



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Philippines



Management
System
ISO 9001:2015

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DETAILED PROPOSAL FORMAT

A. BASIC INFORMATION		
1. Category	☐ Program ☐ Project ☐ Study	
2. Title		
3. Proponent/s Indicate Name Academic Rank, Office		
3.1. Email Address		
3.2. Contact Number		
4. Lead Agency		
4.1. Collaborating Agency (s)		
5. Classification		
6. Thematic Area		
7. Sector/Commodity/Discipline		
8. Project Duration	Start Date:	Completion Date:
9. Project Location / Research Station		
10. Total Budget Requested (Php)		Fund Source:

B. TECHNICAL DESCRIPTION	
1. Rationale and Background	(Discuss the importance of the project/study, current problems, gaps and needs. State the current solutions to the problem and alternatives. State the proposed solutions to this problems).
2. Objectives (State the General Objectives and Specific Objectives)	
3. Review of Literature	(Related research/activities that have been conducted).

4. Conceptual Framework	(Present in graphical presentation the current problems and how these will be resolved through the research. Show the deliverables of the project that would solve the problem and what are the directions or sustainability of the results of the project).

5. Methodology	(Brief description of how the project will be implemented to attain the objectives).
6. Work Plan Schedule	Please attach Work Plan Schedule Form.
7. Expected Outputs	(Indicate the specific products, processes, or services which the project is expected to produce and how these can be used; quantify when possible).
8. Target Beneficiaries	(Who are the clienteles and what are the expected outcomes/effects of the use of the project outputs).
9. Potential Impact	(Briefly discuss the overall potential impact of the research).
10. Budget	Please attach Budget Summary Form.
11. References	
12. Capsule Curriculum Vitae (CV)	

Attachments:
1. Work Plan Schedule 2. Budget Summary 3. Worksheet Details for MOOE