Department of Science and Technology
PHILIPPINE COUNCIL FOR HEALTHE RESEARCH AND DEVELOPMENT

DETAILED RESEARCH PROPOSAL

(1) Cover sheet- the covers sheet should contain the following information:

- Revision date and number
- Title of the study
- Study number – (to be provided by PCHRD)
- Signatures and dates:
  - Author(s)
  - Implementing agency
  - Cooperating agency
  - Approval of primary investigator
- Contact numbers of authors and cooperating agency

(2) Table of contents

This section contains a complete table of contents including a listing of all appendices

(3) Introduction

This section contains a brief summary of the background information relevant to the study design and protocol methodology. Sufficient information includes description of disease/condition of interest and present knowledge of the subject matter of the research. This information is necessary in order to understand the rationale for the study.

(4) 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 inter-related R and 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 and D problem with predetermined objectives to be accomplished within a specific time frame.

(5) 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 fax 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 and D and is directly responsible for the conduct of one of the projects of said program.

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

(6) Implementing agency

This refers to the agency(ies) implementing the research proposal

(7) Cooperating agency

This refers to the agency (ies) which is/are expected to cooperate/contribute to the research work.

(8) Significance of the proposal

This is the rationale of the research. It answers the question, “what is the study for?”

(9) Literature review

This section should discuss literatures 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 sound information base, addresses current country health priorities and will contribute something new to health and/or allied health sciences.

(10) 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.

(11) 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.

(12) End-users/target beneficiaries

This refers to the probable end-users or beneficiaries of the research output and the number and locality of beneficiaries, if applicable.

(13) Program/project duration

This refers to the planned start date, completion date, and duration in months.

(14) Methodology

Study design – this section indicates how the study objectives will be achieved. It includes a description of the type of study design eg. Cross sectional, case control, cohort, etc.

Study population – this is required for studies involving animals and humans. This section states the number of study subjects required to enter and complete the study. A brief definition of the type of study subject required is also described.

Inclusion criteria – this section describes the criteria each study subject must satisfy to enter the study. These criteria may include, but are not limited to the following: age, sex, race, diagnosis/condition, method of diagnosis, diagnostic test.

Exclusion criteria – this section details the criteria that would eliminate a study subject from participation in the study.

Sample size computation – this section describes the type of sampling design and the assumptions used to compute the sample size.

Site of the study – this section details the location, station or unit where the R and D will be conducted

Study plan – this section explains the plan of action, procedures and methods to be used during the study. Detailed methodology is described for laboratory, diagnostic, interviews, manner of data collection. Special instrumentation may be described in a subsection (instrumentation/data collection tools, special equipment, etc.)

Case report form – the case report form (CRF) should be attached to the research proposal. If the CRF is in electronic format, a printed copy should be attached as an appendix.

Variables to be investigated – dependent/outcome and independent variables

(15) Plans for data processing and analysis

- Computer facilities to be used, software packages
- Statistical tools/tests to be used
- Dummy tables

(16) Work plan schedule

This is 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 of 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.

(17) 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 National Ethics Committee (NEC). An ethical clearance is required prior to review of the proposal by PCHRD.

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.

(18) Research utilization

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.

(19) 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. The detailed breakdown of financial assistance requested should be in accordance with the New Government Accounting System (NGAS); the counterpart funding of the implementing agency as well as other agencies cooperating in the project should also be reflected. 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 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 connections 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.

(20) Curriculum vitae

This portion provides relevant information regarding the proponent's research capability

(21) 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.

(22) 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.

(23) Line Item Budget (LIB)

Particulars	Sources of Funds and Amount (PhP)		
	PCHRD Assistance	**Agency Counterpart**	**Other Sources**
I. Personal Services (PS) a. Salaries b. Honoraria Sub-total for PS			
II. Maintenance and Other Operating Expenses (MOOE) a. Traveling expenses b. Supplies and materials expenses Sub-total for MOOE			
III. Capital Outlay Sub-total for Capital Outlay			
Grand Total			