



ERDT SCHOLARSHIP  
APPLICATION FOR RESEARCH GRANT

ERDT-RG FORM

Degree Program		
Discipline of Study		
Title of Research		

1. Last name	First Name	Middle Name

2. Contact Information	E-mail	Mobile

4. Details of the Research

- A. SIGNIFICANCE OF THE STUDY - Provide a brief description of the research. Explain the importance and expected contribution of his research to contemporary concerns and to the priority area of study
- B. BACKGROUND OF THE STUDY - Discuss briefly the conditions that led to the conceptualization of the proposed
- C. STATEMENT OF THE RESEARCH PROBLEM - Discuss the research problem/s to be addressed or solved by the proposed research
- D. OBJECTIVES - This includes the general and specific objectives addressed by the research and should describe the goals or expected result
- E. DISCUSSION OF LITERATURE RELATED TO THE FIELD - Provide a brief literature review and discuss inadequacies, gaps, inconsistencies, etc. of previous research to the problem being addressed.
- F. THEORETICAL FRAMEWORK - This is a guide in the evaluation and interpretation of obtained information. The predicted relationships between/among variables must be illustrated mathematically, graphically or textually.
- G. METHODOLOGY - It describes a systematic plan to obtain the needed information. It includes sampling method, data collection procedures, etc.

5. Work Plan and Timetable

- A. Enumerate the critical activities to be undertaken in chronological order for every major research phase – preparatory, data collection, data analysis & report writing.
- B. Expected outputs should be specified for each activity.

6. Financial Requirements

- A. Prepare a Line-Item-Budget of materials, equipment and other costs required for your thesis/dissertation maximum of P114,000.00 for MS and P228,000.00 for PhD. Indicate the component of the grant requested.

7. I certify that all entries made by me in this form are true, complete and correct to the best of my knowledge and belief.

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Signature of Applicant

Date:
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Name and Signature of Adviser

Date:
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Name and Signature of Co-Adviser

Date:
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Name and Signature of Department Chair / Program Coordinator

Date:
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\*\*\* Action of the Committee/ ERDT Project Leader \*\*\*

Approval

Disapproval

Remarks: \_\_\_\_\_

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Name and Signature of the Head of the Committee/ERDT Project Leader

# RESEARCH GRANT

## LINE ITEM BUDGET

Name:

## Program:

Prepared by:

Noted by:

ERDT Scholar

Signature

## Adviser

Signature Over Printed Name

### Co-Adviser

Signature Over Printed Name

# SAMPLE

## RESEARCH GRANT

### LINE ITEM BUDGET

Name:

Program:

Items	Qty	Unit	Estimated Cost (₱)	Purpose	Requestor/ Accountability (Adviser or Co-Adviser)	
<b>Equipment:</b>						
Desktop Computer and Software	1	unit	40,000.00	Purpose	Adviser	
Peristatic Pump	1	unit	25,000.00	Purpose	Co-Adviser	
<b>Laboratory Supplies:</b>						
Glassware			14,000.00	Purpose	Co-Adviser	
Reagents/Chemicals						
Materials						
Electronics Components						
<b>Testing Fees/Analysis:</b>						
SEM			20,000.00	Purpose	Adviser	
XRD						
TGA						
<b>Fieldwork Expenses:</b>						
Transportation			3,000.00	Purpose	Co-Adviser	
Accommodation						
Meal						
<b>Labor/Professional Fee:</b>						
Encoder	1	pax	6,000.00	Purpose	Adviser	
Surveyor	1	pax	2,500.00	Purpose		
<b>TOTAL</b>						
<b>114,000.00</b>						

Prepared by:

Noted by:

**ERDT Scholar**

Signature

**Adviser**

Signature Over Printed Name

**Co-Adviser**

Signature Over Printed Name



Republic of the Philippines  
**CENTRAL LUZON STATE UNIVERSITY**  
Science City of Muñoz, Nueva Ecija

**MARKET SURVEY FORM**  
INITIAL SPECS & ESTIMATED BUDGET

Office/Division: ERDT, College of Engineering  
Project Title : Engineering Research and Development for Technology  
Date Conducted: January 8, 2025  
**Prepared by:** \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

**MANDATORY DOCUMENTARY REQUIREMENTS**

- 1. Valid Mayor's Permit
- 2. PhilGEPS Registration No.
- 3. BIR 2303
- 4. Omnibus Sworn Statement (for above 200k ABC)
- 5. Income Tax Return (for above 500k ABC)

ITEM NO. (a)	QTY. (b)	UNIT (c)	GENERAL NAME OF THE ITEM (d)	ITEM SPECIFICATION (e)	ESTIMATED UNIT COST (f)	ESTIMATED TOTAL COST (b*f)

# SAMPLE



Republic of the Philippines  
**CENTRAL LUZON STATE UNIVERSITY**  
Science City of Muñoz, Nueva Ecija

## MARKET SURVEY FORM

INITIAL SPECS & ESTIMATED BUDGET

Office/Division: **ERDT, College of Engineering**  
Project Title : **Engineering Research and Development for Technology**  
Date Conducted: **January 8, 2025**  
Prepared by: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

### MANDATORY DOCUMENTARY REQUIREMENTS

- 1. Valid Mayor's Permit
- 2. PhilGEPS Registration No.
- 3. BIR 2303
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- 5. Income Tax Return (for above 500k ABC)

ITEM NO. (a)	QTY. (b)	UNIT (c)	GENERAL NAME OF THE ITEM (d)	ITEM SPECIFICATION (e)	ESTIMATED UNIT COST (f)	ESTIMATED TOTAL COST (b*f)
1	1	unit	Laptop	15.6" FHD Display, Intel Core i7 13th Gen or higher, 16GB RAM, 512GB SSD, Wi-Fi 6, Backlit Keyboard, Windows 11 Pro, 1-year warranty, MS Office latest version	49,999.00	49,999.00



Republic of the Philippines  
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Science City of Muñoz, Nueva Ecija

# **MARKET SURVEY FORM**

## **SUPPLIER'S PRICE QUOTATION**

Supplier's Name

Address \_\_\_\_\_  
\_\_\_\_\_

Contact No. \_\_\_\_\_

### **Owner/Authorized Personnel**

Signature: \_\_\_\_\_

## MANDATORY DOCUMENTARY REQUIREMENTS

- 1. Valid Mayor's Permit
- 2. PhilGEPS Registration No.
- 3. BIR 2303
- 4. Omnibus Sworn Statement (for above 200k ABC)
- 5. Income Tax Return (for above 500k ABC)

# SAMPLE



Republic of the Philippines  
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Science City of Muñoz, Nueva Ecija

# MARKET SURVEY FORM

## SUPPLIER'S PRICE QUOTATION

Supplier's Name	<b>PC SQUARE COMPUTER</b>
Address	<b>N.E. PACIFIC MALL</b>
Contact No.	0912-345-6787
<b>Owner/Authorized Personnel</b>	
Signature:	_____
Name:	_____

## MANDATORY DOCUMENTARY REQUIREMENTS

- 1. Valid Mayor's Permit
- 2. PhilGEPS Registration No.
- 3. BIR 2303
- 4. Omnibus Sworn Statement (for above 200k ABC)
- 5. Income Tax Return (for above 500k ABC)



ISO 9001:2015 Certified

# Central Luzon State University

Science City of Muñoz, 3120 Nueva Ecija, Philippines



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clsu.edu.ph

## MARKET SCOPING CHECKLIST

### 1. AGENCY INFORMATION

Name of Procuring Entity	
End-User/Implementing Unit	
Name & Designation of Representative	

### 2. PROJECT OVERVIEW

Project Name	
Estimated Budget	
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	
Expected Date of Delivery (mm/yyyy)	

### 3. MARKET SCOPING ACTIVITY/IES CONDUCTED (Check all that apply)

This confirms that market scoping activities were conducted in accordance with Section 10 of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), and considered in the Project Procurement Management Plan, consistent with the Principle of Proportionality.

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input type="checkbox"/>	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	Highlights of consultations or meetings/ Proof of attendance/ Reports / Summaries/ Screenshots / Brochures / Publications/ Price quotations/ Canvass sheets/ Market Analysis Report or similar document/s
<input type="checkbox"/>	Participation in summits, fora, or conferences	Highlights of consultations or meetings/ Proof of Attendance/ Reports
<input type="checkbox"/>	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures / Publications, Market Analysis

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
		Report or similar document/ Online Product Reviews
<input type="checkbox"/>	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Reports / Summaries/ Screenshots / Brochures / Publications/ Online Product Reviews
<input type="checkbox"/>	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ Online Product Reviews
<input type="checkbox"/>	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
<input type="checkbox"/>	Other analogous market scoping activity/ies undertaken: <hr/>	

**Notes:**

- i. *The market scoping activities shall be identified and undertaken at the option of the End-User or Implementing Unit based on its needs and objectives.*
- ii. *The list of supporting documents in the Documentation column is not exclusive and may include other documents that may be gathered by the End-User or Implementing Unit pertinent to the activity/ies conducted.*

**4. MARKET SCOPING RESULTS**

Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, as may be applicable.

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
a. <b>Project Cost Estimate</b> [Does the cost estimate align with current market prices?]		

<b>Parameters</b>	<b>Considered?</b> (Yes/No/ Not Applicable)	<b>Recommendations based on the Market Scoping</b> (Attach additional documents if necessary)
<b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]		
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]		
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]		
<b>e. Storage and Warehousing Requirements</b> [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]		
<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]		

Prepared by:

**SCHOLAR NAME**  
ERDT Scholar

Date: \_\_\_\_\_

Approved by:

**ROY SEARCA JOSE P. DELA CRUZ**  
ERDT Project Leader/Acting Dean,  
College of Engineering

Date: \_\_\_\_\_