



PCIEERD Administrative Order No. 2024-001
Series 2024

SUBJECT: Revised PCIEERD Guidelines in the Implementation of the Institution Development Program (IDP)

In the interest of fully complementing the R&D needs and requirements of the industry, energy and emerging technology sectors, PCIEERD shall implement the Institution Development Program (IDP) to provide support for the development of research infrastructure for academic and research institutions. This order is issued to amend the existing PCIEERD Admin. Order No. 2016-028, Series of 2016, "PCIEERD Guidelines in the Implementation of Infrastructure Development Program".

I. COVERAGE/ RATIONALE

The IDP program shall cover provision of support for upgrading of research laboratories and facilities of academic and research institutions in areas within the PCIEERD sectoral priority areas (Annex 1) or the Harmonized National R&D Agenda-HNRDA (Annex 2) and where there is inadequacy of research expertise and/or facilities.

The IDP program shall include upgrading and/or setting up of research laboratories, purchase of laboratory equipment (including highly specialized software)/ facilities and small research grants.

II. OBJECTIVES/ PURPOSE

The IDP program aims to upgrade and/or develop the research capabilities of the academic and research institutions through the development and/or improvement of their research laboratories and facilities resulting in increase of research outputs and outcomes of chosen institutions.

III. ELIGIBILITY REQUIREMENTS

The program is open to academic and research institutions, which satisfy the following eligibility criteria:

- a. Must be a DOST-attached agency, DOST regional office, local or state university and college (LUCs, SUCs), private academic institutions with an S&T research thrust, non-government, non-profit, research institutions who have not yet availed of the program;
- b. Designate and endorse a researcher under their employment as project leader for novice or starting institutions (with no/minimal research work ongoing);
- c. Have a five-year research agenda and work plan (or an equivalent strategic plan) on the proposal submitted, aligned with the PCIEERD priority areas or the

Harmonized National Research and Development Agenda (HNRDA) and strategic /priority areas of the institution;

- d. Have at least the basic facility to conduct proposed research in PCIEERD priority areas or HNRDA, and;
- e. Have demonstrated potential capability in research.

IV. DOCUMENTARY REQUIREMENTS

1. Letter of request signed/ endorsed by the institution head (Chancellor/ President).
2. Proposal, using the proper DOST format including the Non-R&D proposal, LIB (line-in-budget), and Work Plan forms.
3. Curriculum vitae of the proponent.
4. Endorsement of the PCIEERD Regional Consortium (must become a member).
5. Five-year research agenda/strategic plan or equivalent on the proposed project detailing milestones of the project and research plans after.
6. List of existing laboratory personnel/faculty and their specialization (relevant to the laboratory being proposed) with the list of ongoing/ completed projects managed/ implemented by project members.
7. List of course/ degree program offerings relevant to the proposed laboratory.
8. Line up of projects to be implemented using the proposed laboratory.
9. Detailed laboratory layout/space in a room or building where the proposed laboratory will be located.
10. For private and non-government, non-profit institutions, other documents enumerated under Revised Guidelines for Grants-In-Aid Program of the Department of Science and Technology and its Agencies (DOST A.O. No. 11 Series of 2020) Section VII, Part H shall be required or its present iteration.

V. ENTITLEMENTS

The grant will cover the purchase of laboratory equipment including highly specialized software and other relevant operational expenses. The grant may also cover salary for one (1) personnel services (maximum, SG level 9) or honoraria for support staff to assist in the procurement of equipment and project documentation purposes.

Fund requests in excess of Php 5 million can be accommodated and shall require the approval of the Governing Council (GC) and other more concrete deliverables; i.e., detailed 6Ps.

VI. IMPLEMENTING GUIDELINES

(a) Submission and Evaluation

1. Applications must be submitted during the scheduled Call for Proposals (non-R&D track) through the DOST Project Management Information System (DPMIS): <https://dpmis.dost.gov.ph>.
2. Applications with incomplete documents will not be processed.

3. Initial screening will be done by Human Resources Institution Development Division (HRIDD) division of PCIEERD and full evaluation will follow the prescribed DOST-GIA guidelines.

(B) Implementation

4. All IDP projects shall have a maximum duration of two (2) years, at the end of which, **validation of basic scientific principles leading to technology concept formulation and demonstration** using the laboratory provided is presented as research output and a full-blown R&D proposal is submitted to PCIEERD or any funding agency thereafter.
5. The financial grant shall be released to the institution upon receipt of the signed memorandum of agreement (MOA).
6. For rules regarding changes in implementation date, project extension or deferment or reprogramming, and other similar requests, please refer to DOST A.O. 11 Series of 2020 Section X (see Annex 3) for further details. The project leader should inform and get approval from PCIEERD **PRIOR** to changes to project requests from taking effect.
7. All capital outlay (C/O) purchases shall be made within one year of release of the grant, in accordance with the approved Line-Item-Budget (LIB). **Any item to be purchased under capital outlay (C/O) not in the approved LIB shall require prior approval by the approving authority, as indicated in the DOST-GIA Guidelines. If no prior approval was obtained, the implementing agency shall shoulder the cost of the item.**

The procurement guidelines of the respective grantee-institutions shall be used/followed provided that the following documents or their equivalent be submitted to PCIEERD:

- a. Purchase Request (PR)
- b. Purchase Order (PO)
- c. Sales Invoice/ Official Receipt
- d. Property Acknowledgment Receipt (PAR)
- e. Journal Entry Voucher (JEV)
- f. Report of Checks issued (RCI)
- g. Report of Disbursement (ROD)

(C) Project Closure and Conclusion

8. The equipment outlay component of the grant shall be liquidated one (1) year after its release to the institution. All components of the LIB of the project shall be accounted for at the end of the project.

The following documents, using the formats provided under the DOST-GIA Guidelines, shall be submitted:

- i. Terminal Audited Financial Report
- ii. Terminal Progress Report

- iii. List of Equipment Purchased with supporting documents (purchase request (PR), purchase order (PO), sales invoice/ official receipt (SI/OR), property acknowledgement receipt (PAR), record of disbursement (ROD), report of checks issued (RCI), journal entry voucher (JEV)).
9. Expected outputs for the project duration include but are not limited to: (1) people trained, (2) partnerships created, (3) increase R&D capability *via* proof-of-concept demonstration, and (4) new proposal for R&D funding utilizing the PCIEERD IDP laboratory.
10. Any unexpended amount shall be returned to PCIEERD within three (3) months after submission of the audited terminal financial report.
11. The Terminal Report shall be submitted at the end of year 2 of the project, three (3) month after the end of the project period.
12. All items procured will remain as PCIEERD property. The receiving institution may request donation of the equipment within three (3) months after the end of the project.

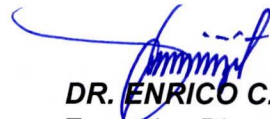
Requisites for donation are as follows:

- a. COA Received Financial Report
 - b. List of Equipment Purchased
 - c. Property Acknowledgement Receipt (PAR)
 - d. Fund Liquidation Reports (ROD/RCI/ Reversion of UBs, Receipts, etc.)
 - e. Request for Equipment Donation (submitted after three (3) months after project completion)
 - f. Equipment Sustainability Plan
13. Unless donated to the requesting institution, PCIEERD reserves the right to assign the equipment to another institution after two (2) years of end of project. An annual inventory of the items purchased will be done by a designated member of the PCIEERD Inventory Team until such a time that the equipment has been donated.
 14. Maintenance and repair of the equipment/items purchased, within and after the project duration, shall be the counterpart responsibility of the receiving institution. A copy of a record of the use of equipment (i.e., use of logbook) shall be submitted to PCIEERD annually.
 15. PCIEERD assistance shall be duly recognized in any activity/publication utilizing the facility or equipment indicating the PCIEERD Grant/Project Number.
 16. If possible, the equipment acquired through the project shall be housed in one facility and that facility shall have a marker (see Annex 4), indicating PCIEERD as the funding source.
 17. Any income derived from the use of the equipment/ item shall be duly reported to PCIEERD.

VII. GENERAL PROVISIONS

1. The decision of PCIEERD on any application for financial support under the program is considered final.
2. All grants shall be subject to availability of funds and the accounting and auditing rules and regulations.
3. A copy of the sample application forms and guidelines can be downloaded at the PCIEERD website at <http://www.pcieerd.dost.gov.ph>. Official submission of the proposal must be coursed through DOST Project Management Information System (DPMIS): <https://dpmis.dost.gov.ph>, during the scheduled Call for Proposal of IDP.

This Administrative Order takes effect immediately and supersedes all previous orders inconsistent herewith. Done this ____ day of _____ 2024.



DR. ENRICO C. PARINGIT
Executive Director

Philippine Council for Industry, Energy and Emerging
Technology Research and Development



I-24-0221-22

Received on: 02.21.24/10:54:14 AM