
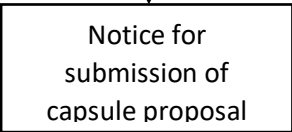
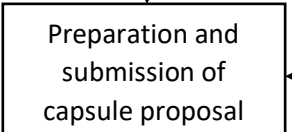
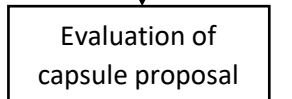
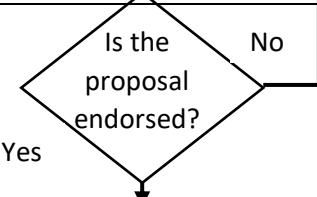
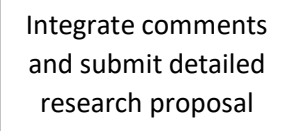
	<b>MARIANO MARCOS STATE UNIVERSITY</b> <b>Research Directorate</b>	Document Code	RD-PFC-002	
	<b>PROCESS FLOWCHART</b>	Revision No.	1	Page 1 of 3
		Effectivity Date	September 9, 2020	

**PROCESS NAME: SUBMISSION OF RESEARCH PROPOSAL FOR FUNDING**


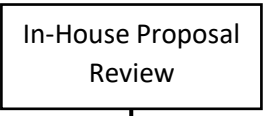
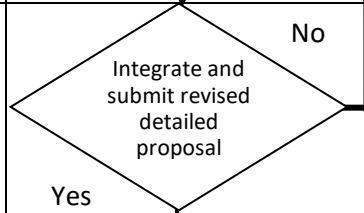
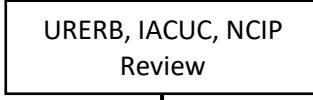
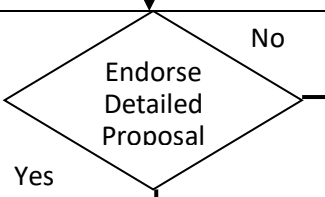
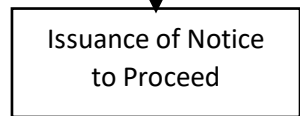
**PROCESS OWNER: RESEARCH DIRECTORATE**

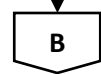
INPUTS/ CONTROL	ACTIVITY	ACTIVITY CONTROL	OUTPUTS/ CONTROL	RESPONSIBILITIES
				
<ul style="list-style-type: none"> <li>Approved URDA</li> <li>Approved GAA Budget</li> </ul>		<ul style="list-style-type: none"> <li>Circulated supporting documents (Memo, Guidelines, Agenda)</li> <li>Date issued/ received</li> <li>Proof of receipt (log book, hard copy)</li> </ul>	<ul style="list-style-type: none"> <li>Date Issued/ Received</li> <li>Memo/Official Communication/Letter</li> </ul>	ODR Center Chiefs College Research Coordinators
<ul style="list-style-type: none"> <li>Date Issued/ Received</li> <li>Memo/Official Communication/ Letter</li> </ul>		<ul style="list-style-type: none"> <li>RD-TEMP-001 for capsule proposal</li> <li>Resources</li> </ul>	<ul style="list-style-type: none"> <li>Capsule Proposal</li> <li>Date submitted and acknowledged</li> </ul>	Proponents (faculty and full-time researchers) Center Chiefs College Research Coordinators College Deans
<ul style="list-style-type: none"> <li>Capsule Proposal</li> <li>Date submitted and acknowledged</li> </ul>		<ul style="list-style-type: none"> <li>Standard Evaluation forms</li> <li>Deadline of submission</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation report</li> <li>Date issued and acknowledged</li> </ul>	Center Chiefs ODR OVPRE Technical experts and Evaluation Team KMU-Research
				
<ul style="list-style-type: none"> <li>Evaluation report</li> <li>Date issued and acknowledged</li> </ul>		<ul style="list-style-type: none"> <li>RD-TEMP-002 Detailed Proposal</li> </ul>	<ul style="list-style-type: none"> <li>Detailed Proposal</li> <li>Date submitted and date received acknowledged</li> </ul>	Proponents (Faculty researchers and full-time researchers), College Research Coordinators, Center Chiefs, ODR



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INPUTS/ CONTROL	ACTIVITY	ACTIVITY CONTROL	OUTPUTS/ CONTROL	RESPONSIBILITIES
	 ↓			
<ul style="list-style-type: none"> <li>Detailed Proposal</li> <li>Date submitted and date received acknowledged</li> </ul>	 ↓	<ul style="list-style-type: none"> <li>Detailed proposal</li> <li>Evaluation form</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation report</li> <li>Date evaluated</li> </ul>	Center Chiefs Technical Panel RD VPREB
<ul style="list-style-type: none"> <li>Evaluation report</li> <li>Date evaluated</li> </ul>	 No → (back to In-House Proposal Review) Yes ↓	<ul style="list-style-type: none"> <li>Prescribed format including documents required</li> </ul>	<ul style="list-style-type: none"> <li>Format</li> <li>Date submitted and acknowledged</li> </ul>	Proponent (Faculty researchers and full-time researchers)
<ul style="list-style-type: none"> <li>Format</li> <li>Date submitted and acknowledged</li> </ul>	 ↓	<ul style="list-style-type: none"> <li>Endorsement of detailed proposal</li> <li>Date issued and received</li> </ul>	<ul style="list-style-type: none"> <li>Certification (URERB, IACUC, NCIP)</li> </ul>	ODR URERB, IACUC, NCIP
<ul style="list-style-type: none"> <li>Certification (URERB, IACUC, NCIP)</li> </ul>	 No → (back to URERB, IACUC, NCIP Review) Yes ↓	<ul style="list-style-type: none"> <li>RD-FRM-001 NTP Form</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement for NTP</li> <li>Date Issued /acknowledged</li> </ul>	Center Chiefs ODR
<ul style="list-style-type: none"> <li>Endorsement for NTP</li> <li>Date Issued /acknowledged</li> </ul>	 ↓		<ul style="list-style-type: none"> <li>Signed NTP</li> </ul>	ODR





INPUTS/ CONTROL	ACTIVITY	ACTIVITY CONTROL	OUTPUTS/ CONTROL	RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Signed NTP</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">President's Issuance of Special Order</div>		<ul style="list-style-type: none"> <li>Signed Special Order</li> </ul>	OP
<ul style="list-style-type: none"> <li>Signed SO</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Consolidation of Approved RD Projects</div>	<ul style="list-style-type: none"> <li>List of approved proposals</li> <li>Date approved</li> </ul>	<ul style="list-style-type: none"> <li>Encoding of list of RD approved proposals in the Research databank</li> </ul>	ODR KMU-Research Research Knowledge Management Focal Person Center Chiefs

**Prepared by:**

**MARILOU P. LUCAS**  
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**Approved by:**

**CARMELO J. ESTEBAN**  
 Vice President for Research, Extension and Business

**SHIRLEY C. AGRUPIS**  
 SUC President IV