**RESEARCH CAPSULE PROPOSAL**

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| 1. **BASIC INFORMATION**
 |
| **REVISION NO.: \_\_\_\_\_\_** |
| **RESEARCH TITLE:**  |
| **PROJECT DURATION (No. of months)** | **GEOGRAPHICAL SCOPE/STUDY AREA**  |
|  | [ ]  International [ ]  National [ ]  Regional [ ]  Local [ ]  Institutional [ ]  Others; please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **EXPECTED OUTPUT** (Adapted from the 6 project outputs of DOST)You may tick more than one research output) [ ]  **Publication**  *This refers 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 virtual digital goods, online educational/training materials and the like, that is viable for transfer and/or commercialization.*[ ]  **People Services** *This refers 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 pertains 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.***POTENTIAL IMPACT**(Adopted from the 2 potential impacts of DOST)You may tick more than one)[ ]  **Social Impact**  *This pertains to the effect or influence of the project to the reinforcement of social ties and building of local communities.*[ ]  **Economic Impact**  *This pertains to the effect or influence of project to the commercialization of its products and services, improvement of competitiveness of the private sector, and local, regional, and economic development.* |
| **COLLABORATING AGENCIES/INSTITUTIONS/ORGANIZATIONS** |
| **Agency:**  | **Address:**  |
| **PROPONENTS/AUTHORS**  |
|  | **Name** | **Office/College** | **Email Address** | **Contact Number** |
| **Lead Author**  |  |  |  |  |
| **Co-Author**  |  |  |  |  |
| **Co-Author**  |  |  |  |  |
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| **RATIONALE***(Provide a clear justification for the proposed research by identifying the need for the study. This section should emphasize why the research is important and how it addresses a relevant problem/issue.)* |
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| **LITERATURE REVIEW***(This section provides a comprehensive overview of existing research, theories, and concepts related to the study. It critically examines and synthesizes previous works that are relevant to the research problem. It sets the foundation for the study by showing how the proposed research aligns with or challenges existing literature, thereby supporting the research objectives. A minimum of 15 related literature sources must be included to demonstrate a thorough understanding of the topic.)* |
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| **SIGNIFICANCE OF THE STUDY***(This section outlines the potential impact of the research. It explains how the study will contribute to the field, community, or relevant stakeholders. The significance should highlight the practical, theoretical, or policy implications of the research, demonstrating how the findings can influence existing practices, inform future research, or contribute to knowledge advancement. It also emphasizes the broader societal, cultural, or economic relevance of the study and the potential benefits for the intended audience or population.)* |
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| **RESEARCH GAP***(This section identifies the specific gaps or limitations in the current body of knowledge that the proposed research aims to address. It highlights areas where previous studies have either not explored, underexplored, or provided inconclusive results. The research gap should demonstrate how the study will add new insights, fill missing pieces in the literature, or challenge existing assumptions. It should establish the need for the research by clarifying what is lacking or not fully understood in the current state of the field, thereby justifying the relevance and timeliness of the proposed study.)* |
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| **OBJECTIVES***(This section clearly outlines the general and specific aims/goals that the research intends to achieve. The objectives should be concise, measurable, and directly aligned with the research problem. The objectives should be listed in a clear and organized manner, demonstrating how each goal relates to the broader purpose of the study and its potential impact on the field.)* |
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| **SUSTAINABLE DEVELOPMENT GOALS (SDGs) ADDRESSED AND ALIGNMENT WITH THE UNIVERSITY’S RESEARCH AGENDA***(This section discusses how the research proposal aligns with the University’s Research Agenda and what Sustainable Development Goals (SDGs) has been addressed. It should demonstrate the relevance and contribution of the study to national and global development goals.)* |
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| **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.)*  |
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| **ETHICAL CONSIDERATION** *(Details the ethical issues and corresponding measures to reduce the risks to human participants, laboratory animals, and the environment.)* |
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| **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.)* |
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| **REFERENCES** *(Use any applicable citation format (e.g. APA 7th Edition or IEEE). You may use a reference management tool like Mendeley and Zotero for the organization and formatting of your references.)* |
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| **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.)*

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| --- | --- | --- | --- | --- | --- |
| **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.)*

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

1. **HARDWARE AND EQUIPMENT WITH UNIT COST BELOW PHP 50,000.00/OFFICE SUPPLIES/OTHER MATERIAL**

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

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

 **D. HARDWARE/EQUIPMENT WITH UNIT COST EQUAL TO/EXCEEDING PHP 50,000.00***(Material specification is very important to avoid delays in the procurement. Also, make sure to have buffer for the actual price of every material.)*

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

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

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

 \***Personnel in-need**: Enumerators, Laborer, Technical person, etc.  If personnel will be sourced in-house, kindly provide the details below:

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| **Personnel in-need** | **Name of Employee** | **Name of Office/Department/College** |
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**F. PROFESSIONAL SERVICES**

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| **Professional Service needed** | **Description** | **Total Cost** | **SOURCE OF FUNDS** |
| **TSU** | **External (Name)** |
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 \***Professional Service**: Laboratory Analysis, Testing, etc. \*Statistician should not be included since statistical services may be requested to the OURD-DAU **GRAND TOTAL (A+B+C+D+E+F): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **TIMELINE OF ACTIVITIES**
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| --- | --- | --- | --- | --- | --- | --- |
| **Activity no.** | **Activity** | **Assigned % of work distribution** | **Schedule of activities****(Gantt Chart)** | **Resources required (based from listed items in LIB)** | **Expected Output** | **Remarks** |
| **1** | **2** | **3** | **4** | **5** | **n…** |  |  |  |
| **1** |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |

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| 1. **ENDORSEMENT FROM COLLEGE/OFFICE TO OURD**
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| *This is to certify that the research proposal has been thoroughly reviewed and is confirmed to be aligned with the research agenda of the college. Accordingly, the proposal is endorsed and submitted to the Office of the University Research Development (OURD) for appropriate action.**Reviewed by:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Research Coordinator \_\_\_\_\_\_\_\_Date*Approved by:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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.*
* ***Failure to provide complete information required by the form shall automatically result in the non-acceptance of proposal submission.***