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Subject : Guidelines for the Implementation of the “Providing Resources, Opportunities and Support for Project-based Personnel and Researchers (PROSPPER)”

In the interest of fully complementing the human resource needs and requirements of the industry, energy, and emerging technology research and development sectors, PCIEERD shall implement the “Providing Resources, Opportunities and Support for Project-based Personnel and Researchers (PROSPPER),” as a component of its Capability Development Program.

I. Description

The PROSPPER shall be implemented to provide assistance for graduate scholarship of project personnel for PCIEERD-funded and monitored R&D projects for the conduct and completion of their graduate degrees while gaining research experience in the said project/s. The graduate degree should be completed according to the approved program of study. The graduate degree should be within the PCIEERD priority sectoral coverage, as follows:

- a. Industry – electronics and semiconductor industries, mining and minerals, metals and engineering, food processing, and process
- b. Energy – energy efficiency and transportation
- c. Emerging technology – materials science and engineering/nanotechnology, genomics/biotechnology, information and communications technology, space technology applications, photonics, artificial intelligence, data science
- d. Special concerns – climate change adaptation, disaster risk reduction and management, environment and human security, creative industries

II. Definition of Terms

1. Project refers to the basic unit in the investigation of specific S&T problem/s with pre-determined objective(s) to be accomplished within a specific timeframe
2. Project Duration refers to the grant period or timeframe that covers the approved start and completion dates of the project
3. Project Leader refers to the project’s principal/implementer
4. Project Personnel refers to the program/project’s staff, who are directly involved in the implementation of the program/projects
5. HNRDA refers to the Harmonized National Research and Development Agenda
6. 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
7. OMS refers to the Output Monitoring Sheet to be submitted by the grantee every six (6) months for two (2) years after end of the project to monitor progress/update on the realization of 6Ps action plan
 8. ASTHRDP refers to the Accelerated Science and Technology Human Resources Development Program
 9. ERDT refers to the Engineering Research and Development Technology Program
 10. Sending institution refers to the academic institution, research institution, government agency or private institution where the applicant is employed or enrolled
 11. Delivering institution refers to the academic institutions offering the graduate programs under the ASTHRDP and ERDT
 12. SEI refers to the Science Education Institute of the DOST

III. Objectives

The program aims to develop research capabilities and increase the available researchers, scientists and engineers in the PCIEERD priority sectors through a graduate research assistantship program. The specific objectives are as follows:

- to provide support to MS and PHD students working under a PCIEERD-funded or -monitored R&D project, for the completion of the degree program.
- to provide research experience to MS and PHD students through participation or involvement in a PCIEERD-funded or –monitored R&D project.

IV. Qualification Requirements

The applicant must:

- Be a Filipino citizen
- Be a MS or PHD student, in any science and engineering course, admitted or enrolled in any of the member-universities of the DOST-SEI Graduate Scholarship Consortia namely the: ASTHRDP-NSC and ERDT Consortia. The course enrolled in should be within the PCIEERD priority areas. For those on-going, must have completed at least 12 units for MS and 18 units for PhD.
- Be endorsed by the project leader of a PCIEERD-funded or –monitored new or ongoing R&D project, which has at least six (6) months remaining duration of implementation upon approval of the grant.
- Not be more than 45 years old at the time of application
- Of good health and fit to undergo the graduate study, as certified by a licensed physician
- Not be a recipient of any assistantship or scholarship grant/s from government, non-government or private institution/s for the same degree and course.

V. Application requirements

The documentary requirements are the following:

- Endorsement from project leader of a PCIEERD-funded or –monitored R&D project
 - a. Indicating his/her approval to provide mentorship for the grantee
 - b. Certifying that the scholarship expenses related to the application is not included in the approved project cost.
- If employed outside the project, endorsement from employer indicating approval on the commitment of the grantee to the scholarship grant's terms and conditions.
- For contractual personnel of the project, contract of service indicating full-time assignment in the project
- Thesis/Dissertation proposal and Line-item-budget (LIB) endorsed by (i) adviser and (ii) project leader. The proposal should complement or be aligned to the PCIEERD-funded or monitored R&D project and aligned with the HNRDA. Copy of thesis approval from the graduate committee/school should also be submitted once available.
- Transcript of records & Diploma/Certificate of Completion
- Letter of admission to the DOST-SEI graduate program delivering institution
- Certification from Graduate School as proof that the applicant is not a grantee or has no prevailing application for ASTHRDP and ERDT and/or notarized Sworn Statement stating that the applicant has not received any scholarship from any government, non-government or private institution for the same degree and course
- Program of Study duly approved by the delivering institution.
- Curriculum vitae with ID picture
- Photocopy of birth certificate from PSA
- Medical certificate from a licensed physician stating that the applicant is of good health condition and fit to undergo graduate program

VI. Entitlements

The following are the scholarship privileges, as provided under the DOST-SEI graduate scholarship program:

Particulars/Items	MS	PHD
Tuition & Other School Fees	Actual	Actual
Monthly Stipend	25,000/month	33,000/month
Book Allowance (per Academic year)	20,000/AY	20,000/AY
Transportation allowance once per AY (for those whose residence is outside the region/province of the university enrolled in)	Actual	Actual
Group insurance (annual)	1M/year	1M/year
Thesis/Dissertation allowance	60,000	100,000
Graduation fees	3,000	5,000
Research Grant	Shall not exceed Php 500,000 subject to submission of proposal and proposed LIB and is subject to liquidation	
Research Dissemination grant <ol style="list-style-type: none"> a. Publication of paper in scientific journals b. Presentation of scientific outputs in conferences, seminars, symposia, fora 	Funding maybe availed under the PCIEERD HRD program	

VII. Release of Entitlements

- a. Grantees shall report to PCIEERD for orientation prior to release of the grant.
- b. Grantees shall submit to PCIEERD their bank details: account name, account number, bank name, branch (preferably Land Bank of the Philippines (LBP)). For LBP account holders, the actual crediting of the grant is 24 to 48 hours while for other banks, it will depend on the bank's processing time. PCIEERD will not shoulder any bank charges. For accounts with other banks, corresponding bank charges/fees, will be charged directly to the grantees account.
- c. The tuition and other school fees shall be released to the university where enrolled upon submission to PCIEERD of the billing statement or statement of account by the grantee.

VIII. Responsibilities

Grantee

- 1. The grantee shall complete and devote the full amount of time within the approved duration of the grant, which is maximum of two (2) years for MS and three (3) years for PhD.
- 2. The grantee is required to submit the following reports and documents to PCIEERD at the specified time according to the schedule as listed below:

Report	Submission Period
a) Enrollment/Registration form	a) immediately after registration
b) Program of study/preliminary plan of academic subjects/load as approved by the adviser	b) Fifteen (15) days after the start of classes for the term following the granting of the scholarship
c) Grades	c) Before the start of the next term
d) Thesis/dissertation proposal with certificate of approval by the graduate committee and line-item budget duly endorsed by the adviser	d) Two(2) weeks after the approval by the thesis/dissertation panel
e) Results of comprehensive examination	e) Within one(1) month after the examination
f) Quarterly progress report of thesis/dissertation duly noted by the adviser	f) Every 15 th at the start of the following quarter
g) Liquidation report	g) Within one (1) month from date of receipt of grant
h) Diploma, transcript of records and two copies of thesis/dissertation manuscript (1 hardbound and 1 CD format)	h) Within one (1) semester/term after graduation
i) Output monitoring sheet (OMS)	i) Every six (6) months after graduation until completion of service obligation to monitor research progress of the grantee

- 3. The grantee shall submit a thesis or dissertation proposal, which should complement or align to the PCIEERD R&D project.

4. The grantee shall seek prior approval from PCIEERD before taking any action affecting his/her studies (e.g., dropping of subject; leave of absence; changing of subject, program of study, research topic; realignment, etc.). An approved copy of the change /dropping of subject and other supporting documents must be submitted to PCIEERD for records purposes.
5. Upon completion of the degree, the grantee shall render the required service obligation within the Philippines, preferably in the sending institution, which is equivalent to one (1) year of service for every year of scholarship or a fraction thereof. A certificate of service rendered shall be presented after completion of the required return service. Any service rendered before the completion of the degree shall not be counted.
6. In case of non-completion of the degree, the grantee shall be required to repay/refund the total financial assistance extended to the grantee in accordance with the provisions of DOST-SEI on scholarship or revision thereof.
7. The grantee shall inform and seek permission from PCIEERD for travel abroad during the period of the grant or before completion of the required return service. The following documents shall be submitted:
 - Formal request indicating the purpose, place of travel, and actual dates of departure and arrival
 - Endorsement from supervisor, where applicable
 - Invitation and acceptance to training/conference, where applicable
 - Abstract of paper, where applicableA deed of undertaking may be required for travel duration exceeding one (1) month.
8. The grantee shall acknowledge the support of PCIEERD in all reports, printed information materials and/or publications that may be released in connection with the PCIEERD grant, a copy of which should be provided to PCIEERD.

University/Project, through the Project Leader

1. The Project Leader shall assist PCIEERD in monitoring the progress/status of the grantee.
2. The Project Leader shall provide the needed support to ensure the completion of the thesis/dissertation research and the graduate degree of the grantee.
3. The Project Leader shall report to PCIEERD any information on the grantee in relation to the scholarship grant.

IX. General guidelines

1. Application with complete documentary requirements must be submitted not later than the specified deadline for the Call for Proposal, through the DPMIS at <http://dpmis.dost.gov.ph>, and copy to:
Human Resources and Institution Development Division (HRIDD)

Philippine Council for Industry, Energy and Emerging Technology Research and Development – Department of Science and Technology (PCIEERD-DOST)
4th and 5th Floors, Science Heritage Building, Science Community Complex, DOST Compound, General Santos Avenue, Bicutan, Taguig City, Metro Manila

2. Only applications submitted through the DPMIS and with complete requirements will be processed. Applications with incomplete requirements will be not be processed and will be returned to the applicant.
3. Late applications will not be processed.
4. Applications will be screened and evaluated by the HRIDD. HRIDD to get confirmation/ endorsement from concerned PCIEERD R&D division for the R&D project.
5. The concerned PCIEERD R&D division shall be informed of the action on the application. HRIDD shall join in the field monitoring of the PCIEERD R&D project.
6. The DOST-SEI scholarship provisions/guidelines will be enforced for other provisions not mentioned in these guidelines.
7. Qualified applicants shall be endorsed for approval of the PCIEERD Executive Director.
8. Merits which are not within the guidelines shall be subject to the approval of the PCIEERD Management Team.
9. Once completed/graduated, the grantee is eligible to apply for the PCIEERD Balik-Saliksik program (for PhD) and other HRIDD programs such as the Regional Research Institution which is open to new researchers.
10. The decision of PCIEERD on any application for financial support under the HRD program is considered final and unappealable.
11. The grant shall be subject to availability of funds and the accounting and auditing rules and regulations.
12. Application forms and guidelines can be downloaded at the PCIEERD website at <http://www.pcieerd.dost.gov.ph>.
13. No new request shall be processed unless a previous grant has been fully liquidated/settled.

This Administrative Order shall take effect immediately and remain in force until sooner revoked.
Done this _____, 2021.


DR. ENRICO C. PARANGIT
Executive Director

