



**ANGELES UNIVERSITY FOUNDATION**  
**OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND INNOVATION**

**APPLICATION FOR RESEARCH GRANT**

*IMPORTANT:* PLEASE TYPE YOUR PROPOSAL AND CURRICULUM VITAE.  
 HANDWRITTEN PROPOSAL AND CURRICULUM VITAE WILL NOT BE ACCEPTED.

Research Title: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Program [ ]    Project [ ]    Dissertation [ ]  
 Duration of Research (in months) : \_\_\_\_\_  
 Budget Requested: **Php** \_\_\_\_\_

**ABOUT THE PROGRAM / PROJECT LEADER**

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Middle Name: \_\_\_\_\_  
 Contact Nos.: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Position: \_\_\_\_\_ Rank: \_\_\_\_\_  
 College/Unit/Department: \_\_\_\_\_

<b>FOR JUNIOR RESEARCHERS:</b>	
Degree Program	: _____
College/Department	: _____
Adviser	: _____

Received	_____
Date	_____

**For CRD use only.**

**ABOUT THE PROPONENT**

- I. Curriculum Vitae of Proponent
- II. Curriculum Vitae of Co-Proponent

**PROPOSAL SUMMARY**

- I. Title
- II. Keywords
- III. Duration
- IV. Budget
- V. Abstract

**DETAILS OF THE PROPOSAL**

- I. Introduction
- II. Objectives
- III. Review of Related Literature/Bibliography
- IV. Methodology
- V. Work plan
- VI. Budget
- VII. List of Students participating in the study
- VIII. Cooperating agencies
- Signature of Proponent /Co-Proponent & Date of Submission

**ENDORSEMENTS**

**For Program/Project Proposal**

- I. Chairperson / Director
- II. Dean

**For Junior Researchers**

- I. with formal approved dissertation proposal
- II. w/out formal approved dissertation proposal

Checked by \_\_\_\_\_  
 Date \_\_\_\_\_  
 Committee Recommendation:  
 Approval \_\_\_\_\_  
 Date \_\_\_\_\_  
 Disapproval \_\_\_\_\_  
 Date \_\_\_\_\_  
 Others \_\_\_\_\_



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**PART I**                      **PROPOSAL SUMMARY (one page only)**

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**Title of the study**

**Program/Project Leader and Team Members (if any)**

**Keywords to describe the subject area of the study (maximum of 5)**

**Duration of the study (in months)**

**Budget requested (for 12 months at most)**

**Executive Summary**

- This is a brief summary that reflects the contents of the proposal, intelligible to the lay reader, and not more than 1,000 characters.

**PART II.**                      **DETAILS OF THE PROPOSAL (begin from new page)**

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**I. Introduction**

- Give a background of the proposed study leading to the reasons why the selected research problem is selected for investigation.
- Explain, in terms intelligible to the lay reader, the importance, contribution or expected utility of this research to contemporary concerns and to the scientific/artistic domain of the field of study.  
The following criteria may be used by the proponent to determine the significance of the proposed research:
  - Contribution to the development of theory, knowledge or practice
  - Contribution to the advancement of methodology
  - Importance to a wide or critical/influential population
  - Timeliness or focus on current issues
  - Evaluation of a specific practice
  - Fills a research gap
  - Originality of the research

**II. Objectives**

- State the general and specific objectives addressed by the proposed research. The objectives should describe the goals or expected results of the proposed research. For research programs, indicate the individual Project Leader responsible for addressing a particular objective/s.

**The following additional information will be helpful in the evaluation of your proposal**

- Has the study been started? If no, when will it start? If yes, when did it start? What activities have been accomplished?
- Is the study a new initiative?
- Is the study a continuation of a previously funded research? If yes, please attach a copy of the final research report and full project proposal of the previously funded research.
- What is new or novel in the proposed research in relation to previous studies?



### III. Review of Related Literature

- Briefly discuss the literature (with proper citation) related to the proposed research. It may include formal literature in local and international publications, relevant personal communications, unpublished materials (e.g. theses and dissertations), and other similarly verifiable sources. The review may be guided by the following:
  - Status of the problem/topic under study
  - Relationship to the general and specific objectives and pertinence to the stated hypotheses
  - Illustration of theoretical approaches to the problem/s and points out inconsistencies in results, data gaps, and methodological inadequacies
  - Relationship to other researches in the field
  
- **Include a bibliography after this item**

### IV. Methodology

- **Research design** describes the systematic plan to obtain the needed information. It includes the following:
  - **Sampling method/Data collection procedures.** It includes a justification for the choice of the sampling method, sampling size, and subjects/respondents. Data collection procedures show how the procedures will help satisfy the research objectives. Includes an enumeration of the expected data outputs. Append data collection materials to be used, e.g., questionnaires, observations forms, etc.
  - **Description of the respondents and/or the major/main data to be collected**
  - **Planned analysis.** Illustrates the various ways by which the data gathered would be analyzed and interpreted in relation to the research objectives. Specify the planned measures & statistical tools and confidence levels, if applicable.
  - Necessary permits/consent should be obtained in cases where research would involve human/animal experimentation, genetic engineering, etc. Identify the people or institutions from whom/where the necessary permits/consent will be obtained.

### V. Work plan and Schedule of Activities

- Enumerate the critical activities to be undertaken in chronological order for every major research phase – preparatory, data collection, data analysis & report writing.
- Expected outputs should be specified for each activity.

Research Phases	Activities	Timetable (in months)	Expected Output (deliverables)



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**VI. Proposed Manpower and Budgetary Requirements**

- Items in the budget include personal services (PS) & maintenance & other operating expenses (MOOE).
- **PS items should be distinguished from MOOE items.**
- Personal services include technical/contractual/piecemeal services such as researchers, student aides, guide, etc. Junior researchers are not allowed to hire student/research assistants.
- MOOE items include supplies & materials, travel expenses, sundry, etc. Contingency item is not allowed
- Equipment Outlay. This includes equipment normally used in the conduct of research.

Item	Cost	Q1	Q2	Q3	Q4
<b>1. Personal Services</b>					
Salaries & wages					
Salary adjustments, etc					
Personnel training					
Consultants fee & other Emoluments					
Bonuses & incentives					
Hazard pay					
Sub-total					
<b>2. MOOE</b>					
Travel					
Communication Services					
Repair & maintenance of facilities					
Repair & maintenance of vehicles					
Transportation services					
Supplies & Materials					
Training & Seminar					
Other services					
Sub-total					
<b>3. Equipment outlay</b>					
Sub-total					
<b>4. Administrative Cost*</b>					
Sub-total					
<b>TOTAL</b>					

\* amount of funding  
 < PP 100,000  
 PP 100,000 – 200,000  
 > PP 200,000

administrative cost (% of total of items 1, 2, & 3)  
 5 %  
 7 %  
 10 %



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**VII. Undergraduate/Graduate students participating in the study**

Name	Unit where enrolled	Highest qualification/Date obtained	Involvement in the study/ Tasks

**VIII. Cooperating Agencies**

- Are you applying for support for this study from any other source? If yes, indicate the names of funding sources that you have already applied to or plan to apply to for assistance.
- Indicate preference of cooperating agency about data ownership.

Funding Organization	Form of assistance	Amount approved/ Amount applied for	Part of study funded	Period of funding

I/We certify that all information/data in this proposal are true to the best of my/our knowledge. I/We understand and I/we agree that the OVPRI will keep all the documents I/we submitted in connection with my/our application for a research grant regardless of whether the application was approved for funding or not.

\_\_\_\_\_  
*Signature of Proponent & Date*

\_\_\_\_\_  
*Signature of Co-Proponent & Date*



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**PART III      ENDORSEMENTS (separate pages)**

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***For Program/Projects:***

I certify that I have reviewed this research proposal and I am recommending it for funding. The proponent has the required capability/expertise to undertake and complete the proposed research. When completed, the research will be a significant contribution to \_\_\_\_\_.

\_\_\_\_\_  
***Signature of Department Chair/Director***  
*where applicant (proponent) belongs*

\_\_\_\_\_  
***Signature of Dean of College***  
*where applicant (proponent) belongs*

***For Projects Proposed by Junior Researchers using the Grant in support of their Dissertation:***

**With formally approved dissertation proposal**

I certify that this research proposal has been reviewed and that it constitutes a major part of the Proponents Ph.D. Dissertation research work approved / accepted by the Department of \_\_\_\_\_ College of \_\_\_\_\_.  
The comment of the panel has been incorporated in this proposal. I am recommending it for funding.

\_\_\_\_\_  
***Name/Signature of Ph.D. Adviser***  
*(where applicant is enrolled)*

\_\_\_\_\_  
***Name/Signature of Department Chair/Director***

\_\_\_\_\_  
***Name/Signature of Dean of College***  
*(where applicant is enrolled)*



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**Without formally approved dissertation proposal**

We certify that Mr./Ms \_\_\_\_\_ an active Ph.D. \_\_\_\_\_ student of \_\_\_\_\_ had discussed with us the attached project proposal. I have reviewed it and found the same as reasonably acceptable to be a major part of, or the whole of, his intended dissertation topic. We are recommending it for funding.

***Name and Signature of two prospective Advisers who are faculty members of the institution where the Junior Researcher is enrolled:***

\_\_\_\_\_  
***Prospective Dissertation Adviser***  
*(where applicant is enrolled)*

\_\_\_\_\_  
***Prospective Dissertation Adviser***  
*(where applicant is enrolled)*

\_\_\_\_\_  
***Name/Signature of Chair/Director***  
*(where applicant is enrolled)*

\_\_\_\_\_  
***Name/Signature of Dean of College***  
*(where applicant is enrolled)*