

## **CHECKLIST:**

### **a. Proposal Attachment**

1. Endorsement from the Head of Agency
2. Curriculum Vitae for the Program Leader and each of the Project Leaders
3. Institution's Track Record (no template but previous and ongoing researchers and projects, MS and PhD count of the University/ Department and existing equipment may be listed)
4. GAD Score (inputted in the DPMIS)
5. Organizational Chart with Personal Salary (PS) Justification (possibly with duties and responsibilities)
6. Justification per equipment (can be in one document)
7. Cooperating Agency/ies commitment letter/s
8. Workplan
9. Required Components in the Proposal (inputted in the DPMIS):
  - a. Cooperating Agency/ies
  - b. Project Duration
  - c. Site of Implementation
  - d. Rationale/Significance
  - e. Objectives (General and Specific)
  - f. Description/ Summary
  - g. Review of Related Literature/Literature Cited
  - h. Scientific Basis/Theoretical/Conceptual Framework
  - i. Methodology/Strategies of Implementation
  - j. Major Activities/Workplan/Gantt Chart
  - k. Expected Outputs (6 Ps output)
  - l. Expected Outcomes
  - m. Target Beneficiaries
  - n. Perceived Impact
  - o. Sectoral Concern
  - p. Personnel Requirements
  - q. Line-Item Budget (LIB)

### **b. PMT Presentation Attachment**

1. Executive Brief (EB)
2. Powerpoint Presentation
3. PM Checklist (input in PES)
4. PMT Pre-Score (input in PES)
5. Attachments from the PMIS (refer to above)