

Implementation of the Internationalization Program of the Visayas State University

Project Proposal Template

Delivering Department Unit	OVPREI - INNOVATION OFFICE
Project Title	STRENGTHENING TBI SUPPORT FACILITIES AND DEVELOPMENT OF BUSINESS MENTORS FOR THE COMMERCIALIZATION OF RESEARCH PRODUCTS
Project Proponents (name, designation, affiliation and email address). Include project staff.	<p>Alan B. Loreto alan.loreto@vsu.edu.ph</p> <p>Jose L. Bacusmo joebacusmo@yahoo.com</p> <p>Antonio P. Abamo antonio.abamo@vsu.edu.ph</p> <p>Moises Neil V. Serino neil.serino@vsu.edu.ph</p> <p>Ma. Louella C. Tambis lhotie@vsu.edu.ph</p> <p>Argina M. Pomida argina.pomida@vsu.edu.ph</p> <p>Crislin A. Cruz crislin.cruz@vsu.edu.ph</p> <p>Ivy C. Emnace ivy.emnace@vsu.edu.ph</p>
Project International Partners (name, designation, affiliation and email address)	<p>Dr. Kal Kalayanamitra Director, Maejo University Business Incubator Sansai, Chiangmai, Thailand</p> <p>Prof. Sununtha Tinpana Cooperative Education Coordinator, Faculty of Agriculture Khon Kaen University, Thailand</p>
Rationale	<p>1. Background information relating to the proposal</p> <ul style="list-style-type: none"> VSU established a Technology Business Incubator (TBI) in order to hasten the commercialization of the developed technologies of the university and contribute to the economic development of the country. The TBI of VSU has five crucial components, namely; Business Center, TechnoMart, Shared-Service Facility, Support Laboratories and TBI Program Services For support laboratories, VSU-TBI is banking on the existing laboratories of the University for Analytical Services and the newly established Food Testing

	<p>Laboratory. Two of the most important analytical services that are needed by the VSU-TBI as it has bias on food and agriculture, are shelf life and nutritional content analyses</p> <ul style="list-style-type: none"> • VSU has started on developing these laboratories but are still lacking in Certificate of Authority to Operate (CAO) which is a primary requirement under the Memorandum Circular No. 002 Professional Regulation Commission (PRC) the Integrated Chemists of the Philippines (ICP) for the laboratory to officially accept and release to analysis results. Further, it also need some equipment, staff and recurrent operation budget. • Moreover, to be of real use to the TBI startups, the laboratories need the accreditation from PRC and other accrediting agencies. Accreditation is a formal attestation conveying demonstration of laboratory competence and capability to carry out scientific and technical tests with regards to (in VSU-TBI case), food and agriculture products. It is also an assurance that the laboratories conform to the international procedures and standards. • Unless VSU obtain this certifications, the results of these laboratories cannot be used in commercializing technologies of the university that are on food and agriculture products. VSU's technology incubation efforts will continue to grapple with inaccessibility, delays and high transaction cost and laboratory fees. <p>2. Long-term and short-term and long term goals of HEI/s in relation to internationalization</p> <ul style="list-style-type: none"> • Long-term Goal Operate the laboratories commercially to cater to the need of the public especially those in food and agriculture businesses. • Short-Term Goal <ul style="list-style-type: none"> ○ Fast track the commercialization of food and agriculture technologies of the university, ○ Penetrate the export market of the products of the university technologies as spin-offs. <p>3. Expected transformations or effects of the implementation of the project</p> <ul style="list-style-type: none"> • Faster commercialization and wider market- reach of agriculture and food products/VSU technologies that VSU-TBI assist. • Profitable operation of laboratories as additional income stream of the university <p>4. Indicators of sustainability</p> <ul style="list-style-type: none"> • Viability of operating the laboratories as a business • Critical need of the laboratories in VSU-TBI function <p>5. Manpower</p>
Project Duration	24 months
Total Budget	Php 3.2 M

I. Proposal Details. *Please state your objectives following the principle of SMART (Specific, Measurable, Attainable, Relevant and Time-bound)*

Component 1: ACHIEVING ACCREDITATION FOR VSU TECHNOLOGY INCUBATION SUPPORT LABORATORIES

Logical Framework					
Objectives	Activities	Outputs	Verifiable Indicators	Means of Verification	Assumptions
To prepare the requirements for the application of Certificate of Authority to Operate (CAO)	<p>Inventory of equipment available and needed</p> <p>Writeshop of the Laboratory Safety Manual and TWG Meetings</p> <p>Propose to UADCO and BOR provision of Hazard Pay for Laboratory workers</p> <p>Identification and operationalization of chemical storage room</p>	<ul style="list-style-type: none"> List of present and needed equipment Safety Manual Hazard Pay Proposal Chemical Storage room equipped with appropriate shelves, etc 	<p>Inventory report</p> <p>Bound copy of Approved Safety Manual</p> <p>BOR Resolution</p>	Document perusal	Speedy provision and approval of the requirements by the VSU Administration
To hire competent personnel to man the laboratories	<p>Request the VSU Administration to hire Licensed Chemists and Chemistry Technicians for each laboratory</p> <p>Implement hiring procedure</p>	<ul style="list-style-type: none"> Licensed Chemists Licensed Chem Tech 	<p>Hiring documents (advertisement, interview and qualification ratings)</p> <p>Appointment</p>	Document perusal	
To develop the system(s) of the laboratories	<p>Writeshop of Process manual and Operations Manual</p> <p>Planning and securing needed</p>	Process Manual and Operation	<p>Bound copy of Process Manual and Operation</p> <p>Payment of Application</p>		

	permits/ accreditations	CAO Application filed			
To provide basic supplies /expendables to the two laboratories	Inventory and requesting purchase of the necessary chemicals and other laboratory expendables	Basic supplies purchased	Inventory of supplies		Procurement is not delayed
To advertise the services and fees of the laboratories to the public	Advertising through social media and other media	Advertisement AVP, radio plugs and print	Number of views, broadcast frequency and copy of printed ads		

Component 2: Capacity Building of VSU Researchers on Innovative Approaches of Research to Market Schemes

Rationale	<p>Commercialization of developed technologies or products from research must be the ultimate goal of each research project so that it will be put to use and eventually help in the economy of the country. The research forum reported that in developing countries like the Philippines less than 5% of the developed technologies is commercialized due to lack of enabling environment such as intellectual property protection policies, capable/available business mentors, facilities (support laboratories and business incubators) and venture capital to support growth and development of MSMEs.</p> <p>One particular successful academe-business partnership are the Science Parks cum Business Incubators in Thailand. The Science Parks not only serve as learning environment but also is a one-stop-shop to make technologies from the academe available to budding and other entrepreneurs, enable manufacturing of products through shared-use facilities, connect the entrepreneurs with mentors who are business practitioners and finally help accelerate the market reach of the different products.</p> <p>VSU for example, have shared-use facilities for food processing as well as academic departments (e.g. Dept. of Business Management and the Dept. of Economics) with competent faculty having knowledge on the concepts of developing a business. The knowledge of these faculty has to be capitalized in order to complement their skills with innovative approaches such that they become key drivers in the transformation of research outputs into commercialized products and services.</p> <p>Trainings such as Technology Profiling and Valuation, Design Thinking as applied to business, Business Model Canvass, Entrepreneurship and Innovation and even the use of social media platforms in marketing. Expertise of these areas are needed by VSU to speed-up commercialization</p>
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	The knowledge that the faculty will learn can be shared to other faculty researchers and students hoping to inspire and change their mindset to become entrepreneurs.
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Logical Framework					
Objectives	Activities	Outputs	Verifiable Indicators	Means of Verification	Assumptions
To organize a core team to manage and assist in technology commercialization.	Selection of VSU faculty to compose the core team Inception Meeting	Core Team is formed, organized and trained	Appointment from the OP	Document perusal	Faculty is committed and passionate to help VSU in technology commercialization
To develop a network of partners (TBI managers from foreign partner institutions, business practitioners and pool of experts).	Meetings with partners in foreign institutions, local Chambers of Commerce and selected business practitioners.	Pool of business practitioners and business and TBI expert managers willing to serve as mentors to VSU Tech Commercialization core team	Meeting documentations agreements and signed service commitment forms	Document perusal	
To document best practices of successful TBIs in Asia.	Benchmarking of successful TBIs in Asia in academic setting.	Benchmarking report	Document	Document perusal	Travel to other countries are allowed and safe
To enhance the capability of VSU Tech Commercialization Core Team on technology commercialization.	Conduct on-site (VSU) training/ seminars/ workshops on TBI operations by experienced TBI managers from international partner institutions	Enhanced capability of VSU Tech commercialization core team	Trainings/ seminars and workshop documentations	Document perusal	Travel restrictions from sending institutions are lifted.

II. Project Details

Target Beneficiaries	<ul style="list-style-type: none"> VSU-TBI Startups MSMEs Students and researchers
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Discipline (<i>check all that apply</i>)	
<input type="checkbox"/> Education Science, Teacher Training <input type="checkbox"/> Fine, Applied Arts <input type="checkbox"/> Humanities <input type="checkbox"/> Religion, Theology <input type="checkbox"/> Social, Behavioral Sciences <input checked="" type="checkbox"/> Business Administration Related <input type="checkbox"/> Law, Jurisprudence <input checked="" type="checkbox"/> Natural Science <input type="checkbox"/> Mathematics <input type="checkbox"/> IT-Related	<input type="checkbox"/> Mass Communication, Documentation <input type="checkbox"/> Medical, Applied Professions <input type="checkbox"/> Trade, Craft, and Industrial Engineering <input type="checkbox"/> Engineering <input type="checkbox"/> Architectural, Town Planning <input checked="" type="checkbox"/> Agricultural, Forestry, Fisheries <input type="checkbox"/> Home Economics <input type="checkbox"/> Service Trades <input type="checkbox"/> Maritime <input type="checkbox"/> Others (specify)
Priority Area (<i>Check all that apply</i>).	
<input type="checkbox"/> Health, Life Sciences <input type="checkbox"/> Improving environmental resilience <input type="checkbox"/> Improving energy security	<input type="checkbox"/> Future cities <input checked="" type="checkbox"/> Agritech <input checked="" type="checkbox"/> Digital, innovation, and creativity
Responsiveness to UN Sustainable Development Goals (<i>Depending on the research type and platform, you may check more than one (1) SDG</i>)	
<input checked="" type="checkbox"/> SDG 1. End poverty in all its forms everywhere. <input checked="" type="checkbox"/> SDG 2. End hunger, achieve food security, and improved nutrition and promote sustainable agriculture. <input type="checkbox"/> SDG 3. Ensure healthy lives and promote well-being for all at all ages. <input type="checkbox"/> SDG 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities at all. <input checked="" type="checkbox"/> SDG 5. Achieve gender equality and empower all women and girls. <input type="checkbox"/> SDG 6. Ensure availability and sustainable management of water and sanitation for all. <input type="checkbox"/> SDG 7. Ensure access to affordable , reliable, sustainable and modern energy for all. <input checked="" type="checkbox"/> SDG 8. Promote sustained, inclusive and sustainable economic growth, full productive employment, and descent work for all.	<input type="checkbox"/> SDG 10. Reduce inequality within and among other countries <input type="checkbox"/> SDG 11. Make cities and human settlements inclusive, safe, resilient, and sustainable <input type="checkbox"/> SDG 12. Ensure sustainable consumption and production patterns <input type="checkbox"/> SDG 13. Take urgent action to combat climate change and its impacts <input type="checkbox"/> SDG 14. Conserve and sustainably use the oceans, seas, and marine resources for sustainable development <input type="checkbox"/> SDG 15. Protect, restore and promote sustainable use of terrestrial systems, sustainable manage forests, combat desertification and reverse land degradation and halt biodiversity loss. <input type="checkbox"/> SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable, and inclusive institutions at all levels.

<input type="checkbox"/> SDG 9. Build resilient infrastructure , promote inclusive and sustainable industrialization and foster innovation.	<input checked="" type="checkbox"/> SDG 17. Strengthen the means of implementation and revitalize the global partnership for sustainable development.
Explain how the project responds to SDG selected above.	VSU technologies are mostly food and agricultural. Thus, commercialization of those will bring more food to the table of Filipinos and will result into productive and profitable livelihood. Since, most of those engaged in processing agricultural products into food are women, the project will also contribute in mainstreaming women in the economy.
Explain how the project responds to the Ambisyon 2040.	Based on the 10-point Socio Economic Agenda in Ambisyon 2040, the project responds to agenda 1, 2, 5, 8 and 17. The project promotes rural and value chain development in agriculture as the project is aimed towards fast tracking commercialization of food and agriculture technologies. The project promotion on use of science and technology to enhance innovation, increase in economic activities and cash income of start-ups certainly will promote peace and order as poverty is the bedrock of crime and dissent.
Explain how the project responds to Internationalization Plan of VSU	The project will lead to faculty exchange from partner universities. Inbound faculty will serve as mentors to the VSU TBI Core Team while the outbound faculty can benchmark and learn from the business incubator operations of the partner institution.

III. Schedule of Activities. *Provide a Gantt Chart presenting schedule of activities for the proposed project. Use a separate sheet for this portion.*

Project Component	Activities	Year 1				Year 2			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
General	Inception Meeting								
1	Inventory of Equipment								
	Writeshop of Safety Manual								
	Present Hazard Pay proposal to UADCO								
	Purchase essential chemicals								
	Renovation of Chemical Store Room								

	Send request to OP and NAPB hiring of Licensed Chemist and Chem Tec								
	Writeshop of Operations manual								
	Securing CAO								
	Advertise services in print, radio and digital platforms								
2	Selection of faculty to compose the Core Team								
	Meetings with partners in foreign institutions, local Chambers of Commerce and selected business practitioners.								
	Conduct benchmarking of successful TBI in foreign institutions.								
	Organize Trainings, Seminars. and Workshops								
	Assign at least 3 mentors to each incubatee								
	Organize a Technology Pitch and Investors Forum								

IV. Work and Financial Plan

I. Work Plan for the Project <i>(Provide additional sheets if necessary)</i>		
Activity	Output	Date
Inception Meeting	Leveling-off of expectations and defining roles and responsibilities of each proponent in the project	Week 2 of Month 1 (upon release of Notice to Proceed or Approval of Implementation)
Inventory of Equipment	List of equipment	Q1 Y1
Writeshop of Safety Manual	Lab Safety Manual	Q1 Y1
Present Hazard Pay proposal to UADCO	Approval from UADCO and BOR	Q1 and Q3
Purchase essential chemicals	Chemicals purchased ready for use	Y1 – Q3 to Y2-Q2
Renovation of Chemical Store Room	Chemical Store Room and fixtures in accordance to the PRC/ICP standards	Y1 – Q1 and Q2
Send request to OP and NAPB hiring of Licensed Chemist and Chem Tec	Excerpts/Actions from the NAPB	Q1 Y1
Writeshop of Operations manual	Operations Manual	Q2 Y1
Securing CAO	CAO issued by accrediting bodies	Y1-Q3 to Y2-Q3
Advertise services in print, radio and digital platforms	Lab Services advertised in different platforms	Y2-Q2-Q4
Invitation and selection of Faculty Core Team members	VSU TBI Core Team Appointment from OP	Y1-Q2

Conduct benchmarking of successful TBIs from Asian partners	Report on benchmarking	Y2-Q3
Organize Trainings, Seminars. and Workshops	Trainings/Seminars/ Workshops conducted	Y1-Q3, Y2-Q1 and Q3
Meetings with partner Chambers of Commerce and Industry	Meetings conducted	Y1-Q2, Q4, Y2-Q3
Assigned at least 3 mentors to each incubatee	Appointment of Mentors	Y1-Q4 to Y2-Q4
Organize a Technology Pitch and Investors Forum	Investors Forum conducted	Y1-Q4, Y2-Q4
Project Completion Report and Presentation	Completion Report	Y2-Q4

II. Line Item Budget (see separate sheet for Budget Requirement from Internationalization Program of VSU)

Items / Particulars	Collaborators Support	Amount
International Travel for Inbound Graduate Students(2) and Faculty(3)	Passport and Visa Application fees, Airfare, Travel insurance, allowances, etc.	Estimated Cost from Thailand and Singapore PhP 500,000.00

III. Scholarships / Fellowships for Undergraduate and Graduate Studies and Faculty Mobility Inbound and Outbound and International Relations

List of Prospective Participants (Target only. When no names are available, kindly indicate the number of personnel / beneficiaries).

FULL NAME	INSTITUTION	POSITION
<i>(Title) (First name) (M.I) (Last Name)</i>	<i>Do not abbreviate</i>	<i>Do not abbreviate</i>
I. Inbound		
<i>a. Undergraduate</i>		
<i>b. Graduate</i>	2	
<i>c. Faculty</i>	2	
II. Outbound		
<i>a. Undergraduate</i>		
<i>b. Graduate</i>		
<i>c. Faculty</i>	3	

IV. Summary of Expected Outputs

Category / Item/ Description	Quantity
Publications	1 paper – Experiences in Business Incubation in the Academe 2 Safety Manuals 1 Operations Manual
Patents (IP Protection)	Copyright <ul style="list-style-type: none"> • 2 Safety Manuals • 1 Operations Manual

Products	List of Technologies for Commercialization
People and Services	At least 5 Incubatees with Business Mentors Internationalization <ul style="list-style-type: none"> • 3 Outbound Faculty • 3 Inbound Faculty • 2 Inbound Graduate students
Places and Partnerships	2 partnerships with Chambers of Commerce and Industry Partnership with a successful TBI in Asia 5 Technology Licensing Agreements
Policies	One(1) BOR Resolution One(1) QAQC Reviewed and approved ISO Process Manual

SUBMITTED BY:

ALAN B. LORETO

*Signature over printed Name of Delivering
Project Lead / Point Person)*

*Signature over printed name of
Collaborating Institution Focal Person*

REVIEWED AND ENDORSED BY:

MARIA JULIET CENIZA

*Signature over printed name of
College / VP*

APPROVED BY:

EDGARDO E. TULIN

*Signature over printed name of
Agency Head*