REQUEST FOR CREATION OF PROJECT ACCOUNT FOR EXTERNALLY-FUNDED PROJECTS
Term ____ AY _____

An academic unit (e.g. department, research center, institute) should use this form to request for a project account. Please accomplish the form accordingly.

Please attach:

- ☐ Memorandum of Agreement
- ☐ Clearance from Legal Counsel
- ☐ Line-Item Budget
- ☐ Others, please specify: _____

UNIT/RESEARCH CENTER: _____
Strategic Research Areas (1-5) _____

Necessary information: Y/N
- ☐ At the end of project, will DLSU return the remaining fund? (Please refer to MOA)
- ☐ Purchase of equipment – is DLSU the owner of the equipment? (Please refer to MOA)

PROJECT TITLE/FUND NAME:
_____
_____

PROJECT LEADER/MANAGER: _____

PROJECT TEAM MEMBERS:
_____
_____
_____

Areas/Research Themes:

1. Food, Nutrition and Health
2. Sustainability, Environment and Energy
3. Women, Children and Family
4. Living Culture and Contemporary Societies
5. Learners and Learning Innovations

Please write no. here _____

FUNDING AGENCY/DONOR:_____
_____

PROJECT DURATION: *Start Date:* _____
End Date _____

TOTAL PROJECT COST: *In Foreign Currency:* _____
In Pesos (as of _____): _____

SHORT DESCRIPTION OF PROJECT: *(please use separate sheet if necessary)*
_____
_____
_____
_____
_____

_____ _____
Project Leader/Manager Date
Printed Name and Signature

Endorsed by:

_____ _____ _____
Research Center Director/Institute Director Dean Vice President for Research and Innovation
Printed Name and Signature Printed Name and Signature Printed Name and Signature

_____ _____ _____
Date Date Date

Noted by: _____ _____
RGMO Executive Director Date
Printed Name and Signature

For RGMO:
Project Code no.: _____

Copies of the EFP form #1 for VPRI, Project Leader/Manager, Research Center Director/Institute Director

For Accounting Office:

Account no.: _____ Date created: _____

_____ _____
Assistant Controller for Financial Accounting Date
Printed Name and Signature