



1.7 JUN 2019

PCIEERD Administrative Order No. 2019-017  
Series 2019

## **SUBJECT: Guidelines in the Implementation of the PCIEERD Young Innovators Program**

The Young Innovators Program (YIP) is an initiative of PCIEERD to provide funding to students who want to pursue an innovative work leading to quality research paper, publication or product/invention. The program will also aid in ushering young innovators, to independent research to accelerate the production of scientific workforce and encourage new and innovative research areas.

The program is open to young talented students from high school to undergraduate levels who wish to gain research experience by engaging in a research activity under a Mentor. The research area must be within the PCIEERD sectoral priority areas / Harmonized National Research and Development Agenda (HNRDA). Duration of the research must be for a maximum of 1 year.

### **I. OBJECTIVES**

The program aims to provide assistance to students who wish to gain research experience. Specifically, it aims to:

- Train and prepare the young researchers to conduct independent research;
- Provide funding to promising young innovators with innovative research projects.

### **II. DEFINITION OF TERMS**

1. Sending Institution – refers to the academic or research institution where the grantee is enrolled.
2. Mentor – refers to the faculty or industry expert who will oversee the grantee in the research.
3. HNRDA – refers to the Harmonized National Research and Development Agenda (Annex 1).
4. 6Ps – refers to tangible and measurable outputs of the research activity specified as follows:
  - a.) Publications (published articles in recognized scientific journals including monographs, manuals, etc.)
  - b.) Patents (tangible measure of innovation to include utility model (UM), industrial design (ID), trademarks, and copyrights)
  - c.) Products (commercial value of outputs)
  - d.) People Services (increase in the scientific workforce)
  - e.) Places (facilities that enable increased 6Ps output)
  - f.) Policies (adopted science-based guidelines)

5. OMS – refers to the Output Monitoring Sheet to be submitted by the grantee every six (6) months for two (2) years after the end of the project to monitor progress/update on the realization of 6Ps action plan (Annex 2).

### **III. QUALIFICATION REQUIREMENTS**

The applicant must:

- Be a Filipino citizen
- Not be more than 25 years old
- Be a full-time HS/BS student involved in research/ innovation activities in the sending institution
  - a.) for HS, individual or group with a maximum of 5 members
  - b.) for BS, individual or group with a maximum of 3 members
- Undertake a research aligned with the PCIEERD sectoral priority areas / HNRDA

### **IV. APPLICATION REQUIREMENTS**

1. Letter of request addressed to the PCIEERD Executive Director to be received within the announced deadline of application complete with following documentary requirements:
  - a.) Detailed proposal with description of proposed scope of work including plan of activities approved by the Mentor
  - b.) Application form (downloadable from the PCIEERD website)
  - c.) Curriculum vitae (CV) of the student/s and Mentor
  - d.) Endorsement from sending institution (at least the Dean/Principal or equivalent)
  - e.) Budgetary requirements (LIB) certified by the Mentor

Only applications with complete documentary requirements will be processed.

### **V. CRITERIA FOR SELECTION**

- a.) The research area must be within the PCIEERD sectoral priority areas / HNRDA.
- b.) The work must exhibit innovation; generation of new knowledge; or address a special concern.
- c.) The research must produce at least one of the 6Ps as output, preferably a product or patent.

### **VI. SCREENING AND EVALUATION PROCESS**

The application will be evaluated based on the identified criteria and subject to the following evaluation process:

- a.) Initial screening conducted by PCIEERD-HRIDD
- b.) Shortlisting of the applications
- c.) Review of the shortlisted proposals/applications by the Technical Panel

- d.) Presentation of finalists (maximum of 10 grantees)
- e.) Confirmation by PCIEERD Management Team
- f.) Awarding of YIP grantees

The PCIEERD consortium maybe consulted as needed.

## VII. ENTITLEMENTS

A. The financial assistance shall cover the following:

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|---|---|
| Stipend/living allowance  | HS student ₱12,000/mo (individual/group)<br>BS student ₱15,000/mo (individual/group)      |
| Maintenance and Other Operating Expenses (MOOE) covering any of the following: <ul style="list-style-type: none"> <li>• Laboratory expenses</li> <li>• Equipment rental</li> <li>• Testing consumables/fees</li> <li>• Printing expenses</li> <li>• Communication expenses</li> <li>• Representation expenses</li> <li>• Research-related travel expenses</li> <li>• Other supplies and materials (subject for approval based on the submitted line-item-budget)</li> </ul> | Maximum of:<br>HS student            PhP250,000.00<br>BS student            PhP500,000.00 |
| Honoraria for Mentor  | PhP8,800/month  |
| Other Professional Services   | To be provided only if there is a valid need to consult with other experts.               |

- \* If more than the maximum allowable grant is needed, PMT approval should be sought
- \* If access to DOST laboratories is needed, PCIEERD may help make the necessary arrangements.

B. Release of entitlements

For HS and BS:

Entitlements will be released to the Mentor subject to usual auditing and accounting procedures, certified received by the Mentor and duly noted by the School Head. For grantees under the legal age of 18, parents or legal guardian must claim their stipend from the Mentor on their behalf.

The honoraria of the Mentor will be released quarterly upon submission of quarterly progress report. Mentor's fee for the last quarter will be released only upon submission of the completion documents.

## VIII. RESPONSIBILITIES

### A. Grantee

- The grantee shall devote the appropriate amount of time based on the plan of activities.
- The grantee shall submit a Progress Report to PCIEERD every quarter until the completion of the research.
- Upon completion of the research, the grantee shall report to PCIEERD for oral presentation and submission of the following within 30 days:
  - Terminal accomplishment report noted by the Sending Institution (at least Dean/Principal or equivalent)
  - Financial report
  - Follow-through action plan certified by the Mentor
- Grantees under the legal age of 18 will be represented by their parents or legal guardian in all legal contracts.
- The grantee shall acknowledge the support of PCIEERD in all reports and publications that may be released in connection with the research, a copy of which should be provided to PCIEERD.
- In case of travel abroad within the duration of the project, the grantee must notify PCIEERD about the travel.

### B. Mentor

The Mentor shall:

- Provide guidance during the research project;
- Ensure that the target activities and outputs are achieved within the approved duration;
- In coordination with PCIEERD, monitor the grantee's accomplishment vis-a-vis the approved plan of activities;
- Duly acknowledge receipt of the grant and manage the same for HS students;
- Ensure submission of the quarterly progress report by the grantees;
- Require grantees to undergo training in safety procedures relevant to the project, e.g. laboratory safety, handling and disposal of chemical and biological samples, electrical hazards, etc.;
- Upon completion of the research, submit to PCIEERD the following:
  - Evaluation / Recommendation Report
  - Terminal Report
  - Financial Report

### C. Sending Institution

The Sending Institution shall:

- Provide the facilities including safety and emergency facilities (as the case may be) during the conduct of the research project;
- Ensure compliance to safety procedures relevant to the project;
- Duly note receipt of the grant by the Mentor on behalf of the HS students;

- Endorse submission of the following documents to PCIEERD by the Mentor upon completion of the research:
  - Evaluation / Recommendation Report
  - Terminal Report
  - Financial Report

## IX. PROCEDURAL GUIDELINES

- a.) Complete application documents must be addressed and submitted before the announce deadline to:

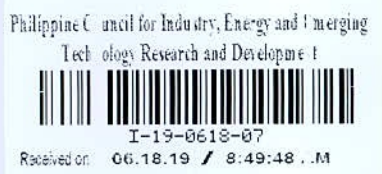
Executive Director  
 Philippine Council for Industry, Energy and Emerging Technology Research and Development – Department of Science and Technology (PCIEERD-DOST)  
 4<sup>th</sup> and 5<sup>th</sup> floors Science Heritage Bldg., DOST Compound, Bicutan, Taguig, Metro Manila

- b.) Late applications will not be processed. However, these can be re-submitted in the next cycle of applications;
- c.) Initial screening of applications will be done by the PCIEERD-HRIDD, after which, the shortlisted applications will be evaluated by the Technical Panel, which will then identify the finalists. Finalists will be required to make a presentation to the Technical Panel
- d.) Final list of grantees will be presented to the PCIEERD Management Team for confirmation;
- e.) Announcement of grantees will be during the YIP Forum in the National S&T Week.
- f.) The PCIEERD Consortium will be furnished with the list of the grantees for monitoring purposes. Representatives from the consortium maybe invited during the monitoring of the YIP projects.

## X. GENERAL GUIDELINES

- a.) The decision of PCIEERD on any application for financial support is considered final and unappealable.
- b.) All grants shall be subject to availability of funds and the accounting and auditing rules and regulations.
- c.) All application forms and guidelines can be downloaded at the PCIEERD website at <http://www.pcieerd.dost.gov.ph>.

This Administrative Order supersedes existing related orders and shall take effect immediately and remain in force until sooner revoked. Done this \_\_\_\_\_, 2019.



*Enrico C. Parangit*  
**DR. ENRICO C. PARANGIT**  
 Executive Director