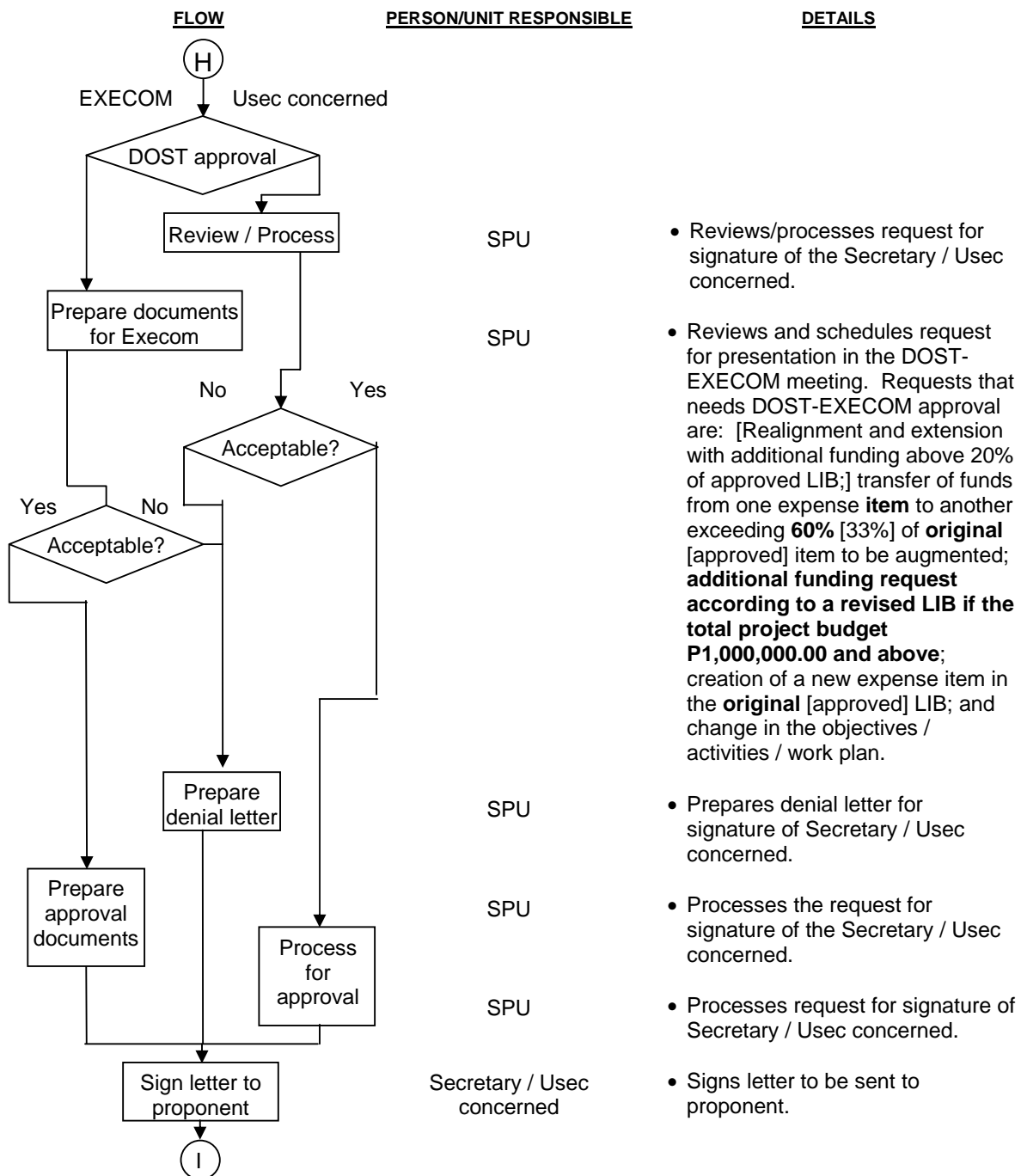
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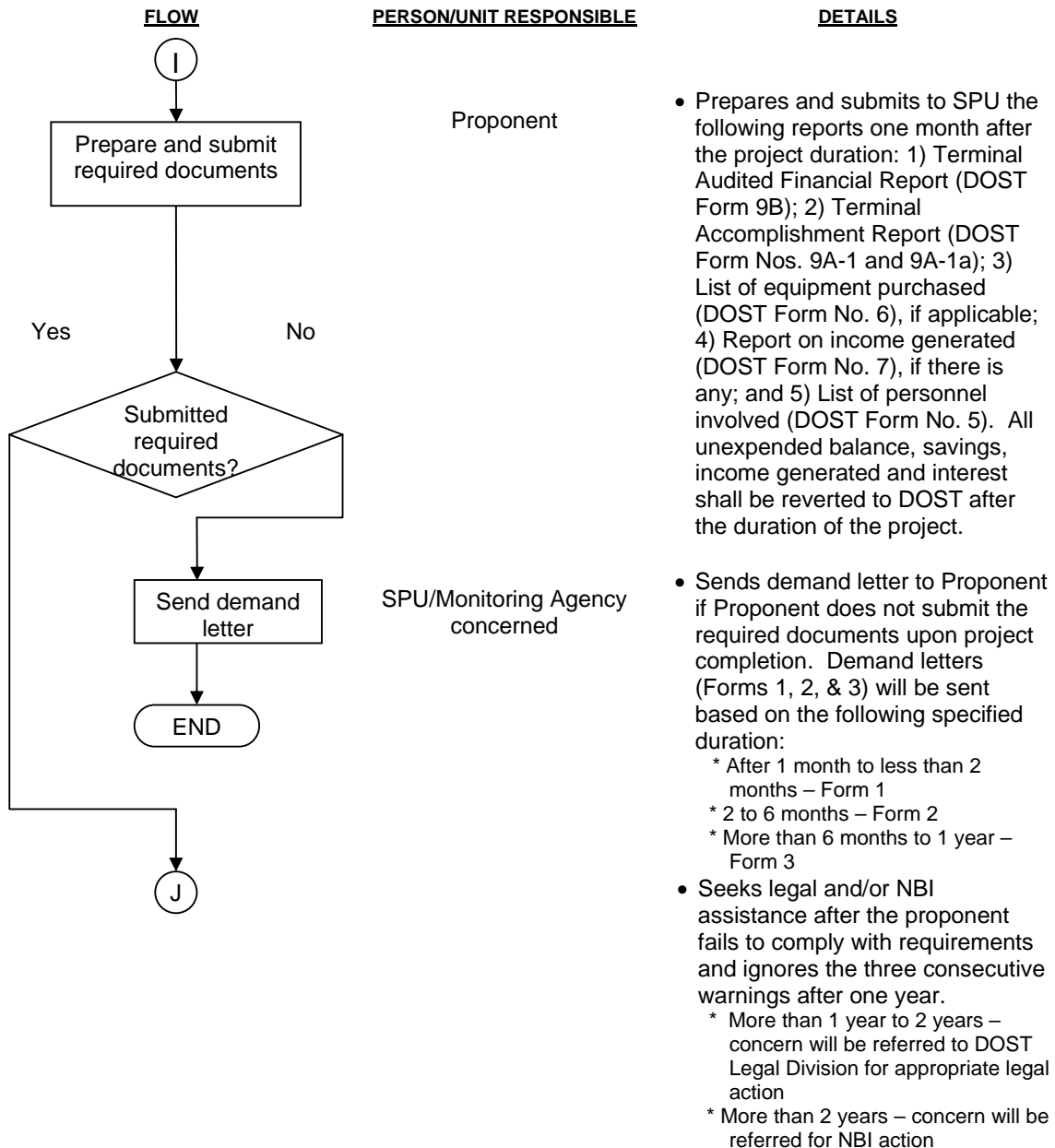
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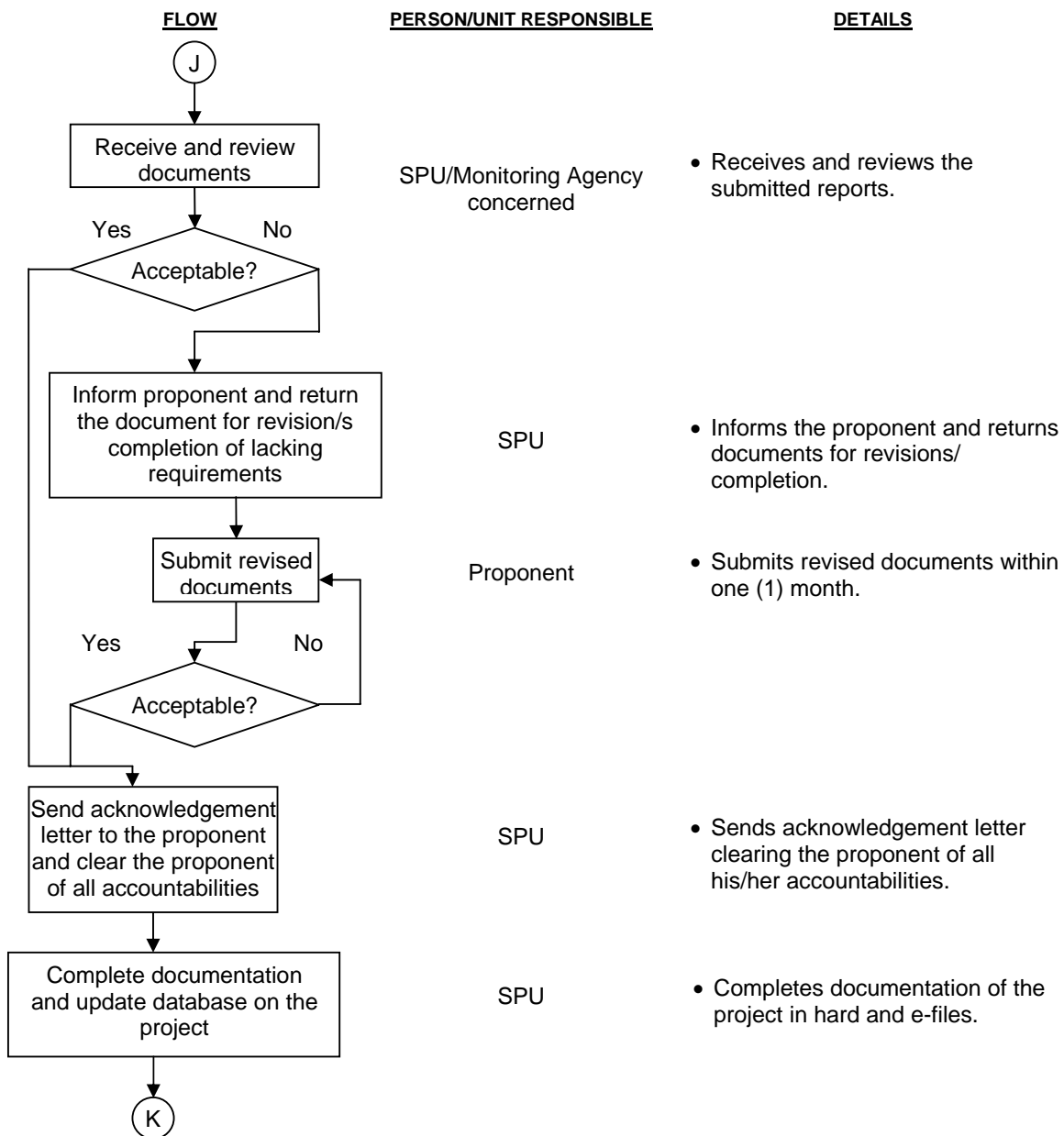
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K

Consolidate and
draft annual report

SPU

- Consolidates and drafts annual reports: 1) Annual DOST-GIA Financial Report; 2) Annual DOST-GIA Accomplishment Report; 3) Write-ups / technical Report on Major DOST-GIA Programs; and 4) Inventory Report of DOST-GIA Equipment for submission to USEC for R&D and the Secretary.

Edit / Finalize
Annual Report

SPU

- Edits and finalizes draft annual reports.

Submit reports

SPU

- Submits reports to USEC for R&D and DOST Secretary.

END

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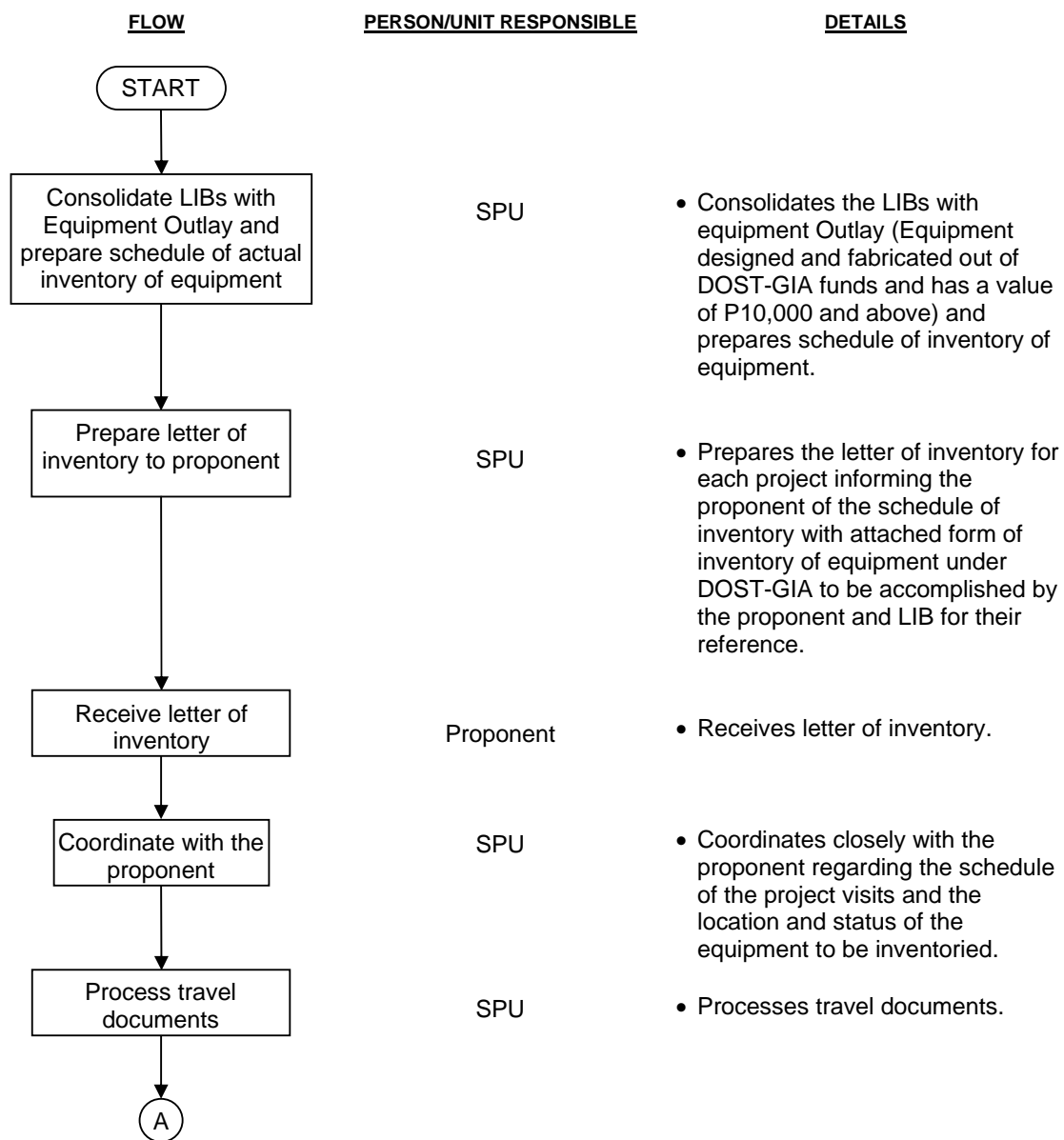
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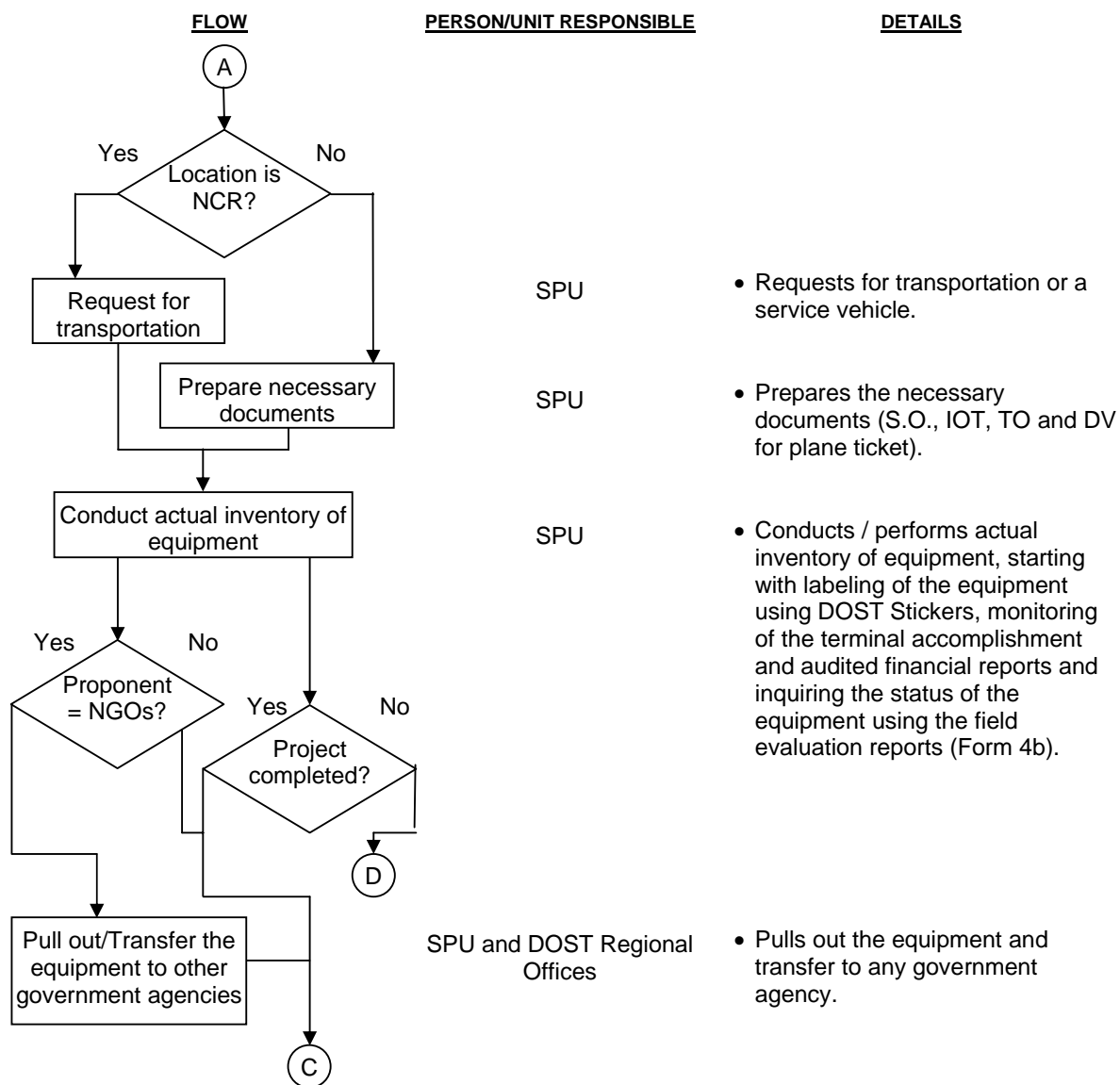
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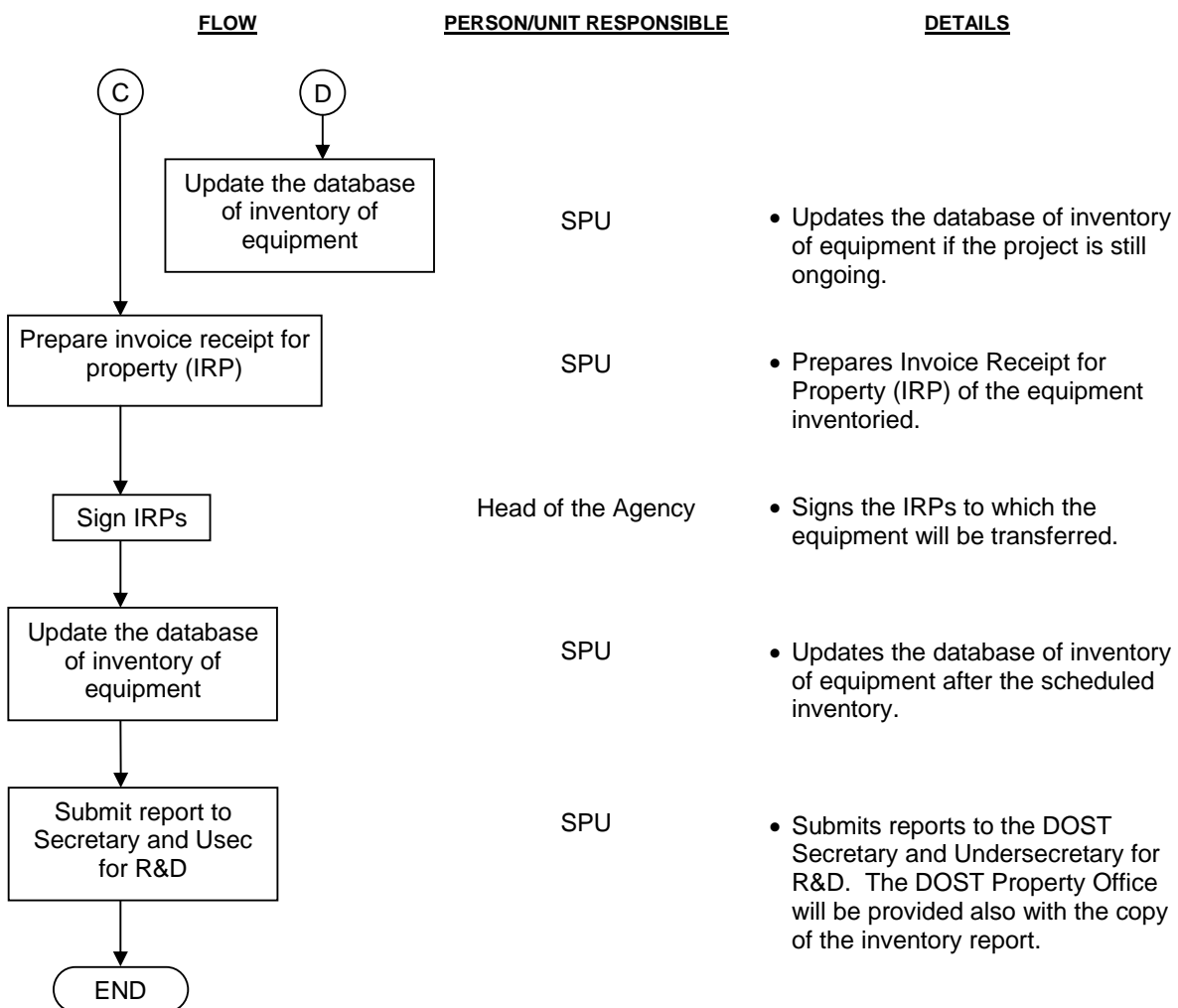
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5.0 Applicable Forms/ Format/ Records

- ☐ Memorandum of Agreement (MOA)
- ☐ Memorandum of Instructions (MOI)
- ☐ Line-Item Budget (LIB)
- ☐ Conforme Letter
- ☐ DOST Form No. 3A
- ☐ DOST Form No. 3C-1
- ☐ Inventory Report
- ☐ Terminal Audited Financial Report
- ☐ Terminal Accomplishment Report
- ☐ Income Generated Report
- ☐ Memorandum Receipt
- ☐ Itinerary of Travel
- ☐ Invoice Receipt for Property (IRP)

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