







*please don't change font-style and size.

PROJECT/ACTIVITY PROPOSAL FORM

This form can be used for all projects/activities may it be an extension or not. For projects and activities under R&E Program, refer to that mother $proposal\ in\ submitting\ this\ new\ proposal.\ Both\ documents\ must\ be\ coordinated\ to\ attain\ Program\ objectives.$

A. BASIC INFORMATION						
1. Project/Activity Title:						
2. Project/Activity Imple	ementers					
Name ^a	Role ^b	Posit	ion & Affiliation ^c	Involved in What Activities ^d	Estimated Duration of Engagement ^f	
^{ab} List according to extent of involvement	include everyor	ne involved f	rom SSU and cooperating ag	gencies)		
b Involvement in the Extension/Development Activity/Project (Program leader, Project Leader, Study Leader, Project Staff)						
^C Position/Designation and Affiliation of ex	rtensionist at SS	U or anywhe	re they are affiliated			
d Refer to the listed activities in the logical framework. Note, the personnel is not involved in everything. Provide code of activities in the logical framework; e.g. Activity 1& Activity 3						
^e Time spent by the personnel in implementing the specific activities assigned to him/her. Program leaders are expected for the entire program duration while activity implementer is only needed during an activity. Present in terms of total accumulated number of hours for all activities identified						
3. (a) Implementing unit(s)						
Name of lead implement unit (where the proposal originated) Address						
(b) Research & Extension Center/Other SSU Division/Office/Unit (The office where the extension/development project/activity was recognized. E.g. Extension activity implemented by SWDS for OSY may be under RCCSI)						
(c) Other Collaborating Unit/Agency						













*please don't change font-style and size.

Name of external collaborating unit or agency			Address					
4. Activity/Project du	ation and locat	ion						
Expected Date to Start	Expected Dater to Finish				Location			
5. Proposed Activity/F	Project funding		•		1			
Particulars	UI	UI GAA			SSU Total			Total
Personnel Services (PS)								
Maintenance and Other Operating Expenses (MOOE)								
Capital Outlay								
Sub Total								
*Write also source of external fund, say DOST-PCAARD or LGU of For researches without funding write the equivalent cost in conducting the research (i.e. time spent in doing the research during office hours multiplied with your hourly rate is equivalent cost for PS; equivalent rental cost for using office space and equipment like computers as well as laboratory fees if experiments were conducted by external laboratories are examples of MOOE cost) B. TECHNICAL DESCRIPTION 1. Rationale/Introduction (emphasized how the proposal addresses the attainment of MDGs, other governments' targets like the Ambisyon Natin 2040, GAD issues, SSU Strategic Targets, etc.)								
2. Session/Activity Plan								
a. Activity 1*: Title Title Title								
Activity Objectives								
Activity Beneficiaries:							•	
Time/Day	Specific Activit	ies	Lead	d Pe	rson & oth	ner Persons	l	o. of Hours of Ingagement









*please don't

change font-style and	d size.								
b. Activity 2*:	Title2 Tit	tle2 Title2							
Activity Objectives									
Activity Beneficiaries :									
Time/Day	Specific Activities							of Hours of gagement	
*Add new set of ac	tivities if pro	oposal is a projed	ct and has several	activities. Delete	Activity	2 if proposal is for o	ne activity only		
3. Work and F	inancial	Plan (WFP)							
Year 1: 2021									
Activities	Schedule/Cost in PhP ('000)* Persons								
		Q1	Q2	Q3		Q4	Total**		Involved
1.									
2.									
3.									
4.									
Total**									
*fill in the cells with the amount needed per quarter. You can only do this if you have clear timelines of activities and listed all potential expenses per activity. Make sure the requested fund was carefully planned out to avoid delays. Fund requests require BOR approval and the board meets only every quarter. Poor financial plan may result in serious consequences such as non-deliverable of target as scheduled. Provide a new set of layers for succeeding years.									
** Total costs must jive with the listed budgetary requirements at cell 5.									
4. References									









*please don't change font-style and size.

Doe, J. D., & Dame, M. D. (2021). The New Normal Today. Samar Journal of Science, 3(2), 25–29. https://doi.org/10.1016/j.landusepol.2021.105280					
List all references used in formulating the proposal. Use APA format of citation					
C. EXPECTED PPA OUTPUTS*					
a. Publication/s					
b. Patents					
c. Products					
d. People Services					
e. Policies					
f. Partnerships					
* List down potential	outputs that can be derived from the	submitted research. Write NA of none.			
D. POTENTIAL PPA OUTPUTS IMPLICATIONS*					
a. SDGS					
b. GAD	2				
c. SSU Strategic Goals					
d. Other Prevailing Government Targets (i.e Ambisyon Natin 2040)					
Refer to the millennium development goals (MDGs) and their corresponding targets for Region 8 or for Samar if available. GAD related issues that the					
program will solve directly or indirectly can be identified. Be aware also of SSU Strategic Goals and expound how the said program can help attain it. ENDORSEMENTS/APPROVAL					
To be filled-up by the p	proponents:				
		College Endorsement:			
Submitted by:					
		NAME LAST NAME R&E Coordinator			
		College/Campus:			













*please don't change font-style and size.

NAME LAST NAME Proponents Name and Signature	Date:				
Designation:					
Date:					
Endorsed by: *	Endorsed by:				
NAME LAST NAME R&E Center Director	NAME LAST NAME Dean/Campus Director				
Center:	College/Campus:				
Date:	Date:				
Funds Allocation:	Funds Availability:				
MARICAR C. CABAEL Budget Officer III Date:	JOSE M. PANGANORON, CPA CAO-FS/OIC-Accountant III Date:				
*Signature not needed when proposal is for IHR or review purposes only. After addressing all concerns during IHR/review process and PPA is endorsed for implementation, endorsement of College/Center and Availability of Funds are needed.					
Recommending Approval:					
NAME LAST NAME Executive Director	RONALD L. ORALE, Ph.D. VP for R&E Services				
Date:	Date:				
Approved:					
MARILYN D. CARDOSO, Ph.D. University President					