**RESEARCH CAPSULE PROPOSAL**

|  |
| --- |
| 1. **BASIC INFORMATION**
 |
| **REVISION NO.: \_\_\_\_\_\_** |
| **RESEARCH TITLE:**  |
|  |
| **PROJECT DURATION (No. of months)** | **GEOGRAPHICAL SCOPE/STUDY AREA**  |
|  | [ ]  International [ ]  National [ ]  Regional [ ]  Local [ ]  Institutional [ ]  Others; please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **UNIVERSITY RESEARCH AGENDA ADDRESSED** (Check all applicable)[ ]  Food Safety and Security [ ]  Responsive Health System [ ]  Science, Technology and Innovation[ ] Business, Education and Policy Formulation [ ]  Environmental Management and Disaster Risk Reduction [ ]  Gender and Development [ ]  Information and Communication Technology   |
| **SUSTAINABLE DEVELOPMENT GOALS ADDRESSED** (check all applicable)[ ]  Industry, Innovation and Infrastructure [ ]  Reduced Inequalities [ ]  Sustainable Cities and Communities [ ]  Responsible Consumption and Production [ ]  Climate Action [ ]  Life Below Water [ ]  Life on Land [ ]  Peace, Justice and Strong Institutions [ ]  Partnerships for the Goals [ ]  No Poverty [ ]  Zero Hunger [ ]  Good Health and Well-Being [ ]  Quality Education [ ]  Gender Equality [ ]  Clean Water and Sanitation [ ]  Affordable and Clean Energy [ ]  Decent Work and Economic Growth   |
| **EXPECTED OUTPUTS** (Adapted from the 6 project outputs of DOST)You may tick more than one research output) [ ]  **Publication**  *This refer to output that contributes to the general body of knowledge that is publishable to scientific journals. The final output is a written document submitted to TSU recognized journal publication.*  [ ]  **Patent**  *It pertains to innovative method/s or technology/ies with tangible output such as a written document or a prototype unit. The final output shall include a written patent application submitted to IPOPhil.* [ ]  **Product or Process**  *This is an output that can be tangible such as a tool, equipment, food, material and the like, or intangible such as a virtual digital goods, online educational/training materials and the like, that is viable for transfer and/or commercialization.*[ ]  **People Services** *This refer to target output that will enhance skills and knowledge of a particular workforce through a program for capacity building activities, creation of information and training materials and the like.*[ ]  **Policy**  *This pertain to output that can be used as scientific basis for the creation and implementation of guidelines and regulations.*[ ]  **Places and Partnerships**  *These outputs refer to the establishment of a facility like that of a laboratory or center/hub with the functions that shall include the creation/generation of all or combinations of the following: partnerships, publication, patent, products, people services and policies.*  |
| **COLLABORATING AGENCIES/INSTITUTIONS/ORGANIZATIONS** |
| **Agency:**  | **Address:**  |
| **PROPONENTS/AUTHORS**  |
|  | **Name** | **Office/College** | **Email Address** | **Contact Number** |
| **Lead Author**  |  |  |  |  |
| **Co-Author**  |  |  |  |  |
| **Co-Author**  |  |  |  |  |
|  |
| **INTRODUCTION** *(Present a comprehensive overview/background of the study. The background of the study shall establish the novelty of the proposal by specifying or indicating the gap through literature review. The introduction shall also detail the propose solution/intervention to the identified problem(s), including the objectives and purpose or significance of the research being proposed.*  |
|  |
| **SCOPE AND LIMITATION OF THE STUDY** *(For the scope, indicate what are the key areas/concerns covered by the study (i.e. specific variables, population, specific sites, research designs, etc.). While, for the limitation, indicate the possible factors that may affect the result/s of the study that are beyond the control of the researchers)* |
|  |
| **METHODOLOGY AND PROCEDURES** ***(****Discuss in full details the different methods and procedures that will be employed to attain the objectives of the study. It shall also include the research design, sampling techniques, data collection procedures and data analysis plan).*  |
|  |
| **ETHICAL CONSIDERATION** *(Details the ethical issues and corresponding measures to reduce the risks to human participants, laboratory animals, and the environment.)* |
|  |
| **FUTURE DIRECTION** *(Indicate here the prospective plan after the completion of the research, and the potential of the research for continuity and/or improvement of the output/s)* |
|  |
| **REFERENCES** *(Use any applicable citation format (e.g. APA or IEEE). You may use a reference management tool like Mendeley and Zotero for the organization and formatting of your references .* |
|  |
| **PROJECT COST (LINE ITEM BUDGET)** |
| 1. **Communication cost**

 *(Include everything that is needed for the communication cost (i.e. cellphone load, internet connection, courier mail service, etc.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item description/ Specification** | **Unit (pcs, pax, kilo, etc)** | **Quantity** | **Unit cost** | **Total Cost** | **SOURCE OF FUNDS** |
| **TSU** | **External (Name)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL COST FOR COMMUNICATION** |  |  |  |

1. **TRANSPORTATION COST**

*(For the transportation fare, reimbursements will take place. Just use RER form for every travel and have it signed by the driver.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item description/ Specification** | **Unit (pcs, pax, kilo, etc)** | **Quantity** | **Unit cost** | **Total Cost** | **SOURCE OF FUNDS** |
| **TSU** | **External (Name)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL COST FOR TRANSPORTATION** |  |  |  |

1. **HARDWARE/EQUIPMENT/ OFFICE SUPPLIES AND OTHER MATERIAL COST**

*(Material specification is very important to avoid delays in the procurement. Also, make sure to have buffer for the actual price of every material.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item description/ Specification** | **Unit (pcs, pax, kilo, etc)** | **Quantity** | **Unit cost** | **Total Cost** | **SOURCE OF FUNDS** |
| **TSU** | **External (Name)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL COST FOR HARDWARE/EQUIPMENT** |  |  |  |

1. **PERSONNEL SERVICES**

*(Special order for the requested personnel is important for the release of the honorarium. The URO will process the special order, just provide the needed information.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personnel in-need** | **No. of personnel** | **Total hours to render** | **Rate/hour** | **Total cost** | **SOURCE OF FUNDS** |
| **TSU** | **External (Name)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL COST FOR PERSONNEL SERVICES** |  |  |  |

 \***Personnel in-need**: Enumerators, Laborer, Technical person, etc. **GRAND TOTAL (A+B+C+D): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TIMELINE OF ACTIVITIES** |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity no.** | **Activity** | **Assigned % of work distribution** | **Schedule of activities****(Gantt Chart)** | **Resources required** | **Expected Output** | **Remarks** |
| **1** | **2** | **3** | **4** | **5** | **n…** |  |  |  |
| **1** |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |

 |
| 1. **CERTIFICATE OF AUTHENTICITY AND CONFIDENTIALITY CLAUSE**
 |
| *I hereby certify that the information given is true, correct and the research being conducted is authentic. I further signify my commitment to revise the paper as per evaluation results and complete the research within the specified timeframe. (e-signature may be attached in this section)**The undersigned is/are fully aware that TSU-University Research Office may share and use information such as names, e-mail addresses, contact number, academic and employment information, and/or research data, for the purpose of fulfilling research undertakings including and limited to for connecting with me, processing of the form and its purpose. I also understand that when this official form, containing my personal information, is no longer needed for its purpose, proper disposal procedures based on university policies shall be done. I hereby allow TSU to collect, process, use and share my personal data contained hereof in the pursuit of its legitimate academic, research and extension purposes and/or interests as an educational institution.*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature over Printed Name of the Lead Researcher  | Rank | Date |
|  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature over Printed Name of the Co-Researcher  | Rank | Date |
|  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature over Printed Name of the Co-Researcher   | Rank | Date |

 |
| 1. **ENDORSEMENT FROM COLLEGE/OFFICE TO URO**
 |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Dean/Office Director \_\_\_\_\_\_\_\_Date |

*Notes:*

* *Make sure that all the fields are* ***properly filled-out****.*
* ***Write N/A*** *if it’s not applicable.*
* *You may* ***remove the guidelines in italicized texts*** *below/after the names of section/sub-section in the capsule proposal including this note.*