



August 5, 2021

2021-003

PCIEERD Administrative Order No. _____
Series 2021

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:

- To train and prepare the young researchers to conduct independent research.
- To provide funding to promising young innovators with innovative research projects.
- To provide assistance to YIP grantees to further research and research dissemination activities related to an ongoing or completed YIP project.

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 from the same sending institution and with background about the proposed study and 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 end of the project to monitor progress/update on the realization of 6Ps action plan (Annex 2).
6. Dissemination Grant- refers to an additional grant, for the presentation of the research results in prestigious/recognized local or international conferences or publication in scientific journals of an ongoing or completed YIP project.
7. Incentives – refers to an additional grant for grantees who have outstanding accomplishments based on predetermined set of criteria in Item. V.1 and received recognition locally or internationally from prestigious S&T or R&D bodies/organizations in relation to an ongoing or completed research work under the YIP.

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 and currently enrolled in the sending institution within the duration of the project:
 - 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
- Not a previous YIP Grantee
- Dissemination and incentives grant is open to all ongoing and completed YIP grantees.

IV. APPLICATION REQUIREMENTS

1. Letter of request addressed to the PCIEERD Executive Director to be submitted and received through the DOST Project Management Information System (DPMIS) website: <https://dpmis.dost.gov.ph> 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. (available at DPMIS)
 - 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) (available at DPMIS)

Only applications with complete documentary requirements will be processed.

2. For additional research, dissemination, and incentives grant:

Letter of request addressed to the PCIEERD Executive Director should be submitted with the following documentary requirements:

- a.) Research grant (within six month upon completion of the YIP project):
- Detailed proposal on the additional research to be done including workplan or plan of activities approved by the Mentor/Adviser (available at DPMIS)
 - Budgetary requirements (LIB) certified by the mentor (available at DPMIS)
 - Endorsement from head of institution/principal/dean, with recommendation from the mentor/adviser
- b.) Dissemination Grant (during project duration or within six (6) months after the completion of the YIP project)
- Acceptance from the organizer for the paper/poster presentation or the journal/publisher for paper publications
 - Copy of abstract of the approved paper
 - Budgetary requirements
 - Endorsement from head of institution/principal/dean, with recommendation from the mentor/adviser
- c.) Incentives
- Proof of recognition
 - Accomplished Output Monitoring Sheet (OMS)
 - Supporting documents for the 6Ps outputs
 - Endorsement from head of institution/principal/dean, with recommendation from the mentor/adviser.

V. CRITERIA FOR SELECTION

- a.) The research area must be within the PCIEERD sectoral priority areas / HNRDA.
 b.) The work must exhibit innovation or generation of new knowledge;
 c.) The research must address any current/pressing national problem;
 d.) The research must produce at least one of the 6Ps as output.

V.1 CRITERIA FOR PROVISION OF INCENTIVES

CRITERIA	INDICATOR	POINTS
A. Awards/Recognitions	Awards/ Recognition received locally or internationally from prestigious S&T or R&D bodies/organizations in relation to an ongoing or completed research work under the YIP.	
A.1 Local Awards Received	At least (1) one Local Award /Recognition Received	15
A.2. International Awards Received	At least (1) International Award/Recognition Received	20
B. Contribution to S&T	Discoveries and developments of tools lead to more knowledge and advancements in the field of science	

B.1. Building culture of R&D and RSE		
People	Number of researchers/partners/ collaborations engage in R&D	5
Places and Partnerships	At least (1) one Facility and partnership established, MOA with other government agencies/ LGUs/ Private Sector	5
Publication	Number of publication generated from R&D	10
Presentation to Conference	Number of research presented to conferences, seminars, etc.	5
B.2. Contribution to PCIEERD R&D agenda		
Proposals	Proposal developed out of the project	5
B.3. IP Generation: patent, copyright/ Product Developed		
Patent	Number of patents generated including ongoing application	15
Copyright/ Trademarks	Number of copyrights/trademarks generated including ongoing application	5
C. Compliance to Rules	Adherence and timely submission of reports	
C.1 Adherence with original LIB and Work Plan	With submission of Financial Reports	5
C.2. Timely submission of reports	Submission of Quarterly Progress Reports and Terminal Documents with no pending unliquidated grant	5
C.3. Timely completion of projects implemented	Project completed and accomplished on time.	5
Total points		100

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
- e.) Confirmation by PCIEERD Management Team
- f.) Announcement of the YIP grantees may be done in conjunction with other PCIEERD events

VII. ENTITLEMENTS

A. The financial assistance shall be covering the following:

Stipend/living allowance	HS student ₱12,000/mo (individual/group) BS student ₱15,000/mo (individual/group)				
<p>Maintenance and Other Operating Expenses (MOOE) covering any of the following:</p> <ul style="list-style-type: none"> • Laboratory expenses • Equipment rental • Testing consumables/fees • Printing expenses • Communication expenses • Representation expenses • Research-related travel expenses • Other supplies and materials (subject for approval based on the submitted line-item-budget) <p>Other MOOE</p> <p>Capital outlay</p> <ul style="list-style-type: none"> • Equipment <p>*Dissemination grant <u>Paper/Poster presentation (for a maximum of three (3) members per team) to cover:</u></p> <ul style="list-style-type: none"> • Registration Fee • Most direct and economical airfare • Daily Subsistence Allowance <p><u>*Paper publication to cover:</u></p> <ul style="list-style-type: none"> • Publication fee 	<p>Maximum of:</p> <table style="margin-left: 40px;"> <tr> <td>HS student</td> <td>PhP250,000.00</td> </tr> <tr> <td>BS student</td> <td>PhP500,000.00</td> </tr> </table> <p>Not to exceed Php50,000.00</p> <p>Not to exceed PhP150,000.00 per team</p>	HS student	PhP250,000.00	BS student	PhP500,000.00
HS student	PhP250,000.00				
BS student	PhP500,000.00				
Honoraria for mentor	PhP8,800/month				
Other Professional Services	PhP5,000.00 (Terminal Financial Report Auditing Services)				
	Other Prof. Services Expenses: To be provided only if there is a valid need to consult with other mentors.				
*Incentive	Maximum amount of Php100,000.00 per team, subject to approval of the PCIEERD Management Team (PMT) and based on the Total Score as per Incentives Criteria				

	Total Score	Amount/Incentive
	90 - 100	Php100,000.00
	76 – 89	Php75,000.00
	65 - 75	Php50,000.00

Notes:

**Only applicable to ongoing or completed YIP grantees*

-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.

-The additional research grant, dissemination grant, and incentive grant shall be subject to availability of funds of the YIP and to existing government accounting and auditing rules and regulations.

-For grantees needing assistance for technology transfer-related activities, requests shall be endorsed by PCIEERD to appropriate agency, e.g. TAPI, TBI, etc.

B. Release of entitlements

All entitlements will be released to the Institution.

The institution shall release the stipends directly to the grantees. For grantees under the legal age of 18, parents or legal guardian must claim their stipend on their behalf. Stipends of the students may be put on hold if there are no progress in the project.

An official receipt from the Institution must be issued to PCIEERD upon receipt of the grant.

50% of the honoraria of the Mentor's fee will be released upon submission of report reflecting at least 50% of the target activities and outputs have been accomplished. The remaining 50% will be released upon completion of the project and submission of complete terminal documents.

VIII. RESPONSIBILITIES

A. Grantee

The Grantee Shall:

- Devote the full amount of time based on the plan of activities.
- 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 debriefing, oral presentation and submission of the following within 30 days:
 - Terminal accomplishment report noted by the sending institution (at least Dean/Principal or equivalent)
 - Audited Financial report
 - Follow-through action plan certified by the mentor (6Ps)
- Grantees under the legal age of 18 will be represented by their parents or legal guardian in all legal contracts.

- 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-à-vis the approved plan of activities;
- Manage the financial grant;
- 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
 - Audited Financial Report

C. Sending Institution

The Sending Institution shall:

- Provide the facilities and equipment (if available) 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;
- Release the stipend to the grantees or to the parent of the minor grantees;
- Ensure that the mentor have a surety/cash bond before the release of the grant;
- Endorse submission of the following documents to PCIEERD by the Mentor upon completion of the research:
 - Evaluation / Recommendation Report
 - Terminal Report
 - Audited Financial Report

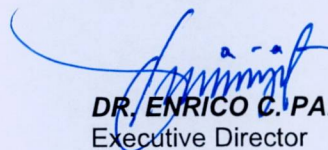
IX. PROCEDURAL GUIDELINES

- a.) Complete application documents must be addressed and submitted to DOST Project Management Information System (DPMIS) website: <https://dpmis.dost.gov.ph> before the announce deadline
- 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 PCIEER-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 may be done in conjunction with PCIEERD events;
- 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 _____, 2021.


DR. ENRICO C. PARANGIT
Executive Director

