



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY

OCT 05 2007

DOST Administrative Order No. 0071
Series of 2007

TO : All Heads of DOST Regional Offices and CO Units/
Sectoral Councils/ Research and Services Institutes
Attached Agencies/ Collegial Bodies

SUBJECT : Guidelines for the Grants-In-Aid Funds of the Department of
Science and Technology and Its Agencies for Basic Research of the
Five Priority Areas

Attached is the "Guidelines for the Grants-In-Aid Funds of the Department of Science and Technology and Its Agencies for Basic Research of the Five Priority Areas" approved by the DOST-EXECOM on 24 September 2007. This administrative order shall be followed in the grant of basic research proposals under DOST-GIA to be coordinated by the National Research Council of the Philippines.

For your information and guidance.

Very truly yours,


ESTRELLA F. ALABASTRO
Secretary



OCT 05 2007

Administrative Order No. 007
Series of 2007

Subject : **GUIDELINES FOR THE GRANTS-IN-AID FUNDS OF THE DEPARTMENT OF SCIENCE AND TECHNOLOGY AND ITS AGENCIES FOR BASIC RESEARCH OF THE FIVE PRIORITY AREAS**

1. PURPOSE OF GRANT

To strengthen the participation of various S&T sectors particularly in basic research and development (R&D) in line with the five DOST priority areas

2. SCOPE

Monitoring and Evaluation of Basic Research for the Five Priority Areas

3. DURATION

One (1) Year (Transition Period)

4. PROCEDURE/INSTRUCTION**4.1 PROPOSAL EVALUATION**

	Activity	Responsibility
4.1.0	Submits project proposals to NRCP following the DOST-GIA proposal format	Proponent
4.1.1	Conducts preliminary evaluation based on the NRCP's guidelines and criteria. After project is identified as falling under basic research, identify project monitor for purposes of "shepherding" the projects.	NRCP
4.1.2	Endorses to DOST (together with the results of the preliminary evaluation and approval of the NRCP Governing Board) through the Office for Usec to R&D	NRCP
4.1.3	Checks for completeness of the proposals and encoding in the database	SPU
	Prepares referral letter to appropriate Council for signature of Usec. For R&D	SPU Usec. for R&D
4.1.4	Forwards the proposal to the Sectoral Councils for comprehensive evaluation; Copy furnished NRCP and proponent	Office of the Usec. For R&D-SPU

	Activity	Responsibility
4.1.5	Conducts technical evaluation and respond in accordance with the Sectoral Council's Protocol/Procedures (including Approval of the Governing Council)	Sectoral Councils
	4.1.5.a Coordinates with the proponent for revision of proposals as necessary; Copy furnished NRCP and Office for Usec for R&D – SPU	
4.1.6	Endorses the proposal to DOST through the Office of the Usec for R&D; Copy furnished NRCP	Sectoral Council
4.1.7	Forwards the endorsed proposal to SPU	Usec for R&D
4.1.8	Records in the DTS and prepare letter of acknowledgement to Council indicating the schedule of the proposal deliberation in the DOST-EXECOM; copy furnished NRCP and proponent	SPU
4.1.9	Prepares necessary documents for EXECOM deliberation	SPU
4.1.10	Inform the Council on the action taken by EXECOM; copy furnished NRCP and proponent	SPU
4.1.11	Prepares Memorandum of Instruction, approval letter, Line-item budget, DV and OBR	SPU
4.1.12	Prepares Memorandum of Agreement with the proponent	Sectoral Council
4.1.13	Releases funds to Sectoral Council concerned	DOST-Cashier

4.2 TECHNICAL AND FINANCIAL MONITORING

	Activity	Responsibility
4.2.1	Submits the list of project staff and technical monitoring staff to SPU	Sectoral Council
4.2.2	Issues Administrative Order for designated technical monitoring and project staff	Sectoral Council
4.2.3	Conducts Technical Monitoring per Section 6.2 of AO 06 Series of 2004 Guidelines for the GIA funds	Sectoral Council
4.2.4	Conducts Financial Monitoring per Section 6.2 of AO 06 Series of 2004 Guidelines for the GIA funds	Sectoral Council

Note: The designated NRCP staff will join the monitoring of the concerned Sectoral Council

5. OTHER PROVISIONS

These guidelines may be supplemented with specific provisions of the Funding Agency concerned, if necessary, provided said provisions are consistent with these guidelines.

6. EFFECTIVITY

This order takes effect immediately and supersedes all issuances inconsistent herewith.

Very truly yours,



ESTRELLA F. ALABASTRO
Secretary