

GUIDELINES FOR ACCOMPLISHING DOST-CERTIFIED SCIENCE FOUNDATION FORMS

1. **PROGRAM/PROJECT TITLE**
 - a. **Program** – involves a group of interrelated or complementing science and technology projects on a multi-disciplinary approach to meet established goals within a specific time frame.
 - b. **Project** – a set of interrelated studies or a component of a program to meet pre-determined objectives within a specific time frame.
2. **SECTOR** – see footnote (*) Annual Project Status Report form.
3. **S & T COMPONENT** – specify the program/project into (as defined by UNESCO):
 - a. **Research & Experimental Development (R & D)** – refers to any systematic and creative work undertaken in order to increase the stock of knowledge and the use of this knowledge to devise new applications. R & D are classified into:
 - **Basic or Fundamental Research** – is an experimental or theoretical work undertaken to acquire new knowledge without any particular or specific application or use in view.
 - **Applied Research** – refers to an original investigation undertaken to acquire new knowledge towards a specific practical aim or objective.
 - **Experimental Development** – refers to the systematic work, drawing on existing knowledge gained from research and/or practical experience that is directed to producing new materials, products and devices to installing new processes, system and services and to improving substantially those already produced or installed.
 - b. **Scientific & Technological Education & Training (STET)** – refers to all activities comprising specialized non-university higher education and training leading to a university degree, post-graduate and further training and organized lifelong training for scientists and engineers.
 - c. **Scientific & Technological Linkages & Services (STS)** – are activities concerned with research & experimental development and contributing to the generation, dissemination and application of scientific and technical knowledge.
 - d. **Non-S & T Activities** – are those which do not fall in any of the above s & T components.
4. **PROGRAM/PROJECT COST FOR THE YEAR** – refers to the actual budget expended for the current year for the implementation of the program/project broken down into detailed expense items.
5. **DURATION (date started to expected date of completion)** – refers to the approved number of years or months the program/project is expected to be completed.
6. **OBJECTIVES/SIGNIFICANCE** – this states the summarized results or technologies which are expected to be generated by the program/project, and a brief rationale for conducting the S & T activity, indicating the specific problems, expected benefits, and identified beneficiaries.
7. **MAJOR PROJECTS/ACTIVITIES (GANTT CHART)** – identifies and outlines the procedure to be undertaken for each program/project with the corresponding period of time the activity shall be undertaken.
8. **MAJOR ACCOMPLISHMENTS** – refers to the summary of the accomplishments in the past five (5) years compared with the proposed S & T program submitted before the certification. It shall include the highlights of results/findings that have so far been accomplished from the conduct of the project. (For renewal.)

Exhibit A

S & T Activity : RESEARCH AND DEVELOPMENT (R&D)

Program/Project Title	Description of the Project	R&D Classification	Duration of the Project	Project Cost (in P)

Specify whether basic or fundamental research, applied research, experimental development

Total Cost :

STFU 001
Rev 0/ 12-05-2016

Exhibit B

S & T Activity : SCIENTIFIC & TECHNOLOGICAL EDUCATION & TRAINING (STET)

Program/Project Title	Description of the Project	Field of Study	Duration of the Project	Project Cost (in P)

Total Cost :

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Rev 0/ 12-05-2016

Exhibit C

S & T Activity: SCIENTIFIC & TECHNOLOGICAL LINKAGES & SERVICES (STS)

Program/Project Title	Description of the Project	STS Classification	Duration of the Project	Project Cost (in P)

Specify whether :

Total Cost :

1. Information System (services provided by libraries, information and documentation centers and data banks and those gathered from surveys and feasibility/case studies)
2. Transfer and Commercialization of Technology (local and international)
3. Frontline STS (testing standardization, metrology and quality control; geological and hydrological surveying; astronomical, metrological and seismological observations, extension and advisory services, patenting and licensing, among others).

S & T Activity : NON-S &T

Program/Project Title	Description of the Project	Duration of the Project	Project Cost (in P)

Total Cost :