**Institute of Biology (IB) Checklist for Submission of Grant Proposals**

Please submit this checklist to the Deputy Director for Research and Extension (DDRE) by email together with a pdf soft copy of your proposal packet when requesting for an endorsement from the director of the institute.\*

**Name of Proponent:**

**Proposal Title:**

**Funding Agency:**

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| --- | --- |
| **Checklist** | **Remarks** |
| (1) Please indicate which IB Research Agenda does this proposal fit:  <http://www.biology.upd.edu.ph/index.php/ib-research-agenda/> | (Indicate the IB research agenda) |
| (2) Please indicate which lab/room you will be using for experiments. Please attach a letter of support or email from the head of the lab if the space is not yet officially assigned to you. | (Indicate the lab or room) |
| (3) Please attach a cover letter addressed to the dean/chancellor for endorsement.   * For UP funded projects and personally funded projects (where the MOA will be between the faculty and UP), endorsement is up to the college dean only (submit to CS ADRIDE after endorsed by IB director). * For NSRI Projects, endorsement is through DDRE and addressed to the NSRI director * For externally funded projects (where the MOA will be between UP Diliman and funding agency), endorsement is up to the chancellor (submit to channel through channels – starting with CS ADRIDE after endorsed by IB director). * For externally funded projects with a program leader headed by a proponent from another UP campus other than Diliman (where the MOA will be between that UP campus and funding agency), endorsement may initially be up to the college dean only (submit to CS ADRIDE after endorsed by IB director), but the proposal needs to be cc’d to OVCRD to ensure that there will be no problems with any agreements (MTA and IP) later. | (Indicate the type of project/program) |
| (3) Will there be experiments conducted outside IB? If yes, please indicate the institute and attach a letter of support in the proposal. | Yes / No (If yes, indicate the name of institute) |
| (4) Do you have a budget under equipment outlay (EO)? If yes and the equipment requested will require electricity, please include a budget under repairs/maintenance of your LIB to help with rewiring of outlets, as we no longer have enough supply of electric to IB. Please coordinate with Kuya Leonard about how much load your machine will consume to know how much budget to allot. | Yes / No |
| (5) Do you have a budget under supplies, chemical & consumables? If yes, please include a budget for Waste Management (10% of total supplies, chemical & consumables) under other MOOE of your LIB. | Yes / No |
| (6) Are you handling hazardous or biological wastes? If yes, please attach a general biological and chemical waste management protocol that may be obtained from the IB biosafety officer | Yes / No |
| (5) Does the research require ethics committee approval or biosafety clearance? If yes, please indicate where the approval was obtained or will be obtained. | Yes / No (If yes, indicate name of ethics committee / biosafety clearance – approved / being reviewed / to be submitted) |
| (6) Is the proposal externally funded? If yes, please include a budget for indirect cost in the LIB (e.g. DOST funded projects allow up to 7.5% of PS and MOOE as indirect cost) | Yes / No |
| (7) Is the LIB >Php 5M per year? Please ensure to provide a budget under P.S. direct cost of the LIB for project staff support to IB admin/accounting office. (At least 8h a week of work for every Php 5 M budget per year) | Yes / No (If yes, indicate who will be allotted as part time/full time project staff to IB) |

*\*Your proposal will be reviewed by the IB Research Committee and the Head of the Biosafety Committee to ensure compliance with IB guidelines. The committee will recommend your proposal to the IB director for endorsement. Once signed by the director,* ***the proponent is responsible for processing through channels and submitting the proposal to the funding agency****.*