

	Department of Science and Technology Advanced Science and Technology Institute	Document Code	ASTI-PM 03-01
	<h1>PROCEDURE MANUAL</h1>	Revision Number	00
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SECTION	OPERATIONS	Effectivity Date	23 APRIL 2018
SUBJECT	PROPOSAL DEVELOPMENT AND APPROVAL		

I. Objective

To ascertain that approved program and project proposals are within the capability and mandate of the institution and will benefit the Philippines and its people.

II. Scope of Application

This procedure covers all activities under proposal development and approval for both General Appropriations Act (GAA), and Grants-In-Aid (GIA) and other externally-funded programs and projects. It does not include proposal approval for contract research and/ or consultancy services for DOST-directed projects.

III. Definition of Terms

N/A

IV. Records

DOST Forms (if applicable)
 ASTI-FM 03-01 Project Evaluation Form
 ASTI-FM 01-06 Minutes of the Meeting
 Logbook for Incoming and Outgoing Documents
 Project Line-Item Budget
 Project Folder
 Memorandum of Agreement
 Project Endorsement Letter
 Special Order on Project Approval

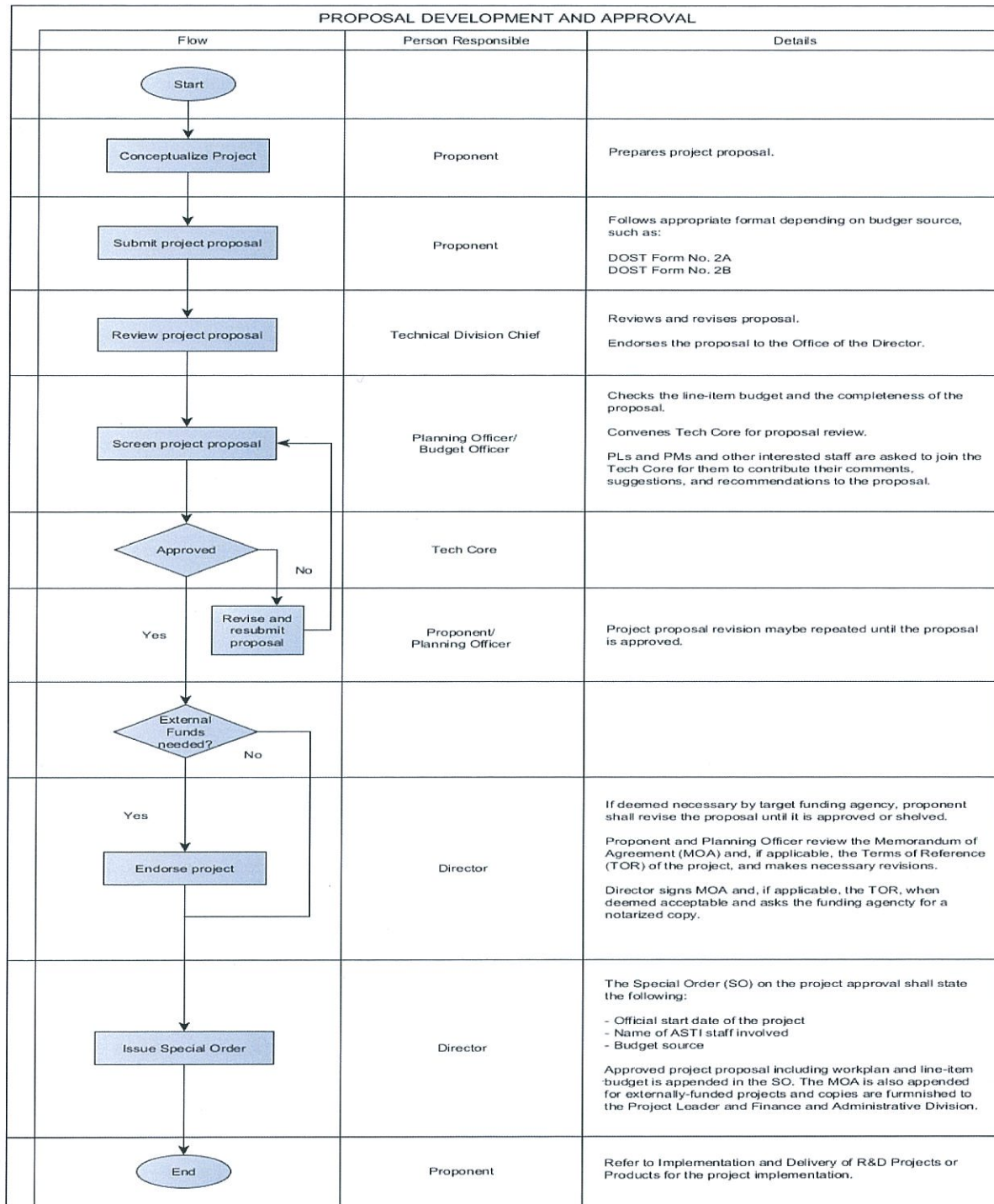
V. References

DOST A.O. No. 006 s.2004: GIA Guidelines

PREPARED BY (PROCESS OWNER)	CHECKED BY (DOCUMENT CONTROLLER)	APPROVED BY (QUALITY MANAGEMENT REPRESENTATIVE)
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VI. Procedures



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