

# DPMIS PROPOSAL SUBMISSION GUIDE

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# DPMIS PROPOSAL SUBMISSION GUIDE

Note: Email inquiries and concerns will be answered during office hours from Monday to Friday at 8:00a.m. to 5:00p.m.  
Proposals will only be accepted until 5PM on the last day of submission.

## A.R&D PROJECT

1. Select your preferred Call for Proposal, Type (R&D Project), and Proposal Classification. Click the Save and Next button

Note  
Please select the correct "Call for Proposal" in this field. Any proposal submitted in the wrong call will be automatically **DISAPPROVED**. Note that a specific time period for submission is allocated per call. [Click here for the schedule of call for proposals](#)

Call for Proposal \*

Type of Proposal \*

Proposal Classification \*

2. Input your proposal details. Read the Notes and Instructions in each field before proceeding. Fill-up the contents as required.

HOME DASHBOARD TRACK EXECOM FAQs TRANSPARENCY CONTACT US LOGOUT

Note  
Please read all the given instructions when filling-out each form and remember the following:  
1. Each field marked with an Asterisk (\*) is required.  
2. You may hover your mouse cursor to each Field Name/Label to read its definition.  
3. Follow the given format in filling-out dates or click the Calendar button.  
4. Some Steps/Fields have additional instructions, usually in Blue, Orange or Red.  
5. Pop-up error boxes and red fonts indicate that there are invalid entries in the submission.

Project Title \*

Duration

Target Start Date (YYYY-MM-DD) \*

Target End Date (YYYY-MM-DD) \*

Note  
If you are unable to find the agency, please email the name and address of the agency at [pmis@dost.gov.ph](mailto:pmis@dost.gov.ph)

Implementing Agency \*

Co-implementing Agency(ies)

Cooperating Agencies

Site(s) of Implementation \*

IMPLEMENTATION SITES NO.	BARANGAY	MUNICIPALITY/CITY	DISTRICT	PROVINCE	REGION	COUNTRY	ACTION
Site 1	Apo-Aporawan	ABORLAN	DISTRICT 3	PALAWAN	REGION 04B	Philippines	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Type of Research *	Applied
R&D Priority Area and Program (HNRDA) *	Agriculture, Aquatic and Natural Resources (AANR)
Select HNRDA Item *	Goat
Sustainable Development Goal (SDG) Addressed *	<input type="text" value="Climate Action"/> <input type="text"/>

The following fields are composed of this text box:

- Executive summary
- Introduction
- Rationale/Significance
- General Objective
- Specific Objectives
- Expected Outputs (6Ps: Publication, Patent/IP, Product, People Service, Place and Partnership, and Policy)
- Potential Outcomes
- Potential Impacts (Social and Economic)
- Target Beneficiaries
- Sustainability Plan (if applicable)
- Limitations
- List of Risks and Assumptions
- Literature Cited/References

**Note** ×

DO NOT DIRECTLY COPY AND PASTE contents from MS Word file or Web Browser as these may contain additional formats that are not accepted by the system. You can obtain a plain text version of the copied content by pasting it as plain text in editors such as Notepad/MS Word.

Alternatively, you can clear the format of the pasted text by clicking "Format", then select "Clear Formatting Menu".

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

**B** *I* U ~~S~~ Paragraph ▾

x<sub>2</sub> x<sup>2</sup> Ω

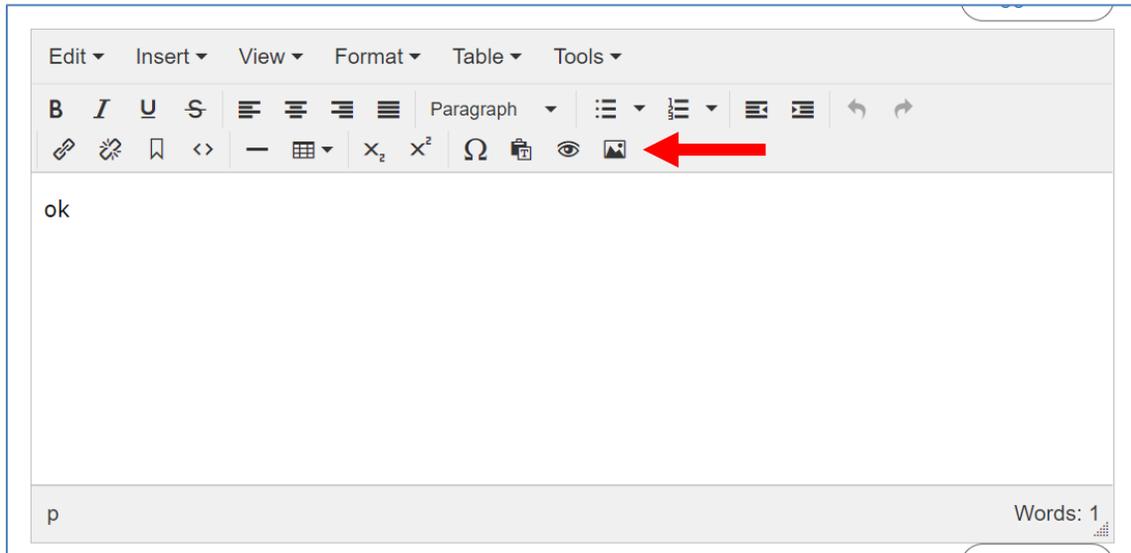
ok

p Words: 1

Images/figures can only be inserted in the following fields:

- Scientific Basis/ Theoretical Framework
- Review of Related Literature
- Methodology

To insert an image, click the icon where the red arrow is pointed.



Input your GAD Score. Please read the note before proceeding.

A screenshot of a form. At the top, there is a blue note box with the text: 'Note To get GAD Score, please [CLICK HERE](#) to download the file and then upload in Step 5'. Below the note is a text input field labeled 'GAD Score \*' with the value '0.00' entered.

The whole step must be completed to save your inputs. Click the Save and Next button at the bottom of the page

A screenshot of a form. It features a rich text editor with the text 'ok' and a 'Words: 1' counter. Below the editor is a 'Toggle editor' button. At the bottom of the form, there are two buttons: 'Previous Step' and 'Save and Next', with the latter being circled in red.

### 3. Accomplish the Line-Item Budget.

For multi-year duration, click the Add year button.

A screenshot of a form titled 'Step 3: Project Line-Item Budget'. At the top right, there are step indicators: Step 1, Step 2, Step 3 (highlighted), Step 4, Step 5, and Step 6. A blue note box contains the text: 'Note! If multi-year funding, click "Add year" button to create new LIB.' Below the note is a red arrow pointing to a blue 'Add year' button. Underneath is a section for 'Counterpart' with a '+Add Counterpart' button. A table follows with columns 'AGENCY' and 'ACTION'.

AGENCY	ACTION
DP Fabrication and Machineries	
Department of Transportation - Land Transportation Franchising and Regulatory Board	
Empark Land Development Inc.	

You can add expense items under the Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) by clicking the buttons allotted for each. A pop-up window will appear.



**Add/Edit Personnel Services**

Cost type \*

Implementing/Monitoring Agency \*

PS type \*

Position/Designation \*

Number of Position/s \*

Period of Involvement \*

Funding agency \*

Amount of counterpart fund \*

Agency where DOST fund will be allocated \*

Percent Time Devoted to the Project \*

Responsibilities \*

**Add/Edit MOOE**

Cost type \*

Implementing/Monitoring Agency \*

MOOE \*

MOOE Subcategories \*

MOOE Item

MOOE Specification \*

Amount \*

Funding agency \*

Agency where DOST fund will be allocated \*

**Add/Edit Capital Outlay**

Cost type \*

Implementing/Monitoring Agency \*

Quantity \*

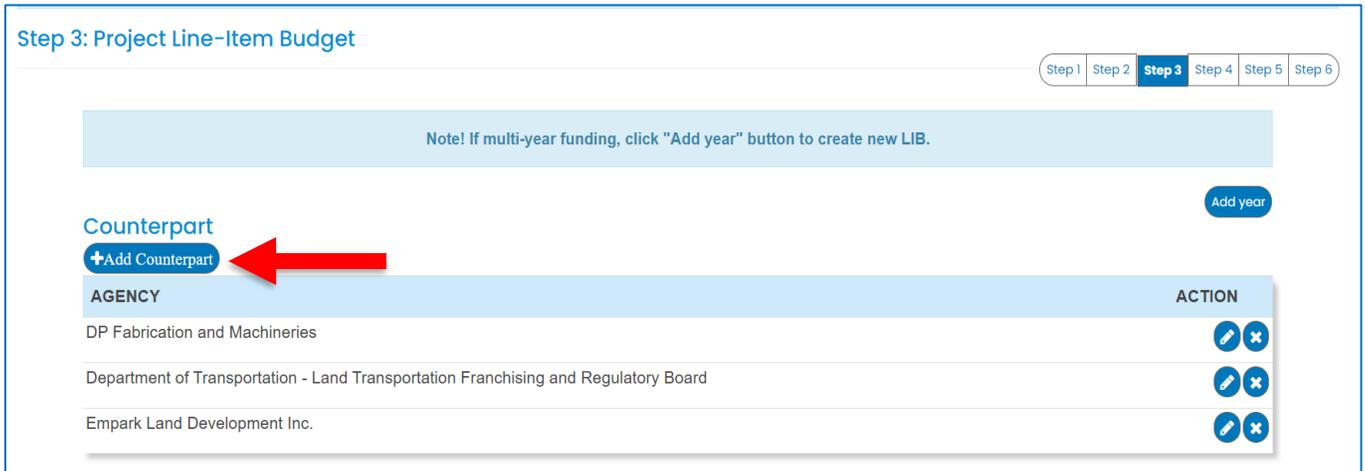
Description \*

Amount \*

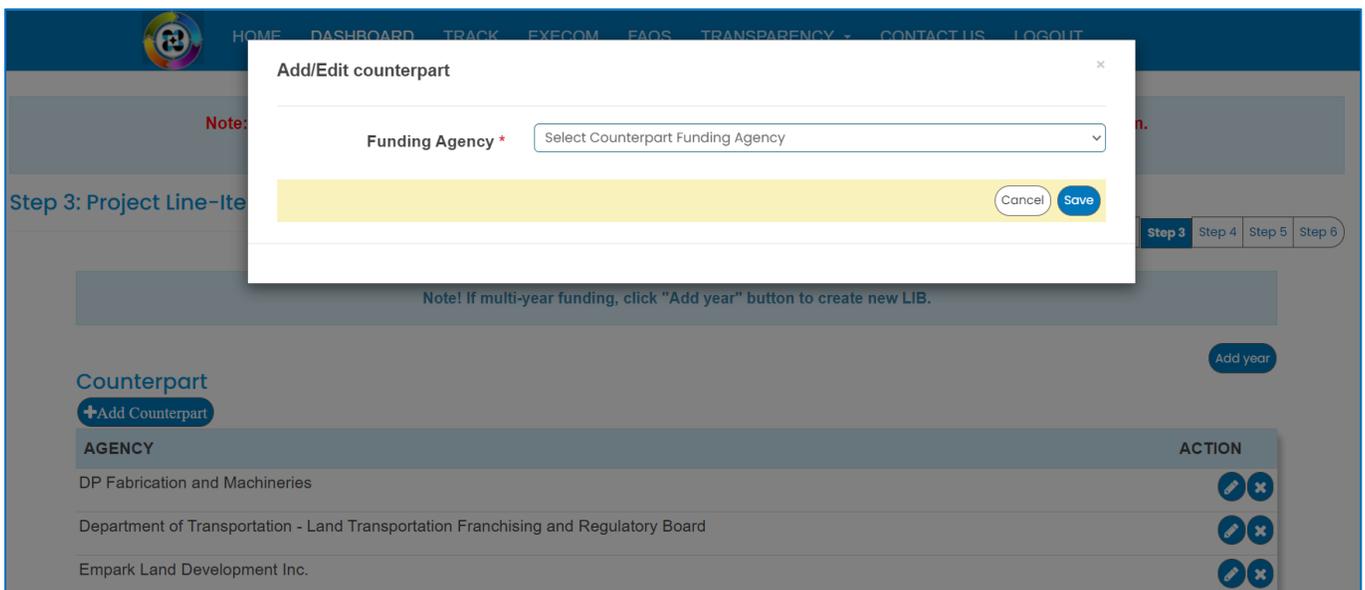
Funding agency \*

Agency where DOST fund will be allocated \*

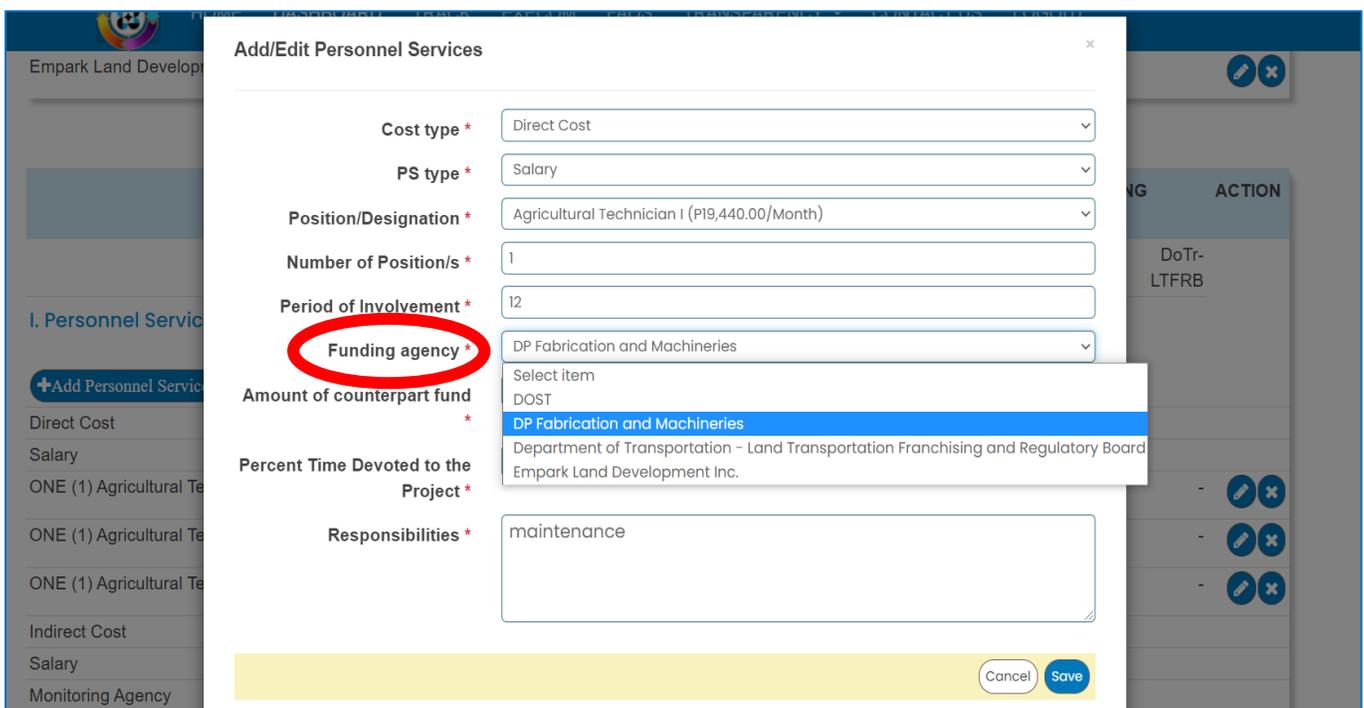
To add counterpart funding (**minimum of 15% of the proposed DOST funds**), the implementing/co-implementing/cooperating agencies must be listed. There is an "Add Counterpart" button at the upper portion of the LIB.



This will appear once you click the button. You can choose your desired agency for it to reflect in the list of funding sources.



You can then proceed to adding an expense item (PS, MOOE and EO). Click your preferred funding agency. All amounts to be encoded are editable.



Each expense item will be reflected in the column of the chosen agency.

	DPMACHINERY	DOTR-LTFRB	ELDI	DOST FUNDING		ACTION
				DPMachinery	ELDI	DoTr-LTFRB
<b>I. Personnel Services</b> <a href="#">Click here for Salary rate for more information</a> <a href="#">Click here for Honoraria rate for more information</a>						
<a href="#">+Add Personnel Service</a>						
Direct Cost						
Salary						
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	233,280.00	-	-
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	99,999.00	-	-	-	-	-
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	88,888.00	-	-	-	-
Indirect Cost						
Salary						
Monitoring Agency						
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	-	-	233,280.00
<b>Sub-total for PPS</b>	<b>99,999.00</b>	<b>88,888.00</b>	<b>0.00</b>	<b>233,280.00</b>	<b>0.00</b>	<b>233,280.00</b>
<b>II. Maintenance and Other Operating Expenses</b> <a href="#">Click here for MOOE description</a>						

Total proposed DOST Funds and Counterpart Funding (**must be a minimum of 15% of the proposed DOST funds**) are summarized at the bottom of the page. Click the Save and Next button to save your progress.

<b>Total Proposed Budget:</b>	<b>1,918,309.00</b>
<b>Total Proposed Counterpart Fund:</b>	<b>1,088,887.00</b>
<b>Total Proposed DOST Fund:</b>	<b>829,422.00</b>

[Previous Step](#) [Save and Next →](#)

#### 4. Add your project team members.

Click the Add a New Project Team to add your Study Leaders, Project Staff, Support Staff, etc.

**Step 4: Project Team Members**

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6

**Added Team Members** [+Add a New Project Team](#)

NAME	CONTACT DETAILS	EXPERTISE	ROLE	ACTION
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Project Leader	

[Previous Step](#) [Next Step →](#)

5. Check the Read Me First section before proceeding. Upload the mandatory (*green texts*) and additional supplementary files (if needed) by clicking the assigned button at the upper right part of the page.

Step 5: Upload Supplementary Files

Step 1 Step 2 Step 3 Step 4 **Step 5** Step 6

[+Upload a New File](#)

**Read Me First!**  
 You are required to submit and upload the following requirements before you can proceed:

1. **Workplan\***
2. **Endorsement of the Agency Head\***
3. **Gender and Development (GAD) Score\***
4. **Scientific Basis/Theoretical Framework\***
5. Technology Roadmap (If applicable)
6. Letter of Intent/Letter of Cooperation (if applicable)
7. Ethics Clearance (If applicable)\*\*
8. Biosafety Clearance (If applicable)\*\*
9. Informed Consent Form(If applicable)\*\*
10. Case Report Forms(If applicable)\*\*
11. Clearance from the DOST or the Funding Agency (e.g., DOST Councils) on previously funded completed projects handled by the Project Leader;

Uploaded files are reflected at the bottom portion of the page. Click the Next Step button to proceed to the last step.

release of funds;

**\* Mandatory files to be uploaded.**

\*\* For submissions to the PCHRD Call for Proposals, the following documents can be submitted on a later date. In case that your proposal will be approved, Please note that funds will **only** be released after the submission of the following documents. Processing of your proposal will proceed in the meantime.

**Uploaded Supplementary Files**

TYPE	FILE NAME	DATE	ACTION
Endorsement of the Agency Head	logo.png	2021-05-07	
Gender and Development (GAD) Score	logo.png	2021-05-07	
Scientific Basis/Theoretical Framework	logo.png	2021-05-07	
Workplan	logo.png	2021-05-07	

[Previous Step](#) [Next Step →](#)

6. Summary of the encoded details from Steps 1 to 5. Review the contents.

Step 6: Review and Confirm Submission

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6**

**Step 1**

**Call for Proposal:** Southeast Asia – Europe Joint Funding Scheme (SEA-EU JFS) 7th STI Call  
**Type of Proposal:** R&D Project  
**Proposal Classification:** New proposal

**Step 2**

**Title:** Test  
**Duration:** May 05, 2021-May 04, 2022  
**Implementing Agency:** DP Fabrication and Machineries

If you are satisfied with the all the details, read the DOST Terms and Conditions, accept it, then click the Confirm and Submit button at the bottom of the page.

**Confirm Terms and Conditions**

**DOST Terms and Conditions**

1) I agree to provide soft copies of the proposal and supplementary files of my research for paperless review, and submit all the required documents or reports as requested by the DOST.

2) I understand that this submission and all it contains will be forwarded to Technical Reviewers for review and that communications regarding this research proposal will be

**Accept Terms and Conditions \***  Yes, I understand and accept all the above Terms and Conditions.

Previous Step **Confirm and Submit**

A pop-up box will appear to confirm your submission.

**Confirm Submission**

You **CANNOT** change any details after submission. Are you sure you want to submit the proposal?

**CONFIRM** **CANCEL**

Once you click confirm, the Client Satisfaction Feedback (CSF) Form will appear.

**Client Satisfaction Feedback (CSF) Form**

\* Required

SCOPE: SUBMISSION OF PROJECT PROPOSALS THROUGH THE DPMIS

**Fill in form**

**Name: \***  
Marc Allen Angeles Sison

**Sex: \*** Male **Age: \*** required

**Name of Organization/Affiliation: \***  
DOST Central Office

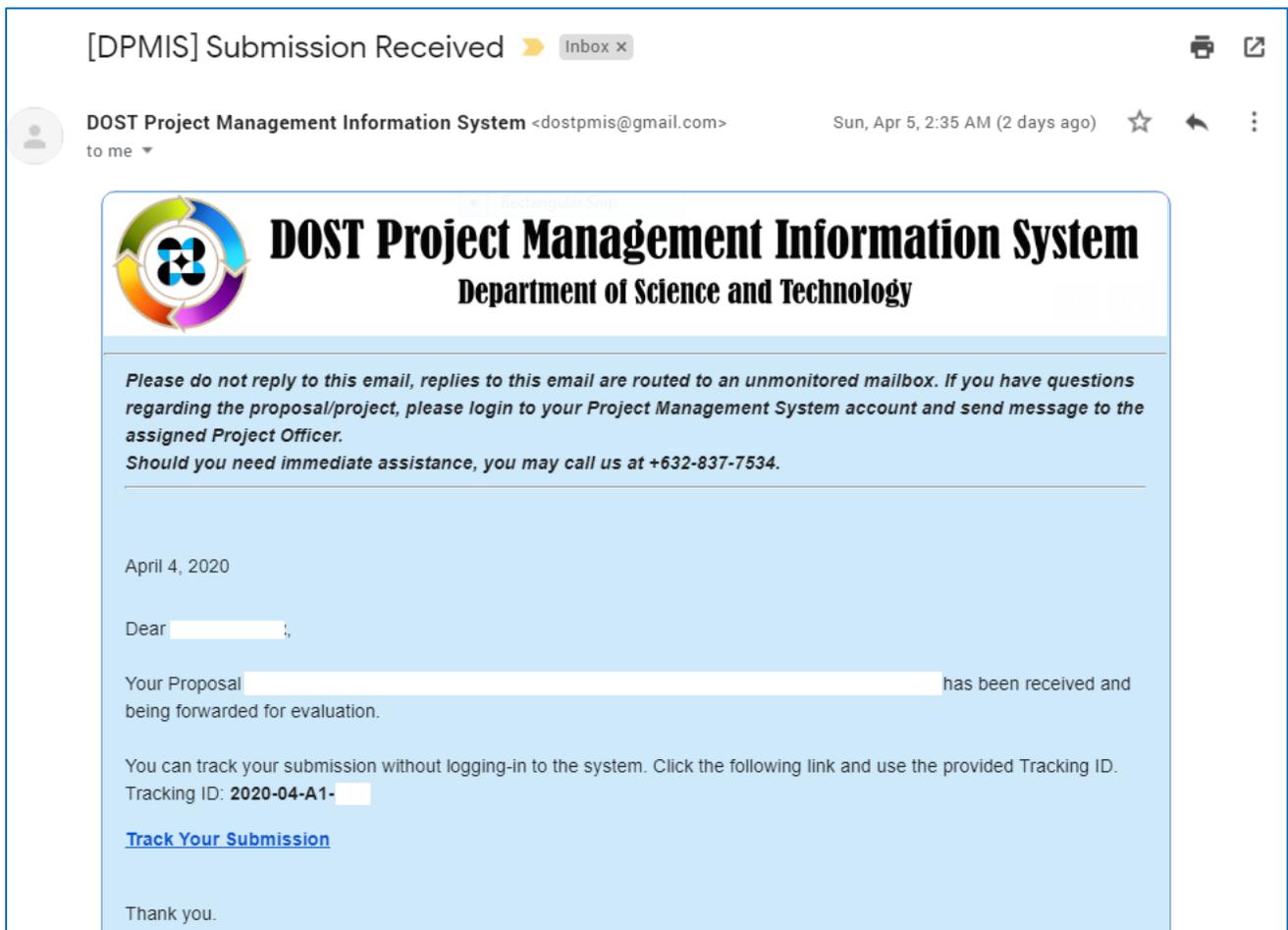
**Feedback**

In order to improve our services, please provide your honest feedback by selecting the appropriate ratings on the following items below. Rest assured that all information shall be treated with utmost

Accomplish the CSF form then click the Submit button to Confirm your submission

The screenshot shows a web form for submitting a project proposal. At the top, there is a header with a logo and the text 'Confirm Terms of Service'. Below this, there is a section for 'Comments/Suggestions on how to further improve the DPMIS.' with a text input field. A '[Privacy notice and consent]' section follows, containing a checkbox and a paragraph of text: 'In submitting this form, I agree to my details being used for the purpose of gathering feedback and comments on the project proposal submission through the DPMIS. The information will only be accessed by authorized personnel of DOST. I understand that my data will be held securely and will not be distributed to third parties. I have a right to change or access my information. I understand that when this information is no longer required for this purpose, DOST's procedures will be followed to dispose my data.' Below the consent section is a thank-you message: 'Thank you very much for your time and cooperation!'. At the bottom of the form is a blue 'Submit' button. The background shows a blurred view of the website's navigation and other content.

An email notification will be sent upon successful submission. You may use the Proposal Code to track the status of your proposal



# B.R&D PROGRAM

1. Select your preferred Call for Proposal, Type (R&D Program), and Proposal Classification. Note that a Program should have a minimum of 2 Project Components. Click the Save and Next button

A screenshot of a web form for selecting proposal details. At the top, there is a light blue note box with a close icon (x) that reads: "Note: Please select the correct 'Call for Proposal' in this field. Any proposal submitted in the wrong call will be automatically DISAPPROVED. Note that a specific time period for submission is allocated per call. Click here for the schedule of call for proposals". Below the note are three dropdown menus: "Call for Proposal \*" with the value "Select Call for proposal", "Type of Proposal \*" with the value "R&D Program (Minimum of 2 component projects required)", and "Proposal Classification \*" with the value "New proposal". At the bottom right, there are two buttons: "Cancel" and "Save and Next" with a right-pointing arrow.

2. Input your Program Proposal details. Read the Notes and Instructions in each field before proceeding. Fill-up the contents as required.

A screenshot of a web application interface for "Step 2: Basic Information". The top navigation bar includes a logo and links for HOME, DASHBOARD, TRACK, EXECOM, FAQs, TRANSPARENCY, CONTACT US, and LOGOUT. Below the navigation is a progress indicator with buttons for Step 1, Step 2 (highlighted), Step 3, Step 4, Step 5, and Step 6. The main content area is titled "Proposal Details" and contains a large text box for "Program Title \*" with the text "TEST". Below this is a "Duration" section with two date pickers: "Target Start Date (YYYY-MM-DD) \*" set to "2021-06-26" and "Target End Date (YYYY-MM-DD) \*" set to "2021-07-02". A light blue note box is positioned above the text box, containing instructions: "Note: Please read all the given instructions when filling-out each form and remember the following: 1. Each field marked with an Asterisk (\*) is required. 2. You may hover your mouse cursor to each Field Name/Label to read its definition. 3. Follow the given format in filling-out dates or click the Calendar button. 4. Some Steps/Fields have additional instructions, usually in Blue, Orange or Red. 5. Pop-up error boxes and red fonts indicate that there are invalid entries in the submission."

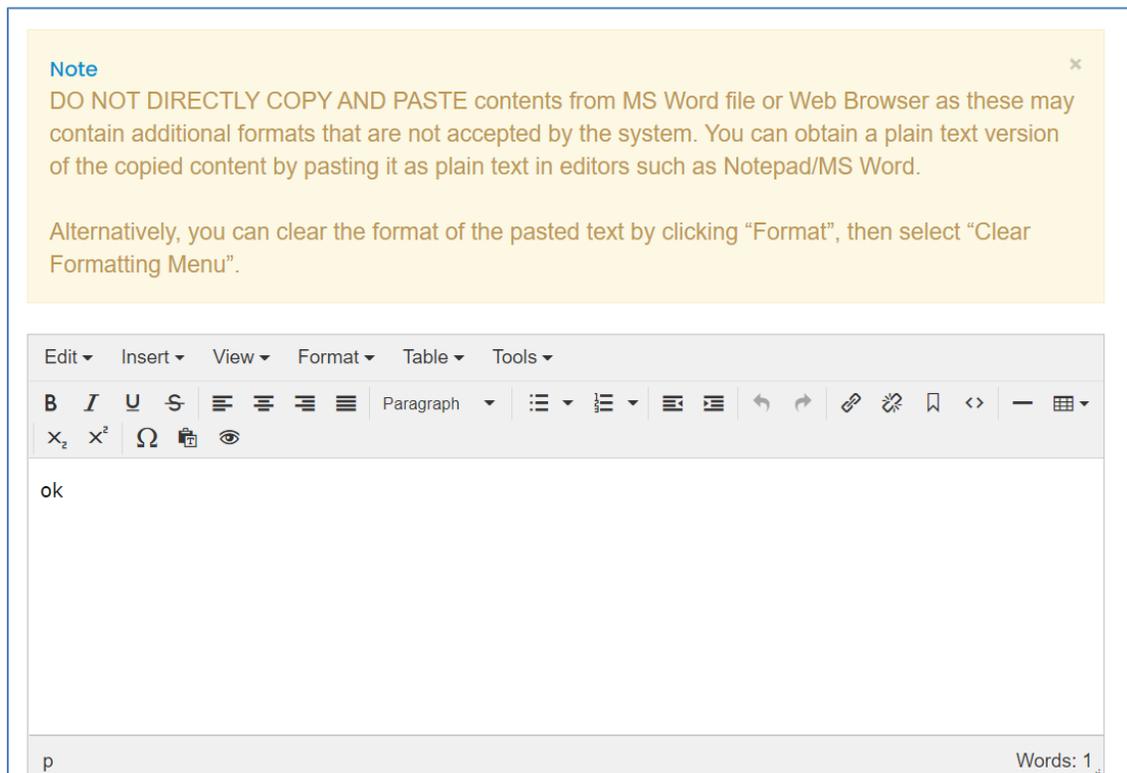
The following fields are composed of this text box:

- Executive Summary
- General Objective
- Specific Objectives
- Rationale/Significance
- Discussion on the results of related DOST-GIA funded Programs/projects previously handled by the same Program Leader **(if any)**

**Note**

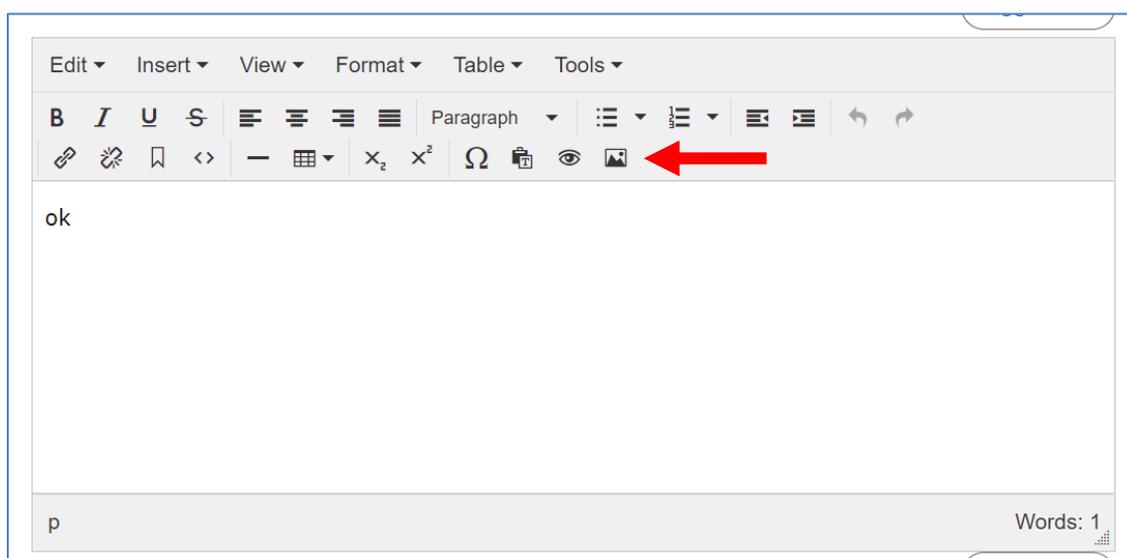
DO NOT DIRECTLY COPY AND PASTE contents from MS Word file or Web Browser as these may contain additional formats that are not accepted by the system. You can obtain a plain text version of the copied content by pasting it as plain text in editors such as Notepad/MS Word.

Alternatively, you can clear the format of the pasted text by clicking "Format", then select "Clear Formatting Menu".



The screenshot shows a rich text editor with a yellow note box at the top. Below the note is a toolbar with menus for Edit, Insert, View, Format, Table, and Tools. The toolbar includes icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, bookmark, source code, and table. Below the toolbar is a text area containing the word "ok". At the bottom, there is a status bar with "p" on the left and "Words: 1" on the right.

Images/figures can only be inserted in the "Methodology". To insert an image, click the icon where the red arrow is pointed.



This screenshot is a close-up of the toolbar from the previous image. A red arrow points to the image insertion icon, which is a small square with a landscape scene. The rest of the toolbar and the text area below it are visible but less detailed.

Add the list of equipment that are relevant to the program. These items may be existing in the implementing and collaborating agencies. For items to be purchased, kindly provide the justification.

Summary of equipment relevant to the program + New

NAME OF EQUIPMENT	EXISTING EQUIPMENT IN THE AGENCY (NUMBER)	EXISTING EQUIPMENT FROM OTHER COLLABORATING AGENCY/IES (LOCAL AND ABROAD)		TO BE PURCHASED (NUMBER)	JUSTIFICATION FOR THE PURCHASE	ACTION
		EXISTING	FROM OTHER COLLABORATING AGENCY/IES (LOCAL AND ABROAD)			

The pop-up window below will appear when you click the +New button. Click Save to add your entry.

**Add/Edit Equipment** ×

**Name of Equipment \***

**Existing Equipment in the Agency (number) \***

**Existing Equipment from Other Collaborating Agency/ies (Local and Abroad) (number) \***

**To Be Purchased (number) \***

**Justification for the Purchase \***

Once you encode all the details, click the Save and Next button at the bottom of the page. The whole step must be completed to save your inputs. Closing or refreshing the page will delete all your entries.

HOME DASHBOARD TRACK EXECOM FAQS TRANSPARENCY CONTACT US LOGOUT

Summary of equipment relevant to the program + New

NAME OF EQUIPMENT	EXISTING EQUIPMENT IN THE AGENCY (NUMBER)	EXISTING EQUIPMENT FROM OTHER COLLABORATING AGENCY/IES (LOCAL AND ABROAD) (NUMBER)	TO BE PURCHASED (NUMBER)	JUSTIFICATION FOR THE PURCHASE	ACTION
123213	213213	123213123	123123213	12321312	

### 3. Add the Component Projects (minimum of 2) and Line-Item Budget details.

To add a component, click the button found at the upper right portion of the page.

**Step 3: Component Projects/Line-Item Budget**

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

+Add Component Project

PROJECT TITLE	COUNTERPART FUND	DOST FUND	TOTAL (LINE-ITEM BUDGET/LIB)	ACTION
Project 1 - Test	P100,000.00	P466,560.00	P566,560.00	 <a href="#">Click here to add/update LIB</a>
Project 2 - Test	P50,000.00	P233,280.00	P283,280.00	 <a href="#">Click here to add/update LIB</a>
<b>Total Proposed Budget:</b>			<b>849,840.00</b>	
<b>Total Proposed Counterpart Fund:</b>			<b>150,000.00</b>	
<b>Total Proposed DOST Fund:</b>			<b>699,840.00</b>	

Once you click the +Add Component Project button, you will be redirected to another page. Kindly note that the Project Leader of the component must be registered in the DPMS, otherwise, their names will not be reflected in the drop-down list. Complete the other details as required.

### Component Project Details

**Note** ×

Please read all the given instructions when filling-out each form and remember the following:

1. Each field marked with an Asterisk (\*) is required.
2. You may hover your mouse cursor to each Field Name/Label to read its definition.
3. Follow the given format in filling-out dates or click the Calendar button.
4. Some Steps/Fields have additional instructions, usually in Blue, Orange or Red.
5. Pop-up error boxes and red fonts indicate that there are invalid entries in the submission.

**Proposal Title \***

**Note** ×

If Project Leader is not found in the drop-down list, He/She needs to register in the system.

**Project Leader \***  ×

Duration

**Target Start Date (YYYY-MM-DD) \***

**Target End Date (YYYY-MM-DD) \***

---

**Note** ×

If you are unable to find the agency, please email the name and address of the agency at pmis@dost.gov.ph

**Implementing Agency \***  ×

**Co-implementing Agency(ies)**

**Cooperating Agencies**

**Site(s) of Implementation \*** + New

IMPLEMENTATION BARANGAY MUNICIPALITY/CITY DISTRICT PROVINCE REGION COUNTRY

SITES NO.

**Type of Research \***

**R&D Priority Area and Program (HNRDA) \***

**Select HNRDA Item \***

**Sustainable Development Goal (SDG) Addressed \***

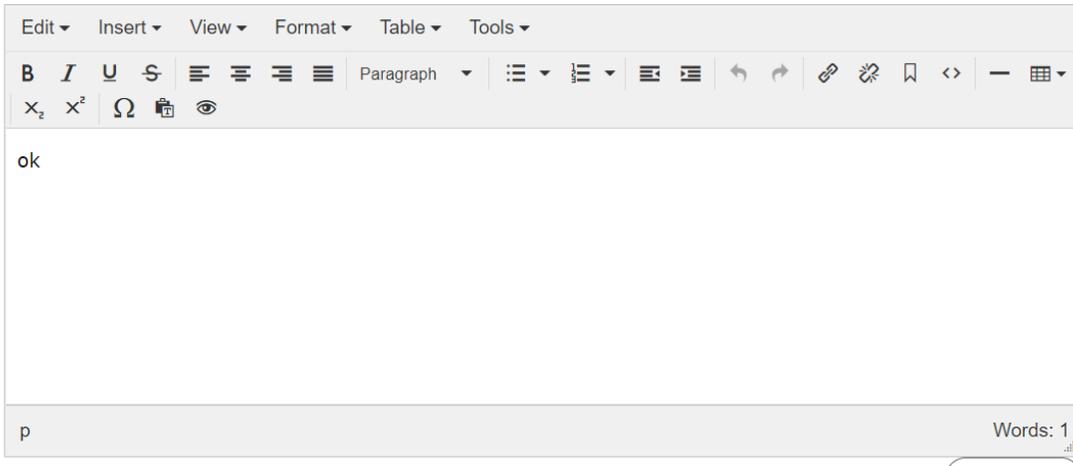
The following fields are composed of this text box:

- Executive summary
- Introduction
- Rationale/Significance
- General Objective
- Specific Objectives
- Expected Outputs (6Ps: Publication, Patent/IP, Product, People Service, Place and Partnership, and Policy)
- Potential Outcomes
- Potential Impacts (Social and Economic)
- Target Beneficiaries
- Sustainability Plan (if applicable)
- Limitations
- List of Risks and Assumptions
- Literature Cited/References

**Note**

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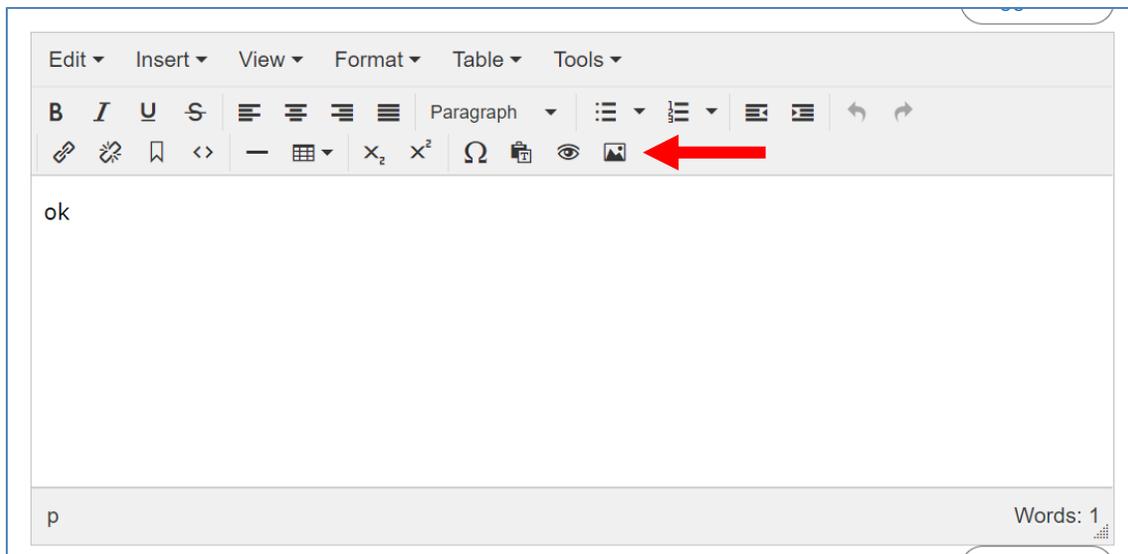
Alternatively, you can clear the format of the pasted text by clicking "Format", then select "Clear Formatting Menu".



Images/figures can only be inserted in the following fields:

- Scientific Basis/ Theoretical Framework
- Review of Related Literature
- Methodology

To insert an image, click the icon where the red arrow is pointed.

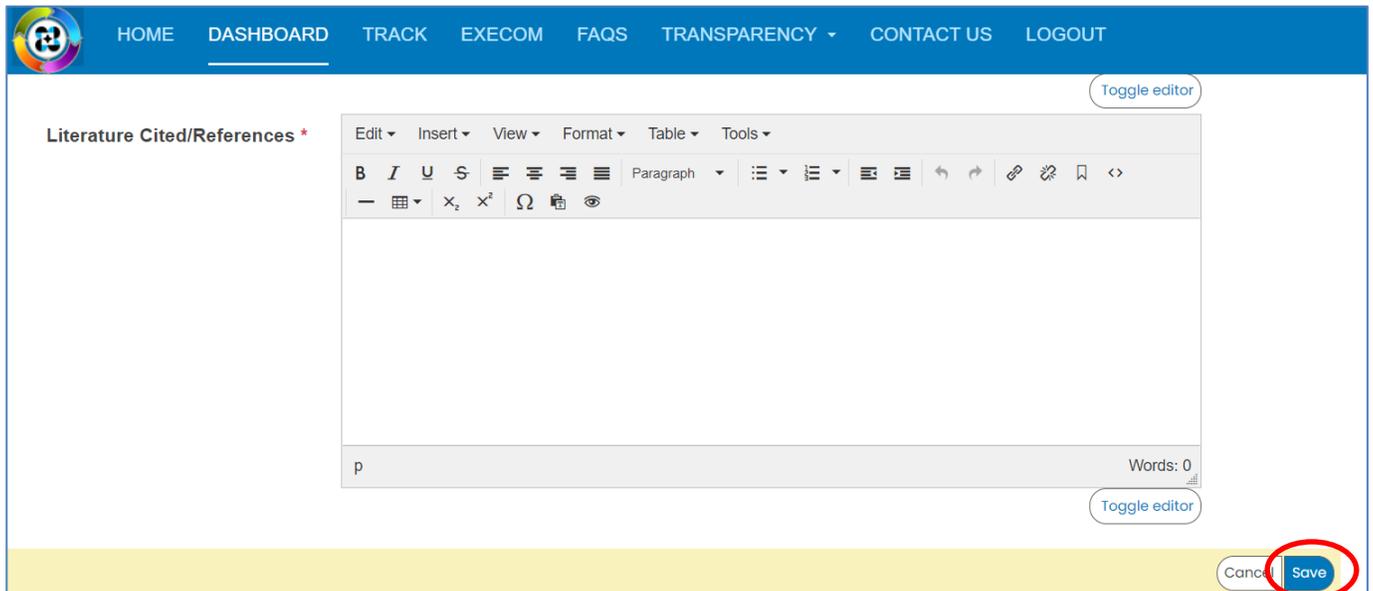


Input your GAD Score. Please read the note before proceeding.

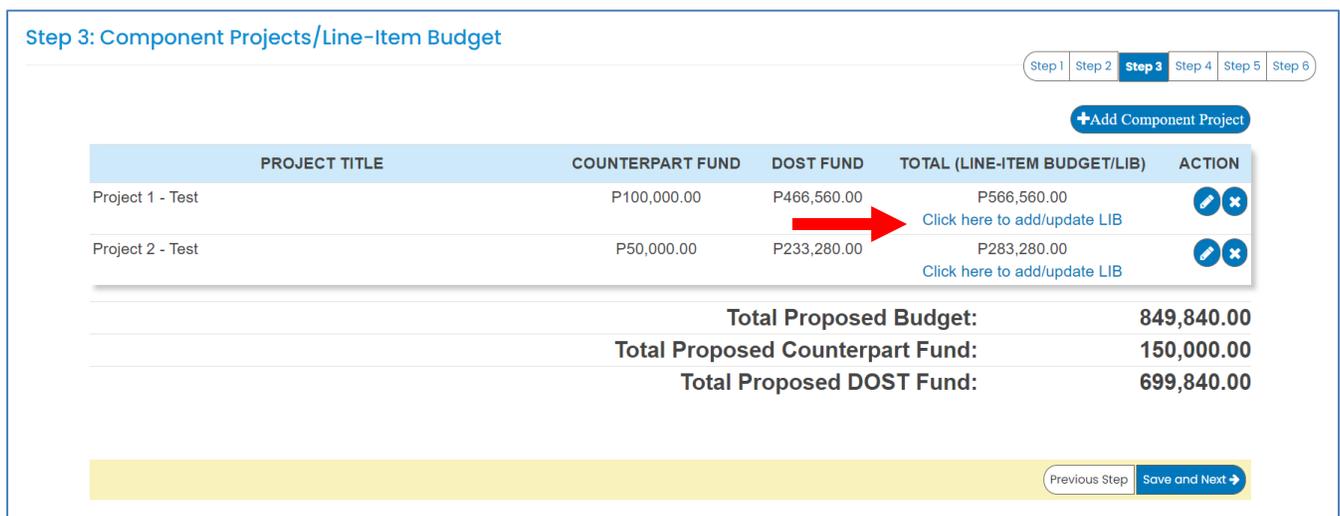
**Note**  
To get GAD Score, please [CLICK HERE](#) to download the file and then upload in Step 5

**GAD Score \***

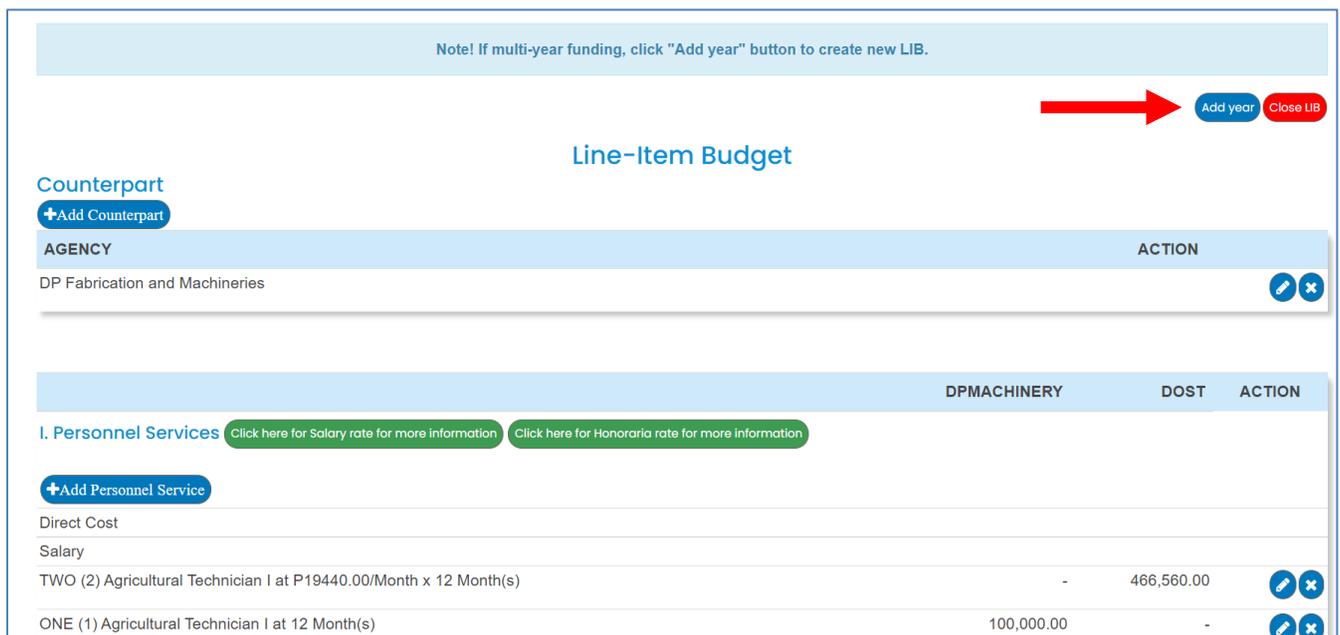
The whole page must be completed to save your inputs. Click the Save button at the bottom of the page.



To add the Line-Item Budget per Component, press the “Click here to add/update LIB” link



You will be redirected to this page. For multi-year duration, click the Add year button.



You can add expense items under the Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) by clicking the buttons allotted for each. A pop-up window will appear.



**Add/Edit Personnel Services**

Cost type \*

Implementing/Monitoring Agency \*

PS type \*

Position/Designation \*

Number of Position/s \*

Period of Involvement \*

Funding agency \*

Amount of counterpart fund \*

Agency where DOST fund will be allocated \*

Percent Time Devoted to the Project \*

Responsibilities \*

**Add/Edit MOOE**

Cost type \*

Implementing/Monitoring Agency \*

MOOE \*

MOOE Subcategories \*

MOOE Item

MOOE Specification \*

Amount \*

Funding agency \*

Agency where DOST fund will be allocated \*

**Add/Edit Capital Outlay**

Cost type \*

Implementing/Monitoring Agency \*

Quantity \*

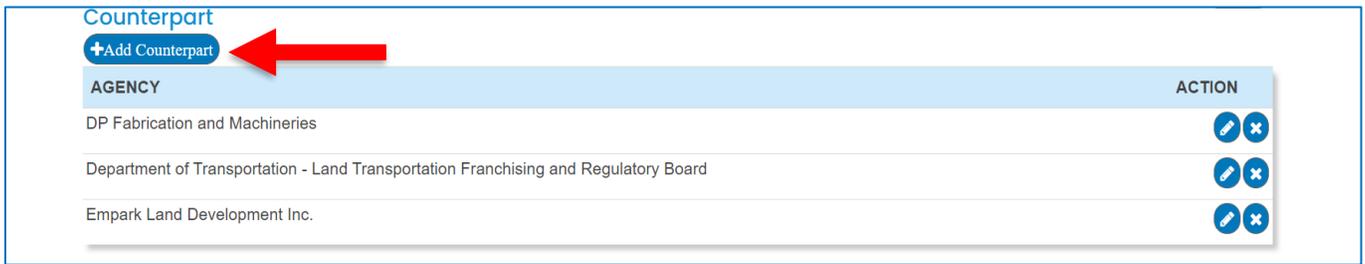
Description \*

Amount \*

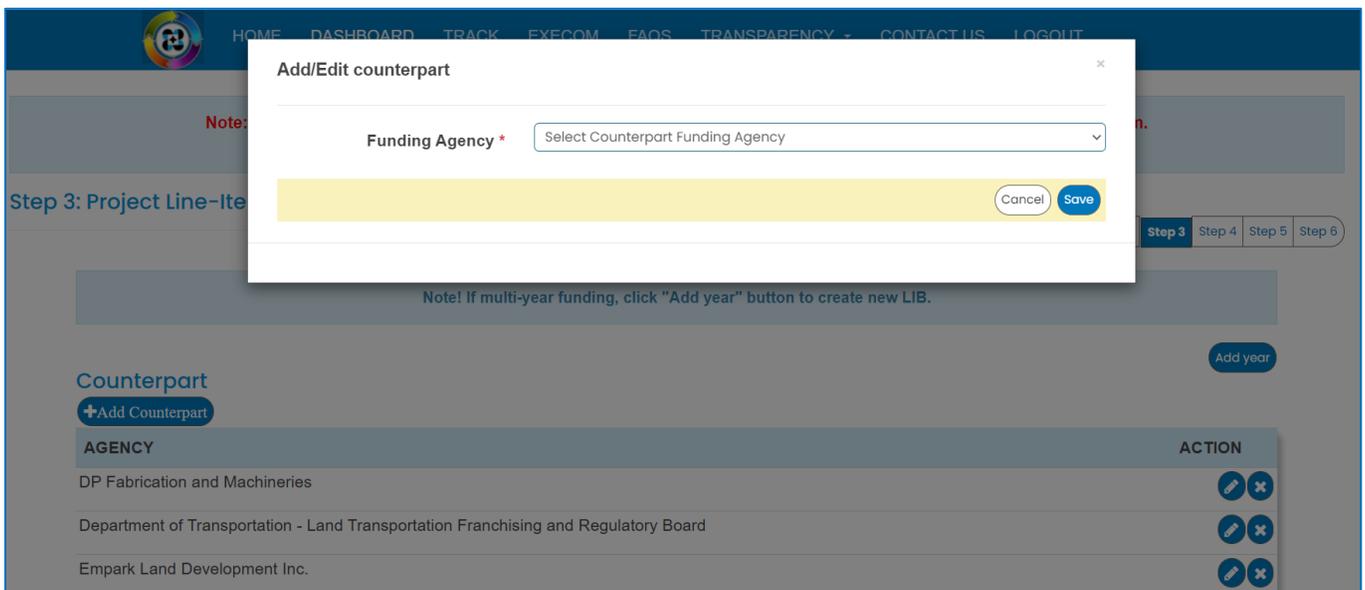
Funding agency \*

Agency where DOST fund will be allocated \*

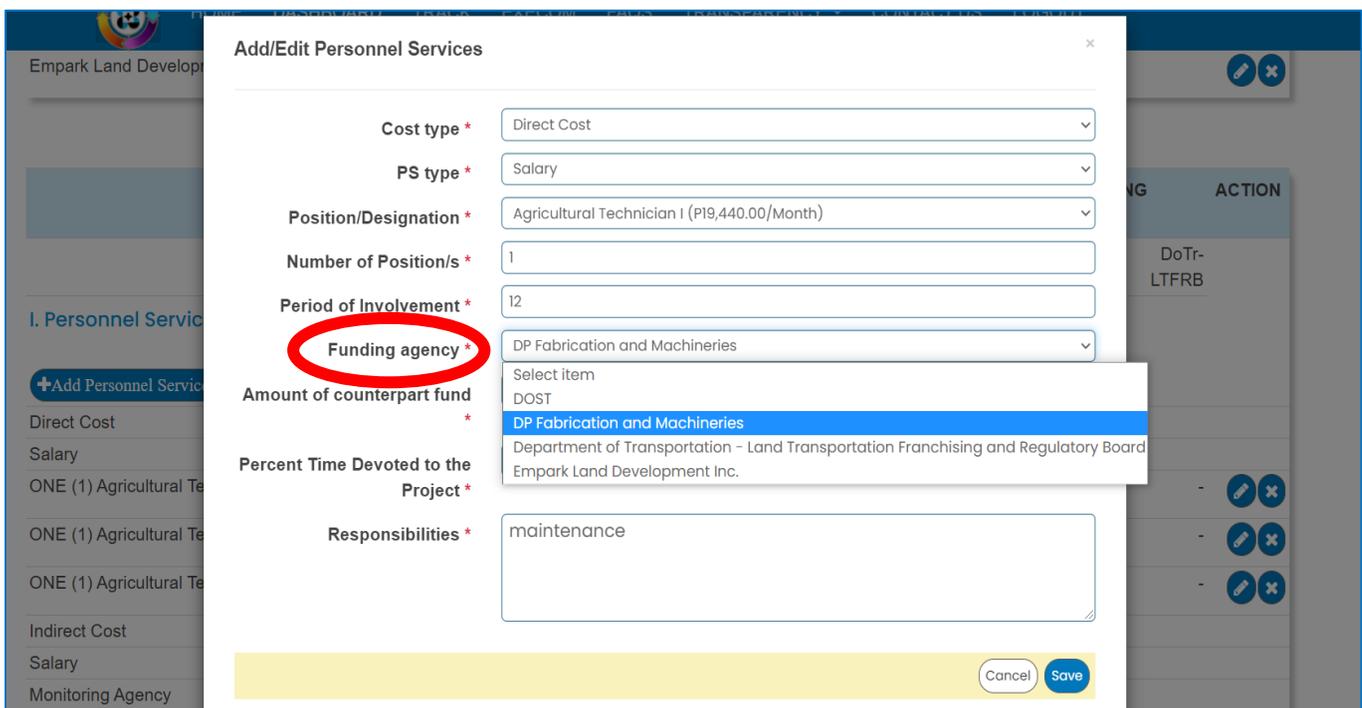
To add counterpart funding (**minimum of 15% of the proposed DOST funds**), the implementing/co-  
implementing/cooperating agencies must be listed. There is an "Add Counterpart" button at the upper  
portion of the LIB.



This will appear once you click the button. You can choose your desired agency for it to reflect in the  
list of funding sources.



You can then proceed to adding an expense item (PS, MOOE and EO). Click your preferred funding  
agency. All amounts to be encoded are editable.



Each expense item will be reflected in the column of the chosen agency.

	DPMACHINERY	DOTR-LTFRB	ELDI	DOST FUNDING		ACTION
				DPMachinery	ELDI	DoTr-LTFRB
<b>I. Personnel Services</b> <a href="#">Click here for Salary rate for more information</a> <a href="#">Click here for Honoraria rate for more information</a>						
<b>+Add Personnel Service</b>						
Direct Cost						
Salary						
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	233,280.00	-	-
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	99,999.00	-	-	-	-	-
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	88,888.00	-	-	-	-
Indirect Cost						
Salary						
Monitoring Agency						
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	-	-	233,280.00
<b>Sub-total for P.S</b>	<b>99,999.00</b>	<b>88,888.00</b>	<b>0.00</b>	<b>233,280.00</b>	<b>0.00</b>	<b>233,280.00</b>
<b>II. Maintenance and Other Operating Expenses</b> <a href="#">Click here for MOOE description</a>						

Total proposed DOST Funds and Counterpart Funding (**must be a minimum of 15% of the proposed DOST funds**) are summarized at the bottom of the page.

<b>Total Proposed Budget:</b>	<b>1,918,309.00</b>
<b>Total Proposed Counterpart Fund:</b>	<b>1,088,887.00</b>
<b>Total Proposed DOST Fund:</b>	<b>829,422.00</b>

Once you are done with the budget, click the Close Button to Return to the Main Page of STEP 3.

Note! If multi-year funding, click "Add year" button to create new LIB.

[Add year](#) [Close LIB](#)

### Line-Item Budget

**Counterpart**  
**+Add Counterpart**

AGENCY	ACTION
DP Fabrication and Machineries	

	DPMACHINERY	DOST	ACTION
<b>I. Personnel Services</b> <a href="#">Click here for Salary rate for more information</a> <a href="#">Click here for Honoraria rate for more information</a>			
<b>+Add Personnel Service</b>			
Direct Cost			
Salary			
TWO (2) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	466,560.00	
ONE (1) Agricultural Technician I at 12 Month(s)	100,000.00	-	

Click the Save and Next button at the bottom of the page to proceed to STEP 4.

**Step 3: Component Projects/Line-Item Budget**

Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6

[+Add Component Project](#)

PROJECT TITLE	COUNTERPART FUND	DOST FUND	TOTAL (LINE-ITEM BUDGET/LIB)	ACTION
Project 1 - Test	P100,000.00	P466,560.00	P566,560.00	<a href="#">Click here to add/update LIB</a>  
Project 2 - Test	P50,000.00	P233,280.00	P283,280.00	<a href="#">Click here to add/update LIB</a>  
<b>Total Proposed Budget:</b>			<b>849,840.00</b>	
<b>Total Proposed Counterpart Fund:</b>			<b>150,000.00</b>	
<b>Total Proposed DOST Fund:</b>			<b>699,840.00</b>	

[Previous Step](#) [Save and Next →](#)

#### 4. Add your program/project team members.

Click the Add a New Project Team to add your Study Leaders, Project Staff, Support Staff, etc. Selected Component Project Leaders in STEP 3 are automatically reflected in this STEP.

**Step 4: Project Team Members**

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6

[+Add a New Project Team](#)

**Added Team Members**

NAME	CONTACT DETAILS	EXPERTISE	ROLE	ACTION
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Program Leader	
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Project Leader	
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Project Leader	

[Previous Step](#) [Next Step →](#)

#### 5. Check the Read Me First section before proceeding. Upload the mandatory (*green texts*) and additional supplementary files (if needed) by clicking the assigned button at the upper right part of the page. Mandatory requirements should be uploaded for each project (e.g., 1 set for Project 1, Project 2, etc.).

 [HOME](#) [DASHBOARD](#) [TRACK](#) [EXECOM](#) [FAQS](#) [TRANSPARENCY](#) [CONTACT US](#) [LOGOUT](#)

**Step 5: Upload Supplementary Files**

Step 1 Step 2 Step 3 Step 4 **Step 5** Step 6

[+Upload a New File](#)

**Read Me First!**  
 You are required to submit and upload the following requirements before you can proceed:

- 1. Workplan\***
- 2. Endorsement of the Agency Head\***
- 3. Gender and Development (GAD) Score\***
- 4. Scientific Basis/Theoretical Framework\***
5. Technology Roadmap (If applicable)
6. Letter of Intent/Letter of Cooperation (if applicable)
7. Ethics Clearance (If applicable)\*\*
8. Biosafety Clearance (If applicable)\*\*
9. Informed Consent Form(If applicable)\*\*
10. Case Report Forms(If applicable)\*\*
11. Clearance from the DOST or the Funding Agency (e.g., DOST Councils) on previously funded completed projects handled by the Project Leader;

Uploaded files are reflected at the bottom portion of the page. Click the Next Step button to proceed to the last step.

release of funds;

**\* Mandatory files to be uploaded.**

\*\* For submissions to the PCHRD Call for Proposals, the following documents can be submitted on a later date. In case that your proposal will be approved, Please note that funds will **only** be released after the submission of the following documents. Processing of your proposal will proceed in the meantime.

**Uploaded Supplementary Files**

TYPE	FILE NAME	DATE	ACTION
Endorsement of the Agency Head	logo.png	2021-05-07	
Gender and Development (GAD) Score	logo.png	2021-05-07	
Scientific Basis/Theoretical Framework	logo.png	2021-05-07	
Workplan	logo.png	2021-05-07	

Previous Step **Next Step** →

## 6. Summary of the encoded details from Steps 1 to 5. Review the contents.

**Step 6: Review and Confirm Submission**

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6**

**Step 1**

Call for Proposal: Southeast Asia – Europe Joint Funding Scheme (SEA-EU JFS) 7th STI Call  
 Type of Proposal: **R&D Program**  
 Proposal Classification: New proposal

**Step 2**

Title: TEST  
 Duration: Jun 26, 2021-Jul 02, 2021

Executive Summary:  
 TEST

General Objectives:  
 TEST

If you are satisfied with the all the details, read the DOST Terms and Conditions, accept it, then click the Confirm and Submit button at the bottom of the page.

**Confirm Terms and Conditions**

**DOST Terms and Conditions**

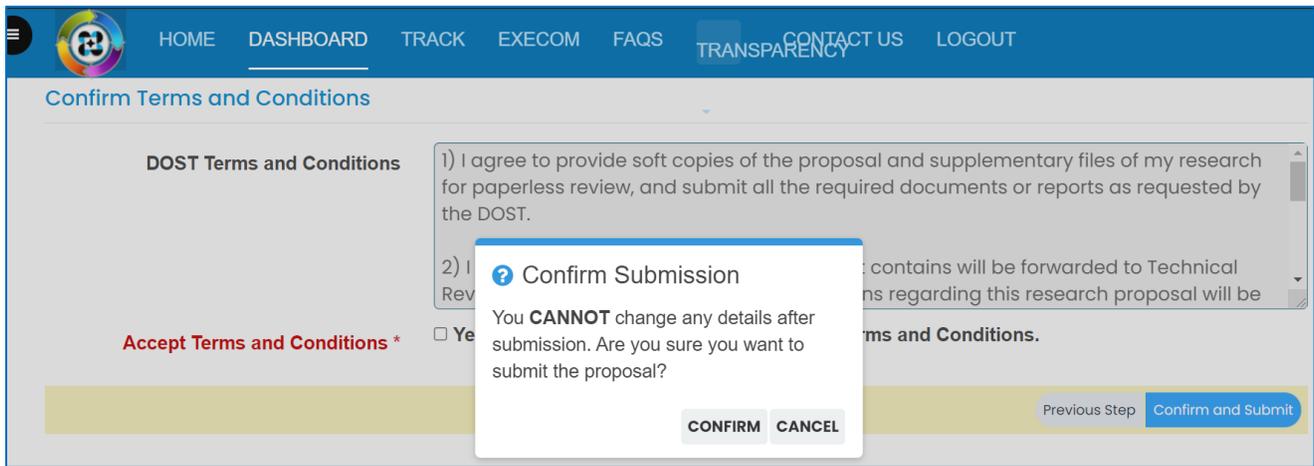
1) I agree to provide soft copies of the proposal and supplementary files of my research for paperless review, and submit all the required documents or reports as requested by the DOST.

2) I understand that this submission and all it contains will be forwarded to Technical Reviewers for review and that communications regarding this research proposal will be

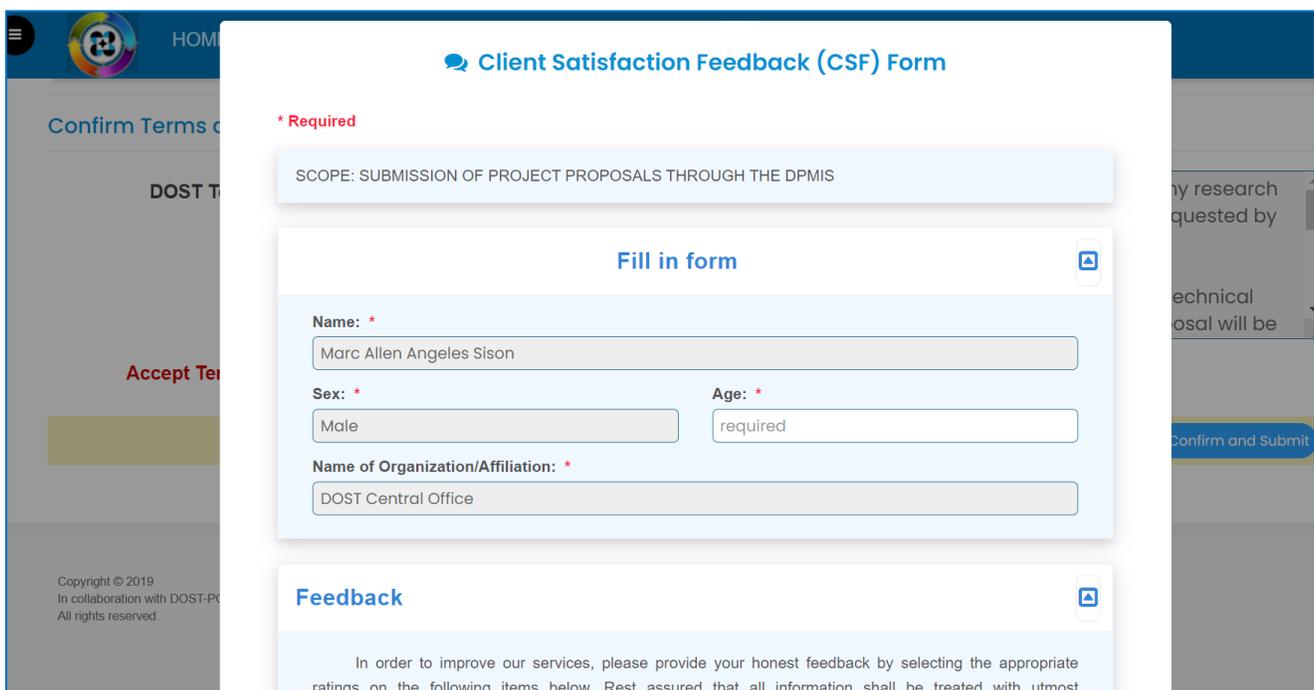
Accept Terms and Conditions \*  Yes, I understand and accept all the above Terms and Conditions.

Previous Step **Confirm and Submit**

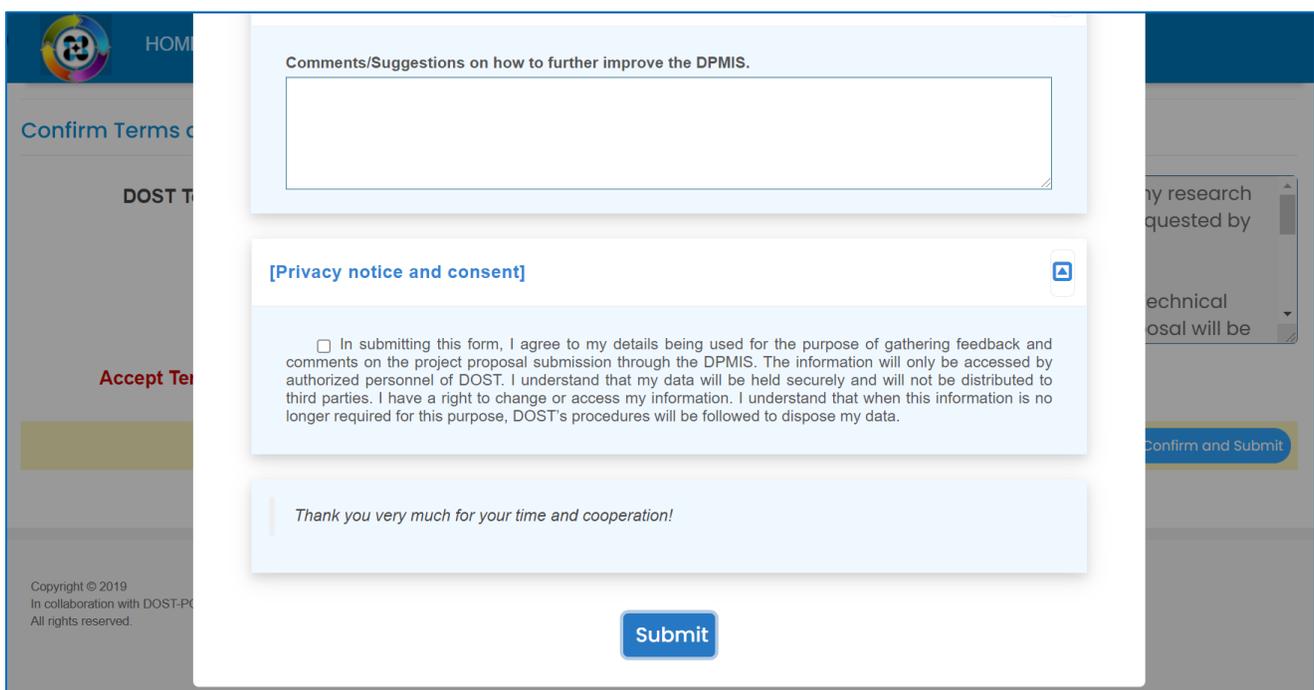
A pop-up box will appear to confirm your submission.



Once you click confirm, the Client Satisfaction Feedback (CSF) Form will appear.



Accomplish the CSF form then click the Submit button to Confirm your submission



An email notification will be sent upon successful submission. You may use the Proposal Code to track the status of your proposal

[DPMIS] Submission Received Inbox x Print Share

 **DOST Project Management Information System** <dostpmis@gmail.com> Sun, Apr 5, 2:35 AM (2 days ago) Star Reply More  
to me ▾



## DOST Project Management Information System

**Department of Science and Technology**

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*Please do not reply to this email, replies to this email are routed to an unmonitored mailbox. If you have questions regarding the proposal/project, please login to your Project Management System account and send message to the assigned Project Officer.*

*Should you need immediate assistance, you may call us at +632-837-7534.*

---

April 4, 2020

Dear [REDACTED],

Your Proposal [REDACTED] has been received and being forwarded for evaluation.

You can track your submission without logging-in to the system. Click the following link and use the provided Tracking ID.  
Tracking ID: **2020-04-A1-**[REDACTED]

[Track Your Submission](#)

Thank you.

# C.NON-R&D PROJECT

1. Select your preferred Call for Proposal, Type (Non-R&D Project), and Proposal Classification. Click the Save and Next button

**Note**  
Please select the correct "Call for Proposal" in this field. Any proposal submitted in the wrong call will be automatically **DISAPPROVED**. Note that a specific time period for submission is allocated per call. [Click here for the schedule of call for proposals](#)

**Call for Proposal \***

**Type of Proposal \***

**Proposal Classification \***

2. Input your proposal details. Read the Notes and Instructions in each field before proceeding. Fill-up the contents as required.

[HOME](#) [DASHBOARD](#) [TRACK](#) [EXECOM](#) [FAQS](#) [TRANSPARENCY](#) [CONTACT US](#) [LOGOUT](#)

**Note**  
Please read all the given instructions when filling-out each form and remember the following:  
 1. Each field marked with an Asterisk (\*) is required.  
 2. You may hover your mouse cursor to each Field Name/Label to read its definition.  
 3. Follow the given format in filling-out dates or click the Calendar button.  
 4. Some Steps/Fields have additional instructions, usually in Blue, Orange or Red.  
 5. Pop-up error boxes and red fonts indicate that there are invalid entries in the submission.

**Project Title \***

**Duration**

**Target Start Date (YYYY-MM-DD) \***

**Target End Date (YYYY-MM-DD) \***

**Note**  
If you are unable to find the agency, please email the name and address of the agency at [pmis@dost.gov.ph](mailto:pmis@dost.gov.ph)

**Implementing Agency \***

**Co-implementing Agency(ies)**

**Cooperating Agencies**

**Site(s) of Implementation**

**IMPLEMENTATION BARANGAY MUNICIPALITY/CITY DISTRICT PROVINCE REGION COUNTRY ACTION SITES NO.**

**Sustainable Development Goal (SDG) Addressed \***

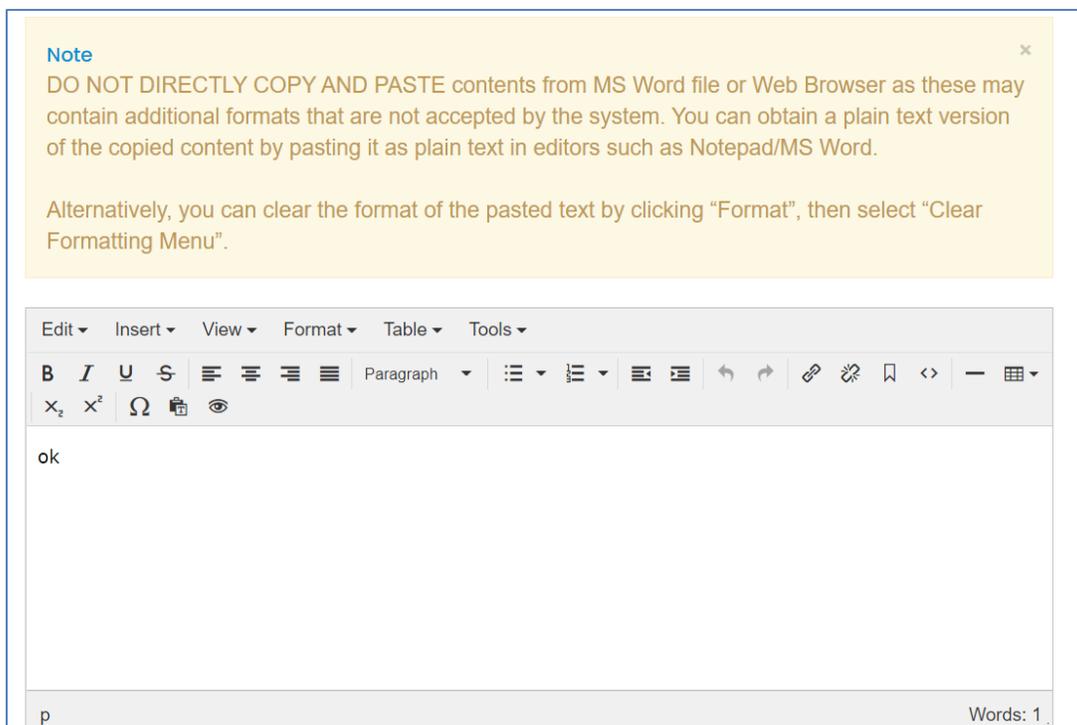
The following fields are composed of this text box:

- Executive Summary
- Introduction
- Rationale/Significance
- General Objective
- Specific Objectives
- Expected Outputs (6Ps: Publication, Patent/IP, Product, People Service, Place and Partnership, and Policy)
- Potential Outcomes
- Potential Impacts (Social and Economic)
- Target Beneficiaries
- Sustainability Plan (if applicable)
- Project Management

Note ×

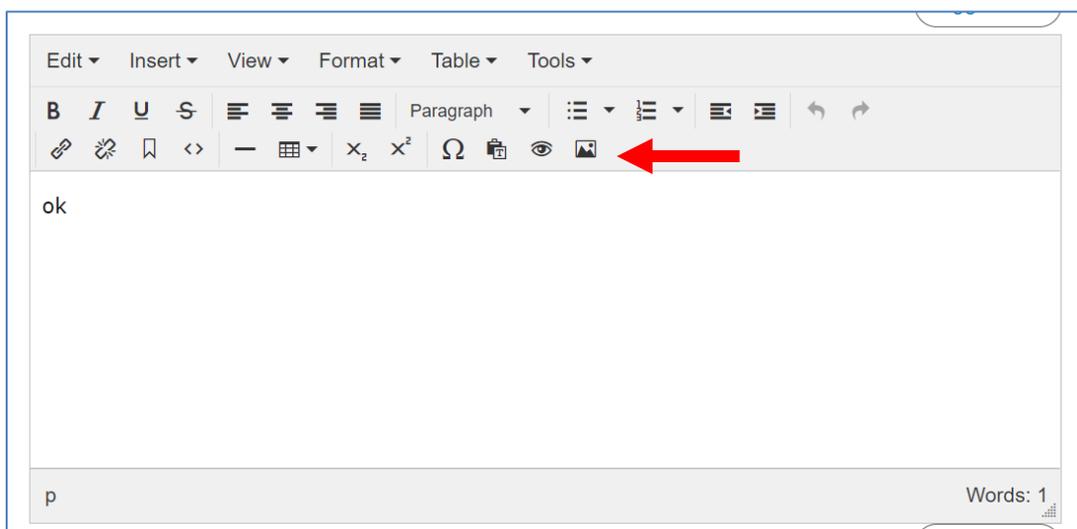
DO NOT DIRECTLY COPY AND PASTE contents from MS Word file or Web Browser as these may contain additional formats that are not accepted by the system. You can obtain a plain text version of the copied content by pasting it as plain text in editors such as Notepad/MS Word.

Alternatively, you can clear the format of the pasted text by clicking "Format", then select "Clear Formatting Menu".



The screenshot shows a rich text editor interface. At the top, there is a yellow note box with a close button (X) in the top right corner. The note contains two paragraphs of text. Below the note is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, paragraph styles, bulleted and numbered lists, indentation, undo, redo, link, unlink, bookmark, and source code. Below the toolbar is a text area containing the word "ok". At the bottom of the text area, there is a status bar showing "p" on the left and "Words: 1" on the right.

Images/figures can only be inserted in the "Methodology". To insert an image, click the icon where the red arrow is pointed.



The screenshot shows a close-up of the rich text editor toolbar. A red arrow points to the image icon, which is a small square with a mountain and sun. The toolbar includes icons for link, unlink, bookmark, source code, alignment, paragraph styles, bulleted and numbered lists, indentation, undo, redo, link, unlink, bookmark, and source code. Below the toolbar is a text area containing the word "ok". At the bottom of the text area, there is a status bar showing "p" on the left and "Words: 1" on the right.

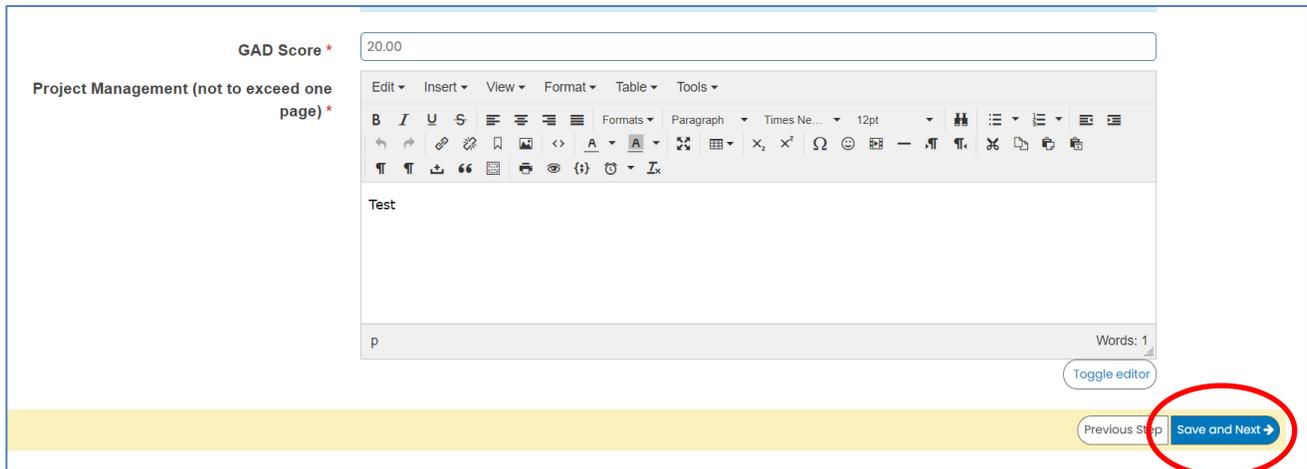
Input your GAD Score. Please read the note before proceeding.



Note  
To get GAD Score, please [CLICK HERE](#) to download the file and then upload in Step 5

GAD Score \*

The whole step must be completed to save your inputs. Click the Save and Next button at the bottom of the page



GAD Score \*

Project Management (not to exceed one page) \*

Test

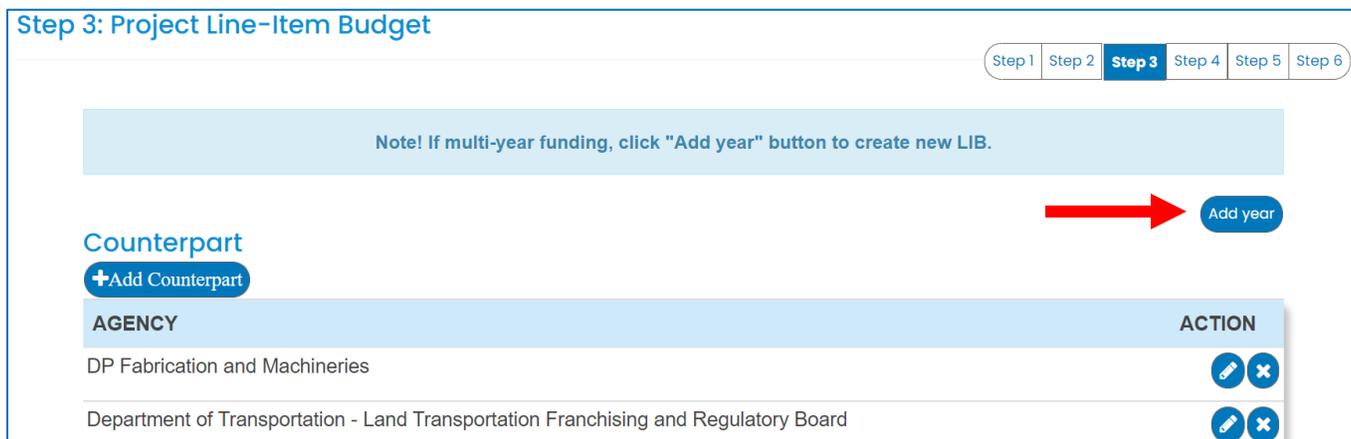
Words: 1

Toggle editor

Previous Step **Save and Next** →

### 3. Accomplish the Line-Item Budget.

For multi-year duration, click the Add year button.



Step 3: Project Line-Item Budget

Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6

Note! If multi-year funding, click "Add year" button to create new LIB.

**Add year**

Counterpart  
**+Add Counterpart**

AGENCY	ACTION
DP Fabrication and Machineries	
Department of Transportation - Land Transportation Franchising and Regulatory Board	

You can add expense items under the Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) by clicking the buttons allotted for each. A pop-up window will appear.

**+Add Personnel Service** **+Add MOOE** **+Add CO**

**Add/Edit Personnel Services** ✕

---

**Cost type \***

**Implementing/Monitoring Agency \***

**PS type \***

**Position/Designation \***

**Number of Position/s \***

**Period of Involvement \***

**Funding agency \***

**Amount of counterpart fund \***

**Agency where DOST fund will be allocated \***

**Percent Time Devoted to the Project \***

**Responsibilities \***

**Add/Edit MOOE** ✕

---

**Cost type \***

**Implementing/Monitoring Agency \***

**MOOE \***

**MOOE Subcategories \***

**MOOE Item**

**MOOE Specification \***

**Amount \***

**Funding agency \***

**Agency where DOST fund will be allocated \***

**Add/Edit Capital Outlay** ✕

---

**Cost type \***

**Implementing/Monitoring Agency \***

**Quantity \***

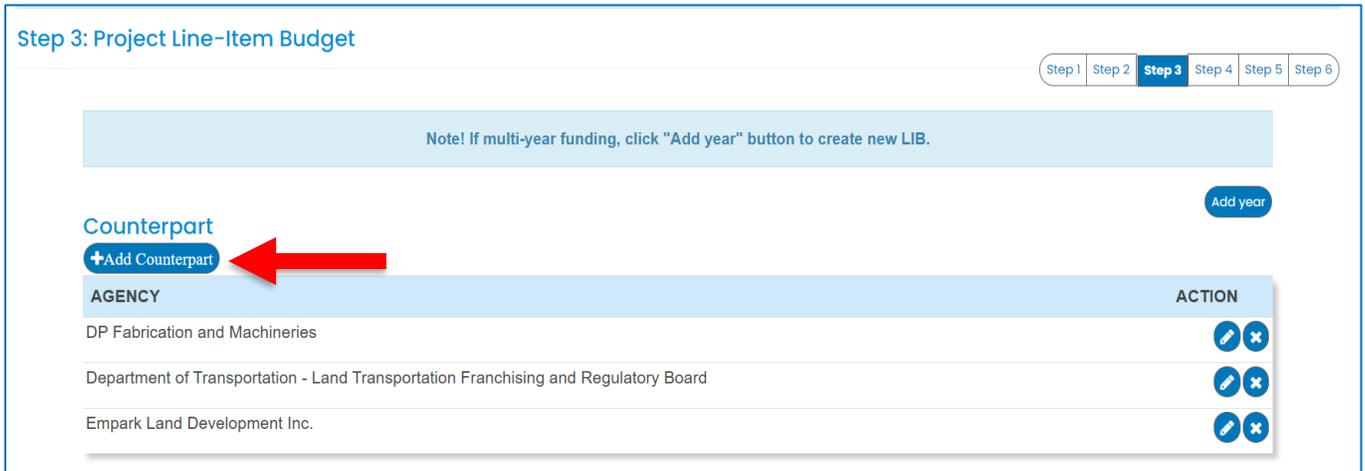
**Description \***

**Amount \***

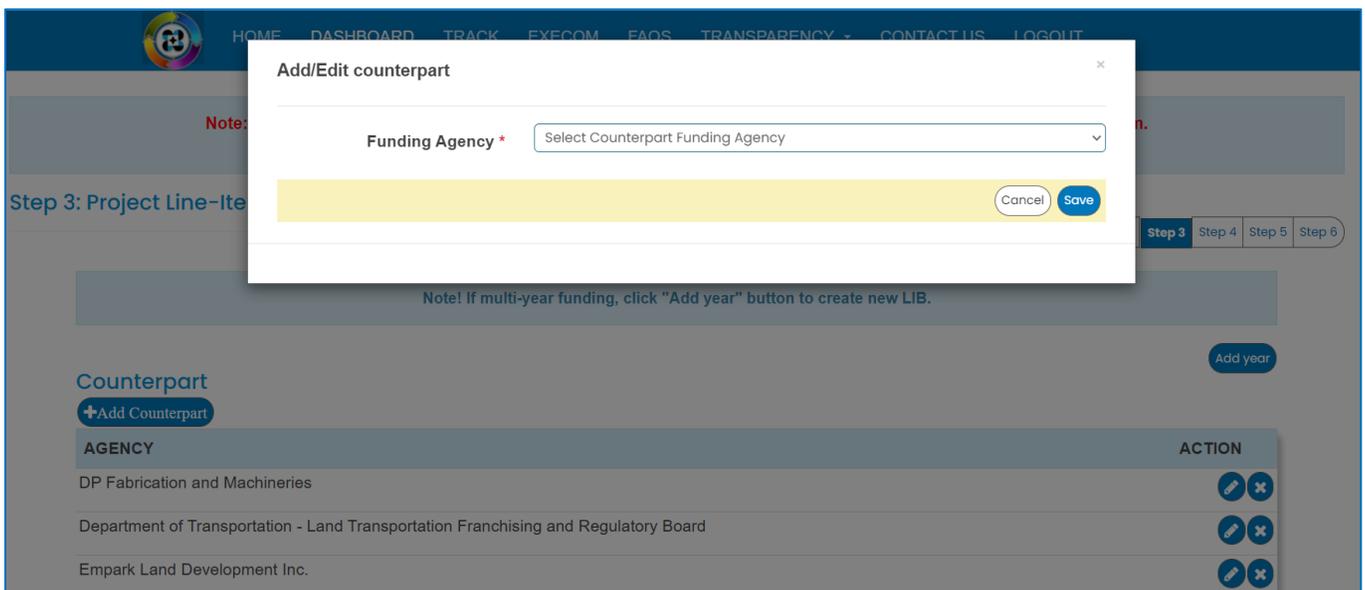
**Funding agency \***

**Agency where DOST fund will be allocated \***

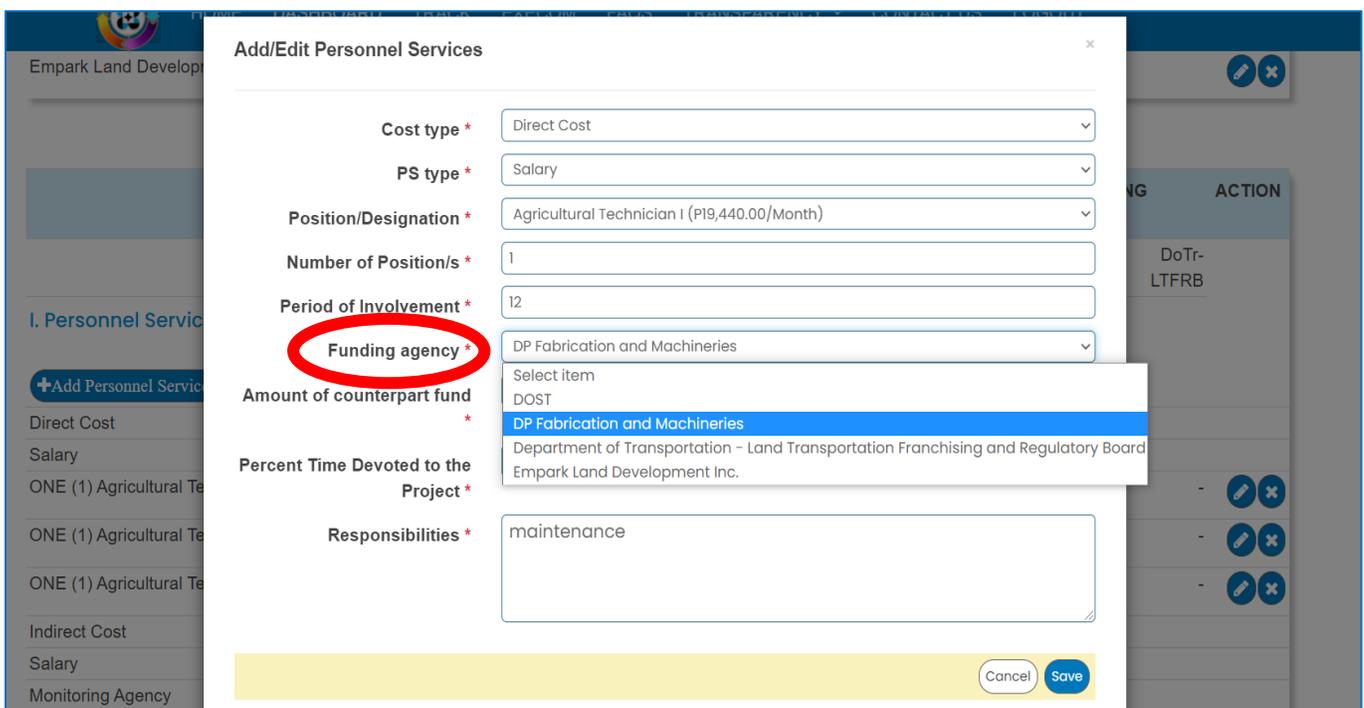
To add counterpart funding (**minimum of 15% of the proposed DOST funds**), the implementing/co-implementing/cooperating agencies must be listed. There is an "Add Counterpart" button at the upper portion of the LIB.



This will appear once you click the button. You can choose your desired agency for it to reflect in the list of funding sources.



You can then proceed to adding an expense item (PS, MOOE and EO). Click your preferred funding agency. All amounts to be encoded are editable.



Each expense item will be reflected in the column of the chosen agency.

	DPMACHINERY	DOTR-LTFRB	ELDI	DOST FUNDING		ACTION
				DPMachinery	ELDI	DoTr-LTFRB
<b>I. Personnel Services</b> <a href="#">Click here for Salary rate for more information</a> <a href="#">Click here for Honoraria rate for more information</a>						
<a href="#">+Add Personnel Service</a>						
Direct Cost						
Salary						
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	233,280.00	-	-
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	99,999.00	-	-	-	-	-
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	88,888.00	-	-	-	-
Indirect Cost						
Salary						
Monitoring Agency						
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	-	-	233,280.00
<b>Sub-total for P.S</b>	<b>99,999.00</b>	<b>88,888.00</b>	<b>0.00</b>	<b>233,280.00</b>	<b>0.00</b>	<b>233,280.00</b>
<b>II. Maintenance and Other Operating Expenses</b> <a href="#">Click here for MOOE description</a>						

Total proposed DOST Funds and Counterpart Funding (**must be a minimum of 15% of the proposed DOST funds**) are summarized at the bottom of the page. Click the Save and Next button to save your progress.

<b>Total Proposed Budget:</b>	<b>1,918,309.00</b>
<b>Total Proposed Counterpart Fund:</b>	<b>1,088,887.00</b>
<b>Total Proposed DOST Fund:</b>	<b>829,422.00</b>

[Previous Step](#) [Save and Next →](#)

#### 4. Add your project team members.

Click the Add a New Project Team to add your Study Leaders, Project Staff, Support Staff, etc.

**Step 4: Project Team Members**

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6

**Added Team Members** [+Add a New Project Team](#)

NAME	CONTACT DETAILS	EXPERTISE	ROLE	ACTION
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Project Leader	

[Previous Step](#) [Next Step →](#)

5. Check the Read Me First section before proceeding. Upload the mandatory (*green texts*) and additional supplementary files (if needed) by clicking the assigned button at the upper right part of the page.

Step 5: Upload Supplementary Files

Step 1 Step 2 Step 3 Step 4 **Step 5** Step 6

[+Upload a New File](#)

**Read Me First!**  
 You are required to submit and upload the following requirements before you can proceed:

1. **Workplan\***
2. **Endorsement of the Agency Head\***
3. **Gender and Development (GAD) Score\***
4. **Scientific Basis/Theoretical Framework\***
5. Technology Roadmap (If applicable)
6. Letter of Intent/Letter of Cooperation (if applicable)
7. Ethics Clearance (If applicable)\*\*
8. Biosafety Clearance (If applicable)\*\*
9. Informed Consent Form(If applicable)\*\*
10. Case Report Forms(If applicable)\*\*
11. Clearance from the DOST or the Funding Agency (e.g., DOST Councils) on previously funded completed projects handled by the Project Leader;

Uploaded files are reflected at the bottom portion of the page. Click the Next Step button to proceed to the last step.

release of funds;

**\* Mandatory files to be uploaded.**

\*\* For submissions to the PCHRD Call for Proposals, the following documents can be submitted on a later date. In case that your proposal will be approved, Please note that funds will **only** be released after the submission of the following documents. Processing of your proposal will proceed in the meantime.

**Uploaded Supplementary Files**

TYPE	FILE NAME	DATE	ACTION
Endorsement of the Agency Head	logo.png	2021-05-07	
Gender and Development (GAD) Score	logo.png	2021-05-07	
Scientific Basis/Theoretical Framework	logo.png	2021-05-07	
Workplan	logo.png	2021-05-07	

[Previous Step](#) [Next Step](#)

6. Summary of the encoded details from Steps 1 to 5. Review the contents.

Step 6: Review and Confirm Submission

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6**

**Step 1**

**Call for Proposal:** Southeast Asia – Europe Joint Funding Scheme (SEA-EU JFS) 7th STI Call  
**Type of Proposal:** R&D Project  
**Proposal Classification:** New proposal

**Step 2**

**Title:** Test  
**Duration:** May 05, 2021-May 04, 2022  
**Implementing Agency:** DP Fabrication and Machineries

If you are satisfied with the all the details, read the DOST Terms and Conditions, accept it, then click the Confirm and Submit button at the bottom of the page.

**Confirm Terms and Conditions**

**DOST Terms and Conditions**

1) I agree to provide soft copies of the proposal and supplementary files of my research for paperless review, and submit all the required documents or reports as requested by the DOST.

2) I understand that this submission and all it contains will be forwarded to Technical Reviewers for review and that communications regarding this research proposal will be

**Accept Terms and Conditions \***  Yes, I understand and accept all the above Terms and Conditions.

Previous Step **Confirm and Submit**

A pop-up box will appear to confirm your submission.

**Confirm Submission**

You **CANNOT** change any details after submission. Are you sure you want to submit the proposal?

**CONFIRM** **CANCEL**

Once you click confirm, the Client Satisfaction Feedback (CSF) Form will appear.

**Client Satisfaction Feedback (CSF) Form**

\* Required

SCOPE: SUBMISSION OF PROJECT PROPOSALS THROUGH THE DPMIS

**Fill in form**

**Name: \***  
Marc Allen Angeles Sison

**Sex: \*** Male **Age: \*** required

**Name of Organization/Affiliation: \***  
DOST Central Office

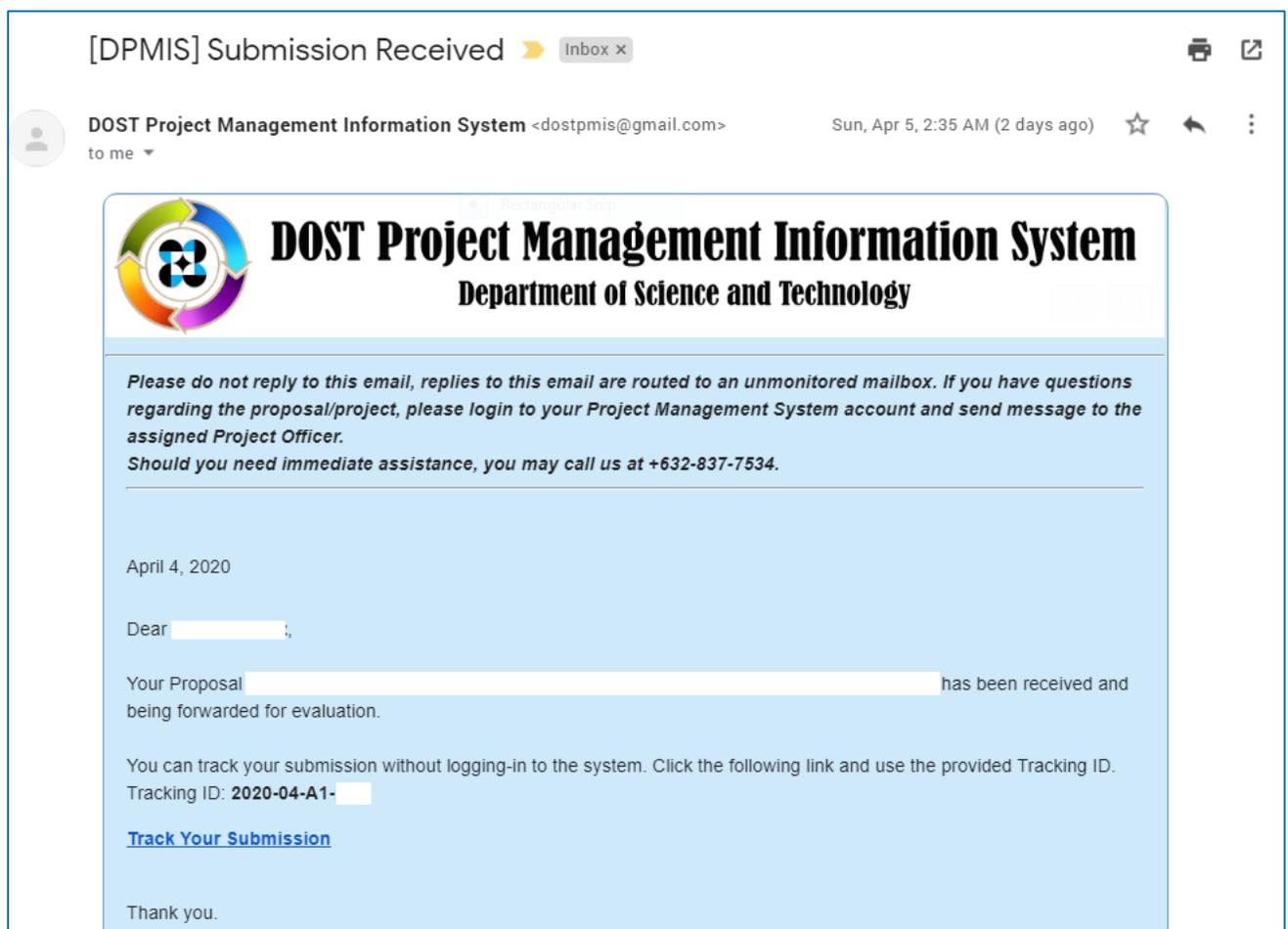
**Feedback**

In order to improve our services, please provide your honest feedback by selecting the appropriate ratings on the following items below. Rest assured that all information shall be treated with utmost

Accomplish the CSF form then click the Submit button to Confirm your submission

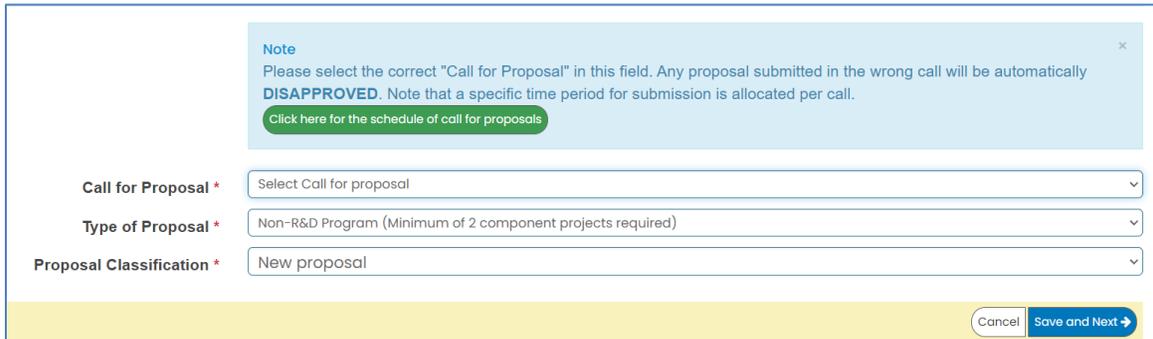
The screenshot shows a web form for submitting a project proposal. At the top, there is a header with a logo and the text 'Confirm Terms of Service'. Below this, there is a section for 'Comments/Suggestions on how to further improve the DPMIS.' with a large text input area. A '[Privacy notice and consent]' section follows, containing a checkbox and a paragraph of text: 'In submitting this form, I agree to my details being used for the purpose of gathering feedback and comments on the project proposal submission through the DPMIS. The information will only be accessed by authorized personnel of DOST. I understand that my data will be held securely and will not be distributed to third parties. I have a right to change or access my information. I understand that when this information is no longer required for this purpose, DOST's procedures will be followed to dispose my data.' Below the consent section is a thank-you message: 'Thank you very much for your time and cooperation!'. At the bottom of the form is a blue 'Submit' button. The background shows a blurred view of the website's navigation and other content.

An email notification will be sent upon successful submission. You may use the Proposal Code to track the status of your proposal



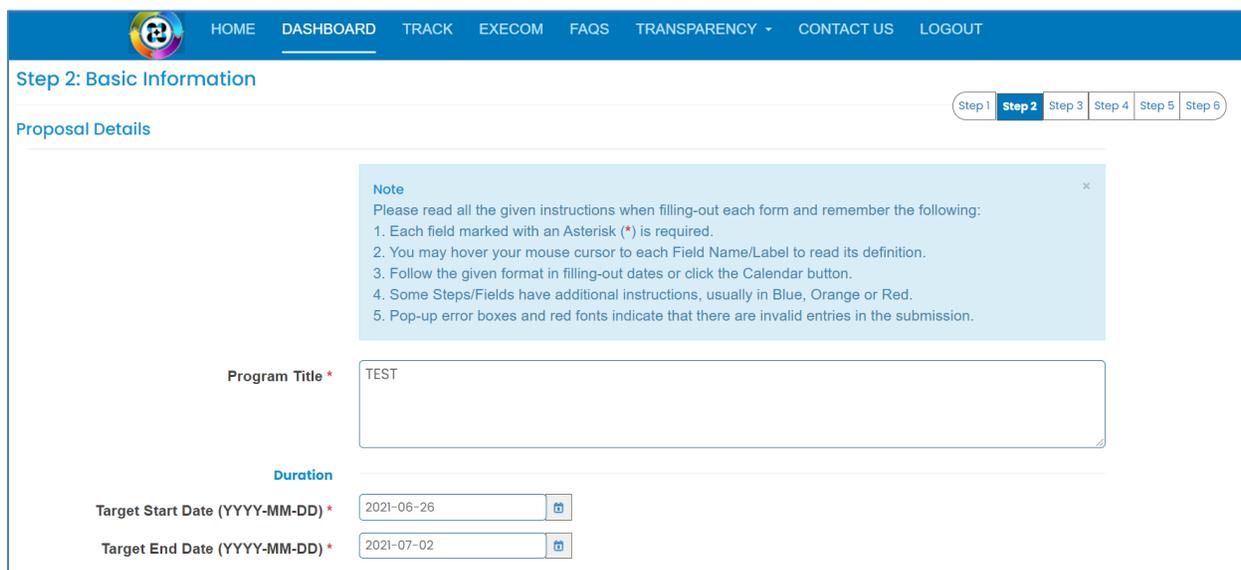
## D.NON-R&D PROGRAM

1. Select your preferred Call for Proposal, Type (Non-R&D Program), and Proposal Classification. Note that a Program should have a minimum of 2 Project Components. Click the Save and Next button



A screenshot of a web form for selecting proposal details. At the top, there is a light blue note box with a close button (x) that reads: "Note: Please select the correct 'Call for Proposal' in this field. Any proposal submitted in the wrong call will be automatically DISAPPROVED. Note that a specific time period for submission is allocated per call. Click here for the schedule of call for proposals". Below the note are three dropdown menus: "Call for Proposal \*" with the value "Select Call for proposal", "Type of Proposal \*" with the value "Non-R&D Program (Minimum of 2 component projects required)", and "Proposal Classification \*" with the value "New proposal". At the bottom right, there are two buttons: "Cancel" and "Save and Next" with a right-pointing arrow.

2. Input your Program Proposal details. Read the Notes and Instructions in each field before proceeding. Fill-up the contents as required.



A screenshot of a web application interface for "Step 2: Basic Information". The top navigation bar includes a logo and links for HOME, DASHBOARD, TRACK, EXECOM, FAQs, TRANSPARENCY, CONTACT US, and LOGOUT. Below the navigation is a progress indicator showing "Step 1", "Step 2" (active), "Step 3", "Step 4", "Step 5", and "Step 6". The main content area is titled "Proposal Details" and contains a large text box for "Program Title \*" with the value "TEST". Below this is a "Duration" section with two date fields: "Target Start Date (YYYY-MM-DD) \*" with the value "2021-06-26" and "Target End Date (YYYY-MM-DD) \*" with the value "2021-07-02". A light blue note box is positioned above the text box, containing instructions: "Note: Please read all the given instructions when filling-out each form and remember the following: 1. Each field marked with an Asterisk (\*) is required. 2. You may hover your mouse cursor to each Field Name/Label to read its definition. 3. Follow the given format in filling-out dates or click the Calendar button. 4. Some Steps/Fields have additional instructions, usually in Blue, Orange or Red. 5. Pop-up error boxes and red fonts indicate that there are invalid entries in the submission."

The following fields are composed of this text box:

- Executive Summary
- General Objective
- Specific Objectives
- Rationale/Significance
- Discussion on the results of related DOST-GIA funded Programs/projects previously handled by the same Program Leader **(if any)**

**Note** ×

DO NOT DIRECTLY COPY AND PASTE contents from MS Word file or Web Browser as these may contain additional formats that are not accepted by the system. You can obtain a plain text version of the copied content by pasting it as plain text in editors such as Notepad/MS Word.

Alternatively, you can clear the format of the pasted text by clicking “Format”, then select “Clear Formatting Menu”.

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Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

**B** *I* U ~~S~~ [Align Left] [Align Center] [Align Right] [Justify] Paragraph ▾ [Bulleted List] [Numbered List] [Decrease Indent] [Increase Indent] [Undo] [Redo] [Link] [Unlink] [Bookmark] [Code] [Table] [X<sub>2</sub>] [X<sup>2</sup>] [Ω] [Insert] [Eye]

ok

p Words: 1

Images/figures can only be inserted in the “Methodology”. To insert an image, click the icon where the red arrow is pointed.

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

**B** *I* U ~~S~~ [Align Left] [Align Center] [Align Right] [Justify] Paragraph ▾ [Bulleted List] [Numbered List] [Decrease Indent] [Increase Indent] [Undo] [Redo] [Link] [Unlink] [Bookmark] [Code] [Table] [X<sub>2</sub>] [X<sup>2</sup>] [Ω] [Insert] [Eye] **Image** ←

ok

p Words: 1

Add the list of equipment that are relevant to the program. These items may be existing in the implementing and collaborating agencies. For items to be purchased, kindly provide the justification.

Summary of equipment relevant to the program + New

NAME OF EQUIPMENT	EXISTING EQUIPMENT IN THE AGENCY (NUMBER)	EXISTING EQUIPMENT FROM OTHER COLLABORATING AGENCY/IES (LOCAL AND ABROAD)		TO BE PURCHASED (NUMBER)	JUSTIFICATION FOR THE PURCHASE	ACTION
		EXISTING	FROM OTHER COLLABORATING AGENCY/IES (LOCAL AND ABROAD)			

The pop-up window below will appear when you click the +New button. Click Save to add your entry.

**Add/Edit Equipment** ×

**Name of Equipment \***

**Existing Equipment in the Agency (number) \***

**Existing Equipment from Other Collaborating Agency/ies (Local and Abroad) (number) \***

**To Be Purchased (number) \***

**Justification for the Purchase \***

Once you encode all the details, click the Save and Next button at the bottom of the page. The whole step must be completed to save your inputs. Closing or refreshing the page will delete all your entries.

HOME DASHBOARD TRACK EXECOM FAQS TRANSPARENCY CONTACT US LOGOUT

Summary of equipment relevant to the program + New

NAME OF EQUIPMENT	EXISTING EQUIPMENT IN THE AGENCY (NUMBER)	EXISTING EQUIPMENT FROM OTHER COLLABORATING AGENCY/IES (LOCAL AND ABROAD) (NUMBER)	TO BE PURCHASED (NUMBER)	JUSTIFICATION FOR THE PURCHASE	ACTION
123213	213213	123213123	123123213	12321312	

### 3. Add the Component Projects (minimum of 2) and Line-Item Budget details.

To add a component, click the button found at the upper right portion of the page.

**Step 3: Component Projects/Line-Item Budget**

Step 1
Step 2
Step 3
Step 4
Step 5
Step 6

+Add Component Project

PROJECT TITLE	COUNTERPART FUND	DOST FUND	TOTAL (LINE-ITEM BUDGET/LIB)	ACTION
Project 1 - Test	P100,000.00	P466,560.00	P566,560.00	
Project 2 - Test	P50,000.00	P233,280.00	P283,280.00	
<b>Total Proposed Budget:</b>			<b>849,840.00</b>	
<b>Total Proposed Counterpart Fund:</b>			<b>150,000.00</b>	
<b>Total Proposed DOST Fund:</b>			<b>699,840.00</b>	

Once you click the +Add Component Project button, you will be redirected to another page. Kindly note that the Project Leader of the component must be registered in the DPMIS, otherwise, their names will not be reflected in the drop-down list. Complete the other details as required.

### Component Project Details

**Note** x

Please read all the given instructions when filling-out each form and remember the following:

1. Each field marked with an Asterisk (\*) is required.
2. You may hover your mouse cursor to each Field Name/Label to read its definition.
3. Follow the given format in filling-out dates or click the Calendar button.
4. Some Steps/Fields have additional instructions, usually in Blue, Orange or Red.
5. Pop-up error boxes and red fonts indicate that there are invalid entries in the submission.

**Proposal Title \***

**Note** x

If Project Leader is not found in the drop-down list, He/She needs to register in the system.

**Project Leader \***  x ▾

Duration

**Target Start Date (YYYY-MM-DD) \***

**Target End Date (YYYY-MM-DD) \***

**Note** x

If you are unable to find the agency, please email the name and address of the agency at [pmis@dost.gov.ph](mailto:pmis@dost.gov.ph)

**Implementing Agency \***  x ▾

**Co-implementing Agency(ies)**

**Cooperating Agencies**

**Site(s) of Implementation** + New

**IMPLEMENTATION BARANGAY MUNICIPALITY/CITY DISTRICT PROVINCE REGION COUNTRY ACTION SITES NO.**

**Sustainable Development Goal (SDG) Addressed \***

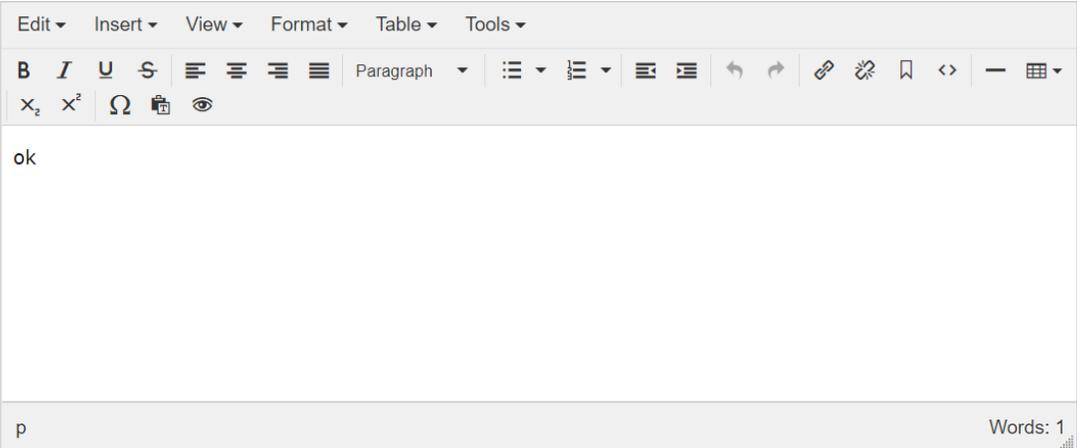
The following fields are composed of this text box:

- Executive summary
- Introduction
- Rationale/Significance
- General Objective
- Specific Objectives
- Expected Outputs (6Ps: Publication, Patent/IP, Product, People Service, Place and Partnership, and Policy)
- Potential Outcomes
- Potential Impacts (Social and Economic)
- Target Beneficiaries
- Sustainability Plan (if applicable)
- Project Management

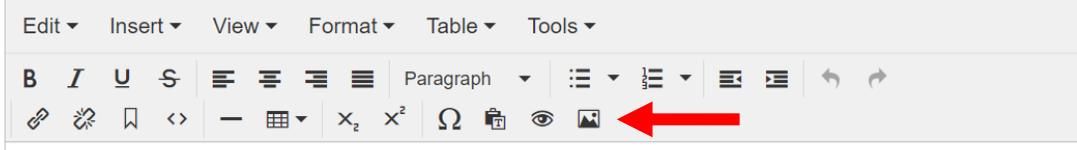
**Note** ×

DO NOT DIRECTLY COPY AND PASTE contents from MS Word file or Web Browser as these may contain additional formats that are not accepted by the system. You can obtain a plain text version of the copied content by pasting it as plain text in editors such as Notepad/MS Word.

Alternatively, you can clear the format of the pasted text by clicking "Format", then select "Clear Formatting Menu".



Images/figures can only be inserted in the "Methodology". To insert an image, click the icon where the red arrow is pointed.



ok

p Words: 1

Input your GAD Score. Please read the note before proceeding.

**Note** ×

To get GAD Score, please [CLICK HERE](#) to download the file and then upload in Step 5

**GAD Score \***

The whole page must be completed to save your inputs. Click the Save button at the bottom of the page.

Note: To get GAD Score, please [CLICK HERE](#) to download the file and then upload in Step 5

GAD Score \* 12.00

Project Management (not to exceed one page) \*

Words: 0

Cancel Save

To add the Line-Item Budget per Component, press the “Click here to add/update LIB” link

Step 3: Component Projects/Line-Item Budget

Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6

[+Add Component Project](#)

PROJECT TITLE	COUNTERPART FUND	DOST FUND	TOTAL (LINE-ITEM BUDGET/LIB)	ACTION
Project 1 - Test	P100,000.00	P466,560.00	P566,560.00	<a href="#">Click here to add/update LIB</a>
Project 2 - Test	P50,000.00	P233,280.00	P283,280.00	<a href="#">Click here to add/update LIB</a>
<b>Total Proposed Budget:</b>			<b>849,840.00</b>	
<b>Total Proposed Counterpart Fund:</b>			<b>150,000.00</b>	
<b>Total Proposed DOST Fund:</b>			<b>699,840.00</b>	

Previous Step Save and Next →

You will be redirected to this page. For multi-year duration, click the Add year button.

Note! If multi-year funding, click "Add year" button to create new LIB.

[Add year](#) [Close LIB](#)

### Line-Item Budget

[+Add Counterpart](#)

AGENCY	ACTION	
DP Fabrication and Machineries	<a href="#">Edit</a> <a href="#">Close</a>	

	DPMACHINERY	DOST	ACTION
<b>I. Personnel Services</b> <a href="#">Click here for Salary rate for more information</a> <a href="#">Click here for Honoraria rate for more information</a>			
<a href="#">+Add Personnel Service</a>			
Direct Cost			
Salary			
TWO (2) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	466,560.00	<a href="#">Edit</a> <a href="#">Close</a>
ONE (1) Agricultural Technician I at 12 Month(s)	100,000.00	-	<a href="#">Edit</a> <a href="#">Close</a>

You can add expense items under the Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) by clicking the buttons allotted for each. A pop-up window will appear.

**+Add Personnel Service**   **+Add MOOE**   **+Add CO**

**Add/Edit Personnel Services** ✕

---

**Cost type \***

**Implementing/Monitoring Agency \***

**PS type \***

**Position/Designation \***

**Number of Position/s \***

**Period of Involvement \***

**Funding agency \***

**Amount of counterpart fund \***

**Agency where DOST fund will be allocated \***

**Percent Time Devoted to the Project \***

**Responsibilities \***

**Add/Edit MOOE** ✕

---

**Cost type \***

**Implementing/Monitoring Agency \***

**MOOE \***

**MOOE Subcategories \***

**MOOE Item**

**MOOE Specification \***

**Amount \***

**Funding agency \***

**Agency where DOST fund will be allocated \***

**Add/Edit Capital Outlay** ✕

---

**Cost type \***

**Implementing/Monitoring Agency \***

**Quantity \***

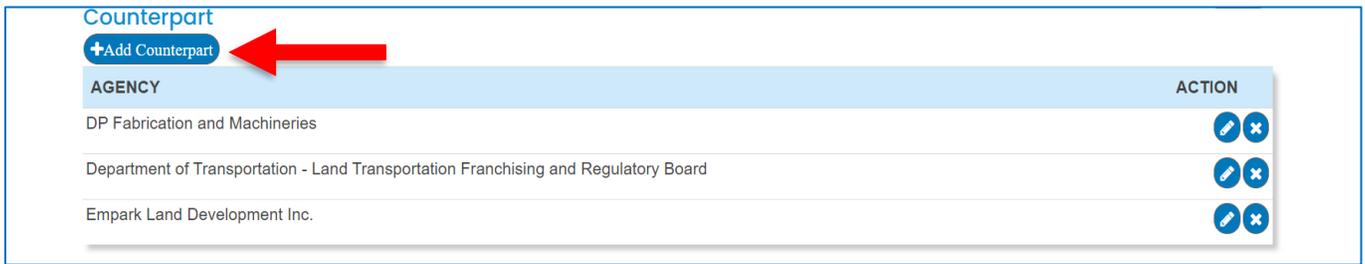
**Description \***

**Amount \***

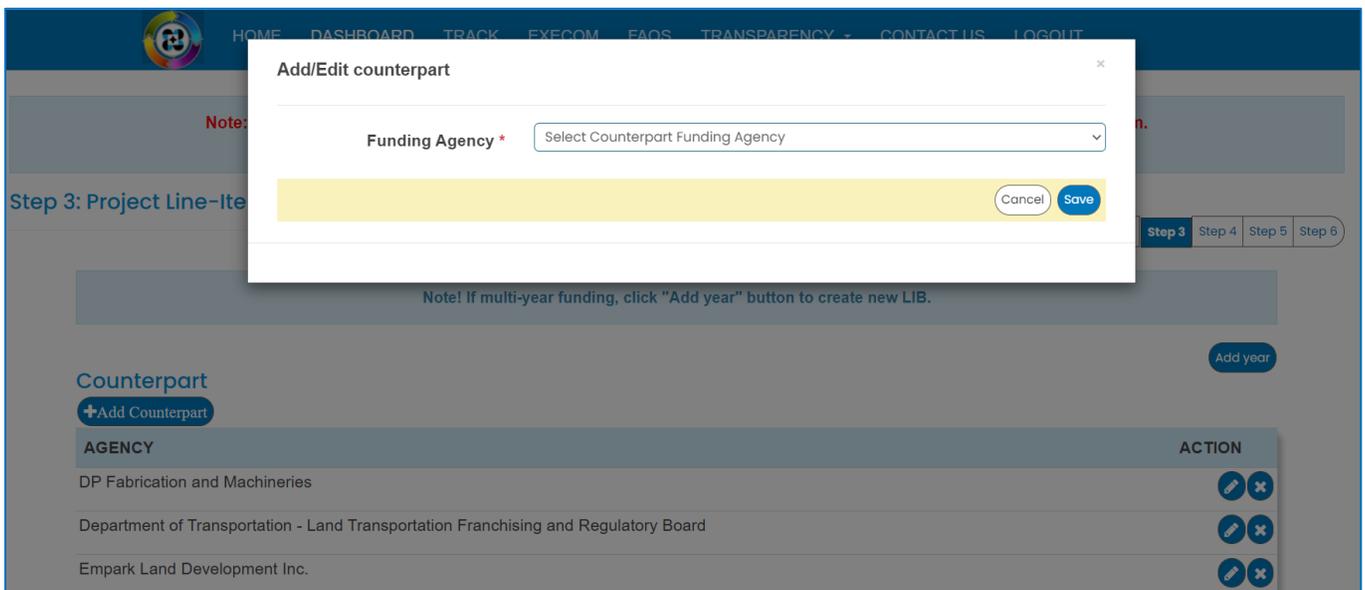
**Funding agency \***

**Agency where DOST fund will be allocated \***

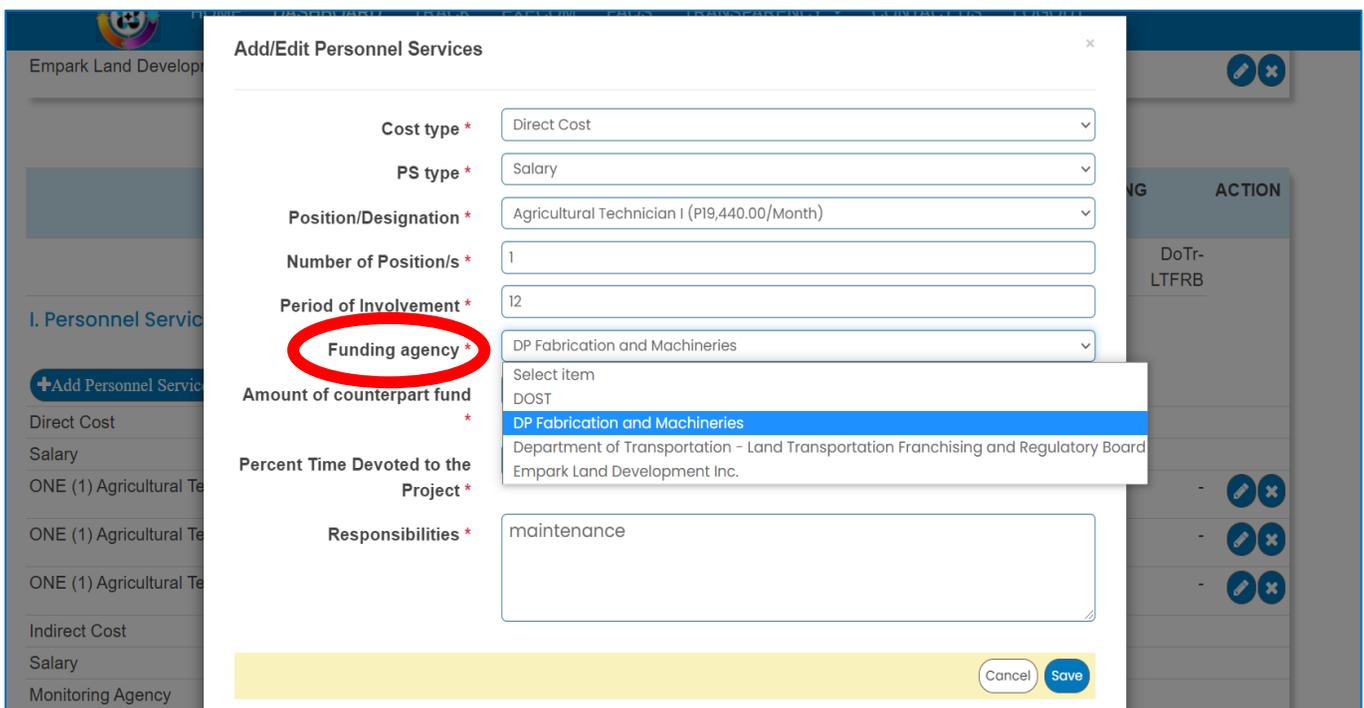
To add counterpart funding (**minimum of 15% of the proposed DOST funds**), the implementing/co-implementing/cooperating agencies must be listed. There is an "Add Counterpart" button at the upper portion of the LIB.



This will appear once you click the button. You can choose your desired agency for it to reflect in the list of funding sources.



You can then proceed to adding an expense item (PS, MOOE and EO). Click your preferred funding agency. All amounts to be encoded are editable.



Each expense item will be reflected in the column of the chosen agency.

<a href="#">HOME</a> <a href="#">DASHBOARD</a> <a href="#">TRACK</a> <a href="#">EXECOM</a> <a href="#">FAQS</a> <a href="#">TRANSPARENCY</a> <a href="#">CONTACT US</a> <a href="#">LOGOUT</a>							
		DPMACHINERY	DOTR-LTFRB	ELDI	DOST FUNDING		ACTION
					DPMachinery ELDI	DoTr-LTFRB	
<b>I. Personnel Services</b> <a href="#">Click here for Salary rate for more information</a> <a href="#">Click here for Honoraria rate for more information</a>							
<a href="#">+Add Personnel Service</a>							
Direct Cost							
Salary							
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	233,280.00	-	-	 
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	99,999.00	-	-	-	-	-	 
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	88,888.00	-	-	-	-	 
Indirect Cost							
Salary							
Monitoring Agency							
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	-	-	233,280.00	 
<b>Sub-total for LIB</b>		99,999.00	88,888.00	0.00	233,280.00	0.00	233,280.00
<b>II. Maintenance and Other Operating Expenses</b> <a href="#">Click here for MOOE description</a>							

Total proposed DOST Funds and Counterpart Funding (**must be a minimum of 15% of the proposed DOST funds**) are summarized at the bottom of the page.

<b>Total Proposed Budget:</b>	<b>1,918,309.00</b>
<b>Total Proposed Counterpart Fund:</b>	<b>1,088,887.00</b>
<b>Total Proposed DOST Fund:</b>	<b>829,422.00</b>

Once you are done with the budget, click the Close Button to Return to the Main Page of STEP 3.

Note! If multi-year funding, click "Add year" button to create new LIB.

[Add year](#)
[Close LIB](#)


### Line-Item Budget

**Counterpart**

[+Add Counterpart](#)

AGENCY	ACTION	
DP Fabrication and Machineries		

	DPMACHINERY	DOST	ACTION
<b>I. Personnel Services</b> <a href="#">Click here for Salary rate for more information</a> <a href="#">Click here for Honoraria rate for more information</a>			
<a href="#">+Add Personnel Service</a>			
Direct Cost			
Salary			
TWO (2) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	466,560.00	 
ONE (1) Agricultural Technician I at 12 Month(s)	100,000.00	-	 

Click the Save and Next button at the bottom of the page to proceed to STEP 4.

Step 3: Component Projects/Line-Item Budget

Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6

[+Add Component Project](#)

PROJECT TITLE	COUNTERPART FUND	DOST FUND	TOTAL (LINE-ITEM BUDGET/LIB)	ACTION
Project 1 - Test	P100,000.00	P466,560.00	P566,560.00	<a href="#">Click here to add/update LIB</a>
Project 2 - Test	P50,000.00	P233,280.00	P283,280.00	<a href="#">Click here to add/update LIB</a>
<b>Total Proposed Budget:</b>			<b>849,840.00</b>	
<b>Total Proposed Counterpart Fund:</b>			<b>150,000.00</b>	
<b>Total Proposed DOST Fund:</b>			<b>699,840.00</b>	

Previous Step [Save and Next](#)

#### 4. Add your program/project team members.

Click the Add a New Project Team to add your Study Leaders, Project Staff, Support Staff, etc. Selected Component Project Leaders in STEP 3 are automatically reflected in this STEP.

Step 4: Project Team Members

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6

[+Add a New Project Team](#)

Added Team Members

NAME	CONTACT DETAILS	EXPERTISE	ROLE	ACTION
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Program Leader	
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Project Leader	
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Project Leader	

Previous Step [Next Step](#)

#### 5. Check the Read Me First section before proceeding. Upload the mandatory (*green texts*) and additional supplementary files (if needed) by clicking the assigned button at the upper right part of the page. Mandatory requirements should be uploaded for each project (e.g., 1 set for Project 1, Project 2, etc.).

HOME DASHBOARD TRACK EXECOM FAQs TRANSPARENCY CONTACT US LOGOUT

Step 5: Upload Supplementary Files

Step 1 Step 2 Step 3 Step 4 **Step 5** Step 6

[+Upload a New File](#)

**Read Me First!**

You are required to submit and upload the following requirements before you can proceed:

1. **Workplan\***
2. **Endorsement of the Agency Head\***
3. **Gender and Development (GAD) Score\***
4. **Scientific Basis/Theoretical Framework\***
5. Technology Roadmap (If applicable)
6. Letter of Intent/Letter of Cooperation (if applicable)
7. Ethics Clearance (If applicable)\*\*
8. Biosafety Clearance (If applicable)\*\*
9. Informed Consent Form(If applicable)\*\*
10. Case Report Forms(If applicable)\*\*
11. Clearance from the DOST or the Funding Agency (e.g., DOST Councils) on previously funded completed projects handled by the Project Leader;

Uploaded files are reflected at the bottom portion of the page. Click the Next Step button to proceed to the last step.

release of funds;

**\* Mandatory files to be uploaded.**

\*\* For submissions to the PCHRD Call for Proposals, the following documents can be submitted on a later date. In case that your proposal will be approved, Please note that funds will **only** be released after the submission of the following documents. Processing of your proposal will proceed in the meantime.

**Uploaded Supplementary Files**

TYPE	FILE NAME	DATE	ACTION
Endorsement of the Agency Head	logo.png	2021-05-07	
Gender and Development (GAD) Score	logo.png	2021-05-07	
Scientific Basis/Theoretical Framework	logo.png	2021-05-07	
Workplan	logo.png	2021-05-07	

Previous Step **Next Step** →

## 6. Summary of the encoded details from Steps 1 to 5. Review the contents.

**Step 6: Review and Confirm Submission**

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6**

**Step 1**

Call for Proposal: Southeast Asia – Europe Joint Funding Scheme (SEA-EU JFS) 7th STI Call  
 Type of Proposal: **R&D Program**  
 Proposal Classification: New proposal

**Step 2**

Title: TEST  
 Duration: Jun 26, 2021-Jul 02, 2021

Executive Summary:  
 TEST

General Objectives:  
 TEST

If you are satisfied with the all the details, read the DOST Terms and Conditions, accept it, then click the Confirm and Submit button at the bottom of the page.

**Confirm Terms and Conditions**

**DOST Terms and Conditions**

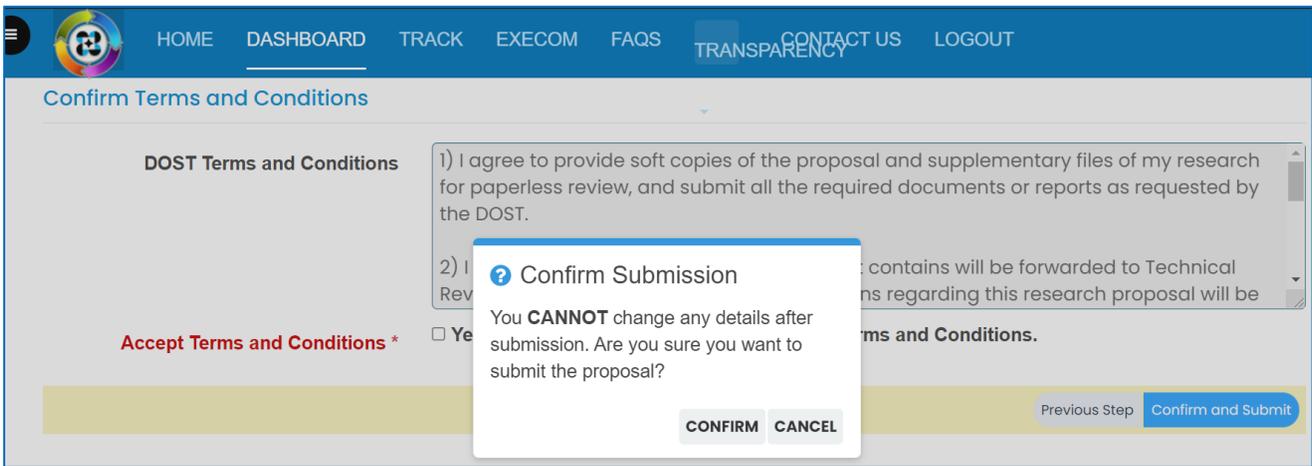
1) I agree to provide soft copies of the proposal and supplementary files of my research for paperless review, and submit all the required documents or reports as requested by the DOST.

2) I understand that this submission and all it contains will be forwarded to Technical Reviewers for review and that communications regarding this research proposal will be

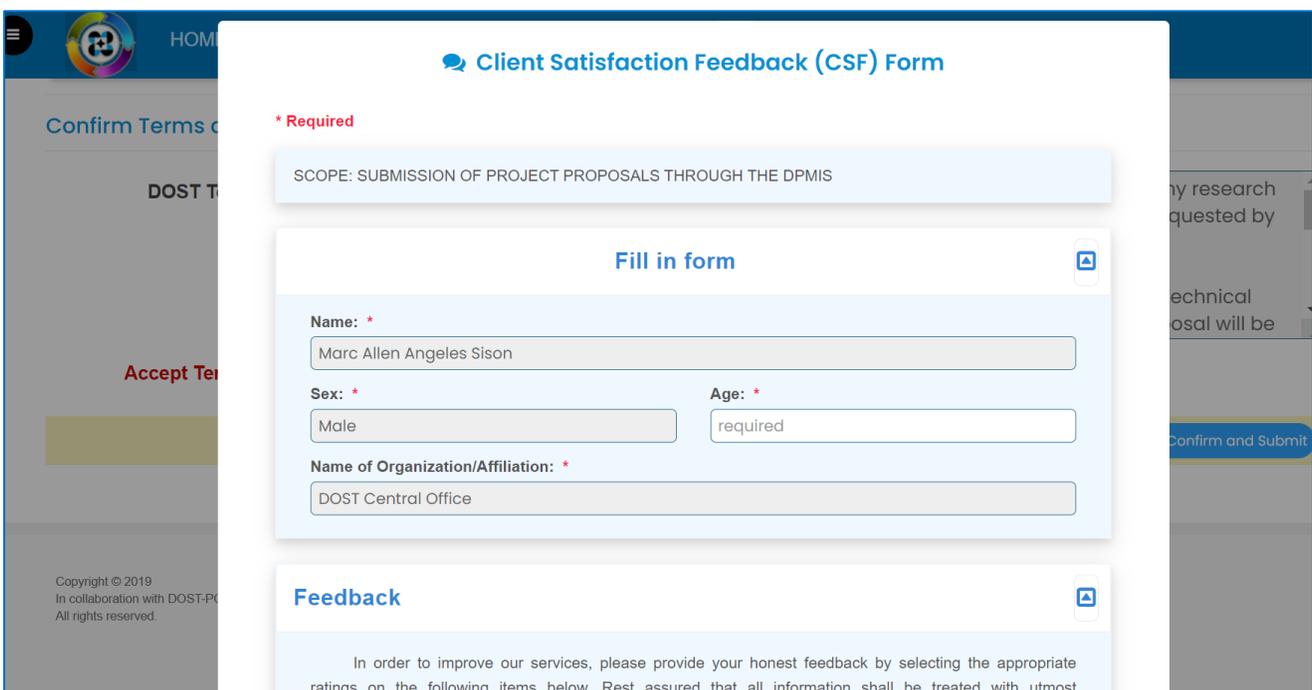
Accept Terms and Conditions \*  Yes, I understand and accept all the above Terms and Conditions.

Previous Step **Confirm and Submit**

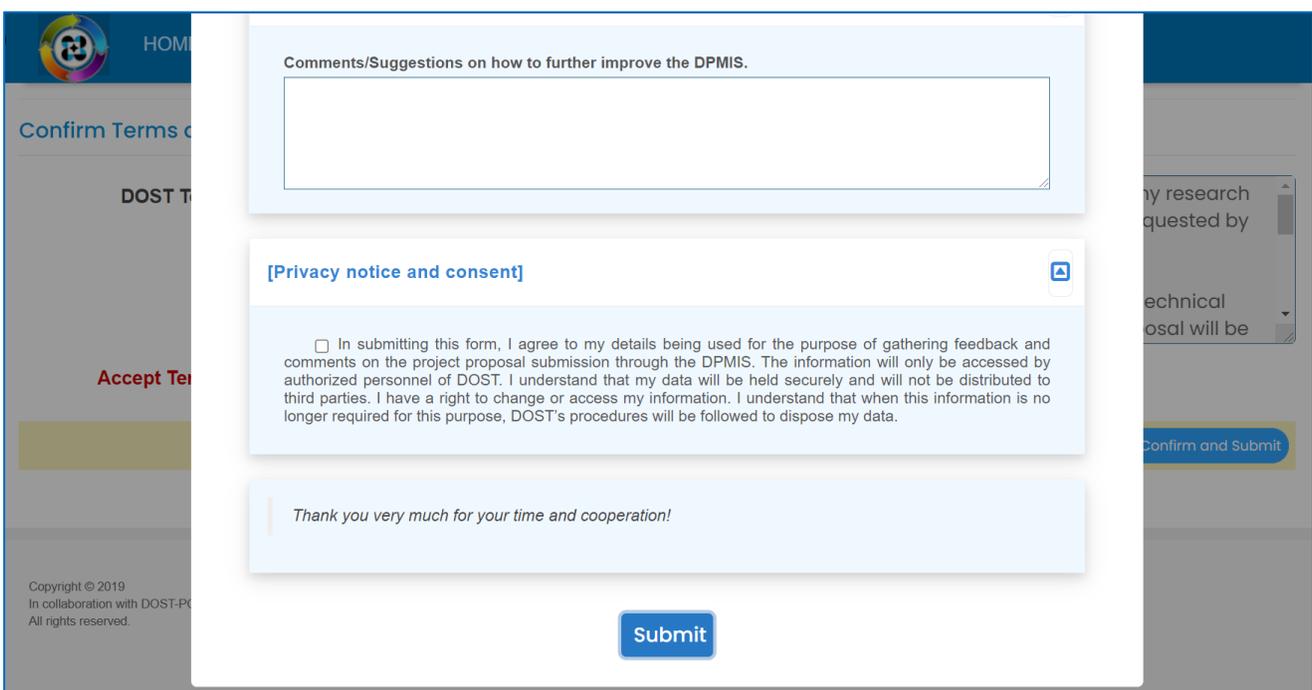
A pop-up box will appear to confirm your submission.



Once you click confirm, the Client Satisfaction Feedback (CSF) Form will appear.



Accomplish the CSF form then click the Submit button to Confirm your submission



An email notification will be sent upon successful submission. You may use the Proposal Code to track the status of your proposal

[DPMIS] Submission Received Inbox x

 **DOST Project Management Information System** <dostpmis@gmail.com> Sun, Apr 5, 2:35 AM (2 days ago) ☆ ↶ ⋮  
to me ▾



## DOST Project Management Information System

**Department of Science and Technology**

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*Please do not reply to this email, replies to this email are routed to an unmonitored mailbox. If you have questions regarding the proposal/project, please login to your Project Management System account and send message to the assigned Project Officer.*

*Should you need immediate assistance, you may call us at +632-837-7534.*

---

April 4, 2020

Dear [REDACTED],

Your Proposal [REDACTED] has been received and being forwarded for evaluation.

You can track your submission without logging-in to the system. Click the following link and use the provided Tracking ID.  
Tracking ID: **2020-04-A1-**[REDACTED]

[Track Your Submission](#)

Thank you.

# E.STARTUP R&D PROJECT

1. Select your preferred Call for Proposal, Type (Startup R&D Project), and Proposal Classification. Click the Save and Next button

**Note**

Please select the correct "Call for Proposal" in this field. Any proposal submitted in the wrong call will be automatically **DISAPPROVED**. Note that a specific time period for submission is allocated per call.

[Click here for the schedule of call for proposals](#)

**Call for Proposal \***

**Type of Proposal \***

**Proposal Classification \***

Cancel Save and Next →

2. Input your proposal details. Read the Notes and Instructions in each field before proceeding. Fill-up the contents as required.

HOME DASHBOARD TRACK EXECOM FAQS TRANSPARENCY CONTACT US LOGOUT

**Note**

Please read all the given instructions when filling-out each form and remember the following:

1. Each field marked with an Asterisk (\*) is required.
2. You may hover your mouse cursor to each Field Name/Label to read its definition.
3. Follow the given format in filling-out dates or click the Calendar button.
4. Some Steps/Fields have additional instructions, usually in Blue, Orange or Red.
5. Pop-up error boxes and red fonts indicate that there are invalid entries in the submission.

**Project Title \***

Duration

**Target Start Date (YYYY-MM-DD) \***

**Target End Date (YYYY-MM-DD) \***

**Note**

If you are unable to find the agency, please email the name and address of the agency at [pmis@dost.gov.ph](mailto:pmis@dost.gov.ph)

**Implementing Agency \***

**Co-implementing Agency(ies)**

**Cooperating Agencies**

**Site(s) of Implementation \*** + New

**IMPLEMENTATION BARANGAY MUNICIPALITY/CITY DISTRICT PROVINCE REGION COUNTRY ACTION SITES NO.**

**Type of Research \***

**R&D Priority Area and Program (HNRDA) \***

**Select HNRDA Item \***

**Sustainable Development Goal (SDG) Addressed \***

The following fields are composed of this text box:

- Executive Summary
- Startup Background
- Introduction
- Rationale/Significance
- General Objective
- Specific Objectives
- Marketing and Commercial Viability
- Expected Outputs (6Ps: Publication, Patent/IP, Product, People Service, Place and Partnership, and Policy)
- Potential Outcomes
- Potential Impacts (Social and Economic)
- Target Beneficiaries
- Sustainability Plan (if applicable)
- Limitations
- List of Risks and Assumptions
- Literature Cited/References

**Note** ×

DO NOT DIRECTLY COPY AND PASTE contents from MS Word file or Web Browser as these may contain additional formats that are not accepted by the system. You can obtain a plain text version of the copied content by pasting it as plain text in editors such as Notepad/MS Word.

Alternatively, you can clear the format of the pasted text by clicking "Format", then select "Clear Formatting Menu".

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

**B** *I* U ~~S~~ Paragraph ▾ ▾

x<sub>2</sub> x<sup>2</sup> Ω

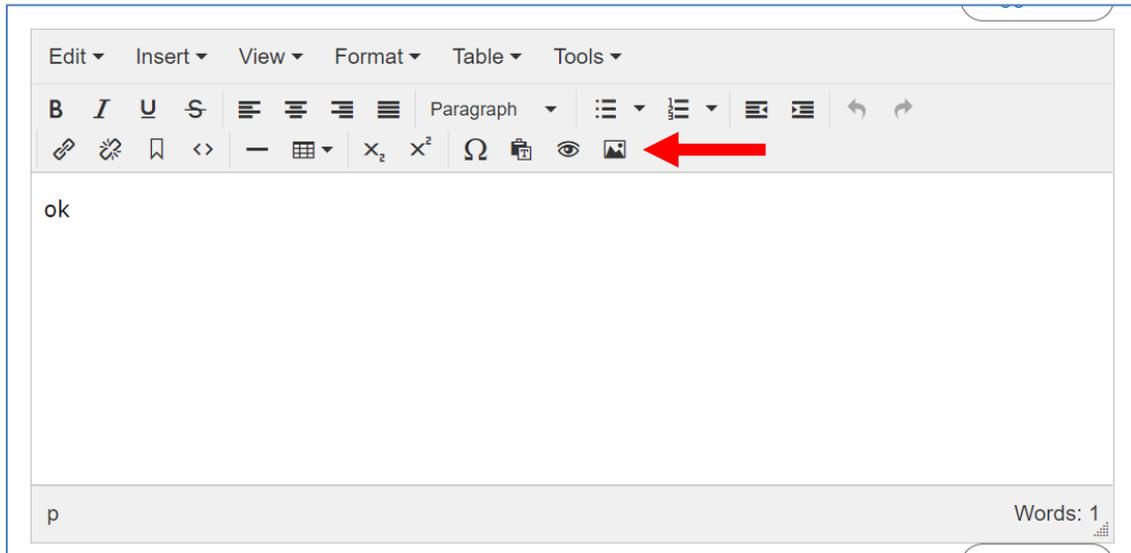
ok

P Words: 1

Images/figures can only be inserted in the following fields:

- Scientific Basis/ Theoretical Framework
- Review of Related Literature
- Methodology

To insert an image, click the icon where the red arrow is pointed.



Input your GAD Score. Please read the note before proceeding.

A screenshot of a form. At the top, there is a blue note box with the text: 'Note To get GAD Score, please [CLICK HERE](#) to download the file and then upload in Step 5'. Below the note is a text input field labeled 'GAD Score \*' with the value '0.00' entered.

The whole step must be completed to save your inputs. Click the Save and Next button at the bottom of the page

A screenshot of a form. It features a rich text editor with the text 'ok' and a status bar showing 'p' and 'Words: 1'. Below the editor is a yellow bar containing two buttons: 'Previous Step' and 'Save and Next'. The 'Save and Next' button is circled in red.

### 3. Accomplish the Line-Item Budget.

For multi-year duration, click the Add year button.

A screenshot of a form titled 'Step 3: Project Line-Item Budget'. At the top right, there are navigation buttons for Step 1, Step 2, Step 3 (highlighted), Step 4, Step 5, and Step 6. A blue note box contains the text: 'Note! If multi-year funding, click "Add year" button to create new LIB.' Below the note is a red arrow pointing to a blue 'Add year' button. Underneath is a section for 'Counterpart' with a '+Add Counterpart' button. A table lists agencies with corresponding action buttons (edit and delete).

AGENCY	ACTION
DP Fabrication and Machineries	
Department of Transportation - Land Transportation Franchising and Regulatory Board	
Empark Land Development Inc.	

You can add expense items under the Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) by clicking the buttons allotted for each. A pop-up window will appear.



**Add/Edit Personnel Services**

Cost type \*

Implementing/Monitoring Agency \*

PS type \*

Position/Designation \*

Number of Position/s \*

Period of Involvement \*

Funding agency \*

Amount of counterpart fund \*

Agency where DOST fund will be allocated \*

Percent Time Devoted to the Project \*

Responsibilities \*

**Add/Edit MOOE**

Cost type \*

Implementing/Monitoring Agency \*

MOOE \*

MOOE Subcategories \*

MOOE Item

MOOE Specification \*

Amount \*

Funding agency \*

Agency where DOST fund will be allocated \*

**Add/Edit Capital Outlay**

Cost type \*

Implementing/Monitoring Agency \*

Quantity \*

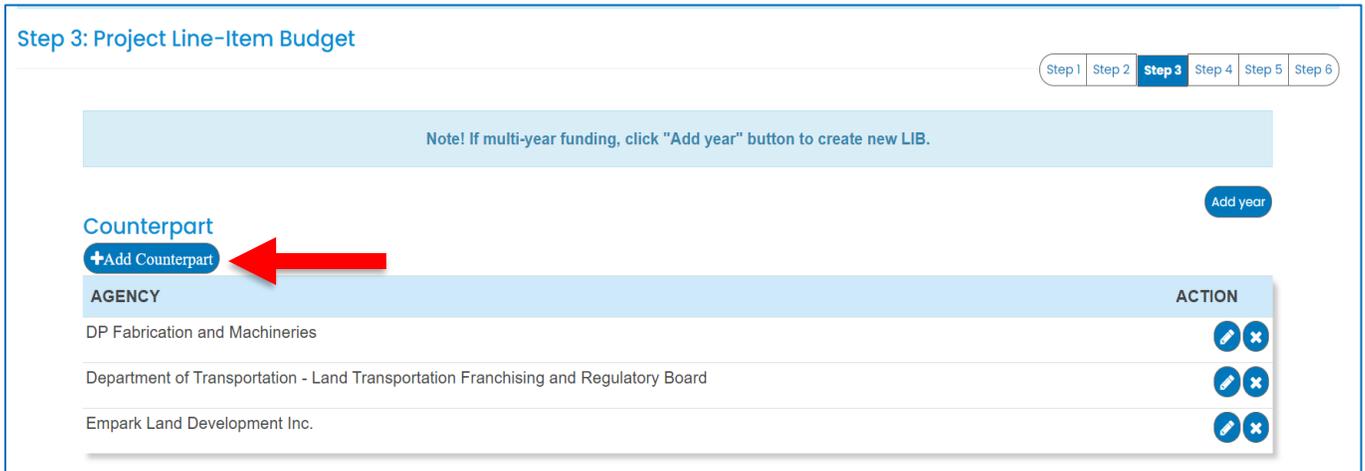
Description \*

Amount \*

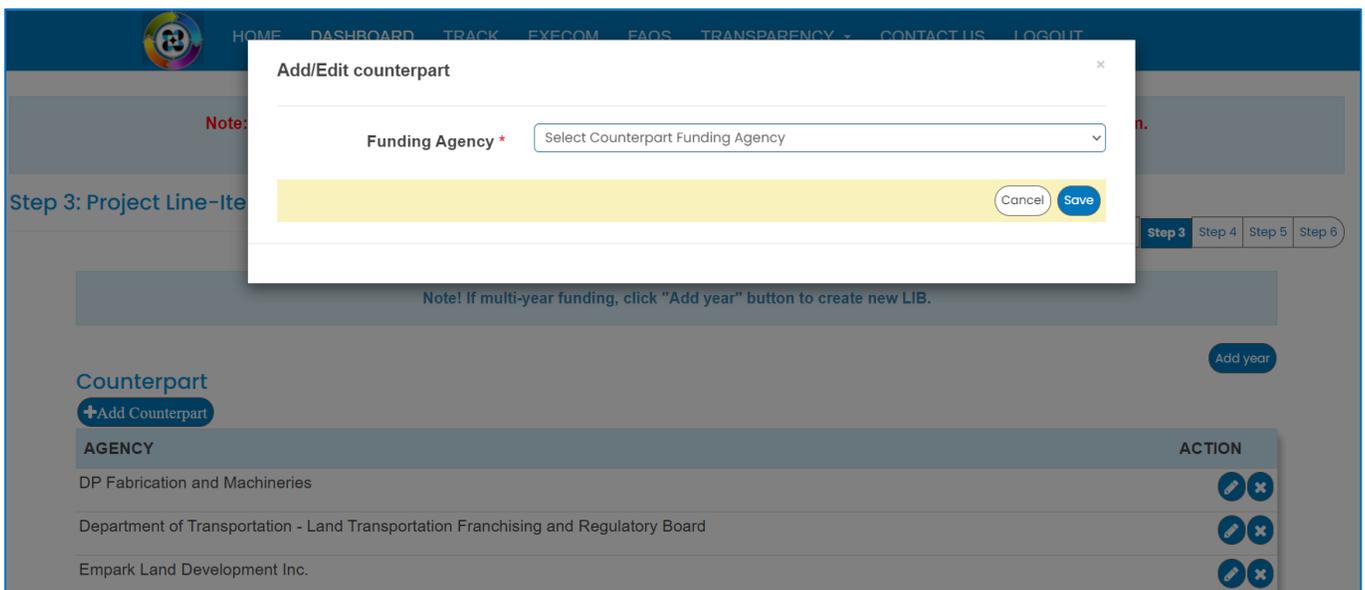
Funding agency \*

Agency where DOST fund will be allocated \*

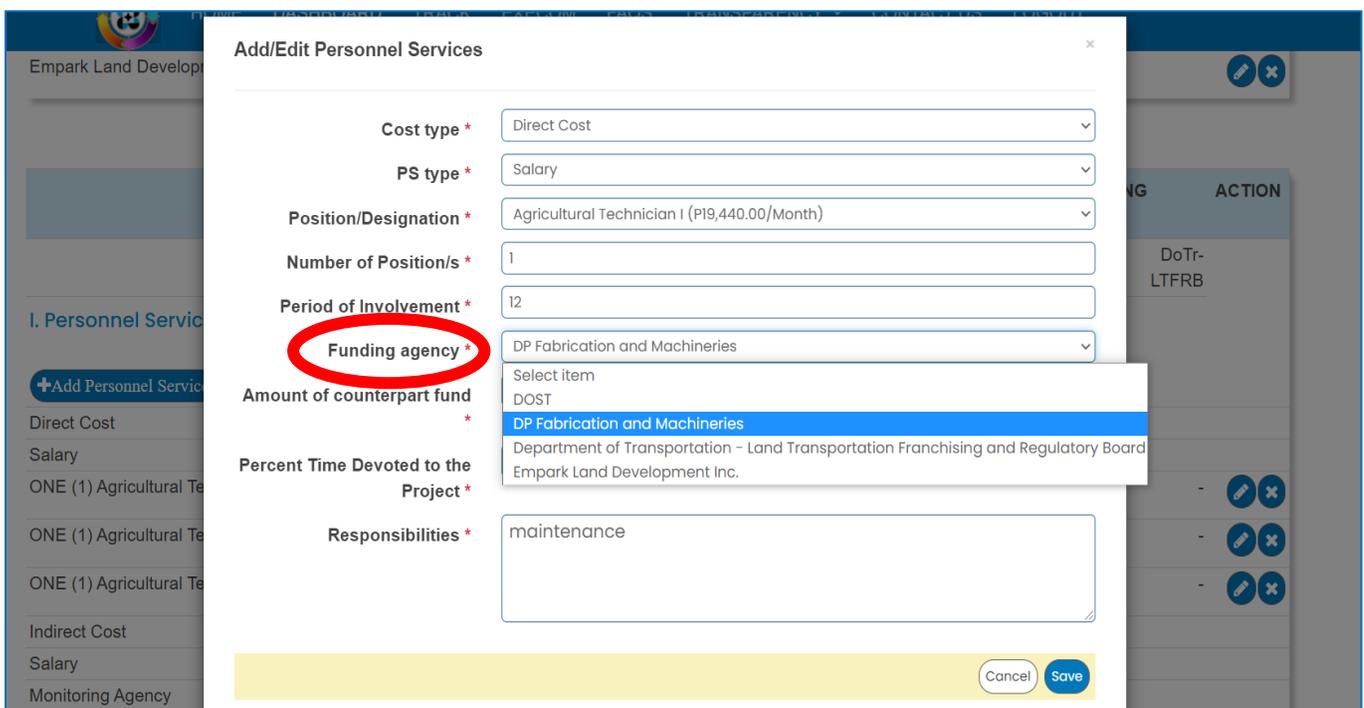
To add counterpart funding (**minimum of 15% of the proposed DOST funds**), the implementing/co-implementing/cooperating agencies must be listed. There is an "Add Counterpart" button at the upper portion of the LIB.



This will appear once you click the button. You can choose your desired agency for it to reflect in the list of funding sources.



You can then proceed to adding an expense item (PS, MOOE and EO). Click your preferred funding agency. All amounts to be encoded are editable.



Each expense item will be reflected in the column of the chosen agency.

	DPMACHINERY	DOTR-LTFRB	ELDI	DOST FUNDING		ACTION
				DPMachinery	ELDI	DoTr-LTFRB
<b>I. Personnel Services</b> <a href="#">Click here for Salary rate for more information</a> <a href="#">Click here for Honoraria rate for more information</a>						
<a href="#">+Add Personnel Service</a>						
Direct Cost						
Salary						
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	233,280.00	-	-
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	99,999.00	-	-	-	-	-
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	88,888.00	-	-	-	-
Indirect Cost						
Salary						
Monitoring Agency						
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	-	-	233,280.00
<b>Sub-total for PPS</b>	<b>99,999.00</b>	<b>88,888.00</b>	<b>0.00</b>	<b>233,280.00</b>	<b>0.00</b>	<b>233,280.00</b>
<b>II. Maintenance and Other Operating Expenses</b> <a href="#">Click here for MOOE description</a>						

Total proposed DOST Funds and Counterpart Funding (**must be a minimum of 15% of the proposed DOST funds**) are summarized at the bottom of the page. Click the Save and Next button to save your progress.

<b>Total Proposed Budget:</b>	<b>1,918,309.00</b>
<b>Total Proposed Counterpart Fund:</b>	<b>1,088,887.00</b>
<b>Total Proposed DOST Fund:</b>	<b>829,422.00</b>

[Previous Step](#) [Save and Next →](#)

#### 4. Add your project team members.

Click the Add a New Project Team to add your Study Leaders, Project Staff, Support Staff, etc.

**Step 4: Project Team Members**

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6

**Added Team Members** [+Add a New Project Team](#)

NAME	CONTACT DETAILS	EXPERTISE	ROLE	ACTION
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Project Leader	

[Previous Step](#) [Next Step →](#)

5. Check the Read Me First section before proceeding. Upload the mandatory (*green texts*) and additional supplementary files (if needed) by clicking the assigned button at the upper right part of the page.

Step 5: Upload Supplementary Files

Step 1 Step 2 Step 3 Step 4 **Step 5** Step 6

[+Upload a New File](#)

**Read Me First!**  
 You are required to submit and upload the following requirements before you can proceed:

1. **Workplan\***
2. **Endorsement of the Agency Head\***
3. **Gender and Development (GAD) Score\***
4. **Scientific Basis/Theoretical Framework\***
5. Technology Roadmap (If applicable)
6. Letter of Intent/Letter of Cooperation (if applicable)
7. Ethics Clearance (If applicable)\*\*
8. Biosafety Clearance (If applicable)\*\*
9. Informed Consent Form(If applicable)\*\*
10. Case Report Forms(If applicable)\*\*
11. Clearance from the DOST or the Funding Agency (e.g., DOST Councils) on previously funded completed projects handled by the Project Leader;

Uploaded files are reflected at the bottom portion of the page. Click the Next Step button to proceed to the last step.

release of funds;

**\* Mandatory files to be uploaded.**

\*\* For submissions to the PCHRD Call for Proposals, the following documents can be submitted on a later date. In case that your proposal will be approved, Please note that funds will **only** be released after the submission of the following documents. Processing of your proposal will proceed in the meantime.

**Uploaded Supplementary Files**

TYPE	FILE NAME	DATE	ACTION
Endorsement of the Agency Head	logo.png	2021-05-07	
Gender and Development (GAD) Score	logo.png	2021-05-07	
Scientific Basis/Theoretical Framework	logo.png	2021-05-07	
Workplan	logo.png	2021-05-07	

[Previous Step](#) [Next Step →](#)

6. Summary of the encoded details from Steps 1 to 5. Review the contents.

Step 6: Review and Confirm Submission

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6**

**Step 1**

**Call for Proposal:** Southeast Asia – Europe Joint Funding Scheme (SEA-EU JFS) 7th STI Call  
**Type of Proposal:** R&D Project  
**Proposal Classification:** New proposal

**Step 2**

**Title:** Test  
**Duration:** May 05, 2021-May 04, 2022  
**Implementing Agency:** DP Fabrication and Machineries

If you are satisfied with the all the details, read the DOST Terms and Conditions, accept it, then click the Confirm and Submit button at the bottom of the page.

**Confirm Terms and Conditions**

**DOST Terms and Conditions**

1) I agree to provide soft copies of the proposal and supplementary files of my research for paperless review, and submit all the required documents or reports as requested by the DOST.

2) I understand that this submission and all it contains will be forwarded to Technical Reviewers for review and that communications regarding this research proposal will be

**Accept Terms and Conditions \***  Yes, I understand and accept all the above Terms and Conditions.

Previous Step **Confirm and Submit**

A pop-up box will appear to confirm your submission.

**Confirm Submission**

You **CANNOT** change any details after submission. Are you sure you want to submit the proposal?

**CONFIRM** **CANCEL**

Previous Step **Confirm and Submit**

Once you click confirm, the Client Satisfaction Feedback (CSF) Form will appear.

**Client Satisfaction Feedback (CSF) Form**

\* Required

SCOPE: SUBMISSION OF PROJECT PROPOSALS THROUGH THE DPMIS

**Fill in form**

**Name: \***  
Marc Allen Angeles Sison

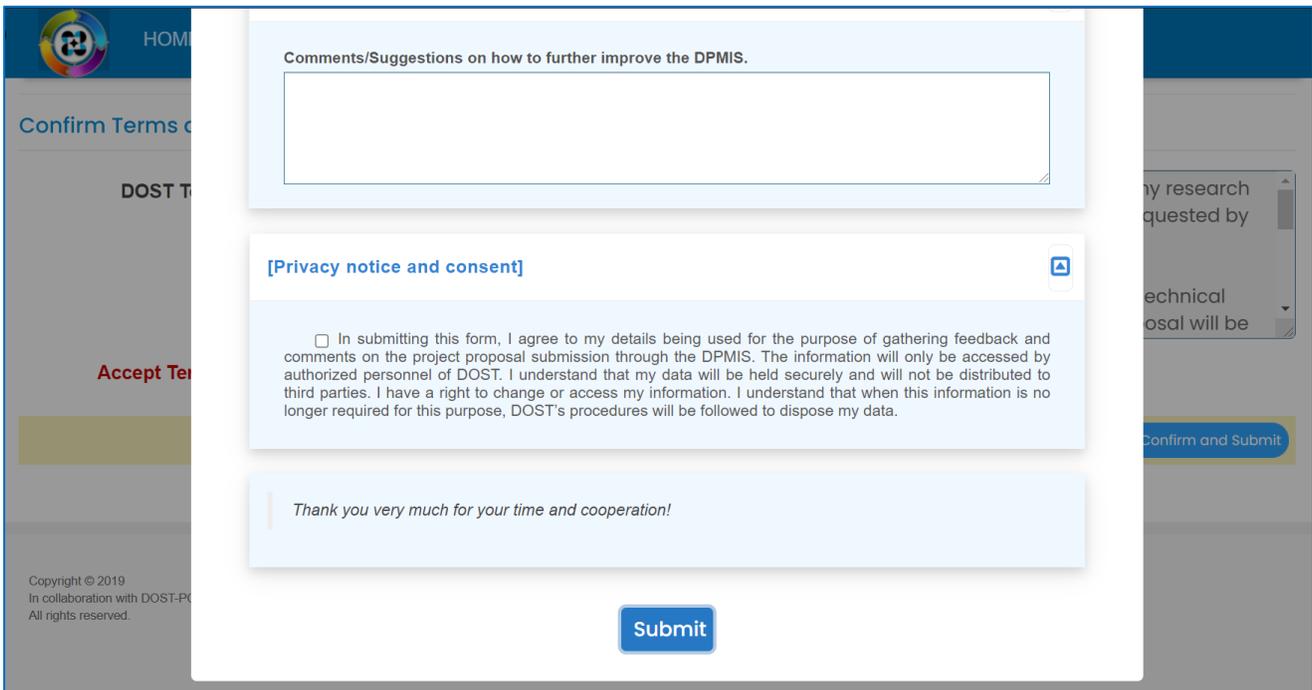
**Sex: \*** Male **Age: \*** required

**Name of Organization/Affiliation: \***  
DOST Central Office

**Feedback**

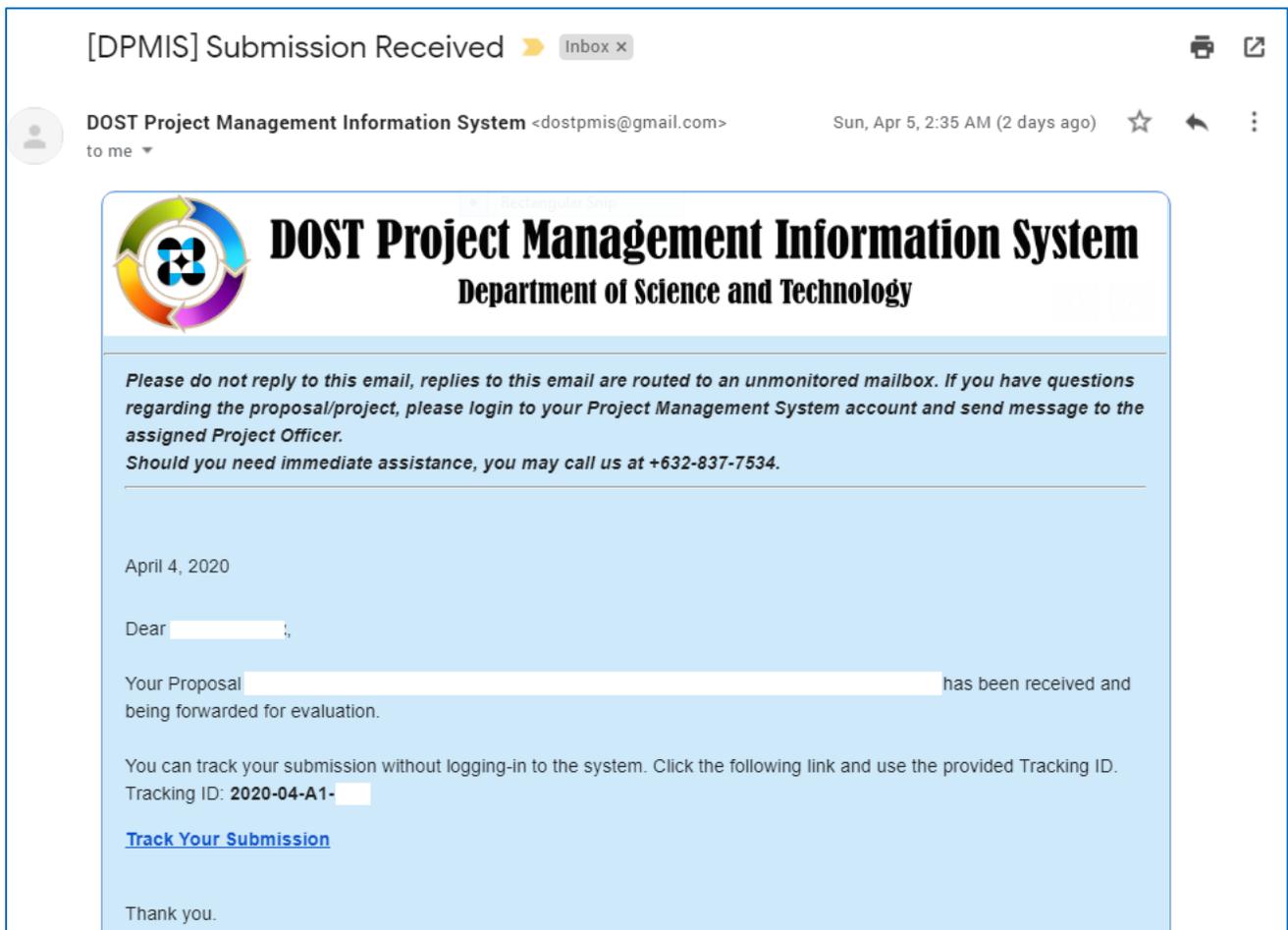
In order to improve our services, please provide your honest feedback by selecting the appropriate ratings on the following items below. Rest assured that all information shall be treated with utmost

Accomplish the CSF form then click the Submit button to Confirm your submission



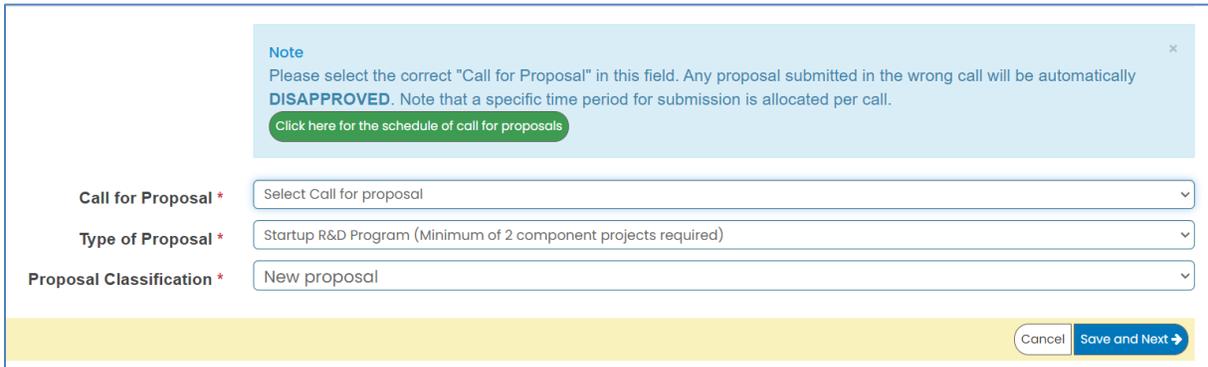
The screenshot shows a web form for submitting a project proposal. At the top, there is a header with a logo and the text 'Confirm Terms of Service'. Below this, there is a section for 'Comments/Suggestions on how to further improve the DPMIS.' with a text input field. A '[Privacy notice and consent]' section follows, containing a checkbox and a paragraph of text: 'In submitting this form, I agree to my details being used for the purpose of gathering feedback and comments on the project proposal submission through the DPMIS. The information will only be accessed by authorized personnel of DOST. I understand that my data will be held securely and will not be distributed to third parties. I have a right to change or access my information. I understand that when this information is no longer required for this purpose, DOST's procedures will be followed to dispose my data.' Below the consent section is a thank-you message: 'Thank you very much for your time and cooperation!'. At the bottom of the form is a blue 'Submit' button. The background shows a blurred view of the website's navigation and other content.

An email notification will be sent upon successful submission. You may use the Proposal Code to track the status of your proposal



## F. STARTUP R&D PROGRAM

1. Select your preferred Call for Proposal, Type (Startup R&D Program), and Proposal Classification. Note that a Program should have a minimum of 2 Project Components. Click the Save and Next button



The screenshot shows a form with three dropdown menus and a 'Save and Next' button. A note box at the top provides instructions on selecting the correct 'Call for Proposal' and mentions that incorrect submissions will be automatically disapproved. A link is provided for the schedule of call for proposals.

**Note**  
Please select the correct "Call for Proposal" in this field. Any proposal submitted in the wrong call will be automatically **DISAPPROVED**. Note that a specific time period for submission is allocated per call.  
[Click here for the schedule of call for proposals](#)

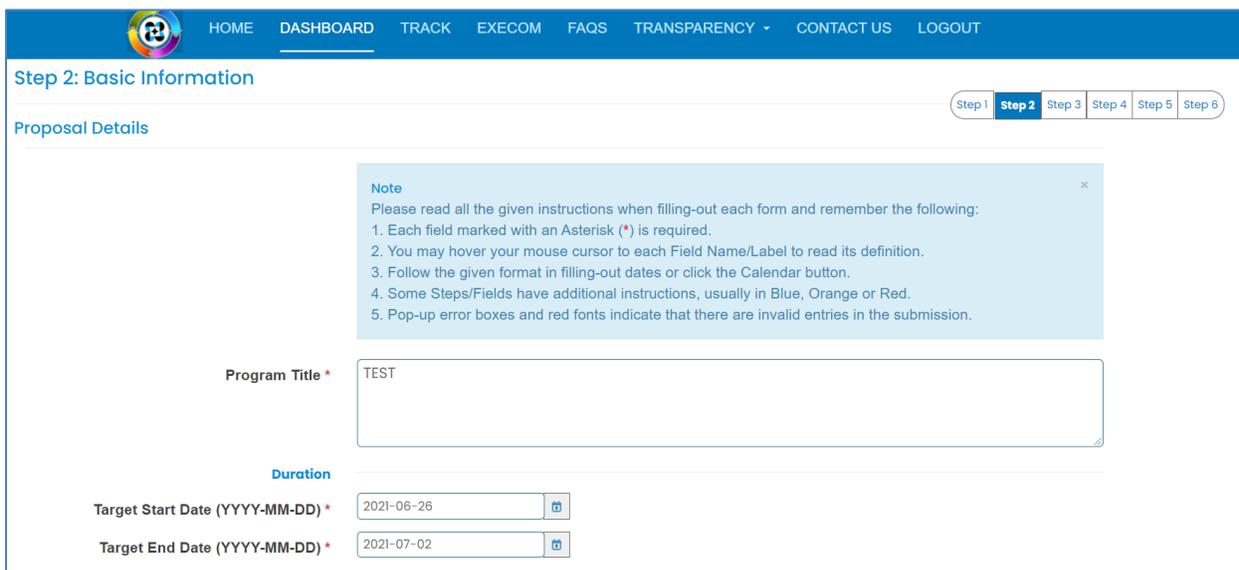
Call for Proposal \* Select Call for proposal

Type of Proposal \* Startup R&D Program (Minimum of 2 component projects required)

Proposal Classification \* New proposal

Cancel Save and Next →

2. Input your Program Proposal details. Read the Notes and Instructions in each field before proceeding. Fill-up the contents as required.



The screenshot shows the 'Step 2: Basic Information' form. It includes a navigation bar with links to HOME, DASHBOARD, TRACK, EXECOM, FAQs, TRANSPARENCY, CONTACT US, and LOGOUT. The form is titled 'Step 2: Basic Information' and 'Proposal Details'. A note box provides instructions for filling out the form. The 'Program Title' field contains 'TEST'. The 'Duration' section includes 'Target Start Date (YYYY-MM-DD)' set to '2021-06-26' and 'Target End Date (YYYY-MM-DD)' set to '2021-07-02'.

HOME DASHBOARD TRACK EXECOM FAQs TRANSPARENCY CONTACT US LOGOUT

Step 2: Basic Information

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Proposal Details

**Note**  
Please read all the given instructions when filling-out each form and remember the following:  
1. Each field marked with an Asterisk (\*) is required.  
2. You may hover your mouse cursor to each Field Name/Label to read its definition.  
3. Follow the given format in filling-out dates or click the Calendar button.  
4. Some Steps/Fields have additional instructions, usually in Blue, Orange or Red.  
5. Pop-up error boxes and red fonts indicate that there are invalid entries in the submission.

Program Title \* TEST

**Duration**

Target Start Date (YYYY-MM-DD) \* 2021-06-26

Target End Date (YYYY-MM-DD) \* 2021-07-02

The following fields are composed of this text box:

- Executive Summary
- General Objective
- Specific Objectives
- Rationale/Significance
- Discussion on the results of related DOST-GIA funded Programs/projects previously handled by the same Program Leader **(if any)**

**Note** ×

DO NOT DIRECTLY COPY AND PASTE contents from MS Word file or Web Browser as these may contain additional formats that are not accepted by the system. You can obtain a plain text version of the copied content by pasting it as plain text in editors such as Notepad/MS Word.

Alternatively, you can clear the format of the pasted text by clicking “Format”, then select “Clear Formatting Menu”.

---

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

**B** *I* U ~~S~~ [Align Left] [Align Center] [Align Right] [Justify] Paragraph ▾ [Bulleted List] [Numbered List] [Decrease Indent] [Increase Indent] [Undo] [Redo] [Link] [Unlink] [Bookmark] [Code] [Table] [X<sub>2</sub>] [X<sup>2</sup>] [Ω] [Insert] [Eye]

ok

p Words: 1

Images/figures can only be inserted in the “Methodology”. To insert an image, click the icon where the red arrow is pointed.

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

**B** *I* U ~~S~~ [Align Left] [Align Center] [Align Right] [Justify] Paragraph ▾ [Bulleted List] [Numbered List] [Decrease Indent] [Increase Indent] [Undo] [Redo] [Link] [Unlink] [Bookmark] [Code] [Table] [X<sub>2</sub>] [X<sup>2</sup>] [Ω] [Insert] [Eye] **Image** ←

ok

p Words: 1

Add the list of equipment that are relevant to the program. These items may be existing in the implementing and collaborating agencies. For items to be purchased, kindly provide the justification.

Summary of equipment relevant to the program + New

NAME OF EQUIPMENT	EXISTING EQUIPMENT IN THE AGENCY (NUMBER)	EXISTING EQUIPMENT FROM OTHER COLLABORATING AGENCY/IES (LOCAL AND ABROAD)		TO BE PURCHASED (NUMBER)	JUSTIFICATION FOR THE PURCHASE	ACTION
		EXISTING	FROM OTHER COLLABORATING AGENCY/IES (LOCAL AND ABROAD)			

The pop-up window below will appear when you click the +New button. Click Save to add your entry.

**Add/Edit Equipment** ×

**Name of Equipment \***

**Existing Equipment in the Agency (number) \***

**Existing Equipment from Other Collaborating Agency/ies (Local and Abroad) (number) \***

**To Be Purchased (number) \***

**Justification for the Purchase \***

Once you encode all the details, click the Save and Next button at the bottom of the page. The whole step must be completed to save your inputs. Closing or refreshing the page will delete all your entries.

HOME DASHBOARD TRACK EXECOM FAQS TRANSPARENCY CONTACT US LOGOUT

Summary of equipment relevant to the program + New

NAME OF EQUIPMENT	EXISTING EQUIPMENT IN THE AGENCY (NUMBER)	EXISTING EQUIPMENT FROM OTHER COLLABORATING AGENCY/IES (LOCAL AND ABROAD) (NUMBER)	TO BE PURCHASED (NUMBER)	JUSTIFICATION FOR THE PURCHASE	ACTION
123213	213213	123213123	123123213	12321312	

### 3. Add the Component Projects (minimum of 2) and Line-Item Budget details.

To add a component, click the button found at the upper right portion of the page.

**Step 3: Component Projects/Line-Item Budget**

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

+Add Component Project

PROJECT TITLE	COUNTERPART FUND	DOST FUND	TOTAL (LINE-ITEM BUDGET/LIB)	ACTION
Project 1 - Test	P100,000.00	P466,560.00	P566,560.00	 <a href="#">Click here to add/update LIB</a>
Project 2 - Test	P50,000.00	P233,280.00	P283,280.00	 <a href="#">Click here to add/update LIB</a>
<b>Total Proposed Budget:</b>			<b>849,840.00</b>	
<b>Total Proposed Counterpart Fund:</b>			<b>150,000.00</b>	
<b>Total Proposed DOST Fund:</b>			<b>699,840.00</b>	

Once you click the +Add Component Project button, you will be redirected to another page. Kindly note that the Project Leader of the component must be registered in the DPMIS, otherwise, their names will not be reflected in the drop-down list. Complete the other details as required.

### Component Project Details

**Note** ✕

Please read all the given instructions when filling-out each form and remember the following:

1. Each field marked with an Asterisk (\*) is required.
2. You may hover your mouse cursor to each Field Name/Label to read its definition.
3. Follow the given format in filling-out dates or click the Calendar button.
4. Some Steps/Fields have additional instructions, usually in Blue, Orange or Red.
5. Pop-up error boxes and red fonts indicate that there are invalid entries in the submission.

**Proposal Title \***

**Note** ✕

If Project Leader is not found in the drop-down list, He/She needs to register in the system.

**Project Leader \***  ✕ ▾

Duration

**Target Start Date (YYYY-MM-DD) \***

**Target End Date (YYYY-MM-DD) \***

**Note** ✕

If you are unable to find the agency, please email the name and address of the agency at [pmis@dost.gov.ph](mailto:pmis@dost.gov.ph)

**Implementing Agency \***  ✕ ▾

**Co-implementing Agency(ies)**

**Cooperating Agencies**

**Site(s) of Implementation \*** + New

**IMPLEMENTATION SITES NO.**

IMPLEMENTATION SITES NO.	BARANGAY	MUNICIPALITY/CITY	DISTRICT	PROVINCE	REGION	COUNTRY	ACTION

**Type of Research \***  ▾

**R&D Priority Area and Program (HNRDA) \***  ▾

**Select HNRDA Item \***  ▾

**Sustainable Development Goal (SDG) Addressed \***

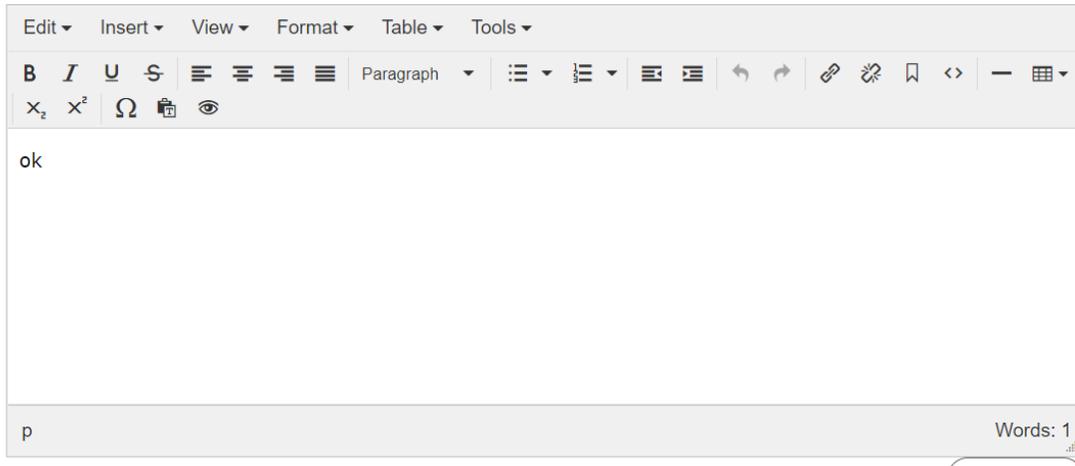
The following fields are composed of this text box:

- Executive Summary
- Startup Background
- Introduction
- Rationale/Significance
- General Objective
- Specific Objectives
- Marketing and Commercial Viability
- Expected Outputs (6Ps: Publication, Patent/IP, Product, People Service, Place and Partnership, and Policy)
- Potential Outcomes
- Potential Impacts (Social and Economic)
- Target Beneficiaries
- Sustainability Plan (if applicable)
- Limitations
- List of Risks and Assumptions
- Literature Cited/References

**Note**

DO NOT DIRECTLY COPY AND PASTE contents from MS Word file or Web Browser as these may contain additional formats that are not accepted by the system. You can obtain a plain text version of the copied content by pasting it as plain text in editors such as Notepad/MS Word.

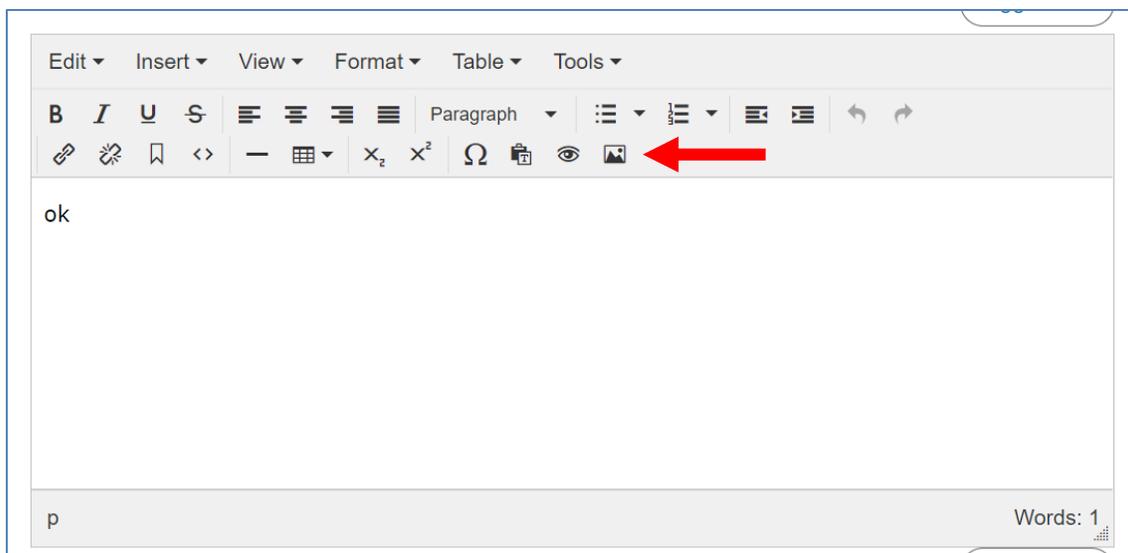
Alternatively, you can clear the format of the pasted text by clicking "Format", then select "Clear Formatting Menu".



Images/figures can only be inserted in the following fields:

- Scientific Basis/ Theoretical Framework
- Review of Related Literature
- Methodology

To insert an image, click the icon where the red arrow is pointed.

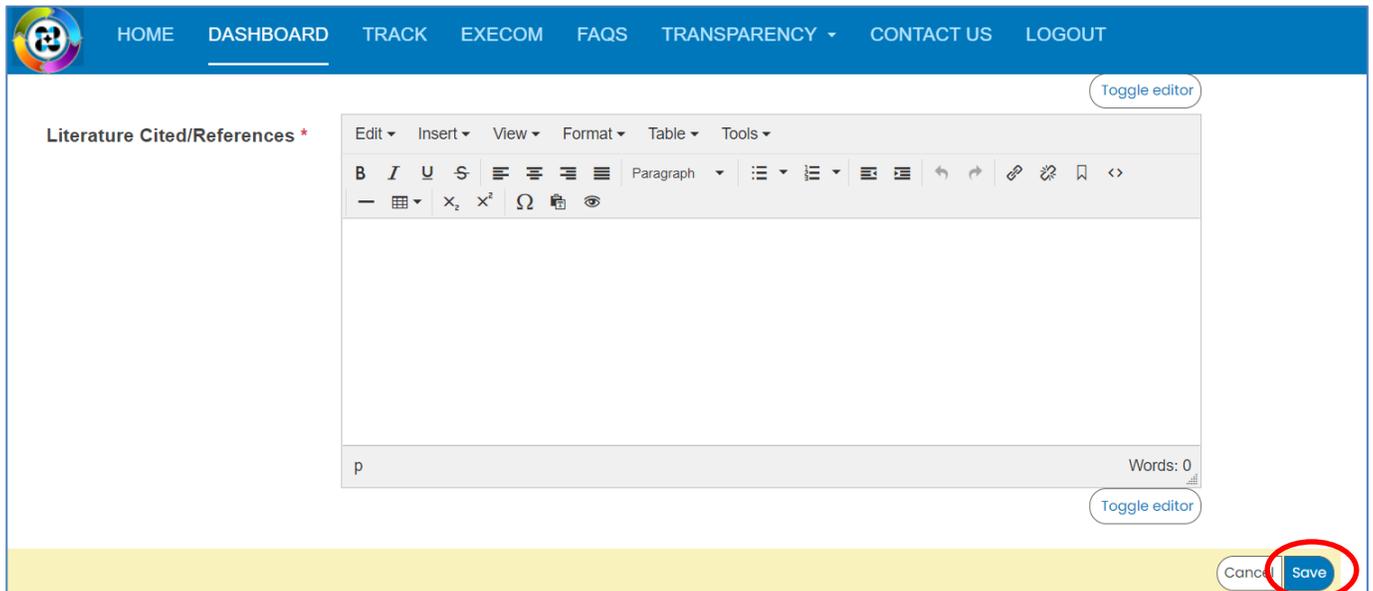


Input your GAD Score. Please read the note before proceeding.

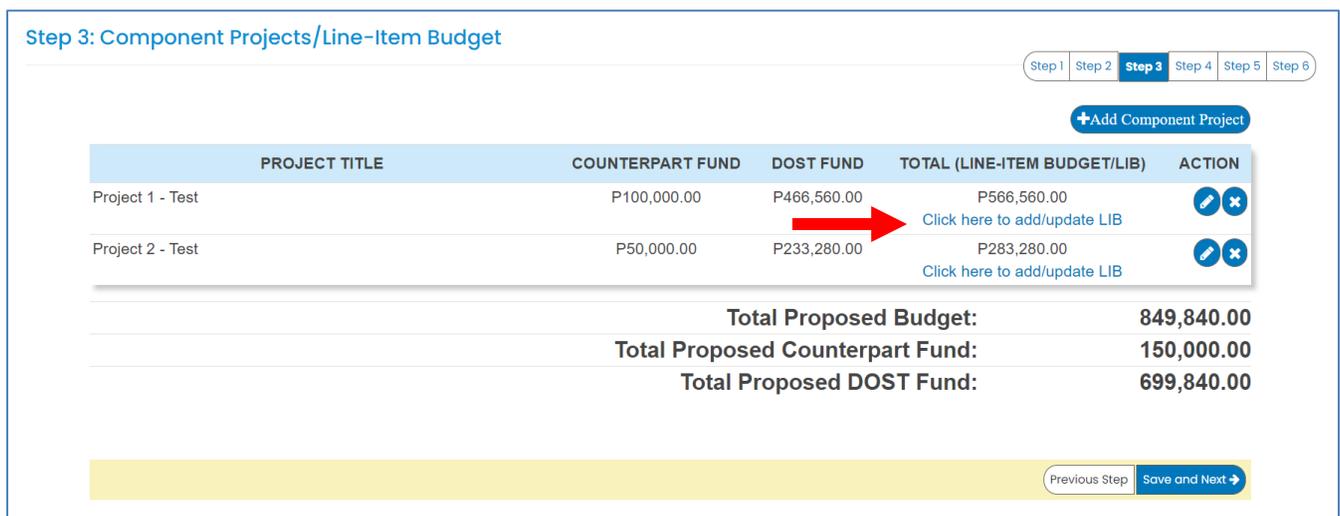
**Note**  
To get GAD Score, please [CLICK HERE](#) to download the file and then upload in Step 5

**GAD Score \***

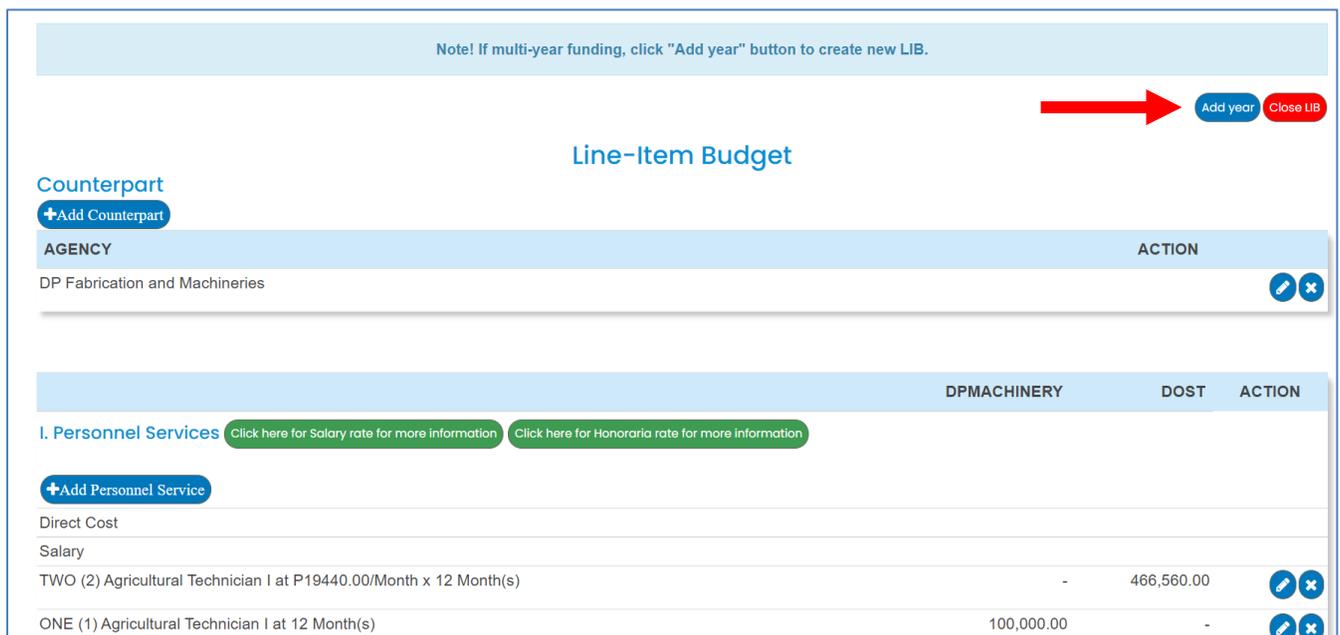
The whole page must be completed to save your inputs. Click the Save button at the bottom of the page.



To add the Line-Item Budget per Component, press the “Click here to add/update LIB” link



You will be redirected to this page. For multi-year duration, click the Add year button.



You can add expense items under the Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) by clicking the buttons allotted for each. A pop-up window will appear.



**Add/Edit Personnel Services**

Cost type \*

Implementing/Monitoring Agency \*

PS type \*

Position/Designation \*

Number of Position/s \*

Period of Involvement \*

Funding agency \*

Amount of counterpart fund \*

Agency where DOST fund will be allocated \*

Percent Time Devoted to the Project \*

Responsibilities \*

**Add/Edit MOOE**

Cost type \*

Implementing/Monitoring Agency \*

MOOE \*

MOOE Subcategories \*

MOOE Item

MOOE Specification \*

Amount \*

Funding agency \*

Agency where DOST fund will be allocated \*

**Add/Edit Capital Outlay**

Cost type \*

Implementing/Monitoring Agency \*

Quantity \*

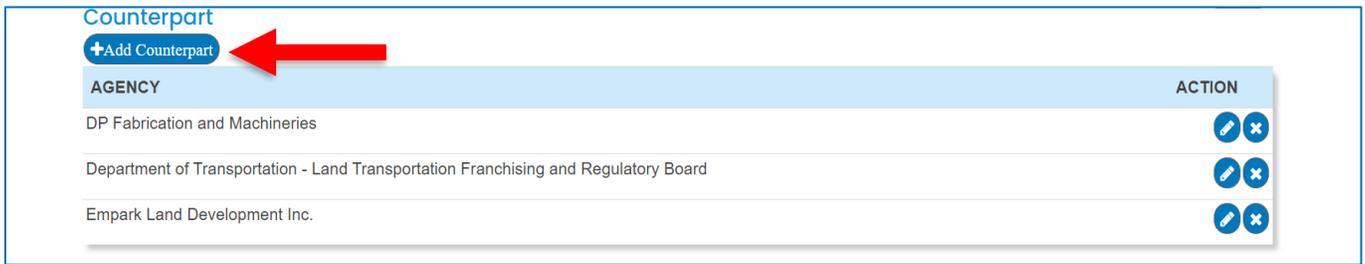
Description \*

Amount \*

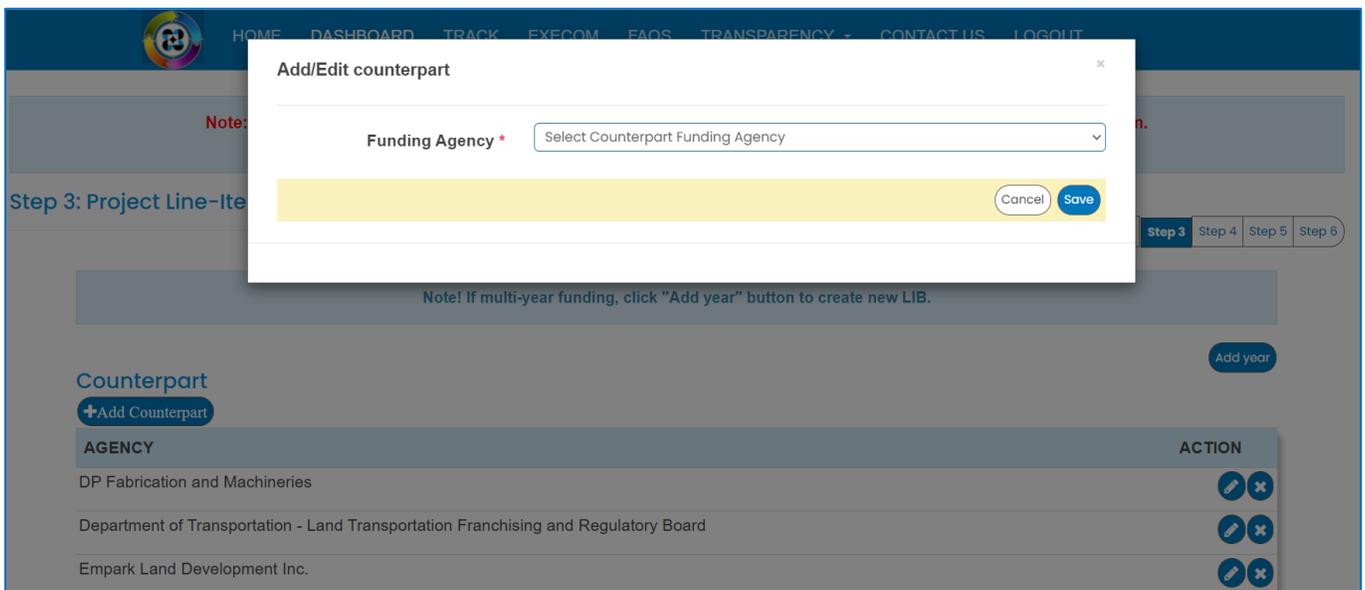
Funding agency \*

Agency where DOST fund will be allocated \*

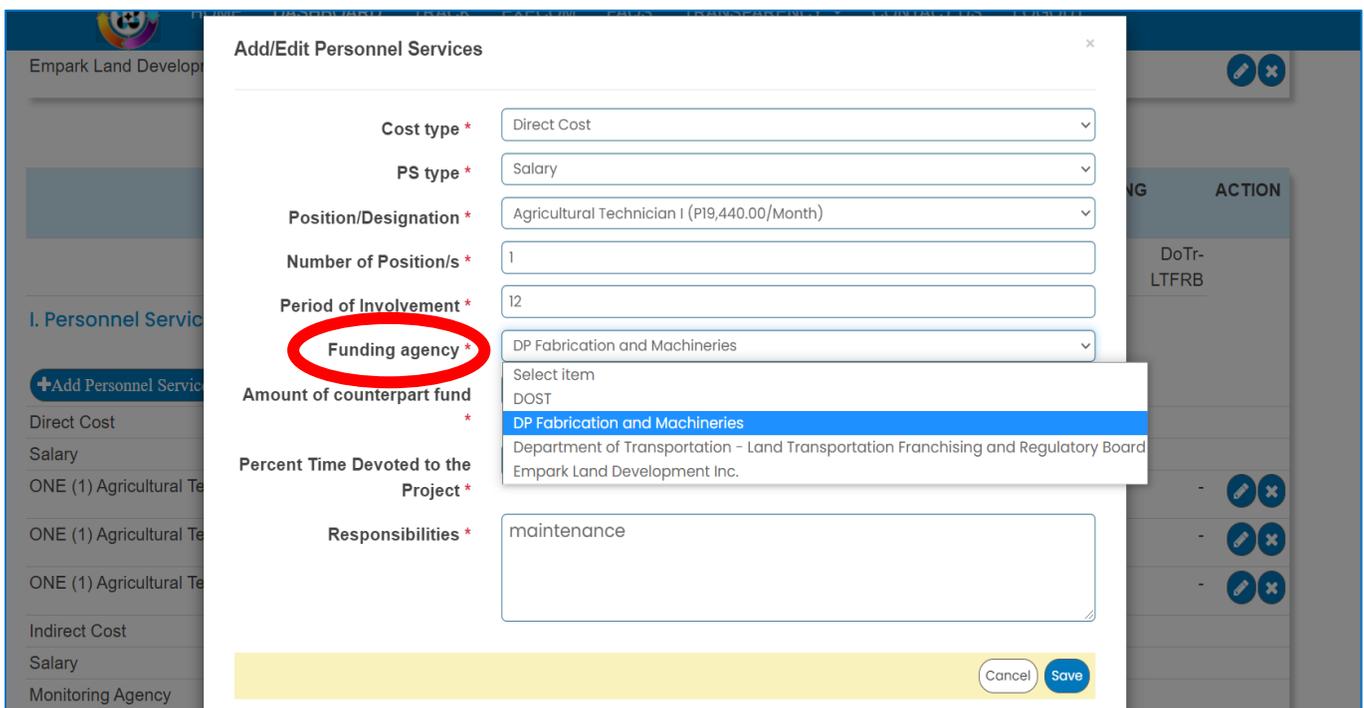
To add counterpart funding (**minimum of 15% of the proposed DOST funds**), the implementing/co-implementing/cooperating agencies must be listed. There is an "Add Counterpart" button at the upper portion of the LIB.



This will appear once you click the button. You can choose your desired agency for it to reflect in the list of funding sources.



You can then proceed to adding an expense item (PS, MOOE and EO). Click your preferred funding agency. All amounts to be encoded are editable.



Each expense item will be reflected in the column of the chosen agency.

	DPMACHINERY	DOTR-LTFRB	ELDI	DOST FUNDING		ACTION
				DPMachinery	ELDI	DoTr-LTFRB
<b>I. Personnel Services</b> <a href="#">Click here for Salary rate for more information</a> <a href="#">Click here for Honoraria rate for more information</a>						
<b>+Add Personnel Service</b>						
Direct Cost						
Salary						
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	233,280.00	-	-
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	99,999.00	-	-	-	-	-
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	88,888.00	-	-	-	-
Indirect Cost						
Salary						
Monitoring Agency						
ONE (1) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	-	-	-	-	233,280.00
<b>Sub-total for P.S</b>	<b>99,999.00</b>	<b>88,888.00</b>	<b>0.00</b>	<b>233,280.00</b>	<b>0.00</b>	<b>233,280.00</b>
<b>II. Maintenance and Other Operating Expenses</b> <a href="#">Click here for MOOE description</a>						

Total proposed DOST Funds and Counterpart Funding (**must be a minimum of 15% of the proposed DOST funds**) are summarized at the bottom of the page.

<b>Total Proposed Budget:</b>	<b>1,918,309.00</b>
<b>Total Proposed Counterpart Fund:</b>	<b>1,088,887.00</b>
<b>Total Proposed DOST Fund:</b>	<b>829,422.00</b>

Once you are done with the budget, click the Close Button to Return to the Main Page of STEP 3.

Note! If multi-year funding, click "Add year" button to create new LIB.

[Add year](#) [Close LIB](#)

### Line-Item Budget

**Counterpart**  
**+Add Counterpart**

AGENCY	ACTION
DP Fabrication and Machineries	

	DPMACHINERY	DOST	ACTION
<b>I. Personnel Services</b> <a href="#">Click here for Salary rate for more information</a> <a href="#">Click here for Honoraria rate for more information</a>			
<b>+Add Personnel Service</b>			
Direct Cost			
Salary			
TWO (2) Agricultural Technician I at P19440.00/Month x 12 Month(s)	-	466,560.00	
ONE (1) Agricultural Technician I at 12 Month(s)	100,000.00	-	

Click the Save and Next button at the bottom of the page to proceed to STEP 4.

**Step 3: Component Projects/Line-Item Budget**

Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6

[+Add Component Project](#)

PROJECT TITLE	COUNTERPART FUND	DOST FUND	TOTAL (LINE-ITEM BUDGET/LIB)	ACTION
Project 1 - Test	P100,000.00	P466,560.00	P566,560.00	<a href="#">Click here to add/update LIB</a>  
Project 2 - Test	P50,000.00	P233,280.00	P283,280.00	<a href="#">Click here to add/update LIB</a>  
<b>Total Proposed Budget:</b>			<b>849,840.00</b>	
<b>Total Proposed Counterpart Fund:</b>			<b>150,000.00</b>	
<b>Total Proposed DOST Fund:</b>			<b>699,840.00</b>	

[Previous Step](#) [Save and Next →](#)

#### 4. Add your program/project team members.

Click the Add a New Project Team to add your Study Leaders, Project Staff, Support Staff, etc. Selected Component Project Leaders in STEP 3 are automatically reflected in this STEP.

**Step 4: Project Team Members**

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6

[+Add a New Project Team](#)

**Added Team Members**

NAME	CONTACT DETAILS	EXPERTISE	ROLE	ACTION
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Program Leader	
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Project Leader	
Sison, Marc Allen Angeles	masison@dost.gov.ph	Agriculture; Plant Pathology; Environmental Science	Project Leader	

[Previous Step](#) [Next Step →](#)

#### 5. Check the Read Me First section before proceeding. Upload the mandatory (*green texts*) and additional supplementary files (if needed) by clicking the assigned button at the upper right part of the page. Mandatory requirements should be uploaded for each project (e.g., 1 set for Project 1, Project 2, etc.).

 HOME DASHBOARD TRACK EXECOM FAQs TRANSPARENCY CONTACT US LOGOUT

**Step 5: Upload Supplementary Files**

Step 1 Step 2 Step 3 Step 4 **Step 5** Step 6

[+Upload a New File](#)

**Read Me First!**  
 You are required to submit and upload the following requirements before you can proceed:

- 1. Workplan\***
- 2. Endorsement of the Agency Head\***
- 3. Gender and Development (GAD) Score\***
- 4. Scientific Basis/Theoretical Framework\***
5. Technology Roadmap (If applicable)
6. Letter of Intent/Letter of Cooperation (if applicable)
7. Ethics Clearance (If applicable)\*\*
8. Biosafety Clearance (If applicable)\*\*
9. Informed Consent Form(If applicable)\*\*
10. Case Report Forms(If applicable)\*\*
11. Clearance from the DOST or the Funding Agency (e.g., DOST Councils) on previously funded completed projects handled by the Project Leader;

Uploaded files are reflected at the bottom portion of the page. Click the Next Step button to proceed to the last step.

release of funds;

**\* Mandatory files to be uploaded.**

\*\* For submissions to the PCHRD Call for Proposals, the following documents can be submitted on a later date. In case that your proposal will be approved, Please note that funds will **only** be released after the submission of the following documents. Processing of your proposal will proceed in the meantime.

**Uploaded Supplementary Files**

TYPE	FILE NAME	DATE	ACTION
Endorsement of the Agency Head	logo.png	2021-05-07	
Gender and Development (GAD) Score	logo.png	2021-05-07	
Scientific Basis/Theoretical Framework	logo.png	2021-05-07	
Workplan	logo.png	2021-05-07	

Previous Step **Next Step** →

## 6. Summary of the encoded details from Steps 1 to 5. Review the contents.

**Step 6: Review and Confirm Submission**

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6**

**Step 1**

Call for Proposal: Southeast Asia – Europe Joint Funding Scheme (SEA-EU JFS) 7th STI Call  
 Type of Proposal: **R&D Program**  
 Proposal Classification: New proposal

**Step 2**

Title: TEST  
 Duration: Jun 26, 2021-Jul 02, 2021

Executive Summary:  
 TEST

General Objectives:  
 TEST

If you are satisfied with the all the details, read the DOST Terms and Conditions, accept it, then click the Confirm and Submit button at the bottom of the page.

**Confirm Terms and Conditions**

**DOST Terms and Conditions**

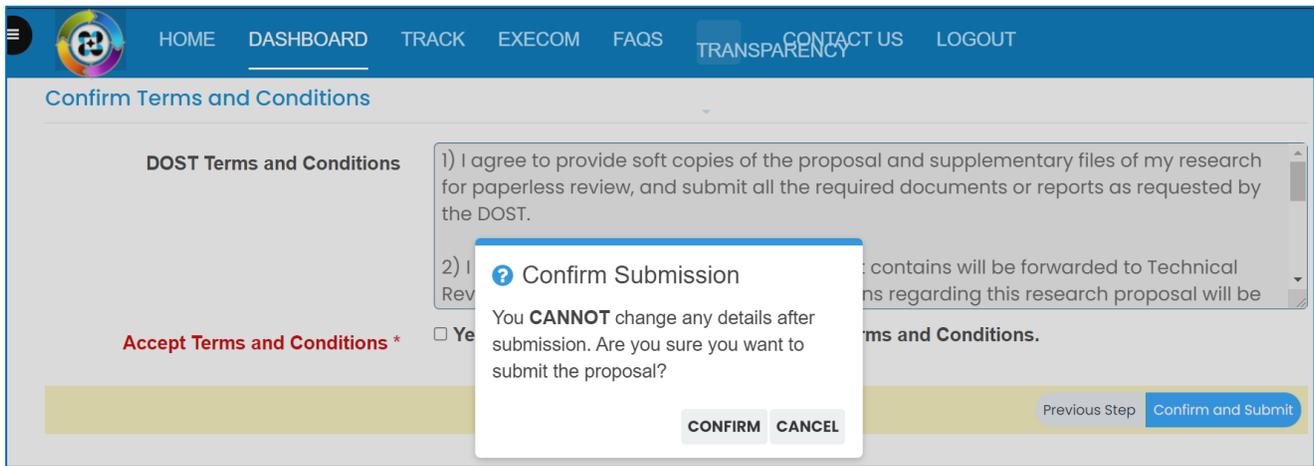
1) I agree to provide soft copies of the proposal and supplementary files of my research for paperless review, and submit all the required documents or reports as requested by the DOST.

2) I understand that this submission and all it contains will be forwarded to Technical Reviewers for review and that communications regarding this research proposal will be

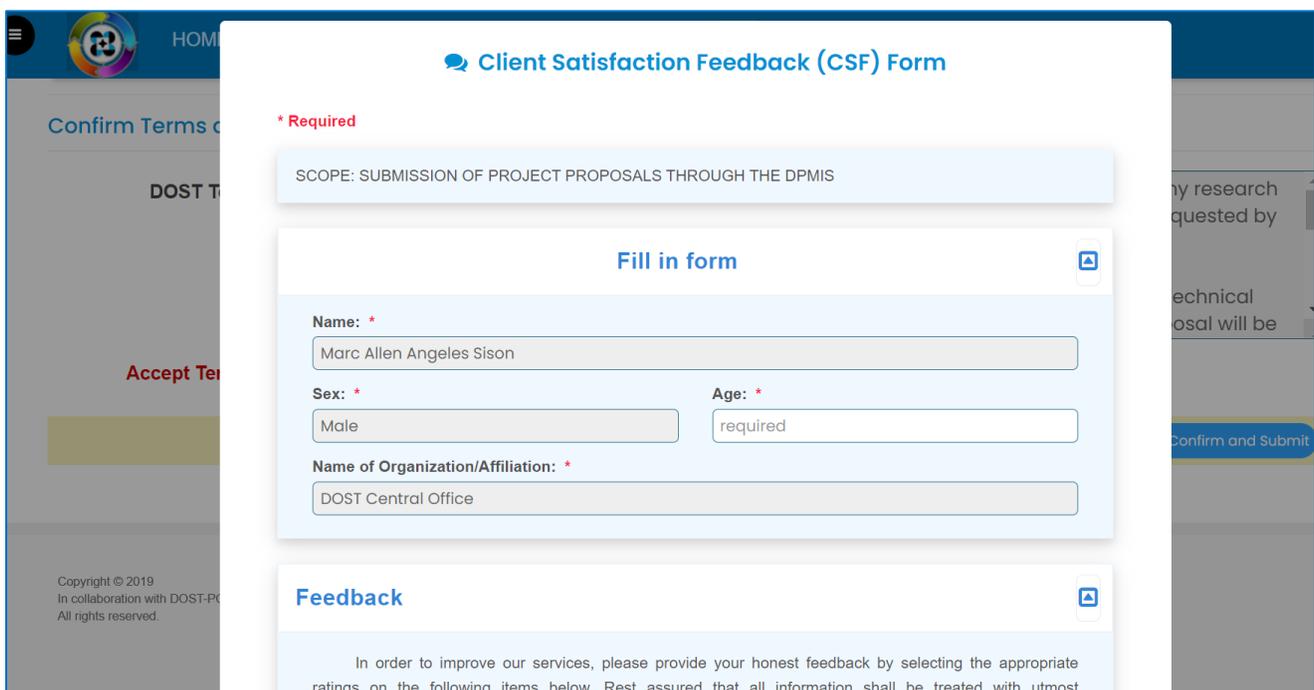
Accept Terms and Conditions \*  Yes, I understand and accept all the above Terms and Conditions.

Previous Step **Confirm and Submit**

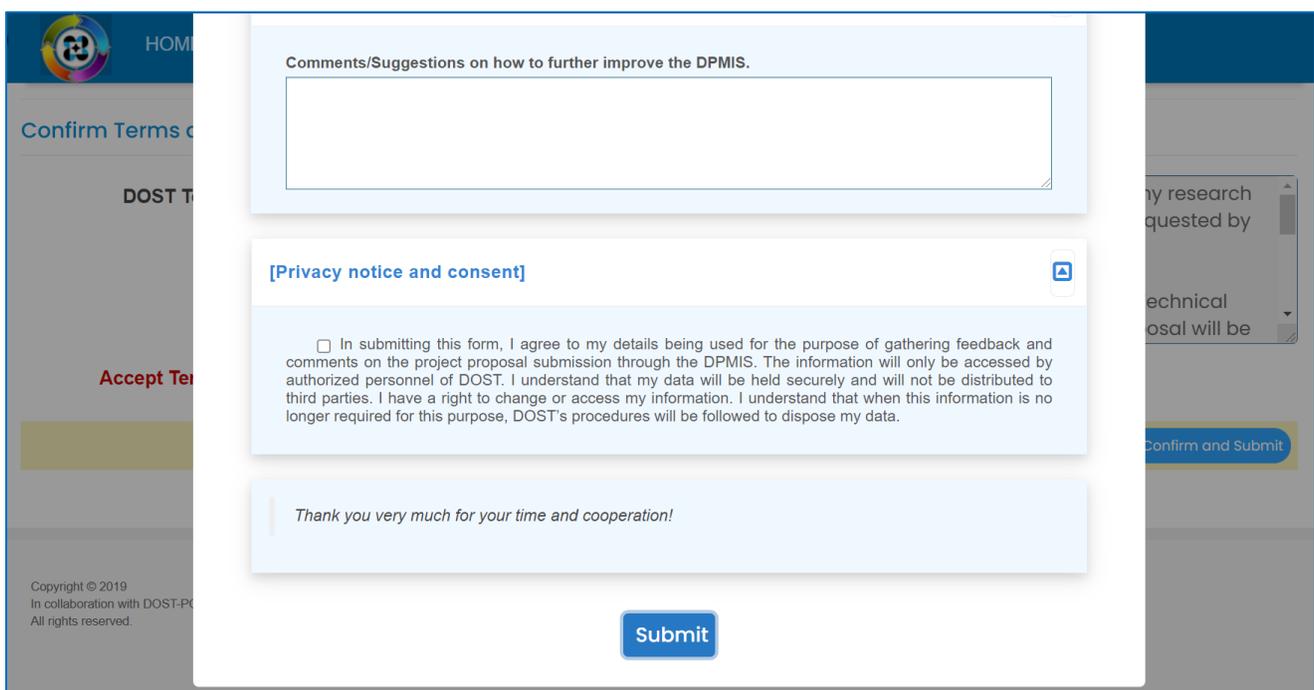
A pop-up box will appear to confirm your submission.



Once you click confirm, the Client Satisfaction Feedback (CSF) Form will appear.



Accomplish the CSF form then click the Submit button to Confirm your submission



An email notification will be sent upon successful submission. You may use the Proposal Code to track the status of your proposal

[DPMIS] Submission Received Inbox x 🖨️ 📧

 **DOST Project Management Information System** <dostpmis@gmail.com> Sun, Apr 5, 2:35 AM (2 days ago) ☆ ↶ ⋮  
to me ▾



## DOST Project Management Information System

**Department of Science and Technology**

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*Please do not reply to this email, replies to this email are routed to an unmonitored mailbox. If you have questions regarding the proposal/project, please login to your Project Management System account and send message to the assigned Project Officer.*

*Should you need immediate assistance, you may call us at +632-837-7534.*

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April 4, 2020

Dear [REDACTED],

Your Proposal [REDACTED] has been received and being forwarded for evaluation.

You can track your submission without logging-in to the system. Click the following link and use the provided Tracking ID.  
Tracking ID: **2020-04-A1-**[REDACTED]

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Thank you.