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OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER (CMO)

No. 50

Series 2007

SUBJECT: GUIDELINES FOR COE/COD GRANTS AND PROPOSALS IN SCIENCE
AND MATHEMATICS


In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," and for the purpose of implementing the Center of Excellence Center of Development Program for Science and Mathematics, these Guidelines for Grants and Proposals (GPP) are hereby adopted and promulgated by the Commission per Resolution No. 605-2007 during its 302nd en banc meeting held on 13 August 2007.

This Order shall take effect after its publication in the Official Gazette or newspaper of general circulation.

For immediate and wide dissemination.

Pasig City, Philippines September 26, 2007

FOR THE COMMISSION


ROMULO L. NERI
Acting Chairman

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1 INTRODUCTION

1.1 OVERVIEW

This document, the Guidelines for Grants and Proposals (GGP), serves as a reference for higher education institutions (HEIs) in the preparation of proposals submitted to the Commission on Higher Education (CHED) for funding support in the area of science and mathematics, and for the CHED consultants and staff in the administration of the Center of Excellence/Center of Development Program. These guidelines in effect

- Replace CHED Memorandum Order No 38 series of 1999, "Guidelines for the Identification and Support of Centers of Excellence/Centers of Development Project for Science and Mathematics";
- Rationalize and specify the provisions of CHED Memorandum Order No 20 series 2004, "Revised Policies and Standards on the Centers of Excellence Project." This is to address the needs of select higher education institutions to improve local scientific and mathematical capabilities to globally acceptable standards, and propel to recognition the competence of Filipino scientists, mathematicians, educators and students;
- Stipulate provisions to aid in the development of strategic disciplines in the sciences and mathematics as resolved by the Commission during its 276th en banc meeting particularly those disciplines that are required for economic and resource sufficiency, sustainability, and understanding of natural resources as national patrimony;
- Outline existing government policies on accounting and audit applicable to funding opportunities provided by the CHED; and
- Institute accountability, participation, predictability and transparency in the management of public resources towards the goal of improving science and mathematics in higher education.

These guidelines combine the terms for financial support available to higher education institutions that intend to improve its science and mathematics programs. HEIs should take note of the specific provisions in the GGP during proposal preparation to establish the coverage and limits of the proposals and their corresponding support. It is suggested that HEIs contact first the Secretariat of the Science and Mathematics Unit (SSMU) of the CHED Office of Programs and Standards (OPS) prior to submitting proposals.

1.2 POLICY

It is the policy of the state to support the academic, research and scientific development of the nation as embodied in Article XIV of the 1987 Philippine Constitution. This is again emphasized in the provisions of Republic Act (RA) No. 7722, the "Act Creating the Commission on Higher Education, Appropriating Funds Therefor and for Other Purposes". Specifically, the powers and functions of the CHED as applicable to the GGP are hereby cited to wit:

- Formulate and recommend development plans, policies, priorities, and programs on higher education and research;
- Formulate and recommend development plans, policies, priorities, and programs on research;
- Set minimum standards for programs and institutions of higher learning recommended by panels of experts in the field and subject to public hearing, and enforce the same;

- Identify, support and develop potential centers of excellence in program areas needed for the development of world-class scholarship, nation building and national development;
- Develop criteria for allocating additional resources such as research and program development grants, scholarships, and other similar programs: *Provided*, That these shall not detract from the fiscal autonomy already enjoyed by colleges and universities;
- Direct or redirect purposive research by institutions of higher learning to meet the needs of agro-industrialization and development; and
- Devise and implement resource development schemes.

In the past and in line with these policies, the CHED purposely supported the growth and excellence in the breeder disciplines namely biology, chemistry, earth science, mathematics and physics. The support CHED gave was customarily through financial assistance and policy curricular reforms. Nowadays with the increasing development of interdisciplinary fields and advances in cutting edge technologies, the CHED resolved that new and emerging fields should likewise be supported.

2 DEFINITION OF TERMS

2.1 AWARD – the development assistance provided by the CHED to enhance the capacity or establish the capability of institutions in instruction, research and extension. Awards constitute transfer of public resources such as funds, services, property or other things of value.

2.2 GRANT – a type of mechanism of support from the CHED and serves as the legal instrument by which awards are transferred to grantees. A grant comes in the form of a contract or a Memorandum of Agreement (MOA) between the CHED and the grantee and is implemented as a project.

2.3 GRANTEE – is any Philippine higher education institution with a science or mathematics program, which receives a grant from the CHED. The grantee assumes both the legal responsibilities for the grant and the accountability for the performance of a project and its inclusive activities.

2.4 PROJECT – is a tangible plan supported through a CHED grant, and which the grantee agrees to embark on and endeavors to fulfill under the objectives and specific provisions of a grant. A project is comprised of activities that have measurable outputs and implemented within a given period of time. Interrelated projects may be referred to as a **PROGRAM**.

2.5 ACTIVITY – is discrete component of project. It is an undertaking/series of undertakings, which has a specific objective related to achieving the aim of a project. An activity has definite output(s) that is/are measurable or assessable.

2.6 PROJECT PROPOSAL – refers to any of the submissions in section 5 that is prepared by a proponent usually the potential Project Director.

2.7 PROJECT DIRECTOR (PD) – the person designated by the grantee who is primarily responsible for the performance of the project.

2.8 CENTER OF EXCELLENCE (COE) – is a distinction bestowed upon a unit, which has outstandingly accomplished its academic duties to benefit stakeholders and the community at large. It is a designation, which demonstrates a unit's exemplary performance in its



**GUIDELINES FOR
CCE/COD GRANTS AND
PROPOSALS IN SCIENCE
AND MATHEMATICS**

ACRONYMS

AR	Appeal for Reconsideration
CHED	Commission on Higher Education
CHEDRO	CHED Regional Office
COA	Commission on Audit
COE	Center of Excellence
COD	Center of Development
CP	Capsule Proposal
FP	Full Proposal
GGP	Guidelines for Grants and Proposals
HEDF	Higher Education Development Fund
HEDFS	Higher Education Development Fund Secretariat
HEI	Higher Education Institution
LIB	Line Item Budget
MOA	Memorandum of Agreement
OPPRI	Office of Policy Planning Research and Information
OPS	Office of Programs and Standards
PD	Project Director
RA	Republic Act
SM	Science and Mathematics
SMU	Science and Mathematics Unit
SSMU	Secretariat of the Science and Mathematics Unit
TC	Technical Committee
TPSM	Technical Panel for Science and Mathematics

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teaching, research and extension functions. The unit as a designated COE must exhibit the following characteristics:

- A strong graduate program in the basic and applied sciences and mathematics.
- The faculty must be involved in research or exhibits strong capability to undertake research.
- Research must be demonstrated by publications in acceptable outlets.
- Must have the proclivity to establish links, and share resources and outputs with other units.

2.9 CENTER OF DEVELOPMENT (COD) – is an acknowledgment of a unit's performance of its academic work and the promise it holds to provide excellent education in the near future. It is a designation of a unit's evident above average performance in teaching, research and extension functions. The unit as a designated COD must have the following characteristics:

- At least a strong undergraduate program in the sciences and mathematics.
- The faculty must show a strong potential to be developed to undertake research, and publish results and other outputs.
- Must be inclined to establish links, and share resources and outputs with other units.

2.10 DIRECT COSTS – are expenses directly attributable to the project or expenses that can be relatively assigned easily to a project or activity. These are the costs necessary to meet the technical and scientific requirements of a project.

2.11 INDIRECT COSTS – are expenses that cannot be readily identified with or assigned to a project. Administrative and project management costs are generally classified as indirect cost.

2.12 LINE ITEM BUDGET (LIB) – the detailed breakdown of financial assistance requested.

3 AWARDS, GRANTS AND FUNDING OPPORTUNITIES

3.1 GRANT TYPES

For now, only the COE/COD grant will be instituted under these guidelines. The CHED may in the future initiate other grant types for the science and mathematics discipline through separate grant solicitations.

3.1.1 Center of Excellence (COE)/Center of Development (COD) Grant

The Center of Excellence is a program of the CHED mandated by RA 7722. It aims to develop HEIs for world-class scholarship, nation building and national development. As part of the recognition of selected HEIs for their exemplary performance (for COEs) or potential (for CODs), the Centers are given the opportunity to submit project proposals for any of the awards in Table 1. Only COE or COD designated institutions may apply for this type of grant.

The COE/COD grant is an enhancement initiative. It aims to support COE/COD capabilities in providing excellent and world-class education and research. Its specific objectives are

- To enhance the capacities of the units—in terms of teaching, research and extension—as aligned to national development goals;
- To provide support, which could influence and further motivate the pursuit of research in the unit;

- To assist the units in promoting their brand of science and research in the local and international scene;
- Act as a coordinating mechanism for the growth and advancement of science and mathematics in the country.

The COE/COD grant seeks to stimulate activities in areas that need to be address and in line with the priorities for development of the national government. However, COEs and CODs must bear in mind that the grants under this program are supplemental assistance from the government. It is not aimed to be the major source of support for institutions to achieve certain levels of expectation in line with their pursuit of excellence.

3.2 AWARDS

Designated COEs and CODs in science and mathematics may apply for any of the awards in Table 1 below, or any combination thereof, or all award types provided the proposal clearly demonstrates interrelationships of activities for the planned duration of the project.

Table 1. List of awards, their scopes and sample activities.

Award Categories	Scope	Activity
Manpower Development	Student Scholarships	Undergraduate scholarships Graduate Scholarships (Non-faculty)
Instruction	Faculty Scholarships Non-degree Training The category includes activities aimed to improve the existing instruction capability of an HEI.	Library upgrading Instructional materials development Equipment upgrading and acquisition
Research	Research awards aim to provide support for HEIs to <ul style="list-style-type: none"> • Carry out research in certain priority areas • Enhance the way research is undertaken in an institution • Boost the dissemination/ sharing of research results 	Conduct of research Equipment upgrading and acquisition Presentations in international and local conferences Publications in ISI & international journals (page charges, color plates, etc.)
Extension & Linkages	These awards aim to <ul style="list-style-type: none"> • Extend the capability of COEs and CODs to assist relevant stakeholders and the community • Provide additional support to the HEI in setting up institutional relationships to improve its instruction and research capabilities 	Research fellowship/ visiting professorship Graduate extension programs Lectures, seminars and workshops Adopt-a-school

COEs and CODs are also eligible to apply for the grants listed in Table 2. Although such awards will not be directly covered under this program, proposals that address such concerns may be considered for funding under existing applicable programs of the CHED or by other means as may be determined by the CHED.

Table 2 Other awards

Award Categories	Activities
Student Recruitment	<ul style="list-style-type: none"> • Career roadshow • High school linkages • Advertisements • Summer camps
Teaching consortia	
Teacher Training	<ul style="list-style-type: none"> • Instruction related • Research related

Specifications for each of the award types above are given in section 4. The CHED may institute other award types through special program solicitations.

3.3 Project Specifications

A potential grantee institution may submit as many proposals as possible. However, HEIs are reminded that a grant or a contract to undertake a proposal shall eventually be determined by the financial standing of the CHED during the fiscal year when a project is to be implemented.

The COE/COD must demonstrate that a proposal is not geared towards complying with the minimum requirements of government to administer a degree program or as compliance to the requirements to be a COE or COD. It must be emphasized that the COE/COD grant is a reward for performance of duties in accordance with certain standards.

Undertaking an approved project or grant shall be implemented only after a Memorandum of Agreement (MOA) has been signed by concerned parties. The MOA must specify the terms and conditions of the grant.

3.3.1 Funding Support

There is no maximum amount of funding per project proposal under the COE/COD program but HEIs are advised to limit requests to a maximum of Php 2 million per project. Project proposals are funded on a 70-30 cost sharing scheme, i.e. 70% of the budget is from CHED and the remaining 30% comes from institutional funds or funds from other sources. In determining item costs, the proposed budget must consider existing government guidelines for procurement and when applicable, these guidelines must be exercised in the procurement process. Allowable expenses for certain items are listed in Annex B.

Only direct costs or costs directly attributable to a project shall be included in a proposed budget. Expense items classifiable as indirect costs may be funded, *provided* these can be identified to a project with a high degree of accuracy.

3.3.2 Duration of Projects

In preparing proposals for the COE/COD program, the proponent must consider the duration of the institution's designation as a CHED COE/COD in science and mathematics. Short duration projects, i.e. one year duration or less, are preferred but this does not limit the option of a COE or COD to submit a multi-year project.

4 SPECIALIZED GUIDELINES (SCOPE AND LIMITS OF AWARDS AND GRANTS)

4.1 Manpower Development Related Awards

All proposals for manpower development must address the priority areas listed in Annex A.

4.1.1 Student Scholarships

Scholarships shall be the principal instruments in the development of high-level manpower in the sciences and mathematics. COEs and CODs may propose undergraduate student scholarships that are in line with the manpower needs of the country. Proposals for undergraduate student scholarship will be referred to the appropriate CHED offices for funding *however*, the CHED may decide to institute separate scholarships grants when necessary and funds are available for such purpose.

Graduate scholarships for non faculty in both MS and PhD levels are allowed, *provided* these are incorporated in a research proposal. The research related to a COD's proposal for a masters and/or PhD scholarship must be done in collaboration with a COE. Only thesis track MS scholarships may be administered under a COE/COD grant.

4.1.2 Faculty scholarships

COEs and CODs may propose scholarships for faculty in their own institutions or for faculty from other non COE/COD institutions where they have existing formal linkages. Proposals for faculty scholarships shall be referred to applicable programs of the CHED, such as the Faculty Development Program, or if necessary, these may be funded independently when funding is available.

4.1.3 Non-degree Trainings

Non-degree trainings shall form part of manpower development under the program. These trainings must aim to re-tool individuals with competencies needed in the advancement of science and mathematics. Non-degree trainings are activities (e.g. seminars or workshops) normally of short duration not exceeding three months. Proponents may submit projects for non-degree trainings on a collaborative basis.

Only non-degree trainings conducted locally are eligible for support.

4.2 Instruction Related Awards

4.2.1 Proposals for Instructional Equipment

Only teaching equipment may be acquired under an instructional award. Equipment classifiable as general-purpose equipment shall not be considered unless it is primarily or exclusively used in the actual conduct of teaching the discipline. Instructional equipment may include laboratory teaching equipment, among others.

Proposals on equipment fabrication may be allowed, *provided* fabrication is a means more economical than to purchase similar type equipment. Fabrication must result to a tangible, nonexpendable property.

HEIs may propose the purchase or fabrication of new equipment, and repair of important/unique equipment used in teaching the discipline. Proponents should consider the cost effectiveness of repairing equipment against purchasing similarly new equipment..

4.2.2 Library Upgrading

Support may be provided to purchase library holdings relevant to the teaching of the discipline.

4.2.3 Instructional Materials Development

HEIs may request funds to develop instructional materials such as books, laboratory manuals, teaching modules, among others, that are relevant to the teaching of the discipline. Requested budget can include costs for documentation, preparation and evaluation of works undertaken. Printing and dissemination of copyrighted works shall be subject to existing CHED policies on IPR.

COEs and CODs should consider the development of materials that can be used by other HEIs offering the same degree program.

4.3 Research Related Awards

4.3.1 Small Scale Grants for Research

COEs and CODs may apply for small-scale grants to conduct exploratory research in science, mathematics or education. Exploratory research shall be defined as

- Experimental or theoretical work on new and innovative ideas
- Application of new methodologies or utilization of previous data/information
- Other works of similar character likely to catalyze advancements

Exploratory research proposals should address the priority areas listed in Annex A. These proposals shall be given preference but this does not limit the opportunity for COEs and CODs to propose research in other areas not covered by the list.

Proponents are encouraged to submit research proposals that are collaborative. Collaborative researches may be made between two or more units within the same HEI, or between two or more HEIs and/or government/non government agencies. Collaborative researches may be submitted as a unified proposal with the lead HEI providing sub grants to its collaborators; or if all collaborators in a proposed research are COEs and/or CODs, simultaneous requests for funding may be made. It is understood that the submission of a collaborative research means the project can be administered feasibly and that the necessary formal arrangements are in place. In addition to the proposal requirements in section 6, the following must be described in a proposal for collaborative research:

- Roles of each collaborator
- Administrative arrangements for the project
- Advantages of working in a collaborative manner

All research projects submitted by COEs and CODs must include in their proposal a component to graduate at least one student in the MS or PhD level.

4.3.2 Publications

Publication awards will be in the form of support for

- Page charges to publish a scientific article in an ISI indexed journal
- Publication of proceedings of a scientific conference that received support via the COE/COD program

4.3.3 Scientific Conferences

Scientific conferences intend to bring together experts to discuss new scientific or educational findings. CHED, through the COE/COD program, shall provide support to enable individuals to participate in scientific conferences or to convene a scientific conference.

4.3.3.1 Participation in Scientific Conferences

These awards cover both international and national conferences. Proponents requesting support via this award must indicate that a candidate will be presenting a scientific paper or poster. Awards shall cover travel expenses, accommodations and conference fees, among others.

4.3.3.2 Sponsorship of a Scientific Conference

COEs and CODs may request funds to undertake a scientific gathering to address specific scientific topics or issues relevant to international and national levels.

4.3.4 Proposals for Research Equipment

Acquisition, fabrication and upgrading of equipment are eligible for support under the research equipment awards. Proposals for equipment may be submitted by a COE/COD for: (1) an individual investigator or a group of investigators within the unit; (2) several units within the HEI; or (3) a network of at least two HEIs working in a formal collaborative or joint arrangement. An individual in the COE/COD must be designated as the PD.

The following conditions on research equipment proposals shall apply:

- Request for research equipment shall be limited to those not already available within the institution or another institution within its network.
- No general-purpose equipment shall be allowed. In cases where equipment requested is classifiable as general-purpose, the proponent must provide a description that the equipment shall be primarily or exclusively used in the actual conduct of a scientific research.
- CODs may request research equipment, *provided* attendant staff and facilities are available in the institution.

In addition to the proposal requirements in section 5, a proponent must supply the following when requesting research equipment:

- Curriculum vitae (at most three pages) of each potential auxiliary user of the proposed equipment.
- Annual budget for operation and maintenance of the proposed equipment, indicating source of funds.
- Description of the physical facility, including floor plans or other appropriate information, where the equipment will be located. This description should include a statement on severability or non-severability of proposed equipment from the physical facility.
- No less than two of the latest publications of the grantee institution and its collaborating HEI(s) (if applicable) that are most closely related to the proposed acquisition.

Proposals on equipment fabrication may be allowed, *provided* fabrication is a means more economical than to purchase research equipment that will provide similar results for a research or is the only means to acquire an equipment type aimed to acquire specific research results. Fabrication must result in a tangible, nonexpendable property.

4.4 Extension and Linkages Related Awards

COEs and CODs are encouraged to form networks with institutions or agencies with the end in view of promoting the discipline in a region or geographical location. Networks may be formed to develop manpower, improve instruction and conduct research. It is preferred that proposals for extension and linkages be implemented under formal agreements. Agreements may be between HEIs, or HEIs and other government/non government agencies/units. Examples of extension and linkage activities are: research fellowships, visiting professorships, graduate extension or off-shore programs, and lectures and seminars.

5 APPLICATION PACKET

5.1 Inclusive documents

Except for optional items, the following documents must be included in the application packet:

- Cover letter signed by the head of the institution or the authorized institutional representative (AIR)
- Accomplished Cover Page (Form 01-06)
- Copies (see section 5.2 below) of the proposal (Form 02-06 or Full Proposal)
- Other information documents (optional)

5.1.1 Other information documents

5.1.1.1 Proprietary or Privileged Information

Potential grantee institution may attach documents specifying information in the proposal it deems to be privileged. The CHED shall attempt to limit the disclosure of privileged information only to office units involved in the review and approval process for proposals.

5.1.1.2 List of Recommended Reviewers

Proponents may submit a list of reviewers they deemed qualified to review the proposal or a list of people preferred not to review the proposal including the reason. OPS and the SSMU will give consideration to these recommendations taking into account existing policies within the CHED and any potential conflict of interests.

5.2 Copies

The application packet must contain the following copies of the documents in section 5.1

- Printed copies: 1 originally signed copy of the cover letter, Cover Page, the proposal and other optional documents plus 5 photocopies of each document type. Duplicate copies must be clear, single-sided copies of the original with no photo reductions.
- E-copy: A compact disc (CD) containing a digital copy of the originally signed document in PDF format. When submitting scanned pages of a multi-paged document, it is preferred that HEIs combine these pages into a single PDF file with the pages in correct order. If HEIs do not have the facility to combine scanned pages into a single PDF file, pages of a single document must be saved individually as picture files (JPEG/JPG format) in document folder where files are named according to its parent document and page number (e.g. /HEI_proposal/biology_proposal_page1.jpeg). Photographs or similar materials, if any, should be saved in the CD as JPEG/JPG files.

5.3 Application Mailing Address

Applications should be addressed to

The Director IV
Office of Programs and Standards
Commission on Higher Education
5th Floor Development Academy of the Philippines
San Miguel Avenue, Ortigas Center,
1600 Pasig City

6 TYPES OF PROPOSALS

6.1 Capsule Proposal (CP)

The capsule proposal is submitted prior to a full proposal. A CP is required to enable OPS and the TPSM to conduct a preliminary evaluation of the proposed work. It prevents needless effort on the part of the proponent to prepare a full proposal when there is little chance of success. Form 02-06 should be used.

Form 02-06 must be used when submitting a capsule proposal. A capsule proposal should include a Cover Page (Form 01-06) and Resume of the PD (Form 03-06).

6.2 Full Proposal (FP)

A full proposal presents the details of a project or plan of work submitted for funding consideration by the CHED. It must contain the objectives of the project, the significance of the work to be done in line with the goals of the CHED and the overall improvement of science and mathematics education in the country in general, the credentials of the HEI and the project manager, the budget and financial requirements, and the timetable.

Proposal documents should be arranged according to the section numbering in Table 3.

Table 3. Content requirements and page limits for full proposals

	Section	Content Requirements	Page Limits
1	Cover Page	Use Form 02-06	N/a
2	Table of Contents		No page limit
3	Project Summary	The summary should a self contained description of the project if it were funded. It should include: <ul style="list-style-type: none">• A brief statement of the problems/needs/issues that the project wants to address• The planned activities• The results expected• The requested amount for support	No more than 1 page

Table 3. Continued

	Section	Content Requirements	Page Limits
4	Organizational Information (emphasis on accountable unit)	<ul style="list-style-type: none"> • Mission/Vision • Structure of organization • Past achievements relative to proposed work including budget utilized and its source(s) • Description of office/unit that will administer the project including the name of the AIR and his/her alternate • Collaborative partners for this project and their respective role in the project 	No more than 2 pages
5	Introduction	<ul style="list-style-type: none"> • Project title • Background/justification for the project (What is the particular problem or issue addressed; what is the scientific, social or economic setting of the proposal; why is assistance being requested?) • Project objectives • Proposed approach to address the problems/issues/needs 	No more than 3 pages
6	Work Plan and Specific Activities (Time table)	<ul style="list-style-type: none"> • Management details (How will the project be implemented? What is the plan? Who are the responsible parties for implementation? Who are the project collaborators and what are their respective responsibilities? How will proposed collaborations be administered?) • Expected date of commencement • For single-year and multi-year projects, the monthly breakdown of projected activity schedules until the expected date of completion. • Expected output per period (% of expected output versus actual) 	No more than 3 pages
7	Expected Benefits	<ul style="list-style-type: none"> • Anticipated outcomes and impact of the project • Identified beneficiary community(ies) and their locations 	No more than 1 page
8	Budget	<ul style="list-style-type: none"> • How much will the project cost? (Indicate direct and indirect costs) • How will this be financed? • Line item budget indicating the components to be co-financed by the CHED and the HEI • Type of preferred payment policy 	No more than 2 pages

Table 3. Continued

	Section	Content Requirements	Page Limits
9	Monitoring and Evaluation	<ul style="list-style-type: none"> • What are the plans/methods to be employed to monitor progress of the project? • What are the indicators/measures of progress of the proposed activity(ies)? • What measures are to be used to determine the success of expected outcomes? • How should expected outcomes be evaluated? 	No more than 2 pages
10	Resume of Project Director and other senior collaborators	<ul style="list-style-type: none"> • Use Form 03-05 • Append at least two but not more than five of the latest publications of the PD related to the proposed project, if applicable 	No more than 3 pages per person. (Copies of publications are not counted with this page limit.)
11	References	If applicable	No page limit
12	Appendices	If applicable	No page limit

7 PROPOSAL FORMAT

The proposal specifications below apply to both CP and FP whether it is a first submission or a resubmission.

- Paper size: A4 paper
- Paper margin: 3.75 cm for the left margin and 2.5 cm in other directions
- Font size: 12 but not exceeding 16 for headings and body text; Figure and table captions may be smaller but must not be less than font size 8.
- Font typeface: Arial or similar typefaces
- Line spacing: Single
- Photographs and similar materials: Photographs and similar materials must be printed directly on the paper. No pasted material will be accepted

English is the preferred language for proposals.

8 DECISIONS

8.1 Advisory

An advisory decision may state either encourage/discourage or recommended/declined evaluation result. For a CP, the decision may either encourage the proponent to submit an FP or discourage the proponent from doing so. This type of evaluation result helps to improve the quality and general acceptance of a proposal. For an FP, the advisory decision may state that either the proposal is accepted for recommendation to the CHED or is declined.

A discourage or declined evaluation result in an advisory decision does not prevent a proponent from resubmitting the proposal but proponents must revise the proposal addressing the major comments and issues raised during the review. The SSMU may return a

revised proposal if it is substantially similar to the original submission. A resubmitted proposal will be treated as a new submission. In resubmitting a revised proposal, the proponent must attach a written Appeal for Reconsideration (AR), which outlines the changes made in the revised proposal when compared to the originally discouraged or declined proposal. The AR plus accompanying documents should be forwarded to the CHED-OPS within 60 days upon receipt of the notice of decision. Proponents may make an Appeal for Reconsideration only once.

8.2 Approved/Disapproved

This type of decision, rendered by the CHED en banc, is final and executory. This decision affects the proponent's ability to be given a grant using the proposal. No Appeals for Reconsideration shall be accepted for proposals that have been disapproved by the CHED en banc.

8.3 Returned Without Review

Proposals submitted to the CHED for funding support under this program shall be returned to the proponent without review for the following reasons:

- The proposal is not appropriate for CHED funding and does not address the concerns of the program
- The proposal does not conform with the content specifications and format in sections 5 and 7
- The proposal was submitted beyond the deadline specified in these guidelines
- The proposed date does not allow reasonable lead-time to review the proposal. Reasonable lead time in this case shall be 6 months
- The proposal submitted is significantly similar to a proposal submitted by another proponent, which is undergoing the review process for proposals
- The proposal is a resubmitted proposal from the same proponent and has not been revised or is substantially the same as the original submission
- Incomplete document in an application packet as required in section 5.

9 REVIEW PROCESS

9.1 Review and Approval

The SSMU will acknowledge submitted applications within 5 days upon receipt of documents. Accepted application packets will be given a tracking number, which the SSMU and the proponent should use for transactions related to the proposal. The SSMU will conduct a preliminary evaluation on the format and content of documents. Proposals that are inconsistent with the requirements in these guidelines will be returned without review.

Proponents should allow six months for proposals to be processed prior to obtaining a decision. During the course of the proposal review, the TPSM through the SSMU may request further information from the proponent to clarify its submission. The proponent must submit the additional information within two weeks upon receipt of the notice of request for additional information. TPSM's decisions on reviewed proposals are advisory. The CHED-OPS will notify the applicant HEI of the advisory decision on a reviewed proposal.

The review process will be done with transparency. In observance of this standard, proponents will be furnished with copies of the review criteria and the considerations employed by the disciplinary committee doing the review, and a copy of the summary review

of the proposal including the deliberations of the review committee. Proponents may request in writing other releasable information regarding the review. The CHED-OPS and the SSMU have full discretion as to what constitutes releasable information.

The CHED en banc has the final decision whether a proposal is approved or disapproved. The CHED-OPS will notify the applicant HEI of the CHED en banc decision.

9.2 Submission Date

All proposals should be submitted to the CHED-OPS by **01 June** of the current year for funding consideration the following fiscal year.

9.3 Revisions and Withdrawals

The SSMU will automatically accept revisions to proposals when the revision is submitted before the 01 June deadline. For revisions submitted during the review period, the proponent should contact first and discuss with the SSMU any planned revision prior to its formal submission. The SSMU will only accept revisions that have substantial effects on the result of a proposal's review. This decision will be based on the SSMU's judgment on the aforementioned discussion of facts and events relative to the proposed revision. Proponents are strongly cautioned against using revisions to get around the page limitations for proposals or the set deadline for proposal submission.

Proponents may withdraw submitted proposals anytime before or during the review period. Requests to withdraw proposals should be made in writing and submitted to the CHED-OPS.

10 PROPOSAL EVALUATION CRITERIA

Proponents must bear mind that the merits of a proposal to be funded by CHED will be examined within the context of budget availability and program priorities; these two factors are the decisive determinants of success of a proposal.

Because of limited funds, awards will be on a competitive basis. Success of a proposal shall be determined using the proposal evaluation criteria below.

10.1 General Criteria

Each of the criteria below is presented with certain considerations by which proposals will be evaluated. Not all of the considerations listed may apply to a proposal under review. Proposals must suitably satisfy all the evaluation criteria prior to its acceptance for funding by the CHED.

10.1.1 Technical and Intellectual Value

- Is the proposal original?
- How important is the proposal in the generation of new and furtherance of existing knowledge within the discipline?
- How does the proposed activity promote understanding within its own field or across different fields?
- How suitable is the identified Project Director for the activity? Does he/she demonstrate appropriate qualifications/credentials to accomplish the proposed objectives?
- How suitably qualified is the grantee to accomplish the work entailed in the proposal? Does the grantee have the necessary resources to carry out the proposed work?

- Does the proposal have creative merits? To what extent does the proposed activity suggest and explore creative and original concepts?
- Does the proposal present a plan that includes well-conceived and organized activities?
- How is access to resources addressed?

10.1.2 Potential Benefits

- How does the proposal respond to achieving the CHED goals, objectives and key result areas?
- How does the proposal promote all or any of the trilogies of higher education functions (instruction, research and extension)?
- How will the proposal benefit Philippine society?
- How does the proposal address the development needs in priority areas identified by TPSM?

10.1.3 Budget and Duration

- Is the requested budget reasonable to achieve intended goals?
- Are the identified costs allocable to proposed activities?
- Are the line item costs specified in the budget reasonable and allowable?
- Are the costs to implement the proposed activity consistent with similar type activities?
- Is the duration sufficient to complete all proposed activities?

10.2 Specific Criteria

Specific disciplinary criteria and procedures in evaluating proposals shall be developed by the respective disciplinary TC. The specific criteria are likely to reflect the needs and state of the discipline.

11 GRANT ADMINISTRATION

The grants for COEs and CODs in science and mathematics shall be administered in a manner that will utilize available funding to the fullest. This principle is the basis for many of the policies stated in the GGP. It takes into account the availability of funds from various sources to support similar activities that the CHED has outlined for its COEs and CODs in science and mathematics, and the capacity of the Centers to absorb funds to implement projects—a capacity measured in past development interventions of the CHED.

The grantee has utmost responsibility for the management of the project and the associated activities. The grantee must ensure there is full adherence to the conditions set in the grant. The grantee may seek advice from the CHED on problems that may arise during project implementation but this advice does not diminish the grantee's responsibility on sensible management of the grant nor will it denote transfer of such responsibility to the CHED.

The acceptance of a grant is an agreement by the grantee to comply with the existing government rules and regulations on the utilization of public funds, and the specifications of the CHED-HEDF on fund transfers and liquidations. Grantees may inquire with the CHED-HEDF and the SSMU regarding the current rules and regulations relative to the obtained funds.

11.1 Institutional Grant Administration

The potential grantee must appoint an authorized institutional representative (AIR), which will oversee the submissions and the implementation of projects, and represent the HEI on

official matters relative to this program. An alternate AIR should likewise be appointed for cases when the AIR is not available.

The AIR must endorse all submissions and in turn forward the documents to the CHED OPS. This is to ensure the following from the HEI:

- Authenticity of the submissions
- Certifies the completeness and accuracy of the submissions
- Accepts the ensuing obligations in case the proposal for an award is approved

11.2 Cost sharing

HEIs applying for CHED grants must share in the cost of implementing the projects. The main idea in cost sharing is to reflect the mutuality of interest for a project between the CHED and grantee. It likewise intends to institute continuity, assimilation, commitment and proper management of projects and initiatives on the part of the grantee.

A thirty percent (30%) mandatory cost sharing will be implemented for all project proposals submitted to the CHED for funding. The cost sharing principle applies to the direct costs of a project. Future adjustments in the amount of mandatory cost share shall be a prerogative of the CHED.

11.3 Payment Policies and Liquidation of Funds

Costs to be shouldered by CHED for approved proposals, i.e. the 70% of the total approved budget, shall be paid based on the outputs of the project for a certain period. The payment policy shall be indicated as among the agreements in the grant.

Examples of payment policies are:

- 1) The 40-40-20 fund release scheme, which is subject to the following conditions
 - First 40% tranche of approved costs upon signing of the MOA
 - Second 40% tranche of approved costs upon 50% completion of the project and liquidation of at least 70% of the first tranche release
 - Last 20% tranche of the approved costs upon 100% completion of the project with submission of final report, and liquidation of at least 70% of the total amount received
- 2) The reimbursement type, which is the payment in full of expenses for an approved grant subject to the submission of liquidation documents and other pertinent documents to support the claim.

HEIs that receive SM grants must liquidate in full the funds received prior to the release of subsequent SM grants; this policy shall include funds received during the first phase of the COE/COD project (1998-2005). Grantee HEIs should contact the HEDFS for clearance from previous obligations.

11.4 Fund Management

In general, COA Circular Nos. 94-013 and 96-003 shall apply to SM grants to HEIs. Expenditures are subject to pertinent COA rules and regulations to which grantees are advised to adhere to. HEIs must set up a management system to administer funds efficiently and effectively.

11.4.1 Account for a COE/COD Grant

The grantee HEI shall maintain a bank account (preferably in the Land Bank of the Philippines) for a COE/COD grant. The HEDF shall channel funds for an approved grant

through this account. In instances when an HEI receives a number of grants from the CHED, the HEI is given the discretion to deposit the funds in separate accounts or in a general account.

11.4.2 Income and Earned Bank Interest

Grants received from the CHED should not be earning interest in the bank account kept by the grantee for this purpose. The grantee must bear in mind that the funds released must be used immediately for the purpose it was intended. To protect the CHED-HEDF portfolio, bank interest shall not be treated as part of the grant. A grantee must report to the HEDFS any bank interest earned by the COE/COD project fund while in the participating institution's account. A grantee must arrange with HEDFS the immediate fund transfer of earned interest of the project fund.

Income earned by the grantee from the implementation of the project shall be treated as part of the grant and computed as part of the HEI's cost share. The income may be used in any of the approved activities in a project and subjected to the same liquidation and auditing procedures. Income generated by the project must be reported to the SSMU and the HEDFS together with a revised budget plan indicating how the income will be utilized.

11.4.3 Excess Funds

Excess funds must be returned to the CHED-HEDF within 30 days after the date of termination or expiration of the grant. Excess funds must not be used for other purposes other than that stated in the MOA and as detailed in the project plan.

11.4.4 Administrative Cost

Administrative cost is classified as indirect cost of a grant, i.e. the HEI that receives a grant from CHED shall shoulder such expenses.

11.4.5 Realignment and Reprogramming of Funds

For purposes of definition, "realignment" is the transfer of funds from one line item to another within the same activity while "reprogramming" is the transfer of funds to a different activity. Both realignment and reprogramming construe no additional budget cost on the side of the CHED.

Reprogramming of funds is not allowed. However, realignment of funds is allowed, *provided* transfer is within the same activity in the proposal approved by the CHED. A grantee must first seek approval from the CHED prior to utilizing realigned funds. No request for realignment will be entertained by the CHED when there are only 30 days before the expiration date of the grant.

11.5 Expiration, Suspension or Termination of Grant

"Expiration" is the end of a grant by virtue of its end date indicated in the agreement between the CHED and the grantee institution. When a grant expires by virtue of its end date, a grant is deemed completed. "Suspension" is the temporary withholding of CHED support to a project pending corrective action by the grantee; a suspension may lead to a termination of grant. "Termination" is the cancellation of a grant in whole any time prior to its expiration. A terminated grant is considered "incomplete." Support from the CHED under this program is discontinued when a grant expires, is suspended or is terminated.

The CHED reserves the right to suspend or terminate unilaterally a grant under these

circumstances:

- Refusal/failure of the grantee/PD to comply with any of the provisions of the grant
- Use of the funds other than the intended purpose
- For other reasonable causes the CHED may have

A grant may likewise be terminated by mutual agreement.

OPS shall send the grantee a written notice of suspension or termination. The notice shall include the reasons for the suspension or termination of the grant and its effective date. If the effective date is not indicated, the suspension or termination shall take effect 30 days from the date of issuance of the notice. The CHED may however, immediately suspend or terminate a grant without notice when such action is reasonable to protect the interests of the government.

11.5.1 Specific Policies on Suspension

In cases when a grant is given a suspension order, the grantee may submit in writing its argument against the suspension order. The written argument should be submitted prior to the effective date of the suspension. The communication must, among others, indicate clearly the points being remonstrated, include documents to support the grantee's argument and, when necessary, provide a corrective plan to address the problem(s) cited in the notice. If a satisfactory response is not received prior to the effective date of suspension, the suspension of grant will commence and be in effect for 60 days. In the event that no corrective action has been taken by the grantee within the period of suspension, a termination notice shall be issued by OPS.

11.5.2 Specific Policies on Termination

Grants that are terminated out of a suspension notice shall be considered unappealable.

In cases where the grant is unilaterally terminated by the CHED, the grantee may submit a written appeal, which should note the grantee's disagreement regarding the decision. The grantee may include pertinent materials to support its appeal. The OPS shall review the appeal and within 60 days after the date of receipt submit a report to the CHED for a decision. Within 15 days, the OPS shall inform the grantee of the CHED's final decision.

A grant terminated out of mutual agreement between the CHED and the grantee is considered unappealable.

11.6 Procurement Procedures

Acquisition of goods and services using CHED grants shall be subject to the usual procurement procedures consistent with existing government accounting and auditing rules and regulations. Only items included in the approved line item budget shall be allowed for purchase using CHED funds. Any specific procedures for the procurement of goods and services shall be covered by the grant agreement.

11.7 Intellectual Property (IP)

Existing Philippine laws, specifically RA8393, and other regulations shall apply to projects funded under this program. Specific IP rules of the CHED and the HEI must be stated as conditions of the grant in the MOA to be signed between the CHED and the HEI.

11.8 Property Ownership and Accountability

In general, property purchased or fabricated using funds, in full or in part, through this program shall be owned by the CHED. COE/COD grants are formal agreements between the CHED and the grantee institution on behalf of a Project Director. Thus a grantee institution is awarded the title to possession of property(ies) acquired through the grant.

The Project Director, as originator of an approved proposal, shall be vested the right to utilize the property as "end user" for purposes established in the grant. He/she will also be given the right of first priority to utilize the property. Therefore, the Project Director has direct accountability to such property. This right and accountability of a PD as end user of property shall be manifested by a Memorandum Receipt (MR) issued by the HEDFS. Administration of MRs under the program shall be consistent with existing policies of the HEDF.

11.9 Transfer of Grants

In cases where the Project Director leaves the HEI and joins another COE/COD, the PD may request a transfer of the grant to the new HEI. The CHED shall decide upon the request taking cognizance of the merits of the request, the potential prejudice to the former HEI, and the willingness of the new HEI to assume the responsibilities related to the grant. An approved request to transfer a grant to another COE/COD results in a suspension of the grant in the grantee institution and follows the policy on suspension in section 11.5.1. No requests to transfer a grant shall be allowed when only 30 days remain prior to the expiration date of the grant.

Transfer of grants shall only cover property purchased/fabricated using the grant. A request to transfer a grant that includes other activity(ies)/item(s) in the project, other than equipment and materials, shall be decided by the CHED on a case-to-case basis.

11.9.1 Right to Transfer Equipment

The CHED shall reserve the right to transfer equipment following a grant's expiration or termination. This reservation of right is to facilitate maximum usability of an equipment acquired using public funds.

This provision does not apply to grants used to purchase multi-user equipment intended to provide departmental infrastructural support.

11.10 Exclusivity

In cases where provisions in the GPP conflict with new and applicable government policies, the new policies shall take precedence.

12 PRIORITY AREAS

The TPSM through its disciplinal technical committees shall choose priority areas in science and mathematics that will serve as the basis for efforts in manpower development and research. These areas shall take precedence in the funding support to be received from the CHED. The choice of areas to be prioritized must take into account similar support or considerations given by other government agencies such as the Department of Science and Technology, Department of Agriculture, among others.

Annex A contains a list of priority areas identified by TPSM. The list may be modified accordingly and must be approved by the CHED en banc. Any modifications in the list in Annex A must be published as supplements to the GGP.

ANNEX A

PRIORITY AREAS FOR SCIENCE AND MATHEMATICS

Table 4. List of priority areas for science and mathematics

PRIORITY AREAS	SCOPE (AREAS & ACTIVITY)
BIOLOGY	
Taxonomy and Systematics Organismic Biology	<ul style="list-style-type: none"> • Biodiversity, evolutionary biology • 5 Kingdom scheme (morphoanatomy, physiology, behavior [ethology], developmental biology)
Systems Biology	<ul style="list-style-type: none"> • Modeling, ecology, conservation, population, community (ecosystems),
Genetics Molecular Biology	<ul style="list-style-type: none"> • Molecular, population, evolutionary • Cell and molecular biology
CHEMISTRY	
Biochemistry/ biotechnology	<ul style="list-style-type: none"> • Health: bioassay, diagnostics, drug/cure development • Agricultural applications • Food
Computational chemistry	<ul style="list-style-type: none"> • Intelligent systems • Environmental simulation/modeling
Materials science	<ul style="list-style-type: none"> • Alternative energy • Electronics applications • Catalysts • Environmental remediation
Analytical chemistry	<ul style="list-style-type: none"> • Biosensors • Quality assurance
Natural products	<ul style="list-style-type: none"> • Biofuels • Pharmaceuticals • Cosmeuticals • Nutriceuticals • Pesticides • Food
Green chemistry/clean technology Emerging technologies	eg. nanotechnology, molecular biology that are relevant to areas identified
GEOLOGY	
Mining Energy	<ul style="list-style-type: none"> • Minerals • Coal • Geothermal • Petroleum (Gas, oil)
Environmental geology	<ul style="list-style-type: none"> • Engineering geology • Volcanology • Hydrology • Seismology
Mineralogy Economic geology Hazard Prediction	

Table 4 continued

PRIORITY AREAS	SCOPE (AREAS & ACTIVITY)
ENVIRONMENTAL SCIENCE	
Climate Change	
Pollution	
Conservation	
MARINE SCIENCE	
Oceanography (Physical & Chemical)	<ul style="list-style-type: none"> • PhD Scholarships
Marine Geology	<ul style="list-style-type: none"> • PhD Scholarships
Pollution related issues	<ul style="list-style-type: none"> • Research
Impact (mainly on biodiversity)	<ul style="list-style-type: none"> • Research
Habitats (seagrass, coral reefs, seaweeds, mangroves)	
Priority Research Sites	<ul style="list-style-type: none"> • Mindanao Sea (Bohol Sea) • Southern Palawan Sea • Northern Luzon Sea • Sulawesi Sea • Straits (Bohol Sea, etc)
MATHEMATICS	
Algebra	<ul style="list-style-type: none"> • Group Theory • Matrix Analysis
Analysis	<ul style="list-style-type: none"> • Differential Equations • Optimization • Approximation Theory • Numerical Analysis
Geometry	<ul style="list-style-type: none"> • Crystallography • Differential geometry • Algebraic geometry
Number Theory	
Coding Theory & Cryptography	
Graph Theory & Combinatorics	
Mathematics in Life and Physical Sciences	
Probability Theory and Statistics	
Mathematical Finance	
High Performance Computing	
PHYSICS	
Basic research	<ul style="list-style-type: none"> • Theory • Experimental
Materials research	<ul style="list-style-type: none"> • Energy (nuclear, renewable) • Fuel cells • Nanomaterials • ICT/microelectronics (semiconductors) • Functional materials (optical materials)
Instrumentation	<ul style="list-style-type: none"> • Detection • Analysis • Robotics • Medical physics • Atmospheric/ environmental

Table 4 continued

PRIORITY AREAS	SCOPE (AREAS & ACTIVITY)
Computation and modeling	<ul style="list-style-type: none"> • Mathematical physics • Complex systems • Granular materials • Materials • Optics • Atmospheric/ environmental • Astrophysics
Optics	<ul style="list-style-type: none"> • Atmospheric/ environmental • Photonics
Physics education research	<ul style="list-style-type: none"> • Pedagogy • Physical factors • Learning models • Effect of technology

ANNEX B

ALLOWABLE COSTS

The rates indicated in Table 5 shall be applicable to activities in a project under the COE/COD program for science and mathematics.

Table 5. Examples of activities and their maximum allowable costs.

Activity/Item	Maximum Allowable Cost
Manpower development	
Undergraduate student scholarship	Php 150,800.00 /student
MS scholarship	Php 768,800.00 /student (with substitute) Php 500,000.00 / student (without substitute)
PhD scholarship	Php 1,210,000.00 /student (with substitute) Php 806,800.00 / student (without substitute)
Non-degree training	Php 900 /person / day
Travel	
International travel	
Transportation expenses	Airfare – economy class
Travel allowance/Per diem	USD 300.00 /day
Local travel	
Transportation expenses	Airfare – economy class
Travel allowance/Per diem	Php 800.00 per day
Accommodations*	Three star hotel
Conferences	
Registration for local scientific conferences	Php 2,700.00
Meals for activities	Php 350.00 /day /person
Honorarium	
Project personnel	
Project Director	Php 3,000.00 / month
Technical Staff	Php 1,600.00 / month
Administrative Assistant	Php 1,200.00 / month
Guest speakers	Php 1,000.00 / day
Lecturers	Php 1,000.00 / hr
Technical writers	Php 250.00 / hr

* Subject to claim of actual costs and presentation of proof expenditures.

Specifically, the following rules for allowable costs shall apply:

- A. Manpower Development
 - The amount of scholarship per student indicated in Table 5 is the total amount for the duration of a project. No grants for scholarship must exceed the amounts as indicated. Proponents are given the option to allocate amounts for stipends, tuition and schools fees, etc., according to specific situations in their institutions.
 - Graduate scholarship rates indicated as "with substitute" applies only to faculty scholars.

B. Travels

- Costs for travel shall follow the provisions of Executive Order No. 248 (dated 29 May 1995) and as amended by Executive Order No 298 (dated 23 March 2004).
- All International travels are subject to approval by the President of the Republic of the Philippines.
- No travel support for dependents of key people in a project is allowed under the program.
- Per diem allowances are considered non-commutable and are therefore not subject to presentation of proof of expenditures.
- Local per diem allowance is divided as follows: Php 400.00 – accommodations; Php 160.00 – incidental expenses; Php 240.00 – meals.
- Actual accommodations (in a three star hotel) may be claimed, *provided* original receipts for such expenses are submitted. The Php 400.00 accommodation cost in the per diem allowance should be deducted from the per diem allowance when actual accommodation expenses are claimed.
- Every individual receiving travel support through this program must submit a travel report to the CHED within 30 calendar days upon return to his/her permanent official station. (Permanent Official Station is the regular place of work of the individual concerned.) In cases where a delegation was supported, a report by the delegation may be submitted to the CHED instead of individual reports within 30 calendar days.

C. Honorarium

- In general, the grant of honoraria under the COE/COD program shall follow the CHED Special Order No. 40 series 2006, "Implementing Guidelines on the Grant of Honoraria for HEDF Funded Projects."
- For projects with duration exceeding six (6) months, honoraria for project personnel shall only be paid upon attainment of project milestones. For projects with duration of six months or less, honoraria shall be paid after project completion. An accomplishment report must be submitted as supporting document in claiming payment for honoraria.
- Lower rates for guest speakers, lecturers and technical writers may be adopted and subject to existing rules in the grantee HEI.

D. Other costs

- The LIB for cost of materials must have a detailed breakdown of items when a substantial amount is requested in a proposal.

ANNEX C

FORMS

CHED CENTER OF EXCELLENCE/CENTER OF DEVELOPMENT PROGRAM

FORM 01-06

COVER PAGE

For CHED Use Only				
PROPOSAL TRACKING NUMBER			Received by	Date Received
INSTITUTION NAME		ADDRESS		
TITLE OF PROPOSED PROJECT				
REQUESTED BUDGET		DURATION OF PROJECT (in months)		PROPOSED STARTING DATE
Type of submission	<input type="checkbox"/> New <input type="checkbox"/> Resubmission <input type="checkbox"/> Capsule <input type="checkbox"/> Full	Type of award requested	<input type="checkbox"/> Manpower Development <input type="checkbox"/> Instruction <input type="checkbox"/> Research <input type="checkbox"/> Extension and Linkages	Is this a collaborative proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is this proposal being submitted for funding to another agency/institution?			<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify
PD DEPARTMENT				
NAME		ADDRESS		
TELEPHONE NUMBER		FAX NUMBER	EMAIL ADDRESS	
Name	Highest Degree	Specialization	Institutional Affiliation	Email Address
PD				
Other key personnel				
<p>Transmittal and Certification by Authorized Institutional Representative</p> <p>On behalf of the institution, the attached proposal is hereby submitted to the Commission on Higher Education for possible funding under the Center of Excellence/Center of Development Program in Science and Mathematics.</p> <p>I certify that: a) The information provided in this application for a CHED COE/COD Grant is true, correct and complete to the best of my abilities; b) in case a proposal is approved in favor of the HEI as a result of this application, the institution agrees to accept the obligations as specified in the terms and conditions in the grant. I further acknowledge that any false information in this application may result to the termination of a grant and return in full of all funds received in connection with this application.</p>				
AUTHORIZED INSTITUTIONAL REPRESENTATIVE NAME		SIGNATURE		DATE SIGNED
TELEPHONE NUMBER		FAX NUMBER	EMAIL ADDRESS	

CHED CENTER OF EXCELLENCE/CENTER OF DEVELOPMENT PROGRAM	
FORM 02-06	CAPSULE PROPOSAL

INSTITUTION NAME		ADDRESS	
TITLE OF PROPOSED PROJECT			
REQUESTED BUDGET	DURATION OF PROJECT (in months)	PROPOSED STARTING DATE	
Not to exceed 3 pages, please explain the following in relation to your proposal.			
Rationale:			
Objectives:			
Expected Output:			
Potential Impact:			
Milestones:			
PROPOSER NAME		SIGNATURE	DATE SIGNED
TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	

CHED CENTER OF EXCELLENCE/CENTER OF DEVELOPMENT PROGRAM	
FORM 03-06	PD INFORMATION SHEET

INSTITUTION NAME		ADDRESS			
TITLE OF PROPOSED PROJECT					
REQUESTED BUDGET		DURATION OF PROJECT (in months)		PROPOSED STARTING DATE	
PD					
NAME		DEPARTMENT	TELEPHONE NUMBER	EMAIL ADDRESS	
AGE	SEX	FACULTY RANK		EMPLOYMENT STATUS <input type="checkbox"/> Tenured <input type="checkbox"/> Non-tenured	YEARS OF SERVICE
DEGREES EARNED					
DEGREES		YEAR		INSTITUTION	
TRAININGS/FELLOWSHIPS (MOST CLOSELY RELATED TO PROPOSED PROJECT)					
NATURE/SOURCE OF FUNDING		YEAR		LOCATION OF TRAINING/FELLOWSHIP	
PUBLICATIONS RELATED TO PROPOSED PROJECT (PLEASE ATTACH COPIES):					
PATENTS					
TECHNICAL PRESENTATIONS					
MEMBERSHIP IN PROFESSIONAL SOCIETIES					
SIGNATURE				DATE SIGNED	