



Greetings!

We are delighted and excited to have you take the next leap forward in advancing Philippine research. At the moment, we are in the middle of processing the grant paperwork for a smooth transfer of funds to your research teams.

While this takes place, we are writing to invite you to take part in an upcoming writing workshop.

This workshop is to address the frequently asked requests to help researchers sharpen their understanding on research writing, grants regulations, procurement, disbursement and liquidation procedures, as well as to give a quick refreshing of the core precepts of research and development. We have invited a number of key technical experts, some of whom helped us vet for the DARE TO grant screening, in order to be on hand and provide the insight on the projects.

We invite you to send one (1) representative for each team to come to Metro Manila to take part. Travel should be slated on February 12, 2017, to attend the workshop proper on February 13, 2017, in . We at the office will reimburse expenses for out-of-town travel, and will handle accommodations of your team's representative while attending. Please notify us who will travel for us to prepare.

In relation to this, we hope your team has sent a draft of the final inception report of the project in order to facilitate the workshop with the expert panelists. This, we hope, can all contribute to a fruitful session with a great deal of lessons learned. A template of the report will be provided to you.

Thank you for your time. If you have questions, please do not hesitate to contact us. We look forward to seeing you.

Thank you,

**CUSTER DEOCARIS, Ph.D.**

Research Management Division Chief

Office of Planning, Research, and Knowledge Management

**PROGRAM: DARE TO WRITE-SHOP 2017****Day 1 - February 13**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON INVOLVED</b>
8:00-8:30 AM	Keynote for Attendees	Dr. Custer Deocaris
8:30-10:00 AM	Research Standards & Research Program Management	Dr. Custer Deocaris OPRKM Staff
10:00-10:30 AM	AM Break	
10:30-12:00 NN	Consultations with Technical Experts	Technical Experts: <ul style="list-style-type: none"><li>- Health systems: Dr. Kenneth Hartigan-Go (10 projects)</li><li>- Environment, Disaster Prevention, Climate Change and Energy Dr. Fabian Dayrit (20 projects)</li></ul>
12:00-1:00 PM	Lunch	
1:00-2:30 PM	HEDF Consultations	HEDF/AFMS Representative
2:30-3:00 PM	Other Matters	CHED K to 12
3:00-3:30 PM	PM Break	
3:30-4:30 PM	Draft editing proper	Attendees
4:30 PM	Closing of Day 1, End Program	

**Day 2 - February 14**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON INVOLVED</b>
8:00-8:30 AM	Keynote for Attendees	Dr. Custer Deocaris
8:30-10:00 AM	Research Standards & Research Program Management	Dr. Custer Deocaris OPRKM Staff
10:00-10:30 AM	AM Break	
10:30-12:00 NN	Consultations with Technical Experts	Technical Experts: <ul style="list-style-type: none"><li>- Smart Analytics and Engineering: Dr. Amorsolo (8 projects)</li><li>- Marine/Terrestrial Economy: Dr. Angel Alcala (12 projects)</li></ul>
12:00-1:00 PM	Lunch	
1:00-2:30 PM	HEDF Consultations	HEDF/AFMS Representative
2:30-3:00 PM	Other Matters	CHED K to 12
3:00-3:30 PM	PM Break	
3:30-4:30 PM	Draft editing proper	Attendees
4:30 PM	Closing of Day 2, End Program	

**Day 3 - February 15**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON INVOLVED</b>
8:00-8:30 AM	Keynote for Attendees	Dr. Custer Deocaris
8:30-10:00 AM	Research Standards & Research Program Management	Dr. Custer Deocaris OPRKM Staff
10:00-10:30 AM	AM Break	
10:30-12:00 NN	Consultations with Technical Experts	Technical Experts: <ul style="list-style-type: none"><li>- Tertiary Education for STEAM: Dr. Cornelia Soto (7 projects)</li><li>- Agri/Food prod: Dr. Cid Terosa (19 projects)</li></ul>
12:00-1:00 PM	Lunch	
1:00-2:30 PM	HEDF Consultations	HEDF/AFMS Representative
2:30-3:00 PM	Other Matters	CHED K to 12
3:00-3:30 PM	PM Break	
3:30-4:30 PM	Draft editing proper	Attendees
4:30 PM	Closing of Day 3, End Program	

## Research Management Division Presentation Outline

### Part I. Keynote Speech

TOPIC	POINTS COVERED
DARE TO Grant-in-Aid Goals	<ul style="list-style-type: none"><li>● Background of the program</li><li>● Support for K to 12 and Research</li></ul>
Vision of OPRKM w/ DARE TO	<ul style="list-style-type: none"><li>● Plans for the DARE TO Program moving forward after this current cycle</li></ul>

### Part II. Research Standards

TOPIC	POINTS COVERED
Multi-Disciplinary Research	<ul style="list-style-type: none"><li>● Establishing Trans/Inter-Disciplinary Inquiry</li><li>● Establishing Links with Partner Institutions for Wider Research Capability</li></ul>
Quality Assurance of Research	<ul style="list-style-type: none"><li>● OPRKM Standards of Research Quality</li><li>● Career Researcher Classification Under CMO 52, s. 2016</li><li>● Raising Standards of Research</li></ul>
Expected Outcomes of Research	<ul style="list-style-type: none"><li>● Desired DARE TO Outcomes: Publications, Patents, Prototypes</li><li>● On Predatory Journals and Conferences</li><li>● On Submitting High-Quality Research</li></ul>

## HEDF Presentation Outline

### Part I: Work and Financial Planning

TOPIC	POINTS COVERED
Work and Financial Plan	<ul style="list-style-type: none"><li>• An Example of a Good WFP</li><li>• Information that must be made clear</li></ul>
Professional Fees	<ul style="list-style-type: none"><li>• Honoraria, monthly living allowances, etc.</li><li>• Scope of what can be allocated</li></ul>
Capital Outlay	<ul style="list-style-type: none"><li>• Rules governing capital outlay</li><li>• Guidelines for project teams that will need additional support</li></ul>
Travel Expenses	<ul style="list-style-type: none"><li>• Guidelines on travel expenses</li></ul>

### Part II. Fund Transferring, and Financial Monitoring

TOPIC	POINTS COVERED
Process of Fund Transfer	<ul style="list-style-type: none"><li>• Requirements for Disbursement of Funds</li><li>• Processes and Procedures for Disbursement</li></ul>
Monitoring of Funds	<ul style="list-style-type: none"><li>• Liquidation of Expenses</li><li>• On Unliquidated Funds</li><li>• Reimbursement of Expenses</li><li>• Financial Reporting</li></ul>
Other Matters	<ul style="list-style-type: none"><li>• Q&amp;A</li></ul>