

Research, Development and Extension Contract (Sample)

KNOW ALL MEN AND WOMEN BY THESE PRESENTS:

This contract is made and entered into this ___nd day of January 20xx by and between:

Engr. _____, Associate Professor, Chemical Engineering faculty, Mr. _____, Associate Professor, and Engr. _____, Associate Professor, of the Eastern Visayas State University, Tacloban City herein after referred to as the GRANTEES:
and

The EASTERN VISAYAS STATE UNIVERSITY, a State University duly organized and existing under the laws of the Republic of the Philippines, with business address at Tacloban City, represented by its President, DR. _____, herein after referred to as the GRANTOR:

WITNESSETH:

That the GRANTOR hereby allows the GRANTEES to conduct a research project on "Abaca Pulping Process" for a period of June will be devoted for the development of equipment for Abaca Pulping Process and July to December will be for the experimentation), in the amount of Two Hundred Fifty Eight Pesos (258,000.00) pursuant to its research functions; EVSU as an institution of higher learning as mandated to engage in research relevant to its distinctive competence which is technology; that research output is expected to improve instruction and well-being; and that the grantor provides the GRANTEES the following:

1. Monthly honorarium for the Project Leader, Engr. _____ and his Assistant Researchers, Mr. _____ and Engr. _____ as provided and authorized under NBC 3461, dated March 1, 1999;
2. Supplies, materials and equipment as provided in the project proposal; and
3. If necessary, official travel related to the conduct of the study.

That the Grantees hereby agree to perform the following duties and responsibilities:

Project Leader: Engr. _____

1. Leads in the conduct of the project.
2. Provides the concept and design of the equipment for fabrication.
3. Prepares the requisition of supplies, materials and equipment needed for the project.
4. Supervises the fabrication of equipment.
5. Performs test runs.
6. Conducts experimental runs and data gathering in the performance of fabricated equipment.
7. Analysis test results.
8. Prepares and submits periodic and terminal report(s).
9. Signs Memorandum Receipts for materials and equipment needed for the project.

Assistant Researcher: Engr. _____ Leo Real (July-December, 20xx)

1. Draws the design of the equipment for fabrication.
2. Prepares the details bill of materials for the fabrication.



3. Fabricates the equipment for the project.
4. Assists in test run and improvement of the fabrication.
5. Assists in the evaluation of experimental runs and data gathering of the performance of fabricated equipment.
6. Helps in the analysis of results.
7. Assists in the preparation of periodic and terminal report(s).

Assistant Researcher: Mr. _____ (January-December, 20xx)

1. Assists in the preparation of the raw materials for the start of the process.
2. Assists in the performing of test runs and trials of the performance of the equipment.
3. Assists in the conduct of the experiment.
4. Assists in the data analysis.
5. Takes charge in the documentation.
6. Assists in the preparation of periodic and terminal report(s).

Furthermore, that the GRANTEES hereby agree to abide by the terms and conditions of this contract to wit:

1. To implement and finish the project as scheduled;
2. To upgrade the Office of Research, Planning and Extension Services of any development of the project by submitting a monthly progress report which include its accomplishment with relevant documentation;
3. To adhere with the rules and policies of the Institute especially on matters related to claims of fund, which must be subjected to proper accounting and auditing procedures;
4. To be evaluated by a typical panel on the performance of the fabricated equipment;
5. To receive the last payment of honorarium upon a completion of the project;
6. To prepare and submit final/terminal report in five (5) copies;
7. To present its findings and recommendations to the academic community during research forum or in-house review;
8. To return to the ORPES whatever equipment would be purchased for the project using research funds; and
9. To abide by the above-stated conditions stipulated by the GRANTOR.

This AGREEMENT shall be effective this January 2005, valid and binding for twelve (12) months from the date of its signing by both parties without prejudice to the revisions or modifications of any or some of the provisions which may herein after be agreed upon by the contracting parties provided that such revisions or modifications are consistent with the original interest and purpose of this agreement.

President/Grantor

Project Leader/Grantee

Assistant Researcher

Assistant Researcher

Signed in the Presence of:

VP, Office of RDE Budget Officer III HRMO III

Ok as to Funds:



Accountant III

Grantee/Researcher

(Signature over printed name)

(Please attach the necessary tables, figures, charts, photographs & other pertinent papers)

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES Province of _____

City of _____

Before me, NOTARY PUBLIC for in _____, Philippines, this ____th day of _____ 20xx.

1. _____ with Res. Cert. No.: _____ Issued at _____ on _____
2. _____ with Res. Cert. No.: _____ Issued at _____ on _____
3. _____ with Res. Cert. No.: _____ Issued at _____ on _____

ALL NOW MY HAND AND SEAL on the date and at the place first above written.

Notary Public

Doc. No.: _____

Page No.: _____

Series of: _____

Book: _____

