



13 JUL 2017

PCIEERD Administrative Order No. 2017-085
Series 2017

SUBJECT: Guidelines in the Implementation of the PCIEERD Young Innovators Program

The Young Innovators Program (YIP) is an initiative of PCIEERD to provide funding to students and up-and-coming researchers with innovative research direction to pursue pioneering work leading to quality research paper, publication or product/invention. The program aids in ushering the potential researchers, as young as high school students, to independent research to accelerate the production of scientific workforce and encourage new, innovative research areas.

The program is open to young talented innovators who wish to gain research experience by engaging in a research activity under a mentor. The research area must be within the PCIEERD sectoral priority areas / Harmonized National Research and Development Agenda (HNRDA). Duration of the research must be for a maximum of 1 year.

I. OBJECTIVES

- To train and prepare the young researchers to conduct independent research.
- To provide funding to promising scientists and engineers with innovative research direction.

II. DEFINITION OF TERMS

1. Sending Institution – refers to the academic or research institution where the grantee is affiliated
2. Mentor – refers to the faculty or industry expert who will oversee the grantee in the research.
3. HNRDA – refers to the Harmonized National Research and Development Agenda (Annex 1).
4. 6Ps – refers to tangible and measurable outputs of the research activity specified as follows:
 - a) Publications (published articles in recognized scientific journals)
 - b) Patents (tangible measure of innovation)
 - c) Products (commercial value of outputs)
 - d) People Services (increase in the scientific workforce)
 - e) Places (facilities that enable increased 6Ps output)
 - f) Policies (adopted science-based guidelines)
5. OMS – refers to the Output Monitoring Sheet to be submitted by the grantee every six (6) months until the end of service obligation to monitor progress/update on the realization of 6Ps action plan (Annex 2).

III. QUALIFICATION REQUIREMENTS

- Filipino citizen
- Age 30 years old and below
- Full-time HS/BS/MS student, without employment but involved in research/innovation activities
 - a) for HS, individual or group with a maximum of 10 members
 - b) for BS, individual or group with a maximum of 3 members
 - c) for MS, individual
- Undertake a research aligned with the PCIEERD sectoral priority areas / HNRDA

IV. APPLICATION REQUIREMENTS

Letter of request addressed to the Executive Director to be received within the deadline of application complete with following documentary requirements:

- a) Detailed capsule proposal with description of proposed scope of work including plan of activities approved by the mentor/adviser (open only to high-level research and not just for any high school science project or school fair exhibit)
- b) Application form (downloadable from the PCIEERD website)
- c) Curriculum vitae (CV)
- d) Endorsement from mentor/sending institution (at least the Dean/Principal or equivalent)
- e) Budgetary requirements (LIB) certified by the mentor/adviser

V. CRITERIA FOR SELECTION

- a. Must have a good track record on research and innovation.
- b. The research area must be within the PCIEERD sectoral priority areas / HNRDA.
- c. The work must exhibit innovation or generation of new knowledge or address special concern.
- d. The research must produce at least one of the 6Ps as output, preferably a product or patent.

VI. SCREENING AND EVALUATION PROCESS

Applicants must pass the following screening procedures:

- a. Evaluation of Track Record
- b. Shortlisting
- c. Review of Proposal
- d. Final list (can be up to 15)
- e. PCIEERD Management Team (PMT) Approval
- f. Final Interview

VII. ENTITLEMENTS

- a. The financial assistance shall be for a maximum of PhP1,000,000.00 covering the following:

Stipend/living allowance	HS student P12,000/mo (individual/group) BS student P15,000/mo (individual/group) MS student P20,000/mo	
Laboratory expenses, equipment rental, testing consumables, printing expenses and other supplies and materials (subject for approval based on the submitted LIB)	Maximum of:	
	HS student	PhP200,000.00
	BS student	PhP400,000.00
	MS student	PhP600,000.00
Honoraria for mentor	P8,800/month	
Other Professional Services	To be provided only if there is a valid need to consult with other mentors.	

* If more than the maximum allowable grant is needed, PMT approval should be sought.

- b. Release of entitlements

For HS and BS: Entitlements will be released to the Mentor subject to usual auditing and accounting procedures. For grantees under the legal age of 18, parents or legal guardian must claim their entitlements from the mentor on their behalf.

For MS: The entitlements will be released to the student except for the honoraria of the mentor. The research fund will be released in two tranches, first tranche 80% and second tranche 20%.

The honoraria of the Mentor will be provided at the end of the research upon submission of reports.

VIII. RESPONSIBILITIES

A. Grantee

- The grantee shall devote the full amount of time based on the plan of activities.
- The grantee shall submit a Progress Report to PCIEERD every quarter until the completion of the research.
- Upon completion of the research, the grantee shall report to PCIEERD for debriefing and oral presentation and submission of the following within 30 days:
 - Terminal accomplishment report noted by the sending institution (at least Dean/Principal or equivalent)
 - Action plan certified by the mentor (6Ps)
- Upon completion of the research, the grantee shall remain in the country to render the following service obligation as follows:

Research duration	Return service
6 months and more	1 year
less than 6 months	6 months

Any service rendered before completion of the research shall not be counted. As return service, high school grantee shall enroll in a science or engineering course (STEM) in college.

- An Output Monitoring Sheet (OMS) shall be submitted by the grantee to PCIEERD every six (6) months until the service obligation has been completed (Annex 2). For every item reflected in the OMS, pertinent documents must be attached. The OMS form will be provided to the grantee together with the Approval Letter, Approved Indicative LIB and Memorandum of Agreement (MOA).
- Grantees under the legal age of 18 will be represented by their parents or legal guardian in all legal contracts.
- The grantee shall acknowledge the support of PCIEERD in all reports and publications that may be released in connection with the research, a copy of which should be provided to PCIEERD.
- In case of non-compliance with the contract, the grantee shall be required to repay the total amount of financial assistance received while enjoying the grant with 12% interest per annum computed from the time of termination. The repayment shall be within one year. Otherwise, additional interest shall be imposed depending on the time involved.
- Travel abroad during the research period may be allowed, provided trip is approved/endorsed by the mentor and permission from PCIEERD is sought, as follows:

Research duration	Allowable duration of travel
6 months and below	Maximum of two weeks
More than 6 months	1 month

- In case of travel abroad before completion of the required return service, the grantee must secure a clearance from his/her institution. The following documents shall be submitted to support the request for temporary clearance:
 - Formal request indicating the purpose, place of travel, and actual dates of departure and arrival
 - Endorsement from supervisor (where applicable)
 - Invitation and acceptance to trainings/ conferences
 - Abstract of paper, where applicable

For travels exceeding one (1) month, a deed of undertaking has to be accomplished.

B. Mentor / Institution

- Provide the research expertise and the facilities (as the case may be) during the research experiment.
- Ensure that the target activities and outputs are achieved within the approved duration.

- In coordination with PCIEERD, monitor the grantee's accomplishment vis-a-vis the approved plan of activities.
- Ensure completion of the grantee's approved plan of activities within the required duration.
- Upon completion of the research, submit to PCIEERD the following:
 - Evaluation / Recommendation Report
 - Terminal Report
 - Financial Report (for HS and BS)

IX. PROCEDURAL GUIDELINES

- a. Application documents must be addressed and submitted to:

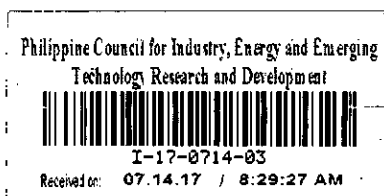
Executive Director Carlos Primo C. David, PhD
 Philippine Council for Industry, Energy and Emerging Technology Research
 and Development – Department of Science and Technology (PCIEERD-DOST)
 4th and 5th floors Science Heritage Bldg., DOST Compound, Bicutan, Taguig, Metro
 Manila

- a. Applications with incomplete documents will be rejected.
- b. Applications with complete documentary requirements must be submitted before the deadline. Late applications will not be processed.
- c. Applications will be screened and evaluated.
- d. Qualified applicants shall be endorsed to the PCIEERD Management Team (PMT) for approval. Qualified applicants may be scheduled for an interview.

X. GENERAL GUIDELINES

- a. The decision of PCIEERD on any application for financial support is considered final and unappealable.
- b. All grants shall be subject to availability of funds and the accounting and auditing rules and regulations.
- c. All application forms and guidelines can be downloaded at the PCIEERD website at <http://www.pcieerd.dost.gov.ph>.
- d. For HS grantees, the grant will be managed by the Mentor.

This Administrative Order supersedes existing related orders and shall take effect immediately and remain in force until sooner revoked. Done this _____, 2017.



Carlos Primo C. David
CARLOS PRIMO C. DAVID, Ph.D.
 Executive Director