



Project proposal must be prepared using the format given and in accordance with the following guidelines.

A. BASIC INFORMATION

Project Title	Specify if it is for upgrading or for the improvement of R & D Facilities
Proponent	Name of the proponent institutions
Total Project Cost	In pesos from all sources, including the counterpart cost
Duration	Duration expressed in years, i.e. 2 years, 5 years, etc.
Source (s) of Fund	Mention sources of projects funding other than BAR, including the proponent institution

B. PROJECT DESCRIPTION

Rationale/Background	<ol style="list-style-type: none">1. Role and importance of the industry/sector being addressed by the project (i.e. of vegetable and fruit industry in the service area of the institution, etc.)2. Its relation to mandate of the institution in AFMA3. Relation to mandated/assigned R&D programs by the National/Regional Commodity RDE Network4. Focus of institutional R&D enhancement being addressed5. Needs and requirement of R&D of the proponent institution based on requirements – existing capacity gap/needs analysis6. Institutional capability (trained manpower, physical resources, etc.) to fully utilize additional or improve capacity in R&D7. The negative consequences/effects if the gaps and needs are not filled8. The positive consequences/effects to R&D and the industry if proposal is approved and funded
Institutional Framework	<ol style="list-style-type: none">1. How the proposed project institutionally fit and relate with the Institution's R&D program and in the overall R&D system in the region and in the country (if applicable)2. How the proposed project can strengthen the institutional linkages with RIARCs and other agricultural research institutions in the region/country3. How the proposed project can strengthen the linkages with instruction/teaching and extension work of the institution4. How the project proposed can enhance the institution's relation and contribution to AFMA and LGUs

Document No.	Revision No.	Revision Date	Effectivity Date	Page No.
BAR/DOC-C.01.02	01	January 10, 2007	February 1, 2007	Page 1 of 4



- Objectives**
1. Statement of a general developmental objective that the proposed project is aimed at making some contributions (i.e. to increase the quality and competitiveness of agricultural products of the Philippines, etc.)
 2. A number of specific objectives of the proposed project (what the project aimed to achieve) (i.e. to establish a fruit tree seedlings nursery with the capacity of 2000 durian seedlings ready for sell every six months)
- Major Activities**
1. Identify and describe strategic and/or major activity or activities needed to achieve each of the specific objectives
 2. Identified activities should lead to accurate determination of project inputs and project output
 3. Identified activities should lend themselves to schedule of work in the implementation of the project (the plan of work may be presented in this section if it is long, it should be included as an attachment)
- Required Inputs**
1. Identify and describe quantitatively all the inputs needed to achieve the specific objectives and to undertake each of the identified major activities in order to produce the expected outputs
 2. Inputs of proposed projects generally include:
 - a. manpower and human resource inputs
 - b. physical inputs (land, water, building, etc.)
 - c. equipment and tools
 - d. facilities and materials
 - e. financial inputs
- Expected Output**
1. When activities are undertaken using some inputs these result in something called output(s)
 2. Identify, describe and present the expected outputs of the proposed project. This can be accomplished by identifying the output(s) every major activity of the project. (i.e. Activity – Fencing the Experimental Station, Output – 25 hectares of protected and secured land for hundreds of experimental plots and two hectares of abaca germplasm.)
- Expected/Potential Impact**
1. Identify and describe the potential impact upon the R&D work of the Proponent Institution and the overall agricultural R&D system
 2. Identify and describe the potential impact upon the teaching and extension programs of the Proponent Institution if any
 3. Identify and describe the potential impact upon the industry in the service area of the Proponent Institution if any
 4. Identify and describe the potential impact on the socio-economic life of the target population in the service area of the proponent institution

Document No.	Revision No.	Revision Date	Effectivity Date	Page No.
BAR/DOC-C.01.02	01	January 10, 2007	February 1, 2007	Page 2 of 4



- | | |
|---------------------------------------|---|
| Project Implementation Plan | <ol style="list-style-type: none"> 1. Implementation organization and implementers 2. Implementation resource requirements 3. Implementation calendar of work or time table |
| Monitoring and Evaluation Plan | <ol style="list-style-type: none"> 1. General plan of Monitoring and Evaluation of the project 2. Identify and describe the parameters to be monitored and those to be evaluated 3. Resource requirements/provision for monitoring and evaluation 4. Schedule of monitoring and evaluation activities |
| Project Reporting Plan | <ol style="list-style-type: none"> 1. General plan of reporting 2. Describe the different reports to be made 3. Resource requirements for report preparation and report printing 4. Schedule of reports submission |

C. ATTACHMENTS

1. Budgetary Requirement Form

This form should be filled-up based on the result of the gaps/needs from the matrix. Administrative cost, honorarium, and items that cost below Ten Thousand (Php 10,000.00) pesos should not be included in the requirement.

- | | |
|---|---|
| Mandated R&D Project/
Responsible Unit | This refers to the agency assigned or mandated RD Projects in support to the National or Regional RD Agenda and Program. It includes the specific place, location and intended user(s) of the center. (i.e. White Potato Breeding and Germplasm Collection Project - NOMIARC - Rootcrop Research Section, Malaybalay, Bukidnon). |
| Description/
Specification | This refers to the definite and complete characteristics/statement of each required item, be it equipment or facility improvement of the project or unit. Administrative cost, project TEV, supplies, and other MOOE should not be included (i.e. equipment for white potato breeding: Power Sprayer 1HP, US Model, 5 liters capacity; Facility improvement: renovation of 100 sqm research management office building with glazed flooring and modular work stations). |
| Quantity/Unit | Refers to total requirement per item in number, volume, or other unit of measurement. |
| Budgetary Requirement | <u>BAR</u> – Refers to the amount to be requested for each required item from the Bureau of Agricultural Research. |

Agency Counterpart – Refers to the amount for each required

Document No.	Revision No.	Revision Date	Effectivity Date	Page No.
BAR/DOC-C.01.02	01	January 10, 2007	February 1, 2007	Page 3 of 4



item to be shared by the agency or region. It should be at least 50% of the total cost of the project. This excludes existing land and equipment of the agency.

Total – Sum of BAR fund and agency counterpart fund.

Justification

RD Utilization – Refers to the need/usage/purpose/urgency of procurement of each item in support of the mandated RD project (i.e. Power Sprayer - to replace the old backpack sprayer and enhance the crop protection and maintenance of germplasm collection)

Frequency of Use – Specify the degree of use or optimum usage (i.e. Power Sprayer - needed every other day for wet and dry season studies).

Benefits – Specify the cost efficiency and impact of its usage to the RD program (i.e. power sprayer - cost-effective in terms of usage and man-hour utilization)

2. Existing Needs Gap Analysis Matrix

Example:

Project Title: Rehabilitation of Soils Laboratory

R&D Project Component	Basic Requirement (1)		Existing (2)			Gaps/Needs (1-2)		Re-remarks
	Facility/ Equipment Description	No. of Units	Facility/ Equipment Description	Qty.	Year Acquired	Facility/ Equipment	Qty.	
	Flame Photometer w/ compressor	3	Flame Photometer w/ compressor	1	1999	Flame Photometer w/ compressor	2	Existing unit is already out of calibration. Will be subjected for repair.

3. List of Existing Facilities and Equipment (no required format)

4. For construction/renovation activities:

Program of works, working drawings layout plans, etc.

Document No.	Revision No.	Revision Date	Effectivity Date	Page No.
BAR/DOC-C.01.02	01	January 10, 2007	February 1, 2007	Page 4 of 4