



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**MEMORANDUM FROM THE CHAIRPERSON**

TO: ALL SUCs AND LUCS, NON-STOCK AND NON-PROFIT PRIVATE HEIs  
ALL CHED REGIONAL DIRECTORS

SUBJECT: **GUIDELINES FOR INSTITUTIONAL DEVELOPMENT  
AND INNOVATION GRANTS UNDER THE  
K TO 12 TRANSITION PROGRAM**

DATE: 6 JUNE 2016

As we move towards the full implementation of the K to 12 Enhanced Basic Education Program, the Commission, through the K to 12 Transition Program, has likewise been preparing for the impact of the transition on the higher education sector, while also leveraging the transition to invest in the future of higher education. As part of the Program, the Commission is pleased to release CHED Memorandum Order No. 33, Series 2016, or the **Guidelines for Institutional Development and Innovation Grants under the K to 12 Transition Program**.

The Commission is now calling for proposals for HEI development and innovation projects for 2016, the first year of the K to 12 Transition Period. HEIs intending to submit are encouraged to exercise creativity in crafting projects to maximize this once-in-a-generation opportunity.

Further, teaching and non-teaching personnel with lesser workloads during the Transition are encouraged to spearhead projects for said grants. Proposals may be submitted following the timeline set by the Commission:

June 6, 2016	Release of the CHED Memorandum Order on Institutional Development and Innovation Grants and call for Project Proposals
July 29, 2016	Deadline for Pre-proposals/Project Concept Paper
August 31, 2016	Deadline for Full Project Proposals

Project Concept Papers (please refer to Appendix 3 of the CMO) are to be submitted via email to [chedk12.idig@gmail.com](mailto:chedk12.idig@gmail.com) or [k12@ched.gov.ph](mailto:k12@ched.gov.ph), on or before the set deadline. Questions or clarifications may also be sent to the above emails.

CHED Regional Directors are hereby requested to ensure wide dissemination of this policy to all qualified higher education institutions in their respective regions.

Thank you and we look forward to your active participation.

**Patricia B. Licuanan, Ph.D.**  
Chairperson





Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED MEMORANDUM ORDER**

No. 33  
Series of 2016

**SUBJECT: GUIDELINES FOR INSTITUTIONAL DEVELOPMENT AND  
INNOVATION GRANTS UNDER THE K TO 12 TRANSITION  
PROGRAM**

Pursuant to Republic Act (R.A.) 7722 or the Higher Education Act of 1994, which states that it is the responsibility of the State to (1) *protect, foster and promote the right of all citizens to affordable quality education at all levels*, and to (2) *take appropriate steps to ensure that education shall be accessible to all*; and which mandates the Commission to (1) *formulate and recommend development plans, policies, priorities, and programs on higher education and research*, and (2) *identify, support and develop potential centers of excellence in program areas needed for the development of world-class scholarship, nation building and national development*, the **Guidelines for Institutional Development and Innovation Grants under the K to 12 Transition Program** are hereby adopted and promulgated by the Commission, for the guidance of all higher education institutions (HEIs).

**Article I  
Statement of Principles and Policies**

1. The Commission's responsibility in the K to 12 Transition is enshrined in R.A. 10533 along with its Implementing Rules and Regulations (IRR), which mandates the Commission to help ensure a smooth transition to the new system by formulating appropriate strategies and mechanisms, *which may cover changes in physical infrastructure, human resource, organizational and structural concerns, bridging models linking secondary education competencies and the entry requirements of new tertiary curricula, and partnerships between the government and other entities*, along with ensuring the long-term viability of HEIs, and the alignment of higher education with the new curriculum in basic education.
2. The transition to K to 12 and the implementation of Senior High School (SHS) will result in low enrollment in the higher education sector for five academic years, from SY 2016-2017 to SY 2020-2021. With proper measures to mitigate the adverse impact of the transition, this period also presents a rare opportunity to upgrade Philippine higher education at an unprecedented scale.
3. The Philippines ranked 63rd out of 140 economies in terms of "higher education and training" in the 2015-2016 Global Competitiveness Index of the World Economic Forum. While the country has improved its standing over the past years, the Philippines still lags behind ASEAN neighbors such as Thailand (56th), Malaysia (36th), and Singapore (1st), underscoring the need to carefully target the higher education sector and increase government investment in higher education.<sup>1</sup>

<sup>1</sup> Klaus Schwab, ed., *The Global Competitiveness Report 2015-2016* (Geneva: World Economic Forum, 2015).



4. The K to 12 Transition Program was thus established by the Commission through Commission En Banc (CEB) Resolution No. 210-2015, offering a series of scholarships and grants for higher education personnel and institutions, with the goal of bringing their capabilities and competencies to a higher level of quality.
5. Under the K to 12 Transition Program, Scholarships for Graduate Studies, articulated in CHED Memorandum Order (CMO) No. 03, series of 2016; Senior High School Support Grants (CMO 09, s. 2016); Instruction, Research, and Sectoral Engagement Grants (CMO 14, s. 2016); and Foreign Scholarships for Graduate Studies (CMO 22, s. 2016) are already in place for faculty and non-teaching staff. Meanwhile, Institutional Development and Innovation Grants are provided for the more holistic development of institutions, among others, helping ensure that the upgraded qualifications earned by faculty and staff through the other grants under the Program are fully and effectively utilized in their respective HEIs.
6. Through the Institutional Development and Innovation Grants under the K to 12 Transition Program, the Commission shall provide funding for initiatives that strengthen HEIs in their capacity and qualifications to respond and remain relevant to local, regional, national, and global priorities, and ensure their quality and long-term sustainability. It has two main categories, namely, (1) Institutional Development, a top-down approach to achieving higher quality of education and institutional qualification; and (2) Institutional Innovation, which incentivizes HEIs to add new value to the higher education sector through a bottom-up strategy.
7. While the design of the Institutional Development and Innovation Grants attempts to accommodate all Philippine HEIs without prejudice to type, size, or number of years of establishment, priority areas of engagement are identified with the end in mind of creating exemplars for future replication among a wider range of HEIs.
8. The Commission hereby issues the **Guidelines for Institutional Development and Innovation Grants under the K to 12 Transition Program** which shall define the priorities and procedures in availing of grants for development and innovation projects during the Transition Period, necessary for the progress and strengthening of HEIs and the Philippine higher education sector as a whole.

## Article II Grant Thrusts

The Institutional Development and Innovation Grants seek to strengthen the role of HEIs across the country as **providers of superior quality education**, as well as catalysts of innovation and positive change particularly in the domains listed below. Projects under the Grant must respond and contribute to at least one of these thrusts.

1. **Nationalism.** HEIs should be agents of Filipino national and civic consciousness and cultural rootedness, and should be at the forefront of promoting local, regional, and national perceptions, enterprise, and ingenuity. In so doing, the uniqueness of each region must be highlighted, while at the same time building a unified Filipino identity.
2. **Inclusive Growth and Sustainable Development.** HEIs should stimulate sustainable economic growth, and be an advocate for providing productive and decent work to all Filipinos. HEIs should be able to assist in making such opportunities equitable and accessible to all. This includes responding to the pressing issues of poverty and food security, climate change, availability of viable water and energy resources, gender





awareness, and peace in the country and the region, along with other projects in line with the Sustainable Development Goals (SDGs) identified by the United Nations.

3. **Global Competitiveness.** Philippine HEIs should be able to foster international connectivity and engagement, and be at par with neighboring foreign HEIs within the ASEAN, and with HEIs in the rest of the world. This includes capacitating culturally and socially aware, as well as technically proficient human resources, and competently responding to the needs of a rapidly changing and globalizing environment.

### **Article III Grant Categories**

Depending on their qualifications and objectives, HEIs may undertake projects either in Institutional Development or in Institutional Innovation. Further, projects may also comprise one or more of the identified components in the categories detailed below, exhibiting a range of related and cohesive activities. Please refer to **Appendix 1: Examples of Project Concepts** for more information.

1. **Institutional Development** covers projects undertaken by HEIs that meet the minimum qualifications required by the Grant. Initiatives under this category help establish the foundations for innovation, as well as support the HEI in improving its systems, processes, instructional content, and pedagogies to meet higher standards, in order to bring them closer to Autonomous and Deregulated status, and for their programs to be potential Centers of Development (COD) and/or Centers of Excellence (COE).
  - a. **Institutional Quality Assurance.** HEIs may propose projects that strengthen their institution's quality assurance through competency-based learning standards, outcomes-based education, and horizontal and/or vertical typology, as detailed in CHED Memorandum Order No. 46, series of 2012. Broadly, this covers initiatives that:
    - i. Translate the HEI's vision, mission and goals to desired learning outcomes;
    - ii. Establish a better learning environment in the HEI;
    - iii. Allow HEIs to productively employ the latest educational technologies;
    - iv. Align the HEI to nationally and internationally accepted performance and assessment indicators; and
    - v. Increase the HEI's capacity to enhance its own programs and systems in a sustainable manner.

Particular priority is given to initiatives that allow the HEI to make necessary adjustments to aligning with changes made as a result of the K to 12 curriculum.

- b. **Organizational Strengthening of HEI.** This covers projects that establish and/or enhance relevant organizational structures/functions for the conduct of activities such as Research, Development & Extension, and Internationalization.
2. **Institutional Innovation** covers projects undertaken by HEIs that hold higher levels of accreditation. Projects under this category add new value to the HEI and/or enhance its existing resources to achieve better efficiency and quality in their academic programs, research outputs and extension projects, and responds to the needs of industry and the globalizing world. HEIs thus have a hand not only in upgrading the higher education sector but also in the country's productivity, as well as regional and global competitiveness.



- a. **Research, Development, and Extension.** Under the IDIG, HEIs may propose research and extension projects on regional inclusive growth, sustainable development, and emerging technologies. Recognizing that research is a driving force behind innovation, HEIs may also propose initiatives that translate research into material outputs or products. HEIs are strongly encouraged to undertake said projects with a view of sustaining them well after the K to 12 Transition Period.
  - b. **Development of Academic Programs.** Following the respective policies, standards, guidelines (PSGs) for each program, HEIs may propose projects to formulate, enhance, and reinvigorate academic programs classified as:
    - i. *Niche programs* - Existing or new degree programs that highlight local, regional or national uniqueness and resource utilization, and can establish an HEI or its locality, region, or the country, as a leader in the particular field or discipline.
    - ii. *Priority programs* - Existing or new degree programs in areas essential to regional and national development, particularly during the K to 12 Transition Period (Refer to CMO No. 3, series of 2016 - Appendix 1 and CMO No. 22, s. 2016 - Appendix 2), or fields otherwise identified by the Commission.
    - iii. *Endangered Programs* - Existing programs with very low enrolment and/or graduation rates but are considered essential to the socio-cultural development of the region or country. Such programs are placed at greater risk due to the lower enrollment during the Transition Period.
  - c. **Academe-Industry Linkages.** In line with the emphasis of the K to 12 curriculum on making Philippine education more responsive and relevant to industry, HEIs may propose projects that foster linkages with industry partners to aid in the alignment of academic instruction, the professional preparation of students with industry practice and standards, and to spur research, development and innovation (RDI) activities with high social impact.
  - d. **Internationalization.** Philippine HEIs may propose initiatives that foster linkages and collaboration with foreign HEIs, Ministries of Education, international education networks, and other foreign and global entities, which strengthen the position of HEIs and/or the Philippine higher education sector in the international stage. This include both home-based and cross-border internationalization activities that meet the standards and qualifications, and gain access to and/or memberships in the said foreign organizations.
3. **CHED-initiated Partnerships for Innovation.** The Commission shall likewise endeavor to establish partnerships with local and foreign organizations, governed by Memoranda of Agreement or other similar arrangements, to jointly initiate and fund projects in line with the thrusts of the Institutional Development and Innovation Grants. (*Guidelines for participation in said partnerships shall be released separately by the Commission*)

#### Article IV Eligibility

1. Institutional Development and Innovation Grants are open to all State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), as well as to non-stock and non-profit private HEIs.





- a. *For Institutional Development*, proponent HEI must be recognized by the Commission.
  - b. *For Institutional Innovation*, proponent HEI must be recognized by the Commission, and must have at least one (1) program with Level III accreditation status or its equivalent, and/or a host of a Center of Development (COD) or Center of Excellence (COE) program.
2. Higher education institutions may partner with one or more eligible HEI to establish collaborative arrangements and apply for the grant as one unit through a lead HEI, identified according to the internal arrangement between partners or among members. The lead HEI shall apply for the grant in behalf of the unit, and shall coordinate with the Commission throughout the whole application process and the conduct of the grant. If applicable, HEIs with higher qualifications be identified as lead HEI. All member HEIs must be recognized by the Commission
3. Further, the Commission encourages the establishment of partnerships between HEIs with different qualifications wherein mentoring occurs, as well as collaboration among HEIs qualified for Institutional Innovation, to engage in projects that will impact the higher education sector as a whole.
4. The proposed project may also be initiated by a department, office or unit within the HEI. Faculty and non-teaching personnel with lesser teaching and workloads due to the transition to K to 12 are encouraged to spearhead projects for the Institutional Development and Innovation Grant. Nonetheless, the proposal must be endorsed by the head/president of the HEI.
5. Funding under the grant shall run for a maximum duration of twelve months. Project extensions may be requested by the HEI in writing and shall be subject to the approval of the CEB, based on a preliminary evaluation of the progress of the project.
6. The project proposal being applied for under the grant should not be submitted to other agencies and/or funding sources for the same purpose. Otherwise, proponents must disclose which components of the project will be funded by the Commission, and by other sources.

## Article V

### Application Processes and Awarding of Grant

The Call for Proposals for the Institutional Development and Innovation Grant shall be issued annually. Project proposals from prospective HEI grantees shall strictly follow the application process detailed below (**Refer to Appendix 2: Procedure Flowchart**). Projects resulting from CHED-initiated partnerships lodged under the Grant shall be governed by the agreements entered into by the Commission and its partner organizations.

1. HEIs that wish to avail of the Institutional Development and Innovation Grant must first submit a two-page concept note (**Refer to Appendix 3: Concept Paper Template**), endorsed by the HEI president/head, for the project they want to be funded under the Grant to the CHED K to 12 Transition Program Management Unit via email. The concept papers shall be reviewed by the IDIG Technical Working Group. This step shall serve as a pre-screening process to ensure efficiency in the preparation of full proposals and greater success of HEIs in accessing the Grant. HEIs which pass this assessment shall be informed as such.





Email address	<a href="mailto:chedk12.idig@gmail.com">chedk12.idig@gmail.com</a> or <a href="mailto:k12@ched.gov.ph">k12@ched.gov.ph</a>
Subject line	IDIG Concept Paper: <Region>_<HEI Name>

2. Only HEI applicants which pass the pre-screening may then submit a full proposal including the plan for cascading best practices, following the template provided (**Refer to Appendix 4: Project Proposal Template**), along with the complete documentary requirements specified by the Commission (**Refer to Appendix 5: Application Requirements**), to the CHED Regional Office (CHEDRO) in their respective regions or in the region in which the lead HEI is located. A cover letter, duly signed by the head of the lead HEI, addressed to the CHED Chairperson with an attention line to the Regional Director is required. **Note that full proposals of which concept notes have not been pre-screened by the TWG will not be accepted by the CHEDROs.**
3. Screening of applications shall be done in two stages through panels designated by the Commission: (1) preliminary screening at the regional level through the IDIG Regional Vetting Panels (RVP), and (2) final screening at the national level through the IDIG National Vetting Panel (NVP).
4. Project proposals shall be evaluated based on the following criteria: (1) technical merit; (2) relevance and developmental nature or the value-added; and (3) capacity of the proponent/s to successfully deliver the stated goals. Proposals that will not reach 50 percent of the total score at the regional level will not be endorsed to the NVP for evaluation. **Refer to Appendix 8: Selection Criteria for more details.**
5. A matrix of all submissions in the region, together with a copy of all proposals, shall be provided by the CHED Regional Office to the CHED Central Office. Indicated therein shall be the name of the proponent HEI and project lead, project proposal title, category in which the activity falls under, budget requested from the Commission, checklist of requirements, scores from the RVP evaluation, and remark whether the proposal is being endorsed to the NVP or a brief explanation of why it is not.
6. A list of approved project proposals shall be released by the Commission. Proposals that are not approved may be resubmitted in succeeding Calls for Proposals, following the regular application process for the Grant and provided the necessary revisions and improvements are made.
7. The Commission, through the K to 12 Transition Program Management Unit (PMU), shall process the release of funds in tranches as specified in the Memorandum of Agreement to be signed by each successful grantee and the Commission.

## Article VI Funding and Restrictions

1. A maximum amount is set for the Grant Categories, and shall be subject to annual review and possible revision by the Commission, taking into consideration inflation rate and other factors. For Academic Year 2016-2017, these amounts are as follows:
  - a. Two million pesos to five million pesos (Php 2,000,000.00 – Php 5,000,000.00) for Institutional Development; and
  - b. Eight million pesos to twelve million pesos (Php 8,000,000.00 – Php 12,000,000.00) for Institutional Innovation.





2. The Grant may **NOT** be used for capital outlay, but may be used for the improvement and refurbishment of existing facilities and Maintenance and Other Operating Expenses (MOOE) budget items. Acquisition of equipment critical to attaining the proposed project objectives may still be accepted, subject to the assessment of the necessary evaluating panels and the approval of the Department of Budget and Management (DBM), which may require longer processing time for the disbursement of funds.
3. The Grant shall be awarded solely to HEIs, and not to individual faculty or staff.
4. Only one project at a time shall be funded for each HEI campus, including those participating in CHED-initiated Partnerships for Innovation. Institutions with ongoing projects under the Grant at the time of Call for Proposals are disqualified from applying.

### **Article VII Obligations of Grantees**

HEI Grantees shall fulfill the following obligations:

1. Implement the approved project proposal and ensure the achievement of the deliverables proposed;
2. Ensure that funds are spent according to the approved Work and Financial Plan, and in line with Philippine government rules and regulations;
3. Provide counterpart support to the grant awarded by the Commission;
4. Submit periodic monitoring and progress reports as required;
5. Prepare and submit an accomplishment report as well as an audited financial report at the end of the grant period;
6. Submit a liquidation report to the Commission, certified correct by a Certified Public Accountant and approved by the head of the HEI;
7. Participate in activities organized by the Commission;
8. Mentor other HEIs, as specified in the approved design for cascading best practices resulting from the project under Grant; and
9. Sustain activities related to the original grant, as specified in the sustainability indicators in the approved project proposal.

### **Article VIII Sanctions**

The Commission reserves the right to take administrative, civil, and/or criminal action including, but not limited to, the imposition of a payment obligation for all financial privileges received under the Institutional Development and Innovation Grant and disqualification from receiving any future grants from the Commission against HEI grantees for the following infractions:

1. Refusal or failure of HEI grantee to comply with the policies and guidelines herein stated, and with any provision of the Memorandum of Agreement between the CHED and the HE grantee;
2. Misrepresentation or fraud by HEI grantee and/or any of its personnel serving as project lead/point person;
3. Failure to complete the project under the Grant, including the implementation of the plan for cascading best practices, within the approved duration;
4. Use of funds for the purposes other than those indicated in the approved project proposal and Work and Financial Plan; and



5. Other acts as may be considered by the Commission as inimical to the interest of the Republic of the Philippines and those that adversely affect the integrity of the Institutional Development and Innovation Grant.

#### **Article IX Separability Clause**

If any part or provision of this Memorandum Order shall be held invalid or illegal by competent authority, other provisions thereof, which are not affected thereby shall continue to be in full force and effect.

#### **Article X Effectivity**

This Memorandum Order shall take effect immediately and shall remain in force only until the end of the SY 2020-2021, unless otherwise extended or adopted by the Commission.

Issued this 09 day of June, 2016 in Quezon City Philippines.



**Patricia B. Licuanan, Ph.D.**  
Chairperson

#### **Appendices:**

1. Examples of Project Concepts
2. Procedure Flowchart
3. Concept Paper Template
4. Application Form
5. Full Project Proposal Template
6. Work and Financial Plan Template
7. Application Requirements
8. Selection Criteria





### Appendix 1: Examples of Project Concepts

This section is meant to provide sample project concepts for the Institutional Development and Innovation Grant, and is no way restrictive nor exhaustive. HEIs and collaborations are strongly expected to exercise creativity in the formulation of their projects in order to maximize the grant.

Project Concept	Component Activities
Development of HEI's RDE Program ( <i>Institutional Development: IQA and Organizational Strengthening of HEI</i> )	<ol style="list-style-type: none"> <li>Formulation of research agenda <ol style="list-style-type: none"> <li>Identify a distinctive competence given the HEIs faculty resources, track record, geographic advantage, etc.</li> <li>Determine gaps in terms of human resources, facilities, budget, and other constraints</li> </ol> </li> <li>Pursuing the research agenda <ol style="list-style-type: none"> <li>Development of process for preparation and review of research proposals <ol style="list-style-type: none"> <li>Identification of the responsibility centers at the HEI</li> <li>Formulation of policies in terms of 1) faculty loading, 2) intellectual property, 3) collaboration with experts in industry or other HEIs, 4) rewards and incentives, etc.</li> </ol> </li> <li>Addressing the research gap <ol style="list-style-type: none"> <li>Facility support for research</li> <li>Assistance in research analysis, editing, etc.</li> </ol> </li> </ol> </li> <li>Creation of a Research Journal/Accreditation of HEI's Research Journal</li> </ol>
Promotion and Marketing of HEI ( <i>Institutional Development: IQA and Organizational Strengthening of HEI</i> )	<ol style="list-style-type: none"> <li>Creation of HEI Strategic Communications Office <ol style="list-style-type: none"> <li>Formulation of HEI marketing and promotion plan</li> </ol> </li> <li>Crafting of policies and materials regarding the marketing and imaging of the HEI <ol style="list-style-type: none"> <li>Development of prospectuses and view books</li> <li>Development of HEI brand identity and manual</li> <li>Development of other marketing public relation tools</li> </ol> </li> <li>Dissemination of information and promotional materials <ol style="list-style-type: none"> <li>Conduct of campaigns and fora in basic education institutions</li> </ol> </li> </ol>
HEI collaboration with Agricultural and Fishing Communities and Industries ( <i>Institutional Innovation: RDE and Academic-Industry Linkage</i> )	<ol style="list-style-type: none"> <li>Creation of tripartite partnership between HEI, local farming and fish farming communities, as well as private firms <ol style="list-style-type: none"> <li>Private firms engage in contract farming where farmers are given the opportunity to improve their income</li> </ol> </li> <li>Provision of technical support to the communities <ol style="list-style-type: none"> <li>HEI cascade their knowledge on organic farming, food processing, and packaging, etc.</li> <li>HEI also helps farmers in negotiating for better prices in pushing their products to the market</li> </ol> </li> <li>Perpetuation of support to the communities <ol style="list-style-type: none"> <li>Industry and HEI assists the farmers to bring their products beyond domestic consumption and toward export</li> </ol> </li> </ol>
Strengthening of the	<ol style="list-style-type: none"> <li>Development of marketing strategy for the program</li> </ol>



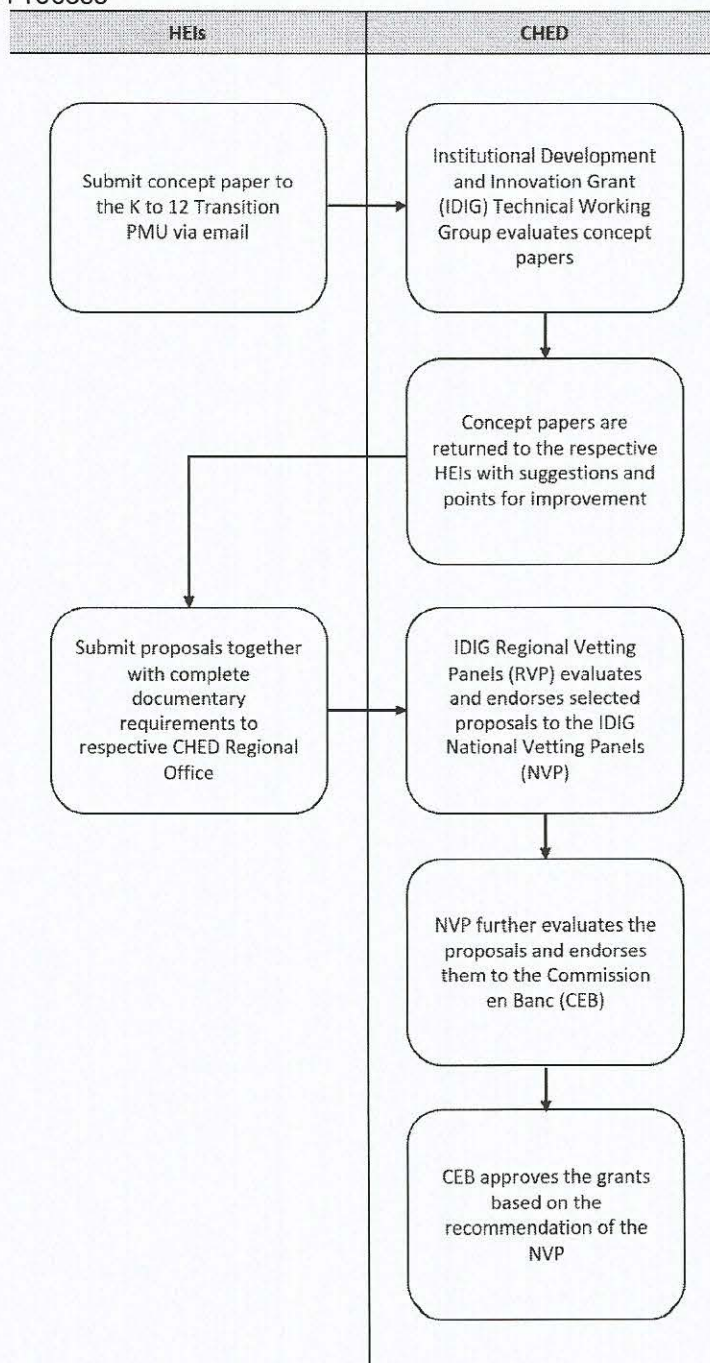
Malikhaing Pagsulat sa Filipino degree program ( <i>Institutional Innovation: Development of Academic Program</i> )	<ol style="list-style-type: none"> <li>a. Creation of program view book, highlighting the capacity of the faculty, notable alumni, etc.</li> <li>b. Production of HEI-wide advertising materials such as videos and infographics that depicts the relevance of the program</li> <li>2. Inclusion of innovative instructional strategies in syllabi and course outlines               <ol style="list-style-type: none"> <li>a. Use of educational technology in relevant subjects</li> </ol> </li> <li>3. Updating program curriculum, course syllabi, and outlines, based on relevant PSGs</li> <li>4. Support for graduates in terms of critiquing, editing, and publishing their subsequent works               <ol style="list-style-type: none"> <li>a. Creation of a regularly published collection and/or anthology of the graduates work</li> </ol> </li> </ol>
Development of Joint Degree Program ( <i>Institutional Innovation: Internationalization and Development of Academic Program</i> )	<ol style="list-style-type: none"> <li>1. Establishment of partnership with a reputable foreign HEI               <ol style="list-style-type: none"> <li>a. Benchmark with the practices and techniques of the partner HEI</li> </ol> </li> <li>2. Crafting of curriculum design and policies               <ol style="list-style-type: none"> <li>a. Conduct of write shops for curriculum writers</li> <li>b. Preparation of guidelines in the relevant processes for the program</li> <li>c. Selection of administrators and program governors</li> </ol> </li> <li>3. Acquisition of necessary manpower and resources               <ol style="list-style-type: none"> <li>a. Faculty                   <ol style="list-style-type: none"> <li>i. Setting up positions and inviting foreign professors to teach in the program</li> <li>ii. Preparations for mobility of local faculty to partner foreign HEI</li> </ol> </li> <li>b. Library materials, information materials, and equipment</li> </ol> </li> <li>4. Information dissemination campaign</li> </ol>
HEI Partnership with Automotive Company ( <i>Academe-Industry Linkage</i> )	<ol style="list-style-type: none"> <li>1. Forging collaborative partnership with a relevant automotive company               <ol style="list-style-type: none"> <li>a. Fora on emerging technologies in automotive design and engineering</li> <li>b. Creation of elective courses on vehicular design, automotive engineering, etc.</li> </ol> </li> <li>2. Opening of adjunct professorial positions for industry experts to teach in the newly created elective courses and/or major subjects</li> <li>3. Institution of an internship with partner company where students may immerse in the following:               <ol style="list-style-type: none"> <li>a. Design of new car models</li> <li>b. Safety standards of vehicles</li> <li>c. Production line</li> <li>d. Innovations in automotive engineering</li> </ol> </li> </ol>





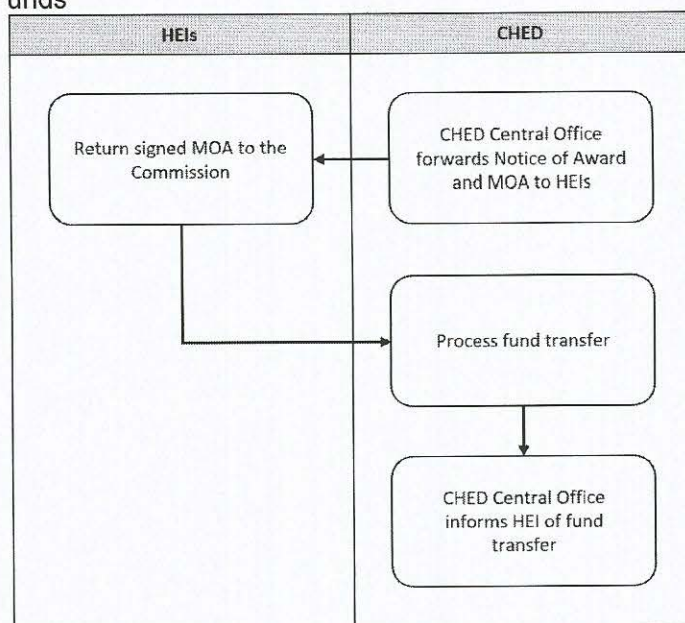
## Appendix 2: Procedure Flowchart

### 1. Application Process





## 2. Transfer of Funds





**Appendix 3: Concept Paper Template**  
Office of the President of the Philippines  
**COMMISSION ON HIGHER EDUCATION**  
HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City  
**K to 12 Transition Project Management Unit**

**CONCEPT PAPER FOR INSTITUTIONAL DEVELOPMENT AND INNOVATION**

<b>HEI Name</b>	Enter complete name here		
<b>Address</b>	Enter complete address here		
<b>Contact Number</b>	(e.g. (02) 555-4321 or +63 987 65 43 210)		
<b>Email</b>	Enter email address here		
<b>Contact Person</b>	Last Name, First Name, MI	<b>Designation</b>	Enter designation

**Limit the concept paper to two pages.**

<b>Project Title</b>	Enter project title here
<b>Category</b>	<input type="checkbox"/> Institutional Development <input type="checkbox"/> Institutional Innovation
<b>Rationale</b>	<p>Please include in this section:</p> <ol style="list-style-type: none"> <li>1. Background information relating to the proposal</li> <li>2. Expected transformations or effects of the implementation of the project</li> <li>3. Response to the Grant Thrusts</li> <li>4. Indicators of sustainability</li> </ol>
<b>Objectives</b>	For what purpose does the project respond to? What are the local, regional and national-level goals of the project? What are its short-term and long-term objectives?
<b>Components</b>	Which components under the Grant Category will make up the project? What activities form part of the project? How will these components help in achieving the project objectives?

**SUBMITTED BY:**

**REVIEWED AND ENDORSED BY:**

x \_\_\_\_\_  
(Signature over printed name of project leader/Lead  
HEI point person)  
Date:

x \_\_\_\_\_  
(Signature over printed name of HEI Head)  
Date:





**Appendix 4: Application Form**  
Office of the President of the Philippines  
**COMMISSION ON HIGHER EDUCATION**  
HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City  
**K to 12 Transition Project Management Unit**

**APPLICATION FORM FOR INSTITUTIONAL DEVELOPMENT AND INNOVATION GRANT**

**I. General Information**

<b>Are you applying as a collaboration?</b>	<input type="checkbox"/> <b>YES</b> (Fill out the required information for the Lead HEI and member HEIs) <input type="checkbox"/> <b>NO</b> (Fill out the required information for the <b>Lead HEI only</b> )
---	--

<b>A. Lead HEI</b>			
<b>HEI Name</b>	Enter complete name here		
<b>Address</b>	Enter complete address here		
<b>Contact Number</b>	(e.g. (02) 555-4321 or +63 987 65 43 210)		
<b>Email</b>	Enter email address here		
<b>Contact Person</b>	Last Name, First Name, MI	<b>Designation</b>	Enter designation

<b>B. Member HEIs (provide additional sheets if necessary)</b>			
<b>HEI Name</b>	Enter complete name here		
<b>Address</b>	Enter complete address here		
<b>Contact Number</b>	(e.g. (02) 555-4321 or +63 987 65 43 210)		
<b>Email</b>	Enter email address here		
<b>Contact Person</b>	Last Name, First Name, MI	<b>Designation</b>	Enter designation

<b>HEI Name</b>	Enter complete name here		
<b>Address</b>	Enter complete address here		
<b>Contact Number</b>	(e.g. (02) 555-4321 or +63 987 65 43 210)		
<b>Email</b>	Enter email address here		
<b>Contact Person</b>	Last Name, First Name, MI	<b>Designation</b>	Enter designation





## II. Project Proposal Information

<b>Grant Category</b>	Select one
<b>Project Components</b>	<input type="checkbox"/> Institutional Quality Assurance <input type="checkbox"/> Organizational Strengthening of HEI  <input type="checkbox"/> Research, Development, & Extension <input type="checkbox"/> Development of Academic Degree <input type="checkbox"/> Academe-Industry Linkage <input type="checkbox"/> Internationalization
<b>Proposal Summary</b>  <i>(Briefly describe the proposal, including the objectives of the project, how it responds to the Grant Thrusts, project duration, etc.)</i>	Enter text here
<b>Sustainability Indicator</b>  <i>(Briefly describe how this initiative can be sustained beyond the grant duration)</i>	Enter text here

**SUBMITTED BY:**

**REVIEWED AND ENDORSED BY:**

x \_\_\_\_\_  
 (Signature over printed name of project leader/Lead HEI point person)  
 Date:

x \_\_\_\_\_  
 (Signature over printed name of HEI Head)  
 Date:





## Appendix 5: Full Project Proposal Template

Office of the President of the Philippines

**COMMISSION ON HIGHER EDUCATION**

HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City

**K to 12 Transition Project Management Unit**

## PROJECT PROPOSAL FOR INSTITUTIONAL DEVELOPMENT AND INNOVATION GRANT

<b>Project Title</b>	Enter project title here
<b>Rationale</b>	<p>Please include in this section:</p> <ol style="list-style-type: none"> <li>1. Background information relating to the proposal</li> <li>2. Short-term and long-term goals of HEI/s</li> <li>3. Expected transformations or effects of the implementation of the project</li> <li>4. Response to the Grant Thrusts</li> <li>5. Indicators of sustainability</li> </ol>
<b>Duration</b>	Enter project duration here

- I. **Proposal Details.** Please state your objectives following the principle of SMART (Specific, Measurable, Attainable, Relevant, and Time-bound)

Logical Framework					
Objectives	Activities	Outputs	Verifiable Indicators	Means of Verification	Assumptions
What are the objectives that the project will contribute to?	What are the activities needed to be undertaken achieve the objectives?	What are the concrete visible results that will contribute to the realization of the project? What changes and improvements will be achieved by the project?	What indicators will show whether the expected result have been achieved?	What are the information sources for these indicators?	What are the factors and conditions not under direct project control but necessary to achieve the project objective?



## II. Plan for Cascading Best Practices *(Provide additional sheets if necessary)*

<b>Target HEI/s</b> <i>(Specify at least three HEIs)</i>	Enter target HEI name here
	Enter target HEI name here
	Enter target HEI name here
<b>Timeframe</b>	When do you expect to cascade best practices following the completion of the project? How long will the program take?
<b>Objectives</b>	Give objectives your wish to accomplish in terms of cascading best practices following the success of the innovation project. Objectives must be specific, measurable, achievable, relevant, and time-bound.
<b>Initiatives to be Undertaken</b>	How do you plan to accomplish the objectives stated above? What initiatives will you offer to your target HEIs in order to achieve those goals?
<b>Expected Outcomes</b>	What outcomes do you expect to observe within the given timeframe in terms of cascading the best practices of the completed project?

## III. Schedule of Activities

Provide a **Gantt Chart** presenting the schedule of activities for the proposed project, including the schedule for the Plan for Cascading Best Practices. Use a separate sheet for this portion.

## IV. Proposed Budget. Project and Plan for Cascading Best Practices *(Provide additional sheets if necessary)*

Items/Particulars	Counterpart Support	Amount
Enter expenditure here	Enter amount (item) here	Enter amount here
<b>Total</b>	Enter total here	Enter total here
<b>Total amount requested</b>		Enter total here

**SUBMITTED BY:**

**REVIEWED AND ENDORSED BY:**

x \_\_\_\_\_  
*(Signature over printed name of project leader/Lead HEI point person)*  
 Date:

x \_\_\_\_\_  
*(Signature over printed name of HEI Head)*  
 Date:





**Appendix 6: Work and Financial Plan Template**  
Office of the President of the Philippines  
**COMMISSION ON HIGHER EDUCATION**  
HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City  
**K to 12 Transition Project Management Unit**

**WORK AND FINANCIAL PLAN FOR INSTITUTIONAL DEVELOPMENT AND INNOVATION GRANTS**

<b>Lead HEI Name</b>	Enter complete name here		
<b>Project Title</b>	Enter project title here		
<b>Duration</b>	Enter project duration here		
<b>Contact Person</b>	Last Name, First Name, MI	<b>Designation</b>	Enter designation
<b>Contact Number</b>	(e.g. (02) 555-4321 or +63 987 65 43 210)		
<b>Total Amount Requested</b>	Enter total amount requested here		

<b>I. Work Plan for the Project</b> <i>(Provide additional sheets if necessary)</i>		
<b>Activity</b>	<b>Output</b>	<b>Date</b>
Enter activity here	Enter expected output here	Enter date of completion here

<b>II. Work Plan for Cascading Best Practices</b> <i>(Provide additional sheets if necessary)</i>		
<b>Activity</b>	<b>Output</b>	<b>Date</b>
Enter activity here	Enter expected output here	Enter date of completion here



III. Line Item Budget. Project and Plan for Cascading Best Practices <i>(Provide additional sheets if necessary)</i>		
Items/Particulars	Counterpart Support	Amount
Enter expenditure here	Enter amount (item) here	Enter amount here
<b>Total</b>	Enter total here	Enter total here
<b>Total amount requested</b>		Enter total here

**SUBMITTED BY:**

**REVIEWED AND ENDORSED BY:**

x \_\_\_\_\_  
 (Signature over printed name of project leader/Lead  
 HEI point person)  
 Date:

x \_\_\_\_\_  
 (Signature over printed name of HEI Head)  
 Date:





## Appendix 7: Application Requirements

Institutional Development	Institutional Innovation
<b>Pre-screening</b> <input type="checkbox"/> Project Concept Note ( <i>Refer to Appendix 3</i> )	
<b>Screening</b> <input type="checkbox"/> Cover letter <input type="checkbox"/> Application Form ( <i>Refer to Appendix 4</i> ) <input type="checkbox"/> Full Project Proposal ( <i>Refer to Appendix 5</i> ) <input type="checkbox"/> Work and Financial Plan ( <i>Refer to Appendix 6</i> ) <input type="checkbox"/> HEDF Project Summary Sheet <input type="checkbox"/> Sources and Details of Proponents Equity Participation in the Project <input type="checkbox"/> <i>For collaborative arrangements:</i> Copy of Memorandum of Agreement between parties, including terms of reference  <i>If applicable:</i> <input type="checkbox"/> Certificate of Registration with the Securities and Exchange Commission (SEC) <input type="checkbox"/> Authenticated copy of the latest Articles of Incorporation showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the certificate of filing with SEC <input type="checkbox"/> Audited financial reports for the past three years preceding the date of the project implementation <input type="checkbox"/> <i>For HEIs which have been in operation for less than three years:</i> Accomplishment report of previously implemented similar projects certified by HEI President and Secretary, together with audited financial reports for the years it has been in operation	
<input type="checkbox"/> Proof of CHED-recognition	<input type="checkbox"/> Proof of CHED-recognition <input type="checkbox"/> Copy of Certificate of Accreditation <input type="checkbox"/> Proof of program accreditation as COD/COE  <i>For Internationalization:</i> <input type="checkbox"/> Brief background on the foreign HEI/s and proof of recognition by the CHED-equivalent agency of its origin country <input type="checkbox"/> Proposed Memorandum of Agreement between contracting parties, including terms of reference

**Submission specifications:**

1. All necessary forms must be **digitally accomplished**;
2. Submissions must be in **A4 paper size and ring bound**; and
3. Submit **three (3) copies** of all requirements.





**Appendix 8: Selection Criteria**

The following factors will be considered when vetting the proposals:

1. Project's technical merit;
2. Relevance and developmental nature or the value-added by the project; and
3. Demonstrated capacity of HEI/s to successfully deliver the stated goals.

These criteria shall be used to evaluate whether the project proposals submitted by the HEIs fails to meet, meets, or exceeds the expected qualities of a project under Grant.

Each indicator shall be scored from "1" to "10", where a score of **"1" to "4" means unsatisfactory, "5" to "7" signifies satisfactory, and "8" to "10" is superior**. The total obtainable score is 170 points.

<b>Project Title</b>	
<b>Proponent HEI/Lead HEI</b>	

Evaluation Criteria	10-8	7-5	4-1	Points
<b>Project's Technical Merit</b>	Objectives of the proposed project is clear, relevant and well-defined	Objectives may be given, but lack specifics	Objectives of project are unclear and/or unrealistic	
	Methodology or design is clear, sound, and feasible; indicators are notable and have identified concrete outcomes	Methodology or design is relatively clear, sound and feasible; indicators are somewhat substantial and have vaguely identified outcomes	Methodology or design is implausible and indicators and outcomes are not defined	
	Project is original and has clear evidence and strong rationale that it differs significantly from current approaches, methods, or processes of the HEI	Project provides considerable modification to current approaches, methods or process of the HEI	Project design does not introduce a modification or an innovation to the current approaches, methods or processes of the HEI	
	Project components exhibit strong coherence	Project components exhibit relative coherence	Project components are not consistent with each other	
	Timeline of activities is reasonable and feasible	Timeline of activities is relatively arbitrary	Timeline of activities is impractical or unfeasible	
	Self-monitoring and evaluation scheme is robust and well-	Self-monitoring and evaluation scheme is evident	Self-monitoring and evaluation scheme has a weak design	



	designed			
<b>Relevance and Developmental Nature or the Value-added by the Project</b>	Impact of the proposed project in a specific area, including measurable benchmarks for the first year, are demonstrable	Impact of the proposed project in a specific area, is imperceptible and partly identified measurable benchmarks for the first year	Impact of the proposed project in a specific area is obscure or inconsiderable, and has intangible benchmarks for the first year	
	Proposed project compellingly addresses or responds to the adverse impact of the Transition Period to the HEI	Proposed project's response to the adverse impact of the Transition Period is evident but ambiguously stated	Proposed project is not indicative of the response to the adverse impact of the Transition Period to the HEI	
	Contribution to the development of the HEI's personnel and its stakeholders is remarkably significant	Contribution to the development of the HEI's personnel and its stakeholders is limited	Contribution is inconclusive and disjointed with the development of the HEI's personnel and its stakeholders	
	Proposed project has strong potential to create enabling mechanisms for the efficient and effective delivery of HEI's processes during the Transition Period and beyond	Proposed project has inadequate potential to create enabling mechanisms for the efficient and effective delivery of HEI's processes during the Transition Period and beyond	Proposed project is unpromising or incapable of creating enabling mechanisms for the efficient and effective delivery of HEI's processes during the Transition Period and beyond	
	Proposed project is notably consistent with the thrusts of the Institutional Development and Innovation Grant	Proposed project is somewhat connected with the thrusts of the Institutional Development and Innovation Grant	Proposed project is incoherent and disjointed with the thrusts of the Institutional Development and Innovation Grant	
	Project has high potential of being utilized or replicated by other institutions	Project shows fair potential for replication and utilization by other institutions	Project is unattainable or impractical to be replicated by other institutions	
	Proposed project is coherent with, and furthers the HEI's vision, mission, and institutional goals;	Proposed project's contribution to the HEI's vision, mission, and institutional goals are present, but vague	Proposed project has inconsiderable or no relevance to the HEI's vision, mission, and institutional goals	
<b>Demonstrated Capacity of HEI/s to Successfully Deliver</b>	Notable breadth and depth of team expertise in the	Abstract demonstration of team expertise in the	Unqualified/ misrepresentation of team expertise in	



of the Stated Goals	proposed fields of activity	proposed fields of activity	relation to the proposed fields of activity	
	Allocation of personnel and material resources is adequate and clearly defined	Allocation of personnel and material resources is evident but vaguely stated	Allocation of personnel and material resources is inconclusive	
	Sustainability strategy or plan of the proposed project is clearly stated with complete overview of how the expected results will be carried out in years beyond the grant period to impact the future of the program	Sustainability strategy or plan of the proposed project is only partly and vaguely stated	Sustainability strategy or plan of the proposed project is weak and inconsiderable	
	HEI exhibits high percentage of equity to be able to sustain proposed project beyond grant period	HEI manifest equity that could sustain, to a reasonable level, proposed project beyond grant period	HEI shows insufficient equity to be able to sustain proposed project beyond grant period	
Total				

