GENERAL CURRICULUM AND INSTRUCTIONAL DEVELOPMENT PROJECT PROPOSAL FORM

Project Title: _____

Type of project (Course Development, Materials Development, SoTL/PAR/DBER/EBT, PFilipinization, Inclusion and Diversity, Service Learning, ESD):

_____

Output is to be used in which Course/s? _____

Principal Proponent: _____

Department and College/Unit: _____

Existing GCID or LCC CID Project title and number: _____

LCC Courses Taught	Term and AY (current and past three terms only)	Number of Units	If probationary, date of expiration of contract	Remarks by LCC Technical Assistant

Co-Proponent 1: _____

Department and College/Unit: _____

Existing GCID Project title and number: _____

Co-Proponent 2: _____

Department and College/Unit: _____

Existing GCID or LCC CID Project title and number:_____

Chair's/Unit Head's Recommendation:

Chair's Name and signature:_____
Date: _____

Disclaimer: This endorsement from the Chair/Unit Head shall solely be for the merit of the project proposal. Any decision regarding the faculty member's status (hiring/renewal) shall supersede this endorsement.

GENERAL CURRICULUM AND INSTRUCTIONAL DEVELOPMENT PROPOSAL FORM (Please see the guidelines and fill in all items applicable to the type of project proposed.)

I. Project Title:

II. Proposal Abstract:

III. Body: please include whatever may apply: Review of Related Literature, Significance, Objectives, Evaluation mode, and instruments, Course description, Course design, Course modules outline, Curriculum map, Innovation plan, Table of contents, Framework, Methodology, References,

IV. Implementation and Assessment Plan:

RESOURCE PLAN

I.   Work Plan

Duration of the entire project (number of terms) _____ (maximum of 2 terms)

Deloading: _____ (Up to 6 units.)

Distribution of deloading if there are co-proponents who will share the deloading with the lead proponent:

Principal proponent: _____ units
Co-proponent 1:   _____ unit/s
Co-proponent 2:   _____ unit/s

Deloading units (for FT proponent/s)*	Equivalent hours per term/14 weeks**
3 units	7 hrs/week = 98 hrs/term (or project duration)
6 units	98 hours/term x 2 = 196 hours (or project duration)
*Approved deloading units are for the whole duration of the project and may be divided among the proponents. They may be availed of in any term within the said duration of the project.	**For FT proponents, these hours may be spread throughout the approved project duration even if they are availed of in a particular term within the said duration.

Deloading units converted into an honorarium (for PT co-proponent/s)*	Equivalent hours per term/14 weeks**
0.5 unit	7/6 x 14 weeks = 16.33 hrs/term
1 unit	7/3 x 14 weeks = 32.66 hrs/term
1.5 units	7/2 x 14 weeks = 49 hrs/term
2 units	65.32 hrs/term
3 units	98 hrs/term
4 units	130.64 hrs/term
5 units	163.3 hrs/term
6 units	196 hrs/term
*Approved deloading units converted into an honorarium are for the whole duration of the project and may be divided among the proponents. They may be availed of in any term within the said duration of the project as long as the PT proponent is given a teaching load.	**For PT co-proponents, these hours must be accounted for within the term in which the honorarium is applied for.

Principal proponent: _____ hrs / week x _____ weeks = _____ hrs.
Co-proponent 1: _____ hrs / week x _____ weeks = _____ hrs.
Co-proponent 2: _____ hrs / week x _____ weeks = _____ hrs.

Total: _____ hours

Gantt chart: (Please provide one and attach it to this document.)

II. Financial Plan (Please review the CIDG Guidelines before filling in the budget. Request only items required to accomplish the project. Include details of the items with reasonable amounts based on the project. Refer to the attachment for the current rates for personnel.)

Expenses	Details/items	Cap	Amount
Personnel: research assistant/s, transcriber, fabricator, consultant, artist, etc. Please enter the name/s of personnel and provide a detailed job description for each position.*			
Materials and Supplies		PhP5,000.00 (max)	
Others: please specify			
Total		**(PhP 25,000.00 max)**	

*Please note that that funds that will be released to the main proponent will not include the honoraria for the personnel. The latter will be released to the respective personnel after a ToR is signed.
Note: The items that will be listed above are subject to approval. Each one has to be clearly shown as necessary for the accomplishment of the project objectives and must be justified in the project proposal.

III. **Dissemination/Application/Publication Plan:**

Guide to rates (AY 21-22)

Salaries of Personnel

Personnel	Rate per hour	Details	Amount
RA I Undergraduate student	PhP70.00		
RA II Graduate student with BA/BS	PhP90.00		
RA II MA/MS holder	PhP122.00		
RA II PhD student	PhP144.00		
Consultant	PhP7,000.00 (max.)		
Artist/Illustrator/Graphic designer	Rate depends on the output required PhP7,000.00 (max.)		
Transcriber	PhP1,500.00/1 hour of recording		
Coder	PhP1,500-3,000.00		

A.