



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.

	Date:
Signature of Applicant	
Endorsed by:	Date:
Name and Signature of Adviser	
	Date:
Name and Signature of Co-Adviser	
Noted by:	Date:
Name and Signature of Department Chair / Program Coordinator	

*** Action of the Committee/ ERDT Project Leader ***

Approval

Disapproval

Remarks: _____

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

RESEARCH GRANT

LINE ITEM BUDGET

Name:
Program:

Items	Qty	Unit	Estimated Cost (₱)	Purpose	Requestor/ Accountability (Adviser or Co-Adviser)
TOTAL					

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

Prepared by:

Noted by:

ERDT Scholar

Signature

Adviser

Signature Over Printed Name

Co-Adviser

Signature Over Printed Name

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)

[illegible]

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
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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

MARKET SURVEY FORM

SUPPLIER'S PRICE QUOTATION

Supplier's Name _____
 Address _____

 Contact No. _____
Owner/Authorized Personnel
 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)

[illegible]

SAMPLE



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

MARKET SURVEY FORM

SUPPLIER'S PRICE QUOTATION

Supplier's Name **PC SQUARE COMPUTER**

Address **N.E. PACIFIC MALL**

Contact No. **0912-345-6787**

Owner/Authorized Personnel

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)

[illegible]

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: _____	

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. Project Cost Estimate [Does the cost estimate align with current market prices?]		

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

Prepared by:

Approved by:

SCHOLAR NAME
ERDT Scholar

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

Date: _____

Date: _____