

Submit a New Proposal

Submitting a proposal can be accomplished by following the 5 step processes:

- a) [Step 1: Basic Information](#)
- b) [Step 2: Project Team Members](#)
- c) [Step 3: Upload Project Proposal](#)
- d) [Step 4: Upload Supplementary Files](#)
- e) [Step 5: Review and Confirm Submission](#).

To start submitting a new proposal, start from the [Dashboard](#), click on the Submit a New Proposal then accomplish [Step 1](#) through [Step 5](#).

Step 1: Basic Information

A. From the Proposal Details form, fill all the required fields marked with Asterisk (*).

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Step 1: Basic Information

Proposal Details

Scientific Title * Sample proposal scientific title

Public Title Sample proposal public title

Program Title Sample program title

Brief Description *

File Edit Insert View Format Table Tools

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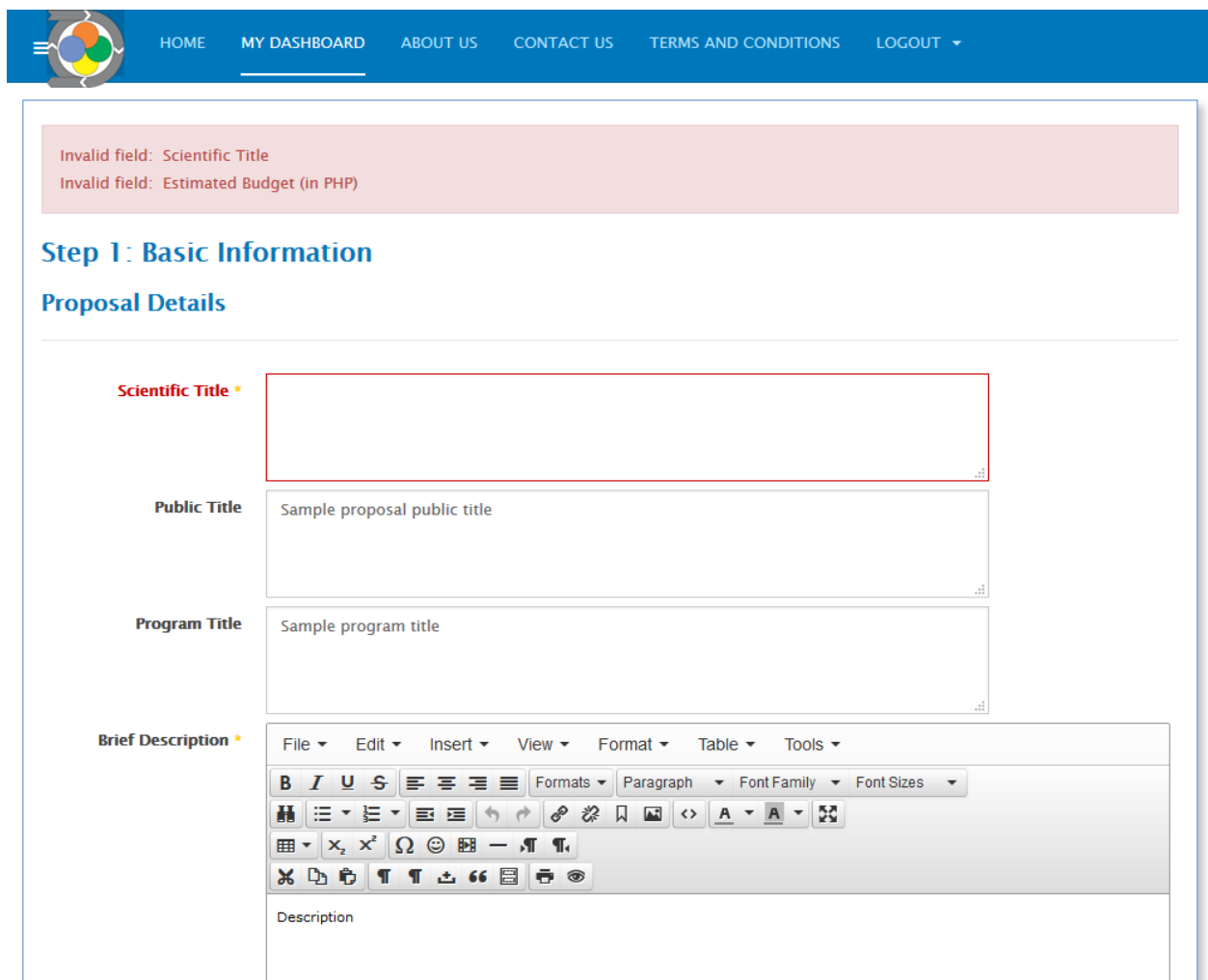
[Table] [Equation] [Text Color] [Text Background Color] [Text Color] [Text Background Color]

[Link] [Image] [Code] [Font Color] [Background Color] [Font Size]

Description

B. After filling-out the required field, click on the Save and Next button.

C. Any data field that is wrongly filled out will be marked with red and will be described at the [Notification Message](#) which can be seen at the top of the page. Please resolve the issue and submit the form again.



The screenshot shows a web application interface with a blue navigation bar at the top containing a logo and links for HOME, MY DASHBOARD, ABOUT US, CONTACT US, TERMS AND CONDITIONS, and LOGOUT. Below the navigation bar, a light red notification banner displays two error messages: "Invalid field: Scientific Title" and "Invalid field: Estimated Budget (in PHP)". The main content area is titled "Step 1: Basic Information" and "Proposal Details". It contains four form fields: "Scientific Title" (empty and outlined in red), "Public Title" (containing "Sample proposal public title"), "Program Title" (containing "Sample program title"), and "Brief Description" (containing a rich text editor with a toolbar and the text "Description").

Step 2: Project Team Member

A. From the Add a Member form, fill all the required fields marked with Asterisk (*).

Step 2: Project Team Members

Add a Member

[Add a New Member](#)

Title *

First Name *

Middle Name

Last Name *

Email *

Landline

Mobile (+63)

Institutional Affiliation

Role *

[Add Member](#)

Added Team Members

Name	Contact Details	Role	Action
		Project Leader	

[Next Step](#) [Previous Step](#)

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B. After filling-out the required field, click on the Add Member button.

C. Any data -field that is wrongly filled out will be marked with red and will be described at the [Notification Message](#) which can be seen at the top of the page. Please resolve the issue and submit the form again.

Invalid field: Title
Invalid field: First Name
Invalid field: Last Name
Invalid field: Email
Invalid field: Role

Step 2: Project Team Members

Add a Member

[Add a New Member](#)

Title *

First Name *

Middle Name

Last Name *

Email *

Landline

Mobile (+63)

Institutional Affiliation

Role *

[Add Member](#)

Added Team Members

Name	Contact Details	Role	Action
		Project Leader	

[Next Step](#) [Previous Step](#)

D. If you wish to add more team members, click on the Add a New Member button, the Add a Member form will be displayed. Repeat from [Step A](#) to [Step D](#) until all members are added.

E. Click on the Next Step button.

Add a New Member

From [Step 2: Project Team Members](#), click on the Add a New Member button. Add a Member form will be displayed. Please follow [Step A](#) to [Step D](#) from [Step 2: Project Team Members](#).

Remove Member

Be careful when executing this option, this action cannot be undone. To remove a Team Member, start from [Step 2: Project Team Members](#), scroll down to the List of Added Team Members, locate the member that needs to be removed, click on the Remove Member Icon button and confirm deletion.

Step 3: Upload Project Proposal

A. From the Upload a Proposal File form, fill all the required fields marked with Asterisk (*) by clicking on the Browse button. A File Chooser dialog will be displayed. Browse, locate and select the File containing the project proposal.

Step 3: Upload Project Proposal

Upload a Proposal File

Project Proposal * No file selected.

Uploaded Proposal Files

File Name	Date Uploaded	Revision	Action
[REDACTED]	Tue, Feb 23, 2016	0	
[REDACTED]	Fri, Apr 01, 2016	0	

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B. After selecting the file, click on the Upload File button.

C. Any data field that is wrongly filled out will be marked with red and will be described at the [Notification Message](#) which can be seen at the top of the page. Please resolve the issue and submit the form again.

Invalid field: Project Proposal

Step 3: Upload Project Proposal

Upload a Proposal File

[Upload a New File](#)

Project Proposal * No file selected.

[Upload File](#)

Uploaded Proposal Files

File Name	Date Uploaded	Revision	Action
[Redacted]	Tue, Feb 23, 2016	0	
[Redacted]	Fri, Apr 01, 2016	0	

[Next Step](#) [Previous Step](#)

D. To upload another document, click on the Upload a New File button, the Upload a Proposal File form will be displayed. Repeat from [Step A](#) to [Step D](#) until all files are uploaded.

E. Click on the Next Step button.

Upload a New File

From [Step 3: Upload Project Proposal](#), click on the Upload a New File button. Upload a Proposal File form will be displayed. Please follow [Step A](#) to [Step D](#) from [Step 3: Upload Project Proposal](#).

Remove a File

Be careful when executing this option, this action cannot be undone. To remove a file, start from [Step 3: Upload Project Proposal](#), scroll down to the List of Uploaded Proposal Files, locate the file that needs to be removed, click on the Remove File Icon button and confirm deletion.

Download a File

To download a file, start from [Step 3: Upload Project Proposal](#), scroll down to the List of Uploaded Proposal Files, locate the file that needs to be downloaded, click on the Download File Icon button. The file will be downloaded automatically.

Step 4: Upload Supplementary Files

A. From the Upload a Supplementary File form, fill all the required fields marked with Asterisk (*). Click on the Supplementary File Type drop-down list and select the file type. Click on the Browse button, a File Chooser dialog will be displayed. Browse, locate and select the file.

Step 4: Upload Supplementary Files

Upload a Supplementary File Upload a New File

Supplementary File Type *

Supplementary File * No file selected.

Uploaded Supplementary Files

Type	File Name	Date	Action
Proposed Line-Item Budget (LIB)		2016-02-23	
Others		2016-04-01	

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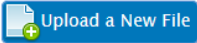
B. After selecting the file, click on the Upload File button.

C. Any data field that is wrongly filled out will be marked with red and will be described at the [Notification Message](#) which can be seen at the top of the page. Please resolve the issue and submit the form again.

Invalid field: Supplementary File Type
Invalid field: Supplementary File

Step 4: Upload Supplementary Files





Upload a Supplementary File



Supplementary File Type *

Supplementary File * No file selected.

Uploaded Supplementary Files

Type	File Name	Date	Action
Proposed Line-Item Budget (LIB)	[Redacted]	2016-02-23	 
Others	[Redacted]	2016-04-01	 

D. To upload another document, click on the Upload a New File button, the Upload a Supplementary File form will be displayed. Repeat from [Step A](#) to [Step D](#) until all files are uploaded.

E. Click on the Next Step button.

Upload a New File

From [Step 4: Upload Supplementary Files](#), click on the Upload a New File button. Upload a Supplementary File form will be displayed. Please follow [Step A](#) to [Step D](#) from [Step 4: Upload Supplementary Files](#).

Remove a File

Be careful when executing this option, this action cannot be undone. To remove a file, start from [Step 4: Upload Supplementary File](#), scroll down to the List of Uploaded Supplementary Files, locate the file that needs to be removed, click on the Remove File Icon button and confirm deletion.

Download a File

To download a file, start from [Step 4: Upload Supplementary Files](#), scroll down to the List of Uploaded Supplementary Files, locate the file that needs to be downloaded, click on the Download File Icon button. The file will be downloaded automatically.

Step 5: Review and Confirm Submission

A. From the Review and Confirm Submission form, review all your input from [Step 1: Basic Information](#) through [Step 4: Upload Supplementary Files](#). If there is a need to revise previous entries, click on the Previous Step button and update all the necessary details.

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Step 5: Review and Confirm Submission

Submission Details

Scientific Title	Sample proposal scientific title
Public Title	Sample proposal public title
Program Title	Sample program title
Brief Description	Description
General Objectives	General objective
Specific Objectives	Specific objectives
Expected Output	Output
Expected Outcome	Outcome
Beneficiaries	Beneficiaries
Implementing Agency	Mindanao State University – Main – Marawi
Cooperating Agencies	Mindanao State University – Main – Marawi
NUHRA Regime	NUHRA 2011–2016
NUHRA Classification	Health Technology Development
NUHRA Priority	Information and Communication Technology (ICT) for Health
Multi Country	Yes
Countries	Philippines
Multi Year	No
Project Year	Year 1
Duration (in Months)	12
Estimated Budget	1225456.000

Project Team Members

Name	Contact Details	Role
		Project Leader

Files Uploaded

Type	File Name	Date Uploaded	Revision
Proposed Line–Item Budget (LIB)		2016–02–23	0
Others		2016–04–01	0
Main Proposal		2016–02–23	0
		2016–04–01	0

PCHRD Terms and Conditions

- 1) I agree to provide soft copies of the proposal and supplementary files of my research for paperless review, and submit all the required documents or reports as requested by the Philippine Council for Health Research and Development (PCHRD).
- 2) I understand that this submission and all it contains will be forwarded to Technical Reviewers for review and that communications regarding this research proposal will be strictly between me, the PCHRD and the assigned Technical Reviewers.
- 3) I understand that my research will be indexed in PCHRD Project Management System, and will be treated with confidentiality at all times.
- 4) I understand that PCHRD may make available the general information and brief description or abstract of my research to the general public once the research is

Accept  **Yes, I understand and accept all the above PCHRD Terms and Conditions.**

Confirm and Submit

Previous Step