**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:**

**Duration of the Project:**

|  |  |
| --- | --- |
| **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) |
| (4) Will there be experiments conducted outside IB? If yes, please indicate the institute and attach a letter of support in the proposal. | Y/N (If yes, indicate the name of institute) |
| ***Line-Item-budget (LIB)*** |  |
| (5) Do you have a budget under equipment outlay (EO)? If yes, please allot at least 2% under repair and maintenance budget.  (b) Will one or more of the equipment be housed outside UP Diliman permanently? If so, it is best to have a separate project leader with a separate LIB from that institution, as it will be difficult to transfer any equipment to their institution during the implementation of the project. | Yes / No |
| (6) Do you have a budget under supplies, chemicals & consumables? If yes, please include a budget for Waste Management under other MOOE (estimated at 2-10% of total supplies, chemical & consumables; IB will send a billing statement after pickup of waste). | Yes / No |
| (7) Is the proposal externally funded? If yes, please include a budget for indirect cost in the LIB (e.g. 7.5% of PS and MOOE as indirect cost for DOST funded projects and 5%, 7%, and 10% of the entire amount for all other projects PHP <100k, 100-200k, and >200k, respectively) | Yes / No |
| (8) 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) | Y/N (If yes, indicate who will be allotted as part time/full time project staff to IB) |
| ***ETHICS AND PERMITS*** |  |
| (9) Are you handling hazardous or biological wastes? If yes, please attach the IB Biosafety & Waste Management Form to be approved by the IB biosafety officer and IB Pollution Control Officer. | Yes / No |
| (10) Does the research involve information or samples from humans? If yes, please attach an approval from a PHREB-accredited human ethics committee or indicate the name and where the approval will be obtained. | Y/No (If yes, indicate the name of ethics committee and status of approval) |
| (11) Does the research involve the use of viruses, microorganisms, cell culture, genetic manipulation, radioactive materials, or other activities using biosafety level 1 and above? If yes, please indicate the status of approval from UP and DOST biosafety committee. | Y/N (If yes, indicate the approval status) |
| (12) Does the research involve the use of vertebrates? If yes, please indicate the status of approval from UP IACUC and BAI. | Y/N (If yes, indicate the approval status) |
| (13) Does the research involve the collection of environmental samples? If yes, please indicate the status of approval from DENR and other appropriate agencies. | Y/N (If yes, indicate the approval status) |

*\*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****.*