

COMPETITIVE RESEARCH AND DEVELOPMENT GRANTS PROCESS FLOW

Responsible Party	Flow Chart	Procedure and Required Documents
<ul style="list-style-type: none"> Proponent/ Applicant 	<div style="border: 1px solid green; padding: 5px; margin-bottom: 10px;">Packaging and Submission of proposal/application</div>	<p>1. Proposals/applications for the DA-BAR research and development grants shall be packaged following the prescribed format. Basic/applied/technology commercialization proposals shall be reviewed at the regional level through the Regional Research, Development and Extension Network (RRDEN). Proposals recommended by the RRDEN shall be forwarded to the DA-Regional Executive Director (RED) (agriculture)/BFAR-Regional Director (RD) (fisheries) for endorsement to the Director of the Bureau. Hard and electronic copies of the proposal/application shall be submitted.</p>
<ul style="list-style-type: none"> Director Planning and Project Development Division (PPDD)/ Technology Commercialization Division (TCD)/ Institutional Development Division (IDD)/ Applied Communications Division (ACD) 	<div style="border: 1px solid green; padding: 5px; margin-bottom: 10px;">Receiving and initial screening of proposal/application</div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px; display: inline-block;">Accepted?</div> <div style="margin-left: 20px;"> No → <div style="border: 1px solid blue; padding: 5px;">Notify Proponent/Applicant</div> </div>	<p>2. Proposals/applications received through the Office of the Director are initially screened by the concerned divisions. Proponents/applicants are then notified of the results.</p>
<ul style="list-style-type: none"> In-House Screening and Review Committee/BAR-TEC/SPG-TEC/ Selection Committee PPDD/TCD/IDD/ACD 	<div style="border: 1px solid green; padding: 5px; margin-bottom: 10px;">In-House Screening and Evaluation of proposal/application</div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px; display: inline-block;">Accepted?</div> <div style="margin-left: 20px;"> No → <div style="border: 1px solid blue; padding: 5px;">Notify Proponent/Applicant</div> </div>	<p>3. Qualified proposals/applications are further screened and evaluated by the In-House Screening and Review Committee/BAR-Technical Evaluation Committee (BAR-TEC)/Scientific Publication Grant-Technical Evaluation Committee (SPG-TEC)/Selection Committee based on its coherence to the R&D thrusts and priorities.</p>
<ul style="list-style-type: none"> Pool of Experts and In-House Screening and Review Committee 	<div style="border: 1px solid green; padding: 5px; margin-bottom: 10px;"> <i>*For Basic/Applied/Technology Commercialization proposals</i> → <div style="border: 1px solid green; padding: 5px;">En banc evaluation with identified experts</div> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px; display: inline-block;">Accepted?</div> <div style="margin-left: 20px;"> No → <div style="border: 1px solid blue; padding: 5px;">Notify Proponent</div> </div>	<p>4. <i>En banc</i> evaluation is conducted for qualified proposals of Basic/ Applied/Technology Commercialization for in-depth technical review including its administrative and financial soundness.</p>
<ul style="list-style-type: none"> Proponent/Applicant 	<div style="border: 1px solid green; padding: 5px; margin-bottom: 10px;"> <i>*For Research Facilities Development Grant/Human Resource Development Grant/Scientific Publications Grant proposals/applications</i> → <div style="border: 1px solid green; padding: 5px;">Submission of Final Proposal/Application</div> </div>	<p>5. The proponent shall integrate the comments and recommendations and submit the final proposal to the Bureau to facilitate approval.</p>
<ul style="list-style-type: none"> Implementing Agency Director PPDD/TCD/IDD/ACD Legal Unit 	<div style="border: 1px solid green; padding: 5px; margin-bottom: 10px;">Approval & MOA Processing/Issuance of award letters and signing of contracts</div>	<p>6. Approved proposals/applications are endorsed for approval of the Director.</p> <p>A Memorandum of Agreement (MOA) is made between DA-BAR and the implementing agency for approved proposals of basic/applied/technology commercialization/research facilities development/scientific publication grants.</p> <p>Approved applications of Human Resource Development Grants are given award letters for Non-Degree and Thesis/Dissertation Assistance Program; award letters and contracts for Degree and Undergraduate Scholarship Program, Post-doctoral and Senior Scientist Research Fellowship.</p>
<ul style="list-style-type: none"> PPDD/TCD/IDD/ACD Finance Unit 	<div style="border: 1px solid green; padding: 5px; margin-bottom: 10px;">Processing of payment and fund release</div>	<p>7. Obligation Slip (OS), Disbursement Voucher (DV) and the required project/application documents/attachments are prepared and processed for the release of funds.</p>
<ul style="list-style-type: none"> PPDD/TCD/IDD/ACD Finance Unit 	<div style="border: 2px solid black; border-radius: 20px; padding: 10px; text-align: center;">Fund Release and issuance of Notice to Proceed/RFDG sticker/entitlements</div>	<p>8. For Basic/Applied/Technology Commercialization projects, a Notice to proceed is issued to signal the official start of the project.</p> <p>For Research Facilities Development Grant (RFDG), RFDG sticker is provided for the approved equipment/items.</p> <p>Entitlements are given to the awardees of the Human Resource Development (HRD) Grant.</p> <p>For the Scientific Publication Grant projects, the Applied Communications Division (ACD) of the Bureau facilitates the publication of requested materials.</p>