**Cost Estimates Approval Form**

**General Instructions:**

* Please fill out the information in the second page.
* Put your e-signature in the signature box in the last page.
* Follow the provided guidelines in filling out eligible expenditures for BERF.

**COST ESTIMATE GUIDELINES:**

**Eligible and Non-Eligible Activities and Expenditures**

The research committees shall ensure that the expenses detailed in the research proposal are appropriate and necessary in the conduct of research. Measures must be taken to ensure that the funds are maximized so more proposals will be covered.

For BERF grantees, **the research fund will be utilized** for the following activities:

1. Expenses related to the implementation of the approved research proposals which include, but are not limited to, the following:
   * Supplies and materials
   * Domestic travel expenses
   * Communication expenses (postpaid plan, prepaid load, electronic reloading, internet subscription fee, and other emerging method/technology)
   * Reproduction, printing and binding costs
   * Food and other incurred expenses during conduct of research (surveys, FGDs); and
   * Courier services
   * Other expenses related to the conduct of research not listed in the non-eligible expenditures
2. Expenses related to research dissemination

Specifically, **the research fund will not be used** for the following expenses:

* Equipment
* Software
* Salary, overtime pay or honorarium for resource persons, statisticians and other service providers
* Utilities
* Office rental
* All overseas travel and all items not included in the approved research proposal

**Reference:**

DepEd Order No. 16, s. 2017 – Research Management Guidelines. p. 12-13

DepEd Order No. 26, s. 2021 - Amendment to DO No. 16, s. 2017

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| --- | --- |
| **TITLE OF RESEARCH** |  |
| **TYPE OF RESEARCH**  (Please check) | ACTION RESEARCH  REGIONAL/DIVISION/DISTRICT RESEARCH |
| **BERF CYCLE**  (Please check) | 7th CYCLE 2022 |
| **ACCOUNT NAME (Lead proponent)** |  |
| **ACCOUNT NUMBER** |  |
| **LANDBANK BRANCH** |  |
| **TYPE OF ACCOUNT** | SAVINGS  CURRENT |

**COST ESTIMATES**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **ELIGIBLE EXPENDITURES** | **QUANTITY** | **COST** |
| 1. Food for the interviewees | **Food** | **20 interviewees \*3 no. of interviews \*P65 amount of meal (PM snack)=** | ₱ 0.00 |
| 1. Submission of questionnaires | **Courier services** | **20 respondents \* 150 amount of courier service=** | ₱ 0.00 |
| 1. Research conference | **Expenses related to research dissemination** | **5,000 reg. fee \* 3 proponents** | ₱ 0.00 |
| 4. | Choose an item. |  | ₱ 0.00 |
| 5. | Choose an item. |  | ₱ 0.00 |
| **TOTAL** | | | ₱ 0.00 |

*\*add rows if necessary*

|  |  |
| --- | --- |
| **ATTESTED BY:**  ***(Signature over printed name)*** |  |
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|  |

*To be filled out by the BERF Grantees*

|  |  |
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| **APPROVED BY:**  ***(Signature over printed name)*** |  |
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*To be filled out by RRC Members*