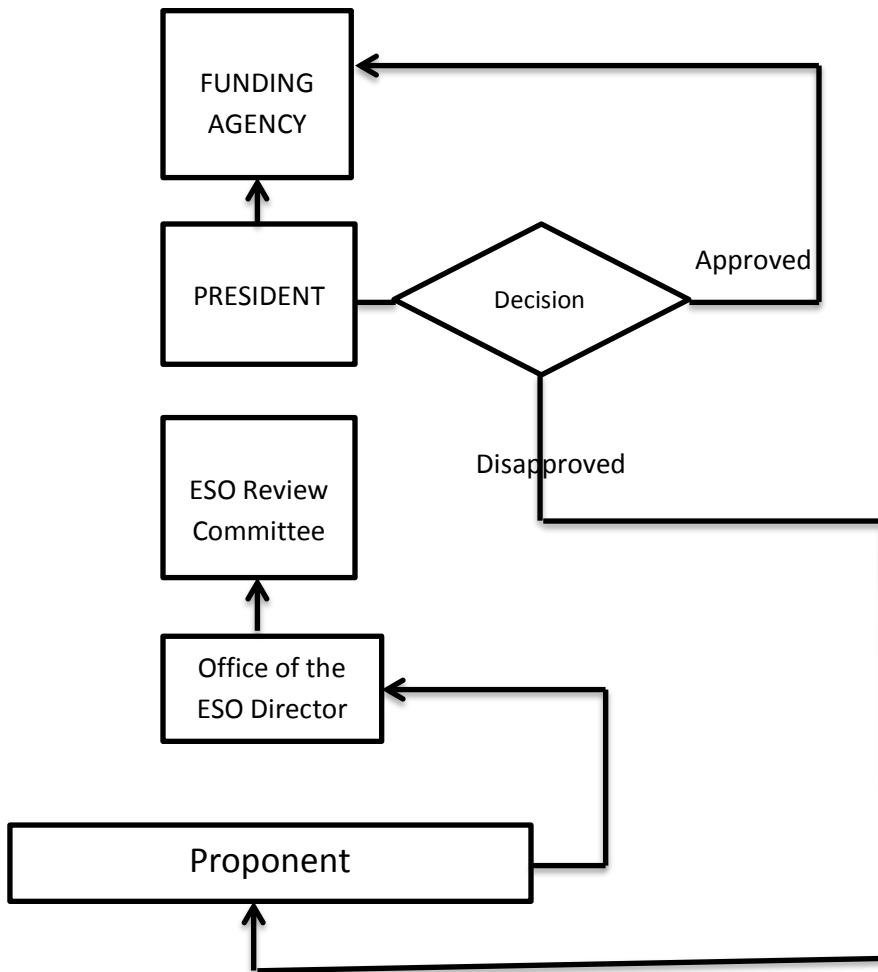


Project Proposal Preparation

Proponents of project proposals shall determine the priorities of funding agencies in order to have greater chance of funding support. Quality and relevance of the proposal and sometimes the credibility of the proponent will have to be considered.

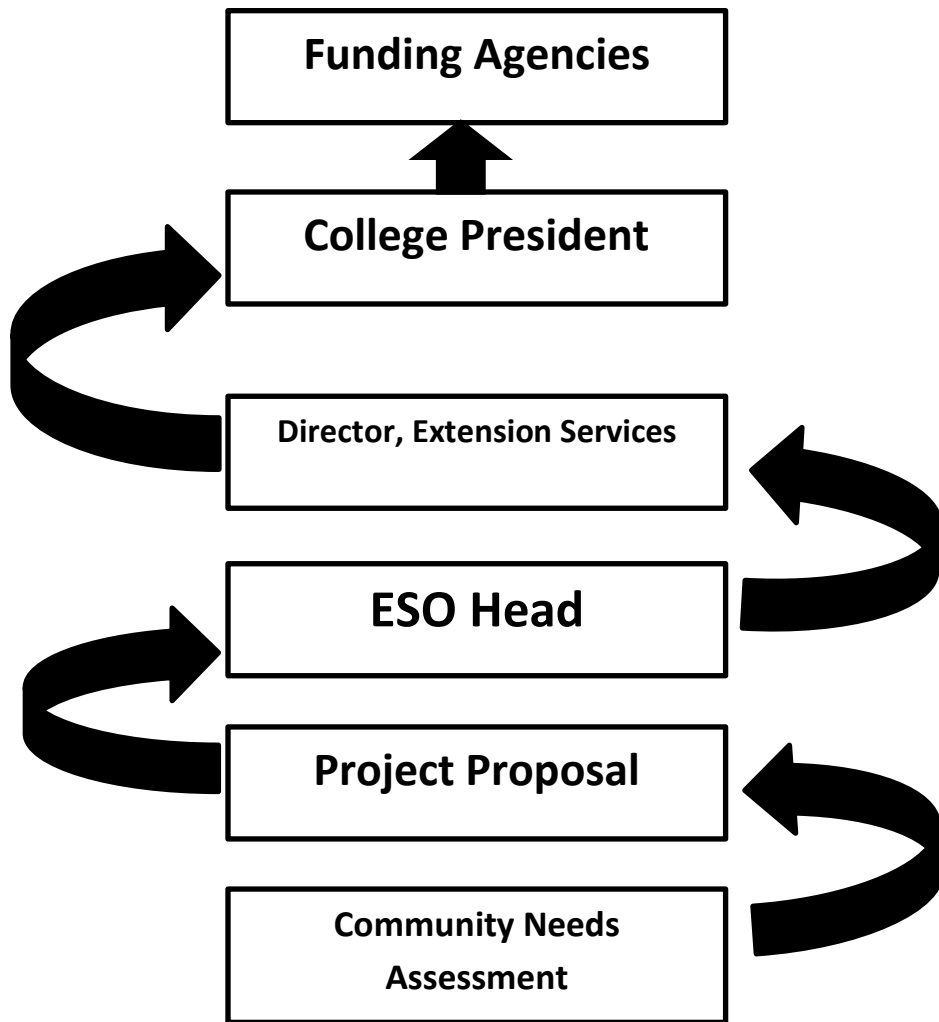
Proposal Flow-Personnel/Agencies involved



Submission and Feedback

The proposal shall be prepared by the staff in the Extension Services Office or from other departments/division of the College. Said proposal shall be subjected for assessment by the office of the Director, who in turn may constitute the ESO Review Committee for final evaluation. Depending on the outcome of the review, the proposal may be returned to the proponent with the information that the proposal is disapproved or approved, but subject to revision. Once the revision is made, the proposal is returned by the proponent to the Office of the Director for endorsement to the College President.

REVIEW & ASSESSMENT OF PROPOSAL



Criteria for Evaluating Project Proposal

In addition to meeting the objectives, principles, strategies and implementing guidelines for extension, and extension proposal submitted for funding must have:

1. Budget-detailed and must be approved by Office of the Head for Extension Services.
2. Faculty and staff involvement- must be specific, regular, sustainable and given corresponding workload.
3. Objectives-should be specific, measurable, attainable, realistic, and time-bounded (SMART).
4. Methodology-theoretically sound and practical to include detailed activities/time frame.
5. Geographic scope-projects should have manageable geographic scope.
6. Stakeholders-must be specified by type, number of location.
7. Time frame- must have a specific duration (Specified time frame of activities)
8. Indicators of success-must have measurable indicators of success within a specific time frame.
9. Academic outputs- all projects should be properly documented reported and presented in seminar or published in scientific or popular magazines.