**DETAILED PROPOSAL**

**(SUPPORT TO TECHNOLOGY TRANSFER AND COMMERCIALIZATION)**

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| **I. BASIC INFORMATION** |
| 1. **Project Title**
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| 1. **Proponent**
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| 1. Name and Signature
 |  |
| 1. Designation
 |  |
| 1. Landline/Fax
 |  |
| 1. Mobile Number
 |  |
| 1. Email Address
 |  |
| 1. **Implementing Agency**
 |  |
| Lead Agency |  |
| Agency Head |  |
| Complete Address |  |
| Email Address |  |
| Landline/Fax & Mobile Number |  |
| 1. **Collaborating Agency**

**(-ies) and their Roles** |  |
| 1. **Partner Farmer Cooperatives and Associations (FCAs)**
 |  |
| 1. **Project Duration**
 |  |
| 1. **Project Site/s**
 |  |
| 1. Province
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| 1. City(-ies)/
2. Municipality(-ies)
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| 1. Barangay(s)
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| 1. Geocode(s)
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| 1. **Project Funding**
 |  |
| 1. Total Budget Requested
 |  |
| 1. Agency Counterpart
 |  |
| 1. **Project Type**
 | [ ] Market Research/Market Assessment[ ] Product Refinement/Enhancement and Product Registration[ ] Technology Transfer and Enterprise Development |
| 1. **Expected Technology** *(Please enumerate and refer to Annex B.2.)*
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| [ ] Product:  |  |
| [ ] Protocol/Process: |  |
| [ ] Information: |  |
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| 1. **Brief Description of the Technology**
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| 1. **Impact of the Technology**
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| 1. **Impact Pathway**
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|  |
| 1. **Potential Intellectual Property**
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| Type | [ ] Patent [ ] Trademark[ ] Utility Model [ ] Copyright |
| Status | [ ] None[ ] For application[ ] With pending application[ ] Registered |
| Description |  |

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| **II. PROFILE OF THE FCA** |
| 1. **Name of the FCA**
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| 1. **Type and Purpose of FCA**
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| 1. **Location of FCA**
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| 1. **Total no. of members**
 |  |
| 1. **Expected no. of members to be involved in the project**
 |  |
| 1. **Current capacity/knowledge/ experience of the beneficiaries**
 |  |
| 1. **Needs/Gaps of the FCA and their willingness to adopt the technology**
 |  |
| 1. **Areas of Intervention and Cost**
 | [ ] Input: \_\_\_\_\_\_\_\_\_\_\_\_\_\_; Php[ ] Minor repair/s of facilities and equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Php[ ]  Capacity Building of FCAs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_; Php[ ] Marketing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Php[ ] Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Php |

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| **III. TECHNICAL DESCRIPTION** |
| 1. **Rationale**
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| 1. **General Objective**
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| 1. **Specific Objectives**
 |  |
| 1. **Expected Outputs per Objective**
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| **IV. REVIEW OF LITERATURE** |
| 1. Background of the Technology
 |  |
| 1. Supply and Demand Analysis
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| 1. Financial Analysis
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| **V. METHODOLOGY** |
| **Objective 1** |
|  |
| **Objective 2** |
|  |
| **Objective 3** |
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| **VI. EXIT/SUSTAINABILITY PLAN** |
| 1. **Financial**
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| 1. **Production**
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| 1. **Organization/ Management**
 |  |
| 1. Implementing Agency
 |  |
| 1. Cooperative/ Association (Adopters)
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| **VII. LOGICAL FRAMEWORK** |
|  *(see attached)* |

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| **VIII. WORK PLAN SCHEDULE** |
|  *(see attached)* |

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| **IX. BUDGET SUMMARY** |
|  *(see attached)* |

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| **X. REFERENCES**  |
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**ANNEX B.1. GUIDELINES FOR THE PREPARATION OF DETAILED PROPOSAL FOR SUPPORT TO TECHNOLOGY TRANSFER AND COMMERCIALIZATION**

Detailed proposals must be prepared using the format given and in accordance with the following guidelines. Use Cambria 11, single space.

1. **BASIC INFORMATION**

|  |  |
| --- | --- |
| *Project Title* | Brief but clear official and distinctive name of the project that describes the main theme of the proposed study. |
| *Proponent* | Principal researcher or implementer of the project. Do not write in this space. |
| 1. *Name and Signature*
 | Indicate the Surname, First Name, Middle Name of the proponent as well as title or academic abbreviation |
| 1. *Designation*
 | Official position in the institution |
| 1. *Landline/Fax*
 | (Area code) NNNN-NNNN loc NNN |
| 1. *Mobile Number*
 | 09XX-XXX-XXXX |
| 1. *Email Address*
 | Email address of project leader |
| *Implementing Agency* | Primary institution that will lead the implementation of the project.  |
| 1. *Lead Agency*
 | Name of the institution where the project leader is affiliated |
| 1. *Agency Head*
 | Indicate the Surname, First Name, Middle Name of the head of the agency as well as the academic abbreviation |
| 1. *Complete Address*
 | Indicate the block and lot number, street, subdivision, barangay, city/municipality, province, postal code |
| 1. *Email address*
 | Email address of the institution |
| 1. *Landline/Fax & Mobile number*
 | (Area code) NNNN-NNNN loc NNN09XX-XXX-XXXX |
| *Collaborating Agency(-ies)* | Agency(-ies) who will be cooperating with the lead agency implementing the project |

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| *Partner Farmer Cooperatives and Associations (FCAs)* | Group/organization/cooperative to whom the technology will be transferred |
|  *Project Duration* | Period that indicates proposed start and completion of the project (in number of years and/or months) |
| *Project Site/s* | Place or area covered by the project or where the project will be conducted |
| *Project Funding* | Financial requirement of the project in Philippine peso |
| *Total Budget Requested* | Total budget requested from DA-BAR |
| *Agency Counterpart* | The contribution/share of the implementing/collaborating agency in the conduct of the project |
| *RDE Agenda Addressed* | Researchable area to be addressed by the project based on DA Thrusts and Priorities, RIRDEAP or DA-BAR’s RDEAP |
| *Project Type* | Identify the specific category of the proposal Market Research/Market Assessment pertains to the post-market assessment of the technology to validate the characteristics of the technology as preferred by the target marketProduct Refinement/Enhancement and Product Registration consists of activities on the enhancement of the products based on the market assessment and compliance to health and safety standards, as well as product registrationTechnology Transfer and Enterprise Development consists of activities such as capacity building for FCAs (technical training on the use of POT and business related training) and establishing linkages in the market. |
| *Technology* | Identify and categorize the technology in the proposal as a product, protocol/process, and/or information. (See Annex B.2.) |

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| *Brief Description of the Technology* | Briefly describe the technology in the project |
| *Impact of the Technology* | Impact of the project is different from targets. These are the effects expected to contribute in the micro and macro environment eg. stakeholders, industry, SUC in the long term |
| *Impact Pathway* | Describe the pathway/plans/activities on how the potential impact will be achieved/delivered to intended beneficiaries. Consider the theory of change, effect of external factors, stakeholders to be engaged, as well as the monitoring and assessment activities. |
| *Farm-level Application* | Indicate the immediate application of the project to the farmer-and fisherfolk-level |
| *Potential Intellectual Property* | Classify the type and status of intellectual property of the technology identified in the project, if applicable |

1. **PROFILE OF THE FCA**

|  |  |
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| *Name of the FCA* | Indicate the registered name of the cooperative/association |
| *Type and Purpose of FCA* | Indicate if the cooperative/association is involved/registered as agri-fisheries, credit, multi-purpose, etc. as well as its nature, mission, vision, and goal |
| *Location of FCA* | Indicate the registered address of the FCA |
| *Total number of members* | Total number of individual members registered in the cooperative/association |
| *Expected no. of members to be involved in the project* | Number of members involved or expected to be involved as direct beneficiaries of the project out of the total number of individual numbers |
| *Current capacity/knowledge/experience of the beneficiaries* | In relation to the package of technology to be used in the project (eg. Are they currently producing inputs required in the production of identified technology for commercialization in the project?) |
| *Needs/Gaps of the FCA and their willingness to adopt the technology* | Indicate the result of the assessment conducted with the identified FCA |
| *Areas of Intervention and Cost* | Identify the category of intervention: input (eg. source of raw materials, equipment); minor repair/s of facilities and equipment; capacity building of FCA; marketing (eg. linkaging, promotion); others (eg. support to enable registration and compliance to regulatory bodies) and the estimated cost to be provided by the project to the identified FCA |

**III. TECHNICAL DESCRIPTION**

|  |  |
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|  *Rationale* | Provide the definition of research problem, scope and coverage, significance of the research project and the justification for its conduct. Include the technical viability or a brief description of the technology for commercialization. Indicate reason why the FCA was chosen to be the project partner |
| *General Objective* | General purpose of the project to address the problems/researchable areas and must be consistent with the title |
| *Specific Objectives* | Enumerate specific, measurable, attainable, realistic, and time-bound objectives |
| *Expected Output per Objective* | Indicates the projected achievements/milestones/ significant findings/specific product or services that will be generated upon completion of a particular activity |
| **IV. REVIEW OF LITERATURE** | Concepts and approaches gathered from recent literature which indicate gaps in existing knowledge to help determine direction and focus of the proposed project and avoid possible duplication. Please cite references |
| *Background of the Technology* | Technical Research1. Conceptual test
2. Laboratory Production Test
3. Comparative study with the existing/traditional technologies/products
4. Other previous studies conducted on the POT

Farmers’ Preference Study1. Preferential differences in their perception of technology’s characteristics
2. Appropriate recommendations

Market Study1. Profile of the current and/or potential buyers
2. Current buyer’s problems and other feedback on the purchase and use
3. Buyer’s awareness and acceptance
4. Market potential and market opportunities
 |
| *Supply and Demand Analysis* | Details on the supply and demand of commodity/raw materials and existing processed products in the province, region, and the country |
| *Financial Analysis* | Ex-ante financial analysis (for start-up projects) or actual financial analysis (for scaling projects) |
| **V. METHODOLOGY** | Indicates the project components (if applicable), and contains the details and procedure to be followed in achieving each objective. |
| **VI. EXIT/SUSTAINABILITY PLAN** | Indicate the strategies to be made, by the end of the project, to overcome potential financial, social, and environmental risks in order to ensure the continuity of the intervention/s. |
| **VII. LOGICAL FRAMEWORK** | Presents the main elements of the project, expressed in terms of objectives for each element and inputs required to achieve them. |
| **VIII. WORK PLAN SCHEDULE** | Itemizes the detailed activities to be undertaken for the whole duration of the project (See ‘How to Prepare a Work Plan Schedule’ for details.) |
| **IX. BUDGET SUMMARY** | Describes the personnel/staff and material resources needed by the project; provides information on human and non-human resource requirements of the project expressed in budgetary terms. It consists of four forms: Main Budget Summary, Worksheet Details for Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE) and Equipment Outlay (EO). |

**ANNEX B.2. TYPES OF TECHNOLOGY/RESEARCH OUTPUTS**

1. **Product (tangible end outputs from the R4D activities)**
2. Processed food products

 Example: Ready-to-Drink (RTD) juice and preserves

 *Product:*

 1) RTD juice from passion fruit; 2) RTD juice from lipote; 3) RTD juice from bignay; 4) Preserves from passion fruit; 5) Preserves from lipote; 6) Preserves from bignay

 *Processing technology:*

 7) Processing technology for juice

 8) Processing technology for preserves

1. Non-food products
* 1. Consumables
* i. Feeds
* ii. Fertilizers, inoculants, soil amendments
* iii. Inoculants
* iv. Pesticides, herbicides, insecticides
* v. Cultivar or variety
* vi. Textiles, packaging materials
* 2. Non-consumables
* i. Machine/equipment
* ii. Test kits
* iii. Web/mobile applications, information systems, database platforms

**2. Process (non-tangible end outputs from the R4D activities)**

1. Production technology/protocol (eg. tissue culture, fertilizer formulation and

production, cultural management practices [*input- and production-related*])

1. Postharvest technology/protocol (eg. hot water treatment for mango, storage protocols to prolong shelf life)
* c. Processing technology/protocol

**3. Knowledge/Information**

1. Policy recommendation (value/supply chain, assessment reports [impact, ex ante, ex post])
* b. Marketing and business strategies
* c. Decision support tool, specifically information generated from various applications/platforms (eg. SSNM, PRiSM)