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GUIDELINES FOR DOST TECHNOLOGY TRAINING CENTER (DTTC) PROGRAM IMPLEMENTATION

The program aims to promote and hasten technology transfer and commercialization by providing technology training courses to entrepreneurs, industries, inventors and academe in technology-based undertaking.

I. Background

This guideline is being re-issued to provide supplemental information and update of the previously issued guidelines on the program.

II. Objectives:

- Impart technical know-how to practicing and prospective entrepreneurs through training;
- Optimize the utilization and application of technologies acquired/developed/ generated by DOST Councils and Research and Development Institutes (RDIs); and
- Provide continuing professional development courses for scientists, academicians and technologists.

III. Assistance Coverage:

The DTTC program provides financial support for the preparation of training packages, development of training manuals/modules and production of self-learning videos on specific DOST Technologies that were designed by accredited consultancy groups.

IV. Who Can Avail of Assistance:

Entrepreneurs, academe / researchers, inventors, cooperative and SMEs

V. Operating Procedures for DTTC Training Assistance

1. Proponent submits the training proposal/request to TAPI Director or to the DOST Regional Office.

2. The training proposal includes the following requirements:

- Program of activities (highlighting the topics to be covered by respective resource speakers, venue and target date);
- Detailed line-item budget per training plan;

- Cost-sharing arrangement.
- List of participants

3. Program Manager (PM) acknowledges receipt of proposal indicating initial action taken.

4. PM checks completeness of the proposal.

5. If the proposal has not been endorsed by the DOST Regional Director (RD) concerned, the DOST Regional Office (DOST-RO) through its Regional Technical Evaluation Committee (RTEC) is requested to conduct an evaluation of the proposal.

6. If the proposal is not complete, the proponent is requested to submit a complete project proposal including other documentary requirements.

7. If the proposal submitted is complete, PM prepares Executive Summary of the proposal to be presented by the Division Manager to the TAPI Executive Committee (TAPI Execom) for discussion.

8. If the proposal is disapproved, TAPI informs the proponent and RO concerned, accordingly.

9. If the proposal is approved, TAPI prepares Memorandum of Agreement (MOA) between TAPI and RO. The MOA shall stipulate among others, the following terms and conditions:

    XXX

    DOST Region _____ shall:

    1. Provide appropriate resource persons for the training component of the project;
    2. Be responsible for the actual conduct of the training including provision of support services;
    3. Provide and/or secure venue and facilities for the training;
    4. Invite participants for the training;
    5. Submit to **TAPI an <u>Audited Financial Report</u>** and a **<u>Final Completion Report</u>** not later than three (3) months after the completion of the project and return all unexpended balance;
    6. Not use the funds for money market placement, time deposit and other forms of investments not related to the project during the effectivity of the contract;
    7. Acknowledge **TAPI's** assistance in all reports, press releases and information materials regarding the training;

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10. Upon signing of the MOA of all the concerned parties, TAPI submits MOA for notarization.

11. After notarization of MOA, TAPI shall release the funds to the concerned DOST Regional Office to implement the project to the target beneficiaries.