<INSERT COLLEGE HEADER HERE>

PROJECT PROPOSAL TEMPLATE FOR R & D PROJECTS/PROGRAMS

BPSU-RDF.002 (Revision 5; February 2025)

Executive Summary				
Title:				
Project Team (Project Leader and Members)				
Name (Last Name, First Name, MI)			Role (Leader/Member)	Sex
Campus				
College				
Sector		❒ DRR/CCA	❒ NIBRA	❒ IEET
		❒ HEALTH	❒ AANR	
BPSU Research Agenda				
	❒ Education	❒ Social & Behavioral Sciences	❒ Accounting	❒ Health & Related Discipline
	❒ Agriculture, Fishery, Aquatic and Natural Resources	❒ Engineering, ICT & Technology	❒ Business Management & Entrepreneurship	
Campus Research Agenda				
	❒ Health & Wellness	❒ Culture, Tourism and Hospitality Management	❒ Sustainable Agricultural Production Systems	❒ Fishery Resources Management Systems
	❒ Renewable Energy	❒ Smart Analytics and Engineering Innovations	❒ Natural Resource Management and Climate Change Mitigation	❒ Knowledge Management Systems and Development Studies
College Agenda				
Program Research Agenda				
Research Program				
Sustainable Development Goals (SDGs) Being Addressed				
Duration				
Budgetary Requirement				
Source of Fund				
Cooperating Agency				

I. Project Background & Justification

This includes the description of the following:

- *The problem to be addressed by the project which includes the present or the "pre-project situation.*
- *The expected situation at the end of the project*
  How and by whom the results of the project will be utilized (target beneficiaries)
  Scientific or technical basis of the research

II. Literature Review

This section discusses literature relevant and specific to the topic of the research proposal. It should be complete and enough so the reader can be convinced the research proposal being presented is built upon sound information base, addresses current gaps of the study being proposed for a discussion on how the research proposal is related with the current researches in the field. It includes related theories that is implemented to the project. It also includes related studies (5 years the oldest if possible) with it's synopsis to the proposed research.

III. Conceptual/Theoretical Framework of the Study

This includes the discussion of different theories and models that provide the conceptual underpinning of the study or the legitimate bases of defining each parameters. It is usually presented in a diagram format that follows Input- Process-Output (IPO) concept. Outcomes can also be shown here.

IV. Statement of the Problem

V. Project Objectives

An immediate objective stating what the project itself is expected to achieve. It should be defined in terms of specific change in status or condition which the project is intended to bring about. It must in turn contribute to the achievement of a large development objective.
In thinking about immediate objectives, a useful first step may be to consider whether the assistance is intended to reach its target beneficiaries directly or indirectly.

Care must be taken to stated objectives which are realistic, in the sense that they fall within the range of results which reasonably may be expected to achieve the limits of time, money and human resources of the project.
They must also be stated to some possible terms which allow measurement since their achievement is the basis on which the success or failure of the project is to be judged.

VI. Expected Outputs/Outcomes

This refers to the end results (e.g. production technology or knowledge) expected upon completion of the research. The output(s) needs to be identified to highlight impact/importance of the research.

VI. Methodology

This refers to the detailed technical/scientific activities which include:

A. **Research Design/ Test Procedure**
(Study design – this section indicates how the study objectives will be achieved. It includes a description of the type of study design eg. Cross sectional, case control, cohort, etc.)

B. **Population and Study Locale**
Population – this is required for studies involving animals and humans. This section states the number of study subjects required to enter and complete the study. A brief definition of the type of study subject required is also described.

Study Locale (Site of the study – this section details the location, station or unit where the R and D will be conducted

C. **Sampling Design / Experimental Design or Lay-out**
is the framework, or road map, that serves as the basis for the selection of a survey sample and affects many other important aspects of a survey as well. It provides the basic plan and methodology for selecting the sample.

D. **Sample Size**
measures the number of individual samples measured or observations used in a survey or experiment

Sample size computation – this section describes the type of sampling design, and the assumptions used to compute the sample size.

E. **Inclusion/ Exclusion Criteria/ Scope and Delimitation**
Inclusion criteria – this section describes the criteria each study subject must satisfy to enter the study. These criteria may include, but are not limited to the following: age, sex, race diagnosis/condition, method of diagnosis, diagnostic test.

Exclusion criteria – this section details the criteria that would eliminate a study subject from participation in the study.

F. **Variables to be investigated**
(identification of dependent/independent, control/confounding variables and other indicators)

G. **Instrumentation/ Data Collection Tools**
(informed consent, questionnaires, tests, forms, specimen equipment, etc.)

H. Ethical Principles

I. Trustworthiness

J. **Statistical and Data Analysis Plan**

is a roadmap for how you're going to organize and analyze your survey data—and it should help you achieve three objectives that relate to the goal you set before you started your survey

VII. Work and Financial Plan

Presents the matrix ***(Use the template: BPSU-RDF-003 Work & Financial Plan)*** *of activities stating the expected duration of the whole project and the timing for each activity.*

VIII. Budgetary Outlay

This includes a detailed/itemized breakdown of the total project costs and the source/s of funds as follows ***(Use the template: BPSU-RDF-004 Line Item Budget)***

IX. Profile of the Project Team

This indicates the profile of the project team, designation or function of each member in the research project, and field of specialization. Percentage time to be devoted to his/her research should also be indicated.

(Use the template: BPSU-RDF-005 Researcher's Profile)

X. References

Submitted by:

_____

(Printed Name and Signature of the Leader)

_____

(Printed Name and Signature of the Member 1)

_____

(Printed Name and Signature of the Member 2)

_____

(Printed Name and Signature of the Member 3)

Endorsed by

_____

(Printed Name and Signature of the College Dean)

_____

(Date)

Received by:

_____

Noted by:

_____

(Printed Name and Signature
of the R&D Chairperson)

_____

(Date)

(Printed Name and Signature
of the Campus Director)

_____

(Date)