

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

DETAILED R&D PROPOSAL FORM

This form shall be used for all research proposals may it be college/unit-based or for institutional funding purposes.

A. BASIC INFORMATION

1. Research Project Code  
(if applicable)

2. Program Title

3. Project Title

4. Study Title

5. Proponents

| Name | Department or Office/<br>College or Unit | Academic Rank/Field of<br>Specialization | Role/Involvement in the<br>Research |
|------|------------------------------------------|------------------------------------------|-------------------------------------|
|      |                                          |                                          |                                     |
|      |                                          |                                          |                                     |
|      |                                          |                                          |                                     |
|      |                                          |                                          |                                     |

6. Scope and Scale (Indicate by coloring the box yellow.)

|                |            |                     |          |                   |       |       |
|----------------|------------|---------------------|----------|-------------------|-------|-------|
| Research Scope | Lab. Scale | Local               | Prov'l   | Reg'l             | Nat'l | Int'l |
| Research Scale | Prototype  | Pilot/Demonstration | Scale-up | Commercialization |       |       |

7. (a) Implementing unit(s)

|                                                                            |         |
|----------------------------------------------------------------------------|---------|
| Name of lead implement unit <small>(where the proposal originated)</small> | Address |
|----------------------------------------------------------------------------|---------|

(b) Research & Extension Center/Other SSU Division/Office/Unit (The office where the extension/development project/activity was recognized.)

(c) Other Collaborating Unit/Agency (Name of external collaborating unit or agency)

Address

8. Duration (If the proposal is program, provide program duration; if it's a project, provide the project duration; and study duration for study submission.)

| Proposal Type  | Total Duration (in mos) | Proposed Date | Expected Completion Date |
|----------------|-------------------------|---------------|--------------------------|
| Entire Program |                         |               |                          |
| Entire Project |                         |               |                          |
| Study          |                         |               |                          |

9. Site(s) of Implementation

| Country | Region | Province | Municipality | Barangay |
|---------|--------|----------|--------------|----------|
| 1.      |        |          |              |          |
| 2.      |        |          |              |          |

10. TYPE OF RESEARCH

☐ Basic

☐ Applied

☐ Developmental

☐ Others: \_\_\_\_\_

11. R&D PRIORITY AREA & PROGRAM (Based on SSU Research Thrusts and Priorities)

☐Engineering, Technology, and Industrial Innovation

☐Fisheries and Aquatic Resources Sustainability

☐Human Rights

☐Gender and Development (GAD)

☐Health

☐Culture Heritage & Social Development

☐Adult Education and Lifelong Learning

☐Governance and Policy Research

☐Geospatial and Predictive Analytics

☐Environmental Sustainability and Climate Change

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WURI Fourth Industrial Revolution | Rank 1 in the Philippines and in the World (2022 & 2023)  
Rated 3 Stars | QS Ratings System for Excellence (2022)  
Energy Efficiency Excellence Award (2022)  
ASEAN Access Award (2022)  
Gawad Yamang Isp Award (2022)  
1<sup>st</sup> Philippine Higher Education Internationalization Award (2021)  
PQA | Level 2 | Recognition for Proficiency in Quality Management (2020)  
Top Patent Filer (2019-2019)  
PRIME-HRM (2018)

☐Crustacean Research and Development

☐Research Curriculum

12. Proposed Funding

(State the total budget required for the proposed project. For proposals seeking or leveraging external support, explicitly name the partner or funding agency (e.g., DOST-PCAARRD, LGU Samar). For unfunded or self-directed proposals, calculate Maintenance and Other Operating Expenses (MOOE) by estimating costs for office or laboratory space, computer and equipment usage, and external testing fees.)

| Particulars                                                           | UI | GAA | SSU Total | External | Total |
|-----------------------------------------------------------------------|----|-----|-----------|----------|-------|
| Maintenance and Other Operating Expenses (MOOE)<br>(Please itemized.) |    |     |           |          |       |
| Capital Outlay (Please itemized.)                                     |    |     |           |          |       |
| Sub Total                                                             |    |     |           |          |       |

B. TECHNICAL DESCRIPTION

1. Executive Summary

(maximum of 500 words) (Provide a concise overview of the proposed research, including the problem being addressed, rationale, objectives, methodology, expected outputs, target beneficiaries, and potential contributions to the University, community, industry, or society. The summary should clearly convey the significance and feasibility of the study.)

2. Introduction

(maximum of 1000 words) (Provide an overview of the research problem, its context, and significance. Describe the current situation, existing gaps, or opportunities that necessitate the conduct of the study. Discuss the relevance of the proposed research to institutional, regional, national, or global priorities, and provide sufficient background to establish the rationale and direction of the study.)

2.1 Rationale/Significance:

(Explain the problem, issue, or opportunity that the study intends to address. Discuss the current situation, existing knowledge, policy, practice, or technology gaps, and identify the specific research gap that necessitates the conduct of the study. Describe the significance of the study and its expected contribution to knowledge generation, innovation, policy formulation, technology development, community welfare, or other relevant sectors. Explain how the study supports SSU Strategic Goals and other applicable institutional, regional, national, or global development priorities.)

2.2 Scientific Basis/Theoretical Framework:

(Present the scientific, conceptual, or theoretical foundations that support the study. Discuss relevant theories, models, principles, or empirical findings that justify the research and guide the interpretation of results. Include the conceptual or theoretical framework, if applicable.)

2.3 Objectives (General and Specific):

(State the overall goal of the study and the specific objectives that will be accomplished to address the identified research problem.)

3. Review of Related Literature (RRL)

(Present a synthesized review of relevant literature, studies, policies, and state-of-the-art technologies related to the proposed research. Critically analyze existing knowledge to identify key findings, trends, inconsistencies, and research gaps that justify the conduct of the study. The review should establish the scientific, theoretical, or empirical foundation of the research and demonstrate its significance, originality, and contribution to the field. Where applicable, include prior studies conducted by the proponents, prior art search results, and other relevant reference materials.)

4. Methods and Materials

(Describe the research design and procedures that will be employed in the study. Discuss the study participants, respondents, sampling techniques, or data sources, as applicable. Explain the instruments, tools, materials, or technologies to be used and provide a clear description of the data collection procedures. Include the methods for data processing and analysis, specifying the statistical techniques, analytical approaches, software, or evaluation methods that will be used to address the research objectives. Where appropriate, discuss measures to ensure the validity, reliability, trustworthiness, or rigor of the study. Proponents may use subsections appropriate to the nature and requirements of their research.)

5. References

(Provide a complete list of all reference materials cited in the proposal, including journal articles, books, conference proceedings, government publications, patents, and other relevant sources. References shall be accurate, current, and consistently formatted using the American Psychological Association (APA) 7th Edition citation style. Ensure that all in-text citations are included in the reference list and vice versa.)

C. EXPECTED PPA OUTPUTS

(To be filled out by the Office of the Vice President for Research, Extension, and Innovation for Development, the Executive Director for Research, the Innovation Office, and the Knowledge, Monitoring, and Publication Office based on the study's readiness, feasibility, stated objectives, expected outputs, and project roadmap.)

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Good Samaritan Award (2022)

1<sup>st</sup> Philippine Higher Education Internationalization Award (2021)

PQA | Level 2 | Recognition for Proficiency in Quality Management (2020)

Top Patent Filer (2019-2019)

PRIME-HRM (2018)

| Expected Outputs                                                                                                                                                                                                                                                                                                                                                                            | Brief Detail of Project Outputs                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Publications                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
| 2. Patents/IP                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
| 3. Products                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
| 4. People Services                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
| 5. Policies                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
| 6. Partnerships                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
| <b>D. POTENTIAL PPA OUTPUTS IMPLICATIONS</b> <i>(Describe the alignment and broader implications of the proposed project outputs in relation to institutional, national, and global development priorities. This section should demonstrate how the results of the study contribute to sustainable development, gender equality, institutional growth, and national development goals.)</i> |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
| 1. SDGs                                                                                                                                                                                                                                                                                                                                                                                     | <i>(Specify primary SDG targets met (e.g., SDG 4, SDG 9, SDG 14) and explain the specific contributions.)</i>                                                         |                                                                                                                                                |                                                                                                                                                                                                   |
| 2. GAD                                                                                                                                                                                                                                                                                                                                                                                      | <i>(Describe how gender dimensions were addressed in project design, participant selection, or impact evaluation.)</i>                                                |                                                                                                                                                |                                                                                                                                                                                                   |
| 3. SSU Strategic Goals                                                                                                                                                                                                                                                                                                                                                                      | <i>(Detail how outcomes advance SSU's key performance metrics (e.g., rankings, research visibility, community impact).)</i>                                           |                                                                                                                                                |                                                                                                                                                                                                   |
| 4. Other Prevailing Government Targets<br><i>i.e. Ambisyon Natin 2040.</i>                                                                                                                                                                                                                                                                                                                  | <i>(Highlight contributions to national goals (e.g., Ambisyon Natin 2040, Philippine Development Plan).)</i>                                                          |                                                                                                                                                |                                                                                                                                                                                                   |
| <b>E. LOGICAL FRAMEWORK</b> <i>(Present the results-based framework of the project showing the logical relationship between program outputs, objectively verifiable indicators, means of verification, and assumptions. This section demonstrates how project success will be measured and what conditions are necessary for its successful implementation.)</i>                            |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
| Program Outputs                                                                                                                                                                                                                                                                                                                                                                             | Objectively Verifiable Indicators                                                                                                                                     | Means of Verification                                                                                                                          | Assumptions                                                                                                                                                                                       |
| <i>(Refers to the expected deliverables or results of the project (e.g., publications, products, technologies, trained personnel, policies, partnerships).)</i>                                                                                                                                                                                                                             | <i>(Quantifiable or qualitative indicators used to measure the achievement of outputs (e.g., number of publications, prototypes developed, trainings conducted).)</i> | <i>(Sources of data or evidence used to validate the indicators (e.g., reports, publications, certificates, monitoring records, patents).)</i> | <i>(External conditions or factors necessary for successful implementation that are beyond the control of the project (e.g., stakeholder cooperation, funding availability, policy support).)</i> |
| Activity 1 / Output 1:                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
| Activity 2 / Output 2:                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
| Activity 3 / Output 3:                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |
| <b>F. TARGET BENEFICIARIES</b> <i>(Identify the specific individuals, groups, communities, or institutions that will directly or indirectly benefit from the implementation of the project. Include primary and secondary beneficiaries such as students, faculty, LGUs, industry partners, fisherfolk, farmers, or other relevant stakeholders depending on the nature of the study.)</i>  |                                                                                                                                                                       |                                                                                                                                                |                                                                                                                                                                                                   |

**G. SUSTAINABILITY PLAN** *(Describe the strategies that will ensure the continuity, utilization, and long-term impact of the project outputs beyond the funding period. This may include institutional adoption, partnerships, commercialization pathways, capacity building, policy integration, or integration into SSU programs and services.)*

**H. GENDER AND DEVELOPMENT (GAD) SCORE** *(Please refer to the attached GAD checklist.)*

**I. LIMITATIONS OF THE PROJECT**

**J. LIST OF RISKS AND ASSUMPTIONS RISK MANAGEMENT PLAN**

*(Proposals awaiting approval require only the signatures of the Project Leader.)*

**Submitted by:**

|                                     |              |      |
|-------------------------------------|--------------|------|
|                                     |              |      |
| Project Leader (Name and Signature) | College/Unit | Date |

*(Complete this section only if the proposal has already been officially approved for funding.)*

**Endorsed:**

|                          |      |
|--------------------------|------|
| <b>DIRECTOR'S NAME</b>   |      |
| Director, Name of Center | Date |

**Recommending Approval:**

|                                                                        |      |
|------------------------------------------------------------------------|------|
| <b>SHERRIE ANN C. LABID, Ph.D.</b>                                     |      |
| Executive Director for Research                                        | Date |
| <b>ENGR. FELISA E. GOMBA, Ph.D.</b>                                    |      |
| Vice President for Research, Extension, and Innovation for Development | Date |

**Approved:**

|                                    |      |
|------------------------------------|------|
| <b>REDENTOR S. PALENCIA, Ed.D.</b> |      |
| University President               | Date |

- Note:**
1.

Proposals awaiting approval require only the signatures of the Project Leader; once officially approved for funding, the document must be signed by the Center Director, Executive Director, Vice President for Research, Extension, and Innovation for Development and University President, then submitted to the OEDR for official receipt.
2.

Externally funded projects must have an established Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU).

## SSU-VPREI Form 002 DETAILED RESEARCH PROPOSAL FORM

**I. General Instruction:** Submit the accomplished Detailed Research Proposal Form together with the following documents to the Office of the Executive Director for Research (OEDR): Project Gantt Chart, Line-Item Budget (LIB), and One (1)-page Curriculum Vitae of the Project Leader and key personnel. Submit three (3) hard copies. Use Calibri font, size 11.

### II. Operational Definition of Terms

#### A. BASIC INFORMATION

1. **Research Project Code** – refers to the reference code given by the Research Office.
2. **Program Title** – refers to the overarching framework or cluster of related research projects under a common goal or theme.
3. **Project Title** – refers to the main research undertaking with specific objectives, outputs, and timeframe under a program or as a standalone study.
4. **Study Title** – refers to a specific component or sub-study under a project that addresses a particular research question or problem area.
5. **Proponents** - refers to the individuals involved in the project, including their roles, responsibilities, and institutional affiliations.

#### 6. Scope and Scale

**Research Scope** – refers to the geographical coverage of the project (local, provincial, regional, national, or international).

**Research Scale** – refers to the level or scope of the project implementation. It may be categorized as laboratory, local, provincial, regional, national, or international. It may also refer to the stage of development, such as pilot-testing, demonstration, scale-up, or commercialization.

7. **(a) Implementing Unit(s)** - refers to the primary Samar State University (SSU) college, campus, center, or unit where the research proposal originated and which shall be primarily responsible for the implementation and management of the project.

**(b) Research & Extension Center/Other SSU Division/Office/Unit** - refers to the SSU office, research center, or extension unit where the project is recognized, endorsed, or aligned. This may include units responsible for extension or development initiatives linked to the project.

**(c) Other Collaborating Unit/Agency** – refers to external or internal partner institutions that provide support to the project through collaboration, technical assistance, funding, or adoption of outputs. These may include Local Government Units (LGUs), National Government Agencies (NGAs), Higher Education Institutions (HEIs), Non-Government Organizations (NGOs), or private sector partners.

8. **Duration** – refers to the timeframe of implementation, including start date, completion date, and total duration in months.

9. **Site(s) of Implementation** - location/s where the project will be conducted. Indicate the barangay, municipality, district, province, region, and country.

10. **Type of Research** – indicates whether the project is basic or applied.

**Basic research** – is an experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular or specific application or use in view.

**Applied research** – is an investigation undertaken in order to utilize data/information gathered from fundamental/basic researches or to acquire new knowledge directed primarily towards a specific practical aim or objective with direct benefit to society.

**11. R&D Priority Area and Program** – refers to the alignment of the research project with the thematic thrusts and priority research centers of Samar State University. The project shall be classified under one primary area based on its focus, namely: Engineering, Technology, and Industrial Innovation, which includes food innovation, embedded systems and artificial intelligence, renewable energy, industrial process innovation, and climate-resilient infrastructure; Fisheries and Aquatic Resources Sustainability, covering sustainable fisheries and aquaculture, marine biodiversity conservation, aquatic biotechnology, ecosystem-based fisheries management, and climate change impacts on marine systems; Cultural Heritage and Social Development, focusing on cultural preservation, indigenous knowledge systems, social justice, community development, and governance studies; Good Governance and Policy Research, which includes local governance, policy innovation, public financial management, disaster governance, and digital or e-governance; Geospatial and Predictive Analytics, covering GIS applications, spatial planning, disaster risk mapping, data analytics, and environmental modeling; Environmental Sustainability and Climate Change, which focuses on climate change adaptation and mitigation, biodiversity conservation, disaster resilience, natural resource management, and ecosystem restoration; Adult Education and Lifelong Learning, which includes functional literacy, skills development, community education, and inclusive lifelong learning systems; and Crustacean Research and Development, which focuses on crustacean biology, hatchery technologies, sustainable aquaculture systems, aquatic innovation, and integrated multi-trophic aquaculture (IMTA) applications.

## 12. Proposed Funding

**Personnel Services (PS)** – refers to the cost of human resources involved in the project, including honoraria, salaries, and other benefits of the Project Leader and research team members.

**Maintenance and Other Operating Expenses (MOOE)** – refers to the operating expenses necessary for the conduct of the project, including but not limited to transportation, office supplies, agricultural and marine supplies, printing, communication, consultancy, and other professional services.

**Capital Outlay** – refers to the cost of equipment, machinery, and other capital assets required in the implementation of the project.

**External funding** sources (e.g., DOST, LGUs, NGOs) shall be indicated, including counterpart contributions.

## B. TECHNICAL DESCRIPTION

**1. Executive Summary** – provide a concise summary of your research study that functions as a standalone overview of the project. In a single narrative, clearly state the problem you are addressing and your specific research goal. Briefly describe your methodology (design and data collection), identify the expected outcomes, and explain the significance of the work in terms of its contribution to the field or practical application.

**2. Introduction** – provide a compelling introduction that establishes the context and necessity of your study. Begin by introducing the research topic and providing essential background information to orient the reader. Clearly identify the research gap or specific problem your study addresses, followed by your research questions or hypotheses. Conclude by stating the objectives of the research and the rationale for why this study is timely and important.

**2.1. Rationale-** analysis of the problem addressed by the project.

**Significance** – refers to the contribution of the project to: SSU Strategic Goals, Regional development (Region VIII), National priorities, and Gender and Development (GAD)

**2.2. Scientific Basis-** other scientific findings, conclusions, or assumptions used as justification for the research.

**Theoretical Framework** – provides the conceptual structure for data analysis and interpretation.

**2.3. Objectives** – statements of the general and specific purposes to address the problem areas of the project.

**3. Review of Literature** – refers to the following: (a) related researches that have been conducted, state-of-the-art or current technologies from which the project will take off; (b) scientific/technical merit; (c) results of related research conducted by the same Project Leader, if any; (d) Prior Art Search, and; (e) other relevant materials. Provide a synthesized Review of Related Literature (RRL) that establishes the theoretical and empirical foundation of your study. Rather than simply listing previous works, critically analyze existing research to highlight key trends, conflicting findings, and the specific knowledge gap your study intends to fill. Organize the literature transitionally—thematically or chronologically—to demonstrate a clear logical link between established knowledge and your proposed research.

**4. Methodology** – Detail the research design and procedures used to conduct your study. Clearly identify your research approach (qualitative, quantitative, or mixed-methods) and describe the participants or data sources, including sampling techniques. Explain the instruments or tools used for data collection and provide a step-by-step account of the data collection procedure. Conclude by outlining the data analysis plan, specifying the techniques or software you will use to interpret the findings and ensure the validity and reliability of your results.

**5. References** – an alphabetical list of reference materials (books, journals, and others) reviewed. Use 7<sup>th</sup> Edition APA Style.

**C. EXPECTED OUTPUTS (6Ps)** – deliverables of the project based on the 6Ps metrics (Publication, Patent/Intellectual Property, Product, People Service, Place and Partnership, and Policy).

**1. Publication** – published aspect of the research, or the whole of it, in a scientific journal or conference proceeding for peer review, or in a popular form.

**2. Patent/Intellectual Property** – proprietary invention or scientific process for potential future profit.

**3. Product** – invention with a potential for commercialization.

**4. People Service** – people or groups of people, who receive technical knowledge and training.

**5. Policy** – science-based policy crafted and adopted by the government or academe as a result of the study.

**6. Partnership** – linkage forged because of the study.

**D. POTENTIAL PPA OUTPUTS IMPLICATIONS** – refer to the sustainable 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.

1. **SDGs** – indicate the relevant Sustainable Development Goal(s) and briefly describe the project's contribution.
2. **GAD** – identify gender-related issues addressed and how the project promotes gender responsiveness.
3. **SSU Strategic Goals** – explain how the project supports the University's strategic priorities.
4. **Other Prevailing Government Targets (e.g., Ambisyon Natin 2040)** – describe alignment with national, regional, or local development frameworks.

- E. **LOGICAL FRAMEWORK** – refers to the results-based framework of the project that links outputs to measurable indicators, verification methods, and underlying assumptions necessary for successful implementation.

**Program Outputs** - Expected deliverables of the project (e.g., publications, products, trainings, policies)

**Objectively Verifiable Indicators (OVIs)** - Specific, measurable indicators used to assess the achievement of outputs (e.g., number of publications, prototypes developed, beneficiaries trained)

**Means of Verification (MOVs)** - Sources of data or evidence to validate the indicators (e.g., reports, publications, certificates, monitoring records)

**Assumptions** - External conditions or factors necessary for achieving the outputs but are beyond the control of the project.

- F. **TARGET BENEFICIARIES** – refers to the individuals, groups, or institutions that will benefit from the project, either directly or indirectly.

- G. **SUSTAINABILITY PLAN** – refers to strategies for ensuring continuity and long-term utilization of project outputs beyond the funding period.

- H. **GENDER AND DEVELOPMENT (GAD) SCORE** – refers to the result of accomplishing GAD checklists (for project monitoring and evaluation/project management and implementation) to highlight the contribution of the project in the achievement of the objectives of Republic Act 7192, "Women in Development and Nation Building Act," interpreted as gender-responsive, gender-sensitive, has promising GAD concepts, or GAD is invisible.

- I. **LIMITATIONS OF THE PROJECT** – refer to restrictions or constraints in the conduct of the project.

- J. **Risk** – refers to an uncertain event or condition that its occurrence has a negative effect on the project.

**Assumption-** refers to an event or circumstance that its occurrence will lead to the success of the project.